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14496 SE River Road  
Oak Grove, OR 97267  
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**TREATMENT PLANT**  
14275 S. Clackamas River Dr.  
Oregon City, OR 97045  
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**Budget Committee and Regular Board Meeting (with Workshop)**  
**North Clackamas County Water Commission**  
**Board of Directors**

**Thursday, March 25, 2021**

**Virtual Meeting Online**

<https://us02web.zoom.us/j/83607926764>

Call-In: 1-888-788-0099

Meeting ID: 836 0792 6764

**5:30 PM Budget Committee for FY2021-22 Budget**

Flag Salute

Welcome Visitors – Public

**1. Budget Committee Meeting**

- 1.1 Convene Budget Committee Meeting
- 1.2 Nominate (Elect) Citizen Representatives (Board Action Only)
- 1.3 Elect Budget Committee Chair
- 1.4 Presentation on Proposed FY2021-22 Budget (Budget Officer)
- 1.5 Committee Discussion with Public Input/Comment
- 1.6 Consider Motion to Approve FY2021-22 Budget (as presented or amended)
- 1.7 Close Budget Committee Meeting

**Est. 6:00 PM Regular Meeting of the Board of Directors**

**1. Convene Regular Meeting**

**2. Approve Agenda**

**3. Public Comment**

- 3.1 Public Comment

**4. Approval of Minutes**

- 4.1 Approval of Minutes of the January 28, 2021 Regular Meeting

**5. Adoption of Consent Calendar**

- 5.1 Authorization of Checks for January and February 2021

**6. Board Discussion**

No Items for Discussion

**7. Monthly Items**

- 7.1 Financial Reports
- 7.2 Operations Report
- 7.3 Manager's Report
- 7.4 Business from the Board

**8. Adjourn Regular Meeting**

**9. Convene Workshop:**

- 9.1 Discuss Updated CRW Water Supply Agreement



# Proposed Budget

2021-2022



*Pacific Northwest Oregon Subsection of the American Water Works Association  
Best Tasting Water 2019*



**Proposed Budget  
Fiscal Year 2021-2022**

**Budget Committee Members**

Kevin Bailey  
Sunrise Water Authority

Chris Hawes  
Sunrise Water Authority

Paul Gornick  
Oak Lodge Water Services

Kevin Williams  
Oak Lodge Water Services

Matt Tracy  
City of Gladstone

Markely Drake  
Sunrise Water Authority

Peter Kreft  
Sunrise Water Authority

Amanda Gresen  
Oak Lodge Water Services

Jim Martin  
Oak Lodge Water Services

Open  
City of Gladstone

**Budget Officer**

Gail Stevens, Finance Director  
Direct (503) 353-4203

**Administrative Office**

14496 SE River Road  
Milwaukie, OR 97267  
Office (503) 654-7765  
Fax (503) 653-1973

**North Clackamas County Water Commission  
Proposed Budget Fiscal Year  
2021-2022**

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**NORTH CLACKAMAS COUNTY WATER COMMISSION  
BUDGET CALENDAR  
Fiscal Year 2021-2022**

- |   |   |
|---|---|
| January 25, 2021                              | - Appoint Budget Officer<br>- Approve Budget Schedule                 |
| March 10, 2021                                | - Publish 1st notice of Budget Committee Meeting                      |
| March 17, 2021                                | - Publish 2nd notice of Budget Committee Meeting<br>(5-30 days prior) |
| March 18, 2021                                | - Proposed budget sent to Budget Committee                            |
| March 25, 2021<br>5:30 P.M.<br>Teleconference | - Appoint Budget Committee<br>- Budget Committee Meeting              |
| April 8, 2021                                 | - Budget Committee Meeting (if necessary)                             |
| June 9, 2021                                  | - Publish Notice and Summary of Budget Adoption hearing               |
| June 24, 2021                                 | - Budget Adoption   |



March 25, 2021

North Clackamas County Water Commission Budget Committee Members:

Thank you for taking your time to participate in the budget process for the North Clackamas County Water Commission (NCCCW). We are pleased to present the NCCCW's proposed budget for fiscal year 2021-2022 for your consideration and approval.

Overall, the NCCCW is in sound financial condition. Adequate reserves are being accumulated in the Plant Reserve Fund, while operational costs in the General Fund are being carefully managed to limit wholesale water rate increases. Operations at the plant remain highly efficient and effective. Staff is able to provide quality service in production while having adequate capacity to respond during irregular or emergency conditions. Staff is proud to continuously meet all State and Federal regulatory compliance standards.

Looking at the overall numbers, the General Fund budget is projected to be \$3.39 million. This total is comprised of an operating budget of \$2,018,950 along with \$680,000 in total transfers. The inclusion of a \$350,000 Contingency brings the total anticipated expenditures in the General Fund to \$3,048,950, yielding an Ending Fund Balance of \$350,712. These requirements are balanced by an estimate in water sales of \$2,710,000, along with a Beginning Fund Balance and Interest of \$689,662. Note, a portion of the Beginning Fund Balance is being used to fund the stated Contingency – otherwise this requirement would have to be added to annual water sales.

An analysis of the details shows a 10.3% increase in the Operating Expenditures over last year – this includes a 9% increase in Personnel Services and a 10.8% increase in Materials & Services. On the Personnel side, the plant is traditionally operated and maintained with 3 full-time staff. However, this next year, the NCCCW will include an additional entry-level position as part of participation in a new state approved Apprenticeship program. In addition, PERS contributions are expected to rise by 14.3% for Tier 1 & 2 and 43.0% for OPSRP, while health care costs are expected to rise about 16%.

In turn, the Materials & Services budget for next year is expected to be \$1.45 million. This amount reflects a 10.8% increase over last year's budget. The largest components include electricity (\$550,000) and water treatment supplies (\$125,000), as well as contracted and professional services (combined at \$221,000). The remaining items include (but not limited to) expenditures for miscellaneous supplies, insurance, tools, building and grounds maintenance, SCADA, vehicle maintenance and other related expenditures - totaling \$554,000.

The General Fund also includes two important Transfers – the first to the Plant Reserve Fund (\$600,000) and the second to the Revenue Bond Redemption Fund (\$80,000). The transfer to the Plant Reserve Fund is to pay for on-going renewal and replacement of key capital items. While the plant itself remains in very good condition, its age is now requiring on-going repair and replacement of key components. The Board has, in turn, adopted a 20-year capital plan that recommends annual funding of cash reserves in support of these scheduled repairs and replacements. The funding for this capital is being accomplished with the goal of minimizing long-term debt, resulting in greater long-term rate stability. The other transfer in the General Fund is associated with paying the existing annual debt service of \$80,000 in the Revenue Bond Redemption Fund. It is worthwhile to note this is the final year of this debt service payment.

The other major fund in the budget is the Plant Reserve Fund. As noted earlier, this fund is used to support the annual planned capital expenditures. With a beginning balance of \$4,680,270, the fund anticipates a \$600,000 transfer from the General Fund and \$50,000 in forecasted interest income, bringing the total resources to \$5,330,270. Next year's budget includes a total of \$455,000 of planned capital expenditures, with \$317,000 going to buy new equipment (including a feasibility study for a secondary back-up natural gas generator), \$63,000 for buildings, and \$75,000 for a cathodic protection (corrosion) study to be completed for the emergency intertie with Lake Oswego. A detailed list of the planned capital projects is outlined in the appendix of this document. This fund also includes a \$300,000 contingency, bringing the planned total expenditures to \$755,000.

Staff is pleased to have the opportunity to present a fiscally responsible budget to the Board of Directors and the citizens they serve. Your comments and input are greatly appreciated. As we move ahead, we wanted to thank each of you for taking time out of your busy schedules to assist in the budget process and for your dedication to the North Clackamas County Water Commission.

Respectfully submitted,

Wade Hathhorn  
General Manager

Gail Stevens  
Finance Director/Budget Officer



**North Clackamas County Water Commission  
All Fund Summary  
Fiscal Year 2021-2022**

Funds	10 General Fund	13 Plant Reserve	17 Bond Reserve	19 Bond Redemption	Totals
<b>Resources</b>					
Beginning Balance	676,662	4,680,270	102,472	318	\$ 5,459,722
Interest	13,000	50,000	1,000	7	\$ 64,007
Water Sales	2,710,000	-	-	-	\$ 2,710,000
Water Quality	-	-	-	-	\$ -
Miscellaneous	-	-	-	-	\$ -
Transfers	-	600,000	-	80,000	\$ 680,000
<b>Total Resources</b>	<b>\$ 3,399,662</b>	<b>\$ 5,330,270</b>	<b>\$ 103,472</b>	<b>\$ 80,325</b>	<b>\$ 8,913,729</b>
<b>Expenditures</b>					
Personnel Services	569,000	-	-	-	\$ 569,000
Material & Services	1,449,950	-	-	-	\$ 1,449,950
Capital Outlay	-	455,000	-	-	\$ 455,000
Debt	-	-	-	77,775	\$ 77,775
Transfers & Contingency	1,030,000	300,000	-	-	\$ 1,330,000
Unappropriated fund balances	350,712	4,575,270	-	-	\$ 4,925,982
<b>Total Requirements</b>	<b>\$ 3,399,662</b>	<b>\$ 5,330,270</b>	<b>\$ -</b>	<b>\$ 77,775</b>	<b>\$ 8,807,707</b>

**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>10 GENERAL FUND</b>								
437,951	412,323	279,650	502,762	3000	Beginning Fund Balance	676,662		
16,465	3,670	13,000	1,603	4010	Interest	13,000		
<b>2,462,309</b>	<b>2,452,111</b>	<b>2,522,950</b>	<b>2,522,950</b>	<b>4020</b>	<b>Water Sales</b>	<b>2,710,000</b>		
1,030,578	1,060,505	1,082,433	1,082,433	-01	OLWD 1,470,000 (ccf)	1,127,000		
454,454	480,472	478,627	478,627	-02	City Gladstone 650,000 (ccf)	498,000		
965,417	896,677	949,890	949,890	-03	SWA 1,400,000 (ccf)	1,073,000		
11,860	14,457	12,000	12,000	-09	Clackamas River Water	12,000		
<b>2,699</b>	-	-	-	<b>4030</b>	<b>Water Quality</b>	-		
2,699	-	-	-	-00	Oak Lodge Water District	-		
<b>(1,830)</b>	-	-	-	<b>4060</b>	<b>Miscellaneous</b>	-		
-	-	-	-	<b>4100</b>	<b>TRANSFERS IN</b>	-	-	-
<b>\$ 2,917,594</b>	<b>\$ 2,868,105</b>	<b>\$ 2,815,600</b>	<b>\$ 3,027,315</b>		<b>TOTAL RESOURCES</b>	<b>\$ 3,399,662</b>	<b>\$ -</b>	<b>\$ -</b>

