



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
February 11, 2025 at 4:00 PM**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. December 2024 Financial Report
 - b. Approval of January 14, 2025 Board Meeting Minutes
4. Items for Presentation
 - a. Presentation of Quarterly Capital Projects Report
5. Items for Consideration
 - a. Consideration of Proposed Change to Date of November 2025 Board Meeting
 - b. Consideration of Contract with AKS for the Design of the Lift Station 2 I&I Reduction Project
 - c. Consideration of Contract with Canby Excavating, Inc. for Lateral Repair
6. Business from the Board
7. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
8. Recess to Executive Session
9. Adjourn Executive Session
10. Other Items
11. Adjourn Meeting



AGENDA ITEM

Title Call to Order

Item No. 1.

Date February 11, 2025

Summary

The Chair will call the meeting to order with a quorum of the board at the noticed time.

The Chair may request participation in a nonpartisan acknowledgment of their choosing.

The General Manager will review the meeting protocols before business is discussed.



AGENDA ITEM

Title Call for Public Comment

Item No. 2.

Date February 11, 2025

Summary

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

There are two basic public comment options: written and verbal.

Written Public Comment may be submitted in person, online, and by email or postal mail. Written comments may not be read out loud or addressed during the meeting, however, all public comments will be entered into the record.

Verbal Public Comment may be given during public meeting's comment period. Commenters must register to speak with the District Recorder before the start of the meeting. The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



AGENDA ITEM

Title Consent Agenda
Item No. 3.
Date February 11, 2025

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. **December 2024 Financial Report**
- b. **Approval of January 14, 2025 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 _____



STAFF REPORT

To	Board of Directors
From	Sebastian Rodrigues, Interim Finance Director
Title	December 2024 Financial Report
Item No	3.a.
Date	February 11, 2025

Summary

This report summarizes the revenues and expenditures for December 2024. 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:		
December 30, 2024	Interest Rate	Balance
Account	-	-
		\$
Wells Fargo Bank Checking-3552		26,693
		\$
Wells Fargo Bank Checking-9966		559,812
LGIP	4.85%	\$ 16,720,528
Total		\$ 17,307,033

The OLWS' checks, electronic withdrawals, and bank drafts total \$ 1.8 million for December 2024.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 6,146,000	\$ 438,766	\$ 3,716,264	60.5%
20-00-4212	Wastewater charges	12,781,000	1,079,200	7,573,795	59.3%
30-00-4213	Watershed protection	1,995,000	165,525	1,159,445	58.1%
	Subtotal	\$ 20,922,000	\$ 1,683,491	\$ 12,449,504	59.5%

Revenues are above the budget as of Period 6 for all service charges, water sales, wastewater revenues, and watershed protection services. The total variance through December is positive, \$1,988,504 or 9.5%.

Expenses by Budget Category

The table below provides YTD expenditures excluding Debt Service and Transfers. It is 25.7% lower than the actual YTD budgeted expenditure.

Expense Category	FY 2025 Adopted Budget	Expense YTD Dec. 31 2024	YTD %
Personnel	\$		
Services	6,238,000	\$ 2,697.990	43.3%
Materials & Services	5,975,900	2,884.051	48.3%
Capital Outlay	15,727,000	973,344	10.1%
	<u>27,940,900</u>	<u>\$ 7.171.484</u>	<u>25.7%</u>

Attachments

1. Check Run Report FY25 Jan
2. Budget to Actual FY25
3. Account Rollup Report FY25

Bank Reconciliation

Checks by Date

User: sebastian.rodrigues@olws.org

Printed: 02/05/2025 - 12:36PM

Cleared and Not Cleared Checks

Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Amount
0	12/27/2024	0	12/27/2024 Internal Revenue Service	AP	34,208.49
0	12/27/2024	0	12/27/2024 Oregon Department Of Revenue	AP	11,148.59
0	12/27/2024	0	12/27/2024 State of Oregon Savings Growth P	AP	3,280.11
0	12/27/2024	0	12/27/2024 VALIC c/o JP Morgan Chase	AP	1,388.00
0	12/27/2024	0	12/27/2024	PR	90,547.61
0	12/31/2024	0	12/31/2024 Global Payments Direct, Inc	AP	29,446.80
0	1/10/2025	0	1/10/2025 Internal Revenue Service	AP	37,527.49
0	1/10/2025	0	1/10/2025 Oregon De DD 00001.12.2024	AP	11,949.77
0	1/10/2025	0	1/10/2025 ORR Inc	AP	22,703.42
0	1/10/2025	0	1/10/2025 State of Oregon Savings Growth P	AP	3,995.20
0	1/10/2025	0	1/10/2025 VALIC c/o DD 00002.12.2024	AP	1,388.00
0	1/10/2025	0	1/10/2025	PR	95,878.22
0	1/17/2025	0	1/17/2025	PR	300.00
0	1/24/2025	0	1/24/2025 Internal Revenue Service	AP	38,776.24
0	1/24/2025	0	1/24/2025 Nationwide Retirement Solutions	AP	1,200.00
0	1/24/2025	0	1/24/2025 Oregon Department Of Revenue	AP	12,521.24
0	1/24/2025	0	1/24/2025 State of Oregon Savings Growth P	AP	3,418.92
0	1/24/2025	0	1/24/2025 VALIC c/o JP Morgan Chase	AP	1,388.00
0	1/24/2025	0	1/24/2025	PR	96,874.86

ACH Disbursement Activity Subtotal **497,940.96**

Voided ACH Activity **0.00**

Adjusted ACH Disbursement Activity Subtotal **497,940.96**

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Amount
53180	1/3/2025	Airgas, Inc		AP	34,208.49
53181	1/3/2025	AnswerNet		AP	11,148.59
53182	1/3/2025	Brix Paving Northwest Inc		AP	3,280.11
53183	1/3/2025	CenturyLink		AP	1,388.00
53184	1/3/2025	CenturyLink		PR	90,547.61
53185	1/3/2025	CenturyLink Communications, LLC		AP	29,446.80
53186	1/3/2025	City Of Gladstone		AP	37,527.49

53187	1/3/2025 Colonial Life	AP	11,949.77
53188	1/3/2025 Consolidated Supply Co.	AP	22,703.42
53189	1/3/2025 Convergence Northwest LLC	AP	3,995.20
53190	1/3/2025 Country Supplier LLC	AP	1,388.00
53191	1/3/2025 CTX-Xerox	PR	95,878.22
53192	1/3/2025 EJ USA, Inc.	PR	300.00
53193	1/3/2025 Emery & Sons Construction Group, LLC	AP	38,776.24
53194	1/3/2025 Grainger, Inc.	AP	1,200.00
53195	1/3/2025 Hasco Stations, LLC	AP	12,521.24
53196	1/3/2025 Hi-Line Inc	AP	3,418.92
53197	1/3/2025 Industrial Software Solutions	AP	1,388.00
53198	1/3/2025 Kaiser Permanente	PR	96,874.86
53199	1/3/2025 Landis & Landis Construction LLC	AP	85.71
53200	1/3/2025 NASASP	AP	816.42
53201	1/3/2025 NCCWC	AP	11,306.33
53202	1/3/2025 Net Assets Corporation	AP	423.04
53203	1/3/2025 Northstar Chemical, Inc.	AP	45.43
53204	1/3/2025 O'Reilly Auto Parts	AP	1,872.84
53205	1/3/2025 Owen Equipment	AP	260.97
53206	1/3/2025 PDX Fire Protection LLC	AP	735.54
53207	1/3/2025 Quadient Leasing USA, Inc.	AP	79.47
53208	1/3/2025 Robert HalfTalent Solutions	AP	8,715.46
53209	1/3/2025 S-2 Contractors, Inc.	AP	89.55
53210	1/3/2025 Seattle Ace Hardware	AP	25.08
53211	1/3/2025 Secure Pacific Corporation	AP	11,313.75
53212	1/3/2025 Springbrook Holding Company LLC	AP	25,947.77
53213	1/3/2025 Staples Contract & Commercial LLC	AP	983.28
53214	1/3/2025 CODY STEWART	AP	151.01
53215	1/3/2025 Sustainable Ag Solutions, Inc	AP	298.26
53216	1/3/2025 Tice Electric Company	AP	16,055.00
53217	1/3/2025 Verizon Wireless	AP	16,572.68
53218	1/3/2025 Water Systems Consulting, Inc.	AP	489,101.80
53219	1/10/2025 AFSCME Council 75	AP	39.00
53220	1/10/2025 Airgas, Inc	AP	85,372.99
53221	1/10/2025 Aks Engineering & Forestry	AP	396.00
53222	1/10/2025 Alexin Analytical Laboratories, Inc.	AP	821.00
53223	1/10/2025 Apex Labs	AP	115.35
53224	1/10/2025 DONNA BARBEE AS TRUSTEE	AP	1,727.38
53225	1/10/2025 CHRISTINE & ROBERT BATTEN	AP	286.00
53226	1/10/2025 Be Right Backflow LLC	AP	592.38
53227	1/10/2025 Brown and Caldwell	AP	10,850.00
53228	1/10/2025 Cable Huston LLP	AP	2,853.24
53229	1/10/2025 CenturyLink	AP	63.34
53230	1/10/2025 Cintas Corporation	AP	374.70

53231	1/10/2025	City Of Milwaukie	AP	317.26
53232	1/10/2025	Consolidated Supply Co.	AP	154.76
53233	1/10/2025	Conсор North America, Inc.	AP	99.00
53234	1/10/2025	Contractor Supply, Inc.	AP	3,215.69
53235	1/10/2025	Convergence Northwest LLC	AP	1,085.00
53236	1/10/2025	Correct Equipment, Inc.	AP	2,813.45
53237	1/10/2025	Country Supplier LLC	AP	13,422.25
53238	1/10/2025	REBA CROCKER	AP	1,042.62
53239	1/10/2025	BRIAR HAYWORTH & DOTTE HASS	AP	81.05
53240	1/10/2025	EcosConnect LLC	AP	50,506.80
53241	1/10/2025	JOHN FULLER	AP	2,325.00
53242	1/10/2025	H.D. Fowler Company	AP	3,664.00
53243	1/10/2025	Horner Enterprises, Inc.	AP	128.21
53244	1/10/2025	ICON CONSTRUCTION & DEVELOPMENT LLC	AP	64.90
53245	1/10/2025	IntelliCorp Records, Inc.	AP	6,143.00
53246	1/10/2025	JUAN & FABIOLA JIMENEZ	AP	11,744.00
53247	1/10/2025	Merina & Company, LLP	AP	410.00
53248	1/10/2025	NACWA	AP	327.54
53249	1/10/2025	One Call Concepts, Inc.	AP	492.86
53250	1/10/2025	GRANT PREUITT	AP	1,869.95
53251	1/10/2025	Relay Resources	AP	171.76
53252	1/10/2025	BRUCE RODGERS & RITCHIE METZLER	AP	680.00
53253	1/10/2025	Ritz Safety LLC	AP	66.90
53254	1/10/2025	JOSEPH & PATRICIA ROBERTSON	AP	1,316.25
53255	1/10/2025	Staples Contract & Commercial LLC	AP	680.00
53256	1/10/2025	DESTRY & AJA STONER	AP	104.97
53257	1/10/2025	Thorn Run Partners, LLC	AP	0.01
53258	1/10/2025	JOHN & MONICA WALL	AP	135.27
53259	1/17/2025	Aerzen USA Corp	AP	5,310.00
53260	1/17/2025	Airgas, Inc	AP	97.04
53261	1/17/2025	Aks Engineering & Forestry	AP	2,960.32
53262	1/17/2025	BendTel, Inc	AP	8,863.71
53263	1/17/2025	Brown & Brown of Oregon, LLC	AP	70.53
53264	1/17/2025	CDR Labor Law, LLC	AP	20.00
53265	1/17/2025	Cintas Corporation	AP	12.33
53266	1/17/2025	City Of Gladstone	AP	24,275.00
53267	1/17/2025	City Of Milwaukie	AP	800.00
53268	1/17/2025	CJ Embroidery	AP	487.50
53269	1/17/2025	Consolidated Supply Co.	AP	9.65
53270	1/17/2025	Contractor Supply, Inc.	AP	8,526.90
53271	1/17/2025	Convergence Northwest LLC	AP	349.81
53272	1/17/2025	CTX-Xerox	AP	2,850.31
53273	1/17/2025	Grainger, Inc.	AP	7.18
53274	1/17/2025	H.D. Fowler Company	AP	367.26

53275	1/17/2025	KAYLA & SCOTT HARDWICK	AP	91.94
53276	1/17/2025	Hasco Stations, LLC	AP	10,000.00
53277	1/17/2025	Stephen Havelka	AP	72.00
53278	1/17/2025	Jacobs Engineering Group Inc	AP	1,030.80
53279	1/17/2025	Les Schwab	AP	81.05
53280	1/17/2025	KATHLEEN & LEE MOORE	AP	1,408.75
53281	1/17/2025	Northwest Natural	AP	303.37
53282	1/17/2025	Oregon Backflow Testing LLC	AP	12,470.14
53283	1/17/2025	Oregon Dept of Transportation - DMV	AP	73.00
53284	1/17/2025	PDX Fire Protection LLC	AP	640.32
53285	1/17/2025	Portland Engineering Inc	AP	8,536.51
53286	1/17/2025	Power Systems West	AP	333.60
53287	1/17/2025	Ritz Safety LLC	AP	684.00
53288	1/17/2025	MARK SCHROEDER	AP	1,808.98
53289	1/17/2025	Seattle Ace Hardware	AP	126.00
53290	1/17/2025	Staples Contract & Commercial LLC	AP	703.52
53291	1/17/2025	STEVENS MARINE	AP	741.25
53292	1/17/2025	Top Industrial Supply	AP	659.25
53293	1/27/2025	AFSCME Council 75	AP	3,145.50
53294	1/27/2025	Aks Engineering & Forestry	AP	75.01
53295	1/27/2025	AnswerNet	AP	312.72
53296	1/27/2025	Brown and Caldwell	AP	828.00
53297	1/27/2025	CenturyLink	AP	2,091.14
53298	1/27/2025	CenturyLink	AP	417.58
53299	1/27/2025	Cues, Inc	AP	133.59
53300	1/27/2025	Hasco Stations, LLC	AP	1,387.98
53301	1/27/2025	Les Schwab	AP	1,455.00
53302	1/27/2025	NCCWC	AP	137.00
53303	1/27/2025	Pacific Northwest Pollution Prevention Resource Ce	AP	667.28
53304	1/27/2025	PDX Fire Protection LLC	AP	180.00
53305	1/27/2025	RH2 Engineering, Inc.	AP	658.00
53306	1/27/2025	Seattle Ace Hardware	AP	568.09
53307	1/27/2025	Springbrook Holding Company LLC	AP	35.68
53308	1/27/2025	Verizon Wireless	AP	17.55
53309	1/27/2025	Waste Management Of Oregon	AP	125.37
53310	1/27/2025	Water Systems Consulting, Inc.	AP	898.79

Paper Check Disbursement Activity Subtotal

1,522,172.41

General Ledger

Budget to Actual

User: sebastian.rodrigues@olws.org

Printed: 2/4/2025 4:55:23 PM

Period 01 - 12

Fiscal Year 2025

Account Nui	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	\$ 1,209,778.00	\$ -	\$ 123,870.45	\$ -	10.24%
	<i>Beginning Fund Balance</i>	\$ 1,209,778.00	\$ -	\$ 123,870.45	\$ -	10.24%
	NonDivisional	\$ 1,209,778.00	\$ -	\$ 123,870.45	\$ -	10.24%
	Fund Balance	\$ 1,209,778.00	\$ -	\$ 123,870.45	\$ -	10.24%
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System Development-Compliance	\$ 1,000.00	\$ -	\$ 6,979.00	\$ -	697.90%
05-00-4230	Contracted Services Revenue	\$ 60,000.00	\$ -	\$ 25,400.00	\$ -	42.33%
05-00-4610	Investment Revenue	\$ 10,000.00	\$ -	\$ 24,046.82	\$ -	240.47%
05-00-4630	Miscellaneous Revenues	\$ 10,000.00	\$ -	\$ 7,385.00	\$ -	73.85%
	<i>Revenue</i>	\$ 81,000.00	\$ -	\$ 63,810.82	\$ -	78.78%
	NonDivisional	\$ 81,000.00	\$ -	\$ 63,810.82	\$ -	78.78%
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	\$ 1,100,000.00	\$ -	\$ 458,327.00	\$ -	41.67%
05-29-4920	Transfer In from Fund 20	\$ 2,200,000.00	\$ -	\$ 916,673.00	\$ -	41.67%
05-29-4930	Transfer In from Fund 30	\$ 1,100,000.00	\$ -	\$ 458,327.00	\$ -	41.67%
	<i>Revenue</i>	\$ 4,400,000.00	\$ -	\$ 1,833,327.00	\$ -	41.67%
	Transfers & Contingencies	\$ 4,400,000.00	\$ -	\$ 1,833,327.00	\$ -	41.67%
	Revenue	\$ 4,481,000.00	\$ -	\$ 1,897,137.82	\$ -	42.34%
	Admin/Finance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	\$ 897,000.00	\$ -	\$ 438,284.46	\$ -	48.86%
05-01-5120	Temporary/Seasonal Employees	\$ -	\$ -	\$ 6,348.21	\$ -	0.00%
05-01-5130	Overtime	\$ 10,000.00	\$ -	\$ 5,254.85	\$ -	52.55%
05-01-5210	Health/Dental Insurance	\$ 149,000.00	\$ -	\$ 66,725.03	\$ -	44.78%
05-01-5230	Social Security	\$ 70,000.00	\$ -	\$ 32,256.73	\$ -	46.08%
05-01-5240	Retirement	\$ 178,000.00	\$ -	\$ 77,789.09	\$ -	43.70%
05-01-5250	Trimet/WBF/Paid Leave OR	\$ 24,000.00	\$ -	\$ 5,516.59	\$ -	22.99%
05-01-5270	Workers Compensation	\$ 1,000.00	\$ -	\$ 276.00	\$ -	27.60%
	<i>Personnel Services</i>	\$ 1,329,000.00	\$ -	\$ 632,450.96	\$ -	47.59%

