



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
April 16th, 2019 at 6:00 p.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

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

3. Consent Agenda
 - March 2019 Financial Reports
 - Approval of March 2019 Check Run
 - March 19, 2019 Board Meeting Minutes
4. Clackamas River Summer Conservation Messaging
5. Approval of Auditor's Contract
6. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
7. Call for Public Comment
8. Business from the Board
9. A. Consolidation Facilities Project Update
- B. Recess to Executive Session

Convene Executive Session under ORS 196.660(2)(e) to deliberate with persons designated by the governing body to negotiate real

property transactions, ORS 192.660 2(f) to consider information or records that are exempt by law from public inspection and ORS 192.660 2(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

10. Adjourn Executive Session – Board may take action if necessary

Adjourn



AGENDA ITEM

Agenda Item: Call for Public Testimony
Item No.: 2
Presenters: N/A

Background:

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

OAK LODGE
WATER SERVICES
CONSENT AGENDA

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: April 16, 2019

Background:

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:

1. March 2019 Financial Reports
 - a. Approval of February 2019 Check Run
2. March 19, 2019 Board Meeting Minutes

Board members may request to remove an item from the Consent Agenda to discuss separately.

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:

Approve the items listed under the Consent Agenda.

Sample motion: *"I move to approve the consent agenda."*

Approved _____	Date _____
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MONTHLY FINANCIAL REPORT

To: Board Directors
From: Kelly Stacey, Finance Director
Agenda Item: March 2019 Financial Reports
Item No.: 3a
Date: April 16, 2019

Reports:

- March 2019 Monthly Overview
- March 2019 Budget Report
- March 2019 Monthly Cash and Investment Balances
- March 2019 Monthly Checks and Electronic Withdrawals Staff Report
- March 2019 Monthly Checks and Electronic Withdrawals System Report

**Oak Lodge Water Services
Monthly Overview
March 2019**

This report summarizes the revenues and expenditures for March 2019. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$13,772,076.94 as of the end of March 2019; consisting of \$1,080,361.46 in checking, and \$12,691,715.48 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$605,994.12 for March 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 3,640,000	\$ 264,950	\$ 2,885,293	79.27%
10-00-4212	Water sales-CRW	32,000	2,818	24,274	75.86%
20-00-4212	Wastewater charges	7,947,500	593,112	5,634,307	70.89%
30-00-4213	Watershed protection	1,456,000	120,825	1,096,286	75.29%
	Subtotal	\$13,075,500	\$ 981,706	\$ 9,640,160	73.73%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of March, the % of budget spent or billed should be around 75.00%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in July.

Low Income Rate Relief Program Overview

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

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 20 GPM Water Meter and 6 CCF of water consumption per month.

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
158	Low Income Rate Relief	\$ 80,378	\$ 6,337	\$ 55,873	69.51%

Oak Lodge Water Services District

Account Balances As of:			
March 31, 2019		Interest Rate	
Account			
Wells Fargo Bank Checking-3552	0.00%	\$	1,080,361.46
LGIP 5289 Water General	2.75%	\$	3,735,482.39
LGIP 5790 Watershed Protection General	2.75%	\$	1,511,123.58
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$	1,392,608.77
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$	1,116,455.63
LGIP 5002 Sanitary General	2.75%	\$	4,936,045.11
Total			\$ 13,772,076.94

General Ledger
Budget to Actual



User: jeff
Printed: 4/3/2019 2:31:13 PM
Period 09 - 09
Fiscal Year 2019

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10	Drinking Water				
	NonDivisional				
	<i>Beginning Fund Balance</i>				
10-00-3500	Fund balance	-2,880,270.00	0.00	-3,632,781.00	126.13
	<i>Beginning Fund Balance</i>	-2,880,270.00	0.00	-3,632,781.00	126.13
	<i>Revenue</i>				
10-00-4211	Water sales	3,640,000.00	264,950.34	2,885,293.04	79.27
10-00-4212	Water sales - CRW	32,000.00	2,818.18	24,273.95	75.86
10-00-4215	Penalties and late charges	25,000.00	919.55	11,420.92	45.68
10-00-4220	System development charges	75,000.00	20,600.00	319,220.00	425.63
10-00-4230	Contract services	32,000.00	6,448.74	23,948.77	74.84
10-00-4240	Service installations	15,000.00	1,795.00	23,880.00	159.20
10-00-4280	Rents & leases	140,000.00	10,167.43	115,379.41	82.41
10-00-4290	Other charges for services	0.00	123.80	24,521.55	0.00
10-00-4610	Investment revenue	25,000.00	0.00	106.66	0.43
10-00-4630	Miscellaneous revenues	15,000.00	-7.98	14,914.41	99.43
	<i>Revenue</i>	<i>3,999,000.00</i>	<i>307,815.06</i>	<i>3,442,958.71</i>	<i>86.10</i>
	NonDivisional	6,879,270.00	307,815.06	7,075,739.71	102.86
	Drinking Water				
	<i>Personnel Services</i>				
10-20-5110	Regular employees	980,000.00	64,598.39	649,621.85	66.29
10-20-5120	Temporary/Seasonal employees	30,000.00	0.00	4,659.71	15.53
10-20-5130	Overtime	48,000.00	2,618.62	15,305.75	31.89
10-20-5210	Employee Ins Expense	225,000.00	11,520.43	115,053.86	51.14
10-20-5230	Social Security	80,500.00	5,043.38	49,212.86	61.13
10-20-5240	Retirement	202,000.00	11,384.22	114,041.06	56.46
10-20-5250	Trimet/WBF	9,000.00	524.70	5,115.98	56.84
10-20-5260	Unemployment	12,000.00	0.00	0.00	0.00
10-20-5270	Workers compensation	13,000.00	0.00	13,373.41	102.87
10-20-5290	Other employee benefits	7,300.00	8.92	79.29	1.09
	<i>Personnel Services</i>	<i>1,606,800.00</i>	<i>95,698.66</i>	<i>966,463.77</i>	<i>60.15</i>
	<i>Materials & Services</i>				
10-20-6110	Legal services	130,000.00	17,058.19	73,026.19	56.17
10-20-6120	Accounting & audit services	9,000.00	0.00	3,913.14	43.48
10-20-6155	Contracted Services	160,500.00	5,950.82	72,849.83	45.39
10-20-6180	Dues & subscriptions	25,000.00	-22.55	21,245.98	84.98
10-20-6220	Electricity	45,000.00	782.99	25,934.94	57.63
10-20-6230	Telephone	21,000.00	1,078.52	11,148.73	53.09
10-20-6240	Natural gas	4,000.00	352.18	1,982.08	49.55
10-20-6290	Other utilities	4,000.00	451.97	2,716.07	67.90
10-20-6310	Janitorial services	8,500.00	1,073.70	4,454.64	52.41
10-20-6320	Buildings & grounds	10,000.00	104.35	4,677.12	46.77
10-20-6330	Vehicle & equipment maint.	27,000.00	2,686.78	22,486.88	83.28
10-20-6340	Distribution system maint	250,000.00	27,206.11	127,813.84	51.13
10-20-6350	Computer maintenance	48,500.00	5,363.21	44,247.84	91.23
10-20-6390	Other repairs &	50,000.00	0.00	17,373.83	34.75

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
	maintenance				
10-20-6410	Mileage	1,500.00	0.00	338.90	22.59
10-20-6420	Staff training	17,500.00	0.00	8,284.71	47.34
10-20-6430	Certifications	1,000.00	0.00	615.00	61.50
10-20-6440	Board travel & training	2,500.00	0.00	108.01	4.32
10-20-6510	Office supplies	15,000.00	217.84	8,235.30	54.90
10-20-6520	Fuel & oils	25,000.00	1,268.33	13,279.66	53.12
10-20-6530	Small tools & equipment	15,000.00	0.00	1,139.12	7.59
10-20-6540	Safety supplies	12,000.00	251.10	8,725.38	72.71
10-20-6550	Operational Supplies	1,500.00	0.00	1,307.54	87.17
10-20-6560	Uniforms	4,000.00	0.00	235.91	5.90
10-20-6590	Other supplies	0.00	0.00	0.00	0.00
10-20-6610	Board compensation	700.00	0.00	352.58	50.37
10-20-6710	Purchased water	1,050,000.00	0.00	628,556.92	59.86
10-20-6720	Insurance	30,000.00	-1,323.32	32,972.58	109.91
10-20-6730	Communications	9,000.00	1,545.42	3,588.38	39.87
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	720.41	14.41
10-20-6770	Bank charges	30,000.00	2,068.74	24,957.96	83.19
10-20-6780	Taxes & fees	20,000.00	414.10	7,325.15	36.63
10-20-6900	Miscellaneous expense	1,000.00	0.00	100.00	10.00
	<i>Materials & Services</i>	<i>2,034,200.00</i>	<i>66,528.48</i>	<i>1,174,714.62</i>	<i>57.75</i>
	Drinking Water	3,641,000.00	162,227.14	2,141,178.39	58.81
10	Drinking Water	3,238,270.00	145,587.92	4,934,561.32	152.38
20	Wastewater Reclam. NonDivisional				
	<i>Beginning Fund Balance</i>				
20-00-3500	Fund balance	-5,416,603.00	0.00	-5,393,413.85	99.57
	<i>Beginning Fund Balance</i>	<i>-5,416,603.00</i>	<i>0.00</i>	<i>-5,393,413.85</i>	<i>99.57</i>
	<i>Revenue</i>				
20-00-4212	Wastewater charges	7,947,500.00	593,111.89	5,634,306.59	70.89
20-00-4215	Penalties & late charges	25,000.00	137.88	4,974.71	19.90
20-00-4220	System development charges	100,000.00	20,660.00	278,910.00	278.91
20-00-4240	Service installations	25,000.00	1,052.06	45,722.28	182.89
20-00-4290	Other charges for services	5,000.00	0.00	14,304.01	286.08
20-00-4610	Investment revenue	50,000.00	0.00	0.72	0.00
20-00-4630	Miscellaneous revenues	15,000.00	232.10	13,525.73	90.17
	<i>Revenue</i>	<i>8,167,500.00</i>	<i>615,193.93</i>	<i>5,991,744.04</i>	<i>73.36</i>
	NonDivisional	13,584,103.00	615,193.93	11,385,157.89	83.81
	Wastewater-Plant				
	<i>Personnel Services</i>				
20-21-5110	Regular employees	1,020,000.00	78,539.92	690,401.30	67.69
20-21-5120	Temporary/Seasonal employees	30,000.00	0.00	21,692.68	72.31
20-21-5130	Overtime	50,000.00	4,147.04	32,006.53	64.01
20-21-5210	Employee Ins-MDVSTDLTDLf	200,000.00	15,843.02	128,301.99	64.15
20-21-5230	Social Security	80,000.00	6,213.25	55,035.52	68.79
20-21-5240	Retirement	190,000.00	12,019.95	99,915.79	52.59
20-21-5250	TrimetWBF	8,200.00	644.97	5,740.91	70.01
20-21-5260	Unemployment	10,500.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	3,980.40	33.17
20-21-5290	Other employee benefits	6,800.00	9.68	80.06	1.18
	<i>Personnel Services</i>	<i>1,607,500.00</i>	<i>117,417.83</i>	<i>1,037,155.18</i>	<i>64.52</i>
	<i>Materials & Services</i>				
20-21-6110	Legal services	125,000.00	6,120.42	38,040.11	30.43
20-21-6120	Accounting & audit services	4,500.00	0.00	5,457.50	121.28
20-21-6155	Contracted Services	105,300.00	13,707.63	89,930.18	85.40

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-21-6180	Dues & subscriptions	15,000.00	-14.54	6,609.38	44.06
20-21-6220	Electricity	250,000.00	25,987.85	196,816.89	78.73
20-21-6230	Telephone	24,000.00	1,223.86	16,587.42	69.11
20-21-6240	Natural gas	4,500.00	177.32	699.99	15.56
20-21-6250	Solid waste disposal	75,000.00	6,233.53	45,860.79	61.15
20-21-6290	Other utilities	3,000.00	3,183.83	5,752.41	191.75
20-21-6310	Janitorial services	22,000.00	1,164.04	6,201.90	28.19
20-21-6320	Buildings & grounds	25,000.00	6,112.84	28,934.46	115.74
20-21-6330	Vehicle & equipment maint.	24,000.00	3,497.27	13,840.50	57.67
20-21-6342	WRF System maintenance	234,000.00	3,739.12	117,772.25	50.33
20-21-6350	Computer maintenance	109,250.00	8,188.44	60,758.00	55.61
20-21-6390	Other repairs & maintenance	0.00	0.00	7.00	0.00
20-21-6410	Mileage	2,000.00	0.00	336.13	16.81
20-21-6420	Staff training	23,000.00	0.00	13,623.41	59.23
20-21-6430	Certifications	5,000.00	0.00	240.00	4.80
20-21-6440	Board travel & training	3,000.00	0.00	56.08	1.87
20-21-6510	Office supplies	15,000.00	250.09	8,570.14	57.13
20-21-6520	Fuel & oils	35,000.00	2,832.67	19,084.40	54.53
20-21-6525	Chemicals	25,000.00	0.00	5,039.83	20.16
20-21-6530	Small tools & equipment	20,200.00	52.95	360.36	1.78
20-21-6540	Safety supplies	20,100.00	139.81	6,492.29	32.30
20-21-6550	Operational Supplies	20,000.00	1,922.13	16,189.45	80.95
20-21-6560	Uniforms	14,000.00	1,420.17	11,211.17	80.08
20-21-6590	Other supplies	20,000.00	527.89	4,945.04	24.73
20-21-6610	Board compensation	1,000.00	0.00	203.86	20.39
20-21-6720	Insurance	90,000.00	-3,980.79	66,086.80	73.43
20-21-6730	Communications	4,000.00	53.80	329.73	8.24
20-21-6750	Other purchased services	0.00	1,272.46	9,986.17	0.00
20-21-6760	Equipment Rental	0.00	0.00	0.00	0.00
20-21-6770	Bank charges	25,000.00	3,012.30	41,190.55	164.76
20-21-6780	Taxes & fees	68,500.00	3,923.48	43,341.53	63.27
20-21-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials & Services</i>	<i>1,411,350.00</i>	<i>90,748.57</i>	<i>888,105.72</i>	<i>62.93</i>
	Wastewater-Plant	3,018,850.00	208,166.40	1,925,260.90	63.77
	Wastewater-Collections				
	<i>Personnel Services</i>				
20-22-5110	Regular employees	665,000.00	55,642.53	522,433.54	78.56
20-22-5120	Temporary/Seasonal employees	22,000.00	0.00	2,058.57	9.36
20-22-5130	Overtime	40,000.00	714.24	7,784.03	19.46
20-22-5210	Employee Ins-MDVSTDLTDLf	130,000.00	10,334.41	96,305.02	74.08
20-22-5230	Social Security	56,000.00	4,286.86	39,389.67	70.34
20-22-5240	Retirement	140,000.00	9,109.51	75,667.90	54.05
20-22-5250	Trimet/WBF	6,000.00	445.91	4,135.59	68.93
20-22-5260	Unemployment	9,000.00	0.00	0.00	0.00
20-22-5270	Workers compensation	10,000.00	0.00	14,348.56	143.49
20-22-5290	Other employee benefits	4,800.00	3.94	34.72	0.72
	<i>Personnel Services</i>	<i>1,082,800.00</i>	<i>80,537.40</i>	<i>762,157.60</i>	<i>70.39</i>
	<i>Materials & Services</i>				
20-22-6110	Legal services	75,000.00	4,378.20	18,926.75	25.24
20-22-6120	Accounting & audit services	4,500.00	0.00	2,360.00	52.44
20-22-6155	Contracted Services	65,500.00	2,968.72	26,001.88	39.70
20-22-6180	Dues & subscriptions	5,000.00	-5.01	2,959.71	59.19
20-22-6220	Electricity	10,000.00	68.07	926.71	9.27
20-22-6230	Telephone	21,000.00	785.70	8,632.20	41.11
20-22-6240	Natural gas	3,500.00	177.32	714.12	20.40
20-22-6290	Other utilities	8,500.00	53.28	8,073.81	94.99
20-22-6310	Janitorial services	6,500.00	474.34	2,666.95	41.03
20-22-6320	Buildings & grounds	3,000.00	92.05	4,343.31	144.78

