

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



APRIL 16, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
APRIL 16, 2024 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. February 2024 Financial Report
 - b. Approval of March 19, 2024 Board Meeting Minutes
 - c. Approval of Contract for Paving Services with Brix Paving Northwest Inc.
4. Consideration of Resolution No. 2024-0026 Establishing the Date, Time, and Location of Regular Board Meetings
5. Business from the Board
6. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
7. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	April 16, 2024

Summary

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

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

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

From: [Streamline](#)
To: [Laural Casey](#)
Subject: New form submission assigned to you: Public Comment
Date: Wednesday, March 27, 2024 11:52:18 AM

External Email – Confirm Sender and Beware of Links and Attachments

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Public Comment

Written Public Comment Webform:	
First Name:	Jennifer
Last Name:	Smith
Group or Organization Affiliation:	
Address:	13621 SE Fair Oaks Drive, Oak Grove, OR 97222-8080
Contact Information:	email Jenna.livewire@gmail.com / mobile 503-490-9965
	Please include in your budget to have OLWSD landscape crews clear invasive weeds from the water treatment plant areas bordering 13621 SE Fair Oaks Drive property; including vacated Denny that houses several OLWSD manholes and accessed through the back gate by the railroad trestle. Some examples of the

**Written
Comments:**

invasives in these areas include: poison hemlock, deadly nighshade, old man's beard, hogsweed, english ivy, himilayan blackberry, etc. Please also ensure future control by putting into the budget scheduled quarterly maintenance of these areas to ensure full control and mitigation of these invasives. Once invasives are removed, I would like to work with OLWSD staff to implement a native replanting plan to help mitigate the noise and light pollution, as well as privacy loss, from the newly installed treatment tank towering over the fence height at the SW backyard corner of the 13621 property. I planted an evergreen little gem magnolia and evergreen huckleberry on my side of the fence, but would appreciate some mid-size evergreen shrubs and small evergreen trees on the OLWSD side of the fence to help mitigate the ongoing disturbances to my property as well. Thank you kindly for your time and consideration in this matter.

[Reply / Manage](#)



CONSENT AGENDA

To Board of Directors
From Brad Albert, Interim General Manager
Title Consent Agenda
Item No. 3
Date April 16, 2024

Summary

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

- a. **February 2024 Financial Report**
- b. **Approval of March 19, 2024 Board Meeting Minutes**
- c. **Approval of Contract for Paving Services with Brix Paving Northwest Inc.**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

<p>Approved By _____</p>	<p>Date _____</p>
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	February 2024 Financial Reports
Item No.	3a
Date	April 16, 2024

Reports

- February 2024 Monthly Overview
- February 2024 Budget to Actual Report
- February 2024 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Financial Overview
FY 2023-24 February 2024**

This report summarizes the revenues and expenditures for February 2024. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
February 29, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 178,645
Wells Fargo Bank Checking-9966		1,094,025
LGIP	5.20%	12,640,331
Total		\$ 13,913,001

The OLWS’ checks, electronic withdrawals, and bank drafts total \$ 1.9 million for February 2024. There were no voided checks.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 5,469,000	\$ 382,777	\$ 3,659,793	66.9%
20-00-4212	Wastewater charges	11,913,000	1,059,281	7,701,687	64.7%
30-00-4213	Watershed protection	1,751,000	147,659	1,154,121	65.9%
Subtotal		\$ 19,133,000	\$ 1,589,717	\$ 12,515,601	65.4%

With respect to revenues, water sales are above budget, with wastewater and watershed protection services’ revenues are below budget. Total variance through February is negative (\$239,732) or (1.3%).

Expenses by Budget Category

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

Expense Category	FY 2024	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	February 2024	February 2024	
Personnel Services	\$ 5,776,000	\$ 3,850,667	\$ 3,622,307	94%
Materials & Services	5,905,600	3,937,067	3,112,627	79%
Capital Outlay	9,085,000	6,056,667	3,056,076	50%
		\$ 13,844,401	\$ 9,791,010	71%

With respect to expenditures, at the end of February expenditures are overall 53.4% of budget, excluding Contingencies, with 66.7% of the fiscal year completed.

Review of expenditure lines that are above 72% of budget:

1. **5240 - Unemployment** is 73.7% of budget. OLWS' budget is equivalent to one claim for two quarters, therefore, if there is only one claim for the fiscal year, no Budget Transfers will be necessary. This budget continues to be sufficient for the full fiscal year.
2. **6540 – Safety Supplies** is 73.1% of budget. This is due to the initial purchase of safety mats to replace vendor serviced mats, providing future savings. This budget is sufficient for this fiscal year.
3. **6760 - Equipment Rental** is 73.0% of budget. The Q2 Budget adjustment has reduced the overage. This budget will be monitored through the next quarterly review.

Financial Assistance Utility Rate Relief Program Overview

Reporting for this program has been moved to the Finance Staff Report to provide information through the most current billing cycle.

General Ledger
Budget to Actual



User: gail@olwsd.org
Printed: 4/8/2024 5:42:12 PM
Period 08 - 08
Fiscal Year 2024

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	<i>Beginning Fund Balance</i>	<i>1,469,892.00</i>	<i>0.00</i>	<i>-128,956.90</i>	<i>0.00</i>	<i>-8.77</i>
	NonDivisional	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	Fund Balance	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	1,314.00	6,012.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	37,400.00	0.00	65.16
	Revenue					
05-00-4610	Investment Revenue	10,000.00	3,615.04	39,254.40	0.00	392.54
05-00-4630	Miscellaneous Revenues	10,000.00	928.00	9,750.91	0.00	97.51
	<i>Revenue</i>	<i>77,400.00</i>	<i>9,857.04</i>	<i>92,417.31</i>	<i>0.00</i>	<i>119.40</i>
	NonDivisional	77,400.00	9,857.04	92,417.31	0.00	119.40
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,083.00	712,664.00	0.00	66.67
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,167.00	1,353,336.00	0.00	66.67
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,083.00	712,664.00	0.00	66.67
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,333.00</i>	<i>2,778,664.00</i>	<i>0.00</i>	<i>66.67</i>
	Transfers & Contingencies	4,168,000.00	347,333.00	2,778,664.00	0.00	66.67
	Revenue	4,245,400.00	357,190.04	2,871,081.31	0.00	67.63
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	812,000.00	66,453.17	567,176.31	0.00	69.85
05-01-5130	Overtime	12,500.00	234.24	9,126.08	0.00	73.01
05-01-5210	HealthDental Insurance	142,000.00	10,751.44	86,011.52	0.00	60.57
05-01-5230	Social Security	63,000.00	4,940.75	41,334.28	0.00	65.61
05-01-5240	Retirement	162,000.00	13,230.11	107,700.41	0.00	66.48
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	820.45	6,627.83	0.00	28.82
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	65.20	555.25	0.00	55.53
05-01-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,220,500.00</i>	<i>96,495.36</i>	<i>818,531.68</i>	<i>0.00</i>	<i>67.07</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	-7,695.70	86,598.85	0.00	28.87
05-01-6120	Accounting and Audit	76,000.00	0.00	525.00	21,665.00	0.69
	Services					
05-01-6155	Contracted Services	200,000.00	14,529.30	77,219.42	82,312.71	38.61
05-01-6180	Dues and Subscriptions	42,000.00	6,952.00	27,966.38	0.00	66.59
05-01-6220	Electricity	16,000.00	1,528.76	10,888.03	5,320.00	68.05
05-01-6240	Natural Gas	5,000.00	502.07	3,159.40	1,886.63	63.19

