

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



JULY 18, 2023



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
JULY 18, 2023 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Administration of Oaths of Office
3. Call for Public Comment
4. Consideration of Intergovernmental Agreement with the City of Gladstone
5. Presentation of Tertiary Filtration 30% Design
6. Consideration of Engineering Contract with Brown and Caldwell for Tertiary Treatment Final Design
7. Consent Agenda
 - a. May 2023 Financial Report
 - b. Approval of June 20, 2023 Board Meeting Minutes
8. Consideration of Resolution No. 2023-0021 Correcting the Adopted FY 2024 Schedule of Rates, Fees, and Other Charges
9. Consideration of Purchase of Aerzen Blower
10. Consideration of Purchase of Caterpillar 926 Loader
11. Business from the Board
12. Department Reports
 - a. General Manager
 - b. Human Resources
 - c. Finance
 - d. Public Works
 - e. Plant Operations
13. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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



AGENDA ITEM

Title	Administration of Oaths of Office
Item No.	2
Date	July 18, 2023

Summary

Oak Lodge Water Services administers oaths of office to all elected and appointed members of the Board of Directors.

During the 2023 Special District Election, Directors Bullock and Keil were reelected to the Board of Directors.

The District Recorder will administer each oath using the prompt below:

I, (state your name), do solemnly swear or affirm to support the Constitution and the laws of the United States of America and of the State of Oregon, and the local rules and regulations of the Oak Lodge Water Services District, and that I will faithfully and honorably perform the duties of the office to which I have been elected.

Attachments

1. Oath of Office (to be signed by each elected official)



Board of Directors

Oath of Office

I, [First and Last Name], do solemnly swear or affirm to support the Constitution and the laws of the United States of America and of the State of Oregon, and the local rules and regulations of the Oak Lodge Water Services, and that I will faithfully and honorably perform the duties of the office to which I have been elected.

[Name]

Subscribed and sworn before me this 18 day of July, 2023.

Sarah Jo A. Chaplen, General Manager

Laural Casey, District Recorder



AGENDA ITEM

Title	Call for Public Comment
Item No.	3
Date	July 18, 2023

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.

External Email – Confirm Sender and Beware of Links and Attachments



Public Comment

Written Public Comment Webform:	
First Name:	Vicki
Last Name:	Lourwood
Group or Organization Affiliation:	Self
Address:	14407 SE Oatfield Road
Contact Information:	Vickilourwood@gmail.com
Written Comments:	I am speaking for my household of two, myself and my husband... an increase of \$35 a month is too much. We already pay a substantial amount, \$170 a month is a lot for two people. We have trees all over our backyard so we should not be charged a sewer runoff like typical households apartments and houses that don't have a third of an acre for their backyard.

Reply / Manage

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STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager Brad Albert, Public Works Director/District Engineer
Title	Consideration of Intergovernmental Agreement with the City of Gladstone
Item No.	4
Date	July 18, 2023

Summary

This item comes before the Board to consider approval of a new intergovernmental agreement (“IGA”) between Oak Lodge Water Services (“OLWS”) and the City of Gladstone (“Gladstone”) relating to water, wastewater, and storm water. On May 16, 2023, the Board conducted a worksession regarding the IGA. Gladstone’s City Council held its own worksession on May 23, 2023.

Background/Discussion Points

As discussed at the Board’s prior worksession. OLWS and Gladstone have adjacent and overlapping territorial boundaries. Within those boundaries, each entity operates a water and a wastewater collection system, and manages stormwater.

Territorial boundaries and utility systems have evolved over time, and OLWS and Gladstone have generally worked together to build their utility systems in an efficient manner throughout their combined territories.

One purpose of the IGA is to have a more coordinated, comprehensive agreement between the two entities. As part of their prior efforts to develop and coordinate their utility systems, OLWS’s predecessors and Gladstone entered into at least six different intergovernmental agreements (“IGA”) originating in the 1970’s, which themselves have been amended. Some of these agreements have broadly outlined each entity’s roles and responsibilities, while others have addressed the provision of utility services to specific customers. However, it has become clear to the entities’ professional staff that the previous IGAs no longer adequately capture the full relationship between the two entities. For many of the previous IGAs, the language is vague, leaving staff from both entities with many questions regarding the intent of those IGAs, or requiring lots of interpretation that may change over time.

A primary consideration in the negotiation of the IGA was to establish a method whereby each customer would receive water and wastewater services from a single provider. Portions of Gladstone's water utility system currently serve customers located within OLWS's territorial jurisdiction, and portions of OLWS's water utility system serve customers located within Gladstone's territorial jurisdiction. At the same time, the wastewater collection systems of each entity are interconnected, with the vast majority of wastewater in these areas flowing to OLWS's treatment plant (those areas not flowing to OLWS flow to WES). By assigning only one provider to each customer, the parties intend to create more transparency for each customer and streamline billing and communications with those customers.

Because each entity bases its wastewater rates in part on water usage, the parties determined that the service provider for each customer should be the water provider that owns the water main to which that customer is connected. However, the IGA also includes a mechanism the parties can use to identify customers who should receive water and wastewater services from separate providers. This would occur when, for example, a customer receives water service from one provider but, for technical and engineering reasons, it is not feasible for the water provider to also own the wastewater facilities serving that customer. The parties have initially identified only four properties where such an approach is necessary.

A major component of the IGA is the parties' agreement to inspect and maintain the wastewater system that customers of both entities use. Gladstone is committing to making several improvements to pipe sections that are in need of repair and that are a primary culprit for inflow and infiltration, which ultimately increases the burden on OLWS' treatment plant. Following those initial repairs, the IGA outlines a process for continued inspection of the wastewater system and a method for identifying priority repair projects.

Stormwater is much simpler and is tied more closely to territorial boundaries. Gladstone has the primary responsibility for managing stormwater run-off from the rights-of-way it controls, whereas Clackamas County ("County") has the primary responsibility for managing stormwater run-off from the rights-of-way in OLWS's territory outside of Gladstone's boundary. However, OLWS helps the County manage some stormwater facilities, and portions of each stormwater system lie within the boundaries of the other entity. Under the IGA, this approach will remain in place and, if Gladstone annexes new territory in OLWS' boundaries, Gladstone will take over stormwater management in the annexed area.

Neither the Board's nor the City Council's worksessions revealed any concerns with the terms of the IGA or a need to make any language changes. Since that time, staff from both entities have been working to develop and finalize the exhibits that are part of the agreement. Gladstone considered approval of the IGA on July 11, voting unanimously in favor. The final proposed version, with all exhibits, is included with this Staff Report.

As a reminder from the worksession, the following is a list of the major provisions in the IGA:

1. Term. There will be a 40-year term for this IGA. Given the lifespan of utility facilities, such a long term is common for utility agreements. Indeed, OLWS and Gladstone are still

operating under an IGA that is already more than 50 years old. This length of time will allow the entities to engage in meaningful, long-term planning.

2. Service Areas.

- a. Section 4.1 of the IGA establishes the “Water Service Area” of each entity. Under these provisions, a water customer is deemed to be the customer of the entity that owns the water main from which that service is provided.
- b. Section 4.2 of the IGA establishes the “Wastewater Service Area” of each entity. Under these provisions, a wastewater customer is deemed to be the customer of the entity that owns the water main from which water service is provided to that same customer.
- c. The production of wastewater is highly correlated to water usage. The approach in the IGA is intended, to the extent practicable, to have each customer receive water and wastewater service from the same provider. Combining these linked services on the same bill will provide customers with more clarity regarding their charges, and it will allow a single utility provider to engage with that customer for all water-related purposes.
- d. The IGA, however, does contemplate that there may be exceptions where it is more efficient for a customer to receive different services from different providers. Initially there are four properties where OLWS is the water service provider, but where Gladstone will remain the wastewater service provider. This is because these four properties are connected to a wastewater collection system that is owned and operated by Gladstone both upstream and downstream of these properties.
- e. The IGA does not govern any customers whose wastewater flows to WES, even if that customer is within both OLWS’s and Gladstone’s boundaries.
- f. Section 4.3 of the IGA retains the current approach for stormwater, with Gladstone being responsible for the entire area within the City’s boundaries. OLWS will continue to coordinate with the County for all other areas in the OLWS boundary.

3. Rights and Obligations to Customers. Article 6 of the IGA clarifies that each entity has the sole right to provide a utility service and establish the rates for that service within the established Service Areas. With those rights come certain obligations, such as performing all tests and inspections and communicating with customers. A primary goal here is to establish a structure that allows each customer to know with certainty which entity is providing its utility services, but also to give OLWS and Gladstone certainty with regard to the areas where each is expected to provide a utility service.

4. Permits and SDCs. Article 7 of the IGA clarifies how OLWS and Gladstone will conduct various permitting activities. These range from OLWS’s use of Gladstone rights-of-way, including continued payment of Gladstone’s ROW Use Fee, to coordinating the review of private development as part of the land use process. Article 7 also clarifies each entity’s ability to assess System Development Charges (“SDCs”). This is especially

important because some developers have been confused in the past when trying to determine which SDCs apply to a specific development and what the basis for those charges was.

5. Gladstone as an OLWS Customer. Because Gladstone does not have its own wastewater treatment facility, it contracts with OLWS (and WES) to provide that service. Gladstone and Oak Lodge also maintain multiple interties between their two water systems. Article 9 of the IGA consolidates these transactions from prior IGAs, and it more clearly sets forth the methodology used to calculate OLWS's charges to Gladstone for these purposes.
6. Utility System Obligations. Article 10 of the IGA re-establishes OLWS's and Gladstone's commitments to maintaining their utility systems. One area where this is most important relates to the wastewater systems, which are interconnected in various locations, both of which flow to OLWS's treatment plant. One of the pressures on OLWS's treatment plant is Inflow and Infiltration ("I&I"). OLWS has made meaningful gains in reducing I&I in its collection system. Gladstone has been supportive of that effort and, together, the entities recently performed an inspection of Gladstone's wastewater collection system. As a result of that inspection, Gladstone is agreeing to make more than \$700,000 in improvements through the end of 2027 that will further reduce I&I in the system. Gladstone will then conduct similar inspections every six years and identify further improvements that may be needed. Staff from both entities believe that the initial investment by Gladstone and the regular cadence of future inspections will create a much better system and, ultimately, extend the life and capacity of OLWS's treatment plant.

Recommendation

Staff recommends the Board approve the IGA as presented.

Suggested Board Motion

"I move to approve the IGA with Gladstone as presented and authorize the Board Chair to execute the agreement on behalf of Oak Lodge."

Attachments

1. Proposed IGA

**INTERGOVERNMENTAL AGREEMENT
BETWEEN OAK LODGE WATER SERVICES
AND
THE CITY OF GLADSTONE
RELATING TO THE PROVISION OF DOMESTIC WATER, WASTEWATER, AND
STORMWATER SERVICES**

This Intergovernmental Agreement (“**Agreement**”) is executed and entered into as of the date last signed (“**Effective Date**”) by and between the Oak Lodge Water Services Authority, an Oregon joint water and sanitary authority organized under ORS Chapter 450 (“**Oak Lodge**”), and the City of Gladstone, an Oregon municipal corporation (“**Gladstone**”), each referred to herein as a “**Party**” and collectively as the “**Parties**”.

RECITALS

- A. The Parties each own and operate a domestic water supply system and a wastewater collection system within their respective territorial jurisdictions. The Parties also each manage stormwater within their respective territorial jurisdictions.
- B. Portions of Gladstone’s water utility system serve customers located within Oak Lodge’s territorial jurisdiction. Portions of Oak Lodge’s water utility system serve customers located within Gladstone’s territorial jurisdiction.
- C. Portions of the Parties’ wastewater collection systems are interconnected. Wastewater from both Parties’ wastewater collection systems flows to Oak Lodge’s wastewater treatment plant where Oak Lodge treats the wastewater.
- D. Gladstone has the primary responsibility for managing stormwater run-off from the right-of-way it controls within its territorial jurisdiction. This management includes ownership, operation, and maintenance of stormwater facilities.
- E. Clackamas County (“**County**”) has the primary responsibility for managing stormwater run-off from the right-of-way the County owns within the County’s territorial jurisdiction, which includes areas outside of Gladstone’s territorial jurisdiction but inside Oak Lodge’s territorial jurisdiction. Oak Lodge also regulates aspects of stormwater as part of its obligations under the Federal Clean Water Act, which it implements through its Watershed Protection Services. By agreement with the County, Oak Lodge provides regular maintenance of portions of the County’s stormwater management system within Oak Lodge’s territorial jurisdiction, but Oak Lodge does not own or operate those stormwater facilities.

- F. ORS 190.010 authorizes Oak Lodge and Gladstone to enter into intergovernmental agreements for the performance of any or all functions and activities each has authority to perform.
- G. Gladstone and Oak Lodge’s predecessors, Oak Lodge Sanitary District and Oak Lodge Sanitary District No. 2, executed that certain Interim Agreement, dated September 14, 1971, setting forth the parties’ rights and obligations for the interconnection of their wastewater collection systems (“1971 Sewer IGA”); which agreement the parties later refined through that certain Sanitary Sewer Treatment Agreement, dated January 15, 2019, as amended (“2019 Sewer IGA”).
- H. Gladstone and Oak Lodge’s predecessor, Oak Lodge Sanitary District, executed that certain Intergovernmental Cooperation Agreement, dated January 29, 1990 (“1990 Sewer IGA”), whereby Gladstone delegated and consented to providing Oak Lodge with the legal authority and responsibility for performance of technical and administrative activities necessary for implementation of a pretreatment program within portions of Gladstone.
- I. In 1990, Gladstone and Oak Lodge’s predecessor, Oak Lodge Water District, executed an Intergovernmental Cooperation Agreement (“1990 Water IGA”) establishing the parties’ rights and obligations for the interconnection of their water systems; which agreement the parties later refined through that certain Intergovernmental Cooperative Agreement, dated May 22, 2007 (“2007 Water IGA”).
- J. Gladstone and Oak Lodge’s predecessor, Oak Lodge Water District, executed that certain Water Services Agreement, dated November 14, 1994 (“1994 Water IGA”), establishing the Parties’ agreement to serve certain properties within each Party’s territorial jurisdiction.
- K. The Parties desire to build on their history of regional cooperation to ensure a cost-effective provision of reliable utility services to present and future customers, while preserving beneficial opportunities for the sustainable development of each Party’s utility systems.

Based on the foregoing, the Parties agree as follows:

AGREEMENT

Article 1. Definitions

- 1.1. **Effective Date:** The date this Agreement becomes effective, as set forth in the Preamble.
- 1.2. **Equivalent Dwelling Unit (“EDU”):** A unit of measurement used to quantify a customer’s use of a Utility Service based on volume or capacity attributable to that customer as defined by the Party providing the Utility Service.
- 1.3. **Event of Default:** The failure of a Party to keep, perform, or observe any promise, covenant or agreement set forth in this Agreement and which entitles the other Party to a remedy as set forth in Article 12.

- 1.4. **Force Majeure Event:** An event defined in Section 13.12.1.
- 1.5. **Initial Wastewater Improvement List:** The list of capital improvement projects the Parties developed that will replace or repair certain portions of Gladstone's Wastewater System as set forth in Section 10.3.1.
- 1.6. **Initial Wastewater System Inspection:** The inspection the Parties performed and on which the Initial Wastewater Improvement List is based as set forth in Section 10.3.1.
- 1.7. **Intertie:** A point of connection between the Parties' Water Systems as identified in Section 9.1.
- 1.8. **Service Area:** The geographic area in which that Party actually provides a Utility Service whether now or in the future as set forth in this Agreement. Each Service Area may be described generically as a Service Area or specifically as a Water Service Area, Wastewater Service Area, or Stormwater Service Area.
- 1.9. **Stormwater Service:** The development, operation, or maintenance of stormwater facilities necessary to manage stormwater consistent with state and federal permits including, but not limited to, rate setting, system development charge policies and procedures, and account administration.
- 1.10. **Stormwater System:** A system of catch basins, ditches, and other facilities a Party uses to manage stormwater in furtherance of providing Stormwater Service.
- 1.11. **Term:** The period of time this Agreement is in effect, which period is defined in Section 2.1.
- 1.12. **Termination Date:** The earlier of the last day of the Term as set forth in Section 2.1 and the date of termination provided in a Termination Notice.
- 1.13. **Termination Notice:** A notice provided by a Party indicating its decision to terminate this Agreement as set forth in Section 2.3.
- 1.14. **Territorial Area:** The entire area within a Party's municipal boundaries in which it is authorized to provide a Utility Service or implement a regulation, whether or not a Utility Service is currently being provided or a regulation has been imposed. Each Party's Territorial Area as of the Effective Date is as set forth in Article 3.
- 1.15. **Utility Service:** Refers to either Water Service, Wastewater Service, Stormwater Service, or any combination of those services a Party provides or is capable of providing.
- 1.16. **Utility System:** Refers to a Party's Wastewater System, Stormwater System, Water System, or any combination thereof.
- 1.17. **Wastewater Improvement List:** The list of potential capital improvement projects the Parties develop after a Wastewater System Inspection that will replace or repair certain portions of Gladstone's Wastewater System as set forth in Section 10.3.2.
- 1.18. **Wastewater Service:** The development, operation, and maintenance of wastewater collection facilities necessary to serve retail or wholesale customers including, but not limited to, collection pipes, pumps, rate setting, system development charge policies and procedures, and account administration.
- 1.19. **Wastewater System:** The physical facilities a Party uses for wastewater collection and conveyance in the furtherance of providing Wastewater Service.

- 1.20. **Wastewater System Inspection:** The periodic inspection of Gladstone’s Wastewater System as set forth in Section 10.3.2.
- 1.21. **Water Service:** The development, operation, and maintenance of water system facilities necessary for a Party to serve retail or wholesale customers including, but not limited to, water supply, storage, fire flow, rate setting, system development charge policies and procedures, and account administration.
- 1.22. **Water System:** The physical facilities a Party uses for the provision to the public of piped water for human consumption in furtherance of providing Water Service.

Article 2. Term and Termination

- 2.1. This Agreement’s term commences upon the Effective Date and continues to June 30, 2063 (“**Term**”), unless extended or terminated earlier by mutual consent of the Parties.
- 2.2. The Parties may terminate this Agreement at any time by mutual, written agreement.
- 2.3. Either Party may terminate this Agreement by providing notice (“**Termination Notice**”), in writing, to the other Party stating the date of termination (“**Termination Date**”).
 - 2.3.1. The Termination Date shall be June 30th of the year of termination, and no sooner than ten (10) years from the date of the Termination Notice.
 - 2.3.2. If a Party provides a Termination Notice pursuant to Section 2.3, that Party may not withdraw the Termination Notice without the consent of the non-terminating Party.
- 2.4. Effect of Termination. Upon the Termination Date of this Agreement, each Party shall continue to serve the then-current Service Area for each Utility. Except for Sections 6.1, 6.2, 6.3, and 10.1, which shall survive termination of this Agreement, all other obligations and commitments pursuant to this Agreement shall cease.

Article 3. Territorial Areas

- 3.1. The Parties agree that the figure attached as Exhibit 1 accurately depicts Oak Lodge’s Territorial Area as of the Effective Date.
- 3.2. The Parties agree that the figure attached as Exhibit 2 accurately depicts Gladstone’s Territorial Area as of the Effective Date.

- 3.3. Each Party shall give the other Party notice of any changes to its Territorial Area within thirty (30) days of the date the change becomes effective.

Article 4. Service Areas and Service

4.1. Water Service

- 4.1.1. The Parties agree that the figure(s) attached as Exhibit 3 accurately depict(s) the location of the water mains that are part of each Party's Water System in the area where the Parties' Territorial Areas overlap.
- 4.1.2. A water customer shall be deemed to be the customer of the Party that owns the water main from which that customer receives water, regardless of the customer's location with respect to that Party's Territorial Area.
- 4.1.3. Oak Lodge's Water Service Area shall be deemed to include only the area that consists of all customers identified in 4.1.2 connected to an Oak Lodge water main.
- 4.1.4. Gladstone's Water Service Area shall be deemed to include only the area that consists of all customers identified in 4.1.2 connected to a Gladstone water main.
- 4.1.5. The Parties agree that the figure(s) attached as Exhibit 4 accurately depict(s) each Party's Service Area for Water Service as contemplated by Section 4.1.3 and Section 4.1.4.
- 4.1.6. Nothing in this Agreement shall prevent the Parties from determining that a customer or set of customers in one Party's Water Service Area may be more efficiently served by a connection to the other Party's Water System. In such event, the Parties shall make that determination through a written agreement, which shall serve to modify each Party's Water Service Area accordingly. The Parties shall maintain an updated list that identifies the address of each customer in each of the Party's Water Service Areas.

4.2. Wastewater Service

- 4.2.1. The Parties agree to establish each Party's Wastewater Service Area as follows:
- 4.2.1.1. Oak Lodge's Wastewater Service Area shall consist of:

- 4.2.1.1.1. All areas within Oak Lodge's Territorial Area, except those areas described in Section 4.2.1.2.2 and 4.2.1.4; and
- 4.2.1.1.2. Those areas within Gladstone's Territorial Area which are connected to Oak Lodge's Water System, or which the Parties have agreed to make part of Oak Lodge's Wastewater Service Area, as identified on Exhibit 5.
- 4.2.1.2. Gladstone's Wastewater Service Area shall consist of:
 - 4.2.1.2.1. Those areas within Gladstone's Territorial Area that are not within Oak Lodge's Wastewater Service Area as described in Section 4.2.1.1 and that are not within the area described in Section 4.2.1.4; and
 - 4.2.1.2.2. Those areas within Oak Lodge's Territorial Area which are connected to Gladstone's Water System, or which the Parties have agreed to make part of Gladstone's Wastewater Service Area, as identified on Exhibit 5. Pursuant to the foregoing, Exhibit 5 includes four properties, listed in the table in Exhibit 5.1, as part of Gladstone's Wastewater Service Area that are connected to Oak Lodge's Water System.
- 4.2.1.3. The Parties agree that the figure(s) attached as Exhibit 5 accurately depict(s) each Party's Service Area for Wastewater Service as set forth in Section 4.2.1.1 and Section 4.2.1.2.
- 4.2.1.4. Those areas within the Clackamas Water Environmental Services (WES) jurisdictional boundaries and served by WES facilities shall not be considered within either Party's Wastewater Service Area for purposes of this Agreement. Notwithstanding anything to the contrary in this Agreement, customers subject to this provision shall remain WES customers.
- 4.2.2. Nothing in this Agreement shall prevent the Parties from determining that a customer or set of customers in one Party's Wastewater Service Area may be more efficiently served by a connection to the other Party's Wastewater System. In such event, the Parties shall make that determination through a written agreement, which shall serve to modify each Party's Wastewater Service Area accordingly. The Parties shall maintain an updated list that identifies the address of each customer in each Party's Wastewater Service Area.
- 4.2.3. In the event a customer receives Wastewater Service from one Party that uses Wastewater facilities (e.g. a lateral or main) owned by the other Party, the Party providing the service is hereby authorized, after providing reasonable

notice to the other Party and at its own expense, to modify, repair, or replace the Wastewater facilities owned by the other Party to the extent necessary to provide adequate Wastewater Service to that customer.

4.3. Stormwater Service

- 4.3.1. For purposes of this Agreement, Oak Lodge shall not be deemed to have a Stormwater Service Area, but will continue to operate under an agreement with the County to maintain stormwater facilities that are not within Gladstone's Stormwater Service Area.
- 4.3.2. Except as provided in Section 4.3.3, Gladstone's Stormwater Service Area shall consist of the entire area within Gladstone's Territorial Area.
- 4.3.3. Notwithstanding Section 4.3.2, any property or area draining to Gladstone's Stormwater System through a catch basin or ditch that originates outside Gladstone's Territorial Area and within Oak Lodge's Territorial Area shall not be considered part of Gladstone's Stormwater Service Area for purposes of this Agreement.

Article 5. Annexation

- 5.1. This Agreement shall have no effect on either Party's authority to annex territory to that Party's Territorial Area.
- 5.2. In the event Gladstone annexes territory in Oak Lodge's Territorial Area, Gladstone shall provide notice as required by Section 3.3 and the area being annexed shall be added to Gladstone's Stormwater Service Area, subject to the exceptions in 4.3.3.

Article 6. Service Area Rights and Obligations

- 6.1. Within each Party's Service Area, that Party shall have the sole right and obligation to operate, maintain, repair and enhance its Utility System(s), including setting rates for use of its Utility Systems.
- 6.2. Each Party shall own all meters that are part of its Utility System(s). As such, each Party shall have responsibility for testing and maintaining those meters consistent with prudent utility practices.
- 6.3. Only the Party providing a Utility Service shall bill the customers receiving the Utility Service.

- 6.4. Except as provided in Section 6.5 and Section 8.4, each Party shall have the sole right and obligation to communicate with all customers in its Service Areas regarding its Utility Service.
- 6.5. Emergency Communications. The Parties shall develop a protocol for responding to emergency calls regarding facilities in the other Party's Service Area or part of the other Party's Utility System.

Article 7. Permitting and System Development Charges

- 7.1. Permitting.
 - 7.1.1. If Oak Lodge requires a permit from Gladstone for development within Gladstone's Territorial Area, Oak Lodge shall apply for and pay for the permit at the rate documented in Gladstone's then-applicable rate schedule.
 - 7.1.2. Oak Lodge acknowledges that portions of its Utility Systems are currently subject to a Gladstone "ROW Use Fee".
 - 7.1.2.1. Oak Lodge agrees that any portion of its Water System or Wastewater System governed by this Agreement shall be subject to Gladstone's current ROW Use Fee.
 - 7.1.2.2. Gladstone agrees that Oak Lodge may collect revenue from any or all customers within its Service Areas to generate sufficient funds to pay the ROW Use Fee, including by passing through any ROW Use Fee to Oak Lodge customers.
 - 7.1.3. Except as provided in this Agreement, Oak Lodge shall not be required to obtain any other consent to occupy Gladstone rights-of-way or to pay any other charges for the development, maintenance, and operation of its Utility Systems within Gladstone's Territorial Area.
 - 7.1.4. Gladstone shall notify Oak Lodge of any application for a development permit within Gladstone's Territorial Area that is also within an Oak Lodge Service Area and allow Oak Lodge to determine if the applicable Utility Service can be provided to the proposed development.
 - 7.1.5. If Oak Lodge receives notice from Clackamas County of any application for a development permit within Oak Lodge's Territorial Area that is also within a Gladstone Service Area, Oak Lodge will immediately forward that notice to Gladstone for comment to the County.

- 7.2. System Development Charges. Each Party shall have the sole right and obligation to determine the amount of a System Development Charge it will charge within its applicable Service Area, and the Parties agree to take all actions necessary to ensure their respective ordinances and regulations allow for the imposition and collection of System Development Charges within their Service Areas.
- 7.2.1. The Parties agree that water System Development Charges may be assessed on a property only by the Party whose Service Area for Water Service includes that property.
- 7.2.2. The Parties agree that wastewater System Development Charges may be assessed on a property only by the Party whose Service Area for Wastewater Service includes that property.
- 7.2.3. The Parties agree that stormwater System Development Charges may be assessed on a property only by Gladstone in Gladstone's Stormwater Service Area and only by Oak Lodge outside of Gladstone's Stormwater Service Area.

Article 8. Implementation and Coordination

- 8.1. Gladstone designates its Public Works Director as its primary point of contact for all communications with Oak Lodge regarding the subject matter herein.
- 8.2. Oak Lodge designates its District Engineer as the primary point of contact for all communications with Gladstone regarding the subject matter herein.
- 8.3. At any time, the Parties may mutually agree in writing to modify the Service Areas for a Utility Service.
- 8.4. Prior to one Party providing a Utility Service in a portion of a Service Area where it does not provide that Utility Service as of the Effective Date, the Parties will coordinate on communications to customers in that area to inform the customers of the change in service provider.
- 8.5. The Parties will develop a specific plan with respect to operation, maintenance, metering and billing for emergency interties or repairs.

Article 9. Gladstone as Oak Lodge Customer

- 9.1. Distinct from Utility Services the Parties provide to the public, the Parties maintain three separate connections between their Water Systems at the following locations (each an “**Intertie**” and collectively “**Interties**”):
- 17802 Oatfield Rd, Gladstone, OR 97027 (currently 6-inch meter)
 - 5210 Rinearson Rd, Gladstone, OR 97027 (currently 6-inch meter)

- 16711 SE Valley View Rd, Gladstone, OR 97027 (currently 10-inch meter)

As part of the Interties, Gladstone uses an Oak Lodge 24-inch water transmission line and a 27-inch water transmission line to obtain water in emergency conditions and to build hydraulic head from Valley View to back feed part of Gladstone's Water System.

