

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



April 20, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

April 20, 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 each agenda item.

3. Consent Agenda

a. March 2021 Financial Report

b. Approval of March 16, 2021 Board Regular Meeting Minutes

4. Monthly Update: Oak Lodge Governance Project

5. Presentation of the Ecology in Classrooms & Outdoors Annual Update

6. Consideration of Cooperative Public Agencies of Washington County (CPAWC) Intergovernmental Agreement

7. Consideration of Sewer Pump Station 5 Rebuild Construction Contract

8. Consideration of Merina + Co. Contract for Financial Services

9. Consideration of Resolution No. 2021-03 Approving a Budget Transfer for the FY 2021 Adopted Budget

10. Call for Public Comment

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

11. Department Reports

a. Human Resources

b. Finance

c. Technical Services

d. Field Operations

e. Plant Operations

12. Business from the Board
13. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	April 20, 2021

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.



April 14, 2021

Board of Directors – Oak Lodge Water Services District
14496 SE River Road
Oak Grove, OR 97267

RE: Emergency Covid-19 Assistance Program

OLWSD Board of Directors,

With the expansion of the Emergency Covid-19 Assistance Program, our company would like to request consideration for financial assistance as we work to recover from Governor Brown's 5 ½ months of mandated business closures.

We have sustained a total of 22 weeks (5.5 months) of complete shutdown of our entire business. Today, we still are operating with restrictions including full closure of our child care department, limited youth programming, facility closure of saunas/steam/jacuzzi, limited group class sizes and overall reduced occupancy limitations.

For the calendar year 2020 our gross revenues decreased 46%; additionally, for the first quarter of 2021 our revenues declined 61%. The public's perception of the fitness industry has been tainted in the media despite the fact that we've hosted more than 75,000 daily club visits at East Side Athletic Clubs (since March 2020) and can report ZERO COVID CASES resulting from those visits. Our safety protocols are outstanding with masking, distancing, hand sanitizer stations, Hepa filters, Air Scrubber machines, acrylic screens, touchless check-in and more.

Our membership base on 3/17/2020 (start of Covid shutdown) was 1285 accounts and as of today that number is 834 accounts which is just 64.9% of our former base count. In addition, another 69 membership accounts are on 'freeze' status meaning no revenue is generated on those accounts.

Lastly, Governor Brown moved Clackamas County BACK to "High Risk" this past Friday 4/9/2021 which restricts club occupancy once again to just 25% or only 50 people.

We have been a customer of OLWSD for over 40 YEARS! We hope you will consider our request for assistance during these challenging times.

In Health,

Jennifer Harding
President, Harding Enterprises Inc DBA East Side Athletic Club - Milwaukie
4606 SE Boardman Avenue, Oak Grove, OR 97267



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date April 20, 2021

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. March 2021 Financial Report**
- b. Approval of the March 16, 2021 Regular Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	March 2021 Financial Reports
Item No.	3a
Date	April 20, 2021

Reports

- March 2021 Monthly Overview
- March 2021 Monthly Cash and Investment Balances Report
- March 2021 Budget to Actual Report
- March 2021 Budget Account Roll Up Report

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

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

The District's liquid cash and investment assets equal \$15.04 million as of the end of March 2021; consisting of \$1.21 million in checking, and \$13.83 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$908 thousand for March 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.

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ 18,873	58.98%
10-00-4211	Water sales	4,038,000	269,778	2,808,225	69.54%
20-00-4212	Wastewater charges	8,270,000	631,116	5,463,999	66.07%
30-00-4213	Watershed protection	1,548,000	127,233	1,032,355	66.69%
	Subtotal	\$ 13,888,000	\$ 1,028,126	\$ 9,323,451	67.13%

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.

Review of revenue lines that are above 80% of budget:

1. **4220 System development charges** is at 242.7% of budget.
2. **4230 Contracted Services** is at 103.5% of budget. This revenue line is under-budget based on current agreements.
3. **4240 Service installations** is at 166.7% of budget. This revenue is directly related to development in the district when new service connections are added.
4. **4290 Other Charges for Services** is at 298.1% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4630 Miscellaneous Revenue** is at 122.85% of budget. This revenue is from title companies. Property sales activities are high due to low interest rates.
6. **4701 Interest Subsidy** is at 101.3% of budget. This subsidy is received in lump annually.

With respect to expenditures, at the end of March expenditures are overall 44.5.0% of budget. When excluding Contingencies, expenditures are 59.9% of budget, with 75% of the fiscal year completed.

Review of expenditure lines that are above 80% of budget:

1. **5130 Overtime** is at 88.3% of budget. Overtime has increased through the winter months due to various weather events and one plant operator position remaining vacant all fiscal year.
2. **5270 Workers Compensation** is at 99.6% of budget. This expense is paid in one lump sum in July.
3. **6120 Accounting & Audit Services** is at 152.7% of budget. This includes the full expense for this year's audit.
4. **6240 Natural Gas** is at 106.8% of budget. Increase in this account is due to gas consumed by generator during the Ice Storm event.
5. **6290 Other Utilities** is at 95.7% of budget. This line includes charges that the District pays to City of Milwaukie for sanitary services.
6. **6320 Buildings and Grounds** is at 84.78% of budget. This is due to improvements completed to the HVAC Systems of all buildings to include UV treatment to reduce the potential of COVID-19 outbreaks in OLWSD facilities.
7. **6560 Uniforms** is at 107.5% of budget. Uniforms budget line was reduced from prior years. This line may need to be reviewed in a later Budget adjustment.
8. **6715 Water Quality Program** is at 229.4% of budget. This line is under-budgeted based on the monthly billing for drinking water testing.
9. **6770 Bank Charges** is at 90.3% of budget. This is due to the collection of SDC charges via credit card payments resulting in additional banking fees. SDC Revenues are currently at 242.7% of budget.
10. **6780 Taxes and Fees** is at 307.2% of budget. This line was not budgeted in Wastewater Treatment fund- needs to be included in next Budget adjustment.

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 exceed 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 20 GPM 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
150	Low Income Rate Relief	\$ 69,440	\$ 6,167	\$ 52,423	75.49%

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is \$97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District's Low-Income Rate Relief Program.

	<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

In March 2021, fifteen (15) residential accounts and one (1) commercial account received assistance. Cumulative, expenditures represent assistance to fifty-five (55) residential accounts and nine (9) commercial accounts.

Oak Lodge Water Services District

Account Balances As of:		
March 31, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,207,714.37
LGIP	0.60%	\$ 13,832,911.49
Total		\$ 15,040,625.86

General Ledger
Budget to Actual



User: jeff
Printed: 4/12/2021 1:48:55 PM
Period 09 - 09
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	335,000.00	0.00	598,700.78	0.00	178.72
	<i>Beginning Fund Balance</i>	<i>335,000.00</i>	<i>0.00</i>	<i>598,700.78</i>	<i>0.00</i>	<i>178.72</i>
	NonDivisional	335,000.00	0.00	598,700.78	0.00	178.72
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	NonDivisional					
	<i>Revenue</i>					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	0.00	1,663.14	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,893.59	14,150.72	0.00	1,415.07
	<i>Revenue</i>	<i>1,000.00</i>	<i>1,893.59</i>	<i>31,741.63</i>	<i>0.00</i>	<i>3,174.16</i>
	NonDivisional	1,000.00	1,893.59	31,741.63	0.00	3,174.16
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,431,000.00	0.00	75.00
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,519,499.97	0.00	75.00
05-29-4930	Transfer in from Fund 30	635,000.00	0.00	476,250.03	0.00	75.00
	<i>Revenue</i>	<i>4,569,000.00</i>	<i>327,833.33</i>	<i>3,426,750.00</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	4,569,000.00	327,833.33	3,426,750.00	0.00	75.00
	Revenue	4,570,000.00	329,726.92	3,458,491.63	0.00	75.68
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	590,500.00	41,051.81	420,520.18	0.00	71.21
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	276.54	5,794.27	0.00	115.89
05-01-5210	Healthdental insurance	115,000.00	8,165.25	71,963.98	0.00	62.58
05-01-5230	Social security	43,000.00	3,077.12	29,098.26	0.00	67.67
05-01-5240	Retirement	124,000.00	8,037.60	85,566.79	0.00	69.01
05-01-5250	TrimetWBF	4,000.00	323.49	3,293.17	0.00	82.33
05-01-5260	Unemployment	5,000.00	0.00	9,720.00	0.00	194.40
05-01-5270	Workers compensation	8,000.00	0.00	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	0.00	3,709.02	0.00	74.18
	<i>Personnel Services</i>	<i>904,500.00</i>	<i>60,931.81</i>	<i>630,336.77</i>	<i>0.00</i>	<i>69.69</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	38,109.50	124,790.50	0.00	33.28
05-01-6120	Accounting and audit services	45,000.00	0.00	68,734.45	0.00	152.74
05-01-6155	Contracted Services	248,000.00	19,135.06	103,028.93	0.00	41.54
05-01-6180	Dues and subscriptions	35,000.00	2,410.00	29,835.89	0.00	85.25
05-01-6220	Electricity	9,000.00	1,416.13	9,174.73	0.00	101.94
05-01-6240	Natural gas	1,000.00	875.95	2,741.31	0.00	274.13

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	261.19	17,731.42	0.00	88.66
05-01-6310	Janitorial services	25,000.00	1,190.40	10,105.74	0.00	40.42
05-01-6320	Buildings and grounds maint	18,000.00	4,161.43	15,706.49	0.00	87.26
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	505.25	0.00	4.21
05-01-6440	Board Expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	725.59	18,575.05	0.00	74.30
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	99.00	802.11	0.00	40.11
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	-1,000.00	0.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	222.20	3,298.73	8.29	329.87
05-01-6770	Bank charges	125,000.00	21,956.28	112,885.41	21,856.67	90.31
05-01-6780	Taxes, Fees, Permits	1,000.00	203.50	1,808.37	0.00	180.84
05-01-6785	ECAP Payments	97,000.00	3,134.34	12,113.38	0.00	12.49
05-01-6900	Miscellaneous expense <i>Materials & Services</i>	1,000.00 <i>1,044,500.00</i>	0.00 <i>92,900.57</i>	0.00 <i>531,160.79</i>	0.00 <i>21,864.96</i>	0.00 <i>50.85</i>
AdminFinance		1,949,000.00	153,832.38	1,161,497.56	21,864.96	59.59
Human Resources						
<i>Personnel Services</i>						
05-02-5110	Regular employees	155,000.00	12,944.20	118,218.14	0.00	76.27
05-02-5130	Overtime	5,000.00	0.00	998.14	0.00	19.96
05-02-5210	Healthdental insurance	26,000.00	1,720.66	15,357.68	0.00	59.07
05-02-5230	Social security	12,000.00	972.96	8,964.65	0.00	74.71
05-02-5240	Retirement	27,000.00	2,024.37	19,523.14	0.00	72.31
05-02-5250	TrimetWBF	1,000.00	102.78	831.85	0.00	83.19
05-02-5270	Workers compensation	2,000.00	0.00	174.96	0.00	8.75
05-02-5290	Other employee benefits <i>Personnel Services</i>	2,000.00 <i>230,000.00</i>	0.00 <i>17,764.97</i>	0.00 <i>164,068.56</i>	0.00 <i>0.00</i>	0.00 <i>71.33</i>
<i>Materials & Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	215.00	360.00	0.00	36.00
05-02-6230	Telephone	57,000.00	8,615.45	36,117.85	0.00	63.36
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	832.68	2,121.14	3,680.00	9.64
05-02-6440	Board Expense	7,000.00	511.70	533.70	0.00	7.62
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	185.99	573.30	0.00	57.33
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	0.00	148,236.00	0.00	61.77
05-02-6730	Communications	6,000.00	76.36	197.49	0.00	3.29
05-02-6740	Advertising	5,000.00	710.14	3,287.12	0.00	65.74
05-02-6785	ECAP Payments <i>Materials & Services</i>	0.00 <i>343,500.00</i>	0.00 <i>11,147.32</i>	0.00 <i>191,542.80</i>	0.00 <i>3,680.00</i>	0.00 <i>55.76</i>
Human Resources		573,500.00	28,912.29	355,611.36	3,680.00	62.01
Technical Services						
<i>Personnel Services</i>						
05-03-5110	Regular employees	602,000.00	38,841.34	363,673.72	0.00	60.41
05-03-5130	Overtime	5,000.00	33.25	1,982.59	0.00	39.65
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	64,139.32	0.00	57.27
05-03-5230	Social security	44,000.00	2,934.28	26,471.72	0.00	60.16
05-03-5240	Retirement	112,000.00	5,566.71	60,190.26	0.00	53.74
05-03-5250	TrimetWBF	4,000.00	308.77	2,874.07	0.00	71.85
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	664.16	0.00	7.38
05-03-5290	Other employee benefits <i>Personnel Services</i>	5,000.00 <i>898,000.00</i>	0.00 <i>53,429.50</i>	0.00 <i>519,995.84</i>	0.00 <i>0.00</i>	0.00 <i>57.91</i>
<i>Materials & Services</i>						

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6155	Contracted Services	306,000.00	-1,164.50	66,370.85	59,947.58	21.69
05-03-6180	Dues and subscriptions	10,000.00	215.00	2,730.00	0.00	27.30
05-03-6350	Computer maintenance	237,000.00	15,183.75	176,621.69	15,674.00	74.52
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	3,559.29	0.00	22.25
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	-1,789.02	-1,653.80	0.00	-55.13
05-03-6540	Safety supplies	8,000.00	540.08	2,042.06	0.00	25.53
05-03-6730	Communications	149,000.00	116.86	7,699.10	53,945.62	5.17
	<i>Materials & Services</i>	<i>733,000.00</i>	<i>13,102.17</i>	<i>257,369.19</i>	<i>129,567.20</i>	<i>35.11</i>
	Technical Services	1,631,000.00	66,531.67	777,365.03	129,567.20	47.66
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	8,816.89	32,584.85	5,000.00	65.17
05-04-6520	Fuels and Oils	71,000.00	6,024.89	25,354.79	0.00	35.71
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>14,841.78</i>	<i>57,939.64</i>	<i>5,000.00</i>	<i>47.88</i>
	Vehicle Services	121,000.00	14,841.78	57,939.64	5,000.00	47.88
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>552,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	552,000.00	0.00	552,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	68,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>68,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	68,500.00	0.00	0.00	0.00	0.00
05	Expense Administrative Services	4,895,000.00 10,000.00	264,118.12 65,608.80	2,904,413.59 1,152,778.82	160,112.16 -160,112.16	59.33 11,527.79
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Beginning Fund Balance</i>	<i>1,527,000.00</i>	<i>0.00</i>	<i>1,504,202.42</i>	<i>0.00</i>	<i>98.51</i>
	NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	Fund Balance NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	3,490.96	22,364.00	0.00	69.89
10-00-4211	Water sales	4,038,000.00	269,778.01	3,078,002.59	0.00	76.23
10-00-4215	Penalties and late charges	20,000.00	0.00	21.63	0.00	0.11
10-00-4220	System development charges	100,000.00	0.00	310,632.80	0.00	310.63
10-00-4230	Contract services	40,000.00	4,000.00	41,400.00	0.00	103.50
10-00-4240	Service installations	10,000.00	0.00	33,334.82	0.00	333.35
10-00-4280	Rents & leases	200,000.00	14,219.09	134,371.11	0.00	67.19
10-00-4290	Other charges for	10,000.00	0.00	15,323.65	0.00	153.24

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	services					
10-00-4610	Investment revenue	10,000.00	357.53	4,615.40	0.00	46.15
10-00-4630	Miscellaneous revenues	26,000.00	641.00	26,346.84	0.00	101.33
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>292,486.59</i>	<i>3,666,412.84</i>	<i>0.00</i>	<i>81.73</i>
	NonDivisional	4,486,000.00	292,486.59	3,666,412.84	0.00	81.73
	Revenue	4,486,000.00	292,486.59	3,666,412.84	0.00	81.73
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	655,500.00	33,552.05	455,720.98	0.00	69.52
10-20-5130	Overtime	35,000.00	1,758.00	29,072.28	0.00	83.06
10-20-5210	Healthdental insurance	140,000.00	6,838.05	91,405.86	0.00	65.29
10-20-5230	Social Security	47,000.00	4,264.59	37,600.53	0.00	80.00
10-20-5240	Retirement	132,000.00	6,358.32	95,739.90	0.00	72.53
10-20-5250	TrimetWBF	5,000.00	280.29	3,785.19	0.00	75.70
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	0.00	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	0.00	197.75	0.00	3.30
	<i>Personnel Services</i>	<i>1,037,500.00</i>	<i>53,051.30</i>	<i>730,458.78</i>	<i>0.00</i>	<i>70.41</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	4,375.00	0.00
10-20-6220	Electricity	27,000.00	2,376.88	22,129.47	0.00	81.96
10-20-6240	Natural gas	3,000.00	456.67	2,201.50	0.00	73.38
10-20-6290	Other utilities	0.00	207.60	1,240.52	0.00	0.00
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	5,000.00	948.85	15,364.92	3,000.00	307.30
10-20-6340	Distribution system	200,000.00	36,609.30	162,693.87	27,736.08	81.35
10-20-6390	Other repairs & maintenance	35,000.00	805.85	24,881.94	14,606.98	71.09
10-20-6410	Mileage	0.00	25.20	25.20	0.00	0.00
10-20-6420	Staff training	10,000.00	255.00	1,015.00	0.00	10.15
10-20-6430	Certifications	2,000.00	230.00	1,032.00	0.00	51.60
10-20-6510	Office supplies	0.00	0.00	452.40	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	728.03	3,072.39	2,470.00	34.14
10-20-6540	Safety supplies	15,000.00	714.39	9,536.58	0.00	63.58
10-20-6550	Operational Supplies	2,000.00	82.00	2,981.58	0.00	149.08
10-20-6560	Uniforms	2,000.00	0.00	39.99	0.00	2.00
10-20-6710	Purchased water	1,084,000.00	-5,088.65	763,358.22	0.00	70.42
10-20-6715	Water quality program	5,000.00	560.27	11,467.89	0.00	229.36
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	20,000.00	538.97	9,157.17	0.00	45.79
10-20-6900	Miscellaneous expense	1,000.00	219.59	366.33	0.00	36.63
	<i>Materials & Services</i>	<i>1,443,500.00</i>	<i>39,669.95</i>	<i>1,030,917.74</i>	<i>52,188.06</i>	<i>71.42</i>
	Drinking Water	2,481,000.00	92,721.25	1,761,376.52	52,188.06	70.99
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	0.00	100.00
	<i>Materials & Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>209,800.50</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	209,801.00	0.00	209,800.50	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,908,000.00	159,000.00	1,431,000.00	0.00	75.00
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	375,000.03	0.00	75.00
10-29-9000	Contingency	914,199.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,322,199.00</i>	<i>200,666.67</i>	<i>1,806,000.03</i>	<i>0.00</i>	<i>54.36</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	3,322,199.00	200,666.67	1,806,000.03	0.00	54.36
10	Expense Drinking Water	6,013,000.00 0.00	293,387.92 -901.33	3,777,177.05 1,393,438.21	52,188.06 -52,188.06	62.82 0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	<i>Beginning Fund Balance</i>	<i>1,842,000.00</i>	<i>0.00</i>	<i>1,807,252.47</i>	<i>0.00</i>	<i>98.11</i>
	NonDivisional	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	NonDivisional Revenue					
20-00-4212	Wastewater charges	8,270,000.00	631,115.82	6,095,114.34	0.00	73.70
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	0.00	284,075.00	0.00	227.26
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	0.00	21,315.69	0.00	213.16
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	310.50	1,610.37	0.00	32.21
20-00-4630	Miscellaneous revenues	5,000.00	0.00	43.30	0.00	0.87
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>631,426.32</i>	<i>6,403,059.88</i>	<i>0.00</i>	<i>75.91</i>
	NonDivisional	8,435,000.00	631,426.32	6,403,059.88	0.00	75.91
	Revenue	8,435,000.00	631,426.32	6,403,059.88	0.00	75.91
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	608,000.00	46,018.51	432,397.30	0.00	71.12
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	1,578.84	47,523.62	0.00	105.61
20-21-5210	Healthdental insurance	179,000.00	12,269.28	109,963.59	0.00	61.43
20-21-5230	Social security	55,000.00	3,557.53	35,958.84	0.00	65.38
20-21-5240	Retirement	131,000.00	7,444.25	78,603.87	0.00	60.00
20-21-5250	TrimetWBF	5,000.00	375.30	3,755.03	0.00	75.10
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	0.00	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	0.00	433.72	0.00	7.23
	<i>Personnel Services</i>	<i>1,078,000.00</i>	<i>71,243.71</i>	<i>724,236.76</i>	<i>0.00</i>	<i>67.18</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	133,000.00	8,230.61	83,098.74	39,668.65	62.48
20-21-6180	Dues and subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	29,459.02	196,421.13	0.00	75.55
20-21-6240	Natural gas	1,000.00	0.00	395.86	0.00	39.59
20-21-6250	Solid waste disposal	81,000.00	6,176.50	24,429.85	12,190.34	30.16
20-21-6290	Other utilities	1,000.00	45.38	1,122.87	0.00	112.29
20-21-6310	Janitorial services	10,000.00	798.88	5,966.17	0.00	59.66
20-21-6320	Buildings & grounds	57,000.00	588.43	36,584.69	1,070.00	64.18
20-21-6342	WRF system maintenance	270,000.00	8,092.38	164,693.20	21,391.48	61.00
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	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuels and Oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	1,424.25	20,330.30	11,483.80	78.19
20-21-6530	Small tools & equipment	10,000.00	246.52	1,076.34	5,400.00	10.76
20-21-6540	Safety supplies	20,000.00	4,345.24	9,791.92	0.00	48.96

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6550	Operational supplies	14,000.00	2,365.14	5,938.00	3,143.86	42.41
20-21-6560	Uniforms	9,000.00	0.00	13,142.07	0.00	146.02
20-21-6590	Other supplies	10,000.00	82.05	2,999.47	1,321.22	29.99
20-21-6720	Insurance-General	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	1,422.15	2,524.92	0.00	16.83
20-21-6780	Taxes, Fees, Permits	0.00	4,175.24	38,917.50	0.00	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	<i>Materials & Services</i>	<i>936,000.00</i>	<i>67,451.79</i>	<i>609,871.44</i>	<i>95,669.35</i>	<i>65.16</i>
	Wastewater-Plant	2,014,000.00	138,695.50	1,334,108.20	95,669.35	66.24
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	460,500.00	35,826.88	380,574.29	0.00	82.64
20-22-5130	Overtime	11,000.00	30.00	9,148.28	0.00	83.17
20-22-5210	Healthdental insurance	110,000.00	7,370.72	73,090.67	0.00	66.45
20-22-5230	Social security	32,000.00	2,733.92	29,325.58	0.00	91.64
20-22-5240	Retirement	70,000.00	6,013.28	70,162.50	0.00	100.23
20-22-5250	TrimetWBF	3,000.00	289.39	3,105.23	0.00	103.51
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.00	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>702,500.00</i>	<i>52,264.19</i>	<i>574,555.89</i>	<i>0.00</i>	<i>81.79</i>
	<i>Materials & Services</i>					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	175.00	1,018.32	0.00	101.83
20-22-6342	Collection system maint.	50,000.00	4,773.90	16,982.99	762.40	33.97
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	0.00	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	2,343.41	7,732.31	0.00	30.93
20-22-6540	Safety supplies	4,000.00	561.46	3,092.47	1,250.00	77.31
20-22-6550	Operational supplies	5,000.00	80.40	841.82	1,095.00	16.84
20-22-6560	Uniforms	9,000.00	2,686.56	10,470.95	0.00	116.34
20-22-6750	Other purchased services	0.00	716.99	716.99	0.00	0.00
20-22-6780	Taxes, Fees, Permits	0.00	875.15	10,685.91	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>110,000.00</i>	<i>12,212.87</i>	<i>52,562.34</i>	<i>3,107.40</i>	<i>47.78</i>
	Wastewater-Collections	812,500.00	64,477.06	627,118.23	3,107.40	77.18
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	1,519,499.97	0.00	75.00
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	0.00	1,425,795.50	0.00	49.66
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	749,999.97	0.00	75.00
20-29-9000	Contingency	741,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,450,500.00</i>	<i>252,166.66</i>	<i>4,507,295.44</i>	<i>0.00</i>	<i>60.50</i>
	Transfers & Contingencies	7,450,500.00	252,166.66	4,507,295.44	0.00	60.50
20	Expense	10,277,000.00	455,339.22	6,468,521.87	98,776.75	62.94
	Wastewater Reclam.	0.00	176,087.10	1,741,790.48	-98,776.75	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Beginning Fund Balance</i>	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	Fund Balance NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,548,000.00	127,232.65	1,159,587.29	0.00	74.91
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	510.00	37,892.55	0.00	757.85
30-00-4610	Investment revenue	0.00	138.76	1,304.46	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,576,000.00</i>	<i>127,881.41</i>	<i>1,198,783.63</i>	<i>0.00</i>	<i>76.06</i>
	NonDivisional	1,576,000.00	127,881.41	1,198,783.63	0.00	76.06
	Revenue	1,576,000.00	127,881.41	1,198,783.63	0.00	76.06
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	94,500.00	7,969.69	41,757.93	0.00	44.19
30-23-5120	Temporary/seasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Health/dental insurance	8,000.00	2,676.18	10,860.33	0.00	135.75
30-23-5230	Social Security	7,000.00	592.35	3,106.91	0.00	44.38
30-23-5240	Retirement	20,000.00	1,246.46	6,659.13	0.00	33.30
30-23-5250	Trimet/WBF	1,000.00	62.89	327.15	0.00	32.72
30-23-5260	Unemployment	1,000.00	0.00	2,620.30	0.00	262.03
30-23-5270	Workers compensation	1,000.00	0.00	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>136,500.00</i>	<i>12,547.57</i>	<i>66,950.48</i>	<i>0.00</i>	<i>49.05</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	3,746.60	17,232.35	60,139.25	43.08
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	0.00	1,096.77	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	15,493.61	0.00	154.94
30-23-6780	Taxes, Fees, Permits	0.00	3,943.00	3,943.00	0.00	0.00
	<i>Materials & Services</i>	<i>105,000.00</i>	<i>7,689.60</i>	<i>37,698.95</i>	<i>60,139.25</i>	<i>35.90</i>
	Watershed Protection	241,500.00	20,237.17	104,649.43	60,139.25	43.33
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	<i>Materials & Services</i>	<i>62,558.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,558.00	0.00	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	0.00	476,250.03	0.00	75.00
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	375,000.03	0.00	75.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-9000	Contingency	546,942.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	1,681,942.00	41,666.67	851,250.06	0.00	50.61
	Transfers & Contingencies	1,681,942.00	41,666.67	851,250.06	0.00	50.61
30	Expense	1,986,000.00	61,903.84	1,018,457.10	60,139.25	51.28
	Watershed Protection	0.00	65,977.57	616,792.03	-60,139.25	0.00
40	WW GO Debt Service NonDivisional					
	Beginning Fund Balance					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	Beginning Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional	333,000.00	0.00	333,918.79	0.00	100.28
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional Revenue					
40-00-4610	Investment revenue	7,000.00	317.23	2,627.68	0.00	37.54
40-00-4701	Interest Subsidy	111,000.00	0.00	112,385.27	0.00	101.25
	Revenue	118,000.00	317.23	115,012.95	0.00	97.47
	NonDivisional	118,000.00	317.23	115,012.95	0.00	97.47
	Transfers & Contingencies Revenue					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	812,000.00	0.00	812,000.00	0.00	100.00
	Transfers & Contingencies	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	930,000.00	317.23	927,012.95	0.00	99.68
	Debt Service Materials & Services					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	Materials & Services	638,101.00	0.00	638,100.30	0.00	100.00
	Debt Service	638,101.00	0.00	638,100.30	0.00	100.00
40	Expense	638,101.00	0.00	638,100.30	0.00	100.00
	WW GO Debt Service	624,899.00	317.23	622,831.44	0.00	99.67
50	WW Revenue Bond Debt Service NonDivisional					
	Beginning Fund Balance					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	Beginning Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional	682,000.00	0.00	678,562.56	0.00	99.50
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional Revenue					
50-00-4610	Investment revenue	16,084.00	347.68	4,350.06	0.00	27.05
	Revenue	16,084.00	347.68	4,350.06	0.00	27.05
	NonDivisional	16,084.00	347.68	4,350.06	0.00	27.05

