



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

1. Call to Order and Flag Salute
2. Call for Public Testimony
Members of the public are welcome to testify for a maximum of three minutes on each agenda item.
3. Consent Agenda
 - June 2019 Financial Reports
 - Approval of May 2019 Check Run
 - June 21, 2019 Board Meeting Minutes
4. Fiscal Year 2019/2020 Budget Correction – Resolution No. 19-05
5. GIS Data Migration and GIS Professional Services Contract
6. Solids Piping Project Design Contract
7. District Asset Disposal Fiscal Year 2019/2020
8. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
 - Human Resources
9. Call for Public Comment
10. Business from the Board

Adjourn



AGENDA ITEM

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

Background:

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



MONTHLY FINANCIAL REPORT

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

Reports:

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

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

This report summarizes the revenues and expenditures for June 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 \$13,620,575.72 as of the end of June 2019; consisting of \$516,219.34 in checking, and \$13,104,356.38 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$999,947.12 for June 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 3,640,000	\$ 349,861	\$ 3,793,784	104.22%
10-00-4212	Water sales-CRW	32,000	-	26,960	84.25%
20-00-4212	Wastewater charges	7,947,500	703,931	7,644,393	96.19%
30-00-4213	Watershed protection	1,456,000	125,455	1,467,970	100.82%
	Subtotal	\$13,075,500	\$ 1,179,247	\$ 12,933,107	98.91%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of June, the % of budget spent or billed should be around 100.00%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in July.

Low Income Rate Relief Program Overview

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

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

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
116	Low Income Rate Relief	\$ 80,378	\$ 4,482	\$ 70,402	87.59%

Oak Lodge Water Services District

Account Balances As of:		
June 30, 2019	Interest Rate	
Account		
Wells Fargo Bank Checking-3552	0.00%	\$ 516,219.34
LGIP 5289 Water General	2.75%	\$ 4,924,969.53
LGIP 5790 Watershed Protection General	2.75%	\$ 1,935,371.49
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$ 660,960.14
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$ 1,374,166.57
LGIP 5002 Sanitary General	2.75%	\$ 4,208,888.65
	Total	\$ 13,620,575.72

General Ledger
Budget to Actual



User: jeff
Printed: 7/5/2019 3:59:19 PM
Period 12 - 12
Fiscal Year 2019

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-2,880,270.00	0.00	-3,632,781.00	0.00	126.13
	<i>Beginning Fund Balance</i>	-2,880,270.00	0.00	-3,632,781.00	0.00	126.13
	<i>Revenue</i>					
10-00-4211	Water sales	3,640,000.00	349,860.86	3,793,783.68	0.00	104.22
10-00-4212	Water sales - CRW	32,000.00	0.00	26,959.95	0.00	84.25
10-00-4215	Penalties and late charges	25,000.00	2,034.96	16,390.67	0.00	65.56
10-00-4220	System development charges	75,000.00	32,960.00	399,785.00	0.00	533.05
10-00-4230	Contract services	32,000.00	9,400.00	41,348.77	0.00	129.21
10-00-4240	Service installations	15,000.00	4,170.00	31,905.00	0.00	212.70
10-00-4280	Rents & leases	140,000.00	24,791.70	161,747.66	0.00	115.53
10-00-4290	Other charges for services	0.00	0.00	24,721.55	0.00	0.00
10-00-4610	Investment revenue	25,000.00	3,550.01	5,470.06	0.00	21.88
10-00-4630	Miscellaneous revenues	15,000.00	356.63	20,243.92	0.00	134.96
	<i>Revenue</i>	3,999,000.00	427,124.16	4,522,356.26	0.00	113.09
	NonDivisional	6,879,270.00	427,124.16	8,155,137.26	0.00	118.55
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	980,000.00	65,261.01	851,066.66	0.00	86.84
10-20-5120	Temporary/Seasonal employees	30,000.00	0.00	4,659.71	0.00	15.53
10-20-5130	Overtime	48,000.00	2,723.21	21,299.88	0.00	44.37
10-20-5210	Employee Ins Expense	225,000.00	11,520.59	149,615.38	0.00	66.50
10-20-5230	Social Security	80,500.00	5,102.05	64,785.70	0.00	80.48
10-20-5240	Retirement	202,000.00	11,598.57	149,329.35	0.00	73.93
10-20-5250	Trimet/WBF	9,000.00	525.95	6,722.62	0.00	74.70
10-20-5260	Unemployment	12,000.00	0.00	3,120.00	0.00	26.00
10-20-5270	Workers compensation	13,000.00	0.00	13,373.41	0.00	102.87
10-20-5290	Other employee benefits	7,300.00	8.61	104.49	0.00	1.43
	<i>Personnel Services</i>	1,606,800.00	96,739.99	1,264,077.20	0.00	78.67
	<i>Materials & Services</i>					
10-20-6110	Legal services	130,000.00	0.00	81,287.22	0.00	62.53
10-20-6120	Accounting & audit services	9,000.00	0.00	4,163.14	0.00	46.26
10-20-6155	Contracted Services	160,500.00	5,823.16	94,520.13	962.25	58.89
10-20-6180	Dues & subscriptions	25,000.00	545.54	22,495.66	0.00	89.98
10-20-6220	Electricity	45,000.00	4,267.70	37,558.21	0.00	83.46
10-20-6230	Telephone	21,000.00	1,363.02	15,439.35	0.00	73.52
10-20-6240	Natural gas	4,000.00	202.22	2,983.53	0.00	74.59
10-20-6290	Other utilities	4,000.00	305.30	3,560.82	0.00	89.02
10-20-6310	Janitorial services	8,500.00	542.32	6,176.94	0.00	72.67
10-20-6320	Buildings & grounds	10,000.00	165.19	5,230.90	0.00	52.31
10-20-6330	Vehicle & equipment maint.	27,000.00	837.78	24,286.68	1,571.05	89.95
10-20-6340	Distribution system	250,000.00	42,362.93	211,448.99	25,930.62	84.58

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	maint					
10-20-6350	Computer maintenance	48,500.00	1,335.67	56,911.72	0.00	117.34
10-20-6390	Other repairs & maintenance	50,000.00	8,039.50	30,311.78	1,646.03	60.62
10-20-6410	Mileage	1,500.00	27.70	521.36	0.00	34.76
10-20-6420	Staff training	17,500.00	939.10	11,482.34	0.00	65.61
10-20-6430	Certifications	1,000.00	205.00	820.00	0.00	82.00
10-20-6440	Board expense	2,500.00	1,479.06	1,791.29	0.00	71.65
10-20-6510	Office supplies	15,000.00	492.26	9,944.24	0.00	66.29
10-20-6520	Fuel & oils	25,000.00	1,569.90	17,981.82	0.00	71.93
10-20-6530	Small tools & equipment	15,000.00	-366.31	10,119.42	366.31	67.46
10-20-6540	Safety supplies	12,000.00	1,980.65	11,856.82	0.00	98.81
10-20-6550	Operational Supplies	1,500.00	0.00	2,133.43	0.00	142.23
10-20-6560	Uniforms	4,000.00	0.00	235.91	0.00	5.90
10-20-6590	Other supplies	0.00	416.00	416.00	0.00	0.00
10-20-6610	Board compensation	700.00	0.00	468.08	0.00	66.87
10-20-6710	Purchased water	1,050,000.00	88,046.06	910,339.25	0.00	86.70
10-20-6715	Water quality program	0.00	5,320.50	5,320.50	0.00	0.00
10-20-6720	Insurance	30,000.00	0.00	32,972.58	0.00	109.91
10-20-6730	Communications	9,000.00	92.14	6,372.46	3,262.50	70.81
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	30,000.00	2,315.74	32,601.01	0.00	108.67
10-20-6780	Taxes & fees	20,000.00	0.00	7,780.69	0.00	38.90
10-20-6900	Miscellaneous expense	1,000.00	0.00	100.00	0.00	10.00
	<i>Materials & Services</i>	<i>2,029,200.00</i>	<i>168,308.13</i>	<i>1,659,632.27</i>	<i>33,738.76</i>	<i>81.79</i>
	Drinking Water	3,636,000.00	265,048.12	2,923,709.47	33,738.76	80.41
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8171	Transfers out - Fund 71	2,700,000.00	3,848.07	2,700,000.00	0.00	100.00
10-29-9000	Contingency	538,270.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,238,270.00</i>	<i>3,848.07</i>	<i>2,700,000.00</i>	<i>0.00</i>	<i>83.38</i>
	Transfers & Contingencies	3,238,270.00	3,848.07	2,700,000.00	0.00	83.38
10	Drinking Water	5,000.00	158,227.97	2,531,427.79	-33,738.76	50,628.56
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-5,416,603.00	0.00	-5,393,413.85	0.00	99.57
	<i>Beginning Fund Balance</i>	<i>-5,416,603.00</i>	<i>0.00</i>	<i>-5,393,413.85</i>	<i>0.00</i>	<i>99.57</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	7,947,500.00	703,931.21	7,644,393.15	0.00	96.19
20-00-4215	Penalties & late charges	25,000.00	1,537.85	8,133.64	0.00	32.53
20-00-4220	System development charges	100,000.00	26,124.15	315,364.15	0.00	315.36
20-00-4240	Service installations	25,000.00	2,198.30	49,520.58	0.00	198.08
20-00-4290	Other charges for services	5,000.00	0.00	14,304.01	0.00	286.08
20-00-4610	Investment revenue	50,000.00	0.00	0.72	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	6,183.28	43,469.37	0.00	289.80
	<i>Revenue</i>	<i>8,167,500.00</i>	<i>739,974.79</i>	<i>8,075,185.62</i>	<i>0.00</i>	<i>98.87</i>
	NonDivisional	13,584,103.00	739,974.79	13,468,599.47	0.00	99.15
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	1,020,000.00	78,244.86	927,170.74	0.00	90.90
20-21-5120	Temporary/Seasonal	30,000.00	0.00	21,692.68	0.00	72.31

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	employees					
20-21-5130	Overtime	50,000.00	3,928.81	44,910.29	0.00	89.82
20-21-5210	Employee Ins-Expense	200,000.00	15,843.00	175,831.11	0.00	87.92
20-21-5230	Social Security	80,000.00	6,173.94	73,798.48	0.00	92.25
20-21-5240	Retirement	190,000.00	11,912.58	136,227.46	0.00	71.70
20-21-5250	TrimetWBF	8,200.00	637.40	7,679.96	0.00	93.66
20-21-5260	Unemployment	10,500.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	3,980.40	0.00	33.17
20-21-5290	Other employee benefits	6,800.00	9.34	107.40	0.00	1.58
	<i>Personnel Services</i>	<i>1,607,500.00</i>	<i>116,749.93</i>	<i>1,391,398.52</i>	<i>0.00</i>	<i>86.56</i>
	<i>Materials & Services</i>					
20-21-6110	Legal services	125,000.00	0.00	45,245.69	0.00	36.20
20-21-6120	Accounting & audit services	4,500.00	0.00	5,827.50	0.00	129.50
20-21-6155	Contracted Services	105,300.00	7,375.11	112,303.20	9,924.25	106.65
20-21-6180	Dues & subscriptions	15,000.00	804.31	8,442.09	0.00	56.28
20-21-6220	Electricity	250,000.00	20,722.41	262,420.41	0.00	104.97
20-21-6230	Telephone	24,000.00	1,667.89	21,392.43	0.00	89.14
20-21-6240	Natural gas	4,500.00	41.11	952.03	0.00	21.16
20-21-6250	Solid waste disposal	75,000.00	8,532.44	72,925.62	0.00	97.23
20-21-6290	Other utilities	3,000.00	93.43	6,168.82	0.00	205.63
20-21-6310	Janitorial services	22,000.00	587.95	8,069.12	0.00	36.68
20-21-6320	Buildings & grounds	25,000.00	3,401.04	38,605.00	373.82	154.42
20-21-6330	Vehicle & equipment maint.	24,000.00	5,870.42	22,841.92	0.00	95.17
20-21-6342	WRF System maintenance	234,000.00	18,960.53	157,610.97	47,475.62	67.36
20-21-6350	Computer maintenance	109,250.00	2,161.69	70,868.19	5,654.10	64.87
20-21-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00	0.00
20-21-6410	Mileage	2,000.00	27.70	550.61	0.00	27.53
20-21-6420	Staff training	23,000.00	892.58	16,536.99	0.00	71.90
20-21-6430	Certifications	5,000.00	0.00	240.00	0.00	4.80
20-21-6440	Board expense	3,000.00	761.95	923.25	0.00	30.78
20-21-6510	Office supplies	15,000.00	1,015.51	10,991.92	0.00	73.28
20-21-6520	Fuel & oils	35,000.00	3,933.97	31,442.04	2,373.35	89.83
20-21-6525	Chemicals	25,000.00	4,635.89	9,675.72	0.00	38.70
20-21-6530	Small tools & equipment	20,200.00	0.00	5,350.51	6,310.89	26.49
20-21-6540	Safety supplies	20,100.00	0.00	26,357.74	0.00	131.13
20-21-6550	Operational Supplies	20,000.00	385.50	22,197.45	0.00	110.99
20-21-6560	Uniforms	14,000.00	1,159.98	15,569.24	0.00	111.21
20-21-6590	Other supplies	20,000.00	2,028.26	9,744.60	1,056.81	48.72
20-21-6610	Board compensation	1,000.00	0.00	263.36	0.00	26.34
20-21-6720	Insurance	90,000.00	0.00	116,776.80	0.00	129.75
20-21-6730	Communications	4,000.00	99.90	628.58	0.00	15.71
20-21-6750	Other purchased services	0.00	1,233.69	13,687.24	0.00	0.00
20-21-6770	Bank charges	25,000.00	3,371.97	51,800.48	0.00	207.20
20-21-6780	Taxes & fees	68,500.00	0.00	47,252.56	0.00	68.98
20-21-6900	Miscellaneous expense	1,500.00	85.35	7,635.35	0.00	509.02
	<i>Materials & Services</i>	<i>1,412,850.00</i>	<i>89,850.58</i>	<i>1,221,297.43</i>	<i>73,168.84</i>	<i>86.44</i>
	Wastewater-Plant	3,020,350.00	206,600.51	2,612,695.95	73,168.84	86.50
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	665,000.00	55,419.56	691,412.90	0.00	103.97
20-22-5120	Temporary/Seasonal employees	22,000.00	0.00	2,058.57	0.00	9.36
20-22-5130	Overtime	40,000.00	428.23	9,620.03	0.00	24.05
20-22-5210	Employee Ins-Expense	130,000.00	10,334.37	127,308.06	0.00	97.93
20-22-5230	Social Security	56,000.00	4,247.88	52,383.69	0.00	93.54
20-22-5240	Retirement	140,000.00	8,402.31	101,306.30	0.00	72.36
20-22-5250	TrimetWBF	6,000.00	438.45	5,477.39	0.00	91.29
20-22-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	10,000.00	0.00	14,348.56	0.00	143.49
20-22-5290	Other employee benefits	4,800.00	3.80	45.85	0.00	0.96

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Personnel Services</i>	1,082,800.00	79,274.60	1,003,961.35	0.00	92.72
	<i>Materials & Services</i>					
20-22-6110	Legal services	75,000.00	0.00	23,315.44	0.00	31.09
20-22-6120	Accounting & audit services	4,500.00	0.00	2,520.00	0.00	56.00
20-22-6155	Contracted Services	65,500.00	2,498.93	35,755.47	0.00	54.59
20-22-6180	Dues & subscriptions	5,000.00	376.81	4,077.52	0.00	81.55
20-22-6220	Electricity	10,000.00	67.12	1,120.87	0.00	11.21
20-22-6230	Telephone	21,000.00	1,092.88	11,802.24	0.00	56.20
20-22-6240	Natural gas	3,500.00	41.12	966.17	0.00	27.60
20-22-6290	Other utilities	8,500.00	53.28	8,324.91	0.00	97.94
20-22-6310	Janitorial services	6,500.00	239.59	3,427.83	0.00	52.74
20-22-6320	Buildings & grounds	3,000.00	84.32	4,630.61	0.00	154.35
20-22-6330	Vehicle & equipment maint.	6,000.00	1,281.88	11,880.98	1,248.31	198.02
20-22-6342	Collection system maint.	80,000.00	0.00	50,371.40	21,403.40	62.96
20-22-6350	Computer maintenance	35,250.00	96.29	46,921.87	0.00	133.11
20-22-6390	Other repairs & maintenance	10,000.00	1,097.06	7,781.59	0.00	77.82
20-22-6410	Mileage	1,500.00	27.70	497.99	0.00	33.20
20-22-6420	Staff training	11,000.00	449.42	5,079.88	0.00	46.18
20-22-6430	Certifications	900.00	340.00	1,335.00	0.00	148.33
20-22-6440	Board expense	1,500.00	761.95	923.26	0.00	61.55
20-22-6510	Office supplies	12,000.00	291.53	4,981.09	0.00	41.51
20-22-6520	Fuel & oils	7,500.00	235.19	5,906.43	0.00	78.75
20-22-6530	Small tools & equipment	10,000.00	0.00	10,804.27	0.00	108.04
20-22-6540	Safety supplies	3,000.00	356.00	3,885.51	0.00	129.52
20-22-6550	Operational Supplies	6,000.00	714.38	2,053.65	990.72	34.23
20-22-6560	Uniforms	8,000.00	609.02	6,283.51	0.00	78.54
20-22-6610	Board compensation	500.00	0.00	238.26	0.00	47.65
20-22-6720	Insurance	24,000.00	0.00	22,986.49	0.00	95.78
20-22-6730	Communications	25,000.00	40.71	687.10	0.00	2.75
20-22-6750	Other purchased services	0.00	285.44	3,246.62	0.00	0.00
20-22-6770	Bank charges	15,000.00	1,683.50	12,940.65	0.00	86.27
20-22-6780	Taxes & fees	5,000.00	29.14	4,569.97	0.00	91.40
20-22-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00	0.00
	<i>Materials & Services</i>	464,650.00	12,753.26	306,866.58	23,642.43	66.04
	Wastewater-Collections	1,547,450.00	92,027.86	1,310,827.93	23,642.43	84.71
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8140	Transfers out - Fund 40	1,548,123.00	129,010.25	1,548,123.00	0.00	100.00
20-29-8150	Transfers out - Fund 50	1,755,812.00	146,317.65	1,755,812.00	0.00	100.00
20-29-8172	Transfers out - Fund 72	5,000,000.00	15,752.59	5,000,000.00	0.00	100.00
20-29-9000	Contingency	712,368.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	9,016,303.00	291,080.49	8,303,935.00	0.00	92.10
	Transfers & Contingencies	9,016,303.00	291,080.49	8,303,935.00	0.00	92.10
20	Wastewater Reclam.	0.00	150,265.93	1,241,140.59	-96,811.27	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-3,114,971.00	0.00	-2,999,483.92	0.00	96.29
	<i>Beginning Fund Balance</i>	-3,114,971.00	0.00	-2,999,483.92	0.00	96.29
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,456,000.00	125,454.63	1,467,969.90	0.00	100.82

