



Proposed Budget

2022-2023



14496 SE River Road, Oak Grove, Oregon 97267
(503) 654-7765
@OakLodgeWater
oaklodgewaterservices.org



About the District

The Oak Lodge Water Services District (District) is committed to creating a clean water environment and a healthy community. The District provides reliable drinking water, sanitary sewer, and watershed protection services to nearly 29,000 people in Oak Grove, Jennings Lodge, and portions of Milwaukie and Gladstone.

Drinking Water Services

The District provides customers safe, reliable drinking water from the Clackamas River. Customer rates fund essential services, including purchasing clean water and maintaining daily operations, and investments in infrastructure.

Sanitary Sewer Services

The District collects wastewater from homes and businesses so the water can be cleaned and safely returned to the Willamette River. Customer rates fund essential services, including wastewater treatment, maintaining daily operation, and investments in treatment plant and infrastructure.

Watershed Protection Services

The District helps protect the environment by monitoring water quality in local waterways and helping to keep the Clackamas County-owned stormwater system clean. Customer rates fund watershed protection activities necessary to comply with state and federal water quality permit requirements.

Water Reclamation Facility (WRF)

The Oak Lodge Water Reclamation Facility (WRF) was upgraded approximately ten years ago (2012) and is located at 13750 SE Renton Ave. in Oak Grove, Oregon. The facility cleans an average of 2.8 million gallons of wastewater per day, removing over 96% of pollutants. The WRF and 5 lift stations are strategically located across the District's service area. They operate 24/7 to collect and treat wastewater before returning it to the Willamette River. Routine maintenance on this critical piece of infrastructure is vital to providing an essential service and protecting the health of nearly 29,000 people in the community. Operations staff are committed to producing treated water that exceeds the parameters set by state and federal guidelines.



**FY 2022-2023
PROPOSED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

Open, Position 1

Amanda Gresen, Position 2

Robert Weber, Position 3

Ron Weigel, Position 4

Jim Martin, Position 5

ELECTED BOARD OF DIRECTORS

Susan Keil, President

Ginny Van Loo, Vice President/Secretary

Paul Gornick, Treasurer

Kevin Williams, Director

Open, Director

BUDGET OFFICER

Gail Stevens, Finance Director



**FY 2022-23
PROPOSED BUDGET**

TABLE OF CONTENTS

GENERAL BUDGET INFORMATION	Page
Budget Calendar	i
Organization Chart	ii
Budget Message	1
Summary Budget Highlights	8
Resources Summary	10
Requirements Summary	11
FUNDS	
Administrative Services Fund	12
Drinking Water Fund	17
Wastewater Reclamation Fund	20
Watershed Protection Fund	24
Wastewater General Obligation Debt Service Fund	27
Wastewater Revenue Bond Debt Service Fund	29
Drinking Water Capital Fund	31
Wastewater Reclamation Capital Fund	32
Watershed Protection Capital Fund	33
DESCRIPTIONS	
Budget Line Item Descriptions - Appropriations	34
APPENDIXES	
A) Capital Improvement Plan	



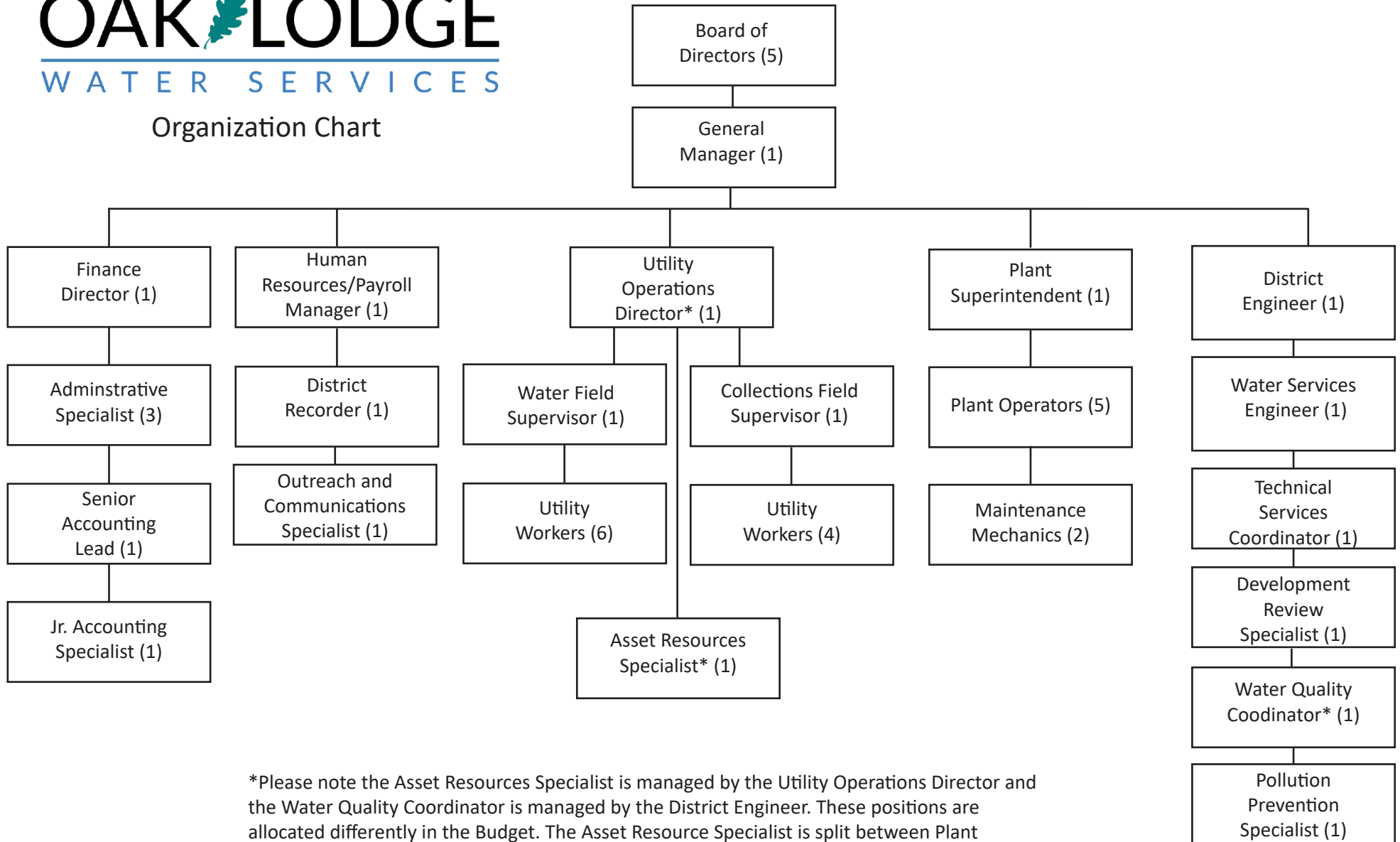
FY 2022-2023 BUDGET CALENDAR

Tuesday, April 12, 2022	Budget Committee Meeting
Thursday, April 26, 2022	Budget Committee Meeting
Thursday, April 28, 2022	Budget Committee Meeting
Tuesday, May 17, 2022	Board of Directors Meeting

To mitigate the spread of COVID-19, all meetings will be held remotely beginning at 6:00 p.m. unless otherwise stated.



Organization Chart



*Please note the Asset Resources Specialist is managed by the Utility Operations Director and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (30%), Collections (30%), Drinking Water (30%), and Watershed Protection (10%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection. The Utility Operations Director is split between Drinking Water (50%) and Collections (50%).



BUDGET MESSAGE

Members of the Oak Lodge Water Services (OLWS) Budget Committee we are pleased to present the Oak Lodge Water Services Fiscal Year (FY) 2022-23 Proposed Budget.

STATE OF OLWS

OLWS provides a high level of service to customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the continued reality of COVID-19, OLWS continues to meet the needs of customers and protect OLWS team members. OLWS delivers services day in, day out meeting OLWS Commitments:

Our Commitments

-  Protect public health
-  Provide excellent customer service
-  Make smart investments and keep rates affordable
-  Keep our streams and rivers clean

There are four main areas of focus throughout OLWS work which are reflected in the FY 2022-23 Proposed Budget:

1. Planning for the future
2. Building resilience
3. Security
4. Financial stewardship

Planning for the Future

The infrastructure, owned by customers, is used to deliver all of the OLWS services. Information about the condition of those assets and preferred maintenance and replacement is essential information which enables planning of future work and financial forecasting. This information is essential to building Master Plans for each service area. The Master Plans aid in prioritizing of work and identify areas where capital investments are needed to ensure the OLWS infrastructure continues to work. They can also aid in identifying potential regulatory changes for OLWS. It is anticipated the new permit from the Department of Environmental Quality for the Water Reclamation Facility will be in place prior to July 2022. It has a number of significant budgetary implication in the years ahead for OLWS both for infrastructure and operations. There are implications for rates and which will require thoughtful Budget Committee input as to the best options for all of our customers.

Resilience

The Water Systems Master Plan and the current work on the Wastewater Systems Master Plan assists with the identification of projects which build on past infrastructure investments to increase resiliency. One such example is the intertie projects for water with the City of Milwaukie and Clackamas River Water which would be used should an earthquake occur, or some other harm to the Clackamas River. Resiliency for our customers is also increased through the Intergovernmental relationships OLWS has with other partners in the region (e.g. for additional trucks, or pumping equipment) and through emergency management planning and exercises. Financial resiliency is also an important part of consideration for the Board and the Budget Committee. The inflationary cost increases and delays currently being experienced in OLWS supply chains have been anticipated and planned for in the Proposed Budget. However, new ones may arise. Part of a resilient strategy will be the need to have a greater stock of supplies on hand. One example OLWS has dealt with this past year is a six-month delay in water meter orders, which OLWS has over 8,500 water meters currently in service.

Security

This has become an increased area of focus over the past year from examining how best to protect OLWS current physical assets, to cyber security planning to protect data and physical assets, to a variety of projects on the water and wastewater Supervisory Control and Data Acquisition (SCADA) systems which allow OLWS to quickly respond to alarms on OLWS infrastructure to fix issues to either prevent emergencies or enable OLWS to get through the emergency.

Financial Stewardship

The areas of focus continue to be:

- Compliance – funding of required regulatory capital projects.

- Asset Management – for all the three service areas continuing to use good asset management to inform the OLWS Capital Maintenance Program which enables financial planning to occur.
- Grants – it is anticipated more Federal Grants will be available starting FY 2022-23. It is uncertain as to the precise blend of loans and grant packets that will be available to OLWS.
- Non-Revenue Water – identifying and fixing places in our water system where the full revenue from water is not being recovered, for example, leaks of water from a pipe, or a water meter not measuring correctly.

OLWS needs to be positioned to address the capital challenges head on in the coming years.

OLWS would not have been able to continue to deliver services without the flexibility and creativity of each one of the OLWS team members and the historical investments made to strengthen the resiliency of the utility infrastructure owned by OLWS customers. It is this pattern of thoughtful, comprehensive planning and prudent investment by the Budget Committee and the Board which will position OLWS in good stead for a future of continued reliable service delivery as desired and expected by customers.

THE FY 2022-23 BUDGET

The FY 2022-23 Budget reflects the current policy direction of OLWS' Board of Directors. That direction is to provide high-quality, reliable service at a reasonable cost of service to customers. The Budget reflects a continued level of service in the coming fiscal year without significant changes in operational expenditures.

Capital plans and initiatives for OLWS drive spending in each of the next few years (see the Capital Improvement Plan section of the Budget) as OLWS continues to address the needs of an aging Wastewater Reclamation Facility and aging wastewater collections and drinking water distribution infrastructure. Moreover, changes by the Department of Environmental Quality in the National Pollutant Discharge Elimination System (NPDES) permit for the Wastewater Reclamation Facility will require significant additional infrastructure investments such as Tertiary Filtration and Sanitary Trunk Line Capacity Improvements.

Personnel services and materials and services costs are experiencing modest increases due to the inflationary pressure on supply chain and cost-of-living adjustment (COLA) increases approved as part of the current collective bargaining agreement.

The Budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by OLWS. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts. The Budget requires the input of the OLWS Budget Committee to examine different options for funding required capital projects – particularly in the wastewater area.

SUMMARY OVERVIEW

The following summary highlights specific items contained in the 2022-23 budget, and estimated effects on rates.