- 9.1.1. The Parties agree to continue providing water through the Interties during emergency conditions.
 - 9.1.1.1. An emergency condition is considered to be an occurrence created by a physical failure of facilities (including failure of water supply transmission pipelines), fire suppression activities, or premeditated shutdown of water supply facilities when such conditions result in insufficient water supply to water customers of either Party that would threaten the health or safety of those customers.
 - 9.1.1.2. The Party supplying water during an emergency condition shall endeavor to supply the maximum quantity of water to the other Party and take all reasonable actions necessary to accomplish the same so long as such actions are consistent with minimum standards for the operation of its own Water System.
 - 9.1.1.3. The Parties acknowledge that current system pressures only allow for water to flow from Oak Lodge's Water System to Gladstone's Water System. However, with modifications, water could flow into either Water System.
- 9.1.2. Oak Lodge agrees to continue providing water to Gladstone's Water System from the Interties to meet an on-demand condition. An on-demand condition is considered to be an occurrence which results in a decrease in the water pressure normally present on Gladstone's Water System. Such decrease in pressure below a predetermined level will result in the utilization of a pressure regulating facility, through which Oak Lodge water will flow, augmenting Gladstone's water supply. Gladstone shall provide Oak Lodge with reasonable notice prior to taking water from the Interties during an on-demand condition.
- 9.1.3. Oak Lodge shall own the meters that measure water volumes passing through each Intertie.
 - 9.1.3.1. Oak Lodge shall be responsible for testing and maintaining all meters associated with transmitting water between Oak Lodge's Water System to Gladstone's Water System.
 - 9.1.3.2. In the event it is determined that a metering error has occurred, any charge for transmitting water between Gladstone's Water System and Oak Lodge's Water System will be trued up (either a surcharge or refund, as appropriate) with the next payment as applicable.
- 9.1.4. In the event it becomes necessary for the Parties to replace, modify, or

upgrade the Intertie facilities, the Parties will negotiate in good faith to determine a method to share the costs for such activities.

9.1.5. Each Party agrees to pay, on a monthly basis, for any water provided by the other Party through the Interties. The rate for any such water shall be:

9.1.5.1. If charged to Oak Lodge by Gladstone, (1) the then-applicable wholesale rate charged by the North Clackamas County Water Commission (“NCCWC”) per 100 cubic feet and (2) an additional charge of \$0.05 per 100 cubic feet;

9.1.5.2. If charged to Gladstone by Oak Lodge, (1) the then-applicable wholesale rate charged by NCCWC per 100 cubic feet; (2) an additional charge of \$0.05 per 100 cubic feet for water provided through the Interties at Oatfield Road and Rinearson Road, and \$0.15 for water provided through the Intertie at Valley View Road; and (3) fifty percent (50%) of Oak Lodge’s then-current base charge applicable to the meter size at each Intertie.

9.2. Waste from Gladstone’s Wastewater System flows to, and is treated by, Oak Lodge’s wastewater treatment plant.

9.2.1. Gladstone shall pay Oak Lodge a bi-monthly service fee for waste water treatment plant services based on Oak Lodge’s then-applicable rates on the basis of Equivalent Dwelling Units or similar methodology (“EDU”), which will be determined as follows:

9.2.1.1. Oak Lodge will calculate a proposed wastewater rate per EDU for a fiscal year and provide notice to Gladstone of the proposed rate by March 15th immediately preceding the fiscal year.

9.2.1.2. Oak Lodge will notify Gladstone of the rate proposed by its Budget Committee by April 30th immediately prior to start of the new fiscal year.

9.2.1.3. Oak Lodge will notify Gladstone of the final rate proposed by Oak Lodge’s Board upon adoption of that rate.

9.2.1.4. To determine the appropriate charges to Gladstone, Gladstone will provide to Oak Lodge no later than May 15th of each year a report confirming the number of EDUs in Gladstone’s Wastewater Service Area connected to Oak Lodge’s Wastewater System and the winter water usage (October to March) for each service address associated with those EDUs. Oak Lodge will use that information to determine the specific charge applicable to Gladstone for all EDU’s. Oak Lodge will bill Gladstone bi-monthly based on the final rate set forth in Section 9.2.1.3 as applied to the total number of EDUs reported by Gladstone.

9.2.2. Oak Lodge will also continue to have a “Connection Fee” or “Hook-up Fee” for any new connections in Gladstone’s Wastewater Service Area that are

connected to Oak Lodge's Wastewater System. The fee or charge will be equivalent to Oak Lodge's then-current SDC.

- 9.2.2.1. The Parties acknowledge that the City will pass the charges set forth in Section 9.2.2 through to the specific customers in the City whose use of the Gladstone Wastewater System results in the charges.
- 9.2.2.2. Gladstone will remit the charges set forth in Section 9.2.2 to Oak Lodge prior to allowing any new connections that flow to Oak Lodge's Wastewater System.

Article 10. Utility System Obligations

- 10.1. For each of its Utility Systems, each Party shall be solely responsible for the following:
 - 10.1.1. Issuing all permits, and collecting any associated fees, required for any connection to the Party's Utility System.
 - 10.1.2. Performing locates, inspections, or repairs necessary to keep the Party's Utility System in good working condition consistent with prudent utility practices.
 - 10.1.3. Performing all billing and collection activities for customers taking service from the Party's Utility System.
 - 10.1.4. Communicating with customers and resolving any customer disputes.
 - 10.1.5. Enforcing all rules and regulations applicable to the Party's Utility System.
- 10.2. With respect to Wastewater Service:
 - 10.2.1. Gladstone agrees to adhere to Oak Lodge's Rules and Regulations governing connections to Oak Lodge's Wastewater System for any property owned or controlled by Gladstone.
- 10.3. Inspections and Repair
 - 10.3.1. Initial Inspection
 - 10.3.1.1. On March 11, 2021, the Parties concluded an inspection, using a Pipeline Assessment Certification Program (PACP) Standard rating practice, on all pipes in Gladstone's Wastewater Service Area ("**Initial Wastewater System Inspection**").
 - 10.3.1.2. The purpose of the Initial Wastewater System Inspection was to identify priority repairs or replacements for Gladstone's Wastewater System.

Following the Initial Wastewater Inspection, the Parties prepared a list of all facilities on Gladstone’s Wastewater System that received a “4” or a “5” rating using the PACP Standard (“**Initial Wastewater Improvement List**”, Exhibit 6).

10.3.1.3. Gladstone shall repair or replace all facilities on the Initial Wastewater Improvement List no later than December 31, 2027.

10.3.2. Subsequent Inspections and Repairs

10.3.2.1. No later than March 2027, and then at least every 6 years thereafter, Gladstone shall inspect, using a PACP Standard rating practice, all pipes in its Wastewater Service Area (“**Wastewater System Inspection**”) and provide records of these inspections to Oak Lodge. The inspection shall not include any areas encompassing a then-active CIP project.

10.3.2.2. Unless otherwise agreed to by the Parties, Gladstone shall conduct the Wastewater System Inspection.

10.3.2.3. In the event Gladstone determines it does not have the resources to conduct a Wastewater System Inspection, Oak Lodge shall conduct the Wastewater System Inspection, provided Gladstone notifies Oak Lodge of its inability to conduct the inspection no later than the July 1st preceding the applicable March inspection deadline under Section 10.3.2.1. If Oak Lodge conducts the inspection, Gladstone shall reimburse Oak Lodge for the actual inspection costs.

10.3.2.4. The purpose of the Wastewater System Inspection is to identify priority repairs or replacements for Gladstone’s Wastewater System. Following each Wastewater Inspection, the Parties will prepare a list of all facilities on Gladstone’s Wastewater System that receive a “4” or a “5” rating using the PACP Standard (“**Wastewater Improvement List**”).

10.3.2.5. As Gladstone’s budget and other obligations allow, Gladstone shall prioritize repairing or replacing facilities on the Wastewater Improvement List prior to the conclusion of the next Wastewater System Inspection.

10.4. Gladstone shall notify Oak Lodge of any proposed new connections or changes in use to properties in Gladstone’s Wastewater Service Area so that Oak Lodge can determine if pretreatment services are required. In the event pretreatment services are required, Gladstone shall ensure all applicable requirements of the Oregon Department of Environmental Quality are satisfied before allowing the new connection or change in use.

Article 11. Dispute Resolution

- 11.1. In the event of a dispute concerning the performance of duties under this Agreement, the Parties will make a reasonable effort to reach an informal resolution of the dispute that is fair and equitable to both.
- 11.2. If the Parties are unable to resolve a dispute informally, despite reasonable efforts, the Parties shall endeavor to settle the dispute by a mediation administered by a mediator chosen by the Parties. If any aspect of the dispute is not settled through mediation, the Parties shall be entitled to pursue any legal proceeding.
- 11.3. Each party is responsible for its own attorney fees and expert fees. Each Party shall pay half of the costs arising out of and relating to retaining the services of a mediator.

Article 12. Default/Remedies/Limits of Liability

- 12.1. Events of Default. There is an event of default (“**Event of Default**”) if a Party fails to keep, perform, or observe any promise, covenant or agreement set forth in this Agreement.
- 12.2. Notice and Opportunity to Cure. Upon an Event of Default, the non-defaulting Party may cancel and terminate this Agreement upon giving 30 days’ advance written notice to the defaulting Party of the intention to terminate, at the end of which time this Agreement shall terminate, unless the Event of Default, which must have been stated in the notice, has been cured within such 30 days. If the defaulting Party cannot reasonably cure any alleged default within 30 days, such cure period shall be extended for such further period as the defaulting Party reasonably requires, provided that during such extended period the defaulting Party endeavors to cure such alleged default diligently and with reasonable continuity.
- 12.3. Remedies. If an Event of Default occurs and is continuing or is not timely cured, the non-defaulting Party may pursue any and all remedies available at law or in equity.

Article 13. Miscellaneous

- 13.1. North Clackamas County Water Commission. No provision in this Agreement affects the Parties’ participation in the North Clackamas County Water Commission, and this Agreement shall be construed so as not to contravene any obligation of the Parties with respect to their participation in that commission.
- 13.2. Compliance with Laws. Each Party shall comply with all federal, state, and local laws applicable to its operations and obligations under this Agreement.
- 13.3. Good Faith and Fair Dealing. The performances required by the provisions of this Agreement shall be undertaken in good faith, with each Party dealing fairly with the other.
- 13.4. Further Assurances. At any time and from time to time after the Effective Date, the Parties shall cooperate with each other to execute and deliver any other documents, instruments of transfer or assignment, files, books and records, and do

all further acts and things as may reasonably be required to carry out the intent of the Parties under this Agreement.

13.5. **Applicable Law and Venue.** This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon, without resort to any jurisdiction’s conflict of laws, rules, or doctrines. A Party shall file any lawsuit regarding the interpretation or enforcement of this Agreement in the Circuit Court for Clackamas County.

13.6. **Non Waiver.** Failure by either Party to enforce a provision of the Agreement shall not constitute a continuing waiver, shall not constitute a relinquishment of the Party’s right to performance in the future, and shall not operate as a waiver of the Party’s right to enforce any other provision of the Agreement.

13.7. **Assignment and Delegation.** A Party shall not assign, sell, subcontract, dispose of or transfer rights or delegate its duties under the Agreement, either in whole or in part, without the other Party’s prior written consent. Notwithstanding the foregoing, the rights under the Agreement may be assigned or transferred by operation of law, change of control, or merger of one Party with another public entity without the prior written consent of the non-assigning, non-transferring Party.

13.8. **Binding Effect.** All covenants, conditions, and terms of this Agreement shall extend to and be binding upon, and inure to the benefit of, the successors and assigns of the Parties hereto, if any.

13.9. **Merger.** This Agreement, including any attached exhibits, constitutes the entire and integrated agreement between the Parties and supersedes all prior contracts, negotiations, representations or agreements, either written or oral. All prior and contemporaneous agreements between the Parties on the matters contained in the Agreement are expressly merged and superseded by the Agreement. Such prior agreements include the 1971 Sewer IGA, the 1990 Sewer IGA, the 1990 Water IGA, the 1994 Water IGA, the 2007 Water IGA, and the 2019 Sewer IGA, including all amendments related thereto.

13.10. **Severability.** If any term or provision, or portions of any term or provision, is determined to be illegal, invalid, void, or unenforceable, the remaining terms and provisions of the Agreement shall remain in full force if the essential terms and conditions of the Agreement for each Party remain valid, binding, and enforceable.

13.11. **Notice.** Any notice required or permitted under this Agreement shall be made in writing and shall be (i) delivered in person or (ii) sent by certified mail, return receipt requested, deposited in a United States Post Office with postage charges prepaid. The date on which notice is deemed complete is upon delivery if delivered in person or, if sent by mail, upon five days after mailing. Notice must be delivered to:

If to Oak Lodge:	If to Gladstone:
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Oak Lodge Water Services Attn: General Manager 14996 SE River Road Oak Grove, OR 97267	City of Gladstone Attn: City Administrator 18505 Portland Avenue Gladstone, OR 97027
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13.12. Force Majeure.

13.12.1. Force Majeure Event Defined. Neither Party shall be held responsible for delay or default caused by war, insurrection, acts of terrorism, strikes, lockouts, labor disputes, riots, terrorist acts or other acts of political sabotage, volcanoes, floods, earthquakes, fires, acts of God, acts of the public enemy, epidemics, quarantine restrictions, freight embargoes, lack of transportation, governmental restrictions or priorities, severe weather, or any other uncontrollable or unforeseeable act or circumstance beyond a Party’s reasonable control and without fault or negligence of the Party (“**Force Majeure Event**”).

13.12.2. Reasonable Efforts to Remove or Eliminate Force Majeure Event. A Party affected by the Force Majeure Event shall make all reasonable efforts to remove or eliminate the cause of the Force Majeure Event and shall diligently pursue performance of its obligations under the Agreement after the Force Majeure Event ceases.

13.12.3. Written Notice; Effect of Delay. If there is a delay as a result of a Force Majeure Event, the Party delayed shall give written notice of the delay and the reason of the delay to the non-delayed Party within thirty days after the Party delayed learns of the Force Majeure Event. The Party delayed may request an extension of time up to the length of time of the delay due to a Force Majeure Event.

13.13. Amendment. Unless expressly provided in this Agreement, no provision of this Agreement may be waived, modified, amended, discharged, or terminated except by an instrument in writing signed by the Party against which the enforcement of such waiver, modification, amendment, discharge or termination is sought, and then only to the extent set forth in such writing.

13.14. Counterparts. This Agreement may be executed in one or more counterparts and by the different Parties hereto on separate counterparts, each of which when so executed and delivered shall be an original, that all of which shall together constitute one and same instrument. Each copy of the Contract so executed shall constitute an original. The exchange of signed copies of the Contract by electronic mail in Portable Document Format, or its equivalent, shall constitute effective execution and delivery of the Contract. Signatures on the pages sent through electronic mail shall be deemed to be their original signatures for all purposes.

13.15. Captions. The captions and headings in this Agreement are for convenience of reference only and have no legal force or effect. Such captions and headings shall not be considered a part of this Agreement for purposes of interpreting, construing or applying this Agreement and will not define, limit, extend, explain or describe

the scope or extent of this Agreement or any of its terms and conditions.

13.16. No Third-Party Beneficiaries. Oak Lodge and Gladstone are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in the Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, either directly, indirectly, or otherwise, to third parties unless such third parties are identified by name in the Agreement and expressly described in the Agreement as intended beneficiaries.

**OAK LODGE WATER SERVICES
AUTHORITY**

CITY OF GLADSTONE

By: _____

By: _____

Name: _____

Name: _____

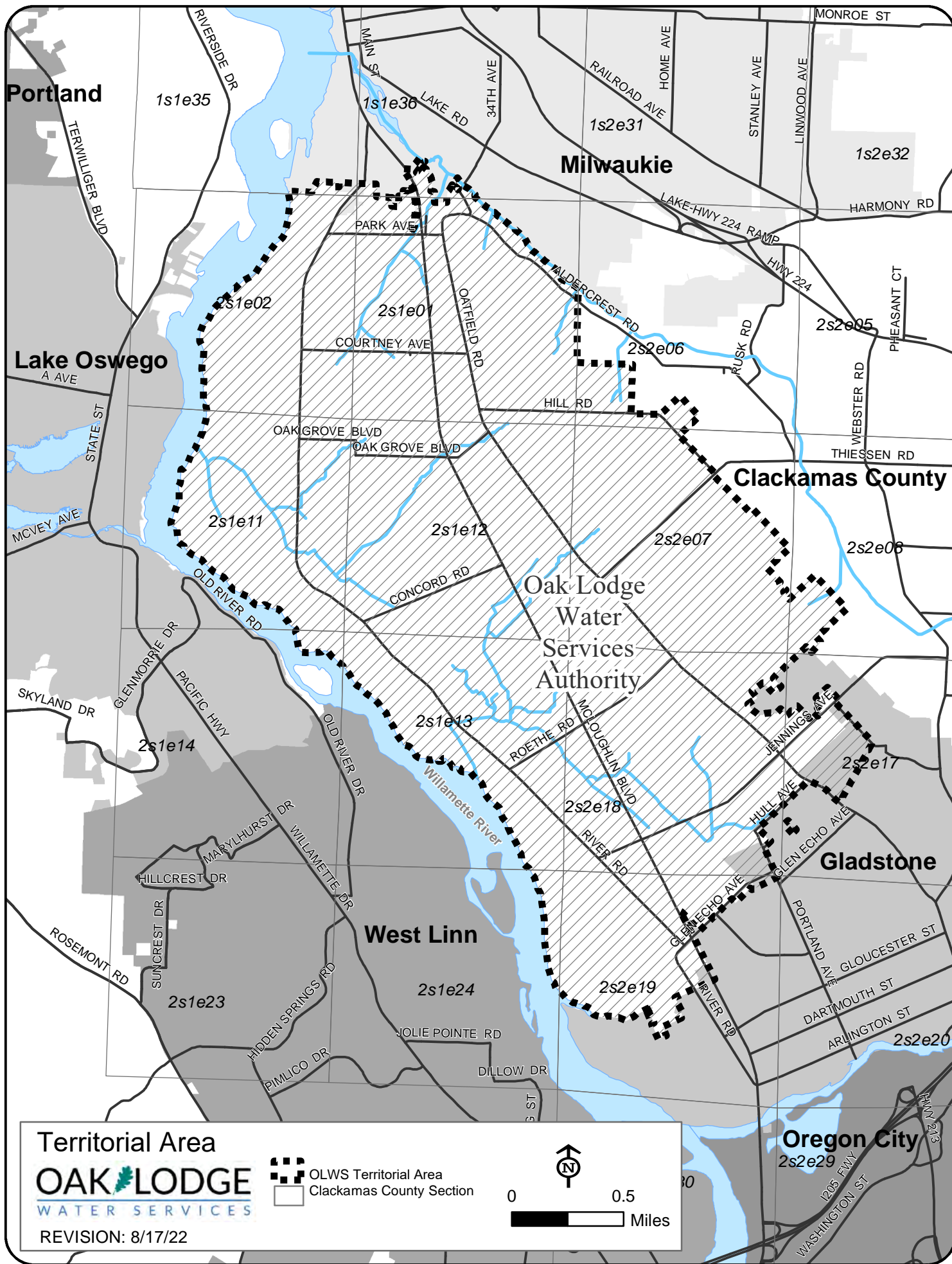
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Title: _____



Date: _____

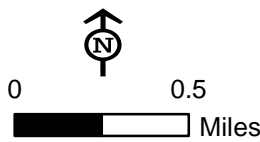
Date: _____

EXHIBIT 1



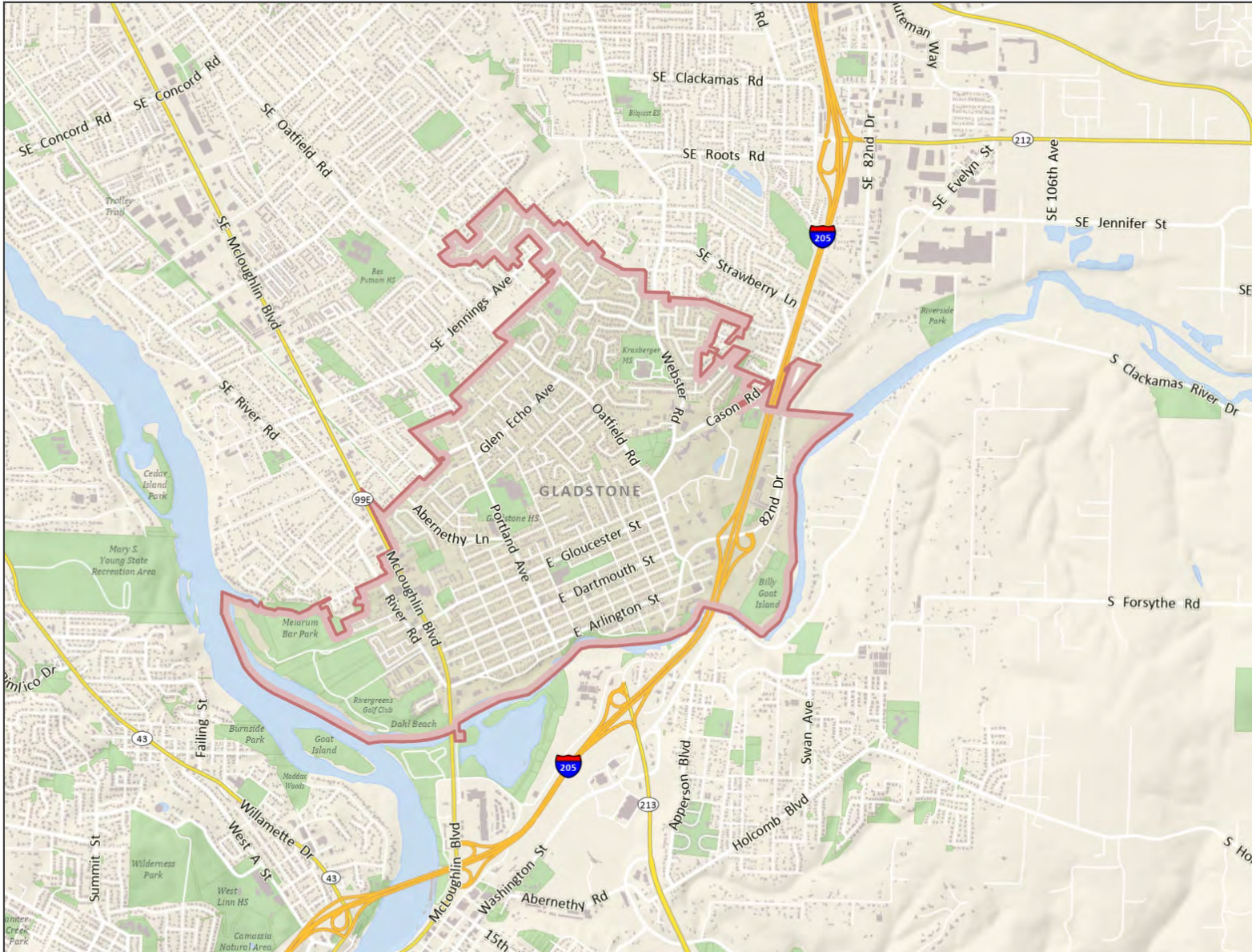
Territorial Area
OAK LODGE
 WATER SERVICES

 OLWS Territorial Area
 Clackamas County Section




REVISION: 8/17/22

EXHIBIT 2



Legend

 Territorial Area

Notes

Overview Map

The City of Gladstone makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, surveying or navigation purposes. Notification of any errors is appreciated.



0 3,192 6,384 Feet

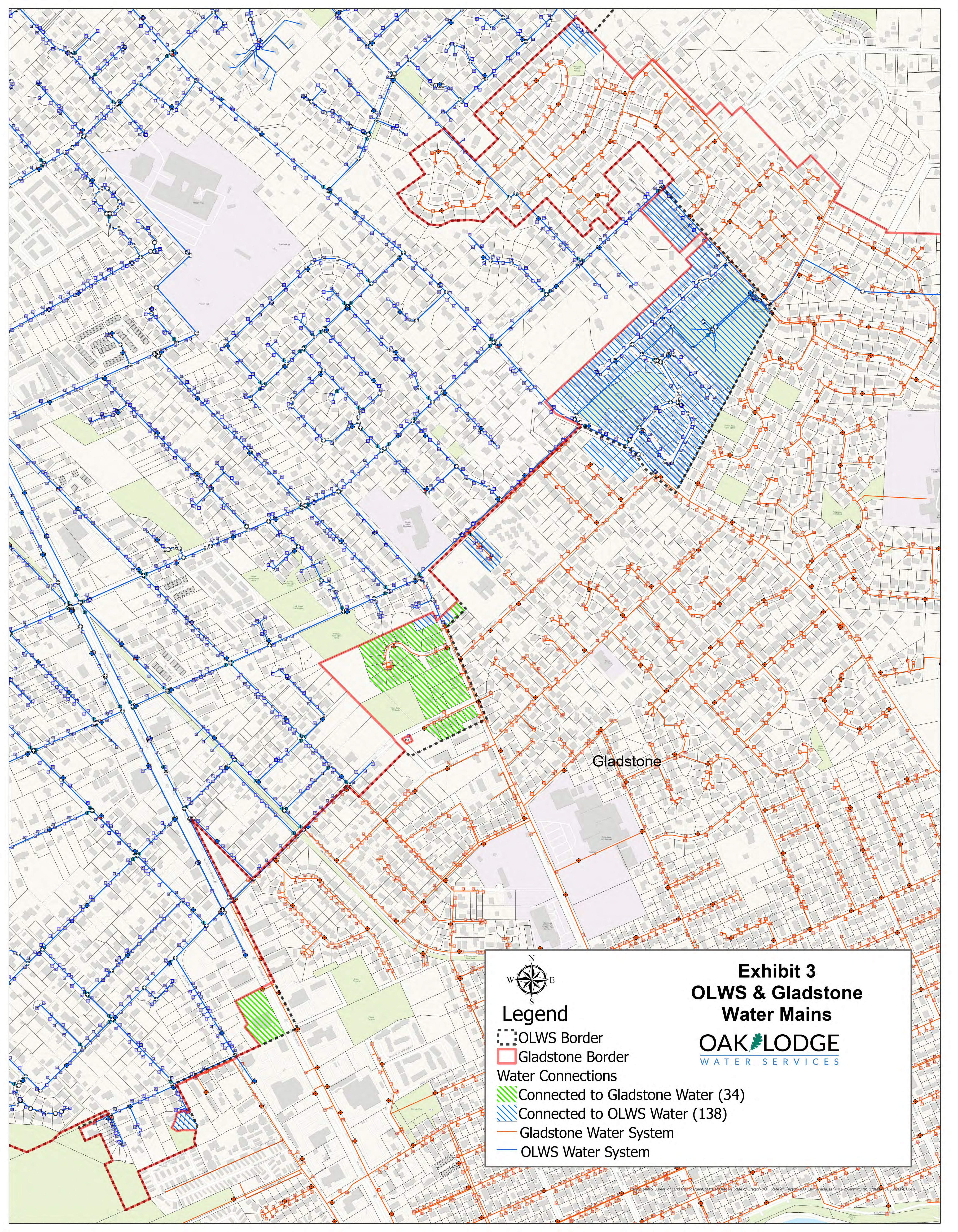


1: 38,302

Map created 6/27/2023

City of Gladstone
 525 Portland Ave
 Gladstone
 OR 97027
 (503) 656-5225
www.ci.gladstone.or.us





Legend

OLWS Border

Gladstone Border

Water Connections

Connected to Gladstone Water (34)