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	2,871,000.00	0.00	1,425,795.50	0.00	49.66
	<i>Revenue</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>1,425,795.50</i>	<i>0.00</i>	<i>49.66</i>
	Transfers & Contingencies	2,871,000.00	0.00	1,425,795.50	0.00	49.66
	<i>Revenue</i>	2,887,084.00	347.68	1,430,145.56	0.00	49.54
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	0.00	100.00
50-24-6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	0.00	50.00
	<i>Materials & Services</i>	<i>2,969,084.00</i>	<i>0.00</i>	<i>1,425,795.50</i>	<i>0.00</i>	<i>48.02</i>
	Debt Service	2,969,084.00	0.00	1,425,795.50	0.00	48.02
50	Expense	2,969,084.00	0.00	1,425,795.50	0.00	48.02
	WW Revenue Bond Debt Service	600,000.00	347.68	682,912.62	0.00	113.82
71	Drinking Water Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	<i>Beginning Fund Balance</i>	<i>3,942,000.00</i>	<i>0.00</i>	<i>4,229,831.51</i>	<i>0.00</i>	<i>107.30</i>
	NonDivisional	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	Fund Balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	2,258.98	27,626.65	0.00	55.25
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,258.98</i>	<i>27,626.65</i>	<i>0.00</i>	<i>55.25</i>
	NonDivisional	50,000.00	2,258.98	27,626.65	0.00	55.25
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	375,000.03	0.00	75.00
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>375,000.03</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	500,000.00	41,666.67	375,000.03	0.00	75.00
	<i>Revenue</i>	550,000.00	43,925.65	402,626.68	0.00	73.20
	Drinking Water Capital Outlay					
	<i>Vehicles</i>					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	13,947.50	144,054.27	239,598.36	9.73
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>13,947.50</i>	<i>144,054.27</i>	<i>239,598.36</i>	<i>9.51</i>
	Drinking Water	1,515,000.00	13,947.50	144,054.27	239,598.36	9.51
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
71	Expense	4,492,000.00	13,947.50	144,054.27	239,598.36	3.21
	Drinking Water Capital	0.00	29,978.15	4,488,403.92	-239,598.36	0.00
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<i>Beginning Fund Balance</i>	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional Revenue					
72-00-4610	Investment revenue	75,000.00	2,543.39	34,091.37	0.00	45.46
	<i>Revenue</i>	75,000.00	2,543.39	34,091.37	0.00	45.46
	NonDivisional	75,000.00	2,543.39	34,091.37	0.00	45.46
	Transfers & Contingencies Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	749,999.97	0.00	75.00
	<i>Revenue</i>	1,000,000.00	83,333.33	749,999.97	0.00	75.00
	Transfers & Contingencies	1,000,000.00	83,333.33	749,999.97	0.00	75.00
	Revenue	1,075,000.00	85,876.72	784,091.34	0.00	72.94
	Wastewater-Plant Capital Outlay					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	6,099.80	43,863.19	31,576.66	43.86
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	270,527.87	884,997.65	322,272.18	37.98
	<i>Capital Outlay</i>	2,450,000.00	276,627.67	953,807.74	353,848.84	38.93
	Wastewater-Plant	2,450,000.00	276,627.67	953,807.74	353,848.84	38.93
	Wastewater-Collections Capital Outlay					
72-22-7520	Equipment	0.00	5,964.80	5,964.80	0.00	0.00
	<i>Capital Outlay</i>	0.00	5,964.80	5,964.80	0.00	0.00
	Wastewater-Collections	0.00	5,964.80	5,964.80	0.00	0.00
	Transfers & Contingencies Transfers & Contingencies					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	3,230,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	3,230,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
72	Expense	5,680,000.00	282,592.47	959,772.54	353,848.84	16.90
	Wastewater	0.00	-196,715.75	5,076,942.94	-353,848.84	0.00
	Reclamation Capital					
73	Watershed Protection					
	Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	<i>Beginning Fund Balance</i>	<i>1,481,000.00</i>	<i>0.00</i>	<i>1,177,314.89</i>	<i>0.00</i>	<i>79.49</i>
	NonDivisional	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	Fund Balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	771.30	8,981.46	0.00	22.45
	<i>Revenue</i>	<i>40,000.00</i>	<i>771.30</i>	<i>8,981.46</i>	<i>0.00</i>	<i>22.45</i>
	NonDivisional	40,000.00	771.30	8,981.46	0.00	22.45
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.67	375,000.03	0.00	75.00
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>375,000.03</i>	<i>0.00</i>	<i>75.00</i>
	Transfers & Contingencies	500,000.00	41,666.67	375,000.03	0.00	75.00
	Revenue	540,000.00	42,437.97	383,981.49	0.00	71.11
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7540	Vehicles	0.00	3,429.61	3,429.61	0.00	0.00
73-23-7600	Capital Improvement Projects	465,000.00	0.00	1,869.50	0.00	0.40
	<i>Capital Outlay</i>	<i>465,000.00</i>	<i>3,429.61</i>	<i>5,299.11</i>	<i>0.00</i>	<i>1.14</i>
	Watershed Protection	465,000.00	3,429.61	5,299.11	0.00	1.14
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,556,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,556,000.00	0.00	0.00	0.00	0.00
73	Expense	2,021,000.00	3,429.61	5,299.11	0.00	0.26
	Watershed Protection	0.00	39,008.36	1,555,997.27	0.00	0.00
	Capital					
	Revenue Total	25,049,084.00	1,554,426.49	18,654,606.00	0.00	0.7447
	Expense Total	38,971,185.00	1,374,718.68	17,341,591.33	964,663.42	0.445

General Ledger
Account Roll up



User: jeff
Printed: 4/12/2021 1:48:58 PM
Period 09 - 09
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	3,490.96	22,364.00	69.89
4211	Water sales	4,038,000.00	269,778.01	3,078,002.59	76.23
4212	Wastewater Charges	8,270,000.00	631,115.82	6,095,114.34	73.70
4213	Watershed protection fees	1,548,000.00	127,232.65	1,159,587.29	74.91
4215	Penalties & late charges	32,000.00	0.00	14.14	0.04
4220	System development charges	245,000.00	0.00	594,707.80	242.74
4230	Contract services	40,000.00	4,000.00	41,400.00	103.50
4240	Service installations	20,000.00	0.00	33,334.82	166.67
4280	Rents & leases	200,000.00	14,219.09	134,371.11	67.19
4290	Other charges for services	25,000.00	510.00	74,531.89	298.13
4320	State grants	0.00	0.00	16,835.77	0.00
4610	Investment revenue	203,084.00	7,045.37	86,870.59	42.78
4630	Miscellaneous revenues	33,000.00	2,534.59	40,540.86	122.85
4701	Interest Subsidy	111,000.00	0.00	112,385.27	101.25
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	1,806,000.03	75.00
4920	Transfer in from Fund 20	6,709,000.00	252,166.66	4,507,295.44	67.18
4930	Transfer in from Fund 30	1,135,000.00	41,666.67	851,250.06	75.00
Revenue	Revenue	25,049,084.00	1,554,426.49	18,654,606.00	74.47
Expense	Expense				
5110	Regular employees	3,166,000.00	216,204.48	2,212,862.54	69.89
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	3,676.63	94,519.18	88.34
5210	Employee Ins	690,000.00	44,785.29	436,781.43	63.30
5230	Social Security	240,000.00	18,132.75	170,526.49	71.05
5240	Retirement	616,000.00	36,690.99	416,445.59	67.60
5250	Trimet	23,000.00	1,742.91	17,971.69	78.14
5260	Unemployment	29,000.00	0.00	12,340.30	42.55
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	0.00	4,340.49	14.97
6110	Legal services	375,000.00	38,109.50	124,790.50	33.28
6120	Accounting & audit services	45,000.00	0.00	68,734.45	152.74
6155	Contracted Services	747,000.00	29,947.77	269,730.87	36.11
6175	Records Management	5,000.00	364.50	3,919.78	78.40
6180	Dues & subscriptions	52,000.00	2,840.00	32,925.89	63.32
6220	Electricity	296,000.00	33,252.03	227,725.33	76.93
6230	Telephone	57,000.00	8,615.45	36,117.85	63.36
6240	Natural gas	5,000.00	1,332.62	5,338.67	106.77
6250	Solid waste disposal	81,000.00	6,176.50	24,429.85	30.16
6290	Other utilities	21,000.00	514.17	20,094.81	95.69
6310	Janitorial services	35,000.00	1,989.28	15,862.07	45.32
6320	Buildings & grounds	81,000.00	5,873.71	68,674.42	84.78
6330	Vehicle & equipment maint.	50,000.00	8,816.89	32,584.85	65.17
6340	Distribution system maint	250,000.00	36,609.30	162,693.87	65.08
6342	Collection system maint.	320,000.00	12,866.28	181,676.19	56.77
6350	Computer maintenance	237,000.00	15,183.75	176,621.69	74.52
6390	Other repairs & maintenance	40,000.00	805.85	25,622.85	64.06
6410	Mileage	6,000.00	25.20	25.20	0.42
6420	Staff training	80,000.00	1,087.68	8,438.44	10.55
6430	Certifications	7,000.00	230.00	1,462.00	20.89
6440	Board travel & training	7,000.00	511.70	-352.36	-5.03
6510	Office supplies	29,000.00	-1,063.43	17,489.85	60.31

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	6,024.89	25,949.09	36.55
6525	Chemicals	26,000.00	1,424.25	20,330.30	78.19
6530	Small tools & equipment	46,000.00	3,317.96	12,977.81	28.21
6540	Safety supplies	48,500.00	6,347.16	25,036.33	51.62
6550	Operational Supplies	21,000.00	2,527.54	9,761.40	46.48
6560	Uniforms	22,000.00	2,686.56	23,653.01	107.51
6590	Other supplies	10,000.00	82.05	2,999.47	29.99
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	-5,088.65	763,358.22	70.42
6715	Water quality program	5,000.00	560.27	11,467.89	229.36
6720	Insurance	240,000.00	0.00	148,236.00	61.77
6730	Communications	167,000.00	292.22	24,192.31	14.49
6740	Advertising	6,000.00	710.14	3,992.51	66.54
6750	Other purchased services	15,000.00	1,139.14	3,241.91	21.61
6760	Equipment Rental	4,500.00	222.20	3,298.73	73.31
6770	Bank charges	125,000.00	21,956.28	112,885.41	90.31
6780	Taxes & fees	21,000.00	9,735.86	64,511.95	307.20
6785	ECAP Payments	97,000.00	3,134.34	12,113.38	12.49
6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	100.00
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	100.00
6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	100.00
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	50.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	100.00
6900	Miscellaneous expense	4,000.00	219.59	369.88	9.25
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	12,064.60	49,827.99	49.83
7540	Vehicles	55,000.00	3,429.61	23,136.51	42.07
7600	Capital Improvement Projects	4,275,000.00	284,475.37	1,030,921.42	24.12
8105	Transfers out to Fund 05	4,569,000.00	327,833.33	3,426,750.00	75.00
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	0.00	1,425,795.50	49.66
8171	Transfers out - Fund 71	500,000.00	41,666.67	375,000.03	75.00
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	749,999.97	75.00
8173	Transfers out - Fund 73	500,000.00	41,666.67	375,000.03	75.00
9000	Contingency	10,034,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,375,083.18	17,345,511.11	44.50
Grand Total		-13,932,101.00	179,343.31	1,309,094.89	-0.094
Fund Balance Total		0.00	0.00	0.00	0
Revenue Total		25,049,084.00	1,554,426.49	18,654,606.00	0.7447
Expense Total		38,981,185.00	1,375,083.18	17,345,511.11	0.445



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	April 20, 2021

Summary of Minutes for Approval

- March 16, 2021 Regular Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
March 16, 2021**

Board of Directors – Members Present via Zoom:

Kevin Williams	President
Paul Gornick	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Ginny Van Loo	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 Mendenhall	Plant Operations Superintendent
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Lara Christensen	Water Quality Coordinator
Alexa Morris	Outreach and Communications Specialist

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Neil Schulman	North Clackamas Watersheds Council
Scott Duren	Water Systems Consulting

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 6:02 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 introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners.

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 were two.

3. Consent Agenda

The Board asked questions related to the Financial Reports. There was discussion regarding Addendum No. 9 to the Declaration of State of Emergency.

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

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

No representatives from the OLGP Steering Committee were present at time.

A verbal report was given by Jane Civiletti during the second public comment.

5. Appointment of Budget Committee Member

Finance Director Stevens recommended the appointment of Jim Martin to the Budget Committee.

Director Williams moved to appoint Jim Martin to Position No. 5 for the 3 year term ending 6/30/2023. 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 Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

6. Consideration of Aeration Blower and Baffle Project Construction Contract

Water Services Engineer Ogbeide outlined the technical aspects of the project and the Request for Proposal process.

There was discussion on why the estimate had been higher than the proposal.

Treasurer Knudson moved to approve the General Manager to sign a Public Improvement Contract with Slayden Constructors for the work of furnishing and installing the Aeration Blower

and Baffle Project for \$244,000. 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 Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

7. Consideration of Sanitary Sewer Master Plan Contract with Water Systems Consulting

District Engineer Rice explained the Request for Proposal process, Water Systems Consulting's approach, and overviewed the project's scope.

The Board asked questions and provided feedback regarding the price including a ten percent administrative overhead, possible cost savings, the plan's scope, the thirty-year term, as well as the plan's potential impact on utility rates.

Director Keil moved to approve the contract and asked Staff and the consultant to bring down the total cost as low as possible. Director Williams seconded. Treasurer Knudson asked if the Board wanted to provide an upper limit. Options were considered. Treasurer Knudson proposed an upper limit of \$760,000 and to charge General Manager Chaplen, District Engineer Rice, and Consultant Duren to find opportunities for savings. President Gornick clarified the motion. Director Keil seconded.

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

MOTION CARRIED

8. Presentation of North Clackamas Watersheds Council Annual Update

Neil Schulman, the Director of North Clackamas Watersheds Council (NCWC), provided background on the Council, the various programs being managed by the Council, and the importance of partnerships.

Secretary/Vice President Van Loo asked about partnerships with the NW Steelheaders. Mr. Schulman confirmed the planning of joint events.

9. Consideration of a Professional Services Contract with a Collections Agency

Finance Director Stevens outlined the scope of the program and the procurement process.

The Board asked questions and provided feedback related to the third-party collections agency's fee, the type of accounts being sent to collections, and future expansion of the program.

Director Keil moved to approve the collections agreement. Director 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 Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

10. Consideration of Resolution No. 2021-02 Amending the Schedule of Rates, Fees, and Other Charges

Finance Director Stevens explained the amendments being made to the Schedule of Rates, Fees, and Other Charges, including the third-party collections agency fee.

Secretary/Vice President Van Loo moved to approve Resolution No. 2021-02. Director Williams seconded.

Treasurer Knudson inquired about the District's flexibility to close deals with customers outside of the collections agency. Finance Director Stevens confirmed the contract allowed the District to retain its authority to collect.

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

MOTION CARRIED

11. 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 was one.

Jane Civiletti apologized for not being available earlier in the agenda to speak on behalf of the Oak Lodge Governance Project. Ms. Civiletti highlighted the first public information session and thanked members of the Board for attending.

12. Departments Reports

- **General Manager**

General Manager Chaplen thanked Olson Bros and Carson Oil for their service during the recent ice storm. She also thanked various staff members for their above-and-beyond efforts to keep essential services running during the storm.

Plant Operations Superintendent Mendenhall added Cochran Electric and Atlas Electric to the vendors who provided emergency services.

- **Technical Services**

District Engineer Rice reported on current team projects and highlighted the new

communications tracker within his Department Report.

The Board asked questions related to DEQ's new mercury rules.

- **Field Operations**

Field Operations Supervisor Lyon reported on the partnerships at work during the ice storm and monthly meter changeouts.

The Board asked questions related to the age of the remaining large meters and meter bypass installations.

- **Finance**

Finance Director Stevens overviewed her Department Report highlighting non-revenue water data, red tag letters, and internal processes.

- **Plant Operations**

Plant Operations Superintendent Mendenhall overviewed his Department Report highlighting flows, damage caused by the ice storm, and pump station power issues.

The Board asked questions related to the pump station issues and a recent customer complaint.

13. Business from the Board

Director Williams reported on the Clackamas River Water Board meeting.

Treasurer Knudson highlighted the Oak Grove Community Council meeting from his written report. He overviewed a Rotary Club presentation and thanked Outreach and Communications Specialist Morris for her help. Treasurer Knudson reported on the recent Oak Lodge Governance Project presentation.

Director Keil reported on the North Clackamas Chamber meeting.

Secretary/Vice President Van Loo provided an update on the Oregon Legislative session.

President Gornick reported on the C4 meeting.

14. Adjourn Meeting

President Gornick adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Date: _____

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	4
Date	April 20, 2021

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

Title	Presentation of the Ecology in Classrooms & Outdoors Annual Update
Item No.	5
Date	April 20, 2021

Summary

“ECO was founded by women who saw a need in the community—and decided to meet it head-on. In 2005, Sarah Woods and Bethany Shetterly Thomas developed a friendship while volunteering as environmental educators. They saw, firsthand, the critical need for students to have greater access to hands-on science curriculum both in schools and the field. And so, ECO was born.

ECO is a 501(c)(3) nonprofit organization that has grown to serve 6,330 students, grades K-12, annually in the Portland Metro Area, Eugene, and the Central Coast.

ECO's highly experienced educators deliver custom-created content that harnesses the natural curiosity of students and empowers them to build lifelong connections with nature.

From engaging in-classroom lessons, to field trips, to habitat restoration projects, to garden-based summer camp, our small but mighty team of educators delivers year-round programming. Learn more about our programs [here!](#)

In the 2018/19 school year, ECO merged an ecology education initiative, a nonprofit, and a corporation into our organization, and extended our reach to more students than ever before. The support from our community of donors and like-minded businesses has made this possible. Read our annual reports to learn more about this milestone.

ECO believes all students, regardless of circumstance, deserve the opportunity to connect with nature through world-class science education. Your support makes this possible. Together, we're creating the advocates, stewards, and change-makers our future needs.”¹

Attachments

1. PowerPoint Presentation

¹ This information was found on the ECO website: <https://www.ecologyoutdoors.org/>

Oak Lodge Water Services

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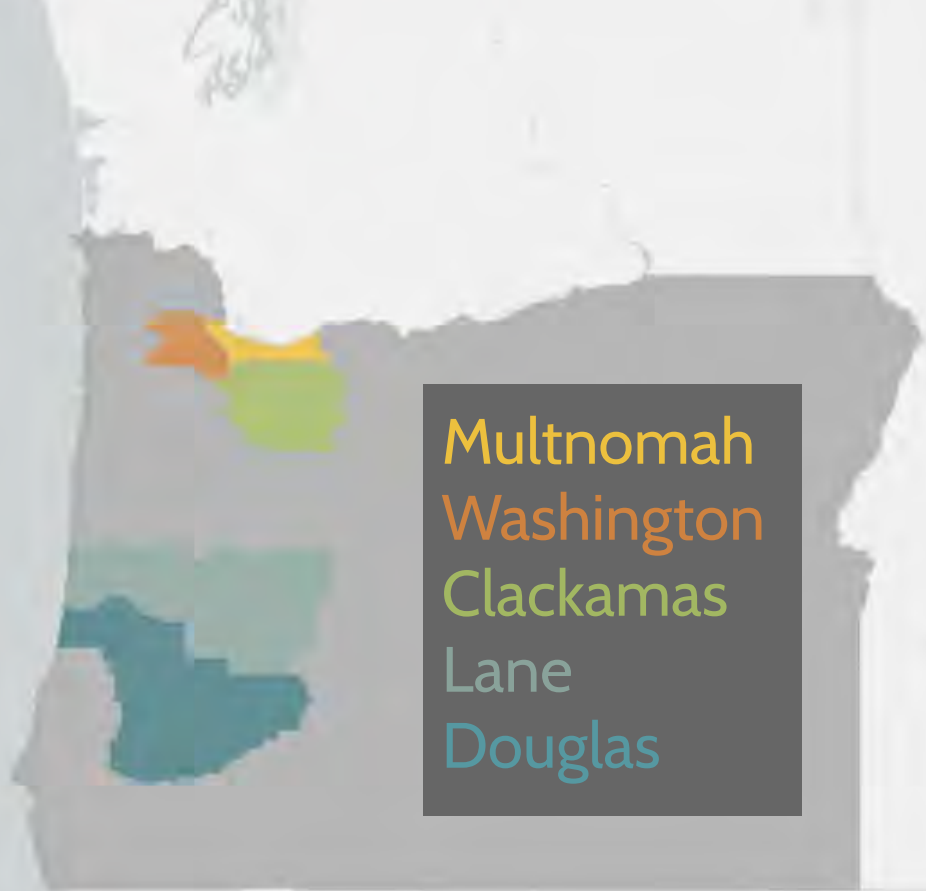
Ecology in Classrooms & Outdoors



Our mission is to inspire students to care for nature and their local communities through hands-on science education.

Where We Work

- 5 counties
- 14 school districts
- 6,000 students per year
- Grades K-12



OLWS & ECO

Working together since 2017



Oak Grove
Elementary School

View Acres
Elementary School

New Urban
High School

Rex Putnam
High School

What We Do



Hands-on,
In-school and
Virtual Lessons



Aligned with
Science
Standards



Habitat
Enhancement
Field Trips

What Makes Us Unique

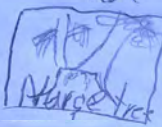
- Prioritize reaching low-income and minority students at under-resourced schools
- Cumulative
- Place-based and community-oriented



Dear Nature,

Today I learned that old tree's can die, but also give new life to another tree. To me in this way I think of the dead tree still living, but nursing the life of a new tree. I feel calm around nature, and it helps me reflect my wonders and ways. I love the feel of nature because without it, how can I live? I am thank ful for water and food nature provides.

Sincerely,



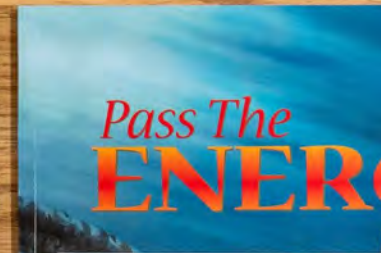
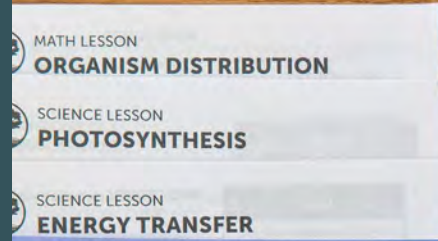
Dear ECO,

I have had so much fun learning about Ecosystems with you! I'm hoping that I have the chance to see you again in the future. Thank you so much for taking time out of your day to teach our school about Ecosystems and Life cycles. I have learned so much during your lessons, and I will probably use them in real life. I one day hope to be an Ecologist, and I want to visit schools just like you!

Sincerely,

Moving Forward

- Developing curriculum aligned with regional Climate Plans
- Developing comprehensive place-based units
- Adding virtual content



ECO Adventures

- Brings ECO into more classrooms
- Focuses on Pacific Northwest ecology
- Features women in STEM



Elementary

Oak Grove & View Acres:

- Outreach to 9 teachers
- Developing curriculum
- Delivered virtual watershed
- Delivered 15 Learn at Home lessons
- Delivering Plant ID and Native or Invasive PBUs

Candy Lane & Riverside:

- Received Learn at Home lessons



Watershed Lesson

Pear Deck: an interactive presentation tool



What do you notice about this image?
What do you think it shows?

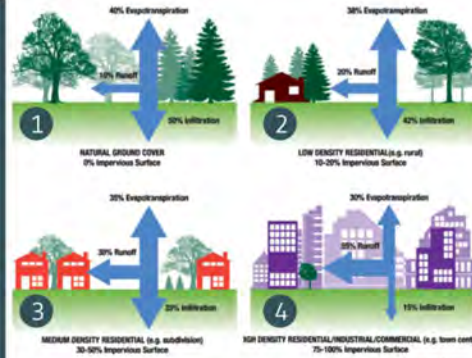
Students, write your response!

Please Deck Interactive Slide
Do not remove this bar

Answer Here

Slide 8/22

Which area of land has the most amount of stormwater (or runoff)?



Area	Evapotranspiration	Runoff	Infiltration	Impervious Surface
1. Natural Ground Cover	40%	10%	50%	9%
2. Low Density Residential	30%	30%	40%	10-20%
3. Medium Density Residential	20%	30%	20%	30-50%
4. High Density Residential/Industrial/Commercial	20%	50%	10%	75-100%

Students choose an option

Please Deck Interactive Slide
Do not remove this bar

1

2

3

4

Slide 17/22

Watershed Lesson

Hands on activity:
paper watershed model



High Schools

New Urban & Rex Putnam

- Outreach to 2 teachers
- Developing Climate Action curriculum
- Delivered climate change lessons aligned with regional climate action plans



OLWS Impact

A photograph showing two individuals wearing bright yellow raincoats and green gloves. They are holding a black plastic pot containing a small, young tree with green leaves. The background is a blurred natural setting with trees and foliage.

Funding from OLWS means:

- ✓ Fostering student and teacher agency
- ✓ Delivering comprehensive water and invasive plant curriculum
- ✓ Providing conservation education in diverse and low-income schools

Partnering with OLWS means:

- ✓ Opportunity for collaboration and feedback
- ✓ Increasing watershed literacy

A photograph of two people standing in a field, looking through binoculars. The person on the left is wearing a dark blue t-shirt and dark pants, and the person on the right is wearing a dark blue t-shirt, dark pants, and a blue backpack. The background is a lush green field with a body of water in the distance.

OLWS Impact

By the numbers:

- ✓ 9 relationships with ES teachers fostered
- ✓ 2 relationships with HS teachers fostered
- ✓ 15 Learn at Home lessons delivered
- ✓ 2 PBUs delivered to each elementary school classroom
- ✓ 1 watershed-specific virtual lesson delivered to each ES classroom
- ✓ 3 Climate Action lessons developed

“Everything looks really great! You did an amazing job putting this together and I wish I got this quality of a lesson from all my sources.”

-Oak Grove teacher

“Both of these lessons ECO sent were a wonderful addition to our "distance learning" classroom. Thank you for contributing them.”

-Oak Grove teacher



Questions?



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	Consideration of Cooperative Public Agencies of Washington County (CPAWC) Intergovernmental Agreement
Item No.	6
Date	April 20, 2021

Summary

The Board maintains the authority to approve or deny intergovernmental agreements.

Background

The Cooperative Public Agencies of Washington County (CPAWC) was established in 1993, starting in Washington County and spreading to other counties. The Consortium currently includes 23 public agencies in the Portland Metro area. “The Consortium focuses on two main efforts: public works equipment sharing and combined training opportunities.”¹ The District is interested in maintaining membership with the Consortium to share resources and skills resulting in cost savings and increased effectiveness and efficiency.

Past Board Actions

Historically, the Oak Lodge Water District held an intergovernmental agreement with the CPAWC before the consolidation.

Concurrence

The intergovernmental agreement has been reviewed by Laura Westmeyer, District legal counsel, and approved for District implementation.

Budget

The only budgetary considerations are the annual membership dues (as outlined in the Bylaws Appendix A) and any incidental costs of operating the borrowed equipment (i.e. fuel). Members are not obligated to respond to a request for equipment sharing. In the event that Oak Lodge Water Services deploys aid to another entity in need, the District

¹ From the CPAWC website: <https://www.cpawc.org/>

would be responsible for determining the costs incurred, if any. Basic supplies needed during the operation of the borrowed equipment will be paid for by the borrower.

Recommendation

Staff requests that the Board authorize the General Manager to sign the intergovernmental agreement with CPAWC as the Oak Lodge Water Services District.

Suggested Board Motion

“I move to authorize the General Manager to sign the intergovernmental agreement with the Cooperative Public Agencies of Washington County.”

Attachments

1. CPAWC Bylaws
2. CPAWC Intergovernmental Agreement

Cooperative Public Agencies of Washington County

By Laws

January 2020

I. Name and Status

The name of the association shall be the Cooperative Public Agencies of Washington County (CPAWC). This name shall refer to the voluntary association of government units within the State of Oregon.

II. Purpose (Objectives)

1. The purpose shall be for the advancement of public works services to the public through an increased level of jurisdictional cooperation in such areas as sharing of equipment, resources, information and ideas, joint purchasing, and joint training.
2. Non-Profit status – The CPAWC is an association of government units, is not organized for profit and no part of the earnings shall inure to the benefit of any member of the association except as compensation for services rendered to the association, for reimbursement of necessary expenses actually incurred.

III. Membership

1. Memberships are available for organizations, and not for individuals. Any unit of government within the State of Oregon is eligible.
2. An organization may become a member by having the ruling body of that organization approve the terms of the CPAWC membership and signing the Intergovernmental Agreement for Equipment and Services, then forwarding a copy of the approved agreement to the President.

IV. Officers

1. There shall be a President, a Vice President, a Treasurer and a Secretary to manage the daily operations. The president is expected to also assume the role of Treasurer under normal conditions.
2. All officers shall be regular full-time employees of a member organization.

V. Duties of Officers

1. President & Treasurer

- a. Provide Leadership to enhance the organization's image, effectiveness and value to member agencies.
- b. Schedule and conduct regular meetings and Steering Committee Meetings.
- c. Serve as spokesperson to external audiences, the public, media, etc.
- d. Appoint leader of task forces, subcommittees, ad hoc committees working on behalf of CPAWC.
- e. Represent or assign a representative for the CPAWC at official functions, conferences, etc.
- f. Working in a cooperative manner with all members to achieve goals of the CPAWC.
- g. Represent the organization in a positive light to stakeholders and other interested parties.

2. Vice President

- a. Assume duties of the President during the President's absence or temporary vacancy.
- b. Assist the President as assigned.
- c. Assist the President in providing organizational leadership.
- d. Serve as spokesperson to external audiences, the public, media, etc.
- e. Represent or assign a representative for the CPAWC at official functions, conferences, etc.
- f. Working in a cooperative manner with all members to achieve goals of the CPAWC.
- g. Represent the organization in a positive light to stakeholders and other interested parties.

3. Secretary

- a. Assume the duties of the President during the President's and Vice President's absence or temporary vacancy.
- b. Maintain a record of the minutes of meetings and correspondence.
- c. Maintain a record of income and expenditures and prepare and submit tax records.
- d. Work in a cooperative manner with all members to achieve the goals of CPAWC.
- e. Represent the operation in a positive light to stakeholders and other interested parties.

VI. Steering Committee

1. A Steering Committee shall be formed to establish long term and annual goals, provide for overall CPAWC leadership and planning, and set monthly agendas.
2. The members shall be the CPAWC officers, the chair of each regular committee, plus two at-large members.
3. Vacancies shall be filled through the regular procedures for appointing officers.

VII. Meetings

1. Regular meetings shall be held at a minimum of every two months, with locations rotated among the member organizations. One meeting in the summer or winter holiday periods may be cancelled. Steering Committee meetings shall generally be held one week before the regular meetings. Meeting dates shall be determined by the steering committee, except special meetings can be called by the President or by written request from any three members.
2. The secretary or President in cooperation with the administrative assistance shall notify all members of meetings.

VIII. Quorum

1. Regular meetings and Steering Committee meetings shall require a simple majority of those in attendance of the meeting in order to conduct official business (hold votes).
2. Members may virtually attend meetings via electronic media (phone, Skype, etc.) and have equal standing as those in physical attendance. The President may require confirmation in writing (email, letter, etc.) of any votes cast.

IX. Dues and Assessments

1. Annual Dues shall be recommended by the Steering Committee and approved by vote of the regular members.
2. Special Assessments shall be recommended by the Steering Committee and approved by a vote of the regular members.
3. Dues shall be payable July 1 of each fiscal year for the period of July through June of the following calendar year.
4. With the approval of the Steering Committee, member organization may provide goods and services such as office space in lieu of a cash payment of annual dues.
5. The President shall prepare an annual budget and financial report. The budget shall be approved by the Steering Committee.
6. Dues and other funds shall be held in a checking account owned by CPAWC in an appropriate credit union or bank. An officer and a second member of the Steering Committee must approve withdrawals from the account in writing.

X. Dissolution

1. In the event the member organizations vote to dissolve CPAWC:
 - a. Any physical assets shall be sold at fair market value to any member and the proceeds shall be added to the general budget,
 - b. All outstanding bills and encumbrances shall be paid within 90 days,
 - c. After 90 days, or when all encumbrances have cleared, the funds shall be dispersed equally to each current member organization: current member is defined as an organization which is current in its dues for the fiscal year in which the dissolution occurs.

XI. Nominations and Elections

1. Nominations to Officer positions shall be made by eligible persons in attendance at the regular meeting in October of each year. Persons from any eligible member organization may be nominated and elected regardless of attendance to the nominating meeting.
2. Elections shall be held at the November meeting.
3. New Officers shall begin January 1 and serve a 2 year term.
4. Under normal circumstances, it is understood that the Vice President from the current year shall be the only nominee for the President position, however, members may nominate additional candidates.
5. If there are no regular meetings scheduled for either October or November, the Steering Committee may call a special meeting, or set the time for presentation of the slate of candidates and elections at other regular meetings.

XII. Committees

1. Regular Committees shall include Equipment Sharing, Storm and Sanitary, and Training. The Steering Committee may form additional Committees as needed. The Steering Committee may also disband committees.
2. Each committee shall work to develop ideas and programs in their area to further the goals of CPAWC.
3. The President shall appoint a chairperson for each committee.

