

# **OAK LODGE WATER SERVICES**

**BOARD OF DIRECTORS**

**REGULAR MEETING**



**August 18, 2020**

**“Enhancing Our Community’s Water Environment”**



### **REMOTE MEETING**

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

**August 18, 2020 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 each agenda item.*
3. Consent Agenda
  - a. July 2020 Financial Report
  - b. Approval of July 21, 2020 Board Special Meeting Minutes
  - c. Approval of July 21, 2020 Board Regular Meeting Minutes
  - d. Extension of the March 17, 2020 Declaration of State of Emergency
  - e. Approval of Professional Services Contract for Aeration Blower and Baffle Project
4. FY 2019-2020 Financial Audit Presentation by Moss Adams
5. Consideration of Communication Plan Framework
6. Consideration of Resolution No. 2020-12 Declaration of Surplus Property
7. Consideration of Resolution No. 2020-13 Amending the Schedule of Rates, Fees, and Other Charges with an Effective Date of July 1, 2020
8. Notary Policy Workshop
9. Department Reports
  - a. Finance
  - b. Technical Services
  - c. Field Operations
  - d. Plant Operations
10. Call for Public Comment
11. Business from the Board
12. Adjourn Regular Meeting



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	August 18, 2020

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### 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.



## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 3  
**Date** August 18, 2020

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### 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. **July 2020 Financial Report**
- b. **Approval of the July 21, 2020 Board Special Meeting Minutes**
- c. **Approval of the July 21, 2020 Board Regular Meeting Minutes**
- d. **Extension of the March 17, 2020 Declaration of State of Emergency**
- e. **Approval of Professional Services Contract for Aeration Blower and Baffle Project**

### 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

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	July 2020 Financial Reports
<b>Item No.</b>	3a
<b>Date</b>	August 18, 2020

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### Reports

- July 2020 Monthly Overview
- July 2020 Monthly Cash and Investment Balances Report
- July 2020 Budget to Actual Report
- July 2020 Budget Account Roll Up Report

**Oak Lodge Water Services  
Monthly Overview  
July 2020**

This report summarizes the revenues and expenditures for July 2020. 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 \$15.30 million as of the end of July 2020; consisting of \$1.76 million in checking, and \$13.55 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$0.72 million for July 2020.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ -	0.00%
10-00-4211	Water sales	4,038,000	347,668	347,163	8.60%
20-00-4212	Wastewater charges	8,270,000	641,844	640,992	7.75%
30-00-4213	Watershed protection	1,548,000	127,937	127,784	8.25%
	Subtotal	\$ 13,888,000	\$ 1,117,449	\$ 1,115,939	8.04%

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

With respect to expenditures, at the end of July, the percentage of budget spent or billed should be around 8.33%. Certain line items are spent all at once, such as Worker's Compensation, which we pay once a year in July.

**Low Income Rate Relief Program Overview**

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

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

<u>Total Number of Accounts</u>	<u>Discount</u>	<u>Cap per Policy</u>	<u>Estimated Monthly Discount</u>	<u>Estimated Year-to-Date Discount</u>	<u>Estimated Percentage of Budget</u>
141	Low Income Rate Relief	\$ 69,440	\$ 5,599	\$ 5,599	8.06%

## Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer that may have trouble paying their utility bills.

The table below summarizes TPA activity for July 2020, with the beginning balance corrected based on our analyses.

<u>Beginning of month</u>	<u>TPA Issued</u>	<u>TPA Completed</u>	TPA Expired	<u>End of month</u>
67	7	(4)	(5)	65

Of the total TPAs outstanding at July 31, 2020, 34 are current in their arrangements and 31 are delinquent. Four TPAs completed with full payments received. Five TPAs expired in delinquent status. The District has mailed notices to delinquent TPA holders urging them to contact the District to make further arrangements.

## 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 and that don't necessarily qualify for the District's Low-Income Rate Relief Program. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

<u>Beginning of month</u>	<u>Expended</u>	<u>End of month</u>
\$97,000	\$687	\$96,313

The above expenditures represent assistance to seven (7) residential accounts totaling \$687 and zero (0) commercial accounts totaling \$0.

## Oak Lodge Water Services District

<b>Account Balances As of:</b>		
June 30, 2020	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,755,953.70
LGIP	1.21%	\$ 13,545,752.68
Total		\$ 15,301,706.38



General Ledger  
Budget to Actual



User: jeff  
Printed: 8/10/2020 3:11:11 PM  
Period 01 - 01  
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	-335,000.00	0.00	-576,627.79	0.00	172.13
	<i>Beginning Fund Balance</i>	-335,000.00	0.00	-576,627.79	0.00	172.13
	<b>NonDivisional</b>	<b>-335,000.00</b>	<b>0.00</b>	<b>-576,627.79</b>	<b>0.00</b>	<b>172.13</b>
	Fund Balance	-335,000.00	0.00	-576,627.79	0.00	172.13
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4610	Investment revenue	0.00	611.54	611.54	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,575.00	1,575.00	0.00	157.50
	<i>Revenue</i>	1,000.00	2,186.54	2,186.54	0.00	218.65
	<b>NonDivisional</b>	<b>1,000.00</b>	<b>2,186.54</b>	<b>2,186.54</b>	<b>0.00</b>	<b>218.65</b>
	Revenue	1,000.00	2,186.54	2,186.54	0.00	218.65
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	563,000.00	47,623.86	47,623.86	0.00	8.46
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	392.05	392.05	0.00	7.84
05-01-5210	Healthdental insurance	115,000.00	5,907.84	5,907.84	0.00	5.14
05-01-5230	Social security	43,000.00	3,596.60	3,596.60	0.00	8.36
05-01-5240	Retirement	124,000.00	8,875.26	8,875.26	0.00	7.16
05-01-5250	TrimetWBF	4,000.00	374.24	374.24	0.00	9.36
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	8,000.00	671.10	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	6.90	6.90	0.00	0.14
	<i>Personnel Services</i>	877,000.00	67,447.85	67,447.85	0.00	7.69
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	375,000.00	0.00	0.00	0.00	0.00
05-01-6120	Accounting and audit services	45,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted services	248,000.00	5,331.50	5,331.50	599.43	2.15
05-01-6180	Dues and subscriptions	35,000.00	17,422.00	17,422.00	160.00	49.78
05-01-6220	Electricity	9,000.00	1,005.72	1,005.72	0.00	11.17
05-01-6240	Natural gas	1,000.00	68.30	68.30	0.00	6.83
05-01-6290	Other utilities	20,000.00	3,342.22	3,342.22	0.00	16.71
05-01-6310	Janitorial services	25,000.00	0.00	0.00	0.00	0.00
05-01-6320	Buildings and grounds maint	18,000.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
05-01-6510	Office supplies	25,000.00	3,950.04	3,950.04	2,811.70	15.80
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	134.31	134.31	0.00	6.72
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6760	Equipment rental	1,000.00	-211.55	-211.55	1,776.15	-21.16
05-01-6770	Bank charges	125,000.00	16,388.85	16,388.85	105,910.12	13.11
05-01-6780	Taxes, fees, and other charges	1,000.00	18.50	18.50	0.00	1.85
05-01-6785	ECAP Payments	97,000.00	686.50	686.50	0.00	0.71
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,044,500.00</i>	<i>48,136.39</i>	<i>48,136.39</i>	<i>111,257.40</i>	<i>4.61</i>
	<b>AdminFinance</b>	<b>1,921,500.00</b>	<b>115,584.24</b>	<b>115,584.24</b>	<b>111,257.40</b>	<b>6.02</b>
	<b>Human Resources</b>					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	152,000.00	13,902.66	13,902.66	0.00	9.15
05-02-5130	Overtime	5,000.00	91.50	91.50	0.00	1.83
05-02-5210	Healthdental insurance	26,000.00	1,721.22	1,721.22	0.00	6.62
05-02-5230	Social security	12,000.00	1,053.27	1,053.27	0.00	8.78
05-02-5240	Retirement	27,000.00	2,369.16	2,369.16	0.00	8.77
05-02-5250	TrimetWBF	1,000.00	110.16	110.16	0.00	11.02
05-02-5270	Workers compensation	2,000.00	174.96	174.96	0.00	8.75
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>227,000.00</i>	<i>19,422.93</i>	<i>19,422.93</i>	<i>0.00</i>	<i>8.56</i>
	<i>Materials &amp; Services</i>					
05-02-6180	Dues and subscriptions	1,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	57,000.00	439.57	439.57	0.00	0.77
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	0.00	0.00	0.00	0.00
05-02-6440	Board Travel and Training	7,000.00	0.00	0.00	0.00	0.00
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	0.00	0.00	0.00	0.00
05-02-6730	Communications	6,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	0.00	0.00	0.00	0.00
05-02-6785	ECAP Payments	0.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>343,500.00</i>	<i>439.57</i>	<i>439.57</i>	<i>0.00</i>	<i>0.13</i>
	<b>Human Resources</b>	<b>570,500.00</b>	<b>19,862.50</b>	<b>19,862.50</b>	<b>0.00</b>	<b>3.48</b>
	<b>Technical Services</b>					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	577,000.00	42,854.84	42,854.84	0.00	7.43
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	112,000.00	8,065.39	8,065.39	0.00	7.20
05-03-5230	Social security	44,000.00	3,229.37	3,229.37	0.00	7.34
05-03-5240	Retirement	112,000.00	7,694.45	7,694.45	0.00	6.87
05-03-5250	TrimetWBF	4,000.00	335.05	335.05	0.00	8.38
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	664.16	664.16	0.00	7.38
05-03-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>873,000.00</i>	<i>62,843.26</i>	<i>62,843.26</i>	<i>0.00</i>	<i>7.20</i>
	<i>Materials &amp; Services</i>					
05-03-6155	Contracted services	291,000.00	157.35	157.35	0.00	0.05
05-03-6180	Dues and subscriptions	10,000.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	237,000.00	20,387.41	20,387.41	0.00	8.60
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	0.00	0.00	0.00
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6540	Safety supplies	8,000.00	160.00	160.00	0.00	2.00
05-03-6730	Communications	149,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>718,000.00</i>	<i>20,704.76</i>	<i>20,704.76</i>	<i>0.00</i>	<i>2.88</i>
	<b>Technical Services</b>	<b>1,591,000.00</b>	<b>83,548.02</b>	<b>83,548.02</b>	<b>0.00</b>	<b>5.25</b>

<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>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	449.69	449.69	0.00	0.90
05-04-6520	Fuels and oils	71,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>121,000.00</i>	<i>449.69</i>	<i>449.69</i>	<i>0.00</i>	<i>0.37</i>
	<b>Vehicle Services</b>	<b>121,000.00</b>	<b>449.69</b>	<b>449.69</b>	<b>0.00</b>	<b>0.37</b>
	<b>Special Payments</b>					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Special Payments</b>	<b>552,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	139,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>139,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>139,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense <b>Administrative Services</b>	4,895,000.00 <b>-4,559,000.00</b>	219,444.45 <b>-217,257.91</b>	219,444.45 <b>359,369.88</b>	111,257.40 <b>-111,257.40</b>	4.48 <b>-7.88</b>
<b>10</b>	<b>Drinking Water NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,527,000.00	0.00	-1,483,788.01	0.00	97.17
	<i>Beginning Fund Balance</i>	<i>-1,527,000.00</i>	<i>0.00</i>	<i>-1,483,788.01</i>	<i>0.00</i>	<i>97.17</i>
	<b>NonDivisional</b>	<b>-1,527,000.00</b>	<b>0.00</b>	<b>-1,483,788.01</b>	<b>0.00</b>	<b>97.17</b>
	Fund Balance	-1,527,000.00	0.00	-1,483,788.01	0.00	97.17
	<b>NonDivisional Revenue</b>					
10-00-4210	Water Sales - CRW	32,000.00	0.00	0.00	0.00	0.00
10-00-4211	Water sales	4,038,000.00	347,667.81	347,667.81	0.00	8.61
10-00-4215	Penalties and late charges	20,000.00	0.00	0.00	0.00	0.00
10-00-4220	System development charges	100,000.00	67,058.00	67,058.00	0.00	67.06
10-00-4230	Contract services	40,000.00	9,400.00	9,400.00	0.00	23.50
10-00-4240	Service installations	10,000.00	3,945.82	3,945.82	0.00	39.46
10-00-4280	Rents & leases	200,000.00	13,595.56	13,595.56	0.00	6.80
10-00-4290	Other charges for services	10,000.00	4,463.65	4,463.65	0.00	44.64
10-00-4610	Investment revenue	10,000.00	749.19	749.19	0.00	7.49
10-00-4630	Miscellaneous revenues	26,000.00	3,869.60	3,869.60	0.00	14.88
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>450,749.63</i>	<i>450,749.63</i>	<i>0.00</i>	<i>10.05</i>
	<b>NonDivisional</b>	<b>4,486,000.00</b>	<b>450,749.63</b>	<b>450,749.63</b>	<b>0.00</b>	<b>10.05</b>
	Revenue	4,486,000.00	450,749.63	450,749.63	0.00	10.05
	<b>Drinking Water Personnel Services</b>					
10-20-5110	Regular employees	607,000.00	54,954.94	54,954.94	0.00	9.05
10-20-5130	Overtime	35,000.00	3,610.47	3,610.47	0.00	10.32
10-20-5210	Healthdental insurance	140,000.00	11,430.96	11,430.96	0.00	8.16

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-5230	Social Security	47,000.00	4,389.57	4,389.57	0.00	9.34
10-20-5240	Retirement	132,000.00	11,866.85	11,866.85	0.00	8.99
10-20-5250	TrimetWBF	5,000.00	457.15	457.15	0.00	9.14
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	16,936.29	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>989,000.00</i>	<i>103,646.23</i>	<i>103,646.23</i>	<i>0.00</i>	<i>10.48</i>
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	27,000.00	2,977.20	2,977.20	0.00	11.03
10-20-6240	Natural gas	3,000.00	0.00	0.00	0.00	0.00
10-20-6320	Buildings & grounds	5,000.00	21.60	21.60	0.00	0.43
10-20-6340	Distribution system maint	200,000.00	4,444.94	4,444.94	0.00	2.22
10-20-6390	Other repairs & maintenance	35,000.00	0.00	0.00	0.00	0.00
10-20-6420	Staff training	10,000.00	0.00	0.00	0.00	0.00
10-20-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	164.14	164.14	0.00	1.82
10-20-6540	Safety supplies	15,000.00	515.66	515.66	0.00	3.44
10-20-6550	Operational Supplies	2,000.00	664.23	664.23	0.00	33.21
10-20-6560	Uniforms	2,000.00	0.00	0.00	0.00	0.00
10-20-6710	Purchased water	1,084,000.00	0.00	0.00	0.00	0.00
10-20-6715	Water quality program	5,000.00	542.00	542.00	0.00	10.84
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	0.00	0.00	0.00
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,443,500.00</i>	<i>9,329.77</i>	<i>9,329.77</i>	<i>0.00</i>	<i>0.65</i>
	<b>Drinking Water</b>	<b>2,432,500.00</b>	<b>112,976.00</b>	<b>112,976.00</b>	<b>0.00</b>	<b>4.64</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>209,801.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,908,000.00	159,000.00	159,000.00	0.00	8.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	41,666.67	0.00	8.33
10-29-9000	Contingency	962,699.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,370,699.00</i>	<i>200,666.67</i>	<i>200,666.67</i>	<i>0.00</i>	<i>5.95</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,370,699.00</b>	<b>200,666.67</b>	<b>200,666.67</b>	<b>0.00</b>	<b>5.95</b>
<b>10</b>	Expense <b>Drinking Water</b>	6,013,000.00 <b>0.00</b>	313,642.67 <b>137,106.96</b>	313,642.67 <b>1,620,894.97</b>	0.00 <b>0.00</b>	5.22 <b>0.00</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-1,842,000.00	0.00	-1,796,370.60	0.00	97.52
	<i>Beginning Fund Balance</i>	<i>-1,842,000.00</i>	<i>0.00</i>	<i>-1,796,370.60</i>	<i>0.00</i>	<i>97.52</i>
	<b>NonDivisional</b>	<b>-1,842,000.00</b>	<b>0.00</b>	<b>-1,796,370.60</b>	<b>0.00</b>	<b>97.52</b>
	Fund Balance	-1,842,000.00	0.00	-1,796,370.60	0.00	97.52

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>NonDivisional</b>						
<i>Revenue</i>						
20-00-4212	Wastewater charges	8,270,000.00	641,843.51	641,843.51	0.00	7.76
20-00-4215	Penalties & late charges	10,000.00	0.00	0.00	0.00	0.00
20-00-4220	System development charges	125,000.00	103,300.00	103,300.00	0.00	82.64
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	8,854.69	8,854.69	0.00	88.55
20-00-4320	State grants	0.00	908.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	220.03	220.03	0.00	4.40
20-00-4630	Miscellaneous revenues	5,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>755,126.23</i>	<i>755,126.23</i>	<i>0.00</i>	<i>8.95</i>
	<b>NonDivisional</b>	<b>8,435,000.00</b>	<b>755,126.23</b>	<b>755,126.23</b>	<b>0.00</b>	<b>8.95</b>
	Revenue	8,435,000.00	755,126.23	755,126.23	0.00	8.95
<b>Wastewater-Plant</b>						
<i>Personnel Services</i>						
20-21-5110	Regular employees	608,000.00	49,208.21	49,208.21	0.00	8.09
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	2,333.48	2,333.48	0.00	5.19
20-21-5210	Healthdental insurance	179,000.00	12,271.23	12,271.23	0.00	6.86
20-21-5230	Social security	55,000.00	3,857.50	3,857.50	0.00	7.01
20-21-5240	Retirement	131,000.00	8,725.99	8,725.99	0.00	6.66
20-21-5250	TrimetWBF	5,000.00	401.54	401.54	0.00	8.03
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	15,600.79	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,078,000.00</i>	<i>92,398.74</i>	<i>92,398.74</i>	<i>0.00</i>	<i>8.57</i>
<i>Materials &amp; Services</i>						
20-21-6155	Contracted services	133,000.00	157.35	157.35	7,853.00	0.12
20-21-6180	Dues & subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	0.00	0.00	0.00	0.00
20-21-6240	Natural gas	1,000.00	22.27	22.27	0.00	2.23
20-21-6250	Solid waste disposal	81,000.00	12,813.54	12,813.54	0.00	15.82
20-21-6290	Other utilities	1,000.00	0.00	0.00	0.00	0.00
20-21-6310	Janitorial services	10,000.00	0.00	0.00	0.00	0.00
20-21-6320	Buildings & grounds	57,000.00	5,175.82	5,175.82	0.00	9.08
20-21-6342	WRF system maintenance	270,000.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00
20-21-6430	Certifications	2,000.00	270.00	270.00	0.00	13.50
20-21-6525	Chemicals	26,000.00	456.25	456.25	0.00	1.75
20-21-6530	Small tools & equipment	10,000.00	0.00	0.00	0.00	0.00
20-21-6540	Safety supplies	20,000.00	655.68	655.68	0.00	3.28
20-21-6550	Operational supplies	14,000.00	0.00	0.00	7,328.18	0.00
20-21-6560	Uniforms	9,000.00	1,197.56	1,197.56	0.00	13.31
20-21-6590	Other supplies	10,000.00	0.00	0.00	0.00	0.00
20-21-6750	Other purchased services	15,000.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	0.00	840.00	840.00	0.00	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>936,000.00</i>	<i>21,588.47</i>	<i>21,588.47</i>	<i>15,181.18</i>	<i>2.31</i>
	<b>Wastewater-Plant</b>	<b>2,014,000.00</b>	<b>113,987.21</b>	<b>113,987.21</b>	<b>15,181.18</b>	<b>5.66</b>
<b>Wastewater-Collections</b>						
<i>Personnel Services</i>						
20-22-5110	Regular employees	401,000.00	44,059.26	44,059.26	0.00	10.99
20-22-5130	Overtime	11,000.00	579.76	579.76	0.00	5.27
20-22-5210	Healthdental insurance	110,000.00	7,944.49	7,944.49	0.00	7.22
20-22-5230	Social security	32,000.00	3,406.74	3,406.74	0.00	10.65
20-22-5240	Retirement	70,000.00	8,286.25	8,286.25	0.00	11.84
20-22-5250	TrimetWBF	3,000.00	355.02	355.02	0.00	11.83