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,000.00	221.62	3,204.34	886.48	64.09
05-01-6310	Janitorial Services	20,000.00	1,669.99	13,359.92	0.00	66.80
05-01-6320	Buildings & Ground Maintenance	37,000.00	2,867.40	17,643.54	4,371.03	47.69
05-01-6410	Mileage	1,000.00	260.21	283.15	0.00	28.32
05-01-6420	Staff Training	10,000.00	0.00	6,978.52	0.00	69.79
05-01-6510	Office Supplies	35,000.00	1,567.77	18,485.82	2,100.00	52.82
05-01-6730	Communications	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment Rental	3,000.00	0.00	1,428.30	870.96	47.61
05-01-6770	Bank Charges	165,000.00	16,644.94	116,065.99	65,900.00	70.34
05-01-6780	Taxes, Fees, Permits	1,000.00	200.00	1,823.95	0.00	182.40
	<i>Materials & Services</i>	<i>917,000.00</i>	<i>39,248.36</i>	<i>385,630.61</i>	<i>185,312.81</i>	<i>42.05</i>
	AdminFinance	2,137,500.00	135,743.72	1,204,162.29	185,312.81	56.34
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	304,000.00	7,581.55	154,495.30	0.00	50.82
05-02-5120	TemporarySeasonal Employees	0.00	1,501.78	8,916.07	0.00	0.00
05-02-5130	Overtime	5,000.00	0.00	946.96	0.00	18.94
05-02-5210	HealthDental Insurance	41,000.00	1,770.98	20,208.54	0.00	49.29
05-02-5230	Social Security	24,000.00	671.95	12,090.47	0.00	50.38
05-02-5240	Retirement	57,000.00	1,700.40	34,880.40	0.00	61.19
05-02-5250	TrimetWBFPaid Leave OR	4,000.00	99.70	1,851.45	0.00	46.29
05-02-5270	Workers Compensation	1,000.00	24.90	201.77	0.00	20.18
05-02-5290	Other Employee Benefits	15,000.00	1,368.45	8,179.20	1,685.00	54.53
	<i>Personnel Services</i>	<i>451,000.00</i>	<i>14,719.71</i>	<i>241,770.16</i>	<i>1,685.00</i>	<i>53.61</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	134,500.00	17,908.82	102,049.85	50,378.00	75.87
05-02-6175	Records Management	8,500.00	0.00	4,056.40	0.00	47.72
05-02-6230	Telephone	59,700.00	5,678.58	33,163.79	16,121.92	55.55
05-02-6410	Mileage	1,000.00	0.00	103.48	0.00	10.35
05-02-6420	Staff Training	15,000.00	2,382.36	5,536.39	3,950.00	36.91
05-02-6440	Board Expense	5,000.00	657.15	1,510.80	0.00	30.22
05-02-6510	Office Supplies	1,000.00	757.45	638.98	0.00	63.90
05-02-6540	Safety Supplies	2,000.00	194.01	493.99	0.00	24.70
05-02-6560	Uniforms	42,000.00	3,634.41	27,069.78	0.00	64.45
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	210,000.00	16,793.46	130,197.02	0.00	62.00
05-02-6730	Communications	38,000.00	37.96	8,929.24	0.00	23.50
05-02-6740	Advertising	7,000.00	100.00	1,347.00	0.00	19.24
	<i>Materials & Services</i>	<i>526,700.00</i>	<i>48,144.20</i>	<i>315,096.72</i>	<i>70,449.92</i>	<i>59.82</i>
	Human Resources	977,700.00	62,863.91	556,866.88	72,134.92	56.96
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	50,280.52	378,231.93	0.00	61.30
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	7,191.93	59,024.63	0.00	43.72
05-03-5230	Social Security	48,000.00	3,774.97	28,112.96	0.00	58.57
05-03-5240	Retirement	119,000.00	9,685.90	72,445.85	0.00	60.88
05-03-5250	TrimetWBFPaid Leave OR	8,000.00	619.03	4,427.97	0.00	55.35
05-03-5270	Workers Compensation	1,000.00	49.54	429.96	0.00	43.00
05-03-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>933,000.00</i>	<i>71,601.89</i>	<i>542,673.30</i>	<i>0.00</i>	<i>58.16</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	442,000.00	14,089.10	143,301.46	133,198.49	32.42
05-03-6350	Computer Maintenance	434,500.00	52,087.30	277,921.32	30,119.21	63.96
05-03-6410	Mileage	1,000.00	15.00	15.00	0.00	1.50
05-03-6420	Staff Training	15,000.00	425.00	1,254.49	0.00	8.36
05-03-6430	Certifications	1,000.00	0.00	355.00	0.00	35.50
05-03-6530	Small Tools & Equipment	1,000.00	268.90	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6540	Safety Supplies	5,000.00	1,329.10	3,909.06	1,488.19	78.18
05-03-6550	Operational Supplies	3,000.00	0.00	35.98	0.00	1.20
	<i>Materials & Services</i>	<i>902,500.00</i>	<i>68,214.40</i>	<i>426,792.31</i>	<i>164,805.89</i>	<i>47.29</i>
	Technical Services	1,835,500.00	139,816.29	969,465.61	164,805.89	52.82
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle Equipment	80,000.00	10,673.38	42,060.68	4,040.00	52.58
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	2,955.10	24,384.09	0.00	48.77
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>13,628.48</i>	<i>66,444.77</i>	<i>4,040.00</i>	<i>51.11</i>
	Vehicle Services	130,000.00	13,628.48	66,444.77	4,040.00	51.11
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	634,592.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>634,592.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	634,592.00	0.00	0.00	0.00	0.00
05	Expense	5,715,292.00	352,052.40	2,796,939.55	426,293.62	48.94
	Administrative Services	0.00	5,137.64	-54,815.14	-426,293.62	0.00
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	<i>Beginning Fund Balance</i>	<i>608,759.00</i>	<i>0.00</i>	<i>-31,403.51</i>	<i>0.00</i>	<i>-5.16</i>
	NonDivisional	608,759.00	0.00	-31,403.51	0.00	-5.16
	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Wholesale Water Sales	30,000.00	2,209.27	31,890.04	0.00	106.30
10-00-4211	Drinking Water Charges	5,469,000.00	382,776.92	3,659,793.09	0.00	66.92
10-00-4215	Penalties & Late Charges	15,000.00	1,070.12	10,061.04	0.00	67.07
10-00-4240	Service Installations	10,000.00	3,928.00	46,381.00	0.00	463.81
10-00-4280	Rents & Leases	180,000.00	16,803.64	133,545.46	0.00	74.19
10-00-4290	Other Charges for Services	10,000.00	5,107.20	14,966.60	0.00	149.67
10-00-4610	Investment Revenue	3,000.00	3,514.52	21,015.84	0.00	700.53
10-00-4630	Miscellaneous Revenues	25,000.00	894.65	35,318.61	0.00	141.27
	<i>Revenue</i>	<i>5,742,000.00</i>	<i>416,304.32</i>	<i>3,952,971.68</i>	<i>0.00</i>	<i>68.84</i>
	NonDivisional	5,742,000.00	416,304.32	3,952,971.68	0.00	68.84
	Revenue	5,742,000.00	416,304.32	3,952,971.68	0.00	68.84
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	707,000.00	53,729.55	431,445.16	0.00	61.02
10-20-5130	Overtime	37,000.00	931.07	21,752.97	0.00	58.79
10-20-5210	HealthDental Insurance	132,000.00	8,978.76	62,243.93	0.00	47.15
10-20-5230	Social Security	55,000.00	4,137.12	34,347.04	0.00	62.45
10-20-5240	Retirement	136,000.00	10,469.48	86,927.46	0.00	63.92
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	674.23	5,368.97	0.00	59.66
10-20-5270	Workers Compensation	20,000.00	1,007.86	8,332.54	0.00	41.66
10-20-5290	Other Employee Benefits	0.00	101.69	212.85	0.00	0.00
	<i>Personnel Services</i>	<i>1,096,000.00</i>	<i>80,029.76</i>	<i>650,630.92</i>	<i>0.00</i>	<i>59.36</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	248,400.00	2,396.38	107,252.08	58,540.84	43.18
10-20-6220	Electricity	41,000.00	2,934.61	24,753.80	13,640.00	60.38