XIII. Amendments to the By Laws

1. The Steering Committee may propose amendments to the By Laws. A motion at a regular meeting may also propose changes to the By Laws.

2. Any proposed change to the By Laws must be presented at a regular meeting, with a vote occurring at a regular meeting at least 21 days later. A 2/3 vote of all regular current members is required.

XIV. Parliamentary Procedure

1. Robert's Rules of Order Newly Revised shall govern in all cases unless they are inconsistent with these By Laws at which time the By Laws shall prevail.

XV. Severability

1. If any article or section of an article of these By Laws are found to be invalid, the validity of the remaining articles and sections shall not be affected.

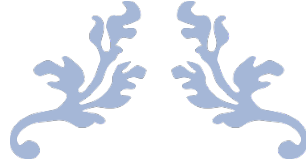
Appendices

- A. Member Dues Designation
- B. Intergovernmental Agreement (IGA)

APPENDIX A

MEMBER DUES DESIGNATION

1. Annual dues shall be recommended by the Steering Committee and approved by vote of the regular members.
2. Special Assessments shall be recommended by the Steering Committee and approved by a vote of the regular members.
3. Dues shall be payable July 1 of each fiscal year for the period of July through June of the following calendar year.
4. With the approval of the Steering Committee, member organizations may provide goods and services such as office space in lieu of a cash payment of annual dues.
5. The President/Treasurer shall prepare an annual budget and financial report. The budget shall be approved by the Steering Committee.
6. Dues and other funds shall be held in a checking account owned by CPAWC in an appropriate credit union or bank. An officer and a second member of the Steering Committee must approve withdrawals from the account in writing.
7. The annual dues for:
 - a. 2018/2019 fiscal year shall be \$275
 - b. 2019/2020 fiscal year shall be \$275
 - c. 2020/2021 fiscal year shall be \$250, as approved by member majority vote
 - d. 2021/2022 fiscal year shall be \$TBD, as approved by member majority vote



INTERGOVERNMENTAL AGREEMENT FOR EQUIPMENT AND SERVICES

Cooperative Public Agencies of Washington County



MARCH 1, 2021

CPAWC

P.O. Box 4244, Hillsboro, OR 97123

INTERGOVERNMENTAL AGREEMENT
FOR
EQUIPMENT AND SERVICES

Cooperative Public Agencies of Washington County

This Agreement is entered into by and between the undersigned public entities pursuant to the authority provided by ORS Chapter 190.

WHEREAS:

1. Each party owns certain equipment and services which may be useful to another party for public works construction, operations, maintenance, and related activities;
2. The parties agree that sharing equipment and services promotes the cost-effective and efficient use of public resources; and
3. The parties desire to enter into an agreement to establish procedures for sharing equipment and services and defining legal relationships and responsibilities.

Therefore, in consideration of the mutual covenants herein, it is:

AGREED:

1. The parties shall make available to each other vehicles, equipment, machinery, and related items and services in the manner and on the terms and conditions provided for herein.
2. Equipment shall be provided upon reasonable request at mutually convenient times and locations. The provider retains the right to refuse to honor a request if the equipment is needed for other purposes, if providing the equipment would be unduly inconvenient, or if for any other reason the entity determines in good faith that it is not in its best interest to provide a particular item at that time;
3. The entity receiving the equipment (“user”) shall take due care in its operation, storage, and maintenance. Equipment shall be used only for its intended purpose. User shall permit the equipment to be used only by properly trained operators under adequate supervision and shall be responsible for repairs necessitated by misuse or negligent operation. User shall perform written maintenance checks prior to and after use and shall provide routine daily maintenance of equipment during the period in which the equipment is in user’s possession. User shall not, however, be responsible for scheduled maintenance (P.M.) or repairs.

4. Provider shall endeavor to provide equipment in good working order and to inform user of any information reasonably necessary for the proper operation of the equipment. The equipment, however, is provided "as is", with no representations or warranties as to its fitness for a particular purpose. User shall be solely responsible for selecting the proper equipment for its needs and inspecting equipment prior to use. It is acknowledged by the parties that the provider is not in the business of selling, leasing, renting, or otherwise providing equipment and that the parties are acting only for their mutual convenience and efficiency.
5. The parties shall provide equipment storage space to each other, at no charge, upon request, when mutually convenient. It is recognized that such storage is for the benefit of the party requesting it. The party storing the equipment shall be responsible only for providing a reasonably safe and secure area.
6. The provider may, in its sole discretion, require that equipment be operated only by provider's personnel. In so doing, provider shall be deemed an independent contractor. The provider shall meet the technical standards of the user, but shall retain full control over the manner and means of using the equipment.
7. User will reimburse provider for equipment and services based on the rates used for its internal financial management of personnel and equipment. These rates are included in the Equipment Sharing Catalog. Supplies will be charged at provider's invoice cost, plus 15%, or may be replaced by user. On May 15 of each year, all parties will each total all reimbursement for equipment and personnel. Reimbursement shall be paid within thirty (30) days of billing and payment for any monetary difference may be billed at that time to any or all providers.
8. The parties are independent contractors. Nothing herein shall alter the employment status of any worker providing services under this Agreement. Such worker shall at all times continue to be subject to all standards of performance, disciplinary rules, and other terms and conditions of the employer. No user shall be responsible for the direct payment of any salaries, wages, compensation, or benefits for provider's workers performing services on behalf of user under this Agreement. No user shall be liable for compensating or indemnifying any employee of a provider for any injury or work arising in any way out of work provided pursuant to this Agreement.
9. Each party shall be solely responsible for its own acts and those of its employees and officers under this Agreement. No party shall be responsible or liable for consequential damages to another party arising out of providing or using equipment or services under this Agreement. Providers requiring that their personnel operate equipment shall, within the limits of the Oregon Tort Claims Act, hold harmless, indemnify and defend the user, its officers, agents, and employees from all claims arising solely by reason of any act or failure to act by the provider. Notwithstanding the above, the user shall bear sole responsibility for ensuring that it has the authority to request the work, for its designs,

and for any representations made to the provider regarding site conditions or other aspects of the project.

10. Any party may terminate its participation by providing thirty (30) days written notice to the other parties. Any amounts due and owing by a terminating party shall continue as a debt and shall be paid within thirty (30) days of termination.
11. Nothing herein shall be deemed to restrict the authority of any of the parties to enter into separate agreements governing the terms and conditions for providing services on a specifically identified project.
12. This Agreement shall be effective upon the date of execution by the last signatory as evidenced on the attached pages.
13. Any public entity not a party to this Agreement when it first becomes effective may become a party to it by signing the Agreement, after being approved by its governing body. Upon the signing of the Agreement by the additional party and sending a copy of the Agreement to all other parties, the Agreement shall become binding among all the parties that have signed the Agreement.

IN WITNESS WHEREOF, the parties, by the signatures of their authorized representatives, executed this Agreement, effective on the date shown below each signature.

(signature pages follow)

Signatory Pages

AGENCY: City of Tualatin

By: Arne Nyberg

Printed Name: Arne Nyberg

Title: Mayor Pro Tem

Date: March 14, 1994

AGENCY: Hillsboro School District

By: Mark Bjerke

Printed Name: Mark Bjerke

Title: Director of Business Services

Date: March 14, 1994

AGENCY: Tualatin Valley Water District

By: Robert A. Mitchell

Printed Name: Robert A. Mitchell

Title: Pres., Board of Command

Date: March 16, 1994

AGENCY: City of Beaverton

By: Rob Drake

Printed Name: Rob Drake

Title: Mayor

Date: April 7, 1994

AGENCY: Tualatin Hills Park District

By: Doug Menke

Printed Name: Doug Menke

Title: Director of Park District

Date: April 15, 1994

AGENCY: ODOT

By: Harold Lasley

Printed Name: Harold Lasley

Title: District Manager 2A

Date: April 27, 1994

AGENCY: West Slope Water District

By: Leigh H. Wilcox

Printed Name: Leigh H. Wilcox

Title: Chairman Board of Commissioners

Date: June 13, 1994

AGENCY: Tualatin Valley Fire & Rescue

By: Sophia M. Platt

Printed Name: Sophia M. Platt

Title: President, Board of Directors

Date: June 21, 1994

AGENCY: City of Sherwood

By: Ross Schultz

AGENCY: City of Tigard

By: John Swartz

Printed Name: Ross Schultz

Title: City Manager

Date: June 30, 2004

AGENCY: City of Tigard

By: Patrick J. Reilly

Printed Name: Patrick J. Reilly

Title: City Administrator

Date: July 12, 1994

AGENCY: Clean Water Services

By: Bill Gaffi

Printed Name: Bill Gaffi

Title: General Manager

Date: September 14, 1994

AGENCY: City of Cornelius

By: John Greiner

Printed Name: John Greiner

Title: City Manager

Date: February 5, 1996

AGENCY: City of North Plains

By: Donald H. Otterman

Printed Name: Donald H. Otterman

Title: City Manager

Date: May 3, 2000

AGENCY: Raleigh Water District

Printed Name: John Swartz

Title: Mayor

Date: July 12, 1994

AGENCY: Washington County

By: Bonnie L. Hays

Printed Name: Bonnie L. Hays

Title: Chairman Board of
Commissioner

Date: August 12, 1994

AGENCY: City of Forest Grove

By: Jim Burnett

Printed Name: Jim Burnett

Title: City Manager

Date: February 17, 1995

AGENCY: City of Hillsboro

By: Gordon Faber

Printed Name: Gordon Faber

Title: Mayor

Date: August 20, 1996

AGENCY: Tigard Tualatin School
District

By: Al Hieb

Printed Name: Al Hieb

Title: Board Chairman

Date: March 7, 2002

AGENCY: City of Gaston

By: Matthew B. Steidlier
Printed Name: Matthew B. Steidlier
Title: District Manager
Date: January 22, 2004

AGENCY: Beaverton School District

By: Melvin G. Moore
Printed Name: Melvin G. Moore
Title: Assistant Superintendent
Date: January 5, 2005

AGENCY: City of Gladstone

By: Ron Partch
Printed Name: Ron Partch
Title: City Administrator
Date: January 14, 2005

City of Gladstone withdrew from membership January 2021. jks

AGENCY: City of Gresham

By: Charles J. Becker
Printed Name: Charles J. Becker
Title: Mayor
Date: June 13, 2006

AGENCY: City of Banks

By: Teri Branstitre

By: Rich Williams
Printed Name: Rich Williams
Title: Director of Public Works
Date: July 12, 2004

AGENCY: Clackamas River Water

By: Art Landis
Printed Name: Art Landis
Title: President Board of Commissioners
Date: January 13, 2005

AGENCY: Sunrise Water Authority

By: Robert Frentress
Printed Name: Robert Frentress
Title: Chairman Board of Commissioners
Date: June 8, 2005

AGENCY: Boring Water District #24

By: Larry Alexander
Printed Name: Larry Alexander
Title: Manager
Date: August 23, 2006

AGENCY: Columbia County

By: Anthony Hyde

Printed Name: Teri Branstitre
Title: Mayor
Date: June 29, 2007

Printed Name: Anthony Hyde
Title: Commission Chair
Date: January 16, 2008

AGENCY: City of Lake Oswego
By: Alex McIntyre
Printed Name: Alex McIntyre
Title: City Manager
Date: September 3, 2009

AGENCY: City of Wilsonville
By: Delora Kerber
Printed Name: Delora Kerber
Title: Director of Public Works
Date: February 2, 2010

AGENCY: City of King City
By: Ron E. Shay
Printed Name: Ron E. Shay
Title: Mayor
Date: April 18, 2012

AGENCY: _____
By: _____
Printed Name: _____
Title: _____
Date: _____

Please attach a separate signature sheet on agency letterhead to update signatories or become a new signatory to this Intergovernmental Agreement.

Include a statement of acceptance and agreement to become an IGA signatory, and the Agency Name, Agency Authorized Person's signature, Authorized person's printed name, Authorized Person's Title, and the effective date of the signature.

The signature sheet will be added to the permanent files, and the information will be updated to this template.

Return the signature sheet to:

CPAWC
P.O. Box 4244
Hillsboro, OR 97123



STAFF REPORT

To Board of Directors
From Haakon Ogbeide, Civil Engineer
Title Consideration of Sewer Pump Station 5 Rebuild Construction Contract
Item No. 7
Date April 20, 2021

Summary

The Sewer Pump Station 5 Rebuild is a Capital Improvement Project that will modernize a 60-year-old pump station through a complete rebuild. Only the main structure will remain as pumps, pipes, and electrical equipment get demolished, reconfigured, and replaced with new equipment. In this process, the interior walls of the concrete structure will be rehabilitated and coated with epoxy, giving long-term protection from corrosive sewer gases. The new layout will also make maintenance safer, and a permanent backup generator will replace the existing trailer-mounted generator.

The pump station is located at the end of the Walta Vista Drive cul-de-sac. Steep banks lead down to Boardman Creek and the Willamette River on either side. Downhill from the pump station is sensitive creek habitat, so environmental controls and a limited staging area are of particular importance on this project.

District Staff publicly solicited bids to rebuild the pump station on March 12 and March 15, 2021. Staff received five bids before the due date of April 6, 2021 at 2:00pm with the lowest bid coming from Fackler Construction at \$691,047. This bid was 11% below the engineer's estimate of \$780,000. Fackler has less experience with public works of this size than the other bidders, which raised concerns from District staff following Bid Opening and prompted a due diligence review more rigorous than usual. This review showed that, although the company has limited experience, they have brought on appropriately experienced staff, committed their most experienced project manager Kevin Cox to oversee this project, and have shown themselves to be eager and confident to take on the work.

After working with Fackler Construction on several projects, Kevin Cox joined the company in January 2020 and has during this past year helped Fackler win and deliver water resource infrastructure projects. Notably, Kevin and his new team have nearly completed a potable water pump station and reservoir project for the City of Sutherlin.

Prior to joining Fackler, Kevin acquired over 20 years of experience in construction, managing sanitary sewer and potable water projects throughout Oregon. His experience

includes the reconstruction of Fremont and Schmeer Sewer Pump Station in Portland, both projects consisting of very similar scope of work but on a larger scale. Public-sector project managers at the City of Portland, City of Newport, and Clark Regional Wastewater District attest to Kevin's professional competency for the role.

Background

Sewer Pump Station 5 lies at a low point in the District and serves the critical role of lifting all sewage that drains to it up to an elevation from which that sewage can flow to the treatment plant unassisted.

Equipment within the pump station has been replaced several times since it was built in the 1960's; however, the main structure and layout has never received a full overhaul. Sewer gasses that build up within the station are eroding its concrete discharge manhole and are assumed to be taking their toll on the wetwell walls too. Furthermore, the only means of access to the pumps for maintenance no longer comply with current health and safety regulations.

The project is designed to leave the main structure in place and thereby avoid in-creek earthwork and save cost versus rebuilding the structure too. The old walls will be refurbished and coated with epoxy for long-term protection. Modifications within the pump station will convert the layout to a submersible pump station setup with non-clog pumps.

The existing standby generator serving this pump station is mobile and will be reallocated for use elsewhere in the District. A new permanent stationary standby generator will replace the mobile unit. District staff have organized formal permission from Clackamas County to house this generator within County-owned right-of-way but beyond the edge of the roadway surface under the condition the District maintains the generator and surrounding vegetation. A draft copy of the Encroachment Permit detailing this permission is attached (Attachment A) to this staff report, and the recommended Board action at the end of this report seeks approval for the General Manager to finalize this permit and sign it on behalf of the District.

The design of this project was completed by Wallis in February 2021. Technical Services staff publicly solicited bids for construction on March 12 and 15 and finalizing the solicitation with a Bid Opening event on April 6. Haakon Ogbeide and Gary Floyd were in attendance as bids were opened, along with one representative from each of the five contractors who submitted bids. Here are the results:

Contractor	Bid
Fackler Construction, Inc.	\$691,047
TEK Construction, Inc.	\$800,000
R. L. Reimers Co.	\$769,425
McClure & Sons, Inc.	\$939,448
2KG Contractors, Inc.	\$831,000
<i>Engineer's Estimate</i>	<i>\$780,000</i>

With confidence established in Fackler Construction through due-diligence review, District staff see this company as responsive and responsible, and thus recommend the Board award the Contract to this low bidder.

Past Board Actions

June 2020 Approval of the FY 2020 / 2021 budget, which allocates funds for the Pump Station Rebuild Program for six consecutive fiscal years, starting with \$350,000 during this current fiscal year.

July 2020 Approval of Engineering Design Contract for Sewer Pump Station 5, which initiated design of this project.

Concurrence

Technical Services staff coordinated with the following groups during the development of this project:

District General Manager

Plant Superintendent

Wallis Engineering (Engineering Design)

Oregon Department of Environmental Quality (via Engineering Design)

Clackamas County (permission to place standby generator on County land)

Budget

The FY 2020/2021 Budget allocates \$350,000 for this project through the Wastewater Reclamation Capital Fund's section for "capital improvement projects."

The project is roughly scheduled to use up these funds this fiscal year while the remaining funds have been planned for in the Proposed FY22 Budget

Recommendation

Staff recommends the Board move to approve our General Manager to negotiate and sign an Encroachment Permit with Clackamas County and sign a Public Improvement Contract with Fackler Construction, Inc. for the work of construction the Sewer Pump Station 5 Rebuild Project in an amount not to exceed \$691,048.

Suggested Board Motion

“I move to approve our General Manager to negotiate and sign an Encroachment Permit with Clackamas County and sign a Public Improvement Contract with Fackler Construction, Inc. for the work of construction the Sewer Pump Station 5 Rebuild Project in an amount not to exceed \$691,048.”

Attachments

Attachment A – Encroachment Permit (RW007120)

REVOCABLE ENCROACHMENT PERMIT for a (NEW/EXISTING) ENCROACHMENT

(Corporate or Non Profit Permittee)

RW#: 007120

CLACKAMAS COUNTY, OREGON, hereinafter called “the County,” hereby issues this Revocable Encroachment Permit authorizing Oak Lodge Water Services District, hereinafter called “the Permittee,” to temporarily encroach within a portion of the adjacent public Road Right of Way of, Milwaukie, Oregon (the “Road Right of Way”), adjacent to Permittee’s Road and Utility Easement as described by that certain Road Easement, recorded in Clackamas County deed records as Document No. 579-597 and located in Section 13, Township 2, South, Range 1, East, WM, also described as Tax Lot 21E13DB01501, for the purpose of the following new encroaching improvement, hereinafter called the “Encroachment”:

An 8.5’ x 4’ natural gas generator on a reinforced concrete pad which is located within the right of way on the North side of SE Walta Vista Drive and will help support Permittee’s Sanitary Pump Station #5 that is located at Tax lot 21E13DB01600. Encroachment will also include a bollard that will act as protection for the generator.

In consideration for the granting of this Revocable Encroachment Permit authorizing the continuing temporary right to enter onto and/or occupy the aforementioned adjacent Road Right of Way, the Permittee represents the following:

1. The Permittee is the sole owner of the property from which the Encroachment extends.
2. The Permittee has the authority to obligate itself to the terms of this Permit.
3. The Permittee’s representative signing below has the authority to do so in this capacity on behalf of the Permittee.
4. The Permittee acknowledges the Permit is not transferable.
5. The construction of the Encroachment will be done in compliance with all applicable provisions of federal, state, and local law, ordinance and administrative rule.

In consideration for the granting of this Revocable Encroachment Permit authorizing the temporary right to enter onto and/or to occupy the aforementioned adjacent Road Right of Way, the Permittee agrees to the following:

1. The construction of the Encroachment shall be done in compliance with all applicable provisions of federal, state and local law, ordinance and administrative rule.
2. The Encroachment shall be maintained in good order, which includes maintenance of the surrounding roadside vegetation as shown on Exhibit “B”.
3. The County, in its sole discretion, reserves the right to order the change or removal of the Encroachment authorized by this Permit at any time when the public safety or the public convenience and general welfare of the public requires such action.
4. Upon written notification from the County, the Permittee shall modify, additionally maintain, relocate or remove the Encroachment and the Permittee shall assume any/all costs associated with said modification, maintenance, relocation, and/or removal of the Encroachment.
5. This Permit will not relieve the Permittee of the responsibility to obtain and/or abide by other permits, codes and ordinances of the County.

6. Any further work done to the Encroachment, which is permitted pursuant to this Permit, shall be done in compliance with all applicable provisions of federal, state and local law, ordinance and administrative rule.
7. The Permittee shall obtain, at Permittee's expense, and keep in effect during the term of this permit, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form in the amount of not less than \$1 Million per occurrence/\$2 Million general aggregate for the protection of the County, its elected officials, its officers, commissioners, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract. This policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. The County may allow the Permittee to provide alternative insurance coverage that varies from the requirement provided the County determines, in its sole discretion, that the insurance provided by the Permittee is sufficient to protect the County under the circumstances. The insurance obtained by the Permittee shall include "Clackamas County, its elected officials, agents, officers, and employees" as an additional insured. As evidence of the insurance coverage required by this permit, the owner shall furnish a Certificate of Insurance to the County. A renewal certificate will be sent to the County 10 days prior to coverage expiration.
8. The Permittee shall release and discharge the County, the County Elected Officials, the County Road Official or the Road Official's Designee, the County's officers, employees and agents (collectively the "County Representatives") from all claims, actions and demands which the undersigned Permittee may have or which may have resulted from the use and occupancy of the adjacent Road Right of Way.
9. The Permittee agrees to indemnify, hold harmless and defend the County Representatives against all claims, actions and demands, and all expenses incidental to the investigation and defense of the adjacent Road Right of Way, arising from the Permittee's use or occupancy of the adjacent Road Right of Way. Furthermore, the Permittee shall be responsible for any and all personal or property damage resulting from the use of, modification, maintenance, relocation, and/or removal of the Encroachment and said Permittee shall save the County and the County Representatives harmless from any and all claims, actions and expenses arising out of said work.
10. If the Encroachment authorized under this permit interferes in any way with the drainage or maintenance of the County Road or Road Right of Way, the Permittee shall wholly at the Permittee's sole expense make such corrections as necessary to correct any drainage or maintenance issues to the County's satisfaction.
11. The rights granted by this Permit are not exclusive. In the County's sole discretion, other public utilities or private interests may be permitted or franchised to occupy the same portion of the Road Right of Way described above.
12. No modification or relocation of the Encroachment within the Road Right of Way shall be undertaken by the Permittee without the prior written consent of the County. Requests for such activity(ies) shall be sent in writing to and acknowledged in writing by:

Clackamas County Engineering Dept.
Attn: Right of Way Program Manager
150 Beaver Creek Rd.
Oregon City, OR 97045

This Permit shall expire automatically under the following circumstances:

1. If the County vacates the portion of Road Right of Way within which the Encroachment is located.
2. If the County requires the removal of the Encroachment authorized by this Permit.
3. If the Permittee voluntarily removes, or is required to remove, the Encroachment.
4. If the Permittee fails to abide by the terms of this Permit, as determined by the County in its sole discretion.
5. If the Permittee no longer owns the property from which the Encroachment extends or the title to said property is no longer held solely by the Permittee.

6. If the County transfers the Road Right of Way within which the Encroachment is located to another jurisdiction and provides the Permittee notice of termination of this Permit.

Notwithstanding expiration of this permit for any reason, the Permittee's representations and acknowledgments contained herein shall survive, along with the Permittee's release and discharge of the County and the Permittee's duty to defend and indemnify the County.

In witness whereof, the above named Permittee hereby accepts all terms and conditions of this Revocable Encroachment Permit and the Permittee has hereunto set his/her/their hand to this document on this _____ day of _____ 2021.

Signature

Print Name and Title

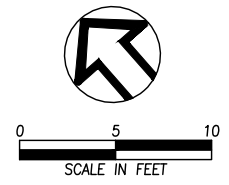
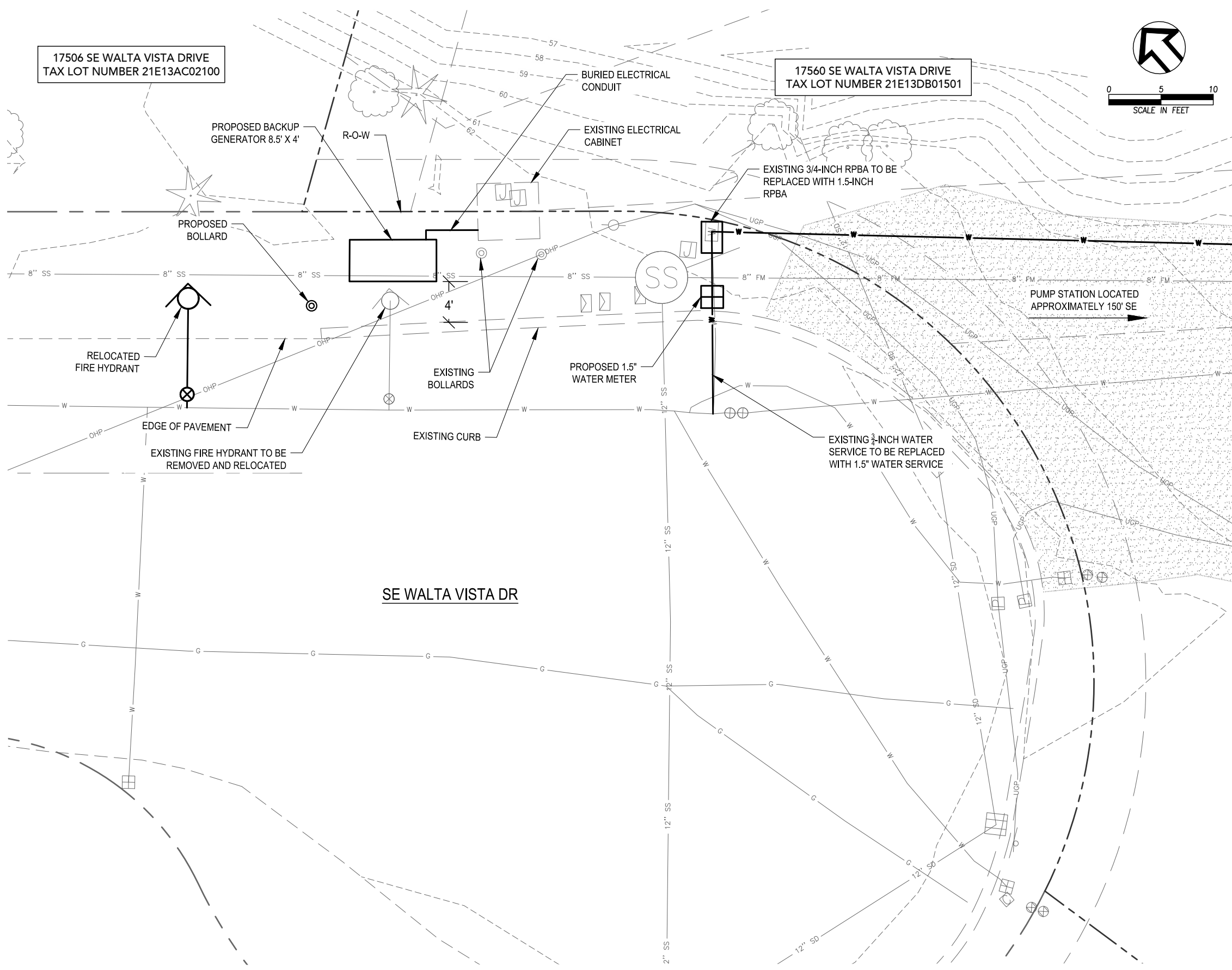
STATE OF OREGON)
) ss.
County of _____)

This instrument was signed and attested before me this _____ day of _____ 2021,
by _____ as _____
of _____.

Notary Public for State of Oregon
My Commission Expires: _____.

Acknowledged by _____
Mike Bezner, Assistant Director
Clackamas County Department of Transportation and Development

Date _____.



LEGEND	
	EXISTING RIGHT OF WAY
	EXISTING PROPERTY LINE
	EXISTING EASEMENT
	EXISTING CONTOUR
	EXISTING EDGE OF PAVEMENT
	EXISTING CONCRETE
	EXISTING STORM
	EXISTING SANITARY
	EXISTING FORCE MAIN
	EXISTING WATER
	EXISTING GAS
	EXISTING OVERHEAD POWER
	EXISTING UNDERGROUND POWER
	EXISTING SANITARY MANHOLE
	EXISTING STORM MANHOLE
	EXISTING CATCH BASIN
	EXISTING GATE VALVE
	EXISTING POWER JUNCTION BOX
	EXISTING UTILITY POLE
	EXISTING LIGHT
	EXISTING MAILBOX
	EXISTING BOLLARD
	EXISTING TREE
	PROPOSED WATERLINE
	PROPOSED FIRE HYDRANT
	PROPOSED WATER METER
	PROPOSED WATER VALVE
	PROPOSED BOLLARD

P:\15\15054_OUMS Pump Station No. 5\300 DWG\305 Exhibits\ROW Permit\Generator Site Plan-New Title Block.dwg, 10/23/2020 4:49:02 PM, Jack Wallis



Oak Lodge Water Services District
PUMP STATION NO. 5 IMPROVEMENTS

Figure A
IMPROVEMENTS WITHIN THE RIGHT-OF-WAY
October 23, 2020



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Consideration of Financial Services Contract with Merina & Co.
Item No.	8
Date	April 12, 2021 for the April 20, 2021 Board Meeting

Summary

Staff requests that the Board approve a financial services contract with Merina & Company.

Background

Oak Lodge Water Services District (the "District") has maintained a contract for financial services since June of 2018 with consultant Rob Moody, currently through his business, Merina & Company. The District's financial consultant was initially brought on to assist with financial forecasting and other key financial projects and has continued to provide interim support and guidance in public sector finance throughout the past several years. Staff has been pleased with the work of Merina & Company. The most recent contract with Merina & Company has expired, and as the District is experiencing an increased need in financial services, staff requests that the District enter into a new contract with this financial consultant.

Budget

The contract is proposed for a term of one-year, subject to renewal, in an amount not to exceed \$50,000. This amount is within the General Manager's spending authority and if approved by the Board, the General Manager will execute the contract. The amount proposed is within the current budgetary appropriations approved by the Board. If additional funds should be required, staff will return to the Board for further action.

Recommendation

Staff requests that the Board approve the financial services contract.

Alternatives to Recommendation

Do not approve the contract; request more information.

Suggested Board Motion

"I move to approve a financial services contract with Merina & Company in an amount not to exceed \$50,000."

Attachments

1. Personal Services Agreement for Financial Services

PERSONAL SERVICES AGREEMENT
(Financial Services)
WITH OAK LODGE WATER SERVICES DISTRICT

This Financial Services Agreement (“Agreement”) is between **OAK LODGE WATER SERVICES DISTRICT** (the “District”) and **Merina & Company, LLP.** (“Contractor”). The District and Contractor are herein referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

- A. The District is a consolidated water and sanitary special district organized under ORS Chapters 264 and 450 with the authority to contract for various personal services.
- B. The District wishes to enter into an agreement with Contractor to provide certain financial services, and Contractor desires to provide such financial services to the District as set forth in this Agreement, and the Parties therefore agree as follows:

AGREEMENT

I. Effective Date and Duration

This Agreement is effective upon execution by the Parties ("Effective Date"). Unless earlier terminated as set forth in Section VII, this Agreement shall be for a one-year term, and thereafter may be renewed by mutual agreement of the Parties, subject to the availability of funds budgeted and appropriated by the District’s governing body.