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-00-4215	Penalties & late charges	5,000.00	316.32	1,813.03	0.00	36.26
30-00-4240	Service installations	40,000.00	5,490.65	63,978.20	0.00	159.95
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00	0.00
30-00-4300	Grant Revenue	250,000.00	0.00	200,133.00	0.00	80.05
30-00-4610	Investment revenue	35,000.00	0.00	0.10	0.00	0.00
30-00-4630	Miscellaneous revenues	5,000.00	78.56	2,914.74	0.00	58.29
	<i>Revenue</i>	<i>1,796,000.00</i>	<i>131,340.16</i>	<i>1,736,808.97</i>	<i>0.00</i>	<i>96.70</i>
	NonDivisional	4,910,971.00	131,340.16	4,736,292.89	0.00	96.44
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	424,000.00	29,715.09	346,383.48	0.00	81.69
30-23-5120	Temporary/Seasonal employees	10,000.00	0.00	3,136.26	0.00	31.36
30-23-5130	Overtime	16,000.00	35.16	748.50	0.00	4.68
30-23-5210	Employee Ins-Expense	75,000.00	5,744.32	64,765.57	0.00	86.35
30-23-5230	Social Security	36,500.00	2,255.17	25,754.16	0.00	70.56
30-23-5240	Retirement	90,000.00	4,790.25	55,291.51	0.00	61.44
30-23-5250	Trimet/WBF	3,900.00	232.61	2,693.07	0.00	69.05
30-23-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	5,100.00	0.00	3,799.40	0.00	74.50
30-23-5290	Other employee benefits	3,000.00	5.80	71.01	0.00	2.37
	<i>Personnel Services</i>	<i>668,500.00</i>	<i>42,778.40</i>	<i>502,642.96</i>	<i>0.00</i>	<i>75.19</i>
	<i>Materials & Services</i>					
30-23-6110	Legal services	70,000.00	8,873.50	47,031.04	0.00	67.19
30-23-6120	Accounting & audit services	9,000.00	0.00	3,465.00	0.00	38.50
30-23-6155	Contracted Services	47,500.00	10,250.60	64,309.79	962.25	135.39
30-23-6180	Dues & subscriptions	10,000.00	463.60	5,175.03	0.00	51.75
30-23-6220	Electricity	2,000.00	102.25	1,474.16	0.00	73.71
30-23-6230	Telephone	10,000.00	569.39	5,705.36	0.00	57.05
30-23-6240	Natural gas	1,500.00	29.36	865.16	0.00	57.68
30-23-6290	Other utilities	5,000.00	18.04	565.36	0.00	11.31
30-23-6310	Janitorial services	4,500.00	365.01	4,525.42	0.00	100.56
30-23-6320	Buildings & grounds	8,000.00	459.09	11,467.32	0.00	143.34
30-23-6330	Vehicle & equipment maint.	4,500.00	0.00	2,983.25	0.00	66.29
30-23-6340	System maintenance	10,000.00	0.00	570.00	0.00	5.70
30-23-6350	Computer maintenance	49,500.00	83.85	39,540.73	1,500.00	79.88
30-23-6390	Other repairs & maintenance	5,000.00	2,290.03	2,866.26	0.00	57.33
30-23-6410	Mileage	2,000.00	193.89	1,088.79	0.00	54.44
30-23-6420	Staff training	9,000.00	505.82	8,096.87	0.00	89.97
30-23-6430	Certifications	500.00	0.00	405.00	0.00	81.00
30-23-6440	Board expense	1,500.00	1,479.05	1,791.28	0.00	119.42
30-23-6510	Office supplies	10,000.00	413.27	6,758.69	0.00	67.59
30-23-6520	Fuel & oils	2,500.00	163.50	2,825.68	0.02	113.03
30-23-6530	Small tools & equipment	5,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety supplies	2,500.00	0.00	2,138.09	0.00	85.52
30-23-6550	Operational Supplies	4,000.00	0.00	1,682.00	0.00	42.05
30-23-6560	Uniforms	1,500.00	115.92	1,185.54	0.00	79.04
30-23-6610	Board compensation	1,000.00	0.00	455.30	0.00	45.53
30-23-6720	Insurance	12,000.00	0.00	8,728.13	0.00	72.73
30-23-6730	Communications	85,000.00	20,804.41	74,133.86	2,500.00	87.22
30-23-6750	Other purchased services	11,000.00	0.00	2,070.91	0.00	18.83
30-23-6770	Bank charges	10,000.00	925.98	8,756.47	0.00	87.56
30-23-6780	Taxes & fees	2,000.00	0.00	49.97	0.00	2.50
30-23-6900	Miscellaneous expense	100.00	54.48	154.48	0.00	154.48
	<i>Materials & Services</i>	<i>396,100.00</i>	<i>48,161.04</i>	<i>310,864.94</i>	<i>4,962.27</i>	<i>78.48</i>
	Watershed Protection	1,064,600.00	90,939.44	813,507.90	4,962.27	76.41
	Transfers & Contingencies					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>					
30-29-8173	Transfers out - Fund 73	3,537,000.00	31,047.63	3,537,000.00	0.00	100.00
30-29-9000	Contingency	246,371.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,783,371.00</i>	<i>31,047.63</i>	<i>3,537,000.00</i>	<i>0.00</i>	<i>93.49</i>
	Transfers & Contingencies	3,783,371.00	31,047.63	3,537,000.00	0.00	93.49
30	Watershed Protection	63,000.00	9,353.09	385,784.99	-4,962.27	612.36
71	Drinking Water Capital NonDivisional Revenue					
71-00-4610	Investment revenue	5,000.00	7,329.69	74,267.26	0.00	1,485.35
71-00-4650	Proceeds from borrowing	1,300,000.00	0.00	1,320,000.00	0.00	101.54
	<i>Revenue</i>	<i>1,305,000.00</i>	<i>7,329.69</i>	<i>1,394,267.26</i>	<i>0.00</i>	<i>106.84</i>
	NonDivisional	1,305,000.00	7,329.69	1,394,267.26	0.00	106.84
	Drinking Water Capital Outlay					
71-20-7200	Infrastructure	1,350,000.00	0.00	683,971.82	2,100.00	50.66
71-20-7300	Buildings & improvements	12,000.00	0.00	0.00	7,000.00	0.00
71-20-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	2,013.50	0.00
71-20-7520	Equipment	0.00	0.00	15,955.00	0.00	0.00
71-20-7530	Software	17,500.00	0.00	5,530.98	0.00	31.61
71-20-7540	Vehicles	32,000.00	0.00	34,113.02	0.00	106.60
71-20-7600	Capital Improvement Projects	300,000.00	9,846.25	114,148.84	20,291.45	38.05
	<i>Capital Outlay</i>	<i>1,721,500.00</i>	<i>9,846.25</i>	<i>853,719.66</i>	<i>31,404.95</i>	<i>49.59</i>
	Drinking Water	1,721,500.00	9,846.25	853,719.66	31,404.95	49.59
	Transfers & Contingencies Revenue					
71-29-4911	Transfers in from Fund 10	2,700,000.00	3,848.07	2,700,000.00	0.00	100.00
	<i>Revenue</i>	<i>2,700,000.00</i>	<i>3,848.07</i>	<i>2,700,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	482,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>482,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	2,217,500.00	3,848.07	2,700,000.00	0.00	121.76
71	Drinking Water Capital	1,801,000.00	1,331.51	3,240,547.60	-31,404.95	179.93
72	Wastewater Reclamation Capital NonDivisional Revenue					
72-00-4610	Investment revenue	7,500.00	9,657.21	116,965.42	0.00	1,559.54
72-00-4630	Miscellaneous revenues	0.00	0.00	216,532.92	0.00	0.00
72-00-4640	Proceeds from sale of capital	1,500,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	1,507,500.00	9,657.21	333,498.34	0.00	22.12
	NonDivisional	1,507,500.00	9,657.21	333,498.34	0.00	22.12
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	1,500,000.00	19,077.47	69,781.52	0.00	4.65
72-21-7400	Improvement other than Bldgs	5,000.00	0.00	0.00	2,979.98	0.00
72-21-7520	Equipment	0.00	0.00	2,067.38	0.00	0.00
72-21-7530	Software	13,400.00	0.00	4,355.93	0.00	32.51
72-21-7540	Vehicles	31,000.00	0.00	5,370.00	0.00	17.32
72-21-7600	Capital Improvement Projects	1,220,000.00	285,828.25	970,117.39	-4,689.99	79.52
	<i>Capital Outlay</i>	2,769,400.00	304,905.72	1,051,692.22	-1,710.01	37.98
	Wastewater-Plant	2,769,400.00	304,905.72	1,051,692.22	-1,710.01	37.98
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7400	Improvements other than Bldgs	5,000.00	0.00	0.00	1,288.64	0.00
72-22-7520	Equipment	60,000.00	0.00	57,584.00	0.00	95.97
72-22-7530	Software	13,400.00	0.00	2,486.66	0.00	18.56
72-22-7540	Vehicles	0.00	0.00	27,679.98	0.00	0.00
72-22-7600	Capital Improvement Projects	500,000.00	0.00	223.33	5,869.97	0.04
	<i>Capital Outlay</i>	578,400.00	0.00	87,973.97	7,158.61	15.21
	Wastewater-Collections	578,400.00	0.00	87,973.97	7,158.61	15.21
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4912	Transfers in from Fund 20	5,000,000.00	15,752.59	5,000,000.00	0.00	100.00
	<i>Revenue</i>	5,000,000.00	15,752.59	5,000,000.00	0.00	100.00
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	473,200.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	473,200.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	4,526,800.00	15,752.59	5,000,000.00	0.00	110.45
72	Wastewater Reclamation Capital	2,686,500.00	-279,495.92	4,193,832.15	-5,448.60	156.11
73	Watershed Protection Capital					
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	5,000.00	4,102.36	52,675.20	0.00	1,053.50
73-00-4640	Proceeds from sale of capital	300,000.00	0.00	200,000.00	0.00	66.67
	<i>Revenue</i>	305,000.00	4,102.36	252,675.20	0.00	82.84
	NonDivisional	305,000.00	4,102.36	252,675.20	0.00	82.84
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	1,771.88	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
73-23-7520	Equipment	71,000.00	0.00	0.00	0.00	0.00
73-23-7530	Software	8,200.00	0.00	4,106.13	0.00	50.07
73-23-7540	Vehicles	0.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	2,261,800.00	7,654.31	1,860,851.94	14,920.11	82.27
	<i>Capital Outlay</i>	<i>2,351,000.00</i>	<i>7,654.31</i>	<i>1,864,958.07</i>	<i>16,691.99</i>	<i>79.33</i>
	Watershed Protection	2,351,000.00	7,654.31	1,864,958.07	16,691.99	79.33
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4913	Transfers in from Fund 30	3,600,000.00	31,047.63	3,537,000.00	0.00	98.25
	<i>Revenue</i>	<i>3,600,000.00</i>	<i>31,047.63</i>	<i>3,537,000.00</i>	<i>0.00</i>	<i>98.25</i>
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	150,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>150,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,450,000.00	31,047.63	3,537,000.00	0.00	102.52
73	Watershed Protection Capital	1,404,000.00	27,495.68	1,924,717.13	-16,691.99	137.09

General Ledger
Account Roll up



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Period 12 - 12
Fiscal Year 2019

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Revenue	Revenue					
4211	Water sales	-3,640,000.00	-3,443,922.82	-349,860.86	-3,793,783.68	104.22
4212	Wastewater fees	-7,979,500.00	-6,967,421.89	-703,931.21	-7,671,353.10	96.14
4213	Watershed protection fees	-1,456,000.00	-1,342,515.27	-125,454.63	-1,467,969.90	100.82
4215	Penalties & late charges	-55,000.00	-22,448.21	-3,889.13	-26,337.34	47.89
4220	System development charges	-175,000.00	-656,065.00	-59,084.15	-715,149.15	408.66
4230	Contract services	-32,000.00	-31,948.77	-9,400.00	-41,348.77	129.21
4240	Service installations	-80,000.00	-133,544.83	-11,858.95	-145,403.78	181.75
4280	Rents & leases	-140,000.00	-136,955.96	-24,791.70	-161,747.66	115.53
4290	Other charges for services	-10,000.00	-39,025.56	0.00	-39,025.56	390.26
4300	Grant Revenue	-250,000.00	-200,133.00	0.00	-200,133.00	80.05
4610	Investment revenue	-150,459.00	-276,901.20	-29,021.16	-305,922.36	203.33
4630	Miscellaneous revenues	-35,000.00	-276,542.48	-6,618.47	-283,160.95	809.03
4640	Proceeds from sale of capital	-1,800,000.00	-200,000.00	0.00	-200,000.00	11.11
4650	Proceeds from borrowing	-1,300,000.00	-1,320,000.00	0.00	-1,320,000.00	101.54
4701	Interest Subsidy	-121,338.00	-122,728.79	0.00	-122,728.79	101.15
4911	Transfers in from Fund 10	-2,700,000.00	-2,696,151.93	-3,848.07	-2,700,000.00	100.00
4912	Transfers in from Fund 20	-8,303,935.00	-8,012,854.51	-291,080.49	-8,303,935.00	100.00
4913	Transfers in from Fund 30	-3,600,000.00	-3,505,952.37	-31,047.63	-3,537,000.00	98.25
Revenue	Revenue	31,828,232.00	29,385,112.59	1,649,886.45	31,034,999.04	97.51
Expense	Expense					
5110	Regular employees	3,089,000.00	2,587,393.26	228,640.52	2,816,033.78	91.16
5120	Temporary/Seasonal employees	92,000.00	31,547.22	0.00	31,547.22	34.29
5130	Overtime	154,000.00	69,463.29	7,115.41	76,578.70	49.73
5210	Employee Ins-Expense	630,000.00	474,077.84	43,442.28	517,520.12	82.15
5230	Social Security	253,000.00	198,942.99	17,779.04	216,722.03	85.66
5240	Retirement	622,000.00	405,450.91	36,703.71	442,154.62	71.09
5250	Trimet	27,100.00	20,738.63	1,834.41	22,573.04	83.30
5260	Unemployment	36,500.00	3,120.00	0.00	3,120.00	8.55
5270	Workers compensation	40,100.00	35,501.77	0.00	35,501.77	88.53
5290	Other employee benefits	21,900.00	301.20	27.55	328.75	1.50
6110	Legal services	400,000.00	188,005.89	8,873.50	196,879.39	49.22
6120	Accounting & audit services	27,000.00	15,975.64	0.00	15,975.64	59.17
6155	Contracted Services	378,800.00	280,940.79	25,947.80	306,888.59	81.02
6180	Dues & subscriptions	55,000.00	38,000.04	2,190.26	40,190.30	73.07
6190	Other professional & tech svcs	0.00	0.00	0.00	0.00	0.00
6220	Electricity	307,000.00	277,414.17	25,159.48	302,573.65	98.56
6230	Telephone	76,000.00	49,646.20	4,693.18	54,339.38	71.50
6240	Natural gas	13,500.00	5,453.08	313.81	5,766.89	42.72
6250	Solid waste disposal	75,000.00	64,393.18	8,532.44	72,925.62	97.23
6290	Other utilities	20,500.00	18,149.86	470.05	18,619.91	90.83
6310	Janitorial services	41,500.00	20,464.44	1,734.87	22,199.31	53.49
6320	Buildings & grounds	46,000.00	55,824.19	4,109.64	59,933.83	130.29
6330	Vehicle & equipment maint.	61,500.00	54,002.75	7,990.08	61,992.83	100.80
6340	Distribution system maint	260,000.00	169,656.06	42,362.93	212,018.99	81.55
6342	Collection system maint.	314,000.00	189,021.84	18,960.53	207,982.37	66.24
6350	Computer maintenance	242,500.00	210,565.01	3,677.50	214,242.51	88.35
6390	Other repairs & maintenance	65,000.00	29,533.04	11,426.59	40,959.63	63.01
6410	Mileage	7,000.00	2,381.76	276.99	2,658.75	37.98
6420	Staff training	60,500.00	38,409.16	2,786.92	41,196.08	68.09
6430	Certifications	7,400.00	2,255.00	545.00	2,800.00	37.84
6440	Board expense	8,500.00	947.07	4,482.01	5,429.08	63.87
6510	Office supplies	52,000.00	30,463.37	2,212.57	32,675.94	62.84

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	70,000.00	52,253.41	5,902.56	58,155.97	83.08
6525	Chemicals	25,000.00	5,039.83	4,635.89	9,675.72	38.70
6530	Small tools & equipment	50,200.00	26,640.51	-366.31	26,274.20	52.34
6540	Safety supplies	37,600.00	41,901.51	2,336.65	44,238.16	117.65
6550	Operational Supplies	31,500.00	26,966.65	1,099.88	28,066.53	89.10
6560	Uniforms	27,500.00	21,389.28	1,884.92	23,274.20	84.63
6590	Other supplies	20,000.00	7,716.34	2,444.26	10,160.60	50.80
6610	Board compensation	3,200.00	1,425.00	0.00	1,425.00	44.53
6710	Purchased water	1,050,000.00	822,293.19	88,046.06	910,339.25	86.70
6715	Water quality program	0.00	0.00	5,320.50	5,320.50	0.00
6720	Insurance	156,000.00	181,464.00	0.00	181,464.00	116.32
6730	Communications	123,000.00	60,784.84	21,037.16	81,822.00	66.52
6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
6750	Other purchased services	11,000.00	17,485.64	1,519.13	19,004.77	172.77
6760	Equipment Rental	5,000.00	720.41	0.00	720.41	14.41
6770	Bank charges	80,000.00	97,801.42	8,297.19	106,098.61	132.62
6780	Taxes & fees	95,500.00	59,624.05	29.14	59,653.19	62.46
6810	2010 SRF Loan Principal	876,670.00	876,670.00	0.00	876,670.00	100.00
6811	2010 IFA Loan Principal	360,936.00	360,936.00	0.00	360,936.00	100.00
6812	2010 GO Bond Principal	1,080,000.00	1,080,000.00	0.00	1,080,000.00	100.00
6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00	0.00
6814	Principal Payment	58,000.00	57,643.76	0.00	57,643.76	99.39
6820	2010 SRF Loan Interest	370,772.00	370,772.00	0.00	370,772.00	100.00
6821	2010 GO Bond Interest	88,000.00	88,000.00	0.00	88,000.00	100.00
6822	2010 IFA Loan Interest	290,561.00	290,560.94	0.00	290,560.94	100.00
6823	JPM Bank Loan Interest	379,325.00	379,325.00	0.00	379,325.00	100.00
6824	Interest Paid	5,000.00	4,913.85	0.00	4,913.85	98.28
6900	Miscellaneous expense	2,600.00	15,300.00	139.83	15,439.83	593.84
6910	Cash overshort	0.00	19.00	-0.30	18.70	0.00
7200	Infrastructure	1,350,000.00	683,971.82	0.00	683,971.82	50.66
7300	Buildings & improvements	1,512,000.00	50,704.05	19,077.47	69,781.52	4.62
7400	Improvement other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
7520	Equipment	131,000.00	75,606.38	0.00	75,606.38	57.71
7530	Computer SoftwareHardware	52,500.00	16,479.70	0.00	16,479.70	31.39
7540	Vehicles	63,000.00	67,163.00	0.00	67,163.00	106.61
7600	Capital Improvement Projects	4,281,800.00	2,642,012.69	303,328.81	2,945,341.50	68.79
7710	Disposal of fixed assets	0.00	597,897.00	0.00	597,897.00	0.00
8140	Transfers out - Fund 40	1,548,123.00	1,419,112.75	129,010.25	1,548,123.00	100.00
8150	Transfers out - Fund 50	1,755,812.00	1,609,494.35	146,317.65	1,755,812.00	100.00
8171	Transfers out - Fund 71	2,700,000.00	2,696,151.93	3,848.07	2,700,000.00	100.00
8172	Transfers out - Fund 72	5,000,000.00	4,984,247.41	15,752.59	5,000,000.00	100.00
8173	Transfers out - Fund 73	3,537,000.00	3,505,952.37	31,047.63	3,537,000.00	100.00
9000	Contingency	2,602,709.00	0.00	0.00	0.00	0.00
Expense	Expense	37,346,608.00	28,864,479.73	1,302,998.10	30,167,477.83	80.78
Grand Total		-5,518,376.00	520,632.86	346,888.35	867,521.21	-0.1572
Fund Balance Total		0.00	0.00	0.00	0.00	0
Revenue Total		31,828,232.00	29,385,112.59	1,649,886.45	31,034,999.04	0.9751
Expense Total		37,346,608.00	28,864,479.73	1,302,998.10	30,167,477.83	0.8078



STAFF REPORT

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

Background

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

Issue

The District needs formal authorization of June checks numbered 42606 through 42736 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$999,947.12. Attached you will find a report showing all checks and electronic withdrawals for June 2019. There was one (1) voided check for the month.

Recommendations

It is recommended to the Board that checks numbered 42606 through 42736 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 June 2019

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 07/05/2019 - 4:17PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	6/4/2019	Check Commerce		AP		6/30/2019	159.75
0	6/10/2019	TSYS		AP		6/30/2019	7,496.87
0	6/11/2019	Wells Fargo Remittance Center		AP		6/30/2019	10,439.24
0	6/11/2019	Wells Fargo Banks		AP		6/30/2019	1,351.99
15400611	6/11/2019	Wells Fargo Remittance Center	Sales Credit	BRX		6/30/2019	-32.00
15400711	6/11/2019	Wells Fargo Remittance Center	Sales Credit	BRX			32.00
14180612	6/12/2019	Public Employees	PERS Adjustment	BRX		6/30/2019	0.03
0	6/14/2019	Nationwide Retirement Solutions		AP		6/30/2019	1,575.00
0	6/14/2019	VALIC c/o JP Morgan Chase		AP		6/30/2019	2,690.00
0	6/14/2019	OR Dept of Justice, Div of Child Support		AP		6/30/2019	150.00
0	6/14/2019	IRS Dept of The Treasury		AP		6/30/2019	30,158.72
0	6/14/2019	Public Employees		AP			25,569.87
0	6/14/2019	Oregon Department Of Revenue		AP		6/30/2019	8,264.22
0	6/14/2019	Oregon DOR - State Transit Tax		AP		6/30/2019	105.52
0	6/15/2019	Employee Paycheck Direct Deposit Batch	DD 00001.06.2019	PR		6/30/2019	71,111.49
0	6/17/2019	Pitney Bowes Global Financial Services LLC		AP		6/30/2019	300.00
0	6/28/2019	Public Employees		AP			25,279.14
0	6/28/2019	Nationwide Retirement Solutions		AP			1,890.50
0	6/28/2019	Oregon Department Of Revenue		AP			8,178.75
0	6/28/2019	Oregon DOR - State Transit Tax		AP			103.58
0	6/28/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	6/28/2019	Wells Fargo Remittance Center		AP			8,189.32
0	6/28/2019	IRS Dept of The Treasury		AP			29,604.25
0	6/28/2019	VALIC c/o JP Morgan Chase		AP			2,977.22
0	6/30/2019	Employee Paycheck Direct Deposit Batch	DD 00002.06.2019	PR		6/30/2019	69,216.26
ACH Disbursement Activity Subtotal							304,961.72
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							304,961.72

Paper Check Disbursement Activity

42603	5/31/2019	Volunteer Expense Reimbursement		AP	Void		366.31
42606	6/14/2019	Employee Paycheck		PR		6/30/2019	454.62
42607	6/14/2019	Employee Paycheck		PR		6/30/2019	1,474.87
42608	6/14/2019	Employee Paycheck		PR		6/30/2019	2,119.05
42609	6/14/2019	Ace Hardware #11075		AP			198.67
42610	6/14/2019	AFLAC		AP		6/30/2019	884.29
42611	6/14/2019	AFSCME Council 75		AP		6/30/2019	835.65
42612	6/14/2019	Aks Engineering & Forestry		AP		6/30/2019	4,573.75
42613	6/14/2019	Apex Labs		AP		6/30/2019	2,845.00
42614	6/14/2019	Bachman Paving Company		AP		6/30/2019	3,598.00
42615	6/14/2019	Bend Mailing Services LLC		AP		6/30/2019	3,831.68
42616	6/14/2019	Employee Expense Reimbursement		AP		6/30/2019	40.05
42617	6/14/2019	Employee Expense Reimbursement		AP		6/30/2019	276.99
42618	6/14/2019	Cintas Corporation - 463		AP		6/30/2019	102.91
42619	6/14/2019	City Of Gladstone		AP		6/30/2019	175.81
42620	6/14/2019	City Of Milwaukie		AP		6/30/2019	1,374.68
42621	6/14/2019	Clackamas County		AP		6/30/2019	1,281.88
42622	6/14/2019	Clackamas County Elections		AP		6/30/2019	4,453.51
42623	6/14/2019	Cole Ecological, Inc		AP		6/30/2019	5,175.00
42624	6/14/2019	Consolidated Supply Co.		AP		6/30/2019	24,058.79
42625	6/14/2019	Correct Equipment, Inc.		AP		6/30/2019	3,257.40
42626	6/14/2019	Craig Blackman Trucking		AP		6/30/2019	2,310.62
42627	6/14/2019	Ferguson Enterprises, Inc.		AP		6/30/2019	325.98
42628	6/14/2019	Grainger, Inc.		AP		6/30/2019	362.92
42629	6/14/2019	Customer Refund		AP			379.07
42630	6/14/2019	H.D. Fowler Company		AP		6/30/2019	2,082.61

