

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



June 15, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

June 15, 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 non-agenda items.

3. Monthly Update: Oak Lodge Governance Project

4. Public Hearing regarding Schedule of Rates, Fees, and Other Charges

5. Consideration of Resolution No. 2021-05 Adopting the Fiscal Year 2022 Schedule of Rates, Fees, and Other Charges

6. Consent Agenda

a. May 2021 Financial Report

b. Approval of May 7, 2021 Board Special Meeting Minutes

c. Approval of May 18, 2021 Board Regular Meeting Minutes

d. Approval of Partridge Circle Construction Contract

e. Approval of Cooperative Procurement Contract for Paving Services

7. Consideration of Extension of the March 17, 2020 Declaration of State of Emergency

8. Call for Public Comment

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

9. Business from the Board

10. Department Reports

a. Finance

b. Technical Services

c. Field Operations

d. Plant Operations

11. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	June 15, 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.



PUBLIC COMMENT FORM

The Oak Lodge Water Services District Board of Directors welcomes comment from members of the public. Please use this form to submit written comment.

Identifying Information

Name: Leah Nagely Robbins Date: 6/3/2021

Group or Organization Affiliation: Jennings Lodge resident

Address: 4803 SE Meldrum Avenue Phone Number: 503-957-9030

Public Comment

Given future forecasts of Clackamas River water supply - diminishing in years to come due to the effects of climate change - I would like to know the District's plan for maintaining a clean and ample water supply for the District's current and future residents and businesses.

Can customers expect more wells for groundwater? Or a new water intake/treatment facility for Willamette River water supply?

What process does the District follow to ensure future quality and quantity of water resources and are there any updates coming this year or next that customers can participate in?

Thanks in advance for your response.

The District Recorder requests that written comments are submitted at least 48 hours prior to a scheduled public meeting for distribution to the Board of Directors in advance of the meeting.

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

You may submit this form to the Oak Lodge Water Services District Recorder in person, by email, or by postal mail.

Email: laural@olwsd.org

District Offices: 14496 SE River Road, Oak Grove, OR 97267



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	June 15, 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.



AGENDA ITEM

Title	Public Hearing Regarding Schedule of Rates, Fees, and Other Charges
Item No.	4
Date	June 15, 2021

Summary

Members of the public are invited to comment or provide testimony related to the Rates, Fees, and Other Charges Schedule.

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

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



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Consideration of Proposed Rates, Fees, and Other Charges Schedule for FY 2021-22
Item No.	5
Date	June 8, 2021

Summary

The District maintains a Schedule of Rates, Fees, and Other Charges that summarizes amounts charged to District customers for various services. The Schedule is updated each year in conjunction with the District's budget process.

Background

The District's Schedule of Rates, Fees, and Other Charges summarizes utility rates, system development charges (SDC) and fees associated with a variety of services provided to customers.

An increase in utility rates for water, wastewater and stormwater protection are incorporated into the District's Fiscal Year 2021-22 Adopted Budget. For the average residential customer, the proposed monthly rate increase is \$0.39 for drinking water, \$0.78 for wastewater, and watershed protection for \$0.14. This is a 1.5% rate increase based on the Adopted Budget for fiscal year 2021-22.

The District has changed the fee structure for drinking water connections (see section F). In the current schedule, there are two separate fees: one for drinking water meter set fee and a separate fee for tapping. Under the new structure, the District has combined the separate fees and added installation and materials for the service line from the main to the meter. The rates are listed for 5/8" up to 2" meter sizes. For meter sizes over 2", the fee is based on actual costs. Please note that the excavation will still be completed by the owner/contractor.

In January 2021, the Board approved updated System Development Charges (SDC) for water distribution per water meter size based on the recommendation from the Water System Master Plan. Since this increase in charges was implemented just recently, the District has kept these updated SDC's the same. Additionally, there is no change to the wastewater SDC per Equivalent Dwelling Unit. This charge will be reviewed after the completion of the Wastewater Master Plan.

There are other small changes:

- A.4.d. Water service disconnect fee (for non-payment) – increase to \$50.00 to cover both the disconnection and reconnection. There is currently no separate fee for when service is restored.
- A.4.e. After hours turn on fee – increased to cover the cost of labor for overtime and the minimum of two paid hours for the call-in.
- C.2. Significant Industrial User Fees – is a pass-through of the fee charged by Oregon Department of Environmental Quality (DEQ). Since the District cannot predict the fee to be charged by DEQ, this fee is now based on actual cost.
- F.4 Request for meter relocations – is now based on actual cost versus two times the meter set fee, since the meter set fee is now combined with tapping and installation.

All other fees and charges remain consistent with the prior year.

Recommendation

Staff recommends adoption of the proposed Schedule of Rates, Fees, and Other Changes effective July 1, 2021.

Suggested Board Motion

“I move to adopt the proposed Fiscal Year 2022 Schedule of Rates, Fees, and Other Charges to be effective July 1, 2021.”

Attachments

1. Resolution 2021-05 Adopting the Fiscal Year 2022 Schedule of Rates, Fees and Other Charges for Oak Lodge Water Service District with an Effective Date of July 1, 2021
2. Proposed Schedule of Rates, Fees, and Other Charges - Effective July 1, 2021

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2021-05

A RESOLUTION ADOPTING THE FISCAL YEAR 2022 SCHEDULE OF RATES, FEES, AND OTHER CHARGES FOR THE OAK LODGE WATER SERVICES DISTRICT WITH AN EFFECTIVE DATE OF JULY 1, 2021.

WHEREAS, the Board of Directors for the Oak Lodge Water Services District (the "District") establishes and adopts rates, fees, and other charges for the District, for use of the District's water distribution system, sanitary sewer system, surface water management, and other services provided by the District; and

WHEREAS, the Board of Directors finds it necessary and proper to routinely review and from time to time revise such rates, fees, and other charges based on the cost of service and recommendations from the District's professional staff; and

WHEREAS, the Board of Directors finds it useful to make necessary revisions and adopt a master schedule of the rates, fees, and other charges on an annual basis around the start of each fiscal year so that District customers and staff have the updated rates, fees, and other charges readily available; and

WHEREAS, pursuant to ORS 261.312 and ORS 294.160, on June 15, 2021, the Board of Directors held a public meeting which included a duly noticed public hearing to consider the proposed increase in rates, fees, and other charges, where the public was invited and provided an opportunity to comment; and

WHEREAS, the Board of Directors now wishes to adopt the rates, fees, and other charges as set forth in this Resolution to take effect beginning July 1, 2021.

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

Section 1. The Board of Directors hereby adopts the Rates, Fees, and Other Charges Schedule as set forth in **Exhibit A**, attached hereto and by this reference incorporated herein.

Section 2. The Rates, Fees, and Other Charges Schedule shall take effect beginning on July 1, 2021. Until such date the District's most recently adopted rates, fees, and other charges shall remain in full force and effect.

Section 3. This Resolution supersedes and replaces any and all previously adopted resolutions regarding rates, fees, and other charges for District services.

INTRODUCED AND ADOPTED THIS 15th DAY OF JUNE 2021.

OAK LODGE WATER SERVICES DISTRICT

By _____
Paul Gornick, President

By _____
Ginny Van Loo, Secretary/Vice President

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

**Effective
7/1/2021**

A. Rates/Service Charges

1. Water Service

a. Residential Service

	<u>Usage Bracket</u>	<u>Rate</u>
i. Consumption Rate per hundred cubic feet of water (CCF) per billing cycle (2 months)		
Tier 1 (Lifeline)	1-10 CCF	\$ 1.20
Tier 2 (Main)	11-50 CCF	\$ 1.61
Tier 3 (Conservation)	51+ CCF	\$ 1.90
ii. Fixed rate per meter size per	<u>Meter Size</u>	<u>Rate</u>
20 gallons per minute (GPM) - per month	5/8" x 3/4"	\$ 18.14
or per billing cycle		\$ 36.28
30 gallons per minute (GPM) - per month	Full 3/4"	\$ 27.20
or per billing cycle		\$ 54.40

b. Large Residential, Commercial, and Industrial Service

i. Rate per hundred cubic feet of water (CCF) per month	<u>Usage Bracket</u>	<u>Rate</u>
All services	All usage	\$ 1.68
ii. Fixed rate per meter size per month	<u>Meter Size</u>	<u>Rate</u>
	1"	\$ 31.91
	1.5"	\$ 54.98
	2"	\$ 81.39
	3"	\$ 153.98
	4"	\$ 241.97
	6"	\$ 461.94
	8"	\$ 747.88
	10"	\$ 1,055.81

c. Fire Line Service

i. Fixed rate per meter size per month	<u>Meter Size</u>	<u>Rate</u>
	1"	\$ 25.29
	1.5"	\$ 36.28
	2"	\$ 50.56
	3"	\$ 86.90
	4"	\$ 131.99
	6"	\$ 246.32
	8"	\$ 373.95
	10"	\$ 536.71
ii. Rate per hundred cubic feet of water (CCF)	<u>Usage Bracket</u>	<u>Rate</u>
Tier 1	1 CCF	1.c.i. Fixed rate
Tier 2	2+ CCF	per meter \$ 1.68

d. Water Service Voluntary Backflow Assembly Testing Program

i. Fixed rate per device per year	<u>Device Size</u>	<u>Rate</u>
	0.5" - 2.0"	\$ 22.00
	2.5" - 4.0"	\$ 32.00
	6.0"-12.0"	\$ 42.00
ii. Administrative Late Fee		\$ 25.00
iii. Confined Space Entry Charge per Vault (applies to devices in vaults)		\$ 25.00
iv. Confined Space Pumping Charge per Minute (applies to vaults filled with water)		\$ 0.84
v. Repairs and/or Replacements performed by District's Contractor		
Contracted parts and labor		Actual cost

Oak Lodge Water Services District Schedule of Rates, Fees and Other Charges

	<u>Effective 7/1/2021</u>
2. Wastewater Collection and Treatment	
a. Fixed rate per Equivalent Dwelling Unit (EDU) per month	\$ 40.69
b. Rate per hundred cubic feet (CCF) of average winter water consumption per month	\$ 2.31
3. Watershed Protection	
a. Fixed rate per Equivalent Service Unit (ESU) per month	\$ 9.65
b. Stormwater Facility Maintenance Surcharge per ESU per month	\$ 4.82
4. Administration	
a. Interest penalty on delinquent utility billing service charges	12%
b. NSF check/payment fee	\$ 25.00
c. Water service disconnect notification (Red Tag) fee	\$ 7.00
d. Water service disconnect fee (for nonpayment)	\$ 50.00
e. After Hours turn on fee	\$ 180.00
f. Hydrant meter deposit	\$ 3,000.00
Water usage will be charged against the meter deposit and any remaining balance will be returned to the contractor	
g. Hydrant use permit	\$ 50.00
h. Title search fee	\$ 25.00
i. Lock Cut Fee - Off and Locked is cut by other than District	\$ 125.00
j. Third-party collection agency	Actual Cost
k. Public Record Requests	
i. Photocopies per page/side	Various
Letter (8.5x11)	
- Black and White Copies	\$ 0.25
- Color Copies	\$ 0.50
Legal (8.5x14)	
- Black and White Copies	\$ 0.35
- Color Copies	\$ 1.00
Tabloid (11x17)	
- Black and White Copies	\$ 0.50
- Color Copies	\$ 1.50
Large Format (Larger than 11x17)	Based on Size and Complexity
ii. Electronic Copies	
Flash Drive (up to 32 GB)	\$ 10.00
iii. Archive Retrieval Fees	
Base Charge per Trip	\$ 75.00
Charge per Box	\$ 5.00
iv. Record Research & Processing	
Staff time up to 30 minutes	No Cost
Staff time over 30 minutes in hour increments	\$ 25.00
B. Fats, Oils, Grease Program Fees	
1. Wastewater Collection System Line Maintenance Fees	
a. Utility Worker Labor Rate per Hour	\$ 94.00
b. Utility Truck Rate per Truck per Hour	\$ 30.00
c. Hydro Cleaner Rate per Truck per Hour	\$ 85.00
d. Vactor Rate per Truck per Hour	\$ 120.00
e. CCTV Van Rate per Truck per Hour	\$ 200.00

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

**Effective
7/1/2021**

C. Industrial Wastewater Pretreatment Program Fees

1.	Wastewater Discharge Permit Application and Review Fee		
a.	Upon issuance	\$	1,500.00
b.	Upon each anniversary date of permit issuance	\$	1,500.00
2.	Significant Industrial User Fee (DEQ Pass-through)		
a.	Upon issuance		Actual Cost
b.	Upon each anniversary date of permit issuance		Actual Cost
3.	Monitoring and Inspection Fee	\$	150.00
a.	Laboratory costs		Actual Cost
4.	Accidental Discharge Fee	\$	850.00
5.	Industrial Pretreatment Permit Appeal Fee	\$	2,000.00

D. Permit and Development Review Fees

1.	Utility Connection Permit		
a.	Plan Review (per EDU or ESU)	\$	200.00
b.	Initial Inspection - water and sewer only	\$	310.00
c.	Additional Inspections - water and sewer only		Per Section E
2.	Site Development Permit		
a.	Plan Review - greater of	\$	955.00
i.			
ii.	or		2.5% of Engineer's Estimate
iii.	or		\$200 per EDU or ESU
b.	Initial Inspection - Water and Wastewater - greater of	\$	500.00
or			2.5% of Engineer's Estimate
c.	Additional Inspections - Water and Wastewater		Per Section E
d.	Initial Inspection - Surface Water	\$	500.00
or			2.5% of Engineer's Estimate
e.	Additional Inspections - Surface Water		Per Section E
3.	Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)		50% of original plan review fee
a.	Plan Review (minimum)		
4.	Erosion Prevention and Sediment Control (less than one acre)		
a.	Plan Review	\$	200.00
b.	Surface Water Inspection (one initial, one monthly, and one final)		
i.	1200 CN (lots or projects with disturbance areas 1-5 acres)	\$	310.00
ii.	Plan Review Minimum Base Fee for 1 acre	\$	460.00
iii.	Additional fee per acre	\$	310.00
c.	Initial Inspection - other	\$	310.00
d.	Additional Inspection - other		Per Section E

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

Effective
7/1/2021

E. Additional and After-Hours Inspections

1. Additional Inspection Fee Rate per Hour	\$	137.50
Minimum two hour charge	\$	275.00
2. Additional Inspection Fee Rate per Hour - After Hours	\$	170.00
Minimum two hour charge	\$	340.00

F. Connection/Hook-up/Meter Set Fees

1. Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only)	\$	5,165.00
2. Water Service Installation Fee		
Includes tapping, service line and fittings from tap to meter, water meter, meter box and installation. Excludes excavation.	<u>Meter Size</u>	<u>Fee</u>
	5/8"x3/4"	\$ 1,352.00
	Full 3/4"	\$ 1,412.00
	1"	\$ 1,432.00
	1.5"	\$ 3,895.00
	2"	\$ 3,940.00
3. Water Meter Set Fee		
Approved Contractor	<u>Meter Size</u>	<u>Actual Cost</u>
	3" to 10"	Actual Cost
4. Request for meter relocations		Actual cost

G. System Development Charges (SDC)

1. Watershed Protection SDC per ESU		No SDC
2. Wastewater SDC per EDU	\$	5,165.00
3. Water Distribution SDC per water meter size		
	<u>Meter Size</u>	<u>SDC</u>
	5/8"x3/4"	\$ 10,608.00
	Full 3/4"	\$ 15,912.00
	1"	\$ 26,521.00
	1.5"	\$ 53,042.00
	2"	\$ 84,867.00
	3"	\$ 169,733.00
	4"	\$ 265,208.00
	6"	\$ 530,416.00
	8"	\$ 848,666.00
	10"	\$ 1,219,958.00
4. Requests for meter size upgrades		Difference in SDC as listed

Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area

Engineer's Estimate includes cost of public infrastructure and all installation costs

Fractions of an acre count as full acre

One and two lot partitions are assessed minimum charge unless public infrastructure is installed



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 6
Date June 15, 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. May 2021 Financial Report**
- b. Approval of May 7, 2021 Board Special Meeting Minutes**
- c. Approval of May 18, 2021 Board Regular Meeting Minutes**
- d. Approval of Partridge Circle Construction Contract**
- e. Approval of Cooperative Procurement Contract for Paving Services**

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	May 2021 Financial Reports
Item No.	6a
Date	June 15, 2021

Reports

- May 2021 Monthly Overview
- May 2021 Monthly Cash and Investment Balances Report
- May 2021 Budget to Actual Report
- May 2021 Budget Account Roll Up Report

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

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

The District's liquid cash and investment assets equal \$14.31 million as of the end of May 2021; consisting of \$0.96 million in checking, and \$13.35 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$2,161 thousand for May 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.

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ 3,260	\$ 25,624	80.08%
10-00-4211	Water sales	4,038,000	318,908	3,700,614	91.64%
20-00-4212	Wastewater charges	8,270,000	639,117	7,503,263	90.73%
30-00-4213	Watershed protection	1,548,000	127,452	1,418,935	91.66%
	Subtotal	\$ 13,888,000	\$ 1,088,737	\$ 12,648,436	91.07%

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.

Review of revenue lines that are above 95% of budget:

1. **4220 System Development Charges** is at 263.8% of budget.
2. **4230 Contracted Services** is at 113.5% of budget. The IGAs with NCCWC and CRWP total \$57,400, however the budget is only \$40,000, thus causing the favorable variance.
3. **4240 Service installations** is at 172.8% of budget. This revenue is directly related to development in the District when new service connections are added.
4. **4290 Other Charges for Services** is at 346.15% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4630 Miscellaneous Revenue** is at 150.14% of budget. This revenue is from title companies. Property sales activity is higher due to low interest rates.
6. **4701 Interest Subsidy** is at 101.3% of budget. This revenue is received in one payment annually.

With respect to expenditures, at the end of May expenditures are overall 59.0% of budget. When excluding Contingencies, expenditures are 79.1% of budget, with 91.7% of the fiscal year completed.

Review of expenditure lines that are above 95% of budget:

1. **5130 Overtime** is at 99.9% of budget. Overtime has increased through the winter months due to various weather events and one plant operator position remaining vacant all fiscal year.
2. **5270 Workers Compensation** is at 99.6% of budget. This expense is paid in one lump sum in July.
3. **6120 Accounting & Audit Services** is at 99.6% of budget. This includes the full expense for this year's audit.
4. **6175 Record Management** is at 101.2% of budget. There is a payment for county filing fee that needs to be reclassified. This will be completed in June 2021.
5. **6220 Electricity** is at 98.5% of budget. PGE raise rates by 4.6% in March 2021.
6. **6240 Natural Gas** is at 98.0% of budget. Increase in this account is due to gas consumed by generator during the ice storm event.
7. **6350 Computer Maintenance** is at 95.8% of budget. SCADA work expenditure included for work completed this month.
8. **6525 Chemicals** is at 119.9% of budget. This is due to a 9.6% price increase on Clarifloc.
9. **6560 Uniforms** is at 109.8% of budget. Uniforms budget line was reduced from prior years. The existing contract was a roll-over from the original. This contract is now under re-negotiations.
10. **6770 Bank Charges** is at 101.8% of budget. This cost is related to the four (4) ways customers can make payments: online with a credit card, online with a bank account, bank lockbox for mailed checks, and e-Box is for customers sending payments via online banking. There are also fees for permit online payments.

Low Income Rate Relief Program Overview

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

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 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
150	Low Income Rate Relief	\$ 69,440	\$ 6,167	\$ 58,509	84.26%

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is \$97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District's Low-Income Rate Relief Program.

	<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
Total Assistance Provided to Date	<hr/> 19,758	

In May 2021, eleven (11) residential accounts and one (1) commercial account received assistance.

Oak Lodge Water Services District

Account Balances As of:		
May 31, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 961,809.64
LGIP	0.60%	\$ 13,346,641.32
Total		\$ 14,308,450.96

General Ledger
Budget to Actual



User: Gail
Printed: 6/9/2021 11:48:35 AM
Period 01 - 11
Fiscal Year 2021

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	335,000.00	0.00	598,700.78	0.00	178.72
	<i>Beginning Fund Balance</i>	<i>335,000.00</i>	<i>0.00</i>	<i>598,700.78</i>	<i>0.00</i>	<i>178.72</i>
	NonDivisional	335,000.00	0.00	598,700.78	0.00	178.72
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	NonDivisional Revenue					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	10.54	1,684.05	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,375.00	17,950.72	0.00	1,795.07
	<i>Revenue</i>	<i>1,000.00</i>	<i>1,385.54</i>	<i>35,562.54</i>	<i>0.00</i>	<i>3,556.25</i>
	NonDivisional	1,000.00	1,385.54	35,562.54	0.00	3,556.25
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,749,000.00	0.00	91.67
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,857,166.63	0.00	91.67
05-29-4930	Transfer in from Fund 30	635,000.00	52,916.67	582,083.37	0.00	91.67
	<i>Revenue</i>	<i>4,569,000.00</i>	<i>380,750.00</i>	<i>4,188,250.00</i>	<i>0.00</i>	<i>91.67</i>
	Transfers & Contingencies	4,569,000.00	380,750.00	4,188,250.00	0.00	91.67
	Revenue	4,570,000.00	382,135.54	4,223,812.54	0.00	92.42
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	590,500.00	33,189.75	530,613.79	0.00	89.86
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	0.00	6,121.07	0.00	122.42
05-01-5210	Healthdental insurance	115,000.00	5,782.00	85,911.23	0.00	74.71
05-01-5230	Social security	43,000.00	2,481.39	37,412.08	0.00	87.00
05-01-5240	Retirement	124,000.00	6,296.53	102,781.71	0.00	82.89
05-01-5250	TrimetWBF	4,000.00	260.17	4,159.15	0.00	103.98
05-01-5260	Unemployment	5,000.00	3,240.00	12,960.00	0.00	259.20
05-01-5270	Workers compensation	600.00	0.00	671.10	0.00	111.85
05-01-5290	Other employee benefits	5,000.00	-3,200.65	626.42	0.00	12.53
	<i>Personnel Services</i>	<i>897,100.00</i>	<i>48,049.19</i>	<i>781,256.55</i>	<i>0.00</i>	<i>87.09</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	26,901.10	155,145.10	0.00	41.37
05-01-6120	Accounting and audit services	69,000.00	0.00	68,734.45	0.00	99.62
05-01-6155	Contracted Services	248,000.00	39,749.44	155,528.53	0.00	62.71
05-01-6180	Dues and subscriptions	35,000.00	0.00	31,335.89	0.00	89.53
05-01-6220	Electricity	9,000.00	2,070.47	12,406.42	0.00	137.85
05-01-6240	Natural gas	3,000.00	318.62	3,386.42	0.00	112.88

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	193.49	18,118.40	0.00	90.59
05-01-6310	Janitorial services	25,000.00	1,224.24	12,554.22	0.00	50.22
05-01-6320	Buildings and grounds maint	18,000.00	-3,196.43	21,245.18	0.00	118.03
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	505.25	0.00	4.21
05-01-6440	Board Expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	3,314.43	22,325.06	2,667.05	89.30
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	380.00	1,182.11	0.00	59.11
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	283.71	3,730.28	8.29	373.03
05-01-6770	Bank charges	134,000.00	23,309.08	136,376.49	21,856.67	101.77
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	1,808.37	0.00	90.42
05-01-6785	ECAP Payments	97,000.00	2,741.45	17,341.17	0.00	17.88
05-01-6900	Miscellaneous expense <i>Materials & Services</i>	1,000.00 <i>1,080,500.00</i>	0.00 <i>97,289.60</i>	0.00 <i>661,046.37</i>	0.00 <i>24,532.01</i>	0.00 <i>61.18</i>
	AdminFinance	1,977,600.00	145,338.79	1,442,302.92	24,532.01	72.93
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	155,000.00	12,861.60	143,941.34	0.00	92.87
05-02-5130	Overtime	5,000.00	693.84	2,187.58	0.00	43.75
05-02-5210	Healthdental insurance	26,000.00	1,720.66	18,799.00	0.00	72.30
05-02-5230	Social security	12,000.00	1,019.73	10,988.94	0.00	91.57
05-02-5240	Retirement	27,000.00	2,120.07	23,732.28	0.00	87.90
05-02-5250	TrimetWBF	1,000.00	107.95	1,046.03	0.00	104.60
05-02-5270	Workers compensation	200.00	0.00	174.96	0.00	87.48
05-02-5290	Other employee benefits <i>Personnel Services</i>	2,000.00 <i>228,200.00</i>	0.00 <i>18,523.85</i>	0.00 <i>200,870.13</i>	0.00 <i>0.00</i>	0.00 <i>88.02</i>
	<i>Materials & Services</i>					
05-02-6180	Dues and subscriptions	1,000.00	215.00	575.00	0.00	57.50
05-02-6230	Telephone	57,000.00	4,483.91	47,833.94	0.00	83.92
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	140.00	5,941.14	0.00	27.01
05-02-6440	Board Expense	7,000.00	0.00	533.70	0.00	7.62
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	0.00	573.30	0.00	57.33
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	-75,242.00	156,050.00	0.00	65.02
05-02-6730	Communications	6,000.00	435.78	983.51	0.00	16.39
05-02-6740	Advertising	5,000.00	1,194.55	4,481.67	0.00	89.63
05-02-6785	ECAP Payments <i>Materials & Services</i>	0.00 <i>343,500.00</i>	0.00 <i>-68,772.76</i>	0.00 <i>217,088.46</i>	0.00 <i>0.00</i>	0.00 <i>63.20</i>
	Human Resources	571,700.00	-50,248.91	417,958.59	0.00	73.11
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	602,000.00	38,877.00	441,409.88	0.00	73.32
05-03-5130	Overtime	5,000.00	133.00	2,115.59	0.00	42.31
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	75,629.62	0.00	67.53
05-03-5230	Social security	44,000.00	2,944.64	32,349.45	0.00	73.52
05-03-5240	Retirement	112,000.00	5,589.88	71,345.43	0.00	63.70
05-03-5250	TrimetWBF	4,000.00	309.86	3,492.63	0.00	87.32
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	700.00	0.00	664.16	0.00	94.88
05-03-5290	Other employee benefits <i>Personnel Services</i>	5,000.00 <i>889,700.00</i>	0.00 <i>53,599.53</i>	0.00 <i>627,006.76</i>	0.00 <i>0.00</i>	0.00 <i>70.47</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6155	Contracted Services	306,000.00	0.00	70,587.73	163,022.50	23.07
05-03-6180	Dues and subscriptions	10,000.00	0.00	2,730.00	0.00	27.30
05-03-6350	Computer maintenance	237,000.00	25,600.30	227,035.47	4,105.00	95.80
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	99.99	3,659.28	0.00	22.87
05-03-6430	Certifications	1,000.00	190.00	190.00	0.00	19.00
05-03-6510	Office supplies	3,000.00	0.00	-1,538.80	0.00	-51.29
05-03-6540	Safety supplies	8,000.00	0.00	2,554.56	0.00	31.93
05-03-6730	Communications	149,000.00	29,108.61	37,495.21	44,315.95	25.16
	<i>Materials & Services</i>	<i>733,000.00</i>	<i>54,998.90</i>	<i>342,713.45</i>	<i>211,443.45</i>	<i>46.75</i>
	Technical Services	1,622,700.00	108,598.43	969,720.21	211,443.45	59.76
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	10,288.16	43,597.17	5,000.00	87.19
05-04-6520	Fuels and Oils	71,000.00	2,150.73	29,665.69	0.00	41.78
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>12,438.89</i>	<i>73,262.86</i>	<i>5,000.00</i>	<i>60.55</i>
	Vehicle Services	121,000.00	12,438.89	73,262.86	5,000.00	60.55
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>552,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	552,000.00	0.00	552,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
05	Expense Administrative Services	4,895,000.00 10,000.00	216,127.20 166,008.34	3,455,244.58 1,367,268.74	240,975.46 -240,975.46	70.59 13,672.69
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Beginning Fund Balance</i>	<i>1,527,000.00</i>	<i>0.00</i>	<i>1,504,202.42</i>	<i>0.00</i>	<i>98.51</i>
	NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	Fund Balance NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	3,260.09	25,624.09	0.00	80.08
10-00-4211	Water sales	4,038,000.00	318,907.52	3,700,613.68	0.00	91.64
10-00-4215	Penalties and late charges	20,000.00	125.00	171.63	0.00	0.86
10-00-4220	System development charges	100,000.00	21,217.00	346,821.00	0.00	346.82
10-00-4230	Contract services	40,000.00	0.00	45,400.00	0.00	113.50
10-00-4240	Service installations	10,000.00	135.00	34,563.82	0.00	345.64
10-00-4280	Rents & leases	200,000.00	7,801.84	154,110.73	0.00	77.06
10-00-4290	Other charges for	10,000.00	820.00	16,963.65	0.00	169.64

