



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
August 20th, 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
  - July 2019 Financial Reports
    - Approval of July 2019 Check Run
  - July 8, 2019 Special Meeting Minutes
  - July 16, 2019 Board Meeting Minutes
4. Platinum Award – Water Reclamation Facility
5. Finance Policies Workshop
6. Watershed Protection Survey Review
7. Department Reports
  - Finance
  - Field Operations
  - Plant Operations
  - Technical Services
8. Call for Public Comment
9. Business from the Board

Adjourn



## AGENDA ITEM

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

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### **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**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 3  
**Date:** August 20, 2019

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**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. July 2019 Financial Reports**
  - a. Approval of July 2019 Check Run**
- 2. July 08, 2019 Board Meeting Minutes**
- 3. July 16, 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 \_\_\_\_\_



## MONTHLY FINANCIAL REPORT

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**To:** Board Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** July 2019 Financial Reports  
**Item No.:** 3a  
**Date:** August 20, 2019

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### Reports:

- July 2019 Monthly Overview
- July 2019 Monthly Cash and Investment Balances Report
- July 2019 Budget to Actual Report
- July 2019 Budget Account Roll Up Report
- July 2019 Monthly Checks and Electronic Withdrawals Staff Report
- July 2019 Monthly Checks and Electronic Withdrawals System Report

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

This report summarizes the revenues and expenditures for July 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 \$13,875,282.29 as of the end of July 2019; consisting of \$740,012.01 in checking, and \$13,135,270.28 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$1,117,034.54 for July 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
10-00-4210	Water sales-CRW	\$ 32,000	\$ 4,247	\$ 4,247	13.27%
10-00-4211	Water sales	4,265,000	355,704	355,704	8.34%
20-00-4212	Wastewater charges	8,200,000	623,230	623,230	7.60%
30-00-4213	Watershed protection	1,530,000	126,842	126,842	8.29%
	Subtotal	\$ 14,027,000	\$ 1,110,024	\$ 1,110,024	7.91%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of July, the % of budget spent or billed should be around 8.33%. 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
61	Low Income Rate Relief	\$ 70,135	\$ 4,928	\$ 4,928	7.03%

**Oak Lodge Water Services District**

<b>Account Balances As of:</b>		
<b>July 31, 2019</b>	<b>Interest Rate</b>	
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.00%	\$ 740,012.01
LGIP 5289 Water General	2.75%	\$ 4,936,472.32
LGIP 5790 Watershed Protection General	2.75%	\$ 1,939,891.73
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$ 662,503.84
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$ 1,377,376.05
LGIP 5002 Sanitary General	2.75%	\$ 4,219,026.34
	<b>Total</b>	<b>\$ 13,875,282.29</b>

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General Ledger  
Budget to Actual



User: jeff  
Printed: 8/12/2019 9:22:58 AM  
Period 01 - 01  
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4630	Miscellaneous revenues	-2,500.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	-2,500.00	0.00	0.00	0.00	0.00
	<b>NonDivisional</b>	<b>-2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	50,729.44	50,729.44	0.00	7.95
05-01-5120	Temporaryseasonal employees	10,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	160.89	160.89	0.00	3.22
05-01-5210	Healthdental insurance	94,000.00	7,438.20	7,438.20	0.00	7.91
05-01-5230	Social security	50,000.00	3,788.10	3,788.10	0.00	7.58
05-01-5240	Retirement	134,000.00	10,552.65	10,552.65	0.00	7.88
05-01-5250	TrimetWBF	6,000.00	388.91	388.91	0.00	6.48
05-01-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	9,000.00	7,698.20	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>80,756.39</i>	<i>80,756.39</i>	<i>0.00</i>	<i>8.45</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	400,000.00	0.00	0.00	0.00	0.00
05-01-6120	Accounting and audit services	40,000.00	2,500.00	2,500.00	0.00	6.25
05-01-6155	Contracted services	150,000.00	1,033.66	1,033.66	0.00	0.69
05-01-6180	Dues and subscriptions	38,000.00	19,364.00	19,364.00	0.00	50.96
05-01-6220	Electricity	8,000.00	0.00	0.00	0.00	0.00
05-01-6240	Natural gas	2,000.00	265.38	265.38	0.00	13.27
05-01-6290	Other utilities	16,000.00	0.00	0.00	0.00	0.00
05-01-6310	Janitorial services	25,000.00	35.00	35.00	0.00	0.14
05-01-6320	Buildings and grounds maint	6,000.00	0.00	0.00	0.00	0.00
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	353.73	353.73	0.00	1.54
05-01-6440	Board expense	5,000.00	7.50	7.50	0.00	0.15
05-01-6510	Office supplies	15,000.00	1,577.52	1,577.52	0.00	10.52
05-01-6530	Small tools and equipment	1,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	1,000.00	0.00	0.00	0.00	0.00
05-01-6610	Board compensation	1,000.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	5,000.00	335.81	335.81	0.00	6.72
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	3,000.00	0.00	0.00	0.00	0.00
05-01-6770	Bank charges	125,000.00	8,623.43	8,623.43	0.00	6.90
05-01-6780	Taxes, fees, and other charges	1,000.00	108.00	108.00	0.00	10.80
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>869,000.00</i>	<i>34,204.03</i>	<i>34,204.03</i>	<i>0.00</i>	<i>3.94</i>
	<b>AdminFinance</b>	<b>1,825,000.00</b>	<b>114,960.42</b>	<b>114,960.42</b>	<b>0.00</b>	<b>6.30</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>Human Resources</b>						
<i>Personnel Services</i>						
05-02-5110	Regular employees	154,000.00	7,945.56	7,945.56	0.00	5.16
05-02-5210	Healthdental insurance	35,000.00	64.69	64.69	0.00	0.18
05-02-5230	Social security	12,000.00	604.62	604.62	0.00	5.04
05-02-5240	Retirement	31,000.00	1,402.43	1,402.43	0.00	4.52
05-02-5250	TrimetWBF	2,000.00	62.25	62.25	0.00	3.11
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	2,581.43	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<b>241,000.00</b>	<b>12,660.98</b>	<b>12,660.98</b>	<b>0.00</b>	<b>5.25</b>
<i>Materials &amp; Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	56,100.00	1,625.74	1,625.74	0.00	2.90
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	14,000.00	0.00	0.00	0.00	0.00
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	173,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<b>251,100.00</b>	<b>1,625.74</b>	<b>1,625.74</b>	<b>0.00</b>	<b>0.65</b>
<b>Human Resources</b>		<b>492,100.00</b>	<b>14,286.72</b>	<b>14,286.72</b>	<b>0.00</b>	<b>2.90</b>
<b>Technical Services</b>						
<i>Personnel Services</i>						
05-03-5110	Regular employees	583,000.00	41,079.54	41,079.54	0.00	7.05
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental insurance	119,000.00	7,941.75	7,941.75	0.00	6.67
05-03-5230	Social security	45,000.00	3,080.85	3,080.85	0.00	6.85
05-03-5240	Retirement	115,000.00	7,680.18	7,680.18	0.00	6.68
05-03-5250	TrimetWBF	5,000.00	315.17	315.17	0.00	6.30
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	7,698.20	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<b>891,000.00</b>	<b>67,795.69</b>	<b>67,795.69</b>	<b>0.00</b>	<b>7.61</b>
<i>Materials &amp; Services</i>						
05-03-6155	Contracted services	212,000.00	4,146.00	4,146.00	63,575.00	1.96
05-03-6180	Dues and subscriptions	3,000.00	1,310.00	1,310.00	0.00	43.67
05-03-6350	Computer maintenance	291,300.00	42,783.30	42,783.30	2,250.00	14.69
05-03-6390	Other repairs and maintenance	4,000.00	0.00	0.00	0.00	0.00
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	0.00	0.00	0.00
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	663.85	663.85	0.00	5.11
05-03-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
05-03-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-03-6730	Communications	117,100.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<b>659,400.00</b>	<b>48,903.15</b>	<b>48,903.15</b>	<b>65,825.00</b>	<b>7.42</b>
<b>Technical Services</b>		<b>1,550,400.00</b>	<b>116,698.84</b>	<b>116,698.84</b>	<b>65,825.00</b>	<b>7.53</b>
<b>Vehicle Services</b>						
<i>Materials &amp; Services</i>						
05-04-6330	Vehicleequipment maintenance	61,500.00	717.71	717.71	0.00	1.17
05-04-6520	Fuels and oils	70,800.00	1,116.47	1,116.47	0.00	1.58
	<i>Materials &amp; Services</i>	<b>132,300.00</b>	<b>1,834.18</b>	<b>1,834.18</b>	<b>0.00</b>	<b>1.39</b>
<b>Vehicle Services</b>		<b>132,300.00</b>	<b>1,834.18</b>	<b>1,834.18</b>	<b>0.00</b>	<b>1.39</b>
<b>Transfers &amp; Contingencies</b>						



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	503,700.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>503,700.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>503,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	<b>Administrative Services</b>	<b>-4,506,000.00</b>	<b>-247,780.16</b>	<b>-247,780.16</b>	<b>-65,825.00</b>	<b>5.50</b>
<b>10</b>	<b>Drinking Water NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,801,651.00	0.00	-2,404,096.26	0.00	-133.44
	<i>Beginning Fund Balance</i>	<i>1,801,651.00</i>	<i>0.00</i>	<i>-2,404,096.26</i>	<i>0.00</i>	<i>-133.44</i>
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	-32,000.00	4,247.49	4,247.49	0.00	-13.27
10-00-4211	Water sales	-4,265,000.00	355,704.02	355,704.02	0.00	-8.34
10-00-4215	Penalties and late charges	-25,000.00	1,978.04	1,978.04	0.00	-7.91
10-00-4220	System development charges	-100,000.00	21,410.00	21,410.00	0.00	-21.41
10-00-4230	Contract services	-53,000.00	4,000.00	4,000.00	0.00	-7.55
10-00-4240	Service installations	-15,000.00	5,655.00	5,655.00	0.00	-37.70
10-00-4280	Rents & leases	-160,000.00	33,171.22	33,171.22	0.00	-20.73
10-00-4290	Other charges for services	-20,000.00	50.00	50.00	0.00	-0.25
10-00-4610	Investment revenue	-500.00	3,911.13	3,911.13	0.00	-782.23
10-00-4630	Miscellaneous revenues	-15,000.00	5,179.26	5,179.26	0.00	-34.53
	<i>Revenue</i>	<i>-4,685,500.00</i>	<i>435,306.16</i>	<i>435,306.16</i>	<i>0.00</i>	<i>-9.29</i>
	<b>NonDivisional</b>	<b>-6,487,151.00</b>	<b>435,306.16</b>	<b>2,839,402.42</b>	<b>0.00</b>	<b>-43.77</b>
	<b>Drinking Water Personnel Services</b>					
10-20-5110	Regular employees	599,000.00	44,678.46	44,678.46	0.00	7.46
10-20-5120	Temporaryseasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	671.34	671.34	0.00	1.60
10-20-5210	Healthdental insurance	147,000.00	7,962.43	7,962.43	0.00	5.42
10-20-5230	Social Security	52,000.00	3,400.71	3,400.71	0.00	6.54
10-20-5240	Retirement	144,000.00	9,851.37	9,851.37	0.00	6.84
10-20-5250	TrimetWBF	6,000.00	351.03	351.03	0.00	5.85
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	11,000.00	9,403.78	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	36.40	36.40	0.00	0.73
	<i>Personnel Services</i>	<i>1,044,000.00</i>	<i>76,355.52</i>	<i>76,355.52</i>	<i>0.00</i>	<i>7.31</i>
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	0.00	4,219.00	4,219.00	0.00	0.00
10-20-6220	Electricity	40,000.00	2,734.49	2,734.49	0.00	6.84
10-20-6230	Telephone	4,200.00	0.00	0.00	0.00	0.00
10-20-6240	Natural gas	2,000.00	0.00	0.00	0.00	0.00
10-20-6290	Other utilities	2,000.00	153.67	153.67	0.00	7.68
10-20-6310	Janitorial services	1,000.00	0.00	0.00	0.00	0.00
10-20-6320	Buildings & grounds	10,000.00	47.82	47.82	0.00	0.48
10-20-6330	Vehicle & equipment maint.	0.00	186.53	186.53	0.00	0.00
10-20-6340	Distribution system maint	220,000.00	2,964.83	2,964.83	2,050.40	1.35
10-20-6390	Other repairs & maintenance	50,000.00	520.00	520.00	0.00	1.04
10-20-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6420	Staff training	8,000.00	0.00	0.00	0.00	0.00
10-20-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
10-20-6510	Office supplies	0.00	26.98	26.98	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	0.00	0.00	0.00
10-20-6540	Safety supplies	16,000.00	1,972.85	1,972.85	0.00	12.33
10-20-6550	Operational Supplies	2,000.00	673.71	673.71	0.00	33.69
10-20-6710	Purchased water	1,150,000.00	0.00	0.00	0.00	0.00
10-20-6715	Water quality program	0.00	2,386.80	2,386.80	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	0.00	0.00	0.00
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,555,200.00</i>	<i>15,886.68</i>	<i>15,886.68</i>	<i>2,050.40</i>	<i>1.02</i>
	<b>Drinking Water</b>	<b>2,599,200.00</b>	<b>92,242.20</b>	<b>92,242.20</b>	<b>2,050.40</b>	<b>3.55</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank	175,000.00	0.00	0.00	0.00	0.00
	loan-principal					
10-24-6825	Zions Bank loan-interest	34,522.00	16,767.66	16,767.66	0.00	48.57
	<i>Materials &amp; Services</i>	<i>209,522.00</i>	<i>16,767.66</i>	<i>16,767.66</i>	<i>0.00</i>	<i>8.00</i>
	<b>Debt Service</b>	<b>209,522.00</b>	<b>16,767.66</b>	<b>16,767.66</b>	<b>0.00</b>	<b>8.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.33	120,333.33	0.00	8.33
10-29-8171	Transfers out to Fund 71	1,675,000.00	1,675,000.00	1,675,000.00	0.00	100.00
10-29-9000	Contingency	559,429.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,678,429.00</i>	<i>1,795,333.33</i>	<i>1,795,333.33</i>	<i>0.00</i>	<i>48.81</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,678,429.00</b>	<b>1,795,333.33</b>	<b>1,795,333.33</b>	<b>0.00</b>	<b>48.81</b>
<b>10</b>	<b>Drinking Water</b>	<b>-12,974,302.00</b>	<b>-1,469,037.03</b>	<b>935,059.23</b>	<b>-2,050.40</b>	<b>-7.21</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	789,178.00	0.00	-1,206,384.86	0.00	-152.87
	<i>Beginning Fund Balance</i>	<i>789,178.00</i>	<i>0.00</i>	<i>-1,206,384.86</i>	<i>0.00</i>	<i>-152.87</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	-8,200,000.00	623,229.88	623,229.88	0.00	-7.60
20-00-4215	Penalties & late charges	-25,000.00	799.98	799.98	0.00	-3.20
20-00-4220	System development charges	-125,000.00	50,105.85	50,105.85	0.00	-40.08
20-00-4240	Service installations	-40,000.00	3,910.75	3,910.75	0.00	-9.78
20-00-4290	Other charges for services	-15,000.00	0.00	0.00	0.00	0.00
20-00-4630	Miscellaneous revenues	-15,000.00	727.32	727.32	0.00	-4.85
	<i>Revenue</i>	<i>-8,420,000.00</i>	<i>678,773.78</i>	<i>678,773.78</i>	<i>0.00</i>	<i>-8.06</i>
	<b>NonDivisional</b>	<b>-9,209,178.00</b>	<b>678,773.78</b>	<b>1,885,158.64</b>	<b>0.00</b>	<b>-20.47</b>
	<b>Wastewater-Plant</b>					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	622,000.00	56,055.24	56,055.24	0.00	9.01
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	4,494.36	4,494.36	0.00	9.17
20-21-5210	Healthdental insurance	155,000.00	12,114.48	12,114.48	0.00	7.82

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-5230	Social security	54,000.00	4,526.16	4,526.16	0.00	8.38
20-21-5240	Retirement	134,000.00	11,322.20	11,322.20	0.00	8.45
20-21-5250	TrimetWBF	6,000.00	467.11	467.11	0.00	7.79
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	10,233.53	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,080,000.00</i>	<i>99,213.08</i>	<i>99,213.08</i>	<i>0.00</i>	<i>9.19</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted services	5,000.00	3,131.00	3,131.00	0.00	62.62
20-21-6180	Dues & subscriptions	15,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	250,000.00	95.54	95.54	0.00	0.04
20-21-6230	Telephone	2,400.00	0.00	0.00	0.00	0.00
20-21-6240	Natural gas	1,000.00	0.00	0.00	0.00	0.00
20-21-6250	Solid waste disposal	75,000.00	0.00	0.00	0.00	0.00
20-21-6290	Other utilities	1,000.00	0.00	0.00	0.00	0.00
20-21-6310	Janitorial services	10,000.00	0.00	0.00	0.00	0.00
20-21-6320	Buildings & grounds	20,000.00	51.84	51.84	3,240.00	0.26
20-21-6342	WRF system maintenance	240,000.00	9,732.60	9,732.60	13,602.87	4.06
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	0.00	0.00	0.00	0.00
20-21-6430	Certifications	3,000.00	0.00	0.00	0.00	0.00
20-21-6510	Office supplies	3,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	25,000.00	2,022.60	2,022.60	0.00	8.09
20-21-6530	Small tools & equipment	20,200.00	0.00	0.00	1,470.00	0.00
20-21-6540	Safety supplies	20,100.00	97.49	97.49	0.00	0.49
20-21-6550	Operational supplies	20,000.00	605.16	605.16	0.00	3.03
20-21-6560	Uniforms	15,000.00	1,204.15	1,204.15	0.00	8.03
20-21-6590	Other supplies	20,000.00	314.37	314.37	0.00	1.57
20-21-6750	Other purchased services	15,000.00	0.00	0.00	0.00	0.00
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	877.07	877.07	0.00	1.24
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>841,700.00</i>	<i>18,131.82</i>	<i>18,131.82</i>	<i>18,312.87</i>	<i>2.15</i>
	<b>Wastewater-Plant</b>	<b>1,921,700.00</b>	<b>117,344.90</b>	<b>117,344.90</b>	<b>18,312.87</b>	<b>6.11</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	32,499.62	32,499.62	0.00	7.61
20-22-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	525.66	525.66	0.00	1.07
20-22-5210	Healthdental insurance	110,000.00	6,630.45	6,630.45	0.00	6.03
20-22-5230	Social security	40,000.00	2,524.21	2,524.21	0.00	6.31
20-22-5240	Retirement	112,000.00	6,326.52	6,326.52	0.00	5.65
20-22-5250	TrimetWBF	5,000.00	261.10	261.10	0.00	5.22
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	8,000.00	6,822.35	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>55,589.91</i>	<i>55,589.91</i>	<i>0.00</i>	<i>6.98</i>
	<i>Materials &amp; Services</i>					
20-22-6180	Dues & subscriptions	0.00	831.75	831.75	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	0.00	0.00	0.00
20-22-6290	Other utilities	0.00	7,219.06	7,219.06	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	242.56	242.56	0.00	8.09
20-22-6342	Collection system maint.	50,000.00	0.00	0.00	0.00	0.00
20-22-6390	Other repairs & maintenance	6,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	4,000.00	0.00	0.00	0.00	0.00
20-22-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
20-22-6510	Office supplies	6,000.00	119.99	119.99	0.00	2.00
20-22-6530	Small tools & equipment	28,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-6540	Safety supplies	4,000.00	310.71	310.71	0.00	7.77
20-22-6550	Operational supplies	6,000.00	78.56	78.56	0.00	1.31
20-22-6560	Uniforms	8,000.00	140.81	140.81	0.00	1.76
20-22-6750	Other purchased services	4,000.00	0.00	0.00	0.00	0.00
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	0.00	0.00	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>141,000.00</i>	<i>8,943.44</i>	<i>8,943.44</i>	<i>0.00</i>	<i>6.34</i>
	<b>Wastewater-Collections</b>	<b>937,000.00</b>	<b>64,533.35</b>	<b>64,533.35</b>	<b>0.00</b>	<b>6.89</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	169,000.00	0.00	8.33
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	0.00	0.00	0.00
20-29-8150	Transfers out to Fund 50	1,100,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,300,000.00	118,181.82	118,181.82	0.00	9.09
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>6,350,478.00</i>	<i>287,181.82</i>	<i>287,181.82</i>	<i>0.00</i>	<i>4.52</i>
	<b>Transfers &amp; Contingencies</b>	<b>6,350,478.00</b>	<b>287,181.82</b>	<b>287,181.82</b>	<b>0.00</b>	<b>4.52</b>
<b>20</b>	<b>Wastewater Reclam.</b>	<b>-18,418,356.00</b>	<b>209,713.71</b>	<b>1,416,098.57</b>	<b>-18,312.87</b>	<b>-7.69</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	307,986.00	0.00	-456,378.60	0.00	-148.18
	<i>Beginning Fund Balance</i>	<i>307,986.00</i>	<i>0.00</i>	<i>-456,378.60</i>	<i>0.00</i>	<i>-148.18</i>
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	-1,530,000.00	126,842.41	126,842.41	0.00	-8.29
30-00-4215	Penalties & late charges	-2,000.00	213.81	213.81	0.00	-10.69
30-00-4240	Service installations	-20,000.00	6,554.05	6,554.05	0.00	-32.77
30-00-4290	Other charges for services	-5,000.00	0.00	0.00	0.00	0.00
30-00-4630	Miscellaneous revenues	-2,000.00	131.84	131.84	0.00	-6.59
	<i>Revenue</i>	<i>-1,559,000.00</i>	<i>133,742.11</i>	<i>133,742.11</i>	<i>0.00</i>	<i>-8.58</i>
	<b>NonDivisional</b>	<b>-1,866,986.00</b>	<b>133,742.11</b>	<b>590,120.71</b>	<b>0.00</b>	<b>-31.61</b>
	<b>Watershed Protection</b>					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	108,000.00	7,922.77	7,922.77	0.00	7.34
30-23-5210	Healthdental insurance	30,000.00	2,056.03	2,056.03	0.00	6.85
30-23-5230	Social Security	9,000.00	640.24	640.24	0.00	7.11
30-23-5240	Retirement	26,000.00	1,839.67	1,839.67	0.00	7.08
30-23-5250	TrimetWBF	1,000.00	65.78	65.78	0.00	6.58
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	1,659.49	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>178,000.00</i>	<i>14,183.98</i>	<i>14,183.98</i>	<i>0.00</i>	<i>7.97</i>
	<i>Materials &amp; Services</i>					
30-23-6155	Contracted Services	40,000.00	1,377.00	1,377.00	0.00	3.44
30-23-6180	Dues & subscriptions	0.00	99.00	99.00	0.00	0.00
30-23-6320	Buildings & grounds	0.00	32.18	32.18	0.00	0.00
30-23-6420	Staff training	1,000.00	650.00	650.00	0.00	65.00
30-23-6540	Safety supplies	0.00	60.53	60.53	0.00	0.00
30-23-6560	Uniforms	500.00	26.80	26.80	0.00	5.36
30-23-6730	Communications	42,000.00	0.00	0.00	0.00	0.00

