

**OAK LODGE WATER SERVICES DISTRICT
&
OAK LODGE WATER SERVICES AUTHORITY**

BOARD OF DIRECTORS



OCTOBER 18, 2022

JOINT REGULAR MEETING



**JOINT REGULAR MEETING
OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
OCTOBER 18, 2022 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Call for Public Comment
3. Presentation of Special Report by Oak Lodge Governance Project
4. Consent Agenda
 - a. August 2022 Financial Report
 - b. Approval of September 16, 2022 Board Meeting Minutes
 - c. Approval of September 20, 2022 Board Meeting Minutes
5. Consideration of Reissuance of Special Districts Insurance Services (SDIS)
6. Consideration of Agreement with Robert Half for Contract Services
7. Consideration of Draft Board Governance Policy
8. Presentation of Boardman and Arista Project
9. Business from the Board
10. Department Reports
 - a. General Manager
 - b. Human Resources
 - c. Finance
 - d. Technical Services
 - e. Field Operations
 - f. Plant Operations
11. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	October 18, 2022

Summary

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

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

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



Public Comment

Identifying Information:	
First Name:	Diana
Last Name:	English
Group or Organization Affiliation:	
Address:	2508 SE Torbank Rd
Phone Number:	503 974 9791
Public Comment:	<p>The recent/ongoing changes to Paperless Billing/Bill Pay/Autopay are exceedingly inconvenient for tenants. We will no longer be able to make payments online which leaves us with bad/very bad/worse options for paying our bills. Many people don't even have checks any more, others don't want/trust autopayments and having to call in between set hours (M-F 9a-4p) to make phone payments are awkward at best for many due to it usually falling during their working hours. Frankly this change is a complete reversion to pre-2000 bill paying, likely resulting in fewer opting for paperless billing (meaning more bills having to be processed for mailing=higher costs and more trees lost to paper production), and more staff needed to field calls for those who make phone payments (more staff = more wages/salaries which leads to higher costs to the customer sooner or later). As for mailing in a check, the post office has been erratic at best the last few years and they plan on being even slower on mail delivery as well as raising postage costs so it's a bad option that will only get worse. As a disabled senior, trying to get to/find a drop box isn't always possible. I, and likely many others, much prefer online payments as I can see my balance and check that a payment has posted properly in real time rather than having to wait for the next statement cycle. Considering the majority of your customer base is probably tenants, this is just all around a bad move and I really hope OLW rethinks and reverses this decision.</p>



AGENDA ITEM

Title	Presentation of Special Report by Oak Lodge Governance Project
Item No.	3
Date	October 18, 2022

Summary

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

Attachments

1. Presentation Slide Deck



Oak Lodge Governance Project

Analysis of Governance Options for the
Oak Grove-Jennings Lodge Area
Phase I of Discussions About Governance in Oak Lodge



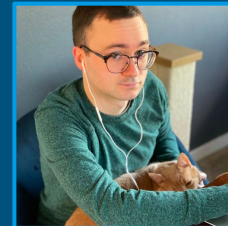
OLGP STEERING COMMITTEE



Tom Civiletti, *under his personal tree canopy*



Eleanore Hunter, *home garden*



Nathan Breitenfeldt, *working from home*



Jane Civiletti, *Fair Oaks Street Party*



Cole Merkel, *with Saffron*



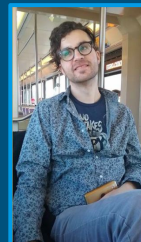
Mitra Anoushiravani, *with her family*



Joseph Edge, *enjoying the Trolley Trail*



Valerie Chapman, *with an old oak tree*



Nate Ember, *on the Orange Line*



Chips Janger, *with his fur babies*

Impetus for Action

- Shared Frustrations
 - Research Funding
 - Community Outreach
-

SHARED FRUSTRATIONS

- Unsafe pedestrian and bicycle facilities
- Poor access to parks and services
- Contextually-insensitive development
- Loss of local tree canopy
- Unkept promises by county government
- Very little business diversity

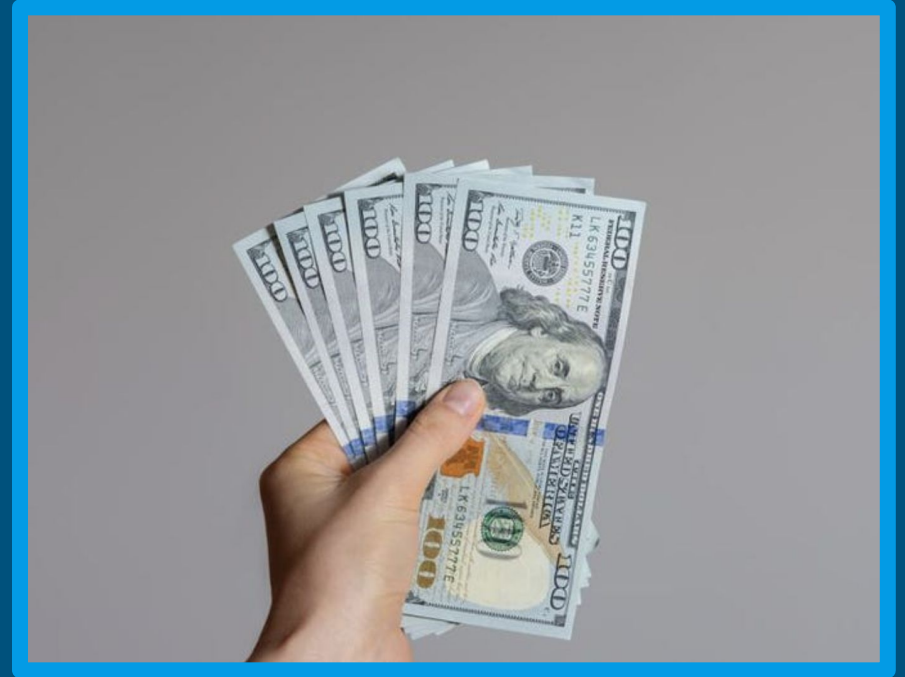


Research Funding

- Metro Planning & Development Grant awarded in September 2020
 - \$100,000 to fund consultant study
 - Answer initial questions of governance options and fiscal consequences
-

COMMUNITY SURVEY RESULTS

- Cost of potential change
- Value of more dollars spent

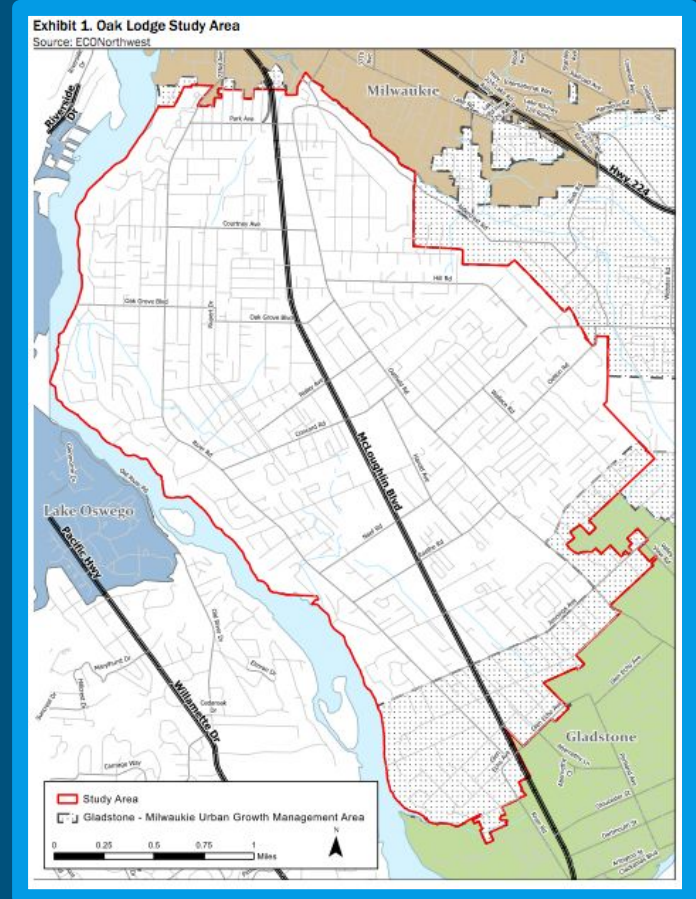


Research Framework

- Study Area Boundary
 - Service Providers
 - Five Governance Options
-

STUDY AREA BOUNDARY

- **North:** City of Milwaukie
- **South:** City of Gladstone
- **West:** Willamette River
- **East:**
 - City of Milwaukie
 - Milwaukie Urban Growth Management Area (UGMA)
 - Kellogg Creek
 - City of Gladstone



SERVICE PROVIDERS

Modeled consistently in the study:

- Oak Lodge Water Services District

Modeled differently amongst the scenarios:

- Police
- Stormwater Management
- Transportation
- Community Development
- Government Administration
- Parks and Recreation*
- Fire and Emergency Medical Services*

** Parks & Recreation and Fire and EMS providers are the same in Milwaukie and Oak Lodge so are modeled consistently under options 1, 2, and 3*

FIVE GOVERNANCE OPTIONS

1. Remaining unincorporated
2. Annexing into the City of Milwaukie
3. Incorporating into a new city (*Milwaukie service levels*)
4. Annexing into the City of Gladstone
5. Incorporating into a new city (*Gladstone service levels*)

“New governance options appear financially feasible. The evaluation of fiscal impacts shows the study area would generate substantial revenues in either the annexation or incorporation option.”

--Analysis of Governance Options for the Oak Grove-Jennings Lodge Area

How much will it cost?

What would this do to
my property taxes?

- Estimated annual property tax
 - Current tax rate and local context
-

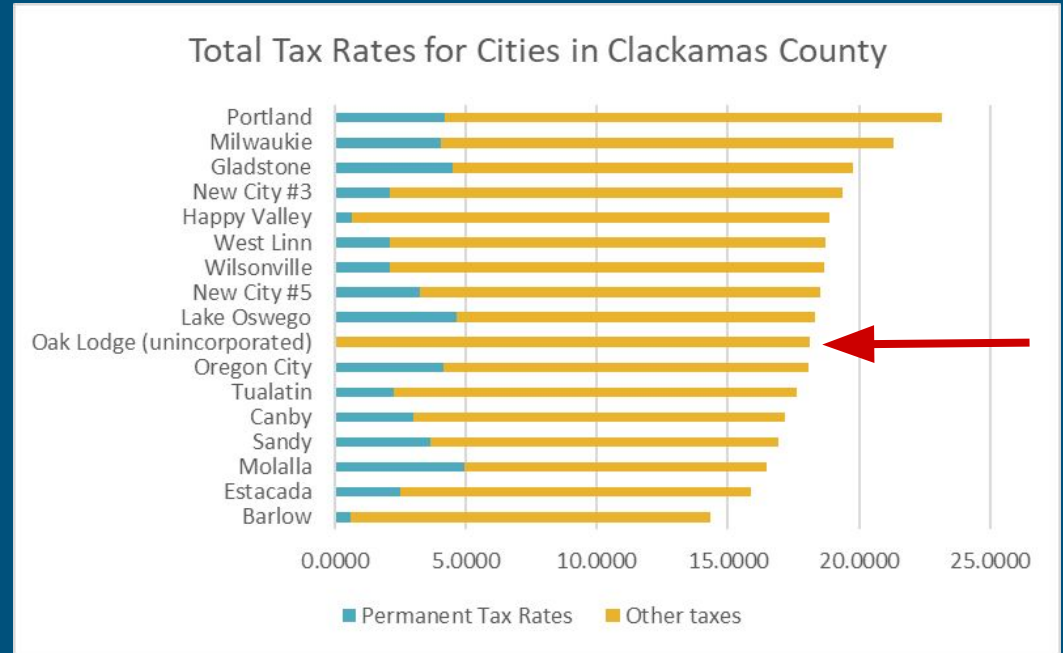
ESTIMATED ANNUAL PROPERTY TAX

	1. Current Oak Lodge Property taxes	2. Milwaukie Annexation Scenario	3. Incorporation Scenario #1	4. Gladstone Annexation Scenario	5. Incorporation Scenario #2
A home in Oak Lodge	Same	+15.8%	+4.5%	+8.47%	+3.23%
Assessed Value: \$150,000	\$2,708	\$3,135 (+\$36/mo)	\$2,831 (+\$10/mo)	\$3,027 (+\$27/mo)	\$2,795 (+\$7/mo)
Assessed Value: \$350,000	\$6,319	\$7,314 (+\$83/mo)	\$6,605 (+\$24/mo)	\$7,063 (+\$62/mo)	\$6,523 (+\$17/mo)

Percentage increase is calculated with the predominant tax rate in the study area

CURRENT TAX RATE AND LOCAL CONTEXT

Oak Lodge residents
currently pay
\$18.11 per \$1000



ABILITY TO ADOPT PLANS MADE BY OAK LODGE RESIDENTS

If we pay more property tax to
become or belong to a city,
what can we get for our money?

- Clout & Representation
 - Community Vision
-

CLOUT & REPRESENTATION: REMAINING UNINCORPORATED

Clackamas County Population:	426,500
Represented by:	5 commissioners
Residents per commissioner:	83,500
Geographic proximity to representation:	anywhere in Clackamas County

CLOUT & REPRESENTATION: ANNEXING INTO MILWAUKIE

City of Milwaukie + Oak Lodge population:	48,000
Represented by:	1 mayor + 4 city councilors
Residents per elected official:	9,600
Geographic proximity to representation:	Milwaukie or Oak Lodge

CLOUT & REPRESENTATION: INCORPORATING INTO THE CITY OF OAK LODGE

Oak Lodge population:	27,800
Represented by:	1 mayor + 4 city councilors (minimum)
Residents per elected official:	5,560
Geographic proximity to representation:	Oak Lodge

CLOUT & REPRESENTATION: ANNEXING INTO GLADSTONE

City of Gladstone + Oak Lodge population:	39,723
Represented by:	1 mayor + 6 city councilors
Residents per elected official:	5,675
Geographic proximity to representation:	Gladstone or Oak Lodge

CLOUT & REPRESENTATION: INCORPORATING INTO THE CITY OF OAK LODGE

Oak Lodge population:	27,800
Represented by:	1 mayor + 6 city councilors
Residents per elected official:	3,968
Geographic proximity to representation:	Oak Lodge

COMMUNITY VISION

- Community Development
- Affordable Housing
- Equity
- Livability and Quality of Life

KEY CONCLUSIONS

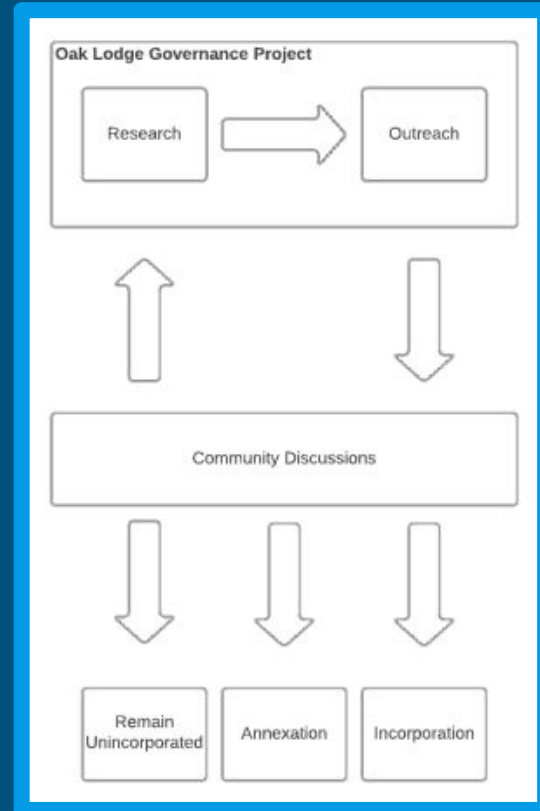
- Feasibility
 - Level of Service
 - Subarea Autonomy
 - Many Considerations
-

NEXT STEPS

- Discussion, Research & Action
 - Outreach & Engagement
-

DISCUSSION, RESEARCH & ACTION

- Research drives outreach to initiate community discussions
- Community discussions drive potential change



TRANSPORTATION

Transportation Summary	Milwaukie			Gladstone	
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$5,700,000	\$9,100,000	\$5,700,000	\$3,900,000	\$3,900,000
Expenditures	\$4,800,000	\$4,700,000	\$5,700,000	\$4,500,000	\$4,500,000

“...the incorporated option (3)...generates enough funding (primarily through state funding, county vehicle registration fees, and local franchise fees) to result in a higher level of local expenditures than in the annexed or unincorporated options.”

STORMWATER

Stormwater Summary	Milwaukie			Gladstone	
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$1,500,000	\$8,300,000	\$8,300,000	\$3,500,000	\$3,500,000
Expenditures	\$1,000,000	\$8,300,000	\$8,300,000	\$3,400,000	\$3,400,000

“The adopted budget for the County does not identify specific revenues or expenditures allocated for the purpose of stormwater management.”

LAW ENFORCEMENT

Law Enforcement Summary	Milwaukie		Gladstone		
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$3,700,000	\$9,000,000	\$9,000,000	\$6,200,000	\$6,200,000
Expenditures	\$14,100,000	\$8,500,000	\$8,500,000	\$5,600,000	\$5,600,000

“The analysis shows that it would be more expensive for CCSO to respond to calls in the study area than a city police department (based on the average cost per call for the City of Milwaukie versus CCSO).”

FIRE AND EMS

Fire & EMS Summary	Milwaukie			Gladstone	
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$ 7,000,000	\$7,000,000	\$7,000,000	\$5,400,000	\$5,400,000
Expenditures	\$ 10,700,000	\$10,700,000	\$10,700,000	\$5,500,000	\$5,500,000

A city Fire & EMS Department providing Oak Lodge with service levels equivalent to the City of Gladstone requires substantially less funding than the current model.

PARKS AND RECREATION

Parks Summary	Milwaukie			Gladstone	
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$ 1,700,000	\$1,700,000	\$1,700,000	\$1,200,000	\$1,200,000
Expenditures	\$ 900,000	\$900,000	\$900,000	\$1,500,000	\$1,500,000

A city Parks & Recreation Department serving Oak Lodge with service levels equivalent to the City of Gladstone would increase funds spent in Oak Lodge and require less revenue.

COMMUNITY DEVELOPMENT

Community Development Summary	Milwaukie		Gladstone		
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$3,000,000	\$3,800,000	\$3,800,000	\$36,000	\$36,000
Expenditures	\$3,300,000	\$2,700,000	\$2,700,000	\$82,000	\$82,000

“...community development expenditures in the annexed and incorporated options would be guaranteed to be at the city level, and may feel more impactful to residents of the study area.”

GOVERNMENTAL ADMINISTRATION

Administration Summary	Milwaukie		Gladstone		
	Option 1. Unincorporated	Option 2. Annexed	Option 3. Incorporated	Option 4. Annexed	Option 5. Incorporated
Revenues	\$2,500,000	\$6,600,000	\$3,300,000	\$3,100,000	\$3,100,000
Expenditures	\$3,000,000	\$7,200,000	\$4,400,000	\$3,900,000	\$3,900,000

“Administrative expenses tend to scale upwards based on the number of services a local government provides, as well as the level of service provided.”



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 4
Date October 18, 2022

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. **August 2022 Financial Report**
- b. **Approval of September 16, 2022 Board Meeting Minutes**
- c. **Approval of September 20, 2022 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	August 2022 Financial Reports
Item No.	4a
Date	October 7, 2022 for October 18, 2022

Reports

- August 2022 Monthly Overview (Including Cash and Investment Balances)
- August 2022 Budget to Actual Report
- August 2022 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
August 2022**

This report summarizes the revenues and expenditures for August 2022. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
August 31, 2022	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	1.15%	\$ 2,192,826
LGIP	1.58%	\$ 12,845,026
Total		\$ 15,037,852

The District's checks, electronic withdrawals, and bank drafts total \$817 thousand for August 2022.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	4,351,000	430,307	762,911	17.53%
20-00-4212	Wastewater charges	9,199,000	807,829	1,473,327	16.02%
30-00-4213	Watershed protection	1,592,000	130,321	258,664	16.25%
Subtotal		\$ 15,142,000	\$ 1,368,456	\$ 2,494,901	16.48%

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

Expenses by Budget Category

The table below provides the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compare actuals to the full annual budget. This view allows for a review at the category level to ensure expenditures remain within the budget within each category.

Expense Category	FY 2023				
	Adopted Budget	Budget YTD	Actuals YTD	% Spent	
Personnel Services	\$ 5,352,000	892,000	823,953	92%	
Materials & Services	\$ 5,304,553	884,092	725,331	82%	
Capital Outlay	\$ 7,162,340	1,193,723	127,017	11%	
		2,969,815	\$ 1,676,301	56%	

With respect to expenditures, at the end of August expenditures are overall 12.5% of budget, excluding Contingencies, with 16.7% of the fiscal year completed.

Review of expenditure lines that are above 22% of budget:

1. **6410 – Mileage** is 34.6% of budget. The budget for all departments is \$5,000 for all funds, actual expenditures total \$1,901. This expense represents the mileage reimbursement provided for moving expenses.
2. **6420 – Staff Training** is 27.3% of budget. In-person training and conferences have returned. Many conferences are during the fall months then again in the spring. Expecting expenses to remain within budget for the full fiscal year.
3. **6550 – Operational Costs** is 22.4% of budget. This budget line is used by the Wastewater Treatment Plant for on-site laboratory costs. In July, a new benchtop probe was purchased and is 69% of the total expenditures for this account. This component is purchased every few years.
4. **6710 – Water Purchases** is 22.1% of budget. This is historically consistent in the first quarter of each fiscal year. This will balance out after the first six months.

Low Income Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the District’s Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

Starting with the August 2022 billing cycle, the number of customers for each utility is now billed with clearly labeled billing rates. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	<u>Budget</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>% Spent</u>
LIRR Program Cap	\$ 75,710	12,618	10,965	87%
	<u># of Customers</u>	<u>Discount</u>	<u>Fiscal Year</u>	
	<u>Current Month</u>	<u>Provided</u>	<u>To Date</u>	
Drinking Water	63	1,176.84	2,447.13	
Wastewater	61	3,235.94	7,262.94	
Watershed Protection	61	588.65	1,254.50	
		5,001.43	10,964.57	

General Ledger
Budget to Actual



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Period 02 - 02
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	1,168,115.00	0.00	1,497,217.18	0.00	128.17
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>0.00</i>	<i>1,497,217.18</i>	<i>0.00</i>	<i>128.17</i>
	NonDivisional	1,168,115.00	0.00	1,497,217.18	0.00	128.17
	Fund Balance	1,168,115.00	0.00	1,497,217.18	0.00	128.17
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	657.00	876.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	8,000.00	0.00	13.94
	Revenue					
05-00-4610	Investment revenue	3,000.00	2,118.89	3,604.50	0.00	120.15
05-00-4630	Miscellaneous revenues	10,000.00	2,495.23	3,999.23	0.00	39.99
	<i>Revenue</i>	<i>70,400.00</i>	<i>9,271.12</i>	<i>16,479.73</i>	<i>0.00</i>	<i>23.41</i>
	NonDivisional	70,400.00	9,271.12	16,479.73	0.00	23.41
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,008,000.00	84,000.00	168,000.00	0.00	16.67
05-29-4920	Transfer in from Fund 20	1,920,000.00	160,000.00	320,000.00	0.00	16.67
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	168,000.00	0.00	16.67
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>656,000.00</i>	<i>0.00</i>	<i>16.67</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	656,000.00	0.00	16.67
	Revenue	4,006,400.00	337,271.12	672,479.73	0.00	16.79
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	705,000.00	60,337.08	121,891.44	0.00	17.29
05-01-5130	Overtime	5,000.00	3,203.38	4,578.28	0.00	91.57
05-01-5210	Healthdental insurance	125,000.00	10,281.08	20,451.88	0.00	16.36
05-01-5230	Social security	55,000.00	4,651.48	9,209.19	0.00	16.74
05-01-5240	Retirement	138,000.00	11,389.08	21,320.71	0.00	15.45
05-01-5250	TrimetWBF	6,000.00	496.13	982.07	0.00	16.37
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	24.94	49.88	0.00	4.99
05-01-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,042,000.00</i>	<i>90,383.17</i>	<i>178,483.45</i>	<i>0.00</i>	<i>17.13</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	13,256.57	17,245.07	0.00	4.60
05-01-6120	Accounting and audit services	76,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted Services	200,000.00	11,551.53	18,922.95	60,924.63	9.46
05-01-6180	Dues and subscriptions	60,000.00	3,389.66	6,142.31	0.00	10.24
05-01-6220	Electricity	13,000.00	1,467.74	2,829.96	10,170.04	21.77
05-01-6240	Natural gas	4,000.00	92.31	183.53	0.00	4.59

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	284.86	531.63	2,342.84	5.32
05-01-6310	Janitorial services	15,000.00	1,283.57	2,567.14	12,835.70	17.11
05-01-6320	Buildings and grounds maint	35,000.00	745.55	5,966.22	7,455.50	17.05
05-01-6410	Mileage	1,000.00	0.00	1,692.50	0.00	169.25
05-01-6420	Staff training	12,000.00	0.00	3,979.09	0.00	33.16
05-01-6440	Board Expense	2,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	32,000.00	1,383.02	4,585.27	4,500.00	14.33
05-01-6730	Communications	2,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	4,000.00	599.43	627.29	1,114.56	15.68
05-01-6770	Bank charges	160,000.00	10,566.41	22,798.13	124,489.78	14.25
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	0.00	0.00	0.00
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,004,000.00</i>	<i>44,620.65</i>	<i>88,071.09</i>	<i>223,833.05</i>	<i>8.77</i>
	AdminFinance	2,046,000.00	135,003.82	266,554.54	223,833.05	13.03
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	278,000.00	23,446.69	46,151.16	0.00	16.60
05-02-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-02-5210	Healthdental insurance	36,000.00	2,730.32	4,975.60	0.00	13.82
05-02-5230	Social security	22,000.00	1,760.24	3,468.80	0.00	15.77
05-02-5240	Retirement	50,000.00	4,201.66	8,270.31	0.00	16.54
05-02-5250	TrimetWBF	3,000.00	187.17	368.94	0.00	12.30
05-02-5270	Workers compensation	1,000.00	10.35	20.70	0.00	2.07
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>396,000.00</i>	<i>32,336.43</i>	<i>63,255.51</i>	<i>0.00</i>	<i>15.97</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	4,089.60	4,913.90	0.00	9.45
05-02-6175	Records Management	8,500.00	453.32	802.19	3,488.70	9.44
05-02-6230	Telephone	63,000.00	1,031.46	6,960.10	39,370.00	11.05
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	25,000.00	550.00	1,352.65	0.00	5.41
05-02-6440	Board Expense	7,000.00	0.00	293.16	0.00	4.19
05-02-6510	Office supplies	2,200.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	2,000.00	0.00	0.00	0.00	0.00
05-02-6560	Uniforms	38,000.00	2,313.91	5,142.95	8,075.00	13.53
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	300,000.00	14,934.53	29,869.06	0.00	9.96
05-02-6730	Communications	38,100.00	319.23	731.77	1,500.00	1.92
05-02-6740	Advertising	6,000.00	130.00	425.00	0.00	7.08
05-02-6900	Miscellaneous expense	1,000.00	27.19	27.19	0.00	2.72
	<i>Materials & Services</i>	<i>546,300.00</i>	<i>23,849.24</i>	<i>50,517.97</i>	<i>52,433.70</i>	<i>9.25</i>
	Human Resources	942,300.00	56,185.67	113,773.48	52,433.70	12.07
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	549,000.00	36,761.91	73,375.74	0.00	13.37
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	83,000.00	6,061.16	12,517.27	0.00	15.08
05-03-5230	Social security	43,000.00	2,755.35	5,517.46	0.00	12.83
05-03-5240	Retirement	102,000.00	6,929.85	13,831.68	0.00	13.56
05-03-5250	TrimetWBF	5,000.00	291.68	584.16	0.00	11.68
05-03-5270	Workers compensation	1,000.00	19.42	38.84	0.00	3.88
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>790,000.00</i>	<i>52,819.37</i>	<i>105,865.15</i>	<i>0.00</i>	<i>13.40</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	95,500.00	3,208.00	5,886.53	33,537.50	6.16
05-03-6180	Dues and subscriptions	0.00	778.92	778.92	0.00	0.00
05-03-6350	Computer maintenance	313,103.00	20,271.16	32,478.23	105,032.90	10.37
05-03-6410	Mileage	1,000.00	0.00	43.24	0.00	4.32
05-03-6420	Staff training	10,500.00	1,669.58	1,864.58	0.00	17.76
05-03-6430	Certifications	2,000.00	0.00	575.00	0.00	28.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	0.00	0.00	250.00	0.00	0.00
05-03-6540	Safety supplies	5,000.00	384.10	384.10	2,700.60	7.68
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>431,103.00</i>	<i>26,311.76</i>	<i>42,260.60</i>	<i>141,271.00</i>	<i>9.80</i>
	Technical Services	1,221,103.00	79,131.13	148,125.75	141,271.00	12.13
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	75,000.00	1,622.91	9,568.64	0.00	12.76
05-04-6520	Fuels and Oils	51,000.00	3,902.21	6,577.13	0.00	12.90
	<i>Materials & Services</i>	<i>126,000.00</i>	<i>5,525.12</i>	<i>16,145.77</i>	<i>0.00</i>	<i>12.81</i>
	Vehicle Services	126,000.00	5,525.12	16,145.77	0.00	12.81
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	834,112.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>834,112.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	834,112.00	0.00	0.00	0.00	0.00
05	Expense	5,169,515.00	275,845.74	544,599.54	417,537.75	10.53
	Administrative Services	5,000.00	61,425.38	1,625,097.37	-417,537.75	32,501.95
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,015,771.00	0.00	918,827.77	0.00	90.46
	<i>Beginning Fund Balance</i>	<i>1,015,771.00</i>	<i>0.00</i>	<i>918,827.77</i>	<i>0.00</i>	<i>90.46</i>
	NonDivisional	1,015,771.00	0.00	918,827.77	0.00	90.46
	Fund Balance	1,015,771.00	0.00	918,827.77	0.00	90.46
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	30,000.00	4,595.99	9,191.99	0.00	30.64
10-00-4211	Water sales	4,351,000.00	430,307.11	762,910.93	0.00	17.53
10-00-4215	Penalties and late charges	15,000.00	1,022.17	2,074.78	0.00	13.83
10-00-4240	Service installations	10,000.00	4,097.00	7,392.00	0.00	73.92
10-00-4280	Rents & leases	180,000.00	14,507.31	29,014.63	0.00	16.12
10-00-4290	Other charges for services	10,000.00	1,310.00	1,560.00	0.00	15.60
10-00-4610	Investment revenue	3,000.00	437.54	914.78	0.00	30.49
10-00-4630	Miscellaneous revenues	25,000.00	7,313.00	10,771.60	0.00	43.09
	<i>Revenue</i>	<i>4,624,000.00</i>	<i>463,590.12</i>	<i>823,830.71</i>	<i>0.00</i>	<i>17.82</i>
	NonDivisional	4,624,000.00	463,590.12	823,830.71	0.00	17.82
	Revenue	4,624,000.00	463,590.12	823,830.71	0.00	17.82
	Drinking Water Personnel Services					
10-20-5110	Regular employees	723,000.00	59,033.18	117,371.72	0.00	16.23
10-20-5130	Overtime	31,000.00	2,762.41	4,234.63	0.00	13.66
10-20-5210	Healthdental insurance	134,000.00	8,936.64	17,766.81	0.00	13.26
10-20-5230	Social Security	56,000.00	4,650.59	9,177.82	0.00	16.39
10-20-5240	Retirement	133,000.00	11,825.80	23,242.57	0.00	17.48
10-20-5250	TrimetWBF	6,000.00	496.38	979.27	0.00	16.32
10-20-5270	Workers compensation	19,000.00	536.90	1,073.80	0.00	5.65
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,107,000.00</i>	<i>88,241.90</i>	<i>173,846.62</i>	<i>0.00</i>	<i>15.70</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6155	Contracted Services	166,500.00	14,006.40	20,597.92	111,426.08	12.37
10-20-6220	Electricity	38,000.00	3,681.82	7,283.13	30,716.87	19.17
10-20-6240	Natural gas	3,500.00	203.83	403.66	0.00	11.53
10-20-6290	Other utilities	3,600.00	298.37	589.74	1,256.58	16.38
10-20-6320	Buildings & grounds	10,000.00	1,237.70	1,237.70	0.00	12.38
10-20-6340	Distribution system maint	200,000.00	23,453.35	34,954.54	63,675.56	17.48
10-20-6410	Mileage	500.00	108.74	108.74	0.00	21.75
10-20-6420	Staff training	12,500.00	5,493.88	6,091.64	0.00	48.73
10-20-6430	Certifications	2,000.00	0.00	66.00	0.00	3.30
10-20-6530	Small tools & equipment	9,000.00	2,364.72	3,333.85	0.00	37.04
10-20-6540	Safety supplies	15,000.00	854.10	2,161.91	4,293.20	14.41
10-20-6550	Operational Supplies	7,000.00	1,109.69	1,317.09	0.00	18.82
10-20-6710	Purchased water	1,170,000.00	151,696.59	258,286.14	1,170,000.00	22.08
10-20-6715	Water quality program	16,000.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	3,000.00	0.00	362.00	4,737.00	12.07
10-20-6780	Taxes, Fees, Permits	19,000.00	118.00	4,662.80	3,000.00	24.54
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,676,600.00</i>	<i>204,627.19</i>	<i>341,456.86</i>	<i>1,389,105.29</i>	<i>20.37</i>
	Drinking Water	2,783,600.00	292,869.09	515,303.48	1,389,105.29	18.51
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	21,063.00	10,531.35	10,531.35	0.00	50.00
	<i>Materials & Services</i>	<i>209,063.00</i>	<i>10,531.35</i>	<i>10,531.35</i>	<i>0.00</i>	<i>5.04</i>
	Debt Service	209,063.00	10,531.35	10,531.35	0.00	5.04
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	168,000.00	0.00	16.67
10-29-8171	Transfers out to Fund 71	928,000.00	77,333.00	154,670.00	0.00	16.67
10-29-9000	Contingency	711,108.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,647,108.00</i>	<i>161,333.00</i>	<i>322,670.00</i>	<i>0.00</i>	<i>12.19</i>
	Transfers & Contingencies	2,647,108.00	161,333.00	322,670.00	0.00	12.19
	Expense	5,639,771.00	464,733.44	848,504.83	1,389,105.29	15.05
10	Drinking Water	0.00	-1,143.32	894,153.65	-1,389,105.29	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,207,862.00	0.00	1,330,820.43	0.00	110.18
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>0.00</i>	<i>1,330,820.43</i>	<i>0.00</i>	<i>110.18</i>
	NonDivisional	1,207,862.00	0.00	1,330,820.43	0.00	110.18
	Fund Balance	1,207,862.00	0.00	1,330,820.43	0.00	110.18
	NonDivisional Revenue					
20-00-4212	Wastewater charges	9,199,000.00	807,828.65	1,473,326.81	0.00	16.02
20-00-4215	Penalties & late charges	7,000.00	695.96	1,249.29	0.00	17.85
20-00-4220	System development charges	100,000.00	5,165.00	5,165.00	0.00	5.17
20-00-4290	Other charges for services	10,000.00	200.00	1,000.00	0.00	10.00
20-00-4610	Investment revenue	1,000.00	73.08	183.59	0.00	18.36
20-00-4630	Miscellaneous revenues	2,000.00	401.50	401.50	0.00	20.08
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>814,364.19</i>	<i>1,481,326.19</i>	<i>0.00</i>	<i>15.90</i>
	NonDivisional	9,319,000.00	814,364.19	1,481,326.19	0.00	15.90
	Revenue	9,319,000.00	814,364.19	1,481,326.19	0.00	15.90

