

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

REGULAR MEETING



July 21, 2020

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

July 21, 2020 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols
 - a. Introduction of New District Finance Director
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. June 2020 Financial Report
 - b. June 16, 2020 Board Regular Meeting Minutes
 - c. Extension of the March 17, 2020 Declaration of State of Emergency
 - d. Authorization of Finance Director as Administrator & Signer on District Accounts
 - e. Approval of Sewer Pump Station 5 Rebuild Engineering Design Contract
4. Presentation by Clackamas River Water Providers
5. Unclaimed Property: Checks Policy Adoption
6. Water Master Plan Workshop
7. Department Reports
 - a. Finance
 - b. Plant Operations
 - c. Field Operations
 - d. Technical Services
8. Call for Public Comment
9. Business from the Board
10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	July 21, 2020

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.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date July 21, 2020

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. **June 2020 Financial Report**
- b. **Approval of the June 16, 2020 Board Regular Meeting Minutes**
- c. **Extension of the March 17, 2020 Declaration of State of Emergency**
- d. **Authorization of Finance Director as Administrator & Signer on District Accounts**
- e. **Approval of Sewer Pump Station 5 Rebuild Engineering Design Contract**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Rob Moody, Financial Consultant
Title	June 2020 Financial Reports
Item No.	3a
Date	July 21, 2020

Summary of Reports

- June 2020 Monthly Overview
- June 2020 Monthly Cash and Investment Balances Report
- June 2020 Budget to Actual Report
- June 2020 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
June 2020**

This report summarizes the revenues and expenditures for June 2020. 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 \$14.29 million as of the end of June 2020; consisting of \$0.78 million in checking, and \$13.53 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$0.69 million for June 2020.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ 26,179	81.81%
10-00-4211	Water sales	4,265,000	304,965	3,932,526	92.20%
20-00-4212	Wastewater charges	8,200,000	745,800	8,201,264	100.02%
30-00-4213	Watershed protection	1,530,000	130,723	1,549,758	101.29%
	Subtotal	\$ 14,027,000	\$ 1,181,488	\$13,709,726	97.74%

The percentage of budget is calculated by dividing the ending balance by the budget. With respect to revenues above, 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. The numbers above indicate a shortfall in revenue versus budget for the current fiscal year. Staff believes that the shortfall is in part due to optimistic budget estimates for the 2019-20 fiscal year and in part a result of non-revenue water issues identified.

With respect to expenditures, at the end of June, the percentage of budget spent or billed should be around 100.00%. Certain line items are spent all at once, such as Worker's Compensation, which we pay once a year in July.

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.

<u>Total Number of Accounts</u>	<u>Discount</u>	<u>Budget</u>	<u>Estimated Monthly Discount</u>	<u>Estimated Year-to-Date Discount</u>	<u>Estimated Percentage of Budget</u>
140	Low Income Rate Relief	\$ 70,135	\$ 5,817	\$ 64,874	92.50%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer who may have trouble paying their utility bills. Since our report to the Board last month staff has done additional analyses of the reports from the financial system and specifically utility accounts affected. Staff had previously included old, outdated TPA's in the current activity. We have corrected the information to focus on current, active TPA's. The table below summarizes TPA activity for June 2020, with the beginning balance corrected based on our analyses.

<u>Beginning of month</u>	<u>TPA Issued</u>	<u>TPA completed</u>	<u>End of month</u>
68	1	2	67

Of the total TPA's outstanding at June 30, 2020, 45 are current in their arrangements and 22 are delinquent. The District has mailed notices to delinquent TPA holders urging them to contact the District to make further arrangements.

Emergency Customer Assistance Program (ECAP)

The District has funded an ECAP program with \$115 thousand dollars through June 30, 2020. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles and who do not necessarily qualify for the District's Low-Income Rate Relief Program. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

<u>Beginning of month</u>	<u>Expended</u>	<u>End of month</u>
\$115,000	\$2,644	\$112,356

The above expenditures represent assistance to five (5) residential accounts totaling \$1,144 and three (3) commercial accounts totaling \$1,500 through June 30. In the 2020-21 fiscal year \$97,000 has been budgeted for the ECAP program. Amounts not expended through June (the remaining \$112,356) will roll into beginning fund balance in the Administrative Services Fund in the 2020-21 fiscal year and can be appropriated through a budget amendment.

Oak Lodge Water Services District

Account Balances As of:		
June 30, 2020	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 775,047.35
LGIP	1.30%	\$ 13,531,582.17
Total		\$ 14,306,629.52

General Ledger
Budget to Actual



User: jeff
Printed: 7/13/2020 11:18:20 AM
Period 12 - 12
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional Revenue					
05-00-4320	State Grant Revenue	0.00	20,015.11	20,015.11	0.00	0.00
05-00-4610	Investment revenue	0.00	535.73	4,932.10	0.00	0.00
05-00-4630	Miscellaneous revenues	2,500.00	450.00	1,238.20	0.00	49.53
05-00-4640	Proceeds - sale of cap assets	0.00	0.00	2,042.00	0.00	0.00
	<i>Revenue</i>	<i>2,500.00</i>	<i>21,000.84</i>	<i>28,227.41</i>	<i>0.00</i>	<i>1,129.10</i>
	NonDivisional	2,500.00	21,000.84	28,227.41	0.00	1,129.10
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,444,000.00	120,333.37	1,444,000.00	0.00	100.00
05-29-4920	Transfer in from Fund 20	2,028,000.00	169,000.00	2,028,000.00	0.00	100.00
05-29-4930	Transfer in from Fund 30	1,029,000.00	85,750.00	1,029,000.00	0.00	100.00
	<i>Revenue</i>	<i>4,501,000.00</i>	<i>375,083.37</i>	<i>4,501,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	4,501,000.00	375,083.37	4,501,000.00	0.00	100.00
	Revenue AdminFinance	4,503,500.00	396,084.21	4,529,227.41	0.00	100.57
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	37,627.53	578,846.72	0.00	90.73
05-01-5120	Temporary seasonal employees	10,000.00	0.00	11,522.97	0.00	115.23
05-01-5130	Overtime	5,000.00	309.96	6,974.34	0.00	139.49
05-01-5210	Health dental insurance	94,000.00	5,366.60	78,544.23	0.00	83.56
05-01-5230	Social security	50,000.00	2,838.68	41,102.59	0.00	82.21
05-01-5240	Retirement	134,000.00	7,188.64	113,724.26	0.00	84.87
05-01-5250	TrimetWBF	6,000.00	296.00	4,502.68	0.00	75.04
05-01-5260	Unemployment	6,000.00	0.00	6,480.00	0.00	108.00
05-01-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	39.35	196.75	0.00	4.92
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>53,666.76</i>	<i>849,592.74</i>	<i>0.00</i>	<i>88.87</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	400,000.00	35,675.00	246,506.34	0.00	61.63
05-01-6120	Accounting and audit services	40,000.00	0.00	105,273.14	0.00	263.18
05-01-6155	Contracted services	150,000.00	22,963.21	301,054.95	0.00	200.70
05-01-6180	Dues and subscriptions	38,000.00	2,800.00	34,530.07	0.00	90.87
05-01-6220	Electricity	8,000.00	25.91	10,499.53	0.00	131.24
05-01-6240	Natural gas	2,000.00	138.01	1,503.76	0.00	75.19
05-01-6290	Other utilities	16,000.00	1,109.23	14,177.63	0.00	88.61
05-01-6310	Janitorial services	25,000.00	1,268.87	13,388.50	0.00	53.55
05-01-6320	Buildings and grounds maint	6,000.00	384.70	8,927.20	0.00	148.79
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	0.00	13,429.16	0.00	58.39

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6440	Board expense	5,000.00	699.06	4,841.94	0.00	96.84
05-01-6510	Office supplies	15,000.00	1,010.24	19,311.16	0.00	128.74
05-01-6530	Small tools and equipment	1,000.00	0.00	335.37	0.00	33.54
05-01-6560	Uniforms	1,000.00	0.00	673.30	0.00	67.33
05-01-6610	Board compensation	1,000.00	150.00	850.00	0.00	85.00
05-01-6730	Communications	5,000.00	1,855.19	2,361.06	0.00	47.22
05-01-6740	Advertising	1,000.00	331.14	2,136.83	0.00	213.68
05-01-6760	Equipment rental	3,000.00	220.00	3,437.51	0.00	114.58
05-01-6770	Bank charges	125,000.00	10,262.51	130,797.15	0.00	104.64
05-01-6780	Taxes, fees, and other charges	1,000.00	-108.00	450.00	0.00	45.00
05-01-6785	ECAP Payments	0.00	2,643.74	2,643.74	0.00	0.00
05-01-6900	Miscellaneous expense	1,000.00	0.00	427.10	0.00	42.71
	<i>Materials & Services</i>	<i>869,000.00</i>	<i>81,428.81</i>	<i>917,555.44</i>	<i>0.00</i>	<i>105.59</i>
	AdminFinance	1,825,000.00	135,095.57	1,767,148.18	0.00	96.83
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	154,000.00	13,743.44	124,587.28	0.00	80.90
05-02-5130	Overtime	0.00	0.00	617.63	0.00	0.00
05-02-5210	Health dental insurance	35,000.00	1,564.88	8,277.23	0.00	23.65
05-02-5230	Social security	12,000.00	1,035.52	9,472.94	0.00	78.94
05-02-5240	Retirement	31,000.00	2,326.59	21,603.99	0.00	69.69
05-02-5250	TrimetWBF	2,000.00	108.58	984.78	0.00	49.24
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	0.00	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	0.00	303.40	0.00	15.17
	<i>Personnel Services</i>	<i>241,000.00</i>	<i>18,779.01</i>	<i>168,428.68</i>	<i>0.00</i>	<i>69.89</i>
	<i>Materials & Services</i>					
05-02-6155	Contract Services	0.00	0.00	17,607.60	0.00	0.00
05-02-6180	Dues and subscriptions	1,000.00	0.00	627.00	0.00	62.70
05-02-6230	Telephone	56,100.00	5,537.39	53,730.88	0.00	95.78
05-02-6410	Mileage	1,000.00	0.00	494.73	0.00	49.47
05-02-6420	Staff training	14,000.00	-8,050.00	14,213.16	8,050.00	101.52
05-02-6510	Office supplies	1,000.00	0.00	1,509.41	0.00	150.94
05-02-6540	Safety Supplies	0.00	0.00	89.94	0.00	0.00
05-02-6720	Insurance-General	173,000.00	-6,618.58	218,635.00	0.00	126.38
05-02-6740	Advertising	5,000.00	-400.00	4,338.37	0.00	86.77
05-02-6785	ECAP Payments	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>251,100.00</i>	<i>-9,531.19</i>	<i>311,246.09</i>	<i>8,050.00</i>	<i>123.95</i>
	Human Resources	492,100.00	9,247.82	479,674.77	8,050.00	97.48
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	583,000.00	40,865.48	489,611.91	0.00	83.98
05-03-5130	Overtime	5,000.00	0.00	969.13	0.00	19.38
05-03-5210	Health dental Insurance	119,000.00	7,255.77	89,127.18	0.00	74.90
05-03-5230	Social security	45,000.00	3,067.09	35,597.13	0.00	79.10
05-03-5240	Retirement	115,000.00	7,348.18	90,267.25	0.00	78.49
05-03-5250	TrimetWBF	5,000.00	319.52	3,803.32	0.00	76.07
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>891,000.00</i>	<i>58,856.04</i>	<i>717,074.12</i>	<i>0.00</i>	<i>80.48</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted services	212,000.00	21,679.44	129,654.62	68,229.37	61.16
05-03-6180	Dues and subscriptions	3,000.00	0.00	6,576.00	0.00	219.20
05-03-6350	Computer maintenance	291,300.00	0.00	224,234.54	6,076.00	76.98
05-03-6390	Other repairs and maintenance	4,000.00	0.00	245.00	0.00	6.13
05-03-6410	Mileage	1,000.00	0.00	313.72	0.00	31.37
05-03-6420	Staff training	16,000.00	0.00	6,230.18	0.00	38.94

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	0.00	10,457.32	0.00	80.44
05-03-6540	Safety supplies	1,000.00	0.00	1,137.64	0.00	113.76
05-03-6560	Uniforms	500.00	0.00	198.46	0.00	39.69
05-03-6730	Communications	117,100.00	6,362.32	57,546.54	0.00	49.14
	<i>Materials & Services</i>	<i>659,400.00</i>	<i>28,041.76</i>	<i>436,594.02</i>	<i>74,305.37</i>	<i>66.21</i>
	Technical Services	1,550,400.00	86,897.80	1,153,668.14	74,305.37	74.41
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	61,500.00	8,754.89	47,291.65	202.24	76.90
05-04-6520	Fuels and oils	70,800.00	1,009.09	45,900.65	0.00	64.83
	<i>Materials & Services</i>	<i>132,300.00</i>	<i>9,763.98</i>	<i>93,192.30</i>	<i>202.24</i>	<i>70.44</i>
	Vehicle Services	132,300.00	9,763.98	93,192.30	202.24	70.44
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	300,000.00	0.00	300,000.00	0.00	100.00
	<i>Special Payments</i>	<i>300,000.00</i>	<i>0.00</i>	<i>300,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	300,000.00	0.00	300,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	203,700.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>203,700.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	203,700.00	0.00	0.00	0.00	0.00
05	Expense	4,503,500.00	241,005.17	3,793,683.39	82,557.61	84.24
	Administrative Services	0.00	155,079.04	735,544.02	-82,557.61	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,801,651.00	0.00	-2,430,386.60	0.00	134.90
	<i>Beginning Fund Balance</i>	<i>-1,801,651.00</i>	<i>0.00</i>	<i>-2,430,386.60</i>	<i>0.00</i>	<i>134.90</i>
	NonDivisional	-1,801,651.00	0.00	-2,430,386.60	0.00	134.90
	<i>Fund Balance NonDivisional Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	0.00	26,179.13	0.00	81.81
10-00-4211	Water sales	4,265,000.00	304,965.11	3,932,525.96	0.00	92.20
10-00-4215	Penalties and late charges	25,000.00	-0.68	14,385.20	0.00	57.54
10-00-4220	System development charges	100,000.00	86,390.00	412,360.00	0.00	412.36
10-00-4230	Contract services	53,000.00	0.00	49,400.00	0.00	93.21
10-00-4240	Service installations	15,000.00	2,606.80	22,084.62	0.00	147.23
10-00-4280	Rents & leases	160,000.00	27,131.46	188,073.06	0.00	117.55
10-00-4290	Other charges for services	20,000.00	6,044.20	13,004.20	0.00	65.02
10-00-4320	State grants	0.00	7,179.11	7,179.11	0.00	0.00
10-00-4610	Investment revenue	500.00	699.81	14,560.67	0.00	2,912.13
10-00-4630	Miscellaneous revenues	15,000.00	3,164.74	58,016.69	0.00	386.78

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	4,685,500.00	438,180.55	4,737,768.64	0.00	101.12
	NonDivisional	4,685,500.00	438,180.55	4,737,768.64	0.00	101.12
	<i>Revenue</i>	4,685,500.00	438,180.55	4,737,768.64	0.00	101.12
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	599,000.00	52,397.44	593,741.80	0.00	99.12
10-20-5120	Temporary seasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	3,084.03	25,151.36	0.00	59.88
10-20-5210	Health dental insurance	147,000.00	10,324.29	114,566.69	0.00	77.94
10-20-5230	Social Security	52,000.00	4,158.39	54,646.16	0.00	105.09
10-20-5240	Retirement	144,000.00	11,185.42	123,345.00	0.00	85.66
10-20-5250	TrimetWBF	6,000.00	434.36	4,808.77	0.00	80.15
10-20-5260	Unemployment	8,000.00	0.00	5,141.76	0.00	64.27
10-20-5270	Workers compensation	11,000.00	0.00	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	0.00	160.70	0.00	3.21
	<i>Personnel Services</i>	1,044,000.00	81,583.93	930,966.02	0.00	89.17
	<i>Materials & Services</i>					
10-20-6110	Legal services	0.00	0.00	0.00	0.00	0.00
10-20-6155	Contracted Services	0.00	0.00	155.00	0.00	0.00
10-20-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	40,000.00	2,301.22	28,226.23	0.00	70.57
10-20-6230	Telephone	4,200.00	0.00	947.80	0.00	22.57
10-20-6240	Natural gas	2,000.00	198.65	3,586.24	0.00	179.31
10-20-6290	Other utilities	2,000.00	287.69	1,910.72	0.00	95.54
10-20-6310	Janitorial services	1,000.00	0.00	167.44	0.00	16.74
10-20-6320	Buildings & grounds	10,000.00	-444.02	7,372.41	0.00	73.72
10-20-6340	Distribution system maint	220,000.00	40,907.80	221,425.89	14,586.22	100.65
10-20-6350	Computer maintenance	0.00	0.00	0.00	0.00	0.00
10-20-6390	Other repairs & maintenance	50,000.00	3,739.62	38,048.19	4,721.00	76.10
10-20-6410	Mileage	1,000.00	0.00	111.94	0.00	11.19
10-20-6420	Staff training	8,000.00	0.00	7,844.88	0.00	98.06
10-20-6430	Certifications	1,000.00	0.00	1,405.00	0.00	140.50
10-20-6510	Office supplies	0.00	0.00	544.36	0.00	0.00
10-20-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	5,735.92	0.00	26.07
10-20-6540	Safety supplies	16,000.00	6,509.54	14,966.26	0.00	93.54
10-20-6550	Operational Supplies	2,000.00	0.00	1,439.66	0.00	71.98
10-20-6560	Uniforms	0.00	0.00	5,015.56	0.00	0.00
10-20-6710	Purchased water	1,150,000.00	80,937.13	967,200.18	0.00	84.10
10-20-6715	Water quality program	0.00	0.00	10,561.00	0.00	0.00
10-20-6730	Communications	0.00	0.00	38.35	0.00	0.00
10-20-6740	Advertising	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	15,942.39	0.00	79.71
10-20-6900	Miscellaneous expense	1,000.00	0.00	18.25	0.00	1.83
	<i>Materials & Services</i>	1,555,200.00	134,437.63	1,332,663.67	19,307.22	85.69
	Drinking Water	2,599,200.00	216,021.56	2,263,629.69	19,307.22	87.09
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	175,000.00	0.00	175,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	34,522.00	0.00	34,521.66	0.00	100.00
	<i>Materials & Services</i>	209,522.00	0.00	209,521.66	0.00	100.00
	Debt Service	209,522.00	0.00	209,521.66	0.00	100.00
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.37	1,444,000.00	0.00	100.00
10-29-8171	Transfers out to Fund 71	1,675,000.00	23,863.54	1,675,000.00	0.00	100.00
10-29-9000	Contingency	559,429.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,678,429.00</i>	<i>144,196.91</i>	<i>3,119,000.00</i>	<i>0.00</i>	<i>84.79</i>
	Transfers & Contingencies	3,678,429.00	144,196.91	3,119,000.00	0.00	84.79
	Expense	6,487,151.00	360,218.47	5,592,151.35	19,307.22	86.20
10	Drinking Water	0.00	77,962.08	1,576,003.89	-19,307.22	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	<i>Beginning Fund Balance</i>	<i>-789,178.00</i>	<i>0.00</i>	<i>-1,315,554.60</i>	<i>0.00</i>	<i>166.70</i>
	NonDivisional	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	Fund Balance	-789,178.00	0.00	-1,315,554.60	0.00	166.70
	NonDivisional Revenue					
20-00-4212	Wastewater charges	8,200,000.00	745,799.63	8,201,263.54	0.00	100.02
20-00-4215	Penalties & late charges	25,000.00	0.00	6,815.63	0.00	27.26
20-00-4220	System development charges	125,000.00	180,775.00	592,262.60	0.00	473.81
20-00-4240	Service installations	40,000.00	0.00	12,105.75	0.00	30.26
20-00-4290	Other charges for services	15,000.00	5,974.01	14,964.01	0.00	99.76
20-00-4320	State grants	0.00	4,220.28	4,220.28	0.00	0.00
20-00-4610	Investment revenue	0.00	7.88	7,539.59	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	711.83	14,635.61	0.00	97.57
	<i>Revenue</i>	<i>8,420,000.00</i>	<i>937,488.63</i>	<i>8,853,807.01</i>	<i>0.00</i>	<i>105.15</i>
	NonDivisional	8,420,000.00	937,488.63	8,853,807.01	0.00	105.15
	Revenue	8,420,000.00	937,488.63	8,853,807.01	0.00	105.15
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	622,000.00	47,089.37	621,077.38	0.00	99.85
20-21-5120	Temporary seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	2,312.40	60,431.74	0.00	123.33
20-21-5210	Health dental insurance	155,000.00	11,122.10	139,591.29	0.00	90.06
20-21-5230	Social security	54,000.00	3,674.62	50,866.40	0.00	94.20
20-21-5240	Retirement	134,000.00	8,363.74	122,726.19	0.00	91.59
20-21-5250	TrimetWBF	6,000.00	384.13	5,277.19	0.00	87.95
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	39.55	0.00	0.99
	<i>Personnel Services</i>	<i>1,080,000.00</i>	<i>72,946.36</i>	<i>1,010,243.27</i>	<i>0.00</i>	<i>93.54</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	5,000.00	2,475.00	55,570.22	0.00	1,111.40
20-21-6180	Dues & subscriptions	15,000.00	0.00	1,655.00	0.00	11.03
20-21-6220	Electricity	250,000.00	22,520.81	234,256.33	0.00	93.70
20-21-6230	Telephone	2,400.00	739.60	964.72	0.00	40.20
20-21-6240	Natural gas	1,000.00	0.00	871.55	0.00	87.16
20-21-6250	Solid waste disposal	75,000.00	534.46	87,630.33	3,031.14	116.84
20-21-6290	Other utilities	1,000.00	166.25	1,099.98	0.00	110.00
20-21-6310	Janitorial services	10,000.00	798.88	8,296.17	0.00	82.96
20-21-6320	Buildings & grounds	20,000.00	8,169.09	51,995.93	2,000.00	259.98