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	services					
10-00-4610	Investment revenue	10,000.00	313.88	5,238.11	0.00	52.38
10-00-4630	Miscellaneous revenues	26,000.00	1,671.80	29,617.13	0.00	113.91
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>354,252.13</i>	<i>4,359,123.84</i>	<i>0.00</i>	<i>97.17</i>
	NonDivisional	4,486,000.00	354,252.13	4,359,123.84	0.00	97.17
	Revenue	4,486,000.00	354,252.13	4,359,123.84	0.00	97.17
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	655,500.00	37,499.31	527,360.83	0.00	80.45
10-20-5130	Overtime	35,000.00	1,732.56	32,105.33	0.00	91.73
10-20-5210	Healthdental insurance	140,000.00	6,838.07	105,081.99	0.00	75.06
10-20-5230	Social Security	47,000.00	2,954.43	43,219.40	0.00	91.96
10-20-5240	Retirement	132,000.00	6,923.39	108,999.23	0.00	82.58
10-20-5250	TrimetWBF	5,000.00	311.51	4,377.94	0.00	87.56
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	17,000.00	0.00	16,936.29	0.00	99.63
10-20-5290	Other employee benefits	6,000.00	0.00	197.75	0.00	3.30
	<i>Personnel Services</i>	<i>1,045,500.00</i>	<i>56,259.27</i>	<i>838,278.76</i>	<i>0.00</i>	<i>80.18</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	4,375.00	0.00
10-20-6220	Electricity	27,000.00	4,611.53	28,737.60	0.00	106.44
10-20-6240	Natural gas	3,000.00	397.30	2,797.45	0.00	93.25
10-20-6290	Other utilities	2,000.00	193.60	1,627.72	0.00	81.39
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	10,000.00	260.00	9,344.92	1,400.00	93.45
10-20-6340	Distribution system	200,000.00	10,456.70	184,440.64	30,896.07	92.22
10-20-6390	Other repairs & maintenance	35,000.00	1,472.80	27,702.23	11,786.69	79.15
10-20-6410	Mileage	0.00	0.00	25.20	0.00	0.00
10-20-6420	Staff training	10,000.00	0.00	2,140.00	0.00	21.40
10-20-6430	Certifications	2,000.00	0.00	1,267.00	0.00	63.35
10-20-6510	Office supplies	0.00	55.80	508.20	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	718.09	4,441.47	2,350.00	49.35
10-20-6540	Safety supplies	15,000.00	442.69	10,420.42	0.00	69.47
10-20-6550	Operational Supplies	2,000.00	32.58	3,369.90	0.00	168.50
10-20-6560	Uniforms	2,000.00	1,894.41	1,934.40	0.00	96.72
10-20-6710	Purchased water	1,084,000.00	94,676.73	1,003,925.09	0.00	92.61
10-20-6715	Water quality program	15,000.00	0.00	11,467.89	0.00	76.45
10-20-6730	Communications	0.00	295.00	295.00	0.00	0.00
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	20,000.00	4,500.00	13,657.17	0.00	68.29
10-20-6900	Miscellaneous expense	1,000.00	39.99	406.32	0.00	40.63
	<i>Materials & Services</i>	<i>1,460,500.00</i>	<i>120,047.22</i>	<i>1,308,409.39</i>	<i>50,807.76</i>	<i>89.59</i>
	Drinking Water	2,506,000.00	176,306.49	2,146,688.15	50,807.76	85.66
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	0.00	100.00
	<i>Materials & Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>209,800.50</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	209,801.00	0.00	209,800.50	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,908,000.00	159,000.00	1,749,000.00	0.00	91.67
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	458,333.37	0.00	91.67
10-29-9000	Contingency	889,199.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,297,199.00</i>	<i>200,666.67</i>	<i>2,207,333.37</i>	<i>0.00</i>	<i>66.95</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Contingencies</i>					
	Transfers & Contingencies	3,297,199.00	200,666.67	2,207,333.37	0.00	66.95
10	Expense Drinking Water	6,013,000.00 0.00	376,973.16 -22,721.03	4,563,822.02 1,299,504.24	50,807.76 -50,807.76	75.90 0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	<i>Beginning Fund Balance</i>	<i>1,842,000.00</i>	<i>0.00</i>	<i>1,807,252.47</i>	<i>0.00</i>	<i>98.11</i>
	NonDivisional	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,270,000.00	639,117.41	7,503,262.73	0.00	90.73
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	5,165.00	299,570.00	0.00	239.66
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	1,155.50	24,756.69	0.00	247.57
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	12.20	1,851.81	0.00	37.04
20-00-4630	Miscellaneous revenues	5,000.00	0.00	1,977.75	0.00	39.56
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>645,450.11</i>	<i>7,832,320.16</i>	<i>0.00</i>	<i>92.86</i>
	NonDivisional	8,435,000.00	645,450.11	7,832,320.16	0.00	92.86
	Revenue	8,435,000.00	645,450.11	7,832,320.16	0.00	92.86
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	608,000.00	47,137.23	525,458.41	0.00	86.42
20-21-5120	Temporary/seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	4,817.20	54,259.40	0.00	120.58
20-21-5210	Health/dental insurance	179,000.00	12,269.23	134,502.07	0.00	75.14
20-21-5230	Social security	55,000.00	3,874.29	43,409.37	0.00	78.93
20-21-5240	Retirement	131,000.00	7,947.11	94,033.57	0.00	71.78
20-21-5250	Trimet/WBF	5,000.00	408.81	4,541.37	0.00	90.83
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	15,700.00	0.00	15,600.79	0.00	99.37
20-21-5290	Other employee benefits	6,000.00	0.00	433.72	0.00	7.23
	<i>Personnel Services</i>	<i>1,084,700.00</i>	<i>76,453.87</i>	<i>872,238.70</i>	<i>0.00</i>	<i>80.41</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	133,000.00	20,941.11	116,970.40	17,166.71	87.95
20-21-6180	Dues and subscriptions	6,000.00	0.00	-41.25	0.00	-0.69
20-21-6220	Electricity	260,000.00	28,103.63	250,486.85	0.00	96.34
20-21-6240	Natural gas	1,000.00	112.69	674.31	0.00	67.43
20-21-6250	Solid waste disposal	81,000.00	7,674.92	34,607.43	2,450.28	42.73
20-21-6290	Other utilities	1,000.00	38.38	1,205.81	0.00	120.58
20-21-6310	Janitorial services	10,000.00	824.25	7,614.67	0.00	76.15
20-21-6320	Buildings & grounds	57,000.00	7,206.17	48,959.40	3,919.00	85.89
20-21-6342	WRF system maintenance	270,000.00	2,268.29	171,672.86	23,429.36	63.58
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuels and Oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	5,671.96	31,172.72	2,147.88	119.90
20-21-6530	Small tools & equipment	10,000.00	0.00	6,492.46	0.00	64.92

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6540	Safety supplies	20,000.00	161.96	10,542.11	0.00	52.71
20-21-6550	Operational supplies	14,000.00	574.06	8,661.10	3,329.76	61.87
20-21-6560	Uniforms	13,000.00	2,041.54	15,183.61	0.00	116.80
20-21-6590	Other supplies	10,000.00	19.19	3,724.88	1,321.22	37.25
20-21-6720	Insurance-General	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	2,042.24	5,588.28	0.00	37.26
20-21-6780	Taxes, Fees, Permits	67,000.00	914.04	39,888.04	0.00	59.53
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	<i>Materials & Services</i>	<i>1,007,000.00</i>	<i>78,594.43</i>	<i>755,842.09</i>	<i>53,764.21</i>	<i>75.06</i>
	Wastewater-Plant	2,091,700.00	155,048.30	1,628,080.79	53,764.21	77.84
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	460,500.00	38,388.41	454,979.42	0.00	98.80
20-22-5130	Overtime	11,000.00	208.04	10,054.10	0.00	91.40
20-22-5210	Health/dental insurance	110,000.00	7,370.68	87,832.03	0.00	79.85
20-22-5230	Social security	32,000.00	2,943.48	35,068.56	0.00	109.59
20-22-5240	Retirement	70,000.00	6,441.75	82,751.64	0.00	118.22
20-22-5250	Trimet/WBF	3,000.00	309.91	3,711.52	0.00	123.72
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	9,200.00	0.00	9,149.34	0.00	99.45
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>704,700.00</i>	<i>55,662.27</i>	<i>683,546.61</i>	<i>0.00</i>	<i>97.00</i>
	<i>Materials & Services</i>					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	0.00	1,018.32	0.00	101.83
20-22-6342	Collection system maint.	50,000.00	13,437.40	30,652.75	0.00	61.31
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	0.00	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	90.00	370.00	0.00	18.50
20-22-6530	Small tools & equipment	25,000.00	284.06	8,889.66	0.00	35.56
20-22-6540	Safety supplies	4,000.00	333.00	4,666.77	0.00	116.67
20-22-6550	Operational supplies	5,000.00	45.65	1,974.70	0.00	39.49
20-22-6560	Uniforms	12,000.00	599.40	14,718.89	0.00	122.66
20-22-6750	Other purchased services	0.00	1,433.98	2,867.96	0.00	0.00
20-22-6780	Taxes, Fees, Permits	15,000.00	0.00	10,685.91	0.00	71.24
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>128,000.00</i>	<i>16,223.49</i>	<i>76,865.54</i>	<i>0.00</i>	<i>60.05</i>
	Wastewater-Collections	832,700.00	71,885.76	760,412.15	0.00	91.32
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	1,910,083.30	0.00	94.28
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	1,445,204.50	2,871,000.00	0.00	100.00
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	916,666.63	0.00	91.67
20-29-9000	Contingency	643,600.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,352,600.00</i>	<i>1,697,371.16</i>	<i>6,509,749.93</i>	<i>0.00</i>	<i>88.54</i>
	Transfers & Contingencies	7,352,600.00	1,697,371.16	6,509,749.93	0.00	88.54
20	Expense Wastewater Reclam.	10,277,000.00	1,924,305.22	8,898,242.87	53,764.21	86.58
		0.00	-1,278,855.11	741,329.76	-53,764.21	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46
	<i>Beginning Fund Balance</i>	<i>410,000.00</i>	<i>0.00</i>	<i>436,465.50</i>	<i>0.00</i>	<i>106.46</i>
	NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	Fund Balance	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional					
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,548,000.00	127,451.70	1,418,935.45	0.00	91.66
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	4,440.00	44,818.05	0.00	896.36
30-00-4610	Investment revenue	0.00	209.73	1,720.54	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,576,000.00</i>	<i>132,101.43</i>	<i>1,465,473.37</i>	<i>0.00</i>	<i>92.99</i>
	NonDivisional	1,576,000.00	132,101.43	1,465,473.37	0.00	92.99
	Revenue	1,576,000.00	132,101.43	1,465,473.37	0.00	92.99
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	94,500.00	7,969.69	57,697.31	0.00	61.06
30-23-5120	Temporary/seasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Health/dental insurance	8,000.00	2,676.25	16,212.82	0.00	202.66
30-23-5230	Social Security	7,000.00	592.32	4,291.58	0.00	61.31
30-23-5240	Retirement	20,000.00	1,246.47	9,152.07	0.00	45.76
30-23-5250	Trimet/WBF	1,000.00	62.78	452.72	0.00	45.27
30-23-5260	Unemployment	1,000.00	0.00	2,620.30	0.00	262.03
30-23-5270	Workers compensation	1,600.00	0.00	1,618.73	0.00	101.17
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>137,100.00</i>	<i>12,547.51</i>	<i>92,045.53</i>	<i>0.00</i>	<i>67.14</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	0.00	28,866.71	50,340.89	72.17
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	17.99	1,114.76	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	-15,493.61	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	0.00	0.00	3,943.00	0.00	0.00
	<i>Materials & Services</i>	<i>105,000.00</i>	<i>-15,475.62</i>	<i>33,857.69</i>	<i>50,340.89</i>	<i>32.25</i>
	Watershed Protection	242,100.00	-2,928.11	125,903.22	50,340.89	52.00
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	<i>Materials & Services</i>	<i>62,558.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,558.00	0.00	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	52,916.67	529,166.70	0.00	83.33

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	458,333.37	0.00	91.67
30-29-9000	Contingency	546,342.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,681,342.00</i>	<i>94,583.34</i>	<i>987,500.07</i>	<i>0.00</i>	<i>58.73</i>
	Transfers & Contingencies	1,681,342.00	94,583.34	987,500.07	0.00	58.73
	Expense	1,986,000.00	91,655.23	1,175,960.90	50,340.89	59.21
30	Watershed Protection	0.00	40,446.20	725,977.97	-50,340.89	0.00
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	<i>Beginning Fund Balance</i>	<i>333,000.00</i>	<i>0.00</i>	<i>333,918.79</i>	<i>0.00</i>	<i>100.28</i>
	NonDivisional	333,000.00	0.00	333,918.79	0.00	100.28
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional Revenue					
40-00-4610	Investment revenue	7,000.00	314.88	3,252.37	0.00	46.46
40-00-4701	Interest Subsidy Revenue	111,000.00	0.00	112,385.27	0.00	101.25
	<i>Revenue</i>	<i>118,000.00</i>	<i>314.88</i>	<i>115,637.64</i>	<i>0.00</i>	<i>98.00</i>
	NonDivisional	118,000.00	314.88	115,637.64	0.00	98.00
	Transfers & Contingencies Revenue					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	<i>Revenue</i>	<i>812,000.00</i>	<i>0.00</i>	<i>812,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	930,000.00	314.88	927,637.64	0.00	99.75
	Debt Service Materials & Services					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	<i>Materials & Services</i>	<i>638,101.00</i>	<i>0.00</i>	<i>638,100.30</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	638,101.00	0.00	638,100.30	0.00	100.00
	Expense	638,101.00	0.00	638,100.30	0.00	100.00
40	WW GO Debt Service	624,899.00	314.88	623,456.13	0.00	99.77
50	WW Revenue Bond Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	<i>Beginning Fund Balance</i>	<i>682,000.00</i>	<i>0.00</i>	<i>678,562.56</i>	<i>0.00</i>	<i>99.50</i>
	NonDivisional	682,000.00	0.00	678,562.56	0.00	99.50
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional Revenue					
50-00-4610	Investment revenue	16,084.00	345.25	5,035.01	0.00	31.30
	<i>Revenue</i>	<i>16,084.00</i>	<i>345.25</i>	<i>5,035.01</i>	<i>0.00</i>	<i>31.30</i>
	NonDivisional	16,084.00	345.25	5,035.01	0.00	31.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	2,871,000.00	1,445,204.50	2,871,000.00	0.00	100.00
	<i>Revenue</i>	<i>2,871,000.00</i>	<i>1,445,204.50</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	2,871,000.00	1,445,204.50	2,871,000.00	0.00	100.00
	<i>Revenue</i>	2,887,084.00	1,445,549.75	2,876,035.01	0.00	99.62
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan	910,550.00	0.00	910,550.00	0.00	100.00
	Principal					
50-24-6813	JPM Bank Loan	1,356,000.00	1,356,000.00	1,356,000.00	0.00	100.00
	Principal					
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	374,576.00	187,287.50	374,575.00	0.00	100.00
	<i>Materials & Services</i>	<i>2,969,084.00</i>	<i>1,543,287.50</i>	<i>2,969,083.00</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	2,969,084.00	1,543,287.50	2,969,083.00	0.00	100.00
	<i>Expense</i>	2,969,084.00	1,543,287.50	2,969,083.00	0.00	100.00
50	WW Revenue Bond	600,000.00	-97,737.75	585,514.57	0.00	97.59
	Debt Service					
71	Drinking Water					
	Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	<i>Beginning Fund Balance</i>	<i>3,942,000.00</i>	<i>0.00</i>	<i>4,229,831.51</i>	<i>0.00</i>	<i>107.30</i>
	NonDivisional	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	<i>Fund Balance</i>	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	2,242.23	32,075.04	0.00	64.15
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,242.23</i>	<i>32,075.04</i>	<i>0.00</i>	<i>64.15</i>
	NonDivisional	50,000.00	2,242.23	32,075.04	0.00	64.15
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	458,333.37	0.00	91.67
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>458,333.37</i>	<i>0.00</i>	<i>91.67</i>
	Transfers & Contingencies	500,000.00	41,666.67	458,333.37	0.00	91.67
	<i>Revenue</i>	550,000.00	43,908.90	490,408.41	0.00	89.17
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7540	Vehicles	35,000.00	0.00	0.00	7,000.00	0.00
71-20-7600	Capital Improvement	1,480,000.00	6,769.15	161,085.92	229,335.86	10.88
	Projects					
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>6,769.15</i>	<i>161,085.92</i>	<i>236,335.86</i>	<i>10.63</i>
	Drinking Water	1,515,000.00	6,769.15	161,085.92	236,335.86	10.63
	Transfers & Contingencies					
	<i>Transfers &</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-29-9000	<i>Contingencies</i>					
	Contingency	2,977,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	2,977,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
71	Expense	4,492,000.00	6,769.15	161,085.92	236,335.86	3.59
	Drinking Water Capital	0.00	37,139.75	4,559,154.00	-236,335.86	0.00
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<i>Beginning Fund Balance</i>	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	2,524.55	39,099.85	0.00	52.13
	<i>Revenue</i>	75,000.00	2,524.55	39,099.85	0.00	52.13
	NonDivisional	75,000.00	2,524.55	39,099.85	0.00	52.13
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	916,666.63	0.00	91.67
	<i>Revenue</i>	1,000,000.00	83,333.33	916,666.63	0.00	91.67
	Transfers & Contingencies	1,000,000.00	83,333.33	916,666.63	0.00	91.67
	Revenue	1,075,000.00	85,857.88	955,766.48	0.00	88.91
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	0.00	70,982.07	0.00	70.98
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	17,962.89	1,022,873.17	188,011.20	43.90
	<i>Capital Outlay</i>	2,450,000.00	17,962.89	1,118,802.14	188,011.20	45.67
	Wastewater-Plant	2,450,000.00	17,962.89	1,118,802.14	188,011.20	45.67
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7520	Equipment	0.00	0.00	11,875.60	0.00	0.00
72-22-7600	Capital Improvement Projects	0.00	10,610.28	10,610.28	0.00	0.00
	<i>Capital Outlay</i>	0.00	10,610.28	22,485.88	0.00	0.00
	Wastewater-Collections	0.00	10,610.28	22,485.88	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	3,230,000.00	0.00	0.00	0.00	0.00

<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>
	<i>Contingencies</i>					
	Transfers & Contingencies	3,230,000.00	0.00	0.00	0.00	0.00
72	Expense Wastewater Reclamation Capital	5,680,000.00 0.00	28,573.17 57,284.71	1,141,288.02 5,067,102.60	188,011.20 -188,011.20	20.09 0.00
73	Watershed Protection Capital NonDivisional					
73-00-3500	<i>Beginning Fund Balance</i> Fund balance <i>Beginning Fund Balance</i>	1,481,000.00 <i>1,481,000.00</i>	0.00 <i>0.00</i>	1,177,314.89 <i>1,177,314.89</i>	0.00 <i>0.00</i>	79.49 <i>79.49</i>
	NonDivisional	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	Fund Balance NonDivisional	1,481,000.00	0.00	1,177,314.89	0.00	79.49
73-00-4610	<i>Revenue</i> Investment revenue <i>Revenue</i>	40,000.00 <i>40,000.00</i>	765.58 <i>765.58</i>	10,500.30 <i>10,500.30</i>	0.00 <i>0.00</i>	26.25 <i>26.25</i>
	NonDivisional	40,000.00	765.58	10,500.30	0.00	26.25
	Transfers & Contingencies					
73-29-4930	<i>Revenue</i> Transfer in from Fund 30 <i>Revenue</i>	500,000.00 <i>500,000.00</i>	41,666.67 <i>41,666.67</i>	458,333.37 <i>458,333.37</i>	0.00 <i>0.00</i>	91.67 <i>91.67</i>
	Transfers & Contingencies	500,000.00	41,666.67	458,333.37	0.00	91.67
	Revenue Watershed Protection	540,000.00	42,432.25	468,833.67	0.00	86.82
73-23-7540	<i>Capital Outlay</i> Vehicles	0.00	0.00	3,429.61	0.00	0.00
73-23-7600	Capital Improvement Projects <i>Capital Outlay</i>	465,000.00 <i>465,000.00</i>	0.00 <i>0.00</i>	1,869.50 <i>5,299.11</i>	0.00 <i>0.00</i>	0.40 <i>1.14</i>
	Watershed Protection	465,000.00	0.00	5,299.11	0.00	1.14
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i> Contingency <i>Transfers & Contingencies</i>	1,556,000.00 <i>1,556,000.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>
	Transfers & Contingencies	1,556,000.00	0.00	0.00	0.00	0.00
73	Expense Watershed Protection Capital	2,021,000.00 0.00	0.00 42,432.25	5,299.11 1,640,849.45	0.00 0.00	0.26 0.00
	Revenue Total	25,049,084.00	3,132,002.87	23,599,411.12	0.00	0.9421
	Expense Total	38,971,185.00	4,187,690.63	23,008,126.72	820,235.38	0.5904

General Ledger
Account Roll up



User: Gail
Printed: 6/9/2021 11:52:58 AM
Period 01 - 11
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	3,260.09	25,624.09	80.08
4211	Water sales	4,038,000.00	318,907.52	3,700,613.68	91.64
4212	Wastewater Charges	8,270,000.00	639,117.41	7,503,262.73	90.73
4213	Watershed protection fees	1,548,000.00	127,451.70	1,418,935.45	91.66
4215	Penalties & late charges	32,000.00	125.00	164.14	0.51
4220	System development charges	245,000.00	26,382.00	646,391.00	263.83
4230	Contract services	40,000.00	0.00	45,400.00	113.50
4240	Service installations	20,000.00	135.00	34,563.82	172.82
4280	Rents & leases	200,000.00	7,801.84	154,110.73	77.06
4290	Other charges for services	25,000.00	6,415.50	86,538.39	346.15
4320	State grants	0.00	0.00	16,835.77	0.00
4610	Investment revenue	203,084.00	6,738.84	100,457.08	49.47
4630	Miscellaneous revenues	33,000.00	3,046.80	49,545.60	150.14
4701	Interest Subsidy	111,000.00	0.00	112,385.27	101.25
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	2,207,333.37	91.67
4920	Transfer in from Fund 20	6,709,000.00	1,697,371.16	6,456,833.26	96.24
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	1,040,416.74	91.67
Revenue	Revenue	25,049,084.00	3,132,002.87	23,599,411.12	94.21
Expense	Expense				
5110	Regular employees	3,166,000.00	215,922.99	2,681,460.98	84.70
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	7,584.64	106,843.07	99.85
5210	Employee Ins	690,000.00	42,402.04	523,968.76	75.94
5230	Social Security	240,000.00	16,810.28	206,739.38	86.14
5240	Retirement	616,000.00	36,565.20	492,795.93	80.00
5250	Trimet	23,000.00	1,770.99	21,781.36	94.70
5260	Unemployment	29,000.00	3,240.00	15,580.30	53.73
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	-3,200.65	1,257.89	4.34
6110	Legal services	375,000.00	26,901.10	155,145.10	41.37
6120	Accounting & audit services	69,000.00	0.00	68,734.45	99.62
6155	Contracted Services	747,000.00	60,690.55	371,953.37	49.79
6175	Records Management	5,000.00	772.66	5,056.94	101.14
6180	Dues & subscriptions	52,000.00	215.00	34,599.64	66.54
6220	Electricity	296,000.00	34,785.63	291,630.87	98.52
6230	Telephone	57,000.00	4,483.91	47,833.94	83.92
6240	Natual gas	7,000.00	828.61	6,858.18	97.97
6250	Solid waste disposal	81,000.00	7,674.92	34,607.43	42.73
6290	Other utilities	23,000.00	425.47	20,951.93	91.10
6310	Janitorial services	35,000.00	2,048.49	19,959.05	57.03
6320	Buildings & grounds	86,000.00	4,269.74	80,567.82	93.68
6330	Vehicle & equipment maint.	50,000.00	10,288.16	43,597.17	87.19
6340	Distribution system maint	250,000.00	10,456.70	184,440.64	73.78
6342	Collection system maint.	320,000.00	15,705.69	202,325.61	63.23
6350	Computer maintenance	237,000.00	25,600.30	227,035.47	95.80
6390	Other repairs & maintenance	40,000.00	1,472.80	28,443.14	71.11
6410	Mileage	6,000.00	0.00	25.20	0.42
6420	Staff training	80,000.00	239.99	13,483.43	16.85
6430	Certifications	7,000.00	280.00	2,257.00	32.24
6440	Board travel & training	7,000.00	0.00	-352.36	-5.03
6510	Office supplies	29,000.00	3,370.23	21,410.66	73.83

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	2,150.73	30,259.99	42.62
6525	Chemicals	26,000.00	5,671.96	31,172.72	119.90
6530	Small tools & equipment	46,000.00	1,020.14	20,938.35	45.52
6540	Safety supplies	48,500.00	937.65	28,757.16	59.29
6550	Operational Supplies	21,000.00	652.29	14,005.70	66.69
6560	Uniforms	29,000.00	4,535.35	31,836.90	109.78
6590	Other supplies	10,000.00	19.19	3,724.88	37.25
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	94,676.73	1,003,925.09	92.61
6715	Water quality program	15,000.00	0.00	11,467.89	76.45
6720	Insurance	240,000.00	-75,242.00	156,050.00	65.02
6730	Communications	167,000.00	14,725.78	39,955.83	23.93
6740	Advertising	6,000.00	1,194.55	5,187.06	86.45
6750	Other purchased services	15,000.00	3,476.22	8,456.24	56.37
6760	Equipment Rental	4,500.00	283.71	3,730.28	82.90
6770	Bank charges	134,000.00	23,309.08	136,376.49	101.77
6780	Taxes & fees	104,000.00	5,414.04	69,982.49	67.29
6785	ECAP Payments	97,000.00	2,741.45	17,341.17	17.88
6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	100.00
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	1,356,000.00	1,356,000.00	100.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	100.00
6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	100.00
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	187,287.50	374,575.00	100.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	100.00
6900	Miscellaneous expense	4,000.00	39.99	409.87	10.25
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	0.00	82,857.67	82.86
7540	Vehicles	55,000.00	0.00	23,136.51	42.07
7600	Capital Improvement Projects	4,275,000.00	35,342.32	1,196,438.87	27.99
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	4,188,250.00	91.67
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	1,445,204.50	2,871,000.00	100.00
8171	Transfers out - Fund 71	500,000.00	41,666.67	458,333.37	91.67
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	916,666.63	91.67
8173	Transfers out - Fund 73	500,000.00	41,666.67	458,333.37	91.67
9000	Contingency	9,892,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	4,188,463.29	23,013,183.66	59.04
Grand Total		-13,932,101.00	-1,056,460.42	586,227.46	-0.0421
Fund Balance Total		0.00	0.00	0.00	0
Revenue Total		25,049,084.00	3,132,002.87	23,599,411.12	0.9421
Expense Total		38,981,185.00	4,188,463.29	23,013,183.66	0.5904



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	6b & 6c
Date	June 15, 2021

Summary of Minutes for Approval

- May 7, 2021 Special Meeting Minutes
- May 18, 2021 Regular Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] SPECIAL MEETING MINUTES – 2:00 P.M.
May 7, 2021**

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Gail Stevens	Finance Director
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Jeff Page	Utility Operations Director
Laural Casey	District Recorder

Consultants & Presenters – Present via Zoom:

Laura Westmeyer	Cable Huston
Scott Duren	Water Systems Consulting
Susan Schlangen	Water Systems Consulting

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 2:03 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 and staff.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Recess to Executive Session

President Gornick recessed to Executive Session at 2:08 p.m. under ORS 192.660(2)(n)(C)(v)

to discuss information about review or approval of programs relating to the security of sewage and ORS 192.660(2)(n)(C)(vi) to discuss information about review or approval of programs relating to the security of water.

The Board was presented with a Risk and Resilience Assessment prepared in compliance with the America's Water Infrastructure Act and asked questions of staff and consultants.

No decisions were made in Executive Session.

4. Adjourn Executive Session

President Gornick adjourned the Executive Session at 3:18 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

5. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed there were none.

6. Adjourn Meeting

President Gornick adjourned the meeting at 3:19 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
May 18, 2021**

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach & Communication Specialist

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Mitra Anoushiravani	Oak Lodge Governance Project Steering Committee
Jane Civiletti	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 introduced Sherry French, President of the Clackamas River Water Board of Commissioners, visiting in an official capacity.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there was none.

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

There was no comment.

3. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee members, Mitra Anoushiravani and Jane Civiletti, provided an update on OLGP's continued work and community outreach.

Director Keil asked what type of District data had been requested by OLGP. Ms. Anoushiravani and District Engineer Rice provided the scope of data that had been provided.

4. Consent Agenda

Director Williams identified a scrivener's error in the April 14, 2021 meeting minutes. District Recorder Casey noted the change.

The Board asked questions related to the Monthly Financial Report.

Treasurer Knudson moved to approve the Consent Agenda with the amendment to the April 14, 2021 meeting minutes. Director Keil 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; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

5. Public Hearing for Fiscal Year 2021-22 Approved Budget

President Gornick stated the purpose of the public hearing and opened the hearing for public testimony.

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were three.

There were no comments.

Hearing no further testimony, President Gornick closed the public hearing.

6. Consideration of Resolution No. 2021-04 Adopting the Fiscal Year 2021-22 Budget

Finance Director presented the Approved Budget.

The Board asked questions and deliberated various aspects of the Budget. Treasurer Knudson

thanked the citizen members of the Budget Committee for their volunteer service, noting Chair Gresen's valuable facilitation.

Director Williams moved to adopt Resolution No. 2021-04 adopting the fiscal year 2021-2022 Approved Budget and make appropriations. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to adopt Resolution No 2021-04. Voting Aye: President Gornick; Treasurer Knudson; Directors Keil and Williams. Voting Nay: Secretary/Vice President Van Loo.

MOTION CARRIED

7. 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 were two.

Neil Schulman thanked the Board for their continued partnership with the North Clackamas Watersheds Council.

8. Business from the Board

The Board members reported on their Community Liaison assignments.

9. Departments Reports

- **Finance**

The Board asked questions related to delinquent accounts and use of the ECAP funds.

- **Technical Services**

There were no questions. President Gornick thanked Outreach and Communications Specialist Morris for the updated Social Media Report.

- **Field Operations**

There were questions related to in-house paving projects. Water Operations Supervisor Lyon explained the projects that would be considered. Utility Operations Director Page noted the current work to piggy-back on a local paving contract.

- **Plant Operations**

The Board commended Plant Superintendent Mendenhall on various aspects of his Department Report.

Plant Superintendent Mendenhall provided an update on the National Pollution Discharge Elimination System permit.

10. Adjourn Meeting

President Gornick adjourned the meeting at 7:45 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 Jason Rice, District Engineer
Title Consideration of Partridge Circle Waterline Replacement Contract
Item No. 6d
Date June 6, 2021

Summary

The Partridge Circle Waterline Replacement Project is a capital improvement project that will replace a waterline that has caused the District water loss issues from both degradation due to electrolysis from underground powerlines and joint separations from land movement in the soil. This 6" cast iron line will be replaced mostly by fused 8" HDPE (plastic) pipe to both prevent future corrosion and movement in the future. Water pressure will also be improved due to the size of the new main being slightly larger than its predecessor.