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>83,500.00</i>	<i>2,245.51</i>	<i>2,245.51</i>	<i>0.00</i>	<i>2.69</i>
	<b>Watershed Protection</b>	<b>261,500.00</b>	<b>16,429.49</b>	<b>16,429.49</b>	<b>0.00</b>	<b>6.28</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
30-24-6814	Principal Payment-KS	52,308.00	0.00	0.00	0.00	0.00
	Statebank					
30-24-6824	Interest Paid-KS	10,249.00	0.00	0.00	0.00	0.00
	Statebank					
	<i>Materials &amp; Services</i>	<i>62,557.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Debt Service</b>	<b>62,557.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	85,750.00	0.00	8.33
30-29-8173	Transfers out to Fund 73	430,000.00	39,090.91	39,090.91	0.00	9.09
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,542,928.00</i>	<i>124,840.91</i>	<i>124,840.91</i>	<i>0.00</i>	<i>8.09</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,542,928.00</b>	<b>124,840.91</b>	<b>124,840.91</b>	<b>0.00</b>	<b>8.09</b>
<b>30</b>	<b>Watershed Protection</b>	<b>-3,733,971.00</b>	<b>-7,528.29</b>	<b>448,850.31</b>	<b>0.00</b>	<b>-12.02</b>
<b>71</b>	<b>Drinking Water Capital NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	2,703,013.00	0.00	-3,218,592.66	0.00	-119.07
	<i>Beginning Fund Balance</i>	<i>2,703,013.00</i>	<i>0.00</i>	<i>-3,218,592.66</i>	<i>0.00</i>	<i>-119.07</i>
	<i>Revenue</i>					
71-00-4610	Investment revenue	-50,000.00	7,591.71	7,591.71	0.00	-15.18
	<i>Revenue</i>	<i>-50,000.00</i>	<i>7,591.71</i>	<i>7,591.71</i>	<i>0.00</i>	<i>-15.18</i>
	<b>NonDivisional</b>	<b>-2,753,013.00</b>	<b>7,591.71</b>	<b>3,226,184.37</b>	<b>0.00</b>	<b>-117.19</b>
	<b>Drinking Water Capital Outlay</b>					
	<i>Buildings &amp; improvements</i>					
71-20-7300	Buildings & improvements	330,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	4,098,013.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>4,428,013.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Drinking Water</b>	<b>4,428,013.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>71</b>	<b>Drinking Water Capital</b>	<b>-7,181,026.00</b>	<b>7,591.71</b>	<b>3,226,184.37</b>	<b>0.00</b>	<b>-44.93</b>
<b>72</b>	<b>Wastewater Reclamation Capital NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	3,754,027.00	0.00	-4,212,051.84	0.00	-112.20
	<i>Beginning Fund Balance</i>	<i>3,754,027.00</i>	<i>0.00</i>	<i>-4,212,051.84</i>	<i>0.00</i>	<i>-112.20</i>
	<i>Revenue</i>					
72-00-4610	Investment revenue	-75,000.00	9,830.82	9,830.82	0.00	-13.11
	<i>Revenue</i>	<i>-75,000.00</i>	<i>9,830.82</i>	<i>9,830.82</i>	<i>0.00</i>	<i>-13.11</i>

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
	<b>NonDivisional</b>	<b>-3,829,027.00</b>	<b>9,830.82</b>	<b>4,221,882.66</b>	<b>0.00</b>	<b>-110.26</b>
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	75,000.00	0.00	0.00	0.00	0.00
72-21-7520	Equipment	60,000.00	0.00	0.00	0.00	0.00
72-21-7600	Capital Improvement Projects	4,784,027.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>4,919,027.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Wastewater-Plant</b>	<b>4,919,027.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7300	Buildings and improvements	210,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>210,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Wastewater-Collections</b>	<b>210,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>	<b>-8,958,054.00</b>	<b>9,830.82</b>	<b>4,221,882.66</b>	<b>0.00</b>	<b>-47.13</b>
<b>73</b>	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,681,715.00	0.00	-1,819,509.09	0.00	-108.19
	<i>Beginning Fund Balance</i>	<i>1,681,715.00</i>	<i>0.00</i>	<i>-1,819,509.09</i>	<i>0.00</i>	<i>-108.19</i>
	<i>Revenue</i>					
73-00-4610	Investment revenue	-40,000.00	4,520.29	4,520.29	0.00	-11.30
	<i>Revenue</i>	<i>-40,000.00</i>	<i>4,520.29</i>	<i>4,520.29</i>	<i>0.00</i>	<i>-11.30</i>
	<b>NonDivisional</b>	<b>-1,721,715.00</b>	<b>4,520.29</b>	<b>1,824,029.38</b>	<b>0.00</b>	<b>-105.94</b>
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7300	Buildings & improvements	135,000.00	0.00	0.00	0.00	0.00
73-23-7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,986,715.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>2,151,715.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>2,151,715.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>73</b>	<b>Watershed Protection Capital</b>	<b>-3,873,430.00</b>	<b>4,520.29</b>	<b>1,824,029.38</b>	<b>0.00</b>	<b>-47.09</b>

General Ledger  
Account Roll up



User: jeff  
Printed: 8/12/2019 9:23:26 AM  
Period 01 - 01  
Fiscal Year 2020

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Revenue	Revenue					
4210	Water Sales - CRW	32,000.00	0.00	-4,247.49	-4,247.49	-13.27
4211	Water sales	4,265,000.00	0.00	-355,704.02	-355,704.02	-8.34
4212	Wastewater Charges	8,200,000.00	0.00	-623,229.88	-623,229.88	-7.60
4213	Watershed protection fees	1,530,000.00	0.00	-126,842.41	-126,842.41	-8.29
4215	Penalties & late charges	52,000.00	0.00	-2,991.83	-2,991.83	-5.75
4220	System development charges	225,000.00	0.00	-71,515.85	-71,515.85	-31.78
4230	Contract services	53,000.00	0.00	-4,000.00	-4,000.00	-7.55
4240	Service installations	75,000.00	0.00	-16,119.80	-16,119.80	-21.49
4280	Rents & leases	160,000.00	0.00	-33,171.22	-33,171.22	-20.73
4290	Other charges for services	40,000.00	0.00	-50.00	-50.00	-0.13
4610	Investment revenue	190,300.00	0.00	-30,607.23	-30,607.23	-16.08
4630	Miscellaneous revenues	34,500.00	0.00	-6,038.42	-6,038.42	-17.50
4701	Interest Subsidy	115,000.00	0.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	3,119,000.00	0.00	-1,795,333.33	-1,795,333.33	-57.56
4920	Transfer in from Fund 20	5,778,500.00	0.00	-287,181.82	-287,181.82	-4.97
4930	Transfer in from Fund 30	1,459,000.00	0.00	-124,840.91	-124,840.91	-8.56
Revenue	Revenue	-25,328,300.00	0.00	3,481,874.21	3,481,874.21	-13.75
Expense	Expense					
5110	Regular employees	3,131,000.00	0.00	240,910.63	240,910.63	7.69
5120	Temporary/Seasonal employees	110,000.00	0.00	0.00	0.00	0.00
5130	Overtime	150,000.00	0.00	5,852.25	5,852.25	3.90
5210	Employee Ins-MDVSTDLTDLf	690,000.00	0.00	44,208.03	44,208.03	6.41
5230	Social Security	262,000.00	0.00	18,564.89	18,564.89	7.09
5240	Retirement	696,000.00	0.00	48,975.02	48,975.02	7.04
5250	Trimet	31,000.00	0.00	1,911.35	1,911.35	6.17
5260	Unemployment	38,000.00	0.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	0.00	46,096.98	46,096.98	85.36
5290	Other employee benefits	24,000.00	0.00	36.40	36.40	0.15
6110	Legal services	400,000.00	0.00	0.00	0.00	0.00
6120	Accounting & audit services	40,000.00	0.00	2,500.00	2,500.00	6.25
6155	Contracted Services	407,000.00	0.00	13,906.66	13,906.66	3.42
6180	Dues & subscriptions	57,000.00	0.00	21,604.75	21,604.75	37.90
6220	Electricity	298,000.00	0.00	2,830.03	2,830.03	0.95
6230	Telephone	72,700.00	0.00	1,625.74	1,625.74	2.24
6240	Natural gas	5,000.00	0.00	265.38	265.38	5.31
6250	Solid waste disposal	75,000.00	0.00	0.00	0.00	0.00
6290	Other utilities	19,000.00	0.00	7,372.73	7,372.73	38.80
6310	Janitorial services	38,000.00	0.00	35.00	35.00	0.09
6320	Buildings & grounds	39,000.00	0.00	374.40	374.40	0.96
6330	Vehicle & equipment maint.	61,500.00	0.00	904.24	904.24	1.47
6340	Distribution system maint	220,000.00	0.00	2,964.83	2,964.83	1.35
6342	Collection system maint.	290,000.00	0.00	9,732.60	9,732.60	3.36
6350	Computer maintenance	291,300.00	0.00	42,783.30	42,783.30	14.69
6390	Other repairs & maintenance	60,000.00	0.00	520.00	520.00	0.87
6410	Mileage	9,000.00	0.00	0.00	0.00	0.00
6420	Staff training	73,000.00	0.00	1,003.73	1,003.73	1.37
6430	Certifications	5,500.00	0.00	0.00	0.00	0.00
6440	Board travel & training	5,000.00	0.00	7.50	7.50	0.15
6510	Office supplies	38,000.00	0.00	2,388.34	2,388.34	6.29
6520	Fuel & oils	70,800.00	0.00	1,116.47	1,116.47	1.58
6525	Chemicals	25,000.00	0.00	2,022.60	2,022.60	8.09

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% Expend	Collect
6530	Small tools & equipment	71,200.00	0.00	0.00	0.00		0.00
6540	Safety supplies	41,100.00	0.00	2,441.58	2,441.58		5.94
6550	Operational Supplies	28,000.00	0.00	1,357.43	1,357.43		4.85
6560	Uniforms	25,000.00	0.00	1,371.76	1,371.76		5.49
6590	Other supplies	20,000.00	0.00	314.37	314.37		1.57
6610	Board compensation	1,000.00	0.00	0.00	0.00		0.00
6710	Purchased water	1,150,000.00	0.00	0.00	0.00		0.00
6715	Water quality program	0.00	0.00	2,386.80	2,386.80		0.00
6720	Insurance	173,000.00	0.00	0.00	0.00		0.00
6730	Communications	164,100.00	0.00	335.81	335.81		0.20
6740	Advertising	6,000.00	0.00	0.00	0.00		0.00
6750	Other purchased services	19,000.00	0.00	0.00	0.00		0.00
6760	Equipment Rental	8,000.00	0.00	0.00	0.00		0.00
6770	Bank charges	125,000.00	0.00	8,623.43	8,623.43		6.90
6780	Taxes & fees	98,000.00	0.00	985.07	985.07		1.01
6810	2010 SRF Loan Principal	893,387.00	0.00	0.00	0.00		0.00
6811	2010 IFA Loan Principal	368,036.00	0.00	0.00	0.00		0.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00		0.00
6813	JPM Bank Loan Principal	190,000.00	0.00	0.00	0.00		0.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	0.00	0.00		0.00
6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00		0.00
6820	2010 SRF Loan Interest	349,630.00	0.00	0.00	0.00		0.00
6821	2010 GO Bond Interest	44,800.00	0.00	0.00	0.00		0.00
6822	2010 IFA Loan Interest	277,012.00	0.00	0.00	0.00		0.00
6823	JPM Bank Loan Interest	379,326.00	0.00	0.00	0.00		0.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	0.00	0.00		0.00
6825	Zions Bank loan-interest	34,522.00	0.00	16,767.66	16,767.66		48.57
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00		0.00
6910	Cash overshoot	0.00	0.00	-0.51	-0.51		0.00
7300	Buildings & improvements	750,000.00	0.00	0.00	0.00		0.00
7520	Equipment	60,000.00	0.00	0.00	0.00		0.00
7540	Vehicles	30,000.00	0.00	0.00	0.00		0.00
7600	Capital Improvement Projects	10,868,755.00	0.00	0.00	0.00		0.00
8105	Transfers out to Fund 05	4,501,000.00	0.00	375,083.33	375,083.33		8.33
8140	Transfers out - Fund 40	1,350,500.00	0.00	0.00	0.00		0.00
8150	Transfers out - Fund 50	1,100,000.00	0.00	0.00	0.00		0.00
8171	Transfers out - Fund 71	1,675,000.00	0.00	1,675,000.00	1,675,000.00		100.00
8172	Transfers out - Fund 72	1,300,000.00	0.00	118,181.82	118,181.82		9.09
8173	Transfers out - Fund 73	430,000.00	0.00	39,090.91	39,090.91		9.09
9000	Contingency	1,719,035.00	0.00	0.00	0.00		0.00
Expense	Expense	37,397,760.00	0.00	2,762,453.31	2,762,453.31		7.39
<b>Grand Total</b>		<b>-62,726,060.00</b>	<b>0.00</b>	<b>719,420.90</b>	<b>719,420.90</b>		<b>-0.0115</b>
<b>Fund Balance</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0</b>
<b>Total</b>							
<b>Revenue Total</b>		<b>-25,328,300.00</b>	<b>0.00</b>	<b>3,481,874.21</b>	<b>3,481,874.21</b>		<b>-0.1375</b>
<b>Expense Total</b>		<b>37,397,760.00</b>	<b>0.00</b>	<b>2,762,453.31</b>	<b>2,762,453.31</b>		<b>0.0739</b>





## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Checks for July 2019  
**Item No.:** 3\_aiv  
**Date:** August 20, 2019

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### **Background**

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

### **Issue**

The District needs formal authorization of July checks numbered 42737 through 42873 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$1,117,034.54. Attached you will find a report showing all checks and electronic withdrawals for July 2019. There was two (2) voided checks for the month.

### **Recommendations**

It is recommended to the Board that checks numbered 42737 through 42873 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 July 2019

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 08/06/2019 - 4:36PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	7/2/2019	Check Commerce		AP		7/2/2019	150.50
15400709	7/9/2019	Wells Fargo Remittance Center	Credit Card Adjustment	BRX		7/9/2019	-385.00
15400809	7/9/2019	Wells Fargo Remittance Center	Credit Card Adjustment	BRX			385.00
0	7/10/2019	TSYS		AP		7/10/2019	110.00
0	7/11/2019	Wells Fargo Banks		AP			4,299.20
0	7/11/2019	TSYS		AP		7/10/2019	8,146.69
14180712	7/12/2019	Public Employees	PERS Adjustment	BRX		7/12/2019	0.04
0	7/15/2019	Employee Paycheck Direct Deposit Batch	DD 00001.07.2019	PR		7/15/2019	71,232.58
0	7/16/2019	VALIC c/o JP Morgan Chase		AP		7/17/2019	3,038.81
0	7/16/2019	Public Employees		AP			30,902.58
0	7/16/2019	Oregon Department Of Revenue		AP		7/17/2019	8,300.08
0	7/16/2019	Nationwide Retirement Solutions		AP		7/17/2019	1,891.92
0	7/16/2019	OR Dept of Justice, Div of Child Support		AP		7/18/2019	150.00
0	7/16/2019	IRS Dept of The Treasury		AP		7/16/2019	30,207.22
0	7/16/2019	Oregon DOR - State Transit Tax		AP		7/17/2019	105.42
0	7/30/2019	Wells Fargo Banks		AP		7/30/2019	4,018.78
0	7/31/2019	Oregon Department Of Revenue		AP			8,939.59
0	7/31/2019	IRS Dept of The Treasury		AP		8/2/2019	32,604.71
0	7/31/2019	Nationwide Retirement Solutions		AP		8/5/2019	1,921.70
0	7/31/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	7/31/2019	Public Employees		AP			32,878.19
0	7/31/2019	VALIC c/o JP Morgan Chase		AP		8/5/2019	2,989.53
0	7/31/2019	Oregon DOR - State Transit Tax		AP			112.62
0	7/31/2019	Employee Paycheck Direct Deposit Batch	DD 00002.07.2019	PR		7/31/2019	72,228.88
ACH Disbursement Activity Subtotal							314,379.04
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							314,379.04

Paper Check Disbursement Activity							
42583	5/31/2019	Customer Refund		AP	Void		923.67
42737	7/2/2019	Accela, Inc		AP		7/8/2019	17,050.32
42738	7/2/2019	Convergence Networks		AP		7/8/2019	3,932.98
42739	7/2/2019	Customer Refund		AP		7/12/2019	11,188.58
42740	7/2/2019	Esri, Inc.		AP		7/8/2019	20,000.00
42741	7/2/2019	HealthEquity		AP		7/8/2019	15,844.32
42742	7/2/2019	Kaiser Permanente		AP		7/15/2019	14,210.73
42743	7/2/2019	Mission Communications, LLC		AP		7/9/2019	831.75
42744	7/2/2019	North Clackamas Chamber Of Commerce		AP		7/8/2019	1,495.00
42745	7/2/2019	OGFOA		AP		7/12/2019	110.00
42746	7/2/2019	Oregon DEQ		AP		7/8/2019	840.00
42747	7/2/2019	SDIS		AP		7/5/2019	79,099.89
42748	7/2/2019	Union Pacific Railroad Company		AP		7/8/2019	7,219.06
42749	7/2/2019	Water Environment Federation		AP		7/5/2019	1,310.00
42750	7/5/2019	Customer Refund		AP		7/17/2019	923.67
42751	7/15/2019	Employee Paycheck		PR		7/16/2019	593.58
42752	7/15/2019	Employee Paycheck		PR		7/16/2019	1,057.54
42753	7/15/2019	Employee Paycheck		PR		7/16/2019	2,117.82
42754	7/16/2019	Ace Hardware #11075		AP		7/23/2019	217.71
42755	7/16/2019	AFLAC		AP		7/23/2019	946.82
42756	7/16/2019	AFSCME Council 75		AP		7/19/2019	835.65
42757	7/16/2019	Barney & Worth Inc		AP	Void		2,891.92
42758	7/16/2019	Bend Mailing Services LLC		AP		7/18/2019	4,399.47
42759	7/16/2019	Brown And Caldwell		AP		7/19/2019	19,006.79
42760	7/16/2019	Cascade Print Source		AP		7/23/2019	149.95
42761	7/16/2019	Cascadia Backflow		AP		7/22/2019	5,550.92
42762	7/16/2019	Cessco, Inc		AP		7/19/2019	2,227.97

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 08/06/2019 - 4:36PM  
 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>
42763	7/16/2019	Cintas Corporation		AP		7/22/2019	287.67
42764	7/16/2019	Cintas Corporation - 463		AP		7/22/2019	102.91
42765	7/16/2019	City Of Gladstone		AP		7/23/2019	5,387.97
42766	7/16/2019	City Of Milwaukie		AP		7/19/2019	1,374.68
42767	7/16/2019	Clackamas County Recorder's Office		AP			108.00
42768	7/16/2019	Coastal Farm & Home Supply		AP		7/19/2019	380.75
42769	7/16/2019	Comcast Cable		AP		7/24/2019	424.02
42770	7/16/2019	Consolidated Supply Co.		AP		7/18/2019	3,904.25
42771	7/16/2019	Contractor Supply		AP		7/18/2019	272.11
42772	7/16/2019	Convergence Networks		AP		7/22/2019	4,070.48
42773	7/16/2019	Craig Blackman Trucking		AP		7/23/2019	859.27
42774	7/16/2019	Forrest's Tree Service		AP		7/22/2019	300.00
42775	7/16/2019	Grainger, Inc.		AP		7/19/2019	53.40
42776	7/16/2019	H.D. Fowler Company		AP		7/18/2019	717.28
42777	7/16/2019	HealthEquity		AP		7/23/2019	36.40
42778	7/16/2019	James W Fowler Co		AP		7/19/2019	187,239.73
42779	7/16/2019	LRS Architects		AP		7/19/2019	3,310.02
42780	7/16/2019	Lucity Inc		AP		7/19/2019	3,400.00
42781	7/16/2019	Madison Biosolids, Inc.		AP		7/19/2019	2,203.40
42782	7/16/2019	Maverick Welding Supplies Inc		AP		7/22/2019	45.16
42783	7/16/2019	McFarlane's Bark, Inc.		AP		7/24/2019	10.00
42784	7/16/2019	Metereaders, LLC		AP		7/22/2019	895.86
42785	7/16/2019	Murray, Smith & Associates Inc.		AP		7/18/2019	28,806.00
42786	7/16/2019	Napa Auto Parts - Store #07078		AP		7/26/2019	119.99
42787	7/16/2019	NCCWC		AP		7/17/2019	100,161.08
42788	7/16/2019	Net Assets Corporation		AP		7/18/2019	557.00
42789	7/16/2019	Northstar Chemical, Inc.		AP		7/18/2019	548.75
42790	7/16/2019	Northwest Natural		AP		7/18/2019	14.90
42791	7/16/2019	NW Pump & Equipment Co		AP		7/19/2019	290.00
42792	7/16/2019	Olson Bros. Service, Inc.		AP		7/22/2019	2,040.61
42793	7/16/2019	One Call Concepts, Inc.		AP		7/22/2019	741.84
42794	7/16/2019	Oregon DEQ		AP		7/18/2019	240.00
42795	7/16/2019	Pamplin Media Group		AP		7/19/2019	57.92
42796	7/16/2019	Portland Engineering Inc		AP		7/22/2019	8,671.50
42797	7/16/2019	Portland General Electric		AP		7/19/2019	21,253.03
42798	7/16/2019	R & L Services Inc.		AP		7/22/2019	682.45
42799	7/16/2019	Red Wing Shoe Store		AP		7/23/2019	870.98
42800	7/16/2019	Relay Resources		AP		7/19/2019	5,118.48
42801	7/16/2019	Customer Refund		AP		7/18/2019	19.18
42802	7/16/2019	SDIS		AP		7/18/2019	33,002.91
42803	7/16/2019	Employee Reimbursement		AP		7/16/2019	119.99
42804	7/16/2019	The Sidwell Company		AP		7/22/2019	2,665.49
42805	7/16/2019	State of Oregon - Employment		AP		7/19/2019	8,112.00
42806	7/16/2019	Customer Refund		AP			6.44
42807	7/16/2019	Unifirst Corporation		AP		7/22/2019	1,029.57
42808	7/16/2019	US Bank Equipment Finance		AP		7/22/2019	220.00
42809	7/16/2019	Utility Supply Of America		AP		7/25/2019	7,715.32
42810	7/16/2019	Verizon Wireless		AP		7/19/2019	1,488.17
42811	7/16/2019	Waste Management Of Oregon		AP		7/22/2019	3,881.73
42812	7/16/2019	Water Environment Services		AP		7/22/2019	144.45
42813	7/16/2019	Water Systems Consulting, Inc.		AP		7/22/2019	12,514.94
42814	7/16/2019	Zions Bank		AP		7/22/2019	16,767.66
42815	7/26/2019	Employee Paycheck		PR		7/29/2019	3,417.42
42816	7/29/2019	Employee Paycheck		PR		7/29/2019	282.86
42817	7/31/2019	Employee Paycheck		PR			746.98
42818	7/31/2019	Employee Paycheck		PR		8/ 1/2019	1,104.38
42819	7/31/2019	Employee Paycheck		PR		7/31/2019	2,001.59
42820	7/31/2019	Ace Hardware #11075		AP			421.43
42821	7/31/2019	AFLAC		AP			946.82
42822	7/31/2019	AFSCME Council 75		AP			835.65
42823	7/31/2019	Alexin Analytical Laboratories, Inc.		AP		8/ 2/2019	510.00
42824	7/31/2019	AnswerNet		AP		8/ 2/2019	262.42

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 08/06/2019 - 4:36PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42825	7/31/2019	Apex Labs		AP			4,508.00
42826	7/31/2019	Barney & Worth Inc		AP		8/ 2/2019	1,670.27
42827	7/31/2019	BendTel Inc		AP		8/ 2/2019	155.91
42828	7/31/2019	Customer Refund		AP			148.27
42829	7/31/2019	Brown And Caldwell		AP		8/ 5/2019	624.00
42830	7/31/2019	Bullard Law		AP			3,622.50
42831	7/31/2019	Cable Huston LLP		AP			10,076.00
42832	7/31/2019	Century Link		AP		8/ 2/2019	927.51
42833	7/31/2019	Employee Reimbursement		AP			195.96
42834	7/31/2019	Cintas Corporation - 463		AP			181.38
42835	7/31/2019	City Of Gladstone		AP			190.74
42836	7/31/2019	City Of Portland		AP			17,759.00
42837	7/31/2019	Coastal Farm & Home Supply		AP			137.55
42838	7/31/2019	Consolidated Supply Co.		AP		8/ 2/2019	2,468.17
42839	7/31/2019	Contractor Supply		AP		8/ 2/2019	401.60
42840	7/31/2019	CTX-Xerox		AP		8/ 5/2019	800.82
42841	7/31/2019	Cues, Inc		AP		8/ 5/2019	1,800.00
42842	7/31/2019	Detemple Company, Inc.		AP			3,628.75
42843	7/31/2019	Ferguson Enterprises, Inc.		AP		8/ 5/2019	55.98
42844	7/31/2019	Grainger, Inc.		AP		8/ 5/2019	135.58
42845	7/31/2019	HealthEquity		AP			3,260.01
42846	7/31/2019	Impressions Printing Inc		AP		8/ 2/2019	520.00
42847	7/31/2019	J. Thayer Company		AP		8/ 2/2019	1,306.74
42848	7/31/2019	Kaiser Permanente		AP			14,319.15
42849	7/31/2019	Laserwerks		AP			7.50
42850	7/31/2019	Measure-Tech		AP		8/ 5/2019	3,074.88
42851	7/31/2019	Metereaders, LLC		AP		8/ 5/2019	883.71
42852	7/31/2019	Moss Adams LLP		AP		8/ 5/2019	2,500.00
42853	7/31/2019	Napa Auto Parts - Store #07078		AP			19.99
42854	7/31/2019	Northstar Chemical, Inc.		AP		8/ 2/2019	447.00
42855	7/31/2019	Northwest Natural		AP		8/ 5/2019	265.38
42856	7/31/2019	Olson Bros. Service, Inc.		AP		8/ 2/2019	560.30
42857	7/31/2019	Oregonian Publishing Company		AP		8/ 5/2019	335.81
42858	7/31/2019	Kelly Stacey Petty Cash Custodian		AP		7/31/2019	178.62
42859	7/31/2019	Platt		AP		8/ 5/2019	9,442.60
42860	7/31/2019	Polydyne, Inc.		AP		8/ 5/2019	2,022.60
42861	7/31/2019	Portland General Electric		AP		8/ 5/2019	3,245.27
42862	7/31/2019	R & L Services Inc.		AP			244.90
42863	7/31/2019	Ritz Safety LLC		AP			964.00
42864	7/31/2019	Sanitech LLC		AP		8/ 5/2019	6,800.00
42865	7/31/2019	Customer Refund		AP		8/ 5/2019	33.51
42866	7/31/2019	Superior Sweeping, Inc		AP			392.50
42867	7/31/2019	TCMS Trotter & Morton		AP			4,219.00
42868	7/31/2019	Tice Electric Company		AP			812.00
42869	7/31/2019	TLC Towing		AP			577.23
42870	7/31/2019	Traver's Cleaning Service Inc.		AP		8/ 2/2019	35.00
42871	7/31/2019	Unifirst Corporation		AP			495.16
42872	7/31/2019	Verizon Wireless		AP		8/ 5/2019	1,173.19
42873	7/31/2019	Western Exterminator Company		AP			95.65
Paper Check Disbursement Activity Subtotal							806,471.09
Voided Paper Check Disbursement Activity							3,815.59
Adjusted Paper Check Disbursement Activity Subtotal							802,655.50
Total Void Check Count:							2
Total Void Check Amount:							3,815.59
Total Valid Check Count:							160
Total Valid Check Amount:							1,117,034.54
Total Check Count:							162
Total Check Amount:							1,120,850.13



OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Special Meeting 6:30 p.m.  
July 8, 2019

Board of Directors - Members Present:

Susan Keil,	President/Chair
Kevin Williams,	Secretary/Vice President
Lynn Fisher,	Treasurer
Paul Gornick,	Director
Vacant,	Director,

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,

Visitors and Consultants Present:

Grover Bornefeld,	Local Resident
Ginny Van Loo,	Local Resident
Mark Knudson,	Local Resident.

