

# **OAK LODGE WATER SERVICES DISTRICT**

## **BOARD OF DIRECTORS**

### **REGULAR MEETING**



**September 21, 2021**

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



**REMOTE MEETING**

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

**September 21, 2021 at 6:00 p.m.**

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

*Members of the public are welcome to testify for a maximum of three minutes on agenda items.*

3. Monthly Update: Oak Lodge Governance Project

4. Presentation of FY 2020-21 Financial Audit by Moss Adams

5. Consent Agenda

a. July Financial Report

b. Approval of August 17, 2021 Regular Board Meeting Minutes

c. Approval of a Revised Cybersecurity Policy

d. Approval of the Secondary Clarifiers 1 & 2 Project Engineering Design Contract

6. Consideration of Watershed Protection Capital Projects

7. Business from the Board

8. Department Reports

a. Human Resources

b. Finance

c. Technical Services

d. Field Operations

e. Plant Operations

9. Call for Public Comment

*Members of the public are welcome to testify for a maximum of three minutes on agenda items.*

10. Recess to Executive Session

*Convene Executive Session under:*

*ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and*

*ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

11. Adjourn Executive Session

*If necessary, Board may take action on items discussed in Executive Session.*

12. Adjourn Regular Meeting



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	September 21, 2021

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### Summary

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

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

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



## AGENDA ITEM

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<b>Title</b>	Monthly Update: Oak Lodge Governance Project
<b>Item No.</b>	3
<b>Date</b>	September 21, 2021

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### Summary

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



## AGENDA ITEM

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<b>Title</b>	Presentation of FY 2020-21 Financial Audit by Moss Adams
<b>Item No.</b>	4
<b>Date</b>	September 9, 2021 for September 21, 2021 Meeting

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### Summary

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

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

Tonight, Moss Adams representatives will review audit practices and projected timelines for the fiscal year 2020-2021 financial audit.

### Attachments

1. PowerPoint Presentation – Pre-Audit Communication with Those Charged with Governance



# Oak Lodge Water Services District

Pre-Audit Communication with Those Charged with Governance

September 21, 2021



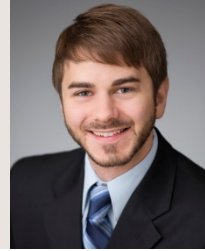
# Your Dedicated Team



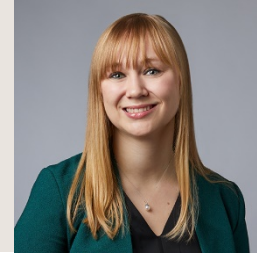
**Julie Desimone**  
*Partner*



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



**Keith Simovic**  
*Senior Manager*



**Laurel Stevens**  
*Manager*





# Required Communications to Those Charged with Governance



# Audit Process



## Internal Controls

Includes IT  
Disbursements  
Billing / Cash Receipting  
Plant Assets  
Investments  
Financial Close & Reporting



## Analytical Procedures

- Revenue and expenses
- Trends, comparisons, and expectations

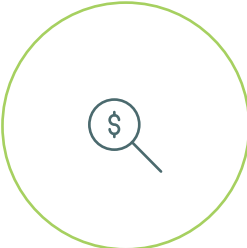


## Substantive Procedures

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



# Significant Audit Areas



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



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



**IT USER ACCESS  
CONTROLS**



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



**CAPITAL ASSETS  
– TIMELY CLOSING  
OF PROJECTS**



# Consideration of Fraud



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

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

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

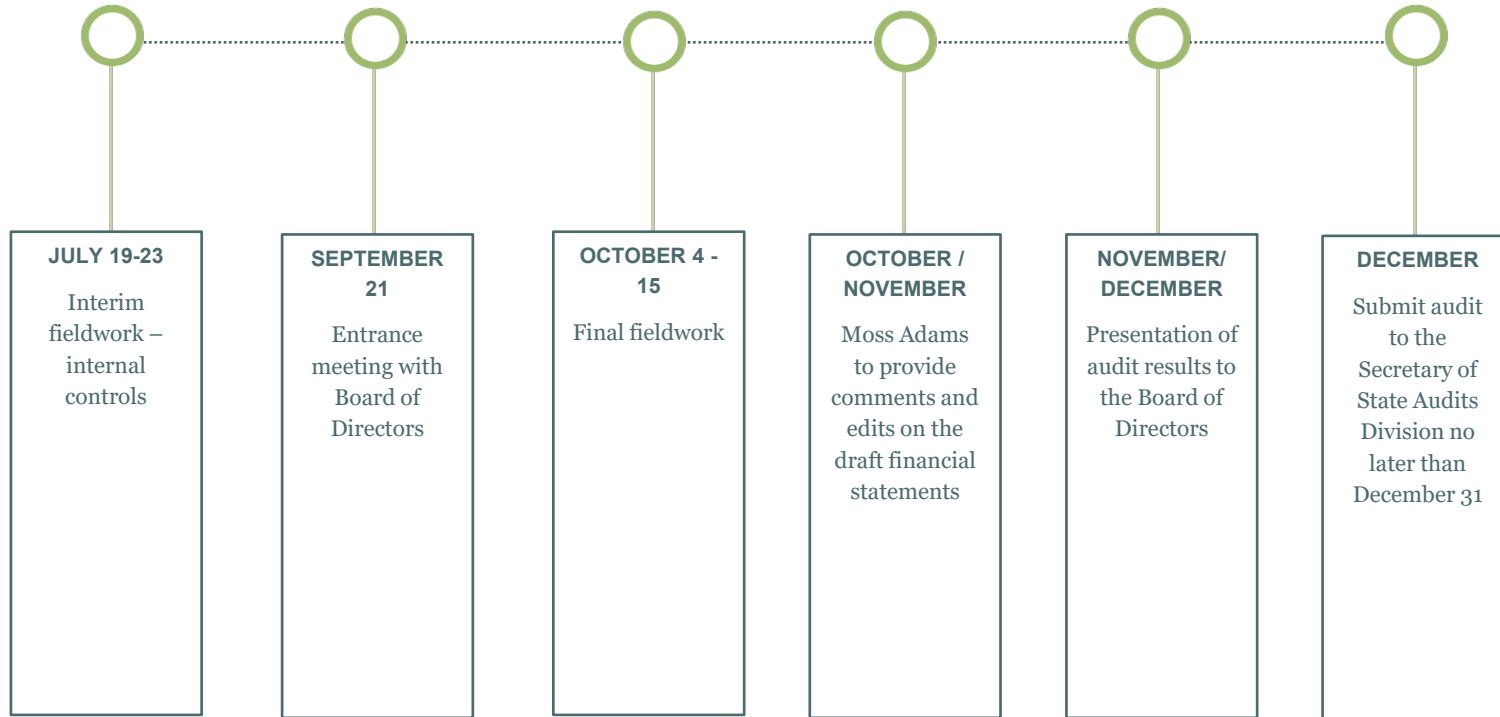
Procedures we perform:

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



# Audit Timing

2021



# Contact Us

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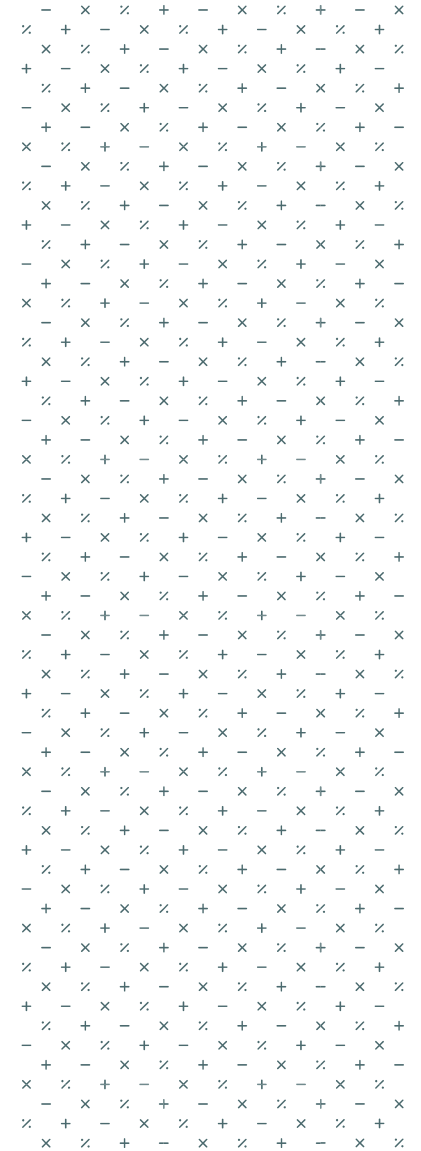
(503) 478-2307





# Thank You

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## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 5  
**Date** September 21, 2021

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### Summary

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

The Consent Agenda includes:

- a. **July Financial Report**
- b. **Approval of August 17, 2021 Regular Board Meeting Minutes**
- c. **Approval of a Revised Cybersecurity Policy**
- d. **Approval of the Secondary Clarifiers 1 & 2 Project Engineering Design Contract**

### 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."*

<b>Approved By</b> _____	<b>Date</b> _____
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## MONTHLY FINANCIAL REPORT

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	July 2021 Financial Reports
<b>Item No.</b>	5a
<b>Date</b>	September 14, 2021, for September 21, 2021 Meeting

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### Reports

- July 2021 Monthly Overview (Including Cash and Investment Balances)
- July 2021 Budget to Actual Report
- July 2021 Budget Account Roll Up Report

**Oak Lodge Water Services  
Monthly Overview  
July 2021**

This report summarizes the revenues and expenditures for July 2021. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

**Oak Lodge Water Services District**

<b>Account Balances As of:</b>		
<b>July 31, 2021</b>	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.25%	\$ 231,187.13
LGIP	0.60%	\$ 13,773,284.38
<b>Total</b>		<b>\$ 14,004,471.51</b>

The District's checks, electronic withdrawals, and bank drafts total \$1.1 million for July 2021.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,120,000	370,218	370,218	8.99%
20-00-4212	Wastewater charges	8,459,000	651,602	651,602	7.70%
30-00-4213	Watershed protection	1,566,000	128,797	128,797	8.22%
Subtotal		\$ 14,145,000	\$ 1,150,617	\$ 1,150,617	8.13%

The percentage of budget is calculated by dividing the ending balance by the budget.

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

With respect to expenditures, at the end of July expenditures are overall 4.9% of budget. When excluding Contingencies, expenditures are 6.6% of budget, with 8.3% of the fiscal year completed.

Review of expenditure lines that are above 13.5% of budget:

1. **5270 Workers Compensation** is at 38.1% of budget. Once yearly expense.

2. **6180 Dues & Subscriptions** is at 48.36% of budget. Annual Regional Water Providers Consortium fee paid once annually. This fee is 42.6% of this budget line.
3. **6320 Building & Grounds** is at 18.3% of budget. This is due to unplanned A/C compressor replacement and temperature controller replacement at the plant.
4. **6350 Computer Maintenance** is at 16.2% of budget. Includes annual maintenance for Esri (GIS), Accela and Cues software.
5. **6510 Office Supplies** is at 13.6% of budget. Includes new desk chair and quarterly copier fees compared to one month of annual budget.
6. **6525 Chemicals** is at 19.7% of budget. Partially due to a 9.6% price increase on Clarifloc and early order of polymer due to supply chain delays.
7. **6560 Uniforms** is at 18.2% of budget. Annual purchase of inclement weather gear received in July. This is half the total cost for the month.

### Low Income Rate Relief Program Overview

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

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 5/8" Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
109	Low Income Rate Relief	\$ 70,725	\$ 4,529	\$ 4,529	6.40%

General Ledger  
Budget to Actual



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Period 01 - 01  
Fiscal Year 2022

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	978,000.00	0.00	1,314,332.24	0.00	134.39
	<i>Beginning Fund Balance</i>	<i>978,000.00</i>	<i>0.00</i>	<i>1,314,332.24</i>	<i>0.00</i>	<i>134.39</i>
	<b>NonDivisional</b>	<b>978,000.00</b>	<b>0.00</b>	<b>1,314,332.24</b>	<b>0.00</b>	<b>134.39</b>
	Fund Balance	978,000.00	0.00	1,314,332.24	0.00	134.39
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4230	Contracted Services Revenue	57,400.00	0.00	0.00	0.00	0.00
05-00-4610	Investment revenue	3,000.00	75.65	75.65	0.00	2.52
05-00-4630	Miscellaneous revenues	1,000.00	1,475.00	1,475.00	0.00	147.50
	<i>Revenue</i>	<i>61,400.00</i>	<i>1,550.65</i>	<i>1,550.65</i>	<i>0.00</i>	<i>2.53</i>
	<b>NonDivisional</b>	<b>61,400.00</b>	<b>1,550.65</b>	<b>1,550.65</b>	<b>0.00</b>	<b>2.53</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,500,000.00	125,000.00	125,000.00	0.00	8.33
05-29-4920	Transfer in from Fund 20	1,899,000.00	158,250.00	158,250.00	0.00	8.33
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	84,000.00	0.00	8.33
	<i>Revenue</i>	<i>4,407,000.00</i>	<i>367,250.00</i>	<i>367,250.00</i>	<i>0.00</i>	<i>8.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>4,407,000.00</b>	<b>367,250.00</b>	<b>367,250.00</b>	<b>0.00</b>	<b>8.33</b>
	Revenue	4,468,400.00	368,800.65	368,800.65	0.00	8.25
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	657,000.00	39,097.09	39,097.09	0.00	5.95
05-01-5130	Overtime	5,000.00	506.59	506.59	0.00	10.13
05-01-5210	Healthdental insurance	127,000.00	3,764.69	3,764.69	0.00	2.96
05-01-5230	Social security	51,000.00	2,706.75	2,706.75	0.00	5.31
05-01-5240	Retirement	128,000.00	6,536.56	6,536.56	0.00	5.11
05-01-5250	TrimetWBF	6,000.00	283.74	283.74	0.00	4.73
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	337.73	337.73	0.00	33.77
05-01-5290	Other employee benefits	2,000.00	30.50	30.50	0.00	1.53
	<i>Personnel Services</i>	<i>982,000.00</i>	<i>53,263.65</i>	<i>53,263.65</i>	<i>0.00</i>	<i>5.42</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	375,000.00	10,642.50	10,642.50	0.00	2.84
05-01-6120	Accounting and audit services	50,000.00	1,155.00	1,155.00	0.00	2.31
05-01-6155	Contracted Services	188,000.00	12,346.81	12,346.81	20,000.00	6.57
05-01-6180	Dues and subscriptions	42,000.00	20,313.00	20,313.00	0.00	48.36
05-01-6220	Electricity	14,000.00	1,185.31	1,185.31	0.00	8.47
05-01-6240	Natural gas	4,000.00	83.10	83.10	0.00	2.08
05-01-6290	Other utilities	10,000.00	278.23	278.23	0.00	2.78

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6310	Janitorial services	15,000.00	1,224.24	1,224.24	0.00	8.16
05-01-6320	Buildings and grounds maint	20,000.00	6,021.44	6,021.44	0.00	30.11
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	50.00	50.00	0.00	0.42
05-01-6510	Office supplies	32,000.00	3,662.27	3,662.27	0.00	11.44
05-01-6730	Communications	2,000.00	779.50	779.50	0.00	38.98
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	5,000.00	0.00	0.00	0.00	0.00
05-01-6770	Bank charges	140,000.00	15,075.22	15,075.22	0.00	10.77
05-01-6780	Taxes, Fees, Permits	3,000.00	0.00	0.00	0.00	0.00
05-01-6785	ECAP Payments	76,000.00	3,591.35	3,591.35	0.00	4.73
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>991,000.00</i>	<i>76,407.97</i>	<i>76,407.97</i>	<i>20,000.00</i>	<i>7.71</i>
	<b>AdminFinance</b>	<b>1,973,000.00</b>	<b>129,671.62</b>	<b>129,671.62</b>	<b>20,000.00</b>	<b>6.57</b>
	<b>Human Resources</b>					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	188,000.00	13,137.92	13,137.92	0.00	6.99
05-02-5130	Overtime	5,000.00	402.48	402.48	0.00	8.05
05-02-5210	Healthdental insurance	27,000.00	846.48	846.48	0.00	3.14
05-02-5230	Social security	15,000.00	1,019.20	1,019.20	0.00	6.79
05-02-5240	Retirement	34,000.00	2,601.11	2,601.11	0.00	7.65
05-02-5250	TrimetWBF	2,000.00	107.22	107.22	0.00	5.36
05-02-5270	Workers compensation	1,000.00	103.31	103.31	0.00	10.33
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>273,000.00</i>	<i>18,217.72</i>	<i>18,217.72</i>	<i>0.00</i>	<i>6.67</i>
	<i>Materials &amp; Services</i>					
05-02-6155	Contracted Services	16,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	57,000.00	5,682.15	5,682.15	0.00	9.97
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	12,000.00	0.00	0.00	0.00	0.00
05-02-6440	Board Expense	7,000.00	190.00	190.00	0.00	2.71
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6560	Uniforms	36,000.00	3,724.40	3,724.40	0.00	10.35
05-02-6610	Board Compensation	2,500.00	8.35	8.35	0.00	0.33
05-02-6720	Insurance-General	270,000.00	0.00	0.00	0.00	0.00
05-02-6730	Communications	4,000.00	68.47	68.47	0.00	1.71
05-02-6740	Advertising	5,500.00	145.69	145.69	0.00	2.65
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>414,000.00</i>	<i>9,819.06</i>	<i>9,819.06</i>	<i>0.00</i>	<i>2.37</i>
	<b>Human Resources</b>	<b>687,000.00</b>	<b>28,036.78</b>	<b>28,036.78</b>	<b>0.00</b>	<b>4.08</b>
	<b>Technical Services</b>					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	622,000.00	43,630.06	43,630.06	0.00	7.01
05-03-5130	Overtime	5,000.00	105.15	105.15	0.00	2.10
05-03-5210	Healthdental Insurance	93,000.00	2,823.43	2,823.43	0.00	3.04
05-03-5230	Social security	49,000.00	3,318.97	3,318.97	0.00	6.77
05-03-5240	Retirement	119,000.00	8,848.78	8,848.78	0.00	7.44
05-03-5250	TrimetWBF	5,000.00	348.45	348.45	0.00	6.97
05-03-5270	Workers compensation	1,000.00	319.74	319.74	0.00	31.97
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>896,000.00</i>	<i>59,394.58</i>	<i>59,394.58</i>	<i>0.00</i>	<i>6.63</i>
	<i>Materials &amp; Services</i>					
05-03-6155	Contracted Services	165,500.00	165.21	165.21	20,759.33	0.10
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	318,000.00	51,562.44	51,562.44	70,408.26	16.21
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	15,000.00	50.00	50.00	0.00	0.33
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	0.00	822.54	822.54	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
05-03-6530	Small tools and equipment	6,000.00	2,328.00	2,328.00	0.00	38.80
05-03-6540	Safety supplies	2,500.00	106.15	106.15	0.00	4.25
05-03-6730	Communications	119,000.00	737.80	737.80	0.00	0.62
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>630,500.00</i>	<i>55,772.14</i>	<i>55,772.14</i>	<i>91,167.59</i>	<i>8.85</i>
	<b>Technical Services</b>	<b>1,526,500.00</b>	<b>115,166.72</b>	<b>115,166.72</b>	<b>91,167.59</b>	<b>7.54</b>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	321.55	321.55	0.00	0.64
05-04-6520	Fuels and Oils	71,000.00	2,499.23	2,499.23	0.00	3.52
	<i>Materials &amp; Services</i>	<i>121,000.00</i>	<i>2,820.78</i>	<i>2,820.78</i>	<i>0.00</i>	<i>2.33</i>
	<i>Capital Outlay</i>					
05-04-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>35,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Vehicle Services</b>	<b>156,000.00</b>	<b>2,820.78</b>	<b>2,820.78</b>	<b>0.00</b>	<b>1.81</b>
	<b>Special Payments</b>					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	550,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>550,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Special Payments</b>	<b>550,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	545,900.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>545,900.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>545,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense <b>Administrative Services</b>	5,438,400.00 <b>8,000.00</b>	275,695.90 <b>93,104.75</b>	275,695.90 <b>1,407,436.99</b>	111,167.59 <b>-111,167.59</b>	5.07 <b>17,592.96</b>
<b>10</b>	<b>Drinking Water NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,086,000.00	0.00	1,301,830.68	0.00	119.87
	<i>Beginning Fund Balance</i>	<i>1,086,000.00</i>	<i>0.00</i>	<i>1,301,830.68</i>	<i>0.00</i>	<i>119.87</i>
	<b>NonDivisional</b>	<b>1,086,000.00</b>	<b>0.00</b>	<b>1,301,830.68</b>	<b>0.00</b>	<b>119.87</b>
	Fund Balance <b>NonDivisional</b>	1,086,000.00	0.00	1,301,830.68	0.00	119.87
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	0.00	0.00	0.00	0.00
10-00-4211	Water sales	4,120,000.00	370,217.87	370,217.87	0.00	8.99
10-00-4215	Penalties and late charges	10,000.00	449.31	449.31	0.00	4.49
10-00-4220	System development charges	0.00	86,017.00	86,017.00	0.00	0.00
10-00-4240	Service installations	10,000.00	9,197.00	9,197.00	0.00	91.97
10-00-4280	Rents & leases	200,000.00	7,801.84	7,801.84	0.00	3.90
10-00-4290	Other charges for services	10,000.00	5,315.00	5,315.00	0.00	53.15