**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>10 GENERAL FUND (continued)</b>								
<b>10 PERSONNEL SERVICES:</b>								
262,027	284,318	260,000	230,995	5000	Plant Operators	240,000		
28,054	52,044	50,000	53,673	5005	Overtime/On Call	50,000		
6,450	30,378	10,000	37,364	5030	Seasonal/Temporary	-		
-	-	-	-	5040	Apprenticeship	42,000		
54,113	48,966	95,000	84,236	5050	Medical, Dental, Vision	120,000		
41,204	41,692	65,000	35,904	5060	Retirement	70,000		
25,586	36,681	35,000	26,952	5070	Payroll Taxes	40,000		
5,034	4,280	7,000	4,811	5080	Workers' Compensation Ins.	7,000		
<b>\$ 422,468</b>	<b>\$ 498,360</b>	<b>\$ 522,000</b>	<b>\$ 473,935</b>		<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 569,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>10 MATERIALS AND SERVICES:</b>								
-	-	10,000	-	5204	Water Purchases	10,000		
634	-	-	-	5205	Administrative Services	-		
<b>102,888</b>	<b>107,685</b>	<b>144,000</b>	<b>123,902</b>	5206	Contracted Services	<b>221,000</b>		
3,679	-	-	-	-00	Unspecified	-		
33,000	33,000	40,000	33,645	-10	Management	40,000		
-	-	-	-	-11	Operations Mgmt.	93,000		
12,000	12,000	18,000	24,158	-12	Plant Engineer	25,000		
35,322	48,000	48,000	48,000	-13	Financial	48,000		
11,550	10	25,000	3,345	-14	Membrane Maintenance	-		
7,338	14,675	13,000	14,755	-16	HVAC Maintenance	15,000		
5,131	4,908	7,500	5,434	5208	General Office Supplies/Postage	8,500		
2,236	12,055	5,000	17,000	5210	Permits/Licensing Fees	17,000		
<b>62,248</b>	<b>64,498</b>	<b>80,000</b>	<b>71,532</b>	5212	Insurance - General	<b>80,000</b>		
<b>20,579</b>	<b>7,897</b>	<b>15,000</b>	<b>7,500</b>	5215	Computers/Technology	<b>10,000</b>		
<b>205,246</b>	<b>272,789</b>	<b>196,000</b>	<b>195,999</b>	5230	Professional Services	<b>228,000</b>		
4,720	45,618	10,000	34,438	-04	Audit	25,000		
13,815	91,648	50,000	19,521	-06	Legal	50,000		
20,900	-	-	-	-08	Engineering / General	10,000		
165,810	135,524	136,000	142,040	-21	Watershed Services	143,000		
320	233	2,000	1,013	5235	Postage	-		
<b>86,904</b>	<b>88,061</b>	<b>125,000</b>	<b>103,548</b>	5236	Water Treatment	<b>125,000</b>		
7,885	7,102	20,000	12,135	-10	Water Analysis & Testing	15,000		
73,047	76,978	100,000	81,926	-11	Chemicals	100,000		
5,973	3,980	5,000	9,487	-12	Instrumentation & Lab Supplies	10,000		

**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>10 GENERAL FUND (continued)</b>								
<b>10 MATERIALS AND SERVICES: (continued)</b>								
14,552	8,714	15,000	7,737	5238	Telemetry (SCADA)	10,000		
453,061	408,393	550,000	519,040	5240	Electricity	550,000		
11,652	7,374	17,250	9,610	5244	Education/Training/Dues	17,250		
5,242	6,757	7,000	8,233	5245	Telephone	8,500		
1,322	175	1,500	-	5246	Travel/Mileage	500		
818	139	1,000	955	5247	Books and Publications	1,000		
-	968	500	1,000	5248	Public notices	1,000		
1,974	2,156	3,000	2,472	5250	Other Utilities	3,000		
1,379	1,555	2,000	1,738	-10	Natural Gas	2,000		
595	602	1,000	734	-20	Garbage	1,000		
975	1,047	-	-	5252	Miscellaneous	1,000		
938	1,047	-	391	-00	Miscellaneous	1,000		
37	-	-	-	-20	Books and Publications	-		
413	232	1,200	300	5256	Commissioner Expenses	1,200		
8,482	22,395	27,000	25,272	5300	Vehicle Equipment Maintenance	30,000		
1,058	1,334	5,000	6,210	-10	Vehicle Maintenance	5,000		
4,607	4,494	7,000	3,862	-20	Fuels/Oils	5,000		
-	53	5,000	-	-30	Equipment Rental	5,000		
2,817	16,514	10,000	15,200	-40	Equipment Maintenance	15,000		
29,865	58,595	96,000	91,811	5305	Building & Grounds Maintenance	117,000		
7,196	9,080	15,000	14,174	-10	Building Maintenance	15,000		
8,426	12,865	10,000	36,182	-11	Grounds Maintenance	20,000		
424	474	1,000	1,879	-13	Janitorial Supply	2,000		
2,192	3,170	5,000	-	-14	Security Monitoring/Maintenance	5,000		
1,583	22,276	40,000	29,264	-15	Plant Maintenance	40,000		
864	-	10,000	886	-16	Intake Structure Maintenance	10,000		
				-17	Membrane Maintenance	15,000		
9,181	10,730	15,000	9,426	-20	Safety Supplies	10,000		
45,088	(7,845)	5,000	4,360	5310	Small Tools & Equipment	10,000		
<b>\$ 1,059,631</b>	<b>\$ 1,067,228</b>	<b>\$ 1,308,950</b>	<b>\$ 1,196,718</b>		<b>TOTAL MATERIAL &amp; SERVICES</b>	<b>\$ 1,449,950</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 1,482,099</b>	<b>\$ 1,565,588</b>	<b>\$ 1,830,950</b>	<b>\$ 1,670,653</b>		<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 2,018,950</b>	<b>\$ -</b>	<b>\$ -</b>

**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>10 GENERAL FUND (continued)</b>								
<b>10 CAPITAL OUTLAY</b>								
20,984	300	-	-	6360	Capital Office Equipment	-		
20,984	300	-	-	-10	Computers/Technology	-		
<b>32,375</b>	<b>319,454</b>	-	-	<b>6360</b>	<b>Plant</b>	-		
20,242	115,084	-	-	-20	Operating Facility	-		
12,133	70,448	-	-	-21	Tools & Equipment	-		
-	133,922	-	-	-22	Buildings	-		
<b>\$ 53,359</b>	<b>\$ 319,754</b>	<b>\$ -</b>	<b>\$ -</b>		<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>10 OTHER REQUIREMENTS</b>								
969,813	480,000	680,000	680,000	7300	TRANSFERS OUT	680,000		
889,813	400,000	600,000	600,000	-13	Plant Reserve	600,000		
80,000	80,000	80,000	80,000	-19	Revenue Bond Debt Redemption	80,000		
-	-	304,650	-	9000	Fund Contingency	350,000		
<b>\$ 969,813</b>	<b>\$ 480,000</b>	<b>\$ 984,650</b>	<b>\$ 680,000</b>		<b>TOTAL OTHER EXPENDITURES</b>	<b>\$ 1,030,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 2,505,271</b>	<b>\$ 2,365,342</b>	<b>\$ 2,815,600</b>	<b>\$ 2,350,653</b>		<b>TOTAL APPROPRIATIONS</b>	<b>\$ 3,048,950</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 412,323</b>	<b>\$ 502,762</b>	<b>\$ -</b>	<b>\$ 676,662</b>		<b>UNAPPROPRIATED FUND BALANCE</b>	<b>\$ 350,712</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 2,917,594</b>	<b>\$ 2,868,104</b>	<b>\$ 2,815,600</b>	<b>\$ 3,027,315</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,399,662</b>	<b>\$ -</b>	<b>\$ -</b>

**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>13 PLANT RESERVE FUND</b>								
2,879,251	3,850,912	4,343,805	4,336,066	3000	Beginning Fund Balance	4,680,270		
81,848	85,154	60,000	41,287	4010	Interest	50,000		
889,813	400,000	400,000	600,000	4100	TRANSFERS IN			
				-10	General Fund	600,000		
<b>\$ 3,850,912</b>	<b>\$ 4,336,066</b>	<b>\$ 4,803,805</b>	<b>\$ 4,977,353</b>		<b>TOTAL RESOURCES</b>	<b>\$ 5,330,270</b>	<b>\$ -</b>	<b>\$ -</b>
-	-	501,000	297,083	7000	CAPITAL OUTLAY	455,000		
-	-	-	-	-10	Computers/SCADA/Technology	-		
-	-	278,000	160,083	-20	Equipment	317,000		
-	-	-	-	-30	Sand	-		
-	-	-	-	-40	Membranes	-		
-	-	98,000	-	-50	Buildings	63,000		
-	-	125,000	137,000	-60	Other	75,000		
-	-	300,000	-	9000	Fund Contingency	300,000		
-	-	801,000	297,083		<b>TOTAL CAPITAL OUTLAY &amp; OTHER EXP.</b>	755,000	-	-
-	-	801,000	297,083		<b>TOTAL APPROPRIATIONS</b>	755,000	-	-
<b>\$ 3,850,912</b>	<b>\$ 4,336,066</b>	<b>\$ 4,002,805</b>	<b>\$ 4,680,270</b>		<b>PLANT RESERVE BALANCE</b>	<b>\$ 4,575,270</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 3,850,912</b>	<b>\$ 4,336,066</b>	<b>\$ 4,803,805</b>	<b>\$ 4,977,353</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,330,270</b>	<b>\$ -</b>	<b>\$ -</b>

North Clackamas County Water Commission  
Proposed Budget FY 2021-2022

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>17 REVENUE BOND DEBT SERVICE RESERVE</b>								
96,796	99,324	101,808	101,513	<b>3000</b>	<b>Beginning Fund Balance</b>	102,472		
2,528	2,189	2,000	959	<b>4010</b>	<b>Interest</b>	1,000		
-	-	-	-	<b>4100</b>	<b>TRANSFERS IN</b>	-		
-	-	-	-	-10	General Fund	-		
<hr/>						<hr/>		
<b>\$ 99,324</b>	<b>\$ 101,513</b>	<b>\$ 103,808</b>	<b>\$ 102,472</b>		<b>TOTAL RESOURCES</b>	<b>\$ 103,472</b>	<b>\$ -</b>	<b>\$ -</b>
<hr/>						<hr/>		
-	-	-	-	<b>4100</b>	<b>TRANSFERS OUT</b>	-		
-	-	-	-	-19	Bond Redemption Fund	-		
-	-	-	-	<b>9000</b>	<b>Fund Contingency</b>	-		
<hr/>						<hr/>		
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>TOTAL APPROPRIATIONS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<hr/>						<hr/>		
<b>\$ 99,324</b>	<b>\$ 101,513</b>	<b>\$ 103,808</b>	<b>\$ 102,472</b>		<b>BOND RESERVE BALANCE</b>	<b>\$ 103,472</b>	<b>\$ -</b>	<b>\$ -</b>
<hr/>						<hr/>		
<b>\$ 99,324</b>	<b>\$ 101,513</b>	<b>\$ 103,808</b>	<b>\$ 102,472</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 103,472</b>	<b>\$ -</b>	<b>\$ -</b>
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**North Clackamas County Water Commission  
Proposed Budget FY 2021-2022**