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-6330	Vehicle & equipment maint.	6,000.00	458.45	2,949.10	49.15
20-22-6342	Collection system maint.	80,000.00	6,215.99	58,283.93	72.85
20-22-6350	Computer maintenance	35,250.00	7,565.71	43,232.16	122.64
20-22-6390	Other repairs & maintenance	10,000.00	446.75	6,684.53	66.85
20-22-6410	Mileage	1,500.00	0.00	385.27	25.68
20-22-6420	Staff training	11,000.00	0.00	3,414.23	31.04
20-22-6430	Certifications	900.00	0.00	835.00	92.78
20-22-6440	Board travel & training	1,500.00	0.00	56.08	3.74
20-22-6510	Office supplies	12,000.00	110.16	3,955.72	32.96
20-22-6520	Fuel & oils	7,500.00	395.99	4,882.93	65.11
20-22-6530	Small tools & equipment	10,000.00	458.45	3,762.15	37.62
20-22-6540	Safety supplies	3,000.00	141.83	3,129.21	104.31
20-22-6550	Operational Supplies	6,000.00	402.89	1,188.60	19.81
20-22-6560	Uniforms	8,000.00	745.63	4,763.06	59.54
20-22-6610	Board compensation	500.00	0.00	178.76	35.75
20-22-6720	Insurance	24,000.00	-1,128.14	22,986.49	95.78
20-22-6730	Communications	25,000.00	24.01	310.38	1.24
20-22-6750	Other purchased services	0.00	294.41	2,310.51	0.00
20-22-6770	Bank charges	15,000.00	1,503.92	7,843.58	52.29
20-22-6780	Taxes & fees	5,000.00	909.69	3,615.60	72.31
20-22-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials & Services</i>	<i>464,650.00</i>	<i>27,538.41</i>	<i>257,922.73</i>	<i>55.51</i>
	Wastewater-Collections	1,547,450.00	108,075.81	1,020,080.33	65.92
20	Wastewater Reclam.	9,017,803.00	298,951.72	8,439,816.66	93.59
30	Watershed Protection NonDivisional				
	<i>Beginning Fund Balance</i>				
30-00-3500	Fund balance	-3,114,971.00	0.00	-2,999,483.92	96.29
	<i>Beginning Fund Balance</i>	<i>-3,114,971.00</i>	<i>0.00</i>	<i>-2,999,483.92</i>	<i>96.29</i>
	<i>Revenue</i>				
30-00-4213	Watershed protection fees	1,456,000.00	120,825.48	1,096,286.03	75.29
30-00-4215	Penalties & late charges	5,000.00	70.24	1,087.61	21.75
30-00-4240	Service installations	40,000.00	2,095.75	51,562.52	128.91
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00
30-00-4300	Grant Revenue	250,000.00	0.00	0.00	0.00
30-00-4610	Investment revenue	35,000.00	0.00	0.10	0.00
30-00-4630	Miscellaneous revenues	5,000.00	75.74	2,601.40	52.03
	<i>Revenue</i>	<i>1,796,000.00</i>	<i>123,067.21</i>	<i>1,151,537.66</i>	<i>64.12</i>
	NonDivisional	4,910,971.00	123,067.21	4,151,021.58	84.53
	Watershed Protection Personnel Services				
30-23-5110	Regular employees	424,000.00	29,800.76	256,417.43	60.48
30-23-5120	Temporary/Seasonal employees	10,000.00	0.00	3,136.26	31.36
30-23-5130	Overtime	16,000.00	121.50	672.19	4.20
30-23-5210	Employee	75,000.00	5,744.42	47,532.41	63.38
	Ins-MDVSTDLTDLf				
30-23-5230	Social Security	36,500.00	2,268.20	18,928.12	51.86
30-23-5240	Retirement	90,000.00	4,818.33	40,819.40	45.35
30-23-5250	TrimetWBF	3,900.00	235.21	1,989.21	51.01
30-23-5260	Unemployment	5,000.00	0.00	0.00	0.00
30-23-5270	Workers compensation	5,100.00	0.00	3,799.40	74.50
30-23-5290	Other employee benefits	3,000.00	6.01	54.03	1.80
	<i>Personnel Services</i>	<i>668,500.00</i>	<i>42,994.43</i>	<i>373,348.45</i>	<i>55.85</i>
	<i>Materials & Services</i>				
30-23-6110	Legal services	70,000.00	2,058.99	17,052.52	24.36
30-23-6120	Accounting & audit services	9,000.00	0.00	3,245.00	36.06

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
30-23-6155	Contracted Services	47,500.00	4,825.11	38,976.41	82.06
30-23-6180	Dues & subscriptions	10,000.00	-9.96	4,204.24	42.04
30-23-6220	Electricity	2,000.00	103.71	1,178.37	58.92
30-23-6230	Telephone	10,000.00	355.01	4,072.15	40.72
30-23-6240	Natural gas	1,500.00	165.37	633.84	42.26
30-23-6290	Other utilities	5,000.00	18.04	470.30	9.41
30-23-6310	Janitorial services	4,500.00	722.66	3,366.21	74.80
30-23-6320	Buildings & grounds	8,000.00	742.41	9,747.88	121.85
30-23-6330	Vehicle & equipment maint.	4,500.00	0.00	2,983.25	66.29
30-23-6340	System maintenance	10,000.00	570.00	570.00	5.70
30-23-6350	Computer maintenance	49,500.00	6,930.36	35,980.65	72.69
30-23-6390	Other repairs & maintenance	5,000.00	0.00	576.23	11.52
30-23-6410	Mileage	2,000.00	0.00	704.93	35.25
30-23-6420	Staff training	9,000.00	0.00	5,775.70	64.17
30-23-6430	Certifications	500.00	0.00	405.00	81.00
30-23-6440	Board travel & training	1,500.00	0.00	108.01	7.20
30-23-6510	Office supplies	10,000.00	155.90	5,455.06	54.55
30-23-6520	Fuel & oils	2,500.00	147.00	2,371.63	94.87
30-23-6530	Small tools & equipment	5,000.00	0.00	0.00	0.00
30-23-6540	Safety supplies	2,500.00	48.48	1,273.96	50.96
30-23-6550	Operational Supplies	4,000.00	0.00	1,682.00	42.05
30-23-6560	Uniforms	1,500.00	141.92	896.14	59.74
30-23-6610	Board compensation	1,000.00	0.00	339.80	33.98
30-23-6720	Insurance	12,000.00	919.25	8,728.13	72.73
30-23-6730	Communications	85,000.00	210.84	33,097.66	38.94
30-23-6750	Other purchased services	11,000.00	13.67	40.61	0.37
30-23-6770	Bank charges	10,000.00	827.20	5,854.88	58.55
30-23-6780	Taxes & fees	2,000.00	0.00	39.16	1.96
30-23-6900	Miscellaneous expense	100.00	0.00	100.00	100.00
	<i>Materials & Services</i>	<i>396,100.00</i>	<i>18,945.96</i>	<i>189,929.72</i>	<i>47.95</i>
	Watershed Protection	1,064,600.00	61,940.39	563,278.17	52.91
30	Watershed Protection	3,846,371.00	61,126.82	3,587,743.41	93.28
40	WW GO Debt Service				
	NonDivisional				
	<i>Beginning Fund Balance</i>				
40-00-3500	Fund balance	-782,263.00	0.00	-783,052.64	100.10
	<i>Beginning Fund Balance</i>	<i>-782,263.00</i>	<i>0.00</i>	<i>-783,052.64</i>	<i>100.10</i>
	<i>Revenue</i>				
40-00-4610	Investment revenue	11,885.00	3,244.97	21,231.98	178.65
40-00-4701	Interest Subsidy	121,338.00	0.00	122,728.79	101.15
	<i>Revenue</i>	<i>133,223.00</i>	<i>3,244.97</i>	<i>143,960.77</i>	<i>108.06</i>
	NonDivisional	915,486.00	3,244.97	927,013.41	101.26
	Debt Service				
	<i>Materials & Services</i>				
40-24-6811	2010 IFA Loan Principal	360,936.00	0.00	360,936.00	100.00
40-24-6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00
40-24-6821	2010 GO Bond Interest	88,000.00	0.00	44,000.00	50.00
40-24-6822	2010 IFA Loan Interest	290,561.00	0.00	290,560.94	100.00
	<i>Materials & Services</i>	<i>1,819,497.00</i>	<i>0.00</i>	<i>695,496.94</i>	<i>38.22</i>
	Debt Service	1,819,497.00	0.00	695,496.94	38.22
40	WW GO Debt Service	-904,011.00	3,244.97	231,516.47	-25.61
50	WW Revenue Bond				
	Debt Service				
	NonDivisional				
	<i>Beginning Fund Balance</i>				

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
50-00-3500	Fund balance	-1,214,204.00	0.00	-1,215,130.52	100.08
	<i>Beginning Fund Balance</i>	<i>-1,214,204.00</i>	<i>0.00</i>	<i>-1,215,130.52</i>	<i>100.08</i>
	<i>Revenue</i>				
50-00-4610	Investment revenue	11,074.00	2,601.49	21,570.54	194.79
	<i>Revenue</i>	<i>11,074.00</i>	<i>2,601.49</i>	<i>21,570.54</i>	<i>194.79</i>
	NonDivisional	1,225,278.00	2,601.49	1,236,701.06	100.93
	Debt Service				
	<i>Materials & Services</i>				
50-24-6810	2010 SRF Loan Principal	876,670.00	0.00	876,670.00	100.00
50-24-6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	370,772.00	0.00	370,772.00	100.00
50-24-6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	50.00
	<i>Materials & Services</i>	<i>1,626,768.00</i>	<i>0.00</i>	<i>1,437,104.50</i>	<i>88.34</i>
	Debt Service	1,626,768.00	0.00	1,437,104.50	88.34
50	WW Revenue Bond	-401,490.00	2,601.49	-200,403.44	49.91
	Debt Service				
71	Drinking Water Capital				
	NonDivisional				
	<i>Revenue</i>				
71-00-4610	Investment revenue	5,000.00	8,704.28	51,222.49	1,024.45
71-00-4650	Proceeds from borrowing	1,300,000.00	0.00	1,320,000.00	101.54
	<i>Revenue</i>	<i>1,305,000.00</i>	<i>8,704.28</i>	<i>1,371,222.49</i>	<i>105.07</i>
	NonDivisional	1,305,000.00	8,704.28	1,371,222.49	105.07
	Drinking Water				
	<i>Capital Outlay</i>				
71-20-7200	Infrastructure	1,350,000.00	26,462.30	338,308.51	25.06
71-20-7300	Buildings & improvements	12,000.00	0.00	0.00	0.00
71-20-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
71-20-7520	Equipment	0.00	0.00	15,955.00	0.00
71-20-7530	Software	17,500.00	0.00	5,530.98	31.61
71-20-7540	Vehicles	32,000.00	0.00	34,113.02	106.60
71-20-7600	Capital Improvement Projects	300,000.00	5,687.00	95,036.76	31.68
	<i>Capital Outlay</i>	<i>1,721,500.00</i>	<i>32,149.30</i>	<i>488,944.27</i>	<i>28.40</i>
	Drinking Water	1,721,500.00	32,149.30	488,944.27	28.40
71	Drinking Water Capital	-416,500.00	-23,445.02	882,278.22	-211.83
72	Wastewater Reclamation Capital				
	NonDivisional				
	<i>Revenue</i>				
72-00-4610	Investment revenue	7,500.00	11,501.34	87,305.04	1,164.07
72-00-4640	Proceeds from sale of capital	1,500,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,507,500.00</i>	<i>11,501.34</i>	<i>87,305.04</i>	<i>5.79</i>
	NonDivisional	1,507,500.00	11,501.34	87,305.04	5.79
	Wastewater-Plant				
	<i>Capital Outlay</i>				
72-21-7300	Buildings & improvements	1,500,000.00	4,313.96	8,897.46	0.59
72-21-7400	Improvement other than Bldgs	5,000.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
72-21-7520	Equipment	0.00	0.00	2,067.38	0.00
72-21-7530	Software	13,400.00	0.00	4,355.93	32.51
72-21-7540	Vehicles	31,000.00	0.00	5,370.00	17.32
72-21-7600	Capital Improvement Projects	1,220,000.00	0.00	583,474.79	47.83
	<i>Capital Outlay</i>	<i>2,769,400.00</i>	<i>4,313.96</i>	<i>604,165.56</i>	<i>21.82</i>
	Wastewater-Plant	2,769,400.00	4,313.96	604,165.56	21.82
	Wastewater-Collections				
	<i>Capital Outlay</i>				
72-22-7400	Improvements other than Bldgs	5,000.00	0.00	0.00	0.00
72-22-7520	Equipment	60,000.00	0.00	57,584.00	95.97
72-22-7530	Software	13,400.00	0.00	2,486.66	18.56
72-22-7540	Vehicles	0.00	0.00	27,679.98	0.00
72-22-7600	Capital Improvement Projects	500,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>578,400.00</i>	<i>0.00</i>	<i>87,750.64</i>	<i>15.17</i>
	Wastewater-Collections	578,400.00	0.00	87,750.64	15.17
72	Wastewater Reclamation Capital	-1,840,300.00	7,187.38	-604,611.16	32.85
73	Watershed Protection Capital NonDivisional				
	<i>Revenue</i>				
73-00-4610	Investment revenue	5,000.00	3,521.13	39,889.31	797.79
73-00-4640	Proceeds from sale of capital	300,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>305,000.00</i>	<i>3,521.13</i>	<i>39,889.31</i>	<i>13.08</i>
	NonDivisional	305,000.00	3,521.13	39,889.31	13.08
	Watershed Protection				
	<i>Capital Outlay</i>				
73-23-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
73-23-7520	Equipment	71,000.00	0.00	0.00	0.00
73-23-7530	Software	8,200.00	0.00	4,106.13	50.07
73-23-7540	Vehicles	0.00	0.00	4,913.85	0.00
73-23-7600	Capital Improvement Projects	1,920,000.00	0.00	1,401,889.53	73.02
	<i>Capital Outlay</i>	<i>2,009,200.00</i>	<i>0.00</i>	<i>1,410,909.51</i>	<i>70.22</i>
	Watershed Protection	2,009,200.00	0.00	1,410,909.51	70.22
73	Watershed Protection Capital	-1,704,200.00	3,521.13	-1,371,020.20	80.45

I gpgtcn'Ngf i gt
Ceeqwpv'Tqnlwr



Wgt'lgth
Rtkpvgf '2615423; '4-53-44'RO
Rgtkqf '2; '7'2;
Huecnl[gct'423;

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Tgxpwpw	Tgxpwpw					
6433	Y cvgt'ucrgu	/5.862.222022	/4.842.56402	/486.; 7206	/4.: 7.4; 5026	9; 049
6434	Y cvgy cvgt'ej cti gu	/9.; 9; .722022	/7.284.872069	/7; 7.; 52029	/7.87; .7; 2076	920 3
6435	Y cvgtgf 'rtqvevqpp'rggu	/3.678.222022	/; 97.682077	/342.: 4706;	/3.2; 8.4; 8025	9704;
6437	Rgpcnkgu'('rcv'ej cti gu	/77.222022	/38.577079	/3.349089	/39.6; 5046	530;
6442	U{ungo 'f gxpgr o gpv'ej cti gu	/397.222022	/778.: 9202	/63.482022	/7; .: 352022	5630;
6452	Eqpvtcev'ugtxlegu	/54.222022	/39.722025	/8.66; 06	/45.; 6; 09	960 6
6462	Ugtxleg'lpucm'vqpu	/: 2.222022	/338.4430 ;	/6.; 640 3	/343.3860 2	373068
64: 2	Tgpw'('rgcugu	/362.222022	/327.4330 ;	/32.389065	/337.59; 063	: 4063
64; 2	Qvj gt'ej cti gu'ht'ugtxlegu	/32.222022	/5.: 923098	/3450 2	/5.: : 47078	5.: : 048
6522	I tcpv'Tgxpwpw	/472.222022	202	202	202	202
6832	Kpxguo gpv'tgxpwpw	/372.67; 02	/3; 3.975085	/4; .795043	/443.5480 6	369082
6852	O kuegm'pgqwu'tgxpwpw	/57.222022	/52.96308;	/4; ; 0 8	/53.263076	:: 08;
6862	Rtqeggf u'htgo 'ucrg'qh'ecr kcn	/3.: 22.222022	202	202	202	202
6872	Rtqeggf u'htgo 'dqttqy kpi	/3.522.222022	/3.542.222022	202	/3.542.222022	323076
6923	Kpvtgu'Uwdukf {	/343.55; 02	/344.94; 0;	202	/344.94; 0;	323087
6; 33	Vtcpuhtgu'lp'htgo 'Hwvf '32	/4.922.222022	/4.898.; 3307;	/33.766042	/4.8; .: .67709;	:: ; 079
6; 34	Vtcpuhtgu'lp'htgo 'Hwvf '42	/: .525.; 5702	/9.32; .3290 8	/544.7; 7089	/9.652.8; 5075	:: ; 06;
6; 35	Vtcpuhtgu'lp'htgo 'Hwvf '52	/5.822.222022	/5.668.4; 708;	202	/5.668.4; 708;	; 705
Tgxpwpw	Tgxpwpw	53.: 4; .454022	46.627.: 6604;	3.62; .99; 04;	47.: 37.845079	: 3083
Gzr gpug	Gzr gpug					
7332	Tgi wxt'go r mq{gg	5.2; .: .222022	3.; : 2.4; 4074	44; .7; 3082	4.33; .: 96084	8; 07;
7342	Vgo r qtct{Ugcupcr'go r mq{gg	; 4.222022	53.769044	202	53.769044	5604;
7352	Qxgtvto g	376.222022	6; .389082	9.823062	77.98; 072	58043
7432	Go r mq{gg	852.222022	565.973022	65.66404;	5; 9.3; 504;	83068
	Kpu'OF XUVF NVF Nh					
7452	Uqekcn'Ugewtkf{	475.222022	366.97606;	39.: 3308;	384.788089	86048
7462	Tgvtgo gpv	844.222022	4; 5.334086	59.554023	552.666087	75085
7472	Vtlo gv	49.322022	37.3520 2	3.; 7209;	38.; : 308;	84088
7482	Wpgo r mq{o gpv	58.722022	202	202	202	202
7492	Y qtngtu'eqo r gpucvqpp	62.322022	57.723099	202	57.723099	:: 075
74; 2	Qvj gt'go r mq{gg'dgpgkku	43.; 2202	43; 077	4; 077	46; 082	3085
8332	Ngf cr'ugtxlegu	622.222022	339.64; 099	4; .8370 2	369.267079	58098
8342	Ceeqwp'kpi '('cwf k'ugtxlegu	49.222022	36.; 97086	202	36.; 97086	77069
8377	Eqpvtcev'f'Ugtxlegu	59.: : 2202	422.528024	49.67404;	449.97; 082	82085
83; 2	Fvgu'('uwduekr vqpu	77.222022	57.293069	/74028	57.23; 083	85089
83; 2	Qvj gt'r tqhguukpncr'('vej 'uxeu	202	202	202	202	202
8442	Grgv'lekf{	529.222022	3; 9.; 3604;	48.; 64084	446.: 780 3	95046
8452	Vgrgr j qpg	98.222022	58.; ; 9063	5.66502;	62.662072	75043
8462	Pcwcrn' cu	35.722022	5.3790 6	: 9408;	6.252025	4; 0 7
8472	Uqrf 'y cvg'f kur qucn	97.222022	5; .849048	8.455075	67.: 8209;	83087
84; 2	Qvj gt'wkr'kku	42.722022	35.527069	5.929084	39.23407;	: 40 ;
8532	Lcpkqt'kr'ugtxlegu	63.722022	35.4760 8	5.656096	38.8; ; 02	62044
8542	Dwkr'kpi u'('i tqwpu	68.222022	62.873084	9.273087	69.924099	32502
8552	Xgj kerg'('gs wkr o gpv'o clpv)	83.722022	57.839045	8.864072	64.47; 095	8; 094
8562	Fknt'kdwqpp'u'ungo 'o clpv	482.222022	322.829095	49.998083	34; .5; 50 6	6; 08;
8564	Eqng'evqpp'u'ungo 'o clpv)	536.222022	388.323029	; .; 77083	398.27808;	78029
8572	Eqo r wgt'('o clpv'gpcpeg	464.722022	378.3920 5	4; .269094	3; 6.43; 087	970 9
85; 2	Qvj gt'trg'cku'('o clpv'gpcpeg	87.222022	46.3; 60 6	668097	46.86307;	590 3
8632	O krci g	9.222022	3.987045	202	3.987045	47044
8642	Uch'it'cklpi	82.722022	53.2; : 07	202	53.2; : 07	73062
8652	Egt'k'ecv'kpu	9.622022	4.2; 702	202	4.2; 702	4; 083
8662	Dqctf'tcxgn'('tcklpi	: .722022	54; 08;	202	54; 08;	50 8