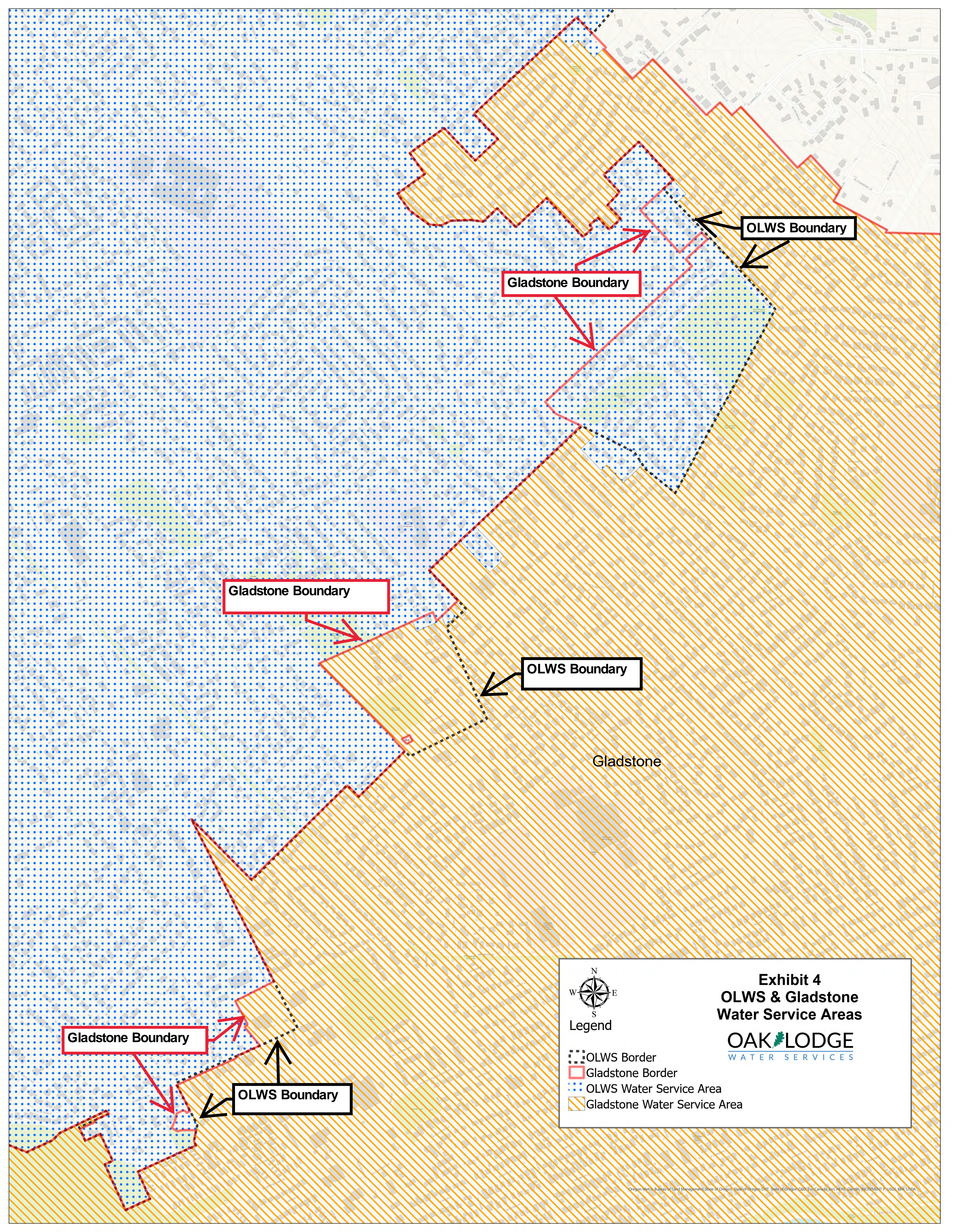
Connected to OLWS Water (138)

Gladstone Water System

OLWS Water System

Exhibit 3 OLWS & Gladstone Water Mains





Gladstone Boundary

OLWS Boundary

Gladstone Boundary

OLWS Boundary

Gladstone

Gladstone Boundary

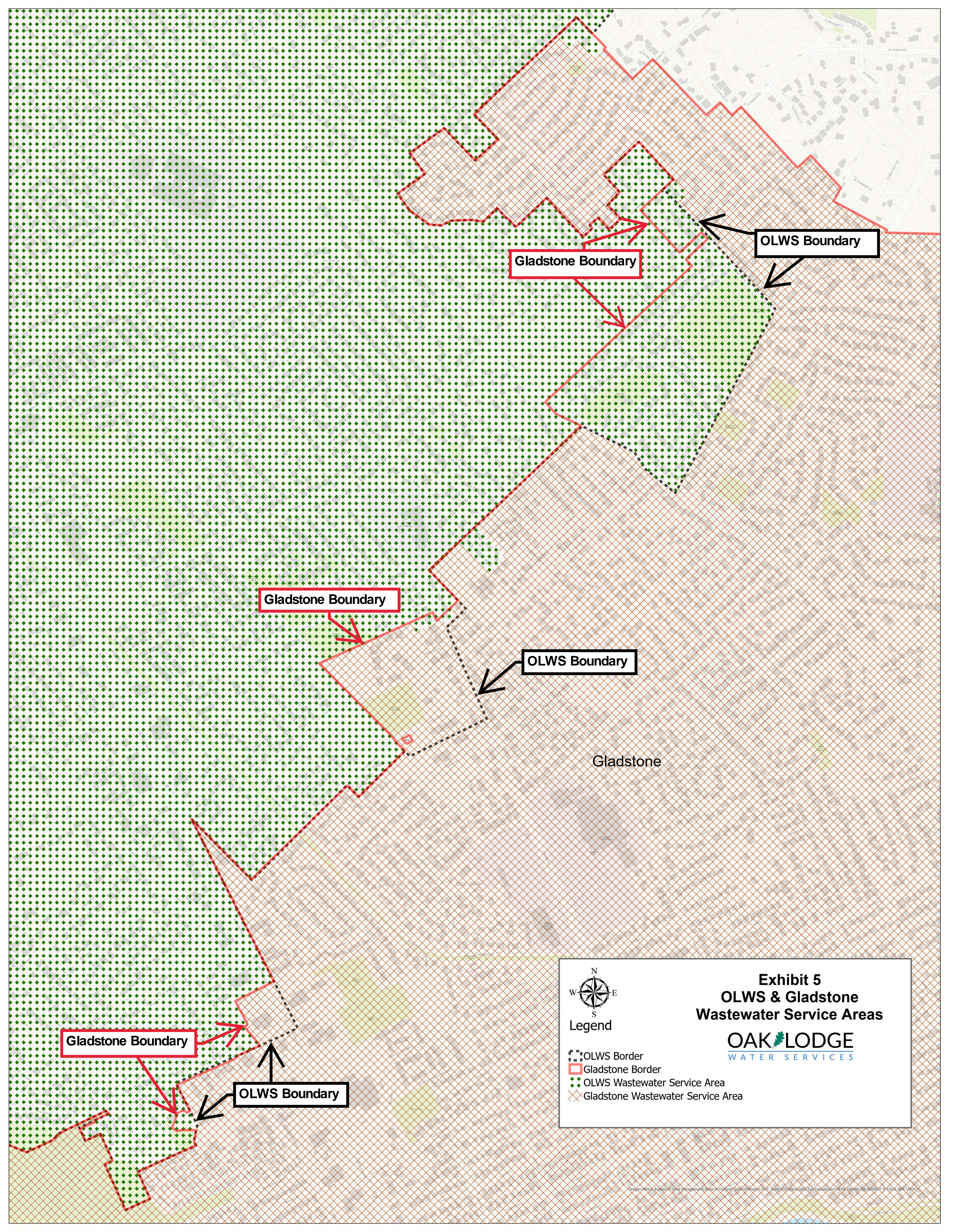
OLWS Boundary

Exhibit 4
OLWS & Gladstone
Water Service Areas

OAK LODGE
 WATER SERVICES

Legend

- OLWS Border
- Gladstone Border
- OLWS Water Service Area
- Gladstone Water Service Area



Gladstone Boundary

OLWS Boundary

Gladstone Boundary

OLWS Boundary

Gladstone

Gladstone Boundary

OLWS Boundary



Exhibit 5
OLWS & Gladstone
Wastewater Service Areas

OAK LODGE
WATER SERVICES

Legend

-  OLWS Border
-  Gladstone Border
-  OLWS Wastewater Service Area
-  Gladstone Wastewater Service Area

EXHIBIT 5.1

Pursuant to Section 4.2.1.2.2 of the Agreement, Oak Lodge and Gladstone have agreed that the following properties should be part of the Gladstone Wastewater Service Area even though they are connected to Oak Lodge's Water System. These properties appear in the applicable Wastewater Service Area depicted in Exhibit 5:

Address	Water Supplied By:	Wastewater Supplied By:
17651 SE Oatfield Rd.	Oak Lodge	Gladstone
17707 SE Oatfield Rd.	Oak Lodge	Gladstone
17711 SE Oatfield Rd.	Oak Lodge	Gladstone
17717 SE Oatfield Rd.	Oak Lodge	Gladstone

Exhibit 6

US Structure	DS Structure	GNet_ID	Date Inspected	Length	PipeMaterial	Dia.	Rating Index_O	RI_Total	RI_Structural	RI_O&M	Repair Type	Estimated Mainline Repair Cost	Estimated Manhole	PROJECT#	Location
2E1-1868	2E1-1805	2E1-1868 - 2E1-1805	2021-02-17 0:00:00	64.4	AC	8	5	5	5	0	Spot Repair	\$ 6,000		1	Glen Echo & Goetz
2E14-032	2E1-1805	2E14-032 - 2E1-1805	2021-02-10 0:00:00	34.0	CP	8	4	4.5	4.5	0	Full Replacement	\$ 25,473		2	Glen Echo & Goetz
2A8-2190	2A8-2001	2A8-2190 - 2A8-2001	2021-02-24 0:00:00	189.0	AC	8	4	4	0	4	Spot Repair	\$ 6,000		3	Hull - Tims View to Scrutton
2E1-1452	2E1-1423	2E1-1452 - 2E1-1423	2021-02-17 0:00:00	29.0	AC	8	4	4	0	4	CIPP	\$ 5,800		4	Glen Echo & Tyron Ct
2E11-316	2E1-2768	2E11-316 - 2E1-2768	2021-02-11 0:00:00	316.0	XXX	8	4	4	3	5	Spot Repair	\$ 6,000		5	Glen Echo to behind Angus Way
2E1-517	2E1-200	2E1-517 - 2E1-200	2021-02-18 0:00:00	317.0	AC	8	4	4	0	4	Full Replacement	\$ 237,750		6	Duniway - Portland to 6005 Duniway
2A10-1449	2A10-1174	2A10-1449 - 2A10-1174	2021-02-23 0:00:00	274.5	AC	8	5	4.7	5	4.5	Two Spot Repairs	\$ 12,000		7	Caldwell - Franklin to Cindy Ln
2E16-296	2E1-1423	2E16-296 - 2E1-1423	2021-02-17 0:00:00	296.5	CP	8	4	4	0	4	Spot Repair	\$ 6,000		8	Tyron Ct
2E1-2176	2E1-2125	2E1-2176 - 2E1-2125	2021-02-11 0:00:00	51.5	AC	8	4	4	4	0	CIPP	\$ 10,302		9	Glen Echo - Cornell to Echo Way
2A11-515	2A11-300	2A11-515 - 2A11-300	2021-03-11 0:00:00	215.5	AC	8	5	5	5	5				10	Glen Echo -Addie to 5722 Glen Echo
2F12-245	2F12-150	2F12-245 - 2F12-150	2021-02-03 0:00:00	103.9	CP	8	5	5	0	5	Spot Repair	\$ 6,000		11	Behind BB field @ HS off road
A21-1071	A21-978	A21-1071 - A21-978	2021-01-14 0:00:00	77.2	PVC	8	5	5	0	5	Upstream Manhole Rehab		\$ 7,500	12	Barbary Pl
A21-525	A21-218	A21-525 - A21-218	2021-01-19 0:00:00	307.6	AC	8	4	4	0	4	Downstream Manhole Rehab		\$ 7,500	13	End of Columbia
A21-978	A21-775	A21-978 - A21-775	2021-01-14 0:00:00	203.0	PVC	8	5	5	0	5	Upstream Manhole Rehab		\$ 7,500	14	Barbary Pl
A1-181	A1-046	A1-181 - A1-046	2021-01-27 0:00:00	135.0	PVC	8	5	5	0	5	None			15	High St
A-595	A-469	A-595 - A-469	2021-01-27 0:00:00	124.9	CP	8	4	4	0	4	Two spot repairs	\$ 6,000	\$ 1,000	16	Columbia
2F04-986	2F04-732	2F04-986 - 2F04-732	2021-01-20 0:00:00	245.9	CP	8	4	4	4	0	None			17	Collins Crest - Columbia to Cornell
2F04-732	2F04-495	2F04-732 - 2F04-495	2021-01-20 0:00:00	244.2	CP	8	5	5	5	0	Spot Repair	\$ 6,000		18	Collins Crest - Columbia to Cornell
2E17-483	2E17-375	2E17-483 - 2E17-375	2021-03-02 0:00:00	105.0	CP	8	5	5	5	0		\$ 6,000		19	Petite Ct - Behind 18335 Petite Ct
2F08-499	2F08-451	2F08-499 - 2F08-451	2021-01-28 0:00:00	48.0	CP	8	4	4	4	4	20' of Repair	\$ 15,000		20	On path from Collins Crest to Beverly
2F010-405	2F010-320	2F010-405 - 2F010-320	2021-02-05 0:00:00	82.3	CP	8	4	4	4	4		\$ 1,000		21	High Ct @ Cul-de-sac
2F043-135	2F04-986	2F043-135 - 2F04-986	2021-02-08 0:00:00	121.3	CP	8	5	5	5	0	Spot Repair	\$ 6,000		22	On Columbia @ Collins Crest
2F-1001	2F-751	2F-1001 - 2F-751	2021-02-03 0:00:00	250.7	VCP	8	4	4.5	0	4.5		\$ 12,000		23	Nelson - Sunlight Ct to 160 Nelson
2F1-442	2F-408	2F1-442 - 2F-408	2021-02-03 0:00:00	442.0	VCP	8	4	4	4	0		\$ 69,750		24	Portland in front of High School
2E19-163	2E1-1868	2E19-163 - 2E1-1868	2021-02-17 0:00:00	163.0	VCP	8	4	4	0	4		\$ 6,000		25	Glen Echo to behind 6220 Ben Ct
2E1-1631	2E1-1452	2E1-1631 - 2E1-1452	2021-02-17 0:00:00	180.9	AC	8	5	5	0	5	Spot Repair	\$ 6,000		26	Glen Echo - Tyron Ct to Church
2E1-1423	2E1-1208	2E1-1423 - 2E1-1208	2021-02-17 0:00:00	215.0	AC	8	5	5	0	5	Full Replacement	\$ 161,250		27	Glen Echo - Tyron Ct to Dickerson
2F04-333	2F-2754	2F04-333 - 2F-2754		333	AC	8	4	2.4	4	1.8	CIPP	\$ 66,600		28	Collins Crest to behind 1500 Cornell
2F1-1249	2F1-1126	2F1-1249 - 2F1-1126		123	AC	8	4	3.1	4	3.1	CIPP	\$ 24,600		29	Harvard to back of High School
Total												\$ 707,525	\$ 23,500		

- Assumptions
- \$ 750 Trench Replacement Cost/LF (include 15% engineering fees and permits)
 - \$ 200 CIPP Cost/LF
 - \$ 6,000 Spot Repair 6'x4'
 - \$ 10,000 Large Spot Repair 12'x4'
 - \$ 15,000 XL Spot Repair 20'x4'
 - \$ 1,000 Small Manhole Fix
 - \$ 7,500 Manhole Rehab
 - \$ 15,000 Manhole Replacement

CITY OF GLADSTONE

CAPITAL IMPROVEMENTS PROGRAM

FUND	PROJECT #	DESCRIPTION	FUNDING STATUS	SOURCE	ACCTNO	RATING	OLWD EST. \$	ESTIMATE BASED	FY2024	FY2025	FY2026	FY2027						
							TOTAL PROJECT	ON PROJECT DATE										
730 - SEWER FUND	1	GLEN ECHO & GOETZ	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	2	GLEN ECHO & GOETZ	FUNDED	CITY	730-703-676050	4.5	25,473	28,654		28,654								
730 - SEWER FUND	3	HULL - TIMS VIEW TO SCRUTTON	FUNDED	CITY	730-703-676050	4	6,000	7,019			7,019							
730 - SEWER FUND	4	GLEN ECHO & TYRON CR	FUNDED	CITY	730-703-676050	4	5,800	6,785			6,785							
730 - SEWER FUND	5	GLEN ECHO TO BEHIND ANGUS WAY	FUNDED	CITY	730-703-676050	4	6,000	7,019			7,019							
730 - SEWER FUND	6	DUNIWAY - PORTLAND TO 6005 DUNIWAY	FUNDED	CITY	730-703-676050	4	237,750	267,436		267,436								
730 - SEWER FUND	7	CALDWELL - FRANKLIN TO CINDY LANE	FUNDED	CITY	730-703-676050	4.7	12,000	13,498		13,498								
730 - SEWER FUND	8	TYRON CT	FUNDED	CITY	730-703-676050	4	6,000	7,019			7,019							
730 - SEWER FUND	9	GLEN ECHO - CORNELL TO ECHO WAY	FUNDED	CITY	730-703-676050	4	10,302	12,052			12,052							
730 - SEWER FUND	11	BEHIND BB FIELD @ HS OFF ROAD	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	12	UPSTREAM REHAB - BARBARY PLACE	FUNDED	CITY	730-703-676050	5	7,500	8,112	8,112									
730 - SEWER FUND	13	DOWNSTREAM REHAB - END OF COLOMBIA	FUNDED	CITY	730-703-676050	4	7,500	8,774			8,774							
730 - SEWER FUND	14	UPSTREAM REHAB - BARBARY PLACE	FUNDED	CITY	730-703-676050	5	7,500	8,112	8,112									
730 - SEWER FUND	16	COLUMBIA	FUNDED	CITY	730-703-676050	4	7,000	8,189			8,189							
730 - SEWER FUND	18	COLLINS CREST - COLUMBIA TO CORNELL	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	19	PETITE CT - BEHIND 18335 PETITE CT	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	20	ON PATH FROM COLLINS CREST TO BEVERLY	FUNDED	CITY	730-703-676050	4	15,000	17,548			17,548							
730 - SEWER FUND	21	HIGH CT @ CUL-DE-SAC	FUNDED	CITY	730-703-676050	4	1,000	1,170			1,170							
730 - SEWER FUND	22	ON COLUMBIA AT COLLINS CREST	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	23	NELSON - SUNLIGHT CT TO 160 NELSON	FUNDED	CITY	730-703-676050	4.5	12,000	13,498		13,498								
730 - SEWER FUND	24	PORTLAND IN FRONT OF HIGH SCHOOL	FUNDED	CITY	730-703-676050	4	69,750	81,598			81,598							
730 - SEWER FUND	25	GLEN ECHO TO BEHIND 6220 BEN CT	FUNDED	CITY	730-703-676050	4	6,000	7,019			7,019							
730 - SEWER FUND	26	GLEN ECHO - TYRON CT TO CHURCH	FUNDED	CITY	730-703-676050	5	6,000	6,490	6,490									
730 - SEWER FUND	27	GLEN ECHO - TYRON CT TO DICKERSON	FUNDED	CITY	730-703-676050	5	161,250	174,408	174,408									
730 - SEWER FUND	28	COLLINS CREST TO BEHIND 1500 CORNELL	FUNDED	CITY	730-703-676050	2.4	66,600	81,029	-			81,029						
730 - SEWER FUND	29	HARVARD TO BACK OF HIGH SCHOOL	FUNDED	CITY	730-703-676050	3.1	24,600	29,930	-			29,930						
TOTAL PROJECTS - OAK LODGE I&I							\$	731,025	\$	827,807	\$	229,570	\$	323,087	\$	164,192	\$	110,959



AGENDA ITEM

To	Board of Directors
From	Brad Albert, Public Works Director/District Engineer
Title	Presentation of Tertiary Treatment 30% Design
Item No.	5
Date	July 18, 2023

Background

The new National Pollutant Discharge Elimination System (NPDES) effluent permit limits (effective May 1, 2022) for total suspended solids (TSS) are much more stringent from May 1 through October 31 of each year than the previous permit. TSS refers to solid particles suspended in the liquid phase that are not settling in the secondary clarifiers. In the receiving stream, they can impart an oxygen demand, increase turbidity, and carry nutrients. To meet the more stringent permit limits, tertiary filtration has been identified in the Wastewater Master Plan as the top priority project for the Wastewater Treatment Plant (WWTP).

Tertiary filtration provides a solid barrier to prevent migration of TSS downstream by forcing the effluent through pores of 20 micron (0.02 mm) or smaller. There are many configurations of tertiary filters, and the WSC/Brown and Caldwell (BC) team presented several alternatives to OLWS for consideration. After a qualitative evaluation, disk filters were selected as the preferred alternative based on desirable traits in all the evaluation criteria.

The selection of disk filters aligns well with the Board Commitments. In addition, the previous WWTP upgrade considered the use of disk filters in the hydraulic calculations and site design, making a disk filter facility relatively straightforward to construct on the WWTP site. There is space allocated adjacent to the UltraViolet (UV) Disinfection Facility for a Tertiary Filter Facility, and disk filters are one of the few technologies that will fit in the available footprint. In addition, disk filters were one of the few technologies that would not require intermediate pumping, which results in both capital cost savings and operations and maintenance (O&M) cost savings.

BC has completed the 30% design of the Tertiary Filter Facility. A 3-D rendering of the building and tertiary filtration system layout has been provided. A preliminary geotechnical report has also been provided with recommendations for construction remediation on the site dedicated to this treatment facility.

Wastewater Improvement Project (Tertiary Treatment)

Outreach and Communication

- May 1, 2022 – May/June Customer Newsletter introduction of Tertiary Treatment and Trunk Main Capacity projects.
- May 1, 2022 – Dedicated webpage with project information and a FAQ page.
- May 3, 2022 – Budget Committee Plant Tour.
- May 19, 2022 – May/June Email Customer Newsletter included registration link for OLWS Community Conversation.
- May 25, 2022 – Oak Grove Community Council Meeting presentation to introduce both projects. Presentation starts at 47:00 mins: <https://youtu.be/D5-Uf1DxaAs>
- June 9, 2022 – OLWS Community Conversation via Zoom: <https://youtu.be/GO7F0x647eA>
- June 22, 2022 – Customer Plant Tour #1
- June 13, 2022 – Community Conversation recording sent to Pamplin Media.
- June 21, 2022 – Community Conversation link sent to Citizen Informed Newsletter email listserv.
- July 1, 2022 – July/August Customer Newsletter, wastewater projects mentioned as one of the reasons for rate increases.
- July 30, 2022 – July/August Email Customer Newsletter, wastewater projects mentioned as one of the reasons for rate increases.
- August 22, 2022 – Customer Plant Tour #2
- September 12, 2022 – Customer Plant Tour #3
- September 14, 2022 – Customer Plant Tour #4
- September 27, 2022 – Jennings Lodge CPO Meeting – Community Update Presentation.
 - Shared staff will present the recommended options for tertiary treatment to the Board at the November Board of Directors meeting on November 15
- September 28, 2022 – Oak Grove Community Council Meeting – Community Update Presentation.
 - Same presentation as above.
- November 15, 2022 – Presentation to OLWS Board of Directors on the types of tertiary filtration.
- December 20, 2022 – Authorization from OLWS Board of Directors to commence Brown and Caldwell for 30% Preliminary Engineering Design.



STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
Title Consideration of Final Engineering Task Order for Tertiary Treatment
Item No. 6
Date July 18, 2023

Summary

Staff seeks approval to commission Brown and Caldwell (BC) to commence Final Engineering on the Tertiary Treatment Project at the Wastewater Treatment Plant (WWTP). This Final Engineering would be initiated as a Task Order under the active On-Call Services Contract with BC and aims to directly address OLWS' new National Pollutant Discharge Elimination System permit issued by DEQ.

Background

The new National Pollutant Discharge Elimination System (NPDES) effluent permit limits (effective May 1, 2022) for total suspended solids (TSS) are much more stringent from May 1 through October 31 of each year than the previous permit. TSS refers to solid particles suspended in the liquid phase that are not settling in the secondary clarifiers. In the receiving stream, they can impart an oxygen demand, increase turbidity, and carry nutrients. To meet the more stringent permit limits, tertiary filtration has been identified in the Wastewater Master Plan as the top priority project for the WWTP.

Tertiary filtration provides a solid barrier to prevent migration of TSS downstream by forcing the effluent through pores of 20 micron (0.02 mm) or smaller. There are many configurations of tertiary filters, and the Water Systems Consulting (WSC)/BC team presented several alternatives to OLWS for consideration. After a qualitative evaluation, disk filters were selected as the preferred alternative based on desirable traits in all the evaluation criteria and presented to the OLWS Board in November 2022.

The Final Engineering scope provided by BC will advance the tertiary project from 30% to 100% design. The timeline for this work is scheduled to take place starting August 2023 and finish March 2024 (see attached project schedule).

Budget

Funding for the Final Engineering Task Order is included in the current Wastewater Reclamation Capital Fund for Fiscal Year 2024. Approximately \$12 million for construction work on the Tertiary Treatment Project is being budgeted for in the Capital Improvement Plan for FY 2024-26.

Concurrence

Technical Services Staff collaborated with Plant Operations, Finance, BC, and WSC in forming the Tertiary Treatment Project and the attached Scope of Work.

Recommendation

Staff recommends the Board approve the General Manager to initiate a Task Order under the active On-Call Services Contract with BC, for the Final Engineering of the Tertiary Treatment Project for \$673,972.

Suggested Board Motion

“I move to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Final Engineering of the Tertiary Treatment Project for \$673,972.”

Attachments

1. Brown and Caldwell Scope of Work
2. Project Schedule
3. Fee Schedule

Scope of Work

Oak Lodge Water Services Tertiary Filtration Facility – Detailed Design

This project will provide detailed design services to Oak Lodge Water Services (OLWS) for a new Tertiary Treatment Facility (TTF). Bid phase services and construction phase services are not included. The TTF is expected to include disk filters for a total capacity of 20 million gallons per day (mgd), based on the 30 percent design previously completed by Brown and Caldwell (BC).

BC's Scope of Work for this project is presented below. All work products will be prepared using BC standard format and design guidelines.

Phase 1 Project Management

Objective To manage scope, schedule, budget, project changes and provide monthly invoicing.

Activities This task includes the following activities:

- Prepare a project management plan (PMP) and include a detailed schedule, task budgets, listing of deliverable products, and information regarding quality control measures that will be taken to ensure the quality of deliverable products.
- Monitor project expenditures weekly and produce monthly status reports assessing project completion, budget expenditures, and schedule updates.
- Maintain frequent and open communication with the OLWS project manager, and work closely to anticipate changes in project needs.
- A Kickoff Meeting and Monthly Progress Meetings with OLWS project manager and key personnel.

Deliverables The deliverables for this task include the following:

- PMP, upon request.
- Monthly invoices with status updates.
- Meeting Minutes from Kickoff and Monthly Progress Meetings.

Phase 2 60 Percent Design

Objective The design team will use the project decisions made in the preliminary design stage in order to complete and finalize the major design calculations and develop the project design to an approximately 60 percent level of completion.

Activities This task includes the following activities:

- Preparation of 60 percent plans and specifications to illustrate general, civil, process and instrumentation, structural, mechanical and electrical information necessary for the modification of existing facilities and construction of new facilities. Specific elements are anticipated to include the following:
 - Updates as needed to all drawings from the 30 percent design.

- Smaller diameter piping, such as 3W (non-potable) water and drains.
- Confirmation of yard piping connections and stormwater systems.
- Confirmation of the facility layout such that the exterior dimensions of buildings will not change.
- Confirmation of site constraints and vehicular traffic flow on the site.
- Detailed control system philosophy and architecture.
- Updated specifications for major process mechanical equipment.
- Confirmation of electrical supply, electrical system configuration, and backup generation along with one-line diagrams for facility power supplies, based on detailed power monitoring by OLWS.
- Roof will be designed structurally to support future solar panels, but solar panels, electrical supply, and associated controls are excluded.
- Draft technical specifications for all disciplines.
- Perform quality reviews of the 60 percent design. This can include coordination cross-checks, peer reviews, calculation checks, and coordination with discipline designers and equipment manufacturers.
- Submission of the 60 percent plans and specifications to OLWS for review and comment.
- Prepare an updated opinion of probable construction cost (AACE Class 2.)
- Conduct review meeting after submitting the 60 percent plans and specifications.

Deliverables The deliverables for this task include the following:

- 60 percent design plans and specifications in pdf format.
- Meeting notes from review meeting.
- AACE Class 2 cost estimate (see description below).