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	197.98	1,599.51	925.41	53.32
10-20-6290	Other Utilities	5,000.00	307.80	3,319.92	3,580.00	66.40
10-20-6320	Buildings & Grounds	7,000.00	0.00	228.99	0.00	3.27
10-20-6340	System Maintenance	200,000.00	12,549.50	75,577.21	17,125.98	37.79
10-20-6410	Mileage	500.00	116.31	279.63	0.00	55.93
10-20-6420	Staff Training	12,500.00	1,621.00	7,567.06	0.00	60.54
10-20-6430	Certifications	2,000.00	450.00	2,080.00	0.00	104.00
10-20-6530	Small Tools & Equipment	10,000.00	4,249.57	11,733.89	0.00	117.34
10-20-6540	Safety Supplies	20,000.00	443.52	16,285.00	1,747.00	81.43
10-20-6550	Operational Supplies	10,000.00	-2,310.13	3,927.50	0.00	39.28
10-20-6710	Purchased Water	1,200,000.00	70,258.49	777,524.94	422,475.06	64.79
10-20-6715	Water Quality Program	34,000.00	1,141.00	14,984.63	13,175.00	44.07
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	18,000.00	1,025.59	14,403.49	2,600.00	80.02
	<i>Materials & Services</i>	<i>1,819,400.00</i>	<i>95,381.62</i>	<i>1,061,517.65</i>	<i>533,809.29</i>	<i>58.34</i>
	Drinking Water	2,915,400.00	175,411.38	1,712,148.57	533,809.29	58.73
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	193,000.00	193,000.00	193,000.00	0.00	100.00
10-24-6825	Zions Bank Loan-Interest	16,100.00	8,002.75	16,005.50	0.00	99.41
	<i>Materials & Services</i>	<i>209,100.00</i>	<i>201,002.75</i>	<i>209,005.50</i>	<i>0.00</i>	<i>99.95</i>
	Debt Service	209,100.00	201,002.75	209,005.50	0.00	99.95
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	712,664.00	0.00	66.67
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	1,000,000.00	0.00	66.67
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,226,259.00</i>	<i>214,083.00</i>	<i>1,712,664.00</i>	<i>0.00</i>	<i>53.09</i>
	Transfers & Contingencies	3,226,259.00	214,083.00	1,712,664.00	0.00	53.09
10	Expense	6,350,759.00	590,497.13	3,633,818.07	533,809.29	57.22
	Drinking Water	0.00	-174,192.81	287,750.10	-533,809.29	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	<i>Beginning Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,749.02</i>	<i>0.00</i>	<i>-119.54</i>
	NonDivisional	507,588.00	0.00	-606,749.02	0.00	-119.54
	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	11,913,000.00	1,059,280.89	7,701,687.33	0.00	64.65
20-00-4215	Penalties & Late Charges	7,000.00	735.56	6,141.29	0.00	87.73
20-00-4290	Other Charges for Services	10,000.00	1,695.85	4,885.85	0.00	48.86
20-00-4610	Investment Revenue	1,000.00	237.71	1,791.67	0.00	179.17
20-00-4630	Miscellaneous Revenues	2,000.00	479.06	2,209.22	0.00	110.46
	<i>Revenue</i>	<i>11,933,000.00</i>	<i>1,062,429.07</i>	<i>7,716,715.36</i>	<i>0.00</i>	<i>64.67</i>
	NonDivisional	11,933,000.00	1,062,429.07	7,716,715.36	0.00	64.67
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,883.00	103,064.00	0.00	66.66
	<i>Revenue</i>	<i>154,600.00</i>	<i>12,883.00</i>	<i>103,064.00</i>	<i>0.00</i>	<i>66.66</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	154,600.00	12,883.00	103,064.00	0.00	66.66
	Revenue	12,087,600.00	1,075,312.07	7,819,779.36	0.00	64.69
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	57,571.39	440,121.76	0.00	67.19
20-21-5130	Overtime	50,000.00	2,517.45	38,651.24	0.00	77.30
20-21-5210	HealthDental Insurance	209,000.00	13,278.07	99,206.31	0.00	47.47
20-21-5230	Social Security	51,000.00	4,519.51	36,002.62	0.00	70.59
20-21-5240	Retirement	123,000.00	10,116.02	83,411.97	0.00	67.81
20-21-5250	TrimetWBFPAid Leave OR	9,000.00	741.34	5,716.94	0.00	63.52
20-21-5260	Unemployment	0.00	0.00	3,686.43	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	1,096.79	9,250.47	0.00	71.16
20-21-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>89,840.57</i>	<i>716,047.74</i>	<i>0.00</i>	<i>64.51</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	216,500.00	29,570.27	104,104.26	120,267.98	48.09
20-21-6220	Electricity	325,000.00	27,083.14	198,010.51	108,000.00	60.93
20-21-6240	Natural Gas	1,000.00	297.77	1,038.43	149.63	103.84
20-21-6250	Solid Waste Disposal	44,000.00	2,178.68	18,419.56	21,296.37	41.86
20-21-6290	Other Utilities	1,500.00	180.00	1,440.00	240.00	96.00
20-21-6310	Janitorial Services	14,000.00	1,086.71	8,693.68	0.00	62.10
20-21-6320	Buildings & Grounds	63,000.00	7,071.56	40,396.65	493.20	64.12
20-21-6342	WRF System Maintenance	185,000.00	9,421.93	92,329.72	16,263.00	49.91
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	10,000.00	200.00	1,483.50	0.00	14.84
20-21-6430	Certifications	2,000.00	0.00	170.23	0.00	8.51
20-21-6525	Chemicals	77,000.00	1,073.00	34,277.28	42,821.70	44.52
20-21-6530	Small Tools & Equipment	8,000.00	1,997.34	5,788.25	0.00	72.35
20-21-6540	Safety Supplies	20,000.00	2,018.78	18,888.07	600.00	94.44
20-21-6550	Operational Supplies	5,000.00	266.29	2,156.67	1,303.00	43.13
20-21-6760	Equipment Rental	30,000.00	1,798.00	28,496.71	0.00	94.99
20-21-6780	Taxes, Fees, Permits	74,000.00	8,364.82	45,165.75	27,217.96	61.03
	<i>Materials & Services</i>	<i>1,077,000.00</i>	<i>92,608.29</i>	<i>601,046.61</i>	<i>338,652.84</i>	<i>55.81</i>
	Wastewater-Plant	2,187,000.00	182,448.86	1,317,094.35	338,652.84	60.22
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	39,833.73	333,718.36	0.00	66.35
20-22-5130	Overtime	28,500.00	2,868.50	28,963.87	0.00	101.63
20-22-5210	HealthDental Insurance	117,000.00	7,855.51	63,535.41	0.00	54.30
20-22-5230	Social Security	39,000.00	3,179.99	26,628.95	0.00	68.28
20-22-5240	Retirement	73,000.00	7,993.88	66,836.65	0.00	91.56
20-22-5250	TrimetWBFPAid Leave OR	7,000.00	526.37	4,213.97	0.00	60.20
20-22-5270	Workers Compensation	12,000.00	842.27	7,092.65	0.00	59.11
20-22-5290	Other Employee Benefits	0.00	0.00	7.99	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>63,100.25</i>	<i>530,997.85</i>	<i>0.00</i>	<i>68.12</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	58,600.00	2,489.83	20,413.39	10,100.00	34.84
20-22-6220	Electricity	53,000.00	5,710.56	36,790.39	17,640.00	69.42
20-22-6290	Other Utilities	2,000.00	43.17	335.40	200.00	16.77
20-22-6320	Buildings & Grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection System Maint.	35,000.00	148.82	27,322.08	0.00	78.06
20-22-6410	Mileage	1,000.00	0.00	42.20	0.00	4.22
20-22-6420	Staff Training	18,000.00	642.00	4,628.59	0.00	25.71
20-22-6430	Certifications	2,000.00	0.00	1,214.52	0.00	60.73
20-22-6530	Small Tools & Equipment	25,000.00	1,485.83	12,548.90	2,125.00	50.20
20-22-6540	Safety Supplies	12,000.00	72.63	4,275.34	0.00	35.63
20-22-6550	Operational Supplies	5,000.00	59.97	836.52	0.00	16.73
20-22-6780	Taxes, Fees, Permits	24,000.00	10,976.96	21,043.34	9,464.32	87.68
	<i>Materials & Services</i>	<i>236,600.00</i>	<i>21,629.77</i>	<i>129,450.67</i>	<i>39,529.32</i>	<i>54.71</i>
	Wastewater-Collections	1,016,100.00	84,730.02	660,448.52	39,529.32	65.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,167.00	1,353,336.00	0.00	66.67
20-29-8150	Transfers Out to Fund 50	3,482,000.00	639,000.00	1,866,000.00	0.00	53.59
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,667.00	2,133,336.00	0.00	66.67
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>9,377,088.00</i>	<i>1,074,834.00</i>	<i>5,352,672.00</i>	<i>0.00</i>	<i>57.08</i>
	Transfers & Contingencies	9,377,088.00	1,074,834.00	5,352,672.00	0.00	57.08
	Expense	12,580,188.00	1,342,012.88	7,330,214.87	378,182.16	58.27
20	Wastewater Reclam.	15,000.00	-266,700.81	-117,184.53	-378,182.16	-781.23
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<i>Beginning Fund Balance</i>	<i>50,874.00</i>	<i>0.00</i>	<i>6,453.68</i>	<i>0.00</i>	<i>12.69</i>
	NonDivisional	50,874.00	0.00	6,453.68	0.00	12.69
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,751,000.00	147,659.41	1,154,120.94	0.00	65.91
30-00-4215	Penalties & Late charges	1,000.00	277.00	1,680.94	0.00	168.09
30-00-4290	Other Charges for Services	25,000.00	5,325.00	12,535.96	0.00	50.14
30-00-4610	Investment Revenue	2,000.00	21.94	165.49	0.00	8.27
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>153,283.35</i>	<i>1,168,503.33</i>	<i>0.00</i>	<i>65.68</i>
	NonDivisional	1,779,000.00	153,283.35	1,168,503.33	0.00	65.68
	Revenue	1,779,000.00	153,283.35	1,168,503.33	0.00	65.68
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	113,000.00	9,293.64	76,970.61	0.00	68.12
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	HealthDental Insurance	38,000.00	2,811.46	22,156.41	0.00	58.31
30-23-5230	Social Security	9,000.00	696.54	5,733.44	0.00	63.70
30-23-5240	Retirement	22,000.00	1,739.77	14,315.30	0.00	65.07
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	114.40	898.62	0.00	44.93
30-23-5270	Workers Compensation	1,000.00	189.22	1,580.88	0.00	158.09
30-23-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>14,845.03</i>	<i>121,655.26</i>	<i>0.00</i>	<i>65.41</i>
	Materials & Services					
30-23-6155	Contracted Services	163,000.00	333.60	79,256.88	111,568.68	48.62
30-23-6340	System Maintenance	45,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff Training	3,000.00	0.00	1,249.00	0.00	41.63
30-23-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	7,000.00	24.99	3,014.98	0.00	43.07
30-23-6730	Communications	55,000.00	0.00	30,034.86	30,608.87	54.61
30-23-6780	Taxes, Fees, Permits	4,400.00	0.00	4,224.00	0.00	96.00
	<i>Materials & Services</i>	<i>280,400.00</i>	<i>358.59</i>	<i>117,779.72</i>	<i>142,177.55</i>	<i>42.00</i>
	Watershed Protection	466,400.00	15,203.62	239,434.98	142,177.55	51.34
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	712,664.00	0.00	66.67
30-29-8120	Transfers Out to Fund 20	154,600.00	12,883.00	103,064.00	0.00	66.66
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,362,474.00</i>	<i>101,966.00</i>	<i>815,728.00</i>	<i>0.00</i>	<i>59.87</i>
	Transfers & Contingencies	1,362,474.00	101,966.00	815,728.00	0.00	59.87
	Expense	1,828,874.00	117,169.62	1,055,162.98	142,177.55	57.69
30	Watershed Protection	1,000.00	36,113.73	119,794.03	-142,177.55	11,979.40
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<i>Beginning Fund Balance</i>	<i>527,978.00</i>	<i>0.00</i>	<i>7,340.70</i>	<i>0.00</i>	<i>1.39</i>
	NonDivisional	527,978.00	0.00	7,340.70	0.00	1.39
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	0.00	1,733.79	0.00	57.79
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>1,733.79</i>	<i>0.00</i>	<i>57.79</i>
	NonDivisional	3,000.00	0.00	1,733.79	0.00	57.79
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	639,000.00	1,866,000.00	0.00	53.59
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>639,000.00</i>	<i>1,866,000.00</i>	<i>0.00</i>	<i>53.59</i>
	Transfers & Contingencies	3,482,000.00	639,000.00	1,866,000.00	0.00	53.59
	Revenue					
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	965,000.00	484,769.00	964,834.00	0.00	99.98
50-24-6811	2021 IFA Loan Principal	323,000.00	0.00	322,781.15	0.00	99.93
50-24-6813	JPM Bank Loan Principal	1,450,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	260,000.00	152,681.00	259,614.00	0.00	99.85
50-24-6822	2021 IFA Loan Interest	154,000.00	0.00	153,337.93	0.00	99.57
50-24-6823	JPM Bank Loan Interest	271,000.00	0.00	135,275.00	0.00	49.92
	<i>Materials & Services</i>	<i>3,423,000.00</i>	<i>637,450.00</i>	<i>1,835,842.08</i>	<i>0.00</i>	<i>53.63</i>
	Debt Service	3,423,000.00	637,450.00	1,835,842.08	0.00	53.63
	Expense	3,423,000.00	637,450.00	1,835,842.08	0.00	53.63
50	WW Revenue Bond Debt Service	589,978.00	1,550.00	39,232.41	0.00	6.65
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<i>Beginning Fund Balance</i>	<i>3,487,371.00</i>	<i>0.00</i>	<i>62,793.23</i>	<i>0.00</i>	<i>1.80</i>
	NonDivisional	3,487,371.00	0.00	62,793.23	0.00	1.80
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	52,176.00	238,843.00	0.00	477.69

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4225	Development-Reimburse System	50,000.00	48,474.00	222,321.00	0.00	444.64
71-00-4610	Development-Improvement Investment Revenue	50,000.00	18,919.34	131,677.55	0.00	263.36
	<i>Revenue</i>	<i>150,000.00</i>	<i>119,569.34</i>	<i>592,841.55</i>	<i>0.00</i>	<i>395.23</i>
	NonDivisional	150,000.00	119,569.34	592,841.55	0.00	395.23
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10 Revenue	1,500,000.00	125,000.00	1,000,000.00	0.00	66.67
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>1,000,000.00</i>	<i>0.00</i>	<i>66.67</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	1,000,000.00	0.00	66.67
	Revenue	1,650,000.00	244,569.34	1,592,841.55	0.00	96.54
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	500,000.00	36,669.90	185,619.06	176,011.41	37.12
71-20-7300	Buildings & Improvements	25,000.00	0.00	0.00	0.00	0.00
71-20-7400	Improvement Other than Bldgs	0.00	0.00	9,000.00	0.00	0.00
71-20-7520	Equipment	200,000.00	0.00	15,666.42	145,658.55	7.83
71-20-7530	Information Technology	75,000.00	0.00	0.00	6,788.44	0.00
71-20-7600	Capital Improvement Projects	2,400,000.00	223,077.22	552,964.20	1,036,910.25	23.04
	<i>Capital Outlay</i>	<i>3,200,000.00</i>	<i>259,747.12</i>	<i>763,249.68</i>	<i>1,365,368.65</i>	<i>23.85</i>
	Drinking Water	3,200,000.00	259,747.12	763,249.68	1,365,368.65	23.85
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	370,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>370,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	370,000.00	0.00	0.00	0.00	0.00
71	Expense	3,570,000.00	259,747.12	763,249.68	1,365,368.65	21.38
	Drinking Water Capital	1,567,371.00	-15,177.78	892,385.10	-1,365,368.65	56.94
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	<i>Beginning Fund Balance</i>	<i>2,557,963.00</i>	<i>0.00</i>	<i>-1,011,212.03</i>	<i>0.00</i>	<i>-39.53</i>
	NonDivisional	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	25,825.00	113,630.00	0.00	113.63
72-00-4610	Investment Revenue	30,000.00	16,066.44	121,130.82	0.00	403.77
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing Revenue	1,500,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,630,000.00</i>	<i>41,891.44</i>	<i>339,760.82</i>	<i>0.00</i>	<i>20.84</i>
	NonDivisional	1,630,000.00	41,891.44	339,760.82	0.00	20.84
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	3,200,000.00	266,667.00	2,133,336.00	0.00	66.67
	<i>Revenue</i>	<i>3,200,000.00</i>	<i>266,667.00</i>	<i>2,133,336.00</i>	<i>0.00</i>	<i>66.67</i>
	Transfers & Contingencies	3,200,000.00	266,667.00	2,133,336.00	0.00	66.67
	<i>Revenue</i>	4,830,000.00	308,558.44	2,473,096.82	0.00	51.20
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
72-21-7300	Buildings & Improvements	60,000.00	8,522.16	52,955.86	16,191.30	88.26
72-21-7520	Equipment	655,000.00	9,868.00	146,903.49	515,430.00	22.43
72-21-7530	Information Technology	115,000.00	0.00	91,225.54	6,788.43	79.33
72-21-7600	Capital Improvement Projects	900,000.00	99,030.04	585,703.15	333,711.17	65.08
	<i>Capital Outlay</i>	<i>1,730,000.00</i>	<i>117,420.20</i>	<i>876,788.04</i>	<i>872,120.90</i>	<i>50.68</i>
	Wastewater-Plant	1,730,000.00	117,420.20	876,788.04	872,120.90	50.68
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	225,000.00	0.00	97,281.45	17,300.00	43.24
72-22-7520	Equipment	30,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects	3,600,000.00	141,981.88	1,318,756.96	1,026,387.34	36.63
	<i>Capital Outlay</i>	<i>3,855,000.00</i>	<i>141,981.88</i>	<i>1,416,038.41</i>	<i>1,043,687.34</i>	<i>36.73</i>
	Wastewater-Collections	3,855,000.00	141,981.88	1,416,038.41	1,043,687.34	36.73
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	653,800.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>653,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	653,800.00	0.00	0.00	0.00	0.00
72	Expense	6,238,800.00	259,402.08	2,292,826.45	1,915,808.24	36.75
	Wastewater Reclamation Capital	1,149,163.00	49,156.36	-830,941.66	-1,915,808.24	-72.31
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	<i>Beginning Fund Balance</i>	<i>2,613,105.00</i>	<i>0.00</i>	<i>30,571.09</i>	<i>0.00</i>	<i>1.17</i>
	NonDivisional	2,613,105.00	0.00	30,571.09	0.00	1.17
	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	20,000.00	9,492.22	71,565.40	0.00	357.83
	<i>Revenue</i>	<i>20,000.00</i>	<i>9,492.22</i>	<i>71,565.40</i>	<i>0.00</i>	<i>357.83</i>
	NonDivisional	20,000.00	9,492.22	71,565.40	0.00	357.83
	Revenue	20,000.00	9,492.22	71,565.40	0.00	357.83
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>	300,000.00	0.00	0.00	0.00	0.00
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
	Expense	350,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection	2,283,105.00	9,492.22	102,136.49	0.00	4.47
	Capital					
Revenue Total		33,839,000.00	3,203,709.78	21,817,573.24	0.00	64.4746
Expense Total		40,056,913.00	3,558,331.23	19,708,053.68	4,761,639.51	49.2001