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
6510	Office supplies	52,000.00	25,482.23	733.99	26,216.22	50.42
6520	Fuel & oils	70,000.00	34,974.63	4,643.99	39,618.62	56.60
6525	Chemicals	25,000.00	5,039.83	0.00	5,039.83	20.16
6530	Small tools & equipment	50,200.00	4,750.23	511.40	5,261.63	10.48
6540	Safety supplies	37,600.00	19,039.62	581.22	19,620.84	52.18
6550	Operational Supplies	31,500.00	18,042.57	2,325.02	20,367.59	64.66
6560	Uniforms	27,500.00	14,798.56	2,307.72	17,106.28	62.20
6590	Other supplies	20,000.00	4,417.15	527.89	4,945.04	24.73
6610	Board compensation	3,200.00	1,075.00	0.00	1,075.00	33.59
6710	Purchased water	1,050,000.00	628,556.92	0.00	628,556.92	59.86
6720	Insurance	156,000.00	136,287.00	-5,513.00	130,774.00	83.83
6730	Communications	123,000.00	35,492.08	1,834.07	37,326.15	30.35
6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
6750	Other purchased services	11,000.00	10,756.75	1,580.54	12,337.29	112.16
6760	Equipment Rental	5,000.00	720.41	0.00	720.41	14.41
6770	Bank charges	80,000.00	72,434.81	7,412.16	79,846.97	99.81
6780	Taxes & fees	95,500.00	49,074.17	5,247.27	54,321.44	56.88
6810	2010 SRF Loan Principal	876,670.00	876,670.00	0.00	876,670.00	100.00
6811	2010 IFA Loan Principal	360,936.00	360,936.00	0.00	360,936.00	100.00
6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	370,772.00	370,772.00	0.00	370,772.00	100.00
6821	2010 GO Bond Interest	88,000.00	44,000.00	0.00	44,000.00	50.00
6822	2010 IFA Loan Interest	290,561.00	290,560.94	0.00	290,560.94	100.00
6823	JPM Bank Loan Interest	379,326.00	189,662.50	0.00	189,662.50	50.00
6900	Miscellaneous expense	1,100.00	15,300.00	0.00	15,300.00	1,390.91
6910	Cash overshoot	0.00	19.00	0.00	19.00	0.00
7200	Infrastructure	1,350,000.00	311,846.21	26,462.30	338,308.51	25.06
7300	Buildings & improvements	1,512,000.00	4,583.50	4,313.96	8,897.46	0.59
7400	Improvement other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
7520	Equipment	131,000.00	75,606.38	0.00	75,606.38	57.71
7530	Software	52,500.00	16,479.70	0.00	16,479.70	31.39
7540	Vehicles	63,000.00	72,076.85	0.00	72,076.85	114.41
7600	Capital Improvement Projects	3,940,000.00	2,074,714.08	5,687.00	2,080,401.08	52.80
8140	Transfers out - Fund 40	1,548,123.00	1,032,082.00	129,010.25	1,161,092.25	75.00
8150	Transfers out - Fund 50	1,755,812.00	1,170,541.36	146,317.67	1,316,859.03	75.00
8171	Transfers out - Fund 71	2,700,000.00	2,676,911.59	11,544.20	2,688,455.79	99.57
8172	Transfers out - Fund 72	5,000,000.00	4,905,484.50	47,257.75	4,952,742.25	99.05
8173	Transfers out - Fund 73	3,600,000.00	3,446,285.69	0.00	3,446,285.69	95.73
9000	Contingency	2,944,509.00	0.00	0.00	0.00	0.00
Expense	Expense	37,345,109.00	23,028,620.35	911,002.87	23,939,623.22	64.10
Grand Total		-5,516,877.00	1,377,223.94	498,776.41	1,876,000.35	-0.34
Fund Balance		0.00	0.00	0.00	0.00	0
Total						
Revenue Total		31,828,232.00	24,405,844.29	1,409,779.28	25,815,623.57	0.8111
Expense Total		37,345,109.00	23,028,620.35	911,002.87	23,939,623.22	0.641



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Checks for March 2019
Item No.: 3_aiv
Date: April 16, 2019

Background

Auditors have requested formal approval of checks by the Board of Directors

Issue

The District needs formal authorization of December checks numbered 42187 through 42356 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$605,828.08. Attached you will find a report showing all checks and electronic withdrawals for March 2019. There were five voided checks for the month.

Recommendations

It is recommended to the Board that checks numbered 42187 through 42356 and electronic withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

The District auditors require the Board to formally approve monthly payments to conform to Generally Accepted Accounting Principles (GAAP).

Attachments

1. Accela Checks by Date Report for March 2019

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 04/03/2019 - 2:50PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	8/1/2018	Oregon Dept of Rev-Garn		AP	Void		307.52
0	3/4/2019	Oregon DOR - State Transit Tax		AP		3/31/2019	104.36
0	3/4/2019	Check Commerce		AP		3/31/2019	154.50
0	3/5/2019	Pitney Bowes, Inc.		AP		3/31/2019	300.00
0	3/10/2019	TSYS		AP		3/31/2019	5,541.58
0	3/11/2019	Wells Fargo Banks		AP		3/31/2019	1,148.80
0	3/11/2019	Wells Fargo Remittance Center		AP		3/31/2019	17,511.25
0	3/15/2019	Nationwide Retirement Solutions		AP		3/31/2019	1,575.00
0	3/15/2019	OR Dept of Justice, Div of Child Support		AP		3/31/2019	150.00
0	3/15/2019	IRS Dept of The Treasury		AP		3/31/2019	29,424.21
0	3/15/2019	Oregon Department Of Revenue		AP		3/31/2019	8,127.88
0	3/15/2019	VALIC c/o JP Morgan Chase		AP		3/31/2019	1,590.00
0	3/15/2019	Oregon DOR - State Transit Tax		AP		3/31/2019	104.35
0	3/15/2019	Public Employees		AP			24,943.34
0	3/15/2019	Employee Direct Deposit	DD 00001.03.2019	PR		3/31/2019	71,329.63
0	3/18/2019	Oregon DOR - State Transit Tax		AP		3/31/2019	1.60
0	3/18/2019	VALIC c/o JP Morgan Chase		AP		3/31/2019	1,000.00
0	3/18/2019	Oregon Department Of Revenue		AP		3/31/2019	142.18
0	3/18/2019	IRS Dept of The Treasury		AP		3/31/2019	589.84
0	3/18/2019	Employee Direct Deposit	DD 00002.03.2019	PR		3/31/2019	725.00
0	3/20/2019	Oregon DOR - State Transit Tax		AP		3/31/2019	109.06
0	3/29/2019	Public Employees		AP			25,915.53
0	3/29/2019	IRS Dept of The Treasury		AP			30,108.24
0	3/29/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	3/29/2019	Oregon Department Of Revenue		AP			8,395.91
0	3/29/2019	Nationwide Retirement Solutions		AP			1,575.00
0	3/29/2019	VALIC c/o JP Morgan Chase		AP			2,690.00
0	3/29/2019	Oregon DOR - State Transit Tax		AP			104.24
0	3/29/2019	Employee Direct Deposit	DD 00003.03.2019	PR		3/31/2019	70,140.85
14180312	3/12/2019	Public Employees	PERS Adjustment	BRX		3/31/2019	98.70
14180313	3/12/2019	Public Employees	PERS Adjustment	BRX			-98.70
15800315	3/15/2019	IRS Dept of The Treasury	IRS Adjustment	BRX		3/31/2019	-166.04
15960315	3/15/2019	VALIC c/o JP Morgan Chase	Valic Adjustment	BRX		3/31/2019	-100.00
15960316	3/15/2019	VALIC c/o JP Morgan Chase	Valic Adjustment	BRX			100.00
ACH Disbursement Activity Subtotal							303,793.83
Voided ACH Activity							307.52
Adjusted ACH Disbursement Activity Subtotal							303,486.31

Paper Check Disbursement Activity

42187	2/15/2019	WERF		AP	Void		246.87
42188	2/15/2019	Wesco		AP	Void		210.57
42189	2/15/2019	Western Exterminator Company		AP	Void		94.40
42236	3/15/2019	Employee Paycheck		PR	Void		2,825.81
42237	3/15/2019	Employee Paycheck		PR		3/31/2019	1,262.88
42238	3/15/2019	Employee Paycheck		PR		3/31/2019	2,119.17
42239	3/15/2019	Ace Hardware #11075		AP		3/31/2019	365.57
42240	3/15/2019	AFLAC		AP		3/31/2019	851.91
42241	3/15/2019	AFSCME Council 75		AP			800.80
42242	3/15/2019	Aks Engineering & Forestry		AP		3/31/2019	4,313.96
42243	3/15/2019	Apex Labs		AP		3/31/2019	2,475.00
42244	3/15/2019	Bachman Paving Company		AP		3/31/2019	3,531.00
42245	3/15/2019	Baxter Auto Parts, Inc.		AP		3/31/2019	99.96
42246	3/15/2019	BMS Technologies		AP		3/31/2019	3,766.84
42247	3/15/2019	Boost Consulting, LLC		AP		3/31/2019	204.00
42248	3/15/2019	Brown & Brown Northwest		AP		3/31/2019	6,460.00
42249	3/15/2019	Brown And Caldwell		AP		3/31/2019	546.13

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 04/03/2019 - 2:50PM
 Cleared and Not Cleared Checks
 Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
42250	3/15/2019	Bullard Law		AP		3/31/2019	5,745.00
42251	3/15/2019	Cascade Shoring LLC		AP		3/31/2019	152.00
42252	3/15/2019	Cintas Corporation - 463		AP		3/31/2019	89.54
42253	3/15/2019	City Of Gladstone		AP		3/31/2019	8,012.16
42254	3/15/2019	City Of Gladstone		AP			411.04
42255	3/15/2019	City Of Milwaukie		AP		3/31/2019	1,374.68
42256	3/15/2019	City Of Portland		AP			1,312.50
42257	3/15/2019	Clackamas County		AP		3/31/2019	3,397.31
42258	3/15/2019	Contractor Supply		AP		3/31/2019	144.00
42259	3/15/2019	Correct Equipment, Inc.		AP		3/31/2019	50.00
42260	3/15/2019	Craig Blackman Trucking		AP		3/31/2019	1,932.00
42261	3/15/2019	Cues, Inc		AP		3/31/2019	458.45
42262	3/15/2019	Daily Journal Of Commerce		AP		3/31/2019	226.80
42263	3/15/2019	Detemple Company, Inc.		AP		3/31/2019	373.82
42264	3/15/2019	Environmental Paper & Print, Inc		AP		3/31/2019	179.62
42265	3/15/2019	Customer Refund		AP		3/31/2019	158.34
42266	3/15/2019	H.D. Fowler Company		AP		3/31/2019	10,916.97
42267	3/15/2019	HealthEquity		AP		3/31/2019	28.55
42268	3/15/2019	J. Thayer Company		AP		3/31/2019	79.14
42269	3/15/2019	Customer Refund		AP		3/31/2019	180.73
42270	3/15/2019	Lucity Inc		AP		3/31/2019	23,262.24
42271	3/15/2019	Mail Finance		AP		3/31/2019	599.43
42272	3/15/2019	Merina & Company, LLP		AP		3/31/2019	7,852.32
42273	3/15/2019	Metro Overhead Door		AP		3/31/2019	224.00
42274	3/15/2019	Milwaukie Lumber Company		AP		3/31/2019	60.23
42275	3/15/2019	Customer Refund		AP		3/31/2019	12.21
42276	3/15/2019	Napa Auto Parts - Store #07078		AP		3/31/2019	45.07
42277	3/15/2019	Net Assets Corporation		AP		3/31/2019	510.00
42278	3/15/2019	Northwest Natural		AP		3/31/2019	673.77
42279	3/15/2019	NW Pump & Equipment Co		AP		3/31/2019	2,115.87
42280	3/15/2019	OCD Automation, Inc.		AP		3/31/2019	375.00
42281	3/15/2019	Olson Bros. Service, Inc.		AP		3/31/2019	1,765.90
42282	3/15/2019	One Call Concepts, Inc.		AP		3/31/2019	464.00
42283	3/15/2019	Owen Equipment		AP		3/31/2019	46.89
42284	3/15/2019	PERS		AP		3/31/2019	14.85
42285	3/15/2019	Portland Engineering Inc		AP		3/31/2019	120.00
42286	3/15/2019	Portland General Electric		AP		3/31/2019	3,668.85
42287	3/15/2019	R & L Services Inc.		AP		3/31/2019	47.90
42288	3/15/2019	Relay Resources		AP		3/31/2019	11,944.50
42289	3/15/2019	SDIS		AP		3/31/2019	33,054.93
42290	3/15/2019	Short Load Concrete		AP		3/31/2019	260.00
42291	3/15/2019	Springbrook National User Group		AP		3/31/2019	100.00
42292	3/15/2019	Customer Refund		AP		3/31/2019	315.84
42293	3/15/2019	Tice Electric Company		AP		3/31/2019	1,349.25
42294	3/15/2019	Unifirst Corporation		AP		3/31/2019	1,444.12
42295	3/15/2019	US Bank Equipment Finance		AP		3/31/2019	220.00
42296	3/15/2019	Verizon Wireless		AP		3/31/2019	689.80
42297	3/15/2019	Waste Connections		AP			61.41
42298	3/15/2019	Waste Management Of Oregon		AP		3/31/2019	4,576.94
42299	3/15/2019	Water Environment Services		AP		3/31/2019	144.45
42300	3/15/2019	Water Systems Consulting, Inc.		AP		3/31/2019	5,687.00
42301	3/15/2019	Western Exterminator Company		AP		3/31/2019	269.14
42302	3/15/2019	Wilcox & Flegel		AP		3/31/2019	2,373.35
42303	3/15/2019	Will & Sons LLC		AP		3/31/2019	5,400.00
42304	3/15/2019	Xerox Corporation		AP		3/31/2019	20.02
42305	3/18/2019	Employee Paycheck		PR			345.19
42306	3/29/2019	Employee Paycheck		PR			345.02
42307	3/29/2019	Employee Paycheck		PR			1,093.96