District Staff has publicly solicited bids from contractors to furnish and install these improvements. The lowest responsive and responsible bid came in at \$265,267.00. This agenda item seeks approval from the Board to award the Contract to that low bidder, Icon Construction and Development, LLC, at their bid amount.

Background

The Partridge Circle Waterline Replacement Project went through a competitive bid process in accordance with the District's Public Contracting Rules. The project was advertised in the Daily Journal of Commerce (DJC) on May 24 and 26 of 2021. Staff received 4 bids before the June 8, 2021, 2:00pm deadline. The following table is a summary of those bids along with the engineer's estimate:

Contractor	Bid
Icon Construction and Development	\$265,267.00
Blackrock Underground	\$295,000.00
Jim Smith Excavating	\$295,666.00
BDZE Construction Inc.	\$319,975.00
Engineer's Estimate	\$272,405.00

Icon Construction and Development, LLC was the lowest responsive and responsible bidder meeting all the requirements set forth in the Bid Documents.

Established in 2001 by West Linn native Mark Handris, Icon Construction & Development, LLC has been delivering commercial and residential building projects along with public improvements throughout the Portland area for nearly twenty years.

Past Board Actions

June 2020 Approval of the FY 2021 Budget contains funds to perform this Capital Improvement.

Concurrence

Technical Services worked with AKS Engineering for the design and preparation for Gladstone ROW permits. Permits will be submitted as soon as the Board approves the Contract.

Budget

Both the FY21 and FY22 Budgets planned for this project and contain Water Capital Funds sufficient for this improvement.

Recommendation

Staff recommends the Board move to approve our General Manager to sign a Public Improvement Contract with Icon Construction and Development, LLC for the work of furnishing and installing the Partridge Circle Waterline Replacement for \$265,267.00.

Suggested Board Motion

“I move to approve our General Manager to sign a Public Improvement Contract with Icon Construction and Development, LLC for the work of furnishing and installing the Partridge Circle Waterline Replacement for \$265,267.00.”



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Brad Lyon, Water Field Supervisor
Title Approval of Cooperative Procurement Agreement with S-2
Contractors, Inc. for On-Call Paving Services
Item No. 4e
Date May 28, 2021 for June 15, 2021 Board Meeting

Summary

Staff seeks Board approval of a three-year contract for on-call paving services with S-2 Contracting Inc.

Background

In recent years, the District has used Bachman Paving Services as its main provider for pavement repair projects larger than can be accomplished in-house by staff. Bachman was typically used as they were responsive to furnishing quotes, they provided good quality service, and they offered competitive rates. Bachman has now retired, and the District is seeking an equally reliable and fiscally responsible source for paving services.

The District currently has an opportunity to contract with S-2 Contracting Inc. using a cooperative procurement method. A cooperative procurement is an alternative procurement method that allows a local contracting agency to participate in an existing contract with another local contracting agency that was competitively procured through that administering agency, so long as certain state requirements are met. Cooperative procurements are typically used when there is an existing cooperative contract for a similar product or service that would meet another contracting agency's needs. The benefits to using a cooperative procurement method include cost savings through anticipated volume price discounts, and reduced staff time on the contracting process and negotiations. This type of procurement is authorized under ORS 279A.215 and under the District's local procurement rules under Section X(E) *Cooperative Procurement Contracts*.

The City of Lake Oswego has an existing contract for on-call paving services with S-2 Contractors, Inc. That contract allows for other agencies to participate as a permissive cooperative procurement. Clackamas River Water is one participating agency. District staff believe that using this cooperative procurement method to contract with S-2 will provide the District with a reliable and cost-effective source of pavement repair services. Under the terms of the original contract, the District may contract with S-2 for up to

approximately three years (until June 14, 2024). District staff proposes a contract with a term ending on June 14, 2024, and for an amount not to exceed \$75,000 per fiscal year.

Some highlights of the proposed contract:

- Having an on-call provider will provide the District with at least one reliable source of pavement repair services.
- This is an on-call agreement, and the District may make as many or as few paving requests as it desires.
- This is a non-exclusive contract The District may choose to contract with additional paving service providers at any time.

Concurrence

Staff has consulted with the District's legal counsel regarding the proposed procurement method and the proposed contract. Legal counsel has confirmed the availability of the cooperative procurement method for this procurement and has approved the form of the cooperative procurement agreement as attached to this Staff Report.

Budget

Invoices for paving services are charged to account #10-20-6340 – *Distribution System Maintenance*. Below are the past three fiscal year paving services cost incurred by the District:

- FY 2017-18: \$53,380.35
- FY 2018-19: \$38,940.00
- FY 2019-20: \$20,051.00

Recommendation

Staff recommends approval of the proposed contract with S-2 Contractors, Inc. for on-call paving services.

Alternatives to Recommendation

Do not approve the cooperative procurement agreement. Direct staff to procure paving services for current and ongoing needs using a competitive procurement process.

Suggested Board Motion

"I move to approve the proposed cooperative procurement agreement with S-2 Contractors, Inc. for on-call paving services, in an amount not to exceed \$75,000 per fiscal year, and to authorize the General Manager to execute the contract."

Attachments

1. Cooperative Procurement Contract with S-2 Contractors, Inc. for On-Call Paving Services
2. Article B – Sample Paving Work Order
3. Appendix A – Original Contract between S-2 Contractors Inc. and the City of Lake Oswego



**COOPERATIVE PROCUREMENT AGREEMENT
WITH S-2 CONTRACTORS, INC.
FOR
ON-CALL PAVING SERVICES**

This Cooperative Procurement Agreement is between **OAK LODGE WATER SERVICES DISTRICT** (the “District”) and **S-2 CONTRACTORS, INC.** (“Contractor”). The District and Contractor are herein referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. The District is a consolidated water and sanitary special district organized under ORS Chapters 264 and 450 with the authority to enter into contracts for goods and services, including personal and professional services.
- B. The District Board of Directors, as the Local Contract Review Board for the District, has duly adopted local contracting and purchasing rules pursuant to ORS 279A.065 (“OLWS Procurement Rules”) that govern all contracts and purchases for the District.
- C. ORS 279A.215 and the OLWS Procurement Rules authorize the District to enter into cooperative procurement contracts pursuant to the state public contracting laws and regulations governing cooperative procurements.
- D. The District is currently in need of one or more qualified contractors to provide on-call pavement repair services.
- E. S-2 Contractors, Inc. has an existing contract for the services needed by the District, which contract was competitively solicited and procured as a cooperative procurement with the City of Lake Oswego as the administering agency (the “Original Contract”).
- F. The Original Contract was solicited and procured in a manner that satisfies the requirements of the state public contracting code and the District is eligible to participate in the cooperative procurement as a purchasing contracting agency.
- G. The District Board of Directors is satisfied with the terms, conditions, and prices of the Original Contract; finds that entering into a cooperative procurement for the services needed is advantageous to the District; and wishes to participate in the contract for on-call paving services as a cooperative procurement.
- H. S-2 Contractors, Inc. has the skills, knowledge, and resources to perform the services needed and desires to provide such services to the District in accordance with the terms of the Original Contract and this Agreement.

Now, therefore, the Parties agree as follows:

AGREEMENT

1. Contract Documents

The contract documents of this Agreement consist of the following, and any conflicts or ambiguities within such documents shall be resolved in the following order of priority:

- A. This Cooperative Procurement Agreement, together with the Recitals and Article A: *Scope of Work* hereto attached and incorporated herein by this reference.
- B. Appendix A: The terms and conditions of the On-Call Paving Services Contract between S-2 Contractors, Inc., and City of Lake Oswego, effective June 14, 2019 (the "Original Contract"), together with all attachments and as modified by this Agreement.

These documents together form the complete and integrated contract between the Parties (the "Agreement").

2. Effective Date and Duration

This Agreement is effective upon execution by both Parties (the "Effective Date"). Unless earlier terminated, this Agreement shall expire on June 14, 2024. Any expiration of this Agreement, however, shall not extinguish or prejudice the District's right to enforce this Agreement with respect to any: (a) breach of a Contractor warranty; or (b) default or defect in Contractor's performance that has not been cured.

3. Payment Terms

- A. The District agrees to pay the fees and rates as set forth in Exhibit B of the Original Contract: *Proposal Summary*. The cost for services performed under this Agreement shall not exceed the amount of \$75,000 per fiscal year of the District (July 1 through June 30).
- B. Invoices shall be submitted to: Oak Lodge Water Services District, Attn: Jeff Page, 14496 SE River Road, Oak Grove, OR 97267, or via e-mail to jeffp@olwsd.org.
- C. Contractor shall invoice District by the 15th of each month following the month in which services are provided. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor.
- D. The District shall make payment to Contractor within thirty (30) calendar days after the date of receipt of the invoice, following the District's review and approval of invoices submitted by Contractor.
- E. Contractor shall not submit invoices for, and the District will not pay, any amount in excess of the maximum compensation amount set forth in this Agreement. If the maximum compensation amount is increased by amendment to this Agreement, the amendment must be fully effective before Contractor performs work subject to the amendment.

- F. Invoices shall describe all work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. Invoices shall also include the total amount billed to date by Contractor prior to the current invoice.

4. Scope of Work

- A. Contractor shall perform the services set forth in the Scope of Work in the attached **Article A**, upon request by the District (the “Work”). District requests for services will be made to Contractor in the form provided in **Article B**, which form may be revised by the District from time to time.
- B. Contractor agrees that the Work shall be performed by qualified personnel who at the time of the performance of the Work are licensed or otherwise qualified by the State of Oregon to perform the Work and performing to the standard of care with the degree of skill and diligence normally employed by professionals performing the same or similar services at the time the Work is performed.
- C. Contractor shall redo and rectify any Work that is found by either Contractor or the District to not meet this standard of care, without additional compensation to Contractor and with all costs and expenses for remedying the substandard Work to be borne by Contractor.

5. Indemnity

Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the performance of the Work, or from any act, omission, or negligence of Contractor, its subcontractors, agents, or employees. Contractor shall defend, save, hold harmless, and indemnify the District, its officers, elected officials, agents, and employees from and against all claims and actions, and all expenses incidental to the investigation and defense thereof, arising out of or based upon damage or injuries to persons or property caused by any errors, omissions, fault, or negligence of Contractor, or of Contractor’s employees, subcontractors, or agents.

6. Insurance

- A. Contractor and its subcontractors, at their own expense, shall procure and maintain insurance acceptable to the District in full force and effect throughout the term of this Agreement and covering the Work under this Agreement. Such insurance shall cover risks arising directly or indirectly out of Contractor's activities or the Work hereunder, including the operations of its subcontractors and insuring against claims for injuries or damages to persons or property. The insurance shall include provisions that such insurance is primary insurance with respect to the interests of the District and that any other insurance maintained by the District is excess and not contributory insurance with the insurance required under this Agreement. There shall be no cancellation, material change, reduction of limits, or intent not to renew the insurance coverage(s) without thirty (30) days’ written notice from Contractor or its insurer(s) to the District.

- B. The insurance policies maintained by Contractor and its subcontractors shall provide at least the limits and coverages identified in **Section 6 of the Original Contract** which is hereto attached and incorporated herein by this reference.
- C. The procuring of such required insurance shall not be construed to limit Contractor's liability under this Agreement. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of services under this Agreement.
- D. As evidence of the insurance coverage required by this Agreement, Contractor shall furnish a Certificate of Insurance to the District. Such policies or certificates must be delivered and deemed acceptable to the District prior to commencement of the Work.
- E. The Parties agree that Contractor's coverage shall be primary to the extent permitted by law. The Parties further agree that other insurance maintained by the District is excess and not contributory insurance with the insurance required in this section.

7. No Third-Party Beneficiaries

The District and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

8. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

9. Disputes of Cost

In the event either Party brings an action to enforce the terms of this Agreement or to seek damages for its breach, or any action arising out of any dispute concerning the terms and conditions herein, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses incurred therein, including such costs and fees as may be required on appeal.

10. Notices

Except as otherwise expressly provided in this Agreement, any communications between the Parties hereto or notices to be provided hereunder shall be given in writing by personal delivery, e-mail, or mailing the same, postage prepaid to the following addresses.

If to the District:

14496 SE River Road, Oak Grove, OR 97267, or via e-mail to jeffp@olwsd.org.

If to the Contractor:

6860 S. Anderson Rd, Aurora, OR 97002, or via e-mail to krobitsch@s2contractorsinc.com.

Either Party may at any time revise their notice address by providing notice to the other Party. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

11. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS AGREEMENT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IT IS AGREED:

S-2 Contractors, Inc.	Oak Lodge Water Services District
By: _____	By: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

ARTICLE A

Scope of Work

Contractor agrees to provide the services described in the scope of work in the Original Contract, as modified to the District's specifications as follows:

The work shall be performed in accordance with Clackamas County Standard U275 for arterial/collector roads, U280 for standard connector/local roads, and U290 for Pavement cut standard multiple trenches. Any striping that is removed shall be replaced by contractor. All work must be approved by a Clackamas County inspector ensuring that the Road Opening Permit can be finalized.

ARTICLE B

Sample Paving Work Order

APPENDIX A

**Original Contract between S-2 Contractors Inc. and the City of
Lake Oswego**

Oak Lodge Water Services District Paving Request

Kerry Robitsch, Project Manager
S-2 Contractors Inc.
6860 S. Anderson Rd
Aurora, OR 97002

Date: June 8, 2021
P.O. #

Phone: 503-651-4000 Fax: 503-651-4004
Email: krobitsch@s2contractorsinc.com

Scope of Work:

Location:

Nearest Cross Street:

Approximate Size:

Special Conditions:

Preliminary non-binding estimate: \$

Time frame for work to be completed:

This paving request shall expire on [date]:

Contact OLWSD by phone or email within 48 hours of project completion.

Primary OLWSD Contact

Brad Lyon 503-206-9573 brad@olwsd.org

Alternate OLWSD Contact

Jeff Page 971-806-9307 jeffp@olwsd.org

BY: Oak Lodge Water Services District

Brad Lyon, Water Field Supervisor

DATE

Acknowledged and Agreed:

By [Name, Title, S-2 Contractors, Inc.]:

DATE



CITY OF LAKE OSWEGO

Standard On-Call Service

On-Call Paving Services

Contractor:	S-2 Contractors, Inc.	Date of Contract:	June 14, 2019
Mailing Address:	6860 S. Anderson Rd. Aurora, OR 97002	Date of Completion:	June 14, 2020
		Option to Renewal:	Up to 4 annual renewals

WITNESSETH:

Contractor and the City of Lake Oswego, an Oregon municipal corporation, mutually covenant and agree to and with each other as follows:

1. SCOPE OF WORK AND CONTRACT DOCUMENTS. The Contractor shall perform the Project as outlined in this Contract. The contract documents shall consist of, and any conflicts shall be resolved in the following priority:

- A. This Contract;
- B. The City of Lake Oswego Standard Public Contract Provisions, which are attached and hereby incorporated by reference;
- C. The exhibit(s) to this Contract in the following order of priority:
 - Exhibit A – Specification of Services
 - Exhibit B – Contractor Bid
 - Exhibit C – City of Lake Oswego Standard Detail 6-01, 6-02, 6-03, 6-04
 - Exhibit D – Oregon Standard Specifications for Construction, Section 00744

This contract shall supersede any prior representation or contract, written or oral.

The specific time and locations of services to be provided hereunder are "on-call" and shall be defined by City in the individual job orders from time to time during the term of this Contract. The amount of services to be requested by City under this Contract is unknown, and therefore there is no expectation as to the amount of service work to be requested.

The City may have issued similar on-call contracts to other contractors for similar work. In that event, the Project Manager will call upon the Contractor when a need for service arises and other contractors who provide the similar service needed at the time at less cost to the City are not available.

2. DURATION OF CONTRACT. This Contract shall become effective on the date this Contract has been signed by every party hereto. Contractor acknowledges that no work has been or will be performed for the

project under this Contract until this Contract is fully executed and effective. Contractor shall complete performance of this contract on or before the Date of Completion stated above.

This contract may be renewed annually at the option of the City, for 4 successive years, provided however that the original and renewal terms of the contract shall not exceed 5 years from the date of commencement of the contract. Any renewal shall be upon the same original terms and provisions. Renewal shall be given in writing by the City not less than 30 days prior to the expirations of the original term or each renewal period.

3. PAYMENT.

A. Amount of Payment. Contractor shall be compensated for all goods, materials, expenses, and services as follows: payment based on lump-sum payment tasks, reimbursement of expense costs, and Contractor's rate schedule, as set forth on Exhibit B; provided however that the contract amount for the first contract year shall not exceed \$75,000.00, and thereafter as adjusted pursuant to the below provision for rate adjustments.

As stated in the Request for Proposals, the exact amount of services to be requested by City of any on-call contractor is unknown and therefore there is no expectation as to the amount of service work to be requested. The City may request in a job order that the Contractor provide an estimate of the cost of the specific job, and whether that cost estimate is the Contractor's best guess or is a Not to Exceed Amount as to that job order.

Upon any renewal, the Contract Amount for the renewal term shall be adjusted not more than the percentage increase of ENR Construction Cost Index (Seattle) (http://www.enr.com/economics/historical_indices/Seattle), based upon the rate of change from the last reported December or June index number to the same month of the prior year's index number. Example, if determining the rate of change for a renewal date of July 1, 2018, the increase would be 6.3% $[11478.76 \text{ (June, 2018)} \text{ minus } 10717.83 \text{ (June 2017)} / 11478.76 \text{ June 2018}] = 0.0628\dots$, rounded to 6.3%.

B. Manner of Payment. Payments shall be due to the contractor, in accordance with the subsection Date of Payment below, upon the following: An invoice shall be submitted by contractor either at the end of the Job Order, or if performance of the Job Order will take more than 30 days, then within 30 days following the commencement of any work under a job order, and shall continue each month thereafter while any job work is being performed. The invoice shall contain the charges for all work performed during the invoice period. The invoices shall describe all performances and explain all expenses for which reimbursement is claimed. Contractor shall send invoices to City's Public Contracting Officer.

C. Taxpayer Identification Report / Date of Payment. No payment shall be due to the Contractor until the Contractor has submitted to the City's Finance Department IRS Form W-9 Request for Taxpayer Identification and Certification (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>). The City prefers to pay contractors by electronic fund transfer; the contractor may submit the EFT agreement (<http://tinyurl.com/LO-EFT>) to the City's Finance Department. Payment shall be tendered, when due within 30 days from the date of receipt of the invoice.

4. **TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence under this Contract.

5. TERMINATION.

A. Parties' Right to Terminate for Convenience. This Contract may be terminated at any time by mutual written consent of the parties.

B. City's Right to Terminate for Convenience. City may, at its sole discretion, terminate this Contract, in whole or in part, upon 10 days notice to Contractor.

C. City's Right to Terminate for Cause. City may terminate this Contract, in whole or in part, immediately upon notice to Contractor, or at such later date as Public Contracting Officer may establish in such notice, upon the occurrence of any of the following events:

(i) City fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient to pay for Contractor's Work;

(ii) Federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the Work under this Contract is prohibited or City is prohibited from paying for such Work from the planned funding source;

(iii) Contractor no longer holds any license or certificate that is required to perform the Work; or

(iv) Contractor commits any material breach or default of any covenant, warranty, obligation or agreement under this Contract, fails to perform the Work under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 5 business days after delivery of Public Contracting Officer's notice, or such longer period as Public Contracting Officer may specify in such notice.

D. Contractor's Right to Terminate for Cause. Contractor may terminate this Contract upon 30 days' notice to Public Contracting Officer if City fails to pay Contractor pursuant to the terms of this Contract and City fails to cure within 30 business days after receipt of Contractor's notice, or such longer period of cure as Contractor may specify in such notice.

E. Remedies. In the event of termination pursuant to subsections B, C(i), C(ii) or D, Contractor's sole remedy shall be a claim for the sum designated for accomplishing the Work multiplied by the percentage of Work completed and accepted by Public Contracting Officer, less previous amounts paid and any claim(s) which City has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this subsection, Contractor shall pay any excess to the City upon demand.

In the event of termination pursuant to subsection C(iii) or C(iv), City shall have any remedy available to it in law or equity. If it is determined for any reason that Contractor was not in default under subsection C(iii) or C(iv), the rights and obligations of the parties shall be the same as if the Contract was terminated pursuant to subsection B.

F. Contractor's Tender upon Termination. Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract, unless Public Contracting Officer expressly directs otherwise in such notice of termination.

Upon termination of this Contract, Contractor shall deliver to Public Contracting Officer all

documents, information, works-in-progress and other property that are or would be deliverables had the Contract been completed. Upon Public Contracting Officer's request, Contractor shall surrender to anyone Public Contracting Officer designates, all documents, research or objects or other tangible things needed to complete the Work.

6. **INSURANCE.** The Contractor will not perform any work under this contract until the City has received copies of applicable insurance policies or acceptable evidence that the insurance indicated as required in subsection D below is in force.

A. Scope of Insurance. The Contractor shall obtain prior to the commencement of the Contract, and shall maintain in full force and effect for the term of this contract, at the Contractor's expense, the policies indicated below in subsection D for the protection of the Contractor. The Contractor shall not undertake any acts that shall affect the coverage afforded by the above policy. If the insurance policy is issued on a "claims made" basis, then the Contractor shall continue to obtain and maintain coverage for not less than three years following the completion of the contract.

If no automobile liability insurance policy is required in subsection D, Contractor expressly acknowledges and agrees that City is not providing any automobile insurance to Contractor and that as to the City and any third parties, Contractor bears sole liability for claims, damages, injury (including death) and losses, arising out of or resulting from Contractor's operation of Contractor's automobile or any other automobile, whether or not such use is related to Contractor's work under this contract, and Contractor shall make no claim against the City for any claim, damage, injury, or loss resulting thereby. Notwithstanding the foregoing, Contractor further agrees that Contractor shall not transport any third parties while performing services under this Contract in Contractor's automobile or any other automobile unless Contractor has obtained the prior written consent of the City.

B. Coverage Amount. The policies shall be issued by a company authorized to do business in the State of Oregon, protecting the Contractor or subcontractor or anyone directly or indirectly employed by either of them against liability for the loss or damage of personal and bodily injury, contractual liability, death and property damage, and any other losses or damages above mentioned with limits not less than as stated in subsection D below or the limit of public liability contained in ORS 30.260 to 30.300 for any policy, whichever is greater.

C. Certificate of Insurance / Additional Insured Endorsement. The Contractor shall cause the insurance company to provide the City with: (i) a certificate of insurance and, (ii) if an additional insured endorsement is indicated as required in subsection D below, an endorsement thereto naming the City, its officers, agents, and employees as an additional insured for those policies indicated. The Contractor shall provide the City written notice of cancellation or material modification of the insurance contract for not less than the following notice for the purposes stated: 30 days prior notice for reasons other than non-payment; 10 days prior notice for non-payment.

The Contractor shall further cause a certificate of insurance to be issued prior to the renewal date of its insurance policies by the Contractor's insurance company or companies during the term of the Work, to assure that the required insurance is maintained.

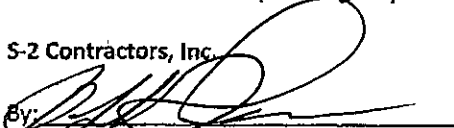
D. Insurance Policy Requirements.

Required?	Type of Insurance	Minimum Coverage	City named as Additional Insured
Yes	Comprehensive general or commercial general liability	\$2,000,000 per occurrence and \$3,000,000 in the aggregate	Yes
No	Protection and Indemnity US L&H	\$2 million per accident \$2 million per person per accident	
Yes	Automobile liability	\$1,500,000 per accident-combined single limit or \$1,500,000 bodily injury and \$1,000,000 property damage	
No	Professional liability	\$2,000,000 per claim/claim	No
Yes	Workers Compensation Employer's Liability	Statutory Coverage \$1 million per person per accident	
Or No (if initialed)	<u> </u> Contractor Initial if Exempt from Worker Comp Coverage	Contractor warrants and represents contractor does not employ any persons that would require contractor to provide workers compensation insurance benefits.	

* The amounts may be achieved by a combination of base coverage and umbrella coverage.

7. **Permissive Cooperative Procurement.** Pursuant to ORS 279A.215, as additional consideration for this Contract, Contractor agrees to extend an option to purchase any Products or Services covered under this Contract at the terms and provisions of this Contract, and at the same prices as are specified in Exhibit A: Contractor's Price, to all public agencies within 15 miles of the site or delivery of the work for this solicitation. Each public agency shall execute its own contract with Contractor.

S-2 Contractors, Inc.

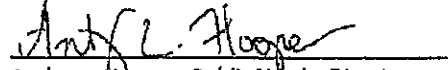
By: 
Name: JEFF SHINN
Title: President
Date: 6/19/19

Check one:

- Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Limited Liability Partnership
- Other: _____

Domicile, if other than Oregon: _____

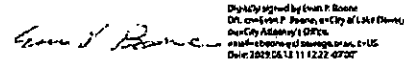
CITY OF LAKE OSWEGO, an Oregon Municipal Corporation


Anthony Hooper, Public Works Director
Date: 6/17/19

Public Contracting Officer
380 A Avenue
PO Box 369
Lake Oswego, OR 97034

Date Authorized by Council, if applicable: _____

APPROVED AS TO FORM:


Digitally signed by Evan P. Boone
DN: cn=Evan P. Boone, o=City of Lake Oswego,
ou=City Attorney's Office,
email=evanboone@lakeoswego.or.us, c=US
Date: 2019.06.13 11:22:27 -0700

Evan P. Boone,
Deputy City Attorney

CITY OF LAKE OSWEGO STANDARD PUBLIC CONTRACT PROVISIONS FOR PERSONAL SERVICE / SERVICE CONTRACT

(1/19)

The following City of Lake Oswego Standard Public Contract provisions are made a part of the Contract between City and Contractor by reference. Where the Lake Oswego Redevelopment Agency (LORA) is the contracting party, "City" shall refer to LORA.

CHANGES

This contract, including all attachments and exhibits annexed hereto, shall not be subject to modification or amendment except in writing, executed by both parties. This contract and any substantive changes to the scope of work or changes to the contract costs will not be effective until approved in writing by the City's Public Contracting Officer (PCO).

INDEPENDENT CONTRACTOR STATUS

The Contractor agrees and certifies that:

A. The Contractor is engaged as an independent contractor. Although the PCO reserves the right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate the quality of the completed performance, City cannot and will not control the means or manner of Contractor's performance, nor provide any tools or equipment for the performance of the Work, except as provided elsewhere in this Contract. Contractor is responsible for determining the appropriate means and manner of performing the Work.

B. Contractor shall be responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations.

C. The Contractor will not, on account of any payments made under this contract, be eligible for any benefit from federal social security, workers' compensation, unemployment insurance, or the Public Employee's Retirement System, except as a self-employed individual;

D. Contractor is not currently an employee of the federal government or the State of Oregon; and

E. The Contractor is not a contributing member of the Public Employee's Retirement System.

F. Contractor is not an "officer," "employee," or "agent" of the City, as those terms are used in ORS 30.265.

OTHER CONTRACTORS

The City may undertake or award other contracts for additional or related work, and the Contractor shall fully cooperate with such other contractors and with any City employees concerned with such additional or related work, and shall coordinate its performance under this contract with such additional or related work. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by City employees.

SUBCONTRACTORS AND ASSIGNMENT

Except as set forth in Contractor's proposal or otherwise in this Contract, no subcontract shall be made by the Contractor with any other party for furnishing any of the work or services herein contracted without obtaining the prior written consent of the City, which City may withhold without cause. In addition to any other provisions PCO may require, Contractor shall include in

any permitted subcontract under this Contract a requirement that the subcontractor be bound by the following sections of this Contract as if the subcontractor were the Contractor: Independent Contractor Status; Other Contractors; Hours of Labor; Ownership of Work; Indemnity and Hold Harmless; Records; Attorney Fees; Compliance with Laws. PCO's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

This contract is not assignable by the Contractor, either whole or in part, unless Contractor has obtained the prior written consent of the City.

City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any enforceable benefit or right, whether directly, indirectly or otherwise, to third persons.

HOURS OF LABOR

For those employees of Contractor covered or subject to Oregon employment laws, the Contractor shall pay employees for overtime work performed under the public contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201 et seq.).

ERRORS

The Contractor shall perform such additional work as may be necessary to correct Contractor's errors in the work required under this contract without undue delays and without additional cost.

REPRESENTATIONS AND COVENANTS

A. Contractor's Representations. Contractor represents and covenants to City that:

(1) Contractor has the power and authority to enter into and perform this Contract,

(2) This Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, and if Contractor is a partnership, corporation or other form of business entity, this contract was duly approved and executed pursuant to authority of the governing body or parties of the Contractor,

(3) Contractor is not in violation of any Oregon tax laws.

(4) Upon acceptance of each project, the Contractor warrants that it will carefully examine, as necessary, the site of the work contemplated and any plans, specifications, and contract documents pertaining to work, with the exception of unknown physical conditions at the work site, of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided herein..

(5) Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work.

(6) Contractor will accomplish the work using a standard of performance and care that is currently accepted by other contractors engaged in similar work, under similar conditions and at the date the services are provided in the Portland metropolitan area (Standard of Care).

(7) Contractor's invoices shall describe all work performed with particularity, by whom it was performed, and

**CITY OF LAKE OSWEGO STANDARD PUBLIC CONTRACT PROVISIONS FOR PERSONAL SERVICE / SERVICE CONTRACT
(1/19)**

shall itemize and explain all expenses for which reimbursement is claimed. Contractor shall send invoices to City's Project Manager.

(8) Contractor's completion shall not extinguish or prejudice City's right to enforce this Contract with respect to any breach of Contractor warranty or any default or defect in Contractor performance (defect is defined herein as services that do not conform to the Standard of Care (Section 6) in the performance of the Contract).