Actual 2018-2019	Actual 2019-2020	Adopted Budget 2020-2021	FYE Projection 2020-2021	Acct	DESCRIPTION	Proposed Budget 2021-2022	Approved Budget 2021-2022	Adopted Budget 2021-2022
<b>19 REVENUE BOND REDEMPTION FUND</b>								
2,142	2,869	2,138	2,138	3000	Beginning Fund Balance	318		
90	-	100	5	4010	Interest	7		
<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	4100	TRANSFERS IN	<b>80,000</b>		
80,000	80,000	80,000	80,000	-10	General Fund	80,000		
-	-	-	-	-17	Revenue Bond Reserve	-		
<b>\$ 82,232</b>	<b>\$ 82,869</b>	<b>\$ 82,238</b>	<b>\$ 82,143</b>		<b>TOTAL RESOURCES</b>	<b>\$ 80,325</b>	<b>\$ -</b>	<b>\$ -</b>
<hr/>								
				5390	DEBT SERVICE			
65,000	70,000	70,000	75,000	-20	Principal Payment	75,000		
13,613	9,981	9,990	6,075	-25	Interest Payment	2,025		
750	750	750	750	-50	Fiscal Agent Fees, Misc.	750		
-	-	3,281	-	9000	Fund Contingency	-		
<b>\$ 79,363</b>	<b>\$ 80,731</b>	<b>\$ 80,740</b>	<b>\$ 81,825</b>		<b>TOTAL DEBT SERVICE</b>	<b>\$ 77,775</b>	<b>\$ -</b>	<b>\$ -</b>
<hr/>								
<b>\$ 79,363</b>	<b>\$ 80,731</b>	<b>\$ 84,021</b>	<b>\$ 81,825</b>		<b>TOTAL APPROPRIATIONS</b>	<b>\$ 77,775</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 2,869</b>	<b>\$ 2,138</b>	<b>\$ (1,783)</b>	<b>\$ 318</b>		<b>REDEMPTION FUND BALANCE</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ 82,232</b>	<b>\$ 82,869</b>	<b>\$ 82,238</b>	<b>\$ 82,143</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 80,325</b>	<b>\$ -</b>	<b>\$ -</b>



## Descriptions - Materials & Services

Account #	Description	Budget
5204	<b>Water Purchase</b>	10,000
	Cost of purchasing water from other sources in the event that current production cannot meet demands.	
5206	<b>Contracted Services</b>	221,000
	Charges for services contracted for operations and management necessary for water production.	
5208	<b>General Office Expense</b>	8,500
	Supplies, postage, forms, stationery, office reproductions supplies, and other miscellaneous office supplies. Does not include subscriptions, books, and publications.	
5210	<b>Permits/Licensing Fees</b>	17,000
	Cost of permits and licensing fees necessary or required for the production of drinking water. Includes fees paid to DEQ, OHA, and other regulatory entities.	
5212	<b>Insurance</b>	80,000
	Cost of insurance premiums to include but not limited to property, liability, and auto coverage.	
5215	<b>Computers/Technology</b>	10,000
	Costs associated with computer technology including hardware, software, licensing, associated peripherals and accessories.	
5230	<b>Professional Services</b>	228,000
	Covers legal counsel, auditing service, consulting engineering services, source water protection and conservation program.	
5236	<b>Water Treatment</b>	125,000
	Cost of water quality sample analysis including cost of chemicals, lab supplies, instrumentation supplies and equipment necessary for the testing process with a replacement value of less that \$5,000.	
5238	<b>Telemetry</b>	10,000
	Cost of collection and transmission of measurements and other data for monitoring. Includes costs of Supervisory and Data Acquisition (SCADA) system.	
5240	<b>Electricity</b>	550,000
	Electric utility costs associated with production operations and facilities.	
5244	<b>Education/Travel/Training/Dues</b>	17,250
	Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditures and membership in related professional organizations.	

## Descriptions - Materials & Services

Account #	Description	Budget
5245	<b>Telephone</b>	8,500
	Cost associated with telephony, including phone, fax, and mobile devices.	
5246	<b>Mileage</b>	500
	Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	
5247	<b>Books and Publications</b>	1,000
	Cost of reference material used in the normal course of business, such as books, magazines, periodicals, leaflets, pamphlets, etc.	
5248	<b>Public Notices</b>	1,000
	Cost of published required public notifications in accordance with public law.	
5250	<b>Other Utilities</b>	3,000
	Cost of fuels and utilities for facilities, such as heat, gas, light, power, water, sewer, garbage, and steam. Excludes cost of electricity used for water production.	
5252	<b>Miscellaneous</b>	1,000
	Cost of incidental expenses arising during the year not classified in other accounts.	
5256	<b>Commissioner Expense</b>	1,200
	Reimburse of costs to Board Members for associated meeting costs.	
5300	<b>Vehicle and Equipment Maintenance</b>	30,000
	Costs of maintaining vehicle and equipment including fuel, repairs, tires, oil and other cost to maintain in good working condition.	
5305	<b>Building and Grounds</b>	117,000
	Cost of maintaining buildings and grounds, including landscaping services, janitorial, wiring, plumbing, carpentry, painting, etc.	
5310	<b>Small Tools &amp; Equipment</b>	10,000
	Cost of small tools and equipment with a replacement value of less than \$5,000 per item necessary for the performance of work.	
	<b>Total</b>	<b>1,449,950</b>

**North Clackamas County Water Commission**  
**Fiscal Year 2021-2022 Line Item Detail**  
Staff Travel, Training, and Dues  
5244/5246

<b># Attending</b>	<b>Sponsor</b>	<b>Dates</b>	<b>Registration Fees</b>	<b>Transport Costs</b>	<b>Lodging Expense</b>	<b>Meal Expense</b>	<b>Total Cost</b>
1	AWWA Annual Conference	June	\$ 1,000	\$ 900	\$ 2,500	\$ 150	\$ 4,550
1	AWWA Water Quality Conf.	Nov	\$ 1,000	\$ 900	\$ 2,500	\$ 150	\$ 4,550
1	Water Works School	June	\$ 700	\$ -	\$ -	\$ 50	\$ 750
	Miscellaneous Seminars		\$ 4,000	\$ -	\$ -	\$ 400	\$ 4,400
2	NWMOA	Misc.	\$ 800	\$ 900	\$ 1,000	\$ 300	\$ 3,000
	Mileage			\$ 500			\$ 500
						Total	\$ 17,750

**North Clackamas County Water Commission  
Water Revenue Bond Series 2001  
Fiscal Year 2021-2022 Debt Schedule**

Year	Principal	Interest	Total
FY 2021-22	75,000	2,025	77,025
	\$ 75,000	\$ 2,025	\$ 77,025

**Maturity Schedule**

<b>Due July 1</b>	<b>Principal Amount</b>	<b>Coupon Rate</b>	<b>Yield</b>	<b>Due July 1</b>	<b>Principal Amount</b>	<b>Coupon Rate</b>	<b>Yield</b>
2002	\$ 30,000	3.250%	3.250%	2009	\$ 40,000	4.550%	4.550%
2003	35,000	3.500%	3.500%	2010	45,000	4.700%	4.700%
2004	35,000	3.750%	3.750%	2011	45,000	4.850%	4.850%
2005	35,000	4.000%	4.000%	2012	50,000	4.950%	4.950%
2006	35,000	4.150%	4.150%	2013	50,000	5.050%	5.050%
2007	40,000	4.300%	4.300%	2014	55,000	5.150%	5.150%
2008	40,000	4.400%	4.400%				

\$465,000 5.400% Term Obligation due July 1, 2021 at 5.500%  
(Plus accrued interest from July 1, 2001)

**MANDATORY REDEMPTION**

Unless previously called under the provisions for optional redemption, the Term Obligation maturing on July 1, 2021\* is subject to annual mandatory redemption by lot by the Commission commencing July 1, 2015 and on July 1 of each year thereafter and in the principal amounts as set forth below, at price of par plus accrued interest to the date of redemption.

**\$465,000 Term Bonds due July 1, 2021**

<b>Year</b>	<b>Principal Amount</b>	<b>Year</b>	<b>Principal Amount</b>
2015	\$ 55,000	2019	\$ 70,000
2016	60,000	2020	75,000
2017	65,000	2021*	75,000
2018	65,000		

\* Final Maturity

**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay**

**2022 Fund 13 Capital Outlay Account Number Listing**

	<b>Proposed Budget</b>
<b>7000 CAPITAL OUTLAY</b>	<b>455,000</b>
-10 Computers/SCADA/Technology	-
-20 Equipment	317,000
-30 Sand	-
-40 Membranes	-
-50 Buildings	63,000
-60 Other	75,000

**Capital Project Summary Overview**

Account #	Account Description	Page#	Project Name	Budget
-10	Computers/SCADA/Technology			-
-20	Equipment		Rebuild of Raw Water Pump and Finished Water Pump	80,000
-20	Equipment		Hydraulic Dump Trailer	10,000
-20	Equipment		Membrane filtrate and backwash pump rebuild x3	16,000
-20	Equipment		Slow Sand Finished Water Actuators x4	29,000
-20	Equipment		Fleet Truck Replacement	32,000
-20	Equipment		Natural Gas Generator - Study & Design	150,000
-30	Sand			-
-40	Membranes			-
-50	Buildings		Exterior LED Lighting replacement	35,000
-50	Buildings		Garage Floor Epoxy Coating	20,000
-50	Buildings		New Lab Tile and Carpet	8,000
-60	Other		Corrosion Study for Lake Oswego Emergency Pipeline	75,000
<b>Subtotal</b>				<b>455,000</b>

**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Rebuild of existing finished water pump and raw water pump

**Cost:** \$80,000

**GL Code:** 10.7000.20

**Justification:** Staff is requesting the rebuild of an existing finished water pump and raw water pump with the longest run times hours. The finished water pumps have been in service for 16 years and have never been rebuilt. We have been rebuilding one of each for the last couple of years.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Hydraulic Dump Trailer

**Cost:** \$10,000

**GL Code:** 10.7000-20

**Justification:** Staff is requesting to purchase a 10x6 foot hydraulic dump trailer to help maintain the plant property. Staff is currently using the slow sand trailer which is designed for use on the slow sand and is taking unneeded abuse for grounds keeping. It is also poorly designed for grounds keeping use.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Membrane filtrate and backwash pump rebuild x3

**Cost:** \$16,000

**GL Code:** 10.7000-20

**Justification:** Staff is requesting to have the remaining filtrate and backwash pumps rebuilt this year. This is preventative maintenance and has not been done in 16 years on this equipment.