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 04/03/2019 - 2:50PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42308	3/29/2019	Employee Paycheck		PR		3/31/2019	2,118.99
42309	3/29/2019	Ace Hardware #11075		AP			450.97
42310	3/29/2019	AFLAC		AP			916.67
42311	3/29/2019	AFSCME Council 75		AP			870.50
42312	3/29/2019	Alexin Analytical Laboratories, Inc.		AP			544.00
42313	3/29/2019	AnswerNet		AP			249.57
42314	3/29/2019	Apex Labs		AP			5,959.00
42315	3/29/2019	Bachman Paving Company		AP			6,987.00
42316	3/29/2019	BTL NW		AP			155.61
42317	3/29/2019	Bullard Law		AP			7,341.50
42318	3/29/2019	Cable Huston LLP		AP			16,529.30
42319	3/29/2019	Century Link		AP			768.55
42320	3/29/2019	Cintas Corporation		AP			230.40
42321	3/29/2019	Cintas Corporation - 463		AP			89.54
42322	3/29/2019	City Of Gladstone		AP			207.81
42323	3/29/2019	Comcast Cable		AP			424.02
42324	3/29/2019	Consolidated Supply Co.		AP			3,185.89
42325	3/29/2019	Convergence Networks		AP			4,070.48
42326	3/29/2019	Craig Blackman Trucking		AP			1,035.00
42327	3/29/2019	CTX-Xerox		AP			121.34
42328	3/29/2019	Cues, Inc		AP			458.45
42329	3/29/2019	D&H Flagging Inc.		AP			446.75
42330	3/29/2019	DK Advisory Services LLC		AP			962.50
42331	3/29/2019	Customer Refund		AP			204.93
42332	3/29/2019	Grainger, Inc.		AP			1,373.38
42333	3/29/2019	Maria & Richard Gross		AP			259.99
42334	3/29/2019	Customer Refund		AP			51.37
42335	3/29/2019	J. Thayer Company		AP			196.37
42336	3/29/2019	Kaiser Permanente		AP			14,830.69
42337	3/29/2019	Customer Refund		AP			142.50
42338	3/29/2019	Lou's Gloves		AP			356.00
42339	3/29/2019	Madison Biosolids, Inc.		AP			1,834.73
42340	3/29/2019	Metereaders, LLC		AP			1,435.32
42341	3/29/2019	Customer Refund		AP			19.48
42342	3/29/2019	Customer Refund		AP			23.18
42343	3/29/2019	Northstar Chemical, Inc.		AP			548.75
42344	3/29/2019	Northwest Natural		AP			198.42
42345	3/29/2019	Olson Bros. Service, Inc.		AP			504.74
42346	3/29/2019	Olson, LLC		AP			26,462.30
42347	3/29/2019	Customer Refund		AP			39.44
42348	3/29/2019	Pamplin Media Group		AP			63.21
42349	3/29/2019	Portland General Electric		AP			23,273.77
42350	3/29/2019	R & L Services Inc.		AP			343.81
42351	3/29/2019	Traver's Cleaning Service Inc.		AP			35.00
42352	3/29/2019	Unifirst Corporation		AP			1,019.32
42353	3/29/2019	Verizon Wireless		AP			1,155.54
42354	3/29/2019	Waste Management Of Oregon		AP			145.24
42355	3/29/2019	Employee Expense Reimbursement		AP			110.01
42356	3/29/2019	Xerox Corporation		AP			17.12
Paper Check Disbursement Activity Subtotal							305,719.42
Voided Paper Check Disbursement Activity							3,377.65
Adjusted Paper Check Disbursement Activity Subtotal							302,341.77
Total Void Check Count:							5
Total Void Check Amount:							3,685.17
Total Valid Check Count:							154
Total Valid Check Amount:							605,828.08
Total Check Count:							159
Total Check Amount:							609,513.25

OAK LODGE

WATER SERVICES

OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
March 19, 2019

Board of Directors - Members Present:

Susan Keil, President/Chair
Kevin Williams, Secretary/Vice Chair
Lynn Fisher, Treasurer
Nancy Gibson, Director
Paul Gornick, Director (on conference call),

Board of Directors - Members Absent:
none

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager
Aleah Binkowski-Burk, Human Resources and Payroll Manager
Jason Rice, District Engineer
David Mendenhall, Plant Superintendent
Kelly Stacey, Finance Director
Todd Knapp, Field Operations Superintendent,

Visitors Present:

Laura Westmeyer, District Attorney, Cable Huston LLP
Dave Phelps, Budget Committee
Eric Hofeld, Sunrise Water Authority
Michael Gradt, Local Resident
Fred Swingle, Budget Committee
Amanda Gresen, Budget Committee.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

Board President Susan Keil called the meeting to order at 6:00 p.m. and Susan Keil led the pledge of allegiance.

2. Call for Public Comment

There were no comments from the public.

3. Consent Agenda

a. February 2019 Financial Reports

i. Approval of February 2019 Check Run

b. February 19, 2019 Board Meeting Minutes

Questions included asking about the percent difference on line item 4212 of the expense rollup for wastewater charges. Currently the account is at 63.45% when we are at 57% for the year, and the question is if we were catching up to the accounts that were underbilled, like the large

meters. Finance Director Kelly Stacey responded yes, we are catching up, but we did not request backpay on the underbilled accounts so this line should reach about 97% at the end of the year. The minutes need to be changed to reflect "President Keil" on page 7 of 8; and should change the consultants to "Visitors" or "Staff and Consultants" in the persons present section. There were no other comments or questions.

Director Gibson moved to approve the consent agenda as presented with changes noted to the minutes. Secretary Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

4. Boardman Wetland Complex Project Update and Tree Management

District Engineer Jason Rice updated the Board on the Boardman Wetland project and requested conversation about a particular issue regarding trees on site. The update focused on bellies in the sanitary sewer line running through the site, including a request by the contractor to access the site through a neighbor's property. The challenge with the sewer repairs is it will affect the schedule and the "in water" work. If the contractor gets permission from the property owner, they will complete the improvements this spring, otherwise it will happen closer to August. In the meantime, the contractor will refocus on the nature play area construction. Grading, stormwater facilities, and other portions of the nature play area have started. Other areas of the site are also being improved as the planting begins. The south end at Jennings Avenue is still being worked on, which will include rebuilding the road. Jason hopes to improve this part of the project if possible and will work with Clackamas County to do so. Costs for these improvements will be split between the District and the contractor, and improvements will be inspected by Clackamas County. Jason commented on the contractor's work and stated that Fowler is accepting responsibility for the work needing to be completed as well as any other work needing to be corrected. They are finishing the boardwalk and could schedule tours for the Board soon.

Concerning the tree management, a member of the community spoke up in concern for the onsite tree protections stating that the protection fencing around the trees was smaller than it should be. The District worked with the contractor to address the problem and documented the changes in the fencing with photos. Jason showed before and after photos of the fencing diameters around each of the established trees. He does not think the trees have been damaged by the work and believes the new wider fencing protection around the trees will be adequate. Jason thinks the contractor addressed the issue promptly and effectively.

The Board spoke up and shared a comment they had heard from the public expressing concern for the tree protection being inadequate. Someone also contacted the Jennings Lodge Community Planning Organization (CPO) with similar concerns and was then put out into the neighborhood communication loops. The Board noted the issue and reflected on the original tree protection being inadequate, although there was probably not negligence involved. The Board added trees are very important to the community and at the very least should have no soil compaction within the drip zone.

The Board invited public input, which included the following comments. The tree with gravel behind it is a sanitary sewer line which the District asked to be put there, but gravel should not be put within the area of the root crown because if it does not flare out the tree could die. Another comment included someone expressing familiarity with the City of Portland's tree protection requirements. Their requirement is that for each 1-inch in diameter of a tree there is a 1-foot radius of protection around the tree. For example, a 12-inch diameter tree would require a 12-foot protection zone around it. Then construction can encroach upon the area up to 50%, or 6-feet, but there should not be any further construction work closer than 50%. There are work arounds involving arborists weighing in on impacts to the tree and potential for damage. This information is not currently part of the Clackamas County zoning code but should possibly be considered in the future.

Jason responded if we followed the City of Portland's tree code, every remaining tree within this project would have been slated for removal based on planned work. He proposed looking closely at existing trees in future projects. The Board recommended bringing on a contract arborist and an outside contract inspector for future projects like this one. Jason responded he would consider adding both positions to future projects but has been working hard to keep project costs down based on the overall project cost. General Manager Sarah Jo Chaplen spoke up to reiterate how hard District staff has been working to keep the project going correctly, on time, and within cost.

The Board suggested using the staff arborist from North Clackamas Parks and Recreation (NCPRD) to support future projects like this one. The Board asked who created the plant list for the project and Jason responded the project designer HDR Engineering created the planting plan and NCPRD has been directing and advising on the plant list as it evolves. Species were selected for diversity, resilience, level of maintenance and other factors. NCPRD is heavily involved in the planting plan, the site materials, the outdoor classroom, and the nature play area. The Board supported involving of NCPRD in helping to develop the project and requested a written inspection report if an arborist inspects the trees/project. There were no further questions or comments on the project.

5. Approval of Five Replacement Sanitary Pumps

Plant Superintendent David Mendenhall updated the Board on the sanitary sewer pumps on the Influent Pump Station. Last fall staff rebuilt parts of two pumps, which fell short of a long-term solution. They are now at a point to consider replacing the pumps, based on a cost comparison of rebuilding or replacing. Replacing one pump will cost about \$58,000 and there is enough money in the capital budget year to replace five pumps. David shared some analysis of the state of the existing pumps and how we might use parts from existing pumps as backup. The Board summarized that the existing KSB Pumps are less effective than expected and supported replacement of the existing pumps with a better product – sole source Flygt pumps. The Board asked if the “flushables” problem has been resolved at all, where wipes are flushed and become solid rags in the wet well. Staff responded we have put in gamma jets to keep the flow moving along, but there is still ragging that occurs, and the pumps need to be able to perform in relation to the flow. The Board asked whether there was any recompense that ASCO could provide, as well as whether there was a market for the offline KSB pumps. Staff did not think ASCO was at fault but could follow up and would also follow up on whether there was a market for the old

pumps. David mentioned the slow response from ASCO in comparison to the positive response from Xylem (producer of the Flygt pumps).

Director Gibson moved to authorize the General Manager to execute a purchase order consistent with the District's sole source procurement rules, for the purchase of five new Flygt pumps from Xylem Water Solution USA, Inc. for a total cost of \$277,735. Secretary Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

General Manager Sarah Jo Chaplen commented under the District's procurement rules we will be utilizing the G.M.'s sole source authority, which require a public posting for 7 days, after which she will sign for the purchase order on the next following business day. The Board asked for future motions to be stated, "for an amount not to exceed XXX cost", in order to build in some flexibility to the total cost approved in case quoted process for shipping or other items slightly change. The General Manager agreed to the suggestion

6. Human Resources Policies Approval – Second Set

Human Resources and Payroll Manager, Aleah Binkowski-Burk presented the final draft of the previously presented human resources policies, which have been approved by the Union and include just a few very small changes.

Secretary Williams moved to approve to the addition of the attached Policies (see numbers 1-7 below) to the Oak Lodge Water Services' Employee Handbook. Director Gibson seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

Second Set – Human Resources Policies:

- 1. Time Keeping Policy**
- 2. Inclement Weather Policy**
- 3. Social Media Policy**
- 4. Smoke Free Workplace Policy**
- 5. Personal Protective Equipment Policy**
- 6. General Safe Workplace Practices Policy**
- 7. Workers' Compensation and Return-to-Work Policy**

7. Finance Policy Approval

Finance Director Kelly Stacey presented the finalized Expenditure Policy, which has been updated with the previous edits. Treasurer Fisher asked about what the District does in the case of lost checks, under item G-3. Staff responded we void the check appropriately in a variety of situations. There were no other comments, changes, or edits.

Director Gibson moved to approve the attached expenditure policy. Treasurer Fisher seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

8. Department Reports

- **Finance Report:**

Finance Director Kelly Stacey provided an overview on her staff report as presented in the Board Packet. Highlights included completing the Utility Billing audit. Her report includes the wastewater revenue shortage and she will present the water audit information to the Board in the following month. The Board asked what plans are in place to cover the shortfall, which is close to \$70,000. Staff responded we will be short, but the District continues to be over the projected operating revenue, including the amount set aside to cover Capital costs.

The department initiated the Lockbox project and will include a note to customers about the change on the April bills.

She is working hard on both the OLWS Budget and the North Clackamas County Water Commission Budget and is following the set timeline as reviewed by the Board.

The department sent out annual low-income customer renewal letters and will present a report to the Board on the program in May. The Board asked how the District promotes the program and staff responded we promoted it heavily during the billing changes during the consolidation process, we put it in our newsletter regularly, and we have it posted on our website. General Manager Chaplen added customer service promotes the program directly to customers over the phone and in person as the opportunity presents itself. Director Gornick asked for the current District renewal policy, and staff clarified the District requires annual renewals in March.

Kelly presented electronic billing statistics for Utility Billing accounts (see Board Packet). At this point, roughly 42% of customers pay with a card, either on autopay or online. She mentioned there are no forms of payment that are cost free for depositing, although credit card and checks by phone have slightly higher costs per item. Treasurer Fisher shared the information from an analysis on the costs of various payment forms several years ago, which supported Kelly's findings. Director Gibson mentioned in some of her employer's divisions may no longer take Visa payments because Visa is more costly than Master Card.

The Board asked about what it would take to get the District into a bi-annual budgeting process. G.M. Chaplen responded there are pros and cons for bi-annual budgets, and some staff would prefer one. She requested for now to remain on an annual budget until the District gets organized around its new consolidated structure. The Board understood but also reiterated it takes managers as much time to develop an annual budget as to true up a bi-annual budget over the two-year rollout. Public member Eric Hofeld commented the District is obligated to have annual audits, so it might be good to discuss the impact of a bi-annual budget with the auditors as well. The Board commented it seems like the process is annual anyway even when it's bi-annual, along with a five-year capital improvement plan and translated into an annual budget for capital projects.

- **Field Operations Report:**

General Manager Chaplen opened the field operations report with a question from Director Gornick which stemmed from the recent water main break in City of Portland. He asked if the District conducts annual testing of pipe valves to make sure they are mechanically functional. Field Operations Superintendent Todd Knapp responded the large valves in our District are aging and made of brass and believes they should not be exercised too much because it might encourage failure. The valves are delineated clearly on our GPS maps, which is an important part of the backup system. Valves are exercised about every 4-5 years and use a hydraulic machine to assist them in the exercise. The Board clarified we use ductile iron, not the more brittle cast iron, which we do, and they understood and had no further questions on the topic. General Manager Chaplen commented as we replace pipes and valves, we consider using resilient and high-quality materials.

Field Operations Superintendent Todd Knapp shared information from his staff report, commenting on the collection numbers and the fact that he is backfilling Brad Lyon's position temporarily. The water meter changeouts are progressing smoothly and have highlighted some water infrastructure systems needing to be addressed in order to proceed. Secretary Williams asked about piggybacking on the paving work that Oregon Department of Transportation (ODOT) will be doing between Naef and the bridge over the Clackamas River. Staff responded they could try to wait, but the customer we are dealing with has been pushing to get the Naef Road project addressed.

President Keil asked about the water meter replacement program community outreach and G.M. Chaplen commented the District's Civil Engineer Haakon Ogbeide has been working to address community concerns, which include concerns about electromagnetic radio frequencies. There is one customer who asked to opt out of the program and District Engineer Jason Rice is working with her. This customer has a meter box located in an odd place. He mentioned how helpful conversations and negotiations have been with customers. Staff added the meters will give off a signal about 6 times per year, which is very limited [this information has since been researched and was found to be inaccurate, please visit oaklodgewaterservices.org for more information about the Water Meter Replacement Program].

The Board supports the meter project and the way the District has addressed community concerns through outreach letters, website information, and direct response from Haakon, Jason and Lara, who involved Barney & Worth in the messaging. The Board asked about the District's policy with regards to NextDoor response. G.M. Chaplen stated the District works to share balanced responses through our website and uses social media as an indicator for the topics that need more focus. She will be presenting to Willamette View at their community/candidates meeting in upcoming weeks. The Board volunteered to write a letter to the editor for the Clackamas Review if there is a need.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall presented his board report, highlighting the seasonal challenge of hauling biosolids to eastern Oregon. Because they have been reducing solids in the wastewater treatment plant, they were able to absorb the additional solids. They used a process called recuperative thickening to waste solids through the plant but hold them on site

until we were able to generate more biosolids “cake” and then transport them to Madison Farms. The plant continues to perform well, but the operators are working to increase separation and settling time by further reducing solids in the aeration basins. He pointed out the data graphs as illustrated in the packet.

Several maintenance projects occurred which were described in the packet. He mentioned the possibility of changing the new flow meter in Pump Station #5 because of faulty programming.

- **Technical Services Report:**

District Engineer Jason Rice asked if the Board Packet included the capital project tracker and the development tracker and was informed neither tracker was included but were supposed to be emailed. He highlighted the upcoming Emergency Water Distribution Exercise on Saturday, April 13th from 11 a.m.-1 p.m. at the Concord School (see map of site traffic flow). G.M. Chaplen invited Board members to attend the event and help with information delivery.