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	9,149.34	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>643,000.00</i>	<i>73,780.86</i>	<i>73,780.86</i>	<i>0.00</i>	<i>11.47</i>
	<i>Materials &amp; Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	2,212.25	2,212.25	1.25	4.42
20-22-6390	Other repairs & maintenance	5,000.00	194.16	194.16	0.00	3.88
20-22-6420	Staff training	8,000.00	0.00	0.00	0.00	0.00
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	0.00	0.00	0.00	0.00
20-22-6540	Safety supplies	4,000.00	0.00	0.00	0.00	0.00
20-22-6550	Operational supplies	5,000.00	76.24	76.24	0.00	1.52
20-22-6560	Uniforms	9,000.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	0.00	7,219.06	7,219.06	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>110,000.00</i>	<i>9,701.71</i>	<i>9,701.71</i>	<i>1.25</i>	<i>8.82</i>
	<b>Wastewater-Collections</b>	<b>753,000.00</b>	<b>83,482.57</b>	<b>83,482.57</b>	<b>1.25</b>	<b>11.09</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	168,833.33	0.00	8.33
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	0.00	0.00	0.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	83,333.33	0.00	8.33
20-29-9000	Contingency	801,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>7,510,000.00</i>	<i>252,166.66</i>	<i>252,166.66</i>	<i>0.00</i>	<i>3.36</i>
	<b>Transfers &amp; Contingencies</b>	<b>7,510,000.00</b>	<b>252,166.66</b>	<b>252,166.66</b>	<b>0.00</b>	<b>3.36</b>
<b>20</b>	Expense	10,277,000.00	449,636.44	449,636.44	15,182.43	4.38
	<b>Wastewater Reclam.</b>	<b>0.00</b>	<b>305,489.79</b>	<b>2,101,860.39</b>	<b>-15,182.43</b>	<b>0.00</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-410,000.00	0.00	-431,074.16	0.00	105.14
	<i>Beginning Fund Balance</i>	<i>-410,000.00</i>	<i>0.00</i>	<i>-431,074.16</i>	<i>0.00</i>	<i>105.14</i>
	<b>NonDivisional</b>	<b>-410,000.00</b>	<b>0.00</b>	<b>-431,074.16</b>	<b>0.00</b>	<b>105.14</b>
	Fund Balance	-410,000.00	0.00	-431,074.16	0.00	105.14
	<b>NonDivisional Revenue</b>					
30-00-4213	Watershed protection fees	1,548,000.00	127,937.49	127,937.49	0.00	8.26
30-00-4215	Penalties & late charges	2,000.00	0.00	0.00	0.00	0.00
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	6,895.30	6,895.30	0.00	137.91
30-00-4610	Investment revenue	0.00	83.27	83.27	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>134,916.06</i>	<i>134,916.06</i>	<i>0.00</i>	<i>8.56</i>
	<b>NonDivisional</b>	<b>1,576,000.00</b>	<b>134,916.06</b>	<b>134,916.06</b>	<b>0.00</b>	<b>8.56</b>
	Revenue	1,576,000.00	134,916.06	134,916.06	0.00	8.56
	<b>Watershed Protection</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Personnel Services</i>					
30-23-5110	Regular employees	92,000.00	1,875.72	1,875.72	0.00	2.04
30-23-5120	Temporaryseasonal 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	Healthdental insurance	8,000.00	293.05	293.05	0.00	3.66
30-23-5230	Social Security	7,000.00	138.43	138.43	0.00	1.98
30-23-5240	Retirement	20,000.00	317.55	317.55	0.00	1.59
30-23-5250	TrimetWBF	1,000.00	14.58	14.58	0.00	1.46
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	1,000.00	1,618.73	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>134,000.00</i>	<i>4,258.06</i>	<i>4,258.06</i>	<i>0.00</i>	<i>3.18</i>
	<i>Materials &amp; Services</i>					
30-23-6155	Contracted Services	40,000.00	0.00	0.00	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
30-23-6540	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	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>105,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>239,000.00</b>	<b>4,258.06</b>	<b>4,258.06</b>	<b>0.00</b>	<b>1.78</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	0.00	0.00	0.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>62,558.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>62,558.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	52,916.67	52,916.67	0.00	8.33
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	41,666.67	0.00	8.33
30-29-9000	Contingency	549,442.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,684,442.00</i>	<i>94,583.34</i>	<i>94,583.34</i>	<i>0.00</i>	<i>5.62</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,684,442.00</b>	<b>94,583.34</b>	<b>94,583.34</b>	<b>0.00</b>	<b>5.62</b>
<b>30</b>	Expense	1,986,000.00	98,841.40	98,841.40	0.00	4.98
	<b>Watershed Protection</b>	<b>0.00</b>	<b>36,074.66</b>	<b>467,148.82</b>	<b>0.00</b>	<b>0.00</b>
<b>40</b>	<b>WW GO Debt Service NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>-333,000.00</b>	<b>0.00</b>	<b>-333,918.79</b>	<b>0.00</b>	<b>100.28</b>
	<i>Fund Balance</i>					
	<b>NonDivisional</b>	-333,000.00	0.00	-333,918.79	0.00	100.28
	<i>Revenue</i>					
40-00-4610	Investment revenue	7,000.00	343.04	343.04	0.00	4.90
40-00-4701	Interest Subsidy	111,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>118,000.00</i>	<i>343.04</i>	<i>343.04</i>	<i>0.00</i>	<i>0.29</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>NonDivisional</b>	<b>118,000.00</b>	<b>343.04</b>	<b>343.04</b>	<b>0.00</b>	<b>0.29</b>
	Revenue	118,000.00	343.04	343.04	0.00	0.29
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	0.00	0.00	0.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>638,101.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>638,101.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense	638,101.00	0.00	0.00	0.00	0.00
<b>40</b>	<b>WW GO Debt Service</b>	<b>-187,101.00</b>	<b>343.04</b>	<b>334,261.83</b>	<b>0.00</b>	<b>-178.65</b>
<b>50</b>	<b>WW Revenue Bond</b>					
	<b>Debt Service</b>					
	<b>NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>-682,000.00</b>	<b>0.00</b>	<b>-678,562.56</b>	<b>0.00</b>	<b>99.50</b>
	Fund Balance	-682,000.00	0.00	-678,562.56	0.00	99.50
	<b>NonDivisional</b>					
	<i>Revenue</i>					
50-00-4610	Investment revenue	16,084.00	697.15	697.15	0.00	4.33
	<i>Revenue</i>	<i>16,084.00</i>	<i>697.15</i>	<i>697.15</i>	<i>0.00</i>	<i>4.33</i>
	<b>NonDivisional</b>	<b>16,084.00</b>	<b>697.15</b>	<b>697.15</b>	<b>0.00</b>	<b>4.33</b>
	Revenue	16,084.00	697.15	697.15	0.00	4.33
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
50-24-6810	2010 SRF Loan Principal	910,550.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>2,969,084.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>2,969,084.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense	2,969,084.00	0.00	0.00	0.00	0.00
<b>50</b>	<b>WW Revenue Bond</b>	<b>-2,271,000.00</b>	<b>697.15</b>	<b>679,259.71</b>	<b>0.00</b>	<b>-29.91</b>
	<b>Debt Service</b>					
<b>71</b>	<b>Drinking Water</b>					
	<b>Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-3,942,000.00	0.00	-4,158,668.43	0.00	105.50
	<i>Beginning Fund Balance</i>	<i>-3,942,000.00</i>	<i>0.00</i>	<i>-4,158,668.43</i>	<i>0.00</i>	<i>105.50</i>
	<b>NonDivisional</b>	<b>-3,942,000.00</b>	<b>0.00</b>	<b>-4,158,668.43</b>	<b>0.00</b>	<b>105.50</b>
	Fund Balance	-3,942,000.00	0.00	-4,158,668.43	0.00	105.50
	<b>NonDivisional</b>					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	4,512.20	4,512.20	0.00	9.02
	<i>Revenue</i>	<i>50,000.00</i>	<i>4,512.20</i>	<i>4,512.20</i>	<i>0.00</i>	<i>9.02</i>
	<b>NonDivisional</b>	<b>50,000.00</b>	<b>4,512.20</b>	<b>4,512.20</b>	<b>0.00</b>	<b>9.02</b>
	Revenue	50,000.00	4,512.20	4,512.20	0.00	9.02



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Drinking Water</b>					
	<i>Capital Outlay</i>					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Drinking Water</b>	<b>1,515,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>2,977,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,977,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
71	Expense	4,492,000.00	0.00	0.00	0.00	0.00
	<b>Drinking Water Capital</b>	<b>-500,000.00</b>	<b>4,512.20</b>	<b>4,163,180.63</b>	<b>0.00</b>	<b>-832.64</b>
72	<b>Wastewater Reclamation Capital NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-4,605,000.00	0.00	-5,299,701.69	0.00	115.09
	<i>Beginning Fund Balance</i>	<i>-4,605,000.00</i>	<i>0.00</i>	<i>-5,299,701.69</i>	<i>0.00</i>	<i>115.09</i>
	<b>NonDivisional</b>	<b>-4,605,000.00</b>	<b>0.00</b>	<b>-5,299,701.69</b>	<b>0.00</b>	<b>115.09</b>
	Fund Balance	-4,605,000.00	0.00	-5,299,701.69	0.00	115.09
	<b>NonDivisional Revenue</b>					
72-00-4610	Investment revenue	75,000.00	5,158.08	5,158.08	0.00	6.88
	<i>Revenue</i>	<i>75,000.00</i>	<i>5,158.08</i>	<i>5,158.08</i>	<i>0.00</i>	<i>6.88</i>
	<b>NonDivisional</b>	<b>75,000.00</b>	<b>5,158.08</b>	<b>5,158.08</b>	<b>0.00</b>	<b>6.88</b>
	Revenue	75,000.00	5,158.08	5,158.08	0.00	6.88
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7520	Equipment	100,000.00	0.00	0.00	0.00	0.00
72-21-7540	Vehicles	20,000.00	0.00	0.00	19,706.90	0.00
72-21-7600	Capital Improvement Projects	2,330,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>2,450,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>19,706.90</i>	<i>0.00</i>
	<b>Wastewater-Plant</b>	<b>2,450,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,706.90</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,230,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,230,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	5,680,000.00	0.00	0.00	19,706.90	0.00
	<b>Wastewater Reclamation Capital</b>	<b>-1,000,000.00</b>	<b>5,158.08</b>	<b>5,304,859.77</b>	<b>-19,706.90</b>	<b>-530.49</b>

<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>
<b>73</b>	<b>Watershed Protection Capital NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,481,000.00	0.00	-1,485,562.74	0.00	100.31
	<i>Beginning Fund Balance</i>	<i>-1,481,000.00</i>	<i>0.00</i>	<i>-1,485,562.74</i>	<i>0.00</i>	<i>100.31</i>
	<b>NonDivisional</b>	<b>-1,481,000.00</b>	<b>0.00</b>	<b>-1,485,562.74</b>	<b>0.00</b>	<b>100.31</b>
	Fund Balance	-1,481,000.00	0.00	-1,485,562.74	0.00	100.31
	<b>NonDivisional Revenue</b>					
73-00-4610	Investment revenue	40,000.00	1,526.84	1,526.84	0.00	3.82
	<i>Revenue</i>	<i>40,000.00</i>	<i>1,526.84</i>	<i>1,526.84</i>	<i>0.00</i>	<i>3.82</i>
	<b>NonDivisional</b>	<b>40,000.00</b>	<b>1,526.84</b>	<b>1,526.84</b>	<b>0.00</b>	<b>3.82</b>
	Revenue	40,000.00	1,526.84	1,526.84	0.00	3.82
	<b>Watershed Protection Capital Outlay</b>					
73-23-7600	Capital Improvement Projects	465,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>465,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>465,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,556,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,556,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense	2,021,000.00	0.00	0.00	0.00	0.00
<b>73</b>	<b>Watershed Protection Capital</b>	<b>-500,000.00</b>	<b>1,526.84</b>	<b>1,487,089.58</b>	<b>0.00</b>	<b>-297.42</b>
Revenue Total		<b>14,797,084.00</b>	<b>1,355,215.77</b>	<b>1,355,215.77</b>	<b>0.00</b>	<b>0.0916</b>
Expense Total		<b>38,971,185.00</b>	<b>1,081,564.96</b>	<b>1,081,564.96</b>	<b>146,146.73</b>	<b>0.0278</b>

General Ledger  
Account Roll up



User: jeff  
Printed: 8/10/2020 3:11:01 PM  
Period 01 - 01  
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	0.00	0.00
4211	Water sales	4,038,000.00	347,667.81	347,667.81	8.61
4212	Wastewater Charges	8,270,000.00	641,843.51	641,843.51	7.76
4213	Watershed protection fees	1,548,000.00	127,937.49	127,937.49	8.26
4215	Penalties & late charges	32,000.00	0.00	0.00	0.00
4220	System development charges	245,000.00	170,358.00	170,358.00	69.53
4230	Contract services	40,000.00	9,400.00	9,400.00	23.50
4240	Service installations	20,000.00	3,945.82	3,945.82	19.73
4280	Rents & leases	200,000.00	13,595.56	13,595.56	6.80
4290	Other charges for services	25,000.00	20,213.64	20,213.64	80.85
4320	State grants	0.00	908.00	908.00	0.00
4610	Investment revenue	203,084.00	13,901.34	13,901.34	6.85
4630	Miscellaneous revenues	33,000.00	5,444.60	5,444.60	16.50
4701	Interest Subsidy	111,000.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	200,666.67	8.33
4920	Transfer in from Fund 20	6,709,000.00	252,166.66	252,166.66	3.76
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	94,583.34	8.33
Revenue	Revenue	25,049,084.00	1,902,632.44	1,902,632.44	7.60
Expense	Expense				
5110	Regular employees	3,000,000.00	254,479.49	254,479.49	8.48
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	7,007.26	7,007.26	6.55
5210	Employee Ins	690,000.00	47,634.18	47,634.18	6.90
5230	Social Security	240,000.00	19,671.48	19,671.48	8.20
5240	Retirement	616,000.00	48,135.51	48,135.51	7.81
5250	Trimet	23,000.00	2,047.74	2,047.74	8.90
5260	Unemployment	29,000.00	0.00	0.00	0.00
5270	Workers compensation	45,000.00	44,815.37	44,815.37	99.59
5290	Other employee benefits	29,000.00	6.90	6.90	0.02
6110	Legal services	375,000.00	0.00	0.00	0.00
6120	Accounting & audit services	45,000.00	0.00	0.00	0.00
6155	Contracted Services	732,000.00	5,646.20	5,646.20	0.77
6175	Records Management	5,000.00	388.78	388.78	7.78
6180	Dues & subscriptions	52,000.00	17,422.00	17,422.00	33.50
6220	Electricity	296,000.00	3,982.92	3,982.92	1.35
6230	Telephone	57,000.00	439.57	439.57	0.77
6240	Natual gas	5,000.00	90.57	90.57	1.81
6250	Solid waste disposal	81,000.00	12,813.54	12,813.54	15.82
6290	Other utilities	21,000.00	3,342.22	3,342.22	15.92
6310	Janitorial services	35,000.00	0.00	0.00	0.00
6320	Buildings & grounds	81,000.00	5,197.42	5,197.42	6.42
6330	Vehicle & equipment maint.	50,000.00	449.69	449.69	0.90
6340	Distribution system maint	250,000.00	4,444.94	4,444.94	1.78
6342	Collection system maint.	320,000.00	2,212.25	2,212.25	0.69
6350	Computer maintenance	237,000.00	20,387.41	20,387.41	8.60
6390	Other repairs & maintenance	40,000.00	194.16	194.16	0.49
6410	Mileage	6,000.00	0.00	0.00	0.00
6420	Staff training	80,000.00	0.00	0.00	0.00
6430	Certifications	7,000.00	270.00	270.00	3.86
6440	Board travel & training	7,000.00	0.00	0.00	0.00
6510	Office supplies	29,000.00	3,950.04	3,950.04	13.62

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	0.00	0.00	0.00
6525	Chemicals	26,000.00	456.25	456.25	1.75
6530	Small tools & equipment	46,000.00	164.14	164.14	0.36
6540	Safety supplies	48,500.00	1,331.34	1,331.34	2.75
6550	Operational Supplies	21,000.00	740.47	740.47	3.53
6560	Uniforms	22,000.00	1,197.56	1,197.56	5.44
6590	Other supplies	10,000.00	0.00	0.00	0.00
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	0.00	0.00	0.00
6715	Water quality program	5,000.00	542.00	542.00	10.84
6720	Insurance	240,000.00	0.00	0.00	0.00
6730	Communications	167,000.00	134.31	134.31	0.08
6740	Advertising	6,000.00	0.00	0.00	0.00
6750	Other purchased services	15,000.00	0.00	0.00	0.00
6760	Equipment Rental	4,500.00	-211.55	-211.55	-4.70
6770	Bank charges	125,000.00	16,388.85	16,388.85	13.11
6780	Taxes & fees	21,000.00	8,077.56	8,077.56	38.46
6785	ECAP Payments	97,000.00	686.50	686.50	0.71
6810	2010 SRF Loan Principal	910,550.00	0.00	0.00	0.00
6811	2010 IFA Loan Principal	375,273.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	0.00	0.00
6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	327,958.00	0.00	0.00	0.00
6822	2010 IFA Loan Interest	262,828.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	374,576.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	0.00	0.00
6825	Zions Bank loan-interest	30,801.00	0.00	0.00	0.00
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00
6990	Special Payments	552,000.00	0.00	0.00	0.00
7520	Equipment	100,000.00	0.00	0.00	0.00
7540	Vehicles	55,000.00	0.00	0.00	0.00
7600	Capital Improvement Projects	4,275,000.00	0.00	0.00	0.00
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	380,750.00	8.33
8140	Transfers out - Fund 40	812,000.00	0.00	0.00	0.00
8150	Transfers out - Fund 50	2,871,000.00	0.00	0.00	0.00
8171	Transfers out - Fund 71	500,000.00	41,666.67	41,666.67	8.33
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	83,333.33	8.33
8173	Transfers out - Fund 73	500,000.00	41,666.67	41,666.67	8.33
9000	Contingency	10,215,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,081,953.74	1,081,953.74	2.78
<b>Grand Total</b>		<b>-13,932,101.00</b>	<b>820,678.70</b>	<b>820,678.70</b>	<b>-0.0589</b>
<b>Fund Balance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>Total</b>					
<b>Revenue Total</b>		<b>25,049,084.00</b>	<b>1,902,632.44</b>	<b>1,902,632.44</b>	<b>0.076</b>
<b>Expense Total</b>		<b>38,981,185.00</b>	<b>1,081,953.74</b>	<b>1,081,953.74</b>	<b>0.0278</b>



## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Laural Casey, District Recorder
<b>Title</b>	Approval of the July 21, 2020 Meeting Minutes
<b>Item No.</b>	3b and 3c
<b>Date</b>	August 18, 2020

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### Summary of Minutes for Approval

- July 21, 2020 Special Meeting
- July 21, 2020 Regular Meeting



**BOARD OF DIRECTORS  
[REMOTE] SPECIAL MEETING MINUTES – 10:00 A.M.  
JULY 21, 2020**

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Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources and Payroll Manager
David Mendenhall	Plant Operations Manager
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Gail Stevens	Finance Director

Consultants – Present via Zoom:

Chris Duckworth	CDR Labor Law, LLC
Rob Moody	Merina & Company, LLP

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**1. Call to Order & Meeting Facilitation Protocols**

President Williams called the meeting to order at 10:08 a.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 overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

**2. Call for Public Comment**

President Williams 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 confirmed that there were none.

**3. Recess to Executive Session**

President Williams recessed to Executive Session at 10:13 a.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor

negotiations.

Human Resources Manager Binkowski-Burk and Chief Labor Negotiator Duckworth summarized the terms of the tentative agreement for a successor collective bargaining agreement, and they answered questions posed by Board members concerning the terms of the tentative agreement.

#### **4. Adjourn Executive Session**

President Williams adjourned the Executive Session at 10:33 a.m.

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

#### **5. Consideration of Resolution 2020-10 Approving the General Manager to Sign the July 1, 2020 Collective Bargaining Agreement with AFSCME Local 350-10.**

Human Resources Manager Binkowski-Burk overviewed the resolution.

Director Keil moved, Treasurer Knudson seconded.

Secretary/Vice President Gornick asked for the title of the resolution to be changed from "Approving the General Manager" to "Authorizing the General Manager." District Recorder Casey confirmed the change would be made.

President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

#### **6. Call for Public Comment**

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

#### **7. Adjourn Meeting**

President Williams adjourned the meeting at 10:39 a.m.

Respectfully submitted,

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Kevin Williams  
President, Board of Directors

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Paul Gornick  
Secretary/Vice President, Board of Directors

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

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



**BOARD OF DIRECTORS  
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.  
JULY 21, 2020**

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Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources and Payroll Manager
David Mendenhall	Plant Operations Manager
Todd Knapp	Field Operations Manager
Gail Stevens	Finance Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer

Consultants & Presenters – Present via Zoom:

Rob Moody	Merina & Company, LLP
Tommy Brooks	Cable Huston, LLP
Scott Duren	Water Systems Consulting, Inc.
Kimberly Swan	Clackamas River Water Providers
Christine Hollenbeck	Clackamas River Water Providers

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**1. Call to Order & Meeting Facilitation Protocols**

President Williams called the meeting to order at 6:03 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, staff, and consultants.

General Manager Chaplen extended a special welcome to Gail Stevens, the District's new Finance Director, joining the District for her very first regular meeting.

General Manager Chaplen introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners. She introduced consultant Scott Duren from Water Systems Consulting and Clackamas River Water Providers presenters, Kimberly Swan and Christine Hollenbeck.



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

## **2. Call for Public Comment**

President Williams 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 confirmed that there were two.

President Williams asked members of the public if any would like to provide testimony.

Lynn Fischer said hello and that he was just listening in.

Thelma Haggenmiller stated she was on the line and had no comment.

## **3. Consent Agenda**

Director Keil asked if the State Grant Revenue on the General Ledger was related to COVID. Financial Consultant Moody confirmed. Director Keil asked why the District had not spend any of the funds. Financial Consultant Moody explained that they were reimbursement funds for COVID related expenditures.

Director Keil asked what the Advertising line in the Administrative and Finance fund covered. Financial Consultant Moody explained it was for Budget related publications.

Director Keil noted underspending in the Technical Services Materials and Services line, asking for staff to pay attention to previous year spending when formulating the next year's budget. Financial Consultant Moody explained that the Technical Services team was understaffed during the previous fiscal year resulting in underdevelopment of planned projects. He noted that the current fiscal year budget had been calculated correctly.

Director Keil noted the Wastewater Contracted Services line was severely overspent on. Financial Consultant Moody explained that the previous fiscal year's budget was artificially low, noting that staff had allocated expenses to the appropriate line instead of where they had been budgeted. Plant Operations Manager Mendenhall confirmed the adjustment to historical accounting of that line during the previous fiscal year.

Director Keil stated the District should do better with the Building and Grounds expenses. Financial Consultant Moody agreed and explained the report reflects an allocation to the correct fund regardless of where it was budgeted for.

Financial Consultant Moody highlighted the Emergency Customer Assistance Program (ECAP) payments reflected in the General Ledger. He noted the budget had not been identified for the line item, but the line had been created so that funds would not be categorized in Contracted Services.

Plant Operations Manager Mendenhall stated HVAC expenses once categorized as Contracted Services were now in Buildings and Grounds, noting that not all expenses in that line were for landscaping.

Director Keil noted the high ending balance in the Drinking Water Capital Outlay. Financial Consultant Moody explained the budget reflected an anticipated purchase of land or construction of a new District building, which did not occur.

Secretary/Vice President Gornick noted the Drinking Water Capital Improvement Projects line was underspent. Financial Consultant Moody explained budgeting strategy to allow for maximum flexibility, noting the unspent funds roll into the next fiscal year's beginning balance. District Engineer stated there was exaggerated budgeting to allow the District flexibility when planning for a new building.

Treasurer Knudson asked for an explanation of what happens to delinquent time payment agreements. Secretary/Vice President Gornick asked for a comparison of delinquent accounts to last year's totals. Financial Consultant Moody stated the District was not tracking accounts in that way last year and that there is not a lot the District can do at this time regarding delinquent accounts. He noted accounts have been notified in writing and customers have been encouraged to contact the billing department to create an achievable agreement. Treasurer Knudson added that the District was not engaging in service shut offs. Financial Consultant Moody noted consequences for delinquent ECAP time payment agreements and staff's continued work on the ECAP program. General Manager Chaplen stated that staff would address shut offs with the Board when the time was right, but in the interim, staff may need to address individual unresponsive and delinquent customers with the Board. Treasurer Knudson stated that without shut offs, the District would most likely see underutilization of customer assistance programs.

Treasurer Knudson asked about the Bank Charges line in the General Ledger and whether there was an increase of credit card processing fees due to COVID in the recent months. Finance Director Stevens explained the increase was due to a large system development charge (SDC) made at the end of the fiscal year with high bank fees.

President Williams called for a motion. Treasurer Knudson moved to approve the Consent Agenda. Director Keil seconded.

Secretary/Vice President Gornick asked about the Sewer Pump Station 5 Rebuild project costs and if the remaining funds were anticipated to cover the construction portion of the project. Water Services Engineer Ogbeide explained the special issues related to the project that highlighted possible underbudgeting, including prioritizing the most difficult pump station and working on a very steep embankment.

Director Keil asked if the mobile generator could be used elsewhere. Water Services Engineer Ogbeide and Plant Operations Manager Mendenhall confirmed the generator's compatibility at Pump Stations 4, 5, and 6. Director Keil asked if the solution was just a better place to store the mobile generator. District Engineer Rice explained the generator was an eye-sore to the

neighbors and staff's intent was to look into various options that would suit District needs while being a good neighbor. President Williams asked if there would be use for the mobile generator if a permanent generator was installed. Plant Operations Manager Mendenhall confirmed the generator's compatibility with all Pump Stations besides Pump Station 3 and the reason for the current full-time station at Pump Station 5.

President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

#### **4. Presentation by Clackamas River Water Providers**

General Manager Chaplen introduced presenters, Kimberly Swan and Christine Hollenbeck, from Clackamas River Water Providers (CRWP).

Ms. Swan overviewed the local agency conservation efforts made possible through partnership with CRWP. She detailed historical support of EcoBiz and Pollution Prevention Resource Center. Ms. Swan highlighted summer water supply and the geographical water use outlook in the coming months. She discussed fish flow targets and voluntary water curtailment.

Director Van Loo asked if there were fish being put in the river currently. Ms. Swan noted PGE's chart denoting what fish are in the river at any given point in time. Director Van Loo asked if there were any summer Steelhead in the river. Ms. Swan was unsure without further research. Secretary/Vice President Gornick accessed the chart and stated the peak for summer Steelhead being May through July.

Secretary/Vice President Gornick asked what caused the intraday rise and fall in river water levels. Ms. Swan guessed it could be caused by customer water use fluctuations based on time of day. Director Van Loo added the Willamette River tides could be a cause.

Ms. Swan concluded that while there has not been much discussion about water curtailment at the end of the summer, CRWP encourages wise water use year-round.

Ms. Hollenbeck overviewed water conservation tools available to District customers including rebate programs, landscape water audits, and the Fish on the Run campaign.