General Ledger
Account Roll up



User: gail@olwsd.org
Printed: 4/8/2024 5:42:51 PM
Period 08 - 08
Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,209.27	\$ 31,890.04	106.3%
4211	Water sales	\$ 5,469,000.00	\$ 382,776.92	\$ 3,659,793.09	66.9%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 1,059,280.89	\$ 7,701,687.33	64.7%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 147,659.41	\$ 1,154,120.94	65.9%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,082.68	\$ 17,883.27	77.8%
4220	System Development Charges	\$ 100,000.00	\$ 25,825.00	\$ 113,630.00	113.6%
4221	System Development-Reimburse	\$ 50,000.00	\$ 52,176.00	\$ 238,843.00	477.7%
4225	System Development-Improvement	\$ 50,000.00	\$ 48,474.00	\$ 222,321.00	444.6%
4227	System Development-Compliance	\$ -	\$ 1,314.00	\$ 6,012.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 37,400.00	65.2%
4240	Service installations	\$ 10,000.00	\$ 3,928.00	\$ 46,381.00	463.8%
4280	Rents & leases	\$ 180,000.00	\$ 16,803.64	\$ 133,545.46	74.2%
4290	Other charges for services	\$ 45,000.00	\$ 12,128.05	\$ 32,388.41	72.0%
4610	Investment revenue	\$ 119,000.00	\$ 51,867.21	\$ 388,334.96	326.3%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 2,301.71	\$ 152,278.74	411.6%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		\$ 21,334,400.00	\$ 1,812,826.78	\$ 13,936,509.24	65.3%
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,083.00	\$ 1,712,664.00	66.7%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 1,074,834.00	\$ 5,352,672.00	61.4%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,966.00	\$ 815,728.00	66.7%
Revenue	Revenue	\$ 33,839,000.00	\$ 3,203,709.78	\$ 21,817,573.24	64.5%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 3,711,000.00	\$ 284,743.55	\$ 2,382,159.43	64.2%
5120	Temporary/Seasonal employees	\$ -	\$ 1,501.78	\$ 8,916.07	0.0%
5130	Overtime	\$ 139,000.00	\$ 6,551.26	\$ 99,441.12	71.5%
5210	Employee Ins	\$ 814,000.00	\$ 52,638.15	\$ 412,386.75	50.7%
5230	Social Security	\$ 289,000.00	\$ 21,920.83	\$ 184,249.76	63.8%
5240	Retirement	\$ 692,000.00	\$ 54,935.56	\$ 466,518.04	67.4%
5250	Trimet	\$ 62,000.00	\$ 3,595.52	\$ 29,105.75	46.9%
5260	Unemployment	\$ 5,000.00	\$ -	\$ 3,686.43	73.7%
5270	Workers compensation	\$ 49,000.00	\$ 3,275.78	\$ 27,443.52	56.0%
5290	Other employee benefits	\$ 15,000.00	\$ 1,470.14	\$ 8,400.04	56.0%
		\$ 5,776,000.00	\$ 430,632.57	\$ 3,622,306.91	62.7%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ (7,695.70)	\$ 86,598.85	28.9%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ 525.00	0.7%
6155	Contracted Services	\$ 1,463,000.00	\$ 81,317.30	\$ 633,597.34	43.3%
6175	Records Management	\$ 8,500.00	\$ -	\$ 4,056.40	47.7%
6180	Dues & subscriptions	\$ 42,000.00	\$ 6,952.00	\$ 27,966.38	66.6%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6220	Electricity	\$ 435,000.00	\$ 37,257.07	\$ 270,442.73	62.2%
6230	Telephone	\$ 59,700.00	\$ 5,678.58	\$ 33,163.79	55.6%
6240	Natural gas	\$ 9,000.00	\$ 997.82	\$ 5,797.34	64.4%
6250	Solid waste disposal	\$ 44,000.00	\$ 2,178.68	\$ 18,419.56	41.9%
6290	Other utilities	\$ 13,500.00	\$ 752.59	\$ 8,299.66	61.5%
6310	Janitorial services	\$ 34,000.00	\$ 2,756.70	\$ 22,053.60	64.9%
6320	Buildings & grounds	\$ 108,000.00	\$ 9,938.96	\$ 58,269.18	54.0%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 10,673.38	\$ 42,060.68	52.6%
6340	Distribution system maint	\$ 245,000.00	\$ 12,549.50	\$ 75,577.21	30.9%
6342	Collection system maint.	\$ 220,000.00	\$ 9,570.75	\$ 119,651.80	54.4%
6350	Computer maintenance	\$ 434,500.00	\$ 52,087.30	\$ 277,921.32	64.0%
6410	Mileage	\$ 5,500.00	\$ 391.52	\$ 910.80	16.6%
6420	Staff training	\$ 83,500.00	\$ 5,270.36	\$ 28,697.55	34.4%
6430	Certifications	\$ 8,000.00	\$ 450.00	\$ 3,819.75	47.8%
6440	Board travel & training	\$ 5,000.00	\$ 657.15	\$ 1,510.80	30.2%
6510	Office supplies	\$ 36,000.00	\$ 2,325.22	\$ 19,124.80	53.1%
6520	Fuel & oils	\$ 50,000.00	\$ 2,955.10	\$ 24,384.09	48.8%
6525	Chemicals	\$ 77,000.00	\$ 1,073.00	\$ 34,277.28	44.5%
6530	Small tools & equipment	\$ 45,000.00	\$ 8,001.64	\$ 30,071.04	66.8%
6540	Safety supplies	\$ 60,000.00	\$ 4,058.04	\$ 43,851.46	73.1%
6550	Operational Supplies	\$ 30,000.00	\$ (1,958.88)	\$ 9,971.65	33.2%
6560	Uniforms	\$ 42,000.00	\$ 3,634.41	\$ 27,069.78	64.5%
6570	In-House Laboratory Services	\$ 15,000.00	\$ 3,758.48	\$ 8,760.71	58.4%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 500.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,200,000.00	\$ 70,258.49	\$ 777,524.94	64.8%
6715	Water quality program	\$ 34,000.00	\$ 1,141.00	\$ 14,984.63	44.1%
6720	Insurance	\$ 210,000.00	\$ 16,793.46	\$ 130,197.02	62.0%
6730	Communications	\$ 94,000.00	\$ 37.96	\$ 38,964.10	41.5%
6740	Advertising	\$ 7,000.00	\$ 100.00	\$ 1,347.00	19.2%
6760	Equipment Rental	\$ 41,000.00	\$ 1,798.00	\$ 29,925.01	73.0%
6770	Bank charges	\$ 165,000.00	\$ 16,644.94	\$ 116,065.99	70.3%
6780	Taxes, Fees & Permits	\$ 121,400.00	\$ 20,567.37	\$ 86,660.53	71.4%
6790	Miscellaneous Expense	\$ 1,000.00	\$ 18.95	\$ 106.89	10.7%
		\$ 5,905,600.00	\$ 382,991.14	\$ 3,112,626.66	52.7%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 965,000.00	\$ 484,769.00	\$ 964,834.00	100.0%
6811	2010 IFA Loan Principal	\$ 323,000.00	\$ -	\$ 322,781.15	99.9%
6813	JPM Bank Loan Principal	\$ 1,450,000.00	\$ -	\$ -	0.0%
6815	Zions Bank loan-principal	\$ 193,000.00	\$ 193,000.00	\$ 193,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 260,000.00	\$ 152,681.00	\$ 259,614.00	99.9%
6822	2010 IFA Loan Interest	\$ 154,000.00	\$ -	\$ 153,337.93	99.6%
6823	JPM Bank Loan Interest	\$ 271,000.00	\$ -	\$ 135,275.00	49.9%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ 8,002.75	\$ 16,005.50	99.4%
		\$ 3,632,100.00	\$ 838,452.75	\$ 2,044,847.58	56.3%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 725,000.00	\$ 36,669.90	\$ 282,900.51	39.0%
7300	Buildings & Improvements	\$ 85,000.00	\$ 8,522.16	\$ 52,955.86	62.3%
7400	Improvement other than Bldgs	\$ -	\$ -	\$ 9,000.00	0.0%
7520	Equipment	\$ 885,000.00	\$ 9,868.00	\$ 162,569.91	18.4%
7530	Information Technology	\$ 190,000.00	\$ -	\$ 91,225.54	48.0%
7600	Capital Improvement Projects	\$ 7,200,000.00	\$ 464,089.14	\$ 2,457,424.31	34.1%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
		\$ 9,085,000.00	\$ 519,149.20	\$ 3,056,076.13	33.6%
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,333.00	\$ 2,778,664.00	66.7%
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,883.00	\$ 103,064.00	66.7%
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ 639,000.00	\$ 1,866,000.00	53.6%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 1,000,000.00	66.7%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,667.00	\$ 2,133,336.00	66.7%
		\$ 12,504,600.00	\$ 1,390,883.00	\$ 7,881,064.00	63.0%
		\$ 36,903,300.00	\$ 3,562,108.66	\$ 19,716,921.28	53.4%
9000	Contingency	\$ 3,169,613.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 40,072,913.00	\$ 3,562,108.66	\$ 19,716,921.28	49.2%
Revenue Total		\$ 33,839,000.00	\$ 3,203,709.78	\$ 21,817,573.24	64.5%
Expense Total		\$ 40,072,913.00	\$ 3,562,108.66	\$ 19,716,921.28	49.2%
Grand Total		\$ (6,233,913.00)	\$ (358,398.88)	\$ 2,100,651.96	-33.7%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	April 16, 2024

Summary of Minutes for Approval

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

Attachments

1. March 19, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
MARCH 19, 2024**

Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Aaron Janicke	Assistant District Engineer
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order

Chair Keil called the meeting to order at 6:00 p.m. and facilitated the flag salute.