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6342	WRF system maintenance	240,000.00	15,679.11	197,058.55	13,662.14	82.11
20-21-6350	Computer maintenance	0.00	0.00	79.99	0.00	0.00
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	84.50	5,709.47	0.00	81.56
20-21-6430	Certifications	3,000.00	320.00	420.00	0.00	14.00
20-21-6510	Office supplies	3,000.00	55.76	708.14	0.00	23.60
20-21-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	25,000.00	1,461.25	20,022.13	4,483.80	80.09
20-21-6530	Small tools & equipment	20,200.00	1,436.62	9,717.22	641.43	48.11
20-21-6540	Safety supplies	20,100.00	4,660.00	16,610.11	0.00	82.64
20-21-6550	Operational supplies	20,000.00	0.00	11,170.63	117.72	55.85
20-21-6560	Uniforms	15,000.00	1,825.13	21,921.01	0.00	146.14
20-21-6590	Other supplies	20,000.00	15.92	7,379.10	260.00	36.90
20-21-6720	Insurance	0.00	0.00	0.00	0.00	0.00
20-21-6730	Communications	0.00	0.00	0.00	0.00	0.00
20-21-6750	Other purchased services	15,000.00	0.00	9,201.62	0.00	61.34
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	0.00	42,366.84	0.00	59.67
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>841,700.00</i>	<i>60,942.38</i>	<i>784,705.04</i>	<i>24,196.23</i>	<i>93.23</i>
	Wastewater-Plant	1,921,700.00	133,888.74	1,794,948.31	24,196.23	93.40
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	42,267.53	466,414.44	0.00	109.23
20-22-5120	Temporary seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	911.68	9,198.16	0.00	18.77
20-22-5210	Health dental insurance	110,000.00	7,156.25	85,129.99	0.00	77.39
20-22-5230	Social security	40,000.00	3,297.30	36,321.20	0.00	90.80
20-22-5240	Retirement	112,000.00	8,022.58	84,958.79	0.00	75.86
20-22-5250	TrimetWBF	5,000.00	345.98	3,781.77	0.00	75.64
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	8,000.00	0.00	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>62,001.32</i>	<i>692,626.70</i>	<i>0.00</i>	<i>87.01</i>
	<i>Materials & Services</i>					
20-22-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	155.18	0.00	1.55
20-22-6240	Natural gas	0.00	34.49	34.49	0.00	0.00
20-22-6290	Other utilities	0.00	24.35	92.13	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	0.00	548.94	0.00	18.30
20-22-6342	Collection system maint.	50,000.00	16.00	25,533.86	1,950.00	51.07
20-22-6390	Other repairs & maintenance	6,000.00	0.00	8,807.74	2.14	146.80
20-22-6410	Mileage	2,000.00	0.00	465.75	0.00	23.29
20-22-6420	Staff training	4,000.00	90.00	4,458.00	0.00	111.45
20-22-6430	Certifications	1,000.00	160.00	640.00	0.00	64.00
20-22-6510	Office supplies	6,000.00	0.00	1,001.87	0.00	16.70
20-22-6530	Small tools & equipment	28,000.00	0.00	5,493.38	1,905.00	19.62
20-22-6540	Safety supplies	4,000.00	213.03	3,213.38	0.00	80.33
20-22-6550	Operational supplies	6,000.00	226.16	1,529.23	0.00	25.49
20-22-6560	Uniforms	8,000.00	0.00	4,078.89	0.00	50.99
20-22-6590	Other supplies	0.00	0.00	90.00	0.00	0.00
20-22-6750	Other purchased services	4,000.00	0.00	2,092.77	0.00	52.32
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	0.00	4,571.47	0.00	76.19
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>141,000.00</i>	<i>764.03</i>	<i>62,807.08</i>	<i>3,857.14</i>	<i>44.54</i>
	Wastewater-Collections	937,000.00	62,765.35	755,433.78	3,857.14	80.62
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	2,028,000.00	0.00	100.00
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	1,350,500.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	1,100,000.00	0.00	1,100,000.00	0.00	100.00
20-29-8172	Transfers out to Fund 72	1,300,000.00	108,333.36	1,300,000.00	0.00	100.00
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	6,350,478.00	277,333.36	5,778,500.00	0.00	90.99
	Transfers & Contingencies	6,350,478.00	277,333.36	5,778,500.00	0.00	90.99
	Expense	9,209,178.00	473,987.45	8,328,882.09	28,053.37	90.44
20	Wastewater Reclam.	0.00	463,501.18	1,840,479.52	-28,053.37	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	<i>Beginning Fund Balance</i>	-307,986.00	0.00	-465,068.02	0.00	151.00
	NonDivisional	-307,986.00	0.00	-465,068.02	0.00	151.00
	Fund Balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,530,000.00	130,723.24	1,549,757.75	0.00	101.29
30-00-4215	Penalties & late charges	2,000.00	0.00	1,848.15	0.00	92.41
30-00-4240	Service installations	20,000.00	0.00	24,684.05	0.00	123.42
30-00-4290	Other charges for services	5,000.00	8,003.89	25,243.89	0.00	504.88
30-00-4610	Investment revenue	0.00	6.07	629.84	0.00	0.00
30-00-4630	Miscellaneous revenues	2,000.00	129.05	1,647.49	0.00	82.37
	<i>Revenue</i>	1,559,000.00	138,862.25	1,603,811.17	0.00	102.87
	NonDivisional	1,559,000.00	138,862.25	1,603,811.17	0.00	102.87
	Revenue	1,559,000.00	138,862.25	1,603,811.17	0.00	102.87
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	108,000.00	1,835.48	33,524.42	0.00	31.04
30-23-5210	Health dental insurance	30,000.00	266.59	4,311.29	0.00	14.37
30-23-5230	Social Security	9,000.00	135.16	2,554.09	0.00	28.38
30-23-5240	Retirement	26,000.00	310.75	4,527.29	0.00	17.41
30-23-5250	TrimetWBF	1,000.00	14.29	262.73	0.00	26.27
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	0.00	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	178,000.00	2,562.27	46,839.31	0.00	26.31
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	1,583.25	17,021.75	0.00	42.55
30-23-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
30-23-6230	Telephone	0.00	0.00	73.18	0.00	0.00
30-23-6320	Buildings & grounds	0.00	0.00	0.00	0.00	0.00
30-23-6340	System maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6410	Mileage	0.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	1,000.00	0.00	2,367.05	0.00	236.71
30-23-6510	Office supplies	0.00	0.00	104.74	0.00	0.00
30-23-6540	Safety supplies	0.00	0.00	569.34	0.00	0.00
30-23-6560	Uniforms	500.00	0.00	1,081.83	0.00	216.37

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-23-6730	Communications	42,000.00	18,669.10	41,999.96	0.00	100.00
30-23-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes & fees	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>83,500.00</i>	<i>20,252.35</i>	<i>63,217.85</i>	<i>0.00</i>	<i>75.71</i>
	Watershed Protection	261,500.00	22,814.62	110,057.16	0.00	42.09
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	0.00	100.00
	<i>Materials & Services</i>	<i>62,557.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,557.00	0.00	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	1,029,000.00	0.00	100.00
30-29-8173	Transfers out to Fund 73	430,000.00	35,833.36	430,000.00	0.00	100.00
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,542,928.00</i>	<i>121,583.36</i>	<i>1,459,000.00</i>	<i>0.00</i>	<i>94.56</i>
	Transfers & Contingencies	1,542,928.00	121,583.36	1,459,000.00	0.00	94.56
30	Expense	1,866,985.00	144,397.98	1,631,614.77	0.00	87.39
	Watershed Protection	1.00	-5,535.73	437,264.42	0.00	43,726,442.00
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	-644,112.00	0.00	-660,960.09	0.00	102.62
	<i>Beginning Fund Balance</i>	<i>-644,112.00</i>	<i>0.00</i>	<i>-660,960.09</i>	<i>0.00</i>	<i>102.62</i>
	NonDivisional	-644,112.00	0.00	-660,960.09	0.00	102.62
	Fund Balance	-644,112.00	0.00	-660,960.09	0.00	102.62
	NonDivisional Revenue					
40-00-4610	Investment revenue	8,500.00	355.44	15,005.62	0.00	176.54
40-00-4701	Interest Subsidy	115,000.00	0.00	117,300.48	0.00	102.00
	<i>Revenue</i>	<i>123,500.00</i>	<i>355.44</i>	<i>132,306.10</i>	<i>0.00</i>	<i>107.13</i>
	NonDivisional	123,500.00	355.44	132,306.10	0.00	107.13
	Transfers & Contingencies Revenue					
40-29-4920	Transfers in from Fund 20	1,350,500.00	0.00	1,350,500.00	0.00	100.00
	<i>Revenue</i>	<i>1,350,500.00</i>	<i>0.00</i>	<i>1,350,500.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	1,350,500.00	0.00	1,350,500.00	0.00	100.00
	Revenue	1,474,000.00	355.44	1,482,806.10	0.00	100.60
	Debt Service					
	<i>Materials & Services</i>					
40-24-6811	2010 IFA Loan Principal	368,036.00	0.00	368,036.00	0.00	100.00
40-24-6812	2010 GO Bond Principal	1,120,000.00	0.00	1,120,000.00	0.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40-24-6821	2010 GO Bond Interest	44,800.00	0.00	44,800.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	277,012.00	0.00	277,011.40	0.00	100.00
	<i>Materials & Services</i>	<i>1,809,848.00</i>	<i>0.00</i>	<i>1,809,847.40</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	1,809,848.00	0.00	1,809,847.40	0.00	100.00
40	Expense	1,809,848.00	0.00	1,809,847.40	0.00	100.00
	WW GO Debt Service	308,264.00	355.44	333,918.79	0.00	108.32
50	WW Revenue Bond					
	Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	<i>Beginning Fund Balance</i>	<i>-1,354,323.00</i>	<i>0.00</i>	<i>-1,374,166.52</i>	<i>0.00</i>	<i>101.47</i>
	NonDivisional	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	Fund Balance	-1,354,323.00	0.00	-1,374,166.52	0.00	101.47
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	16,300.00	722.29	16,738.04	0.00	102.69
	<i>Revenue</i>	<i>16,300.00</i>	<i>722.29</i>	<i>16,738.04</i>	<i>0.00</i>	<i>102.69</i>
	NonDivisional	16,300.00	722.29	16,738.04	0.00	102.69
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	1,100,000.00	0.00	1,100,000.00	0.00	100.00
	<i>Revenue</i>	<i>1,100,000.00</i>	<i>0.00</i>	<i>1,100,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	1,100,000.00	0.00	1,100,000.00	0.00	100.00
	Revenue	1,116,300.00	722.29	1,116,738.04	0.00	100.04
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan	893,387.00	0.00	893,387.00	0.00	100.00
	Principal					
50-24-6813	JPM Bank Loan	190,000.00	0.00	190,000.00	0.00	100.00
	Principal					
50-24-6820	2010 SRF Loan Interest	349,630.00	0.00	349,630.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	379,326.00	0.00	379,325.00	0.00	100.00
	<i>Materials & Services</i>	<i>1,812,343.00</i>	<i>0.00</i>	<i>1,812,342.00</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	1,812,343.00	0.00	1,812,342.00	0.00	100.00
50	Expense	1,812,343.00	0.00	1,812,342.00	0.00	100.00
	WW Revenue Bond	658,280.00	722.29	678,562.56	0.00	103.08
	Debt Service					
71	Drinking Water					
	Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	<i>Beginning Fund Balance</i>	<i>-2,703,013.00</i>	<i>0.00</i>	<i>-3,236,047.66</i>	<i>0.00</i>	<i>119.72</i>
	NonDivisional	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	Fund Balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	4,656.98	94,115.17	0.00	188.23
	<i>Revenue</i>	<i>50,000.00</i>	<i>4,656.98</i>	<i>94,115.17</i>	<i>0.00</i>	<i>188.23</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	50,000.00	4,656.98	94,115.17	0.00	188.23
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	1,675,000.00	23,863.54	1,675,000.00	0.00	100.00
	<i>Revenue</i>	<i>1,675,000.00</i>	<i>23,863.54</i>	<i>1,675,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	1,675,000.00	23,863.54	1,675,000.00	0.00	100.00
	<i>Revenue</i>	1,725,000.00	28,520.52	1,769,115.17	0.00	102.56
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	0.00	0.00	259,066.50	0.00	0.00
71-20-7300	Buildings & improvements	330,000.00	0.00	6,958.30	0.00	2.11
71-20-7530	Software	0.00	681.87	681.87	0.00	0.00
71-20-7600	Capital Improvement Projects	4,098,013.00	6,172.78	346,984.27	0.00	8.47
	<i>Capital Outlay</i>	<i>4,428,013.00</i>	<i>6,854.65</i>	<i>613,690.94</i>	<i>0.00</i>	<i>13.86</i>
	Drinking Water	4,428,013.00	6,854.65	613,690.94	0.00	13.86
71	Expense	4,428,013.00	6,854.65	613,690.94	0.00	13.86
	Drinking Water Capital	0.00	21,665.87	4,391,471.89	0.00	0.00
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Beginning Fund Balance</i>	<i>-3,754,027.00</i>	<i>0.00</i>	<i>-4,220,098.11</i>	<i>0.00</i>	<i>112.42</i>
	NonDivisional	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	Fund Balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	5,182.04	97,904.35	0.00	130.54
	<i>Revenue</i>	<i>75,000.00</i>	<i>5,182.04</i>	<i>97,904.35</i>	<i>0.00</i>	<i>130.54</i>
	NonDivisional	75,000.00	5,182.04	97,904.35	0.00	130.54
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,300,000.00	108,333.36	1,300,000.00	0.00	100.00
	<i>Revenue</i>	<i>1,300,000.00</i>	<i>108,333.36</i>	<i>1,300,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	1,300,000.00	108,333.36	1,300,000.00	0.00	100.00
	<i>Revenue</i>	1,375,000.00	113,515.40	1,397,904.35	0.00	101.67
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	75,000.00	0.00	27,906.33	0.00	37.21
72-21-7520	Equipment	60,000.00	0.00	50,550.76	0.00	84.25
72-21-7600	Capital Improvement Projects	4,784,027.00	2,513.62	517,100.16	110,973.64	10.81
	<i>Capital Outlay</i>	<i>4,919,027.00</i>	<i>2,513.62</i>	<i>595,557.25</i>	<i>110,973.64</i>	<i>12.11</i>
	Wastewater-Plant	4,919,027.00	2,513.62	595,557.25	110,973.64	12.11

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7300	Buildings and improvements	210,000.00	0.00	2,971.86	0.00	1.42
72-22-7530	Software	0.00	661.82	661.82	0.00	0.00
72-22-7600	Capital Improvement Projects	0.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>210,000.00</i>	<i>661.82</i>	<i>3,633.68</i>	<i>0.00</i>	<i>1.73</i>
	Wastewater-Collections	210,000.00	661.82	3,633.68	0.00	1.73
72	Expense	5,129,027.00	3,175.44	599,190.93	110,973.64	11.68
	Wastewater Reclamation Capital	0.00	110,339.96	5,018,811.53	-110,973.64	0.00
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Beginning Fund Balance</i>	<i>-1,681,715.00</i>	<i>0.00</i>	<i>-1,816,319.98</i>	<i>0.00</i>	<i>108.00</i>
	NonDivisional	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	Fund Balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	NonDivisional Revenue					
73-00-4610	Investment revenue	40,000.00	1,575.45	36,387.27	0.00	90.97
	<i>Revenue</i>	<i>40,000.00</i>	<i>1,575.45</i>	<i>36,387.27</i>	<i>0.00</i>	<i>90.97</i>
	NonDivisional	40,000.00	1,575.45	36,387.27	0.00	90.97
	Transfers & Contingencies Revenue					
73-29-4930	Transfer in from Fund 30	430,000.00	35,833.36	430,000.00	0.00	100.00
	<i>Revenue</i>	<i>430,000.00</i>	<i>35,833.36</i>	<i>430,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	430,000.00	35,833.36	430,000.00	0.00	100.00
	Revenue	470,000.00	37,408.81	466,387.27	0.00	99.23
	Watershed Protection Capital Outlay					
73-23-7300	Buildings & improvements	135,000.00	0.00	4,630.70	0.00	3.43
73-23-7530	Software	0.00	661.81	661.81	0.00	0.00
73-23-7540	Vehicles	30,000.00	-3,891.56	24,269.56	0.00	80.90
73-23-7600	Capital Improvement Projects	1,986,715.00	0.00	767,582.44	0.00	38.64
	<i>Capital Outlay</i>	<i>2,151,715.00</i>	<i>-3,229.75</i>	<i>797,144.51</i>	<i>0.00</i>	<i>37.05</i>
	Watershed Protection	2,151,715.00	-3,229.75	797,144.51	0.00	37.05
73	Expense	2,151,715.00	-3,229.75	797,144.51	0.00	37.05
	Watershed Protection Capital	0.00	40,638.56	1,485,562.74	0.00	0.00
Revenue Total		25,328,300.00	2,091,138.10	25,957,565.16	0.00	1.0248
Expense Total		37,397,760.00	1,226,409.41	24,978,547.38	240,891.84	0.6679

General Ledger
Account Roll up



User: jeff
Printed: 7/13/2020 11:18:05 AM
Period 12 - 12
Fiscal Year 2020

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	26,179.13	81.81
4211	Water sales	4,265,000.00	304,965.11	3,932,525.96	92.20
4212	Wastewater Charges	8,200,000.00	745,799.63	8,201,263.54	100.02
4213	Watershed protection fees	1,530,000.00	130,723.24	1,549,757.75	101.29
4215	Penalties & late charges	52,000.00	-0.68	23,048.98	44.32
4220	System development charges	225,000.00	267,165.00	1,004,622.60	446.50
4230	Contract services	53,000.00	0.00	49,400.00	93.21
4240	Service installations	75,000.00	2,606.80	58,874.42	78.50
4280	Rents & leases	160,000.00	27,131.46	188,073.06	117.55
4290	Other charges for services	40,000.00	20,022.10	53,212.10	133.03
4320	State grants	0.00	31,414.50	31,414.50	0.00
4610	Investment revenue	190,300.00	13,741.69	287,812.65	151.24
4630	Miscellaneous revenues	34,500.00	4,455.62	75,537.99	218.95
4640	Proceeds from sale of capital	0.00	0.00	2,042.00	0.00
4701	Interest Subsidy	115,000.00	0.00	117,300.48	102.00
4910	Transfer in from Fund 10	3,119,000.00	144,196.91	3,119,000.00	100.00
4920	Transfer in from Fund 20	5,778,500.00	277,333.36	5,778,500.00	100.00
4930	Transfer in from Fund 30	1,459,000.00	121,583.36	1,459,000.00	100.00
Revenue	Revenue	25,328,300.00	2,091,138.10	25,957,565.16	102.48
Expense	Expense				
5110	Regular employees	3,131,000.00	235,826.27	2,907,803.95	92.87
5120	Temporary/Seasonal employees	110,000.00	0.00	11,522.97	10.48
5130	Overtime	150,000.00	6,618.07	103,342.36	68.89
5210	Employee Ins	690,000.00	43,056.48	519,547.90	75.30
5230	Social Security	262,000.00	18,206.76	230,560.51	88.00
5240	Retirement	696,000.00	44,745.90	561,152.77	80.63
5250	Trimet	31,000.00	1,902.86	23,421.24	75.55
5260	Unemployment	38,000.00	0.00	11,621.76	30.58
5270	Workers compensation	54,000.00	0.00	46,096.98	85.36
5290	Other employee benefits	24,000.00	39.35	700.40	2.92
6110	Legal services	400,000.00	35,675.00	246,506.34	61.63
6120	Accounting & audit services	40,000.00	0.00	105,273.14	263.18
6155	Contracted Services	407,000.00	48,700.90	521,064.14	128.03
6180	Dues & subscriptions	57,000.00	2,800.00	43,388.07	76.12
6220	Electricity	298,000.00	24,847.94	272,982.09	91.60
6230	Telephone	72,700.00	6,276.99	55,871.76	76.85
6240	Natural gas	5,000.00	371.15	5,996.04	119.92
6250	Solid waste disposal	75,000.00	534.46	87,630.33	116.84
6290	Other utilities	19,000.00	1,587.52	17,280.46	90.95
6310	Janitorial services	38,000.00	2,067.75	21,852.11	57.51
6320	Buildings & grounds	39,000.00	8,109.77	68,844.48	176.52
6330	Vehicle & equipment maint.	61,500.00	8,754.89	47,291.65	76.90
6340	Distribution system maint	220,000.00	40,907.80	221,425.89	100.65
6342	Collection system maint.	290,000.00	15,695.11	222,592.41	76.76
6350	Computer maintenance	291,300.00	0.00	224,314.53	77.00
6390	Other repairs & maintenance	60,000.00	3,739.62	47,100.93	78.50
6410	Mileage	9,000.00	0.00	1,386.14	15.40
6420	Staff training	73,000.00	-7,875.50	54,251.90	74.32
6430	Certifications	5,500.00	480.00	2,465.00	44.82
6440	Board travel & training	5,000.00	699.06	4,841.94	96.84
6510	Office supplies	38,000.00	1,066.00	33,637.00	88.52

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	70,800.00	1,009.09	45,900.65	64.83
6525	Chemicals	25,000.00	1,461.25	20,022.13	80.09
6530	Small tools & equipment	71,200.00	1,436.62	21,281.89	29.89
6540	Safety supplies	41,100.00	11,382.57	36,586.67	89.02
6550	Operational Supplies	28,000.00	226.16	14,139.52	50.50
6560	Uniforms	25,000.00	1,825.13	32,969.05	131.88
6590	Other supplies	20,000.00	15.92	7,469.10	37.35
6610	Board compensation	1,000.00	150.00	850.00	85.00
6710	Purchased water	1,150,000.00	80,937.13	967,200.18	84.10
6715	Water quality program	0.00	0.00	10,561.00	0.00
6720	Insurance	173,000.00	-6,618.58	218,635.00	126.38
6730	Communications	164,100.00	26,886.61	101,945.91	62.12
6740	Advertising	6,000.00	-68.86	6,475.20	107.92
6750	Other purchased services	19,000.00	0.00	11,294.39	59.44
6760	Equipment Rental	8,000.00	220.00	3,437.51	42.97
6770	Bank charges	125,000.00	10,262.51	130,797.15	104.64
6780	Taxes & fees	98,000.00	-108.00	63,330.70	64.62
6785	ECAP Payments	0.00	2,643.74	2,643.74	0.00
6810	2010 SRF Loan Principal	893,387.00	0.00	893,387.00	100.00
6811	2010 IFA Loan Principal	368,036.00	0.00	368,036.00	100.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	1,120,000.00	100.00
6813	JPM Bank Loan Principal	190,000.00	0.00	190,000.00	100.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	100.00
6815	Zions Bank loan-principal	175,000.00	0.00	175,000.00	100.00
6820	2010 SRF Loan Interest	349,630.00	0.00	349,630.00	100.00
6821	2010 GO Bond Interest	44,800.00	0.00	44,800.00	100.00
6822	2010 IFA Loan Interest	277,012.00	0.00	277,011.40	100.00
6823	JPM Bank Loan Interest	379,326.00	0.00	379,325.00	100.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	100.00
6825	Zions Bank loan-interest	34,522.00	0.00	34,521.66	100.00
6900	Miscellaneous expense	4,000.00	0.00	445.35	11.13
6910	Cash overshoot	0.00	0.00	-0.51	0.00
6990	Special Payments	300,000.00	0.00	300,000.00	100.00
7200	Infrastructure	0.00	0.00	259,066.50	0.00
7300	Buildings & improvements	750,000.00	0.00	42,467.19	5.66
7520	Equipment	60,000.00	0.00	50,550.76	84.25
7530	Software	0.00	2,005.50	2,005.50	0.00
7540	Vehicles	30,000.00	-3,891.56	24,269.56	80.90
7600	Capital Improvement Projects	10,868,755.00	8,686.40	1,631,666.87	15.01
8105	Transfers out to Fund 05	4,501,000.00	375,083.37	4,501,000.00	100.00
8140	Transfers out - Fund 40	1,350,500.00	0.00	1,350,500.00	100.00
8150	Transfers out - Fund 50	1,100,000.00	0.00	1,100,000.00	100.00
8171	Transfers out - Fund 71	1,675,000.00	23,863.54	1,675,000.00	100.00
8172	Transfers out - Fund 72	1,300,000.00	108,333.36	1,300,000.00	100.00
8173	Transfers out - Fund 73	430,000.00	35,833.36	430,000.00	100.00
9000	Contingency	1,419,035.00	0.00	0.00	0.00
Expense	Expense	37,397,760.00	1,226,409.41	24,978,546.87	66.79
Grand Total		-12,069,460.00	864,728.69	979,018.29	-0.0811
Fund Balance		0.00	0.00	0.00	0
Total					
Revenue Total		25,328,300.00	2,091,138.10	25,957,565.16	1.0248
Expense Total		37,397,760.00	1,226,409.41	24,978,546.87	0.6679



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of the June 16, 2020 Board Regular Meeting Minutes
Item No.	3b
Date	July 21, 2020

Summary of Minutes for Approval

- June 16, 2020 Regular Meeting



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
JUNE 16, 2020**

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 and Payroll Manager
David Mendenhall	Plant Operations Manager
Todd Knapp	Field Operations Manager
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Consultants – Present via Zoom:

Rob Moody	Merina & Company, LLP
Tommy Brooks	Cable Huston, LLP
Scott Duren	Water Systems Consulting, Inc.
Libby Barg Bakke	Barney & Worth, Inc

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:06 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, Sunrise Water Authority Board of Commissioners, and Sherry French, Clackamas River Water Board of Commissioners. She also introduced consultants Scott Duren from Water Systems Consulting and Libby Barg Bakke from Barney & Worth.

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

2. Call for Public Comment

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

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were five.

President Williams asked members of the public if any would like to provide testimony during the first general public comment session of the meeting.

Thelma Haggemiller spoke regarding the local committee who had filed the grant for incorporation with METRO. She relayed that the committee had apologized for not being public with their efforts since January. Ms. Haggemiller requested the Board take time to address how they will protect the ratepayers in a future meeting. President Williams confirmed discussion on the matter.

3. Consent Agenda

Director Van Loo moved to approve the Consent Agenda. Director Keil seconded.

Director Keil asked what the Other Charges for Service line was in the Budget to Actual Financial Report. Financial Consultant Moody stated the charges are typically any fees and charges not accounted for in a specific Watershed Collection budget line. He addressed the seventeen thousand dollars and said he would look it up.

Director Keil asked if the Emergency Customer Assistance Program beginning fund balance would carry over if it is not used. Financial Consultant Moody confirmed that amounts not spent in the current year will roll into beginning fund balance of the next year.

Treasurer Knudson asked if the ninety-nine customer time payment agreements were rolled in from the previous program. Financial Consultant Moody confirmed that they were existing agreements that are now being accounted for in a new way.

Secretary/Vice President Gornick asked about the funds under line 05-29-9000 of the General Ledger. Financial Consultant Moody confirmed that line as the contingency of the Transfers and Contingency Fund.

Secretary/Vice President Gornick asked what the debt service was under Watershed Protection. Financial Consultant Moody and District Engineer Rice confirmed is as the loan for the vector truck. District Engineer Rice explained that Storm purchased the truck and that Storm would be billed for use out of the other utilities.

Secretary/Vice President Gornick asked if his comment on page seven of the May 19, 2020 meeting minutes could be changed to read, "Secretary/Vice President Gornick thanked Director Keil for focusing on the reduced contribution to PERS as the source for reducing the overall budget." District Recorder Casey stated she would reflect the change in the official minutes.

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

MOTION CARRIED

In response to Director Keil's question relating to Other Charges for Service in the Budget to Actual Financial Report, Financial Consultant Moody explained they were plan review and inspection fees related to erosion control.

4. Public Hearing on Proposed Rates, Fees, and Other Charges

President Williams stated the purpose of the public hearing and opened the hearing for public testimony.

President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey confirmed the submittal of over one hundred written public comments, all of which the Board had received.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were five.