Director Van Loo asked if the Oregon Department of Fish and Wildlife's In-Water Work Window was still during August and September. Ms. Swan stated CRWP was not involved in fish restoration and mostly focused on water levels in the river during the fish run in September and October. General Manager Chaplen reiterated that if there is not enough water in the river for fish, the District would have to ask customers to use less water.

#### **5. Unclaimed Property: Checks Policy Adoption**

Financial Consultant Moody overviewed the policy reviewed during the previous meeting. He

answered the question asked by Director Van Loo regarding if unclaimed funds were sent to the State, confirming that they were.

President Williams called for a motion. Director Van Loo moved to approve the Unclaimed Property: Checks Policy as presented. Secretary/Vice President Gornick seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

## **6. Water Master Plan Workshop**

District Engineer Rice reviewed the input received for the Water Master Plan (WMP).

Director Keil asked if Treasurer Knudson's remarks had been integrated into the WMP and when the plan was due to the Oregon Health Authority (OHA). District Engineer Rice stated each remark had been addressed and all staff responses would be overviewed throughout the presentation.

District Engineer Rice discussed the WMP drafting process and how the necessary information was gathered. He answered Director Keil's question regarding a due date stating there is not one, only a need for OHA to approve the WMP when completed. Director Keil asked if it was reasonable to assume the WMP would be approved by January. District Engineer Rice explained that the approval process should not be much longer than a month.

District Engineer Rice overviewed the five-year review cycle of the WMP using new data about population, zoning changes, and other standards.

Consultant Duren summarized each chapter of the WMP. He highlighted important notes such as the District's reliance on one water source, right-sizing performance goals, and characterizing existing demand to project future demand. Consultant Duren noted the WMP calculations included non-revenue water, which the District has already implemented mitigation efforts for. Consultant Duren highlighted fire flow modeling, rehabilitation and replacement timelines, seismic analysis, water quality, and the Capital Improvement Program.

Secretary/Vice President Gornick asked if the density projection calculations were annual percentages. Consultant Duren replied the projection percentages were calculated over the life of the WMP.

Director Keil asked if age was the only factor in assessing the replacement of infrastructure. Consultant Duren noted the WMP only assessed infrastructure based on age, but overall, the District has multiple means by which the repair and replacement of infrastructure is assessed.

Consultant Duren overviewed the changes in SDCs since last presented to the Board and how the charges are calculated. Director Keil stated that if compared to income levels, the regional SDC costs would be disproportionate. Financial Consultant Moody asked if there was a breakdown between the SDC reimbursement costs and the growth component. Consultant

Duren noted he did not have one, but that the calculations were about fifty-fifty. President Williams asked how the District could explain a ten-thousand-dollar SDC to customers unhappy with a two-thousand-dollar charge. Consultant Duren explained the proposed charge is the upper boundary of the District's ability and that the Board was able to set the charge at an appropriate amount after receiving all the information. General Manager Chaplen stated the SDCs were not only for customers, but also developers, noting the general public's opinion seemed to be for growth to pay for growth. Financial Consultant Moody stated the need for the Board to have a conversation with the rate consultant regarding this issue as the District decides what to do with rates. Treasurer Knudson cautioned the Board to not be sidetracked by an SDC conversation when discussing the role of the Water Master Plan.

Treasurer Knudson credited Consultant Duren and those working on the WMP. He noted concerns with the short period of population projections, but stated the plan was an effective starting point for an iterative process based on the annual budget and financial plan. Director Keil expressed concern about the financial plan, stating the plan should cover all three services and rank across all asset classes.

Director Van Loo supported the WMP and was in favor of an update every five years. President Williams agreed and was optimistic of the relationship between an iterative WMP process and long-term financial planning.

Director Keil asked how many of Treasurer Knudson's comments had been addressed. District Engineer Rice overviewed the different types of comments and confirmed every item had been addressed.

There was a discussion on the Oregon Health Authority (OHA) approval process and speculation of what items the reviewer would be looking for. Treasurer Knudson believed OHA would focus on the seismic updates.

Director Keil moved to approve staff to send the Draft Water Master Plan to OHA. Director Van Loo seconded.

President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

#### MOTION CARRIED

Secretary/Vice President Gornick asked to return to the Declaration of State of Emergency extension stating the Addendum did not have a date to be extended to. General Manager Chaplen noted staff's recommendation was for one month until the next Board meeting.

Treasurer Knudson moved to reconsider the Consent Agenda item and modify the extension date to August 18. Director Van Loo and Secretary/Vice President Gornick seconded.

President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye:

President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

## **7. Departments Reports**

- **Finance Report**

Financial Consultant Moody overviewed the Finance Department report highlighting a new Finance Director, the beginning of the fiscal year 2019-2020 financial audit, and staff efforts to verify meter data in the financial system. He gave an update on the billing verification process. Director Keil asked if there were any findings after assessing the commercial accounts. Financial Consultant Moody replied there was nothing remarkable found, noting an approximate discrepancy of twenty-five thousand dollars that has been corrected in the system.

Director Keil asked if the more complex meter testing had been started. Field Operations Supervisor Lyon stated four meters had been replaced and that the District's large volume customers using ten-inch meters would receive new meters with bypass technology so the meters could be easily tested in the future. General Manager Chaplen explained the meter testing program is still being developed, but efforts are being made to make the process more efficient. Field Operations Supervisor Lyon detailed bypass installation and vault updates as improvements in the system.

Financial Consultant Moody summarized the updated Corrective Action Plan matrix that has been shared with the financial auditors. General Manager Chaplen explained staff's ability to work on the corrective action items for only half of the year being audited but stated the current year will show much improvement. Director Keil stated there has been a lot of progress based on the Corrective Action Plan matrix and it was not a small accomplishment. Treasurer Knudson asked if there have been any personnel changes with the auditor's team. Financial Consultant Moody and General Manager Chaplen confirmed the same team members as the previous audit.

- **Plant Operations Report**

Plant Operations Manager Mendenhall thanked the Field Operations team for biosolid hauling support. He overviewed the monthly Plant Operations Report highlighting photos of work being done at the treatment plant and District rainfall compared to other local areas.

Director Keil asked if the District could resample within 24 hours of an exceedance. In response, Plant Operations Manager Mendenhall stated the permit is based on a monthly average, during which there may be single exceedances as there was during the last month.

- **Field Operations Report**

Field Operations Manager Knapp overviewed the year-end graphs included in his report. He

detailed a water main break, leak detection efforts, new meter installations, and non-revenue water testing being conducted on old water meters. Field Operations Manager Knapp reported on work to redirect beaver activity in the waterways along the trolley trail, commending both the Water and Collections teams. He noted Backflow Program enrollment statistics and Director Keil mentioned the ease of the Backflow Program process.

- **Technical Services Report**

District Engineer Rice highlighted an MS4 draft permit, the final developments for the Boardman Wetland Complex, various completed sewer and water projects, and work on the Water Master Plan. He reported on staff member Lara Christensen's promotion to Water Quality Coordinator and the need to fill the Outreach Specialist position. District Engineer Rice overviewed meter performance and non-revenue water tracking. He noted an increase in development due to the School District's work on local schools and Rose Villa's project.

Secretary/Vice President Gornick asked for specifics related to the new Clackamas County pavement restoration standards. District Engineer Rice confirmed a request to have the County present the new paving standards to the Board. He provided a general overview of the standards and the issues that have been identified by the District, including additional project costs and communication between the District and the County. Secretary/Vice President Gornick noted the new standards do not take road condition into account. There was discussion on the difficulty of maintaining County standards within the District.

## **8. Call for Public Comment**

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

President Williams asked members of the public if any would like to provide testimony.

There were none.

## **9. Business from the Board**

President Williams reported on the June 27, 2020 North Clackamas County Water Commission meeting, highlighting no rate increase and no fiscal year true-up. He overviewed the Water Plant Operator Training Program being formed by the Southfork Water Board. Director Van Loo asked if the Board of Directors could send a letter of support. General Manager Chaplen stated she would collaborate with the Commission's General Manager to facilitate a letter of support. Human Resources Manager Binkowski-Burk asked how the training program would differ from the Clackamas Community College WET program. President Williams noted the program's focus would be on water plant operators versus wastewater plant operators.

President Williams reported on the Jennings Lodge Community Planning Organization meeting highlighting budget shortfalls, a petition for park services, records requests regarding HB 2001, a County Library Forum, and an Equity Resolution Petition.

President Williams reported on the June 11, 2020 Clackamas River Water meeting, highlighting the use of County Corrections work crews to complete projects and an extension of the current labor agreement with a 2.6 percent wage increase.

Secretary/Vice President Gornick reported on the June 24, 2020 Sunrise Water Authority meeting, highlighting an end to the Authority's State of Emergency and the addition of employer paid PERS payments for staff.

Secretary/Vice President Gornick reported on the July 2, 2020 C4 meeting held as a substitute for the annual retreat. Agenda items prioritized for discussion were the I-205 widening and seismic upgrades, the Strategic Investment Fund, I-205 tolling, HB 2001, and the Get Moving 2020 measure.

Director Keil stated she did not attend the North Clackamas Chamber webinar but would like to use the Chamber's Public Policy Forum to present various issues the District is facing. General Manager Chaplen overviewed work with the District's communications consultants on the refinement of an overarching approach. She stated the consultants would like to meet with each Director to hear about the various experiences they are having with other entities. Directors Keil and Van Loo stated they would work on a presentation for the Forum. Director Van Loo thought the Emergency Customer Assistance Program was worth promoting. General Manager Chaplen offered staff support in the formulation of the presentation.

## 10. Adjourn Meeting

President Williams adjourned the meeting at 9:12 p.m.

Respectfully submitted,

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Kevin Williams  
President, Board of Directors

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Paul Gornick  
Secretary/Vice President, Board of Directors

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

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



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Extension of the March 17, 2020 Declaration of State of Emergency  
**Item No.** 3d  
**Date** August 18, 2020

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### 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, as extended by Addendum No. 1 on April 21, 2020, Addendum No. 2 on May 19, 2020, Addendum No. 3 on June 16, 2020, Addendum No. 4 on July 21, 2020, currently ends the State of Emergency on August 18, 2020.

The Oregon Health Authority has been monitoring various indicators measuring the health burden of COVID-19 in each county, and the public health capacity to respond. Counties have applied to the Governor to enter various phases of reopening consistent with meeting those health indicators. As of the date of this staff report, Clackamas County is in Phase 1 of three phases of reopening.

To date, 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.

### **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 next Board meeting on September 15, 2020.

### **Alternatives to Recommendation**

The Board can decline to extend the Declaration of State of Emergency.

### **Attachments**

1. Addendum No. 5 to the March 17, 2020 Declaration of State of Emergency

## OAK LODGE WATER SERVICES DISTRICT

### ADDENDUM NO. 5 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 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 21<sup>st</sup> *Addendum No. 1*, the May 19<sup>th</sup> *Addendum No. 2*, the June 16<sup>th</sup> *Addendum No. 3*, the July 21<sup>st</sup> *Addendum No. 4* (“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 September 15, 2020, unless superseded or earlier terminated.

**Section 3. Effect on Declaration.** This Addendum No. 5 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. 5. All other terms of the Emergency Declaration remain the same.

**INTRODUCED AND ADOPTED THIS 18th DAY OF AUGUST 2020, EFFECTIVE AS OF THE DATE OF ADOPTION.**

OAK LODGE WATER SERVICES DISTRICT

By \_\_\_\_\_ By \_\_\_\_\_  
Kevin Williams, President Paul Gornick, Secretary/Vice President

## STAFF REPORT

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**To** Board of Directors  
**From** Haakon Ogbeide, Civil Engineer  
**Title** Approval of Aeration Blower and Baffle Project Engineering Design Contract  
**Item No.** 3d  
**Date** August 18, 2020

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### Summary

In FY 2019, the District hired engineers at Murraysmith to study how the District can improve the way we aerate sewage at the treatment plant. The final Aeration Study confirmed how two of the four aeration basin trains could be shut down during much of the year and conserve an estimated 366,000 kWh of electricity annually – the equivalent of 30 residential homes. To make this lighter treatment regime possible, one of the three aeration blowers needs to be replaced by a smaller, less wasteful, and more versatile type of blower. Within the Aeration Basin itself, a baffle wall will bisect the first of four trains, devoting 1/8<sup>th</sup> of the entire Aeration Basin to controlling nitrogen and acid levels in the new regime. This Staff Report seeks to initiate a final engineering design contract with Murraysmith in the amount of \$80,855 via the District's On-Call Engineering Services Contract to finalize the design of these aeration improvements.

### Background

2010 - 2013: A new Aeration Basin, and Aeration Blowers, are designed to treat sewage loads expected from the Cannibal treatment process.

2013 - 2018: Cannibal treatment does not reduce biosolids as expected. Plant Operations adjust to the new facility but over-aerate to provide quality treatment. The aeration blowers currently installed are too large for the smallest sewer loads (BOD loads) the plant receives. At the extreme, the time of lowest air demand is during a winter night. Cool winter stormwater infiltrating into sewer lines carries with it dissolved oxygen, reducing the need for blowers to mechanically supply this oxygen at the plant. Furthermore, at night, there are few people awake flushing sewage down the drain, so the sewer load is low too. During these times, the current blowers get turned down as low as they will go yet keep blowing too much air. This over-aeration causes the oxygen concentration in the Aeration Basin to spike in the early morning, and elevated oxygen levels prevent microorganisms from consuming sewage effectively.

2013 - 2018: Additionally, one of the existing Aeration Blowers undergoes ongoing mechanical issues that are difficult to fix since the model is a limited edition, and spare parts are hard to come by. This project salvages the troublesome blower for parts, which can service the operational blowers that remain in the future.

Jun 2019: The Aeration Study re-engineers the aeration process and seeks a more efficient way to aerate sewage. This study suggests improvements to allow half of the entire aeration basin to be turned off for much of the year and serves as a pre-design for this final design contract.

Aug 2019: District Staff apply for energy conservation funding from Energy Trust of Oregon (ETO). ETO prepares a Technical Analysis Study, which estimates this project will save 366,000 kWh of electricity annually, cutting \$23,000 off the District's electricity bill every year. Without incentives, this project will pay for itself in 15 years. However, ETO is offering a one-time incentive to help cover the project's capital costs. Their study estimates they can provide \$117,000 towards this project, cutting the payback period to under 12 years.

Jun 2020: The FY 2021 Budget is adopted with \$150,000 + \$150,000 allocated for each of the WTP Blower Rehab Project and Aeration Baffle Wall Projects. These two capital projects are combined in the attached Scope of Work.

Jul 2020: For this Staff Report, Technical Services Staff roughly estimates how much this project will cost the District:

<b>ITEM</b>	<b>COST</b>
Final Design	\$81,000
Construction	\$304,000
Energy Trust of Oregon Incentive	-\$117,000
<b>Total Cost to District</b>	<b>\$268,000</b>

### **Past Board Actions**

June 2018: Approval of the FY 2019 Budget, including the \$50,000 Aeration Study, which served as a pre-design for this design contract.

June 2020: Approval of the FY 2021 Budget, which includes \$300,000 for Blower Rehab and Baffle Wall Projects.

### **Concurrence**

Technical Services staff have collaborated with Plant Operations in developing this project.

## **Recommendation**

Staff recommends the Board approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Murraysmith for the final engineering design of the Aeration Blower and Baffle Project for \$80,855.

## **Attachments**

1. Murraysmith, Scope of Work for Aeration Basin Upgrades Final Design



July 27, 2020

Mr. Haakon Ogbeide  
Civil Engineer  
Oak Lodge Water Services District  
14611 SE River Road  
Oak Grove, OR 97267

Re: Proposal for WRF Aeration Basin Upgrades Final Design

Dear Haakon:

Please find attached Murraysmith's proposal for providing final design services for the OLWSD WRF Aeration Basin Upgrades Project. Following is an overview of our proposed Scope of Work, Budget and Schedule.

### **Scope of Work Overview**

The Scope of Work, included as Exhibit A, includes final design of the Aeration Basin Upgrades based on the Preliminary Report prepared by Murraysmith. The project generally includes installation of a new aeration blower, aeration basin baffle wall, and manual isolation valve for process air.

The following tasks are included in the Scope of Work:

**Task 1** Project Management

**Task 2** Final Design

### **Budget**

Murraysmith's proposed project budget of **\$80,855** is detailed in the Proposed Fee Estimate included as Exhibit B.

### **Schedule**

The proposed project duration is anticipated to be five (5) months for final design. Our team is available to begin work immediately following Notice-to-Proceed from the OLWSD.

### **Terms and Conditions**

Terms and conditions will be in accordance with Personal Services Agreement with Oak Lodge Water Services for 2018-2022 Technical On-Call Services executed in September 2018.



We look forward to building on our previous evaluation and working with OLWSD on this important project that will assist in improving and optimizing your WWTP operations and energy consumption.

Sincerely,



MURRAYSMITH  
Austin Rambin, PE  
Project Manager

WAR:mrs

Enclosures:

Exhibit A Scope of Work  
Exhibit B Budget

# EXHIBIT A

## SCOPE OF WORK

### AERATION BASIN UPGRADES FINAL DESIGN OAK LODGE WATER SERVICES DISTRICT, OREGON

#### Introduction

Oak Lodge Water Services District (OLWSD) owns and operates the OLWSD Wastewater Treatment Plant (WWTP) located at 13750 SE Renton Avenue in Oak Grove, Oregon. Major WWTP upgrades were completed in 2012 that included installation of blowers and aeration system piping. However, the installed aeration equipment is not sized to easily meet current plant inflows, BOD loads, and aerobic digestion needs.

In June of 2019, Murraysmith completed an evaluation of the aeration system and provided recommendations for improvements. The proposed project includes addition of a baffle system within the aeration basin, a new blower, associated aeration piping, and the addition of an isolation valve on the existing aeration header allowing more process air to be diverted to the aerobic digesters. Based on discussions with OLWSD staff, the District would like to complete construction by the end of June 2021.

The scope of work includes final design of the Aeration Basin Upgrades Project as described below. Bidding, construction services, and system integration are not included in this scope of work.

#### Task 1 – Project Management

The objective of the Project Management task is to verify the design team stays on track to deliver the project on time and budget, coordinating with OLWSD staff. This task includes conducting the design phase project kickoff meeting, monthly project check-ins with OLWSD staff, and other project management activities required to keep the project on track.

##### *Task 1.1 – Project Kickoff Meeting*

A virtual project kickoff meeting will be held using Microsoft Teams or other video conferencing software to review the Aeration Basin Evaluation Report and staff prepared Blower Report; and discuss the final design scope and schedule, including any concerns or requests from the OLWSD staff.

### *Task 1.2 – Monthly Project Status Reports & Invoices*

Monthly project status reports will summarize the current project status, noting key outstanding issues that may impact the scope, schedule, or budget. Monthly invoices will be included with the monthly project status reports. The project will be managed to maintain the scope, schedule, and budget.

### *Task 1.3 – Monthly Project Check-in Conference Calls*

Conduct monthly project check-in conference calls with OLWSD staff and key Murraysmith design team members to review current project status, discuss key/outstanding issues and related discussion items. Call duration is estimated to be 1 hour and will be attended by Murraysmith's Project Manager and Project Engineer.

#### *Task 1 Deliverables*

- One electronic (PDF) copy of the Project Kickoff Meeting agenda and minutes.
- One electronic (PDF) copy of Monthly Project Status Reports with invoices.

#### *Task 1 Assumptions*

- Project duration is assumed to be five months for final design. Therefore, five monthly progress reports and invoices are included in the Scope of Work.
- The Project Kickoff Meeting will be conducted via video conference.

## **Task 2 – Final Design**

Murraysmith will provide services to advance the conceptual design and complete Final Design by preparing the final Contract Documents (CDs) for bidding. This task includes a 90% design development, 90% design review workshop and the final CD preparation.

### *Task 2.1 – 90% Final Design*

Develop the design from conceptual design to 90% and prepare the 90% Design Submittal, including 90% construction drawings, final draft Division 1-48 specifications, 90% Engineer's Opinion of Probable Construction Cost (OPCC) and updated project schedule.

Approximately 16 construction drawings will be prepared in the 90% Design Submittal for General, Mechanical, Structural, Electrical, Process and Instrumentation Diagrams (P&IDs) along with associated specifications. Scope of Work Attachment 1 contains the preliminary final design drawing sheet list.

### *Task 2.1 Deliverables*

- One (1) electronic (PDF) copy of 90% Design Submittal including 90% construction drawings, specifications, 90% OPCC and project schedule.

### *Task 2.1 Assumptions*

- Existing survey elevations from record drawings will be used for final design. No field surveying is anticipated to be required as part of final design.
- Previous geotechnical reports will be used for final design. No additional geotechnical information will be required as part of final design.
- Two (2) WWTP site visits are budgeted for up to two Murraysmith staff during 90% Design for field verifications, meetings with OLWSD staff and other miscellaneous items requiring onsite coordination.
- Final design will be based on the Aeration Basin Evaluation Report prepared by Murraysmith. No 60% Design Submittal is anticipated as most key design assumptions have been addressed during the evaluation.
- OLWSD staff have determined the type and size of blower for the project, that information will be incorporated into the drawings and specifications.
- Existing WWTP record drawings will be used for drawing backgrounds.

### *Task 2.2 – 90% Design Review Workshop*

Hold a virtual meeting with OLWSD staff to review the 90% Design Submittal using Microsoft Teams or other video conferencing software. The workshop is budgeted for 4 hours duration and will be attended by Murraysmith’s Project Manager and Project Engineer.

### *Task 2.2 Deliverables*

- One electronic (PDF) copy of agenda and minutes from the 90% Design Review Workshop.

### *Task 2.2 Assumptions*

- The 90% Design Review Workshop will be scheduled approximately 2 weeks following delivery of the 90% Design Submittal to OLWSD.
- The 90% Design Review Workshop will be conducted via video conference.
- Minutes from the 90% Design Review Workshop will be completed within 5 days of the workshop.

### *Task 2.3 – Prepare Final Contract Documents (Final CDs)*

Incorporate comments from the 90% Design Submittal review and prepare the Final CDs, including technical specification sections (Division 1-48), final construction drawings, final Engineer's OPCC, and construction schedule.

#### *Task 2.3 Deliverables*

- One electronic (PDF) copy of the Final Contract Documents to be used for bidding, including technical specifications, construction drawings, OPCC and construction schedule.

#### *Task 2.3 Assumptions*

- Drawings and specifications included in Final CDs will be electronic. No documents will be printed.
- OLWSD to provide Front End and Division 0 contract documents and will prepare the complete package for Contractor bidding.