He mentioned a sewer replacement project on Silverleaf, is close to going out to bid next Monday as well as a manhole replacement project on Creighton. The District is working on an aeration strategy for the sewer plant to help with replacement of blowers next year. We are designing a fix for the backup belt filter press as well as working on a decant planning project to increase the capacity for spoils because of increased spoils because of the consolidation.

The Board asked about the status of the building planning project. Staff responded we are in process with the space planners/architects to get into details of how and what we need for now and into the future. After a series of space planning meetings from the level of the individual to the team level, we have the very preliminary findings of needing a 2-acre site, with the possibility of a 1.5-acre site. The Board asked about the house behind the Administration Building, which is currently under the possibility of foreclosure in May. The value of this property will vary based on several factors, including auction bids if it goes to auction. The property is not currently under foreclosure but it contacting the owners has not been possible. We are also working with Cushman and Wakefield to discuss the options after they input the data collected from District staff.

Jason commented that he met with Jim Whynot, Director of the City of Gladstone to clarify service maps and discuss service providers. There were no further questions or comments.

9. Call for Public Comment

Members of the Budget Committee requested reposting of the schedule for the Budget Committee meetings. The Board requested staff reinstitute the “parking lot” for issues which come up during meetings but cannot be addressed immediately, like emergency management. G.M. Chaplen agreed to add a page to the Board Packet.

10. Business from the Board

Director Gibson commented on another positive C4 meeting, which now has members committed to participating, coordinating and moving issues forward. She invited others to attend if interested. One highlight was that Metro Council President Lynn Peterson spoke, covering the upcoming Metro bond which will address transportation issues including congestion on 99 E in our area. A local team is pushing for more projects in Oak Grove within Clackamas County. She was not able to make it to the Executive Committee this month.

Director Williams had no business to present as Director Gornick attended the Jennings Lodge CPO meeting this month.

Director Gornick was not able to attend the Sunrise Water Authority Board meeting because of his travel schedule, but he attended the Jennings Lodge CPO meeting. They heard from guest presenter Jill Smith, Director of Housing in Clackamas County. She shared a power point on housing affordability (see slides included in the packet), which covered the point that people who become homeless typically stay in the same community as their previous residence. Representative Mark Meek will be the next speaker. Amanda Gresen and Jane Morrison will be co-chairs for the Jennings Lodge CPO in the coming year.

Treasurer Fisher reported the Clackamas River Water meeting was short. The group approved the goals for the General Manager and discussed their backbone project is financially short by about \$6,000,000. They under-projected costs for the proposed projects and have hired a financial analyst to help them with the issue. Members of the public spoke up to address the issue. He was not able to attend the Oak Grove Community Council meeting, but reported that of seven Board positions, there are five new people and multiple new officers. Joseph Edge will return to serve as the Chair, Valery Chapman as Vice-Chair, Secretary Jan Lindstrom, Treasurer Jane Civiletti, Directors-at-large Jim Meyer and Greg Wenneson, and an additional new Director-at-large.

Secretary Keil updated the group on the Chamber of Commerce Public Policy meeting and referred to her notes as included in the Packet. She highlighted the Oregon State Chamber of Commerce's concern for additional corporate and business taxes from the perspective of rollover impacts on consumers. The Chamber's lobbyist J.L. Wilson spoke about several bills including one focusing on the rating of the SAIF Corporation's reserve funds to pay down PERS liability in K-12 schools. SAIF is looked at as one of the bright spots in public private partnership in the state for the workers compensation, and acts as a cost-effective mechanism for both business and public sector employers. Another bill looks at the restriction on the use of independent contractors when there was an employee on staff who could perform the needed work. She mentioned three other bills, one focused on employment contracts, another focused on employee marijuana use off the job (but in the employee's bloodstream), and a third that extends personal liability to members of Boards of Directors and officers of Boards when it comes to discrimination and sexual harassment. She suggested following relevant legislative bills through the legislative committee of the Special Districts Association of Oregon (SDAO).

Director Gibson added that the Regional Water Providers Consortium approved a letter to be sent to the State of Oregon in opposition of a bill that would allow unlicensed landscaping contractors to install irrigation systems, which would open risk to the public water system.

President Keil asked how the SDAO tracks legislative matters and G.M. Chaplen responded there is a subcommittee that meets every 2-3 weeks and focused on water and wastewater related legislation, as well as another SDAO focus group which looks at human resource related matters. She commented on a bill which ensures wastewater treatment capacity when it comes to adding "middle housing" in certain communities. The Board commented on the JANUS union "opt out" issue around the country.

There was no further Board business.

11. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 8:27 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Kevin Williams
Secretary, Board of Directors

Date: _____

Date: _____

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Clackamas River Summer Conservation Messaging
Item No.: 4
Date: April 16, 2019

Action Requested

Staff would like to provide a status update and get feed-back on the jointly developed Clackamas River summer conservation messaging. Approval of the message themes would be welcomed.

Background

The Clackamas River Water Providers is a coalition of the municipal water providers that get their drinking water from the Clackamas River who are working together on water resource issues. The purpose of the organization is to fund and coordinate efforts regarding source water protection and public outreach and education around watershed issues, drinking water, and water conservation. The organization is made up of representatives from Clackamas River Water (District), City of Estacada, the City of Lake Oswego, City of Tigard, the North Clackamas County Water Commission (City of Gladstone and Oak Lodge Water Services), South Fork Water Board (Oregon City and West Linn), and Sunrise Water Authority (Happy Valley and Damascus).

This year the members have revisited the need to strategically focus our water conservation messages. Kim Swan is the Water Resource Manager for Clackamas River Water Providers and is here to present the draft messages which have been developed and reviewed by staff from all of the Clackamas River Water Providers members. The intent is for this campaign to continue in future years. Ultimately, if the conservation messages are successful water demand and usage from our customers could be reduced at key times of the year for the flow of the Clackamas River.

Suggested Board Motion

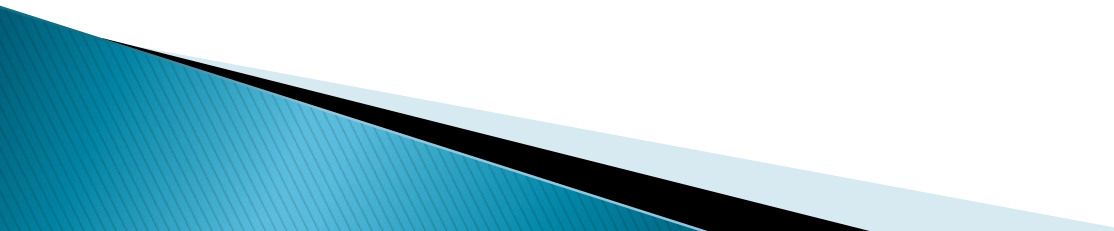
“I move to approve the key message themes for Water Conservation in partnership with other Clackamas River Water Providers members.”

Attachments

1. Clackamas River Summer Conservation Messaging—power point

Clackamas River Summer Conservation Messaging

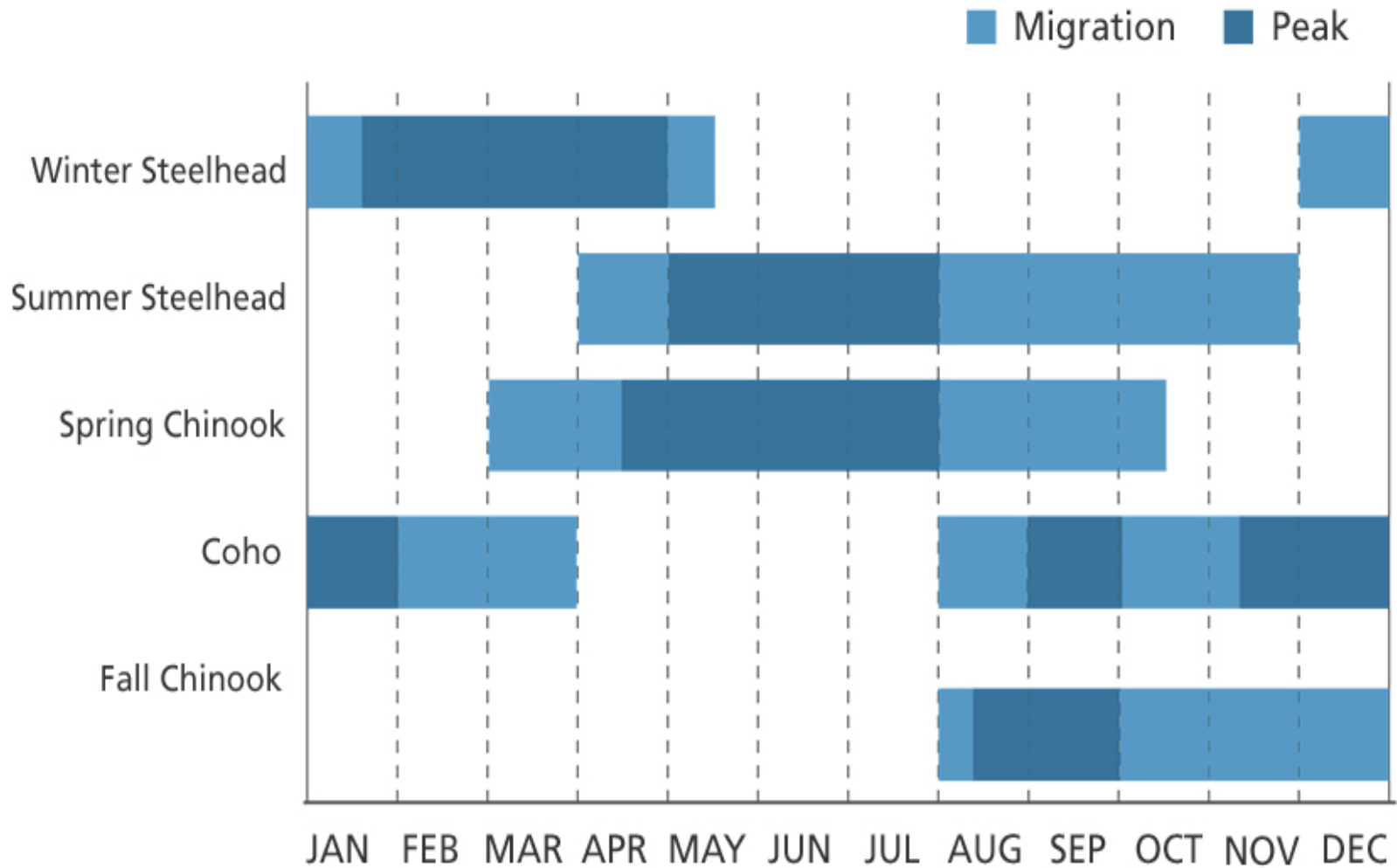
Flow Conditions

- ▶ Water providers have conditions on their water right permit extensions to meet fish flows in the Clackamas River
 - ▶ Flow flow targets 650 cfs June – September, and 800cfs September through the rest of the year
- 

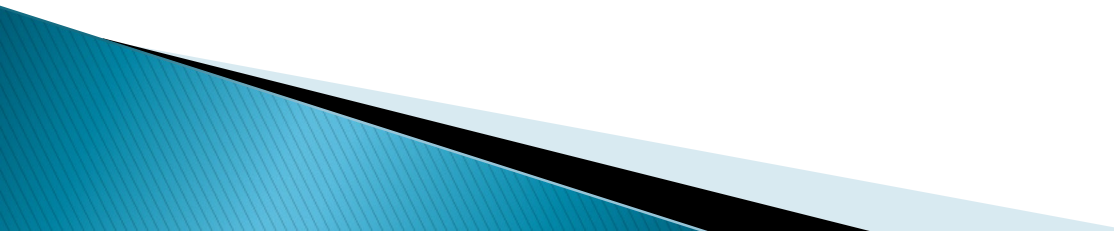
Meeting Flow Conditions

- ▶ Except for in really dry years (2015) summer flow targets are typically met.
- ▶ Fall flow targets are missed more frequently if we don't get fall rain.

Typical migration patterns in the Clackamas River



What we are doing

- ▶ Clackamas water providers are looking at operational changes that could be made in September and October (i.e. the timing of flushing programs)
 - ▶ After Labor Day we see a natural reduction in water use as kids go back to school and days are shorter.
 - ▶ Development of Curtailment Calculator Tool
 - ▶ New Summer Conservation Messaging Campaign
- 

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CRWP WEBSITE

Do your part to keep water in the Clackamas River by reducing outdoor water use by turning irrigation systems off for the fall fish runs!

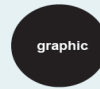
Our communities use a lot of water during the summer months. In Clackamas County water use doubles or even triples, this is due mostly to outdoor water use. Summer is also the time of year when the Clackamas River is flowing at its lowest levels and we get the least amount of rainfall.

Starting in late August, Fall Chinook and Coho Salmon begin returning to the River on migration to their spawning grounds. The more water available, the easier the journey.

[PGE Fish Count Link](#)

Resources to Help You Use Less Water

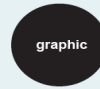
As a resident of Clackamas County that gets its drinking water from the Clackamas River and that cares about protecting water for people, fish, and wildlife here's your chance to be a part of our "Fish on the Run, Irrigation Done!" campaign to reduce summer outdoor water use.



Weekly Watering Number



Landscape Water Audits



Conservation Rebates



Conservation Articles
(10 on new page)



Take The Pledge



Audio Tips
(12 on new page)

Do Your Part to Keep Water in the Clackamas River.

INFORMATIONAL FLYER



FISH **ON THE RUN**

IRRIGATION DONE!

**Do your part to help keep water
in the Clackamas River by
reducing outdoor water use by
turning irrigation systems off for
the fall fish runs!**

Our communities use a lot of water during the summer months. In Clackamas County water use doubles or even triples, this is due mostly to outdoor water use. Summer is also the time of year when the Clackamas River is flowing at its lowest levels and we get the least amount of rainfall.

Starting in late August, Fall Chinook and Coho Salmon begin returning to the River on migration to their spawning grounds. The more water available, the easier the journey.



**Do Your Part to Keep Water
in the Clackamas River.**

We value the way healthy lawns add to the beauty and livability of our communities, but we also want to make sure our customers have the tools to make the most efficient use of the river water so we can leave more water in the river for fish.

HOW CAN YOU HELP?

- Learn how to ramp down your irrigation watering so you can turn it off by early Fall
- Plant water-efficient plants
- Let your lawn go brown
- Hand water your lawn and garden
- Check the "Weekly Watering Number"
- Take Advantage of our Conservation Rebates
- Take the Conservation Pledge
- Schedule a Landscape Water Audit
- Visit our website to find more water conservation/reduction information
- Listen to Audio Tips on our website

For more information go to our website.



www.clackamasproviders.org
503-723-3511

PLEDGE

Take the Pledge! Help endangered fish species in the Clackamas River.





Doing your part to keep water in the Clackamas River.

TAKE THE PLEDGE!

As a resident of Clackamas County that gets its drinking water from the Clackamas River and that cares about protecting water for people, fish, and wildlife here's your chance to be a part of our "Fish on the Run, Irrigation Done!" campaign to reduce summer outdoor water use.

Take part in the Pledge and get a FREE yard sign in honor of your commitment, letting neighbors know what you are doing to keep water in the Clackamas River for fish.



I PLEDGE TO DO MY PART:

- Choose plants wisely and pick plants that are water efficient or drought tolerant.
- Use the weekly watering number to make sure my lawn and yard are getting the right amount of water but no more.
- Let my lawn go dormant during the summer, which saves water, reduces run-off and requires less mowing!
- Sweep my driveway, sidewalk, and patio instead of hosing them off.
- Make sure I stop watering my lawn and yard by early fall!

Cut here and return lower portion to receive your yard sign.



To receive your free yard sign please fill out the form and mail it back to us, or visit our website to take your pledge.

CONTACT INFORMATION:

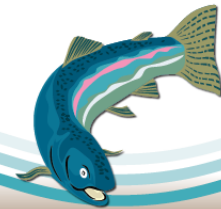
Name _____

Address _____

Phone _____

Email _____

Water Provider _____



www.clackamasproviders.org
503-723-3511

YARD SIGN

 **FISH** 
ON THE RUN

IRRIGATION DONE!

**Doing my part to keep water
in the Clackamas River.**




Clackamas River
Water Providers
Working together to protect and conserve our drinking water
www.clackamasproviders.org

MAGNET

FISH

ON THE RUN

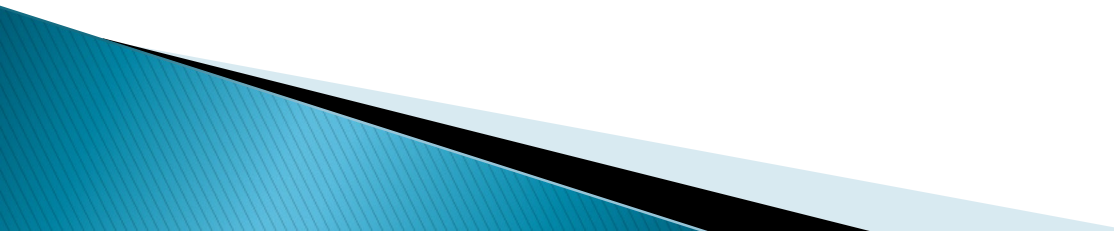
IRRIGATION DONE!