(9) Contractor has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of contractor's services, and in the performance of this contract no person having any such interest shall be employed.

B. Cumulative. The representations and covenants set forth in this section are in addition to, and not in lieu of, any other representations and covenants provided.

OWNERSHIP OF WORK

All work products of the Contractor, including background data, documentation and staff work that is preliminary to final reports, which result from this contract are the exclusive property of the City. If this contract is terminated by either party or by default, the City following payment as required by the Contract, in addition to any other rights provided by this contract, may require the Contractor to transfer and deliver such partially completed reports or other documentation that the Contractor has specifically developed or specifically acquired for the performance of this contract.

The reports and all material contained in the reports (graphics, photos, etc.) shall become the property of the City; the City may reproduce and distribute the reports, or any part thereof, in such form as the City desires. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by Contractor for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to Contractor.

**ELECTRONIC CONTRACTING AND REPORTS;
PHOTOCOPY, ELECTRONIC, OR PDF VERSION OF CONTRACT**

This contract and any amendments may be executed by a party electronically by use of a digital signature issued by a city-recognized certification authority (such as Symantec Digital ID), pursuant to the Oregon Uniform Electronic Transactions Act, ORS Ch. 84.001 – 84.063. Upon execution of this contract electronically, the party consents to conduct further communications and transactions under this Contract by electronic means.

Unless otherwise stated in the Scope of Work or separately waived in writing, all final reports, including reports of phases of the project and of the entire project, shall be provided in both written and electronic format. Electronic format shall be in a format coordinated with the PCO and shall be fully compatible with such software programs specified by the PCO, .e.g. Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher, Adobe Creative Suite, Adobe PDF, or such other software program as specified by the PCO.

A photocopy, electronically scanned (PDF), or electronic version of this Contract shall be deemed equivalent to an

originally signed Contract for all purposes, including arbitration or litigation.

INDEMNITY AND HOLD HARMLESS

The Contractor shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including reasonable attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property, but only to the proportionate extent caused by or resulting from any act, error, or omission (excepting professional services performed under this Contract) of an act sustained in connection with the performance of this contract or by conditions created thereby, or based upon Contractor's violation of any statute, ordinance or regulation.

With respect to professional services performed under this Contract, Contractor shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including reasonable attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property, but only to the proportionate extent caused by any negligent act, error, or omission of an act sustained in connection with the performance of this contract or by conditions created thereby, or based upon violation of any statute, ordinance or regulation.

RECORDS

Contractor shall have access to the books, documents, papers and records of the City as necessary for Contractor's performance of the work. The Contractor shall not disclose all or any part of such records to any other person, firm, corporation, association or other entity except as reasonably necessary to carry out the Work, without the consent of the Public Contracting Officer.

The Contractor agrees that the City and its authorized representatives shall have access to the books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcripts.

Contractor shall maintain all fiscal records directly relating to this Contract in accordance with generally accepted accounting principles. In addition, Contractor shall maintain any other records pertinent to this Contract in such a manner as to clearly document Contractor's performance. Contractor acknowledges and agrees that City's duly authorized representatives shall have access to such fiscal records and other books, documents, papers, plans and writings of Contractor that are pertinent to this Contract to perform examinations and audits and make excerpts and transcripts. Contractor shall retain and keep accessible all such fiscal records, books, documents, papers, plans, and writings for a minimum of three (3) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.

PUBLICATION RIGHTS/RIGHTS IN DATA

To the extent the Work Product consists of material capable of publication, all publication rights in the product

**CITY OF LAKE OSWEGO STANDARD PUBLIC CONTRACT PROVISIONS FOR PERSONAL SERVICE / SERVICE CONTRACT
(1/19)**

produced by the Contractor in connection with the work provided for under this contract, whether in preliminary draft or final form, shall be vested in the City.

The Contractor shall not publish any of the results of the work without the prior written permission of the City.

All original written material and other documentation, including background data, documentation, and staff work that is preliminary to final reports, originated and prepared for the City pursuant to this contract, shall become exclusively the property of the City. The ideas, concepts, know-how or techniques relating to data processing development during the course of this contract by the Contractor or City personnel, or jointly by the Contractor and City personnel, can be used by either party in any way it may deem appropriate.

Material already in the Contractor's possession, independently developed by the Contractor outside the scope of this contract or rightfully obtained by the Contractor from third parties, shall belong to the Contractor. However, the Contractor grants to the City a nonexclusive, irrevocable and royalty-free license to use such material to the extent such material is incorporated into the Work.

This contract shall not preclude the Contractor from developing materials that are competitive, irrespective of their similarity to materials which might be delivered to the City pursuant to this contract. The Contractor will not, however, use any written materials developed under this contract in developing materials for others, except as provided in this section.

CONFIDENTIALITY

No reports, information and/or data given to or prepared or assembled by the Contractor under this contract shall be made available to any individual or organization by the Contractor without the prior written approval of the City.

DISPUTE RESOLUTION / VENUE

Any dispute or claim that arises out of or that relates to this Contract, or to the interpretation or breach thereof, or to the existence, validity, or scope of this Contract or the arbitration Dispute Resolution procedure, shall be resolved as follows:

- Level 1: Within 15 days request for Level 1 dispute resolution, commence negotiation between the Contractor's Project Manager and the City's Project Manager. The City's Project Manager's last offer shall be final unless either party requests Level 2 dispute resolution within 15 days from commencement of Level 1 negotiation, unless both parties agree to extend the time to initiate Level 2.
- Level 2: Within 15 days request for Level 2 dispute resolution, commence negotiation between the Contractor's management representative with unlimited authority to settle the dispute and the City Manager. The City Manager's last offer shall be final unless either party requests Level 3 dispute resolution within 30 days from commencement of Level 2 negotiation, unless both parties agree to extend the time to initiate Level 3 Mediation.
- Level 3: Mediation in accordance with the mediation procedures of the Arbitration Service of Portland, Inc. (www.arbsevice.com), or such other procedures as the parties agree. The mediator shall be selected by the parties, either upon mutual agreement within 15 days written notice by one party to the other requesting mediation, or if the parties are not able to

agree upon a mediator within said period, then in accordance with the "Appointment of Sole Arbitrator" of the Arbitration Service of Portland, except that the person shall be a mediator, not an arbitrator. If the parties are unable to resolve the dispute upon completion of mediation, the City Manager's last offer under Level 2 shall be final unless a Claim for arbitration is filed within 30 days of the completion of mediation,

- Level 4: Upon the filing of a Claim for Arbitration, Arbitration shall occur in accordance with the arbitration procedures of the Arbitration Service of Portland, Inc. (www.arbsevice.com), or such other procedures as the parties agree. The decision of the arbitrator(s) shall be final and may be entered as a judgment in the Clackamas County Circuit Court in accordance with Oregon law.

The Parties shall equally share in the cost of the mediator / arbitrator(s); each Party shall be responsible for its own costs and fees. The mediation / arbitration proceeding shall be held in Clackamas or Multnomah counties, as the mediator / arbitrator(s) shall select, unless the parties otherwise agree.

SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

COMPLIANCE WITH LAWS

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Oregon and ordinances of the City of Lake Oswego, Oregon.

The Contractor shall comply with all federal, state and local laws and ordinances, applicable to public contracts relating to Contractor's obligations and performance, and to the work to be done under this contract.

The Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, marital status, age, medical condition, or disability.

WAIVER

The failure of the City to enforce any provision of this contract shall not constitute a waiver by the City of that or any other provision.

INTEGRATION

This contract represents the entire and integrated agreement between the Contractor and the City, and supersedes all prior negotiations, representations or agreements, either written or oral.

EXHIBIT A: SPECIFICATION OF SERVICES

DESCRIPTION OF SERVICE:

The City of Lake Oswego Public Works Department is requesting competitive quotes from qualified bidders for on-call pavement restoration projects, specifically regarding utility trench cuts (i.e. water, wastewater and surface water).

"Piggyback Provision": The selected Contractor will agree to extend the opportunity to all public agencies within 15 miles of the site or delivery of the work for this solicitation to purchase any Products or Services covered under this Contract at the same terms and provisions of the Contract, and at the prices as specified in Contractor's Price. Each public agency shall execute its own contract with Contractor.

INTRODUCTION:

The City of Lake Oswego requires asphalt concrete (AC) pavement restoration services and is seeking a qualified Contractor to provide such services on an on-call basis for the repair of AC pavement patches of City streets and other paved areas. The City wishes to award a one (1)-year contract with the option to extend the contract for up to four (4) additional one (1)-year terms. The Contractor is expected to provide all materials and services that will fulfill or exceed the requirements and conditions set forth in this Request for Quotes (RFQ).

SCOPE OF WORK:

The successful bidder shall provide pavement repair services on an as-needed basis as assigned by authorized City of Lake Oswego personnel. The work shall be performed in accordance with Exhibits C and D – City of Lake Oswego Standard Details and the Oregon Standard Specifications for Construction. The locations that will be assigned for repair services consist of local, collector and arterial roadways and other paved areas. These roads are primarily constructed of Asphalt Concrete (AC), however portions of some arterial roadways may consist of an AC pavement overlay on top of Portland Cement Concrete (PCC). In these instances, AC pavement will replace the former PCC at a depth determined by the City equivalent to the load bearing capacity of the former PCC section. The City makes no guarantees, expressed or implied, as to the actual number of pavement repair/construction projects to be assigned during any term of the awarded contract.

While this is considered an on-call contract, The City will provide the Contractor with a list of pavement restoration areas by the end of each month, and the Contractor will have until the end of the following month to complete the assigned work. The Contractor shall notify the City at least two weeks before the end of the month if they (the Contractor) will be unable to complete the specified work and the reason(s) why.

The City will be responsible for obtaining all street opening permits that are required for Contractor to complete work assigned by the City.

All work must be approved by a City of Lake Oswego public works construction inspector or authorized personnel prior to acceptance for ownership and operation. Once repair services have

been accepted (for ownership and operation) a two year warranty for craftsmanship and materials will begin prior to acceptance for maintenance by the City.

1. Traffic Control

The Contractor shall conduct repair operations in a safe manner that causes minimum obstruction and inconvenience to the public. A traffic control plan (TCP) shall be submitted to the City for approval prior to commencement of work, and must conform with applicable Oregon Revised Statutes, Administrative Rules, the Manual on Uniform Traffic Control Devices (MUTCD), and the Oregon Supplement to MUTCD. The Contractor will be expected to furnish flaggers when necessary to comply with Traffic Control needs.

2. Construction Methods

Existing improvements, buildings, trees, shrubs, and other items near areas where pavement repair is being executed shall be protected from damage that could result from Contractor operations. The Contractor shall be responsible for repairing, at Contractor's expense, any damage to existing improvements and/or items that result from the Contractor providing inadequate protection from damage. All trench repair projects shall be completed by the end of the workday on which they are started. The Contractor shall be responsible for all project clean-up, the cost of which shall be included in square foot and/or total sum costs. Surplus spoils/materials shall become the Contractor's property, and shall be disposed accordingly.

3. Removals, Grading, and Earthwork

When directed, the Contractor shall saw-cut the existing pavement 12-inches beyond the trench patch limits on all four (4) sides and remove the AC pavement materials to the base course. The area of the trench patch limits may be expanded to ensure a saw-cut does not fall within the wheel path. The Contractor shall remove any temporary AC (i.e. "cold mix") pavement and/or trench plates prior to paving. City owned trench plates that are removed shall be placed at an approved location for retrieval by City staff.

When directed, all pavement shall be machine saw-cut for removal in accordance with Lake Oswego Public Works Standard Details. Pavement saw-cuts shall be made so that removal is to the saw-cut line without additional cracking or breakage beyond the saw-cut lines. All saw-cut depths shall be full depth of the pavement.

If the roadway pavement is less than 5-years old, asphalt milling shall be required for trench repairs as directed by City staff in accordance with the Standard Details, Drawing Numbers S6-03 and S6-04, exhibited at the end of this RFQ.

4. Asphalt Concrete (AC) Pavement

The Contractor shall remove existing temporary asphalt concrete pavement and install AC pavement to match the existing AC pavement depth (minimum of three (3) inches). For those instances where the existing pavement depth is less than 3-inches, the contractor shall remove the appropriate depth of crushed aggregate base necessary to install the minimum 3-inches of AC pavement. If no aggregate base exists beneath the existing pavement, the contractor shall install crushed aggregate base as directed by the City. The AC pavement installation shall be completed in accordance with the Oregon Standard Specifications for Construction, Section 00744 Asphalt Concrete (AC) Pavement, and City of Lake Oswego Standard Details (Drawing Numbers S6-01, S6-02, S6-03 or S6-04). All pull boxes, meter boxes, vaults, and valve covers shall be adjusted to finish grade upon placement of the AC.

If requested, the Contractor shall furnish the City with reports from the AC Pavement supplier certifying that the asphalt pavement materials and proportions comply with the standard specifications for asphalt concrete pavement as required herein, as directed by authorized City personnel.

All assigned projects shall require tack coat as specified in Section 00744. Tack coat shall be uniformly applied to existing vertical portions of all AC surfaces to be joined.

MEASUREMENT AND PAYMENT

Measurement and payment for all work specified in the Scope of Work will be made on a unit price basis in accordance with the prices set forth in Exhibit B: Proposal Summary, Quote prices offered, for the individual items of work.

EXHIBIT A: PROPOSAL SUMMARY

ON-CALL PAVING SERVICES COST PROPOSAL SHEET

Company Name:

S-2 Contractors, Inc.

Address:

6860 S Anderson Rd.

City, State Zip Code:

Aurora, OR 97002

Contact Name:

Dave Short

Contact Number:

503-849-2486

Contact Email:

dshort@szcontractorsinc.com

Fill out Quote Prices Offered form for each work item listed below. Failure to complete any portion of quote form below will be considered an unresponsive quote.

QUOTE PRICES OFFERED

(Prices shall include all mobilization, labor, machine/equipment use, disposal, demobilization, traffic control, incidentals, and other services as outlined in the Scope of Work section of the RFQ.)

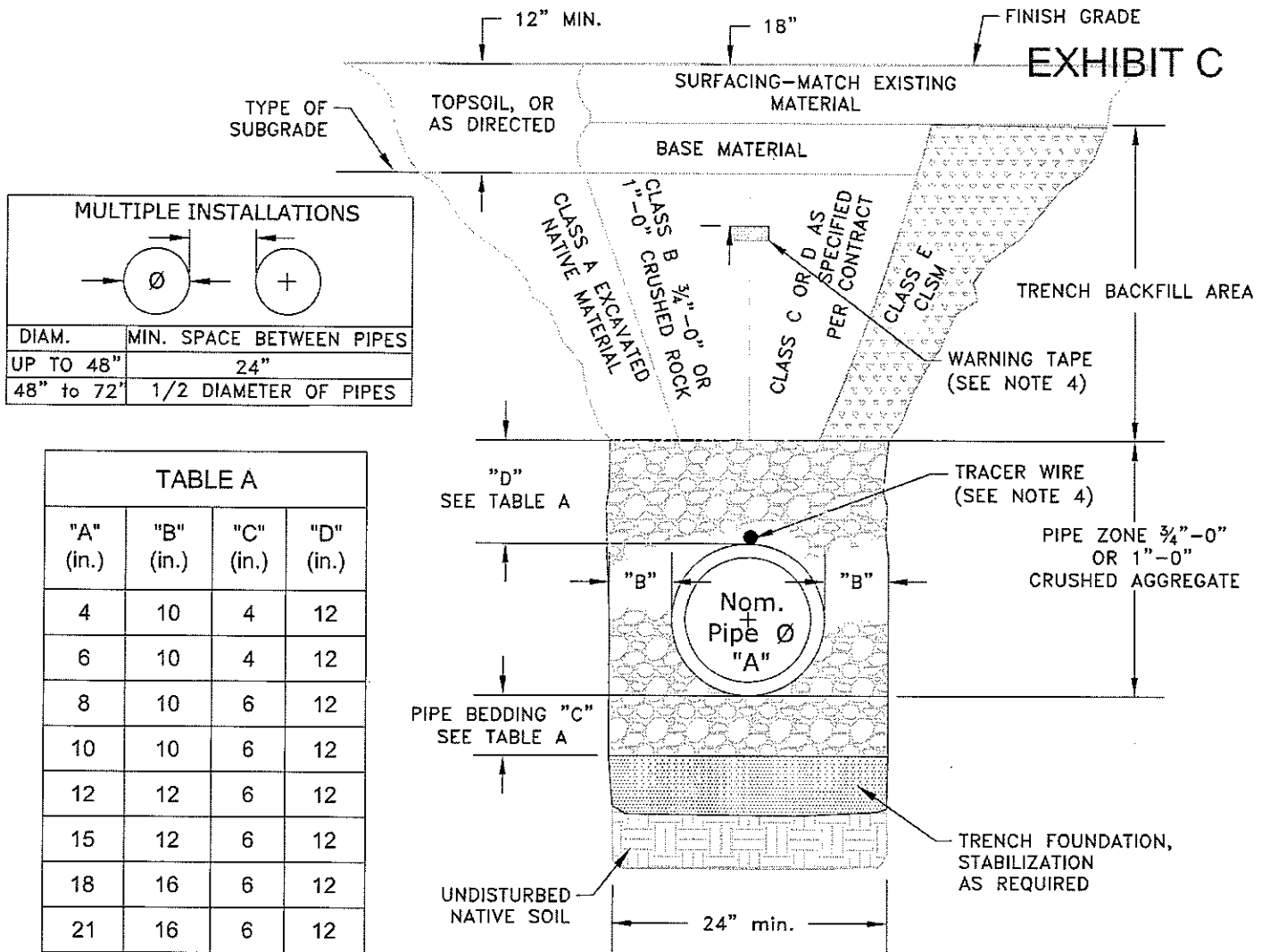
Item	Description	Quote Price	
1.	Remove existing temporary/subgrade material and install pavement to 3-inch depth (1-100 square feet)	\$ 13. ⁹⁸	Per Square Foot
2.	Remove existing temporary/subgrade material and install pavement to 4-inch depth (1-100 square feet)	\$ 14. ⁵³	Per Square Foot
3.	Remove existing temporary/subgrade material and install pavement to 5-inch depth (1-100 square feet)	\$ 15. ⁰⁷	Per Square Foot
4.	Remove existing temporary/subgrade material and install pavement to 6-inch depth (1-100 square feet)	\$ 15. ⁶²	Per Square Foot
5.	Extra depth per inch, per square foot beyond 6-inches to remove existing temporary/subgrade material and install pavement (1-100 square feet)	\$.55	Per Inch of Extra Depth
6.	Remove existing temporary/subgrade material and install pavement to 3-inch depth (101-300 square feet)	\$ 10. ⁰²	Per Square Foot
7.	Remove existing temporary/subgrade material and install pavement to 4-inch depth (101-300 square feet)	\$ 10. ⁵¹	Per Square Foot
8.	Remove existing temporary/subgrade material and install pavement to 5-inch depth (101-300 square feet)	\$ 11. ¹⁹	Per Square Foot
9.	Remove existing temporary/subgrade material and install pavement to 6-inch depth (101-300 square feet)	\$ 11. ⁷⁷	Per Square Foot
10.	Extra depth per inch, per square foot beyond 6-inches to remove existing temporary/subgrade material and install pavement (101-300 square feet)	\$.55	Per Inch of Extra Depth
11.	Remove existing temporary/subgrade material and install pavement to 3-inch depth (301-500 square feet)	\$ 7. ⁸⁰	Per Square Foot
12.	Remove existing temporary/subgrade material and install pavement to 4-inch depth (301-500 square feet)	\$ 8. ³⁶	Per Square Foot
13.	Remove existing temporary/subgrade material and install pavement to 5-inch depth (301-500 square feet)	\$ 8. ⁹⁰	Per Square Foot

14.	Remove existing temporary/subgrade material and install pavement to 6-inch depth (301-500 square feet)	\$9.45	Per Square Foot
15.	Extra depth per inch, per square foot beyond 6-inches to remove existing temporary/subgrade material and install pavement (301-500 square feet)	\$.55	Per Inch of Extra Depth
16.	Remove existing temporary/subgrade material and install pavement to 3-inch depth (greater than 501 square feet)	\$6.60	Per Square Foot
17.	Remove existing temporary/subgrade material and install pavement to 4-inch depth (greater than 501 square feet)	\$7.14	Per Square Foot
18.	Remove existing temporary/subgrade material and install pavement to 5-inch depth (greater than 501 square feet)	\$7.69	Per Square Foot
19.	Remove existing temporary/subgrade material and install pavement to 6-inch depth (greater than 501 square feet)	\$8.23	Per Square Foot
20.	Extra depth per inch, per square foot beyond 6-inches to remove existing temporary/subgrade material and install pavement (greater than 501 square feet)	\$.55	Per Inch of Extra Depth
21.	Saw cutting of AC pavement, 3-inch depth for trench repair (less than 100 linear feet)	\$4.10	Per Linear Foot
22.	Saw cutting of AC pavement, 3-inch depth for trench repair (less than 101-500 linear feet)	\$3.82	Per Linear Foot
23.	Saw cutting of AC pavement, 3-inch depth for trench repair (greater than 501 linear feet)	\$3.55	Per Linear Foot
24.	Saw cutting of AC pavement, greater than 3-inch depth for trench repair (less than 100 linear feet)	\$2.05	Per Lin. Inch-Foot
25.	Saw cutting of AC pavement, greater than 3-inch depth for trench repair (101-500 linear feet)	\$2.05	Per Lin. Inch-Foot
26.	Saw cutting of AC pavement, greater than 3-inch depth for trench repair (greater than 501 linear feet)	\$2.05	Per Lin. Inch-Foot
27.	Milling and AC pavement installation per "Trench Patch Detail", Std. Drawing No. S6-03 (1-100 square feet, beyond trench limits)	\$10.92	Per Square Foot
28.	Milling and AC pavement installation per "Trench Patch Detail", Std. Drawing No. S6-03 (101-300 square feet, beyond trench limits)	\$9.56	Per Square Foot

29.	Milling and AC pavement installation per "Trench Patch Detail", Std. Drawing No. S6-03 (301-500 square feet, beyond trench limits)	\$ <u>8.85</u>	Per Square Foot
30.	Milling and AC pavement installation per "Trench Patch Detail", Std. Drawing No. S6-03 (greater than 501 square feet, beyond trench limits)	\$ <u>8.19</u>	Per Square Foot

[Note: this Exhibit shall be made a part of the Contract following Award of Contract].

EXHIBIT C



MULTIPLE INSTALLATIONS

DIAM.	MIN. SPACE BETWEEN PIPES
UP TO 48"	24"
48" to 72"	1/2 DIAMETER OF PIPES

TABLE A

"A" (in.)	"B" (in.)	"C" (in.)	"D" (in.)
4	10	4	12
6	10	4	12
8	10	6	12
10	10	6	12
12	12	6	12
15	12	6	12
18	16	6	12
21	16	6	12
24	16	6	12
30	16	6	12
36	18	6	12
42	18	6	12
48	18	6	12
54	18	6	12
60	18	6	12
66	18	6	12
72	18	6	12

FOR PIPES OVER 72" DIAMETER
SEE GENERAL NOTE 3

NOTES

1. SURFACING OF PAVED AREAS SHALL COMPLY WITH STD. DETAIL S6-03.
2. FOR PIPE INSTALLATION IN EMBANKMENT AREAS WHERE THE TRENCH METHOD WILL NOT BE USED AND THE PIPE IS $\geq 36"$ DIAMETER, INCREASE DIMENSION "B" TO NOMINAL PIPE DIAMETER.
3. PIPES OVER 72" DIAMETER ARE STRUCTURES, AND ARE NOT APPLICABLE TO THIS DRAWING.
4. SEE L.O. SPECIAL PROVISIONS FOR TRACER WIRE AND WARNING TAPE DETAILS (WHEN REQUIRED).



City of Lake Oswego
Engineering Division
Erica Rooney, P.E. City Engineer

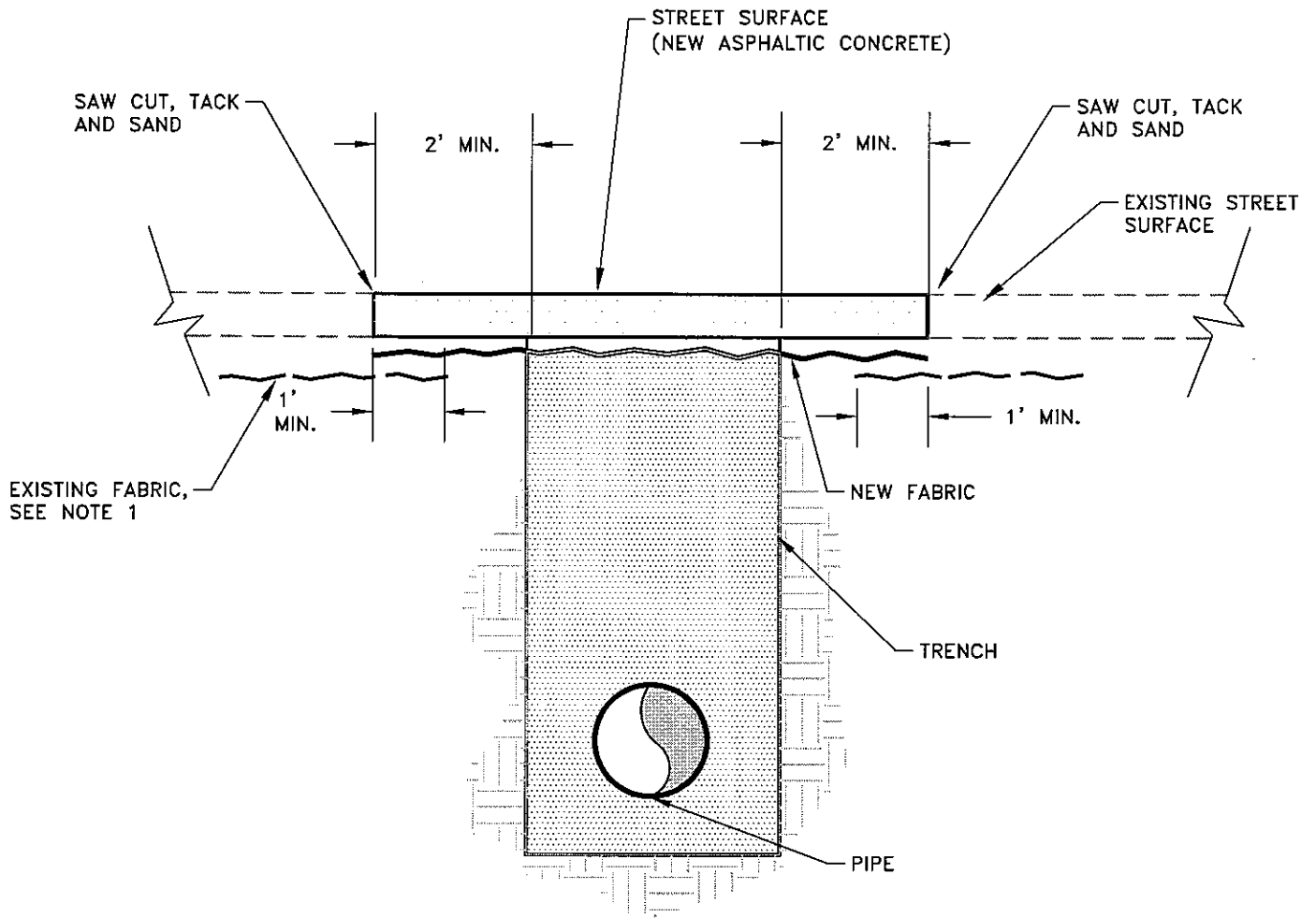
WATER AND SEWER TRENCH BACKFILL DETAIL

S6-01

EFFECTIVE DATE: JANUARY 1, 2018

NOT TO SCALE

DRAWING NUMBER



NOTES:

1. EXISTING GEOTEXTILE FABRIC TO BE CUT WITH A SHARP INSTRUMENT, PROVIDING A MINIMUM OF A ONE FOOT OVERLAP OF OLD AND NEW FABRIC ALONG ALL TRENCH CUT LINES.