# ATTACHMENT 1

## FINAL DESIGN SHEET LIST

Sheet No.	Sheet Title
G-001	Title Sheet, Index of Drawings, Vicinity, and Location Maps
G-002	General Notes, Abbreviations, and Design Criteria
C-100	Overall Site and Staging Area Plan
S-001	General Structural Notes and Details
S-100	Aeration Basin Baffle Wall Plan and Section
M-001	Mechanical Legends, Symbols, and Abbreviations
M-100	Mechanical Details
M-110	Aeration Blower Mechanical Plan and Section
M-120	Aeration Isolation Valve Mechanical Plan and Section
E-001	Electrical Legends, Symbols and Abbreviations
E-002	Electrical One Line Diagram and Conduit/Wire Schedule
E-003	Electrical Details and Schematics
E-110	Electrical Plan – Blower Shed
P-001	Instrumentation, P&ID Notes, Symbols, and Abbreviations
P-110	Aeration Blower P&ID
P-120	Aeration Isolation Valve P&ID

WWTP Aeration Basin Upgrades Final Design  
Oak Lodge Water Services District  
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)						Hours	Labor	Subconsultants		Subconsultant Multiplier	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	PIC Principal Engineer VI	PM Professional Engineer VIII	PE Engineering Designer II	QA/QC Principal Engineer III	CAD Technician II	Admin Admin. II			Industrial Systems	Peterson Structural Engineers					
	\$270 Perry	\$202 Rambin	\$143 Davis, P.	\$239 Zhang	\$120 McFaddin	\$101 Steinberg									
<b>Task 1 - Project Management</b>															
<b>Task 1.1 - Project Kickoff Meeting</b>	2	2	4			2	10	\$ 1,761			1.1	\$ -	\$ 23	\$ -	\$ 1,784
<b>Task 1.2 - Monthly Project Status Reports and Invoices (5)</b>		5				5	10	\$ 1,553			1.1	\$ -	\$ -	\$ -	\$ 1,553
<b>Task 1.3 - Monthly Project Check-in Conference Calls (5)</b>		5	8				13	\$ 2,208			1.1	\$ -	\$ -	\$ -	\$ 2,208
<b>Task 1 Subtotal</b>	<b>2</b>	<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>33</b>	<b>\$ 5,522</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 23</b>	<b>\$ -</b>	<b>\$ 5,545</b>
<b>Task 2 - Final Design</b>															
<b>Task 2.1 - 90% Final Design</b>	2	20	100	4	70	14	210	\$ 30,391	\$ 10,000	\$ 10,100	1.1	\$ 22,110	\$ -	\$ 1,260	\$ 53,761
<b>Task 2.2 - 90% Design Review Workshop</b>	2	4	6			2	14	\$ 2,468	\$ -	\$ -	1.1	\$ -	\$ 23	\$ -	\$ 2,491
<b>Task 2.3 - Prepare Final Contract Documents (Final CDs)</b>	1	6	26	2	20	5	60	\$ 8,798	\$ 5,000	\$ 4,000	1.1	\$ 9,900	\$ -	\$ 360	\$ 19,058
<b>Task 2 Subtotal</b>	<b>5</b>	<b>30</b>	<b>132</b>	<b>6</b>	<b>90</b>	<b>21</b>	<b>284</b>	<b>\$ 41,657</b>	<b>\$ 15,000</b>	<b>\$ 14,100</b>		<b>\$ 32,010</b>	<b>\$ 23</b>	<b>\$ 1,620</b>	<b>\$ 75,310</b>
<b>TOTAL - ALL TASKS</b>	<b>7</b>	<b>42</b>	<b>144</b>	<b>6</b>	<b>90</b>	<b>28</b>	<b>317</b>	<b>\$ 47,179</b>	<b>\$ 15,000</b>	<b>\$ 14,100</b>		<b>\$ 32,010</b>	<b>\$ 46</b>	<b>\$ 1,620</b>	<b>\$ 80,855</b>



## AGENDA ITEM

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<b>Title</b>	FY 2019-2020 Financial Audit Presentation by Moss Adams
<b>Item No.</b>	4
<b>Date</b>	August 18, 2020

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### Summary

ORS 297.425 requires that Oak Lodge Water Services District be audited and reviewed at least once each calendar or fiscal year by accountants authorized by the Secretary of State to conduct municipal audits.

Moss Adams was selected as the District's financial auditor in April 2019 and completed the fiscal year 2018-2019 audit on January 21, 2020. In conjunction with the clean opinion provided by the auditors, the District received suggested changes to financial and operational processes.

Tonight, Moss Adams representatives will review audit practices and projected timelines for the fiscal year 2019-2020 financial audit.

### Attachments

1. PowerPoint Presentation





# Oak Lodge Water Services District

Pre-Audit Communication with Those Charged with Governance

August 18, 2020



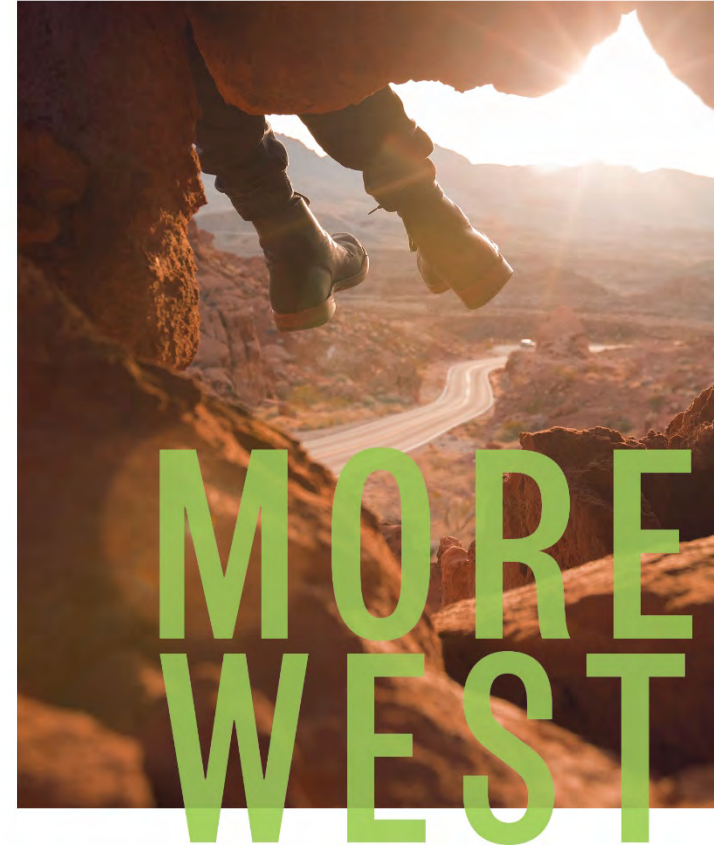
# Board of Directors

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Dear Board of Directors:

Thank you for your continued engagement of Moss Adams LLP. We're pleased to present our audit plan for Oak Lodge Water Services District for the year ending June 30, 2020. We'd also like to discuss current-year developments and auditing standard changes that will affect our audit.

We welcome any questions or input you may have regarding our audit plan, and we look forward to working with you.



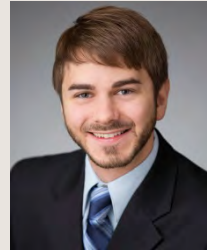
# Your Dedicated Team



**Julie Desimone**  
*Partner*



**Olga Darlington**  
*Concurring  
Reviewer, Partner*



**Keith Simovic**  
*Senior Manager*



**Laurel Stevens**  
*Manager*



# Required Communications to Those Charged with Governance

ENTRANCE



- Auditor's responsibility under U.S. generally accepted auditing standards
- Planned scope and timing of audit

EXIT



- Significant audit findings
- Qualitative aspects of accounting practices
- Difficulties encountered in performing the audit
- Corrected and uncorrected misstatements
- Management representations
- Management consultations with other independent accountants
- Other audit findings or issues



# Our Responsibility

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Assess if the consolidated financial statements prepared by management with your oversight are fairly presented, in all material respects, and in accordance with US GAAP. However, our audit doesn't relieve you or management of your responsibilities.

Perform an audit in accordance with:

- Generally accepted auditing standards issued by the AICPA
- Oregon minimum standards – tests of compliance over certain State of Oregon Statutes

Design the audit to provide assurance about whether the financial statements are free of material misstatement.

Consider internal controls over financial reporting and compliance as a basis for designing effective audit procedures.

Communicate findings that are relevant to your responsibilities in overseeing the specific matters of financial reporting process and administering federal awards.



# Audit Process



## Internal Controls

Includes IT  
Samples will include transactions before and after the onset of COVID-19



## Analytical Procedures

- Revenue and expenses
- Trends, comparisons, and expectations



## Substantive Procedures

- Confirm account balances
- Vouch to supporting documentation
- Representations from attorneys and management
- Examine objective evidence



# Keys to Auditing in a Remote Environment

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Routine scheduled check-in calls with District staff during fieldwork



Exchange information safely and securely over the Moss Adams portal



Use of Webex video-conferencing technology to conduct meetings and screen sharing



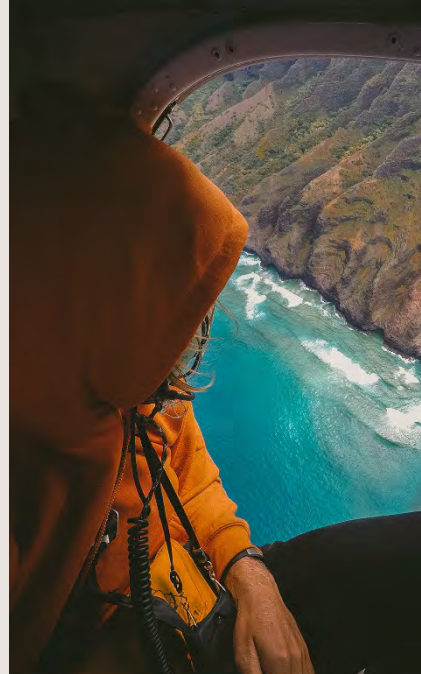
Frequent open items lists shared with District staff during fieldwork



# What's Materiality?

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It's the amount of a misstatement that could influence the economic decisions of users, taken on the basis of the financial statements.



It's calculated using certain **quantitative** (total assets) and **qualitative** factors (covenants, expectations, or industry factors)

It identifies:

SIGNIFICANT RISK  
AREAS

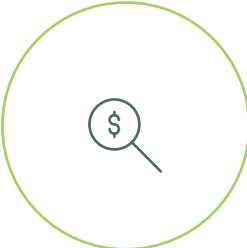
NATURE, TIMING,  
EXTENT, AND SCOPE  
OF TEST WORK

FINDINGS OR  
MISSTATEMENTS





# Significant Audit Areas



**REVIEW OF  
MANAGEMENT'S  
CORRECTIVE  
ACTION PLAN AND  
AUDIT CHANGES  
IN INTERNAL  
CONTROL**



**REVENUES –  
COMPLETENESS AND  
ACCURACY OF CUSTOMER  
BILLINGS**



**IT USER ACCESS  
CONTROLS**



**CONSISTENT  
APPLICATION OF  
INTERNAL  
CONTROLS  
DURING COVID-19**



**CAPITAL ASSETS  
– TIMELY CLOSING  
OF PROJECTS**



# Consideration of Fraud



**AUDITORS MUST CONSIDER FRAUD TO “IMPROVE THE LIKELIHOOD THAT AUDITORS WILL DETECT MATERIAL MISSTATEMENTS DUE TO FRAUD IN A FINANCIAL STATEMENT AUDIT.”**

## To identify fraud-related risks of material misstatement, we:

- Brainstorm with team
- Conduct personnel interviews
- Document understanding of internal control
- Consider unusual or unexpected relationships identified in planning and performing the audit

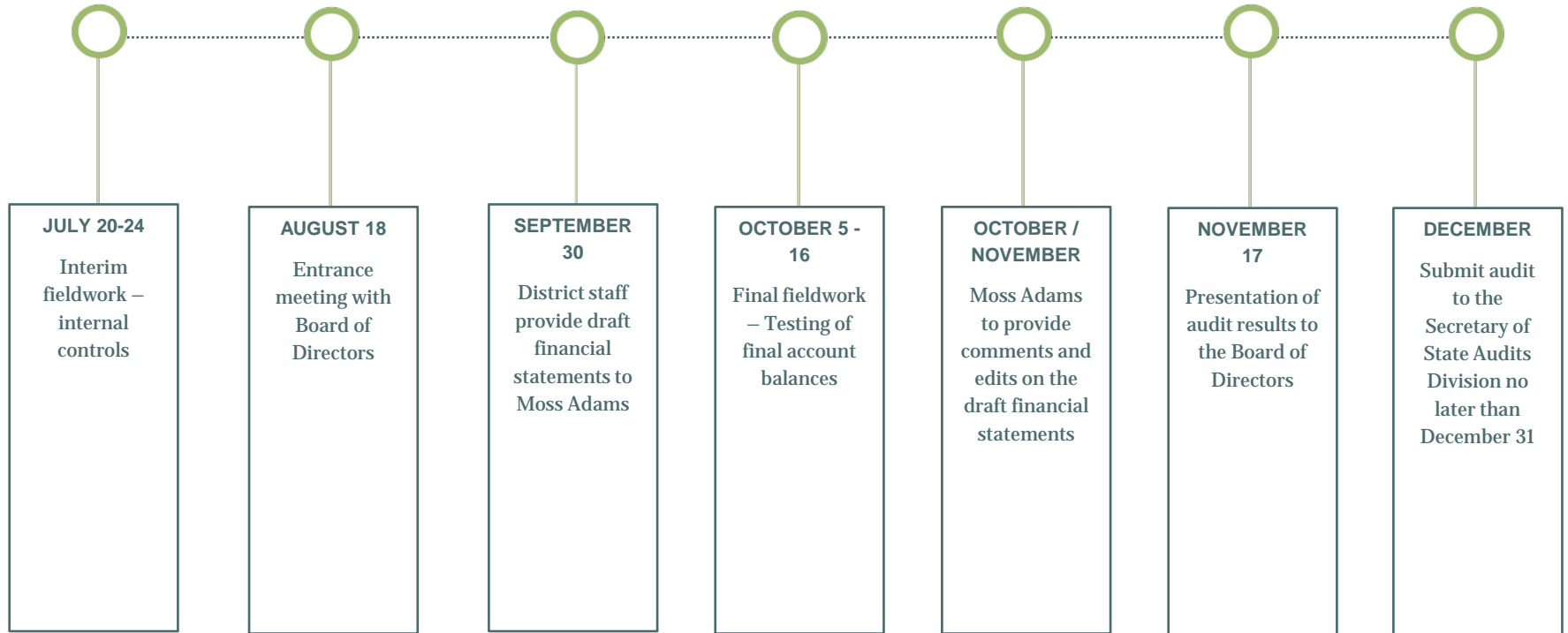
## Procedures we perform:

- Examine general journal entries for nonstandard transactions
- Evaluate policies and accounting for revenue recognition
- Test and analyze significant accounting estimates for biases
- Evaluate rationale for significant unusual transactions



# Audit Timing

2020



# Recent Accounting Developments

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## New Standards

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In light of the COVID-19 pandemic, GASB issued an Exposure Draft, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which is intended to provide relief to state and local governments. The proposal would postpone by one year the effective dates and provisions of the following pronouncements:

*GASB 84, Fiduciary Activities*

*GASB 87, Leases (delayed 2 years)*

*GASB 89, Accounting for Interest Cost Incurred before the End of a Construction Period*

*GASB 90, Majority Equity Interests*

*GASB 91, Conduit Debt Obligations*

*GASB 92, Omnibus 2020, paragraphs 6-10, 12*

*GASB 93, Replacement of Interbank Offered Rates, paragraphs 13 and 14*



# Moss Adams Response to COVID-19

The COVID-19 pandemic has touched all aspects of our lives. We're here to guide you to the information and resources you need now and provide strategies for the changes to come. We'll support you as you rebuild and help you take advantage of rising opportunities.

## NAVIGATE



- Stay up to date with guidance and support to help combat uncertainty
- Reach out to your Moss Adams professional with any questions on the most current updates and advisements

### ARTICLES and WEBCASTS

- **Disruption in Power and Utilities Webcast:** <https://mossadams.com/insights/webinars/2020/04/power-and-utilities-disruption>
- **Cybersecurity Checklist for Remote Work:** <https://mossadams.com/articles/2020/04/cybersecurity-checklist-remote-work>
- **Remote Board Governance Tips Webcast:** <https://mossadams.com/insights/webinars/2020/05/remote-board-governance-tips>

## REBUILD



- Strategize needs and be aware of what's to come
  - We'll connect you with the right resource, either within the greater Moss Adams team or through our various industry contacts
- Review Moss Adams articles and guidance that provide information and regulatory relief

### RESOURCES

- **CARES Act Relief Fund Guidance for Local Governmental Entities:** <https://mossadams.com/articles/2020/05/cares-act-relief-guidance-for-governments>
- **GASB Defers Effective Dates of Major Statements Due to Covid 19:** <https://mossadams.com/articles/2020/05/gasb-defers-statements-84-and-87>
- **Overall Guidance on Covid 19 Implications:** <https://mossadams.com/covid-19-implications>

## THRIVE



- Take steps to bolster your utility's response
- Evaluate additional service needs, such as the following:

- Cloud tools
- Enterprise resource planning
- Financial planning
- Forecasting
- IT security and cybersecurity
- Process improvement
- Outsourced finance accounting
- Risk assessment
- Updates to internal controls

HELPING YOU ADAPT TO UNCERTAIN TIMES



# Contact Us

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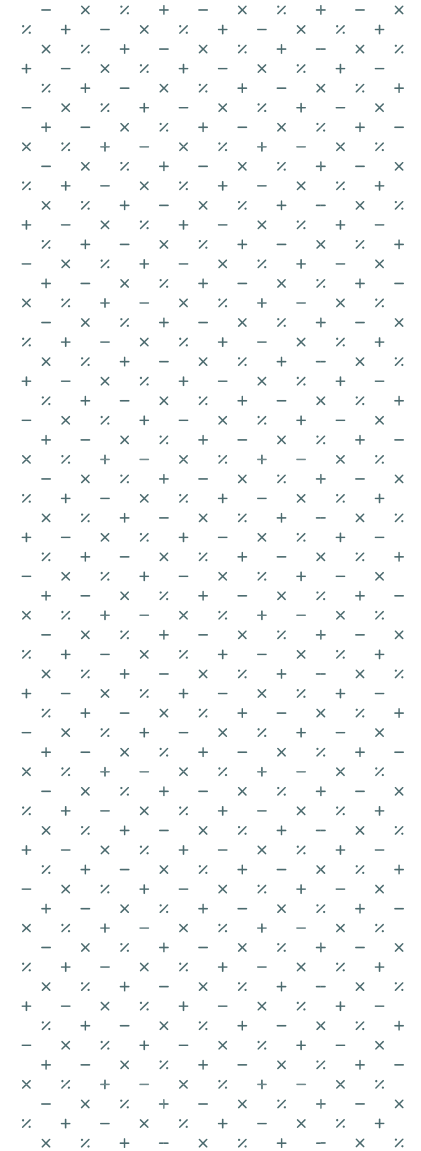
(503) 478-2307





# Thank You

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## STAFF REPORT

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<b>To</b>	Board of Directors
<b>From</b>	Sarah Jo Chaplen, General Manager
<b>Title</b>	Consideration of Communication Plan Framework
<b>Item No.</b>	5
<b>Date</b>	August 8, 2020 for August 18, 2020

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### Summary

Oak Lodge Water Services District has engaged Barney & Worth to prepare a two-year Communications Plan.

### Background

Oak Lodge Water Services District requested assistance from Barney & Worth to develop a two-year Communications Plan that will provide a roadmap for ongoing customer communications. The Communications Plan Framework includes development of community briefing materials, messaging and resources for ongoing communications, and a subsequent customer survey.

### Recommendation

Staff requests Board of Directors consensus on the overall Communications Plan goals and approval of the attached Communications Plan Framework.

### Suggested Board Motion

*"I move to authorize the General Manager to move forward with development of the Communications Plan with Barney & Worth and approve the overall goals and Communication Plan Framework."*

### Attachments

1. Communications Plan Framework



## Communications Plan Framework

Rev. 8.10.2020

### INTRODUCTION

Oak Lodge Water Services District requested assistance from Barney & Worth to develop a two-year Communications Plan that will provide a roadmap for ongoing customer communications.

### COMMUNICATION PLAN GOALS

Based on input from Oak Lodge Water Services District staff and Board of Directors, the Communications Plan goals include:

- Continue trusting relationship with customers
- Unify messaging (brand/voice)
- Identify effective, ongoing methods to listen and share information with customers

### COMMUNICATION PLAN COMPONENTS

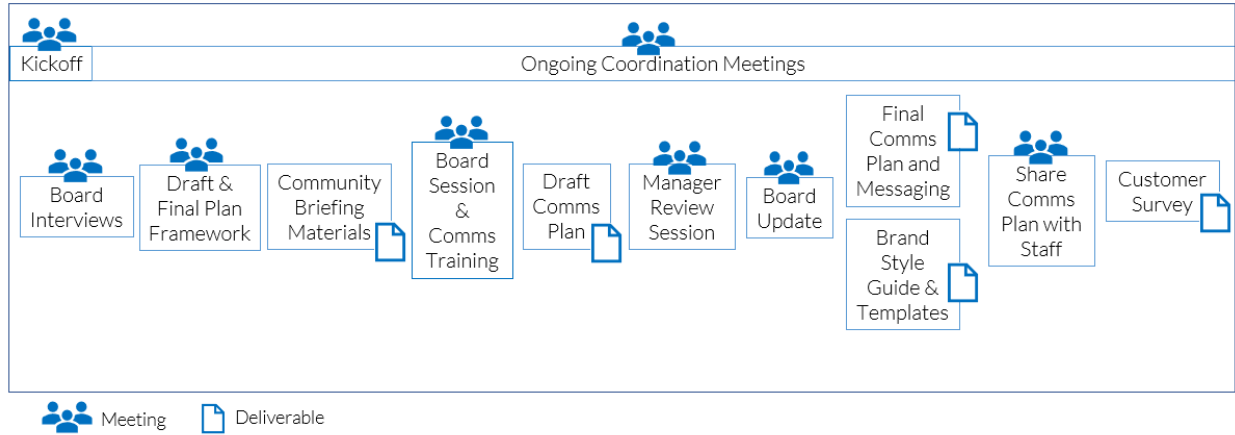
The proposed Communications Plan components include:

- Develop messaging
- Provide internal utility communications training
- Develop basic style guide and branded communications templates
- Recommend metrics to evaluate communications effectiveness
- Identify resource needs to implement communications
- Prepare community briefing materials
- Complete a statistically valid customer survey

## COMMUNICATION PLAN APPROACH

The proposed approach is to develop and share the Communications Plan with staff by October 31, 2020. The customer survey is planned for January 2021.

### Communications Plan Approach



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Declaration of Surplus Property  
**Item No.** 6  
**Date** July 29, 2020 for August 18, 2020

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### Summary

Staff has identified property that is no longer of use to the District and requests that property to be declared surplus by the Board in accordance with the Surplus Property Policy.

### Background

Each year District staff evaluate machinery, equipment, and vehicles for continued use and viability and identify those that have reached the end of their useful lives or are of no use to the District. Those items valued over \$1,000 are required by District policy to be declared as surplus property by the Board prior to disposal. Items under \$1,000 can be declared surplus by the Finance Director, or their designee.

District staff has identified the following for the Board's consideration as surplus property:

1. District Vehicle #2 – 2011 Chevrolet Colorado Pickup
  - a. Kelly Blue Book Value – Sell to Private Party \$8,248-\$10,313
  - b. Kelly Blue Book Value – Trade in Dealer \$6,182-\$7,473
2. District Vehicle #58 – 1995 Chevrolet Astro Van.
  - a. Kelly Blue Book Value – Sell to Private Party \$1,561-\$2,728
  - b. Kelly Blue Book Value – Trade in Dealer \$1,002-\$1,509

It is the intent to dispose of these items via the State surplus program, in accordance with the policy section IV.2.e.

If declared surplus, these vehicles will be stripped of any District logos and other details identifying them as District property and disposed of according to the District's Surplus Property Disposal Policy.

**Recommendation**

Staff recommends the Board approve Resolution No. 2020-12 declaring the above as surplus property.

**Suggested Board Motion**

*“I move to adopt Resolution No. 2020-12 Declaring Surplus Property as presented.”*

**Attachments**

1. Resolution No. 2020-12

**OAK LODGE WATER SERVICES**

**RESOLUTION NO. 2020-12**

**A RESOLUTION DECLARING SURPLUS PROPERTY.**

**WHEREAS**, the Board of Directors has adopted a Surplus Property Disposal Policy guiding the declaration and subsequent disposal of surplus personal property owned by the District; and

**WHEREAS**, District staff has identified two personal property items with a commercial value of more than \$1,000 each that have reached the end of their useful life to the District; and

**WHEREAS**, District staff wishes to dispose of the surplus property items according to the Board's adopted policy; and

**WHEREAS**, the Board finds it to be in the best interests of the District to declare the property as surplus and direct for their disposal as such.