President Williams asked members of the public if any would like to provide testimony during the public hearing.

Lynn Fischer stated that he had just called to say hello.

John Kihlstrum asked the Board if now was the time to increase rates considering everything going on. He spoke of the legislation regarding assistance for utilities. Mr. Kihlstrum referenced the ninety-nine people who have not been able to pay their utility bills and asked how the rate increase would affect the financial ability of customers to pay their bills. Financial Consultant Moody spoke regarding the legislative special session to address several COVID-19 issues, stating that the Special District Association of Oregon was working with the Governor's office on relief for public utilities, but that not much was known about how that would occur. He clarified that the District currently had one hundred and two customers on payment plans, ninety-nine of which predated COVID-19. Financial Consultant Moody addressed the many considerations taken throughout the budget and rate consideration process. He noted that the proposed half percent rate increase worked out to be about a dollar or two on each billing statement.

Director Keil reiterated the proposed rate increase of a half percent dedicated solely to the Emergency Customer Assistance Program. She believed there was still a public assumption that the Board was advocating for a three percent increase, stating it was not the case. President Williams concurred.

Director Van Loo noted the public concern regarding the half percent and assured customers that it would not be forever. She stated that the small increase would help the people hardest hit by COVID-19.

Hearing no further testimony, President Williams closed the public hearing.

General Manager Chaplen stated that District Engineer Rice, Outreach and Program Specialist

Christensen, and District Recorder Casey were able to call many of the commenters and many were surprised by the extra step taken by staff.

Treasurer Knudson stated that after categorization of the public comments, it seemed there were a large number who did not know the proposed rate increase was no longer three percent. He encouraged the use of the public comments as a strategy to move forward towards the improvement of transparent communication with customers.

Director Keil encouraged the feedback received. President Williams agreed and stated, "the more open the process, the better the process."

5. Resolution No. 2020-08 Adopting the Rates, Fees, and Other Charges Schedule for FY 2021

Financial Consultant Moody overviewed the Resolution and Schedule of Rates, Fees, and Other charges. He explained the schedule to include all the District's fees for the various services provided, of which there were only three notable changes from the previous year: Meter Setting, Meter Tapping Fees, and Hearings before a Hearings Officer.

President Williams invited a motion. Secretary/Vice President Gornick moved to approve Resolution No. 2020-08. Treasurer Knudson seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

6. Public Hearing on the Approved Budget for FY 2020-2021

President Williams stated the purpose of the public hearing and opened the hearing for public testimony.

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

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were five.

President Williams asked members of the public if any would like to provide testimony during the public hearing.

John Kihlstrum asked what measures were taken to maintain the budget without an increase. Financial Consultant Moody overviewed the reductions noting deferred maintenance, reductions to materials and services across all the operating funds, and a reduction to the District's retirement liability prepayment.

Director Keil clarified there were no reductions to the Capital Fund. Financial Consultant Moody explained the cautious approach to maintain expected levels of improvement. President

Williams stated that the Board would monitor the situation but noted that there were no planned layoffs.

Treasurer Knudson assured Mr. Kihlstrum of the efforts to achieve a fiscally responsible budget and the Board's sensitivity to the matter.

Hearing no further testimony, President Williams closed the public hearing.

7. Resolution No. 2020-09 Superseding Resolution No. 2020-05 and Adopting the Budget for Fiscal Year 2020-2021 and Making Appropriations

President Williams invited a motion. Secretary/Vice President Gornick moved to adopt Resolution No. 2020-09 Superseding Resolution No. 2020-05 and Adopting the Budget for Fiscal Year 2020-2021 as amended and Making Appropriations. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

8. Approval of Worker's Compensation Plan Renewal for FY 2021

Human Resources/Payroll Manager Aleah Binkowski-Burk overviewed the requirement for the District to maintain Worker's Compensation Insurance. She detailed the low number of claims in previous years which have led to lower rate increases and the continued efforts to keep rates low.

Director Van Loo moved to approve the renewal of Oak Lodge Water Services Worker's Compensation Insurance through SDIS. Secretary/Vice President Gornick seconded. Treasurer Knudson abstained from comment and voting due to his work with Special Districts Association of Oregon, the parent organization of Special Districts Insurance Services. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Directors Keil and Van Loo. Abstaining: Treasurer Knudson.

MOTION CARRIED

9. Unclaimed Property: Checks Policy Workshop

Financial Consultant Moody overviewed the policy and procedure for addressing "stale checks." He explained the review process for the policy draft as well as the adoption of the policy at a subsequent meeting.

Director Van Loo asked about the holding period for payroll checks denoted as three years in the policy. Financial Consultant Moody explained that the State mandated the holding periods as outlined in the policy.

Treasurer Knudson asked why the District would issue a travelers check. Financial Consultant

Moody stated that the District would not. Treasurer Knudson clarified that it was listed in the policy because it was in the State statute and Financial Consultant Moody agreed. Director Van Loo asked if the District would accept a travelers check. Financial Consultant confirmed.

Treasurer Knudson asked if the money would need to be given to the State when deemed unclaimed by the District. Financial Consultant Moody stated that was his understanding. Director Keil asked how often unclaimed property occurs. Financial Consultant Moody stated there are not many and no large amounts. Director Van Loo said the policy seemed to indicate the funds were cancelled not turned into the state. Financial Consultant Moody stated he would check the specific procedures.

10. Presentation of Draft Water Master Plan

District Engineer Rice reviewed the Water Master Plan process including the draft review, comment period, and approval at a future meeting. He explained the product of the Water Master Plan as the capital project list and how the plan assists the creation of the Capital Improvement Plan. District Engineer Rice spoke to the role of the Oregon Health Authority (OHA) in the review process. He mentioned that the Water Master Plan will not set rates but will calculate appropriate System Development Charges (SDC).

Director Keil stated the plan was well written and that she had many notes regarding topics she would like to better understand. She expressed preference to extend the review time by one month as long as there were no conflicts. District Engineer Rice stated that the proposed presentation in July would be more in depth, but that waiting until August would not cause a significant delay in the implementation of new SDCs. General Manager Chaplen invited the Board to conduct one-on-one conversations with District Engineer Rice prior to the next meeting. District Engineer Rice explained his reasoning for the proposed schedule. Director Keil requested time to read and research areas she is not comfortable with. District Engineer Rice outlined the importance of collecting questions before the next meeting in an effort to create a better presentation. Director Keil agreed and believed having the discussion in the meeting would be beneficial for many people at one time.

Director Keil asked if the items on the project description list were prioritized. Consultant Duren believed so. District Engineer Rice stated that on page 1.6, items were listed by category whereas the items on page 10.5 are listed by year balanced by the average of the total years and the priority of the projects. Director Keil expressed an interest in completing significant projects early to ensure the system remains in good shape. District Engineer Rice explained the process used to balance the project list employing consultant and staff knowledge of the system.

Secretary/Vice President Gornick noted the total for the overall Capital Improvement Plan is about one and a half million dollars and that spread over eighty-five hundred accounts in the District, it is about fifteen dollars a month per account needed to fund the plan. District Engineer Rice mentioned the communication plan working to address this and similar issues. Secretary/Vice President Gornick and District Engineer Rice discussed the need to communicate the efforts being made to smooth out rate increases over time. Director Keil noted

the importance of prioritizing the capital projects across three asset classes and the possible inability of outside factors to change which projects are completed. General Manager Chaplen added the challenge of balancing the ongoing projects from master plans and emergencies as they arise.

Secretary/Vice President Gornick ask what type of liability the District would be exposed to if the fire flow improvements were deferred. District Engineer Rice stated that the District would need help to identify the risks and manage them due to unknowns such as how fast or large demand on the infrastructure will grow. He noted efforts to gather data used in prioritizing infrastructure repair and replacement. Secretary/Vice President Gornick asked if the fire flow improvements were based on statutory requirements or best practices. Consultant Duren stated the schedule was based on fire code and did not think there were any statutory requirements. Treasurer Knudson noted a fire department's ability to offset insurance rates based on fire flow, thus lowering the costs for business and residents in the District. Field Operations Supervisor Lyon added that some of the fire flow improvements could also be categorized as condition projects and the ability for some projects to fall into multiple categories.

Treasurer Knudson asked District Engineer Rice the best way to provide comments on the Water Master Plan. District Engineer Rice explained how he would incorporate all comments and questions into the next presentation. He clarified the Board's interest in taking time to review the Water Master Plan and stated he would present again in August.

President Williams asked how the Water Master Plan and the demand on the District's infrastructure may be impacted by House Bill 2001 (HB 2001). Consultant Duren noted sensitivity tests conducted to assess the areas most prone to development due to HB 2001. District Engineer Rice cautioned against over-predicting growth. General Manager Chaplen added that SDCs would cover any large impacts from a single development.

Treasurer Knudson clarified the need for the Board to adopt the Water Master Plan and the subtle but key difference between Board approval of a draft and Board adoption after receiving authorization from the Oregon Health Authority.

Treasurer Knudson highlighted the significant limitations caused by an inadequate asset management system. Financial Consultant Moody confirmed that asset management is an area of ongoing development to ensure the correct and timely capture of all recoverable funds. Director Keil explained the value of asset management and the occurrence of systems long before computers. Treasurer Knudson expressed disappointment at the thought of leaving any recoverable fees on the table. Director Keil and Treasurer Knudson discussed the calculation of water SDCs. District Engineer Rice mentioned efforts to refine the District's calculations based on growth to cover administrative and reimbursement costs, resulting in a more complete number.

Treasurer Knudson noted the absence of the City of Tigard's SDC rates in the Exhibit 7 comparison. He suggested adding Tualatin Valley Water District's SDCs to the comparison as well.

Director Van Loo asked how the numbers were calculated on page 5-2 under Demand Supply and Storage Analysis. District Engineer Rice stated the numbers were based on METRO population demand data. Director Van Loo stated the population growth numbers looked light.

11. OLWS Public Communication Goals Workshop

General Manager Chaplen thanked everyone for their input regarding District communication needs. She overviewed the various upcoming projects and the importance of honing the priorities of a communication plan before starting work with the District's communications consultant, Barney and Worth.

Director Keil stated the need for more direct communication regarding the limitations of consolidation. She noted the need to reiterate statements from formal documents, where the District has produced cost savings, and what services have been added including the rationale for those decisions. Director Keil noted the absence of rate comparison with other Districts for all three services separated out. General Manager Chaplen restated Director Keil's points for clarification. Director Keil stated the need for a discussion regarding the District's buildings and identifying the employee positions that have been added to save money and increase efficiency.

Director Van Loo concurred a need to communicate about the buildings, stating that understanding is that most customers do not know there are employees based in both buildings. She emphasized outreach to children as an area to focus. District Engineer Rice overviewed efforts made by Outreach and Program Specialist Christensen and the thriving programs in that area.

Director Van Loo expressed interest in communication regarding regulatory requirements and standards. Director Keil stated the linked interest between rules and regulations, and capital infrastructure. Directors Van Loo and Keil discussed a disconnect in communication between the District and customers including the messaging about the rates. Director Keil stated that the District's rates were not out of line with similar jurisdictions.

Treasurer Knudson stated the value of communication regarding infrastructure improvements. He noted a need for messaging regarding the cost savings the District provides. Treasurer Knudson voiced the importance of communication regarding city incorporation and authority formation. He noted the opportunity the District will have to educate the public on the situation including the time and financial commitments.

Treasurer Knudson mentioned support of children's programs but voiced the need to balance outreach programs to address other areas of more urgent need.

Director Keil expressed interest in communicating the costs associated with city incorporation versus authority formation and why the District is concerned with it. Treasurer Knudson agreed.

Secretary/Vice President Gornick noted interest in increasing public awareness not only regarding water costs, but also about the comparison of using septic systems versus sewer systems.

President Williams stated that the customers have lost trust in the District, and some may think the District has been dishonest. He favored better communication on all aspects of the District to regain the trust.

General Manager Chaplen restated the communication priorities as an Authority versus City comparison, a then and now comparison of the consolidation, and an awareness of the infrastructure investment structure. Director Keil added that stormwater issues need to also be addressed to explain what authority the District has as well as the associated costs with the work being requested.

General Manager Chaplen explained the next steps for the District working with the communications consultant. She detailed the iterative process of message refinement stating that communication with customers would improve over time.

Director Keil noted that Director Van Loo's Stormwater Committee would need to be integrated properly into the communication plan. General Manager Chaplen confirmed the efforts by Director Van Loo and District Engineer Rice.

Treasurer Knudson outlined types of messaging that would not create strategic challenges and could be added to the newsletter or through the billing system, such as online bill payments and flushable wipe mitigation. Director Van Loo agreed that the current situation created an opportunity to encourage messaging like online bill pay due to most everything being handled online during the pandemic.

Consultant Barg Bakke thanked the Board for the feedback.

12. Departments Reports

- **General Manager Report**

General Manager Chaplen overviewed the intergovernmental agreement process with the City of Gladstone. She requested authority to sign another six-month extension while the final draft is negotiated. The Board approved unanimously.

Human Resources/Payroll Manager Binkowski-Burk reported that an initial CARES Act grant had been approved to reimburse the District for funds spent during the COVID-19 pandemic.

- **Finance Report**

Financial Consultant Moody highlighted the acceptance of an offer extended to Gail Stevens as a permanent Finance Director. He outlined continued progress on the items identified in the last financial audit and efforts to prepare for the upcoming financial audit of the current fiscal year. Financial Consultant Moody detailed the ongoing billing system work by Administrative Specialist Foxworthy and the flexibility of Field Operations Supervisor Lyon to integrate the need into the workload of the Field Operations Team. He reported three new Time Payment Agreements and one discussion with a customer regarding the Emergency Customer

Assistance Program structure, noting that there have been no funds expended. Financial Consultant Moody explained his continued monitoring of cash receipts and noted a drop in revenue compared to May 2019.

- **Plant Operations Report**

Plant Operations Manager Mendenhall reported on all areas of treatment plant operations highlighting urgent repairs and COVID-19 response. He overviewed the effect of weather on the plant, the current water quality, and efforts to balance the microorganism levels of the plant. Director Keil commended the amount of preventative work being done. Treasurer Knudson commented on the creative solutions identified by plant employees each month, but particularly in the projects completed in May.

- **Field Operations Report**

Field Operations Manager Knapp noted the twenty-one percent drop in water consumption compared to 2019. He highlighted staff efforts to maintain the 7.7 acres at the Valley View Reservoirs and detailed the backflow program statistics. Field Operations Manager Knapp emphasized Field Operations Supervisor Lyon's work on the small meter project while juggling other District duties such as collective bargaining.

Field Operations Supervisor Lyon noted work on leak detection and ten-inch meter installation. He highlighted the X Data Report capabilities such as the ability to notify customers of potential leaks at a faster rate than before. Field Operations Supervisor Lyon offered to give a more detailed report on the meter data abilities in the future. Treasurer Knudson noted the communication opportunity.

- **Technical Services Report**

District Engineer Rice noted the busy month for development in the District evidenced by the SDC revenue in the Financial Reports. He summarized the completion and commencement of various capital projects and overviewed Pump Station 5's refurbishment funding.

13. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there was one.

Thelma Haggemiller restated that the half percent rate increase dedicated to the ECAP would not continue forever but noted the absence of a trigger to end the rate collection. She thanked the Board for addressing HB 2001 and stated her interest in reading the rules regarding sufficient services. Ms. Haggemiller addressed the proposed zoning change to allow bakeries and breweries in the District and the discussion regarding a six-story hotel at the Park Avenue Advisory Committee.

There was discussion regarding the various strains on a treatment plant serving bakeries and

breweries as well as the water demands. Ms. Haggemiller stated she expected the zoning change to pass when presented at the June 22, 2020 Planning Commission meeting.

14. Business from the Board

Secretary/Vice President Gornick reported on the May Sunrise Water Authority Board of Commissioners meeting and a meeting with Clackamas County Commissioner Paul Savas where he and President Williams conveyed the message that the County must follow the District's rules and guidelines. General Manager Chaplen stated that she and District Engineer Rice had delivered similar messaging during a meeting with County representatives. District Engineer Rice reported discussing various projects throughout the District with a County Project Manager and a County consultant. He asked the County to inform the District of any future changes in projects and plans. Secretary/Vice President Gornick asked about granting stormwater code exemptions for small square footage projects. District Engineer Rice noted the District does exempt projects under one-thousand square feet and would ideally like the treatment to occur in the area of the project. He summarized discussions with County representatives to meet each other's needs, stating that the problem seems to be an underestimation of project expenses.

Secretary/Vice President reported on the June 4, 2020 C4 meeting highlighting the County's Climate Action Plan and Transit Development Plan.

Treasurer Knudson reported on the May Oak Grove Community Council Meeting highlighting feedback given on communication tools during the pandemic and a presentation by the group who have applied for the METRO grant. He stated he had volunteered to be a contact for the District. Treasurer Knudson overviewed a meeting with County Commissioner Paul Savas and a Regional Water Providers Consortium Board, highlighting the Consortium's budget reduction. He reported his election as the Clackamas County representative to the Regional Water Providers Consortium Board Executive Committee.

Director Van Loo reported on the North Clackamas Chamber meeting. Director Keil attended the meeting as well and added that the County thought more business loan/grant money would be awarded but have allocated two hundred thousand despite only receiving forty thousand.

Director Van Loo detailed her conversation with County Commissioner Paul Savas. She highlighted discussion at the May 25, 2020 North Clackamas Chamber meeting regarding unemployment relief money and a new Oregon Health Authority online dashboard.

Director Van Loo mentioned the District's Press Release in the Clackamas Review as well as an opinion piece by Neil Schulman from the North Clackamas Watershed Council.

Director Keil reported on her meeting with County Commissioner Paul Savas. She noted her message to meet standards in the same way those in the private sector would be held responsible for. Treasurer Knudson agreed the conversation was fruitful. Director Keil noted the Commissioner's support of city incorporation while protecting the District.

President Williams reported on the Jennings Lodge CPO meeting devoted entirely to a discussion about the formation of an independent Parks District. He overviewed the Clackamas River Water meeting highlighting the Authority's use of corrections work crews and the recovery rate of unpaid utility billing through collections.

15. Recess to Executive Session

President Williams recessed to Executive Session at 9:07 p.m. under ORS 192.660(2)(f) to consider information exempt from public disclosure.

General Manager Chaplen stated the purpose of the executive session, which was to consider information exempt from public disclosure. The Board received a presentation from the District's legal counsel based on a memorandum the legal counsel previously prepared. The Board members asked clarifying questions of the District's legal counsel and generally discussed the memorandum.

16. Adjourn Executive Session

President Williams adjourned the Executive Session at 9:43 p.m.

President Williams asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

No decisions were made as a result of the Executive Session

17. Adjourn Meeting

President Williams adjourned the meeting at 9:44 p.m.

Respectfully submitted,

Kevin Williams
President, Board of Directors

Paul Gornick
Secretary/Vice President, Board of Directors

Date: _____

Date: _____

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Extension of the March 17, 2020 Declaration of State of Emergency
Item No. 3c
Date July 21, 2020

Summary

The Board of Directors holds the authority to declare and extend states of emergency for the Oak Lodge Water Services District, and to delegate certain powers to the General Manager during such an emergency.

Background

In response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District Board of Directors declared a State of Emergency relating to COVID-19 on March 17, 2020, to ensure that the District could perform all of its obligations and continue operating its systems.

The District's Declaration, as extended by Addendum No. 1 on April 21, 2020, Addendum No. 2 on May 19, 2020, and Addendum No. 3 on June 16, 2020, currently ends the State of Emergency on July 21, 2020.

The Oregon Health Authority has been monitoring various indicators measuring the health burden of COVID-19 in each county, and the public health capacity to respond. Counties have applied to the Governor to enter various phases of reopening consistent with meeting those health indicators. As of the date of this staff report, Clackamas County is in Phase 1 of three phases of reopening.

To date, the Board has extended the State of Emergency for so long as the findings in the original Declaration continue to exist; namely, the Board has continued to find that social distancing and community mitigation measures within the District are in the best interests of the public health, safety, and welfare of the community, and that immediate action may be required to minimize, respond to, or recover from the emergency.

Past Board Actions

On March 17, 2020, the Board of Directors approved Resolution 2020-03 authorizing declarations of a state of emergency and certain actions during a state of emergency.

The Board of Directors subsequently declared a State of Emergency relating to COVID-

19 with the intent to revisit the effective end date at the next regularly scheduled meeting on April 21, 2020.

On April 21, 2020, the Board of Directors approved Addendum No. 1 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to May 19, 2020.

On May 19, 2020, the Board of Directors approved Addendum No. 2 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to June 16, 2020.

On June 16, 2020, the Board of Directors approved Addendum No. 3 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to July 21, 2020.

Concurrence

The General Manager and the District's legal counsel are prepared to explain the approach other entities have taken while declaring states of emergency and how the District would be affected by an extension of the Declaration.

Recommendation

Staff recommends the Board extend the Declaration of State of Emergency until the conclusion of the next Board meeting on August 18, 2020.

Alternatives to Recommendation

The Board can decline to extend the Declaration of State of Emergency.

Attachments

1. Addendum No. 4 to the March 17, 2020 Declaration of State of Emergency

OAK LODGE WATER SERVICES DISTRICT

ADDENDUM NO. 4 TO THE MARCH 17, 2020 DECLARATION OF STATE OF EMERGENCY

WHEREAS, the Board of Directors (“Board”) of the Oak Lodge Water Services District (“District”) on March 17, 2020 declared a state of emergency due to the public health and financial threats posed by the highly infectious virus COVID-19 and authorized certain actions that may be taken during the emergency; and

WHEREAS, the March 17, 2020 *Declaration of State of Emergency* included an expiration date of April 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the April 21, 2020 *Addendum No. 1 to the Declaration of State of Emergency* extended the expiration date to May 19, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the May 19, 2020 *Addendum No. 2 to the Declaration of State of Emergency* extended the expiration date to June 16, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the June 16, 2020 *Addendum No. 3 to the Declaration of State of Emergency* extended the expiration date to July 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the facts set forth in the March 17, 2020 declaration that gave rise to the state of emergency continue to exist and continue to constitute an emergency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAK LODGE WATER SERVICES DISTRICT DECLARES:

Section 1. Continued State of Emergency. The Board finds that the facts set forth in the March 17, 2020 *Declaration of State of Emergency* as modified by the April 21st *Addendum No. 1*, the May 19th *Addendum No. 2*, and the June 16th *Addendum No. 3* (“Emergency Declaration”) continue to exist and continue to constitute an emergency and the Board hereby declares the District to be in a continued state of emergency.

Section 2. Effective Date. The expiration date of the Emergency Declaration is hereby extended to _____, unless superseded or earlier terminated.

Section 3. Effect on Declaration. This Addendum No. 5 modifies Section 5 of the Emergency Declaration, replacing the date of April 21, 2020 with the date identified in Section 2 of this Addendum No. 4. All other terms of the Emergency Declaration remain the same.

INTRODUCED AND ADOPTED THIS 21st DAY OF JULY 2020, EFFECTIVE AS OF THE DATE OF ADOPTION.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President

STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Authorization of Finance Director as Administrator & Signer on District Accounts
Item No. 3d
Date July 21, 2020

Summary

Several of the institutions Oak Lodge Water Services has partnered with require the Board of Directors to authorize changes to account permissions and registered contacts.

As the provider of financial services for the North Clackamas County Water Commission, the Board of Directors will authorize changes to account permissions and registered contacts for the Commission as well.

Background

The District's Finance Director position was filled on July 6, 2020. As the Director, Gail Stevens will need access to and signing authority for the District and Commission accounts with Springbrook, Wells Fargo, the Local Government Investment Pool (LGIP), and the Public Employees Retirement System (PERS).

Past Board Actions

On January 21, 2020, upon the separation of the District's Finance Director, the Board of Directors authorized General Manager Chaplen, District Engineer Rice, and Senior Accountant Voreis as registered contacts for the District and Commission's accounts with LGIP.

Recommendation

Staff recommends approving changes to registered contacts and permissions for the District and Commission's financial accounts.

Attachments

1. Resolution No. 2020-11

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-11

A RESOLUTION APPROVING CHANGES TO THE REGISTERED CONTACTS AND PERMISSIONS FOR THE OAK LODGE WATER SERVICES DISTRICT AND NORTH CLACKAMAS COUNTY WATER COMMISSION FINANCIAL ACCOUNTS.

WHEREAS, the Oak Lodge Water Services District (“District”) Board of Directors must authorize changes to account permissions and registered contacts for the financial institutions the District is partnered with, and

WHEREAS, the District is the provider of financial services for the North Clackamas County Water Commission (“Commission”), and

WHEREAS, the District has filled the Finance Director position vacancy as of July 6, 2020.

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

Section 1. The Board of Directors authorizes changes to the permissions and registered contacts with the Springbrook, Wells Fargo, the Local Government Investment Pool, and the Public Employees Retirement System.

Section 2. The Board of Directors authorizes Gail Stevens, Finance Director, to be added to the District and Commission’s financial institutions registered contacts for purposes of managing the accounts and permissions for the Oak Lodge Water Services District and the North Clackamas County Water Commission.