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Wastewater-Plant						
<i>Personnel Services</i>						
20-21-5110	Regular employees	681,000.00	51,310.53	102,111.73	0.00	14.99
20-21-5130	Overtime	40,000.00	1,606.97	6,491.58	0.00	16.23
20-21-5210	Healthdental insurance	185,000.00	13,356.44	26,598.08	0.00	14.38
20-21-5230	Social security	53,000.00	3,959.74	8,167.38	0.00	15.41
20-21-5240	Retirement	123,000.00	9,482.84	19,461.76	0.00	15.82
20-21-5250	TrimetWBF	6,000.00	423.92	874.05	0.00	14.57
20-21-5270	Workers compensation	12,000.00	542.98	1,085.96	0.00	9.05
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>80,683.42</i>	<i>164,790.54</i>	<i>0.00</i>	<i>14.91</i>
<i>Materials & Services</i>						
20-21-6155	Contracted Services	253,750.00	10,072.70	29,673.92	142,382.94	11.69
20-21-6180	Dues and subscriptions	0.00	112.21	112.21	0.00	0.00
20-21-6220	Electricity	307,000.00	21,058.67	42,981.27	264,018.73	14.00
20-21-6240	Natural gas	2,000.00	22.98	47.27	0.00	2.36
20-21-6250	Solid waste disposal	52,000.00	415.62	5,038.31	5,186.69	9.69
20-21-6290	Other utilities	0.00	180.00	360.00	0.00	0.00
20-21-6310	Janitorial services	11,000.00	907.48	1,814.96	9,074.80	16.50
20-21-6320	Buildings & grounds	58,000.00	3,729.04	7,458.08	37,290.40	12.86
20-21-6342	WRF system maintenance	200,000.00	30,856.34	32,455.88	24,282.21	16.23
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	3,885.37	4,648.47	0.00	51.65
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	65,000.00	5,138.27	10,189.24	54,810.76	15.68
20-21-6530	Small tools & equipment	10,000.00	0.00	654.00	0.00	6.54
20-21-6540	Safety supplies	20,000.00	3,472.02	5,191.66	5,900.00	25.96
20-21-6550	Operational Supplies	14,000.00	506.00	5,184.83	0.00	37.03
20-21-6590	Other supplies	5,000.00	119.99	119.99	0.00	2.40
20-21-6740	Advertising	500.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	74,000.00	1,077.52	11,411.99	41,975.20	15.42
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,085,250.00</i>	<i>81,554.21</i>	<i>157,342.08</i>	<i>584,921.73</i>	<i>14.50</i>
Wastewater-Plant		2,190,250.00	162,237.63	322,132.62	584,921.73	14.71
Wastewater-Collections						
<i>Personnel Services</i>						
20-22-5110	Regular employees	507,000.00	35,996.83	71,763.13	0.00	14.15
20-22-5130	Overtime	11,000.00	5,383.21	6,767.66	0.00	61.52
20-22-5210	Healthdental insurance	109,000.00	8,157.68	15,308.22	0.00	14.04
20-22-5230	Social security	40,000.00	3,137.51	5,957.24	0.00	14.89
20-22-5240	Retirement	65,000.00	5,612.05	10,723.17	0.00	16.50
20-22-5250	TrimetWBF	4,000.00	334.86	635.69	0.00	15.89
20-22-5270	Workers compensation	11,000.00	404.25	808.50	0.00	7.35
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>59,026.39</i>	<i>111,963.61</i>	<i>0.00</i>	<i>14.89</i>
<i>Materials & Services</i>						
20-22-6155	Contracted Services	12,500.00	0.00	0.00	0.00	0.00
20-22-6220	Electricity	50,000.00	2,801.96	5,993.13	44,006.87	11.99
20-22-6290	Other utilities	2,000.00	46.91	86.82	408.70	4.34
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	45,000.00	0.00	240.00	0.00	0.53
20-22-6410	Mileage	1,000.00	56.40	56.40	0.00	5.64
20-22-6420	Staff training	18,000.00	4,164.71	7,342.05	0.00	40.79
20-22-6430	Certifications	2,000.00	0.00	540.00	0.00	27.00
20-22-6530	Small tools & equipment	15,000.00	640.07	640.07	0.00	4.27
20-22-6540	Safety supplies	9,000.00	47.97	442.42	0.00	4.92
20-22-6550	Operational Supplies	5,000.00	0.00	99.60	0.00	1.99
20-22-6560	Uniforms	0.00	833.44	833.44	0.00	0.00
20-22-6780	Taxes, Fees, Permits	25,000.00	748.80	1,497.60	10,488.00	5.99
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>186,500.00</i>	<i>9,340.26</i>	<i>17,771.53</i>	<i>54,903.57</i>	<i>9.53</i>
Wastewater-Collections		938,500.00	68,366.65	129,735.14	54,903.57	13.82

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,920,000.00	160,000.00	320,000.00	0.00	16.67
20-29-8150	Transfers out to Fund 50	3,435,000.00	587,000.00	587,000.00	0.00	17.09
20-29-8172	Transfers out to Fund 72	1,500,000.00	125,000.00	250,000.00	0.00	16.67
20-29-9000	Contingency	543,112.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,398,112.00</i>	<i>872,000.00</i>	<i>1,157,000.00</i>	<i>0.00</i>	<i>15.64</i>
	Transfers & Contingencies	7,398,112.00	872,000.00	1,157,000.00	0.00	15.64
	Expense	10,526,862.00	1,102,604.28	1,608,867.76	639,825.30	15.28
20	Wastewater Reclam.	0.00	-288,240.09	1,203,278.86	-639,825.30	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	467,895.00	0.00	474,100.27	0.00	101.33
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>0.00</i>	<i>474,100.27</i>	<i>0.00</i>	<i>101.33</i>
	NonDivisional	467,895.00	0.00	474,100.27	0.00	101.33
	Fund Balance	467,895.00	0.00	474,100.27	0.00	101.33
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,592,000.00	130,320.51	258,663.52	0.00	16.25
30-00-4215	Penalties & late charges	1,000.00	263.93	496.62	0.00	49.66
30-00-4290	Other charges for services	25,000.00	2,040.00	4,960.00	0.00	19.84
30-00-4610	Investment revenue	2,000.00	393.07	703.02	0.00	35.15
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>133,017.51</i>	<i>264,823.16</i>	<i>0.00</i>	<i>16.35</i>
	NonDivisional	1,620,000.00	133,017.51	264,823.16	0.00	16.35
	Revenue	1,620,000.00	133,017.51	264,823.16	0.00	16.35
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	96,000.00	8,157.92	16,082.14	0.00	16.75
30-23-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
30-23-5210	Health/dental insurance	30,000.00	2,660.00	5,299.44	0.00	17.66
30-23-5230	Social Security	8,000.00	608.10	1,203.79	0.00	15.05
30-23-5240	Retirement	18,000.00	1,461.85	2,881.87	0.00	16.01
30-23-5250	Trimet/WBF	1,000.00	64.75	127.67	0.00	12.77
30-23-5270	Workers compensation	1,000.00	76.54	153.08	0.00	15.31
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>13,029.16</i>	<i>25,747.99</i>	<i>0.00</i>	<i>16.09</i>
	Materials & Services					
30-23-6155	Contracted Services	142,000.00	558.60	11,703.95	77,904.05	8.24
30-23-6340	System maintenance	25,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	6,000.00	0.00	61.50	0.00	1.03
30-23-6530	Small tools & equipment	6,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	58,000.00	0.00	0.00	8,000.00	0.00
30-23-6780	Taxes, Fees, Permits	4,300.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>243,800.00</i>	<i>558.60</i>	<i>11,765.45</i>	<i>85,904.05</i>	<i>4.83</i>
	Watershed Protection	403,800.00	13,587.76	37,513.44	85,904.05	9.29
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	115,741.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-24-6824	Interest Paid-KS Statebank	4,259.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>120,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Debt Service	120,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	168,000.00	0.00	16.67
30-29-8173	Transfers out to Fund 73	250,000.00	20,833.00	41,670.00	0.00	16.67
30-29-9000	Contingency	306,095.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,564,095.00</i>	<i>104,833.00</i>	<i>209,670.00</i>	<i>0.00</i>	<i>13.41</i>
	Transfers & Contingencies	1,564,095.00	104,833.00	209,670.00	0.00	13.41
30	Expense	2,087,895.00	118,420.76	247,183.44	85,904.05	11.84
	Watershed Protection	0.00	14,596.75	491,739.99	-85,904.05	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	592,666.00	0.00	520,121.80	0.00	87.76
	<i>Beginning Fund Balance</i>	<i>592,666.00</i>	<i>0.00</i>	<i>520,121.80</i>	<i>0.00</i>	<i>87.76</i>
	NonDivisional	592,666.00	0.00	520,121.80	0.00	87.76
	Fund Balance	592,666.00	0.00	520,121.80	0.00	87.76
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	1,000.00	505.75	904.55	0.00	90.46
	<i>Revenue</i>	<i>1,000.00</i>	<i>505.75</i>	<i>904.55</i>	<i>0.00</i>	<i>90.46</i>
	NonDivisional	1,000.00	505.75	904.55	0.00	90.46
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,435,000.00	587,000.00	587,000.00	0.00	17.09
	<i>Revenue</i>	<i>3,435,000.00</i>	<i>587,000.00</i>	<i>587,000.00</i>	<i>0.00</i>	<i>17.09</i>
	Transfers & Contingencies	3,435,000.00	587,000.00	587,000.00	0.00	17.09
	Revenue	3,436,000.00	587,505.75	587,904.55	0.00	17.11
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	946,261.00	470,839.00	470,839.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	310,030.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	282,964.00	116,159.00	116,159.00	0.00	41.05
50-24-6822	2021 IFA Loan Interest	168,839.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	306,050.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>3,434,144.00</i>	<i>586,998.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.09</i>
	Debt Service	3,434,144.00	586,998.00	586,998.00	0.00	17.09
50	Expense	3,434,144.00	586,998.00	586,998.00	0.00	17.09
	WW Revenue Bond Debt Service	594,522.00	507.75	521,028.35	0.00	87.64
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Beginning Fund Balance</i>	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	NonDivisional	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	Fund Balance NonDivisional	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<i>Revenue</i>					
71-00-4221	System Development-Reimburse	50,000.00	26,090.00	34,786.00	0.00	69.57
71-00-4225	System Development-Improvement	50,000.00	24,237.00	32,316.00	0.00	64.63
71-00-4610	Investment revenue	30,000.00	6,133.88	10,838.35	0.00	36.13
	<i>Revenue</i>	130,000.00	56,460.88	77,940.35	0.00	59.95
	NonDivisional	130,000.00	56,460.88	77,940.35	0.00	59.95
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	928,000.00	77,333.00	154,670.00	0.00	16.67
	<i>Revenue</i>	928,000.00	77,333.00	154,670.00	0.00	16.67
	Transfers & Contingencies	928,000.00	77,333.00	154,670.00	0.00	16.67
	<i>Revenue</i>					
	Revenue Drinking Water	1,058,000.00	133,793.88	232,610.35	0.00	21.99
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	470,000.00	16,269.72	24,132.60	219,426.58	5.13
71-20-7520	Equipment	64,000.00	4,128.50	6,628.50	0.00	10.36
71-20-7530	Information Technology	30,000.00	3,708.88	10,272.39	12,862.04	34.24
71-20-7600	Capital Improvement Projects	2,275,000.00	4,402.50	7,778.25	1,837,845.42	0.34
	<i>Capital Outlay</i>	2,839,000.00	28,509.60	48,811.74	2,070,134.04	1.72
	Drinking Water	2,839,000.00	28,509.60	48,811.74	2,070,134.04	1.72
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	288,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	288,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	288,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	3,127,000.00 1,842,900.00	28,509.60 105,284.28	48,811.74 4,723,169.38	2,070,134.04 -2,070,134.04	1.56 256.29
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<i>Beginning Fund Balance</i>	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	NonDivisional	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	Fund Balance NonDivisional	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<i>Revenue</i>					
72-00-4610	Investment revenue	30,000.00	5,678.79	10,288.85	0.00	34.30
	<i>Revenue</i>	30,000.00	5,678.79	10,288.85	0.00	34.30
	NonDivisional	30,000.00	5,678.79	10,288.85	0.00	34.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,500,000.00	125,000.00	250,000.00	0.00	16.67
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>250,000.00</i>	<i>0.00</i>	<i>16.67</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	250,000.00	0.00	16.67
	<i>Revenue</i>	1,530,000.00	130,678.79	260,288.85	0.00	17.01
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7400	Improvement other than Bldgs	75,000.00	0.00	0.00	45,000.00	0.00
72-21-7520	Equipment	205,000.00	27,370.69	27,370.69	125,265.00	13.35
72-21-7530	Information Technology	115,000.00	3,708.88	3,708.88	12,374.66	3.23
72-21-7600	Capital Improvement Projects	1,169,000.00	3,044.50	12,238.75	322,878.02	1.05
	<i>Capital Outlay</i>	<i>1,564,000.00</i>	<i>34,124.07</i>	<i>43,318.32</i>	<i>505,517.68</i>	<i>2.77</i>
	Wastewater-Plant	1,564,000.00	34,124.07	43,318.32	505,517.68	2.77
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	50,000.00	0.00	0.00	0.00	0.00
72-22-7520	Equipment	40,000.00	0.00	0.00	0.00	0.00
72-22-7530	Information Technology	154,340.00	3,708.87	3,708.87	12,374.67	2.40
72-22-7600	Capital Improvement Projects	2,215,000.00	-1,458.06	31,178.31	310,882.60	1.41
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>2,250.81</i>	<i>34,887.18</i>	<i>323,257.27</i>	<i>1.42</i>
	Wastewater-Collections	2,459,340.00	2,250.81	34,887.18	323,257.27	1.42
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	481,834.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>481,834.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	481,834.00	0.00	0.00	0.00	0.00
72	Expense	4,505,174.00	36,374.88	78,205.50	828,774.95	1.74
	Wastewater Reclamation Capital	1,030,934.00	94,303.91	4,358,871.45	-828,774.95	422.81
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>0.00</i>	<i>2,142,036.57</i>	<i>0.00</i>	<i>98.57</i>
	NonDivisional	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	Fund Balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	10,000.00	1,867.29	3,960.60	0.00	39.61
	<i>Revenue</i>	<i>10,000.00</i>	<i>1,867.29</i>	<i>3,960.60</i>	<i>0.00</i>	<i>39.61</i>
	NonDivisional	10,000.00	1,867.29	3,960.60	0.00	39.61
	Transfers & Contingencies					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
73-29-4930	Transfer in from Fund 30	250,000.00	20,833.00	41,670.00	0.00	16.67
	<i>Revenue</i>	<i>250,000.00</i>	<i>20,833.00</i>	<i>41,670.00</i>	<i>0.00</i>	<i>16.67</i>
	Transfers & Contingencies	250,000.00	20,833.00	41,670.00	0.00	16.67
	Revenue	260,000.00	22,700.29	45,630.60	0.00	17.55
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	24,593.71	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>24,593.71</i>	<i>0.00</i>
	Watershed Protection	300,000.00	0.00	0.00	24,593.71	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
73	Expense	350,000.00	0.00	0.00	24,593.71	0.00
	Watershed Protection	2,083,058.00	22,700.29	2,187,667.17	-24,593.71	105.02
	Capital					
Revenue Total		25,853,400.00	2,622,921.65	4,368,894.14	0.00	0.169
Expense Total		34,840,361.00	2,613,486.70	3,963,170.81	5,455,875.09	0.1138

General Ledger

Account Roll up

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Period 02 - 02

Fiscal Year 2023



Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue					
4210	Water Sales - CRW	\$ 30,000.00	\$ 4,595.99	\$ 9,191.99	30.64%
4211	Water sales	\$ 4,351,000.00	\$ 430,307.11	\$ 762,910.93	17.53%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 807,828.65	\$ 1,473,326.81	16.02%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 130,320.51	\$ 258,663.52	16.25%
4215	Penalties & late charges	\$ 23,000.00	\$ 1,982.06	\$ 3,820.69	16.61%
4220	System Development Charges	\$ 100,000.00	\$ 5,165.00	\$ 5,165.00	5.17%
4221	System Development-Reimburse	\$ 50,000.00	\$ 26,090.00	\$ 34,786.00	69.57%
4225	System Development-Improvement	\$ 50,000.00	\$ 24,237.00	\$ 32,316.00	64.63%
4227	System Development-Compliance	\$ -	\$ 657.00	\$ 876.00	0.00%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 8,000.00	13.94%
4240	Service installations	\$ 10,000.00	\$ 4,097.00	\$ 7,392.00	73.92%
4280	Rents & leases	\$ 180,000.00	\$ 14,507.31	\$ 29,014.63	16.12%
4290	Other charges for services	\$ 45,000.00	\$ 3,550.00	\$ 7,520.00	16.71%
4610	Investment revenue	\$ 80,000.00	\$ 17,208.29	\$ 31,398.24	39.25%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 10,209.73	\$ 15,172.33	41.01%
		\$ 15,804,400.00	\$ 1,484,755.65	\$ 2,679,554.14	16.95%
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 322,670.00	16.67%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 872,000.00	\$ 1,157,000.00	16.88%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 104,833.00	\$ 209,670.00	16.67%
		\$ 25,853,400.00	\$ 2,622,921.65	\$ 4,368,894.14	16.90%
Expense					
Personnel Services					
5110	Regular employees	\$ 3,539,000.00	\$ 275,044.14	\$ 548,747.06	15.51%
5130	Overtime	\$ 102,000.00	\$ 12,955.97	\$ 22,072.15	21.64%
5210	Employee Ins	\$ 702,000.00	\$ 52,183.32	\$ 102,917.30	14.66%
5230	Social Security	\$ 277,000.00	\$ 21,523.01	\$ 42,701.68	15.42%
5240	Retirement	\$ 629,000.00	\$ 50,903.13	\$ 99,732.07	15.86%
5250	Trimet	\$ 31,000.00	\$ 2,294.89	\$ 4,551.85	14.68%
5260	Unemployment	\$ 5,000.00	\$ -	\$ -	0.00%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 3,230.76	7.02%
5290	Other employee benefits	\$ 21,000.00	\$ -	\$ -	0.00%
		\$ 5,352,000.00	\$ 416,519.84	\$ 823,952.87	15.40%
Materials & Services					
6110	Legal services	\$ 375,000.00	\$ 13,256.57	\$ 17,245.07	4.60%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ -	0.00%
6155	Contracted Services	\$ 922,250.00	\$ 43,486.83	\$ 91,699.17	9.94%
6175	Records Management	\$ 8,500.00	\$ 453.32	\$ 802.19	9.44%
6180	Dues & subscriptions	\$ 60,000.00	\$ 4,280.79	\$ 7,033.44	11.72%
6220	Electricity	\$ 408,000.00	\$ 29,010.19	\$ 59,087.49	14.48%
6230	Telephone	\$ 63,000.00	\$ 1,031.46	\$ 6,960.10	11.05%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6240	Natural gas	\$ 9,500.00	\$ 319.12	\$ 634.46	6.68%
6250	Solid waste disposal	\$ 52,000.00	\$ 415.62	\$ 5,038.31	9.69%
6290	Other utilities	\$ 15,600.00	\$ 810.14	\$ 1,568.19	10.05%
6310	Janitorial services	\$ 26,000.00	\$ 2,191.05	\$ 4,382.10	16.85%
6320	Buildings & grounds	\$ 104,000.00	\$ 5,712.29	\$ 14,662.00	14.10%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 1,622.91	\$ 9,568.64	12.76%
6340	Distribution system maint	\$ 225,000.00	\$ 23,453.35	\$ 34,954.54	15.54%
6342	Collection system maint.	\$ 245,000.00	\$ 30,856.34	\$ 32,695.88	13.35%
6350	Computer maintenance	\$ 313,103.00	\$ 20,271.16	\$ 32,478.23	10.37%
6410	Mileage	\$ 5,500.00	\$ 165.14	\$ 1,900.88	34.56%
6420	Staff training	\$ 93,000.00	\$ 15,763.54	\$ 25,339.98	27.25%
6430	Certifications	\$ 8,000.00	\$ -	\$ 1,181.00	14.76%
6440	Board travel & training	\$ 9,000.00	\$ -	\$ 293.16	3.26%
6510	Office supplies	\$ 34,200.00	\$ 1,383.02	\$ 4,585.27	13.41%
6520	Fuel & oils	\$ 51,000.00	\$ 3,902.21	\$ 6,577.13	12.90%
6525	Chemicals	\$ 65,000.00	\$ 5,138.27	\$ 10,189.24	15.68%
6530	Small tools & equipment	\$ 40,000.00	\$ 3,004.79	\$ 4,877.92	12.19%
6540	Safety supplies	\$ 52,000.00	\$ 4,758.19	\$ 8,180.09	15.73%
6550	Operational Supplies	\$ 29,500.00	\$ 1,615.69	\$ 6,601.52	22.38%
6560	Uniforms	\$ 38,000.00	\$ 3,147.35	\$ 5,976.39	15.73%
6590	Other supplies	\$ 5,000.00	\$ 119.99	\$ 119.99	2.40%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.00%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.00%
6710	Purchased water	\$ 1,170,000.00	\$ 151,696.59	\$ 258,286.14	22.08%
6715	Water quality program	\$ 16,000.00	\$ -	\$ -	0.00%
6720	Insurance	\$ 300,000.00	\$ 14,934.53	\$ 29,869.06	9.96%
6730	Communications	\$ 98,100.00	\$ 319.23	\$ 731.77	0.75%
6740	Advertising	\$ 6,500.00	\$ 130.00	\$ 425.00	6.54%
6760	Equipment Rental	\$ 7,000.00	\$ 599.43	\$ 989.29	14.13%
6770	Bank charges	\$ 160,000.00	\$ 10,566.41	\$ 22,798.13	14.25%
6780	Taxes, Fees & Permits	\$ 124,300.00	\$ 1,944.32	\$ 17,572.39	14.14%
6900	Miscellaneous expense	\$ 7,000.00	\$ 27.19	\$ 27.19	0.39%
		\$ 5,304,553.00	\$ 396,387.03	\$ 725,331.35	13.67%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ 470,839.00	\$ 470,839.00	49.76%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ -	0.00%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ -	0.00%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ -	0.00%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ -	0.00%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ 116,159.00	\$ 116,159.00	41.05%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ -	0.00%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ -	\$ -	0.00%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ -	0.00%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ 10,531.35	\$ 10,531.35	50.00%
		\$ 3,763,207.00	\$ 597,529.35	\$ 597,529.35	15.88%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 520,000.00	\$ 16,269.72	\$ 24,132.60	4.64%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ -	0.00%
7520	Equipment	\$ 309,000.00	\$ 31,499.19	\$ 33,999.19	11.00%
7530	Information Technology	\$ 299,340.00	\$ 11,126.63	\$ 17,690.14	5.91%
7600	Capital Improvement Projects	\$ 5,959,000.00	\$ 5,988.94	\$ 51,195.31	0.86%
		\$ 7,162,340.00	\$ 64,884.48	\$ 127,017.24	1.77%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 656,000.00	16.67%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ 587,000.00	\$ 587,000.00	17.09%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 154,670.00	16.67%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 250,000.00	16.67%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,833.00	\$ 41,670.00	16.67%
		\$ 10,049,000.00	\$ 1,138,166.00	\$ 1,689,340.00	16.81%
		\$ 31,631,100.00	\$ 2,613,486.70	\$ 3,963,170.81	12.53%
9000	Contingency	\$ 3,214,261.00	\$ -	\$ -	0.00%
Expense	Expense	\$ 34,845,361.00	\$ 2,613,486.70	\$ 3,963,170.81	11.37%
Revenue Total		\$ 25,853,400.00	\$ 2,622,921.65	\$ 4,368,894.14	16.90%
Expense Total		\$ 34,845,361.00	\$ 2,613,486.70	\$ 3,963,170.81	11.37%
Grand Total		\$ (8,991,961.00)	\$ 9,434.95	\$ 405,723.33	-4.51%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	4b
Date	October 18, 2022

Summary of Minutes for Approval

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

Attachments

1. September 16, 2022 Board Meeting Minutes
2. September 20, 2022 Board Meeting Minutes



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT SPECIAL MEETING MINUTES – 9:00 A.M.
SEPTEMBER 16, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston

1. Call to Order & Meeting Facilitation Protocols

OLWSD President Keil called the meeting to order at 9:02 a.m.

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

2. Administration of Oaths of Office

District Recorder Casey administered the Oath of Office for the newly elected Oak Lodge Water Services Authority (OLWSA) Board of Directors members: Susan Keil, Ginny Van Loo, Paul Gornick, Kevin Williams, Heidi Bullock.

3. Organizational Actions

a. Assignment of Director Positions and Terms

The Board drew position numbers and discussed assignments. Position and terms were assigned as follows:

Position 1 with term ending 6/30/2025 – Paul Gornick

Position 2 with term ending 6/30/2025 – Ginny Van Loo

Position 3 with term ending 6/30/2025 – Kevin Williams

Position 4 with term ending 6/30/2023 – Susan Keil

Position 5 with term ending 6/30/2023 – Heidi Bullock

b. Appointment of Board Officers and Governance Policies

Director Williams moved to establish the offices of a President, a Secretary/Vice President, and a Treasurer for the Authority Board; and to appoint the same individuals serving in those offices for the District Board, to serve in the same offices for the Authority Board until January 2023. Director Van Loo seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

There was discussion about the Board Governance Policies, specifically Board Officer terms. General Manager Chaplen stated updated policies would be added to future meeting agendas for further Board deliberation.

c. Establishment of Regular Authority Meetings

There was consensus to keep the Authority regular meetings on the same schedule followed by the District meetings.

d. Appointment of Agents for the Authority

There was consensus to appoint General Manager Chaplen as the registered agent and Cable Huston as the attorney of record.

e. Consideration of Resolution No. 2022-0001 Adopting an Organizing Resolution for OLWSA; Establishing Board Positions, Terms, and Regular Meeting Time and Location; Adopting Board Governance Policies; Establishing a Registered Office; Appointing a Registered Agent; and Appointing an Attorney of Record

Treasurer Gornick moved to adopt Resolution No. 2022-0001, and that the final version note the correct

terms for each Authority Board member as determined by lot during this meeting. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

4. Consideration of Resolution No. 2022-0002 Acknowledging and Accepting the Transfer and Assignment of Employees, Contracts, and Other Assets and Liabilities from the Oak Lodge Water Services District

Director Bullock moved to adopt Resolution No. 2022-0002 as presented. Secretary/Vice President Van Loo seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

5. Consideration of Emergency Ordinance No. 2022-0001 Adopting Rules and Regulations for OLWSA

Treasurer Gornick moved for Ordinance No. 2022-0001 to be read by title only. Secretary/Vice President Van Loo seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

District Recorder Casey read the Ordinance by title.