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 07/05/2019 - 4:17PM
 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>
42631	6/14/2019	Hydro International Wastewater		AP		6/30/2019	9,519.33
42632	6/14/2019	ICMA Membership Renewals		AP		6/30/2019	1,391.10
42633	6/14/2019	J. Thayer Company		AP		6/30/2019	418.85
42634	6/14/2019	LRS Architects		AP		6/30/2019	4,262.47
42635	6/14/2019	Mail Finance		AP		6/30/2019	599.43
42636	6/14/2019	Maverick Welding Supplies Inc		AP		6/30/2019	45.16
42637	6/14/2019	Murray, Smith & Associates Inc.		AP		6/30/2019	10,054.00
42638	6/14/2019	NCCWC		AP		6/30/2019	88,046.06
42639	6/14/2019	Net Assets Corporation		AP		6/30/2019	606.00
42640	6/14/2019	Customer Refund		AP		6/30/2019	376.91
42641	6/14/2019	Northwest Natural		AP		6/30/2019	105.21
42642	6/14/2019	Nurnberg Scientific		AP		6/30/2019	731.59
42643	6/14/2019	OCCMA		AP		6/30/2019	368.27
42644	6/14/2019	Water Environment Services		AP		6/30/2019	144.45
42645	6/14/2019	OCD Automation, Inc.		AP		6/30/2019	2,000.00
42646	6/14/2019	Olson Bros. Service, Inc.		AP		6/30/2019	6,868.58
42647	6/14/2019	Olympic Foundry Inc		AP		6/30/2019	678.30
42648	6/14/2019	One Call Concepts, Inc.		AP		6/30/2019	779.44
42649	6/14/2019	Owen Equipment		AP		6/30/2019	3,387.09
42650	6/14/2019	Pamplin Media Group		AP		6/30/2019	60.55
42651	6/14/2019	Peterson Cat		AP		6/30/2019	507.46
42652	6/14/2019	Polydyne, Inc.		AP		6/30/2019	4,258.10
42653	6/14/2019	Porter Yett Company		AP		6/30/2019	945.30
42654	6/14/2019	Portland Engineering Inc		AP		6/30/2019	1,159.50
42655	6/14/2019	Portland General Electric		AP		6/30/2019	21,681.97
42656	6/14/2019	Precision Locksmith Service		AP		6/30/2019	228.75
42657	6/14/2019	Xylem Water Solutions USA Inc		AP		6/30/2019	270,959.00
42658	6/14/2019	Reed Electric Company		AP		6/30/2019	385.00
42659	6/14/2019	Relay Resources		AP		6/30/2019	4,990.29
42660	6/14/2019	Ritz Safety LLC		AP		6/30/2019	1,291.34
42661	6/14/2019	SDAO		AP		6/30/2019	75.00
42662	6/14/2019	Tasso Custom Homes		AP		6/30/2019	55,934.00
42663	6/14/2019	The Sidwell Company		AP		6/30/2019	1,703.50
42664	6/14/2019	Tice Electric Company		AP		6/30/2019	214.00
42665	6/14/2019	TMG Services, Inc.		AP		6/30/2019	1,663.80
42666	6/14/2019	Unifirst Corporation		AP		6/30/2019	521.91
42667	6/14/2019	US Bank Equipment Finance		AP		6/30/2019	220.00
42668	6/14/2019	Verizon Wireless		AP		6/30/2019	698.59
42669	6/14/2019	Waste Management Of Oregon		AP		6/30/2019	5,366.58
42670	6/28/2019	Employee Paycheck		PR			345.76
42671	6/28/2019	Employee Paycheck		PR		6/30/2019	2,069.81
42672	6/28/2019	Employee Paycheck		PR		6/30/2019	2,119.07
42673	6/28/2019	Ace Hardware #11075		AP			200.83
42674	6/28/2019	Aerzen USA Corporation		AP			552.19
42675	6/28/2019	AFLAC		AP			884.29
42676	6/28/2019	AFSCME Council 75		AP			835.65
42677	6/28/2019	Aks Engineering & Forestry		AP			137.50
42678	6/28/2019	Alexin Analytical Laboratories, Inc.		AP			663.00
42679	6/28/2019	ALFA Laval Inc.		AP			2,056.67
42680	6/28/2019	Customer Refund		AP			664.57
42681	6/28/2019	AnswerNet		AP			277.32
42682	6/28/2019	Barney & Worth Inc		AP			7,654.31
42683	6/28/2019	Customer Refund		AP			291.46
42684	6/28/2019	BendTel Inc		AP			155.72
42685	6/28/2019	Brown And Caldwell		AP			944.50
42686	6/28/2019	Bullard Law		AP			8,873.50
42687	6/28/2019	Customer Refund		AP			7.94

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 07/05/2019 - 4:17PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42688	6/28/2019	Century Link		AP			917.33
42689	6/28/2019	Cessco, Inc		AP			1,124.40
42690	6/28/2019	Cintas Corporation - 463		AP			1,245.80
42691	6/28/2019	City of Portland Printing & Distribution		AP			217.85
42692	6/28/2019	Clackamas County		AP			1,044.76
42693	6/28/2019	Coastal Farm & Home Supply		AP			541.94
42694	6/28/2019	Comcast Cable		AP			424.02
42695	6/28/2019	Convergence Networks		AP			137.50
42696	6/28/2019	CTX-Xerox		AP			117.06
42697	6/28/2019	Dr. Lance F. Harris D.C.		AP			90.00
42698	6/28/2019	Executive Roof Services LLC		AP			7,000.00
42699	6/28/2019	Gemini Group LLC		AP			2,622.00
42700	6/28/2019	H.D. Fowler Company		AP			7,283.03
42701	6/28/2019	Hach Company		AP			377.79
42702	6/28/2019	HealthEquity		AP			27.55
42703	6/28/2019	J. Thayer Company		AP			378.46
42704	6/28/2019	Les Schwab		AP			128.16
42705	6/28/2019	Madison Biosolids, Inc.		AP			3,489.24
42706	6/28/2019	Merina & Company, LLP		AP			2,340.00
42707	6/28/2019	Metereaders, LLC		AP			1,620.81
42708	6/28/2019	Napa Auto Parts - Store #07078		AP			27.46
42709	6/28/2019	NCCWC		AP		6/30/2019	2,698.50
42710	6/28/2019	North Clackamas Urban Watershed Council		AP			20,524.53
42711	6/28/2019	Northwest Natural		AP			208.60
42712	6/28/2019	Olson Bros. Service, Inc.		AP			384.29
42713	6/28/2019	Oregon DEQ		AP			340.00
42714	6/28/2019	Oregon Health Authority		AP			205.00
42715	6/28/2019	Pacific Truck Colors, Inc.		AP			40.00
42716	6/28/2019	Pamplin Media Group		AP			234.23
42717	6/28/2019	Pitney Bowes Global Financial Services LLC		AP			681.00
42718	6/28/2019	Porter Yett Company		AP			784.30
42719	6/28/2019	Portland Engineering Inc		AP			1,086.00
42720	6/28/2019	Portland General Electric		AP			3,477.51
42721	6/28/2019	Portland Road and Driveway Co., Inc		AP			14,815.00
42722	6/28/2019	R & L Services Inc.		AP			134.70
42723	6/28/2019	Rebecca Reece		AP			27.84
42724	6/28/2019	Relay Resources		AP			841.68
42725	6/28/2019	Safety First		AP			1,540.00
42726	6/28/2019	The Sidwell Company		AP			3,997.76
42727	6/28/2019	Customer Refund		AP			105.20
42728	6/28/2019	Staples		AP			331.39
42729	6/28/2019	Top Industrial Supply		AP			40.18
42730	6/28/2019	Traver's Cleaning Service Inc.		AP			35.00
42731	6/28/2019	Customer Refund		AP			56.55
42732	6/28/2019	Unifirst Corporation		AP			1,521.48
42733	6/28/2019	Verizon Wireless		AP			1,213.67
42734	6/28/2019	Water Systems Consulting, Inc.		AP			9,846.25
42735	6/28/2019	Western Exterminator Company		AP			187.00
42736	6/28/2019	Xerox Corporation		AP			17.81
Paper Check Disbursement Activity Subtotal							695,351.71
Voided Paper Check Disbursement Activity							366.31
Adjusted Paper Check Disbursement Activity Subtotal							694,985.40
Total Void Check Count:							1
Total Void Check Amount:							366.31
Total Valid Check Count:							156
Total Valid Check Amount:							999,947.12
Total Check Count:							157
Total Check Amount:							1,000,313.43



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
June 18, 2019

Board of Directors - Members Present:

Susan Keil, President/Chair (on phone, in meeting live for the Budget discussion on)
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
Jason Rice, District Engineer
David Mendenhall, Plant Superintendent
Kelly Stacey, Finance Director
Todd Knapp, Field Operations Superintendent,

Visitors and Consultants Present:

Tommy Brooks, District Attorney, Cable Huston LLP
Thelma Haggemiller, Local Resident
Fred Swingle, Budget Committee
Eric Hofeld, Sunrise Water Authority
Amanda Gresen, Budget Committee.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

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

2. Call for Public Comment

There were no comments from the public at this time.

3. Consent Agenda

- May 2019 Financial Reports
 - Approval of May 2019 Check Run
- June 18, 2019 Board Meeting Minutes

President Keil asked about the Account Rollup for Miscellaneous expenses being higher than expected. Finance Director Kelly Stacey responded there was \$15,000 in the line as part of a refund to the City of Gladstone for the permit. There were no further questions.

Vice President Williams moved to approve the consent agenda with corrections to the minutes as noted. Director Gornick seconded the motion.

Ayes: 4

Nays: None

Motion carried: 4-0

4. Fiscal Year 2019-2020 Rates, Fees, and Other Charges Schedule Adoption

Finance Director Kelly Stacey provided an overview of the proposed changes to the rates, fees and other charges for OLWS FY 2019-2020. The rate increases are in line with the 4.5% increase that was part of the adopted budget. There was a small increase to the water system development charges (SDCs) and is described in the District's code. The Board asked for a written or presented clarification of how we calculate SDC's for water versus sanitary sewer. Staff responded they would line up the presentation/education with the presentation of the Water Master Plan since it will most likely bring changes. The Board asked about why SDC charges are so high for a small Accessory Dwelling Unit while they are the same price for a large house. Staff responded that receipt of the sewer is not based on square footage. OLWS could switch to calculating the costs based on number of fixtures. The Board commented on what a difference an SDC charge adds to the cost of a small project and suggested looking into possibilities for lowering the SDC charges. Conversation continued with comments from Budget member Amanda Gresen, Thelma Haggemiller, Eric Hofeld, and Fred Swingle and then the Board asked for more information on how SDCs are organized in other nearby communities so OLWS can process their goals further.

Staff mentioned the increase in the hydrant meter deposit and explained why the large increase. Staff commented that the charges are because contractors hook directly to a fire hydrant and we provide a backflow prevention device to protect the water system during construction and the deposit needs to cover the cost of the devices in the event that they are not returned.

The Board asked if we sell water to the fire district and staff responded no, but we provide water to the fire district. The Board asked if the 4.5% rate increase only applies to the fixed charge plus the usage charge or to some of the miscellaneous charges and staff responded no, most charges stayed the same except for the SDC for water.

The Board asked about the cost of the industrial user fee and staff responded it probably needs to be analyzed. Staff elaborated FY 2019-2020 includes a consulting contract to cover the development and reanalysis of fees for the Industrial Pretreatment User's Program. In the event that a customer triggered coverage under the program we would need to have a completed program in place in order to accommodate the user.

There were no further questions.

A motion was made to approve Resolution No. 2019-04 adopting the rates, fees and other charges for Fiscal Year 2019-2020.

Ayes: 4

Nays: None

Motion carried: 4-0

5. Department Reports

- **Finance Report:**

Finance Director Kelly Stacey outlined her Board report with a description of the 2020 Budget Introduction for the front of the Budget Document. There has been a significant decline in the low-income enrollment, possibly due to customers remaining on the program even after they no longer qualify. There are currently annual adjustments to the program, which will keep qualified participants enrolled. The audit has started with the new auditors and is going well so far. The lockbox program starts on Thursday and will go out on the most recent bills.

The Board asked for a clarification of the billing problem last week where a customer received a late bill notice on the backflow device even though the bill had already been paid. Staff responded there was a charge added to a customer account for participating in the backflow prevention device program, put onto the account in such a way as it triggered a late fee with the next bill. In order to avoid the problem in the future, staff will be able to add the charge to the billing system as a payment plan. This will avoid the late fee charge in the future.

- **Field Operations Report:**

Operations Superintendent Todd Knapp presented information from his report, highlighting the update of the addition sewer laterals into the Geographic Information System (GIS) data, which helps with accurate locating. During the next year his goal is to get the sewer system completely into GIS for the height and depth of manholes and other assets. On Aldercrest the water crew detected a leak, which was running into a ditch. He described the photos on the topic in the Board Packet.

The Backflow Program updates includes 302 signups, several of which needed installation by an outside contractor, some which were installed by our contractor, a few which did not need devices. OLWS staff will need to make over 100 site visits and follow up to get through all of the potential customer signups.

Todd shared that water usage in May was 102 million gallons according to the combination of meter reads at Valley View and View Acres Reservoirs. The meters have a pulse which ties into the SCADA system and creeps up or down seasonally. Because of the relatively warm months the meters were off about 12 million gallons, which includes the catch-up amount.

The Board asked about whether there are customers who have not contacted OLWS about their Backflow Devices and staff responded yes. The Board asked about how we will capture and conduct site visits on the customers who are not yet involved in the program. The Board asked what the fine would be if OLWS does not catch a user that is not using a Backflow Prevention Device and staff responded our job is to make a reasonable effort to engage and protect customers through a program, which we are doing. The Board asked what happens with newly built properties and staff responded all properties are tested before being approved by the inspector, but the test report does not always get forwarded to OLWS by Clackamas County.

The Board asked if we have access to the same information as staff at Clackamas County and staff responded he has access to some but not all of the same permit information at the County. The Board reiterated the importance of having people understand why Backflow Prevention is important and how they can participate in protecting the water system. The group recognized this is a program which requires ongoing and long-term education of the public. Budget committee member Amanda Gresen asked about if multi-family and commercial properties are being covered. The Board asked if Title Companies could be required to provide and sign off on the information about a property upon transfer of title and District Attorney Tommy Brooks responded he did not think Title Companies would have to comply with reporting this information because it's not under a legal lien, but it might be possible. There is an informal sewer lateral inspection that occurs with the sale of a home, but it is also not a requirement. OLWS has discussed a variety of additions to our code and will continue to monitor the Backflow Prevention Device Program.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall commented on a dry May and his team have began to do seasonal maintenance on the equipment as well as concentrating the solids. He illustrated the charts included in the Board packet. OLWS has been targeting a range with regards to age of solids and have been performing within our target range.

He responded to the question about the dump truck repair from last month and noted the truck received a significant amount of shaking during the drop off of loads, even with grading of the soil. This likely put additional strain on the truck and led to the need for repairs.

He mentioned the operations and maintenance staff working hard to keep the plant equipment cleaned and maintained. They will have to replace one return activated pump with a Flygt Pump, along with all of the large pumps for the Influent Pump Station. The driveway was replaced, which will help with installation of the pumps. He mentioned a few other maintenance repairs. He shared the good news that Paul Witzig, plant operator, passed his grade one Wastewater operations certification test. The Board commented on the good work being done.

- **Technical Services Report:**

District Engineer Jason Rice gave an update on Concord Oaks Homeowners Association, which has not yet voted to remove themselves from the 1.5 Stormwater Management billing fee, but they expect the vote will happen. The Board asked which Concord Oaks stormwater facility was the focus of this issue and staff responded the easterly pond which is fenced and gated. The Board asked whether the residents received service for their fees and staff responded yes, over time OLWS has managed the pond and this recent infusion of maintenance was supported by their fees. The Board asked how customers will respond if a fee is applied to everyone in the District even when many homeowners do not have stormwater facilities directly associated with their homes. Staff responded the water quality permit applies to everyone in the District whether or not they have additional stormwater facilities. There was further discussion about what level of service customers will support for water quality treatment. The permit wants every inch of impervious surface covered by green infrastructure, but how we get there is being determined.

He updated the Board about the current Stormwater Survey and subcommittee schedule and activities. He wrapped up with an overview of the rest of the items in his Board report, including the Boardman Wetlands Project, permits, and the Capital Improvement Plan projects.

6. Call for Public Comment

There were no comments from the public.

7. Business from the Board

Treasurer Fisher attended the Oak Grove Community Council meeting and heard from local artist George Greene, who runs small galleries throughout the area. Arthur Moore from Good Roots Community Church presented information on their gardens being open to the public, and a well-run clothing donations program. There were several land use applications and updates from committees including MAPIT.

Vice President Williams attended Jennings Lodge Community Planning Organization meeting and commented Clackamas County Planning Department came into the meeting to discuss short-term rental operations in Clackamas County. There were people from all over the County attending to learn more about the potential regulations and share their concerns. The public expressed a negative reaction to the possibility of regulations, but he believes the County will move forward with some level of regulation. Other members of the public expressed concern over having short-term rentals in their neighborhood. The meeting lasted for 3.5 hours. He invited the group to the Jennings Lodge CPO picnic on July 23rd at the church where meetings are regularly held. There will be a brew pub night at Coasters in September. He introduced the Oak Lodge Trolley Trail Festival on August 24th from 11-4 p.m. He commented on the MAPIT proposal and mentioned homeowners were underrepresented in the proposal. He suggested the light rail MAX line will continue and impact the housing stock for the community. There were other comments about the zoning around mass transit changes.

Director Gornick submitted information for his board business to be distributed during the meeting but it did not get into the June Packet or into the Blue folders. He updated the group on the passing of the Budget at the Sunrise Water Authority meeting. He attended the Regional Water Providers Consortium meeting on June 5th and stated the shared workers agreement for emergency water systems in the case of a disaster. The participating entities will negotiate and present a proposed contract to the Board. G.M. Chaplen mentioned we already have agreements to share employees with our close partners, but it will be a complex agreement which covers and protects employees. He attended the C4 Retreat at the Inn at the Mountain, which had one day devoted to housing and the second day to housing. For transportation, the discussion focused on vehicle registration fee (VRF). The money is divvied up with 60% going to the county and 40% going to cities. Of the county money, 10% will be set aside for multijurisdictional projects or transfer of roads from within cities from the county to the city. There was some discussion for how parties would be able to apply for the 10%. He did not have details to add concerning the portion devoted to housing.

President Keil did not attend the Chamber of Commerce but stated there was a presentation on Water Conservation at the meeting. She had no other business to add.

There was no further Board business.

8. Recess to Executive Session

Vice President Williams recessed the meeting and convened an Executive Session at 7:45 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

9. Executive Session

Chair convened an Executive Session at 7:48 p.m.

The District's attorney provided the Board with an update of activities since two prior executive sessions, one convened for the negotiation of real property and the other to review materials exempt from public disclosure. The District's attorney provided privileged communications to the Board regarding the scope of executive sessions.

The Chair closed the Executive Session at 8:28 p.m.

The Chair reconvened the regular Board meeting at 8:28 p.m.

10. Adjourned Executive Session at 8:28 p.m.

There was no action taken by the Board and there was no public was present.

11. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 8:29 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Date: _____

Kevin Williams
Secretary, Board of Directors

Date: _____

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Fiscal Year 2019/2020 Budget Correction – Resolution No. 19-05
Item No.: 4
Date: July 16, 2019

Background:

Oregon Revised Statutes (ORS), Chapter 294 prescribes the requirements for budget preparation and adoption. On May 8, 2019, an accurate budget summary was published in the Clackamas Review, demonstrating the intended Budget amounts to be adopted and appropriated, as approved by the Budget Committee on April 23, 2019. On May 21, 2019, the Board of Directors adopted Resolution No. 19-03, which contained certain publication and arithmetic errors; namely, the omission of a fund, which omission led to the miscalculation of the total budget and total appropriations from what had been approved by the Budget Committee.

Overview

To correct the error the budget needs to be readopted with the correct appropriations that included the omitted fund and accurate totals in budget and appropriations as approved by the Budget Committee and as published in the Clackamas Review.

Suggested Motions

“I move 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.”

And

“I move 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.”

Attachments

1. Resolution No.19-05 – Fiscal Year 2019/2020 Budget Correction

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 19-05

A RESOLUTION CORRECTING RESOLUTION NO. 19-03, READOPTING THE BUDGET FOR FISCAL YEAR 2019/20, AND MAKING APPROPRIATIONS

THIS MATTER came before the Board of Directors of Oak Lodge Water Services District, a special district organized under Oregon Revised Statutes Chapters 450 and 264, regarding the adoption of the OLWSD Budget and making of appropriations for Fiscal Year 2019/20.