City of Lake Oswego
Engineering Division

Erica Rooney, P.E. City Engineer

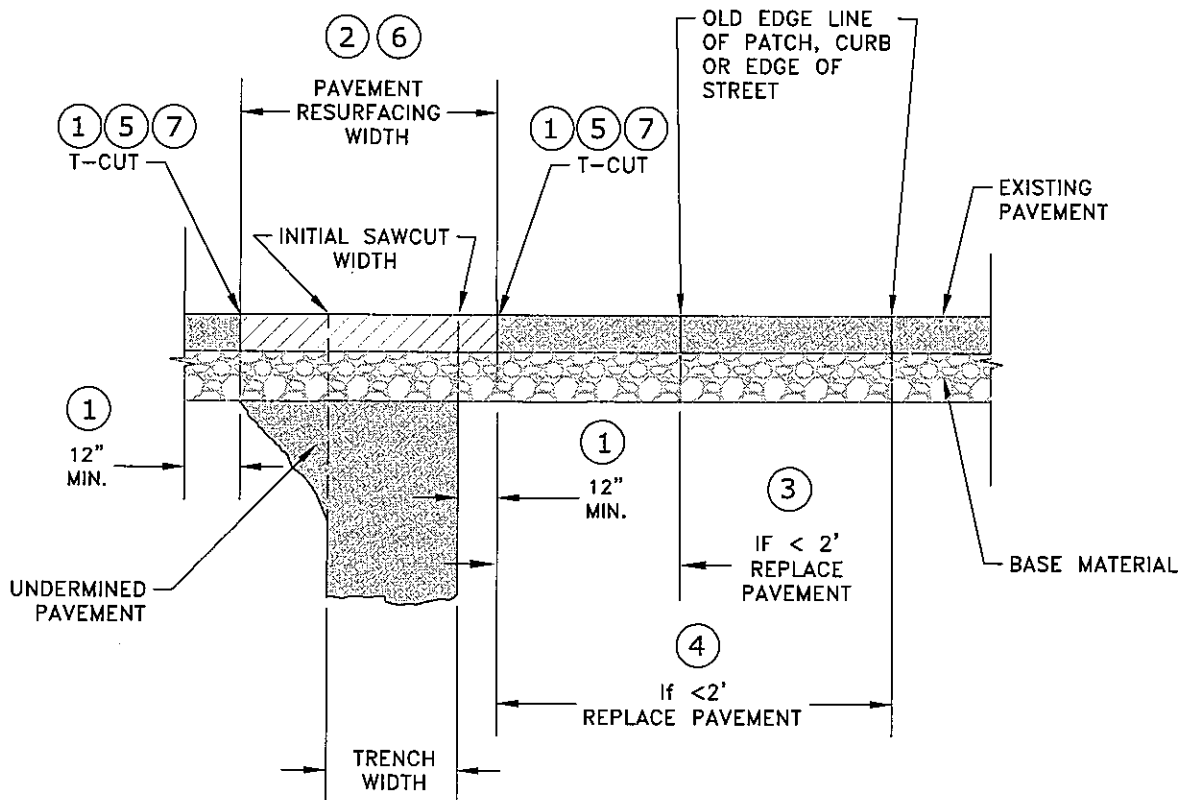
**TRENCH AND PATCH DETAIL FOR
UTILITY CUTS IN STREETS WHERE
GEOTEXTILE IS PRESENT**

EFFECTIVE DATE: JANUARY 1, 2018

NOT TO SCALE

S6-02

DRAWING NUMBER



SECTION VIEW

NOTES:

1. ON ALL STREETS, USE A MINIMUM 12" OVERLAP T-CUT DOWN THROUGH THE BASE MATERIAL UNLESS OTHERWISE SPECIFIED. T-CUT TO BE MEASURED FROM THE INITIAL SAWCUT OR EDGE OF UNDERMINED PAVEMENT, WHICHEVER RESULTS IN A WIDER REPLACEMENT SECTION.
2. A MINIMUM 3 FEET OF PAVEMENT RESURFACING WIDTH ON ALL STREETS.
3. IF NEW EDGE OF PAVEMENT IS LESS THAN 2 FEET FROM ANOTHER PATCH, CURB OR EDGE OF STREET, REPLACE THE PAVEMENT IN BETWEEN.
4. IF MORE THAN ONE EXISTING PATCH EDGE IS WITHIN THE 2 FOOT ZONE, REMOVE PAVEMENT TO THE FAR EDGE OF THE PRE-EXISTING PATCH.
5. T-CUT SHALL NOT BE MADE UNTIL TRENCH IS FULLY BACKFILLED AND COMPACTED.
6. NEW SURFACING SHALL BE A MINIMUM OF:
 4" OF LEVEL 2, 1/2" DENSE ASPHALTIC CONCRETE ON LOCAL AND COLLECTOR STREETS.
 4" OF LEVEL 3, 1/2" DENSE ASPHALTIC CONCRETE ON ARTERIAL STREETS.
7. SAND SEAL JOINT OR CRACK SEAL.



City of Lake Oswego
Engineering Division

Erica Rooney, P.E. City Engineer

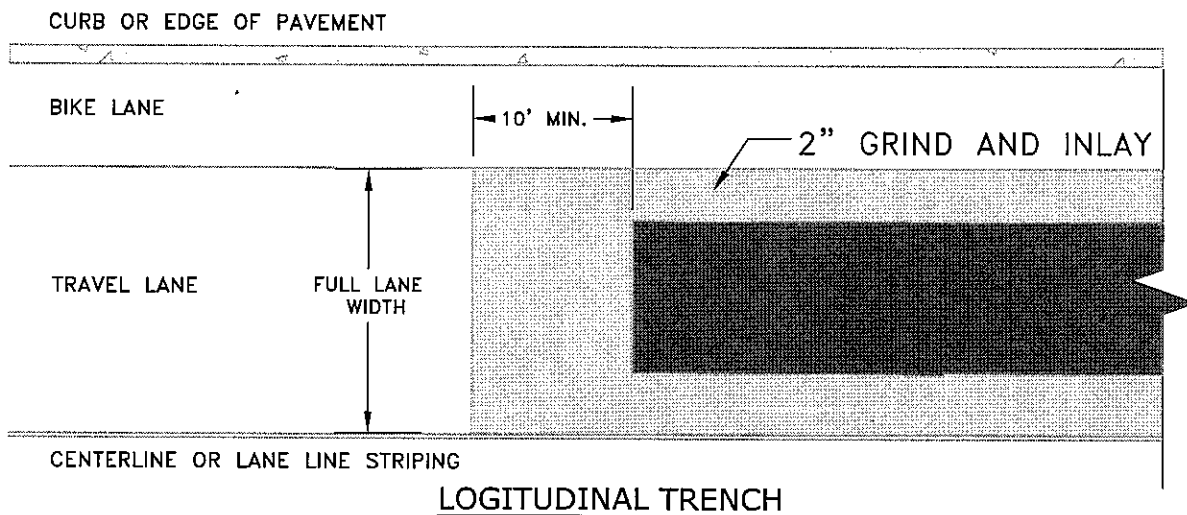
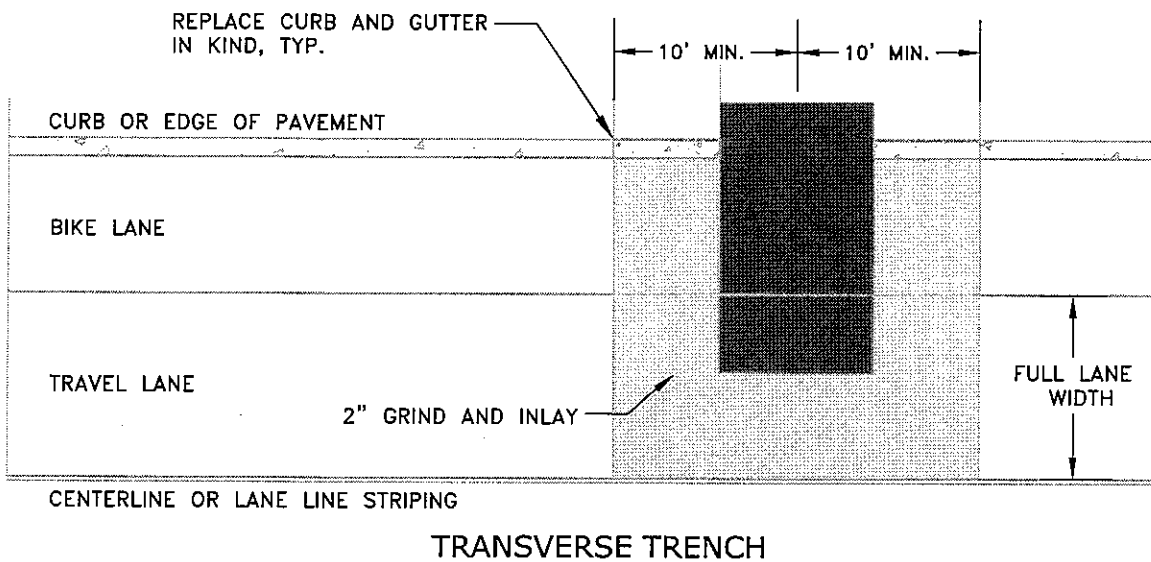
**TRENCH PAVEMENT
PATCH & T-CUT**

S6-03

EFFECTIVE DATE: MARCH 19, 2018

NOT TO SCALE

DRAWING NUMBER



NOTES:

1. CALL FOR INSPECTION PRIOR TO PAVING TRENCH TO DISCUSS PREP-WORK WITH INSPECTOR.
2. ASPHALT WITHIN TRENCH AREA IS TO BE REPLACED IN 2" LIFTS BACK TO PREVIOUS GRADE. SEE S6-03 FOR TRENCH REPAIR STANDARDS.
3. LIMITS OF GRIND DESCRIBED ABOVE MUST AT LEAST BE 2" DEEP FOR ENTIRE AREA. ONCE THIS IS COMPLETE, THE FINAL LIFT MAY BE APPLIED AFTER INSPECTION.
4. ANY TRANSVERSE CUT INTO A LANE REQUIRES A FULL LANE WIDTH, 2" GRIND AND INLAY REPLACEMENT (EXAMPLE: IF THE BIKE LANE IS CUT INTO BUT NOT THE TRAVEL LANE, ONLY THE BIKE LANE WILL REQUIRE A FULL WIDTH 2" GRIND AND INLAY AS SHOW).
5. REPLACE PAVEMENT MARKINGS IN-KIND AS REQUIRED.
6. CLEAN SAWCUT EDGES. SAND SEAL OR SEAL USING HOT Poured SEALANT MEETING ASTM D6690 AS DIRECTED.



City of Lake Oswego
Engineering Division

Erica Rooney, P.E. City Engineer

ASPHALT REPAIR FOR
NEWLY PAVED ROAD

S6-04

EFFECTIVE DATE: JANUARY 1, 2018

NOT TO SCALE

DRAWING NUMBER

Section 00744 - Asphalt Concrete Pavement

Description

00744.00 Scope - This Work consists of constructing asphalt concrete Pavement (ACP) to the lines, grades, thicknesses, and Cross Sections shown or established.

00744.01 Abbreviations:

- HMAC** - Hot Mix Asphalt Concrete
- MAMD** - Moving Average Maximum Density
- RAM** - Recycled Asphalt Material
- TSR** - Tensile Strength Ratio
- VFA** - Voids Filled with Asphalt
- VMA** - Voids in Mineral Aggregate
- WMAc** - Warm Mix Asphalt Concrete

00744.02 Definitions:

Asphalt Concrete Pavement - Uniformly coated mixture of asphalt cement, graded Aggregate, and additives as required. The use of ACP in this section refers to either hot mix or warm mix asphalt concrete.

Hot Mix Asphalt Concrete - A hot plant mixed ACP.

Level 1 ACP - ACP for use in applications with very low traffic and only limited exposure to trucks.

Level 2 ACP - ACP for use in applications with low traffic volumes and low volume truck traffic.

Level 3 ACP - ACP for use in applications exposed to moderate truck traffic.

Recycled Asphalt Material - The combination of reclaimed asphalt Pavement (RAP) and recycled asphalt shingles (RAS).

Warm Mix Asphalt Concrete - An asphalt concrete mix following all requirements of HMAC, except that through use of approved additives or processes, it is mixed, placed, and compacted at lower temperatures.

Materials

00744.10 Aggregate - Furnish new Aggregate, RAP Aggregate, and RAS Aggregate meeting the following requirements:

- (a) **New Coarse and Fine Aggregates** - Produce coarse and fine Aggregate from crushed Rock or other inert material of similar characteristics.

Blend sand is allowed for Levels 1, 2, and 3 mixes. Do not use more than 6 percent natural or uncrushed blend sand, by weight, in the total Aggregate. Provide a means of verifying and documenting the amount of blend sand added to the Aggregate.

Testing of Aggregates for soundness, durability, and harmful substances will be at the discretion and expense of the Agency.

(1) **Soundness** - Provide coarse and fine Aggregate with a weighted loss not exceeding 12 percent when subjected to five cycles of the soundness test using sodium sulfate solution according to AASHTO T 104.

(2) **Durability** - Provide Aggregate not exceeding the following maximum values:

Test	Test Method		Aggregates Coarse
	ODOT	AASHTO	
Abrasion		T 96	30.0%
Degradation			
Passing No. 20 sieve	TM 208		30.0%
Sediment Height	TM 208		3.0"

(3) **Fractured Faces** - Provide crushed Aggregate with not less than the minimum number of fractured faces as determined by AASHTO T 335 as follows:

Type of Mix	Percent of Fracture (by Weight)	
	Material Retained on 1", 3/4", 1/2" and No. 4 Sieve (two fractured faces)	Material Retained on No. 8 sieve (one fractured face)
All ACP	75	75

(4) **Harmful Substances** - Do not exceed the following maximum values:

Test	Test Method		Aggregates	
	ODOT	AASHTO	Coarse	Fine
Lightweight pieces		T 113	1.0%	
Wood Particles	TM 225		0.10%	
Elongated Pieces (at a ratio of 5:1)	TM 229		10.0%	
Plasticity Index		T 90		0 or NP
Sand Equivalent		T 176		45 min.

(b) **Reclaimed Asphalt Pavement** - RAP material used in the production of new ACP is optional. No more than 30 percent RAP material will be allowed in the new ACP Pavement. Use RAP Aggregates in the ACP that are no larger than the specified maximum allowable Aggregate size before entering the cold feed. Blend the RAP material with new Aggregate to provide a mixture conforming to the JMF within the tolerances specified.

(c) **Recycled Asphalt Shingles** - RAS used in the production of new ACP is optional. Either manufacturer waste (post-manufacturer) RAS or tear-off (post-consumer) RAS may be used. Manufacturer waste RAS is processed asphalt shingle material derived from manufacturer's shingle scrap. Tear-off RAS is processed asphalt shingle material derived from shingle scrap removed from Structures. All percentages are based upon dry weights for calculations.

(1) **Processing Shingles** - Process the RAS by grinding at ambient temperature so that 100 percent of the shredded pieces are less than 1/2 inch in any dimension and that 90 percent are less than 3/8 inch in any dimension when sampled according to AASHTO T 2 and tested according to AASHTO T 27. Sample and test the processed RAS for gradation at a frequency of one test for every 50 tons of RAS processed.

(2) Harmful Substances - Certify that the RAS does not contain asbestos fibers according to the policies and procedures established by the Department of Environmental Quality. Test deleterious materials according to ODOT TM 335 at a frequency of one test for every 50 tons of RAS material. Limit the percentage of deleterious materials to 1.0 percent. If fine Aggregate is added as an anti-clumping agent, sample and test processed RAS for harmful substances before adding the fine Aggregates.

(3) Anti-Clumping Additive - Fine Aggregate meeting the requirements of 00744.10(a) may be added to the RAS in a quantity not to exceed 4 percent by weight of RAS to keep the material workable and to prevent conglomeration of the shingle particles in the stockpile. Include these added fine Aggregates in the mix design. RAS may also be blended with RAP in controlled percentages to preclude clumping. Do not contaminate stockpiled RAS with dirt or other foreign materials.

(4) Allowable Percentages - No more than 5.0 percent RAS by total weight of Aggregate is allowed in ACP mixtures. Restrict the maximum allowable percentage of asphalt binder replacement to 20.0 percent for Base Courses and 15.0 percent for wearing Courses in ACP containing only RAS.

When RAS is used in conjunction with RAP, restrict the maximum allowable percentage of binder replacement to 30.0 percent for Base Courses and 25.0 percent for wearing Courses.

(5) Establishing Mix Design Inputs - For ACP mixtures containing RAS or RAM, following any addition of fine Aggregate as an anti-clumping agent, test the material according to ODOT TM 319 to establish the asphalt content, material specific gravities, and gradation. Develop mixture designs according to the ODOT Contractor Mix Design Guidelines for Asphalt Concrete.

Blend the RAS or RAM with new Aggregate to provide a mixture conforming to the JMF within the tolerances specified.

00744.11 Asphalt Cement and Additives - Furnish the following asphalt cement and additives:

(a) Asphalt Cement - Provide asphalt cement conforming to the requirement of ODOT's publication "Standard Specifications for Asphalt Materials". Copies of the publication are available from ODOT's website. The applicable Specifications are those contained in the current publication on the date the Project is advertised. Use the grade of asphalt that is specified in the Special Provisions.

(b) Asphalt Cement Additives - Use standard recognized asphalt cement additive products that are of known value for the intended purpose and approved for use on the basis of laboratory tests and capable of being thoroughly mixed. Do not use asphalt cement additives that have detrimental effects on the asphalt material. Do not use silicones as an additive. Add the following asphalt cement additives when required by the JMF:

- Anti-stripping asphalt cement additives to prevent stripping or separation of asphalt coatings from Aggregates to satisfy the TSR specified in 00744.13.
- Asphalt cement admixtures used to aid in the mixing or use of asphalt mixes or for experimental purposes.

When WMAC is used, select one of the WMAC technologies and process and additive types identified on ODOT's publication "Approved WMAC Technologies".

Submit the proposed WMAC technology to be used and a plan for its implementation at the pre-construction conference.

Comply with the manufacturer's recommendations for incorporating additives and WMAC technologies into the mix. Comply with manufacturer's recommendations regarding receiving, storing, and delivering the additives.

00744.12 Mix Type and Broadband Limits - Furnish the mix type specified in the Contract Documents within the broadband limits according to following:

(a) **Mix Type** - Furnish the types of ACP shown or as directed. When the Plans allow an option of two types for a Course of Pavement, use only one type throughout the Course.

(b) **Broadband Limits** - Provide a JMF for the specified mix type within the control points listed below:

Sieve Size	3/4" ACP Control Points (% passing by Weight)		1/2" ACP Control Points (% passing by Weight)		3/8" ACP Control Points (% passing by Weight)	
	Min.	Max.	Min.	Max.	Min.	Max.
1"	100					
3/4"	90	100	100			
1/2"	-	90	90	100	100	
3/8"	-	-	-	90	90	100
No. 4	-	-	-	-	-	90
No. 8	23	49	28	58	32	67
No. 200	2.0	8.0	2.0	10.0	2.0	10.0

00744.13 Job Mix Formula Requirements - Provide a JMF for the Project meeting the following criteria and that was either developed or verified within 3 years of the date the Contract was advertised:

	Level 1	Level 2	Level 3
Design Method	Superpave	Superpave	Superpave
Compaction Level	65 Gyration	65 Gyration	80 Gyration
Air Voids, %	3.5	4.0	4.0
VMA, % minimum	1/2 inch - 14.0 3/8 inch - 15.0	3/4 inch - 13.0 1/2 inch - 14.0 3/8 inch - 15.0	3/4 inch - 13.0 1/2 inch - 14.0 3/8 inch - 15.0
VMA, % maximum	min + 2.0%	min + 2.0%	min + 2.0%
P No. 200 / Eff. AC ratio	0.8 to 1.6	0.8 to 1.6	0.8 to 1.6
TSR, % minimum	80	80	80
VFA, %	70 - 80 3/8 inch: 70 - 80	65 - 78 3/8 inch: 70 - 80	65 - 75 3/8 inch: 70 - 80

Develop the JMF according to the ODOT Contractor Mix Design Guidelines for Asphalt Concrete; or verify according to the ODOT Mix Design Verification process. Submit the proposed JMF and supporting data to the Engineer for review at least 10 Calendar Days before anticipated use. If acceptable, written acceptance will be provided. Perform a new TSR if the source of the asphalt cement changes.

For Level 3 wearing Course mixes, include the results of the performance testing as outlined in the latest ODOT Contractor Mix Design Guidelines for Asphalt Concrete in the mix design submittal.

Issue a separate JMF for WMAC. Do not use RAS in WMAC mixes with minimum compaction temperatures less than 260 °F.

When WMAC is used, provide the following information in addition to the requirements listed for ACP:

- WMAC technology and WMAC additives information.
- WMAC technology manufacturer's established recommendations of usage.
- WMAC technology manufacturer's established target rate for water and additives, the acceptable variation for production, and documentation showing the impact of excessive production variation.
- WMAC technology material safety data sheets if applicable.
- Temperature range for mixing.
- Temperature range for compacting.
- Except for foaming technology, asphalt binder performance grade test data of the asphalt binder and chemical additive at the manufacturer's recommended dosage rate.
- Except for foaming technology, WMAC mixture performance test results. Perform testing for foaming technology on the production mix on specimens compacted at WMAC compaction temperatures.

00744.14 Tolerances and Limits - Produce and place ACP within the following JMF tolerances and limits:

Gradation Constituent	ACP Type		
	3/4"	1/2"	3/8"
1"	JMF ± 5% *		
3/4"	90 - 100%	JMF ± 5% *	
1/2"	JMF ± 5%	90 - 100%	JMF ± 5% *
3/8"	-	-	90 - 100%
No. 4	JMF ± 5%	JMF ± 5%	JMF ± 5%
No. 8	JMF ± 4%	JMF ± 4%	JMF ± 4%
No. 30	JMF ± 4%	JMF ± 4%	JMF ± 4%
No. 200	JMF ± 2.0%	JMF ± 2.0%	JMF ± 2.0%

* Maximum not to exceed 100%

Constituent of Mixture	ACP All Types
Asphalt Cement - AASHTO T 308 (Ignition) and ODOT TM 323	JMF ± 0.50%
RAP Content - ODOT TM 321	JMF ± 2.0%
RAS Content - ODOT TM 321	JMF ± 1.0%
RAM Content - ODOT TM 321	JMF ± 2.0%
Moisture content at time of discharge from the mixing plant - AASHTO T 329	0.80% max.

When a JMF tolerance applies to a constituent, full tolerance will be given even if it exceeds the control points established in 00744.12(b). Full tolerance will be given for RAP, RAS, or RAM content even if it exceeds the limits established in 00744.10.

00744.16 Sampling and Testing - For each 1,000 tons of placement, have a CAT-I perform a minimum of one of each of the following test methods as modified in the MFTP:

- Asphalt Content - AASHTO T 308 with ODOT TM 323 determined Calibration Factor
- Gradation - AASHTO T 30
- Mix Moisture - AASHTO T 329
- Maximum Specific Gravity - AASHTO T 209

When less than 1,000 tons of mix is placed in a Day, perform a minimum of one series of tests per Day. Provide test results to the Engineer by the middle of the following work shift.

If less than three samples are obtained on a Project, the Contractor may supplement test results with the Engineer's approval by:

- Accelerating testing.
- Providing test results from other projects with the same JMF within the past 120 days of first date of JMF production.
- Testing back up samples.

Provide a minimum of three test results. Provide samples or split samples to the Engineer when requested.

00744.17 Acceptance - If the average for each mix gradation constituent and asphalt content is within the specification limits, the material will be accepted. If the average asphalt content or one or more gradation constituents is not within the specification limits, the material will be accepted according to 00150.25.

Equipment

00744.23 Pavers - Provide pavers that are:

- Self-contained, self-propelled, supported on tracks or wheels, none of which contact the mixture being placed.
- Equipped with augers and a screed or strike-off assembly, heated if necessary, which:
 - Can spread and finish the ACP to a uniform texture, in the specified widths, thicknesses, lines, grades and Cross Sections.
 - Will not segregate, tear, shove or gouge the ACP.
- Equipped with a paver control system which:
 - Controls the ACP placement to specified Slope and grade.
 - Maintains the paver screed in proper position.
 - Provides the specified results through mechanical sensors and sensor-directed devices actuated from independent line and grade control references.

00744.24 Compactors - Provide self-propelled steel-wheeled or vibratory rollers specifically designed to compact ACP and capable of reversing without backlash. Provide a sufficient number of appropriately weighted rollers to compact the mixture. Equip vibratory rollers with amplitude and frequency controls. Do not operate in vibratory mode for Lifts thinner than two times the maximum Aggregate size for the type of ACP being compacted.

Labor

00744.30 Quality Control Personnel - Provide technicians having CAgT, CAT-I, CDT, and CMTD technical certifications.

Construction

00744.40 Season and Temperature Limitations - Place ACP when the temperature of the surface that is to be paved is not less than the temperature indicated:

Nominal Compacted Thickness of Individual Lifts and Courses as shown on the Typical Section of the Plans	All Levels	Level 1 and Level 2	Level 3	
		All Courses	Travel Lane Wearing Course	All Other Courses
	Surface Temperature*	From To Inclusive	From To Inclusive	From To Inclusive
Less than 2 inches	60 °F	All Year**	3/15 9/30	All Year**
2 inches - 2 1/2 inches	50 °F	All Year**	3/15 9/30	All Year**
Greater than 2 1/2 inches	40° F	All Year**	3/15 9/30	All Year**
Temporary	40 °F	All Year**	All Year**	All Year**

* Do not use field burners or other devices to heat the Pavement surface to the specified minimum temperature.

** If placing ACP between March 15 and September 30, temperature requirement may be lowered 5 °F.

00744.41 Mixing Temperatures - Produce ACP within the temperature ranges recommended by the asphalt cement Supplier for the grade of asphalt being used on the Project.

Establish the allowable mixing and placement temperature ranges by the JMF. Measure the mixture temperature at the discharge of the mixer. Measure the placement temperature behind the paver. The allowable production temperatures may be adjusted based on the asphalt cement Supplier's recommendation if approved by the Engineer. The maximum mixture temperature and the minimum placement temperature shall be as follows:

Type	Temperature, °F	
	Maximum at Mixer	Minimum Behind Paver
HMAC	350	240
WMAC	275	215

Within the above limits, the Contractor with approval of the Engineer, or the Engineer may adjust this temperature in 10 °F increments from the JMF as follows:

- **Up** - If the Aggregate coating, moisture content, workability or compaction requirements are not attained.
- **Down** - If the Aggregate coating, moisture content, workability and compaction requirements are attained.

00744.42 Tack Coat - Construct a tack coat before placing each Lift of ACP according to Section 00730. A tack coat is not required before placing ACP on Aggregate Base.

Treat all paved surfaces on and against which ACP is to be placed with an asphalt tack coat according to Section 00730. Before applying the tack coat, clean and dry the surface to be tacked.

Remove all loose material that will reduce adhesion of the tack by brooming, flushing with water, or other approved methods.

00744.43 Hauling, Depositing, and Placing - Haul, deposit, and place ACP according to the following:

(a) **Hauling** - Cover ACP if rain is encountered any time between loading and placement.

ACP will be rejected before placing if one or more of the following occurs:

- Below temperature limit specified in 00744.41.
- Slumping or separating.
- Solidifying.

Dispose of rejected loads at no additional cost to the Agency.

Deliver the mixture to the paving machine at a rate that provides continuous operation of the paving machine, except for unavoidable delay or breakdown. If excessive stopping of the paving machine occurs during paving operations, the Engineer may suspend paving operations until the mixture delivery rate matches the paving machine operation.

(b) **Depositing** - Deposit ACP from the hauling vehicles so segregation is prevented.

(c) **Placing** - Alternative equipment and means may be allowed by the Engineer if the use of a paver is impractical.

Do not place ACP during rain or other adverse weather conditions, unless allowed by the Engineer. ACP in transit at the time adverse conditions occur may be placed if:

- It has been covered during transit.
- The ACP temperature is satisfactory.
- It is placed on a foundation free from pools or flow of water.

Place the mixture in the number of Lifts and Courses, and to the compacted thickness for each Lift and Course, as shown. Place each Course in one Lift unless otherwise specified. Do not exceed a compacted thickness of 4 inches for any Lift. Limit the minimum Lift thickness to twice the maximum Aggregate size in the mix.

00744.44 Longitudinal Joints - At longitudinal joints, bond, compact and finish the new ACP equal to the ACP against which it is placed.

(a) **Location** - Place the ACP in Panel widths which hold the number of longitudinal joints to a minimum. Offset the longitudinal joints in one Panel by at least 6 inches from the longitudinal joints in the Panel immediately below.

(1) Base Course - Place Base Course longitudinal joints within 12 inches of the edge of a lane, or within 12 inches of the center of a lane, except in irregular areas, unless otherwise shown.

(2) Wearing Course - Construct longitudinal joints at either lane lines or fog lines, or as shown or directed.

(b) Drop-Offs:

- Provide warning signs and markings according to Section 00225 where abrupt or sloped edge drop-offs 1 inch or more in height occur.
- Protect edges from being broken down.

If unable to complete the Pavement without drop-offs according to 00744.44(c) do the following:

- Construct and maintain a wedge of ACP at a Slope of 1V:10H or flatter along the exposed longitudinal joint.
- Remove and dispose of the wedge before continuing paving operations.
- Construct, maintain, remove, and dispose of the temporary wedge at no additional cost to the Agency. ACP for the temporary wedge will be paid for at the Pay Item price.

(c) Placing Under Traffic - When placing ACP Pavement under traffic, schedule Work for the nominal thickness being laid as follows:

(1) More Than 2 Inches - Schedule Work so at the end of each working shift the full width of the area being paved, including Shoulders, is completed to the same elevation with no longitudinal drop-offs, unless approved.

(2) Less Than or Equal to 2 Inches - Schedule Work so that at the end of each working shift one Panel of new travel lane Pavement does not extend beyond the adjoining Panel of new travel lane Pavement more than the distance normally covered by each shift. At the end of each week complete the full width of the area to be paved, including Shoulders, to the same elevation with no longitudinal drop-offs.

00744.45 Transverse Joints:

(a) Travel Lanes - Construct transverse joints on the travel lane portion of all specified Pavement Courses, except Leveling Courses, as follows:

(1) Temporary End Panel - Maintain Pavement depth, line and grade at least 4 feet beyond the selected transverse joint location, and from that point, wedge down on the appropriate Slope until the top of the Course being laid meets the underlying surface (assuming a Pavement Course thickness of 2 inches) as follows:

- For wedges that will be under traffic for less than 24 hours, construct an 8 foot long wedge (1V:50H taper rate).
- For wedges that will be under traffic for 24 hours or longer, construct a 25 foot long wedge (1V:160H taper rate).
- Construct, maintain, remove, and dispose of the temporary wedge at no additional cost to the Agency. ACP for the temporary wedge will be paid for at the Pay Item price.

When the Pavement Course thickness is different than the above 2 inch example, use the appropriate taper rate to compute the length of the wedge. The wedge length plus the 4 feet or longer Panel form the temporary end Panel.

(2) Vertical Face - After the mixture has reached the required density:

- Provide a smooth, vertical face the full depth of the Course being laid at the location selected for the joint by sawing, cutting or other approved method.
- Remove the ACP material from the joint to the end of the Panel. If removed before resuming paving beyond the joint, reconstruct the temporary end Panel immediately by placing a bond-breaker of paper, dust, or other suitable material against the vertical face and on the surface to be occupied by the temporary end Panel. Construct a full-depth Panel at least 4 feet long, beginning at the sawed or cut joint, and taper it on a 1V:50H Slope to zero thickness.