Financial Policies

OLWS' suite of financial policies approved by the Board have been applied to the 2022-23 budget. OLWS places emphasis on maintenance of appropriate fund balances in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Over the prior two budgets, OLWS utilized existing fund balances to stabilize utility rates. While operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure, the remaining fund balances needed to be maintained. While OLWS does not budget for full cost recovery related to depreciation of OLWS assets, the Budget has provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of OLWS, fund balances and reserves combine to provide one leg of a three-legged approach, with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The financing leg is represented in Debt Service payments and any potential new financing is not included until these funds are available to OLWS.

Personnel Services Estimates

OLWS completed negotiations with the AFSCME bargaining unit last fiscal year representing the administrative and operations team members and a three-year contract began July 1, 2020. This bargaining agreement bases the annual COLA in an amount equal to the percentage change in the US Consumer Price Index, CPI-W: All Urban Consumers, West – Size Class A, which is 6.5% this year. However, there is a maximum COLA increase of 3.5% included in the agreement. Therefore, this budget reflects this capped percentage.

The rates identified in this budget for the Public Employees Retirement System (PERS) continue to be positively impacted by past Side Account Contributions to reduce OLWS' Unfunded PERS Liability. During the 2019-20, 2020-21, and 2021-22 fiscal years OLWS made a lump sum contribution of \$300,000, \$552,000, and \$550,000 respectively to "buy down" unfunded actuarial liability. Due to higher funding needs for required capital projects, the FY 2022-23 Budget does not include any new contribution to PERS for the same purpose. Continued contributions will resume in future budgets as this is a key strategy and is in the best financial interest of OLWS over the long run.

Capital Planning

The capital plan for FY 2022-23 budget is heavily impacted by changes to OLWS' NPDES permit for OLWS' Wastewater Reclamation Facility and capacity issues within wastewater infrastructure. In addition, as in the prior fiscal years, a long-term capital plan for each of the water, wastewater, and watershed protection utilities are included. The Water System Master Plan was completed in the fall of 2020 and has provided for the anticipated level of capital necessary to meet that plan's requirements. OLWS began work on the Sanitary System Master Plan in the 2020-21 fiscal year. That work will update capital plans in the wastewater collections system and plant and is anticipated to be completed by December 31, 2022. The FY 2022-23 Budget includes funding for capital projects related to projects identified in the Water System Master Plan, the wastewater collections system and treatment plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this Budget.

Capital expenditures are made from the capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e. Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. Looking forward in the capital plans of the OLWS, there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

BUDGET ASSUMPTIONS

The FY 2022-23 Budget incorporates the following assumptions:

Revenue Assumptions

- Increase in rates for Water, and Wastewater.
- No increase in Watershed utilities.
- Maintained conservative base units for revenue forecasting.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- Medical and Dental estimates an increase in rates of 10.0%.
- PERS employer contribution rate for FY 2022-23 remains the same as in the prior fiscal year, which is lower than anticipated due to prior contributions to PERS Side Accounts.
- Step increases for eligible employees.
- Current year's 3.5% cost of living (COLA) adjustment.

Overall Strategies for the 2022-23 Budget and Beyond

- Project, plan and re-prioritize capital needs while ensuring compliance with federal and state permit requirements.
- Manage rates for each utility independently to limit funding needs while operating and maintaining each system.
- Continue to maintain prudent fund balances and reserves to provide a stable financial structure for available funding opportunities.
- Complete master plan for wastewater reclamation facility and infrastructure.

CONCLUDING THOUGHTS

At the beginning of COVID no one had an idea how long it would last. The OLWS team continued to consistently deliver services throughout this time. It was unknown what difficulties would be faced by customers and the Emergency Customer Assistance Program (ECAP) was put into place in FY 2020-21 with the only rate increase of .5% going towards it. The residual funds from ECAP were carried over into FY 2021-22 and no additional rate increases for FY 2021-22 were made. Two years later customers are paying at 99% level and delinquent accounts have been decreased by 20%. Supply chain issues are impacting OLWS in three ways: the length of time needed to receive key supplies, the costs of those supplies and the amount of prudent inventory needing to be kept on hand.

OLWS continues the focus on long-range planning and building a strong asset management program for all the infrastructure and equipment needed to deliver services. Looking forward, it is anticipated OLWS will have new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated Municipal Separate Storm Sewer System (MS4) permit which will bring with it new standards for water quality and testing protocols. These permits will bring added costs and they will also improve the quality of our natural resources and in turn improve the quality of our community's quality of life. In addition, the 30-year Wastewater System Master Plan will be completed by December 2022.

The information from the 2020 Water Master Plan and the in-production Wastewater System Master Plan, as well as the certainty around the new requirements from DEQ enable OLWS to better plan and anticipate the infrastructure projects and costs required to continue to best serve customers. This future planning is essential to managing and stabilizing rates, and potential borrowings and grants necessary to provide the necessary resources at the time needed.

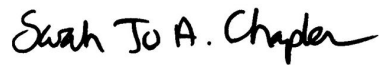
OLWS services are delivered 24 hours a day. OLWS strives to do this with an emphasis on cost-effective operations balancing both the short- and long-term maintenance, replacement, resiliency, and expansion needs of the utility infrastructure owned by all OLWS' customers.

ACKNOWLEDGEMENTS

This budget was developed by the OLWS Leadership Team with assistance from OLWS staff. The members of the Leadership team come from various backgrounds and perspectives to represent the interests of OLWS. We want to acknowledge their hard-work, efforts, and engagement and extend OLWS' appreciation. We also want to thank the Budget Committee and the Board for all their hard work to ensure the OLWS budget addresses what is needed for service delivery to customers now and into the future.

OLWS needs to be able to consistently deliver services which are key to our customers' health and work, every day without any interruption. Our customers depend upon us. Like other local governments, OLWS will need to continue to be nimble, able to respond to changes resulting from the pandemic for our customers, or other emergencies, or changing requirements from State or Federal regulators.

We hereby respectfully submit the OLWS Proposed Budget for FY 2022-23.



Sarah Jo Chaplen
General Manager



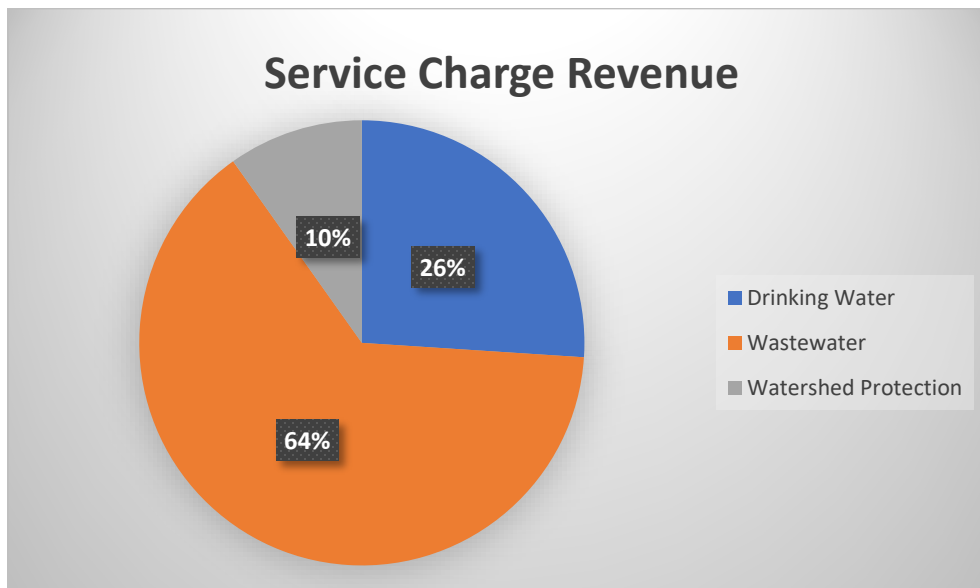
Gail Stevens
Finance Director and Budget Officer

SUMMARY BUDGET HIGHLIGHTS

The FY 2022-23 budget for the OLWS totals \$42.2 million (total resources and total uses) and can be summarized as follows: \$5.1 million for Administrative Services, \$5.5 million for Drinking Water, \$11.7 million for Wastewater, \$2.1 million for Watershed Protection, \$4.0 million for Debt Service, and \$13.6 million in capital.

Resources

Service charges revenue is the primary resource to each of the operating funds. Service charges combine with interest income, system development charges (SDC), other miscellaneous revenues, and beginning fund balance in each of the funds to comprise total resources. Revenue from service charges across the operating funds (Drinking Water Fund, Wastewater Reclamation Fund and Watershed Protection Fund) is illustrated in the chart below:



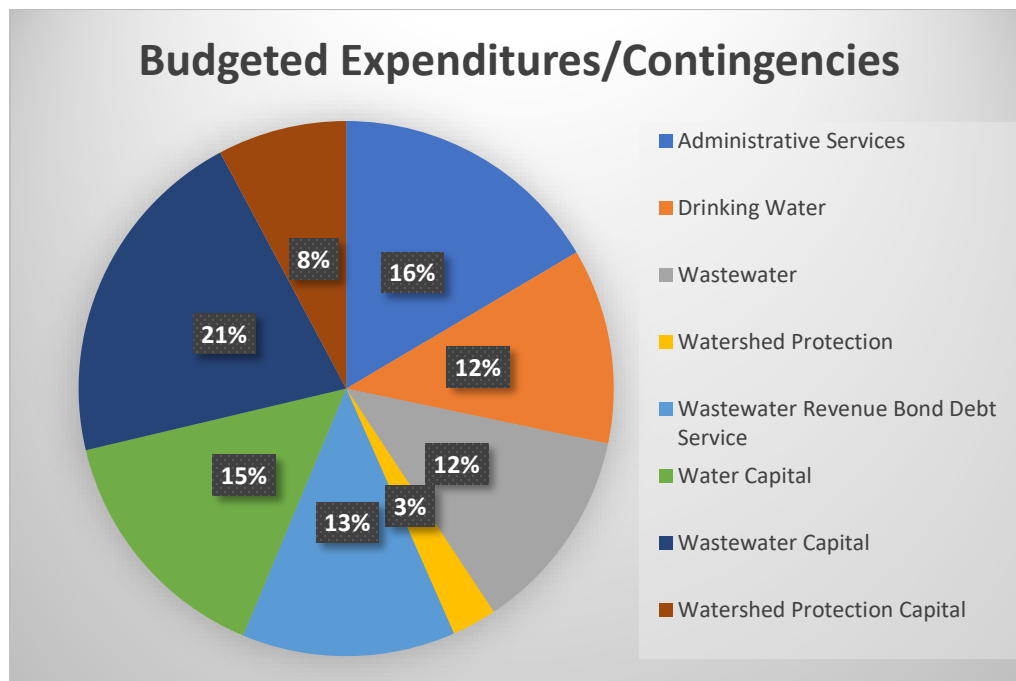
Resources within each fund support the operations and capital requirements associated with each utility's respective functions. Personnel services and materials and services are accounted for within each operating fund. Support services, debt requirements, and capital costs are budgeted and recorded in separate funds to which each operating fund makes transfers.

Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of OLWS for FY 2022-23. Personnel services comprise 17.1% of OLWS' budgeted expenditures (excluding transfers) and capital spending makes up another 25.6%. The remaining budgeted requirements of OLWS include materials and services at 16.9%, debt service at 12.0%, and contingencies and reserves at 28.4%.

The chart below illustrates total expenditures (excluding transfers) by fund. Transfers among funds are excluded so as not to distort actual expenditures to parties outside of OLWS.



Personnel Services

OLWS budget includes 38 full-time regular (FTE) positions. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 10.0% increase.

PERS contributions are the other largest component of employee benefits. PERS rates on a biennial basis, and the scheduled rates for FY 2021-22 and 2022-23 were set at 23.18% for Tier 1 and 2 members, and 19.21% for OPSRP members. OLWS has contributed \$300,000 in FY 2019-20, \$552,000 in FY 2020-21, and \$550,000 in FY 2022-23. These contributions have resulted in rates of 21.89% for Tier 1 and 2 members, and 17.92% for OPSRP members. Currently, 11% of OLWS payroll is Tier 1 and 2, and 89% is OPSRP.