OLWS Responsibilities

- Attend meetings and review and provide timely review of the deliverables. Comments received from OLWS shall be appropriately documented and resolved by BC. BC's schedule includes an allowance of up to two weeks for each OLWS review. Any duration longer than two weeks will result in BC's schedule adjusting accordingly.
- Coordinate to provide power monitoring in Building 75 to confirm capacity to feed the new TTF.
- Provide existing power system model (SKM, ETAP).

Phase 3 90 Percent Design

Objective The design team will develop the detailed contract drawings, specifications, and schedules for competitive bidding. All documents will be presented for final review by OLWS and will be substantially ready for permitting and bidding, pending incorporation of comments from final review.

Activities This task includes the following activities:

- Preparation of 90 percent plans and specifications to illustrate general, civil, process and instrumentation, structural, mechanical and electrical information

necessary for the modification of existing facilities and construction of new facilities. Specific elements are anticipated to include the following:

- Finalize Division 01 specifications.
- Finalize technical specifications.
- Prepare final construction drawings.
- Prepare final calculations.
- Perform final checking and coordination review.
- Coordinate with OLWS on preparing for advertising and bidding process.
- Perform quality reviews of the 90 percent design. This can include coordination cross-checks, peer reviews, calculation checks, and coordination with discipline designers and equipment manufacturers.
- Submission of the 90 percent plans and specifications to OLWS for review and comment.
- Prepare an updated opinion of probable construction cost (AACE Class 1).
- Conduct review meeting after submitting the 90 percent plans and specifications.

At the time that the 90 percent design documents are delivered to OLWS, BC will also submit the documents to DEQ for review. Following completion of DEQ's review, BC will respond to DEQ's comments and will make changes necessary to final documents, incorporating the changes into 100 percent design documents. The proposed schedule for completion of the 100 percent design documents is dependent upon DEQ review time.

Deliverables The deliverables for this task include the following:

- 90 percent design plans and specifications in pdf format.
- Meeting notes from review meeting.
- AACE Class 1 cost estimate (see description below).
- Permit application submittal to Oregon DEQ.

OLWS Responsibilities

- Attend meetings and review and provide timely review of the deliverables. Comments received from OLWS shall be appropriately documented and resolved by BC. BC's schedule includes an allowance of up to two weeks for each OLWS review. Any duration longer than this will result in BC's schedule adjusting accordingly.
- Coordinate with DEQ to confirm submittal requirements and anticipated plan review times, and to facilitate timely plan review approval. Provide background information, supporting documents, and signatures for permit applications to DEQ. Fees for permit applications shall be paid directly by OLWS to DEQ.

Phase 4 100 Percent Design

Objective The design team will modify the 90% design documents to reflect the agreed-upon review comments from OLWS and BC's quality control review team. BC will then finalize and stamp the detailed final design drawings and specifications for competitive bidding to be executed by OLWS.

Activities This task includes the following activities:

- Preparation of 100 percent plans and specifications.

Deliverables The deliverables for this task include the following:

- 100 percent design plans and specifications in pdf format for bidding.

OLWS Responsibilities

- Advertise and bid project in accordance with typical procedures.

Phase 5 CAD/BIM Management

Objective. Coordinate and manage the Building Information Modeling (BIM) and Computer-Aided Design (CAD) production for the drawings.

Approach. Major activities include the following:

- Three-dimensional (3D) models for the TTF will be developed in Revit for all disciplines except for Civil. Civil models will be developed in AutoCAD Civil 3D. Schematics, standard details, and tables not requiring Revit will be created using AutoCAD 2021.
- Information shown will be drawn with the purpose of showing a final depiction of facilities. Details required for construction bidding and award will be developed as details of design and final calculations are developed.
- Sufficient information will be presented on the drawings to enable competitive bidding and construction of Project.
- Develop site layouts to provide designers, technical reviewers, and plant staff with a visual perspective of the design concepts for review and refinement.
- Adjust critical design elements (e.g., invert elevations of gravity conveyance pipes, connection points between facilities, building coordinates) and show them on the design drawings.
- Develop and implement a BIM/CAD Execution Plan. This document will be a project-specific plan for effectively managing BIM and CAD work. It is anticipated that this plan will be used to coordinate work during subsequent phases of the project.
- Manage the 3D models (BIM Management) and drawing production/resources (CAD Management).
 - Maintain the 3D models.
 - Maintain the drawing list for detailed design.
 - Coordinate the CAD resources necessary to produce the drawings for each discipline.
 - Perform a preliminary check of the drawings for each discipline to verify that the drawings produced meet BC CAD standards.

Assumptions Major assumptions for this subtask include:

- Facility and structure 3D models will be prepared using the Revit 2021 software package.
- Site improvements, grading, paving, and yard piping will be prepared using the AutoCAD Civil 3D software package.

Deliverables Major deliverables for this subtask include:

- BIM/CAD Execution Plan.

- Drawing list (maintained internally by BC and available upon request by OLWS).

Phase 6 Quality Assurance

Objective. Consistently provide professional services that satisfy statutory and regulatory requirements and that meet or exceed the expectations of OLWS.

Approach. Major activities include the following:

- Develop a Quality Management Plan (QMP) prior to commencing work which adheres to BC's Quality Policy. The QMP will describe the specific actions, processes, and reviews that will be accomplished to ensure quality of the schematic design deliverables. The QMP will identify the schedule for reviews, the documentation format, BC response procedures, and approach to adjudication of review comments. BC will manage the review process and summarize major review comments, responses, and resolution of the comments for the major submittals.
- Perform Quality Assurance (QA) Reviews as defined in the QMP which will serve as an early verification of the procedures and practices being used by the design team to improve quality and productivity.
- Perform Quality Control (QC) Reviews of deliverables as defined in the QMP. Each deliverable will have its own QC review as part of the task which it is associated, which will include where applicable:
 - Independent calculation checks.
 - Senior-level Technical Review.
 - Readability Review.
 - Facilitate interdisciplinary coordination.
 - BIM/CAD Conformance Review (drawings only)
 - Constructability Review.
 - Final Deliverable Review.

Assumptions. Major assumptions for this subtask include:

- Review procedures, comment resolution, and documentation of reviews will be as defined in the QMP.

Deliverables. Major deliverables for this subtask include:

- Quality Management Plan (QMP).
- QA/QC documentation as required by the QMP.

Schedule

The schedule of the project is enclosed.

Fee Estimate

BC's fee estimate is enclosed.

Opinions of Probable Construction Costs – Classes of Estimates

Class 1: 50 to 100 Percent

In accordance with the Association for the Advancement of Cost Engineering International (AACE) criteria, a Class 1 estimate is defined as a Baseline Check Estimate or Final Control Estimate. Typically, engineering is from 50 to 100 percent complete. Class 1 Estimates are used to compare against received bids, evaluate change order requests and for construction claim evaluations and dispute resolution.

Expected accuracy for Class 1 estimates typically range from -10 to +15 percent, depending on the technological complexity of the project, appropriate reference information and the inclusion of an appropriate contingency determination. In unusual circumstances, ranges could exceed those shown.

Class 2: 30 to 70 Percent

In accordance with the Association for the Advancement of Cost Engineering International (AACE) criteria, a Class 2 estimate is defined as a Design Baseline Estimate or Control Estimate. Typically, engineering is from 30 to 70 percent complete. Class 2 Estimates are used to monitor design progression, evaluate design decisions and form the base work for the Class 1 Final Control Estimate.

Expected accuracy for Class 2 estimates typically ranges from -15 to +20 percent, depending on the technological complexity of the project, appropriate reference information and the inclusion of an appropriate contingency determination. In unusual circumstances, ranges could exceed those shown.

Brown and Caldwell
OLWS Tertiary Treatment Detailed Design Fee

Phase	Phase Description	Total Labor Hours	Total Labor Fee	Travel	Surveying Subcontractor Fee	Geotechnical Subcontractor Fee	BC 5% Markup	Total Expense Fee	Total Fee
100	Project Management	154	31,289	0	0	0	0	0	31,289
101	Project Management	140	29,049	0	0	0	0	0	29,049
102	Kickoff Meeting	14	2,240	0	0	0	0	0	2,240
300	60% Design	1,151	205,502	250	0	0	0	250	205,752
301	60% Design Development	1,061	183,961	250	0	0	0	250	184,211
302	AACE Level 2 Cost Estimate	74	18,770	0	0	0	0	0	18,770
303	60% Design Workshop	16	2,770	0	0	0	0	0	2,770
310	90% Design	1,444	256,780	250	0	0	0	250	257,030
311	90% Design Development	1,374	240,420	0	0	0	0	0	240,420
312	AACE Level 1 Cost Estimate	54	13,590	0	0	0	0	0	13,590
313	90% Design Workshop	16	2,770	250	0	0	0	250	3,020
320	100% Design	373	64,293	0	0	0	0	0	64,293
321	100% Design Documents	373	64,293	0	0	0	0	0	64,293
390	BIM / CAD Management	251	47,478	0	0	0	0	0	47,478
391	BIM / CAD Execution Plan	32	6,270	0	0	0	0	0	6,270
392	Model and Drawing Development	219	41,208	0	0	0	0	0	41,208
800	Quality Assurance	169	44,105	0	0	0	0	0	44,105
800	Quality Management Plan	4	900	0	0	0	0	0	900
890	QA / QC	12	2,064	0	0	0	0	0	2,064
801	60% Submittal QC Review	53	14,217	0	0	0	0	0	14,217
811	90% Submittal QC Review	57	15,417	0	0	0	0	0	15,417
821	100% Submittal QC Review	43	11,507	0	0	0	0	0	11,507
900	Allowances	4	1,130	0	0	21,804	1,090	22,894	24,025
901	Geotechnical Support	4	1,130	0	0	21,804	1,090	22,894	24,025
TOTAL		3,546	650,578	500	0	21,804	1,090	23,394	673,972

Hours and dollars are rounded to nearest whole number.

Rates valid through March 31, 2024.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 7
Date July 18, 2023

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. **May 2023 Financial Report**
- b. **Approval of June 20, 2023 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	May 2023 Financial Reports
Item No.	7a
Date	July 18, 2023 Meeting

Reports

- May 2023 Monthly Overview (Including Cash and Investment Balances)
- May 2023 Budget to Actual Report
- May 2023 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
May 2023**

This report summarizes the revenues and expenditures for May 2023. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
May 31, 2023	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 648,841
Wells Fargo Bank Checking-9966		527,662
LGIP	3.88%	11,438,289
Total		\$ 12,614,791

The OLWS’ checks, electronic withdrawals, and bank drafts total \$2.6 million for May 2023. There were 2 voided checks totaling \$ 20,439.00.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 4,351,000	\$ 313,701	\$ 3,840,090	88.3%
20-00-4212	Wastewater charges	9,199,000	679,336	8,127,024	88.4%
30-00-4213	Watershed protection	1,592,000	129,228	1,437,794	90.3%
	Subtotal	\$ 15,142,000	\$ 1,122,265	\$ 13,404,908	88.5%

With respect to revenues, all three services’ revenue is below budget. Total variance through May is approximately (\$ 475,000).

Expenses by Budget Category

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

Expense Category	FY 2023	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	May 2023	May 2023	
Personnel Services	\$ 5,374,000	\$ 4,931,667	\$ 4,515,029	92%
Materials & Services	5,430,953	4,991,207	4,401,069	88%
Capital Outlay	7,282,340	6,675,478	3,733,675	56%
		\$ 16,598,352	\$ 12,649,775	76%

With respect to expenditures, at the end of May expenditures are overall 80.8% of budget, excluding Contingencies, with 91.7% of the fiscal year completed.

Review of expenditure lines that are above 96.7% of budget:

1. **6510 – Office Supplies** is 100.3% of budget. This is due to the replacement of aged furniture at the plant and continued higher prices for on-going items, such as copy paper.
2. **6530 – Small Tools & Equipment** is 107.1% of budget. This is due to replacement of expired tools, such as fire rated hoses for fleet and metal wheeled transporter for CUES camera.
3. **6620 – Election Costs** are 98.1% of budget. This is due to the full costs of the Special Election in September 2022 for the Authority Board of Directors.

Low Income Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the OLWS’ Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

The number of customers for each utility receiving the low-income rates for April 30, 2023 billing are below. The total number of customers enrolled in LIRR is split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date	Actual Year-to-Date	% Spent
		May 2023	May 2023	
LIRR Program Cap	\$ 75,710	69,401	58,622	84%
	# of Customers			
	Current Month	Discount Provided	Fiscal Year To Date	
Drinking Water	68	1,270	13,853	
Wastewater	60	3,251	38,033	
Watershed Protection	61	589	6,736	
		5,110	58,622	

General Ledger

Budget to Actual

User: Gail

Printed: 6/12/2023 11:07:08 AM

Period 11 - 11

Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
05-00-3500	Fund Balance	1,168,115.00	-	1,444,160.52	-	123.6%
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>-</i>	<i>1,444,160.52</i>	<i>-</i>	<i>123.6%</i>
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System Development-Compliance	-	584.00	4,234.00	-	0.0%
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	49,400.00	-	86.1%
05-00-4610	Investment Revenue	3,000.00	3,509.99	35,681.35	-	1189.4%
05-00-4630	Miscellaneous Revenues	10,000.00	1,408.00	27,647.63	-	276.5%
	<i>Revenue</i>	<i>70,400.00</i>	<i>9,501.99</i>	<i>116,962.98</i>	<i>-</i>	<i>166.1%</i>
	Transfers & Contingencies					
05-29-4910	Transfer In from Fund 10	1,008,000.00	84,000.00	924,000.00	-	91.7%
05-29-4920	Transfer In from Fund 20	1,920,000.00	160,000.00	1,760,000.00	-	91.7%
05-29-4930	Transfer In from Fund 30	1,008,000.00	84,000.00	924,000.00	-	91.7%
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>3,608,000.00</i>	<i>-</i>	<i>91.7%</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	3,608,000.00	-	91.7%
	Revenue	4,006,400.00	337,501.99	3,724,962.98	-	93.0%
	Admin/Finance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	705,000.00	63,388.85	660,494.55	-	93.7%
05-01-5130	Overtime	23,000.00	180.15	19,269.72	-	83.8%
05-01-5210	Health/Dental insurance	125,000.00	10,292.91	113,559.03	-	90.8%
05-01-5230	Social Security	55,000.00	4,759.45	48,188.09	-	87.6%
05-01-5240	Retirement	138,000.00	11,152.66	130,933.20	-	94.9%
05-01-5250	Trimet/WBF/Paid Leave OR	6,000.00	739.49	6,579.87	-	109.7%
05-01-5260	Unemployment	20,000.00	-	16,126.00	-	80.6%
05-01-5270	Workers Compensation	1,000.00	24.94	274.34	-	27.4%
05-01-5290	Other Employee Benefits	2,000.00	-	2,207.55	-	110.4%
	<i>Personnel Services</i>	<i>1,075,000.00</i>	<i>90,538.45</i>	<i>997,632.35</i>	<i>-</i>	<i>92.8%</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	375,000.00	42,788.50	299,905.67	-	80.0%
05-01-6120	Accounting & Audit Services	68,000.00	12,075.00	12,075.00	22,925.00	17.8%
05-01-6155	Contracted Services	200,000.00	23,456.42	224,003.85	12,169.17	112.0%
05-01-6180	Dues & Subscriptions	60,000.00	2,909.15	36,398.25	-	60.7%
05-01-6220	Electricity	13,000.00	1,221.22	14,714.84	764.26	113.2%
05-01-6240	Natural Gas	4,000.00	126.81	4,307.84	518.91	107.7%
05-01-6290	Other Utilities	10,000.00	280.39	3,823.00	861.02	38.2%
05-01-6310	Janitorial Services	17,000.00	1,669.99	15,278.53	1,669.99	89.9%
05-01-6320	Buildings & Grounds Maint.	35,000.00	908.13	21,516.49	908.13	61.5%
05-01-6410	Mileage	2,700.00	-	1,831.34	-	67.8%
05-01-6420	Staff Training	12,000.00	1,483.00	9,501.44	-	79.2%
05-01-6440	Board Expense	2,000.00	-	-	-	0.0%
05-01-6510	Office Supplies	32,000.00	2,039.76	33,484.21	1,147.99	104.6%
05-01-6730	Communications	2,000.00	-	49.00	-	2.5%
05-01-6760	Equipment Rental	4,000.00	296.19	2,351.78	557.28	58.8%
05-01-6770	Bank Charges	160,000.00	12,297.19	126,060.69	16,368.03	78.8%
05-01-6780	Taxes, Fees, Permits	2,000.00	-	818.36	-	40.9%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6900	Miscellaneous Expense	1,000.00	-	100.00	-	10.0%
	<i>Materials & Services</i>	<i>999,700.00</i>	<i>101,551.75</i>	<i>806,220.29</i>	<i>57,889.78</i>	<i>80.6%</i>
	Admin/Finance	2,074,700.00	192,090.20	1,803,852.64	57,889.78	86.9%
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	278,000.00	24,175.59	256,441.77	-	92.2%
05-02-5130	Overtime	2,500.00	665.50	1,813.84	-	72.6%
05-02-5210	Health/Dental Insurance	36,000.00	2,735.39	29,795.95	-	82.8%
05-02-5230	Social Security	22,000.00	1,866.91	19,410.52	-	88.2%
05-02-5240	Retirement	50,000.00	4,451.53	46,279.50	-	92.6%
05-02-5250	Trimet/WBF/Paid Leave OR	3,000.00	289.89	2,519.87	-	84.0%
05-02-5270	Workers Compensation	1,000.00	10.35	113.85	-	11.4%
05-02-5290	Other Employee Benefits	1,000.00	-	1,003.91	-	100.4%
	<i>Personnel Services</i>	<i>393,500.00</i>	<i>34,195.16</i>	<i>357,379.21</i>	<i>-</i>	<i>90.8%</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	8,369.30	39,047.81	17,825.50	75.1%
05-02-6175	Records Management	8,500.00	1,308.64	6,927.64	413.79	81.5%
05-02-6230	Telephone	63,000.00	6,960.77	48,564.32	11,007.11	77.1%
05-02-6410	Mileage	1,000.00	58.42	1,121.42	-	112.1%
05-02-6420	Staff Training	25,000.00	15,107.36	29,148.97	2,213.62	116.6%
05-02-6440	Board Expense	7,000.00	1,355.99	2,348.96	-	33.6%
05-02-6510	Office Supplies	2,200.00	-	803.52	-	36.5%
05-02-6540	Safety Supplies	2,000.00	-	103.42	-	5.2%
05-02-6560	Uniforms	38,000.00	2,837.01	32,166.02	4,262.96	84.6%
05-02-6610	Board Compensation	2,500.00	-	-	-	0.0%
05-02-6620	Election Costs	-	-	31,399.25	-	#DIV/0!
05-02-6720	Insurance-General	300,000.00	16,982.31	184,429.80	-	61.5%
05-02-6730	Communications	38,100.00	11,806.45	39,239.38	-	103.0%
05-02-6740	Advertising	6,000.00	494.00	5,008.24	-	83.5%
05-02-6900	Miscellaneous Expense	1,000.00	-	27.19	-	2.7%
	<i>Materials & Services</i>	<i>546,300.00</i>	<i>65,280.25</i>	<i>420,335.94</i>	<i>35,722.98</i>	<i>76.9%</i>
	Human Resources	939,800.00	99,475.41	777,715.15	35,722.98	82.8%
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	549,000.00	48,260.01	411,973.74	-	75.0%
05-03-5130	Overtime	2,500.00	-	-	-	0.0%
05-03-5210	Health/Dental Insurance	83,000.00	6,067.92	67,397.67	-	81.2%
05-03-5230	Social Security	43,000.00	3,635.44	30,955.63	-	72.0%
05-03-5240	Retirement	102,000.00	8,990.34	77,521.30	-	76.0%
05-03-5250	Trimet/WBF/Paid Leave OR	5,000.00	554.47	3,991.05	-	79.8%
05-03-5270	Workers Compensation	1,000.00	19.42	213.62	-	21.4%
05-03-5290	Other Employee Benefits	2,000.00	59.89	626.99	-	31.3%
	<i>Personnel Services</i>	<i>787,500.00</i>	<i>67,587.49</i>	<i>592,680.00</i>	<i>-</i>	<i>75.3%</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	90,500.00	8,580.50	37,434.06	33,877.47	41.4%
05-03-6180	Dues & Subscriptions	-	-	-	-	0.0%
05-03-6350	Computer Maintenance	313,103.00	10,860.75	286,774.14	36,299.24	91.6%
05-03-6410	Mileage	1,000.00	201.74	525.61	-	52.6%
05-03-6420	Staff Training	10,500.00	331.51	7,279.68	-	69.3%
05-03-6430	Certifications	2,000.00	230.00	1,335.00	-	66.8%
05-03-6530	Small Tools & Equipment	-	-	250.00	-	0.0%
05-03-6540	Safety Supplies	5,000.00	272.84	2,683.35	641.45	53.7%
05-03-6550	Operational Supplies	3,000.00	-	88.41	-	2.9%
05-03-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>426,103.00</i>	<i>20,477.34</i>	<i>336,370.25</i>	<i>70,818.16</i>	<i>78.9%</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Technical Services	1,213,603.00	88,064.83	929,050.25	70,818.16	76.6%
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/Equipment Maintenance	75,000.00	1,122.20	69,368.19	16,610.71	92.5%
05-04-6520	Fuels & Oils	51,000.00	4,170.04	38,498.73	-	75.5%
	<i>Materials & Services</i>	<u>126,000.00</u>	<u>5,292.24</u>	<u>107,866.92</u>	<u>16,610.71</u>	<u>85.6%</u>
	Vehicle Services	126,000.00	5,292.24	107,866.92	16,610.71	85.6%
	Transfers & Contingencies					
05-29-9000	Contingency	788,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<u>788,412.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
	Transfers & Contingencies	788,412.00	-	-	-	0.0%
	Expense	5,142,515.00	384,922.68	3,618,484.96	181,041.63	70.4%
05	Administrative Services	32,000.00	(47,420.69)	1,550,638.54	(181,041.63)	
10	Drinking Water					
	NonDivisional					
10-00-3500	Fund Balance	1,015,771.00	-	867,721.71	-	85.4%
	<i>Beginning Fund Balance</i>	<u>1,015,771.00</u>	<u>-</u>	<u>867,721.71</u>	<u>-</u>	<u>85.4%</u>
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	3,401.39	36,980.41	-	123.3%
10-00-4211	Water Sales	4,351,000.00	313,701.30	3,840,090.12	-	88.3%
10-00-4215	Penalties & Late Charges	15,000.00	1,339.35	15,193.22	-	101.3%
10-00-4220	System Development Charges	-	-	-	-	0.0%
10-00-4240	Service Installations	10,000.00	3,584.00	35,818.00	-	358.2%
10-00-4280	Rents & Leases	180,000.00	14,896.58	170,652.36	-	94.8%
10-00-4290	Other Charges for Services	10,000.00	910.00	12,495.91	-	125.0%
10-00-4610	Investment Revenue	3,000.00	1,103.29	8,640.09	-	288.0%
10-00-4630	Miscellaneous Revenues	25,000.00	3,594.60	34,722.97	-	138.9%
	<i>Revenue</i>	<u>4,624,000.00</u>	<u>342,530.51</u>	<u>4,154,593.08</u>	<u>-</u>	<u>89.8%</u>
	Revenue	4,624,000.00	342,530.51	4,154,593.08	-	89.8%
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	723,000.00	49,243.86	610,763.55	-	84.5%
10-20-5130	Overtime	31,000.00	2,008.94	27,029.40	-	87.2%
10-20-5210	Health/Dental Insurance	134,000.00	6,353.78	95,386.78	-	71.2%
10-20-5230	Social Security	56,000.00	3,878.37	48,094.76	-	85.9%
10-20-5240	Retirement	133,000.00	9,507.50	121,636.72	-	91.5%
10-20-5250	Trimet/WBF/Paid Leave OR	6,000.00	594.19	6,112.56	-	101.9%
10-20-5270	Workers Compensation	19,000.00	536.90	5,905.90	-	31.1%
10-20-5290	Other Employee Benefits	5,000.00	45.00	2,008.96	-	40.2%
	<i>Personnel Services</i>	<u>1,107,000.00</u>	<u>72,168.54</u>	<u>916,938.63</u>	<u>-</u>	<u>82.8%</u>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	206,500.00	24,665.45	201,392.11	54,052.94	97.5%
10-20-6220	Electricity	38,000.00	3,297.36	34,097.00	3,985.02	89.7%
10-20-6240	Natural Gas	3,500.00	199.59	2,207.48	500.00	63.1%
10-20-6290	Other Utilities	3,600.00	209.44	4,681.44	213.46	130.0%
10-20-6320	Buildings & Grounds	10,000.00	770.98	3,320.72	-	33.2%
10-20-6340	Distribution System Maint	200,000.00	7,231.71	179,260.51	19,901.17	89.6%
10-20-6410	Mileage	500.00	-	559.38	-	111.9%
10-20-6420	Staff Training	15,500.00	-	13,569.55	-	87.5%
10-20-6430	Certifications	2,000.00	-	1,736.00	-	86.8%
10-20-6530	Small Tools & Equipment	9,000.00	2,798.53	16,937.14	-	188.2%
10-20-6540	Safety Supplies	15,000.00	408.39	10,694.85	642.53	71.3%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6550	Operational Supplies	7,000.00	192.50	8,072.68	-	115.3%
10-20-6710	Purchased Water	1,127,000.00	84,634.15	971,573.67	116,507.44	86.2%
10-20-6715	Water Quality Program	16,000.00	130.06	4,656.81	-	29.1%
10-20-6760	Equipment Rental	8,000.00	-	5,318.00	-	66.5%
10-20-6780	Taxes, Fees, Permits	19,000.00	-	15,993.09	1,017.56	84.2%
10-20-6900	Miscellaneous Expense	1,000.00	-	296.84	-	29.7%
	<i>Materials & Services</i>	<i>1,681,600.00</i>	<i>124,538.16</i>	<i>1,474,367.27</i>	<i>196,820.12</i>	<i>87.7%</i>
	Drinking Water	2,788,600.00	196,706.70	2,391,305.90	196,820.12	85.8%
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	188,000.00	-	188,000.00	-	100.0%
10-24-6825	Zions Bank Loan-Interest	21,063.00	-	21,062.70	-	100.0%
	<i>Materials & Services</i>	<i>209,063.00</i>	<i>-</i>	<i>209,062.70</i>	<i>-</i>	<i>100.0%</i>
	Debt Service	209,063.00	-	209,062.70	-	100.0%
	Transfers & Contingencies					
10-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	924,000.00	-	91.7%
10-29-8171	Transfers Out to Fund 71	928,000.00	77,333.00	850,667.00	-	91.7%
10-29-9000	Contingency	706,108.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>2,642,108.00</i>	<i>161,333.00</i>	<i>1,774,667.00</i>	<i>-</i>	<i>67.2%</i>
	Transfers & Contingencies	2,642,108.00	161,333.00	1,774,667.00	-	67.2%
	Expense	5,639,771.00	358,039.70	4,375,035.60	196,820.12	77.6%
10	Drinking Water	-	(15,509.19)	647,279.19	(196,820.12)	
20	Wastewater Reclam.					
	NonDivisional					
20-00-3500	Fund Balance	1,207,862.00	-	1,398,387.83	-	115.8%
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>-</i>	<i>1,398,387.83</i>	<i>-</i>	<i>115.8%</i>
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater Charges	9,199,000.00	679,336.31	8,127,024.15	-	88.3%
20-00-4215	Penalties & Late Charges	7,000.00	(53.70)	8,097.84	-	115.7%
20-00-4220	System Development Charges	100,000.00	15,495.00	108,465.00	-	108.5%
20-00-4290	Other Charges for Services	10,000.00	600.00	14,383.50	-	143.8%
20-00-4610	Investment Revenue	1,000.00	184.45	1,474.65	-	147.5%
20-00-4630	Miscellaneous Revenues	2,000.00	-	1,413.58	-	70.7%
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>695,562.06</i>	<i>8,260,858.72</i>	<i>-</i>	<i>88.6%</i>
	Revenue	9,319,000.00	695,562.06	8,260,858.72	-	88.6%
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	671,000.00	44,352.71	527,520.06	-	78.6%
20-21-5120	Temporary/Seasonal Employees	-	-	3,588.02	-	0.0%
20-21-5130	Overtime	50,000.00	3,901.57	45,741.76	-	91.5%
20-21-5210	Health/Dental Insurance	185,000.00	9,158.50	132,412.42	-	71.6%
20-21-5230	Social Security	53,000.00	3,616.70	43,365.65	-	81.8%
20-21-5240	Retirement	123,000.00	7,663.59	100,721.25	-	81.9%
20-21-5250	Trimet/WBF/Paid Leave OR	6,000.00	567.86	5,614.12	-	93.6%
20-21-5260	Unemployment	-	-	1,138.08	-	0.0%
20-21-5270	Workers Compensation	12,000.00	542.98	5,972.78	-	49.8%
20-21-5290	Other Employee Benefits	5,000.00	-	1,383.04	-	27.7%
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>69,803.91</i>	<i>867,457.18</i>	<i>-</i>	<i>78.5%</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	253,750.00	21,617.50	191,654.21	91,542.00	75.5%
20-21-6180	Dues & Subscriptions	-	-	112.21	-	0.0%
20-21-6220	Electricity	307,000.00	23,623.12	248,737.71	58,262.56	81.0%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6240	Natural Gas	2,000.00	30.09	333.00	64.50	16.7%
20-21-6250	Solid Waste Disposal	52,000.00	150.94	22,332.56	8,891.08	42.9%
20-21-6290	Other Utilities	-	270.00	4,424.40	-	0.0%
20-21-6310	Janitorial Services	12,000.00	1,086.71	10,519.97	1,086.71	87.7%
20-21-6320	Buildings & Grounds	58,000.00	6,830.43	54,750.07	4,526.47	94.4%
20-21-6342	WRF System Maintenance	200,000.00	19,961.31	158,774.80	39,127.31	79.4%
20-21-6410	Mileage	1,000.00	-	378.75	-	37.9%
20-21-6420	Staff Training	9,000.00	675.00	6,990.09	-	77.7%
20-21-6430	Certifications	2,000.00	270.23	1,129.83	-	56.5%
20-21-6525	Chemicals	65,000.00	4,142.07	58,505.47	6,494.53	90.0%
20-21-6530	Small Tools & Equipment	10,000.00	4,518.50	6,809.64	0.05	68.1%
20-21-6540	Safety Supplies	36,500.00	1,646.35	37,149.71	1,512.55	101.8%
20-21-6550	Operational Supplies	17,500.00	211.07	10,342.43	-	59.1%
20-21-6560	Uniforms	-	-	-	-	0.0%
20-21-6590	Other Supplies	5,000.00	59.98	534.64	-	10.7%
20-21-6740	Advertising	500.00	-	-	-	0.0%
20-21-6760	Equipment Rental	45,000.00	4,869.00	36,107.00	10,727.00	80.2%
20-21-6780	Taxes, Fees, Permits	99,700.00	4,501.09	65,474.13	14,374.30	65.7%
20-21-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>1,176,950.00</i>	<i>94,463.39</i>	<i>915,060.62</i>	<i>236,609.06</i>	<i>77.7%</i>
	Wastewater-Plant	2,281,950.00	164,267.30	1,782,517.80	236,609.06	78.1%
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	484,000.00	36,803.91	409,598.43	-	84.6%
20-22-5130	Overtime	34,000.00	1,709.53	29,688.87	-	87.3%
20-22-5210	Health/Dental Insurance	109,000.00	8,208.15	89,332.10	-	82.0%
20-22-5230	Social Security	40,000.00	2,918.19	33,315.77	-	83.3%
20-22-5240	Retirement	65,000.00	6,901.61	69,190.95	-	106.4%
20-22-5250	Trimet/WBF/Paid Leave OR	4,000.00	455.79	4,311.53	-	107.8%
20-22-5260	Unemployment	-	-	111.82	-	0.0%
20-22-5270	Workers Compensation	11,000.00	404.25	4,446.75	-	40.4%
20-22-5290	Other Employee Benefits	5,000.00	99.27	1,209.06	-	24.2%
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>57,500.70</i>	<i>641,205.28</i>	<i>-</i>	<i>85.3%</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	32,500.00	1,468.50	19,595.53	-	60.3%
20-22-6220	Electricity	50,000.00	3,936.38	47,649.00	2,356.92	95.3%
20-22-6290	Other Utilities	2,000.00	41.51	835.01	41.51	41.8%
20-22-6320	Buildings & Grounds	1,000.00	-	115.92	-	11.6%
20-22-6342	Collection System Maint.	45,000.00	26,034.35	31,873.39	541.65	70.8%
20-22-6410	Mileage	1,000.00	-	480.58	-	48.1%
20-22-6420	Staff Training	18,000.00	1,075.00	16,854.75	-	93.6%
20-22-6430	Certifications	2,000.00	250.00	2,077.00	-	103.9%
20-22-6530	Small Tools & Equipment	15,000.00	2,478.65	15,296.54	2,500.00	102.0%
20-22-6540	Safety Supplies	9,000.00	341.30	7,596.86	-	84.4%
20-22-6550	Operational Supplies	5,000.00	-	1,005.78	3,601.00	20.1%
20-22-6560	Uniforms	-	-	833.44	-	0.0%
20-22-6780	Taxes, Fees, Permits	25,000.00	-	20,104.47	-	80.4%
20-22-6900	Miscellaneous Expense	1,000.00	-	94.29	-	9.4%
	<i>Materials & Services</i>	<i>206,500.00</i>	<i>35,625.69</i>	<i>164,412.56</i>	<i>9,041.08</i>	<i>79.6%</i>
	Wastewater-Collections	958,500.00	93,126.39	805,617.84	9,041.08	84.0%
	Transfers & Contingencies					
20-29-8105	Transfers Out to Fund 05	1,920,000.00	160,000.00	1,760,000.00	-	91.7%
20-29-8150	Transfers Out to Fund 50	3,435,000.00	1,574,000.00	3,435,000.00	-	100.0%
20-29-8172	Transfers Out to Fund 72	1,500,000.00	125,000.00	1,375,000.00	-	91.7%
20-29-9000	Contingency	431,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>7,286,412.00</i>	<i>1,859,000.00</i>	<i>6,570,000.00</i>	<i>-</i>	<i>90.2%</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	7,286,412.00	1,859,000.00	6,570,000.00	-	90.2%
	Expense	10,526,862.00	2,116,393.69	9,158,135.64	245,650.14	87.0%
20	Wastewater Reclam.	-	(1,420,831.63)	501,110.91	(245,650.14)	
30	Watershed Protection					
	NonDivisional					
30-00-3500	Fund Balance	467,895.00	-	112,073.99	-	24.0%
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>-</i>	<i>112,073.99</i>	<i>-</i>	<i>24.0%</i>
	NonDivisional					
	<i>Revenue</i>					
30-00-4213	Watershed Protection Fees	1,592,000.00	129,227.66	1,437,793.72	-	90.3%
30-00-4215	Penalties & Late Charges	1,000.00	265.55	2,497.22	-	249.7%
30-00-4290	Other Charges for Services	25,000.00	1,020.00	23,385.30	-	93.5%
30-00-4610	Investment Revenue	2,000.00	17.02	2,441.75	-	122.1%
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>130,530.23</i>	<i>1,466,117.99</i>	<i>-</i>	<i>90.5%</i>
	Revenue	1,620,000.00	130,530.23	1,466,117.99	-	90.5%
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular Employees	96,000.00	8,144.61	88,138.32	-	91.8%
30-23-5130	Overtime	5,000.00	-	-	-	0.0%
30-23-5210	Health/Dental Insurance	30,000.00	2,664.44	29,353.54	-	97.8%
30-23-5230	Social Security	8,000.00	607.07	6,586.19	-	82.3%
30-23-5240	Retirement	18,000.00	1,459.51	15,794.32	-	87.7%
30-23-5250	Trimet/WBF/Paid Leave OR	1,000.00	94.34	854.28	-	85.4%
30-23-5270	Workers Compensation	1,000.00	76.54	841.94	-	84.2%
30-23-5290	Other Employee Benefits	1,000.00	-	168.06	-	16.8%
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>13,046.51</i>	<i>141,736.65</i>	<i>-</i>	<i>88.6%</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	147,000.00	15,810.60	118,692.69	47,930.31	80.7%
30-23-6340	System Maintenance	25,000.00	8,020.00	12,490.00	34,000.00	50.0%
30-23-6420	Staff Training	6,000.00	-	306.50	-	5.1%
30-23-6530	Small Tools & Equipment	6,000.00	-	3,543.74	-	59.1%
30-23-6540	Safety Supplies	1,000.00	103.99	103.99	-	10.4%
30-23-6550	Operational Supplies	1,500.00	-	925.00	-	61.7%
30-23-6730	Communications	58,000.00	5,000.00	37,775.81	18,305.50	65.1%
30-23-6780	Taxes, Fees, Permits	4,300.00	-	4,125.00	-	95.9%
30-23-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>249,800.00</i>	<i>28,934.59</i>	<i>177,962.73</i>	<i>100,235.81</i>	<i>71.2%</i>
	Watershed Protection	409,800.00	41,981.10	319,699.38	100,235.81	78.0%
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	115,741.00	-	115,740.74	-	100.0%
30-24-6824	Interest Paid-KS Statebank	4,259.00	-	4,259.26	-	100.0%
	<i>Materials & Services</i>	<i>120,000.00</i>	<i>-</i>	<i>120,000.00</i>	<i>-</i>	<i>100.0%</i>
	Debt Service	120,000.00	-	120,000.00	-	100.0%
	Transfers & Contingencies					
30-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	924,000.00	-	91.7%
30-29-8173	Transfers Out to Fund 73	250,000.00	-	125,000.00	-	50.0%
30-29-9000	Contingency	300,095.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>1,558,095.00</i>	<i>84,000.00</i>	<i>1,049,000.00</i>	<i>-</i>	<i>67.3%</i>
	Transfers & Contingencies	1,558,095.00	84,000.00	1,049,000.00	-	67.3%
	Expense	2,087,895.00	125,981.10	1,488,699.38	100,235.81	71.3%
30	Watershed Protection	-	4,549.13	89,492.60	(100,235.81)	