2. Call for Public Comment

There was no public comment.

3. Consideration of General Manager Hiring Standards and Criteria, Recruitment Process, and Signing of Interim General Manager Revised Personnel Action Form

Legal Counsel Brooks overviewed the General Manager hiring process and options available to the Board of Directors. General Manager Chaplen explained the changes made to update the Job Description. There were no revisions to the presented document.

Public comment was requested on the hiring standards and criteria. Sherry French provided comment on the detail of the Job Description.

Vice Chair Williams moved to adopt the job description for the General Manager position as presented. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors

Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

Director Bullock moved to approve the Personnel Action Form (PAF) for the Acting General Manager and authorize the Board Chair or the General Manager to execute the PAF. Treasurer Gornick and Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

The Board requested staff to return for a decision on the hiring process in May.

4. Consent Agenda

Items on the Consent Agenda included:

- The January 2024 Financial Report, and
- February 20, 2024 Board Meeting Minutes.

Treasurer Gornick moved to approve the Consent Agenda. Vice Chair Williams seconded.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

The Board asked questions regarding the Financial Report.

MOTION CARRIED

5. Consideration of Contracts for On-Call Engineering Services

Assistant District Engineer Janicke outlined the purpose of the on-call contracts and detailed the request for proposal process that resulted in the approved list of consultants.

The Board asked clarifying questions.

Treasurer Gornick moved to approve the selection panel's recommendations for on-call contracts and to authorize the General Manager to sign contracts with selected firms. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

6. Consideration of Contract for IT Services

Assistant District Engineer Janicke outlined the RFP process and recommended contracting with Convergence Networks.

The Board asked clarifying questions regarding vendor scoring criteria and the protection of personally identifiable information.

Vice Chair Williams moved to authorize the General Manager to sign an IT support contract with Convergence Networks in the amount of \$88,140.20 for FY2025. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

7. Consideration of Contract for GIS Services

Assistant District Engineer Janicke outlined the service contract and proposed vendor rate increase.

Treasurer Gornick moved to authorize the General Manager to sign a contract with ESRI in the amount of \$87,900 for three years of GIS software licensing. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

8. Consideration of Intergovernmental Agreement with Clackamas County for Flood Attenuation Concept Design for Boardman and Arista

PWD Albert overviewed the process to collaborate with multiple agencies to draft the presented intergovernmental agreement (IGA).

The Board asked clarifying questions regarding vendor selection, County cost-sharing, OLWS funding through capital improvement, and beaver and nutria population issues.

Treasurer Gornick moved to approve the IGA with Clackamas County as presented and authorize the Board Chair to execute the agreement on behalf of Oak Lodge Water Services. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

9. Consideration of Funding Increase for Financial Assistance Utility Rate Relief (FAURR) Program

Finance Director Stevens provided an update on current customer applications and the funding necessary to provide financial assistance through the end of the fiscal year.

The Board asked clarifying questions regarding the cost of the FAURR Program to customers and the use of the program.

Director Bullock moved to establish the revised funding rate for the Financial Assistance Utility Rate Relief Program at 0.75 percent of budgeted revenues for fiscal year 2023-24. Vice Chair Williams

seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

10. Presentation of Recommendations Regarding Public Meeting Time/Date Change

General Manager Chaplen overviewed the written report and recommended any public meeting changes to be implemented starting in July 2024. The Board agreed. General Manager Chaplen stated a resolution would be brought back at the April meeting for adoption.

The Board asked questions regarding the feasibility of video recording public meetings. Public comment was taken from Eugene Whitley and Sherry French, both in favor of public transparency. General Manager Chaplen encouraged collaboration with the Communications Specialist on creating opportunities for public engagement with public meeting recordings.

11. Business from the Board

Vice Chair Williams provided a verbal report on monthly liaison activities.

There was discussion on the written reports.

12. Department Reports

General Manager Chaplen introduced Lindsey Kangiser, the new OLWS HR/Payroll Manager, and highlighted the obtaining of 3 million dollars from the State for the Tertiary Filtration Treatment Capital Project.

PWD Albert provided an update on the available start time of upcoming Budget Committee meetings. There was Board consensus to begin the meetings at 4 pm.

The Management Team provided highlights from their written reports.

13. Adjourn Meeting

The Board thanked General Manager Chaplen for her service to OLWS.

Chair Keil adjourned the meeting at 7:21 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Date: _____

Kevin Williams
Vice Chair, Board of Directors

Date: _____

AGENDA ITEM

To Board of Directors
From Brad Albert, Interim General Manager
Title Consideration of Contract Award for Rose and Hull Intersection Repaving
Item No. 3c
Date April 16, 2023

Summary

Oak Lodge intends to sign a contract with Brix Paving Northwest, Inc. for \$78,895.73 to repair an intersection damaged by a water main break in 2021.

Background

In 2021, Oak Lodge experienced a break in a water distribution main line at the intersection of SE Rose St and SE Hull Ave. Crews promptly responded and repaired the main break. The resulting damage to the road due to the main break and repair efforts necessitate reconstructing the road base and repaving the intersection. Roadway reconstruction has triggered ADA compliance for two curb ramps.

Quotes for the work were requested from 4 contractors. The following table gives a summary of the quotes:

Brix Paving Northwest, Inc.	\$78,895.73	(low bid)
S-2 Contractors, Inc.	\$88,890.00	
Hoss Paving	\$106,750.00	
Landis and Landis	No Response	

Technical Services staff view Brix Paving Northwest, Inc. to be responsive and responsible and thus recommend the Board award the Contract to this low bidder.

Budget

The Fiscal Year 2023/24 Approved Budget included funds for the repair that are rolled forward into the Fiscal Year 2024/25 Proposed Budget to complete the work.

Funding for this project comes from the Drinking Water Fund, specifically line item 10-20-6155, covering Contracted Services for Drinking Water.

Recommendation

Staff recommends the Board authorize the General Manager to sign a contract with Brix Paving Northwest, Inc. for paving services in the amount of \$78,895.73.

Suggested Board Motion

"I move to authorize the General Manager to sign a contract with Brix Paving Northwest, Inc. for paving services in the amount of \$78,895.73."

STAFF REPORT

To Board of Directors
From Brad Albert, Interim General Manager
Title Consideration of Resolution No. 2024-0026 Establishing the Date, Time, and Location of Regular Board Meetings
Item No. 4
Date April 16, 2024

Summary

During its Regular Meeting in March, the Board discussed and agreed to change the date and time of its Regular Meetings, with the change to be effective for the July 2024 meeting. Resolution 2024-0026 is being presented to officially make that change.

Background

The Board holds three types of meetings: (1) Regular Meetings; (2) Special Meetings; and (3) Emergency Meetings. ORS 192.640 requires the Board to give public notice of the time and place for holding Regular Meetings, and to do so in a manner reasonably calculated to give actual notice to interested persons and news media. Staff provides notice of all Board meetings, but the Board also meets the notice requirement by establishing the meeting day, time, and location for Regular Meetings in a resolution.

The Board previously adopted Resolution 2022-0001, which established the current day, time, and location of the Board's Regular Meetings. During the March 2024 Regular Meeting, the Board discussed changing the day and time of Regular Meetings. Based on that discussion, the Board determined that it would like to change the day and time of its Regular Meetings to the second Tuesday of each month, with a start time of 4:00 p.m. Proposed Resolution 2024-0026 will memorialize that change.

Recommendation

Staff recommends adopting Resolution No. 2024-0026.

Suggested Board Motion

"I move to adopt Resolution No. 2024-0026 establishing a new date and time for the Board's Regular Meetings."

Attachments

1. Resolution No. 2024-0026

OAK LODGE WATER SERVICES

RESOLUTION NO. 2024-0026

A RESOLUTION ESTABLISHING THE DATE, TIME, AND LOCATION OF THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS' REGULAR MEETINGS.

WHEREAS, the Board of Directors ("Board") is the governing body of the Oak Lodge Water Services Authority ("OLWS"); and

WHEREAS, ORS Chapter 192 requires the governing body of a public body to provide notice of the time and place for holding regular meetings; and

WHEREAS, the Board previously adopted Resolution 2022-0001, which resolution declared the Board would hold regular meetings on the third Tuesday of each month at 6:00 p.m.; and

WHEREAS, the Board desires to change the day and time of its regular meetings.

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

Section 1. Beginning in June 2024, the Board shall hold regular meetings on the second Tuesday of each month at 4:00 p.m.

Section 2. The Board's regular meetings shall continue to be held at OLWS' administrative offices, located at 14496 SE River Road, Oak Grove, OR 97267.

Section 3. Special meetings and emergency meetings may be held as provided by law.

INTRODUCED AND ADOPTED THIS 16th DAY OF April 2024.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair



AGENDA ITEM

Title	Business from the Board
Item No.	5
Date	April 16, 2024

Summary

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

Directors assigned specific roles as OLWS representatives are placed on the agenda to report to the Board on the activities, issues, and policy matters related to their assignment.