Secretary/Vice President Van Loo moved to adopt Ordinance No. 2022-0001 as presented. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

6. Consideration of Resolution No. 2022-0003 Designating the Local Contract Review Board and Adopting Public Contracting and Purchasing Rules for OLWSA

Director Williams moved to adopt Resolution No. 2022-0003 as presented. Director Bullock seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

7. Consideration of Resolution No. 2022-0004 Adopting the OLWSA Budget for FY 2022-2023 and Making Appropriations

Director Bullock moved to adopt Resolution No. 2022-0004 as presented. Director Williams seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

8. Consideration of Resolution No. 2022-0005 Adopting a Schedule of Rates, Fees, and Other Charges for OLWSA

Secretary/Vice President Van Loo moved to adopt Resolution No. 2022-0005 as presented. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

9. Call for Public Comment

Chris Hawes thanked the Board for the opportunity to witness this historic event.

10. Adjourn Meeting

The Board asked questions regarding the upcoming Clackamas County agenda item. Legal Counsel Brooks explained the process to update the County's order with corrected maps and legal description.

President Keil adjourned the meeting at 9:26 a.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT REGULAR MEETING MINUTES – 6:00 P.M.
SEPTEMBER 20, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Chad Martinez	Collections Field Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Scott Duren	Water Systems Consulting
Adam Donald	Water Systems Consulting

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Call for Public Comment

There was no public comment.

3. Consent Agenda

Items on the Consent Agenda included:

- The July 2022 Financial Report, and
- The August 16, 2022 regular meeting minutes.

Treasurer Gornick moved to approve the Consent Agenda. Director Bullock seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSD Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

4. Approval of Property Surplus

Utility Operations Director Page outlined the surplus property and process for disposal. The Board asked clarifying questions.

Secretary/Vice President Van Loo moved to adopt Resolution No. 2022-0006 declaring surplus property. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

5. Presentation on Inflow and Infiltration/Levels of Service

District Engineer Albert introduced Water Systems Consulting (WSC) representatives Scott Duren and Adam Donald. The consultants presented on the inflow and infiltration (I&I) in the collections system.

The Board asked questions regarding:

- Flow monitoring and other testing methods,
- Data collection and assumptions,
- Current pipe conditions,
- Rehabilitation scenarios, and
- Wastewater Master Planning.

6. Presentation on Trunk Main Capacity Project

Water Services Engineer Ogbeide provided a report on the Trunk Main Capacity Project and the recommended option.

The Board asked questions regarding:

- The budgetary considerations related to the project,
- Customer communication strategies, and
- Regulatory agency approvals.

The Board asked for an analysis of the cost to treat one gallon of wastewater at the Water Reclamation Facility (WRF).

There was Board consensus to move forward with recommended option.

7. Business from the Board

There were no verbal reports.

8. Department Reports

The Management Team provided monthly highlights including:

- An intergovernmental agreement with the City of Gladstone,
- The uses of the new NextDoor account,
- The website revitalization and launch,
- The LGIP investment account interest rates,
- The Low Income Household Water Assistance Program and delinquent account reduction,
- The financial transition between OLWSD and OLWSA,
- Capital Projects,
- Staff training and conferences,
- WRF equipment delivery and installation,
- NPDES testing, and
- Regulatory agency noticing.

9. Call for Public Comment

There were no public comments.

10. Adjourn Meeting

President Keil adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Date: _____

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____



STAFF REPORT

To	Board of Directors
From	Aleah Binkowski-Burk
Title	Consideration of Reissuance of Special Districts Insurance Services (SDIS)
Item No.	5
Date	October 18, 2022

Summary

As a Public Body within the state of Oregon, we are authorized to participate in self-insurance programs through intergovernmental agreements. In 1985, Special Districts Association of Oregon (SDAO) entered a Declaration of Trust and formed the Special Districts Insurance Services Trust (SDIS). Historically, Oak Lodge Water Services District (District) and former associated districts have been members of SDAO and joined the SDIS insurance pool for such things as general liability, property, crime, auto, and workers compensation insurance. With the formation of Oak Lodge Water Services Authority, we need to reinstate our membership and join the SDIS trust as the newly formed entity to continue/renew our insurance policies and membership to the insurance trust. The former District will cease to be part of the SDIS trust.

Action Items

1. Consideration of Resolution No. 2022-0007 Adopting Joinder to SDIS Trust Agreement

The First Restatement of the Declaration of Trust (Agreement) outlines the legal statutes allowing the formation of the Trust, the definitions, purposes and operation of the trust, contributions and so forth. As outlined in section 5.10 of the Agreement, all members become a party to the Agreement by executing a Joinder to this Agreement. Staff will furnish all information needed to secure coverage. By becoming a party to the Agreement, OLWS is agreeing to make an annual contribution to the Trust and cooperate by establishing best practices. In order to become a party to the SDIS Trust Agreement, the Board must adopt an official resolution adopting the Joinder to the SDIS Trust Agreement. The Agreement to which OLWS would become a party is included as Attachment 1. The Joinder would then be executed by the Board President.

Proposed Motion: "I move to adopt Resolution 2022-0007, as presented, and to authorize the Board President to sign Exhibit A of the Agreement."

2. Consideration of Resolution No. 2022-0008

This resolution allows for our workers compensation insurance coverage to extend to volunteers of OLWS. Volunteers are Board members and other volunteers such as Budget Committee members. By adopting this resolution if a volunteer got injured while actively volunteering for OLWS, their medical costs would be covered by Workers Compensation Insurance.

Proposed Motion: "I move to adopt Resolution 2022-0008, as presented."

3. Consideration of Resolution No. 2022-0009

This resolution outlines OLWS's coverage, wage assumption and reporting duties associated with resolution 2022-0008 concerning the Workers Compensation coverage of volunteers.

Proposed Motion: "I move to adopt Resolution 2022-0009, as presented."

Attachments

1. First Restatement of the Declaration of Trust
2. SDIS Joiner Resolution
3. Workers Compensation Volunteer Resolution
4. Workers Compensation Assumed Wage Resolution

Special Districts Insurance Services Trust

First Restatement of Declaration of Trust

RECITALS

1. Oregon Revised Statutes Chapter 30.282 authorizes Public Bodies within the state of Oregon to create and participate in self-insurance programs through intergovernmental agreements;
2. On July 1, 1985, the Special Districts Association of Oregon and certain trustees entered into a Declaration of Trust for the Special Districts Insurance Services Trust, which set forth the terms and conditions upon which a self-insurance program solely for the benefit of governmental entities would be organized and operated pursuant to Oregon Revised Statutes Chapter 30.282, which Declaration of Trust was amended on October 22, 1987, February 18, 1988, January 25, 1989, June 27, 1991, June 2, 1994, December 9, 1999, September 21, 2000, January 10, 2002, April 17, 2003, and June 7, 2006 (the "Amended Trust Declaration");
3. The Initial Members have made Contributions to the trustees of the Trust and the trustees have implemented a self-insurance program with multiple pools for the benefit of the Initial Members, and the funds associated with such program constitute a trust fund that has been held for the exclusive benefit of the Initial Members participating in a self-insurance program;
4. Article 7 of the Amended Trust Declaration provided that the Amended Trust Declaration could be amended by the Board of Directors of the Special Districts Association of Oregon, by delivery of a copy of the amendment to each Trustee, provided however, that no amendment could operate to the prejudice of any vested rights held by any participant in the program of the Trust under a policy, contract, or other document for the benefit of such participant; and
5. The Board of Directors of the Special Districts Association of Oregon and the trustees of the Trust have determined that a restatement of the Amended Trust Declaration in the form of this First Restatement of Declaration of Trust, is in the best interests of the Initial Members and prospective Members, and have determined that this First Restatement of Declaration of Trust should be submitted to the Initial Members, and to prospective Members as appropriate, to allow them to become Members.

SECTION 1 DEFINITIONS

- 1.1 **Definitions.** All capitalized terms in this Agreement shall have the meanings given to them in this Section 1.
- 1.2 **"Agreement"** means this First Restatement of the Declaration of Trust.
- 1.3 **"Amended Trust Declaration"** means the Special Districts Insurance Services Trust Declaration of Trust described in the Recitals.
- 1.4 **"Associated"** means, when used in the phrase "Associated with" an organization, the status of being a current employee of, or a member of the governing body of, that organization, or being a volunteer in good standing of an organization (in accordance with the policies and procedures of that organization) who is nominated in a writing signed by the Chair of the Board of Directors of the organization.
- 1.5 **"Audit Committee"** means the committee established by the Board, as described in Section 4.8(c).
- 1.6 **"Board"** means the Board of Trustees of the Trust.
- 1.7 **"Board Observer"** means the person designated by the Sponsoring Member to attend Board meetings pursuant to Section 4.1(b).
- 1.8 **"Contribution"** means the amount a Member contributes to the Trust annually pursuant to the Coverage Document.
- 1.9 **"Coverage Document"** means a contract between the Trust and a Member with respect to self-insurance coverage with respect to which a Member makes a Contribution.
- 1.10 **"Deadlocked"** means a situation in which the vote of the Trustees on a matter is evenly split for two or more meetings at which such matter is submitted to a vote.
- 1.11 **"Effective Date"** means April 1, 2014.
- 1.12 **"Executive Committee"** means the committee established by the Board, as described in Section 4.8(a).
- 1.13 **"Former Member"** means a Special District, Public Body or Sponsoring Member that was at one time a Member, but whose membership has Terminated.
- 1.14 **"Initial Members"** means those Special Districts and Public Bodies that had in effect a Coverage Document on the day before the Effective Date.
- 1.15 **"Joinder"** means a document, substantially in the form attached as Exhibit A, the execution of which constitutes a Member's agreement to be bound by the terms and conditions of this Agreement, and shall include a duly executed resolution in substantially the same form.

- 1.16 **"Majority"** means more than 50%.
- 1.17 **"Member"** means a Special District or Public Body that has executed a Joinder to this Agreement and the Sponsoring Member, the membership of which has not Terminated.
- 1.18 **"Nominating Committee"** means the committee established by the Board as described in Section 4.8(b).
- 1.19 **"Public Body"** means an entity described in Oregon Revised Statutes 30.260.
- 1.20 **"Quorum"** means a Majority of the Trustees.
- 1.21 **"Special District"** means a governmental entity described in Oregon Revised Statutes 198.010.
- 1.22 **"Sponsoring Member"** means the Special Districts Association of Oregon.
- 1.23 **"Termination"** means the cessation of the membership of a Member pursuant to this Agreement.
- 1.24 **"Trust"** means the Special Districts Insurance Services Trust.
- 1.25 **"Trustee"** means a person who has executed this Agreement or a duplicate thereof agreeing to accept the responsibilities of trusteeship under this Agreement, and who has not resigned or been removed as a Trustee.
- 1.26 **"Trust Property"** means cash, property or any asset held by the Trustees and subject to this Agreement.

SECTION 2 PURPOSES AND OPERATON OF TRUST

2.1 **Purposes.** The purposes of the Trust shall continue to be the operation of a program of self-insurance whereby the Members' exposures in the areas of tort liability, property, workers compensation, and ancillary program areas may be effectively and economically managed, and whereby insurance and risk retention strategies to manage such risks may be most responsibly and economically funded, and to provide life, health, and disability programs and other personnel benefit services to Members. The Trustees shall endeavor to accomplish these goals by:

(a) Acting to ensure that there is available to Members markets for liability, property, workers compensation, and ancillary coverages appropriate to risks to which such Members are exposed and markets, programs and services for employee benefits and health, life, and disability insurance coverage needs of Members.

(b) Aggregating the collective buying power of Members and the economic advantages of individual and pooled risk retention and other strategies, where lawful and actuarially sound, and to reduce and stabilize the cost of funding those risks.

(c) Making available to Members resources and expertise in the management of risk through loss prevention and loss control programs, claims management, consulting, data gathering, information sharing and related services.

(d) Acting as a representative and information resource for Members in presenting to appropriate legislative and administrative bodies and committees, data and policy issues related to the cost of public risk in Oregon.

(e) Creating, upon authorization by the Board, pooled self-insured programs funded by Member Contributions and based on sound actuarial analysis, which may be structured as separate pools for various types of risk, with physical or accounting segregation as determined by the Board.

(f) Developing and providing other insurance programs, retirement programs or other related services as are approved by the Board, including but not limited to loan or grant programs in amounts not material to Trust operations and designed to further the objectives of the Trust.

(g) Providing access for Members to coverages with respect to which the Trust is not an indemnitor.

2.2 Trust Property. The Trustees shall collect and manage Trust Property, including but not limited to insurance premiums, Contributions and other revenues, shall make appropriate disbursements from the Trust, and shall oversee the management and administration of the programs of the Trust, approving the necessary contracts, insurance policies, premium contributions, fee schedule group purchases and making such other arrangements and implementing such strategies as necessary to carry out purposes described herein regarding the self-insurance programs, for the exclusive benefit of the Members and as described in this Agreement.

SECTION 3 CONTINUATION OF TRUST AND FUTURE CONTRIBUTIONS

3.1 Trust Agreement. The Trustees and the Sponsoring Member hereby enter into this First Restatement of Declaration of Trust, to be effective on the Effective Date. The Trustees shall invite the Initial Members, and such other Special Districts or Public Bodies as appropriate, to become Members.

3.2 Trust Continuation. The Trust shall continue without interruption on and after the Effective Date and shall be operated from the Effective Date pursuant to this First Restatement of Declaration of Trust.

3.3 Existing and Future Trust Property. The Members confirm that the Trust Property subject to the Amended Trust Declaration as of the Effective Date of this Agreement, including all Contributions and income and profits therefrom, shall remain Trust Property, to be held, managed and distributed pursuant to this Agreement.

3.4 Contributions. Any Contributions made on or after the Effective Date of this Agreement, along with any and all income and profits therefrom, shall be Trust Property, and shall be held, managed and distributed pursuant to this Agreement. A contributing Member's Contribution is irrevocable.

3.5 Agreement by Trustees. The Trustees hereby declare that they will administer, manage, collect, receive, dispose of and distribute all Trust Property for the exclusive benefit of the Members as provided in this Agreement.

SECTION 4 BOARD OF TRUSTEES

4.1 Board of Trustees.

(a) *In General.* The Trust shall be governed by a Board of Trustees ("the Board") composed of not fewer than five, nor more than nine, Trustees. Until changed by a vote of the Board, the number of Trustees shall be seven.

(b) *Board Observer.* As long as the Sponsoring Member is a Member, it shall from time to time designate a Board Observer, who shall be entitled to attend all meetings of the Board, but who shall not be a Trustee, shall have no fiduciary duties, and shall not vote. The Board Observer shall advise the Board on matters potentially affecting Special Districts throughout Oregon, as such matters relate to the activities of the Trust. The Board Observer shall be a nonvoting member of all standing and ad hoc committees of the Board. If the Sponsoring Member ceases to be a Member, there shall be no Board Observer position.

(c) *Continuation of Trustees.* Notwithstanding any requirement of Section 4.3, Trustees of the Trust serving as of the Effective Date shall continue to serve as Trustees until the expiration of their terms of office.

(d) *Election of Trustees.* The Board shall elect a Trustee to fill any vacant Trustee position, which elected Trustee shall serve until expiration of the vacated position.

4.2 Meetings.

(a) *Annual Meeting.* An annual meeting of the Trustees shall be held in June of each year.

(b) *Special Meetings.* Special meetings of the Trustees may be called by the Sponsoring Member, Chair, the Vice-Chair, or a Majority of Trustees, by giving written notice to the Chair or the Vice-Chair.

(c) *Quorum.* A Quorum of Trustees must be present to conduct business at a duly called meeting.

(d) *Manner of Acting.* With respect to any matter to be decided by the Trustees, the Trustees shall act by Majority vote of all Trustees.

(e) *Location of Meeting.* All meetings shall be held within the State of Oregon. While every meeting must have a physical location at which at least one Trustee appears, Trustees may participate in the meeting by means of a conference telephone call or electronic communication method if all persons participating in the meeting can hear each other at the same time.

4.3 Qualifications of a Trustee.

(a) *In General.* Except as provided in Section 4.3(b), as a qualification for appointment and continued service, each Trustee shall be a natural person Associated with a Special District which is a Member.

(b) *Continued Service by Trustee.* If a Trustee becomes no longer Associated with a Member during the Trustee's term of office, the Trustee may serve out the remainder of the Trustee's term.

4.4 Term of Office of Trustee.

(a) *Fixed Terms.* Trustees shall be appointed for a fixed term. Terms shall be three years and shall be staggered so that no more than three Trustees' terms expire during any calendar year. There shall be assigned position numbers to each Trustee position.

(b) *Reappointment.* A Trustee may serve any number of consecutive terms.

4.5 Resignation of a Trustee. A Trustee may resign at any time by giving written notice to the Chair, Vice-Chair or Secretary of the Trust, which resignation shall be effective upon delivery or on such later date specified in the resignation.

4.6 Removal of a Trustee.

(a) *Removal by Trustees.* A Trustee may be removed by a Majority Vote of the Trustees other than the Trustee who is being considered for removal.

(b) *Deadlock Process.* If the Board is Deadlocked on removal of a Trustee, the matter shall be submitted pursuant to the Deadlock Process described in Section 4.13. The Board of Directors of the Sponsoring Member shall determine whether the affected Trustee is to be removed as a Trustee, which decision shall be final. If the Board of Directors of the Sponsoring Member determines that a Trustee should not be removed, that Trustee shall serve until the expiration of his or her term, unless the other Trustees determine that the affected Trustee has engaged in intentional misconduct or gross negligence in carrying out his or her duties, in which case such Trustee may be removed using the processes described in Section (a) and (b) of this Section 4.6.

4.7 Officers.

(a) *Officers.* The officers of the Board shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. The same person may not concurrently occupy more than two offices.

(b) *Appointment.* Officers shall be elected by the Board at the annual meeting and shall serve a one-year term or until their successors are elected by the Board.

(c) *Resignation.* An officer may resign at any time by giving written notice to the Chair, Vice Chair or Secretary of the Trust, which resignation shall be effective upon delivery or on such later date is specified in the resignation. In the event of a vacancy in an officer's position, the Board shall fill the unexpired portion of the term by election at the next Board meeting.

(d) *Duties of Chair.* The Chair shall, when present, preside at all meetings of the Board and of the Members. He or she shall serve as the chair of the Executive Committee and shall be an ex-officio Member of all other standing committees. The Chair shall perform all duties required of him or her by the Board.

(e) *Duties of Vice-Chair.* The Vice-Chair shall preside at all meetings of the Board and of the Members in the absence of the Chair. He or she shall perform such other duties as assigned by the Board or the Chair. The Vice-Chair shall be the chair of the Nominating Committee.

(f) *Duties of Secretary.* The Secretary will keep or cause to be kept at the Trust's principal office all of the minutes of the meetings of the Board and Members showing the time and place of meeting, the notice given, the names of those present and the content of such meeting in reasonable detail. The Secretary shall perform such other duties as assigned by the Board or the Chair.

(g) *Duties of Treasurer.* The Treasurer will be responsible for oversight of (i) the funds of the Trust; (ii) deposits and withdrawals of such funds in such depositories as may be authorized by the Board; and (iii) the keeping of a full and accurate account of receipts and disbursements at the Trust's principal office. The Treasurer shall be the chair of the Audit Committee and shall perform such other duties as assigned by the Board or the Chair.

4.8 Committees.

(a) *Executive Committee.* The Board shall establish an Executive Committee, the objective of which is to prepare for Board meetings, address the business of the Trust between Board meetings in a manner delegated by the Board, and recommend to the Board the admission of new Members and Termination of existing Members, as necessary.

(b) *Nominating Committee.* The Board shall establish a Nominating Committee, the objective of which is to identify and recommend to the Board appropriate candidates for trusteeship from among the Members.

(c) *Audit Committee.* The Board shall establish an Audit Committee, the objective of which is to assure that the Board is adequately and currently informed of the financial condition of the Trust through reports and other methods.

(d) *Other Committees.* The Board may establish such other committees as it deems necessary and appropriate to carry out its responsibilities, which committees may be standing or ad hoc committees, in the discretion of the Board.

4.9 Salaries and Expenses. Trustees shall serve without compensation, but shall be entitled to reimbursement for expenses in accordance with the applicable expense policies of the Trust.

4.10 Policies and Procedures. The Trustees may from time to time adopt policies and procedures for operation of the Board, committees, and the Trust that are not inconsistent with this Agreement. The Trustees shall establish and maintain policies and procedures designed to cause the Trust to retain net assets sufficient to satisfy projected liabilities at appropriately high actuarially determined confidence levels in the event of catastrophic loss.

4.11 Powers of Trustees. The Trustees shall have each and every power accorded to Trustees under Oregon law and the authority to act in all matters relating to the Trust and Trust property, including but not limited to the power to:

- (a) make and enter into contracts;
- (b) incur debts, liabilities, and obligations;
- (c) acquire, hold, or dispose of property, contributions and donations of Property, funds, services, and other forms of assistance from any person;
- (d) sue and be sued in the name of the Trust, and to settle or compromise any claim;
- (e) engage and employ agents, employees, consultants, contractors, advisers, and any other personnel to assist in the activities of the Trust;
- (f) receive, collect, and disburse monies from any source;
- (g) authorize and pay or credit to Members (and not Former Members) such amounts, from the excess of available funds over amounts required or projected by the Board to fund Trust operations and claim liabilities, as determined appropriate by the Board, in its sole discretion; and
- (h) do all other things necessary and appropriate to carry out the purposes of the Trust and permitted by law.

4.12 Services Contract. The Trustees may enter into a contract with a Member to perform duties of administration of the Trust, which duties shall include but not be limited to claims administration, loss control, underwriting, and other consulting services as may be specified by contract between the Trust and the service provider.

4.13 Deadlock. If at any time the Trustees are Deadlocked on any issue, the Chair or Vice-Chair shall prepare a memorandum summarizing the facts and circumstances of the

situation in reasonable detail, and shall submit this memorandum to the Chair of the Board of Directors of the Sponsoring Member. The Board of Directors of the Sponsoring Member shall resolve the Deadlock and inform the Trustees of its decision, which decision shall be binding upon the Board.

SECTION 5 MEMBERSHIP

5.1 Sponsoring Member. The Special Districts Association of Oregon is the Sponsoring Member of the Trust. The role of the Sponsoring Member is to provide the experience and continuity needed by the Trust to best serve its Members. The Sponsoring Member shall have ongoing duties to the Trust, including:

- (a) Working closely with others engaged by the Trust to provide various services;
- (b) Appointment of a Board Observer, as described in Section 4.1(b);
- (c) Providing its Executive Director as Trust Administrator for the Trust, who shall act in the role of chief operating officer and shall carry out the day-to-day duties of trust administration, as delegated by the Trustees;
- (d) Facilitating strategic planning for the Trust and recommending strategies for improving services to Members and improvement of ongoing operations of the Trust; and
- (e) Engaging in such other duties as reasonably requested by the Board to carry out the objectives of the Trust.

5.2 Distribution to Sponsoring Member. The Trust shall make an annual distribution to the Sponsoring Member in an amount to be determined by the Board in consultation with the Sponsoring Member.

5.3 Qualifications for Membership. A Member other than the Sponsoring Member must be a Special District or Public Body, within Oregon, that is a member in good standing of the Special Districts Association of Oregon.

5.4 Effect of Membership. A Member shall be eligible to participate in the coverages and services offered by or through the Trust on such terms and conditions as set forth in the Coverage Documents. Once an entity becomes a Member, such membership shall continue until terminated in accordance with this Agreement.

5.5 Initial Members. All entities who are Initial Members on the day before the Effective Date shall be eligible to become Members of the Trust as of the Effective Date by executing a Joinder.

5.6 New Members. Upon application by a Special District or Public Body to become a Member of the Trust, the Board may approve membership of such entity on such terms and

conditions as Board determines, in its sole discretion. The Board shall have the exclusive authority to approve or deny an application for membership, in its sole discretion.

5.7 Termination of Membership.

(a) *Termination of All Coverages.* Upon the termination of all participation in programs of the Trust, including but not limited to coverage under all Coverage Documents with respect to a Member (other than the Sponsoring Member), a Member's membership shall cease.

(b) *Sponsoring Member.* The Board may Terminate the membership of the Sponsoring Member for intentional wrongdoing or gross negligence, in its conduct as a Member, by a vote of two-thirds of the Trustees.

5.8 Liability after Termination of Membership. Upon Termination of membership, the Member will continue to be liable for the payment of any Contributions due as of the date of Termination. In the event the Trust is unable to perform its contractual obligations on a Former Member's behalf, the Member will continue to be liable for the payment of its own claims and liabilities arising out of the period when the Former Member was a Member.

5.9 Resumption of Membership after Termination. A Former Member may reapply for membership three years after Termination of membership. The Board in its discretion may waive this time limit or impose additional waiting periods.

5.10 Duties and Obligations of Members.

(a) *Joinder to First Restatement.* Each Member (other than the Sponsoring Member) shall execute a Joinder to this Agreement in a form approved by the Board and shall execute such other documents as are reasonable and appropriate, in the determination of the Board, to evidence membership in the Trust.

(b) *Information.* Each Member will furnish to the Trustees such underwriting and other information as may be reasonably required to carry out the purposes of the Trust at least 45 days prior to the end of the coverage period as described in the Coverage Documents.

(c) *Contributions.* Each Member shall make an annual Contribution based on the coverages the Member elects to the Trust in the amount determined by the Trustees, which amount shall be communicated to the Members within a reasonable period prior to renewal of coverage. The amount of the Contribution of each Member shall be determined by the Board, in its sole discretion, based on the coverages the member elects.

(d) *Cooperation.* As participants in a self-insured program, Members have an obligation to control claim costs by minimizing risk by establishing best management and safety practices. Each Member shall cooperate fully with the Trustees and their agents in the mitigation of risk and the administration of claims. Members' required cooperation shall include, but not be limited to:

(i) Following the loss prevention and risk management programs of the Trust, and abiding by all conditions, requirements, rules or regulations regarding loss control and risk management which may be promulgated by the Trust or its agents.

(ii) Annually completing a best practices checklist as requested by the Trust and endeavoring to the best of its abilities to adhere to the best practices identified on the checklist.

(iii) Giving prompt notification of any claim to the Trust as provided in the Coverage Documents.

(iv) Permitting the Trust's agents at any reasonable time to inspect the Member's properties and operations, and to examine the Member's books, documents and records of any and every kind pertinent to membership or in the administration of the Trust.

(v) Answering questionnaires pertinent to the operation of the Trust, or any particular pool maintained by the Trust, regarding the operations of the Member.

(e) *Trust Insolvency.* In the event of insolvency of the Trust, each Member or Former Member will continue to be liable for the payment of its own claims and liabilities arising during the period of membership.

5.11 Appointment as Agent. Each Member hereby appoints the Trust or its designated agent to act as the Member's agent and attorney-in-fact to act on its behalf, to execute all contracts, reports, waivers, agreements and service contracts, and to make an arrangement of payment of claims and all other things required for the proper and orderly operation of the Trust. Each Member agrees that the Trust or its designees shall have the sole responsibility for the adjustment and/or settlement of any and all claims.

SECTION 6 LIABILITY OF TRUSTEES AND INDEMNIFICATION

6.1 Errors and Omissions Insurance. The Trustees shall secure errors and omissions insurance covering each Trustee in such amounts and on such terms and conditions as determined appropriate by the Board.

6.2 Indemnity.

(a) *In General.* The Trust will indemnify to the fullest extent permitted by law any person who is made or threatened to be made a party to, witness in, or otherwise involved in, any action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Trust) by reason of the fact that the person is or was a Trustee, Board Observer, or a fiduciary within the meaning of the Employee Retirement Income Security Act of 1974 with respect to any employee benefit plan of the Trust. The Trust may indemnify to the fullest extent permitted by law any person who is made or threatened to be made a party to, witness in, or otherwise involved in, any action, suit or proceeding, whether civil, criminal, administrative, investigative, or otherwise (including an action, suit or proceeding by or in the right of the Trust) by reason of the fact that the person is or

was an employee or agent of the Trust. Any indemnification provided pursuant to this Section 5.4(a) will not be exclusive of any rights to which the person indemnified may otherwise be entitled under any provision of any agreement, statute, policy of insurance, vote or resolution of the Board, contract, or otherwise. Notwithstanding the foregoing, the Trust shall not have any obligation to indemnify any person based on actions of such person that are found to constitute gross negligence or intentional misconduct by a court decision from which no appeal may be taken.

(b) *Advancement of Expenses.* The expenses incurred by a Trustee or other person in connection with any threatened, pending or completed action, suit or proceeding (except for an action, suit or proceeding by or in behalf of the Trust), whether civil, criminal, administrative, investigative, or otherwise, which the Trustee or other person is made or threatened to be made a party to or witness in, or is otherwise involved in, will be paid by the Trust in advance upon the written request of the Trustee or other person if he or she (i) furnishes the Trust a written affirmation that in good faith the Trustee believes that he or she is entitled to be indemnified by the Trust; and (ii) furnishes the Trust a written undertaking to repay such advance to the extent that it is ultimately determined by a court that such Trustee or other person is not entitled to be indemnified by the Trust.

(c) *Amendment.* No amendment to this Section 6.2 that limits the Trust's obligation to indemnify any person will have any effect on such obligation for any act or omission that occurs prior to the later of the effective date of the amendment or the date notice of the amendment is given to the person.

(d) *Further Action.* To the fullest extent permitted by law, no Trustee of the Trust or Board Observer will be personally liable to the Trust or the Members for monetary damages for conduct as a Trustee. Without limiting the generality of the preceding, if after this Section 6.2 becomes effective the Oregon statutes are amended to authorize Trust action further eliminating or limiting the personal liability of a Trustee or Board Observer, then the liability of Trustees of the Trust and the Board Observer will be eliminated or limited to the fullest extent permitted by the Oregon statutes, as so amended. No amendment or repeal of this Section 6.2 nor a change in the law, will adversely affect any right or protection that is based upon this Section 6.2 and that pertains to conduct that occurred prior to the time of such amendment, repeal, adoption or change. No change in the law will reduce or eliminate the rights and protections set forth in this Section 6.2 unless the change in the law specifically requires such reduction or elimination.