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40	WW GO Debt Service					
	NonDivisional					
40-00-3500	Fund Balance	-	-	126,408.64	-	0.0%
	<i>Beginning Fund Balance</i>	-	-	126,408.64	-	0.0%
40	WW GO Debt Service	-	-	126,408.64	-	0.0%
50	WW Revenue Bond Debt Service					
	NonDivisional					
50-00-3500	Fund Balance	592,666.00	-	568,123.80	-	95.9%
	<i>Beginning Fund Balance</i>	592,666.00	-	568,123.80	-	95.9%
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	1,000.00	1,635.29	11,183.05	-	1118.3%
	<i>Revenue</i>	1,000.00	1,635.29	11,183.05	-	1118.3%
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,435,000.00	1,574,000.00	3,435,000.00	-	100.0%
	<i>Revenue</i>	3,435,000.00	1,574,000.00	3,435,000.00	-	100.0%
	Transfers & Contingencies	3,435,000.00	1,574,000.00	3,435,000.00	-	100.0%
	Revenue	3,436,000.00	1,575,635.29	3,446,183.05	-	100.3%
	Debt Service					
50-24-6810	2010 SRF Loan Principal	946,261.00	-	946,261.00	-	100.0%
50-24-6811	2021 IFA Loan Principal	310,030.00	-	310,029.66	-	100.0%
50-24-6813	JPM Bank Loan Principal	1,420,000.00	1,420,000.00	1,420,000.00	-	100.0%
50-24-6820	2010 SRF Loan Interest	282,964.00	-	282,964.00	-	100.0%
50-24-6822	2021 IFA Loan Interest	168,839.00	-	168,839.41	-	100.0%
50-24-6823	JPM Bank Loan Interest	306,050.00	153,025.00	306,050.00	-	100.0%
	<i>Materials & Services</i>	3,434,144.00	1,573,025.00	3,434,144.07	-	100.0%
	Debt Service	3,434,144.00	1,573,025.00	3,434,144.07	-	100.0%
	Expense	3,434,144.00	1,573,025.00	3,434,144.07	-	100.0%
50	WW Revenue Bond Debt Service	594,522.00	2,610.29	580,162.78	-	
71	Drinking Water Capital					
	NonDivisional					
71-00-3500	Fund Balance	3,911,900.00	-	4,539,370.77	-	116.0%
	<i>Beginning Fund Balance</i>	3,911,900.00	-	4,539,370.77	-	116.0%
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System Development-Reimburse	50,000.00	23,191.00	164,514.60	-	329.0%
71-00-4225	System Development-Improvement	50,000.00	21,544.00	150,808.00	-	301.6%
71-00-4610	Investment Revenue	30,000.00	11,442.08	99,772.90	-	332.6%
71-00-4640	Proceeds From Sale of Capital	-	-	13,600.00	-	0.0%
	<i>Revenue</i>	130,000.00	56,177.08	428,695.50	-	329.8%
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10	928,000.00	77,333.00	850,667.00	-	91.7%
	<i>Revenue</i>	928,000.00	77,333.00	850,667.00	-	91.7%
	Transfers & Contingencies	928,000.00	77,333.00	850,667.00	-	91.7%
	Revenue	1,058,000.00	133,510.08	1,279,362.50	-	120.9%
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	470,000.00	3,463.31	378,206.18	124,574.53	80.5%
71-20-7520	Equipment	64,000.00	-	35,547.35	8,635.00	55.5%
71-20-7530	Information Technology	30,000.00	-	16,046.00	-	53.5%
71-20-7600	Capital Improvement Projects	2,275,000.00	-	1,390,325.99	489,937.49	61.1%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Capital Outlay</i>	2,839,000.00	3,463.31	1,820,125.52	623,147.02	64.1%
	Drinking Water	2,839,000.00	3,463.31	1,820,125.52	623,147.02	64.1%
	Transfers & Contingencies					
71-29-9000	Contingency	288,000.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	288,000.00	-	-	-	0.00%
	Transfers & Contingencies	288,000.00	-	-	-	0.00%
	Expense	3,127,000.00	3,463.31	1,820,125.52	623,147.02	58.2%
71	Drinking Water Capital	1,842,900.00	130,046.77	3,998,607.75	(623,147.02)	
72	Wastewater Reclamation Capital					
	NonDivisional					
72-00-3500	Fund Balance	4,006,108.00	-	4,008,462.68	-	100.1%
	<i>Beginning Fund Balance</i>	4,006,108.00	-	4,008,462.68	-	100.1%
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment Revenue	30,000.00	12,478.97	103,156.87	-	343.9%
72-00-4640	Proceeds From Sale of Capital	-	-	33,900.00	-	0.0%
	<i>Revenue</i>	30,000.00	12,478.97	137,056.87	-	456.9%
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	1,500,000.00	125,000.00	1,375,000.00	-	91.7%
	<i>Revenue</i>	1,500,000.00	125,000.00	1,375,000.00	-	91.7%
	Transfers & Contingencies	1,500,000.00	125,000.00	1,375,000.00	-	91.7%
	Revenue	1,530,000.00	137,478.97	1,512,056.87	-	98.8%
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & Improvements	-	4,584.00	4,584.00	23,083.00	#DIV/0!
72-21-7400	Improvement Other than Bldgs	75,000.00	-	44,810.00	-	59.7%
72-21-7520	Equipment	490,365.00	-	303,472.55	292,255.62	61.9%
72-21-7530	Information Technology	127,849.00	-	82,637.51	94,197.42	64.6%
72-21-7600	Capital Improvement Projects	990,786.00	157,156.86	490,293.22	383,904.35	49.5%
	<i>Capital Outlay</i>	1,684,000.00	161,740.86	925,797.28	793,440.39	55.0%
	Wastewater-Plant	1,684,000.00	161,740.86	925,797.28	793,440.39	55.0%
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	126,045.00	3,285.00	127,001.49	48,659.05	100.8%
72-22-7520	Equipment	37,478.00	11,199.32	48,677.32	-	129.9%
72-22-7530	Information Technology	201,424.00	-	205,478.69	2,971.42	102.0%
72-22-7600	Capital Improvement Projects	2,094,393.00	135,780.00	585,218.95	1,848,782.07	27.9%
	<i>Capital Outlay</i>	2,459,340.00	150,264.32	966,376.45	1,900,412.54	39.3%
	Wastewater-Collections	2,459,340.00	150,264.32	966,376.45	1,900,412.54	39.3%
	Transfers & Contingencies					
72-29-9000	Contingency	361,834.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	361,834.00	-	-	-	0.00%
	Transfers & Contingencies	361,834.00	-	-	-	0.00%
	Expense	4,505,174.00	312,005.18	1,892,173.73	2,693,852.93	42.0%
72	Wastewater Reclamation Capital	1,030,934.00	(174,526.21)	3,628,345.82	(2,693,852.93)	
73	Watershed Protection Capital					
	NonDivisional					
73-00-3500	Fund Balance	2,173,058.00	-	2,656,730.99	-	122.3%
	<i>Beginning Fund Balance</i>	2,173,058.00	-	2,656,730.99	-	122.3%
	NonDivisional					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>					
73-00-4610	Investment Revenue	10,000.00	7,372.73	54,444.98	-	544.4%
	<i>Revenue</i>	<i>10,000.00</i>	<i>7,372.73</i>	<i>54,444.98</i>	<i>-</i>	<i>544.4%</i>
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	250,000.00	-	125,000.00	-	50.0%
	<i>Revenue</i>	<i>250,000.00</i>	<i>-</i>	<i>125,000.00</i>	<i>-</i>	<i>50.0%</i>
	Transfers & Contingencies	250,000.00	-	125,000.00	-	50.0%
	Revenue	260,000.00	7,372.73	179,444.98	-	69.0%
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7520	Equipment	18,647.00	-	18,647.00	-	100.0%
73-23-7600	Capital Improvement Projects	281,353.00	-	2,729.50	-	1.0%
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>-</i>	<i>21,376.50</i>	<i>-</i>	<i>7.1%</i>
	Watershed Protection	300,000.00	-	21,376.50	-	7.1%
	Transfers & Contingencies					
73-29-9000	Contingency	50,000.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.0%</i>
	Transfers & Contingencies	50,000.00	-	-	-	0.0%
	Expense	350,000.00	-	21,376.50	-	6.1%
73	Watershed Protection Capital	2,083,058.00	7,372.73	2,814,799.47	-	
Revenue Total		25,853,400.00	3,360,121.86	24,023,580.17	-	92.9%
Expense Total		34,813,361.00	4,873,830.66	25,808,175.40	4,040,747.65	74.1%

General Ledger

Account Roll up



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Period 10 - 10

Fiscal Year 2023

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 3,401.39	\$ 36,980.41	123.3%
4211	Water sales	\$ 4,351,000.00	\$ 313,701.30	\$ 3,840,090.12	88.3%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 679,336.31	\$ 8,127,024.15	88.3%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 129,227.66	\$ 1,437,793.72	90.3%
4215	Penalties & late charges	\$ 23,000.00	\$ 1,551.20	\$ 25,788.28	112.1%
4220	System Development Charges	\$ 100,000.00	\$ 15,495.00	\$ 108,465.00	108.5%
4221	System Development-Reimburse	\$ 50,000.00	\$ 23,191.00	\$ 164,514.60	329.0%
4225	System Development-Improvement	\$ 50,000.00	\$ 21,544.00	\$ 150,808.00	301.6%
4227	System Development-Compliance	\$ -	\$ 584.00	\$ 4,234.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 49,400.00	86.1%
4240	Service installations	\$ 10,000.00	\$ 3,584.00	\$ 35,818.00	358.2%
4280	Rents & leases	\$ 180,000.00	\$ 14,896.58	\$ 170,652.36	94.8%
4290	Other charges for services	\$ 45,000.00	\$ 2,530.00	\$ 50,264.71	111.7%
4610	Investment revenue	\$ 80,000.00	\$ 37,743.82	\$ 316,795.64	396.0%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 5,002.60	\$ 63,784.18	172.4%
4640	Proceeds from sale of capital	\$ -	\$ -	\$ 47,500.00	0.0%
		\$ 15,804,400.00	\$ 1,255,788.86	\$ 14,629,913.17	92.6%
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 1,774,667.00	91.7%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 1,859,000.00	\$ 6,570,000.00	95.8%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 84,000.00	\$ 1,049,000.00	83.4%
Revenue	Revenue	\$ 25,853,400.00	\$ 3,360,121.86	\$ 24,023,580.17	92.9%
Expense	Expense				
<u>Personnel Services</u>					
5110	Regular employees	\$ 3,506,000.00	\$ 274,369.54	\$ 2,964,930.42	84.6%
5120	Temporary/Seasonal employees	\$ -	\$ -	\$ 3,588.02	0.0%
5130	Overtime	\$ 148,000.00	\$ 8,465.69	\$ 123,543.59	83.5%
5210	Employee Ins	\$ 702,000.00	\$ 45,481.09	\$ 557,237.49	79.4%
5230	Social Security	\$ 277,000.00	\$ 21,282.13	\$ 229,916.61	83.0%
5240	Retirement	\$ 629,000.00	\$ 50,126.74	\$ 562,077.24	89.4%
5250	Trimet/WBF/Paid Leave OR	\$ 31,000.00	\$ 3,296.03	\$ 29,983.28	96.7%
5260	Unemployment	\$ 20,000.00	\$ -	\$ 17,375.90	86.9%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 17,769.18	38.6%
5290	Other employee benefits	\$ 21,000.00	\$ 204.16	\$ 8,607.57	41.0%
		\$ 5,380,000.00	\$ 404,840.76	\$ 4,515,029.30	83.9%
<u>Materials & Services</u>					
6110	Legal services	\$ 375,000.00	\$ 42,788.50	\$ 299,905.67	80.0%
6120	Accounting & audit services	\$ 68,000.00	\$ 12,075.00	\$ 12,075.00	17.8%
6155	Contracted Services	\$ 982,250.00	\$ 103,968.27	\$ 831,820.26	84.7%
6175	Records Management	\$ 8,500.00	\$ 1,308.64	\$ 6,927.64	81.5%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6180	Dues & subscriptions	\$ 60,000.00	\$ 2,909.15	\$ 36,510.46	60.9%
6220	Electricity	\$ 408,000.00	\$ 32,078.08	\$ 345,198.55	84.6%
6230	Telephone	\$ 63,000.00	\$ 6,960.77	\$ 48,564.32	77.1%
6240	Natural gas	\$ 9,500.00	\$ 356.49	\$ 6,848.32	72.1%
6250	Solid waste disposal	\$ 52,000.00	\$ 150.94	\$ 22,332.56	42.9%
6290	Other utilities	\$ 15,600.00	\$ 801.34	\$ 13,763.85	88.2%
6310	Janitorial services	\$ 29,000.00	\$ 2,756.70	\$ 25,798.50	89.0%
6320	Buildings & grounds	\$ 104,000.00	\$ 8,509.54	\$ 79,703.20	76.6%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 1,122.20	\$ 69,368.19	92.5%
6340	Distribution system maint	\$ 225,000.00	\$ 15,251.71	\$ 190,191.40	84.5%
6342	Collection system maint.	\$ 245,000.00	\$ 45,995.66	\$ 190,648.19	77.8%
6350	Computer maintenance	\$ 313,103.00	\$ 10,860.75	\$ 286,774.14	91.6%
6410	Mileage	\$ 7,200.00	\$ 260.16	\$ 4,897.08	68.0%
6420	Staff training	\$ 96,000.00	\$ 18,671.87	\$ 83,650.98	87.1%
6430	Certifications	\$ 8,000.00	\$ 750.23	\$ 6,277.83	78.5%
6440	Board travel & training	\$ 9,000.00	\$ 1,355.99	\$ 2,348.96	26.1%
6510	Office supplies	\$ 34,200.00	\$ 2,039.76	\$ 34,287.73	100.3%
6520	Fuel & oils	\$ 51,000.00	\$ 4,170.04	\$ 38,498.73	75.5%
6525	Chemicals	\$ 65,000.00	\$ 4,142.07	\$ 58,505.47	90.0%
6530	Small tools & equipment	\$ 40,000.00	\$ 9,795.68	\$ 42,837.06	107.1%
6540	Safety supplies	\$ 68,500.00	\$ 2,772.87	\$ 58,332.18	85.2%
6550	Operational Supplies	\$ 34,000.00	\$ 403.57	\$ 20,434.30	60.1%
6560	Uniforms	\$ 38,000.00	\$ 2,837.01	\$ 32,999.46	86.8%
6590	Other supplies	\$ 5,000.00	\$ 59.98	\$ 534.64	10.7%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 32,000.00	\$ -	\$ 31,399.25	98.1%
6710	Purchased water	\$ 1,127,000.00	\$ 84,634.15	\$ 971,573.67	86.2%
6715	Water quality program	\$ 16,000.00	\$ 130.06	\$ 4,656.81	29.1%
6720	Insurance	\$ 300,000.00	\$ 16,982.31	\$ 184,429.80	61.5%
6730	Communications	\$ 98,100.00	\$ 16,806.45	\$ 77,064.19	78.6%
6740	Advertising	\$ 6,500.00	\$ 494.00	\$ 5,008.24	77.0%
6760	Equipment Rental	\$ 57,000.00	\$ 5,165.19	\$ 43,776.78	76.8%
6770	Bank charges	\$ 160,000.00	\$ 12,297.19	\$ 126,060.69	78.8%
6780	Taxes, Fees & Permits	\$ 150,000.00	\$ 4,501.09	\$ 106,515.05	71.0%
6900	Miscellaneous expense	\$ 7,000.00	\$ 31.98	\$ 550.30	7.9%
		\$ 5,444,953.00	\$ 476,195.39	\$ 4,401,069.45	80.8%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ 946,261.00	100.0%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ 310,029.66	100.0%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ 1,420,000.00	\$ 1,420,000.00	100.0%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ 115,740.74	100.0%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ 188,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ 282,964.00	100.0%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ 168,839.41	100.0%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ 153,025.00	\$ 306,050.00	100.0%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ 4,259.26	100.0%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ 21,062.70	100.0%
		\$ 3,763,207.00	\$ 1,573,025.00	\$ 3,763,206.77	100.0%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 596,045.00	\$ 6,748.31	\$ 505,207.67	84.8%
7300	Buildings & Improvements	\$ -	\$ 4,584.00	\$ 4,584.00	100.0%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ 44,810.00	59.7%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
7520	Equipment	\$ 610,490.00	\$ 11,199.32	\$ 406,344.22	66.6%
7530	Information Technology	\$ 359,273.00	\$ -	\$ 304,162.20	84.7%
7600	Capital Improvement Projects	\$ 5,641,532.00	\$ 292,936.86	\$ 2,468,567.66	43.8%
		\$ 7,282,340.00	\$ 315,468.49	\$ 3,733,675.75	51.3%
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 3,608,000.00	91.7%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ 1,574,000.00	\$ 3,435,000.00	100.0%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 850,667.00	91.7%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 1,375,000.00	91.7%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ -	\$ 125,000.00	50.0%
		\$ 10,049,000.00	\$ 2,104,333.00	\$ 9,393,667.00	93.5%
		\$ 31,919,500.00	\$ 4,873,862.64	\$ 25,806,648.27	80.8%
9000	Contingency	\$ 2,925,861.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 34,845,361.00	\$ 4,873,862.64	\$ 25,806,648.27	74.1%
Revenue Total		\$ 25,853,400.00	\$ 3,360,121.86	\$ 24,023,580.17	92.9%
Expense Total		\$ 34,845,361.00	\$ 4,873,862.64	\$ 25,806,648.27	74.1%
Grand Total		\$ (8,991,961.00)	\$ (1,513,740.78)	\$ (1,783,068.10)	19.8%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	7b
Date	July 18, 2023

Summary of Minutes for Approval

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

Attachments

1. June 20, 2023 Special Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JUNE 20, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collection Operations Supervisor
Ryan Hunter	Distribution Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:00 p.m.

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Continuation of Public Hearing: FY 2024 Approved Budget

Chair Keil stated the purpose and opened the public hearing.

General Manager Chaplen overviewed the FY 2024 Amended Approved Budget modified by the Board during the June 6, 2023 special meeting.

The Board asked questions and made comments regarding:

- Water revenue,

- System improvements, and
- Supply chain issues.

Staff were requested to explain the large expenditures in FY 2024, including capital projects like the Wastewater Treatment Plant's tertiary treatment project and the wastewater collection infrastructure improvements.

Chair Keil closed the public hearing.

3. Consideration of Resolution No. 2023-0018 Adopting the FY 2024 Budget

Treasurer Gornick moved to adopt Resolution No. 2023-0018 adopting the FY 2023-2024 Budget, which includes the Board's modifications to the Approved Budget passed by the Budget Committee and making appropriations. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Van Loo. Voting Nay: Director Bullock.