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

**Section 1.** The Board of Directors hereby declares the following as surplus property and authorizes District staff to dispose of the property according to the District's Surplus Property Disposal Policy.

1. District Vehicle #2 – 2011 Chevrolet Colorado Pickup, and
2. District Vehicle #58 – 1995 Chevrolet Astro Van.

**INTRODUCED AND ADOPTED THIS 18TH DAY OF AUGUST 2020.**

OAK LODGE WATER SERVICES DISTRICT

By \_\_\_\_\_ By \_\_\_\_\_  
Kevin Williams, President Paul Gornick, Secretary/Vice President

## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
Todd Knapp, Field Operations Manager  
**Title** Consideration of Resolution No. 2020-13 Amending the Schedule of Rates, Fees, and Other Charges  
**Item No.** 7  
**Date** August 18, 2020

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### Summary

The District performs force testing of backflow devices when required as part of its backflow maintenance program to protect the safety of the drinking water distribution system. Costs are incurred as a result of these tests and the District intends to cover the costs of testing through fees charged.

### Background

Under the Oregon Administrative Rule 333-61-0070 and Oak Lodge Water Services District Rules and Regulations Chapter 6.9, all backflow prevention devices/assemblies are required to be maintained and tested at least annually by an Oregon State Health Division certified tester to protect the public water system.

Under Resolution No. 18-10 adopted by the Board on August 21, 2018, the Board approved establishing force testing, repair and late fees for backflow prevention devices/assemblies.

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.

The Board adopted a Schedule of Rates, Fees, and Other Charges effective July 1, 2020 at its regular meeting on May 19, 2020. However, one fee was not included, and meter sizes for the tiers were listed incorrectly. There are no fee increases resulting from this amendment.

d.	Water Service Voluntary Backflow Assembly Testing Program				
	i.	Fixed rate per device per <b>year</b>		<b>Device Size</b>	<b>Rate</b>
		(any repairs are charged directly to customer; automatic authority for repairs up to \$50)		.5" - 1.5"	\$ 22.00
				2" - 6"	\$ 32.00
				8" - 12"	\$ 42.00
	ii.	Confined Space Entry Charge per Vault (applies to devices in vaults)			\$ 25.00
	iii.	Confined Space Pumping Charge per Minute (applies to vaults filled with water)			\$ 0.84
	iv.	Repairs and/or Replacements performed by District's Contractor			
		Labor rate per hour			\$ 135.00
		Parts and materials per device			Actual cost

## Concurrence

The Field Operations staff have collaborated with the Finance Department to ensure the appropriate fee was assessed and included in the amended Rates, Fees, and Other Charges Schedule. District legal counsel has approved the attached resolution.

## Recommendation

In order to have a fully consolidated District's Schedule of Rates Fees and Other Charges effective July 1, 2020, Staff request amendment of the District's Schedule of Rates, Fees and Other Charges in section 1.d as follows:

d.	Water Service Backflow Assembly Testing Program				
	i.	Fixed rate per device per <b>year</b>		<b>Device Size</b>	<b>Fee</b>
				0.5" - 2"	\$ 22.00
				2.5"-4"	\$ 32.00
				6"-12"	\$ 42.00
	ii.	Administration 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

## Suggested Board Motion

*"I move to adopt Resolution No. 2020-13 Amending the Schedule of Rates, Fees, and Other Charges with an Effective Date of July 1, 2020."*

## Attachments

1. Resolution No. 2020-13



## OAK LODGE WATER SERVICES

### RESOLUTION NO. 2020-13

#### **A RESOLUTION AMENDING THE SCHEDULE OF RATES, FEES, AND OTHER CHARGES WITH AN EFFECTIVE DATE OF JULY 1, 2020.**

**WHEREAS**, the Board of Directors (the “Board”) 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 adopts such rates, fees, and other charges by resolution, and, from time to time, the Board finds it useful to adopt a master schedule so that District customers and staff have the current rates, fees, and other charges readily available; and

**WHEREAS**, the Board on August 21, 2018 adopted various fees and charges for the administration of the District’s backflow device testing program through Resolution No. 18-10; and

**WHEREAS**, the Board on May 19, 2020 approved a master schedule of rates, fees, and other charges for the District through Resolution 2020-08; and

**WHEREAS**, staff for the District has since discovered certain errors and omissions in the master schedule that the Board now wishes to correct in order for the master schedule to accurately and fully reflect all adopted rates, fees, and other charges; and

**WHEREAS**, this Resolution does not establish any new rate, fee, or other charge, nor increase any existing rate, fee, or other charge for District services.

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

**Section 1.** The Board of Directors approves and hereby adopts the amended Schedule of Rates, Fees, and Other Charges Schedule effective July 1, 2020, as attached hereto and incorporated herein.

**Section 2.** The effective date of the amended Rates, Fees, and Other Charges Schedule is July 1, 2020.

**Section 3.** This Resolution supersedes and replaces any and all previously adopted resolutions regarding rates, fees, and other charges for the District services that are listed in the Schedule of Rates, Fees, and Other Charges Schedule adopted herein.

**INTRODUCED AND ADOPTED THIS 18TH DAY OF AUGUST 2020.**

OAK LODGE WATER SERVICES DISTRICT

By \_\_\_\_\_ By \_\_\_\_\_  
Kevin Williams, President Paul Gornick, Secretary/Vice President

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

Effective July 1, 2020

**Effective  
7/1/2020**

**A. Rates/Service Charges**

**1. Water Service**

a. Residential Service

i. Rate per hundred cubic feet of water (CCF) per **billing cycle** (2 months)

Block 1 (Lifeline)

Block 2 (Main)

Block 3 (Conservation)

Usage Bracket	Rate
1-10 CCF	\$ 1.22
11-50 CCF	\$ 1.65
51+ CCF	\$ 1.94

ii. Fixed rate per meter size per **billing cycle** (2 months)

20 gallons per minute (GPM)

30 gallons per minute (GPM)

Meter Size	Rate
5/8" x 3/4"	\$ 37.14
Full 3/4"	\$ 55.70

b. Large Residential, Commercial, and Industrial Service

i. Rate per hundred cubic feet of water (CCF) per **month**

All services

Usage Bracket	Rate
All usage	\$ 1.72

ii. Fixed rate per meter size per **month**

Meter Size	Rate
1"	\$ 32.68
1.5"	\$ 56.29
2"	\$ 83.34
3"	\$ 157.66
4"	\$ 247.76
6"	\$ 472.99
8"	\$ 765.78
10"	\$ 1,081.07

c. Fire Line Service

i. Fixed rate per meter size per **month**

Meter Size	Rate
3/4"	\$ 18.56
1"	\$ 25.90
1.5"	\$ 37.14
2"	\$ 51.77
3"	\$ 88.98
4"	\$ 135.15
6"	\$ 252.21
8"	\$ 382.89
10"	\$ 549.56

ii. Rate per hundred cubic feet of water (CCF)

Block A

Block B

Usage Bracket	Rate
1 CCF	Fixed rate/meter
2+ CCF	\$ 1.72

d. Water Service Backflow Assembly Testing Program

i. Fixed rate per device per **year**

Device Size	Fee
0.5" - 2"	\$ 22.00
2.5"-4"	\$ 32.00
6"-12"	\$ 42.00

ii. Administration Late Fee

iii. Confined Space Entry Charge per Vault (applies to devices in vaults)

iv. Confined Space Pumping Charge per Minute (applies to vaults filled with water)

v. Repairs and/or Replacements performed by District's Contractor

Contracted parts and labor

Actual cost

**2. Wastewater Collection and Treatment**

a. Fixed rate per Equivalent Dwelling Unit (EDU) per **month**

b. Rate per hundred cubic feet (CCF) of average winter water consumption per **month**

\$ 40.97
\$ 2.37

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

Effective July 1, 2020

	Effective 7/1/2020
<b>3. Watershed Protection</b>	
a. Fixed rate per Equivalent Service Unit (ESU) per <b>month</b>	\$ 9.51
b. Stormwater Facility Maintenance Surcharge per ESU per <b>month</b>	\$ 4.75
<b>4. Administration</b>	
a. Interest penalty on delinquent utility billing service charges	12.00%
b. NSF check/payment fee	\$ 25.00
c. Water service disconnect notification (Red Tag) fee	\$ 7.00
d. Water service disconnect fee (for nonpayment)	\$ 25.00
e. After Hours turn on fee	\$ 100.00
f. Hydrant meter deposit	\$ 3,000.00
Water usage will be billed against the meter deposit and any remaining balance will be returned to the user	
g. Hydrant use permit	\$ 50.00
h. Title search fee	\$ 25.00
i. Lock replacement fee - if lock is cut on meter	\$ 125.00
j. 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 half hour increments	Labor Rate
<b>B. <u>Fats, Oils, Grease Program Fees</u></b>	
<b>1. Wastewater Collection System Line Maintenance Fees</b>	
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
<b>C. <u>Industrial Wastewater Pretreatment Program Fees</u></b>	
<b>1. Wastewater Discharge Permit Application and Review Fee</b>	
a. Upon issuance	\$ 1,500.00
b. Upon each anniversary date of permit issuance	\$ 1,500.00
<b>2. Significant Industrial User Fee (DEQ Pass-through)</b>	
a. Upon issuance	\$ 537.00
b. Upon each anniversary date of permit issuance	\$ 537.00
<b>3. Monitoring and Inspection Fee</b>	\$ 150.00

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

Effective July 1, 2020

		<b>Effective 7/1/2020</b>
	a. Laboratory costs	Actual cost
4.	Accidental Discharge Fee	\$ 850.00
5.	Industrial Pretreatment Permit Appeal Fee	\$ 2,000.00
<b>D. <u>Permit and Development Review Fees</u></b>		
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	minimum \$ 955.00
	or	2.5% of Engineer's Estimate
	or	\$200 per EDU or ESU
	b. Initial Inspection - Water and Wastewater - greater of	minimum \$ 500.00
	or	2.5% of Engineer's Estimate
	c. Additional Inspections - Water and Wastewater	Per Section E
	d. Initial Inspection - Surface Water - greater of	minimum \$ 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)	
	a. Plan Review (minimum)	50% of original plan review fee
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
<b>E. <u>Additional and After-Hours Inspections</u></b>		
1.	Additional Inspection Fee Rate per Hour	\$ 138.00
	Minimum two hour charge	\$ 275.00
2.	Additional Inspection Fee Rate per Hour - After Hours	\$ 170.00
	Minimum two hour charge	\$ 340.00
<b>F. <u>Connection/Hook-up/Meter Set Fees</u></b>		
1.	Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only)	\$ 5,165.00
2.	Water Meter Set Fee	
		<b>Meter Size</b>
		<b>Meter Set Fee</b>
	5/8"x3/4"	\$ 454.00
	Full 3/4"	\$ 454.00

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

Effective July 1, 2020

		<b>Effective 7/1/2020</b>
	1"	\$ 569.00
	1.5"	\$ 1,016.00
	2"	\$ 1,116.00
	3"-10"	Actual cost
3.	Tapping Fee	
	<b>Tap Size</b>	<b>Tapping Fee</b>
	3/4"	\$ 320.00
	1"	\$ 340.00
	1.5" and 2"	\$ 810.00
	3" - 10"	Approved Contractor
4.	Request for Meter Relocations	Two times Meter Set Fee
<b>G. System Development Charges (SDC)</b>		
1.	Watershed Protection SDC per ESU	\$ -
2.	Wastewater SDC per EDU	\$ 5,165.00
3.	Water Distribution SDC per water meter	
	<b>Meter Size</b>	<b>SDC</b>
	5/8"x3/4"	\$ 4,363.20
	Full 3/4"	\$ 6,544.80
	1"	\$ 10,908.00
	1.5"	\$ 21,810.95
	2"	\$ 34,900.55
	3"	\$ 69,801.10
	4"	\$ 109,064.85
	6"	\$ 218,129.70
	8"	\$ 349,005.50
	10"	\$ 501,697.30
4.	Requests for meter size upgrades	Diff in SDC's as listed

## STAFF REPORT

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**To** Board of Directors  
**From** Loral Casey, District Recorder  
**Title** Notary Policy Workshop  
**Item No.** 8  
**Date** August 18, 2020

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### Summary

The Board of Directors maintains the authority to approve or deny employment policies and practices.

### Background

The District has several staff members acting as District Notaries. The draft Notary Services Policy and corresponding Acknowledgement Form provide guidelines for employees utilizing their Oregon State Notary Commission for District business. The Journal Retention Statement mitigates record retention risks related to notary records and provides an official way for the District Recorder to track the retention and destruction of notary journals according to State standards.

### Concurrence

Staff have developed the Notary Services Policy, Acknowledgement Form, and Journal Retention Statement in conjunction with District legal counsel. All documents will be reviewed by Union representatives as outlined in the National Labor Relations Act.

### Recommendation

Staff request questions and comments regarding the new Human Resources policy. Staff will return for Board adoption after receiving approval from Union representatives. No action is needed at this time.

### Attachments

1. Draft Notary Services Policy
2. Draft Notary Acknowledgement Form
3. Draft Notary Journal Retention Statement

## **NOTARY SERVICES POLICY**

### **PURPOSE:**

To provide guidelines to District employees who are commissioned as notary publics and perform notary services related to District business as part of their District job duties.

### **SCOPE:**

All employees that hold and use a notary public commission as part of their job duties with the District ("District Notaries"). This policy does not apply to District employees who, on their own time and using their own resources, obtain and maintain a notary public commission for purposes outside of their District job duties.

### **POLICY STATEMENT:**

When the District requires an employee to obtain or renew a notary public commission, the District will pay the associated costs. This includes, but is not limited to, the application fee, notary stamp, and notary journal.

District Notaries must be available to perform District-related notary services during their regular working hours and are expected to notarize documents that relate to District business as appropriate. District Notaries may notarize District-related documents for customers; however, District Notaries may not notarize personal documents for customers. A District Notary may perform personal notarizations for other District employees on work time as appropriate; however, the other employee must use their own time.

During the commission application or renewal process, the District Notary must sign a fee waiver form and submit it to the Secretary of State Notary Division.

District Notaries who wish to perform notarization services when off-duty may do so in accordance with state law and District policy. In accordance with applicable law, District Notaries who choose to provide notary services when off-duty may not charge for these services pursuant to the fee waiver. Employees who choose to provide notary services when off-duty may not use their District notary journal and are required to keep a separate notary journal for notarizations of documents that are not District-related. The District will not purchase a separate journal for this private use.

Employees who enter employment with the District and already possess a notary public commission shall obtain a new notary journal at the District's cost for District-related use while employed by the District.



Pursuant to Oregon Administrative Rule (OAR) 160-100-0210, District Notaries should not collect account numbers (such as driver license numbers, social security numbers, or credit account numbers). When noting information about the identification cards, all that is recorded is:

- The government entity issuing the information; and
- the type of document; and
- the expiration date.

## **PROCEDURE:**

- The District determines a need for an employee to become a District Notary.
- The District will be responsible for the costs associated with the employee becoming a notary public, renewing a commission, or for obtaining a new notary journal if the employee is already commissioned.
- During the commission application process, or upon employment with the District for employees with a current commission, the employee must sign and submit a fee waiver form to the Secretary of State Notary Division.
- Upon becoming a notary public, or upon employment with the District for employees with a current commission, the employee must enter into a Notary Services Acknowledgement Form and Notary Journal Retention Statement with the District. These documents are maintained in the employee's personnel file.
- During the District Notary's tenure, the notary journal must be kept at the District.
- District Notaries must be available during the employee's regular working hours to notarize documents as outlined in this policy.
- Upon separation of employment from the District, the District Notary must return the notary journal to the District; however, the individual may retain their notary stamp.
- When the District Notary's commission expires, the employee's notary stamp must be destroyed.

## **RESPONSIBILITIES:**

### District Notary

- Each District Notary is responsible for updating their commission information and renewing their commission with the Oregon Secretary of State.
- Each District Notary is responsible for knowing, understanding and applying State laws, rules and regulations regarding the appropriate performance of notary services in addition to complying with this policy. Failure to do so may result in disciplinary action.
- Each District Notary has the sole responsibility to refuse a notarization as required by State or District regulations.
- Each District Notary is responsible for securing their notary supplies to prevent tampering or theft.

- Each District Notary must enter into a Notary Services Acknowledgement Form and Notary Journal Retention Statement.
- Each District Notary must return their notary journal to the District upon separation from employment with the District for any reason.
- Each District Notary must relinquish their notary journal and return it to the District and complete a Notary Journal Retention Statement in the event of a qualifying event. Qualifying events include:
  - The District Notary's separation of employment from the District for any reason; or
  - notary journal completion; or
  - lapse or discontinuance of notary public commission.
- Each District Notary must destroy the notary stamp upon expiration of a notary public commission.

### Human Resources

- When notified that an employee will become a District Notary, Human Resources is responsible to ensure the employee completes the Notary Services Acknowledgement Form.
- Human Resources is responsible for retaining a District Notary's notary training, certification, and District agreement records in the personnel files of each District Notary.
- Human Resources is responsible for ensuring the return of the notary journal upon the District Notary's separation of employment.

### District Recorder

- When notified of a qualifying event, the District Recorder is responsible for ensuring completion of the Notary Journal Retention Statement. Qualifying events include:
  - District Notary separation from the District for any reason; or
  - notary journal completion; or
  - lapse or discontinuance of notary public commission.
- The District Recorder is responsible for retaining the departed District Notary's journal pursuant to state document retention guidelines.
- The District Recorder is responsible for addressing public records requests pertaining to District notary journals as outlined by State law and District policies.

### **REVIEW AND UPDATE:**

This policy shall be reviewed every two years by the District, to include notary updates and State law requirements.

**NOTARY SERVICES ACKNOWLEDGEMENT FORM**

I understand that my job duties with Oak Lodge Water Services District (“District”) require me to serve as a “District Notary,” meaning that the District has instructed me to hold and use a notary public commission as part of my job duties with the District. As a District Notary, I acknowledge the following:

1. I have received a copy of the District’s Notary Services Policy and I understand that I will be governed by its content. I understand that the Notary Services Policy contains important information about the District’s policies and rules covering District Notaries. I know that it is my responsibility to read the Notary Services Policy and familiarize myself with its contents. I understand that if I do not understand any of the information in the Notary Services Policy, that I am obligated to ask the Human Resources Manager for clarification.
2. I have read, agree to and acknowledge the District Notary policy requires me to abide by certain standards and conduct.
3. I understand that the District Notary Policy and this Acknowledgement Form are not contracts of employment, or a guarantee of specific treatment in specific situations.
4. By signing this Acknowledgment form, I acknowledge and agree that I am obligated to return the District notary journal to the District and to complete a Notary Journal Retention Statement if any of the following qualifying events occur:
  - My separation of employment from the District for any reason; or
  - Notary journal completion; or
  - Lapse or discontinuance of my notary public commission.

I acknowledge that I have read each of the statements above and asked for and received any needed clarification on the Notary Services Policy and on any of the items listed on this acknowledgement form. I understand and acknowledge that the District will retain all rights to and possession of the notary journal during and after my employment with the District. I have read, agree to, and acknowledge each of the statements above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signer’s Printed Name and Title

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

**NOTARY JOURNAL RETENTION STATEMENT**

This Statement is in accordance with the Oak Lodge Water Services District Employment Policy and Practice No. **XX**: Notary Services Policy.

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

\_\_\_\_\_ (print name) performed notary services in connection with their employment with Oak Lodge Water Services District. The following Qualifying Event has occurred (check appropriate box):

- Employee Separation
- Notary Journal Completion
- Lapse or Discontinuance of Notary Public Commission

\_\_\_\_\_ (print name) has assigned to the District all rights to, responsibility for, and possession of the notary journal used in conjunction with District employment. The District will retain the notary journal for a period of at least ten (10) years pursuant to Oregon Administrative Rule 160-100-0360 and will destroy the notary journal after the expiration of the retention period.

Entries in the notary journal are from \_\_\_\_\_ (start date) to \_\_\_\_\_ (date of last entry).

Commission number is \_\_\_\_\_ (insert commission number).

Notary Services Retention Statement signed on \_\_\_\_\_ (insert date).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
District Recorder Signature

## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 9a  
**Date** July 22, 2020 for August 18, 2020

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### 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

- The District has updated the billing system with the new rates.
- The auditors have completed interim work for the fiscal year ended June 30, 2020.
- Staff continues to make progress in addressing the audit findings from the FY 2018-19 financial statement audit as noted below.
- Sample of residential meter is complete. Verification of the District's billing system is nearly completed as noted below.

### Crossover Billing New Rates

The August bills reflect prior rates applied to June usage and the new rates effective July 1 applied to July usage. As part of the audit recommendations, rates as entered to the system were reviewed and verified prior to billing.

### FY 2020 Audit

Moss Adams began on-site review on Monday, July 20, 2020. They are focusing on the District's internal controls and progress on recommendations from the prior audit. Progress on the District's Corrective Action Plan (CAP) resulting from the FY 2018-19 financial statement audit is summarized below:

1. Staff has entered the Board-approved rates to the system and those rates have been reviewed by the Finance Director for accuracy (CAP Matrix item number 1).
2. With respect to items 7 -11 on the CAP Matrix, staff is currently merging the in-house water workorder system to Lucity. Once complete, Lucity's workorders will allow the District to consistently and accurately capture and report labor and equipment costs for capital projects. A physical inventory of capital assets is scheduled for August.

3. Staff completed counts of materials inventory (item numbers 14-17) as of June 30, 2020. Once the Lucity merge (see above) is completed, workorders will support accurate, consistent tracking of inventory costs to capital projects.
4. Security access within the financial system has been reviewed to ensure proper segregation of duties. Merina+Co is preparing recommendations for strengthening of controls in this area.
5. Merina+Co is working through the structure for purchasing and purchase order approvals within the financial system. Once system adjustments are complete Merina+Co will provide staff training and oversee initial implementation of processes.

### **Billing System Verification**

Field staff have completed the collection of the residential meter sample information and provided the data to the Finance team. Verification of meter information for residential meters completed at the end of July. There were no exceptions found that impacted revenue. Monthly testing of billing calculations within the financial system continues with no errors noted to date. Final step is verification for each billing cycle calculation.

### **Finance Director Onboarding**

Onboarding a new Finance Director is an ongoing process. Here is a review of topics since starting:

1. Orientation with Board of Directors, Finance Team staff and Leadership Team.
2. Tour of the Wastewater Treatment plant and Oak Lodge service district area and infrastructure.
3. Attendance at OLWSD July Board Meetings and Clackamas River Water Providers Board Meeting.
4. Participation in Moss Adams financial audit, with the Sr. Accountant coordinating the audit requests and submissions.
5. Initiation of Public Records requirements for financial and procurement documentation discussion and planning.
6. Initiated review of all daily processes for internal controls, proper documentation and records retention. First areas of focus: cash receipts, accounts payable, accounts receivable, general ledger and month-end close.
7. Oversight of billing rate changes for Fiscal Year 2021 and crossover utility billing for the period of June and July.
8. Review of existing intergovernmental agreements for utility billings.