6.3 Use of Trust Assets to Defend Trust. Trust Property may be used to defend claims of any type made against the Trust or Trustees, and such use shall not be deemed a conflict of interest for any Trustee.

SECTION 7 TERMINATION OF TRUST

7.1 Termination of Trust. The Trust shall terminate upon a vote to terminate the Trust by (A) the Board of Directors of the Sponsoring Member (if the Sponsoring Member is a Member) and (B) either (i) two-thirds of the Trustees or (ii) three-fourths of the Members. The

Trust shall terminate upon a determination by a court of competent jurisdiction that the purposes of the Trust cannot be accomplished, even with amendment or modification of the Agreement or Trust structure. In the event of termination, the Trust shall continue for the purpose of making allowances for claims, retiring any debt, distributing all assets, and performing all other functions necessary to conclude the affairs of the Trust, all of which shall be the responsibility of the Sponsoring Member, for which it will be paid reasonable compensation.

7.2 Distribution of Assets. Upon termination of the Trust, all Trust Property shall be distributed among the Special Districts and Public Bodies who are Members at the date of termination of the Trust, in proportion to their Contributions to the Trust during the 5 years immediately preceding the effective date of termination of the Trust.

7.3 No Assessments. The Trust shall not have the authority to assess Members or Former Members for additional Contributions in the event of Trust insolvency.

SECTION 8 AMENDMENT

8.1 Method of Amendment. This Agreement may be amended by vote of two-thirds of the Trustees and the approval of the Board of Directors of the Sponsoring Member. Amendments shall be distributed to the Members within 60 days of adoption.

8.2 Limitation on Amendments. No amendment to this Agreement shall be adopted which provides for distribution upon dissolution to other than the Members, that causes gratuitous diversion of Trust Property for the benefit of private interests, or retroactively divests a Member of a vested right granted to that Member pursuant to a Coverage Document.

SECTION 9 MISCELLANEOUS

9.1 Title to Trust Property. Legal title to all Trust Property shall be held by the Trustees for the exclusive benefit of the Members as described in this Agreement.

9.2 No Interest in Trust Property by Members. No Member shall have any right to or interest in Trust Property, and no creditor of any Member shall have any claim against Trust Property for any debt or obligation of a Member.

9.3 Intergovernmental Agreement. This Agreement is intended to be an intergovernmental agreement as described in Oregon Revised Statutes 30.282 for three or more Public Bodies to create a program of self-insurance, and shall be interpreted for all purposes as such an agreement.

9.4 Governing Law. This Agreement shall be governed by the laws of the State of Oregon.

9.5 Joinders. Any Joinder to this Agreement executed by a Member will be deemed to be that Member's assent to the entirety of this Agreement, as if such Member had executed an original of this Agreement.

9.6 Dispute Resolution.

(a) *Appeal to Board of Trustees.* In the event of any dispute arising from the operation of the Trust, the affected Member shall first appeal to the Board. In a matter relating to a claim under a Coverage Document, the appeal must be made within 30 days of the Trust's proposed resolution of the disputed claim unless otherwise provided in the Coverage Document. To institute an appeal, the Member must give written notice to the Chair or Vice-Chair of the Board, providing a written summary of the dispute, detailing in reasonable detail the facts and circumstances of the issue and the requested remedies. At the next scheduled Board meeting or at such other time as determined by the Chair, the Board will review the matter, using procedures as promulgated by the Board. The Board's decision will be communicated to the Member within 90 days of the Board's hearing of the appeal.

(b) *Mandatory Mediation.* If a dispute is not resolved by appeal to the Board, it must be submitted to the Arbitration Services of Portland ("ASP"), or its successor, for mediation. The Trust or any Member may commence mediation by providing ASP and the other affected parties a written request for mediation, setting forth the subject of the dispute and the relief requested. The Trust and each affected Member shall cooperate with ASP and with one another in selecting a mediator from the ASP panel of neutrals and in scheduling the mediation proceedings. They agree that they will participate in the mediation in good faith and that they will share equally in the costs (the Trust will pay one half of the costs and the other half will be paid by the affected Member, or if more than one Member, each shall contribute equally to that half or otherwise as they may agree). All of the offers, promises and conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any ASP employees, are confidential and privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, providing that evidence that is otherwise admissible and discoverable will not be rendered inadmissible or non-discoverable as a result of its use in the mediation.

(c) *Mandatory Arbitration.* If the matter is not resolved through mediation, then it shall be submitted to ASP, or its successor, for final and binding arbitration pursuant to the rules of commercial arbitration for ASP. The Trust or a Member may initiate the arbitration with respect to the matter submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or at any time following 45 days from the date of filing the written request for mediation, whichever occurs first ("Earliest Initiation Date"). The mediation may continue after the commencement of arbitration if the parties agree. At no time prior to the Earliest Initiation Date will either side initiate an arbitration or litigation related to this Agreement, except as provided by the rules of commercial arbitration for ASP or by agreement of the parties. All applicable statutes of limitations and defenses based upon the passage of time shall be tolled until 15 days after the Earliest Initiation Date. The parties will take such action, if any is required, to effectuate such tolling. The dispute will be settled by a single arbitrator. The parties will cooperate with ASP and with one another in selecting an arbitrator and in scheduling arbitration proceedings. Arbitration will occur in Salem, Oregon unless the parties otherwise agree. The parties will be entitled to conduct discovery in accordance with the Federal Rules of Civil Procedure, subject to limitation by the arbitrator to secure the just and efficient resolution of the dispute. If the amount in controversy exceeds \$250,000, the arbitrator's decision shall include a statement specifying in reasonable detail the basis for and computation of the amount of the award,

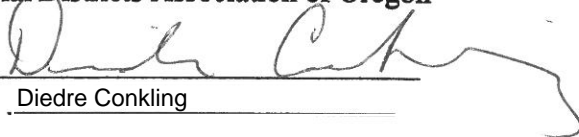
if any. In any arbitration arising out of or related to this Agreement, the arbitrator may not award any incidental, indirect or consequential damages, including damages for lost profits. The decision of the arbitrator will be final and binding. The party prevailing in the arbitration will also be entitled to recover any amount for his or her costs and attorney fees incurred in connection with the arbitration as determined by the arbitrator. Judgment upon the arbitration award may be entered in any court having jurisdiction.

(d) *Coverage Document Dispute Resolution.* The dispute resolution provisions in any Coverage Document shall apply for the matters to which such provisions are made applicable in the Coverage Document, and shall supersede the dispute resolution provisions of this Section 9.6. If a Coverage Document is silent, or the dispute resolutions contained within it do not apply to a particular dispute, the dispute resolution provisions of this Section 9.6 shall apply.

This First Declaration of Trust is executed by the Sponsoring Member and by the Trustees, who by affixing their signature hereto, agree to accept their appointment as Trustees under this First Restatement of the Declaration of Trust of the Special Districts Insurance Services Trust as of the Effective Date.


SPONSORING MEMBER:

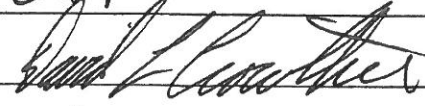
Special Districts Association of Oregon

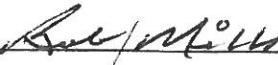

By: Diedre Conkling


Its: SDAO Board of Directors President


TRUSTEES:


Position No. 1 

Position No. 2 

Position No. 3 

Position No. 4 

Position No. 5 

Position No. 6 

Position No. 7 _____

EXHIBIT A
FORM OF
JOINDER TO TRUST AGREEMENT
FOR INITIAL MEMBERS

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the First Restatement of Declaration of Trust of the Special Districts Insurance Trust effective as of April 1, 2014 (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Special Districts Insurance Trust with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282.

Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Joinder as of this 18th day of October , 2022 .

[Oak Lodge Water Services]

By: _____

Name: _____

Title: _____

Address for Notices:

With copies to:

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0007

A RESOLUTION ADOPTING JOINDER TO SDIS TRUST AGREEMENT.

WHEREAS, Oregon Revised Statute Chapter 30.282 authorizes Public Bodies within the state of Oregon to create and participate in self-insurance programs through intergovernmental agreements; and

WHEREAS, the SDIS Trust has adopted a new Declaration of Trust which is an intergovernmental agreement; and

WHEREAS, the Special Districts Insurance Services Trust requires that all Trust members join the Trust by having their Boards adopt the Joinder of Trust Agreement in order to participate in any of the SDIS self-insured programs; and

WHEREAS, the Oak Lodge Water District Authority Board of Directors elect to participate in one or more of the self-insured programs offered through the Special District Insurance Services Trust.

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

Section 1. Adopts the attached joinder of Trust Agreement.

INTRODUCED AND ADOPTED THIS 18th DAY OF OCTOBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, President Ginny Van Loo, Secretary/Vice President

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0009

A RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF OAK LODGE WATER SERVICES AUTHORITY.

WHEREAS, the Oak Lodge Water Services Authority Board elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers.

1. Public Officials on unpaid boards will covered only for administrative and clerical functions while performing there authorized duties as elected officials; and
2. An assumed monthly wage of \$ 0 per month will be used for fire safety volunteers; and
3. Non public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed, using the Oregon minimum wage; and
4. A roster of active volunteers will be kept quarterly for reporting purposes and submitted to SDAO annually or more frequently upon request.

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

Section 1. To provide workers' compensation coverage as indicated above.

INTRODUCED AND ADOPTED THIS 18th DAY OF OCTOBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, President Ginny Van Loo, Secretary/Vice President



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Agreement with Robert Half for Contracted Services
Item No. 6
Date October 9, 2022

Summary

Staff seeks Board authorization for the General Manager to sign a purchase order with Robert Half for Contracted Services. This work ensures meeting of audit recommendations and requirements. These services provide project management and database preparation for all financial and utility billing modules to establish a separate financial software instance for Oak Lodge Water Services Authority, while continuing to provide access to existing financial databases for the Oak Lodge Water Services District, North Clackamas County Water Commission and Clackamas River Water Providers.

Background

In accordance with the creation of Oak Lodge Water Services Authority and with a dissolution date of December 31, 2022 for Oak Lodge Water Services District, OLWS has contracted with Springbrook Software for separate financial software for both legal entities.

In discussion with Springbrook prior to the legal establishment of OLWS, Springbrook identified that the full project includes migration of all three existing financial databases while establishing of the new master account holder, OLWS. The initial proposal from Springbrook is 280 hours with a start date in January 2023.

In order to achieve the transfer of employees from the District to OLWS, one pay period must be completed by OLWS by December 31, 2022, the full scope needs to be partitioned into four parts, with the establishment of the new financial software instance for OLWS, then migration of the three existing instances. Additionally, the review of all existing settings, data tables, conversion data, workflows and other system requirements need a full time focus to limit Springbrook project support time between now and January. There is also an additional focus on a clean transfer in value for all assets and liabilities from the District to OLWS, requiring project staff with accounting experience.

With these needs in mind additional high-level accounting services are required. Robert Half, an employment agency with a focus in accounting staff, also provides contracted staff for

accounting projects and has the necessary resources at this time. While OLWS' needs are temporary in nature, the contracted staff from Robert Half are full time employees and remain constant over the entire project. The cost of contracted services from October 2022 through January 2023 are estimated at \$75,000.

This request for contracted services will enable the focus of the Finance Director to complete the development of Capital Projects tracking and reporting, testing of Financial Rate Planning software and capital costs planning and updating for the upcoming budget. Areas of focus which were highlighted in the audit. Without the requested assistance, the rate impact of current capital needs may not be completed in time for the next budget cycle and the transfer of employees may not be able to occur by the District's planned dissolution date.

Budget

Funding for this project is included in FY 2022-23 Adopted Budget within the Administrative Services Fund.

Recommendation

Staff recommends approval of procurement with Robert Half for Contacted Services based on the Scope of Work provided (Attachment 1).

Suggested Board Motion

"I move to approve the General Manager to enter into a personal services contract with Robert Half for Contracted Services, not to exceed \$75,000."

Attachments

1. Contracted Services - Scope of work

Financial Software Implementation – Financial Suite and Utility Billing Scope of Work

Purpose of contracted service is to provide for establishment of new electronic financial set of books for Oak Lodge Water Services Authority on compliance with transferring of all assets, liabilities, and employees.

Contracted Senior Accountant will be the primary contact for Springbrook to establish the Oak Lodge Water Services Authority set of books, including but not limited to:

- Scope of work to ensure overall audit compliance will be met
- Springbrook project timeline and deliverables
- OLWS project timeline and deliverables
- Scope of work focuses project implementation

Responsible for the data review and migration for all data tables, including set-up of templates and maintenance tables.

Provide all data tables and set up table information on time to Springbrook to achieve the project timelines.

Plan and track the project timelines and deliverables, providing project status updates.

Springbrook modules to be managed include:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Cash Receipts
- Clearing House
- Fixed Assets
- Human Resources
- Payroll
- Purchase Orders and Approval Workflow
- Utility Bill

Contracted Senior Accountant will be the primary contact for Wells Fargo, coordinating the new bank account set-up and OLWS's deliverables during the project's timeline:

- Checking Account
- ACH – input data
- Positive Pay
- Lockbox
- E-Box
- Re-establish autopayments for all debt vendor, PERS, and various other vendors
- Users and access

Work with vendors to establish new Merchant ID's to limit the impact to autopay customer accounts:

- BMS credit card processing
- Accela permit payments

Prepare database migration per Springbrook's instructions for:

- Oak Lodge Water Services District
- North Clackamas County Water Commission
- Clackamas River Water Providers

Compensation. The above services will be provided at the following rates:

Senior Staff Accountant	\$105.50/hour
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STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consideration of Draft Board Governance Policy
Item No. 7
Date October 18, 2022

Summary

An updated Board Governance Policy is being presented for Board discussion.

Background

During the consolidation of the OLWS water and sanitary districts, the Interim OLWS District Board of Directors adopted a Board Governance Policy in 2016. That policy contains terminology that is applicable to water districts and sanitary districts but not to the OLWS Authority. The policy has been updated with relevant terminology and statutory obligations of the Authority Board and is being presented at this meeting for Board discussion.

Generally, the Board Governance Policy is intended to define the roles, functions, and relationships of the Board, individual members of the Board, and employees of the Authority; establish procedures and a code of conduct for the Board; and govern the Board's conduct and procedures. The Governance Policy would govern these matters of the Board, in addition to all applicable state law and other governance and policy documents that may be separately adopted by the Board. The Board may, by resolution, modify the Board Governance Policy at any time.

Concurrence

Staff have consulted with the legal counsel in the preparation of this document.

Recommendation

Staff recommends the Board review and discuss the proposed Board Governance Policy. If substantial edits are needed, staff will return with a revised copy during the next regular meeting.

Alternatives to Recommendation

Adopt the Board Governance Policy, as presented, via Resolution No. 2022-0010.

Suggested Board Motion

For use if adopting the Policy as presented: *"I move to adopt Resolution No. 2022-0010 adopting a Board Governance Policy."*

Attachments

1. Draft Board Governance Policy
2. Resolution No. 2022-0010



BOARD OF DIRECTORS GOVERNANCE POLICY

Table of Contents

1. Membership
 - a. Positions and Terms
 - b. Elections
 - c. Eligibility and Qualifications
 - d. Oaths of Office
 - e. Term Start Date
 - f. Vacancies and Appointments
2. Powers and Duties
 - a. Formulation and Interpretation of OLWS Policy
 - b. Personnel Management and Communication
 - c. Authorization by Official Board Action
 - d. Ethical Standards and Conflicts of Interest
 - e. Discipline
 - f. Continuing Education
3. Responsibilities
 - a. Communication
 - b. Financial
 - c. Policies, Objectives, and Plans
 - d. Management
 - e. Employee Relations
 - f. Control
 - g. Board of Directors
 - h. Public Accountability
4. Orientation
 - a. Candidates
 - b. Orientation
5. Expense Reimbursement
 - a. Compensation
6. Officer Duties
 - a. President
 - b. Secretary/Vice President
 - c. Treasurer
 - d. Clerk of the Board
7. Public Meetings
 - a. Preparation
 - b. Agendas
 - c. Notice and Location
 - d. Meeting Conduct
 - e. Public Participation
 - f. Notetaking

1. Membership

a. Positions and Terms

The Oak Lodge Water Services (“OLWS”) Board of Directors (the “Board”) consists of five Directors, serving staggered, four-year terms. All Directors serve at large.

b. Elections

The election of Directors will be conducted as provided by ORS Chapter 255.

c. Eligibility and Qualifications

A candidate for a Director position must be an elector at the time of the election or appointment.

OLWS employees are not eligible to be Directors.

No person will be sworn in unless they meet the qualifications for office set forth in this policy. If questions exist regarding the eligibility of any candidate, the Board will obtain an opinion from legal counsel prior to administering an oath of office.

d. Oaths of Office

Each newly elected or appointed Director will take an oath of office prior to assuming the duties of a Director.

e. Term Start Date

Except when the Board fills a vacancy, terms of office shall begin July 1 next following the election for which a Director was elected.

f. Vacancies and Appointments

Vacancies on the Board will be filled by appointment by a majority of the remaining Directors. If a majority of the positions are vacant, or if a majority cannot agree, the vacancies will be filled promptly by the Clackamas County Board of Commissioners.

2. Powers and Duties

a. Formulation and Interpretation of OLWS Policy

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law in a lawful manner that best meets the needs of OLWS and its customers. The primary responsibility of the Board in performing this responsibility is in the formation and interpretation of OLWS policies. To this end, the Board will establish OLWS policy, reserving to itself all authority and responsibility that is not delegated to other OLWS officers or personnel. The written policies of the Board will only be amended by a majority vote at a public meeting. The policies of the Board may be subject to temporary suspension only upon a majority vote.

b. Personnel Management and Communication

The management of all daily operations, administration of OLWS policies, and supervision and management of all OLWS personnel is delegated to the General Manager. Unless otherwise authorized by the Board, no individual Director may direct or order OLWS personnel on any matter that relates to the daily operations or administrative activities of OLWS. Unless otherwise authorized by the Board, no individual Director may order, direct, or conduct a review of personnel records or any other record that is exempt from public inspection under public records laws.

c. Authorization by Official Board Action

Directors have no individual powers separate from the powers of the Board, and have no authority to act individually without a delegation of authority from the Board. No individual Director may speak for or on behalf of the Board or OLWS, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of OLWS.

d. Ethical Standards and Conflicts of Interest

Directors are entrusted to act as the representatives of OLWS customers. Directors must adhere to the highest ethical standards in the conduct of OLWS business. Directors must publicly announce the nature of any conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. For potential conflicts of interest, following the public announcement, the Director may participate in the discussion and in any official action on the issue that gave rise to the conflict of interest. For actual conflicts of interest, following the public announcement, the Director must refrain from participation in any discussion or official action on the issue that gave rise to the conflict of interest.

e. Discipline

The Board has the right to enforce its rules and expect ethical and honorable conduct from its members. The Board will make every effort to resolve concerns regarding any Board member by speaking to the individual privately. Should the Board decide that disciplinary action needs to be taken, the following actions may be considered:

- A motion that the member must apologize.
- A motion that the member must leave for the remainder of the meeting.
- A motion to censure the member.

f. Continuing Education

In order to effectively carry out their duties, Directors must be adequately informed. Directors are encouraged to attend conferences and other training programs as the Board may authorize.

3. Responsibilities

a. Communication

- i. Develop regular channels of communication with Directors and with appropriate OLWS

- ii. personnel.
 - ii. Develop procedures for bringing personnel opinions and recommendations to the Board, as well as Board opinions and decisions to OLWS personnel.
 - iii. Invite customers, other local governments, and community groups to attend OLWS public meetings and other Board-sponsored events, to explore and develop approaches to shared interests and concerns.
 - iv. Recognize that certain information that may be obtained during Board meetings may be confidential, making disclosure a breach of trust.
 - v. Respect the opinion of other Directors and accept the principle of majority rule in Board decisions.

- b. Financial
 - i. Adopt the annual budget.
 - ii. Participate on the Budget Committee.
 - iii. Regulate and adopt rates and charges.
 - iv. Monitor OLWS finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.
 - v. Accept the annual audit.
 - vi. Act as the Local Contract Review Board.

- c. Policies, Objectives, and Plans
 - i. Become familiar with and abide by all laws and policies governing the operation of OLWS.
 - ii. Form and Adopt OLWS policies.
 - iii. Understand and demonstrate a commitment to the organization's mission and programs.
 - iv. Keep up to date with issues and trends that affect the organization. Develop and approve long-range plan of growth and development for OLWS.
 - v. Ensure that program objectives are assigned to the proper planning or implementing sub-committees.
 - vi. Where applicable, bring other local governments or community groups into the planning and decision-making process.
 - vii. Approve of contracts that bind OLWS.
 - viii. Approve any strategic plans.
 - ix. Approve major changes in the OLWS organization or structure.
 - x. Consider and vote on matters brought before the Board.
 - xi. Consider and vote on OLWS motions, resolutions, and ordinances.

- d. Management
 - i. Select the Board Officers on an annual basis, except the Chair who shall serve for two years.
 - ii. Hire the General Manager.
 - iii. Define the duties and responsibilities for the Officers, General Manager, and major committee chairs.
 - iv. Respect that the General Manager has full administrative authority to manage OLWS operations, within the limits that may be established by Board policies.
 - v. Evaluate the performance of the General Manager annually.
 - vi. Select legal counsel and consultants for the Board.

- vii. Authorize Officers, the General Manager, or other OLWS agents to enter into contracts or sign written instruments and to take financial actions that bind OLWS.
 - viii. Approve programs for management development.
 - ix. Provide advice and consultation to management on matters within the purview of the Board's responsibilities.
- e. Employee Relations
- i. Approve employee benefit plans.
 - ii. Insist that personnel complaints go through a proper chain of command. If not resolved, only then may the Board become involved.
 - iii. Provide for appropriate investigation and resolution of any employee concerns concerning the General Manager, in accordance with OLWS whistleblowing policies and in consultation with the OLWS general counsel.
 - iv. Approve contracts with and between any unions involved with OLWS.
- f. Control
- i. Identify types of information that are needed by the Board in order to effectively analyze OLWS direction and achievements. Create a process for collecting and analyzing information.
 - ii. Realize that customers within the boundaries of OLWS are the true "owners" of the organization's infrastructure and assets.
 - iii. Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
 - iv. Analyze major shortfalls in achievement.
 - v. Identify obstacles, sense changing needs, and propose new directions or goals.
 - vi. Ensure that OLWS is in compliance with all federal, state, and local laws.
- g. Board of Directors
- i. Motivate Directors to accept positions of leadership and responsibility.
 - ii. Appoint, change, or abolish committees of the Board, including the appointment and removal of individual non-Board member committee members
 - iii. Define powers and responsibilities of committees of the Board.
 - iv. Recognize that an individual Director has no authority to act for the entire Board unless so delegated by the Board.
 - v. Recognize that if a quorum of the Board meets to make a decision or to deliberate towards a decision, then the meeting is considered a public meeting and must comply with all the requirements of the Oregon public meetings law.
 - vi. Discussions on matters of overall policy outside of regular Board meetings may violate public meetings law.
- h. Public Accountability
- i. Keep the public informed on all OLWS matters.
 - ii. Make decisions based on the wishes and needs of the public.
 - iii. Spend OLWS money with prudence and trust.

- iv. Place the needs of the public above the ambitions of the Board.

4. Orientation

a. Candidates

The Board, through OLWS personnel, will cooperate impartially with candidates for the Board and will provide them with information about Board policies, administrative regulations, and other aspects of the operation of OLWS.

b. Orientation

The Board, through OLWS personnel, will assist each new Director-elect and appointee to understand the Board's functions, policies, and procedures before they take office. The following methods will be employed:

- i. New Directors will be invited to attend and participate in public Board meetings prior to being sworn in.
- ii. The General Manager will provide materials pertinent to public meetings and respond to questions regarding such material.
- iii. New Directors will be invited to meet with the General Manager and other OLWS personnel to discuss the services each performs for OLWS.

5. Expense Reimbursement

a. Compensation

Pursuant to ORS 198.190, Directors may receive daily compensation not to exceed \$50.00 for their services on the Board. Such compensation will be set by majority vote of the Board. Director compensation will be reported, and the appropriate taxes will be withheld. Directors will also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official OLWS duties.

6. Officer Duties

a. President

The President will preside at Board meetings as the Board Chair. The President will have the same right as other Directors to discuss and to vote on issues before the Board. The President may call special meetings of the Board as described by the Oregon Public Meetings Law. A Director serving in the role of President shall serve as President for two years. The President will perform all of the duties prescribed by the Oregon Revised Statutes; and, in addition, the President of the Board will have the following duties:

- i. Consult with the Clerk of the Board regarding the preparation of Board meeting agendas.
- ii. Sign official OLWS documents on behalf of the Board, when authorized to do so by a majority of the Board.
- iii. Recommend to the Board which committees are to be established.
- iv. Seek volunteers for committees and coordinate individual Board member assignments.

- v. Appoint the chairpersons of committees, in consultation with other Board members.
- vi. Ensure that Board matters are handled properly, including committee functioning, recruitment of new Board members, orientation, and meeting preparation.
- vii. Help to guide and mediate Board actions with respect to organizational priorities and governance concerns.
- viii. Review with the General Manager any issues of concern to the Board.
- ix. Speak to the media and represent the organization to the community, on matters authorized by the Board.
- x. Establish a search and selection committee for hiring a General Manager.

b. Secretary/Vice President

In the President's absence, the Secretary/Vice President will have the powers and duties of the President. The Secretary/Vice President shall report to and work closely with the President to assist with the President's duties. The Secretary/Vice President may be assigned to a special area of responsibility, such as a committee representative, and shall perform other duties as may be assigned by the President and/or the Board.

c. Treasurer

In the President and Secretary/Vice President's absence, the Treasurer will be the Presiding Officer at Board meetings.

d. Clerk of the Board

The Clerk of the Board will be the General Manager or such other person as may be designated by the Board. The duties of the Clerk are to:

- i. Respond directly to routine correspondence.
 - o Draft replies in advance, when possible, for Directors.
 - o Seek instruction for replies, when necessary.
 - o Prepare correspondence as the Board directs.
- ii. Prepare for Board meetings.
 - o Prepare the agenda for review by the Board President.
 - o Maintain a calendar for the Board's unfinished business.
 - o Call to the Board's attention the legal requirements and those matters for which OLWS is responsible.
 - o Attend all Board meetings or designate an alternate.
 - o Make physical arrangements for Board meetings.
 - o Provide notice of Board meetings in accordance with Public Meetings Law.
- iii. Maintain and update written OLWS policies and procedures.

7. Public Meetings

All meetings will be conducted in accordance with the Oregon Public Meetings Laws.

a. Preparation

The meeting agenda will be published at least (4) days prior to any regularly scheduled Board meeting. The meeting packet will be distributed to all OLWS officers and posted at one or more convenient locations for review by OLWS personnel and the public prior to the meetings. Board members should prepare for meetings by reading the agendas, minutes, reports, and other materials in the agenda packet as required to actively participate in the meetings.

b. Agendas

The Clerk of the Board will draft the agenda. The President will approve the order of the agenda, which will generally include but is not limited to the following items:

- i. Call to Order
- ii. Approval of the Minutes
- iii. Financial Report
- iv. General Manager's Report
- v. Department Reports
- vi. OLWS Business
- vii. Adjournment

c. Notice and Location

Notice of the time, place, and subject matter will be given for all meetings. The notice will be posted in accordance with ORS 192.640. In the case of ordinances and consideration of the annual budget, they will be noticed per ORS 198.540. The Board will hold regular monthly meetings. Board meetings will be held in the OLWS Boardroom or at other locations as the Board may designate. No meeting will be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, sexual preference, or disability is practiced. All meetings will be held in public places meeting the Americans with Disabilities Act accessibility requirements.

The Board will hold special meetings at the request of the President or any three Directors. If the President is absent, special Board meetings may be held at the request of the Secretary/Vice President. No special meeting will be held upon less than 24 hours' public notice. Emergency meetings may be held at the request of the President or any three Directors upon less than 24 hours public notice in situations where an emergency exists. An emergency exists where there are objective circumstances that create a real and substantial risk of harm to OLWS, which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. At the beginning of any emergency meeting, the Director(s) calling such meeting will recite the reasons for calling such meeting, which will be noted in the minutes. The Board will then determine if the reasons are sufficient to hold an emergency meeting, and if not, will immediately adjourn such meeting. Only business related directly to the emergency will be conducted at an emergency meeting.

Notice for meetings called only to hold executive sessions will be given in the same manner as notice for regular, special, and emergency meetings as set forth above, except it will also set forth the statutory basis for calling the executive session. The Presiding Officer will announce the statutory authority for the executive session before going into closed session. Directors, personnel, and other persons present will not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

d. Meeting Conduct

The President will preside at Board meetings. In the President's absence, the Secretary/Vice President will preside. If both the President and Secretary/Vice President are absent, the Treasurer will preside. Board members shall be respectful of one another and follow the direction of the Presiding Officer.

The Presiding Officer will have full authority to conduct the public meeting. Meetings will be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the Presiding Officer may be overridden by a majority vote of the Board.

The Presiding Officer will conduct the meeting using simplified rules of order unless the rules are suspended or modified.

- The Presiding Officer introduces agenda items and calls for discussion.
- After discussion, the Presiding Officer calls for a motion, then a second.
- Amendments can delete, substitute, or add words to a motion but cannot negate it.
- A motion can also be tabled, withdrawn, or referred back for further work.
- The Presiding Officer may then call for a roll-call vote.
- Three votes pass the motion. Votes will be recorded.
- Any Director may request that their vote be changed if such request is made prior to consideration of the next order of business.

Actions by the Board are usually in the form of motions, ordinances, or resolutions. The Board may also adopt rules, regulations, establish codes, approve contracts, agreements, establish rates and charges, and other actions, but would normally do so by adopting either an ordinance or resolution.

- Ordinances are action taken by the Board to adopt law or policy applying to OLWS customers. They are subject to the statutory adoption process defined in ORS 198.540.
- Resolutions are adopted to express internal policy, opinions of the Board, or intent of the Board.

e. Public Participation

The Presiding Officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the Presiding Officer, or causing any disturbance, may be asked to leave. Such persons become trespassers upon the failure to do so.

The authority to control public meetings extends to control over technical equipment. The Presiding Officer will inform persons attending public meetings of the reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of Directors, personnel, and the public attending the meeting will be of primary concern in formulating such rules.

f. Notetaking

Board members will take notes during meetings, if any, using a notebook or other recording device that has been designated by OLWS for notetaking.

