OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING

OAK LODGE
WATER SERVICES

March 16, 2021

“Enhancing Our Community’s Water Environment”

OAK LODGE
WATER SERVICES

REMOTE MEETING
Board Attendance by Zoom Video/Telephone
Public Attendance by Telephone Only
March 16, 2021 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Consent Agenda

   a. January 2021 Financial Report
   b. February 2021 Financial Report
   c. Approval of January 19, 2021 Board Regular Meeting Minutes
   d. Approval of February 25, 2021 Board Special Meeting Minutes
   e. Extension of the March 17, 2020 Declaration of State of Emergency

4. Monthly Update: Oak Lodge Governance Project

5. Appointment of Budget Committee Member

6. Consideration of Aeration Blower and Baffle Project Construction Contract

7. Consideration of Sanitary Sewer Master Plan Contract with Water Systems Consulting

8. Presentation of North Clackamas Watersheds Council Annual Update

9. Consideration of a Professional Services Contract with a Collections Agency

10. Consideration of Resolution No. 2021-02 Amending the Schedule of Rates, Fees, & Other Charges

11. Call for Public Comment

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

12. Department Reports

    a. General Manager
    b. Finance
    c. Technical Services
    d. Field Operations
    e. Plant Operations

13. Business from the Board

14. Adjourn Regular Meeting

OAK LODGE
WATER SERVICES

AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	March 16, 2021

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

CONSENT AGENDA

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	Consent Agenda
Item No.	3
Date	March 16, 2021

Summary

The Board of Directors has a standing item on the regular monthly meeting agenda called “Consent Agenda.” This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

a. **January 2021 Financial Report**
b. **February 2021 Financial Report**
c. **Approval of the January 19, 2021 Regular Meeting Minutes**
d. **Approval of the February 25, 2021 Special Meeting Minutes**
e. **Extension of the March 17, 2020 Declaration of State of Emergency**

Options for Consideration

1. Approve the Consent Agenda as listed on the meeting agenda.

2. Request one or more items listed on the Consent Agenda be pulled from the Consent Agenda for discussion.

Recommendation

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

Suggested Board Motion

“I move to approve the Consent Agenda.”

Approved By _____ Date _____

MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	January 2020 Financial Reports
Item No.	3a
Date	February 9, 2021 for March 16, 2021

Reports

- January 2020 Monthly Overview
- January 2020 Monthly Cash and Investment Balances Report
- January 2020 Budget to Actual Report
- January 2020 Budget Account Roll Up Report

Oak Lodge Water Services
Monthly Overview
January 2021

This report summarizes the revenues and expenditures for January 2021. 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 $15.35 million as of the end of January 2021; consisting of $1.54 million in checking, and $13.82 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total $751 thousand for January 2021.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	$ 32,000	$ 4,078	$ 18,873	58.98%
10-00-4211	Water sales	4,038,000	287,904	2,491,562	61.70%
20-00-4212	Wastewater charges	8,270,000	631,320	4,698,421	56.81%
30-00-4213	Watershed protection	1,548,000	127,103	900,354	58.16%
	Subtotal	$ 13,888,000	$ 1,050,406	$ 8,109,210	58.39%

The percentage of budget is calculated by dividing the ending balance by the budget.
With respect to revenues, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

Review of revenue lines that are above 63% of budget:

1. **4220 System development charges** is at 238.0% of budget. In January, the District received payment of SDC charges for four single-family homes and one ADU (additional dwelling unit).
2. **4230 Contracted Services** is at 83.5% of budget. This revenue line is under-budgeted based on current agreements.
3. **4240 Service installations** is at 153.0% of budget. This revenue is directly related to development in the district when new service connections are added.
4. **4290 Other Charges for Services** is at 285.1% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4320 State Grant** for CARES Act funds of $16,836 received for reimbursement for payroll cost related to Emergency FMLA.
6. **4630 Miscellaneous Revenue** is at 110.8% of budget. This revenue is from title companies. Property sales activities are high due to low interest rates.

With respect to expenditures, at the end of January expenditures are overall at 34.0% of budget. When excluding Contingencies, expenditures are at 45.8% of budget, with 58.3% of the fiscal year completed.
Review of expenditure lines that are above 63% of budget:

1. **5130 Overtime** is at 66.5% of budget. Wastewater Treatment incurred 84.5% of budget on this item. There has been one vacant position all fiscal year.
2. **5270 Workers Compensation** is at 99.6% of budget. This expense is paid in one lump sum in July.
3. **6120 Accounting & Audit Services** is at 152.7% of budget. This expense occurs in the first half of the fiscal year.
4. **6175 Records Management** is at 63.8% of budget. This line includes monthly storage fee and all filing fees. It is slightly under-budgeted.
5. **6290 Other Utilities** is at 81.0% of budget. This line includes charges that the District pays to City of Milwaukie for sanitary services.
6. **6320 Buildings and Grounds** is at 71.9% of budget. This is due to improvements completed to the HVAC Systems of all buildings to include UV treatment to reduce the potential of COVID-19 outbreaks in OLWSD facilities.
7. **6350 Computer Maintenance** is at 68.1% of budget. This is due to annual license fees for Springbrook and SCADA software systems.
8. **6560 Uniforms** is at 81.0% of budget. Uniforms budget line was reduced from prior years. This line may need to be reviewed for a later Supplemental Budget adjustment.
9. **6710 Water Purchases** is at 63.8% of budget. This concurs with Water Sales at 54.57% of budget.
10. **6715 Water Quality Program** is at 177.35% of budget. This is due to required lead and copper testing every three years.
11. **6770 Bank Charges** is at 63.5% of budget. This is due to the collection of SDC charges via credit card payments resulting in additional banking fees. SDC Revenues are currently at 201.59% of budget.
12. **6780 Taxes and Fees** is at 260.7% of budget. This line was not budgeted in Wastewater Treatment fund- needs to be included in next Supplemental Budget.

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.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
143	Low Income Rate Relief	$ 69,440	$ 5,843	$ 40,250	57.96%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer who may have trouble paying their utility bills.

The table below summarizes TPA activity for January 2021.

Beginning of month	TPA Issued	TPA Completed	TPA Expired	End of month
46	7	(3)	(4)	46

On January 31, 2021, of the total TPAs outstanding 16, or 36.4%, are current in their arrangements and 28 are delinquent. Four TPAs completed with full payments received. Four TPAs expired in delinquent status, however three established new payment plans. The team is currently working to convert delinquent payment plans into new plans. New tracking of all active payment plans has been established and delinquent accounts are receiving direct communication first via phone and then via mail or email. Six accounts have been moved back into current status.

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is $97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District's Low-Income Rate Relief Program. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

Beginning of month	Expended	End of month
$97,000	$8,319	$88,681

The above expenditures represent assistance to forty (40) residential accounts and five (5) commercial accounts. This is up from the twenty-four (24) residential accounts and four (4) commercial accounts assisted as of the December 2020 Monthly Overview.

Oak Lodge Water Services District

Account Balances As of:		
January 31, 2021	**Interest Rate**	**Balance**
Account		
Wells Fargo Bank Checking-3552	0.25%	$ 1,535,125.90
LGIP	0.75%	$ 13,817,823.37
	Total	$ 15,352,949.27

General Ledger
Budget to Actual

User: jeff
Printed: 2/4/2021 4:00:50 PM
Period 07 - 07
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	**Administrative Services**					
	NonDivisional					
	Beginning Fund Balance					
05-00-3500	Fund balance	335,000.00	0.00	598,700.78	0.00	178.72
	Beginning Fund Balance	*335,000.00*	*0.00*	*598,700.78*	*0.00*	*178.72*
	NonDivisional	**335,000.00**	**0.00**	**598,700.78**	**0.00**	**178.72**
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	NonDivisional					
	Revenue					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	130.78	1,544.89	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	950.00	11,257.13	0.00	1,125.71
	Revenue	*1,000.00*	*1,080.78*	*28,729.79*	*0.00*	*2,872.98*
	NonDivisional	**1,000.00**	**1,080.78**	**28,729.79**	**0.00**	**2,872.98**
	Transfers & Contingencies					
	Revenue					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,113,000.00	0.00	58.33
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,181,833.31	0.00	58.33
05-29-4930	Transfer in from Fund 30	635,000.00	52,916.67	370,416.69	0.00	58.33
	Revenue	*4,569,000.00*	*380,750.00*	*2,665,250.00*	*0.00*	*58.33*
	Transfers & Contingencies	**4,569,000.00**	**380,750.00**	**2,665,250.00**	**0.00**	**58.33**
	Revenue	4,570,000.00	381,830.78	2,693,979.79	0.00	58.95
	AdminFinance					
	Personnel Services					
05-01-5110	Regular employees	590,500.00	44,966.49	334,905.97	0.00	56.72
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	135.15	5,351.59	0.00	107.03
05-01-5210	Healthdental insurance	115,000.00	8,318.38	55,782.35	0.00	48.51
05-01-5230	Social security	43,000.00	3,329.80	22,729.77	0.00	52.86
05-01-5240	Retirement	124,000.00	11,878.62	69,055.04	0.00	55.69
05-01-5250	TrimetWBF	4,000.00	349.80	2,637.87	0.00	65.95
05-01-5260	Unemployment	5,000.00	0.00	9,720.00	0.00	194.40
05-01-5270	Workers compensation	8,000.00	0.00	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	0.00	3,473.15	0.00	69.46
	Personnel Services	*904,500.00*	*68,978.24*	*504,326.84*	*0.00*	*55.76*
	Materials & Services					
05-01-6110	Legal services	375,000.00	28,003.50	84,465.50	0.00	22.52
05-01-6120	Accounting and audit services	45,000.00	20,040.00	68,734.45	0.00	152.74
05-01-6155	Contracted services	248,000.00	19,810.03	78,770.88	0.00	31.76
05-01-6180	Dues and subscriptions	35,000.00	502.48	27,425.89	0.00	78.36
05-01-6220	Electricity	9,000.00	533.36	5,898.47	0.00	65.54
05-01-6240	Natural gas	1,000.00	551.84	1,317.38	0.00	131.74

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	3,144.85	15,134.43	0.00	75.67
05-01-6310	Janitorial services	25,000.00	1,190.40	7,724.94	0.00	30.90
05-01-6320	Buildings and grounds maint	18,000.00	855.32	10,664.31	0.00	59.25
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	10.25	505.25	0.00	4.21
05-01-6440	Board expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	2,193.53	15,282.18	0.00	61.13
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	0.00	624.12	0.00	31.21
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	0.00	1,000.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	1,309.93	2,634.33	8.29	263.43
05-01-6770	Bank charges	125,000.00	55.50	79,308.32	53,559.59	63.45
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	1,604.87	0.00	160.49
05-01-6785	ECAP Payments	97,000.00	1,472.32	5,675.19	0.00	5.85
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	Materials & Services	*1,044,500.00*	*79,673.31*	*406,093.54*	*53,567.88*	*38.88*
	AdminFinance	**1,949,000.00**	**148,651.55**	**910,420.38**	**53,567.88**	**46.71**
	Human Resources					
	Personnel Services					
05-02-5110	Regular employees	155,000.00	12,682.08	92,412.34	0.00	59.62
05-02-5130	Overtime	5,000.00	0.00	676.00	0.00	13.52
05-02-5210	Healthdental insurance	26,000.00	1,720.66	12,045.18	0.00	46.33
05-02-5230	Social security	12,000.00	952.92	7,000.39	0.00	58.34
05-02-5240	Retirement	27,000.00	1,983.38	15,436.82	0.00	57.17
05-02-5250	TrimetWBF	1,000.00	100.27	624.29	0.00	62.43
05-02-5270	Workers compensation	2,000.00	0.00	174.96	0.00	8.75
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*230,000.00*	*17,439.31*	*128,369.98*	*0.00*	*55.81*
	Materials & Services					
05-02-6180	Dues and subscriptions	1,000.00	15.00	145.00	0.00	14.50
05-02-6230	Telephone	57,000.00	3,446.07	25,750.89	0.00	45.18
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	660.00	1,427.00	0.00	6.49
05-02-6440	Board Travel and Training	7,000.00	0.00	22.00	0.00	0.31
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	26.72	278.90	0.00	27.89
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	129,408.00	148,682.00	0.00	61.95
05-02-6730	Communications	6,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	2,027.98	2,431.98	0.00	48.64
05-02-6785	ECAP Payments	0.00	0.00	0.00	0.00	0.00
	Materials & Services	*343,500.00*	*135,583.77*	*178,853.97*	*0.00*	*52.07*
	Human Resources	**573,500.00**	**153,023.08**	**307,223.95**	**0.00**	**53.57**
	Technical Services					
	Personnel Services					
05-03-5110	Regular employees	602,000.00	38,841.33	285,977.68	0.00	47.50
05-03-5130	Overtime	5,000.00	276.39	934.64	0.00	18.69
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	52,971.07	0.00	47.30
05-03-5230	Social security	44,000.00	2,952.86	20,527.06	0.00	46.65
05-03-5240	Retirement	112,000.00	5,587.50	48,862.51	0.00	43.63
05-03-5250	TrimetWBF	4,000.00	309.97	2,248.48	0.00	56.21
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	664.16	0.00	7.38
05-03-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*898,000.00*	*53,713.20*	*412,185.60*	*0.00*	*45.90*

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Materials & Services					
05-03-6155	Contracted services	306,000.00	3,337.25	52,095.97	54,947.58	17.02
05-03-6180	Dues and subscriptions	10,000.00	1,550.00	2,300.00	0.00	23.00
05-03-6350	Computer maintenance	237,000.00	24,674.27	161,437.94	1,610.00	68.12
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	776.00	3,559.29	0.00	22.25
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	21.95	135.22	0.00	4.51
05-03-6540	Safety supplies	8,000.00	938.00	1,321.99	0.00	16.52
05-03-6730	Communications	149,000.00	1,839.38	4,704.24	50,735.62	3.16
	Materials & Services	*733,000.00*	*33,136.85*	*225,554.65*	*107,293.20*	*30.77*
	Technical Services	**1,631,000.00**	**86,850.05**	**637,740.25**	**107,293.20**	**39.10**
	Vehicle Services					
	Materials & Services					
05-04-6330	Vehicleequipment maintenance	50,000.00	7,370.85	23,643.98	5,000.00	47.29
05-04-6520	Fuels and oils	71,000.00	2,266.31	17,436.03	0.00	24.56
	Materials & Services	*121,000.00*	*9,637.16*	*41,080.01*	*5,000.00*	*33.95*
	Vehicle Services	**121,000.00**	**9,637.16**	**41,080.01**	**5,000.00**	**33.95**
	Special Payments					
	Special Payments					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	Special Payments	*552,000.00*	*0.00*	*552,000.00*	*0.00*	*100.00*
	Special Payments	**552,000.00**	**0.00**	**552,000.00**	**0.00**	**100.00**
	Transfers & Contingencies					
	Transfers & Contingencies					
05-29-9000	Contingency	68,500.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*68,500.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**68,500.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	4,895,000.00	398,161.84	2,448,464.59	165,861.08	50.02
05	**Administrative Services**	**10,000.00**	**-16,331.06**	**844,215.98**	**-165,861.08**	**8,442.16**
10	**Drinking Water NonDivisional**					
	Beginning Fund Balance					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	Beginning Fund Balance	*1,527,000.00*	*0.00*	*1,504,202.42*	*0.00*	*98.51*
	NonDivisional	**1,527,000.00**	**0.00**	**1,504,202.42**	**0.00**	**98.51**
	Fund Balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	NonDivisional					
	Revenue					
10-00-4210	Water Sales - CRW	32,000.00	4,078.46	18,873.04	0.00	58.98
10-00-4211	Water sales	4,038,000.00	287,904.47	2,491,562.42	0.00	61.70
10-00-4215	Penalties and late charges	20,000.00	0.00	-156.37	0.00	-0.78
10-00-4220	System development charges	100,000.00	73,612.80	304,088.00	0.00	304.09
10-00-4230	Contract services	40,000.00	4,000.00	33,400.00	0.00	83.50
10-00-4240	Service installations	10,000.00	1,548.00	30,602.82	0.00	306.03

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-00-4280	Rents & leases	200,000.00	14,185.87	105,966.15	0.00	52.98
10-00-4290	Other charges for services	10,000.00	820.00	14,103.65	0.00	141.04
10-00-4610	Investment revenue	10,000.00	446.33	3,854.44	0.00	38.54
10-00-4630	Miscellaneous revenues	26,000.00	1,596.00	25,261.84	0.00	97.16
	Revenue	*4,486,000.00*	*388,191.93*	*3,027,555.99*	*0.00*	*67.49*
	NonDivisional	**4,486,000.00**	**388,191.93**	**3,027,555.99**	**0.00**	**67.49**
	Revenue	4,486,000.00	388,191.93	3,027,555.99	0.00	67.49
	Drinking Water					
	Personnel Services					
10-20-5110	Regular employees	655,500.00	40,960.05	382,152.78	0.00	58.30
10-20-5130	Overtime	35,000.00	1,787.42	19,572.46	0.00	55.92
10-20-5210	Healthdental insurance	140,000.00	8,547.06	77,121.95	0.00	55.09
10-20-5230	Social Security	47,000.00	3,198.26	29,732.60	0.00	63.26
10-20-5240	Retirement	132,000.00	7,986.65	80,598.58	0.00	61.06
10-20-5250	TrimetWBF	5,000.00	335.51	3,126.44	0.00	62.53
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	0.00	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*1,037,500.00*	*62,814.95*	*609,241.10*	*0.00*	*58.72*
	Materials & Services					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	27,000.00	2,565.72	17,280.58	0.00	64.00
10-20-6240	Natural gas	3,000.00	0.00	993.25	0.00	33.11
10-20-6290	Other utilities	0.00	161.33	839.32	0.00	0.00
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	5,000.00	2,009.25	14,160.07	0.00	283.20
10-20-6340	Distribution system maint	200,000.00	6,224.35	121,749.66	29,639.43	60.87
10-20-6390	Other repairs & maintenance	35,000.00	2,287.80	24,076.09	15,236.98	68.79
10-20-6420	Staff training	10,000.00	345.00	760.00	0.00	7.60
10-20-6430	Certifications	2,000.00	90.00	802.00	0.00	40.10
10-20-6510	Office supplies	0.00	452.40	452.40	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	943.38	2,344.36	0.00	26.05
10-20-6540	Safety supplies	15,000.00	1,276.64	7,786.50	0.00	51.91
10-20-6550	Operational Supplies	2,000.00	182.44	2,383.97	0.00	119.20
10-20-6560	Uniforms	2,000.00	39.99	39.99	0.00	2.00
10-20-6710	Purchased water	1,084,000.00	76,926.84	691,301.87	0.00	63.77
10-20-6715	Water quality program	5,000.00	1,680.00	8,867.62	0.00	177.35
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	456.43	8,618.20	0.00	43.09
10-20-6900	Miscellaneous expense	1,000.00	68.15	146.74	0.00	14.67
	Materials & Services	*1,443,500.00*	*95,709.72*	*902,503.39*	*44,876.41*	*62.52*
	Drinking Water	**2,481,000.00**	**158,524.67**	**1,511,744.49**	**44,876.41**	**60.93**
	Debt Service					
	Materials & Services					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	15,400.25	0.00	50.00
	Materials & Services	*209,801.00*	*0.00*	*15,400.25*	*0.00*	*7.34*
	Debt Service	**209,801.00**	**0.00**	**15,400.25**	**0.00**	**7.34**
	Transfers & Contingencies					
	Transfers & Contingencies					
10-29-8105	Transfer out - Fund 05	1,908,000.00	159,000.00	1,113,000.00	0.00	58.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	291,666.69	0.00	58.33
10-29-9000	Contingency	914,199.00	0.00	0.00	0.00	0.00
	Transfers &	*3,322,199.00*	*200,666.67*	*1,404,666.69*	*0.00*	*42.28*

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	Transfers & Contingencies	**3,322,199.00**	**200,666.67**	**1,404,666.69**	**0.00**	**42.28**
	Expense	6,013,000.00	359,191.34	2,931,811.43	44,876.41	48.76
10	**Drinking Water**	**0.00**	**29,000.59**	**1,599,946.98**	**-44,876.41**	**0.00**
20	**Wastewater Reclam. NonDivisional**					
	Beginning Fund Balance					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	Beginning Fund Balance	*1,842,000.00*	*0.00*	*1,807,252.47*	*0.00*	*98.11*
	NonDivisional	**1,842,000.00**	**0.00**	**1,807,252.47**	**0.00**	**98.11**
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	NonDivisional					
	Revenue					
20-00-4212	Wastewater charges	8,270,000.00	631,320.22	4,698,420.79	0.00	56.81
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	15,495.00	278,910.00	0.00	223.13
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	1,220.00	20,295.69	0.00	202.96
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	134.56	1,178.22	0.00	23.56
20-00-4630	Miscellaneous revenues	5,000.00	0.00	43.30	0.00	0.87
	Revenue	*8,435,000.00*	*648,169.78*	*4,999,749.18*	*0.00*	*59.27*
	NonDivisional	**8,435,000.00**	**648,169.78**	**4,999,749.18**	**0.00**	**59.27**
	Revenue	8,435,000.00	648,169.78	4,999,749.18	0.00	59.27
	Wastewater-Plant					
	Personnel Services					
20-21-5110	Regular employees	608,000.00	45,856.53	340,024.36	0.00	55.93
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	5,767.86	38,036.33	0.00	84.53
20-21-5210	Healthdental insurance	179,000.00	12,269.24	85,886.87	0.00	47.98
20-21-5230	Social security	55,000.00	3,865.55	28,333.88	0.00	51.52
20-21-5240	Retirement	131,000.00	8,074.04	62,672.89	0.00	47.84
20-21-5250	TrimetWBF	5,000.00	407.53	2,951.20	0.00	59.02
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	0.00	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*1,078,000.00*	*76,240.75*	*573,506.32*	*0.00*	*53.20*
	Materials & Services					
20-21-6155	Contracted services	133,000.00	12,832.32	61,375.41	55,755.50	46.15
20-21-6180	Dues & subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	25,318.86	135,210.41	0.00	52.00
20-21-6240	Natural gas	1,000.00	0.00	395.86	0.00	39.59
20-21-6250	Solid waste disposal	81,000.00	0.00	16,768.83	17,672.93	20.70
20-21-6290	Other utilities	1,000.00	203.71	1,039.11	0.00	103.91
20-21-6310	Janitorial services	10,000.00	798.88	4,368.41	0.00	43.68
20-21-6320	Buildings & grounds	57,000.00	3,437.33	32,558.93	0.00	57.12
20-21-6342	WRF system maintenance	270,000.00	5,426.59	145,579.16	19,327.85	53.92
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	397.26	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuel & oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	1,945.25	14,647.95	15,741.90	56.34
20-21-6530	Small tools & equipment	10,000.00	26.98	829.82	0.00	8.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6540	Safety supplies	20,000.00	1,461.08	5,111.03	0.00	25.56
20-21-6550	Operational supplies	14,000.00	0.00	3,572.86	3,143.86	25.52
20-21-6560	Uniforms	9,000.00	2,020.56	12,416.64	0.00	137.96
20-21-6590	Other supplies	10,000.00	2,031.08	2,316.67	0.00	23.17
20-21-6720	Insurance	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	1,102.77	1,102.77	0.00	7.35
20-21-6780	Taxes & fees	0.00	4,077.30	34,701.73	0.00	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	Materials & Services	*936,000.00*	*61,079.97*	*474,434.00*	*111,642.04*	*50.69*
	Wastewater-Plant	**2,014,000.00**	**137,320.72**	**1,047,940.32**	**111,642.04**	**52.03**
	Wastewater-Collections					
	Personnel Services					
20-22-5110	Regular employees	460,500.00	35,410.31	309,700.06	0.00	67.25
20-22-5130	Overtime	11,000.00	1,228.48	6,615.33	0.00	60.14
20-22-5210	Healthdental insurance	110,000.00	7,370.71	58,746.64	0.00	53.41
20-22-5230	Social security	32,000.00	2,788.70	23,730.74	0.00	74.16
20-22-5240	Retirement	70,000.00	6,135.58	57,871.08	0.00	82.67
20-22-5250	TrimetWBF	3,000.00	294.55	2,513.35	0.00	83.78
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.00	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*702,500.00*	*53,228.33*	*468,326.54*	*0.00*	*66.67*
	Materials & Services					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	0.00	843.32	0.00	84.33
20-22-6342	Collection system maint.	50,000.00	200.00	12,209.09	0.00	24.42
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	323.50	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	1,292.11	3,143.24	2,299.00	12.57
20-22-6540	Safety supplies	4,000.00	862.14	2,189.91	0.00	54.75
20-22-6550	Operational supplies	5,000.00	0.00	625.53	0.00	12.51
20-22-6560	Uniforms	9,000.00	2,568.00	5,352.71	0.00	59.47
20-22-6780	Taxes & fees	0.00	864.34	9,810.76	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	Materials & Services	*110,000.00*	*6,110.09*	*35,195.14*	*2,299.00*	*32.00*
	Wastewater-Collections	**812,500.00**	**59,338.42**	**503,521.68**	**2,299.00**	**61.97**
	Transfers & Contingencies					
	Transfers & Contingencies					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	1,181,833.31	0.00	58.33
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	0.00	774,285.50	0.00	26.97
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	583,333.31	0.00	58.33
20-29-9000	Contingency	741,500.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*7,450,500.00*	*252,166.66*	*3,351,452.12*	*0.00*	*44.98*
	Transfers & Contingencies	**7,450,500.00**	**252,166.66**	**3,351,452.12**	**0.00**	**44.98**
	Expense	10,277,000.00	448,825.80	4,902,914.12	113,941.04	47.71
20	**Wastewater Reclam.**	**0.00**	**199,343.98**	**1,904,087.53**	**-113,941.04**	**0.00**
30	**Watershed Protection NonDivisional**					
	Beginning Fund Balance					
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Beginning Fund Balance	*410,000.00*	*0.00*	*436,465.50*	*0.00*	*106.46*
	NonDivisional	**410,000.00**	**0.00**	**436,465.50**	**0.00**	**106.46**
	Fund Balance	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional					
	Revenue					
30-00-4213	Watershed protection fees	1,548,000.00	127,102.66	900,353.72	0.00	58.16
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	510.00	36,872.55	0.00	737.45
30-00-4610	Investment revenue	0.00	173.22	1,009.13	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	Revenue	*1,576,000.00*	*127,785.88*	*938,234.73*	*0.00*	*59.53*
	NonDivisional	**1,576,000.00**	**127,785.88**	**938,234.73**	**0.00**	**59.53**
	Revenue	1,576,000.00	127,785.88	938,234.73	0.00	59.53
	Watershed Protection					
	Personnel Services					
30-23-5110	Regular employees	94,500.00	7,969.69	25,818.55	0.00	27.32
30-23-5120	Temporaryseasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	8,000.00	2,676.25	5,593.60	0.00	69.92
30-23-5230	Social Security	7,000.00	592.36	1,922.19	0.00	27.46
30-23-5240	Retirement	20,000.00	1,246.45	4,166.21	0.00	20.83
30-23-5250	TrimetWBF	1,000.00	62.65	201.43	0.00	20.14
30-23-5260	Unemployment	1,000.00	0.00	2,508.44	0.00	250.84
30-23-5270	Workers compensation	1,000.00	0.00	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*136,500.00*	*12,547.40*	*41,829.15*	*0.00*	*30.64*
	Materials & Services					
30-23-6155	Contracted Services	40,000.00	11,448.00	13,485.75	60,139.25	33.71
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	0.00	1,096.77	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	15,493.61	0.00	154.94
	Materials & Services	*105,000.00*	*11,448.00*	*30,009.35*	*60,139.25*	*28.58*
	Watershed Protection	**241,500.00**	**23,995.40**	**71,838.50**	**60,139.25**	**29.75**
	Debt Service					
	Materials & Services					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	Materials & Services	*62,558.00*	*0.00*	*62,557.61*	*0.00*	*100.00*
	Debt Service	**62,558.00**	**0.00**	**62,557.61**	**0.00**	**100.00**
	Transfers & Contingencies					
	Transfers & Contingencies					
30-29-8105	Transfers out to Fund 05	635,000.00	52,916.67	370,416.69	0.00	58.33
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	291,666.69	0.00	58.33
30-29-9000	Contingency	546,942.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	*1,681,942.00*	*94,583.34*	*662,083.38*	*0.00*	*39.36*
	Transfers & Contingencies	**1,681,942.00**	**94,583.34**	**662,083.38**	**0.00**	**39.36**
	Expense	1,986,000.00	118,578.74	796,479.49	60,139.25	40.10
30	**Watershed Protection**	**0.00**	**9,207.14**	**578,220.74**	**-60,139.25**	**0.00**
40	**WW GO Debt Service**					
	NonDivisional					
	Beginning Fund Balance					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	Beginning Fund Balance	*333,000.00*	*0.00*	*333,918.79*	*0.00*	*100.28*
	NonDivisional	**333,000.00**	**0.00**	**333,918.79**	**0.00**	**100.28**
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional					
	Revenue					
40-00-4610	Investment revenue	7,000.00	324.53	2,017.12	0.00	28.82
40-00-4701	Interest Subsidy	111,000.00	0.00	0.00	0.00	0.00
	Revenue	*118,000.00*	*324.53*	*2,017.12*	*0.00*	*1.71*
	NonDivisional	**118,000.00**	**324.53**	**2,017.12**	**0.00**	**1.71**
	Transfers & Contingencies					
	Revenue					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	*812,000.00*	*0.00*	*812,000.00*	*0.00*	*100.00*
	Transfers & Contingencies	**812,000.00**	**0.00**	**812,000.00**	**0.00**	**100.00**
	Revenue	930,000.00	324.53	814,017.12	0.00	87.53
	Debt Service					
	Materials & Services					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	Materials & Services	*638,101.00*	*0.00*	*638,100.30*	*0.00*	*100.00*
	Debt Service	**638,101.00**	**0.00**	**638,100.30**	**0.00**	**100.00**
	Expense	638,101.00	0.00	638,100.30	0.00	100.00
40	**WW GO Debt Service**	**624,899.00**	**324.53**	**509,835.61**	**0.00**	**81.59**
50	**WW Revenue Bond Debt Service**					
	NonDivisional					
	Beginning Fund Balance					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	Beginning Fund Balance	*682,000.00*	*0.00*	*678,562.56*	*0.00*	*99.50*
	NonDivisional	**682,000.00**	**0.00**	**678,562.56**	**0.00**	**99.50**
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional					
	Revenue					
50-00-4610	Investment revenue	16,084.00	434.26	3,609.90	0.00	22.44
	Revenue	*16,084.00*	*434.26*	*3,609.90*	*0.00*	*22.44*
	NonDivisional	**16,084.00**	**434.26**	**3,609.90**	**0.00**	**22.44**
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	Revenue					
50-29-4920	Transfer in from Fund 20	2,871,000.00	0.00	774,285.50	0.00	26.97
	Revenue	*2,871,000.00*	*0.00*	*774,285.50*	*0.00*	*26.97*
	Transfers & Contingencies	**2,871,000.00**	**0.00**	**774,285.50**	**0.00**	**26.97**
	Revenue	2,887,084.00	434.26	777,895.40	0.00	26.94
	Debt Service					
	Materials & Services					
50-24-6810	2010 SRF Loan Principal	910,550.00	0.00	453,101.00	0.00	49.76
50-24-6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	133,897.00	0.00	40.83
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	0.00	50.00
	Materials & Services	*2,969,084.00*	*0.00*	*774,285.50*	*0.00*	*26.08*
	Debt Service	**2,969,084.00**	**0.00**	**774,285.50**	**0.00**	**26.08**
	Expense	2,969,084.00	0.00	774,285.50	0.00	26.08
50	**WW Revenue Bond Debt Service**	**600,000.00**	**434.26**	**682,172.46**	**0.00**	**113.70**
71	**Drinking Water Capital**					
	NonDivisional					
	Beginning Fund Balance					
71-00-3500	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	Beginning Fund Balance	*3,942,000.00*	*0.00*	*4,229,831.51*	*0.00*	*107.30*
	NonDivisional	**3,942,000.00**	**0.00**	**4,229,831.51**	**0.00**	**107.30**
	Fund Balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	NonDivisional					
	Revenue					
71-00-4610	Investment revenue	50,000.00	2,739.25	22,891.78	0.00	45.78
	Revenue	*50,000.00*	*2,739.25*	*22,891.78*	*0.00*	*45.78*
	NonDivisional	**50,000.00**	**2,739.25**	**22,891.78**	**0.00**	**45.78**
	Transfers & Contingencies					
	Revenue					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	291,666.69	0.00	58.33
	Revenue	*500,000.00*	*41,666.67*	*291,666.69*	*0.00*	*58.33*
	Transfers & Contingencies	**500,000.00**	**41,666.67**	**291,666.69**	**0.00**	**58.33**
	Revenue	550,000.00	44,405.92	314,558.47	0.00	57.19
	Drinking Water					
	Capital Outlay					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	59,279.71	262,784.02	239,598.36	17.76
	Capital Outlay	*1,515,000.00*	*59,279.71*	*262,784.02*	*239,598.36*	*17.35*
	Drinking Water	**1,515,000.00**	**59,279.71**	**262,784.02**	**239,598.36**	**17.35**
	Transfers & Contingencies					
	Transfers & Contingencies					
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	*2,977,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**2,977,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	4,492,000.00	59,279.71	262,784.02	239,598.36	5.85
71	**Drinking Water Capital**	**0.00**	**-14,873.79**	**4,281,605.96**	**-239,598.36**	**0.00**
72	**Wastewater Reclamation Capital**					
	NonDivisional					
	Beginning Fund Balance					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	Beginning Fund Balance	*4,605,000.00*	*0.00*	*5,252,624.14*	*0.00*	*114.06*
	NonDivisional	**4,605,000.00**	**0.00**	**5,252,624.14**	**0.00**	**114.06**
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional					
	Revenue					
72-00-4610	Investment revenue	75,000.00	3,499.71	28,384.75	0.00	37.85
	Revenue	*75,000.00*	*3,499.71*	*28,384.75*	*0.00*	*37.85*
	NonDivisional	**75,000.00**	**3,499.71**	**28,384.75**	**0.00**	**37.85**
	Transfers & Contingencies					
	Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	583,333.31	0.00	58.33
	Revenue	*1,000,000.00*	*83,333.33*	*583,333.31*	*0.00*	*58.33*
	Transfers & Contingencies	**1,000,000.00**	**83,333.33**	**583,333.31**	**0.00**	**58.33**
	Revenue	1,075,000.00	86,833.04	611,718.06	0.00	56.90
	Wastewater-Plant					
	Capital Outlay					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	14,535.20	37,763.39	0.00	37.76
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	199,288.75	435,335.77	542,858.00	18.68
	Capital Outlay	*2,450,000.00*	*213,823.95*	*498,046.06*	*542,858.00*	*20.33*
	Wastewater-Plant	**2,450,000.00**	**213,823.95**	**498,046.06**	**542,858.00**	**20.33**
	Transfers & Contingencies					
	Transfers & Contingencies					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*3,230,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**3,230,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	5,680,000.00	213,823.95	498,046.06	542,858.00	8.77
72	**Wastewater Reclamation Capital**	**0.00**	**-126,990.91**	**5,366,296.14**	**-542,858.00**	**0.00**
73	**Watershed Protection Capital**					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional					
	Beginning Fund Balance					
73-00-3500	Fund balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	Beginning Fund Balance	*1,481,000.00*	*0.00*	*1,177,314.89*	*0.00*	*79.49*
	NonDivisional	**1,481,000.00**	**0.00**	**1,177,314.89**	**0.00**	**79.49**
	Fund Balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	NonDivisional					
	Revenue					
73-00-4610	Investment revenue	40,000.00	912.91	7,385.01	0.00	18.46
	Revenue	*40,000.00*	*912.91*	*7,385.01*	*0.00*	*18.46*
	NonDivisional	**40,000.00**	**912.91**	**7,385.01**	**0.00**	**18.46**
	Transfers & Contingencies					
	Revenue					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.67	291,666.69	0.00	58.33
	Revenue	*500,000.00*	*41,666.67*	*291,666.69*	*0.00*	*58.33*
	Transfers & Contingencies	**500,000.00**	**41,666.67**	**291,666.69**	**0.00**	**58.33**
	Revenue	540,000.00	42,579.58	299,051.70	0.00	55.38
	Watershed Protection					
	Capital Outlay					
73-23-7600	Capital Improvement Projects	465,000.00	0.00	1,869.50	0.00	0.40
	Capital Outlay	*465,000.00*	*0.00*	*1,869.50*	*0.00*	*0.40*
	Watershed Protection	**465,000.00**	**0.00**	**1,869.50**	**0.00**	**0.40**
	Transfers & Contingencies					
	Transfers & Contingencies					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*1,556,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**1,556,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	2,021,000.00	0.00	1,869.50	0.00	0.09
73	**Watershed Protection Capital**	**0.00**	**42,579.58**	**1,474,497.09**	**0.00**	**0.00**
Revenue Total		**25,049,084.00**	**1,720,555.70**	**14,476,760.44**	**0.00**	**0.5779**
Expense Total		**38,971,185.00**	**1,597,861.38**	**13,254,755.01**	**1,167,274.14**	**0.3401**

General Ledger
Account Roll up

User: jeff
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Period 07 - 07
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% Expend	Collect
Revenue	Revenue					
4210	Water Sales - CRW	32,000.00	4,078.46	18,873.04	58.98	
4211	Water sales	4,038,000.00	287,904.47	2,491,562.42	61.70	
4212	Wastewater Charges	8,270,000.00	631,320.22	4,698,420.79	56.81	
4213	Watershed protection fees	1,548,000.00	127,102.66	900,353.72	58.16	
4215	Penalties & late charges	32,000.00	0.00	-163.86	-0.51	
4220	System development charges	245,000.00	89,107.80	582,998.00	237.96	
4230	Contract services	40,000.00	4,000.00	33,400.00	83.50	
4240	Service installations	20,000.00	1,548.00	30,602.82	153.01	
4280	Rents & leases	200,000.00	14,185.87	105,966.15	52.98	
4290	Other charges for services	25,000.00	2,550.00	71,271.89	285.09	
4320	State grants	0.00	0.00	16,835.77	0.00	
4610	Investment revenue	203,084.00	8,795.55	71,875.24	35.39	
4630	Miscellaneous revenues	33,000.00	2,546.00	36,562.27	110.79	
4701	Interest Subsidy	111,000.00	0.00	0.00	0.00	
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	1,404,666.69	58.33	
4920	Transfer in from Fund 20	6,709,000.00	252,166.66	3,351,452.12	49.95	
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	662,083.38	58.33	
Revenue	Revenue	25,049,084.00	1,720,555.70	14,476,760.44	57.79	
Expense	Expense					
5110	Regular employees	3,166,000.00	226,686.48	1,770,991.74	55.94	
5120	TemporarySeasonal employees	42,000.00	0.00	0.00	0.00	
5130	Overtime	107,000.00	9,195.30	71,186.35	66.53	
5210	Employee Ins	690,000.00	46,647.45	348,147.66	50.46	
5230	Social Security	240,000.00	17,680.45	133,976.63	55.82	
5240	Retirement	616,000.00	42,892.22	338,663.13	54.98	
5250	Trimet	23,000.00	1,860.28	14,303.06	62.19	
5260	Unemployment	29,000.00	0.00	12,228.44	42.17	
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59	
5290	Other employee benefits	29,000.00	0.00	3,473.15	11.98	
6110	Legal services	375,000.00	28,003.50	84,465.50	22.52	
6120	Accounting & audit services	45,000.00	20,040.00	68,734.45	152.74	
6155	Contracted Services	747,000.00	47,427.60	205,728.01	27.54	
6175	Records Management	5,000.00	454.50	3,190.78	63.82	
6180	Dues & subscriptions	52,000.00	2,067.48	29,870.89	57.44	
6220	Electricity	296,000.00	28,417.94	158,389.46	53.51	
6230	Telephone	57,000.00	3,446.07	25,750.89	45.18	
6240	Natual gas	5,000.00	551.84	2,706.49	54.13	
6250	Solid waste disposal	81,000.00	0.00	16,768.83	20.70	
6290	Other utilities	21,000.00	3,509.89	17,012.86	81.01	
6310	Janitorial services	35,000.00	1,989.28	11,883.51	33.95	
6320	Buildings & grounds	81,000.00	6,301.90	58,226.63	71.88	
6330	Vehicle & equipment maint.	50,000.00	7,370.85	23,643.98	47.29	
6340	Distribution system maint	250,000.00	6,224.35	121,749.66	48.70	
6342	Collection system maint.	320,000.00	5,626.59	157,788.25	49.31	
6350	Computer maintenance	237,000.00	24,674.27	161,437.94	68.12	
6390	Other repairs & maintenance	40,000.00	2,287.80	24,817.00	62.04	
6410	Mileage	6,000.00	0.00	0.00	0.00	
6420	Staff training	80,000.00	2,512.01	7,489.30	9.36	
6430	Certifications	7,000.00	90.00	1,232.00	17.60	
6440	Board travel & training	7,000.00	0.00	-864.06	-12.34	
6510	Office supplies	29,000.00	2,667.88	15,986.00	55.12	

Sort Level	Description	Budget	Period Amt	End Bal	% Expend/Collect
6520	Fuel & oils	71,000.00	2,266.31	18,030.33	25.39
6525	Chemicals	26,000.00	1,945.25	14,647.95	56.34
6530	Small tools & equipment	46,000.00	2,262.47	7,414.19	16.12
6540	Safety supplies	48,500.00	4,564.58	16,688.33	34.41
6550	Operational Supplies	21,000.00	182.44	6,582.36	31.34
6560	Uniforms	22,000.00	4,628.55	17,809.34	80.95
6590	Other supplies	10,000.00	2,031.08	2,316.67	23.17
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	76,926.84	691,301.87	63.77
6715	Water quality program	5,000.00	1,680.00	8,867.62	177.35
6720	Insurance	240,000.00	129,408.00	148,682.00	61.95
6730	Communications	167,000.00	1,839.38	20,821.97	12.47
6740	Advertising	6,000.00	2,027.98	3,137.37	52.29
6750	Other purchased services	15,000.00	1,102.77	2,102.77	14.02
6760	Equipment Rental	4,500.00	1,309.93	2,634.33	58.54
6770	Bank charges	125,000.00	55.50	79,308.32	63.45
6780	Taxes & fees	21,000.00	5,398.07	54,735.56	260.65
6785	ECAP Payments	97,000.00	1,472.32	5,675.19	5.85
6810	2010 SRF Loan Principal	910,550.00	0.00	453,101.00	49.76
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	327,958.00	0.00	133,897.00	40.83
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	50.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	0.00	15,400.25	50.00
6900	Miscellaneous expense	4,000.00	68.15	150.29	3.76
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	14,535.20	37,763.39	37.76
7540	Vehicles	55,000.00	0.00	19,706.90	35.83
7600	Capital Improvement Projects	4,275,000.00	258,568.46	699,989.29	16.37
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	2,665,250.00	58.33
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	0.00	774,285.50	26.97
8171	Transfers out - Fund 71	500,000.00	41,666.67	291,666.69	58.33
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	583,333.31	58.33
8173	Transfers out - Fund 73	500,000.00	41,666.67	291,666.69	58.33
9000	Contingency	10,034,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,598,315.88	13,257,945.79	34.01
Grand Total		**-13,932,101.00**	**122,239.82**	**1,218,814.65**	**-0.0875**
Fund Balance		**0.00**	**0.00**	**0.00**	**0**
Total					
Revenue Total		**25,049,084.00**	**1,720,555.70**	**14,476,760.44**	**0.5779**
Expense Total		**38,981,185.00**	**1,598,315.88**	**13,257,945.79**	**0.3401**

MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	February 2021 Financial Reports
Item No.	3b
Date	March 16, 2021

Reports

- February 2021 Monthly Overview
- February 2021 Monthly Cash and Investment Balances Report
- February 2021 Budget to Actual Report
- February 2021 Budget Account Roll Up Report

Oak Lodge Water Services
Monthly Overview
February 2021

This report summarizes the revenues and expenditures for February 2021. 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 $14.64 million as of the end of February 2021; consisting of $811 thousand in checking, and $13.83 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total $1.13 million for February 2021.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	$ 32,000	$ -	$ 18,873	58.98%
10-00-4211	Water sales	4,038,000	316,662	2,808,225	69.54%
20-00-4212	Wastewater charges	8,270,000	765,578	5,463,999	66.07%
30-00-4213	Watershed protection	1,548,000	132,001	1,032,355	66.69%
	Subtotal	$ 13,888,000	$ 1,214,241	$ 9,323,451	67.13%

The percentage of budget is calculated by dividing the ending balance by the budget. With respect to revenues, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

Review of revenue lines that are above 72% of budget:

1. **4220 System development charges** is at 242.7% of budget. In February, the District received payment placement of utilities at two properties.
2. **4230 Contracted Services** is at 93.5% of budget. This revenue line is under-budget based on current agreements.
3. **4240 Service installations** is at 166.7% of budget. This revenue is directly related to development in the district when new service connections are added.
4. **4290 Other Charges for Services** is at 296.1% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4630 Miscellaneous Revenue** is at 115.17% of budget. This revenue is from title companies. Property sales activities are high due to low interest rates.
6. **4701 Interest Subsidy** is at 101.3% of budget. This subsidy is received in lump annually.

With respect to expenditures, at the end of February expenditures are overall 41.0% of budget. When excluding Contingencies, expenditures are 55.2% of budget, with 66.7% of the fiscal year completed.

Review of expenditure lines that are above 72% of budget:

1. **5130 Overtime** is at 84.9% of budget. Overtime expenditure increased in February due to the Ice Storm event.
2. **5270 Workers Compensation** is at 99.6% of budget. This expense is paid in one lump sum in July.
3. **6120 Accounting & Audit Services** is at 152.7% of budget. This includes the full expense for this year's audit.
4. **6175 Records Management** is at 63.8% of budget. This line includes monthly storage fee and all filing fees. It is slightly under-budgeted.
5. **6240 Natural Gas** is at 80.1% of budget. Increase in this account is due to gas consumed by generator during the Ice Storm event.
6. **6290 Other Utilities** is at 93.2% of budget. This line includes charges that the District pays to City of Milwaukie for sanitary services.
7. **6320 Buildings and Grounds** is at 77.5% of budget. This is due to improvements completed to the HVAC Systems of all buildings to include UV treatment to reduce the potential of COVID-19 outbreaks in OLWSD facilities.
8. **6525 Chemicals** is at 72.7% of budget. Quarterly procurement of Clarifloc increased this line this month.
9. **6560 Uniforms** is at 95.3% of budget. Uniforms budget line was reduced from prior years. This line may need to be reviewed in a later Supplemental Budget adjustment.
10. **6715 Water Quality Program** is at 218.1% of budget. This line is under-budgeted based on the monthly billing for drinking water testing.
11. **6770 Bank Charges** is at 72.7% of budget. This is due to the collection of SDC charges via credit card payments resulting in additional banking fees. SDC Revenues are currently at 242.7% of budget.
12. **6780 Taxes and Fees** is at 260.8% of budget. This line was not budgeted in Wastewater Treatment fund- needs to be included in next Supplemental Budget.