**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Slow Sand Finished Water Actuators x4

**Cost:** \$28,500

**GL Code:** 10.7000-20

**Justification:** Staff is requesting to replace 4 slow sand finished water actuators. The actuators are coming to the end of their service life and fault on a regular basis.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Replacement Fleet Truck

**Cost:** \$32,000

**GL Code:** 10.7000-20

**Justification:** Staff is requesting to replace the aging 10-year-old F-250 with a Toyota Tundra.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Feasibility Study and Pre-design Secondary Back-Up Natural Gas Generator

**Cost:** \$150,000

**GL Code:** 10.7000-20

**Justification:** Following the recent storm events that led to extended power outage at the NCWCC plant, staff is recommending a study be conducted of the feasibility of adding a secondary back-up, natural gas generator. The study would be used to assess the feasibility of installing an alternate fuel (natural gas) generator that may provide operational support to all or a portion of the plant during an extreme emergency (weather) event. The work may lead to additional related pre-design.



Picture is for illustration only. Shows a large natural gas generator. Any reference to a particular manufacturer or product is not a related endorsement of any kind.

**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Outdoor LED Lighting

**Cost:** \$35,000 with possible PGE energy trust rebate

**GL Code:** 10.7000-50

**Justification:** Staff is requesting to upgrade and replace existing Metal Halide fixtures with modern, cost saving LED fixtures. These new fixtures will reduce lighting costs significantly and outlast the current bulb configuration.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Garage Floor Epoxy Coating

**Cost:** \$20,000

**GL Code:** 10.7000-50

**Justification:** Staff is requesting to have the garage floor epoxy coated to improve concrete life and improved plant aesthetics. The current floor was the original outdoor parking lot for the slow sand plant. The garage was built over it during the membrane upgrade and the surface is starting to show its age with numerous oil and chemical stains.



**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** New Lab Tile and Carpet

**Cost:** \$8,000

**GL Code:** 10.7000-50

**Justification:** Staff is requesting to replace existing 21-year-old Lab Tile and Carpet. The current state of the tile and carpet does not reflect well on the standards of cleanliness the staff likes to uphold.



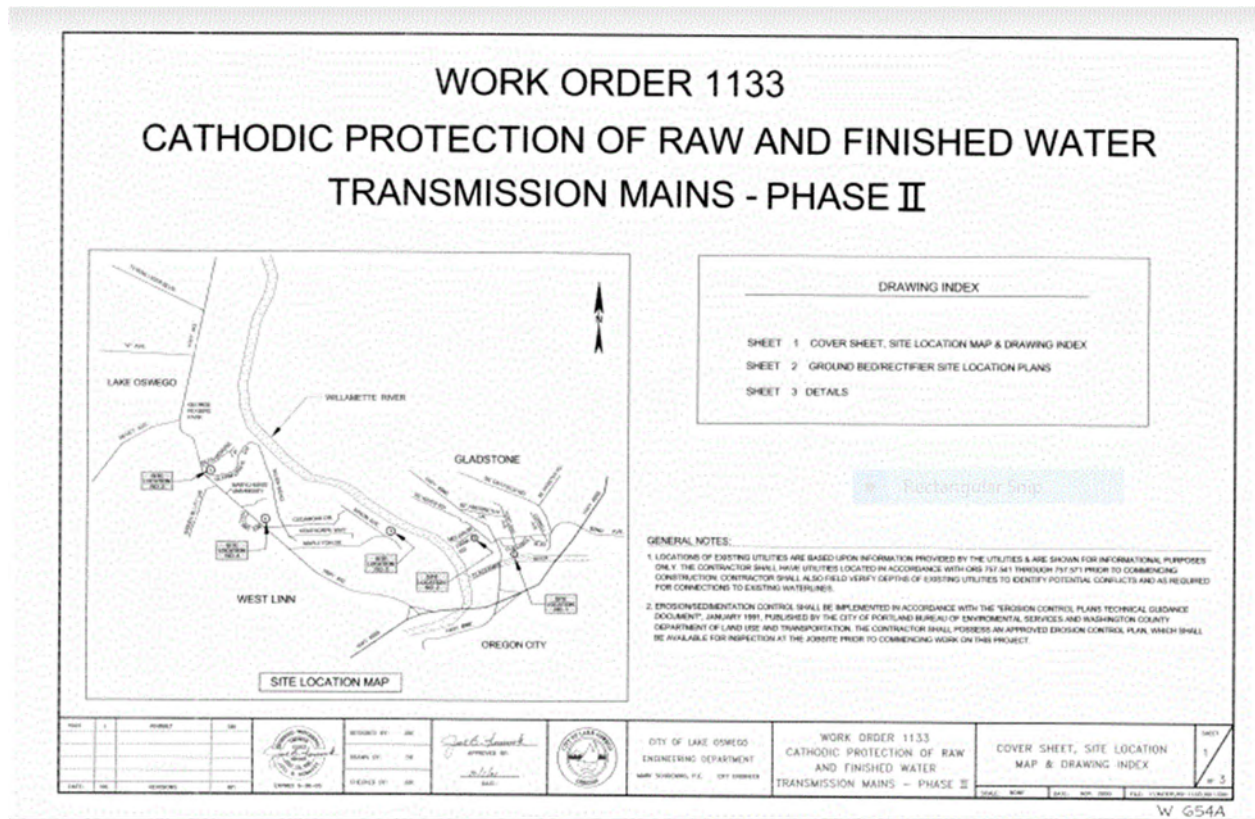
**North Clackamas County Water Commission  
2021-2022 Budget  
Capital Outlay Justification**

**Item:** Pipeline Corrosion Study and Design

**Cost:** \$75,000

**GL Code:** 10.7000-60

**Justification:** In 2017, the NCCWC acquired the old raw water pipeline serving the Lake Oswego treatment plant from their intake on the Clackamas River. The pipeline may serve as an important non-potable delivery option across the Willamette River during an emergency (up to 6-8 mgd). Prior to its abandonment, the pipeline was protected by an active cathodic (corrosion) protection system. This project includes an investigation into the restoration of that system, along with related design. This work was initiated in FY2020-21 and is anticipated to rollover up to 60% of those prior funds to FY2021-22.



# NORTH CLACKAMAS COUNTY WATER COMMISSION

MARCH 25, 2021

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## Agenda Item 4.1

Minutes of January 28, 2021  
Board of Directors Meeting

### BOARD MEMBERS PRESENT:

Paul Gornick	NCCWC	Oak Lodge Water Services
Kevin Williams	NCCWC	Oak Lodge Water Services
Matt Tracy	NCCWC	City of Gladstone
Chris Hawes	NCCWC	Sunrise Water Authority
Kevin Bailey	NCCWC	Sunrise Water Authority

### STAFF PRESENT:

Wade Hathhorn	NCCWC	General Manager
Gail Stevens	NCCWC	Finance Director

### ATTENDEES:

Sarah Jo Chaplen		Oak Lodge Water Services
Laural Casey		Oak Lodge Water Services
Keith Simovic		Moss Adams
Laurel Stevens		Moss Adams

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## 1. Open Regular Meeting

Chair Williams called the Board of Directors meeting to order at 5:30 p.m.

## 2. Welcome Visitors & Public

General Manager Hathhorn welcomed everyone and overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

General Manager Hathhorn asked Laural Casey to facilitate a roll call.

## 3. Public Comment

Chair Williams asked Laural Casey if there were any members of the public in attendance. There were none.

## 4. Approval of Minutes

Chair Williams called for comments. Director Gornick moved to approve the minutes from the September 24, 2020. Director Bailey noted a scrivener's error in the voting Directors of the draft minutes. Laural Casey stated the change would be made. Director Hawes seconded the motion as amended by Director Bailey. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED



# NORTH CLACKAMAS COUNTY WATER COMMISSION

MARCH 25, 2021

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## 5. Adoption of Consent Calendar

Chair Williams called for comments. There were none. Chair Williams called for a motion. Director Hawes moved to approve the consent agenda as presented. Director Tracy seconded. Chair Tracy asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

## 6. Board Discussion

### 6.1 Appoint Budget Officer (FY 2021-2022)

General Manager Hathhorn explained the purpose of a Budget Officer and recommended Finance Director Stevens be approved.

Chair Williams called for comments. There were none. Chair Williams called for a motion. Director Hawes moved to appoint Gail Stevens as the 2021-2022 Budget Officer. Director Gornick seconded. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

### 6.2 Adopt Budget Calendar (FY 2021-22)

Finance Director Stevens overviewed the proposed budget calendar.

Chair Williams called for comments. There were none. Chair Williams called for a motion. Director Gornick moved to adopt the FY 2021-2022 Budget Calendar. Director Bailey seconded. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

### 6.3 Present FY 2019-2020 Audit

Finance Director Stevens introduced Consultants Simovic and Stevens who reported on the 2019/2020 audit results highlighting the nature of services provided, significant audit areas, audit opinion, audit adjustments, and audit observations and recommendations.

Director Gornick asked what the terms deferred inflow and deferred outflow meant. Consultant Simovic defined them as new categories similar to assets and liabilities, but slightly different. Finance Director Stevens stated PERS contributions made up ninety-five percent of the numbers noted by Director Gornick.

### 6.4 Review of Draft Procurement Policy

Chair Williams recessed the Board of Directors meeting at 6:11 pm to convene the Local Contract Review Board.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

MARCH 25, 2021

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General Manager Hathhorn overviewed the new proposed procurement rules highlighting the special procurement section as the main difference from the State procurement rules. He noted the Commission's primary purpose was to operate the Plant, which requires highly technical equipment that must be replaced with the same parts.

Chair Williams called for a motion. Director Gornick moved to approve Resolution 2021-01 adopting new procurement rules for the North Clackamas County Water Commission. Director Hawes seconded. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Gornick.

MOTION CARRIED

Chair Williams adjourned the Local Contract Review Board at 6:19 pm to reconvene the Board of Directors meeting.

## 7. Monthly Items

### 7.1 Financial Reports

Finance Director Stevens overviewed the water production summary and financial statements, noting revenue was higher than budgeted and expenditures were within the budgeted amounts.

### 7.2 Operations Report

General Manager Hathhorn reviewed the plant production numbers highlighting the unusually high demands in September 2020.

Chair Williams asked if the Plant was experiencing increased turbidity. General Manager Hathhorn stated the levels had not increased at a discernable rate.

Director Gornick inquired about the backflushing procedures of the membrane cells during periods of high turbidity and whether it affected the longevity of the filters. General Manager Hathhorn explained the backflushing procedures and stated the Plan had not noticed any filter longevity issues related to turbidity.

Director Hawes asked for General Manager Hathhorn to pass thanks on to staff for their efforts related to maintenance of motors and other Plant parts. General Manager Hathhorn agreed that staff had aggressively repaired and replaced parts at the Plant.