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0010

A RESOLUTION ADOPTING A BOARD GOVERNANCE POLICY.

WHEREAS, the Oak Lodge Water Services Authority (the “Authority”) Board of Directors (the “Board”) serves as the governing body for the Authority; and

WHEREAS, the Board, from time to time, adopts Board governance policies to establish a code of conduct and procedures for the Board.

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

Section 1. Adoption of Board Governance Policy. The Board Governance Policy, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted, and shall supersede and replace all previously adopted Board Governance Policies on the same matters.

Section 2. Effective Date. This Resolution shall take effect immediately upon adoption, and shall continue in full force and effect until modified or superseded by future action of the Board.

INTRODUCED AND ADOPTED THIS 18th DAY OF OCTOBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, President Ginny Van Loo, Secretary/Vice President

AGENDA ITEM

To	Board of Directors
From	Brad Albert, District Engineer
Title	Presentation of Boardman and Arista Project
Item No.	8
Date	October 18, 2022

Summary

Oak Lodge Water Services (OLWS) has contracted with David Evans and Associates (DEA) to perform the initial engineering analysis to alleviate flooding at the SE Boardman Ave. and SE Arista Dr. intersection. The analysis is a high-level catalyst effort to provide direction and options to enhance this area for OLWS, Clackamas County Department of Transportation and Development, and North Clackamas Parks and Recreation District to consider.

Background

The intersection of SE Boardman Ave. and SE Arista Dr. and the surrounding area experiences frequent flooding during rain events. The intersection is bound by residential properties, the Trolley Trail, and a conveyance ditch that flows from southeast to northwest. An existing County-owned culvert conveys flows from the ditch under SE Boardman Ave. An inlet at the low point of SE Arista Dr. collects runoff from the roadway and eventually discharges to the conveyance ditch under SE Boardman Ave. There appears to be extensive beaver and nutria activity in the conveyance ditch as well.

Water levels remain high in Boardman Creek even after storm events have passed. Flooding includes standing water at a low point along Arista Dr., high water levels in parking lots and residential properties upstream and downstream of Boardman Ave. and stormwater flows across Boardman Ave. especially during large events. Per OLWS staff, the existing culvert at Boardman Ave. requires regular maintenance due to buildup of sediment which restricts flow through the culvert. Maintenance typically includes removal of sediment upstream and downstream of the culvert and clearing of debris. Staff indicate that this section of the creek is consistently wet with limited indication of positive flow.

DEA has outlined a few different solutions to alleviate flooding in their report. The solutions would be a multipronged approach to resolve the flooding at this intersection. The recommended solutions include yellow flag iris removal, sediment removal, beaver and nutria relocation, and culvert upsizing and replacement. The solutions have a wide range in initial

needed funding to achieve the goal of flooding remediation. These recommendations do not have a long-term funding component associated with necessary annual maintenance.

Options

- Option 1: Perform all the recommendations in the report at a cost of \$500,000 - \$1,800,000.

This is a one-time cost and does not consider the necessary yearly maintenance. Also, OLWS has not been able to leverage additional funding from stakeholders but continues dialogue in hopes of forging a partnership.

- Option 2: Start with the low-cost recommendations including beaver and nutria removal with the lower end iris removal method.

This will not alleviate the flooding entirely but is a start at addressing the issue. The gains from this initial investment would be temporary and erode over time if work is not continued. OLWS would continue to engage stakeholders to partner on the project for higher cost options.

- Option 3: Wait for stakeholders to partner with OLWS and use funding on other localized projects.

This would allow Watershed Protection funding to be used on other projects while waiting for partnerships on this project. There is no guarantee partners would engage on the Boardman and Arista project for the long-term. This includes smaller projects within the service area or the ability to form projects based on findings of unintended cross connections found during the Wastewater Inflow and Infiltration projects.

Past Board Actions

February 2022 – Staff solicited DEA to initiate the *Boardman and Arista, Preliminary Study*

June 2022 – Board approved the *2023-28 Capital Improvement Plan*, allocating \$300,000 to the Boardman and Arista Project in the current fiscal year

Budget

The *2023-28 Capital Improvement Plan* budgets \$300,000 for the Boardman and Arista project for the current fiscal year. The budget does not have funding identified for future fiscal years. The intention with the funding allocated was to initiate and leverage partnerships with adjoining stakeholders in this area.

Recommendation

Staff recommends Option 2 to move forward. This would allow the project to advance while preserving funding for other localized projects.

Attachments

1. David Evans and Associates – Boardman and Arista Preliminary Report



DAVID EVANS
AND ASSOCIATES INC.

MEMORANDUM

DATE: October 11, 2022

TO: Brad Albert, P.E.
Oak Lodge Water Services
14611 SE River Rd
Oak Grove, OR 97267

FROM: Atalia Raskin, P.E.; David Evans & Associates

SUBJECT: Boardman and Arista Flood Analysis Final Memo

PROJECT: Boardman and Arista Intersection
Flood Analysis

CC: Ethan Rosenthal (DEA), Tom Mckerlick (DEA), Jeff Page (OLWS)

Summary

The intersection of SE Boardman Avenue and SE Arista Drive and the adjacent area experience frequent, regular flooding during rain events. The intersection is bound by residential properties, the Trolley Trail, and a reach of Boardman Creek that functions as conveyance for stormwater runoff from the surrounding areas. This arm of the creek flows generally from southeast to northwest through this area and ultimately discharges to the Willamette River. An existing culvert of 48-inch diameter conveys flows under Boardman Ave. (red star in Figure 1) which is upstream of the confluence with the mainstem of Boardman Creek. From field investigations and discussion with Oak Lodge Water Services (OLWS) maintenance staff, there is extensive beaver and nutria activity in this section of Boardman Creek.

OLWS tasked David Evans & Associates with identifying potential sources of the flooding at the Boardman Ave. and Arista Dr. intersection and providing options for addressing the identified issues. Survey data was collected and a hydraulic analysis of Boardman Creek was performed to inform recommendations detailed in this memo. A map of property ownership in the project vicinity is provided as an attachment.



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TO: Brad Albert, P.E.

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Figure 1. Vicinity Map

Background

Boardman Creek is a small regional stream with an approximate drainage basin of 1,300 acres consisting mostly of urban development in Jennings Lodge and Oak Grove, Oregon in Clackamas County. The headwaters of the mainstem of the creek are in the Glen Echo and Boardman Wetlands area and generally flows from southeast to northwest. The Creek flows through a restored stream reach in Stringfield Family Park and eventually picks up gradient as it flows to its confluence with the Willamette River near SE Walta Vista Dr. and SE Center St. A small arm of Boardman Creek flows from approximately SE Jennings Ave. to the confluence with the mainstem of Boardman Creek near the south corner of the Public Storage at 17501 SE McLoughlin Blvd. This arm of Boardman Creek runs adjacent to the Trolley Trail, which is owned and maintained by North Clackamas Parks and Recreation District, and continues under Boardman Ave. via a culvert of 48-inch diameter and unknown material. The culvert under Boardman Ave. at the intersection with Arista Dr. and the associated drainage are the focus of this memo.

Anecdotally, the intersection of Boardman Ave. and Arista Dr. floods consistently. Water levels are slow to drop even after storm events have passed. Flooding includes persistent standing water at a low point along Arista Dr., inundation of parking lots and residential properties upstream and downstream of Boardman Ave., and overtopping of Boardman Ave. especially during large events. Per OLWS staff the existing culvert at Boardman Ave. requires regular maintenance due to accumulation of sediment which blocks flow through the culvert. Maintenance typically includes removal of sediment upstream and downstream of the crossing and clearing of the culvert of debris. Staff indicate that this section of the creek is consistently wet with limited indication of positive flow.



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DEA staff visited the site on multiple occasions during the winter wet season and were unable to locate the culvert due to water conditions and two to three feet of accumulated silt and sediment. The creek had standing water approximately six inches below the edge of the pavement on both the upstream and downstream ends of the culvert. There have been no site visits under dry conditions.

Beaver and nutria are present through this reach. Beaver dams are common and reoccurring in the area downstream of the crossing and were observed by DEA and OLWS staff during a site visit (Figure 3). The dams inhibit the flow of water through the system, decreasing the channel's capacity and creating standing pools of water. This drastically decreases flow velocities in the channel which allows sediment to settle rather than being carried further downstream. Accumulation of sediment, which results in raising the channel thalweg, further decreases the capacity of the system. OLWS maintenance staff have indicated that they regularly remove dams from this area, though the dams are typically reconstructed in a matter of days to weeks. As such, long-term maintenance is challenging, costly, and time-consuming. DEA staff also observed the presence of extensive beds of invasive yellow flag iris (*Iris Pseudocorus*) from Boardman Ave. to Roethe Rd. (Figure 4). Yellow flag iris is highly invasive and occupies most of the investigated channel, leaving only a narrow open channel in most places along the project reach (Figure 2). The dense vegetation increases sedimentation, which then allows the plant to further expand and take up flood storage capacity and reduces conveyance capacity. The iris also prevents the establishment of native vegetation that is more valuable to local fish and wildlife (King County 2020). The plant spreads through floating seeds and aggressive rhizomes that can break off and start new plants (ODA 2017). Together the beaver dams and iris drastically reduce the conveyance capacity of the system and turn what should be a free-flowing creek into long sections of near stagnant flow.



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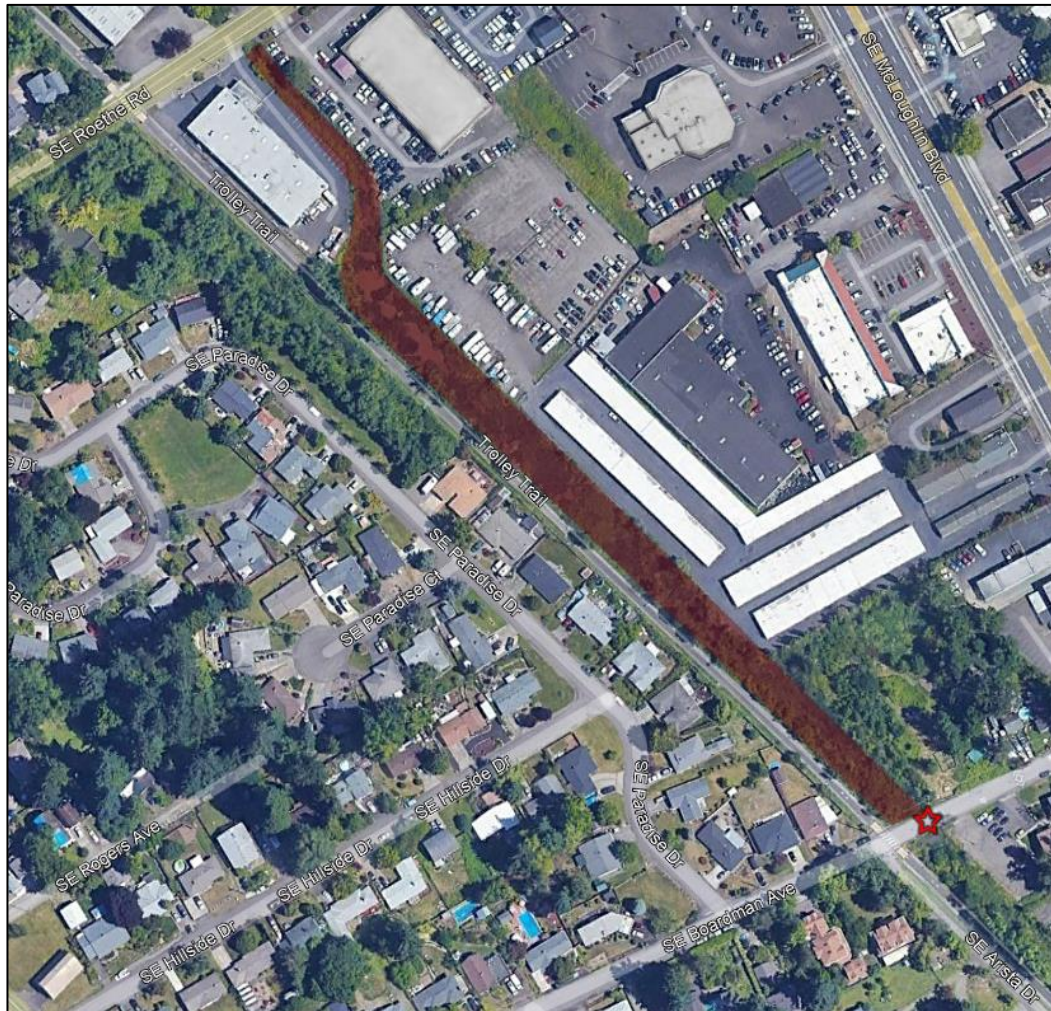


Figure 2. Extents of area investigated that is impacted by beaver activity and yellow flag iris



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Figure 3. Beaver dam in Boardman Creek downstream of the crossing



Figure 4. Yellow flag iris within Boardman Creek channel



DATE: October 11, 2022

FROM: Atalia Raskin, P.E.; David Evans & Associates

TO: Brad Albert, P.E.

SUBJECT: Boardman and Arista Flood Analysis Final Memo

Possible Sources of Flooding

Culvert Crossing at Boardman Ave.

The County provided information on the existing culvert as an existing 48-inch diameter pipe. The existing conditions were modeled in the HEC-RAS software to determine the hydraulic performance of the existing culvert. Based on conservative assumptions for creek hydrology and surveyed cross sections of Boardman Creek, DEA found the 48-inch pipe should be able to convey the 25-year when free of sediment and debris. This condition is not present at the site today and the existing culvert is likely significantly filled with sediment at the current creek bed elevation. Repairing or constructing a new single 48-inch pipe is not feasible due to the amount of dredging required along the length of the channel and insufficient clearance at the roadway.

DEA evaluated what size of culvert is required to convey the calculated flows. The hydraulic analysis indicates that approximately two 42-inch round culverts at minimal slopes are needed to convey the 25-year storm event without overtopping Boardman Ave. Increasing the conveyance capacity reduces flooding and can have the added benefit of less sediment accumulation which would require less frequent maintenance. Due to vertical constraints at the existing crossing, larger culverts would likely require the roadway to be raised one to two feet. This adjustment could cause potential right-of-way impacts. Further design optimization is recommended if this option is selected.

Order of Magnitude Cost: Estimate ranges from \$500,000 to \$1,000,000

Assumptions: Cost includes design and construction of replacing the existing culvert and raising the roadway to accommodate the larger structure. Option requires right-of-way and permit coordination.

If the existing culvert is not upsized, then there are two roadway improvement options that could be explored to reduce the scale of flooding at the Boardman Ave. and Arista Dr. intersection to potentially improve vehicle and pedestrian passage during minor flooding. These options would not resolve the underlying causes of the flooding and only marginally improve conditions of the roadway. It does not mitigate impacts of flooding on the adjacent private properties that also regularly flood.

1. Reconstruction of approximately 120 route feet of Boardman Ave., east of the Trolley Trail, generally raising the grade by up to 1 foot and introducing a new low point aligned with the channel to reduce the area of flooded roadway. Rough order of magnitude cost is estimated at \$100,000.
2. Similar to the above option with the addition of raising the grade of 250 route feet of Arista Drive by up to 1.5 feet. Rough order of magnitude cost is estimated at \$240,000.

Ecosystem Management and Restoration

Two ecological factors are clearly affecting flooding in the project area. These include the extensive beaver activity and beds of yellow flag iris. These are discussed below.

Beaver

Beavers have been observed creating dams at several locations along the length of the project reach of Boardman Creek. These dams create backwater through the Boardman Ave. culvert crossing and decrease the conveyance capacity of Boardman Creek. In the hydraulic analysis, beaver dams were modeled as a blockage



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TO: Brad Albert, P.E.

SUBJECT: Boardman and Arista Flood Analysis Final Memo

across the channel with a crest elevation similar to those observed in the field. These dams were below the level of the adjacent Trolley Trail and had a maximum observed drop of 1-foot. Although these dams raise water elevations, modeling indicated that flooding at the Boardman Ave. and Arista Dr. intersection was only moderately affected by the backwater generated. Dams are more likely significant contributors to flooding downstream of the intersection. Beavers often clog up culverts as part of their dam building/stream flow control activities though and could contribute to the ongoing maintenance issues at the Boardman Ave. culvert. The potential installation of larger culverts or beaver deceiver piping may help reduce the frequency of culvert clogging and should be investigated if culvert replacement is chosen to reduce flooding.

OLWS maintenance staff noted that they have repeatedly removed beaver dams in this area, but the beavers quickly repair them. Therefore, managing the beavers themselves through trapping and removal would be required to provide a longer-term solution to the portion of flooding attributable to the beaver dams. Trapping and removal would need to be viewed as a managed solution, since new beavers would likely return to the area within a few seasons after removal. The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) does provide guidance and direct support for beaver removal. OLWS staff indicated they are familiar with this program and had coordinated briefly with APHIS in the past. DEA reached out to APHIS to better understand management costs but did not receive a response.

Order of Magnitude Cost: Estimate ranges from \$0 to \$5,000.

Assumptions: See Figure 2 for area of approximate beaver management. Information indicates that APHIS could provide this service at no cost, though that requires additional coordination. Beaver removal would likely be a recurring and potentially annual activity given the beaver habitat in the surrounding area and anecdotal evidence that beavers have been removed from this area previously. This option also likely needs to include public involvement prior to beaver removal.

Yellow Flag Iris Removal and Habitat Restoration

The presence of yellow flag iris was included in the hydraulic analysis by increasing the roughness of the main channel. The increase in channel roughness had a significant impact on flooding at the Boardman Ave. and Arista Dr. intersection and downstream reach of Boardman Creek. DEA recommends removal and management of the irises as an additional means for flooding mitigation. The typical means of yellow flag iris control include chemical control (i.e., herbicide application) and/or mechanical control (i.e., excavation of the plants including rhizomes and soil matrix). Note, chemical control should only be conducted by a licensed professional with knowledge of herbicide applications in aquatic settings. Cutting the plants and covering with PVC pond liner for 4 to 6 months has also been shown to be effective but may not be a viable option for the project area due to the extensive size of the infestation. Regardless of the chosen method of control, long term management will likely be required to monitor and remove new plants that may later sprout from remaining seeds or rhizomes.

Control of yellow flag iris should be combined with preparation and implementation of a habitat restoration plan that could include elements such as an improved stream channel plan and profile bordered by wetlands planted with native species. This has an added benefit of providing water quality improvements to stormwater runoff conveyed in Boardman Creek. The Boardman Creek restoration work at Stringfield Family Park provides a



DATE: October 11, 2022

FROM: Atalia Raskin, P.E.; David Evans & Associates

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useful template for restoration that could occur within the project area and also informs potential project partnerships.

Order of Magnitude Cost: Estimate ranges from \$5,000/year (herbicide application, multiple years may be needed) to \$1,000,000 (mechanical removal, estimate includes up to 3 years of establishment maintenance at approximately \$20,000 per year).

Assumptions: See Figure 2 for area of improvements for these estimates. Herbicide application would likely need to occur across multiple years to ensure the eradication of the irises and does not include establishing new plantings. It also does not include any channel grading to remove accumulated sediment and improve channel capacity. The mechanical removal option included excavation of approximately 1-foot of sediment, channel grading, and replanting the area with wetland species to Clackamas County standards. This would include increased channel capacity and water quality improvements. This option requires right-of-way and permit coordination. Does not include disposal of excavated material if this material is considered hazardous waste for any reason.

Miscellaneous items

The roadside conveyance ditches along Arista Dr. and the conveyance pipe at the low point of Arista Dr. also floods frequently. During one site visit, DEA staff observed approximately 12 inches of ponded water in Arista Dr. at the low point. The hydraulic analysis indicates that this flooding is largely due to backwater from Boardman Creek. The above detailed options are intended to mitigate for this backwater and should reduce the flooding of these areas as well. Repeated instances of stagnant water in these areas have likely led to sediment accumulation and reduction in conveyance capacity of these systems. It may be necessary to remove sediment and maintain the ditches and pipes in the area to restore full functionality once the main flooding issues are resolved in Boardman Creek. Adding an inlet structure at the bare conveyance pipe at the low point of Arista Dr. would also help prevent clogging and would improve collection and conveyance of storm flows from Arista Dr.

Order of Magnitude Cost: Estimate ranges from \$15,000 to \$40,000.

Assumptions: Cost is for minor excavation of the conveyance ditches along Arista Dr. and installation of an inlet over the existing piping at the low point along Arista Dr. This effort likely could be accomplished by maintenance staff with limited engineering support. Estimate assumes no permitting or right-of-way coordination is required.

Conclusions

Flooding of the Boardman Ave. and Arista Dr. intersection is likely due to several factors including an undersized culvert, presence of beaver dams and invasive iris, and long-term sediment accumulation. The recommended approach for mitigating flooding is multipronged and includes upsizing the culvert and maximizing the overall capacity of the channel via the eradication of the invasive yellow flag iris and beavers. Full eradication and replacement with native species would allow the channel to flow quicker and reduce the deposition of sediment, improving the channel conveyance capacity and minimizing sedimentation at the crossing. Increasing the grade of the road at Arista to avoid flooding should also be considered and may be necessary to accommodate an upsized culvert.



DATE: October 11, 2022

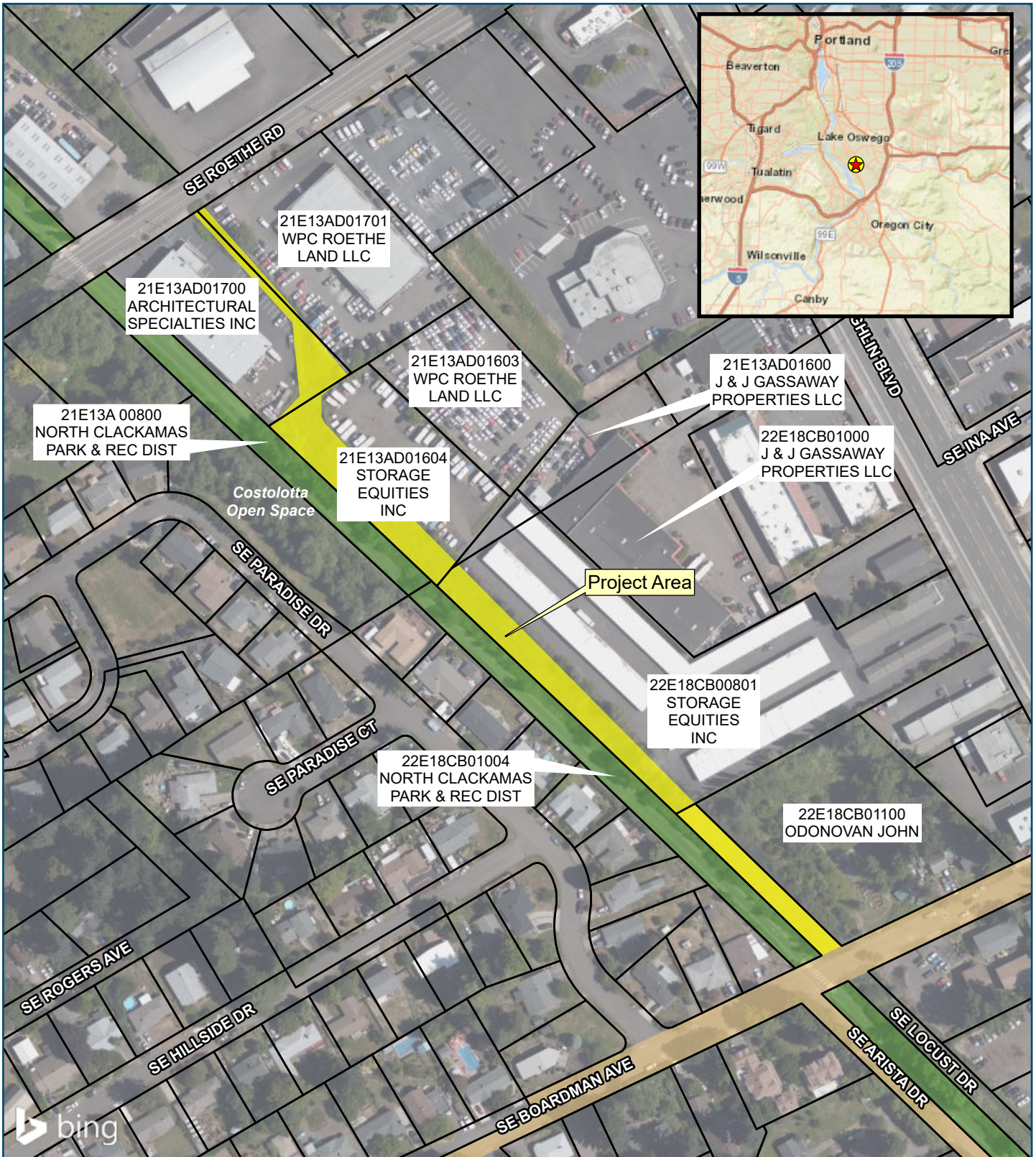
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Recommendations	Order of Magnitude Cost	Flooding Mitigation Impact	Other Considerations
Maintain Existing Culvert	\$5,000	Low	Part of existing flood mitigation process. Has proven to be only a temporary fix.
Culvert Replacement and Raising Roadway Grade	\$400,000 to \$800,000	High	Requires permitting and impacts right-of-way.
Wild Iris Eradication	\$5,000 to \$1,000,000	Medium	Cost is highly variable and dependent on method of mitigation. Full excavation and replanting could serve as an amenity and source of water quality improvement. Requires permitting and impacts right-of-way.
Beaver Removal	\$0 to \$5,000	Medium	Coordination with APHIS is recommended. Should consider public involvement.

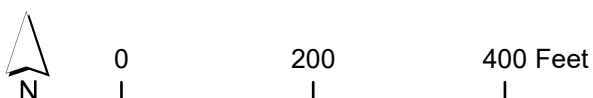
Attachments/Enclosures: 1. Property Ownership Map, 2. APHIS Beaver Fact Sheet, and 3. King County Noxious Weed Control Program Best Management Practices for Yellow Flag Iris



Boardman and Arista Flood Analysis

Data Source: Metro RLIS
Background: Bing Maps

Property Ownership In and Adjacent to Project Area





Wildlife Services

Protecting People
Protecting Agriculture
Protecting Wildlife

Wildlife Services provides national leadership and expertise to help ranchers, farmers, wildlife managers, and others resolve conflicts between people and wildlife. Our programs and research protect U.S. agriculture and natural resources, property and infrastructure, and public health and safety.

As part of this work, we assist local communities nationwide in reducing local damage caused by beaver. Beaver are North America's largest rodent, measuring up to 4 feet in length and weighing 30 to 80 pounds.

Factsheet

Beaver Damage Management



American beaver (*Castor canadensis*) are one of the few animals that can alter ecosystems to meet their own needs. They use sticks, mud, and rocks to build dams across streams, forming ponds that protect them from predators. While beaver create valuable habitat and other environmental benefits, their activity can also cause safety hazards and costly damage to surrounding property, infrastructure, and resources.

Beaver inhabit all of the continental United States, except for the Florida peninsula and desert Southwest. Conservation efforts to recover beaver, and the lack of predators, has resulted in a growing population throughout many watersheds. Wildlife Services works to reduce local damage while recognizing and respecting the beaver's environmental importance.

Damage From Dam-Building, Flooding, and Tree-Cutting

Beavers are skilled dam builders and can save time and effort by building a small dam across a culvert under a highway. Because most roads aren't designed to withstand impounding water, these conditions can lead to total road collapse.

Flooding from beaver ponds can cover large areas, causing extensive damage to property (such as residential yards, athletic fields, croplands, timberlands, and roads) and public utilities. Beaver dams can also damage natural resources—for example, by blocking fish from reaching their spawning grounds in a stream's headwaters.

Beaver cut down trees for building materials. When they remove trees from a shoreline, it can cause stream banks to erode and increase sunlight that raises water temperatures, altering the stream's ecological dynamics. Beaver also eat the bark, leaves, and twigs of many tree species. They often feed by removing the bark within easy reach all the way around large trees. This stops the movement of moisture and nutrients from roots to leaves, causing the trees to die.

Beaver can damage single trees or acres of agricultural land and transportation infrastructure.

Wildlife Services biologists are experts in beaver damage management, including safe and effective dam removal.

Credits: (top right) Adobe Stock; all other images by USDA





Wrapping trees with wire mesh can deter beaver.



Consult wildlife professionals to gauge whether a water-leveling system may be effective.

Management Techniques

We recommend an integrated approach, using a variety of methods and tools, to reduce or eliminate beaver damage. Exclusion, habitat management, and other nonlethal techniques are the first steps. Landowners and managers can carry out many of these methods themselves.

- Wrap valuable landscape trees and shrubs with hardware mesh (1/2-inch) or wire mesh (2- by 4-inch), extending at least 30 inches above ground level.
- Protect a road culvert by installing heavy-gauge fence structures with floors and supports large enough to discourage dam-building against the entire structure.
- Build a diversion fence upstream from a culvert to encourage beavers to build their dam where it won't impact the road.
- Replace trees and woody plants that attract beaver (such as willow and aspen) with less desirable species (such as native pines).
- Use flow devices to control water levels in beaver ponds or blocked culverts. These devices collect and move water through the dam without the beaver detecting leaks (which triggers the beaver's repair response). Many options are available in a variety of materials and constructions, from simple to complex. Wildlife professionals can advise and help gauge the potential for success, allowing beaver to remain while protecting property.

Dam and Beaver Removal

If nonlethal techniques fail or are impractical, it may be necessary to remove the dam and beaver. Know the laws in your State and consult wildlife experts before attempting any removal work. Many States prohibit wildlife transport and relocation, but our staff can relocate beaver where allowed. State wildlife agencies also regulate the harvest and control of beavers, including legal trap types, trapping methods, and seasons. Wildlife Services follows all State regulations in managing beaver damage.

Our experts can remove beaver dams with hand tools, heavy equipment, or explosives. Wildlife Services personnel are trained and certified in the safe and effective use of explosives for dam removal. However, beaver can be persistent once they select a location. Removing the dam alone doesn't usually deter beaver—they will rebuild quickly in the same location or one nearby.

Contact Us

Wildlife Services provides technical advice and direct assistance at the request of landowners, communities, industries, local agencies, and others. For help with beaver damage, call us at 1-866-4USDA-WS (1-866-487-3297).

To learn more about this topic and find other helpful resources, see "Beavers" in our Wildlife Damage Management Technical Series (www.usda.gov/wildlife_damage_techseries) or visit www.aphis.usda.gov/wildlife-damage.

Yellow Flag Iris

Iris pseudacorus
Iridaceae

**Class C Noxious Weed
Control Recommended**

Legal Status in King County: Yellow flag iris is a Class C noxious weed according to Washington State Noxious Weed Law RCW 17.10 (non-native species harmful to environmental and economic resources that landowners may be required to control based on local priorities). The King County Noxious Weed Control Board does not require property owners to control this species, but does recommend control where feasible.