Materials & Services

05-01-6110	Legal Services	\$	300,000.00	\$	-	\$	104,659.62	\$	-	34.89%
05-01-6120	Accounting and Audit Services	\$	75,000.00	\$	-	\$	85,260.00	\$	-	113.68%
05-01-6155	Contracted Services	\$	232,000.00	\$	-	\$	220,029.73	\$	168,286.50	94.84%
05-01-6180	Dues and Subscriptions	\$	46,000.00	\$	-	\$	21,921.16	\$	-	47.65%
05-01-6220	Electricity	\$	22,000.00	\$	-	\$	7,247.16	\$	12,824.00	32.94%
05-01-6240	Natural Gas	\$	5,500.00	\$	-	\$	1,765.42	\$	2,750.02	32.10%
05-01-6290	Other Utilities	\$	5,500.00	\$	-	\$	2,784.66	\$	1,329.72	50.63%
05-01-6310	Janitorial Services	\$	25,000.00	\$	-	\$	10,618.74	\$	22,499.85	42.47%
05-01-6320	Buildings & Ground Maintenance	\$	40,000.00	\$	-	\$	9,030.71	\$	5,044.02	22.58%
05-01-6410	Mileage	\$	1,000.00	\$	-	\$	72.97	\$	-	7.30%
05-01-6420	Staff Training	\$	16,000.00	\$	-	\$	7,761.61	\$	-	48.51%
05-01-6510	Office Supplies	\$	35,000.00	\$	-	\$	9,960.52	\$	4,100.00	28.46%
05-01-6730	Communications	\$	1,000.00	\$	-	\$	724.50	\$	-	72.45%
05-01-6760	Equipment Rental	\$	3,000.00	\$	-	\$	1,149.66	\$	557.28	38.32%
05-01-6770	Bank Charges	\$	200,000.00	\$	-	\$	106,507.40	\$	115,500.00	53.25%
05-01-6780	Taxes, Fees, Permits	\$	2,000.00	\$	-	\$	2,047.46	\$	-	102.37%
	<i>Materials & Services</i>	\$	<i>1,009,000.00</i>	\$	-	\$	<i>591,541.32</i>	\$	<i>332,891.39</i>	<i>58.63%</i>

Admin/Finance \$ **2,338,000.00** \$ - \$ **1,223,992.28** \$ **332,891.39** **52.35%**

Human Resources

Personnel Services

05-02-5110	Regular Employees	\$	227,000.00	\$	-	\$	167,035.92	\$	-	73.58%
05-02-5120	Temporary/Seasonal Employees	\$	-	\$	-	\$	-	\$	-	0.00%
05-02-5130	Overtime	\$	5,000.00	\$	-	\$	163.98	\$	-	3.28%
05-02-5210	Health/Dental Insurance	\$	31,000.00	\$	-	\$	38,153.23	\$	-	123.07%
05-02-5230	Social Security	\$	18,000.00	\$	-	\$	12,444.81	\$	-	69.14%
05-02-5240	Retirement	\$	43,000.00	\$	-	\$	22,108.86	\$	-	51.42%
05-02-5250	Trimet/WBF/Paid Leave OR	\$	3,000.00	\$	-	\$	2,060.43	\$	-	68.68%
05-02-5260	Unemployment	\$	5,000.00	\$	-	\$	-	\$	-	0.00%
05-02-5270	Workers Compensation	\$	500.00	\$	-	\$	72.00	\$	-	14.40%
05-02-5290	Other Employee Benefits	\$	15,000.00	\$	-	\$	2,374.56	\$	-	15.83%
	<i>Personnel Services</i>	\$	<i>347,500.00</i>	\$	-	\$	<i>244,413.79</i>	\$	-	<i>70.33%</i>

Materials & Services

05-02-6155	Contracted Services	\$	45,500.00	\$	-	\$	34,799.73	\$	2,000.00	76.48%
05-02-6175	Records Management	\$	4,000.00	\$	-	\$	980.19	\$	-	24.50%
05-02-6230	Telephone	\$	60,000.00	\$	-	\$	38,602.94	\$	23,201.50	64.34%
05-02-6410	Mileage	\$	1,000.00	\$	-	\$	297.48	\$	-	29.75%
05-02-6420	Staff Training	\$	20,000.00	\$	-	\$	1,190.89	\$	-	5.95%
05-02-6440	Board Expense	\$	5,000.00	\$	-	\$	1,830.53	\$	-	36.61%
05-02-6510	Office Supplies	\$	1,000.00	\$	-	\$	-	\$	-	0.00%
05-02-6540	Safety Supplies	\$	2,000.00	\$	-	\$	345.92	\$	-	17.30%
05-02-6560	Uniforms	\$	10,500.00	\$	-	\$	5,881.63	\$	-	56.02%
05-02-6610	Board Compensation	\$	2,500.00	\$	-	\$	-	\$	-	0.00%
05-02-6620	Election Costs	\$	5,000.00	\$	-	\$	-	\$	-	0.00%
05-02-6720	Insurance-General	\$	247,000.00	\$	-	\$	114,056.92	\$	-	46.18%
05-02-6730	Communications	\$	2,500.00	\$	-	\$	300.00	\$	-	12.00%
05-02-6740	Advertising	\$	7,000.00	\$	-	\$	788.00	\$	-	11.26%
	<i>Materials & Services</i>	\$	<i>413,000.00</i>	\$	-	\$	<i>199,074.23</i>	\$	<i>25,201.50</i>	<i>48.20%</i>

	Human Resources	\$	760,500.00	\$	-	\$	443,488.02	\$	25,201.50	58.32%
	Technical Services									
	<i>Personnel Services</i>									
05-03-5110	Regular Employees	\$	814,000.00	\$	-	\$	384,744.89	\$	-	47.27%
05-03-5130	Overtime	\$	5,000.00	\$	-	\$	-	\$	-	0.00%
05-03-5210	Health/Dental Insurance	\$	150,000.00	\$	-	\$	43,769.26	\$	-	29.18%
05-03-5230	Social Security	\$	64,000.00	\$	-	\$	29,108.99	\$	-	45.48%
05-03-5240	Retirement	\$	156,000.00	\$	-	\$	73,979.89	\$	-	47.42%
05-03-5250	Trimet/WBF/Paid Leave OR	\$	11,000.00	\$	-	\$	4,732.25	\$	-	43.02%
05-03-5270	Workers Compensation	\$	1,000.00	\$	-	\$	246.00	\$	-	24.60%
	<i>Personnel Services</i>	\$	<i>1,201,000.00</i>	\$	-	\$	<i>536,581.28</i>	\$	-	<i>44.68%</i>
	<i>Materials & Services</i>									
05-03-6155	Contracted Services	\$	335,000.00	\$	-	\$	166,086.98	\$	164,578.02	49.58%
05-03-6350	Computer Maintenance	\$	418,000.00	\$	-	\$	259,181.78	\$	45,186.61	62.01%
05-03-6410	Mileage	\$	500.00	\$	-	\$	309.54	\$	-	61.91%
05-03-6420	Staff Training	\$	10,000.00	\$	-	\$	1,290.00	\$	-	12.90%
05-03-6430	Certifications	\$	2,000.00	\$	-	\$	238.00	\$	-	11.90%
05-03-6530	Small Tools & Equipment	\$	1,000.00	\$	-	\$	311.98	\$	-	31.20%
05-03-6540	Safety Supplies	\$	3,000.00	\$	-	\$	253.78	\$	-	8.46%
05-03-6550	Operational Supplies	\$	3,000.00	\$	-	\$	252.86	\$	-	8.43%
05-03-6730	Communications	\$	52,000.00	\$	-	\$	3,487.51	\$	10,809.00	6.71%
	<i>Materials & Services</i>	\$	<i>824,500.00</i>	\$	-	\$	<i>431,412.43</i>	\$	<i>220,573.63</i>	<i>52.32%</i>
	Technical Services	\$	2,025,500.00	\$	-	\$	967,993.71	\$	220,573.63	47.79%
	Vehicle Services									
	<i>Materials & Services</i>									
05-04-6330	Vehicle/Equipment Maintenance	\$	80,000.00	\$	-	\$	27,078.72	\$	3,599.27	33.85%
05-04-6520	Fuels & Oils	\$	50,000.00	\$	-	\$	14,650.07	\$	-	29.30%
	<i>Materials & Services</i>	\$	<i>130,000.00</i>	\$	-	\$	<i>41,728.79</i>	\$	<i>3,599.27</i>	<i>32.10%</i>
	Vehicle Services	\$	130,000.00	\$	-	\$	41,728.79	\$	3,599.27	32.10%
	Transfers & Contingencies									
	<i>Transfers & Contingencies</i>									
05-29-9000	Contingency	\$	436,778.00	\$	-	\$	-	\$	-	0.00%
	<i>Transfers & Contingencies</i>	\$	<i>436,778.00</i>	\$	-	\$	<i>-</i>	\$	<i>-</i>	<i>0.00%</i>
	Transfers & Contingencies	\$	436,778.00	\$	-	\$	-	\$	-	0.00%
	Expense	\$	5,690,778.00	\$	-	\$	2,677,202.80	\$	582,265.79	47.04%
05	Administrative Services	\$	-	\$	-	\$	(656,194.53)	\$	(582,265.79)	0.00%
10	Drinking Water									
	NonDivisional									
	<i>Beginning Fund Balance</i>									
10-00-3500	Fund Balance	\$	950,061.00	\$	-	\$	405,679.79	\$	-	42.70%
	<i>Beginning Fund Balance</i>	\$	<i>950,061.00</i>	\$	-	\$	<i>405,679.79</i>	\$	<i>-</i>	<i>42.70%</i>

	<i>Materials & Services</i>							
10-24-6815	Zions Bank Loan-Principal	\$ 198,000.00	\$ -	\$ -	\$ -	0.00%		
10-24-6825	Zions Bank Loan-Interest	\$ 11,000.00	\$ -	\$ 5,406.90	\$ -	49.15%		
	<i>Materials & Services</i>	\$ 209,000.00	\$ -	\$ 5,406.90	\$ -	2.59%		
	Debt Service	\$ 209,000.00	\$ -	\$ 5,406.90	\$ -	2.59%		
	Transfers & Contingencies							
	<i>Transfers & Contingencies</i>							
10-29-8105	Transfers Out to Fund 05	\$ 1,100,000.00	\$ -	\$ 458,327.00	\$ -	41.67%		
10-29-8171	Transfers Out to Fund 71	\$ 2,200,000.00	\$ -	\$ 916,669.00	\$ -	41.67%		
10-29-9000	Contingency	\$ 835,561.00	\$ -	\$ -	\$ -	0.00%		
	<i>Transfers & Contingencies</i>	\$ 4,135,561.00	\$ -	\$ 1,374,996.00	\$ -	33.25%		
	Transfers & Contingencies	\$ 4,135,561.00	\$ -	\$ 1,374,996.00	\$ -	33.25%		
	Expense	\$ 7,380,061.00	\$ -	\$ 3,039,187.79	\$ 757,157.24	41.18%		
10	Drinking Water	\$ -	\$ -	\$ 1,338,499.88	\$ (757,157.24)	0.00%		
20	Wastewater Reclam.							
	NonDivisional							
	<i>Beginning Fund Balance</i>							
20-00-3500	Fund Balance	\$ 742,904.00	\$ -	\$ (278,898.04)	\$ -	-37.54%		
	<i>Beginning Fund Balance</i>	\$ 742,904.00	\$ -	\$ (278,898.04)	\$ -	-37.54%		
	NonDivisional	\$ 742,904.00	\$ -	\$ (278,898.04)	\$ -	-37.54%		
	Fund Balance	\$ 742,904.00	\$ -	\$ (278,898.04)	\$ -	-37.54%		
	NonDivisional							
	<i>Revenue</i>							
20-00-4212	Wastewater Charges	\$ 12,781,000.00	\$ -	\$ 7,573,794.51	\$ -	59.26%		
20-00-4215	Penalties & Late Charges	\$ 7,000.00	\$ -	\$ 3,744.12	\$ -	53.49%		
20-00-4290	Other Charges for Services	\$ 10,000.00	\$ -	\$ 8,955.00	\$ -	89.55%		
20-00-4610	Investment Revenue	\$ 1,000.00	\$ -	\$ 17,783.78	\$ -	1778.38%		
20-00-4630	Miscellaneous Revenues	\$ 2,000.00	\$ -	\$ 1,964.46	\$ -	98.22%		
	<i>Revenue</i>	\$ 12,801,000.00	\$ -	\$ 7,606,241.87	\$ -	59.42%		
	NonDivisional	\$ 12,801,000.00	\$ -	\$ 7,606,241.87	\$ -	59.42%		
	Transfers & Contingencies							
	<i>Revenue</i>							
20-29-4930	Transfer In from Fund 30	\$ 164,500.00	\$ -	\$ 68,540.00	\$ -	41.67%		
	<i>Revenue</i>	\$ 164,500.00	\$ -	\$ 68,540.00	\$ -	41.67%		
	Transfers & Contingencies	\$ 164,500.00	\$ -	\$ 68,540.00	\$ -	41.67%		
	Revenue	\$ 12,965,500.00	\$ -	\$ 7,674,781.87	\$ -	59.19%		
	Wastewater-Plant							
	<i>Personnel Services</i>							
20-21-5110	Regular Employees	\$ 754,000.00	\$ -	\$ 420,350.63	\$ -	55.75%		
20-21-5130	Overtime	\$ 53,000.00	\$ -	\$ 22,783.61	\$ -	42.99%		
20-21-5210	Health/Dental Insurance	\$ 177,000.00	\$ -	\$ 94,320.67	\$ -	53.29%		

20-21-5230	Social Security	\$	59,000.00	\$	-	\$	33,453.87	\$	-	56.70%
20-21-5240	Retirement	\$	142,000.00	\$	-	\$	82,954.82	\$	-	58.42%
20-21-5250	Trimet/WBF/Paid Leave OR	\$	10,000.00	\$	-	\$	5,465.26	\$	-	54.65%
20-21-5270	Workers Compensation	\$	15,000.00	\$	-	\$	8,629.40	\$	-	57.53%
	<i>Personnel Services</i>	\$	<i>1,210,000.00</i>	\$	-	\$	<i>667,958.26</i>	\$	-	<i>55.20%</i>
	<i>Materials & Services</i>									
20-21-6155	Contracted Services	\$	191,000.00	\$	-	\$	139,030.69	\$	141,245.50	72.79%
20-21-6220	Electricity	\$	383,000.00	\$	-	\$	131,597.84	\$	223,405.00	34.36%
20-21-6240	Natural Gas	\$	2,000.00	\$	-	\$	526.99	\$	1,000.02	26.35%
20-21-6250	Solid Waste Disposal	\$	49,000.00	\$	-	\$	17,366.88	\$	36,251.75	35.44%
20-21-6310	Janitorial Services	\$	17,000.00	\$	-	\$	7,020.84	\$	14,794.77	41.30%
20-21-6320	Buildings & Grounds	\$	68,000.00	\$	-	\$	30,370.76	\$	16,503.92	44.66%
20-21-6342	WRF System Maintenance	\$	200,000.00	\$	-	\$	101,232.17	\$	4,221.75	50.62%
20-21-6410	Mileage	\$	500.00	\$	-	\$	60.78	\$	-	12.16%
20-21-6420	Staff training	\$	10,000.00	\$	-	\$	691.40	\$	-	6.91%
20-21-6430	Certifications	\$	2,000.00	\$	-	\$	-	\$	-	0.00%
20-21-6525	Chemicals	\$	77,000.00	\$	-	\$	31,401.51	\$	49,448.49	40.78%
20-21-6530	Small Tools & Equipment	\$	18,000.00	\$	-	\$	5,464.13	\$	-	30.36%
20-21-6540	Safety Supplies	\$	10,000.00	\$	-	\$	13,255.94	\$	1,250.00	132.56%
20-21-6550	Operational Supplies	\$	5,000.00	\$	-	\$	2,158.89	\$	-	43.18%
20-21-6560	Uniforms	\$	18,000.00	\$	-	\$	2,981.45	\$	-	16.56%
20-21-6570	In-House Laboratory Services	\$	15,000.00	\$	-	\$	5,784.97	\$	-	38.57%
20-21-6760	Equipment Rental	\$	10,000.00	\$	-	\$	-	\$	-	0.00%
20-21-6780	Taxes, Fees, Permits	\$	81,000.00	\$	-	\$	66,534.32	\$	24,626.94	82.14%
	<i>Materials & Services</i>	\$	<i>1,156,500.00</i>	\$	-	\$	<i>555,479.56</i>	\$	<i>512,748.14</i>	<i>48.03%</i>
	Wastewater-Plant	\$	2,366,500.00	\$	-	\$	1,223,437.82	\$	512,748.14	51.70%
	Wastewater-Collections									
	<i>Personnel Services</i>									
20-22-5110	Regular Employees	\$	526,000.00	\$	-	\$	246,461.23	\$	-	46.86%
20-22-5130	Overtime	\$	30,000.00	\$	-	\$	25,771.90	\$	-	85.91%
20-22-5210	Health/Dental Insurance	\$	119,000.00	\$	-	\$	50,494.53	\$	-	42.43%
20-22-5230	Social Security	\$	41,000.00	\$	-	\$	20,403.02	\$	-	49.76%
20-22-5240	Retirement	\$	99,000.00	\$	-	\$	50,962.04	\$	-	51.48%
20-22-5250	Trimet/WBF/Paid Leave OR	\$	7,000.00	\$	-	\$	3,355.52	\$	-	47.94%
20-22-5270	Workers Compensation	\$	12,000.00	\$	-	\$	4,764.00	\$	-	39.70%
	<i>Personnel Services</i>	\$	<i>834,000.00</i>	\$	-	\$	<i>402,212.24</i>	\$	-	<i>48.23%</i>
	<i>Materials & Services</i>									
20-22-6155	Contracted Services	\$	49,000.00	\$	-	\$	14,710.79	\$	23,584.21	30.02%
20-22-6220	Electricity	\$	62,000.00	\$	-	\$	12,013.77	\$	48,487.00	19.38%
20-22-6290	Other Utilities	\$	1,000.00	\$	-	\$	303.92	\$	226.65	30.39%
20-22-6342	Collection System Maint.	\$	35,000.00	\$	-	\$	15,401.77	\$	1,185.61	44.01%
20-22-6410	Mileage	\$	500.00	\$	-	\$	47.18	\$	-	9.44%
20-22-6420	Staff Training	\$	10,000.00	\$	-	\$	4,709.12	\$	-	47.09%
20-22-6430	Certifications	\$	2,000.00	\$	-	\$	2,059.67	\$	-	102.98%
20-22-6530	Small Tools & Equipment	\$	15,000.00	\$	-	\$	8,734.99	\$	66.03	58.23%
20-22-6540	Safety Supplies	\$	12,000.00	\$	-	\$	5,695.13	\$	7,246.60	47.46%
20-22-6550	Operational Supplies	\$	5,000.00	\$	-	\$	1,373.59	\$	-	27.47%
20-22-6560	Uniforms	\$	10,000.00	\$	-	\$	2,908.57	\$	-	29.09%