II. Contractor is Independent Contractor

- A. Contractor shall perform the work required by this Agreement as an independent contractor, although the District reserves the right to: (i) specify the desired work product; (ii) determine the delivery schedule for the work to be performed; and (iii) evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Contractor’s performance. Contractor is solely responsible for determining the appropriate means and manner of performing the work.
- B. Contractor shall provide guidance on the District’s operations as may be requested by the District, but shall not make any employment decisions for the District.
- C. Contractor will be responsible for any federal or state taxes applicable to any compensation or payment paid to Contractor under this Agreement.

III. Services to Be Performed by and Responsibilities of Contractor

- A. Contractor shall provide the Services set forth in the attached Exhibit A.
- B. Contractor shall specifically designate Rob Moody to provide the Services on behalf of Contractor.
- C. Contractor agrees that the Services it has agreed to provide under this Agreement shall be rendered by it under the direct supervision of its principals and that the work will be faithfully performed with care and diligence.

IV. Subcontracts and Assignment

Contractor shall not subcontract for any of the Services under this Agreement or assign or transfer any of its interests in this Agreement to a third party or use the services of a temporary employment services company to perform any of the Services under this Agreement.

V. Payment

- A. Contractor shall provide the Services at the rates identified in Exhibit B to this Agreement.
- B. The total compensation for Services performed during the Term of this Agreement, including any renewals, shall not exceed \$50,000.
- C. Contractor shall invoice the District by the 15th day of each month following the month in which the Services were provided.
- D. Payment is due from the District thirty calendar days after the date of receipt of the invoice.
- E. At Contractor's option, it may assess overdue account charges up to a maximum rate of two-thirds of one percent per month (8% per annum) subject to ORS 293.462.

VI. No Third-Party Beneficiaries

The District and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

VII. Early Termination

- A. The District may terminate this Agreement at any time, with or without cause, by providing to Contractor thirty (30) days' written notice of termination.
- B. The District and Contractor, by mutual written agreement, may terminate this Agreement at any time.
- C. Either the District or Contractor may terminate this Agreement in the event of a breach of the Agreement by the other Party. Prior to such termination, however, the non-breaching Party shall give to the breaching Party written notice of specific acts/omissions giving rise to the breach and of the non-breaching Party's intent to terminate. If the breaching Party has not cured the breach within 15 days of such notice, then the non-breaching Party may terminate the Agreement at any time thereafter by giving a written notice of termination.

VIII. Payment on Early Termination

- A. If this Agreement is terminated by the District under VIII.A or VIII.B, the District shall pay Contractor for all work satisfactorily performed, and reasonable expenses incurred performing the work, up to and including the termination date.

- B. If this Agreement is terminated under VIII.C by Contractor due to a breach by the District, then the District shall pay Contractor as provided in subsection A of this section.
- C. If this Agreement is terminated under VIII.C by the District due to a breach by Contractor, then the District shall pay Contractor as provided in subsection A of this section, subject to setoff of excess costs, as provided for in Section X.A., Remedies.

IX. Remedies

- A. In the event of termination under VIII.C. by the District due to a breach by Contractor, then the District may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. The District may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor.
- B. The remedies provided to either Party for a breach by the other Party shall not be exclusive and the Parties shall be entitled to any other equitable or legal remedies that are available.

X. Access to Records

Contractor shall maintain and the District (and its authorized representatives) shall have access to all books, documents, papers and records of Contractor which relate to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. Copies of applicable records shall be made available upon request or immediately upon termination of this Agreement for any reason. Contractor shall maintain all records relating to this Agreement in its custody or control in strict confidentiality and shall not provide to or allow access by any third parties without District's express written consent unless required by law. In the event Contractor is required by law to provide access to third parties, Contractor shall first provide notice to the District and provide the District with a reasonable opportunity to determine or challenge whether such access is indeed required.

XI. Ownership of Work

- A. All final work products of Contractor that result from this Agreement are the exclusive property of the District. Draft documents and preliminary work submitted to the District for review and comment shall not be considered owned, used, or retained by the District.
- B. The District shall own all proprietary rights, including but not limited to copyrights, trade secrets, patents, and all other intellectual or other property rights in and to the final work products. Preexisting trade secrets of the Contractor, or the intellectual property of third parties, shall be noted as such and shall not be considered as a work product of this Agreement. All such work products shall be considered "works made for hire" under the provisions of the United States Copyright Act and all other equivalent laws.

- C. Any materials designated as “confidential” that may be provided to Contractor by the District at any time relating to this Agreement shall be treated as confidential by Contractor. Contractor shall only disclose such confidential materials to the limited number of authorized persons and to the narrow extent as required to perform the work for which the confidential materials are required. The confidential materials shall not be disclosed to any other person by Contractor without the advance written permission of the District. Contractor shall return all confidential materials upon request.
- D. Use of any work product of Contractor by the District for any purpose other than the use intended by this Agreement is at the discretion of the District. Use of any work product by Contractor is prohibited without the express written consent of the District.

XII. Compliance with Applicable Law

- A. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this Agreement, including without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers’ compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.045 (tax laws), and ORS 294.310 (local budget law).
- B. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.
- C. Contractor shall maintain, at its own expense, worker’s compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.
- D. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement and throughout the term of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.

XIII. Indemnity and Hold Harmless

- A. Contractor shall defend, save, hold harmless, and indemnify the District, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Contractor or its officers, employees, subcontractors, or agents under this Agreement.
- B. Subject to the Constitution and laws of the State of Oregon and the monetary limits of ORS 30.260 to 30.300, the District shall defend, save, hold harmless, and indemnify the Contractor, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of District or its officers, employees, subcontractors, or agents under this Agreement.

XIV. Waiver

The failure of the District to enforce any provision of this Agreement shall not constitute a waiver by the District of that or any other provision.

XV. Professional Standards; Errors

Work under this Agreement shall be performed in a good and workmanlike manner and in accordance with the highest professional standards of professionals doing similar work in the State of Oregon. At all times during the term of this Agreement, Contractor shall be qualified, professionally competent, and duly licensed to perform the Services contemplated by this Agreement. In addition to any other remedies, Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost to the District.

XVI. Insurance

Contractor shall procure and maintain insurance in the form and amounts that are acceptable to the District in full force and effect throughout the term of this Agreement. Certificates of insurance shall be provided to the District upon request. The required insurance shall cover risks arising directly or indirectly out of Contractor's activities or work under this Agreement including insuring against claims for injuries or damages to persons or property. Contractor shall maintain commercial general liability insurance, professional liability insurance, and commercial automobile insurance. The insurance shall include provisions that such insurance is primary insurance with respect to the interests of the District and that any other insurance maintained by the District is excess and not contributory insurance with the insurance required under this Agreement. The commercial general liability insurance and automobile insurance policies shall include the naming of the District, its officers, directors, agents, and employees as additional insureds with respect to this Agreement. There shall be no cancellation, material change, or intent not to renew insurance coverage without first providing 30-days written notice to the District.

XVII. Governing Law

The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon.

XVIII. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

XIX. Licensing

Contractor shall obtain all necessary business or other licenses when required to perform the work under this Agreement.

XX. Disputes of Cost

In the event either Party brings an action to enforce the terms of this Agreement or to seek damages for its breach, or any action arising out of any dispute concerning the terms and conditions herein, the prevailing party shall be entitled to an award of its reasonable attorney

fees, costs, and expenses incurred therein, including such costs and fees as may be required on appeal.

XXI. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS AGREEMENT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IT IS AGREED:

Merina & Company, LLP	Oak Lodge Water Services District
By: _____	By: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B
Hourly Rates

<u>Position Titles</u>	<u>Hourly Rate</u>
Partners	\$195.00
Managers	\$175.00
Consultants	\$150.00
Administrative Support	\$ 50.00

Scope of Work (General)

The scope of work shall include general financial services, assistance, consultation, and advice, and may include monitoring, review, and analysis.

- Provide additional accounting and financial services as follows:
 - Assist Finance Director with preparing monthly entries and financial reporting,
 - Provide support in Board Reports and supporting documentation
 - Assist District staff in preparing for annual independent financial statement audit, including preparation of workpapers and account analyses
 - Assist District with accounts receivable non-utility billing and receipting for all entities
 - Assisting in additional responsibilities of accounting staff and support roles through hiring and transition period
 - Provide support on Springbrook general ledger and budget entry for Fiscal Years 2020-21 and 2021-22 budget amendments and adopted budget implementation



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2021-03 Authorizing a Budget Transfer for the FY 2021 Adopted Budget
Item No. 9
Date April 13, 2021 for April 20, 2021

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2020-21 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items that were either under-budgeted or costs have exceeded budget for explainable reasons. Appropriations will be transferred from contingency within the respective funds to offset additional costs identified.

The recommended budget transfers from contingencies are for the following accounts:

5270 – Workers Compensation (Redistribution)	\$-0-
6120 – Accounting & Audit Service	24,000
6240 – Natural Gas	2,000
6290 – Other Utilities	2,000
6320 – Building and Grounds	5,000
6560 – Uniforms	7,000
6715 – Water Quality Program	10,000
6770 – Bank Charges	9,000
6780 – Taxes, fees and other charges	83,000

Background

Total appropriations within the District’s adopted budget will remain the same; however, to comply with Oregon Budget Law a resolution is needed to transfer between appropriation categories (ORS294.463(1)). The attached resolution will transfer appropriations between contingency and materials and services within the identified funds.

Recommendation

Approval of the Budget Transfer Resolution as presented.

Suggested Board Motion

"I move to adopt Resolution No. 2021-03 Amending FY 2020-21 Budget."

Attachments

1. Resolution No. 2021-03

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2021-03

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2020-21 BUDGET.

This matter comes before the Board of Directors of Oak Lodge Water Services District, a special district organized under Oregon Revised Statutes Chapters 450 and 264, regarding a budget transfer in the fiscal year 2020-21 adopted budget.

WHEREAS, the Oak Lodge Water District Board of Directors adopted the 2020-21 budget and made appropriations for the 2020-21 fiscal year; and

WHEREAS, subsequent to the budget adoption, either costs exceeded budget, or the account was missing necessary and appropriate budget on the lines within the funds; and

WHEREAS, budgeted contingency in the District’s Administrative Services, Drinking Water, Wastewater Reclamation, and Watershed Protection Funds exists in amounts sufficient to cover the additional costs associated with the adopted labor agreement; and

WHEREAS, ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund contained in the original adopted budget.

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

Section 1. The Board of Directors of the Oak Lodge Water Services District authorizes the following budget transfers and revisions to the FY 2020-21 Adopted Budget as follows:

	Adopted Budget	Change	Amended Budget 9/2020	Change	Amended Budget
Administrative Services Fund					
Materials & Services	1,762,500	15,000	1,777,500	18,500	1,796,000
Contingency	139,000	(70,500)	68,500	(18,500)	50,000
Drinking Water Fund					
Materials & Services	1,443,500	-	1,443,500	25,000	1,468,500
Contingency	962,699	(48,500)	914,199	(25,000)	(889,199)
Wastewater Reclamation Fund					
Materials & Services	1,046,000	-	1,046,000	97,900	1,143,900
Contingency	801,000	(59,500)	741,500	(97,900)	643,600
Watershed Protection Fund					
Material & Services	105,000	-	105,000	600	105,600
Contingency	549,442	(2,500)	546,942	(600)	546,342

INTRODUCED AND ADOPTED THIS 20th DAY OF APRIL 2021.

OAK LODGE WATER SERVICES DISTRICT

By _____
Paul Gornick, President

By _____
Ginny Van Loo, Secretary/Vice President



AGENDA ITEM

Title	Call for Public Comment
Item No.	10
Date	April 20, 2021

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.



STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources
Title Human Resources Report
Item No. 11a
Date April 20, 2021

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

- Staff Vaccinations
- Insurance Update
- Hiring Update
- Records Update

Staff Vaccinations

The state of Oregon has moved up the timeline for "Essential Workers" to be eligible to get the vaccine. The District's staff are deemed essential workers by the CDC. Originally the timeframe was no later than May 1st for eligibility, then it changed to April 19th and finally it was moved to April 5th. The District drafted a temporary vaccine policy to encourage, but not mandate vaccines for staff. The goal was to make getting the vaccine as easy as possible and remove barriers to getting the vaccine. Therefore, we are allowing staff to schedule appointments whenever they can get them, including during paid work hours.

Several of our staff members were part of the 11,000 people who received appointment notices when they were ineligible. The state honored appointments made before the mistake was caught and several of our staff members got appointments scheduled because of this error. We also have been working with several partners to make scheduling easier. Lake Oswego's Fire Department has been administering vaccines to their frontline workers and community members and occasionally gets more doses than scheduled for a given day. They created an on-call waitlist for when they have extra doses. We were luckily enough to get on the list and five of our staff members got called and were able to claim extra doses on April 2nd.

We are continuing to follow remote work, distancing and mask guidelines outlined by the state and Oregon OSHA and will do so until guidelines are changed.

Insurance Update

The District received our health insurance renewal the first part of the month. The increase came in at close to 10%, which was what we had planned in the budget documents. SDIS is looking at adding an optional employee supplemental life insurance policy which the District is planning on adding as a benefit as it would be completely optional, and employee funded.

We have also been working with SDIS on an insurance claim with a homeowner who got water in their basement due to an overflowing storm drain during a rain event earlier this year. This was a lower dollar amount claim, but we wanted the Board to know we were able to work with SDIS and they successfully worked with the county to resolve the claim for the homeowner. SDIS and the County's insurance worked together to split the cost of the claim.

Hiring Update

As you know we have successfully filled the Utility Operations Director position. We are also very close to making an offer to another candidate for the Wastewater Treatment Plant Operator. The water Utility Worker positions are almost filled as well. We have also been working on setting up NEOGOV for our recruiting and application process. Almost all the local governmental agencies use NEOGOV in their hiring process. The addition of NEOGOV will streamline the application process and make it easier for candidates to upload items. Applicants will have a better experience with immediate confirmation their materials have been received. All the applications will automatically be stored in one place. Most importantly, NEOGOV will eliminate the cybersecurity risks apparent in our current process.

Records Management

Records management progress has been made in several departments across the District. Laural continues to meet with department teams to conduct records identification, risk mitigation, and general records management education.

The staff Records Management Team met in early April to review current records-related legislation and District records policies. Each Records Liaison was able to report on the daily creation and management of records within their respective department.

Laural continues to populate the interim archive system with the District's most important records. In the last four months, over 700 records have been identified, categorized by retention, named, and saved on the Records Drive.

One category of records given special attention are the District's agreements. Laural has worked with staff and the Management Team to collect and review all known

agreements, both current and historical. These records have been tracked on a master spreadsheet and been archived on the Records Drive. This project has involved many hours of staff time and will be a valuable District resource.

Another valuable District resource being compiled is a Management-level list of vendor contact information. While this project has been on the radar for quite some time, its value was amplified during the recent emergency events. Laural plans to have a comprehensive product available for the District's management by mid-May.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 11b
Date April 14, 2021 for April 20, 2021 Meeting

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

- Delinquent accounts decreased from 852 to 792, a 7.0% reduction.
- Billing collected rate for March 2021 was 105.6%.
- March's Non-Revenue Water increased over prior month.

Accounts Receivable Review

The Accounts Receivable balances as of March 31, 2021 compared to February 28, 2021 decrease by 4.3% These were the findings:

1. A/R Balance owed to OLWSD has increased \$55,288 since prior month-end, after accounting for the delta between billing cycles.

A/R Balance	2/28/2021	3/31/2021
Bi-Monthly Residential	1,220,110	996,320
Large Meters	521,413	490,602
Total	1,741,523	1,486,921
	Variance	\$(254,602)
	Variance due to Cycles	180,015
	Change in AR	(74,587)
		(4.3%)

2. The total number of delinquent accounts decreased by 60 accounts from prior month however the average balance per delinquent account has increased by 1.9%.

	<u>2/28/2021</u>	<u>2/28/2021</u>
Delinquent Accounts		
Over 60 Days	\$ 441,062	\$417,665
Number of Accounts	852	792
Average Balance per Acct.	\$ 518	\$ 527
		1.9%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has improved by 1.94% compared to prior month. The shift is from all other categories.

Account %	<u>2/28/2021</u>	<u>3/31/2021</u>
Current	82.38%	84.32%
30-60 Day Grace	4.68%	3.24%
Delinquent	9.32%	8.66%
Credit Balance	3.62%	3.96%

Red Tags / Letters for Cycle 2 accounts increased by 12 or 3.7%. This is for accounts that are 45 days past due from the January 2021 billing cycle.

	<u>January 2020</u>	<u>March 2020</u>	<u>May 2020</u>	<u>July 2020</u>	<u>September 2020</u>	<u>November 2020</u>	<u>January 2021</u>	<u>March 2021</u>
Cycle 1	166	138	245	262	319	350	326	338
Type	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter	Letter v2
	<u>December 2019</u>	<u>February 2020</u>	<u>April 2020</u>	<u>June 2020</u>	<u>August 2020</u>	<u>October 2020</u>	<u>December 2020</u>	<u>February 2021</u>
Cycle 2	147	116	197	208	270	272	303	272
Type	Red Tag	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter v2

Collections Rate

The District continues to keep a close eye on collections as the COVID State of Emergency persists. In March, the Federal Congress approved additional funds under the American Rescue Plan Act 2021. This includes extensions of unemployment funds available to states initially funded within the CARES Act and additional stimulus payments.

In March, the District collected \$68k more than billed, which is greater than the \$59k uncollected in February.

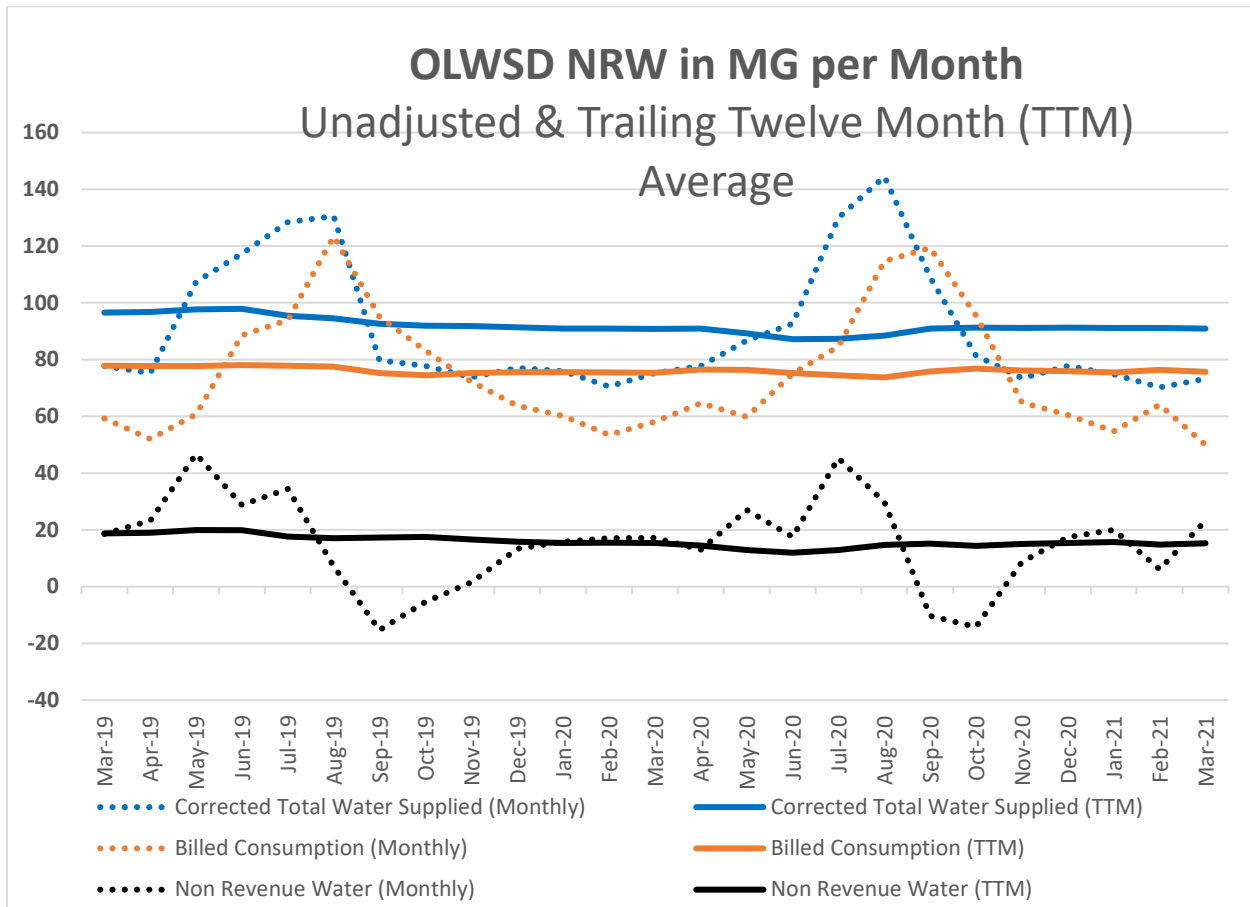
Collection Rates

	<u>December 2020</u>	<u>January 2021</u>	<u>February 2021</u>	<u>March 2021</u>
Utility Billing Sales	\$1,066,949	\$1,162,527	\$1,044,150	\$1,217,042
Cash Receipts	1,088,685	1,164,640	984,346	1,285,086
% (Uncollected)	2.0%	0.2%	(5.7%)	5.6%

The fiscal year-to-date collections rate is 99.7% of utility billings.

Non-Revenue Water and Billing System

Trailing twelve-month March results shows an increase from 14.776 to 15.288 MG. There was only one main break on Hill Road with a small 0.0012 MG impact. The trailing monthly results are hovering around 15.000 MG on average since last August.



The annual Non-Revenue Water audit will be completed soon.

There were four (4) large meters replaced in March 2021. Current average meter age for all large meters is 8.86 years.

Attachments

1. Checks by Date Report for March 2021

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 02/04/2021 - 9:23AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	3/2/2021	Check Commerce		AP		3/2/2021	180.50
0	3/10/2021	TSYS		AP		3/10/2021	7,642.35
0	3/10/2021	TSYS		AP		3/10/2021	607.57
0	3/11/2021	Wells Fargo Bank		AP		3/11/2021	1,821.66
0	3/12/2021	Internal Revenue Service		AP		3/17/2021	27,520.16
0	3/12/2021	Public Employees		AP		3/26/2021	24,880.72
0	3/12/2021	VALIC c/o JP Morgan Chase		AP		3/19/2021	3,367.18
0	3/12/2021	State of Oregon		AP		3/22/2021	865.19
0	3/12/2021	Nationwide Retirement Solutions		AP		3/19/2021	1,997.62
0	3/12/2021	Oregon Department Of Revenue		AP		3/19/2021	7,598.85
0	3/12/2021	Payroll Direct Deposit	DD 00001.03.2021	PR		3/12/2021	66,048.90
14180309	3/12/2021	Public Employees	PERS Adjustment	BRX		3/12/2021	14.85
14180310	3/12/2021	Public Employees	PERS Adjustment	BRX		3/12/2021	-0.09
0	3/22/2021	Dept of the Treasury Internal Revenue Service		AP		3/22/2021	1,610.21
15400323	3/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX		3/23/2021	12,112.82
15400324	3/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX			-12,112.82
0	3/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	AP			12,112.82
0	3/26/2021	Public Employees		AP			24,650.86
0	3/26/2021	State of Oregon		AP		3/30/2021	865.19
0	3/26/2021	Nationwide Retirement Solutions		AP		3/29/2021	1,997.62
0	3/26/2021	VALIC c/o JP Morgan Chase		AP		3/29/2021	3,404.15
0	3/26/2021	Internal Revenue Service		AP		3/26/2021	27,127.90
0	3/26/2021	Oregon Department Of Revenue		AP		3/29/2021	7,514.70
0	3/26/2021	Payroll Direct Deposit	DD 00002.03.2021	PR		3/26/2021	65,891.52
14180326	3/26/2021	Public Employees	PERS Adjustment	BRX		3/26/2021	-12,437.33
14180328	3/26/2021	Public Employees	PERS Adjustment	BRX			12,437.33
ACH Disbursement Activity Subtotal							287,720.43
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							287,720.43

Paper Check Disbursement Activity

45182	2/24/2021	Metro Overhead Door, Inc.		AP	Void		77.00
45199	2/25/2021	Platt		AP	Void		1,379.25
45207	3/1/2021	Accountemps		AP		3/8/2021	1,405.63
45208	3/1/2021	Aks Engineering & Forestry		AP		3/3/2021	10,750.77
45209	3/1/2021	BendTel, Inc		AP		3/4/2021	182.77
45210	3/1/2021	Clackamas County		AP		3/9/2021	1,893.87
45211	3/1/2021	Daily Journal Of Commerce		AP		3/4/2021	307.50
45212	3/1/2021	J. Thayer Company		AP		3/4/2021	264.52
45213	3/1/2021	Jack's Overhead Door		AP		3/2/2021	256.00
45214	3/1/2021	Seattle Ace Hardware		AP		3/9/2021	33.16
45215	3/1/2021	Springbrook Holding Company LLC		AP		3/5/2021	84.50
45216	3/1/2021	Unifirst Corporation		AP		3/4/2021	607.92
45217	3/1/2021	Xerox Corporation		AP		3/5/2021	66.88
45218	3/5/2021	Aks Engineering & Forestry		AP		3/10/2021	2,411.25
45219	3/5/2021	APWA		AP		3/18/2021	215.00
45220	3/5/2021	Carson Oil Company		AP		3/18/2021	1,014.54
45221	3/5/2021	Cavanaugh & Associates. PA		AP		3/19/2021	900.00
45222	3/5/2021	CDR Labor Law, LLC		AP		3/19/2021	966.00
45223	3/5/2021	City Of Gladstone		AP		3/16/2021	252.98
45224	3/5/2021	Coastal Farm & Home Supply		AP		3/12/2021	704.97
45225	3/5/2021	Consolidated Supply Co.		AP		3/12/2021	4,679.89
45226	3/5/2021	Horner Enterprises, Inc.		AP			6,758.42
45227	3/5/2021	Integrated Power Services, LLC		AP		3/11/2021	1,999.37
45228	3/5/2021	Platt		AP		3/11/2021	1,220.07
45229	3/5/2021	Portland Engineering Inc		AP		3/17/2021	120.00
45230	3/5/2021	Seattle Ace Hardware		AP		3/18/2021	94.94
45231	3/5/2021	Traver's Cleaning Service Inc.		AP		3/15/2021	150.00
45232	3/5/2021	Water Systems Consulting, Inc.		AP		3/15/2021	13,947.50
45233	3/5/2021	Customer Refund		AP		3/11/2021	1,512.55

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 02/04/2021 - 9:23AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45234	3/8/2021	Cascadia Backflow		AP		3/26/2021	630.00
45235	3/8/2021	Coastal Farm & Home Supply		AP		3/12/2021	507.96
45236	3/8/2021	Consolidated Supply Co.		AP		3/12/2021	4,557.10
45237	3/8/2021	Convergence Networks		AP		3/12/2021	942.00
45238	3/8/2021	Cues, Inc		AP		3/12/2021	2,921.36
45239	3/8/2021	Ferguson Enterprises, Inc.		AP		3/15/2021	12.67
45240	3/8/2021	J. Thayer Company		AP		3/11/2021	108.57
45241	3/8/2021	Minuteman Press Gresham		AP			116.86
45242	3/8/2021	Northstar Chemical, Inc.		AP		3/10/2021	521.00
45243	3/8/2021	Olson Bros. Service, Inc.		AP		3/11/2021	2,419.12
45244	3/8/2021	Olympic Foundry Inc		AP		3/12/2021	1,258.90
45245	3/8/2021	Portland General Electric		AP		3/15/2021	2,781.78
45246	3/8/2021	Employee Business Expense Reimbursement		AP		3/18/2021	25.20
45247	3/8/2021	Unifirst Corporation		AP		3/12/2021	706.32
45248	3/8/2021	Western Exterminator Company		AP		3/11/2021	282.65
45249	3/8/2021	AnswerNet		AP		3/11/2021	1,016.42
45250	3/8/2021	Cavanaugh & Associates. PA		AP		3/19/2021	900.00
45251	3/8/2021	J. Thayer Company		AP		3/11/2021	363.92
45252	3/8/2021	One Call Concepts, Inc.		AP		3/15/2021	564.48
45253	3/8/2021	Quadient Leasing USA, Inc.		AP		3/15/2021	599.43
45254	3/10/2021	Accountemps		AP		3/16/2021	1,730.00
45255	3/10/2021	BMS Technologies		AP		3/16/2021	3,491.00
45256	3/10/2021	City Of Gladstone		AP		3/22/2021	5,542.45
45257	3/10/2021	City Of Milwaukie		AP		3/18/2021	1,738.11
45258	3/10/2021	Consolidated Supply Co.		AP		3/15/2021	3,143.10
45259	3/10/2021	Contractor Supply, Inc.		AP		3/15/2021	69.50
45260	3/10/2021	H.D. Fowler Company		AP		3/16/2021	576.45
45261	3/10/2021	Landmark Ford		AP		3/17/2021	3,429.61
45262	3/10/2021	Madison Biosolids, Inc.		AP		3/18/2021	2,795.74
45263	3/10/2021	Napa Auto Parts		AP		3/15/2021	38.56
45264	3/10/2021	Net Assets Corporation		AP		3/15/2021	486.00
45265	3/10/2021	Northwest Natural		AP		3/16/2021	880.77
45266	3/10/2021	Portland General Electric		AP		3/17/2021	3,467.18
45267	3/10/2021	Sawyers' Truck Repair, Inc		AP		3/16/2021	646.25
45268	3/10/2021	Seattle Ace Hardware		AP		3/18/2021	89.96
45269	3/10/2021	Unifirst Corporation		AP		3/16/2021	1,294.08
45270	3/10/2021	United Fire, Health, & Safety		AP		3/16/2021	1,464.95
45271	3/12/2021	Employee Paycheck		PR		3/23/2021	2,304.91
45272	3/12/2021	Century Link		AP		3/17/2021	813.64
45273	3/12/2021	Cintas Corporation - 463		AP		3/23/2021	2,012.87
45274	3/12/2021	Comcast		AP		3/16/2021	506.44
45275	3/12/2021	Consolidated Supply Co.		AP		3/16/2021	12,010.52
45276	3/12/2021	Convergence Networks		AP		3/18/2021	5,576.00
45277	3/12/2021	Customer Refund		AP		3/23/2021	87.38
45278	3/12/2021	Pacific Power Group		AP		3/17/2021	822.77
45279	3/12/2021	Portland General Electric		AP		3/19/2021	2,329.15
45280	3/12/2021	Relay Resources		AP		3/16/2021	6,098.81
45281	3/12/2021	Seattle Ace Hardware		AP		3/18/2021	196.98
45282	3/12/2021	Customer Refund		AP			1,987.33
45283	3/18/2021	Accountemps		AP		3/22/2021	1,730.00
45284	3/18/2021	AFLAC		AP		3/23/2021	714.94
45285	3/18/2021	Buels Impressions Printing		AP		3/22/2021	99.00
45286	3/18/2021	Carson Oil Company		AP		3/22/2021	5.90
45287	3/18/2021	Ferguson Enterprises, Inc.		AP		3/22/2021	195.49
45288	3/18/2021	Horner Enterprises, Inc.		AP			1,519.10
45289	3/18/2021	League Of Oregon Cities		AP		3/29/2021	80.00
45290	3/18/2021	Les Schwab		AP		3/23/2021	158.30
45291	3/18/2021	Metropolitan Utility Coordinating Council		AP			150.00
45292	3/18/2021	New Pig Corporation		AP		3/25/2021	484.67
45293	3/18/2021	Northwest Natural		AP		3/24/2021	451.85