INTRODUCED AND ADOPTED THIS 21st DAY OF JULY 2020.

OAK LODGE WATER SERVICES DISTRICT

By _____
Kevin Williams, President

By _____
Paul Gornick, Secretary/Vice President

STAFF REPORT

To	Board of Directors
From	Haakon Ogbeide, Civil Engineer
Title	Approval of Sewer Pump Station 5 Engineering Design Contract
Item No.	3e
Date	July 21, 2020

Summary

Oak Lodge Water Services has five sanitary sewer pumping stations that convey sewage from low lying areas to areas that cannot gravity flow to the Water Reclamation Facility (WRF). These pump stations are critical for meeting the District goal of collecting and treating 100% of our customers' used water. This Staff Report seeks to initiate a design contract with Wallis Engineering in the amount of \$157,310 via the District's On-Call Engineering Services Contract to rebuild the most critical of these pump stations.

Background

When Oak Lodge Sanitary District was formed, a network of sanitary sewer pipes was constructed to move sewage away from people's homes to a Water Reclamation Facility. To move the sewage, pipes laid with slope are used to take advantage of gravity. However, there are currently five places within the District where sewage needs to be pumped uphill to allow for gravity to carry it the rest of the way for treatment.

Along with needing a complete overhaul, Pump Station 5 (located at the end of Walta Vista Drive) currently has two main items staff would like to look into upgrading:

1. Currently utilizes a portable back-up generator.

This generator sits on a trailer on the side of the road and is an eyesore for the neighborhood. If possible, staff would like to look into housing a permanent backup generator.

2. Currently has pumps that require dry space to function

By using submersible pumps, staff may be able to almost double the size of the pump station's storage. This would further reduce risk of an overflow in the event there was a malfunction with the pump station which would allow time for staff to arrive on site and potentially prevent a Sanitary Sewer Overflow (SSO).

When the District selected its On-Call Engineering consultants through a Request for Qualifications process in 2018, Wallis Engineering was among those firms awarded in large part for their extensive experience designing sanitary sewer pump stations.

The District has prioritized the rebuilding of sanitary sewer pump stations by budgeting \$350,000 for this effort in the Fiscal Year 2021 Capital Improvement Plan.

Plant Operations has selected Pump Station 5 as the highest priority for rebuild due to its age and condition, outlying location on the steep banks of Boardman Creek, and difficulty meeting the latest State occupational safety requirements without a rebuild.

Past Board Actions

June 2020 - The Board approved the FY 2021 Capital Improvement Plan, which budgets \$350,000 this fiscal year for rebuilding sanitary sewer pump station(s).

Concurrence

Technical Services staff have collaborated with Plant Operations in developing this project.

Recommendation

Staff recommends the Board approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Wallis Engineer for the engineering design of Sanitary Sewer Pump Station No. 5 for \$157,310.

Attachments

1. Wallis Engineering, Draft Scope of Work for the Design of Pump Station No. 5.

GENERAL SCOPE OF PROJECT

Pump Station #5 was originally constructed in 1961 and is located at the cul-de-sac terminus of SE Walta Vista Drive, behind a private residence and on a steep slope immediately north of Boardman Creek. The existing pump station is a wetwell/drywell configuration, and is comprised of a 15-ft diameter concrete structure, approximately 40-feet deep. The structure is split approximately in half, with one half used as the wetwell and the other used as the drywell. The drywell houses the pumps, motors, valves, and ancillary equipment. The electrical and control panels were replaced approximately eight years ago, and sit atop the wetwell structure. Access to the pump station site is via a driveway, which occupies an easement behind a private residence.

Pump Station #5 is one of four wetwell/drywell pump stations owned and operated by the Oak Lodge Water Services District (District). Due to maintenance and access issues, the District intends to convert all these pump stations to submersible pump configurations. Pump Station #5 will be the first pump station to be rehabilitated and will serve as a standard for future projects. The District has identified a number of maintenance-related deficiencies with the existing pump station, and improvements to ameliorate these deficiencies:

- Convert the pump station to a submersible pump configuration
- Install a permanent backup generator
- Add a system to transfer pumps from the wetwell up to the driveway without a truck-mounted crane
- Line the wetwell and discharge manhole with a high-performance epoxy lining system
- Decommission the wetwell overflow pipe
- Add site lighting at the wetwell
- Install a flow meter with bypass piping around the meter
- Install variable frequency drives to control the pumps
- Upsize the water service to 1.5-inch to increase wash water flow rate

The District has retained Wallis Engineering (Wallis) to provide engineering services for the proposed improvements. This project is divided into four phases:

- Phase 0 – Project Management
- Phase I – Preliminary Design
- Phase II – Final Design
- Phase III – Construction Phase Services

CONTRACT DURATION

Contract term shall be from the date contract is fully executed until December 31, 2021.

PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. The project team is listed below, with the responsibilities which they will complete.

<i>Consultant</i>	<i>Responsibilities</i>
Wallis Engineering (Wallis)	Civil Engineering
AKS Engineering & Forestry (AKS)	Surveying
Industrial Systems, Inc. (IS)	Electrical and Control Systems Engineering
Kramer Gehlen & Associates, Inc. (KGA)	Structural Engineering
Pacific Habitat Service, Inc. (PHS)	Environmental Permitting

PHASE 0 – PROJECT MANAGEMENT

TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION

Objective:

Provide full project management, administration, and coordination between all subconsultants on the team, District staff, regulatory authorities, and key stakeholders. This task includes technical and financial management of the project, and leading meetings and design workshops. Key tasks will be to organize and conduct all meetings, develop and track project schedule proactively to address critical path elements and ensure on-time delivery, and communicate to District staff of project progress.

Task 1.1 Project Management and Coordination

Wallis will provide project management, schedule, coordination, and direction to the District staff and design team to track project progress and adjust as necessary. The goals, objectives and potential impacts of the project will be confirmed with the District project manager. Project management and coordination will include the following:

- Comprehensive project management to ensure the scope, schedule and budget are met. Provide a point contact person for the District while coordinating with the project team.
- Schedule and participate in bimonthly or as-needed coordination conference calls with the District Project Manager and other staff at their request.
- Provide maintenance of a comprehensive Microsoft Project schedule with individual task milestones, task duration, individual responsibilities of subconsultants and District staff, agencies, and utilities.
- Monthly progress reports will be submitted with invoices. Monthly progress reports will include task level budget status, schedule status, and brief summary of work completed along with any upcoming scope, schedule or budget concerns. Billings will include staff, title, hourly rate, and hours charged to the project.

Task 1.2 Coordination with Department of Environmental Quality

Wallis will coordinate with the Department of Environmental Quality (DEQ) throughout design in order to ensure that DOE's requirements are being met. This will include emails and conference calls throughout preliminary design.

Task 1.3 Project Kickoff Meeting

To begin the project, we will conduct a kick-off meeting at the District office with key District staff and key team members. The objective of the kickoff meeting will be to introduce the project, identify contacts and roles, discuss broad goals and big picture objectives, and resolve decision points.

Task 1 Assumptions:

- Project management is anticipated to span a 7-month period (September 2020 – June 2021), for the duration of design and construction
- All meetings with District staff will be held at the District office or other venue of District's choice
- Wallis will hold bimonthly project coordination conference calls with the District
- For the purposes of the fee estimate, the project management task is divided equally into each subsequent phase.

Task 1 Deliverables:

- Project scope and fee
- Meeting agendas and minutes for kickoff meeting
- MS Project Schedule and updates as needed
- Monthly progress billings on a time and materials basis per task and subtask

PHASE I – PRELIMINARY DESIGN

TASK 2 DATA COLLECTION

Objective:

Survey existing sites and facilities to provide a comprehensive base map for design.

Task 2.1 Data Collection and Review

Wallis will gather and review existing data for the pump station including:

- Asbuilt/Record Drawings of the pump station and recent electrical/control panel replacement
- Operations and maintenance manuals
- Existing pump curves
- Runtime data
- Existing planning documents such as comprehensive plans, water system plans, and sewer plans, if available

Additional data needs will be identified and communicated to the District.

Task 2.2 Pump Station Condition Assessment

Preliminary condition assessments will be completed for the pump station and force main under this subtask. This includes a site visit, during which the existing pumps will be operated, and force main pressure readings will be recorded. The design team will observe and document the condition of existing structures, mechanical equipment, and electrical equipment. A visual inspection of the discharge manhole will be performed to document its condition.

Task 2.3 Survey and Base Mapping

Survey and base mapping will be conducted for the area generally described as follows:

- The full pavement area of the cul-de-sac, and 20-feet from the edge of pavement on the north side of the street
- Full width of the access driveway plus 10-feet on either side
- Full width of the stairs down to the pump station plus approximately 5-feet on the south and 10-feet on the north side
- Ground surface at the base of the wetwell structure
- Location, invert elevation, and rim elevation of the two upstream manholes and ground surface immediately surrounding the manholes.

The survey and base map work will include the following:

- Survey, title, road, and as-built research
- Locating existing property corner monuments of record
- Establishing approximate property lines, right-of-way lines, and easements
- Elevating site to NAVD 88 vertical datum
- Establishing NAD 83 2011 State Plane Coordinates
- Coordinating public utility locates
- Providing notice to adjoining property owners
- Establishing FEMA Base Flood Elevations (if necessary)
- Field tying:
 - Above ground located utilities (e.g. sanitary, storm, water, gas, power, communications)
 - Hard surfaces (e.g. curb, sidewalk, concrete, asphalt, driveway drops, ramps)
 - Utility poles, light poles, and signs
 - Trees 6-inch diameter at breast height and greater
 - Building corners and overhangs near driveway / wet well, including balconies
 - Possible encroachments (e.g. fences, buildings, eaves, walls, significant landscaping)
 - Natural ground and break lines for 1-foot contours
 - Environmental flagging
- Preparing an Existing Conditions Map showing the above items that can be used for design purposes

Task 2 Assumptions:

- District staff will operate pumps and record pressure during pump station condition assessment
- Consultant will not enter confined spaces
- One title report is anticipated for easement clarification

Task 2 Deliverables:

- Base map of project site in AutoCAD 2018+ format.

TASK 3 ENVIRONMENTAL PERMITTING

Objective:

Address environmental permitting needs to meet Clackamas County Zoning and Development Ordinance Section 706 and 709, and District regulations.

Task 3.1 Wetland Delineation and Natural Resource Assessment

Pacific Habitat Service, Inc. (PHS) will visit the property, delineate the ordinary high water of the creek and any adjacent wetlands, and collect data necessary for the HCA and WQRA reports. PHS will also collect data using the required criteria of the Corps of Engineers Wetland Delineation Manual Technical Report Y-87-1 (Environmental Laboratory, 1987) and the Western Mountains, Valleys and Coast Region regional supplement to the 1987 Manual. These manuals provide the guidelines and methodology for defining the limits of wetlands and waterways. The flags will be numbered to facilitate the survey completed as part of Task 2. PHS will use the CAD file in the report.

Task 3.2 Address Clackamas County and District Environmental Regulations

This task includes preparing reports addressing Sections 706 and 709, and OLWSD regulations. To prepare the reports, we will require plans, a description of the project and all construction BMPs. We recommend having a pre-application meeting with Clackamas County prior to initiating project design to fully understand what they will require for documentation regarding Sections 706 and 709.

Task 3 Assumptions:

- No construction activity will take place below the ordinary high water (OHW) of the creek, and no permits from the US Army Corps of Engineers (Corp) and Department of State Lands (DSL) will be required
- As state and federal permits are likely not required, a wetland delineation report is not included in this scope of work. If creek or wetland impacts cannot be avoided, we will submit an additional proposal to cover the costs of the delineation report and completing a joint permit application
- The District will provide direction on the level of documentation required to address their regulations
- All required permit fees will be paid by the District
- There will be no permanent impacts to the Habitat Conservation Area and Water Quality Resource Area, and thus only brief documentation is required for Sections 706 and 709.

Task 3 Deliverables:

- Wetland and ordinary high-water field flagging
- Natural Resource Assessment

TASK 4 50% DESIGN

Objective:

Establish the pump station design flow rate, establish develop design options and District preferences for pump station design features, and complete pump station design to the 50% completion level.

4.1 Establish Design Flow

During this subtask, the design team will establish the design flow for the pump station. The design flow will be established based on existing data and previously published plans, as follows:

- Determine the existing peak hour flow at the pump station based on pump runtime data, existing pump capacity, and peaking factors as established in previous sewer plans
- Determine future peak hour flow at the pump station based on expected growth rates established in previous sewer or water system plans

4.2 50% Design Development

Preliminary design will be completed to approximately 50% completion levels, culminating in 50% design drawings. Design development will include the following work:

- Develop site layout for the pump station area and the generator area.
- Sizing of valve vault and other structures.
- Establish wetwell liquid levels.
- Prepare hydraulic calculations, hydraulic profile drawing, and select a Flygt submersible pump meeting the flow and head requirements.
- Develop options for equipment items and materials (valves, piping, coatings).
- Develop preliminary sizing for pumps, piping, valves, and instrumentation.
- Develop mechanical layout options for the pumps, piping, valves, and instrumentation.
- Develop layout and equipment selection for pump removal and transfer to upper driveway.
- Confirm adequacy of existing electrical service size.
- Preliminary sizing of electrical equipment and generator.

Wallis will coordinate key design decisions with the District in an ongoing manner during design development via electronic and telephone communication.

4.3 Easement Assessment

We will evaluate the existing easement for its adequacy for construction and long-term maintenance of the pump station. If it appears that additional easement is needed for construction and/or long-term maintenance, recommend additional easement area to be obtained.

4.4 Preliminary Design Report

The results of subtasks 4.1 through 4.3 will be summarized in a draft preliminary design report, which include 50% design drawings and a 50% cost estimate. The preliminary design report will establish the basis of design for Pump Station #5, as well as future pump station rehabilitation projects. 50% design drawings will be included, based on the drawings prepared in subtask 4.2.

The report will be prepared to meet DEQ guidelines. The draft report will be reviewed at a meeting with District staff and will be finalized following the meeting. 50% drawings will not be changed for the final predesign report, but comments will be incorporated into the next design submittal. The final report will be submitted to the Department of Environmental Quality.

Task 4 Assumptions:

- Pump station design flow will not be increased, and a downstream capacity analysis will not be required. If pump station design flow increases above the existing capacity, a downstream analysis may be required to meet DEQ guidelines.
- Downstream analysis will be limited to confirming the capacity of the downstream gravity sewer segment to convey proposed peak hour flow.
- Any required drawing standards will be provided by the District.
- No retaining walls are required.
- No odor control facilities are required.
- Specifications will not be required for 50% design.
- If the easement assessment shows that additional easement area will be required, additional work will be required.
- Stormwater facilities will not be required.

- Due to the short force main length and anticipation of variable frequency drives, surge analysis is not included.

Task 4 Deliverables:

- Meeting agenda and minutes for 50% design submittal review meeting.
- Draft and Final Predesign Report.
- 50% cost estimate.
- 50% design drawings, approximated as follows:

Sheets	Description	Firm
1	Demolition Plan	WE
1	Hydraulic Profile and Design Criteria	WE
1	Overall Site Plan	WE
1	Pump Station Area Site Plan	WE
1	Generator Area Site Plan	WE
2	Pump Station Mechanical Plans	WE
1	Water Utility Plan and Profile	WE
1	Electrical One-Line Diagram	IS
1	Electrical Site Plan	IS

PHASE II – FINAL DESIGN

TASK 5 FINAL DESIGN

Objective:

Advance the pump station design to the final completion level.

5.1 Utility Coordination

Coordinate with private utility providers to ensure all potential conflicts with proposed work are addressed. Coordination work will include the following:

- Develop a utility contact information list and send project information letters to all utility companies involved to explain nature of the work
- Coordinate with private utility providers for relocation of existing and installation of new facilities as needed. This task includes up to two meetings with private utility companies
- Submit applicable plans to the affected private utility providers. Utility conflict notices will be sent to utilities at the 90% completion stage
- Maintain a record of correspondence with utility companies

5.2 90% PS&E

The design team will prepare and submit 90% plans, specifications, and estimate (PS&E) for District review. Comments from the 50% design submittal will be reviewed and incorporated into the 90% PS&E. The 90% PS&E will include the design components described below.

Civil and Site Design

Civil and site design will include the following:

- Finalize site plans and elevations of structures
- Finalize water service alignment

Mechanical

Final mechanical design will include the following:

- Finalize hydraulic calculations
- Finalize wetwell liquid levels
- Finalize selection and sizing of major equipment, including pumps
- Coordinate equipment selection and design with electrical and controls discipline
- Finalize selection of piping materials and ancillary equipment (check valves, plug valves, etc.)

Electrical & Controls

Final electrical and control system design will include the following:

- Coordinate with electrical utility regarding the service needs for the pump station
- Complete electrical load system calculations and generator sizing
- Design of control panels, motor control centers, disconnect panels, and other electrical and control equipment
- Site lighting, power, and instrumentation signal design

Structural

Structural design will include the following:

- Structural analysis of existing structure for adequacy following removal of interior wall and mid-height floor.
- Design of structural reinforcements to existing structure if analysis shows they are needed
- Structural design of davit crane spread footing at the top of the slope
- Structural design of new reinforced concrete wetwell top slab with capacity to install a davit crane on the slab
- Structural calculations for building permits

5.4 Final PS&E

The design team will prepare and submit final plans, specifications, and estimate for District review. The PS&E will be further refined and comments from the 90% design submittal will be reviewed and incorporated into the final PS&E.

Task 5 Assumptions:

- One review meeting will be held at the District following the 90% submittal.
- District will provide assistance when required for coordination with undergrounding private utilities.
- Any required drawing standards will be provided by the District
- DEQ review fees will be paid by the District
- Specifications will include CSI format specifications, Divisions 1 through 40. The District will compile and provide all Division 0 specifications all front end documents.
- SCADA communications will use a cellular link with an internet link as backup
- One site visit with PGE will be required
- Programming of PLC and SCADA system will be completed by the District's system integrator and is not included in this scope of work
- The existing method of interfacing the pump station with the District's SCADA system is adequate and no changes will be required. The new design will reconnect the new facilities in the same manner as exists presently

- Structural design allowance assumes that the wetwell improvements will include removal of the interior wall, removal of the existing top slab, and installation of a new top slab. Structural design needs may change based on the site observations and the final design concept selected during preliminary design
- Full-size, stamped, reproducible contract documents will be provided at the final stage
- An estimated total of 38 plan sheets will be prepared, as follows:

Sheets	Description	Firm
1	Cover Sheet	WE
1	Sheet Index	WE
2	General Notes, Legend & Abbreviations	WE
1	Hydraulic Profile and Pump Station Design Criteria	WE
1	Erosion Control Plan	WE
1	Erosion Control Details	WE
1	Demolition Plans	WE
1	Demolition Details	WE
1	Overall Site Plan	WE
3	Pump Station Civil Site, Utility, and Grading Plans	WE
3	Pump Station Mechanical Plans and Sections	WE
2	Standard Details	WE
2	Civil Details	WE
2	Mechanical Details	WE
1	Wetwell Structural Plan & Details	KGA
1	Davit Crane Foundation Plan & Details	KGA
1	Structural Details	KGA
1	Electrical Legend and Abbreviations	IS
1	Electrical One-Line Diagrams	IS
3	Electrical Plans	IS
3	Electrical Details and Schedules	IS
1	Pump Disconnect Panel Details	IS
4	Control Panel Layout and Wiring Diagrams	IS

Task 5 Deliverables:

- Utility contact list and correspondence records
- 90% and final plans, specifications and estimate
- Meeting agenda and notes from submittal review meeting

PHASE III – BIDDING AND CONSTRUCTION PHASE SERVICES

Objective:

Provide bidding and construction phase services as requested by the District.

Task 6.1 Construction Support

The District will lead construction management, engineering and inspection of the project. Wallis will provide support as requested by the District. This work is anticipated to include the following:

- Construction Inspection. Wallis and will conduct up to four (4) half-day construction inspection site visits and IS will conduct up to two (3) half-day site visits, including one visit to observe the pump station startup.

- Submittal Review. Contractor submittals will be routed through the District for review by Wallis and Industrial Systems for their conformity to the contract documents. Wallis Engineering will forward all submittal review comments to the District for final distribution to the Contractor.
- Requests for Information / Construction Observation. The District will handle general correspondence with the Contractor and answer Requests for Information (RFI) directly, and Wallis Engineering will assist the District as requested.

Task 6.2 Operations & Maintenance Manual

Wallis will provide to the District and DEQ the final O&M Manual as required by OAR 340-052-0040. A draft O&M Manual will be submitted to the District for review. Review comments will be incorporated into the final document, to be submitted to DEQ for approval.

Task 6.3 Record Drawings

Wallis Engineering will prepare record drawings incorporating any field changes related to alignment, change orders, and other project modifications as noted by the Contractor and District inspector on a redlined set of plans. An electronic copy of the record drawings will be provided.

Task 6 Assumptions:

- No work will be completed under this task unless authorized by the District
- No bidding phase support will be required beyond phone conversations.
- A 40-hour allowance has been assumed for Construction support.
- District will lead all construction inspection and management. Wallis will provide supplementary construction inspection as requested by the District. The District will provide certification to DEQ that the construction was inspected and found to be in accordance with the plans and specifications as required by OAR 340-052-0040.
- District will lead submittal review and tracking, with key submittals reviewed by Wallis and IS (major equipment items and electrical submittals).
- Construction staking will be completed by Contractor.
- Record Drawings will be based on markups from the Contractor; no final field survey will be completed to support record drawings.

Task 6 Deliverables:

- Electronic version of Record Drawings in PDF and AutoCAD version 2018 format
- Draft and Final Operations & Maintenance Manual
- RFI responses
- Submittal responses
- Recommendation of Award letter
- Addendum if needed

P:\15\1505A OLWS Pump Station No. 5\100 Agmt\102 Working Docs\Prime\1505A Scope_revised.docx

	AE	EM1	PE3	PE2	SE1	T3	A4	Wallis Labor	Expenses	Subconsultants				Total Cost							
										Jane	Wes	Jack	Jacob		TB/JH	CK/TS	Erin	AKS	PHS	IS	KGA
										\$143.50	\$167.90	\$129.30	\$124.20		\$96.70	\$109.90	\$89.60				
PHASE 0 PROJECT MANAGEMENT (see note)																					
Task 1	Project Management and Administration																				
1.1	16		48				8	\$ 10,066.40							\$ 10,066.40						
1.2			16				2	\$ 2,248.00							\$ 2,248.00						
1.3			4	6			1	\$ 1,352.00	\$18 (M)						\$ 1,370.00						
TASK 1 SUBTOTAL	16	0	68	6	0	0	11	\$ 13,666.40	\$18	\$ -	\$ -	\$ -	\$ -	\$ 13,684.40							
PHASE I PRELIMINARY DESIGN																					
Task 2	Data Collection																				
2.1			4	4	4			\$ 1,400.80	\$18 (M)						\$ 1,418.80						
2.2			4	4				\$ 1,014.00							\$ 1,014.00						
2.3			2	8			8	\$ 1,127.60	\$300 (O)	\$ 6,500.00					\$ 7,927.60						
TASK 2 SUBTOTAL	0	0	8	10	4	8	0	\$ 3,542.40	\$318	\$ 6,500.00	\$ -	\$ -	\$ -	\$ 10,360.40							
Task 3	Environmental Permitting																				
3.1	1		2					\$ 402.10			\$ 1,253.00				\$ 1,655.10						
3.2	1		2				4	\$ 841.70			\$ 6,702.00				\$ 7,543.70						
TASK 3 SUBTOTAL	2	0	4	0	0	4	0	\$ 1,243.80	\$0	\$ -	\$ 7,955.00	\$ -	\$ -	\$ 9,198.80							
Task 4	50% Design																				
4.1			6		8			\$ 1,549.40							\$ 1,549.40						
4.2	4	8	32	32	48	18	4	\$ 17,007.40	\$18 (M)			\$ 8,860.00	\$ 1,200.00	\$ 27,085.40							
4.3			2	6				\$ 838.80						\$ 838.80							
4.4	4	4	16	8	36	16	4	\$ 9,906.00	\$18 (M)					\$ 9,924.00							
TASK 4 SUBTOTAL	8	12	56	40	98	34	8	\$ 29,301.60	\$36	\$ -	\$ -	\$ 8,860.00	\$ 1,200.00	\$ 39,397.60							
PHASE II FINAL DESIGN																					
Task 5	Final Design																				
5.1			1	2	8			\$ 1,151.30							\$ 1,151.30						
5.3	4	8	48	48	64	36		\$ 24,230.40	\$18 (M)		\$ 9,080.00	\$ 5,800.00		\$ 39,128.40							
5.4	4	8	24	24	36	24		\$ 14,120.00	\$18 (M)		\$ 4,540.00	\$ 2,900.00		\$ 21,578.00							
TASK 5 SUBTOTAL	8	16	73	74	108	60	0	\$ 39,501.70	\$36	\$ -	\$ -	\$ 13,620.00	\$ 8,700.00	\$ 61,857.70							
PHASE III BIDDING AND CONSTRUCTION PHASE SERVICES																					
Task 6	Bidding and Construction Phase Services																				
6.1			8	16	16			\$ 4,568.80	\$138 (M)			\$ 7,760.00		\$ 12,466.80							
6.2	2	4	8	16	32	4	16	\$ 8,947.80						\$ 8,947.80							
6.3			4		8			\$ 1,396.40						\$ 1,396.40							
TASK 6 SUBTOTAL	2	4	20	32	48	12	16	\$ 14,913.00	\$138	\$ -	\$ -	\$ 7,760.00	\$ -	\$ 22,811.00							
	15	12	91	52	102	46	12	\$ 38,643.27	\$360	\$ 6,500.00	\$ 7,955.00	\$ 8,860.00	\$ 1,200.00	\$ 63,518.27							
	13.3	16	95.7	76	108	60	3.7	\$ 44,057.17	\$42	\$ -	\$ -	\$ 13,620.00	\$ 8,700.00	\$ 66,419.17							
	7.3	4	42.7	34	48	12	19.7	\$ 19,468.47	\$144	\$ -	\$ -	\$ 7,760.00	\$ -	\$ 27,372.47							
PROJECT TOTAL (PHASES I THRU III)	36	32	229	162	258	118	35	\$ 102,168.90	\$546	\$ 6,500.00	\$ 7,955.00	\$ 30,240.00	\$ 9,900.00	\$ 157,309.90							

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

For the purposes of this fee estimate, project management has been divided equally into each subsequent phase

FEE SUMMARY	
Wallis Labor	\$ 102,168.90
Wallis Expenses	\$ 546.00
<i>(M) = Mileage at current IRS Rate, (P) = Printing, (O) = Other</i>	
Subconsultants	
AKS	\$ 6,500.00
PHS	\$ 7,955.00
IS	\$ 30,240.00
KGA	\$ 9,900.00
<i>NOTE: Fee includes 10% markup</i>	
TOTAL BUDGET	\$ 157,309.90



RATE SCHEDULE

Rate Schedule good through December, 31, 2021

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$141.00	\$143.50
Senior Engineer	\$193.00	\$196.40
Engineering Manager I - VI	\$167.90	\$193.40
Project Engineer I - IX	\$119.10	\$165.90
Staff Engineer I - IV	\$96.70	\$117.10
Engineering Intern I - III	\$60.10	\$66.20
Designer	\$114.00	\$136.00
Construction Manager	\$125.00	\$127.20
Inspector	\$89.60	\$104.90
Technician I-IV	\$79.40	\$116.00
Administrative I – VI	\$47.90	\$105.90

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate.