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.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
143	Low Income Rate Relief	$ 69,440	$ 6,005	$ 46,256	66.61%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer who may have trouble paying their utility bills.

The table below summarizes TPA activity for February 2021.

Beginning of month	TPA Issued	TPA Completed	TPA Expired	End of month
46	6	(1)	(3)	48

Of the total TPAs outstanding at February 28, 2021, 13, or 26.5%, are current in their arrangements and 26 are delinquent. One TPA completed with full payments received. Three TPAs expired in delinquent status, however those three established new payment plans. The team is currently working to convert delinquent payment plans into new plans. Staff continue to collect on delinquent plans and convert to new plans as needed.

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is $97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District's Low-Income Rate Relief Program.

Beginning of month	Expended	End of month
$97,000	11,623	85,377

The above expenditures represent assistance to forty (40) residential accounts and eight (8) commercial accounts.

Oak Lodge Water Services District

Account Balances As of:		
February 28, 2021	**Interest Rate**	**Balance**
Account		
Wells Fargo Bank Checking-3552	0.25%	$ 811,266.10
LGIP	0.75%	$ 13,825,826.55
	Total	$ 14,637,092.65

General Ledger
Budget to Actual

User: jeff
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Period 08 - 08
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	**Administrative Services**					
	NonDivisional					
	Beginning Fund Balance					
05-00-3500	Fund balance	335,000.00	0.00	598,700.78	0.00	178.72
	Beginning Fund Balance	*335,000.00*	*0.00*	*598,700.78*	*0.00*	*178.72*
	NonDivisional	**335,000.00**	**0.00**	**598,700.78**	**0.00**	**178.72**
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	NonDivisional					
	Revenue					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	118.25	1,663.14	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,000.00	12,257.13	0.00	1,225.71
	Revenue	*1,000.00*	*1,118.25*	*29,848.04*	*0.00*	*2,984.80*
	NonDivisional	**1,000.00**	**1,118.25**	**29,848.04**	**0.00**	**2,984.80**
	Transfers & Contingencies					
	Revenue					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,272,000.00	0.00	66.67
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,350,666.64	0.00	66.67
05-29-4930	Transfer in from Fund 30	635,000.00	105,833.34	476,250.03	0.00	75.00
	Revenue	*4,569,000.00*	*433,666.67*	*3,098,916.67*	*0.00*	*67.82*
	Transfers & Contingencies	**4,569,000.00**	**433,666.67**	**3,098,916.67**	**0.00**	**67.82**
	Revenue	4,570,000.00	434,784.92	3,128,764.71	0.00	68.46
	AdminFinance					
	Personnel Services					
05-01-5110	Regular employees	590,500.00	44,562.40	379,468.37	0.00	64.26
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	166.14	5,517.73	0.00	110.35
05-01-5210	Healthdental insurance	115,000.00	8,016.38	63,798.73	0.00	55.48
05-01-5230	Social security	43,000.00	3,291.37	26,021.14	0.00	60.51
05-01-5240	Retirement	124,000.00	8,474.15	77,529.19	0.00	62.52
05-01-5250	TrimetWBF	4,000.00	331.81	2,969.68	0.00	74.24
05-01-5260	Unemployment	5,000.00	0.00	9,720.00	0.00	194.40
05-01-5270	Workers compensation	8,000.00	0.00	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	235.87	3,709.02	0.00	74.18
	Personnel Services	*904,500.00*	*65,078.12*	*569,404.96*	*0.00*	*62.95*
	Materials & Services					
05-01-6110	Legal services	375,000.00	2,215.50	86,681.00	0.00	23.11
05-01-6120	Accounting and audit services	45,000.00	0.00	68,734.45	0.00	152.74
05-01-6155	Contracted services	248,000.00	5,122.99	83,893.87	0.00	33.83
05-01-6180	Dues and subscriptions	35,000.00	0.00	27,425.89	0.00	78.36
05-01-6220	Electricity	9,000.00	1,860.13	7,758.60	0.00	86.21
05-01-6240	Natural gas	1,000.00	547.98	1,865.36	0.00	186.54

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	2,335.80	17,470.23	0.00	87.35
05-01-6310	Janitorial services	25,000.00	1,190.40	8,915.34	0.00	35.66
05-01-6320	Buildings and grounds maint	18,000.00	880.75	11,545.06	0.00	64.14
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	505.25	0.00	4.21
05-01-6440	Board expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	2,567.28	17,849.46	0.00	71.40
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	78.99	703.11	0.00	35.16
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	0.00	1,000.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	442.20	3,076.53	8.29	307.65
05-01-6770	Bank charges	125,000.00	11,620.81	90,929.13	43,004.17	72.74
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	1,604.87	0.00	160.49
05-01-6785	ECAP Payments	97,000.00	3,303.85	8,979.04	0.00	9.26
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	Materials & Services	*1,044,500.00*	*32,166.68*	*438,260.22*	*43,012.46*	*41.96*
	AdminFinance	**1,949,000.00**	**97,244.80**	**1,007,665.18**	**43,012.46**	**51.70**
	Human Resources					
	Personnel Services					
05-02-5110	Regular employees	155,000.00	12,861.60	105,273.94	0.00	67.92
05-02-5130	Overtime	5,000.00	322.14	998.14	0.00	19.96
05-02-5210	Healthdental insurance	26,000.00	1,591.84	13,637.02	0.00	52.45
05-02-5230	Social security	12,000.00	991.30	7,991.69	0.00	66.60
05-02-5240	Retirement	27,000.00	2,061.95	17,498.77	0.00	64.81
05-02-5250	TrimetWBF	1,000.00	104.78	729.07	0.00	72.91
05-02-5270	Workers compensation	2,000.00	0.00	174.96	0.00	8.75
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*230,000.00*	*17,933.61*	*146,303.59*	*0.00*	*63.61*
	Materials & Services					
05-02-6180	Dues and subscriptions	1,000.00	0.00	145.00	0.00	14.50
05-02-6230	Telephone	57,000.00	1,751.51	27,502.40	0.00	48.25
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	-138.54	1,288.46	0.00	5.86
05-02-6440	Board Travel and Training	7,000.00	0.00	22.00	0.00	0.31
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	108.41	387.31	0.00	38.73
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	-446.00	148,236.00	0.00	61.77
05-02-6730	Communications	6,000.00	121.13	121.13	0.00	2.02
05-02-6740	Advertising	5,000.00	145.00	2,576.98	0.00	51.54
05-02-6785	ECAP Payments	0.00	0.00	0.00	0.00	0.00
	Materials & Services	*343,500.00*	*1,541.51*	*180,395.48*	*0.00*	*52.52*
	Human Resources	**573,500.00**	**19,475.12**	**326,699.07**	**0.00**	**56.97**
	Technical Services					
	Personnel Services					
05-03-5110	Regular employees	602,000.00	38,854.70	324,832.38	0.00	53.96
05-03-5130	Overtime	5,000.00	1,014.70	1,949.34	0.00	38.99
05-03-5210	Healthdental Insurance	112,000.00	5,423.10	58,394.17	0.00	52.14
05-03-5230	Social security	44,000.00	3,010.38	23,537.44	0.00	53.49
05-03-5240	Retirement	112,000.00	5,761.04	54,623.55	0.00	48.77
05-03-5250	TrimetWBF	4,000.00	316.82	2,565.30	0.00	64.13
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	664.16	0.00	7.38
05-03-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*898,000.00*	*54,380.74*	*466,566.34*	*0.00*	*51.96*

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Materials & Services					
05-03-6155	Contracted services	306,000.00	15,439.38	67,535.35	54,947.58	22.07
05-03-6180	Dues and subscriptions	10,000.00	215.00	2,515.00	0.00	25.15
05-03-6350	Computer maintenance	237,000.00	0.00	161,437.94	1,610.00	68.12
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	3,559.29	0.00	22.25
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	0.00	135.22	0.00	4.51
05-03-6540	Safety supplies	8,000.00	179.99	1,501.98	0.00	18.77
05-03-6730	Communications	149,000.00	2,878.00	7,582.24	50,735.62	5.09
	Materials & Services	*733,000.00*	*18,712.37*	*244,267.02*	*107,293.20*	*33.32*
	Technical Services	**1,631,000.00**	**73,093.11**	**710,833.36**	**107,293.20**	**43.58**
	Vehicle Services					
	Materials & Services					
05-04-6330	Vehicleequipment maintenance	50,000.00	123.98	23,767.96	8,085.78	47.54
05-04-6520	Fuels and oils	71,000.00	1,893.87	19,329.90	0.00	27.23
	Materials & Services	*121,000.00*	*2,017.85*	*43,097.86*	*8,085.78*	*35.62*
	Vehicle Services	**121,000.00**	**2,017.85**	**43,097.86**	**8,085.78**	**35.62**
	Special Payments					
	Special Payments					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	Special Payments	*552,000.00*	*0.00*	*552,000.00*	*0.00*	*100.00*
	Special Payments	**552,000.00**	**0.00**	**552,000.00**	**0.00**	**100.00**
	Transfers & Contingencies					
	Transfers & Contingencies					
05-29-9000	Contingency	68,500.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*68,500.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**68,500.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	4,895,000.00	191,830.88	2,640,295.47	158,391.44	53.94
05	**Administrative Services**	**10,000.00**	**242,954.04**	**1,087,170.02**	**-158,391.44**	**10,871.70**
10	**Drinking Water NonDivisional**					
	Beginning Fund Balance					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	Beginning Fund Balance	*1,527,000.00*	*0.00*	*1,504,202.42*	*0.00*	*98.51*
	NonDivisional	**1,527,000.00**	**0.00**	**1,504,202.42**	**0.00**	**98.51**
	Fund Balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	NonDivisional					
	Revenue					
10-00-4210	Water Sales - CRW	32,000.00	0.00	18,873.04	0.00	58.98
10-00-4211	Water sales	4,038,000.00	316,662.16	2,808,224.58	0.00	69.54
10-00-4215	Penalties and late charges	20,000.00	178.00	21.63	0.00	0.11
10-00-4220	System development charges	100,000.00	6,544.80	310,632.80	0.00	310.63
10-00-4230	Contract services	40,000.00	4,000.00	37,400.00	0.00	93.50
10-00-4240	Service installations	10,000.00	2,732.00	33,334.82	0.00	333.35

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-00-4280	Rents & leases	200,000.00	14,185.87	120,152.02	0.00	60.08
10-00-4290	Other charges for services	10,000.00	1,220.00	15,323.65	0.00	153.24
10-00-4610	Investment revenue	10,000.00	403.43	4,257.87	0.00	42.58
10-00-4630	Miscellaneous revenues	26,000.00	444.00	25,705.84	0.00	98.87
	Revenue	*4,486,000.00*	*346,370.26*	*3,373,926.25*	*0.00*	*75.21*
	NonDivisional	**4,486,000.00**	**346,370.26**	**3,373,926.25**	**0.00**	**75.21**
	Revenue	4,486,000.00	346,370.26	3,373,926.25	0.00	75.21
	Drinking Water					
	Personnel Services					
10-20-5110	Regular employees	655,500.00	40,016.15	422,168.93	0.00	64.40
10-20-5130	Overtime	35,000.00	7,741.82	27,314.28	0.00	78.04
10-20-5210	Healthdental insurance	140,000.00	7,445.86	84,567.81	0.00	60.41
10-20-5230	Social Security	47,000.00	3,603.34	33,335.94	0.00	70.93
10-20-5240	Retirement	132,000.00	8,783.00	89,381.58	0.00	67.71
10-20-5250	TrimetWBF	5,000.00	378.46	3,504.90	0.00	70.10
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	0.00	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	197.75	197.75	0.00	3.30
	Personnel Services	*1,037,500.00*	*68,166.38*	*677,407.48*	*0.00*	*65.29*
	Materials & Services					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	27,000.00	2,472.01	19,752.59	0.00	73.16
10-20-6240	Natural gas	3,000.00	751.58	1,744.83	0.00	58.16
10-20-6290	Other utilities	0.00	193.60	1,032.92	0.00	0.00
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	5,000.00	256.00	14,416.07	0.00	288.32
10-20-6340	Distribution system maint	200,000.00	4,334.91	126,084.57	37,069.43	63.04
10-20-6390	Other repairs & maintenance	35,000.00	0.00	24,076.09	15,236.98	68.79
10-20-6420	Staff training	10,000.00	0.00	760.00	0.00	7.60
10-20-6430	Certifications	2,000.00	0.00	802.00	0.00	40.10
10-20-6510	Office supplies	0.00	0.00	452.40	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	0.00	2,344.36	3,604.96	26.05
10-20-6540	Safety supplies	15,000.00	1,035.69	8,822.19	0.00	58.81
10-20-6550	Operational Supplies	2,000.00	515.61	2,899.58	0.00	144.98
10-20-6560	Uniforms	2,000.00	0.00	39.99	0.00	2.00
10-20-6710	Purchased water	1,084,000.00	77,145.00	768,446.87	0.00	70.89
10-20-6715	Water quality program	5,000.00	2,040.00	10,907.62	0.00	218.15
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	8,618.20	0.00	43.09
10-20-6900	Miscellaneous expense	1,000.00	0.00	146.74	0.00	14.67
	Materials & Services	*1,443,500.00*	*88,744.40*	*991,247.79*	*55,911.37*	*68.67*
	Drinking Water	**2,481,000.00**	**156,910.78**	**1,668,655.27**	**55,911.37**	**67.26**
	Debt Service					
	Materials & Services					
10-24-6815	Zions Bank loan-principal	179,000.00	179,000.00	179,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	30,801.00	15,400.25	30,800.50	0.00	100.00
	Materials & Services	*209,801.00*	*194,400.25*	*209,800.50*	*0.00*	*100.00*
	Debt Service	**209,801.00**	**194,400.25**	**209,800.50**	**0.00**	**100.00**
	Transfers & Contingencies					
	Transfers & Contingencies					
10-29-8105	Transfer out - Fund 05	1,908,000.00	159,000.00	1,272,000.00	0.00	66.67
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	333,333.36	0.00	66.67
10-29-9000	Contingency	914,199.00	0.00	0.00	0.00	0.00
	Transfers &	*3,322,199.00*	*200,666.67*	*1,605,333.36*	*0.00*	*48.32*

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	Transfers & Contingencies	**3,322,199.00**	**200,666.67**	**1,605,333.36**	**0.00**	**48.32**
	Expense	6,013,000.00	551,977.70	3,483,789.13	55,911.37	57.94
10	**Drinking Water**	**0.00**	**-205,607.44**	**1,394,339.54**	**-55,911.37**	**0.00**
20	**Wastewater Reclam. NonDivisional**					
	Beginning Fund Balance					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	Beginning Fund Balance	*1,842,000.00*	*0.00*	*1,807,252.47*	*0.00*	*98.11*
	NonDivisional	**1,842,000.00**	**0.00**	**1,807,252.47**	**0.00**	**98.11**
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	NonDivisional					
	Revenue					
20-00-4212	Wastewater charges	8,270,000.00	765,577.73	5,463,998.52	0.00	66.07
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	5,165.00	284,075.00	0.00	227.26
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	1,020.00	21,315.69	0.00	213.16
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	121.65	1,299.87	0.00	26.00
20-00-4630	Miscellaneous revenues	5,000.00	0.00	43.30	0.00	0.87
	Revenue	*8,435,000.00*	*771,884.38*	*5,771,633.56*	*0.00*	*68.42*
	NonDivisional	**8,435,000.00**	**771,884.38**	**5,771,633.56**	**0.00**	**68.42**
	Revenue	8,435,000.00	771,884.38	5,771,633.56	0.00	68.42
	Wastewater-Plant					
	Personnel Services					
20-21-5110	Regular employees	608,000.00	46,354.43	386,378.79	0.00	63.55
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	7,908.45	45,944.78	0.00	102.10
20-21-5210	Healthdental insurance	179,000.00	11,807.44	97,694.31	0.00	54.58
20-21-5230	Social security	55,000.00	4,067.43	32,401.31	0.00	58.91
20-21-5240	Retirement	131,000.00	8,486.73	71,159.62	0.00	54.32
20-21-5250	TrimetWBF	5,000.00	428.53	3,379.73	0.00	67.59
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	0.00	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	433.72	433.72	0.00	7.23
	Personnel Services	*1,078,000.00*	*79,486.73*	*652,993.05*	*0.00*	*60.57*
	Materials & Services					
20-21-6155	Contracted services	133,000.00	13,492.72	74,868.13	48,125.18	56.29
20-21-6180	Dues & subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	31,751.70	166,962.11	0.00	64.22
20-21-6240	Natural gas	1,000.00	0.00	395.86	0.00	39.59
20-21-6250	Solid waste disposal	81,000.00	1,484.52	18,253.35	17,672.93	22.54
20-21-6290	Other utilities	1,000.00	38.38	1,077.49	0.00	107.75
20-21-6310	Janitorial services	10,000.00	798.88	5,167.29	0.00	51.67
20-21-6320	Buildings & grounds	57,000.00	3,437.33	35,996.26	0.00	63.15
20-21-6342	WRF system maintenance	270,000.00	11,021.66	156,600.82	20,162.61	58.00
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuel & oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	4,258.10	18,906.05	11,483.80	72.72
20-21-6530	Small tools & equipment	10,000.00	0.00	829.82	0.00	8.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6540	Safety supplies	20,000.00	335.65	5,446.68	0.00	27.23
20-21-6550	Operational supplies	14,000.00	0.00	3,572.86	3,143.86	25.52
20-21-6560	Uniforms	9,000.00	725.43	13,142.07	0.00	146.02
20-21-6590	Other supplies	10,000.00	600.75	2,917.42	0.00	29.17
20-21-6720	Insurance	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	0.00	1,102.77	0.00	7.35
20-21-6780	Taxes & fees	0.00	40.53	34,742.26	335.67	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	Materials & Services	*936,000.00*	*67,985.65*	*542,419.65*	*100,924.05*	*57.95*
	Wastewater-Plant	**2,014,000.00**	**147,472.38**	**1,195,412.70**	**100,924.05**	**59.36**
	Wastewater-Collections					
	Personnel Services					
20-22-5110	Regular employees	460,500.00	35,047.35	344,747.41	0.00	74.86
20-22-5130	Overtime	11,000.00	2,502.95	9,118.28	0.00	82.89
20-22-5210	Healthdental insurance	110,000.00	6,973.31	65,719.95	0.00	59.75
20-22-5230	Social security	32,000.00	2,860.92	26,591.66	0.00	83.10
20-22-5240	Retirement	70,000.00	6,278.14	64,149.22	0.00	91.64
20-22-5250	TrimetWBF	3,000.00	302.49	2,815.84	0.00	93.86
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.00	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*702,500.00*	*53,965.16*	*522,291.70*	*0.00*	*74.35*
	Materials & Services					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	0.00	843.32	0.00	84.33
20-22-6342	Collection system maint.	50,000.00	0.00	12,209.09	762.40	24.42
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	0.00	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	2,245.66	5,388.90	0.00	21.56
20-22-6540	Safety supplies	4,000.00	341.10	2,531.01	0.00	63.28
20-22-6550	Operational supplies	5,000.00	135.89	761.42	0.00	15.23
20-22-6560	Uniforms	9,000.00	2,431.68	7,784.39	0.00	86.49
20-22-6780	Taxes & fees	0.00	0.00	9,810.76	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	Materials & Services	*110,000.00*	*5,154.33*	*40,349.47*	*762.40*	*36.68*
	Wastewater-Collections	**812,500.00**	**59,119.49**	**562,641.17**	**762.40**	**69.25**
	Transfers & Contingencies					
	Transfers & Contingencies					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	1,350,666.64	0.00	66.67
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	651,510.00	1,425,795.50	0.00	49.66
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	666,666.64	0.00	66.67
20-29-9000	Contingency	741,500.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*7,450,500.00*	*903,676.66*	*4,255,128.78*	*0.00*	*57.11*
	Transfers & Contingencies	**7,450,500.00**	**903,676.66**	**4,255,128.78**	**0.00**	**57.11**
	Expense	10,277,000.00	1,110,268.53	6,013,182.65	101,686.45	58.51
20	**Wastewater Reclam.**	**0.00**	**-338,384.15**	**1,565,703.38**	**-101,686.45**	**0.00**
30	**Watershed Protection NonDivisional**					
	Beginning Fund Balance					
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Beginning Fund Balance	*410,000.00*	*0.00*	*436,465.50*	*0.00*	*106.46*
	NonDivisional	**410,000.00**	**0.00**	**436,465.50**	**0.00**	**106.46**
	Fund Balance	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional					
	Revenue					
30-00-4213	Watershed protection fees	1,548,000.00	132,000.92	1,032,354.64	0.00	66.69
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	510.00	37,382.55	0.00	747.65
30-00-4610	Investment revenue	0.00	156.57	1,165.70	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	Revenue	*1,576,000.00*	*132,667.49*	*1,070,902.22*	*0.00*	*67.95*
	NonDivisional	**1,576,000.00**	**132,667.49**	**1,070,902.22**	**0.00**	**67.95**
	Revenue	1,576,000.00	132,667.49	1,070,902.22	0.00	67.95
	Watershed Protection					
	Personnel Services					
30-23-5110	Regular employees	94,500.00	7,969.69	33,788.24	0.00	35.75
30-23-5120	Temporaryseasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	8,000.00	2,590.55	8,184.15	0.00	102.30
30-23-5230	Social Security	7,000.00	592.37	2,514.56	0.00	35.92
30-23-5240	Retirement	20,000.00	1,246.46	5,412.67	0.00	27.06
30-23-5250	TrimetWBF	1,000.00	62.83	264.26	0.00	26.43
30-23-5260	Unemployment	1,000.00	111.86	2,620.30	0.00	262.03
30-23-5270	Workers compensation	1,000.00	0.00	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	Personnel Services	*136,500.00*	*12,573.76*	*54,402.91*	*0.00*	*39.86*
	Materials & Services					
30-23-6155	Contracted Services	40,000.00	0.00	13,485.75	60,139.25	33.71
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	0.00	1,096.77	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	15,493.61	0.00	154.94
	Materials & Services	*105,000.00*	*0.00*	*30,009.35*	*60,139.25*	*28.58*
	Watershed Protection	**241,500.00**	**12,573.76**	**84,412.26**	**60,139.25**	**34.95**
	Debt Service					
	Materials & Services					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	Materials & Services	*62,558.00*	*0.00*	*62,557.61*	*0.00*	*100.00*
	Debt Service	**62,558.00**	**0.00**	**62,557.61**	**0.00**	**100.00**
	Transfers & Contingencies					
	Transfers & Contingencies					
30-29-8105	Transfers out to Fund 05	635,000.00	105,833.34	476,250.03	0.00	75.00
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	333,333.36	0.00	66.67
30-29-9000	Contingency	546,942.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	*1,681,942.00*	*147,500.01*	*809,583.39*	*0.00*	*48.13*
	Transfers & Contingencies	**1,681,942.00**	**147,500.01**	**809,583.39**	**0.00**	**48.13**
	Expense	1,986,000.00	160,073.77	956,553.26	60,139.25	48.16
30	**Watershed Protection**	**0.00**	**-27,406.28**	**550,814.46**	**-60,139.25**	**0.00**
40	**WW GO Debt Service**					
	NonDivisional					
	Beginning Fund Balance					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	Beginning Fund Balance	*333,000.00*	*0.00*	*333,918.79*	*0.00*	*100.28*
	NonDivisional	**333,000.00**	**0.00**	**333,918.79**	**0.00**	**100.28**
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional					
	Revenue					
40-00-4610	Investment revenue	7,000.00	293.33	2,310.45	0.00	33.01
40-00-4701	Interest Subsidy	111,000.00	112,385.27	112,385.27	0.00	101.25
	Revenue	*118,000.00*	*112,678.60*	*114,695.72*	*0.00*	*97.20*
	NonDivisional	**118,000.00**	**112,678.60**	**114,695.72**	**0.00**	**97.20**
	Transfers & Contingencies					
	Revenue					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	*812,000.00*	*0.00*	*812,000.00*	*0.00*	*100.00*
	Transfers & Contingencies	**812,000.00**	**0.00**	**812,000.00**	**0.00**	**100.00**
	Revenue	930,000.00	112,678.60	926,695.72	0.00	99.64
	Debt Service					
	Materials & Services					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	Materials & Services	*638,101.00*	*0.00*	*638,100.30*	*0.00*	*100.00*
	Debt Service	**638,101.00**	**0.00**	**638,100.30**	**0.00**	**100.00**
	Expense	638,101.00	0.00	638,100.30	0.00	100.00
40	**WW GO Debt Service**	**624,899.00**	**112,678.60**	**622,514.21**	**0.00**	**99.62**
50	**WW Revenue Bond Debt Service**					
	NonDivisional					
	Beginning Fund Balance					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	Beginning Fund Balance	*682,000.00*	*0.00*	*678,562.56*	*0.00*	*99.50*
	NonDivisional	**682,000.00**	**0.00**	**678,562.56**	**0.00**	**99.50**
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional					
	Revenue					
50-00-4610	Investment revenue	16,084.00	392.48	4,002.38	0.00	24.88
	Revenue	*16,084.00*	*392.48*	*4,002.38*	*0.00*	*24.88*
	NonDivisional	**16,084.00**	**392.48**	**4,002.38**	**0.00**	**24.88**
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	Revenue					
50-29-4920	Transfer in from Fund 20	2,871,000.00	651,510.00	1,425,795.50	0.00	49.66
	Revenue	*2,871,000.00*	*651,510.00*	*1,425,795.50*	*0.00*	*49.66*
	Transfers & Contingencies	**2,871,000.00**	**651,510.00**	**1,425,795.50**	**0.00**	**49.66**
	Revenue	2,887,084.00	651,902.48	1,429,797.88	0.00	49.52
	Debt Service					
	Materials & Services					
50-24-6810	2010 SRF Loan Principal	910,550.00	457,449.00	910,550.00	0.00	100.00
50-24-6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	327,958.00	194,061.00	327,958.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	0.00	50.00
	Materials & Services	*2,969,084.00*	*651,510.00*	*1,425,795.50*	*0.00*	*48.02*
	Debt Service	**2,969,084.00**	**651,510.00**	**1,425,795.50**	**0.00**	**48.02**
	Expense	2,969,084.00	651,510.00	1,425,795.50	0.00	48.02
50	**WW Revenue Bond Debt Service**	**600,000.00**	**392.48**	**682,564.94**	**0.00**	**113.76**
71	**Drinking Water Capital**					
	NonDivisional					
	Beginning Fund Balance					
71-00-3500	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	Beginning Fund Balance	*3,942,000.00*	*0.00*	*4,229,831.51*	*0.00*	*107.30*
	NonDivisional	**3,942,000.00**	**0.00**	**4,229,831.51**	**0.00**	**107.30**
	Fund Balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	NonDivisional					
	Revenue					
71-00-4610	Investment revenue	50,000.00	2,475.89	25,367.67	0.00	50.74
	Revenue	*50,000.00*	*2,475.89*	*25,367.67*	*0.00*	*50.74*
	NonDivisional	**50,000.00**	**2,475.89**	**25,367.67**	**0.00**	**50.74**
	Transfers & Contingencies					
	Revenue					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	333,333.36	0.00	66.67
	Revenue	*500,000.00*	*41,666.67*	*333,333.36*	*0.00*	*66.67*
	Transfers & Contingencies	**500,000.00**	**41,666.67**	**333,333.36**	**0.00**	**66.67**
	Revenue	550,000.00	44,142.56	358,701.03	0.00	65.22
	Drinking Water					
	Capital Outlay					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	-132,677.25	130,106.77	239,598.36	8.79
	Capital Outlay	*1,515,000.00*	*-132,677.25*	*130,106.77*	*239,598.36*	*8.59*
	Drinking Water	**1,515,000.00**	**-132,677.25**	**130,106.77**	**239,598.36**	**8.59**
	Transfers & Contingencies					
	Transfers & Contingencies					
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	*2,977,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**2,977,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	4,492,000.00	-132,677.25	130,106.77	239,598.36	2.90
71	**Drinking Water Capital**	**0.00**	**176,819.81**	**4,458,425.77**	**-239,598.36**	**0.00**
72	**Wastewater Reclamation Capital**					
	NonDivisional					
	Beginning Fund Balance					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	Beginning Fund Balance	*4,605,000.00*	*0.00*	*5,252,624.14*	*0.00*	*114.06*
	NonDivisional	**4,605,000.00**	**0.00**	**5,252,624.14**	**0.00**	**114.06**
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional					
	Revenue					
72-00-4610	Investment revenue	75,000.00	3,163.23	31,547.98	0.00	42.06
	Revenue	*75,000.00*	*3,163.23*	*31,547.98*	*0.00*	*42.06*
	NonDivisional	**75,000.00**	**3,163.23**	**31,547.98**	**0.00**	**42.06**
	Transfers & Contingencies					
	Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	666,666.64	0.00	66.67
	Revenue	*1,000,000.00*	*83,333.33*	*666,666.64*	*0.00*	*66.67*
	Transfers & Contingencies	**1,000,000.00**	**83,333.33**	**666,666.64**	**0.00**	**66.67**
	Revenue	1,075,000.00	86,496.56	698,214.62	0.00	64.95
	Wastewater-Plant					
	Capital Outlay					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	0.00	37,763.39	31,576.66	37.76
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	179,134.01	614,469.78	518,318.97	26.37
	Capital Outlay	*2,450,000.00*	*179,134.01*	*677,180.07*	*549,895.63*	*27.64*
	Wastewater-Plant	**2,450,000.00**	**179,134.01**	**677,180.07**	**549,895.63**	**27.64**
	Transfers & Contingencies					
	Transfers & Contingencies					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*3,230,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**3,230,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	5,680,000.00	179,134.01	677,180.07	549,895.63	11.92
72	**Wastewater Reclamation Capital**	**0.00**	**-92,637.45**	**5,273,658.69**	**-549,895.63**	**0.00**
73	**Watershed Protection Capital**					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional					
	Beginning Fund Balance					
73-00-3500	Fund balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	Beginning Fund Balance	*1,481,000.00*	*0.00*	*1,177,314.89*	*0.00*	*79.49*
	NonDivisional	**1,481,000.00**	**0.00**	**1,177,314.89**	**0.00**	**79.49**
	Fund Balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	NonDivisional					
	Revenue					
73-00-4610	Investment revenue	40,000.00	825.15	8,210.16	0.00	20.53
	Revenue	*40,000.00*	*825.15*	*8,210.16*	*0.00*	*20.53*
	NonDivisional	**40,000.00**	**825.15**	**8,210.16**	**0.00**	**20.53**
	Transfers & Contingencies					
	Revenue					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.67	333,333.36	0.00	66.67
	Revenue	*500,000.00*	*41,666.67*	*333,333.36*	*0.00*	*66.67*
	Transfers & Contingencies	**500,000.00**	**41,666.67**	**333,333.36**	**0.00**	**66.67**
	Revenue	540,000.00	42,491.82	341,543.52	0.00	63.25
	Watershed Protection					
	Capital Outlay					
73-23-7600	Capital Improvement Projects	465,000.00	0.00	1,869.50	0.00	0.40
	Capital Outlay	*465,000.00*	*0.00*	*1,869.50*	*0.00*	*0.40*
	Watershed Protection	**465,000.00**	**0.00**	**1,869.50**	**0.00**	**0.40**
	Transfers & Contingencies					
	Transfers & Contingencies					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	*1,556,000.00*	*0.00*	*0.00*	*0.00*	*0.00*
	Transfers & Contingencies	**1,556,000.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Expense	2,021,000.00	0.00	1,869.50	0.00	0.09
73	**Watershed Protection Capital**	**0.00**	**42,491.82**	**1,516,988.91**	**0.00**	**0.00**
Revenue Total		**25,049,084.00**	**2,623,419.07**	**17,100,179.51**	**0.00**	**0.6827**
Expense Total		**38,971,185.00**	**2,712,117.64**	**15,966,872.65**	**1,165,622.50**	**0.4097**

General Ledger
Account Roll up

User: jeff
Printed: 3/8/2021 9:05:07 AM
Period 08 - 08
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% Expend	Collect
Revenue	Revenue					
4210	Water Sales - CRW	32,000.00	0.00	18,873.04	58.98	
4211	Water sales	4,038,000.00	316,662.16	2,808,224.58	69.54	
4212	Wastewater Charges	8,270,000.00	765,577.73	5,463,998.52	66.07	
4213	Watershed protection fees	1,548,000.00	132,000.92	1,032,354.64	66.69	
4215	Penalties & late charges	32,000.00	178.00	14.14	0.04	
4220	System development charges	245,000.00	11,709.80	594,707.80	242.74	
4230	Contract services	40,000.00	4,000.00	37,400.00	93.50	
4240	Service installations	20,000.00	2,732.00	33,334.82	166.67	
4280	Rents & leases	200,000.00	14,185.87	120,152.02	60.08	
4290	Other charges for services	25,000.00	2,750.00	74,021.89	296.09	
4320	State grants	0.00	0.00	16,835.77	0.00	
4610	Investment revenue	203,084.00	7,949.98	79,825.22	39.31	
4630	Miscellaneous revenues	33,000.00	1,444.00	38,006.27	115.17	
4701	Interest Subsidy	111,000.00	112,385.27	112,385.27	101.25	
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	1,605,333.36	66.67	
4920	Transfer in from Fund 20	6,709,000.00	903,676.66	4,255,128.78	63.42	
4930	Transfer in from Fund 30	1,135,000.00	147,500.01	809,583.39	71.33	
Revenue	Revenue	25,049,084.00	2,623,419.07	17,100,179.51	68.27	
Expense	Expense					
5110	Regular employees	3,166,000.00	225,666.32	1,996,658.06	63.07	
5120	TemporarySeasonal employees	42,000.00	0.00	0.00	0.00	
5130	Overtime	107,000.00	19,656.20	90,842.55	84.90	
5210	Employee Ins	690,000.00	43,848.48	391,996.14	56.81	
5230	Social Security	240,000.00	18,417.11	152,393.74	63.50	
5240	Retirement	616,000.00	41,091.47	379,754.60	61.65	
5250	Trimet	23,000.00	1,925.72	16,228.78	70.56	
5260	Unemployment	29,000.00	111.86	12,340.30	42.55	
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59	
5290	Other employee benefits	29,000.00	867.34	4,340.49	14.97	
6110	Legal services	375,000.00	2,215.50	86,681.00	23.11	
6120	Accounting & audit services	45,000.00	0.00	68,734.45	152.74	
6155	Contracted Services	747,000.00	34,055.09	239,783.10	32.10	
6175	Records Management	5,000.00	364.50	3,555.28	71.11	
6180	Dues & subscriptions	52,000.00	215.00	30,085.89	57.86	
6220	Electricity	296,000.00	36,083.84	194,473.30	65.70	
6230	Telephone	57,000.00	1,751.51	27,502.40	48.25	
6240	Natual gas	5,000.00	1,299.56	4,006.05	80.12	
6250	Solid waste disposal	81,000.00	1,484.52	18,253.35	22.54	
6290	Other utilities	21,000.00	2,567.78	19,580.64	93.24	
6310	Janitorial services	35,000.00	1,989.28	13,872.79	39.64	
6320	Buildings & grounds	81,000.00	4,574.08	62,800.71	77.53	
6330	Vehicle & equipment maint.	50,000.00	123.98	23,767.96	47.54	
6340	Distribution system maint	250,000.00	4,334.91	126,084.57	50.43	
6342	Collection system maint.	320,000.00	11,021.66	168,809.91	52.75	
6350	Computer maintenance	237,000.00	0.00	161,437.94	68.12	
6390	Other repairs & maintenance	40,000.00	0.00	24,817.00	62.04	
6410	Mileage	6,000.00	0.00	0.00	0.00	
6420	Staff training	80,000.00	-138.54	7,350.76	9.19	
6430	Certifications	7,000.00	0.00	1,232.00	17.60	
6440	Board travel & training	7,000.00	0.00	-864.06	-12.34	
6510	Office supplies	29,000.00	2,567.28	18,553.28	63.98	

Sort Level	Description	Budget	Period Amt	End Bal	% Expend/Collect
6520	Fuel & oils	71,000.00	1,893.87	19,924.20	28.06
6525	Chemicals	26,000.00	4,258.10	18,906.05	72.72
6530	Small tools & equipment	46,000.00	2,245.66	9,659.85	21.00
6540	Safety supplies	48,500.00	2,000.84	18,689.17	38.53
6550	Operational Supplies	21,000.00	651.50	7,233.86	34.45
6560	Uniforms	22,000.00	3,157.11	20,966.45	95.30
6590	Other supplies	10,000.00	600.75	2,917.42	29.17
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	77,145.00	768,446.87	70.89
6715	Water quality program	5,000.00	2,040.00	10,907.62	218.15
6720	Insurance	240,000.00	-446.00	148,236.00	61.77
6730	Communications	167,000.00	3,078.12	23,900.09	14.31
6740	Advertising	6,000.00	145.00	3,282.37	54.71
6750	Other purchased services	15,000.00	0.00	2,102.77	14.02
6760	Equipment Rental	4,500.00	442.20	3,076.53	68.37
6770	Bank charges	125,000.00	11,620.81	90,929.13	72.74
6780	Taxes & fees	21,000.00	40.53	54,776.09	260.84
6785	ECAP Payments	97,000.00	3,303.85	8,979.04	9.26
6810	2010 SRF Loan Principal	910,550.00	457,449.00	910,550.00	100.00
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	179,000.00	179,000.00	100.00
6820	2010 SRF Loan Interest	327,958.00	194,061.00	327,958.00	100.00
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	50.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	15,400.25	30,800.50	100.00
6900	Miscellaneous expense	4,000.00	0.00	150.29	3.76
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	0.00	37,763.39	37.76
7540	Vehicles	55,000.00	0.00	19,706.90	35.83
7600	Capital Improvement Projects	4,275,000.00	46,456.76	746,446.05	17.46
8105	Transfers out to Fund 05	4,569,000.00	433,666.67	3,098,916.67	67.82
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	651,510.00	1,425,795.50	49.66
8171	Transfers out - Fund 71	500,000.00	41,666.67	333,333.36	66.67
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	666,666.64	66.67
8173	Transfers out - Fund 73	500,000.00	41,666.67	333,333.36	66.67
9000	Contingency	10,034,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	2,712,482.14	15,970,427.93	40.97
Grand Total		**-13,932,101.00**	**-89,063.07**	**1,129,751.58**	**-0.0811**
Fund Balance		**0.00**	**0.00**	**0.00**	**0**
Total					
Revenue Total		**25,049,084.00**	**2,623,419.07**	**17,100,179.51**	**0.6827**
Expense Total		**38,981,185.00**	**2,712,482.14**	**15,970,427.93**	**0.4097**

AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3c & 3d
Date	March 16, 2021

Summary of Minutes for Approval

- January 19, 2021 Regular Meeting Minutes
- February 25, 2021 Special Meeting Minutes

BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
January 19, 2021

Board of Directors – Members Present via Zoom:

Kevin Williams	President
Paul Gornick	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Ginny Van Loo	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Markus Mead	Development Review Specialist
Alexa Morris	Outreach and Communications Specialist

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Mitra Anoushiravani	Oak Lodge Governance Project Steering Committee
Kimberly Swan	Clackamas River Water Providers

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1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:00 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were one letter that had been distributed to the Board.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were three.

Lynn Fischer stated he had no comments.

Thelma Haggenmiller stated she was listening in as well.

3. Consent Agenda

Treasurer Knudson moved to approve the Consent Agenda. Secretary/Vice President Gornick seconded.

Treasurer Knudson asked for a link to be created on the District's website between the December 15, 2020 meeting materials, which includes a letter from the Oak Lodge Governance Project, and the dedicated governance webpage. There was Board consensus.

Director Keil asked what the TriMet charge was for. Finance Director Stevens explained it was a payroll tax.

President Williams asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

President Williams introduced Mitra Anoushiravani, member of the OLGP Steering Committee, who provided an update on OLGP's progress and ongoing communication with the Board of Directors.

There was clarification regarding the intent of the Board of Director's published letter to OLGP. The Board expressed optimism regarding the partnership between OLGP and the District.

5. Appointment of 2021 Board Officers

Director Keil made a motion, with the provision of Treasurer Knudson being nominated as the 2022 President, to appoint Secretary/Vice President Gornick as President, Director Van Loo as Secretary/Vice President, and Treasurer Knudson as Treasurer. Director Van Loo seconded. President Williams asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

President Williams virtually passed the gavel to incoming President Gornick. President Gornick began meeting facilitation.

6. Presentation of Clackamas River Water Providers' Annual Report

General Manager Chaplen introduced Kim Swan from Clackamas River Water Providers (CRWP). Ms. Swan presented an annual update highlighting the effects of COVID on CRWP outreach, studies completed, and continuing public engagement. She also overviewed upcoming projects for the current fiscal year.

The Board commended the CRWP team on their work. Regarding a question asked by President Gornick, Ms. Swan stated she would get the Board more information on snowpack measurements and year-round flow predictions.

7. Designation of the 2021 SDAO Conference Voting Member

General Manager Chaplen explained the eligibility requirements and purpose of designating a voting member for the 2021 Special Districts Association of Oregon (SDAO) conference. Treasurer Knudson noted his professional association with SDAO and excused himself from being nominated.

Director Williams moved to designate Secretary/Vice President Van Loo as the voting member with General Manager Chaplen as an alternate. Treasurer Knudson and Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

8. Second Reading of Proposed Ordinance No. 2021-04 Updating Water System Development Charges

Treasurer Knudson moved to read the Ordinance by title only. Directors Keil and Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

President Gornick read the Ordinance by title.

District Engineer Rice overviewed the proposed fee schedule noting the proposed fees were competitive with other local jurisdictions. He stated no public comment had been received.

Directors Keil and Williams expressed concern for the higher fees but noted the calculations were aligned with other local organizations and commended District Engineer Rice on his work.

Secretary/Vice President Van Loo moved to approve Ordinance No. 2021-04. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

9. Consideration of Resolution No. 2021-01 Adopting District Design and Construction Standards

Development Review Specialist Mead overviewed the proposed changes to the District's Design and Construction Standards. He highlighted future updates and summarized the two public comments received.

The Board asked questions related to stormwater detention including forthcoming DEQ regulations, and the public comment process. Development Review Specialist Mead explained the District's standards related to stormwater and the parties notified of the public comment period. President Gornick inquired about the definition of "roadbed" and what constituted "significant" construction. Development Review Specialist Mead and District Engineer Rice gave reasoning for the definitions of both. The Board agreed that "fifty percent of the area" would be considered significant construction.

Secretary/Vice President Van Loo moved to adopt Ordinance No. 2021-04 with the discussed changes. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

10. Update on Procurement to Restore Sewer Treatment Plant Flow Capacity

Water Services Engineer Ogbeide reported on the recent Sewer Treatment Plant failure and provided an update on the emergency efforts to regain flow capacity. Plant Operations Superintendent Mendenhall stated DEQ had been apprised of the situation.

The Board asked questions related to project next steps, creating redundancies to prevent the situation in the future, and alarm systems. Water Services Engineer Ogbeide and Plant Operations Superintendent Mendenhall were able to provide the information that had been collected as the yet-to-be-resolved situation unfolded.

Director Williams moved to retroactively approve the General Manager to sign an emergency procurement agreement with Slayden Constructors. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

11. Consideration of the 2021/2022 Communications Plan

Outreach and Communications Specialist Morris overviewed the Communication Plan and Community Briefing Materials updates.

The Board asked questions related to increasing interested parties, the District's presence on social media platforms, and engagement analytics. Outreach and Communications Specialist Morris provided information on website updates, current District social media handles, and how the District will use engagement analytics to cater to the special interests of the District's customers.

Treasurer Knudson moved to approve the Communications Plan for 2021-2022 as presented. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

12. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were two.

Lynn Fisher commented on the OLGP presentation, specifically the District's survival based on the options being explored by the steering committee. Ms. Anoushiravani outlined the study's constraints and the multiphase approach of data collection and community feedback. She noted OLGP's intention for the District to remain intact, but that ultimately no one was able to predict the future.

13. Departments Reports

Due to time, President Gornick did not facilitate verbal department reports but allowed the Directors to ask questions related to each report.

- **Finance**

Upon request, Finance Director Stevens explained the Non-Revenue Water data, which has remained consistent in the last calendar year. Treasurer Knudson discussed the continuing documentation and communication regarding Non-Revenue Water.

Secretary/Vice President Van Loo inquired about charges related to Convergence and Murraysmith. Finance Director Stevens explained the services provided, Information Technology and Capital Project work, respectively.

Director Keil inquired about the demographics of delinquent accounts and the financial audit recommendations. Finance Director Stevens provided information on both.

- **Technical Services**

There were no questions.

- **Field Operations**

There were no questions.

- **Plant Operations**

Plant Operations Superintendent Mendenhall provided an update on the Treatment Plant's status, a forthcoming DEQ update, and the Department Report.

The Board thanked staff for their work during the recent emergencies and discussed ways to reduce future Plant vulnerabilities.

14. Business from the Board

Due to the time, President Gornick did not facilitate verbal liaison reports noting the written reports published in the meeting packet.

15. Recess to Executive Session

President Gornick recessed to Executive Session at 8:44 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public disclosure.

General Manager Chaplen presented the general topics to be discussed during the Executive Session. The Board was informed that no decisions were to be expected coming out of executive session. The Board then received a presentation from District legal counsel Brooks regarding the contents of two memos prepared for the Board. The Board asked follow-up questions and generally discussed the topics addressed in the memos.

16. Adjourn Executive Session

President Gornick adjourned the Executive Session at 10:12 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There was one member.

No decisions were made as a result of the Executive Session.

17. Adjourn Meeting

President Gornick adjourned the meeting at 10:13 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Date:

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date:

BOARD OF DIRECTORS
[REMOTE] SPECIAL MEETING MINUTES – 2:00 P.M.
February 25, 2021

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Laural Casey	District Recorder

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1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 2:05 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members and staff.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were one letter that had been distributed to the Board.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

3. Consideration of Professional Services Contract with Relay Resources

Human Resources/Payroll Manager Binkowski-Burk outlined the State's mandatory Oregon Forward program (formerly the Qualified Rehabilitation Facility program) process for selecting janitorial and landscape services.