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-00-4610	Investment revenue	7,000.00	313.78	313.78	0.00	4.48
10-00-4630	Miscellaneous revenues	25,000.00	3,459.20	3,459.20	0.00	13.84
	<i>Revenue</i>	<i>4,412,000.00</i>	<i>482,771.00</i>	<i>482,771.00</i>	<i>0.00</i>	<i>10.94</i>
	<b>NonDivisional</b>	<b>4,412,000.00</b>	<b>482,771.00</b>	<b>482,771.00</b>	<b>0.00</b>	<b>10.94</b>
	Revenue	4,412,000.00	482,771.00	482,771.00	0.00	10.94
	<b>Drinking Water</b>					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	677,000.00	47,227.83	47,227.83	0.00	6.98
10-20-5130	Overtime	29,000.00	1,221.40	1,221.40	0.00	4.21
10-20-5210	Healthdental insurance	134,000.00	4,191.97	4,191.97	0.00	3.13
10-20-5230	Social Security	53,000.00	3,667.56	3,667.56	0.00	6.92
10-20-5240	Retirement	127,000.00	9,887.67	9,887.67	0.00	7.79
10-20-5250	TrimetWBF	6,000.00	387.05	387.05	0.00	6.45
10-20-5270	Workers compensation	19,000.00	6,851.46	6,851.46	0.00	36.06
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,050,000.00</i>	<i>73,434.94</i>	<i>73,434.94</i>	<i>0.00</i>	<i>6.99</i>
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	66,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	32,000.00	3,965.60	3,965.60	0.00	12.39
10-20-6240	Natural gas	3,000.00	202.62	202.62	0.00	6.75
10-20-6290	Other utilities	3,000.00	283.60	283.60	0.00	9.45
10-20-6320	Buildings & grounds	10,000.00	0.00	0.00	25,000.00	0.00
10-20-6340	Distribution system maint	250,000.00	20,955.20	20,955.20	9,975.90	8.38
10-20-6420	Staff training	15,000.00	0.00	0.00	0.00	0.00
10-20-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	1,271.82	1,271.82	2,350.00	14.13
10-20-6540	Safety supplies	10,000.00	812.19	812.19	0.00	8.12
10-20-6550	Operational Supplies	7,000.00	30.98	30.98	0.00	0.44
10-20-6560	Uniforms	0.00	375.94	375.94	0.00	0.00
10-20-6710	Purchased water	1,117,000.00	153,818.00	153,818.00	0.00	13.77
10-20-6715	Water quality program	12,000.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	3,000.00	735.16	735.16	0.00	24.51
10-20-6780	Taxes, Fees, Permits	12,000.00	0.00	0.00	0.00	0.00
10-20-6900	Miscellaneous expense	1,000.00	92.13	92.13	0.00	9.21
	<i>Materials &amp; Services</i>	<i>1,552,000.00</i>	<i>182,543.24</i>	<i>182,543.24</i>	<i>37,325.90</i>	<i>11.76</i>
	<b>Drinking Water</b>	<b>2,602,000.00</b>	<b>255,978.18</b>	<b>255,978.18</b>	<b>37,325.90</b>	<b>9.84</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	26,000.00	12,992.70	12,992.70	0.00	49.97
	<i>Materials &amp; Services</i>	<i>209,000.00</i>	<i>12,992.70</i>	<i>12,992.70</i>	<i>0.00</i>	<i>6.22</i>
	<b>Debt Service</b>	<b>209,000.00</b>	<b>12,992.70</b>	<b>12,992.70</b>	<b>0.00</b>	<b>6.22</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,500,000.00	125,000.00	125,000.00	0.00	8.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,667.00	41,667.00	0.00	8.33
10-29-9000	Contingency	687,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>2,687,000.00</i>	<i>166,667.00</i>	<i>166,667.00</i>	<i>0.00</i>	<i>6.20</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,687,000.00</b>	<b>166,667.00</b>	<b>166,667.00</b>	<b>0.00</b>	<b>6.20</b>
	Expense	5,498,000.00	435,637.88	435,637.88	37,325.90	7.92
<b>10</b>	<b>Drinking Water</b>	<b>0.00</b>	<b>47,133.12</b>	<b>1,348,963.80</b>	<b>-37,325.90</b>	<b>0.00</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>20</b>	<b>Wastewater Reclam.</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	834,900.00	0.00	1,026,605.43	0.00	122.96
	<i>Beginning Fund Balance</i>	<i>834,900.00</i>	<i>0.00</i>	<i>1,026,605.43</i>	<i>0.00</i>	<i>122.96</i>
	<b>NonDivisional</b>	<b>834,900.00</b>	<b>0.00</b>	<b>1,026,605.43</b>	<b>0.00</b>	<b>122.96</b>
	Fund Balance	834,900.00	0.00	1,026,605.43	0.00	122.96
	<b>NonDivisional</b>					
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,459,000.00	651,602.48	651,602.48	0.00	7.70
20-00-4215	Penalties & late charges	10,000.00	-148.56	-148.56	0.00	-1.49
20-00-4220	System development charges	125,000.00	25,825.00	25,825.00	0.00	20.66
20-00-4290	Other charges for services	20,000.00	2,420.00	2,420.00	0.00	12.10
20-00-4610	Investment revenue	2,000.00	14.14	14.14	0.00	0.71
20-00-4630	Miscellaneous revenues	8,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>8,624,000.00</i>	<i>679,713.06</i>	<i>679,713.06</i>	<i>0.00</i>	<i>7.88</i>
	<b>NonDivisional</b>	<b>8,624,000.00</b>	<b>679,713.06</b>	<b>679,713.06</b>	<b>0.00</b>	<b>7.88</b>
	Revenue	8,624,000.00	679,713.06	679,713.06	0.00	7.88
	<b>Wastewater-Plant</b>					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	704,000.00	62,775.01	62,775.01	0.00	8.92
20-21-5130	Overtime	40,000.00	2,609.96	2,609.96	0.00	6.52
20-21-5210	Healthdental insurance	185,000.00	6,740.17	6,740.17	0.00	3.64
20-21-5230	Social security	55,000.00	4,948.59	4,948.59	0.00	9.00
20-21-5240	Retirement	127,000.00	11,608.63	11,608.63	0.00	9.14
20-21-5250	TrimetWBF	6,000.00	518.47	518.47	0.00	8.64
20-21-5270	Workers compensation	18,000.00	7,108.06	7,108.06	0.00	39.49
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,140,000.00</i>	<i>96,308.89</i>	<i>96,308.89</i>	<i>0.00</i>	<i>8.45</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted Services	163,000.00	13,217.52	13,217.52	72,372.69	8.11
20-21-6220	Electricity	276,000.00	26,171.96	26,171.96	0.00	9.48
20-21-6240	Natural gas	2,000.00	23.81	23.81	0.00	1.19
20-21-6250	Solid waste disposal	82,000.00	172.98	172.98	27,000.00	0.21
20-21-6290	Other utilities	2,000.00	38.38	38.38	0.00	1.92
20-21-6310	Janitorial services	10,000.00	824.25	824.25	0.00	8.24
20-21-6320	Buildings & grounds	58,000.00	10,273.88	10,273.88	0.00	17.71
20-21-6342	WRF system maintenance	270,000.00	2,345.29	2,345.29	6,674.27	0.87
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	0.00	0.00	0.00
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	30,000.00	5,920.46	5,920.46	25,332.03	19.73
20-21-6530	Small tools & equipment	10,000.00	18.27	18.27	0.00	0.18
20-21-6540	Safety supplies	20,000.00	686.01	686.01	0.00	3.43
20-21-6550	Operational supplies	14,000.00	557.77	557.77	0.00	3.98
20-21-6560	Uniforms	0.00	2,454.84	2,454.84	0.00	0.00
20-21-6590	Other supplies	10,000.00	639.05	639.05	0.00	6.39
20-21-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
20-21-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	72,900.00	8,678.26	8,678.26	0.00	11.90
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,033,900.00</i>	<i>72,022.73</i>	<i>72,022.73</i>	<i>131,378.99</i>	<i>6.97</i>
	<b>Wastewater-Plant</b>	<b>2,173,900.00</b>	<b>168,331.62</b>	<b>168,331.62</b>	<b>131,378.99</b>	<b>7.74</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5110	Regular employees	488,000.00	29,973.32	29,973.32	0.00	6.14
20-22-5130	Overtime	11,000.00	303.33	303.33	0.00	2.76
20-22-5210	Healthdental insurance	109,000.00	4,033.48	4,033.48	0.00	3.70
20-22-5230	Social security	38,000.00	2,311.97	2,311.97	0.00	6.08
20-22-5240	Retirement	63,000.00	5,964.52	5,964.52	0.00	9.47
20-22-5250	TrimetWBF	4,000.00	244.08	244.08	0.00	6.10
20-22-5270	Workers compensation	11,000.00	4,927.18	4,927.18	0.00	44.79
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>729,000.00</i>	<i>47,757.88</i>	<i>47,757.88</i>	<i>0.00</i>	<i>6.55</i>
	<i>Materials &amp; Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	3,372.10	3,372.10	4,453.94	6.74
20-22-6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	8,000.00	285.00	285.00	0.00	3.56
20-22-6430	Certifications	2,000.00	240.00	240.00	0.00	12.00
20-22-6530	Small tools & equipment	15,000.00	0.00	0.00	2,962.12	0.00
20-22-6540	Safety supplies	4,000.00	1,678.23	1,678.23	0.00	41.96
20-22-6550	Operational supplies	5,000.00	0.00	0.00	0.00	0.00
20-22-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
20-22-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes, Fees, Permits	14,500.00	729.60	729.60	0.00	5.03
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>105,500.00</i>	<i>6,304.93</i>	<i>6,304.93</i>	<i>7,416.06</i>	<i>5.98</i>
	<b>Wastewater-Collections</b>	<b>834,500.00</b>	<b>54,062.81</b>	<b>54,062.81</b>	<b>7,416.06</b>	<b>6.48</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,899,000.00	158,250.00	158,250.00	0.00	8.33
20-29-8150	Transfers out to Fund 50	3,412,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.00	83,333.00	0.00	8.33
20-29-9000	Contingency	763,300.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>7,074,300.00</i>	<i>241,583.00</i>	<i>241,583.00</i>	<i>0.00</i>	<i>3.41</i>
	<b>Transfers &amp; Contingencies</b>	<b>7,074,300.00</b>	<b>241,583.00</b>	<b>241,583.00</b>	<b>0.00</b>	<b>3.41</b>
<b>20</b>	Expense	10,082,700.00	463,977.43	463,977.43	138,795.05	4.60
	<b>Wastewater Reclam.</b>	<b>-623,800.00</b>	<b>215,735.63</b>	<b>1,242,341.06</b>	<b>-138,795.05</b>	<b>-199.16</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	659,000.00	0.00	685,130.19	0.00	103.97
	<i>Beginning Fund Balance</i>	<i>659,000.00</i>	<i>0.00</i>	<i>685,130.19</i>	<i>0.00</i>	<i>103.97</i>
	<b>NonDivisional</b>	<b>659,000.00</b>	<b>0.00</b>	<b>685,130.19</b>	<b>0.00</b>	<b>103.97</b>
	Fund Balance	659,000.00	0.00	685,130.19	0.00	103.97
	<b>NonDivisional Revenue</b>					
30-00-4213	Watershed protection fees	1,566,000.00	128,796.55	128,796.55	0.00	8.22
30-00-4215	Penalties & late charges	1,000.00	-22.97	-22.97	0.00	-2.30
30-00-4290	Other charges for services	25,000.00	2,030.00	2,030.00	0.00	8.12
30-00-4610	Investment revenue	2,000.00	209.67	209.67	0.00	10.48
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,595,000.00</i>	<i>131,013.25</i>	<i>131,013.25</i>	<i>0.00</i>	<i>8.21</i>
	<b>NonDivisional</b>	<b>1,595,000.00</b>	<b>131,013.25</b>	<b>131,013.25</b>	<b>0.00</b>	<b>8.21</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	1,595,000.00	131,013.25	131,013.25	0.00	8.21
	<b>Watershed Protection</b>					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	92,000.00	7,440.15	7,440.15	0.00	8.09
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	1,376.99	1,376.99	0.00	4.59
30-23-5230	Social Security	8,000.00	554.27	554.27	0.00	6.93
30-23-5240	Retirement	17,000.00	1,429.25	1,429.25	0.00	8.41
30-23-5250	TrimetWBF	1,000.00	58.38	58.38	0.00	5.84
30-23-5270	Workers compensation	3,000.00	928.89	928.89	0.00	30.96
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>153,000.00</i>	<i>11,787.93</i>	<i>11,787.93</i>	<i>0.00</i>	<i>7.70</i>
	<i>Materials &amp; Services</i>					
30-23-6155	Contracted Services	134,000.00	1,000.80	1,000.80	21,161.10	0.75
30-23-6340	System maintenance	150,000.00	261.00	261.00	0.00	0.17
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	6,000.00	44.57	44.57	0.00	0.74
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	4,100.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>299,100.00</i>	<i>1,306.37</i>	<i>1,306.37</i>	<i>21,161.10</i>	<i>0.44</i>
	<b>Watershed Protection</b>	<b>452,100.00</b>	<b>13,094.30</b>	<b>13,094.30</b>	<b>21,161.10</b>	<b>2.90</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
30-24-6814	Principal Payment-KS Statebank	57,000.00	0.00	0.00	0.00	0.00
30-24-6824	Interest Paid-KS Statebank	7,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>64,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>64,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	84,000.00	0.00	8.33
30-29-8173	Transfers out to Fund 73	480,000.00	40,000.00	40,000.00	0.00	8.33
30-29-9000	Contingency	249,900.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,737,900.00</i>	<i>124,000.00</i>	<i>124,000.00</i>	<i>0.00</i>	<i>7.14</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,737,900.00</b>	<b>124,000.00</b>	<b>124,000.00</b>	<b>0.00</b>	<b>7.14</b>
<b>30</b>	Expense <b>Watershed Protection</b>	2,254,000.00 <b>0.00</b>	137,094.30 <b>-6,081.05</b>	137,094.30 <b>679,049.14</b>	21,161.10 <b>-21,161.10</b>	6.08 <b>0.00</b>
<b>40</b>	<b>WW GO Debt Service</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Beginning Fund Balance</i>	<i>623,800.00</i>	<i>0.00</i>	<i>623,763.59</i>	<i>0.00</i>	<i>99.99</i>
	<b>NonDivisional</b>	<b>623,800.00</b>	<b>0.00</b>	<b>623,763.59</b>	<b>0.00</b>	<b>99.99</b>
	Fund Balance <b>NonDivisional</b>	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Revenue</i>					
40-00-4610	Investment revenue	0.00	314.76	314.76	0.00	0.00
	<i>Revenue</i>	<i>0.00</i>	<i>314.76</i>	<i>314.76</i>	<i>0.00</i>	<i>0.00</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>NonDivisional</b>	<b>0.00</b>	<b>314.76</b>	<b>314.76</b>	<b>0.00</b>	<b>0.00</b>
	Revenue	0.00	314.76	314.76	0.00	0.00
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
40-29-8120	Transfers out to Fund 20	623,800.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>623,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>623,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
40	Expense	623,800.00	0.00	0.00	0.00	0.00
	<b>WW GO Debt Service</b>	<b>0.00</b>	<b>314.76</b>	<b>624,078.35</b>	<b>0.00</b>	<b>0.00</b>
50	<b>WW Revenue Bond Debt Service</b>					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	587,000.00	0.00	585,851.69	0.00	99.80
	<i>Beginning Fund Balance</i>	<i>587,000.00</i>	<i>0.00</i>	<i>585,851.69</i>	<i>0.00</i>	<i>99.80</i>
	<b>NonDivisional</b>	<b>587,000.00</b>	<b>0.00</b>	<b>585,851.69</b>	<b>0.00</b>	<b>99.80</b>
	Fund Balance	587,000.00	0.00	585,851.69	0.00	99.80
	<b>NonDivisional</b>					
	<i>Revenue</i>					
50-00-4610	Investment revenue	6,000.00	335.57	335.57	0.00	5.59
	<i>Revenue</i>	<i>6,000.00</i>	<i>335.57</i>	<i>335.57</i>	<i>0.00</i>	<i>5.59</i>
	<b>NonDivisional</b>	<b>6,000.00</b>	<b>335.57</b>	<b>335.57</b>	<b>0.00</b>	<b>5.59</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,412,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>3,412,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,412,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
50-24-6810	2010 SRF Loan Principal	928,171.00	461,854.00	461,854.00	0.00	49.76
50-24-6811	2010 IFA Loan Principal	307,409.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	305,740.00	125,144.00	125,144.00	0.00	40.93
50-24-6822	2010 IFA Loan Interest	144,809.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	340,676.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>3,411,805.00</i>	<i>586,998.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.20</i>
	<b>Debt Service</b>	<b>3,411,805.00</b>	<b>586,998.00</b>	<b>586,998.00</b>	<b>0.00</b>	<b>17.20</b>
50	Expense	3,411,805.00	586,998.00	586,998.00	0.00	17.20
	<b>WW Revenue Bond Debt Service</b>	<b>593,195.00</b>	<b>-586,662.43</b>	<b>-810.74</b>	<b>0.00</b>	<b>-0.14</b>
71	<b>Drinking Water Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-3500	Fund balance	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	<i>Beginning Fund Balance</i>	<i>4,135,000.00</i>	<i>0.00</i>	<i>4,537,966.26</i>	<i>0.00</i>	<i>109.75</i>
	<b>NonDivisional</b>	<b>4,135,000.00</b>	<b>0.00</b>	<b>4,537,966.26</b>	<b>0.00</b>	<b>109.75</b>
	Fund Balance	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	<b>NonDivisional</b>					
	<i>Revenue</i>					
71-00-4610	Investment revenue	40,000.00	2,241.40	2,241.40	0.00	5.60
	<i>Revenue</i>	<i>40,000.00</i>	<i>2,241.40</i>	<i>2,241.40</i>	<i>0.00</i>	<i>5.60</i>
	<b>NonDivisional</b>	<b>40,000.00</b>	<b>2,241.40</b>	<b>2,241.40</b>	<b>0.00</b>	<b>5.60</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	500,000.00	41,667.00	41,667.00	0.00	8.33
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,667.00</i>	<i>41,667.00</i>	<i>0.00</i>	<i>8.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>500,000.00</b>	<b>41,667.00</b>	<b>41,667.00</b>	<b>0.00</b>	<b>8.33</b>
	<b>Revenue</b>					
	540,000.00	43,908.40	43,908.40	0.00	8.13	
	<b>Drinking Water</b>					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	1,555,000.00	0.00	0.00	0.00	0.00
71-20-7300	Buildings & improvements	0.00	20,316.00	20,316.00	3,000.00	0.00
71-20-7530	Software	25,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	35,000.00	0.00	0.00	35,896.29	0.00
71-20-7600	Capital Improvement Projects	370,000.00	0.00	0.00	205,954.58	0.00
	<i>Capital Outlay</i>	<i>1,985,000.00</i>	<i>20,316.00</i>	<i>20,316.00</i>	<i>244,850.87</i>	<i>1.02</i>
	<b>Drinking Water</b>	<b>1,985,000.00</b>	<b>20,316.00</b>	<b>20,316.00</b>	<b>244,850.87</b>	<b>1.02</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
71-29-9000	Contingency	2,890,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>2,890,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,890,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>71</b>	Expense	4,875,000.00	20,316.00	20,316.00	244,850.87	0.42
	<b>Drinking Water Capital</b>	<b>-200,000.00</b>	<b>23,592.40</b>	<b>4,561,558.66</b>	<b>-244,850.87</b>	<b>-2,280.78</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,535,000.00	0.00	5,038,195.06	0.00	111.10
	<i>Beginning Fund Balance</i>	<i>4,535,000.00</i>	<i>0.00</i>	<i>5,038,195.06</i>	<i>0.00</i>	<i>111.10</i>
	<b>NonDivisional</b>	<b>4,535,000.00</b>	<b>0.00</b>	<b>5,038,195.06</b>	<b>0.00</b>	<b>111.10</b>
	Fund Balance	4,535,000.00	0.00	5,038,195.06	0.00	111.10
	<b>NonDivisional</b>					
	<i>Revenue</i>					
72-00-4610	Investment revenue	50,000.00	2,523.60	2,523.60	0.00	5.05
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,523.60</i>	<i>2,523.60</i>	<i>0.00</i>	<i>5.05</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>NonDivisional</b>	<b>50,000.00</b>	<b>2,523.60</b>	<b>2,523.60</b>	<b>0.00</b>	<b>5.05</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.00	83,333.00	0.00	8.33
	<i>Revenue</i>	<i>1,000,000.00</i>	<i>83,333.00</i>	<i>83,333.00</i>	<i>0.00</i>	<i>8.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,000,000.00</b>	<b>83,333.00</b>	<b>83,333.00</b>	<b>0.00</b>	<b>8.33</b>
	<i>Revenue</i>	1,050,000.00	85,856.60	85,856.60	0.00	8.18
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7520	Equipment	177,000.00	0.00	0.00	0.00	0.00
72-21-7600	Capital Improvement Projects	660,000.00	36,586.62	36,586.62	333,658.12	5.54
	<i>Capital Outlay</i>	<i>837,000.00</i>	<i>36,586.62</i>	<i>36,586.62</i>	<i>333,658.12</i>	<i>4.37</i>
	<b>Wastewater-Plant</b>	<b>837,000.00</b>	<b>36,586.62</b>	<b>36,586.62</b>	<b>333,658.12</b>	<b>4.37</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7600	Capital Improvement Projects	1,624,000.00	2,330.00	2,330.00	0.00	0.14
	<i>Capital Outlay</i>	<i>1,624,000.00</i>	<i>2,330.00</i>	<i>2,330.00</i>	<i>0.00</i>	<i>0.14</i>
	<b>Wastewater-Collections</b>	<b>1,624,000.00</b>	<b>2,330.00</b>	<b>2,330.00</b>	<b>0.00</b>	<b>0.14</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	3,124,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,124,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,124,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	5,585,000.00	38,916.62	38,916.62	333,658.12	0.70
	<b>Wastewater Reclamation Capital</b>	<b>0.00</b>	<b>46,939.98</b>	<b>5,085,135.04</b>	<b>-333,658.12</b>	<b>0.00</b>
73	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	<i>Beginning Fund Balance</i>	<i>1,687,000.00</i>	<i>0.00</i>	<i>1,683,263.62</i>	<i>0.00</i>	<i>99.78</i>
	<b>NonDivisional</b>	<b>1,687,000.00</b>	<b>0.00</b>	<b>1,683,263.62</b>	<b>0.00</b>	<b>99.78</b>
	Fund Balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	<b>NonDivisional</b>					
	<i>Revenue</i>					
73-00-4610	Investment revenue	15,000.00	765.29	765.29	0.00	5.10
	<i>Revenue</i>	<i>15,000.00</i>	<i>765.29</i>	<i>765.29</i>	<i>0.00</i>	<i>5.10</i>
	<b>NonDivisional</b>	<b>15,000.00</b>	<b>765.29</b>	<b>765.29</b>	<b>0.00</b>	<b>5.10</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	480,000.00	40,000.00	40,000.00	0.00	8.33
	<i>Revenue</i>	<i>480,000.00</i>	<i>40,000.00</i>	<i>40,000.00</i>	<i>0.00</i>	<i>8.33</i>

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
	<b>Transfers &amp; Contingencies</b>	<b>480,000.00</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>8.33</b>
	Revenue	495,000.00	40,765.29	40,765.29	0.00	8.24
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	Contingency	1,882,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,882,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,882,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense	2,182,000.00	0.00	0.00	0.00	0.00
73	<b>Watershed Protection Capital</b>	<b>0.00</b>	<b>40,765.29</b>	<b>1,724,028.91</b>	<b>0.00</b>	<b>0.00</b>
Revenue Total		<b>24,602,400.00</b>	<b>1,833,478.58</b>	<b>1,833,478.58</b>	<b>0.00</b>	<b>0.0745</b>
Expense Total		<b>39,950,705.00</b>	<b>1,958,636.13</b>	<b>1,958,636.13</b>	<b>886,958.63</b>	<b>0.049</b>