Materials and Services

This category represents operational expenditures for goods and services supporting OLWS. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for FY 2022-23 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in utilities, goods and services costs from vendors.

Capital Expenditures

A consistent and thoughtful approach to asset management, major maintenance, and replacement allows OLWS to proactively plan and project significant cost items, and plan resources to avoid volatile rate impacts to our customers. Maintenance of capital reserves is one component of OLWS' strategies for funding capital needs: the others being rates and debt financing. Separate capital funds are established to account for capital expenditures and ensure funding for future needs. Transfers from the operating fund provides resources to the capital funds and is complemented by interest earnings.

The 2022-23 budget provides for capital spending in the Drinking Water Capital Fund of \$2.9 million, the Wastewater Reclamation Capital Fund of \$4.8 million, and the Watershed Protection Capital Fund of \$300 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

**OAK LODGE WATER SERVICES DISTRICT
RESOURCES SUMMARY – BY PROGRAM
FY 2022-23**

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Fund	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Administrative Services						
\$ -	\$ 598,701	\$ 978,000	Fund Balance	\$ 1,168,115	\$ -	\$ -
\$ 30,199	\$ 34,473	\$ 61,400	Other revenue	\$ 70,400	\$ -	\$ -
\$ 1,444,000	\$ 1,908,000	\$ 1,500,000	Transfer In - Fund 10	\$ 1,008,000	\$ -	\$ -
\$ 2,028,000	\$ 2,026,000	\$ 1,899,000	Transfer In - Fund 20	\$ 1,920,000	\$ -	\$ -
\$ 1,029,000	\$ 635,000	\$ 1,008,000	Transfer In - Fund 30	\$ 1,008,000	\$ -	\$ -
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	Total	\$ 5,174,515	\$ -	\$ -
Drinking Water						
\$ 2,430,387	\$ 1,504,202	\$ 1,086,000	Fund Balance	\$ 1,015,771	\$ -	\$ -
\$ 3,945,069	\$ 4,093,022	\$ 4,120,000	Water Sales	\$ 4,223,000	\$ -	\$ -
\$ 412,360	\$ 346,821	\$ -	SDCs	\$ -	\$ -	\$ -
\$ 386,228	\$ 340,468	\$ 292,000	Leases & Other	\$ 273,000	\$ -	\$ -
\$ 7,174,043	\$ 6,284,513	\$ 5,498,000	Total	\$ 5,511,771	\$ -	\$ -
Wastewater Reclamation						
\$ 1,315,555	\$ 1,807,252	\$ 834,900	Fund Balance	\$ 1,207,862	\$ -	\$ -
\$ 8,199,915	\$ 8,273,657	\$ 8,459,000	Wastewater Charges	\$ 10,407,000	\$ -	\$ -
\$ 592,263	\$ 315,065	\$ 125,000	SDCs	\$ 100,000	\$ -	\$ -
\$ 60,281	\$ 30,535	\$ 40,000	Other revenue	\$ 20,000	\$ -	\$ -
\$ -	\$ -	\$ 623,800	Transfer In - Fund 40	\$ -	\$ -	\$ -
\$ 10,168,013	\$ 10,426,509	\$ 10,082,700	Total	\$ 11,734,862	\$ -	\$ -
Watershed Protection						
\$ 465,068	\$ 436,466	\$ 659,000	Fund Balance	\$ 467,895	\$ -	\$ -
\$ 1,554,434	\$ 1,550,780	\$ 1,566,000	Watershed Charges	\$ 1,592,000	\$ -	\$ -
\$ 54,053	\$ 50,246	\$ 29,000	Other Revenue	\$ 28,000	\$ -	\$ -
\$ 2,073,555	\$ 2,037,491	\$ 2,254,000	Total	\$ 2,087,895	\$ -	\$ -
Wastewater GO Debt Service						
\$ 660,960	\$ 333,919	\$ 623,800	Fund Balance	\$ -	\$ -	\$ -
\$ 15,006	\$ 3,560	\$ -	Interest Revenue	\$ -	\$ -	\$ -
\$ 117,300	\$ 112,385	\$ -	Interest Subsidy	\$ -	\$ -	\$ -
\$ 1,350,500	\$ 812,000	\$ -	Transfers In	\$ -	\$ -	\$ -
\$ 2,143,766	\$ 1,261,864	\$ 623,800	Total	\$ -	\$ -	\$ -
Wastewater Revenue Bond Debt Service						
\$ 1,374,167	\$ 678,563	\$ 587,000	Fund Balance	\$ 592,666	\$ -	\$ -
\$ 16,738	\$ 5,372	\$ 6,000	Interest Revenue	\$ 1,000	\$ -	\$ -
\$ 1,100,000	\$ 2,871,000	\$ 3,412,000	Transfers In	\$ 3,435,000	\$ -	\$ -
\$ 2,490,905	\$ 3,554,935	\$ 4,005,000	Total	\$ 4,028,666	\$ -	\$ -
Water Capital						
\$ 3,236,048	\$ 4,229,832	\$ 4,135,000	Fund Balance	\$ 3,911,900	\$ -	\$ -
\$ -	\$ -	\$ 200,000	SDCs	\$ -	\$ -	\$ -
\$ 94,115	\$ 34,264	\$ 40,000	Other	\$ -	\$ -	\$ -
\$ 1,675,000	\$ 500,000	\$ 500,000	Transfers In	\$ 800,000	\$ -	\$ -
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	Total	\$ 4,711,900	\$ -	\$ -
Wastewater Capital						
\$ 4,220,098	\$ 5,252,624	\$ 4,535,000	Fund Balance	\$ 4,006,108	\$ -	\$ -
\$ 444,672	\$ 41,565	\$ 50,000	Other Revenue	\$ 30,000	\$ -	\$ -
\$ 1,300,000	\$ 1,000,000	\$ 1,000,000	Transfers In	\$ 2,500,000	\$ -	\$ -
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	Total	\$ 6,536,108	\$ -	\$ -
Watershed Protection Capital						
\$ 1,816,320	\$ 1,177,315	\$ 1,687,000	Fund Balance	\$ 2,173,058	\$ -	\$ -
\$ 36,387	\$ 11,248	\$ 15,000	Other Revenue	\$ 10,000	\$ -	\$ -
\$ 430,000	\$ -	\$ 480,000	Transfers In	\$ 250,000	\$ -	\$ -
\$ 2,282,707	\$ 1,188,563	\$ 2,182,000	Total	\$ 2,433,058	\$ -	\$ -
\$ 41,834,121	\$ 41,014,334	\$ 40,551,900	TOTAL RESOURCES	\$ 42,218,775	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT
REQUIREMENTS SUMMARY – BY PROGRAM
FY 2022-23**

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	Fund	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
			Administrative Services			
\$ 1,764,417	\$ 1,786,109	\$ 2,151,000	Personnel Services	\$ 2,228,000	\$ -	\$ -
\$ 1,868,080	\$ 1,460,167	\$ 2,164,000	Materials & Services	\$ 2,112,403	\$ -	\$ -
\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ -	\$ -	\$ -
\$ 300,000	\$ 552,000	\$ 550,000	Special Payments	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 581,400	Contingency	\$ 834,112	\$ -	\$ -
\$ 598,702	\$ 1,403,898	\$ -	Unappropriated fund balance	\$ -	\$ -	\$ -
<u>\$ 4,531,199</u>	<u>\$ 5,202,174</u>	<u>\$ 5,446,400</u>	Total	<u>\$ 5,174,515</u>	<u>\$ -</u>	<u>\$ -</u>
			Drinking Water			
\$ 920,587	\$ 929,500	\$ 1,050,000	Personnel Services	\$ 1,107,000	\$ -	\$ -
\$ 1,420,733	\$ 1,444,659	\$ 1,593,000	Materials & Services	\$ 1,676,600	\$ -	\$ -
\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -	\$ -
\$ 209,522	\$ 209,801	\$ 209,000	Debt Service	\$ 209,063	\$ -	\$ -
\$ 3,119,000	\$ 2,408,000	\$ 2,000,000	Transfers	\$ 1,808,000	\$ -	\$ -
\$ -	\$ -	\$ 646,000	Contingency	\$ 711,108	\$ -	\$ -
\$ 1,504,201	\$ 1,292,554	\$ -	Unappropriated fund balance	\$ -	\$ -	\$ -
<u>\$ 7,174,043</u>	<u>\$ 6,284,513</u>	<u>\$ 5,498,000</u>	Total	<u>\$ 5,511,771</u>	<u>\$ -</u>	<u>\$ -</u>
			Wastewater			
			<i>Treatment</i>			
\$ 1,006,597	\$ 986,879	\$ 1,140,000	Personnel Services	\$ 1,105,000	\$ -	\$ -
\$ 804,996	\$ 842,736	\$ 1,033,900	Materials & Services	\$ 1,085,250	\$ -	\$ -
\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -	\$ -
			<i>Collections</i>			
\$ 692,756	\$ 761,467	\$ 729,000	Personnel Services	\$ 752,000	\$ -	\$ -
\$ 77,912	\$ 70,757	\$ 110,500	Materials & Services	\$ 186,500	\$ -	\$ -
\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ 5,778,500	\$ 6,709,000	\$ 6,311,000	Transfers	\$ 7,855,000	\$ -	\$ -
\$ -	\$ -	\$ 758,300	Contingency	\$ 751,112	\$ -	\$ -
\$ 1,807,252	\$ 1,055,670	\$ -	Unappropriated fund balance	\$ -	\$ -	\$ -
<u>\$ 10,168,013</u>	<u>\$ 10,426,509</u>	<u>\$ 10,082,700</u>	Total	<u>\$ 11,734,862</u>	<u>\$ -</u>	<u>\$ -</u>
			Watershed Protection			
\$ 46,095	\$ 110,566	\$ 153,000	Personnel Services	\$ 160,000	\$ -	\$ -
\$ 25,070	\$ 50,209	\$ 299,100	Materials & Services	\$ 243,800	\$ -	\$ -
\$ -	\$ -	\$ -	Capital Outlay	\$ -	\$ -	\$ -
\$ 62,558	\$ 62,558	\$ 64,000	Debt Service	\$ 120,000	\$ -	\$ -
\$ 1,459,000	\$ 1,135,000	\$ 1,488,000	Transfers	\$ 1,258,000	\$ -	\$ -
\$ -	\$ -	\$ 249,900	Contingency	\$ 306,095	\$ -	\$ -
\$ 480,832	\$ 679,158	\$ -	Unappropriated fund balance	\$ -	\$ -	\$ -
<u>\$ 2,073,555</u>	<u>\$ 2,037,491</u>	<u>\$ 2,254,000</u>	Total	<u>\$ 2,087,895</u>	<u>\$ -</u>	<u>\$ -</u>
			Wastewater GO Debt Service			
\$ 1,809,847	\$ 638,100	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 623,800	Transfers	\$ -	\$ -	\$ -
\$ 333,919	\$ 623,764	\$ -	Reserve for future expenditure	\$ -	\$ -	\$ -
<u>\$ 2,143,766</u>	<u>\$ 1,261,864</u>	<u>\$ 623,800</u>	Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
			Wastewater Revenue Bond Debt Service			
\$ 1,812,342	\$ 2,963,464	\$ 3,411,805	Debt Service	\$ 3,434,144	\$ -	\$ -
\$ 678,563	\$ 591,471	\$ 593,195	Reserve for future expenditure	\$ 594,522	\$ -	\$ -
<u>\$ 2,490,905</u>	<u>\$ 3,554,935</u>	<u>\$ 4,005,000</u>	Total	<u>\$ 4,028,666</u>	<u>\$ -</u>	<u>\$ -</u>
			Water Capital			
\$ 775,331	\$ 351,049	\$ 1,985,000	Capital Outlay	\$ 2,879,000	\$ -	\$ -
\$ -	\$ -	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 2,890,000	Contingency	\$ 288,000	\$ -	\$ -
\$ 4,229,832	\$ 4,413,047	\$ -	Reserve for future expenditure	\$ 1,544,900	\$ -	\$ -
<u>\$ 5,005,163</u>	<u>\$ 4,764,096</u>	<u>\$ 4,875,000</u>	Total	<u>\$ 4,711,900</u>	<u>\$ -</u>	<u>\$ -</u>
			Wastewater Capital			
\$ 712,146	\$ 1,378,117	\$ 2,510,000	Capital Outlay	\$ 4,818,340	\$ -	\$ -
\$ -	\$ -	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 3,075,000	Contingency	\$ 481,834	\$ -	\$ -
\$ 5,252,624	\$ 4,916,072	\$ -	Reserve for future expenditure	\$ 1,235,934	\$ -	\$ -
<u>\$ 5,964,770</u>	<u>\$ 6,294,189</u>	<u>\$ 5,585,000</u>	Total	<u>\$ 6,536,108</u>	<u>\$ -</u>	<u>\$ -</u>
			Watershed Protection Capital			
\$ 1,105,392	\$ 5,299	\$ 300,000	Capital Outlay	\$ 300,000	\$ -	\$ -
\$ -	\$ -	\$ -	Debt Service	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 1,882,000	Contingency	\$ 50,000	\$ -	\$ -
\$ 1,177,315	\$ 1,183,264	\$ -	Reserve for future expenditure	\$ 2,083,058	\$ -	\$ -
<u>\$ 2,282,707</u>	<u>\$ 1,188,563</u>	<u>\$ 2,182,000</u>	Total	<u>\$ 2,433,058</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 41,834,121</u>	<u>\$ 41,014,334</u>	<u>\$ 40,551,900</u>	TOTAL REQUIREMENTS	<u>\$ 42,218,775</u>	<u>\$ -</u>	<u>\$ -</u>

**Administrative Services Fund
Fund 05**

Purpose: The Administrative Services Fund centralizes the accounting and reporting for support services within OLWS – General Administration and Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from OLWS’ operating funds on a predetermined basis of allocation.