### 7.3 Manager's Report

General Manager Hathhorn detailed the recent high flow events including the treacherous winter conditions in which staff must manually clear debris carried by the river from the Plant intake. He overviewed the basin's snowpack that have maintained a median level. General Manager Hathhorn summarized production and consumption data. He highlighted the approval of the apprentice program with Southfork Water Board, a forthcoming Request for Proposals related to the pipe needing active corrosion

# NORTH CLACKAMAS COUNTY WATER COMMISSION

MARCH 25, 2021

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protection, the completed National Resiliency and Risk Assessment, and the upcoming draft supply agreement with Clackamas River Water.

## 7.4 Business from the Board

Director Tracy provided an update on the Metro study of the Portland Driveway property upstream from the Commission's intake as the new site of the South Transfer Station. He stated he had been assigned to the study and would keep the Board informed.

## **8. Adjourn Regular Meeting**

Chair Williams adjourned the meeting at 6:38 p.m.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 25, 2021

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## Agenda Item 5.1

**Subject:** Authorization of Checks for January and February 2021

**Presenter(s):** Gail Stevens, Finance Director

**Board Action:** The Board is requested to formally authorize the check run.

**Attachments:** Bank Transaction Report and Bank Reconciliation

**Background:** The Board is responsible for reviewing and approving monthly check runs.

**Analysis:** In the two-month period January-February 2021, there were 32 valid checks issued numbered 30042 through 30073 totaling \$81,895.64 and 24 electronic withdrawals totaling \$63,639.07 – bringing the total period payments to \$145,534.71. There were no voided checks issued from previous periods.

**Options:** None

**Staff Recommendation:** Approve check run as presented for January and February 2021.

**Draft Motion:** Move to approve all checks and electronic withdrawals for the period January – February 2021 totaling \$145,534.71, noting there were no voided checks from previous periods.

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 03/17/2021 - 12:52PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Number	Issue Date	Vendor	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	1/11/2021	Wells Fargo Banks		AP		1/31/2021	174.21
0	1/11/2021	Wells Fargo Remittance Ctr MC		AP		1/31/2021	2,345.24
0	1/15/2021	OR Department of Revenue-ACH		AP		1/31/2021	884.41
0	1/15/2021	Internal Revenue Service-ACH		AP		1/31/2021	2,941.57
0	1/15/2021	Oregon PERS		AP		2/28/2021	2,247.23
0	1/15/2021	Payroll Direct Deposit	DD 00001.01.2021	PR		1/31/2021	7,991.62
10620127	1/27/2021	Oregon PERS	PERS Adjustment	BRX		1/31/2021	3,368.98
10620128	1/27/2021	Oregon PERS	PERS Adjustment	BRX			-3,368.98
0	1/29/2021	Oregon PERS		AP		2/28/2021	2,248.72
0	1/29/2021	Internal Revenue Service-ACH		AP		2/28/2021	2,948.07
0	1/29/2021	OR Department of Revenue-ACH		AP		2/28/2021	881.89
0	1/29/2021	Payroll Direct Deposit	DD 00002.01.2021	PR		1/31/2021	7,995.00
0	2/9/2021	Wells Fargo Remittance Ctr MC		AP		2/28/2021	2,726.38
0	2/11/2021	Wells Fargo Banks		AP		2/28/2021	187.27
0	2/12/2021	OR Department of Revenue-ACH		AP		2/28/2021	874.98
0	2/12/2021	Internal Revenue Service-ACH		AP		2/28/2021	2,900.67
0	2/12/2021	Oregon PERS		AP		2/28/2021	2,238.09
0	2/12/2021	Payroll Direct Deposit	DD 00001.02.2021	PR		2/28/2021	7,992.69
10620214	2/12/2021	Oregon PERS	PERS Adjustment	BRX		2/28/2021	0.01
0	2/26/2021	Internal Revenue Service-ACH		AP			3,455.50
0	2/26/2021	Oregon PERS		AP			2,563.16
0	2/26/2021	OR Department of Revenue-ACH		AP			1,029.87
0	2/26/2021	Payroll Direct Deposit	DD 00002.02.2021	PR		2/28/2021	9,012.50
10620226	2/26/2021	Oregon PERS	PERS Adjustment	BRX		2/28/2021	-0.01
ACH Disbursement Activity Subtotal							63,639.07
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							63,639.07

Paper Check Disbursement Activity

30042	1/12/2021	MOSS ADAMS LLP		AP		1/31/2021	7,350.00
30043	1/12/2021	NW Natural		AP		1/31/2021	302.10
30044	1/12/2021	Team Electric Company		AP		1/31/2021	1,018.00
30045	2/2/2021	Cascade Columbia Distribution		AP		2/28/2021	1,065.00
30046	2/2/2021	Cintas Corporation - 463		AP		2/28/2021	254.38
30047	2/2/2021	Employee Business Expense Reimbursement		AP		2/28/2021	210.00
30048	2/2/2021	Internal Revenue Service-ACH		AP		2/28/2021	390.81
30049	2/2/2021	Lawrence Arnold Potter Jr.		AP		2/28/2021	1,600.00
30050	2/2/2021	MOSS ADAMS LLP		AP		2/28/2021	4,725.00
30051	2/2/2021	Oak Lodge Water Services District		AP		2/28/2021	8,060.00
30052	2/2/2021	Oregon City Garbage Co.		AP		2/28/2021	96.90
30053	2/2/2021	Portland Engineering Inc.		AP		2/28/2021	511.25
30054	2/2/2021	Portland General Electric		AP		2/28/2021	312.61
30055	2/2/2021	Pump Dynamics, LLC		AP		2/28/2021	8,358.30
30056	2/2/2021	Stein Oil Co.		AP		2/28/2021	94.50
30057	2/2/2021	Top Industrial Supply		AP		2/28/2021	12.70
30058	2/2/2021	Trotter & Morton - Portland		AP		2/28/2021	3,668.75
30059	2/2/2021	U.S. Crane & Hoist Inc		AP		2/28/2021	731.50
30060	2/2/2021	UPS		AP		2/28/2021	15.90
30061	2/2/2021	Verizon Wireless		AP		2/28/2021	208.24
30062	2/25/2021	Cintas Corporation - 463		AP			73.51
30063	2/25/2021	Field Instruments & Controls, Inc.		AP			488.41
30064	2/25/2021	Hasa, Inc		AP			2,612.90
30065	2/25/2021	IDEXX Distribution Corp		AP			402.53
30066	2/25/2021	Oregon City Garbage Co.		AP			48.45
30067	2/25/2021	Portland General Electric		AP			12,412.75
30068	2/25/2021	Top Industrial Supply		AP			14.88
30069	2/25/2021	Special Districts Insurance Sv		AP			6,271.82
30070	2/25/2021	Ring Bender LLP		AP			15,725.21

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 03/17/2021 - 12:52PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

<u>Number</u>	<u>Issue Date</u>	<u>Vendor</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
30071	2/25/2021	Cintas Corporation - 463		AP			146.88
30072	2/25/2021	AFLAC		AP			1,272.92
30073	2/25/2021	USG Umweltservice GmbH & Co. KG		AP			3,439.44
Paper Check Disbursement Activity Subtotal							81,895.64
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							81,895.64

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	56
Total Valid Check Amount:	145,534.71
Total Check Count:	56
Total Check Amount:	145,534.71

# NORTH CLACKAMAS COUNTY WATER COMMISSION

MARCH 24, 2021

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## Agenda Item 7.1

Subject: Year to Date Financial Statements

Presenter(s): Gail Stevens, Finance Director

Board Action: None Required

Attachments:

- .1 Monthly Water Production and Cost Summary January 2021
- .2 Monthly Water Production and Cost Summary February 2021
- .3 Water Production and Cost Summary FY2020-21 Year to Date
- .4 Water Sales FY2020-21 and Comparison to FY2019-20
- .5 Budget to Actuals Report FY2020-21 Period 08 February 2021
- .6 LGIP Reconciliation for January 2021
- .7 LGIP Reconciliation for February 2021

Background: A summary of financial reports is presented for review. Reports are through the end of February 2021 (Period 08) for FY2020-21; for comparison basis by calendar 66.7% through FY2020-21.

Analysis: Through February 2021, 66.7% of the fiscal year, Water Sales are 75.7% of budget and 10.7% ahead for the same period prior year. Expenditures are 48.8% of budget.

Options: None

Staff Recommendation: Review financial statements as presented.

Draft Motion: None required. Chair should acknowledge receipt of the financial reports for the periods of January and February 2021 as presented.

# NCCWC

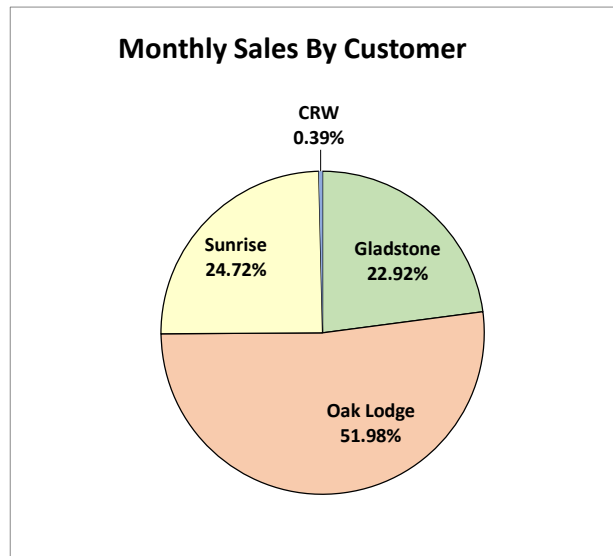
## Monthly Water Production and Cost Summary - January 2021

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Average Daily Production (MG)	4.79	4.79	(0.00)	-

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Water Production/Purchases (MG)	148.57	148.60	(0.03)	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	198,626	198,663	(37)	-

<b>NCCWC Expenditures (\$):</b>		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 34,812	\$ 34,812	\$ -	\$ -
Electricity	\$ 313	\$ 313	\$ -	\$ -
Water Treatment	\$ 2,039	\$ 2,039	\$ -	\$ -
Other - Material & Services	\$ 8,816	\$ 8,816	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 50,000	\$ 50,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 20,759	\$ 20,759	\$ -	\$ -
Professional Services	\$ 12,075	\$ 12,075	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 128,813</b>	<b>\$ 128,813</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost w/out Debt: \$/(ccf):</b>	<b>\$ 0.65</b>	<b>\$ 0.65</b>	<b>\$ -</b>	<b>\$ -</b>

<u>VOLUME PURCHASED:</u>	<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	34.11	77.37	36.80	0.57
Water Sales (ccf)	45,604	103,438	49,196	767
% Water Sales per Entity (ccf)	22.92%	51.98%	24.72%	0.39%
GLAD Rate	\$ 0.74370	\$33,916		
OLWD Rate	\$ 0.74370		\$76,927	
SWA Rate	\$ 0.74370		\$36,587	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069			\$791
Monthly Weighted Avg Cost	\$ 0.74481			
Monthly Gain/(Loss) w/out Debt	\$ 0.09629			