General Ledger  
Account Roll up



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Period 01 - 01  
Fiscal Year 2022

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>Revenue</b>	<b>Revenue</b>				
4210	Water Sales - CRW	30,000.00	0.00	0.00	0.00
4211	Water sales	4,120,000.00	370,217.87	370,217.87	8.99
4212	Wastewater Charges	8,459,000.00	651,602.48	651,602.48	7.70
4213	Watershed protection fees	1,566,000.00	128,796.55	128,796.55	8.22
4215	Penalties & late charges	21,000.00	277.78	277.78	1.32
4220	System development charges	125,000.00	111,842.00	111,842.00	89.47
4221	System Development-Reimburse	100,000.00	0.00	0.00	0.00
4225	System Development-Improvement	100,000.00	0.00	0.00	0.00
4230	Contract services	57,400.00	0.00	0.00	0.00
4240	Service installations	10,000.00	9,197.00	9,197.00	91.97
4280	Rents & leases	200,000.00	7,801.84	7,801.84	3.90
4290	Other charges for services	55,000.00	9,765.00	9,765.00	17.75
4610	Investment revenue	125,000.00	6,793.86	6,793.86	5.44
4630	Miscellaneous revenues	35,000.00	4,934.20	4,934.20	14.10
4910	Transfer in from Fund 10	2,000,000.00	166,667.00	166,667.00	8.33
4920	Transfer in from Fund 20	6,311,000.00	241,583.00	241,583.00	3.83
4930	Transfer in from Fund 30	1,488,000.00	124,000.00	124,000.00	8.33
4940	Transfers in from Fund 40	623,800.00	0.00	0.00	0.00
		<b>25,426,200.00</b>	<b>1,833,478.58</b>	<b>1,833,478.58</b>	<b>7.21</b>
<b>Revenue</b>	<b>Revenue</b>				
<b>Expense</b>	<b>Expense</b>				
5110	Regular employees	3,428,000.00	243,281.38	243,281.38	7.10
5130	Overtime	96,000.00	5,148.91	5,148.91	5.36
5210	Employee Ins	705,000.00	23,777.21	23,777.21	3.37
5230	Social Security	269,000.00	18,527.31	18,527.31	6.89
5240	Retirement	615,000.00	46,876.52	46,876.52	7.62
5250	Trimet	30,000.00	1,947.39	1,947.39	6.49
5260	Unemployment	5,000.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	20,576.37	20,576.37	38.10
5290	Other employee benefits	21,000.00	30.50	30.50	0.15
6110	Legal services	375,000.00	10,642.50	10,642.50	2.84
6120	Accounting & audit services	50,000.00	1,155.00	1,155.00	2.31
6155	Contracted Services	732,500.00	26,730.34	26,730.34	3.65
6175	Records Management	8,000.00	364.50	364.50	4.56
6180	Dues & subscriptions	42,000.00	20,313.00	20,313.00	48.36
6220	Electricity	322,000.00	31,322.87	31,322.87	9.73
6230	Telephone	57,000.00	5,682.15	5,682.15	9.97
6240	Natural gas	9,000.00	309.53	309.53	3.44
6250	Solid waste disposal	82,000.00	172.98	172.98	0.21
6290	Other utilities	15,000.00	600.21	600.21	4.00
6310	Janitorial services	25,000.00	2,048.49	2,048.49	8.19
6320	Buildings & grounds	89,000.00	16,295.32	16,295.32	18.31
6330	Vehicle & equipment maint.	50,000.00	321.55	321.55	0.64
6340	Distribution system maint	400,000.00	21,216.20	21,216.20	5.30
6342	Collection system maint.	320,000.00	5,717.39	5,717.39	1.79
6350	Computer maintenance	318,000.00	51,562.44	51,562.44	16.21
6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00
6410	Mileage	6,000.00	0.00	0.00	0.00
6420	Staff training	74,000.00	385.00	385.00	0.52
6430	Certifications	6,500.00	240.00	240.00	3.69

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6440	Board travel & training	7,000.00	190.00	190.00	2.71
6510	Office supplies	33,000.00	4,484.81	4,484.81	13.59
6520	Fuel & oils	71,000.00	2,499.23	2,499.23	3.52
6525	Chemicals	30,000.00	5,920.46	5,920.46	19.73
6530	Small tools & equipment	46,000.00	3,662.66	3,662.66	7.96
6540	Safety supplies	38,500.00	3,282.58	3,282.58	8.53
6550	Operational Supplies	26,000.00	588.75	588.75	2.26
6560	Uniforms	36,000.00	6,555.18	6,555.18	18.21
6590	Other supplies	10,000.00	639.05	639.05	6.39
6610	Board compensation	2,500.00	8.35	8.35	0.33
6710	Purchased water	1,117,000.00	153,818.00	153,818.00	13.77
6715	Water quality program	12,000.00	0.00	0.00	0.00
6720	Insurance	270,000.00	0.00	0.00	0.00
6730	Communications	125,000.00	1,585.77	1,585.77	1.27
6740	Advertising	7,500.00	145.69	145.69	1.94
6750	Other purchased services	0.00	0.00	0.00	0.00
6760	Equipment Rental	8,000.00	735.16	735.16	9.19
6770	Bank charges	140,000.00	15,075.22	15,075.22	10.77
6780	Taxes & fees	106,500.00	9,407.86	9,407.86	8.83
6785	ECAP Payments	76,000.00	3,591.35	3,591.35	4.73
6810	2010 SRF Loan Principal	928,171.00	461,854.00	461,854.00	49.76
6811	2010 IFA Loan Principal	307,409.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	57,000.00	0.00	0.00	0.00
6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	305,740.00	125,144.00	125,144.00	40.93
6822	2010 IFA Loan Interest	144,809.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	340,676.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	7,000.00	0.00	0.00	0.00
6825	Zions Bank loan-interest	26,000.00	12,992.70	12,992.70	49.97
6900	Miscellaneous expense	7,000.00	92.13	92.13	1.32
6990	Special Payments	550,000.00	0.00	0.00	0.00
7200	Infrastructure	1,555,000.00	0.00	0.00	0.00
7300	Buildings & improvements	0.00	20,316.00	20,316.00	0.00
7520	Equipment	177,000.00	0.00	0.00	0.00
7530	Software	25,000.00	0.00	0.00	0.00
7540	Vehicles	70,000.00	0.00	0.00	0.00
7600	Capital Improvement Projects	2,954,000.00	38,916.62	38,916.62	1.32
8105	Transfers out to Fund 05	4,407,000.00	367,250.00	367,250.00	8.33
8120	Transfers out - Fund 20	623,800.00	0.00	0.00	0.00
8150	Transfers out - Fund 50	3,412,000.00	0.00	0.00	0.00
8171	Transfers out - Fund 71	500,000.00	41,667.00	41,667.00	8.33
8172	Transfers out - Fund 72	1,000,000.00	83,333.00	83,333.00	8.33
8173	Transfers out - Fund 73	480,000.00	40,000.00	40,000.00	8.33
9000	Contingency	10,142,100.00	0.00	0.00	0.00
<b>Expense</b>	<b>Expense</b>	<b>39,958,705.00</b>	<b>1,959,000.63</b>	<b>1,959,000.63</b>	<b>4.90</b>
<b>Revenue Total</b>		<b>25,426,200.00</b>	<b>1,833,478.58</b>	<b>1,833,478.58</b>	<b>0.0721</b>
<b>Expense Total</b>		<b>39,958,705.00</b>	<b>1,959,000.63</b>	<b>1,959,000.63</b>	<b>0.049</b>
<b>Grand Total</b>		<b>-14,532,505.00</b>	<b>-125,522.05</b>	<b>-125,522.05</b>	<b>0.0086</b>





## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Laural Casey, District Recorder
<b>Title</b>	Approval of Meeting Minutes
<b>Item No.</b>	5b
<b>Date</b>	September 21, 2021

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### **Summary of Minutes for Approval**

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

### **Attachments**

1. August 17, 2021 Regular Board Meeting Minutes



**BOARD OF DIRECTORS**  
**[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.**  
**August 17, 2021**

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Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Consultants & Organizational Representatives – Present via Zoom:

Laura Westmeyer	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee

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

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

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen also introduced Sherry French, President of the Clackamas River Water Board of Commissioners. visiting in an official capacity.

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

**2. Call for Public Comment**

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Thelma Haggemiller commented on MapIt, a local community group, work related to the Park Avenue Plan and asked for an update on the District's efforts to become an authority.

### **3. Monthly Update: Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) Steering Committee member, Jane Civiletti, reported that the Committee anticipated receiving a complete governance report in September and would return to the Board with an update.

### **4. Consent Agenda**

Items on the Consent Agenda include:

- The June Financial Report
- The July 20, 2021 regular meeting minutes, and
- An amendment to the biosolids hauling contract with Horner Enterprises, Inc.

The Board made comments and asked questions related to the items on the Consent Agenda.

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

MOTION CARRIED

### **5. Consideration of Transition to In-Person/Hybrid Public Meetings**

General Manager Chaplen overviewed new legislative requirements and outlined the staff recommendation for returning to in-person meetings.

The Board provided comments regarding the current status of the pandemic and the District's commitment to public health and safety.

Treasurer Knudson moved to continue holding public meetings remotely through December 2021 and requested Staff return with an updated presentation and recommendation at the December 21, 2021 meeting. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

**6. Call for Public Comment**

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were two.

Jane Civiletti asked about the current level of the Clackamas River, particularly at the Water Treatment Plant (WTP) intake. General Manager Chaplen noted the recent high customer demand but stated the WTP was currently able to produce enough water. Utility Operations Director Page indicated the State provided updated river levels and would get the weblink to Ms. Civiletti.

**7. Business from the Board**

The Board provided verbal reports and asked questions related to the written reports.

Thelma thanked the Board for taking action to become an authority.

**8. Departments Reports**

The Board provided comments and asked questions related to water conservation messaging, revenue, and the check report.

*Treasurer Knudson exited the meeting at 7:12pm*

General Manager Chaplen acknowledged David Hawkins, Interim Plant Superintendent, attending his first meeting as a member of the Management Team. The Board welcomed Mr. Hawkins.

**9. Adjourn Meeting**

President Gornick adjourned the meeting at 7:13 p.m.

Respectfully submitted,

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Paul Gornick  
President, Board of Directors

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Ginny Van Loo  
Secretary/Vice President, Board of Directors

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

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

## STAFF REPORT

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**To** Board of Directors  
**From** Aleah Binkowski, Human Resources Manager  
**Title** Approval of the Revised Cybersecurity Policy  
**Item No.** 5c  
**Date** September 21, 2021

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### Summary

The District has a current Cybersecurity policy approved by the Board in 2019. We have revised our policy to add details and outline security controls which are best practices for business and for the organization.

### Background

The District purchases most of our insurance through Special Districts Insurance Services (SDIS). Every year SDIS puts out a Best Practices Survey. For each of the best practices participating Districts complete, a 2% discount is added to their overall annual insurance policy renewal cost. Districts can get up to 10% off their policy by completing all the items on the best practices list. This year the best practices list focuses on cybersecurity. Our District is on track to receive the full 10% discount. One of the best practices on the current survey is a Board-adopted Cybersecurity Policy. We already have a Board-adopted policy, but the sample SDIS policy outlined some best practices the District had already incorporated into our day-to-day operations but were not written into a policy. We have taken the existing policy and added many of the security practices we already have in place and a few items we are working towards as we replace equipment. As cybersecurity and security threats change rapidly, this policy will never be 100% exhaustive. However, it will provide a blueprint for minimum security. The policy will need to be updated every year or so to reflect the changing cyber/technological environment. Moving forward we plan on taking items/best suggested best practices from our annual vulnerability scan and incorporate them into the policy. Additions to the current policy are in red tracked changes.

### Recommendation

Staff requests the Board adopt the attached Cybersecurity Policy.

### Attachments

1. Cybersecurity Policy



**EMPLOYMENT POLICY & PRACTICE (EPP)**

**EPP: CYBER SECURITY**

**DATE: August 2021**

## **CYBER SECURITY POLICY**

### **PURPOSE:**

The purpose of this policy is to inform the District's users (employees, contractors, Board members) of their obligatory requirements for protecting the technology and information assets of the District.

### **SCOPE:**

This policy applies to all regular Oak Lodge Water Services District employees.

### **POLICY STATEMENT:**

It is the obligation of all users of District systems to protect technology and information assets from unauthorized access, theft, and destruction. OLWSD seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Cyber Security Policy is designed to establish a foundation for an organizational culture of security.

The purpose of this policy is to clearly communicate the District's security objectives and guidelines to minimize the risk of internal and external threats.

### **DEFINITIONS:**

#### **Confidential Information**

- Personnel information
- Classified financial information
- Customer data
- Data about partners
- Data about vendors
- Patents, formulas, or new technologies

## Operational Information

- All non-confidential information

## IT Representative

- Either the District's in-house Technical Services Coordinator and/or the agency holding the District's managed IT contract (IT Contractor).
- Privileged Access to the organization's systems and applications above and beyond general user access shall be limited to the IT Representative and key administrators.

## District Technology and Information Assets

1. Computer hardware, CPU, Email, web, application servers, PC systems, application software, system software, cell phones, tablets, etc.
2. System software including operating systems, database management systems, backup and restore software, and communications protocols.
3. Application software used by various District departments including custom written software applications and commercial off-the-shelf software packages.
4. Communications network hardware and software including routers, routing tables, hubs, modems, multiplexers, switches, firewalls, private lines, and associated network management software and tools.
5. Electronic records, data, information or communications (Email, messaging, social media, etc.) including information in any form created, processed, stored, or transmitted under the District's purview.

## DATA USE AND OWNERSHIP:

1. All data created using District electronic assets are the property of the District. Any employee personal information stored on any electronic asset belonging, including, but not limited to cell phones, tablets laptops and personal computers to the District shall have no presumption of privacy or confidentiality.
2. Employees may use District electronic assets provided that the use adheres to this policy and to all other relevant District policies, state and federal laws, does not impose additional costs on the District, or does not interfere with their normal duties. Personal use of the District's electronic assets resulting in increased District expenses may result in reimbursement owed to the District and could result in disciplinary action.
3. Employees that have access to and use of electronic assets as part of their duties must have basic skills in the proper use of the asset.
4. All employee interactions with social media on behalf of the District or representing the District in any way shall follow any relevant Social Media policy.

5. All electronic assets that are the property of the District shall be managed by the District's IT Representative under the direction of the General Manager:
  - Employees will not add, move, or remove assets without the prior approval of the IT Representative.
  - Employees may be issued electronic assets and accessories as part of their job responsibilities. In this event:
    - The employee will be issued assets at the request of their manager.
    - Employees are responsible to know and follow the appropriate protection, use, and care of this District property.
    - All replacements for loss or damage must be approved by the employee's manager.
    - In the event of loss or damage, the lost item must be immediately reported to the employee's manager and the District's IT Representative.
    - The IT Representative will maintain an inventory of authorized electronic assets and the employee authorized to use the asset.
6. For security and maintenance purposes, the General Manager may authorize the monitoring or modification of electronic assets, systems, and network traffic at any time.
7. The IT Representative may be requested to audit electronic assets on a periodic basis to ensure compliance with this policy.
8. The IT Representative, through approval from the General Manager, may restrict any external and internal access of any employee for the protection of the District.
9. External access methods are limited to those provided by the District and authorized by Management for the specific application.
10. With approval, authorized individuals may access, retrieve, read, and delete any electronic record, data, information, or communication that is created on, received through, or sent by any means using District resources in accordance with the District's records management policy.

**SECURITY AND PROPRIETARY INFORMATION:**

1. Employees should take all reasonable precautions to prevent unauthorized access to District electronic assets and information.
2. Authorized users are responsible for the security of their accounts and their means of authentication.
3. Employees must immediately report any and all suspected security breaches or threats to management or the District's IT representative.



**UNACCEPTABLE USE:**

1. Employees shall not engage in any activity that is illegal under local, state and federal law, or in violation of any District policy, while utilizing District-owned resources.
2. Employees shall not violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations.

**PROHIBITED USES:**

Employees are prohibited from:

1. Introducing malicious programs or allowing unauthorized users access to the computing environment;
2. Circumventing, or attempting to circumvent, the security measures of any District electronic asset;
3. Transporting or transferring confidential information outside of the District network unless using an authorized system;
4. Saving confidential District information to a personal computer or device;
5. Installing or distributing software products on or from District resources for which the District does not have an active license;
6. Purchasing or installing software during their employment without the approval of the General Manager, or his/her designee;
7. Installing for personal use any software licensed to the District;
8. Accessing online entertainment, pornography, illicit or illegal material, games, or playing games using District resources.
9. Attempting to obscure or forge the source of communications originating from the District (spoofing);
10. Participating in any form of harassment via a District resource, whether through content, frequency, or number of communications;
11. Effecting security breaches that include, but are not limited to, accessing data which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access;
12. Effecting disruption of service or network monitoring; and
13. Employees may be exempted from these restrictions during the course of their required job responsibilities with the express approval of the General Manager or IT Representative.

## **ENFORCEMENT:**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## **DATA BACKUP AND RECOVERY:**

The organization will conduct regular backups of all critical business data. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

## **MULTI-FACTOR AUTHENTICATION:**

Multi-factor authentication will be utilized on all systems or services that are external to the organization. This includes email, VPN, and Software as a Service (SaaS).

## **FIREWALL WITH SECURITY SERVICES:**

The organization will protect the corporate network from the Internet through the use of a firewall.

## **EMAIL SECURITY:**

The organization will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The organization will also not utilize email to send or receive sensitive information.

## **WIRELESS:**

The organization's wireless will be setup utilizing two separate SSID's one for organizationally owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

## **PASSWORD MANAGEMENT:**

The organization will utilize the following password configuration:

- System account lockout threshold (after invalid tires): 30 Minutes
- Invalid login attempts before lockout: 5 tries
- Minimum password length: 8 characters
- Maximum password age: 6 Months
- Password history: Cannot repeat any of the last three passwords
- Password complexity: On

### **SECURITY AWARENESS TRAINING:**

The organization's personnel may be required to participate in security training on an annual or as needed basis.

### **ASSET MANAGEMENT:**

An inventory of all the organization's hardware and software will be maintained that documents the following:

- Employee in possession of the hardware or software
- Date of purchase
- Serial number
- Type of device and description

### **Securing Remote Workers**

The organization requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

### **Standard Configuration**

The organization will utilize a standard configuration for all endpoints, servers, network devices, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

### **Vulnerability Scanning**

The organization will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

### **Auditing and Logging**

The organization will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

### **INTERPRETATION:**

Any questions regarding the intent or application of this policy should be directed to Human Resources or the General Manager.

**Commented [ABB1]:** This is the goal as we replace equipment. The District is currently working on replacing computers with laptops and docking stations (when applicable) for more mobility moving forward.

## STAFF REPORT

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**To** Board of Directors  
**From** Haakon Ogbeide, Civil Engineer  
**Title** Approval of the Secondary Clarifiers 1 & 2 Project  
Engineering Design Contract  
**Item No.** 5d  
**Date** September 21, 2021

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### Summary

This staff report seeks approval to commence engineering design of the Secondary Clarifiers 1 & 2 Project. On-call consulting engineers, Murraysmith, have engineered previous projects at the Plant which have brought value to the Water Reclamation Facility. Their Scope of Work for this Clarifiers 1 and 2 Project would produce bid-ready Construction Documents for public bidding during the summer of 2022.

The Clarifier 1 & 2 Project would see the two oldest of four clarifiers at the Water Reclamation Facility overhauled with new mechanisms, piping connections, and access for plant operations. The engineering design would happen during this current fiscal year 2021-22. Construction is scheduled to take place through the dry season of spring and summer 2023. A year-long construction phase starting in the fall of 2022 is scheduled to account for shortages and delays in manufacturing and the time it takes to receive construction materials.

### Background

Secondary Clarifiers are a critical component in wastewater treatment. The microorganisms that consume volatile organic solids suspended in wastewater do so in the calm environment of the secondary clarifiers. Cleaned water flows out of the clarifiers to be release back to the river following disinfection.

A pair of two newer secondary clarifiers at the WRF were built as the facility was overhauled around a decade ago. The older pair, however, originate from the 1960's and received a major overhaul in the 1990's but are now rusting, and the nearly 30-year-old fiberglass walkways flex when walked on.

An in-depth assessment of the clarifiers, conducted by Murraysmith in 2015, showed the concrete structure to be in fair condition, although much of mechanisms and walkways were deteriorating. This project is thus scoped to replace all machinery, electrical components, and access ways, yet keep and repurpose the concrete tanks. The primary design goal is to bring the

two older Clarifiers 1 and 2 up to the same, if not better, standard than the newer Clarifiers 3 and 4.

### **Past Board Actions**

May 2021 Board approves the FY 2022 Budget, which includes \$1,000,000 allocated for this project over two fiscal years, \$100,000 of which is budgeted for the current fiscal year.

### **Concurrence**

Technical Services Staff collaborated with Plant Operations and on-call consulting engineers Murraysmith in planning this project and developing the attached Scope of Work.

### **Budget**

This work would be paid for from the Wastewater Reclamation Capital Fund, specifically line 72-21-7600.

### **Recommendation**

Staff requests the Board approve the attached Scope of Work for engineering design of the Secondary Clarifiers 1 & 2 Project, for the sum of \$195,275, through the active On-call Personal Services Contract with Murraysmith.

### **Attachments**

1. Scope of Work for engineering design of the Secondary Clarifiers 1 & 2 Project



September 7, 2021

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

Re: Proposal for WRF Secondary Clarifier Rehabilitation Final Design

Dear Haakon:

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

### **Scope of Work Overview**

The Scope of Work, included as Exhibit A, includes final design for rehabilitation of Secondary Clarifier Nos. 1 and 2. The project generally includes replacement of the clarifier equipment and piping, new concrete launders to replace the existing fiberglass reinforced plastic launders, new walkways around the perimeter of the clarifiers, replacement of the degrading FRP handrails, and scum and drain piping modifications in the RAS/WAS pump station between the clarifiers.

The following tasks are included in the Scope of Work:

- Task 1** Project Management
- Task 2** Data Collection, Site Investigations, and Preliminary Design
- Task 3** Final Design
- Task 4** Services During Construction

### **Budget**

Murraysmith's proposed project budget of **\$195,275** is detailed in the Fee Estimate included as Exhibit B.