20-22-6780	Taxes, Fees, Permits	\$ 30,000.00	\$ -	\$ 10,497.02	\$ 9,996.48	34.99%
	<i>Materials & Services</i>	\$ 231,500.00	\$ -	\$ 78,455.52	\$ 90,792.58	33.89%
	Wastewater-Collections	\$ 1,065,500.00	\$ -	\$ 480,667.76	\$ 90,792.58	45.11%
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	\$ 2,200,000.00	\$ -	\$ 916,673.00	\$ -	41.67%
20-29-8150	Transfers Out to Fund 50	\$ 3,467,000.00	\$ -	\$ 595,414.00	\$ -	17.17%
20-29-8172	Transfers Out to Fund 72	\$ 4,000,000.00	\$ -	\$ 1,666,673.00	\$ -	41.67%
20-29-9000	Contingency	\$ 609,404.00	\$ -	\$ -	\$ -	0.00%
	<i>Transfers & Contingencies</i>	\$ 10,276,404.00	\$ -	\$ 3,178,760.00	\$ -	30.93%
	Transfers & Contingencies	\$ 10,276,404.00	\$ -	\$ 3,178,760.00	\$ -	30.93%
	Expense	\$ 13,708,404.00	\$ -	\$ 4,882,865.58	\$ 603,540.72	35.62%
20	Wastewater Reclam.	\$ -	\$ -	\$ 2,513,018.25	\$ (603,540.72)	0.00%
30	Watershed Protection					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	\$ 123,126.00	\$ -	\$ 159,089.90	\$ -	129.21%
	<i>Beginning Fund Balance</i>	\$ 123,126.00	\$ -	\$ 159,089.90	\$ -	129.21%
	NonDivisional	\$ 123,126.00	\$ -	\$ 159,089.90	\$ -	129.21%
	Fund Balance	\$ 123,126.00	\$ -	\$ 159,089.90	\$ -	129.21%
	NonDivisional					
	<i>Revenue</i>					
30-00-4213	Watershed Protection Charges	\$ 1,995,000.00	\$ -	\$ 1,159,444.96	\$ -	58.12%
30-00-4215	Penalties & Late charges	\$ 1,000.00	\$ -	\$ 835.35	\$ -	83.54%
30-00-4290	Other Charges for Services	\$ 10,000.00	\$ -	\$ 17,682.65	\$ -	176.83%
30-00-4610	Investment Revenue	\$ 500.00	\$ -	\$ 5,655.93	\$ -	1131.19%
	<i>Revenue</i>	\$ 2,006,500.00	\$ -	\$ 1,183,618.89	\$ -	58.99%
	NonDivisional	\$ 2,006,500.00	\$ -	\$ 1,183,618.89	\$ -	58.99%
	Revenue	\$ 2,006,500.00	\$ -	\$ 1,183,618.89	\$ -	58.99%
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular Employees	\$ 120,000.00	\$ -	\$ 56,348.24	\$ -	46.96%
30-23-5130	Overtime	\$ 1,000.00	\$ -	\$ -	\$ -	0.00%
30-23-5210	Health/Dental Insurance	\$ 41,000.00	\$ -	\$ 18,378.38	\$ -	44.83%
30-23-5230	Social Security	\$ 10,000.00	\$ -	\$ 4,199.70	\$ -	42.00%
30-23-5240	Retirement	\$ 23,000.00	\$ -	\$ 10,548.41	\$ -	45.86%
30-23-5250	Trimet/WBF/Paid Leave OR	\$ 2,000.00	\$ -	\$ 694.22	\$ -	34.71%
30-23-5270	Workers Compensation	\$ 1,500.00	\$ -	\$ 661.06	\$ -	44.07%
	<i>Personnel Services</i>	\$ 198,500.00	\$ -	\$ 90,830.01	\$ -	45.76%
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	\$ 174,000.00	\$ -	\$ 53,036.35	\$ 107,822.41	30.48%
30-23-6340	System Maintenance	\$ 45,000.00	\$ -	\$ -	\$ -	0.00%

30-23-6420	Staff Training	\$	2,000.00	\$	-	\$	-	\$	-	0.00%
30-23-6430	Certifications	\$	400.00	\$	-	\$	-	\$	-	0.00%
30-23-6530	Small Tools & Equipment	\$	1,000.00	\$	-	\$	-	\$	-	0.00%
30-23-6540	Safety Supplies	\$	1,000.00	\$	-	\$	47.98	\$	-	4.80%
30-23-6550	Operational Supplies	\$	5,000.00	\$	-	\$	4,491.18	\$	-	89.82%
30-23-6735	Public Outreach & Education	\$	61,000.00	\$	-	\$	35,285.53	\$	19,579.33	57.85%
30-23-6780	Taxes, Fees, Permits	\$	4,500.00	\$	-	\$	-	\$	-	0.00%
	<i>Materials & Services</i>	\$	293,900.00	\$	-	\$	92,861.04	\$	127,401.74	31.60%
	Watershed Protection	\$	492,400.00	\$	-	\$	183,691.05	\$	127,401.74	37.31%
	Transfers & Contingencies									
	<i>Transfers & Contingencies</i>									
30-29-8105	Transfers Out to Fund 05	\$	1,100,000.00	\$	-	\$	458,327.00	\$	-	41.67%
30-29-8120	Transfers Out to Fund 20	\$	164,500.00	\$	-	\$	68,540.00	\$	-	41.67%
30-29-8173	Transfers Out to Fund 73	\$	250,000.00	\$	-	\$	104,169.00	\$	-	41.67%
30-29-9000	Contingency	\$	122,726.00	\$	-	\$	-	\$	-	0.00%
	<i>Transfers & Contingencies</i>	\$	1,637,226.00	\$	-	\$	631,036.00	\$	-	38.54%
	Transfers & Contingencies	\$	1,637,226.00	\$	-	\$	631,036.00	\$	-	38.54%
	Expense	\$	2,129,626.00	\$	-	\$	814,727.05	\$	127,401.74	38.26%
30	Watershed Protection	\$	-	\$	-	\$	527,981.74	\$	(127,401.74)	0.00%
50	WW Revenue Bond Debt Service									
	NonDivisional									
	<i>Beginning Fund Balance</i>									
50-00-3500	Fund Balance	\$	666,920.00	\$	-	\$	73,599.55	\$	-	11.04%
	<i>Beginning Fund Balance</i>	\$	666,920.00	\$	-	\$	73,599.55	\$	-	11.04%
	NonDivisional	\$	666,920.00	\$	-	\$	73,599.55	\$	-	11.04%
	Fund Balance	\$	666,920.00	\$	-	\$	73,599.55	\$	-	11.04%
	NonDivisional									
	<i>Revenue</i>									
50-00-4610	Investment Revenue	\$	3,000.00	\$	-	\$	11,756.50	\$	-	391.88%
	<i>Revenue</i>	\$	3,000.00	\$	-	\$	11,756.50	\$	-	391.88%
	NonDivisional	\$	3,000.00	\$	-	\$	11,756.50	\$	-	391.88%
	Transfers & Contingencies									
	<i>Revenue</i>									
50-29-4920	Transfer In from Fund 20	\$	3,467,000.00	\$	-	\$	595,414.00	\$	-	17.17%
	<i>Revenue</i>	\$	3,467,000.00	\$	-	\$	595,414.00	\$	-	17.17%
	Transfers & Contingencies	\$	3,467,000.00	\$	-	\$	595,414.00	\$	-	17.17%
	Revenue	\$	3,470,000.00	\$	-	\$	607,170.50	\$	-	17.50%
	Debt Service									
	<i>Materials & Services</i>									
50-24-6810	2010 SRF Loan Principal	\$	984,000.00	\$	-	\$	983,902.00	\$	-	99.99%
50-24-6811	2021 IFA Loan Principal	\$	336,000.00	\$	-	\$	335,670.20	\$	-	99.90%

50-24-6813	JPM Bank Loan Principal	\$ 1,490,000.00	\$ -	\$ -	\$ -	0.00%
50-24-6820	2010 SRF Loan Interest	\$ 236,000.00	\$ -	\$ 235,674.00	\$ -	99.86%
50-24-6822	2021 IFA Loan Interest	\$ 138,000.00	\$ -	\$ 137,198.87	\$ -	99.42%
50-24-6823	JPM Bank Loan Interest	\$ 235,000.00	\$ -	\$ 117,150.00	\$ -	49.85%
	<i>Materials & Services</i>	\$ 3,419,000.00	\$ -	\$ 1,809,595.07	\$ -	52.93%
	Debt Service	\$ 3,419,000.00	\$ -	\$ 1,809,595.07	\$ -	52.93%
	Expense	\$ 3,419,000.00	\$ -	\$ 1,809,595.07	\$ -	52.93%
50	WW Revenue Bond Debt Service	\$ 717,920.00	\$ -	\$ (1,128,825.02)	\$ -	-157.24%
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	\$ 3,654,753.00	\$ -	\$ 424,853.00	\$ -	11.62%
	<i>Beginning Fund Balance</i>	\$ 3,654,753.00	\$ -	\$ 424,853.00	\$ -	11.62%
	NonDivisional	\$ 3,654,753.00	\$ -	\$ 424,853.00	\$ -	11.62%
	Fund Balance	\$ 3,654,753.00	\$ -	\$ 424,853.00	\$ -	11.62%
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System Development-Reimburse	\$ 50,000.00	\$ -	\$ 277,641.00	\$ -	555.28%
71-00-4225	System Development-Improvement	\$ 50,000.00	\$ -	\$ 257,930.00	\$ -	515.86%
71-00-4610	Investment Revenue	\$ 50,000.00	\$ -	\$ 114,787.36	\$ -	229.57%
	<i>Revenue</i>	\$ 150,000.00	\$ -	\$ 650,358.36	\$ -	433.57%
	NonDivisional	\$ 150,000.00	\$ -	\$ 650,358.36	\$ -	433.57%
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer In from Fund 10	\$ 2,200,000.00	\$ -	\$ 916,669.00	\$ -	41.67%
	<i>Revenue</i>	\$ 2,200,000.00	\$ -	\$ 916,669.00	\$ -	41.67%
	Transfers & Contingencies	\$ 2,200,000.00	\$ -	\$ 916,669.00	\$ -	41.67%
	Revenue	\$ 2,350,000.00	\$ -	\$ 1,567,027.36	\$ -	66.68%
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	\$ 316,000.00	\$ -	\$ 93,111.51	\$ -	29.47%
71-20-7300	Buildings & Improvements	\$ 210,000.00	\$ -	\$ 5,517.07	\$ -	2.63%
71-20-7400	Improvement Other than Bldgs	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%
71-20-7520	Equipment	\$ 346,000.00	\$ -	\$ 170,279.09	\$ 145,658.55	49.21%
71-20-7530	Information Technology	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
71-20-7540	Vehicles	\$ 67,000.00	\$ -	\$ -	\$ 48,552.62	0.00%
71-20-7600	Capital Improvement Projects	\$ 2,025,000.00	\$ -	\$ 67,904.06	\$ 214,496.56	3.35%
	<i>Capital Outlay</i>	\$ 3,044,000.00	\$ -	\$ 336,811.73	\$ 408,707.73	11.06%
	Drinking Water	\$ 3,044,000.00	\$ -	\$ 336,811.73	\$ 408,707.73	11.06%
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

71-29-9000	Contingency	\$ 400,000.00	\$ -	\$ -	\$ -	0.00%
	<i>Transfers & Contingencies</i>	\$ 400,000.00	\$ -	\$ -	\$ -	0.00%
	Transfers & Contingencies	\$ 400,000.00	\$ -	\$ -	\$ -	0.00%
	Expense	\$ 3,444,000.00	\$ -	\$ 336,811.73	\$ 408,707.73	9.78%
71	Drinking Water Capital	\$ 2,560,753.00	\$ -	\$ 1,655,068.63	\$ (408,707.73)	64.63%
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	\$ 2,595,944.00	\$ -	\$ (233,791.69)	\$ -	-9.01%
	<i>Beginning Fund Balance</i>	\$ 2,595,944.00	\$ -	\$ (233,791.69)	\$ -	-9.01%
	NonDivisional	\$ 2,595,944.00	\$ -	\$ (233,791.69)	\$ -	-9.01%
	Fund Balance	\$ 2,595,944.00	\$ -	\$ (233,791.69)	\$ -	-9.01%
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	\$ 100,000.00	\$ -	\$ 149,785.00	\$ -	149.79%
72-00-4320	State Grants	\$ 3,000,000.00	\$ -	\$ -	\$ -	0.00%
72-00-4610	Investment Revenue	\$ 30,000.00	\$ -	\$ 88,018.28	\$ -	293.39%
72-00-4650	Proceeds From Borrowing	\$ 5,615,000.00	\$ -	\$ -	\$ -	0.00%
	<i>Revenue</i>	\$ 8,745,000.00	\$ -	\$ 237,803.28	\$ -	2.72%
	NonDivisional	\$ 8,745,000.00	\$ -	\$ 237,803.28	\$ -	2.72%
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	\$ 4,000,000.00	\$ -	\$ 1,666,673.00	\$ -	41.67%
	<i>Revenue</i>	\$ 4,000,000.00	\$ -	\$ 1,666,673.00	\$ -	41.67%
	Transfers & Contingencies	\$ 4,000,000.00	\$ -	\$ 1,666,673.00	\$ -	41.67%
	Revenue	\$ 12,745,000.00	\$ -	\$ 1,904,476.28	\$ -	14.94%
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & Improvements	\$ 40,000.00	\$ -	\$ -	\$ -	0.00%
72-21-7400	Improvement Other than Bldgs	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%
72-21-7520	Equipment	\$ 343,000.00	\$ -	\$ 165,570.42	\$ 97,489.00	48.27%
72-21-7530	Information Technology	\$ 60,000.00	\$ -	\$ -	\$ -	0.00%
72-21-7600	Capital Improvement Projects	\$ 6,615,000.00	\$ -	\$ 21,574.68	\$ 54,961.41	0.33%
	<i>Capital Outlay</i>	\$ 7,088,000.00	\$ -	\$ 187,145.10	\$ 152,450.41	2.64%
	Wastewater-Plant	\$ 7,088,000.00	\$ -	\$ 187,145.10	\$ 152,450.41	2.64%
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	\$ 300,000.00	\$ -	\$ -	\$ -	0.00%
72-22-7520	Equipment	\$ 30,000.00	\$ -	\$ -	\$ -	0.00%
72-22-7540	Vehicles	\$ 67,000.00	\$ -	\$ -	\$ -	0.00%
72-22-7600	Capital Improvement Projects	\$ 4,898,000.00	\$ -	\$ 1,065,622.99	\$ 1,985,855.53	21.76%

	<i>Capital Outlay</i>	\$ 5,295,000.00	\$ -	\$ 1,065,622.99	\$ 1,985,855.53	20.13%
	Wastewater-Collections	\$ 5,295,000.00	\$ -	\$ 1,065,622.99	\$ 1,985,855.53	20.13%
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	\$ 1,238,300.00	\$ -	\$ -	\$ -	0.00%
	<i>Transfers & Contingencies</i>	\$ 1,238,300.00	\$ -	\$ -	\$ -	0.00%
	Transfers & Contingencies	\$ 1,238,300.00	\$ -	\$ -	\$ -	0.00%
	Expense	\$ 13,621,300.00	\$ -	\$ 1,252,768.09	\$ 2,138,305.94	9.20%
72	Wastewater Reclamation Capital	\$ 1,719,644.00	\$ -	\$ 417,916.50	\$ (2,138,305.94)	24.30%
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	\$ 2,844,237.00	\$ -	\$ 147,543.57	\$ -	5.19%
	<i>Beginning Fund Balance</i>	\$ 2,844,237.00	\$ -	\$ 147,543.57	\$ -	5.19%
	NonDivisional	\$ 2,844,237.00	\$ -	\$ 147,543.57	\$ -	5.19%
	Fund Balance	\$ 2,844,237.00	\$ -	\$ 147,543.57	\$ -	5.19%
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	\$ 20,000.00	\$ -	\$ 71,299.66	\$ -	356.50%
	<i>Revenue</i>	\$ 20,000.00	\$ -	\$ 71,299.66	\$ -	356.50%
	NonDivisional	\$ 20,000.00	\$ -	\$ 71,299.66	\$ -	356.50%
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	\$ 250,000.00	\$ -	\$ 104,169.00	\$ -	41.67%
	<i>Revenue</i>	\$ 250,000.00	\$ -	\$ 104,169.00	\$ -	41.67%
	Transfers & Contingencies	\$ 250,000.00	\$ -	\$ 104,169.00	\$ -	41.67%
	Revenue	\$ 270,000.00	\$ -	\$ 175,468.66	\$ -	64.99%
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	\$ 300,000.00	\$ -	\$ -	\$ -	0.00%
	<i>Capital Outlay</i>	\$ 300,000.00	\$ -	\$ -	\$ -	0.00%
	Watershed Protection	\$ 300,000.00	\$ -	\$ -	\$ -	0.00%
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
	<i>Transfers & Contingencies</i>	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%
	Transfers & Contingencies	\$ 50,000.00	\$ -	\$ -	\$ -	0.00%

	Expense	\$ 350,000.00	\$ -	\$ -	\$ -	0.00%
73	Watershed Protection Capital	\$ 2,764,237.00	\$ -	\$ 323,012.23	\$ -	11.69%
	Revenue Total	\$ 44,718,000.00	\$ -	\$ 18,981,689.26	\$ -	42.45%
	Expense Total	\$ 49,743,169.00	\$ -	\$ 14,813,158.11	\$ 4,617,379.16	29.78%