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2024 BOARD LIAISON ASSIGNMENTS**

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

Public Policy Update

Speaker(s): JL Wilson, Oregon State Chamber of Commerce

- **Measure 107 – Political Campaign Contribution Restrictions**
 - House Bill 4024
 - Limitation to the contribution amount by independent businesses, unlike membership organizations (505, 506) and Unions (501c)
 - 501c6 Organizations – Significant reason to restart
 - Additional disclosure needed labeling donators within advertising

- **Measure 110 – Drug declassification**
 - Changing the classification to an unclassified drug misdemeanor

- **Senate Bill 1537 - Passed**
 - Reduction of Urban Growth Boundary limits as follows: 50 acres for towns with less than 25,000 residents, 100 acres for towns with more than 25,000 residents, and 300 total acres in the metro area.
 - \$375m being sent to developers
 - Initial failure, recommendation to use available local land

- **Metro Supportive Housing Services Tax**
 - Will now be permanent for up to 11 years, originally designed to be temporary for 7 years.
 - Cost per interdiction, \$56k each
 - A levy will need to be voter approved
 - 2018 housing bond, 2021 housing services
 - Residential income of 120k, will be taxed at 1%

- **Business related issues?**

- **Healthcare field – House Bill 4130**
 - **Did not pass – Reassess in 2025**

□

- **Tax law**
 - **No changes. Mark meek focusing on pushing tax exemptions for small businesses above \$5m.**
- **Labor law**
 - **Treatment of paid leave Oregon.**
 - **Senate Bill - 1515**
 - **All leave has been moved to Paid Leave Act**
 - **Senate Bill - 1514**
 - **The state will be working out what to do about funding, seeing as 1% will not be enough to cover all payments in the coming future.**
- **Department of Environment Quality - Climate Protection Program**
 - **Pushed back and being reevaluated**
 - **Use of natural gas both industrial and residential**
 - **Consequences to industrial base, reduction of 4% year over year**
- **Department of Forestry – Habitat Conservation Plan**
 - **Outlook looks dim**
 - **House Bill 4106 – no immediate traction**
- **City of Portland**
 - **Legislation to prohibit off road use of gas combusted engines below XX HP, directed towards gas powered equipment.**
 - **Most likely to start at local government levels for implementing regulations before the state initiates the**

change.

- Workforce Development
 - Short staffing is rampant and a possible repercussion from COVID.
 - House Bill 4154
 - Future Ready Oregon
 - Grant disbursement

Please read the session debrief for more information on issues relating to local and state government.

North Clackamas Chamber of Commerce
8305 SE Monterey Avenue, Suite 104 Happy Valley, OR 97086
Phone: (503) 654-7777
info@yourchamber.com www.yourchamber.com

Business from the Board

Paul Gornick's Liaison Report – April 2024

March 27, 2024 – Sunrise Water Authority Board Meeting

- Board appointed two new budget committee members as a part of the consent agenda.
- GM Wade Hathhorn led a discussion of middle housing and its effect on SWA operations. SWA rules restrict service to a single residential tax lot. Meters cannot be shared with another tax lot. (SWA rules for a commercial development do allow multiple meters for a commercial complex.) While the middle housing rules under SB458 are practical for land division, they provide less clarity for utility services and SDCs for cottage clusters and multiplex developments. Wade offered the example of a 5-unit cottage cluster served with a single larger sized meter under existing SWA rules, sized for 2.5 EDUs. If a land division takes place, how are the credits reassigned to the individual tax lots? If the same development is originally divided into 5 tax lots, does that mean would now require 5 separate SDCs?
- Board approved an amended offer from the City of Happy Valley for right-of-way acquisition and alteration of improvements on the SWA property at SE King Rd at 129th Ave.
- General manager Wade Hathhorn's report included the following:
- Snowpack on Mt Hood was off to a slow start and below historic medians, but there is more snow forecast for the latter part of March. It is still likely to be a "low snow" year, barring significant snowfall in April into early May.
- At the January board meeting staff introduced the availability of a parcel of land on SE Maple Lane west of 172nd that potentially could be used to site a future reservoir. While a preliminary geotechnical review indicates some challenges, staff recommends initiating purchase of this property.
- Board entered an executive session to discuss a real estate transaction.

March 28, 2024 – North Clackamas County Water Commission Budget Committee and Board Meeting

- Budget committee met at 5:30pm, elected Bob Weber to serve as chair. Budget and CIP were presented by Wade Hathhorn and Gail Stevens. There were no members of public offering input, and budget committee approved the FY2024-2025 budget.
- Regular board meeting followed at 6pm. After approval of minutes from the January 25, 2024 meeting and the January/February check run, meeting was adjourned.

April 4, 2024 – C4 Meeting (Remote Meeting)

- Due to conflict with the OLWS budget meeting, I did not attend the C4 meeting
- C4 Agenda Packet can be found here: [b6206cd1-3280-4696-acf7-4794b3c99c56 \(clackamas.us\)](https://b6206cd1-3280-4696-acf7-4794b3c99c56@clackamas.us)

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 6b
Date April 16, 2024

Summary

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

Highlights of the Month

- The Accounts Receivable balance decreased by (3.18%), the average delinquent balance increased by \$22.50, and the number of delinquent accounts decreased by 58.
- Utility bill payments in March were more than the February 29th billed amounts.
- The Financial Assistance Utility Rate Relief program, through March 31, 2024, is 82.3% utilized, at the updated approved 0.75% funding cap.
- BMS Guest Payment Option is now available for customers to utilize. Any customer's wanting to utilize this payment option will need a copy of their current invoice and navigate to <https://www.oaklodgewaterservices.org/> and click "\$ Pay Online"
- The Low-Income Household Water Assistance (LIWHA) with Clackamas County officially ended on March 31, 2024. LIWHA was able to assist an additional 9 customers during the last month totaling \$6,248. The LIWHA program was able to assist a total of 115 customers totaling \$70,510.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of March 31, 2024, compared to February 29, 2024, decreased by (3.18%). These are the findings:

1. A/R Balance owed to OLWS has decreased by (\$60,248), after accounting for the delta between billing cycles.

A/R Balance	1/31/2024	2/29/2024	3/31/2024
Bi-Monthly Residential	\$ 1,074,209	\$ 1,261,239	\$ 998,249
Large Meters	634,886	630,775	618,596
Total	1,709,096	1,892,013	1,616,844
Variance	(180,130)	182,918	(275,169)
Billing Cycle Variance	166,141	(170,140)	214,922
	(13,989)	12,778	(60,248)
	-0.74%	0.75%	-3.18%

2. The total number of delinquent accounts decreased by 58 accounts as of March 31, 2024, compared to February 29, 2024. The average balance per account increased by 6.8% or \$22.50.

Delinquent Accounts	1/31/2024	2/29/2024	3/31/2024
Over 60 Days	\$ 199,045	\$ 198,874	\$ 192,070
Number of Accounts	626	604	546
Average Balance per Acct.	\$ 318	\$ 329	\$ 352
	-8.3%	3.6%	6.8%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (2.90%) compared to the prior month. The shift is mainly from the current and 30-60 Day Grace category to the Delinquent category due to only 29 days in February.

Account %	1/31/2024	2/29/2024	3/31/2024
Current	84.92%	89.44%	86.54%
30-60 Day Grace	5.10%	0.90%	4.51%
Delinquent	6.91%	6.66%	6.03%
Credit Balance	3.08%	2.99%	2.92%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$350. The red tag process allows 7 days for the customer to provide payment. If payment/a payment plan is not received/created, water is then shut off.

	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	74	74	66	85
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	8	2	3	6

Billing Payment Rate

In March 2024, OLWS received \$49,681 more in payments than was billed on February 29, 2024.

	Dec 2023	Jan 2024	Feb 2024	Mar 2024
Utility Billing Sales	\$ 1,405,617	\$ 1,586,442	\$ 1,420,301	\$ 1,590,441
Cash Receipts	1,420,362	1,611,343	1,461,192	1,640,112
% Collected	101.00%	101.60%	102.90%	103.10%

Financial Assistance Utility Rate Relief Program (FAURRP)

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

The total number of customers enrolled in FAURRP is split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date March 2024	Actual Year-to-Date March 2024	% Spent
FAURR Program Cap	\$ 143,498	107,623	88,541	82.3%
	# of Customers Current Month	Discount Provided	Fiscal Year to Date	
Drinking Water	122	\$ 2,844	\$ 20,458	
Wastewater	113	7,921	59,280	
Watershed Protection	113	1,200	8,803	
		11,965	88,541	

Attachments

1. Checks by Date Report for March 2024

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 04/03/2024 - 4:25PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	3/2/2024	Pitney Bowes Global Financial Services LLC		AP			182.58
0	3/8/2024	Internal Revenue Service		AP			36,066.39
0	3/8/2024	Oregon Department Of Revenue		AP			11,431.76
0	3/8/2024	ORR Inc		AP			96,710.00
0	3/8/2024	State of Oregon Savings Growth Plan		AP			4,031.46
0	3/8/2024	VALIC c/o JP Morgan Chase		AP			1,596.74
0	3/8/2024	Payroll Direct Deposit	DD 00001.03.2024	PR			90,097.55
0	3/11/2024	TSYS		AP			16,226.03
0	3/11/2024	Wells Fargo Bank		AP			393.11
0	3/20/2024	Portland General Electric		AP			36,769.24
0	3/22/2024	Internal Revenue Service		AP			54,735.74
0	3/22/2024	Nationwide Retirement Solutions		AP			1,153.00
0	3/22/2024	Oregon Department Of Revenue		AP			15,747.72
0	3/22/2024	State of Oregon Savings Growth Plan		AP			3,977.57
0	3/22/2024	VALIC c/o JP Morgan Chase		AP			1,577.53
0	3/22/2024	Waterworth		AP			7,490.00
0	3/22/2024	Payroll Direct Deposit	DD 00002.03.2024	PR			107,018.69
0	3/25/2024	Pitney Bowes Global Financial Services LLC		AP			278.64
ACH Disbursement Activity Subtotal							485,483.75
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							485,483.75

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
51658	3/1/2024	AFSCME Council 75		AP			1,024.94
51659	3/1/2024	Airgas, Inc		AP			169.48
51660	3/1/2024	Aks Engineering & Forestry		AP			84,971.13
51661	3/1/2024	Alexin Analytical Laboratories, Inc.		AP			766.00
51662	3/1/2024	AnswerNet		AP			776.27
51663	3/1/2024	Board Member Reimbursement		AP			563.19
51664	3/1/2024	CDW LLC		AP			3,713.85
51665	3/1/2024	CenturyLink		AP			327.00
51666	3/1/2024	Employee Reimbursement		AP			84.00
51667	3/1/2024	Consolidated Supply Co.		AP			2,949.70
51668	3/1/2024	Consor North America, Inc.		AP			26,122.61
51669	3/1/2024	Convergence Networks		AP			7,403.05
51670	3/1/2024	Country Supplier LLC		AP			87.92
51671	3/1/2024	Creative Financial Staffing, LLC		AP			3,696.88
51672	3/1/2024	CTX-Xerox		AP			77.94
51673	3/1/2024	Governmentjobs.com, Inc.		AP			6,346.36
51674	3/1/2024	Hi-Line Inc		AP			274.28
51675	3/1/2024	McGuire Bearing Company		AP			178.71
51676	3/1/2024	Measure-Tech		AP			655.04
51677	3/1/2024	Metro Overhead Door, Inc.		AP			396.00
51678	3/1/2024	Ritz Safety LLC		AP			800.00
51679	3/1/2024	Robert HalfTalent Solutions		AP			1,535.57
51680	3/1/2024	SDIS		AP			38,134.91
51681	3/1/2024	Seattle Ace Hardware		AP			314.51
51682	3/1/2024	Staples Contract & Commercial LLC		AP			44.52
51683	3/1/2024	Stark Street Lawn and Garden		AP			8.04
51684	3/1/2024	Stein Oil Co Inc		AP			754.09
51685	3/1/2024	Tice Electric Company		AP			7,400.00
51686	3/1/2024	Top Industrial Supply		AP			390.52
51687	3/1/2024	USABLUEBOOK		AP			511.45
51688	3/1/2024	Verizon Wireless		AP			2,788.14
51689	3/1/2024	William H. Reilly & Co		AP			9,868.00
51690	3/8/2024	2KG Contractors, Inc		AP			34,000.49
51691	3/8/2024	Aks Engineering & Forestry		AP			10,807.64
51692	3/8/2024	Apex Labs		AP			3,325.00
51693	3/8/2024	BMS Technologies		AP			5,288.08
51694	3/8/2024	Brown and Caldwell		AP			63,980.14
51695	3/8/2024	BSK Associates		AP			375.00
51696	3/8/2024	CDW LLC		AP			752.47