### **Schedule**

The proposed project duration is anticipated to be 10 months for final design, with services during construction to follow. Our team is available to begin work immediately following Notice-to-Proceed from the OLWSD.

## Terms and Conditions

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

We look forward to working with OLWSD on this important project that will assist in improving the clarifier hydraulics and optimizing your WWTP operations.

Sincerely,

A handwritten signature in blue ink, appearing to read "AR", is written over a light gray rectangular background.

MURRAYSMITH  
Austin Rambin, PE  
Project Manager

WAR:mrs

Enclosures:

Exhibit A Scope of Work  
Exhibit B Budget

# EXHIBIT A

## SCOPE OF WORK

### SECONDARY CLARIFIER REHABILITATION DESIGN OAK LODGE WATER SERVICES DISTRICT, OREGON

#### Introduction and Background

Oak Lodge Water Services District (OLWSD) owns and operates the OLWSD Water Reclamation Facility (WRF) located at 13750 SE Renton Avenue in Oak Grove, Oregon. The WRF operates four (4) secondary clarifiers. Clarifier Nos. 1 and 2 were installed in the 1994-95 timeframe. Clarifier Nos. 3 and 4 were installed during the plant's most recent major upgrade in 2012.

In 2014, OLWSD contracted with Murraysmith for an assessment of Clarifier No. 2, which was offline at the time. The assessment found several deficiencies with the clarifier equipment, piping, and fiberglass reinforced plastic (FRP) components. The report concluded that major repairs were warranted within a 5 to 10-year timeframe, and that Clarifier No. 1 was likely in the same condition as No. 2.

Based on discussions with OLWSD staff, they would like to replace the mechanical equipment for Clarifier Nos. 1 and 2 to match Clarifier Nos. 3 and 4 as much as possible. The design is to be completed and out to bid by June 30, 2022. Construction is to commence in the spring of 2023. The proposed project includes replacement of the clarifier equipment and piping, new concrete launders to replace the existing FRP launders, new walkways around the perimeter of the clarifiers to facilitate access to the launders and weirs, replacement of the degrading FRP handrails and other appurtenances identified in the condition assessment; and scum and drain piping modifications in the RAS/WAS pump station between the clarifiers.

#### Scope of Work

This Scope of Work includes preliminary design, final design, and construction support services for the Secondary Clarifier Rehabilitation Project as described below. Bidding services and system integration are not included in this scope of work.

#### Task 1 – Project Management

The objective of the Project Management task is to provide leadership and guidance to deliver the project on time and budget, coordinating with OLWSD staff. This task includes conducting the



design phase project kickoff meeting, monthly project invoices with project status reports, and other project management activities required to keep the project on track.

## *Subtasks*

### *1.1 Project Kickoff Meeting*

A virtual project kickoff meeting will be held using Microsoft Teams or other video conferencing software to review the desired project outcomes, and discuss the final design scope and schedule, including any concerns or requests from OLWSD staff.

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

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

### *1.3 Internal Team Coordination*

Murraysmith's Project Manager will conduct regular check-ins with the project team to verify status of project tasks, review schedule milestones, and discuss any outstanding issues needing resolution. For budgeting purposes, this task assumes two (2) hours per week for team coordination activities to be split between Murraysmith's Project Manager and Project Engineer. A Project Safety Plan is also included in this subtask.

## *Task 1 Deliverables*

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

## *Task 1 Assumptions*

- The project duration for design and construction services is assumed to be 10 months; therefore, 10 monthly progress reports and invoices are included in the Scope of Work. While the actual project duration may be longer, it is assumed that Murraysmith will be actively working on the project for 10 months during design and construction.
- The Project Kickoff Meeting will be conducted via video conference.

## **Task 2 – Data Collection, Site Investigations, and Preliminary Design**

Collect and review background data needed for the project including review of plant process data, conducting a field topographic survey, and condition assessment for the project elements. Prepare a Preliminary Design Report and hold a review meeting with OLWSD staff.

## *Subtasks*

### *2.1 Background Data Collection and Review*

Prepare a list of required background data for completion of design to be provided by OLWSD staff. Relevant data anticipated to be required for the project may include:

- Discharge Monitoring Reports from 2019 to current
- Clarifier Design and Record Drawings from 2001 upgrade, if available
- Internal staff reports regarding the clarifier performance, if available

### *2.2 Topographic Survey*

Conduct a topographic survey of the WRF site adjacent to and including Secondary Clarifier Nos. 1 and 2 to develop AutoCAD base maps for use during design. The following survey data will be collected and included in the base map for the project.

- Secondary Clarifier Nos. 1 and 2 (exterior/interior dimensions, equipment locations, floor elevations, hydraulic features, and process pipes)
- Secondary Clarifier Nos. 3 and 4 (launders, weirs, walls, and bridges)
- Hardscape features (curb, pavement, sidewalk, etc.)
- Vegetation and trees
- Power poles, light poles, walls (permanent and noteworthy features)
- Open space topography of the project area
- RAS/WAS pump station roof platform and laser scan of interior scum and drain piping; and
- Above ground evidence of all existing underground utilities located in the area around Secondary Clarifier Nos. 1 and 2.

Survey control points will be set for ongoing use during design and construction.

### *2.3 Condition Assessment*

A condition assessment and evaluation will be completed on existing Secondary Clarifier Nos. 1 and 2 including the walls, floors, and associated piping. The condition assessment will be used to support Preliminary Design in Task 2.4 and the findings will be included as an appendix in the Preliminary Design Report.

## *2.4 Preliminary Design*

Preliminary Design will develop the design to approximately 30% completion based on the condition assessment from the previous task. Preliminary Design will be completed for rehabilitation and improvements to Clarifier Nos. 1 and 2 including clarifier equipment replacement, new inboard concrete launders, new elevated walkways around the clarifiers for access to the launder weirs, replacement of the FRP handrails on and leading up to the RAS/WAS pump building, and scum and drain piping modifications. The evaluations will be summarized in a Preliminary Design Report. The report will include the following elements:

- Introduction and Background
- Design Criteria
- Preliminary Design Development and Discussion for Clarifier Nos. 1 and 2, including:
  - Preliminary drawings completed to approximately 30% as indicated in Attachment 1 – Sheet List
  - Equipment data sheets
  - Process and Hydraulic Evaluations
  - Potential impact on other WRF Unit Processes
  - Potential grading changes to the access drive adjacent to the Headworks to allow for improved ingress and egress to the upper plant site area
- Recommended upgrades with Engineer’s Opinion of Probable Construction Cost

Following submission of the draft Preliminary Design Report, Murraysmith will prepare an overview presentation and conduct a review meeting with OLWSD staff. Afterward, the report will be finalized to address comments from OLWSD staff.

### *Task 2 Deliverables*

- An electronic (PDF) copy of the Draft and Final Preliminary Design Report
- An electronic (PDF) copy of agenda and minutes from the Preliminary Design Review Meeting

### *Task 2 Assumptions*

- A boundary survey is not included as part of the field survey.

- The field survey will be completed in two (2) site visits. OLWSD staff will take each clarifier offline separately to allow access for the survey.
- The field survey of Secondary Clarifiers Nos. 3 and 4 will be limited to features that affect the hydraulic and access design of the improvements to Secondary Clarifiers Nos. 1 and 2.
- The laser scan of the RAS/WAS pump building to include the scum and drain piping area adjacent to the clarifiers, not the entire pump room.
- The condition assessment will be based on visual inspection of the concrete and piping components of the clarifiers that are readily accessible during the site visits. No field testing or laboratory analysis is included in the assessment. The FRP components are not included in the assessment, as they are at the end of their useful life.
- The condition assessment will be completed in two (2) site visits. OLWSD staff will take each clarifier offline separately to allow access for the assessment.
- Improvements to Clarifier Nos. 1 and 2 shall match the existing Clarifier Nos. 3 and 4 to the greatest extent practical.
- The Preliminary Design review meeting is anticipated to be two (2) hours in duration and will be attended by Murraysmith's Project Manager, Project Engineer, and subconsultants.

## Task 3 – Final Design

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

### Subtasks

#### 3.1 90% Final Design

Develop the design from preliminary design to 90% and prepare the 90% Design Submittal, including 90% construction drawings, final draft Division 01-48 specifications, and 90% Engineer's Opinion of Probable Construction Cost (OPCC).

Approximately 42 construction drawings will be prepared in the 90% Design Submittal for General, Mechanical, Structural, Electrical, and Process & Instrumentation Diagrams along with associated specifications. Attachment 1 contains the tentative design drawing sheet list.

#### 3.2 90% Design Review Workshop

Hold a virtual meeting with OLWSD staff to review the 90% Design Submittal using Microsoft Teams or other video conferencing software. The workshop is budgeted for two (2) hours in

duration and will be attended by Murraysmith's Project Manager, Project Engineer, and subconsultants.

### *3.3 Prepare Final Contract Documents (Final CDs)*

Incorporate comments from the 90% Design Submittal review and prepare the Final CDs, including technical specification sections (Division 01-48), final construction drawings, and final Engineer's OPCC.

### *Task 3 Deliverables*

- An electronic (PDF) copy of 90% Design Submittal including 90% construction drawings, specifications, and 90% OPCC.
- An electronic (PDF) copy of agenda and minutes from the 90% Design Review Workshop.
- An electronic (PDF) copy of the Final Contract Documents to be used for bidding, including technical specifications, construction drawings, and OPCC.
- An electronic (AutoCAD) copy of the design drawings, including the point cloud files from the laser scan of the RAS/WAS pump building.

### *Task 3 Assumptions*

- Given the scope of proposed improvements, the need for geotechnical services is not anticipated.
- Three (3) WRF site visits are budgeted for up to two (2) Murraysmith staff during Final Design for field verifications, meetings with OLWSD staff, and other miscellaneous items requiring onsite coordination.
- The 90% Design Review Workshop will be scheduled approximately two (2) weeks following delivery of the 90% Design Submittal to OLWSD.
- The 90% Design Review Workshop will be conducted via video conference.
- Drawings and specifications included in Final CDs will be electronic. No documents will be printed.
- OLWSD to provide Front End and Division 0 contract documents, will prepare the complete package for Contractor bidding and facilitate the bidding process.

## **Task 4 – Services During Construction**

Murraysmith will provide services during construction on an as needed basis.

## *Subtasks*

### *4.1 Submittal Reviews and Responses*

Provide submittal reviews and responses for all project submittals.

### *4.2 Construction Observation Site Visits*

Conduct two (2) site visits during construction to be attended by Murraysmith's Project Engineer, budgeted for two (2) hours in duration for each visit. It is anticipated that the site visits will be timed to observe the project during a significant stage of construction, as requested by OLWSD staff. Conduct up to four (4) structural observation site visits during construction to be attended by Murraysmith's structural engineering subconsultant, budgeted for three (3) hours in duration for each visit.

### *4.3 Responses to Requests for Information or Clarification*

Provide responses to Contractor Requests for Information or Clarification (RFI/C).

## *Task 4 Deliverables*

- An electronic (PDF) copy of Submittal Review Responses
- An electronic (PDF) copy of RFI/C Responses

## *Task 4 Assumptions*

- OLWSD will manage and oversee all activities associated with bidding and construction.
- Murraysmith will provide limited support as defined herein. All communication will be to OLWSD staff.
- Submittal Responses to be electronic (Email) responses summarizing Engineer's comments.
- Task 4.1 assumes up to ten (10) submittal reviews, budgeted at four (4) hours per submittal.
- RFI/C Responses to be electronic (Email) summarizing Engineer's responses.
- Task 4.3 assumes up to six (6) RFI/C responses at three (3) hours per response.

# ATTACHMENT 1

## SHEET LIST

Sheet No.	Sheet Name	30%	90%	Final
<b>GENERAL</b>				
1	COVER SHEET	•	•	•
2	INDEX OF DRAWINGS	•	•	•
3	GENERAL NOTES AND BASIS OF DESIGN	•	•	•
4	GENERAL LEGENDS, SYMBOLS, AND ABBREVIATIONS	•	•	•
5	PARTIAL PROCESS FLOW SCHEMATIC AND HYDRAULIC PROFILE	•	•	•
<b>CIVIL</b>				
6	CIVIL LEGENDS AND SYMBOLS	•	•	•
7	CIVIL STANDARD DETAILS		•	•
8	OVERALL SITE AND YARD PIPING PLAN	•	•	•
<b>STRUCTURAL</b>				
9	STRUCTURAL LEGENDS, SYMBOLS AND ABBREVIATIONS	•	•	•
10	SPECIAL INSPECTIONS, TESTING SCHEDULE, AND CODE REQUIREMENTS		•	•
11	STANDARD STRUCTURAL DETAILS - REINFORCED CONCRETE 1		•	•
12	STANDARD STRUCTURAL DETAILS - REINFORCED CONCRETE 2		•	•
13	SECONDARY CLARIFIER 1 AND 2 TOP PLAN	•	•	•
14	SECONDARY CLARIFIER 1 AND 2 BOTTOM PLAN		•	•
15	SECONDARY CLARIFIER 1 AND 2 SECTIONS AND DETAILS 1	•	•	•
16	SECONDARY CLARIFIER 1 AND 2 SECTIONS AND DETAILS 2		•	•
17	SECONDARY CLARIFIER 1 AND 2 DETAILS 3		•	•
<b>MECHANICAL</b>				
18	MECHANICAL LEGENDS, SYMBOLS AND SCHEDULES	•	•	•
19	STANDARD MECHANICAL DETAILS 1		•	•
20	SECONDARY CLARIFIER 1 AND 2 DEMOLITION PLAN AND SECTIONS	•	•	•
21	SECONDARY CLARIFIER 1 AND 2 PLAN	•	•	•
22	SECONDARY CLARIFIER 1 AND 2 SECTIONS AND DETAILS 1		•	•
23	SECONDARY CLARIFIER 1 AND 2 SECTIONS AND DETAILS 2		•	•
24	SECONDARY CLARIFIER 1 AND 2 SCUM PIPING MODIFICATIONS PLAN AND SECTIONS	•	•	•
25	SECONDARY CLARIFIER 1 AND 2 SCUM PIPING MODIFICATIONS SECTIONS AND DETAILS		•	•
<b>PROCESS &amp; INSTRUMENTATION DIAGRAMS</b>				
26	P&ID LEGENDS, SYMBOLS AND ABBREVIATIONS 1	•	•	•
27	P&ID LEGENDS, SYMBOLS AND ABBREVIATIONS 2	•	•	•
28	SECONDARY CLARIFIER 1 AND 2 P&ID	•	•	•
<b>ELECTRICAL</b>				
29	ELECTRICAL LEGENDS, SYMBOLS AND ABBREVIATIONS	•	•	•
30	ELECTRICAL STANDARD DETAILS		•	•
31	ELECTRICAL SCHEMATICS AND WIRING DIAGRAMS		•	•
32	ONE-LINE DIAGRAM	•	•	•
33	MCC ELEVATIONS		•	•

Sheet No.	Sheet Name	30%	90%	Final
34	CONDUIT AND WIRE SCHEDULE		•	•
35	SECONDARY CLARIFIER 1 AND 2 ELECTRICAL PLAN		•	•
36	ELECTRICAL SITE AND GROUNDING PLAN	•	•	•
<b>INSTRUMENTATION AND CONTROL</b>				
37	INSTRUMENTATION AND CONTROL LEGENDS, SYMBOLS AND ABBREVIATIONS	•	•	•
38	INSTRUMENT INSTALLATION STANDARD DETAILS		•	•
39	CONTROL PANEL LAYOUT AND DETAILS		•	•
40	PLANT PLC PANEL – LAYOUT, DETAILS AND BILL OF MATERIALS		•	•
41	PLANT PLC PANEL - POWER DISTRIBUTION		•	•
42	PLANT PLC PANEL – DIGITAL AND ANALOG I/O		•	•



SECONDARY CLARIFIER REHABILITATION DESIGN

EXHIBIT B - PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)										Hours	Labor	Subconsultants			Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	PIC Principal Engineer VI \$270	QA/QC Principal Engineer III \$239	Project Manager V \$270	PM Professional Engineer VIII \$202	CAD (R.Clark) Engineering Designer V \$164	PE Professional Engineer III \$157	CAD Technician III \$139	Administrative III \$110	Administrative II \$101	Industrial Systems			Peterson Structural Engineers	DJ&A						
	Perry	Zhang	Toledo	Rambin		DavisP	McFaddin	Ritz	Steinberg											
<b>Task 1 - Project Management</b>																				
Task 1.1 - Project Kickoff Meeting				2		4					6	\$ 1,072	\$ 500	\$ 500		1.1	\$ 1,100	\$ -	\$ -	\$ 2,172
Task 1.2 - Monthly Project Status Reports & Invoices				12		6			16		34	\$ 5,325				1.1	\$ -	\$ -	\$ -	\$ 5,325
Task 1.3 - Internal Team Coordination	4		2	14		10					30	\$ 6,251		\$ 1,050		1.1	\$ 1,155	\$ -	\$ -	\$ 7,406
<b>Task 1 Subtotal</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>28</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>70</b>	<b>\$ 12,648</b>	<b>\$ 500</b>	<b>\$ 1,550</b>	<b>\$ -</b>		<b>\$ 2,255</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,903</b>	
<b>Task 2 - Data Collection, Site Investigations, and Preliminary Design</b>																				
Task 2.1 - Background Data Collection and Review				4		16					20	\$ 3,449				1.1	\$ -	\$ -	\$ -	\$ 3,449
Task 2.2 - Topographic Survey					2		4				6	\$ 918			\$ 14,500	1.1	\$ 15,950	\$ -	\$ 108	\$ 16,976
Task 2.3 - Condition Assessment				2		4					6	\$ 1,072		\$ 7,200		1.1	\$ 7,920	\$ -	\$ -	\$ 8,992
Task 2.4 - Preliminary Design	2	6		24	44	60	26				162	\$ 28,122	\$ 4,000	\$ 7,000		1.1	\$ 12,100	\$ -	\$ 1,260	\$ 41,482
<b>Task 2 Subtotal</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>30</b>	<b>46</b>	<b>80</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>194</b>	<b>\$ 33,561</b>	<b>\$ 4,000</b>	<b>\$ 14,200</b>	<b>\$ 14,500</b>		<b>\$ 35,970</b>	<b>\$ -</b>	<b>\$ 1,368</b>	<b>\$ 70,899</b>	
<b>Task 3 - Final Design</b>																				
Task 3.1 - 90% Final Design	2	6		28	60	65	40		30		231	\$ 37,671	\$ 9,840	\$ 9,000		1.1	\$ 20,724	\$ 42	\$ 1,800	\$ 60,237
Task 3.2 - 90% Design Review Workshop				4		8					12	\$ 2,144	\$ 500	\$ 500		1.1	\$ 1,100	\$ -	\$ -	\$ 3,244
Task 3.3 - Prepare Final Contract Documents	2	6		8	24	30	12		20		102	\$ 16,541	\$ 4,840	\$ 4,700		1.1	\$ 10,494	\$ -	\$ 648	\$ 27,683
<b>Task 3 Subtotal</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>40</b>	<b>84</b>	<b>103</b>	<b>52</b>	<b>0</b>	<b>50</b>	<b>345</b>	<b>\$ 56,357</b>	<b>\$ 15,180</b>	<b>\$ 14,200</b>	<b>\$ -</b>		<b>\$ 32,318</b>	<b>\$ 42</b>	<b>\$ 2,448</b>	<b>\$ 91,165</b>	
<b>Task 4 - Services During Construction</b>																				
Task 4.1 - Submittal Reviews and Responses				7		21					28	\$ 4,894	\$ 1,500	\$ 2,100		1.1	\$ 3,960	\$ -	\$ -	\$ 8,854
Task 4.2 - Construction Observation Site Visits				2		6					8	\$ 1,398		\$ 3,200		1.1	\$ 3,520	\$ 28	\$ -	\$ 4,946
Task 4.3 - Responses to Requests for Information or Clarification				4		8					12	\$ 2,144	\$ 1,000	\$ 1,150		1.1	\$ 2,365	\$ -	\$ -	\$ 4,509
<b>Task 4 Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>\$ 8,436</b>	<b>\$ 2,500</b>	<b>\$ 6,450</b>	<b>\$ -</b>		<b>\$ 9,845</b>	<b>\$ 28</b>	<b>\$ -</b>	<b>\$ 18,309</b>	
<b>TOTAL - ALL TASKS</b>	<b>10</b>	<b>18</b>	<b>2</b>	<b>111</b>	<b>130</b>	<b>238</b>	<b>82</b>	<b>16</b>	<b>50</b>	<b>657</b>	<b>\$ 111,001</b>	<b>\$ 22,180</b>	<b>\$ 36,400</b>	<b>\$ 14,500</b>		<b>\$ 80,388</b>	<b>\$ 70</b>	<b>\$ 3,816</b>	<b>\$ 195,275</b>	



## STAFF REPORT

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**To** Board of Directors  
**From** Jason Rice, District Engineer  
**Title** Consideration of Watershed Protection Capital Projects  
**Item No.** 6  
**Date** September 8, 2021 for September 21, 2021

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### Summary

The FY22 Budget currently contains \$300,000 for the purposes of relieving flooding and improving stormwater quality within the District.

### Background

Over the past few years, three flooding issues have consistently come up as the most problematic for our customers: Boardman Creek at Jennings Avenue, El Camino Way, and Boardman Creek at the Trolley Trail. The intent of this report is to provide updates to each of these issues and provide a solution for moving forward with one of them within this fiscal year's Budget.

#### Boardman Creek at Jennings Avenue

This location has notoriously been known as one of the District's worst places for flooding. While flooding was improved with the Boardman Wetland Complex Project construction, Staff continue to focus on improving this area. Just recently, Technical Services Staff coordinated with Clackamas County Department of Transportation and Development (CCDTD) to clean out the creek south of Jennings Avenue. This happened just after CCDTD Maintenance Staff cleaned out the culvert running underneath Jennings Avenue.

All of this is in preparation for the Jennings Avenue Bike and Pedestrian improvement project that will begin construction next calendar year. Since the project will create new impervious areas, CCDTD will need to treat (at least) this new area. However, CCDTD staff have chosen to overtreat in a regional stormwater pond that will capture flows from up to 38 acres (12.5 of which are impervious) upstream of the flooding site and release the stormwater into Boardman Creek at a controlled pace. This design should prevent flooding at site for the foreseeable future.

### El Camino Way

While this issue only impacts one customer, it has caused a large amount of damage to that customer's home due to the downstream system being installed with reverse grade and what is now undersized pipe. CCDTD staff performed a preliminary design and determined that there are two feasible solutions to fix this problem.