General Ledger

Account Roll Up

User: sebastian.rodrigues@olws.org

Printed: 2/4/2025 3:15:10 PM

Period 01 - 06

Fiscal Year 2025

Revenue

<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>Year to Date</u>	<u>Percent</u>
4210	Water Sales - CRW	\$ 40,000	\$ 5,511	\$ 32,464	0.8
4211	Water sales	\$ 6,146,000	\$ 438,766	\$ 3,269,851	0.5
4212	Wastewater Charges	\$ 12,781,000	\$ 1,079,200	\$ 6,495,625	0.5
4213	Watershed protection fees	\$ 1,995,000	\$ 165,525	\$ 993,197	0.5
4215	Penalties & late charges	\$ 22,000	\$ 1,624	\$ 11,514	0.5
4220	System Development Charges	\$ 100,000	\$ 15,495	\$ 149,785	1.5
4221	System Development-Reimburse	\$ 50,000	\$ 29,121	\$ 277,641	5.6
4225	System Development-Improvement	\$ 50,000	\$ 27,054	\$ 257,930	5.2
4227	System Development-Compliance	\$ 1,000	\$ 732	\$ 6,979	7.0
4230	Contract services	\$ 60,000	\$ -	\$ 25,400	0.4
4240	Service installations	\$ 10,000	\$ 7,875	\$ 78,555	7.9
4280	Rents & leases	\$ 180,000	\$ -	\$ 76,477	0.4
4290	Other charges for services	\$ 30,000	\$ 7,382	\$ 46,592	1.6
4320	State grants	\$ 3,000,000	\$ -	\$ -	0.0
4610	Investment revenue	\$ 119,500	\$ 65,514	\$ 360,717	3.0
4630	Miscellaneous revenues	\$ 37,000	\$ 3,438	\$ 19,525	0.5
4650	Proceeds from borrowing	\$ 5,615,000	\$ -	\$ -	0.0
		\$ 30,236,500	\$ 1,847,237	\$ 12,102,252	0.4
4910	Transfer in from Fund 10	\$ 3,300,000	\$ -	\$ 1,374,996	0.4
4920	Transfer in from Fund 20	\$ 9,667,000	\$ -	\$ 3,178,760	0.3
4930	Transfer in from Fund 30	\$ 1,514,500	\$ -	\$ 631,036	0.4
Total		14,481,500	-	5,184,792	0.4

Expense

44,718,000

<u>Account</u>	<u>Description</u>	<u>Period Amt</u>	<u>Year to Date</u>	<u>Percent</u>
Personal Services				
5110	Regular employees	4,061,000	276,047	1,785,939 0.4
5120	Temporary/Seasonal employees	-	538	4,798 0.0
5130	Overtime	146,000	7,842	68,341 0.5
5210	Employee Ins	800,000	48,898	314,671 0.4
5230	Social Security	319,000	20,489	138,556 0.4
5240	Retirement	780,000	53,284	337,086 0.4
5250	Trimet	66,000	3,430	22,903 0.3
5260	Unemployment	5,000	-	- 0.0
5270	Workers compensation	46,000	3,188	23,323 0.5

5290	Other employee benefits	15,000	99	2,375	0.2
Total		6,238,000	413,814	2,697,990	0.4

Materials and Services

6110	Legal services	300,000	73	104,660	34.9%
6120	Accounting & audit services	75,000	39,900	85,260	113.7%
6155	Contracted Services	1,318,500	96,537	721,663	54.7%
6175	Records Management	4,000	-	980	24.5%
6180	Dues & subscriptions	46,000	2,704	20,071	43.6%
6220	Electricity	518,000	-	171,255	33.1%
6230	Telephone	60,000	4,010	37,580	62.6%
6240	Natural gas	10,500	1,388	3,491	33.3%
6250	Solid waste disposal	49,000	208	17,129	35.0%
6290	Other utilities	12,500	261	4,917	39.3%
6310	Janitorial services	42,000	2,940	17,640	42.0%
6320	Buildings & grounds	113,000	6,011	40,634	36.0%
6330	Vehicle & equipment maint.	80,000	211	25,211	31.5%
6340	Distribution system maint	245,000	11,935	196,700	80.3%
6342	Collection system maint.	235,000	15,357	103,315	44.0%
6350	Computer maintenance	418,000	38,059	244,929	58.6%
6410	Mileage	4,000	-	788	19.7%
6420	Staff training	78,000	-	17,574	22.5%
6430	Certifications	8,400	-	3,714	44.2%
6440	Board travel & training	5,000	-	1,831	36.6%
6510	Office supplies	36,000	913	8,933	24.8%
6520	Fuel & oils	50,000	464	14,481	29.0%
6525	Chemicals	77,000	5,344	31,402	40.8%
6530	Small tools & equipment	45,000	4,641	20,991	46.7%
6540	Safety supplies	43,000	3,401	29,344	68.2%
6550	Operational Supplies	28,000	255	14,060	50.2%
6560	Uniforms	38,500	348	11,028	28.6%
6570	In-House Laboratory Services	15,000	-	5,785	38.6%
6610	Board compensation	2,500	-	-	0.0%
6620	Election Costs	5,000	-	-	0.0%
6710	Purchased water	1,250,000	-	567,191	45.4%
6715	Water quality program	35,000	2,325	10,728	30.7%
6720	Insurance	247,000	16,793	101,587	41.1%
6730	Communications	55,500	250	4,512	8.1%
6735	Public Outreach & Education	61,000	-	33,911	55.6%
6740	Advertising	7,000	-	788	11.3%
6760	Equipment Rental	21,000	592	1,150	5.5%
6770	Bank charges	200,000	-	106,507	53.3%
6780	Taxes, Fees & Permits	137,500	10,406	102,313	74.4%
Total		5,975,900	265,326	2,884,051	48.3%

Debt Service and Special Payments

6810	2010 SRF Loan Principal	984,000	-	489,536	49.8%
6811	2010 IFA Loan Principal	336,000	-	335,670	99.9%
6813	JPM Bank Loan Principal	1,490,000	-	-	0.0%

6815	Zions Bank loan-principal	198,000	-	-	0.0%
6820	2010 SRF Loan Interest	236,000	-	97,462	41.3%
6822	2010 IFA Loan Interest	138,000	-	137,199	99.4%
6823	JPM Bank Loan Interest	235,000	-	117,150	49.9%
6825	Zions Bank loan-interest	11,000	-	5,407	49.2%

Capital Outlay

7200	Infrastructure	616,000	-	93,112	15.1%
7300	Buildings & Improvements	250,000	178	5,517	2.2%
7400	Improvement other than Bldgs	60,000	-	-	0.0%
7520	Equipment	719,000	-	335,713	46.7%
7530	Information Technology	110,000	-	-	0.0%
7540	Vehicles	134,000	-	-	0.0%
7600	Capital Improvement Projects	13,838,000	555,747	1,155,102	8.4%
		15,727,000	555,925	1,589,443	10.1%

Transfers

8105	Transfers out to Fund 05	4,400,000	-	1,833,327	41.7%
8120	Transfers out to Fund 20	164,500	-	68,540	41.7%
8150	Transfers out to Fund 50	3,467,000	-	595,414	17.2%
8171	Transfers out to Fund 71	2,200,000	-	916,669	41.7%
8172	Transfers out to Fund 72	4,000,000	-	1,666,673	41.7%
8173	Transfers out to Fund 73	250,000	-	104,169	41.7%

9000	Contingency	3,692,769	-	-	0.0%
Total Expense		49,743,169	1,235,065	13,538,700	27.2%

Revenue Total	44,718,000	1,847,237	17,287,044	38.7%
Expense Total	49,743,169	1,235,065	13,538,700	27.2%
Variance	(5,025,169)	612,172	3,748,343	-74.6%

12	Fiscal Periods
6	Dec-24

FY 2025 Adopted				
Expense Category	Budget	Budget YTD	Actuals YTD	% Spent
Personnel Services	\$ 6,238,000	3,119,000	2,697,990	43.3%
Materials & Services	\$ 5,975,900	2,987,950	2,884,051	48.3%
Capital Outlay	\$ 15,727,000	7,863,500	1,589,443	10.1%
	<u>27,940,900</u>	<u>13,970,450</u>	<u>\$ 7,171,484</u>	<u>25.7%</u>



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of January 14, 2025 Board Meeting Minutes
Item No	3.b.
Date	February 11, 2025

Summary

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

Attachments

1. January 14, 2025 Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
JANUARY 14, 2025 AT 4:00 PM**

1. Call to Order

Chair Williams called the meeting to order at 4:00 PM.

2. Call for Public Comment

There were no comments.

3. Consent Agenda

- a. November 2024 Financial Report
- b. Approval of December 10, 2024 Board Meeting Minutes

Director Van Loo moved to approve the Consent Agenda. Director Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

4. Items for Consideration

- a. Consideration of Contract for the Design and Construction of the Valley View Pole Building

Assistant District Engineer Prentice provided a summary of the written report.

The board provided comments and asked clarifying questions regarding the OLWS relationship with the contractor and project details.

Director Gornick moved to approve the General Manager to sign a Public Improvement

Contract with Conframe Construction for the work of furnishing and installing the Valley View Storage Building project for \$184,600, and a \$20,000.00 contingency for unforeseen work related to the project. Director Keil seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

b. Consideration of Surplus Property Approval

Public Works Director/District Engineer Janicke provided a summary of the written report.

Director Gornick moved to adopt Resolution No. 2025-0033 declaring surplus property. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

5. Business from the Board

Director Keil and Chair Williams provided verbal reports.

6. Department Reports

- a. Administration
- b. Finance
- c. Public Works
- d. Plant Operations

The Management Team provided highlights from their written reports, including:

- the upcoming Capital Improvement Plan Open House,
- end of year employee achievements, and
- NPDES permit and laboratory updates.

The board provided comments and asked clarifying questions regarding community engagement for the Open House and water meter replacement.

7. Other Items

There were none.

8. Adjourn Meeting

Chair Williams adjourned the meeting at 4:26 PM



AGENDA ITEM

Title Items for Presentation

Item No. 4.

Date February 11, 2025

Summary

The Board of Directors receives presentations from staff and partners. These presentations do not include deliberations and/or official actions.



AGENDA ITEM

To Board of Directors
From Aaron Janicke, Public Works Director, Sebastian Rodrigues, Interim Finance Director
Title Presentation of Quarterly Capital Projects Report
Item No 4.a.
Date February 11, 2025

Summary

The Board has requested quarterly updates on the status of the Capital Improvement Plan (CIP). This report provides high-level status of the projects and the budget spent to date. This is to inform the Board whether the projects are progressing on time and budget, or if adjustments have been made to accommodate unforeseen issues.

Capital Improvement Projects Status

Oak Lodge Water Services
 Capital Outlay Reporting
 FY 2025 - July 2024 through December 2024

	Adopted Budget	FY 2025 Actuals	FY 2025 Projections	Spend FY 2025	% of Budget	Variance
Drinking Water Capital	3,044,000	324,975	366,629	691,603	23%	2,352,397
Wastewater Capital						
Wastewater Treatment Plant	7,088,000	179,054	105,212	284,266	4%	6,803,734
Wastewater Collections System	5,295,000	951,011	2,249,980	3,200,990	60%	2,094,010
Watershed Protection Capital	300,000	-	-	-	0%	300,000
Totals	15,727,000	1,455,039	2,721,820	4,176,859	27%	11,550,141
Combined Contingency	1,688,300					
Appropriation	17,415,300					

Drinking Water

Oatfield Water Main Replacement

- o Design exception was submitted to Clackamas County for ADA requirements at

- the Park and Oatfield Rd intersection.
- Construction is anticipated for late spring/early summer.

McLoughlin and Jennings Water Main Replacement

- The project cuts through signal detection loops, ODOT's standard upgrade is to install radar detection on one signal leg.
- The permit for the signal upgrade was approved by ODOT. OLWS is seeking 3 quotes for the radar installation.

Valley View Pole Building

- Land Use application to be reviewed by the Gladstone Planning Commission in February.
- Construction planned for this spring.

Wastewater Projects

Tertiary Filtration Project

- SRF funding efforts continue with DEQ.
- Land Use and Building permits will be submitted in early February.
- Anticipated start of construction is Summer 2025.

Lift Station 2 Rebuild

- Water service lines scheduled for installation.
- Station start-up scheduled for the week of 2/17.
- Bypass pumps will be removed a week later.

Courtney Ave Wastewater Rehabilitation Project

- OLWS continues to assist AKS with CCTV footage and as-built review.
- 30% plans to be completed by the end of February.
- Construction planned for this summer.

Lift Station 2 I&I Improvements

- Flow monitoring continues to capture flow data for groundwater and rainwater infiltration into the public mains.
- After the completion of smoke testing this fall, staff will soon be sending

notifications to customers with lateral issues contributing to I&I.

Lift Station 5 Wastewater Rehabilitation Project

- Pipe bursting for phase 1 wrapped up in the first week of February. Paving and landscape restoration will be completed once weather improves.
- Several lines were pushed to phase 2 due to unforeseen constructability issues.
- Phase 2 is fully designed and is slated for construction this summer.

Boardman Sewer Line Replacement

- 100% plans completed.
- Negotiations continue with Public Storage for an easement.
- Project will be bid once an easement with Public Storage is finalized.

Attachments

None



AGENDA ITEM

Title Items for Consideration

Item No. 5.

Date February 11, 2025

Summary

The Board of Directors deliberates and authorizes official actions by roll call vote. These items for consideration are presented by staff.



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of Proposed Change to Date of November 2025 Board Meeting
Item No	5.a.
Date	February 11, 2025

Summary

The Board of Directors holds regular meetings on the second Tuesday of each month. In 2025, the second Tuesday of November is a federal holiday.

Past Board Actions

During the December 2024 meeting, there was Board consensus to change the date of the meeting to November 12, 2025.

Recommendation

Staff recommends making a formal board action to change the date of the meeting.

Suggested Board Motion

I move to change the November 2025 regular meeting date to November 12, 2025, and direct the General Manager to provide notice of the change to the public.

Attachments

None



STAFF REPORT

To Board of Directors
From Aaron Janicke, Public Works Director
Title Consideration of Contract with AKS for the Design of the Lift Station 2 I&I Reduction Project
Item No 5.b.
Date February 11, 2025

Summary

Staff seek approval to commission AKS Engineering and Forestry, LLC. (AKS) to commence design and construction support services on the Lift Station 2 Wastewater Rehabilitation project. These engineering services would be initiated as a task order under the active On-Call Technical Services Contract with AKS and aims to directly address OLWS' Sanitary Sewer Overflows (SSOs) downstream at Lift Station 2.

Background

The OLWS collection system has elevated levels of Rain Derived Inflow and Infiltration (RDII) that are contributing to SSOs within the collection system. In recent years, the increases in flows to Lift Station 2 and Trunk Main A during heavy precipitation have resulted in SSOs at Lift Station 2. The Oregon Department of Environmental Quality (DEQ) has issued a pre-enforcement notice and OLWS is currently working to determine the best solution to reduce the risk of additional SSOs.

Staff have identified significant deficiencies in 51 wastewater mains throughout the Lift Station 2 basin area from which wastewater flows to Lift Station 2 and Trunk Main A. The mains range from 8-inch to 21-inch in diameter. The total length of wastewater main improvement needed/required is approximately 12,580 lineal feet. Based on CCTV records, Staff anticipates rehabilitation of the mains can be accomplished primarily with trenchless methods, such as cured-in-place pipe (CIPP) or pipe bursting. Some segments may require open trench replacement.

Budget

Funding for design work is included in the current Wastewater Collections Capital Fund

for Fiscal Year 2025. Approximately \$8 million for construction work on the Inflow and Infiltration Project is being budgeted for in the Capital Improvement Plan for FY 26-28.

Concurrence

Technical Services Staff collaborated with Collections Staff, AKS, and the WSC through initial smoke testing and the Wastewater Master Plan in developing the Inflow and Infiltration Project and the attached Scope of Work.

Recommendation

Staff recommends the Board approve the General Manager to initiate a task order under the active On-Call Services Contract with AKS for \$698,465 for the design of the Lift Station 2 Basin Wastewater Rehabilitation Project.

Suggested Board Motion

I move to approve the General Manager to initiate a task order under the active On-Call Services Contract with AKS for \$698,465 for the design of the Lift Station 2 Basin Wastewater Rehabilitation Project.

Attachments

1. AKS Scope and Fee

2025 I&I Projects – LS 2 Basin

OAK GROVE, OREGON

Exhibit A — Scope of Work

Oak Lodge Water Services (OLWS) has identified deficiencies in 51 sanitary sewer pipelines throughout the Lift Station 2 basin area (see attached Exhibit 'B'). The pipelines range in size from 8-inch to 21-inch diameter. The total length of pipeline improvement is approximately 12,580 lineal feet. OLWS is seeking to rehabilitate these pipelines to reduce Inflow and Infiltration (I&I).

The following services will be performed by AKS Engineering & Forestry, LLC (Consultant). All services will be performed by or under the observation of a Professional Land Surveyor and/or Professional Engineering registered in the State of Oregon.

1. Project Management

Consultant will:

- Provide a cohesive consulting team to execute the scope of work listed herein
- Coordinate and participate in project meetings
- Develop a schedule identifying critical tasks
- Perform project management duties including: monthly invoicing, preparing monthly project status reports and managing schedule, budget and scope to meet the project requirements.

2. Assessment of Existing Conditions

Consultant will review the following records provided by OLWS:

- **Review of Record Data** – Consultant will map utilities on the Geographic Information Systems (GIS) maps provided by the OLWS and thoroughly review all pipeline videos, as-builts or record drawings, permit drawings, utility company information, and GIS maps. During this review the location of all laterals will be determined based on the video location, the OLWS as-built drawings, and the OLWS's GIS database. If there are issues, discrepancies, or missing information from pipeline videos, Consultant will provide information to City staff on which segments of pipelines will need additional video testing.
- **Assessment of Line Rehabilitation Methods** – Following review of video records, an initial assessment will be made for the suitability of line rehabilitation or replacement methods. Line rehabilitation is anticipated to include CIPP, pipe bursting, and open trench cut for line replacement. An exhibit showing the line rehabilitation/replacement recommendations will be prepared.
- **Lateral Dye Testing** – Consultant will identify any laterals where connection point or routing is not clearly defined and provide a recommendation to the OLWS for dye testing. It is assumed the City's CCTV crew will be available to support Consulting in completing dye testing.

3. Topographic and Boundary Survey



Consultant will complete a limited topographic of the pipeline segments to be rehabilitated. The survey will include tying rim elevations of manholes and measuring down to invert elevation of the structures. This task includes an allowance for a detailed topographic survey in areas where line replacement requires dig and replacement.

Consultant will complete the following:

- Obtain title reports for properties where existing pipelines are located within easements
- Obtain and review County survey records
- Field tie record survey monuments
- Resolve rights-of-way and property boundaries to the extent necessary to complete the design.

Data collected in the topographic survey will be drafted in a digital format (CAD) for use in design.

4. Construction Documents

Consultant will prepare the following:

- Construction Drawings including the following sheets: Cover Sheet, General Notes Sheet, Existing Conditions Plan, Erosion Control Plan, Sanitary Sewer Improvements Plans and Profiles, Surface Restoration Plan, and Construction Details
- Special Provisions for any work item not defined in the OLWS standard specifications
- Bid Sheet
- Engineer's Estimate

Construction drawings will be issued to OLWS for review at 50%, 90% and 100% design stage. All other construction documents will be issued to OLWS for 90% and 100% review. Consultant will participate in two (2) design review meetings with OLWS. Construction documents are anticipated to be issued for three (3) phases of improvement.