The Board asked questions related to the existing and added services, budgeted costs, and the value of the services.

Director Williams moved to approve to approve the General Manager to approve a 12-month

contract with Relay Resources for janitorial and landscaping services in the amount of $74,558.08 beginning March 1, 2021. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

4. Recess to Executive Session

President Gornick recessed to Executive Session at 2:24 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board conducted a work session to give feedback and talk with General Manager Chaplen regarding her performance review for the period of October 13, 2019 to December 31, 2020.

5. Adjourn Executive Session

President Gornick adjourned the Executive Session at 3:54 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

Treasurer Knudson moved to make compensation-related adjustments for General Manager Chaplen, including retaining her base pay, eligibility for a cost-of-living adjustment made for District staff on July 1, 2021, payment of a one-time two and a half percent bonus, and forty hours of management leave on a use-it or lose-it basis within the next calendar year. President Gornick clarified the effective date of November 1, 2020. Secretary/Vice President Van Loo seconded.

The Board thanked General Manager Chaplen for her excellent service in trying times.

President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED.

6. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed there were none.

7. Adjourn Meeting

President Gornick adjourned the meeting at 3:57 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Date:

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date:

STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	Extension of the March 17, 2020 Declaration of State of Emergency
Item No.	3e
Date	March 16, 2021

Summary

The Board of Directors holds the authority to declare and extend states of emergency for the Oak Lodge Water Services District, and to delegate certain powers to the General Manager during such an emergency.

Background

In response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District Board of Directors declared a State of Emergency relating to COVID-19 on March 17, 2020, to ensure that the District could perform all of its obligations and continue operating its systems.

The District's Declaration was amended various times through addenda adjusting the expiration date of the state of emergency to the limited period of time during which the conditions giving rise to the Declaration were anticipated to remain in existence. Pursuant to the Board's March 17, 2020 Declaration and subsequent addenda to the same, the State of Emergency is currently set to expire on March 16, 2021.

The Board has extended the State of Emergency for so long as the findings in the original Declaration continue to exist; namely, the Board has continued to find that social distancing and community mitigation measures within the District are in the best interests of the public health, safety, and welfare of the community, and that immediate action may be required to minimize, respond to, or recover from the emergency.

Past Board Actions

On March 17, 2020, the Board of Directors approved Resolution 2020-03 authorizing declarations of a state of emergency and certain actions during a state of emergency. The Board of Directors subsequently declared a State of Emergency relating to COVID-19 with the intent to revisit the effective end date at the next regularly scheduled meeting on April 21, 2020.

On April 21, 2020, the Board of Directors approved Addendum No. 1 to the March 17,

2020 Declaration of State of Emergency extending the effective end date to May 19, 2020.

On May 19, 2020, the Board of Directors approved Addendum No. 2 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to June 16, 2020.

On June 16, 2020, the Board of Directors approved Addendum No. 3 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to July 21, 2020.

On July 21, 2020, the Board of Directors approved Addendum No. 4 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to August 18, 2020.

On August 18, 2020, the Board of Directors approved Addendum No. 5 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to September 15, 2020.

On September 15, 2020, the Board of Directors approved Addendum No. 6 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to October 20, 2020.

On October 20, 2020, the Board of Directors approved Addendum No. 7 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to November 17, 2020.

On November 17, 2020, the Board of Directors approved Addendum No. 8 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to March 16, 2021.

Concurrence

The General Manager and the District's legal counsel are prepared to explain the approach other entities have taken while declaring states of emergency and how the District would be affected by an extension of the Declaration.

Recommendation

Staff recommends the Board extend the Declaration of State of Emergency until the conclusion of the Board meeting on June 15, 2021.

Alternatives to Recommendation

The Board can decline to extend the Declaration of State of Emergency or may extend the State of Emergency to a different date than proposed.

Suggested Board Motion

“I move to approve Addendum No. 9 to the March 17, 2020 Declaration of State of Emergency and to extend the effective end date to June 15, 2021.”

Attachments

1. Addendum No. 9 to the March 17, 2020 Declaration of State of Emergency

OAK LODGE WATER SERVICES DISTRICT

ADDENDUM NO. 9 TO THE
MARCH 17, 2020 DECLARATION OF STATE OF EMERGENCY

WHEREAS, the Board of Directors ("Board") of the Oak Lodge Water Services District ("District") on March 17, 2020 declared a state of emergency due to the public health and financial threats posed by the highly infectious virus COVID-19 and authorized certain actions that may be taken during the emergency; and

WHEREAS, the March 17, 2020 *Declaration of State of Emergency* included an expiration date of April 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the April 21, 2020 *Addendum No. 1 to the Declaration of State of Emergency* extended the expiration date to May 19, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the May 19, 2020 *Addendum No. 2 to the Declaration of State of Emergency* extended the expiration date to June 16, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the June 16, 2020 *Addendum No. 3 to the Declaration of State of Emergency* extended the expiration date to July 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the July 21, 2020 *Addendum No. 4 to the Declaration of State of Emergency* extended the expiration date to August 18, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the August 18, 2020 *Addendum No. 5 to the Declaration of State of Emergency* extended the expiration date to September 15, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the September 15, 2020 *Addendum No. 6 to the Declaration of State of Emergency* extended the expiration date to October 20, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the October 20, 2020 *Addendum No. 7 to the Declaration of State of Emergency* extended the expiration date to November 17, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the November 17, 2020 *Addendum No. 8 to the Declaration of State of Emergency* extended the expiration date to March 16, 2021, upon which date the state of emergency would terminate; and

WHEREAS, the facts set forth in the March 17, 2020 declaration that gave rise to the state of emergency continue to exist and continue to constitute an emergency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAK LODGE WATER SERVICES DISTRICT DECLARES:

Section 1. Continued State of Emergency. The Board finds that the facts set forth in the March 17, 2020 *Declaration of State of Emergency* as modified by the April 21st *Addendum No. 1*, the May 19th *Addendum No. 2,* the June 16th *Addendum No. 3*, the July 21st *Addendum No. 4*, the August 18th *Addendum No. 5*, the September 15th *Addendum No. 6*, the October 20th *Addendum No. 7*, the November 17th *Addendum No. 8* ("Emergency Declaration") continue to exist and continue to constitute an emergency and the Board hereby declares the District to be in a continued state of emergency.

Section 2. Effective Date. The expiration date of the Emergency Declaration is hereby extended to June 15, 2021, unless superseded or earlier terminated.

Section 3. Effect on Declaration. This Addendum No. 9 modifies Section 5 of the Emergency Declaration, replacing the date of April 21, 2020 with the date identified in Section 2 of this Addendum No. 9. All other terms of the Emergency Declaration remain the same.

INTRODUCED AND ADOPTED THIS 16th DAY OF MARCH 2021, EFFECTIVE AS OF THE DATE OF ADOPTION.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Paul Gornick, President Ginny Van Loo, Secretary/Vice President

AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	4
Date	March 16, 2021

Summary

The Board of Directors has extended an invitation to the Oak Lodge Governance Project for a monthly update to assure the availability of current and accurate information to the District's customers.

OAK LODGE WATER SERVICES

STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Appointment of Budget Committee Member
Item No.	5
Date	March 16, 2021

Summary

Each year Staff requests the Board to approve the Budget Committee members for open positions. The recently reappointed Position No. 5 Committee member needed to step down and the position is now vacant.

Background

Oregon Local Budget Law ORS 294.35 through 294.565 requires the governing body to appoint the District's Budget Committee. To avoid the entire Budget Committee turning over at the same time, each position was assigned a term. The District's Budget Committee consists of the five members of the District Board and five electors of the District.

Recommendation

The Finance Director is recommending the Board make the following action:

Position No. 5 – Appoint Jim Martin to this position for the 3-year term, through 6/30/2023.

Suggested Board Motion

"I move to appoint Jim Martin to Position No. 5, for the 3-year term ending 6/30/2023."

OAK LODGE WATER SERVICES

STAFF REPORT

To	Board of Directors
From	Haakon Ogbeide, Civil Engineer
Title	Consideration of Aeration Blower and Baffle Project Construction Contract
Item No.	6
Date	March 16, 2021

Summary

The Aeration Blower and Baffle Project is a capital improvement project that will improve the distribution of compressed air to the Aeration Basins at the District's water reclamation facility. One oversized and faulty Aeration Blower will be replaced by a smaller and more versatile machine, air distribution piping will be modified to allow for redundancy and operational flexibility, and a fiberglass baffle wall will control nitrification and enable the Aeration Basins to run smoothly and efficiently.

District Staff have publicly solicited bids from contractors to furnish and install these improvements. The lowest responsive and responsible bid came in at $244,000, significantly below the engineer's estimate of $370,000. This agenda item seeks approval from the Board to award the Contract to that low bidder, Slayden Constructors Inc., at their bid amount.

Background

The Aeration Basin blends raw sewage with air and aerobic microorganisms so that the microbial colony (activated sludge) has the food and oxygen it needs to rapidly "eat" the volatile organic solids found in wastewater. So much air is needed to strike the right balance that a set of aeration blowers runs continuously in one of the most energy intensive operations at the plant.

The current blowers are too large for the task. On winter nights, the time of lowest air demand, a single blower turned down as low as it will go still over-aerates the basins. Furthermore, one of the blowers is faulty, and by replacing this faulty blower with a smaller model of a design that allows for greater turndown, the treatment process will both balance air and sewage loads and save energy in the process. Modifications to the air distribution piping, and the installation of a fiberglass baffle wall, will allow for effective treatment at these lower air flows.

These modifications were conceptually proposed in the Aeration Study, completed by the engineering firm Murraysmith in June 2019. The details were put to paper at the start of this year by the same team, and bids were solicited by Technical Services staff in February and March. At the bid opening event on March 2, four contractors submitted bids and remained for Bid Opening, with District staff Haakon Ogbeide and Gary Floyd in attendance too. These are the bid results:

contractor	bid
Slayden Constructors, Inc.	**$244,000**
McClure & Sons, Inc.	$287,238
R. L. Reimers Co.	$259,575
Stettler Supply Co.	$287,700
engineer's estimate	$370,000

The low bidder, Slayden Constructors won the bid solicitation for the Solids Piping Project in September 2020 and are currently constructing that project at the plant. They further helped the District restore flow capacity following the rainstorm of December 20th. Haakon Ogbeide, who is managing both these projects for the District, has had a positive experience working with Slayden and feels they are well-suited to deliver this next project with high quality. Outside of Oak Lodge, Slayden has constructed over 100 wastewater treatment plant projects of varying sizes over the past 35 years.

Like the Solids Piping Project, the Aeration Blower and Baffle Project is also expected to conserve significant amounts of electricity, mainly by not compressing unneeded air. Technical Services staff continue to partner with Energy Trust of Oregon, who offer financial incentives for energy conservation projects such as these. Energy Trust has gathered the data needed for an energy conservation analysis and is determining the District's level of eligibility.

Past Board Actions

June 2018 Approval of the FY 2018 / 2019 Budget contained funds to conduct the Aeration Study, which became the pre-design for the Aeration Blower and Baffle Project.

June 2020 Approval of the FY 2020 / 2021 budget, which provided a combined $300,000 for the Aeration Basin Baffle Wall and WTP Blower Rehab projects. These two budgeted capital improvement projects are combined to form the Aeration Blower and Baffle Project.

Concurrence

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

District General Manager
Plant Superintendent
Murraysmith (Engineering Design)
Energy Trust of Oregon (Energy Conservation Incentives)

Budget

The FY 2020/2021 Budget allocates $300,000 for this project through the Wastewater Reclamation Capital Fund's section for "capital improvement projects" (section 72-21-7600).

Recommendation

Staff recommends the Board move to approve our General Manager to sign a Public Improvement Contract with Slayden Constructors, Inc. for the work of furnishing and installing the Aeration Blower and Baffle Project for $244,000.

Suggested Board Motion

"I move to approve our General Manager to sign a Public Improvement Contract with Slayden Constructors for the work of furnishing and installing the Aeration Blower and Baffle Project for $244,000."

OAK LODGE WATER SERVICES

STAFF REPORT

To	Board of Directors
From	Jason Rice, District Engineer
Title	Consideration of Sanitary Sewer Master Plan Contract with Water Systems Consulting
Item No.	7
Date	March 9, 2021 for March 16, 2021

Summary

Authorize the General Manager to sign an Engineering Services Agreement for providing a Wastewater System Master Plan with Water Systems Consulting in the amount of $782,411.

Background

The current 2021-2026 Capital Improvement Plan identifies a new Wastewater System Master Plan to begin in the 2021 Fiscal Year with a 30-year planning horizon. A Master Plan is used to determine existing system deficiencies and needed improvements by evaluating future demand for forecasted growth. The District's current Wastewater Master Plan, completed in 2007 by CH2MHill (now Jacobs Engineering Group), is outdated and a new plan is needed to evaluate the new Water Reclamation Facility (WRF) and its needs as well as use the tv inspection data collected by district staff since 2007. This contract would complete the District's first complete (both the collections system and the WRF) Master Plan for Sanitary using modern inspection techniques.

Key elements of the Wastewater System Master Plan will include:

- An updated hydraulic model of the wastewater system that will integrate with the District's GIS mapping system that can be updated as improvements to the system are made.
    - Once this project is complete, staff will work with WSC to continually update the model, so it is always current.
- Sanitary Sewer Demand Forecasting
- Collection System Evaluation
    - Smoke Testing to identify areas of focus
    - Flow monitoring in areas of concern
- WRF Plan with capacity analysis with the new treatment process (no cannibal)
- Capital Improvement Plan Recommendations
- System Development Charges Recommendation

The Wastewater System Master Plan RFP was advertised on January 13th and 18th, 2021. The District received one proposal (attachment 1) from Water Systems Consulting, while RH2 Engineering submitted a letter expressing their interest but lack of available staff to dedicate to the project. The single proposal was then evaluated by a team of four District Staff.

Water Systems Consulting (WSC) was deemed qualified by the selection committee to provide the District with Wastewater System Master Planning Services and has a proven history of providing such service with the District having completed the District Water System Master Plan in 2020. Once selected by the group, staff began to negotiate the cost for WSC to provide the services listed in the proposed scope (attachment 2) included in the RFP.

One note to point out that the review team liked was WSC's idea of building a best fit team for OLWSD. By combining staff from WSC, APG, Brown and Caldwell, FCS Group, West Yost, and Leeway Engineering that the District is already working with on other projects, staff believes the proposal is tailor made for the District.

If approved by the Board, WSC is expected to begin the Water Master Plan by April 1, 2021 by gathering data to analyze the District's wastewater system. The final Master Plan is scheduled to be completed by June 30, 2022.

Past Board Actions

June 2020	The Board adopted the FY21 Budget along with the FY21-26 Capital Improvement Plan which dedicated $400,000 to work with a consultant to create an updated Sanitary Sewer Master Plan

Concurrence

A review team built of the District's Technical Services Manager, Civil Engineer, the Treatment Plant Superintendent, and the Water Field Supervisor all reviewed the proposal submitted by WSC and found it to be satisfactory for further conversations.

Budget

Staff is currently projecting that $100,000 of the $400,000 budgeted in FY21 will be spent before June 30, 2021. To cover the remainder of this proposed contract, Staff has built into the FY22 Draft Budget $700,000 with a goal that the document will be completed by June 30, 2022.

Recommendation

Staff recommends approving the contract with WSC, Inc. to complete the District Wastewater System Master Plan.

Alternatives to Recommendation

Alternative 1

Reduce or increase the scope (attachment 2) to alter the cost of the contract.

Alternative 2

Re-release the Request for Proposals to see if the second release collects more proposals to compare. This option would delay the project approximately 2 months.

Suggested Board Motion

"I move to authorize the General Manager to sign an Engineering Services Agreement for providing a Water System Master Plan with Water Systems Consulting in the amount of $782,411."

Attachments

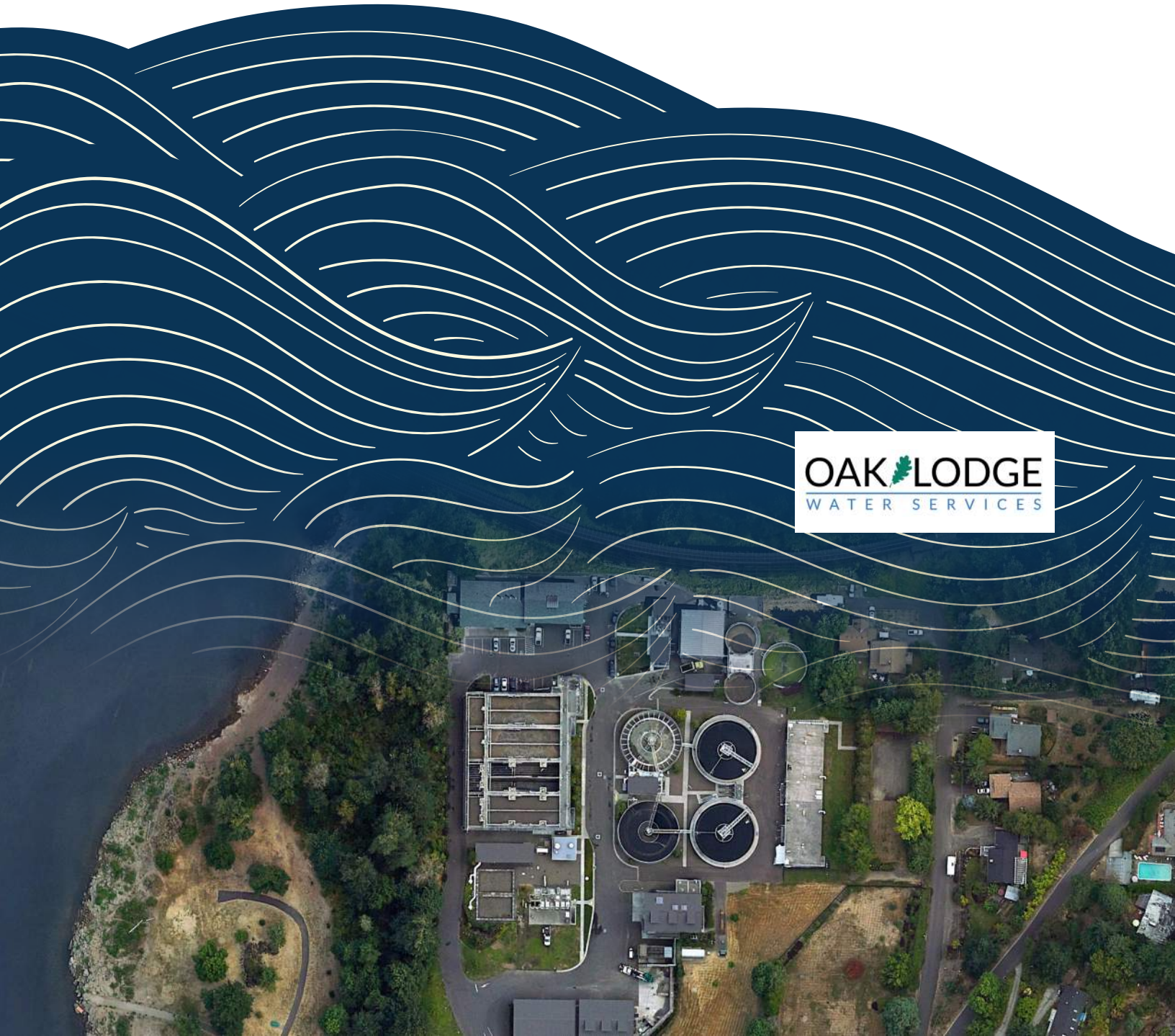
1. WSC Proposal
2. WSC Scope and Fee

WSC
WATER SYSTEMS CONSULTING, INC.

SANITARY SEWER MASTER PLAN

Project No.: 2020-SS06

OAK LODGE
WATER SERVICES



WSC
WATER SYSTEMS CONSULTING, INC.

Mr. Jason Rice, PE

Oak Lodge Water Services District
4496 SE River Road
Oak Grove, OR 97267

WSC Portland

4640 S Macadam Ave.
Suite 110
Portland, OR 97239
P: 503.419.6336
F: 971.275.1911

WSC'S Project Manager
Scott Duren

P: (503) 419-6336 ext. 400

E: sduren@wsc-inc.com

Dear Mr. Rice,

Oak Lodge Water Services District (District) is seeking a consultant to provide a sanitary sewer master plan that provides a cost-effective assessment of current infrastructure and capacity, incorporates system changes and improvements, and provides a road map for a sustainable, reliable collection system and water reclamation facility (WRF). Water Systems Consulting (WSC), specializes in delivering customized master planning documents and tools for small- to mid-size municipalities. We will be supported by Brown and Caldwell (BC) who has a rich history of delivering cost-effective, reliable, and flexible wastewater solutions, and has completed the design of over 350 wastewater treatment plant projects. With a collaborative approach and innovative thinking, we will provide the following benefits to the District:

A Comprehensive Capital Improvement Plan Strategically Designed to Benefit Ratepayers. The District and its Board keeps fiscal responsibility at the forefront of decision-making and our team will as well. With the debt service for the WRF sunsetting in 2030, the District will have more capacity to take on capital projects without raising rates or taking on more debt. WSC and BC will define improvements to address condition, capacity, and regulatory permit deficiencies over the next 30 years. All project needs throughout the system will be prioritized according to social, environmental, and economic risk. We will deliver a CIP that will allocate capital spending needs so that wastewater rates remain constant while addressing the District's highest risks.

Projections and Strategies That Go Beyond the Typical Planning Horizon. To make the best decisions for the future, a long-term view is required. Our approach includes optional tasks that will increase confidence in predicting future needs. Developing a buildable land inventory can estimate the ultimate capacity for infill development within the District service area to look beyond 20-year Metro population projections. We have also included Willamette River regulatory expert , Walt Meyer, on our team to incorporate a long-term regulatory view into facility planning for the WRF. We have also identified an optional task to incorporate seismic resilience into the Sanitary Sewer Master Plan (SSMP).

A Document We Can All Be Proud Of. We understand the importance of listening well and making sure that all stakeholders voices are heard. Through collaborative workshops with District staff, presentations to your Board and the public, and interviews with key operations and engineering leads, we will work hard to gather input and achieve buy-in and confidence in the final SSMP.

We understand that the development of the SSMP is an important process for the District and we hope our proposal demonstrates our interest and commitment to your success. We encourage you to contact our references and ask for their candid feedback. We look forward to the opportunity to further build trusted relationships with the District, your staff, and your community.

We are in substantial agreement with the terms and conditions contained in the RFP and model Personal Services Agreement, however we would like the opportunity to request minor revisions that have been mutually acceptable on past contracts with the District. If you have any questions or would like clarification on any aspect of our proposal, please contact WSC's proposed Project Manager, Scott Duren, who is authorized to negotiate and sign contracts on behalf of WSC.

Sincerely,
Water Systems Consulting, Inc.

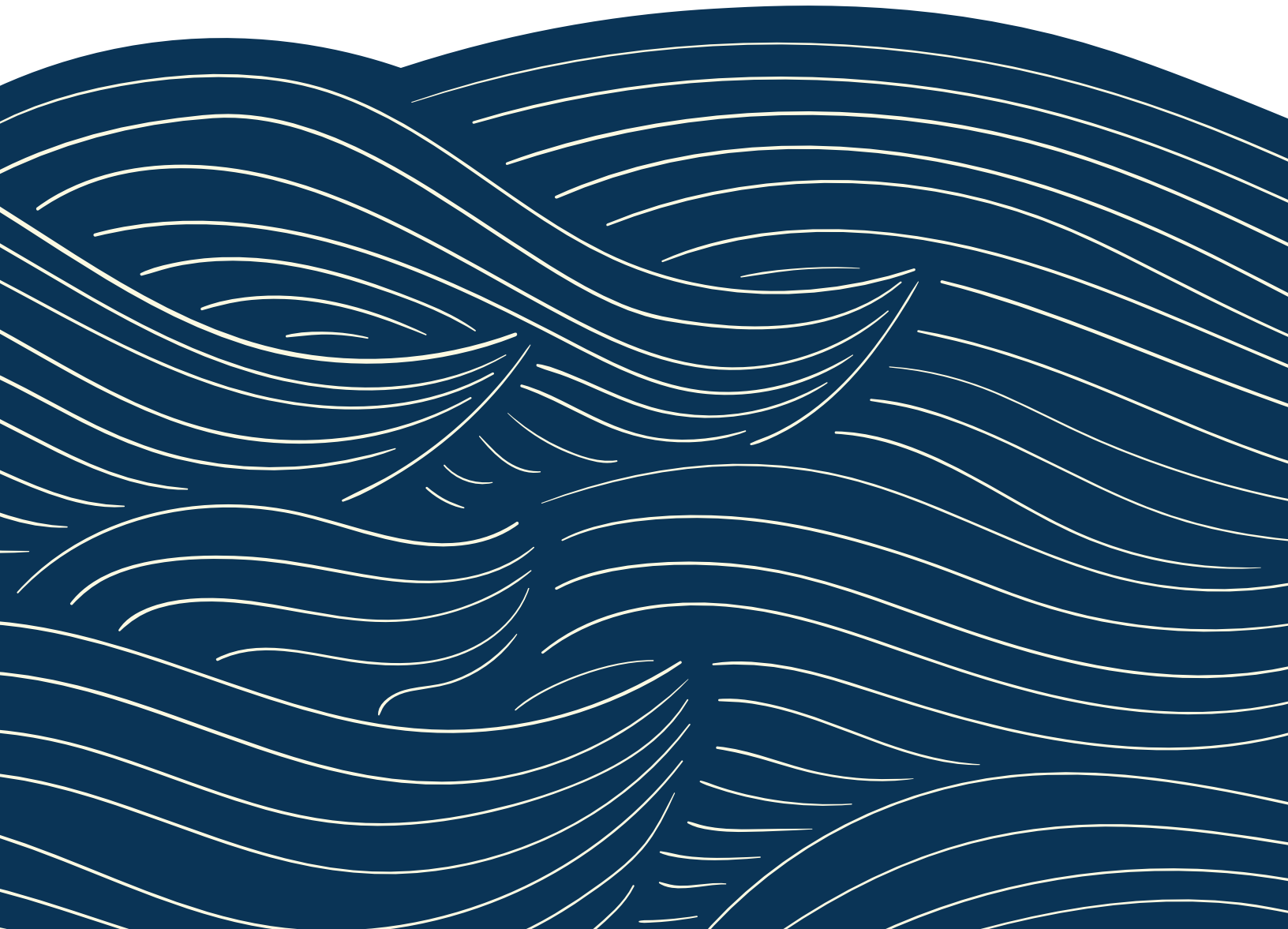
Scott Duren | VP, Project Manager

CONTENTS

APPENDICES

This proposal is printed on post-consumer recycled content.

1 PROPOSER'S EXPERIENCE



WSC is Your Premier Wastewater Engineering Consulting Firm

WSC is a uniquely integrated engineering and communications consulting firm helping leaders solve their greatest water and wastewater challenges.

50+ Expert Staff

Providing Master Planning services since 2007

Oregon Minority Business Enterprise (MBE) Certified Firm

WSC is a full-service civil and environmental engineering firm that specializes in the planning, design, construction, and optimization of municipal drinking water, recycled water, wastewater, and water supply solutions. We have included Brown and Caldwell (BC) as a key subconsultant on our team to provide an evaluation of the Water Reclamation Facility (WRF). Our firms have teamed up on five other wastewater planning projects.

RESPONSIVE • RELIABLE • KNOWLEDGEABLE

- We bring a **core team of experts** who have decades of experience leading water and wastewater planning projects. We will leverage our experience to identify and prioritize capital improvements, all while building staff and ratepayer confidence. Our team includes System Development Experts from the FCS Group, Oregon wastewater discharge permitting from West Yost, and infiltration and inflow reduction from Leeway Engineering Solutions.
- Our team has a **unique understanding** of the District's long term planning needs and wastewater assets. WSC's team knows the District and the community well through our work identifying and prioritizing long-term improvements in the recent 2020 Water System Master Plan (WSMP). BC knows the WRF through recent projects, and Heather Lough has experience with projects at the plant over a 20 year span.
- WSC provides the **exceptional client service** and reliability of a small firm with the expertise of a larger consultant. We don't view our work as transactional, but rather as a long-term partnership that the District can count on.

WSC FIRM INFORMATION

SIZE

- 51 employees

OFFICE LOCATIONS

- **Portland, OR**
- Rancho Cucamonga, CA
- Wildomar, CA
- San Luis Obispo, CA
- Laguna Hills, CA
- San Diego, CA
- Folsom, CA
- Camarillo, CA
- Fresno, CA

BROWN AND CALDWELL FIRM INFORMATION

WSC will be supported by BC who brings valuable experience working at the District's WRF including evaluating wastewater processes and facility infrastructure.

SIZE

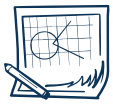
- 1,700+ employees

OFFICE LOCATIONS

- 50+ offices nationwide
- BC team members from the Portland and Seattle offices will provide support.

We Bring Local Planning Expertise

WSC has been involved in the development of more than 100 relevant planning documents in the 13 years we have been in business, including 5 years in Oregon, and has provided project management, data management, hydraulic modeling, supply and demand forecasting, distribution system evaluation, condition assessment, capital improvement planning, and master planning services to multiple public agencies. The WSC Team brings valuable experience working with the District on planning and wastewater projects, and important insight into the District's long term planning and system needs.



A. We are sanitary sewer experts with experience developing dynamic and actionable wastewater planning documents.

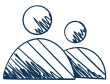
WSC has successfully delivered over 30 SSMPs and sewer hydraulic modelling projects. Most recently we developed the Pump Station System Plan for the City of Portland Bureau of Environmental Services (BES) that provided both short- and long-term CIP recommendations for nearly 100 wastewater pump stations. We are nearing completion on the City of Milwaukie's Wastewater System Plan which addresses many issues similar to the District, such as I&I reduction, projections for infill development, and project prioritization. BC brings a long history of wastewater treatment facility planning, with recent work at Wilsonville and Newport in Oregon, and has a long history working at the District's WRF and with surface water permitting needs. FCS Group has performed over 2,000 utility rate studies, and recently performed a system development charge (SDC) analysis for the District's water system. **Our unique team brings recognized industry experts that know your system.**

B. We have experience developing long range cost estimates for capital projects.

WSC has developed a Microsoft Access database that we continuously update with recent bid results for collection sewer replacements and repairs, and we use this to efficiently create cost estimates for both condition and capacity upgrade projects using current construction pricing. For the City of Portland Pump Station System Plan we developed cost curves to parametrically estimate pump station rehabilitation costs based on sizing requirements. In addition to facility planning, BC is a recognized expert in WRF design in Oregon and draws on a team of experienced estimators to develop estimates from a nation-wide cost database for facility upgrades. **Using a combination of software tools and recent bidding results, our team has the expertise to confidently project CIP costs.**

C. We develop critical path schedules that align with the District's goals.

Our team has experience working on more than 100 planning projects that align with our clients' goals and help them to deliver safe and affordable wastewater services to their ratepayers. We will consider the District's staffing requirements along with design, construction, and commissioning schedules to develop a realistic plan. WSC did this on the District's Water System Master Plan. In the Nampa Facility Plan, BC developed and compared alternatives for critical path scheduling to facilitate a decision on the use of alternative delivery methods versus traditional design-bid-build. The WSC Team understands the challenges that the District faces and have decades of experience leading wastewater programs from planning through design and construction. Our team will bring this level of detail and understanding into our critical path scheduling process, so the District can be confident in executing the plan.



D. We have delivered relevant sewer system projects for wastewater agencies.

WSC's team includes wastewater experts that have experience designing collections, conveyance, and treatment systems; leading infrastructure construction projects; building sewer models and CIP tools; and supporting wastewater asset management programs. WSC's team has experience supporting clients through jurisdictional changes. For example, WSC assisted Casitas Municipal Water District through the process of acquiring a water system from another agency, which included transferring responsibilities, evaluating connections to its other water system, and performing condition assessments of the acquired assets to develop a valuation of the infrastructure.

Examples of our team's completed wastewater planning and modeling experience are detailed in the matrix on the following page.

Similar Projects

E. The table below is representative of some of our project team's most relevant wastewater planning experience with other government agencies.

	Master Plan	Critical Path Scheduling	Modeling	Condition Assessment	CCTV Survey/Analysis	Capacity Assessment	Cost Estimating	CIP Prioritization	Long Range Cost Estimate	Flow Monitoring
Wastewater System Master Plan City of Milwaukie, OR **(In Progress)**	✓	✓	✓	✓		✓	✓	✓	✓	✓
Pump Station System Plan City of Portland, OR	✓	✓		✓		✓	✓	✓	✓	
Wastewater Treatment Plant Master Plan City of Newport, OR	✓		✓	✓	✓	✓	✓	✓	✓	✓
Wastewater Treatment Plant Planning City of Willsonville, OR	✓	✓	✓	✓		✓	✓	✓	✓	
Sewer System Master Plan Oregon City, OR	✓	✓	✓			✓	✓	✓	✓	✓
Sewer & Stormwater Master Plan City of West Linn, OR	✓	✓	✓			✓	✓	✓	✓	✓
Wastewater Improvements Program City of Sandy, OR	✓		✓	✓	✓	✓	✓	✓	✓	✓
Mt. Talbert and Gladstone I&I Program Clackamas WES, OR	✓			✓	✓		✓	✓	✓	✓
Downtown-Old Town Rehabilitation Portland Bureau of Environmental Services, OR	✓		✓	✓	✓	✓	✓			
Wastewater Program Management City of Nampa, ID	✓	✓	✓	✓		✓	✓	✓	✓	
Sewer Modeling and Master Planning City of Santa Maria, CA	✓	✓	✓			✓	✓	✓	✓	✓
On-Call Sewer Modeling & Annual Sewer Rehabilitation Program City of Santa Barbara, CA			✓		✓	✓	✓	✓		
Sewer Modeling and Master Planning City of Paso Robles, CA	✓		✓	✓		✓	✓	✓	✓	
On-Call Sewer Modeling Otay Water District, Spring Valley, CA			✓			✓	✓			
Sewer Modeling and Master Planning Big Bear City Community Services District, CA	✓	✓	✓	✓		✓	✓	✓	✓	✓
On-Call Sewer Modeling Montecito Sanitary District, Montecito, CA			✓			✓				✓
Sewer Modeling & Master Planning City of Arroyo Grande, CA	✓	✓	✓			✓	✓	✓	✓	
Wastewater Master Plan City of King City, CA	✓	✓	✓			✓	✓	✓	✓	✓
Water and Sewer Master Plan City of Guadalupe, CA	✓	✓	✓			✓	✓	✓	✓	✓

Staff Commitment to Quality & Leadership

F. WSC strives for the highest quality in all our deliverables and we implement a workflow with QC measures.

WSC will develop a QA/QC Plan specific for the project. This QA/QC Plan outlines the QA activities of the Project Manager and team members, and QC expectations for other project participants. WSC's project-specific QA/QC plans are grounded in the philosophies, policies, and best practices outlined in our corporate Quality Management System Manual, which is available upon request.

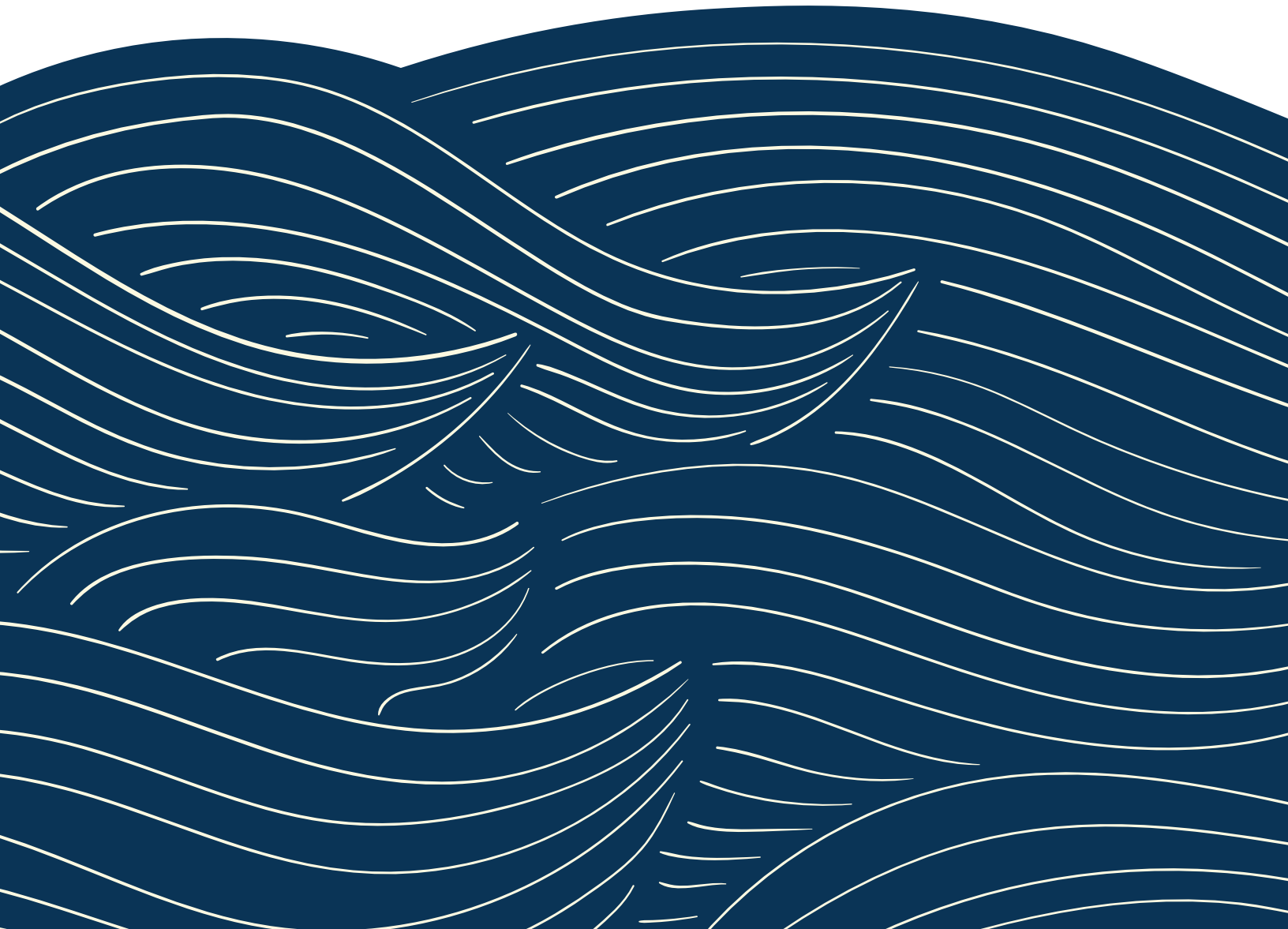
WSC has found that integrated QC is critical for master planning as recommendations in final deliverables are built on detailed models and mounds of data. **Our QA/QC lead, Josh Reynolds, is both an expert in collections systems and treatment facility planning and will provide incremental reviews from data gathering through final SSMP delivery.** BC and FCS will also adhere to the QA/QC program, with Josh providing oversight to make sure that all sufficient reviews have been performed and internal comments addressed. Our Project Manager, Scott Duren, will serve as the final reviewer on every deliverable to confirm clarity and consistency across the project team to provide a top quality SSMP.

G. WSC has the organizational and management capabilities to deliver a defensive and actionable sewer system master plan.

Our approach to effective project delivery begins with a clear understanding of the client's objectives, a comprehensive project management plan, and a team of professionals with the collective goal of delivering a quality project. While we tailor our approach to each project based on the specific needs of the client, the foundation of our project management approach remains consistent regardless of the size of the project. This consistency will allow us to deliver the same high level of service to the District. Our management approach takes into account:

- **Critical Success Factors:** We put people first and listen intently to define and deliver success. The critical success factors are often different from the typical budget and schedule drivers, and can include priorities such as facility operability, stakeholder buy-in, minimized impacts to adjacent property owners, or receipt of outside funding. Critical success factors will be used to guide delivery of the project and help meet the District's strategic goals.
- **Schedule and Budget:** WSC uses an integrated project management and accounting system, Ajera, to manage project progress and budget in real time so our project managers have immediate access to key project performance metrics. We use earned value management to identify discrepancies between planned and actual progress, allowing corrective measures to be implemented early to prevent cost overruns and schedule delays. WSC holds internal kickoff meetings with our project teams to assure that each team member understands and shares the commitment to managing the scope, schedule, and budget.
- **Communication and Responsiveness:** WSC's proposed project manager, Scott Duren, will establish an open and continuous line of communication with the District's project manager for each task. A well-established line of communication, and relationships based on trust, facilitate effective exchanges of information outside of regularly scheduled progress meetings, enabling quick resolution of questions and issues so the project can continue to progress smoothly. We know the importance of responding rapidly when you need us and are committed to being responsive and safe in the midst of the pandemic, including being available for impromptu phone calls, virtual meetings, and socially distanced site visits.
- **Resource Management:** WSC built a robust and flexible team to meet the District's needs. We have considered each task and have determined the best fit and availability from our deep team of technical and managerial staff. We will proactively manage workloads to avoid competing priorities. Our internal team utilizes a workload scheduler so that the resources necessary to deliver the SSMP are available when needed. Biweekly communications with each subconsultant project manager will provide schedule updates and coordination to keep upcoming deadlines and internal reviews visible so that the necessary team members are available. We will also leverage Microsoft Teams to keep updated schedules available to all team members and to efficiently share key decisions and action items.

2 PROJECT TEAM EXPERIENCE



We Offer A Dynamic Team

We have purposefully organized a team of **20 experts** to work collaboratively with the District to apply proven approaches, state-of-the-art tools, and knowledge-driven innovation to deliver outstanding results.

Our Team is Led by a Dedicated and Experienced Project Manager with a Deep, Cohesive Team of Subject Matter Experts

WSC selected our team with the goal of having the highest level of expertise in each discipline to deliver a forward-looking SSMP that holistically considers all collections and facility needs. Our team includes strong leadership, starting with our proposed Project Manager, Scott Duren, who will keep the project moving efficiently. Scott will be supported by Project Engineer, Adam Donald. Adam is a wastewater collections and conveyance expert with experience working on relevant planning projects. He and Scott led Milwaukie's Wastewater System Plan update. Josh Reynolds will provide QA/QC support over the course of the project. Josh has experience leading facility and collections master plans. WSC's core team has worked together to deliver over a dozen master planning and design projects for Oregon clients.

We selected BC as our strategic partner because of their technical expertise, our trust in their people, and our prior successful experience working together on projects with similar scope and considerations. BC has a nationally recognized wastewater treatment process engineering team that compliments WSC's expertise. BC's Art Molseed, and his team of experts, will support the WRF portion of the Master Plan. Walt Meyer with West Yost Associates has an unparalleled track record in working on Willamette River discharge permits and will help to identify potential WRF permitting requirements.

Financial analysis support will be provided by Doug Gabbard of the FCS group and I&I characterization will be provided by Rob Lee of Leeway Engineering. We have also provided a list of optional subconsultants that the District may agree to use as necessary. WSC has good working relationships with each of these firms and can call upon them as needed.

The following pages include bios for key team members. Detailed resumes for all team members are included in the appendix.

OAK LODGE WATER SERVICES

PROJECT MANAGER
Scott Duren PE

QA/QC
Josh Reynolds PE, MS
Tim Mills PE

Collections System

PROJECT ENGINEER
Adam Donald PE, MS

TECHNICAL ADVISOR
Kirsten Plonka PE*

ASSET MANAGEMENT/ CONDITION ASSESSMENT
Susan Schlangen PE, M Eng.

ENGINEERING SUPPORT
Lauren Cetin EIT, MS

FUNDING SUPPORT
Justin Sutton

WRF

WRF PLAN LEAD
Art Molseed PE

BIOSOLIDS LEAD
Heather Lough PE, MS

PROCESS LEAD
Patricia Tam PE*

PROCESS SUBJECT MATTER EXPERT
Adam Klein PE*

PROJECT ENGINEER
Christian Aristizabal PE

GRAPHICS/PRODUCTION
Sarah Walker

Subconsultants

FINANCIAL
Doug Gabbard
(FCS GROUP)

SEISMIC (OPTIONAL)
SEFT Consulting Group
&
McMillen Jacobs

I&I CHARACTERIZATION (OPTIONAL)
Rob Lee PE
(LEEWAY ENGINEERING)

LANDS INVENTORY (OPTIONAL)
Matt Hasting
(ANGELO PLANNING GROUP)

DEQ REGULATORY FORECASTING
Walt Meyer
(WEST YOST ASSOCIATES)

* Registered in different state.

Key Staff

Scott Duren PE

Project Manager - Portland, OR
Availability - 35%

Scott has more than 20 years of engineering experience covering all aspects of water and wastewater systems. He has delivered more than 20 planning projects including master plans, resiliency studies, and asset management planning documents. Scott approaches water and wastewater system infrastructure planning from a holistic perspective, and his commitment to listening to his clients' needs has resulted in cost effective implementable solutions delivered on schedule. Scott's experience working with the District on the Water Master Plan gives him a strong understanding of the District's needs and allows him to provide tailored and value added service.

RELEVANT EXPERIENCE

- Wastewater System Master Plan, City of Milwaukie, OR, Project Manager
- Pump Station System Plan, City of Portland BES, OR, Project Manager
- Water Master Plan Update, Oak Lodge Water Services District, OR, Project Manager

CURRENT ASSIGNMENTS

- Pump Station Decommissioning Design, City of Bend, OR, Project Manager
- Water Resiliency Project, City of Newport, OR, Project Manager

Art Molseed PE

WRF Plan Lead - Portland, OR
Availability - 30%

Art has more than 32 years of experience leading the planning, design, and construction of complex wastewater treatment systems. His collaborative style allows him to manage teams effectively, facilitate decisions quickly, and drive project performance. He has significant experience in treatment plant evaluations and condition assessment. He also leads planning and design for expansions and upgrades involving activated sludge plants using various forms of biological nutrient removal, including membrane-assisted bioreactors and tertiary treatment including membrane filters to produce high-quality effluent.