## **Special Board of Directors Meeting**

### **1. Call to Order and Flag Salute**

President Susan Keil called the meeting to order at 6:30 p.m. and led the pledge of allegiance.

### **2. Call for Public Comment**

Grover (Jeffrey) Bornefeld, local resident from 4308 SE Boardman Avenue, commented on the recent passage of House Bill 2001, which takes effect in 2021, and encouraged the community to plan for the arrival of a significant number of new residents. He made a few more comments through the lens of how Accessory Dwelling Units (ADUs) built by both owners and developers will affect that influx. The Board asked how HB 2001 applies to counties (versus the rules for cities over 10,000) and there are distinctions for metropolitan areas and counties with populations over 100,000. There were no additional comments from the public.

### **3. Oath and Swearing in of Board Members**

President Keil presented Item 3 to General Manager Sarah Jo Chaplen, who described the swearing in process. She led the oath for President Keil, who was sworn into her elected office as a Director of Oak Lodge Water Services District. President Keil then led the oath for Vice President Kevin Williams and Director Paul Gornick and swore them into their elected offices as

Directors of Oak Lodge Water Services District. She congratulated them. Treasurer Fisher asked who understood fully what they just agreed to support and President Keil stated she has a general understanding of the laws and constitution of both federal and state regulations.

General Manager Chaplen stated there are a number of documents awaiting signature by those being sworn in, to be completed by the end of the meeting.

#### **4. Interviews with Applicants to Fill Board Vacancy**

General Manager Chaplen let the group know that Ginny Van Loo would be the first applicant to be interviewed, followed by Mark Knudson, and directed the Board to the interview questions. Treasurer Fisher added the question, "Are you prepared to run for office when your current term ends?" The vacant term will be reconfirmed by Clackamas County's Office of Elections but will likely be in 2021. The group asked Ginny if she preferred Mark to leave the room in order to avoid hearing the questions to be asked and she said that Mark could stay. President Keil stated the questions were about personal experience more than knowledge-based information.

President Keil asked Treasurer Fisher to start the questions. He asked Ginny why she would be a good candidate for the Board. Ginny responded she has been on the former Oak Lodge Sanitary District Board and is experienced at board work. She is open to learning more about water and has been studying. Most of her water experience is with in-water work.

President Keil asked why she would like to do this work again, why she would like to serve in this capacity. Ginny responded during her previous term she had a lot of involvement with the Elks but now she has less involvement. During the merger on the Board she and Terry Gibson rolled off because it was time for her to take a break. She has been following the consolidation since then and is interested in how the organization is developing. She saw there was an opening and thought she would apply.

Vice President Williams asked her to describe her experience with volunteer work. She started in 1989 with her leadership of the NW Steelheaders working with water and fish. That led her to the Oregon legislature, which she gained a lot of legislative experience in her business working with Larry Zowada for 10 years and 4 legislative sessions. She ran for office twice, making it through the primary the first time. She has thought about working as a legislator many times. She worked at the county level for the Clackamas County Commissioners and enjoyed working at the neighborhood level. She enjoys working with people and serving them. She served as President of the NW Steelheaders and the Oregon Wildlife Federation in the same year. She also served as the chairman of a fisheries committee for the National Wildlife Federation in Washington, D.C. She has worked with the Elks Lodge for many years, joining after they allowed women in. She served as the State Trustee for seven years, and now just serves as the State Government Relations chair for the Elks, for which she trains new members on the legislative process.

Director Gornick asked her to describe her knowledge of water delivery systems for communities such as ours. She responded that her knowledge of water systems is limited, and that she has more knowledge of sanitary sewer than water. She has always been interested in how water works and has been educating herself on the treatment of potable water in preparation for the role. She has acted as a community leader for her area with regards to their

water line and because they have had some issues with the taste of chlorine on her street. Her neighbors do not drink the tap water because of the taste, even though the District has won the award for best tasting water. She understands backflow devices and hose bibs. She knows that OLWS water is from the Clackamas River and she knows more about water quality and fish.

Treasurer Fisher asked her to describe her knowledge of public utilities and how they operate – how they differ from private utilities. She responded she does not know that information.

President Keil asked her to describe her experience providing policy guidance for a medium sized corporation, being the District has 36 employees. Ginny has written policies and believes developing policies would be difficult. She would like employees to understand the impetus behind each policy but is not sure how much has changed concerning water and sewer policies. The Board commented they have worked to develop a comprehensive set of policies for OLWS.

Vice President Williams asked if she was prepared to meet the time requirements of the Board position, which involve monthly meetings, sometimes extensive reading, and subcommittees at times. Ginny responded yes, she is aware of the commitment and prepared to meet the needs.

President Keil asked if there were any follow up questions and praised Ginny's extensive resume. Ginny commented she has done a lot, has enjoyed it, and gave credit to all of the volunteers she has worked with over the years. She has consistently seen community needs and worked to fill them, and she has helped create a lot of positive change over the years.

President Keil asked Ginny if she is prepared to run for office in 2021 if she is appointed to the position now, and she responded yes, she is prepared to run.

The Board thanked her for her time.

President Keil asked Mark Knudson to come forward. Director Gornick asked Mark why he thought he'd be a good candidate for the Board of Directors of OLWS. Mark responded there are several factors. He tends to be a very collaborative person and enjoys working in teams to solve problems. Working with this group would be a great opportunity to exercise the skills he developed over many years of working with staff, groups, and members of the public. He thinks it would be a great fit.

Vice President Williams asked why he would like to serve in this capacity. Mark responded conditions and timing have come together to encourage his application. He has lived in the community for almost 25 years, raised a family, and has a real sense of the community. He is in the process of retiring from 35 years of leading and managing water organizations and hopes that this position will be an opportunity to apply the skills and knowledge he brings from his career in water and couple it with a way to serve his community. He has a long history of public service and a commitment to organizations like this one. He sees it as an alignment of timing and opportunity.

President Keil asked him to describe his experience working in a volunteer capacity – where, what, how long. In terms of water organizations, he is a volunteer on the Board for the Infrastructure Finance Authority (IFA) for Oregon. It is an organization that makes awards under the Safe Drinking Water and Clean Water Act and awards community development block grants with a threshold of 3 million dollars. He has been with them for 5 years and is serving his

second term there. As a result of participating in that he was asked to serve on the Audit Committee for Business Oregon. He served on the Oak Lodge Water District Board from 1997-2001 and when he had to leave his position, it was decided to award the seat to Paul Savas. Within the water industry he has been an active member of the Association of Metropolitan Water Agencies, the American Water Works Association and the Water Research Foundation. Outside of the water industry other volunteer activities include involvement with the Leukemia and Lymphoma Society, Doernbecher Children's Hospital, and the Make A Wish Foundation. In 2001 his daughter was diagnosed with leukemia and benefitted from a new drug treatment. Their family has become a big supporter of helping to promote these targeted therapies. He appreciated being able to support the community through fundraising opportunities within those organizations over the years.

Treasurer Fisher asked him to share with the Board about his knowledge of water delivery systems for small communities such as Oak Lodge. He responded currently he is the General Manager and Chief Executive Officer (GM/CEO) of the Tualatin Valley Water District, which is the second largest water utility in the state. He oversees operations for 25 different pressure zones that each have their own series of pumps, tanks and supply. He described the larger system as a series of smaller systems. He was the Chief Engineer of TVWD for six years and has been the GM/CEO for 6 years. Prior to TVWD he worked for an engineering consultant, Carollo Engineers. While there he did work throughout Oregon as well as in Northern California, doing asset management, system supply planning, master plans for small-to-large systems under various consulting contracts. Before that he worked with Portland Water Bureau for nearly 20 years, where he started out as a Water Quality Engineer and moving up to the Director of Operations and Maintenance for the entire Portland Water Bureau system, including Bull Run through the treatment process and down to the last tank in the system.

President Keil asked Mark if he has any knowledge of public utilities, how they operate, and how they differ from private utilities. Mark responded he has a great deal of experience in public utilities and operation being that has been the bulk of his career for 35 years. He does not have much experience knowing the difference between public and private utilities, but he does know the difference between "GASBY" and "FASBY", which are different accounting and financial standards for public and private entities. They provide very different levels of accountability. He does not know much about the operational differences. He has worked in relation to strong union environments, currently TVWD has no unions, he has seen the full range of pros and cons of representative environments. He believes the main driver of successful teams to be effective management with clear communications of expectations, provide clear direction and follow up, and holding people accountable for their performance. The goal is to make sure people are doing their job, not having to exercise requirements under a union contract.

Vice President Williams asked him to share his experience providing policy guidance under a medium-sized corporation of 20-40 employees. He responded his experience is mostly with much larger organizations. As the Chief Engineer at TVWD he was responsible for developing the policy associated with the district's backflow program, which has become a model program for the State of Oregon. A larger assignment was he developed a strategy associated with implementing the Willamette Water Supply to serve the Cities of Beaverton, Hillsboro, and all TVWD's service area. He conceived of the concept, worked with regional partners to develop the strategy, did analytical work and did the justification in-house with a team at TVWD. They put together a large report summarizing the advantages, disadvantages, and trade-offs



associated with Willamette supply. He took that report to the leadership and over a series of meetings presented the findings to the Board. In 2011 the Board adopted the strategy in pursuit of developing the Willamette for water supply. Since then, they are on the way towards completing the 1.2 billion infrastructure project which will bring Willamette Water Supply to over half of Washington County, and over 400,000 people. Although this is not a small system, he believes the transferrable needs include: getting clear about objectives; effectively communicating with stakeholders, decision makers and Board members; understanding the issues, concerns and opportunities associated with the objectives; providing the justification of costs as necessary; and then working to make sure all levels understand what it means to implement the project. After approval, he negotiated a service agreement between TVWD and the City of Beaverton, and one of the challenges he has seen is in implementing the agreement. The objectives might be clear, but successfully implementing the agreement has been difficult because of the many moving parts.

Director Gornick asked him if he was willing and able to meet the time demands of the position, which requires more hours than just attending OLWS Board meetings. It requires sometimes lengthy reading and attending other meetings as assigned. Mark responded he is aware of the time commitment and will be open in October. The next few months might be challenging timewise but he is confident he can meet the demands of the commitment.

Director Gornick asked if he is willing and intending to run for the position when the current term expires. Mark responded he has been a resident for 24 years and expects to be around for another 24 years. He would be thrilled to have the opportunity to run for election and continue to serve on the Board.

President Keil added a follow up question asking Mark to relate what he knows about sewers. Mark responded, "just a little bit". He got his bachelor's degree in Environmental Engineering in the late 1970's because he wanted to be a wastewater treatment plant designer. He loved wastewater treatment and biological processes, and this was the focus of his master's research. He worked for a few years for a consultant doing wastewater system master planning and collections system master planning for the City of Vancouver and storm drainage planning for the City of Beaverton. He did not understand what it took to operate a plant so went and worked as an entry level treatment plant operator for nearly two years for the Cowlitz Wastewater Commission. Because of this work he has a different perspective on the value and importance of operations staff. At the Tualatin Valley Water District, as part of the Willamette Water Supply project he brought in operation staff to the beginning of the planning and design process. After his work at the Cowlitz Wastewater Commission he switched to water and moved to the Portland Water Bureau.

The Board thanked him for his time.

## **5. Appointment of New Board Member**

President Keil let the group know they needed to decide who to appoint to the Board of Directors and both candidates stepped into the lobby during discussion. She stated she had a

lot of fun working with Ginny Van Loo, that she asked good questions and raised important issues to be considered in decisions. She has tremendous depth of experience dealing with legislative bodies and has made the Elks an orderly, functional, successful business.

Having said that, she thinks the District needs help on the water side, particularly regarding policy making and their understanding of water issues. Mark comes with a wealth of experience in water.

Treasurer Fisher stated they are both really good candidates. There was a comment to expand the Board, but that is not currently possible

Vice President Williams stated if the District had problems to address on the sewer treatment side, he thought Ginny would be the better selection, but The District needs help with water, and he thinks Mark could provide more for this Board and for the District.

President Keil commented Ginny's husband was a wastewater treatment plant operator for Clackamas County's Water Environment Services, and that you get vicarious information through that experience.

Director Gornick is favoring Mark's background and responses over Ginny's but is not sure why. Mark's experience is deep, and he was more expressive about his background than Ginny was in terms of filling in details. Mark is still working and some of Ginny's experience is in the past.

Treasurer Fisher stated Ginny may have assumed we know a lot about her, but this knowledge is true for only himself and President Keil.

President Keil stated she is inclined to go with Mark because the Board is weaker on the water side and our top District staff on the water side may be leaving within 10 years, namely Todd Knapp. According to Human Resources (H.R.) and Payroll Manager Aleah Binkowski-Burk, Todd has stated he may retire within 5 years. Treasurer Fisher commented he likes Mark also and thinks he brings a wealth of experience and knowledge.

Director Gornick stated Mark brings a wealth of experience and knowledge on the technical side, however, because he has worked on the technical side of large organizations there may be some issues with working with a small organization where staff wear multiple hats. He expressed some concern about this fact.

President Keil supported this comment and reflected General Manager Chaplen came from larger organizations. General Manager Chaplen responded she has experience with both small and large organizations, for example City of Canby which had 60 employees serving 10,000 residents, the City of Hillsboro with 100,000 population and 850 employees, and when she worked at the state her area had about the same size of organization. President Keil commented when she went into Transportation [with the City of Portland] it was a shock how often they used consultants as opposed to using in-house knowledge and expertise and not hiring outside consultants [as in Bureau of Environmental Services], which is a luxury a large organization affords.

Treasurer Fisher raised the concern that neither one attends OLWS Board meetings but believes both are strong candidates. He appreciated Director Gornick for coming into OLWS

through the Budget Committee, attending Board meetings, and learning about the organization before moving into a Board position.

President Keil stated she thinks the District needs Mark Knudson and the others agreed with her. She added her hope to bring Ginny into the District through some other avenue of participation and the Surface water/Stormwater Master Planning Advisory Committee was suggested. Treasurer Fisher stated we need to get Ginny involved in the District again because she is good, works hard, and cares.

President Keil requested a motion, a second and a statement from each Director. They brought both candidates back into the room.

After the motion, President Keil commented on her appreciation for both candidates and expressed she is impressed with Mark's experience with water systems. Ginny concurred he has far more experience with water and it is a good choice based on the District's current need.

Treasurer Fisher expressed gratitude for two qualified, capable candidates, and stated how difficult it is to have the problem because you must select one. Both candidates are "Grade A" quality and it was very difficult to choose. He asked Ginny to become more involved with the District again and suggested we need her attention and care. He presented the opportunity to participate in the newly formed Surface water/Stormwater Master Planning Advisory Committee and she agreed dependent on schedule. The Board described the committee.

Vice Chair Williams appreciated Ginny for trusting him to join the Sanitary District, and then stepping aside to let him join the new Oak Lodge Water Services Board. He echoed the District's need for more water experience on the Board. He suggested a "trusted advisor's" role for her and encouraged her to get involved again, stating we need her experience.

Ginny said she would get involved again but did not want to be on the Budget Committee after her 20-year service on the Clackamas County Community College's Budget Committee and 8-years on the Clackamas County Budget Committee. She has done natural resources and budgets and does not want to do budgets any longer.

Director Gornick was impressed with Ginny's sewer district experience beyond the technical aspects of the field and is glad to know she is out there to support their work. He expressed concern that Mark's experience is with larger organizations and asked him to draw on the experience he gleaned from the smaller teams he has worked with. Mark responded he will work to discover what is essential in each situation and apply his experience to inform those essential aspects of the situation.

**Treasurer Fisher moved to appoint Mark Knudson to the Board of Directors of Oak Lodge Water Services District. Vice President Williams seconded the motion. President Keil called for a vote.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

## **6. Swearing in of New Board Member**

President Keil led the oath for Mark Knudson and swore him into his appointed office as a Director of Oak Lodge Water Services District. The Board congratulated Mark and he thanked them and asked if the next meeting was upcoming on July 16, which is the case. Staff will provide a Board Packet. The Board clarified the District does not serve dinners on a regular basis but will provide one upon request.

The Board thanked Ginny and followed up with her about next steps for the advisory committee.

General Manager Chaplen asked for the Board paperwork to be completed and to turn in their notes for the H.R. file. Staff provided an overview of next steps for Director Knudson and the Board added liaison assignments to the August Board meeting agenda.

There was no more Board business.

#### **7. Call for Public Testimony**

There was no public testimony.

#### **8. Adjourn Special Board Meeting**

President Keil adjourned the Special Board meeting at 7:54 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Keil  
President, Board of Directors

Date: \_\_\_\_\_

\_\_\_\_\_  
Kevin Williams  
Secretary, Board of Directors

Date: \_\_\_\_\_



OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Regular Meeting 6:00 p.m.  
July 16, 2019

Board of Directors - Members Present:

Kevin Williams,	Secretary/Vice President
Lynn Fisher,	Treasurer
Paul Gornick,	Director
Mark Knudson,	Director,

Board of Directors - Members Absent:

Susan Keil,	President/Chair
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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 and Consultants Present:

Laura Westermeyer,	District Attorney, Cable Huston LLP
Grover Bornefeld,	Local Resident
David Gray,	Local Resident
Eric Hofeld,	Sunrise Water Authority
Matthew Westergaard,	OLWS Staff
Michael Gradt,	Local Resident
Punky Scott	Local Resident.

## **Regular Board of Directors Meeting**

### **1. Call to Order and Flag Salute**

Vice President Kevin Williams called the meeting to order at 6:00 p.m. and requested Director Paul Gornick to lead the pledge of allegiance. He welcomed new Director Mark Knudson to the Board of Directors for Oak Lodge Water Services.

### **2. Call for Public Comment**

David Gray, 1234 SE River Forest Lane requested an informational update on the status of the sale of the building and acquisition of a new space for the consolidated District. General Manager Chaplen stated the District has hired a real estate company and an architectural company to research and inform OLWS on how to proceed. The consultants will present to a sub-committee multiple options with a 50-year time horizon, after which a decision will be made. The timeline is to see information and make a directional decision within a few months. There were no additional comments from the public.

### **3. Consent Agenda**

- June 2019 Financial Reports
  - Approval of June 2019 Check Run
- June 21, 2019 Board Meeting Minutes

Vice President Williams turned over the Consent Agenda to Finance Director Kelly Stacey. Director Gornick asked about the wastewater revenue being short \$300,000 and Kelly concurred this was the expected amount. She commented the year end roll up was still incomplete but would wrap up in the next few weeks. Director Gornick asked about the Xylem Water Pumps check as well as the check to Tasso Custom Homes and staff responded yes, the Xylem check was for the water pumps and the Tasso check was the refund of a deposit provided to the District in place of a Construction Bond. Vice President Williams asked why we had checks to two different paving companies, Portland Road and Driveway and Bachman Paving. Staff responded Portland Road and Driveway outbid Bachman Paving for a project at the Water Reclamation Facility. The Board asked if we usually spend that amount for Porter Yett and if it was cold mix asphalt and staff responded yes, that is typical for the District because of jobs with long patches. The Board suggested looking into using the state contract to lower the price on the purchase of cold mix. Treasurer Fisher gave a positive comment on the lower annual amount of the penalties and late charges as noted in revenue account 4215. He asked about why miscellaneous revenue was at 809% over budget and staff responded it is because of pass through money from North Clackamas Parks and Recreation for the Boardman Wetland construction project. Director Gornick praised the work and presentation of data in the consent agenda on the aggregate financials in relation to the year-end numbers. He reflected on the positive revenue associated with the System Development Charges (SDCs) and staff stated this was due to infill and in part to the large development that went in this year on the Evangelical Retreat Center.

Treasurer Fisher commented on the minutes asking about why page two states “A motion was made to approve Resolution No. 2019-04...” and it was not attributed to anybody and asked why it was not attributed to somebody. Kelly responded multiple staff listened to the tape multiple times and could not figure out who it was, including District lawyer Tommy Brooks who was sure there was a motion and he directed staff to say, “A motion was made...” because it was on there but we could not figure out who made the motion. Treasurer Fisher said ok. Director Gornick stated in his report to the Board in the C4 Retreat the first day should have been devoted to “transportation” and the second day to “housing”.

Director Knudson asked if he should vote on the Consent Agenda, including the minutes, and Treasurer Fisher mentioned that he abstains from voting when he misses a meeting.

There were no further questions.

**Director Gornick moved to adopt the consent agenda with corrections to the minutes as noted. Treasurer Fisher seconded the motion.**

**Ayes: 3**

**Nays: None**

**Abstain: 1 (Director Knudson was not present for the June meeting)**

**Motion carried: 3-0**

**4. Fiscal Year 2019-2020 Budget Correction – Resolution 19-05**

Finance Director Kelly Stacey stated the administrative services fund was left out of the originally approved resolution although it was included correctly in the public notice and was correctly listed in the budget document. The Resolution before you states the same correct amounts, which will be readopted and re-appropriated with the administrative services fund listed. The only difference to Resolution No. 19-05 is the administrative services fund is listed. There were no further questions.

**Treasurer Fisher moved to approve Resolution No. 19-05 and readopt the corrected budget for the Fiscal Year beginning July 1, 2019 in the total amount of \$38,364,305. He also moved to appropriate the funds in the corrected categories and amounts as shown in Resolution No. 19-05 for the Fiscal Year beginning July 1, 2019. Director Gornick seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

General Manager Chaplen shared her gratitude for the Budget Committee and for all of the work that goes into passing a budget. She commented on a nearby Oregon city that had to shut its doors this year because their budget was not passed in a timely fashion.

**5. GIS Data Migration and GIS Professional Services Contract**

Technical Services Coordinator Gary Floyd provided an overview of the District's Geographic Information System (GIS) stating he is responsible for verifying the GIS data. He is requesting support to verify the water, wastewater, and stormwater data. ESRI (the District GIS toolset) has a data model called the "water utility network", which centralizes data structures in order to make them more web friendly. Both Clark Regional and Water Environment Services (WES) have conducted similar data migration processes and he would like OLWS to make the transition with the support of Flo-Analytics. Along with the data migration the District will also receive support in catching up with entry of updated service connections and create a streamlined workflow. Flo-Analytics will also provide consultation and verification services to help address issues like the merging of two different account numbers from each separate District which now needs to be unified after the consolidation. The Board asked if some of this work was in preparation for the new Asset Manager Position and staff responded yes. The Board asked what type of consultant selection process staff had used, and staff responded we received recommendations from Clark Regional and WES, as well as it being within the District's purchasing guidelines for professional services based on the total contract amount.