# NCCWC

## Monthly Water Production and Cost Summary - February 2021

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Average Daily Production (MG)	4.38	4.48	(0.10)	-

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Water Production/Purchases (MG)	126.96	130.00	(3.04)	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	169,734	173,797	(4,063)	-

### NCCWC Expenditures (\$):

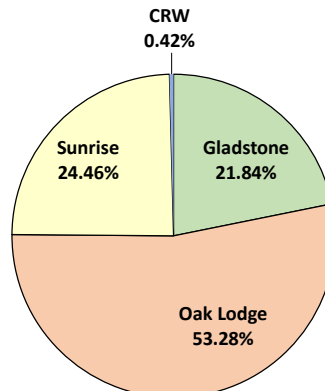
		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 44,286	\$ 44,286	\$ -	\$ -
Electricity	\$ 31,677	\$ 31,677	\$ -	\$ -
Water Treatment	\$ 4,569	\$ 4,569	\$ -	\$ -
Other - Material & Services	\$ 7,658	\$ 7,658	\$ -	\$ -
Capital Outlay	\$ (184)	\$ (184)	\$ -	\$ -
Transfer	\$ 50,000	\$ 50,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 18,780	\$ 18,780	\$ -	\$ -
Professional Services	\$ 15,863	\$ 15,863	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 172,648</b>	<b>\$ 172,648</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost w/out Debt: \$/(ccf):</b>	<b>\$ 1.02</b>	<b>\$ 0.99</b>	<b>\$ -</b>	<b>\$ -</b>

### VOLUME PURCHASED:

		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	136.02	29.71	72.47	33.27	0.57
Water Sales (ccf)	181,853	39,719	96,889	44,478	767
% Water Sales per Entity (ccf)	100%	21.84%	53.28%	24.46%	0.42%

GLAD Rate	\$ 0.74370	\$29,539			
OLWD Rate	\$ 0.74370		\$72,056		
SWA Rate	\$ 0.74370			\$33,078	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069				\$791
Monthly Weighted Avg Cost	\$ 0.74491				
Monthly Gain/(Loss) w/out Debt	\$ (0.27226)				

### Monthly Sales By Customer



# NCCWC

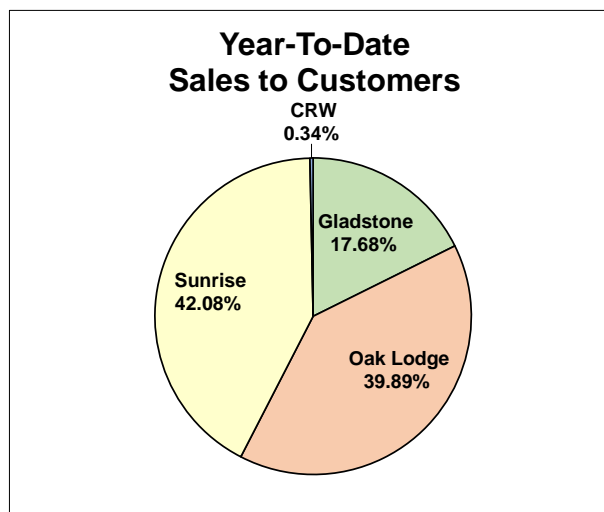
## Water Production and Cost Summary - Year to Date 07/01/20 - 2/28/21

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Production CRW</u>
Average Daily Production (MG)	7.86	7.87	(0.01)	-

	<u>TOTAL</u>	<u>NCCWC Plant</u>	<u>SFWB</u>	<u>Production CRW</u>
Water Production/Purchases (MG)	1,916.66	1,919.40	(2.75)	-
Water Production/Purchases (ccf) (divide MG by 0.000748)	2,562,373	2,566,043	(3,670)	-

<b>NCCWC Expenditures (\$):</b>		<u>NCCWC Plant</u>	<u>SFWB</u>	<u>CRW</u>
Operations				
Personnel Services	\$ 319,745	\$ 319,745	\$ -	\$ -
Electricity	\$ 291,197	\$ 291,197	\$ -	\$ -
Water Treatment	\$ 56,343	\$ 56,343	\$ -	\$ -
Other -Material & Services	\$ 81,805	\$ 81,805	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 480,000	\$ 480,000	\$ -	\$ -
Administration				
Contracted Services	\$ 91,067	\$ 91,067	\$ -	\$ -
Professional Services	\$ 131,081	\$ 131,081	\$ -	\$ -
Wholesale Purchases	\$ -	\$ -	\$ -	\$ -
<b>Total Requirements w/out Debt</b>	<b>\$ 1,451,237</b>	<b>\$ 1,451,237</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Cost: w/o Debt \$(/ccf):</b>	<b>\$ 0.57</b>	<b>\$ 0.57</b>	<b>\$ -</b>	<b>\$ -</b>

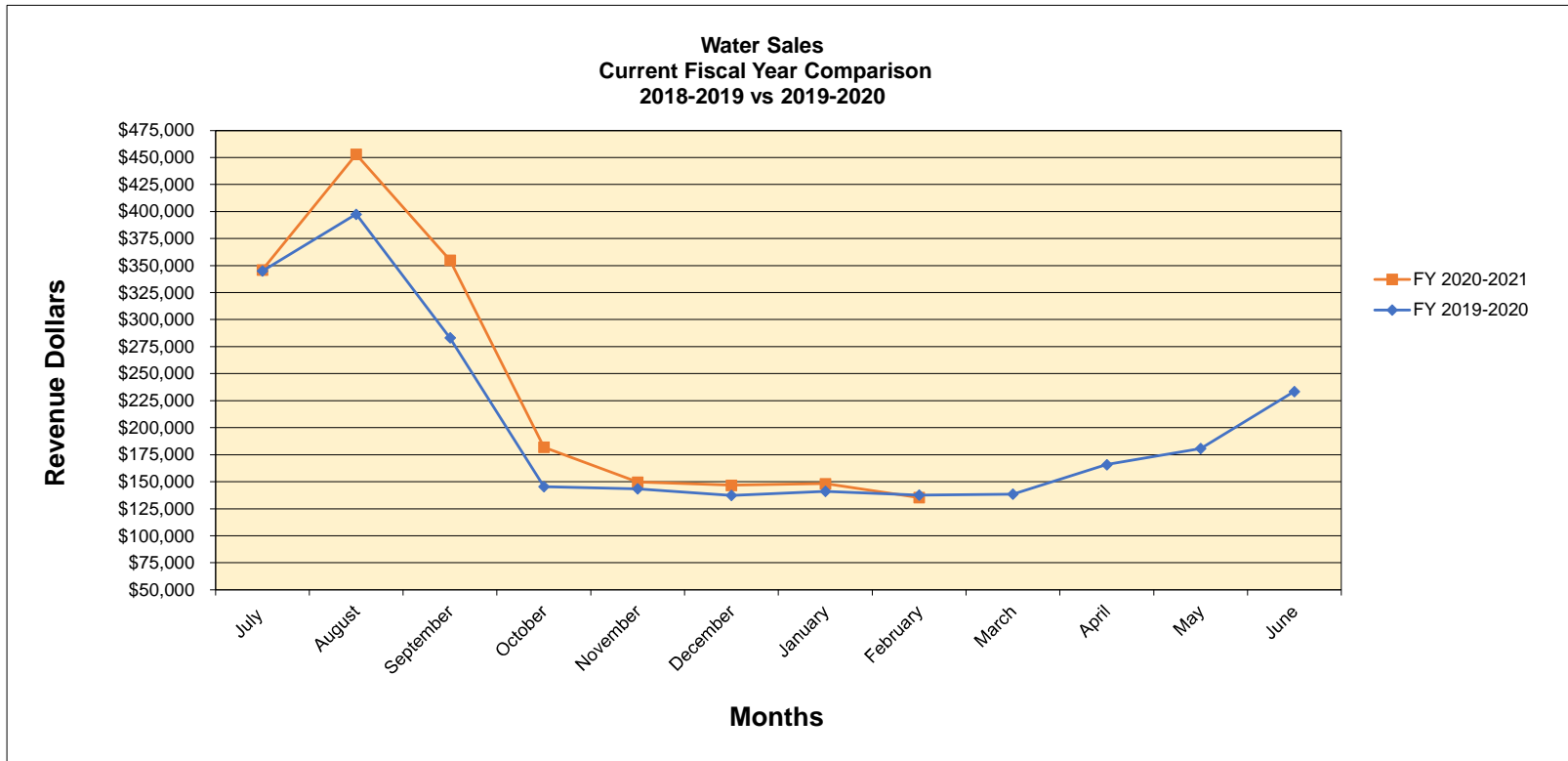
<b>VOLUME PURCHASED:</b>		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	1,924.63	340.31	767.77	809.97	6.57
Total Water Sales (ccf)	2,573,032	454,961	1,026,433	1,082,852	8,786
% Water Sales per Entity (ccf)	100%	17.68%	39.89%	42.08%	0.34%
Gladstone Rate	\$ 0.74370	\$ 338,354			
OLWD Rate	\$ 0.74370		\$ 763,358		
SWA Rate	\$ 0.74370			\$ 805,317	
CRW Water Rate(\$0.73621*1.4) /ccf	\$ 1.03069				\$ 9,056
YTD Weighted Avg Cost	\$ 0.74468				
YTD Gain/(Loss) w/out Debt	\$ 0.17832				



# NORTH CLACKAMAS COUNTY WATER COMMISSION

## Water Sales Fiscal Year Comparison 2019-2020 vs 2020-2021

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
<b>GRAPH:</b>													
<b>FY 2019-2020</b>	\$ 345,078	\$ 397,566	\$ 283,046	\$ 145,397	\$ 143,510	\$ 137,477	\$ 141,030	\$ 137,587	\$ 138,409	\$ 165,806	\$ 180,755	\$ 233,567	\$ 2,449,227
<b>FY 2020-2021</b>	\$ 346,054	\$ 453,047	\$ 355,034	\$ 181,896	\$ 149,595	\$ 146,775	\$ 148,220	\$ 135,464					\$ 1,916,085
<b>FY % Comparison</b>	0.28%	13.96%	25.43%	25.10%	4.24%	6.76%	5.10%	-1.54%	TBD	TBD	TBD	TBD	-21.77%



# General Ledger Budget to Actual Report

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Period 01 - 08  
Fiscal Year 2021