RELEVANT EXPERIENCE

- Wastewater Program Management, City of Nampa, ID, Design Manager
- Wastewater System Upgrades, City of Eureka, CA, Project Manager
- Wilsonville WWTP Owner's Representative Services, City of Wilsonville, OR, Project Manager

CURRENT ASSIGNMENTS

- Salem Trickling Filter, City of Salem, OR, Project Manager
- Aeration Basin Improvements, Metropolitan Wastewater Management Commission, OR, Condition Assessment Lead

Josh Reynolds PE

QA/QC - San Luis Obispo, CA
Availability - 15%

Josh has more than 20 years of experience in wastewater infrastructure planning, design, and construction, and has spent his entire career serving water and wastewater clients. Josh has prepared more than 17 water and sewer master plans for municipal clients, including sewer master plans for the cities of Santa Maria, Arroyo Grande, Paso Robles, Camarillo Sanitary District (working with BC) and Big Bear City Community Services District. His comprehensive sewer system design and construction management experience brings added value to the master planning process.

PROJECT EXPERIENCE

- Wastewater Collection System Infrastructure Renewal Strategy, City of San Luis Obispo, CA, Project Manager
- Pump Station System Plan, City of Portland BES, OR, Principal in Charge

CURRENT ASSIGNMENTS

- Wastewater Master Plan Update, Camarillo Sanitary District, CA, Collections System Modeling Lead
- North Pleasant Valley Desalter Project, City of Camarillo, CA, Program Manager

Key Staff

Adam Donald PE

Project Engineer - Portland, OR
Availability - 45%

Adam is a PACP certified engineer specializing in wastewater design and planning projects. His experience includes master planning, cost and life cycle analyses for sewer systems, and CIP development for projects throughout Oregon and California. Adam helped develop the City of Milwaukie's Wastewater System Master Plan and is supporting on several other sewer planning projects. His experience also includes assessing I&I issues and conducting seismic risk assessments. He brings a high attention to detail to his work and has assisted agencies in developing their standard specifications.

RELEVANT EXPERIENCE

- Wastewater System Master Plan, City of Milwaukie, OR, Staff Engineer
- Water Master Plan Update, Oak Lodge Water Services District, OR, Staff Engineer
- Wastewater Collection System Infrastructure Renewal Strategy, City of San Luis Obispo, OR, Staff Engineer

CURRENT ASSIGNMENTS

- 2021 Sewer Master Plan Update, City of Solvang, CA Project Engineer
- Wastewater Master Plan Update, Camarillo Sanitary District, CA, Collections System Modeling Lead

Susan Schlangen PE

Asset Management Lead- Portland, OR
Availability - 25%

Susan is a Professional Engineer with eight years environmental engineering experience focused on wastewater collection system condition assessment, risk assessment, and wastewater systems design. She has served as project engineer on wastewater system planning projects, including the City of Portland Bureau of Environmental Services' Pump Station System Plan. She is adept at developing risk-based asset replacement strategies, including the development of risk-based prioritization tools and cost estimating curves for planning purposes.

RELEVANT EXPERIENCE

- Pump Station System Plan, City of Portland BES, OR, Project Engineer
- Auburn Ravine Force Main Analysis and Design, Placer County, CA, Engineering Support

CURRENT ASSIGNMENTS

- AWIA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), Oak Lodge Water Services District, OR, Project Engineer
- Pump Station Decommissioning Design, City of Bend, OR, Project Engineer
- WIF Commission Mission, Vision, Values, & Goals, TVWD, OR, Facilitation Support

Kirsten Plonka PE

Technical Advisor - San Diego, CA
Availability - 5%

Kirsten brings more than 18 years of experience in the planning, design, and management of water, wastewater, and recycled water systems. She specializes in project management, hydraulic modeling, feasibility studies, infrastructure and planning studies, and master planning, including Capital Improvement Plans and budgeting. Kirsten led a project to evaluate a newly acquire water system and assist with the transfer of service for Casitas Municipal Water District. She has worked on two prior planning water planning projects with the District.

RELEVANT EXPERIENCE

- Wastewater System Master Plan, City of Milwaukie, OR, Project Engineer
- Water Master Plan Update, Oak Lodge Water Services District, OR, Project Engineer
- Water Master Plan & Capital Improvement Plan, Casitas Municipal Water District, CA, Project Manager

CURRENT ASSIGNMENTS

- AWIA RRA and ERP, Oak Lodge Water Services District, OR, AWIA Advisor
- Comprehensive System Master Plan and Asset Management Program, San Antonio Water Company, CA, Project Manager

Key Staff

Heather Lough PE

Biosolids Lead - Portland, OR
Availability - 30%

Heather Lough has 11 years of experience specializing in process and mechanical systems and construction management support for wastewater facilities. She has worked on a variety of projects involving process and mechanical design of secondary treatment and solids processing systems at wastewater treatment facilities. She has also had substantial experience in operations and maintenance (O&M) with the development of several O&M manuals for facilities.

RELEVANT EXPERIENCE

- WWTP Belt Filter Press Installation Design, Oak Lodge Water Services, OR, Project Manager
- Triangle Lake Solids Storage Lagoon Reconstruction, City of Portland BES, OR, Project Manager
- Solids Handling Building Design, Oak Lodge Water Services, OR, Lead Engineer

CURRENT ASSIGNMENTS

- Kellogg Creek WRRF Improvements, Water Environment Services, OR, Internal Project Manager
- 33rd Drive Pump Station Upgrades, City of Portland BES, OR, Design Manager

Tim Mills PE

WRF QA/QC - Portland, OR
Availability - 5%

Tim has 17 years of experience providing engineering services for the study, design, and construction of wastewater projects, specializing in solids and energy improvements. Tim has extensive experience designing upgrades to aging wastewater treatment facilities. More than rehabilitation, his work includes modernizing facilities to meet updated safety, seismic, and resiliency standards. His technical focus is in solids processing, digestion, solids thickening, pumping, odor control, energy efficiency, dewatering, and renewable energy.

Walt Meyer PE

DEQ Regulatory Forecasting - Portland, OR
Availability - 15%

Walt Meyer has 50 years of experience and has assisted numerous communities with their negotiation of NPDES permits including Medford, Salem, Portland, and Clean Water Services. He understands Oregon's water quality standards and has worked with DEQ to develop Fact Sheets ahead of new permits to shape the ultimate permit and provide clients with a clearer understanding of coming requirements. Walt has also helped to negotiate and develop water quality trading programs to meet temperature requirements in new permits.

Doug Gabbard PE

Financial Lead- Portland, OR
Availability - 20%

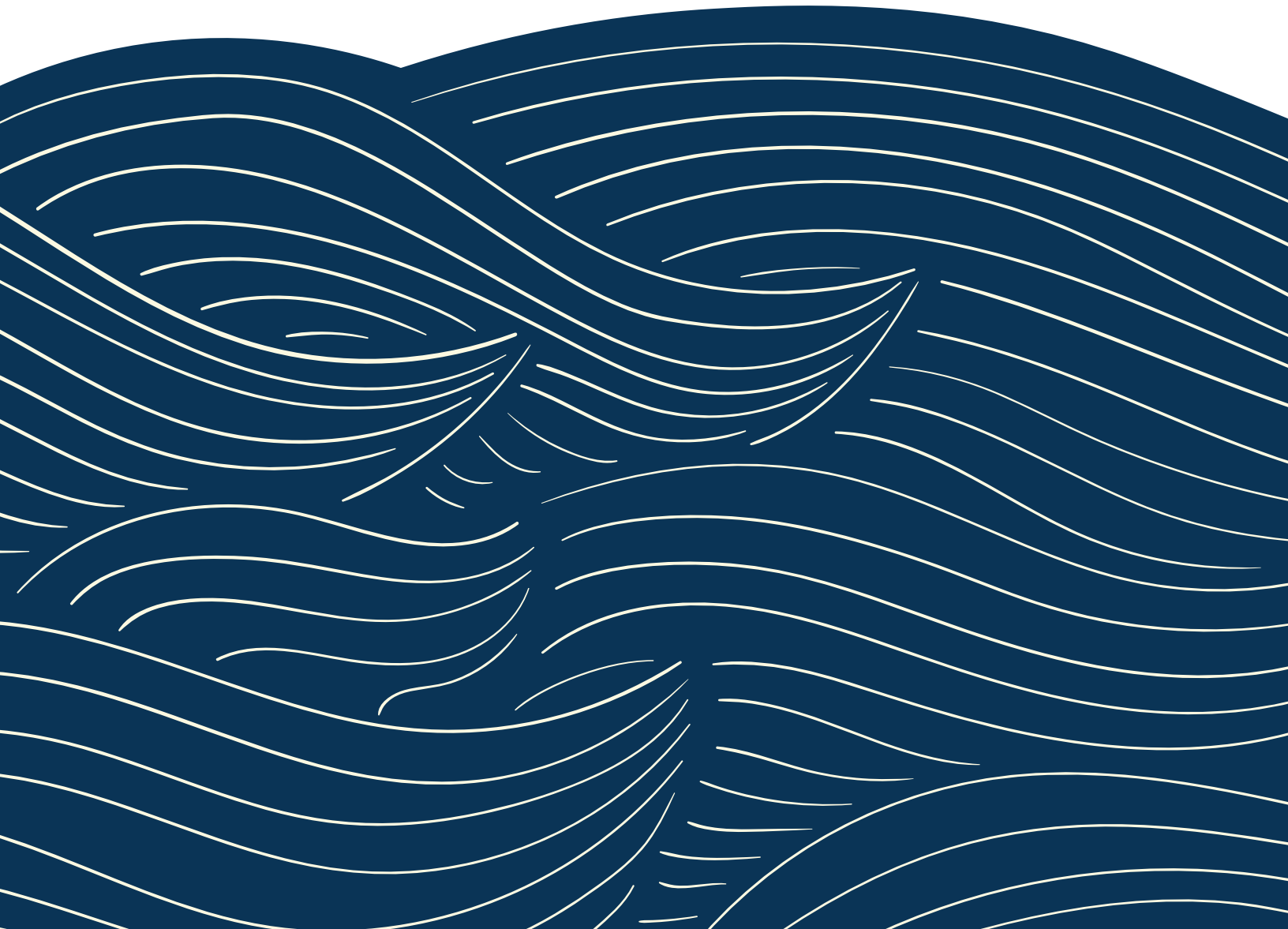
Doug Gabbard is an FCS GROUP project manager with 14 years of analytical experience. His comprehensive financial planning experience involves extensive water, wastewater, and stormwater utility rate development, long-term financial planning, and the creation of detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments. He has also conducted economic analyses cost-of-service analyses, and business process improvement projects. Doug worked with WSC on the City of Milwaukie's Wastewater Master Plan.

Rob Lee PE

I&I Characterization - Portland, OR
Availability - 30%

Rob has 23 years of experience and specializes in collection system rehabilitation and I&I abatement. He is a nationally recognized expert in collection system rehabilitation who focuses his attention locally in the Pacific Northwest. Rob served as project manager for the Sweet Home I&I Abatement Program (per DEQ, the most successful I&I Program in Oregon). He has supported a number of rehabilitation programs in Oregon, including assisting the City of Oregon City in developing their I&I program, and is assisting Clackamas WES and the City of Gladstone in addressing their I&I issues. Rob will leverage this understanding of local challenges to develop effective and valuable solutions.

3 PROJECT UNDERSTANDING



We understand the District's Systems and Long Range Planning Needs

WSC and BC have been working for the District on **7 projects over the past 4 years** and have a good understanding of the wastewater collections and treatment system. The District's last SSMP was completed in 2006 prior to the construction of the current WRF and did not address collection system needs. With the merging of the water and sanitary districts, the Board is looking for thorough and visionary master plans that can guide investment priorities over the next 30 years. Design and Construction Standards updated in 2017 may affect the costs and description of projects to address condition or capacity deficiencies.

Based on our discussions with District staff, the SSMP will need to produce the following outcomes to be considered a success:

1. Projected Growth Over Next 50 Years

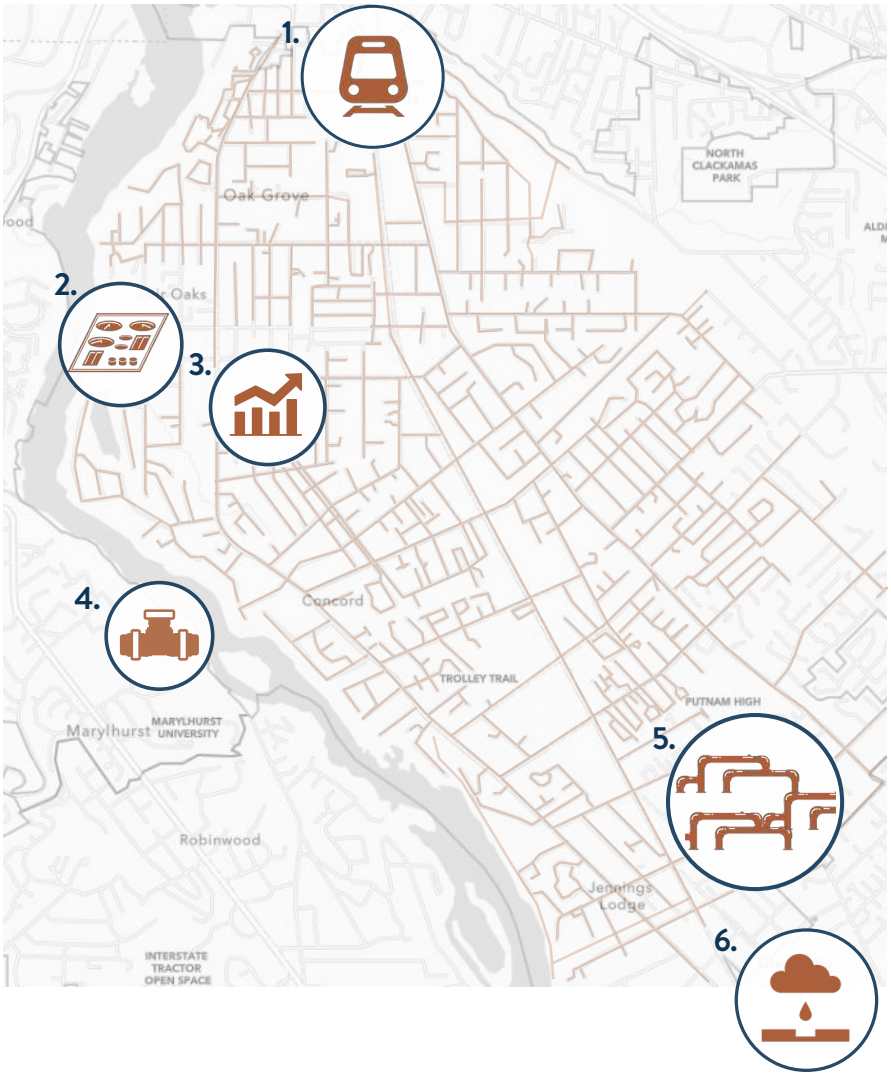
Historical growth may not be reflective of future conditions where infill and densification are triggered by HB 2001, changing demographics, and TriMet extensions. Metro projections only go to 2040 but the District wants to consider a longer planning window.

2. Defined WRF Facility Capacity & Long-Term Needs

The WRF operations have been modified from the original design and the true capacity is unclear. Anticipated new Water Pollution Control Facility (WPCF) permit limits in 2022-2023 may also require upgrades that must be planned for, and as the facility ages, components will require rehabilitation and/or replacement.

3. Clear Investment Needs for Financial Planning

A 30-year capital improvement plan (CIP) is needed to prioritize investments across the collections system and the WRF to guide financial planning, staffing levels, rate setting, and SDC revisions.



4.4.5 PROJECT UNDERSTANDING

4. Complete Collection System Condition Data

Data on pipe structural condition is available from CCTV inspections but some sewer lines will need special measures for access to gain condition information so that all known rehabilitation needs can be accounted for. Projects addressing condition require prioritization to help the District schedule within each 6-year CIP.

5. A Service Lateral Asset Management Strategy

Historically, the District has not maintained service of the sanitary collection system laterals but owns the portion located in the road right-of-way. Laterals in the District are privately owned up to the main and the District will need to consider how to address rehabilitation in a comprehensive and well-planned manner.

6. Infiltration and Inflow (I&I) Reductions

High peaking rates are observed in the collection system during wet weather that cause sanitary sewer overflows (SSOs). Flow monitoring could allow the District to develop a business case and strategy for reducing I&I within the service area as well as contributing portions of the City of Gladstone.

With the recent completion of the Water System Master Plan, the District Board is eager to develop similar planning documents to guide investment and management decisions. The Board has also indicated that planning documents can be a valuable tool for communicating and engaging with customers and stakeholders. There is a strong desire to demonstrate a commitment to utility management that delivers on service promises while remaining affordable. The District needs a consultant that will be available to the Board, staff, and ratepayers to present, discuss, and answer questions regarding the planning process and any recommendations.

WSC and BC have come together to form a team that is both familiar with your system and that has the expertise required to provide a well-crafted plan that will guide the District for many years. Based on our understanding of your needs, we see the following items as critical to any approach to wastewater master planning:

Arming Your Staff with the Data to Make the Best Decisions

A data driven approach will allow us to define and plan necessary improvements, while giving you the information you need to be flexible in prioritizing investments and capitalizing on opportunities confidently in the future. Knowing the available wastewater system capacity, both current and through buildout, allows the District to explore opportunities to spread costs efficiently.

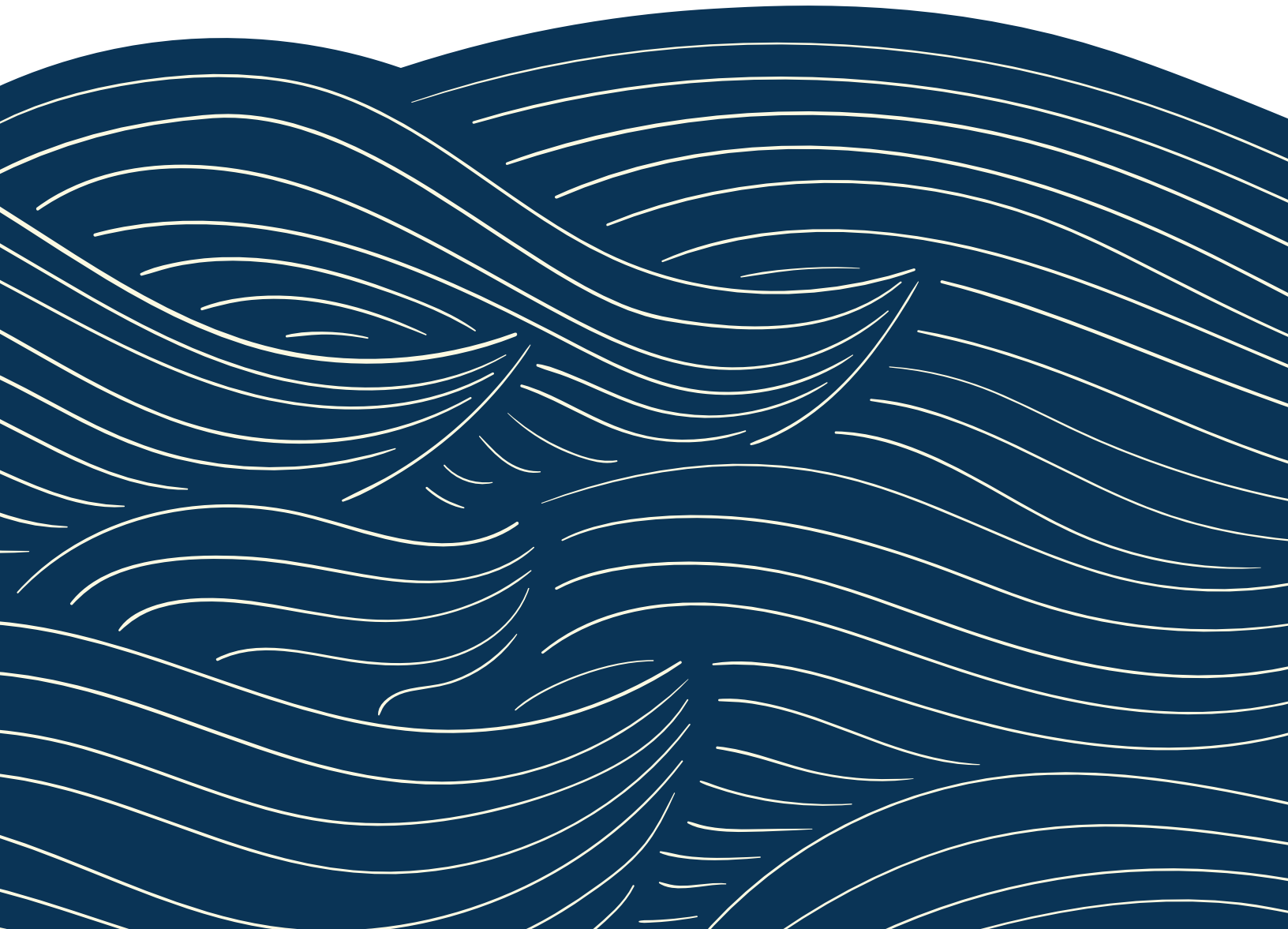
Leveraging the Experts to Project the Future

Our team has pulled together top experts with proven track records to project future regulatory requirements and growth projections so that planning recommendations are made by the most qualified professionals.

Tailoring Recommendations to Your Specific Needs

Our knowledge of your system, your staff, and your Board, combined with an incremental approach to delivering the plan, will allow our team to do more with less, tailoring solutions to the District's organizational needs at every step along the way.

4 PROJECT APPROACH



Key Tasks

Key Team Members | Products | District Points of Input | Time Required

Our team's approach to delivering the scope of work described in the RFP is provided below, including a description of each task, the key team members responsible, duration, outcomes, and benefits to the District.

Task 1: Project Management

Key Team Members	Scott Duren
Products	Status Reports w/ Invoices, "Living" Tracking Logs and Schedule, Action Item Reminders
District Points of Input	Biweekly Meetings, Review of Living Tracking Logs/Minutes/Schedule
Time Required	15 months

WSC's Project Manager, Scott Duren, will utilize several tools to keep the project on track and within budget, including the following:

- **Electronic Financial Software:** WSC uses Deltek's Ajera software to track real time earned value against project budgets to identify if work effort is proceeding on schedule and under budget.
- **Access to Living Documentation:** Maintaining living logs and an updated schedule, accessible to all team members through Microsoft Teams, allows data requests, action items, and risks to be tracked and reviewed at any time by District or WSC team members.
- **Structured communication:** Biweekly check-ins with the District Project Manager and internal team check-ins will keep all project team members current on progress. Review of tracking log and schedule will result in documented action items with deadlines to keep the project on-track.
- **QA/QC Plan:** Every deliverable will undergo an internal review so that District review time can be focused on the content that truly matters. District review comments will be logged, tracked, and responses provided so that reviewer concerns are addressed.

Task 2: Data Gathering

Key Team Members	Adam Donald Heather Lough/Art Molseed
Products	Data Request Tracking Log, Draft & Final Chapter 1 – Existing System
District Points of Input	Filling Data Requests, Review Draft Chapter
Time Required	10 weeks

Prior to the project kick-off meeting, our team will provide a data request log that can be used to determine what information is available and to track status and a conceptual outline for the SSMP. Upon District approval, a data request for information on contributing systems (such as Gladstone), will be made. Higher priority data that is needed to commence work will be identified. During the project Kick-off Meeting, we will establish a schedule for staff interviews, confirm the SSMP outline, and set the schedule for completing each chapter. For efficiency, interviews with operations staff and superintendents could be held at the facilities, assuming all safety protocols for COVID-19 can be followed. Information on the existing system will be summarized in a Draft Chapter 1 provided for District review and comment.

Task 3: Hydraulic Model

Key Team Members	Adam Donald, Kirsten Plonka, Rob Lee
Products	Flow Monitoring TM (Optional), Draft & Final Chapter 3 – Hydraulic Model Development
District Points of Input	Model Review Workshops, Review Draft Chapter
Time Required	14 weeks (No Flow Monitoring)

Using the District's GIS data, billing records, and other information WSC will develop a GIS-based Hydraulic Model using Bentley SewerGEMS. There are two options for calibrating the model to existing flows and loads, each described in Table 1 on the following page.

4.4.6 PROJECT APPROACH

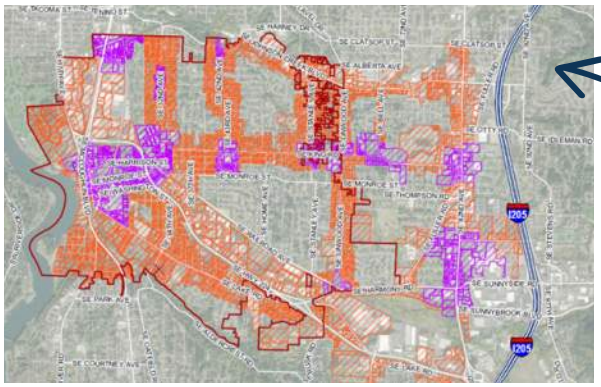
TABLE 1: OPTIONS FOR CALIBRATING THE HYDRAULIC MODEL

Model Development Option	Benefits	Disadvantages	Past Experience
No Additional Flow Monitoring Use WRF flow meter and pump station run-times to develop dry and wet weather flow factors, and proportionally assign flow to each parcel in accordance with proportional winter water use from water billing records.	• Low-cost • Shortens project schedule	• Lower accuracy • Difficult to develop useful I&I reduction strategies	• City of Camarillo Wastewater Master Plan & City of San Luis Obispo Wastewater Collection System Infrastructure Renewal Strategy • Deferred further investigation costs
Deploy Temporary Flow Monitors Install temporary flow monitors for one month during the summer 2021 dry season and again in the 2021-2022 wet season. Use results to develop dry and wet weather flow factors by sub-basin and land-use classification.	• Higher accuracy • Greater confidence • Targeted I&I reduction	• Higher cost • Requires additional time for wet weather monitoring	• City of Milwaukie Wastewater System Master Plan • Data indicated I&I reduction required by WES could be deferred

(Task 3: Hydraulic Model Cont.)

With known peaking concerns in Oak Lodge, our recommendation would be to develop a plan with the District team to deploy flow monitors and rain gauges, collect data, and provide a Flow Monitoring Technical Memorandum (TM) to document results. WSC will work with the District upon selection to develop a plan that best meets your budget, schedule, and desired accuracy. An optional task for further consideration would be to conduct smoke testing with the assistance of Rob Lee in summer of 2021 in all contributing areas and address significant inflow sources prior to wet weather flow monitoring to provide better long-term recommendations.

Once the model is developed, WSC will lead a model review workshop with the District to review results for current conditions to confirm against field observations and to identify expansion scenarios for analysis. Results of expansion scenarios will be provided in a TM and discussed at a review meeting.



Task 4: Sanitary Sewer System Load Forecast

Adam Donald, Kirsten Plonka, Matt Hasting (Optional)
Flow Monitoring TM (Optional), Draft & Final Chapter 1 – Existing System
Filling data requests, Review Draft Chapter
10 weeks

WSC can efficiently develop a growth forecast, building on our work from the Water System Master Plan, where we used existing populations and billing records to establish current demands and Metro Transportation Analysis Zones (TAZ) forecasts to project future conditions. One challenge with the Metro projections is that they only extend 20 years into the future and the District is interested in more long-term projections. As an optional task, WSC recommends performing a Buildable Lands Inventory (BLI) to estimate the ultimate capacity for densification within the District service area.

WSC and Angelo Planning Group used a similar approach in Milwaukie to determine buildout populations with conversions of single-family homes to multi-family per HB 2001 and redevelopment trends for mixed use around Tri-Met transportation hubs and corridors. In Milwaukie the BLI approach resulted in a 50-percent greater future connections as compared to the Metro projection with the benefit of a logical geospatial distribution matching land use patterns.

Task 5: Collection System Evaluation

Adam Donald, Susan Schlangen, Scott Duren, Rob Lee (Optional)
Level of Service TM, Draft & Final Chapter 4 – Collection System Evaluation
LOS and Inaccessible Pipes Workshop, TM Review, Review Draft Chapter
9 weeks

WSC will lead a workshop with District staff to design criteria based on desired Level of Service (LOS). Using the model, we can demonstrate potential costs associated with differing levels of service, particularly for design storm events and hydraulic capacity criteria (i.e. maximum d/D or surcharging within manholes). As an optional task, we can develop a presentation for additional input from the Budget Committee and/or Board. Design criteria will then be used to evaluate hydraulic capacity by using the hydraulic model to identify deficiencies and necessary capacity improvement projects with associated timing based on growth projections.

Identification of structural repairs will be made using condition data gathered by the District. Pipes with Grade 5 and 4 defects per the NASSCO PACP guidelines will be identified for repairs. As an optional task, prioritization-rankings can be developed for individual pipes based on the consequence of a failure in terms of social, environmental, and economic impacts to the community, as well as the likelihood of failure based on the condition scores. Another optional task could evaluate options for inspecting and addressing District-owned portions of sewer laterals within the right-of-way as part of condition and capacity based repairs. Scott Duren performed a similar analysis for the City of Portland and can leverage this experience.

To assist the District in gaining data on inaccessible pipes, WSC will conduct a workshop with engineering and operations to review pipelines with poor access. WSC will prepare GIS-based exhibits with aerial photos and visual aids of past solutions from other projects to stimulate brainstorming. A follow-up site visit can also be performed to confirm viable solutions before including in the CIP. Rob Lee, who is included on our team as an I&I expert, can also participate in brainstorming solutions as he brings extensive experience in sewer inspection to the team.

As just one possible solution, WSC designed inexpensive corrugated HDPE "mini-manholes" just large enough to pass a standard sewer inspection camera for the City of Santa Barbara to gain access from the right-of-way to pipes in private property.

Task 6a: Treatment Plant Overall Evaluation

Art Molseed, Patricia Tam, Heather Lough, Adam Klein
Plant Capacity Assessment TM, Chapter 5 - Overall Evaluation Sections
TM Review, Review Draft Chapter
15 weeks

Apply Whole Plant Capacity Approach to Capacity Assessment

To identify alternatives that meet short- and long-term needs of the WRF, the Master Plan will need to include evaluation of current plant capacity and the timeline for plant improvements to treat future wastewater flows and loadings for a 30-year planning period. Our team has extensive experience performing hydraulic and treatment capacity assessments of municipal wastewater facilities. We have developed a unique approach to evaluate the whole plant capacity by accounting for the interactions between solids and liquid treatment trains (instead of evaluating each unit process separately), which will present the most accurate picture of the existing plant capacity. BC has used this approach successfully in numerous capacity assessment and plant re-rating studies, including for the City of Newport, City of Wilsonville, Kitsap County, Pierce County, and City of Meridian, Idaho.

4.4.6 PROJECT APPROACH

Gather background and historical data. We will first establish performance objectives and understanding of current operational issues by reviewing historical data and interviewing WRF and District staff under Task 2.2. We recommend collecting wastewater characterization data as an early task to supplement historical data, calibrate a biological process simulator and plant-wide solids mass balance model, and evaluate plant capacity and performance.

Develop graphical tools to illustrate unit process capacities and timing of plant improvement projects. We use a variety of methods to review all treatment plant unit processes and accurately assess plant capacity. The results are integrated into a graphical progressive disclosure of unit process capacity limitations with increasing flows and loads. Coupling the capacity limits with the updated flows and loads derived from the population projections will allow us to develop a timeline for required upgrades so that the District can take a "just-in-time" approach to installing upgraded equipment and processes to maintain plant capacity.

Evaluate alternative operating and treatment scenarios. With the calibrated process models, we can readily evaluate the impact of different operating and treatment scenarios that will affect plant capacity. These could include alternative operating modes of the aeration basins, changes in regulatory requirements, solids treatment with and without sludge thickening, and changes in wastewater characteristics or flow and loading projections due to changes in wastewater sources or expansion of the service area. We have used this approach successfully for clients in Oregon, Washington and Idaho, increasing the rated capacities and saving them millions of dollars in capacity upgrades.

Task 6b: Treatment Plant Unit Process Evaluation

	Art Molseed, Patricia Tam, Heather Lough, Adam Klein
	Plant Process Unit Evaluation TM, Chapter 6
	TM Review, Review Draft Chapter
	17 weeks

Based on our discussions with Oak Lodge staff, and review of background documents, we have summarized our understanding of some current issues at the WRF, and have identified potential approaches to address needs in Figure 1 on the following page.
By assessing these and other needs, we would develop a long-term CIP plan for the WRF that would categorize projects driven by condition, regulatory, and capacity triggers, as briefly described below.

a. Condition-based improvements
A thorough condition assessment, to maximize existing resources and optimize life-cycle cost savings, will help the District maximize value from its investments. The CIP will incorporate recommendations for rehabilitating or replacing equipment using a risk-based approach to maintain reliability.

b. Permit-based improvements
Our team will use its expertise in understanding regulatory requirements and impact on treatment systems to identify upgrades that would be needed based on new permit requirements.

c. Capacity-based improvements
Using the capacity assessment described above, we can project and identify improvements needed for each unit process, including effluent conveyance to meet treatment and hydraulic capacity requirements.

d. Energy efficiency/operational improvements
We will consider technology advancements and utility incentives to identify energy efficiency and operational improvements that may offer the District reductions in life-cycle costs.

We have developed a dashboard approach to presenting CIP projects based on category and timeline, identifying the triggers that prompt the need for the upgrades. Figure 2 on the following page shows one example of a dashboard graphic that incorporates the projects currently included in the District's CIP. This graphic communicates projected timing and triggers for capital investments.

4.4.6 PROJECT APPROACH

FIGURE 1: POTENTIAL APPROACHES TO ADDRESS WRF NEEDS

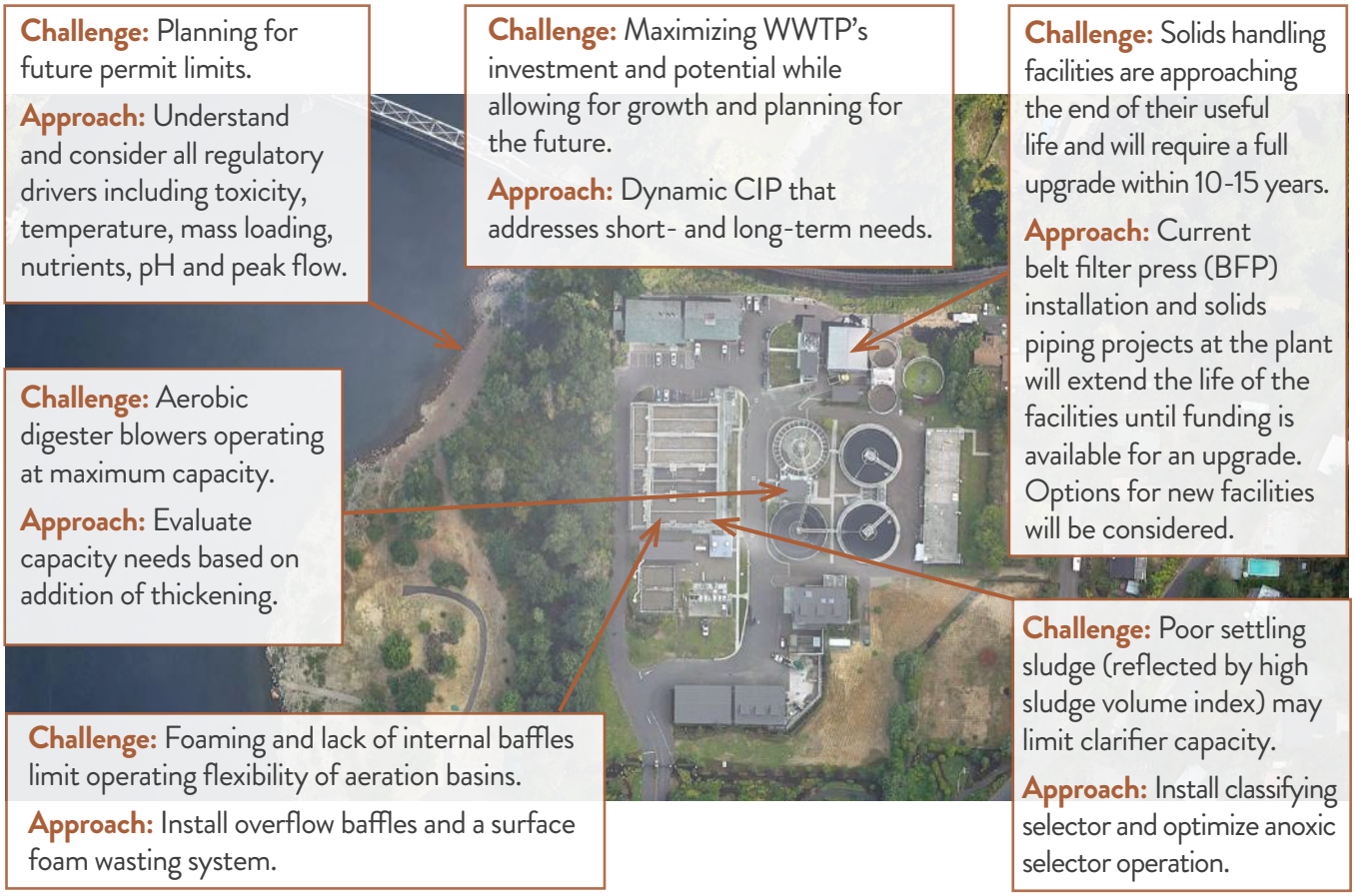
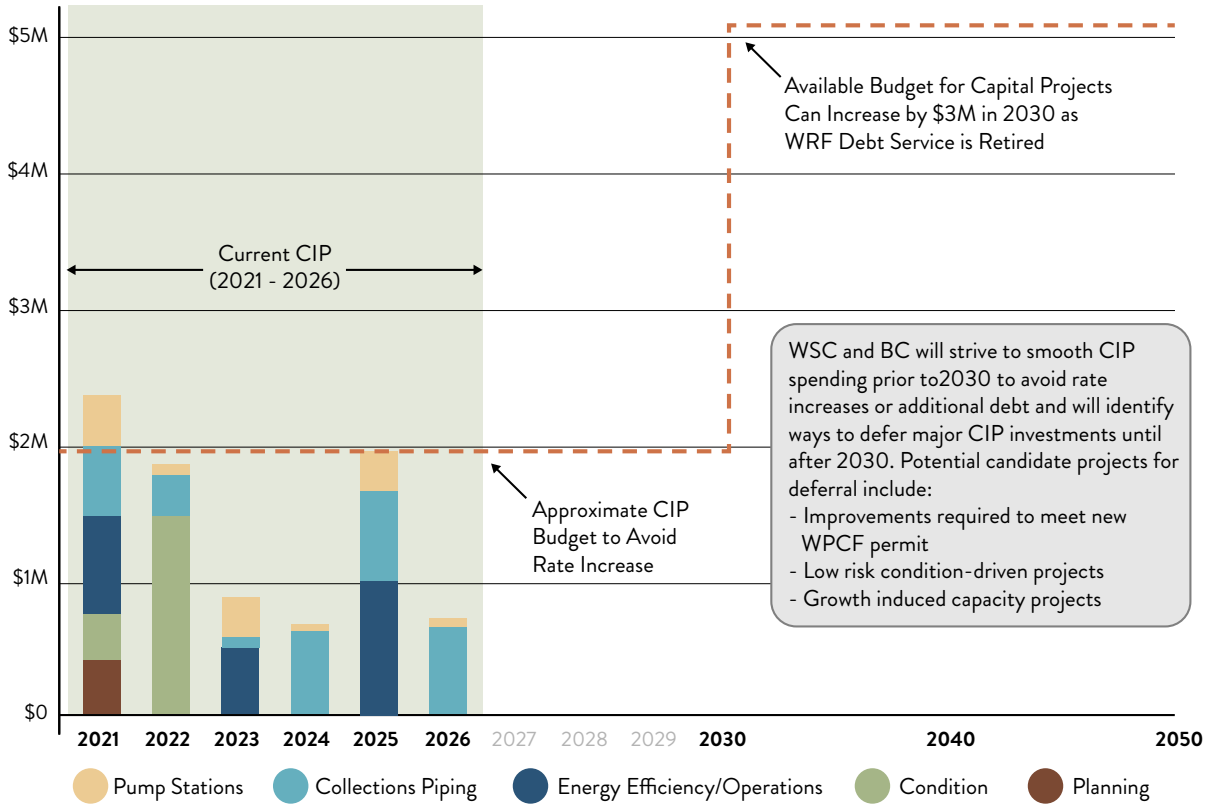


FIGURE 2: OAK LODGE WRF CAPITAL IMPROVEMENTS PLAN



Tasks 7 & 8: Capital Improvements Plan and Staffing Analysis

Scott Duren, Adam Donald, Art Molseed, Heather Lough
Capital Improvement Table, Cost Estimates, Draft & Final Chapter 6 – Capital Improvement Plan
CIP Workshop, Review Draft Chapter
8 weeks

WSC and BC will develop cost estimates for all recommended projects to address deficiencies in the existing system. A CIP table will be prepared to estimate timing of each project and the annual CIP budget required. The relative priority for each project will be compared against the budget available each year that can be available to fund CIP work without requiring sharp rate increases or debt issuance. As shown in Figure 2, there will be a greater capacity to deliver CIP projects within current rates beyond 2030 after the bond debt for the WRF is retired. The CIP plan will be reviewed with District staff in a workshop, including discussion of funding options that may be available. Required staffing levels to deliver, inspect, and operate the improvements identified in the plan will also be considered and reviewed with the District financial team to determine potential impacts on available CIP spending.

Task 9: System Development Charges

Doug Gabbard (FCS Group)
Draft & Final SDC Analysis TM
Board Workshop (Optional), Review Draft TM
8 weeks

FCS Group will take the finalized CIP timing and costs, along with additional information from the District regarding the value of the existing system assets, and conduct an SDC analysis. As an optional task FCS can hold a workshop with the Board to discuss the concept of linking the SDC to the water meter size as compared to other options such as using fixture counts.

Feedback from the Board workshop could streamline the SDC analysis which will identify the cost basis for improvement, reimbursement, and administrative costs to be recouped through the SDC.

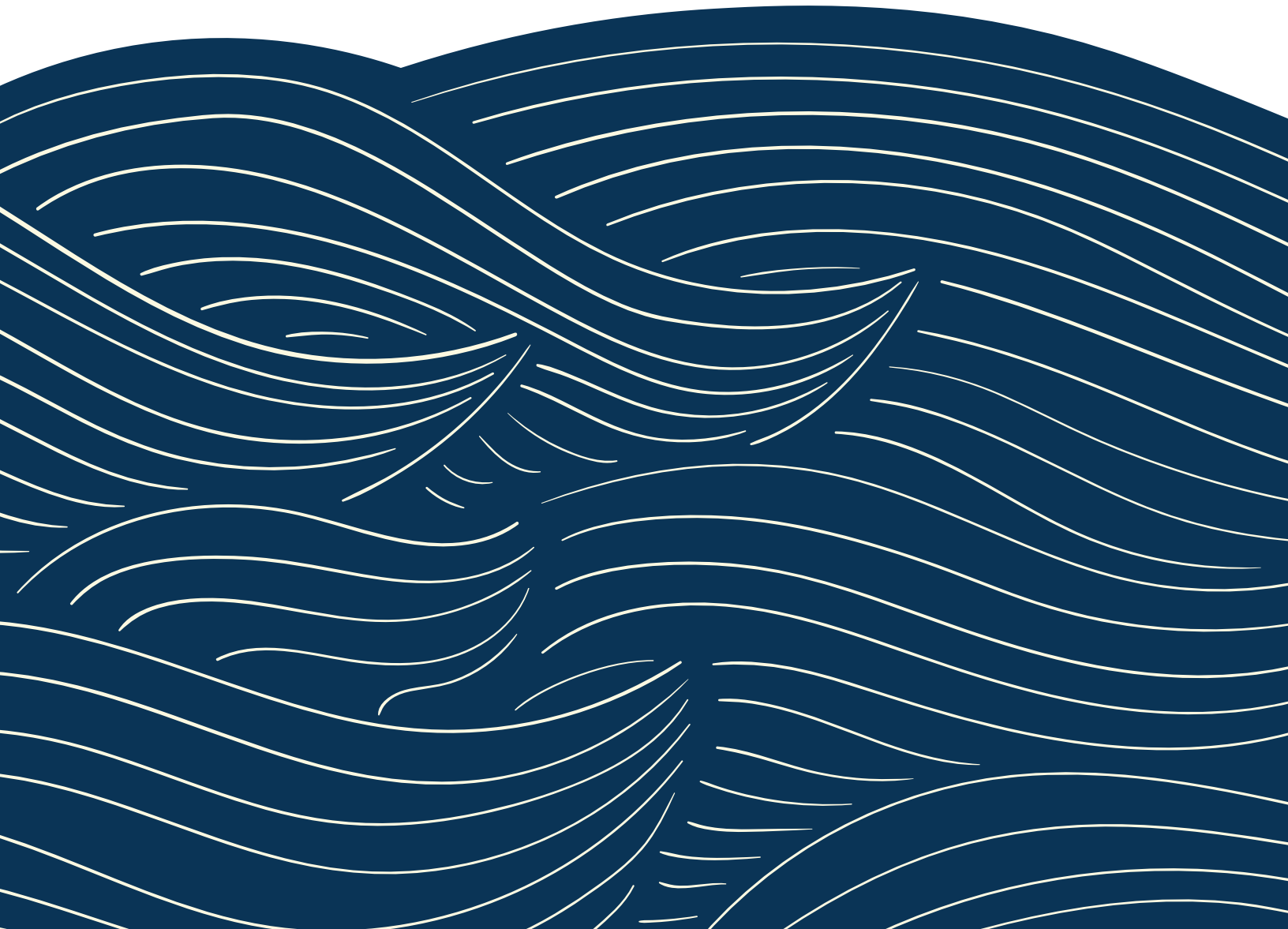
Task 10: Sanitary Sewer Master Plan

Scott Duren, Adam Donald
Draft & Final SSMP
Board Presentations, Review Draft SSMP
13 weeks

Individual chapters will be combined into a single comprehensive and cohesive SSMP. An executive summary will be prepared for the document and detailed TMs will be provided as appendices. A Hydraulic Model Preparation TM will include all of the detailed modeling notation necessary for comprehension and understanding of the hydraulic model that will be turned over to the District.

Our Project Manager, Scott Duren, will work with our communications group to develop presentation materials for Board meetings and will answer any questions. Board member comments will be carefully documented and responses will be provided to confirm acceptance. On the WSMP we found that individual meetings with Board members with extensive comments helped answer questions, gain confidence in findings, and improve the overall quality of the plan so that it was unanimously adopted and approved by regulators without a single comment.