MOTION CARRIED

4. Public Hearing: FY 2024 Schedule of Rates, Fees, and Other Charges

Chair Keil stated the purpose and opened the public hearing.

General Manager Chaplen and Finance Director Stevens overviewed the FY 2024 *Schedule of Rates, Fees, and Other Charges*, highlighting the fiscal year increases.

The Board asked questions and made comments regarding:

- Fireline and backflow services,
- Vendor rate increases,
- Consumption estimations based on potential rate increases,
- Education opportunities for customers,
- Winter average calculations,
- The Fats, Oils, and Grease Program,
- The Industrial Pre-Treatment Program,
- On-call labor costs,
- Water service installation fees, and
- System development charges calculations.

Chair Keil acknowledged the written public comments.

Leslie Weaver commented on the method used to bill multi-family dwellings and winter average calculation.

Valerie Chapman supported the rate increase if struggling customers would still be assisted.

Luay Aljamal commented on the billing rate increases since moving to the area compared to other properties owned in West Linn and Portland, where rates were lower.

Eugene Whitley commented on supply chain cost increase mitigation strategies, tertiary treatment, loss of revenue due to the COVID-19 pandemic, rate stabilization, and borrowing at the current interest rates.

Brian Oakes was worried about how a rate increase would impact people on fixed incomes.

Trent Udovick commented on deferred infrastructure maintenance and how rate increases over the last decade may have contributed to the area's homelessness.

Charity Powell, a City of Gladstone resident, was concerned about the rate increase and provided comment on the desire for alternative funding sources, rate increase calculations, and billing information issues.

Heather Ray commented on the need to improve communication methods regarding rates, the OLWS google rating, and how grants/alternate funding are pursued.

Paul Savas commented on the history of the legacy districts' maintenance and rate increases, and the current capital and financial plans.

Jason Ellerby commented on the Low Income Rate Relief Program and asked for the eligibility requirements to be adjusted.

Eugene Whitley commented on OLWS eligibility for federal assistance funding during the COVID-19 pandemic.

Chair Keil closed the public hearing.

5. Consideration of Resolution No. 2023-0019 Adopting the FY 2024 Schedule of Rates, Fees, and Other Charges

The Board made comments regarding the Schedule of Rates, Fees, and Other Charges.

Treasurer Gornick moved to adopt Resolution No. 2023-0019 adopting the FY 2024 Schedule of Rates, Fees, and Other Charges to be effective July 1, 2023. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consent Agenda

Items on the Consent Agenda Included:

- The April 2023 Financial Report
- Approval of May 16, 2023 Board Meeting Minutes
- Approval of June 6, 2023 Board Meeting Minutes

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

The Board asked questions regarding the Financial Report.

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

MOTION CARRIED

7. Consideration of Resolution No. 2023-0017 Approving a FY 2023 Budget Transfer

Treasurer Gornick moved to adopt Resolution No. 2023-0017 Amending the FY 2022-2023 Adopted Budget. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

8. Consideration of Resolution No. 2023-0020 Approving the General Manager to Sign the July 1, 2023 Collective Bargaining Agreement with AFSCME Local 350-10

General Manager Chaplen reported the successful ratification of the Collective Bargaining Agreement by the Union.

Treasurer Gornick moved to adopt Resolution No. 2023-0020 authorizing the General Manager to sign the Collective Bargaining Agreement with AFSCME Local 350-10 effective July 1, 2023. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

9. Business from the Board

Treasurer Gornick provided a verbal report.

The Board asked questions regarding cell tower lease revenue.

10. Adjourn Meeting

General Manager Chaplen provided an update on the Natural Hazard Mitigation Plan.

Chair Keil adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2023-0021 Correcting Adopted Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges
Item No. 8
Date July 18, 2023

Summary

Oak Lodge Water Services (OLWS) maintains a Schedule of Rates, Fees, and Other Charges that lists charges to OLWS customers for various services. The schedule is updated each year in conjunction with OLWS' budget process. On June 20, 2023, the Board adopted Resolution 2023-0019, establishing new rates, fees and other charges for the 2023-2024 Fiscal Year. Exhibit A to that resolution contained an error, and it did not accurately reflect the proposed rate the Board considered and intended to approve. The resolution now before the Board corrects that error.

Discussion

OLWS' Schedule of Rates, Fees, and Other Charges summarizes utility rates, system development charges, permitting fees, and other fees ("Rates and Fees") associated with a variety of services provided to customers.

Because the Rates and Fees include charges for water service, OLWS is required to first hold a hearing on the proposed Rates and Fees. OLWS sent notice of such a hearing to all customers, and the Board held a hearing on June 20, 2023.

During the hearing, OLWS Staff presented the proposed Rates and Fees for the 2023-2024 fiscal year. Staff designed the new Rates and Fees to generate the revenue the Board anticipated would be required to implement the adopted 2023-2024 fiscal year budget. The materials presented to the public and to the Board contained a comparison of the proposed Rates and Fees and the then-current rates. The proposed Rates and Fees included a specific item in Section A.1.b.ii. titled "Rate per hundred cubic feet of water (CF) per month All Services." As proposed, that specific rate was to increase from \$1.73 to \$2.17. Exhibit A to Resolution 2023-0019, however, inadvertently included the prior rate amount instead of the updated rate amount.

Resolution 2023-00XX will correct the error in Exhibit A to Resolution 2023-0019. Exhibit A to the new resolution shows the intended increase in the rate in Section A.1.b.ii. That change will

ensure the adopted Rates and Fees reflect the Board’s intended changes to all Rates and Fees. Other than that change, no other changes are necessary.

Recommendation

Staff recommends approval of Resolution 2023-0021 Correcting Adopted Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges.

Suggested Board Motion

“I move to approve Resolution 2023-0021 correcting adopted Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges that went into effect on July 1, 2023.”

Attachments

1. Resolution 2023-0021 Correcting Adopted Fiscal Year 2024 Schedule of Rates, Fees, and Other Charges for Oak Lodge Water Services Authority with an Effective Date of July 1, 2023.

OAK LODGE WATER SERVICES

RESOLUTION NO. 2023-0021

A RESOLUTION CORRECTING THE ADOPTED FISCAL YEAR 2024 SCHEDULE OF RATES, FEES, AND OTHER CHARGES FOR OAK LODGE WATER SERVICES AUTHORITY WITH AN EFFECTIVE DATE OF JULY 1, 2023.

WHEREAS, the Board of Directors for Oak Lodge Water Services (OLWS) establishes and adopts rates, fees, and other charges for OLWS, for use of the water distribution system, wastewater system, watershed protection management, and other services provided by OLWS; and

WHEREAS, the Board of Directors finds it necessary and proper to routinely review and from time to time revise such rates, fees, and other charges based on the cost of service and recommendations from OLWS' professional staff; and

WHEREAS, the Board of Directors finds it useful to make necessary revisions and adopt a master schedule of the rates, fees, and other charges on an annual basis around the start of each fiscal year so that OLWS' customer and staff have the updated rates, fees, and other charges readily available; and

WHEREAS, pursuant to ORS 261.312 and ORS 294.160, on June 20, 2023, the Board of Directors held a public meeting which included a duly noticed public hearing to consider the proposed increase in rates, fees, and other charges, where the public was invited and provided an opportunity to comment; and

WHEREAS, following the public hearing, the Board adopted Resolution 2023-0019, adopting the rates, fees, and other charges to take effect beginning July 1, 2023; and

WHEREAS, the exhibit to Resolution 2023-0019 contained an error in Section A.1.b.ii of that exhibit that did not accurately reflect the proposed rate the Board considered during the hearing and later approved; and

WHEREAS, the Board desires to correct the error in the exhibit to ensure the accuracy of the rates, fees, and other charges that took effect on July 1, 2023;

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

Section 1. The Board of Directors hereby adopts the corrected Schedule of Rates, Fees, and Other Charges as set forth in Exhibit A, attached hereto and by this reference incorporated herein.

Section 2. The corrected Schedule of Rates, Fees, and Other Charges are effective as of July 1, 2023.

Section 3. This Resolution supersedes and replaces any and all previously adopted resolutions regarding rates, fees, and other charges for OLWS services.

INTRODUCED AND ADOPTED THIS 18th DAY OF JULY 2023.

OAK LODGE WATER SERVICES

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

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

Effective
7/1/2023

A. Rates, Fees and Charges

1. Water Service

a. Residential Service

	<u>Meter Size</u>	<u>Rate</u>
i. Fixed rate per meter size per 20 gallons per minute (GPM) - per month or per billing cycle	5/8" x 3/4"	\$ 23.48
		\$ 46.96
30 gallons per minute (GPM) - per month or per billing cycle	Full 3/4"	\$ 35.22
		\$ 70.44
ii. Consumption Rate per hundred cubic feet of water (CCF) per billing cycle (2 months)	<u>Usage Bracket</u>	<u>Rate</u>
Tier 1 (Lifeline)	1-10 CCF	\$ 1.56
Tier 2 (Main)	11-50 CCF	\$ 2.09
Tier 3 (Conservation)	51+ CCF	\$ 2.46

b. Large Residential, Commercial, and Industrial Service

	<u>Meter Size</u>	<u>Rate</u>
i. Fixed rate per meter size per month	1"	\$ 41.32
	1.5"	\$ 71.18
	2"	\$ 105.37
	3"	\$ 199.36
	4"	\$ 313.28
	6"	\$ 598.08
	8"	\$ 968.29
	10"	\$ 1,366.96
ii. Rate per hundred cubic feet of water (CCF) per month All services	<u>Usage Bracket</u>	<u>Rate</u>
	All usage	\$ 2.17

c. Fire Line Service

	<u>Meter Size</u>	<u>Rate</u>
i. Fixed rate per meter size per month	1"	\$ 32.74
	1.5"	\$ 46.97
	2"	\$ 65.46
	3"	\$ 112.51
	4"	\$ 170.89
	6"	\$ 318.91
	8"	\$ 484.16
	10"	\$ 694.88
ii. Rate per hundred cubic feet of water (CCF)	<u>Usage Bracket</u>	<u>Rate</u>
Tier 1	1 CCF	1.c.i. Fixed rate per meter
Tier 2	2+ CCF	\$ 2.17

d. Water Service Voluntary Backflow Assembly Testing Program

	<u>Device Size</u>	<u>Rate</u>
i. Fixed rate per device per year	0.5" - 2.0"	\$ 24.00
	2.5" - 4.0"	\$ 34.00
	6.0" - 12.0"	\$ 44.00
ii. Administrative Late Fee		\$ 30.00
iii. Appointment Fee (If customer requests an appointment)		\$ 5.00
iv. Confined Space Entry Charge per Vault (applies to devices in vaults)		\$ 27.00
v. Confined Space Pumping Charge per Minute (applies to vaults filled with water)		\$ 1.00
vi. Repairs and/or Replacements performed by Authority's Contractor Contracted parts and labor		Actual cost

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

		Effective 7/1/2023
2. Wastewater Collection and Treatment		
		Rate
a.	Fixed rate per Equivalent Dwelling Unit (EDU) per month	\$ 56.38
b.	Rate per hundred cubic feet (CCF) of average winter water consumption per month	\$ 3.20
3. Watershed Protection		
		Rate
a.	Fixed rate per Equivalent Service Unit (ESU) per month	\$ 10.62
b.	Stormwater Facility Maintenance Surcharge per ESU per month	\$ 5.31
4. Administration		
		Charge/Fee
a.	Interest penalty on delinquent utility billing service charges	12%
b.	NSF check/payment fee	\$ 28.00
c.	Water service disconnect notification (Red Tag) fee	\$ 7.00
d.	Water service disconnect fee (for nonpayment)	\$ 50.00
e.	After Hours turn on fee	\$ 200.00
f.	Hydrant meter deposit	\$ 3,000.00
	Water usage will be charged against the meter deposit and any remaining balance will be returned to the contractor	
g.	Hydrant Use Permit fee	\$ 100.00
h.	Title search fee	\$ 32.00
i.	Lock Cut Fee - Off and Locked is cut by other than District	\$ 150.00
j.	Water Meter Key	\$ 35.00
k.	Third-party collection agency	Actual Cost
l.	Public Record Requests	
	i. Photocopies per page/side	
	Letter (8.5x11)	
	- Black and White Copies	\$ 0.50
	- Color Copies	\$ 1.00
	Legal (8.5x14)	
	- Black and White Copies	\$ 0.75
	- Color Copies	\$ 1.50
	Tabloid (11x17)	
	- Black and White Copies	\$ 1.00
	- Color Copies	\$ 2.00
	Large Format (Larger than 11x17)	Based on Size and Complexity
	ii. Postage & Handling (Flat Fee + Postage Cost)	\$ 3.00 + Postage
	iii. Electronic Copies	
	Flash Drive (up to 32 GB)	\$ 10.00
	iv. Archive Retrieval Fees	
	Base Charge per Trip	\$ 135.00
	Charge per Box	\$ 5.00
	v. Record Research & Processing	
	Staff time up to 30 minutes	No Cost
	Staff time over 30 minutes in hour increments	\$ 25.00
	vi. Legal Review & Redaction Services	Actual Cost
l.	Other - Staff Time	Actual Cost
B. Fats, Oils, Grease Program Fees		
		Fee
1. Wastewater Collection System Line Maintenance Fees		
a.	Utility Worker Labor Rate per Hour	\$ 106.00
b.	Utility Truck Rate per Truck per Hour	\$ 35.00
c.	Hydro Cleaner Rate per Truck per Hour	\$ 100.00
d.	Vactor Rate per Truck per Hour	\$ 150.00
e.	CCTV Van Rate per Truck per Hour	\$ 200.00

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

**Effective
7/1/2023**

C. Industrial Wastewater Pretreatment Program Fees

	Fee
1. Wastewater Discharge Permit Application and Review Fee	
a. Upon issuance	\$ 1,500.00
b. Upon each anniversary date of permit issuance	\$ 1,500.00
2. Significant Industrial User Fee (DEQ Pass-through)	
a. Upon issuance	Actual Cost
b. Upon each anniversary date of permit issuance	Actual Cost
3. Monitoring and Inspection Fee	\$ 175.00
a. Laboratory costs	Actual Cost
4. Accidental Discharge Fee	\$ 1,000.00
5. Industrial Pretreatment Permit Appeal Fee	\$ 2,000.00

D. Permit and Development Review Fees

	Fee
1. Utility Connection Permit	
a. Plan Review (per EDU or ESU)	\$ 225.00
b. Initial Inspection - water and sewer only	\$ 340.00
c. Additional Inspections - water and sewer only	Per Section E
2. Site Development Permit	
a. Plan Review - greater of	
i.	\$ 1,000.00
ii. or	2.5% of Engineer's Estimate
iii. or	\$ 225.00
b. Initial Inspection - Water and Wastewater - greater of	\$ 550.00
or	2.5% of Engineer's Estimate
c. Additional Inspections - Water and Wastewater	Per Section E
d. Initial Inspection - Surface Water	\$ 550.00
or	2.5% of Engineer's Estimate
e. Additional Inspections - Surface Water	Per Section E
3. Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)	
a. Plan Review (minimum)	50% of original plan review fee
4. Erosion Prevention and Sediment Control (less than one acre)	
a. Plan Review	\$ 225.00
b. Surface Water Inspection (one initial, one monthly, and one final)	
i. 1200 CN (lots or projects with disturbance areas 1-5 acres)	\$ 340.00
ii. Plan Review Minimum Base Fee for 1 acre	\$ 475.00
iii. Additional fee per acre	\$ 340.00
c. Initial Inspection - other	\$ 340.00
d. Additional Inspection - other	Per Section E

E. Additional and After-Hours Inspections

	Rate
1. Additional Inspection Fee Rate per Hour	\$ 150.00
Minimum two hour charge	\$ 300.00
2. Additional Inspection Fee Rate per Hour - After Hours	\$ 200.00
Minimum three hour charge	\$ 600.00

Oak Lodge Water Services District

Schedule of Rates, Fees and Other Charges

		Effective 7/1/2023 Fee
F. Connection/Meter Set Fees		
1. Wastewater Connection Fee		See section G.1.
2. Water Service Installation Fee	Meter Size	
	5/8" x 3/4"	\$ 1,950.00
	Full 3/4"	\$ 2,075.00
	1"	\$ 2,100.00
	1.5"	\$ 4,975.00
	2"	\$ 5,050.00
	3" to 10"	Actual Cost
3. Water Meter Set Fee	Meter Size	
	5/8" x 3/4"	\$ 690.00
	Full 3/4"	\$ 830.00
	1"	\$ 850.00
	1.5"	\$ 1,250.00
	2"	\$ 1,325.00
	3" to 10"	Actual Cost
	Approved Contractor	
4. Water Meter Relocation Fee		Actual Cost
5. Water Meter Testing Request Fee - per Rules and Regulations §4.15.1.3		Actual Cost
G. System Development Charges (SDC)		
1. Watershed Protection SDC per ESU		\$ -
2. Wastewater SDC per EDU		\$ 5,165.00
3. Water Distribution SDC per water meter size	Meter Size	
	5/8" x 3/4"	\$ 12,496.00
	Full 3/4"	\$ 18,744.00
	1"	\$ 31,241.00
	1.5"	\$ 62,484.00
	2"	\$ 99,974.00
	3"	\$ 199,946.00
	4"	\$ 312,416.00
	6"	\$ 624,832.00
	8"	\$ 999,732.00
	10"	\$ 1,437,115.00
4. Water Meter Size Upgrades (SDC)		Diff in SDC's as listed above

Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area
 Engineer's Estimate includes cost of public infrastructure and all installation costs
 Fractions of an acre count as full acre
 One and two lot partitions are assessed minimum charge unless public infrastructure is installed



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Consideration of Purchase of Aerzen Blower
Item No. 9
Date July 18, 2023

Summary

Staff is seeking to authorize the General Manager to purchase one Aerzen D62S blower to replace the aging and obsolete blowers which supply air to aeration basins.

Background

The aeration basin blowers are an integral part of the aeration basin system and provide critical air to the aeration basin process so the Wastewater Treatment Plant (WWTP) can meet the Department of Environmental Quality (DEQ) permit levels for the effluent. OLWS had new blowers installed as part of the Wastewater Treatment Plant upgrade in 2012. These particular blowers have been plagued with costly failures and long repair lead times as they become older. Starting in 2022, OLWS has started to replace these blowers with Aerzen D62S Hybrid blowers that are more reliable. OLWS currently has two Aerzen D62S Hybrid blowers and staff is satisfied with their performance and are looking to procure a third.

Past Board Actions

June 2023 Board adopted the FY 2023-24 Budget, which appropriated funds in Fund 72 Wastewater Reclamation Capital Fund. Included within the appropriated amount is the Digester Blower Replacement project.

Concurrence

Staff will be using the Special Procurement Class "In-Kind Equipment Replacements" which can be found in the OLWS Contracting & Purchasing Rules, article 9, section C, subsection 4. Staff has consulted with both OLWS legal counsel and the Finance Director before proceeding with this particular procurement.

Budget

Funding for one D62S blower is included in FY 2023-24 Adopted Budget within the Wastewater Reclamation Fund.

Recommendation

Staff recommend approval of the purchase of one Aerzen D62S blower from Aerzen USA based on the quote provided.

Suggested Board Motion

“I move to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of one D62S blowers from Aerzen USA in the amount of \$125,000.”

Attachments

1. Aerzen D62S Specification Sheet
2. Aerzen D62S Price Quote

AERZEN USA CORPORATION

108 Independence Way
Coatesville, PA 19320
Tel. (610) 380-0244 ♦ Fax. (610) 380-0278



AERZEN

Confidential & Proprietary - this document shall not be distributed to anyone other than the intended recipients.

AERZEN Reference Number: ENV-391835

28-Jun-23

Re: Oak Lodge Water Services

Page 1 of 2

<p>To: David Hawkins Firm - Oak Lodge Water Services email - david@olwsd.org phone - (503) 353-4211</p>
<p>AERZEN Representative Info: Name - Chris McCalib of Treatment Equipment Company e-mail - chris@tec-nw.com phone - (425) 641-4306</p>

<p>AERZEN Proposal Prepared By: Name - Tom McCurdy email - tom.mccurdy@aerzen.com phone - (610) 656-1683</p>
<p>AERZEN Regional Manager: Name - Tom McCurdy e-mail - tom.mccurdy@aerzen.com phone - (610) 656-1683</p>

Thank you for the opportunity to quote this project for (1) Hybrid Screw Blower Package.

The Aerzen Blower Package Performance and Scope of Supply is identical to the previously supplied blower packages.

This scope of supply does NOT include the following items: External Controls, Isolation Valves, Anchor Bolts and Installation Hardware. A factory mounted VFD is included.

Aeration Blower Replacement

Model: D 62S

Performance Data:

		Design	Min
Intake volume, handled at intake condition	icfm	1,949	386
Volume handled at normal condition	scfm	1,803	357
Relative humidity	Φ	60%	60%
Intake pressure (abs.)	psia	14.67	14.67
Discharge pressure	psig	9.50	9.50
Intake temperature	°F	95	95
Discharge temperature	°F	204	241
Main rotor speed	rpm	7,378	2,100
Motor Speed	rpm	3,545	1,009
Power consumption at coupling	bHp	86.9	22.4
Motor Rating	HP	100	
Tolerance on flow & power	± 5 %		
Sound pressure level w/ enclosure	dB(A)	79	

*Measured in free field at 3ft. distance from the outline of the unit

*does not include system piping noise (tol. ± 2 dB(A)).

Weights & Dimensions:

Discharge connection	EPDM ANSI	8"	
Blower pkg weight	lbs.	4,238	
Envelope dim.*	L x W x H in.	81 x 67 x 83	Add 16 in. to width for VFD
460 VAC Cooling Fan	kW	0.71	
AERtronic	kW	0.2	

* non binding dimensions includes, inlet filter silencer, relief valve, check valve, and flex connector

AERZEN USA CORPORATION

108 Independence Way
Coatesville, PA 19320
Tel. (610) 380-0244 ♦ Fax. (610) 380-0278



AERZEN

Confidential & Proprietary - this document shall not be distributed to anyone other than the intended recipients.

AERZEN Reference Number: ENV-391835

28-Jun-23

Re: Oak Lodge Water Services

Page 2 of 2

Aeration Blower Replacement

D 62S

Aerzen Delta Hybrid Blower Package consists of the following components, assembled in our factory.

- Aerzen Rotary Lobe Compressor D Series
- base frame with integrated reactive type, discharge silencer
- hinged motor support as automatic belt tensioning device
- set of vibration isolating mounts
- intake filter-silencer
- narrow V-belt drive with guard
- spring loaded pressure relief valve
- discharge manifold with externally accessible integrated check valve
- flexible connector with clamps for schedule 40 pipe, discharge

Scope of Supply

- 1 compact blower package as listed above
- 1 motor 100 HP, 2-pole, NEMA, TEFC, 460 V / 60 Hz, prm-eff, 405TS, 120 VAC space heater, T-Stat, AEGIS ring
- 1 sound enclosure with integral 460 V cooling fan and factory supplied fan motor starter
- 1 set of sensors (P1, P2, T2 & Oil Temp) w/AERtronic Control (460 VAC, 5 Amp), EM4 module, Ethernet IP, E-Stop, HMI sunshield
- 1 VFD, NEMA 4X enclosure, 100 HP, w/ DC choke, (250 A) fused disconnect, sun shield
VFD comes installed front face mounted on blower

Factory Services

- 1 Simplified ISO-1217, Annex B test report(s)
- 1 submittal data, hard copy
- 1 O&M manual, hard copy
- 1 factory set PRV to 10.9 psig
- 1 Seismic calculations (PE registered in OR)

Onsite Manufacturer Services

- 1 trip(s), 2 day(s) total installation inspection, startup, & training
- additional mfg services beyond what is listed herein and/or resulting from delays will be invoiced separately

Spare Parts

- 1 air filter, 1 belt set,

Freight & Packaging

- 1 freight to jobsite
- 1 domestic packaging

TOTAL for 1 unit(s)

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Freight: CIP Jobsite

Terms: This offer is subject to Aerzen Standard Terms and Conditions (A2-001-USA January 2009)

Submittals: 4-6 weeks after receipt of Purchase Order

Delivery: presently approx. 4 months upon technical release by customer

Payment: 20% upon receipt of approved submittal, 75% upon shipment Net 30 and 5% retention not to exceed 180 days from shipment.

Warranty: 24 months after start up or 30 months after delivery, which ever comes first on Aerzen package*

*Maintenance must be performed per the Instruction Manual using Aerzen spare parts.

*Equipment not manufactured by Aerzen will carry the manufacturer's standard warranty.

Quote Validity: All prices quoted are valid for 30 days from the date stated on the quotation.

David Hawkins

From: Chris McCalib <chris@tec-nw.com>
Sent: Friday, June 30, 2023 6:59 AM
To: David Hawkins
Cc: Shannon McCalib
Subject: FW: D62S Quote for OLWS
Attachments: ENV-391835 Oak Lodge Hybrid Scope.pdf

External Email – Confirm Sender and Beware of Links and Attachments

David, the full new price for the unit is \$124,071. The last D62S you sold had for \$119,115, slight increase do to supply chain issues from part suppliers. Let me how I can help on the procurement step. We have a date on the calendar (7/19) for the new D19 digester unit start up per Ross's request and I still need to finish the other hybrid that date also. If I can work out a date prior to that to finish the bigger unit and perform training I will shoot you the dates for consideration. Thanks.

Chris McCalib – President
M – (206) 909-1546



www.treatmentequipment.com

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STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Consideration of Purchase of Caterpillar 926 Loader
Item No. 10
Date July 18, 2023

Summary

Staff is seeking to authorize the General Manager to purchase one Caterpillar 926M front-end loader for loading biosolids into semitrucks for hauling to Madison Farms in eastern Oregon.

Background

Oak Lodge Water Services has contracted with Horner Enterprises for biosolids hauling to Madison Farms in Eastern Oregon. To load the biosolids at the Wastewater Treatment Plant (WWTP), OLWS must provide the haulers with a front-end loader to load the trucks. Currently, OLWS has an aging John Deere loader that does not have the proper bucket clearance to get over the sidewall of the trucks. To circumvent this problem, staff has created a makeshift ramp out of gravel so the current equipment can load the trucks.

While this gravel ramp works, it is less than ideal. Any biosolids tracked out on the tires between the holding bay and the ramp tend to pick up the gravel and scatter it around the work path, leading to erosion of the ramp. This, in turn, leads to clumps of sludge with gravel being deposited around the worksite and then the catch basins filling with gravel. This ultimately ends up going through the plant drain pumps, which is very hard on the equipment and has led to failure in the past.

After speaking with several engineers about the possibility of creating a permanent ramp, the general consensus is that a properly engineered ramp built with concrete would cost as much, if not more, than the purchase of a new piece of equipment with a proper dump clearance. In addition, the current loader is approaching its end of useful life and will need to be replaced in the very near future.

The purchase of this front-end loader would also be OLWS' first purchase using Sourcewell, a State-run cooperative procurement organization that staff detailed in the May 2023 Plant Operations Monthly Report. Both the Finance Director and Legal Counsel have vetted this particular Sourcewell contract and found it to be a valid procurement. Piggybacking this

particular contract also comes with a 24% discount, saving OLWS \$72,010.85 off the purchase price.

Past Board Actions

June 2023 The Board of Directors adopted the FY 2023-24 Budget, which appropriated funds in Fund 72 Wastewater Reclamation Capital Fund. Included within the fund is the front-end loader in the amount of \$250,000.

Budget

Funding for the Caterpillar 926M is included in FY 2023-24 Adopted Budget within the Wastewater Reclamation Capital Fund 72.

Recommendation

Staff recommends approval of the purchase of one Caterpillar Model 926M wheel loader from Peterson CAT based on the quote provided.

Suggested Board Motion

“I move to authorize the General Manager to accept the Peterson CAT quote and approve the purchase of one Caterpillar Model 926M wheel loader from Peterson CAT in the amount of \$242,000.”