Goals: The goal of the Administrative Services Fund is to provide an efficient and fair means to capture and allocate support services costs

Full Time Employees (FTE): 15

Major Funding Source(s): Operating transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection Funds.

The following provides a brief description of support services accounted for in the Administrative Services Fund.

Administration & Finance – Division 01

The Administration & Finance Division accounts for activities related to OLWS’ general administration, finance, and management. There are seven (7) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accounting Lead, Jr. Accounting Specialist, and three (3) Administrative Specialist II.

Under the direct control of OLWS General Manager, this Division accounts for legal, audit, and other professional relationships and costs of OLWS. Office supplies and other central services costs related to administration of OLWS are budgeted in Division 01 as well – including janitorial, building maintenance, and utilities.

Under the direction of the Finance Director, activities and functions related to accounting, budgeting and financial reporting are accounted for in Division 01. Activities supporting the general ledger accounting, accounts payable and receivable, and utility billing and collections are all budgeted within the Administration & Finance Division.

Human Resources – Division 02

The Human Resources Division consists of three full-time employees, the Human Resources (HR) and Payroll Manager, the District Recorder, and the Outreach and Communication Specialist. The HR and Payroll Manager is responsible for the oversight of personnel management, payroll, risk management, OSHA requirements affecting all staff, recruitment and hiring, staff training, on-boarding, employment law and labor contract compliance as well as the insurance, including employee benefits, property, casualty, and worker’s compensation.

The District Recorder is responsible for managing the OLWS records, public meetings, notices, packets, and minutes. The District Recorder is OLWS’ Election Official, serves as an executive assistant to both the General Manager and the HR and Payroll Manager, and manages the Records Management Team. The District Recorder tracks pertinent District lists, including contracts and vendors. In managing OLWS’ records, the District Recorder ensures OLWS meets retention and destruction requirements for all records.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

The Outreach and Communications Specialist works on communications and outreach for both external and internal to OLWS.

Board expenses are in the HR budget to coincide with the District Recorder’s duties. The total of OLWS’ property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager’s oversight of insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager. Uniforms have been moved from individual funds to all reside in the HR budget for overall District oversight.

Technical Services – Division 03

Organizationally and for reporting purposes, the Technical Services Division is home to six (6) full-time employees, the District Engineer, Water Services Engineer, Technical Services Coordinator, Development Review Specialist, Water Quality Coordinator, and Pollution Prevention Specialist. The Water Quality Specialist position is budgeted in the Watershed Protection Fund. Together, these positions provide direct support to the operating funds with respect to State issued permits, development review and permit issuance, project inspections, engineering, capital project management, information technology for OLWS, education, and outreach.

OLWS information technology costs including hardware, software, and support services are budgeted within Division 03.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division budgets and accounts for all maintenance and fuel costs related to the OLWS’ vehicles. The Division has no directly assigned FTE.

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
05-00- Resources								
\$ -	\$ 598,701	\$ 978,000	\$ 1,376,002	3500	Beginning Fund Balance	\$ 1,168,115		
-	-	57,400	57,400	4230	Contract Services Revenue	57,400		
20,015	15,928	-	-	4320	State Grant Revenue	-		
4,932	1,694	3,000	3,000	4610	Investment Revenue	3,000		
3,209	16,851	1,000	22,544	4630	Miscellaneous Revenues	10,000		
2,042	-	-	-	4640	Proceeds from sale of capital assets	-		
05-29- Transfers In								
\$ 1,444,000	\$ 1,908,000	\$ 1,500,000	\$ 1,500,000	4910	Transfer In from Fund 10	\$ 1,008,000		
2,028,000	2,026,000	1,899,000	1,899,000	4920	Transfer In from Fund 20	1,920,000		
1,029,000	635,000	1,008,000	1,008,000	4930	Transfer In from Fund 30	1,008,000		
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	\$ 5,865,946	Total Resources		\$ 5,174,515	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23**

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 01 - Finance/Administration								
05-01- Personnel Services - 7 FTE								
\$ 578,847	\$ 582,896	\$ 657,000	\$ 550,665	5110	Regular employees	\$ 705,000		
11,523	-	-	-	5120	Temporary/Seasonal	-		
6,974	6,332	5,000	3,042	5130	Overtime	5,000		
88,607	95,114	127,000	107,797	5210	Health/Dental insurance	125,000		
41,103	41,339	51,000	38,684	5230	Social Security	55,000		
113,724	111,903	128,000	97,676	5240	Retirement	138,000		
4,503	4,571	6,000	4,343	5250	Trimet/WBF	6,000		
12,960	(2,693)	5,000	-	5260	Unemployment	5,000		
7,599	670	1,000	350	5270	Workers compensation	1,000		
197	430	2,000	352	5290	Other employee benefits	2,000		
\$ 866,036	\$ 840,561	\$ 982,000	\$ 802,907	Total Personnel Services		\$ 1,042,000	\$ -	\$ -
05-01- Materials and Services								
Professional and technical services								
\$ 302,303	\$ 168,598	\$ 375,000	\$ 375,000	6110	Legal services	\$ 375,000		
106,534	69,319	50,000	52,020	6120	Accounting and audit services	76,000		
320,162	179,123	188,000	243,273	6155	Contracted Services	200,000		
34,530	31,578	42,000	58,406	6180	Dues and subscriptions	60,000		
Utilities								
11,122	13,558	14,000	14,197	6220	Electricity	13,000		
1,532	3,475	4,000	4,000	6240	Natural gas	4,000		
21,066	18,599	10,000	10,000	6290	Other utilities	10,000		
Repairs and maintenance								
14,614	15,003	15,000	14,691	6310	Janitorial services	15,000		
9,312	25,433	20,000	34,338	6320	Buildings and grounds	35,000		
Travel and Training								
-	-	1,000	-	6410	Mileage	1,000		
14,078	505	12,000	4,732	6420	Staff training	12,000		
4,492	(886)	-	-	6440	Board expense	2,000		
Supplies								
20,688	31,194	32,000	29,180	6510	Office supplies	32,000		
335	300	-	-	6530	Small tools and equipment	-		
673	-	-	-	6560	Uniforms	-		
850	-	-	-	6610	Board Compensation	-		
2,361	1,646	2,000	2,013	6730	Communications	2,000		
2,137	209	1,000	1,000	6740	Advertising	-		
3,487	3,878	5,000	3,517	6760	Equipment rental	4,000		
130,862	146,988	140,000	126,658	6770	Bank charges	160,000		
450	1,817	1,500	1,626	6780	Taxes, Fees, Permits	2,000		
2,644	22,728	76,000	76,000	6785	ECAP Payments	-		
427	85	1,000	1,000	6900	Miscellaneous expense	1,000		
\$ 1,004,659	\$ 733,151	\$ 989,500	\$ 1,051,651	Total Materials and Services		\$ 1,004,000	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23**

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 02 - Human Resources								
05-02- Personnel Services - 2 FTE								
\$ 124,587	\$ 167,772	\$ 188,000	\$ 171,378	5110	Regular employees	\$ 278,000		
-	-	-	-	5120	Temporary/Seasonal	-		
618	2,188	5,000	1,090	5130	Overtime	5,000		
10,687	21,444	27,000	20,751	5210	Health/Dental insurance	36,000		
9,473	12,785	15,000	12,939	5230	Social Security	22,000		
21,604	30,190	34,000	31,350	5240	Retirement	50,000		
985	1,235	2,000	1,825	5250	Trimet/WBF	3,000		
-	-	-	-	5260	Unemployment	-		
2,548	(38)	1,000	146	5270	Workers compensation	1,000		
303	-	1,000	-	5290	Other employee benefits	1,000		
\$ 170,805	\$ 235,576	\$ 273,000	\$ 239,480	Total Personnel Services		\$ 396,000	\$ -	\$ -
05-02- Materials and Services								
\$ 17,608	\$ -	\$ 16,000	\$ 13,713	6155	Contracted Services	\$ 52,000		
-	6,935	8,000	6,374	6175	Records management	8,500		
662	989	-	-	6180	Dues and subscriptions	-		
56,635	52,232	57,000	55,723	6230	Telephone	63,000		
495	-	1,000	500	6410	Mileage	1,000		
14,213	7,595	12,000	9,406	6420	Staff training	25,000		
-	2,531	7,000	7,000	6440	Board Expense	7,000		
1,517	402	1,000	1,000	6510	Office supplies	2,200		
90	805	2,000	2,000	6540	Safety supplies	2,000		
-	-	36,000	39,594	6560	Uniforms	38,000		
-	-	2,500	-	6610	Board Compensation	2,500		
-	3,376	-	-	6620	Elections Costs	5,000		
152,267	156,050	270,000	254,525	6720	Insurance	300,000		
-	1,315	4,000	1,210	6730	Communications	38,100		
5,334	6,877	5,500	6,906	6740	Advertising	6,000		
-	-	1,000	1,000	6900	Miscellaneous expense	1,000		
\$ 248,820	\$ 239,108	\$ 423,000	\$ 398,951	Total Materials and Services		\$ 551,300	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23**