WHEREAS, on April 23, 2019, the OLWSD Budget Committee approved the proposed budget and proposed appropriations for Fiscal Year 2019/20;

WHEREAS, on May 8, 2019, a budget summary was published in the Clackamas Review, demonstrating the intended Budget amounts to be adopted and appropriated, as proposed by the Budget Committee;

WHEREAS, on May 21, 2019, the Board of Directors adopted Resolution No. 19-03, which contained certain publication and arithmetic errors; namely, the omission of a fund, which omission led to the miscalculation of total budget and total appropriations from what had been approved by the Budget Committee; and

WHEREAS, the Board of Directors intended to adopt the Budget and make appropriations that included the omitted fund and accurate totals in budget and appropriations as approved by the Budget Committee and as published in the Clackamas Review; and

WHEREAS, ORS 294.451 provides for the correction of defects by resolution, including the correction of publication and arithmetic errors;

WHEREAS, the Board of Directors wishes to adopt the corrected budget for Fiscal Year 2019/20 and make appropriations in the accurate amounts as follows;

BE IT RESOLVED that the Board of Directors for the Oak Lodge Water Services hereby corrects Resolution No. 19-03; readopts the Budget approved by the Budget Committee in the amount of \$38,364,305; and makes appropriations in the following amounts, for the purposes as shown below, for the fiscal year beginning July 1, 2019:

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019 and for the purposes shown below are hereby appropriated:

Administrative Services Fund	
Personal Services	\$2,088,000
Material & Services	\$1,911,800

Contingency	\$ 503,700	
Total		\$4,503,500
Drinking Water Fund		
Personal Services	\$1,044,000	
Material & Services	\$1,555,200	
Debt Service	\$ 209,522	
Transfers	\$3,119,000	
Contingency	\$ 559,429	
Total		\$6,487,151
Wastewater Reclamation		
Personal Services	\$1,876,000	
Material & Services	\$ 982,700	
Transfers	\$5,778,500	
Contingency	\$ 571,978	
Total		\$9,209,178
Watershed Protection		
Personal Services	\$ 178,000	
Material & Services	\$ 83,500	
Debt Service	\$ 62,558	
Transfers	\$1,459,000	
Contingency	\$ 83,928	
Total		\$1,866,986
Wastewater GO Debt Service		
Debt Service	\$1,809,848	
Total		\$1,809,848
Reserve for Future	\$308,264	
Wastewater Revenue Bond Debt Service		
Debt Service	\$1,812,342	
Total		\$1,812,342
Reserve for Future	\$658,281	
Drinking Water Capital Fund		
Capital Outlay	\$4,428,013	
Total		\$4,428,013
Wastewater Reclamation Capital Fund		
Capital Outlay	\$5,129,027	
Total		\$5,129,027
Watershed Protection Capital Fund		
Capital Outlay	\$2,151,715	
Total		\$2,151,715
Total Appropriations (All Funds)		\$37,397,760

Total Unappropriated Reserve	\$ 966,545
Total Adopted Budget (All Funds)	<u>\$38,364,305</u>

INTRODUCED AND ADOPTED THIS 16th DAY OF JULY 2019

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Susan Keil, President Kevin Williams, Secretary

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Gary Floyd, Technical Services Coordinator
Agenda Item: GIS Data Migration and GIS Professional Services Contract
Item No.: 5
Date: July 16, 2019 for Regular Board Meeting

Action Requested

Authorize the General Manager to sign a Professional Services Contract with Flo-Analytics in the amount of \$63,565 for GIS Data Migration & GIS Services.

History

May 21, 2019 Board adopted Fiscal Year 2019/2020 budget, in which this project was included.

Background

District staff would like to migrate existing water and wastewater GIS data to the new ESRI Water Utility Network (WUN) data model. The new data model will enhance our ability to integrate with new online Web mapping tools and assist with incorporating water distribution data into the Lucity Asset Management System.

Flo-Analytics will also assist us with clearing a backlog of as-built data for sewer and water connections for recently completed new developments. They will also provide technical support and guidance on best practices for our ArcGIS Server configuration and data update workflows.

FLO-Analytics has a deep understanding of Lucity, GIS, and the water & wastewater utility data models and has also assisted other local agencies with their implementations, namely Clark Regional and WES.

Concurrence

Since consolidation, staff has been reviewing ways of converting the new water GIS datasets and have concluded that a data migration will provide the most useful integration to our existing asset management programs. Plus, staff is eager to have our GIS data back up to date.

Workload Impacts

Project Management and data review for this project will be accommodated within existing workloads.

Suggested Board Motion

"I move 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."

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Haakon Ogbeide, Civil Engineer
Agenda Item: Solids Piping Project Design Contract
Item No.: 6
Date: July 16, 2019

Action Requested

Authorize the General Manager to sign a task order under the existing On-Call contract with the engineering firm Murraysmith for the engineering design of the Solids Piping Project for \$136,752 base cost plus a \$29,036 option.

History

Fall 2012 New facilities at Oak Lodge Water Reclamation Facility come online aiming to run a Cannibal Process. Several of the new structures coming online were sized either larger or smaller than they would conventionally be sized in order to accommodate this process.

Spring 2016 After years of extensive trials, the cannibal process was not cannibalizing waste sludge as intended, and thousands of pounds of waste sludge had slowly built up in the plant to levels that now posed a risk to environmental quality. Plant operators linked four tanks together to allow for the reduction of waste sludge by slowly processing the waste sludge down to class B biosolids and extracting the biosolids from the plant.

Spring 2019 Plant operators have reduced the mass of sludge down to levels appropriate for the sewage received by the plant.

Background of Solids Piping Project

The Solids Piping Project at Oak Lodge Water Reclamation Facility creates a new pipeline connection between the two Aerobic Digesters and the two Interchange Bioreactors (IBRs) that together process wasted sludge into biosolids. These four tanks were not initially built to operate together, but minor modifications were made in 2016 to link the tanks together. The fix allowed plant operators to draw waste sludge out of the plant and process it down to class B biosolids, thus averting an overload of waste sludge. The Solids Piping Project turns that patch into a permanent and well-engineered fix that brings with it a wide range of benefits.

“Sludge”, or “activated sludge”, is the colony of microorganisms that live their life in the treatment plant and eat the biodegradable solids in sewage. As the sludge is constantly receiving new sewage, its population is always expanding and needs to be culled to avoid a build-up of sludge in the plant. This daily process is termed “wasting sludge”. Waste sludge is extracted from the plant by depriving the microorganisms of their food source and then concentrating the resulting mix of inorganic material and dead sludge into a paste called “biosolids”.

This project allows for the following:

- Operate the plant in a conventional (non-cannibal) way.
- Expand the use of two IBR tanks to process and store waste sludge.
- Reduce the risk of errors while processing sludge.
- Increase life expectancy of machines by turning them on and off less frequently.
- Protect equipment from corrosion by reducing nitric acid, a byproduct of the current process.
- Reduce electricity usage significantly by reducing the use of blowers.
- Create the possibility to take IBR tanks offline for maintenance. These tanks have not been drained since they were brought online in 2012.
- Allow for existing sludge thickening equipment to be put to use.
- No loss of Cannibal function should the process become feasible later.

Attached to this Staff Report are a series of four Simplified Process Diagrams that explain how sludge is currently wasted (processed down to biosolids), and how sludge will be wasted after this project is installed.

Fiscal Impacts

Fiscal benefits of this project are difficult to estimate at this time as little engineering has been done thus far.

There will be a reduction in electricity costs as energy intensive blowers can be turned down with the proposed improvements. In addition to lower power bills, Energy Trust of

Oregon, a non-profit, has expressed enthusiasm to contribute financially to this project's capital cost proportional to the energy conserved by this project annually.

Some of the most significant benefits will come from incidental and maintenance costs avoided. The plant modifications instituted in 2016 kept the District within the environmental limits imposed by Oregon Department of Environmental Quality (DEQ) to protect the Willamette River. However, these same measures have come with side effects that are taking their toll on pipe walls and pump impellers in contact with corrosive waste sludge. A permanent fix will give plant operators better control to reduce acidity and wear on equipment.

Risks will be reduced further by implementing this Solids Piping Project. Standard engineering practice calls for water reclamation facilities to be designed with redundancy in every component. Critical pumps, for instance, have a backup pump, and tanks are built with emergency overflows and methods to safely drain them. Some of these measures are currently disabled in the IBRs. If the aeration equipment within one of the IBR tanks breaks down today, there is no simple way to drain the tanks for repairs. A possible result of taking an IBR tank offline currently is a reduction in biosolids quality from class B to a hazardous class that needs to be disposed of in a landfill at the District's expense.

Concurrence

Technical Services staff coordinated with the following groups during the development of this project:

- Plant Operations Manager
- Plant Operations Staff
- Consulting Engineers

Work Load Impacts

Project Management for the design phase of the Solids Piping Project would be accommodated within existing workloads of Technical Services staff.

Attachments

The following attachments are included with this Staff Report:

- Draft *Scope of Work* with Budget
- Four *Simplified Process Diagrams* of the sludge wasting process

Suggested Board Motion

“I move 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”.



July 3, 2019

Mr. Haakon Ogbeide
Civil Engineer
Oak Lodge Water Services District
14611 SE River Road
Oak Grove, OR 97267

Re: Proposal for WRF Solids Piping Project

Dear Haakon:

Please find attached Murraysmith's proposal for providing engineering services related to the OLWSD WRF Solids Piping Project. Following is an overview of our proposed Scope of Work, Budget, and Schedule.

Scope of Work Overview

The Scope of Work, included as Exhibit A, includes evaluations to improve operational flexibility on the solids stream process by providing the ability to thicken and store waste-activated sludge in the interchange bioreactors; upgrading the solids transfer between the interchange bioreactors, digesters and gravity belt thickener; and providing the ability to transfer waste-activated sludge (WAS) from all secondary clarifiers to the gravity belt thickener (GBT) and then to the aerobic digesters or interchange bioreactors (IBRs).

The following tasks are included in the Scope of Work:

- Task 1** Project Management
- Task 2** Preliminary Design
- Task 3** Final Design
- Task 4** Bid Period Services
- Task 5** WAS/TWAS Pump Installation Design (Optional)

Budget

Murraysmith's proposed budget for base Tasks 1-4 is **\$136,752** as detailed in Exhibit B. The proposed budget for Optional Task 5 is **\$29,036**.

Schedule

The proposed project duration is anticipated to be seven (7) months. Our team is available to begin work immediately following Notice-to-Proceed from OLWSD. Project milestones are as follows:

- Preliminary Design: July – September 2019
- Final Design: October 2019 – January 2020
- Bidding: January – February 2020

Terms and Conditions

Terms and conditions will be in accordance with the Personal Services Agreement with Oak Lodge Water Services for 2018-2022 Technical On-Call Services executed in September 2018.

We look forward to working with you and others at OLWSD on this important project that will assist in improving and optimizing your WRF solids handling operations.

Sincerely,

MURRAYSMITH



Preston Van Meter, PE
Project Manager

PLVM:war

Enclosures:

Exhibit A Scope of Work
Exhibit B Fee Estimate

EXHIBIT A

SCOPE OF WORK WRF SOLIDS PIPING PROJECT OAK LODGE WATER SERVICES DISTRICT

Introduction

Oak Lodge Water Services District (District) owns and operates the Oak Lodge Water Reclamation Facility (WRF) located at 13750 SE Renton Ave. Major upgrades were completed in 2012 that included installation of a Cannibal treatment process with two interchange bioreactors (IBRs) that are currently being used as aerobic digesters. To support the aerobic digester operation, plant staff have installed a solids pipeline from one IBR (IBR #1) to one of the existing aerobic digesters (digester #2). Digested solids are currently pumped from the aerobic digesters to the dewatering building and for final solids processing and handling prior to being sent to landfill. The plant also has an existing gravity belt thickener (GBT) that is not currently utilized. The GBT current can only thicken solids from the aerobic digesters, but not IBRs.

The purpose of the OLWSD WRF Solids Piping Project is to improve operational flexibility on the solids stream process by providing the ability to thicken and store waste activated sludge (WAS) in the two IBRs and improve the solids transfer between the two IBRs, IBRs and digesters, as well as IBRs and GBT. Also, District staff would like to be able to waste from Secondary Clarifiers (SC) #3 and #4, which is not possible with the current configuration.

The scope of work includes preliminary design, final design and bidding services for the Solids Piping Project and is described below. Construction support services will be negotiated following the completion of final design.

Task 1 - Project Management

The purpose of this task is to provide management of the project team, schedule and budget. As project manager (PM), Preston Van Meter, will maintain communication with the District and the team throughout the duration of the project, lead meetings and workshop discussions, keep the District's Project Manager updated on project status and incorporate District input throughout the project.

Subtask 1.1 – Project Kickoff Meeting

A Project Kickoff Meeting will be conducted at the OLWSD WRF to establish project goals and objectives, review communication protocols, and discuss the project scope and schedule. A WRF site visit will be conducted following the project kickoff meeting.

Subtask 1.2 – Monthly Project Status Reports

Monthly project status reports will summarize the current project status, noting key outstanding issues that may impact the scope, schedule or budget. Monthly invoices will be included with the monthly project status reports. The project will be managed to maintain the scope, schedule, and budget.

Subtask 1.3 – Team Coordination Activities

Murraysmith's Project Manager will coordinate efforts of the multi-disciplinary team of staff and sub-consultants to monitor project progress, coordinate project team activities to keep the project on schedule, identify external coordination items with District staff or regulatory agencies, and identify potential budget challenges as early as possible. This task includes a monthly 1-hour conference call with District staff and key design team members.

Subtask 1.4 – Quality Assurance/Quality Control (QA/QC)

This subtask accounts for management of in-house and completion of QA/QC reviews of all work products as outlined in the Scope of Work.

Task 1 Deliverables

- One electronic (PDF) copy of the Project Kickoff Meeting agenda and minutes.
- One electronic (PDF) copy of monthly project updates and invoices.

Task 1 Assumptions

- Project duration is assumed to be seven (7) months, therefore 7 monthly progress reports are included in the Scope of Work.

Task 2 – Preliminary Design

Murraysmith will prepare an OLWSD WRF Solids Piping Project Preliminary Design Report (PDR) developing the design to approximately 30% completion. The PDR will summarize key design criteria and assumptions, review options for utilizing the existing GBT, developing pipeline alignments, and related information. An Engineer's Opinion of Probable Construction Cost (OPCC) and preliminary construction schedule will be provided in the PDR.

Subtask 2.1 – Collect Background Information

Prepare a list of required background data and information to be provided by the District. A preliminary list of desired background information is anticipated to include:

- WRF record drawings for the original plant construction (prior to the 2012 upgrade) and subsequent phases up to and including the most recent plant upgrades.
- Other information that will assist with the design, such as drawings, sketches or concepts developed by plant staff.
- Operation procedures on the RAS pumps, interchange feed (IF) pumps, WAS pumps, IBRs, digesters, GBT and BFP.
- Any solids pump (i.e. RAS pump, IF pump, WAS pump, digested sludge pump, TWAS pump) submittal information and pump curves.
- SCADA system layouts and controls for the existing aerobic digesters and IBRs (e.g. screen shots).

Subtask 2.2 – Prepare Draft Preliminary Design Report

Prepare the draft Solids Piping Project PDR documenting the basis of design and carrying the design to approximately 30% completion. The PDR will present initial piping layouts, mixing calculations for the aerobic digesters and IBRs, hydraulic evaluations of solids piping systems and an evaluation of WAS/TWAS pumps for the anticipated duty in the modified solids piping system. The following drawings will be included in the PDR:

G-001	Title Sheet, Index of Drawings, Vicinity and Location Maps
C-100	Overall Site, Erosion Control and Staging Area Plan
M-100	Mechanical Partial Plans and Details
P-001	Instrumentation, P&ID Notes, Symbols and Abbreviations
P-100	TWAS Piping and Control Valve P&ID
P-101	WAS Piping and Control Valve P&ID

The PDR will also include the specifications Table of Contents to be developed during final design, preliminary Engineer’s Opinion of Probable Construction Cost (OPCC) and preliminary construction schedule.

Subtask 2.3 – Preliminary Design Review Workshop

Conduct a workshop with District staff to review the Draft Solids Piping Project Preliminary Design Report. The workshop will include an overview presentation with a summary of updated costs and key challenges to be addressed during final design. The Preliminary Design Review Workshop will be attended by Murraysmith’s Project Manager, Project Engineer and Staff Engineer.

Subtask 2.4 – Prepare Final Preliminary Design Report

Incorporate comments from the Preliminary Design Review Workshop and finalize the WRF Solids Piping Project Preliminary Design Report.

Task Deliverables

- One electronic (PDF) copy of the Draft Solids Piping Project Preliminary Design Report, including the components described under subtask 2.2.
- One electronic (PDF) copy of workshop agenda, PowerPoint presentation, and minutes for the Preliminary Design Review Workshop.
- One electronic (PDF) copy of the Final Solids Piping Project Preliminary Design Report.

Assumptions

- District staff to provide background data and information requested and other information that may assist in completing preliminary design.
- Surveying is not included in this Scope of Work. Record drawings and field measurements will be used for drawing backgrounds.
- It is anticipated the existing WAS pumps will have sufficient head to convey WAS via a new control valve and flow meter to the GBT. Should calculations show this is not the case, an optional task (Task 5.1) is included in the Scope of Work to include new WAS pumps in the final design.
- It is anticipated the existing TWAS pumps will have sufficient head to convey TWAS via a new control valve and flow meter from the GBT to the IBRs. Should calculations show this is not the case, an optional task (Task 5.2) is included in the Scope of Work to include new TWAS pumps in the final design.

Task 3 – Final Design

Develop Final Design to prepare the complete biddable construction documents based on the 30% design package described in Task 2. The following subtasks are included:

Subtask 3.1 – Prepare 90% Design Submittal

Building on the Preliminary Design Report, Murraysmith will develop the design to 90% completion and prepare the 90% Design Submittal, including 90% Design Drawings, draft Technical Specifications, 90% Engineer's OPCC, and updated construction schedule. Drawings will include sheets for General, Civil, Mechanical, Structural and Instrumentation. Technical specifications will be prepared for Divisions 2-48 and the District's standard Division 0 and Division 1 specifications will be utilized. The following drawings are anticipated to be included in the final design submittal:

G-001	Title Sheet, Index of Drawings, Vicinity and Location Maps
C-001	Civil Notes, Symbols and Abbreviations
C-002	General Civil and Erosion Control Details

C-100	Overall Site, Erosion Control and Staging Area Plan
C-101	SC Area Yard Piping Plan and Sections
C-102	IBR/Aerobic Digester Area Yard Piping Plan and Sections
C-103	Civil and Yard Piping Details
M-001	Mechanical Notes, Symbols and Abbreviations
M-100	Mechanical Partial Plans and Details
S-001	Structural Notes, Symbols, Abbreviations, and QA Plan
S-100	Structural Details
P-001	Instrumentation, P&ID Notes, Symbols and Abbreviations
P-100	TWAS Piping and Control Valve P&ID
P-101	WAS Piping and Control Valve P&ID

A site visit is included in Subtask 3.1 and will be attended by Murraysmith’s Project Manager and Project Engineer.

Subtask 3.2 – 90% Design Review Workshop

Meet with District staff to review the 90% Design Submittal. The workshop will include an overview presentation with a summary of updated costs and key challenges to be addressed during final design. The 90% Design Review Workshop will be attended by Murraysmith’s Project Manager, Project Engineer, and Staff Engineer.

Subtask 3.3 – Prepare Final Contract Documents (CDs)

Murraysmith will complete final design and prepare Final Contract Documents (CDs) for bidding by incorporating 90% review comments. The final deliverables will include an updated construction schedule and final OPCC.

Task 3 Deliverables

- One electronic (PDF) copy of the 90% WRF Solids Piping Project Final Design Submittal, including 90% Drawings, draft Technical Specifications, 90% Engineer’s OPCC, and preliminary construction schedule.
- One electronic (PDF) copy of the 90% Review Workshop agenda and minutes.
- Three (3) hard copies and one electronic (PDF) copy of the Final Contract Documents (CDs).

Task 3 Assumptions

- The design will provide additional piping and valving to allow sludge transfer between IBRs, from IBR #2 to digester #2, from GBT to both IBRs, without requiring any new pumping.

- The Final Design scope is based on the concept to reuse the existing GBT pump as the primary means of thickened sludge conveyance. No additional pumps for thickened sludge will be designed.
- No electrical service upgrades or SCADA/controls system modifications will be required.
- The District will be responsible for all permitting associated with the project.
- The District will provide their Division 0 and 1 Technical Specifications to be included in the Final Contract Documents. Murraysmith will prepare technical specifications for Divisions 2-48.

Task 4 – Bid Period Services

Provide the following bidding support services to assist District in soliciting bids for the project:

- **Responses to Bidder Inquiries** – Support District in preparation of responses to inquiries and questions from prospective bidders.
- **Addenda** – Support District in preparation of Addenda, if required. For budgeting purposes, one (1) Addendum is included in the Scope of Work.
- **Bid Review Support** – Review General Contractor bids for conformance to the Contract Documents and prepare an Award Recommendation Letter for District’s consideration.
- **Contracting Support** – Support District in preparation of construction contracts.

Task 4 Deliverables

- One electronic (PDF) copy of responses to Bidder inquiries and questions, delivered by email.
- One electronic (PDF) copy of Addenda, delivered by email.
- One electronic (PDF) copy of the Award Recommendation Letter, delivered by email.

Task 4 Assumptions

- District will lead advertisement and coordination with prospective Bidders during the bidding process, provide copies of CDs to interested parties, receive the bids, and prepare contracts with input provided by Murraysmith as required.

Task 5 – WAS/TWAS Pump Installation Design (Optional)

If determined to be required during preliminary design, incorporate new WAS or TWAS pumps into the final design as part of the project.