5. Easement Acquisition

Consultant will subcontract with a right-of-way agent to negotiate the temporary construction and permanent easement for up to ten (10) properties.

6. Permitting Coordination

Consultant will submit construction drawings to Clackamas County to coordinate with the County ahead of the right-of-way permit issuance, which will be issued once a contractor is selected. Consultant will respond to County review comments and revise plans as required to support the right-of-way permit.

7. Construction Phase Services

Consultant will perform the following construction phase services:

- Respond to contractor RFIs
- Review contractor submittals

8. Geotechnical Investigation

If line replacement alternatives determine dig and replacement is necessary for a significant number of segments, Consultant will subcontract with a geotechnical engineer to complete soil borings along those segments.

Fee Estimate

(See attached detailed estimate – Exhibit C)

TOTAL\$698,465

Assumptions

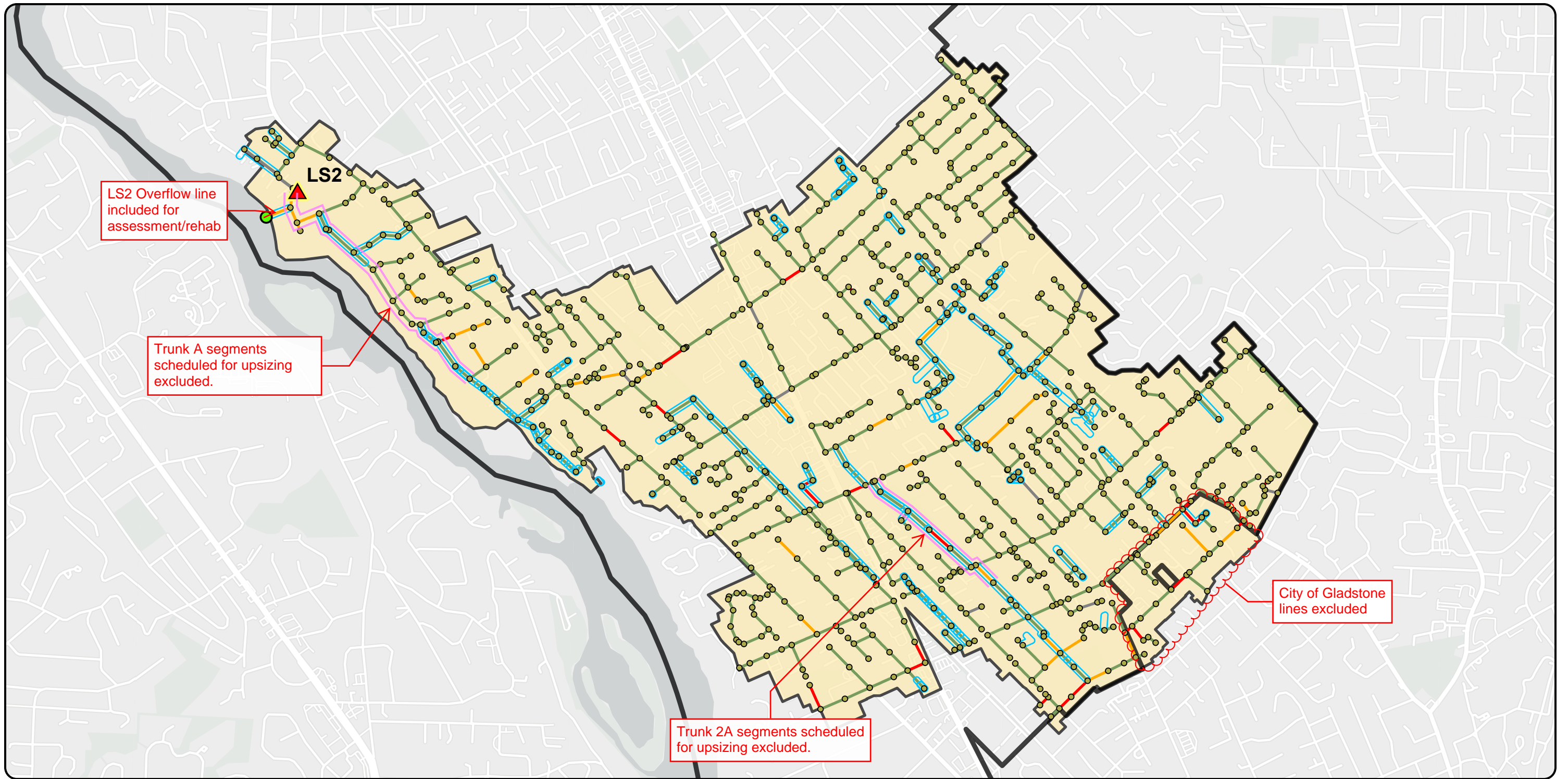
- OLWS will provide as-builts and video records of existing pipelines
- OLWS is responsible for preparing project specifications and assembling the contract documents for bidding.
- OLWS is responsible for all permit fees
- The erosion control permit for the project will be reviewed and issued by OLWS
- OLWS is responsible for all construction inspection
- The project will not impact any wetlands and regulated waters.
- Trees will not need to be removed as part of the project.

Exclusions

Services that do not fall within the scope of work are excluded from this estimate.

Exhibit 'B' – Project Area





This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Source: Basemap obtained from ESRI, ArcGIS Online. Sanitary System data obtained from Oak Lodge Water Services.

Legend

- | | |
|-----------------------------|-------------------------------------|
| Sanitary Sewer Mains | LS2 Basin Sanitary Sewer Easements |
| LOF | Lift Station |
| LOF < 4 | Overflow Bypass to Willamette River |
| 4 < LOF < 5 | Sanitary Sewer Manholes |
| LOF > 5 | LS2 Collection Basin |
| No CCTV Data | OLWSD Sewer Boundary |

Figure 1
Collection Basin LS2
LOF Analysis

OLWS
Jennings Lodge, OR



Project: 10986-06 Print Date: 1/17/2025



AKS Engineering & Forestry, LLC
12965 SW Herman RD, STE 100
Tualatin, OR 97062
P:503.563.6151 | aks-eng.com

Exhibit 'C' – Fee Estimate





**Project Budget Estimate - Rev1
OLWS LS#2 I&I Project
AKS #10986-06**

AKS ENGINEERING & FORESTRY, LLC

	Principal In Charge	QA/QC Reviewer	Project Engineer	Engineer Designer	Eng CAD Tech	Sr. Project Surveyor	Project Surveyor	Surveyor	Survey CAD Tech	Survey Crew (Two Person)	Construction Manager	GIS Specialist	Technical Editor	Project Coordinator	Direct Costs	ESTIMATED TOTAL COST	SUBTASK TOTAL COST	
	\$245.00	\$245.00	\$185.00	\$165.00	\$145.00	\$220.00	\$185.00	\$165.00	\$145.00	\$275.00	\$220.00	\$155.00	\$130.00	\$100.00	1			
Project Tasks & Estimated Personnel Hours																		
TASK 1: Project Management																	\$42,800	
1.1 Project Management	70		90											90		\$42,800		
TASK 2: Assessment of Existing Conditions																	\$64,725	
2.1 Review of Record Data	20		20	40								20		5		\$18,800		
2.2 Assessment of Line Rehabilitation Methods	20	10	50	100									10			\$34,400		
2.3 Lateral Dye Testing	5		20	40												\$11,525		
TASK 3: Topographic and Boundary Survey																	\$147,290	
3.1 Topographic and Boundary Survey	2		20			10	40	120	260	260				20	\$2,500	\$147,290		
TASK 4: Construction Documents																	\$221,690	
4.1 50% Design	16	10	70	160	140									5		\$66,520		
4.2 90% Design	16	10	80	180	160						20			5		\$78,970		
4.3 100% Design - Phase 1	10	10	40	20	40						10		10	5		\$25,400		
4.4 100% Design - Phase 2	10	10	40	20	40						10		10	5		\$25,400		
4.5 100% Design - Phase 3	10	10	40	20	40						10		10	5		\$25,400		
TASK 5: Easement Acquisition																	\$136,750	
5.1 Easement Acquisition	10		30			5	10		40						\$120,000	\$136,750		
TASK 6: Permit Coordination																	\$18,570	
6.1 Phase 1	2		20											20		\$6,190		
6.2 Phase 2	2		20											20		\$6,190		
6.3 Phase 3	2		20											20		\$6,190		
TASK 7: Construction Phase Services																	\$44,100	
7.1 Phase 1	10		50											30		\$14,700		
7.2 Phase 2	10		50											30		\$14,700		
7.3 Phase 3	10		50											30		\$14,700		
TASK 8: Geotechnical Investigation																	\$22,540	
8.1 Geotechnical Investigation	2		10											2	\$20,000	\$22,540		
ESTIMATED PERSONNEL TASK HOURS SUBTOTAL	227	60	720	580	420	15	50	120	300	260	50	20	40	292	-	3154		
ESTIMATED PERSONNEL COST SUBTOTAL	\$55,615	\$14,700	\$133,200	\$95,700	\$60,900	\$3,300	\$9,250	\$19,800	\$43,500	\$71,500	\$11,000	\$3,100	\$5,200	\$29,200	-	\$555,965		
ESTIMATED REIMBURSABLE EXPENSES (AT COST)															\$142,500	\$142,500		
AKS TOTAL COST ESTIMATE																	\$698,465	



STAFF REPORT

To Board of Directors
From Aaron Janicke, Public Works Director
Title Consideration of Contract with Canby Excavating, Inc. for Lateral Repair
Item No 5.c.
Date February 11, 2025

Summary

Staff seek approval from the Board to sign a contract with Canby Excavating to replace a wastewater lateral. The lateral is contributing to plumbing issues and needs to be replaced. Bids were solicited and Canby Excavating provided the lowest bid at \$79,200.

Background

Oak Lodge maintains ownership of wastewater laterals within our boundary from the right-of-way or easement line to the wastewater main. Often, laterals are found to be defective through inspection by homeowners during home sales or when deficiencies result in insufficient flow that affects the property owner. It has been standard practice to repair failing laterals as they are identified, and OLWS budgets for these unforeseen repairs annually.

Private plumbing deficiencies at 18321 SE McLoughlin Blvd prompted an inspection of the lateral that revealed an offset joint on an aging lateral. This lateral requires replacement to prevent potential backups into the private business. Work includes excavation and replacement of a 4" lateral approximately 16 ft deep in McLoughlin Blvd. Bids were solicited from 5 contractors to complete the work. The results are shown below.

Bidder	Bid Amount
Canby Excavating, Inc.	\$79,200
Landis and Landis, Inc	\$85,620
Lovett	\$95,880
Emery & Sons	\$125,865
MEI	No response

Budget

Lateral replacements are budgeted for in the Capital Improvement Plan approved in June of 2024. \$100,000 is earmarked for these repairs. There have been no lateral repairs yet this fiscal year.

Recommendation

Staff recommend that the Board approve the General Manager to sign a contract with Canby Excavating, Inc. for \$79,200.00 to replace the existing lateral.

Suggested Board Motion

“I move to approve the General Manager to sign a contract with Canby Excavating, Inc for \$79,200.00 for the lateral replacement at 18321 SE McLoughlin Blvd.”

Attachments

1. Sample Personal Services Contract
2. Canby Excavating Bid



**Personal Services Agreement
for 18321 SE McLoughlin Lateral Repair**

This Personal Services Agreement for 18321 SE McLoughlin Lateral Repair (this “Agreement”), is made and entered into by and between Oak Lodge Water Services Authority, a joint water and sanitary authority organized under ORS Chapter 450 (“OLWS”), and Canby Excavating, Inc. (“Contractor”).

RECITALS

WHEREAS, OLWS seeks a contractor to excavate and replace the existing lateral from the wastewater main to the property line at 18321 SE McLoughlin Blvd. (the “Services” or the “Work”); and

WHEREAS, OLWS solicited quotes in January of 2025 and selected Contractor to perform the Services;

WHEREAS, Contractor is willing and qualified to perform the Services;

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the parties agree as follows:

TERMS

1. Contractor’s Scope of Services

Contractor shall perform the Services in accordance with the terms and conditions set forth herein, and as provided in the Scope of Services, which is attached hereto as **Exhibit A**, and by this reference is made a part of this Agreement. OLWS, through its General Manager or designee, and Contractor, may revise the specific Services requested as needed to achieve the purposes of this Agreement, provided that any such changes shall be mutually agreed to in writing prior to taking effect, and shall be within the general Scope of Services.

2. Effective Date and Duration

This Agreement shall take effect February 12, 2025 (the “Effective Date”) and continue for a term of 48 days, through March 31, 2025, unless the Agreement is earlier terminated as provided herein.

3. Contractor’s Fees and Payment

A. Fees

Contractor will bill for Work performed as determined in the Scope of Work (Exhibit A). The Work will be billed in by unit price and quantities provided in the Scope of Work. Scope of Work is attached hereto as **Exhibit A** OLWS shall pay Contractor for the Services performed in accordance with the terms set forth herein. In no event shall the fees incurred by OLWS under this Agreement exceed \$79,200.00 without the prior, written consent of an authorized representative of OLWS, and OLWS shall have no obligation to make payments to Contractor that exceed such amount.

B. Payment Schedule

Payments shall be made upon receipt of invoices based upon the Work satisfactorily completed. Invoices shall be submitted by Contractor once monthly, to the attention of Aaron Janicke,

Public Works Director. Payment by OLWS shall release OLWS from any further obligation for payment to Contractor for Services performed or expenses incurred as of the date of the invoice. Payment shall only be made for Work actually completed as of the date of the invoice. Payment shall not be considered acceptance or approval by OLWS of any Work or waiver of any defects therein.

D. Cost Records

Contractor shall furnish appropriate cost records for all invoices to substantiate all charges. For such purposes, the books of account of Contractor shall be subject to audit by OLWS. Contractor shall complete the Work and cost records for all billings in accordance with generally accepted accounting principles.

E. Contractor Identification

Contractor shall furnish to OLWS its employer identification number, as designated by the Internal Revenue Service, or social security number, as OLWS deems applicable.

F. Payment – General

- 1)** Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement, and throughout the term of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 2)** Contractor shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 3)** Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Contractor or all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.
- 4)** Contractor shall make payments promptly, as due, to all persons supplying services or materials for work covered under this Agreement. Contractor shall not permit any lien or claim to be filed or prosecuted against OLWS on account of any Services or materials furnished.
- 5)** If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor, materials, or services furnished to Contractor by any person as such claim becomes due, OLWS may pay such claim and charge the amount of the payment against funds due or to become due to the Contractor. The payment of the claim in this manner shall not relieve Contractor or its surety from obligation with respect to any unpaid claims.

- 6) Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances as applicable to the Work provided under this Agreement, including, without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers' compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.225 (salvaging of materials) and ORS 279B.045 (tax laws).
- 7) Contractor shall maintain, at its own expense, worker's compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.

4. **Ownership of Documents: Records**

- A. OLWS shall be furnished, at no additional cost to OLWS, copies of all draft and final documents related to the Work. OLWS shall have unlimited authority to use final materials received from Contractor in any way OLWS deems necessary. OLWS shall own only those final documents related to the Work that Contractor provides pursuant to this Agreement.
- B. Upon request by Contractor, OLWS shall make available for the use of Contractor and without cost to Contractor, any OLWS records that are reasonably pertinent to the Work to be performed by Contractor under this Agreement.

5. **Assignment and Delegation**

Neither party shall assign, subcontract, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented, which consent shall be in the sole discretion of the non-assigning party. If OLWS agrees to assignment of tasks to a subcontract, Contractor shall remain fully responsible for the negligent acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by OLWS of any subcontractor or assignment, nor anything contained herein shall be deemed to create any contractual relation between any subcontractor and OLWS.

6. **Contractor is an Independent Contractor**

- A. OLWS shall be entitled to provide input to Contractor with respect to the Work, but Contractor is not subject to the direction and control of OLWS. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B. Contractor is not an employee of OLWS. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of OLWS for purposes of any law. Any and all persons retained by Contractor to provide services under this Agreement are employees or agents of Contractor and not of OLWS. Contractor acknowledges that it is not entitled to benefits of any kind to which a OLWS employee is entitled, and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of OLWS for any purpose, OLWS shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the Agreement, to the full extent of any benefits or other remuneration Contractor receives (from OLWS or third party) as a result of said finding, and to the full extent of any payments that OLWS is required to make (to Contractor or to a third party) as a result of said finding.

- C. Contractor hereby represents that no employee of OLWS or any partnership or corporation in which an OLWS employee has an interest, has or will receive any remuneration of any type from Contractor, either directly or indirectly, in connection with the performance of this Agreement, except as specifically declared in writing.
- D. Contractor hereby certifies that Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System, and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- E. Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering Services under this Agreement.
- F. Contractor is not an officer, employee, or agent of OLWS as those terms are used in ORS 30.265.

7. Indemnity

- A. OLWS has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to OLWS that the Services under this Agreement will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor's profession under similar conditions and circumstances, as well as the requirements of applicable federal, state, and local laws. Acceptance of Contractor's Work by OLWS shall not operate as a waiver or release of any right or remedy that may be available by OLWS under law. Acceptance of documents by OLWS does not relieve Contractor of any responsibility for negligent or wrongful design, replacement, and/or repair deficiencies, errors, or omissions.
- B. Contractor shall fully defend, indemnify, and hold harmless OLWS, its employees, board members, officers, volunteers, and agents, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, equitable relief, personal injury and/ or wrongful death, whether brought by an individual or any other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Contractor, its employees, board members, volunteers, or agents. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs and expenses, and any reimbursements to OLWS for any and all legal fees, expenses, and costs incurred by OLWS in connection therewith.

8. Insurance

Consultant and its subcontractors shall maintain insurance acceptable to OLWS in full force and effect throughout the term of this contract. Such insurance shall cover risks arising directly or indirectly out of Consultant's activities or work hereunder, including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of OLWS and that any other insurance maintained by OLWS is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Consultant and its subcontractors shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage

shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. The following insurance will be carried:

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$3,000,000
Products-Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury	\$3,000,000
Each Occurrence	\$2,000,000
Fire Damage (Any one fire)	\$500,000
Medical Expense (Any one person)	\$5,000

B. Professional Liability

Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission or any negligent act. Combined single limit per occurrence shall not be less than \$2,000,000, or the equivalent. Annual aggregate limit shall not be less than \$3,000,000 and filed on a "claims-made" form.