Fund 05 - Administrative Services Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 03 - Technical Services								
05-03- Personnel Services - 6 FTE								
\$ 489,612	\$ 504,225	\$ 622,000	\$ 624,079	5110	Regular employees	\$ 549,000		
969	2,218	5,000	2,165	5130	Overtime	5,000		
99,728	84,381	93,000	76,349	5210	Health/Dental Insurance	83,000		
35,597	37,101	49,000	45,253	5230	Social Security	43,000		
90,267	77,353	119,000	121,115	5240	Retirement	102,000		
3,803	3,991	5,000	4,983	5250	Trimet/WBF	5,000		
-	-	-	-	5260	Unemployment	-		
7,599	663	1,000	453	5270	Workers compensation	1,000		
-	39	2,000	-	5290	Other employee benefits	2,000		
\$ 727,576	\$ 709,972	\$ 896,000	\$ 874,397	Total Personnel Services		\$ 790,000	\$ -	\$ -
05-03- Materials and Services								
\$ 173,979	\$ 88,512	\$ 165,500	\$ 251,289	6155	Contracted Services	\$ 95,500		
6,576	2,730	-	-	6180	Dues and subscriptions	-		
Repairs and maintenance								
244,723	219,652	318,000	318,000	6350	Computer maintenance	313,103		
245	-	-	-	6390	Other repairs and maintenance	-		
Travel and Training								
314	-	3,000	1,000	6410	Mileage	1,000		
6,230	5,071	15,000	7,500	6420	Staff training	10,500		
-	530	500	500	6430	Certifications	2,000		
-	-	-	-	6440	Board travel and training	-		
Supplies								
10,457	(728)	-	2,000	6510	Office supplies	-		
-	4,251	6,000	3,000	6530	Small tools and equipment	-		
1,362	2,950	2,500	2,000	6540	Safety Supplies	5,000		
-	-	-	-	6550	Operational Supplies	3,000		
198	-	-	-	6560	Uniforms	-		
70,744	78,100	119,000	85,156	6730	Communications	-		
-	-	1,000	-	6900	Miscellaneous expense	1,000		
\$ 514,828	\$ 401,069	\$ 630,500	\$ 670,445	Total Materials and Services		\$ 431,103	\$ -	\$ -
Division 04 - Vehicle Services								
05-04- Materials and Services								
Repairs and maintenance								
\$ 49,277	\$ 50,089	\$ 70,000	\$ 70,000	6330	Vehicle/equipment maintenance	\$ 75,000		
50,497	36,750	51,000	40,000	6520	Fuel and oils	51,000		
\$ 99,773	\$ 86,839	\$ 121,000	\$ 110,000	Total Materials and Services		\$ 126,000	\$ -	\$ -
05-25- Special Payments								
\$ 300,000	\$ 552,000	\$ 550,000	\$ 550,000	6990	Special Payments - PERS			
\$ 300,000	\$ 552,000	\$ 550,000	\$ 550,000	Total Special Payments		\$ -	\$ -	\$ -
Non-divisional								
05-29- Contingency								
\$ -	\$ -	\$ 581,400	\$ -	9000	Contingency	\$ 834,112		
\$ -	\$ -	\$ 581,400	\$ -	Total Contingency		\$ 834,112	\$ -	\$ -
\$ 3,932,497	\$ 3,798,276	\$ 5,446,400	\$ 4,697,831	Total Appropriations		\$ 5,174,515	\$ -	\$ -
\$ 598,702	\$ 1,403,898	\$ -	\$ 1,168,115	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ 4,531,199	\$ 5,202,174	\$ 5,446,400	\$ 5,865,946	Total Requirements		\$ 5,174,515	\$ -	\$ -

**Drinking Water Fund
 Fund 10**

Purpose: The purpose of the Drinking Water Fund is to manage and direct operations related to distribution of potable drinking water to OLWS’ residents and customers.

OLWS maintains and operates a water transmission and distribution system to deliver water purchased directly from the North Clackamas County Water Commission (NCCWC). NCCWC takes water from the Clackamas River, treats it, and wholesales to customers including OLWS. OLWS is also part owner of the treatment plant operated by the NCCWC.

Goals: The following details the goals of the Drinking Water Fund:

- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.
- Reduce non-revenue water.

Full Time Employees (FTE): 7.80

Major Funding Source(s): Water service charges billed to OLWS customers.

The Drinking Water Fund budgets and accounts for the cost of purchased water and all associated costs of delivering safe drinking water to OLWS customers including system maintenance, and a share of the support costs attributable to the water operations via transfers to the Administrative Services Fund. The Drinking Water Fund also makes transfers to a capital fund for capital projects related to the distribution system.

The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE to the Drinking Water Fund.

Fund 10 - Drinking Water Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
10-00- Resources								
\$ 2,430,387	\$ 1,504,202	\$ 1,086,000	\$ 1,280,920	3500	Beginning Fund Balance	\$ 1,015,771		
30,578	25,624	30,000	30,000	4210	Water sales - CRW	30,000		
3,945,069	4,093,022	4,120,000	4,120,000	4211	Water sales	4,223,000		
14,385	345	10,000	10,000	4215	Penalties and late charges	15,000		
412,360	346,821	-	120,449	4220	System development charges	-		
53,400	45,400	-	-	4230	Contract services Revenue	-		
22,085	34,564	10,000	20,000	4240	Service installations	10,000		
173,020	178,785	200,000	180,000	4280	Rents and leases	180,000		
13,004	16,964	10,000	14,000	4290	Other charges for services	10,000		
7,179	-	-	-	4320	State Grant Revenue	-		
14,561	5,545	7,000	3,000	4610	Investment revenue	3,000		
58,017	33,242	25,000	28,000	4630	Miscellaneous revenues	25,000		
\$ 7,174,043	\$ 6,284,513	\$ 5,498,000	\$ 5,806,369	Total Resources		\$ 5,511,771	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23**

Fund 10 - Drinking Water Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 20 - Drinking Water Operations								
10-20- Personnel Services - 7.80 FTE								
\$ 593,777	\$ 591,280	\$ 677,000	\$ 648,282	5110	Regular employees	\$ 723,000		
25,151	33,976	29,000	27,903	5130	Overtime	31,000		
104,274	117,166	134,000	100,099	5210	Health/Dental insurance	134,000		
54,646	48,164	53,000	50,936	5230	Social Security	56,000		
123,345	120,194	127,000	130,761	5240	Retirement	133,000		
4,809	4,899	6,000	5,386	5250	Trimet/WBF	6,000		
5,142	-	-	-	5260	Unemployment	-		
9,282	13,655	19,000	9,704	5270	Workers compensation	19,000		
161	165	5,000	-	5290	Other employee benefits	5,000		
\$ 920,587	\$ 929,500	\$ 1,050,000	\$ 973,070	Total Personnel Services		\$ 1,107,000	\$ -	\$ -
10-20- Materials and Services								
Professional and technical services								
\$ 155	\$ 7,799	\$ 66,000	\$ 71,500	6155	Contracted Services	\$ 166,500		
Utilities								
30,549	32,508	32,000	35,025	6220	Electricity	38,000		
948	-	-	-	6230	Telephone	-		
3,783	2,996	3,000	3,000	6240	Natural gas	3,500		
1,982	2,282	3,000	3,480	6290	Other utilities	3,600		
Repairs and maintenance								
167	99	-	-	6310	Janitorial services	-		
7,382	9,435	40,000	40,000	6320	Buildings and grounds	10,000		
207,278	183,445	250,000	250,000	6340	Distribution system maintenance	200,000		
42,134	34,111	-	-	6390	Other repairs and maintenance	-		
Travel and Training								
112	78	-	-	6410	Mileage	500		
7,975	3,037	15,000	7,500	6420	Staff training	12,500		
1,405	2,104	2,000	2,000	6430	Certifications	2,000		
Supplies								
544	508	-	-	6510	Office supplies	-		
6,305	5,420	9,000	9,000	6530	Small tools and equipment	9,000		
15,281	11,466	15,000	15,000	6540	Safety Supplies	15,000		
1,605	3,805	7,000	6,864	6550	Operational Supplies	7,000		
5,016	2,014	-	-	6560	Uniforms	-		
1,060,505	1,116,544	1,117,000	1,134,087	6710	Purchased water	1,170,000		
10,561	15,881	12,000	11,128	6715	Water quality program	16,000		
38	295	-	-	6730	Communications	-		
-	-	3,000	3,000	6760	Equipment rental	3,000		
16,368	10,124	18,000	15,959	6780	Taxes, Fees, Permits	19,000		
639	707	1,000	1,000	6900	Miscellaneous expense	1,000		
\$ 1,420,733	\$ 1,444,659	\$ 1,593,000	\$ 1,608,542	Total Materials and Services		\$ 1,676,600	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 10 - Drinking Water Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
10-24- Debt Service								
Principal payments								
\$ 175,000	\$ 179,000	\$ 183,000	\$ 183,000	6815	2019 Zions Bank Loan - Due 02/01/2022	\$ 188,000		
Interest payments								
16,768	15,400	13,000	12,993	6825	2019 Zions Bank Loan - Due 08/01/2021	10,531		
17,754	15,400	13,000	12,993	6825	2019 Zions Bank Loan - Due 02/01/2022	10,531		
<u>\$ 209,522</u>	<u>\$ 209,801</u>	<u>\$ 209,000</u>	<u>\$ 208,986</u>	Total Debt Service		<u>\$ 209,063</u>	<u>\$ -</u>	<u>\$ -</u>
Non-divisional								
10-29- Transfers Out								
\$ 1,444,000	\$ 1,908,000	\$ 1,500,000	\$ 1,500,000	8105	Transfer Out to Fund 05	\$ 1,008,000		
1,675,000	500,000	500,000	500,000	8171	Transfer Out to Fund 71	800,000		
<u>\$ 3,119,000</u>	<u>\$ 2,408,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,000,000</u>	Total Transfers		<u>\$ 1,808,000</u>	<u>\$ -</u>	<u>\$ -</u>
10-29- Contingency								
-	\$ -	\$ 646,000	-	9000	Contingency	\$ 711,108	\$ -	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 646,000</u>	<u>\$ -</u>	Total Contingency		<u>\$ 711,108</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 5,669,842</u>	<u>\$ 4,991,960</u>	<u>\$ 5,498,000</u>	<u>\$ 4,790,598</u>	Total Appropriations		<u>\$ 5,511,771</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 1,504,201	\$ 1,292,554	\$ -	\$ 1,015,771	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 7,174,043</u>	<u>\$ 6,284,513</u>	<u>\$ 5,498,000</u>	<u>\$ 5,806,369</u>	Total Requirements		<u>\$ 5,511,771</u>	<u>\$ -</u>	<u>\$ -</u>

**Wastewater Reclamation Fund
Fund 20**

Purpose: The purpose of the Wastewater Reclamation Fund is to manage operating and capital requirements related to activities of the wastewater reclamation program.

Wastewater reclamation activities comprise managing a wastewater collection system totaling 100 miles in length, five strategically located wastewater pumping stations, and a facility that reclaims an average of 4 million gallons of wastewater per day. In a given fiscal year OLWS collects, treats, and reclaims more than 1.4 billion gallons of wastewater.

OLWS holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows OLWS to be responsible for the management of the wastewater reclamation program in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of reclaimed water into the watershed. The main outfall point is located at the reclamation facility and discharge goes directly into the Willamette River. A new permit will be completed and in place for FY 2022-23.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

Full Time Employees (FTE): 14.10; 8.30 FTE in Wastewater Treatment (Division 21) and 5.80 FTE in Wastewater Collections (Division 22)

Major Funding Source(s): Wastewater service charges billed OLWS customers.

The Wastewater Reclamation Fund is divided between two divisions: treatment and collections. The Treatment Division budgets and accounts for direct costs of treatment including electricity, chemicals, equipment, hauling and land application of biosolids, operation and maintenance, and other costs. The Collections Division is charged with maintenance of the system that brings wastewater to the plant. The Fund also pays a share of support services costs to the Administrative Services Fund via operating transfers based on an analysis of relative support received. The Fund also makes transfers to support capital projects and to cover debt service requirements related to the improvements and expansion at the treatment plant.