BACKGROUND INFORMATION

Impacts and History

- Alternate common names include yellow flag, paleyellow iris and yellow iris.
- Native to Europe and the Mediterranean region, including North Africa and Asia Minor. Found as far north as 68 degrees North in Scandinavia.
- The earliest North American record comes from Newfoundland in 1911, and it was established in British Columbia by 1931 (Cody 1961). It was established in California by 1957 and in Montana by 1958 (Tyron 2006).
- Currently reported as invasive in 40 states throughout the US, as well as in Canada and New Zealand (GISD 2020)
- Yellow-flag iris displaces native vegetation along streambanks, wetlands, ponds and shorelines and reduces habitat needed by waterfowl and fish, including several important salmon species.
- It clogs small streams and irrigation systems, and it dominates shallow wetlands, wet pastures and ditches. Its seeds clog up water control structures and pipes.
- Rhizome mats can prevent the germination and seedling growth of other plant species. These mats can also alter the habitat to favor yellow-flag iris by compacting the soil as well as increasing elevation by trapping sediments.
- Studies in Montana show that yellow-flag iris can reduce stream width by up to 10 inches per year by trapping sediment, creating a new bank and then



dominating the new substrate with its seedlings, creating still more sediment retention (Tyron 2006).

- Even when dry, yellow-flag iris causes gastroenteritis in cattle (Sutherland 1990), although livestock tend to avoid it. All plant parts also cause gastric distress in humans when ingested, and the sap can cause skin irritation in susceptible individuals.

Identification

- A perennial, emergent iris that creates dense stands along freshwater margins. It is the only naturalized, emergent yellow iris in King County.
- Grows to 5 feet (1.5 m) tall.
- Has numerous thick, fleshy rhizomes.
- Flowers are yellow, showy, and sometimes have brown to purple veins at the base of the petals. Several flowers can occur on each stem.
- Can bloom from April to August; in western Washington usually blooms May into July. It will remain green all winter in mild years.
- Broad, flat, pointed leaves are folded and overlap one another at the base. They are generally longer in the center of the plant and fan out in a single plane toward the edges of the plant. The leaves have a midrib and are dark green to blue-green.
- Fruits are large capsules to 3 inches (8 cm) long. They are 3-angled, glossy green and contain rows of many flattened brown seeds.
- Seeds are corky, large - about ¼ inch (7 mm) across, and float. Seed pods grow in clusters that resemble little bunches of bananas. Seeds spread by water.
- When not in flower or seed, can be confused with cattails (*Typha* sp.), which have stems that are round at the base, have no midrib and are taller than yellow-flag iris. Yellow flag iris stems are flattened along one plane, have a distinctive midrib and are shorter. Can also be mistaken for native bur-reeds (*Sparganium* sp.), which have thick, spongy leaves that are somewhat narrower than iris leaves.



Nancy Loewenstein, Auburn University, Bugwood.org



Iris leaf (left) vs cattail leaf (right)

Habitat

- Occurs in freshwater wetlands, fens, ponds, lake shores, river and stream banks, wet pastures and ditches.
- Grows in standing water or next to water on saturated soils. Grows well in silty, sandy or rocky soil.
- Generally grows in shallow water but can create extensive mats over deeper water.
- Sometimes cultivated as a garden ornamental or used for landscaping purposes.

Reproduction and Spread

- Spreads primarily by seed, as well as vegetatively by rhizome.
- Produces extensive thick, fleshy rhizomes, forming dense mats that exclude native wetland species. Up to several hundred flowering plants may be connected rhizomatously. Rhizome fragments can form new plants if they break off and drift to suitable habitat. Rhizomes that dry out remain viable and will re-infest an area if they are re-moistened.
- Spongy seeds float and disperse through water, germinating after the water recedes along shorelines. They do not usually germinate under water. Up to 99 percent of seeds have been found to be viable (Gaskin et al. 2016)
- Plants take three years to mature before flowering (Tyron 2006).
- The flowers are pollinated by bumblebees and long-tongued flies.



Leslie J. Mehrhoff, University of Connecticut,
Bugwood.org

Local Distribution

- Widespread throughout King County.
- Present along most lake shores and many stream banks in the developed areas of the county.
- In undeveloped areas of the county it is less common but it does occur in some relatively intact natural areas where it likely spread through yard waste dumping or waterfowl dispersing the seeds.
- A few shallow wetlands are significantly impacted.

CONTROL INFORMATION

Integrated Pest Management

- The preferred approach for weed control is Integrated Pest Management (IPM). IPM involves selecting from a range of possible control methods to match the management requirements of each specific site. The goal is to maximize effective control and to minimize negative environmental, economic and social impacts.
- Use a multifaceted and adaptive approach. Select control methods which reflect the available time, funding, and labor of the participants, the land use goals, and the values of the community and landowners. Management will require dedication over several years and should allow for flexibility in method as appropriate.

Planning Considerations

- Survey area for weeds, set priorities and select best control method(s) for the site conditions and regulatory compliance issues. See the [King County Noxious Weed Regulatory Guidelines](#) for more information.
- Control practices in critical areas should be selected to minimize soil disturbance or efforts should be taken to mitigate or reduce impacts of disturbance. Any disturbed areas need to be stabilized for erosion and sediment control.
- Erosion and sediment control (ESC) means any temporary or permanent measures taken to reduce erosion, control siltation and sedimentation, and ensure that sediment-laden water does not leave the site or enter wetlands or aquatic areas. Refer to the [King County Surface Water Design Manual](#), Appendix D for ESC Standards.
- Minimizing soil disturbance also reduces germination of weed seeds.
- Generally, work first in least infested areas, moving towards more heavily infested areas. This allows for natural re-vegetation to occur, which helps sustain the control work over time. Also, controlling small, satellite populations has a bigger impact on reducing the spread to new areas.
- Properly dispose of all parts of the plant (see Disposal Methods section below).
- Whenever possible, control should be done before plants are flowering to prevent seed production. If flowering has already begun, remove flowers before controlling if feasible.

Early Detection and Prevention

- Look for new plants. Get a positive plant identification by contacting your local noxious weed control program or extension service.
- Look for plants along river and lake shorelines, wetlands, ditches and wet pastures.

- The best time to survey is in April to June when the plants are in flower.
- Look for seedlings starting in late winter.
- Dig up small isolated patches, being sure to remove the entire rhizome.
- Don't buy, move or plant yellow-flag iris.
- Clean any tools and machinery that were used in an infested area before moving to another site to prevent transporting seeds.
- Don't move infested soil to uninfested areas.

Manual Control

- **Digging**
 - Hand removal with the use of hand tools is allowable in all critical areas in unincorporated King County. Check with the local jurisdiction for regulations in other areas.
 - When removing manually, care should be taken to protect the skin, as resins in the leaves and rhizomes can cause irritation.
 - Manual control is feasible for individual plants or small stands. You can easily pull seedlings in damp or wet soil.
 - Dig out mature plants, taking care to remove the entire rhizome. The rhizome is tough and may require heavier tools, such as pickaxes, pulaskis or saws. If you do not get all of the rhizome, what is left will continue to produce new growth.
 - Keep monitoring the location after you have removed the plants, and new leaves will show you where you missed any sections of rhizome. Continue to remove the rhizome, and in this way, you can eradicate a small patch.
- **Cutting**
 - For plants consistently emerging from standing water, Simon (2008) found that cutting all leaves and stems off at the base, below the waterline, can result in good control. This method is most effective if the plants are cut before flowering.

Cultural Control

- **Covering**
 - Tarasoff et al (2016) achieved excellent control by cutting and covering an infested area with a PVC pond liner that inhibited gas exchange for 70 days. All rhizomes were killed, with no regrowth in the following season. This should be used for patches that can be completely covered with about 8 additional inches past the infested area. There must be no holes or air pockets, the edges of the liner should be buried, and several rocks or heavy branches spread across to keep the liner flattened to the ground. The liner can be removed after 4-6 months depending on soil saturation – wetter areas

- require less time, and the dead rhizomes will have a mushy, dark brown appearance (Agrowest 2019).
- A heavy tarp that inhibits photosynthesis can be used for small patches, weighted at the edges for several years (Simon 2008). Be sure to extend the tarp well beyond the edges of the infestation and check periodically to ensure that plants are not growing up around the tarp. Other materials (heavy plastic, landscape cloth) are not as effective.
 - **Burning** is not recommended. Seeds germinate and grow well after late summer burning (Sutherland 1990), and plants have a strong tendency to resprout from rhizomes after burning (Clark et al. 1998).
 - **Grazing** is not effective as livestock avoid eating iris and it is toxic if consumed.

Mechanical Control

- Removal of yellow-flag iris with handheld mechanical tools is allowable in critical areas and their buffers in unincorporated King County. Check with the local jurisdiction for regulations in other areas.
- In unincorporated King County, riding mowers and light mechanical cultivating equipment may be used in critical areas if conducted in accordance with an approved forest management plan, farm management plan, or rural management plan, or if prescribed by the King County Noxious Weed Control Program.
- Repeated mowing or cutting may keep yellow-flag iris contained and can potentially kill it by depleting the energy in the rhizomes after several years of intensive mowing (Tu 2003).

Chemical Control

- **Precautions**
 - Herbicides should only be applied at the rates and for the site conditions and/or land usage specified on the label of the product being used. **Follow all label directions.**
 - Use extra caution where people, animals, bees, native plants or open water are present. Be careful to avoid drift and off-target exposure.
 - For herbicide use in critical areas and their buffers, certain restrictions apply depending on the site and jurisdiction. In unincorporated King County, refer to the [King County Noxious Weed Regulatory Guidelines](#) for a summary of current restrictions and regulatory compliance issues. Elsewhere, check with the local jurisdiction.
 - For your personal safety, at a minimum wear waterproof chemical resistant gloves, long sleeves, long pants, closed toe shoes, socks, hat and appropriate

eye protection. Follow label directions for any additional personal protection equipment needed.

- **Specific Herbicide Information**

- Since yellow-flag iris is a monocot, only non-selective herbicides are effective. However, non-selective herbicides will injure or kill any plant they contact, so special care must be taken when using these chemicals. The herbicides discussed below are non-selective.
- **Imazamox** (Clearcast)
 - Successful fall (September) foliar treatments have been conducted resulting in an estimated 75% control year to year using 4% imazamox and 1.5% aquatic surfactant. For large, contiguous areas, be careful to not go over the maximum label rate of 1 gallon per acre (1.0 lb ae/A). This product can be more mobile in the soil than glyphosate, potentially causing harm to adjacent plants, but persists for less time than imazapyr. (B. Peterson, Personal Communication, 4/2/2020)
- **Imazapyr** (e.g. Polaris or Habitat®)
 - Simon (2008) found that 1% imazapyr (with 1% non-ionic surfactant) sprayed in the fall resulted in good control. Imazapyr sprayed in the spring, or a combination of imazapyr (1%) and glyphosate (2.5%) sprayed in fall both result in good control, but slightly less effective than imazapyr alone.
 - The wick-wiping method is useful for reducing non-target impacts but avoid runoff. Apply directly to foliage with a concentration of 1-5%. (S. Moore, Personal Communication, 01/21/2020)
 - Note that imazapyr has been shown to have some residual soil activity, so care should be taken to avoid spraying in the root zone of desirable plants, and do not replant the treated area for several months after application.
- **Glyphosate** (e.g. Rodeo™, Roundup Custom or Aquamaster™)
 - This is the most frequently used chemical for controlling yellow-flag iris. It has a shorter residual and is less mobile than imazamox or



Wick-wiping with sponge tongs and squirt bottle

imazapyr. Apply to actively growing plants in late spring or early summer.

- According to Simon (2008), glyphosate at lower rates is not as effective as either imazapyr, or imazapyr and glyphosate combined. Follow the label for recommended rates for yellow-flag iris since higher rates may provide better results.
- A study in Montana showed good results with a foliar application of 5% Rodeo plus Competitor (Tyron, 2006).
- The wick-wiping method is useful for reducing non-target impacts but avoid runoff. Apply directly to foliage with a concentration of 1-5%. (S. Moore, Personal Communication, 01/21/2020)

The mention of a specific product brand name in this document is not, and should not be construed as an endorsement or as a recommendation for the use of that product. Chemical control options may differ for private, commercial and government agency users. For questions about herbicide use, contact the King County Noxious Weed Control Program.

Biological Control

- Although several insects and pathogens are known to attack yellow-flag iris (Tu 2003), no biological control agents are presently known, and no research is currently being conducted.

SUMMARY OF BEST MANAGEMENT PRACTICES

Small Infestations in Native and/or Desirable Vegetation

- Hand digging is recommended for very young plants not yet established.
- Larger plants from isolated small populations can be dug out from moist upland areas. This is difficult but possible with persistence.
- Plants emergent in standing water can be cut below the waterline.
- If manual control is not possible due to site conditions or available labor, apply appropriate herbicide by spot spray, stem-injection or wick-wiper to minimize off target injury.

Large Infestations/Monocultures

- Persistent mowing or cutting over several years may be effective. Cutting flowering plants will stop seed dispersal.
- Cutting and covering with a pond liner to inhibit gas exchange is an option if the entire patch can be covered and the edges of the liner buried.
- Herbicide use may be necessary.

- If the infestation is in a pasture, combine control methods with ongoing good pasture management. Encourage healthy grassy areas by seeding and fertilizing. Use a mix of grass and clover species to improve resistance to weeds. Fertilize according to the soil needs.
- Control of larger areas will need to incorporate a management plan lasting for several years to remove plants germinating from the seed bank and rhizome fragments.
- When large areas of weeds are removed, the cleared area needs to be replanted with native or non-invasive vegetation and stabilized against erosion. See the [King County Surface Water Design Manual](#), Appendix D for Erosion and Sediment Control Standards.

Control in Riparian Areas

- Additional permits may be required for control of infestations in riparian areas. See the [Noxious Weed Regulatory Guidelines](#) for more information or contact your local jurisdiction.
- Survey area and document extent of infestation. Start eradication efforts at the headwaters and progress downstream whenever possible.
- Focus on manual removal for small infestations if possible.
- When removing vegetation near streams and wetlands use barriers to prevent sediment and vegetative debris from entering the water system.
- For larger areas where herbicide use is warranted, use the method that will cause the least amount of damage to desirable vegetation, such as spot spraying or wick wiping.

Control Along Road Rights-of-Way

- Dig up small infestations if possible.
- Spot spray infested areas with a systemic herbicide (see Chemical Section above for recommendations), taking care not to spray beneficial vegetation. Wait until the herbicide has had a chance to work (up to several weeks) before mowing.
- If plants are in grassy areas, re-seed after control is completed.

Disposal Methods

- Never dump plant material in a natural area because weeds can spread from yard waste piles.
- Dispose of all removed pieces of rhizome away from wet sites. Composting is not recommended for these plants in any home compost system, because rhizomes can continue growing even after three months without water (Sutherland 1990). Plant parts may be put in municipal yard waste bins, disposed of with trash or taken to a transfer station.

- Plant parts may also be piled up in a dry area and allowed to break down on site. Monitor piles for any regrowth and make sure piles are contained.

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<http://www.invasive.org/gist/esadocs/documnts/irispse.pdf>

Tyron, Paul. 2006. **Yellow Flag Iris Control, in the Mission Valley of Western Montana.** Presented at the 2006 Washington State Weed Conference, Yakima, WA. Lake County Weed Control, 36773 West Post Creek Road, St. Ignatius, MT 59865, 406-531-7426.



AGENDA ITEM

Title	Business from the Board
Item No.	9
Date	October 18, 2022

Summary

The Board of Directors appoints representatives to serve as OLWS liaisons or representatives to committees or community groups.

Directors assigned specific roles as OLWS representatives 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 may include:

- a. Individual Director Reports
- b. Tabled Agenda Items

**OAK LODGE WATER SERVICES
2022 BOARD LIAISON ASSIGNMENTS**

Board/Committee	Primary Liaison	Alternate Liaison	Meeting Cadence
American Water Works Association (AWWA)	All Directors	N/A	Varies
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly, Third Wednesday 11:45 a.m. – 1:15 p.m.
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly, Second Thursday 6 p.m.
Clackamas County Coordinating Committee (C-4)	Paul Gornick	Susan Keil	Monthly, First Thursday 6:45 p.m.
Healthy Watersheds	Kevin Williams	OPEN	
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Quarterly, Fourth Tuesday 6 p.m.
New Concord Task Force	Ginny Van Loo	N/A	
North Clackamas County Water Commission (NCCWC)	1: Paul Gornick 2: Kevin Williams	Susan Keil	Quarterly, Fourth Thursday (Jan, Mar, June, Sept) 5:30 p.m.
Oak Grove Community Council	Heidi Bullock	Susan Keil	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Paul Gornick	3x Annually, First Wednesday 6:30 p.m.
RWPC Executive Committee	Kevin Williams	Paul Gornick	Quarterly, Second Tuesday (Jan, Apr, Sept, Dec) 5:30 p.m.
Special Districts Association of Oregon (SDAO)	All Directors	N/A	Varies
Sunrise Water Authority (SWA)	Paul Gornick	Kevin Williams	Monthly, Fourth Wednesday 6 p.m.

Business from the Board

Paul Gornick's Meeting Reports – October 2022

August 31, 2022 – SDAO Training (in-person in Salem)

- Attended day-long training on Board of Directors and management staff training

September 22, 2022 – North Clackamas County Water Commission (remote meeting)

- Commission appointed the legal counsel of record (Cable Huston) and insurance agent of record (Brown and Brown).
- Commission approved resolution for disposal of surplus property (2013 Ford Pickup).
- Commission elected officers for following year.

September 27, 2022 – Jennings Lodge CPO Meeting

- Kevin Williams and I (with assistance from Alexa, Brad, and Sarah Jo) did a short presentation of the Trunk Main Capacity and Tertiary Treatment projects. The audience seemed to understand and acknowledge the impact of inflow and infiltration on how the sanitary system operates.

September 28, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- SDAO staff did a 40 minute high level presentation on “The Law from a Risk Management Perspective”, focusing on litigation against special districts and how to protect districts from potential lawsuits.
- Board discussed a staff prepared “Board Duties and Responsibilities Policy” document. (Adoption of a Board Duties and Responsibilities Policy will achieve the final 2% of the 10% total discount available to Sunrise.)
- Board approved IGA with Clackamas County Social Services for administration of the Low Income Assistance Program for the federal budget cycle beginning October 1, 2022 (SWA's fiscal year runs July 1-June 30). Of note, 37% of the funds allocated for the SWA fiscal year were awarded to participants in the first 2 months of the fiscal year. A total of 131 households participated in the first year of the program.
- Board discussed how to craft a unified response to public comments on the new headquarters facility (concern generated by negative comments on NextDoor). Board deferred any recommendations until General Manager returns.
- Finance Manager Jamey Piezold filled in with General Manager's monthly report, which included: significant vertical construction has been completed on new facility, including the stairwells, walls on both the admin and shop, as well as the slab for the admin building. River flows on the Clackamas remain around their historic median and have remained above the 800 cfs threshold that went into effect at start of September. Sunrise is experiencing a serious inability to fill key staffing positions, including accounting and technical services (SCADA operations), as well as construction administration.
- Board recessed to Executive Session to conduct deliberations related to a real estate transaction.

October 6, 2022 – Clackamas County Coordinating Committee (C4) Meeting

- The October Meeting of C4 was intended to be supplanted by a field trip to Eugene to visit a number of housing solutions for homeless people. Due to a lack of bus drivers, this visit was cancelled and will be discussed at the November meeting.

Business from the Board Report
Heidi Bullock
October 2022

Oak Grove Community Council Meeting
September 28, 2022

AGENDA

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- Aug 24th regular meeting attendance
- Secretary's update
- Treasurer's update

7:10 Program:

- Oak Lodge Water Services: Community Update
 - Director Heidi Bullock
- Clackamas County Sheriff's Office: Update
 - Captain Sara McClurg
- Land Use Application Review Team
 - Joseph Edge, OGCC Chair

8:00 ABC (committee) updates and open recruitments

8:10 Announcements

8:15 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: Oct 26, Dec 7, Jan 25, Feb 22
- Future OGCC Board Meetings - 6:45 pm at Zoom: Oct 3, Jan 2, Feb 7, Mar 7

8:20 Adjourn/Social time

NOTES:

Clackamas Sheriff's Office (Officer Sara McClurg, saramcc@clackamas.us):

Crime rate similar to past year, lock cars, park in driveway or garage. Remove all valuables. Being inundated with car break-ins and stolen vehicles. Cars stolen out of parking lots. Lots of mail and package theft. Steady increase in drug use. Responding to overdoses increased over past couple years; fentanyl.

Crime stats landing page; Call Activity Dashboards – www.clackamas.us/sheriff/stats

Kevin Williams Meetings attended in September/October of 2022

1. Jennings Lodge C.P.O. - September 27,2022

There was a presentation from Candace Henkin, Oregon City School District, concerning the new early learning program that has started at Jennings Lodge school. They have had huge participation in the program. Heather Koch from N.C.P.R.&D.spoke about an agreement for the school grounds behind the school to be used for a community park when the school is not using it.

Grover Jeffery Bornefeld presented information about the new library at the old Concord School site. They are trying to convince the County Commission to use some of the federal money to construct this library and the Gladstone annex.

Paul Gornick and I presented the newest update powerpoint about our future plans. We had support from Sarah Jo, Alexa and Brad to offer the information and answer questions.

2.N.C.C.W.C. September 22,2022

Probably the biggest news for this meeting is that we have likely passed the low flow worries on the Clackamas River for this year.

We held elections for the Officers of the Board. It was Gladstones turn to hold the Chairpersonship. Accordingly I nominated Matt Tracy from Gladstone to be the chair and Kevin Bailey from Sunrise to be the vice-chair. That was the action voted on and approved. Matt was not present at the meeting. The next morning I discovered that Matt was leaving the City Council at the end of this year.

That necessitated some scrambling at the same time that Wade hawthorn was leaving for Italy for 3 weeks. I contacted another Council member at Gladstone and they will likely decide on his successor to the Commission at their October meeting.

3. Regional Water Providers Consortium Board meeting October 6, 2022

The Chairperson for this meeting was missing due to her attendance at the League of Oregon cities convention in Bend. As the Vice-Chair I ended up running the meeting. We had some discussions about water conservation and all agreed that we need to begin trying to change the publics opinion about water usage. We can all see that we are experiencing climate changes and that the changes could portend some water supply issues moving forward.

We had a discussion about Emergency Drinking water plans. System inter-connections was a piece of the topic.I got the sense that we are not the only district worried about alternate supply outcomes.

4. Clackamas River Water Board meeting October 13, 2022

As usual this report was turned in prior to this meeting so I have included the agenda and will be prepared to answer any questions you may have.



SEPTEMBER 27, 2022

- 7:00 P.M. Call to order and self-introductions**
- 7:10 Approval of minutes of June 28, 2002 meeting**
- 7:15 Treasurer's report**
- 7:20 Future of Jennings Lodge School**
 - Candice Henkin, Oregon City School District**
 - Heather Koch, No Clackamas Parks District**
 - Grover Bornefeld, Jennings Lodge CPO**
- 8:05 Future of Oak Lodge Library**
 - Grover Bornefeld**
- 8:15 Future plans of Oak Lodge Water Services**
 - Alexa Morris, OLWS**
- 8:35 Any new business**
- 8:45 P.M. Adjourn**



For more information, email jenningslodgecpo@gmail.com



Regular Meeting

North Clackamas County Water Commission
Board of Commissioners

Thursday, September 22, 2022

Virtual Meeting Online

<https://us02web.zoom.us/j/81933927444>

Call-In: (833) 548-0282

Meeting ID: 819 3392 7444

AGENDA

Convene Regular Board Meeting

1. **Open Regular Meeting**
2. **Welcome Visitors – Public**
3. **Public Comment**
4. **Approval of Minutes**
 1. Approval of Minutes June 23, 2022 Budget Hearing & Regular Meeting
5. **Adoption of Consent Calendar**
 1. Authorization of Checks June, July, and August 2022
 2. Appoint Legal Counsel of Record
 3. Appoint Insurance Agent of Record
 4. Approve Resolution 2022-5 Authorizing Disposal of Surplus Property
6. **Board Discussion**
 1. Election of Officers for FY2022-23
 2. 2022 SDAO Best Practices

MATT TRACY / KEVIN BAILEY
CHAIR / VICE-CHAIR
7. **Monthly Items**
 1. Financial Reports
 2. Operations Report
 3. Manager's Report
 4. Business from the Board
8. **Adjourn Regular Meeting**



Consortium Board Meeting Agenda

DATE: October 6, 2022

6:30 p.m. – 8:30 p.m.

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

Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for June 1, 2022 (2 minutes)

Public Comment* (5 minutes)

Time for Connection (10 minutes)

Director Report – Rebecca Geisen, Managing Director (20 minutes)

- **Strategic Plan Update**
- **Meeting survey outcomes for 2023 meeting calendar**

Program Report – Bonny Cushman, Program Coordinator (20 minutes)

- **Emergency Planning and Conservation Program ongoing projects**
- **Curtailment Tabletop After Action Report**

Equity Commitment – Rebecca Geisen and Bonny Cushman

- **Share draft equity commitment for Board review and comment**

FY 2023-24 Consortium Budget and Work Plan Concepts Discussion Rebecca Geisen, Managing Director (20 minutes)

- **Review FY 2023-24 budget and work plan concept recommendations from the EC and provide Consortium staff with further budget direction.**

Provision of Emergency Drinking Water Framework – Rebecca Geisen, Managing Director (30 minutes)

- **Presentation on the Framework, outcomes, and next steps**

Next Meeting Date/Location:

February 1, 2023/via zoom/videoconference

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

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



Clackamas River Water

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

This Meeting will have both an in person and remote option for attending
October 13, 2022 at 6:00pm

AGENDA

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

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

Anyone who wishes to attend the meeting remotely may do so by internet at <https://us02web.zoom.us/j/84664953221> or by calling the following number 1-253-215-8782 and join meeting/84664953221 #. **Passcode: 444685**

REGULAR BOARD MEETING @ 6:00pm

Call to Order, Pledge of Allegiance and Roll Call - *Sherry French, President*

- a. Approval of the Agenda

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

Action Items

1. **Consider Resolution 02-2023- Promulgating the CRW Emergency Response Plan-**
Beth McGinnis, Emergency Manager
2. **Consider Contract Award: Water Treatment Plant (WTP) Filter Valve Procurement,**
CIP 21-5282- *Joe Eskew, Engineering Manager*
3. **Consider Approval of the Agreement with Oregon Department of Transportation (ODOT) Utility Construction Agreement for Reimbursable Work-***Joe Eskew, Engineering Manager*
4. **Consider Approval of the ODOT Add-Work Letter Agreement for Non-Reimbursable Work-** *Joe Eskew, Engineering Manager*
5. **Consider Approval of the ODOT Add-Work Request Acceptance Memo for Reimbursable Work-** *Joe Eskew, Engineering Manager*

Consent Agenda

- CA-1: **Gross Payroll and Accounts Paid: September 2022-** *Jason Kirkpatrick, Chief Financial Officer*
- CA-2: **Cash Position and Transfers: September 2022-** *Jason Kirkpatrick, Chief Financial Officer*
- CA-3: **Project Acceptance: Accept Assets Constructed Under the “Fuller Station Affordable Housing” Project,** CIP 19-5255- *Joe Eskew, Engineering Manager*

NEXT PAGE

Informational Reports

6. Management Report – *Todd Heidgerken, General Manager*
7. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

8. Commissioner Reports and Reimbursements

Adjourn regular meeting

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title General Manager Monthly Report
Item No. 10a
Date October 4, 2022 for October 18, 2022

Summary

The Board has requested updates at regular meetings on the status of key projects.

Highlights of the Month

- Continued work on Tertiary Treatment Project.
- Continued work on Boardman and Arista Project.
- Outreach to both CPOs.
- Ensuring fuel resources for OLWS during emergencies.

Tertiary Treatment Project

Brown & Caldwell is part of the team working with Water Systems Consulting Inc. (WSC) on the OLWS Wastewater Master Plan. Their focus has been long-term planning for the Wastewater Treatment Plant. This month the options for a Tertiary Solution have been narrowed down and a more detailed review of the preferred options is now occurring. It is anticipated this information will be in front of the Board at the November regular meeting with a staff recommendation for Board direction.

Boardman and Arista Project

Worked with the District Engineer on finalizing the recommendations to the Board. The balancing act will be what potential solutions will ameliorate the water quality and quantity issues at this spot, for what cost and for how long. Some potential solutions will need annual work to ensure the situation does not revert back to its current state. In addition, a choice of work at this place will need to be balanced with other types of watershed projection projects.

Outreach

Kevin Williams, Paul Gornick, and Heidi Bullock worked with Alexa Morris, Brad Albert, and the General Manager to get information out to the Jennings Lodge CPO (September 27, 2022) and

the Oak Grove Community Council (September 28, 2022) regarding key OLWS capital projects and campaigns, such as Fish on the Run. The maps and pictures of the projects aided in the conversation and attendees were able to have their questions answered. There were some requests for more tours of the Wastewater Treatment Plant.

Emergency Management Resiliency

Jeff Page and the Finance team assembled fuel consumption data so it could be submitted to Clackamas River Water Providers and Clackamas County as part of their emergency plan. During emergencies, the State will distribute fuel via the counties. Previously, we had not been on Clackamas County's list as a governmental entity needing fuel during emergencies. Our local resources for fuel will be the quickest first source for OLWS, however, being on the County list is also important if the emergency event goes on long enough.

STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Human Resources Monthly Report
Item No. 10b
Date October 18, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Education and Outreach

19 customers participated in the Fish on the Run, Irrigation Done campaign.

So far, 11 businesses have registered for the Stormdrain Cleaning Assistance Program (SCAP). Registration is open until October 31, 2021. Stormdrains require regular cleaning to remove pollutants and prevent flooding. Businesses are responsible for maintenance of storm drains on their property. The \$50 flat fee covers removal of debris from standard parking lot drains. It does not include jetting, repair, or oversized catch basins. Customers can register for SCAP at oaklodgewaterservices.org/SCAP or call (503) 353-4219.

Events

- Saturday, October 29 – Drug Take Back Event in partnership with the Clackamas County Sheriff’s Office. This long-time partnership event helps prevent alternative disposal methods being used for people’s medications which helps to protect all water sources within Clackamas County and the Water Reclamation Facility. Details will be posted on our website and social media channels.
- Sunday, October 30 – OLWS will participate as a sponsor at the Oak Grove Trunk-or-Treat event hosted by the Historic Downtown Oak Grove (HDOG) in partnership with the Oak Grove United Methodist Church. Sponsors are responsible for providing and passing out treats from the back of their car and also dressing your car. The Oak Grove Trunk-or-Treat is a three-hour event being held on Sunday, October 30, between 4:00 PM – 7:00 PM in the front parking lot of the Oak Grove United Methodist Church. If you would like to volunteer at this event email alexa@olwsd.org.