5 PROJECT SCHEDULE

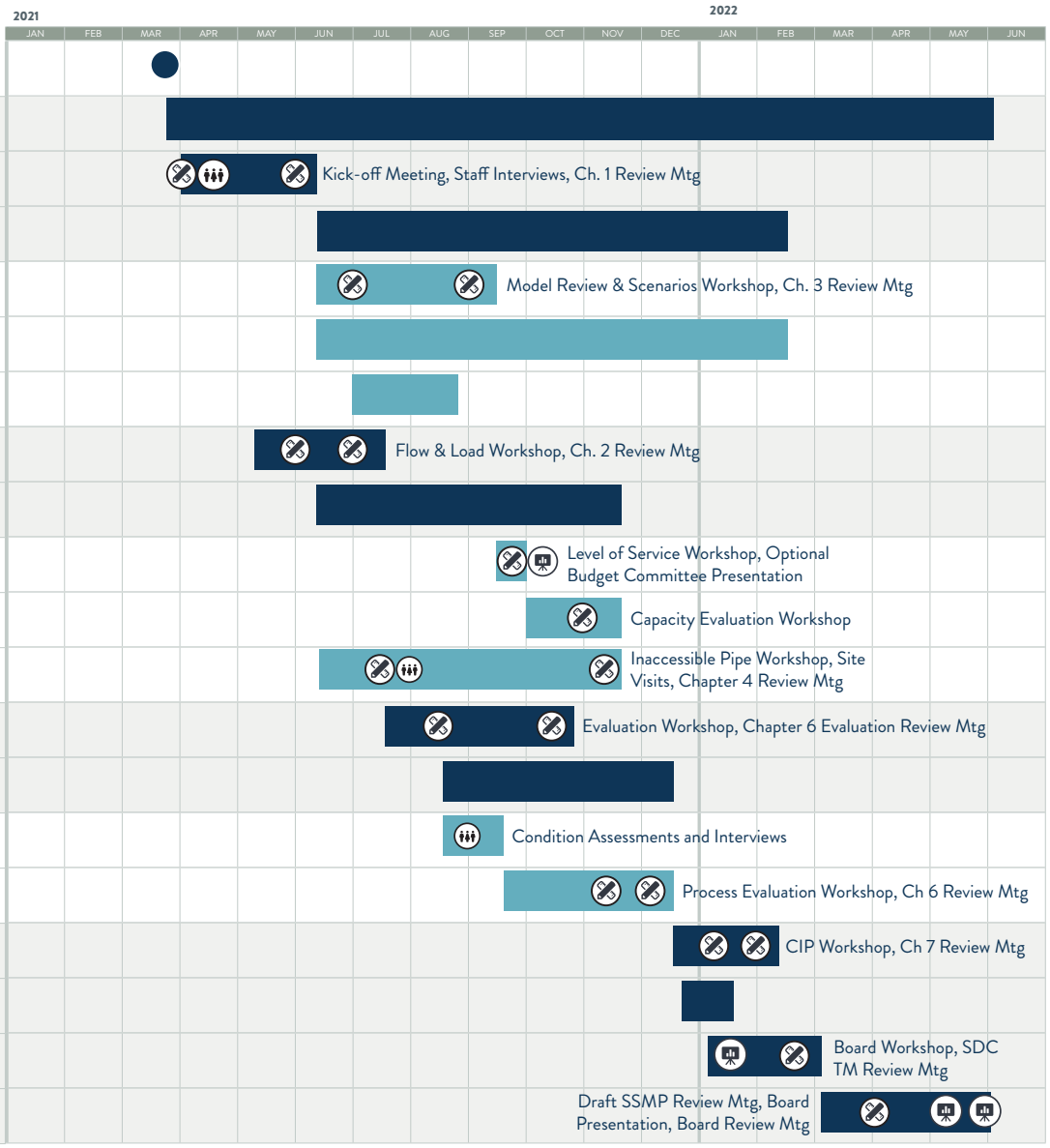


4.4.7 PROJECT SCHEDULE

WSC and BC understand that the District is eager to have the SSMP completed. We have prepared a project schedule that will allow aspects of the work to be completed in parallel to achieve completion within just over 14 months from notice to proceed. Figure 3 below provides the start, finish, and duration for each task as well as the anticipated work output, District review time, and the anticipated meetings, workshops, and presentations.

FIGURE 3: PROPOSED PROJECT SCHEDULE

		DURATION (DAYS)	START DATE	FINISH DATE	WORK OUTPUT	DISTRICT REVIEW TIME
NTP		0	3/26/21	3/26/21		
TASK 1	Project Management	310	3/26/21	6/2/22	Mtg Minutes	
TASK 2	Data Gathering	50	4/1/21	6/10/21	Chapter 1	2 wks
TASK 3	Collections Hydraulic Model	178	6/11/21	2/15/22	Chapter 3	2 wks
Model Development (No Flow Monitoring)		70	6/11/21	9/16/21	Flow Monitoring TM	2 wks
Model Development (Dry and Wet Flow Monitoring)		178	6/11/21	2/15/22		
Optional I/I Smoke Testing		40	7/1/21	8/25/21		
TASK 4	Sanitary Sewer Demand Forecast	50	5/7/21	7/15/21	Chapter 2	2 wks
TASK 5	Collections System Evaluation	115	6/11/21	11/18/21	Chapter 4	2 wks
Establish Design & Eval Criteria		10	9/17/21	9/30/21	LOS TM	2 wks
Hydraulic Evaluation		35	10/1/21	11/18/21		
Condition Evaluation		115	6/11/21	11/18/21		
TASK 6a	WRF Overall Evaluation	75	7/16/21	10/28/21	Chapter 6 - Overall Sect Only	2 wks
TASK 6b	WRF Unit Process Evaluation	85	8/20/21	12/16/21	Chapter 6 - Total	2 wks
Plant Condition Assessment		20	8/20/21	9/16/21		
Identify Improvements		65	9/17/21	12/16/21		
TASK 7	Capital Improvement Plan	40	12/17/21	2/10/22	Chapter 7	2 wks
TASK 8	Staffing Level Analysis	15	12/24/21	1/13/22	Include in Chapter 7	2 wks
TASK 9	System Development Charges	40	1/7/22	3/3/22	SDC TM	2 wks
TASK 10	Sanitary Sewer Master Plan	65	3/4/22	6/2/22	Draft & Final SSMP	2 wks



Staff Workshop/Design Review Meeting Interview Site Visit Board Workshop/Presentation

4.4.7 PROJECT SCHEDULE

There are several key aspects of the schedule that deserve further discussion:

1. A Quick Start to Data Gathering.

A big advantage for our team is that we have a lot of existing data on your system already from past work assignments. We should be able to streamline the data request and gathering portion of the work to get a quick start and save precious budget for analysis.

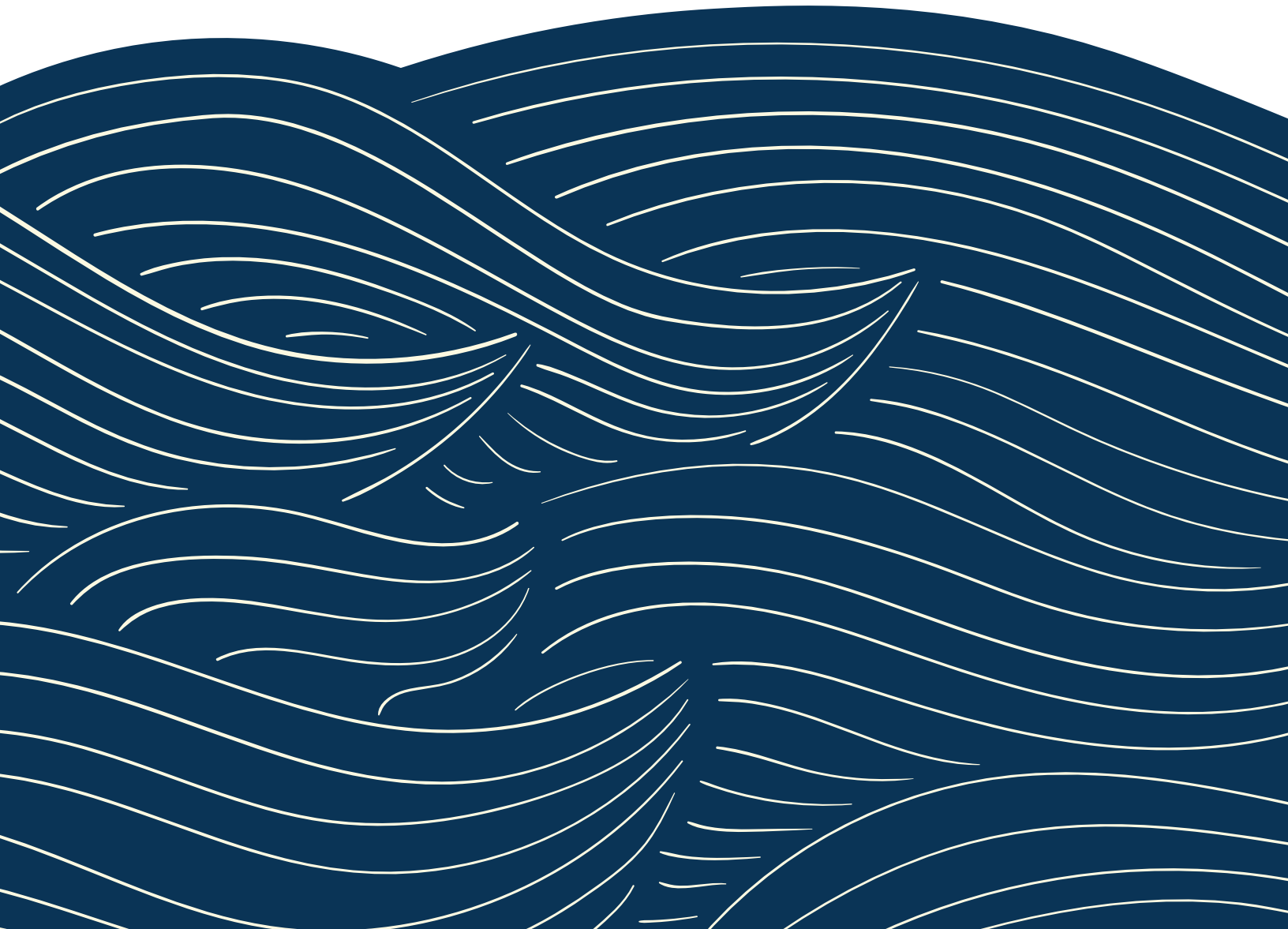
2. Wet Weather Flow Monitoring.

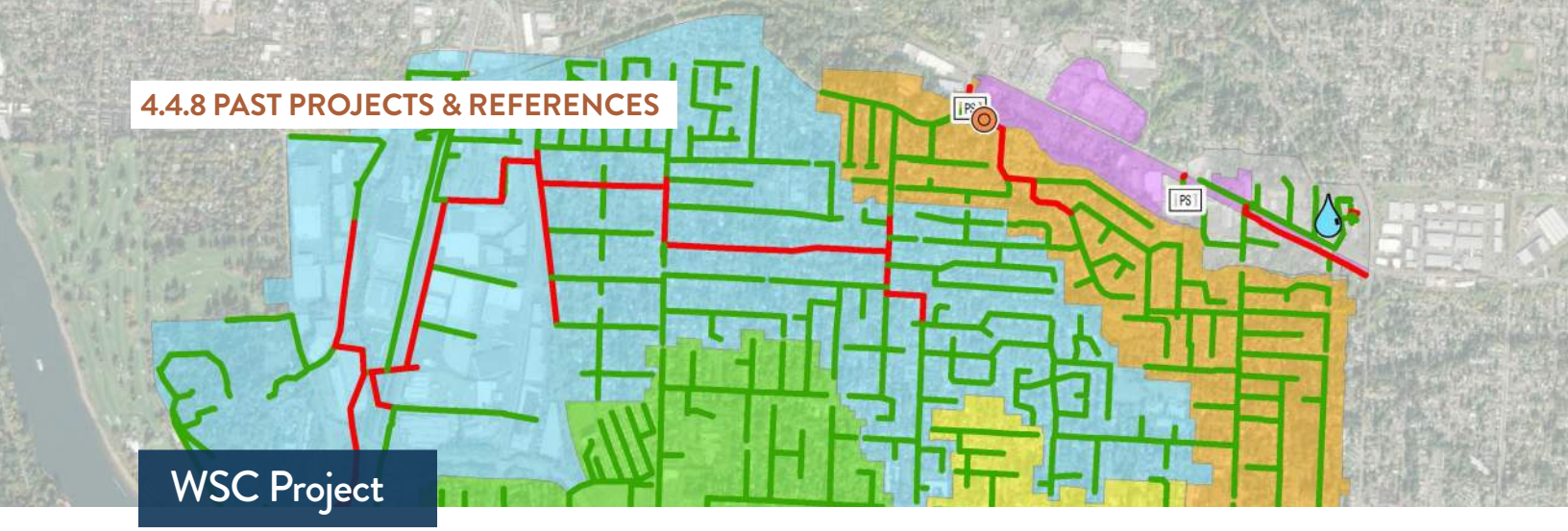
As discussed in our approach, we recommend that the model development task include both dry weather and wet weather flow monitoring for improved accuracy and recommendations. As an optional task, conducting smoke testing ahead of wet weather monitoring would remove significant sources of inflow and provide better data to drive capacity analysis and recommendations. The proposed schedule shown in the graphic on the previous page is based on no additional flow monitoring to allow comparison with the option for collection of additional flow data using temporary monitors. If the District agrees that wet weather monitoring is desirable, the duration of Task 3 must be extended by 3-5 months to allow deployment of flow monitors during the wet winter months of 2021-2022. Because Tasks 5 and 6 are dependent upon wet weather flows from the hydraulic model, the proposed completion dates of all subsequent Tasks 5 through 10 would be rescheduled for later in accordance with their relationship to Task 3. WSC will discuss the appropriate approach with the District that bests meets desired levels of accuracy and overall project schedule needs.

3. Opportunities for Public Outreach.

Our schedule identifies multiple opportunities for outreach through publicly attended Board or budget committee meetings. We welcome additional opportunities and can leverage our in-house communications team to prepare public-friendly information or web site content to share findings from the SSMP to your rate payers.

6 PAST PROJECTS & REFERENCES





WSC Project

Wastewater System Master Plan

City of Milwaukie, OR

WSC has currently completed 80% of the tasks necessary to update the City's Wastewater System Master Plan. The City faces issues related to growth and is looking to expand its service area and evaluate infill densification scenarios. WSC has conducted dry and wet weather flow monitoring, developed a hydraulic model, determined current and future projected sewer flows and loads, evaluated system capacity, provided prioritized condition improvements, and conducted a seismic resiliency evaluation. Currently, FCS Group and WSC are developing a CIP and SDC analysis for the system. WSC anticipates completion of the WWSMP in April 2021. The collection system's critical infrastructure was evaluated for resiliency to seismic geohazards and climate change. A financial analysis was performed to determine SDCs.

Similar to Oak Lodge, the City strove to clarify the amount of infill development that might occur as a result of HB 2001 and updated planning policies in the City's 2020 Comprehensive Plan to create commuter friendly neighborhoods around regional transportation hubs and corridors. WSC and Angelo Planning Group developed a Buildable Lands Inventory to estimate the increase in new connections and densification resulting from policy changes.

The City is also facing a directive from Clackamas WES to reduce I&I by 65% by 2040. WSC helped the City gain data on existing conditions through dry and wet weather flow monitoring in subbasins across the service area. The results demonstrated that City I&I results are below ultimate WES target levels and extensive rehabilitation can be deferred.

WSC worked collaboratively with the City to address data gaps impacting model development. Their GIS lacked invert elevations, so WSC worked with the City to develop a solution that used DOGAMI LIDAR data and existing depth measurements to estimate invert elevations for each manhole to save the City time and money.

Reference

Peter Passarelli
Public Works Director,
City of Milwaukie
6101 SE Johnson Creek Blvd,
Portland, OR 97206
P | 503.786.7614
E | PassarelliP@milwaukieoregon.gov

WSC Key Staff, Role

Scott Duren
Project Manager

Kirsten Plonka
Technical Advisor

Adam Donald
Project Engineer

Doug Gabbard (FCS Group)
Financial

SEFT Consulting Group &
McMillen Jacobs
Seismic

> "WSC has been a great partner to the City in updating our Wastewater System Master Plan. I truly appreciate the flexibility and responsiveness that Scott and his team have shown in helping us to work through some data challenges and incorporating seismic and climate change resilience into the process."
>
> - Peter Passarelli, Public Works Director, City of Milwaukie

WSC Project

Wastewater Collection System Model and Infrastructure Renewal Strategy

City of San Luis Obispo, CA

WSC created a Wastewater Collection System Infrastructure Renewal Strategy that incorporated asset capacity, condition evaluation, and predictive failure ranking into a prioritized asset renewal strategy. Prior, the City did not possess a wastewater collection system model or accurate elevation data for its sewer lines. Through the development of a "flattened" hydraulic model and spatially allocated loading, WSC created a prioritized data collection strategy that identified capacity constrained pipeline sections so that only critical pipelines were prioritized for surveying to collect accurate elevation data.

WSC created a strategy that identified capacity constrained pipeline sections so that only critical pipelines were surveyed. Due to the City's I&I issues, the model was loaded with a design storm by using RTK factors derived from sewer flow monitoring and rainfall data. The sewer model was then used to evaluate system capacity. A focal point of the Renewal Strategy was the evaluation of pipeline and lift station conditions.

WSC also provided several alternative recommendations for implementing a service lateral inspection and rehabilitation program. The project utilized an in-depth evaluation using CCTV inspection data, pipe material, age, and maintenance needs to create a condition rating. Capacity and condition outputs were then combined using a proprietary algorithm to generate a long-term renewal strategy. The City's annual budget was used to group the projects into manageable sizes. The Renewal Strategy is supporting the City's rate updates and has been used to evaluate I&I reduction strategies in support of the City's WRRF Upgrade Project.

CLIENT REFERENCE

David Hix
Wastewaer Division Deputy Director, City of San Luis Obispo
879 Morro Street, San Luis Obispo, CA 93401
P | 503.823.5274
E | dhix@slocity.org

WSC KEY STAFF, ROLE

Joshua Reynolds
Project Manager

Adam Donald
Engineering Support

"WSC has utilized some very innovative approaches to solving complicated and difficult projects. Their approach to the recycled water pump station employed a comprehensive analysis that involved staff and resulted in a cost effective and straight forward solution. The wastewater collection infrastructure renewal project applies a well thought out methodology that has resulted in a sustainable and useful model that will serve the City well into the future."

- Dave Hix, Deputy Director – Wastewater, City of San Luis Obispo

WSC Project

Pump Station System Plan

Portland Bureau of Environmental Services, Portland, OR

WSC worked closely with the City to develop a comprehensive program for assessing condition, calculating risk costs, prioritizing pump stations for repair, identifying optimal scopes for rehabilitation at individual stations, and estimating project costs to support CIP planning for the City's 97 lift stations. Efficient collaboration across six departments was achieved through a targeted series of seven workshops and presentations at monthly department meetings to incrementally guide program development and implementation. WSC developed sustainable tools specifically tailored to BES's operating standards, data collection and management practices, and geospatial relationships that can be readily updated and refreshed on an annual basis. Parametric cost curves were built using 10 years of itemized pump station costs to facilitate efficient and informed CIP decisions. Digital data forms were used to improve the quality of the information collected and reduce staff effort. WSC also provided short- and long-term funding and staffing recommendations to enhance the sustainability of the program.

Despite several client-driven scope changes, proactive communication throughout this project kept the team on the same page, and kept the project within budget.

CLIENT REFERENCE

Michael Szwaya, PE
Project Manager, Portland Bureau of Environmental Services
1120 SW 5th Ave, Suite 613,
Portland, OR 97204
P | 503.823.5274
E |michael.szwaya@portlandoregon.gov

WSC KEY STAFF, ROLE

Scott Duren
Project Manager

Joshua Reynolds
Principal in Charge

Susan Schlangen
Project Engineer

Adam Donald
Engineering Support

"WSC collaborated across multiple divisions within the Bureau of Environmental Services to help us develop a new system for evaluating condition of wastewater assets and prioritizing repairs based on risk. The WSC team was flexible and adapted quickly to leverage as many existing systems and procedures as possible, which allowed us to complete the new Pump Station System Plan under budget and on schedule."

-Michael Szwaya
City of Portland Bureau of Environmental Services

BC Project

Wastewater Treatment Master Plan

City of Newport, OR

BC developed a comprehensive Wastewater Treatment Master Plan for the City of Newport that included a review of existing infrastructure, current operational procedures and performance, projected growth and increased loads, expected regulatory requirements, and financial planning to keep operational costs as low as possible without compromising regulatory compliance and local expectations. After developing updated flow and load projections, the team developed a biological process model to evaluate operation of the aeration system and recommend optimal solids retention time and aeration setpoints. Associated work included a comprehensive equipment condition assessment.

The flow and loading projections, modeling results, and condition assessment information were incorporated into summer and winter capacity analyses to identify the limiting unit processes for each flow condition. The end result was a recommendation to focus on developing a formal pretreatment program. WWTP modeling found industrial users use 30 to 50 percent of the plant capacity. Implementing technology-based BOD limits on high-strength waste through the pretreatment program has the potential to unlock 15-plus years of capacity for municipal growth. Future phases of the project will develop a prioritized CIP and buildout plan for the plant.

CLIENT REFERENCE

Andrew Grant
Wastewater Treatment Plant
Supervisor, City of Newport
169 SW Coast Hwy
Newport, OR 97365
P | 541.574.3371
E | A.Grant@NewportOregon.gov

KEY STAFF, ROLE

Tim Mills
Principal-in-Charge

Adam Klein
Process Lead

Christian Aristizabal
Project Engineer

> This planning effort included development of updated flow and loading projections that accounting for both domestic flow and load increases due to population growth and industrial flow.

BC Project

Wastewater Facilities Plan and Asset Management

City of Nampa, ID

The City selected the business case evaluation (BCE) process for making asset decisions, including early-out projects and longer-term facility investment approaches. Based on the BCE process, BC identified a WWTP upgrade approach that delayed larger capital expenditures while still meeting all interim permit requirements. This "just-in-time" approach has allowed the City to delay the long-term discharge decision until more clarity is gained on risks and benefits and to save money by deferring larger capital decisions.

As part of the planning process, BC conducted a condition assessment for more than 350 mechanical, electrical, and structural assets. The condition assessment was used to develop a repair and replacement strategy for existing assets as well as develop the technical information to support a long-term facilities planning strategy. BC has built on Nampa's initial concept and has developed a programmatic approach that incorporates risk management, asset management, and long-term planning. By integrating these important concepts, BC has helped Nampa reduce overall capital costs while effectively managing program risk.

Phase II improvements are the largest component of the program. Phase II improvements are necessary to meet an NPDES permit limit of 0.35 mg/L total phosphorus, and allow conversion of the secondary treatment process to total nitrogen removal to accommodate all identified long-term treatment options. The planning process also provided for the acceleration of the recycled water program for irrigation and industrial reuse.

CLIENT REFERENCE

Nate Runyan
Deputy Public Works Director,
City of Nampa
500 12th Ave S, Nampa, ID 83651
P | 208.468.4493
E | RunyanN@cityofnampa.us

KEY STAFF, ROLE

Art Molseed
Design Manager

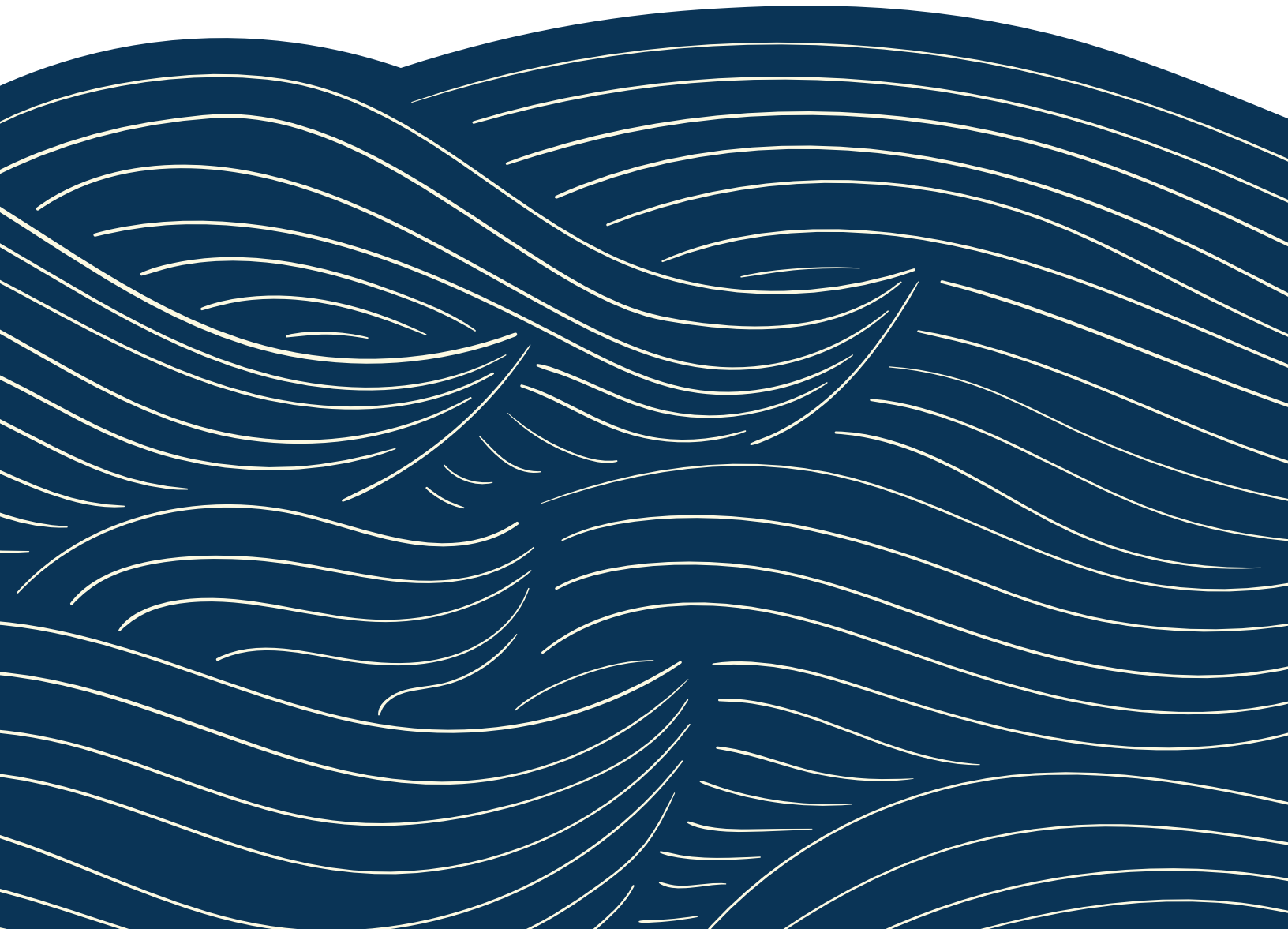
Patricia Tam
Process Engineer

Adam Klein
Process Engineer

> The BC team provided the investment direction Nampa needed to support asset management and capital improvements for the next 50-plus years—a direction widely supported and aligned with level of service goals that BC helped develop. A BCE process was used to make asset decisions, including early-out projects and longer-term facility investment approaches.

APPENDIX A

RESUMES



Project Manager

Scott Duren PE

PROFESSIONAL EXPERIENCE

Scott specializes in water and wastewater pumping and conveyance and also has a wide variety of experience working with municipal government, federal government and private sector clients on projects involving stormwater discharge and quality, civil site development, remediation and flood control. He has served as project engineer or project manager on numerous infrastructure projects including those involving submersible wastewater pumping stations and force mains, waste activated sludge pipelines, water transmission and intake pipelines, reclaimed water distribution systems, gravity sewer systems, alternative wastewater collection systems and fuel conveyance systems.

REPRESENTATIVE PROJECTS

2019 Wastewater System Master Plan, City of Milwaukie, OR. *Project Manager.* Scott led the development of an update to the City's wastewater master plan. Dry and wet weather flow monitoring were used to verify flows within a SewerGEMS hydraulic model. Modifications to the City's Comprehensive Plan to promote densification around hubs and corridors was incorporated into future projections. NASSCO PACP condition ratings across the system formed the basis for rehab and replacement recommendations, and a consequence based risk rankings were used to prioritize projects in the CIP. Seismic level of service analysis and geohazard mapping were used to provide a 50-year plan for addressing seismic deficiencies in the collection system. The plan also included an evaluation of projected flows versus wastewater treatment capacity, and an update to the Public Facility Plan.

Pump Station System Plan, Bureau of Environmental Services, Portland, OR. *Project Manager.* Scott oversaw the development of a condition-based rehabilitation prioritization program for pumping stations. Desktop evaluations using existing data from the CMMS, GIS databases, and other sources were used to prioritize pumping stations for detailed field assessments based on risk. Digital forms were utilized to collect field data and establish condition and performance ratings for individual pump station components. An aggregate risk cost was developed for each station based on remaining useful life calculations, and time-based consequences of failure. Results were summarized in standard operating procedures that will be used by City staff for future assessments, along with a georeferenced database for visually accessing system connectivity and component data. Short- and long-term funding and staffing recommendations were provided for the program.

Water Master Plan Update, Oak Lodge Water Services District, Oak Grove, OR. *Project Manager.* Preparing a Master Plan Update which will consider future water service commitments and build-out, including both area-specific water quality needs and system operations and maintenance priorities. The project includes constructing a new model from the District's GIS database, hydrant testing, and calibration of the completed model prior to using the model to identify and evaluate system improvements. Supply, demand, and

EDUCATION

BS, Civil & Environmental Engineering, University of California Davis

PROFESSIONAL AFFILIATIONS

Professional Engineer- Civil, Oregon, No. C89922

Professional Engineer- Civil, Washington, No. C53208

Professional Engineer- Civil, California, No. C68058

MEMBERSHIPS

American Water Works Association, Pacific Northwest Section Engineering Committee Chair (2017-18)

Water Environment Federation, Pacific Northwest Clean Water Association, Collection Systems and Awards Committees

Oregon Association of Clean Water Agencies, Biosolids and Recycled Water, Energy, and Legislative Committees Member

Water Environment Federation

Pacific Northwest Watereuse Member

storage data will be analyzed, projections developed, and recommendations made to address system deficiencies. The update includes development of an asset database to capture and track condition data for individual assets within the water system. The final update will include a capital improvement program.

2020 AWIA Risk and Resiliency Assessment and Emergency Response Plan, City of Milwaukie, OR. *Principal in Charge.* Participated in planning and facilitating workshops with City staff to develop the RRA and ERP. Reviewed and assisted in the development of risk calculations and reports. Provided recommended mitigation recommendations for reducing risk at critical assets. Using findings from the RRA, developed an updated ERP through a series of workshops with the City team.

2020 AWIA Risk and Resiliency Assessment and Emergency Response Plan, Oak Lodge Water Services District, OR. *Principal in Charge.* Participated in planning and facilitating workshops with City staff to develop the RRA and ERP. Reviewed and assisted in the development of risk calculations and reports. Provided recommended mitigation recommendations for reducing risk at critical assets. Using findings from the RRA, developed an updated ERP through a series of workshops with the City team.

Pump Station Decommissioning Design, City of Bend, OR. *Project Manager.* Scott oversaw the evaluation and design of the decommissioning of 10 pump stations. Phase 1 involved preparing a detailed design of approximately for gravity sewers at seven pump stations, allowing the decommissioning of the stations to occur. Phase 2 included additional design of gravity sewers for three stations including rerouting of pressure sewer systems. Business case evaluations were developed for each station to quantify the life-cycle benefits for decommissioning. Costs savings were realized through rerouting sewers within existing alignments to minimize hard rock excavation. Bypass pumping strategies were developed for each site to maintain continuous service to customers. Traffic detour and parking plans were developed to facilitate communications with homeowners prior to construction. Property and easement acquisition was necessary to secure new sewer alignments within private property. Private property utility location utilized ground penetrating radar and electromagnetic tools to accurately locate buried utilities. Restoration of private property and demolition of existing stations considered neighborhood aesthetics and homeowner concerns. Coordination with franchise utility owners provided additional opportunities to protect other services and facilitate necessary repairs and installation concurrently to minimize neighborhood disruption. The project also facilitated the City's septic to sewer conversions through provisions for lateral service connections allowing homeowners to abandon pressure sewer connections and private septic tanks.

Emergency Intertie Study and Preliminary Design, Oak Lodge Water Services District, Oak Grove, OR. *Project Manager.* Scott led the evaluation of alternatives for intertie connections with adjacent water providers to address vulnerabilities to a seismic event and/or water quality or curtailment within the Clackamas River. An initial recommendation was made for a portable pump station that could deliver water from both the Clackamas River Water and City of Milwaukie systems. Scott assisted the District with developing intergovernmental agreements to define the volume and costs of potential water through interties, and assisted the District with a preliminary design of the proposed portable pump station, which is anticipated to include a testing and storage facility at the Valley View Reservoir site.

Auburn Ravine Force Main Replacement, Placer County, CA. *Project Manager.* Scott led the evaluation of alternatives to address condition deficiencies within the 12-inch diameter, 6,500 foot long asbestos cement pipeline. Alternatives included rerouting the pipeline, rehabilitation in replace, or installation of a parallel pipeline. Scott led the design of a parallel pipeline that included the installation of a permanent bypass into the neighboring City of Auburn collection system, allowing significant cost savings by reusing the existing alignment in sections to avoid hard rock removal. A variance from separation requirements with potable water utilities was obtained from the Division of Drinking Water through the use of DR17 14-inch diameter butt-fusion welded HDPE pipe with a pressure rating exceeding the project requirements. Utility location was critical within the narrow corridor, and both ground penetrating radar, electromagentic sondeing, and hydraulic potholing were used to positively locate utilities along the alignment. An 800 foot long horizontal directional drill installation was required to avoid an environmentally sensitive Auburn Ravine creek, and required a Lake and Streambed Alteration Agreement. WSC supported the development of a CEQA Initial Study and declaration of Mitigated Negative Declaration. Coordination with Caltrans was required for connection to existing pipelines within the Highway 49 right-of-way. WSC provided construction support with field inspection, material testing, and engineering services.

2018 Wastewater Main Rehabilitation, City of Santa Barbara, CA. *Technical Advisor.* Scott conducted technical reviews of plans, specifications, and cost estimates and participated in client workshops for determining rehabilitation repairs for over 80 sewer mains with Grade 4 and 5 PACP ratings, spread across the City. Repair methods included CIPP, slip-lining, spiral-wound PVC, and fold-and-form methods for pipes ranging from 6- to 27-inch diameter. Impacts to traffic, private property, and sewer bypassing were considered for each segment, and used to develop a bidding strategy to maximize competition.

QA/QC

Josh Reynolds MS, PE

PROFESSIONAL EXPERIENCE

Josh has more than 20 years of experience in pipeline design, hydraulic analysis, pump station design and analysis, construction administration, city engineering, and water and sewer master planning. His experience allows him to identify and analyze initial project concepts, prepare construction documents, and monitor construction of the project through project completion. Josh has prepared more than 17 water and sewer master plans for several municipal clients.

REPRESENTATIVE PROJECTS

Pump Station System Plan, Bureau of Environmental Services, Portland, OR. *Principal in Charge.* Oversaw the development of a condition based rehabilitation prioritization program for pumping stations. Desktop evaluations using existing data from the CMMS, GIS databases, and other sources were used to prioritize pumping stations for detailed field assessments based on risk. Digital forms were utilized to collect field data and establish condition and performance ratings for individual pump station components. An aggregate risk cost was developed for each station based on remaining useful life calculations, and time-based consequences of failure. Results were summarized in standard operating procedures that will be used by City staff for future assessments, along with a georeferenced database for visually accessing system connectivity and component data. Short- and long-term funding and staffing recommendations were provided for the program.

Wastewater Collection System Infrastructure Renewal Strategy, City of San Luis Obispo, CA. *Project Manager.* Develop a Wastewater Collection System Infrastructure Renewal Strategy that includes; creation of a hydraulic model for the wastewater collection system, evaluation of pipeline capacity to deliver current and future loading, assessment of pipeline condition and the development of an asset management plan to guide future capital improvement projects. Utilize spatially allocated sewer loads, based on water demands, and an all-pipes model to implement a prioritized manhole data collection strategy that enables the City to focus its surveying efforts to the capacity impacted portions of the collection system. Intersect current wastewater loading with underlying parcel and land use data to develop area based loading factors for use in quantify loading for areas of future growth and densification. Develop a decision algorithm incorporating capacity and condition data to identify highest risk assets and prioritize replacement to limit the City's risk exposure.

Wastewater Collection System Infrastructure Renewal Strategy and Master Plan, City of Paso Robles, CA. *Project Manager.* Josh led the development of a master plan to assist the City with maintaining the integrity and capacity of existing and future wastewater collection facilities. The City provides wastewater collection services to an estimated 10,230 customers via a collection system comprised

EDUCATION

MS, Civil and Environmental Engineering, California Polytechnic University, San Luis Obispo

BS, Civil Engineering, California Polytechnic University

PROFESSIONAL AFFILIATIONS

Professional Engineer - Civil, California, No. C65400

Professional Engineer – Civil, Oregon, No. 92927

Professional Engineer – Civil, Washington, No. 57917

MEMBERSHIPS

American Society of Civil Engineers, Member

of approximately 126 miles of gravity sewer mains, 2,665 manholes, 1.6 miles of force mains, and 14 lift stations. Tasks included growth projections, hydraulic model development, capital improvement planning, and cost estimating.

Wastewater Treatment Facility Operations Evaluation, Camp Roberts, CA. *Project Manager.* Conducted an infrastructure and compliance evaluation of Camp Roberts military facilities' existing wastewater treatment and water distribution facilities that included on-site inspections and condition assessments of wastewater equipment, process controls, and infrastructure. The evaluation of the Main Garrison treatment facility was conducted in conjunction with an upgrade to achieve compliance with new wastewater discharge permit requirements. As part of the evaluation, the facility's design and construction were assessed to ensure that the upgraded facility can achieve compliance with the new permit requirements. The upgrades consist of retrofitting the existing facility to provide secondary clarification and denitrification abilities. Operations engineering consisted of operation and maintenance manual development and training the operations staff on how to operate the new denitrifying facilities.

Sewer Master Plan, Big Bear City Community Service Department, Big Bear City, CA. *Project Manager.* Evaluating the existing sewer collection system, current and future sewer flows, hydraulic capacity of gravity sewers and lift stations, and recommending improvement projects to address capacity based deficiencies. Will include approaches for the rehabilitation and replacement of existing infrastructure.

Wastewater Collection System Hydraulic Modeling Services City of Santa Barbara, CA. *QA/QC.* Prepared and updated collection system hydraulic model to assist the City of Santa Barbara in complying with its Consent Decree with the Santa Barbara Channel Keeper and to plan future CIP projects. Utilized updated GIS data to develop an all pipes collection system hydraulic model to replace the City's existing skeletonized model. Developed spatially allocated average daily sewer flow estimates through an analysis of winter water demands and developed wet weather flow estimates by analyzing storm events and corresponding wastewater flows. Utilized the hydraulic model to identify capacity-constrained pipelines under the current and future sewer flow scenarios and to develop list of necessary capital projects. Performing on-going model maintenance and as-needed model updates.

2012 Water System Master Plan Update Templeton Community Services District, Templeton, CA. *Project Engineer.* Prepared updated water distribution and treatment system master plan including: updated system mapping; development of GIS dataset for the distribution system; spatially allocated water demands using customer consumption records; development of land use water demand factors; creation and calibration of a new hydraulic model; estimated build-out and future demands; hydraulic capacity evaluation; development of a 20 year CIP plan; and preparation of an Integrated Resources Plan combining master plan updates for the District's water and sewer systems.

2011 Wastewater System Master Plan, City of Arroyo Grande, CA. *Project Manager.* Preparing a Master Plan to assess the capacity and condition of the City's wastewater collection system, and develop a prioritized, risk-based capital improvement plan. Developing GIS risk-based model for condition assessment as well as a hydraulic model in SewerGEMS for capacity assessment. Performed detailed site evaluation of each of the City's five (5) lift stations.

Water and Wastewater Master Plans, San Miguel Community Services District, San Miguel, CA. *Project Engineer.* Created a sewage collection system spreadsheet model of the San Miguel Community Services District collection system. Used the spreadsheet to make recommendations for improvements to the existing sewage collection system. Prepared a comprehensive water master plan for the community of San Miguel, including water modeling of the distribution system. The plan included detailed recommendations for water storage and distribution system capital improvements, and a capital improvements program to serve current and 20-year build-out needs.

Wastewater Master Plan, City of King City, King City, CA. *Project Engineer/Project Manager.* Prepared a comprehensive Master Plan for the City's wastewater collection system and WWTP Facility. The project included analysis of the individual WWTP pond performance, monitoring of water quality at the WWTP, SewerCAD modeling of the collection system, developing demand loading rates and project sewage flows, and preparation of a comprehensive Capital Improvements Program to meet the anticipated growth in and around the City.

2007 Wastewater Collection System Master Plan, City of Paso Robles, Paso Robles, CA. *Project Engineer/ Project Manager.* The City of Paso Robles wastewater collection system has pipe ranging in size from 6 inches to 36 inches in diameter. The collection system has 16 lift stations, ranging in size from 100-gpm to 9.5 million gallons per day. Total average daily sewage flow is about 2.9 million gallons per day. Effects of inflow and infiltration were also considered. Capital improvements were recommended for the collection system and lift stations to serve projected build-out flows. The City's collection system was analyzed using SewerCAD.

Project Engineer

Adam Donald MS, PE

PROFESSIONAL EXPERIENCE

Adam is a Professional Civil Engineer with nearly five years of civil and environmental engineering experience specializing in water and wastewater planning and design. His experience includes master planning, cost and life cycle analyses for sewer systems, and CIP development for projects throughout Oregon and California. Adam helped develop the City of Milwaukie's Wastewater System Master Plan and is supporting on several other sewer planning projects. His experience also includes assessing I&I issues and conducting seismic risk assessments. He brings a high attention to detail to his work and has assisted agencies in developing their standard specifications.

REPRESENTATIVE PROJECTS

2021 Sewer Master Plan Update, City of Solvang, Solvang, CA. *Project Engineer.* Preparing an update to the City's existing wastewater system master plan. Utilizing the City's GIS data to develop an all-pipes collection system hydraulic model to evaluate the City's collection system for capacity deficiencies. Work includes development of loading based on land use data, flow monitoring for use in model calibration, determination of capacity driven projects, a lift station condition assessment, and pipe age analysis for condition-based improvements. Based on the findings of the Work, a capital improvement plan will be developed.

Wastewater Master Plan Update, Camarillo Sanitary District, Camarillo, CA. *Collections System Modeling Lead.* Preparing a wastewater plan to evaluate the District's collections system and water reclamation plant. The collections system evaluation consists of developing land-use based loading factors, an all-pipes collection system hydraulic model to identify capacity constrained pipes, pump station evaluations, and a pipe age analysis for determining a long-term pipe replacement strategy. The water reclamation plant evaluation consists of a regulatory review, a site planning study, wastewater characterization, liquid streams and solids stream analysis, condition assessment, and development of treatment alternatives to meet future regulations. A capital improvement plan will be developed to incorporate the recommended projects.

2019 Wastewater System Master Plan, City of Milwaukie, Milwaukie, OR. *Project Engineer.* Preparing and updating the City's existing wastewater system master plan. Utilizing the City's GIS data to develop an all-pipes collection system hydraulic model to evaluate the City's collection system for capacity deficiencies. Performed flow monitoring to determine dry weather and wet weather flows for model calibration. Work will include evaluation of existing and future flows, infiltration and inflow, and treatment plant capacity. The collection system's critical infrastructure will be evaluated for resiliency to seismic geohazards and climate change. A financial analysis will be performed to determine system development charges. Based on the findings of the Work, a capital improvement plan will be developed.

EDUCATION

MS, Civil and Environmental Engineering, Stanford University

BS, Environmental Engineering, California Polytechnic State University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

Professional Engineer – Civil, Oregon, No. 92927

Professional Engineer - Civil, California, No. C65400

Professional Engineer – Civil, Washington, No. 57917

PACP/MACP/LACP - U-0520-70309436

MEMBERSHIPS

American Water Works Association, Member

Water Environment Federation, Pacific Northwest Clean Water Association, Collections Systems Committee

North American Society for Trenchless Technology, Member

2020 Sewer Model Update and Loading Comparison, City of San Luis Obispo, San Luis Obispo, CA. *Staff Engineer.* Updating the City's collection system hydraulic model to incorporate revised sewer loading projections and pipeline and facility information to align with the 2020 Housing Element of the City's General Plan. The project consisted of updating the model elements with the latest GIS files, revising the sewer loads using updated winter water consumption data and the assumptions in the 2020 Housing Element, and identifying if there are any significant changes to the capacity constrained pipelines and sewer basins identified in the previous modeling analysis.

Water Master Plan Update, Oak Lodge Water Services District, Oak Grove, OR. *Staff Engineer.* Preparing a Master Plan Update which considered future water service commitments and build-out, including both area-specific water quality needs and system operations and maintenance priorities. The project includes constructing a new model from the District's GIS database, hydrant testing, and calibration of the completed model prior to using the model to identify and evaluate system improvements. Supply, demand, and storage data will be analyzed, projections developed, and recommendations made to address system deficiencies. Seismic resiliency will be evaluated for critical infrastructure. The update includes development of an asset database to capture and track condition data for individual assets within the water system. The final update will include a capital improvement program. Adam performed the seismic resiliency evaluation of the District's system and assisted with the development of the capital improvement program.

Pump Station Decommissioning Design, City of Bend, Bend, OR. *Staff Engineer.* Evaluated 10 lift stations for decommissioning for the City of Bend. Phase1 involved preparing a detailed design to abandon the four most problematic stations operating beyond useful life. Phase 2 consisted of preparing business cases for the remaining pump stations to determine a cost-effective solution and the design and construction to decommission 3 pump stations in addition to Phase 1 sites. Phases 1 & 2 were constructed in 2019-2020, while Phase 3 (currently in design phase) will abandon 3 additional pump stations. The project is currently tracking on schedule and under budget, and WSC has incorporated City preferences to promote ease of sewer maintenance. Mr. Donald supported the project through developing the business cases for decommissioning the pump stations and providing technical reviews of design plans.