(3) Excess Asphalt Concrete Pavement - After completing a temporary end Panel as specified, dispose of unused, remaining ACP as directed. Payment will be made for the entire load of ACP, but will be limited to only one load for each joint of each Panel.

(4) Resume Paving - When permanent paving resumes, remove the temporary end Panel and any bond-breakers. Clean the surface of all debris and apply a tack coat to the vertical edge and the surface to be paved.

(5) Joint Requirements - Compact both sides of the joint to the specified density. When tested with a straightedge placed across the joint, the joint surface shall conform to 00744.70.

(b) Abutting Bridge Ends - Compact the ACP abutting bridge ends and other rigid type Structures in the longitudinal direction and either transverse or diagonal direction, as directed.

(c) Bridge Deck Overlays - Saw cut the wearing Course of Pavement directly over the joints in bridge decks, bridge end joints and end Panel end joints as soon as practical but within 48 hours of paving each stage of the wearing Course, unless otherwise directed. Saw cut a 3/8 inch wide, \pm 1/8 inch, by 1/2 inch less than the thickness of the Panel of Pavement depth or 1 1/2 inches deep, whichever is less.

Flush the saw cut thoroughly with a high-pressure water stream after the cut has been made. Before the cut dries out, blow it free of water and debris with compressed air. Fill the joint with a poured filler from the QPL.

00744.49 Compaction - After the ACP has been spread, struck off, and surface irregularities and other defects remedied, roll it uniformly until compacted to a minimum of 91 percent of MAMD. Perform finish rolling and continue until all roller marks are eliminated.

Determine compliance with density Specifications by random testing of the compacted surface with calibrated nuclear gauges. Determine the density by averaging QC tests performed by a CDT with the nuclear gauge operated in the backscatter mode according to AASHTO T 335 at one random location for each 100 tons of asphalt concrete placed, but take no less than 10 tests each shift. Do not locate the center of a density test less than 1 foot from the Panel edge. Calculate MAMD according to ODOT TM 305. The Engineer may waive compaction testing upon written notice.

Compaction to a specified density will not be required for the following:

- **Thin Pavements** - Leveling, patches, or where the nominal compacted thickness of a Course of ACP will be less than 2 inches.

- **Other Areas** - Temporary Surfacing, guardrail flares, mailbox turnouts, road approaches, and areas of restricted width of less than 8 feet wide or limited length, regardless of thickness.

Compact thin Pavements and other areas according to 00749.45.

Maintenance

00744.60 Correction of Defects - Correct all defects in materials and Work, as directed, at no additional cost to the Agency, according to the following:

(a) **Fouled Surfaces** - Repair, clean, and retack fouled surfaces that would prevent full bond between successive Lifts of mixture.

(b) **Boils, Slicks, and Oversized Material** - Replace boils, slicks, and oversized materials with fresh mixture.

(c) **Segregation** - Take corrective measures when segregation or non-uniform surface texture is occurring in the finished mat. If segregation continues to occur, stop production until a plan for providing uniform surface texture is approved.

(d) **Roller Damage to Surface** - Correct surface damage from rollers with additional fresh mixture or by other approved means.

(e) **Longitudinal Joints** - Take corrective measures when open longitudinal joints are being constructed or when the elevation of the two sides of a longitudinal joint does not match. If problems with the longitudinal joint continue to occur, stop production until a plan for providing tight, equal elevation longitudinal joints is approved.

(f) **Other Defects** - Remove and replace any ACP that:

- Is loose, broken, or mixed with dirt.
- Shows visually too much or too little asphalt.

Finishing and Cleaning Up

00744.70 Pavement Smoothness - Furnish a 12-foot straightedge. Test with a 12-foot straightedge parallel to and perpendicular to the centerline, as directed. The Pavement surface shall not vary by more than 1/4 inch. Mark areas not meeting the surface tolerance.

00744.75 Correction of Pavement Roughness - Correct Equipment or paving operation procedures when tests show the Pavement smoothness does not comply with 00744.70. In addition, do the following:

(a) **Methods** - Correct surface roughness to the required tolerances, using one of the following methods as approved by the Engineer:

- Remove and replace the wearing surface Lift.
- Profile to a maximum depth of 0.3 inch with abrasive grinders equipped with a cutting head comprised of multiple diamond blades, and apply an emulsion fog seal as directed.

(b) **Time Limit** - Complete correction of all surface roughness within 14 Calendar Days following notification, unless otherwise directed.

Measurement

00744.80 Measurement - The quantities of ACP will be measured on the weight basis.

No deductions will be made for asphalt cement, mineral filler, lime, anti-strip, or any other additive used in the mixture.

Payment

00744.90 Payment - The accepted quantities of ACP incorporated into the Project, whether or not recycled Materials are used, will be paid for at the Contract unit price, per ton, for the item "Level ____, ____ ACP Mixture ____".

The following will be inserted in the blanks:

- The level of ACP (1, 2, 3) will be inserted in the first blank.
- The type of ACP (3/4 inch, 1/2 inch, 3/8 inch), will be inserted in the second blank.
- The words "in Leveling", "in Temporary", or "in Leveling and Temporary" will be inserted in the third blank when applicable.

Payment will be payment in full for furnishing and placing all Materials, and for furnishing all Equipment, labor, and Incidentals necessary to complete the Work as specified.

No separate or additional payment will be made for:

- asphalt cement, mineral filler, lime, and anti-stripping or other additives
- sawing, cleaning, and filling joints on bridge deck overlays



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	Extension of the March 17, 2020 Declaration of State of Emergency
Item No.	7
Date	June 15, 2021

Summary

The Board of Directors holds the authority to declare and extend states of emergency for the Oak Lodge Water Services District, and to delegate certain powers to the General Manager during such an emergency.

Background

In response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District Board of Directors declared a State of Emergency relating to COVID-19 on March 17, 2020, to ensure that the District could perform all of its obligations and continue operating its systems.

The District's Declaration was amended various times through addenda adjusting the expiration date of the state of emergency to the limited period of time during which the conditions giving rise to the Declaration were anticipated to remain in existence. Pursuant to the Board's March 17, 2020 Declaration and subsequent addenda to the same, the State of Emergency is currently set to expire on June 15, 2021.

The Board has extended the State of Emergency for so long as the findings in the original Declaration continue to exist; namely, the Board has continued to find that social distancing and community mitigation measures within the District are in the best interests of the public health, safety, and welfare of the community, and that immediate action may be required to minimize, respond to, or recover from the emergency.

Past Board Actions

On March 17, 2020, the Board of Directors approved Resolution 2020-03 authorizing declarations of a state of emergency and certain actions during a state of emergency. The Board of Directors subsequently declared a State of Emergency relating to COVID-19 with the intent to revisit the effective end date at the next regularly scheduled meeting on April 21, 2020.

On April 21, 2020, the Board of Directors approved Addendum No. 1 to the March 17,

2020 Declaration of State of Emergency extending the effective end date to May 19, 2020.

On May 19, 2020, the Board of Directors approved Addendum No. 2 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to June 16, 2020.

On June 16, 2020, the Board of Directors approved Addendum No. 3 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to July 21, 2020.

On July 21, 2020, the Board of Directors approved Addendum No. 4 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to August 18, 2020.

On August 18, 2020, the Board of Directors approved Addendum No. 5 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to September 15, 2020.

On September 15, 2020, the Board of Directors approved Addendum No. 6 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to October 20, 2020.

On October 20, 2020, the Board of Directors approved Addendum No. 7 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to November 17, 2020.

On November 17, 2020, the Board of Directors approved Addendum No. 8 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to March 16, 2021.

On March 16, 2021, the Board of Directors approved Addendum No. 9 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to June 15, 2021.

Concurrence

The General Manager and the District's legal counsel are prepared to explain the approach other entities have taken while declaring states of emergency and how the District would be affected by an extension of the Declaration.

Recommendation

Staff recommends the Board extend the Declaration of State of Emergency until the conclusion of the Board meeting on July 20, 2021.

Alternatives to Recommendation

The Board can decline to extend the Declaration of State of Emergency or may extend the State of Emergency to a different date than proposed.

Suggested Board Motion

“I move to approve Addendum No. 10 to the March 17, 2020 Declaration of State of Emergency and to extend the effective end date to July 20, 2021.”

Attachments

1. Addendum No. 10 to the March 17, 2020 Declaration of State of Emergency

OAK LODGE WATER SERVICES DISTRICT

ADDENDUM NO. 10 TO THE MARCH 17, 2020 DECLARATION OF STATE OF EMERGENCY

WHEREAS, the Board of Directors (“Board”) of the Oak Lodge Water Services District (“District”) on March 17, 2020 declared a state of emergency due to the public health and financial threats posed by the highly infectious virus COVID-19 and authorized certain actions that may be taken during the emergency; and

WHEREAS, the March 17, 2020 *Declaration of State of Emergency* included an expiration date of April 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the April 21, 2020 *Addendum No. 1 to the Declaration of State of Emergency* extended the expiration date to May 19, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the May 19, 2020 *Addendum No. 2 to the Declaration of State of Emergency* extended the expiration date to June 16, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the June 16, 2020 *Addendum No. 3 to the Declaration of State of Emergency* extended the expiration date to July 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the July 21, 2020 *Addendum No. 4 to the Declaration of State of Emergency* extended the expiration date to August 18, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the August 18, 2020 *Addendum No. 5 to the Declaration of State of Emergency* extended the expiration date to September 15, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the September 15, 2020 *Addendum No. 6 to the Declaration of State of Emergency* extended the expiration date to October 20, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the October 20, 2020 *Addendum No. 7 to the Declaration of State of Emergency* extended the expiration date to November 17, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the November 17, 2020 *Addendum No. 8 to the Declaration of State of Emergency* extended the expiration date to March 16, 2021, upon which date the state of emergency would terminate; and

WHEREAS, the March 16, 2021 *Addendum No. 9 to the Declaration of State of Emergency* extended the expiration date to June 15, 2021, upon which date the state of emergency would terminate; and

WHEREAS, the facts set forth in the March 17, 2020 declaration that gave rise to the state of emergency continue to exist and continue to constitute an emergency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAK LODGE WATER SERVICES DISTRICT DECLARES:

Section 1. Continued State of Emergency. The Board finds that the facts set forth in the March 17, 2020 *Declaration of State of Emergency* as modified by the April 21st *Addendum No. 1*, the May 19th *Addendum No. 2*, the June 16th *Addendum No. 3*, the July 21st *Addendum No. 4*, the August 18th *Addendum No. 5*, the September 15th *Addendum No. 6*, the October 20th *Addendum No. 7*, the November 17th *Addendum No. 8*, the March 16th *Addendum No. 9* (“Emergency Declaration”) continue to exist and continue to constitute an emergency and the Board hereby declares the District to be in a continued state of emergency.

Section 2. Effective Date. The expiration date of the Emergency Declaration is hereby extended to July 20, 2021, unless superseded or earlier terminated.

Section 3. Effect on Declaration. This Addendum No. 10 modifies Section 5 of the Emergency Declaration, replacing the date of April 21, 2020 with the date identified in Section 2 of this Addendum No. 10. All other terms of the Emergency Declaration remain the same.

INTRODUCED AND ADOPTED THIS 15th DAY OF JUNE 2021, EFFECTIVE AS OF THE DATE OF ADOPTION.

OAK LODGE WATER SERVICES DISTRICT

By _____
Paul Gornick, President

By _____
Ginny Van Loo, Secretary/Vice President



AGENDA ITEM

Title	Call for Public Comment
Item No.	8
Date	June 15, 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.



AGENDA ITEM

Title Business from the Board
Item No. 9
Date June 15, 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	

Meetings Attended During the Past Month

1. May 26, 2021 – Oak Grove Community Council meeting (agenda attached)
 - a. Clackamas Fire District Update – Captain Kari Shanklin
Wildfire Awareness Month – what homeowners can do:
 - i. Maintain Defensible space
 1. 30' zone of fire resistant (trees trimmed, grass mowed, minimum combustibles)
 2. Eliminate ladder fuels
 3. Use fire resistant planting (ref by Oregon State)
 4. Provide space between trees
 5. No wood piles next to house (>20')
 6. Keep yard, roof and gutters clean
 7. Keep address signs visible for identification and access
 8. Chose fire-resistant roofing material (tile or comp – not shake)
 9. Don't burn debris (recycle or compost)
 10. Be prepared to respond to wildfire – 72hr kit, evacuation route
 - ii. Ready-Set-Go
 1. Be Ready – maintain defensible space
 2. Be Set – prepare family in advance of possible evac (where to go)
 3. Go – go early and follow evacuation orders
 - iii. Resources
 1. \$500 grants available for fuels reduction and/or chipper rental (reimbursement grant) - \$30k available from Clackamas Fire Foundation
 2. Apply for grant at www.clackamasfire.com
 - b. Local Business – Octapharma Plasma, Brooke Hoffine
 - i. Plasma donation center – donor is compensated (up to \$700/mo – not taxable)
 - ii. Saves lives (autoimmune, hemophilia, Rx development, COVID)
 - iii. 15828 SE McLoughlin ... near Harbor Freight/Grocery Outlet
 - c. Committee Reports
 - i. LUART – Joseph Edge
 1. No activity past month; looking for volunteers
 - ii. Community Emergency Response Team (CERT) – Rich Nepon
 1. Helping with vaccine centers
 - iii. Concord School Site / Library Project – Mark Elliott
 1. Presented schematic design with architect; reusing part of existing school for new gymnasium and NCPRD offices; replacing sports field with park
 2. Schedule: fall/winter = documents; spring = permitting; 22-24 construction
 - iv. NCPRD District Advisory Committee – Anatta Blackmarr
 1. Anatta elected as advisory committee representative, input welcome
 2. Committee meetings on second Wednesday
 - v. Oak Lodge Governance Project – Joseph Edge
 1. No updates; next public meeting June 12 @ noon re: transportation
 - d. Next meeting: June 23, 2021
2. June 2, 2021 – Regional Water Providers Consortium Board meeting (agenda attached)
 - a. Board & EC Elections
 - i. Chair: Councilor Bridget Brooks, Sherwood

Business from the Board – Report by Mark Knudson

Page 2 of 2

- ii. Vice Chair: Mayor Jules Walters, West Linn / South Fork Water Board
 - iii. EC: Gary Barth, Sunrise Water; Mayor Waters, SFWB & Councilor Shaw, Tigard
 - b. Director Report
 - i. Anticipate update to strategic plan in light of changes resulting from COVID
 - ii. Significant progress on emergency drinking water framework & coordination of roles and responsibilities of agencies (see attached)
 - iii. Drought monitor indicates severe drought in region and Willamette Valley; streamflows some of lowest on record (e.g., Trask, Tualatin, Willamette, Clackamas)
 - c. Program Report
 - i. Children’s Clean Water Festival was virtual this year
 - ii. Updated ads (on website) and “Drinking Water by the Numbers” (see attached)
 - iii. June is Pet Preparedness Month
 - d. Winter Storm Impacts panel discussion
 - i. Todd H – Clackamas Providers; Erica Rooney – LO/Tigard; Niki Iverson – JWC
 - ii. We weren’t on the national news (like Texas) in spite of significant events
 - iii. Partnerships, interties and cooperation were key to maintaining supplies
 - iv. People were amazing; tremendous commitment by staff to help - a team effort
 - v. Communication – CRW’s VHF radio system worked well
 - e. 2021 Legislative Update
- 3. June 4, 2021 – Infrastructure Finance Authority Board meeting
 - a. Approved funding requests from City of Amity (\$4.0M drinking water), City of Rogue River (\$3.75M drinking water), City of St. Helens (\$14.7M public works), and City of The Dalles (\$4.0M drinking water)
 - b. Approved proceeding with development of Statewide Infrastructure Facilities Inventory
- 4. June 7, 2021 – North Clackamas Chamber’s State of Water Infrastructure Panel Presentation (Greg DiLoreto, Greg Geist, Todd Heidgerken, Wade Hathhorn & Mark)
- 5. June 7, 2021 – Meeting with Joseph Edge re: update on discussions about formation of an authority
- 6. June 10, 2021 – WES Focus Group
- 7. June 10, 2021 – Non-Chemical Weed Control Webinar,
- 8. June 12, 2021 – OLGP Presentation on Transportation
- 9. June 15, 2021 – OLWSD Board of Directors meeting

Meetings Scheduled for the Next Month

- 1. June 17, 2021 – Natural Lawn Care Webinar
- 2. June 22 & 23, 2021 – Northwest Oregon Subsection of AWWA – Waterworks Short School
- 3. June 23, 2021 – Oak Grove Community Council meeting
- 4. July 20, 2021 – OLWSD Board of Directors meeting



Oak Grove Community Council

Regular Council Business Meeting May 26, 2021 Agenda

What: Regular Council Business Meeting
When: Wednesday, May 26, 2021 - 7:00 p.m. to 8:15 p.m.
Social time - After conclusion of business meeting
Where: Zoom - <https://us02web.zoom.us/j/89301304485>
Meeting ID: 893 0130 4485
Passcode: OakGroveCC
Phone-in number: (253) 215-8782
Meeting ID: 893 0130 4485
Passcode: 510 9081 804

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- April 28th Meeting minutes + membership update
- Treasurer's update
- Wix.com invoice payment request

7:15 Program:

- Clackamas Fire District Update
 - *Captain Kari Shanklin*
- Local Business: Octapharma Plasma
 - *Brooke Hoffine, Center Director*

8:00 Committee updates:

- Community Emergency Response Team (CERT)
- Concord School
- NCPRD District Advisory Committee
- Oak Lodge Governance Project

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom:
Jun 23, Jul 28, Aug 25
- Future OGCC Board Meetings - 6:45 pm at Zoom:
Jun 7, Jul 5, Aug 2

8:15 Adjourn



Consortium Board Meeting Agenda

DATE: June 2, 2021
6:30 p.m. – 8:30 p.m.

HOW: This meeting will be held remotely via Zoom/videoconference

Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for February 3, 2021 (2 minutes)

Public Comment* (5 minutes)

Board and Executive Committee Elections (15 minutes)

- To elect a Board Chair and Vice Chair. To elect at-large Executive Committee members.

Director Report – Rebecca Geisen, Managing Director (15 minutes)

- Update on on-going projects and summer water supply outlook.

Program Report – Bonny Cushman, Program Coordinator (15 minutes)

- Emergency Planning and Conservation Program ongoing projects.

February Winter Storm Impacts – Panel Discussion (55 minutes)

- Members will share impacts from storm, response, lessons learned, and benefits of regional collaboration

Panel Members:

- Todd Heidgerken – Clackamas River Water
- Erica Rooney, Bret Bienerth, and John Goodrich – Lake Oswego/Tigard Partnership
- Niki Iverson – City of Hillsboro
- Rebecca Geisen - RWPC

2021 Legislative Session Update (10 minutes)

Next Meeting Date/Location:

October 6, 2021/Via Zoom

*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.

Drinking water

BY THE NUMBERS

A snapshot of what it takes to bring drinking water from its source to your home or business in the Portland, OR metropolitan region.

The Regional Water Providers Consortium provides leadership in the planning, management, stewardship, and resiliency of drinking water in the Portland, OR metropolitan region.

Get more information and resources at www.regionalh2o.org.



24
water providers

SERVICE AREA COVERAGE FROM
2 square miles TO 143 square miles

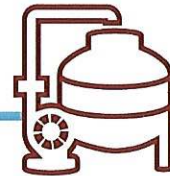


1,100
staff



year the oldest section of water system in the region was constructed
1881

5 primary water sources

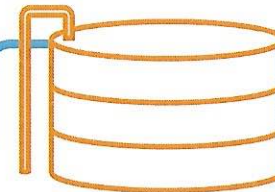


171
pump stations



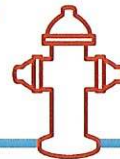
202 reservoirs and tanks
SMALLEST 10 thousand gallons
LARGEST 50 million gallons

7,000 miles of pipe
SMALLEST DIAMETER 3/4 of an inch
LARGEST DIAMETER 7.5 feet



874 million gallons storage capacity

46,767
fire hydrants



444,467
homes and businesses served



Content represents information from most public drinking water systems in Clackamas, Multnomah, and Washington Counties. It is not intended to be a comprehensive set of data; graphic comparisons are not to scale. The Regional Water Providers Consortium is not liable for the misuse of this information.

Provision of Emergency Drinking Water Framework Project



The Regional Disaster Preparedness Organization (RDPO) and the Regional Water Providers Consortium (Consortium) are partnering to address how emergency drinking water will be provided to the public following a disaster. The project spans the five-county Portland Metropolitan Region which includes Clackamas, Clark, Columbia, Multnomah, and Washington Counties. It will not address water supply for fire suppression, hospitals, prisons, other institutions, businesses, or shelters. These may be addressed in a future project phase.

In the last decade, water providers in the region have been using Urban Area Security Initiative funds and local budgets to purchase emergency mobile water treatment and distribution systems. Before additional equipment can be funded, the RDPO Steering Committee asked water providers and their partners to develop an emergency water planning framework and identify emergency water gaps to support future grant requests and emergency water distribution efforts. The overarching goal of the project is to advance regionally coordinated planning efforts for the effective and equitable delivery of drinking water post-disaster in the greater Portland metro region.

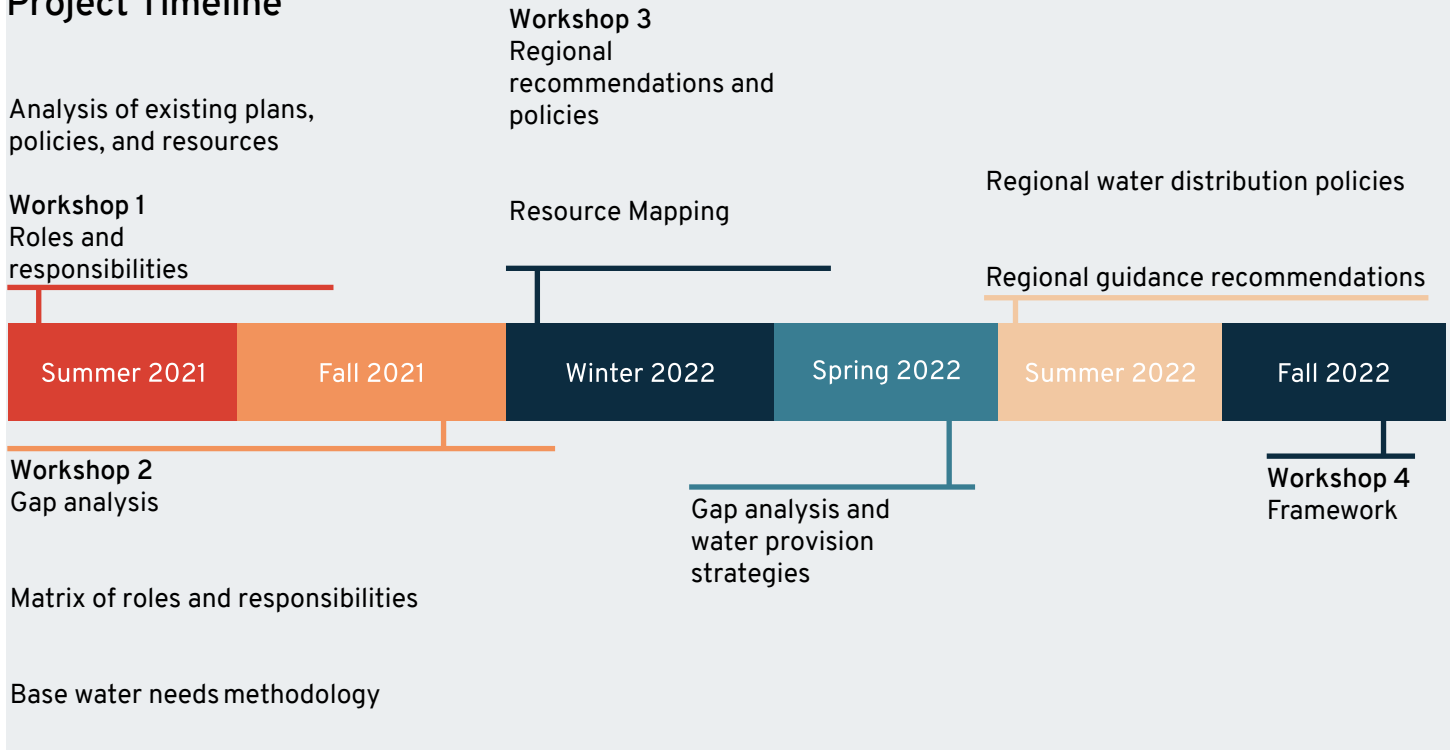
Goals

- Enhance pre-disaster planning and collaboration between regional water providers (RWPs), as well as between RWPs and Emergency Managers/RDPO, and other stakeholders for effective post-disaster emergency drinking water provision
- Develop a framework that will help a water provider assess their current system, identify capability gaps, develop solutions to close gaps, and incorporate needed improvements into long term planning
- Establish clear lines of communication around emergency water delivery among partners
- Clarify and document roles and responsibilities amongst federal, state, regional, and local partners in the provision of emergency drinking water post-disaster
- Provide guidance to water providers to enhance their emergency response around water delivery
- Ensure water is provided to vulnerable/underserved communities during and after a disaster
- Develop a strategy to close the gap between water resources and demand following a disaster
- Develop policies to address regional emergency management and water distribution priorities
- Conduct workshops with stakeholders to test planning assumptions, guidelines, and policy recommendations

Primary Stakeholders

- Cities (public works) and water districts
- City and county emergency management and public health
- Federal response agencies
- Oregon Emergency Management, Oregon Health Authority
- Washington State Emergency Management
- Utilities
- Metro
- CERTs / NETs
- Regional Water Providers Consortium
- RDPO workgroups and Steering Committee

Project Timeline



Project Task Force (PTF)

The PTF is an integral part of the development of the Provision of Emergency Drinking Water Framework (EDWF). The PTF will serve as an advisory body to the project team, review work and provide input where needed. Project Task Force includes:

- Jeff Fuchs - Public Works Director, City of Tualatin
- Scott Johnson - Emergency Management Division Director, Clark Regional Emergency Services Agency
- Carrie Pak - Chief Engineer, Tualatin Valley Water District
- Robin Pederson - RDPO Public Works Chair; Utility Resilience Coordinator, City of Gresham
- Kim Swan - Manager, Clackamas River Water Providers

Consultant Team

- Project Manager: Allison Pynch, Salus Resilience / Hart Crowser
- Lead Stakeholder Engagement Engineer: Nicki Pozos, The Formation Lab
- Lead Infrastructure System Engineer: Kent Yu, SEFT Consulting Group
- Water Utility Integration Lead: Taylor Stockton, RH2 Engineering
- Technical Advisor: Bob Willis, RH2 Engineering



For more information on this project, please contact Rebecca Geisen, Managing Director with the Regional Water Provider Consortium at rebecca.geisen@portlandoregon.gov.

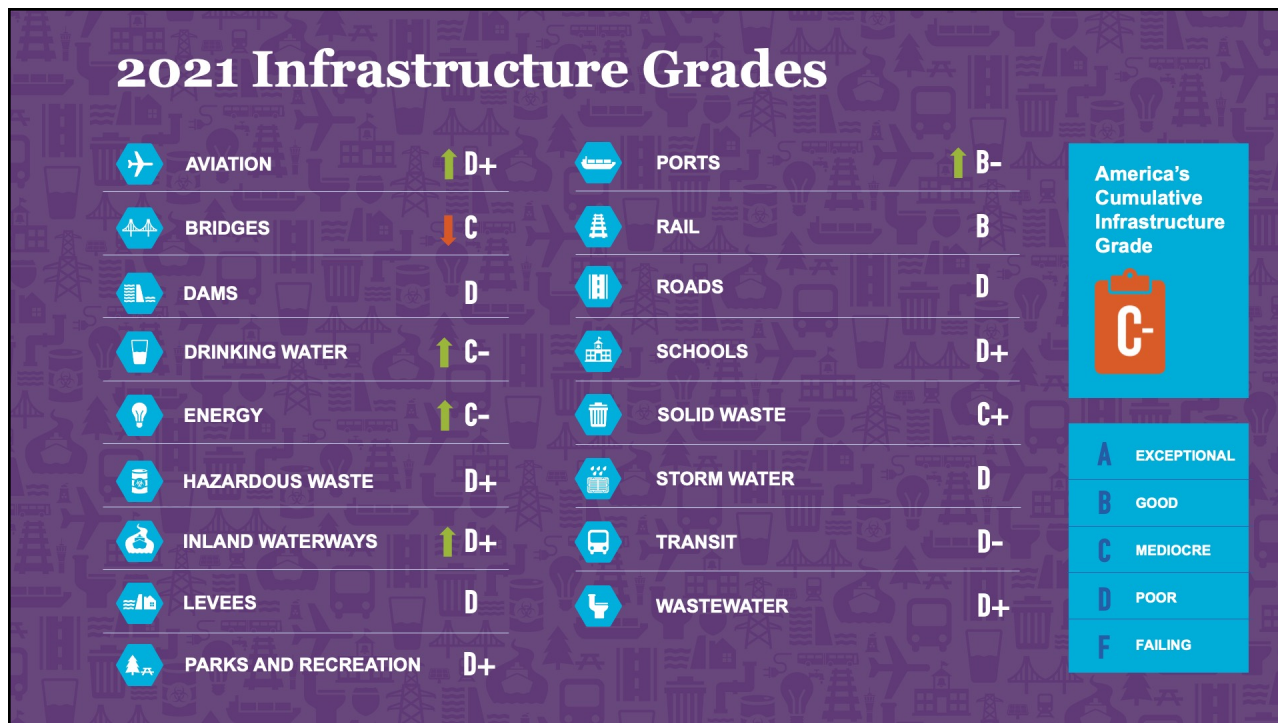


1

Report Card Methodology

CAPACITY	OPERATION AND MAINTENANCE
CONDITION	PUBLIC SAFETY
FUNDING	RESILIENCE
FUTURE NEED	INNOVATION

2



3



4



5

FAILURE TO ACT

Economic Impacts of Status Quo
Investment Across Infrastructure Systems

Our report finds that the over the next 20 years, **the average American household will spend \$3,300 a year** due to infrastructure deficiencies. This lost disposable income comes from the disruptions of inadequate infrastructure **like sitting in traffic, hitting a pothole, power outages, and water main breaks.**

The average AMERICAN HOUSEHOLD LOSES \$63 A WEEK due to CHRONIC UNDERINVESTMENT in infrastructure. What could you buy with \$63 a week, or \$275 a month?