**Treasurer Fisher moved to approve our General Manager to sign a contract with Flo-Analytics in the amount of \$63,565, for GIS Data Migration and GIS Services. Director Knudson seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

**6. Solids Piping Project Design Contract**

OLWS Civil Engineer Haakon Ogbeide provided an overview of the solids piping project to the Board of Directors. He explained the goal of the project was to increase the functionality of the Water Reclamation Facility since the plant no longer uses the Cannibal process. He presented his staff report as listed in the Board Packet. Plant Superintendent David Mendenhall added additional comments. He described that the project would add piping and valving to allow the flow of the biosolids to flow through the aerobic digesters and into the belt press. We have been using the former Interchange Bioreactors (IBRs) in a different way than designed in order to make the solids part of the process more effective and efficient. The goal of changing the flow process is to streamline the solids part of the plant process, save electricity usage and put the extra tanks on standby when we do not need them. The Board commented they hoped Cannibal would be figured out someday and staff mentioned we would be leaving in that part of our process technology in place if Cannibal is ever made to work. The Board asked if the proposed amounts were in this year's budget and staff responded yes, there is \$200,000 in the budget and this request will be for most of the engineering costs. Construction costs will range near \$75,000.

**Director Knudson moved to approve our General Manager to sign a task order not to exceed \$165,788 for engineering of the Solids Piping Project. This task order will be part of the existing 2019 – 2022 On-call Services Contract with Murraysmith. Director Gornick seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

#### **7. Surplus Disposal Fiscal Year 2019/2020**

Field Operations Superintendent Todd Knapp requested OLWS Vehicle #18 – 1993 Vactor and Vehicle #03 – 1997 Ford Ranger be approved by the Board as surplus vehicles. The declared value of the vactor is roughly \$20,000-30,000 but a recent sale of a similar vehicle was \$5,000. The 1997 Ford Ranger was listed in the Kelley Blue Book between \$3,200-3,900. The Board asked what the sale process entails, and staff responded we would either sell it through the state or sell it independently on Craigslist with a price/or best offer. The Board asked whether we could join with another entity in a group sale, for example with the City of Portland, and encouraged staff to get the most money for the District.

**Director Gornick moved to declare surplus the 1993 Vactor and the 1997 Ford Ranger. Treasurer Fisher seconded the motion.**

**Ayes: 4**

**Nays: None**

**Motion carried: 4-0**

#### **8. Department Reports**

- **Finance Report:**

Finance Director Kelly Stacey outlined her Board report stating the FY 2019-2020 Budget has wrapped up and they are already beginning to think about next year. Finance is prepared for auditors to be on site in July. Audit preparation has been extensive because the auditors are new and need to get to know the District. Our next meeting with the auditors will be in August,



during which they will provide suggestions on how we can improve. They commented, so far, we are doing a very good job for being a new/consolidated entity.

Finance implemented the new Lockbox system for the June 30<sup>th</sup> bill. The template the bank provided had the incorrect bank account number, so the bank is redoing the template for the next billing period. The Board asked who the Lockbox provider is, and staff responded it was Wells Fargo, which is already our bank. OLWS staff Rebecca Reece and Elaine Murray attended the Springbrook conference this summer. They both thought the training was worthwhile.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp presented information from his report, highlighting the new decant facility for dry spoils located at Valley View Reservoir. Full decanting for wet spoils will still take place at the Water Reclamation Facility. He pointed out the photo in the Board Packet. He illustrated the water service relocation on Torbank Road, the exhaust fan at Valley View pump station, and the dry rot issues at the Oak Lodge pump station located at Clackamas River Water's Treatment plant. He commented on the increase of water use this month. The Board asked about the activity on Creighton Avenue, which Jason Rice will describe.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall updated the Board on his report as provided in the Board Packet. The plant operators experimenting with shifting down to one clarifier, which did not provide quite enough capacity, particularly during rainfall. Staff brought the second clarifier back online. The next experiment is running just two aeration basins and two clarifiers, which is currently working well. They repaired the influent gates on the Ultraviolet (UV) system and still have two others to repair. They updated the Madison Farms biosolids management sludge hauling agreement, which had expired. The Board asked where Madison Farms was and staff responded Hermiston, Oregon. The new Flygt pumps arrived and will be installed after some modifications. The field operations and maintenance crew provided maintenance on the wet wells. They removed and cleaned up the UV bulb racks and channels. He described the work focused on the new Portable Gate Driver. David illustrated the rainfall and flow to the plant and how it affected the District's Effluent Water Quality. The Board asked about the monthly average and whether it is calculated on the calendar month and staff said yes, it is tested three times a week, is calculated regularly, is based on the calendar month and is reported to the Oregon's Department of Environment Quality.

- **Technical Services Report:**

District Engineer Jason Rice presented information from his staff Board report, highlighting the upcoming Trolley Trail Festival on August 24<sup>th</sup> from 11 a.m.-4 p.m. He invited members of the Board to come out and join staff at the OLWS table. He commented on the Creighton Avenue sewer repair as being part of the Silverleaf repair project and the contractor taking longer than expected because of very large boulders backfilling the roadway, with the size and weight of the boulders likely causing the failure of the pipe. The District's regular TV inspection program found the break in the pipe, causing significant Infiltration and Inflow. The job was larger than expected and will cost more but was directly due to the large pipe failure. The Board asked how

large the pipe liner is and which contractor performed the lining and staff answered 18" and the contractors were Emery & Sons along with GT Excavating, LLC. He will submit information to the Board along with TV inspection and other regular inspection measures. Field Operations staff Todd Knapp commented this area was at the top of former OLWS staff Trevor Lierman's list of priority spots to repair in the sewer system. The Board asked if the District documents trouble areas in an asset management system which captures and prioritizes capital projects. Staff responded yes, the District's asset management system is called Lucy which is informed by field inspection data. General Manager Chaplen added staff will be adding the water data into Lucy and training field staff to utilize the data management side of the system. She mentioned the District still has work to do to strengthen this area of our operations.

Jason continued with an update of Boardman Wetland work being in full swing including fixing the sewer line and putting in the outdoor classroom. If work is completed, there will be a grand opening in October. The Board asked about the Jennings Avenue low spot and staff responded one of the failures in the sewer line is underneath that low spot, which is the first area that the contractors want to repair. After the sewer line is repaired, another contractor would come in and reform the curb, the sidewalk, remove the asphalt and repair the area. The Board asked if we had approached the adjacent homeowners to discuss their responsibility for maintenance in their part of the wetland and staff answered no, they are waiting until the project is complete in order to show the homeowners which area they need to maintain for sediment and describe the responsibility for their part of the property. There was more discussion about the history of the property and adjacent homes in relation to the project, as well as plans for the future.

For the water master plan, we are nearing completion of plans for emergency water interties in the event the Clackamas River was taken offline. The plan should be completed soon. He is wrapping up the Belt Filter Press design and it is being readied for construction bid. The Board asked to add the Gladstone Intergovernmental Agreement to the Parking Lot list. The Board asked about the Concord Homeowners Association (HOA) stormwater (SWM) fee pond and staff responded the HOA has yet to vote on whether to remove themselves from the 1.5 SWM fee. They completed rehabilitation on the pond. One HOA member joined the stormwater master plan subcommittee. The subcommittee will have a planning meeting in August.

The Board mentioned that Ginny Van Loo was invited to be in the committee, but not in the budget committee. She also mentioned that her area of the District seems to have additional chlorine in their drinking water. Staff will follow up to flush that line and sample the water.

- **Human Resources Report:**

Human Resources and Payroll Manager Aleah Binkowski-Burk updated the Board that the District renewed its workers compensation insurance with Special Districts Association of Oregon (SDIS). We are paying a very similar amount to the past but only because some classifications were lowered. OLWS has a modification rate of 1.3 because of one claim in 2017 which was expensive and has just rolled onto this claim year. We have examined the cause of the injury to consider improvements to our practices but have found no changes to recommend. Next year our modification rate may increase dependent on changes at the state level. The Board asked about the \$7,000 line item set for Board member insurance coverage and staff

responded the line provides a minimum place holder in the event of an accident to Board members while on District business.

Aleah provided an update on the hiring process for the Asset Resource Specialist Position, stating there were eight first round interviews, four of which will be interviewed a second time. A final decision will be made in the next few weeks. The Board asked where the position fits in the organization and staff responded the position reports to David and works closely with Technical Services, Field Operations, Maintenance and Plant Operations. They will work with Gary and the GIS contractor. The next hire will be the District Recorder.

The Board appreciated OLWS staff for their hard work.

### **9. Call for Public Comment**

Grover Bornefeld introduced himself and commented on the addition of ~100,000 people in Clackamas County and expressed his concern for what he sees as the lack of planning for that influx. He pointed to the Board as leaders in the Oak Lodge area, along with the Clackamas County Commissioners. He asked the question, "What can we do between now and 2040 to improve the community and address the housing shortage." He wants the area to be out in front of the housing issue. He announced the Jennings Lodge CPO Community Picnic on July 23 from 5-8 p.m. at the Jennings Lodge school, which will be held in partnership with North Clackamas Parks and Recreation District in the future. He also let the Board know there is a community member, Leslie Sharp, working on a document that describes where our tax money goes in unincorporated Clackamas County, and what it goes for. The Board thanked Grover for his comment and let the group know we are gathering data to help inform this question.

There were no additional comments from the public.

### **10. Business from the Board**

Treasurer Fisher attended the Clackamas River Water Commissioners meeting where they swore in their new officers. Sherry French will serve as President, Naomi Angier as Secretary, and Rusty Garrison as the Treasurer. They approved a few contracts, a consent agenda, and ended the meeting in forty minutes. He attended the Oak Grove Community Council meeting and heard from Kay Weaver of Villages East discussing resources for aging in place. Two Metro staff attended to present information on the Regional Conservation mapping strategy for White Oak trees and wildlife corridors. There were several land use applications and updates from committees including MAPIT, Historic Downtown Oak Grove (HDOG), and the Oak Grove Lake Oswego (OGLO) bike pedestrian bridge committee.

Director Gornick updated the group on the Sunrise Water Authority meeting, which was in part conducted during a power outage. There was an appeal against a \$25,000 System Development Charge (SDC) from a homeowner who was purchasing a property in a large lot subdivision. Because of several unique circumstances, the SDC was much higher than usual

but were standard based on the components of the system. The Board denied the appeal for a waiver. Director Gornick went over the other items listed on his Board Packet notes.

Vice President Williams attended Jennings Lodge Community Planning Organization meeting where they conducted a community forum to discuss the Mcloughlin Area Plan (MAP) and how neighborhoods can prepare to participate in the planning process through MAPIT. They brought in John Legarza from the Clackamas County Economic Development Commission and Alisa Pyszka from Bridge Economic Development, who emphasized to the group the importance of getting businesses and business property owners involved for visioning and development. The neighborhoods are in the beginning of the process and need as many different constituents at the table as possible to inform the vision. The process could take 10-15 years, which was discouraging to some. The meeting went into regular business and ended with a report on the annual picnic, which will be on Tuesday, July 23<sup>rd</sup> from 5-8 p.m. at the Jennings Lodge School playground. There was one land use application for 4 units to be added to an existing 12-plex. The application was approved with the condition that the units will be reserved as affordable housing, which Clackamas County cannot mandate under their current rules.

Director Knudson asked about how committee assignments get made and General Manager Chaplen commented next month the current assignments will be shared and updated depending on individual interests, schedules, knowledge, etc. President Keil requested to be present for that discussion.

There was no further Board business.

### **11. Adjourn Regular Board Meeting**

Vice-President Williams adjourned the regular Board meeting at 8:40 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Keil  
President, Board of Directors

\_\_\_\_\_  
Kevin Williams  
Secretary, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**OAK LODGE**  
WATER SERVICES  
**CONSENT AGENDA**

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Award Presentation – Water Reclamation Facility  
**Item No.:** 4  
**Date:** August 20, 2019

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Oral presentation of the National Association of Clean Water Agencies' Peak Performance Awards – Platinum Award – for the OLWS Water Reclamation Facility.

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Policies Workshop  
**Item No.:** 5  
**Date:** August 20, 2019

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**Background**

Financial policies are central to a strategic, long-term approach to financial management. Some of the most powerful arguments in favor of adopting formal, written financial policies include their ability to help governments:

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate in order to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

**Overview**

This is the next round of finance policies ready for Board discussion. Since some of the policies could be viewed as a change to the terms and conditions

of employment for team members represented by AFSCME, we are required to give the Union a minimum of 14 days to review the policies and decide whether to demand to bargain with the District over the changes the policies could implement. Once the Union has reviewed the policies, they will be brought back to the Board for final approval.

**Recommendation**

No action is required. This month will be for discussion. The policies attached will be finalized and brought back at a future Board meeting for approval.

**Attachments:**

1. Board of Directors Compensation/Expense Policy

# Oak Lodge Water Services District

The logo for Oak Lodge Water Services is contained within a blue rectangular box. It features the words "OAK LODGE" in a large, white, sans-serif font. A stylized white oak leaf is positioned between the words "OAK" and "LODGE". Below "OAK LODGE" is a thin white horizontal line, and underneath that line, the words "WATER SERVICES" are written in a smaller, white, sans-serif font with wide letter spacing.

OAK LODGE  
WATER SERVICES

## Board of Directors Compensation and Expense Policy

Adopted xxxxxxx

**This document supersedes any and all previous board compensation and expense policies.**



**I. Purpose**

The purpose of this policy is to clearly define the District's policy related to Director compensation for attendance at various meetings in their capacity as members of the governing body of the Oak Lodge Water Services District.

**II. Scope**

This policy applies to all members of the Board of Directors who may have occasion to attend various meetings in an official District capacity as a representative of the governing body of the District. In the event of any conflict of this policy with the District's Travel Reimbursement Policy, this policy shall govern with respect to reimbursements for members of the Board of Directors. In all matters of travel reimbursement for members of the Board of Directors that are not addressed in this policy, the District's general Travel Reimbursement Policy shall apply.

**III. Policy Statement**

It is the policy of the District that each Director shall be entitled to per diem compensation at the rate of \$50 per meeting, activity, or event, but in no circumstance more than \$50 per day in the aggregate, when attending authorized meetings, activities, or events acting in the Director's official capacity and in the service of the District. In addition, Directors shall be entitled to reimbursement for reasonable expenses actually incurred in connection with authorized activities necessary to accomplish the District's business.

**A. Compensation for services performed as a member of the governing body**

Any member of the Board of Directors attending a meeting, event, or activity authorized under this policy shall be entitled to compensation at the rate of \$50 per meeting, event, or activity, but in no circumstance more than \$50 per day in the aggregate.<sup>1</sup> Such compensation shall not be deemed lucrative.

Meetings

The following meetings are eligible for per diem compensation:

1. District Board Meetings  
Attendance at a called meeting of the Oak Lodge Water Services District Board of Directors.
2. Government Entity Meetings  
Attendance at a meeting of another government entity, if acting in the Director's official capacity as a representative of the District's governing body.
3. Other Authorized Meetings  
Attendance at any meeting regarding matters affected the District where the Director has been requested, designated, or otherwise authorized by the Board of Directors to attend the meeting in an official capacity as a representative of the governing body of the District. Authorized meetings may include meeting with government and business leaders. For all such authorized meetings where compensation is requested, the Director must provide a copy of the official minutes of the meeting or produce his or her own summary of the meeting that gives a true reflection of the matters discussed and

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<sup>1</sup> Per ORS 198.190

the views of the participants at the meeting.

4. Meetings with government and business leaders where a benefit to the District by the District's representation at the meeting can be defined.

### Events and Activities

The following events and activities are eligible for per diem compensation:

- a. Attendance at conferences, seminars, workshops, trainings, and educational trips, including visiting other governments to discuss and observe best practices, where a benefit to the District can be defined and attendance is preapproved by at least two other Directors.
- b. Attendance on lobbying trips and business-related trips where a benefit to the District by the Director's participation in the activity as a representative of the District can be defined.
- c. Attendance at organized events of regional, state, and national organizations whose activities affect the District's interests and the Director participates in the event as an official representative of the District.

### B. Reimbursable Expenses

District funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized District business. The following expenses actually incurred in connection with authorized meetings, events, and activities that are identified in Section A generally constitute authorized reimbursable expenses when they are reasonable and necessary, so long as the Director reports on the activities for which reimbursement is requested in accordance with Section A(3), and so long as the other requirements of this policy are met.

### Travel Expenses

1. Local (Within the Metro Area)
  - a. Personal automobile use allowance at the federal mileage rate for the year the travel took place, as established by the Internal Revenue Service.
  - b. Bus and other surface transportation at actual cost. Original receipts must accompany requests for reimbursement for expenses over \$10 per occurrence.
  - c. Parking at actual cost, with receipts for expenses totaling \$10 or more.
2. Out-of-Area (Outside the Portland Metro Area)

Personal automobile use allowance at the allowable rate established by the Internal Revenue Service, whichever is greater.

  - a. Taxi Cab, Bus, Rental Car, Ferries, and other surface transportation at actual cost, with receipts if totaling over \$10 per occurrence.
  - b. Air fare and baggage check fees at actual cost, with receipts.
  - c. Parking at actual cost, with receipts if totaling \$10 or more.

### Lodging Expenses

1. Local (Within the Metro Area)

Local lodging is not generally a reimbursable expense. Exceptions must be preapproved by at least two other Directors. Exceptions may be approved for locations or times when attendance is impaired, or the effectiveness of attendance is compromised, due to travel time, physical discomfort, or other reasonable factors.

2. Out-of-Area

Any member of the Board of Directors attending a preapproved meeting as defined above and whose attendance is in an official capacity as a representative of the governing body of Oak Lodge Water Services District, shall be entitled to receive reimbursement at actual cost, with receipts.

Meal Expenses

1. Local (Within the Metro Area)

Any member of the Board of Directors attending a preapproved meeting as defined above and whose attendance is in an official capacity as a representative of the governing body of Oak Lodge Water Services District, shall be entitled to receive reimbursement for meals normally incurred and incidental to the attendance at the meeting, at actual cost, with receipts.

2. Out-of-Area

Any member of the Board of Directors attending a preapproved meeting as defined above and whose attendance is in an official capacity as a representative of the governing body of Oak Lodge Water Services District, shall be entitled to receive reimbursement for meals normally incurred at actual cost, with receipts.

Incidental Allowance

1. Tips

Tips for meals may be reimbursed up to a maximum of 20% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District may reimburse a Director for tips actually given to transportation drivers, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area.

2. Tolls/Parking

A Director may be reimbursed for toll charges and parking fees up to the actual amount expended, with receipts for occurrences totaling \$10 or more.

Telephone/Fax/Cellular/Internet

A Director may be reimbursed for actual land-line phone, cell phone, fax, and reasonable internet expenses incurred for District business. Phone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director should identify the percentage of calls made for District business.

C. Non-Reimbursable Expenses

Examples of expenses that the District shall not reimburse include, but are not limited to:

- a. The personal portion of any trip.

- b. Fines for traffic or parking violations.
- c. Alcoholic beverages.
- d. Barber and/or beauty shop charges.
- e. Family expenses, including a partner's travel, lodging, meal, or other expenses when accompanying an official on District-related business, as well as children or pet-related expenses.
- f. Laundry and dry cleaning.
- g. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf related expenses), or other cultural events.
- h. Political, religious, or charitable contributions or events.

DRAFT

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** Watershed Protection Survey Review  
**Item No.:** 6  
**Date:** August 14, 2019

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**Action Requested**

No formal action will be requested by staff. Staff is interested in the Board's opinion for moving forward with the Stormwater Master Planning Advisory Committee's recommendations.

**History**

- August 21, 2018 Staff gave a presentation to the Board regarding the upcoming Stormwater Master Planning process. During that time, the Board requested a workshop meeting to discuss both current and potential future policies.
- October 10, 2018 Staff gave a presentation to the Board summarizing the District's Municipal Separate Storm Sewer System (MS4) Discharge Permit and how staff currently meets this permit.
- January 15, 2019 Board agrees that forming a Steering Committee (later called Stormwater Master Planning Advisory Committee) will help in the formation of a plan to address the future of the District's Stormwater Services.

**Background**

In 1995, Oak Lodge Sanitary District (OLSD) became a Phase 1 Municipal Separate Storm Sewer System (MS4) Permit holder. Phase 1 regulation requires medium and large cities or certain counties with populations of 100,000 or more obtain NPDES permit coverage for their stormwater discharges. While OLSD itself was not managing an area of more than 100,000 people, the Department of Environmental Quality (DEQ) elected to issue a Phase 1 Permit to 13 Co-permittees that make up the more urbanized

area of Clackamas County. The intent in doing so was to create efficiencies in coordinating efforts tied to the permit. However; in doing so, issues with coordination and ownership arose between OLSD and Clackamas County Department of Transportation and Development (CCDTD or Roads) which created the need for a Memorandum of Understanding (MOU) between the two agencies.

While there have been a few iterations of the OLSD/CCDTD MOU, the latest version is from 2013. Summarized, the MOU places the responsibility of regular cleaning of catch basins and pipes on OLSD in a 5-year period. It also places street sweeping in that same 5-year period on CCDTD along with ditch cleaning. It also says the two agencies will share information with one another for the purposes of Annual MS4 Reporting each fall. Currently, this agreement and the District's relationship with CCDTD causes the public confusion as to who is responsible for flooding within the roadway and on private property and both agencies have agreed that it is probably time to update the document once more.

Before proceeding, District Staff felt it prudent to check in with the Board to better understand their interest in either reducing, maintaining or increasing stormwater services to the public. During a meeting on January 15, 2019, the Board agreed that creating a Master Planning Steering Committee would help gather the appropriate data to decide where to focus the program.

The Stormwater Master Planning Advisory Committee, consisting of two current Board members, one past Board Member, one Budget Committee Member, the Director of the North Clackamas Watershed Council (NCWC), three staff members, one business community member, and three residential customers, agreed during a meeting on April 11, 2019 that a District wide Survey would be helpful to gather enough information to make a recommendation to the Board.

The survey was conducted in May and June and 387 customers responded. Emails went out to approximately 5000 customers, while an insert with information regarding a link to the survey was in the Utility Bill added to each customer's bill in May or June. The insert also offered the option of printed copies of the survey at each of the offices and the ability to call upon staff to fill the survey out for customers with disabilities. A summary of those survey responses can be found in Attachment 2 to this document and will be discussed in further detail at the Board Meeting. Staff found it interesting that similarities can be drawn from the last survey that was performed in 2010 in which approximately 1000 residents responded.

### **Steering Committee Recommendations**

After having reviewed and discussed the 2019 SWM Customer Survey Summary (Attachment 2), the Stormwater Master Planning Advisory Committee came up with two recommendations for the Board on how to advance the program.

1. The Committee recommends the District begin the process of absorbing existing public and private green infrastructure (ponds and swales) into its normal maintenance routine. The Committee also, the District require that new infrastructure be dedicated to the public for maintenance after Warranty Work has expired.
2. The Committee also recommends performing a full Stormwater Master Plan on the CCDTD Stormwater System (catch basins, storm pipes and potentially culverts) to see what the cost implications would be to own and maintain this system in perpetuity.

### **Attachments**

1. 2013 OLSD/CCDTD MOU
2. 2019 SWM Customer Survey Summary



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CLACKAMAS COUNTY, OREGON  
AND  
OAK LODGE SANITARY DISTRICT**

**RECEIVED**

**JUL 18 2013**

Oak Lodge Sanitary District

This Memorandum of Understanding (MOU) is entered into between Clackamas County (COUNTY) acting by and through its Department of Transportation and Development and OAK LODGE SANITARY DISTRICT (OLSD) for the cooperation of units of local government and State agencies under the authority of ORS 190.110.

This agreement provides the basis for a cooperative working relationship for the purpose of providing Surface Water System Prevention and Emergency Maintenance for the County transportation and for MS4 Permit compliance by OLSD. This agreement applies only to Clackamas County maintained roads.