Seismic Evaluation and Cathodic Protection Modification Design, City of Milwaukie, Milwaukie, OR. *Project Engineer.* The City's Stanley Reservoir (3 million gallon welded steel reservoir) is in need of retrofit to be brought in compliance with the current seismic design codes. The WSC team is currently performing a seismic evaluation to identify seismic deficiencies of the main structural elements. Following the evaluation, a detailed design, including design plans, technical specifications, and engineer's opinion of probable cost, will be prepared to address the identified deficiencies and bring the tank into compliance with AWWA D-100 and ASCE 7-10.

Auburn Ravine Force Main Replacement, Placer County, Placer County, CA. *Engineering Support.* Evaluation of alternatives to address condition deficiencies within the 12-inch diameter, 6,500 foot long asbestos cement pipeline. Alternatives included rerouting the pipeline, rehabilitation in replace, or installation of a parallel pipeline. Designed a parallel pipeline that included the installation of a permanent bypass into the neighboring City of Auburn collection system, allowing significant cost savings by reusing the existing alignment in sections to avoid hard rock removal. A variance from separation requirements with potable water utilities was obtained from the Division of Drinking Water through the use of DR17 14-inch diameter butt-fusion welded HDPE pipe with a pressure rating exceeding the project requirements. Utility location was critical within the narrow corridor, and both ground penetrating radar, electromagentic sondeing, and hydraulic potholing were used to positively locate utilities along the alignment. An 800 foot long horizontal directional drill installation was required to avoid an environmentally sensitive Auburn Ravine creek, and required a Lake and Streambed Alteration Agreement. WSC supported the development of a CEQA Initial Study and declaration of Mitigated Negative Declaration. Coordination with Caltrans was required for connection to existing pipelines within the Highway 49 right-of-way. WSC provided construction support with field inspection, material testing, and engineering services. Mr. Donald supported the project by reviewing submittals and developing detail modifications based on findings in the field.

City of Santa Barbara, FY 20 Sewer Main Rehabilitation Project, Santa Barbara, CA. *Project Engineer.* Project includes evaluating 3.5 miles of gravity sewer main, recommending rehabilitation strategies for each segment, and preparing construction documents. Rehabilitation strategies included dig and replace, trenchless rehabilitation through cured-in-place pipe (CIPP) or spiral wound PVC pipe liner, point repairs, rehabilitation of manholes, and replacement of cleanouts with new manholes. Prepared the technical specifications and engineer's opinion of probable construction cost and reviewed design plans. Will assist the City during the bidding phase by preparing addendums and evaluating products. Will assist the City during Construction by evaluating pre-lining CCTV videos.

Asset Management/Condition Assessment

Susan Schlangen M Eng., PE

PROFESSIONAL EXPERIENCE

Susan is a Professional Engineer with seven years civil and environmental engineering experience focused on wastewater and collection system planning and design. She has evaluated sanitary pump station, performed alternatives analysis, and designed upgrades and rehabilitations of existing facilities for clients in Oregon and California. She is adept at developing risk-based asset replacement strategies, including the development of risk based prioritization tools and cost estimating curves for planning purposes. She also brings significant regulatory compliance and permitting experience, having performed analysis and implementation of regulatory programs in over 25 states, including Oregon.

REPRESENTATIVE PROJECTS

Pump Station System Plan, Portland, OR. *Project Engineer.* Developed a condition-based rehabilitation prioritization program for Bureau of Environmental Services pumping stations. Desktop evaluations using existing data from the CMMS, GIS databases, and other sources prioritized pumping stations for detailed field assessments based on risk. Digital forms utilized to collect field data and establish condition and performance ratings for individual pump station components. Developed an aggregate risk cost for each station based on remaining useful life calculations, and time-based consequences of failure. Results were summarized in standard operating procedures that will be used by City staff for future assessments, along with a georeferenced database for visually accessing system connectivity and component data. Short- and long-term funding and staffing recommendations provided for the program.

AWIA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), Oak Grove, OR. *Project Engineer.* Performing a detailed RRA and preparing an ERP for Oak Lodge Water Services District, using existing documentation and knowledge of the system to minimize cost and improve flexibility. Developed a schedule that meets deadlines and optimizes District staff time.

Pump Station Decommissioning Design, Bend, OR. *Project Engineer.* Evaluated 10 lift stations for decommissioning for the City of Bend. Phase1 involved preparing a detailed design to abandon the four most problematic stations operating beyond useful life. Phase 2 consisted of preparing business cases for the remaining pump stations to determine a cost-effective solution and the design and construction to decommission 3 pump stations in addition to Phase 1 sites. Phases 1 & 2 were constructed in 2019-2020, while Phase 3 (currently in design phase) will abandon 3 additional pump stations. The project is currently tracking on schedule and under budget, and WSC has incorporated City preferences to promote ease of sewer maintenance.

Center Street Facility Upgrade Concept Study, Beaverton, OR. *Project Engineer.* Evaluated hydraulic performance, facility condition, and seismic resiliency of an important flow and pressure control facility

EDUCATION

M.Eng., Environmental Engineering, Portland State University

BS, Civil Engineering, University of Minnesota

PROFESSIONAL AFFILIATIONS

Professional Engineer - Civil, Oregon, No. 93692

Professional Engineer – Civil, Washington, No. 56785

MEMBERSHIPS

WateReuse Association, Pacific Northwest Section, Outreach Coordinator

Pacific Northwest Clean Water Association, Sustainability Committee; Young Professional Committee, Social Justice Subcommittee

Oregon Association of Clean Water Agencies, Recycled Water and Biosolids Committee

within the Tualatin Valley Water District, that will be impacted by the Willamette Water Supply Project. On-site inspection, desktop review of existing equipment, and hydraulic model evaluation provided analysis and recommendations discussed with the client through a collaborative workshop. Susan performed review of existing documentation including record drawings, Willamette Water Supply flow and pressure projections, and historical reports in consultation with equipment vendors to develop recommendations for future facility operations.

Auburn Ravine Force Main Analysis and Design, Placer County, CA. *Engineering Support.* Developed, evaluated, and recommended a preferred replacement alternative for 6,300-LF of 12-inch asbestos cement force main. The project included developing cost estimates and feasibility assessments of three bypassing scenarios. Currently supporting the full design of the project.

Toro Creek Bridge Replacement Pipeline Improvements, Cayucos, CA. *Engineering Support.* Prepared carrier system loading calculations, technical specifications, cost estimates, and permitting documents for a phased design accommodating a California state highway bridge replacement for the Cayucos Sanitary District, which currently supports a sanitary force main crossing. Supported the team in coordinating design approval from Caltrans and is coordinating final design reviews prior to bidding and construction anticipated in 2021. The project includes multiple design packages that will implement transition from a dual force main system to a single plant effluent pipeline in coordination with ongoing sanitary system projects; installation of a temporary utility bridge to provide a bypass during bridge construction; permanent pipeline and carrier system; and implementation of corrosion control measures.

Lift Station No. 5 *Design, Cayucos, CA.* Engineering Support. Provided hydraulic calculations and prepared drawings and specifications for the Cayucos Sanitary District pump station. Analyzed how to convey wastewater most efficiently from an existing lift station to the new plant site and then from the new plant site to a rehabilitated outfall formerly operated by Chevron.

DWA Coachella Valley Regional Urban Water Management Plan. *Coachella Valley, CA.* Engineering Support. Providing engineering support to the development of a regional Urban Water Management Plan for six agencies in the Coachella Valley. WSC is leading the effort to prepare a regional plan that addresses planning needs at the regional level as well as for each individual agency.

AWIA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), Milwaukie, OR. *Project Engineer.* Developed specific data requests for each City of Milwaukie department to minimize staff time and streamline workshops. Helping the City achieve compliance and optimize future CIP project costs via strategic design as the City is undergoing an update to its SCADA systems which will address cyber security threats.

AWIA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), Victorville, CA. *Engineering Support.* Assisting in developing a defensible RRA that serves as a road map toward developing a successful ERP for the District. Provided support in assembling data, performing asset characterization, and utilizing the EPA Vulnerability Self-Assessment Tool.

AWIA Risk Assessment and Resiliency Report Services, Monterey County, CA. *Project Engineer Performing a detailed risk and resilience assessment using AEM's Program to Assist Risk & Resilience Examination (PARRE) Tool.* Susan designed and lead workshops with the Monterey County District team to characterize assets, assign threats, and develop consequence, vulnerability, and threat likelihood analyses. Results and recommendations were presented in a comprehensive report adhering to EPA compliance requirements and California American Water corporate standards.

CWS Strategic Communications Support for RW Program Roadmap. *Hillsboro, Oregon.* Facilitation and Technical Support. Susan is supporting the development of a strategic roadmap for a reimagined water reuse program that will facilitate the District's efforts in meeting regulatory requirements, environmental and community needs, and identifying cost-effective projects and program elements. The roadmapping process includes evaluation of feasibility and effectiveness of program initiatives, triple bottom line analysis, and identification of partnerships that would benefit irrigation customers, wetland restoration, habitat protection, climate resiliency, and water supply needs for the growing area. WSC designed all in-person and virtual workshops to establish program vision, objectives, key initiatives, and measures of success. Using creative and engaging techniques, each meeting and workshop includes presentations that capture the work to date, handouts, prework summaries, and information graphics that keep the efforts advancing.

WIF Commission Mission, Vision, Values, & Goals, Tualatin Valley Water District, Beaverton, OR. *Facilitation Support.* Susan is currently providing facilitation support in the development of Mission, Vision, Values, & Goals for the Willamette Intake Facilities Commission. The commission, formed in 2018, consists of six (6) drinking water providers in the Portland metropolitan area. WSC is leading a working group of Commission agency representatives through the strategic planning process through a series of workshops featuring virtual meetings and interactive exercises. As co-facilitator, Susan is supporting the design and planning of workshops, facilitating workshop discussions, synthesizing workshop outcomes and preparing documentation to progress the effort and report out results.

Technical Advisor

Kirsten Plonka PE

PROFESSIONAL EXPERIENCE

Kirsten brings more than 18 years of experience in the planning, design, and management of water, wastewater, and recycled water systems. She specializes in project management, hydraulic modeling, feasibility studies, infrastructure and water resource planning studies, and master planning, including Capital Improvement Plans and budgeting. She is well versed in funding alternatives, regulatory compliance, and public policy development. Her experience includes database development and integration of geographic information systems (GIS) with hydraulic models, recycled water customer databases, and asset databases.

REPRESENTATIVE PROJECTS

Water Master Plan Update, Oak Lodge Water Services District, Oak Grove, OR. *Project Engineer.* Prepared a Master Plan Update which will consider future water service commitments and build-out, including both area-specific water quality needs and system operations and maintenance priorities. WSC conducted a seismic risk assessment on the existing water system and preparing a seismic mitigation plan encompassing a 50- year planning horizon. The update includes development of an asset database to capture and track condition data for individual assets within the water system. The final update includes a capital improvement program.

2019 Wastewater System Master Plan, City of Milwaukie, OR. *Project Manager.* Scott led the development of an update to the City's wastewater master plan. Dry and wet weather flow monitoring were used to verify flows within a SewerGEMS hydraulic model. Modifications to the City's Comprehensive Plan to promote densification around hubs and corridors was incorporated into future projections. NASSCO PACP condition ratings across the system formed the basis for rehab and replacement recommendations, and a consequence based risk rankings were used to prioritize projects in the CIP. Seismic level of service analysis and geohazard mapping were used to provide a 50-year plan for addressing seismic deficiencies in the collection system. The plan also included an evaluation of projected flows versus wastewater treatment capacity, and an update to the Public Facility Plan.

Downtown/Westside Sewer System Study, City of San Buenaventura, CA. *Project Engineer.* Prepared comprehensive sewer master plan for the greater portion of the City. Project included hydraulic modeling of sewer systems, geographical information system update of the entire system, and development of a capital improvement program. Tasks include developing opinions of probable cost for recommended projects, and evaluating flow data to develop projections and recommend improvements necessary to maintain a safe and reliable level of service. Evaluating the capacity of the existing sewer system and identifying improvements to meet future flows and reduce inflow and infiltration.

EDUCATION

BS, Civil Engineering, California Polytechnic State University, San Luis Obispo

PROFESSIONAL AFFILIATIONS

Professional Engineer – Civil, California, No. C70746

MEMBERSHIPS

American Society of Engineers

American Public Works Association

Engineers Without Borders (former Southern California State Representative)

Advanced Water & Wastewater Modeling Certified by Innovyze & Bently

Potable Reuse Advisory Committee, San Diego County Water Authority

Water Master Plan and Capital Improvement Plan, Casitas Municipal Water District, Ojai, CA. *Project Manager.* Conducted a condition-based assessment and developed a Water Master Plan for the new owner of the Ojai water system. Tasks include developing opinions of probable cost for recommended projects, evaluating production and consumption data to develop projections, and recommending improvements necessary to maintain a safe and reliable level of service. Developed, calibrated, and used a hydraulic model of the system in conjunction with GIS datasets to improve system operations and develop a CIP. Evaluating the capacity of the existing water system and identifying improvements to meet demands, including fire flow, of the current and future population.

Water and Sewer Master Plan Updates, Golden State Water Company, Multiple Locations, CA. *Staff Engineer.* Responsible for coordinating with stakeholders, preparing and conducting a hydrant flow testing plan for model calibration purposes, updating and calibrating the hydraulic model in H2OMap, identifying system deficiencies, creating Capital Improvement Programs, and writing of comprehensive master plan. Sewer Flow Analysis, Rainbow Municipal Water District, Fallbrook, CA. Project Engineer. Performed analysis via flow monitoring. Developed flow monitoring and I&I assessment plan including traffic control. Coordinated with the County of San Diego to minimize traffic disruptions during confined space entry. Flow analysis led to model calibration that proved Rainbow's EDU flow should be reduced from 250 gpd to 180 gpd. Resulted in potential $40M incremental sewer revenue by enabling the sale of an additional 2,333 EDUs plus further sale of water meters, allowing the District to lift its sewer connection moratorium. Hydraulic Water and Sewer Modeling, Rainbow Municipal Water District, Fallbrook, CA. District Engineer. Providing services for hydraulic water and sewer modeling and development planning. Converting the District's existing hydraulic models to GIS based InfoWater and updated the model to include projects completed since it was originally developed. Performed continuous model updates and calibrated a previously un-calibrated sewer model including performing a flow monitoring study. Provided modeling analysis of the existing system to help the District make informed decisions regarding potential changes to the system. Review of Feasibility Studies and Water Supply Assessments as needed to support the District's review and conditioning of proposed development projects.

Water and Sewer Master Plan Updates, Lake Arrowhead Community Services District, CA. *Project Engineer.* Prepared comprehensive water and sewer master plans. Project included hydraulic modeling of the water and sewer systems using H2OMap and H2OMap Sewer, geographical information system update of the entire system, and development of a capital improvement program.

Sanitary Sewer Management Plan, Rainbow Municipal Water District, Fallbrook, CA. *District Engineer.* Wrote and submitted SSMP for District. Included a detailed description of the activities and procedures that District staff follow to efficiently manage, operate, and maintain the sanitary sewer system and to minimize the risk of sanitary sewer overflows (SSOs).

Wastewater Model Study, Montecito Sanitary District, Montecito, CA. *Project Manager.* Created a new hydraulic model based on AutoCAD drawings and created a flow monitoring plan to aid in future calibration and CIP tasks.

Wastewater Modeling, Carlsbad Municipal Water District, CA. *Engineering Manager.* Providing staff support services for wastewater modeling and development planning. Performing general model review and analysis of the existing system to help the City make informed decisions regarding potential changes to the system. Review of Feasibility Studies, EDU Calculations, and plan checks as needed to support the District's review and conditioning of proposed development projects.

Comprehensive Planning Study, California American Water, Monterey District, CA. *Project Engineer.* Developed a Comprehensive Planning Study (CPS) for California American Water's Monterey District which included developing recommendations for a CIP, and included customer and demand projections, an assessment of adequacy of supplies, treatment, and distribution system facilities, and an evaluation of alternatives for developing additional supplies. Updated and calibrated the WaterGEMS hydraulic model. Performed an assessment of the distribution system piping, pumping, and storage capacity to meet current and projected demands, and to ensure it is providing adequate levels of service and reliability. The CIP is based on providing adequate capacity, meeting projected demands and growth, and meeting planning criteria and regulatory requirements.

AWIA Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), Oak Lodge Water Services District, Oak Grove, OR. *AWIA Advisor.* Performing a detailed RRA and preparing an ERP using existing documentation and knowledge of the system to minimize cost and improve flexibility. Developed a schedule that meets deadlines and optimizes District staff time.

Water Master Plan and Condition Assessment, Big Bear City Community Services District, Big Bear City, CA. *Project Manager.* Conducted site visits and leveraged operator knowledge to document and address the maintenance and replacement needs of the current water system. Prepared detailed analysis of the District's infrastructure and conveyance system, as well as considered age and useful life. By the completion of the master plan, a comprehensive CIP will be developed that will be used to set annual budgets, establish rates and fees, prioritize improvements, and proactively prepare for future needs.

Engineering Support

Lauren Cetin MS, EIT

PROFESSIONAL EXPERIENCE

Lauren is an Engineer-in-Training with 2 years civil and environmental engineering experience focused on water and sewer hydraulic analysis, distribution and collection system design, and construction management support. She has worked on utility projects specializing in GIS spatial data analytics and hydraulic analysis and is competent in the use of AutoCAD Civil 3D, Revit, SewerCAD, SewerGEMS,WaterCAD, and WaterGEMS.

REPRESENTATIVE PROJECTS

Pump Station 6 Relocation, Jackson County Utility Authority (JCUA), Ocean Springs, MS. *Assistant Engineer.* Lauren was responsible for providing modeling, design and plan production for City of Tallahassee for the replacement and relocation of the existing triplex pump station with a quadraplex pump station. Design also included rerouting gravity sewer to the relocated site, designing a jack and bore and horizontal directional drill underneath Interstate-10 to connect into the system. Plan production included providing the client with a 3D model of the proposed pump station and complex using Revit.

Consent Decree and Emergency Repair Design, City of Meridian, Meridian, MS. *Assistant Engineer.* Lauren helped to develop a phased approach for prioritizing assessment, analysis, and of the existing Wastewater Collection and Treatment System (WCTS), and rehabilitation, as required under the Consent Decree. As high priority failures were identified in the system, fast paced design project emerged to address the issues including a temporary bypass pump station to repair catastrophic failures on a 36" and 54" gravity sewer main trunkline. The phased approach will facilitate identification, prioritization, and rehabilitation of structural defects, capacity issues, and problems that allow infiltration and inflow (I&I) into the WCTS. Work includes updating GIS information for the City's WCTS, which includes approximately 7,600 manholes, 320 miles of gravity sewer pipe, 14.5 miles of force main, and 67 lift stations. GIS update activities performed include sewer basin delineation, data gap analysis, record documentation research, and field investigations.

Pump Station 182 Replacement, City of Tallahassee, Tallahassee, FL. *Assistant Engineer.* Project analyst responsible for providing modeling services for the City of Tallahassee for the replacement of the existing duplex pump station (PS12) with a quadraplex pump station (PS182). This modeling assessment also included review of SCADA data, and evaluating the increased flow's effect from the proposed PS182 on existing downstream pump stations.

Country Club Shores Water Main Replacement, Longboat Key, FL. *Assistant Engineer.* Provided design and bid phase services for total replacement of approximately 12,000 linear feet of potable water infrastructure within the Country Club Shores development on Longboat Key. The project included the development and calibration of a hydraulic model of the potable water infrastructure in the Country Club Shores development. Additional testing was performed on fire hydrants to determine existing fire flow and to perform a fire flow analysis within the model to adequately size the watermains being replaced.

EDUCATION

MS., Civil Engineering, Virginia Tech

BS, Civil Engineering, Virginia Tech

PROFESSIONAL AFFILIATIONS

Engineer-in-Training, Virginia No. 0420069966

Art Molseed, P.E., PMP

Experience Summary

Art is a director of project management with more than 32 years of experience at BC leading design and construction of complex wastewater treatment systems. Art's collaborative management style allows him to manage large teams effectively, facilitate decisions quickly, and drive project performance. Art brings a range of project experience and expertise—from wastewater treatment facilities, pumping stations, and pipeline projects to alternative project delivery, owner's representative, and construction services. He has worked successfully across multi-discipline and multi-firm teams to execute quality, detailed designs and has used 3D modeling to engage operator input and effectively sequence complex construction efforts at live plants.

Assignment

WWTP Plan Lead

Education

M.S., Mechanical Engineering, University of Washington, 1996

M.S., Environmental Engineering, University of California at Berkeley, 1985

B.A., Environmental Sciences, University of California at Berkeley, 1982

Registration

Professional Civil Engineer Oregon CE15224, 1990

40-hour and current 8-hour Health and Safety Training in accordance with 29 CFR 1910.120

Experience

34 years

Joined Firm

1986

Relevant Expertise

- *Project management*
- *Wastewater facilities planning*
- *Wastewater treatment plant and pump station design*

Nampa Wastewater Program, Phase II/III Upgrades, Thickening Improvements, City of Nampa, Idaho

Design Manager. Art is responsible for delivering the Basis of Design and Preliminary Engineering Reports in accordance with IDEQ requirements. In this role, he is managing staffing, production, budget, and schedule for the design team. The project includes modifications to and expansion of most liquid and solids handling facilities at the Nampa WWTP including primary sludge and WAS thickening systems. Work includes development of business case evaluations as part of the alternatives evaluation and selection process. Rotary drum thickeners will be used for primary sludge and waste activated sludge thickening. The biological treatment process will include phosphorus removal to achieve a total phosphorous effluent limit of 0.35 mg/l. The program includes implementation of a reclaimed water treatment and distribution system for industrial and irrigation use. Completion of this phase of work is expected in January 2020.

Upgrade Owner's Representative, City of Wilsonville, Oregon

Project Manager. BC, as a subconsultant, was the Owner's Representative for the design-build-operate (DBO) upgrade of the City of Wilsonville WWTP. The project was broken into three phases; Phase A included development of the Request for Qualifications (RFQ) to prequalify DBO teams. Phase B services included development of the technical performance requirements and design requirements that formed the foundation of the RFP document as well as the DBO service contract. Drawing on the analyses and findings of Phase A, Phase B involved the development of all performance criteria, review of predesign reports prepared by DBO proposers, detailed DBO scope of service and technical submittal requirements, and other contractual requirements. Phase B also included the evaluation of proposals and negotiation of the service contract. Phase C, which included the design, construction, startup acceptance testing, and warranty period services of a $35M capital modifications project. Since final completion in 2014, Art has served as project manager for on-call task orders supporting the City in oversight of work by the DBO including completion of triennial inspections and outfall modifications.

Willow Lake Water Pollution Control Facility Trickling Filter, City of Salem, Oregon

Project Manager. This project will replace the rotary distributor mechanisms for four 225-foot diameter rock media trickling filters at the WLWPCF. During predesign, the team evaluated mechanism types to select a drive that will allow the City to optimize performance of the trickling filters. The project will also replace four trickling filter influent slide gates.

Biosolids Process Evaluation, Metropolitan Biosolids Center, City of San Diego, California

Design Manager. BC prepared a process evaluation for the City's regional biosolids processing facility. The report investigated disposal and reuse alternatives, including technologies that produce Class A biosolids, as well as options to recover energy and resources. The report also evaluated co-digestion with food waste and fats, oils, and greases; the impact of organic loading reduction at landfills to comply with pending regulations changes; and development of cost estimates for viable technologies; and it provided recommendations for short- and long-term biosolids management.

Solo Point WWTP at Joint Base Lewis-McChord (JBLM), United States Army Corps of Engineers (USACE), Seattle Division, Washington

Project Manager. BC was part of a joint venture (JV) for predesign and development of a DB RFP for a new $85M WWTP serving JBLM. As project manager for the JV, Art led predesign and DB RFP development. The RFP included technical requirements for a complete WWTP replacement of a trickling filter based secondary treatment system with the following components: influent screening and processing, grit removal and processing, primary sedimentation, activated sludge with a four-stage Bardenpho process/biological nutrient removal (BNR), secondary clarification, ultraviolet (UV) disinfection, tertiary membrane filtration, sludge thickening, anaerobic digestion, and sludge dewatering. Art managed a 114-day confirm predesign phase, involving charrettes to formalize decisions. Art led design reviews and provided construction, startup and commissioning support. The project received an overall Excellent ACASS rating from the U.S. Army Corps of Engineers, Seattle District.

Headworks Screening Project, Rock Creek Advanced Wastewater Treatment Facility (WWTF), Clean Water Services, Hillsboro, Oregon

Project Manager. This project involves the implementation of improvements in the headworks building including addition of a screen and washer-compactor, and installation of in-line primary sludge screens. Preliminary engineering services included development and evaluation of sludge screening and conveyance alternatives. Final design will be completed with assistance from a construction manager/general contractor (CM/GC).

Biosolids Digester Facilities Project, San Francisco Public Utilities Commission, California

QC Reviewer. Art is responsible for quality control reviews for the deliverables associated with the planning and design to replace the biosolids treatment facilities for the SFPUC Southeast Water Pollution Control Plant. The project includes solids thickening, dewatering, conveyance, thermal hydrolysis pretreatment, sludge cooling, anaerobic digestion, gas storage and treatment, steam turbine combined heat and power, odor control, cake storage and loadout, utilities and auxiliary systems. The estimated construction value is $1 billion.

Facilities Planning and Permit Support, Predesign, Detailed Design, and Construction Engineering Support, Picnic Point WWTF, Alderwood Water and Wastewater District, Snohomish County, Washington

Project Manager. BC was a subconsultant to URS on the Picnic Point WWTF upgrade project. The project design included significant modifications to all liquid and solids stream unit processes and provided for an increase in plant capacity from 3 to 6 mgd. The Washington State Department of Ecology approved the Engineering Report in April 2005. Art managed the BC team during the facilities planning phase of the project. Although BC remained a subconsultant on the team, Art assumed management of the five-firm consultant team during predesign and design of the $80M upgrade that increased plant capacity from 3 to 6 mgd. Project activities included funding assistance and membrane bioreactor (MBR) and solids dryer equipment procurement. Art also assisted with significant permitting activities including conditional use and other local permits as well as coordination with Ecology for approval of plans and specifications. Art provided oversight for the quality assurance/quality control (QA/QC) for the design deliverables and coordinated with an independent constructibility reviewer. As project manager, Art served as primary contact for the client and made several presentations to the Alderwood Board of Commissioners on project status. The design was completed in October 2007. Art served as the District contact during the bidding phase and assisted with evaluation and award of the bid. Art managed the consultant team in providing construction engineering support to the District and the District's Construction Manager.

Timothy A. Mills, P.E.

Experience Summary

Tim Mills has 17 years of experience providing engineering services for the study, design, and construction of wastewater projects. Tim has worked on numerous projects throughout the Northwest as the project manager or principal-in-charge, leading a multidisciplinary team of engineers. His technical focus is in the areas of solids processing, digestion, solids thickening, pumping, odor control, energy efficiency, dewatering, and renewable energy.

Assignment

WWTP Plan QA/QC

Education

B.S., Civil Engineering, Oregon State University, 2003

Registration

Professional Civil Engineer:

California 70504

Oregon 72538

Experience

17 years

Joined Firm

2002

Relevant Expertise

- *WWTP design*
- *Project management*
- *Biosolids planning*
- *Digestion design*
- *Mixing and hydraulics*
- *Energy efficiency*

WWTP Master Plan, City of Newport, Oregon

Principal-in-Charge. Tim oversaw development of a comprehensive Wastewater Treatment Master Plan for the City of Newport.

Industrial Pretreatment Lagoon, City of Vancouver, Washington

Principal-in-Charge. Tim is the principal-in-charge for this project focused on reassessing the facility's needs, identifying the right level of investment, and maintaining sustainable and cost-effective treatment while addressing existing operational challenges. The first phase studied the existing treatment process. The project is currently in design to deliver a variety of different improvements, including infrastructure, energy efficiency, process control, and electrical.

Solids Process Improvements, Gresham Wastewater Treatment Plant (WWTP), City of Gresham, Oregon

Project Manager/Engineer. Tim led the study and design of solids processing improvements, including thickening, heating system, gas piping, waste gas burner, sludge pumping, and an innovative process with an emerging technology for sludge conditioning. Design is underway to replace the digester gas system to better serve greater gas production from fats, oils, and grease (FOG) co-digestion, and future thermophilic digestion. Recommendations for improvements to current facilities were developed to provide increased digester gas system capacity, increased digester overflow capacity, and reduced digester hydraulic load. BC helped evaluate improvements and plan for other solids capacity needs during the next 20 years.

Digestion Improvements and Lagoon Decommissioning, Metropolitan Wastewater Management Commission (MWMC), Eugene, Oregon

Project Engineer/Design Manager. BC provided solids planning, design, and construction services for anaerobic digestion capacity. The main objectives were to install a system to increase digestion capacity and address supporting system improvements. The project also includes design to replace the existing waste gas burner with two new waste gas burners, and to replace the gas system including development of new instrumentation and controls. Tim performed the project management functions including all aspects of multidisciplinary team management, client meeting management, change management, and design delivery. In the early stages of the project, the team identified significant needs to rehabilitate major areas of the digester complex. Tim led the efforts to manage this change, brought on needed resources, and kept the project advancing.

Facilities Plan Update and Digester Predesign, Columbia Boulevard Wastewater Treatment Plant, Bureau of Environmental Services, City of Portland, Oregon

Staff Engineer. BC updated the City's 1995 facilities plan, which focuses on evaluating the current digester capacity and assessing future capacity requirements. This involved performing solids balances based on treatment

plant performance, applying future solids loading, and considering operational strategies. Alternatives are being developed for future biosolids improvements. A predesign effort for two new anaerobic digesters is underway. Tim has been involved with the process design for mesophilic digesters and planning for future thermophilic Class A digestion.

Biosolids Program Analysis, Water Environment Services (WES), Clackamas County, Oregon

Project Engineer. Clackamas County WES requested assistance reviewing current biosolids hauling and land application processes. Tim helped evaluate the recommended changes to technical, operational, and financial aspects of the biosolids program. The County is considering contracting biosolids hauling and application to minimize costs.

Biosolids Evaluation, City of Newport, Oregon

Project Manager. Tim led a study to evaluate the City's existing solids processing equipment and operations. BC identified several operational adjustments to increase system capacity and expand the facility to improve performance.

Wastewater Facilities Planning, Phase 1, City of Eureka, California

Staff Engineer. BC completed a two-phase planning effort for the City's wastewater system. The planning effort addresses capacity issues stemming from rapid growth in the surrounding Humboldt Community Services District and high infiltration/inflow in the City's aging sewer system. During Phase 1, Tim analyzed plant data to develop projected flows and loads and developed a hydraulic model for the treatment plant.

Pretreatment Feasibility Study, Oregon Cherry Growers, The Dalles, Oregon

Project Engineer. Tim evaluated the feasibility of pretreatment using a high-rate anaerobic digestion system with cogeneration. The study compared pretreatment with conventional upgrades to treatment ponds. Tim helped secure funding for this study by working with the Biopower Program of the Energy Trust of Oregon.

Facilities Plan and Predesign, City of Crescent City, California

Staff Engineer. Tim assisted with the development of a predesign report for the City's WWTP improvements. This work included review of odor control technologies, ocean outfall design concepts, a digester capacity analysis, plant solids improvement concepts, wet weather vortex treatment concepts, and plant site layout. The extremely small treatment plant site, high wet weather flow peaks, and the scenic site posed challenges to the design of future improvements. Membrane bioreactor treatment, effluent blending, and innovative wet weather treatment were developed to meet these challenges.

Heather Lough, P.E.

Experience Summary

Heather Lough has 11 years of experience specializing in process and mechanical systems and construction management support for wastewater facilities. She has worked on a variety of projects involving process and mechanical design of secondary treatment and solids processing systems at wastewater treatment facilities. She has also had substantial experience in operations and maintenance with the development of several O&M manuals for facilities. Heather has worked in the capacity of construction management assistant on several projects and worked between clients, contractors, and engineers to help resolve issues quickly and keep things moving forward.

Assignment

Biosolids Lead

Education

M.S., Environmental Engineering, 1996, Washington State University

B.S., Civil Engineering, Washington State University

Registration

Professional Civil Engineer 60332PE, Oregon

Experience

11 years

Joined Firm

1996-2001, 2014-now

Relevant Expertise

- *Wastewater treatment design*
- *Process engineering*
- *Solids processing*
- *Biosolids planning*
- *Construction management*
- *O&M manual development*

WWTP Belt Filter Press Installation Design, On-Call Services, Oak Lodge Water Services District, Oak Grove, Oregon

Project Manager. Oak Lodge purchased a used belt filter press and hired BC to evaluate options and provide design for installing the press to provide dewatering redundancy. BC also developed contract documents for upgrading the PLC for the entire solids handling building and integrating the new press into the controls, as well as refurbishing the existing press. Heather developed the scope and budget and worked with the client in executing the contract and she managed the team for the project, which was completed as part of an on-call contract. Heather was also the lead process and mechanical engineer on the project that recently went out to bid.

Triangle Lake Solids Storage Lagoon Reconstruction, City of Portland Bureau of Environmental Services, Oregon

Project Manager. BC provided design of the Triangle Lake Solids Lagoon at the Columbia Boulevard Wastewater Treatment Plant (CBWTP) to divide the 29-acre lagoon into 4 separate lined cells for storage and additional treatment of solids from the CBWTP solids process. Heather developed the scope and budget and worked with the client to execute a contract amendment for the project and managed the team for Phases 3 and 4 of construction for the project that was recently completed. Heather also drafted the O&M manual for the biosolids system starting at the CBWTP to the lagoon.

Kellogg Creek WRRF Improvements, Clackamas County, Oregon

Project Manager. Heather provided mechanical engineering for the influent pump station and seal water system as part of this WWTP improvements project. During the construction phase, she provided construction management assistance, including tracking of all submittals, RFIs and changes, review of submittals and RFIs, and some engineering work for requested changes. As project manager, Heather has tracked progress on the project, coordinated with team members as needed to make necessary adjustments to stay on task and budget, reviewed invoices, drafted monthly progress reports and provided overall project coordination.

SW 86th Avenue Pump Station Design, City of Portland Bureau of Environmental Services, Oregon

Process Engineer. Heather was responsible for drafting the O&M manual for this facility. The station operates in conjunction with the existing Fanno Pump Station to provide a total pumping capacity of 40 mgd. The substructure is a 58-foot diameter, 54-foot deep caisson and the pumping system utilizes two-stage pumping to produce the required discharge pressure. The new facility includes odor control and chemical injection systems. Public involvement and environmental permitting were key components of the project as the new

pumping station is in a residential neighborhood and on the banks of Fanno Creek within a sensitive natural resources area.

Ankeny Pump Station, City of Portland BES, Oregon

Process Engineer. BC designed the complete remodel of this 80-year-old, 150 mgd pump station. The upgrade included four new raw sewage pumps with a total capacity of 60 mgd, two 90 mgd total capacity storm protection pumps, internal process piping, electrical equipment and controls, and a seismically strengthened structure. Heather was responsible for drafting the operations and maintenance (O&M) manual for this facility. This was a high visibility project and required significant coordination and sequencing to avoid impacts to several well-attended public events.

Wastewater Treatment Plant Upgrade, City of Washougal, Washington

Construction Management. BC completed the design of Phase 2 (of 3) of the City of Washougal's wastewater treatment plant improvements project and provided construction management services. During the construction phase, Heather provided construction management assistance for the project, including tracking of all submittals, RFIs and changes, review of submittals, RFIs and changes; drafting monthly progress status reports; and tracking budget and contractor pay estimates. Near completion of construction, Heather was responsible for drafting an updated operations and maintenance (O&M) manual for the facility. The treatment plant uses an extended aeration treatment process using oxidation ditches to treat the wastewater and ultraviolet (UV) light for disinfection. The existing plant is rated for 2.2 million gallons per day (mgd) average annual flow. After Phase 3 is complete in 2020, the plant capacity will double to 4.4 mgd.

Lake Oswego Tigard Water Program, City of Lake Oswego and City of Tigard, Oregon

Process Engineer. Heather helped draft the online O&M manual for the Lake Oswego Tigard Water Treatment Plant. BC served as Program Manager for the upgrade and expansion of the existing water treatment plant and related facilities. This $66M construction project increased the capacity of the facility from 16 mgd to 38 mgd. The construction work was done in three phases while keeping the existing plant fully operational.

Digestion Capacity Improvements and Lagoon Decommissioning, Metropolitan Wastewater Management Commission, Eugene, Oregon

Mechanical Engineer/CM Assistant. Heather provided mechanical engineering for the cogeneration and heating water systems. During the construction phase, she provided construction management assistance for the project, including tracking of all submittals, RFIs and changes, review of submittals and RFIs, and some engineering work for requested changes.

Wastewater Treatment Plant Solids Processing Improvements, City of Gresham, Oregon

Mechanical Engineer/Project Manager. Heather provided mechanical engineering on the heating water system and waste gas burner for this project. During the construction phase, she acted as PM and provided tracking of all submittals, RFIs and changes, review of submittals and RFIs, tracking of tight SDC budget, and completed monthly reports and invoicing.

Patricia Tam, P.E.

Experience Summary

Patricia Tam is a chemical engineer with professional environmental engineering experience. She focuses mainly on process design of the biological treatment systems in municipal wastewater treatment plants (WWTP). Patricia also has experience in plant capacity assessment, aeration system design, ultraviolet (UV) system design, odor control, and hydraulic modeling. As a project manager and process lead, she has successfully helped clients navigate complex facility planning and rehabilitation projects.

Assignment

Process Lead

Education

M.S., Environmental Engineering, University of Washington, 1995

B.S., Chemical Engineering, University of California at San Diego, 1993

Registration

Professional Engineer No. 35722, Washington, 1998

Experience

24 years

Joined Firm

1996

Relevant Expertise

- *Project management*
- *Process design*
- *Process analysis*

Flow and Loadings Study, King County Wastewater Treatment Division (WTD), Washington

Project Manager. This project consists of several different tasks, including assessment of capacity limitations at the County's three regional treatment plants in response to projected increases in influent flows and loadings, evaluation of feasible nitrogen removal alternatives, and evaluation of Class A alternatives to the current Class B biosolids application in forest and farm environments. As the project manager, Patricia manages and coordinates work activities of BC staff and various subconsultants, attends bi-weekly project management progress conference calls with WTD, develops and updates project schedule, prepares monthly progress reports, and manages staffing in the project.

WRF Facility Plan, City of Meridian, Idaho

Project Engineer. As part of the evaluation of liquid-stream process alternatives to meet growth and treatment objectives in the existing plant footprint and alternate treatment site, Patricia evaluated membrane bioreactors and tertiary membrane filtration and developed capital and O&M costs.

Phase II Preliminary Design, City of Nampa, Idaho

Project Engineer. The City of Nampa is in the process of upgrading the Nampa WWTP to meet expected stricter National Pollutant Discharge Elimination System (NPDES) permit limits. Phase II improvements will allow the plant to meet NPDES permit limit equal to or greater than 0.1 mg/L TP. Patricia led the evaluation of tertiary treatment alternatives during the preliminary design phase of the project. The evaluated alternatives included membranes, sand filters, cloth disk filters, ballasted clarifiers, and compressible media filers. The team conducted a business case evaluation (BCE) to provide a holistic analysis of a decision by accounting for capital, operational, and risk and benefit costs of the evaluated technologies.

Brightwater Facilities Plan Amendment 3, King County Wastewater Treatment Division (WTD), Washington

Project Engineer. This project consisted of developing an amendment to the Brightwater Facilities Plan for submittal to the Washington State Department of Ecology as part of the NPDES permit renewal process. The Brightwater Treatment Plant uses the MBR process for secondary treatment and split-flow treatment between MBR and chemically enhanced primary treatment (CEPT) under wet weather conditions. Patricia performed an assessment of overall plant and secondary treatment performance, identified issues impacting performance and potential modifications, performed calibration of the process simulator BioWin to the MBR process, and determined future expansion requirements using the calibrated simulator and projected flows and loadings provided by the County to meet permit requirements.

Recycled Water Facility Plan, Kingston WWTP, Kitsap County, Washington
Project Engineer. This project was for a facility plan to produce Class A recycled water at the WWTP and beneficially using it in the form of summer irrigation and winter infiltration. Patricia performed wastewater loading projections, assessment of existing unit process capacities, development of treatment alternatives to produce recycled water, and evaluation of the alternatives.

Waianae Wastewater Facilities Plan, City and County of Honolulu, Hawaii
Process Engineer. BC prepared a wastewater facilities plan for the Waianae WWTP, which includes a trickling filter/solids contact (TF/SC) process. Patricia was responsible for the plant capacity assessment, plant hydraulic profile analysis, and a nutrient limit impacts evaluation that assessed the plant's ability to achieve nutrient removal in the event of any future permit limits.

Facility Plan, Central Kitsap WWTP, Kitsap County, Washington
Deputy Project Manager. This project consisted of an upgrade of the previous Facility Plan prepared in 1994. The project covered evaluation of both the wastewater collection and conveyance system, and wastewater treatment at the Central Kitsap WWTP. Alternative methods of biosolids treatment and disposal and wastewater reuse were also considered. As assistant project manager, Patricia participated in weekly conference calls and was responsible for a number of tasks including historical data analysis, wastewater characterization, existing plant capacity analysis, development and evaluation of different liquid- and solids-stream treatment processes, and development of a CIP based on the selected alternative. The alternatives were evaluated based on different potential future water quality requirements and reuse opportunities.

Facility Plan and WWTP Upgrade, City of Sultan, Washington
Process Engineer. Performed plant capacity assessment to define current plant capacity and identify bottlenecks as part of the Facility Plan. Several alternatives were developed and evaluated to increase plant capacity. The selected alternative included construction of a new MBR system, with the existing oxidation ditch system remaining to operate in parallel during the wet weather season. Patricia evaluated proposals from different MBR manufacturers and performed detailed design of the MBR system after selection of the selected manufacturer.

Facility Plan for City of Port Angeles Wastewater Control Facilities, Port Angeles, Washington
Project Engineer. Patricia performed assessment of existing treatment processes based on interviews and surveys with plant operators, reviewed historical plant data, estimated future wastewater flows and loadings, developed and evaluated alternatives, and prepared capital cost estimates and an implementation plan. Patricia evaluated alternatives for aeration blower replacement and odor control of the digester overflow box.

Capacity Assessment, Port Angeles WWTP, City of Port Angeles, Washington
Process Engineer. Patricia performed a capacity assessment to establish the maximum rated capacity and recommend and prioritize improvements to increase plant capacity to accommodate population growth and flow increases resulting from improvements to the collection system to minimize combined sewer overflow (CSO) flows. She also performed stress testing of the primary and secondary clarifiers, modeling of plant hydraulics and the TF/SC process, and plant-wide solids mass balances.

Illahee State Park General Sewer Plan, Washington State Parks and Recreation Commission, Bremerton, Washington
Process Engineer. Performed wastewater sampling and process analysis of several alternatives for wastewater conveyance and treatment at the Illahee State Park to replace the existing septic systems. The selected alternative included seven new duplex pump stations, new gravity sewers and force mains, and a 3,500-gallon-per-day MBR system.

Adam N. Klein, P.E.

Experience Summary

Adam Klein has more than 16 years of experience in wastewater planning, design, and optimization. His principal focus is on the design and operation of biological treatment processes, with expertise in systems for ammonia, nitrogen, and phosphorus removal. During his time with BC, he has been involved in planning, alternative selection, and detailed design of facilities for municipal and industrial clients, large and small, facing a wide range of regulatory requirements. In addition to his biological process work, Adam also has experience in regulatory compliance, monitoring, and source control, as well as sewer system planning and capacity analysis. He also holds a degree in medicine and has experience in microbiology, public health, and risk assessment.

Assignment

Process Subject Matter Expert

Education

M.S. Environmental Engineering in Civil Engineering, University of Illinois at Urbana-Champaign, 2003

B.S. Civil Engineering, University of Illinois at Urbana-Champaign, 2001

M.D., University of Illinois at Chicago College of Medicine, 1998

B.A. Chemistry, B.A. History, Duke University, 1994

Registration

Professional Engineer 43247, Washington

Experience

16 years

Joined Firm

2003

Relevant Expertise

- *Process modeling and design*
- *Alternatives assessment and selection*

Wastewater Facilities Plan, City of Boise, Idaho

Process Engineer. Adam conducted a capacity assessment of the City's two water renewal facilities, with a particular focus on capacity to treat to proposed phosphorus regulations. The Facilities Plan included an alternatives assessment spread across both plants that considered different biological and chemical treatment processes, including supportive processes such as primary sludge fermentation, RAS fermentation, and side stream treatment. The Plan also included an assessment of industrial users and contracted sewer districts exploring alternatives in source control to manage nutrient removal goals.

Nutrient Removal Upgrades, Preliminary and Detailed Design, Central Valley Water Reclamation Facility, Salt Lake City, Utah

Process Design Lead. This design project focused on converting an existing trickling filter/activated sludge plant to biological nitrogen and phosphorus removal at a design flow of 80 mgd. The design included replacing the trickling filters with a new set of aeration basins featuring primary sludge and RAS fermentation to drive nutrient removal. Preliminary design work included a 13,000-gallon pilot facility that allowed the team to test various nutrient removal configurations and included extensive laboratory-scale investigations into fermentation of various sludges and food wastes.

Budd Inlet WWTP Master Plan, LOTT Clean Water Alliance, Olympia, Washington

Process Engineer. This master planning effort aimed at expanding service from 11 to 36 mgd for the only full-scale nutrient removal plant discharging to Puget Sound. The plan outlined a program to share wastewater service between a centrally located treatment facility and several satellite reclaimed water production and groundwater recharge facilities. Long-term planning required an assessment of technologies and approaches to drive the effluent TIN below 2 mg/L and accommodate full-flow reclaimed water production with removal of toxic organics and microconstituents through a combination of membrane filtration, reverse osmosis, and advanced oxidation.

Chambers Creek Regional Wastewater Treatment Plant (WWTP) Facilities Plan, Pierce County, Washington

Process Engineer. This project included full plant dynamic modeling and directed stress testing aimed toward expanding the WWTP from 19 to 43 mgd average daily flow. A Facilities Plan included four level-of-service alternatives, from existing (BOD removal), to nutrient removal (ammonia, total nitrogen), to microconstituents and compounds of emerging concern. Adam's process modeling included multiple technologies and configurations aimed toward achieving each of the proposed levels of service.