Oak Lodge Staff was recently informed that Clackamas County has received 81 million in American Rescue Plan Act (ARPA) dollars and Staff have proposed to the County Board three drainage projects totaling 2 million of that 61 million. To date, Staff have not heard back from the Board about this request.

### Boardman Creek at the Trolley Trail

This site has also been troublesome to District customers because Boardman Creek (just north of this intersection) is very flat and when a beaver creates a dam, it floods both an apartment complex and a used car lot just south of the apartments. The owner of the car lot has already reported hundreds of thousands of dollars of damage to his insurance company.

During an on-site meeting with CCDTD, North Clackamas Park and Recreation District (NCPRD), and the owner of the car lot, District staff was informed that CCDTD cannot and will not take this project on by themselves. The area that seems to need the most improvements is in the right-of-way (ROW) that was never accepted by the County for maintenance. NCPRD is in the same place financially since their money is reserved for their properties. However, all three (including the car lot property owner) were not opposed to teaming up on the project and funding their individual areas of responsibility.

To resolve the situation, I proposed to everyone on-site that the District perform a preliminary feasibility and design study (with Board approval) to assess how much the project would cost and how the construction would take place. Once these documents were produced, I could sit down with the other stakeholders and see how funding would come together, or if a grant may be available for this type of work.

### **Past Board Actions**

May 2021      Board Adoption of the FY22 Budget which contains the FY22-27 Capital Improvement Plan.

### **Concurrence**

CCDTD Staff, NCPRD Staff and the affected property owner concur with this approach as it will better guide future decisions on how the area can be alleviated from flooding.

**Budget**

The current FY22 Budget has allocated \$300,000 in the Watershed Protection Capital Fund (73-23-7600) for the purposes of relieving flooding and improving stormwater quality within the District.

**Recommendation**

Staff recommends purposing the Watershed Protection Capital budget (up to \$300,000) to perform a preliminary design of the issues surrounding Boardman Creek near SE Boardman Avenue and SE Arista Drive.

**Alternatives to Recommendation**

The Board could direct Staff to focus the budget elsewhere.

**Suggested Board Motion**

*"I move to direct Staff to gather a quote from one of the District's On-Call Engineering firms to develop a plan to fix the flooding and water quality issues surrounding Boardman Avenue and SE Arista Drive."*

## AGENDA ITEM

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<b>Title</b>	Business from the Board
<b>Item No.</b>	7
<b>Date</b>	September 21, 2021

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### Summary

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

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

Business from The Board Items Include:

- a. Individual Board Member Reports**
- b. Parking Lot**

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.

**Oak Lodge Water Services  
2021 OLWS Board Member Liaison Assignments**

<b>Board/Committee</b>	<b>Current Primary</b>	<b>Current Alternate</b>	<b>Meeting Schedule</b>
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Mark Knudson	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	OPEN	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	

**Meetings Attended During the Past Month**

1. August 17, 2021 – OLWSD Board of Directors meeting
2. August 25, 2021 – Oak Grove Community Council meeting (agenda attached)
  - a. Clackamas County Updates by Commissioner Savas
    - i. Various NCPRD projects (e.g., library) on hold due to cost escalation (e.g., COVID & materials costs); projects on hold until gap can be filled
    - ii. New director of NCPRD – Michael Borch(?); desire for NCPRD to be run like a district
    - iii. Encouraged communications between OGCC and County; county encourages OGCC engagement with MAPIT (Joseph: OGCC board hasn't had an opportunity to discuss and hasn't posted communications with the county)
  - b. Featured Business: Awakenings Coffeehouse – Ann Saunders Webb
    - i. Been there since March 2021 ... slowly developing and expanding
    - ii. Currently coffee & light food menu; moving into beer and wine in evenings, food carts, music in the field, developing restaurant with outdoor seating
  - c. Clackamas County Sheriff's Office Neighborhood Watch Program – Officer Sara McClurg
    - i. Thriving program available through Sheriff's office – program in place for 30 years
    - ii. New "Business Water" program starting soon
    - iii. Concepts:
      1. Know your neighbors: recognize neighbors and know who to reach out to and know your neighbors' vehicles
      2. Be aware of surroundings: look for things that are out of place or may present threat or suspicious behavior (not appearance; it's behavior – e.g., casing behavior)
      3. Report suspicious activity to law enforcement: call in suspicious activities (more calls = more attention ... be the squeaky wheel)
      4. Be aware of current events: porch pirates, mail theft (don't get live checks)
      5. Be safe and secure: door and window locks; lighting overnight all night every night – especially on front – and motion detectors and security cameras
      6. Communicate with your neighbors (e.g., group text lists)
      7. Keep it focused to about 10-20 homes (50 max)
    - iv. If you want to start a group, contact Sara – best if 1 neighbor in program for every 5 homes in neighborhood
    - v. CERT program and Neighborhood Watch programs work well together
    - vi. Exclusion program – owner of property can exclude an individual and arrest them for criminal trespass
  - d. Park Avenue Community Project Update – Park Avenue Neighbors (Danielle Lohmann, Ann Muir, Nate Ember, Craig VanValkenburg & Valorie Chapman)
    - i. BCC approved funding for planning and amendments to McLoughlin Area Plan
    - ii. ½ mile around Park Av Station; ~350 Ac
    - iii. Plan goals: engagement, anti-displacement, increase availability and diversity of housing, improve crossings of McLoughlin, integrate natural systems, prepare framework & map
    - iv. Intention to focus on two activity hubs – overall length of ½ mile
    - v. Emphasis on demand for housing and economic development; walkability and safety (shops and local businesses) & increase density of jobs

- vi. Need for improved walkability; limitations of existing zoning (auto-related businesses and storage facilities)
- vii. Proposed standards that supported goals – reflected in report to BCC
- viii. Plan supported by majority of participants but didn't achieve "consensus"
- ix. BCC has accepted the work but wanted MAPIT to be arbitrator for recommendations (MAPIT focus extends beyond Park Av Study Area)
- x. Motion approved (MK abstained) for OGCC to endorse plan and recommend BCC forward plan to Planning Commission
- e. Committee Reports
  - i. LUART – proposed 12 lot subdivision on Oatfield near Naef
  - ii. Oak Lodge Community Emergency Response Team (CERT) – Rich Nepon
    - 1. Met a few times and updated radio communications and first aid
  - iii. Concord School Site / Library Project – Mark Elliott
  - iv. NCPRD District Advisory Committee – Anatta Blackmarr
    - 1. Setting agenda; meetings open to public via Zoom
  - v. Oak Lodge Governance Project
    - 1. Encourage interested citizens apply for Milwaukie Leadership Academy since one of the options being studied is to annex into Milwaukie
    - 2. Draft report available in early October
    - 3. Next info session - Mort Anoushiravani will talk about municipal water
- f. Next meeting: September 22, 2021
  - i. Oct 27 OGCC meeting includes presentation by OLGP on results of study
- 3. September 3, 2021 – Joseph Edge, Chair of Oak Grove Community Council, and Sarah Jo Chaplin
  - a. Options for scheduling a briefing for the OGCC on authority formation
  - b. Park Avenue Project and MAPIT
  - c. Status, schedule, and preliminary results of Oak Lodge Governance Project study
- 4. September 7, 2021 – Milwaukie City Council Meeting
  - a. City Council approved resolution supporting OLWSD proposal to form an authority
- 5. September 8, 2021 – Regional Water Providers Consortium Executive Committee meeting (agenda attached)
  - a. Review of strategic plan; identification of priorities for FY 22-23
  - b. Budget planning for FY 22-23; potential 7% increase in Consortium dues
- 6. September 11, 2021 – Oak Lodge Governance Project Informational Presentation – Water Utilities 101, Mort Anoushiravani

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

- 1. September 21, 2021 – OLWSD Board of Directors meeting
- 2. September 22, 2021 – Oak Grove Community Council meeting
- 3. October 6, 2021 – Regional Water Providers Consortium Board meeting
- 4. October 9, 2021 – Oak Lodge Governance Project informational briefing





## Oak Grove Community Council

### Regular Council Business Meeting August 25, 2021 Agenda

What: Regular Council Business Meeting  
When: Wednesday, August 25, 2021 - 7:00 p.m. to 8:30 p.m.  
Social time - After conclusion of business meeting  
Where: Zoom - <https://us02web.zoom.us/j/89301304485>  
Meeting ID: 893 0130 4485  
Passcode: OakGroveCC  
Phone-in number: (253) 215-8782  
Meeting ID: 893 0130 4485  
Passcode: 510 9081 804

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- July 28 Meeting minutes + membership update
- Treasurer's update

7:10 Program:

- Updates from Commissioner Savas
  - *Clackamas County Commissioner Paul Savas*
- Featured business: Awakenings Coffeehouse
  - *Ann Saunders, Owner*
- Clackamas County Sheriff's Office Neighborhood Watch Program
  - *Officer Sara McClurg*
- Park Avenue Community Project Update
  - *Park Avenue Neighbors*

8:10 Committee updates

- Community Emergency Response Team (CERT) - *Rich Nepon*
- Concord School - *Mark Elliott*
- NCPRD District Advisory Committee Update - *Anatta Blackmarr and Ryan Stee*

8:20 Announcements

8:25 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: Sep 22, Oct 27, Dec 1
- Future OGCC Board Meetings - 6:45 pm at Zoom: Oct 4, Nov 1 (tentative)

8:30 Adjourn/Social time



# Executive Committee Meeting Agenda

DATE: April 14, 2021  
5:30 p.m.

HOW: Via Zoom/Videoconference

## Agenda

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### Introductions

### Approval of January 13, 2020 Meeting Summary

### Director Report – Rebecca Geisen, Managing Director (10 minutes)

- Update on on-going projects
- Provision of Emergency Drinking Water Framework Update
- Legislative update

### Program Report – Bonny Cushman, Program Coordinator (10 minutes)

- Emergency Planning and Conservation Program ongoing projects.

### June Consortium Board Meeting Draft Agenda – Rebecca Geisen, Managing Director (10 minutes)

- Review June Consortium Board meeting draft agenda and make any necessary revisions.
- Board Chair, Vice Chair and At-Large Executive Committee member elections

### **Next Meeting Date/Location:**

*September 8, 2021*

*Via Zoom/videoconference*

## Business from the Board

### Paul Gornick's Meeting Reports - August 2021

#### August 25, 2021 - Sunrise Water Board Meeting (remote meeting)

- Offer from City of Happy Valley for right-of-way purchase for the 129<sup>th</sup>/King Rd roundabout was tabled when representatives from city did not show up.
- General manager discussed the low flows on the lower Clackamas River and the flow requirements pre- and post-Labor Day.
- General manager indicated that Kerr Contractors requested a Notice to Proceed for August 30 to begin earthwork contract for the new administration building, pending approval of permits from both the City and State.
- GM indicated that plans for the full reopening of the office have been put on hold due to the COVID Delta Variant.
- Board met as Contract Review Board and approved Draft Findings to allow an Alternate Contractor Selection for the new administration building, in accordance with ORS Chapter 279C.400. This allows selection based on multiple criteria, not solely based on "lowest responsible bidder". Public hearing for this method is scheduled for September 8, 2021.

#### September 2, 2021 – C4 Meeting (remote meeting)

- Trimet and the five smaller transit providers in Clackamas County held a discussion with the C4 municipal jurisdictions about "What we have and what we want" for improvements in transit service.
- To read the informational meeting packet, go here: [7f0c53d5-a87f-499b-84c6-4c574035a733 \(clackamas.us\)](https://7f0c53d5-a87f-499b-84c6-4c574035a733.clackamas.us)

#### September 7, 2021 – Milwaukie City Council (remote meeting)

- Accompanied by Director Mark Knutson and District Engineer Jason Rice, we did our second presentation to Council regarding OLWSD efforts to change governance structure to an Authority. The council unanimously passed the resolution supporting our efforts.

CLACKAMAS RIVER WATER  
BOARD OF COMMISSIONERS  
REGULAR MEETING



**THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM\***

Held at 16770 SE 82<sup>nd</sup> Dr. Clackamas, OR 97015

September 9, 2021 at 6:00pm

**AGENDA**

**Public Comment:** If there is a member of the public that wishes to address the Board are encouraged to submit a request through email to [kholzgang@crwater.com](mailto:kholzgang@crwater.com) no later than 4pm the day of the meeting.

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

To protect the health of our customers, staff, and commissioners, CRW’s Board of Commissioners and most of its staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/82754313542> or by calling the following number 1-253-215-8782 and join meeting /827 5431 3542#. **Passcode:** 525612

**REGULAR MEETING @ 600pm**

Call to Order and Roll Call – *Sherry French, President*

a. Approval of the Agenda

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

**Action Items**

1. **Consider Annexation Endorsement into the CRW Service Boundary for the Property Located at 19484 S. Nelson Rd, Oregon City, Oregon (TLID 32E1100606)**– *Adam Bjornstedt, Chief Engineer*
2. **Consider Purchase of New Vac Trailer, 2021 McLaughlin VX50-500 Model**– *Adam Bjornstedt, Chief Engineer*

**Consent Agenda**

- CA-1: **Gross Payroll and Accounts Paid: August 2021**– *Carol Bryck, Chief Financial Officer*
- CA-2: **Cash Position and Transfers: August 2021**– *Carol Bryck, Chief Financial Officer*
- CA-3: **Project Acceptance: Accept the Capital Project “82<sup>nd</sup> Drive Waterline-Phase 1”, CIP 19-5253**- *Joe Eskew, Engineering Manager*

**Informational Reports**

3. **Debt Covenant Compliance Reporting for FY 2021 -Including Analysis of the Year’s Revenue and Expenditures**- *Carol Bryck, Chief Financial Officer*

**Next Page**

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

**Commissioner Business**

6. Commissioner Reports and Reimbursements

***Adjourn regular meeting***

## STAFF REPORT

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**To** Board of Directors  
**From** Aleah Binkowski, Human Resources Manager  
**Title** Human Resources Report  
**Item No.** 8a  
**Date** September 21, 2021

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

### Highlights of the Month

- Staffing Update
- New OSHA Rules

### Staffing Update

This month David Hawkins celebrates his 14-year anniversary with the District and continues to grow in his role as Acting Plant Superintendent. David's move to Acting Plant Superintendent has left a vacancy on the Plant Operations Team. While the District is recruiting for his replacement our summer intern, Jason Mayer, will be working for the District on a temporary, part-time basis. Jason did an excellent job as our intern and agreed to a temporary position with the District while we recruit and train a new operator. Jayson Kahler, one of our Maintenance Mechanics resigned last month. We continue to strengthen the District's relationship with the Clackamas County Community College and their WET (Water and Environmental Technology) Program to find temporary help while we recruit for the full-time position. Recruitment for the open Sr. Accounting Lead position continues.

### New OSHA Rules

This summer OSHA has released two new temporary rules in response to changing weather and air quality conditions in the state of Oregon. The first of these rules is the heat stress rule which is in effect until the end of the summer while OSHA continues to work on a permanent heat stress prevention rule. The rule requires employers to track the heat index and put certain protections in place when the heat index is over 80 degrees Fahrenheit. The rule also requires employers to put additional protections in place when the heat index is above 90 degrees Fahrenheit. Some of the protections employers must make available to staff working in the

heat are: access to shade, access to cool/cold drinking water, and cool-down periods for every two hours of outdoor work. Employers are responsible for training staff on the signs of heat illness, and they must ensure staff has a way to communicate and report symptoms. Currently, District Staff have all received the required training and are aware of the communication and emergency medical plans.

The second temporary OSHA rule focuses on protecting employees from exposure to unsafe air quality. The temporary rule on protection from wildfire smoke requires employers who have staff working outdoors or in a structure where the air is not filtered by a mechanical ventilation system to track the Air Quality Index (AQI) and limit exposure when the AQI rises above certain levels. When the AQI is above 101 employers must notify staff and limit exposure when possible. Stricter requirements are in place for when the AQI is above 201. If the AQI reaches above 501, all outdoor work for the District will cease except for emergencies. Staff have been trained on the effects of wildfire smoke, work limits, and the District controls in place to limit exposure to unhealthy ranges of the AQI.



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 8b  
**Date** September 9, 2021, for September 21, 2021 Meeting

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

### Highlights of the Month

- Accounts Receivable balance shows continued improvement in several areas: a decrease of (2.15%); number delinquent accounts decreased by 54; and average delinquent balance decreased by \$13.
- Utility bill payments exceeded August 1 billed amounts by \$57,213.
- The ECAP assisted 31 residential and 1 commercial accounts in August.

### Accounts Receivable Review

The Accounts Receivable (A/R) balances as of August 31 compared to July 31 decreased by (2.15%). These are the findings:

1. A/R Balance owed to OLWSD has decreased by \$33,517, after accounting for the delta between billing cycles.

A/R Balance	6/30/2021	7/31/2021	8/31/2021
Bi-Monthly Residential	\$ 1,198,146	\$1,059,071	\$1,235,494
Large Meters	528,052	502,628	505,412
<b>Total</b>	<b>1,726,197</b>	<b>1,561,700</b>	<b>1,740,908</b>
Variance	167,645	(164,498)	179,208
Variance due to Cycles	(218,435)	123,811	(212,725)
<b>Change in A/R</b>	<b>\$(50,791)</b>	<b>\$(40,686)</b>	<b>\$(33,517)</b>
	<b>(3.26%)</b>	<b>(2.36%)</b>	<b>(2.15%)</b>



- The total number of delinquent accounts decreased by 54 accounts as of August 31, 2021 compared to July 31, 2021. The average balance per account also decreased by (3.0%).

Delinquent Accounts	6/30/2021	7/31/2021	8/31/2021
Over 60 Days	\$ 384,778	\$ 331,872	\$ 297,892
Number of Accounts	743	721	667
Average Balance per Acct.	\$ 518	\$ 460	\$ 447
% Change in Ave. Balance	(14.1%)	(11.1%)	(3.0%)

- The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 0.39% compared to prior month. The shift is within the 30–60-day grace period and delinquent.

Account %	6/30/2021	7/31/2021	8/31/2021
Current	84.62%	83.48%	83.87%
30-60 Day Grace	3.61%	4.72%	4.66%
Delinquent	8.08%	7.82%	7.25%
Credit Balance	3.70%	3.98%	4.22%

The District returned to hanging red tags for accounts in delinquent status, over 60 days past due. To focus on the accounts with the higher balances, accounts with delinquent balances over \$250 received a red tag in August. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	Aug. 2021	Sep. 2021	Oct. 2021
Cycle	Cycle 2	Cycle 1	Cycle 2
# Red Tags	156	TBA	TBA
Minimum Delinquent Balance	\$ 250		
# Shut off Service Requests	10		

### Billing Payment Rate

In August, the District received \$57,213 more in payments than was billed on August 1, 2021.

	May 2021	June 2021	July 2021	August 2021
Utility Billing Sales	\$ 1,200,927	\$ 1,080,106	\$ 1,297,941	\$ 1,174,130
Cash Receipts	1,183,721	1,125,351	1,301,479	1,231,343
% Collected	98.6%	104.2%	100.3%	104.9%

### Emergency Customer Assistance Program (ECAP)

In FY 2019-20, the Board approved \$97,000 for Emergency COVID Assistance Program. Since June 2020, the District has been providing assistance to residential and commercial accounts that have been financially impacted by COVID-19. This program has continued through FY 2020-21 and into FY 2021-22.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983
May 2021	2,741	77,242
June 2021	5,397	71,855
July 2021	3,591	68,265
August 2021	6,407	61,858
Total Assistance Provided to Date	35,153	

In August 2021, thirty-one (31) residential accounts and one (1) commercial account received assistance. August ECAP assistance has increased due to the return to District-wide water shut-offs.