I. Scope of Work and Cooperation:

**Purpose**

Clackamas County Department of Transportation and Development (CCDTD) and Oak Lodge Sanitary District (OLSD) wish to create a partnership for the purpose of addressing requirements of Oregon DEQ MS4 permit 108016, of which both parties are co-permittees. Schedule D.7.c requires the following:

“Oak Lodge Sanitary District and Clackamas County must submit an intergovernmental agreement or equivalent document by November 1, 2013 describing the co-permittee that will maintain lead jurisdictional responsibility for the requirements identified in Schedule A.4.a-h, Schedule D.2, and Schedule D.3 within the geographical areas identified on the Oak Lodge Sanitary District MS4 Regulatory Map.”

**Background**

OLSD and CCDTD jointly address the various MS4 permit requirements within the OLSD. Discussions during the 3<sup>rd</sup> and 4<sup>th</sup> quarters of 2012 between both parties resulted in an intention to partner to address specific requirements for inspection and maintenance of the publicly-owned surface water infrastructure along County maintained roadways within the district. These are generally described as a combination of catchbasins, pipes, ditches and outfalls. Response to requests for preventative maintenance and emergency response had been inconsistent; this agreement identifies a procedure to clearly define roles and responsibility for addressing a variety of requests and requirements specific to this infrastructure.



In order to address inspection and maintenance needs across the District, both parties agreed that using an approach whereby five (5) maintenance zones (See Exhibit A) are established in order to address various requirements.

### Responsibilities

- i. OLSD shall participate by:
  - a. Implementing MS4 requirements for Schedule A.4.a-g, Schedule D.2 and Schedule D.3. Progress on these items will be reported as required in the March 2012 MS4 permit.
  - b. For item Schedule A.4.h (Stormwater Management Facilities Operation and Maintenance Activities), OLSD will conduct the following items specific to the County-maintained roadways in the District:
    - i. Using the 5-zone system, inspect all catchbasins in one zone annually
    - ii. Conduct catchbasin and line maintenance as needed based on inspection results as a preventive maintenance measure.
    - iii. Provide routine customer service response throughout OLSD; route service requests to Clackamas County if they require emergency response (flooding of roads, safety risk), ditch cleaning, street sweeping.
    - iv. Respond to routine service requests that Clackamas County sends over, communicate back to Clackamas County about nature of resolution.
    - v. Collect reporting data from item ii above, and provide to CCDTD by October 1, annually, for inclusion into the CCDTD MS4 Annual Report (due November 1, annually)
- ii. CCDTD shall participate by:
  - a. For item Schedule A.4.h (Stormwater Management Facilities Operation and Maintenance Activities), CCDTD will conduct the following items specific to the County-maintained roadways in the District
    - i. Continue to conduct routine and scheduled maintenance for County-maintained roadways, including ditch cleaning, routine seasonal street sweeping throughout the District
    - ii. Street sweeping in one zone annually of all Clackamas County maintained roads in the same zone that OLSD is performing preventive maintenance in
    - iii. Respond to emergency service requests (flooding of roads, safety risk),
    - iv. Send non-emergency customer service requests generated within OLSD to OLSD staff
    - v. Respond to routine service requests that OLSD sends over; com-

municate back to OLSD about nature of resolution.

- vi. Collect reporting data on items 1-5, above, and provide to OLSD by October 1, annually for inclusion into the OLSD MS4 Annual Report (due November 1 annually).

iii. Compensation

Each party is responsible for all labor and material costs (direct or indirect) it incurs in the performance of services it is required to perform. If one Party performs the services required of the other, then that Party will be compensated at the applicable hourly rate for direct and indirect labor and material costs.

I. Liaison Responsibility

Karen L. Streeter, 503-653-1653 extension 105, or her designee will act as liaison from OAK LODGE SANITARY DISTRICT for this project. Randy Harmon, at 503-650-3246, will act as liaison for the County. Other Contact information is:

Karen L. Streeter  
14611 SE River Road  
Oak Grove, Oregon 97267  
Phone: 503-653-1653 ext. 105  
Email: [Klstreeter@olsd.net](mailto:Klstreeter@olsd.net)

Randy Harmon  
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II. Special Requirements

- A. The COUNTY and OAK LODGE SANITARY DISTRICT agree to comply with all applicable local, state, and federal ordinances, statutes, laws and regulations.
- B. Subject to the monetary limits of the Oregon Tort Claims Act and the limitations Section 10 of the Oregon Constitution, Clackamas County shall indemnify, defend and hold harmless OAK LODGE SANITARY DISTRICT, its officers, employees, and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of COUNTY personnel acting pursuant to the terms of this agreement.

Subject to the monetary limits of the Oregon Tort Claims Act and the limitations of the Oregon Constitution, OAK LODGE SANITARY DISTRICT shall indemnify, defend and hold harmless COUNTY, its officers, employees, and agents from all claims, suits, actions or expenses of any nature resulting from or arising out of the acts, errors or omissions of OAK LODGE SANITARY DISTRICT personnel acting pursuant to the terms of this agreement.

- C. Each Party will carry sufficient insurance to meet the Oregon Tort Claims Act limits.
- D. Record and Fiscal Control System. All records pertaining in whole or in part to this MOU shall be clearly identified and readily accessible. Such records and documents should be retained for a period of three (3) years after receipt of final payment under this agreement; provided that any records and documents that are the subject of audit findings shall be retained for a longer time until such audit findings are resolved.
- E. Access to Records. Each Party and their duly authorized representatives shall have access to the books, documents, papers, and records of the other which are directly pertinent to the agreement for the purpose of making audit, examination, excerpts, and transcripts.
- F. This agreement is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefor. Any provisions herein which would conflict with law are deemed inoperative to that extent.
- G. In the event either Party discovers known or suspected hazardous materials at any work site, the work shall immediately cease the activities until such time as the site is inspected and declared or made safe by the appropriate hazardous materials authority.
- H. Independent Contractor Status. At no time will employees of either Party be considered employees of the other and are not eligible for any salary, wages or benefits through OAK LODGE SANITARY DISTRICT.
- I. Personnel. Each Party may assign such personnel as it deems necessary to do the work or services to be rendered under this agreement.

### III. Amendment

This agreement may be amended at any time with the concurrence of both parties. Amendments become a part of this agreement only after the written amendment has been signed by both parties.

### IV. Term of Agreement

This agreement becomes effective July 1, 2013, for a term of one year. If written notice of cancellation is not given by April 1 of any year, the Agreement will be renewed for an additional one-year (1) term.

This agreement is subject to termination by either of the parties when thirty (30) days' written notice has been provided.

**GOVERNMENTAL UNIT**

**CLACKAMAS COUNTY ACTING BY AND  
THROUGH IT'S DEPARTMENT OF  
TRANSPORTATION AND DEVELOPMENT**

OAK LODGE SANITARY DISTRICT  
14611 SE River Road  
Oak Grove, Oregon 97267  
Michael Read  
503-653-1653 Extension 101



J. Michael Read, General Manager



M. Barbara Cartmill, Acting Director

07/16/2013

Date

7-17-13

Date



## Surface Water Management 2019 Customer Survey

Oak Lodge Water Services District (District) is continuing an effort to improve our watershed protection (stormwater) program. We asked customers to share their experiences through an online survey. Results of the survey completed in June 2019 are presented below and will be used to improve our watershed protection program to serve customers even better. These results are compared with a similar customer survey conducted in March 2010 to show shifting trends.

**Surveys completed: 387**

Question	2019	Summary	2010 Results
<b>1. What best describes you (check all that apply):</b>	99% Residential customer of Oak Lodge Water Services District 2% Home is located along a creek in the District 1% Business customer 0% Live in the District, but do not directly pay a bill 0% Don't live in the District	99% of the respondents are residential customers.  The District's service area is mostly residential. 86% of District land is zoned single/multifamily residential.	95% Residential customers 4% Business customers 1% Not a customer 1% Other
<b>2. Your home / business is in</b>	55% Oak Grove 16% Jennings Lodge 13% Oatfield Ridge 8% Gladstone 7% Milwaukie 1% Other	Over half of all respondents are from Oak Grove, the District's largest customer base. A good mix of customers from other areas is also represented.	54% Oak Grove 16% Jennings Lodge 15% Milwaukie 10% Oatfield Ridge 4% Gladstone 4% Other

Question	2019	Summary	2010 Results
<b>3. How long have you lived in the District?</b>	18% 1-2 years 32% 3-10 years 20% 11-20 years 29% More than 20 years 1% Don't live in the District	Consistent with the area's changing demographics, we see a shift from long-term to newer residents.	49% More than 20 years 22% 11-20 years 13% 6-10 years 10% 3-5 years 5% 1-2 years 1% Other
<b>4. What is the best way for you to stay informed about stormwater services? (check all that apply):</b>	73% Email 38% Bill inserts 37% Newsletter 15% Website 3% Radio / television 2% Newspaper 2% Other	Customers say the best way to get information about District is by email, although the District's newsletter and utility bill inserts remain options for some.	65% Newsletter 65% Bill inserts 19% Email 16% Newspaper 10% Radio / television 8% Website 2% Other
<b>5. The District provides the following services (check all that apply):</b>	89% Drinking water 85% Wastewater (sewage) collection and treatment 79% Surface water management (stormwater) 13% Not sure 3% Other services	Almost all customers know the District's services.	93% Wastewater 83% Surface water 8% Not sure 4% Other

Question	2019	Summary	2010 Results
<b>6. What interactions have you had with Oak Lodge Water Services? (check all that apply):</b>	58% Contacted the office / staff 58% Visited the website 53% Read the District newsletter 34% Visited the office on River Rd. 7% Other 5% Attended a Board meeting 5% Toured the sewage treatment plant 3% Toured the water treatment plant 2% Attended a presentation 2% My child has participated in an education program at their school 1% Served on a committee	As in 2010, reading the newsletter, visiting the office and contacting staff were top ways customers interacted with the District. What's new is that customers visiting the website has increased from 16% to 58%.	79% Read the District newsletter 50% Visited the office on River Rd. 37% Contacted the office / staff 16% Visited the website 9% Attended a presentation 7% Attended a Board meeting 7% Other 5% Toured the sewage treatment plant 3% Served on a committee
<b>7. To the best of your knowledge, overall water quality of streams and lakes where you live is:</b>	20% Excellent 52% Good 16% Fair 2% Poor 10% Not sure	Similar to 2010, two-thirds of survey respondents think water quality in local streams and lakes is good or excellent. Only 2.3% rate water quality as poor.	12% Excellent 54% Good 18% Fair 4% Poor 13% Not sure

Question	2019	Summary	2010 Results
<b>8. Do any of the following water quality issues in your neighborhood concern you? (check all that apply):</b>	70% Runoff from yards and gardens with fertilizers, pesticides and pet waste 66% Rainfall runoff from driveways, parking lots and streets with pollutants 46% Sewage overflows into streams 40% Pollution from industrial / other sources 29% Construction site erosion 22% Streambank erosion	Water quality concerns have increased since 2010. Top concerns include rainfall runoff from yards and streets. Also, water quality concerns have increased since 2010.	45% Rainfall runoff from driveways, parking lots and streets with pollutants 44% Runoff from yards and gardens with fertilizers, pesticides and pet waste 33% Sewage overflows into streams 22% Pollution from industrial / other sources 16% Streambank erosion 16% Construction site erosion
<b>9. Do any of the following flooding issues in your neighborhood concern you? (check all that apply):</b>	43% Not sure / no significant concerns in my neighborhood 34% Rainfall ponding in streets and yards 29% Trash and debris blocking streams and catch basins 22% Increased runoff from new development 20% Flooding of property	Flooding continues to be an issue in the District for two-thirds of respondents.  One-third of customers say they have “no significant concerns in my neighborhood.”	36% Rainfall ponding in streets and yards 34% Not sure / no significant concerns in my neighborhood 18% Increased runoff from new development 23% Trash and debris blocking streams and catch basins 20% Nuisance flooding
<b>10. Please let the District know if you have a stormwater issue in your neighborhood. Provide a short description and an address.</b>	70% No issue 30% Issues	One-third of customers report an issue related to flooding.	(Not asked in 2010)



Question	2019	Summary	2010 Results
<b>11. Which stormwater services are most important to you? (check all that apply):</b>	71% Improve water quality and habitat for fish and wildlife 68% Remove pollutants from runoff before it reenters streams 61% Correct drainage problems on public property and streets 61% Use a variety of methods to reduce flooding (pipes, bioswales, wetlands, etc.) 37% Increased regulation, inspection, tracking and / or enforcement to prevent erosion at development sites 37% Correct drainage problems on private property 36% Repair / prevent streambank erosion 20% School age / adult education programs	Water quality improvements and reducing flooding are considered to be top services.	55% Correct drainage problems on private property and streets 47% Remove pollutants from runoff before it reenters streams 42% Improve water quality and habitat for fish and wildlife 32% Correct drainage problems on private property 28% Construct more stormwater pipes to reduce nuisance flooding 26% Increased regulation, inspection, tracking and / or enforcement to prevent erosion at development sites 21% Repair / prevent streambank erosion 11% Other

Question	2019	Summary	2010 Results
<p><b>12. Are any of the services important enough for the District to spend more money? (check all that apply):</b></p>	<p>58% Improve water quality and habitat for fish and wildlife</p> <p>57% Remove pollutants from runoff before it reenters streams</p> <p>49% Correct drainage problems on public property and streets</p> <p>43% Use a variety of methods to reduce flooding (pipes, bioswales, wetlands, etc.)</p> <p>27% Increased regulation, inspection, tracking and / or enforcement to prevent erosion at development sites</p> <p>25% Repair / prevent streambank erosion</p> <p>22% Correct drainage problems on private property</p> <p>15% School age / adult education programs</p>	<p>A slight majority of survey participants are willing to spend more money on improving water quality, habitat, and removing pollutants from runoff. Nearly half say they would be willing to spend more money on correcting drainage problems on public property and streets. (See Appendix)</p>	<p>Important enough for the District to spend more money?</p> <p>42% Not sure</p> <p>40% Yes</p> <p>18% No</p> <p>The three top priorities:</p> <p>55% Correct drainage problems on public property/streets</p> <p>47% Remove pollutants from runoff</p> <p>42% Improve water quality and habitat</p>

Question	2019	Summary	2010 Results
<b>13. Where should revenues to improve the stormwater system come from? (check all that apply):</b>	61% Permit fees paid by developers 38% Issue bonds for projects to be repaid over 20 years by utility rates so people who move to the area in the future help pay for improvements 23% Monthly stormwater utility rates paid by customers 15% Special assessments applied to property owners in areas with stormwater issues 36% A combination of the above 4% Improvements are not necessary 2% Not sure 0% Other	Customers' preferred funding sources to support services are a combination of development fees, issuing bonds and rates.  Only 4% of respondents say improvements are not necessary.	53% Development permit fees 32% Monthly stormwater utility rates 20% Property taxes 19% Special assessments 13% Nowhere – improvements are not necessary 11% Other
<b>14. Decisions must be made about where money is spent. What types of projects would you like to see funded over the next 5 years?</b>	67% 25 smaller neighborhood projects 33% One large project that has District-wide benefits	Two-thirds of respondents report they would like to see money spent on smaller neighborhood projects	(Not asked in 2010)
<b>15. How would you rate the stormwater services you receive from the District, on a scale of one (poor) to seven (excellent)?</b>	Rating: 5	The District's customer service rating of "5" (on a scale of 1 to 7) has not changed since 2010.	Rating: 5
<b>16. What else do you want to tell us?</b>	(See Appendix)		

Question	2019	Summary	2010 Results
<b>17. To enter the drawing to receive an emergency preparedness kit, please provide your contact information. (Your email will not be shared with other organizations.)</b>	303 survey participants provided contact information.		(Not asked in 2010)
<b>18. Please check the box if you would like to receive occasional email updates from the District.</b>	218 survey participants would like to receive email updates and provided their email address.		(Not asked in 2010)
<b>19. Would you like to receive stormwater information? (check all that apply):</b>	82% Lawn care, rain gardens, native plants, and other water quality improvements for your yard 57% Safe use and disposal of pesticides, fertilizers and other household hazardous wastes 37% Basic information about watershed protection 21% Erosion and sediment control 15% Floodplain functions 13% Best practices for streambank property owners	A major shift to customers wanting more information about lawn care and other water quality improvements in their yards along with information on safe use and disposal of pesticides, fertilizers and other household hazardous wastes.	48% Safe use and disposal of pesticides, fertilizers and other household hazardous wastes 33% Basic information about watershed protection 18% Best practices for streambank property owners 17% Erosion and sediment control 9% Other 7% Lawn care, rain gardens, native plants, and other water quality improvements for your yard

## Appendix

### 10. Please let the District know if you have a stormwater issue in your neighborhood. Provide a short description and an address.

- We paid a contractor about 4 years ago to construct an asphalt berm along the edge of our driveway to divert water from flooding our driveway. It now flows to the next catch basin downhill like it should.
- **16600 SE Hampshire Lane** home floods every winter- no storm system beyond property culvert- surrounding homes need drainage management
- River Forest Creek borders my property. The culvert under the street occasionally becomes plugged, causing the water level to rise and sometimes flooding. **15711 SE Creswain Ave**
- Half of our yard will flood if the outflow from **River Forest Lake/creek** is blocked by debris
- Managing surface water runoff from neighboring properties across my property and onto neighboring properties
- The drainage ditch in front of our property overflows with heavy rain. The pipes under driveways and under cover downstream are too small.
- Heavy gutter runoff during moderate to heavy rains.
- Our property is in a too wet area
- The storm water collection basin needs urgent attention.
- Missing street drains and driveway berm.
- Storm water runs of the hill behind house and runs thru all of my neighbors' yards, since 1979.
- Jennings Ave flooding at low point of wetlands
- Flooding over **Jennings Road near McLoughlin**
- Our street has limited catch basins and drainage ditches. This leads to runoff into our yard, often oil slicked, and causing problems with soggy yards and around the house. **15225 SE Meadowlark Lane**
- The **Linden Creek** runs through our back yard. Every time we get heavy rain, our yard floods. This really doesn't bother us as it drains quite well as soon as the rain subsides and there is no danger of house flooding as the house is still about 10 feet elevation above where the stream rises to.
- I see no stormwater drains in immediate surrounding.
- Filtration pond overflow. **15318 SE Rupert Dr**
- The house across the street from us has underground springs and is constantly pouring water into the street all year long. This has caused algae on the street.
- Beaver activity in storm drain, was cleared last fall.
- Gravel build up in water/stream on **SW End of Risley Park**
- We get flooding on **Boardman from the creek that runs near the Trolley Trail.**
- Every year the water covers the road almost completely at the bottom of **Jennings between Oatfield & McLoughlin.**

- I am restoring a small creek in my backyard, which I believe is made up mostly of stormwater runoff. Hopefully within a couple of years it will be fully restored with native plants and have a nice meandering shady path. It could probably accommodate MORE runoff, should that be needed.
- Told street would be repaved 5 yrs. ago after a catch drain was finally installed (in the wrong place actually) it hasn't happened. Storm runoff completely misses it. Worthless.
- Extreme rainfall and soil saturation street run off ends up on my property to percolate into ground.
- Storm water runs through yard when significant rains occur. Runoff has flooded crawl space and gas furnace.
- I get a lot of runoff from river road into my property.
- During heavy rains this has causes water to flood my basement. **14105 SE River Road**
- Grates and drains are often blocked by leaves and debris. Puddles and flooding in some streets and walkways
- When there is a heavy rain the water collects in front of our garage and came in the garage on one occasion
- No storm drains on my street and we are on the down slope so much of the runoff from the street goes into the drain at the bottom of my driveway.
- The stream next to **trolley trail where SE Boardman Ave crosses** is choked with trash and debris - makes seeing ducks and other wildlife swimming and living in this area very sad.
- Water flow from **River Rd. onto Walta Vista**. Water flow from River Rd. into our driveway.
- **17203 Concord Oaks**: Maintenance of neighborhood stormwater retention pond
- Since River Forest Creek & Lake are a part of the storm water collection system, continue to maintain and improve the outfall weir from **River Forest Lake at River Forest Dr.**
- I have 2 drains in my backyard that carry runoff down a line. I don't have any information about caring for them.
- My basement flooded when I first purchased the house on **23rd Ave just between Park & River Rd.** I have absolutely terrible stormwater management and the amount of water on my property has nearly nowhere to go. The storm drains below my house are clogged and overgrown with weeds. This is an ongoing concern of mine every rainy season. I've spent over 20k to mitigate the flooding issues on my property, but I still have little place to send the water off my property and multiple properties near me have water that drains onto my property.
- During periods of heavy rain, the stormwater backs up into our basement. This was better after maintenance work about a decade ago but is now bad again following construction at Rose Villa. We would love to find a solution to this issue. **13212 SE Waldron Dr**
- The stream bank erosion **behind the houses on Scottish Ct** seems to get worse every year.
- New development water runoff
- Years ago, the large culverts or catch basins did an excellent job of catching rainwater.
- There is no real stormwater collection system. Water is directed to the street and runs to the nearest catch basin. Because of the chemicals in the water, from the runoff, it is corroding the asphalt in the street. **4811 SE Wanda Ct, 97267**
- Water runs right through backyard creating a river from uphill neighbors. Two of them have dry creek beds that send water downhill, and water ponds in our backyard.

- Broken Storm pipe, **NE 26th Ave, North of Park about 200'**
- Many of the grates in our neighborhood get covered with leaves forcing a lot more water down to my house
- New development had caused flooding on my local street by not utilizing proper erosion control measures
- Minor flooding in our backyard during heavy rains from hillside behind us requiring a constantly running sump pump in our crawlspace. Does this qualify as an issue? **17028 SE Wiley Way**
- **On Jennings between McLoughlin and Oatfield** (not in my direct neighborhood)
- Concerned about the **culvert off of River Forest Lake**, and the contribution of silt or pollutants into the lake.
- Sinkhole near our house, appears to be under control right now.
- Poor drainage from runoff, water often pools in front of neighbors' driveway. **5437 SE Colony Circle**
- Trash and debris blocking catch basins every fall.
- Surface water runs down **Waldron Road** into my yard.
- As I live on the **West side below Oatfield** I get a lot of runoff down my driveway and in my basement.
- I live between **Roethe and Naef on Gordon**. We still have some ditches and have had to deal with massive runoff from development above us, east of Oatfield. Poor runoff management has always been an issue where I live. When they paved Gordon a number of years ago there was some diversion of runoff provided and the road was raised up to help with this. It was an effort that had little positive effect. We and others here and along Harold have had to sandbag property, put in costly French drains, and dig trenches to deal with runoff. The ditches are horribly dangerous for drivers and attract all kinds of garbage and animals to the neighborhood. I'm not sure why these are not put underground.
- We have severe flooding in rainy days at the end of our driveway
- Have an issue during heavy rain or snow with water table rising below slab that house is built on. Will flood lower floor and garage occasionally.
- Water pools on the streets near my house and not the storm drain
- Street usually has a large stream of water on both sides when it rains hard.
- Not enough stormwater drains. Could manage runoff much better with rain gardens.
- Flooding on **Jennings St. between Cook and Addie**.
- We are at the end of the dead-end street. Neighbors have diverted runoff into the street, and it ends up in my yard before flowing into the stream behind my house. We put in a dry streambed, but it and my front yard are full of silt.
- Where does the runoff from my gutters go to? There is drains in our sidewalks, but no water ever comes out of them. Are their drains that connect to a main drain under the street?
- Constant flooding on road when it rains.
- There is an open ditch on **Lark and 23rd** that has a steep embankment making it unsafe for children that is directly off the road. Also, the drain is not directly downhill, it makes a right turn in a shallower area where flooding over lark street can occur
- We have a low spot on our cul-de-sac that prohibits the stormwater to drain into the drain. The dirt builds up and the water does not drain into the stormwater drain. We have to shovel dirt out of the low spot several times a year.