Chambers Creek Regional WWTP, Preliminary and Detailed Design, Pierce County, Washington
Process Design Lead. Adam was the process design lead for the preliminary design of a 17-mgd expansion of the Chambers Creek Regional WWTP. The design incorporated a shift from conventional BOD removal to nitrification and nitrogen removal. Design work included new 17-MG aeration basins, a new 150-foot-diameter secondary clarifier, a new anaerobic digestion complex, odor control, and anammox-based centrate treatment.

Industrial Pretreatment Program, Spokane County, Washington
Project Manager. Adam provided on-call services to assist the County with its Industrial Pretreatment Program. Tasks included developing a program manual, updating pretreatment ordinance, assistance with multi-jurisdictional agreements, permitting, local limits development, enforcement, and coordination with the Department of Ecology.

Industrial Pretreatment Program, City of Spokane, Washington
Project Manager. Adam assisted the City of Spokane with its industrial pretreatment program. Work included reviewing engineering reports, plans, and specifications and operations and maintenance manuals submitted by industrial users. Other work included reviewing and updating industrial wastewater discharge permits and general technical assistance.

Stormwater Treatment Analysis, LOTT Clean Water Alliance and Port of Olympia, Washington
Project Manager. Adam helped analyze whether the Port of Olympia could send its stormwater to the LOTT Budd Inlet WWTP. The effort included an assessment of toxic pollutants in the stormwater; and treatment technologies such as ozonation, reverse osmosis, and bio-Actiflo®.

Annacis Island WWTP Stage 5 Expansion PDR, Metro Vancouver, British Columbia, Canada
Process Engineer. Adam participated in the planning effort to determine the most cost-effective means of meeting a range of ammonia removal targets. Alternatives included nitrifying trickling filters, anammox-based side stream treatment, and moving bed biorector technologies. He modeled fixed-film processes and developed life-cycle costs for implementation. The evaluation included an assessment of performance, operating costs, greenhouse gas emissions, and capacity for expansion.

Central Treatment Plant Optimization, City of Tacoma, Washington
Process Engineer. This plant capacity and optimization project involved stress testing of various process units, wastewater characterization, process modeling, troubleshooting, and capacity analyses. Adam implemented chemical optimization testing for solids system processes and secondary clarification.

Columbia Boulevard WWTP Facilities Plan Update, City of Portland Bureau of Environmental Services, Portland, Oregon
Process Engineer. For this facility planning effort for a plant with peak discharges exceeding 450 mgd, Adam conducted dynamic modeling of the secondary processes under a range of potential conditions (nitrifying and non-nitrifying) and configurations to project facility needs through 2040. Modeling included evaluation of IFAS and MBBR alternatives. Subsequent work included full-scale pilot testing of chemically enhanced primary treatment, and modifications to improve the performance of a biological selector.

Experience Summary

Christian's experience includes process mechanical design, pump station and force main design, hydraulic analysis and modeling, permitting, cost analysis and estimating, utility relocation (potable water, reclaimed water, and sanitary systems), construction management services, technical specifications writing, and development of construction plans. His software expertise includes InfoWorks, AFT Fathom, WaterGEMS, SewerCAD, AutoCAD, Mathcad, and Excel.

Assignment

Project Engineer

Education

B.S., Civil Engineering, University of Florida

Registration

Professional Civil Engineer:

Oregon No. 93571

Florida No. 82665

Experience

5 years

Joined Firm

2013

Relevant Expertise

- *Hydraulic modeling*
- *Water/wastewater infrastructure*
- *Odor control*
- *Pipeline design*
- *Pump station design*
- *Utility design/relocation*
- *Construction management*
- *Permitting and compliance*
- *Construction plans and technical specifications*
- *Health and safety practices and planning*
- *Pump station design*
- *Utility design/relocation*
- *H_2Onet*
- *SewerCAD*
- *AFT Fathom*
- *WaterGEMS*

Wastewater Treatment Plant Master Plan, City of Newport, Oregon

Project Engineer. BC is developing a comprehensive Wastewater Treatment Master Plan (WWTMP) for the City of Newport. The plan takes into account existing infrastructure, current operational procedures and performance, projected growth and increased loads, expected regulatory requirements, and financial planning to keep operational costs as low as possible without compromising regulatory compliance and local expectations. Christian is responsible for establishing the baseline for design, evaluating the existing facilities, identifying improvements, and summarizing findings in a report.

Pinellas Sewer Study, Pinellas County, Florida

Lead Engineer. Project included evaluation of a sewer collection to determine the influence of I&I on Area 14. Prepared monitoring plan and selected metering locations to collect sewer flows, rainfall, and groundwater levels. Evaluated data and prepared a summary of the data in monthly reports over the span of 6 months.

Pasco County Asset Management, Pasco County, Florida

Project Engineer. Evaluation of Pasco County's Asset Management program against industry best practices to measure its level of overall success and optimize its approach. Plan to further develop the Asset Management Program over the next 5 years to balance cost, risk, and performance for its water, wastewater, and reclaimed water systems.

Sanitary Sewer System Wet Weather Monitoring and Pumping System Project, City of Largo, Florida

Project Engineer. Project included preparation of the Basis of Design Report (hydraulic modeling, preliminary design, force main route analysis and standard operating procedures), Final Design (four lift station reconstructions, two lift station rehabilitations and approximately 60,000 LF of force main), Bid Phase Services and Construction Phase Services. Responsibilities included hydraulic modeling; force main design; pump station design; ARV calculations; HDD calculations, specification writing; development of construction plans; permitting for the Department of Environmental Protection (DEP), U.S. Army Corp of Engineers, Florida Department of Transportation (FDOT), CSX, and local municipalities; bid phase services; value engineering services; construction services; review of submittals, shop drawings and RFIs; coordination with engineers, contractor, subcontractors, City personnel, and residents.

Largo I9 Kent Place Sewer System Evaluation, City of Largo, Florida

Project Engineer. Evaluation of the I-9 sanitary sewer system in the Kent Place neighborhood. Used an existing InfoWorks hydraulic model determine the system's potential for SSOs. Analyzed sewer flow and rainfall data from the temporary monitors to update the hydraulic model and provide recommendations to alleviate odors and SSOs. Prepared a technical memorandum containing recommendations, presented the findings, and

proposed possible improvements to resolve SSOs and odor problems. Responsibilities included hydraulic capacity evaluation; analysis of flow and rain data; existing InfoWorks hydraulic model update; hydraulic modeling; SSOs assessment; field sampling; odor analysis; and technical report writing.

Wiregrass Master Plan, Wiregrass, Florida

Project Engineer. Hydraulic modeling of potable, reclaimed, and sanitary force main systems as part of the evaluation of the Wiregrass Development of Regional Impact using H2Onet and SewerCad modeling software.

Agate Beach Pump Station, City of Newport, Oregon

Project Engineer. As part of an on-call engineering services agreement, BC prepared an evaluation and design improvements of the Schooner Creek Pump Station and Force Main, the 48th Street Pump Station and Force Main, and the Coast Highway Gravity Sewer projects. These improvements to the wastewater collection system will help meet current and future conveyance capacity needs and are being funded with a state revolving fund loan. The evaluation will assess cost saving measures to maximize use of loan funds. Christian is responsible for site selection evaluation; coordination of environmental assessment and permitting; pump selection, site layouts, and specifications for the system improvements.

Reject Pumping Valrico, Hillsborough County, Florida

Project Engineer. Evaluation of the existing reject pump station to meet adequate draw down capacity of the 12MG reject storage pond to allow for pond volume recovery between reject water occurrences or approaching wet weather conditions. The County is looking for options to increase capacity, which may include a staged approach that can be implemented over several years due to funding constraints. Responsibilities include hydraulic modeling, evaluation of alternatives, and phasing of alternatives for construction.

Northwest Sanitary Sewer Expansion, City of Largo, Florida

Project Engineer. Evaluated a previously designed project and redesigned for permitting, bidding, and construction. The project consisted of demolishing the existing LS 06 and construction of a new gravity sewer system to convey wastewater to existing LS 03. Improvements to LS 03 included a complete re-build of the station and a new force main (approximately 10,000 LF of 12-inch-diameter pipe) to convey the flow from LS 03 and the subcatchment of the previous LS 06 location. Responsibilities include HDD calculations; specification writing; development of construction documents; permitting for Florida Department of Transportation, CSX, and local municipalities; bid phase services; value engineering; and construction services.

Ultraviolet Disinfection Upgrades, City of Hood River, Oregon

Project Engineer. BC is preparing the design to upgrade the City's UV disinfection system to increase plant reliability and disinfecting capacity. Christian is responsible for evaluating alternatives, conducting a business case evaluation, providing preliminary recommendations, and performing detailed design of the improvements.

Grit Pipe Replacement, On-Call Asset Repair and Replacement Engineering Support Services, City of Gresham, Oregon

Lead Engineer. Christian is responsible for evaluating the condition of the existing pipe, conducting the hydraulic analysis of the system, and performing the detailed designing for the replacement of the grit pipe to improve hydraulics and future pipe access.

Biosolids-to-Energy Design, City of St. Petersburg, Florida

Project Engineer. This Biosolids and Waste to Energy Project – Design Phase provides engineering services to prepare bid documents for the construction of the wastewater process improvements associated with Technical Memorandum No.4, Phase I. This project was awarded to BC because of the close involvement with the feasibility study and technical memorandum completed previously. To assist Florida's first "Green City," the design will incorporate recommendations made by BC that will produce Class A biosolids, increase volatile solids reduction, enhance biogas production, consolidate solids treatment, treat biogas for power production, enhance SWWRF's capacity to treat wastewater and reduce odors that affect the neighboring community. Responsible for field sampling and results analysis, pipe design, air permit coordination, development of construction drawings, and specifications writing.

ROB LEE, PE, PMP

Principal Engineer

Rob is known in the Pacific Northwest as one of the foremost authorities on I/I. Rob has 23 years of experience, with a major focus on large wastewater conveyance projects and programs, including several multiyear, multimillion dollar I/I programs in the Pacific Northwest. Rob has served as Assistant Program Manager on a $170M I/I program, the project manager on the Sweet Home I/I program which DEQ calls the most successful I/I program in Oregon, and numerous other I/I projects and programs. Rob's experience setting up I/I programs, evaluating data, and design cost-effective solutions will be leveraged to benefit the City of Hood River to explore I/I reduction possibilities. Data collection and evaluating sewer data.

Rob has led the data collection phase of a half-dozen I/I programs, including three here in the Pacific Northwest. He has personally conducted flow-monitoring, smoke-testing, dye-testing, maintenance hole inspections, and stream corridor walks. He has led the flow monitoring and modeling phases for I/I programs, both in the planning/predesign and post-construction evaluation phases. Rob was the primary author of an ASCE Pipelines paper on how to evaluate flow monitoring data to determine proper SSES techniques. Rob's experience has resulted in the successful completion of four I/I programs under regulatory decrees to reduce wet weather flows (three communities in Oregon, 1 on the East Coast) through I/I reduction.

SELECT PROJECT EXPERIENCE

I/I ABATEMENT PROGRAM, CITY OF SWEET HOME, SWEET HOME, OR; Project Manager/Design Lead. Rob led the most recent and largest phase of the City of Sweet Home's I/I program, aimed at reducing flows. The program involved predesign activities to evaluate the system and identify where it would be most cost-effective in reducing I/I. This work was driven by a regulatory order from the Oregon DEQ. The City has retained Leeway as part of a team to continue providing collection system rehabilitation solutions. The project successfully helped reduce peak wet weather flows at the WWTP by 50% through repairs made to the upstream collection system and private laterals. Reduction of peak wet weather flows also eliminated the need to upsize the City's main trunk sewer.

I/I PROGRAM DEVELOPMENT AND MT. TALBERT AND GLADSTONE INFILTRATION AND INFLOW PROJECT, CLACKAMAS WES, CLACKAMAS COUNTY, OR; Project Manager. Rob is managing a team to help the Clackamas WES, as the regional wastewater provider, identify the types and locations of I/I exacerbating their regional system. The program development involved analysis of flow monitoring data, coordination with upstream "member communities" contributing flows to the regional system, selection of field investigation techniques, and recommendations of projects to remove I/I from the system.

BRANDYWINE HUNDRED RDII ABATEMENT PROGRAM, NEW CASTLE COUNTY, DE; Assistant Program Manager/Design Lead. Completed in 2019 (seven years early and $80M under budget), this program reduced I/I across a 385-mile collection system serving mostly residential areas. Rob was instrumental in setting up the program, including managing the 66-flow meter network, conducting field investigations, identifying the highest-priority projects, and management and oversight of over a dozen projects that included small-diameter rehabilitation, private source I/I removal, and pump station and interceptor replacement and upsizing. Performed gamut of design and construction techniques, including full suite of private lateral rehabilitation options. Over three dozen projects designed and constructed as part of the program. This multiyear, regulatory-driven program addressed conveyance capacity due

TITLE
Principal Engineer

YEARS OF EXPERIENCE
23

EDUCATION
- MEng, Environmental Engineering, Cornell University, 1999
- BS, Environmental Engineering, Cornell University, 1997

LICENSES
- Professional Engineer – WA #44969
- Professional Engineer – OR #82099
- Project Management Professional - #2308673

PROFESSIONAL AFFILIATIONS
- Pacific Northwest Clean Water Association, Board of Directors, President Elect (2019-present)

KEY EXPERTISE
- Pipeline Condition Assessment
- Trenchless Rehabilitation
- Project Leadership
- Wastewater, Water, and Stormwater Design
- Construction Support
- Asset Management

to heavy wet weather influences. Rob led efforts to install 66 flow monitors, conducted smoke-testing and CCTV, inspected maintenance holes, and compiled and managed the SSES data.

I/I ABATEMENT PROGRAM, CITY OF ST. HELENS, ST. HELENS, OR; Civil Lead/Project Manager. Rob led predesign evaluation to develop the framework for the City's I/I program. Flow monitoring site selection, modeling, and field investigations such as CCTV, smoke-testing, and maintenance hole inspection resulted in the identification of project areas for addressing I/I. The implementation of the projects, which included rehabilitation of private I/I sources, resulted in an 80% reduction of wet weather volumes and compliance with Oregon DEQ's regulatory requirements. Proper identification of locations of I/I and successful implementation resulted in 80% I/I reduction of flow volumes in targeted basins and reduced overflow events from 2.5 per year to less than one per year.

HILLSDALE I/I REDUCTION PILOT PROJECT, CITY OF PORTLAND, PORTLAND, OR; Project Advisor. As part of the Large-Scale Sewer Rehabilitation Program, Rob provided technical advisory services for one of the City's first I/I reduction projects. The City performed work on private laterals to reduce I/I into overcapacity trunk sewers. Post-project flow monitoring and modeling revealed over 70% reduction in peak wet weather flows. The project involved I/I repairs on private property, including creative ways to conduct work on private property without the need for formal easements.

LARGE-SCALE SEWER REHABILITATION PROGRAM, CITY OF PORTLAND, PORTLAND, OR; Design Lead/Program Advisor/Interim Project Manager. Rob helped reinvigorate this critical $250M+ ongoing program to address sewer risk in the City of Portland's collection system. Rob also served as technical lead for two different consulting teams on this program, coordinating and delivering the designs for over a dozen project areas. This large, multiyear, task order-driven program addressed needs in large collection and conveyance system and used all available trenchless technologies to address small- and large-diameter sewer rehab needs.

SEWER RELINING PROGRAM, SEATTLE PUBLIC UTILITIES, SEATTLE, WA; Design Lead/Technical Lead: Rob led five work assignments under this multiyear contract, including development of a large-diameter and ultraviolet light-cured project, a project that included 179 sites, and providing technical assistance to develop standard operating procedures and training guidance for in-house spot repair and lateral lining crews. Rob provided technical guidance to the work assignment teams, contacted potential lining contractors, conducted QA/QC reviews, and provided detailed comments and suggested revisions to the City's lining specifications and bid forms. Rob developed bid packages to enhance understanding of SPU's design process, standards, and specifications.

SANDY WASTEWATER SYSTEM IMPROVEMENTS PROJECT, SANDY, OR; OWNER'S REPRESENTATIVE. The City of Sandy is in the early stages of multiple projects to improve its wastewater systems; upgrading treatment facilities, reducing excessive I/I in the collection system and expanding treatment capacity at a secondary site. As Owner's Representative, Rob is providing services to assist this multi-year program with improvements to the existing WWTP and flow reduction in the collection system, aimed at achieving regulatory compliance on an aggressive schedule and represent the City to design consultants, construction contractors, regulators, and stake-holders.

CERTIFICATIONS

- Certified NASSCO Pipeline Assessment Certification Program (PACP) U-203-551
- Certified Construction Documents Technologist (CSI)
- Confined-Space Entry 29 CFR 1910.146(g) OSHA
- Construction Safety Awareness 29 CFR 1926.21 (b) OSHA

> *It is a pleasure working with Rob. His expertise in CIPP lining and his ability to listen to the client and produce quality bid documents that address project constraints and team concerns was outstanding.*
>
> M. Patty Nelson, PE, Senior Engineer, City of Portland

FCS GROUP
Solutions-Oriented Consulting

Doug Gabbard
Project Manager
FCS GROUP

Doug Gabbard is an FCS GROUP project manager with 14 years of analytical experience in municipal and private sector positions. His comprehensive financial planning experience involves extensive water, wastewater, and stormwater utility rate development, long-term financial planning, and the creation of detailed, interactive models that facilitate sensitivity analysis and scenario testing to determine business direction in group decision-making environments. He has also conducted economic analyses cost-of-service analyses, and business process improvement projects.

Prior to joining FCS GROUP in 2011, Doug served as a financial analyst for the City of Salem, where he performed utility revenue forecasting, capital improvement planning, and process improvement (using Lean Six Sigma). As a senior financial analyst at the Oregon Department of Transportation, he provided analytic support to debt management as assisted in the issuance of $750 million in transportation revenue bonds. He also performed Monte Carlo simulations to model the basis risk of interest rate swaps.

Doug is experienced in critically evaluating information gathered from multiple sources to address customer business needs and execute plans. In Oregon, Doug was involved with the development of a state-wide evaluation of ports for the Oregon Business Infrastructure Finance Authority that involved collaborating with customers to analyze needs and functional requirements. He has also been engaged in the development of strategic business plans for several Northwest ports.

Doug is a member of the Oregon Government Finance Officers Association, and the American Public Works Association. Select Oregon project experience includes the following.

Oregon

MILWAUKIE

- Wastewater System Master Plan
- Stormwater Rate and SDC Study

EDUCATION

- M.B.A., Finance, University of Oregon
- B.A., Classical Languages, Santa Clara University

CAREER SUMMARY

- 14 years professional and public agency experience
- Joined FCS GROUP in 2011

EXPERTISE

- System Development Charges (SDCs)/Impact Fees
- Cost-of-Service Utility Rate Studies (Water, Wastewater, Stormwater and Solid Waste)
- Long-Term Financial Planning
- Utility Comprehensive Plan Financial Chapters
- Rate Design Restructuring
- Utility Formations
- Capital Infrastructure Planning
- Funding Alternatives
- Cost Benefit Analyses
- Reserve Analysis
- Community Education and Involvement
- Business Case Evaluation
- Performance Auditing

PROFESSIONAL AFFILIATIONS

- Member of the Rates and Charges Committee AWWA
- Oregon Government Finance Officers Association
- American Public Works Association

CONTACT

- Dougg@fcsgroup.com
  (503) 841-6543

BEAVERTON

- South Cooper Mountain Transportation SDC Analysis

BEND

- Water and Wastewater SDC Study
- Wastewater Cost-of-Service Analysis and Rate Study
- Wastewater Financial Plan Model

CLACKAMAS COUNTY

- Water Environment Services Solids Planning

CLACKAMAS RIVER WATER

- Water Rate Analysis

CORNELIUS

- Utility Rate and SDC Update

COTTAGE GROVE

- Water, Wastewater and Stormwater Rate Update

CRESWELL

- Water Rate Update

CRYSTAL SPRING WATER DISTRICT

- Water Rate and SDC Update

FOREST GROVE

- SDC Evaluation
- Water Rate and SDC Study

GLADSTONE

- Water Rate Study and Stormwater Utility Formation
- Sanitary Wastewater Master Plan

GRANTS PASS

- Water, Wastewater and Stormwater Rates and SDCs

LA PINE

- Water and Wastewater Rate and SDC Study

MADRAS

- Water Rate and SDC Study

MT. ANGEL

- Wastewater Rate and SDC Study

NEWPORT

- Water, Wastewater, Stormwater SDC and CET Study

OREGON CITY

- Water Cost-of-Service Analysis, Rate Study and SDC Study
- SDC Calculation Tool Development and Maintenance

SILVERTON

- SDC Update

ST. HELENS

- SDC Update

THE DALLES

- Wastewater Rate and SDC Study

TIGARD

- Infrastructure Financing Services
- SDC Consulting Services (On-call)

TROUTDALE

- Stormwater Rate and SDC Study
- Water Rate and SDC Study

TUALATIN

- Water Rate and SDC Study

VENETA

- Water and Wastewater Rate and SDC Studies

VERNONIA

- Wastewater Rate Study

WARRENTON

- Multiple Service SDC Study
- Water and Wastewater Rate Study

WILSONVILLE

- Water and Wastewater Rate and SDC Study

WEST YOST
Water. Engineered.

Walt Meyer, PE

Walt Meyer is an engineer with experience in wastewater planning, design, and construction. Walt has directed facilities planning for wastewater programs for many communities and also has extensive design experience, including wastewater treatment plants, pumping stations and large diameter pipelines. Walt is very familiar with Oregon's water quality standards and has a history of successful negotiation with regulatory agencies on behalf of clients.

EXPERIENCE

Wastewater Permitting: Walt has assisted numerous communities with their negotiation of NPDES permits including Medford, Salem, Portland, Clean Water Services and many others. He partnered with DEQ for writing the Fact Sheet for the Willow Lake Wastewater Treatment Plant that resulted in their current permit. This permit includes a bubble approach for the discharge from the River Road Peak Flow Treatment Facility and the Willow Lake WWTP discharges. He also helped Medford negotiate their current permit that integrates water quality trading program to meet the temperature standard.

Facilities Planning for Medford Regional Water Reclamation Facility, City of Medford, OR: Recently completed the 2012 Facilities Plan for the Medford Regional Water Reclamation Facility. This plan defines the treatment plant improvements needed for the next 20 years. An innovative trading program is included whereby the City will purchase certified thermal credits obtained from riverbank restoration to improve river shading. He also assisted the City with the negotiation of their NPDES permit with the Oregon Department of Environmental Quality.

Ammonia Evaluation, City of Salem, OR: Prepared the plan of study for the Salem Ammonia Evaluation in compliance with the City's NPDES permit. Evaluated data including the in-river impacts.

Mixing Zone Study, Outfall and Diffuser Design, Albany Water Pollution Control Plant, City of Albany, OR: As Principal-in-Charge, provided oversight for this Willamette River study including field dye study and data collection. A new 54-inch diameter outfall with multi-port diffuser was designed and constructed.

Mixing Zone Study and Outfall Design, City of Portland Bureau of Environmental Services, OR: As Principal-in-Charge, provided oversight for the Columbia Boulevard Wastewater Treatment Plant outfall and dilution study, outfall design and construction, and negotiation for a larger regulated mixing zone.

Mixing Zone Study, Clean Water Services of Washington County, OR: As Principal-in-Charge, provided oversight for two Tualatin River studies, including dye studies and field data collection.

STAFF TITLE: Engineering Manager II

YEARS OF EXPERIENCE: 50

PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer,
  California No. 22399
  Oregon No. 10945PE

EDUCATION

- BS, Civil Engineering, Oregon State University

PROFESSIONAL AFFILIATIONS

- Oregon Association of Clean Water Agencies
- Pacific Northwest Clean Water Association
- Water Environment Federation

AWARDS

- Pacific Northwest Clean Water Association – 2009 President's Award
- 2012 ACWA Outstanding Member Agency Award for Advancing Water Quality Trading

Wastewater Treatment Options Study, Clackamas County Water Environmental Services, OR: Managed project to develop a report evaluating options for consolidating wastewater treatment in Clackamas County. Treatment is currently provided by at three treatment plants by two governing bodies.

Columbia Boulevard Wastewater Treatment Plant NPDES Permit Negotiations and Facilities Plan, City of Portland Bureau of Environmental Services, OR: As Principal-in-Charge, Walt assisted the City in the negotiation of the NPDES permit required for the new Wet Weather Treatment Facility. Also lead the basis of planning task related to water quality impacts for the plant facilities plan.

West Basin Facilities Plan, Clean Water Services, OR: Project Manager for a comprehensive plan to evaluate the best long-term option to serve western Washington County. The project included facilities plans for both the Forest Grove and Hillsboro Facilities and integration of the planning with the Reclaimed Water Master Plan.

Facilities Planning: Various Oregon wastewater treatment plants, including the following:

- City of Albany
- City of Brookings
- City of Canyonville
- City of Cave Junction
- City of Coos Bay
- City of Creswell
- City of Grants Pass
- City of Gresham
- City of Lebanon
- City of Medford
- City of Portland
- City of Wilsonville
- Clackamas County Water Environmental Services
- Clean Water Services of Washington County
- South Suburban Sanitary District
- Winchester Bay Sanitary District

Preparation of Combined Wastewater Control System Facilities Plan, City of Sacramento, CA: Project Manager for the plan that involved a 130 mgd primary treatment plant, a 23 MG storage reservoir, and several large diameter interceptors. Included negotiations with regulators to set an appropriate level of CSO control.

CSO Management Plan, City of Portland Bureau of Environmental Services, OR: Project Manager, Principal-in-Charge and Advisor for the plan that included extensive system modeling to define conveyance needs for Portland's combined sewer system. Initiated the planning effort as project manager. Provided technical review and guidance on regulatory issues in negotiations for the Stipulation and Final Order, which was negotiated between the city and the Oregon Department of Environmental Quality.

Collection System Master Plan, City of Gresham, OR: Managed the completion of the collection system master plan for the interceptors and trunk sewers serving the City and the East Multnomah County area. Prepared a computer model of the system to evaluate growth impacts, identified interceptor capacity needs, prepared the financial plan and rate study, and presented the findings at a series of public and city council meetings.

Wastewater Facilities Plan, Clean Water Services of Washington County, OR: Project Manager for the preparation of a plan that provides a long-term solution to improve water quality in the Tualatin River through improved treatment, effluent reuse, source control, and flow management. Study included the major interceptors and an infiltration and inflow analysis. During plan preparation, organized meetings with regulators to define water quality requirements and obtain plan support. Assisted as an agency technical advisor in its negotiated settlement of the NRDC suit related to NPDES permit violations.

Sludge Management Planning: Project Manager for various Oregon municipalities. Projects include:

- **City of Salem, OR:** Evaluated sludge processing and disposal, recommended a long-term sludge management program including anaerobic digestion, storage in new sludge lagoons and a beneficial reuse program continuing with their Biogro Program.
- **City of Gresham, OR**: Evaluated sludge processing and disposal, recommended anaerobic digester and sludge lagoon construction and reuse at local nurseries.

Columbia Boulevard Wastewater Treatment Plant, City of Portland, Bureau of Environmental Services, OR: Outfall included a multi-port diffuser. This 84-inch diameter outfall was installed on piles to provide protection from liquefaction during an earthquake.

Wastewater Treatment Plant, City of Gresham, OR: Outfall into the Columbia River included a multi-port diffuser.

Wastewater Treatment Plant, City of Albany, OR: Design of the new outfall and diffuser for the Albany Wastewater Treatment Plant. Work included a detailed hydraulic evaluation for the outfall to ensure successful operation.

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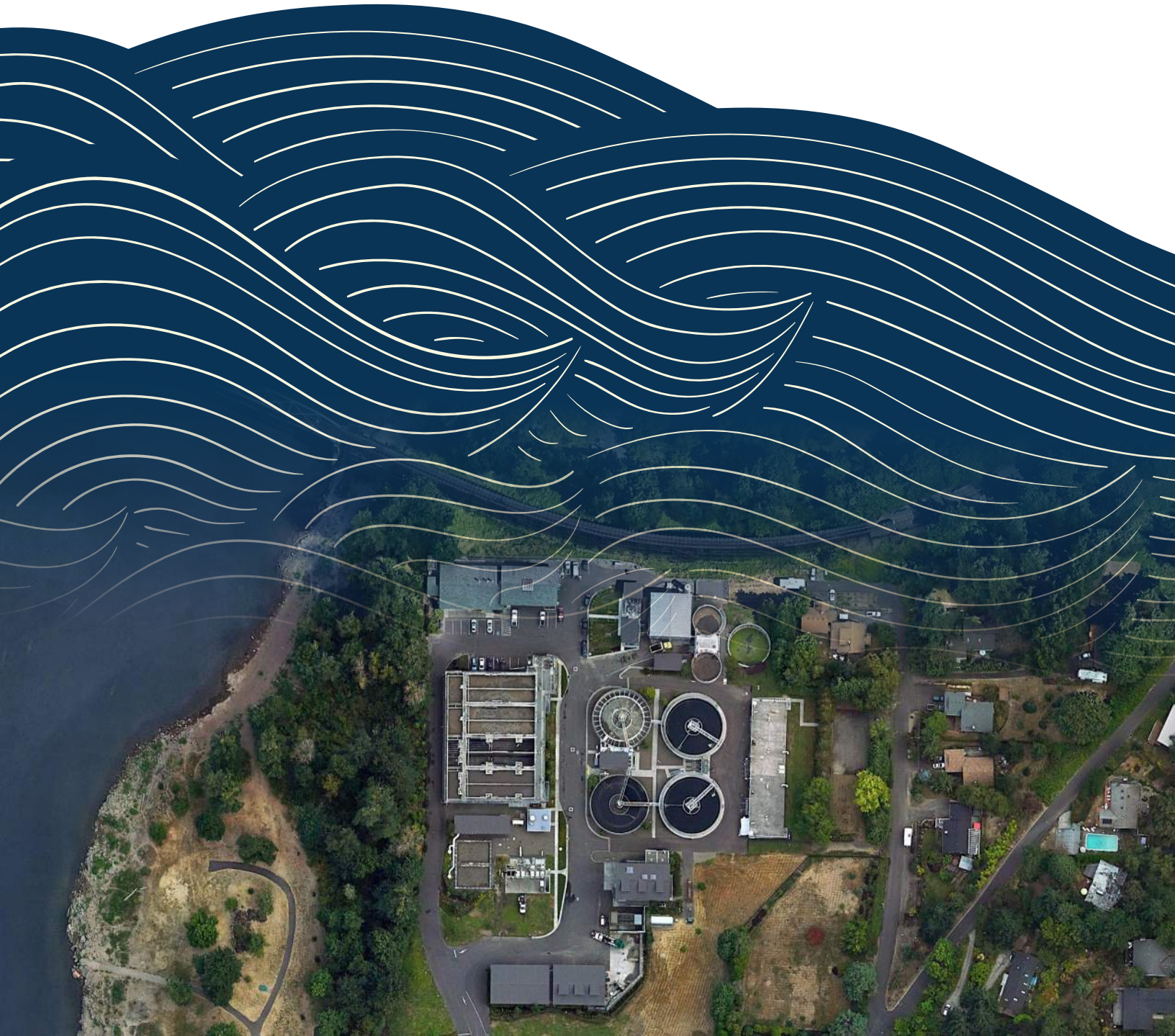


WSC
WATER SYSTEMS CONSULTING, INC.

3/10/2021

Jason Rice
District Engineer
Oak Lodge Water Services District
14611 SE River Road
Oak Grove, OR 97267

SUBJECT: SCOPE AND FEE FOR THE 2021 SANITARY SEWER MASTER PLAN

Dear Mr. Rice,

The Oak Lodge Water Services District (District) needs a Sanitary Sewer Master Plan (SSMP) that provides a capital improvement plan for the next 30 years with the ability to perform periodic updates. Existing system condition and hydraulic performance will be compared to projected future growth conditions to identify necessary improvements to achieve required hydraulic capacity, improve maintenance, replace aging infrastructure, and meet future permitting requirements in the collections system and water reclamation facility. An analysis of system development charges will be conducted to determine if any modifications are justified. We appreciate the opportunity to submit the attached scope and fee for **$782,411**.

The attached scope and fee are based upon the scope of work outlined in the Request for Proposals issued on January 11, 2021 and the responsive proposal prepared and submitted by Water Systems Consulting, Inc. (WSC). We have taken care to clearly document assumptions affecting the level of effort and fee for each task. A schedule has also been included that assumes a Notice to Proceed following the District Board approval of the contract on March 16, 2021.

We are confident that we are the right team for the job and appreciate the opportunity to continue our working relationship with the District through this important project. If you have any questions or would like to discuss any aspect of our proposal, scope, or fee further, please contact Scott Duren at (503) 419-6336, ext 400 (sduren@wsc-inc.com) or Josh Reynolds at (805) 457-8833, ext. 107 (jreynolds@wsc-inc.com).

Thank you for this opportunity, and we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

Scott Duren, PE
Project Manager

Josh Reynolds, PE
Principal in Charge

Attachments: Scope of Services, Fee Estimate, Project Schedule

SCOPE OF SERVICES

TASK 1.0 PROJECT MANAGEMENT

1.1 Project Administration

- Establish subconsultant contracts and manage the work and invoicing of subconsultants.
- Coordinate project team activities including scheduling of meetings, tracking schedule and budget performance, and conformance to scope.
- Provide project administration and coordination and the preparation of monthly progress reports submitted with invoices.

1.2 Coordination Meetings

- Prepare materials for and facilitate biweekly project progress meetings. A total of 52 meetings will be held over the duration of the project.

1.3 Quality Assurance and Quality Control (QA/QC)

- Perform quality control reviews of all deliverables to the District.

Deliverables: Monthly Progress Reports

TASK 2.0 DATA GATHERING

2.1 Project Kick-off Meeting

- Prepare and submit a data request log to the District for review prior to the kick-off meeting.
- Prepare an agenda packet for the kick-off meeting a minimum of two days prior to the meeting date for review by District PM.
- Plan and lead a project kick-off meeting with key project stakeholders. The kick-off meeting will capture critical success factors and goals for the project, outline project management approach, review available data sources, project scope and schedule, and identify responsibilities for both WSC and the District.
- Summarize key decisions and action items in meeting minutes.

2.2 Conduct Staff Interviews

- Interview District staff regarding the operation and maintenance of the system to determine the existence of known deficiencies, if any.
- Visit specific facilities with District personnel to collect information on current configurations, or other data necessary for the proposed work.

2.3 Collect and Review Data

- Prepare request for the District, and letters for adjacent wastewater agencies such as Clackamas County Water Environment Services (WES), the City of Gladstone, and the City of Milwaukie, for data that may be required to complete the wastewater master plan. Data will include:

  (1) GIS inventory of wastewater system assets, parcels, land use, streets, and utilities;

(2) Previous planning documents and master plans;

(3) Pump station operational data including start/stop times, pumping rates, and pressure readings;

(4) Flow data from the existing WRF Influent meters

(5) Rainfall data;

(6) Flow and pre-treatment information for industrial, commercial, or institutional dischargers;

(7) Utility billing data for wastewater and water systems;

(8) Condition assessment findings from Granite XP and previous software packages;

(9) Repair data from computerized maintenance management system;

(10) Construction bidding results for previous sewer and/or water projects in the District;

(11) Intergovernmental agreements with adjacent wastewater agencies;

(12) Studies and/or record drawings for WRF and pump stations; and

(13) Financial planning documents.

- Develop and maintain a data request tracking log to monitor the status of each data request, and review with the District PM at biweekly coordination meetings.

2.4 Prepare Draft Chapter – Wastewater System Description

- Summarize the existing wastewater system and community served by the District based on information in documents received during Task 2.3.
- Review appropriate sections of the Oregon Administrative Rules (OARs) and other federal, state, and local rules and regulations that are applicable to the wastewater master plan.
- Review the list of recommended projects from the previous Wastewater Master Plan and their status, along with any other projects in the District's upcoming CIP.
- Prepare a draft chapter for Wastewater System Description, including findings from meetings, interviews, and data gathering, for review by the District.
- Revise draft chapter to reflect resolution of District comments or concerns identified during the review process.

Deliverables: Data Request Tracking Log, Kick-off Meeting Agenda and Minutes, Staff Interview Notes, Draft and Final Chapter for Existing Wastewater System

TASK 3.0 COLLECTIONS HYDRAULIC MODEL

3.1 Model Development

- Import the District GIS files into a new hydraulic model of the District's collection system using Bentley SewerGEMS.
- Review the network connectivity and make corrections as needed.

- Populate the model with additional pump and wet well information at each pump station.
- Define tributary areas for each manhole. These tributary areas will identify where each parcel is expected to contribute its sanitary wastewater flow to the collection system.

3.2 Smoke Testing

- Develop mapping and plan for smoke-testing investigations through coordination with the District to target areas with a potential for increased inflow.
- Provide technical information for public outreach to be performed by the District prior to implementing smoke testing field investigations.
- Provide smoke testing and quality control during field investigations.
- Prepare a Draft Smoke Testing technical memorandum (TM) summarizing findings during field investigations including a GIS database of emission locations and recommendations for immediate improvements for District review.
- Incorporate District comments into a Final Smoke Testing TM.

3.3 Flow Monitoring

- Prepare flow monitoring plan, indicating proposed locations for flow monitoring and assistance required from the District, and submit to District for review and approval.
- Supply, install, program, calibrate, maintain, download, and report on eight (8) open channel flow monitors with each meter to collect data over a period of two (2) months.
- Setup, install, and program a rainfall monitoring gauge within public right-of-way at two (2) locations within the District.
- Develop a technical memorandum summarizing the flow monitoring procedures and the results.
- Review consolidated comments from the District on the Draft Flow Monitoring TM and prepare a response to comments table.
- Conduct a Draft Flow Monitoring TM review meeting with the District to discuss any comments and/or responses that require resolution.
- Incorporate District comments into a Final Flow Monitoring TM, as necessary.

3.4 Model Calibration

- Develop unit hydrograph (RTK method) based on largest storm captured during wet weather flow monitoring.
- Compare flow results in model from second storm captured during wet weather flow monitoring and calibrate R, T, and K parameters so that model results are within a reasonable percentage of observed flow data.

3.5 Model Review Workshop

- Conduct a workshop with District staff to demonstrate modeling results for existing conditions and determine if findings align with operational experience.

- Identify potential revisions to the model based on discussions with District staff and incorporate into the model where appropriate.
- Identify up to five scenarios where additional flow would be added to the District system.
- Summarize meeting findings and comments with meeting minutes.

3.6 Hydraulic Model Technical Memorandum

- Prepare a Draft Hydraulic Model TM documenting the files, data, and key assumptions used to develop and run the hydraulic model for District review and comment.
- Incorporate resolutions to District comments in a Final Hydraulic Model TM to be included as an appendix to the SSMP as guidance for future users of the hydraulic model.

3.7 Additional Flow Scenarios

- Conduct hydraulic modeling runs for each of the additional flow scenarios identified during the Model Review Workshop in Task 3.5.
- Lead a workshop with District staff to present model results, discuss the implications of findings, and determine any adjustments or revisions to each scenario.
- Prepare a Draft Additional Flow TM to summarize model results for review by the District.
- Incorporate District comments into a Final Additional Flow TM

Deliverables: Draft and Final Smoke Testing TM, Flow Plan and Monitoring TM, Model Development TM, and Additional Flow Scenario TM

TASK 4.0 SANITARY SEWER SYSTEM DEMAND FORECAST

4.1 Population Projection

- Use the best available forecasts and data on existing population to determine existing and projected future population growth within the District service area.

4.2 Buildable Lands Inventory

- Assemble relevant GIS data with information on tax lots, property classifications, real land and improvement values, environmental constraints related to regulated Goal 5 resources, zoning and comprehensive plan designations, streets, and existing building footprints.
- Prepare a methodology memorandum to describe the redevelopment and land use assumptions that will be used to create the infill capacity based on HB 2001 allowed densification.
- Meet with Clackamas County to discuss the assumptions and methods proposed and any potential revisions that may be required.
- Identify the developable acres for each parcel based on zoning, Comprehensive Plan designation, development status, and environmental constraints.
- Prepare a Draft Buildable Lands Inventory Technical Memorandum (TM) for review by District staff.

- Conduct a review meeting with District staff to discuss the draft TM, identify and resolve comments, and determine necessary revisions.
- Prepare a Final Buildable Lands Inventory TM.

4.3 Dry Weather Flow

- Estimate the number of EDUs and the people per residential household using population estimates, billing records, and land use classifications .
- Develop an average dry weather flow per EDU for residentially zoned parcels and a flow per acre for industrial/commercial zoned parcels based on historical flow meter data from the WRF.
- Develop an average diurnal pattern or peaking factors to estimate peak dry weather flows from WRF flow meter data or create a synthetic diurnal curve from industry data.
- Calculate the dry weather flow within the collection system for current, 20-year, 30-year, and buildout conditions.

4.4 Wet Weather Flow

- Compare dry weather flow monitoring data during the dry summer season and the winter season within each basin to estimate the potential volume of groundwater infiltration during periods of high groundwater elevations.
- Select a "design storm" using WRF flow meter data to meet DEQ guidelines and apply to the model developed in Task 3 to calculate resulting peak wet weather flows within the collections system under current, 20-year, 30-year, and buildout conditions.

4.5 Prepare Draft Chapter – Sanitary Sewer Flows

- Prepare a draft update to Wastewater System Description chapter of the Wastewater System Master Plan, including findings from meetings, interviews, and data gathering.
- Review consolidated comments from the District on the Draft Chapter and prepare a response to comments table.
- Conduct a Draft Chapter review meeting with the District to discuss comments and/or responses that require resolution.
- Revise draft chapter to reflect resolution of District comments or concerns identified during the review process.

Deliverables: BLI Methodology TM, Draft and Final BLI TM, Draft Chapter for Sanitary Sewer Flows and Loads

TASK 5.0 COLLECTION SYSTEM EVALUATION

5.1 Establish Evaluation Criteria

- Review existing District sewer and pump station design standards and develop a list of proposed criteria for evaluating the wastewater system for District review.
- Plan and lead a workshop with District staff to confirm the evaluation criteria to be used during system evaluation. Expected criteria may include, but are not limited to, the following:

  (1) Allowable d/D or degree of surcharging

(2) Roughness values for different pipe classes

(3) Allowable velocities in gravity sewers and force mains

(4) Firm capacity at pump stations

- Summarize evaluation criteria decisions with meeting minutes.

5.2 Hydraulic Evaluation

- Identify capacity deficiencies within the existing system using the calibrated hydraulic model developed in Task 3 and the evaluation criteria from Task 5.1.
- Provide a map of existing deficiencies along with the extent of the deficiency (e.g. a sanitary sewer overflow is expected to occur, or surcharging is expected).
- Provide recommended capital improvement projects to address capacity deficiencies.
- Conduct a workshop with District staff to review findings and recommended capacity projects.

5.3 Condition Evaluation

- Review scoring data from the District's GIS system and develop system maps to show pipes and their relative scoring.
- Review existing operations and maintenance data from the District CMMS system and from operator interviews conducted to identify facilities that require frequent cleaning, root removal, or other maintenance tasks.
- Develop a system for converting the three different condition scoring systems used by the District over the past 10 years into a single cohesive system to identify and prioritize condition deficiencies.
- Develop a system for estimating the consequence of failure for each pipe in the District's GIS system based on triple-bottom line impacts.
- Provide a map of existing condition deficiencies along with their relative priority based on the product of pipe condition and consequence of failure.
- Identify pipe replacement locations that coincide with areas of high seismic risk based on work completed during the Water System Master Plan where alternative pipe materials or installation procedures are recommended for consideration.

5.4 Inaccessible Sanitary Mains

- Prepare exhibits for workshop with District staff to discuss potential options for inspection of up to twenty (20) sewer mains with difficult or unavailable access.
- Conduct a workshop to review each inaccessible main location and identify a recommended solution.
- Conduct a site visit for up to five (5) sewer mains where a capital improvement project is recommended to improve access to confirm the feasibility and nature of each project.

5.5 Lateral Inspection Program

- Define the current District practices for service lateral inspection and replacement.

- Identify costs and benefits of a lateral inspection program and identify the staffing that would be required.

5.6 Prepare Draft Chapter – Collections System Evaluation

- Prepare a draft Collections System Evaluation chapter of the SSMP.
- Review consolidated comments from the District on the Draft Chapter and prepare a response to comments table.
- Conduct a Draft Chapter review meeting with the District to discuss comments and/or responses that require resolution.
- Revise draft chapter to reflect resolution of District comments or concerns identified during the review process.

Deliverables: Meeting and workshop minutes, Draft and Final Collections System Evaluation Chapter

TASK 6.0 WATER RECLAMATION FACILITY PLAN

6.1 Evaluate Existing WRF Operation

- Collect, review, and summarize previous planning documents and permits including:
  (1) Current NDPES Permit 101063
  (2) Draft NPDES permit for renewal issued by DEQ
  (3) Construction documents of existing facilities
  (4) Recent reports including the *Aeration Basin Evaluation and Upgrades Project* report prepared by Murraysmith and dated June 2019 and other reports and construction documents for proposed projects including the Aeration Blower and Baffle Project issued for bid on February 10, 2021.
  (5) Review the *Oak Lodge Wastewater Reclamation Facility Outfalls 001 and 001A* prepared by CH2M and dated April 2017
- Identify and document site space or other constraints and constraint drivers impacting capacity modification of major processes and the system.
- Evaluate process, design, and operational data for the WTF liquids and solids stream trains.
- Prepare a Draft Existing WRF Operations TM to summarize findings from this task for District review.
- Incorporate District review comments into a Final Existing WRF Operations TM.

6.2 Influent Flow and Load Characterization

- Review historical data analysis over the past five years, including the industrial pretreatment project, and identify data gaps and collection needs.
- Develop and implement a wastewater characterization sampling program for process simulator calibration including:
  (1) Prepare sampling protocol

(2) Set up protocol with lab and WRF staff

(3) Verify suitability of sampling locations

(4) Daily composite sampling that is performed every day over a two-week period. For each sampling day, raw influent, secondary influent, and secondary effluent are sampled and analyzed for a wide range of constituents.

(5) Grab samples of secondary influent and final effluent to provide information on the diurnal variability of critical parameters. Samples are collected at 2-hour intervals. Data are used in calibrating the dynamic portion of the process simulator.

(6) Grab samples of the activated sludge and various important solids and internal recycle streams must also be collected for analysis for proper calibration of the process simulator and evaluating plant performance. Grab samples must be taken daily during the same two-week period as the composite sampling listed above.