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
<b>10</b>	<b>General Fund</b>				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	279,650.00	0.00	502,761.80	179.78
	<i>Beginning Fund Balance</i>	279,650.00	0.00	502,761.80	179.78
	<i>Revenue</i>				
10-4010-00	Interest Income	13,000.00	397.51	1,445.30	11.12
10-4020-01	Water Sales-OLWSD	1,082,433.00	72,056.35	763,358.22	70.52
10-4020-02	Water Sales-City of Gladstone	478,627.00	29,539.02	338,354.50	70.69
10-4020-03	Water Sales-SWA	949,890.00	33,078.29	805,317.04	84.78
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	790.54	11,107.72	92.56
	<i>Revenue</i>	2,535,950.00	135,861.71	1,919,582.78	75.69
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	260,000.00	17,169.60	150,436.10	57.86
10-5005-00	OvertimeOn-Call	50,000.00	4,651.70	35,617.03	71.23
10-5030-00	Part-Time Operator	10,000.00	3,107.20	24,663.40	246.63
10-5050-00	MedicalDentalVision Ins.	95,000.00	13,957.30	62,555.15	65.85
10-5060-00	Retirement	65,000.00	3,305.52	24,019.14	36.95
10-5070-00	Payroll Taxes	35,000.00	2,094.38	17,643.63	50.41
10-5080-00	Workers Compensation	7,000.00	0.00	4,810.83	68.73
	<i>Personnel Services</i>	522,000.00	44,285.70	319,745.28	61.25
	<i>Materials &amp; Services</i>				
10-5204-00	Water Purchases	10,000.00	0.00	0.00	0.00
10-5206-10	Contracted Services-Management	40,000.00	14,018.55	22,268.55	55.67
10-5206-12	Contracted Svcs-Plant Engineer	18,000.00	13,105.03	16,105.03	89.47
10-5206-13	Contracted Services-Financial	48,000.00	0.00	40,000.00	83.33
10-5206-14	Membrane Maintenance	25,000.00	-8,343.42	1,687.20	6.75
10-5206-16	HVAC	13,000.00	0.00	11,006.25	84.66
10-5208-00	General Office Expenses	7,500.00	575.39	3,292.20	43.90
10-5210-00	PermitsLicensing Fees	5,000.00	0.00	3,405.00	68.10
10-5212-00	General Insurance	80,000.00	0.00	5.00	0.01
10-5215-00	ComputersTechnology	15,000.00	0.00	503.14	3.35
10-5230-04	Audit Services	10,000.00	0.00	34,437.64	344.38

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5230-06	Legal Services	50,000.00	15,862.71	25,623.08	51.25
10-5230-21	Watershed Services	136,000.00	0.00	71,020.00	52.22
10-5235-00	Postage	2,000.00	0.00	843.87	42.19
10-5236-10	Water Analysis and Testing	20,000.00	402.53	6,469.98	32.35
10-5236-11	Chemicals	100,000.00	3,677.90	44,640.83	44.64
10-5236-12	Process Instrumentation	5,000.00	488.41	5,231.89	104.64
10-5238-00	Telemetry (SCADA)	15,000.00	2,098.55	8,677.20	57.85
10-5240-00	Electricity	550,000.00	31,676.69	291,196.67	52.94
10-5244-00	Education Training and Dues	17,250.00	0.00	4,805.00	27.86
10-5245-00	Telephone	7,000.00	208.24	4,324.73	61.78
10-5246-00	Travel Expenses	1,500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	0.00	0.00	0.00
10-5248-00	Public Notices	500.00	0.00	0.00	0.00
10-5250-10	Natural Gas	2,000.00	0.00	868.93	43.45
10-5250-20	Garbage	1,000.00	48.45	415.60	41.56
10-5252-00	Miscellaneous Expense	0.00	0.00	390.81	0.00
10-5256-00	Commissioner Fees Expenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	0.00	3,105.14	62.10
10-5300-20	Fuels Oils	7,000.00	49.81	1,980.97	28.30
10-5300-30	Equipment Rental	5,000.00	0.00	0.00	0.00
10-5300-40	Equipment Maintenance	10,000.00	3,439.44	11,039.54	110.40
10-5305-10	Building Maintenance	15,000.00	0.00	9,449.70	63.00
10-5305-11	Grounds Maintenance	10,000.00	-10.00	5,580.93	55.81
10-5305-13	Janitorial Supplies	1,000.00	0.00	1,174.72	117.47
10-5305-14	Security Monitoring Maint	5,000.00	0.00	0.00	0.00
10-5305-15	Plant Maintenance	40,000.00	662.71	15,294.80	38.24
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	443.13	4.43
10-5305-20	Safety Supplies	15,000.00	585.75	5,298.72	35.32
10-5310-00	Small Tools & Equipment	5,000.00	0.00	905.57	18.11
	<i>Materials &amp; Services</i>	<i>1,308,950.00</i>	<i>78,546.74</i>	<i>651,491.82</i>	<i>49.77</i>
	<i>Capital Outlay</i>				
10-6360-40	Safety Equipment	0.00	-184.49	0.00	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>-184.49</i>	<i>0.00</i>	<i>0.00</i>
	<i>Transfers &amp; Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	600,000.00	50,000.00	400,000.00	66.67
10-7300-19	Transfer Rev Bond Redemption	80,000.00	0.00	80,000.00	100.00
10-9000-00	Operating Contingency	304,650.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>984,650.00</i>	<i>50,000.00</i>	<i>480,000.00</i>	<i>48.75</i>
<b>10</b>	<b>General Fund</b>	<b>0.00</b>	<b>-36,786.24</b>	<b>971,107.48</b>	<b>0.00</b>
<b>13</b>	<b>Plant Reserve</b>				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,343,805.00	0.00	4,336,066.18	99.82
	<i>Beginning Fund Balance</i>	<i>4,343,805.00</i>	<i>0.00</i>	<i>4,336,066.18</i>	<i>99.82</i>
	<i>Revenue</i>				

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% ExpendCollect</u>
13-4010-00	Interest Income	97,736.00	2,646.68	26,218.34	26.83
13-4100-10	Transfer In - General Fund	600,000.00	50,000.00	400,000.00	66.67
	<i>Revenue</i>	<i>697,736.00</i>	<i>52,646.68</i>	<i>426,218.34</i>	<i>61.09</i>
	<i>Transfers &amp; Contingencies</i>				
13-9000-00	Operating Contingency	300,000.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
<b>13</b>	<b>Plant Reserve</b>	<b>4,741,541.00</b>	<b>52,646.68</b>	<b>4,762,284.52</b>	<b>100.44</b>
<b>17</b>	<b>Bond Reserve</b>				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	101,808.00	0.00	101,512.78	99.71
	<i>Beginning Fund Balance</i>	<i>101,808.00</i>	<i>0.00</i>	<i>101,512.78</i>	<i>99.71</i>
	<i>Revenue</i>				
17-4010-00	Interest Income	2,291.00	58.71	603.35	26.34
	<i>Revenue</i>	<i>2,291.00</i>	<i>58.71</i>	<i>603.35</i>	<i>26.34</i>
<b>17</b>	<b>Bond Reserve</b>	<b>104,099.00</b>	<b>58.71</b>	<b>102,116.13</b>	<b>98.10</b>
<b>19</b>	<b>Bond Redemption</b>				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	2,138.00	0.00	2,138.10	100.00
	<i>Beginning Fund Balance</i>	<i>2,138.00</i>	<i>0.00</i>	<i>2,138.10</i>	<i>100.00</i>
	<i>Revenue</i>				
19-4010-00	Interest Income	48.00	0.00	0.75	1.56
19-4100-10	Transfer In - General Fund	80,000.00	0.00	80,000.00	100.00
	<i>Revenue</i>	<i>80,048.00</i>	<i>0.00</i>	<i>80,000.75</i>	<i>99.94</i>
	<i>Materials &amp; Services</i>				
19-5390-20	Principal	75,000.00	0.00	75,000.00	100.00
19-5390-25	Interest	6,075.00	0.00	6,075.00	100.00
19-5390-50	Fiscal Agent Fees	750.00	0.00	750.00	100.00
	<i>Materials &amp; Services</i>	<i>81,825.00</i>	<i>0.00</i>	<i>81,825.00</i>	<i>100.00</i>
<b>19</b>	<b>Bond Redemption</b>	<b>361.00</b>	<b>0.00</b>	<b>313.85</b>	<b>86.94</b>
Revenue Total		3,316,025.00	188,567.10	2,426,405.22	0.7317
Expense Total		3,197,425.00	172,647.95	1,533,062.10	0.4795
Grand Total		4,846,001.00	15,919.15	5,835,821.98	1.2043

**North Clackamas County Water Commission**  
**LGIP Reconciliation**  
**January 2021**

Fund Type: Fund And G/L #:		General 10.1005.00	Plant Reserve 13.1005.00	Debt Reserve 17.1005.00	Revenue Redemption 19.1005.00	LGIP Account #4849
G/L Balance	12/31/2020	386,647.00	4,597,211.58	101,992.47	8.12	5,085,859.17 ✓
Transfer from		0.00	0.00	0.00	0.00	0.00
Transfer to		0.00	0.00	0.00	0.00	0.00
Transfer Funds		0.00	0.00	0.00	0.00	0.00
Interest (fees)		246.21	2,928.22	64.95	0.00	3,239.38 ✓
Rounding Adjustment		0.00	0.00	0.00	0.00	0.00
G/L Balance	1/31/2021	386,893.21	4,600,139.80	102,057.42	8.12	5,089,098.55 ✓
LGIP Statement						
LGIP Statement Beginning Balance						5,085,859.17
Transfer from Checking						0.00
Transfer to Checking						0.00
Interest						3,239.43 ✓
Fees						(0.05) ✓
LGIP Stmt Ending Balance						5,089,098.55 ✓
Diff in G/L & Bank Balance						0.00

Approver: Gail Stevens, Finance Director

Signature: 

Date: 3-17-2021



### Account Statement - Transaction Summary

For the Month Ending January 31, 2021

NORTH CLACKAMAS CO WATER COMM - NORTH CLACKAMAS COUNTY WATER COMMISSION - 4849

Oregon LGIP		Asset Summary	
		January 31, 2021	December 31, 2020
Opening Balance	5,085,859.17	5,089,098.55	5,085,859.17
Purchases	3,239.43		
Redemptions	(0.05)		
<b>Total</b>		<b>\$5,089,098.55</b>	<b>\$5,085,859.17</b>

Opening Balance	5,085,859.17
Purchases	3,239.43
Redemptions	(0.05)
<b>Closing Balance</b>	<b>\$5,089,098.55</b>
Dividends	3,239.43

**Closing Balance** ✓  
 Dividends ✓





**Account Statement**

For the Month Ending **January 31, 2021**

**NORTH CLACKAMAS CO WATER COMM - NORTH CLACKAMAS COUNTY WATER COMMISSION - 4849**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
Opening Balance					<b>5,085,859.17</b>
01/04/21	01/04/21	LGIP Fees - ACH Purchase (1 @ \$0.05 - From 4849) - December 2020	1.00	(0.05)	5,085,859.12
01/29/21	02/01/21	Accrual Income Div Reinvestment - Distributions	1.00	3,239.43	5,089,098.55
<b>Closing Balance</b>					<b>5,089,098.55</b>

	Month of January	Fiscal YTD July-January
Opening Balance	5,085,859.17	4,464,542.98
Purchases	3,239.43	624,555.67
Redemptions	(0.05)	(0.10)
<b>Closing Balance</b>	<b>5,089,098.55</b>	<b>5,089,098.55</b>
Dividends	3,239.43	24,555.67