Subtask 5.1 – New WAS Pump Final Design

Incorporate new WAS pumps into Task 3 Final Design. Drawings will include:

C-101	SC Area Yard Piping Plan and Sections (updated from Subtask 3.1)
M-102	WAS Pump Mechanical Plan and Section
S-101	WAS Pump Structural Details
E-100	WAS Pump Electrical Plan
P-102	WAS Pump P&ID

Subtask 5.2 – New TWAS Pump Final Design

Incorporate new TWAS pumps into Task 3 Final Design. Drawings will include:

C-102	Aerobic Digester Area Yard Piping Plan and Sections (updated from Subtask 3.1)
M-103	TWAS Pump Mechanical Plan, Section and Details
S-102	TWAS Pump Structural Details
E-101	TWAS Pump Electrical Plan
P-103	TWAS Pump P&ID

Task 5 Deliverables

- One electronic (PDF) copy of the 90% WAS and/or TWAS pump final design drawings included in the 90% final design submittal.
- Three (3) hard copies and one electronic (PDF) copy of the WAS and/or TWAS incorporated into the Final Contract Documents (CDs).

Task 5 Assumptions

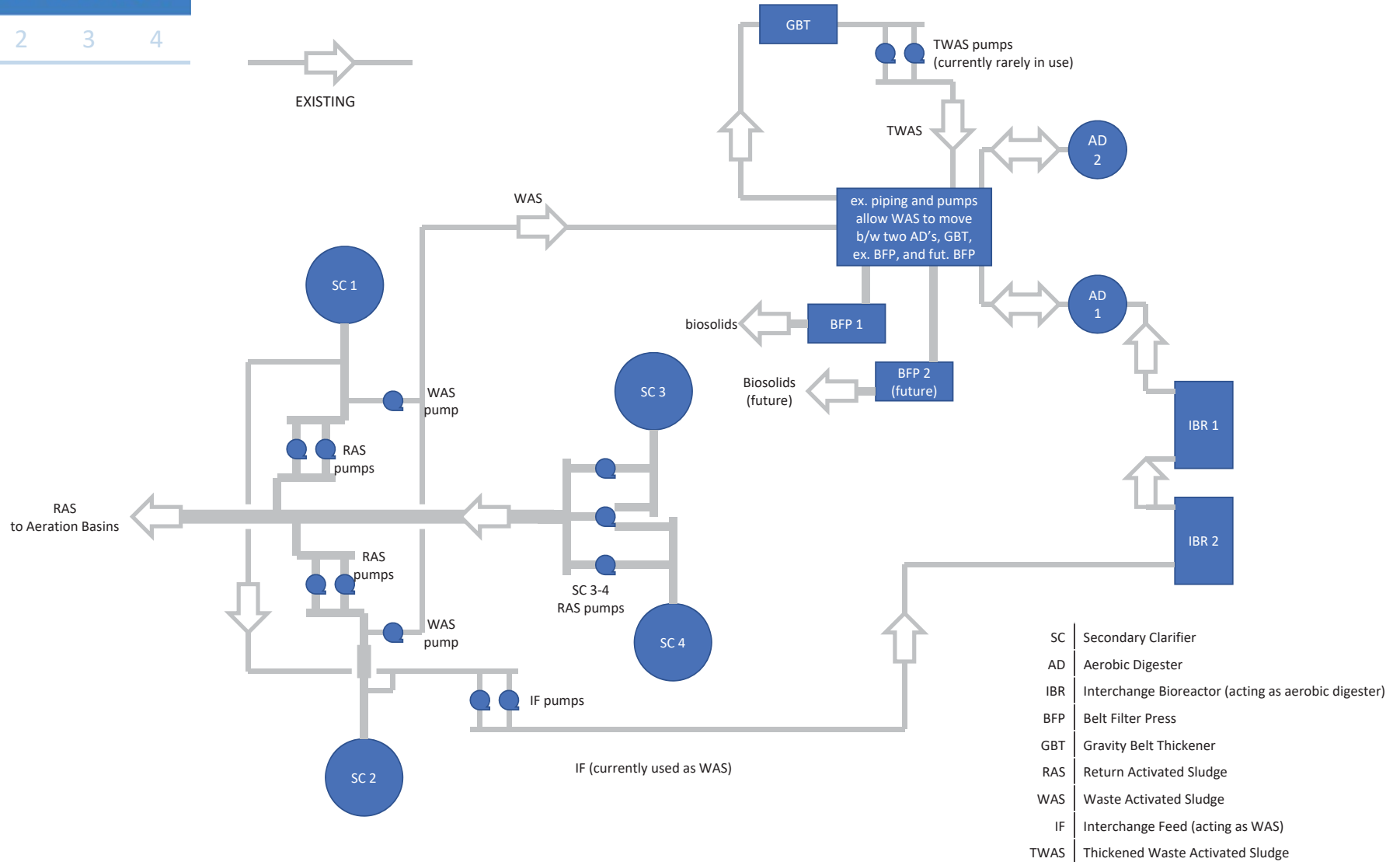
- The existing WAS and TWAS pumps will be evaluated during preliminary design. Task 5 would then be added to Murraysmith's Scope of Work if either or both pump systems are determined to be insufficient for the modified solids piping systems at the WRF.
- The new WAS and TWAS pumps will installed in the same location as the existing pumps and will utilize existing pump infrastructure. A new pump station building and supporting appurtenances are not included in this Scope of Work.

Exhibit B
Oak Lodge Water Services District
Solids Piping Project
PROPOSED FEE ESTIMATE

												ESTIMATED FEES			
	PIC Principal Engineer V \$248	PM Principal Engineer III \$228	QA/QC Professional Engineer VIII \$192	PE Engineering Designer I \$126	Structural Principal Engineer V \$248	Electrical Professional Engineer VIII \$192	I&C Engineering Designer VIII \$184	E&IC CAD Engineering Designer VII \$175	M/S CAD Engineering Designer VI \$167	C CAD Technician II \$114	Administrative I \$85	Hours	Labor	Expenses	Total
	Van Meter	Zhang	Rambin	Davis	Pohll	Real	Frayo	Bourque	Polglaze	McFaddin	Steinberg				
Task 1 - Project Management															
Task 1.1 - Project Kickoff Meeting	4	4		6							14	\$ 2,660	\$ 400	\$ 3,060	
Task 1.2 - Monthly Project Status Reports (7 Reports)	7	7								14	28	\$ 4,522	\$ -	\$ 4,522	
Task 1.3 - Team Coordination Activities	4	8		4							16	\$ 3,320	\$ -	\$ 3,320	
Task 1.4 - QA/QC Program	2	4	8								14	\$ 2,944	\$ -	\$ 2,944	
Task 1 Subtotal	17	23	8	10	0	0	0	0	0	14	72	\$ 13,446	\$ 400	\$ 13,846	
Task 2 - 30% Preliminary Design															
Task 2.1 - Collect and Review Background Information		2		4					4		10	\$ 1,416	\$ 72	\$ 1,488	
Task 2.2 - Prepare Draft Preliminary Design Report	2	12	4	36	4	4	4	8	4	12	234	\$ 42,278	\$ 432	\$ 42,710	
Task 2.3 - Preliminary Design Review Workshop	4	4		6						2	16	\$ 2,830	\$ 400	\$ 3,230	
Task 2.4 - Prepare Final Preliminary Design Report	2	4	2	8			2	2	2	4	26	\$ 4,052	\$ 108	\$ 4,160	
Task 2 Subtotal	8	22	6	54	4	4	4	10	6	18	286	\$ 50,576	\$ 1,012	\$ 51,588	
Task 3 - Final Design															
Task 3.1 - Prepare 90% Design Submittal	4	16	8	68	16	12	12	36	36	36	252	\$ 40,320	\$ 1,944	\$ 42,264	
Task 3.2 - 90% Design Review Workshop	4	4		4						2	14	\$ 2,578	\$ 400	\$ 2,978	
Task 3.3 - Prepare Final Contract Documents (CDs)	4	8	1	16	4	4	4	12	8	8	73	\$ 12,208	\$ 1,504	\$ 13,712	
Task 3 Subtotal	12	28	9	88	20	16	16	48	44	44	339	\$ 55,106	\$ 3,848	\$ 58,954	
Task 4 - Bid Period Services															
Task 4.1 - Responses to Bidder Inquiries	1	4	1	4						4	14	\$ 2,196	\$ -	\$ 2,196	
Task 4.2 - Addenda (1 assumed)	1	4	1	8	2	2	2	4	2	4	34	\$ 5,438	\$ 180	\$ 5,618	
Task 4.3 - Bid Review Support	1	2	2	6						2	13	\$ 2,014	\$ -	\$ 2,014	
Task 4.4 - Contracting Support	1	4	1	4						8	18	\$ 2,536	\$ -	\$ 2,536	
Task 4 Subtotal	4	14	5	22	2	2	2	4	2	4	79	\$ 12,184	\$ 180	\$ 12,364	
Task 5 - WAS/TWAS Pump Installation Design (Optional)															
Task 5.1 - New WAS Booster Pumps Final Design	4	12	2	24	4	8	4	8	4	12	82	\$ 13,836	\$ 682	\$ 14,518	
Task 5.2 - New TWAS Pumps Final Design	4	12	2	24	4	8	4	8	4	12	82	\$ 13,836	\$ 682	\$ 14,518	
Task 5 Subtotal	8	24	4	48	8	16	8	16	8	24	164	\$ 27,672	\$ 1,364	\$ 29,036	
TOTAL: BASE TASKS 1-4	41	87	28	174	26	22	22	62	52	66	776	\$ 131,312	\$ 5,440	\$ 136,752	
TOTAL: OPTIONAL TASK 5	8	24	4	48	8	16	8	16	8	24	164	\$ 27,672	\$ 1,364	\$ 29,036	

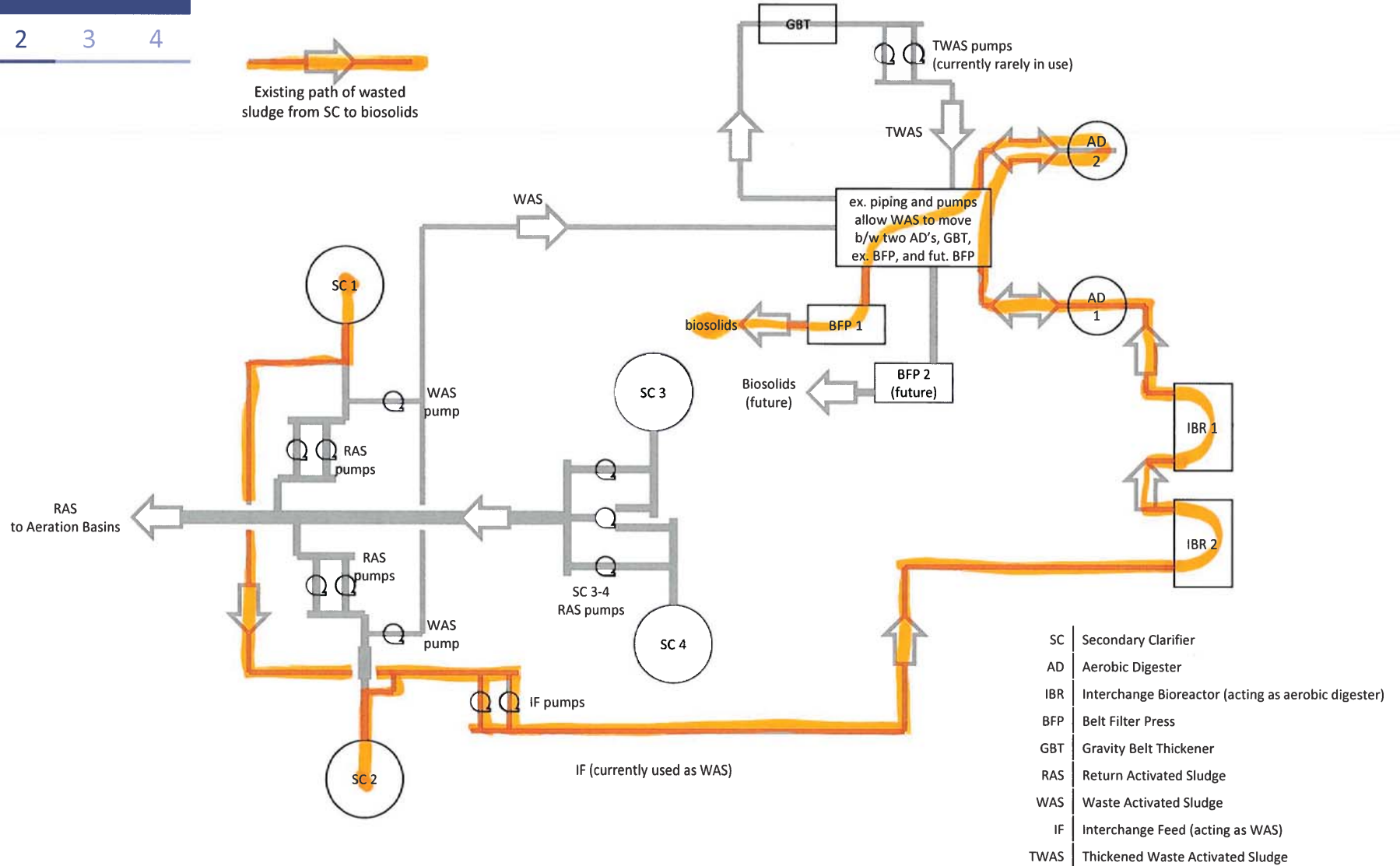
SLUDGE WASTING - SIMPLIFIED PROCESS DIAGRAMS

To clarify Solids Piping Project and determine Scope of Work with Murraysmith



SLUDGE WASTING - SIMPLIFIED PROCESS DIAGRAMS

To clarify Solids Piping Project and determine Scope of Work with Murraysmith

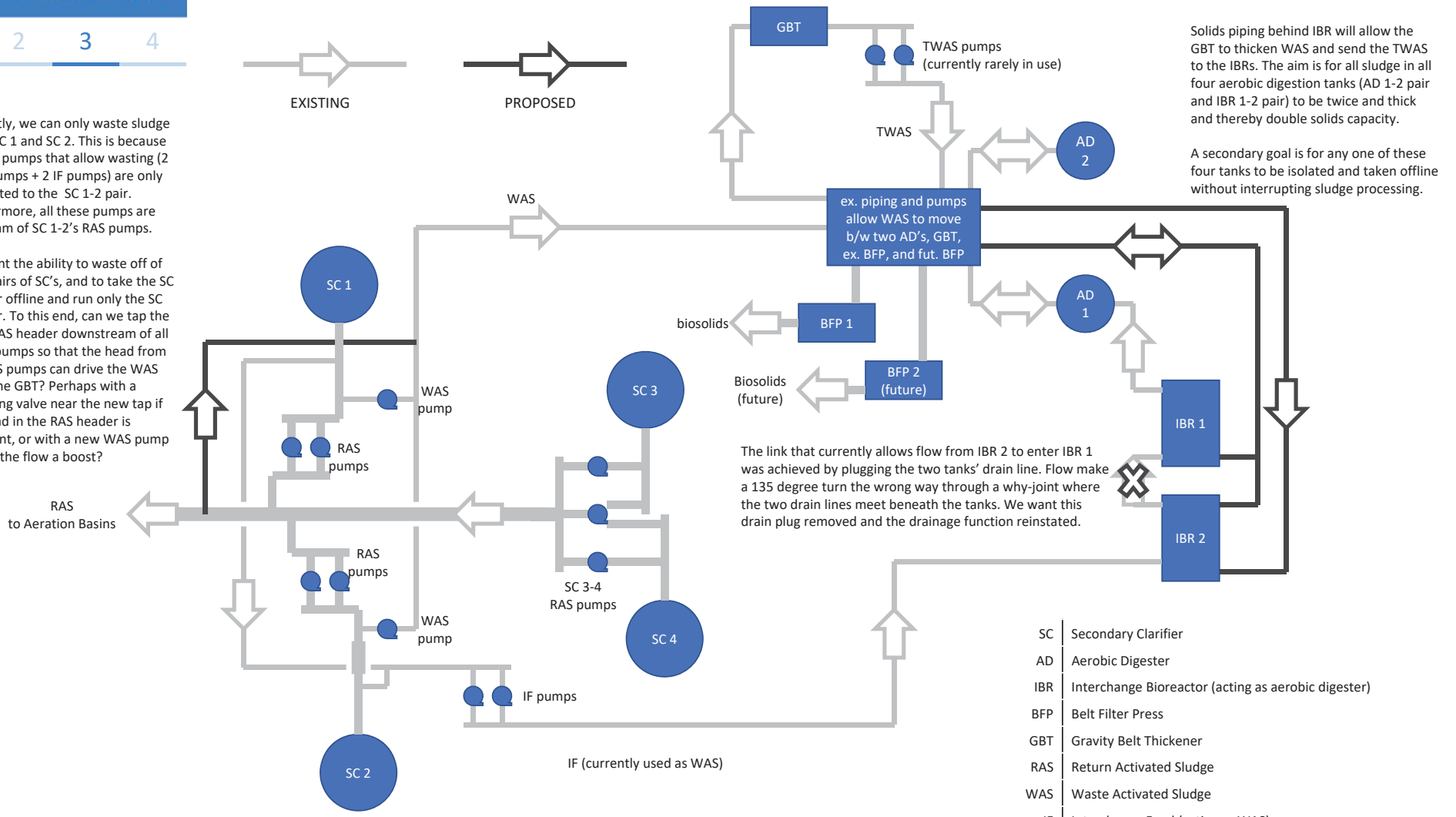


SLUDGE WASTING - SIMPLIFIED PROCESS DIAGRAMS

To clarify Solids Piping Project and determine Scope of Work with Murraysmith

Currently, we can only waste sludge off of SC 1 and SC 2. This is because all four pumps that allow wasting (2 WAS pumps + 2 IF pumps) are only connected to the SC 1-2 pair. Furthermore, all these pumps are upstream of SC 1-2's RAS pumps.

We want the ability to waste off of both pairs of SC's, and to take the SC 1-2 pair offline and run only the SC 3-4 pair. To this end, can we tap the main RAS header downstream of all 7 RAS pumps so that the head from the RAS pumps can drive the WAS up to the GBT? Perhaps with a throttling valve near the new tap if the head in the RAS header is sufficient, or with a new WAS pump to give the flow a boost?



Solids piping behind IBR will allow the GBT to thicken WAS and send the TWAS to the IBRs. The aim is for all sludge in all four aerobic digestion tanks (AD 1-2 pair and IBR 1-2 pair) to be twice as thick and thereby double solids capacity.

A secondary goal is for any one of these four tanks to be isolated and taken offline without interrupting sludge processing.

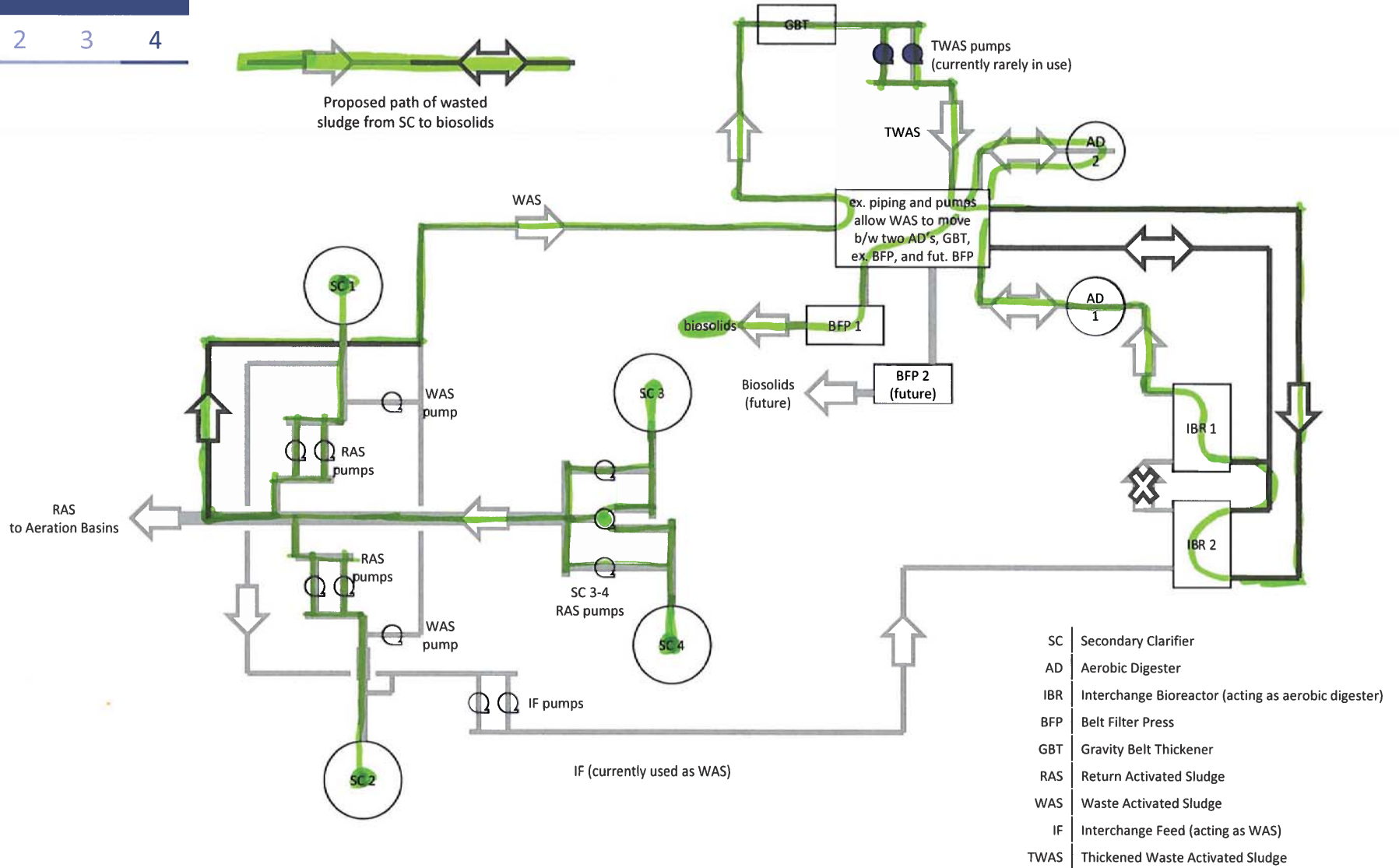
The link that currently allows flow from IBR 2 to enter IBR 1 was achieved by plugging the two tanks' drain line. Flow make a 135 degree turn the wrong way through a why-joint where the two drain lines meet beneath the tanks. We want this drain plug removed and the drainage function reinstated.