Bank Reconciliation

Checks by Date

User: jeff

Printed: 02/04/2021 - 9:23AM

Cleared and Not Cleared Checks

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>
45294	3/18/2021	Overhead Door Company		AP		3/22/2021	175.00
45295	3/18/2021	Pacific Power Group		AP		3/23/2021	682.21
45296	3/18/2021	Portland General Electric		AP		3/26/2021	24,309.15
45297	3/18/2021	R.L. Reimers Company		AP		3/22/2021	127,483.83
45298	3/18/2021	Slayden Constructors		AP		3/24/2021	119,475.91
45299	3/18/2021	Tice Electric Company		AP		3/26/2021	1,650.00
45300	3/18/2021	U.S. Bank Equipment Finance		AP		3/22/2021	222.20
45301	3/18/2021	Waste Management Of Oregon		AP		3/23/2021	138.54
45302	3/18/2021	AFSCME Council 75		AP		3/23/2021	759.32
45303	3/18/2021	Century Link		AP		3/23/2021	116.95
45304	3/18/2021	Cintas Corporation - 463		AP		3/30/2021	1,401.65
45305	3/18/2021	City Of Milwaukie		AP		3/23/2021	333.60
45306	3/18/2021	Clackamas County		AP		3/23/2021	2,457.94
45307	3/18/2021	Comcast		AP		3/23/2021	1,270.99
45308	3/18/2021	Consolidated Supply Co.		AP		3/22/2021	306.94
45309	3/18/2021	Contractor Supply, Inc.		AP		3/22/2021	122.40
45310	3/18/2021	Convergence Networks		AP		3/22/2021	942.00
45311	3/18/2021	Cues, Inc		AP		3/22/2021	5,964.80
45312	3/18/2021	Discover Bank		AP		3/22/2021	229.31
45313	3/18/2021	Grainger, Inc.		AP		3/22/2021	679.38
45314	3/18/2021	H.D. Fowler Company		AP		3/22/2021	4,826.35
45315	3/18/2021	Hach Company		AP		3/24/2021	560.27
45316	3/18/2021	Kaiser Permanente		AP		3/22/2021	16,026.23
45317	3/18/2021	Oregon Association of Water Utilities		AP		3/25/2021	1,150.00
45318	3/18/2021	Pamplin Media Group		AP		3/23/2021	76.36
45319	3/18/2021	SDIS		AP		3/22/2021	27,247.90
45320	3/18/2021	Seattle Ace Hardware		AP		3/31/2021	38.99
45321	3/18/2021	Springbrook Holding Company LLC		AP		3/24/2021	84.50
45322	3/18/2021	Tritech Software Systems		AP		3/24/2021	412.50
45323	3/18/2021	Verizon Wireless		AP		3/26/2021	4,933.35
45324	3/18/2021	Waste Management Of Oregon		AP		3/23/2021	193.49
45325	3/18/2021	Waste Connections		AP		3/23/2021	67.70
45326	3/18/2021	WW Machine Shop Inc		AP		3/22/2021	3,707.00
45327	3/18/2021	Xerox Corporation		AP		3/22/2021	60.86
45328	3/25/2021	AFLAC		AP		3/30/2021	699.27
45329	3/25/2021	AFSCME Council 75		AP		3/30/2021	831.34
45330	3/25/2021	BendTel, Inc		AP		3/30/2021	177.46
45331	3/25/2021	Consolidated Supply Co.		AP		3/29/2021	2,284.91
45332	3/25/2021	Convergence Networks		AP			5,576.00
45333	3/25/2021	Dr. Lance F. Harris D.C.		AP		3/30/2021	90.00
45334	3/25/2021	Customer Refund		AP			47.22
45335	3/25/2021	J. Thayer Company		AP		3/30/2021	642.85
45336	3/25/2021	Customer Refund		AP			13.74
45337	3/25/2021	Les Schwab		AP		3/30/2021	669.00
45338	3/25/2021	Madison Biosolids, Inc.		AP			2,686.85
45339	3/25/2021	Metro Overhead Door, Inc.		AP		3/31/2021	249.00
45340	3/25/2021	Mike Patterson Plumbing Inc		AP		3/30/2021	155.00
45341	3/25/2021	NCCWC		AP		3/30/2021	72,056.35
45342	3/25/2021	Olson Bros. Service, Inc.		AP		3/30/2021	2,559.66
45343	3/25/2021	Portland Engineering Inc		AP			120.00
45344	3/25/2021	Tice Electric Company		AP		3/30/2021	332.50
45345	3/25/2021	Unifirst Corporation		AP		3/30/2021	686.16
45346	3/25/2021	Wallis Engineering PLLC		AP		3/30/2021	5,256.00
45347	3/25/2021	Waste Management Of Oregon		AP		3/31/2021	555.37
45348	3/26/2021	Employee Paycheck		PR		3/26/2021	2,006.64
45349	3/25/2021	Accountemps		AP		3/29/2021	1,730.00
45350	3/25/2021	AFLAC		AP		3/30/2021	699.27
45351	3/25/2021	AFSCME Council 75		AP		3/30/2021	823.20

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 02/04/2021 - 9:23AM
 Cleared and Not Cleared Checks
 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>
45352	3/25/2021	BMS Technologies		AP		3/29/2021	3,408.79
45353	3/25/2021	Craig Blackman Trucking		AP		3/30/2021	867.96
45354	3/25/2021	Ford Hall Company, Inc		AP		3/29/2021	2,980.67
45355	3/25/2021	J. Thayer Company		AP		3/30/2021	55.41
45356	3/25/2021	Lakeside Industries		AP			981.60
45357	3/25/2021	Metro Overhead Door, Inc.		AP		3/31/2021	288.00
45358	3/25/2021	Mr. Rooter Plumbing		AP		3/31/2021	2,081.43
45359	3/25/2021	murraysmith		AP		3/29/2021	13,572.88
45360	3/25/2021	Northstar Chemical, Inc.		AP		3/29/2021	558.00
45361	3/25/2021	Pacific Power Group		AP		3/30/2021	690.41
45362	3/25/2021	Portland General Electric		AP			364.77
45363	3/25/2021	Seattle Ace Hardware		AP			100.93
45364	3/25/2021	Traffic Safety Supply Co Inc		AP		3/29/2021	137.00
Paper Check Disbursement Activity Subtotal							621,856.01
Voided Paper Check Disbursement Activity							1,456.25
Adjusted Paper Check Disbursement Activity Subtotal							620,399.76
Total Void Check Count:							2
Total Void Check Amount:							1,456.25
Total Valid Check Count:							183
Total Valid Check Amount:							908,120.19
Total Check Count:							185
Total Check Amount:							909,576.44



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 11c
Date April 6, 2021 for April 20, 2021 Board Meeting

Summary

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

Highlights

- Participated in the interview process for the Operations Director vacancy
- Furthered design of multiple capital projects.
- Reporting to Stormwater Service calls (most often plugged catch basins/inlets and beaver dams on Boardman Creek).
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- Some Technical Services staff continue to work from home when they can to create as much social distancing as possible while still completing all normal tasks.

Education and Outreach

The Storm drain Cleaning Assistance Program (SCAP) is back, and postcards were mailed to businesses the first week of March. 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 you are free to accept or decline. Customers can register for SCAP between now and April 30, 2021 at oaklodgewaterservices.org/SCAP or call (503) 353-4219. As of March 30, 2021, eight businesses have signed up.

The 2021 Children's Clean Water Festival will be 'virtual' this year and start on April 1. The link to the virtual event was shared with 10 fourth grade teachers in the District and

624 fourth grade teachers across our region. The Clean Water Festival is a community supported event, organized by a group of public, private, and non-profit organizations, all committed to water and environment education. The goal of the Festival is to teach kids that they can have real, long-lasting, positive impacts on water resources, and to equip them with the information they need to do that in a fun and engaging way. Visit the Clean Water Festival virtually at <https://virtual.cleanwaterfestival.org/>

The Regional Coalition of Clean Rivers and Streams (RCCRS) is running a student video contest for 6th - 12th graders who live in Multnomah, Washington, and Clackamas counties. There are four chances to win \$500. For example, there is a storytelling category encouraging youth to feature a community organization working on water health, environmental justice, and/or environmental issues, as well as a category to specifically honor and amplify the voices of black, indigenous, and youth of color. Learn more: <https://theriverstartshere.org/video-contest/>

The Backyard Habitat Certification Program (BHCP) annual report is now available (attachment 4). BHCP will also do a presentation for the Board at the Regular Meeting in July 2021.

Communication

Fix A Leak Week took place March 15 – 21. The annual water awareness campaign is sponsored nationally by the U.S. Environmental Protection Agency's WaterSense Program. Minor water leaks account for nearly 1 trillion gallons of water wasted each year in U.S. homes and ten percent of homes have leaks that waste 90 gallons or more per day. Fix a Leak Week is an annual reminder to customers to check household plumbing fixtures and irrigation systems for leaks. Common types of leaks found in the home are worn toilet flappers, dripping faucets, and other leaking valves.

The Regional Water Providers Consortium gave away Junior Leak Detective Kits for kids ages 5 – 10 in the month of March. The detective kits encouraged kids and adults to work together to find common culprits like showerheads, faucets, water heaters, and toilets for sneaky leaks using the items in the kit.

A press release was deployed on March 17, 2021 after the Board of Directors approved an extension of the Declaration of State of Emergency at the Tuesday, March 16 regular meeting. The press release was used to inform customers that the Customer Assistance Programs are still available.

The Water Quality Report for 2020 has been completed and submitted for print. A digital copy will be available on the website the first week of May. Postcards with the information to access the Water Quality Report will be sent to customers the first week of May. The postcard includes the link to the website to view the report and the contact information to receive a physical copy.

The Water Quality Report covers all testing performed between January 1 and December 31, 2020. The District is committed to delivering the best-quality drinking water possible. The District remains vigilant in meeting the challenges of new regulations, source water protection, water conservation, community outreach and education while continuing to serve the needs of all our water users.

The Oregon Health Authority requires the District to monitor lead and copper levels at customer's taps every 3 years, which accounts for one part of the Water Quality Report. The most recent event was conducted during August of 2020. A list of 79 accounts that are believed to have a potential for lead solder in their home plumbing was developed years ago by former District staff. As the samples must be taken inside the home and after the water has stood undisturbed for at least 6 hours, the District offers these homeowners an incentive of a \$40 credit to their water bill if they submit a sample. Out of 79 accounts on the list, samples were returned by 66 households. After lab analysis, the homeowners were notified what lead and copper level (if any) was found in their particular sample, along with suggested actions they may take to limit their exposure and where to find more information on the subject. The results were then reported to the state and included in the Water Quality Report. As the 90th percentile results for both lead and copper were below the action levels, no further action is required until the next monitoring event in 2023.

Stormwater Program

This month District staff completed the annual required zone catch basin cleaning for the MS4 Permit. This involved inspecting 416 catch basins and 38 sediment manholes, and cleaning 58 catch basins. The manholes are slated to be cleaned once the water levels decrease slightly.

District staff inspected 36 private water quality facilities in preparation for the required outreach to owners under the MS4. Outreach involves mailing letters that inform owners of the status and function of their water quality facilities. These letters mention whether the facilities require maintenance, and they provide technical resources along with a staff contact for more information and support.

Customer calls have continued to be high as people slowly clean up the debris from the winter storm and manage with the spring rains that run onto their properties. Calls included concerns about the amount of stormwater, drainage issues, and 2 potential illicit discharges. No illicit discharges were found within the District's jurisdiction.

Staff inspected eight beaver dams in the District for a total of about 2 hours of work since last month's report. Inspections revealed that beavers have been very active in the District. Staff will need to breach and/or remove several of the dams since the last time this work was completed. Staff are investigating the possibility of live trapping and relocating some of the beaver population to help control the amount of dam management which will be required during their active season.

District staff will remove sediment from the concrete lined stormwater ditch just south of Jennings Ave across from Boardman Wetlands during the dry season this year. Sediment removal is part of regular maintenance on the channel and will support a large stormwater facility which will be added during 2022-23 by Clackamas County's Department of Transportation and Planning. Work on the maintenance project is in the planning stages.

Transient activity occurred on one of the District properties in March. Staff notified the Clackamas County Sheriff's office, who sent a Deputy to investigate. The issue happened more than once, leading the Sheriff's office to offer more frequent patrolling of the area. Staff learned of a "County Exclusion Agreement" which will allow officers to arrest and remove transient populations which have previously received a verbal warning for being on District property. District staff are in the process of learning more about this agreement to proceed with obtaining an exclusion agreement to cover all District properties.

The District is waiting for the Oregon Department of Environmental Quality to move ahead with the reissuance of the updated National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer (MS4) permit. The District's stormwater-related Mercury Total Maximum Daily Load (TMDL) requirements will in part be incorporated into the reissued MS4 permit. The District will need to prepare a mercury minimization assessment as an NPDES MS4 permittee, to be included with the 2nd year annual report of the renewed permit. This assessment will summarize mercury reduction strategies currently implemented as well as those proposed for implementation. The District will have to "qualitatively" assess BMP reduction of mercury with the 4th year annual report. The District's current TMDL Implementation Plan and annual reporting will in part address current implementation efforts for sediment reduction, and incorporate additional specific strategies identified by the mercury minimization assessment. This work will occur over the next several years.

March 2021 Permit Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	4	1	16	0	18
New Erosion Control Permits	3	0	49	2	63
New Development Permits	0	1	12	0	8
New Utility Permits	3	5	62	4	80
Wastewater Connections	0	1	34	4	87
Sanitary SDC Fees Received					
	\$0.00	\$5,165	\$279,167	\$20,660.00	\$406,322.60
Water SDC Fees Received					
	\$0.00	\$4,363	\$213,788	\$17,280.00	\$321,650.00
Plan Review Fees Received					
	\$510.00	\$3,912	\$84,258	\$3,230.00	\$39,510.00
Inspection Fees Received					
	\$0.00	\$1,020	\$31,128	\$2,170.00	\$29,009.80

Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Tracker
4. Backyard Habitat Conservation Program 2020 Accomplishments




Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Water utility only. Inspections Continuing	4/5/21
Under Construction	16518 SE River Rd.	Redevelopment: Head Start School Additions	Oak Lodge permits expire March 2021. Modification to permit in Z0480-20. Oak Lodge sent comments to CC DTD. Modification did not affect Oak Lodge permit.	4/5/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	4/5/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	4/5/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	4/5/21
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	4/5/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	4/5/21
Plan Review	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	4/5/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	4/5/21
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	4/5/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	4/5/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	4/5/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	4/5/21
Plan Review	3870 SE Hillside Dr.	Modification of previously approved 13 lot subdivision	Land Use comments sent to CCDDTD. County land use expiration timeline.	4/5/21
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	4/5/21
Pre-Application	3421 SE Vineyard Rd.	Zone Change To MR-1 and a three-parcel Partition for seven duplex and triplex units.	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	4/5/21




Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	4/5/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	4/5/21
Plan Review	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	4/5/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Plan Review	3024 SE Westview Ave.	Residential: 2-lot Partition	Land Use comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDDT. County land use expiration timeline.	4/5/21
Plan Review	3700 SE Pinehurst Ave.	Commercial: Hair Salon in Residential Zone	Current OLWSD review	4/5/21
Plan Review	3838 SE Hillside Dr.	Boat Ramp To Willamette River	Land Use comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	15775 SE McLoughlin Blvd	Commercial Redevelopment: fast food and bank.	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	14333 SE Wagner Ln.	Residential: Three Lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	4/5/21
Pre-Application	17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Plan Review	14497 SE River Rd.	Residential: 2-lot Partition	Current OLWSD review	4/5/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	4/5/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	4/5/21
Plan Review	SE Thiessen Ave. and SE Arista Dr.	CC DTD Paving Project	Current OLWSD review	4/5/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	4/5/21
Pre-Application	15915 SE Harold Ave	Residential: 3-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	16468 SE Warnock Ln	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	14817 SE Raintree Ct	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	5200 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21
Pre-Application	No Site Address: 2S1E13AD00600. Near 4111 SE Roethe Rd.	Commercial: Luxury Auto	Pre-app Comments sent to CCDDT. County land use expiration timeline.	4/5/21



OAK LODGE






WATER SERVICES

Social Media Calendar | March 2021

<p>03.01.21</p>	<p>Take a tour from home! Watch how we take water from the Clackamas River, clean it, and treat it, so it is ready to be used in the community. Watch now: https://vimeo.com/505879516</p>	 <p>VIMEO.COM North Clackamas County Water Commission Tour This is "North Clackamas County Water Commission Tour" by Clack...</p>
<p>03.03.21</p>	<p>Starting March 11, 2021, ShakeAlert®-powered earthquake early warning alerts will be available for delivery directly to wireless devices in Oregon. In May 2021, Washington state will follow suit and complete the ShakeAlert public alerting rollout across the entire West Coast.</p>	 <p>USGS.GOV ShakeAlert Earthquake Early Warning Delivery for the Pacific Northwest</p> <p>Link here</p>
<p>03.03.21</p>	<p>Boardman Wetlands in Jennings Lodge was nominated for an #ELGLKnobe award from Engaging Local Government Leaders! The voting starts now and will close on Monday, March 8. Then the Sweet Sixteen will be announced on Tuesday, March 9. Vote here: http://bit.ly/KnobeRoundof32</p> <p>Boardman Wetlands first match up is Stillwater, OK: https://elgl.org/elglnope-stillwater-ok-vs-jennings.../</p>	

<p>03.05.21</p>	<p>When we have heavy rains like today, it's a great time for sampling stormwater. The stormwater system in the District discharges the stormwater runoff into local creeks and rivers. Four times a year, Lara alongside another team member, take water samples to test for pollutants.</p>	
<p>03.05.21</p>	<p>During this challenging time, we're here to help with flexible payment plans, payment due date extensions, and low-income assistance.</p> <p>If you have been impacted by the COVID-19, the District established a temporary Emergency COVID-19 Assistance Program to provide direct assistance for both residential and commercial customers.</p> <p>Please call us at 503-654-7765 or email billing@olwsd.org</p> <p>https://bit.ly/2Okf3r0</p>	
<p>03.08.21</p>	<p>On this International Women's Day, we celebrate the dedicated women who work at the District to provide clean, safe, high-quality water to the community. Thank you for your service!</p>	
<p>03.10.21</p>	<p>The Oak Lodge Water Services Board of Directors will hold a regular meeting on Tuesday, March 16, 2021 at 6:00 p.m. View full agenda and information to attend the meeting:</p> <p>https://www.oaklodgewaterservices.org/bc/page/olwsd-board-directors-meeting-48</p>	

<p>03.10.21</p>	<p>The District has teamed up with City of Gresham, Troutdale, Fairview, Wood Village and Milwaukie to bring businesses the Stormdrain Cleaning Assistance Program (SCAP). This voluntary discount program offers cleaning of parking lot drains for a discounted flat fee of \$50 per drain. Register at http://oaklodgewaterservices.org/SCAP</p>	
<p>03.11.21</p>	<p>The Environmental Learning Center at Clackamas Community College has launched a Nature Explorer Kit for kids ages 4-9, just in time for spring break. Visit the website for more information: https://www.eventbrite.com/e/spring-break-nature-spy-explorer-kit-tickets-138714104621</p>	 <p><small>EVENTBRITE.COM</small> Spring Break Nature Spy Explorer Kit! Spring Into Nature Explorer Kits explore the renewal and rebirth of .</p>
<p>03.15.21</p>	<p>There's no better time than Fix a Leak Week (March 15-21) to track down household leaks that waste more than ONE TRILLION gallons of water nationwide each year.</p>	 <p>March 15-21, 2021 Fix a Leak Week <small>WaterSense regionalH2O.org</small></p>
<p>03.17.21</p>	<p>It takes more than luck to detect a silent toilet leak. Grab some green food coloring, set aside 20 (hands-off) minutes, and check your toilet for leaks with these easy steps: https://bit.ly/toilet-h2o</p>	 <p>It takes more than luck to find a silent toilet leak bit.ly/toilet-h2o</p>
<p>03.18.21</p>	<p>Leaking toilets can waste thousands of gallons of water each month, leading to higher water and sewer bills. Send your kids on a water-saving mission with a free Junior Leak Detective kit: http://bit.ly/jrleakpromo</p>	 <p>CALLING ALL JUNIOR LEAK DETECTIVES! YOUR MISSION. bit.ly/jrleakpromo</p>
<p>03.19.21</p>	<p>It's time to take water conservation personally. Start at home (your kids can help too!) by checking for these common household leaks: https://bit.ly/h2o-leaks</p>	 <p>Let's find and fix leaks at home.</p>

<p>03.20.21</p>	<p>Finding and fixing leaks is for the whole family! Get your kids involved with a free Junior Leak Detective kit: http://bit.ly/jrleakpromo</p>	
<p>03.21.21</p>	<p>Fix a Leak Week ends today, but finding and fixing leaks is a year-round activity! Anytime is a good time to save water and money, and it's easy to get started: https://bit.ly/h2o-leaks #FixaLeak #FixaLeakWeek</p>	
<p>03.22.21</p>	<p>Happy #WorldWaterDay — a day to celebrate all the ways that water benefits our lives. Today we also reflect on the value of clean water & safe sanitation for our health, communities, and environment.</p> <p> Clackamas River, the source of our drinking water.</p>	
<p>03.23.21</p>	<p>The District is proud to support the North Clackamas Watershed Council's online workshop series. Join for one or all three workshops:</p> <p>3/30 @ 6pm: Get to Know North Clackamas Watersheds</p> <p>4/6 @ 6pm: Wildlife in the North Clackamas Watersheds</p> <p>4/13 @ 6pm: North Clackamas Watersheds, People & Place</p> <p>Register now: tinyurl.com/ncwatersheds</p>	

Social Media Statistics

	<i>Facebook Followers</i>	<i>Twitter Followers</i>
December 2020	58	n/a
January 2021	67	Started platform.
February 2021	80	13
March 2021	89	21

Backyard Habitat Certification Program

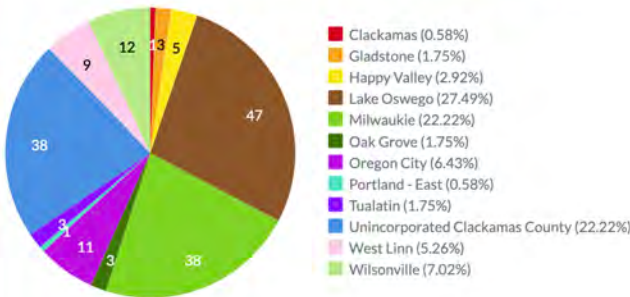


Backyard Habitat Program Accomplishments 2020

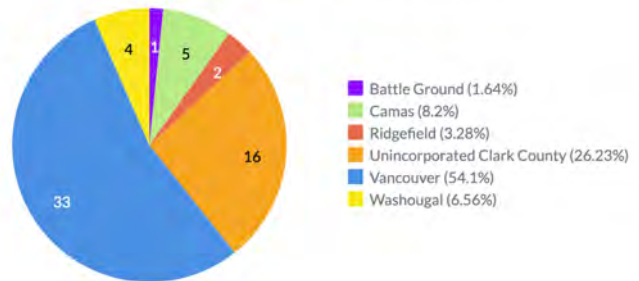
New Sites Visited:

The program visited **1,068 new sites** in 2020

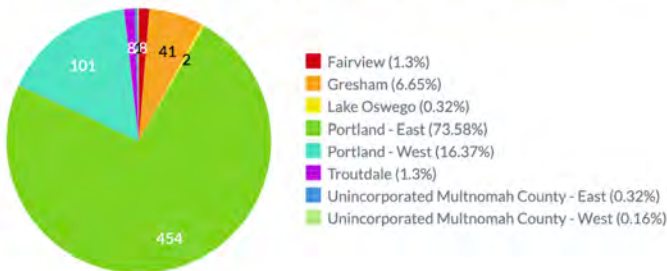
Clackamas Cty. Initial Site Visits



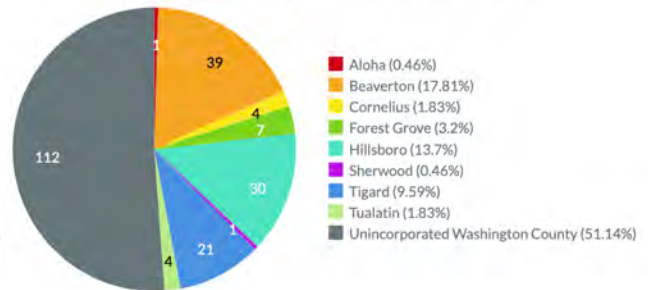
Clark Cty. Initial Site Visits



Multnomah Cty. Initial Site Visits



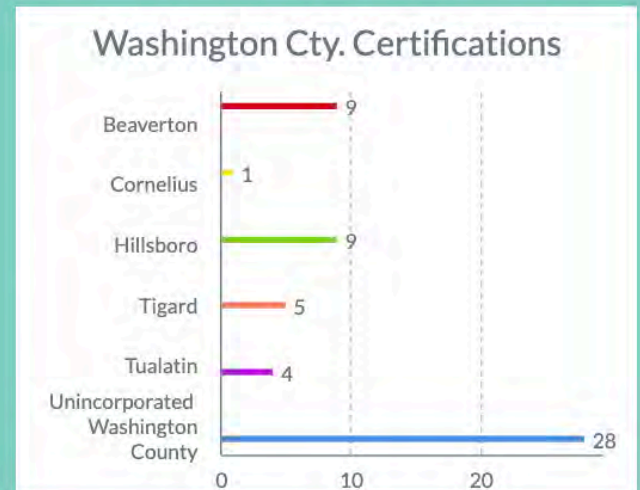
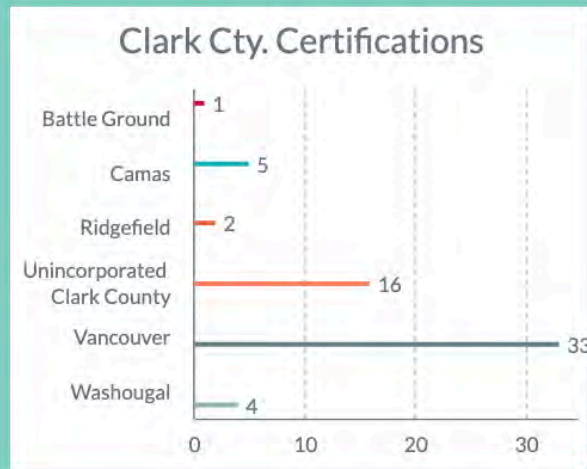
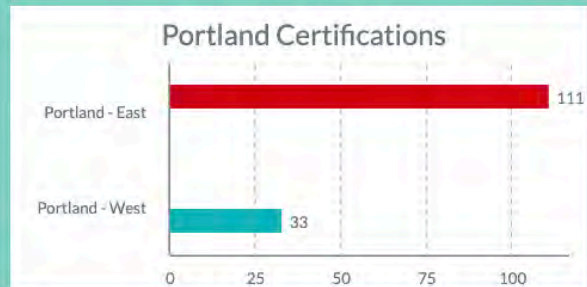
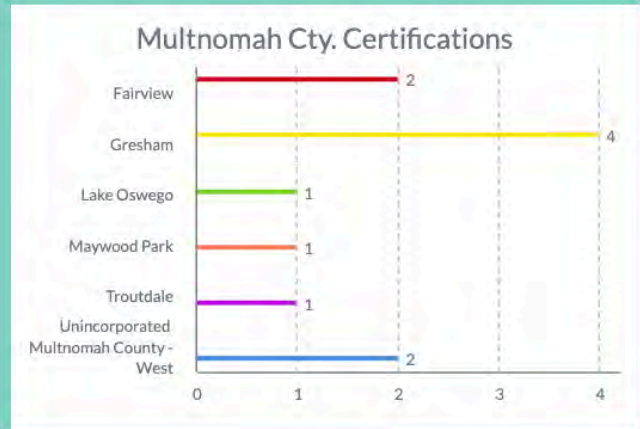
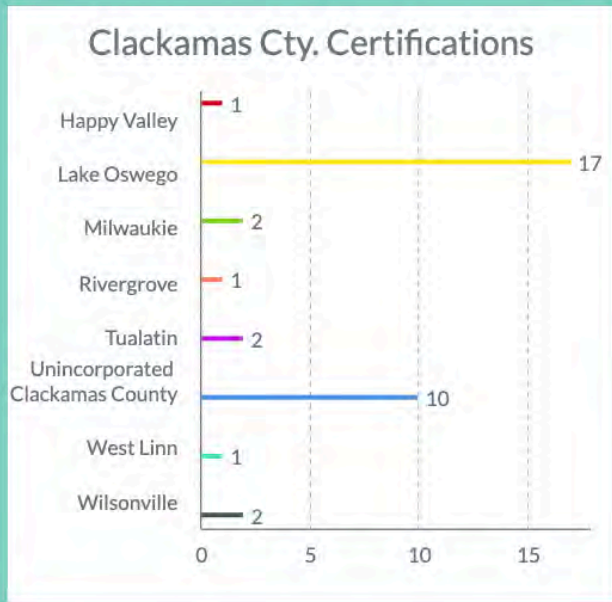
Washington Cty. Initial Site Visits



This totals **228 new acres**

New sites certified:

260 new sites achieved certification in 2020, adding up to a total of **56 more acres** and **20,171 native plants**



Other Program Accomplishments:



Renewed Certifications:
164



Volunteer Hours:
946



Contribution to Local
Green Economy:
\$774,229+



Program Reach:
Clackamas, Clark,
Multnomah, &
Washington

Program to Date – At a Glance:



Sites Enrolled: 7,373



Sites Certified: 2,461



Area:
1,755 acres enrolled
538 acres certified



Native Plants
Planted:
114,376



Facebook Followers:
5,265



Volunteer Hours:
12,788+

2020 Numbers in More Detail:

# of initial visits within this time period		Total Area in Acres	Certs and Upgrades	Certified Area in Acres	Renewed Area in Acres	Silver	Gold	Platinum	Renewals	Plantable Area of Certified Yards in Acres	Plantable Area of Renewed Yards in Acres	# of Plants	
Clackamas	Beavercreek	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Clackamas	1	0.2	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Damascus	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Gladstone	3	0.6	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Happy Valley	5	1.0	1	0.5	0.0	1	0	0	0.3	0.0	121	
	Jennings Lodge	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Lake Oswego	47	13.7	17	4.5	4.1	7	7	3	15	2.6	3.0	558
	Milwaukie	38	8.3	2	0.6	1.2	0	1	1	2	0.4	0.8	533
	Oak Grove	3	0.9	0	0.0	0.0	0	0	0	0	0.0	0.0	0
	Oregon City	11	2.5	0	0.0	0.0	0	0	0	0	0.0	0.0	0
	Portland - East	1	0.6	0	0.0	0.0	0	0	0	0	0.0	0.0	0
	Portland - West	0	0.0	0	0.0	0.0	0	0	0	0	0.0	0.0	0
	Rivergrove	0	0.0	1	0.3	0.0	1	0	0	0	0.1	0.0	5
	Tualatin	3	0.6	2	0.5	0.0	0	2	0	0	0.3	0.0	91
	Unincorp Clackamas	38	12.8	10	5.1	0.3	4	6	0	2	1.7	0.2	1,871
West Linn	9	2.1	1	0.1	0.8	0	1	0	3	0.0	0.5	110	
Wilsonville	12	2.4	2	0.3	0.0	1	1	0	0	0.1	0.0	98	
TOTALS	171	45.4	36	11.8	6.3	14	18	4	22	5.6	4.5	3,387	
Clark	Battle Ground	1	0.3	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Brush Prairie	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Camas	5	1.6	1	0.3	0.0	1	0	0	0.0	0.0	4	
	Ridgefield	2	0.5	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Unincorp Clark	16	7.8	1	1.0	0.0	0	1	0	0.9	0.0	60	
	Vancouver	33	6.7	11	1.8	0.0	8	3	0	0	0.3	0.0	120
	Washougal	4	1.9	0	0.0	0.0	0	0	0	0.0	0.0	0	
TOTALS	61	18.9	13	3.1	0.0	9	4	0	0	1.2	0.0	184	
Multnomah	Fairview	8	1.4	2	0.5	0.0	2	0	0	0.3	0.0	142	
	Gresham	41	8.4	4	0.9	0.0	3	1	0	0.3	0.0	95	
	Lake Oswego	2	0.4	1	0.2	0.0	0	1	0	0.1	0.0	8	
	Maywood Park	0	0.0	1	0.2	0.0	1	0	0	0.2	0.0	92	
	Portland - East	454	69.2	111	13.7	12.3	65	38	8	104	7.0	8.3	5,058
	Portland - West	101	23.7	33	7.1	9.4	13	14	6	35	3.7	7.2	3,810
	Troutdale	8	1.7	1	0.0	0.0	0	1	0	0	0.0	0.0	37
	Unincorp Mult - East	2	0.6	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Unincorp Mult - West	1	0.5	2	1.7	1.6	0	1	1	2	1.4	1.4	605
TOTALS	617	106.0	155	24.3	23.3	84	56	15	141	13.0	17.0	9,847	
Washington	Aloha	1	0.2	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Beaverton	39	8.6	9	1.9	0.0	4	4	1	0	1.0	0.0	441
	Cornelius	4	1.6	1	0.1	0.0	1	0	0	0	0.1	0.0	25
	Durham	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Forest Grove	7	1.4	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Hillsboro	30	11.2	9	5.3	0.0	2	6	1	0	4.0	0.0	478
	King City	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Portland - West	0	0.0	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Sherwood	1	0.1	0	0.0	0.0	0	0	0	0.0	0.0	0	
	Tigard	21	5.4	5	1.5	0.0	2	2	1	0	1.1	0.0	327
	Tualatin	4	0.8	4	0.7	0.0	2	2	0	0	0.3	0.0	265
Unincorp Washington	112	28.8	28	7.3	0.0	9	14	5	1	4.6	0.0	5,217	
TOTALS	219	58.1	56	16.8	0.0	20	28	8	1	11.0	0.0	6,753	
TOTALS	1,068	228	260	56	30	127	106	27	164	31	21	20,171	



STAFF REPORT

To Board of Directors
From Brad Lyon, Water Field Supervisor
Title Field Operations Monthly Report
Item No. 11d
Date April 20, 2021

Summary

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

Water Operations

Clackamas County is scheduled to do some paving in the District this summer, so staff have surveyed areas to be paved and have replaced three hydrants this month and will be replacing valve box tops and lids to prepare for this work. ODOT has work scheduled on Mcloughlin, and we have potholed several areas that may be in conflict with work to be done, and we will have to relocate several water services, a hydrant and an 8" gate valve.

A risk assessment study was done at Valley View and View Acres property for trees that were damaged in the ice storm this February. I will be getting quotes for the cost of tree trimming and removal based on arborist recommendations. I am also getting quotes for fencing which was damaged at both sites. Storm-related costs are being tracked for potential FEMA reimbursement.

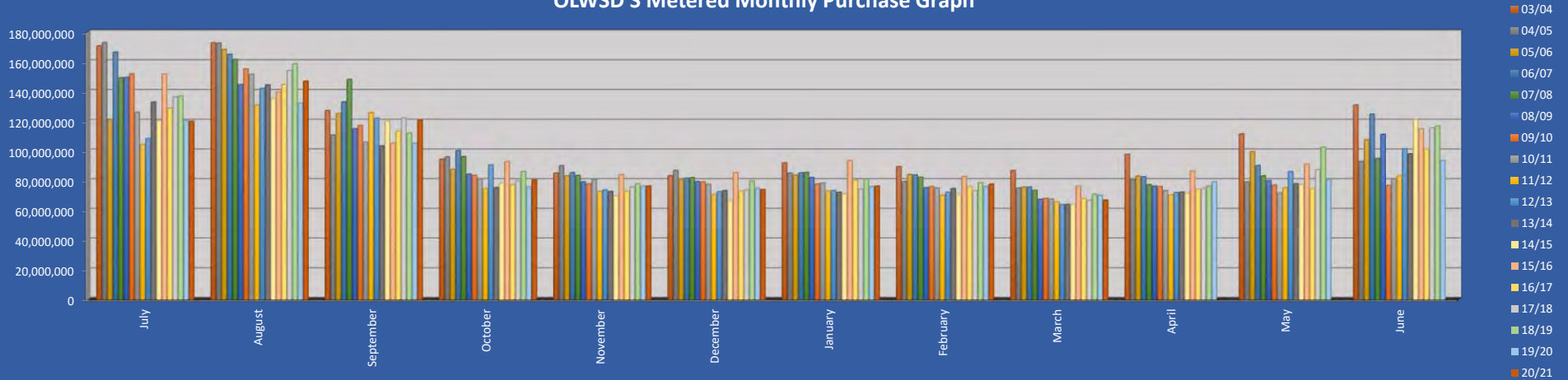
Collections

Collections staff was able to continue with both TV inspections and Hydrocleaning. We have had some issues with the TV van so staff worked on cleaning storm catch basins and root cutting while the van was out of service. They were able to cut roots in 35 pipes for a total of 8,438 feet.

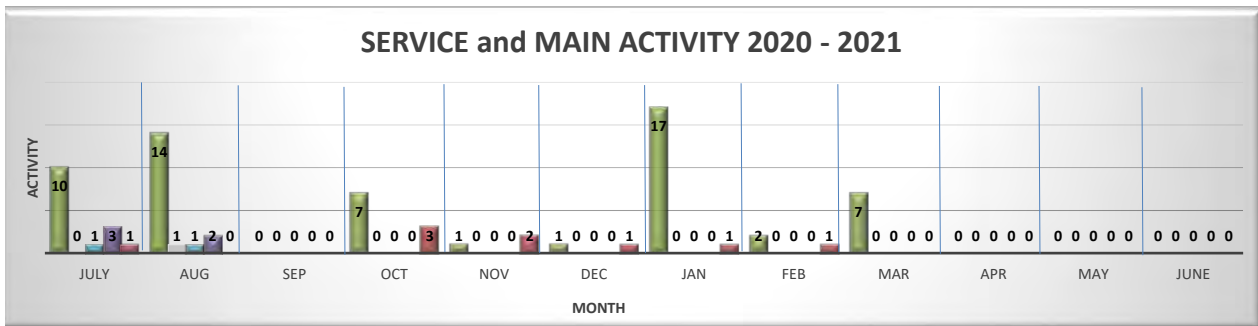
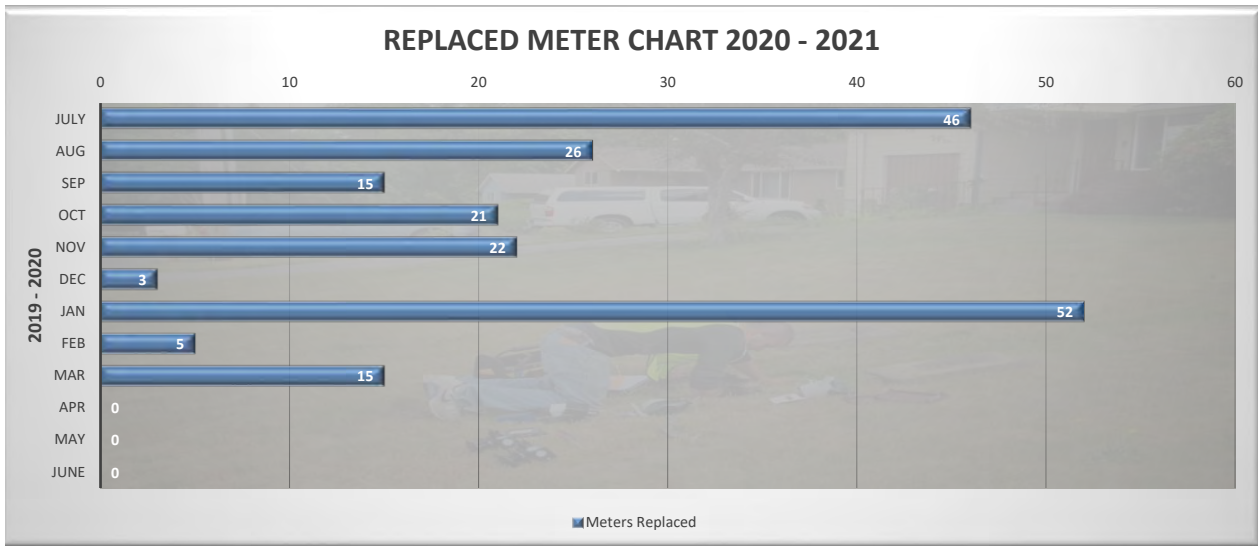
Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave
	July	August	September	October	November	December	January	February	March	April	May	June			
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67	
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35	
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29	
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49	
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33	
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13	
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.94%
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.70%
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.84%
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	2.95	98.45%
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	2.90	96.87%
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	2.92	97.29%
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	3.30	109.94%
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	2.97	98.97%
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	3.11	103.58%
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	3.22	107.51%
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	2.90	96.85%
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						
10 Year Average	125,968,033	142,817,500	114,951,300	81,075,900	75,111,200	74,249,614	77,248,086	75,086,500	67,581,700	74,960,700	82,406,600	100,983,067		3.00	Winter Ave
Last Year Compare	99.61%	111.10%	114.66%	105.99%	100.30%	98.81%	100.53%	102.20%	95.13%						Summer Ave
10 year Average	95.18%	102.82%	104.93%	99.13%	101.61%	99.48%	98.71%	103.34%	98.80%						127,912,278
	0.44%	-4.82%	2.82%	4.93%	-0.87%	1.61%	-0.52%	-1.29%	3.34%	-1.20%					
	4,450,167	-6,067,033	4,031,500	5,672,700	-705,900	1,205,800	-382,614	-999,086	2,504,500	-809,700					

OLWSD'S Metered Monthly Purchase Graph



Oak Lodge Water Services Water Report



Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	26	14	1	1	2	0
2020	Sep	15	0	0	0	0	0
2020	Oct	21	7	0	0	0	3
2020	Nov	22	1	0	0	0	2
2020	Dec	3	1	0	0	0	1
2021	Jan	52	17	0	0	0	1
2021	Feb	5	2	0	0	0	1
2021	Mar	15	7	0	0	0	0
2021	Apr	0	0	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		205	59	1	2	5	9

Backflow Program Update for the Month of March

Total						
1,720						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
789	2	8	0	0	0	2
46%						

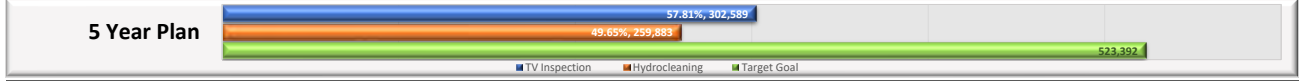
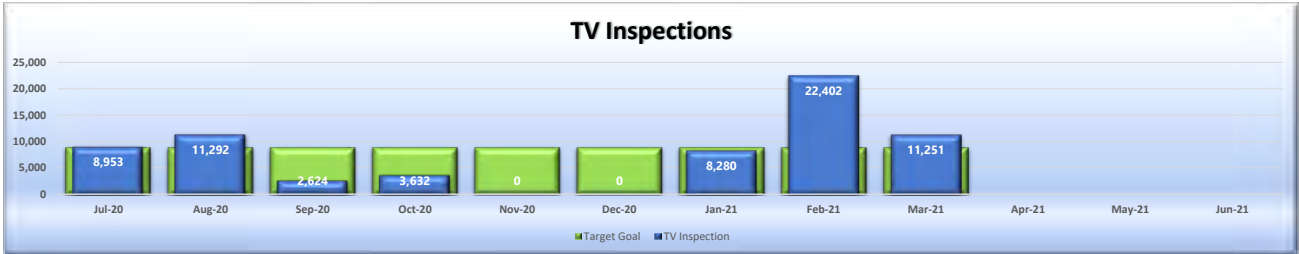
Total Signed up

46%
789

931

List of Backflow Letters	
Letter 1	Notice of Non-Compliance District made aware (30 days to respond)
Letter 2	Notice of Violation Customer has final 30 days to correct
Letter 3	Notice of Termination of water service Customer has 5 days til water shut off

Oak Lodge Water Services Collections Report



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			

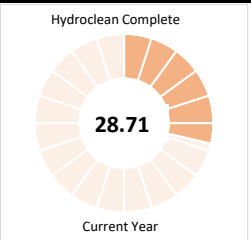
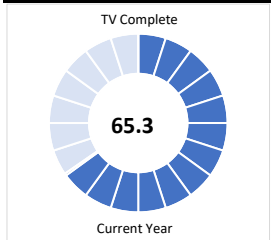
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning	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			

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	30.34%	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	0.00%	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	100.00%	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			

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				0.00%	68,434	65%	57.81%	220,803
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066				0.00%	30,051	29%	49.65%	263,509
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723				100.00%	78,509	75%	75.00%	130,848
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435					-29,266			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267					41,802			

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																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	

	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	68,434		220,803
Actual Per Year Hyd	78,697	82,393	68,742	30,051		263,509
Make up	-26,144	-19,894	-36,004	-55,436		
Percent Completed	75%	81%	66%	47%	0%	54%





STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 11e
Date April 20, 2021

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

- Yes, it can get better
- Construction projects
- Getting ready for summer season (seriously)

Water Reclamation Facility Operations

The operation of the plant processes went well in March, assisted by the lack of storms. Between ice and the installation of Belt Press #2 we did not press as much as usual in February. Solids had built up in the system so we are wasting and pressing as much as we can to reduce that. We also need to drain Digester #1 so the Piping project can get the piping installation finished. We need to make sure we have the proper detention time for digestion while Digester #1 is offline. Keeping the solids under control is part of that too. We dealt with several challenges getting Belt Press #2 started up and running consistently at first. There were programming pieces that had to be corrected and several problems with the polymer system. But after many hours of work and collaboration by operations and maintenance with the contractors, the press ran consistently in auto and we were able to turn Belt Press #1 over to start the rebuild. We had some more issues to overcome and had to run some parts in manual, but #2 makes good biosolids. The temporary solids handling procedure is time consuming, but we were prepared and are making it work. We had 215 wet tons hauled in March versus 151 wet tons in February.

We are preparing for summer permit season which starts in May. As we are still suffering trauma from the ice storm, it seems that this has come on us quickly. We took Clarifier #1 out of service when we got enough solids low enough and our numbers are looking good for plant performance. Later in the season, we will take #1 Aeration Basin

offline when flows are down. This also needs to be done to prepare for another project that will install a new blower and a baffle wall to improve the aeration system.

We are operating the plant under a National Pollutant Discharge Elimination System (NPDES) permit from 2009. There have been past attempts by the Oregon Department of Environmental Quality (DEQ) to renew that permit. The last was in 2014 and there is indeed a draft permit that was supposed to go to public comment soon after I started in 2017. One lawsuit or another and limit setting debates delayed that process so that today we still do not have a renewed permit. But we are on the DEQ schedule to have that permit renewed in 2023. With that in mind, when the Oregon Association of Clean Water Agencies (OACWA) announced a Water Quality Permitting Workshop I signed both David Hawkins and me up and I am happy I did. The workshop consisted of three two-hour webinars which really presented a large amount of valuable information and advice. And OACWA is prepared to be a resource for assistance in the permit process for its members as we all go through a much improved but very complex process.

Some training takeaways: 1. The goal for all parties is a defensible, implementable permit. 2. The #1 goal for DEQ is to reduce the backlog of NPDES permits in a timely manner and to have less than a 10% back log by 2027. There is currently a 70% backlog. 3. We are on the schedule to be renewed in 2023. It used to be 2022. 4. We will not be able to use much of the 2014 draft permit. We will probably be able to use our mixing zone study from 2017. 5. DEQ will be doing a gap analysis to see how much impact on the Willamette there is by the new permit and what that means for the water quality standards. They are going to want a lot of existing data and will want more new data. This will mean more new sampling and data submittal requests. This will blend into the reasonable potential analysis to determine the toxicity level (if any) of our effluent. This will also mean more sampling and analysis. It looks like we will have to do four Whole Effluent Toxicity (WET) testing regimens in the permit cycle versus the current two. 6. There has been a mercury loading plan worked out and that means it's time to have mercury mitigation plans in permits. And though we did have a requirement for such a plan in the 2014 draft permit the new plan may be different and have tighter requirements. This will also require more sampling. 7. More frequent monitoring and sampling will be required. We may have to sample and analyze four times per week versus two as we do now. DEQ will be notifying us when our turn is up and assigning a permit writer in advance of the renewal start. We will need some assistance navigating this process and I want to get a start on that in FY 22. I would like to have a plan and a budget in mind for all the sampling and testing that we will have to do probably in FY 23. This will be a big project with significant impact for the five years of the permit cycle.

We will be receiving our first monthly payment of \$470.50 from PGE for our participation in the Energy Partner program. This is the program where PGE asks us to reduce our electrical load during high demand events and gives us a monthly stipend for doing so.

We have also been talking with DEQ about the exceedances in January, filling in some gaps in the information and getting instruction on filling out the DMR and supplemental report. We also talked about missing a coliform sample during the aftermath of the ice

storm and how to properly report that in the DMR. David Hawkins has been very involved in getting the data correct.

Water Reclamation Facility Maintenance

Because March did not want us to feel too comfortable about February passing, the shaft on Pump # 1 at Pump Station #3 broke on March 2. Just snapped in half. Because this has been an issue with these pumps before, we had a spare pump “on the shelf”. The next morning a team of Jayson Kahler, John Krogstad, Doug Woods, and Abe Merritt used the service boom truck and some mad skills to remove and replace the pump and put it back online the same morning.

All the District emergency generators were inspected and serviced at the beginning of the month and the transfer switches tested after the long power outage usage. The portable generator at Pump Station #5 was brought into the plant for a thorough cleaning, battery replacement and inspection of the electrical connections. The plug from the generator to the receptacle at the switch gear was replaced due to signs of heat in the plug. A couple of other outlets on the generator were replaced. The tires were aired up and it is back at PS #5.

The Variable Frequency Drives (VFD) for three influent pumps came in and we are getting some quotes on their installation. The first pump has already had this upgrade.

The brushes for keeping Clarifiers #3 and #4 clean were replaced after two years of good service. The ducks seem to like it.

While we all had a part in it, Jayson especially spent a large amount of time supporting the contractor and programmer on the Belt Press project making sure things were working properly as the links were tested. He helped trouble shoot Belt Press #2 and the Gravity Belt Thickener (GBT). When the Piping Project is complete, we will be able to use the GBT to thicken wasting and improve the efficiency of the Digesters. He also did trouble shooting and correction of the polymer system for the Belt Press and GBT over many days with the assistance of all the operators at one time or another.

And finally, a combined water and collection crew did a nice job of paving in the plant parking lot as a training exercise where an excavation was done for a storm pipe installation.

Attachments

1. Photo Pages of February 2021 work.
2. Rainfall vs Flow Data Correlation for August 2020-February 2021
3. Plant Performance BOD-SS Graph for August 2020-February 2021
4. Work Order Summary Graph 2021



1) Belt Press #2 in operation



2) Pump Station #3 broken shaft



3) PS #3 pump swap; spare on left



4) Portable generator back at PS #5



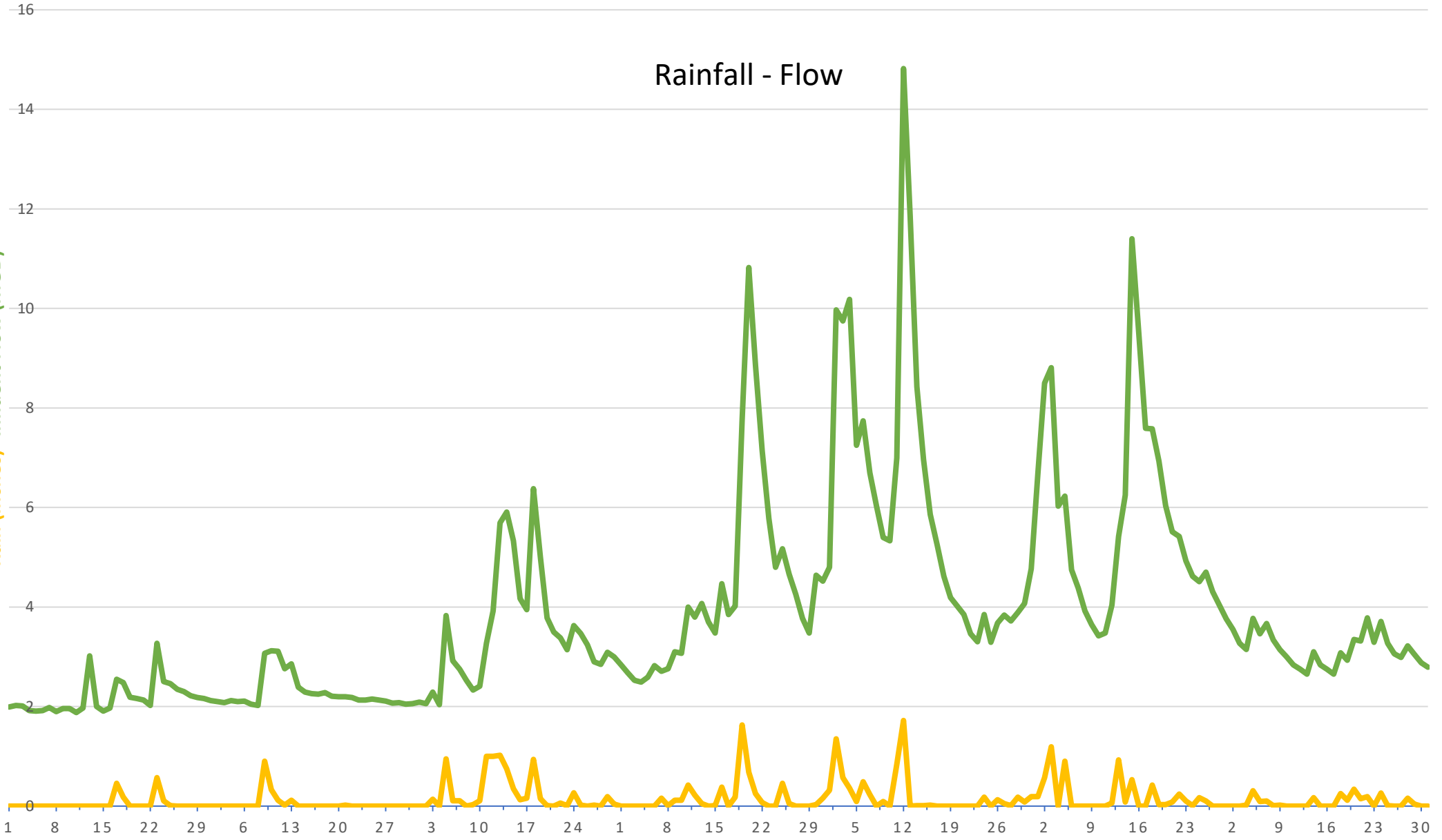
5) New clarifier brushes (with supervisor)



6) Plant parking paving

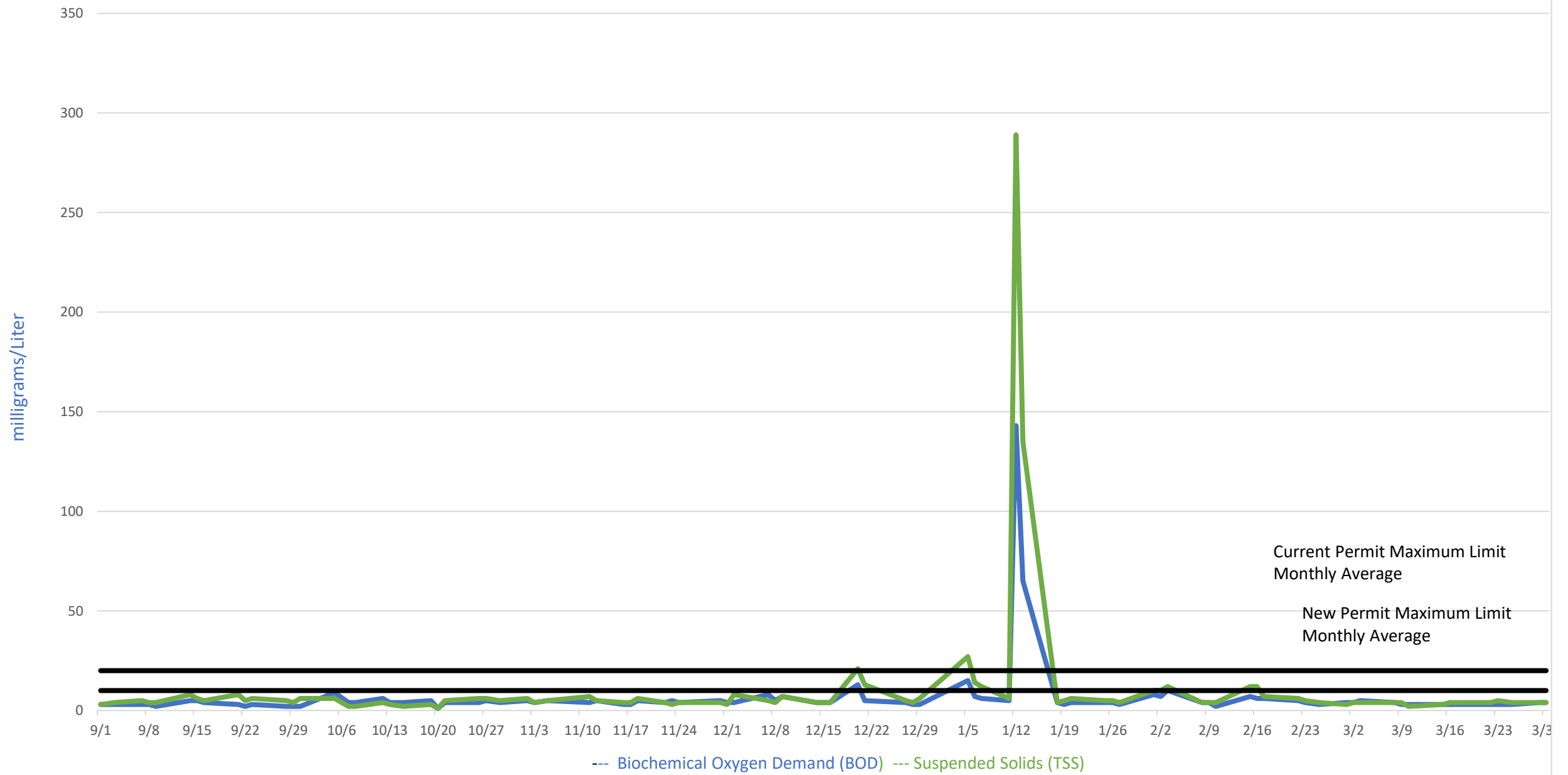
Rainfall - Flow

Rain (inches) - Inflow Flow (MGD)

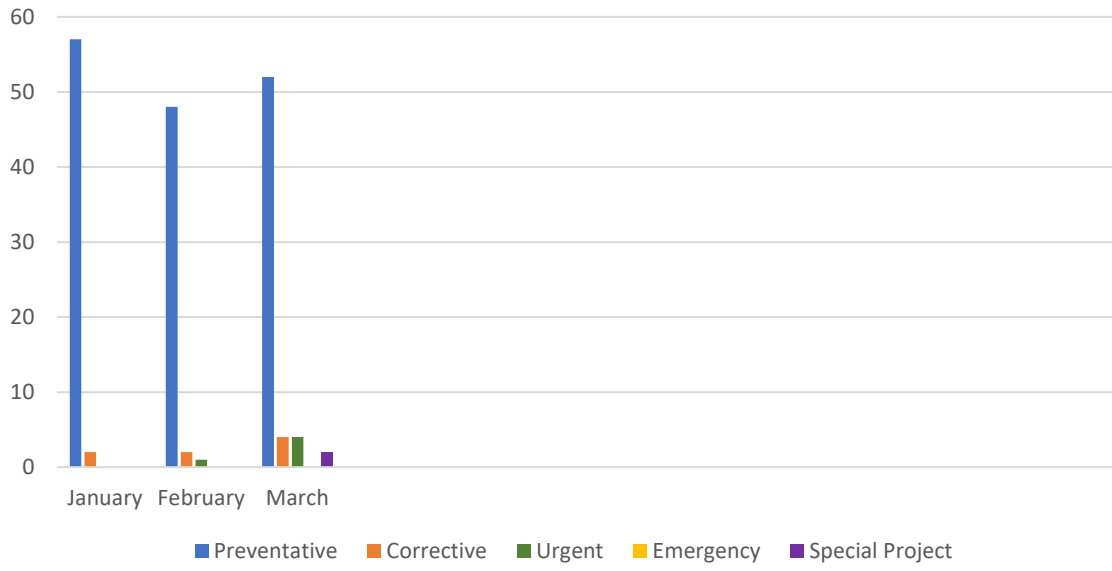


Sept 2020 through Mar 2021

Effluent Water Quality (Sept 2020-Mar 2021)