### **Attachments**

1. Checks by Date Report for July 2020
2. Corrective Action Plan Matrix

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 07/07/2020 - 3:46PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	7/2/2020	Check Commerce		AP		7/ 2/2020	175.50
0	7/8/2020	TSYS		AP		7/10/2020	7,592.16
0	7/8/2020	TSYS		AP		7/10/2020	721.35
70843801	7/8/2020	SwiftComply	Return - Duplicate	BRX		7/ 8/2020	250.00
70943801	7/8/2020	SwiftComply	Return - Duplicate	BRX		7/ 9/2020	-250.00
0	7/10/2020	Public Employees		AP		7/10/2020	18.50
14180710	7/10/2020	Public Employees	PERS Adjustment	BRX		7/10/2020	-0.04
0	7/13/2020	Wells Fargo Bank		AP		7/13/2020	1,773.50
0	7/15/2020	IRS Dept of The Treasury		AP		7/17/2020	31,797.39
0	7/15/2020	VALIC c/o JP Morgan Chase		AP		7/17/2020	3,661.29
0	7/15/2020	Oregon DOR - State Transit Tax		AP		7/20/2020	112.09
0	7/15/2020	Oregon Department Of Revenue		AP		7/20/2020	8,716.37
0	7/15/2020	OR Dept of Justice, Div of Child Support		AP		7/21/2020	937.30
0	7/15/2020	Nationwide Retirement Solutions		AP		7/17/2020	1,644.03
0	7/15/2020	Public Employees		AP		7/27/2020	30,947.30
0	7/15/2020	Payroll Direct Deposit	DD 00001.07.2020	PR		7/15/2020	73,487.38
0	7/23/2020	Wells Fargo Credit Card Remittance				7/23/2020	17,250.30
14180727	7/27/2020	Public Employees	PERS Adjustment	BRX		7/27/2020	-0.04
0	7/28/2020	Pitney Bowes Global Financial Services LLC		AP		7/28/2020	41.66
0	7/28/2020	Pitney Bowes Global Financial Services LLC		AP		7/28/2020	8.29
0	7/31/2020	Payroll Direct Deposit	DD 00002.07.2020	PR		7/31/2020	80,586.48
ACH Disbursement Activity Subtotal							259,470.81
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							259,470.81

Paper Check Disbursement Activity

42767	7/16/2019	Clackamas County Recorder's Office		AP	Void		108.00
42899	8/20/2019	GovernmentJobs		AP	Void		400.00
43121	9/30/2019	Tualatin Valley Short Load		AP	Void		267.00
43577	1/28/2020	Brown & Brown Northwest		AP	Void		6,618.58
43681	2/28/2020	Customer Refund		AP	Void		119.01
43693	2/28/2020	Metro Overhead Door		AP	Void		516.00
43804	3/16/2020	Tualatin Valley Short Load		AP	Void		272.00
43842	4/1/2020	Linked In Learning		AP	Void		8,050.00
44191	6/30/2020	Customer Refund		AP	Void		594.48
44193	7/7/2020	Oregon DEQ		AP		7/ 9/2020	320.00
44194	7/10/2020	Customer Refund		AP		7/15/2020	0.61
44195	7/10/2020	Customer Refund		AP		7/14/2020	3.66
44196	7/10/2020	Customer Refund		AP		7/15/2020	86.30
44197	7/10/2020	Customer Refund		AP			11.49
44198	7/10/2020	Customer Refund		AP		7/21/2020	102.92
44199	7/10/2020	Customer Refund		AP		7/29/2020	6.23
44200	7/10/2020	Customer Refund		AP		7/14/2020	171.95
44201	7/10/2020	Customer Refund		AP		7/14/2020	39.28
44202	7/10/2020	Customer Refund		AP		7/22/2020	5.02
44203	7/10/2020	Customer Refund		AP		7/14/2020	106.40
44204	7/10/2020	Customer Refund		AP			13.84
44205	7/10/2020	Customer Refund		AP		7/17/2020	161.28
44206	7/10/2020	Customer Refund		AP		7/14/2020	18.47

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 07/07/2020 - 3:46PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44207	7/10/2020	Customer Refund		AP		7/21/2020	142.88
44208	7/10/2020	Customer Refund		AP		7/14/2020	180.60
44209	7/10/2020	Customer Refund		AP			143.48
44210	7/10/2020	Customer Refund		AP		7/13/2020	39.83
44211	7/10/2020	Customer Refund		AP			19.65
44212	7/10/2020	Customer Refund		AP			17.10
44213	7/10/2020	Customer Refund		AP			1.51
44214	7/16/2020	Apex Labs		AP		7/29/2020	3,791.00
44216	7/15/2020	Employee Paycheck		PR		7/16/2020	1,103.64
44217	7/15/2020	Employee Paycheck		PR		7/21/2020	2,129.94
44218	7/15/2020	Employee Paycheck		PR		7/16/2020	573.12
44219	7/15/2020	Employee Paycheck		PR		7/16/2020	2,433.22
44220	7/16/2020	Brown And Caldwell		AP		7/20/2020	7,352.50
44221	7/16/2020	CDR Labor Law, LLC		AP		7/22/2020	20,424.00
44222	7/16/2020	Employee Business Expense Reimbursement		AP			35.02
44223	7/16/2020	City of Portland Printing & Distribution		AP		7/23/2020	394.59
44224	7/16/2020	Contractor Supply		AP		7/20/2020	157.30
44225	7/16/2020	D&H Flagging Inc.		AP		7/27/2020	746.45
44226	7/16/2020	Grainger, Inc.		AP		7/21/2020	123.90
44227	7/16/2020	Metro		AP		7/20/2020	2,000.00
44228	7/16/2020	murraysmith		AP		7/21/2020	58,180.08
44229	7/16/2020	NCCWC		AP		7/17/2020	93,512.87
44230	7/16/2020	Olson Bros. Service, Inc.		AP		7/21/2020	2,727.28
44231	7/16/2020	Owen Equipment		AP		7/21/2020	1,105.00
44232	7/16/2020	Relay Resources		AP		7/24/2020	364.50
44233	7/16/2020	Waste Management Of Oregon		AP		7/22/2020	701.88
44234	7/16/2020	Water Systems Consulting, Inc.		AP		7/21/2020	7,890.77
44235	7/21/2020	Alexin Analytical Laboratories, Inc.		AP		7/24/2020	2,010.00
44236	7/21/2020	Bend Mailing Services LLC		AP		7/24/2020	3,656.70
44237	7/21/2020	Cascadia Backflow		AP		7/31/2020	4,085.80
44238	7/21/2020	Century Link		AP		7/23/2020	341.68
44239	7/21/2020	City Of Gladstone		AP		7/27/2020	161.33
44240	7/21/2020	Craig Blackman Trucking		AP			896.75
44241	7/21/2020	Merina & Company, LLP		AP		7/27/2020	12,382.50
44242	7/21/2020	Net Assets Corporation		AP		7/24/2020	509.00
44243	7/21/2020	Northwest Natural		AP		7/24/2020	227.94
44244	7/21/2020	One Call Concepts, Inc.		AP		7/29/2020	770.28
44245	7/21/2020	Portland Engineering Inc		AP		7/23/2020	120.00
44246	7/21/2020	Portland General Electric		AP		7/27/2020	2,945.80
44247	7/21/2020	Quadient Leasing USA, Inc.		AP		7/24/2020	599.43
44248	7/21/2020	R & L Services Inc.		AP		7/23/2020	314.75
44249	7/21/2020	Seattle Ace Hardware		AP		7/30/2020	7.99
44250	7/21/2020	Traver's Cleaning Service Inc.		AP		7/24/2020	35.00
44251	7/21/2020	Waste Management Of Oregon		AP		7/28/2020	148.49
44252	7/21/2020	Water Systems Consulting, Inc.		AP		7/28/2020	519.00
44253	7/22/2020	AFSCME Council 75		AP		7/28/2020	871.55
44254	7/22/2020	Customer Refund		AP		7/29/2020	2.00
44255	7/22/2020	Customer Refund		AP		7/29/2020	8.08
44256	7/22/2020	Customer Refund		AP			39.18
44257	7/22/2020	Customer Refund		AP			3.97
44258	7/22/2020	Customer Refund		AP			10.52
44259	7/22/2020	Customer Refund		AP			44.76
44260	7/22/2020	Oregon DEQ		AP		7/24/2020	1,110.00
44261	7/22/2020	SDIS		AP		7/24/2020	120,507.95
44262	7/22/2020	Customer Refund		AP		7/31/2020	25.56
44263	7/22/2020	US Bank Equipment Finance		AP		7/27/2020	220.00



Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 07/07/2020 - 3:46PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44264	7/22/2020	Customer Refund		AP			30.36
44265	7/30/2020	Apex Labs		AP			1,722.00
44266	7/30/2020	Cable Huston LLP		AP			28,975.00
44267	7/30/2020	City Of Gladstone		AP			5,322.09
44268	7/30/2020	Clackamas County		AP			527.50
44269	7/30/2020	Columbia Land Trust		AP			7,500.00
44270	7/30/2020	Convergence Networks		AP			2,688.00
44271	7/30/2020	FLO-Analytics		AP			5,460.00
44272	7/30/2020	Moss Adams LLP		AP			1,260.82
44273	7/30/2020	Portland General Electric		AP			21,513.48
44274	7/30/2020	SDIS		AP			210.00
44275	7/30/2020	The Sidwell Company		AP			4,800.00
44276	7/30/2020	Employment Tax State of Oregon - Employment Department		AP			6,480.00
44277	7/30/2020	Tritech Software Systems		AP			9,204.35
44278	7/30/2020	Unifirst Corporation		AP			3,707.04
44279	7/30/2020	Verizon Wireless		AP			722.00
44280	7/31/2020	Employee Paycheck		PR			1,659.12
44281	7/31/2020	Employee Paycheck		PR			2,220.83
Paper Check Disbursement Activity Subtotal							480,863.23
Voided Paper Check Disbursement Activity							16,945.07
Adjusted Paper Check Disbursement Activity Subtotal							463,918.16
Total Void Check Count:							9
Total Void Check Amount:							16,945.07
Total Valid Check Count:							108
Total Valid Check Amount:							723,388.97
Total Check Count:							117
Total Check Amount:							740,334.04

Oak Lodge Water Services District  
 Corrective Action Plan - 2019 Audit  
 2019 Audit recommendations

Identification							
Category	#	Audit Finding	Recommendation	Priority Level	Individual Responsible	Planned Action	Estimated Completion Date
Process	1	Review of new rates – During our current year control procedures over the revenue cycle, we noted no formal, documented process in place to evidence the review of rates input into the system. This is particularly important at the time of a Board-approved rate change to mitigate the risk that rates are input incorrectly or are not updated timely in accordance with the effective date of the new rates.	We recommend that a formal process be established to require someone other than the person responsible for making the rate changes to review those changes to verify the accuracy and timeliness.	B	Finance Director	Annually, when rates are entered to Springbrook, the Finance Director will print a report from the system, compare rates to the resolution adopted by the Board, and initial and date indicating their review and approval. The report will be retained until after audit.	Completed - July 2020. New rates added into the financial billing system were reviewed and verified by the Finance Director before publishing the first utility billing requiring the new rates. Verification file is electronically saved to support the audit trail.
Process	2	Recalculation of customer bills – During our control procedures we noted no evidence of a recalculation of a sample of customer bills to determine if the bills were calculated accurately using appropriate rates. This is a key control that helps to mitigate the risk that bills are being calculated incorrectly or with incorrect rates, prior to the bills being sent to the customers.	We recommend that management implement controls to require a re-calculation of a sample of customer bills each billing cycle, with a minimum of one bill from each rate class. This procedure should be documented to support which bills were re-calculated, who performed the procedures, and to date when the procedures were completed.	A	Jr Accounting Specialist	Monthly after the bills are generated, the Jr. Accountant will obtain a billing register and recalculate a sample of customer bills to ensure accuracy of the bills. Review will occur prior to mailing of customer bills. Jr. Accountant will maintain a log of customer bills verified and retained until after audit.	Completed - Placed in effect with April 2020 billing.  Junior Accountant completes testing prior to billing being sent to the printers and reviewed by Finance Director.
Process	3	Manual adjustments to customer accounts – During our procedures we noted that the District often makes manual adjustments to customer bills and consumption amounts.	We recommend that manual adjustments are reviewed and approved by someone other than the person recording the adjustments prior to the bill being sent to the customer. This approval should be documented either electronically through the billing system or in writing. In addition, we recommend that the District run monthly reports to detail the adjustments made during the month, and such a report should be reviewed by someone other than those responsible for recording adjustments, to help identify any unauthorized adjustments.	A	Finance Director	Monthly the Finance Director will run a "Transactions by Date" report from the system for adjustments and review for anomalies. The Finance Director will initial and date evidencing approval, and the report will be retained until after audit.	Completed - Placed in effect in early April.  Finance Director ran report and reviewed. Documented review with initials and data and filed for reference.
Process	4	Customer refund approvals – During our inquiries, we noted that the District has a policy in place that requires any customer refunds should be approved by the Finance Director prior to being issued to the customer. However, during our testing we noted instances where the refunds were not approved by the Finance Director and had been issued to customers. We also noted that individuals other than the Finance Director had access to approve refunds in the system.	We recommend that the Finance Director reviews and approves all refunds prior to being issued, and that electronic access to approve refunds be limited to the Finance Director.	A	Finance Director	The Finance Director receives documentation supporting a customer refund which requires signature and date of approval. Documentation is retained as support for AP. Refund batches are committed (posted) in the system by the Finance Director.  Access to approve refund batches has been limited to the Finance Director or the General Manager.	Control is currently in place and operating effectively.
Process	5	New customer setup – During our inquiries, we noted that no formal review control is in place to verify the accuracy of the new customer information input into the billing system. This is particularly important for new services to validate that the proper rate class was entered into the billing system.	We recommend that management establish a control to routinely review reports of new customers added and to verify that the customers were setup correctly with accurate billing attributes.	A	Jr Accounting Specialist	Monthly the Jr Accounting Specialist will run an "Account Master List" report indicating all accounts setup during the month and review for completeness and accuracy of information. All exceptions will be addressed and resolved immediately. The report will be initialed and dated evidencing the review, and will be retained until after audit.  Upon setup of a new customer account, a service order will be generated for an initial read. Initial read and meter information on each account will be verified to the respective service order for initial read.	Completed - Control placed in effect April 2020 with review of customer account changes for March 2020.  Review performed by Jr. Accounting Specialist and any exceptions reported to Finance Director (Financial Consultant) for direction of resolution.  All documentation retained for reference.
Process	6	Exceptions – During our inquiries over the exception reporting process, we noted that the exceptions report is a live screen that populates all the variances identified by the system and clears them out as exceptions are cleared by staff. However, no evidence of the exceptions is maintained on file to support the variances that were identified, and the manner with which those exceptions were cleared. This also creates challenges with verifying whether all exceptions were cleared prior to issuing all the bills to customers.	We recommend that the District establish procedures to review the exceptions report prior to issuing customer bills each billing cycle to ensure all exceptions were cleared appropriately and timely. This review should be documented to note who performed the review and when it was completed.	B	Finance Director	The Finance Director will work with Springbrook to identify a report from the system that can evidence exceptions identified, resolution, and approval. That report will be run each month prior to bills being sent to customers and retained until after audit.	Staff is retaining the "Xdata reports" as evidence of resolution of meter read exceptions. Reports are retained until after the audit.
Process	7	Asset tracking system – We noted that the District does not currently utilize an asset tracking system to track and monitor costs by project throughout the year, and to document when projects were placed into commercial operation and should be moved to assets in service for financial reporting purposes.	We recommend that the District consistently utilize an electronic project tracking system to capture all the costs by project each year and to utilize reports from the system to monitor the costs by project to identify any significant variances from budget or estimate. The information in this system should also be reconciled to the general ledger on a monthly basis and any projects placed into service should be closed to assets in service on the general ledger.	C	Management Team	The Finance Director will work directly with other members of the management team to identify the objectives and requirements of a project tracking system, then evaluate options to best meet those needs. An approach will be selected and implemented to ensure project cost information is complete and accurate on a go-forward basis.	In progress - The District is merging the in-house water workorder system with Lucy. Once combined, workorders that capture labor and equipment usage support proper costing of capital projects.
Process	8	Capital asset reconciliation to the general ledger – We noted that the District does not currently have a control in place to reconcile certain key, full-accrual accounts on a monthly basis, specifically capital assets.	To improve the accuracy of the monthly financial reports and to reduce the burden of the year end closing process, we recommend that the activity per the asset tracking system be routinely reconciled to the capital outlay accounts on a monthly basis. This reconciliation should be formally documented and reviewed by someone other than the person performing the reconciliation as part of the District's monthly close process.	C	Jr Accounting Specialist	The Jr Accounting Specialist will reconcile capital asset records to asset additions, and other changes in capital assets for fiscal year end June 30, 2020 in preparation for the annual audit. Reconciliations will be reviewed and approved by the Finance Director.  Beginning with the 20-21 fiscal year, staff will reconcile capital assets activity quarterly.	Capital assets activity will be reconciled for the June 30, 2020 year end by the end of August 2020.  Subsequent quarters will be reconciled by the end of the month following the quarter end.  Met with Jr. Accounting Specialist on approach and expectations in early June.

Process	9	Labor and overhead costs – During our review of project costs, we noted that the District does not currently track and apply internal labor and overhead costs to projects.	With the implementation of an asset tracking system as noted in the previous comment, we recommend that the District begin to track these costs and apply them to the appropriate projects to help capture all costs that were incurred during the construction phase of each project.	C	Management Team	This will be a key component of the project as outlined in number 7 above	In progress - The District is merging the in-house water workorder system with Lucy. Once combined, workorders that capture labor and equipment usage support proper costing of capital projects.
Process	10	Physical inventory of capital assets – During the audit several assets were identified on the general ledger that were disposed of in previous periods, thus requiring a prior period adjustment for this error.	We recommend that the District establish controls to perform periodic physical inventories of capital assets to help identify assets that were disposed of, but have not been captured appropriately in the financial records of the District.	C	Jr Accounting Specialist	The Jr Accounting Specialist will develop and implement a plan for a physical inventory of the District's capital assets in accordance with best practices. That plan will include identification of all capital assets by location and incorporate property tagging as well as procedures for reporting acquisition, transfer and disposal of capital assets in support of accurate financial reporting.	Some inventory procedures have been undertaken at the treatment plant. A complete physical inventory of the District's capital assets will take place in late summer 2020, prior to finalization of the annual audit for FYE June 30, 2020.  Staff has begun scheduling for the physical inventory.
Process	11	Useful lives of capital assets – As we were analyzing depreciation expense and useful lives assigned to assets, we noted that the ability to change useful lives is unrestricted and therefore unauthorized changes could occur and impact the calculation of depreciation expense.	We recommend that access to change useful lives be restricted to certain individuals.	C	Jr Accounting Specialist/Finance Director	System security will be updated to restrict edit authority for capital assets to the Jr Accounting Specialist, with review responsibilities by the Finance Director	Completed as of May 31, 2020. Access provided to Jr Accounting Specialist with review and reporting access (only) to Finance Director
Process	12	Journal entries – During our review of IT access, we noted that the Finance Director has the ability to both prepare and post journal entries without a secondary approval.	We recommend that any manual journal entry have a documented approval from someone other than the person responsible for posting the entry.	A	Sr Accountant /Finance Director	The District has a policy in place that journal entries be approved/committed by someone other than the initiator. The system captures information on who initiated the journal entry and who approved/committed it.  Staff is currently working with Springbrook to identify a report/procedure for documenting review and approval of separation of duties re: journal entries.	Completed in May 2020. The Finance Director runs a report of journal entries committed/posted to the system monthly, reviews and retains the report as evidence of the control.
Process	13	Review of reconciliations – During our testing, we noted no evidence to support that reconciliations are reviewed and approved timely by someone other than the person preparing the reconciliations. This includes bank reconciliations, accounts payable reconciliations, the daily cash summaries, as well as other monthly reconciliations.	We recommend that each reconciliation be reviewed monthly and that the review be documented electronically or in writing.	A	Finance Director	The Finance Director currently reviews all staff prepared reconciliations in a timely manner, and evidences that review with initials and date. Reconciliations are retained in accordance with records retention requirements.	Currently in place and operating effectively.
Process	14	Physical inventory of wastewater inventory – During our inquiries we determined that the District had not recorded materials and supplies inventory previously, which resulted in an audit adjustment of approximately \$116,000.	We recommend that the District record and track wastewater inventory consistently going forward and that physical inventories be performed on at least an annual basis to validate the accuracy of the amounts recorded.	B	Finance Director/Plant Superintendent/Collections Manager	The Finance Director will work directly with the Plant and Operations Managers to identify the required information in support of an effective and efficient materials inventory for Wastewater operations. That inventory will address quantities and costs in support of complete and accurate financial reporting.	Inventories for water and sanitary inventory are complete.
Process	15	Inventory costs – We noted that the purchase of inventory items are not being input into the system timely, which has created instances where inventory items are identified during the year end physical inventory count and management may have to call the vendor to obtain the price.	We recommend that all inventory purchases be input into the inventory system on a timely basis to ensure the listing is updated, costs are accurate, and amounts charged to projects will be charged at accurate rates.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Inventory purchases will be entered and tracked in Lucy once water information is merged to the system.
Process	16	Approval of inventory charged to projects – We noted that the District did not have controls established to require formal approval of inventory to be charged to projects.	We recommend that controls be established to require a formal charge-out approval for any inventory items to be taken from the warehouse and utilized on a project. These approvals should be compared to the actual inventory charged to each project to ensure only authorized costs were captured on the project.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Once the water workorder system is merged into Lucy, workorders within Lucy will track and account for materials inventory usage on capital projects and support proper costing.
Process	17	Obsolete inventory – We noted that the District did not have a process in place to regularly review its inventory listing to identify obsolete or unusable inventory items.	We recommend that as part of the physical inventory process, the District identify any obsolete items that should be expensed in the current year.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Completed with June 30 end of year counts.
Process	18	Cutoff of expenditures – During our testing, we noted amounts where the service period per the invoice spanned over both fiscal year 2018 and 2019, but the total amount of the invoice was expensed in fiscal year 2019. In addition, we noted an expenditure for which receiving documentation was not retained for materials that were invoiced in the prior fiscal year, but were recorded as expenditures in the current fiscal year.	We recommend that the District establish controls to review year end cutoff to ensure that costs are recorded in the period in which the service was provided or the materials were received. We also recommend that the District retain all documentation related to purchases including any receiving documentation.	A	Finance Director	The Finance team will initiate communications regarding cutoff to District staff in advance of year end emphasizing cutoff issues.  The Finance Director reviews all expenditure batches against supporting documentation prior to payment. One element of review is that expenditures are charged to the proper period. Review is documented with initials and date evidencing approval.	Control is currently in place and operating effectively.
Process	19	Duplicate payment – We noted one instance in our subsequent disbursement testing where an invoice was paid twice by the District and was not discovered during the District's approval process.	We recommend a formal review of all disbursements prior to issuing payment to ensure the amount to be paid matches the amount owed to the vendor for the products or services received and invoiced.	A	Finance Director	The Finance Director is currently working with the new Jr Accounting Specialist to tighten controls and processes over expenditures and utilize system functionality to reduce or eliminate the opportunity for duplicate payments.	Control is currently in place and operating effectively. The Finance Director reviews all expenditures prior to payment for accuracy.