- Our side of the street gets quite a bit of water standing during heavy rainfall. **18222 SE River Road.**
- **15281 SE Thornton Dr.** I've heard there are issues with runoff into our lake and I'd like to understand better to know what I can do and also what you can do to keep river forest lake healthy.
- We still get a lot of water that runs through our area at the **end of Ladd Ct.** There has been something done, and they helped.
- The severe slope of the road and lack of curbing/gutters and upstream inlets makes the south side of **Oakland Ave at Oatfield** get inundated with heavy storms. This can be seen in the erosion along the side of the road and extensive potholes in the road. Inlets are getting blocked often by the significant trees and leaves (we clean them when we can!)
- The storm drain on **the corner of Kellogg and Birch Ave** is not level which makes it not drain effectively.
- Pooling water on Jennings.
- Blocked street drains. Just recently saw someone out here cleaning them for the first time in over 40 years that I know of. **550 SE Clayson Ave, Milwaukie**
- Much better now but ponding at **Blanton and Boardman.**
- My yard is very swampy in the winter and I think it's due to having the gutter water go to an infiltrator type retention system
- Water backs up at the end of our road; usually when many inches of leaves collect at the last grate before the easement continues toward the river. **SE Cooke Rd.**
- **Jennings Road** floods at the wetlands **between Cook and Nature Way.**
- No real control of street runoff. Floods yard and on heavy rain events even moves the foundation cracks lath and plaster walls.
- I pay a Surface water management fee and the water is NOT managed in front of my home. Never has been. The entire issue of maintenance around my property is a joke. The fact that I've received this survey just makes me angrier than I already am about the whole issue. And to top it all off I haven't heard not one frog this year. First time in 15 years I haven't had a frog symphony. So, the protected wetland has now been ruined by useless construction. I consider myself a pretty easy-going person and the issue in front of my home infuriates me. **5317 SE Jennings Ave.**
- Every winter a small stream forms along the property line between our house the one behind us. When we moved in 44 years ago the problem existed but was not as bad. It got worse when the property was developed a few years later. We finally addressed the issue with a french drain along part of the property line.
- Out front of my house, there is storm water year-round that is pooling and never drains off, we now have mosquitoes and other wildlife coming to drink off the pooled-up water.
- Moderately heavy/heavy rainfall causes a small 'stream' on my section of **Torbank Rd** (it's unpaved). Because Torbank is flat **where it joins Linden**, the water then pools at the end of Torbank in the middle of Linden rather than running into the drainage ditch.
- The street water runs into my driveway as there is not a catch basin at the **SW corner of Risley and Hugh Ave.** I have spoken about this before to no avail.
- Need another storm drain. I've spoken to the county with no result.
- Base on location all water flows between my property and my neighbors. My back yard floods as the drain system gets clogged.



- I have a LOT of water flowing under my house. When I had a drainage, company install a drainage system under there, they said they were not sure why there was SO MUCH water coming into my crawl space from outside my home and needing to be routed into my low point drain. They didn't know if there is a water leak somewhere uphill from me, or a natural spring adjacent to my house or what. **1463 SE Oak Grove Blvd, Oak Grove.**
- Invasive plants in **Concord Oaks Development**
- I am aware of only two open drains and one is set well back from the street on private property.
- About every 10 years **Naef and Blanton** intersection floods about 1 foot deep
- Our retention pond is full of invasive plants and crowded with trees that don't belong there. Something needs to be done to eliminate the invasive and help us plant the proper plants to promote good filtration.
- Maintenance of the storm water retention facility at **Concord Road and Southview Avenue**
- No issue
- I live below **Oatfield off Roethe** and whereas water runoff coming downhill has improved, we still deal with a lot of water. I notice that other properties between Roethe and Concord that are also below Oatfield have flood prevention, such as French drains, property ditches to channel water, and sandbags that are used, because the management of the runoff is so poor. We have above ground ditches all along Gordon and Harold. They attract garbage dumping and animals. It is doubtful that waiting for development to improve this is going to happen anytime soon. I wonder why this is not addressed.
- **Lake Jennings!** Why don't you work with the county and ODOT to fix the accumulation of rainwater on Jennings Ave, just over the hill east of McLoughlin? Looks like there will be a drainage problem there until doomsday!
- Sometimes a drain will be blocked in front of a neighbor's home with falling leaves, etc. in the Fall. They don't do much for home maintenance and they don't take care of the debris. My husband usually does it...
- during heavy rains, water pools deeply in front of a neighbor's house and all attempts to fix issue so far have failed
- My yard floods causing the basement to flood.
- The runoff from uphill floods my back yard every year, can't go out there until dry and then the grass is 3' tall. Underground streams contribute to this problem and I would very much like some help and guidance on how to resolve this problem. Thank you.
- Not sure if this is "stormwater" but there appear to be 2 springs in the area with standing water nearly year-round (except in the driest months of the summer). I thought these springs should be channeled better into the storm drains.
- **Boardman Creek / Trolley Trail** causes road flooding
- Small pools of water in back yard
- In high rainfall years, my backyard floods and I get water in the crawlspace of my house.
- All of the street runoff from **SE Oak Shore Lane and SE Risley Ave.** ends up in our driveway. It has already clogged our drainage system once costing \$6000 of which you pitched in \$1000 and promised to install a drain in the street. You never did. All the runoff ends up in our backyard poisoning the soil and our garden space. Although previously accepting responsibility for the problem and promising to correct it, under new management you point the finger at Clackamas County saying it's their responsibility. They however say it is yours. You are the body charging nearly 20 dollars to deal with surface water management. Please honor your original promise to correct this

issue. Otherwise we will be forced to bring in the EPA and take other necessary steps to ensure this situation is corrected. Address is **1615 SE Oak Shore Lane.**

- I live at **1924 SE Sunny Slope Rd Oak Grove, 97267** and the street's storm drain is located on my property. The drain is all blocked up with sediment/debris, as well as the retaining wall blocks that have fallen apart. It's more of a safety concern for the children playing around my house when family and friends come over to visit. Also, the drain water that runs down our street has completely deteriorated the asphalt and landing area directly in front of our house, but I'm not exactly sure who to turn to for help. Would this be some that Oak Grove Water Services would be able to help me with? Thank you for your time.
- Every year with long hard rain out street floods. If we call Clackamas County - they don't help.

## **16. What else do you want to tell us?**

### **Service Rating**

- You're doing a great job, and the merger seems to be going smoothly!
- Thanks for combining water and sewer
- Keep up the good work!
- I've been very pleased
- Thanks for doing a great job. This is an excellent survey for a small agency.
- Every interaction I've had with the service has been top notch. It is evident that employees care about the needs and quality of our neighborhood water, storm water, sanitation, and ecosystem.
- I think you guys are doing a great job. Thank you.
- Thank you for finally allowing us to pay online! :)
- There was an issue several years ago and one phone call was all it took to have it resolved and corrected.
- We have the best water, thank you
- Basically, the service is excellent, except for the mess on Jennings Ave.

### **Education / Outreach**

- I think you do a great job, and the other organizations involved in river/stream bed health, like Willamette Riverkeeper and North Clack Urban Watersheds Council are all part of the team. Education, help for homeowners to be better 'upstream' neighbors, and helping people move away from fertilizers and the like are all good.
- We have WES for sewer service, so I'm not sure who is managing our surface water.
- I have not had issues with the water or the services, so my rating could be higher. I also have not made it a priority to inform myself on issues where OLWS provide support.
- I don't know enough to have an opinion. It would help to know how you interface with the County Water & Soil Conservation Dept. They helped fund rain gardens at grade school and at my church.
- I don't know enough to assess present surface water management services.

- I don't know what surface water management services I receive.
- I didn't know you all did community outreach. I would like to go and will keep an eye out.
- I don't really feel like I know enough to make real big decisions or input on this subject. I WOULD like more informational letters, etc. with our bills maybe. I am interested in what is happening with our water system / eco system and would be interested in getting educational seminars or meetings or whatever and to become more involved. The Linden creek does pass right through the middle of our back yard and is enjoyed by our whole family. I would love to be more involved.
- We have lived here for only 5 months, so some of my answers are guesses.
- I need more information about runoff from my property.
- Are there incentives to collecting rainwater at our homes?
- I was surprised to see a fish in the stream behind my house, several weeks ago. It was approximately 18 inches long and silver. It appeared to be healthy, but I've lived here 20+ years and never seen a fish swimming upstream in the creek! is this unusual?
- I will admit that my interest is not such that I have looked into it, but I'm not very familiar with what surface water management services are provided. It would be great to get some more information about what our charges are used for. I'm sure this information is available somewhere, but I would say most people only look at their bill - so maybe it should go there.
- I don't know what you are doing so I assume the best. I do think People let anything flow into storm water and so I would like to make sure it's cleaned before it goes back into the streams and back to us (e.g. roundup causes cancer\_).
- Educate homeowners about herbicides like Round Up that are polluting our waterways.
- It would be nice if you made rain barrels available.
- I'd like to know how we compare to similar water management districts and how we've gotten better/worse since combining services. I'd recommend a newsletter or other information source with 2-3 pages of quantitative information on what our major cost drivers and capital project needs are given informed input to how I'd want Oak Lodge to pursue improved service.
- I had no response when I moved in. Not sure if my problems are covered by Oak Lodge water or WES. I pay both utilities.
- I would just like to know where the water from our gutters goes to.
- I've lived in the area only 8 months from SE Portland. Not familiar here and my sewer is separated from water billing.
- I don't really know how the surface water is currently being managed so I can't rate it.
- I don't have any information on the surface water management provided by OLSD.
- Give each neighborhood more say about what projects they believe are a priority. Small steps make big impacts.

#### **Rates / Costs**

- Also, some years ago before the joining of Water & Sewer Services, I noticed the excellent way the administration (Of at least one of them) was keeping within their budget with a ""Pay-as-You-Have-Funds"" commitment! while still moving ahead with needed improvements. I hope the new board is committed to do the same. (I would actually love to recommend some of them to State legislator positions where they are sorely needed!)
- Quit raising rates.
- Keep rates as low as possible

- When water and sewer combined, I expected bills to go down because the number of employees would be less. One less manager, one less assistant manager, one less billing person, 4 less secretaries, fewer maintenance people (janitors) etc. etc. I saw no difference in my cost except instead of a \$102.00 bill every other month for sewer and a \$50.00 to \$100.00, depending on time of year, for water every other month. I now get a bill for \$160.00, which is harder to come up. I'm retired on SS.
- Use the money you saved by combining the two services for the new projects.
- If (run off) water was dealt with efficiently our bills should be reduced. I'm not sure what or why I'm paying for.
- It would be great if we could see some benefits to the high bill increases, we get.
- The sewer /water bill is high enough.
- Keep the costs contained for property owners.
- The transition to combining water and sewer was confusing and promised to lower costs which never happened. Your office is nicer than any home I ever visited including my own home. It makes us suspicious of where you are spending money especially when you ask for more.
- I think it is crazy when I have to pay for storm drains when we have none in our neighborhood.
- Seems like a hidden tax
- How can you charge people for storm water runoff at the rate you do?
- How do you assess that rate and monitor it?
- When you combined both sanitary and water how come I am now paying more monthly than I did before?"
- I don't receive service for runoff water as I live on an unimproved street and I think downspouts drain on the property only
- We have no surface water management on our street. But we pay for it.
- Stop building parks and spend surface water funds on flooding issues and water quality improvement projects
- I think your pricing is exceptional compared to Portland
- I'm concerned with the high rates I pay. I have a 4-plex apartment complex (basically 5br & 4baths) and this bill is the highest of all my utilities; \$483.71
- There appears to be no limit how high the Board will allow rates to go up.
- Everything doesn't need to be fixed at once. Set some priorities on most urgent.
- I don't like the payment structure of every other month and now water and sewer lumped together. Before the bills were \$40-80 now it's \$150-300 which is quite a bit to pay at once.
- I am disappointed that the consolidation of services didn't result in lower rates. The consumers were led to believe that would happen. It didn't.

### **Flooding**

- The district should put more effort into the program.
- Replace Sandbags with better permeate Berms.
- Developers need to be closely monitored as I feel they are more interested in making a large profit than doing what is right for the neighborhood or the individual parcel. Most are not residents of the area and have no vested interest in what happens when the

structure is complete. Don't allow a developer to direct water runoff to the neighbors' yard. Require the creation and planting of a rain garden for an individual property or one bioswale per X number of homes. Follow through on requirements.

- Doesn't appear that you have a surface water management system. It just runs down the street.
- Raise street level on Jennings Ave. where board man creek crosses Jennings's. Surely a solution can be found to control water by bridging the creek and using retainment. walls to control water run off
- River Forest Lake is used as part of the surface water drainage system. The homeowners on the lake secured rights to impound 50-acre ft of water. The original right to impound water was secured in the 1920's
- I live at the top of the Oatfield ridge, so flooding is not an issue at my house, personally. And I am very careful to not use pesticides, etc.
- Flooding on my street is a continuing problem. there are large pools of water and I have had to implement many crafty solutions on my property to mitigate. The street in question is 23rd Ave between Park & River Rd near the PGE substation. Water drains from other homes onto the street then onto my property and I'm having a very tough time dealing with it. I've spent upwards of 20k dealing with the flooding issues since purchasing the house in June of 2017. I've stabilized the issues now, but the drainage of the water could be greatly improved.
- Ditches are overgrown and the culverts under driveways are nearly 2/3 overgrown with weeds. We need help on this street.
- I'm a little myopic on the issue of flooding since I am at the bottom of the hill where all of the water collects that isn't diverted through storm drains. If the drains are functioning properly it's not an issue. When they are plugged, or grates are covered with leaves I am at risk for flooding.
- Regarding Question #14. Both answers are okay / unanswerable. The answer for me is what is most effective to deal with the most problems in the area. The District knows best what the major issues are. Creative small solutions may be a better solution than one large project. However, the average resident may not know that.
- Effects of large developments that take out trees on runoff and rivers needs to be considered.
- Had a plugged water runoff grate on street in front of house water staff fixed promptly thank you!
- Based on your questions I'm assuming wastewater management is part of your portfolio. Jennings Ave @ the swamp e/o 99E keeps flooding as I'm sure you know - who is responsible for relief?
- Also, my driveway gets sediment from rainwater runoff
- Have someone look into neighbor's property that their excessive water runs into mine and cost me thousands of dollars to put in a French drain system because water service management when contacted about the problem never even investigated the problem before telling us that we're on our own!
- Poor pavement quality/maintenance appears to be exacerbated by the lack of storm water infrastructure in older neighborhoods such as the top of the hill on Oakland Ave east of Oatfield Rd and the surrounding streets. We often see sunken pavements and ponding on our rain-walks, and it's typically where inlet spacing is pretty extreme. It seems water is forced to make its way through broken curbs and pavement cracks in areas where there isn't sufficient gutter grade or there are failures.
- In my case, development did not cause the problem, it was there before any development. However, development did make it worse and I don't know why or if anything as done to limit the impact of the development. Maybe something I don't know about was done that kept it from being even worse.

- I'm lucky because my house is at a high point with excellent drainage, but I've noticed Oak Lodge workers clearing surface drains at several times... that's why I rate surface water management has very good.
- I used to have a creek that ran down my driveway. We had to trench French drains to help with this problem. When they paved Gordon St quite a bit back, they raised up the street to better channel water into the street drains. That did help, also. I feel like we take a hit being downhill from a lot of development and perhaps the drainage systems have not been sufficient. I know it is a complex issue, but also the lack of channeling and piping seems to be greatly contributing.
- I live on the side of a hill/slope which has no problem with run off, drainage from storms.
- It would be good to do local small projects rather than one large project. Make developers pay more money for making sure their developments have good systems in place and do not impact the people around them. I.e. when people put in more cement, it affects all of us in the neighborhood.
- I care about neighbors who experience flooding of their homes, wildlife, water quality. We should take care of our community and nature.
- If you have jurisdiction over SE the 10500 block of 30th Ave. Stormwater flooding there is a disgrace. If not (and I think not) pass this along to whoever does have jurisdiction with my thanks.

#### **Suggestions / Issues**

- Thanks for offering the back-flow testing program back in April. We signed up for it. Just haven't heard a peep since then. Wonder when our device is scheduled to be tested.
- Keep your promises and stop passing the buck.
- The Concord Oaks Storm water collection facility was SUPPOSED to be managed by the Oak Lodge Sanitary District as per a meeting with them on site in May 2018 but now it has become our HOA's problem because Oak Lodge Sanitary District "CANNOT HANDLE IT" based on current revenue. What happened to the plan to group all of the monthly paying storm water customers together to pay for a system-wide program?
- This is the 21st century but I can't set up auto billing for these services. I have to put in a dollar amount and now I'm told that the rate will change in August, so I'll just have to remember that. Ain't nobody got time for dat. You want my money and I definitely want to get it to you, so I don't lose access to these important services, so let's make it easy.
- I AM concerned that everyone eager to develop any available land, do not care if this harms the established homeowner's property and do not pay for the services the incoming will need-it is expected that existing owners will fund them. I'm seeing wholesale destruction of old growth trees, jampacked housing and gridlock in the streets.
- I'm exploring moving options-no one cares about the present population.
- Setting up an account with your office was not an enjoyable experience. I work A LOT in my job with utility companies and the individual couldn't be bothered to give me any additional info about my new account, for example, my account number, billing cycle etc.
- Before the district combined water & sewer, I contacted the office to find out what surface water entailed. The woman was horrible and snotty. I stopped paying my bill thinking someone would contact me. No one ever did. Then you combined the districts and my bill went from around \$50 to \$178. I would like to know what the hell I am paying for!! I have asked neighbors and apparently everyone is paying

the same amount. We have 1 people versus families of 5 or more. I know for a fact they use a lot more than we do. Are we all paying an "averaged" out bill?? I don't run water down the sink, I recycle it out to the yard plants. I don't let water run down the driveway. I only water the plants and not the grass during summer. Yet, I am paying the same amount as people who do. I am paying \$80-\$90 a month. The neighbor lady is one person and she is paying the same amount as we are. How is this fair?? Why are we not paying per use? I knew as soon as they combined the water & sewer this was going to happen AND it did. I don't use pesticides or run anything down the drain I shouldn't. The neighboring cul-de-sac had a broken pipe last year. They repaved the mess they made. They came into our cul-de-sac and patched so now we have a hump and potholes from where all their trucks were. They said they would fix it (since they did it) and they didn't, we got a patch. I have nothing good to say about the Oak Grove Water/Sewer Services. Nothing! The price, the service and what you call a repair. It is a joke. THEN you want us to subscribe to the back-flow service and we can pay for that to. Again, what a joke! You asked, so there you go!!! You send 10 guys to work on the cul-de-sac next door. About 4 were doing the work. The rest were standing around or they were sitting in their trucks looking at the cell phones. No wonder our bills are so high. Again, what a freaking joke! It seems that some of these standing around employees could be put on the back-flow flush, why should WE have to pay for it. I think we are paying more than enough for you to be responsible for it!

- Better tasting water and more attention to proper bill payment processing. I have had problems with the correct payments going to the correct bills (I have two accounts).
- The development in unincorporated Milwaukie has for years caused issues with runoff. The continued practice of flag lot building will only worsen the problems. Since we are on a large scarp on this side of the hill (West) we should exercise restraint on residential and adult care facilities (Besides they ruin the neighborhoods). They don't feed the coffers enough for the strain they apply on the systems in place. You will only leave us vulnerable to incorporation from Portland to handle the cost of expansion. You could help in that restraint by not allowing this to continue by no longer issuing permits. Keep us small and exclusive. In that endeavor you will find that managing systems and runoff will be much easier on both your budget as well as the environment.

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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<b>To:</b>	Board of Directors
<b>From:</b>	Kelly Stacey, Finance Director
<b>Agenda Item:</b>	Finance Department Report
<b>Item No.:</b>	7a
<b>Date:</b>	August 20, 2019

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

**Budget**

The budget document for fiscal year 2019/2020 Budget is printed and ready for distribution. They will be available at the August Board Meeting or you can view it on our website at <https://www.oaklodgewaterservices.org/finance/page/finance-yearly-budget>.

Staff has updated the financial system with the new rates, including new winter averages for sewer charges. The new Administrative Fund and related accounts have been added to the general ledger.

Planning for 2020/2021 is under way!

**Audit**

OLWS' first real interaction with Moss Adams, our new auditing firm, went well. There was much getting to know each other with requests for many documents and resolutions from past years for both OLWS and NCCWC during their interim visit in July. Finance staff is now reconciling and gathering information for the final field work in September 2019. Moss Adams has been a great firm to work with and we appreciated their in-depth learning of the District.

**Other Items**

The lockbox service was implemented with the June 30, 2019 bill. There have been a few issues to be worked out, but we seem to have it up and going now.

If you have not heard, Elaine has been chosen to take the Asset Resource Specialist position. The District is fortunate to have her in that highly technical position. With Elaine's knowledge and conscientiousness, you can be assured the job will be done well. Having lockbox has helped free up time for Rebecca



as she learns all the tasks that were previously done by Elaine. Although items have been distributed to Heather, Jeff and even Lara during the staff shortage, we felt it was important for someone to be the point person during the search for Elaine's replacement. Staff is working hard to be sure the customers are not affected by the impact of the vacant position. I am working with Aleah on the recruitment for this position.

Utility billing continues to be cleaned up and corrections made as needed. The one remaining project is nearing completion. It was discovered that many of the rental properties did not have the owner listed or had the owner and tenant information mixed up. This has not had a big impact on customers and staff has divided it up to go through all the tenant accounts to double check. The hopes are that this is the last of the Springbrook conversion clean-up.

## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Operations Manager Field  
**Agenda Item:** Field Operations Report  
**Item No.:** 7b  
**Date:** August 20, 2019

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### Background

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

### Operations Administration

Water crews responded to and repaired a main leak on Vista Sunrise Ct. Staff has decided to replace 200 feet of 6" water main with non-metallic pipe, due to some sort of electrolysis that keeps eating away the exterior portion of the main. In an effort to find the underlining cause P.G.E. was contacted to investigate, but ultimately said it was not them. The replacement is slated for mid-August and should take approximately a week to ten days to complete. This includes saw cutting, asphalt removal, excavating, hauling away the dirt, pipe installation, backfilling, filling and then flushing the main line clean, sampling, service transfers and finally pavement restoration.



Collection crews had a great start for the new year by obtaining 189% of targeted TV goal and 247% of the targeted cleaning goal.

Currently crews are in a holding pattern, waiting for ODOT to issue permits to be on Mcloughlin in order to TV and clean. This has given the crews a chance to do a real thorough cleaning of some of the equipment, In addition, the plant needed a hand with TVing a couple of drain lines, which in turn led to more exploratory digging and more investigation.

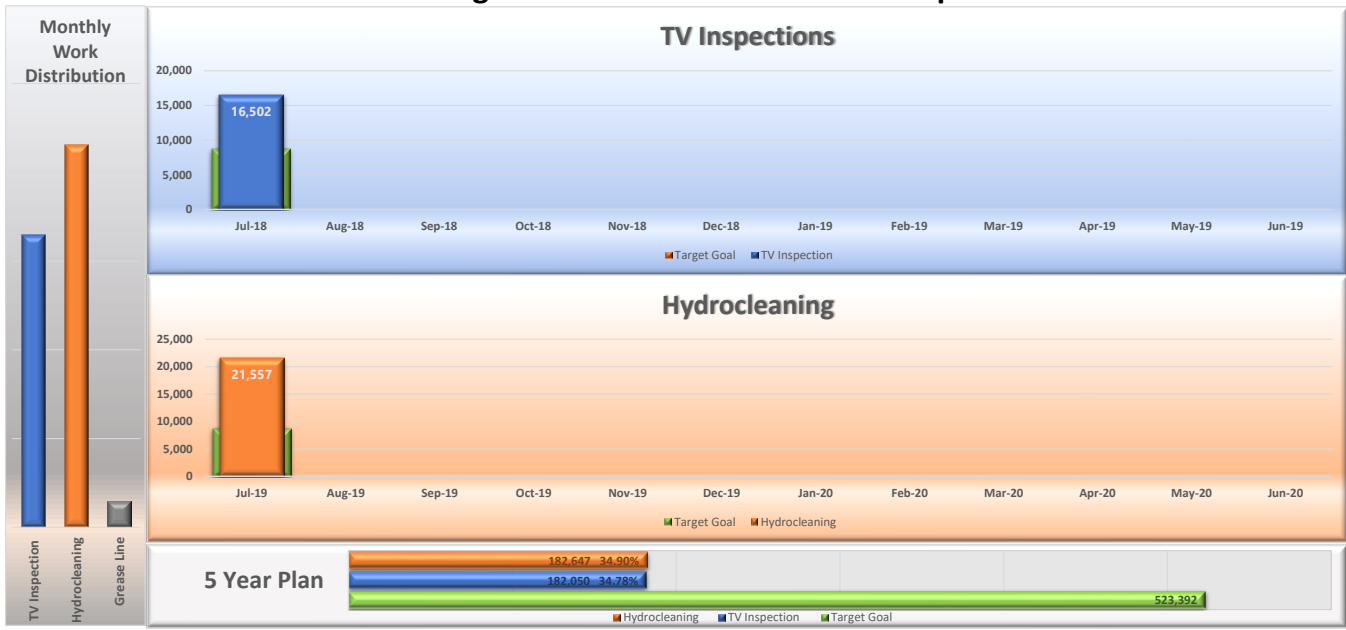
The wet well at the plant needed another cleaning, in preparation for the new pumps, crews were eager to help.