Attachments

1. Peterson CAT Quote
2. Peterson CAT Quote Extension



Jun 15, 2023

OAK LODGE WATER DISTRICT
 14496 SE RIVER RD
 OAK GROVE Oregon 97267-1199

RE: Quote 213766-01

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Model: 926M Wheel Loaders

MACHINE SPECIFICATIONS

926M SWL DCA1B	593-8971	\$261,915.60
INCLUDES:		\$0.00
541-2670 926M WHEEL LOADER	541-2670	\$0.00
430-2945 PREP PACK, NORTH AMERICA		\$0.00
541-3073 HYDRAULICS, 3V, CPLR READY, SL	541-3073	\$0.00
530-1623 LINES, AUX 3RD, STD LIFT	530-1623	\$0.00
536-5281 HYDRAULICS, STANDARD, SL	536-5281	\$0.00
536-5339 JUMPER LINES, NONE	536-5339	\$0.00
430-2996 STEERING, STANDARD	430-2996	\$0.00
333-6529 DIFFERENTIAL, OPEN REAR	333-6529	\$0.00
536-5320 ENVIRONMENT, STANDARD	536-5320	\$0.00
454-0609 WEATHER, STANDARD	454-0609	\$0.00
549-0451 CAB, DELUXE	549-0451	\$0.00
563-5967 SEAT, DELUXE	563-5967	\$0.00
372-1868 STANDARD RADIO (12V)	372-1868	\$0.00
366-8148 FENDERS, STANDARD	366-8148	\$0.00
348-2579 CTWT, STANDARD, 763LBS(346KG), 2 PCS	348-2579	\$0.00
430-2859 RIDE CONTROL	430-2859	\$0.00
536-5313 QUICK COUPLER, FUSION	536-5313	\$0.00
559-0841 LIGHTS, AUX, HALOGEN	559-0841	\$0.00
541-3066 LIGHTS, ROADING, HALOGEN, RH	541-3066	\$0.00
519-8081 TOOLBOX AUX, NONE	519-8081	\$0.00
ENGINE	527-0422	\$0.00
PRODUCT LINK, CELLULAR PL641	565-0908	\$0.00
TIRES, 20.5R25 MX XTLA * L2	366-6896	\$19,981.80
KIT, WARNING,BEACON,LED STROBE	370-7008	\$368.22
KIT, JUMPER LINES,3RD FUNCTION	576-9758	\$472.26
BUCKET-LM, 4.5 YD3, FUS, BOCE	417-4935	\$12,254.28
CARRIAGE,FUS, FORK 60", PALLET	572-5671	\$5,053.08

SELL PRICE	\$300,045.24
48/2000 MAINTENANCE CONTRACT	\$10,292.00
48/2000 PREMIER WARRANTY COVERAGE	\$2,258.00
NET BALANCE DUE	\$240,584.39
SOURCEWELL MEMBER DISCOUNT AT 24% OF CAT CONTENT	(\$72,010.85)
CORP ACT SURCH (0.57%)	\$1,371.33
TOTAL BALANCE	\$241,955.72

WARRANTY

Standard Warranty: 12 Month, Unlimited Hours Standard Warranty

F.O.B/TERMS: Portland

ADDITIONAL CONSIDERATIONS

- Quoted as per Sourcewell Contract# 032119-CAT

Accepted by _____ on _____

Signature

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,
 Joe Lindberg
 Machine Sales Representative
 Peterson CAT
 (503) 880-6648
 JALindberg@petersoncat.com

David Hawkins

From: Joe Lindberg <JALindberg@petersoncat.com>
Sent: Monday, April 3, 2023 1:19 PM
To: David Hawkins
Subject: RE: Send address for site please
Attachments: Oak Lodge Water 926M with 4.5 LM and Forks.rtf

External Email – Confirm Sender and Beware of Links and Attachments

This price is good through August, expect a 2-3% increase after that and an early 2024 delivery.

Joe Lindberg
Governmental and Corporate Account sales Rep
Cell#503-880-6648
jalindberg@petersoncat.com



AGENDA ITEM

Title	Business from the Board
Item No.	11
Date	July 18, 2023

Summary

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

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

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2023 BOARD LIAISON ASSIGNMENTS**

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



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	General Manager Monthly Report
Item No.	12a
Date	July 18, 2023

Summary

The Board has requested updates at regular meetings on the status of key projects.

Natural Hazard Mitigation Plan

Disasters occur when natural hazard events impact people, property, and the environment, for example floods. A Natural Hazard Mitigation Plan (NHMP) has two core parts: a risk assessment and a mitigation strategy. Oak Lodge Water Services is working in partnership with Clackamas County to identify risks and vulnerabilities associated with natural disasters in order to develop long-term and short-term strategies for protecting continued delivery of essential services by OLWS to people and property.

In addition to being a proactive step in reducing risks, having a plan is a condition for receiving certain types of mitigation-related grant funding from FEMA, the Federal Emergency Management Agency. The funding can help with a variety of projects to mitigate risks and reduce vulnerabilities.

The OLWS NHMP draft has been reviewed by our Advisory Committee and has been put out for public input. It has now been submitted to the County and will be brought back this Fall for review by the OLWS Board. After adoption it will be added as an addendum to the County's NHMP. It will be reviewed and revised on an on-going basis.



STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources Manager
Title Human Resources Monthly Report
Item No. 12b
Date July 18, 2023

Summary

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

Communications and Outreach

OLWS will once again be hosting a booth at the Oak Grove Festival on 7/15. Alexa Morris, accompanied by some Board members and other staff will be there to speak with our rate payers answer questions and hand out information on our Customer Assistance Program. This event is part of the OLWS communication plan to attend or host a community event quarterly.

OLWS is extremely excited to announce a partnership with the Oak Grove Community Counsel (OGCC). This agreement clarifies and outlines the partnership between and will foster a wider communication platform for OWLS.

Records Management

Staff participated in Records Days during the months of May and June. This activity is an annual staff training opportunity and generates awareness of the records created and managed by each department. While there were significantly fewer paper records to archive and destroy this year, staff learned about electronic records management best practices and quickly got to work.

With the approval of the FY 2024 Budget, implementation of Laserfiche is underway. This electronic records management software will enable OLWS to retain records completely electronically, creating efficiencies in staff time and funds spent on paper records storage and retrieval.

Human Resources

OLWS recently switched from a traditional telephone system to a voice over internet phone system (VoIP) from the carrier GoTo. This switch will slightly lower our telephone bills and enable us to have greater redundancies if the phone lines are down. Historically if the

telephone lines are down, which happens approximately 3 to 4 times a year, we have no way to receive business calls going to our main number. Now, if the internet is down during business hours, calls to the main line will automatically route to staff members cell phones. The VoIP system will also provide us with analytics about the number of calls we receive, the length of the calls and how much time our administrative staff is spending on the phone. The GoTo system also has a video conference option, which we will enable once staff are comfortable using the VoIP system. The video conference option will replace Zoom and save OLWS the monthly Zoom fee.

OLWS is switching our email address convention from firstname@olwsd.org to firstname.lastname@olws.org this change will remove the 'District' from our name abbreviation and give our emails a more professional look by using both the first and last name of the staff member. We have rolled out the switch over to several staff member for testing and trouble shooting and will be rolling it out to the rest of the staff and the Board over the course of the next month. The old email addresses will continue to work and accept mail that will be auto forwarded to the new email convention.

With the start of the new fiscal year, we are starting to recruit several of our open staffing positions. Recruitment is being done strategically in order to fill the positions needed the most to help OLWS achieve its project goals for the year, while still allowing OLWS to benefit from salary savings by not filling open positions for the first three months of the fiscal year.

Attachments

1. Partnership Agreement between OLWS and OGCC



MULTI-YEAR WORK FUNDING AGREEMENT

July 1, 2023 – June 30, 2026

Between

Oak Grove Community Council (“OGCC”)

And

Oak Lodge Water Services (“OLWS”)

PURPOSE

The purpose of this Funding Agreement is to clarify OLWS and OGCC responsibilities in conducting outreach and education. The Oak Grove Community Council (OGCC) advises Clackamas County on local land-use issues. OLWS recognizes OGCC gathers people in the Oak Grove community. OLWS and OGCC have a shared interest in protecting our environment and public health. Through this partnership information about protecting our environment and public health will be shared with a wider community audience.

SCOPE OF WORK

Specifically, this agreement supports funding of the OGCC to:

- Purchase electronic equipment and/or meeting space to facilitate meetings.
- To conduct community outreach.
- OGCC will include OLWS (OakLodgeWaterServices.org) in their “Local Links” section of their website: <https://www.oakgrovecpo.org/local-resources>
- Four times a year, OGCC will include a “Protect Your Local Water Ways” environmental tip in their email newsletter with the OLWS logo.

- Why is this important? In the OLWS boundary area, storm water runs directly into local ditches, creeks, and rivers without treatment. To help protect these waters of the state, OLWS operates under an MS4 permit.
- What is an MS4 permit? MS4 stands for Municipal Separate Storm Sewer System (MS4). The MS4 is a regulatory permit required by the Oregon Department of Environmental Quality (DEQ) under the National Discharge Elimination System (NPDES) to support water quality efforts. OLWS partners with Clackamas County and 11 co-permittees to implement the Phase I MS4 Permit in our area. Oregon DEQ bases the requirements in part on the Water Quality Status and Trends Analysis. The permit requires human efforts to keep pollution out of waters of the state, organized under outreach, which includes activities designed by the OLWS to reduce pollutants in storm water runoff. The goal is to change the behaviors of the public and the businesses that cause or contribute to adverse stormwater impacts on receiving waters. The focus for this outreach is on pollutants of concern, including fertilizer reduction.

OLWS will:

- Provide ‘Protect Your Local Water Way’ environmental tips to include in the OGCC email newsletter (see Exhibit A).
- Provide OLWS logo.

BUDGET: \$1,000 per year for three (3) years.

EFFECTIVE DATE, DURATION, DOLLAR LIMITS, AND PROJECT TIMELINE

- Effective date of this agreement is July 1, 2023
- The funds will be issued in July before the end of the month. A check will be cut to OGCC. OLWS will email OGCC when the check is available for pick up from 14496 SE River Road Oak Grove, OR 97267.
- OLWS will fund an amount not to exceed \$1,000 for the fiscal year ending June 30 for the budget year of FY 2024 (July 1, 2023 – June 30, 2024). Funding amounts for budget years FY 2024 – FY 2026 shall be determined prior to the board’s approval of that year’s budget. Availability of funds will be based upon OLWS’s approved annual budget.
- If for some reason the OGCC cannot continue to offer the listed activities within the designated boundaries of this OLWS, then this Funding Agreement will become null and void.

OGCC RESPONSIBILITIES

- OGCC is responsible for managing the activities as described above.
- OGCC will write a report of how the funds were used once a year and submit it to OLWS by May 31.
- OGCC will email OLWS the OGCC emails.
- OGCC will email OLWS when their logo has been added to the “Local Links” section of the website.

CONTACTS:

Valerie Chapman, OGCC Chair
valerie.orazio@comcast.net

Mark Elliott, OGCC Vice Chair
markport@hotmail.com

OLWS RESPONSIBILITIES

- OLWS is responsible for providing funding and support for the OGCC as outlined in this Agreement.
- Payments will be made by OLWS to the OGCC by check. OLWS will email OGCC when the check is available to pick up from 14496 SE River Road Oak Grove, OR 97267.

CONTACTS:

Alexa Morris, Outreach & Communications Specialist
503-353-4219
alexa@olwsd.org

Aleah Binkowski-Burk, Human Resources and Payroll Manager
503-353-4210
aleah@olwsd.org

This Agreement goes into effect when OLWS and the have signed this document. It will terminate on June 30, 2026.

IN WITNESS HEREOF, the Parties hereby agree on the date set forth above.

Oak Grove Community Council

Oak Lodge Water Services

Valerie Chapman, Chair

Aleah Binkowski-Burk

Authorizes Signature / Date

Authorizes Signature / Date

EXHIBIT A.

Protect Your Local Water Ways

- Summer
 - Pro tip: Skip the Fertilizer. Excess nutrients from lawns and crops get into our waterways and can cause Harmful Algal Blooms (HABs). Algae depletes oxygen and can suffocate fish. Algae can release toxins that can make people and pets sick.

- Fall
 - Pro tip: September and October are the best months to use a slow-release fertilizer on your lawn. You can help protect water quality and have a healthy lawn if you fertilize it just once a year. Choose a high-quality fall fertilizer containing slow-release nitrogen and apply it according to the directions in September/October. This will promote growth in the spring and protect our waterways. With your help, we can reduce the amount of chemicals used on our home gardens and lawns.

- Winter
 - Follow the Water wants to connect what we do with what we drink, where we swim, how we survive. Fun fact: Your drinking water comes from the Clackamas River. Follow to learn more about our connection to water:
<https://followthewater.info/>

- Spring
 - Spring is here! Time for mowing, weeding, and seeding. Check out this page for more information: <https://bit.ly/3NpAUbN>



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 12c
Date July 18, 2023

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the OLWS Operations.

Highlights of the Month

- The Low-Income Household Water Assistance program began July 2022, and we have received 41 approvals from Clackamas County as of July 6, 2023.
- The Accounts Receivable balance decreased by (1.53%), the average delinquent balance increased by \$11.30, and the number of delinquent accounts decreased by 9.
- Utility bill payments in June were more than the May 31st billed amounts.

Low Income Household Water Assistance (LIHWA)

In 2022, Clackamas County Board of Commissioners partnered with Oak Lodge Water Services to provide water utility customers assistance through the Low-Income Household Water Assistance (LIHWA) program. Clackamas County continues to provide customers from Oak Lodge Water Services assistance and will continue while funds are still available through September 2023. As of June 06, 2023, forty-one customers have been approved for assistance totaling \$23,037.00.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of June 30, 2023, compared to May 31, 2023, decreased by (1.53%). These are the findings:

1. A/R Balance owed to OLWS has decreased by (\$20,613), after accounting for the delta between billing cycles.

A/R Balance	4/30/2023	5/31/2023	6/30/2023
Bi-Monthly Residential	\$ 986,669	\$ 847,163	\$ 1,041,371
Large Meters	498,431	499,476	507,372
Total	1,485,100	1,346,639	1,548,744
Variance	88,301	(138,461)	202,104

Billing Cycle Variance	(162,531)	139,597	(222,717)
	(74,230)	1,135	(20,613)
	(5.31%)	0.08%	(1.53%)

- The total number of delinquent accounts decreased by (9) accounts as of June 30, 2023, compared to May 31, 2023. The average balance per account increased by 3.8% or \$11.30.

Delinquent Accounts	4/30/2023	5/31/2023	6/30/2023
Over 60 Days	\$ 160,930	\$ 162,960	\$ 166,286
Number of Accounts	533	544	535
Average Balance per Acct.	\$ 302	\$ 300	\$ 311
	4.1%	-0.8%	3.8%

- The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.29%) compared to the prior month. The shift is from current to primarily the 30-60 day grace category.

Account %	4/30/2023	5/31/2023	6/30/2023
Current	86.27%	86.24%	85.95%
30-60 Day Grace	4.76%	4.80%	5.16%
Delinquent	5.89%	6.01%	5.92%
Credit Balance	3.07%	2.95%	2.96%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	March 2023	April 2023	May 2023	June 2023
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	86	70	79	74
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	6	3	4	4

Billing Payment Rate

In June 2023, OLWS received \$24,870.43 more in payments than was billed on May 31, 2023.

	March 2023	April 2023	May 2023	June 2023
Utility Billing Sales	\$ 1,262,580	\$ 1,098,576	\$ 1,261,107	\$ 1,121,511
Cash Receipts	1,208,958	1,181,044	1,267,688	1,146,381
% Collected	95.80%	107.50%	100.50%	102.20%

Attachments

- Checks by Date Report for May 2023
- Checks by Date Report for June 2023

Bank Reconciliation
 Checks by Date
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 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
0	5/1/2023	Chase		AP		1,573,025.00
0	5/5/2023	Internal Revenue Service		AP		30,985.81
0	5/5/2023	Nationwide Retirement Solutions		AP		500.00
0	5/5/2023	Oregon Department Of Revenue		AP		10,170.26
0	5/5/2023	State of Oregon Savings Growth Plan		AP		3,951.85
0	5/5/2023	VALIC c/o JP Morgan Chase		AP		1,540.18
0	5/5/2023	Payroll Direct Deposit	DD 00001.05.2023	PR		78,626.85
0	5/9/2023	Wells Fargo Bank		AP		146.48
0	5/10/2023	TSYS		AP		10,249.84
0	5/12/2023	Internal Revenue Service		AP		4,164.06
0	5/12/2023	Oregon Department Of Revenue		AP		1,139.74
0	5/12/2023	Pitney Bowes Global Financial Services LLC		AP		208.06
0	5/12/2023	State of Oregon Savings Growth Plan		AP		1,217.72
0	5/12/2023	TSYS		AP		11,101.38
0	5/12/2023	Waterworth		AP		7,490.00
0	5/12/2023	Payroll Direct Deposit	DD 00002.05.2023	PR		5,936.03
0	5/19/2023	Internal Revenue Service		AP		31,460.48
0	5/19/2023	Nationwide Retirement Solutions		AP		500.00
0	5/19/2023	Oregon Department Of Revenue		AP		10,158.01
0	5/19/2023	State of Oregon Savings Growth Plan		AP		3,572.23
0	5/19/2023	VALIC c/o JP Morgan Chase		AP		1,550.41
0	5/19/2023	Payroll Direct Deposit	DD 00003.05.2023	PR		78,305.29
0	5/23/2023	Wells Fargo Remittance Center		AP		24,144.22
0	5/30/2023	Portland General Electric		AP		35,320.53

ACH Disbursement Activity Subtotal						1,925,464.43
Voided ACH Activity						0.00
Adjusted ACH Disbursement Activity Subtotal						1,925,464.43

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Amount
50165	4/21/2023	Water Systems Consulting, Inc.		AP	Void	7,656.50
50204	5/5/2023	Apex Labs		AP		2,450.00
50205	5/5/2023	BMS Technologies		AP		5,223.14
50206	5/5/2023	Brown and Caldwell		AP		85,824.18
50207	5/5/2023	Cascadia Backflow		AP		2,762.60
50208	5/5/2023	Cintas Corporation - 463		AP		71.27
50209	5/5/2023	City Of Gladstone		AP		256.88
50210	5/5/2023	CLACKAMAS COUNTY		AP		4,268.93
50211	5/5/2023	Coastal Farm & Home Supply		AP		239.92
50212	5/5/2023	Consolidated Supply Co.		AP		11,330.63
50213	5/5/2023	Contractor Supply, Inc.		AP		59.00
50214	5/5/2023	Cues, Inc		AP		5,463.63
50215	5/5/2023	D&H Flagging, Inc.		AP		4,756.51
50216	5/5/2023	Gemini Group LLC		AP		6,571.00
50217	5/5/2023	H.D. Fowler Company		AP		16,350.58
50218	5/5/2023	Horner Enterprises, Inc.		AP		6,303.90
50219	5/5/2023	Industrial Hearing Service		AP		625.00
50220	5/5/2023	Integrity Traffic OR LLC		AP		877.50
50221	5/5/2023	Kaiser Permanente		AP		12,673.78
50222	5/5/2023	McFarlane's Bark, Inc.		AP		16.25
50223	5/5/2023	Modern Machinery Inc.		AP		11,196.23
50224	5/5/2023	Employee Reimbursement		AP		203.45
50225	5/5/2023	Napa Auto Parts		AP		71.25
50226	5/5/2023	Northwest Natural		AP		605.89
50227	5/5/2023	One Call Concepts, Inc.		AP		714.76
50228	5/5/2023	Oregon Dept of Consumer & Business Services		AP		125.00
50229	5/5/2023	O'Reilly Auto Parts		AP		60.78

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Checks by Date

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Cleared and Not Cleared Checks

Print Void Checks

50230	5/5/2023	Pamplin Media Group	AP	366.33
50231	5/5/2023	Portland Engineering Inc	AP	300.00
50232	5/5/2023	Relay Resources	AP	8,781.47
50233	5/5/2023	S-2 Contractors, Inc.	AP	38,478.07
50234	5/5/2023	Seattle Ace Hardware	AP	226.44
50235	5/5/2023	Tritech Software Systems	AP	568.80
50236	5/5/2023	Unifirst Corporation	AP	683.25
50237	5/5/2023	Water Systems Consulting, Inc.	AP	690.00
50238	5/5/2023	Wesco Marketing	AP	1,971.50
50268	5/12/2023	Aerzen Rental USA LLC	AP	3,340.00
50269	5/12/2023	AFLAC	AP	808.33
50270	5/12/2023	AFSCME Council 75	AP	873.72
50271	5/12/2023	Aks Engineering & Forestry	AP	4,740.00
50272	5/12/2023	Associated Welding & Machine Works, Inc	AP	2,085.00
50273	5/12/2023	Cable Huston LLP	AP	12,782.50
50274	5/12/2023	Cavanaugh & Associates. PA	AP	1,575.00
50275	5/12/2023	CDW LLC	AP	9,203.05
50276	5/12/2023	City Of Milwaukie	AP	1,826.32
50277	5/12/2023	Ditch Witch Northwest Exchange	AP	24.86
50278	5/12/2023	GISI Marketing Group	AP	4,378.00
50279	5/12/2023	Grainger, Inc.	AP	74.55
50280	5/12/2023	Hawkins Delafield & Wood LLP	AP	3,256.00
50281	5/12/2023	Horner Enterprises, Inc.	AP	14,615.27
50282	5/12/2023	Jim Fisher Roofing + Constr, Inc	AP	2,434.00
50283	5/12/2023	Milwaukie Lumber Company	AP	275.96
50284	5/12/2023	NCCWC	AP	65,732.20
50285	5/12/2023	Olson Bros. Service, Inc.	AP	1,732.01
50286	5/12/2023	One Call Concepts, Inc.	AP	1,118.90
50287	5/12/2023	Power Systems West	AP	11,199.32
50288	5/12/2023	R.L. Reimers Company	AP	38,952.38
50289	5/12/2023	Robert HalfTalent Solutions	AP	8,456.59
50290	5/12/2023	Springbrook Holding Company LLC	AP	3,307.50
50291	5/12/2023	Streamline	AP	480.00
50292	5/12/2023	Waste Management Of Oregon	AP	150.94
50293	5/12/2023	Water Systems Consulting, Inc.	AP	62,326.40
50294	5/12/2023	CDW LLC	AP	1,578.80
50295	5/12/2023	City Of Gladstone	AP	5,877.17
50296	5/12/2023	Convergence Networks	AP	1,214.85
50297	5/12/2023	Ford Hall Company, Inc	AP	5,201.00
50298	5/12/2023	NCCWC	AP	2,105.93
50299	5/12/2023	Net Assets Corporation	AP	909.00
50300	5/12/2023	Portland Engineering Inc	AP	1,927.50
50301	5/12/2023	Stark Street Lawn and Garden	AP	4,999.99
50302	5/12/2023	Sunrise Water Authority	AP	398.00
50303	5/12/2023	Tice Electric Company	AP	3,563.69
50304	5/12/2023	Waste Management Of Oregon	AP	350.39
50305	5/19/2023	BMS Technologies	AP	5,151.84
50306	5/19/2023	City Of Milwaukie	AP	333.60
50307	5/19/2023	Consolidated Supply Co.	AP	29,568.51
50308	5/19/2023	Convergence Networks	AP	1,814.56
50309	5/19/2023	D&H Flagging, Inc.	AP	2,614.13
50310	5/19/2023	Fackler Construction Company	AP	70,102.35
50311	5/19/2023	Employee Reimbursement	AP	100.18
50312	5/19/2023	Norlift of Oregon, Inc	AP	4,587.00
50313	5/19/2023	Pacific Northwest Pollution Prevention Resource Ce	AP	1,569.50
50314	5/19/2023	Pamplin Media Group	AP	372.42
50315	5/19/2023	Portland Engineering Inc	AP	120.00
50316	5/19/2023	Reynolds Sewers Inc	AP	1,200.00
50317	5/19/2023	RH2 Engineering, Inc.	AP	338.76
50318	5/19/2023	Robert HalfTalent Solutions	AP	10,627.20
50319	5/19/2023	Seattle Ace Hardware	AP	6.59

Bank Reconciliation

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Cleared and Not Cleared Checks

Print Void Checks

50320	5/19/2023	Wallis Engineering PLLC	AP	2,601.21
50321	5/26/2023	Airgas, Inc	AP	94.53
50322	5/26/2023	Apex Labs	AP	1,200.00
50323	5/26/2023	Customer Refund	AP	6.39
50324	5/26/2023	CenturyLink	AP	443.49
50325	5/26/2023	CenturyLink	AP	83.88
50326	5/26/2023	Cintas Corporation	AP	99.00
50327	5/26/2023	Cintas Corporation - 463	AP	71.27
50328	5/26/2023	Clackamas Landscape	AP	280.00
50329	5/26/2023	Coastal Farm & Home Supply	AP	199.93
50330	5/26/2023	Comcast	AP	557.62
50331	5/26/2023	Convergence Networks	AP	8,030.18
50332	5/26/2023	Department of Environmental Quality	AP	873.60
50333	5/26/2023	Detemple Company, Inc.	AP	6,767.98
50334	5/26/2023	Eugene A1 Coupling & Hose Corporation	AP	365.11
50335	5/26/2023	Customer Refund	AP	4.79
50336	5/26/2023	HealthEquity	AP	46.25
50337	5/26/2023	Customer Refund	AP	109.60
50338	5/26/2023	Kaiser Permanente	AP	14,178.74
50339	5/26/2023	Customer Refund	AP	5.79
50340	5/26/2023	Milwaukie Lumber Company	AP	294.74
50341	5/26/2023	Employee Reimbursement	AP	251.00
50342	5/26/2023	OHA-Drinking Water Services	AP	4,500.00
50343	5/26/2023	Customer Refund	AP	182.05
50344	5/26/2023	O'Reilly Auto Parts	AP	31.63
50345	5/26/2023	Customer Refund	AP	0.80
50346	5/26/2023	Polydyne, Inc.	AP	4,142.07
50347	5/26/2023	SDIS	AP	35,354.12
50348	5/26/2023	Stein Oil Co Inc	AP	1,252.33
50349	5/26/2023	Unifirst Corporation	AP	2,074.19
50350	5/26/2023	Customer Refund	AP	3.88
50351	5/30/2023	AFLAC	AP	808.33
50352	5/30/2023	AFSCME Council 75	AP	838.99
50353	5/30/2023	CDR Labor Law, LLC	AP	8,830.00
50354	5/30/2023	Cintas Corporation	AP	362.02
50355	5/30/2023	IntelliCorp Records, Inc.	AP	152.00
50356	5/30/2023	Metro Overhead Door, Inc.	AP	230.00
50357	5/30/2023	Verizon Wireless	AP	40.86
50358	5/30/2023	Waste Connections	AP	158.19
50359	5/30/2023	Xerox Corporation	AP	56.16

Paper Check Disbursement Activity Subtotal	746,788.90
Voided Paper Check Disbursement Activity	20,439.00
Adjusted Paper Check Disbursement Activity Subtotal	726,349.90

Total Void Check Count:	2
Total Void Check Amount:	20,439.00
Total Valid Check Count:	150
Total Valid Check Amount:	2,651,814.33
Total Check Count:	152
Total Check Amount:	2,672,253.33

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 Checks by Date
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ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	6/2/2023	Payroll Direct Deposit	DD 00004.05.2023	PR			75,135.71
0	6/2/2023	Payroll Direct Deposit	DD 00001.06.2023	PR			425.13
0	6/12/2023	TSYS		AP			10,813.19
0	6/12/2023	Wells Fargo Bank		AP			1,458.00
0	6/15/2023	Payroll Direct Deposit	DD 00002.06.2023	PR			78,797.25
0	6/19/2023	Portland General Electric		AP			32,078.08
0	6/23/2023	ORR Inc		AP			128,915.00
0	6/24/2023	Pitney Bowes Global Financial Services LLC		AP			278.64
0	6/30/2023	Payroll Direct Deposit	DD 00003.06.2023	PR			78,377.53

ACH Disbursement Activity Subtotal **406,278.53**
Voided ACH Activity **0.00**
Adjusted ACH Disbursement Activity Subtotal **406,278.53**