Staffing within the Wastewater Reclamation Fund is divided functionally between treatment and collection responsibilities. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a collections field supervisor and four (4) collections utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE each to the Treatment and Collections Divisions, respectively.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
20-00- Resources								
\$ 1,315,555	\$ 1,807,252	\$ 834,900	\$ 1,011,608	3500	Beginning Fund Balance	\$ 1,207,862		
8,199,915	8,273,657	8,459,000	8,459,000	4212	Wastewater charges	10,407,000		
6,816	7	10,000	7,000	4215	Penalties and late charges	7,000		
592,263	315,065	125,000	100,000	4220	System development charges	100,000		
12,106	-	-	-	4240	Service installations	-		
14,964	25,777	20,000	10,000	4290	Other charges for services	10,000		
4,220	908	-	-	4320	State Grants Revenue	-		
7,540	1,866	2,000	1,000	4610	Investment revenue	1,000		
14,636	1,978	8,000	2,000	4630	Miscellaneous revenues	2,000		
20-29- Transfers In								
\$ -	\$ -	\$ 623,800.00	\$ 625,413.52	4940	Transfer In from Fund 40	\$ -		
\$ 10,168,013	\$ 10,426,509	\$ 10,082,700	\$ 10,216,021		Total Resources	\$ 11,734,862	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 21 - Wastewater Treatment Operations								
20-21- Personnel Services - 8.30 FTE *								
\$ 621,112	\$ 603,847	\$ 704,000	\$ 648,255	5110	Regular employees	\$ 681,000		
60,432	56,252	40,000	34,497	5130	Overtime	40,000		
136,042	153,248	185,000	140,192	5210	Health/Dental insurance	185,000		
50,866	49,450	55,000	51,197	5230	Social Security	53,000		
122,726	105,139	127,000	95,045	5240	Retirement	123,000		
5,277	5,174	6,000	5,413	5250	Trimet/WBF	6,000		
-	-	-	-	5260	Unemployment	-		
10,101	13,769	18,000	10,067	5270	Workers compensation	12,000		
40	-	5,000	-	5290	Other employee benefits	5,000		
\$ 1,006,597	\$ 986,879	\$ 1,140,000	\$ 984,667	Total Personnel Services - Treatment		\$ 1,105,000	\$ -	\$ -
20-21- Materials and Services **								
Professional and technical services								
\$ 59,966	\$ 161,481	\$ 178,000	\$ 222,247	6155	Contracted Services	\$ 253,750		
1,655	(41)	-	-	6180	Dues and subscriptions	-		
Utilities								
255,770	300,008	276,000	333,278	6220	Electricity	307,000		
965	-	-	-	6230	Telephone	-		
874	726	2,000	2,000	6240	Natural gas	2,000		
98,436	44,296	42,000	48,213	6250	Solid Waste Disposal	52,000		
1,131	1,283	2,000	-	6290	Other utilities	-		
Repairs and maintenance								
9,095	11,130	10,000	9,891	6310	Janitorial services	11,000		
82,240	60,270	58,000	52,314	6320	Buildings and grounds	58,000		
-	-	-	-	6330	Vehicle and equipment maintenance	-		
144,363	115,913	270,000	200,000	6342	WRF system maintenance	200,000		
80	-	-	-	6350	Computer maintenance	-		
Travel and Training								
-	-	1,000	500	6410	Mileage	1,000		
5,709	1,824	9,000	5,000	6420	Staff training	9,000		
420	590	2,000	2,000	6430	Certifications	2,000		
Supplies								
708	284	-	-	6510	Office supplies	-		
-	549	-	-	6520	Fuel and oils	-		
20,663	31,613	55,000	57,000	6525	Chemicals	65,000		
9,905	6,798	10,000	7,000	6530	Small tools and equipment	10,000		
17,034	12,113	20,000	20,000	6540	Safety supplies	20,000		
11,390	12,485	14,000	14,000	6550	Operational supplies	14,000		
25,727	19,777	-	-	6560	Uniforms	-		
7,609	6,246	10,000	5,000	6590	Other supplies	5,000		
(4,265)	-	-	-	6720	Insurance	-		
-	496	1,000	500	6740	Advertising	500		
9,202	6,609	-	-	6750	Other purchased services	-		
46,318	48,283	72,900	72,900	6780	Taxes, Fees, Permits	74,000		
-	4	1,000	1,000	6900	Miscellaneous expense	1,000		
\$ 804,996	\$ 842,736	\$ 1,033,900	\$ 1,052,843	Total Materials and Services - Treatment		\$ 1,085,250	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 20 - Wastewater Reclamation Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
Division 22 - Wastewater Collections Operations								
20-22- Personnel Services - 5.80 FTE								
\$ 466,414	\$ 507,659	\$ 488,000	\$ 359,367	5110	Regular employees	\$ 507,000		
-	-	-	6,183	5120	Temporary/Seasonal employees	-		
9,198	10,125	11,000	7,490	5130	Overtime	11,000		
85,348	101,007	109,000	88,012	5210	Health/Dental Insurance	109,000		
36,321	39,094	38,000	28,472	5230	Social Security	40,000		
84,959	91,370	63,000	67,006	5240	Retirement	65,000		
3,782	4,137	4,000	3,019	5250	Trimet/WBF	4,000		
-	-	-	-	5260	Unemployment	-		
6,734	8,075	11,000	5,099	5270	Workers compensation	11,000		
-	-	5,000	-	5290	Other employee benefits	5,000		
<u>\$ 692,756</u>	<u>\$ 761,467</u>	<u>\$ 729,000</u>	<u>\$ 564,649</u>	Total Personnel Services - Collections		<u>\$ 752,000</u>	<u>\$ -</u>	<u>\$ -</u>
20-22- Materials and Services - Collections								
Professional and technical services								
\$ -	\$ -	\$ -	\$ -	6155	Contracted Services	\$ 12,500		
Utilities								
-	-	-	-	6220	Electricity	50,000		
155	-	-	-	6230	Telephone	-		
34	-	-	-	6240	Natural gas	-		
92	-	-	-	6290	Other utilities	2,000		
Repairs and maintenance								
-	(44)	-	-	6310	Janitorial services	-		
549	1,018	1,000	1,000	6320	Buildings and grounds	1,000		
38,142	17,969	50,000	30,000	6342	Collection system maintenance	45,000		
8,808	741	5,000	-	6390	Other repairs and maintenance	-		
Travel and Training								
466	-	-	500	6410	Mileage	1,000		
4,458	1,169	8,000	8,000	6420	Staff training	18,000		
640	460	2,000	1,000	6430	Certifications	2,000		
Supplies								
1,002	284	-	-	6510	Office supplies	-		
6,618	10,237	15,000	15,000	6530	Small tools and equipment	15,000		
3,213	5,150	9,000	9,000	6540	Safety Supplies	9,000		
1,987	1,789	5,000	5,000	6550	Operational Supplies	5,000		
4,079	15,964	-	-	6560	Uniforms	-		
90	-	-	-	6590	Other supplies	-		
2,093	3,585	-	-	6750	Other purchased services	-		
5,486	12,436	14,500	24,500	6780	Taxes, Fees, Permits	25,000		
-	-	1,000	1,000	6900	Miscellaneous expense	1,000		
<u>\$ 77,912</u>	<u>\$ 70,757</u>	<u>\$ 110,500</u>	<u>\$ 95,000</u>	Total Materials and Services - Collections		<u>\$ 186,500</u>	<u>\$ -</u>	<u>\$ -</u>
Non-divisional								
20-29- Transfers Out								
\$ 2,028,000	\$ 2,026,000	\$ 1,899,000	\$ 1,899,000	8105	Transfer Out to Fund 05	\$ 1,920,000		
1,350,500	812,000	-	-	8140	Transfer Out to Fund 40	-		
1,100,000	2,871,000	3,412,000	3,412,000	8150	Transfer Out to Fund 50	3,435,000		
1,300,000	1,000,000	1,000,000	1,000,000	8172	Transfer Out to Fund 72	2,500,000		
<u>\$ 5,778,500</u>	<u>\$ 6,709,000</u>	<u>\$ 6,311,000</u>	<u>\$ 6,311,000</u>	Total Transfers		<u>\$ 7,855,000</u>	<u>\$ -</u>	<u>\$ -</u>
20-29- Contingency								
\$ -	\$ -	\$ 758,300	\$ -	9000	Contingency	\$ 751,112		
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 758,300</u>	<u>\$ -</u>	Total Contingency		<u>\$ 751,112</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 8,360,761</u>	<u>\$ 9,370,839</u>	<u>\$ 10,082,700</u>	<u>\$ 9,008,159</u>	Total Appropriations		<u>\$ 11,734,862</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 1,807,252	\$ 1,055,670	\$ -	\$ 1,207,862	Unappropriated ending fund balance		\$ -		
<u>\$ 10,168,013</u>	<u>\$ 10,426,509</u>	<u>\$ 10,082,700</u>	<u>\$ 10,216,021</u>	Total Requirements		<u>\$ 11,734,862</u>	<u>\$ -</u>	<u>\$ -</u>

Watershed Protection Fund
Fund 30

Purpose: The purpose of the Watershed Protection Fund is to manage operating and capital requirements related to activities of the watershed protection program.

Watershed protection activities comprise managing a surface water management collection system totaling 84 miles in length. OLWS is a joint holder of a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows OLWS to be jointly responsible for the management of watershed protection activities in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of un-reclaimed water into watersheds. Watersheds within OLWS service area include Boardman Creek and River Forest Creek; but discharge also occurs into Kellogg Creek and Rinearson Creek. All watersheds, or portions of watersheds, ultimately discharge to the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Protect local watersheds through planning, permits, and regulations.
- Minimize, or eliminate pollutants that may impair the proper functioning ecological condition of the area rivers, lakes, and streams.
- Operate, maintain, control, and regulate the negative impacts of surface water and storm water runoff to protect the community's health and safety.
- Where feasible, mitigate storm water impacts on public and private property during normal conditions.

Full Time Employees (FTE): 1.10

Major Funding Source(s): Watershed protection charges billed to OLWS customers.

The primary costs budgeted and accounted for in the Watershed Protection Fund relate to system maintenance and communications and outreach related to surface water management and programs. Transfers are made to fund capital projects as well as to the Administrative Services Fund to cover support services provided.

There is one (1) full-time Water Quality Specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. The Asset Resource Specialist is allocated at 0.1 FTE to the Watershed Protection Fund.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 30 - Watershed Protection

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
30-00- Resources								
\$ 465,068	\$ 436,466	\$ 659,000	\$ 679,158	3500	Beginning Fund Balance	\$ 467,895		
1,554,434	1,550,780	1,566,000	1,566,000	4213	Watershed protection charges	1,592,000		
1,848	1	1,000	1,000	4215	Penalties and late charges	1,000		
24,684	-	-	-	4240	Service Installations	-		
25,244	48,320	25,000	25,000	4290	Other charges for services	25,000		
630	1,925	2,000	2,000	4610	Investment revenue	2,000		
1,647	-	1,000	-	4630	Miscellaneous revenues	-		
\$ 2,073,555	\$ 2,037,491	\$ 2,254,000	\$ 2,273,158	Total Resources		\$ 2,087,895	\$ -	\$ -

Division 23 - Watershed Protection Operations

30-23- Personnel Services - 1.10 FTE								
\$ 33,524	\$ 69,652	\$ 92,000	\$ 87,954	5110	Regular employees	\$ 96,000		
-	-	1,000	8	5130	Overtime	5,000		
3,588	20,270	30,000	29,970	5210	Health / Dental insurance	30,000		
2,554	5,179	8,000	6,493	5230	Social Security	8,000		
4,527	10,982	17,000	15,900	5240	Retirement	18,000		
263	546	1,000	688	5250	Trimet	1,000		
-	2,508	-	-	5260	Unemployment	-		
1,638	1,429	3,000	961	5270	Workers compensation	1,000		
-	-	1,000	-	5290	Other employee benefits	1,000		
\$ 46,095	\$ 110,566	\$ 153,000	\$ 141,974	Total Personnel Services		\$ 160,000	\$ -	\$ -

30-23- Materials and Services								
Professional and technical services								
\$ 23,241	\$ 45,218	\$ 134,000	\$ 102,670	6155	Contracted Services	\$ 142,000		
Utilities								
73	-	-	-	6230	Telephone	-		
Repairs and maintenance								
-	(67)	-	-	6310	Janitorial services	-		
-	-	150,000	1,000	6340	System maintenance	25,000		
Travel and Training								
-	-	3,000	500	6420	Staff training	6,000		
Supplies								
105	-	-	-	6510	Office supplies	-		
-	1,115	6,000	3,000	6530	Small tools and equipment	6,000		
569	-	1,000	500	6540	Safety Supplies	1,000		
-	-	-	-	6550	Operational Supplies	500		
1,082	-	-	-	6560	Uniforms	-		
-	-	-	-	6730	Communications	58,000		
-	3,943	4,100	4,061	6780	Taxes, Fees, Permits	4,300		
-	-	1,000	1,000	6900	Miscellaneous expense	1,000		
\$ 25,070	\$ 50,209	\$ 299,100	\$ 112,731	Total Materials and Services		\$ 243,800	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 30 - Watershed Protection

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
30-24- Debt Service								
Principal payments								
\$ 52,308	\$ 54,233	\$ 57,000	\$ 56,229	6814	2018 KS Statebank - Due 09/22/2020	\$ 115,741		
Interest payments								
10,249	8,324	7,000	6,328	6824	2018 KS Statebank - Due 09/22/2020	4,259		
<u>\$ 62,558</u>	<u>\$ 62,558</u>	<u>\$ 64,000</u>	<u>\$ 62,558</u>	Total Debt Service		<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>
Non-divisional								
30-29- Transfers Out								
\$ 1,029,000	\$ 635,000	\$ 1,008,000	\$ 1,008,000	8105	Transfer Out to Fund 05	\$ 1,008,000		
430,000	500,000	480,000	480,000	8173	Transfer Out to Fund 73	250,000		
<u>\$ 1,459,000</u>	<u>\$ 1,135,000</u>	<u>\$ 1,488,000</u>	<u>\$ 1,488,000</u>	Total Transfers		<u>\$ 1,258,000</u>	<u>\$ -</u>	<u>\$ -</u>
30-29- Contingency								
\$ -	\$ -	\$ 249,900	\$ -	9000	Contingency	\$ 306,095	\$ -	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 249,900</u>	<u>\$ -</u>	Total Contingency		<u>\$ 306,095</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ 1,592,723</u>	<u>\$ 1,358,333</u>	<u>\$ 2,254,000</u>	<u>\$ 1,805,263</u>	Total Appropriations		<u>\$ 2,087,895</u>	<u>\$ -</u>	<u>\$ -</u>
\$ 480,832	\$ 679,158	\$ -	\$ 467,895	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 2,073,555</u>	<u>\$ 2,037,491</u>	<u>\$ 2,254,000</u>	<u>\$ 2,273,158</u>	Total Requirements		<u>\$ 2,087,895</u>	<u>\$ -</u>	<u>\$ -</u>

**Wastewater General Obligation Debt Service Fund
Fund 40**

Purpose: To account for principal and interest payments related to the OLWS' debt associated with the wastewater treatment plant.