C. Commercial Automobile Insurance

Consultant shall also obtain, at Consultant's expense, and keep in effect during the term of the contract Commercial Automobile Liability coverage on an "occurrence" form including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

D. Workers' Compensation Insurance

The Consultant, its subcontractors, if any, and all employers providing work, labor or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon workers' compensation coverage for their workers that complies with ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

E. Additional Insured Provision

The Commercial General Liability Insurance Policy and Automobile Policy shall include OLWS, its officers, directors, and employees as additional insureds with respect to this contract. Coverage will be endorsed to provide a per project aggregate.

F. Extended Reporting Coverage

If any of the aforementioned liability insurance is arranged on a "claims made" basis, Extended Reporting coverage will be required at the completion of this contract to a duration of 24 months or the maximum time period the Consultant's insurer will provide such if less than 24 months. Consultant will be responsible for furnishing certification of Extended Reporting coverage as described or continuous "claims made" liability coverage for 24 months following contract completion. Continuous "claims made" coverage will be acceptable in lieu of Extended Reporting coverage, provided its retroactive date is on or before the effective date of this contract. Coverage will be endorsed to provide a per project aggregate.

G. Notice of Cancellation

There shall be no cancellation, material change, or intent not to renew insurance coverage without 30 days written notice to OLWS. Any failure to comply with this provision will not affect the insurance coverage provided to OLWS. The 30 days' notice of cancellation provision shall be physically endorsed on to the policy.

H. Insurance Carrier Rating

Coverage provided by the Consultant must be underwritten by an insurance company deemed acceptable by OLWS. OLWS reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

I. Certificates of Insurance

As evidence of the insurance coverage required by the contract, the Consultant shall furnish a Certificate of Insurance to OLWS. No contract shall be effected until the required certificates have been received and approved by OLWS. A renewal certificate will be sent to the address below ten days prior to coverage expiration.

Certificates of Insurance should read "Insurance certificate pertaining to contract for (Name of project) . OLWS, its officers, directors and employees shall be added as additional insureds with respects to this contract. Insured coverage is primary" in the description portion of certificate.

J. Primary Coverage Clarification

The parties agree that Consultant's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by OLWS is excess and not contributory insurance with the insurance required in this section.

K. Cross-Liability Clause

A cross-liability clause or separation of insureds clause will be included in general liability.

Consultant's insurance policy shall contain provisions that such policies shall not be canceled, or their limits of liability reduced without 30 days prior notice to OLWS. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of OLWS, in lieu thereof, a certificate in form satisfactory to OLWS certifying to the issuance of such insurance shall be forwarded to:

OLWS

Attn: Aaron Janicke
14611 SE River Road
Oak Grove, Oregon 97267

Business Phone: 503-353-4212
Business Email: Aaron.Janicke@olws.org

Such policies or certificates must be delivered prior to commencement of the work. Thirty days cancellation notice shall be provided OLWS by mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Consultant's liability hereunder. Notwithstanding said insurance, Consultant shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of services with this contract.

9. Termination

A. Without Cause. At any time and without cause, OLWS shall have the right, in its sole discretion, to terminate this Agreement by giving fourteen (14) days' written notice to Contractor. If OLWS terminates the Agreement pursuant to this paragraph, it shall pay Contractor for Services rendered through the effective date of termination.

B. With Cause. OLWS, by written notice of default to Contractor, may terminate the whole or any portion of this Agreement, if Contractor: (i) fails to perform the Services requested within the time period specified herein or any extension thereof as agreed upon by OLWS; (ii) fails to perform any

of the provisions or obligations of this Agreement; (iii) fails to pursue performance of the Work or any provision of this Agreement, and after receipt of written notice from OLWS regarding such failure, fails to correct or in good faith pursue performance of the Work within ten (10) days or such other period as OLWS may authorize; (iv) fails to maintain reasonable relations with the public or OLWS employees, including verbal abuse, threats, or other inappropriate behavior toward members of the public or OLWS employees; (v) fails to maintain (for any reason) any license, certificate, or standing required by law or regulation to be held by Contractor, its subcontractors, agents, or employees in order to perform the Services requested.

C. Survival of Terms. The indemnification obligations of Section 7 of this Agreement shall survive termination (for any reason) of this Agreement. Any such termination of this Agreement by OLWS under this Section shall be without prejudice to any obligations or liabilities of either party that were already accrued prior to such termination.

10. Breach and Remedy

Upon breach of this Agreement, the parties shall have all rights and remedies provided by law or under this Agreement. In addition, in the event of a breach of this Agreement by Contractor, OLWS may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. OLWS may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor under this or other Agreements, if any.

11. Non-Waiver

The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this Agreement, or to exercise any rights hereunder, shall not be construed as a waiver or relinquishment of its rights to assert or rely upon such terms or rights on a future occasion.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and may be given by personal delivery, mail, or e-mail. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

OLWS	Canby Excavating, Inc.
Attn: Aaron Janicke, PW Director	Attn: [Contractor Representative, Title]
14496 SE River Road Oak Grove, Oregon 97267	[Address]
Phone: 503-353-4212	Phone: [Phone Number]
Email Address: Aaron.Janicke@olws.org	Email Address: [email address]

And, when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when emailed, shall be deemed given upon receipt by the recipient’s servers. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given, by giving written notice pursuant to this paragraph.

13. Merger

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms, and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Force Majeure

Neither OLWS nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather, or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.

15. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

16. Errors

If requested by OLWS, Contractor shall perform such additional work as may be deemed necessary by OLWS, to correct errors in the Work required under this Agreement, without undue delays and without additional cost to OLWS.

17. Governing Law

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

18. Conflict Between Terms

Should there be a conflict between the terms of this Agreement and any proposal submitted by Contractor in connection with this Agreement, the terms of this Agreement shall control and nothing herein shall be considered an acceptance of the terms of any conflicting proposal.

19. Access to Records

OLWS shall have access to such books, documents, papers, and records of Contractor that are pertinent to this Agreement for the purpose of making an audit, examination, copies, excerpts, and transcripts.

20. Audit

Contractor shall maintain records to help ensure conformance with the terms and conditions of this Agreement, and to help ensure adequate performance and accurate expenditures within the contract period. Contractor agrees to permit OLWS, the State of Oregon, the federal government, and their duly authorized representatives, to audit all records pertaining to this Agreement for such purpose, while maintaining confidentiality as described in this Agreement.

21. Severability

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by a court of competent jurisdiction, the validity of the remaining terms and provisions of the Agreement shall not be affected, and the remaining terms and provisions of the Agreement shall be in full force and effect.

22. Complete Agreement

This Agreement and the attached exhibits constitute the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party, unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instances and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, regarding the subject matter of this Agreement. Contractor, by the signature of its authorized representative, hereby acknowledges that Contractor has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the undersigned duly authorized representatives of each party, effective as of the Effective Date.

OAK LODGE WATER SERVICES AUTHORITY

Canby Excavating, Inc.

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

Contract No. _____

Exhibit A Scope of Work

01/24/2025
BB2502
*** Ben Burgi

10:42
18321 SE McLoughlin Blvd Lat repl. OLWS
BID TOTALS

<u>Biditem</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
10	Mobilization	1.000	LS	12,500.000	12,500.00
20	Catch Basin Inserts	2.000	EA	150.000	300.00
30	Sawcut Existing A/C & Concrete	1.000	LS	2,000.000	2,000.00
40	Traffic Control	1.000	LS	9,500.000	9,500.00
50	Connect to Existing Sewer Main	1.000	EA	7,850.000	7,850.00
60	Install New 4" PVC Sewer Lateral	30.000	LF	375.000	11,250.00
70	Install New Cleanout @ Property Line	1.000	EA	2,500.000	2,500.00
80	Asphalt Trench Patch	1.000	LS	5,600.000	5,600.00
90	2" Grind and Inlay	1,250.000	SF	12.000	15,000.00
100	Concrete Restoration	80.000	SF	90.000	7,200.00
110	Striping Restoration	1.000	LS	5,500.000	5,500.00
Bid Total =====>					\$79,200.00

Proposal Clarifications/Exclusions/Assumptions:

1. Proposal assumes procurement of ODOT permit, and ODOT permit requirements such as traffic control stipulations, pavement restoration, compaction testing, and bonding requirements.
2. Installation of 4" PVC 3034 lateral connected to the existing lateral tap. If a new mainline tap is required it will add \$6,500 to this price.
3. OLWS to coordinate access for CEI crews with the Vet. clinic to allow preference to CEI crew for execution of the work, as well as coordination with the clinic to minimize sewer flows during execution of the work. Price assumes closure of driveway during work.
4. CEI will push cam the new pipe with OLWS inspector onsite, and provide recording to OLWS.
5. Proposal assumes all crushed rock backfill, and no CDF.
6. Units of work and unit pricing are shown for convenience only - this is not a unit price proposal, but a lump sum, so if quantities are reduced in the field, the contract value will remain the same.
7. Pricing assumes a 16' depth of main at lateral connection, and a competent tee to connect to with new pipe. All existing lateral pipe to remain in the ground, and not to be hauled away.



AGENDA ITEM

Title Business from the Board

Item No. 6.

Date February 11, 2025

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

Business from the Board

Paul Gornick's Liaison Report – January 2025

January 9, 2025 – C4 Meeting (remote meeting)

- The Clackamas Transportation Advisory Committee proposed jurisdictional staff for nominations to Metro's Transportation Policy Advisory Committee for 2025. Will Farley, the assistant City Engineer from Lake Oswego, was approved by C4 as the primary representative.
- The C4 body approved the C4 meeting schedule for 2025, with the possibility of changing the Thursday, July 3rd date due to the July 4th weekend.
- A primary and alternate representative to C4 for 2025 from cities holding elections in November 2024 are requested to be submitted by the cities' mayor or administrator. For cities within the Metro Urban Growth Boundary, a representative to the C4 Metro Subcommittee is also requested.
- On behalf of the County Commission, a letter from Commissioner Ben West to Metro regarding proposed "reforms" to the Supportive Housing Services measure was discussed. Several concerns were raised related to impacts on revenue to the County for SHS efforts. See meeting packet for copy of the letter and background documents.
- Trent Wilson (ClackCo Government Affairs) presented a legislative update, including a memo and slide deck showing the Clackamas Caucus (reps and senators within ClackCo) and top priorities for the long 2025 legislative session. See meeting packet for memo and slide deck.
- Trent Wilson also presented a Transit Update, which included a previously discussed proposed increase in the State Transportation Improvement Fund (STIF) payroll tax from 0.1% to 0.5%. There has been some friction in the metro region between Trimet and the smaller transit providers over the local distribution of these funds. For background on the STIF, which was part of HB2017, see here: [Oregon Department of Transportation : STIF Program Overview : Public Transportation : State of Oregon](#)
- The C4 meeting packet can be found here: [44e1c1cd-6663-4ddf-90f5-d8fe6dc9e31a](#)
- The video of the C4 meeting can be found here: [Clackamas County Coordinating Committee \(C4\) - January 2025](#)

January 22, 2025 – Sunrise Water Board Meeting (hybrid meeting)

- Rate hearing preceded the regular meeting. There were four customers present to give testimony, and a number other email comments. One customer was a former Mt Scott Water director, who indicated he did not receive detailed materials about the proposed increase (postcards had been mailed to all customers with a link to more detailed info on the SWA website. Another customer thought the base charge/service fee was too high and should be offset by increased consumption rates. Board will address the actual rate change at the February meeting.
- Board reviewed the new Meter Installation and SDC charges beginning 2/15/2025 (SDC: \$12,722)
- Board adopted resolution for disposal of three pieces of surplus equipment.
- Board adopted resolution endorsing annexation of a parcel on SE 172nd Ave into service territory.
- Board appointed budget officer and budget schedule for FY 2025-26.
- Board adopted resolution for an IGA with NCPRD for work on the existing wellsite in Sieben Park.
- Board held discussion about future service above elevation 470 feet.
- General Manager's report included precipitation and snow water equivalent data. While there has been notable snowfall in December and early January, precipitation for the latter part of January has diminished, but cold temperatures have moderated any snowmelt. SWA is also searching for an early-career level accounting finance person to hire.

January 23, 2025 – North Clackamas County Water Commission (online only meeting)

- **Board approved interim finance director Jamey Pietzold as budget officer, and also approved the budget calendar for the FY2025-26 budget.**
- **Board approved Resolution 2025-1 waiving true-up for FY 2024-25. There was an amount of \$420,791 of revenue in excess of expenditures for the year. Under terms of the IGA between the three NCCWC partners, commissioners can choose to return these funds to the partners or retain the funds in the general fund. The resolution authorizes the retention of the funds in the general fund. It is likely these funds will later be transferred into the fund for needed plant capital expenditures.**
- **Board acknowledged receipt of the FY2023-24 Audited Financial Statement and Auditor’s Letter.**
- **There have been some difficulties with fouling of the membrane cartridges as they near the end of their useful life. At the direction of Carollo Engineers, one cell underwent multiple cleaning cycles, yielding approximately five pounds of solids in that cell. This process causes some damage to the membrane fibers, which then need to be manually pinned. Under the new on-call contract with NW Natural Water Services, two staff members from NWN assisted with the labor intensive process of pinning the fibers.**
- **General Managers report included the precipitation and snow water equivalent data as noted above at the SWA board meeting.**
- **GM Wade Hathhorn gave a heartfelt but solemn note of remembrance of plant manager Joe Rogers, who took his life late last year. SWA had recently hired Bret Bienerth, who was the former plant manager of the Lake Oswego/Tigard plant. Bret has switched gears to take on duties as the interim plant manager of the NCCWC plant.**



Beaverton, City of
Clackamas River Water
Cornelius, City of
Forest Grove, City of
Gladstone, City of
Gresham, City of
Hillsboro, City of
Lake Grove Water District
Lake Oswego, City of
Milwaukie, City of
Oak Lodge Water Services
Portland, City of
Raleigh Water District
Rockwood Water PUD
Sandy, City of
Scappoose, City of
Sherwood, City of
South Fork Water Board
Sunrise Water Authority
Tigard, City of
Troutdale, City of
Tualatin, City of
Tualatin Valley Water District
West Slope Water District
Wilsonville, City of

Memorandum

February 5, 2025

To: Consortium Board

From: Rebecca Geisen, Consortium Managing Director

Subject: Fiscal Year 2025-2026 Budget and Workplan for Adoption

The following summarizes the proposed budget and workplan for Fiscal Year 2025-2026 for Board discussion and approval. There have been no changes from what was presented to you in October. As a reminder the budget and workplan maintains current work and includes two funding initiatives.

The first initiative uses \$35,000 in one-time funds to conduct a community survey around trusting your tap – work that would advance our outreach to underserved communities. The second initiative is \$5,000 in additional funding for youth education.

Your support in October was contingent on final staffing numbers from the City of Portland and a directive to minimize dues increases.

Staffing costs have been incorporated and were less than projected, primarily due to two of four staff reaching top of class. The Managing Director hours were also reduced.

The proposed workplan will result in a dues-based budget of \$1,174,211. This is an increase of 3.9% from last year's budget.

The CTC and Executive Committee reviewed other options to reduce the budget but recommend that the Board support the budget and workplan as proposed.

The FY 23-24 carry-over of \$136,532 has been applied.

The budget and workplan is attached.

1120 SW 5th Avenue, Suite 405
Portland, OR 97204
503-823-7528
www.regionalh2o.org

RegionalH2O
 ConserveH2Org
 RegionalH2O

**Regional Water Providers Consortium Dues Share
FY 2025 -2026 Budget - Proposed**

Participants	2024 Customer Accounts	% of Total	Dues Funding Share	2024 Average Wtr Dmd	% of Total	Dues Funding Share	Total Consortium Share
Beaverton	23,724	4.89%	\$28,669	9.58	5.74%	\$33,619	\$62,288
Clackamas RW	12,999	2.68%	\$15,709	5.50	3.30%	\$19,301	\$35,010
Cornelius	4,147	0.86%	\$5,011	1.00	0.60%	\$3,509	\$8,521
Forest Grove	7,277	1.50%	\$8,794	3.20	1.92%	\$11,230	\$20,024
Gladstone	3,582	0.74%	\$4,329	1.31	0.78%	\$4,597	\$8,926
Gresham	18,345	3.78%	\$22,169	6.55	3.92%	\$22,986	\$45,155
Hillsboro	27,950	5.77%	\$33,776	17.17	10.29%	\$60,254	\$94,031
Lake Grove	1,356	0.28%	\$1,639	0.32	0.19%	\$1,123	\$2,762
Lake Oswego	12,366	2.55%	\$14,944	4.68	2.80%	\$16,423	\$31,367
Milwaukie	7,200	1.49%	\$8,701	3.27	1.96%	\$11,475	\$20,176
Oak Lodge Water Services	8,847	1.83%	\$10,691	2.78	1.67%	\$9,756	\$20,447
Portland	189,258	39.05%	\$228,710	49.65	29.75%	\$174,236	\$402,944
Raleigh WD	1,022	0.21%	\$1,235	0.50	0.30%	\$1,755	\$2,990
Rockwood PUD	13,807	2.85%	\$16,685	7.09	4.25%	\$24,881	\$41,566
Sandy	4,188	0.86%	\$5,061	1.15	0.69%	\$4,036	\$9,097
Sherwood	6,176	1.27%	\$7,463	2.03	1.22%	\$7,124	\$14,587
South Fork WB	20,576	4.25%	\$24,865	6.28	3.76%	\$22,038	\$46,904
Sunrise Water Auth.	17,380	3.59%	\$21,003	6.18	3.70%	\$21,687	\$42,690
Tigard	21,035	4.34%	\$25,420	6.31	3.78%	\$22,144	\$47,564
Troutdale	4,790	0.99%	\$5,789	1.54	0.92%	\$5,404	\$11,193
Tualatin	7,270	1.50%	\$8,785	3.99	2.39%	\$14,002	\$22,788
Tualatin Valley WD	61,021	12.59%	\$73,741	22.19	13.29%	\$77,871	\$151,612
West Slope WD	3,089	0.64%	\$3,733	1.14	0.68%	\$4,001	\$7,734
Wilsonville	7,292	1.50%	\$8,812	3.50	2.10%	\$12,283	\$21,095
SUB TOTAL	484,697	100.00%	\$585,736	166.91	100.00%	\$585,736	\$1,171,471
Scappoose*	2,740						\$2,740
Grand Total							\$1,174,211

Data collected directly from the Participant entity

NOTE: The actual Consortium Budget is \$1,310,743 reduced by \$136,532 in carryover from FY 2023/24. *Associate Member - dues share cost \$1 per customer account.