TAKEOUT DINNER FOR A FAMILY OF FOUR EACH WEEK.

STARTING A COLLEGE FUND.

DOING A HOME RENOVATION PROJECT.

6



7



8

Business from the Board
Paul Gornick's Meeting Reports
May 2021

May 26, 2021 - Sunrise Water Board Meeting (remote meeting)

- Board adopted the 2021-2022 budget.
- Board authorized interfund loans, which allows transfers from General Fund to allow construction of capital projects in advance of receiving SDC charges to repay the loans. Oregon statute allows these loans for a period of up to 10 years for repayment.
- Board discussed, but did not pass resolution for modification of SWA Paid Time Off policy. Staff recommendation allowed increased PTO to enhance recruitment efforts. Board requested modifications to proposed policy.
- General Manager Hathhorn discussed staff considerations for post-pandemic return to work policies.

June 3, 2021 – Meet with City of Milwaukie Staff

- Director Mark Knudson, District Engineer Jason Rice, and I met with Mayor Mark Gamba, Councilor Kathy Hyzy, and Public Works Director Peter Passerelli to discuss issues around formation of an Authority, and the need to have COM support by resolution to proceed with these efforts. Jason and Peter had paved the way with technical discussions in advance of the meeting, and both Mayor Gamba and Councilor Hyzy seemed receptive. Mayor Gamba asked about whether the existing IGA with COM provided the protections that an Authority would provide, and Mark indicate it did not. Mayor Gamba also asked about the position of the Oak Lodge Governance Project, and Mark indicated they have previously indicated their intent was to leave the district intact. Mark will discuss our approach to COM with Joseph Edge of OLGP. Jason was able to secure a slot in early August at the COM regular council meeting.

June 3, 2021 – C4 Meeting (remote meeting)

- ODOT staff Chris Ford and Jon Makler presented the kickoff for the 2024-2027 State Transportation Improvement Plan. The STIP creates a 4-year CIP, and is done every 3 years. Included in the proposed ODOT projects in the urbanized Clackamas area is an \$18-20 million project to add a westbound lane to Highway 224 between I-205 and Rusk Road. They explained the process for getting local projects on the STIP.
- County legislative liaison Chris Lyon presented an update from the current legislative session. He focused on HB3055, which is an omnibus Transportation Bill with many moving pieces and a large number of amendments. The -17 amendment includes this language: Investments described in subsection (1) of this section may include but are not limited to multimodal investments on adjacent, connected or parallel highways, regardless of ownership. This is to allow for use of tolling dollars for projects that may be impacted by diversion off a tolled highway. This was pushed for by the Clackamas contingent in the legislature. The bill is still in Ways and Means Committee.
- County staffer Trent Wilson discussed the possibility of a C4 retreat later this year, and how it might occur in-person. The C4 membership was still uncertain about doing an in-person event, so it may be a Zoom event with breakout sessions.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 10a
Date June 3, 2021, for June 15, 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

- Delinquent accounts decreased from a high of 871 to 705, a 19.1% reduction.
- Billing collection rate for April and May 2021 was 100.4% and 98.6%, respectively.
- Various federal and state assistance programs are working through a variety of pathways.
- Non-Revenue Water trend has increased over prior months.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of April 30 compared to March 31, 2021 and May 31 compared to April 30, 2021 increased by 0.24% then 1.51%, respectively. These are the findings:

1. A/R Balance owed to OLWSD has increased \$55,288 since prior month-end, after accounting for the delta between billing cycles.

A/R Balance	3/31/2021	4/30/2021	5/31/2021
Bi-Monthly Residential	\$ 996,320	\$ 1,152,470	\$ 1,043,455
Large Meters	490,602	501,984	515,098
Total	1,486,921	1,654,454	1,558,553
Variance	(254,602)	167,532	(95,901)
Variance due to Cycles	180,015	(163,899)	120,821
Change in A/R	\$ (74,587)	\$ 3,633	\$ 24,952
	(4.3%)	0.24%	1.51%

2. The total number of delinquent accounts decreased by 87 accounts as of May 31, 2021 compared to March 31, 2021. The average per account however has increase 14.4%.

Delinquent Accounts	3/31/2021	4/30/2021	5/31/2021
Over 60 Days	\$ 417,665	\$ 407,071	\$ 424,906
Number of Accounts	792	706	705
Average Balance per Acct.	\$ 527	\$ 577	\$ 603
% Change in Ave. Balance	1.9%	9.5%	4.5%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has dropped by 1.08% compared to prior month. The shift is within the 30–60-day grace period.

Account %	3/31/2021	4/30/2021	5/31/2021
Current	84.32%	84.91%	83.83%
30-60 Day Grace	3.24%	3.60%	4.71%
Delinquent	8.66%	7.66%	7.68%
Credit Balance	3.96%	3.83%	3.78%

Red Tags / Letters for May 2021 Cycle 1 accounts decreased by 39 or (11.5%). This is for accounts that are 45 days past due from the March 2021 billing cycle.

	March 2020	May 2020	July 2020	September 2020	November 2020	January 2021	March 2021	May 2021
Cycle 1	138	245	262	319	350	326	339	300
Type	Letter	Letter	Letter	Letter	Letter	Letter	Letter v2	Letter v2
	February 2020	April 2020	June 2020	August 2020	October 2020	December 2020	February 2021	April 2021
Cycle 2	116	197	208	270	272	303	272	258
Type	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter v2	Letter v2

Ratepayer Assistance

As part of the American Rescue Plan Act of 2021 (H.R. 1319-48), \$500 million in federal funds are made available in Sect. 2911. Funding for Water Assistance Program. This appropriation is made to Health and Human Services for the fiscal year of 2021 to remain available until expended, for grants to States and Indian Tribes to assist low-income households, particularly those with the lowest incomes, that pay a high proportion of household income for drinking water and wastewater services, providing funds to owners or operators of public water systems or treatment works to reduce arrearage or and rates charged to such households for such services.

On the State side, in prior reports I had referenced House Bill 2739 as the Ratepayer Assistance bill that was moving through the committees. However, that bill was changed to providing ratepayer assistance for electric bills only because there is a separate bill for drinking water and wastewater ratepayer assistance.

House Bill 3089 establishes Public Drinking Water and Sewer Ratepayer Assistance Fund. This bill would direct the Housing and Community Services Department to provide grants for moneys in fund to qualified organizations to distribute water and sewer bill payment assistance to low-income residential households. This bill has been assigned to the Joint Committee on Ways and Means as of April 15, 2021. This bill is

funded by the Federal Funds made available under the American Rescue Plan Act of 2021 to Energy and Environment for Ratepayer Protection.

The District will continue to track these potential funding sources for possible assistance for utility accounts in arrears.

Collections Rate

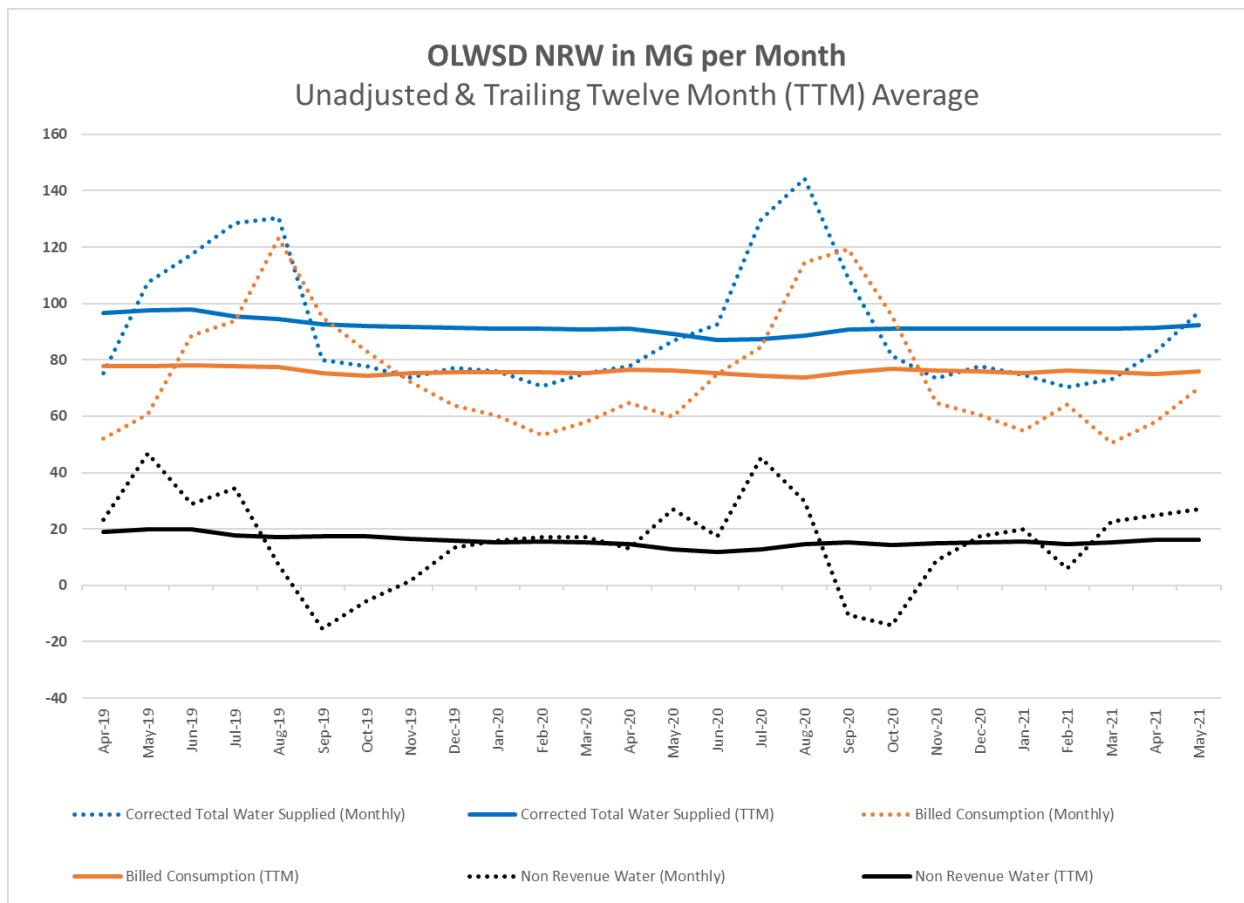
In April, the District received more in payments than was billed on April 1, 2021. In May, payments received were below billings by 1.4%, or \$17,206.

	February 2021	March 2021	April 2021	May 2021
Utility Billing Sales	\$1,044,150	\$1,217,042	1,037,028	1,200,927
Cash Receipts	984,346	1,285,086	1,041,602	1,183,721
% (Uncollected)	(5.7%)	5.6%	0.4%	(1.4%)

The fiscal year-to-date collections rate is 99.7% of utility billings.

Non-Revenue Water and Billing System

As of May 31, 2021, non-revenue water has increased from 15.249 MG as of March 31 to 16.249 MG. There was one main break at 5330 Hill Road with a small 0.0090 MG impact.



There were six (6) large meters replaced in April 2021, and none in May 2021.

Attachments

1. Checks by Date Report for May 2021

Bank Reconciliation
 Checks by Date
 User: Gail
 Printed: 05/11/2021 - 7:51PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	5/6/2021	Check Commerce		AP		5/4/2021	182.00
0	5/7/2021	Internal Revenue Service		AP		5/10/2021	27,297.20
0	5/7/2021	Public Employees		AP			24,588.98
0	5/7/2021	State of Oregon		AP		5/12/2021	969.67
0	5/7/2021	Oregon Department Of Revenue		AP		5/11/2021	7,588.04
0	5/7/2021	VALIC c/o JP Morgan Chase		AP		5/11/2021	3,407.49
0	5/7/2021	Nationwide Retirement Solutions		AP		5/11/2021	1,947.62
0	5/7/2021	Payroll Direct Deposit	DD 00001.05.2021	PR		5/7/2021	65,124.20
0	5/10/2021	TSYS		AP		5/10/2021	9,556.68
0	5/10/2021	Pitney Bowes Global Financial Services LLC		AP		5/11/2021	283.71
0	5/11/2021	Wells Fargo Bank		AP			1,779.37
0	5/21/2021	Oregon Department Of Revenue		AP			2,902.44
0	5/21/2021	Payroll Direct Deposit	DD 00002.05.2021	PR			65,379.07
0	5/24/2021	Nationwide Retirement Solutions		AP			1,947.62
0	5/24/2021	Public Employees		AP			24,965.76
0	5/24/2021	Oregon Department Of Revenue		AP			4,889.34
0	5/24/2021	Internal Revenue Service		AP			28,377.00
0	5/24/2021	VALIC c/o JP Morgan Chase		AP			3,438.64
0	5/24/2021	State of Oregon		AP			969.67
0	5/27/2021	Chase		AP		5/3/2021	1,543,287.50
ACH Disbursement Activity Subtotal							1,818,882.00
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							1,818,882.00

Paper Check Disbursement Activity							
Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45522	5/7/2021	Employee Paycheck		PR			2,006.73
45523	5/7/2021	Employee Paycheck		PR		5/10/2021	1,462.75
45524	5/7/2021	Accountemps		AP		5/11/2021	4,890.00
45525	5/7/2021	Customer Refund		AP		5/10/2021	55.36
45526	5/7/2021	BMS Technologies		AP		5/11/2021	3,644.83
45527	5/7/2021	City Of Gladstone		AP		5/14/2021	38.38
45528	5/7/2021	City Of Milwaukie		AP		5/11/2021	1,738.11
45529	5/7/2021	Gemini Group LLC		AP			3,210.00
45530	5/7/2021	Hach Company		AP		5/13/2021	2,912.00
45531	5/7/2021	Horner Enterprises, Inc.		AP			11,398.58
45532	5/7/2021	J. Thayer Company		AP		5/11/2021	111.66
45533	5/7/2021	Lakeside Industries		AP		5/10/2021	327.80
45534	5/7/2021	Measure-Tech		AP		5/12/2021	532.54
45535	5/7/2021	North Clackamas Parks & Recreation District		AP			5,405.00
45536	5/7/2021	Northstar Chemical, Inc.		AP		5/10/2021	484.00
45537	5/7/2021	Northwest Natural		AP		5/12/2021	204.66
45538	5/7/2021	Platt		AP		5/11/2021	1,379.25
45539	5/7/2021	Portland Engineering Inc		AP		5/11/2021	120.00
45540	5/7/2021	Portland General Electric		AP		5/12/2021	3,321.11
45541	5/7/2021	Seattle Ace Hardware		AP			54.56
45542	5/11/2021	Accountemps		AP		5/17/2021	1,730.00
45543	5/11/2021	Aks Engineering & Forestry		AP		5/13/2021	6,486.25
45544	5/11/2021	Customer Refund		AP		5/17/2021	2.72
45545	5/11/2021	Buels Impressions Printing		AP		5/13/2021	295.00
45546	5/11/2021	Cascadia Backflow		AP			1,472.80
45547	5/11/2021	CDR Labor Law, LLC		AP			7,486.50
45548	5/11/2021	Century Link		AP		5/13/2021	324.00
45549	5/11/2021	Cintas Corporation - 463		AP			72.66
45550	5/11/2021	City Of Gladstone		AP		5/17/2021	193.60
45551	5/11/2021	Customer Refund		AP			89.87
45552	5/11/2021	Dr. Lance F. Harris D.C.		AP		5/13/2021	90.00
45553	5/11/2021	Horner Enterprises, Inc.		AP			1,665.30
45554	5/11/2021	Lakeside Industries		AP		5/13/2021	734.90
45555	5/11/2021	Madison Biosolids, Inc.		AP		5/14/2021	3,234.59
45556	5/11/2021	Net Assets Corporation		AP		5/13/2021	1,172.00
45557	5/11/2021	Northwest Natural		AP		5/17/2021	311.34

Bank Reconciliation
 Checks by Date
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 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45558	5/11/2021	Portland General Electric		AP		5/17/2021	26,706.44
45559	5/11/2021	Reynolds Sewers Inc		AP			8,400.00
45560	5/11/2021	Santana Crane, Inc		AP		5/14/2021	442.50
45561	5/11/2021	Seattle Ace Hardware		AP			9.99
45562	5/11/2021	Unifirst Corporation		AP			1,297.20
45563	5/11/2021	Xerox Corporation		AP		5/17/2021	69.55
45564	5/18/2021	Accountemps		AP			1,958.38
45565	5/18/2021	AFLAC		AP			699.27
45566	5/18/2021	Cintas Corporation		AP			99.00
45567	5/18/2021	Clackamas County		AP			3,353.18
45568	5/18/2021	Comcast		AP			764.55
45569	5/18/2021	Governmentjobs.com, Inc.		AP			1,500.00
45570	5/18/2021	Hawkins Delafield & Wood LLP		AP			522.00
45571	5/18/2021	IntelliCorp Records, Inc.		AP			39.55
45572	5/18/2021	J. Thayer Company		AP			268.83
45573	5/18/2021	Kaiser Permanente		AP			16,026.23
45574	5/18/2021	Lakeside Industries		AP			449.80
45575	5/18/2021	League Of Oregon Cities		AP			80.00
45576	5/18/2021	Oregon Health Authority		AP			4,500.00
45577	5/18/2021	Pamplin Media Group		AP			60.58
45578	5/18/2021	Pitney Bowes		AP			80.74
45579	5/18/2021	Relay Resources		AP			6,272.73
45580	5/18/2021	SDIS		AP			32,743.55
45581	5/18/2021	Traver's Cleaning Service Inc.		AP			150.00
45582	5/18/2021	Verizon Wireless		AP			60.08
45583	5/18/2021	Waste Management Of Oregon		AP			193.49
45584	5/18/2021	Loyd J Webert		AP			1,534.50
45585	5/18/2021	AFSCME Council 75		AP			796.63
45586	5/18/2021	BMS Technologies		AP			3,407.24
45587	5/18/2021	Cochran Inc.		AP			275.00
45588	5/18/2021	Consolidated Supply Co.		AP			1,854.00
45589	5/18/2021	CTX-Xerox		AP			1,710.34
45590	5/18/2021	Discover Bank		AP			229.31
45591	5/18/2021	J. Thayer Company		AP			160.09
45592	5/18/2021	Merina & Company, LLP		AP			341.25
45593	5/18/2021	Metro		AP			154.15
45594	5/18/2021	Metro Overhead Door, Inc.		AP			260.00
45595	5/18/2021	murraysmith		AP			1,161.10
45596	5/18/2021	Oregon DEQ		AP			840.00
45597	5/18/2021	Portland Engineering Inc		AP			2,565.00
45598	5/18/2021	Seattle Ace Hardware		AP			170.10
45599	5/18/2021	Slayden Constructors		AP			15,959.25
45600	5/18/2021	Unifirst Corporation		AP			740.45
45601	5/21/2021	Employee Paycheck		PR			2,119.31
45602	5/21/2021	Employee Paycheck		PR			2,790.65
45603	5/21/2021	Accountemps		AP			1,580.00
45604	5/21/2021	Customer Refund		AP			127.14
45605	5/21/2021	Apex Labs		AP			1,980.00
45606	5/21/2021	Century Link		AP			142.68
45607	5/21/2021	Cintas Corporation		AP			495.39
45608	5/21/2021	Cintas Corporation - 463		AP			72.66
45609	5/21/2021	Coastal Farm & Home Supply		AP			199.95
45610	5/21/2021	Convergence Networks		AP			6,518.00
45611	5/21/2021	Craig Blackman Trucking		AP			1,394.48
45612	5/21/2021	D&H Flagging, Inc.		AP			316.85
45613	5/21/2021	Measure-Tech		AP			517.35
45614	5/21/2021	Pamplin Media Group		AP			375.20
45615	5/21/2021	Polydyne, Inc.		AP			4,667.96
45616	5/21/2021	Reynolds Sewers Inc		AP			762.40
45617	5/21/2021	Seattle Ace Hardware		AP			66.64
45618	5/21/2021	Waste Management Of Oregon		AP			201.54
45619	5/21/2021	Win-911 Software		AP			1,320.00
45620	5/27/2021	Accountemps		AP			4,724.65
45621	5/27/2021	AFLAC		AP			699.27
45622	5/27/2021	AFSCME Council 75		AP			792.55

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45623	5/27/2021	Apex Labs		AP			2,145.00
45624	5/27/2021	BendTel, Inc		AP			177.49
45625	5/27/2021	Century Link		AP			651.47
45626	5/27/2021	Convergence Networks		AP			818.00
45627	5/27/2021	J. Thayer Company		AP			564.35
45628	5/27/2021	League Of Oregon Cities		AP			80.00
45629	5/27/2021	NCCWC		AP			79,502.27
45630	5/27/2021	Springbrook Holding Company LLC		AP			84.50
45631	5/27/2021	USABlueBook		AP			574.06
45632	5/27/2021	Century Link		AP			92.29
45633	5/27/2021	Consolidated Supply Co.		AP			5,053.67
45634	5/27/2021	Discover Bank		AP			229.31
45635	5/27/2021	Customer Refund		AP			143.07
45636	5/27/2021	Customer Refund		AP			187.36
45637	5/27/2021	Multnomah County		AP			5,000.00
45638	5/27/2021	Sanitech LLC		AP			4,075.00
45639	5/27/2021	Unifirst Corporation		AP			603.29
45640	5/27/2021	Verizon Wireless		AP			2,091.35
45641	5/27/2021	Employee Business Expense Reimbursement		AP			161.96
Paper Check Disbursement Activity Subtotal							341,664.01
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							341,664.01
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							140
Total Valid Check Amount:							2,160,546.01
Total Check Count:							140
Total Check Amount:							2,160,546.01



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 10b
Date June 2, 2021 for June 15, 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

- Posted Partridge Circle Waterline Replacement for bids
- Furthered design and construction on multiple capital projects.
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- Some Technical Services staff continue to work from home when they can to create as much social distancing as possible while still completing all normal tasks.

Education and Outreach

The Children's Clean Water Festival provides high quality activities and lessons regarding healthy water. There are great activities accessible online for parents and school aged kids to enjoy throughout the summer. These resources will be available through August 2021. Check out the Clean Water Festival now:

<http://virtual.cleanwaterfestival.org>

Throughout the spring and summer customers can save money and water. It has been an unseasonably dry and warm spring. As we head further into spring and start to turn on irrigation systems, one of the most important things you can do to help save water is make sure your irrigation system is functioning properly and efficiently.

Watering your yard is the main way that water is lost either through over-watering or inefficient systems. [Clackamas River Water Providers](#) offers free Landscape Water Audits during the watering season to help District customers find ways to use less water and improve their system. To schedule your free Landscape Water Audit contact Christine at christine@clackamasproviders.org. Learn more: <https://bit.ly/2RqHshl>

Communication

Drinking Water Week (May 2 – 8) is an opportunity to remind customers of the vital role water plays in our lives, how we get safe drinking water delivered to our homes, who are the professionals responsible for providing it, and what infrastructure it takes to support reliable water service. On the website and social media, information highlighted the people and infrastructure in the region that provide safe and reliable water service at all times.

Pet Preparedness Month (June) is an opportunity to teach customers about the importance of holistic emergency planning, which includes storing a supply of potable water for them and their pets. The goal is to highlight the need to include pets in emergency preparedness efforts while reiterating the importance including water.

Stormwater Program

This month staff completed outreach to customers who participate in inspecting and maintaining private stormwater facilities in the District. Staff worked to develop a new outreach and education packet to share with all facility owners and will be piloting packets with new facility owners over the summer.

The District has nearly 200 customers who maintain their stormwater facilities in partnership with OLWSD, as part of the Municipal Separate Storm Sewer (MS4) Permit. Regular outreach is required on the permit, and this year staff reviewed and strengthened the program.

As part of the MS4 Permit requirements, related staff will participate in annual training focused on illicit discharges, and best management practices (BMPs) for erosion controls, and municipal field operations. This training is scheduled for June.

Customer calls have focused on these private stormwater facilities, as outreach letters were received. Additional calls requested inspections of stormwater facilities on and around private property, and upon inspection, staff supported customers with technical assistance. Other calls included concerns about potential illicit discharges, but no illicit discharges were found within the District's jurisdiction.

After a customer request, staff breached and removed one beaver dam in the District for a total of about 4 hours of work since last month's report. Over the summer staff will monitor beaver activity and research the possibility of relocating beaver depending on population growth. Several customers were curious about why beaver dams were removed, commenting on the low water levels and negative impacts on breeding bird populations.

In partnership with Clackamas County, Oak Lodge Water Services District staff will assist in removal of sediment within Boardman Creek just south of Jennings Avenue. Sediment removal in this ditch is also part of regular maintenance on the channel and will support stormwater management in the area.

May 2021 Permit Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	3	1	20	2	22
New Erosion Control Permits	1	8	58	-36	99
New Development Permits	1	2	15	0	5
New Utility Permits	2	8	72	1	85
Wastewater Connections	1	2	37	1	88
Sanitary SDC Fees Received	\$5,165	\$10,330	\$294,662	\$5,165	\$411,488
Water SDC Fees Received	\$21,217	\$14,971	\$252,158	\$4,320	\$325,970
Plan Review Fees Received	\$3,436	\$3,111	\$88,093	\$1,000	\$40,910
Inspection Fees Received	\$2,980	\$2,480	\$37,118	\$1,860	\$31,490

Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Tracker
4. ECOBiz Overview FY21




Address	Type of Development	Notes	Last Updated
16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
3421 SE Vineyard Rd.	Zone Change To MR-1 and a three-parcel Partition for seven duplex and triplex units.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
15775 SE McLoughlin Blvd.	Commercial Redevelopment: fast food and bank.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
14333 SE Wagner Ln.	Residential: 3-Lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
16468 SE Warnock Ln.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
14817 SE Raintree Ct.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
5200 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
No Site Address: 2S1E13AD00600. Near 4111 SE Roethe Rd.	Commercial: Luxury Auto	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
12718 SE 28th Ave.	Residential: Remodel and add second level.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	6/2/21
2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDTD. County land use expiration timeline.	6/2/21
17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Land Use comments sent to CCDTD. County land use expiration timeline.	6/2/21
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.	6/2/21
14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	6/2/21
15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	6/2/21






Address	Type of Development	Notes	Last Updated
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	6/2/21
14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	6/2/21
6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	6/2/21
3024 SE Westview Ave.	Residential: 2-lot Partition	Current OLWSD review	6/2/21
3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	6/2/21
4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	6/2/21
15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	6/2/21
18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	6/2/21
13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	6/2/21
1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	6/2/21
4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	6/2/21
19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	6/2/21
16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	6/2/21
1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	6/2/21
5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	6/2/21
18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	6/2/21
15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	6/2/21
15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	6/2/21
SE Thiessen Ave. and SE Arista Dr.	Capital Improvement: CC DTD Paving Project	Current OLWSD review	6/2/21
15915 SE Harold Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	6/2/21
14107 SE Lee Ave.	Residential: 2-lot Partition	Oak Lodge warranty expires June 2021	6/2/21
4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	6/2/21

OAK LODGE




WATER SERVICES

Content Calendar | May 2021

<p>05.03.21</p>	<p>It's Professional Municipal Clerks Week and we're celebrating our District Recorder, Laural! She has a vital role in maintaining records and providing support to the Board of Directors. Thank you for all you do, Laural.</p>	
<p>05.04.21</p>	<p>It's #DrinkingWaterWeek! 💧 The District provides safe and reliable drinking water from the Clackamas River to nearly 29,000 people in Oak Grove, Jennings Lodge, and parts of Milwaukie and Gladstone.</p>	
<p>05.04.21</p>	<p>Celebrate Drinking Water Week by voting for the 2022 water conservation calendar cover page! 🗳️</p> <p>Students from around Clackamas County demonstrate their knowledge of water by creating pictures that reflect the calendar theme. The theme of the 2022 calendar is "Conserving Our Tap Water at Home". 🏠</p> <p>From our District, you will see a submission from Candy Lane Elementary.</p> <p>🗳️ Vote now for your favorite on the Clackamas River Water Providers website: https://www.clackamasproviders.org/2022-calendar-voting-2/</p>	 <p>Student: Brendon Robles Benitez 5th grade, age 10, Candy Lane Elementary Teacher: Mrs. Hernandez</p>

<p>05.04.21</p>	<p>When you turn on your faucet, water just comes out of your tap – simple, right? Well, did you know that it takes more than 1,100 water professionals regionally to make sure that water is always there, clean, and safe.</p> <p>#DrinkingWaterWeek #PublicServiceAppreciationWeek</p>	
<p>05.04.21</p>	<p>The Board of Directors will hold a virtual Special Meeting on Friday, May 7 at 2:00 p.m. View full agenda and information to attend the meeting: https://bit.ly/33gJZNa</p>	
<p>05.05.21</p>	<p>Did you know water providers maintain all of the fire hydrants in their service area – not the fire department! In the metro area, there are more than 46,767 fire hydrants.</p> <p>#DrinkingWaterWeek</p>	
<p>05.06.21</p>	<p>Water is often called the invisible utility because most of the infrastructure is underground. You don't really think about it unless there's an issue, right? Lucky for you, we're thinking about it every day!</p> <p>Approximately 100 miles of water mains make up the distribution system that carries water to customers in our District.</p> <p>#DrinkingWaterWeek</p>	
<p>05.07.21</p>	<p>The Oak Lodge Water Services District is committed to providing safe and reliable drinking water to our valued customers.</p> <p>The 2020 Water Quality Report is now available online: oaklodgewaterservices.org/WQR</p> <p>To request a printed copy of the report call (503) 654-7765 or e-mail info@olwsd.org.</p>	

<p>05.08.21</p>	<p>Water is our number one natural resource. Everyone can play a part in protecting water sources, using less at home, and learning about their water provider’s role in water supply planning: http://bit.ly/our-h2o</p> <p>#DrinkingWaterWeek</p>	
<p>05.12.21</p>	<p>Join North Clackamas Parks & Recreation District and Native Plant Society of Oregon for a native plant walk led at Boardman Wetlands on Wednesday, May 19. Pre-registration is required. Sign up at: ncprd.com/plant-walk</p>	
<p>05.13.21</p>	<p>The Oak Lodge Water Services Board of Directors will hold a regular meeting on Tuesday, May 18 at 6:00 p.m. View full agenda and information to attend the meeting: https://bit.ly/3w6BMrr</p>	
<p>05.17.21</p>	<p>We're proud of our staff for protecting and improving the infrastructure we all rely on.</p> <p><i>Original post shared post from Regional Water Providers:</i></p> <p>It’s the first day of National Public Works Week and the theme this year is “Stronger Together”. We couldn’t agree more! Our 24 water provider members work together regionally to deliver high-quality water and maintain critical infrastructure.</p>	

05.18.21	<p>The Wildlife and Water-Friendly Gardens free workshop series continues with the Environmental Learning Center at CCC. Register now to attend the next workshop this Thursday: https://tinyurl.com/ELCgardenseries</p>	
05.19.21	<p>We're in the heart of gardening season right now. 🌱 Here are some tips for removing aggressive urban weeds.</p>	<p>https://youtu.be/9FhkPg-c2GE</p>
05.21.21	<p>It's been an unseasonably dry and warm spring. As we head further into spring and start to turn on irrigation systems, one of the most important things you can do to help save water is make sure your irrigation system is functioning properly and efficiently.</p> <p>Watering your yard is the main way that water is lost either through over-watering or inefficient systems. Clackamas River Water Providers offers free Landscape Water Audits during the watering season to help District customers find ways to use less water and improve their system.</p> <p>To schedule your free Landscape Water Audit contact Christine at christine@clackamasproviders.org. Learn more: https://bit.ly/2RqHshl</p>	
05.24.21	<p>We are committed to providing safe and reliable drinking water to our valued customers.</p> <p>The 2020 Water Quality Report available online: oaklodgewaterservices.org/WQR</p> <p>To request a printed copy of the report call (503) 654-7765 or e-mail info@olwsd.org.</p>	

End of Month Social Media Statistics

		Facebook		Twitter		
		<i>Followers</i>	<i>Page Reach</i>	<i>Followers</i>	<i>Total Impressions</i>	<i>Profile Visits</i>
2021	<i>May</i>	100	82	32	2.5K	1,892
	<i>April</i>	93	225	30	4.1K	2,173
	<i>March</i>	89	385	21	4.9K	2,495
	<i>February</i>	80	488	13	4.5K	1,918
	<i>January</i>	67	457	started	2.1K	1,543
2020	<i>December</i>	58	150	n/a	n/a	n/a
	<i>November</i>	n/a	n/a	n/a	n/a	n/a



Pacific Northwest Pollution Prevention Resource Center
practical solutions for economic and environmental vitality



EcoBiz Overview FY 2020/21

Submitted by Brittney Wendell, Associate Director

June 1, 2021

Background

Pacific Northwest Pollution Prevention Resource Center (PPRC) is a 501(c)3 nonprofit organization incorporated in the state of Washington in 1990. PPRC has administered the EcoBiz Certification program in the state of Oregon for over ten years, delivering pollution prevention technical assistance to automotive and landscaping businesses and agencies. EcoBiz is administered by the Oregon Pollution Prevention Outreach (P2O) Team; a cooperative working group of local area jurisdictional staff from: Cities of Portland and Gresham, Clackamas County, Oregon Department of Environmental Quality, Clean Water Services, Washington County, and more. In 2020, PPRC began contracting with Oak Lodge Water Services District to pilot the EcoBiz Certification program within the District.