General Obligation Bonds

On May 13, 2010, OLWS issued \$24,000,000 in General Obligations (GO) Bonds. The bonds were on a twenty-year term to maturity with coupon rates ranging from 2% to 4%. On December 20, 2017 OLWS defeased \$14,310,000 of the callable portion which had a 4% coupon; and replaced them with a bank loan that has an interest rate of 2.5% to save approximately \$915K in total debt service through fiscal year 2030. The remaining portion of the original 4% bonds was retired in fiscal year 2019-20.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. The bonds will be repaid over a twenty-year term to maturity and the range of interest rates associated with the bond series is 2% to 2.84%. Of the amount borrowed 87% of the debt qualifies for a 45% interest subsidy from the United States Treasury. The net interest cost of the bond series to maturity is 2.71%.

On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. OLWS participated in the Bond Refunding, amending the loan agreement. Under the amended agreement, this debt is no longer secured by GO Bonds, now secured with a pledge of wastewater net revenue. All further debt service is transferred to Wastewater Revenue Bond Debt Service Fund.

The remaining fund balance at the end of fiscal year 2020-21 is transferred back to Wastewater Reclamation Fund, the original funding source.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

This fund budgets for scheduled principal and interest payments on the above-described debt.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

Fund 40 Wastewater General Obligation Debt Service

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
40-00- Resources								
\$ 660,960	\$ 333,919	\$ 623,800	\$ 623,764	3500	Beginning Fund Balance	\$ -		
15,006	3,560	-	1,650	4610	Investment revenue	-		
117,300	112,385	-	-	4701	Interest Subsidy	-		
40-29- Transfers In								
1,350,500	812,000	-	-	4920	Transfer In from Fund 20	-		
\$ 2,143,766	\$ 1,261,864	\$ 623,800	\$ 625,414	Total Resources		\$ -	\$ -	\$ -
40-24- Debt Service								
Principal payments								
\$ 368,036	\$ 375,273	\$ -	\$ -	6811	2010 IFA Loan Principal	\$ -		
1,120,000	-	-	-	6812	2010 GO Bond Principal	-		
Interest payments								
44,800	-	-	-	6821	2010 GO Bond Interest	-		
277,011	262,827	-	-	6822	2010 IFA Loan Interest	-		
\$ 1,809,847	\$ 638,100	\$ -	\$ -	Total Debt Service		\$ -	\$ -	\$ -
40-29- Transfers Out								
\$ -	\$ -	\$ 623,800.00	\$ 625,413.52	8120	Transfer Out to Fund 20	\$ -		
\$ -	\$ -	\$ 623,800	\$ 625,414	Total Transfers		\$ -	\$ -	\$ -
\$ 1,809,847	\$ 638,100	\$ 623,800	\$ 625,414	Total Appropriations		\$ -	\$ -	\$ -
\$ 333,919	\$ 623,764	\$ -	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ 2,143,766	\$ 1,261,864	\$ 623,800	\$ 625,414	Total Requirements		\$ -	\$ -	\$ -

**Wastewater Revenue Bond Debt Service Fund
Fund 50**

Purpose: To account for principal and interest payments related to OLWS' non-property tax backed debt.

State of Oregon Department of Environmental Quality Clean Water State Revolving Fund Loan

In fiscal year 2011, OLWS received \$19,000,000 in loans from the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended-Use Plans. Of the amount borrowed, \$12,573,566 or 66% of the funds comprised federal capitalization grant funds, whereas the remaining \$6,426,434 or 34% of the funds comprised state funds. The loans will be repaid over a twenty-year term to maturity and the range of interest rates associated with the loan series is 0% to 2.65% plus an annual administrative fee of 0.50% of the principal balance. The loans have a legal loan reserve requirement in which OLWS must place in reserve an amount equal to one-half the average annual debt service; as a result, OLWS has established a legal reserve amount of \$590,483. The program also has debt service coverage requirements in which OLWS must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements plus 5% of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 OLWS borrowed \$15,173,000 from JP Morgan Bank in order to defease \$14,310,000 in General Obligation Bonds that were callable and had a 4% coupon rate. The loan will be repaid over a thirteen-year term to maturity and the interest rate is 2.50%. The advance refunding will save OLWS approximately \$915K in total debt service through fiscal year 2030. The loan has a debt service coverage requirement in which OLWS must charge rates and fees adequate to generate revenues that are at least equal to 20% of parity bond debt service and 100% of combined parity and subordinate obligation debt service.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned OLWS \$8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. OLWS participated in the Bond Refunding, amending the loan agreement for the balance of \$3,684,197.37 remaining. Under the amended agreement, this debt is no longer secured by General Obligation Bonds, now secured with a pledge of wastewater net revenue. Debt service will continue for the remaining ten-years of the original loan period, retaining the original maturity of December 1, 2030, with an all-in true interest cost of 1.323%. All further debt service will be out of this fund.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

**OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23**

Fund 50 - WW Revenue Bond Debt Service

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
50-00- Resources								
\$ 1,374,167	\$ 678,563	\$ 587,000	\$ 591,471	3500	Beginning Fund Balance	\$ 592,666		
16,738	5,372	6,000	1,000	4610	Investment revenue	1,000		
50-29- Transfers In								
1,100,000	2,871,000	3,412,000	3,412,000	4920	Transfer In from Fund 20	3,435,000		
Total Resources						\$ 4,028,666	\$ -	\$ -
50-24- Debt Service								
Principal payments								
\$ 444,576	\$ 453,101	\$ 461,854	\$ 461,854	6810	2010 SRF Loan - Due 08/01/2021	\$ 470,839		
448,811	457,449	466,317	466,317	6810	2010 SRF Loan - Due 02/01/2022	475,422		
-	-	307,409	307,409	6811	2021 IFA Loan - Due 12/01/2021	310,030		
190,000	1,356,000	1,385,000	1,385,000	6813	2017 JPM Bank Loan - Due 05/01/2022	1,420,000		
Interest payments								
142,422	133,897	125,144	125,144	6820	2010 SRF Loan - Due 08/01/2021	116,159		
207,208	194,061	180,596	180,596	6820	2010 SRF Loan - Due 02/01/2022	166,805		
-	-	144,809	144,809	6822	2021 IFA Loan - Due 12/01/2021	168,839		
189,663	184,478	170,338	170,338	6823	2017 JPM Bank Loan - Due 11/01/2021	153,025		
189,663	184,478	170,338	170,338	6823	2017 JPM Bank Loan - Due 05/01/2022	153,025		
Total Debt Service						\$ 3,434,144	\$ -	\$ -
Total Appropriations						\$ 3,434,144	\$ -	\$ -
Reserve for future expenditures						\$ 594,522	\$ -	\$ -
Total Requirements						\$ 4,028,666	\$ -	\$ -

**Drinking Water Capital Fund
 Fund 71**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS’ capital improvement planning as relates to drinking water.

OLWS’ water distribution system is primarily comprised of 6”and 8” cast and ductile iron pipe. OLWS has concentrated on eliminating sections of 2’ pipe and looping dead-ends wherever practical.

OLWS has more than sufficient water storage to supply the system; water storage includes two 5 million-gallon reservoirs at the Valley View site and two 2.8 million-gallon reservoirs at the View Acres site. The Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority.

During FY 2020-21 OLWS adopted a Water System Master Plan which has been used to establish rates charged for water base and consumption charges and system development charges (SDC). OLWS now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

Oak Lodge Water Services owns the North Clackamas County Water Commission treatment plant in partnership with Sunrise Water Authority and the City of Gladstone which provides the daily water needs for OLWS.

Major Funding Source(s): Operating transfers from the Drinking Water Fund.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 71 - Drinking Water Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
71-00- Resources								
\$ 3,236,048	\$ 4,229,832	\$ 4,135,000	\$ 4,413,047	3500	Beginning Fund Balance	\$ 3,911,900		
-	-	100,000	-	4221	System Devel. - Reimbursement	-		
-	-	100,000	-	4225	System Devel. - Improvement	-		
94,115	34,264	40,000	40,000	4610	Investment revenue	-		
71-29- Transfers In								
1,675,000	500,000	500,000	500,000	4910	Transfer In from Fund 10	800,000		
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	\$ 4,953,047	Total Resources		\$ 4,711,900	\$ -	\$ -

Fund 71 - Drinking Water Capital Fund

71-20- Capital Outlay								
\$ 259,067	\$ 10,463	\$ 1,555,000	\$ 110,000	7200	Infrastructure	\$ 470,000		
6,958	-	-	46,186	7300	Buildings and improvements	-		
-	-	-	25,000	7520	Equipment	64,000		
682	92,907	25,000	25,000	7530	Information Technology	30,000		
-	6,900	35,000	37,352	7540	Vehicles	40,000		
508,625	240,779	370,000	797,587	7600	Capital improvement projects	2,275,000		
\$ 775,331	\$ 351,049	\$ 1,985,000	\$ 1,041,125	Total Capital Outlay		\$ 2,879,000	\$ -	\$ -
71-29- Transfers and Contingency								
\$ -	\$ -	\$ 2,890,000	\$ -	9000	Contingency	\$ 288,000		
\$ -	\$ -	\$ 2,890,000	\$ -	Total Transfers and Contingency		\$ 288,000	\$ -	\$ -
\$ 775,331	\$ 351,049	\$ 4,875,000	\$ 1,041,125	Total Appropriations		\$ 3,167,000	\$ -	\$ -
\$ 4,229,832	\$ 4,413,047	\$ -	\$ 3,911,922	Reserve for future expenditures		\$ 1,544,900	\$ -	\$ -
\$ 5,005,163	\$ 4,764,096	\$ 4,875,000	\$ 4,953,047	Total Requirements		\$ 4,711,900	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

**Wastewater Reclamation Capital Fund
Fund 72**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS’ capital improvement planning as relates to wastewater reclamation.

OLWS charges customers a monthly fee for sanitary sewer service that covers both base and consumption-related costs. Amounts are transferred to the Wastewater Capital Fund based on identified capital needs per the CIP and any current master planning.