REGIONAL WATER PROVIDERS CONSORTIUM BUDGET & WORK PLAN—FISCAL YEAR 2025-26

FY 25/26

Administration and Public Involvement	Staff and Material and Services	FTE	Hours	Cost
<p>Administration includes staff time to develop the work program and budget, execute and manage contracts and intergovernmental agreements (IGA), provide fiscal management and reporting, personnel management, business logistics (including supporting virtual meetings and teleworking), and support to Consortium Board, Executive Committee, and Technical Committee.</p> <p>Public involvement includes responding to public information requests, adhering to public meeting law requirements, graphic design and web contract work, and other online services that support web and social media work. Specific line items in the budget include:</p> <p>Materials and Services: Supports operation of the Consortium and includes meeting logistics (virtual and live), postage and reproduction services, publications.</p> <p>Graphic Designer: Use professional services to provide design support for public outreach materials.</p> <p>Website: Use professional services to provide web contractor support for the Consortium's regionalH2O.org and the Children's Clean Water Festival websites; support web site hosting and other related costs for Consortium websites, social media, and newsletters.</p>	Management Assistant	0.9		\$184,043
	Program Specialist		400	\$38,540
	Program Manager		250	\$31,148
	Managing Director		325	\$52,796
	Materials & Services			\$16,500
	Graphic Designer			\$10,000
	Website			\$24,000
	Total Materials and Services			\$50,500
	Total Staff Time	1.5		\$306,527
	Total for Administration and PI			\$357,027
Emergency Preparedness and Resilience	Staff and Material and Services	FTE	Hours	Cost
<p>Strategic initiatives: Educating the public about emergency preparedness and the importance of water; facilitating planning, projects, and training opportunities that help members plan for, respond to, and recover from emergencies and extreme events; obtaining and developing resources that will help members and the region support preparedness goals and requirements; supporting each other through data and resource sharing and mutual aid; and, collaborating with regional stakeholders.</p> <p>Includes staff time to develop, facilitate, and implement programs and oversee the emergency preparedness committee; develop and update resources with a focus on regional interconnections; projects focused on making the water sector more resilient; support for grant applications; and, foster regional collaboration and partnerships. Specific line items in the budget include:</p> <p>Emergency Drinking Water Framework: Continue to manage Phase II of project by overseeing contract for regional table top exercises focused on emergency water distribution (to the five UASI counties).</p> <p>Exercise and Training: Sponsor, and/or partner to bring more water sector specific training opportunities to Consortium members. Conduct one table top exercise or drill.</p>	Managing Director		325	\$52,796
	Program Manager		400	\$49,836
	Program Specialist		350	\$33,723
	Miscellaneous Services			\$4,000
	Exercise and Training			\$3,000
	Total Materials and Services			\$7,000
	Total Staff Time	0.6		\$136,355
	Total for Emergency Preparedness			\$143,355
Strengthening Regional Partnerships	Staff and Material and Services	FTE	Hours	Cost
<p>Strategic Initiatives: Expanding awareness of the Consortium's value, mission, programs, and the benefits of membership to water providers; facilitating a network of peers that members can rely on for information, expertise, resources, and sub-regional partnerships; Building strong and strategic relationships that reflect our community and prioritize equity when sharing information about drinking water and Consortium resources; Maintaining Board and staff continuity and effectiveness through succession planning, effective onboarding, and member engagement; addressing issues of importance through legislative advocacy; and, being a trusted source for drinking water related information.</p>	GIS Tech Support		80	\$9,144
	Managing Director		200	\$32,490
	Program Manager		100	\$12,459
	Drinking Water Advisory Tool			\$5,000
	PSU Population Forecast Project			\$10,575

<p>Includes staff time to collaborate with community, regional, state, and national partners by highlighting the importance of drinking water and participating in issues that affect water providers; providing resources, peer-to-peer connections, and learning opportunities to the Consortium Board and member entities (Climate Change, other emerging issues); and, advocating for source water protection and the value of drinking water. Specific line items in the budget include:</p> <p>Drinking Water Advisory (DWA) Look-Up Tool: Work with Portland's Bureau of Technology Services (BTS) to maintain the web-based application on www.PublicAlerts.org.</p> <p>Population and Household Estimates: Contract Portland State University's Population Research Center to update the population and household estimates and forecasts for Consortium members.</p>	Total Materials and Services			\$15,575
	Total Staff Time	0.25		\$54,093
	Total Regional Collaboration			\$69,668

Meeting Water Needs

Strategic initiatives: Making best use of available water resources, partnerships, plans and studies to meet regional water needs and respond to changes in population and water demand; Providing programming, public education, and outreach materials on priority topics that are accessible to diverse audiences and stakeholders: and, providing accessible programs and resources that help water providers meet water conservation requirements.

Includes staff time to develop, facilitate, and implement programs and oversee the conservation and water communicator committees; conduct public outreach programming that promotes outdoor and indoor water conservation, emergency preparedness, source water protection, climate change adaptation, and the value of water; and, foster regional collaboration and partnerships. Specific line items in the budget include:

Multimedia Campaigns and Public Outreach: Help Consortium members effectively serve their customers by working with contractors and community partners to develop culturally appropriate messaging resources and conduct public outreach campaigns that use radio, television, social media, regionH2O.org website, TriMet busses, print materials, newsletters, events, public relations, and digital advertising to promote information, tips, and resources on the water conservation, emergency preparedness, source water protection and value of water. Languages: English, Spanish, Russian, Chinese, Arabic, Vietnamese, and others as resources allow.

Youth Education Programming: Implement new elementary school program and continue to sponsor the Children's Clean Water Festival for 1,400 fourth graders to participate in a half day of hands-on, water-focused activities, classroom presentations, and stage shows.

Weekly Watering Number (WWN): Provide weather-based watering recommendations and conservation tips to Consortium member customers via text or email each week from mid-April through mid-October.

Professional Membership Fees: Alliance for Water Efficiency, Irrigation Association, and Oregon Landscape Contractors Association.

Trust Your Tap - Community Survey Project: Use contractor to conduct community survey on the public's perception of their drinking water which will assist the Consortium and its provider members with removing barriers to using local tap water and with understanding how to best communicate critical drinking water information to underserved communities.

Programs			Cost
English Media Campaigns, Digital Campaign, Public Outreach and Public Relations			\$176,300
Multilingual Media Campaigns & Public Outreach			\$56,500
Youth Education Programming			\$18,000
Weekly Watering Number			\$6,000
Professional Memberships			\$1,200
Trust Your Tap Project			\$35,000
Public outreach materials			\$14,275
Total Materials and Services			\$307,275
Staff and Material and Services	FTE	Hours	Cost
Program Manager		950	\$118,361
Program Specialist		950	\$91,533
Total Staff Time			\$209,893
Total Staff Time			1.1

Public Outreach Materials: Conduct annual print order of Consortium print materials (available to members and select partners); production materials for events and promotions; purchase of conservation devices or other materials for promotions; and as possible, providing a start-up supply for members of any new materials.			
		Total Materials and Services	\$307,275
		Total Conservation	\$517,168
Personnel Summary			
			FTE
			Cost
	Administration and PI	1.5	\$306,527
	Emergency Preparedness and Resilience	0.6	\$136,355
	Strengthening Regional Partnerships	0.3	\$54,093
	Meeting Water Needs	1.1	\$209,893
	Total	3.5	\$706,868
Materials and Services Summary			
	Administration and Public Involvement		\$50,500
	Emergency Prep and Resilience		\$7,000
	Strengthening Regional Partnerships		\$15,575
	Meeting Water Needs		\$307,275
	Travel & Training		\$5,000
	Total M & S		\$385,350
Contingency Funding (may be reallocated to approved budget items with approval from CTC)			
	Contingency		\$10,000
Overhead for Fund Administration under Staffing IGA @ 29.5%			
	29.5% applied to personnel costs		\$208,526
Total Staffing Costs with Overhead			\$915,393
TOTAL CONSORTIUM BUDGET FOR EXPENDITURE PURPOSES			\$1,310,743
Minus Carryover for FY 23/24			-136,532
TOTAL CONSORTIUM BUDGET FOR DUES PURPOSES			\$1,174,211

Notes:

- 1) For purposes of consistency with the Regional Water Providers Consortium authorizing Intergovernmental Agreement, the official work plan and budget is comprised of key activities, materials and services, and associated staff resources and costs, as indicated in bold type on the table above. Activities, materials and services, along with associated staff resources and costs listed on any attached page(s) shall be construed as guidance only, to be managed by Consortium staff as directed by the Consortium Technical Committee and the Executive Committee of the Board.
- 2) The Board may amend the official work plan and budget elements within the bolded amounts described in Note 1 above, so long as such amendment does not increase dues-based funding requirements. The Board may expand the work plan and budget so long as proposed expansions are associated with other identified non-dues-based funds (e.g., voluntary contributions, grants).
- 3) Activities, and materials and services may be contracted out by the Consortium through the Consortium staff as allowed under the Staffing Intergovernmental Agreement signed between the City of Portland and the Consortium Board. Administration of the work program shall be under the direction of the Consortium Technical Committee or as otherwise directed by the Board or delegated by the Board to the Executive Committee.
- 4) The carryover amount for FY 23/24 is \$136,532



Government Affairs & Public Policy Meeting

Oregon State Chamber Legislative Meeting

The Chamber's CEO, Jay, led the discussion on key legislative bills and their potential impact. With 2,500 bills currently under consideration, the Oregon State Chamber is hosting weekly meetings to analyze developments and determine areas of focus. The meeting opened with introductions from attendees representing various businesses and organizations. Jay then invited participants to share any specific bills or issues they wanted the Chamber to prioritize. He also noted that Tina, who was originally scheduled to chair the meeting, was unable to attend due to illness.

Concerns Over Legislation and Transparency

The Committee raised concerns about transparency in the legislative process, particularly regarding the estate tax bill. Members also highlighted the introduction of a bill proposing increases to gas taxes and registration fees without a public vote. Laura Edmonds, Economic Development Manager for Clackamas County, outlined several bills of interest. She flagged **House Bill 3062**, which could impact the industrial land supply, and **House Bill 2351**, citing potential government overreach. Additionally, she mentioned **Senate Bill 682**, which pertains to the Climate Super Fund Cost Recovery Program, and **House Bill 2350**, which focuses on the Small Business Sustainability Fund. To ensure continued discussion, Laura offered to send Jay a list of bills she is monitoring for further review.

Portland Water Treatment Plant Concerns

The Committee voiced concerns over the Portland Water Treatment Plant project, arguing that the city is unfairly pushing it through. Additionally, they criticized the influence of urban residents in Multnomah County, claiming their actions are negatively impacting the state.

Members also discussed **Senate Bill 936**, which they believe unfairly targets the water treatment plant project. It was noted that **1,000 Friends of Oregon** oppose this bill.

Beyond the water treatment issue, the Committee reviewed other key bills, including **Senate Bill 916**, which addresses benefits

for striking employees, and **House Bill 2548**, which some consider government overreach. Members suggested taking a closer look at these bills for further analysis.

Transparency, Engagement, and Group Operations

The Committee emphasized the need for greater transparency in government affairs and stronger citizen engagement. To address these concerns, they proposed holding a special meeting with Umik.

Members also discussed conducting a survey among both membership and the broader community to better understand their needs. Additionally, they suggested sharing updates on key topics with members at least once a month and providing clear guidelines on the differences between the public policy group and the candidate endorsement group.

Sustainability and long-term viability in operations were also highlighted as priorities.

Jessica, a new member, expressed her need for education on the 2,500 bills currently under consideration and shared her willingness to advocate for her tenants. In response, the Committee agreed to send all members a link to the state website for bill tracking.

Addressing Business Challenges and Advocacy

The Committee discussed the impact of high taxes on businesses and the need for stronger advocacy. Members emphasized the importance of understanding the challenges businesses face and finding ways to support them effectively. Jay provided an update on efforts to strengthen relationships with legislators and mayors, including plans to organize a State of the City meeting.

ED GROWKE Edward, who recently became active in the Chamber again, suggested that the organization take a more public stance against the legislature if necessary. However, Jay cautioned that any position should be grounded in data and facts rather than emotions.

Addressing Anti-Business Stance Concerns

The Committee expressed concerns about the anti-business stance in our state, believing it to be harmful to businesses. They emphasized the need for opposing viewpoints in decision-making to prevent unintended consequences. Laura echoed these concerns, stressing that difficult conversations are necessary to challenge misguided decisions and fully understand the impacts of policies. She also highlighted the critical role industrial lands play in job creation and affordability, warning that restricting their use could significantly harm the community.

Effective Meetings and Lobbying Strategies

During the meeting, Laura, Edward, and the Government Affairs & Public Policy Committee evaluated the purpose and

effectiveness of their sessions. Edward stressed the importance of direct communication with legislators to influence decision-making. Jay provided an update on the Chamber's efforts, noting that meeting notes are regularly sent out and a survey for member feedback is about to be launched.

The Committee also discussed the possibility of inviting Mark Meek to speak and organize lobby days at the Capitol. They suggested that educating members could better support their engagement and advocacy efforts. Additionally, the idea of sharing legislators' newsletters with members was proposed to keep everyone informed. The discussion concluded with a focus on the importance of personal relationships with legislators for effective advocacy.

The minutes provided were autogenerated with the help of Zoom's meeting summary.



AGENDA ITEM

Title Department Reports

Item No. 7.

Date February 11, 2025

Summary

The Board of Directors has requested updates during regular meetings regarding the status of OLWS operations. The following Department Reports are compiled by staff and management.



DEPARTMENT REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Monthly Report
Item No	7.a.
Date	February 11, 2025

Summary

The board has requested updates during regular meetings regarding the status of OLWS operations.

Highlights of the Month

None

General Manager

Audit

The fiscal year 22 audit started with field work on site for 2 weeks in December. Auditors gathered information and looked at files to prepare audit findings for OLWSD. As of the writing of this report, the FY 22 audit is approximately 95% complete. The report is on track to be prepared and submitted for review in mid-February. The report will be presented to the Board in March after finalization.

Capital Improvement Plan

The Capital Improvement Plan Open House date has been set for Thursday February 20th from 5-7pm. Community members will be able to see and talk with staff about upcoming projects for the next year as well as what is being planned for the next six years. This will inform the public about what areas OLWS will be working in over the next several years. This plan is updated annually and will help shape the budget for the coming years.

Outside Funding

On Wednesday February 12th, OLWS with Thorn Run Partners will be meeting with elected officials to discuss upcoming projects. The focus will be on the widespread inflow and infiltration projects across the service district.

Insurance Update

OLWS has renewed our Property and Liability insurance with Special Districts Insurance Services for the 2025 coverage year. Please note that insurance is excluded from our purchasing rules through the following provision:

- Section III., C number 10 of The District's Contracting and Purchasing rules adopted in November 2018 states the following:
 1. *Authority.*
 - *C. Inapplicability of Contracting and Purchasing Rules. These Rules do not apply to the following:*
 - *7. Contracts for employee benefit plans;*
 - *8. Contracts with newspapers and other publications for the placement of advertisements or public notices;*
 - *9. Contracts for items where the price is regulated and available from a single source or limited number of sources;*
 - *10. Insurance contracts;*

For 2025, OLWS has renewed our Property and Liability Insurance with Special Districts Insurance Services using Brown and Brown as our agent of record. Brown and Brown reviewed OLWS's options and needs and verified level of coverage with staff.

The largest notable change in this year's coverage versus the prior year is the values of both land and structures. Our final insurance total, including broker fees and cyber security insurance, increased from \$215,723.54 in coverage year 2024 to \$238,081.00 in coverage year 2025. The biggest dollar amount increases were due to the increase cost for property and equipment coverage which includes flood and earthquake. OLWS also renewed cyber security insurance with Beazley. OLWS was on the low end of expected increases this coverage year. Brown and Brown was signaling the average rate increase for special districts were on average 15-18% last fall. OLWS' rate increase year over year was 10.3% for the 2025 coverage year. Like other utility rate increases, insurance coverage continues the same trend and will be tracked closely for the coming renewal next year.

Attachments

None



DEPARTMENT REPORT

To	Board of Directors
From	Sebastian Rodrigues, Interim Finance Director
Title	Monthly Report
Item No	7.b.
Date	February 11, 2025

Summary

The Board has requested the Staff to provide the status of OLWS operations at the regular meeting. This is a monthly report for January 2025. The report summarizes the status of customer billing, accounts receivable, and other billing-related activities.

Highlights of the Month

- For the month of December, the Accounts Receivable balance increased by 0.97% from prior month. The average delinquent balance decreased by \$48 and the number of delinquent accounts increased by 140 compared to the prior month.
- Utility bill payments through December 31st were less than the November billed amounts.
- Financial Assistance Utility Rate Relief program through December 31st, 2024, was 114% of the budgeted year to date amount. The approved funding cap is 0.75% of the estimated revenues. Staff will continue to monitor the utilization percentage throughout the fiscal year.

Accounts Receivable Review

The Accounts Receivable (A/R) balances increased by 0.97% in December from November. These are the findings: A/R Balance owed to OLWS increased by \$19,487 during the month of December.

A/R Balance	10/29/2024	11/26/2024	12/31/2024
Monthly Residential	\$1,347,720	\$1,304,175	\$1,283,267
Large Meters	708,510	714,647	755,041
Total	2,056,230	2,018,821	2,038,308
Variance	-136,782	-37,409	19,487
	-6.24%	-1.82%	0.97%

Delinquent Accounts

The total number of delinquent accounts increased by 140 in December compared to the month of November. The average balance of the delinquent account decreased by (12.8%) or (\$48.30).

	10/29/2024	11/26/2024	12/31/2024
Over 60 Days	\$185,884	\$186,015	\$208,565
Number of Accounts	609	491	631
Average Balance per Acct.	\$305	\$379	\$331
	-20.4%	24.10%	-12.80%

The percentage of current accounts paid in full within 30 days has decreased by (5.65%) in December compared to the prior month. The shift is mainly from the Current category to the 30–60-Day Grace and Delinquent categories.

Account %	10/29/2024	11/26/2024	12/31/2024
Current	85.17%	91.51%	85.86%
30-60 Day Grace	6.60%	1.50%	5.68%
Delinquent	6.71%	5.40%	6.94%
Credit Balance	1.52%	1.59%	1.52%

OLWS hangs red tags for accounts in delinquent status, over 60 days past due. The red tag process allows 7 days for the customer to make the payment. If the payment is not received within the 7 days, or a payment plan is not created, then the water is shut off. The staff is currently reviewing Red Tag practices since the billing cycles have moved from bi-monthly to monthly bills to ensure reliable collection practices.