SC	Secondary Clarifier
AD	Aerobic Digester
IBR	Interchange Bioreactor (acting as aerobic digester)
BFP	Belt Filter Press
GBT	Gravity Belt Thickener
RAS	Return Activated Sludge
WAS	Waste Activated Sludge
IF	Interchange Feed (acting as WAS)
TWAS	Thickened Waste Activated Sludge

SLUDGE WASTING - SIMPLIFIED PROCESS DIAGRAMS

To clarify Solids Piping Project and determine Scope of Work with Murraysmith

1 2 3 4



OAK LODGE

WATER SERVICES

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Surplus Disposal Fiscal Year 2019/2020
Item No.: 7
Date: July 16, 2019

Action Requested

Declare surplus Vehicle #18 1993 Vactor and Vehicle #03 1997 Ford Ranger.

History

District rules require the Board to declare surplus items valued over \$1,000.00. Currently, we have two items requiring Board approval.

Background



In 2018 the District took delivery of a brand new Vactor replacing the 1993 Vactor, the time has finally come to get rid of the old 1993 Vactor and have it declared surplus, there is no Kelley Blue Book value for this type of vehicle, We have asked Owen Equipment to give us an estimated value.



The District also took delivery of a 2018 Ford F150 to replace the aging 1997 Ford Ranger, the time for this too has come, to have it declared surplus.

District policy states:

- a. For vehicles being surplussed, the requesting division shall attach to the surplus request form, a printout from Kelley Blue Book with the estimated value of the vehicle.
- b. District logos and other markings identifying vehicles as District property shall be removed prior to sale.

Recommendation:

Staff recommends that the Board declare surplus items listed above.

Suggested Board Motion

"I move to declare surplus the 1993 Vactor and the 1997 Ford Ranger."



						Username <input type="text"/>
						Password <input type="password"/>
						<input type="button" value="Register"/>
<input type="button" value="Register"/>	<input type="button" value="FAQ"/>	<input type="button" value="Community"/>	<input type="button" value="Calendar"/>	<input type="button" value="Today's Posts"/>	<input type="button" value="Search"/>	<input type="button" value="Vendor Directory"/>

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1997 Ford Ranger Supercab 125.4" WB XL

VIN: 1FTCR14U8VPA65506

General Information

MFR Model Code

R14

Body Type

Standard Bed

Pass Doors

2

Alternative Name

2WD SuperCab 6 Ft Box XL

Alternative Body

Extended Cab Pickup - Short Bed

Drivetrain

Rear Wheel Drive

Original Pricing

MSRP

\$14,415.00

Invoice

\$13,020.00

Destination Charge

\$510.00

Engine & Powertrain

Type

V6 Cylinder Engine

Displacement L/CI

3.0/182

Fuel Type

Gasoline Fuel

Horsepower

147.0 @ 5000

Fuel Economy

18.0 City / 24.0 Highway MPG

Fuel Capacity

20.0 gal

Net Torque



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[See Trade-In Values](#)



♥ **Used 1997 Ford Ranger Super Cab Pickup** near Portland, OR 97222 [📍](#)
Lowest Priced Style

1997

Mileage: 72,803 [Edit mileage and options](#)



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Pricing

Updated weekly, the Kelley Blue Book Fair Purchase Price shows you what others have been paying for this car recently.

Buy from a Dealer	Buy Certified from a Dealer	Buy from a Private Party
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Private Party Range
\$2,333 - \$4,094
Private Party Value
\$3,214



[Important info & definitions](#)

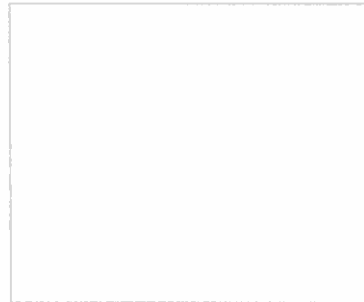
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Used 1997 Ford Ranger Super Cab
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1997 [Print](#)

Mileage: 72,803 [Edit mileage and options](#)

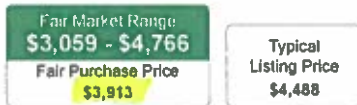


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[Important info & definitions](#)

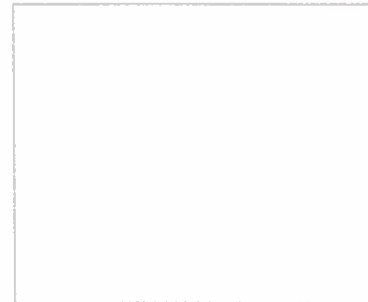
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OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Department Report
Item No.: 8a
Date: July 16, 2019

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

Budget

The Fiscal Year 2019/2020 Budget was approved in May and staff is continuing messaging regarding the rate increase. Staff will be updating the financial system with the new rates and adding the new Administrative Fund accounts to the general ledger. The new Rates, Fees and Other Charges is now posted on our website. The Resolution No. 19-05 correcting the Adopted Budget total and correcting the appropriation amounts that was presented earlier tonight is the last item required to be added to the budget document before it is ready to print. Copies will be available and on the website by the end of July.

Planning for the Fiscal Year 2020/2021 budget has already begun!

Audit

Staff is preparing for the auditor's interim field work beginning the week of July 8. We are finding the request for documents to be higher than we are accustomed to since our new auditor, Moss Adams has not viewed any of our agreements and IGAs and is still learning about us. It is anticipated for their first audit of OLWS there will be a continuation of more questions and time spent with them.

Staff will continue to close out the old year and reconcile the general ledger in preparation for the final audit in September.

Other Items

The lockbox was implemented with the June 30, 2019 bill. It is great to be able to check this off our list. Although a variety of methods had been used to communicate with OLWS customers about this change (OLWS newsletter, bill inserts, and directly on the bill), a number of calls have come in from customers with questions about the new address. Questions range from, "Is everything

okay?" to, "Have you relocated?" Many want to be sure they continue getting the customer service they are accustomed to. It has also prompted several people to sign up for auto pay because they were worried about the added time to get their mail to Seattle.

Rebecca and Elaine attended the Springbrook Users Conference in June that was held in Portland. They were excited with the new tips and tricks they learned as well as the advanced reporting tools for utility billing. It was a great opportunity to talk with other entities using Springbrook and develop a network of resources to call on when we have issues that other users have already resolved.

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Field Operations Report
Item No.: 8b
Date: July 16, 2019

Background

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

Operations Administration



Water crews were busy relocating the spoils holding facility that was formally located at the administration building. The new location will be at the Valley View reservoir site, this new facility will act as temporary holding for primarily dry soil excavations, full decanting will still take place at the treatment plant. During the reconstruction of the spoils holding facility, only four blocks at a time could be hauled, per trailer load, because of the massive weight of each block.



Water crews were also busy relocating water services on Torbank Road. where the County is upgrading the storm water system and making other improvement upgrades.

This particular relocate was very difficult, due to the fact a large tree grew around the entire meter box and pipe. The county had the tree cut down and the stump ground, but all the rest had to be hand cut with hand saws, power saws and a 4000 psi power washer.



During the hottest part of June, the exhaust fan for the Valley View pump station, decided to break down and with temperatures around 100 degrees, staff scrambled to find a solution. Detemple was called in to replace the unit, but new parts were three weeks out in terms of delivery. A large fan from Lowes was purchased as an interim plan, luckily the weather has cooled off and the unit has since been replaced and is ready for the upcoming summer heat.



The District's pump station located at Clackamas River Water's Treatment plant, had some dry rot issues that needed repair, as you can see the drains were not working correctly and the 30 year old roof needed to be replaced, along with a few other areas which you can see in the before and after photographs.





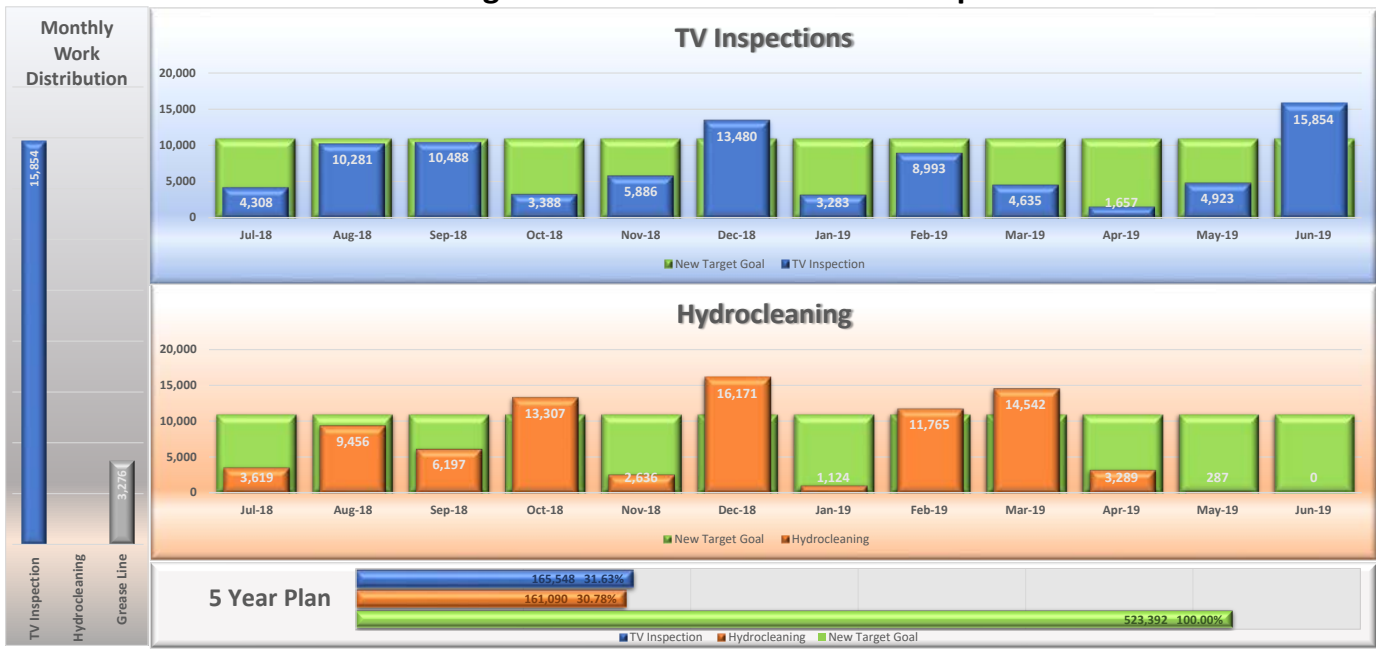
The Collections crew worked hard on a variety of small projects. The Plant's wet well needed to be cleaned which David will talk about in more detail. Nearly 16,000 feet of lines were TV'd. despite the fact one team member was on vacation for two weeks,

Field Operations Monthly Report for April 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Crews busy cleaning and relocating
- Spoils holding, relocated to Valley View
- Water consumption for **June: 116,626,000 Gallons** (above the 10-year average of 100,983,067) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report



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

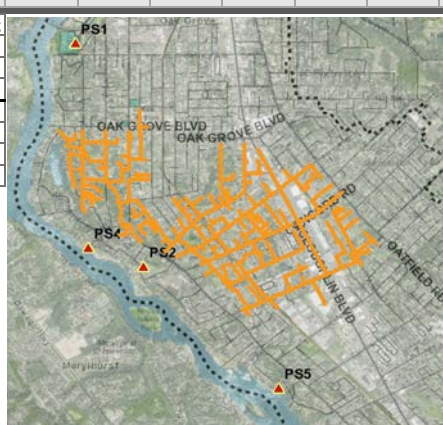
FY 2018-2019														Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19						
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854	145.42%	87,176	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	0.00%	82,393	78.71%	30.78%	362,302	
New Target Goal	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	100.00%	130,824	100.00%	40.00%	287,890	
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006	3,276		50,947				

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

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

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

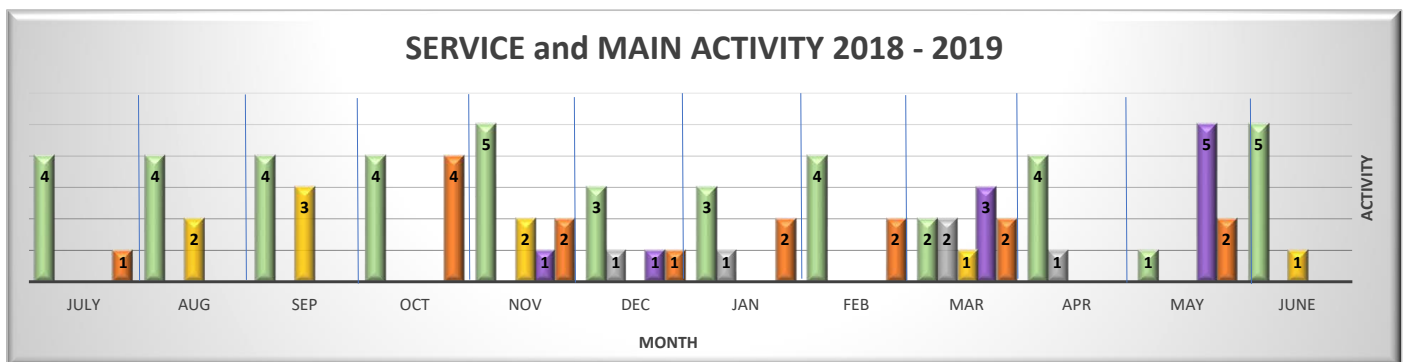
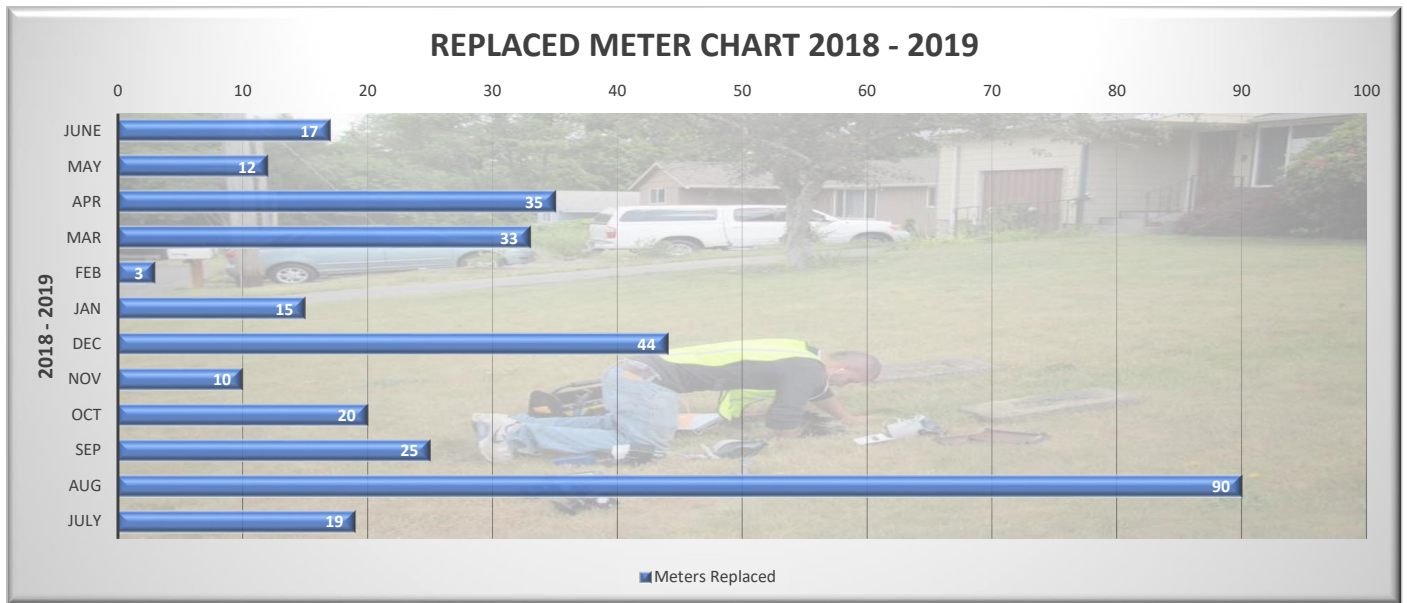
	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	10,902	10,002			
Actual Per Year TV	78,372	87,176				357,844
Actual Per Year Hyd	78,697	82,393				362,302
Make up	26,144	19,894				
Percent Completed	75%	81%	0%	0%	0%	



Current Basin: B

TV 119,281
Clean 120,767

Oak Lodge Water Services Water Report

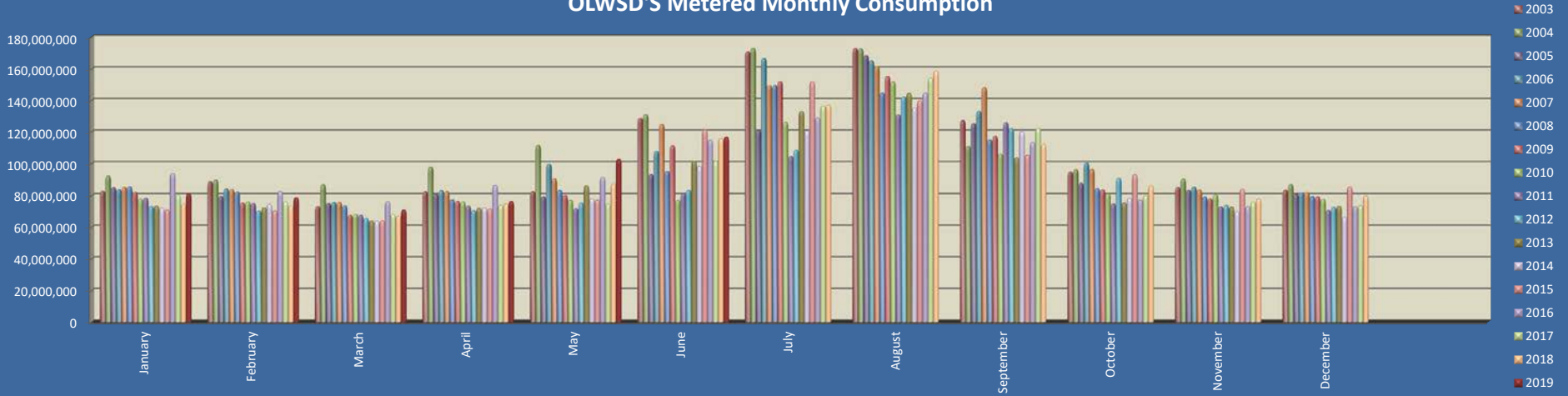


Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	June	17	5		1		
2019	May	12	1			5	2
2019	Apr	35	4	1			
2019	Mar	33	2	2	1	3	2
2019	Feb	3	4				2
2019	Jan	15	3	1			2
2018	Dec	44	3	1		1	1
2018	Nov	10	5		2	1	2
2018	Oct	20	4				4
2018	Sep	25	4		3		
2018	Aug	90	4		2		
2018	July	19	4				1
Yearly Total		323	43	5	9	10	16

Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave
	January	February	March	April	May	June	July	August	September	October	November	December			
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48	
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66	
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17	
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47	
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46	
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14	104.63%
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17	105.39%
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94	97.87%
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93	97.54%
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	95.55%
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11	103.35%
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16	105.16%
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06	101.67%
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%
2019	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000									
2020															
10 Year Average													10 Year ADD	Winter Ave	Summer Ave
77,436,786	74,831,400	67,087,500	74,637,700	82,009,700	100,983,067	129,721,133	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214		3.01	75,772,467	129,989,444

OLWSD'S Metered Monthly Consumption





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 8c
Date: July 16, 2019

Background:

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

Water Reclamation Facility Operations and Maintenance

The plant processes were in great shape for the month. The numbers were 40,000 pounds under aeration and a sludge age of 8.5 days which were in a good range. The sludge age is a little on the low side and the settling could be a little faster. So, with things in such good shape and the flows in summer mode it was time for Operations to do some experimentation. They took another clarifier offline to see if having one clarifier online, which based on design flow would be enough to handle the flow and solids load, would improve settling. We have never had the ability to do this kind of test. Well the settling did become faster and the overall appearance of the microorganisms in the microscope looked good but the effluent from the clarifier was too turbid. This looked like a combination of the function of clarifier #2 which is one of the old clarifiers and being low on filaments in the microorganism floc. Operations was considering when to put the second clarifier online and the rain helped make the decision easy. The next experiment will be to take another aeration basin offline and have a balance of two basins and two clarifiers. We'll see how that works in July. Progress was made at the UV channel. Operations and Maintenance removed the bulb racks from the east channel to clean the algae. They also did a confined space entry to try to get the influent gate operating again. Jayson was successful with that. This combined with the west channel actuator repair from last month, allowed a return to fully automatic operation for the time being. Both sludge hauling trucks are in service and 206 cubic yards of biosolids were hauled to Madison Farms. This is lower than last month due to the solids targets being met and a lower amount of wasting being necessary. I have been working with Madison Farms on a new agreement for sludge hauling as the last one has expired.