This budget as proposed allows OLWS to wrap up treatment plant modifications to create redundancies and improve our solids process efficiency. A sanitary sewer master plan has also been proposed to help staff identify where to invest the next 30 years of capital expenses.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
72-00- Resources								
\$ 4,220,098	\$ 5,252,624	\$ 4,535,000	\$ 4,916,000	3500	Beginning Fund Balance	\$ 4,006,108		
97,904	41,565	50,000	30,000	4610	Investment revenue	30,000		
346,768	-	-	-	4630	Miscellaneous revenues	-		
1,300,000	1,000,000	1,000,000	1,000,000	72-29- Transfers In		2,500,000		
				4920	Transfer In from Fund 20			
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	\$ 5,946,000	Total Resources		\$ 6,536,108	\$ -	\$ -

Fund 72 - Wastewater Reclamation Capital Fund

72-21- Capital Outlay - Treatment								
\$ 3,449	\$ 26,932	\$ -	\$ -	7300	Buildings and improvements	\$ -		
-	-	-	-	7400	Improvements other than buildings	75,000		
50,551	95,465	191,000	201,181	7520	Equipment	410,000		
-	40,753	-	20,348	7530	Information Technology	115,000		
-	19,707	-	-	7540	Vehicles	-		
654,512	1,111,890	660,000	469,964	7600	Capital improvement projects	1,169,000		
72-22- Capital Outlay - Collections								
-	-	-	-	7200	Infrastructure	100,000		
2,972	-	-	-	7300	Buildings and improvements	-		
-	11,876	-	10,399	7520	Equipment	40,000		
662	20,221	-	-	7530	Information Technology	154,340		
-	-	35,000	35,000	7540	Vehicles	40,000		
-	51,274	1,624,000	1,203,000	7600	Capital improvement projects	2,715,000		
\$ 712,146	\$ 1,378,117	\$ 2,510,000	\$ 1,939,892	Total Capital Outlay		\$ 4,818,340	\$ -	\$ -
72-29- Transfers and Contingency								
\$ -	\$ -	\$ 3,075,000	\$ -	9000	Contingency	\$ 481,834	\$ -	\$ -
\$ -	\$ -	\$ 3,075,000	\$ -	Total Transfers and Contingency		\$ 481,834	\$ -	\$ -
\$ 712,146	\$ 1,378,117	\$ 5,585,000	\$ 1,939,892	Total Appropriations		\$ 5,300,174	\$ -	\$ -
\$ 5,252,624	\$ 4,916,072	\$ -	\$ 4,006,108	Reserve for future expenditures		\$ 1,235,934	\$ -	\$ -
\$ 5,964,770	\$ 6,294,189	\$ 5,585,000	\$ 5,946,000	Total Requirements		\$ 6,536,108	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

**Watershed Protection Capital Fund
Fund 73**

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with OLWS capital improvement planning as relates to watershed protection.

OLWS is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of OLWS revealed that the total impervious area for OLWS is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Major Funding Source(s): Operating transfers from the Watershed Protection Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 19-20	ACTUAL 20-21	BUDGET 21-22	ESTIMATE 21-22	Object Code	Item	PROPOSED 22-23	APPROVED 22-23	ADOPTED 22-23
73-00- Resources								
\$ 1,816,320	\$ 1,177,315	\$ 1,687,000	\$ 1,683,264	3500	Beginning Fund Balance	\$ 2,173,058		
36,387	11,248	15,000	9,794	4610	Investment revenue	10,000		
430,000	-	480,000	480,000	4930	Transfer In from Fund 30	250,000		
\$ 2,282,707	\$ 1,188,563	\$ 2,182,000	\$ 2,173,058	Total Resources		\$ 2,433,058	\$ -	\$ -
73-23- Capital Outlay								
\$ 4,631	\$ -	\$ -	\$ -	7300	Buildings and improvements	\$ -		
662	-	-	-	7530	Information Technology	-		
24,270	3,430	-	-	7540	Vehicles	-		
1,075,830	1,870	300,000	-	7600	Capital improvement projects	300,000		
\$ 1,105,392	\$ 5,299	\$ 300,000	\$ -	Total Capital Outlay		\$ 300,000	\$ -	\$ -
73-29- Transfers and Contingency								
\$ -	\$ -	\$ 1,882,000	\$ -	9000	Contingency	\$ 50,000		
\$ -	\$ -	\$ 1,882,000	\$ -	Total Transfer and Contingency		\$ 50,000	\$ -	\$ -
\$ 1,105,392	\$ 5,299	\$ 2,182,000	\$ -	Total Appropriations		\$ 350,000	\$ -	\$ -
\$ 1,177,315	\$ 1,183,264	\$ -	\$ 2,173,058	Reserve for future expenditures		\$ 2,083,058	\$ -	\$ -
\$ 2,282,707	\$ 1,188,563	\$ 2,182,000	\$ 2,173,058	Total Requirements		\$ 2,433,058	\$ -	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	Legal Services Charges for services provided by outside counsel; including bond, legal and personnel.	\$ 375,000
6120	Accounting and Audit Services Costs associated with required annual financial audit services.	\$ 76,000
6155	Contracted Services Charges for services contracted for administrative services, operations and management. Engineering services Administrative services Laboratory services Other professional and technical services Printing and mailing services Lien Services Online billing services	\$ 922,250
6175	Records Management Cost of archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 8,500
6180	Dues and subscriptions Cost of memberships and publications, which leverage OLWS' limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to Association of Clean Water Agencies (ACWA) American Public Works Association (APWA) American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Clackamas Review Engaging Local Government Leaders Government Finance Officers Association Local Government Personnel Institute National Association of Clean Water Agencies (NACWA) National Association of State Agencies for Surplus Property North Clackamas County Chamber of Commerce Oregon Association of Municipal Recorders Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Regional Water Providers Consortium Rotary Club of Milwaukie Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	\$ 60,000
6220	Electricity Electric utility costs associated with production, operations and facilities.	\$ 408,000
6230	Telephone Record cost associated with voice equipment and telecommunication services whether wired or wireless.	\$ 63,000
6240	Natural Gas Natural gas utility costs associated with production, operations, and facilities.	\$ 9,500

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6250	Solid Waste Disposal Costs associated with the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 52,000
6290	Other Utilities Cost of utilities, other than electricity or natural gas, associated with production, operations and facilities.	\$ 15,600
6310	Janitorial services Cost for janitorial services at buildings and structures.	\$ 26,000
6320	Buildings and grounds Cost of maintaining buildings and grounds, including landscaping services, wiring, plumbing, carpentry, painting, etc.	\$ 104,000
6330	Vehicle and equipment maintenance Cost of maintaining vehicles and equipment including, repairs, tires, oil and other cost to maintain in good working order.	\$ 75,000
6340	System maintenance Cost of repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	\$ 225,000
6342	System maintenance Cost of repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	\$ 245,000
6350	Computer maintenance Cost associated with computer technology including hardware, software, licensing, associated peripherals and accessories. Includes outsources computer technology support.	\$ 313,103
6390	Other Repairs and maintenance Cost associated with repair and maintenance other than list in accounts 6310-6350.	\$ -
6410	Mileage Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	\$ 5,500
6420	Staff training Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditure. Membership costs are accounted for in 6180 Dues and Subscriptions.	\$ 93,000
	Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference	
	National Association of Clean Water Agencies (NACWA) Conference	
	Software Conference	
	Special Districts Association of Conference	
	American Water Works Association (AWWA) Pacific Northwest Conference	
	American Water Works Association (AWWA) Annual Conference	
	Pipe Standards	
	Government Finance Officers Association (GFOA) Annual Conference	
	Oregon Government Finance Officers Institute	
	Oregon Government Finance Officers Spring Conference	
	Distribution Symposium	
	Confined Spaces Classes	
	Oregon Association of Water Utilities (OAWU) Conference	
	Pacific Northwest Clean Water Agencies (PNCWA) Conference	
	Lucy Conference	
	Storm Water Management Conference	
	Team Building	
	Employee Tuition Reimbursement	
	Other Required Trainings	

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
	Backflow Short School OHD Certification Test Fees Other Fees	
6440	Board expense Cost associated with board meetings, board members attendance for the education, related travel expenditures and training.	\$ 9,000
	Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	
6510	Office supplies Cost of office materials, supplies, and services related to administration and operations.	\$ 34,200
6520	Fuels and oils Cost of fuel and oil for vehicles and equipment.	\$ 51,000
6525	Chemicals Cost of chemicals required in program operations.	\$ 65,000
6530	Small tools and equipment Cost of small tools and equipment with a replacement value of less that \$5,000 per item necessary for the performance of work.	\$ 40,000
6540	Safety supplies Cost associated with for safety supplies and services, including required protective footwear.	\$ 52,000
	Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies	
6550	Operational supplies Cost of supplied necessary for the operations of OLWS.	\$ 29,500
6560	Uniforms Cost of uniforms provided to employees, except footwear which is categorized as safety.	\$ 38,000
6590	Other supplies Cost of other miscellaneous supplies not included in other categories.	\$ 5,000
6610	Board compensation Cost of compensation of the board.	\$ 2,500
6620	Elections Costs The Purpose of the Board Election Costs is to provide funding for the cost related to the public elections of its officers.	\$ 5,000
6710	Purchased water Cost of water purchased that is resold to customers.	\$ 1,170,000
6715	Water Quality Program Cost of supplies and services necessary to test drinking water that is resold to customers.	\$ 16,000
6720	Insurance Cost of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 300,000

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6730	Communications Cost associated with public information, education, and involvement activities. Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach Miscellaneous Meeting Expenses	\$ 98,100
6740	Advertising Cost of advertisements, as required for meetings, procurement, budgets, and recruiting.	\$ 6,500
6750	Other purchased services Cost of outsourced services not included in other line items.	\$ -
6760	Equipment rental Cost of rental or lease of equipment for office and operations.	\$ 7,000
6770	Bank charges Cost of banking fees charged for payments received and banking services rendered.	\$ 160,000
6780	Taxes, Fees, Permits Cost of property taxes regulatory compliance fees, annual required permits, right-of-way fees. Clackamas County Tax Collector: Property Tax Clackamas County - Ordinance Filing Fees Public Employee Retirement System (PERS): Administrative Fee State of Oregon DAS Ethics Commission Assessment Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ Wastewater System Operator Annual Support Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Cleaner Air Oregon Fee State of Oregon DEQ Hazardous Materials Report Fee State of Oregon DEQ Municipal Separate Storm Sewer System (MS4) Permit State of Oregon OHA Cross Connection Annual Fee City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Union Pacific Right-of-Way Tax Other Taxes, Fees, Permits	\$ 124,300
6785	ECAP Payment Cost of financial assistance on a temporary basis for District customers financially impacted by the COVID-19 State of Emergency.	\$ -
6900	Miscellaneous expense Cost of other miscellaneous expenses.	\$ 7,000
Materials and Services Expenditures Total		<u>\$ 5,304,553</u>

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt#	Description	Budget
7100	Land The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
7200	Infrastructure The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	\$ 570,000
7300	Buildings and improvements The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ -
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ 75,000
7510	Furniture and fixtures The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and fixtures.	\$ -
7520	Equipment The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 514,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ 299,340
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ 80,000
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 6,459,000
	Capital Outlay Total	\$ 7,997,340

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

DEBT SERVICE EXPENDITURES

Acnt#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal Account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 946,261
6811	Principal Payments - 2021 IFA Loan Principal Account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 310,030
6813	Principal Payments - 2017 JPM Bank Loan Principal Account for principal payments related to a JP Morgan Bank Loan.	\$ 1,420,000
6814	Principal Payments - 2018 KS Statebank Principal Account for principal payments related to a KS Statebank Bank Loan.	\$ 115,741
6815	Principal Payments - 2019 Zions Bank Loan Principal Account for principal payments related to a Zions Bank Loan.	\$ 188,000
6820	Interest Payments - 2010 SRF Loan Interest Account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 282,964
6822	Interest Payments - 2021 IFA Loan Interest Account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	\$ 168,839
6823	Interest Payments - 2017 JPM Bank Loan Interest Account for interest payments related to a JP Morgan Bank Loan.	\$ 306,050
6824	Interest Payments - 2018 KS Statebank Interest Account for interest payments related to a KS Statebank Bank Loan.	\$ 4,259
6825	Interest Payments - 2019 Zions Bank Loan Interest Account for interest payments related to a Zions Bank Loan.	\$ 21,063
Debt Service Expenditures Total		<u>\$ 3,763,207</u>

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FY 2022-23

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acct#	Description	Budget
8105	Transfer to Fund 05 Transfer of resources to the Administrative Services Fund.	\$ 3,936,000
8120	Transfer to Fund 20 Transfer of resources to the Wastewater Reclamation Operating Fund.	\$ -
8150	Transfer to Fund 50 Transfer of resources to the Wastewater Reclamation Revenue Bond Debt Service Fund.	\$ 3,435,000
8171	Transfer to Fund 71 Transfer of resources to the Drinking Water Capital Fund.	\$ 800,000
8172	Transfer to Fund 72 Transfer of resources to the Wastewater Reclamation Capital Fund.	\$ 2,500,000
8173	Transfer to Fund 73 Transfer of resources to the Wastewater Protection Capital Fund.	\$ 250,000
	Transfers Out Total	<u>\$ 10,921,000</u>

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acct #	Description	Budget
9000	Contingency Provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 3,422,261
	Contingencies Total	<u>\$ 3,422,261</u>