	Oct-24	Nov-24	Dec-24	Jan -25
Cycle	Cycle 1,2,3	Cycle 1,2,3	Cycle 1,2,3	Cycle 1,2,3
# Red Tags	122	135	102	119
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	8	5	7	6

Payments Received During December

As of January 31, 2025, OLWS received \$87,121 more payments than the billed amount in December. The payments received in January also represent past due payments from previous months.

	Oct-24	Nov-24	Dec-24	Jan 25
Utility Billing Sales	\$1,850,753	\$1,743,860	\$1,693,697	\$1,683,814
Cash Receipts	1,904,264	1,735,626	1,669,746	1,770,935
% Collected	102.90%	99.50%	98.60%	105.2%

Financial Assistance Utility Rate Relief Program (FAURRP)

OLWS’ FAURRP provides eligible customers with a discounted rate on a portion of their bill. On March 19, 2024, the Board of Directors approved the program cap at 0.75% of the budgeted utility revenues. This is an increase from the 0.50% approved previously.

	Budget	Budget Year-to-Date 12-2024	Actual Year-to-Date 12-2024	% Spent
FAURR Program Cap	\$156,915	78,458	89,280	113.80%

	# of Customers Current Month	Discount Provided	Fiscal Year to Date
Drinking Water	259	3,350	19,752
Wastewater	248	10,265	60,655
Watershed Protection	247	1,498	8,874
		15,113	89,280

Attachments

None



DEPARTMENT REPORT

To Board of Directors
From Aaron Janicke, Public Works Director, Ryan Hunter, Distribution Field Supervisor, Chad Martinez, Collections Field Supervisor
Title Monthly Report
Item No 7.c.
Date February 11, 2025

Summary

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

Highlights of the Month

- LS5 pipe bursting wraps up.
- Boardman Wastewater Replacement project sees forward movement.

Watershed Protection Update

This year, seasonal December weather was rainy but not as cold as recent years. Wet weather brought several customer calls requesting storm maintenance requests, but fewer than usual. OLWS staff were able to stay focused to make headway with ongoing duties such as sewer cleaning and program work. In November and December, annual use of sandbags remained steady, and these were beneficial in supporting customers in managing any small water issues.

As a reminder, when a customer call comes in concerning stormwater:

1. The OLWS customer service team transfers the call to the Water Quality Coordinator, sends an email listing the concern, or enters the request into the computer tracking system (currently Lucity).
2. Water Quality staff then review the request to decide on the response. Response(s) may include:

1. Inspection of the area;
2. Work order entered for field staff to clean the catch basins, storm pipes, or sediment manholes;
3. Coordination/request sent to OLWS partner-agencies for follow up on ditch cleaning, culvert cleaning, or cleaning of additional assets – like pipes in the McLoughlin corridor – depending on responsibility assigned in MOUs. Partner agencies include Clackamas County Department of Transportation and Development (CCDTD), Oregon Department of Transportation (ODOT), and North Clackamas Parks and Recreation District (NCPRD).

In addition to fielding winter weather concerns, OLWS office staff worked on updating the Private Stormwater Facility program, which has grown because of the requirement to add Stormwater Agreements/Easements for certain development projects. This requirement prioritizes green infrastructure and low impact development (GI/LID) facilities to support water quality through ground infiltration of storm water from rooftops, driveways, and roads.

GI/LID facilities use detention, infiltration, soils and plants to filter runoff, leaving the groundwater cleaner than the water running into the storm facility. Installing more GI/LID also requires more maintenance by homeowners to keep the facility functioning correctly. Owners must remove any debris or sediment that builds up in the facility, keep plants trimmed back, and remove and/or replace soil when it starts to build up in the facility.

Under the Municipal Storm Sewer System (MS4) Permit, OLWS is responsible for outreach, inspection, and in some cases – maintenance of the facilities. This winter-spring staff will be sending letters to over 1,000 homeowners to let them know they need to inspect and report to OLWS on the condition of their facility. OLWS will be starting an electronic process for these inspection reports, rolling out within the next year. Using the updated GIS mapping, customers will be able to click into their facility online and submit their inspection-maintenance reports. If you have questions about this process update, please contact Lara Christensen at lara.christensen@olws.org.

Collections Update

The Collections Department is now fully staffed and operational. Recently, the team collaborated with contractor Aqualis to assist with lift station inspections. We are currently awaiting a full report for each station, which will include recommended preventive maintenance (PM) and corrective maintenance (CM) actions.

In addition to the lift station inspections, the department has continued to perform routine hydrojetting and CCTV tasks. We have also been providing ongoing support for the LS5 project needs.

Overall, the department is maintaining steady progress on its key tasks and continues to prioritize both routine and project-related needs.

Water Distribution Update

In January, the Water Team stayed busy making repairs, installing water services, performing billing and customer service activities, and locating underground facilities. Below are some of the highlights:

- 4 main breaks at Allan Rd, SE Laurelwood, La Mesa, and Thornton Dr.
- 6 new 1” water service installations at SE Chloe Rose.
- 37 meters replaced.
- Ongoing maintenance, repair, and replacement of fire hydrants.
- Ongoing leak detection efforts. • Spot flushing to improve water quality.

Non-Revenue Water

The total water purchased in December was 70.655 million gallons. Non-revenue water totaled 15.657 million gallons with 1.155 million gallons in apparent losses, 14.148 million gallons in real losses, and 354,000 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 12.332 million gallons.

Permit Activity

FY2024-2025	December 2024 Development Activity				
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	4	9	0	7
New Erosion Control Permits	0	3	17	2	13
New Development Permits	0	0	4	1	6
New Utility Permits	2	2	42	7	34
Wastewater Connections	1	1	17	4	17
Sanitary SDC Fees Received	\$15,495	\$5,165	\$129,125.00	\$20,660	\$87,805
Water SDC Fees Received	\$56,907	\$6,323	\$542,550.00	\$72,061	\$364,629
Plan Review Fees Received	\$3,846	\$1,165	\$24,232.40	\$2,000	\$14,843
Inspection Fees Received	\$3,386	\$704	\$19,947.75	\$650	\$3,960

Attachments

1. Development Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Pre-application	18900 SE Mildred	Residential: Multi-Family	Pre-app Comments sent to CCDTD. County land use expiration timeline.	January 30, 2025
Pre-application	17624 SE River Rd	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	January 30, 2025
Plan Review	Meadowlark Ln	Residential: Quadplex	Current OLWS Review	January 30, 2025
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	January 30, 2025
Plan Review	13843 SE McLoughlin Blvd.	Commercial: Restaurant	Current OLWS Review	January 30, 2025
Plan Review	4809 SE Ina Ave.	Residential: 4-lot Subdivision (Middle Housing)	Current OLWS Review	January 30, 2025
Plan Review	5212 SE Thiessen	5-lot subdivision	Current OLWS Review	January 30, 2025
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	January 30, 2025
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	January 30, 2025
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	January 30, 2025
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	January 30, 2025
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	OLWS Inspections Occuring	January 30, 2025
Under Construction	13822 SE Oatfield Rd	Residential: 26-unit Cottages	OLWS Inspections Occuring	January 30, 2025
Under Construction	13100 SE River Rd	Residential: 5-lot duplex; Willamette View	OLWS Inspections Occuring	January 30, 2025
Under Construction	1404 SE River Forest Rd.	Residential: 3-lot Partition	OLWS Inspections Occuring	January 30, 2025



DEPARTMENT REPORT

To	Board of Directors
From	David Hawkins, Plant Superintendent
Title	Monthly Report
Item No	7.d.
Date	February 11, 2025

Summary

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

Highlights of the Month

- Polymer Lines for New Mixing Valve
- Lift Station #3 Pump Failure
- Digester Air Line Inspection Update

Wastewater Treatment Plant

Late in 2024, staff started an update to the Belt Filter Press (BFP) polymer system. Operators identified that the static mixing valve and injector points were getting old and needed replacing with a new injector and mixing valves. This project would require a moderate level of planning and retrofitting, including some electrical relocation as well as piping. As of this writing, the electrical relocation has been completed by electricians and the polymer lines have been rerouted by staff. The installation of the injectors and mixing valve should take place in the last week of January. Once completed, the expected outcome will be better polymer distribution as well as better mixing with the digested sludge. This, in turn, should lead to better cake production, meaning that the cake should be drier, and thus reduce hauling costs out to eastern Oregon.

In mid-January, Operators noticed that a pump at Lift Station #3 (LS #3) had suddenly lost pumping efficiency over the course of a few hours. The trending on SCADA looked suspicious, so maintenance and operators decided to get eyes on the pump. Once on

site, Staff immediately noticed that the pump didn't sound right. Once they had isolated and locked out the pump, staff inspected the interior and noticed that there was damage to both the pump casing and the volute. Whatever had done the damage to the pump was gone, having either passed through it or had been flushed back into the wetwell. Staff spent several hours trying to locate the object to no avail. Later that day, Mechanics contacted the pump manufacturer to order replacement parts. While the pump is still technically operational, it has been placed in the lag position to cut down on any further damage while awaiting the replacement parts, which should be here by late January.

One of the major capital projects at the Wastewater Treatment Plant (WWTP) this fiscal year is the inspection of the air lines that run between the digester blowers and the digesters themselves. Back in 2023, an irrigation line that runs behind digesters 1 and 2 broke in the middle of the night, causing substantial flooding to the electrical vaults that were in the lower elevations. While this flooding was not a major issue and led to no major damage to the plant, another peculiar incident took place when both digester blowers 1 and 2 failed simultaneously on high pressure. This alarm means that the blowers could not overcome the pressure in the air lines and could not feed air to their respective digesters. Stranger still, these airlines are independent, meaning they are not connected at any point. While one high pressure failure would be odd enough, to have two totally independent blowers fail on the same alarm at the same time was suspect.

With the help of the collections crew and their cameras, plant staff set out to inspect the airlines. Within minutes of the beginning of the inspection, it was obvious that the lines had both filled with water. Unfortunately, the equipment was not suffice to inspect the entire run of piping due to the awkward angles in the air lines, so staff were unable to pinpoint the exact reason the water had infiltrated the lines.

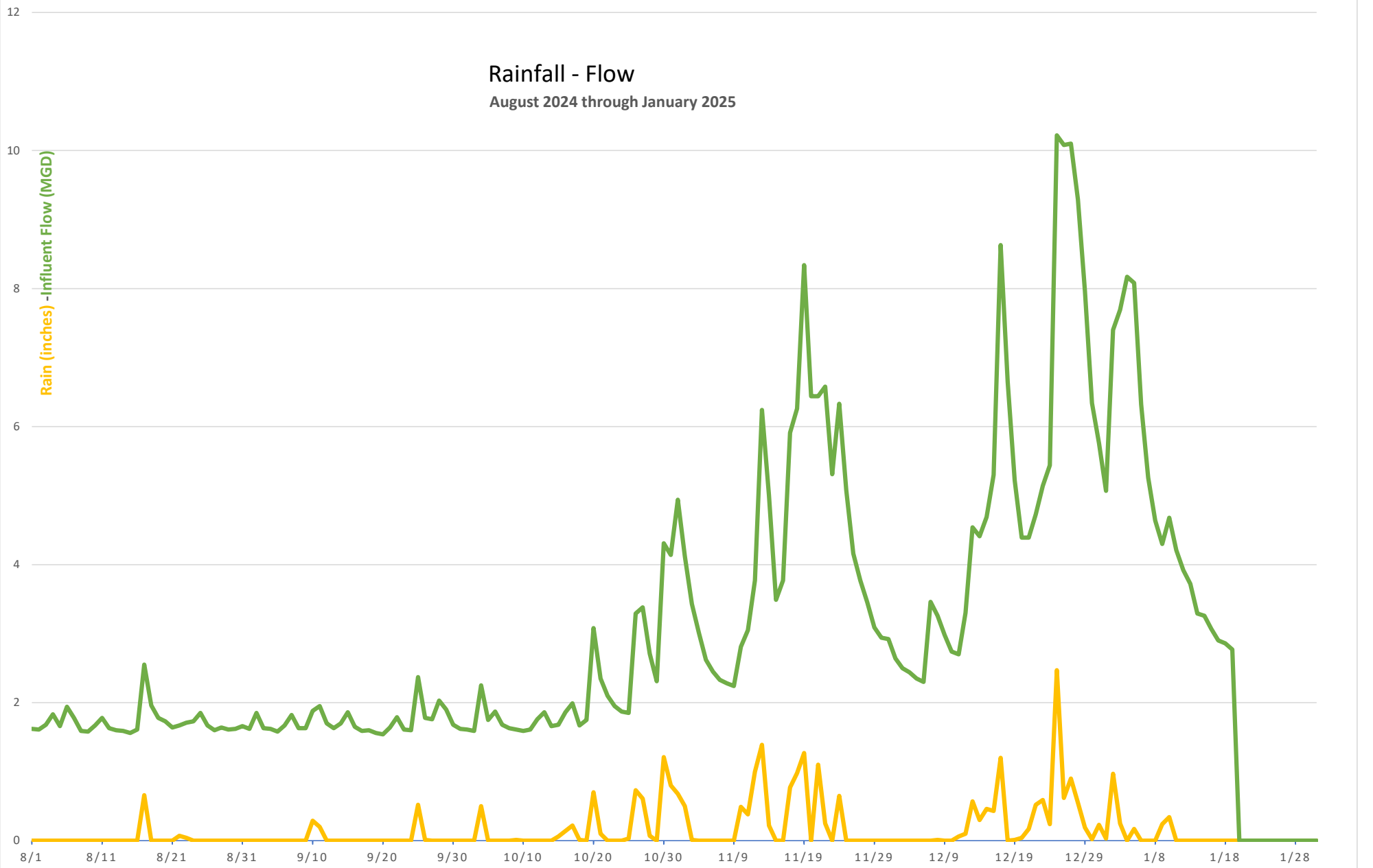
During budgeting in 2024, management set aside money to fund a capital project to have the airlines fully inspected and reported on, with the expectation of finding out A) the condition of the piping and B) whether the failure of the lines was due to collapse, the disjuncting of the pipes, or some combination of the two. Staff met with engineers from Brown and Caldwell in late January to begin formulating a plan for inspections. We will keep you updated as this project progresses.

Attachments

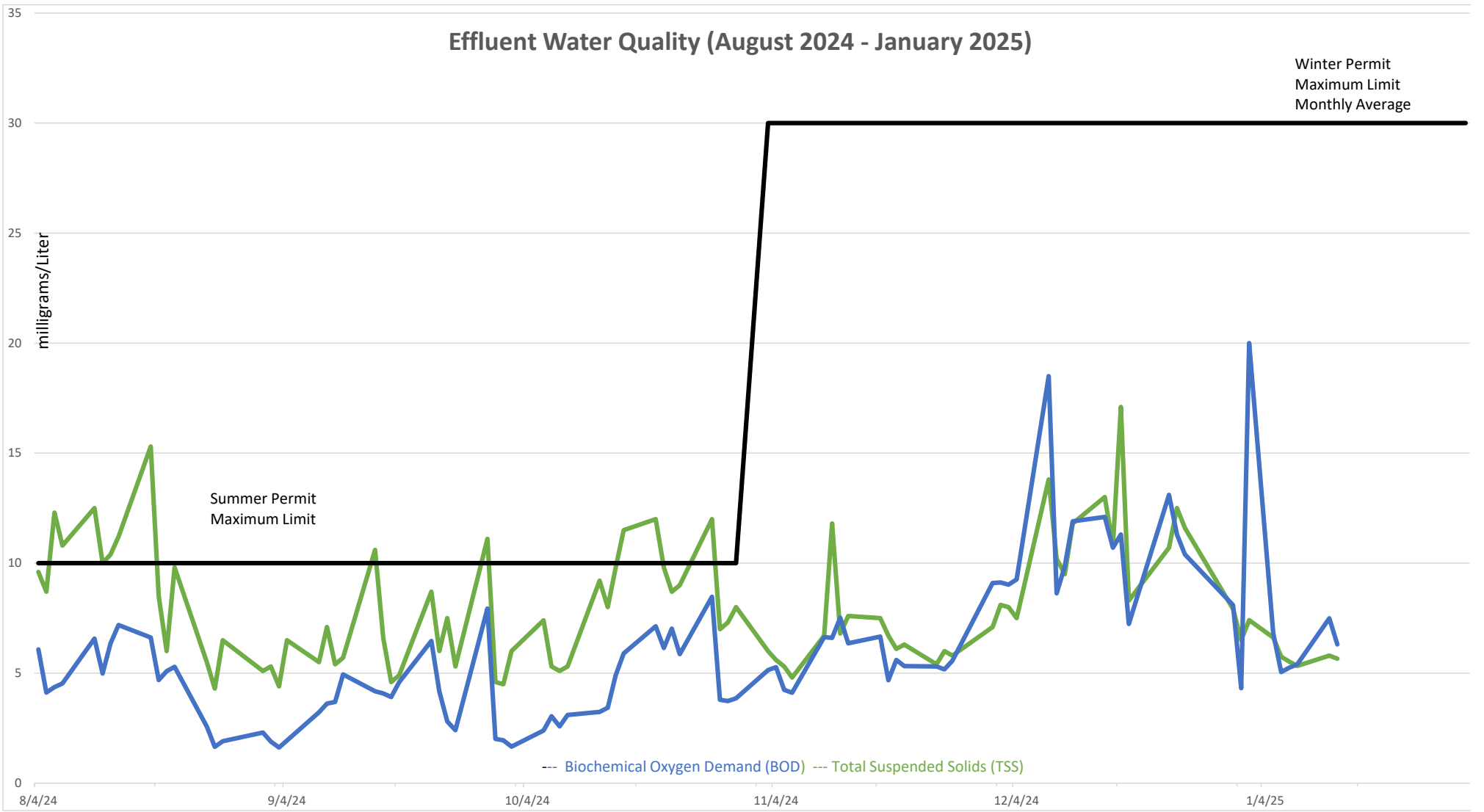
1. Rainfall Vs. Flow August 2024 - January 2025
2. Plant Performance August 2024 - January 2025

Rainfall - Flow

August 2024 through January 2025



Effluent Water Quality (August 2024 - January 2025)



Winter Permit
Maximum Limit
Monthly Average

Summer Permit
Maximum Limit

--- Biochemical Oxygen Demand (BOD) --- Total Suspended Solids (TSS)



AGENDA ITEM

Title Other Items

Item No. 8.

Date February 11, 2025

Summary

The Board of Directors may discuss new or tabled agenda items.



AGENDA ITEM

Title Adjourn Meeting
Item No. 9.
Date February 11, 2025

Summary

If there is no further business to be discussed, the Chair will note the time and adjourn the meeting.