The new Flygt Influent Pumps arrived. They are lovely. Maintenance is arranging for the electrical work that needs to be done prior to installation. And Jayson put a project and a crew together and cleaned out the west wet well. This will help make the pump installation easier. The new driveway came in handy as the crew was able to pull the Vactor truck close up for the cleaning. Jayson Kahler, Abe Merritt, Jeff Wheeler, Derek Shunn, Brad Lyon, and Justin Claxton did this great job. An air flow sensor on Aeration Basin #4 failed. It is unrepairable and a replacement is on the way. This sensor is from the original construction and reminds us that we no longer have a brand-new plant. There were also the usual preventive maintenance items and frequent cottonwood cleanings on filters and the general shop area. We had a sump pump failure in the old RAS pump station and the lower level got a couple feet of water in it. No damage though as all the pumps are submersible. The pump was repaired. All the pump stations are working well. John Krogstad crafted a new and better gate valve operator. Large gate valves without motorized operators must be cranked hundreds of turns for full travel and the function can cause various injuries. We previously had an ineffective drill and clutch system that did not work well. John salvaged fittings for the stem and ordered a clutch system to fit a Ridgid pipe threader we were no longer using that has lots of torque.

We had forklift training for the water and wastewater crews and started Defensive Driving training at our Operations meeting. Operations has been active with Haakon and the Aeration studies. We got the final report at the end of the month. June was another good month.

Attachments:

9ci_Operations Staff Report Rainfall vs Flow data correlation
December 2018 – June 2019

9cii_Plant Performance BOD-SS graph December 2018 – June 2019



Influent Pump Wet Well before



Vactor crew in action



Influent Pump Wet Well after



New Influent Pumps



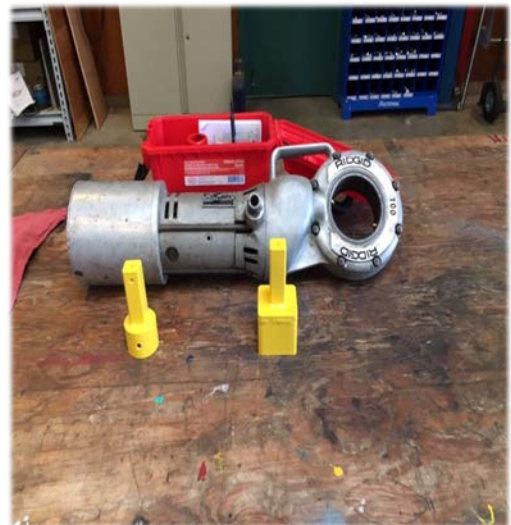
UV Bulb Racks removed for cleaning



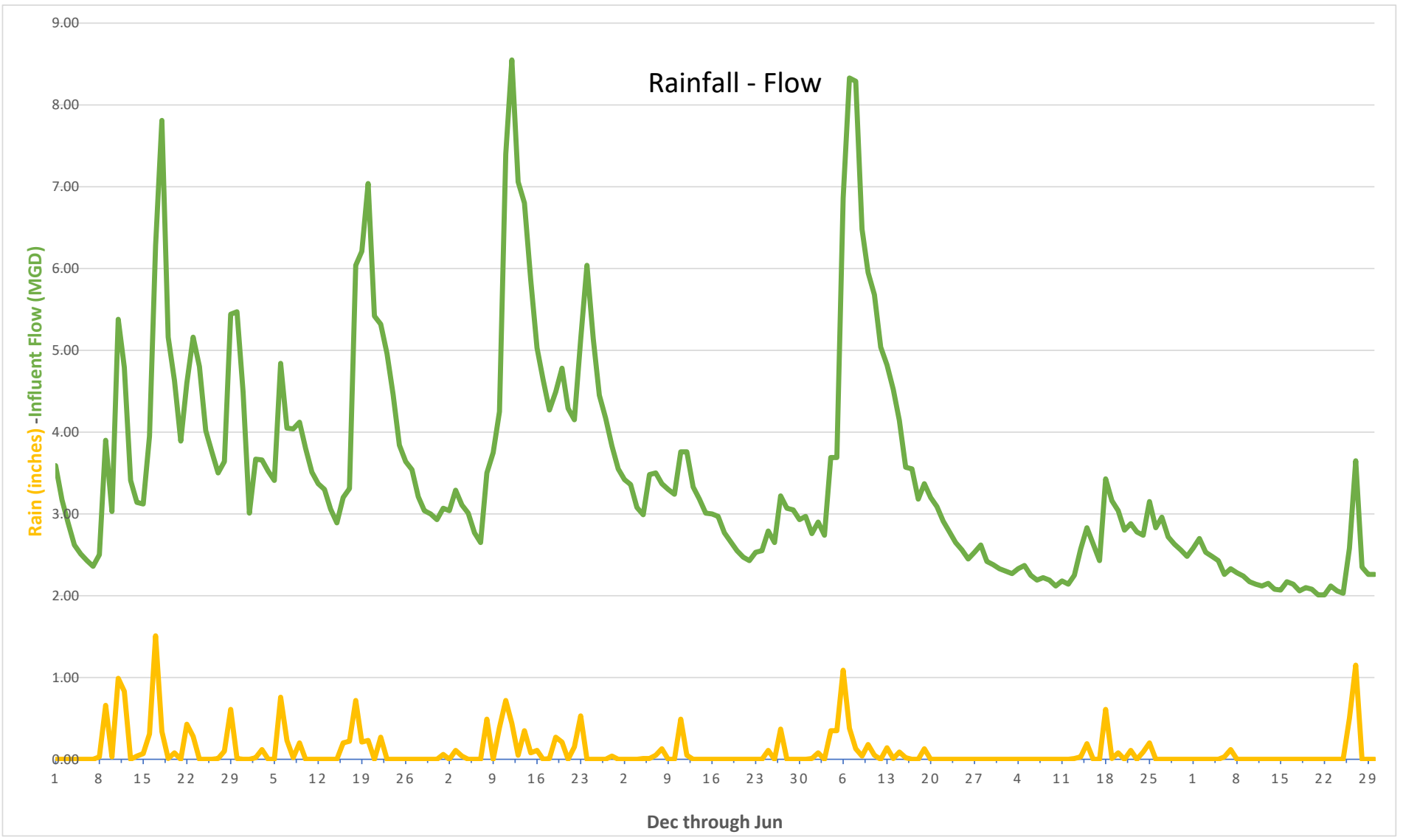
UV Channel Cleaned



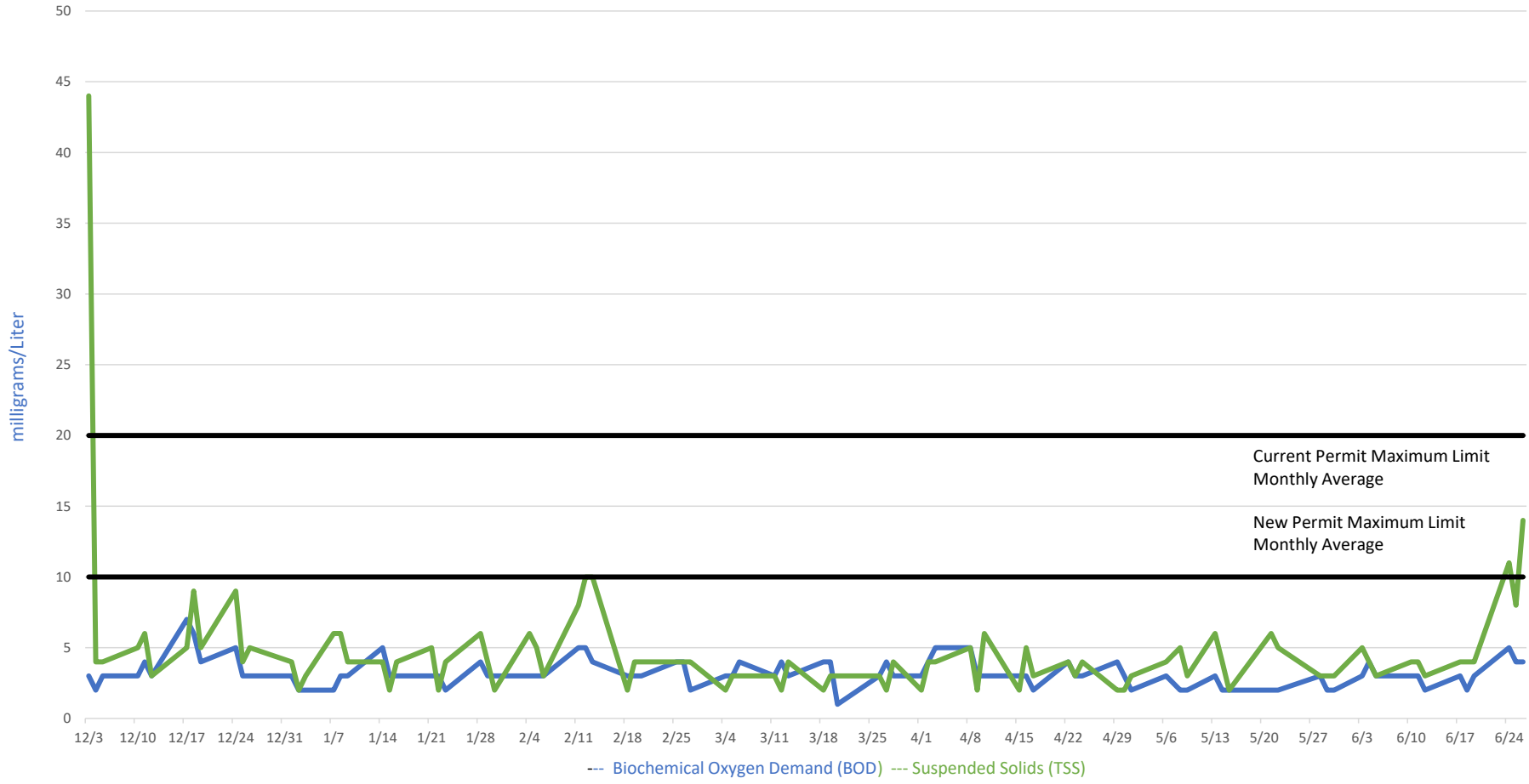
Paul Witzig demonstrating
valve turning drudgery



New Portable Gate Driver



Effluent Water Quality





STAFF REPORT

To: Board of Directors
From: Technical Services Team
Agenda Item: Technical Services Monthly Report
Item No.: 8d
Date: July 10, 2019 (for July 16, 2019 Meeting)

Below is an update of various Technical Services Program efforts:

Outreach and Education

Summer is here, and along with it the renegotiation of Outreach and Education partnerships. OLWS staff has been meeting with non-profit partners and updating contracts for FY 2019-2020.

Non-profit partners planned for this year include the Backyard Habitat Program with Columbia Land Trust/Portland Audubon, the Clean Rivers Coalition, Ecology in Classrooms and the Outdoors (ECO), North Clackamas Watersheds Council, Schoolyard Farms, and the Watershed Health Education Program (WHEP) with Rex Putnam High School. 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, having partners share similar messages around the Whole Water Cycle strengthens what people learn about our Watershed and Water Systems.

Throughout the summer water conservation messaging is in full force on all media channels through OLWS and our partners. Please remember to encourage people to be conservative with their water use, particularly as we get closer to the fall and into the extended drought. For water conservation tips and resources, remember to send people to the Regional Water Providers Consortium and the Clackamas River Water Providers through the web.

This summer OLWS will personally be present at several seasonal events, including the Jennings Lodge CPO Community Picnic on July 23rd and the Oak Grove Trolley Trail Festival on August 24th. Please stop by our table and say hello if you are able to attend these events!



Board Vice-President Kevin Williams
and General Manager Sarah Jo Chaplen and
at the 2018 Oak Grove Trolley Trail Festival

Permitting - June 2019 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to- Date</i>	<i>This Month Last Year</i>	<i>Last Year-to- Date</i>
Pre-applications Conferences	0	0	21	2	23
Hours Spent on Development Review	45	65	655	95	939
Hours spent on Utility Permits	90	75	485	40	552
Development Permits Issued	2	2	24	2	23
Utility Permits Issued	17	2	70	10	89
New Sewer Connections	14	2	53	7	80
New Water Services	17	2	-	-	-
Active Erosion Control Permits	42	49	489	45	404
Total Erosion Control Permits Inspected	42	49	489	45	401
Active Construction Permits	19	23	289	22	183
Sanitary SDC Fees Received	\$26,124.15	\$10,330	\$359,684	46,485	418,365
Water SDC Fees Received	\$32,960.00	\$22,885	\$375,015	11,225	-
Plan Review Fees Received	\$3,800.00	\$4,168	\$75,646	1,651	19,619
Inspection Fees Received	\$3,888.95	\$3,858	\$73,646	2,577	27,985

Attachments

1. Capital Project Tracker
2. Development Review Status Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	7/3/19
Warranty Period	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019. Warranty complete - awaiting asbuilts.	7/3/19
Closed	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Warranty Bond Released.	7/3/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019. Warranty complete awaiting asbuilts	7/3/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2020	7/3/19
Warranty Period	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD warranty period expires March 2020.	7/3/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	7/3/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	7/3/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Willamette View Riverview Dining Facility Replacement	7/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	7/3/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019	7/3/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	7/3/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	7/3/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	7/3/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019	7/3/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019	7/3/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (extension)	7/3/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	7/3/19
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019	7/3/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019	7/3/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019	7/3/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	7/3/19
Under Construction	18122 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2020	7/3/19
Under Construction	13716 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	7/3/19
Under Construction	12706 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	7/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	7/3/19
Under Construction	SE Park Ave. @ SE River Rd	Road Improvements / CC DTD CIP	Stormwater treatment, roadway expansion, intersection realignment	7/3/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019	7/3/19



STAFF REPORT

To: Board of Directors
From: Aleah Binkowski-Burk, Human Resources Manager
Agenda Item: Human Resources Department Report
Item No.: 8e
Date: July 16, 2019

Workers Compensation Renewal:

WORKERS COMPENSATION PREMIUM COMPARISON

Code	Classification	2018 Payroll		2018 Expiring Term and Rates	2019 Payroll		2019 Renewal Rates
7520	Waterworks Operations	\$644,082	2.60	\$16,746.13	\$654,200	2.52	\$16,485.84
7580	Sewage Plant Operations	\$1,338,691	2.41	\$32,262.45	\$1,136,000	2.18	\$24,764.80
8742B	Board Member Coverage	\$7,000	.26	\$18.20	\$7,000	.19	\$13.30
8810	Clerical Office Employee	\$912,158	.12	\$1,094.59	\$1,286,500	.12	\$1,543.80
	Payroll- Manual Contribution	\$2,901,931		\$50,121.38	\$3,083,700		\$42,087.74
	Experience Modification			.95		1.13	
	Modified Contribution			\$47,615.31			\$48,372.75
	Contribution Volume Credit			(\$6,431.53)			(\$6,556.50)
	Discounted Premium			\$41,183.78			\$41,816.25
	Safety Net Coverage			N/A			\$2,274.71
	Terrorism Exposure Contribution			\$290.00			\$308.00
	State Assessment		7.60	\$3,152.01		8.00%	\$3,369.94
	Workers' Compensation Cost			\$44,635.79			\$47,768.89

	Cost when pd in full by August 1, 2019						\$46,096.68
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Amount Budgeted: \$54,000

Worker's Comp modification rates are set by a rolling three-year average. For the 2019 renewal a lower cost claim year is rolling off and a higher claim cost is now counting towards the modification rate.

2014 Claim amounts: \$1,463.00 (rolling off for 2019 renewal)

2015 Claim amounts: \$2,002.00

2016 Claim amounts: \$15,424.00

2017 Claim amounts: \$58,670.00 (rolling on for 2019)

Hiring and Recruitment:

We are now in full swing recruiting for the new positions. Last week we completed first round interviews for the Asset Resource Specialist position. We interviewed 8 candidates last week and are setting up for final interviews this week. The District Recorder position will be started as soon as we have made a final offer on the Asset Resource Specialist position.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 10
Presenters: N/A

Background:

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

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

Parking Lot:

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason working to gather information

June 26 ,2019

To: Board of Directors, Oak Lodge Water Services District

From: Kevin Williams, Director *K.W.*

Re: Jennings Lodge CPO meeting report

1. The first item was a community forum to discuss the McLoughlin Area Plan and how neighborhoods can begin preparing to participate. Jon Iagarza from the Clackamas County Economic Development Commission was one of the presenters. Lisa Pyszka from Bridge economic Development was the other presenter. Basically they explained to the group how critical Business and Property Owners will be to a successful outcome for visioning and development. They suggested that getting those people to attend CPO meetings and be part of the conversation was the first step.

They said that neighborhoods are at the nascent steps in the process and must get as many people to the table as possible. They went on to say this could be a 10 to 15 years to complete. I think some people may have been disappointed to hear that. When you look around the room and the median age is 65 it is pretty likely that many of these folks will never see this completed.

2. The meeting moved on to the JLCPO business meeting which included a treasurers report, approval of the May minutes and a report on the annual picnic. The picnic will be on Tuesday July 23, 2019. It has moved to Jennings Lodge school playground. It will be held from 5:00 to 8:00 P.M. You are all invited to come partake. I think all they ask is for you to bring a side dish to share with others.

3. There was one land use application reviewed this month. It was for a 12 plex apartment that wants to add 4 units. The group voted to approve it with a condition the County cannot require. They want those four nits reserved as affordable housing.



-
- 6:30 pm** Social time and snacks
- 7:00 pm** **Welcome and Introductions**
Overview for the Community Forum and the Business Meeting
Recap from previous Community Forums
Updates: Safe Routes to Schools project and River East Villages program
- 7:15 pm** **COMMUNITY FORUM** Topic: Clackamas County Economic Development Department, the Economic Development Commission as they may relate to the Jennings Lodge community. Presenters Jon Lagarza, CC Interim Economic Development Manager and Alisa Pyszka, Bridge Economic Development. *See reverse for information about our speakers.)*
Presentation & Questions and Answers
- 8:00 pm** **JLCPO Business Meeting**
Treasurer's Report
Approval of the May Minutes
Picnic Committee Report and Budget Request: Tuesday evening, July 23, 2019
- 8:10 pm** **Land Use Applications**
20270-19 Non-conforming use – Alteration/Verification
Address: 18725 SE Ashton Ln 97267
Zoned MR1- Medium Density Residential
Currently, two one-story buildings with 6 units in each
Application to construct two-story building (adding 4 units)
- 8:30 pm** **Reports/Discussion from JLCPO Representatives**
North Clackamas Parks and Recreation District (NCPRD)
Oak Lodge Library
Jennings Lodge Estates – Commemorative sign

Mtg. Venue: 4180 SE Jennings Ave, Jennings Lodge OR 97267



For more information, email jenningslodgcpo@gmail.com

About Our Forum Speakers

Jon Lagarza, Clackamas County Economic Development Manager

Jon is an experienced Strategic Manager with a demonstrated history of working in the government administration industry. Skilled in acquisition, disposition, adaptive reuse, development and property management of complex properties. Strong program and project management professional with a Bachelors of Science focused in Architecture Concentration in Construction Management from the University of Nevada-Las Vegas and Portland State University MRED program."

Alisa Pyszka, Founder and President of Bridge Economic Development

Alisa helps cities foster economic development and urban redevelopment by providing strategic guidance regarding industry cluster development, marketing and targeted real estate investments. Based on my extensive experience in the private and public sector I understand the needs and motivations of each interest, which allows me to provide meaningful advice that results in prosperity for a community.

MODERATOR: Jane Morrison
DATE: May 28, 2019
RECORDER; Mary Ott Piper
LOCATION: Church of the Nazarene

Notice of the meeting was in press release to the Clackamas Review newspaper and emailed to interested parties on the Jennings Lodge mailing list. Yard signs were posted throughout Jennings Lodge and the meeting was promoted on social media: Facebook and Next Door.

Introductions: All in attendance introduced themselves. More than 20 people came from throughout Clackamas County for the short-term rental topic.

Total attendance was fifty.

Voting Members in Attendance: Mitra Anoushiravani, Lisa Bentley, Steve Berliner, Karen Bjorklund, Grover Bornefeld, Jan Carothers, Brian Dirks, Virginia Foster, Tea Godfrey, Paul Gornick, Leanna Gornick, Tom Humphrys, Carol Masrtonarde, Jane Morrison, Linda Neumann, Mary Piper, Smith Piper, Kay Weaver, Tom Weaver, Kevin Williams

COMMUNITY FORUM

Chair Jane Morrison introduced County staff to discuss short-term rentals in incorporated Clackamas County. This was one of a series of forums scheduled by the County concerning the establishment of potential regulations for this use. An information flyer was distributed.

Jennifer Hughes, Director of Planning noted that, while the Clackamas County Zoning Ordinance does not clearly allow short-term or vacation rentals, there are no regulations concerning that type of use, such as: where allowed, in what type of dwelling? Should there be regulations concerning garbage collection, maximum occupancy, off street parking, noise/nuisance, building and fire safety? What happens to the collection of Room Tax? What would be the most effective way to potentially allow and regulate this use? Comments from the attendees were recorded. Attendees were also invited to further comment and take a survey at www.clackamas.us/planning/str.

BUSINESS MEETING

Jane Morrison called the business meeting to order at 7:55 pm.

The Treasurer reported a balance of \$1,773.20. The April minutes had been distributed. Paul Gornick moved approval of the report and minutes; Grover Bornefeld seconded. Approved unanimously.

Jennings Lodge CPO Policies and Operating Procedures: Vice Chair Karen Bjorklund led a discussion of proposed JLCPO policies and procedures sent to members authorizing public Board meetings to deal with time sensitive matters between regular JLCPO business meetings. These are in addition to the Bylaws and intended to provide continuity, common understanding and expectations. After discussion Tea Godfrey moved that the following policies/procedures be

approved, seconded by Linda Neumann. Motion approved unanimously.

1. Authorization for Board to Make Decision on Behalf of JLCPO; Scope of Matters Allowed:

(A) During periods in which JLCPO business meetings are more than 35 days apart, the JLCPO authorizes the JLCPO Board to meet in public meetings with proper public notice as required by state statute, to make decisions on behalf of the JLCPO on time sensitive matters which cannot be held for the next JLCPO business meeting.