AGENDA ITEM

Title	Presentation by Clackamas River Water Providers
Item No.	4
Date	July 21, 2020

Summary

“The Clackamas River Water Providers is a coalition of the municipal water providers that get their drinking water from the Clackamas River who are working together on water resource issues. The purpose of the organization is to fund and coordinate efforts regarding source water protection and public outreach and education around watershed issues, drinking water, and water conservation, so that we can preserve the Clackamas River as a high quality drinking water source and minimize future drinking water treatment costs, while being good stewards of the river.

The organization is made up of representatives from Clackamas River Water (District), City of Estacada, the City of Lake Oswego, City of Tigard, the North Clackamas County Water Commission (City of Gladstone and Oak Lodge Water Services), South Fork Water Board (Oregon City and West Linn), and Sunrise Water Authority (Happy Valley and Damascus).”¹

Tonight, Water Resource Manager Kimberly Swan and Public Education & Outreach Coordinator Christine Hollenbeck will overview the programs and campaigns they are currently working on to conserve and protect our watershed.

Attachments

1. PowerPoint Presentation

¹ This information was provided by the Clackamas River Water Providers website:
<https://www.clackamasproviders.org/>

The Clackamas River Water Providers (CRWP)

*Working together to protect and conserve
our drinking water*

Clackamas River Water Provider Members

*Conservation programs and services are provided to these members

*



*



*



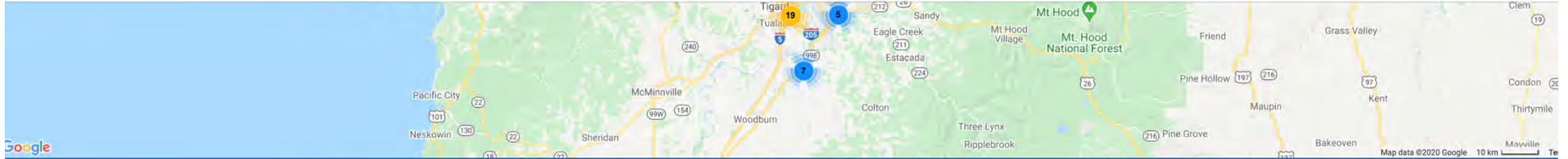
*



*



(Oregon City and West Linn)



FIND AN ECOBIZ (List All)

Eco-Friendly Oregon Businesses

EcoBiz certifies Eco-Friendly [Auto Repair & Body Shops](#), [Landscapers](#), and [Car Washes](#) in Oregon. Certified businesses meet high standards to reduce toxics, prevent pollution, and protect the environment. Each certified location has been visited and evaluated by EcoBiz program staff, and certified by the Oregon DEQ and a local water authority. [Public agencies](#), such as fleet maintenance facilities and parks departments, are also eligible for EcoBiz Certification.

To find **Eco-Friendly businesses**, click on the map icons above, or search by zip, service, area, or keyword in the blue bar. For businesses outside of the Portland Metro Area, go to the [statewide list](#). If you are a business interested in applying for certification, or you have a question about the standards, please [Contact EcoBiz](#).

Certification

EcoBiz is a free and voluntary certification that uses industry best practices to protect the environment.

To ensure our standards are strong, staff from a local water authority, and the Oregon DEQ visit each site prior to certification.

[Learn More](#)

AUTOMOTIVE



By reducing or eliminating hazardous chemicals, preventing spills and conserving water, our auto repair, body shops, and car washes work hard to protect their customers, employees, and the environment.

Businesses exceed industry best practices and legal requirements designed to protect local waterways. To verify environmental standards, each facility is personally inspected by EcoBiz program staff.

[Learn More](#)

LANDSCAPING



From designers, maintenance providers, and irrigation specialists, to full service operations, our Certified Landscapers create aesthetically pleasing and eco-friendly environments.

EcoBiz promotes [Integrated Pest Management](#), a set of practices that works to reduce or eliminate harmful pesticides, save water, and find the right plant for the right place. Choose an EcoBiz Landscaper, and do your part to protect our natural resources. *(Photo above courtesy of Landscape East & West).*

Summer Water Supply

- Weather and water use outlook
- USGS Oregon City Gauge flows
- Fish Flow Targets

We encourage our customers to
use water wisely every day all
year round.

Conservation Rebate Program

UP TO \$385 IN
rebates!
CLACKAMAS
river
water
PROVIDERS
are offering 6
water conservation
rebates*

* Up to \$385 in rebates available!

Make
every drop
count!

Flume Pilot Program

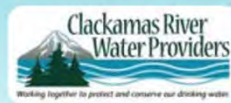
**Put water
conservation in
your own hands.**

Use the FLUME Smart
Home Water Monitor System and
and receive a **\$100 Rebate.**




**Stop Leaks.
Protect Your Home.
Save Money.
Gain Peace of Mind.
Conserve Water.**

***Smart technology sends
notifications straight to your phone.***




Landscape Water Audits




Clackamas River
Water Providers

offering

FREE
Residential
Landscape
Water
Audits



*Assess your lawn, garden
and irrigation systems*



A red watering can is shown watering green plants. Dashed blue lines represent the water being distributed across the lawn and garden.

Fish on the Run Campaign

FISH
ON THE RUN
IRRIGATION DONE!



Doing your part to keep water in the Clackamas River.

Visit us at www.clackamasproviders.org



Working together to protect and conserve our drinking water.

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What's New?



Get a FREE Landscape Water Audit

NEW this summer season participating Clackamas River Water Providers members are offering FREE landscape water audits.

Help Save Water and Money!

Saving water and saving money is what a landscape water audit is all about. Our landscape Auditor will assess your lawn and garden areas, irrigation system and more. When the audit is complete you will receive a detailed report with recommendations.

Not all CRWP members are eligible, view our [brochure](#) for more information and customer eligibility. You may contact Christine at christine@clackamasproviders.org or call 503 723 3511 for more information.

[New](#) [The 2016 CRWP Drinking Water Customer Survey – On Source Water Protection](#)



Water Conservation

Except for the air we breath, water is the single most important element of our lives. It is too precious to waste. Regardless of the availability of water now and in the future, we must get the most for our [current supply](#)



Our Programs

The Clackamas River Water Providers are implementing a [variety of programs](#) to protect and conserve our water resources. Those include water conservation programs, watershed programs, and water quality programs.



Watershed Protection

Sustaining a precious resource a top priority. By preserving the Clackamas River as a high quality drinking water source we can help minimize future drinking water treatment costs, while being good stewards of the river.

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STAFF REPORT

To	Board of Directors
From	Rob Moody, Financial Consultant
Title	Unclaimed Property: Checks Policy Adoption
Item No.	5
Date	July 21, 2020

Summary

Staff is bringing forward an addition to the suite of financial policies previously adopted by the Board. This policy governs the District's treatment of unclaimed property in the form of stale-dated checks and other payments.

Background

The District's financial policies provide a framework for financial management. The District's prior practice with respect to tracking, recording, reporting, and administrative treatment of stale-dated checks and other payments has been at times inconsistent. The policy presented for adoption provides a consistent approach in accordance with current State law. At the June 16, 2020 Board meeting a workshop was had regarding this policy.

The policy provides for the determination of unclaimed, intangible property (e.g. checks written but never cashed), retention of this information as prescribed in State law, and the proper disposition to the State of amounts once the retention period has passed.

Recommendation

Staff recommends the Board approve the Unclaimed Property: Checks Policy.

Suggested Board Motion

"I move to approve the Unclaimed Property: Checks Policy as presented."

Attachments

1. Unclaimed Property: Checks Policy

Oak Lodge Water Services District



Unclaimed Property: Checks Policy

Adopted July 2020

This document supersedes any and all previous unclaimed property policies.



I. Purpose

The purpose of this policy is to establish guidelines for Oak Lodge Water Services District to review and process unclaimed intangible property.

II. Scope

This policy applies to checks issued by Oak Lodge Water Services District which have not cleared the District’s accounts and have not been reissued.

III. Policy Statement

Finance employees will routinely review checks and deem them unclaimed property pursuant to this policy.

A. Guidelines

To ensure practicable implementation of this policy, the Finance Department will collect contact information—at a minimum: phone number, email address, and physical address—before disbursing checks.

1. Determination of Unclaimed Property

- a. A list of unclaimed property will be created by property type and will denote the current holding time.

2. Unclaimed Property Holding Periods: Property becomes unclaimed if the District cannot reach the owner by the uncashed holding periods listed below. Holding periods are based on calendar years and begin with the date of the respective check(s).

Property Type	Years
Checks for Utility Deposits and Credits	1
Checks for Credit memos and account refunds	3
Checks for Payroll	3
Checks issued from a general disbursement account	3
Money Orders	7
Traveler’s Check	15

3. Owner Notification Process: Due diligence will be required with property valued at \$100 or more. Efforts can include letters, emails, and phone calls with notifying the owner their property will be sent to the State Treasurer if they do not respond.

- a. Notify the owner in writing that a check was issued and has not cleared the District bank account within the holding period above.
- b. If no reply from owner, notify the owner again in writing by certified mail.
- c. If still no reply, the check will be cancelled by the District and reported as unclaimed property. Amounts related to cancelled checks are turned over to the State Treasurer.



4. Reporting to the State Treasurer

- a. Unclaimed property due diligence must be completed at least 60 days prior to reporting.
- b. Create a report of the unclaimed property of owners with a last known address in Oregon.
- c. Submit an electronic copy of the report to the Oregon State Treasurer between October 1 and November 1 each year in the appropriate formatting.

5. Maintaining Records

- a. Records pertaining to unclaimed property and due diligence efforts will be maintained for three (3) years after reporting to the Oregon State Treasurer.
- b. Records shall be exempt from public review in accordance with Oregon Law.

STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Scott Duren, Water Systems Consulting
Title Water Master Plan Workshop
Item No. 6
Date July 21, 2020

Summary

Last month, staff introduced the Draft Water Master Plan to the Board. Knowing that it would take time to read the document, staff committed to coming back in July to present the material and discuss any feedback or comments received from the Board and/or public.

Background

Last month Staff presented the Draft Water Master Plan to the Board for their review. Staff also then posted the document to the District's front page of the website for receiving Public Comment by July 17th to be incorporated into this presentation. At the time this report is being written, only Director Knudson has provided comments (see attachment).

During this time of the meeting, District Engineer Jason Rice along with the Scott Duren, Project Manager from Water Systems Consulting will present a PowerPoint that explains:

1. How this document is used and amended over time,
2. How it influences project selection and utility rates, and
3. Will provide an overview of the document itself.

Recommendation

If the Board's questions and issues are addressed, staff recommends sending the document to the Oregon Health Authority for review and approval. Once approved, staff will bring the document back to the Board for adoption.

Suggested Board Motion

"I move to approve staff to send the Draft Water Master Plan to the Oregon Health Authority for review."

Attachments

1. Draft Review Comment Log

Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 1 of 6

Mark Knudson’s Comments on OLWSD 6/9/2020 DRAFT of 2020 Water System Master Plan

Number	Page/Section	Comment	M, N, F ⁽¹⁾
1	1-1 / 1.1 – near bottom of page	Reword the sentence: “Prior to formation of the NCCWD, the District owned the CRW Pump Station ...” to indicate that OLWSD owns the pump station and leases its operation to SWA.	M
2	1-2 / 1.3 – 1 st sentence	Typo - should be “ <u>District’s</u> current consumption ...”	M
3	1.3 / 1-3 – Table 1-1	A 17-year demand forecast (i.e., to 2037) is relatively short for long-term planning of capital assets. Add explanation noting this limitation and suggestion for future updates (see #9 below)	N
4	1.5 / 1-4 – 2 nd Para, next to last sentence	Note that 1 mile per year translates a 1% replacement rate and a 100-year replacement schedule	M
5	1.6 / 1-5 – 2 nd sentence	“To remain consistent with District’s current standards ...” – Reword this sentence to acknowledge the District’s current standards are consistent with the recommended seismic performance. That is, the recommendation should be based on the objective for seismic performance, not the current standards (or, if the standard should change, provide a recommendation)	N
6	1.6 / 1-5 – 1 st Para, next to last sentence	Reference to “the 50-year planning period” is confusing since demands are only presented for a 17-year planning period – there are no projections to support a reference to a 50-year planning period	N
7	1.8 / 1-5 – last Para	“Debt could be incurred through GO bonds or other ...” – reword this sentence. DO NOT make reference to GO bonds. Recommend something like: “the District should consider various rate and financing options to address CIP funding requirements.”	N
8	1.8 / 1-5	Change “reimbursable costs” to “reimbursement fee.”	M
9	2.1 / 2-1, various test and bullets	The “20-year planning period” is relatively short. Specific concerns: <ol style="list-style-type: none"> 1. The planning horizon is really for 17 or 18 year based on “demand projections through 2037” (elsewhere it references 2038). Need to be consistent throughout the document and I recommend this be characterized as a 17-year planning period since that’s all the data we have. 2. I appreciate that this results in a 20-year CIP but improvements will have 50-100 year life so we should be planning (e.g., sizing) these improvements based on something more than 17% of the life of the assets. At a 	F

(1) M=Minor Comment; N=Notable or Major Comment; F=Follow-up Requested; N/A=No Action Required

Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 2 of 6

Number	Page/Section	Comment	M, N, F ⁽¹⁾
		<p>minimum, this limitation should be noted. Ideally, note that future updates to the master plan look at long-term population projections and demand forecasts OR offer explanation of how improvements can be sized to accommodate long-term demands or why it doesn’t matter.</p> <p>3. Reword the reference to a 50-year planning horizon for seismic improvements to clarify that seismic improvements are planned to be completed over the next 50 years and the highest priority seismic improvements and are included in the proposed 20-year (or 17-year) CIP (there are no population projections or demand forecasts to support a reference to a 50-year planning period).</p>	
10	3-5 / 3.2.1.2, 2nd sentence	Reword “The maximum supply available through the pump station is 10 MGD ...” to “The <u>capacity</u> of the pump station is 10 MGD ...”	M
11	3-5 / 3.2.1.3, 1st para, last sentence	Recommend you reword or delete the preposition “Similar to CRW,” since CRW is essentially a “direct filtration” plant (CRW doesn’t use sedimentation) whereas SFWB plant is a true “ <u>conventional filtration</u> ” plant.	M
12	3-5 / 3.2.2, 1st Para	I assume the existing interconnections to CRW and Gladstone are unmetered and instead rely on meters to individual CRW and Gladstone customers to determine demand supplied by OLWSD. Reword to make this point since OLWSD assumes any risk of leaks and cost of NRW that happen in the CRW & COG service areas supplied by OLWSD (again, I assume).	N
13	3-10 / Table 3-1	I recommend the table also include overflow elevations ... particularly since we don’t use HGL in naming pressure zones	M
14	3-11 / 3.5, 2nd Para	This says “Both booster pump stations have been upgraded ...” – did this include seismic structural updates? The “Seismic Vulnerability Report” was completed in 2012, which was after the rehabs listed in table 3-2. Strongly recommend that both BPSs be evaluated for seismic concerns OR add language to document seismic evaluation of both BPS was included in the 2012 seismic report.	N
15	3-12 / 3.6, 2nd Para	Elaborate on “Leak detection is performed annually.” Maybe it should say something like “leak detection survey of about 1/3 of the system is performed each year” ... or something like that. Alternatively, if we do leak detection on 100% of the distribution system each year, then say that.	M

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Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 3 of 6

Number	Page/Section	Comment	M, N, F ⁽¹⁾
16	3-12 / 3.6	Note that pipeline material and age are summarized in Chapter 7.	M
17	3-13 / 3.7, 1 st Para & Table 3-4	Delete references to “GC Systems” – I recommend against naming specific vendors in this document. Instead say something like “PRV settings currently maintained by District contractor ...” Do they do other routine maintenance on PRVs or just adjust settings? Footnote 1: reword to say “maintained by contractor” (or don’t say anything ... how it’s done isn’t critical ... and we don’t provide this kind of “how” reference anywhere else in this master plan). Finally, it would be especially helpful to include the elevation of these PRVs since you’re specifying downstream pressure settings (i.e., to allow identification of HGL settings).	M
18	3-13, 3.8	Relative age, condition and utility of SCADA system should be noted – or note that it’s included in Section 7.2.4. Also note that water SCADA system uses different equipment and vendor than wastewater collection and treatment plant SCADA system - potential future cost.	M
19	5-2, 5.2, 2 nd Para	It’s highly unlikely that per capita demand in 2037 will be the same as 2014-2017. Recommend highlighting this as a key assumption; GPCD will likely change over time as conservation, water use, land use, climate change and population density change over time. However, in the absence of better data, constant GPCD is assumed as the baseline for this demand forecast. The limitation of this assumption also notable given everything currently underway to improve NRW %. Provide recommendation for future updates to demand forecasts.	N
20	5-2, 5.2, 2 nd Para & Table 5-1	Do these population projections include the effect of HB2001 (e.g., the addition of ADUs and relaxation of zoning limitations on housing density)?? More work isn’t needed but this assumption (potential limitation) needs to be noted.	F
21	5-6, 5.4.1, 3 rd to last sentence	Suggest this sentence be reworded slightly to clarify “...maximum available supply <u>from the NCCWC WTP would be up to 42 percent of the available production capacity.</u> ”	M
22	5-8 thru 5-10 / 5.6	Was “dead storage” considered in this analysis – that is, volume of the reservoirs below an elevation that would not meet minimum HGL requirements for minimum pressure in the zone? If not, it should be noted that use of emergency capacity might result in pressures below minimum.	N
23	6-4 / 6.2.2, 3 rd Para	Note that this fire flow analysis assumes no significant changes in land use or occupancy “ ... within the <u>17-year</u> planning horizon.”	N

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Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 4 of 6

Number	Page/Section	Comment	M, N, F ⁽¹⁾
		Finally, elaborate on why sizing for fire flow will accommodate growth beyond the 17-year planning horizon.	
24	6-7 / 6.3, last Para	Was coordination with county road projects included in the prioritization of these projects?	M
25	7-3 / 7.1.2, last Para, last sentence	As written, this sentence undermines the credibility of the recommended priority list of CIP projects. Suggest it be rewritten to note that the proposed priority of projects should be reviewed periodically based on updated condition findings (as recommended in Section 7.1.3), coordination with other work (e.g., road improvement projects), and new developments. Also, add a sentence or two that explains that priorities and timing of projects are based on a levelized “pay as you go” approach to funding the CIP; the timing of this projects may (will?) change based on the District’s financial plan (recommended in Section 10.4.2 – see comments 33 & 34 below) to respond to the District’s financial plan, rate strategies and financing opportunities.	F
26	7-8 / 7.2.2	BPS: See comment #14 above - have the BPSs been seismically upgraded? If not, this should be included in the list of priority projects. If yes, note this work was done and any required work.	N
27	7-8 / 7.2.3	PRVs: Do any of the vaults require improvements for drainage, access/egress safety, ventilation, seismic, etc? If so, consider adding a project for PRV vault upgrades.	N
28	7-8 / 7.2.4	SCADA: Thank you for including these important details! Suggest adding small project to evaluate possible benefits of establishing common standards within the District, including water, wastewater collection and wastewater treatment.	M
29	8-10 / 8.5 – 1 st sentence	This is the first place where it says booster pump stations were included in the 2012 seismic assessment – I recommend it also be noted in Section 3.5 (much like the reference to the 2012 seismic assessment for reservoirs is noted in Section 3.4 - ref. first sentence of second paragraph on page 3-10)	M
30	8-14 / 8.6 – 2 nd Para, 4 th sentence	See comment #5 above. Reword this sentence to note that in the absence of current industry-established seismic pipeline design standards, it is recommended the District continue to use its existing standard of DI & restrained joints. The driver for recommendations shouldn’t be to “remain consistent with the District’s current standard”.	N

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Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 5 of 6

Number	Page/Section	Comment	M, N, F ⁽¹⁾
31	Chapter 8 – in general	This is some very good work – thoughtful analysis and solid recommendations – exactly the kind of work that was intended by the ORP and subsequent revision to OAR 333. Nice Job!	N/A
32	9-5 / 9.3 - general	Does the District have an adequate network of permanent water quality sample stations that allow for representative sampling throughout the distribution system? If not, now is the time to recommend them.	M
33	10-9 / 10.4.2	<p>Suggest extensive rewriting of this section. Specifically:</p> <ol style="list-style-type: none"> 1. First sentence: change “... a higher interest rate than low-interest government loans.” to something like “... a higher interest rate than may be available through state and federal low-interest financing programs as described below.” 2. Second sentence: this statement is an ‘apples and oranges’ comparison. The District could use GO bonds, revenue bonds, and/or low-interest state and federal loan programs to finance water system improvements; these are considered public financing, and all have “debt service”. The District currently does not have any outstanding debt for water system improvements; however, it shares with wastewater and stormwater in a small private commercial loan for a Vactor. 3. Third sentence: technically correct but this is also true for low-interest state and federal loan programs and pursuing GO debt would be complicated and time consuming. 4. Title: note that state and federal loan programs are also considered “Long-term Borrowing.” 5. In general: Sections 10.4.2 and 10.4.3 should be combined and include a recommendation that the District develop a comprehensive financial plan, including evaluation of available funding options to identify the best financial strategy. 	F
34	10-9 / 10.4.3	<p>See previous comment. More details:</p> <ol style="list-style-type: none"> 1. Title: Technically, the state and federal government don’t provide “Grants” – they call it “principle forgiveness” on loans ... it’s a distinction without a difference, but the words are very important since they aren’t “grants”. 2. General: This section should be combined with 10.4.2 since all are forms of long-term public financing. 	F

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Oak Lodge Water Services – 2020 Water System Master Plan

Mark Knudson’s Comments

June 30, 2020 - Page 6 of 6

Number	Page/Section	Comment	M, N, F ⁽¹⁾
		<ol style="list-style-type: none"> 3. Second sentence: These programs don’t provide “loan forgiveness”; they may include principle forgiveness for a portion of the loan. Also, it is generally the applicant that qualifies for principle forgiveness rather than the project. 4. SDWRF: IFA also has other potential loan funds that may be applicable, including: Water and Wastewater Financing Program, and the Special Public Works Fund. 5. For completeness, include WIFIA: this is an especially attractive federal loan program but is limited to loans greater than \$20 million and would require “bundling” of multiple projects to meet the minimum threshold; however, it would allow for significant acceleration of implementation of the CIP with highly favorable long-term (35 year) loan terms and low interest rates (US Treasury rate + 0.01%). 6. The bottom line is the same; the District should prepare a comprehensive financial plan and evaluate all available options. 	
35	Appendix C – Emergency Supply TM	Sincerely appreciate the edits that were made to the previous draft – I feel much better about the resulting recommendations. Nice work!	N/A
36	Appendix F – SDC Analysis	Overall, looks good ... except for “No original cost data is currently available” ... sigh! As noted in the body of the master plan (ref: pg 10-8, section 10.4.1) I understand the SDC analysis is being updated to include a reimbursement fee and admin fee. In light of a pending update, I’ll forego providing detailed comments on Appendix F until the update of this TM is available.	N/A

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STAFF REPORT

To Board of Directors
From Rob Moody, Financial Consultant
Title Finance Department Monthly Report
Item No. 7a
Date July 14, 2020 for July 21, 2020

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

- The District has filled the Finance Director position.
- The District's audit of the fiscal year ended June 30, 2020 has begun. Staff continues to make progress in addressing the audit findings from the FY 2018-19 financial statement audit as noted below.
- Verification of the District's billing system is nearly completed.