**Doing my part to keep water
in the Clackamas River.**



www.clackamasproviders.org

Questions

- ▶ What is your reaction to the look and feel of the campaign
 - ▶ What is your reaction to the messaging of the campaign
 - ▶ Suggestions?
- 



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Professional Auditor's Contract
Item No.: 5
Date: April 16, 2019

Background

ORS 297.425 requires that Oak Lodge Water Services District be audited and reviewed at least once each calendar or fiscal year by accountants authorized by the Secretary of State to conduct municipal audits. The Government Finance Officers Association (GFOA) has long recommended that state and local governmental entities obtain independent audits of their financial statements performed in accordance with the appropriate professional auditing standards. Properly performed audits play a vital role in the public sector by helping to preserve the integrity of the public finance functions and by maintaining citizens' confidence in their elected leaders. OLWSD undergoes this audit obligation each fiscal year.

OLWSD contracted with its most recent auditor for the first two years of the combined District and for many years with each of the previous districts. The District will need to enter into a contract with the same or different provider for services beginning with the audit for FY18/19. OLWSD generally contracts for auditing services from a provider for a term of between one and five years. GFOA recommends keeping the same auditor for 7 years.

Staff is currently in the solicitation process for the next OLWSD auditor and has advertised a Request for Proposals for Professional Auditing Services, which was first published on March 1, 2019. The closing date for the solicitation is April 15, 2019. Staff is actively seeking the participation of all qualified firms, including the District's most recent auditor. Proposals will be reviewed by a four-member committee consisting of the Finance Director, General Manager, Accountant, and a member of the Board of Directors. The selected Auditor should begin working on the contract no later than May 1, 2019 to be able to conduct a timely audit process. A sample contract and scope of work is attached to this agenda item.

Recommendations

Staff respectfully requests the Board authorize the General Manager to negotiate and sign a contract with the contractor that will be selected by the reviewing committee described in the attached RFP, for a term not to exceed three years (with options to renew for two additional years), and for an amount not to exceed \$40,000 per year.

Suggested Motion

“I move to authorize the General Manager to negotiate and execute a contract for professional auditing services, with the contractor selected by the review committee, for an annual amount not to exceed \$40,000 per year.”

Attachments

1. Scope of Work for Professional Audit Services
2. Contract

UPDATED PROFESSIONAL AUDITING SERVICES PROPOSAL CALENDAR

DUE DATE EXTENDED TO APRIL 15, 2019; 3:00 PM

The District anticipates the following general timeline for receiving and evaluating the Proposals and selecting a firm/individual for Professional Auditing Services. This schedule is subject to change if it is in the District's best interest to do so.

o	Original Request for Proposals Advert release	March 1, 2019
o	Original Proposals Due	March 29, 2019; 2:00 pm
o	UPDATED Due Date	April 15, 2019; 3:00 pm
o	Evaluation of Proposals Complete	April 19, 2019
o	Notify Proposers of Interviews	April 22, 2019
o	Proposer Interviews	April 24-26, 2019
o	Notice of intent to award	April 30, 2019
o	Commencement of Contract	May 1, 2019
o	Schedule for the 2019 Fiscal Year Audit Due	May 15, 2019

All other items remain the same.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Oak Lodge Water Services District
Attn: Kelly Stacey, Finance Director
14496 SE River Road, Oak Grove, OR 97267

CONTACT WITH PERSONNEL OF THE OAK LODGE WATER SERVICES DISTRICT OTHER THAN KELLY STACEY, FINANCE DIRECTOR, REGARDING THIS REQUEST FOR PROPOSALS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.

2. Submission of Proposals

The following material is required to be received by 2:00 pm on March 29, 2019 for a proposing firm to be considered:

a. A single master electronic copy (so marked) of a Technical Proposal, signed and submitted as PDF, to include the following:

i. Title Page

Title page showing the request for proposals subject; the

firm's name; the name, address and telephone number of the person with responsibility to contract on behalf of the firm; and the date of the proposal.

2. Submission of Proposals (Continued)

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

v. Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix D and Appendix E)

VI. PROPOSAL REQUIREMENTS (Continued)

Proposals should follow the format and reference the sections listed in the Proposal Requirements section. Responses to each section and subsection should be labeled to indicate the item being addressed. Proposals must describe in detail how requirements of the RFP will be met and may provide additional related information.

A Proposer shall submit its Proposal in Adobe Acrobat PDF Format. Proposer shall format its Proposal to print out on 8 1/2" x 11" paper without extensive art work, unusual printing or other materials not essential to the utility and clarity of the Proposal.

Proposals may be emailed (preferred) to kelly@olwsd.org with "Professional Audit Services Proposal" in the subject line or addressed and submitted in a sealed envelope to the following location by 2:00 p.m. on March 29, 2019.

Oak Lodge Water Services District
Kelly Stacey, Finance Director
14496 SE River Road
Oak Grove, OR 97267

All Proposals must be received by e-mail or delivered to the Oak Lodge Water Services District Office on or before the time and date due.

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of OLWSD in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the Cost Proposal). The Technical Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the

VI. PROPOSAL REQUIREMENTS (Continued)

following subjects, **items Nos. 2 through 10**, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of OLWSD as defined by GAAS.

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships (if any) involving OLWSD for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give OLWSD written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in the State of Oregon

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Oregon.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review (peer review), with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3)

VI. PROPOSAL REQUIREMENTS (Continued)

years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement.

Indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Oregon.

Indicate each person on the proposed team that is a licensed municipal auditor in the State of Oregon.

Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing

professional education, of the specific staff to be assigned to this engagement. Indicate how the experience and quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect OLWSD's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of OLWSD; however, in either case, OLWSD retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of OLWSD, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

VI. PROPOSAL REQUIREMENTS (Continued)

6. Prior Engagements with OLWSD

List separately all engagements within the last five (5) years, ranked on the basis of total staff hours, for OLWSD, by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum – five (5)) performed in the last five (5) years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client

8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as OLWSD's

budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Description of approach to risk assessment as basis for planning the audit
- b. Proposed segmentation of the engagement
- c. Level of staff and number of hours to be assigned to each proposed segment of the engagement

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- d. Determination of sample sizes and the extent to which statistical sampling is to be used in the engagement
- e. Extent of use of EDP software in the engagement
- f. Approach to be taken to gain and document an understanding of OLWSD's internal control structure

VI. PROPOSAL REQUIREMENTS (Continued)

- g. Planned tests of controls and substantive procedures to be applied in the audit of the District's financial statements
- h. Type and extent of analytical procedures to be used in the engagement
- i. Approach to be taken in determining compliance with laws and regulations that will be considered during the audit
- j. Approach to be taken in drawing audit samples for purposes of tests of compliance
- k. Approach to documenting and communicating findings to management and/or the Board of Directors

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential obstacles that may be encountered during the audit, the firm's approach to resolving these obstacles, and any special assistance that will be requested from OLWSD.

C. Cost Proposal

1. Total Not-to-Exceed Cost

The Cost Proposal should contain all pricing information relative to

performing the audit engagement as described in this request for proposal. The total Not-to-Exceed Cost is to contain all direct and indirect costs including all out-of-pocket expenses.

OLWSD will not be responsible for expenses incurred in preparing and submitting the technical proposal or the Cost Proposal. Such costs should not be included in the proposal.

The first page of the Cost Proposal should include the following information:

- a. Name of Firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with OLWSD.
 - c. A Total Not-to-Exceed Cost Amount for the 2019 engagement.
2. Rates by Partner, Manager, Supervisory, and Staff Level
Times Hours Anticipated for Each

VI. PROPOSAL REQUIREMENTS (Continued)

C. Cost Proposal (Continued)

The second page of the Cost Proposal should include a schedule of professional fees and expenses, presented in the format provided in the attachment (Appendix F) that supports the total Not-to-Exceed Cost. The cost of special services described in Section II E of this request for proposal should be disclosed as separate components of the total Not-to-Exceed Cost.

3. Out-of-pocket Expenses Included in the Total
Not-to-Exceed Cost and Reimbursement Rates

Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by OLWSD for its employees. All estimated out-of-pocket expenses to be reimbursed should be presented on the second page of the Cost Proposal in the format provided in the attachment (Appendix F). All expense reimbursements will be charged against the total Not-to-Exceed Cost submitted by the firm.

In addition, a statement must be included in the Cost Proposal stating the firm will accept reimbursement for travel, lodging and subsistence at the prevailing OLWSD rates for its employees.

4. Rates for Additional Professional Services

If it should become necessary for OLWSD to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between OLWSD and the firm. Any such additional work agreed to between OLWSD and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the Cost Proposal.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's Cost Proposal. Interim billing shall cover a period of not less than a calendar month.

PROFESSIONAL AUDIT SERVICES AGREEMENT

This Professional Audit Services Agreement (“Agreement”) is between **OAK LODGE WATER SERVICES DISTRICT** (the “District”) and _____ (“Auditor”). The District and Auditor are herein referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

The District is a consolidated water and sanitary special district organized under ORS Chapters 264 and 450. The District wishes to contract with a qualified contractor to provide professional audit services. Auditor desires to provide professional audit services to the District for the term of this Agreement. Auditor has unique experience, abilities, and services, and is qualified to perform these services, and therefore the Parties agree as follows:

AGREEMENT

I. Effective Date and Duration

This Agreement is effective upon execution by both Parties ("Effective Date"). Unless terminated as set forth in this Section I or Section VIII, this Agreement shall continue until the third anniversary of the Effective Date ("Initial Term"). Following the Initial Term, and subject to the availability of funds budgeted by the District’s governing body, this Agreement may be extended for two additional one-year terms, upon mutual agreement in writing by the Parties. If no such extension exists, the Agreement shall terminate at the end of the Initial Term.

II. Auditor is Independent Contractor

- A. Auditor shall perform the work required by this Agreement as an independent contractor. Specifications and changes to the work must be mutually agreed upon in writing. Although the District reserves the right to: (i) specify the desired work product; (ii) determine the delivery schedule for the work to be performed; and (iii) evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Auditor’s performance. Auditor is solely responsible for determining the appropriate means and manner of performing the work.
- B. Auditor will be responsible for any federal or state taxes applicable to any compensation or payment paid to Auditor under this Agreement.

III. Services to Be Performed by and Responsibilities of Auditor

- A. Auditor shall provide the Services set forth in the attached Exhibit A.

- B. Auditor shall provide the Services in accordance with generally accepted auditing standards and the Minimum Standards for Audits of Oregon Municipal Corporations as prescribed by law.
- C. Auditor agrees that the services it has contracted to provide under this Agreement shall be rendered by it under the direct supervision of its principals and that the work will be faithfully performed with care and diligence. Further, Auditor agrees that, except as modified by this Agreement, it will provide the Services consistent with the Proposal Auditor submitted to District in response to the District's Request for Proposals for Professional Audit Services dated March 2019.
- D. The Parties agree that, should unusual conditions arise or be encountered during the Term beyond those contemplated in this Agreement, Auditor shall provide District written notification of such unusual conditions and District shall instruct Auditor in writing whether to provide the necessary additional Services.

IV. Subcontracts and Assignment

Auditor shall not subcontract any of the work required by this Agreement, or assign or transfer any of its interest in this Agreement or use the services of a temporary employment services company.

V. Payment

- A. [Payment Terms to Be Determined Based on Proposals]

VI. No Third Party Beneficiaries

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

VII. Successors in Interest

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties, and their respective successors, if any.

VIII. Early Termination

- A. The District and Auditor, by mutual written agreement, may terminate this Agreement at any time.
- B. Either the District or Auditor may terminate this Agreement in the event of a breach of the Agreement or unsatisfactory performance by the other. Prior to such termination, however,

the non-breaching Party shall give to the breaching Party written notice of specific acts/omissions giving rise to the breach and of the non-breaching Party's intent to terminate. If the breaching Party has not cured the breach within 15 days of such notice, then the non-breaching Party may terminate the Agreement at any time thereafter by giving a written notice of termination.

IX. Payment on Early Termination

- A. If this Agreement is terminated by the District under VIII.A, the District shall pay Auditor for all work performed, and expenses incurred, up to and including the termination date.
- B. If this Agreement is terminated under VIII.B by Auditor due to a breach by the District, then the District shall pay Auditor as provided in subsection A of this section.
- C. If this Agreement is terminated under VIII.B by the District due to a breach by Auditor, then the District shall pay Auditor as provided in subsection A of this section, subject to setoff of excess costs, as provided for in Section X.A., Remedies.

X. Remedies

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

XI. Access to Records

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

XII. Ownership of Work

- A. All final work products of Auditor that result from this Agreement are the property of the District. Draft documents and preliminary work submitted to the District for review and comment shall not be considered as owned, used, or retained by the District.
- B. The District shall own all proprietary rights, including but not limited to copyrights, trade secrets, patents and all other intellectual or other property rights in and to such final work products. Preexisting trade secrets of the Auditor, or the intellectual property of third parties, shall be noted as such and shall not be considered as a work product of this Agreement. All such work products shall be considered “works made for hire” under the provisions of the United States Copyright Act and all other equivalent laws.
- C. Any materials designated as “confidential” that may be provided to Auditor by the District at any time relating to this Agreement shall be treated confidentially by Auditor, and shall not be disclosed to any other person by Auditor without the advance written permission of the Commission. Auditor shall return all confidential materials upon request.
- D. Use of any work product of Auditor by the District for any purpose other than the use intended by this Agreement is at the risk of the District. Use of any work product by Auditor is prohibited without the written consent of the District.

XIII. Compliance with Applicable Law

Auditor shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this contract, including without limitation, ORS 279B.020, ORS 279B.220, ORS 279B.230, and ORS 279B.235, as set forth on Exhibit B. Without limiting the foregoing, Auditor expressly agrees, as applicable, to comply with: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended; (viii) ORS Chapter 659, as amended; (ix) all regulations and administrative rules established pursuant to the foregoing laws; and (x) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. A condition or clause required by law to be in this Agreement shall be considered included by these references. Further, by signing this agreement, Auditor declares that it has complied with all of the State of Oregon’s tax laws at the time of execution and will comply with same for the duration of this agreement.

XIV. Indemnity and Hold Harmless

- A. Auditor shall defend, save, hold harmless, and indemnify the District, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts,

errors, or omissions of Auditor or its officers, employees, subcontractors, or agents under this contract.

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

XV. Waiver

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

XVI. Professional Standards; Errors

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

XVII. Governing Law

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

XVIII. Severability

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

XIX. Licensing

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

XX. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS

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

Auditor	Oak Lodge Water Services District
By: _____	By: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

SERVICES

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Department Report
Item No.: 6a
Date: April 16, 2019

Below is an update of various efforts of the Finance/Administration department for March 2019:

Lockbox:

The lockbox project is moving forward. We are preparing for testing in April and a projected go live date with the June or July billing. The finance staff is excited to move forward with this project. We will be communicating to our customers through the District's newsletter and with an insert in their bill regarding this change since they will soon see a Seattle address on their bill.

Budget

Budget continues to be the project of the month. We have analyzed, scrutinized and examined the coming budget more than any budget in the recent history of the District. As of this writing, staff is putting the final touches on the proposed budget and preparing the document for print. It is a busy but exciting time for our District as we continue to set the foundation for the future of the District. Staff has been working hard to make this an active budget process with hopes of engaging the budget committee more than ever before.

Other Items:

Low-income renewal applications have been flowing in. Most of the previously eligible customers will be continuing the program. Rebecca is doing a great job at updating our data base and developing a routine that will make the process much more streamlined moving forward. By next month we will have updated information on the number of participants.

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Field Operations Report
Item No.: 6b
Date: April 16, 2019

Background

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

Operations Administration

The following pictures are a collection of a few recent observations:



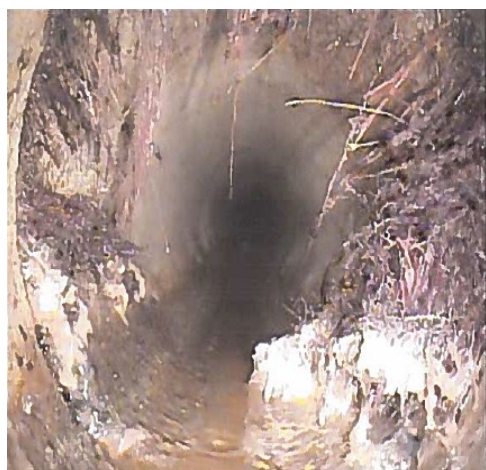
This picture shows a main line having a broken and displaced piece, possibly due to settling or it was improperly backfilled.



This picture shows a sewer tap that is protruding into the main line, also at the same time, if you look close at the bottom you will notice a large amount of water pouring in, this is referred to as Infiltration/Inflow or (i/i), there are literally millions of gallons of water entering into the system throughout the district, from defects just like this.



This picture shows an offset joint where a PVC repair was done in a concrete line and where an old-style coupling was used, which allowed settling to occur.



This photo shows root intrusion, this was after the line was cleaned, problems of this nature are fairly common, left unchecked this will lead to a blockage.