#### **Attachments**

1. Checks by Date Report for August 2021

Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 09/09/2021 - 6:20PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	8/6/2021	Internal Revenue Service		AP		7/23/2021	16.56
0	8/6/2021	Pitney Bowes Global Financial Services LLC		AP		8/25/2021	8.93
0	8/11/2021	Wells Fargo Bank		AP		8/11/2021	1,810.90
0	8/13/2021	VALIC c/o JP Morgan Chase		AP		8/19/2021	3,347.90
0	8/13/2021	Public Employees		AP			28,615.10
0	8/13/2021	Internal Revenue Service		AP		8/18/2021	28,325.88
0	8/13/2021	Oregon Department Of Revenue		AP		8/19/2021	7,870.89
0	8/13/2021	State of Oregon		AP		8/20/2021	734.75
0	8/13/2021	Nationwide Retirement Solutions		AP		8/19/2021	1,955.01
0	8/13/2021	Payroll Direct Deposit		PR		8/13/2021	69,543.53
0	8/15/2021	TSYS		AP		8/10/2021	12,988.77
0	8/23/2021	Wells Fargo Remittance Center		AP		8/23/2021	9,357.15
0	8/27/2021	State of Oregon		AP			734.75
0	8/27/2021	Internal Revenue Service		AP			29,503.35
0	8/27/2021	Public Employees		AP			29,740.48
0	8/27/2021	Nationwide Retirement Solutions		AP			1,955.01
0	8/27/2021	Oregon Department Of Revenue		AP			8,210.67
0	8/27/2021	VALIC c/o JP Morgan Chase		AP			3,401.38
0	8/27/2021	Payroll Direct Deposit		PR		8/27/2021	72,590.80
ACH Disbursement Activity Subtotal							310,711.81
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							310,711.81

Paper Check Disbursement Activity							
Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44627	10/9/2020	Merina & Company, LLP		AP	Void		10,335.00
45907	8/5/2021	Aks Engineering & Forestry		AP		8/ 9/2021	32,007.53
45908	8/5/2021	Cable Huston LLP		AP		8/10/2021	12,360.00
45909	8/5/2021	Cascadia Backflow		AP		8/18/2021	3,546.20
45910	8/5/2021	Clackamas County		AP		8/10/2021	3,766.69
45911	8/5/2021	Columbia Land Trust		AP		8/10/2021	7,500.00
45912	8/5/2021	Employee Business Expense Reimbursement		AP		8/10/2021	102.00
45913	8/5/2021	Craig Blackman Trucking		AP			1,784.95
45914	8/5/2021	Detemple Company, Inc.		AP		8/12/2021	650.00
45915	8/5/2021	Grainger, Inc.		AP		8/10/2021	65.60
45916	8/5/2021	J. Thayer Company		AP		8/10/2021	567.07
45917	8/5/2021	Lord & Associates, Inc.		AP		8/11/2021	1,241.25
45918	8/5/2021	NCCWC		AP		8/ 6/2021	112,618.49
45919	8/5/2021	Northwest Natural		AP		8/11/2021	88.73
45920	8/5/2021	Owens Pump & Equipment		AP		8/10/2021	2,221.81
45921	8/5/2021	Ryan Herco Flow Solutions		AP		8/16/2021	1,119.76
45922	8/5/2021	Water Systems Consulting, Inc.		AP		8/10/2021	4,112.50
45923	8/5/2021	Xerox Corporation		AP		8/11/2021	49.06
45924	8/5/2021	Apex Labs		AP		8/10/2021	2,860.00
45925	8/5/2021	Lakeside Industries		AP		8/ 9/2021	1,846.40
45926	8/5/2021	Oregon Association of Water Utilities		AP	Void		285.00
45927	8/5/2021	Portland Engineering Inc		AP		8/12/2021	120.00
45928	8/5/2021	Portland General Electric		AP		8/12/2021	3,467.46
45929	8/5/2021	Robert Lloyd Sheet Metal		AP		8/11/2021	2,514.25
45930	8/5/2021	Traffic Safety Supply Co Inc		AP		8/ 9/2021	620.00
45931	8/5/2021	BendTel, Inc		AP		8/10/2021	175.10
45932	8/5/2021	Buels Impressions Printing		AP		8/10/2021	779.50
45933	8/5/2021	CDR Labor Law, LLC		AP		8/13/2021	5,554.50
45934	8/5/2021	CenturyLink		AP		8/10/2021	333.80
45935	8/5/2021	Cintas Corporation		AP		8/11/2021	254.20
45936	8/5/2021	City Of Milwaukie		AP		8/10/2021	1,781.11
45937	8/5/2021	Clackamas County Sheriff		AP		8/10/2021	100.00
45938	8/5/2021	Consolidated Supply Co.		AP		8/ 9/2021	17,384.09
45939	8/5/2021	Contractor Supply, Inc.		AP		8/10/2021	30.00
45940	8/5/2021	CTX-Xerox		AP		8/ 9/2021	1,455.73
45941	8/5/2021	D&H Flagging, Inc.		AP		8/11/2021	3,736.48
45942	8/5/2021	Detemple Company, Inc.		AP		8/ 9/2021	3,206.25

Bank Reconciliation

Checks by Date

User: Gail

Printed: 09/09/2021 - 6:20PM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45943	8/5/2021	Harris WorkSystems		AP		8/12/2021	738.59
45944	8/5/2021	IntelliCorp Records, Inc.		AP		8/10/2021	210.30
45945	8/5/2021	J. Thayer Company		AP		8/10/2021	1,381.49
45946	8/5/2021	Lakeside Industries		AP		8/9/2021	446.10
45947	8/5/2021	Lou's Gloves		AP		8/16/2021	1,095.00
45948	8/5/2021	Milwaukie Lumber Company		AP		8/9/2021	74.31
45949	8/5/2021	Milwaukie Oregon Rotary Club		AP		8/18/2021	289.00
45950	8/5/2021	Moss Adams LLP		AP		8/9/2021	1,155.00
45951	8/5/2021	Napa Auto Parts		AP		8/11/2021	72.96
45952	8/5/2021	Net Assets Corporation		AP		8/9/2021	714.00
45953	8/5/2021	Pape Machinery		AP		8/9/2021	735.16
45954	8/5/2021	Seattle Ace Hardware		AP		8/17/2021	455.62
45955	8/5/2021	Unifirst Corporation		AP		8/11/2021	658.04
45956	8/5/2021	Waste Management Of Oregon		AP		8/11/2021	172.98
45957	8/9/2021	Accountemps		AP		8/16/2021	1,580.00
45958	8/9/2021	BMS Technologies		AP		8/13/2021	3,200.01
45959	8/9/2021	CenturyLink		AP		8/16/2021	106.63
45960	8/9/2021	City Of Gladstone		AP		8/18/2021	193.60
45961	8/9/2021	Horner Enterprises, Inc.		AP		8/13/2021	10,192.31
45962	8/9/2021	Northwest Natural		AP		8/13/2021	83.10
45963	8/9/2021	One Call Concepts, Inc.		AP		8/16/2021	773.22
45964	8/9/2021	Relay Resources		AP		8/13/2021	6,577.67
45965	8/9/2021	Water Systems Consulting, Inc.		AP		8/18/2021	16,401.60
45972	8/10/2021	ALFA Laval Inc.		AP		8/17/2021	926.12
45973	8/10/2021	Boost Consulting, LLC		AP		8/16/2021	188.00
45974	8/10/2021	Cintas Corporation		AP		8/16/2021	99.00
45975	8/10/2021	Cintas Corporation - 463		AP		8/16/2021	72.66
45976	8/10/2021	Coastal Farm & Home Supply		AP		8/13/2021	79.98
45977	8/10/2021	Detemple Company, Inc.		AP		8/13/2021	799.24
45978	8/10/2021	Hach Company		AP		8/16/2021	8,425.00
45979	8/10/2021	HD Supply Facilities Maintenance LTD		AP		8/19/2021	2,962.12
45980	8/10/2021	Merina & Company, LLP		AP		8/17/2021	806.25
45981	8/10/2021	Northwest Natural		AP		8/16/2021	23.81
45982	8/10/2021	One Call Concepts, Inc.		AP		8/17/2021	958.44
45983	8/10/2021	Red Wing Shoe Store		AP		8/16/2021	294.98
45984	8/10/2021	SDIS		AP		8/13/2021	37,886.81
45985	8/10/2021	Seattle Ace Hardware		AP		8/24/2021	68.98
45986	8/10/2021	Springbrook Holding Company LLC		AP		8/16/2021	507.00
45987	8/10/2021	Technology Integration Group		AP		8/17/2021	1,838.26
45988	8/10/2021	Unifirst Corporation		AP		8/17/2021	106.15
45989	8/10/2021	USABlueBook		AP		8/19/2021	195.83
45990	8/10/2021	Waste Management Of Oregon		AP		8/16/2021	505.82
45991	8/13/2021	Employee Paycheck		PR		8/16/2021	2,037.78
45992	8/13/2021	Accountemps		AP		8/18/2021	1,815.60
45993	8/13/2021	City Of Gladstone		AP		8/19/2021	38.38
45994	8/13/2021	J. Thayer Company		AP		8/17/2021	161.25
45995	8/13/2021	Kaiser Permanente		AP		8/16/2021	17,756.71
45996	8/13/2021	Northwest Natural		AP		8/17/2021	202.62
45997	8/13/2021	Olson Bros. Service, Inc.		AP		8/18/2021	282.20
45998	8/13/2021	Portland General Electric		AP		8/18/2021	27,855.41
45999	8/13/2021	Seattle Ace Hardware		AP		8/24/2021	235.91
46000	8/13/2021	Western Exterminator Company		AP		8/18/2021	133.75
46001	8/16/2021	AFLAC		AP		8/23/2021	853.03
46002	8/16/2021	AFSCME Council 75		AP		8/20/2021	855.71
46003	8/16/2021	Contractor Supply, Inc.		AP		8/23/2021	363.60
46004	8/16/2021	Discover Bank		AP		8/19/2021	229.31
46005	8/16/2021	Lakeside Industries		AP		8/19/2021	68.34
46006	8/16/2021	Les Schwab		AP		8/19/2021	161.79
46007	8/16/2021	Madison Biosolids, Inc.		AP		8/23/2021	4,121.92
46008	8/16/2021	Napa Auto Parts		AP		8/23/2021	4.18
46009	8/16/2021	Olson Bros. Service, Inc.		AP		8/20/2021	2,576.30
46010	8/16/2021	Robert Lloyd Sheet Metal		AP		8/26/2021	1,161.58
46011	8/16/2021	Seattle Ace Hardware		AP		8/26/2021	215.45
46012	8/16/2021	Top Industrial Supply		AP		8/23/2021	79.44
46013	8/19/2021	Accountemps		AP		8/25/2021	4,975.60

Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 09/09/2021 - 6:20PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
46014	8/19/2021	Apsco, LLC		AP		8/26/2021	1,017.00
46015	8/19/2021	Brown and Caldwell		AP		8/24/2021	170.50
46016	8/19/2021	Cascadia Backflow		AP		8/25/2021	5,770.20
46017	8/19/2021	City Of Milwaukie		AP		8/24/2021	667.20
46018	8/19/2021	Cochran Inc.		AP		8/23/2021	355.50
46019	8/19/2021	Comcast		AP		8/24/2021	1,285.50
46020	8/19/2021	Convergence Networks		AP		8/26/2021	5,574.70
46021	8/19/2021	Craig Blackman Trucking		AP			1,031.51
46022	8/19/2021	Fackler Construction Company		AP		8/26/2021	15,200.00
46023	8/19/2021	Grainger, Inc.		AP		8/24/2021	154.96
46024	8/19/2021	HealthEquity		AP		8/24/2021	30.50
46025	8/19/2021	J. Thayer Company		AP		8/24/2021	437.70
46026	8/19/2021	Olson Bros. Service, Inc.		AP		8/25/2021	159.89
46027	8/19/2021	Pacific Power Group		AP		8/24/2021	2,667.54
46028	8/19/2021	Pamplin Media Group		AP		8/24/2021	57.92
46029	8/19/2021	Polydyne, Inc.		AP		8/23/2021	4,667.96
46030	8/19/2021	Seattle Ace Hardware		AP			112.14
46031	8/19/2021	Verizon Wireless		AP		8/24/2021	30.04
46032	8/19/2021	Wallis Engineering PLLC		AP		8/26/2021	3,920.57
46033	8/19/2021	Western Exterminator Company		AP		8/23/2021	295.75
46034	8/19/2021	Xerox Corporation		AP		8/23/2021	44.91
46035	8/20/2021	Bureau Of Labor And Industries		AP		8/24/2021	265.27
46036	8/24/2021	Accountemps		AP		8/30/2021	2,844.00
46037	8/24/2021	Consolidated Supply Co.		AP		8/27/2021	72.04
46038	8/24/2021	Convergence Networks		AP			1,232.00
46039	8/24/2021	H.D. Fowler Company		AP		8/26/2021	3,218.15
46040	8/24/2021	Customer Refund		AP			256.26
46041	8/24/2021	Customer Refund		AP	Void		490.77
46042	8/24/2021	Customer Refund		AP		8/26/2021	47.20
46043	8/24/2021	Northstar Chemical, Inc.		AP		8/26/2021	667.00
46044	8/24/2021	Seattle Ace Hardware		AP			86.33
46045	8/24/2021	Unifirst Corporation		AP		8/30/2021	1,198.29
46046	8/27/2021	Employee Paycheck		PR			2,037.96
46047	8/26/2021	Accountemps		AP			1,580.00
46048	8/26/2021	AnswerNet		AP			2,673.38
46049	8/26/2021	BTL Northwest		AP			224.19
46050	8/26/2021	Buels Impressions Printing		AP		8/30/2021	395.00
46051	8/26/2021	CenturyLink		AP		8/30/2021	788.23
46052	8/26/2021	CenturyLink		AP			111.58
46053	8/26/2021	Consolidated Supply Co.		AP		8/30/2021	2,313.68
46054	8/26/2021	Convergence Networks		AP			2,884.00
46055	8/26/2021	D&H Flagging, Inc.		AP			252.65
46056	8/26/2021	Delta Industries, Inc		AP			5,344.10
46057	8/26/2021	FLO-Analytics		AP		8/30/2021	2,063.75
46058	8/26/2021	H.D. Fowler Company		AP		8/30/2021	2,307.38
46059	8/26/2021	J. Thayer Company		AP			237.40
46060	8/26/2021	Madison Biosolids, Inc.		AP			3,307.18
46061	8/26/2021	Polydyne, Inc.		AP		8/30/2021	4,667.96
46062	8/26/2021	Santana Crane, Inc		AP			442.50
46063	8/26/2021	Seattle Ace Hardware		AP			53.91
46064	8/26/2021	Stein Oil Co Inc		AP		8/30/2021	285.05
46065	8/26/2021	Traffic Safety Supply Co Inc		AP		8/30/2021	286.80
46066	8/26/2021	USABlueBook		AP			103.65
46067	8/26/2021	Verizon Wireless		AP			2,283.01
46068	8/31/2021	Accountemps		AP			1,815.60
46069	8/31/2021	AFLAC		AP			853.03
46070	8/31/2021	AFSCME Council 75		AP			855.71
46071	8/31/2021	Aks Engineering & Forestry		AP			1,845.51
46072	8/31/2021	BANE LLC		AP			490.77
46073	8/31/2021	Buels Impressions Printing		AP			898.50
46074	8/31/2021	Customer Refund		AP			752.14
46075	8/31/2021	J. Thayer Company		AP			273.41
46076	8/31/2021	Measure-Tech		AP			4,327.62
46077	8/31/2021	Northstar Chemical, Inc.		AP			458.00
46078	8/31/2021	R & L Services Inc.		AP			54.90

Bank Reconciliation  
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 Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
46079	8/31/2021	Seattle Ace Hardware		AP			43.15
46080	8/31/2021	Water Systems Consulting, Inc.		AP			2,330.00
Paper Check Disbursement Activity Subtotal							514,548.51
Voided Paper Check Disbursement Activity							11,110.77
Adjusted Paper Check Disbursement Activity Subtotal							503,437.74
Total Void Check Count:							3
Total Void Check Amount:							11,110.77
Total Valid Check Count:							185
Total Valid Check Amount:							814,149.55
Total Check Count:							188
Total Check Amount:							825,260.32

## STAFF REPORT

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**To** Board of Directors  
**From** Jason Rice, District Engineer  
**Title** Technical Services Monthly Report  
**Item No.** 8c  
**Date** September 7, 2021 for September 21, 2021 Board Meeting

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's operations.

### Highlights

- Reconstruction of Pump Station 5 has commenced.
- Furthered design and construction on multiple capital projects.
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- Staff continued tracking the development of the Water Reclamation Facility's NPDES Permit.
- Staff prepared for and performed the first smoke testing of the District in the area near Valley View. So far, no cross connections or breaks have been identified, which is great news!

### Education and Outreach

The Storm Drain Cleaning Assistance Program (SCAP) is back, and postcards were mailed to businesses the first week of September. The District coordinates this discount program in the fall and spring to assist area businesses. Storm drains require regular cleaning to remove pollutants and prevent flooding. Businesses are responsible for maintenance of storm drains on their property. This voluntary discount program offers cleaning of parking lot drains for a discounted flat fee of \$50 per drain. The \$50 flat fee covers removal of debris from standard parking lot drains. It does not include jetting, repair, or oversized catch basins. The service provider may offer a quote for additional services which businesses are free to accept or decline. Customers can register for SCAP between now and October 31, 2021 at [oaklodgewaterservices.org/SCAP](http://oaklodgewaterservices.org/SCAP) or call (503) 353-4219.

The Clackamas River provides drinking water to over 300,000 people and is also home to Chinook and Coho Salmon. In the fall, Chinook and Coho Salmon return home to the Clackamas River to spawn. This summer has been very dry in our area. Data from the National Oceanic and Atmospheric Administration (NOAA) shows we are experiencing severe drought conditions. With low river levels, saving water is more important than ever.

To save water in the Clackamas River, we are asking customers to participate in the “Fish On the Run, Irrigation Done!” annual watering campaign. Customers can participate by reducing or shutting-off your outdoor watering system in September. This will ensure there is enough water for Chinook and Coho Salmon to migrate and spawn this fall. Customers can pledge to do their part and receive a yard sign: <http://clackamasproviders.org/pledge-application>

To better communicate with the public on how their rates are being spent, the signs below were developed. They will be used at each capital improvement project that is visible to the public.



## Communications

September is National Preparedness Month. As we’ve learned from this summer’s heatwaves, February’s ice storms, and the COVID-19 pandemic, emergencies can take many forms and can affect our daily lives in unexpected ways. For example, you might have needed to search for toilet paper at the start of the pandemic or had a hard time charging your electronics due to winter storm power outages. If you had a well-stocked emergency kit already, you may have already had items on hand to help you.

Whether you are just starting to pull together your first kit or adding to an existing one, September is a good time to check in on your own preparedness. Fortunately, pulling together the needed supplies for an emergency kit isn’t difficult and doesn’t have to be expensive.

Get started with this helpful checklist, and then take stock of what you already have around your house: <http://regionalh2o.org/emergency-preparedness>



Pack up your items in an easy-to-carry container and store them in a centralized, accessible location. Finally, add the remaining items to your shopping list and pick up a few things every time you go to the store. Don't forget to include drinking water.

If you are already well-equipped, now is the time to check the best by dates on your food, change out your emergency water, or add a missing item from the above checklist. Of course, being well prepared goes beyond an emergency kit. Find out what else you need to do to get ready for emergencies at <http://PublicAlerts.org>.

Source Water Protection Week is September 26 – October 2. On social media (Facebook and Twitter) the District will be raising awareness about the importance of caring for our precious drinking water sources.

### **Stormwater Program**

September brings with it cooler weather and with it, the end of the growing season. Before the rainy season is a great time to clean up yards, gardens, and vegetation. Keeping debris out of the storm system and local waterways is an important action individuals can take.

A few customers have called about surface water questions as the dry season is in full force. When customers call to ask why they have water still flowing through their yard during the dry season, staff typically investigate the issue to make sure no water/sewer/irrigation leaks are present, and then provide information about local springs and the movement of groundwater in our area.

Close to the stormwater ditch just cleaned on Jennings will be another Boardman Creek project, this time through Clackamas County Department of Transportation and Development (CCDTD). This fall, CCDTD will install a concrete footing and headwall, add boulders, rebuild a section of roadway, add native plants, and remove accumulated sediment and debris from Boardman Creek. Devin Patterson will manage the project. During the project, Boardman Avenue between McLoughlin Blvd/Hwy 99E and SE Cook Street will be closed for up to four weeks, and a detour route will be in place. However, both East Side Athletic Club's parking area will remain accessible. On-street parking will be restricted between McLoughlin Blvd/Hwy 99E and the rear parking lot entrance for East Side Athletic Club on both sides of the road. For this portion, a detour route will be in place. When work can be done with traffic, there may be delays of up to 20 minutes. Pedestrian access will be provided on the north side of the street.

Concerning the MS4 Permit, District staff have been inspecting the catch basins in Zone 5 (west of River Road) to prepare for cleaning and maintenance for FY22. The Annual Report for FY21 is due at the end of October.

<https://www.clackamas.us/roads/workprogram.html#views-bootstrap-department-accordion-3-block-1-collapse-0>



**Project description:** Install a concrete footing and headwall, add boulders, rebuild a section of roadway, add native plants, and remove accumulated sediment and debris from Boardman Creek.

**Schedule:** Site work is planned for Oct. 11-Nov. 5, 2021. Project is expected to take up to 4-5 weeks.

**Contact:** Devin Patterson, Project Manager, [devinpat@clackamas.us](mailto:devinpat@clackamas.us) or 503-742-4666.

### August 2021 Permit Activity

FY2021-2022	This Month	Last Month	Fiscal Year-to-Date	This Month Last Year	Last Year-to-Date
Pre-applications Conferences	1	1	2	0	4
New Erosion Control Permits	2	5	7	8	18
New Development Permits	3	3	6	0	0
New Utility Permits	6	3	9	5	12
Wastewater Connections	1	5	6	8	8
Sanitary SDC Fees Received	\$5,165	\$25,825	30,990	\$41,577	\$144,877
Water SDC Fees Received	\$10,608	\$86,017	96,625	\$39,205	\$106,263
Plan Review Fees Received	\$2,080	\$5,303	7,383	\$8,370	\$21,243
Inspection Fees Received	\$1,550	\$4,463	\$6,013	\$8,539	\$15,780

### Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Content Calendar

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	9/3/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	9/3/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	9/3/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	9/3/21
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	9/3/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	9/3/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	9/3/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	9/3/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	9/3/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/3/21
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	9/3/21
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	9/3/21
Under Construction	3024 SE Westview Ave.	Residential: 2-lot Partition	Current OLWSD review	9/3/21
Under Construction	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDTD. County land use expiration timeline.	9/3/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	9/3/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	9/3/21
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	9/3/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	9/3/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Current OLWSD Review	9/3/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	9/3/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	9/3/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	9/3/21
Plan Review	SE Thiessen Ave. and SE Arista Dr.	Capital Improvement: CC DTD Paving Project	Current OLWSD review	9/3/21

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	9/3/21
Plan Review	18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	9/3/21
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	9/3/21
Plan Review	16103 SE SOUTHVIEW Ave	Residential: 7-lot subdivision	Current OLWSD Review	9/3/21
Land Use Application	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Land Use comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	3411 SE Naef Rd.	Residential: Home Occupation	Land Use comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex.	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Land Use Application	2268 SE Mulberry Dr	Residential: Dock to Willamette River	Land Use comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	14333 SE Wagner Ln.	Residential: 3-Lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	15915 SE Harold Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	4022 SE Aldercrest Rd.	Residential: 2-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	4309 SE Raymond St.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	9/3/21
Pre-Application	18013 SE Blanton St	Residential: 3-lot Partition	None	9/3/21








# OAK LODGE

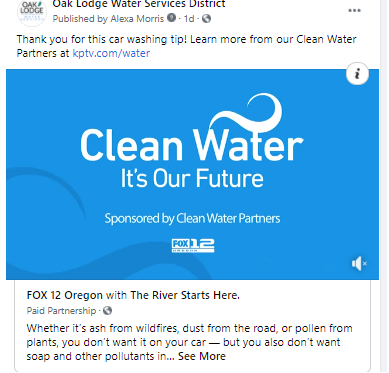
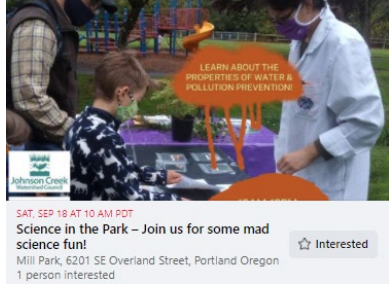
WATER SERVICES

Social Media Calendar | August 2021

<p>8.2</p>	<p>August is National Water Quality Month and it's a great time to learn what is (and isn't) in your water! Delivering safe and reliable drinking water is our top priority.</p> <p>Here's your Water Quality Report:  <a href="http://oaklodgewaterservices.org/WQR">http://oaklodgewaterservices.org/WQR</a></p>	 <p><b>August is National Water Quality Month</b></p>
<p>8.3</p>	<p>It's been no secret: the Pacific Northwest is dry and has been over the past year, which is why it is crucial we preserve water when we can.</p> <p>With much of the state of Oregon in some degree of drought, reservoirs and lakes are low, and irrigation water is in short supply. In Northwest Oregon, most of Multnomah and Washington counties are in severe drought. And parts of Clackamas County are in extreme drought. While it's not the worst, it's certainly not the best.</p> <p>The Regional Water Providers Consortium is giving away smart outdoor watering kits to help people save water. The kit includes watering gauges and a water-efficient hose nozzle. Get yours today:  <a href="https://www.regionalh2o.org/">https://www.regionalh2o.org/</a></p>	 <p><small>KATU.COM</small>  <b>As drought grips Oregon, Portland officials stress water efficiency for lawns, gardens</b></p> <p>Link to KATU article:  <a href="https://katu.com/news/local/as-drought-grips-oregon-portland-area-officials-stress-water-efficiency-for-lawns-gardens">https://katu.com/news/local/as-drought-grips-oregon-portland-area-officials-stress-water-efficiency-for-lawns-gardens</a></p>
<p>8.3</p>	<p><a href="#">North Clackamas Watersheds Council</a>'s upcoming plant sale with Sparrowhawk Native Plants will offer 39 different plant types for rain gardens. Online ordering starts on Sunday, August 15.</p>	 <p><small>North Clackamas Watersheds Council</small>      August 3 at 8:00 AM · 🌐</p> <p>Rain gardens? It's kinda hard to think about rain gardens on these dry summer days, but rain gardens are vital for treating run-off from streets, from your roof... See More</p> <p><small>SPARROWHAWKNATIVEPLANTS.COM</small>  <b>Rain Garden</b>      Rain Gardens are a way to naturally manage water runoff on your p...</p>

<p>8.4</p>	<p>This week we're working in the stormwater ditch along SE Jennings Ave. to remove sediment. 🚧 The sediment includes heavy metals, oils, along with nutrients from yard debris and fertilizer — all of this gathers at the bottom of this drainage ditch. This project will help protect wildlife downstream as this water flows into Boardman Wetlands and eventually into the Willamette River.</p>	
<p>8.9 Schedule on FB</p>	<p>Our Water Quality Report tells you all about your drinking water and shows the work that goes into maintaining and delivering high quality water from source to tap. Go to <a href="http://oaklodgewaterservices.org/WQR">http://oaklodgewaterservices.org/WQR</a> to read it on our website.</p>	
<p>8.11</p>	<p>The Board of Directors will hold a regular meeting on Tuesday, August 17 at 6:00 p.m. View the full agenda and information to attend the meeting: <a href="https://www.oaklodgewaterservices.org/bc/page/ol-wsd-board-directors-meeting-53">https://www.oaklodgewaterservices.org/bc/page/ol-wsd-board-directors-meeting-53</a></p>	
<p>8.17</p>	<p>The Clackamas River provides high-quality drinking water to more than 300,000 people and is home to migrating salmon year-round. Let's make sure there is enough water for the fall fish runs by reducing or shutting off outdoor watering by September 1. Learn more: <a href="https://bit.ly/3k0OYtu">https://bit.ly/3k0OYtu</a></p>	
<p>8.23</p>	<p>Through a pandemic, winter storms, a summer heatwave, chlorine shortage, and everything else we've experienced over the past year, your water has remained safe to drink. We couldn't do it without the 1,100 regional staff that work to serve you safe, reliable water every day of the year.</p>	 <p>GIF works on Twitter.</p>



8.31	Thank you for this car washing tip! Learn more from our Clean Water Partners at <a href="http://kptv.com/water">kptv.com/water</a>	
8.31	Looking for an outdoor activity? The Johnson Creek Watershed Council is partnering with Mad Science Portland to bring the wonders of water science to your family.	