Finance Director

Gail Stevens accepted the District's employment offer and is now settling in as Finance Director. She is learning the system and daily operations. Priorities have been identified and coordinated between Gail and Merina+Co.

FY 2020 Audit

MossAdams will begin their interim fieldwork on Monday, July 20, 2020. They will focus on the District's internal controls and progress on recommendations from the prior audit. Progress on the District's Corrective Action Plan (CAP) resulting from the FY 2018-19 financial statement audit is summarized below:

1. Staff has entered the Board-approved rates to the system and those rates have been reviewed by the Finance Director for accuracy (CAP Matrix item number 1).
2. Staff has addressed item number 6 on the Corrective Action Plan Matrix. X-Data reports are now retained to provide evidence that staff has resolved all exceptions noted during the meter reading process.
3. With respect to items 7 -11 on the CAP Matrix, staff is currently merging the in-house water workorder system to Lucity. Once complete, Lucity's workorders will allow the District to consistently and accurately capture and report labor and

equipment costs for capital projects. A physical inventory of capital assets has been scheduled for August.

4. Staff completed counts of materials inventory (item numbers 14-17) as of June 30, 2020. Once the Lucity merge (see above) is completed, workorders will support accurate, consistent tracking of inventory costs to capital projects.
5. All expenditures are reviewed for accuracy by the Finance Director prior to payment (CAP Matrix item number 19).
6. Security access within the financial system has been reviewed to ensure proper segregation of duties. Merina+Co is preparing recommendations for strengthening of controls in this area.
7. Merina+Co is working through the structure for purchasing and purchase order approvals within the financial system. Once system adjustments are complete Merina+Co will provide staff training and oversee initial implementation of processes.

Billing System Verification

Field staff have completed the collection of the residential meter sample information and provided the data to the Finance team. Verification of meter information for residential meters is expected to be completed by the end of July. Testing of billing calculations within the financial system continues with no significant errors noted to date.

Attachments

1. Checks by Date Report for May 2020
2. Corrective Action Plan Matrix

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 07/07/2020 - 3:46PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	6/2/2020	Check Commerce		AP		6/2/2020	190.50
0	6/10/2020	Pitney Bowes Global Financial Services LLC		AP		6/12/2020	300.00
0	6/10/2020	TSYS		AP		6/10/2020	7,537.37
0	6/10/2020	TSYS		AP		6/10/2020	129.33
0	6/11/2020	Wells Fargo Bank		AP		6/11/2020	1,769.52
14180611	6/12/2020	Public Employees	PERS Adjustment	BRX		6/12/2020	-0.08
0	6/15/2020	Public Employees		AP		6/26/2020	29,538.33
0	6/15/2020	VALIC c/o JP Morgan Chase		AP			3,640.45
0	6/15/2020	Oreagon Department Of Revenue		AP		6/18/2020	8,223.21
0	6/15/2020	Nationwide Retirement Solutions		AP		6/18/2020	1,644.03
0	6/15/2020	IRS Dept of The Treasury		AP		6/18/2020	29,784.16
0	6/15/2020	Oreagon DOR - State Transit Tax		AP		6/18/2020	106.63
0	6/15/2020	OR Dept of Justice. Div of Child Support		AP		6/19/2020	937.30
0	6/15/2020	Pavroll Direct Deposit	DD 00001.06.2020	PR		6/15/2020	72,319.98
0	6/17/2020	Pitney Bowes Global Financial Services LLC		AP		6/17/2020	283.71
0	6/17/2020	Pitney Bowes Global Financial Services LLC		AP		6/17/2020	147.84
0	6/19/2020	Wells Fargo Remittance Center		AP		6/23/2020	30,254.05
15400619	6/19/2020	Wells Fargo Remittance Center	Credit Card Partial F	BRX		6/19/2020	3,027.60
15400620	6/23/2020	Wells Fargo Remittance Center	Credit Card Partial F	BRX		6/23/2020	-3,027.60
15400623	6/23/2020	Wells Fargo Remittance Center	Credit Card Partial F	BRX		6/23/2020	27,226.45
15400624	6/23/2020	Wells Fargo Remittance Center	Credit Card Partial F	BRX		6/23/2020	-27,226.45
14180626	6/26/2020	Public Employees	PERS Adjustment	BRX		6/26/2020	-0.09
0	6/30/2020	Oreagon DOR - State Transit Tax		AP		7/1/2020	106.51
0	6/30/2020	Public Employees		AP			29,458.23
0	6/30/2020	Oreagon Department Of Revenue		AP		7/1/2020	8,293.90
0	6/30/2020	OR Dept of Justice. Div of Child Support		AP		7/2/2020	937.30
0	6/30/2020	VALIC c/o JP Morgan Chase		AP		7/1/2020	3,629.00
0	6/30/2020	Nationwide Retirement Solutions		AP		7/1/2020	1,644.03
0	6/30/2020	IRS Dept of The Treasury		AP		6/30/2020	29,907.74
0	6/30/2020	Pavroll Direct Deposit	DD 00002.06.2020	PR		6/30/2020	72,165.40
ACH Disbursement Activity Subtotal							332,948.35
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							332,948.35

Paper Check Disbursement Activity

44083	6/15/2020	Employee Pavcheck		PR		6/17/2020	589.26
44084	6/15/2020	Employee Pavcheck		PR		6/19/2020	1,279.64
44085	6/15/2020	Employee Pavcheck		PR		6/19/2020	2,134.64
44086	6/15/2020	AFLAC		AP		6/23/2020	920.32
44087	6/15/2020	AFSCME Council 75		AP		6/23/2020	868.81
44088	6/15/2020	Aks Engineering & Forestry		AP		6/18/2020	2,080.00
44089	6/15/2020	Alexin Analytical Laboratories. Inc.		AP		6/19/2020	1,110.00
44090	6/15/2020	AnswerNet		AP		6/19/2020	260.42
44091	6/15/2020	Apex Labs		AP		6/18/2020	2,475.00
44092	6/15/2020	Brown And Caldwell		AP		6/22/2020	14,770.69
44093	6/15/2020	Cascadia Backflow		AP		6/19/2020	3,739.62
44094	6/15/2020	CDR Labor Law. LLC		AP		6/22/2020	22,770.00
44095	6/15/2020	Century Link		AP		6/29/2020	892.17
44096	6/15/2020	Cintas Corporation - 463		AP		7/2/2020	511.63
44097	6/15/2020	City Of Gladstone		AP		6/23/2020	192.04
44098	6/15/2020	Clackamas County		AP		6/23/2020	2,684.24
44099	6/15/2020	Coastal Farm & Home Supply		AP		6/23/2020	54.99
44100	6/15/2020	Columbia Body Manufacturing		AP		6/23/2020	1,312.06
44101	6/15/2020	Comcast		AP		6/22/2020	431.90
44102	6/15/2020	Contractor Supply		AP		6/18/2020	222.20
44103	6/15/2020	Detemple Company. Inc.		AP		6/19/2020	1,440.76
44104	6/15/2020	Ferguson Waterworks		AP		6/18/2020	886.98
44105	6/15/2020	Grainder. Inc.		AP		6/19/2020	4,416.00

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 07/07/2020 - 3:46PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44106	6/15/2020	H.D. Fowler Companv		AP		6/18/2020	449.72
44107	6/15/2020	ICMA Membership Renewals		AP		6/19/2020	1,400.00
44108	6/15/2020	J. Thaver Companv		AP		6/19/2020	401.64
44109	6/15/2020	Board Reimbursement		AP		6/19/2020	150.00
44110	6/15/2020	Measure-Tech		AP		6/22/2020	497.94
44111	6/15/2020	Napa Auto Parts		AP		6/25/2020	15.92
44112	6/15/2020	NCCWC		AP		6/16/2020	80,937.13
44113	6/15/2020	Net Assets Corporation		AP		6/18/2020	558.00
44114	6/15/2020	Northstar Chemical. Inc.		AP		6/18/2020	502.50
44115	6/15/2020	Northwest Natural		AP		6/18/2020	371.15
44116	6/15/2020	Olson Bros. Service. Inc.		AP		6/19/2020	2,225.89
44117	6/15/2020	One Call Concepts. Inc.		AP		6/22/2020	714.42
44118	6/15/2020	Oregon DEQ		AP		6/18/2020	160.00
44119	6/15/2020	Oregon Health Authority		AP		6/18/2020	4,500.00
44120	6/15/2020	Oregonian Media Group		AP		6/24/2020	349.53
44121	6/15/2020	Customer Refund		AP			5.38
44122	6/15/2020	Pamolin Media Group		AP		6/19/2020	236.34
44123	6/15/2020	Customer Refund		AP		6/29/2020	7.43
44124	6/15/2020	Portland Engineering Inc		AP		6/19/2020	120.00
44125	6/15/2020	Portland General Electric		AP		6/18/2020	24,822.03
44126	6/15/2020	Relav Resources		AP		6/22/2020	5,734.31
44127	6/15/2020	Ritz Safety LLC		AP		6/23/2020	4,070.07
44128	6/15/2020	Santana Crane. Inc		AP		6/19/2020	417.50
44129	6/15/2020	Seattle Ace Hardware		AP		7/ 1/2020	24.53
44130	6/15/2020	The Sidwell Companv		AP		6/22/2020	3,600.00
44131	6/15/2020	Tice Electric Companv		AP		6/24/2020	3,368.00
44132	6/15/2020	Customer Refund		AP			2.20
44133	6/15/2020	Unifirst Corporation		AP		6/23/2020	1,825.13
44134	6/15/2020	USA Blue Book		AP		6/24/2020	2,022.29
44135	6/15/2020	Verizon Wireless		AP		6/22/2020	1,266.81
44136	6/15/2020	Waste Management Of Oregon		AP		6/25/2020	534.46
44137	6/15/2020	Water Systems Consulting. Inc.		AP		6/23/2020	6,172.78
44138	6/15/2020	Western Exterminator Companv		AP		6/23/2020	125.00
44139	6/15/2020	Customer Refund		AP			98.80
44140	6/15/2020	Customer Refund		AP		6/22/2020	14.34
44141	6/26/2020	Cavanaugh & Associates. PA		AP		7/ 2/2020	3,750.00
44142	6/30/2020	Employee Pavcheck		PR		7/ 3/2020	588.88
44143	6/30/2020	Employee Pavcheck		PR		7/ 1/2020	1,111.91
44144	6/30/2020	Employee Pavcheck		PR		7/ 1/2020	2,134.64
44145	6/30/2020	Customer Refund		AP			310.56
44146	6/30/2020	AFLAC		AP			920.32
44147	6/30/2020	AFSCME Council 75		AP			871.55
44148	6/30/2020	AnswerNet		AP			263.02
44149	6/30/2020	AWWA		AP			1,400.00
44150	6/30/2020	Bend Mailinq Services LLC		AP			3,746.60
44151	6/30/2020	BTL Northwest		AP			169.74
44152	6/30/2020	Bullard Law		AP			1,200.00
44153	6/30/2020	Bureau Of Labor And Industries		AP			433.62
44154	6/30/2020	Cable Huston LLP		AP			11,705.00
44155	6/30/2020	Centurv Link		AP			614.68
44156	6/30/2020	Cintas Corporation - 463		AP			954.36
44157	6/30/2020	Clackamas County		AP			2,031.36
44158	6/30/2020	Clackamas Landscape		AP			16.00
44159	6/30/2020	Comcast		AP			914.54
44160	6/30/2020	Consolidated Supply Co.		AP			35,386.33
44161	6/30/2020	Dr. Lance F. Harris D.C.		AP			90.00
44162	6/30/2020	Customer Refund		AP			223.19
44163	6/30/2020	FLO-Analvtics		AP			5,725.00
44164	6/30/2020	Customer Refund		AP			191.40

Bank Reconciliation
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 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44165	6/30/2020	Harper Houf Peterson Rihellis		AP			1,172.50
44166	6/30/2020	HealthEquity		AP			39.35
44167	6/30/2020	J. Thaver Companv		AP			343.79
44168	6/30/2020	Merina & Companv. LLP		AP			16,931.25
44169	6/30/2020	North Clackamas Urban Watershed Council		AP			18,669.10
44170	6/30/2020	Northstar Chemical, Inc.		AP			958.75
44171	6/30/2020	Customer Refund		AP			2,372.70
44172	6/30/2020	Customer Refund		AP			1,722.60
44173	6/30/2020	OCD Automation, Inc.		AP			1,375.00
44174	6/30/2020	Oreagonian Media Group		AP			2,154.69
44175	6/30/2020	Owen Equipment		AP			1,454.54
44176	6/30/2020	Pacific Northwest Pollution Prevention Resource Ce		AP			5,457.37
44177	6/30/2020	Pamplin Media Group		AP			144.83
44178	6/30/2020	Portland General Electric		AP			25.91
44179	6/30/2020	R & L Services Inc.		AP			47.90
44180	6/30/2020	Relay Resources		AP			364.50
44181	6/30/2020	Rex Putnam High School		AP			904.95
44182	6/30/2020	Ritz Safetv LLC		AP			4,282.00
44183	6/30/2020	Customer Refund		AP			51.76
44184	6/30/2020	Santana Crane, Inc		AP			912.50
44185	6/30/2020	Seattle Ace Hardware		AP			25.73
44186	6/30/2020	Secure Pacific Corporation		AP			237.50
44187	6/30/2020	US Bank Equipment Finance		AP			220.00
44188	6/30/2020	Verizon Wireless		AP			2,593.99
44189	6/30/2020	Waste Managemnt Of Oreagon		AP			148.49
44190	6/30/2020	Western Exterminator Companv		AP			282.65
44191	6/30/2020	Customer Refund		AP			594.48
44192	6/30/2020	Xvlem Water Solutions USA Inc		AP			7,559.00
Paper Check Disbursement Activity Subtotal							359,545.14
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							359,545.14

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	139
Total Valid Check Amount:	692,493.49
Total Check Count:	139
Total Check Amount:	692,493.49

Oak Lodge Water Services District
 Corrective Action Plan - 2019 Audit
 2019 Audit recommendations

Identification							
Category	#	Audit Finding	Recommendation	Priority Level	Individual Responsible	Planned Action	Estimated Completion Date
Process	1	Review of new rates – During our current year control procedures over the revenue cycle, we noted no formal, documented process in place to evidence the review of rates input into the system. This is particularly important at the time of a Board-approved rate change to mitigate the risk that rates are input incorrectly or are not updated timely in accordance with the effective date of the new rates.	We recommend that a formal process be established to require someone other than the person responsible for making the rate changes to review those changes to verify the accuracy and timeliness.	B	Finance Director	Annually, when rates are entered to Springbrook, the Finance Director will print a report from the system, compare rates to the resolution adopted by the Board, and initial and date indicating their review and approval. The report will be retained until after audit.	Rates have been entered as approved and reviewed by the Finance Director for accuracy and completeness. The review was documented for the auditors and will be retained until after the June 30, 2020 audit is completed.
Process	2	Recalculation of customer bills – During our control procedures we noted no evidence of a recalculation of a sample of customer bills to determine if the bills were calculated accurately using appropriate rates. This is a key control that helps to mitigate the risk that bills are being calculated incorrectly or with incorrect rates, prior to the bills being sent to the customers.	We recommend that management implement controls to require a re-calculation of a sample of customer bills each billing cycle, with a minimum of one bill from each rate class. This procedure should be documented to support which bills were re-calculated, who performed the procedures, and to date when the procedures were completed.	A	Jr Accounting Specialist	Monthly after the bills are generated, the Jr. Accountant will obtain a billing register and recalculate a sample of customer bills to ensure accuracy of the bills. Review will occur prior to mailing of customer bills. Jr. Accountant will maintain a log of customer bills verified and retained until after audit.	Completed - Placed in effect with April 2020 billing. Junior Accountant performs testing and reviewed by Finance Director.
Process	3	Manual adjustments to customer accounts – During our procedures we noted that the District often makes manual adjustments to customer bills and consumption amounts.	We recommend that manual adjustments are reviewed and approved by someone other than the person recording the adjustments prior to the bill being sent to the customer. This approval should be documented either electronically through the billing system or in writing. In addition, we recommend that the District run monthly reports to detail the adjustments made during the month, and such a report should be reviewed by someone other than those responsible for recording adjustments, to help identify any unauthorized adjustments.	A	Finance Director	Monthly the Finance Director will run a "Transactions by Date" report from the system for adjustments and review for anomalies. The Finance Director will initial and date evidencing approval, and the report will be retained until after audit.	Completed - Placed in effect in early April. Finance Director ran report and reviewed. Documented review with initials and data and filed for reference.
Process	4	Customer refund approvals – During our inquiries, we noted that the District has a policy in place that requires any customer refunds should be approved by the Finance Director prior to being issued to the customer. However, during our testing we noted instances where the refunds were not approved by the Finance Director and had been issued to customers. We also noted that individuals other than the Finance Director had access to approve refunds in the system.	We recommend that the Finance Director reviews and approves all refunds prior to being issued, and that electronic access to approve refunds be limited to the Finance Director.	A	Finance Director	The Finance Director receives documentation supporting a customer refund which requires signature and date of approval. Documentation is retained as support for AP. Refund batches are committed (posted) in the system by the Finance Director. Access to approve refund batches has been limited to the Finance Director or the General Manager.	Control is currently in place and operating effectively.
Process	5	New customer setup – During our inquiries, we noted that no formal review control is in place to verify the accuracy of the new customer information input into the billing system. This is particularly important for new services to validate that the proper rate class was entered into the billing system.	We recommend that management establish a control to routinely review reports of new customers added and to verify that the customers were setup correctly with accurate billing attributes.	A	Jr Accounting Specialist	Monthly the Jr Accounting Specialist will run an "Account Master List" report indicating all accounts setup during the month and review for completeness and accuracy of information. All exceptions will be addressed and resolved immediately. The report will be initialed and dated evidencing the review, and will be retained until after audit. Upon setup of a new customer account, a service order will be generated for an initial read. Initial read and meter information on each account will be verified to the respective service order for initial read.	Completed - Control placed in effect April 2020 with review of customer account changes for March 2020. Review performed by Jr. Accounting Specialist and any exceptions reported to Finance Director (Financial Consultant) for direction of resolution. All documentation retained for reference.
Process	6	Exceptions – During our inquiries over the exception reporting process, we noted that the exceptions report is a live screen that populates all the variances identified by the system and clears them out as exceptions are cleared by staff. However, no evidence of the exceptions is maintained on file to support the variances that were identified, and the manner with which those exceptions were cleared. This also creates challenges with verifying whether all exceptions were cleared prior to issuing all the bills to customers.	We recommend that the District establish procedures to review the exceptions report prior to issuing customer bills each billing cycle to ensure all exceptions were cleared appropriately and timely. This review should be documented to note who performed the review and when it was completed.	B	Finance Director	The Finance Director will work with Springbrook to identify a report from the system that can evidence exceptions identified, resolution, and approval. That report will be run each month prior to bills being sent to customers and retained until after audit.	Staff is retaining the "Xdata reports" as evidence of resolution of meter read exceptions. Reports are retained until after the audit.

Process	7	Asset tracking system – We noted that the District does not currently utilize an asset tracking system to track and monitor costs by project throughout the year, and to document when projects were placed into commercial operation and should be moved to assets in service for financial reporting purposes.	We recommend that the District consistently utilize an electronic project tracking system to capture all the costs by project each year and to utilize reports from the system to monitor the costs by project to identify any significant variances from budget or estimate. The information in this system should also be reconciled to the general ledger on a monthly basis and any projects placed into service should be closed to assets in service on the general ledger.	C	Management Team	The Finance Director will work directly with other members of the management team to identify the objectives and requirements of a project tracking system, then evaluate options to best meet those needs. An approach will be selected and implemented to ensure project cost information is complete and accurate on a go-forward basis.	In progress - The District is merging the in-house water workorder system with Lucity. Once combined, workorders that capture labor and equipment usage support proper costing of capital projects.
Process	8	Capital asset reconciliation to the general ledger – We noted that the District does not currently have a control in place to reconcile certain key, full-accrual accounts on a monthly basis, specifically capital assets.	To improve the accuracy of the monthly financial reports and to reduce the burden of the year end closing process, we recommend that the activity per the asset tracking system be routinely reconciled to the capital outlay accounts on a monthly basis. This reconciliation should be formally documented and reviewed by someone other than the person performing the reconciliation as part of the District's monthly close process.	C	Jr Accounting Specialist	The Jr Accounting Specialist will reconcile capital asset records to asset additions, and other changes in capital assets for fiscal year end June 30, 2020 in preparation for the annual audit. Reconciliations will be reviewed and approved by the Finance Director. Beginning with the 20-21 fiscal year, staff will reconcile capital assets activity quarterly.	Capital assets activity will be reconciled for the June 30, 2020 year end by the end of August 2020. Subsequent quarters will be reconciled by the end of the month following the quarter end. Met with Jr. Accounting Specialist on approach and expectations in early June.
Process	9	Labor and overhead costs – During our review of project costs, we noted that the District does not currently track and apply internal labor and overhead costs to projects.	With the implementation of an asset tracking system as noted in the previous comment, we recommend that the District begin to track these costs and apply them to the appropriate projects to help capture all costs that were incurred during the construction phase of each project.	C	Management Team	This will be a key component of the project as outlined in number 7 above	In progress - The District is merging the in-house water workorder system with Lucity. Once combined, workorders that capture labor and equipment usage support proper costing of capital projects.
Process	10	Physical inventory of capital assets – During the audit several assets were identified on the general ledger that were disposed of in previous periods, thus requiring a prior period adjustment for this error.	We recommend that the District establish controls to perform periodic physical inventories of capital assets to help identify assets that were disposed of, but have not been captured appropriately in the financial records of the District.	C	Jr Accounting Specialist	The Jr Accounting Specialist will develop and implement a plan for a physical inventory of the District's capital assets in accordance with best practices. That plan will include identification of all capital assets by location and incorporate property tagging as well as procedures for reporting acquisition, transfer and disposal of capital assets in support of accurate financial reporting.	Some inventory procedures have been undertaken at the treatment plant. A complete physical inventory of the District's capital assets will take place in late summer 2020, prior to finalization of the annual audit for FYE June 30, 2020. Staff has begun scheduling for the physical inventory.
Process	11	Useful lives of capital assets – As we were analyzing depreciation expense and useful lives assigned to assets, we noted that the ability to change useful lives is unrestricted and therefore unauthorized changes could occur and impact the calculation of depreciation expense.	We recommend that access to change useful lives be restricted to certain individuals.	C	Jr Accounting Specialist/Finance Director	System security will be updated to restrict edit authority for capital assets to the Jr Accounting Specialist, with review responsibilities by the Finance Director	Completed as of May 31, 2020. Access provided to Jr Accounting Specialist with review and reporting access (only) to Finance Director
Process	12	Journal entries – During our review of IT access, we noted that the Finance Director has the ability to both prepare and post journal entries without a secondary approval.	We recommend that any manual journal entry have a documented approval from someone other than the person responsible for posting the entry.	A	Sr Accountant/Finance Director	The District has a policy in place that journal entries be approved/committed by someone other than the initiator. The system captures information on who initiated the journal entry and who approved/committed it. Staff is currently working with Springbrook to identify a report/procedure for documenting review and approval of separation of duties re: journal entries.	Completed in May 2020. The Finance Director runs a report of journal entries committed/posted to the system monthly, reviews and retains the report as evidence of the control.
Process	13	Review of reconciliations – During our testing, we noted no evidence to support that reconciliations are reviewed and approved timely by someone other than the person preparing the reconciliations. This includes bank reconciliations, accounts payable reconciliations, the daily cash summaries, as well as other monthly reconciliations.	We recommend that each reconciliation be reviewed monthly and that the review be documented electronically or in writing.	A	Finance Director	The Finance Director currently reviews all staff prepared reconciliations in a timely manner, and evidences that review with initials and date. Reconciliations are retained in accordance with records retention requirements.	Currently in place and operating effectively.
Process	14	Physical inventory of wastewater inventory – During our inquiries we determined that the District had not recorded materials and supplies inventory previously, which resulted in an audit adjustment of approximately \$116,000.	We recommend that the District record and track wastewater inventory consistently going forward and that physical inventories be performed on at least an annual basis to validate the accuracy of the amounts recorded.	B	Finance Director/Plant Superintendent/Collections Manager	The Finance Director will work directly with the Plant and Operations Managers to identify the required information in support of an effective and efficient materials inventory for Wastewater operations. That inventory will address quantities and costs in support of complete and accurate financial reporting.	Inventories for water and sanitary inventory are complete.
Process	15	Inventory costs – We noted that the purchase of inventory items are not being input into the system timely, which has created instances where inventory items are identified during the year end physical inventory count and management may have to call the vendor to obtain the price.	We recommend that all inventory purchases be input into the inventory system on a timely basis to ensure the listing is updated, costs are accurate, and amounts charged to projects will be charged at accurate rates.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Inventory purchases will be entered and tracked in Lucity once water information is merged to the system.
Process	16	Approval of inventory charged to projects – We noted that the District did not have controls established to require formal approval of inventory to be charged to projects.	We recommend that controls be established to require a formal charge-out approval for any inventory items to be taken from the warehouse and utilized on a project. These approvals should be compared to the actual inventory charged to each project to ensure only authorized costs were captured on the project.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Once the water workorder system is merged into Lucity, workorders within Lucity will track and account for materials inventory usage on capital projects and support proper costing.