(B) Such time sensitive matters could include recommendations on land use applications of community concern or interest; responses to the County with feedback or positions; filling a vacancy occurring in a Director-at-Large position for the unexpired term according to the JLCPO Bylaws, and expenditures up to \$500.

2. Types of Decisions That Must Go Only to the JLCPO Business Meetings:

Decisions that MUST be made in public JLCPO business meetings, and therefore NOT just by the JLCPO Board in a public meeting, are expenditures over \$500, and election of Board of Director Officer and Directors-at-Large.

3. JLCPO Board Meeting Quorum; Decision-Making Method:

(A) For purposes of public JLCPO Board meetings to make authorized decisions, a quorum is majority of the current number of Board members, but in no case shall be fewer than 3 people.

(B) The Chairperson or each Co-Chairperson will have a vote in public JLCPO Board meetings, and decisions as JLCPO Board meetings will be by simple majority.

4. Report Decisions to JLCPO:

Decisions made on behalf of the JLCPO at public JLCPO Board meetings will be reported at the next JLCPO business meeting.

In addition, it was moved by Jan Carothers and seconded by Steve Berliner that the Chair may [directly] approve expenditures of up to \$100. Unanimously approved.

Social Events: The JLCPO picnic will be July 23, with Virginia Foster and Tom Weaver in charge.

The Oak Grove Trolley Fest will be August 24, 11-4.

A Brew Pub night is scheduled for September 5 at Coasters.

Land Use: There are no new land use applications. Jane Morrison reported the Samoan Church has not yet met with neighbors. She said the County would facilitate this at a future date.

Park Avenue Project Phase 2: Karen Bjorklund led a discussion on making recommendations to the County for Phase 2 of the Park Ave Project, especially on community engagement aspects that could create precedents that might be used in Jennings Lodge. Below is a summary related straw poll results and core issues discussed.

If this project were in Jennings Lodge...

Make-up of public advisory committee (PACAC): After considering the proposed make-up of

PACAC for Phase 2 of the Park Ave. project, **everyone** in the straw poll indicated that if this was being applied to a process for Jennings Lodge, they would want changes, i.e, representation of homeowners should be more aligned with the percentage of homeowners in the project area.

Survey of project area stakeholders: **Nearly everyone** in the straw poll indicated it would be important or necessary to have a survey in Phase 2 to get opinions that more statistically and proportionally represented the stakeholder groups. They cited a need to get proportional responses for those who live and own their homes in the project area.

Process for involving community in Phase 2: **Everyone** in the straw poll would want a specific task to be required of the consultant and public advisory committee to formally create some ways for the project area community to be engaged with the development of standards and other Phase 2 work.

Anti-displacement Strategy: **Nearly everyone** in the straw poll indicated that a project scope should be expanded to consider side streets *only if* a way could be found to fund the work to create and complete the anti-displacement strategy. There wasn't broad discussion whether they supported the idea proposed for this particular project of focusing on side streets first for development.

Framework Plan and Guiding Principles: **Everyone** in the straw poll thought the additional proposed concept of creating guiding principles and a framework plan (visual map) would be useful to have for the Jennings Lodge area, too. In addition, **everyone** in the straw poll indicated support and the need for developing guiding principles, values, key themes, etc. through a community-up process in which the community had the opportunity to discuss and create these elements (with facilitation assistance as needed).

The meeting was adjourned at 9:40 pm.



A public hearing, regular meeting, and workshop of the Sunrise Water Authority Board of Commissioners will be held on **Wednesday, June 26, 2019 at 6:00 p.m.** at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon, 97086.

AGENDA

CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda
- Outstanding Items

PUBLIC COMMENT

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.

FIRST READING AND PUBLIC HEARING ON ORDINANCE 2019-01

1. CONSENT AGENDA

- 1.1 Approval of Minutes of May 22, 2019
- 1.2 Acceptance of Water Mains and Related Facilities for Scouters Mountain Phase 1B Subdivision
- 1.3 Acceptance of Water Mains and Related Facilities for Trails at Rock Creek Phase 2 Subdivision
- 1.4 Acceptance of Water Mains and Related Facilities for Shadow Mountain Phase 2 Subdivision
- 1.5 Acceptance of Water Mains and Related Facilities for Stella Heights Subdivision
- 1.6 Acceptance of Water Mains and Related Facilities for Jackson Hills Phase 4 Subdivision
- 1.7 Acceptance of Water Mains and Related Facilities for Jackson Hills Phase 5 Subdivision
- 1.8 Adoption of Resolution 2019-10 Surplus Property
- 1.9 Approval of Main Upsizing for Stella Heights

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 Interfund Loan Resolution
- 2.3 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
- 4.2 Liaison Reports
- 4.3 Information Items
- 4.4 Future Agenda Items

5. ADJOURN REGULAR MEETING AND CONVENE WORK SESSION

- 5.1 Work Session on Finances and Rates

POSTED FRIDAY, JUNE 21, 2019 PER REQUIREMENTS.

The meeting site is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired should be directed to Cindy Wolff at 503-761-0220 or cwolff@sunrisewater.com at least 48-hours in advance.

**Sunrise Water Authority
June 29, 2019 Board Meeting
Paul Gornick's Notes**

- **Board chairman called meeting to order, then heard public comment, which included an appeal from a homeowner regarding a \$25,000 SDC charge for a 1" meter size to allow for both domestic use and a fire suppression system. Homeowner built a new home in a large lot subdivision with a private road, where developer ran a single 1400' service between meter and homesite. If a second 5/8" meter and service was installed for fire suppression only, there would have been a lower SDC on the potable service and no SDC on the fire service. Jim De Young, the putative mayor of Damascus, requested restoration of an IGA between Damascus and SWA.**
- **Board passed the consent agenda which included approval of the budget committee meeting minutes, and acceptance of six water systems for various subdivisions.**
- **Board approved financial statements for May 2019.**
- **Discussion items included the format and process for the General Manager's performance evaluation.**
- **General Manager gave his update report and status of construction projects.**
- **Board discussed the future calendar and gave their liaison reports, and the meeting was adjourned and a candlelight work session was convened.**
- **Work session discussed the district's finances, rate setting, and the outlook for future years budgets.**

Oak Lodge Water Services District Board Parking Lot

Date Added	Item	Work Update
5/21/2019	Update on Concord Oaks Home Owners Association and their surface water management	Will update at next Board meeting.
6/12/2019	Set Board Applicant Interviews	Aleah will work to set

Questions regarding Possible Impacts of Park Ave. Project Work on Jennings Lodge

As you probably know, work on Phase 1 of the Park Ave. Project has just finished, and there are proposed changes to work for Phase 2. While the project isn't in the Jennings Lodge area, it's designed to produce some processes that could be used in Jennings Lodge, or set precedents for work here in the future. This time between the two phases is a great opportunity to suggest adjustments, if some are needed, to try to get precedents that are supported here as well as further north. To get feedback for possible adjustments, the questions that follow have been created for the JLCPO meeting, which you may want to go through in advance. Some answer options have been included for each item to make it as easy as possible for you to mostly just pick a letter for your answer, or a yes/no. But there are a few open-ended questions (and a few charts for background, if you need them)

Community Engagement Plan

(which is specifically meant to be a model for other areas)

Make-up of public advisory committee.

Below is a chart showing the proposed make-up of the public advisory committee for Phase 2 of the project. This committee is proposed as a primary source of public engagement and recommendations for Phase 2.

Question 1. If this project was in Jennings Lodge: (please circle yes or no on A, and answer B as needed):

- A. Would you be okay with the representation shown below of the different stakeholder groups? Yes. No.
- B. Is there anything you would want to see changed about the make-up of the public advisory committee?

<p>Clackamas County will nominate up to 10 representatives from within the project area as follows:</p> <ul style="list-style-type: none"> 1 resident who is a home owner 1 resident who is a mobile home owner or renter 1 resident who is a renter in a multi-family residence 1 resident who is a renter in a single-family residence 1 MAP-IT residential representative 2 business owners 2 commercial property owners (not residential) 1 owner or manager of multi-family residential property or mobile home park 	<p>[and] Clackamas County will nominate up to 8 community representatives with expertise in the following areas of special interest as follows:</p> <ul style="list-style-type: none"> 1 representative of senior interest group 2 representatives of youth interest groups 1 representative of Oak Grove Elementary School 1 representative of multi-modal transportation interest 1 representative of natural habitat protection and enhancement 1 representative of affordable housing advocacy group 1 representative of a social justice advocacy group
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Surveys of project area stakeholders.

In Phase 1, a survey was done in February as a first overview of community opinions related to McLoughlin Blvd. and the McLoughlin Area Plan, which got responses from 165 people who live and/or own property or a business in the project area. It wasn't meant to statistically and proportionally represent the stakeholder groups. For example, the consultant said about 56% of homes in the project area are owner-occupied (they live and own property in the project area); but only 22% of the 165 local survey respondents lived and owned property in the project area. A smaller April survey on different subjects for the project (with about 67 people who owned and/or lived in the project area) also wasn't meant to proportionally represent the stakeholder groups.

Question 2. If this project was in Jennings Lodge: (please circle A, B or C, depending on which fits for you)

- A. Do you think this is enough indication of various stakeholder group opinions that you would be okay with going forward based on the results?
- B. Or do you think it would be important or necessary to ask for another survey in Phase 2 (on design and development standard ideas, or development of guiding principles for the area, for example) to get opinions that would more statistically and proportionally represent the stakeholder groups?
- C. Or does your answer to A or B depend on whether the survey is about something that will impact a lot of people in the neighborhood, and there are strongly-held opposing opinions on the subject?

Process for involving community in Phase 2.

Currently, nothing *specific* is called out in the Scope of Work or Community Engagement Strategy for involving the project community in Phase 2 beyond the public advisory committee, and the management of volunteers to do outreach work. This means involvement and engagement of the project community will be flexible and left up to the consultant working with the public advisory committee.

Question 3. If this project was in Jennings Lodge: (please circle A, B or C, depending on which fits for you)

- A. Would you be okay with leaving involvement and engagement of the project community up to the consultant working with the public advisory committee?
- B. Or would you want some kind of brief goal statement in the Scope of Work or Community Engagement Strategy that gives direction to the consultant and public advisory committee about involvement opportunities for the greater community in the project area?
- C. Or would you want a specific task to be specified for the consultant and public advisory committee - asking them to formally create some ways for the project area community to be engaged with the development of standards and other Phase 2 work?

If it helps you in answering, there is a chart on the next page which shows community involvement before and during Phase 1, and proposed for Phase 2.

Park Ave. Project: Community Engagement Process

<p style="text-align: center;">Began long before the consultant was hired for Phase 1*</p>	<p style="text-align: center;">After the consultant was hired for Phase 1</p>	<p style="text-align: center;">Consultant-proposed community engagement for Phase 2</p>
<p>Community members propose project</p> <p>MAP-IT proposes project to County for 3 years</p> <p>Board of Commissioners approves project</p> <p>County works with several community members to write grant application</p> <p>County creates a Grant Management Team which includes a MAP-IT rep</p> <p>County invites and works with interested community members to draft the scope of work and request for consultant proposals</p> <p>County invites and works with interested community members to develop the evaluation criteria for consultant applicants and questions for the interviews, and be present for the consultant presentations and express opinions about who should be hired to do the Phase 1 work.</p> <p>*This column <i>doesn't</i> summarize consultant work, but does give some idea of community involvement before the consultant was hired, which is also an important part of the overall community engagement process for this project.</p>	<p>Presentations/Q&A at community organization meetings: Kick off with MAP-IT; OGCC on Memo 1</p> <p>Stakeholder meetings with:</p> <ul style="list-style-type: none"> - Commercial property owners (23 people); - Regional developers (about 10 people); - Mobile home and Rose Villa/Willamette View senior living management (4 people); - Business owners (2); 2nd meeting (?); - Residents in the project area (8); - People from inside & outside area involved in writing grant, hiring consultant (9). <p>February survey - respondents include 165 who live/own in project area (including parts of City of Milwaukee); not meant to statistically represent demographic groups (like homeowners vs. renters). Flyer sent.</p> <p>April Community Meeting to present key themes developed from roundtables & market condition research</p> <p>April Survey on key themes - respondents include about 67 who live/own in project area; doesn't statistically represent groups</p> <p>County Emails to Interested Parties & Materials Posted Online</p>	<p>Create Committees:</p> <ol style="list-style-type: none"> 1. Grant Management Team 2. Park Ave. Community Advisory Committee (PACAC): 18 members (1 must be area resident who is a home owner). 3. Technical Advisory Committee <p>Park Ave. Community Members: community member engaged to be managed & summarized by consultant team to shape recommendations submitted to PACAC.</p> <p>Recommended that selected consultant budget time to manage volunteers for outreach to existing residents.</p> <p>Other tasks</p> <p>PACAC and community members should provide community education events and other forms of equitable engagement...</p> <p>Deliverable - Up to two education workshops to discuss best practices for land use regulations, development in mixed-zones...</p> <p>Consultant to finalize community engagement strategy, including using volunteers; interactive engagement techniques; reporting back; specific practices to help ensure participants feel their views/ideas have been heard; efforts to involve under-represented.</p>

Addressing Displacement

Anti-displacement Strategy

The consultant proposes to use a set of key themes as drivers for the guiding principles and other project work, including a theme of focusing on side streets first for development. As a result, if more development was planned in the neighborhoods (such as on side streets), there is some possibility of greater displacement impact. The original scope of work for the project called for a strategy to be created for dealing with potential displacement due to development. As the original grant funds may not be enough to pay for all the work in the original scope of work, the consultant has proposed that the anti-displacement strategy be broken out as an individual project to be funded separately. The County may not have the money to pay for this work as a separate project.

Question 4. If this project was for Jennings Lodge, and if funds couldn't be found to pay for creating an anti-displacement strategy: *(please circle A, B or C, depending on which fits for you):*

- A. Would you say the project scope should remain limited to the current commercial and multi-family housing areas (limiting the potential impact)?
- B. Or would you say that the project scope should be expanded to consider the side streets only *if* a way can be found to fund the work to create the anti-displacement strategy?
- C. Or would you say the project scope should be allowed to expand to consider the side streets regardless of whether the anti-displacement strategy work can be funded and completed?

Framework Plan and Guiding Principles

Added Tasks of Creating Guiding Principles and Framework Drawing

The consultant is proposing two extra tasks for Phase 2: creating specific guiding principles for the project area; and using them to create a framework drawing for future action. The chart on the next page summarizes the two tasks and shows how one task feeds into the other. The project grant money is not enough to pay for a consultant to do the work required for these two tasks, and County staff says the County doesn't have the money, either (beyond the grant money).

Questions 5. After looking at the description of the proposals to create *guiding principles and a framework plan* on the next page: *(please circle yes or no on A and B; fill-in on C)*

- A. Do you think something like this would be useful to have for Jennings Lodge? Yes. No.
- B. If yes to A, would you think it's worth pursuing alternate ways to get funds for the work, or otherwise find some other way to get the work done? Yes. No.
- C. If this project was in Jennings Lodge, what are some alternate ways you can think of to this get particular work done?

Park Ave. Project: Proposed Development of Guiding Principles & Framework Plan

Added Proposal for Phase 2: Create Specific Guiding Principles for Project Area

The consultant recommended that a set of Guiding Principles be created specific to the project area, to guide future planning and development, and neighborhood vitalization. Rather than starting from scratch to develop the unique Guiding Principles for the project area, they think it would be better to build on previous work, especially work already supported by the community.

The consultant proposed 6 key themes as a foundation on which to build the guiding principles - themes they developed after round table discussions with stakeholder groups; and which were the subject of a follow-up survey.

One of their key themes is "Focus on the side streets first for development". As they explained, McLoughlin is a challenging location to initiate infill development. For this reason, they said, "the ability to explore other areas such as along Park Avenue or River Road is important to implement investment in the near future."

Added Proposal for Phase 2: Create Visual Framework Map to Apply Principles

The consultant proposed that a graphic "framework plan" be created of the complete project area that provides clear guidance to the current property owners, business owners and residents, as well as potential new developers.

This graphic would serve as a visual game plan of future planning opportunities, needs, possible improvements, and vitalization work, that could help apply the vision and Guiding Principles developed for the project area.

The map drawing could show, for example:

- Future pedestrian and bike connections;
 - Locations for new housing or employment uses;
 - How side streets can develop;
 - Site development vignettes;
 - Circulation and parking strategies; and
 - Public open space opportunities
- [Also strategic locations where natural features or areas could/should be preserved or created]

1. **Содержание** (содержание) - это информация, которая передается от отправителя к получателю.

2. **Канал связи** (канал) - это путь, по которому передается информация.

3. **Средство связи** (средство) - это устройство, которое используется для передачи информации.

Содержание информации
Средство связи
Канал связи

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Содержание информации
Средство связи
Канал связи

Век информации - это век информации и информации

COUNTY EVENT



Potential short-term rental property regulations in Clackamas County



The Clackamas County Zoning Ordinance doesn't clearly allow short-term or vacation rentals.

However, since many homes are being used for this purpose in the county and there is a growing interest among homeowners to rent their homes short-term, the county is looking for the most effective way to potentially allow and regulate this type of land use in unincorporated areas of the county.

For more information

Martha Fritzie
503-742-4529

mfritzie@clackamas.us
www.clackamas.us/planning/str

Information sessions happening May-June 2019

Learn more at a public meeting. See inside for dates, times and locations.



Discussion topics

We want to know what your thoughts are on the following issues. Let's talk!

If short-term rentals are allowed, where should they be allowed?

What kind of dwelling or residence?

In any legally-established permanent dwelling

- Due to the County's owner-occupancy requirement for accessory dwelling units (ADUs), only one of the two dwellings on a lot with a legal ADU could be used as an STR.
- This option would include allowing STRs in apartments and condominiums.
- In all cases, the owner of the property/dwelling(s) would need to authorize STR use.

Only in certain types of housing such as detached and attached single-family homes, accessory dwelling units (ADUs), plexes and/or multifamily units

Which geographic areas?

Allow throughout unincorporated Clackamas County, in all zoning districts

Only allow in the Mt. Hood resort areas

- Mt. Hood is the County's main tourist destination.
- The communities on Mt. Hood already contain a relatively large number of STRs, many of which have been operating for decades.
- In addition, there are condominiums, particularly in Government Camp, that were specifically developed as resort/vacation rental properties.

What is a short-term or vacation rental?

The rental of part or all of a furnished home, apartment or condominium for a limited stay (typically 30 days or less), typically on a nightly or weekly basis.

- The operator / host typically has a business license, pays income tax, self-employment tax and lodging/hotel tax
- Operators/hosts may be owners, renters or property management companies.
- The properties are often advertised on websites such as Airbnb, Vacasa, HomeAway, VRBO, VacationRentals.com and Booking.com

Discussion topics

We want to know what your thoughts are on the following issues. Let's talk!

If the county regulates short-term rentals, what specifically should be regulated?

Garbage collection

To ensure garbage will not pile up on a property

- Could be a fairly simple requirement that the property has garbage pick-up service (either through a garbage hauler or a rental agency) and covered garbage receptacles

Maximum occupancy

To help ensure safety and try to minimize noise and parking conflicts

- Limits are typically 2-3 persons per bedroom.

Maximum number of days rented per year

To limit the number of people coming and going in neighborhoods that may be more sensitive to the transient nature of STR use

- May be appropriate to have different limits in different areas of the county (Mt. Hood, etc.)

Off-street parking

To help ensure access into the neighborhood remains available for other residents and emergency responders

- Could be a set number of off-street parking spaces or vehicles

- Could be based on the number of bedrooms (i.e. 1 space per bedroom)
- Vehicles parked illegally in the right-of-way are a Sheriff's Office enforcement issue.

Noise/nuisance

To help reduce neighborhood impacts due to noise, particularly late at night

- Could require owners to post "quiet hours" based on the county's noise ordinance
- Could require owners to mail a notice to neighbors with a contact name and number, who is the first point of contact for a complaint about noise (or other problems) in the STR
- Noise ordinance violations are enforced by the Sheriff's Office.

Building and fire safety

To help ensure all dwellings used for STRs have the required number of smoke detectors, CO2 detectors and a fire extinguisher and that the building contains basic safety features (windows in bedrooms, safe railings on decks, etc.)

- Could be done through a self-reporting, affidavit-type system

Other ways to comment

Attend a public meeting. Comment online.
Contact staff.

Upcoming public meetings

County Planning staff is presenting information about why the county is considering regulations and asking for community input on what the regulations might include at seven meetings being held in May and June. The meetings are open to the public and in most cases are hosted by the local Community Planning Organization (CPO) or Hamlet as shown below.

Comment online

Visit www.clackamas.us/planning/str and click on the survey link.

Calendar

May 7 at 7 p.m.

Boring Fire Station, 28655 SE Highway 212
Boring (hosted by Boring CPO)

May 18 at 10:30 a.m.

Mt. Hood Oregon Resort Trees Room,
68010 E. Fairway Ave.
Welches (hosted by Rhododendron CPO)

May 20 at 6:30 p.m.

Development Services Building Room 115,
150 Beaver Creek Road, Oregon City
(hosted by Clackamas County)

May 22 at 7 p.m.

Beaver Creek Grange Hall, 22041 S. Kamrath Road,
Oregon City (hosted by Beaver Creek Hamlet)

May 28 at 7 p.m.

Gladstone Church of the Nazarene,
4180 SE Jennings Ave., Milwaukie (hosted by
Jennings Lodge CPO)

June 3 at 7 p.m.

Clackamas Fire District Station 5,
9339 SE Causey Ave., Happy Valley
(hosted by Sunnyside/West Mt. Scott CPO)

June 11 at 7 p.m.

Stafford Primary School,
19875 SW Stafford Road, West Linn
(hosted by Stafford Hamlet)

For more information

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