		Facebook		Twitter		
		Followers	Page Reach	Followers	Total Impressions	Profile Visits
2021	August	120	146	43	1.8K	1.2K
	July	119	78	40	1.5K	3.5K
	June	113	794	39	2.1K	1.6K
	May	100	82	32	2.5K	1.8K
	April	93	225	30	4.1K	2.1K
	March	89	385	21	4.9K	2.4K
	February	80	488	13	4.5K	1.9K
	January	67	457	started	2.1K	1.5K
2020	December	58	150	n/a	n/a	n/a
	November	n/a	n/a	n/a	n/a	n/a

## STAFF REPORT

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**To** Board of Directors  
**From** Jeff Page, Utility Operations Director  
Brad Lyon, Water Field Supervisor  
**Title** Field Operations Monthly Report  
**Item No.** 8d  
**Date** September 9, 2021, for September 21, 2021 Meeting

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

### Highlights of the Month

- Collections Team Operations
- Water Team Operations
- Non-Revenue Water
- Clackamas River Flowrates

### Collections Team Operations

In conjunction with our sanitary system master planning efforts, the focal point of the Collections Team in August was to plan for a smoke testing pilot program happening this month. A map of the pilot program area is shown on this month's Photo Page and includes ~26,000 lineal feet of sewer main and its attached laterals. Testing began on September 8<sup>th</sup> and is anticipated to conclude on September 23<sup>rd</sup>.

Smoke testing is one of the most cost-effective methods available to identify sources of surface water inflow, which is the leading cause of wet weather overflows in the sanitary collection system and influent spikes at the Water Reclamation Facility. Smoke testing is done by forcing nontoxic, smoke-filled air down a manhole and into sewer pipe (Photos 1 & 2). Sources of inflow can be quickly detected when visible smoke escapes through problem areas because smoke travels the path of least resistance.

The smoke testing will be used to determine:

- The sources of surface water entry which include cross-connections to stormwater systems (inflow).

- The location of illegal connections to the collection system such as household rain gutters and sump pumps (inflow).
- The location of broken sewer lines and compromised manholes that allow surface water intrusion (infiltration).
- The site of lost manholes.

Results of a smoke testing program can help to inform the Capital Improvement Program and enforcement efforts. Our staff keeps customers well-informed of these events through door-hanger notifications, website announcements, and social media posts.

The Collections Team continued with its culture of responsible community stewardship. When a shopping cart was found in Boardman Creek, staff pulled it from the muck, cleaned it off, and returned it to its rightful owner (Photo 3).

### **Water Team Operations**

The Water Team completed some notable work in August as well. The Pump Station 5 upgrade project requires the relocation of a fire hydrant on Walta Vista, a water service upgrade from ¾-inch to 1.5-inch, and the reconfiguration of the existing flush-out (Photo 4). The work was accomplished in-house and is now complete.

Other noteworthy items for August include:

- Fire hydrant replaced on Fircrest Court (Photo 5).
- Tracer wire (used for underground locational devices) installed on the 24-inch transmission main at Mansfield Court just east of Highway 205 (Photo 6).
- Service-line leak repair completed on Roethe Road (Photos 7 & 8).

### **Non-Revenue Water**

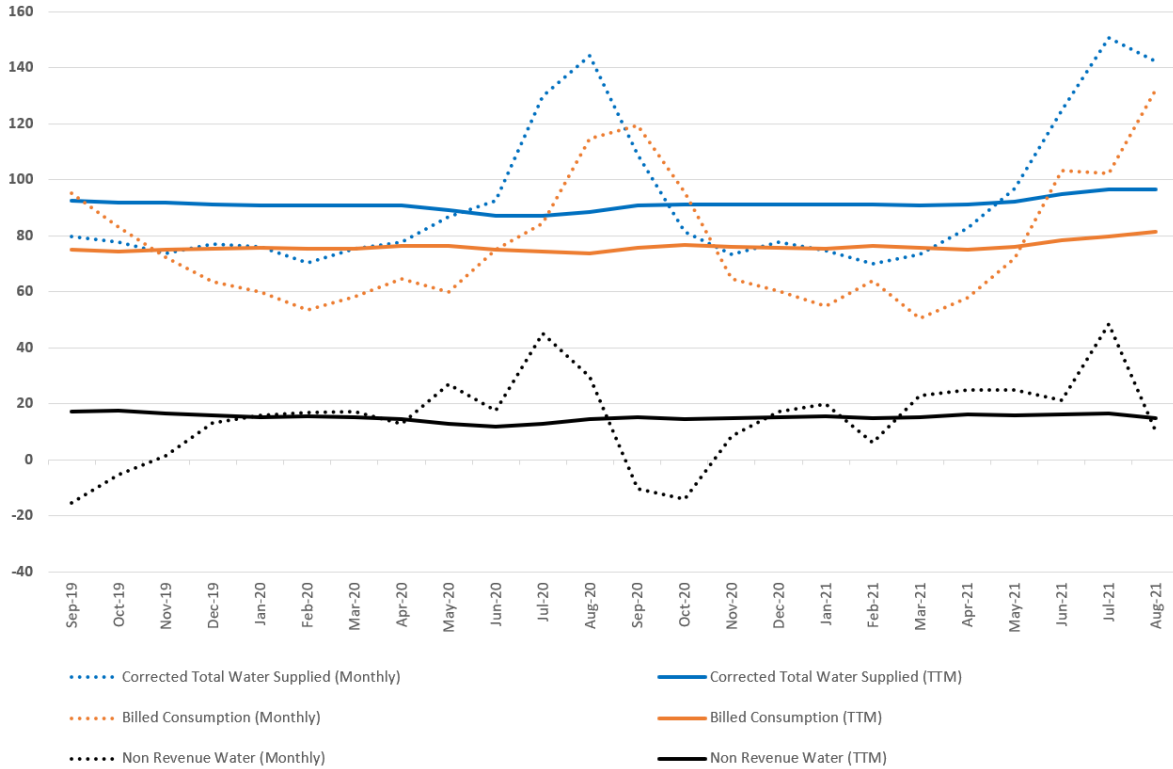
The Water Team continued their search for non-revenue water by checking services for leaks along Oatfield Road south of Roethe Road. Since the area is high in groundwater saturation, it would be easy to miss problems if they occurred. The crew is also preparing to conduct a more thorough investigation of the area by sounding the 6-inch cast-iron main. This work, however, will need to be done in the early morning hours when traffic is light so our leak-correlating equipment will be more effective.

Checking the normally closed valves at unmetered intertie points with our neighboring water systems is also important. In August, staff checked the intertie with Milwaukie's system at the pump station located at SE Bowman Street. The valves were all found in the closed position and then tested for functionality.

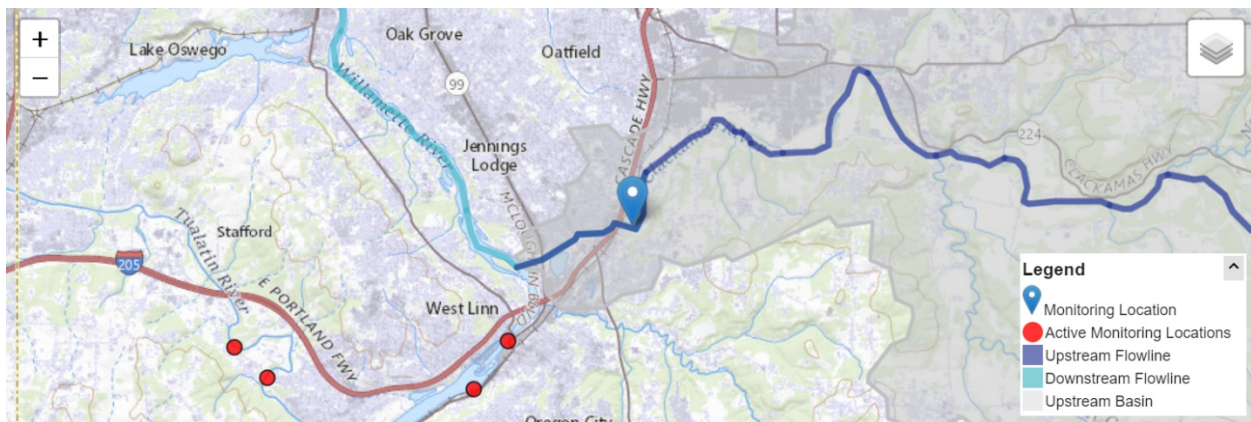
As of August 31, 2021, non-revenue water for the month was 10.19 million gallons (MG). Apparent losses totaled 3.44 MG, and a total of 6.75 MG was calculated for real losses. A total

of 76,500 gallons was used for water quality flushing and 57,250 gallons was lost due to leaks found and repaired in the system.

**OLWSD NRW in MG per Month**  
Unadjusted & Trailing Twelve Month (TTM) Average

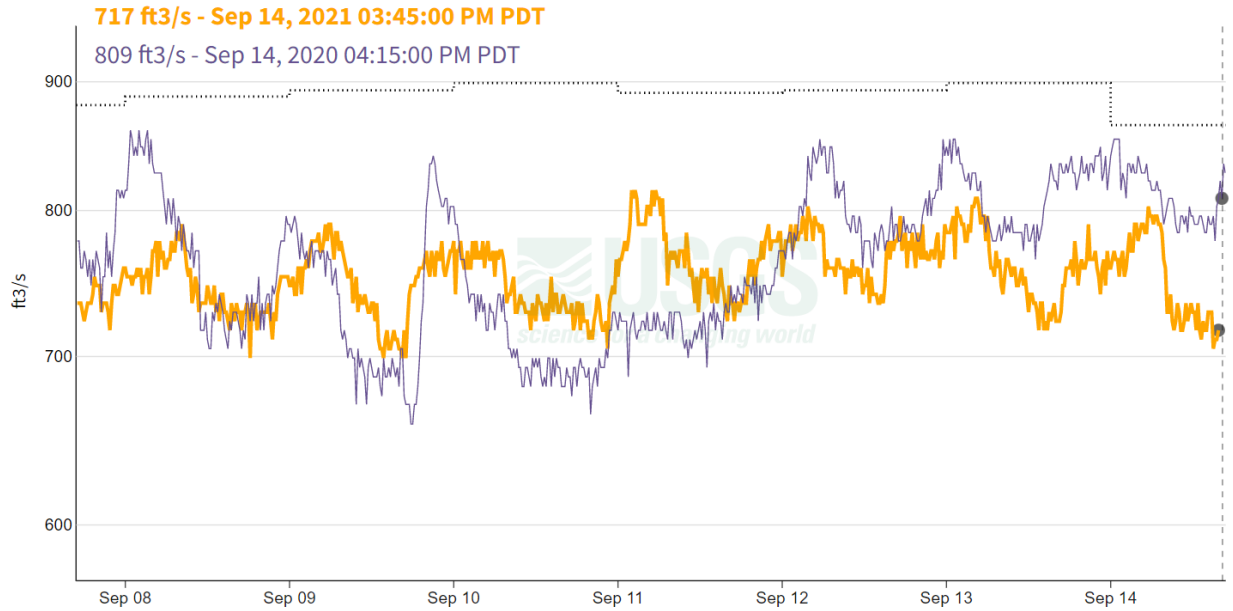


**Clackamas River Flowrates**



Location of Clackamas River flow-monitoring site. (Source: USGS Water Data)

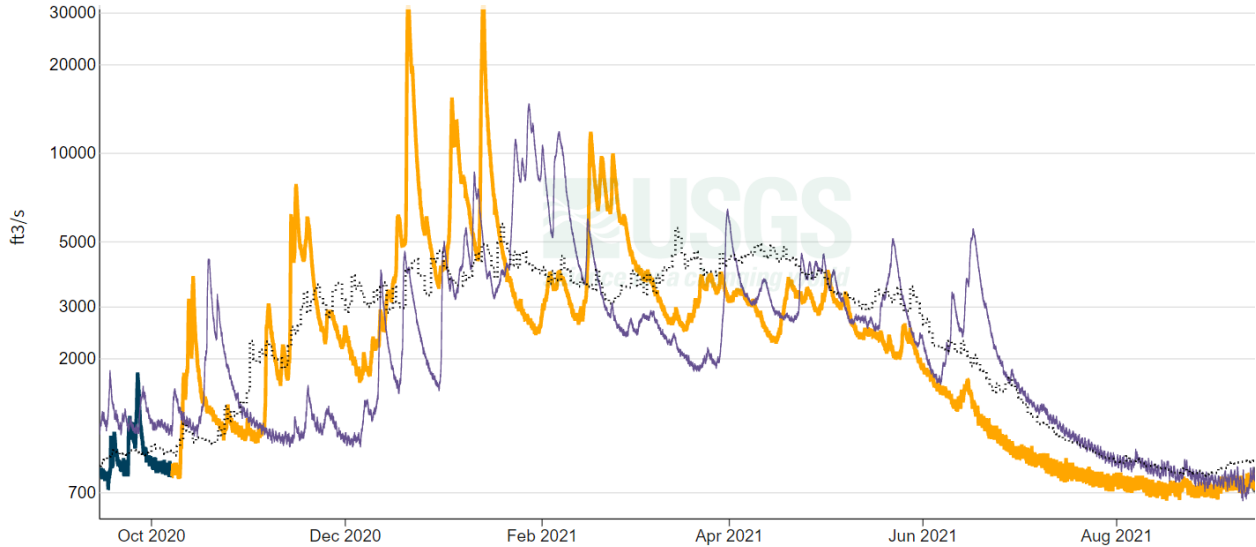
### Streamflow, ft<sup>3</sup>/s ⓘ



Current: — Provisional  
 Last year: — Approved  
 Median: ..... 2002 - 2020

- Compare to last year
- Display median

2020/21 streamflow (in cubic feet per second) comparison graph showing 7-day period September 8th through September 14<sup>th</sup> and 20-year median (current water-year in yellow). (Source: USGS Water Data)



Current: — Approved — Provisional  
 Last year: — Approved  
 Median: ..... 2002 - 2020

- Compare to last year
- Display median

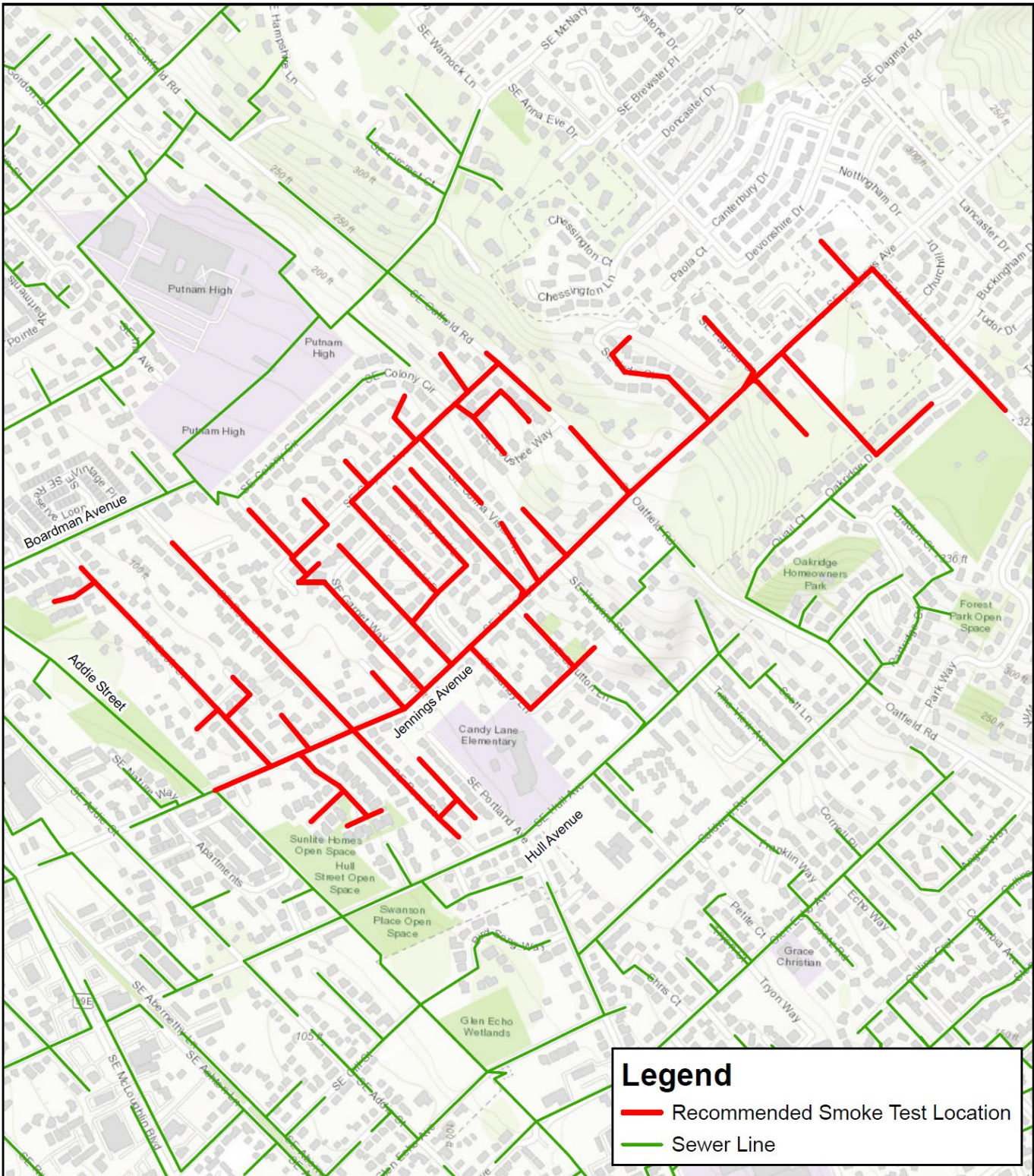
Streamflow comparison graph showing 1-year period of September 15, 2020, through September 14, 2021, and 20-year median (current water-year in yellow). (Source: USGS Water Data)

<b>Min (2005)</b>	<b>Most Recent Instantaneous Value Sep 14</b>	<b>25th percentile</b>	<b>Median</b>	<b>Mean</b>	<b>75th percentile</b>	<b>Max (2004)</b>
711	717	817	865	908	967	1350

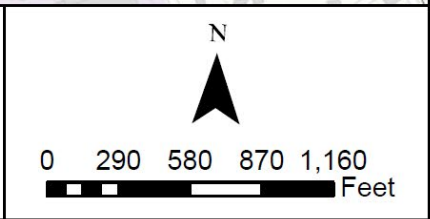
Daily discharge and cubic feet per second statistics for September 14, 2021, based on 19 water years of record. (Source: USGS Water Data)

#### **Attachments**

1. Photo Page of August 2021 Work
2. Water Purchased Report
3. Water Services Report
4. Collections Report



Smoke Testing Plan  
Sewer Master Plan Update  
Oak Lodge Water Services



Map of Smoke Testing Pilot Area



**Photo 1: Setting up smoke testing machine**



**Photo 2: Smoke venting from manhole (normal)**



**Photo 3: Abandoned shopping cart in Boardman Creek**



**Photo 4: New 1.5-inch water service and flush-out**





**Photo 5: New fire hydrant on Fircrest Court**



**Photo 6: Tracer wire installed on 24-inch main**



282 (003)