Closing Balance	5,089,098.55	
Dividends	3,239.43	
		24,555.67

Closing Balance	5,089,098.55
Average Monthly Balance	5,086,172.62
Monthly Distribution Yield	0.75%

**North Clackamas County Water Commission**  
**LGIP Reconciliation**  
**February 2021**

Fund Type: Fund And G/L #:		General 10.1005.00	Plant Reserve 13.1005.00	Debt Reserve 17.1005.00	Revenue Redemption 19.1005.00	LGIP Account #4849
G/L Balance	1/31/2021	386,893.21	4,600,139.80	102,057.42	8.12	5,089,098.55 ✓
Transfer from		0.00	0.00	0.00	0.00	0.00
Transfer to		0.00	0.00	0.00	0.00	0.00
Transfer Funds		0.00	0.00	0.00	0.00	0.00
Interest (fees)		222.58	2,646.68	58.71	0.00	2,927.97 ✓
Rounding Adjustment		0.00	0.00	0.00	0.00	0.00 ✓
G/L Balance	2/28/2021	387,115.79	4,602,786.48	102,116.13	8.12	5,092,026.52
LGIP Statement						
LGIP Statement Beginning Balance						5,089,098.55 ✓
Transfer from Checking						0.00
Transfer to Checking						0.00
Interest						2,927.97 ✓
Fees						0.00 ✓
LGIP Stmt Ending Balance						5,092,026.52 ✓
Diff in G/L & Bank Balance						0.00

Approver: Gail Stevens, Finance Director

Signature: 

Date: 3.17.2021



### Account Statement - Transaction Summary

For the Month Ending February 28, 2021

NORTH CLACKAMAS CO WATER COMM - NORTH CLACKAMAS COUNTY WATER COMMISSION - 4849

Oregon LGIP		Asset Summary	
		February 28, 2021	January 31, 2021
Opening Balance	5,089,098.55	5,092,026.52	5,089,098.55
Purchases	2,927.97		
Redemptions	0.00		
<b>Total</b>	<b>\$5,092,026.52</b>	<b>\$5,092,026.52</b>	<b>\$5,089,098.55</b>

<b>Closing Balance</b>	<b>\$5,092,026.52</b>
Dividends	2,927.97



**Account Statement**

For the Month Ending **February 28, 2021**

**NORTH CLACKAMAS CO WATER COMM - NORTH CLACKAMAS COUNTY WATER COMMISSION - 4849**

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Balance
<b>Oregon LGIP</b>					
02/26/21	03/01/21	Accrual Income Div Reinvestment - Distributions	1.00	2,927.97	5,089,098.55
<b>Closing Balance</b>					<b>5,092,026.52</b>

	Month of February	Fiscal YTD July-February	
Opening Balance	5,089,098.55	4,464,542.98	Closing Balance
Purchases	2,927.97	627,483.64	Average Monthly Balance
Redemptions	0.00	(0.10)	Monthly Distribution Yield
			0.75%

<b>Closing Balance</b>	<b>5,092,026.52</b>	<b>5,092,026.52</b>
<b>Dividends</b>	2,927.97	27,483.64

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 25, 2021

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## Agenda Item 7.2

Subject: Operations Report

Presenter(s): Joe Rogers, Plant Supervisor

Board Action: Open discussion

Attachments: None

### Topics

#### Monthly Production

January: The plant produced a total of 146.8 million gallons at an average day rate of 4.7 MGD. Of the total water produced, the slow sand filter produced 90 million gallons and the membrane filters produced 56 million gallons. The highest production day for the month was 6 MGD. The Commission did not purchase or sell water to South Fork during this month.

February: The plant produced a total of 116.30 million gallons at an average day rate of 4.1 MGD. Of the total water produced, the slow sand filter produced 103.60 million gallons and the membrane filters produced 12.7 million gallons. The highest production day for the month was 6.4 MGD. The Commission did not purchase or sell water to South Fork during this month.

#### Staff Notes

The staff performed great during the ice storm. We were able to maintain water to our customers and were even able to help out Oregon City with their water needs. Clean-up at the plant from the storm is going to take some time but we came out relatively unscathed.

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 25, 2021

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## Agenda Item 7.3

Subject: Manager's Report

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion

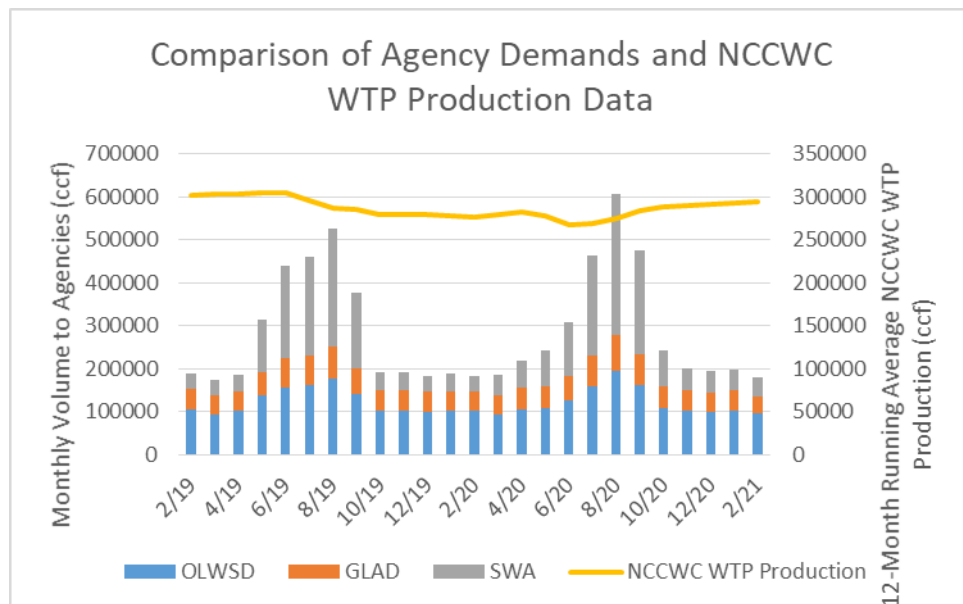
Attachments: None

### General Manager to Issue Contract for former LO Pipeline Corrosion Study

A Request for Qualifications (RFQ) was sent to at least five (5) local engineering consulting firms inviting qualified teams to develop a cathodic protection plan and design for the emergency intertie (pipeline) that crosses the Willamette River, connecting the city of Lake Oswego WTP with the NCCWC. There was only one qualified submittal from RH2 Engineering. The General Manager intends to award a professional services contract to RH2 for this project. The scope and fees are currently being negotiated. The work will be done in at least two phases, led by a design study and then equipment/construction documents. The Board authorized up to \$150,000 for this project. The work will rollover into next fiscal year.

### Summary of Production and Deliveries

The graph below shows a 12-month rolling average of total production and monthly deliveries to member agencies:



The seasonal impacts on demand are evidenced in the drop observed across subsequent periods. Annual weather conditions are also seen from year to year.

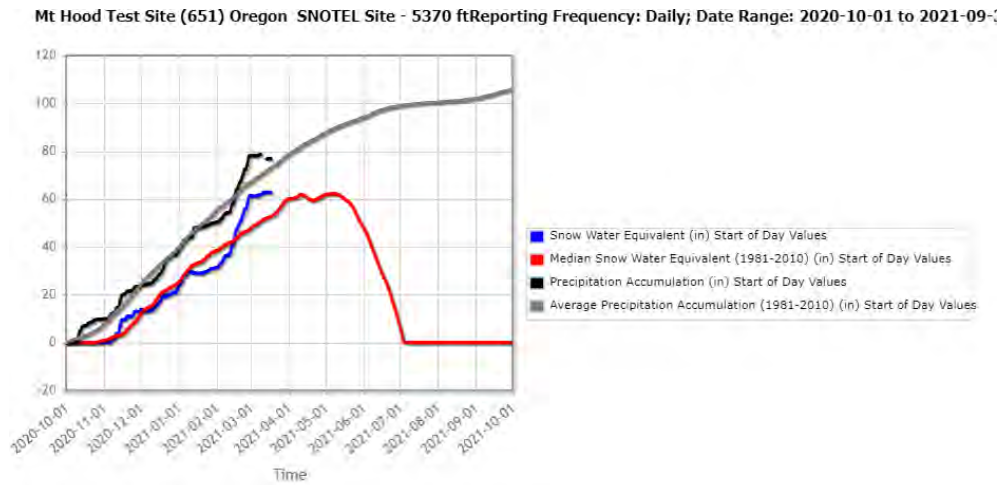
# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 25, 2021

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## Update on Snowpack

The snowpack on Mt. Hood has started off following a “median” year, both in terms of snow water equivalent (SWE) and total precipitation (PREC).



Then, in late February and early March, the snow water equivalent (actual in blue; median in red) significantly increased. The critical period of “storage” (i.e. snowpack) comes later in the Spring, around mid-May. We will be watching this data as it unfolds this year. Snow volumes are an important element in the “available water” forecast for the Clackamas River basin.

## Recap of Emergency Event

As you are aware, much of Clackamas County experienced an extreme winter weather event in mid-February. While most of the stories you saw about the recent ice storm involved downed trees, property damage and more than 250,000 people without power, the water throughout the NCCWC kept flowing uninterrupted. That didn't just happen by itself. At one point, all four major treatment plants on the Clackamas River were without power and no back-up. The redundant power facilities at Lake Oswego's intake and the South Fork plant were completely knocked out. South Fork lost power for 4 or 5 days. In the meantime, that left CRW and the NCCWC (with diesel back-up power) with the task of keeping their systems and South Fork in water. With some luck getting fuel deliveries and a lot of staff ingenuity and grit, the water kept flowing uninterrupted. Huge kudos go out to Tim Janssen (Chief Engineer) who coordinated the entire event and the plant staff at CRW for going the extra mile to ensure we all remained in service. South Fork is extremely grateful for all the effort.

## Recent Cybersecurity Breach at Water Plant

You may have read about a widely reported cyber-attack on a water treatment facility in Florida. Hackers broke into the remote control system and took over operations (attempting to overdose sodium hydroxide into the corrosion control feed). Unfortunately, this turned out to be an example of what not to do with regards to cyber-security. Multiple operators were using a computer system linked directly to the internet for remote control with access under a common password and no firewall or VPN. This is a no-no, and oh goodness no. So, just know that Sunrise and the NCCWC do not allow any of these missteps. Our

# NORTH CLACKAMAS COUNTY WATER COMMISSION

March 25, 2021

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remote control systems are set-up on a VPN protected by a firewall and non-internet facing hardware. That doesn't mean we are completely protected because no remote point of use can achieve a zero risk standard. That said, we take a number of steps to make it very difficult to break in. There are targets out there that rely on much lesser levels of security than ours. Staff plans to make use of the new cyber-security consultants from SDAO to review our systems later this year.