### Field Operations Monthly Report for July 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Crews very busy cleaning and TVing
- Main leak repaired
- Water consumption for **June: 120,368,000 Gallons** (below the 10-year average of 126,577,533) (See metered monthly consumption chart)

# Oak Lodge Water Services Collections Report



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

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

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502												189.17%	16,502	15.76%	34.78%	341,342
Hydrocleaning	21,557												247.12%	21,557	20.59%	34.90%	340,745
Target Goal	8,723												100.00%	8,723	8.33%	41.67%	305,312
Actual to Goal	10,306													10,306			
Grease Line	1,480													1,480			

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

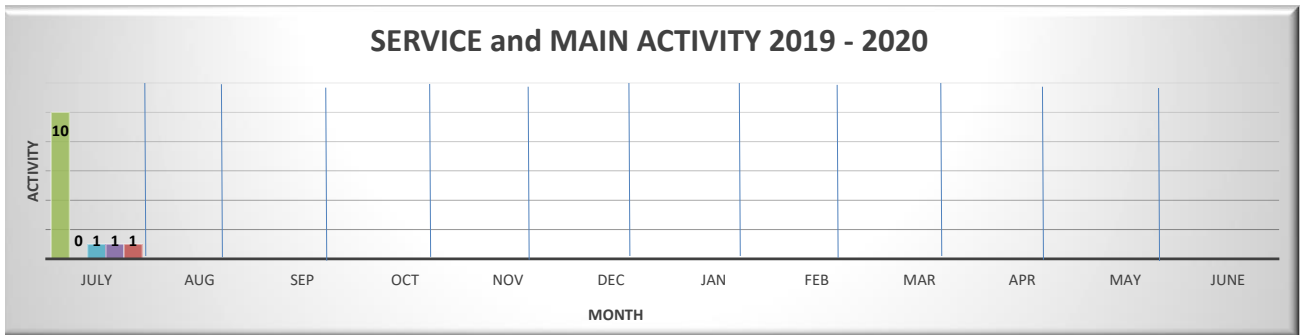
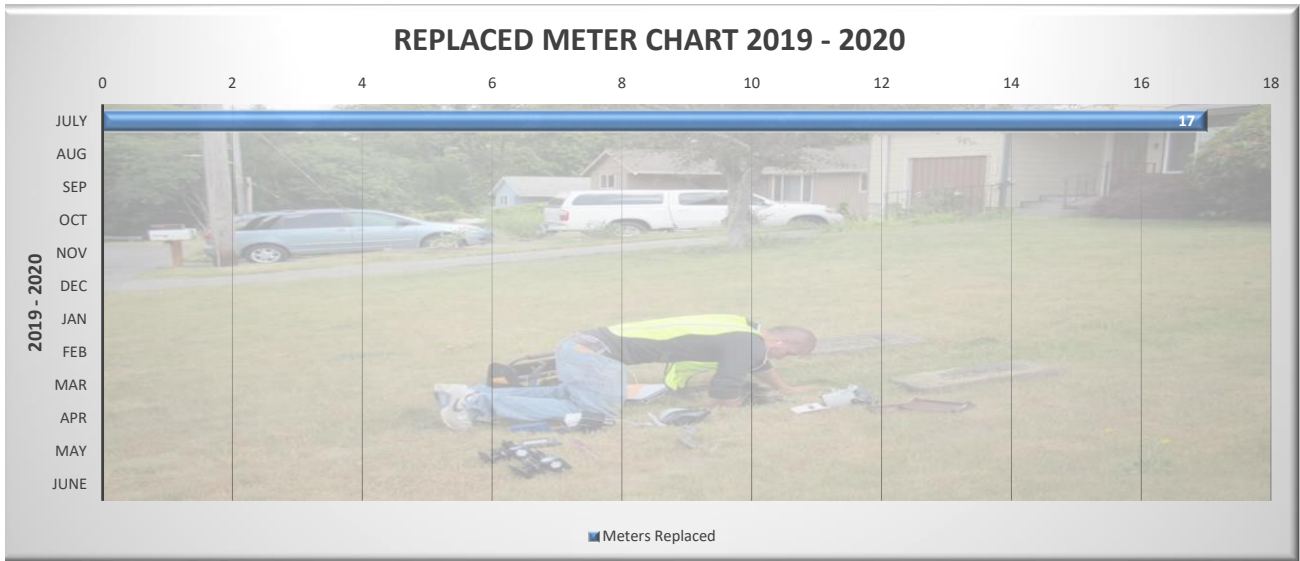
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line																100.00%	0

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723			
Actual Per Year TV	78,372	87,176	16,502			341,342
Actual Per Year Hyd	78,697	82,393	21,557			340,745
Make up	-26,144	-19,894	-85,649			
Percent Completed	75%	81%	18%	0%	0%	35%



**Current Basin: B**

# Oak Lodge Water Services Water Report



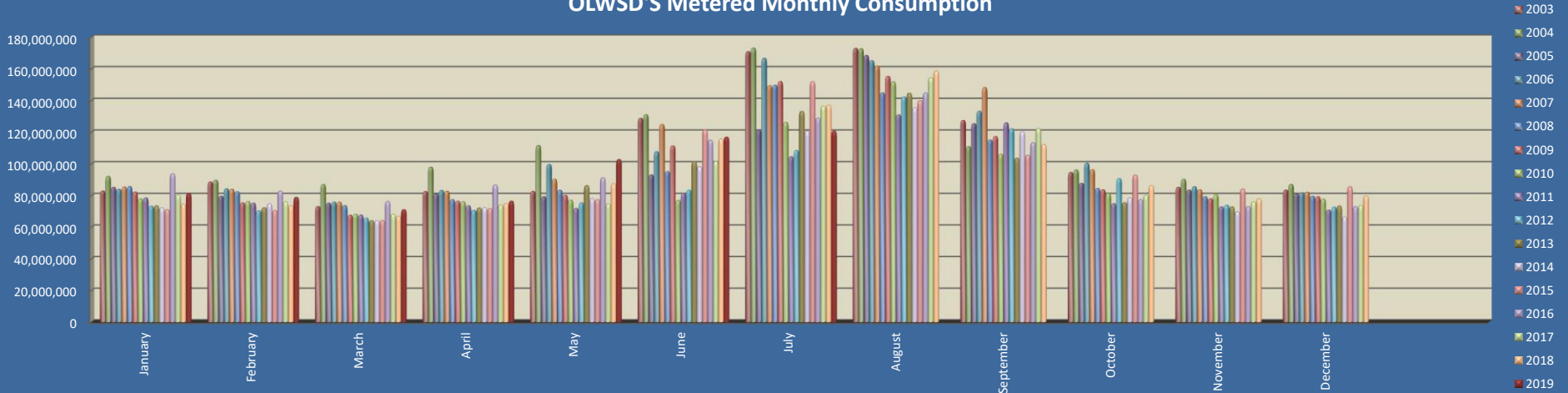
Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	0	0	0	0	0	0
2019	Sep	0	0	0	0	0	0
2019	Oct	0	0	0	0	0	0
2019	Nov	0	0	0	0	0	0
2019	Dec	0	0	0	0	0	0
2020	Jan	0	0	0	0	0	0
2020	Feb	0	0	0	0	0	0
2020	Mar	0	0	0	0	0	0
2020	Apr	0	0	0	0	0	0
2020	May	0	0	0	0	0	0
2020	June	0	0	0	0	0	0
<b>Yearly Total</b>		<b>17</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>

Backflow Program Update					
Customers Signed up	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination
422	10	9	2	0	0
List of Backflow Letters					
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)	
Letter 2	Notice of Violation			Customer has final 30 days to correct	
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off	

## 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	66,764,000	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	76,199,000	102,519,000	116,626,000	120,368,000									
2020																
10 Year Average	77,436,786	74,831,400	67,087,500	74,637,700	82,009,700	100,983,067	126,577,533	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214		10 Year ADD	Winter Ave	
														3.01	75,772,467	
																Summer Ave
																128,941,578

## OLWSD'S Metered Monthly Consumption





## Staff Report

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Plant Operations  
**Item No.:** 7c  
**Date:** August 20, 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 and Maintenance**

Operations continues to keep the plant processes very stable. As mentioned last month, Operations made the decision to try reducing to two aeration basins and using two clarifiers and see how the results were with this configuration. The results have been excellent. There were about 33,000 pounds under aeration and a sludge age around 7 days all month. We do not want to go any lower, so the wasting has been reduced to 2500 pounds per day. The slightly lower sludge age and adjustments to refine the aeration helped the settling to be much faster. The compaction in the clarifiers is very good resulting in a low stable blanket and more concentrated sludge. This makes wasting more consistent and easier to hit the daily targets. We have to keep an eye on turbidity and so far, it has been good. The reduced solids in the plant allowed for some more experimentation. Operations took aerobic digester #4 out of service because there was so much digestion capacity. Randy Leniger took charge of draining the digester, dewatering all the solids in the vessel and getting it to drain all the way out using the belt press feed pumps. This slow steady draining was not possible in the past because the loadings did not allow for it. We were down to 176 cubic yards of biosolids being hauled to Madison Farms. This was due to reduced wasting, very efficient digestion, and cake solids as dry as 17.5 per cent solids. Randy is now hauling once per week which reduced fuel by two thirds and reduces impact to the neighborhood with reduced loads. The new agreement with Madison Farms has been signed by both parties and is in place. In the lab, Chuck Adams and Matthew Westergaard made sure we passed the DMRQA-39 study. This annual event tests the ability of our lab to achieve accurate results and they did.

In the maintenance section of our plant, there was plenty going on as well. We had the annual safety service performed on the overhead crane in the maintenance shop bay and John Krogstad added a second trolley to make it safer to set down longer pieces of equipment in the shop for service. At the pump stations the highlight was at station #6 where an inflatable sewer plug was sucked up into the Flygt pump. It clogged the pump, but it was easy to remove. It demonstrated how the Flygt pump can handle large solids very well. We started the electrical work for the new influent pump installation. The contractor made the discovery that some of the parts we had were wrong for the job. We had ordered parts based on their recommendations but some of the parts were for single phase electrical equipment not the three-phase electrical equipment that we have. Returning those wrong parts and getting the correct ones has delayed the schedule by about two weeks. Our maintenance staff also found the bolt pattern on the pump as delivered is an ANSI standard and the bolt pattern on the KSB adapter mount from our existing pumps is a DIN standard which is a European standard. Flygt is arranging to have the proper bolt pattern machined on the pump. This will probably take two weeks as well. So, it looks like it will be September until installation is completed.

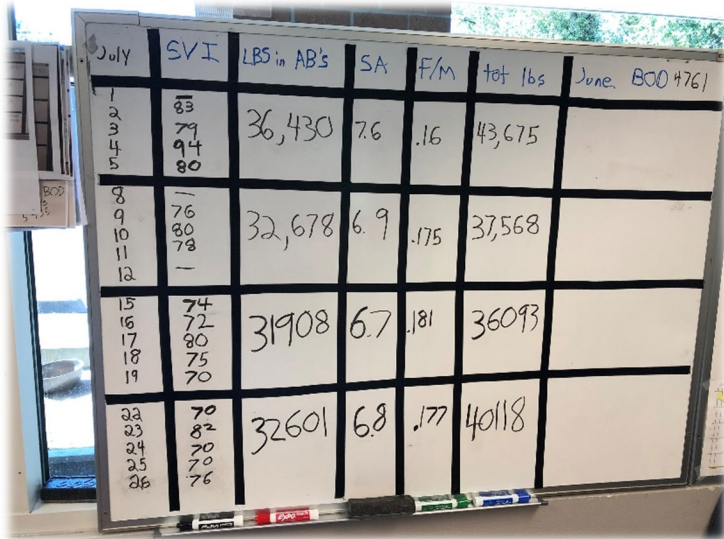
Digester recirculation pump #2 developed a small leak which was thought to be a seal leak. Upon closer inspection it turned out to be a small hole in the backing plate of the volute. We had a spare set up in stainless steel because the acidity of the digested sludge had caused previous corrosion of the impeller on this pump. We ordered a stainless backing plate to go with the existing stainless impeller and will have a spare assembly ready to go as needed. Grit pump #2 developed noisy bearings on the motor. The bearings were replaced with sealed bearings and the motor was rebaked and put back in service with about a 2-week turnaround. No more greasing. Good thing too as maintenance discovered that the grease was not even getting to the bearings on the motor due to defective internal parts. The hypochlorite pump system for the 3W water treatment received its annual service. Jayson Kahler and the collections crew have been working on potholing and cleaning a line that drains several items in the solids building area including the emergency overflows for digesters. Televising the line revealed a blockage. This turned out to be a piece of concrete that almost filled the line. Through careful Vactoring the blockage was removed, and the line is clear for the first time. They want to locate the line for Digester #4 as well. Cottonwood season is easing and for that we are thankful because filters throughout the plant had to be cleaned three times in July.

### **Attachments:**

7ci\_Operations Staff Report Rainfall vs Flow data correlation  
January 2019 – July 2019

7cii\_Plant Performance BOD-SS graph January 2019 – July 2019





July	SVI	LBS in AB's	SA	F/M	tot lbs	June BOD 4761
1	83	36,430	7.6	.16	43,675	
2	79					
3	94					
4	80					
5						
8	—	32,678	6.9	.175	37,568	
9	76					
10	80					
11	78					
12	—					
15	74	31908	6.7	.181	36093	
16	72					
17	80					
18	75					
19	70					
22	70	32601	6.8	.177	40118	
23	82					
24	70					
25	70					
26	76					

July data tracking



Digester #4 drained



Overhead Crane Enhancement



Sewer Plug that plugged the pump





Hole in Digester Pump #2 plate



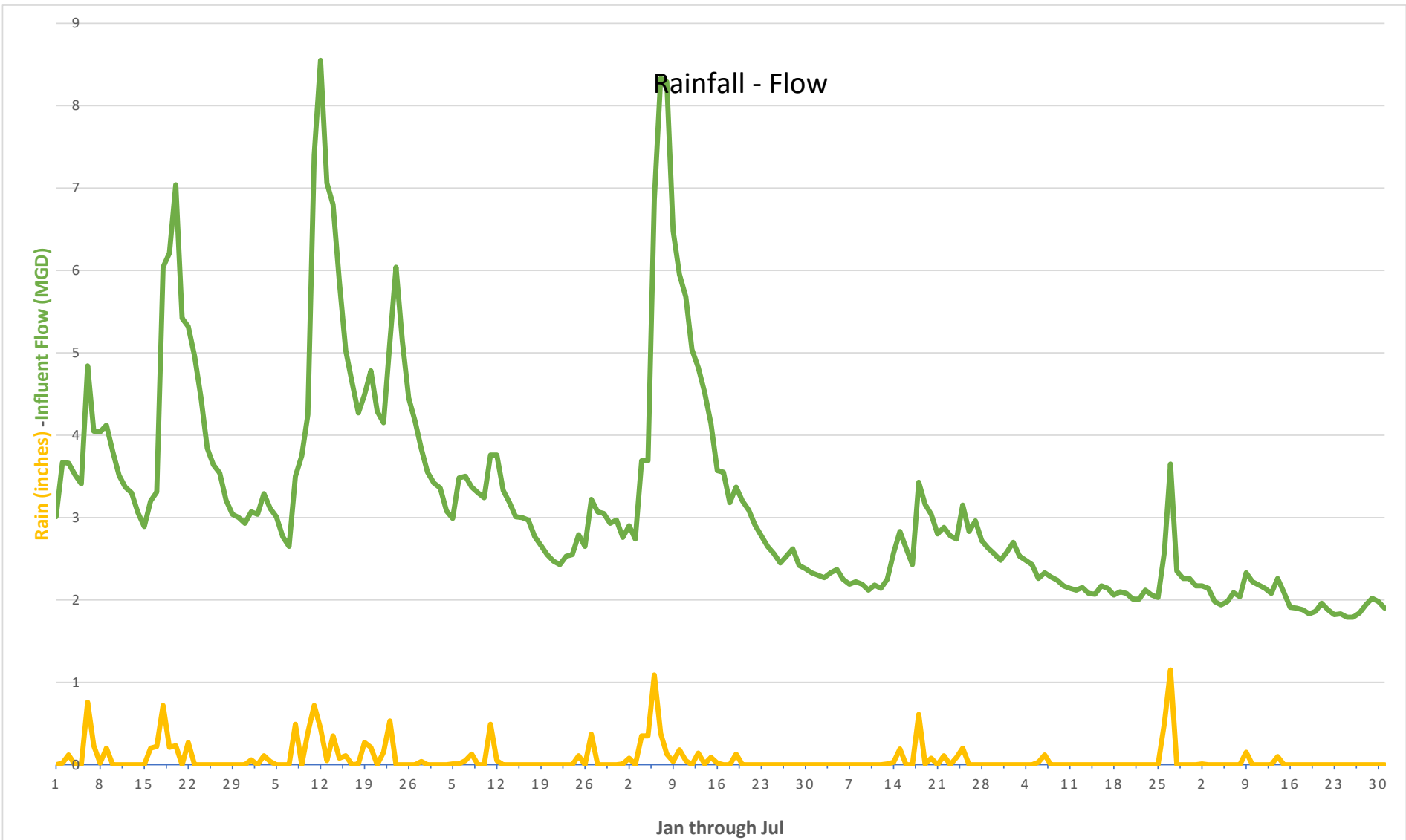
Digester Pump fix with spare



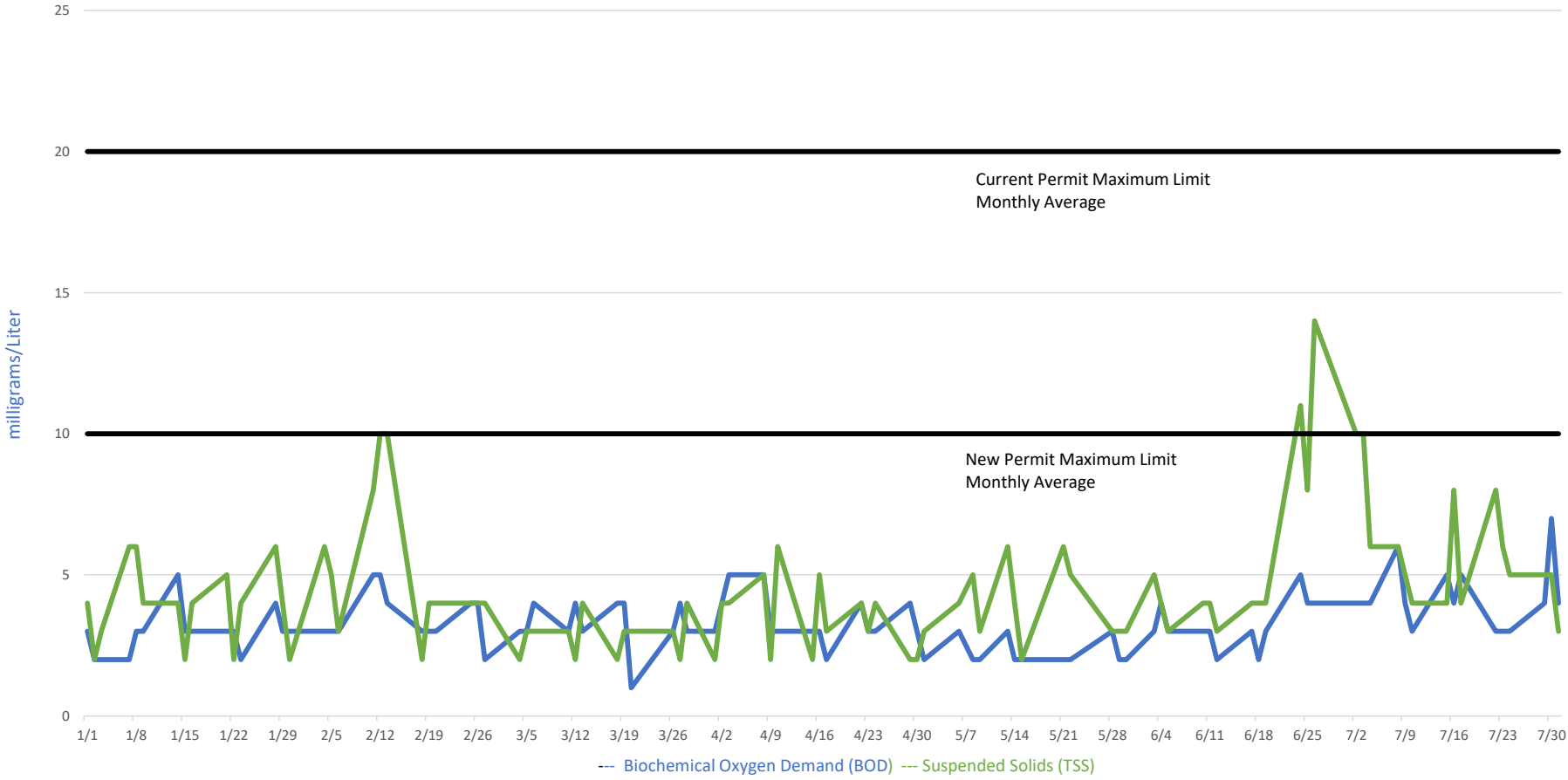
Abe and Jeff line locating



Cottonwood Season



# Effluent Water Quality





## STAFF REPORT

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**To:** Board of Directors  
**From:** Technical Services Team  
**Agenda Item:** Technical Services Monthly Report  
**Item No.:** 7d  
**Date:** August 10, 2019 for August 20, 2019 Meeting

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Below is an update of various Technical Services Program efforts:

### **Concord Oaks HOA – Stormwater Maintenance Fee**

On August 8, 2019, the District received a request from the Concord Oaks Sub-division requesting Staff to remove their 32 properties from the District's Stormwater Maintenance Program. which has now been completed.

### **Outreach and Education**

The Oak Grove Trolley Trail Festival takes place this Saturday, August 24 from 11 a.m. – 4 p.m. We hope to see you all there! Sarah Jo Chaplen and Lara Christensen will help staff the OLWS booth in the morning. In the afternoon Jason Rice and Christine Hollenbeck, Outreach and Education staff for the Clackamas River Water Providers, will be there to support OLWS.

OLWS hosted a table at the Jennings Lodge Community Planning Organization's (CPO) community picnic this summer from 5-8 p.m. The event was well-attended and had wonderful food and music. Many people stopped by the table to ask about Boardman Wetland. Paul and Leanna Gornick were in attendance the whole time and even helped distribute OLWS bags with emergency water preparedness information in them. Thanks to the Gornicks!



*OLWS Table for the Jennings Lodge CPO Community Picnic*

Partnerships connect Oak Lodge Water Services with students and adults in our District in unique and direct ways that are different from paying a bill or stopping by the OLWS table during an event. While OLWS can make strong connections on its own, partners can share similar messages and strengthen what people learn about our watersheds.

Renegotiations for each of the OLWS Outreach and Education partnerships are nearly finished, with the North Clackamas Watersheds Council being the last agreement to be completed. FY20 will begin with similar K-12 student programs in partnership with Ecology in Classrooms and the Outdoors (ECO). ECO conducts experiential science education in classrooms and at field sites and helps watershed health education messaging with 3-5<sup>th</sup> graders and high school students. Additional non-profit partners include the Backyard Habitat Program with Columbia Land Trust/Portland Audubon, the Clean Rivers Coalition, North Clackamas Watersheds Council, and the Watershed Health Education Program (WHEP) with Rex Putnam High School. OLWS also provides small sponsorships to partner agencies like the Jennings Lodge CPO, for example.

Outreach staff participates in the Clean Rivers Coalition Steering Committee, which is developing its strategic communications plan. Working with Brink Communications and DHM Research consultants, they will conduct a 1000-person water survey focused on the importance of water, and two focus groups assessing creative messaging. This fall the CRC will host another forum near Salem to gauge interest in how people will be using the plan's creative materials in outreach campaigns.

As summer winds down, the seasonal drought is likely to continue. The OLWS partnerships with the Regional Water Providers Consortium and the Clackamas River Water Providers (CRWP) help spread water conservation messaging through traditional media channels as well as social media. Please remember to encourage people to continue water conservation, even as fall begins.

On October 5<sup>th</sup>, the CRWP will be conducting their annual Clackamas River Watershed Tour. This year the tour will focus on the upper watershed of the Clackamas River. Invitations will go out just after Labor Day, so keep your eyes open for the invitation.