Treatment Plant Work Order Summary 2021





AGENDA ITEM

Title Business from the Board
Item No. 12
Date April 20, 2021

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**

Board/Committee	Current Primary	Current Alternate	Meeting Schedule
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	

Upside Confluence, Long Term Questions

North Clackamas Chamber

March 30, 2021

John W. Mitchell

March 2021

A Dicken's Moment

- ▶ First Year of Upturn Rather than Twelfth Year of Expansion
- ▶ 9.5 Million Fewer Jobs
- ▶ Global Vaccination Effort Underway with Varying Degrees of Success
- ▶ Soaring Net Worth of Households and Non-Profits up \$6.93 Trillion in Q4
- ▶ Stimmies Joins the Lexicon
- ▶ Massive Policy Response to the Covid Recession-The Full Implications of which are Unclear
- ▶ More Realtors than Homes for Sale
- ▶ Oregon Headed for Another Kicker-No Longer Near the Top of the Pack in Job Growth
- ▶ Oregon Personal Income Up 7.3% in 2020 US 6.1%
- ▶ Ever Given
- ▶ High Level of Uncertainty

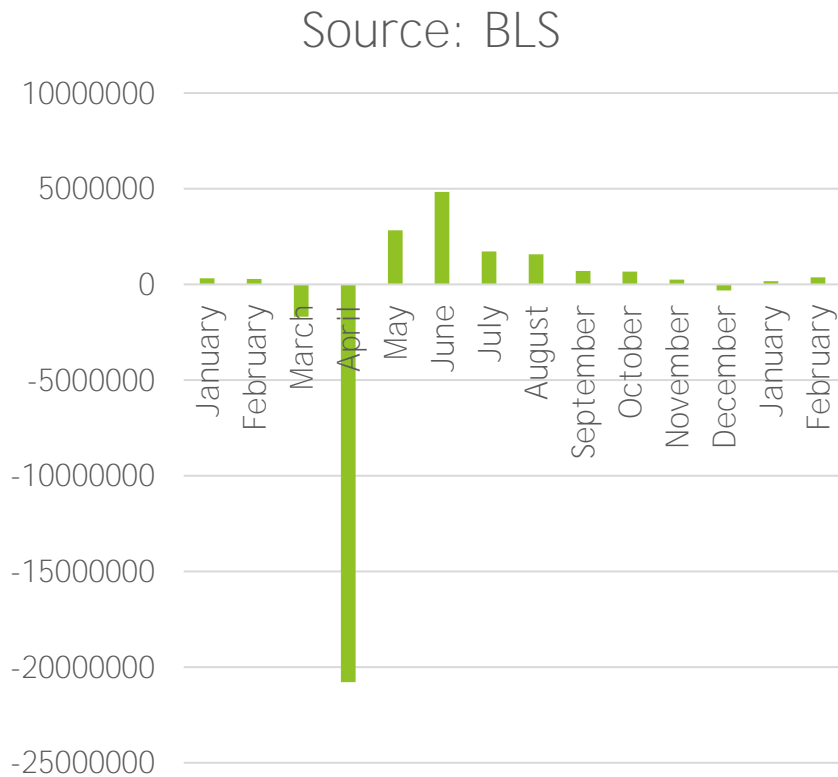
REAL GDP Growth (SAAR)

Source: BEA



- ▶ Consumption Contribution **-24%** Points in Q2, 25.44% Points Q3 , and 1.58% Points in Q4
- ▶ Housing **-1.6%** Points in Q2, 2.19% Points in Q3, and 1.39% Points in Q4
- ▶ Private Investment **-8.77 %** Points in Q2, 11.96% Points in Q3, and 4.41% Points in Q4

Employment Month to Month Changes



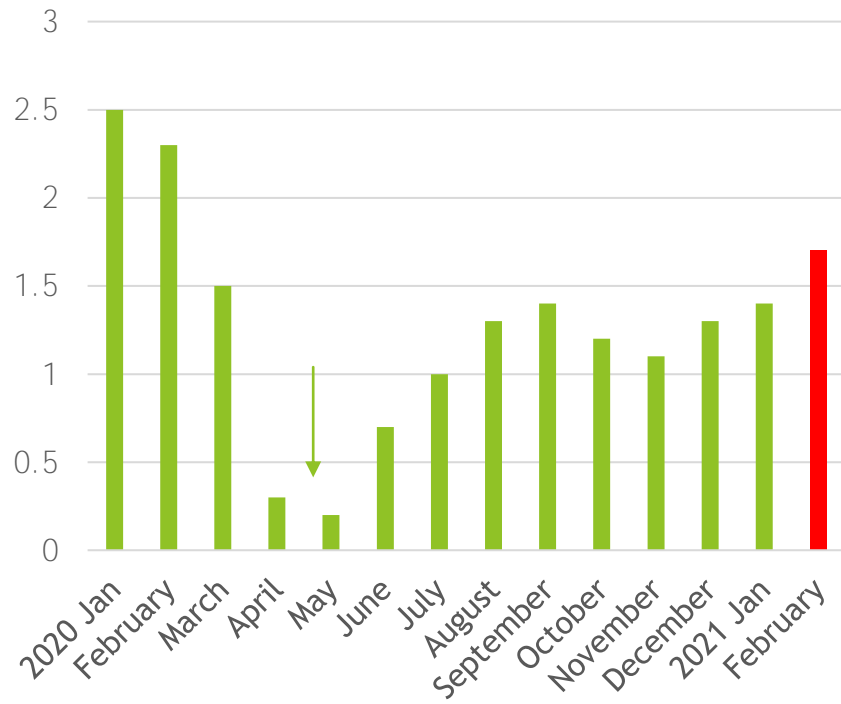
- ▶ **April Lost a Decade's Job Growth**
- ▶ May to November Up then -306,000 in December, January up 165,000, February up 379,000
- ▶ Leisure and Hospitality fell 498,000 in December, and 25,000 in January and rose 355,000 in February
- ▶ Unemployment Rate 6.2% in February
- ▶ 6.9 Million not in Labor Force But Want Job, Part Time Economic Reasons 6.1 Million
- ▶ Participation Rate 61.4% February versus 63.3% February 20
- ▶ Beige Book-Labor Shortages-Covid, Child Care and Unemployment Benefits
- ▶ 40% Private Job Losses in Leisure and Hospitality (Brainard)

Annual Change CPI 2020-21

February 2021 1.7%

Feb. PCE 1.6%

Source: BLS



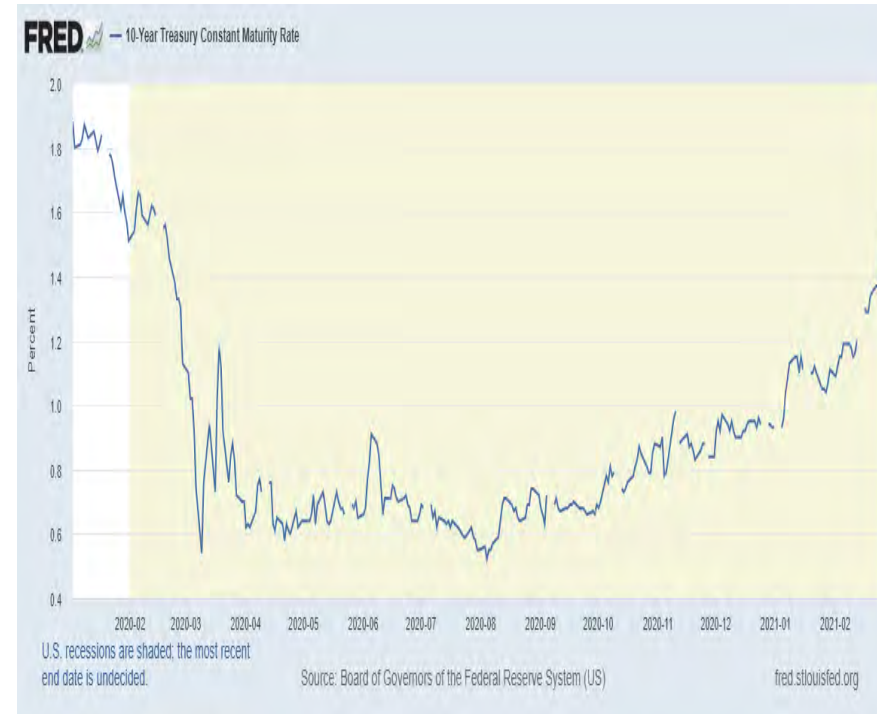
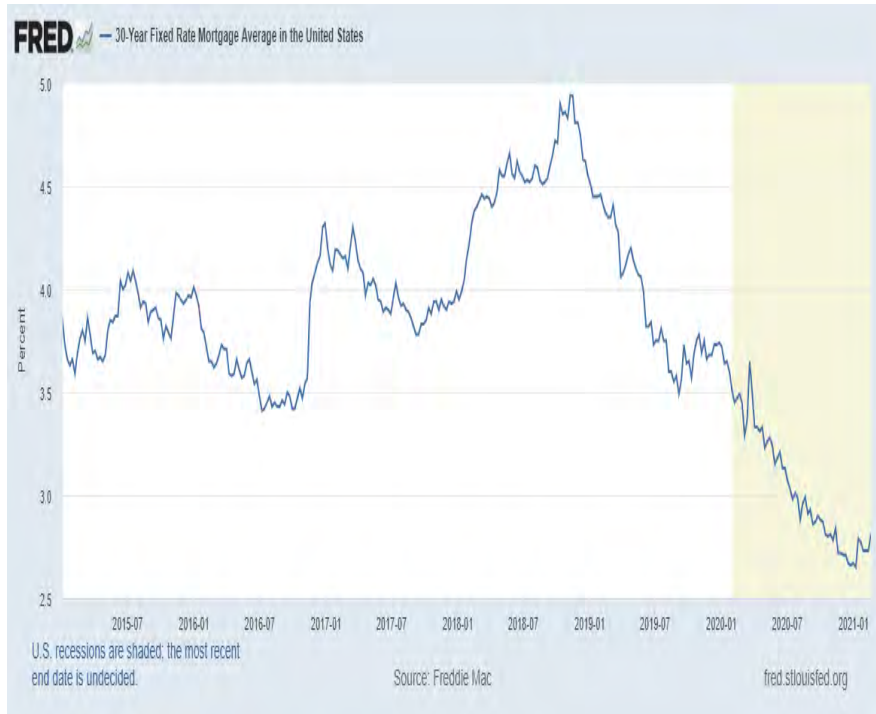
- ▶ Fed Target 2% Since 2012-PCE
- ▶ Watch for Transitory Shocks-
Airlines, Oil Prices, Apparel-
Pandemic Related, Global Rebound
- ▶ Supply Chain Disruptions-Shipping
Capacity, Covid Restrictions, Trade
Barriers
- ▶ Anchored Expectations
- ▶ Debate About What Comes Next

The Response: Monetary Policy Back to the Zero Bound and FAIT

1 Year 1/2/20 1.56%
12/31/20 .1%

- ▶ Fed cut Funds Rate Twice in March 2020-Back to Zero Bound
- ▶ Broad Liquidity Support
- ▶ Now Buying \$120 Billion Per Month in Govt. Securities
- ▶ Security Holdings up over \$3 Trillion in the Last Year
- ▶ Rate Projections- Here until 2023
- ▶ Recent Jump in Bond Yields 10 Year from .93% First Business Day of Year and to 1.77% This Morning
- ▶ New Operating Procedure-Tolerate Inflation above 2% after Period of Below Target (FAIT)
- ▶ **Governor Lael Brainard “patient rather than preemptive” policy**

Mortgage Rate and The 10 Year



Fiscal Policy

Unaccustomed Speed

- ▶ Six Corona Virus Bills Passed and Signed: Stimulus Checks, Forgivable Loans, Boosted Unemployment Compensation, Help to Hospitals, States and Cities, Testing Funds, Expanded Sick Leave etc.
- ▶ About \$6 Trillion in New Spending Including the \$1.9 Trillion
- ▶ In Fiscal 2020-The Deficit hit \$3.1 Trillion with Spending up 47% to \$6.5 Trillion and Revenues Down 1% to \$3.4 Trillion- 16.1% of GDP Highest Since 1945
- ▶ Another \$3 Trillion Plan Coming-Details Unclear and the Financing

Fiscal Policy In Action In An Income Tax Reliant State (%, SAAR, BEA)

	Personal Income	Earnings	Transfers
US Q2	35.8	-24.8	847.4
Q3	-11.3	28.5	-64.9
Q4	-6.8	6.2	-43.1
Oregon Q2	44	-23.8	814.1
Q3	-14.8	23	-62.9
Q4	-9.3	4.6	-43.9

American Rescue Plan

\$1.9 Trillion

- ▶ \$1,400 Payments to People Making Less \$75,000 or \$150,000 Couples and Kids
- ▶ Higher and Extended Unemployment Payments
- ▶ Rental Assistance
- ▶ Vaccine Distribution
- ▶ Funds for State and Local Governments, Schools, Pension Bail Outs
- ▶ Refundable Child Tax Credits-Major Anti-Poverty Program
- ▶ Higher Premium Subsidies for ACA-No More than 8.5% of Income down from 10% Now
- ▶ Go Big to Avoid the Mistake in the Last Recession

A Grand Experiment

- ▶ Modern Monetary Theory-Spend What Need To In Order to Achieve Goals
- ▶ We Create the Money so Bankruptcy has no Meaning
- ▶ The Deficit Worries Have not Come to Pass-Crowding Out, Rising Rates, High Inflation, Inability to Sell Debt
- ▶ Tighten When Press Capacity and Inflation Appears
- ▶ Grow Out of the Debt-as after the Second World War
- ▶ Was there much talk about paying for this?

Upside Confluence 2021 Could Be a Boomer Year

- ▶ Vaccine Distribution and Effectiveness
- ▶ Fiscal Stimulus and Monetary Policy
- ▶ Money Supply Growth
- ▶ Savings Build Up-January Savings Rate 19.8% ,13.6% in February- in 2019 7.5%-
-More Funds Being Distributed
- ▶ Net Worth Jump \$6.93 Trillion in Q4-Households and Non-Profits
- ▶ Pent Up Demand -**The 20's and after the Black Plague**

Macro Thoughts

- ▶ Note the Recent Rate Increases-Expectations of Faster Growth, Inflation Concerns, Pressure of More Borrowing
- ▶ How Much Slack is Out There \$900 Billion Below Trend Prior to Pandemic-Spending \$1.9 Trillion on top of \$900 Billion in late December?
- ▶ Asset Values and Rising Rates
- ▶ Further Severing of the link between Work and Income
- ▶ How will the actors behave? Spend, Save, Pay Down Debt, Stock Market? What will you do with your stimmie?
- ▶ Overheating Risk? High Profile Debate-Short Term Strength and Inflation Jump Not Worrisome-Longer Term will Expectations and Behavior Change and How will the Fed react?

Ancient History, Preview?, Irrelevant Example?



Job Growth Update February 2021 Data

Year over Year Change - 49 States Down

Source: BLS, ASU

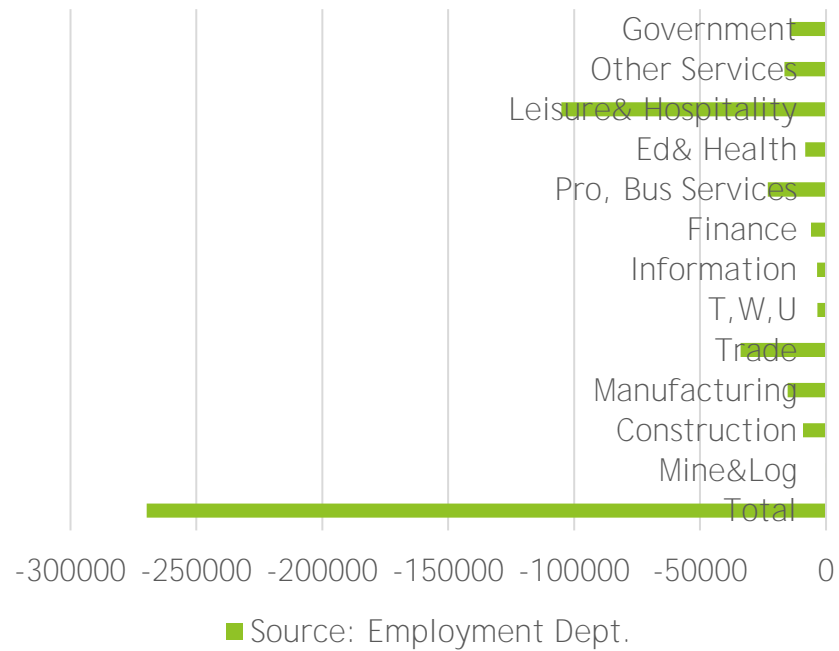
- ▶ Idaho 1
- ▶ Utah 2
- ▶ South Dakota 3
- ▶ Montana 4
- ▶ Nebraska 5
- ▶ Alabama 6
- ▶ Arkansas 7
- ▶ Tennessee 8
- ▶ North Carolina 9
- ▶ South Carolina 10
- ▶ Mississippi 11
- ▶ Arizona 12
- ▶ Indiana 13
- ▶ Georgia 14
- ▶ Texas 15
- ▶ Missouri 16
- ▶ Virginia 17
- ▶ Kansas 18
- ▶ Iowa 19
- ▶ Maine 20
- ▶ Kentucky 21
- ▶ Delaware 22
- ▶ Colorado 23
- ▶ Wyoming 24
- ▶ Wisconsin 25
- ▶ West Virginia 26
- ▶ New Hampshire 27
- ▶ Oklahoma 28
- ▶ Ohio 29
- ▶ Maryland 30
- ▶ Washington 31
- ▶ Florida 32
- ▶ North Dakota 33
- ▶ Alaska 34
- ▶ Minnesota 35
- ▶ Connecticut 36
- ▶ Pennsylvania 37
- ▶ Illinois 38
- ▶ Michigan 39
- ▶ Oregon 40
- ▶ Louisiana 41
- ▶ New Jersey 42
- ▶ Vermont 43
- ▶ Massachusetts 44
- ▶ Rhode Island 45
- ▶ New Mexico 46
- ▶ California 47
- ▶ Nevada 48
- ▶ New York 49
- ▶ Hawaii 50

Oregon

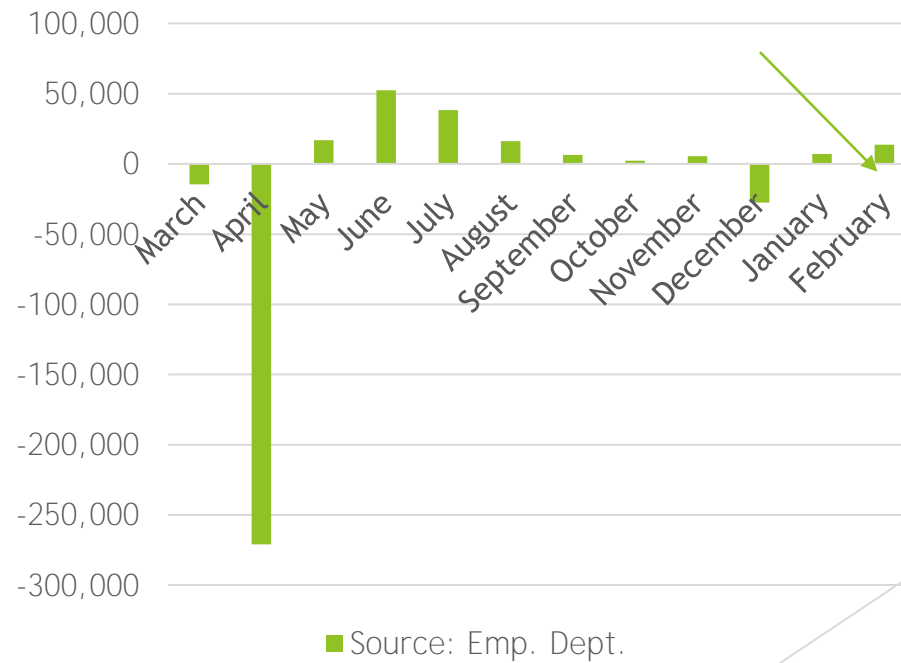
- ▶ Population Growth .6% Census 25,391 2019-20 down from 32,578 Year Before, PSU .7%
- ▶ No Longer At The Top of Growth Charts
- ▶ Into The Recession with Reserves at the State Level-Kicker Coming? Oregon Reliance on Income Tax and Income Held Up
- ▶ Conflagration Summer
- ▶ Revisions to Data Softened the Downturn
- ▶ Portland a Poster Child for Urban Dysfunction-**Last Tuesday's WSJ, View From MAX**
- ▶ FHFA Home Prices-Rising in All States-Oregon Q4 House Price Index 11.54% 15th, Portland-Vancouver Hillsboro 10.03%
- ▶ RMLS Portland February Inventory 1 Month and Median Prices Up 15.3% First Two Months

Oregon

Oregon Job Change February to April 2020 -8.6%



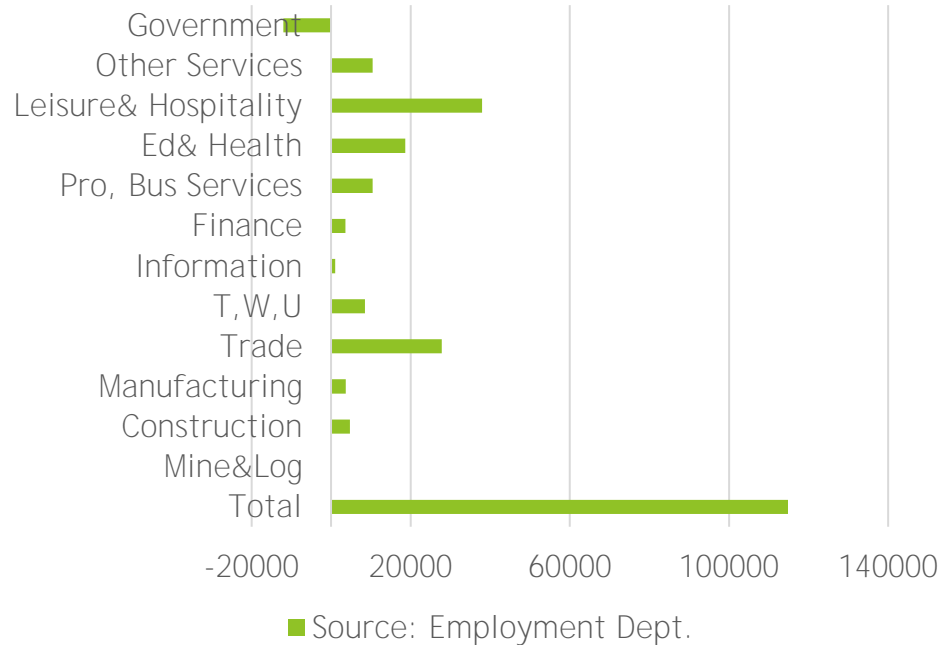
Monthly Change in Payroll Employment (SA)



Oregon

February 2021 Down 7.9% YoY

Oregon Job Change April 2020 to February 2021 6.8%



January 2021 Metro Employment Change YoY (SA)

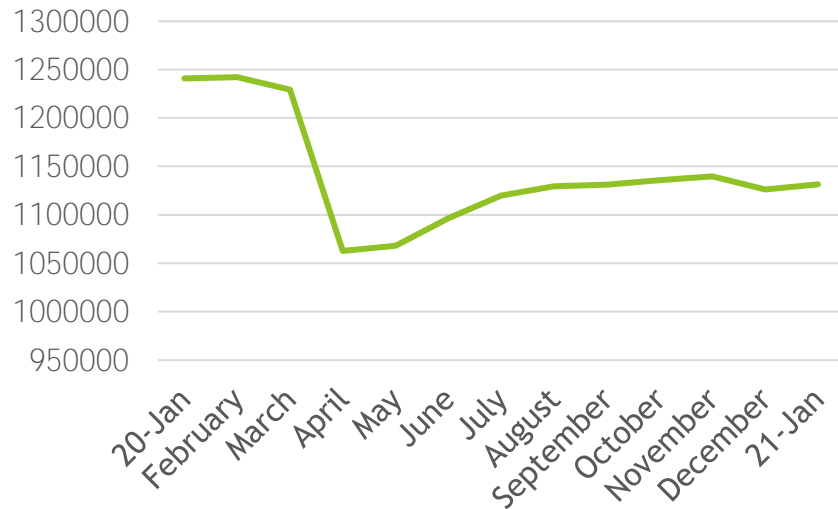
	#	%
Albany	-3,230	-6.9
Bend	-5,750	-6.5
Corvallis	-4,460	-10.2
Eugene	-15,500	-9.4
Grants Pass	-1,120	-4
Medford	-2,310	-2.6
Portland	-109,500	-8.8
Salem	-9,200	-5.3

Opportunity Insights Chetty, Friedman, Hendren, Stepner

National Wage Data-Oregon NA

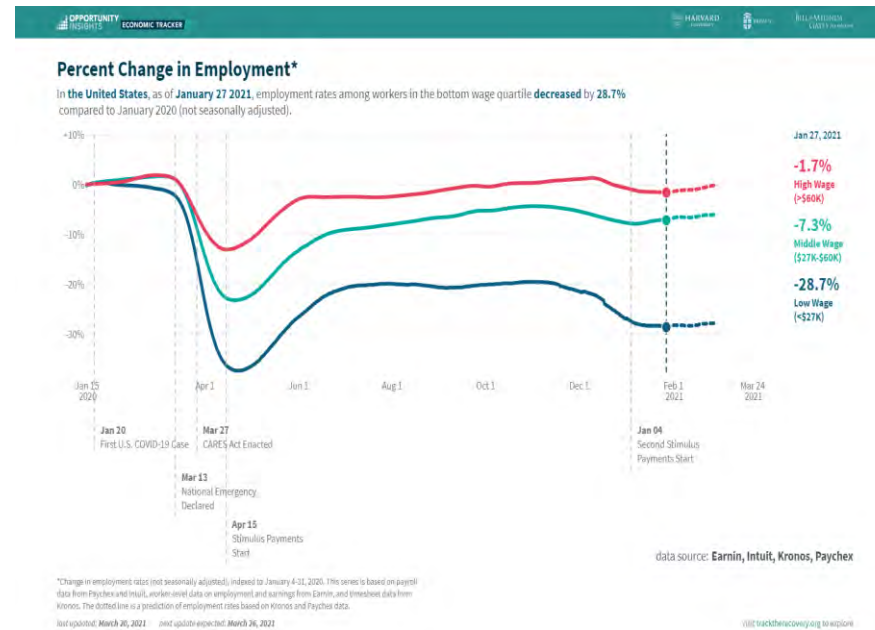
Partway Back

Portland Employment



Source: Emp. Dept.

Opportunity Insights

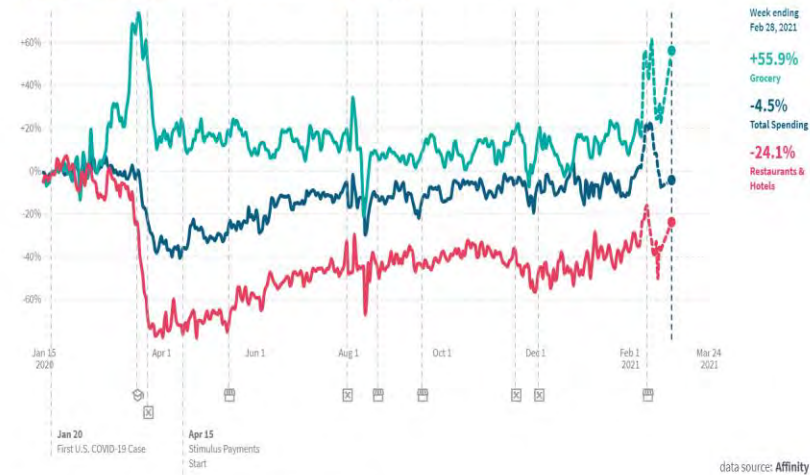


Opportunity Insights

Chetty, Friedman, Hendren, Stepner

Percent Change in All Consumer Spending*

In **Portland**, as of **February 28, 2021**, total spending by all consumers **decreased by 4.5%** compared to January 2020.

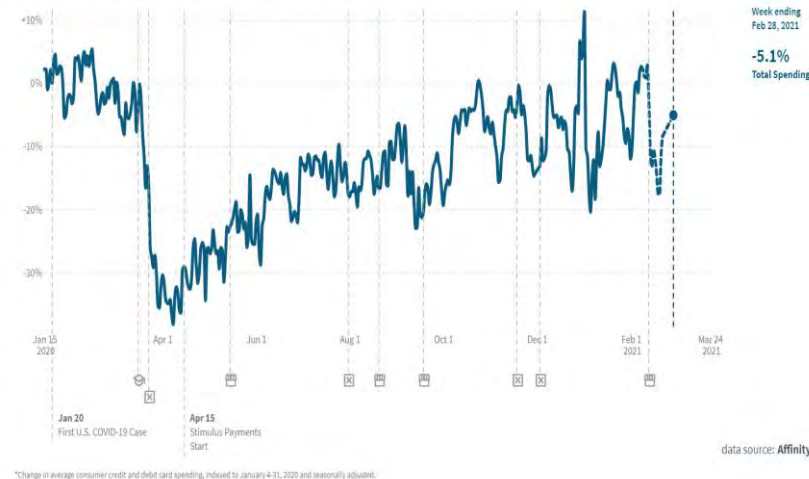


*Change in average consumer credit and debit card spending, indexed to January 4-31, 2020 and seasonally adjusted. The dashed segment of the line is provisional data, which may be subject to non-negligible revisions as newer data is posted. This series is based on data from Affinity Solutions.
last updated: March 12, 2021 next update expected: March 24, 2021

visit: tracktherecovery.org to explore

Percent Change in All Consumer Spending*

In **Clackamas**, as of **February 28, 2021**, total spending by all consumers **decreased by 5.1%** compared to January 2020.