Water crews had an interesting event occur, Thursday at approximately 1:45 p.m. crews were called to 82nd Dr and Strawberry Ln., where they were told a contractor had punched a hole in the NCCWC 36" water main, soon I was called in to access the damage, luckily for the district it turned out to be Gladstone's 27" water main. This of course was not good for the City, crews remained several hours to help the City with repairs. The asphalt alone was over 16" thick, requiring the assistance of the district's backhoe mounted jack hammer. To make things worse, the composition of Gladstone's 27" water main is concrete cylinder pipe, (steel on the inside, concrete on the outside) this unfortunately, called for a special repair technique. A welder was brought in and the area around the hole had to be chipped clean of concrete in order for the welder to continue the repair work of sealing the hole on the inner pipe. Finally, in the last step, concrete needed to be reapplied. All in all the City was finally done and water restored by 2:00 a.m. nearly 12 hours after arriving at the site. (see photo's below)



Field Operations Monthly Report for March 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Helped the City of Gladstone with water main repair.
- Water consumption for **March: 70,790,000 Gallons** (above the 10-year average of 67,087,500) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report



FY 2017-2018														Current Month %	To Date Totals	Year 1 % Complete	5 Year %	Total Feet Remaining
Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18						
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942	9,212	7,875	6,239	71.52%	78,372	74.87%	14.97%	445,020	
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906	8,953	8,638	5,367	61.53%	78,697	75.18%	15.04%	444,695	
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	100.00%	104,678	100.00%	20.00%	418,714	
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625	3,276	11,061	4,225		60,286				

FY 2018-2019														Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19						
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635				42.52%	64,742	49.49%	27.34%	380,278	
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542				133.39%	78,817	60.25%	30.09%	365,878	
Target Goal	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902				100.00%	98,118	75.00%	38.75%	320,596	
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963					32,793				

FY 2019-2020														Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20						
TV Inspection																0		
Hydrocleaning																0		
Target Goal																0		
Grease Line																0		

FY 2020-2021														Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21						
TV Inspection																0		
Hydrocleaning																0		
Target Goal																0		
Grease Line																0		

FY 2021-2022														Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22						
TV Inspection																0		
Hydrocleaning																0		
Target Goal																0		
Grease Line																0		

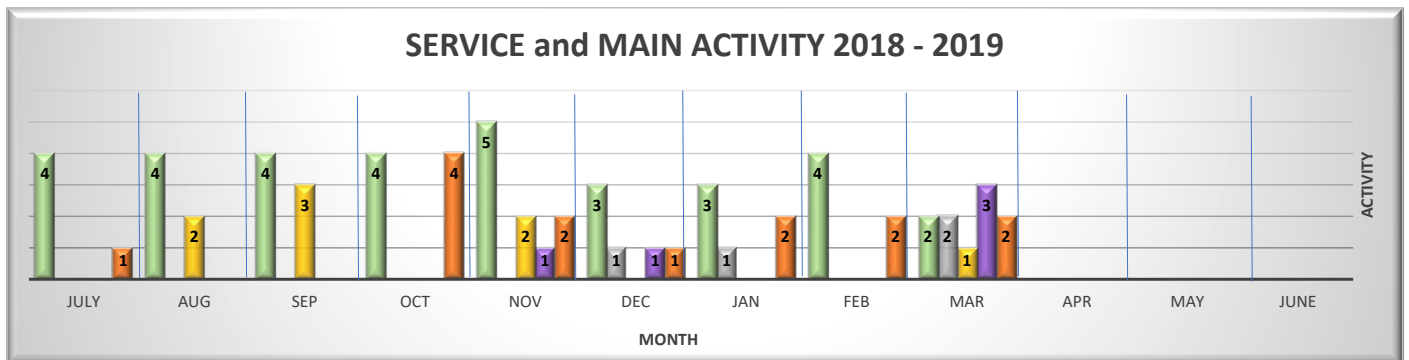
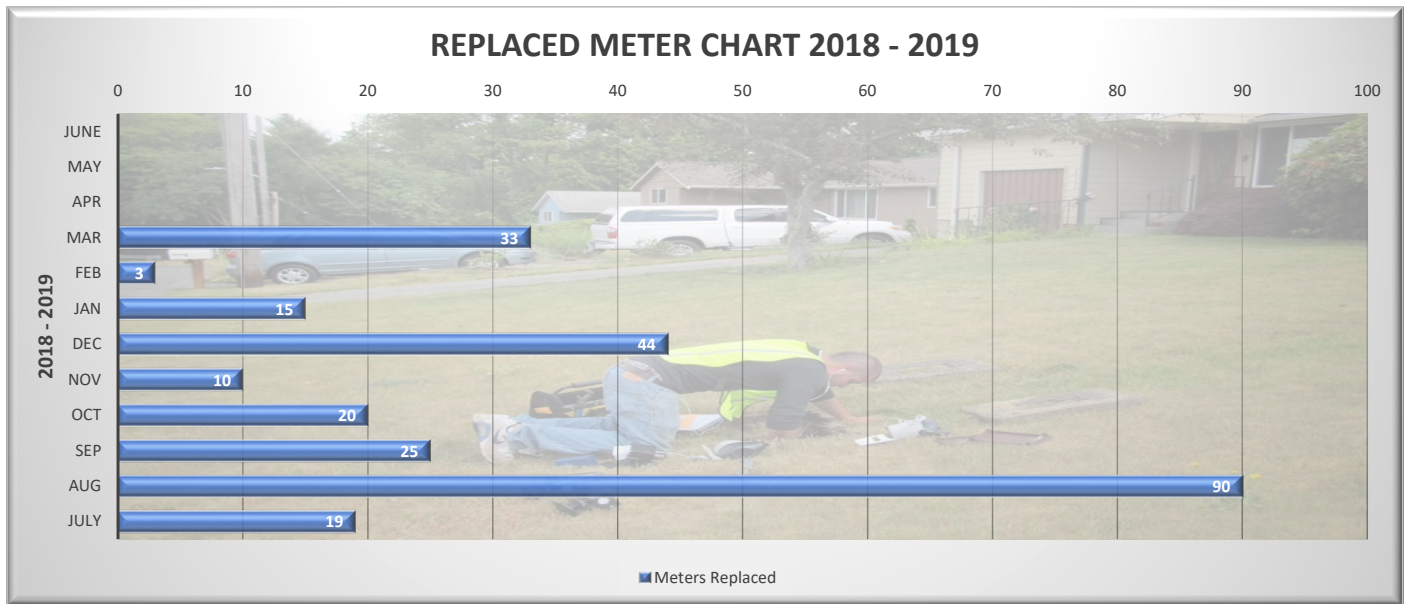
	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	10,902				
Actual Per Year TV	78,372	64,742				380,278
Actual Per Year Hyd	78,697	78,817				365,878
Make up	26,144					
Percent Completed	75%	69%	0%	0%	0%	



Current Basin: B

Last Basin: A

Oak Lodge Water Services Water Report

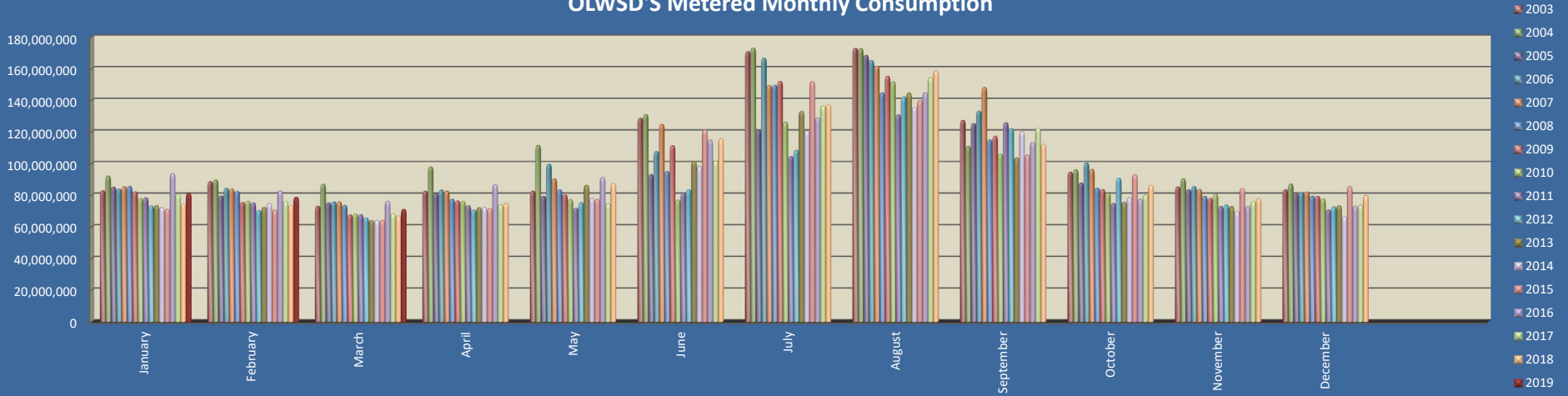


Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	June						
2019	May						
2019	Apr						
2019	Mar	33	2	2	1	3	2
2019	Feb	3	4				2
2019	Jan	15	3	1			2
2018	Dec	44	3	1		1	1
2018	Nov	10	5		2	1	2
2018	Oct	20	4				4
2018	Sep	25	4		3		
2018	Aug	90	4		2		
2018	July	19	4				1
Yearly Total		259	33	4	8	5	14

Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave	
	January	February	March	April	May	June	July	August	September	October	November	December				
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48		
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66		
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17		
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47		
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46		
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14	104.63%	
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17	105.39%	
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94	97.87%	
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%	
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%	
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93	97.54%	
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	95.55%	
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11	103.35%	
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16	105.16%	
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06	101.67%	
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%	
2019	81,040,000	78,594,000	70,790,000													
2020																
10 Year Average	77,436,786	74,831,400	67,087,500	74,641,600	79,754,600	100,433,195	129,721,133	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214		10 Year ADD	3.01	Winter Ave 75,772,467 Summer Ave 129,989,444

OLWSD'S Metered Monthly Consumption





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 6c
Date: April 16, 2019

Background:

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

Water Reclamation Facility Operations

March was pretty lamb like all month for the plant. In the Gorge the month started off snowy and icy, so we had to delay hauling biosolids again during the first week. This did not hurt performance as we continued with good stable solids inventory and recuperative thickening. This allowed for continuous wasting and solids control. Then Randy kept the hauling steady with one period of truck service and delivered 326 cubic yards to Madison Farms. Operations has been working with Haakon and Murray Smith on the Aeration Basin study and the Piping Project for the aerobic digesters. The operators have been able to provide plenty of input as these projects begin. The Aeration study is to help us determine how to properly proportion the air distribution with our equipment and recommend any changes such as a smaller blower. Because of the Cannibal process design with much higher solids we have excess air capacity. One idea is to add a valve for redundancy to supply air to the large aeration basins from another blower source. The Piping Project is to add some routes for dewatered sludge back to the Interchange Bioreactors (IBR) to enable us to send thickened waste activated sludge (WAS) there. This will make for a more efficient operation of the whole aerobic digester inventory and allow for redundancy and enable us to take digesters out of service much more easily. We have been strategizing on our process. We are in a good spot for sludge age at 11-12 days and our sludge blankets are settling well. We are looking at being able to take a clarifier off line in the warmer months and will also take an aeration basin off line. May starts the summer permit season. Plant performance was excellent for March.

The big news in the Maintenance area was the approval to order five new Flygt pumps for the influent pump station. This is a major investment in the vital pump station that moves all wastewater from the entire collection system through the plant. These new

pumps are non-clog and will pump more efficiently. The pumps should arrive by early June and we can begin installation immediately. These pumps will replace original pumps that need rebuilding. But as we have seen in our first attempts at a rebuild project the extent of repair is unpredictable. Having a new fleet of pumps will greatly improve reliability and confidence in our ability to pump any wastewater coming our way. The maintenance mechanics have been busy with assorted projects and preventive maintenance. One project being planned is a rebuild of the grit classifier. This is original equipment from the plant expansion and a major part (the belt) is due for replacement. The classifier removes grit and other inorganic materials harmful to downstream equipment. Due to the location and installation of this equipment the whole thing has to be dismantled to change the belt. So, we will do a full rebuild while this is done as a preventive maintenance measure and have a like-new classifier. Parts have all been ordered and we'll proceed when they are all in and weather is good. Jayson finished fabricating a slide gate for the UV channel. Installation will have to wait for lower flows. Jayson and Matthew worked together on replacing bulbs and refurbishing the cleaning and controls on a UV rack. We also had to replace a UV transmittance probe for the UV system as it went wacky. This will be rebuilt under our service agreement with Hach. Some more painting was done in the headworks by Jayson and John got pumps painted at pump station #2. John did VFD filter changes and helped Haakon with the decant station power locates. He also tended to several action items noted by the safety committee involving making trip hazards more visible and avoidable. The flow meter at Pump Station #5 was finally programmed correctly and is now working. David Hawkins and Jayson put their heads together to try a solution to a foam and scum collection problem on Aeration basin #1. David thought if there was a way to block the foam from back flowing it would help reduce an accumulation problem. Jayson tried a 4 x 4 hung from cables and so far, it works pretty well. On some of the nicer days Jayson got the pressure washing bug and cleaned moss from some major areas.

Attachments:

6ci_Operations Staff Report Rainfall vs Flow data correlation
September 2018 – March 2019

6cii_Plant Performance BOD-SS graph September 2018 – March 2019



UV stop gate fabrication complete



Headworks floor painting



Pump Station #2 before painting.