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 04/03/2024 - 4:25PM

Cleared and Not Cleared Checks

Print Void Checks

51697	3/8/2024	Cintas Corporation	AP	99.00
51698	3/8/2024	Cintas Corporation - 463	AP	86.11
51699	3/8/2024	City Of Gladstone	AP	260.97
51700	3/8/2024	City Of Milwaukie	AP	1,870.57
51701	3/8/2024	Civic Plus, LLC	AP	1,104.00
51702	3/8/2024	Convergence Networks	AP	4,241.25
51703	3/8/2024	Detemple Company, Inc.	AP	326.00
51704	3/8/2024	Grainger, Inc.	AP	657.01
51705	3/8/2024	Customer Refund	AP	161.48
51706	3/8/2024	Horner Enterprises, Inc.	AP	6,921.83
51707	3/8/2024	IntelliCorp Records, Inc.	AP	229.45
51708	3/8/2024	NCCWC	AP	2,123.60
51709	3/8/2024	Northwest Natural	AP	997.82
51710	3/8/2024	One Call Concepts, Inc.	AP	577.16
51711	3/8/2024	Owen Equipment	AP	4,007.49
51712	3/8/2024	Pape Machinery	AP	3,869.42
51713	3/8/2024	Portland Engineering Inc	AP	300.00
51714	3/8/2024	Relay Resources	AP	8,191.30
51715	3/8/2024	Seattle Ace Hardware	AP	24.99
51716	3/8/2024	Staples Contract & Commercial LLC	AP	607.41
51717	3/8/2024	Workplace Results LLC	AP	16,012.50
51718	3/8/2024	Zoro	AP	1,298.99
51719	3/15/2024	A Worksafe Service, Inc.	AP	57.00
51720	3/15/2024	Byrne Software Technologies, Inc	AP	1,395.00
51721	3/15/2024	Customer Refund	AP	5.63
51722	3/15/2024	CDR Labor Law, LLC	AP	1,702.50
51723	3/15/2024	Employee Reimbursement	AP	21.00
51724	3/15/2024	Comcast	AP	579.65
51725	3/15/2024	Consolidated Supply Co.	AP	14.62
51726	3/15/2024	Contractor Supply, Inc.	AP	274.35
51727	3/15/2024	Craig Blackman Trucking	AP	2,396.38
51728	3/15/2024	Cues, Inc	AP	535.34
51729	3/15/2024	Detemple Company, Inc.	AP	1,066.43
51730	3/15/2024	Customer Refund	AP	270.25
51731	3/15/2024	EcosConnect LLC	AP	5,376.00
51732	3/15/2024	Gills Point S Tire	AP	1,620.06
51733	3/15/2024	H.D. Fowler Company	AP	518.81
51734	3/15/2024	McGuire Bearing Company	AP	1,104.10
51735	3/15/2024	Minuteman Press Gresham	AP	136.05
51736	3/15/2024	Oregon Association of Clean Water Agencies	AP	1,800.00
51737	3/15/2024	Owens Pump & Equipment	AP	2,261.72
51738	3/15/2024	Customer Refund	AP	12.52
51739	3/15/2024	Platt	AP	17.58
51740	3/15/2024	Customer Refund	AP	34.46
51741	3/15/2024	Customer Refund	AP	52.64
51742	3/15/2024	Customer Refund	AP	214.28
51743	3/15/2024	Customer Refund	AP	200.00
51744	3/15/2024	Seattle Ace Hardware	AP	108.95
51745	3/15/2024	Customer Refund	AP	1.00
51746	3/15/2024	Staples Contract & Commercial LLC	AP	85.31
51747	3/15/2024	Stein Oil Co Inc	AP	491.94
51748	3/15/2024	Customer Refund	AP	78.26
51749	3/15/2024	Customer Refund	AP	253.57
51750	3/15/2024	Customer Refund	AP	1.56
51751	3/15/2024	USABLUEBOOK	AP	3,758.48
51752	3/15/2024	Waste Management Of Oregon	AP	380.74
51753	3/15/2024	Customer Refund	AP	206.67
51754	3/15/2024	Customer Refund	AP	17.98
51755	3/21/2024	AFLAC	AP	6,802.11
51756	3/22/2024	AFSCME Council 75	AP	2,049.88
51757	3/22/2024	Aks Engineering & Forestry	AP	1,145.00
51758	3/22/2024	American Red Cross	AP	3,352.00
51759	3/22/2024	Apex Labs	AP	2,156.00
51760	3/22/2024	BendTel, Inc	AP	279.78
51761	3/22/2024	BSK Associates	AP	350.00
51762	3/22/2024	Carlson Testing, Inc.	AP	761.00
51763	3/22/2024	CDW LLC	AP	334.35

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 04/03/2024 - 4:25PM

Cleared and Not Cleared Checks

Print Void Checks

51764	3/22/2024	CenturyLink	AP	125.79
51765	3/22/2024	Cintas Corporation - 463	AP	86.11
51766	3/22/2024	City Of Gladstone	AP	7,633.79
51767	3/22/2024	City Of Milwaukie	AP	333.60
51768	3/22/2024	CJ Embroidery	AP	1,014.00
51769	3/22/2024	Clackamas County Sheriff	AP	200.00
51770	3/22/2024	Contractor Supply, Inc.	AP	328.30
51771	3/22/2024	Convergence Networks	AP	8,504.09
51772	3/22/2024	Creative Financial Staffing, LLC	AP	16,136.01
51773	3/22/2024	Fifth Asset, Inc	AP	9,750.00
51774	3/22/2024	Customer Refund	AP	1.56
51775	3/22/2024	Grainger, Inc.	AP	497.56
51776	3/22/2024	Napa Auto Parts	AP	53.98
51777	3/22/2024	Net Assets Corporation	AP	441.00
51778	3/22/2024	Oregon Association of Water Utilities	AP	1,400.00
51779	3/22/2024	Quadient Leasing USA, Inc.	AP	296.19
51780	3/22/2024	SDIS	AP	38,898.36
51781	3/22/2024	Seattle Ace Hardware	AP	87.45
51782	3/22/2024	Staples Contract & Commercial LLC	AP	332.60
51783	3/22/2024	Customer Refund	AP	16.20
51784	3/22/2024	Trench Line Excavation, Inc.	AP	149,645.44
51785	3/22/2024	Union Pacific Railroad Company	AP	8,632.68
51786	3/22/2024	Verizon Wireless	AP	102.04
51787	3/22/2024	Wallis Engineering PLLC	AP	2,130.60
51788	3/22/2024	Western Exterminator Company	AP	165.00
51789	3/22/2024	Xerox Corporation	AP	12.19
Paper Check Disbursement Activity Subtotal				666,736.76
Voided Paper Check Disbursement Activity				0.00
Adjusted Paper Check Disbursement Activity Subtotal				666,736.76

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	150
Total Valid Check Amount:	1,152,220.51
Total Check Count:	150
Total Check Amount:	1,152,220.51



STAFF REPORT

To Board of Directors
From Brad Albert, Interim General Manager
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 6c
Date April 16, 2024

Summary

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

Highlights

- Valley View Reservoir fall protection project is complete.
- The Tertiary Treatment Project design is 100% complete.
- 28th Ave Waterline Replacement Project construction nearly complete.

Watershed Protection

For the FY24 MS4 Permit Zone Cleaning Program, Columbia Drain, Inc., will be the contractor performing the catch basin cleanings for Zone 2. OLWS Field Staff inspected 1,143 catch basins in Zone 2 and recorded the levels of debris in those basins needing cleaning. OLWS contracts out the zone cleaning work to support the required level of service to the level of our staff availability. Work will be completed after water levels decrease.

OLWS is in the process of updating the Design and Construction Standards as required by the Municipal Separate Storm Sewer (MS4) Permit under the Post-Construction Site Runoff for New Development and Redevelopment (A.3.e.), due by December 1st, 2024. Public review for the updates will be available on the OLWS website by or before November 1, 2024.

The final quarter of MS4 Permit required water quality monitoring will be completed in April, with the special monitoring requirement of pesticides sampled for a portion of the sampling event. This event will be conducted as a grab sample whether it is dry or wet outdoors.

If you have any questions about this report, please feel free to contact Lara at: lara.christensen@olws.org.

Wastewater Collection Work

The Collection crew is reaching the end of Basin 2A with cleaning and CCTV.

Along with the main tasks, the Collection crew has added to the list of Manhole Structures that are in need of repair due to Infiltration and Inflow. The growing list of structures is scheduled out for repairs in the coming months.

We finished off the month of March at Rex Putnam High School cleaning and CCTV while locating missing structures and raising structures.



Water Distribution System Work

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

- 33 meters replaced.
- Installed new 1" service lines at SE Naef and SE Harold.
- Installation of new sample station on SE McLoughlin Blvd.
- Ongoing maintenance, repair, and replacement of fire hydrants
- Ongoing flushing of our dead-end water mains to improve system chlorine residuals.
- Ongoing leak detection efforts.

Non-Revenue Water

The total water purchased in March was 63.165 million gallons. Non-revenue water totaled 12.118 million gallons with 1.066 million gallons in apparent losses, 11.915 million gallons in real losses, and 203,000 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 10.615 million gallons.