Communications

The Regional Water Providers Consortium (RWPC) invests in multimedia campaigns on behalf of drinking water providers in our region. This is a great way to maximize funds in order to reach more of the public. Below is an update on the multimedia campaigns from September – October and links to ads.

- **KATU television:** RWPC are continuing to blend the conservation and emergency prep messaging through the middle of the month with [this ad](#) and this [new ad](#) with KATU's weatherperson Dave Salesky. We will be on AM Northwest (9/22) and Afternoon Live (10/10).
- **KUNP television:** RWPC are running this [:15 ad](#) and also produced this new [:60 segment](#) which will run 19 times August-September.
- **Radio:** This year, RWPC tried something different and changed the copy in the middle of our radio ads so that it was tailored first to our wet spring weather and then to drier summertime conditions. Next week we will start running ads with content that lets people know the watering season is winding down and invites them to start their emergency prep with water. Ads ran through the September 18.
- **Digital ads:** This year's campaign includes running a combination of targeted video and display ads on Facebook, over the top television, YouTube, and the internet. KATU television produced the video ads including this new [emergency prep ad](#) as part of the ongoing partnership with them. In October, RWPC will start a YouTube campaign through the partnership with KUNP which will promote our new Spanish language how to videos – those ads will run through the end of the year.
- **KUNP newsletters:** RWPC ran a conservation newsletter in late August and will be running another newsletter in November that promotes our new Spanish language how to videos. Each newsletter goes out to approximately 25,000 recipients.

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 10c
Date October 04, 2022, for October 18, 2022 Meeting

Summary

The Board has requested updates at regular meetings on the status of the OLWS Operations.

Highlights of the Month

- Preparations are underway for the transition to the Authority financial accounts with Wells Fargo and Springbrook software.
- The Low-Income Household Water Assistance program began in July 2022 and we have received 6 approvals from Clackamas County as of October 4, 2022.
- The Accounts Receivable balance increased by 1.74%, the average delinquent balance decreased by \$(23.40), and the number of delinquent accounts increased by 5.
- Utility bill payments in September were less than the August 31st billed amounts.

Authority Implementation

Work with Wells Fargo is underway to open a bank account for the Authority. The majority of the new account set-up will take about 60-days to convert all existing capabilities; however, there could be a longer timeline for E-Box transactions. A full review of the back-end processes and clearing-house vendor requirements is underway by Wells Fargo staff.

While the agreement has been executed with Springbrook, their project management staff scheduling is very limited in the next few months. The initial project scope, which includes establishing a new instance for the Authority, and transferring existing three databases to a new platform, requires 280 hours for Springbrook staff. In recent conversations, I have offered to complete the bulk of the data review and preparation with the financial contractor, prioritizing the Authority database, then moving the other three entities starting early calendar year 2023, to determine if a start can be achieved in the next few weeks. Based on Springbrook staffing availability based on the adapted project scope, approval from the Board on the Robert Half procurement of contracted temporary financial services, and some stars aligning, I continue to work toward the completion of payroll before December 31, 2022.

Low Income Household Water Assistance (LIHWA)

On May 12, 2022, the Clackamas County Board of Commissioners approved the Oak Lodge Water Services vendor agreement for the Low-Income Household Water Assistance (LIHWA) program. Clackamas County has finalized their customer application documents and customers from Oak Lodge Water Services may now apply for assistance. As of October 04, 2022, 6 customers have been approved for assistance totaling \$4,250.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of September 30th compared to August 31st increased by 1.74%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$27,717, after accounting for the delta between billing cycles.

A/R Balance	7/31/2022	8/31/2022	9/30/2022
Bi-Monthly Residential	\$ 850,956	\$ 1,105,025	\$ 968,757
Large Meters	493,667	487,958	545,258
Total	1,344,623	1,592,983	1,514,015
Variance	(86,542)	248,360	(78,968)
Billing Cycle Variance	104,326	(254,022)	106,685
	17,785	(5,662)	27,717
	1.24%	-0.42%	1.74%

2. The total number of delinquent accounts increased by 5 accounts as of September 30, 2022, compared to August 31, 2022. However, the average balance per account decreased by (7.4%) or \$ (23.40).

Delinquent Accounts	7/31/2022	8/31/2022	9/30/2022
Over 60 Days	\$ 174,714	\$ 174,960	\$ 163,463
Number of Accounts	528	554	559
Average Balance per Acct.	\$ 331	\$ 316	\$ 292
	-7.1%	-4.6%	-7.4%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.32%) compared to prior month. The shift is into the 30-60 Day and Delinquent categories.

Account %	7/31/2022	8/31/2022	9/30/2022
Current	86.07%	84.89%	84.57%
30-60 Day Grace	5.16%	5.93%	6.36%
Delinquent	5.84%	6.12%	6.18%
Credit Balance	2.93%	3.06%	2.89%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	June 2022	July 2022	August 2022	September 2022
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	68	65	75	83
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	2	0	5	4

Billing Payment Rate

In September, the District received (\$6,401) less in payments than was billed on August 31st, 2022.

	June 2022	July 2022	August 2022	September 2022
Utility Billing Sales	\$ 1,048,058	\$ 1,233,705	\$ 1,129,379	\$ 1,383,401
Cash Receipts	1,054,595	1,223,782	1,133,491	1,377,000
% Collected	100.6%	99.2%	100.4%	99.5%

Attachments

1. Checks by Date Report for September 2022

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 10/5/2022
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	9/9/2022	Internal Revenue Service		AP			32,559.61
0	9/9/2022	Nationwide Retirement Solutions		AP			860.00
0	9/9/2022	Oregon Department Of Revenue		AP			9,239.34
0	9/9/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	9/9/2022	VALIC c/o JP Morgan Chase		AP			1,720.05
0	9/9/2022	Payroll Direct Deposit	DD 00001.09.2022	PR			75,283.90
0	9/23/2022	Internal Revenue Service		AP			32,837.64
0	9/23/2022	Nationwide Retirement Solutions		AP			860.00
0	9/23/2022	Oregon Department Of Revenue		AP			9,308.10
0	9/23/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	9/23/2022	VALIC c/o JP Morgan Chase		AP			1,697.01
0	9/23/2022	Payroll Direct Deposit	DD 00002.09.2022	PR			75,825.57

ACH Disbursement Activity Subtotal							245,433.22
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							245,433.22

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
47957	9/2/2022	Apex Labs		AP			1,392.00
47958	9/2/2022	Barney & Worth Inc		AP			600.00
47959	9/2/2022	Cintas Corporation - 463		AP			82.66
47960	9/2/2022	Clackamas County		AP			984.84
47961	9/2/2022	Merina & Company, LLP		AP			1,656.25
47962	9/2/2022	Moss Adams LLP		AP			1,800.00
47963	9/2/2022	NCCWC		AP			19,221.94
47964	9/2/2022	Oregon DEQ		AP			924.00
47965	9/2/2022	R & L Services Inc.		AP			873.97
47966	9/2/2022	Tice Electric Company		AP			2,103.60
47967	9/2/2022	Xerox Corporation		AP			26.55
47968	9/2/2022	AnswerNet		AP			758.42
47969	9/2/2022	Apex Labs		AP			5,400.00
47970	9/2/2022	BMS Technologies		AP			867.30
47971	9/2/2022	Brown and Caldwell		AP			10,811.75
47972	9/2/2022	BTL Northwest		AP			223.77
47973	9/2/2022	Cable Huston LLP		AP			10,202.57
47974	9/2/2022	Cascadia Backflow		AP			3,548.40
47975	9/2/2022	Customer Refund		AP			26,589.12
47976	9/2/2022	Convergence Networks		AP			6,020.00
47977	9/2/2022	CTX-Xerox		AP			1,662.24
47978	9/2/2022	Customer Refund		AP			1.24
47979	9/2/2022	J. Thayer Company		AP			1,270.11
47980	9/2/2022	Customer Refund		AP			1.70
47981	9/2/2022	K & D Services, Inc.		AP			240.00
47982	9/2/2022	Kaiser Permanente		AP			19,080.43
47983	9/2/2022	Lord & Associates, Inc.		AP	Void		696.00
47984	9/2/2022	Customer Refund		AP			173.17
47985	9/2/2022	Measure-Tech		AP			480.04
47986	9/2/2022	Merina & Company, LLP		AP			75.00
47987	9/2/2022	Modern Machinery Inc.		AP			2,390.05
47988	9/2/2022	Murraysmith, Inc		AP			468.00
47989	9/2/2022	Napa Auto Parts		AP			5.93
47990	9/2/2022	NCCWC		AP			106,589.55
47991	9/2/2022	Northwest Natural		AP			319.12
47992	9/2/2022	Olson Bros. Service, Inc.		AP			0.00
47993	9/2/2022	One Call Concepts, Inc.		AP			767.34
47994	9/2/2022	Pacific Truck Colors, Inc.		AP			4,129.31
47995	9/2/2022	Polydyne, Inc.		AP			4,142.07
47996	9/2/2022	Portland Engineering Inc		AP			300.00
47997	9/2/2022	Portland General Electric		AP			6,750.68
47998	9/2/2022	Customer Refund		AP			162.07
47999	9/2/2022	R & L Services Inc.		AP			668.53
48000	9/2/2022	Robert HalfTalent Solutions		AP			2,044.80

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 10/5/2022

Cleared and Not Cleared Checks

Print Void Checks

48001	9/2/2022	Stark Street Lawn and Garden	AP	69.98
48002	9/2/2022	Tice Electric Company	AP	1,408.40
48003	9/2/2022	Verizon Wireless	AP	2,450.29
48004	9/2/2022	Water Systems Consulting, Inc.	AP	1,720.00
48005	9/2/2022	Wesco Marketing	AP	150.00
48006	9/2/2022	Xerox Corporation	AP	26.82
48007	9/9/2022	Employee Paycheck	PR	2,111.69
48008	9/9/2022	Employee Paycheck	PR	2,651.98
48009	9/12/2022	AFLAC	AP	935.66
48010	9/12/2022	AFSCME Council 75	AP	788.43
48011	9/12/2022	Aks Engineering & Forestry	AP	3,108.75
48012	9/12/2022	AnswerNet	AP	837.42
48013	9/12/2022	Customer Refund	AP	9.43
48014	9/12/2022	BTL Northwest	AP	223.72
48015	9/12/2022	CDW LLC	AP	5,211.99
48016	9/12/2022	CenturyLink	AP	650.46
48017	9/12/2022	CenturyLink	AP	117.24
48018	9/12/2022	Cintas Corporation	AP	99.00
48019	9/12/2022	Cintas Corporation - 463	AP	82.66
48020	9/12/2022	City Of Gladstone	AP	255.28
48021	9/12/2022	City Of Milwaukie	AP	1,826.32
48022	9/12/2022	Clackamas River Water	AP	958.53
48023	9/12/2022	Comcast	AP	527.61
48024	9/12/2022	Consolidated Supply Co.	AP	3,767.84
48025	9/12/2022	Employee Reimbursement	AP	47.97
48026	9/12/2022	Customer Refund	AP	124.10
48027	9/12/2022	Net Assets Corporation	AP	605.00
48028	9/12/2022	Oregon State Administrative Services	AP	1,000.00
48029	9/12/2022	Portland General Electric	AP	22,259.51
48030	9/12/2022	Quadient Leasing USA, Inc.	AP	599.43
48031	9/12/2022	Seattle Ace Hardware	AP	24.98
48032	9/12/2022	Unifirst Corporation	AP	2,992.94
48033	9/12/2022	Waste Management Of Oregon	AP	210.39
48034	9/14/2022	AFLAC	AP	892.03
48035	9/14/2022	AFSCME Council 75	AP	788.43
48036	9/14/2022	Employee Reimbursement	AP	111.76
48037	9/14/2022	Employee Reimbursement	AP	103.49
48038	9/14/2022	Employee Reimbursement	AP	60.46
48039	9/14/2022	Verizon Wireless	AP	40.04
48040	9/16/2022	Clackamas River Water	AP	2,500.50
48041	9/16/2022	Customer Refund	AP	49.67
48042	9/16/2022	Horner Enterprises, Inc.	AP	4,324.97
48043	9/16/2022	Moss Adams LLP	AP	90.00
48044	9/16/2022	Relay Resources	AP	7,014.51
48045	9/16/2022	Customer Refund	AP	4,376.87
48046	9/16/2022	Cintas Corporation - 463	AP	82.66
48047	9/16/2022	Comcast	AP	527.63
48048	9/16/2022	Customer Refund	AP	11.41
48049	9/16/2022	Customer Refund	AP	38.40
48050	9/16/2022	J. Thayer Company	AP	46.08
48051	9/16/2022	Customer Refund	AP	3,363.75
48052	9/16/2022	Lou's Gloves	AP	352.00
48053	9/16/2022	Northstar Chemical, Inc.	AP	1,083.50
48054	9/16/2022	Customer Refund	AP	25.69
48055	9/16/2022	Customer Refund	AP	6,073.69
48056	9/16/2022	Customer Refund	AP	39.27
48057	9/16/2022	Seattle Ace Hardware	AP	19.98
48058	9/16/2022	Stark Street Lawn and Garden	AP	29.14
48059	9/16/2022	Customer Refund	AP	138.84
48060	9/16/2022	Customer Refund	AP	178.72
48061	9/16/2022	Waste Management Of Oregon	AP	150.94
48062	9/16/2022	Employee Reimbursement	AP	468.75
48063	9/20/2022	Clackamas County Clerk	AP	608.00
48064	9/20/2022	Napa Auto Parts	AP	375.21
48065	9/21/2022	Napa Auto Parts	AP	375.21
48066	9/21/2022	Clackamas County Clerk	AP	608.00
48067	9/23/2022	Employee Paycheck	PR	2,776.14

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 10/5/2022

Cleared and Not Cleared Checks

Print Void Checks

48068	9/23/2022	Employee Paycheck	PR	2,111.68
48069	9/23/2022	Apex Labs	AP	1,425.00
48070	9/23/2022	Applied Industrial Technologies	AP	176.85
48071	9/23/2022	AWWA	AP	248.00
48072	9/23/2022	Customer Refund	AP	14.24
48073	9/23/2022	Buels Impressions Printing	AP	1,249.50
48074	9/23/2022	CenturyLink	AP	459.27
48075	9/23/2022	CenturyLink	AP	96.71
48076	9/23/2022	Cintas Corporation	AP	99.00
48077	9/23/2022	City Of Milwaukie	AP	333.60
48078	9/23/2022	Clackamas Landscape	AP	288.00
48079	9/23/2022	Convergence Networks	AP	1,918.00
48080	9/23/2022	Customer Refund	AP	200.00
48081	9/23/2022	J. Thayer Company	AP	564.00
48082	9/23/2022	Customer Refund	AP	94.41
48083	9/23/2022	Lord & Associates, Inc.	AP	738.00
48084	9/23/2022	McFarlane's Bark, Inc.	AP	257.11
48085	9/23/2022	Merina & Company, LLP	AP	893.75
48086	9/23/2022	Customer Refund	AP	4.17
48087	9/23/2022	Murraysmith, Inc	AP	3,044.50
48088	9/23/2022	NACWA	AP	750.00
48089	9/23/2022	NCCWC	AP	4,058.78
48090	9/23/2022	Customer Refund	AP	2.48
48091	9/23/2022	Olson Bros. Service, Inc.	AP	2,744.51
48092	9/23/2022	One Call Concepts, Inc.	AP	661.50
48093	9/23/2022	Customer Refund	AP	125.13
48094	9/23/2022	Portland Engineering Inc	AP	533.85
48095	9/23/2022	R & L Services Inc.	AP	67.90
48096	9/23/2022	Robert HalfTalent Solutions	AP	1,022.40
48097	9/23/2022	Customer Refund	AP	110.39
48098	9/23/2022	SDIS	AP	38,456.24
48099	9/23/2022	Seattle Ace Hardware	AP	15.87
48100	9/23/2022	Customer Refund	AP	11.62
48101	9/23/2022	Stein Oil Co Inc	AP	509.88
48102	9/23/2022	TMG Services, Inc.	AP	2,511.15
48103	9/23/2022	Top Industrial Supply	AP	488.32
48104	9/23/2022	Unifirst Corporation	AP	1,567.16
48105	9/23/2022	AFLAC	AP	826.40
48106	9/23/2022	AFSCME Council 75	AP	788.43
48107	9/23/2022	Airgas, Inc	AP	31.51
48108	9/23/2022	BTL Northwest	AP	228.62
48109	9/23/2022	CDR Labor Law, LLC	AP	2,513.00
48110	9/23/2022	Charles H. Day Co., Inc.	AP	387.85
48111	9/23/2022	Cintas Corporation	AP	81.18
48112	9/23/2022	City Of Gladstone	AP	6,017.81
48113	9/23/2022	Consolidated Supply Co.	AP	5,239.02
48114	9/23/2022	Convergence Networks	AP	8,015.00
48115	9/23/2022	H.D. Fowler Company	AP	7,648.74
48116	9/23/2022	HealthEquity	AP	37.40
48117	9/23/2022	Kaiser Permanente	AP	19,080.43
48118	9/23/2022	Minuteman Press Gresham	AP	140.55
48119	9/23/2022	PumpTech LLC	AP	2,078.60
48120	9/23/2022	Robert HalfTalent Solutions	AP	2,044.80
48121	9/23/2022	Santana Crane, Inc	AP	822.50
48122	9/23/2022	Seattle Ace Hardware	AP	83.96
48123	9/23/2022	Spraying Systems Co	AP	4,291.62
48124	9/23/2022	Streamline	AP	480.00
48125	9/23/2022	Trench Line Excavation, Inc.	AP	24,340.28
48126	9/23/2022	Unifirst Corporation	AP	871.61
48127	9/23/2022	Wallis Engineering PLLC	AP	7,767.21
48128	9/23/2022	Waste Connections	AP	74.47
48129	9/23/2022	Water Metrics West	AP	1,893.00
48130	9/23/2022	HealthEquity	AP	17,304.48
48131	9/23/2022	SDIS	AP	42,178.06
48132	9/30/2022	Employee Reimbursement	AP	165.21
48133	9/30/2022	Employee Reimbursement	AP	50.00
48134	9/30/2022	OLCERT Reimbursement	AP	321.77

Bank Reconciliation
Checks by Date
User: Antonio
Printed: 10/5/2022
Cleared and Not Cleared Checks
Print Void Checks

Paper Check Disbursement Activity Subtotal	565,740.56
Voided Paper Check Disbursement Activity	1,679.21
Adjusted Paper Check Disbursement Activity Subtotal	564,061.35

Total Void Check Count:	3
Total Void Check Amount:	1,679.21
Total Valid Check Count:	187
Total Valid Check Amount:	809,494.57
Total Check Count:	190
Total Check Amount:	811,173.78

STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Technical Services Monthly Report
Item No. 10d
Date October 18, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS Operations.

Highlights

- Received final report on the Boardman and Arista Project.
- Aldercrest Water Main Replacement construction continues, and all water main is installed in SE Aldercrest.
- 28th/Lakewood/Kellogg water main initial design complete.
- Wastewater Master Plan has been working on Tertiary Treatment options that will be presented to the Board in November.

Watershed Protection

In September, staff continued planning along with management to organize the operations and maintenance of the storm system for work in October. Erosion control inspections for construction sites prompted staff to provide outreach and education for contractors about fall EC best management practices (BMPs) before the rainy season starts.

Water Quality Staff planned for annual inspection, outreach and education for stormwater quality facilities on private property. At least 20% of private storm facilities are inspected each year, with inspection results and education materials provided to owners of the facilities.

Field Operations Staff reviewed beaver dam locations in the Boardman creek system to plan for fall monitoring and dam removal. Water Quality Staff worked with several customers to discuss control of nutria and beaver on private property.

Water Quality Staff updated to the Stormwater Management Plan (SWMMP) for the new Municipal Separate Storm Sewer System (MS4) Permit for public review in October/November. After posting the SWMMP, staff started working on the Annual Report for the MS4 Permit.

The Clackamas Group awaits final review of the requested change to the MS4 Permit’s water quality monitoring program. The members of the Clackamas Phase I MS4 Permit submitted a change request to the DEQ proposed requirement for pesticide sampling.

Permit Activity – September 2022

FY2022-2023	September 2022 Development Activity				
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	2	6	9	2	4
New Erosion Control Permits	0	5	9	1	8
New Development Permits	0	2	2	1	7
New Utility Permits	3	9	18	4	13
Wastewater Connections	2	1	3	0	6
Sanitary SDC Fees Received	\$10,330	\$0	\$15,495.00	\$0.00	\$30,990
Water SDC Fees Received	\$33,989	\$16,994	\$101,967.00	\$5,304.00	\$101,929
Plan Review Fees Received	\$2,556	\$2,680	\$7,235.50	\$400.00	\$7,783
Inspection Fees Received	\$2,408	\$1,240	\$5,197.50	\$620.00	\$6,633

Capital Improvement Tracker

The Capital Improvement tracker will be distributed quarterly to the Board instead of monthly. This is in alignment with the Capital Prioritization Plan that was presented in August. The first tracker and report will be presented to the Board in November.

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	9/1/22
Under Construction	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	9/1/22
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	9/1/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	9/1/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	9/1/22
Under Construction	SE Thiessen Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	SE McLoughlin Blvd. Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	9/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	9/1/22
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	9/1/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	9/1/22
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	9/1/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	9/1/22
Pre-Application	14913 SE Kellogg Ave.	Design Review: Commercial	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/1/22
Pre-Application	No Site Address: T1R1E36CD02200	Design Review: Cart Pod	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/1/22
Pre-Application	14309 SE Laurie Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/1/22
Pre-Application	1404 SE River Forest Rd.	Residential: 3-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/1/22
Pre-Application	15315 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/1/22



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 10e
Date October 7, 2022 for October 18, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS Operations.

Highlights of the Month

- Wastewater Collection System Work
- Watershed Protection Work
- Water Distribution System Work
- Asset Management
- Non-Revenue Water
- Clackamas River Flowrates

Wastewater Collection Work

As in August, most of the work for the Collection Team in September focused on completing missing pipe inspections for the wastewater master plan, in which they were successful. The team also continued working on the easement portions of basin 2B along the river (Photos 1, 2, & 3). After the easement work is finished, the next basin scheduled for cleaning is basin 2C (Photo 4). Wastewater collection system work will commence in November, as this month is dedicated to watershed protection work.

Work details for September:

- 515 feet of easement piping cleaned and inspected (routine work).
- 1,627 feet missing pipes inspected for wastewater master plan.
- 1,516 feet of hotspot piping cleaned.

Watershed Protection Work

September was a planning month for watershed protection work. October fieldwork will focus on:

- Completing Zone 1 catch basin inspections and cleaning.
- Developing performance metrics as the work is performed.
- Inspecting and mitigating hotspot areas before the rainy season.

Water Distribution System Work

Staff continued with their ongoing search for leaks. With the help of the new leak detection equipment, a leak was discovered and repaired on Oatfield Road at Foushee Way. The leak would not have been detected without the equipment as the water flow was subsurface. Another leak, however, did surface a few weeks later just north of that location and was repaired (Photos 6 & 7).

Other work highlights of September:

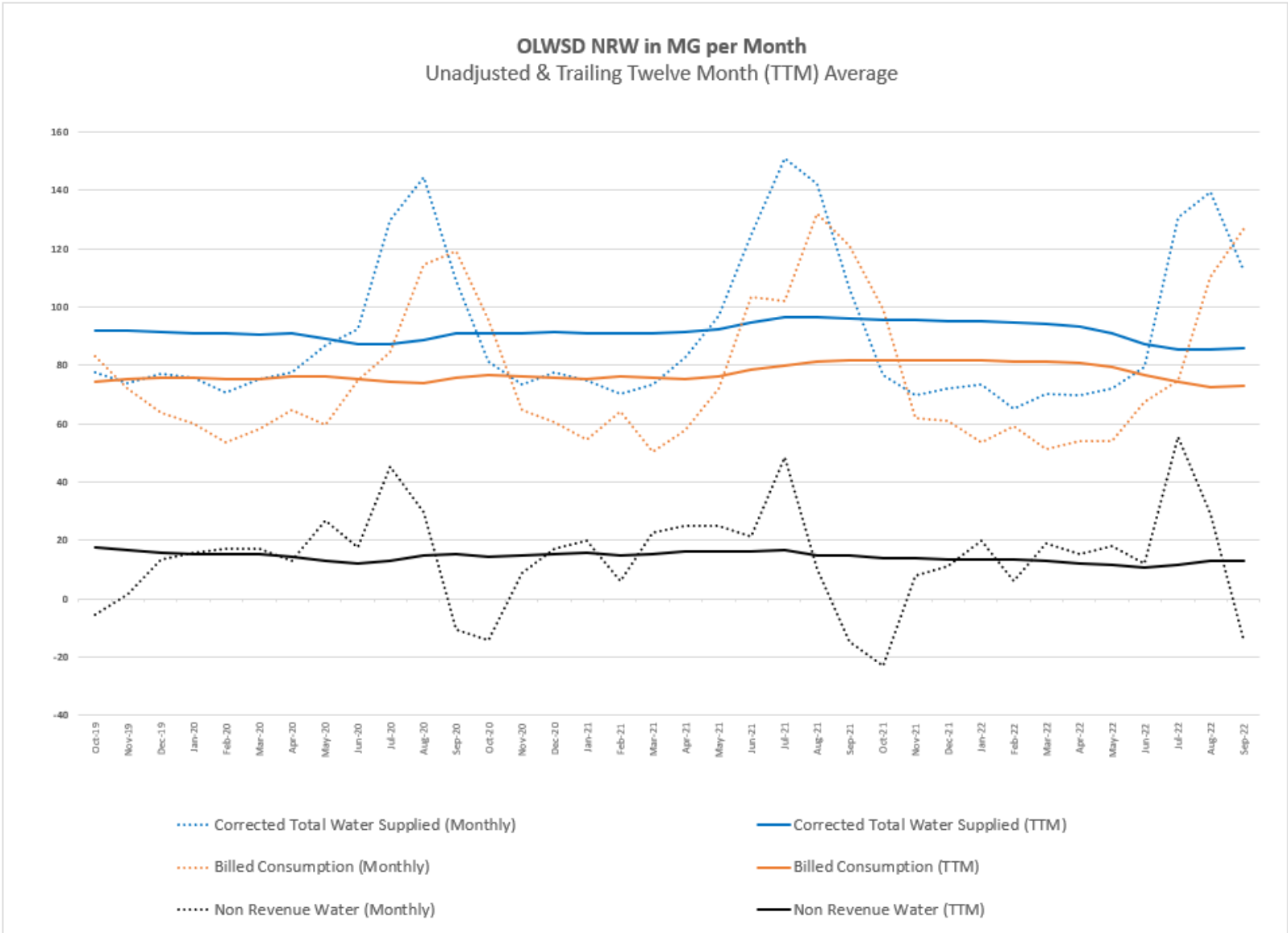
- 4 fire hydrants were replaced and 2 were repaired.
- 34 water meters were replaced.
- 3 new services were installed.

Asset Management

The most significant update for September is the enhanced ability for the field staff to send update requests to GIS from their tablets in the field. They can now add drawings or points and make notes on an online map when they notice discrepancies in the field with GIS. It is then added to a new layer in GIS and reviewed for application. The project is in the final stages of testing and will be rolled out to staff this month.

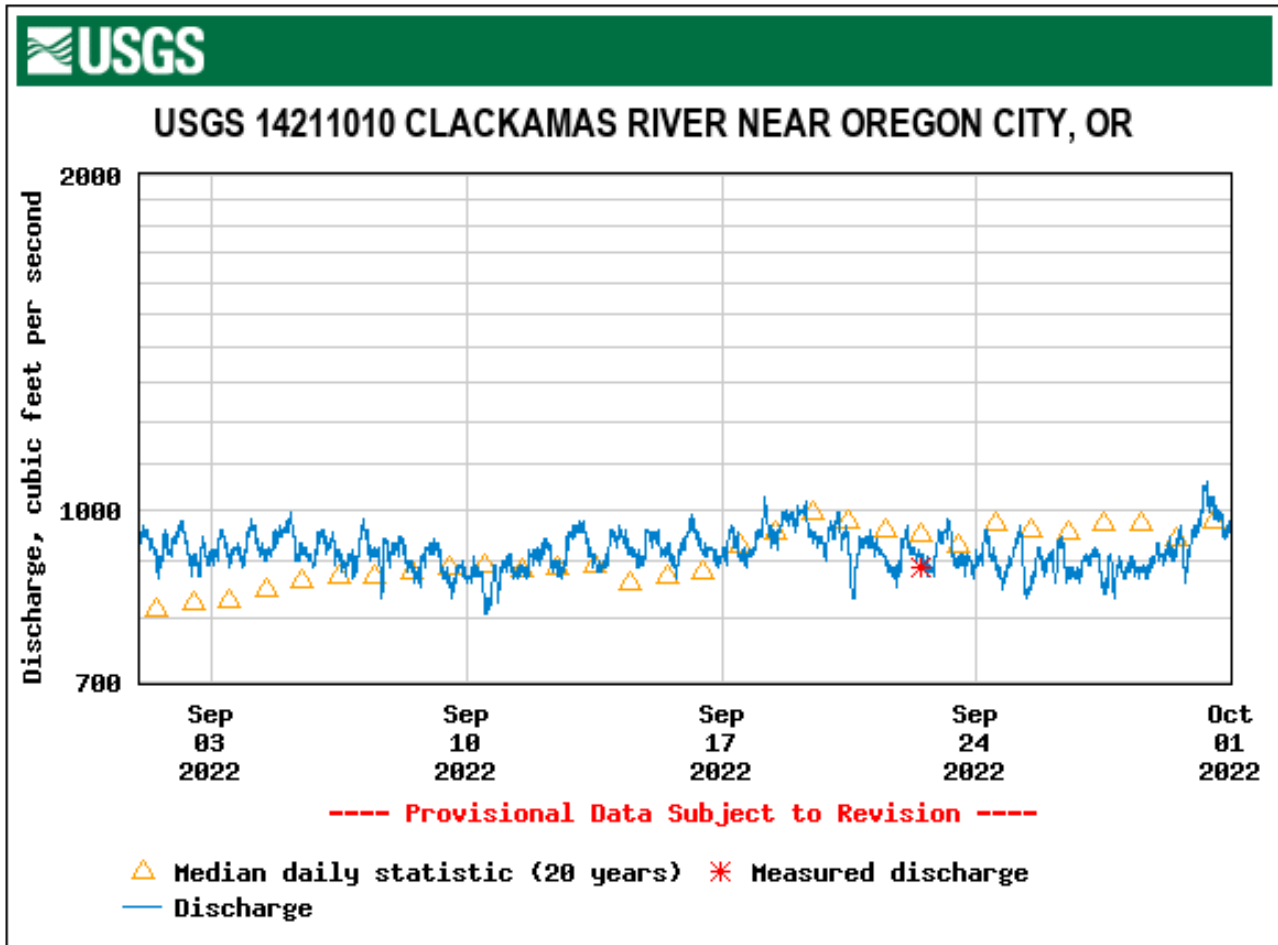
Non-Revenue Water

The total water purchased in December was 112.2 million gallons. Non-revenue water totaled -14.7 million gallons with 2.5 million gallons in apparent losses (“paper losses”), -17.6 million gallons in real losses (leakage in the system), and 378,000 gallons for unbilled authorized consumption (OLWS water quality flushing and fire department use). The negative values for real losses this month result from a continuing transition into the lower seasonal demand period and the timing difference in the meter reading cycles. In July and August, we saw spikes in real losses, in September, we saw the inverse. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 13.1 million gallons.