*Change in average consumer credit and debit card spending, indexed to January 4-31, 2020 and seasonally adjusted. The dashed segment of the line is provisional data, which may be subject to non-negligible revisions as newer data is posted. This series is based on data from Affinity Solutions.
last updated: March 12, 2021 next update expected: March 24, 2021

visit: tracktherecovery.org to explore

The Outlook

The Recovery is Underway But The Trajectory is Uncertain

- ▶ Expectations for 2021 4-7% Growth in GDP-Rates and Inflation Moving Up
- ▶ Oregon Employment Growth at 1.4% in 2021 and 4.4% in 2022 State Forecast March WBC Oregon -3.3% in 2021 March
- ▶ *But*
- ▶ Virus Course ? New Variants? A Fourth Wave?
- ▶ Deferred Demand ?
- ▶ More Stimulus ?
- ▶ Vaccination Program ?
- ▶ Behavior ?
- ▶ Damage at this Point that is Invisible

The Pandemic as an Accelerant (A New Experience for US All)

- ▶ Online Shopping
- ▶ Regional Dispersion
- ▶ Connectivity/Digital Divide
- ▶ Digital Payments
- ▶ Income Distribution Issues
- ▶ Healthcare System
- ▶ Vaccine Development
- ▶ Coping With Change

The Long Shadow and Leftovers Of This Interlude

- ▶ Plans Disrupted, Assumptions Changed, Downside Risks Increased, What is the worst case now for planning?
- ▶ What business entities will survive? Deferrals, Forbearance, Eviction Moratoriums, Debt Burdens
- ▶ Transitions-Jobs Gone, Firms Gone, Hysteresis
- ▶ Education Disruption-Lifetime Implications, Poor Bear The Brunt, Declining Attendance-Lifetime Income Loss 6-9% (Hanushek)
- ▶ Participation Rates-Stay Home, Income and Experience Loss, Drop Out
- ▶ Millions of People with Covid-19-The Long-Term impacts-Cardiac, Renal, Pulmonary
- ▶ Inequality Issues Exposed-Policy Changes?

- ▶ Geographic Implications-Suburbs, Smaller Cities, The South, Remote Work
- ▶ WFH and Downtowns (OR 37.5% of Adults in HH Where Some Telework, US 38.8%) Census Pulse Data #26, Hybrid Model
- ▶ What Habits will Persist? Travel, Dining, Large Events, Savings
- ▶ Is there a Tsunami of Evictions and Foreclosures Ahead?
- ▶ Safety Net Alternations
- ▶ Leftover Public Debt
- ▶ When Circumstances Change will Fed Policy Shift? Test of FAIT?
- ▶ We Are Not The Way We Were

APRIL 09,2021

To: Board of Directors, Oak Lodge Water Services District

From: Kevin Williams, Director

Re: Clackamas River Water Board meeting

1. The Board adopted their Rates, Fees and Charges under Ordinance 01-2021. Interestingly, they did not include S.D.C. charges in the document. They are planning to have a Rate Hearing this year to determine how much they will levy for S.D.C.s.
2. District Staff had assessed two proposals from Audit firms and decided that Moss Adams was the best proposal, and the Board approved the General Manager signing the contract.
3. District Staff looked at 3 proposals for janitorial services and recommended to the Board that they accept the low bidder. The low bidder was City-Wide Solutions. The Board accepted the choice and approved the contract.
4. The General Manager explained to the Board that earlier they had approved new I.T. equipment to improve the security of their technology. Staff had accidentally omitted the cost of the installation of the technology, so he was returning to the Board to seek approval to spend the additional 22K for the cost. With the 75K for the technology it surpassed the G.M.s spending authority.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING AND EXECUTIVE SESSION
THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*
April 8, 2021 at 6:00pm



AGENDA

Please sign the attendance sheet. 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/84778110204> or by calling the following number 1-253-215-8782 and join meeting /84778110204#. **Passcode:** 601808

REGULAR MEETING @ 6 pm

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

- a. Approval of the Agenda

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

Action Items

1. **Consider Second Reading By Title Only of Ordinance 01-2021 Rates, Fees and Charges Update and Adoption-** *Carol Bryck, Chief Financial Officer*
2. **Acceptance of Staff Recommendation for Professional Auditing Services and Approval of General Manager signing the contract –** *Carol Bryck, Chief Financial Officer*
3. **Consider Approval of Contract with City Wide Facility Solutions for Janitorial Services-** *Todd Heidgerken, General Manager*
4. **Consider Approval of Installation Cost of Information Technology Equipment-** *Todd Heidgerken, General Manager*

Consent Agenda

- CA-1: **Gross Payroll and Accounts Paid: March 2021–** *Carol Bryck, Chief Financial Officer*
CA-2: **Cash Position and Transfers: March 2021–** *Carol Bryck, Chief Financial Officer*

Informational Reports

5. Management Report – *Todd Heidgerken, General Manager*
6. 2020 Year in Review- *Todd Heidgerken, General Manager*
7. Regional Water Providers Consortium Presentation- *Todd Heidgerken, General Manager*

Next Page

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

Commissioner Business

9. Commissioner Reports and Reimbursements

Adjourn regular meeting

EXECUTIVE SESSION- will start immediately following the regular meeting

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9)
2. Conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.



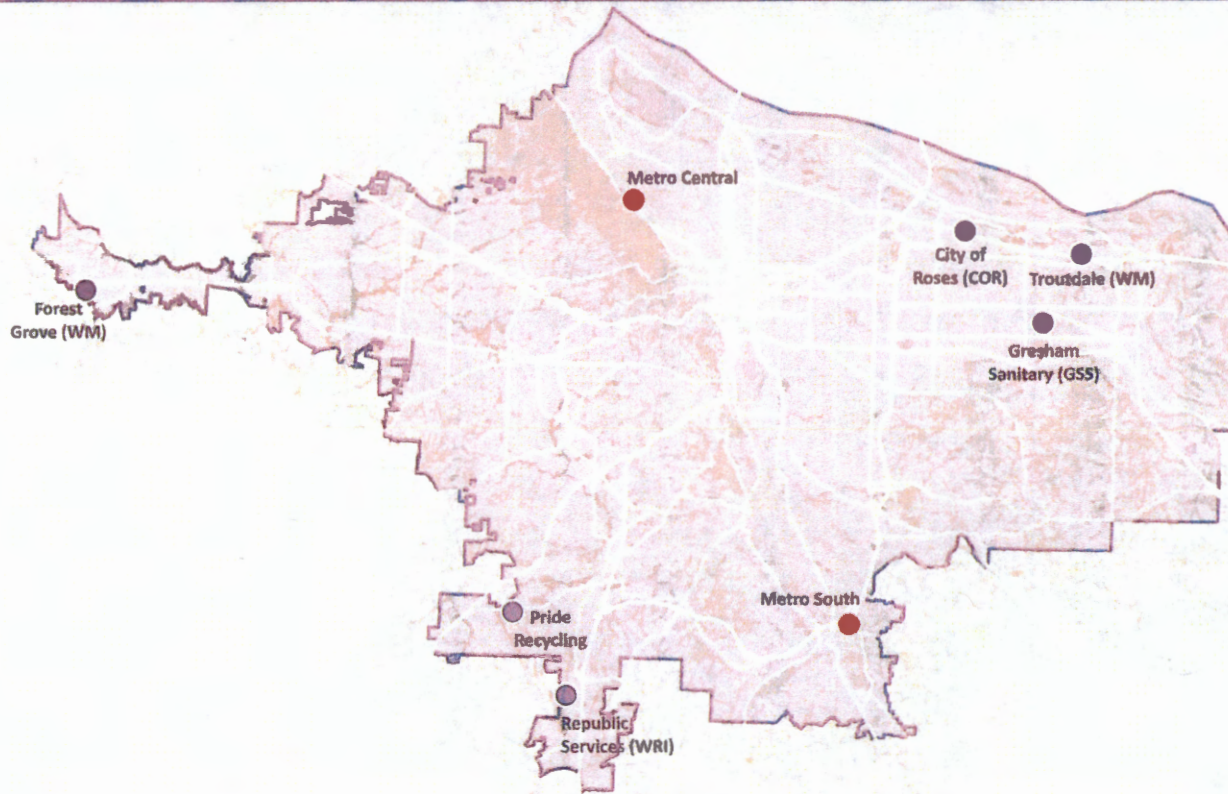
Metro

Metro South Recycling and Transfer Center

Expanding services to meet community needs

North Clackamas Chamber Meeting - 4/5/21

Regional solid waste system



Eight transfer stations currently operate in the region. Two of these stations are publicly owned by Metro and are the only ones that offer a full suite of services for commercial and residential customers, including recycling and hazardous waste disposal.

Metro South Transfer Station today

- Provides public self-haul, recycling, household hazardous waste disposal and commercial garbage and yard debris services
- Serves 800-1,200 self-haul customers a day
- Receives about 600 tons of commercial waste a day
- Serves about 250,000 customers a year
- Jan. 2021 saw a 42% increase in transactions compared to Jan. 2020

Current conditions at Metro South

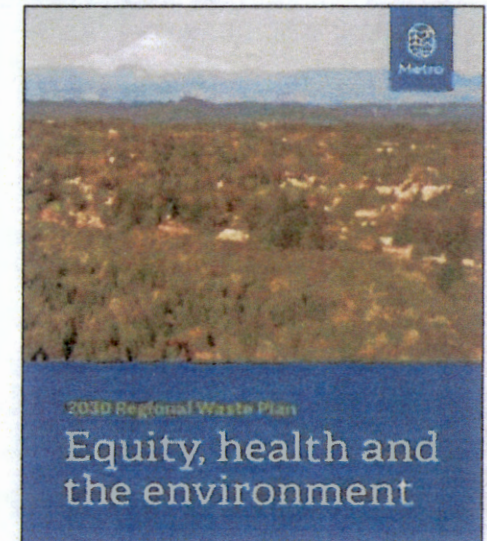
- Nearly 40-year-old facility
- Building deficiencies
- Customers wait in long lines
- On-site safety challenges
- Limited ability to recycle materials
- No space to collect or transfer commercial food scraps





Looking forward: 2030 Regional Waste Plan

- Protect and restore the environment and promote health for all
- Conserve natural resources
- Advance environmental literacy
- Foster economic well-being
- Ensure operational resilience and adaptability
- **Provide excellent service and equitable system access**



Planning for the future

- Searching for sites to move some or all services currently provided at the Metro South Transfer Station
- Search was guided by the Regional Waste Plan
- Team was also inspired by modern facilities in Seattle and King County





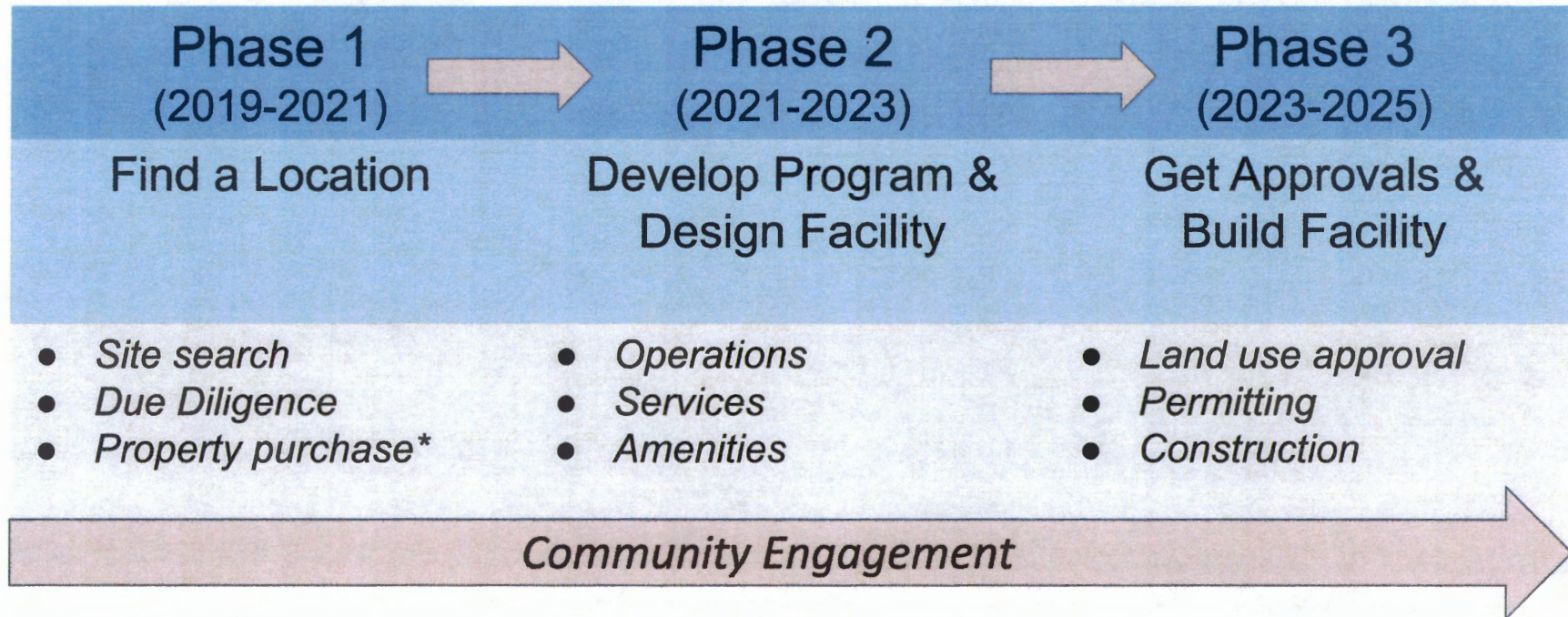
Seattle North is a LEED Platinum certified facility providing a full suite of services, sustainable features and community education.

Expected project elements and benefits

- Modern design based on operational efficiency
- On-site jobs, workforce training, apprenticeships
- Community partnerships for recovery, reuse, repair, education
- Features could include public art, landscaping, recreation
- Enhancement grants for host community



Planned project phases

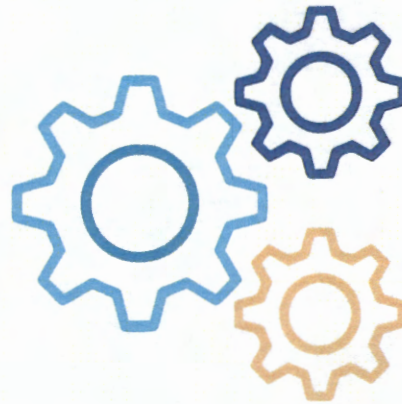


* Requires Metro Council approval

Site search criteria



Base

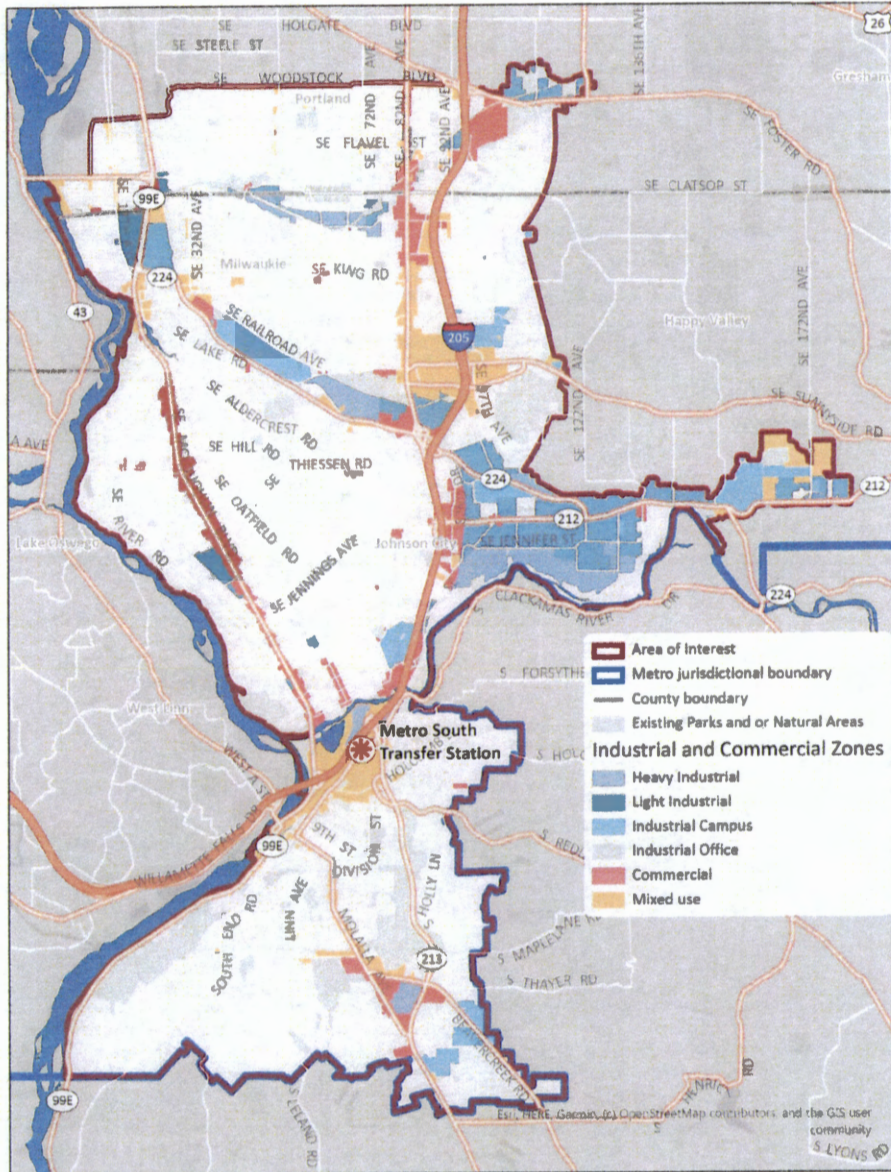


Functional



**Community
Considerations**

A set of criteria was used to identify sites that meet the basic needs of the project. The base and functional criteria will be paired with community considerations to inform the final site selection.

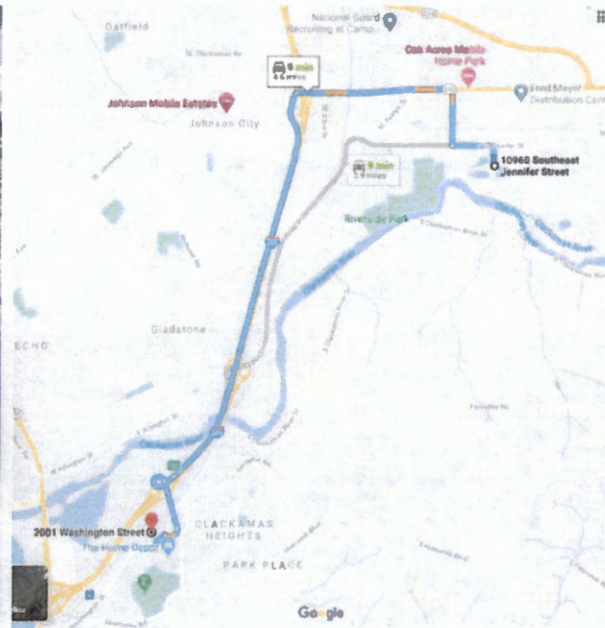


Site search area and zoning

- Industrial
- Commercial
- Mixed Use

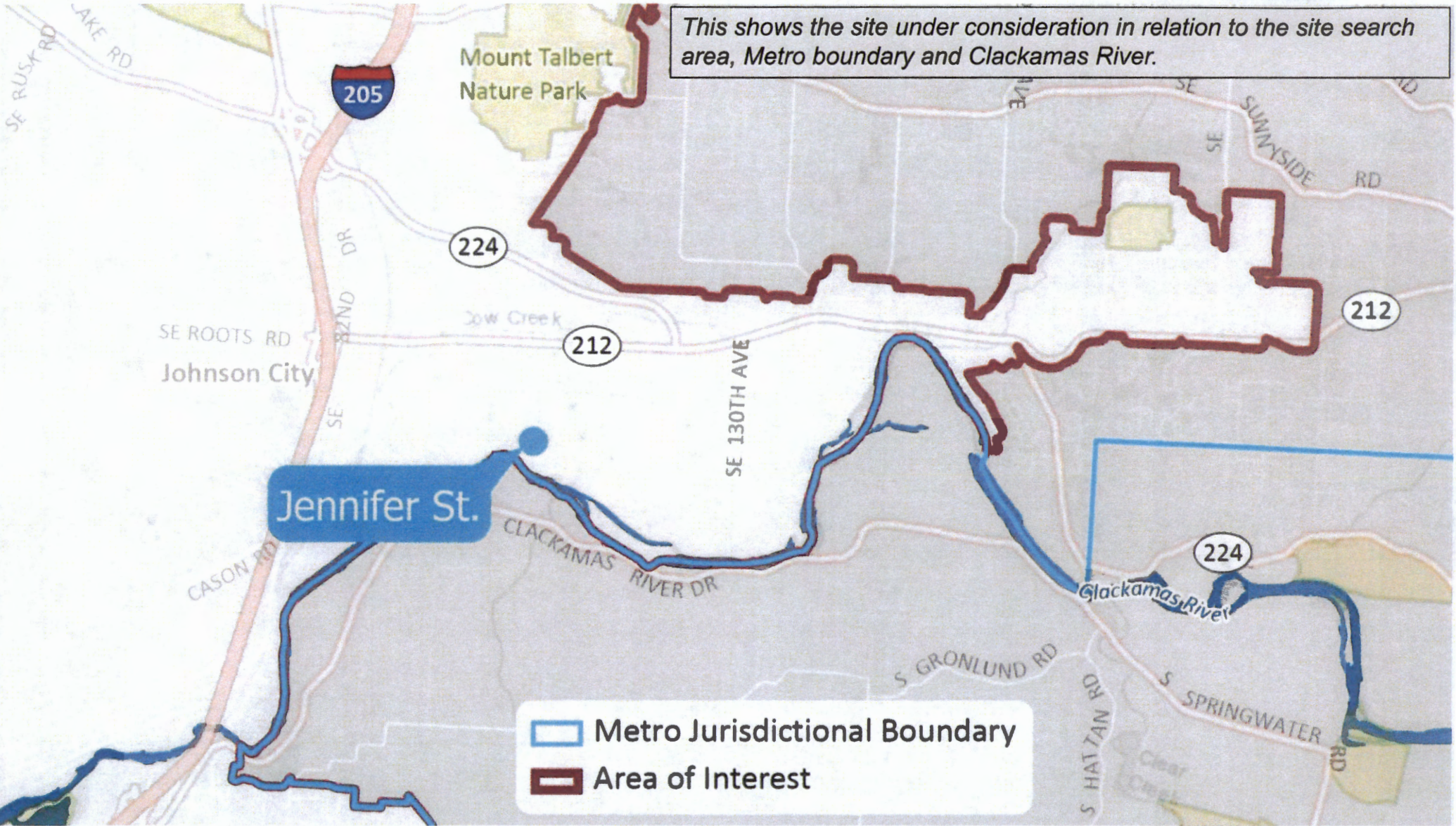
This is a map of the established site search area and zoning that allows for the development of a transfer station.

Site under consideration - Jennifer Street





- **Ranked #6**
- **Signed PSA in Nov 2020**
- 10960 SE Jennifer St
- Site is ~ 26 acres, 3 tax lots
- Zoning is Heavy industrial
- In Clackamas Industrial District
- Historic use is a rock quarry
- 4.6 miles from existing Metro South Transfer Station

This shows the site under consideration in relation to the site search area, Metro boundary and Clackamas River.



Jennifer St.

-  Metro Jurisdictional Boundary
-  Area of Interest

Scouters Mountain

Mt. Hood

Clackamas
Veterans
Village

Pioneer
Recycling

Bunzl Dist.

Precision Truss
VR Auto

Fred Meyer Dist.

Bob's Red Mill

CalPortland

Carli Creek



Evaluating opportunities and potential risks

Opportunities	Potential risks
Site is large - could move all services	Preparing land for construction could be costly and difficult
Zoning allows project use	Proximity to river if there is a natural disaster (earthquake, flood)
Jennifer St. is built to handle large trucks, traffic	Increased traffic to the area
Near I-205 and other major roadways	May not be able to build on full site
Opportunity to connect to natural areas and restore land	

Next steps and timeline

- Site investigation and due diligence, **Jan. – June 2021**
- Outreach and engagement, **Jan. – June 2021**
 - Public Opinion Survey, **May 2021**
- Metro Council decision, **July 2021 (late)**

PROPERTY DUE DILIGENCE TASKS
♦ Appraisal
♦ Pre-Conceptual Design
♦ Phase I ESA
♦ Phase II ESA
♦ Geotech Study
♦ Alta Survey
♦ Title Report/Exceptions Review
♦ Land Use Research
♦ Site Imaging
♦ Traffic Study
♦ Visual Perception/Construction Research
♦ Independent Land Research
♦ Veterans Village/Housing Research
♦ Metro South "Business Case" Report
Due Diligence Summary Report


* PSA could terminate before August if due diligence uncovers significant risks

** Staff continues to search for and consider other possible sites for the project

Site-specific community outreach



Image of Metro South Community Advisory Group during a virtual meeting, Fall of 2020.

- Partner with Unite Oregon 
- Proximate businesses, residents
- Community Advisory Group
- Indigenous people and First Nations
- Local government partners, elected officials
- Solid waste industry
- Customers

Questions

- What stands out to you?
- Do you see any opportunities for collaboration?
- What does Metro need to consider to help make this a successful project?

Project contacts

Estee Segal

Principal Solid Waste Planner

Metro – WPES

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Community Engagement Coordinator

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Meetings Attended During the Past Month

1. March 24, 2021 – Oak Grove Community Council meeting (agenda attached)
 - a. Rivers East Village Update, Kay Weaver & Susan Cassuto
 - i. Local non-profit ... 11 villages in metro area
 - ii. Support seniors to live longer in their home (Rivers East Village is not a place)
 - iii. Connect members with volunteers to provide members with home maintenance, gardening, driving, tech support, groceries/meds, advocate
 - iv. More members and volunteers in Oak Grove than any other village in metro area
 - v. Developed online programming during Covid
 - vi. Modest membership rates (\$480/yr. for 12 services/mo.) – low-income options
 - vii. Let Kay/Susan know if you are aware of individuals who need help
 - b. Oak Lodge Governance Project Update, Eleanor Hunter
 - i. 10 volunteers on steering committee from Oak Grove and Jennings Lodge
 - ii. Summary of grant to fund research study to look at what it cost local residents
 1. Everything remains the same / unincorporated
 2. Annex into Milwaukie
 3. Incorporate as new city with same service level as Milwaukie (will have cost data to help pick and choose service levels)
 - iii. Goal to finish in August
 - iv. Different information presentation each month (second Saturdays @ noon, Zoom)
 - v. Next month: Dave Hunt on April 10 at noon – presentation on funding differences between state and county funding
 - vi. Still waiting on website
 - vii. Question on boundaries: east boundary is old Oak Lodge Sanitary District Boundary because water service area includes areas service by CRW
 - viii. Just a study ... not especially what is going to happen ... getting fundamental information to support further analysis and public information/outreach
 - ix. Motivation to look at Milwaukie (annexation or service level) is based on observation that Milwaukie already has partnerships with special districts (e.g., Clackamas Fire, NCPRD, water services district)
 - c. Committee Reports
 - i. Concord School/Library, Mark Elliott – master plan approved by BCC; BCC approved design contract; construction to start next winter; library to open in winter 2024; cost ~ \$14 million + \$24 million for community center and park; PM is retiring
 - ii. CPO Summit, Rich Nepon – mostly smaller, rural CPOs; dropping VRF would reduce revenue to other CPOs; suggestion to write letter suggesting replacement fee
 - iii. NCPRD, Anatta – Parks meeting on April 6 at 7:00 pm ... need to preregister; opportunity to run to be on BAC; will have 8 of 11 members on county staff
 - iv. Park Avenue, Valerie – will be another community meeting soon
 - d. Announcements
 - i. Paul Savas: OGLO Bridge project ... there is no project at this time; question is should it be restarted? Is there interest in rekindling project?
 - e. Next meeting: April 28, 2021
2. April 7, 2021 – OLWSD Finance Subcommittee meeting
3. April 13, 2021 – OLWSD Budget Committee meeting
4. April 14, 2021 – OLWSD Board of Directors special meeting

5. April 14, 2021 – Regional Water Providers Consortium Executive Committee meeting (agenda attached)
 - a. Consortium update and agenda planning for 6/2/2021 RWPC Board meeting
6. April 15, 2021 – OLWSD Budget Committee meeting

Meetings Scheduled for the Next Month

1. April 22, 2021 – OLWSD Budget Committee meeting
2. April 27, 2021 – OLWSD Budget Committee meeting
3. April 28, 2021 – Oak Grove Community Council meeting
4. April 29, 2021 – OLWSD Budget Committee meeting
5. May 4, 2021 – OLWSD Budget Committee meeting
6. May 18, 2021 – OLWSD Board meeting



Oak Grove Community Council

Regular Council Business Meeting

March 24, 2021

Agenda

WHAT: Regular Council Business Meeting
WHEN: Wednesday, March 24, 2021 - 7:00 p.m. to 8:15 p.m.
WHERE: Zoom online platform

LINK: <https://us02web.zoom.us/j/89301304485?pwd=dXBhTFJyVmRSTnFuUDdwUEFZYmk1UT09>

Meeting ID: 893 0130 4485

Passcode: OakGroveCC

Phone-in number: (253) 215-8782

Meeting ID: 893 0130 4485

Passcode: 510 9081 804*

*Phone-in participants must use this passcode

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- February 24th Meeting minutes + membership update
- Treasurer's update

7:15 Program:

- Featured local business: Milwaukie Pizza
- Rivers East Village Update
 - Kay Weaver
- Oak Lodge Governance Project Update
 - Eleanore Hunter, OLGP Steering Committee

8:00 Committee updates

- Concord School
- Park Avenue Community Project update

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom:
Apr 28, May 26, Jun 23
- Future OGCC Board Meetings - 6:45 pm at Zoom:
Apr 5, May 3, Jun 7

8:15 Adjourn



Executive Committee Meeting Agenda

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

HOW: Via Zoom/Videoconference

Agenda

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
March 2021

March 24, 2021 - Sunrise Water Board Meeting (remote meeting)

- Board discussed and set rate hearing for April 21. Board recommended the proposed residential and non-residential rate increases proposed by staff, with the new base charge to take effect on July 1, and new rates to take place on January 1, 2022. (See attached bill inserts.)
- General Manager Hathhorn led discussion on preliminary planning for the return to work and office reopening. Subjects included staff vaccination requirements, admission of customers into office space, mask requirements, etc.
- General Manager updated Board on legislative bills in current session: HB3040, which proposes allowing deferral of payment of SDCs until completion of SFRs or occupancy permit issued for commercial and multi-family units. HB3181, which would require removal of underground utility locate markings.

March 24, 2021 – North Clackamas County Water Commission (remote meeting)

- Board convened the budget committee and after discussion the committee approved the 2021-2022 budget.
- The General Manager's report included a recap of the operations during the snow/ice/windstorm/power outages in February. Included on the list of capital expenditures for next fiscal year is a study and preliminary design for adding a second backup generator to be fired by natural gas. This would be a smaller generator than the PGE owned diesel fired generator on the NCCWC property.
- Next meeting will be in June 2021.

April 1, 2021 – C4 Meeting (remote meeting)

- Presentation by Jill Smith and Vahid Brown updating status of supporting housing services, followed by Q&A.
- Presentation by Karen Buehrig updating status of Transit Development Plan, followed by Q&A.