Permit Activity

March 2024 Development Activity

FY2023-2024	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	0	7	0	16
New Erosion Control Permits	8	6	28	5	20
New Development Permits	0	1	7	0	6
New Utility Permits	2	7	44	4	49
Wastewater Connections	4	5	27	0	8
Sanitary SDC Fees Received	\$20,660	\$25,825	\$139,455.00	\$0	\$41,320
Water SDC Fees Received	\$24,992	\$101,964	\$510,329.00	\$33,989	\$243,586
Plan Review Fees Received	\$14,794	\$8,184	\$39,170.92	\$6,724	\$20,686
Inspection Fees Received	\$14,139	\$3,944	\$22,723.16	\$4,168	\$15,369

Attachments

1. Development Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	4/4/2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	4/4/2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	4/4/2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWS Inspections Occuring.	4/4/2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	4/4/2024
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	OLWS Inspections Occuring	4/4/2024
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	4/4/2024
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	4/4/2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	4/4/2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	4/4/2024
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	4/4/2024
Plan Review	14836 SE River Forest Rd	Creek Restoration	Land Use conditions sent to CC DTD. County land use expiration timeline.	4/4/2024
Pre-application	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	4/4/2024
Pre-application	5200 SE Jennings Ave	Residential: Duplex	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	4/4/2024
Pre-application	4410 SE Pinehurst Ave.	Residential: 4-lot Subdivision (Middle Housing)	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	4/4/2024

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 6d
Date April 16, 2024

Summary

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

Highlights of the Month

- Plant Status Update
- Quarterly Sampling Update
- Blower Replacement Project

Wastewater Treatment Plant

As the days grow longer and the temperature outside starts to warm, the Wastewater Treatment Plant (WWTP) gears up to go through seasonal changes as well. Much like the weather this time of year in the Pacific Northwest, the WWTP changes can be unpredictable. The major change this time of year is when the Activated Sludge Process goes into nitrification. The WWTP can only go into full nitrification if the water can sustain a temperature of above 20 degrees Celsius. Any colder than that and nitrification cannot be maintained. As I have discussed in previous years, going into nitrification (Spring) and out of nitrification (Fall) typically leads to a degradation of effluent quality for a couple of weeks. Where it really becomes a nuisance is when the Activated Sludge Process bounces in and out of nitrification due to cold, heavy rains that shock the WWTP and drop the water temperature below 20 degrees, and the process of repopulating the slow-growing bacteria must restart. In previous years, the WWTP has entered full nitrification as early as April, with the latest I have ever personally seen being July.

In the case of nitrification, the adage “the sooner the better” is certainly true, as our more stringent summer permit starts May 1. That is the date when our monthly Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) drop from 30 mg/l down to 10 mg/l. If the WWTP is able to swing fully into nitrification in April, the better the chances are of maintaining permitted effluent limitations.

In December of last year, staff were informed by Eurofins, the contractor taking our quarterly Low-Level Metals (LLM) and Industrial Pre-treatment (IPT) samples, that their laboratory in Oregon would be shutting down and moving to Arkansas. After several phone calls and site visits, treatment plant staff were able to find a contractor, Jacobs, that offered the testing. Eventually staff negotiated a one-year agreement with Jacobs Inc. to provide the sampling. Luckily, OLWS was able to complete the Whole Effluent Toxicity (WET) testing portion in time and won't have to worry about WET testing for a while, which won't be until the next permit cycle. One of the reasons staff chose Eurofins originally was that they were the only laboratory in Oregon that offered WET testing. While the moving of this lab will assuredly leave many plants scrambling in the near future, staff are confident that another laboratory in the state will step up to fill the void left by Eurofins and OLWS will be ready for the next testing period.

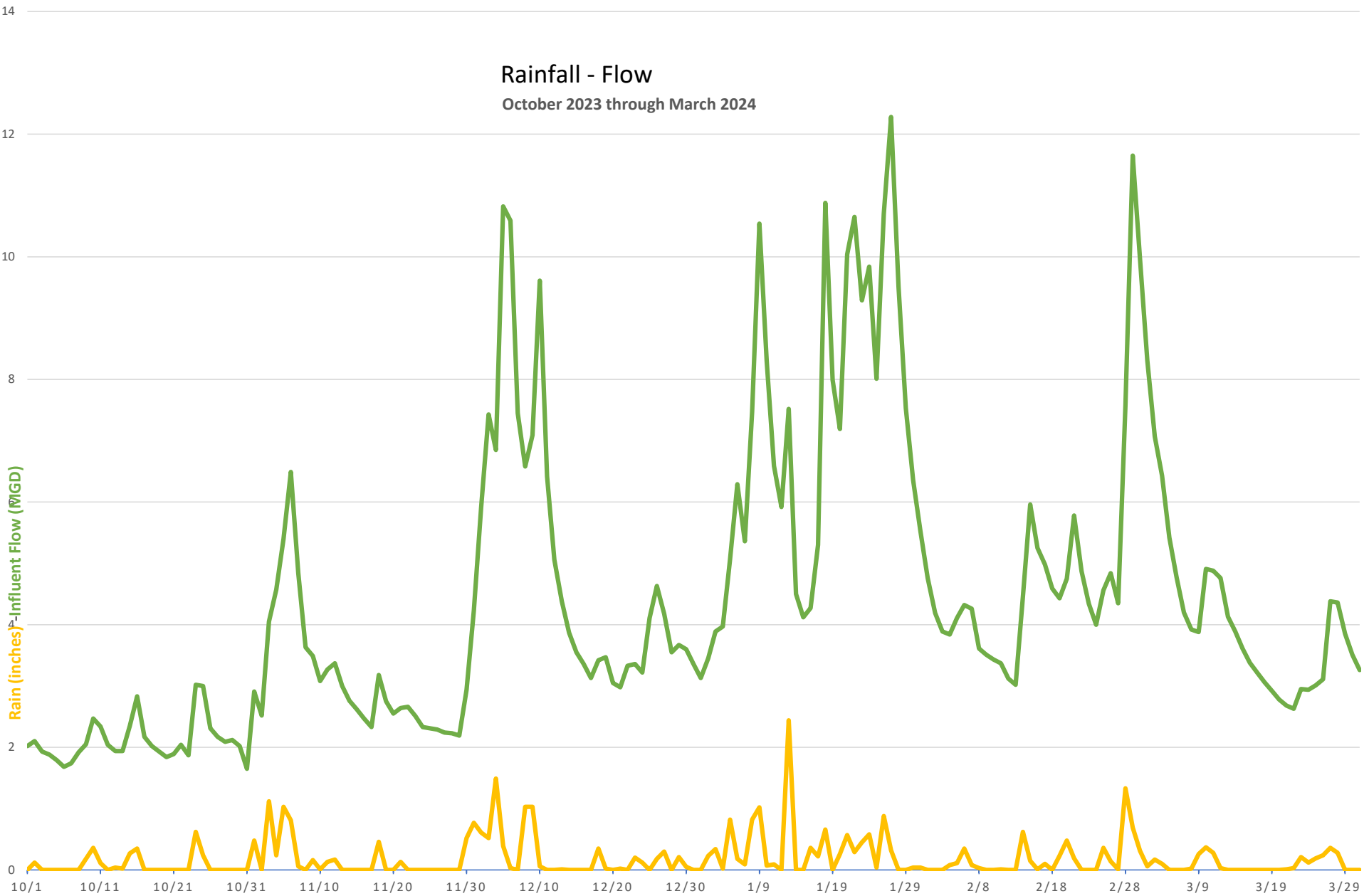
WWTP staff have received notice that the third replacement blower for the Aeration Basins is nearing completion at the factory and should be on site by the time this report has been read. As a reminder of the replacement blowers saga: three years ago, Operations and Maintenance (O&M) prioritized a capital improvement project to replace the older K-Turbo blowers that were initially installed with the WWTP upgrade in 2012. Those particular blowers served us well but had become somewhat obsolete and parts were becoming difficult to obtain. Once this fourth Aerzen blower is installed, there will only be one of the original K-Turbo blowers remaining, which is slated to be replaced next fiscal year.

Attachments

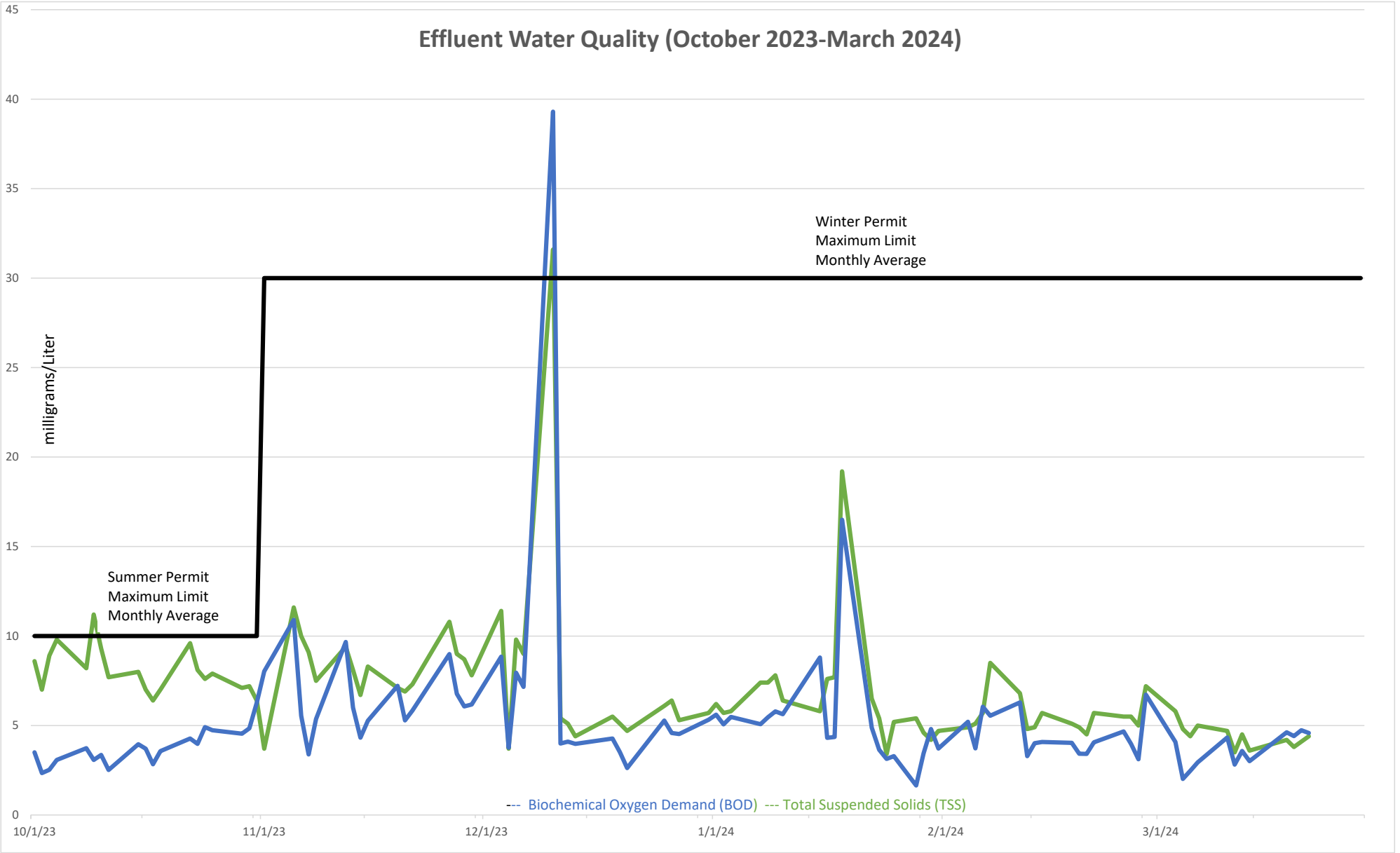
1. Rainfall vs. Flow Data Correlation for October 2023 – March 2024
2. Plant Performance BOD-TSS Graph for October 2023 – March 2024

Rainfall - Flow

October 2023 through March 2024



Effluent Water Quality (October 2023-March 2024)



OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	7

Summary

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