Process	17	Obsolete inventory – We noted that the District did not have a process in place to regularly review its inventory listing to identify obsolete or unusable inventory items.	We recommend that as part of the physical inventory process, the District identify any obsolete items that should be expensed in the current year.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Completed with June 30 end of year counts.
Process	18	Cutoff of expenditures – During our testing, we noted amounts where the service period per the invoice spanned over both fiscal year 2018 and 2019, but the total amount of the invoice was expensed in fiscal year 2019. In addition, we noted an expenditure for which receiving documentation was not retained for materials that were invoiced in the prior fiscal year, but were recorded as expenditures in the current fiscal year.	We recommend that the District establish controls to review year end cutoff to ensure that costs are recorded in the period in which the service was provided or the materials were received. We also recommend that the District retain all documentation related to purchases including any receiving documentation.	A	Finance Director	The Finance team will initiate communications regarding cutoff to District staff in advance of year end emphasizing cutoff issues. The Finance Director reviews all expenditure batches against supporting documentation prior to payment. One element of review is that expenditures are charged to the proper period. Review is documented with initials and date evidencing approval.	Control is currently in place and operating effectively.
Process	19	Duplicate payment – We noted one instance in our subsequent disbursement testing where an invoice was paid twice by the District and was not discovered during the District's approval process.	We recommend a formal review of all disbursements prior to issuing payment to ensure the amount to be paid matches the amount owed to the vendor for the products or services received and invoiced.	A	Finance Director	The Finance Director is currently working with the new Jr Accounting Specialist to tighten controls and processes over expenditures and utilize system functionality to reduce or eliminate the opportunity for duplicate payments.	Control is currently in place and operating effectively. The Finance Director reviews all expenditures prior to payment for accuracy.
Process	20	Review of NCCWC balance – During the audit of the North Clackamas County Water Commission (NCCWC), a prior period adjustment was identified and reported relating to the improper previous amortization of water rights. The restatement of the NCCWC's financial statements had a direct impact on the District's reporting of its investment in the NCCWC on the District's financial statements. The adjustment to the investment in NCCWC was not properly recorded as a restatement in the initial draft of the district's financial statements provided to us.	We recommend that the district provide for a review of the final, audited NCCWC financial statements prior to finalizing the District's financial statements to ensure proper reflection of the investment in NCCWC. The review should be documented as part of the District's year end closing process.	A	Finance Director	The Finance Director will perform a careful and detailed review of NCCWC accounting records and financial statements in conjunction with the audit of NCCWC. That review will translate to a timely update of relevant accounting records and financial statements of the District.	Control is currently in place and operating effectively.
Process	21	Listing of public procurement contracts – As part of our testing of compliance with state procurement requirements, we noted that the District does not maintain a centralized list of all contracts executed during the year.	We recommend that this process be centralized with one employee to help track all procurements and ensure all documentation required is maintained on file to support the District's compliance with the State's procurement requirements.	B	District Recorder	The District Recorder has assumed responsibility for centralizing the District's contracts and related information as well as compliance with State records requirements. The Finance Director will work directly with the District Recorder to ensure all information related to procurements is centralized in support of contracts with vendors.	Contract centralization is currently in process. It is expected that records will be complete and available by September 30, 2020.
Process	22	IT user access – We noted that the District does not regularly perform and document its review of user access to the various systems supporting the financial reporting function.	We recommend that the District perform routine reviews of user access, at least annually, to determine whether access to the systems are appropriately updated, terminated users have been removed timely, and any segregation of duties conflicts are identified.	A	Finance Director	The Finance Director will review system access quarterly and work with the appropriate staff to maintain appropriate segregation of duties.	Security reviewed. Recommendations pending.
Process	23	Pay rate and other employee master file changes – We noted during our payroll testing that once a pay rate is entered into the system, there is no formal review to verify that the rates were entered correctly.	We recommend that the District run reports of any changes made to the employee master file on a monthly basis to verify the accuracy and timeliness of the changes. Such review should be formally documented to evidence who performed the review and when it was completed.	A	Finance Director	System security will be updated to allow the Finance Director "view only" and "reporting" access to the HR module so that changes to employee master files can be reviewed for completeness and accuracy. All changes to employee master files will be supported by a personnel action form approved and dated by appropriate parties. The Finance Director will review these forms against the system as they are implemented.	Control is currently in place and operating effectively.
Process	24	Purchase orders – We noted that the District's current policy requires purchase orders to be utilized for any inventory items over \$500. However, non-inventory items do not have a similar requirement.	We recommend that the District update its policy to require purchase orders on non-inventory items over \$500 as well. The purchase orders should be reviewed and approved by someone other than the person requesting the purchase.	B	Finance Director	The District's procurement and related approval policy is currently in review. Once finalized and implemented the policy will allow for consistency across transactions and require training of appropriate District staff in the generation and approval of PO's, supporting documentation for payment, and records retention.	PO workflows have been mapped and currently working on system updates.

STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 7b
Date July 21, 2020

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

- Process quiet
- Projects
- Lucity

Water Reclamation Facility Operations

The plant process is in great condition. All the process parameters are in the right range and the performance measures are great. The main task in June was to keep things just like that. The wasting was adjusted down to keep the solids stable. (Photos 1 & 2) The pressing of solids continued and biosolids hauling carried on with 252 cubic yards being delivered to Madison Farms. This was achieved by our dauntless drivers even though we did not have a trailer available for the last part of June. The trailer had to have repairs made which have proven troublesome to complete. The plant has not been affected because we have extra solids space due to reducing solids overall.

There are several projects coming up this year and we are discussing and planning for the impacts they will have to operations. For the Belt Filter Press project, we need to be ready to pause our pressing and move the dried solids around differently. For the Piping Project we need to drain a digester so we will need to press more and haul more gradually in advance. Preparation is beginning on the rebuild of Pump Station #5. And we are going to change diffusers in an aeration basin.

The level detectors in the Influent Pump Station were not holding calibration very well and that affects how the pumps respond to flow changes. We determined that they had served their useful life. So, we replaced them and had them calibrated. This has stabilized the influent pump operation. As I mentioned last month, we had switched

clarifiers from #2 to #1. A leak was discovered on the scum collection pipe so we had to switch back to #2 so we can replace the piece of PVC piping. (Photo 3)

Water Reclamation Facility Maintenance

The last two Return Activated Sludge (RAS) pumps were installed. (Photo 4) The east RAS pumps 2 and 3 were dropped in, wired up, tested, and put online in June. This finishes the updating of our fleet of pumps in the plant to non-clog submersible Flygt pumps. The secondary clarifier oil changes are complete and the preventive work orders for that equipment have been consolidated and updated. There have been numerous PMs completed including getting filters changed and cleaned on blowers, odor tower fans, HVAC equipment, and digester intakes. (Photo 5 & 6) Cottonwood season on the river means this will be done all summer. We received the equipment for the safe entry into clarifiers and we will figure out installation on each clarifier and test it out.

At the aeration basins, it was time to turn on the #2 Mixed Liquor Return (MLR) pump due to the complete nitrification in our process driving the pH down. Returning more mixed liquor allows for more denitrification which returns alkalinity to the process thus increasing the pH. Upon startup we had a problem with the motor shaft unthreading. Maintenance swiftly got a crane in to pull this out and were able to correct the problem and have it reinstalled the next day, restoring us to full service. (Photo 7) We also pulled out the #1 MLR pump for a scheduled rebuild. At the headworks, a coupling broke on one of the screenings compactors. (Photo 8) The part had to be ordered but we are OK with redundancy.

Considerable effort was spent on finishing up the inventory for the plant and getting the updated age and cost information into the Lucity inventory component. We have been updating the asset listing information as well. This is all to ensure we are in compliance with the audit recommendations. In Lucity it builds a base for the inventory information from the water side to be added. Elaine has been working on setting the Lucity system up for the water data and work orders to be moved over. This involves setting up dashboards for the users on the crew, setting up the various modules that will be used, creating work order forms, and hydrant forms and refining the customer services processes.

Attachments

1. Photo Pages of June 2020 Work
2. Rainfall vs Flow Data Correlation for December 2019-June 2020
3. Plant Performance BOD-SS Graph for December 2019-June 2020
4. Work Order Summary Graph 2020

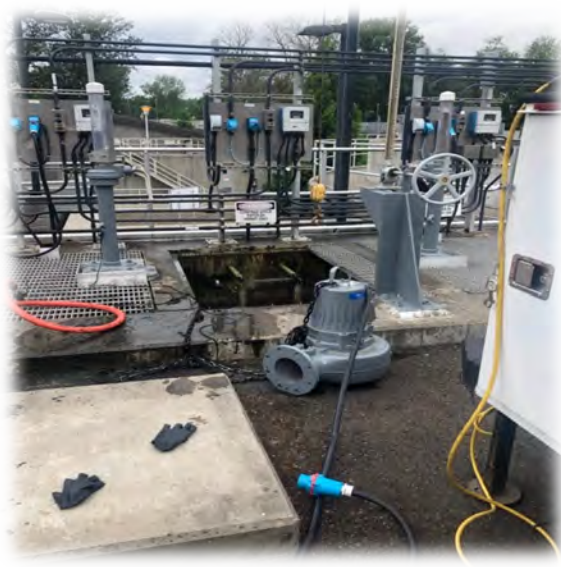
DATE	SVI	LBS in AB's	SA	F/M	tot lbs	
8	81	46,716	9.8	.12	52,860	
9	73					
10	81	43,073	9.0	.13	46,767	
11	73					
12	73					
15	73	41,763	8.8	.13	45,725	
16	76					
17	73					
18	73					
19	73					
22	70	49,216	10.3	.12	57,198	Clar Swap
23	78					
24	70					
25	78					
26	78					

MAY
BOD = 4,742



1) Stable numbers mean....

2) ... happy aeration basins!



3) Clarifier #1 scum pipe leak

4) East RAS #3 installation



5) Dirty dewatering building filters



6) Clean dewatering building filters

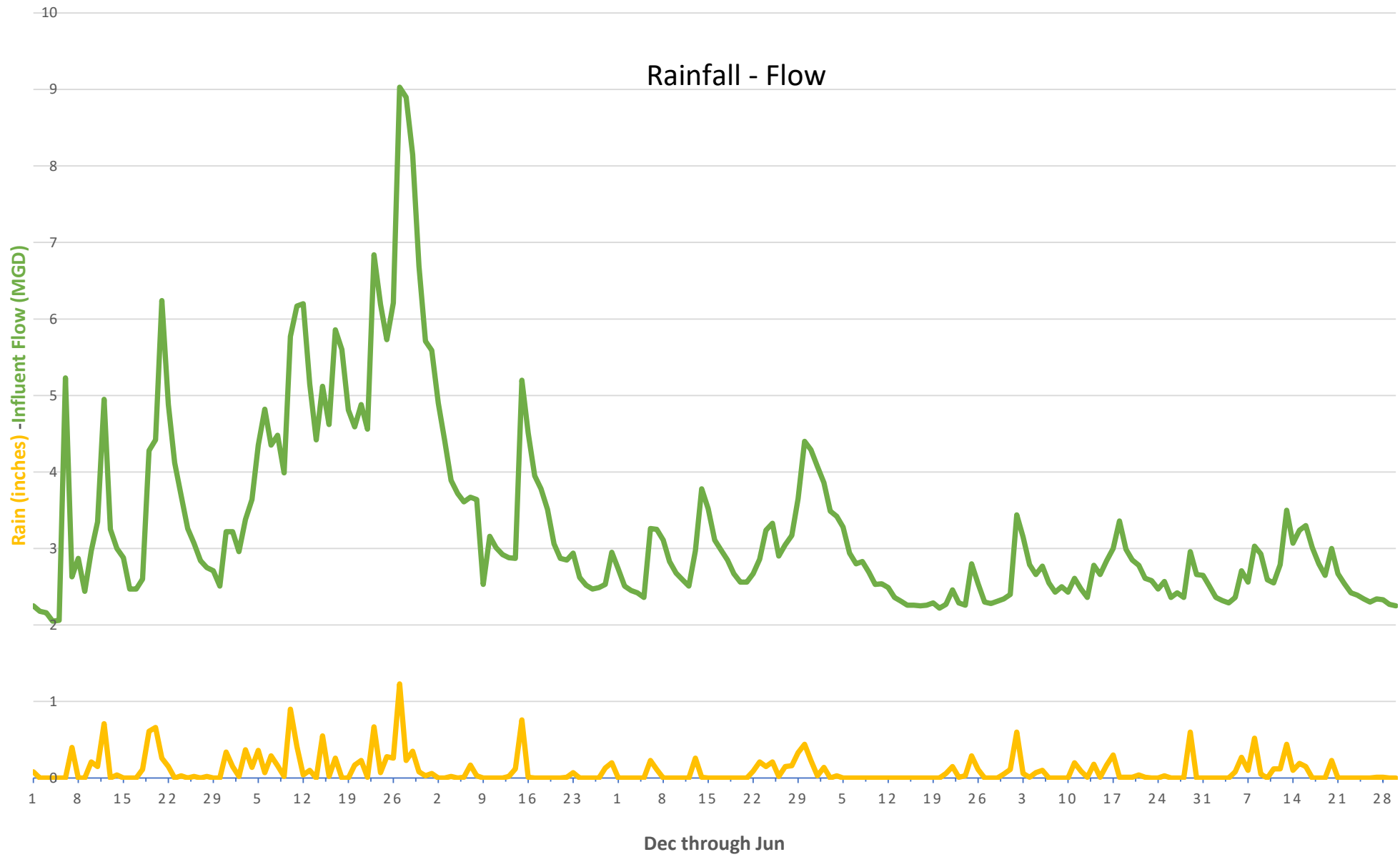


7) MLR pump extraction

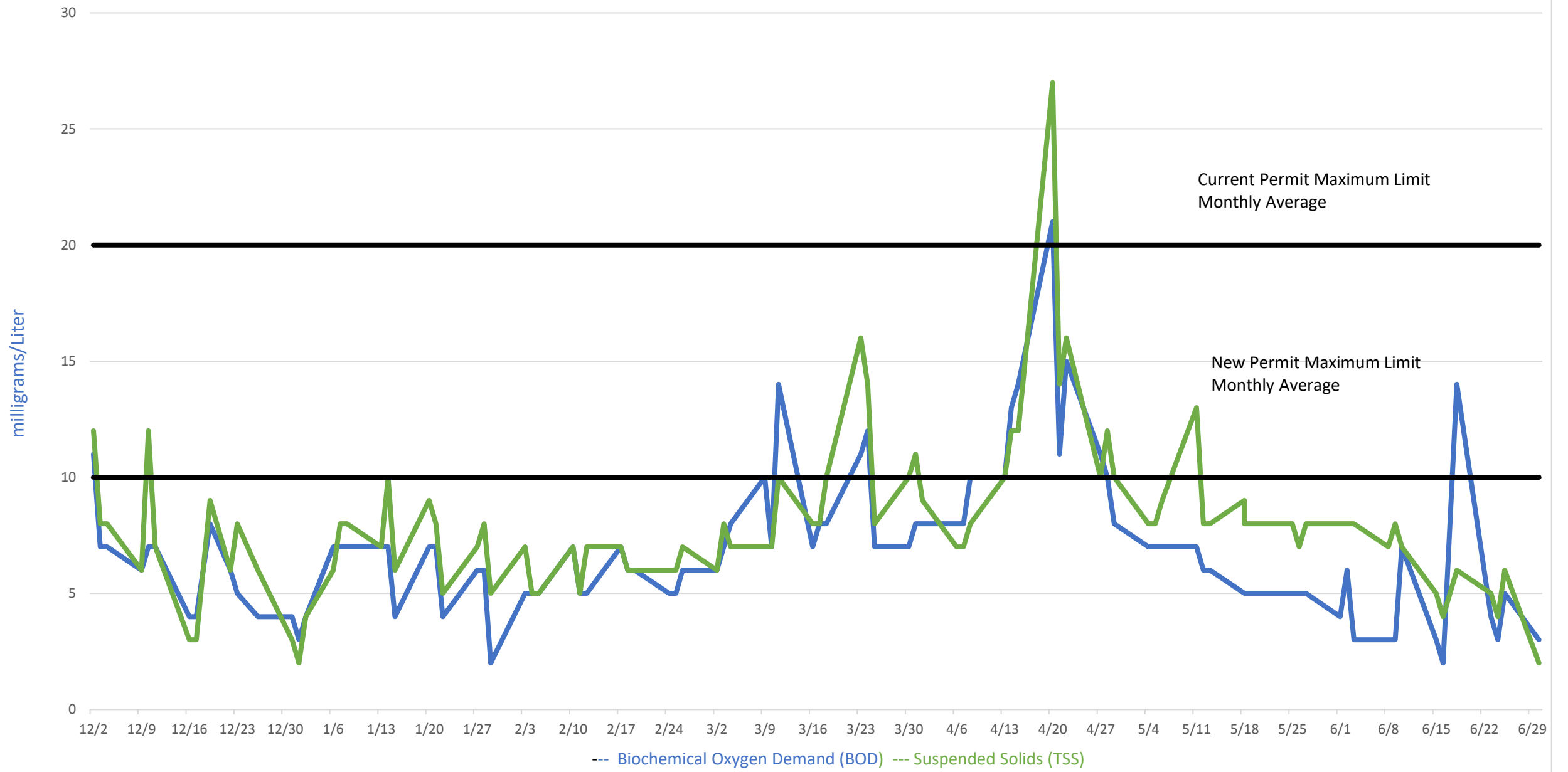


8) Broken Coupling

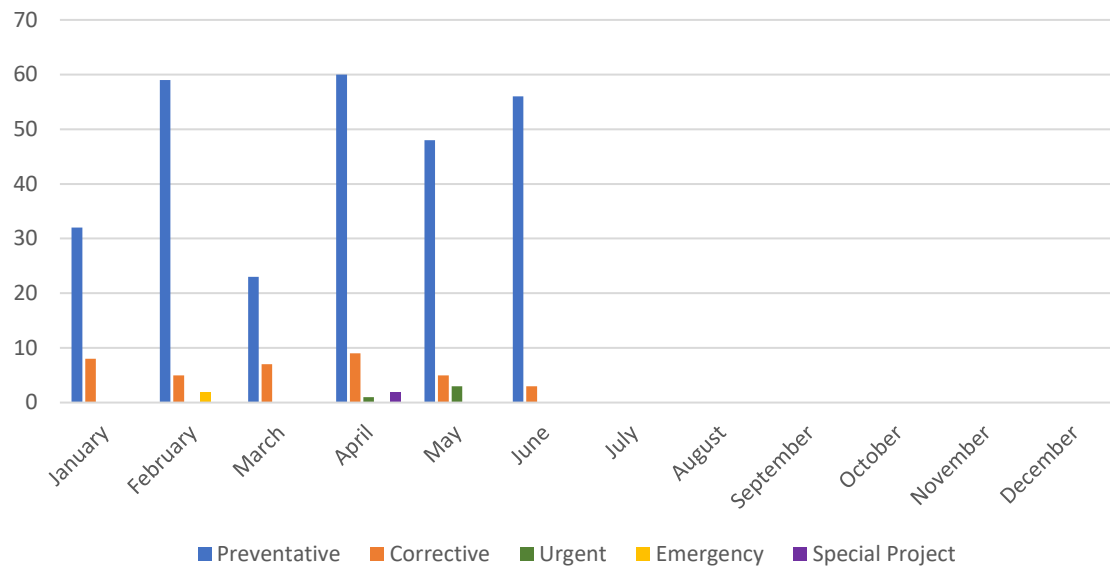
Rainfall - Flow



Effluent Water Quality



Treatment Plant Work Order Summary 2020



STAFF REPORT

To Board of Directors
From Todd Knapp, Field Operations Manager
Title Field Operations Monthly Report
Item No. 7c
Date July 21, 2020

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

- Meters replaced, new services added, and leaks repaired (See chart)
- Water consumption for **June: 93,438,000 Gallons (7.47% Below the 10-year average of 100,983,067 and down 19.88% compared to last year)** (See metered monthly consumption chart)
- Crews still split into alternating week groups.

Water Operations

Water staff completed the small meter random sampling data project. No notable problems were detected.

First main leak in five months was found and repaired on Jennings Avenue, this has been the longest stretch that staff can remember.

Staff has been quite busy with the leak detection program, found numerous leaks on customer side and only one leak so far on ours.

Staff also began changing out some of the larger meters, (1" through 2") because these meters were identified as potentially problematic. Staff will have meters tested to verify their accuracy.

Collections Operations

Collection staff has been busy this past month with cleaning the monthly, quarterly, semi-annual grease lines.

Staff has had to deal with beaver dam build ups again, since equipment is difficult to get into some of these areas, staff has had to wade into these areas and dismantle by hand these rather large build ups. Some of these are in County areas.

Staff has been working on a visual tap station identification project this past year or so, the goal was to go through the entire video collection and mark the tap stations on district paper maps, the true measured distance found.

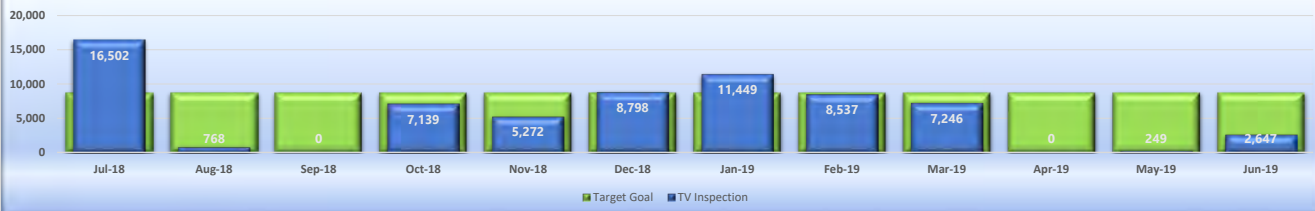
Another project staff has been working on is TVing pipe segments that have missing video footage. It was identified that 22,516 feet was missing, these past months staff were able to TV 8,733 feet.