Overview FY2020/21

Despite challenges caused by the COVID-19 pandemic, EcoBiz worked to reach and build successful relationships with businesses. Historically, business recruitment has successfully occurred via in-person cold-call outreach. This method of outreach has led to an average 33% success rate for engaging new businesses in the program. When pandemic restrictions went into place, outreach shifted to phone calls and emails. This shift reduced overall success across the Portland Metro region to around 3%.

Despite these challenges, progress has been made on implementation of the program within the District. Two automotive businesses received evaluations and are engaged in the process toward certification. These businesses have made progress to meet compliance and EcoBiz program requirements. At one business, an employee was observed discharging soapy water and the issue was rectified immediately with management re-training staff.

Overall, 70 businesses were contacted and introduced to the EcoBiz program. With recent easing of COVID-19 guidelines, in-person EcoBiz outreach has slowly resumed and found a much more positive and engaged response than with phone and email outreach. A few additional businesses are interested in the program, but are too busy at this time. PPRC will continue to engage these businesses and looks forward to working with them in the near future to reduce pollution and ensure protection of the District's stormwater systems.



Left photo: Soapy washwater observed at a business within the District. Management re-trained staff immediately and stopped discharge.

Right photo: Storm drain clogged with leaves and trash. Business had this drain cleaned the next day.



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Brad Lyon, Water Field Supervisor
Title Field Operations Monthly Report
Item No. 10c
Date June 3, 2021 for June 15, 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

- Familiarization and participation with drinking water partners
- Preparation for Lead and Copper Rule revision requirements
- Collections team operations
- Water team operations

Familiarization and Participation with Drinking Water Partners

The month of May presented the opportunity to connect with and become familiarized with the Clackamas River Water Partnership (CRWP) and the Regional Water Providers Consortium (RWPC). CRWP hosted part 2 of a workshop focusing on communications among water providers and the public. Part 1 of this series was conducted in October of last year and discussed boil water notifications and water quality issues caused by wildfires. May's meeting aimed its attention at cyanotoxin events. Some of the discussion for this meeting centered around when a water treatment facility would notify purveyors of an emerging cyanotoxin threat. OLWSD staff made it clear notification must be made early on (e.g. a raw water detection equal to or greater than 0.3ug/L) to ensure preparedness for a potential do-not-drink advisory. Staff is currently working on a standard operating procedure (SOP) for this scenario.

The RWPC hosted an emergency preparedness committee meeting. The creation of an emergency planning presentation is underway for the benefit of local emergency groups (CERTs/NETs) to share on their websites. It is a group effort and includes the collective input of committee members. The presentation features updated advice and best practices for household water needs and storage when public water supplies are unavailable. One important takeaway from this new work is a reminder for people to keep stored water for their pets.

Preparation for Lead and Copper Rule Revisions

Over the past few years, there has been quite a bit of planning by water purveyors anticipating the new Lead and Copper Rule (LCR) revisions. The goals of the new rules are to better protect children and communities from lead exposure through better protocols in finding lead sources, mitigating those sources, and providing a higher level of public outreach and communication. The original effective date of the LCR revisions was March 16, 2021. However, information on the EPA website right now indicates an extension of that date to a revised date of June 17, 2021, to allow for additional public comment. The situation may even further extend the final effective date to December 16, 2021. Meeting the initial requirements of the new LCR revisions was initially set to January 16, 2024, but may now be as late as September 16, 2024.

Even though the deadline for the earliest requirements is still a few years away, there are two that OLWSD will need to start working toward in the very near future: 1) prepare a service line inventory, and 2) prepare a lead service line replacement program. The first requirement will likely be the most time-consuming and staff is communicating with other purveyors, the state, and consultants to find the best approach. Other requirements of the rule are reliant upon the outcome of those two above.

The creation of a service line inventory requires the classification of each water service within the district. The classes of service lines are lead, galvanized requiring replacement (if lead exists anywhere leading to a galvanized line), lead status unknown (this status would likely be presumed lead since there is no proof otherwise), and non-lead. The inventory must include both public and private portions of the service line from the water main to the house. Determination of piping materials on the water provider side can be based upon records such as tap cards and as-builts. Existing plumbing permits and development records can be considered as evidence for the customers' side. Potholing may be needed for those service lines without record. However, this method is inefficient and the number of these should be kept to a minimum. There are also recently developed software programs that can calculate the probability of lead line existence through available records. Although formal guidance from the Oregon Health Authority (OHA) is yet to be published, recent correspondence indicates they will likely accept probability-based results.

Staff will soon need to determine if this is an endeavor that can be undertaken inhouse, or if some external help is needed. Institutional knowledge suggests there is no lead piping within the district, however, proof will be required to meet compliance. It is likely that service line inventories created by most water providers will consist of a combination of results from records, potholing, and analytical software. Staff will continue seeking guidance from others with the goal of determining the best course of action for the district.

Collections Team Operations

With the televising van back in service, the collections team was able to commence with visual inspection work of the system. Our team conducted various service calls to help

customers over the course of the month including a dilemma on Christine Court where a private sewer lateral issue coincided with a natural spring on the property. The spring source was confirmed to be other than the district water supply. Another service call on Concord Road provided an opportunity to help a customer in need by locating their lateral. Beaver dam removal continued in Boardman Creek. The department received 268 requests for underground utility locates. A malfunctioning level indicator at pump station 5 required staff to cycle pumps on and off manually through one night in May. The pump station received cleaning after the level indicator's replacement.

Water Team Operations

Four new water services were installed, and one leaking service was renewed. A new fire hydrant and isolation valve was installed on La Mesa Way along with the replacement of an existing hydrant. PEI (our SCADA vendor) is in the process of updating the water SCADA (supervisory control and data acquisition) system and will be installing new Programmable Logic Controllers (PLCs) and monitor screens at both Valley View and View Acres sites.

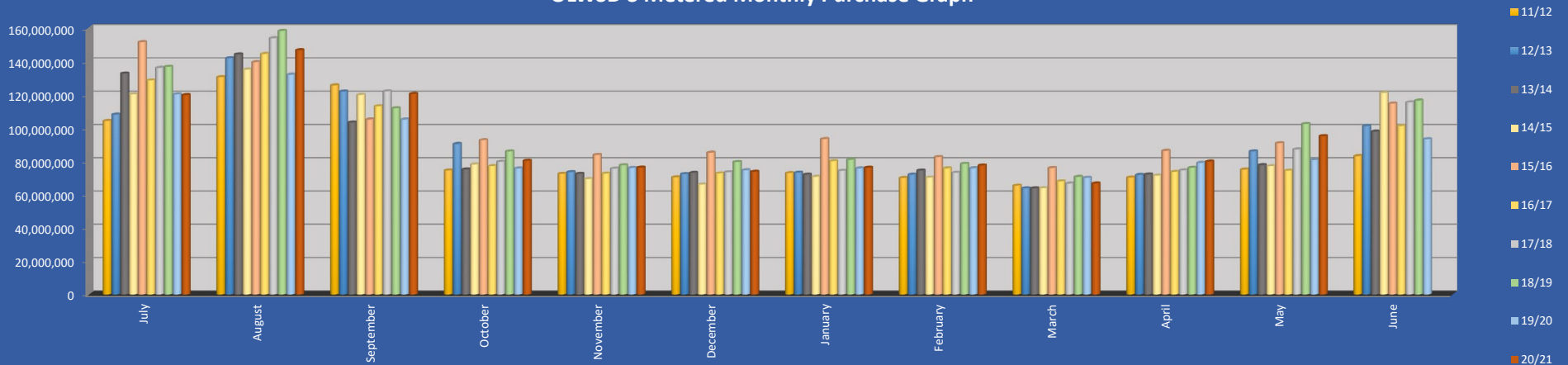
Attachments

1. Water Purchased Report
2. Water Services Report
3. Collections Report

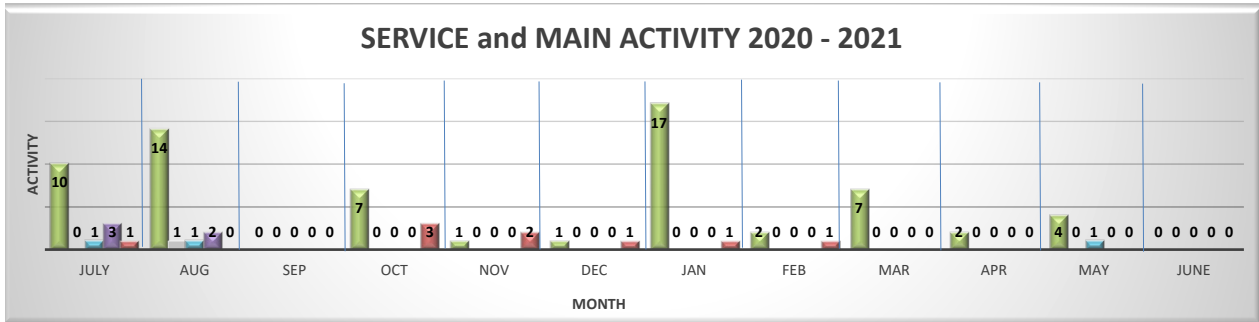
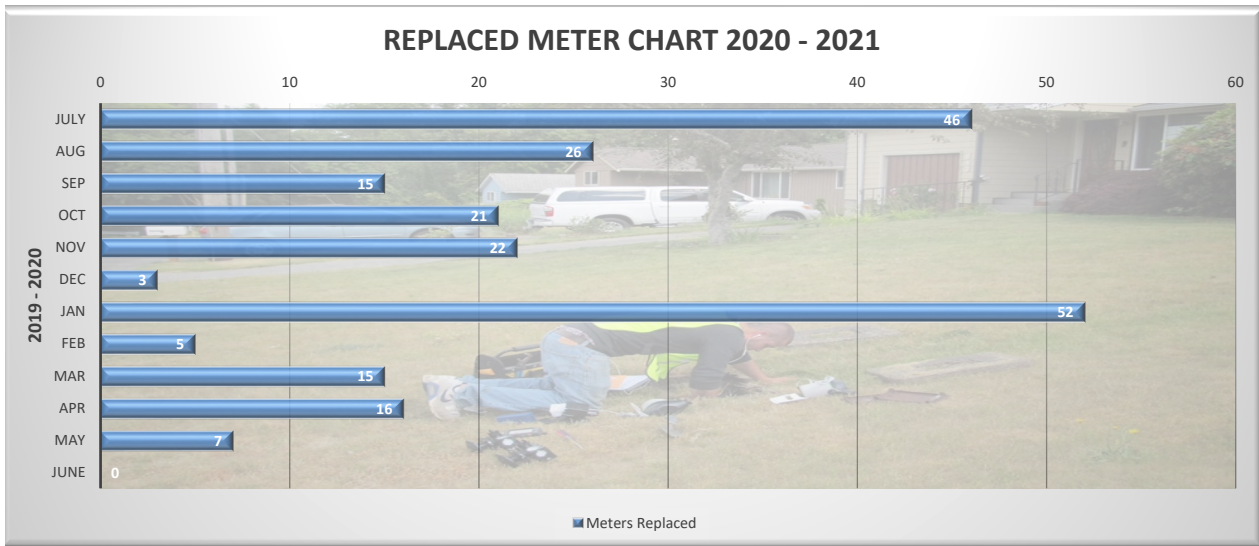
Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave
	July	August	September	October	November	December	January	February	March	April	May	June			
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.84%
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	2.95	98.45%
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	2.90	96.87%
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	2.92	97.29%
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	3.30	109.94%
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	2.97	98.97%
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	3.11	103.58%
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	3.22	107.51%
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	2.90	96.85%
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				
10 Year Average	125,968,033	142,817,500	114,951,300	81,075,900	75,111,200	74,249,614	77,248,086	75,086,500	67,581,700	74,960,700	82,406,600	100,983,067		3.00	Winter Ave
Last Year Compare	99.61%	111.10%	114.66%	105.99%	100.30%	98.81%	100.53%	102.20%	95.13%	101.00%	117.75%				Summer Ave
10 year Average	95.18%	102.82%	104.93%	99.13%	101.61%	99.48%	98.71%	103.34%	98.80%	106.67%	115.55%				127,912,278
2.38%	-4.82%	2.82%	4.93%	-0.87%	1.61%	-0.52%	-1.29%	3.34%	-1.20%	6.67%	15.55%				
22,268,867	-6,067,033	4,031,500	5,672,700	-705,900	1,205,800	-382,614	-999,086	2,504,500	-809,700	5,001,300	12,817,400				

OLWSD'S Metered Monthly Purchase Graph



Oak Lodge Water Services Water Report



Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	26	14	1	1	2	0
2020	Sep	15	0	0	0	0	0
2020	Oct	21	7	0	0	0	3
2020	Nov	22	1	0	0	0	2
2020	Dec	3	1	0	0	0	1
2021	Jan	52	17	0	0	0	1
2021	Feb	5	2	0	0	0	1
2021	Mar	15	7	0	0	0	0
2021	Apr	16	2	0	0	0	0
2021	May	7	4	0	1	0	0
2021	June	0	0	0	0	0	0
Yearly Total		228	65	1	3	5	9

Backflow Program Update for May 2021

Total Facilities						
1,405						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
809	2	16	0	0	0	8
58%						

Total Signed up

596
58%
809

List of Backflow Letters		
Letter 1	Notice of Non-Compliance	District made aware (30 days to respond)
Letter 2	Notice of Violation	Customer has final 30 days to correct
Letter 3	Notice of Termination of water service	Customer has 5 days til water shut off

Oak Lodge Water Services Collections Report

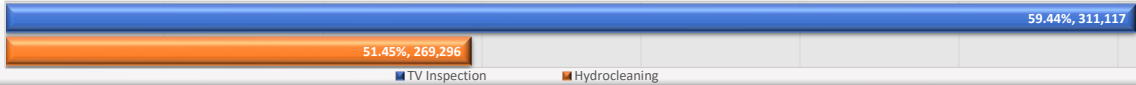
TV Inspections



Hydrocleaning



5 Year Plan



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		104,676	100.00%	20.00%	418,716
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		104,676	100.00%	40.00%	314,040
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			

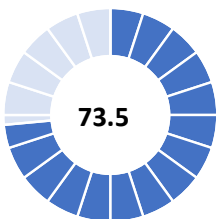
FY 2019-2020

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		30,34%	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		0.00%	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		104,676	100.00%	60.00%	209,364	
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

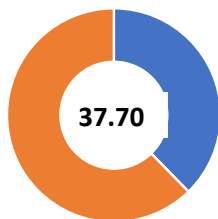
Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0	8,528			97.76%	76,962	74%	59.44%	212,275
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410	6,003			68.82%	39,464	38%	51.45%	254,096
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723			100.00%	104,676	100%	80.00%	104,688
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054	2,824			47,680				

TV Complete



Current Year

Hydroclean Complete



Current Year



STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 10d
Date June 15, 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

- Here comes the sun...no, never mind.
- Operational refinement.
- Construction and maintenance projects

Water Reclamation Facility Operations

Sun and warm temperatures teased us and then retreated but some much needed rain was provided. We welcomed Patrick Mormance to the operations team. We started rearranging the process a bit for the summer permit season and low flows that came early. First, we took #3 clarifier offline to reduce the detention time to make up for the lower flows. Next, we took #1 aeration basin offline for several reasons. With the low flows the activated sludge process is done within two aeration basins. The extra basin on just uses more air and gives more time than needed for treatment. #1 aeration basin has not been down for cleaning in years and bore the brunt of the pump around when we had the clog in the line. So, it needs to be cleaned. And there is a project that will add a baffle wall in this basin. It needs to be ready for that. All that shuffling caused some extra turbidity as the process settled back down but it came around within about a week.

Wasting continued on the higher side to reduce solids in the system and by the end of the month we had the process numbers in a good range and were able to reduce the wasting. This will give us more space to get the #1 digester lowered for the piping project completion. The rebuilt belt press has been operating well and we had 251 wet tons hauled to Madison Farms. We would like to refine the dewatering process now that the press is rebuilt. We had our polymer representative come out and do some jar testing to see if our current polymer dosing is correct and to explore some liquid polymer. This is in conjunction with a project to replace our aging polymer equipment

with a more straightforward and safer system. The current polymer can still be dosed in a good operating range for our sludge but there may be more efficient polymer available. The piping project continues. The new wasting pump is installed and wired. The programming needs to be done and there needs to be some pipe and valve additions. We are eager to get this project online so we can get the wasting process automated and thicken the wasting prior to digestion. Operating this way will also help us get that #1 digester drained as mentioned above. As requested, I contacted the City of Portland wastewater laboratory and inquired about testing our routine permit based samples. Their prices are double what we pay our contract lab and that does not include the courier service we currently enjoy. I have started to respond to the requests for information from DEQ to start the permit renewal process. The City of Portland's labs supplied me with the formatted data from testing they did for us in 2016 that DEQ wanted. We kicked off the Sanitary Sewer Master plan with a survey and tour for sampling sites in the plant and filling requests for data and information about the plant.

Water Reclamation Facility Maintenance

No month would be complete without some drama. During the project of installing the new cellular based communications at Pump Station #5, the level transducer cut out. After hours of trying to revive the instrument, it became apparent that it had to be replaced. As this happened at the end of the day and into the evening, we had to have operations staff manually operate the pump station overnight and they did so in a steadfast manner. We had a spare transducer, but we needed our instrumentation contractor to calibrate it properly. It was most prudent to do that in the morning due to the confined space entry required to do the replacement. Maintenance, operations, and collection staff did a wonderful job to get the new part installed and calibrated and the wet well cleaned out too the same morning. Other significant tasks completed in May were the installation and startup of the rebuilt #3 Mixed Liquor Return pump, the beginnings of the rebuild of the pump for Pump Station #3, the switch out of the #2 Digester recirculation pump with a spare pump for seal replacement, and the rebuild and bulb replacement on the Ultraviolet (UV) disinfection system. And to finish May off, we were finally able to get the coolant system flushed, cleaned, and refurbished on the standby generator for Pump Station #3.

All this happened with a big impact to our operations schedule due to major COVID events. So again, I end with huge appreciation for the Operations and Maintenance team

Attachments

1. Photo Pages of May 2021 work.
2. Rainfall vs Flow Data Correlation for November 2020-May 2021
3. Plant Performance BOD-SS Graph for November 2020-May 2021
4. Work Order Summary Graph 2021



1) Aeration Basin #1 drained



2) AB#1 showing broken mixer shaft



3) Extra grit from Aeration Basin #1



4) Pump Station #5 level detector

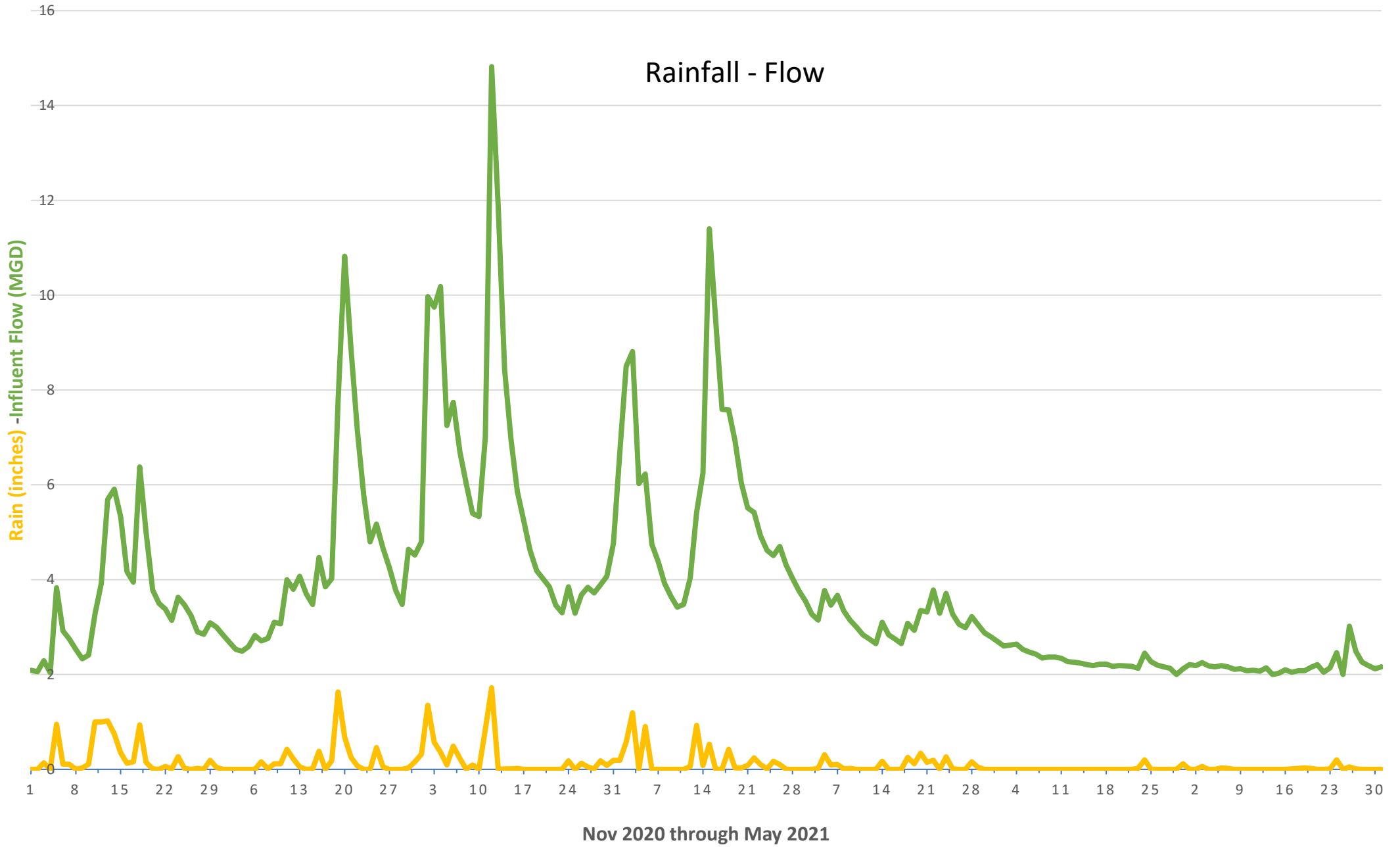


5) Rebuilt Ultraviolet bulb rack

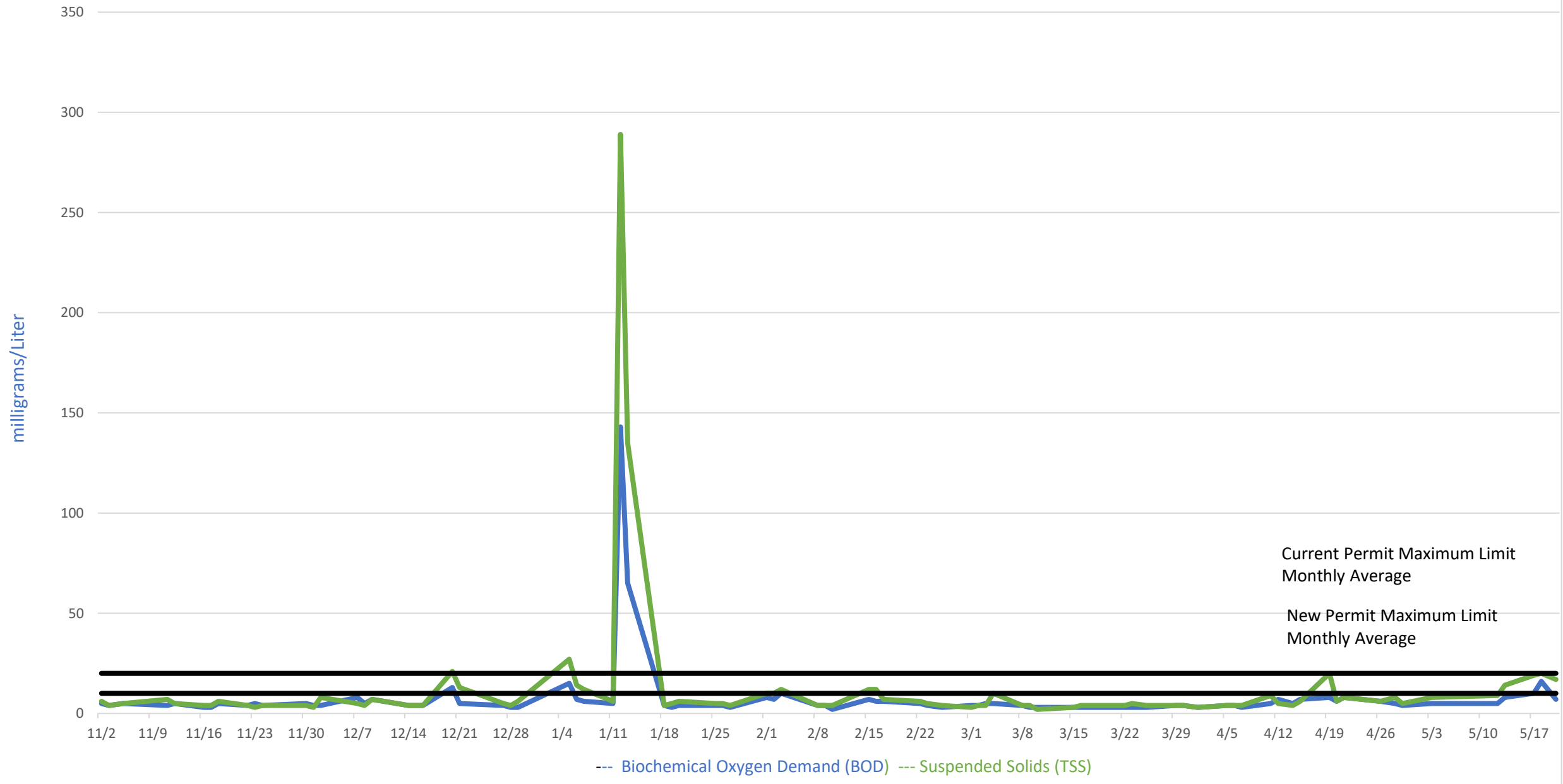


6) Pump Station # Generator Service

Rainfall - Flow



Effluent Water Quality (Nov 2020-May 2021)



Treatment Plant Work Order Summary 2021