**Photo 7: Service line leaking on Roethe Road**

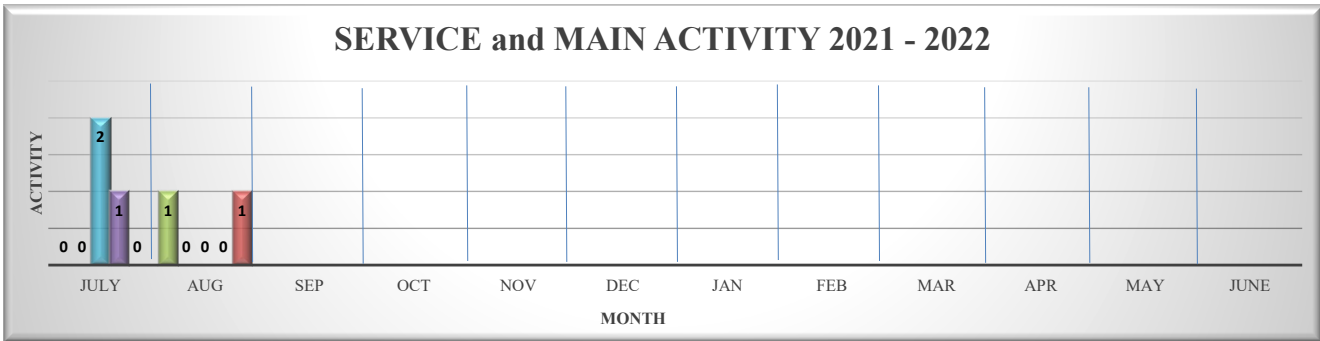
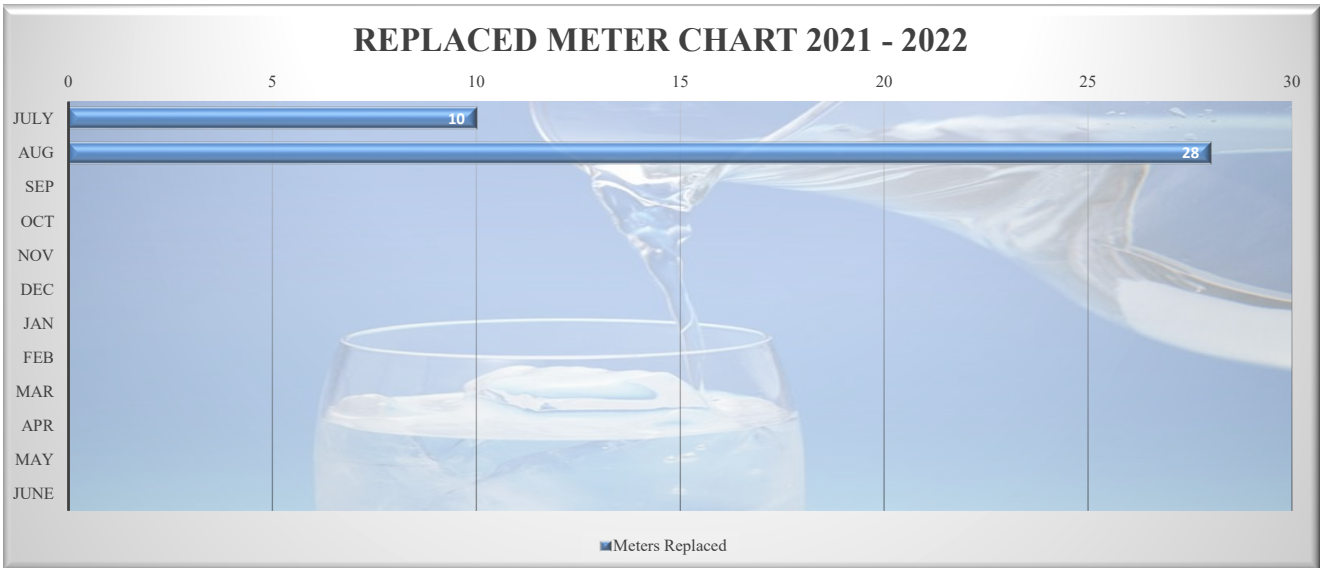


**Photo 8: Completed repair**

## Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand
	July	August	September	October	November	December	January	February	March	April	May	June			
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	97.11%	2.95
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.55%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	95.96%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.44%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.62%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.16%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.05%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.53%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.58%	3.09
21/22	150,066,000	148,100,000											298,166,000		9.62
	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average Total</b>		
	130,541,833	144,165,667	113,753,333	81,790,333	75,383,889	74,660,127	77,491,429	75,640,111	67,812,889	76,211,556	85,836,556	108,374,852	1,109,493,222		

# Oak Lodge Water Services Water Report



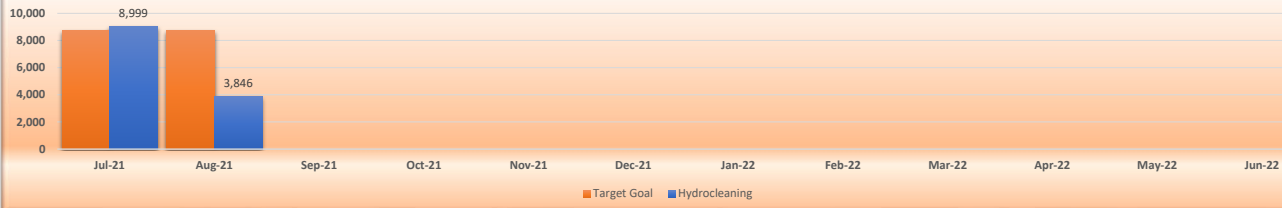
Fiscal Year 2021 - 2022	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2021	July	10	0	0	2	1	0
2021	Aug	28	1	0	0	0	1
2021	Sep						
2021	Oct						
2021	Nov						
2021	Dec						
2022	Jan						
2022	Feb						
2022	Mar						
2022	Apr						
2022	May						
2022	June						
<b>Yearly Total</b>		<b>38</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>1</b>

# Oak Lodge Water Services Collections Report

## TV Inspections



## Hydrocleaning



### FY 2017-2018

Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Current Month %	To Date Totals	Year 1 % Complete	5 Year %	Total Feet Remaining
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942	9,212	7,875	6,239		78,372	74.87%	14.97%	445,020
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906	8,953	8,638	5,367		78,697	75.18%	15.04%	444,695
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	20.00%	418,714
Actual to Goal	-3,984	1,499	4,585	860	-4,204	-5,066	-3,816	-7,693	-5,299	359	-467	-2,920		-26,144			
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625	3,276	11,061	4,225		60,286			

### FY 2018-2019

Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542	3,289	287	0		82,393	78.71%	30.78%	362,302
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	40.00%	314,035
Actual to Goal	-4,760	1,145	-381	-376	-4,462	6,102	-6,520	1,656	865	-6,250	-6,118	-796		-19,894			
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006	3,276		50,947			

### FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

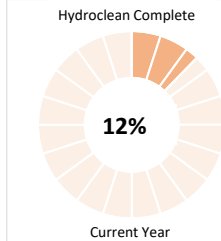
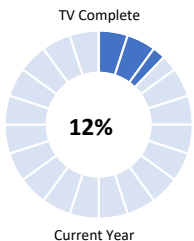
### FY 2020-2021

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0	8,528	7,683		84,645	81%	60.91%	204,592
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410	6,003	9,365		48,829	47%	53.24%	244,731
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100%	80.00%	104,679
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435	-7,018	-1,458	-199		-37,941			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054	2,824	3,680		51,360			

### FY 2021-2022

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 5 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	9,931	2,851												33%	12,782	12%	63.35%	191,810
Hydrocleaning	8,999	3,846												44%	12,845	12%	55.70%	231,886
Target Goal	8,723	8,723												100%	17,446	100%	100.00%	95,955
Actual to Goal	742	-5,375													-4,633			
Grease Line	1,516	3,345													4,861			

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	84,645	12,782	191,810
Actual Per Year Hyd	78,697	82,393	68,742	48,829	12,845	231,886
Make up	-26,144	-19,894	-36,004	-37,941	-91,865	
Percent Completed	75%	81%	66%	64%	12%	60%



## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Acting Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 8e  
**Date** September 21, 2021

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

### Highlights of the Month

- Lift Station 5 kamikaze squirrel, engine generator scare.
- Liquid polymer testing.
- Construction and maintenance projects, update on solids piping.
- Brown and Caldwell master plan lab testing.

### Water Reclamation Facility Operations

Operations and Maintenance hit the ground running in August! Lift Station 5 experienced a power outage in the early morning of Saturday, August 7<sup>th</sup> due to a kamikaze squirrel who decided to supplement his diet with the rubber coating around the power line. In addition to the power outage, the engine generator did not start as planned. Paul Witzig was able to call in backup, as well as call Portland General Electric (PGE). PGE was able to restore power before any sewer overflow took place, so no sewage was spilled. Initial investigations into the engine generator failure led us to believe that the coolant level in the radiator was low. While this is still the leading theory, the question of why the liquid level was low has become clearer to us. The engine block heater appears to be oversized and we think that either the coolant is boiling off or the constant expansion/contraction of the hoses has led to a leak. We are currently in talks with our engine generator maintenance contractors to get quotes on a small overhaul of the coolant system as well as a smaller block heater.

On August 27<sup>th</sup> both Polydine, our polymer distributor, and Mike Reilly, a local equipment supplier, set up a liquid polymer trial. This trial was conducted to see if a switch to liquid emulsion is a viable alternative to the current dry system, which is nearing the end of its equipment life cycle. Not only would a liquid polymer system have fewer moving parts, but it would also be safer for our operators to use. Also, rather than lugging 55-pound bags of dry

polymer around daily, a 320-gallon tote of liquid would be moved into the solids building via forklift on a monthly basis. With the current dry polymer that we use now, we typically see the biosolids come off the belt filter press (BFP) in the range of 11-13 percent solids. With the three solids tests we took from the liquid polymer trial, we saw immediate results of 15.1%, 16.2%, and 15.1%, respectively. While that may not seem like much, over the course of a year it could equal real cost savings. Operations has ordered a full-size tote of this liquid polymer and it is due to arrive in mid-September. At that time, we will conduct a longer trial, which will give us the chance to collect more data. Stay tuned!

Also on the polymer front, we were recently informed that lead time for our current dry polymer has increased to 16 weeks due to a supply chain shortage. The ship carrying our dry polymer is due into port in LA sometime in early October. We are currently working with Polydine to keep an eye on our supply, and we have been assured that they will not let us run out. To be sure, we have placed orders out for the remainder of the year, which will get us a spot in line. We received a full order the second week in August, so we have something like a minimum of 40 days in possession. In the event we do end up switching to a liquid emulsion, those orders can be cancelled without penalty to the District. As luck would have it, liquid polymer appears to have much shorter lead times of 4-6 weeks currently.

The much-anticipated solids piping plan is nearing completion. All piping has been completed and our construction contractor has finished up and is demobilizing. The finishing touches on programming for the Gravity Belt Thickener (GBT) and the new Waste Activated Sludge (WAS) pump are due to be completed soon, and once that happens, we will be live.

Starting August 10<sup>th</sup> through August 24<sup>th</sup>, Brown and Caldwell were down at the Plant running a series of tests to provide the upcoming master plan with the data it needs for future planning. Operations and Maintenance were able to set up a sampler for their use in the headworks, as well as splitting our daily samples and assisting in helping to gather the various samples. Brown and Caldwell's testing was very extensive, and Operations was able to share their lab area so the testing could be completed in a timely manner.

### **Water Reclamation Facility Maintenance**

August was a month of safety inspections, rebuilds, calibrations, and repairs. John was able to get reuse pump number 2 rebuilt and replaced. Once the electricians come out and wire it back in, we will be back to full strength in reuse pumping. In the month of August we also had multiple HVAC system issues throughout the Plant. Our HVAC contractor, DeTemple, has been very busy these last few months and was finally able to come out and has quoted us on these repairs. We will be moving ahead with getting these issues dealt with. We also had our annual crane inspections, which consist of various jibs, hoists, monorails, and gantries located throughout the Plant. Lastly, MeasureTech came out and performed our semi-annual calibrations on over 40 of our level transducers, Low Explosive Limit (LEL) detectors, pressure switches, and flow meters. So, we are good for another 6 months.

## **Attachments**

1. Photo Page of August 2021 work
2. Rainfall vs Flow Data Correlation for February 2021-August 2021
3. Plant Performance BOD-SS Graph for February 2021-August 2021
4. Work Order Summary Graph 2021

## Plant Operations Photo Page



1. Brown and Caldwell lab takeover.



2. Liquid polymer trial, day 1.



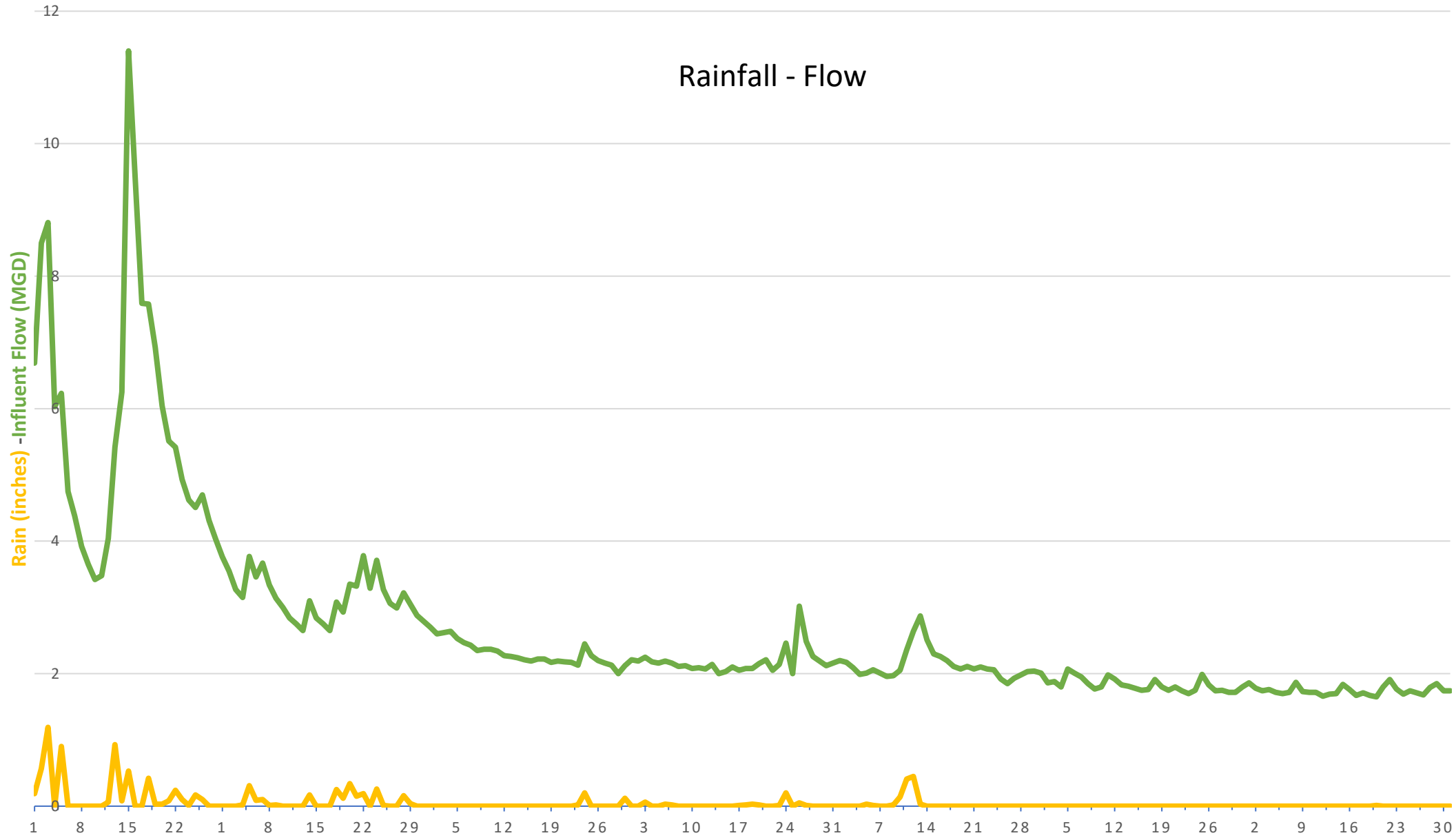
3. Much dryer cake with the liquid polymer.



4. Prime suspect in the pump station 5 power loss.

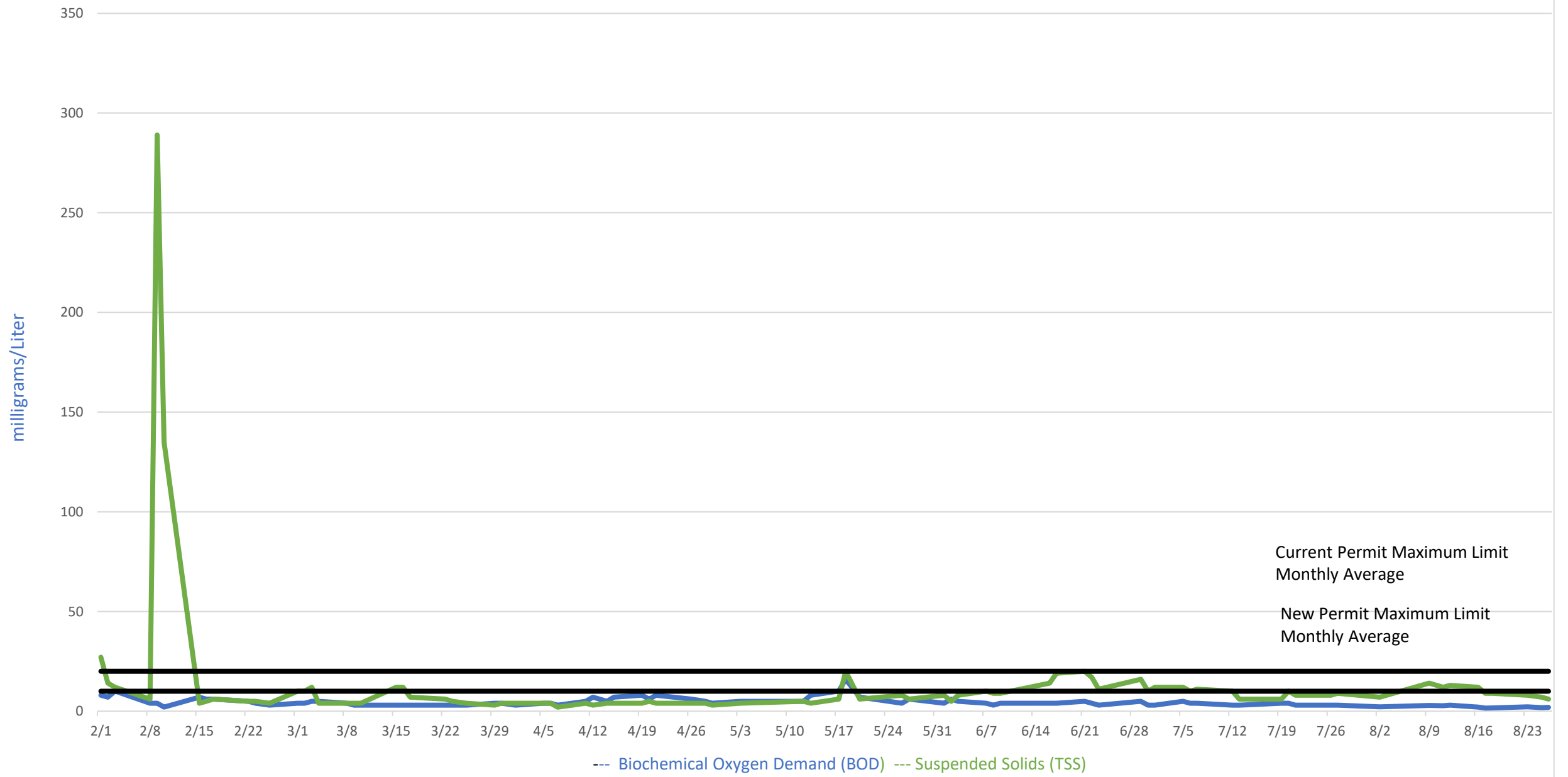


# Rainfall - Flow

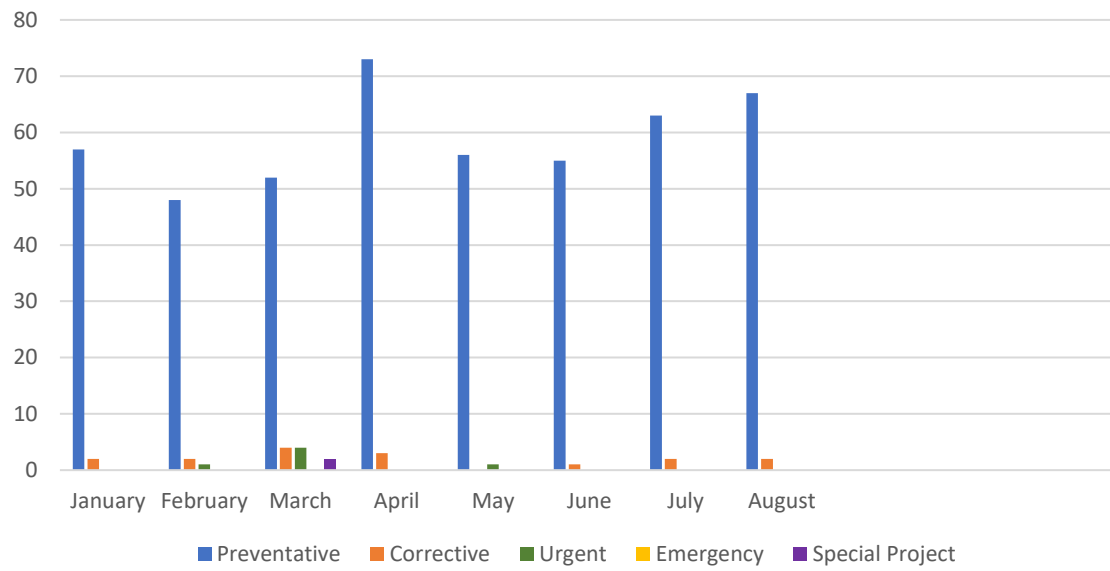


Feb 2021 through Aug 2021

# Effluent Water Quality (Feb 2021-Aug 2021)



## Treatment Plant Work Order Summary 2021





## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	9
<b>Date</b>	September 21, 2021

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### Summary

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

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

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



## AGENDA ITEM

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<b>Title</b>	Recess to Executive Session
<b>Item No.</b>	10
<b>Date</b>	September 21, 2021

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### Summary

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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<b>Title</b>	Adjourn Executive Session
<b>Item No.</b>	11
<b>Date</b>	September 21, 2021

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**Summary**

Adjourn Executive Session and make any necessary motions as a result of Executive Session discussions.