Attachments

1. Sewer Collection Report
2. Water Stats Report
3. Master Meter Report
4. Photos Page

Oak Lodge Water Services Collections Report

TV Inspections



Hydrocleaning



5 Year Plan



FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,359
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	423	2,584	-4,455	-393	-8,723	-8,599	-7,400		-36,002			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

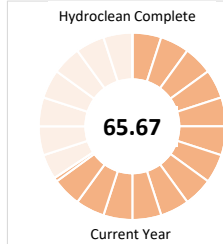
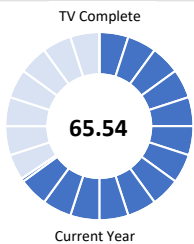
FY 2020-2021

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line														0			0

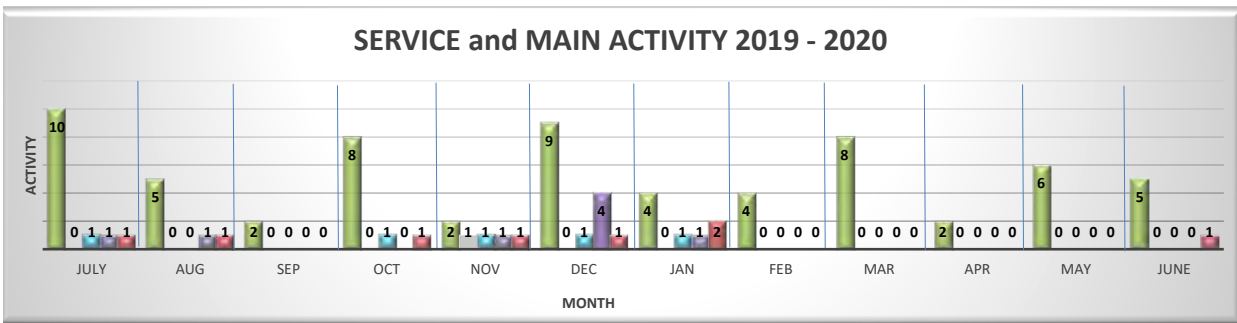
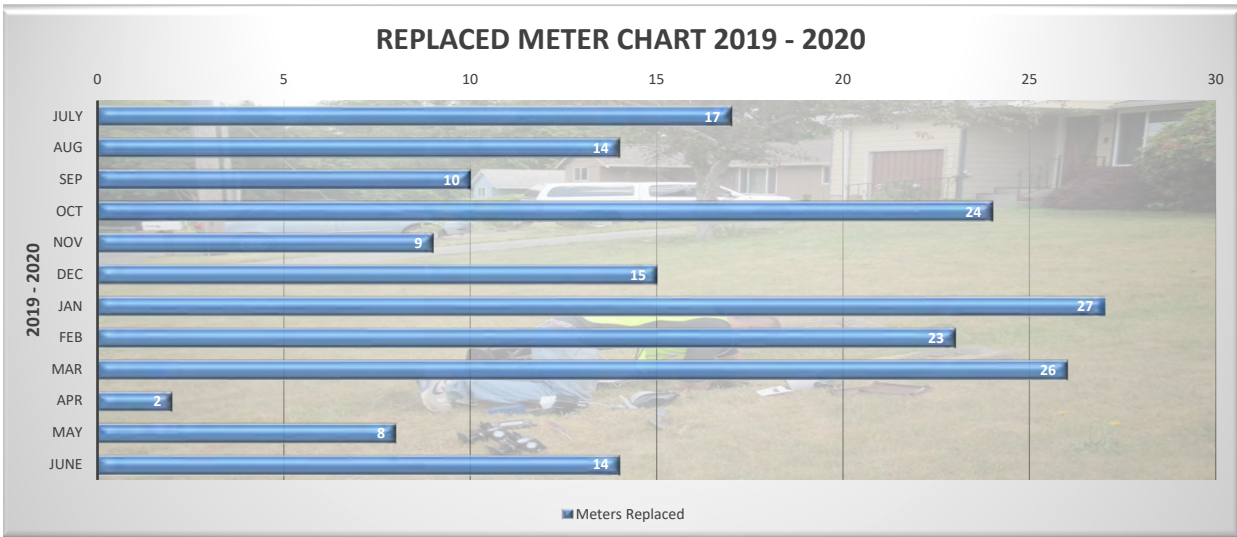
FY 2021-2022

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line																	0

	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			
Actual Per Year TV	78,372	87,176	68,607			289,237
Actual Per Year Hyd	78,697	82,393	68,742			293,560
Make up	-26,144	-19,894	-36,004			
Percent Completed	75%	81%	66%	0%	0%	44%



Oak Lodge Water Services Water Report



Fiscal Year 2019 - 2020	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	14	5	0	0	1	1
2019	Sep	10	2	0	0	0	0
2019	Oct	24	8	0	1	0	1
2019	Nov	9	2	1	1	1	1
2019	Dec	15	9	0	1	4	1
2020	Jan	27	4	0	1	1	2
2020	Feb	23	4	0	0	0	0
2020	Mar	26	8	0	0	0	0
2020	Apr	2	2	0	0	0	0
2020	May	8	6	0	0	0	0
2020	June	14	5	0	0	0	1
Yearly Total		189	65	1	5	8	8

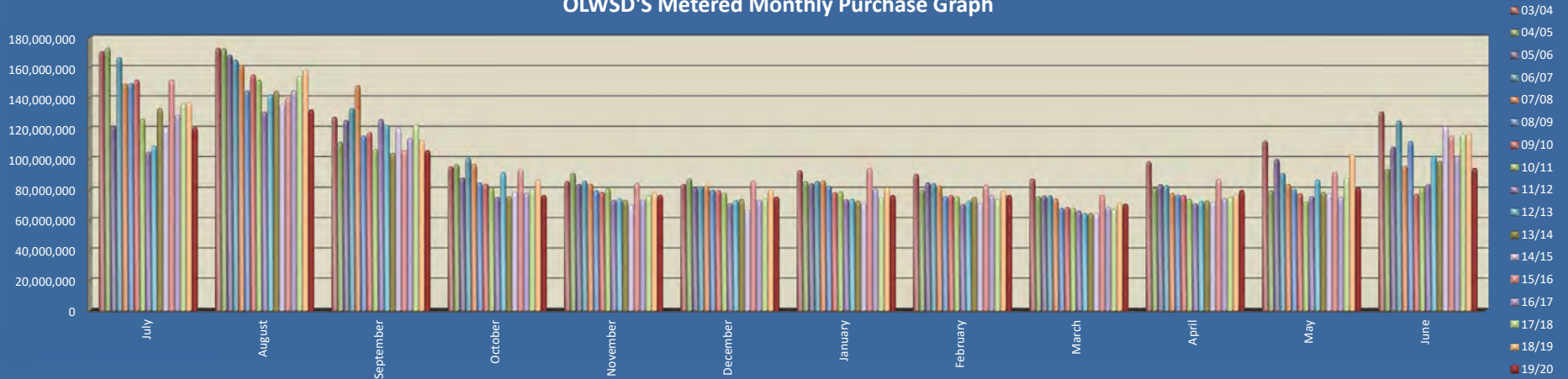
Backflow Program Update for the Month of June

Total						
1,325						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
684	4	1	2	0	0	28
52%						
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		

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	101.42%		
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	97.21%		
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	92.37%		
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	97.95%		
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.38%		
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	96.79%		
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	109.38%		
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	98.47%		
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	103.05%		
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	106.97%		
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	96.36%		
20/21																	
10 Year Average	126,577,533	143,291,600	113,476,900	81,144,100	75,518,400	74,614,414	77,248,086	74,825,700	67,650,700	74,960,700	82,406,600	100,983,067		10 Year ADD	3.01	Winter Ave	75,562,733
Last Year Compare	87.93%	83.43%	93.93%	88.11%	97.84%	93.81%	93.59%	96.60%	99.16%	103.90%	78.88%	80.12%				Summer Ave	127,782,011
10 year Average	95.09%	92.25%	92.71%	93.44%	100.76%	100.19%	98.19%	101.46%	103.76%	105.62%	98.14%	92.53%					
	-1.67%	-4.91%	-7.75%	-7.29%	-6.56%	0.76%	0.19%	-1.81%	1.46%	3.76%	5.62%	-1.86%	-7.47%				
	-32,834,800	-6,209,533	-11,110,600	-8,276,900	-5,319,100	570,600	144,586	-1,400,086	1,092,300	2,541,300	4,212,300	-1,534,600	-7,545,067				

OLWS'D'S Metered Monthly Purchase Graph



Photos Page



(1) Picture of main leak on the South side of Jennings Avenue, West of Oatfield Road.

Leak type, a split in the main.

(2) After completion.



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 7d
Date July 12, 2020 for July 21, 2020 Regular Meeting

Summary

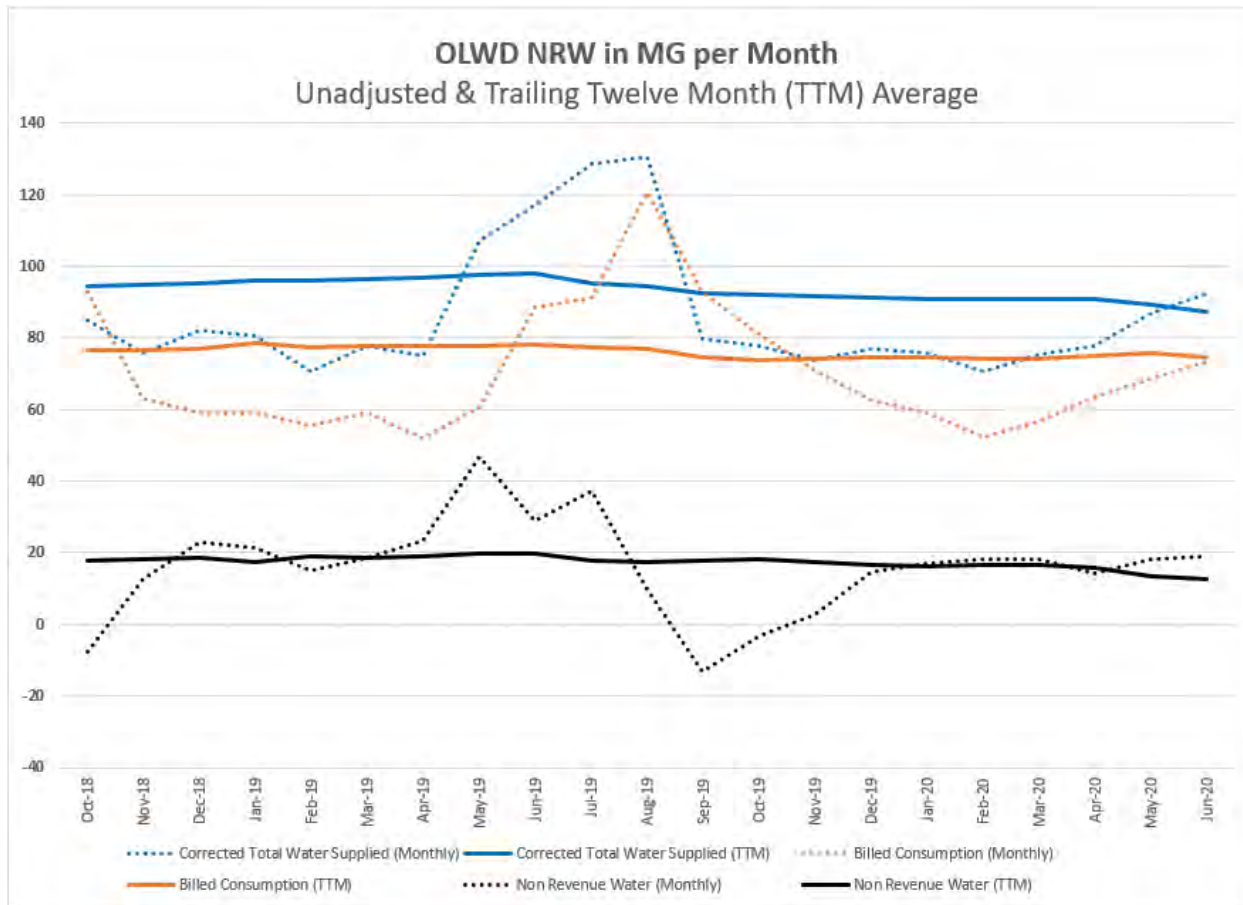
The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- MS4 Draft Permit was received and is under review by the co-permittees.
- The Boardman Wetland Complex Project is closing up; other than two repairs to the sewer line once the In-Water Work Permit is active on July 15th.
- Preparing the Belt Filter Press Project to begin construction in July.
- Construction of SE Old Orchard Court and Jade Court Sewer and Water Repairs Project began June 6 and will be wrapping up before the end of July.
- Water Master Plan reviews and final draft preparation.
- Staff has begun what will be bi-weekly meetings surrounding the District's Water Risk and Resiliency Analysis and Emergency Response Plan.
- Various Task Orders are in draft stage for FY21 Capital Work
- Staff continues to work from home while still meeting the public expectations for our presence (such as inspections)

Non-Revenue Water Audit Efforts

- Field Operations began leak detection efforts again and found a leak on Jennings Avenue. That leak was fixed, and the amount of non-revenue water lost to the leak was added to the tracker.
- Field Operations purchased some larger meters (>1") and have swapped out two. Those meters were sent to be tested to see how far off they were counting. Over the next few months, other large meters will be swapped out and checked as well.



Education and Outreach

After the Public Communication Goals Workshop in June, staff began developing a scope of work for a communications plan with Barney & Worth. Libby Bakke, from Barney & Worth will be interviewing Board members for their input to this plan. When the draft scope of work is ready, staff will then request input from the Board prior to finalization.

District partnerships with non-profits continue with multiple layers of changes in place. Programs have been shifted, timelines and techniques for reaching the public have changed, but always with the intent of promoting education and information about the importance of clean water and how individual actions make a substantial difference in how our water stays clean.



One promising partnership that started in the spring is bringing the EcoBiz Program into OLWS. As part of the preliminary work, they identified several auto-related businesses in the District which may benefit from outreach on pollution prevention – with the goal of addressing baseline pollution in our community. Businesses can work towards an eco-certification, which may help them market themselves.

As communities learn to live with Covid-19 virus, in order to stay safe, the District continues to monitor the situation and keep our communications up to date based on current recommendations. This applies to all of our messaging through our valuable front line office and field staff, through the website, electronic and paper newsletters, bill messages, special e-notices/inserts, and by working closely with local partner groups to push out messaging through social media networks. Through the communications scope of work, we may be exploring additional methods of communication.

OLWS works around the clock to be available for the public for emergency situations and well as routine maintenance and capital projects. There have been many positive comments about field staff working to resolve issues for customers, and all staff have been working to follow state set protocols for keeping themselves and customers safe.

The focus of OLWS communications stays on the business of our services, with Covid-19 information being shared as it impacts service (e.g. administrative offices closed for walk in bill pay). Clean water is our business, and how our services meet a crucial basic need, especially during times of crisis.

When talking with customers in the District:

The “Important Messages” button on the website is regularly updated with current communication pieces, which include:

- Talking Points for the updated FY 2020-2021 Rates and Fees;
- Our water is safe and can be relied upon (direct customers to the [Annual Water Quality – Consumer Confidence Report](#));
- Reminders to customers to *Trash Wipes – Don’t Flush Wipes*;
- July/August OLWS Newsletter;
- A link to the Customer Assistance Programs, which include:
 - Time Payment Agreement (TPA)
 - Low-Income Utility Rate Relief Program (LIURR)
 - Emergency Customer Assistance Program (ECAP)

With the increased use of water in summer, remember to direct customers to water conservation information available through our partnership with the Clackamas River Water Providers and the Regional Water Providers Consortium. The Weekly Watering Number is one-way local customers can find out how much water they need to apply to their yards while, all the while saving them money through water conservation.

June 2020 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	2	2	24	0	21
Active Erosion Control Permits	118	99	917	42	489
Active Development Permits	11	5	135	19	289
Active Utility Permits	4	1	89	26,124	359,684
Sanitary SDC Fees Received					
	\$180,775	\$5,165	\$592,263	\$26,124	\$359,684
Water SDC Fees Received					
	\$86,390	\$4,320	\$412,360	\$32,960	\$375,015
Plan Review Fees Received					
	\$10,822	\$1,000	\$51,732	\$3,800	\$75,646
Inspection Fees Received					
	\$9,100	\$1,860	\$40,590	\$3,889	\$73,646

Attachments

1. Development Tracker
2. Capital Project Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Inspections Continuing	7/8/20
Under Construction	16518 SE River Rd.	Head Start School Additions	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	13505 SE River Rd	Rose Villa Phase 4 Medical Building	Oak Lodge Site Development Permit current review	7/8/20
Pre-Application	13822 SE Oatfield Rd	Residential zone change from R-10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	15099 SE McLoughlin Blvd	Corporate Headquarters Clackamas Credit	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	15115 SE East Ave	Residential Subdivision	Application submitted to Oak Lodge. Oak Lodge permit expires January 2021	7/8/20
Plan Review	View Acres Elementary	Redevelopment: School	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	19315 SE River Rd	Residential 2-lot partition	Land Use comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	15717 SE McLoughlin	Bank and Office	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	5722 SE OATFIELD RD	2 parcel partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Plan Review	Riverside Elementary School	Redevelopment: School	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	New Urban High School "Annex"	Redevelopment: School	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	Candy Lane School	Redevelopment: School	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	Jennings Lodge School	Redevelopment: School	Oak Lodge Site Development Permit current review	7/8/20
Plan Review	14720 SE River Rd	Residential: Multifamily	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	14733 SE Rupert Ave	Residential tri-plex; no demo	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	3110 SE Concord Rd and 16103	Residential: 7-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	Spaulding Ave., TL 3200	Residential, 1-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	5212 SE Thiessen Rd	Residential, 5-Lot Short Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	5200 SE Roethe Rd.	Residential, 4-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	16305 SE Oatfield Rd	Residential, 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
Pre-Application	3870 SE Hillside Dr	Modification of previously approved 13 lot subdivision.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	7/8/20
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 CCDTD. County land use expiration timeline.	7/8/20
Plan Review	15603 SE Ruby Dr	Residential: 3-lot partition	Current OLWSD review	7/8/20
Plan Review	14928 SE Oatfield Rd	Residential: 4-lot partition	Current OLWSD review	7/8/20
Plan Review	6364 SE McNary Rd	Residential: 4-lot partition	Current OLWSD review	7/8/20

Projects will be started.

Construction	0%																			
Total \$ 1,520,000 \$ 20,607 \$ 185,870																				

Watershed Protection Capital Projects

Project ID	Project Name and Description	Fiscal Year 2021		Total Spent To-date	Project Status	Phase	Percent Complete	Fiscal Year 2021												Fiscal Year 2022																			
		Budget	Spent					J	A	S	O	N	D	J	F	M	A	M	J	Q1	Q2	Q3	Q4																
2016-SW01	Boardman Wetland Complex When finished, this 5-acre wetland rehabilitation site will house a boardwalk, outdoor classroom area, parking lot and a Nature Playground. Partners include, NCPRD, Oregon State Parks and Metro.	\$ -	\$ -	\$ 3,609,000	Active	Rice																																	
							Planning	100%																															
							Design	100%																															
							Bid	100%																															
							Construction	99%																															
2018-SW01	Stormwater Master Plan This project will look into two alternative Watershed Protection Program models and how their costs would affect the District's rates.	\$ 215,000	\$ -	\$ -	Active	Rice																																	
							Planning	80%																															
							RFP	0%																															
							Creation	0%																															
							Outreach	0%																															
2020-SW01	Localized Enhancement Program (FY21) This project aims to fix small to medium scale localized stormwater issues throughout the District. This would likely include planted facilities such as swales and ponds.	\$ 250,000	\$ -	\$ -	Active	Rice																																	
							Planning	15%																															
							Design	0%																															
							Bid	0%																															
							Construction	0%																															
Total		\$ 465,000	\$ -	\$ 3,609,000																																			



AGENDA ITEM

Title	Call for Public Comment
Item No.	8
Date	July 21, 2020

Summary

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

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

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



AGENDA ITEM

Title Business from the Board
Item No. 9
Date July 21, 2020

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
6/18/2019	SDC and ADU Comparison to other Communities	Jason will be presenting this data at a future date when it suits the Board
8/13/2019	OLWSD/Gladstone IGA	OLWSD Staff is working to create the first full draft of the IGA for City of Gladstone review

June 27, 2020

To: OLWSD Board of Directors

From: Kevin Williams
Director

Re: NCCWC meeting notes from June 27, 2020

The meeting began with a public hearing on the 20/21 budget from the Commission. There were no attendees and no comments.

We then moved onto normal business. The minutes for our previous meeting were approved along with the financials for this past quarter.

We then proceeded to discuss, approve, and adopt the approved 2020-2021 budget.

The next step was to adopt the resolution setting the water rate for 2020-2021. We got some great news here. We have a zero % change from last year's rate. It will remain at \$0.7437 per CCF.

The next time was to approve Resolution 2020-10 which waived the true-up on water costs for FY2018-2019. Basically, the costs to run were higher than planned and the water sales did not fully cover the extra expense. It was a minor amount and would not affect planned transfers to the Plant Reserve fund. The decision was to waive the true-up.

Wade gave us an update on the Spring Snowpack. It is below normal, and we are getting to the point where flows will be monitored for trends. Clackamas River Water Providers worked on a water curtailment program last summer so there is something being worked on for conservation messages. One was "Fish on the run. Irrigation done."

South Fork Water Board is trying to start a Water Plant Operator training program to run at C.C.C. This would be a two-year program with classroom study in the first year along with some plant training. The second year would be all full time in plant training. This is a great opportunity for all of us that run plants to have local people trained and they would be allowed to sit for their Level 1 Certification after graduating.

Wade informed the Commissioners that he does not intend to continue to operate the plant under the special authority granted by the declaration of emergency approved in March due to the COVID virus.

June 27,2020

To: OLWSD Board

From: Kevin Williams

Re: Jennings Lodge CPO Meeting

1. Clackamas County Administrator Gary Schmidt attended the zoom meeting to give the group a budget update. He basically told them the current budget as planned is not sustainable. The county is expecting large drops in tax collections and will likely be making reductions in funding to programs as they go along. He hinted that Public Safety functions will be preserved as much as possible.
2. There is a Parks petition that is on the JLCPO website that you can sign if you feel we are under served in Parks in the area. Grover Bornefeld told the group that the Citizens Advisory Board members were informed that they all have expired terms. He did not seem to know what their next step was going to be at the County.

The group discussed the H.B. 2001 request for information that had gone to Clackamas County and OLWSD to see what advance planning was occurring for growth associated with the bill. They did not seem to get the response they wanted from the County but were very happy with our responsiveness.

3. Next up was a Community Forum to look at the options being considered for the new County Library at Concord school. There are about nine different versions of designs being considered. If interested, you can go to JLCPO website to see the drawings. The costs vary from 42 down to 31 Million for the new facility. The County currently has 4.5 million set aside for the project.
4. Mitra Anoushiravani then spoke about an Equity Resolution Petition that is going around. It is basically a show of support for the diversity in our community and asking that it be honored.
5. There will be no annual picnic in July due to COVID-19 but the group was asking for ideas to replace it with. The idea of a Zoom picnic came up with people sitting on their front porches and broadcasting their picnic.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING, & WORK SESSION
THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*
June 11, 2020 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/88694436060> or by calling the following number +12532158782 and join meeting 88694436060#.

WORK SESSION @ 6:00pm

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

1. Commissioner Communications – *CRW Board of Commissioners*

Adjourn work session

REGULAR MEETING – Immediately Following the Work Session

Call to Order

- a. Approval of the Agenda

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

Action Items

1. **Consider Approval of an Intergovernmental Agreement with Clackamas County for County Corrections Work Crew Support-** *Todd Heidgerken, General Manager*
2. **Consider Approval of Intergovernmental Agreement with Lane Council of Governments (LCOG) for Water Quality Flushing Data Base Support-** *Todd Heidgerken, General Manager*
3. **Resolution 05-2020 Establishing Wholesale Water Rates Charged to Sunrise Water Authority-** *Carol Bryck, Chief Financial Officer*
4. **Resolution 06-2020 Approve Utility Billing Bad Debt Write Off for FY 2019-2020, Uncollectible Water Bills-** *Carol Bryck, Chief Financial Officer*
5. **Resolution 07-2020 Approve Miscellaneous Accounts Receivable Bad Debt Write-off for FY 2019-2020, Uncollected receivables -***Carol Bryck, Chief Financial Officer*

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6. **Consider Exemption Request for Property Frontage Requirement at 17299 S. Lost Horse Lane, per CRW Rules and Regulations Section 8-** *Adam Bjornstedt, Chief Engineer*

Consent Agenda

- CA-1: **Gross Payroll and Accounts Paid: May 2020**– *Carol Bryck, Chief Financial Officer*
CA-2: **Cash Position and Transfers: May 2020** – *Carol Bryck, Chief Financial Officer*

Informational Reports

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

Commissioner Business

9. Commissioner Reports and Reimbursements
10. Election of Board Officers – *CRW Board of Commissioners*

Adjourn regular meeting

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.

Business from the Board
Paul Gornick's Meeting Reports
June-July 2020

June 24, 2020 -Sunrise Water Board Meeting (remote meeting)

- Board passed consent agenda, which included acceptance of easements and waterline facilities.
- Board adopted resolution that authorized employer pickup of the PERS IAP contribution. GM feels it is a better, less confusing recruiting tool.
- Board adopted resolution revoking the emergency declaration resolution. General Manager feels that operations can be maintained with existing available authority.

June 25, 2020 – NCCWC Quarterly Meeting (remote meeting)

- Adopted budget and authorized appropriations for FY20-21
- Adopted wholesale rates for FY20-21
- Waived the true-up for FY18-19

July 2, 2020 – C4 Meeting (remote meeting)

- The main agenda item for this meeting served as a substitute for the cancelled annual retreat. Items were prioritized for discussion during the coming year.
- Highest priority item was funding for the I-205 widening and seismic upgrade project. Participants from urbanized area felt that lack of community support for the I-5/Rose Quarter project should lead to support for the I-205 project, which is more “shovel ready” than the Rose Quarter project. Other high priority items included housing affordability (including use of a Construction Excise Tax for funding), transit development plan, and adding an equity component in future C4 decision making on housing and transportation issues.
- Medium priority included the Strategic Investment Fund (the 10% of the VRF for projects on County roads within cities).
- Low priorities included the I-205 tolling, HB2020 rule making process, and Metro's Get Moving 2020 ballot measure.
- Equity component in future C4 decision making on housing and transportation issues

July 13, 2020 – C4 Executive Committee Meeting (remote meeting)

- Discussion of items for the August C4 meeting to include:
- Guest from ODOT to discuss I-205 project status
- Status of Federal/State Outreach on tolling
- NEPA position on tolling