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
50360	6/2/2023	Cochran Inc.		AP			9,296.00
50361	6/2/2023	D&H Flagging, Inc.		AP			607.50
50362	6/2/2023	Eurofins Environment Testing Northwest, LLC		AP			22,045.50
50363	6/2/2023	J. Thayer Company		AP			220.16
50364	6/2/2023	Metro		AP			403.75
50365	6/2/2023	Moss Adams LLP		AP			12,075.00
50366	6/2/2023	Portland Engineering Inc		AP			300.00
50367	6/2/2023	Seattle Ace Hardware		AP			64.58
50368	6/2/2023	Water Systems Consulting, Inc.		AP			1,135.00
50369	6/2/2023	Wesco Marketing		AP			804.00
50370	6/9/2023	Accela, Inc.		AP			9,595.14
50371	6/9/2023	Aerzen Rental USA LLC		AP			3,340.00
50372	6/9/2023	AFLAC		AP			783.17
50373	6/9/2023	AFSCME Council 75		AP			769.53
50374	6/9/2023	Aks Engineering & Forestry		AP			9,044.38
50375	6/9/2023	ALFA Laval Inc.		AP			9,717.00
50376	6/9/2023	Apex Labs		AP			4,688.00
50377	6/9/2023	Customer Refund		AP			12.38
50378	6/9/2023	BMS Technologies		AP			6,211.22
50379	6/9/2023	Buels Impressions Printing		AP			380.00
50380	6/9/2023	Byrne Software Technologies, Inc		AP			2,656.27
50381	6/9/2023	Employee Reimbursement		AP			32.82
50382	6/9/2023	City Of Gladstone		AP			250.95
50383	6/9/2023	City Of Milwaukie		AP			333.60
50384	6/9/2023	CLACKAMAS COUNTY		AP			5,656.11
50385	6/9/2023	Coastal Farm & Home Supply		AP			367.97
50386	6/9/2023	Convergence Networks		AP			99.99
50387	6/9/2023	CTX-Xerox		AP			1,855.91
50388	6/9/2023	Cues, Inc		AP			2,478.65
50389	6/9/2023	D&H Flagging, Inc.		AP			4,917.55
50390	6/9/2023	Daily Journal Of Commerce		AP	Void		307.50
50391	6/9/2023	EJ USA, Inc.		AP			23,688.35
50392	6/9/2023	Hi-Line Inc		AP			678.33
50393	6/9/2023	J. Thayer Company		AP			707.48
50394	6/9/2023	McGuire Bearing Company		AP			227.78
50395	6/9/2023	Merina & Company, LLP		AP			7,800.00
50396	6/9/2023	Milwaukie Lumber Company		AP			750.00
50397	6/9/2023	Employee Reimbursement		AP			129.58
50398	6/9/2023	Mr. Rooter Plumbing		AP			667.80
50399	6/9/2023	Employee Reimbursement		AP			1,776.00
50400	6/9/2023	Net Assets Corporation		AP			664.00
50401	6/9/2023	North Clackamas Urban Watershed Council		AP			13,875.00
50402	6/9/2023	Northstar Chemical, Inc.		AP			989.00
50403	6/9/2023	Northwest Natural		AP			356.49
50404	6/9/2023	NW Pump & Equipment Co		AP			16,509.00
50405	6/9/2023	Owen Equipment		AP			7,548.94
50406	6/9/2023	Portland Engineering Inc		AP			11,647.50
50407	6/9/2023	Customer Refund		AP			1.24

Bank Reconciliation

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Cleared and Not Cleared Checks

Print Void Checks

50408	6/9/2023	SAIF Corporation	AP	39,309.48
50409	6/9/2023	Seattle Ace Hardware	AP	50.75
50410	6/9/2023	Stein Oil Co Inc	AP	330.06
50411	6/9/2023	Customer Refund	AP	11.83
50412	6/9/2023	Technology Integration Group	AP	600.00
50413	6/9/2023	Tice Electric Company	AP	1,431.00
50414	6/9/2023	Water Systems Consulting, Inc.	AP	6,033.25
50415	6/9/2023	Customer Refund	AP	2.64
50416	6/16/2023	Apex Labs	AP	1,602.00
50417	6/16/2023	BMS Technologies	AP	3,766.16
50418	6/16/2023	Buels Impressions Printing	AP	320.00
50419	6/16/2023	Cascade Pacific RC&D Inc.	AP	5,000.00
50420	6/16/2023	Cascadia Backflow	AP	2,625.50
50421	6/16/2023	CDR Labor Law, LLC	AP	17,570.00
50422	6/16/2023	CenturyLink	AP	327.00
50423	6/16/2023	Cintas Corporation - 463	AP	142.54
50424	6/16/2023	City Of Milwaukie	AP	333.60
50425	6/16/2023	Clackamas Community College	AP	2,375.00
50426	6/16/2023	Coastal Farm & Home Supply	AP	507.94
50427	6/16/2023	Columbia Drain Co	AP	8,020.00
50428	6/16/2023	Consolidated Supply Co.	AP	2,143.12
50429	6/16/2023	Dr. Lance F. Harris D.C.	AP	100.00
50430	6/16/2023	Ecology In Classrooms&Outdoors	AP	8,875.00
50431	6/16/2023	GPM Products & Services, LLC	AP	9,323.00
50432	6/16/2023	Hach Company	AP	1,739.56
50433	6/16/2023	HealthEquity	AP	46.25
50434	6/16/2023	Hi-Line Inc	AP	475.00
50435	6/16/2023	IntelliCorp Records, Inc.	AP	147.55
50436	6/16/2023	J. Thayer Company	AP	303.78
50437	6/16/2023	KPTV	AP	1,000.00
50438	6/16/2023	Olson Bros. Service, Inc.	AP	1,829.78
50439	6/16/2023	One Call Concepts, Inc.	AP	991.98
50440	6/16/2023	O'Reilly Auto Parts	AP	11.98
50441	6/16/2023	Pamplin Media Group	AP	315.67
50442	6/16/2023	R & L Services Inc.	AP	735.37
50443	6/16/2023	Relay Resources	AP	8,845.29
50444	6/16/2023	S-2 Contractors, Inc.	AP	17,700.00
50445	6/16/2023	Seattle Ace Hardware	AP	259.28
50446	6/16/2023	Stein Oil Co Inc	AP	951.38
50447	6/16/2023	Tice Electric Company	AP	400.44
50448	6/16/2023	Trench Line Excavation, Inc.	AP	189,412.90
50449	6/16/2023	Unifirst Corporation	AP	1,513.22
50450	6/16/2023	Verizon Wireless	AP	2,375.57
50451	6/16/2023	Waste Management Of Oregon	AP	1,352.36
50452	6/16/2023	Western Exterminator Company	AP	147.15
50453	6/23/2023	Customer Refund	AP	514.18
50454	6/23/2023	Employee Reimbursement	AP	216.74
50455	6/23/2023	AnswerNet	AP	1,624.84
50456	6/23/2023	Customer Refund	AP	154.88
50457	6/23/2023	BMS Technologies	AP	515.11
50458	6/23/2023	Brown and Caldwell	AP	157,156.86
50459	6/23/2023	BTL Northwest	AP	447.44
50460	6/23/2023	Customer Refund	AP	92.44
50461	6/23/2023	CenturyLink	AP	443.49
50462	6/23/2023	Customer Refund	AP	140.97
50463	6/23/2023	Coastal Farm & Home Supply	AP	425.91
50464	6/23/2023	Consolidated Supply Co.	AP	3,062.33
50465	6/23/2023	Customer Refund	AP	1.24
50466	6/23/2023	Craig Blackman Trucking	AP	4,339.95
50467	6/23/2023	Cues, Inc	AP	264.96
50468	6/23/2023	Customer Refund	AP	3.72
50469	6/23/2023	FLO-Analytics	AP	92.50
50470	6/23/2023	Customer Refund	AP	152.05
50471	6/23/2023	Grainger, Inc.	AP	267.07
50472	6/23/2023	H.D. Fowler Company	AP	625.10
50473	6/23/2023	Hall Tool Company	AP	382.40
50474	6/23/2023	Customer Refund	AP	7.36

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 7/6/2023
 Cleared and Not Cleared Checks
 Print Void Checks

50475	6/23/2023	Hi-Line Inc	AP	504.07
50476	6/23/2023	J. Thayer Company	AP	208.50
50477	6/23/2023	Customer Refund	AP	27.98
50478	6/23/2023	McGuire Bearing Company	AP	16.82
50479	6/23/2023	Milwaukie Lumber Company	AP	49.95
50480	6/23/2023	Multnomah County	AP	6,000.00
50481	6/23/2023	NCCWC	AP	84,634.15
50482	6/23/2023	Norlift of Oregon, Inc	AP	2,682.54
50483	6/23/2023	O'Reilly Auto Parts	AP	4.01
50484	6/23/2023	Owen Equipment	AP	983.80
50485	6/23/2023	Pacific Northwest Pollution Prevention Resource Ce	AP	2,775.99
50486	6/23/2023	Customer Refund	AP	82.61
50487	6/23/2023	Customer Refund	AP	8.68
50488	6/23/2023	Reds Electric Company Inc	AP	2,715.00
50489	6/23/2023	RH2 Engineering, Inc.	AP	1,763.97
50490	6/23/2023	Seattle Ace Hardware	AP	46.98
50491	6/23/2023	Stein Oil Co Inc	AP	725.09
50492	6/23/2023	Top Industrial Supply	AP	2,428.50
50493	6/23/2023	Customer Refund	AP	2.91
50494	6/23/2023	Trojan Technologies Inc.	AP	325.00
50495	6/23/2023	Waste Management Of Oregon	AP	150.94
50496	6/23/2023	Customer Refund	AP	31.10
50497	6/30/2023	Aerzen USA Corp	AP	69,771.00
50498	6/30/2023	AFLAC	AP	730.51
50499	6/30/2023	Aks Engineering & Forestry	AP	3,690.00
50500	6/30/2023	BMS Technologies	AP	10,938.56
50501	6/30/2023	Buels Impressions Printing	AP	395.00
50502	6/30/2023	Cable Huston LLP	AP	30,441.00
50503	6/30/2023	Cascadia Backflow	AP	3,629.50
50504	6/30/2023	Employee Reimbursement	AP	453.35
50505	6/30/2023	CenturyLink	AP	334.19
50506	6/30/2023	CenturyLink	AP	91.76
50507	6/30/2023	Cintas Corporation	AP	99.00
50508	6/30/2023	Cintas Corporation - 463	AP	142.54
50509	6/30/2023	Columbia Drain Co	AP	13,200.00
50510	6/30/2023	Comcast	AP	557.62
50511	6/30/2023	Dr. Lance F. Harris D.C.	AP	100.00
50512	6/30/2023	Ferguson Waterworks	AP	152.68
50513	6/30/2023	H.D. Fowler Company	AP	9,920.98
50514	6/30/2023	J. Thayer Company	AP	89.45
50515	6/30/2023	Customer Refund	AP	198.98
50516	6/30/2023	Knapp Construction Company, Inc	AP	6,335.00
50517	6/30/2023	LC Unlimited Contractors	AP	1,700.00
50518	6/30/2023	Les Schwab	AP	58.00
50519	6/30/2023	Customer Refund	AP	8.54
50520	6/30/2023	Employee Reimbursement	AP	91.00
50521	6/30/2023	Napa Auto Parts	AP	22.53
50522	6/30/2023	Pamplin Media Group	AP	332.15
50523	6/30/2023	Portland Engineering Inc	AP	120.00
50524	6/30/2023	Quadient Leasing USA, Inc.	AP	296.19
50525	6/30/2023	Seattle Ace Hardware	AP	39.98
50526	6/30/2023	Stark Street Lawn and Garden	AP	109.97
50527	6/30/2023	Customer Refund	AP	47.33
50528	6/30/2023	Unifirst Corporation	AP	2,016.12
50529	6/30/2023	Verizon Wireless	AP	2,472.98
50530	6/30/2023	Water Systems Consulting, Inc.	AP	25,923.88
50531	6/30/2023	Xerox Corporation	AP	18.79

Paper Check Disbursement Activity Subtotal	1,001,449.21
Voided Paper Check Disbursement Activity	307.50
Adjusted Paper Check Disbursement Activity Subtotal	1,001,141.71

Total Void Check Count:	1
Total Void Check Amount:	307.50
Total Valid Check Count:	180
Total Valid Check Amount:	1,407,420.24

Bank Reconciliation
Checks by Date
User: Antonio
Printed: 7/6/2023
Cleared and Not Cleared Checks
Print Void Checks

Total Check Count:	181
Total Check Amount:	1,407,727.74



STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 11d
Date July 18, 2023

Summary

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

Highlights

- Capital Improvement Plan finalized and adopted for FY 24.
- Tertiary Filtration preliminary 30% design complete and Board presentation in July.
- Smoke Testing for a portion of Lift Station 2 basin work performed.
- Preliminary design for Lift Station 5 basin pipe repair/replacement underway.

Watershed Protection

Summertime at OLWS means drier weather and lower water levels in local streams. When water levels decrease, temperatures can increase, which affects wildlife, fish and macroinvertebrates in streams and on shores. OLWS has been working with the North Clackamas Parks and Recreation District to maintain water levels in local streams even though levels in some culverts are high. As water levels drop the wildlife will continue to be supported in the OLWS sub-watersheds of Courtney Springs, River Forest, North and South Boardman, and Rinearson Creeks, as well as in the Willamette River watershed. Fall rains usually return by October 31st, but until then water levels slowly fall.

This month the OLWS Water Quality Coordinator completed inspections for private stormwater facilities and mailed customers information about how to maintain their facilities. These letters provide outreach and education to customers to help them understand the importance of their stormwater facilities.

Contracted staff completed Zone 1 storm catch basin and pipe cleaning this month as well. After OLWS operations staff inspected catch basins, information about which basins needed cleaning was passed along to contractors to allow time for comprehensive pipe and catch basin

cleaning. FY24 will include maintenance costs for Zone 2 provided by a contractor as well. At this time, OLWS operations staff does not have the time available to clean storm pipes and catch basins along with all of their other required tasks.

Finally, OLWS staff will conduct “Dry Weather Field Screenings” this month as part of the MS4 Permit requirements. Reports of flow in catch basins that are supposed to be dry at this time of year would indicate an illicit discharge to the waters of the state. Staff confirm that these catch basins remain dry, indicating the lack of illicit flows.

Wastewater Collection Work

The collections crew has continued cleaning and videoing 2A (2A borders Gladstone and extends to Roethe and McLoughlin, also covering portions below Boardman). The crew has basketed debris out while cleaning 2A, the debris consist of broken and deteriorating pipe along with some sediment. Video assessment of the lines confirm the worsening conditions of the wastewater main, sometimes requiring multiple attempts to conduct a proper condition assessment.

The crew assisted with a collections system structure repair on the SE corner of McLaughlin and Roethe. This structure had past issues of rag build up and infiltration, the infiltration was repaired, and a channel was installed to assist with the flow of rags into the downstream effluent preventing possible future blockages.



Water Distribution System Work

The water crew were busy repairing and replacing hydrants as part of the capital hydrant maintenance program. When hydrants can be repaired, they are taken apart and rebuilt. If the hydrant is found to not be repairable, then they are replaced. The water crew also responded to a main break at Jennings Ave. and Addie St. The crew found a bell joint had failed and were able to make the repair within a couple of hours. The collections crew assisted in the excavation for the repair.



Main break on Addie St at Jennings Ave.

Non-Revenue Water

The total water purchased in June was 112.98 MG. Non-revenue water totaled 54.11 MG with 1.33 million gallons in apparent losses, 52.47 million gallons in real losses, and 310,000 gallons for unbilled authorized consumption. The trailing twelve-month non-revenue water trend indicates the average non-revenue water over the past 12 months is 14.21 million gallons. This large spike in non-revenue water occurs each year due to summer season increased demand when only half of the demand is billed during the current months reporting.

Permit Activity

FY2022-2023	June 2023 Development Activity						
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal</i>	<i>Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last</i>	<i>Year-to-Date</i>
Pre-applications Conferences	2	3		22	1		14
New Erosion Control Permits	2	1		25	2		35
New Development Permits	2	0		9	1		20
New Utility Permits	3	34		91	4		46
Wastewater Connections	0	3		20	4		16
Sanitary SDC Fees Received	\$0	\$15,495		\$103,300.00	\$20,660.00		\$83,596
Water SDC Fees Received	\$0	\$45,319		\$305,900.00	\$47,737.00		\$224,864
Plan Review Fees Received	\$1,756	\$1,600		\$30,406.03	\$2,400.00		\$28,884
Inspection Fees Received	\$2,740	\$930		\$24,044.18	\$2,480.00		\$23,383

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	7/1/23
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWSD Inspections Occuring	7/1/23
Under Construction	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	7/1/23
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	7/1/23
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	7/1/23
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.)	7/1/23
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	7/1/23
Under Construction	15515 SE Wallace Rd.	Residential: 2-lot Partition	OLWSD Inspections Occuring	7/1/23
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	OLWSD Inspections Occuring	7/1/23
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	7/1/23
Plan Review	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	Current OLWSD Review	7/1/23
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	7/1/23
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	6300 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	4833 SE Glen Echo Ave.	Residential: 2-lot partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	3214 SE Westview Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	3800 Naef Rd.	Design Review: Industrial Structure	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	13110 SE River Rd	Residential: 7-lot re-plat	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	4433 SE Oatfield Hill Rd.	Utility: Cell Phone Tower	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	4573 SE Derry Ln	Residential: 2-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	15315 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	17605 SE Roethe Pl. and	Residential: 2-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23
Pre-Application	15115 SE Lee Ave	Residential 3-lot Partition	Pre-app Comments sent to CC DTD. County land use expiration timeline.	7/1/23



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 12e
Date July 18, 2023

Summary

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

Highlights of the Month

- Beginning Summer Permit
- LS #3 Generator Radiator Repair
- Process Blower #2 Air Module Failure
- Final WET Testing
- Hydraulic Leak on Belt Filter Press
- Aerobic Digester Foam Over

Wastewater Treatment Plant

May 1 marked the first day of the OLWS summer permit season. For those that are unfamiliar, that means the National Pollutant Discharge Elimination System (NPDES) permit tightens up on many of the permitted levels that the Wastewater Treatment Plant (WWTP) discharges into the Willamette River. Specifically, Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) permitted levels are reduced to one-third of what they are in the winter, from a 30/30 mg/L BOD/TSS to a 10/10 mg/L BOD/TSS. Staff are happy to report that the WWTP has met permit for both the month of May and June.

Months ago, Operators received an alarm from the Lift Station #3 (LS #3) that the backup engine generator had sent a generic failure alarm. After having the contractor out to take a look, it was found that the radiator had sprung a leak, and that it would need to be replaced. Unfortunately, the replacement radiator was several months out, so staff would need to refill the radiator weekly. In early May the new radiator had come in and was ready for installation. Since the radiator was going to be out anyway, staff had the contractor change out all the caps, hoses, and seals as well.

In early May, the newly installed Aerzen process blower #2 had a failure of the air module that helps control the fan that cools the compressor. This particular module also helps regulate the discharge air temperature of the unit. Operators contacted Aerzen and told them the situation, and after some troubleshooting, they agreed to send a new air module unit along with a technician to install it. Within 4 days the faulty unit had been replaced and the blower was back up and running with no adverse effects to the digester process.

Quarterly sampling for the NPDES permit took place in May as well. This round of testing will conclude Whole Effluent Toxicity (WET) Testing and mark the completion of the first of three years of Low Level Metals (LLM) sampling. Once the LLM Sampling is completed in year three of the permit, OLWS will be required to do monthly testing in the Willamette River for 24 months as part of the Copper Biotic Ligand Model and Aluminum Sampling.

About a year ago, Operators noticed that the Belt Filter Press (BFP) was using more hydraulic oil than normal, indicating a leak. Due to the sheer enormity of the hydraulic system itself operators and maintenance personnel were unable to find the source of the leak. In May, Staff members came up with a plan of using a newer technology that uses phosphorescent ink mixed with the hydraulic oil. Once the ink injected fluid is pumped through the system, it is inspected using a blacklight that makes the phosphorescent ink glow. Luckily, the plan worked, and staff were able to identify the source of the leak and get it fixed. One more example of how new technologies are saving time and money to help maintenance identify and repair equipment.

As the temperature heats up outside, so does the temperature of the water in our tanks. One of the telltale signs that the warm season is upon us is the foam levels in the aerobic digesters- as the tanks warm, the bacteria become more active. As the bacteria become more active, the foam levels increase. Every once and a while, the foam can get away from us and can lead to foaming over, which is what happened this month. The good news is that all the foam was contained inside the treatment plant, and often looks much worse than it is to clean up. The Operations and Maintenance crews were able to get the foam dealt with within two hours, and other than a plugged drain that the line crew had to help us clean, there were no further issues. A big thanks to the Chad and his team helping us with the foam.

Attachments

1. Photo Pages of May/June 2023 Work
2. Rainfall vs. Flow Data Correlation for January -June 2023
3. Plant Performance BOD-TSS Graph for January -June 2023

Plant Operations Photo Page



Florescent Dye Used to Identify Hydraulic Leak.



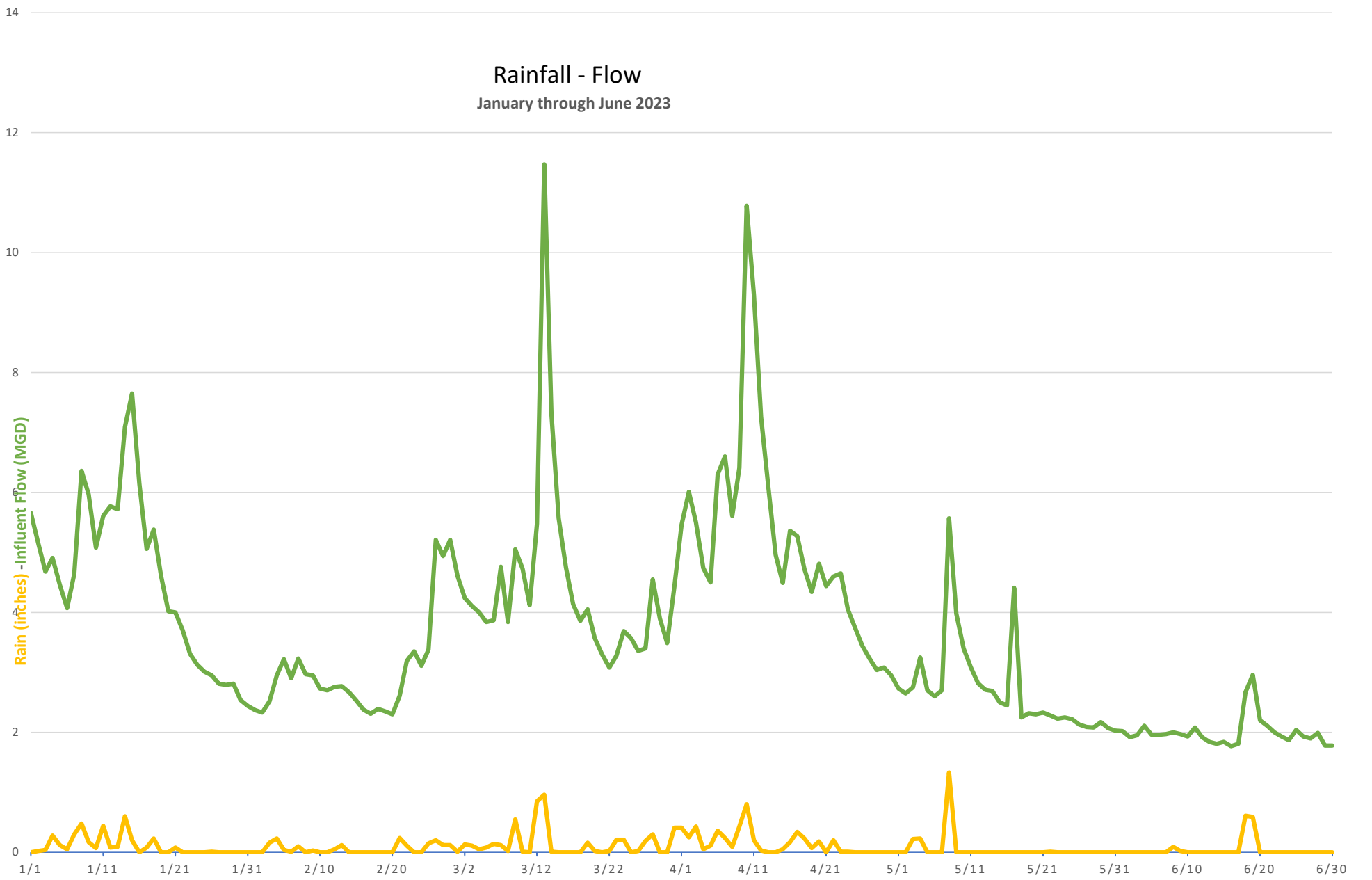
Just in time for summer: New Heater for Workshop.



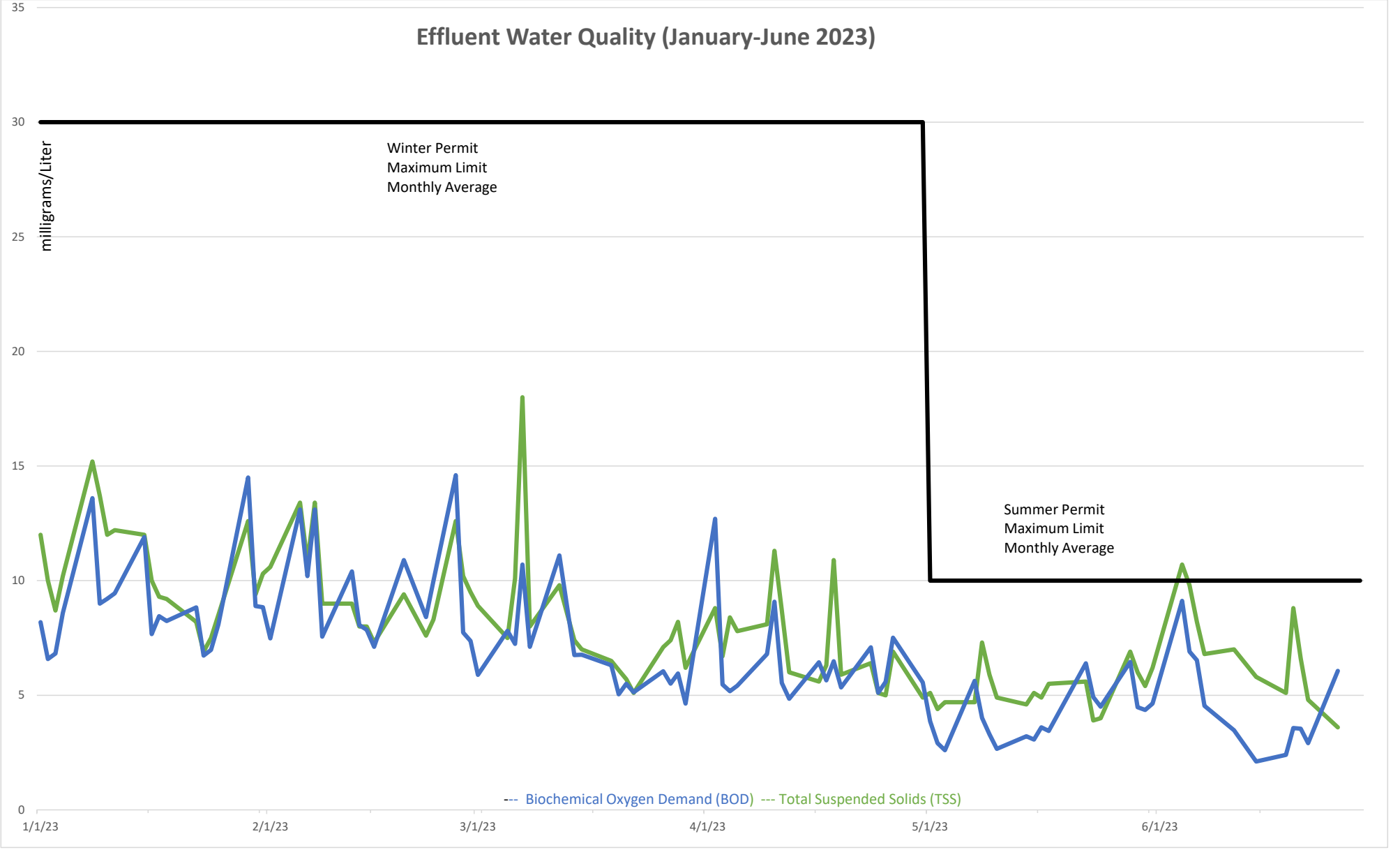
Digester 3 Foam Over.

Rainfall - Flow

January through June 2023



Effluent Water Quality (January-June 2023)



milligrams/Liter

Winter Permit
Maximum Limit
Monthly Average

Summer Permit
Maximum Limit
Monthly Average

--- Biochemical Oxygen Demand (BOD) --- Total Suspended Solids (TSS)

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	13

Summary

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