## Permitting - July 2019 Development Activity

	This Month	Last Month	Fiscal Year-to-Date	This Month Last Year	Last Year-to-Date
<b>Pre-applications Conferences</b>	3	0	3	4	4
<b>Hours Spent on Development Review</b>	25	45	25	90	90
<b>Hours spent on Utility Permits</b>	90	90	90	60	60
<b>Development Permits Issued</b>	3	2	3	4	4
<b>Utility Permits Issued</b>	18	17	18	8	8
<b>New Sewer Connections</b>	18	14	18	6	6
<b>New Water Services</b>	18	17	18	4	4
<b>Active Erosion Control Permits</b>	60	42	60	45	45
<b>Total Erosion Control Permits Inspected</b>	60	42	60	45	45
<b>Active Construction Permits</b>	15	19	15	25	25
<b>Sanitary SDC Fees Received</b>	\$50,106	\$26,124	\$50,106	\$10,330	\$10,330
<b>Water SDC Fees Received</b>	\$21,410	\$32,960	\$21,410	\$16,520	\$16,520
<b>Plan Review Fees Received</b>	\$5,455	\$3,800	\$5,455	\$6,423	\$6,423
<b>Inspection Fees Received</b>	\$5,010	\$3,889	\$5,010	\$6,702	\$6,702

## Attachments

1. Capital Project Tracker
2. Development Review Status Tracker

## Capital Project Tracker

Project Name	Fund	Project Manager	Total Budget	Other Contracts	Construction Contract	Total Spent	% Spent of Budget	Status	Next Task	Expected Completion Date
Belt Filter Press #2 Retrofit	SS	Ogbeide	\$ 400,000.00		\$ -		0%	Final Design	Review of 100% Plans and Bidding	1/31/2020
Solids Piping Project	SS	Ogbeide	\$ 200,000.00	\$ -	\$ -	\$ -	0%	Planning	Project has been revised and titled "Solids Piping Project" in FY20	6/30/2020
Gladstone Collection System I&I Improvements	SS	Rice	\$ 250,000.00	\$ -	\$ -	\$ -	0%	Planning	Project Pending IGA Negotiations with City of Gladstone	6/30/2020
Jade Court Sewer Line Sage Adjustment	SS	Rice	\$ 115,000.00	\$ -	\$ -	\$ -	0%	Planning	Working with Design Consultant	6/30/2020
Mainline Repair Program	SS	Rice	\$ 250,000.00	\$ -	\$ -	\$ -	0%	Planning	Working with Design Consultant	6/30/2020
Lateral Repair Program	SS	Rice	\$ 60,000.00	\$ -	\$ -	\$ -	0%	Planning	Working with Design Consultant	6/30/2020
Stormwater Master Plan	SW	Rice	\$ 200,000.00	\$ -	\$ -	\$ -	0%	Active	Gather Survey Data From Public then report findings to Board in August.	6/30/2020
Water Master Plan	W	Rice	\$ 15,000.00	\$ -	\$ -	\$ -	0%	Active	Review Draft Chapters. Adding work to find Emergency Inter-tie options.	11/1/2019
Water Meter Replacement Program	W	Ogbeide	\$ 459,000.00	\$ -	\$ -	\$ -	0%	Under Construction	3,100 meters installed as of early August 2019	12/20/2019
Decant Facility	SS	Ogbeide	\$ 120,000.00	\$ -	\$ -	\$ -	0%	Design	Holding pending future building discussion.	6/30/2020
Decant Facility	SW	Ogbeide	\$ 120,000.00	\$ -	\$ -	\$ -	0%	Design	Holding pending future building discussion.	6/30/2020
Decant Facility	W	Ogbeide	\$ 120,000.00	\$ -	\$ -	\$ -	0%	Design	Holding pending future building discussion.	6/30/2020
Boardman Wetland Complex	SW	Rice	\$ 368,000.00	\$ -	\$ -	\$ -	0%	Under Construction	Boardwalk nearing completion and planting is beginning. Nature Play Concrete in being poured.	9/30/2019
Intertie Project Design	W	Rice	\$ 400,000.00	\$ -	\$ -	\$ -	0%	Planning	Pending adoption of Water Master Plan	6/30/2020



<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	8/8/19
Warranty Period	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019. Warranty complete - awaiting asbuilts.	8/8/19
Closed	SE Manewal at SE Towery Ln. Taxlots 2000 & 2100 located behind	Residential Subdivision; 4-lots	Warranty Bond Released.	8/8/19
Warranty Period	15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019. Warranty complete awaiting asbuilts	8/8/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2020	8/8/19
Warranty Period	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD warranty period expires March 2020.	8/8/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	8/8/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	8/8/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Willamette View Riverview Dining Facility Replacement	8/8/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	8/8/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019 - extended	8/8/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	8/8/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	8/8/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	8/8/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019 - extended	8/8/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019 - extended	8/8/19
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)	8/8/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	8/8/19
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019 - extended	8/8/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019 - extended	8/8/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019 - extended	8/8/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	8/8/19
Under Construction	18122 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2020	8/8/19
Under Construction	13716 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	8/8/19
Under Construction	12706 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	8/8/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	8/8/19
Under Construction	SE Park Ave. @ SE River Rd	Road Improvements / CC DTD CIP	Stormwater treatment, roadway expansion, intersection realignment	8/8/19
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 - extended	8/8/19
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 - extended	8/8/19

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge Plan Review expires July 2019 - extended	8/8/19
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge Plan Review expires July 2019 - extended	8/8/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires August 2019	8/8/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
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.	8/8/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	8/8/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	8/8/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Sidewalk, stormwater treatment	8/8/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Plan Review	18725 SE Ashton Ln	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Plan Review	14905 SE River Forest Dr	Single Family Addition and Dock - Willamette River Greenway	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Plan Review	SE Maple St at SE River Rd 21E11AB01100	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Plan Review	0	0	1/0/1900	8/8/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	13505 SE River Rd	Rose Villa	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	18013 SE Blanton St.	Zone Change: R10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	14517 SE Keuhls Way	11 apartment units	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	15603 SE Ruby Dr	Residential 3-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	13822 SE Oatfield Rd	Road Improvements / CC DTD CIP	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	8/8/19
Pre-Application	15099 SE McLoughlin Blvd	Corporate HQ Clackamas Federal Credit Union	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	15515 SE Wallace Rd	Residential: three-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	15613 SE Roethe Rd	Residential: two-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	3615 SE Hill Rd	CUP Alteration: add weekday K-8 school to existing church	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Pre-Application	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban HS facility with new building and establish new bus routing/drop-off plan. Includes temporary placement of three modular classrooms	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/8/19

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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**Agenda Item:** Call for Public Comment  
**Item No.:** 8  
**Presenters:** N/A

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**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**

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**Agenda Item:** Business from the Board  
**Item No.:** 9  
**Presenters:** N/A

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**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.

**Business from The Board Items Include:**

1. Board Liaison Review
2. Individual Board Member Reports
3. Parking Lot

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason working to gather information
8/13/2019	OLWSD/Gladstone IGA	Sarah Jo and Jason are working with Jacque and Jim

**Oak Lodge Water Services  
OLWS Board Member Liaison Assignments 2019-07-29**

<b>Board/Committee</b>	<b>Current Primary</b>	<b>Current Alternate</b>	<b>Meeting Schedule</b>
Clackamas River Water	Lynn Fisher	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
C-4 Executive Committee			Every Second Monday, 5:30 p.m.
C-4 Metro Executive Committee			Every Third Wednesday, 7:30 a.m.
Regional Water Providers Consortium	Paul Gornick	Needs Alternate	Triannually - First Wednesday, 6:30 p.m.  (Three times/one year)
Oak Grove Community Council	Lynn Fisher	Sue Keil	Monthly - Fourth Wednesday, 7:00 p.m.
CRBC	Paul Gornick	Sue Keil	Monthly - Third Thursday, 6:00 p.m.
SDAO	All		Varies
MPAC	Needs Primary	Kevin Williams	Second & Fourth Wednesdays, 5 p.m.
Plus the C4 Metro Subcommittee Meeting			Plus Wednesdays, 7:30 a.m.
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Nancy Gibson	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Needs Alternate	Quarterly
Chamber of Commerce	Susan Keil		Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
North Clackamas Parks & Recreation District	Lynn Fisher		Not currently meeting
Master Planning CAC	Lynn Fisher		Not currently meeting
New Concord Task Force	Lynn Fisher (representing DAB and parks)		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	Lynn Fisher	Needs Alternate	Lynn Fisher on Task Force



Board of Commissioners: Regular Meeting  
**Wednesday, July 24, 2019 - 6:00 p.m.**

AGENDA

CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda

OATHS OF OFFICE

OFFICER ELECTIONS

Please sign the attendance sheet. Members of the public are welcome to speak for a maximum of three minutes. Public comment provided at the beginning of the agenda will be reserved for comment on special presentations, letters and complaints. Public comment related to specific agenda items must be held until the board addresses that item.

0. PUBLIC HEARING AND SECOND READING ON ORDINANCE 2019-01

- 0.1 Adoption of Ordinance 2019-01

1. CONSENT AGENDA

- 1.1 Approval of Minutes
- 1.2 Acceptance of Water Mains and Related Facilities for Madelyn Meadows Subdivision
- 1.3 Appointment of Legal Counsel of Record
- 1.4 Appointment of Insurance Agent of Record

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 General Manager's Performance Evaluation

3. STAFF REPORTS

- 3.1 Manager's Update
- 3.2 Engineering & Construction Reports
- 3.3 Operational Reports

4. BOARD BUSINESS

- 4.1 Board Calendar & Liaison Assignments
- 4.2 Liaison Reports
- 4.3 Information Items

#### 4.4 Future Agenda Items

#### 5. EXECUTIVE SESSION

An Executive Session of the Sunrise Water Authority Board of Commissioners may be conducted pursuant to, ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, employee or staff member who does not request an open hearing.

#### 6. WORK SESSION ON RATES

NO DECISIONS WILL BE MADE BY THE BOARD.



**Sunrise Water Authority  
July 24, 2019 Board Meeting  
Paul Gornick's Notes**

- **Board chairman called meeting to order, then County Commissioner Ken Humberston administered oath of office to the reelected commissioners. Commissioners then elected their officers (Ernie Platt as president, Chris Hawes as vice-president, and Eric Hofeld as secretary).**
- **Board passed second reading of Ordinance 2019-01, which requires a one-year, 25% maintenance bond when another public agency builds water infrastructure that is transferred to SWA.**
- **Board passed the consent agenda which included acceptance of the Madelyn Meadows Subdivision water system, appointment of legal counsel of record (Cable Huston), and insurance agent of record (Wilson Heirgood Associates).**
- **Board approved financial statements for June 2019.**
- **Board discussed the General Manager's performance review, which included self-review, staff review, and board reviews. Board approved a 3.5% salary increase and a \$5,000 bonus.**
- **Board discussed the delivery to Happy Valley City Council of resolution regarding service limitations for areas with elevation above 470 feet. To serve these areas, SDC would need to be increased from ~\$10k to ~\$25k to construct Reservoir 12, pump stations, transmission lines, and rebuild the existing Sundridge Reservoir.**
- **General Manager gave his update report, status of construction projects, and operations reports.**
- **Board discussed the future calendar and gave their liaison reports, and the regular meeting was adjourned and a work session regarding rate setting was convened.**



OregonSaves is a simple, convenient way for Oregonians to save for retirement.

# Work hard. Save easy.

## Sign up for OregonSaves today.



OregonSaves is **open to all**, whether you are self-employed or work for someone else. If OregonSaves isn't available through your job, **sign yourself up today.**



You can **save easily and automatically** through your bank account, by check, or through payroll deductions (if available through your employer).



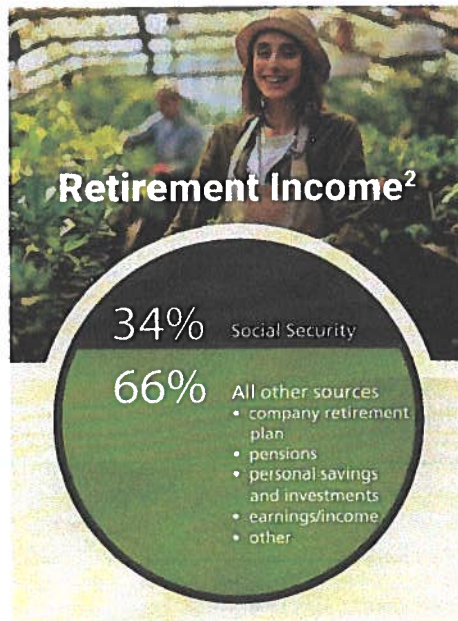
Your savings go into **your own personal Roth IRA** (individual retirement arrangement) that stays with you throughout your career. It's time your money went to work for you.

## It's time to be prepared for retirement.

**Based on saving \$250/month starting at age 24, you could possibly have over half a million dollars saved at age 65.**<sup>1</sup>

**For many of us, Social Security payments won't be enough when it comes time to retire.**

Saving even a little now can potentially make a difference later. Saving money for the future can also save you money now—the IRS offers a tax credit called the **Saver's Credit**<sup>2</sup> to qualifying savers.



### You control your account.

- You can choose to **save as little as \$5 per month.**
- You can select from a menu of investment options.
- You can withdraw your contributions without penalty.
- You can contribute in different ways throughout your career into a single account.

## OregonSaves is open to all:


Most workers are eligible for OregonSaves. You can sign up today if:

 You are 18 or older


 You have earned income


 You are eligible for an IRA

## Standard savings choices:

 **Set up automatic contributions through your bank account.** The minimum is just \$5 per month, or you can open an account with a minimum initial deposit. You can also contribute through check or payroll deductions, if available through your job.

 Invest in an **OregonSaves Target Retirement Fund based on your age** or choose different funds from a simple menu of investment options.

 **Your account will be a Roth IRA.** Contributions into a Roth IRA are made after-tax and not taxable when you remove them from your account. Any earnings on those contributions could be tax free if you meet certain IRS criteria. You can also choose a traditional IRA instead.

 **The only administrative charge for OregonSaves** is in the form of an annual asset-based fee of approximately 1%, which means **you will pay approximately \$1 per year for every \$100 in your account.** You will not get a bill. This cost is automatically taken out of your OregonSaves balance on a regular basis to help pay for the administration of the program.

## Learn more from OregonSaves at [saver.oregonsaves.com](http://saver.oregonsaves.com):



The benefits of saving for retirement



Roth IRA eligibility and contribution guidelines



Financial wellness resources



Your eligibility for the Saver's Credit offered by the IRS

1. This hypothetical example is for illustrative purposes only – your individual results will vary. The example assumes an annual investment return of 6%.
2. The Saver's Credits gives a special tax break to low-and moderate-income taxpayers who are saving for retirement. Please consult with your financial or tax advisor to determine whether you can take advantage of the Saver's Credit.
3. Social Security Administration, Fast Facts & Figures about Social Security, 2015.

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*OregonSaves' Portfolios offer investment options selected by the Oregon Retirement Savings Board. For more information on OregonSaves' Portfolios go to [saver.oregonsaves.com](http://saver.oregonsaves.com). Account balances in OregonSaves will vary with market conditions and are not guaranteed or insured by the Oregon Retirement Savings Board, the State of Oregon, the Federal Deposit Insurance Corporation (FDIC) or any other organization.*

OregonSaves is a completely voluntary retirement program. Saving through a Roth IRA will not be appropriate for all individuals. Employer facilitation of OregonSaves should not be considered an endorsement or recommendation by your employer of OregonSaves, Roth IRAs, or these investments. Roth IRAs are not exclusive to OregonSaves and can be obtained outside of the program and contributed to outside of payroll deduction. Contributing to an OregonSaves Roth IRA through payroll deduction offers some tax benefits and consequences. You should consult your tax or financial advisor if you have questions related to taxes or investments.

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For more information



[saver.oregonsaves.com](http://saver.oregonsaves.com)



(844)661-6777



Mon - Fri 8 a.m. – 8 p.m. PT





## Benefits for employees

- Roth IRA retirement account
- Easy, automated enrollment
- Save through payroll deductions
- Account stays with employees if they change jobs



### Standard elections

- 5% of employees' gross pay is contributed from their pay to a Roth IRA
  - automatic annual 1% increase until savings rate reaches 10%
- Employees' first \$1,000 will be invested in the OregonSaves Capital Preservation Fund
- Savings over \$1,000 will be invested in an OregonSaves Target Retirement Fund based on age



### Investment menu

- OregonSaves Capital Preservation Fund: 100% invested in the State Street Liquid Reserves Fund (Ticker: SSIXX)
- OregonSaves Target Retirement Funds, 100% invested in the State Street Target Retirement Funds - pick your fund based on your target retirement date (from 2015 to 2065)
- OregonSaves Growth Fund: 100% invested in the State Street Equity 500 Index Fund (Ticker: SSSYX)

## What is OregonSaves?

A retirement savings program sponsored by the State of Oregon.

- Facilitated by employers
- Funded by employee savings
- Money employees save in this account is always theirs
- Employee participation is completely voluntary
- Employees may choose to opt out or opt back in at any time

## Employers

- Facilitate the program. Only for employers that do not offer an employer-sponsored retirement plan for their employees.
- The Program offers a retirement savings option for employees
  - Through simple payroll-deductions
  - With no fee for employers



### Flexible employee participation and investment choice

- Choose to save at more than or less than 5% up to the federal limits for Roth IRA
- Select from a menu of investment options
- Choose to opt out of OregonSaves at any time to avoid making future Roth IRA contributions from their paycheck



### All-in cost to the employee

- Approximately 1% of assets per year (\$1 for every \$100 saved)
- Pays for
  - the administration of the program
  - the fees of the Roth IRA trustee/custodian
  - operating expenses charged by the underlying funds in which the program's investment options are invested

## OregonSaves employee registration timeline



## OregonSaves employer registration timeline



OregonSaves is overseen by the Oregon Retirement Savings Board. Ascensus College Savings Recordkeeping Services, LLC ("ACRS") is the program administrator. ACRS and its affiliates are responsible for day-to-day program operations. Participants saving through OregonSaves beneficially own and have control over their Roth IRAs, as provided in the program offering set out at [saver.oregonsaves.com](http://saver.oregonsaves.com).

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844-661-1256



Mon - Fri 8 a.m. - 8 p.m. PT



### How does it work?

The account can be managed online, so it's easy to access, contribute, withdraw, or load money to a prepaid card. Friends and family can easily make gift contributions online. It's never been easier to save and invest for the future.

### What qualifies as an eligible expense?

You can use money from your account to cover things like basic everyday needs or an unexpected turn of events. These eligible expenses are geared towards improving health, independence and quality of life. Including, but not limited to:

- Living expenses
- Education
- Housing
- Transportation
- Employment, training and support
- Assistive technology
- Personal support services
- Health prevention and wellness
- Financial management
- Administrative services
- Legal fees
- Oversight and monitoring
- Funeral and burial

### Setting up your account

You can set up an Oregon ABLE Savings Plan account in as little as 10 minutes. After you decide who the account is for, we'll ask for some information about you, your beneficiary (if you're the [Authorized Legal Representative](#)), the qualifying disability, and how you'll be funding the ABLE account. To complete the setup, you'll customize the account and make decisions about the money you add. You can save money in a cash option and/or invest your funds. The choice is up to you. There's a \$25 minimum deposit to start off your account.

### Options for your money

#### Cash option

This option protects your balance by putting all of the assets into an FDIC-insured account. With a low level of risk there's also a lower level of returns.

#### Investment options

If you choose to invest, there are three types of financial portfolios to pick from: ABLE Conservative, ABLE Moderate or ABLE Aggressive. Each option has its own benefits and limitations. It's up to you to decide which one is right for you. Check out our website for more info: [oregonABLEsavings.com](http://oregonABLEsavings.com)

### College to ABLE Rollovers

If you already have money saved in a 529 College Savings account you can roll at least \$15,000 of that money into an ABLE account each year.



Oregon ABLE Savings Plan accounts are not guaranteed by the Oregon Treasurer's Office, the State of Oregon, any state agency or subdivision thereof, or their authorized agents or affiliates. Consider investment objectives, risks, charges and expenses before investing. Carefully read and understand the plan Disclosure Statement and Participation Agreement before opening an account.

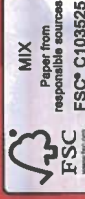
### Are you ready?

Get one step closer to saving and investing toward your goals. Get started at our website or give us a call at one of the numbers below.

### Still have questions?

Stop wondering and find the answers you're looking for. Give us a call at 1-844-999-2253 or 1-844-888-2253 for TTY or use LiveChat on our website.

[oregonABLEsavings.com](http://oregonABLEsavings.com)





# Save for today and invest for a better tomorrow.

For too long, people with disabilities couldn't save for the future out of fear of losing government benefits. Established by a group of self-advocates, nonprofit organizations and government agencies, the Oregon ABLE Savings Plan is a way to save for qualified expenses, invest for the future and keep the benefits you rely on every day.

Our goal is to provide the tools you need to achieve financial empowerment, and help prepare for a more independent and secure future through a simple, intuitive financial platform.

## What is the ABLE Act?

After the Stephen Beck Jr. Achieving a Better Life Experience (ABLE) Act was passed by Congress in December of 2014, people with eligible disabilities could finally save for their everyday needs, invest in a tax-free account, and prepare for the future without losing their state or federal benefits.

## What is the Oregon ABLE Savings Plan?

The state of Oregon established a unique program to give eligible residents and their families the resources, support and holistic services to reach their financial goals. Our mission is to help everyone with an eligible disability be empowered to make decisions with their money that impacts their health, independence and quality of life so that they can be ready for whatever tomorrow may bring.

## Who is eligible to open an account?

Whether the account is for you or you're a parent, guardian or have Power of Attorney of someone who is eligible, make sure the following statements are true:

- You or the beneficiary was diagnosed with a disability before the age of 26;**
- The disability will last, or has lasted, at least a year;**
- You or the beneficiary live in the state of Oregon (non-residents should consider [ABLEforALL.com](http://ABLEforALL.com)); and**
- One of the following is true about you or the beneficiary:**
  - **Are eligible for SSI or SSDI because of a disability;**
  - **Have a condition listed in the Social Security Administration's List of Compassionate Allowance Conditions;**
  - **Experience blindness as determined by the Social Security Act; or**
  - **Can produce a signed diagnosis form by a licensed physician if requested.**

## What are the benefits?

You can save and invest at least \$15,000 a year for a wide range of eligible expenses. If you're working, you can save even more. Look to our website for the exact dollar amounts. Workers can save approximately \$12,000 extra or the total of your wages that year, whichever is less. Occasionally, the federal government may increase these limits. When they do, we'll be sure to let you know.

The best part? No matter what you save, your benefits are here to stay. When you open an account, you won't lose your state or federal benefits.

An ABLE account is meant to help supplement your current benefits with a way to save for eligible expenses. If you're receiving SSI (Supplemental Security Income), you can have up to \$100,000 in your account without it counting towards the \$2,000 asset limit. If you choose to go over the \$100,000 limit, your SSI benefits will be suspended, but you'll still be eligible for all other benefits (such as Medicaid). Once your balance drops below the limit, your SSI benefits will resume as normal.

## Save and invest tax free

Both the earnings from your ABLE account and the money withdrawn for eligible expenses are tax free. Any money added to the account could qualify for a state income tax deduction if the beneficiary is under 21 years old, which means you'll have even more saved for the future.

## Keep your account in your pocket with the Oregon ABLE prepaid card

You can load a prepaid card with money from your account and use it for eligible expenses whenever and wherever you want.



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**Work hard. Save easy.**

OregonSaves gives Oregonians an easier way to save for retirement.

As Oregonians, we aren't saving enough for retirement, and without decent savings, we face tough decisions about housing, medicine, and food. More than one million workers in Oregon don't have a retirement savings option at work, making it all the harder to save.<sup>1</sup>

**OregonSaves can help.**



## You're working hard for your money. Let's make sure it works hard for you.

Workers in Oregon have a new, easy way to save for retirement. There are two simple ways to join:

**1) At work:** if your employer facilitates OregonSaves, you don't need to do anything to enroll. You will automatically start saving part of your paycheck. Participation is completely voluntary and you may opt out at any time.

**2) Sign yourself up:** You can also sign up independently and contribute on your own through your bank account or via check.

Your savings go into your own Roth IRA (individual retirement arrangement) that will stay with you throughout your career. It will always remain your money, and you have total control over your account.

### It's also an easier option for employers

Employers will have a simple and limited role; we understand many businesses don't have the time or capacity to offer a retirement plan. OregonSaves will help provide a savings option that attracts and retains good employees, and all you have to do is pass information to employees and handle payroll deductions—with zero employer fees and no fiduciary responsibility.



[oregonsaves.com](http://oregonsaves.com)



(844) 661-1256

<sup>1</sup> Center for Retirement Research at Boston College, *Oregon Market Research Report*, July 2016

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