Process	20	Review of NCCWC balance – During the audit of the North Clackamas County Water Commission (NCCWC), a prior period adjustment was identified and reported relating to the improper previous amortization of water rights. The restatement of the NCCWC's financial statements had a direct impact on the District's reporting of its investment in the NCCWC on the District's financial statements. The adjustment to the investment in NCCWC was not properly recorded as a restatement in the initial draft of the district's financial statements provided to us.	We recommend that the district provide for a review of the final, audited NCCWC financial statements prior to finalizing the District's financial statements to ensure proper reflection of the investment in NCCWC. The review should be documented as part of the District's year end closing process.	A	Finance Director	The Finance Director will perform a careful and detailed review of NCCWC accounting records and financial statements in conjunction with the audit of NCCWC. That review will translate to a timely update of relevant accounting records and financial statements of the District.	Control is currently in place and operating effectively.
Process	21	Listing of public procurement contracts – As part of our testing of compliance with state procurement requirements, we noted that the District does not maintain a centralized list of all contracts executed during the year.	We recommend that this process be centralized with one employee to help track all procurements and ensure all documentation required is maintained on file to support the District's compliance with the State's procurement requirements.	B	District Recorder	The District Recorder has assumed responsibility for centralizing the District's contracts and related information as well as compliance with State records requirements.  The Finance Director will work directly with the District Recorder to ensure all information related to procurements is centralized in support of contracts with vendors.	Contract centralization is currently in process. It is expected that records will be complete and available by December 31, 2020.
Process	22	IT user access – We noted that the District does not regularly perform and document its review of user access to the various systems supporting the financial reporting function.	We recommend that the District perform routine reviews of user access, at least annually, to determine whether access to the systems are appropriately updated, terminated users have been removed timely, and any segregation of duties conflicts are identified.	A	Finance Director	The Finance Director will review system access quarterly and work with the appropriate staff to maintain appropriate segregation of duties.	Security reviewed. Recommendations pending.
Process	23	Pay rate and other employee master file changes – We noted during our payroll testing that once a pay rate is entered into the system, there is no formal review to verify that the rates were entered correctly.	We recommend that the District run reports of any changes made to the employee master file on a monthly basis to verify the accuracy and timeliness of the changes. Such review should be formally documented to evidence who performed the review and when it was completed.	A	Finance Director	System security will be updated to allow the Finance Director "view only" and "reporting" access to the HR module so that changes to employee master files can be reviewed for completeness and accuracy. All changes to employee master files will be supported by a personnel action form approved and dated by appropriate parties. The Finance Director will review these forms against the system as they are implemented.	Control is currently in place and operating effectively.
Process	24	Purchase orders – We noted that the District's current policy requires purchase orders to be utilized for any inventory items over \$500. However, non-inventory items do not have a similar requirement.	We recommend that the District update its policy to require purchase orders on non-inventory items over \$500 as well. The purchase orders should be reviewed and approved by someone other than the person requesting the purchase.	B	Finance Director	The District's procurement and related approval policy is currently in review. Once finalized and implemented the policy will allow for consistency across transactions and require training of appropriate District staff in the generation and approval of PO's, supporting documentation for payment, and records retention.	PO workflows have been mapped and currently working on system updates.

## STAFF REPORT

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**To** Board of Directors  
**From** Jason Rice, District Engineer  
**Title** Technical Services Monthly Report  
**Item No.** 9b  
**Date** August 5, 2020 for August 18, 2020 Regular Meeting

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### 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

- MS4 Draft Permit was received and is under review by the co-permittees.
- The Boardman Wetland Complex Project is closing up; other than two repairs to the sewer line the In-Water Work Permit is active on July 15th.
- Preparing the Belt Filter Press Project to begin construction.
- Construction of SE Old Orchard Court and Jade Court Sewer and Water Repairs Project completed. Punchlist items are being worked through before final payment.
- Submission of the Water Master Plan to the Oregon Health Authority.
- Continuation of bi-weekly meetings surrounding the District's Water Risk and Resiliency Analysis and Emergency Response Plan.
- Various Task Orders are in draft stage for FY21 Capital Work.
- Staff continues to work from home while still meeting the public expectations for our presence (such as inspections).

### Education and Outreach

The dry season is in full swing, bringing less rainfall and increased heat and use of water. The Regional Water Providers Consortium's summer outdoor water conservation campaign is in effect. The messaging is multi-pronged, including:

- **Weekly Watering Number** (link featured on our website): allows customers to find out how much water to add to their gardens each week.
- **KATU television (English)**: the RWPC partnership created three new ads to run in combination with existing ads and conducted four on-air interviews.
- **KUNP television (Spanish)**: Repackaged one on-air interview from last summer.

- **Garden Time television:** Created one new ad and conducted two on-air interviews.
- **Alpha media Radio (English):** Running existing ads and conducted two on-air interviews.
- **Audio+ Digital Radio (English):** Running existing ads.
- **KBOO/EI Rey/Bustos Radio (Spanish):** Running existing ads.

**All of the ads and on-air interviews can be viewed or listened to on the newsroom page on our website (<https://www.regionalh2o.org/newsroom>).** Note: All on-air interviews were conducted via Zoom or at a distance.

All of the outreach partnerships have been revamped to account for the continued impacts of the public health situation. Many programs have been able to revise their contact with customers and landowners so that social distancing or virtual/distance protocols can be the norm. A few programs have even been booming because homeowners are investing more time and energy into their yards, creating healthy habitats.

As the District monitors the situation caused by the pandemic, we have been working to provide relevant information to our customers regarding impacts to their contact with OLWS. As you know, OLWS continues to offer its public multiple ways to connect with the District, to pay their bills, and to let us know if something needs attention. The current platforms of communication have continued to work for getting information out to our customers: the District website, their bills (electronic and paper), and most personal contact happening over the phone. In-person work is happening as needed in a safe and proactive way. Field operations, technical services, and plant operations staff have kept up with public need, attending to customer emergency calls, moving forward with repairs as well as capital projects.

Do not forget to refer to the “Important Messages” page on our website, updated to include current topics and information requested by the Board. Access this page from the main webpage under “Your District” and then “Board of Directors”:

- <https://www.oaklodgewaterservices.org/bc/page/important-messages>
- Current messages include:
  - Please continue to let ratepayers know about the Emergency Customer Assistance Program (ECAP);
  - Reassure customers that our water is safe and can be relied upon; and
  - Trash your Wipes, Don’t Flush Them.

Finally, staff are excited to begin work on a Strategic Communications Plan with the help of Barney & Worth consultants. Over the next few months, a number of projects will roll out in support of this plan.

Deliverables include:

- Development of Values and Hot Topic Talking Points based on Board input
- A Communications Plan
- Customer Survey
- Brand Style Guide and Communications Templates

As these deliverables are completed, staff looks forward to implementing the plan with help from our consultants and with the support of the Board.

### July 2020 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>
<b>Pre-applications Conferences</b>	4	2	4	0	3
<b>Active Erosion Control Permits</b>	120	118	120	42	60
<b>Active Development Permits</b>	14	11	14	19	15
<b>Active Utility Permits</b>	19	6	19	-	-
<b>Wastewater Connections</b>	20	4	20	17	18
<b>Sanitary SDC Fees Received</b>	\$103,300.00	\$180,775	\$103,300	\$50,105.85	\$50,105.85
<b>Water SDC Fees Received</b>	\$67,058.00	\$86,390	\$67,058	\$21,410.00	\$21,410.00
<b>Plan Review Fees Received</b>	\$12,872.73	\$10,822	\$12,873	\$5,455.00	\$5,455.00
<b>Inspection Fees Received</b>	\$7,240.88	\$9,100	\$7,241	\$5,009.80	\$5,009.80

### Attachments

1. Development Tracker
2. Capital Project Tracker

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Under Construction	4410 SE Pinehurst	Residential Subdivision: 4 lots	Water utility only. Inspections Continuing	8/4/20
Under Construction	16518 SE River Rd.	Head Start School Additions	Oak Lodge permits expire March 2021	8/4/20
Under Construction	13505 SE River Rd	Rose Villa Phase 4 Medical Building	Oak Lodge permits expire July 2021	8/4/20
Under Construction	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban School	Oak Lodge permits expire July 2021	8/4/20
Under Construction	View Acres Elementary	Redevelopment: School	Oak Lodge permits expire July 2021	8/4/20
Under Construction	Riverside Elementary School	Redevelopment: School	Oak Lodge permits expire July 2021	8/4/20
Under Construction	New Urban High School "Annex"	Redevelopment: School	Oak Lodge permits expire July 2021	8/4/20
Under Construction	Candy Lane School	Redevelopment: School	Oak Lodge permits expire July 2021	8/4/20
Under Construction	Jennings Lodge School	Redevelopment: School	Oak Lodge permits expire July 2021	8/4/20
Plan Review	SE Kellogg @ SE Birch	Road Improvements: CC DTD CIP	Oak Lodge Site Development Permit current review	8/4/20
Plan Review	15099 SE McLoughlin Blvd	Tenant Improvement: Corporate Headquarters, Clackamas Credit Union	Oak Lodge Site Development Permit current review	8/4/20
Plan Review	15115 SE East Ave	Residential: Subdivision	Application submitted to Oak Lodge. Oak Lodge permit expires January 2021	8/4/20
Plan Review	19315 SE River Rd	Residential 2-lot partition	Land Use comments sent to CCDDTD. County land use expiration timeline.	8/4/20
Plan Review	14720 SE River Rd	Residential: Multifamily	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/4/20
Plan Review	Jennings Ave	CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	8/4/20
Plan Review	15603 SE Ruby Dr	Residential: 3-lot partition	Current OLWSD review	8/4/20
Plan Review	14928 SE Oatfield Rd	Residential: 4-lot partition	Current OLWSD review	8/4/20
Plan Review	6364 SE McNary Rd	Residential: 15-lot partition	Current OLWSD review: water utility only	8/4/20
Pre-Application	13822 SE Oatfield Rd	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/4/20
Pre-Application	15717 SE McLoughlin	Bank and Office	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/4/20



<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	5722 SE Oatfield Rd	2 parcel partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	14733 SE Rupert Ave	Residential tri-plex; no demo	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	3110 SE Concord Rd and 16103 SE Southview Ave	Residential: 7-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	Spaulding Ave., TL 3200	Residential: 1-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	5212 SE Thiessen Rd	Residential, 5-Lot Short Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	5200 SE Roethe Rd.	Residential, 4-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	16305 SE Oatfield Rd	Residential, 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	3870 SE Hillside Dr	Modification of previously approved 13 lot subdivision.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/4/20
Pre-Application	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.	8/4/20





## STAFF REPORT

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**To** Board of Directors  
**From** Todd Knapp, Field Operations Manager  
**Title** Field Operations Monthly Report  
**Item No.** 9c  
**Date** August 18, 2020

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### 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

- Meters replaced, new services added, and leaks repaired (See chart).
- Water consumption for **July: 119,901,000 Gallons (4.82%** Below the 10-year average of 125,968,033 and down **.39%** compared to last year) (See metered monthly consumption chart).

### Water Operations

Water staff repaired a bell joint leak on Oatfield Road North of Jennings Avenue (photo 1). Water from the leak ran underneath Oatfield Road, filling the pond below to a level of around 18" above normal (photo 2).

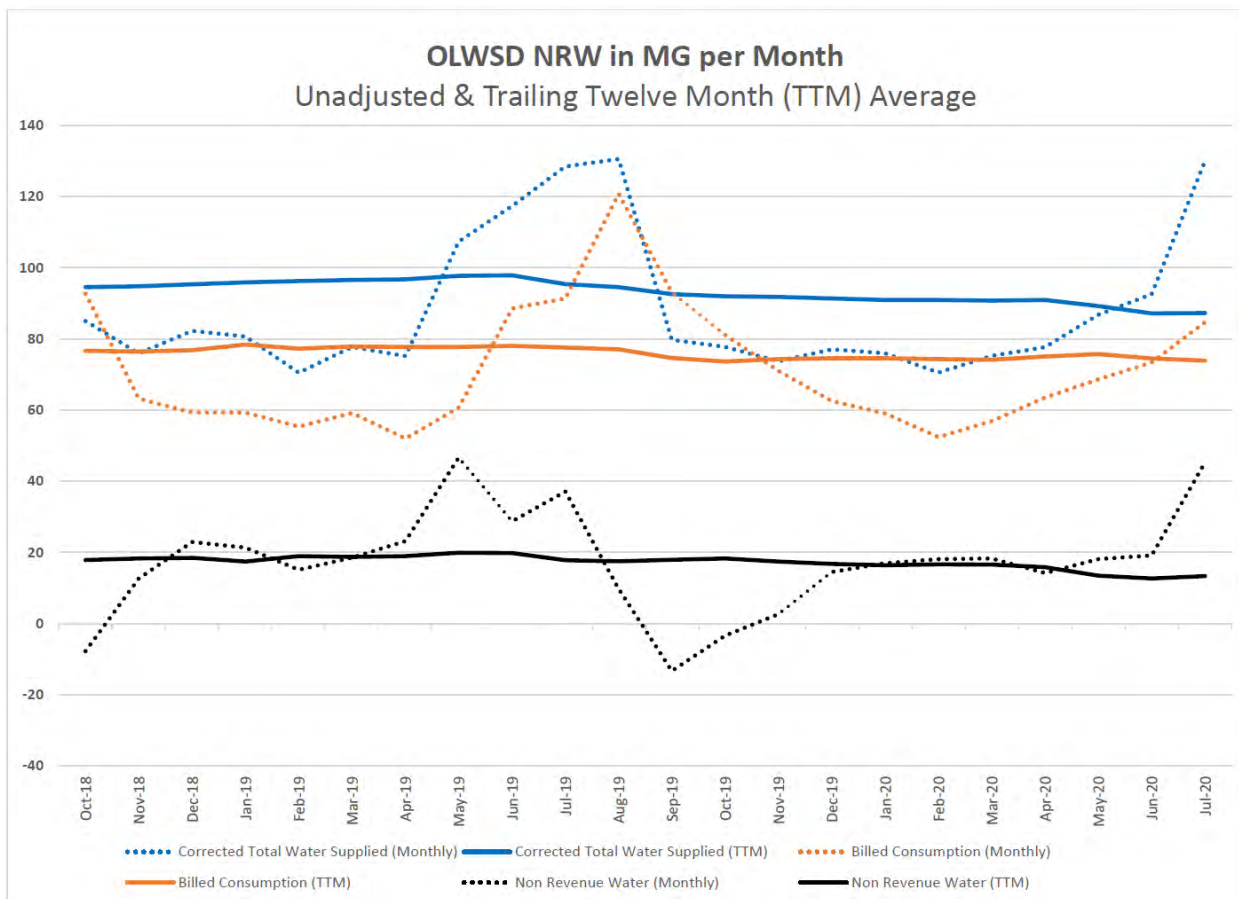
Weeks after the Oatfield repair, staff noticed a rather large dip on the west side of Oatfield. This turned out to be caused by the water leak washing out sand and rock from the gas line on the opposite side of the road from the water line. On top of that, Clackamas County has adopted the Oregon Department of Transportation pavement restoration standards, which includes digging down to a solid base, replacing with CDF (a cement based backfill), paving with 3-2" lifts of asphalt, grinding down 2" deeper and wider than the original ditch, and the whole thing repaved. The change in requirements will increase the cost of this project. Staff is in the process of getting quotes for this work.

Staff found and replaced a long side plastic service (see photo 3).

Staff researched the age of our large meters and found 28 of 532 to be 20 years or older (the oldest being 36 years). These meters will be targeted and systematically changed out first.

## Non-Revenue Water Tracker

- As of August, I will be taking over the tracker from Jason.
- Monthly billed consumption has started to climb, as noted in the graph below.
- Last year at this time for the month of July, our annual real loss in million gallons was 179.193, compared to this year's annual real loss of 126.259 a difference of 52.934 million gallons.
- Overall, the trailing 12 months Non-Revenue Water (NRW) volume remains on a slightly downward trend.



## **Collections Operations**

Collections staff have had a few issues with manholes being a bit low within several roads throughout the District. Up until now there really has not been an easy way to address this problem, but staff did a little research and found a company that was willing to come out and give us a demo for a product that looks promising (see photos 4-9). The problem is that Clackamas County has not approved this product to be used in their roads. The solution was to invite them to the demo and as luck would have it, they agreed to come out and witness the demo. The demo took place on River Road (south bound lane) just north of Creighton Avenue. We believe the County will ultimately adopt this product given the fact the Oregon Department of Transportation already has. Hopefully in a short period of time the County will let us know their answer and we will begin addressing these problematic manholes.

Collections staff has continued to clean and TV basin D, despite one team member having to be quarantined for 14 days. Staff should have basin D completed this month.

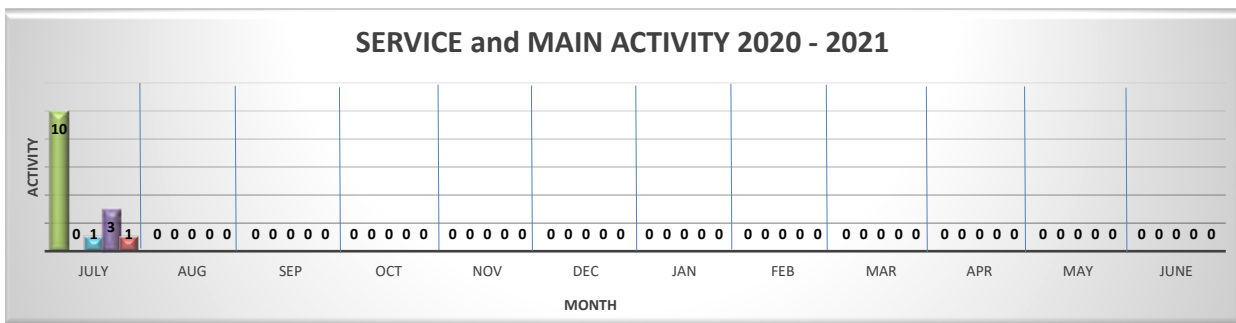
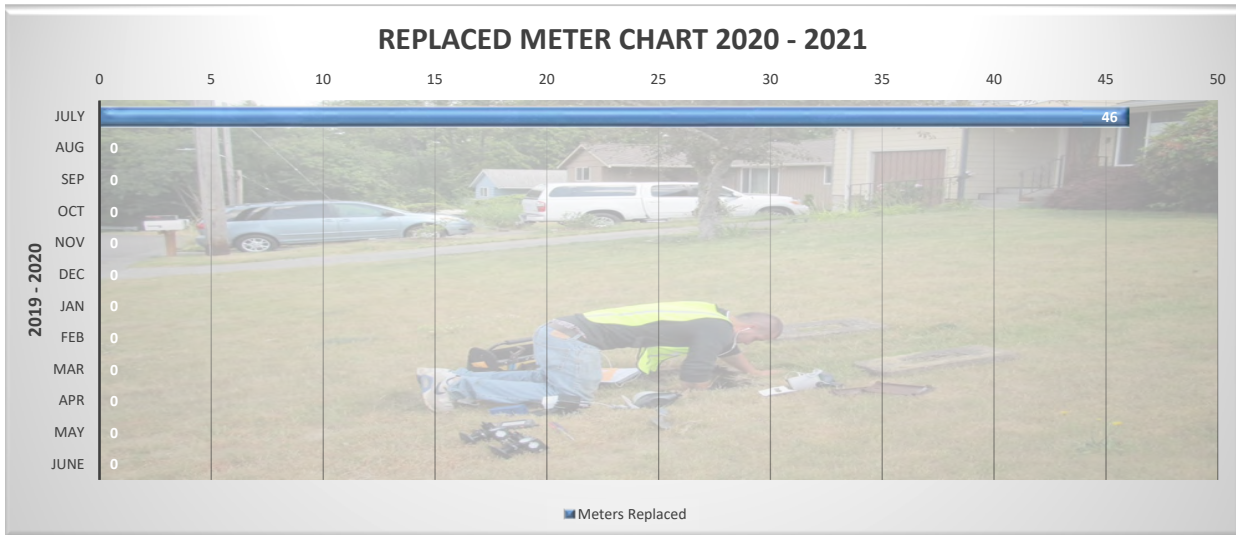
Staff completed the one-year warranty TV inspection of the Jennings Lodge project and found no problems.

## **Attachments**

1. Sewer Collection Report
2. Water Stats Report
3. Master Meter Report
4. Photos Page



# 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	0	0	0	0	0	0
2020	Sep	0	0	0	0	0	0
2020	Oct	0	0	0	0	0	0
2020	Nov	0	0	0	0	0	0
2020	Dec	0	0	0	0	0	0
2021	Jan	0	0	0	0	0	0
2021	Feb	0	0	0	0	0	0
2021	Mar	0	0	0	0	0	0
2021	Apr	0	0	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		46	10	0	1	3	1

### Backflow Program Update for the Month of July

Total						
<b>1,325</b>						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
<b>702</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>53%</b>						

**Total Signed up**

623    53%  
702

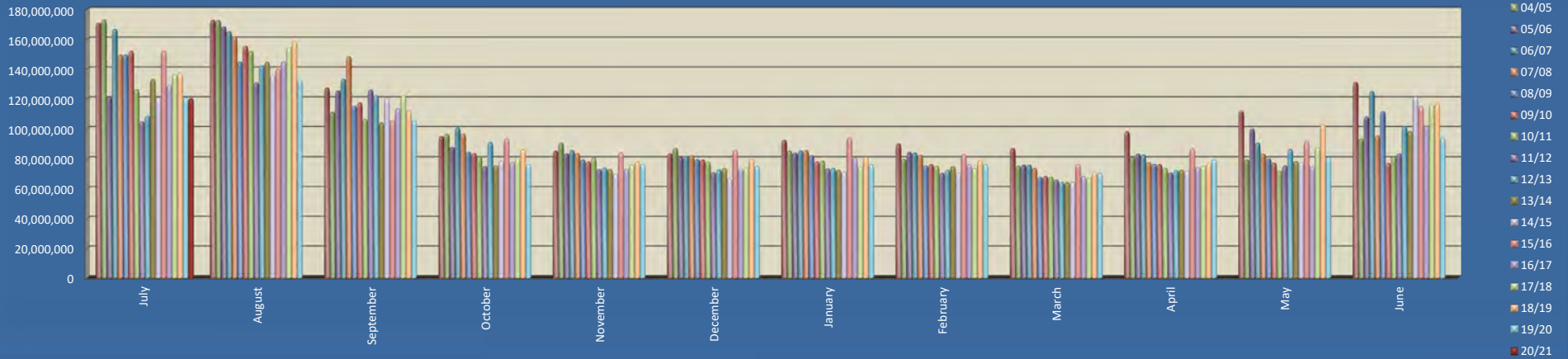
List of Backflow Letters		
Letter 1	Notice of Non-Compliance	District made aware (30 days to respond)
Letter 2	Notice of Violation	Customer has final 30 days to correct
Letter 3	Notice of Termination of water service	Customer has 5 days til water shut off



## 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			
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67	
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35	
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29	
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49	
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33	
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13	
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.42%
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.21%
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	92.37%
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	97.95%
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.38%
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	96.79%
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	109.38%
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	98.47%
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	103.05%
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	106.97%
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	96.36%
20/21	119,901,000														
	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year Average	10 Year ADD	Winter Ave
	125,968,033	143,291,600	113,476,900	81,144,100	75,518,400	74,614,414	77,248,086	74,825,700	67,650,700	74,960,700	82,406,600	100,983,067		3.01	75,562,733
Last Year Compare	99.61%														Summer Ave
10 year Average	95.18%														127,578,844
	-4.82%														
	-6,067,033														
	-6,067,033														

### OLWSD'S Metered Monthly Purchase Graph



## Photos Page



(1) Picture of main leak on Oatfield Road North of Jennings Avenue.

Leak type, a Bell Joint.



(2) This is a picture of a pond below Oatfield Road, off of Foushee Way



(3) This picture shows the crew renewing a plastic long side water service.



(4) Crews dig out around manhole.



(5) top is removed and cleaning preparations are made.



(6) pieces are glued together



(7) more pieces are glued and leveled with road.



(8) manhole placed on top and for final leveling.



(9) all that is left to do is back fill and pave.

## STAFF REPORT

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**To** Board of Directors  
**From** David Mendenhall, Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 9d  
**Date** August 18, 2020

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### 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

- Seasonal Process Disorder
- Maintenance Goes On
- Lucity Data Move

### Water Reclamation Facility Operations

The plant process is in overall good shape but as the temperatures heat up each summer, we see some degradation in clarity like we see when the temperature drops in late fall. All the parameters that we track look good, but the suspended solids are up a bit. As August begins, we will increase wasting to lower the sludge age. All trucks and the trailer are back in service and we were able to resume twice per week hauling toward the end of the month. We are shooting for keeping our solids inventory stable through the belt press project and to get a digester drained for the piping project. 148 cubic yards were delivered to Madison Farms. We issued the Request for Proposals for Biosolids Contract Hauling and received eight responses so far. Proposals must all be submitted by August 10. The plan is to have a contract to the Board for the September meeting.