Non-revenue water graph: October 2019 – September 2022

Clackamas River Flowrates



Clackamas River daily discharge for September 2022, compared with 20-year daily median.

Attachments

1. Photo Pages of September 2022 Work
2. Water Purchased Report
3. Water Services Report

Field Operations Photo Pages for September 2022



Photo 1: Line segment cleaning in basin 2B



Photo 2: Final bit of easement work for basin 2B

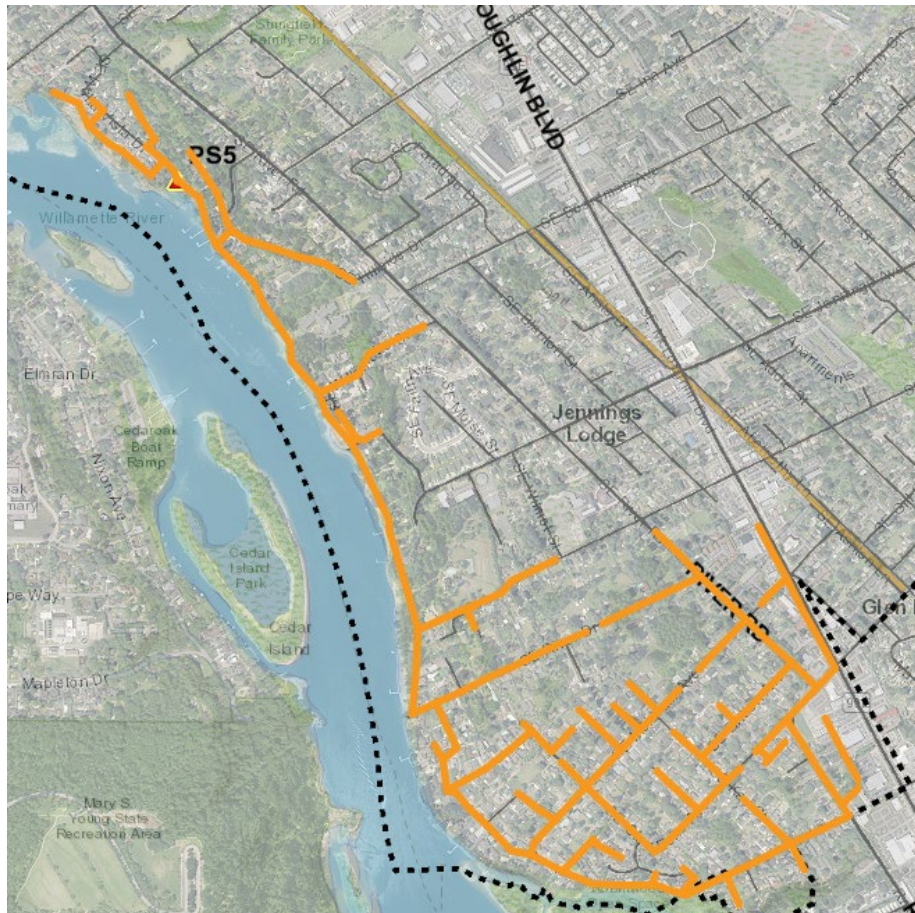


Photo 3: Wastewater collection system basin 2B

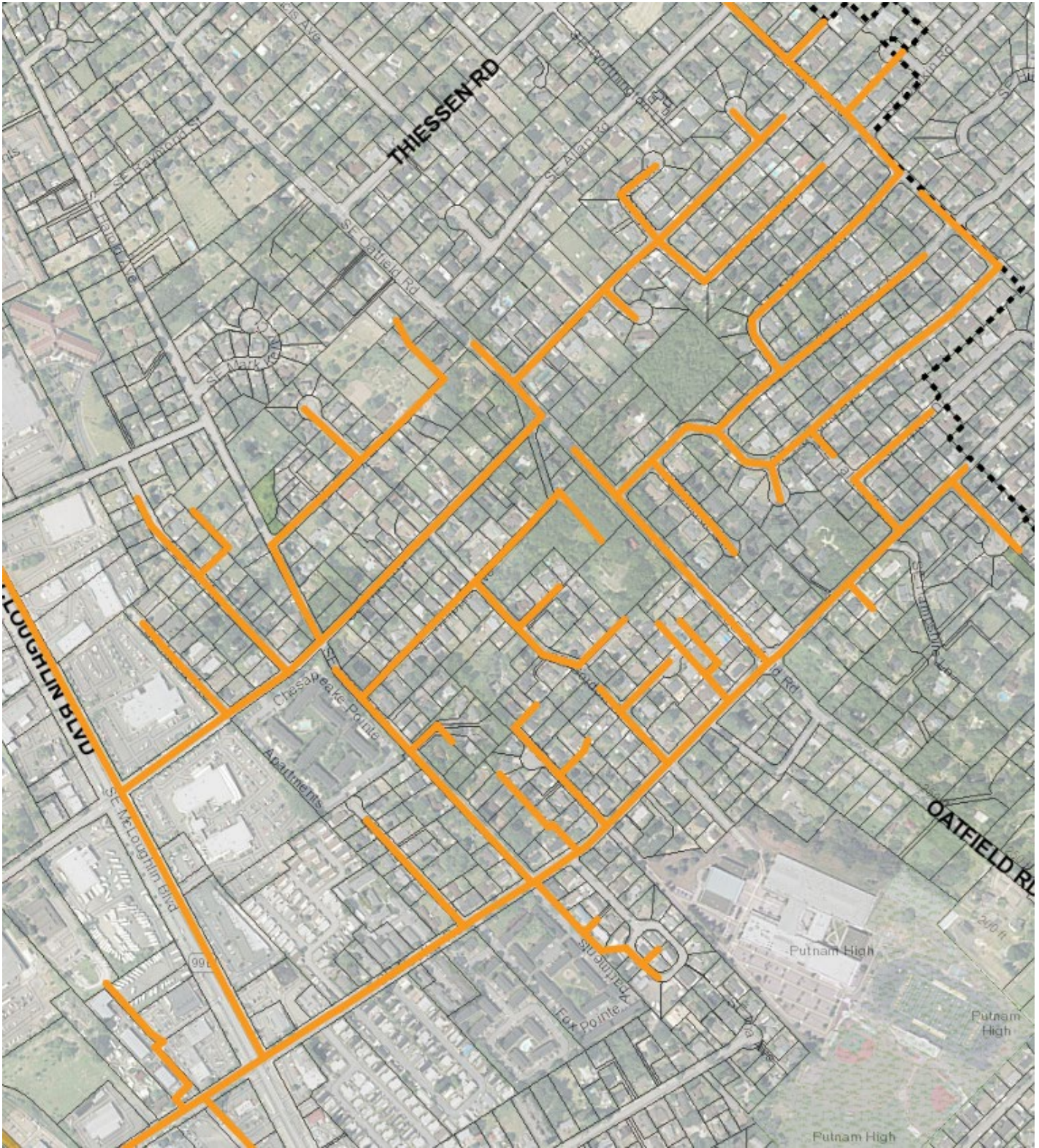


Photo 4: Wastewater collection system basin 2C

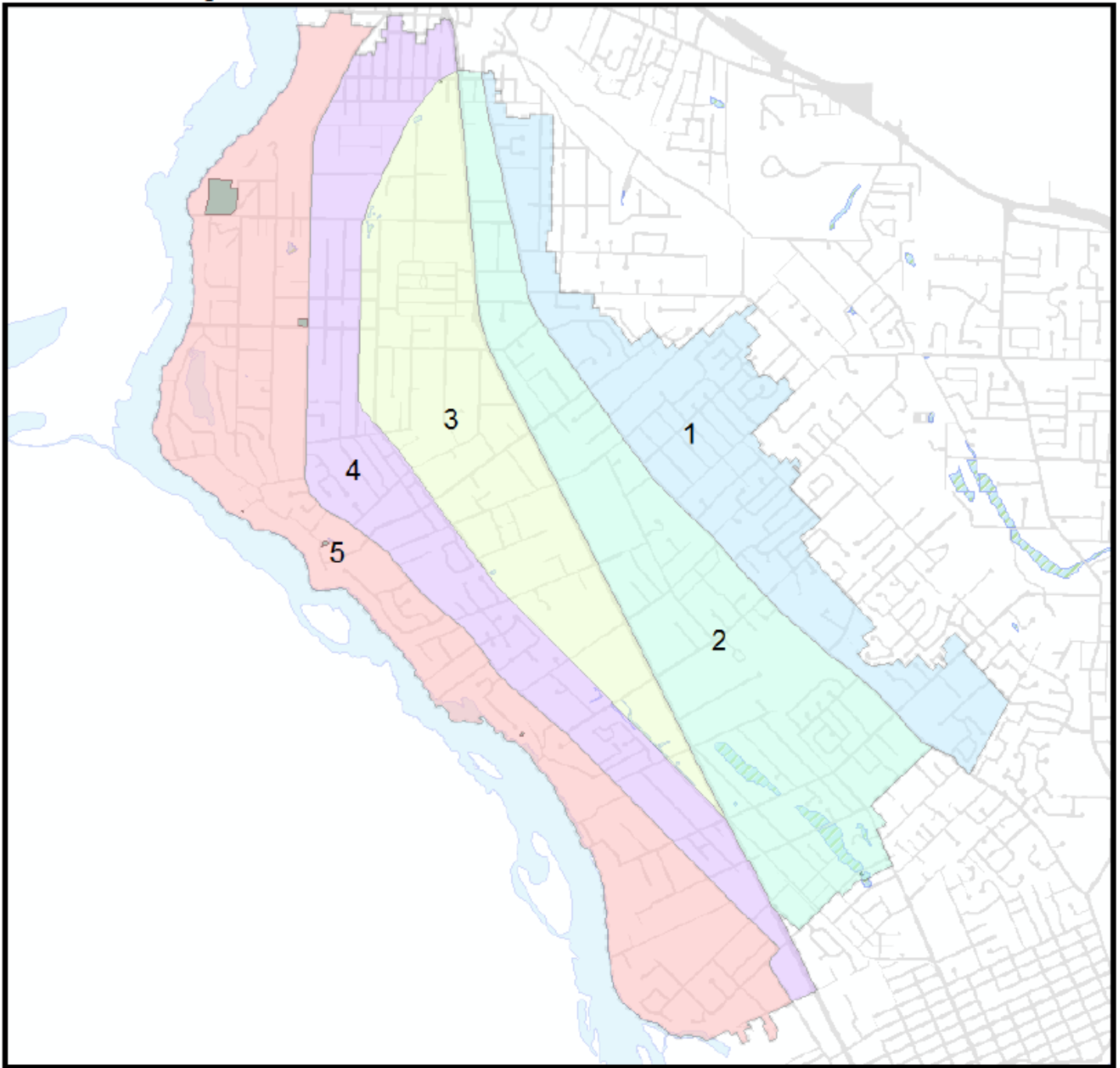


Photo 5: Watershed protection work zones:

Zone 1: Oatfield Road east to service area boundary.

Zone 2: Highway 99E to Oatfield Road.

Zone 3: Arista/Trolley Trail to Highway 99E.

Zone 4: River Road to Arista/trolley Trail.

Zone 5: Willamette River to River Road.



Photo 6: Radial crack on 6-inch cast-iron main on Oatfield Road

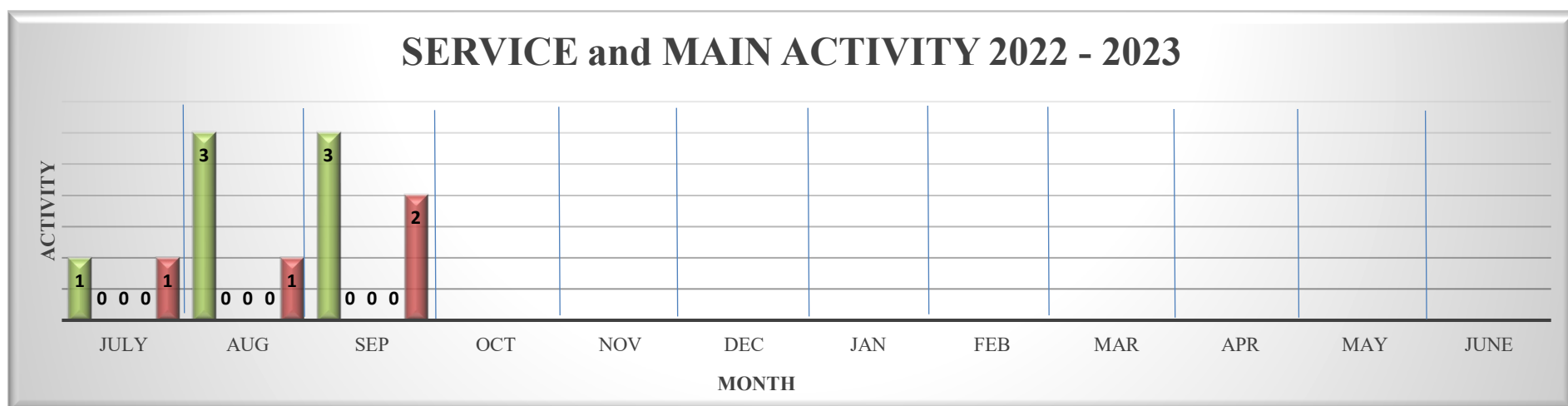
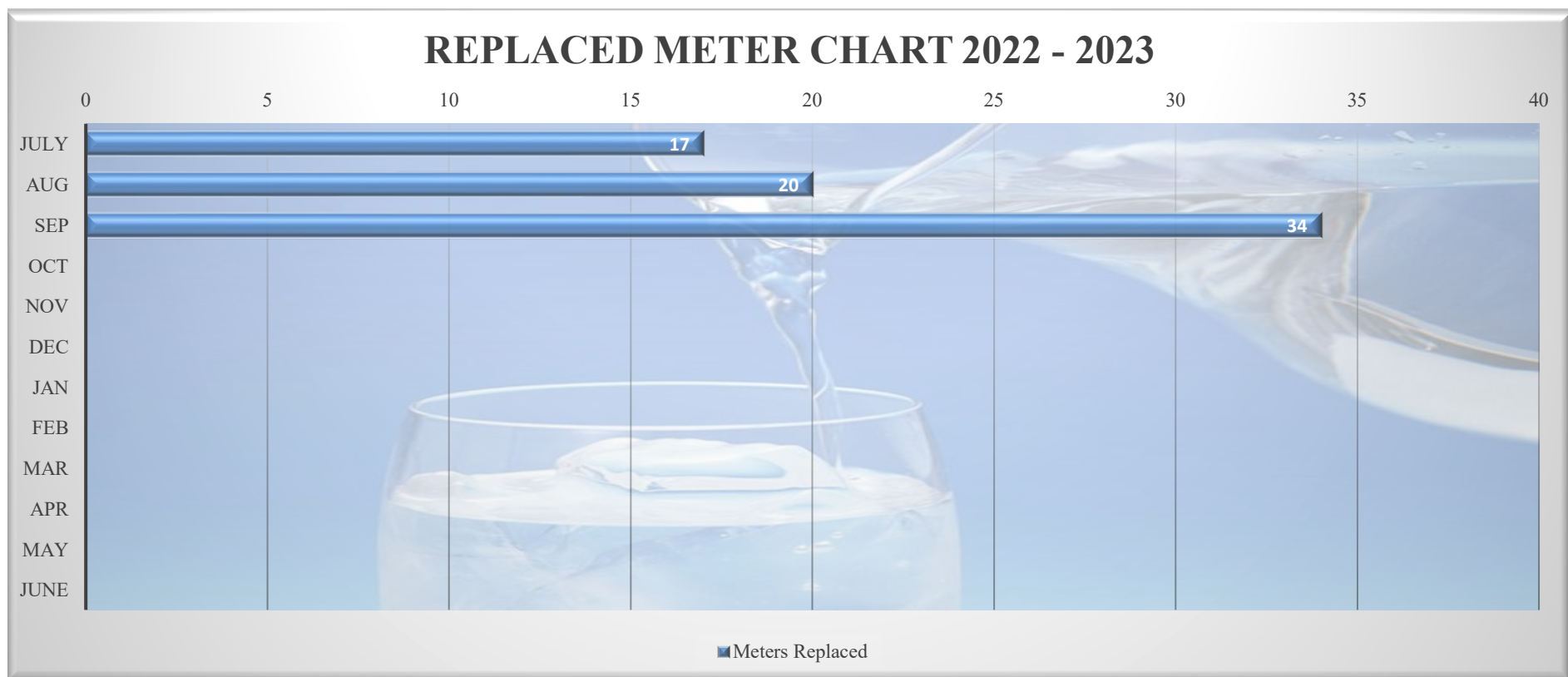


Photo 7: Leak repaired with full-circle clamp

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.68%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	96.09%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.59%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.75%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.30%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.19%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.66%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.71%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000	72,285,000	79,422,000	1,063,928,000	96.02%	2.91
22/23	130,563,000	139,406,000	112,190,000										382,159,000	34.49%	4.15
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	132,774,533	144,297,400	113,058,600	80,269,111	74,953,333	74,629,016	77,521,429	74,878,000	68,529,000	75,953,444	84,303,222	105,946,407	1,107,999,222		

Oak Lodge Water Services Water Report



Fiscal Year 2022 - 2023	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2022	July	17	1	0	0	0	1
2022	Aug	20	3	0	0	0	1
2022	Sep	34	3	0	0	0	2
2022	Oct						
2022	Nov						
2022	Dec						
2023	Jan						
2023	Feb						
2023	Mar						
2023	Apr						
2023	May						
2023	June						
Yearly Total		71	7	0	0	0	4

Backflow Program Update for the Month of September 2022

Total Facilities						
1,432						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
941	4	0	0	0	0	0
66%						

Percentage of Participants

66% Signed Up, 34% Remaining

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



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 10f
Date September 26, 2022 for October 18, 2022

Summary

The Board has requested updates at regular meetings on the status of the OLWS Operations.

Highlights of the Month

- WRF Process Update
- Whole Effluent Toxicity and Low Level Metals Testing Underway
- Preparation for Possible Power Outages Due to Wind
- Uninterruptible Power Supply Installation in Secondary Building
- Effluent UV Gate Adjustment
- Cost of Treating I&I

Water Reclamation Facility

Process at the Water Reclamation Facility (WRF) was better this month than in months past, particularly surrounding the most difficult permitted item for the WRF to meet, effluent Total Suspended Solids (TSS). September started out still above monthly but below weekly permitted levels.

As we briefly discussed at the September board meeting, Whole Effluent Toxicity (WET) and Low Level Metals (LLM) testing has started down at the Treatment Plant. These tests are crucial for the development of our next permit cycle, as they will be used to set permit limits in the future. The first set of tests went out to the laboratory on September 12th. WET testing will be conducted quarterly for the first year of the permit while LLM will also be done quarterly but will continue for the next 3 years. After WET and LLM testing has concluded, OLWS will be required to start testing copper and aluminum testing, which is referred to as a Copper Biotic Ligand Model (BLM). BLM will be tested on a monthly basis for 2 years at the plant effluent outfall in the Willamette River.

On September 9th, field supervisor Brad Lyon informed managerial staff that due to high winds and extremely dry conditions that PGE would be performing planned power outages

throughout the region. In preparation of this event, Maintenance staff conducted generator inspections and fuel checks at both the WRF and the outlying lift stations. They topped off the tanks and performed startups on all generator sets to ensure they would start if needed. Luckily, the planned outages did not affect the plant or outlying lift stations.

Back in August the Uninterruptible Power Supply (UPS) in the secondary clarifier building experienced a critical failure. UPS' perform an important role in the plant: when the power goes out, even momentarily, the UPS provides power immediately to the Programmable Logic Controllers (PLC). Without them, the PLCs risk losing programming and will not run the associated equipment. Due to the age of the old UPS it was deemed unrepairable and needed to be swapped out with a newer unit. The new UPS was purchased, and installation was planned for September 14th. The downside of this UPS installation is that all equipment on that grid will be without power for up to 30 minutes as the swap takes place, and an extensive amount of planning is required. I am happy to report that the power down and start up for the installation went flawlessly, and all processes and equipment started back up without incident.

Back in November 2021 the effluent UV gate actuator failed. Due to supply chain issues, Oak Lodge waited nearly 7 months for a new actuator and then another 2 months to have it installed. Installation took place in August. After a few weeks of operation of the new actuator, the UV gate failed again. Luckily, the actuator was not damaged, as a sacrificial bronze nut took the brunt of the damage. Typically, these Bronze nuts last 4-7 years, so it was clear something mechanical was wrong and further investigation was needed. It was found that the large gate that was being operated by the actuator was in desperate need of adjustment. The adjustment itself isn't too difficult but gaining access to the gate safely is a different story. Not only is access to this gate a confined space which requires retrieval gear, its also the only place that the effluent can go to get to the river. To safely make entry, no effluent would be allowed to leave the WRF. In other words, the WRF would have zero flow out to the river for an extended period of time. Zero flow means no reuse water to the entire plant, which is used for everything in the plant from sluice water for the bar screens to foam control on the secondaries. To date, this is one of the most technical jobs operations and maintenance can perform. Even though it was just one person entering the confined space, it took 2 topside attendants, one operator conducting and monitoring the zero flow, one operator halting and starting samplers and one operator tool running the process. The entire process went smoothly with no hiccups, and more importantly, safely. Hats off to staff for an outstanding execution of a complex project.

At the September board meeting, the Board of Directors asked staff to quantify how much it costs to treat Inflow and Infiltration (I&I) at the WRF. Staff looked at the most obvious metric available: electricity costs. While there is a cost increase in monthly electricity, it is not clear what those costs are, as price fluctuations in peak demand times in the dry season cost more than in the wet season. So, while it is difficult to know exactly what treating I&I costs using electricity as a metric, what we are sure of is the reduced wear and tear on equipment and not having to upsize infrastructure is where the true savings are.

Attachments

1. Photo Pages of September 2022 work
2. Rainfall vs. Flow Data Correlation for April 2022-September 2022
3. Plant Performance BOD-TSS Graph for April 2022-September 2022
4. Work Order Summary Graph September 2022

Plant Operations Photo Page



Crane Removing Aeration Basin Mixer



Old Mixer On the Move



WET/LLM Training



Samples Headed for the Lab

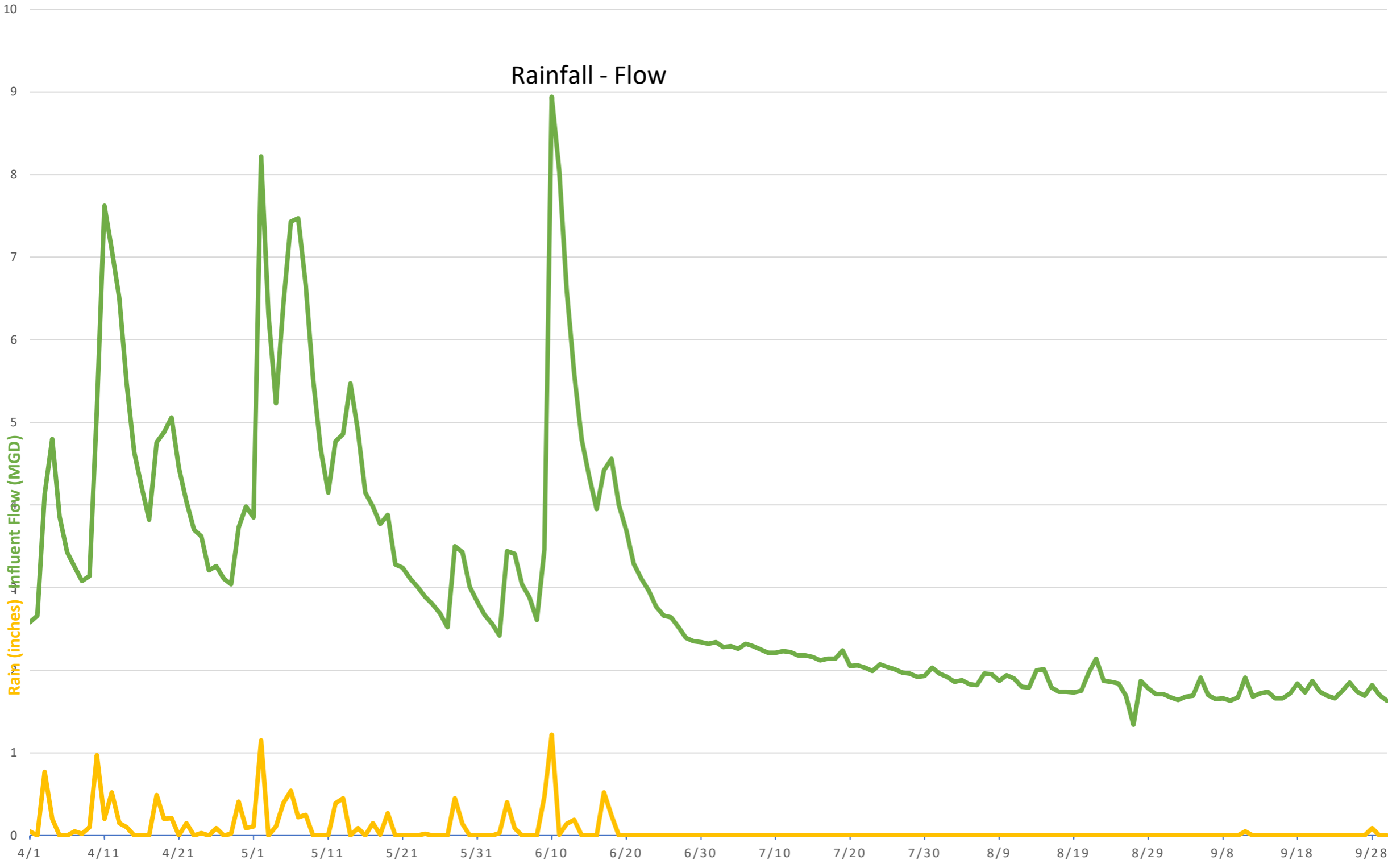


A Lot of Small Vials That Need Filling



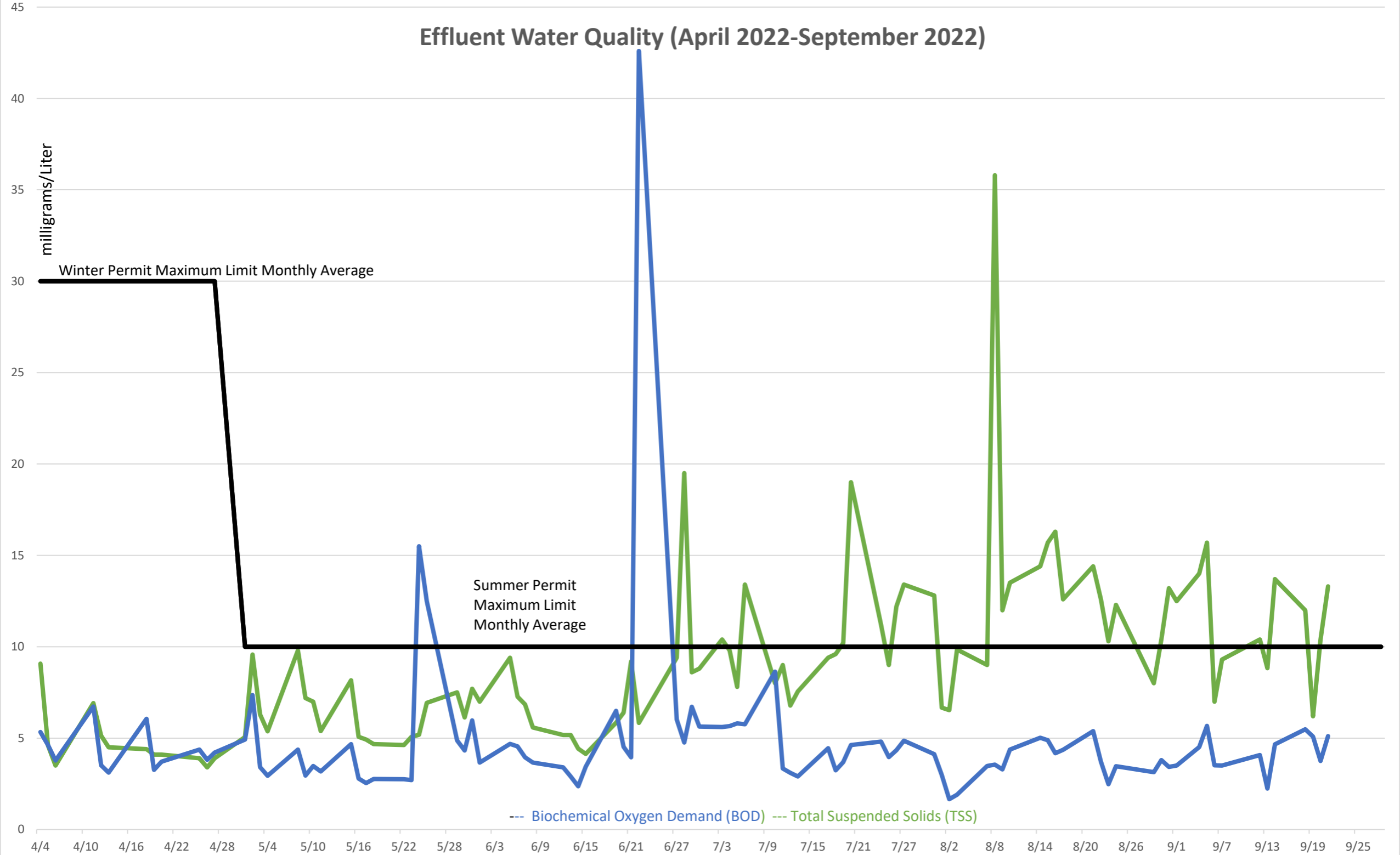
Pouring the Aliquots for Analysis

Rainfall - Flow



April 2022 through September 2022

Effluent Water Quality (April 2022-September 2022)



Treatment Plant Work Order Summary 2022