Pump Station #2 after painting



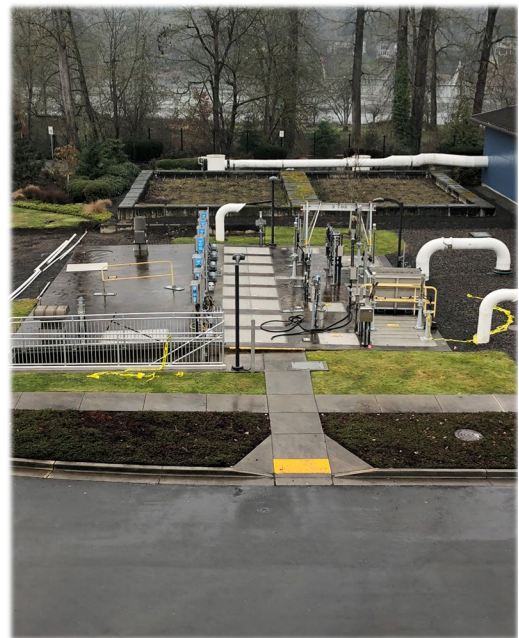
IBR before pressure wash



IBR after pressure wash

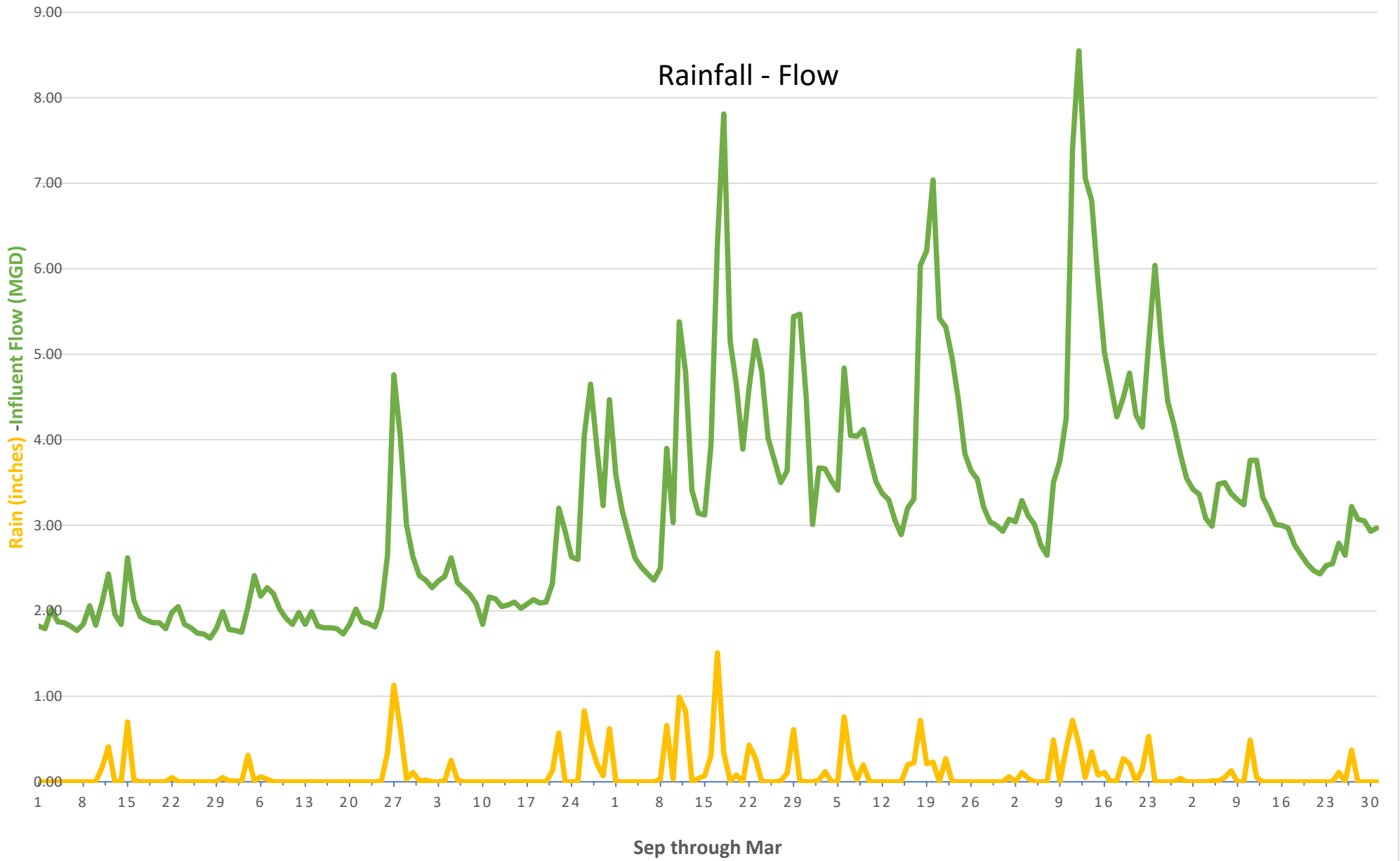


UV Rack Rebuild

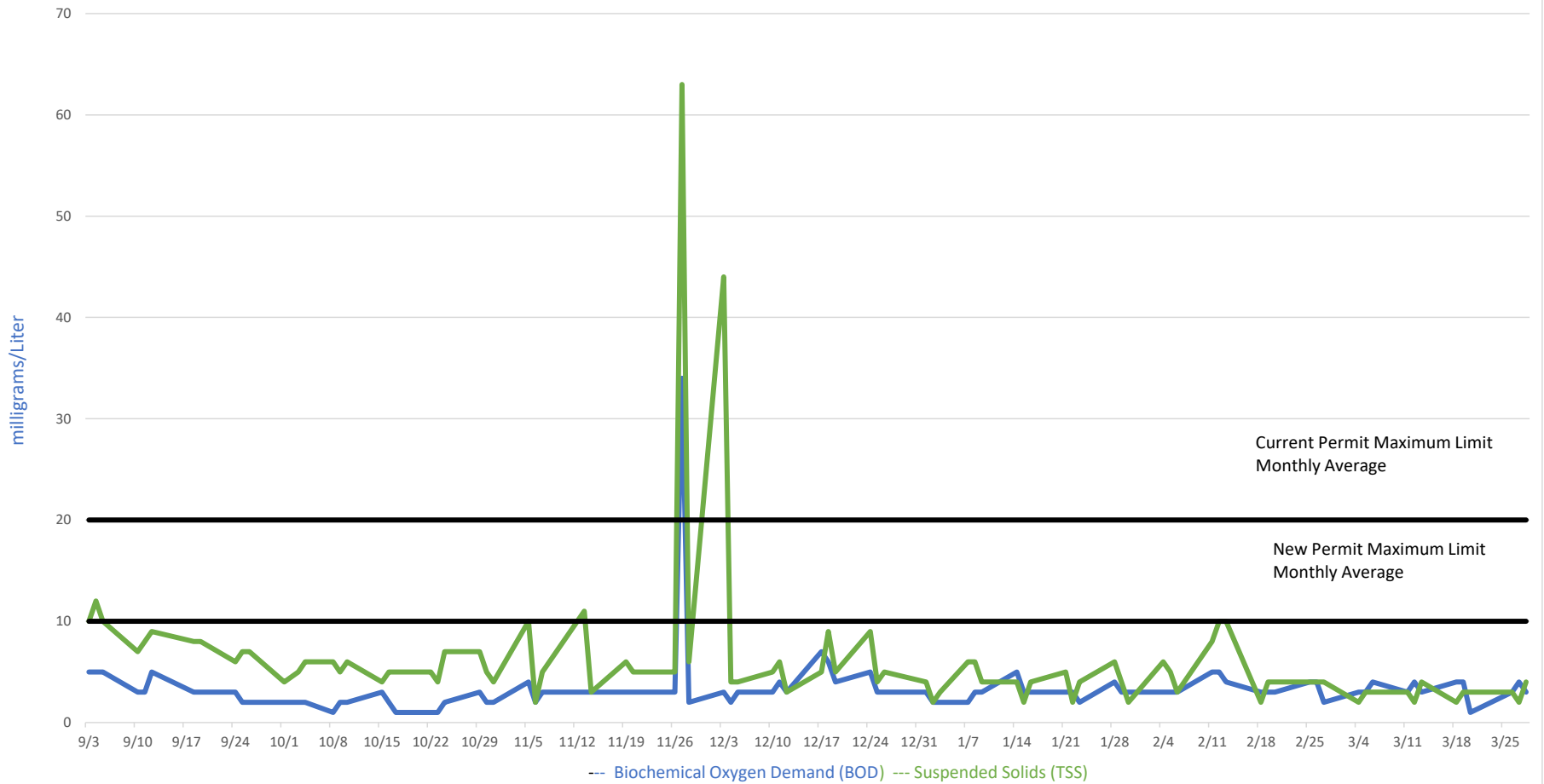


Future Home of new Flygt Pumps

Rainfall - Flow



Effluent Water Quality





STAFF REPORT

To: Board of Directors
From: Technical Services Team
Agenda Item: Technical Services Monthly Report
Item No.: 6d
Date: April 9 (for April 16, 2019 Meeting)

Below is an update of various Technical Services Program efforts:

Outreach and Education

During the month of March, Outreach and Education staff finalized the budget request for FY 2019-2020, meeting with partners to analyze programming and making sure goals are on track. Meanwhile, spring programming is underway and field time with students and partners also occurred.

At the time of printing the Board Packet, the Emergency Water Distribution Exercise had not taken place. Plans for the exercise are complete and the event will take place at the Concord School on Saturday, April 13th from 11 a.m. – 1 p.m. in partnership with the Oak Lodge Community Emergency Response Team (OLCERT) and the Clackamas Fire District #1. There is a traffic plan for the area approved by Clackamas County Department of Transportation and Development and streets adjacent to the Concord School will be utilized to bring drivers through the exercise. Participants will practice collecting emergency water rations and will also receive emergency planning materials. General Manager Sarah Jo Chaplen, District Engineer Jason Rice and Field Operations Manager Todd Knapp will have attended the event, so they may be able to provide an update at the April Board meeting.

As spring progresses, the water cycle continues to shift, with rain and snow helping decrease the levels of drought statewide. According to the National Integrated Drought Information System, much of the central part of Oregon continues to be in “moderate drought”, while our area and most edges of the state are facing an “abnormally dry” season. Reminder that the website link can be visited at: <https://www.drought.gov/drought/states/oregon?places=97267>. Drought effects outreach messaging, as water partners locally will heavily promote water conservation in order to support natural systems and reduce risk of fire. Messaging will go out on social media platforms, television, and radio in partnership through the Regional Water Providers Consortium (drinking water providers), as well as the Regional Coalition of Clean Rivers and Streams (stormwater focused).

The North Clackamas Urban Watersheds Council (NCUWC) stormwater advisory committee met once in March and will meet two more times to provide information to the watershed council. The goal is for NCUWC to better understand stormwater needs and resources for the council's boundaries, which include OLWS. As the committee produces information and gathers data, the outcomes will support their Executive Director Neil Schulman as he participates in the OLWS Surface Water Master Planning process.

The Clean Rivers Coalition is wrapping up Phase I of its strategic planning with communications firm, BRINK. The final step in Phase I is to present a research-backed prioritized list of pollutants of concern. In Phase II, BRINK will take that prioritized list and develop of messaging and a toolkit key audience statewide, along with a detailed strategy for delivery of the creative assets. Phase III will help to roll out the messaging resources to over 80 partners in order to provide coordinated and actionable goals for communities around Oregon. Partners include multiple districts and government agencies, watershed councils, educational entities and non-profits focused on water health.

On March 19th OLWS participated in the Celebrating Water Forum at Clackamas Community College between 9:30 and 1 p.m. and spoke with hundreds of 4th and 5th grade students about water health. As part of the event, students visited their local community college, which is a best practice for supporting learning and educational development for students. On April 30th, OLWS participates in the Children's Clean Water Festival, which is a similar event held at the Sylvania campus of Portland Community College. At both events, OLWS staff hosts a table in the exhibitor's hall, providing the only glimpse into the treatment of drinking water and wastewater for attendees.



Permitting - March 2019 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	1	19	3	15
Hours Spent on Development Review*	20	25	475	-	769
Hours spent on Utility Permits*	20	40	295	-	477
<hr/>					
Development Permits Issued	0	1	17	2	15
Utility Permits Issued	4	5	49	6	68
<hr/>					
New Sewer Connections***	4	5	37	2	60
New Water Services	4	27	-	-	-
<hr/>					
Active Erosion Control Permits	28	31	367	39	274
Total Erosion Control Permits Inspected	28	31	367	39	272
Active Construction Permits	30	31	220	19	120
<hr/>					
Sanitary SDC Fees Received	\$20,660.00	\$25,825	\$323,230	10,330	304,735
Water SDC Fees Received**	\$22,395.00	\$111,280	\$293,100	-	-
Plan Review Fees Received*	\$1,000.00	\$6,313	\$65,943	836	10,057
Inspection Fees Received*	\$2,271.61	\$4,678	\$63,866	1,145	18,094

Attachments

1. Capital Project Tracker
2. Development Review Status Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	4/3/19
Warranty Period	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	4/3/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2019	4/3/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019.	4/3/19
Warranty Period	3128 SE Concord Rd.	Residential Subdivision; 32 lots; Concord Oaks, formerly Concord Vineyards II	Oak Lodge Warranty period expires July 2019	4/3/19
Warranty Period	13013 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2020	4/3/19
Warranty Period	4282 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	4/3/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2020	4/3/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	4/3/19
Under Construction	3816 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	4/3/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	4/3/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	4/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	4/3/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019	4/3/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	4/3/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	4/3/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	4/3/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019	4/3/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019	4/3/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (extension)	4/3/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	4/3/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019	4/3/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019	4/3/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	4/3/19
Under Construction	18122 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2020	4/3/19
Under Construction	13716 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	4/3/19
Under Construction	12706 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	4/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	4/3/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019	4/3/19

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge Plan Review expires July 2019	4/3/19
Plan Review	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019	4/3/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge Plan Review expires July 2019	4/3/19
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge Plan Review expires July 2019	4/3/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires August 2019	4/3/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Plan Review	14868 SE LEE AVE	Land Use Comments sent to CCDTD. County land use expiration timeline.	Land Use Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	4/3/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	4/3/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	13505 SE River Rd	Rose Villa	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	18013 SE Blanton St.	Zone Change: R10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19
Pre-Application	14517 SE Keuhls Way	11 apartment units	Pre-app Comments sent to CCDTD. County land use expiration timeline.	4/3/19

Capital Project Tracker

Project Name	Fund	Project Manager	Total Budget	Other Contracts	Construction Contract	Total Spent (Minus Retainage)	% Spent of Budget	Status	Next Task	Expected Completion Date
Belt Filter Press #2 Installation	SS	Rice	\$ 300,000.00	\$ 115,075.00	\$ -	\$ -	0%	Planning	Review of 60% Plans	6/30/2019
Anaerobic Digester Conversion	SS	Rice	\$ 200,000.00	\$ -	\$ -	\$ -	0%		Project has been revised and titled "Solids Piping Project" in FY20	6/30/2020
Secondary Clarifier Refurbishment	SS	Ogbeide	\$ 500,000.00	\$ -	\$ -	\$ -	0%	Planning	Project has been revised and is being recommended in FY20 Budget	12/31/2019
Aeration Control Strategy Evaluation	SS	Ogbeide	\$ 50,000.00	\$ 49,908.00	\$ -	\$ -	0%	Planning	Consultant Working on Plan, Staff will review in May.	6/30/2019
Mainline Repair Program	SS	Rice	\$ 200,000.00	\$ 34,770.00	\$ -	\$ 12,696.46	6%	Planning	Requesting permits from Clack. Co. and Bidding.	6/30/2019
Stormwater Master Plan	SW	Rice	\$ 125,000.00	\$ 21,440.00	\$ -	\$ 6,741.06	5%	Planning	Gather Survey Data From Public then report findings to Board in July.	12/31/2019
Water Master Plan	W	Rice	\$ 130,000.00	\$ 225,784.00	\$ -	\$ 94,418.00	73%	Active	Review Draft Chapters. Adding work to find Emergency Inter-Tie options.	3/31/2019
Water Meter Replacement Program	W	Ogbeide	\$ 1,350,000.00	\$ 990,000.00	\$ 259,490.00	\$ 620,710.00	46%	Active	Installation nearly half done. 2,767 meters installed by end of March 2019.	10/31/2019
Decant Facility	SS	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Decant Facility	SW	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Decant Facility	W	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	50% design is reviewed. Finalizing 90% plans.	10/30/2019
Boardman Wetland Complex	SW	Rice	\$ 1,500,000.00	\$ -	\$ 2,595,873.25	\$ 1,945,669.64	130%	Under Construction	Boardwalk nearing completion and planting is beginning	9/30/2019
Boardman Wetland Complex	SS	Rice	\$ 300,000.00	\$ 571,792.75	\$ 571,792.75	\$ 571,792.75	100%	Under Construction	Sewer work "finished" but has not passed final inspection. Holding retainage and bond.	9/30/2019

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Call for Public Comment
Item No.: 7
Presenters: N/A

Background:

Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 8
Presenters: N/A

Background:

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

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



Improving reliability and safety of the county's 1,400 miles of roads

Clackamas County residents and businesses to benefit from road improvements and maintenance

Helping our growing population travel safely and reliably across our county road system, and keeping our local roads in good repair, requires greater funding than is currently available. For many years, Clackamas County has sought an ongoing and reliable means of funding road improvements to support our local needs. While the state provides revenue for some transportation programs, these funds do not provide enough to meet all the needs of our County's rural, city and local roads.

The **Community Road Fund** will focus on local projects we are not able to fund now. It is made possible by the vehicle registration fee approved in February 2019, which provides a consistent source of local funding for the projects most important to our residents and businesses.

Dedicated to our local priorities and needs

The **Community Road Fund** gives us the ability to complete the projects most important to our community.



Clackamas County will complete projects in rural and unincorporated areas, focused on safety, congestion relief and local road maintenance



Cities will fund city roadway projects according to their local priorities



A strategic investment fund will support shared county-city initiatives



What is the new countywide vehicle registration fee?

The new vehicle registration fee is a consistent source of local funding that allows us to complete the projects most important to our residents and businesses. It funds the new **Community Road Fund** program.

- Fees collected may only be used for road projects in Clackamas County.
- Other Portland area counties already have vehicle registration fees and other sources of local funding for roads to meet their local needs.
- Clackamas' vehicle registration fee is \$30 per year for most passenger vehicles, and \$15 per year for motorcycles.
- Funds from the vehicle registration fee are dedicated to County (50%), cities (40%, divided according to population) and strategic county-city partnership projects (10%).

Work is underway

The Community Road Fund is a new program. While funds will not start being collected until 2020, county staff members are working now to select and prepare for projects so they're ready to break ground once funding is available. Here are the types of projects you can expect coming up:



Safety Projects

Safety improvements, such as adding shoulders in areas without them and warning signs at curves and other risk areas. The Traffic Safety Commission will help recommend which of these many projects to fund through the **The Community Road Fund**.



Local Road Maintenance Projects

Funding for major road resurfacing and some safety improvements is supplemented through state programs, but these funds often do not extend to rural and urban local roads—which are usually the primary connection from people's homes to major streets and highways. These local road needs will be addressed by the **The Community Road Fund**, managed through the county's Pavement Management System.



Congestion Relief Projects

With growing congestion across the region, improvements to existing systems are needed to keep transportation operating smoothly. This includes, for example, intersection reconfiguration at Beaver Creek Road near Oregon City and Eagle Creek Road near Estacada. These projects will be reviewed and prioritized in conjunction with community member input through regional meetings and assistance of a community advisory committee.



Applications for the Community Advisory Committee will be available in April!

The county's goal is to create a committee representative of various interests and areas. **Visit the website for more information.**

Tell us your priorities

In 2013, community members from around Clackamas County identified 38 priority projects for relieving congestion during the update of the Transportation System Plan. Over the coming months, the County will be listening to community members to learn which of these projects are the highest priorities now, as well as whether any additional projects should be considered. Community engagement activities will include:

- Establish a Community Advisory Committee.
- Presentations to business and community groups.
- Meetings throughout the rural and unincorporated areas of the county.
- An online survey.

Sign up for the email list!

For more information and to sign up for the email list, visit the project website:

www.clackamas.us/transportation/vrf

We want to hear from you!

For more information contact:

Mike Bezner

Assistant Director for Transportation

503-742-4651

mikebez@clackamas.us

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consolidation Facilities Project Update
Item No.: 9A
Date: April 16, 2019

Report to be delivered later.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Executive Session
Item No.: 9B
Presenters: N/A

Background:

Convene Executive Session under ORS 196.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions, ORS 192.660 2(f) to consider information or records that are exempt by law from public inspection and ORS 192.660 2(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Adjourn Executive Session
Item No.: 10
Presenters: N/A

Background:

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