### Water Reclamation Facility Maintenance

The rebuild of the Mixed Liquor Return (MLR) pump that was removed last month was begun by John Krogstad. The pump was cleaned, disassembled, and inspected. Some parts were in stock and some needed to be ordered. The bowl end was reassembled and painted. The parts came in toward the end of the month and the project was continued (Photos 1 and 2). It will be done in August and the pump reinstalled. John built a shed kit for the storage of material and equipment for the custodial crew. He

mounted it on a crafted pallet to make sure it was level (Photo 3). This solves a space problem that was causing a safety problem by blocking electrical equipment.

The annual overhead crane inspection was completed. We have several cranes throughout the plant and davits in the plant and at the pump stations that were inspected. There are some adjustments and corrections that will need to be done to keep the equipment in compliance with OSHA standards. A COVID-19 inspired project to put UV light in the ducts for the HVAC system led to finding some other problems with equipment in the attic at the service building. Some leaks in the coolant piping and in a drain pan were found and corrected. Two units were found to have no drain pans. And the contractor working on the system is recommending that two units be replaced. The ducts were found to be loaded with cottonwood and dust which can be a health and fire hazard, so we will be getting the ducts cleaned in August.

Jayson Kahler replaced the coupling on the screenings compactor that broke last month once the part came in. He discovered a pipe leak in Pump Station #5 and is planning for the removal and repair of the section. The cracked section of the scum pipe on the #1 Clarifier was removed and replacement is a work in progress (Photo 4).

We are progressing nicely with the PGE Energy Partner program. Some programming changes and a new screen on our Supervisory Control and Data Acquisition (SCADA) will allow us to have one screen where we can shed load when requested by PGE to reduce strain on the grid by temporarily turning off some equipment in the plant. And we get a payment each month for being part of this program. Jayson has been coordinating with our contractor, OCD, to accomplish this.

Some nice cooperative sleuthing solved a pumping problem with the #2 MLR pump. David Hawkins noticed some irregular pump output from this pump on SCADA. He looked at the trends and charted the variations. He talked with Jayson and showed him the information. Jayson investigated and discovered some loose flange bolts were allowing air to be sucked in and disrupting the operation. Tightening the bolts solved the problem.

In a major milestone, Elaine Murray completed moving some 23,000 old work orders from the old water maintenance system over to the Lucity system. This was a big undertaking, months in the making. Elaine has been preparing our Lucity system for this and the completion retains information and knowledge from back to 1967 in the new system. Nicely done Elaine!

## **Attachments**

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



1) Suction bell end of MLR pump



2) Impeller for MLR pump

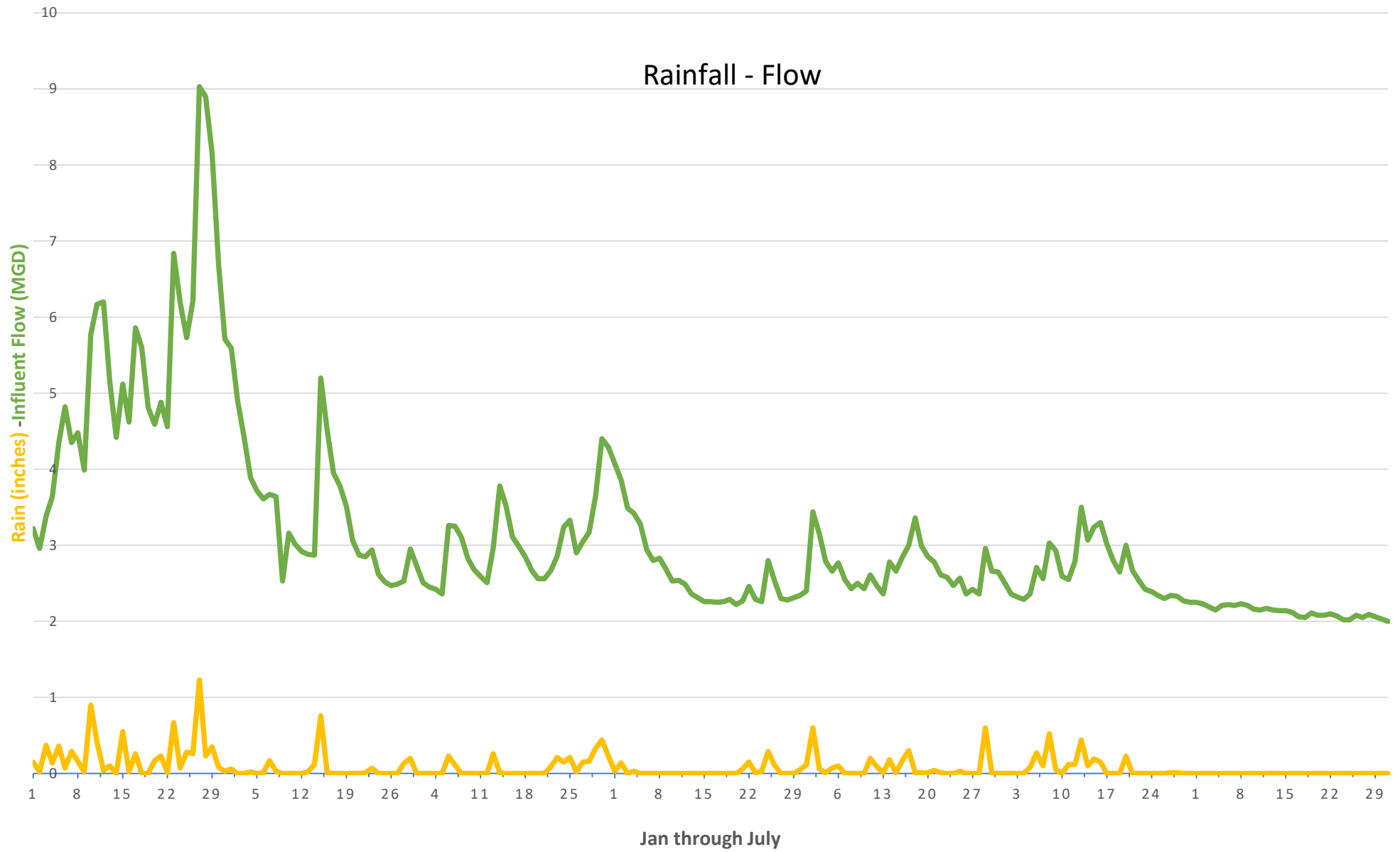


3) Custodial supply shed



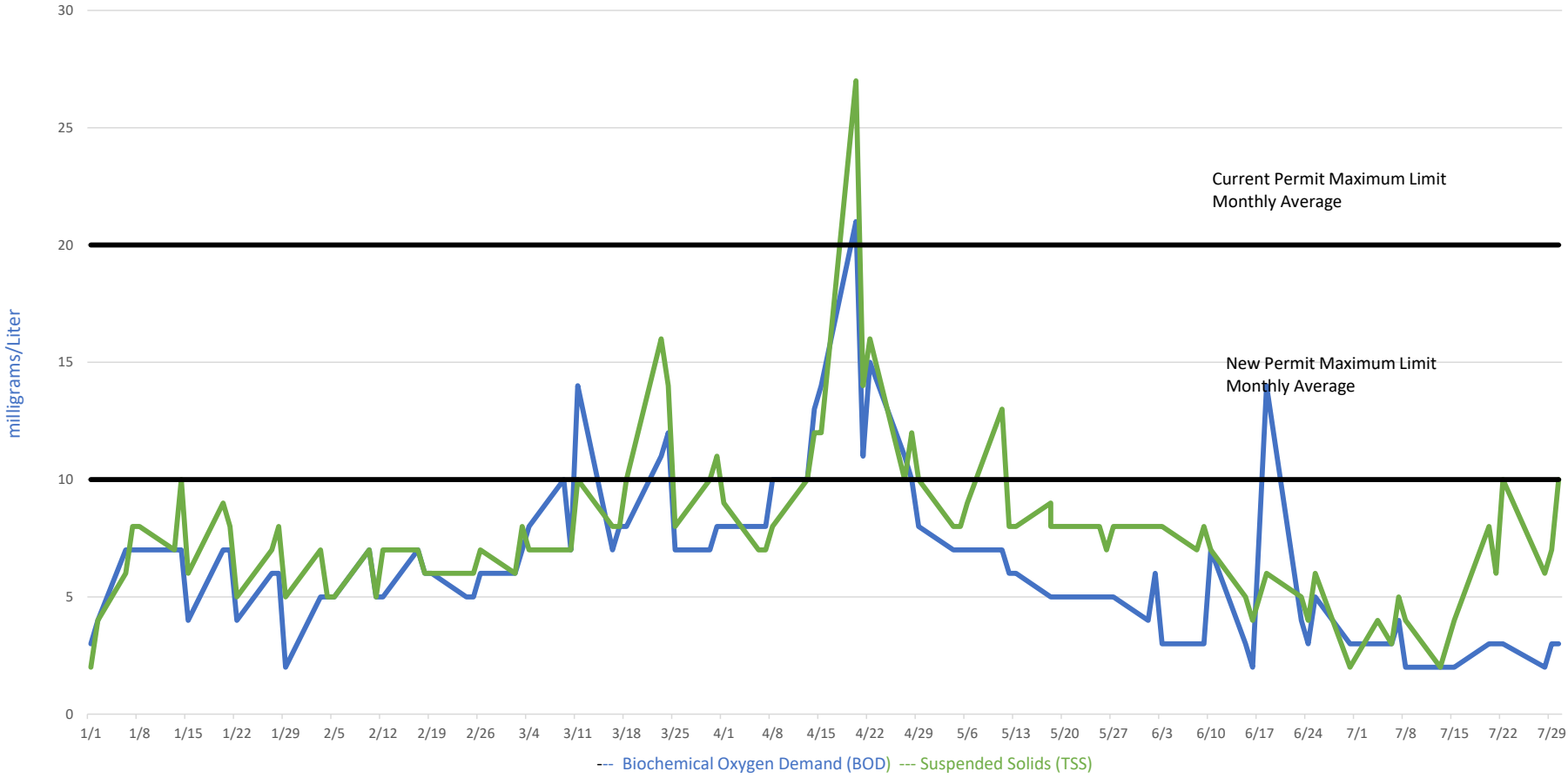
4) Clarifier #1 for pipe repair

# Rainfall - Flow

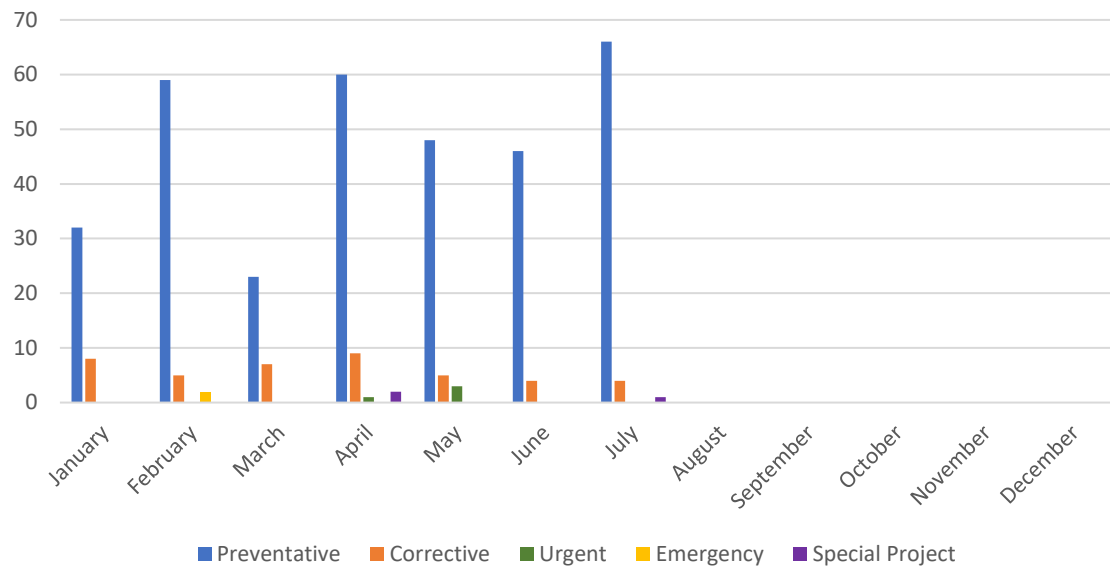




### Effluent Water Quality



## Treatment Plant Work Order Summary 2020





## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	10
<b>Date</b>	August 18, 2020

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### 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

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**Title** Business from the Board  
**Item No.** 11  
**Date** August 18, 2020

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### 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
6/18/2019	SDC and ADU Comparison to other Communities	Jason will be presenting this data at a future date when it suits the Board
8/13/2019	OLWSD/Gladstone IGA	OLWSD Staff is working to create the first full draft of the IGA for City of Gladstone review

## OAK LODGE WATER SERVICES REPORT

From: Ginny Van Loo, Director

August 4, 2020

I attended the North Clackamas Chamber Policy Advisory Committee meeting yesterday. There were 27 attendees on our Zoom meeting call.

Announcements included their Annual Golf Tournament on August 28, 2020. Anyone wishing to golf should call the Chamber office asap.

There are still nominations open for their Women in Chamber Award. Nominations are being taken now at [WILMA@Amazing Women.org](mailto:WILMA@AmazingWomen.org)

### Agenda Items:

The first presenters were from WES, Greg Geist and Jeff Stallar. They talked about the ballot measure they need to undertake due to the fact that they are located in Oregon City. They cover about 190,000 ratepayers in Happy Valley, Milwaukie, West Linn, and Mt. Hood, among others. They have 350 miles of pipe on the wastewater side. The issue is their outfall pipes which were built in 1984. It is almost to capacity and when we get a big rain and wet weather events, it can overflow. WES would like to run an additional pipe to help alleviate the overcapacity situation in weather events. They reiterated this is not a tax measure, it is simply a requirement from the City of Oregon City. The went into the history and the specifics of location, depth, etc., including archaeology, park mitigation, improvements to Jon Stone Park, tree inventory, meetings with the Tribes, and so on. For additional details please go to their website and you will see the whole plan. They were at the meeting to ask for a full endorsement of their project which they got from the policy group. It now goes to the Chamber Board for a final decision of endorsement.

Next was a presentation by ODOT on the I-5/I-205 tolling projects. This was a good presentation and needs more outreach. Many questions were asked, and they too have a website. Every citizen needs to stay tuned to this project. I-205 is proposed to be tolled from Oregon 213 to Stafford Road, all lanes in both directions. I-5 is proposed to be tolled in two or three spots as well. Currently this proposal is in the 45-day comment period as the National Environmental Policy Act (NEPA) requires. ODOT has a website for all the details anyone can access. This project has nothing to do with Metro & the bond.

### **Meetings Attended During the Past Month**

1. July 21, 2020 – CREW (Cascadia Region Earthquake Workgroup) Lifelines, Water System Symposium Series, meetings on July 14, 16, 21, 23, 28 & 30 (virtual meetings) – overview of seismic risks, impacts and mitigation strategies for water systems in the Pacific Northwest
2. July 21, 2020 – Oak Lodge Water Services Board meeting (virtual meeting)
3. July 22, 2020 – Oak Grove Community Council meeting (virtual meeting, agenda attached)
  - a. ~25 attendees
  - b. Program (Valerie Chapman): Video by Dr. Robin DiAngelo – White Fragility; Why it’s Difficult for White People to Discuss Race (video: [Dr. Robin DiAngelo - White Fragility](#))
    - i. Dr. DiAngelo’s thesis: Racism is inherent within systems that unintentionally and unknowingly result in and perpetuate implicit bias
    - ii. Discussion: How can we overcome our implicit bias and make Oak Grove a more inclusive community (and make the Oak Grove Community Council more diverse)?
  - c. LUART (Joseph Edge)
    - i. Public Hearing on Bakeries & Brewpubs (ZDO-267) – hearing in August
      1. Recommended for approval by Planning Commission
  - d. Concord Property & Library Planning Task Force update (Jan Lindstrom)
    - i. Decision by task force to locate library at Concord property
    - ii. Task Force survey currently available
    - iii. Looking for input on 3 design options; #2 is preferred option by task force
    - iv. Now is your chance to provide feedback on the community’s future library
    - v. Concord Task Force open house: <https://openhouse.jla.us.com/concord-library>
  - e. Park Avenue Community Advisory Committee update: (Valery Chapman)
    - i. Online workshop on June 30 – available on county’s website
    - ii. Survey is now available online through first week of august
    - iii. Input on bike and pedestrian connections to max, trolley trail, job opportunities
    - iv. Park Avenue Survey: <https://www.surveymonkey.com/r/ParkFramework>
  - f. Three openings for County Advisory Boards and Commissions
4. July 27, 2020 – Business Oregon Audit Committee (virtual meeting)
  - a. Established Charter for Audit Committee and internal auditor
5. August 3, 2020 – OLWS Communication Plan (telecon)
  - a. Interview by Libby Bakke
6. August 8, 2020 – Oregon Infrastructure Finance Authority Board Meeting (virtual meeting)
  - a. Funding requests by City of Klamath Falls, Crystal Springs Water District & City of Prineville totaling ~ \$7 million

### **Meetings Scheduled for the Next Month**

1. August 20, 2020 – Water Research Foundation webinar, Intelligent Water Systems: Data Maturity Model
2. August 26, 2020 – Oak Grove Community Council (virtual meeting)
3. September 9, 2020 – Regional Water Providers Consortium Executive Committee (virtual meeting)
4. September 15, 2020 – OLWS Board meeting

**Subject:** OGCC July 22nd Meeting Notice & Agenda  
**Date:** Friday, July 17, 2020 at 3:17:39 PM Pacific Daylight Time  
**From:** Oak Grove Community Council  
**To:** Mark Knudson

[View this email in your browser](#)



## Regular Council Business Meeting

July 22, 2020

### Agenda

**What:** Regular Council Business Meeting - Oak Grove Community Council  
**When:** Wednesday, July 22nd, 2020 - 7:00 p.m. to 8:20 p.m.  
**Where:** Zoom online meeting / phone in – link to come one day prior

6:50-7:00 pm **Connect to Zoom** (link sent out one day prior)

7:00 pm **Welcome, Introductions, and Officer reports:**  
May 27th meeting minutes and membership update  
Treasurer's report

7:10 pm **Program:**  
A Conversation Regarding privilege/racism, inclusion/exclusion  
as it relates to the Oak Grove Community  
*Valerie Chapman, Vice Chair, OGCC*

7:55 pm **Land Use Application Review Team (LUART):**  
Updates on Long Range Planning projects

8:05 pm **Committee updates:**  
Concord Partnership  
Park Ave Community Project

8:15 pm **Schedule review:**

Future OGCC Meetings - 7 pm at Zoom:

Aug 26, Sep 23, Oct 28, Dec 2

Future OGCC Board Meetings - 6:45 pm at Zoom:

Aug 3, Sep 7, Oct 5, Nov 2

8:20 pm

**Adjourn**

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Oak Grove, OR 97267

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**Business from the Board  
Paul Gornick's Meeting Reports  
July-August 2020**

**July 22, 2020 -Sunrise Water Board Meeting (remote meeting)**

- Board passed consent agenda, which included an intrafund budget transfer from contingency funds to accelerate unreliable meter replacements in a high pressure zone of the district.
- SWA has purchased a property for future Reservoir 12 that has a vacant dwelling onsite. After getting one bid to demolish, and one bid to deconstruct, Board instead chose to have Fire District burn building as a training exercise, which was cheaper than the other options.

**August 6, 2020 – C4 Meeting (remote meeting)**

- Chris Lyons from Clackamas County introduced ODOT I-205 Project Director Mandy Putney, who did a presentation on the status of the I-205 seismic upgrade and widening project. Ms Putney noted that the infrastructure project she heads up is independent from the tolling/congestion pricing effort, which is headed up by Lucinda Broussard.
- The project is now divided into two stages: Stage 1 will extend from Exit 10 to OR-213, and includes seismic upgrade of the Willamette River crossing, widening to 6 lanes, and improvements at the intersection with OR-43. Stage 1 is now at 60% design, and the current cost estimate is \$230 million.
- Stage 2 is widening from Stafford Rd to Exit 10, and includes widening to six lanes and seismic upgrade of the Tualatin River bridge. Stage 2 will be at about 50% design by the end of 2020, and the current cost estimate is in the \$160-190 million range.
- The completion of the project is forecast to reduce congestion from 6 ¾ hours per day to 2 hours per day.
- Among the questions from C4 members: Does the design include space for Bus Rapid Transit, and are there provisions for bicycle and pedestrian traffic on the Willamette River crossing? Ms Putney said the design does not include BRT, but space is being included to accommodate future shoulder BRT. The Willamette River crossing will not incorporate bike and pedestrian facilities, but the off-alignment improvements will include connectivity to the Oregon City arch bridge for these modes. There was also a comment about potential future conversion of the arch bridge to a bike/ped/emergency vehicle only facility. Mayor Dan Holladay of OC indicated this was the first time he had heard of this possibility.
- Jamie Stasny, Regional Transportation and Land Use Policy Coordinator for Clackamas County, indicated that the pre-environmental review 45 day comment period for the I-205 tolling project is now open and runs through September 16<sup>th</sup>. The link is here:

<https://www.oregon.gov/ODOT/tolling/Pages/I-205-Tolling.aspx>

- Chris Lyons presented a letter from the Region 1 Area Commission on Transportation (R1ACT) to the Oregon Transportation Commission encouraging convening of

**stakeholders to discuss the funding gap for several Region 1 bottleneck projects prior to the 2021 Legislative Session. Mr. Lyons also encouraged mayors of cities affected by the current bottlenecks to independently add to this effort with their own letters to the OTC.**

August 3, 2020

Oregon Transportation Commission  
Oregon Department of Transportation  
355 Capitol Street NE, MS11  
Salem, OR 97301-3871

RE: Funding Gaps for State-Owned Projects in ODOT Region 1

Chair Van Brocklin and Commissioners:

On behalf of the Region 1 Area Commission on Transportation, I write today requesting the Oregon Transportation Commission (OTC) convene a table of stakeholders charged with examining the funding gap that exists for projects of statewide significance within ODOT Region 1 and proposing funding solutions in advance of the 2021 legislative session.

As you know, the 2017 state legislature prioritized three key bottlenecks of statewide significance as part of HB 2017, including Highway 217, the Rose Quarter, and I-205. Since that time, ODOT has completed a significant amount of work. However, all three projects lack sufficient funding for construction to meet the needs of our growing region. In addition, the list of other needed infrastructure improvements continues to grow, including but not limited to Highway 26 and the I-5 Boone Bridge. The growing list of major infrastructure projects on the regional freeway system highlights the need to improve freight movement and seismic resiliency in our region and state, but it cannot move forward without a reasonable funding strategy that our communities can depend upon.

ODOT is working to make tolling a reality as a funding source, as directed by HB 2017. While tolling can be an important part of the funding solution, it does not appear likely to generate enough revenue to fund all of the projects. The degree to which tolling revenue will pay for these projects is unknown, and won't be known until 2023 or 2024 at the earliest. We cannot wait that long to look at supplementary funding solutions.

We look to the OTC to provide leadership and direction on this issue. Specifically, we ask that you convene a table of stakeholders to identify solutions that will complete the funding for the original three bottleneck projects identified in HB 2017 and for projects that are in the queue, such as the I-5 Bridge, Highway 26, and Boone Bridge.

We must address this funding to find a way to restore seismic stability, secure freight and economic mobility, address congestion, and prioritize equity for our region. The future of our region's safety and mobility depends on it.

Thank you for your consideration of this time-sensitive request.

Sincerely,



Roy Rogers, Chair  
Region 1 Area Commission on Transportation