- Develop process simulation model of existing secondary treatment configuration.
- Calibrate process simulator with collected wastewater characterization data.
- Develop flow and load projections based on a calculated flow and load allocations per EDU and potential future industrial or commercial discharges (such as a microbrewery) to be treated at the WRF for the proposed planning period based on population and growth projections for residential, commercial and industrial customers.
- Evaluate peak flows based on statistical analysis in accordance with DEQ guidance.
- Prepare a Draft Influent Characterization TM to summarize findings from this task for District review.
- Incorporate District review comments into a Final Influent Characterization TM.

6.3 WRF Capacity Assessment

- Perform a hydraulic analysis of the WRF based on information collected during Tasks 6.1 & 6.2.
- Conduct a solids mass balance of the WRF based on information collected during Tasks 6.1 & 6.2.
- Use the calibrated process model of the WRF to characterize current performance under existing NPDES conditions for both dry and wet weather seasons.
- Evaluate secondary clarifiers by analyzing performance data, conducting statistical analysis, and completing a state point analysis to evaluate clarifier capacity.
- Perform capacity assessment of other liquid and solids process units and summarize data within a Draft WRF Capacity Assessment TM for District review.
- Incorporate District comments into a Final WRF Capacity Assessment TM.

6.4 Assess Unit Processes

- Review available records regarding equipment history and maintenance.
- Conduct a two-day site visit to observe equipment and assess condition and performance through visual inspections and interviews with District staff.

- Prepare a Draft Assessment of Unit Processes TM to describe the physical condition, functional integrity, and operability of each unit process for District review.
- Incorporate District comments into Final Assessment of Unit Processes TM.

6.5 Regulatory Support

- Review Integrated Report for Willamette River by the Oregon Department of Environmental Quality
- Prepare a Draft Regulatory Framework TM to describe the following items related to the WRF discharge for the District's review:
    (1) Beneficial uses
    (2) Oregon Administrative Rules relevant to discharge
    (3) Clean Water Act 303(d) listing
    (4) Existing Permit limits
    (5) Outfall permitting requirements
    (6) Temperature
    (7) Anticipated treatment requirements
- Conduct a reasonable potential analysis for future regulatory discharge limits on ammonia based on the sampling conducted during the previous Mixing Zone Study
- Participate in up to three team meetings or workshops to discuss regulatory actions, including one meeting with DEQ.

6.6 Alternatives Development and Evaluation

- Perform initial conceptual analysis to identify a range of alternatives for each unit process to meet projected flow and load conditions and potential future regulatory requirements.
- Facilitate a workshop with District to review and evaluate conceptual alternatives with the goal of identifying preferred concepts to be further developed.
- Develop an alternative analysis for up to two (2) conceptual alternatives including:
    (1) Preparation of planning level layouts
    (2) Estimate performance
    (3) Analyze hydraulic impacts
    (4) Prepare planning level capital and O&M costs
    (5) Evaluate each alternative based on economic and non-economic criteria
- Facilitate a workshop with the District to review the results of the alternative analysis and identification of preferred improvements.

6.7 Recommended Alternative & Draft Chapter – WRF Facility Plan

- Document the recommended WRF Alternative including the following:

(1) Develop design criteria

(2) Develop a site plan

(3) Develop liquid and solids stream schematics

(4) Update capital and life cycle costs

(5) Develop a phasing plan

- Facilitate a workshop with District to review the recommended alternative.
- Prepare a Draft WRF Facility Plan Chapter for the SSMP
- Conduct a review meeting with the District to discuss comments on the Draft Chapter.
- Prepare a Final WRF Facility Plan Chapter.

Deliverable: Workshop meeting minutes & decision log, Draft and Final Existing WRF Operation TM, Influent Characterization TM, WRF Capacity Assessment TM, Assessment of Unit Processes TM, and WRF Facility Plan Chapter

TASK 7.0 CAPITAL IMPROVEMENT PLAN & STAFFING ANALYSIS

- Develop prioritized list of sanitary sewer system improvements for the next 30 years to address condition and capacity deficiencies, expansion of system, and WRF improvements.
- Develop an anticipated timeline of projects, by anticipated year of construction, and include the estimated annual costs each year.
- Meet with the District to discuss the draft CIP project list and discuss any proposed comments or revisions to project grouping and prioritization.
- Analyze the current level of staffing for the District and compare with the proposed CIP to identify any potential staff additions required for successful delivery of the plan.
- Prepare a new draft chapter for the Wastewater Master Plan, including recommendations to support the proposed CIP for District review.
- Revise draft chapter to reflect resolution of any District comments or concerns identified during the review process.

Deliverable: Draft and Final Chapter for Capital Improvement Projects

TASK 8.0 SYSTEM DEVELOPMENT CHARGES

8.1 System Development Charge (SDC) Data Gathering

- A written data request will be prepared for financial information required for SDC analysis.
- Data will be reviewed with follow up questions to District staff as needed.
- Conduct one working session with the District Board to discuss options for SDC calculation and identification of preference.

8.2 SDC Analysis TM

- Calculation of growth in demand will be conducted using the current customer base and projected future growth.
- Calculation of maximum defensible reimbursement fee cost basis will be completed based on existing sanitary sewer assets (including cost, funding source, and available capacity).
- Calculation of maximum defensible reimbursement fee cost basis will be completed based on the estimated SDC eligibility for each CIP.
- Develop a schedule of sanitary sewer SDCs based on calculations and Board direction.
- Preparation of a Draft SDC Analysis TM providing the methodology, maximum defensible fees, and schedule of sanitary sewer SDCs for District review and comment.
- Incorporate District comments into a Final SDC Analysis TM.
- Attend a public hearing at which the sanitary sewer SDC methodology is considered for adoption.

Deliverable: Draft and Final SDC Analysis TM

TASK 9.0 SANITARY SEWER MASTER PLAN

9.1 Draft Wastewater System Master Plan

- Combine previously written draft chapters into a consolidated Draft SSMP.
- Prepare Executive Summary to summarize findings.
- Develop and prepare appendices for the document.
- Provide a full and complete SSMP for review by the District.
- Conduct a review meeting to discuss comments on the Draft SSMP.

9.2 Final Sanitary Sewer Master Plan

- Incorporate resolution of comments and concerns into a Final Wastewater System Master Plan.
- Provide two (2) digital copies of the Final SSMP in PDF and Microsoft Word.
- Provide electronic copy of the Hydraulic Model, Pipe Condition Database, and all SSMP GIS maps and shapefiles.

9.3 Public Meetings

- Attend up to six Board meeting to present, discuss, and answer questions regarding the SSMP.
- Board meetings may include evening work sessions, public hearings, or regularly scheduled board meetings.

Deliverables: Draft and Final Water System Master Plan, Hydraulic Model, Condition Database, and Maps

ASSUMPTIONS USED FOR FEE ESTIMATE

- Biweekly progress meetings will be an average of 30 minutes in duration and will be held at either the District office or via telephone.
- Project duration will be twenty-four (24) months from notice to proceed to completion.
- Kick-off meeting will be held virtually using Microsoft Teams and will be limited to 2 hours.
- Staff interviews and facility visits will be held virtually and will be limited to one half-day (4 hours).
- The following District staff are expected to be available for interviews: Jason Rice (District Engineer) Haakon Ogbeide (Capital Project Manager), David Mendenhall (Plant Superintendent), Gary Floyd (Technical Services Coordinator), Markus Mead (Development Review Specialist), Field Superintendent, and Sanitary Sewer Field Crew.
- Flow monitors will be placed along major trunk lines at the base of each of the District's sewer basins for a total of eight meters.
- Two rain gauges will be places at locations to be determined within the District.
- No third-party traffic control will be required during the flow monitoring set up/removal.
- District will pay fees associated with encroachment permits for work within public right-of-way.
- Wet weather flow monitoring will capture a sufficiently large storm to be used in determining wet weather flow factors.
- Influent flow data at the WRF will be sufficient and comprehensive enough to develop dry weather flow factors across the District.
- Pump station data will include start/stop and run time data for use in estimating dry weather flows for each pump station tributary basin.
- District will provide billing records to accurately define the number of EDUs for each parcel currently connected to the sewer system.
- District water and sewer billing records will be provided and can be cross-referenced with GIS to geospatially distribute EDUs within each sewer basin.
- Pipe and manhole invert elevations are available in either the GIS data or within the previous model, and no additional effort will be required to survey manholes or estimate depths from other sources.
- All CCTV scoring data will be in a format suitable for use in Microsoft Excel or Access, and that can be readily imported into a GIS database for mapping purposes.
- WSC will not review any of the CCTV video files.
- Facilities with preventative or predictive maintenance schedules can be identified by cross referencing CMMS asset IDs with the GIS asset database, or through operator direction.
- District will provide historical plant operational data for the past five years in Microsoft Excel format.

- District will conduct wastewater characterization, including sample collection and laboratory analysis, and provide results in Microsoft Excel format.
- District will provide assistance for field testing of secondary clarifiers, including laboratory analysis of collected samples, control of clarifier flows and return activated sludge rates, and provide appropriate sample containers.
- WRF Unit Process assessments will include the following:
    (1) Influent Pump Station
    (2) Headworks
    (3) Aeration System
    (4) Secondary Clarifiers
    (5) Disinfection System
    (6) Solids handling system, including digestion, dewatering and thickening facilities
    (7) Support systems
- Regulatory analysis does not include any aquatic toxicology modeling.
- Regulatory analysis does not include a Reasonable Potential Analysis for contaminant limits in future permit cycles.
- District will provide bid tabulations that can be used to aid in developing cost estimates for each project.
- Board and District will provide clear direction as to the preferred method of SDC fee calculation and schedule prior to commencing SDC Analysis TM.

FEE ESTIMATE

Task No.	Task Description	WSC									APG	BC	FCS Group	West Yost	Flow Monitor	Leeway	Smoke Tester	ALL FIRMS
		QA/QC	Project Manager	Project Engineer	Admin. Support	Asset Management	GIS/Modeling Support	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Labor Fee	Labor Fee	Labor Fee	Labor Fee	Labor Fee	Labor Fee	Total Fee
		Joshua Reynolds	Scott Duren	Adam Donald	Kay Merrill	Susan Schlangen	Lauren Cotin												
	Billing rates, $/hr	*$250*	*$230*	*$160*	*$120*	*$170*	*$130*												
0	**Project Management**																		
0.1	Project Administration		36		30			66	$ 11,880	$ 500	$ 12,380		$ 21,952				$ 3,727		$ 38,058
0.2	Coordination Meetings		48					48	$ 11,040	$ 400	$ 11,440								$ 11,440
0.3	QA/QC	36	4					40	$ 9,920	$ 400	$ 10,320								$ 10,320
	SUBTOTAL	**36**	**88**	**0**	**30**	**0**	**0**	**154**	$ 32,840	$ 1,300	$ 34,140	$ -	$ 21,952	$ -	$ -	$ -	$ 3,727	$ -	$ 59,818
1	**Data Gathering**																		
1.1	Project Kick-off Meeting	4	6	12		4		26	$ 4,980	$ 200	$ 5,180								$ 5,180
1.2	Conduct Staff Interviews		8	8				16	$ 3,120	$ 100	$ 3,220								$ 3,220
1.3	Collect and Review Data		12	40		12		64	$ 11,200	$ 400	$ 11,600		$ 3,018						$ 14,618
1.4	Prepare Chapter - System Description		12	24				36	$ 6,600	$ 300	$ 6,900								$ 6,900
	SUBTOTAL	**4**	**38**	**84**	**0**	**16**	**0**	**142**	$ 25,900	$ 1,000	$ 26,900	$ -	$ 3,018	$ -	$ -	$ -	$ -	$ -	$ 29,918
2	**Collections Hydraulic Model**																		
2.1	Model Development	8	8	100				116	$ 19,840	$ 800	$ 20,640								$ 20,640
2.2	Smoke Testing		8					8	$ 1,840	$ 100	$ 1,940						$ 13,495	$ 46,200	$ 61,635
2.3	Flow Monitoring		12	24				36	$ 6,600	$ 300	$ 6,900					$ 44,000	$ 2,200		$ 53,100
2.4	Model Calibration	8	4	30				42	$ 7,720	$ 300	$ 8,020								$ 8,020
2.5	Model Review Workshop		4	8				12	$ 2,200	$ 100	$ 2,300								$ 2,300
2.6	Hydraulic Model TM		4	24				28	$ 4,760	$ 200	$ 4,960								$ 4,960
2.7	Additional Flow Scenarios		8	16				24	$ 4,400	$ 200	$ 4,600								$ 4,600
	SUBTOTAL	**16**	**48**	**202**	**0**	**0**	**0**	**266**	$ 47,360	$ 2,000	$ 49,360	$ -	$ -	$ -	$ -	$ 44,000	$ 15,695	$ 46,200	$ 155,255
3	**Sanitary Sewer Demand Forecast**																		
3.1	Population Projection		4	8				12	$ 2,200	$ 100	$ 2,300								$ 2,300
3.2	Buildable Lands Inventory		4	8				12	$ 2,200	$ 100	$ 2,300	$ 13,200							$ 15,500
3.3	Dry Weather Flow		12	40				52	$ 9,160	$ 400	$ 9,560								$ 9,560
3.4	Wet Weather Flow		16	40				56	$ 10,080	$ 400	$ 10,480								$ 10,480
3.5	Prepare Chapter - Sanitary Sewer Flows		12	24				36	$ 6,600	$ 300	$ 6,900		$ 1,652						$ 8,552
	SUBTOTAL	**0**	**48**	**120**	**0**	**0**	**0**	**168**	$ 30,240	$ 1,300	$ 31,540	$ 13,200	$ 1,652	$ -	$ -	$ -	$ -	$ -	$ 46,392
4	**Collections System Evaluation**																		
4.1	Establish Evaluation Criteria		6	12				18	$ 3,300	$ 100	$ 3,400								$ 3,400
4.2	Hydraulic Evaluation		20	80				100	$ 17,400	$ 700	$ 18,100						$ 2,200		$ 20,300
4.3	Condition Evaluation		12	24		80		116	$ 20,200	$ 800	$ 21,000								$ 21,000
4.4	Inaccessible Sanitary Mains		10	20				30	$ 5,500	$ 200	$ 5,700								$ 5,700
4.5	Lateral Inspection Program		12	24				36	$ 6,600	$ 300	$ 6,900								$ 6,900
4.6	Prepare Chapter - Collections System Evaluation		12	24				36	$ 6,600	$ 300	$ 6,900								$ 6,900
	SUBTOTAL	**0**	**72**	**184**	**0**	**80**	**0**	**336**	$ 59,600	$ 2,400	$ 62,000	$ -	$ -	$ -	$ -	$ -	$ 2,200	$ -	$ 64,200
5	**WRF Plan**																		
5.1	Evaluate Existing WRF Operation		4					4	$ 920	$ -	$ 920		$ 25,791						$ 26,711
5.2	Influent Flow & Load Characterization		8					8	$ 1,840	$ 100	$ 1,940		$ 25,335						$ 27,275
5.3	WRF Capacity Assessment		4	16				20	$ 3,480	$ 100	$ 3,580		$ 52,406						$ 55,986
5.4	Assess Unit Processes		8					8	$ 1,840	$ 100	$ 1,940		$ 26,101						$ 28,041
5.5	Regulatory Support		8					8	$ 1,840	$ 100	$ 1,940				$ 33,000				$ 34,940
5.6	Alternatives Development & Evaluation		8					8	$ 1,840	$ 100	$ 1,940		$ 107,573						$ 109,513
5.7	Draft Chapter - WRF Plan		8					8	$ 1,840	$ 100	$ 1,940		$ 44,284						$ 46,224

	SUBTOTAL	**0**	**48**	**16**	**0**	**0**	**0**	**64**	**$ 13,600**	**$ 600**	**$ 14,200**	**$ -**	**$ 281,490**	**$ -**	**$ 33,000**	**$ -**	**$ -**	**$ -**	**$ 328,690**
6	**CIP & Staffing Analysis**																				
6.1	Draft Chapter - CIP		16	40				56	$ 10,080	$ 400	$ 10,480		$ 4,805					$ 2,200		$ 17,485
	SUBTOTAL	**0**	**16**	**40**	**0**	**0**	**0**	**56**	**$ 10,080**	**$ 400**	**$ 10,480**	**$ -**	**$ 4,805**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,200**	**$ -**	**$ 17,485**
7	**System Development Charges**																				
7.1	SDC Data Gathering		4					4	$ 920	$ -	$ 920				$ 3,300					$ 4,220
7.2	SDC Analysis TM		8					8	$ 1,840	$ 100	$ 1,940				$ 18,700					$ 20,640
	SUBTOTAL	**0**	**12**	**0**	**0**	**0**	**0**	**12**	**$ 2,760**	**$ 100**	**$ 2,860**	**$ -**	**$ -**	**$ -**	**$ 22,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 24,860**
8	**Sanitary Sewer Master Plan**																				
8.1	Draft SSMP		20	40	40			100	$ 15,800	$ 600	$ 16,400									$ 16,400
8.2	Final SSMP		12	24				36	$ 6,600	$ 300	$ 6,900									$ 6,900
8.3	Public Meetings		48	24	40			112	$ 19,680	$ 800	$ 20,480		$ 12,012							$ 32,492
	SUBTOTAL	**0**	**80**	**88**	**80**	**0**	**0**	**248**	**$ 42,080**	**$ 1,700**	**$ 43,780**	**$ -**	**$ 12,012**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 55,792**
	COLUMN TOTALS	**56**	**450**	**734**	**110**	**96**	**0**	**1,446**	**$ 264,460**	**$ 10,800**	**$ 275,260**	**$ 13,200**	**$ 324,929**	**$ 22,000**	**$ 33,000**	**$ 44,000**	**$ 23,822**	**$ 46,200**	**$ 782,411**

10% mark-up on direct expenses; 10% mark-up for sub-contracted services
Standard mileage rate $0.57 per mile (or current Federal Mileage Reimbursement Rate)
Rates are subject to revision as of January 1 each year.

AGENDA ITEM

Title	Presentation of North Clackamas Watersheds Council Annual Update
Item No.	8
Date	March 16, 2021

Summary

A longstanding community partner, the North Clackamas Watersheds Council (NCWC) and OLWSD work together to raise awareness about the importance of clean, clear, and cold water in the creeks and tributaries of the District. NCWC supports water quality compliance through its outreach, engagement, restoration and enhancement programs and projects in the District. Each year, a presentation from the Council provides highlights from the last year, as well as an opportunity to ask questions.

Tonight, Executive Director Neil Schulman will provide an update on NCWC's efforts to conserve and protect our watershed.

Attachments

1. PowerPoint Presentation

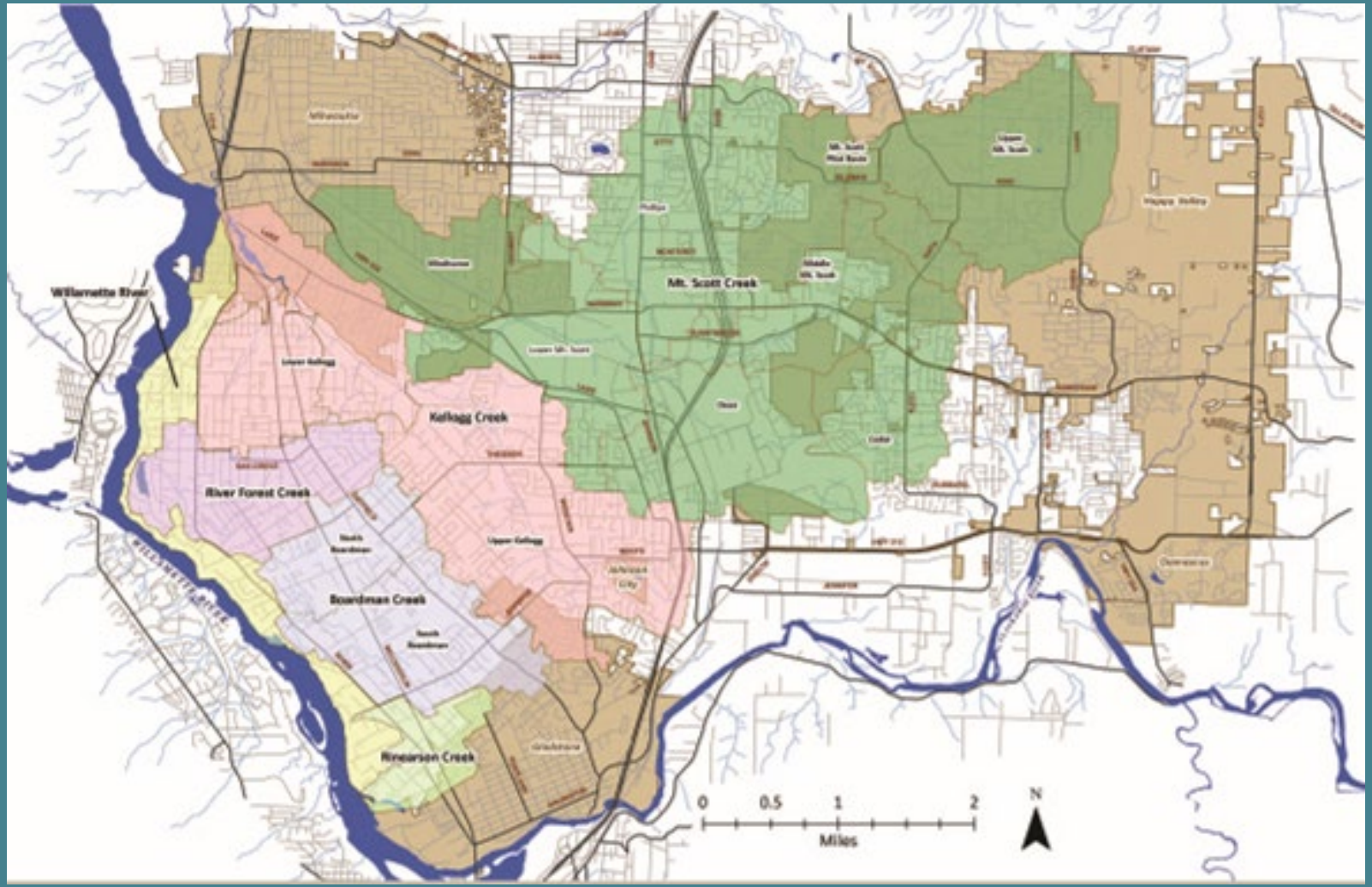
NORTH CLACKAMAS WATERSHEDS COUNCIL

Oak Lodge Water Services District

3/16/21

NORTH CLACKAMAS WATERSHEDS COUNCIL

- Nonprofit
- On-the-ground restoration
- Community Engagement
- Science & Planning
- Kellogg Dam


Willamette River
Mt. Scott Creek
Kellogg Creek
River Forest Creek
Boardman Creek
Rinearson Creek
0
0.5
1
2
Miles
N

Why Partnerships?

- Impervious & stormwater
- Temperature and Pollutants
- Floodplain development & channelization
- Altered Hydrology & Flooding
- Fragmented habitat
- Fish Barriers
- Fewer natural areas

Figure 65. Culvert upstream of SE Walta Vista Rd that is presumed impassable for fish (culvert extends upstream through SE River Road in background of photo, culvert length is an estimated 80 or more meters).


What do we do together?

Partnership Focus

- Restoration
- Science Drives Projects
- Adult Education

Streamside Stewards Program

Streamside Stewards:

- Connection: MS4, TMDL
- Willing riparian landowners
- Low barrier to entry
- Professional restoration

By the numbers:

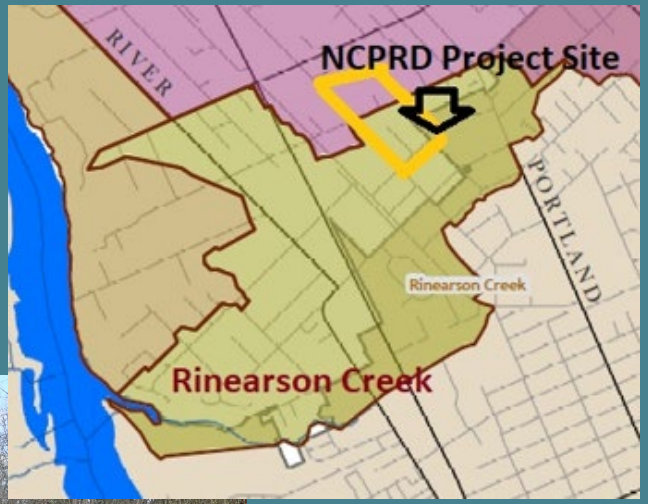
- 68 sites
- 20.8 acres
- 6,189 linear feet of riparian
- 14 sites in “minimal maintenance

Outcomes:

- Shade & temperature
- Filtration & reduction of pollution, lawn chemicals, etc.
- Reduced erosion
- Salmonid habitat
- Stewardship
- Awareness of management

Rinearson/Boardman Headwaters

- OWEB funded
- Benefits throughout
- Began winter 2020-21



Science

Connection: TMDL & MS4

- Bioassesment
- Shade Analysis
- Temperature Monitoring (Planned)
- Watershed Action Plan (Planned)

Rapid Bio-Assessment Report

North Clackamas Watersheds

SUBMITTED TO
North Clackamas Watersheds Council

MAY 2020

Bioassesment

- Stream complexity needed (pools, wetlands, large wood)
- Fish & Flood reduction
- Riparian revegetation
- ID’d 39 projects

4.4 BOARDMAN CREEK – REACH 1

4.4.1 Overall Reach Conditions

The surveyed portion of Boardman Creek Reach 1is 0.21 kilometers (km) in length, beginning at rKm 0 and ending at rKm 0.21, covering approximately 70% of the reach). Survey was terminated at rKm 0.21 due to lack of landowner permission. The field survey in Boardman Creek was conducted on December 27, 2019. Land use within the reach is predominately classified as rural residential.

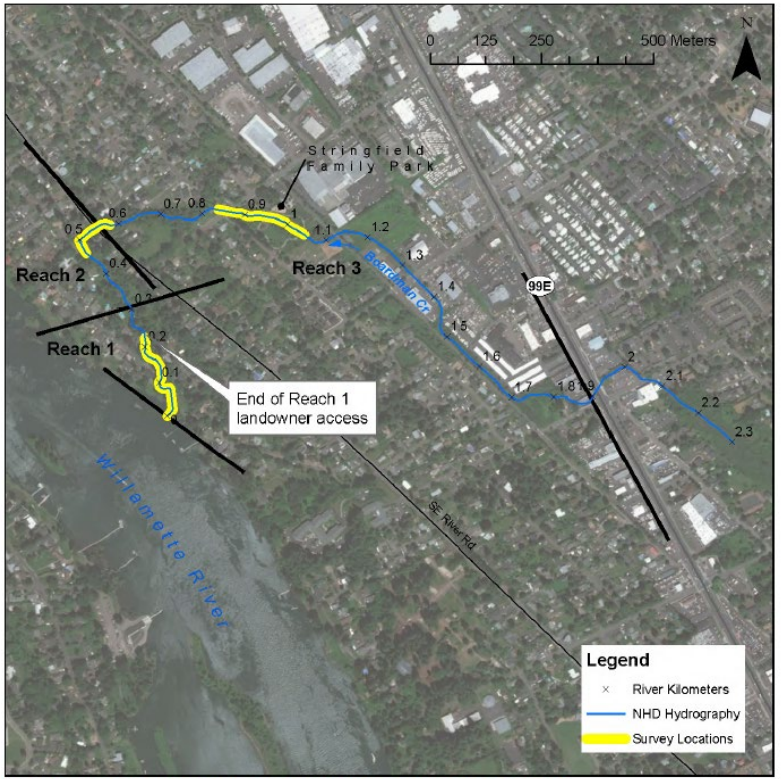
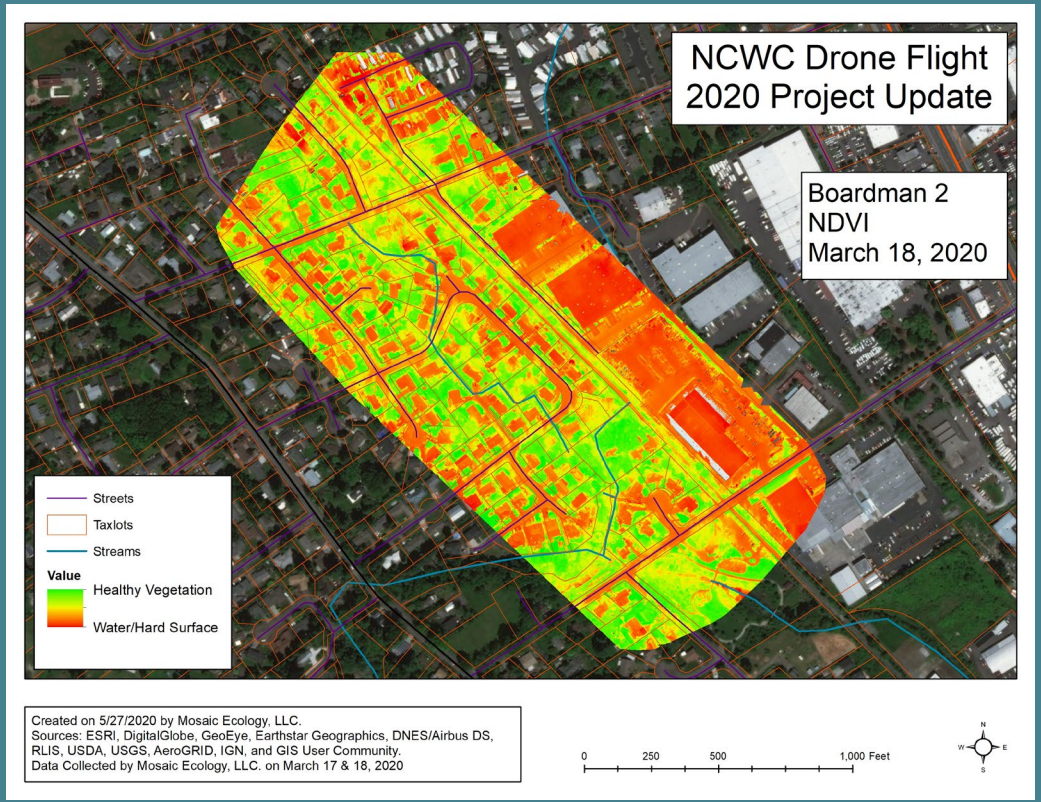


Figure 50. Map showing Boardman Creek and the areas visited during the field investigation.

Shade Analysis

- Boardman, Rinearson, River Forest
- Partnership with PCC & NSF
- Change in shade over time
- Target future plantings
- Ongoing



Adult Education

- Adults
- Property to Watershed Wide
- Support Watershed Management
- Community-Based Social Marketing

Community-Based Social Marketing

- 55 participants in 4 pilot webinars
- Online Videos & Landowner tools
- 90% report increase in knowledge
- 70% “high” rating for increased motivation
- Pledges to individual action
- Follow-up

High Points

- Ongoing restoration success
- Watersheds science progressing
- Growing demand for healthy watersheds
- Cultivation of leaders

Challenges

- Maintenance
- Cost/acre
- Data Gaps
- Equity & Streamside Stewards
- Covid-19
  - Education
  - Stewardship
  - Maintenance
  - Council

How the Council Can Help OLWSD

Harness the major shift in demand for watershed protection:

- Water quality, fish & wildlife is now top concern at 71% (29% increase since 2010)
- Keeping pollutants out of streams is #2 at 68%, 21% increase (OLWSD, 2019)
- Majority want OLWS to spend more money on water quality, habitat & removing pollutants from runoff; 58%, 16 points above 2010)

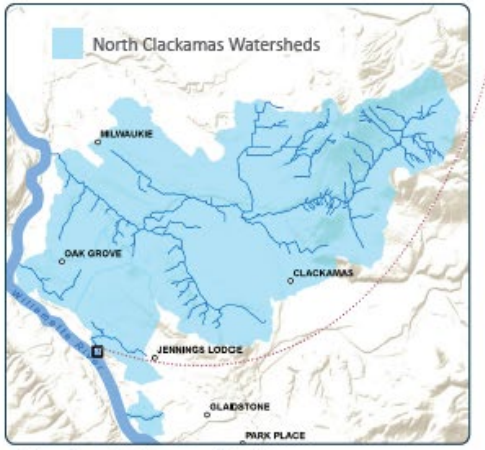
How the Council Can Help OLWSD

- Ongoing adult education essential to translating to agency support
- Understanding of watershed management
- Build on Boardman Wetlands success
- Close data gaps
- Flood Attenuation Study
- Long-term restoration strategy

Temperature Monitoring

- Basic data gap
- Critical to TMDL, restoration, climate, understanding watershed function over time
- Identify & protect cold water
- 10 stations & analysis
- Ongoing

Lower Boardman Creek



Project Description

Large wood structures at the confluence of Boardman Creek and the Willamette River are proposed. These are intended to provide cover and high-flow refugia for 11 different populations of juvenile salmon or trout during migration and rearing in the Willamette. In select locations, this will also be paired with enhancement and creation of additional pool habitat to increase channel complexity. Large wood placements would be focused in geomorphically appropriate locations. Large wood near the mouth will be activated at fall through spring flows (coinciding with the primary juvenile fish migration period in the lower Willamette), while large wood upstream of the mouth would interact with streamflows year-round.

Lower Boardman Project

- Phase 1: bulk of funding from OWEB ($239,000)
- 5 salmonid species in Willamette
- Local spawning habitat
- 1,000 linear feet of large wood
- Landowner enthusiasm
- Total project cost $442,200
- Phase 1 gap: $45,000

How OLWSD can help the Council help OLWSD

- Continued existing work
- Temperature Study
- Data & Input into Watershed Action Plan
- Coordinate education & messaging
- Collaboration on Lower Boardman
- Collaboration on Community Based Social Marketing
- Large wood storage

Questions?

STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Consideration of a Professional Services Contract with a Collections Agency
Item No.	9
Date	March 9, 2021 for March 16, 2021 Meeting

Summary

District Staff has discussed with the Board moving to a third-party service to collect on delinquent Deleted customer accounts. A Deleted account status is created when a customer moves out of the District. Staff has researched this option and is presenting a contract with a local collection agency for the Board's consideration.

Background

The District has certain customers with delinquent utility accounts. The District offers several options for assisting customers with timely payment of bills due before they become delinquent, including a low-income utility rate relief program, time payment agreements, and a temporary emergency COVID-19 assistance program. The District also has a variety of tools that it may use to ensure payment for accounts after they become delinquent, such as shutting off service, entering into payment agreements, and placing liens on the service property. Assigning the accounts to a collection agency is another tool available to the District to try to collect on the payments due.

Collection agencies are companies that attempt to collect claims that are owed or due to another person or to a public body. They are heavily regulated entities that must adhere to a host of federal and state laws regarding debt collection practices. In Oregon, collection agencies must be registered by the Department of Consumer and Business Services. Private collection agencies may charge a fee to public bodies for undertaking the collection work, and Oregon statutes authorize that fee to be passed along to the debtor, so long as the public body first notifies the debtor: (i) that a debt exists; (ii) that the debt may be assigned to a private collection agency; and (iii) of the amount of the fee to be added onto the debt, which may not exceed the collection fee charged by the private collection agency.

District Staff reached out to a variety of different collection agencies, including those that are on the State's cooperative procurement program list. Staff received presentations and materials from three different collection agencies, and determined

that Western Collection Bureau, Inc. (WCB) would best meet the District's need for collection services. This determination was primarily based on the practical approach that WCB uses in undertaking its collection practices, which include innovative and creative methods that Staff believe will be most likely to achieve a successful outcome.

WCB is proposed to work on a contingency basis. As such, WCB will only collect fees from collections received. WCB's collection fee is 20%, which is proposed to be passed along to the debtor as authorized under Oregon law. In consultation with the District's legal counsel, Staff has drafted the attached personal services contract for the Board's consideration. WCB has reviewed the contract and accepted its terms.

The amount paid to WCB under the contract will vary depending on the amount of delinquent accounts submitted and collected by WCB. The contract is proposed for a term of five years. Staff does not anticipate that fees paid to WCB will be greater than approximately $10,000 for any fiscal year. The current amount of delinquent charges owed on Deleted accounts to the District is approximately $50,000, which is the total amount of delinquent Deleted accounts accrued over past years. These are the initial accounts that could be assigned to WCB under the proposed contract.

Budget

No budgetary impacts. The contract will be paid through a new fee that will only be collected on accounts paid.

Recommendation

Staff recommends approval of the contract for collection agency services with WCB.

Alternatives to Recommendation

Do not approve the contract; request further information.

Suggested Board Motion

"I move to approve the collection agency services agreement with Western Collection Bureau, Inc., as presented tonight."

Attachments

1. Proposed contract with Western Collection Bureau, Inc.

OAK LODGE
WATER SERVICES

PERSONAL SERVICES AGREEMENT
WITH OAK LODGE WATER SERVICES DISTRICT
FOR
COLLECTION AGENCY SERVICES

This Personal Services Agreement ("Agreement") is between **OAK LODGE WATER SERVICES DISTRICT**, an Oregon special district organized under ORS Chapters 264 and 450 (the "District"), and **WESTERN COLLECTION BUREAU, INC.**, an Oregon business entity ("Western"). The District and Western are herein referred to individually as a "Party" and collectively as the "Parties."

RECITALS

A. The District is a consolidated water and sanitary special district with customers holding certain accounts unpaid and delinquent that the District desires to collect in an efficient and expeditious manner; and

B. Western is a private collection agency with a uniquely tailored approach to public sector collections and holding the specialized skills, knowledge, and resources to provide the District with the personal services it requires; and

C. The District desires to contract with Western for collection agency services, and Western desires to provide collection agency services to the District, each as set forth in this Agreement and the Parties therefore agree as follows:

AGREEMENT

1. Effective Date and Duration

This Agreement is effective upon execution by both Parties ("Effective Date"). Unless earlier terminated as provided for herein, this Agreement shall be for a five-year term. The Agreement may be renewed for up to one additional term of one-year, as may be mutually agreed by the Parties.

2. Western is an Independent Contractor

A. Western shall perform the work required by this Agreement as an independent contractor, although the District reserves the right to: (i) specify the desired work product; (ii) determine the delivery schedule for the work to be performed; and (iii) evaluate the quality of the completed performance, the District cannot and will not control the means or manner of Western's performance. Western is solely responsible for determining the appropriate means and manner of performing the work.

B. Western will be responsible for any federal or state taxes applicable to any compensation or payment paid to Western under this Agreement.

3. Responsibilities of Western

A. SCOPE OF WORK: Western shall perform the services as described in **Exhibit A** Scope of Work attached hereto and incorporated herein by this reference.

B. GOOD FAITH: Western shall exercise due diligence and good faith in the collection of assigned accounts.

C. AGENCY CONDUCT & PROFESSIONALISM: Western shall conduct its business in conformity with all state and federal laws pertaining to providing and maintaining collection agency functions. Specifically, Western shall comply with all requirements and registration required under ORS Chapter 697. W estern shall maintain the highest standards of ethical practice and professionalism. Western shall make every effort to protect the District's public image while performing collection activities. Work under this Agreement shall be performed in a good and workmanlike manner and in accordance with the highest professional standards of professionals doing similar work in the State of Oregon. In addition to any other remedies, Western shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost to the District.

D. LICENSES & BOND: Western certifies that it has obtained all licenses and permits required by law. Western covenants and warrants that it is currently registered with the State Department of Consumer and Business Services as required by ORS 697.015 and that it shall maintain such registration throughout the term of this Agreement. Western certifies that it has posted all bonds required by law, including all bonds required under ORS 697.031. Western certifies that it has complied with all laws and regulations required of collection agencies in the State of Oregon and will continue to comply with all laws and regulations throughout the term of this Agreement. Western certifies that it is and will remain throughout the term of this Agreement a duly licensed collection agency authorized to provide collection services in the State of Oregon.

E. LISTING OF ACCOUNTS: Western shall list the accounts, upon the District's request, via printout or electronic media, or by other mutually agreeable means.

F. REPORTS: Western shall provide the following reports as may be requested by the District:

i. Alphabetical Acknowledgement of the receipt of accounts by Western for collection, as assigned by the District, within five (5) business days after receiving accounts.

ii. Debtor Status Report (Inventory Report) indicating individual account information and details of collection efforts.

iii. Aged Statistical Analysis (Actuary Report) of overall collection efforts.

iv. Remittance Report detailing payments made on accounts referred to Western by the District.

G. RECORD RETENTION, INSPECTION, and DISCLOSURES: Western shall maintain records in accordance with generally accepted accounting principles, as well in compliance with all laws and regulations required of collection agencies and as may be required by the District. Western shall maintain all records pertaining to this Agreement for at least a period of three years after the termination of the Agreement. Western shall make all records, contracts, books, papers, and documents relating to this Agreement and to Western's functions under this Agreement available to the District and to its authorized representatives for the purpose of making audit, examination, excerpts, transcriptions, and inspection. Copies of applicable records shall be made available upon request or immediately upon termination of this Agreement for any reason. Western shall maintain all records relating to this Agreement in its custody or control in strict confidentiality and shall not provide to or allow access by any third parties without the District's express written consent in advance of disclosure, unless required by law. In the event Western believes it is required by law to provide access to third parties, Western shall first provide notice to the District and provide the District with a reasonable opportunity to determine or challenge whether such access is indeed required. All information regarding the District's customers, including but not limited to: accounts balances, transactions, and other personal information, as well as any derivatives from such information, such as customer lists and transaction patterns, shall be held in confidence and shall be subject to this provision.

H. CREDIT REPORTING: Western reports consumer credit information directly to credit reporting agencies when permitted by credit reporting agencies at no cost to the District.

I. NO SUBCONTRACT NOR ASSIGNMENT: Western shall not subcontract for any of the Services under this Agreement or assign or transfer any of its interests in this Agreement to a third party or use the services of a temporary employment services company to perform any of the Services under this Agreement.

J. COMPLIANCE WITH LAW:

i. Western shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this Agreement, including without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers' compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.045 (tax laws), and ORS 294.310 (local budget law), and ORS Chapter 697 and corresponding state regulations (debt collection and collection agencies).

ii. Western shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.

iii. Western shall maintain, at its own expense, worker's compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.

iv. Western represents and warrants that Western has complied with, and will continue to comply with, all applicable Oregon state and local tax laws before the execution of this Agreement and throughout the term of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.

4. Responsibilities of the District

A. ACCOUNT INFORMATION: The District shall provide Western with all account information as may be necessary to accommodate collection functions.

B. ACCOUNT VERIFICATION: The District hereby warrants that it will review each account prior to listing the account with Western, and that each account is a valid and legally enforceable debt presently due, and that accounts are not disputed or subject to any defense, offset, set-off, counterclaim, or bankruptcy proceeding to the District's best knowledge and belief.

C. ACCOUNT DOCUMENTATION AND WITNESSES: The District agrees to provide account documentation, billing statements, and witnesses as reasonably necessary for the purpose of validation of debts and/or legal actions in pursuit of collecting assigned account(s). In the event the District is unable to locate and/or deliver necessary account documentation, the District agrees to provide an Affidavit of Lost Document or Affidavit of Correctness.

D. ASSIGNMENT OF JUDGMENT FORM: The District agrees to provide an Assignment of Judgment form as may be required for transferring proper jurisdiction to Western in its performance of this Agreement.

E. DIRECT PAYMENTS AND DISPUTES: The District shall promptly notify Western of any and all instances in which the status of delinquent accounts changes, such as disputes and payments that may be made directly to the District.

5. Assignment of Accounts

A. EFFECTIVE DATE OF ASSIGNMENT: Referral of an account by the District to Western must be in written or electronic form and shall become effective as an assignment upon mailing or transmittal by Western of the acknowledgment of the referral.

B. MASTER ASSIGNMENT AGREEMENT: The District will from time to time refer accounts to Western for collection, which referral will be electronic or written. Upon acknowledgement of the receipt by Western of an account for collection, such referral shall become effective as an assignment of such account, as fully and perfectly as though a separate written assignment had been executed and delivered assigning such account by the District to Western. For purposes of collection of the accounts assigned under this Agreement, and subject to the Termination and Cancellation provisions of this Agreement, the District grants, assigns, and transfers and sets over all of The District's rights, title and interest to the accounts according to the terms of

this Agreement, and authorizes Western to enforce any of the District's rights to compromise and settle said debts within Western's delegated authority, and to endorse and collect any money order, check, or other instrument received in the District's name for payment for said debts.

6. Enforcement and Collection Authority

A. ENFORCEMENT AUTHORITY: Proceedings to enforce a judgment assigned to Western by the District may include:

i. Writ of execution proceedings for personal property under ORS 18.252 et seq.

ii. Proceedings in support of execution under ORS 18.265, 18.268 and 18.270.

iii. Garnishment proceedings under ORS 18.600 et seq.

iv. The issuance of a writ of execution on real property under ORS 18.252 to 18.999. A writ of execution on real property may be issued only after the judgment or judgments or have been transcribed or recorded in the manner provided by ORS 52.635.

v. Any other manner of judgment enforcement allowed by law. Western agrees to advance any and all legal costs arising from such enforcement proceedings. When Western collects an account, in whole or in part, by way of enforcement proceeding described above, Western may first deduct any and all legal costs advanced in such proceeding before remitting the principal amount to the District.

vi. Unless otherwise agreed in writing, Western shall have full power and authority to endorse and collect any check, money order, and/or other instrument in payment of any accounts assigned to Western.

vii. Unless an account is already a judgment, Western shall have full power and authority to institute legal collection action on any account assigned by the District and to bring such legal action in the name of Western, provided that Western has first received written consent from the District's Finance Director (or designee) for the legal collection action on such account.

B. FORWARD AUTHORITY: Western may not forward the District accounts to an external collection agent, agency, or attorney in order to enforce collection except with the District's express prior written consent.

C. SETTLEMENT AUTHORITY: Western will not accept any compromise or settlement for the principal balance on the District's accounts that is less than the amount assigned without prior written approval from the District.

7. Payment

A. PAYMENTS RECEIVED BY WESTERN: Western shall remit payments on accounts to the District, less the compensation provided in Section 8 of this Agreement, along with a detailed, monthly report of payments. Payments made to Western on accounts shall be deposited in a dedicated client trust account maintained by Western on behalf of the District, less compensation due to Western as described in Section 8 of this Agreement.

B. PAYMENTS RECEIVED BY THE DISTRICT: The District shall promptly notify Western in writing of any payments made directly to the District on any account previously referred to Western. For each such payment made directly to the District, Western shall be authorized to retain from the District the applicable commission fee percentage specified in Section 8 of this Agreement.

8. Compensation and Costs

A. The collection fee on payments made to Western and directly to the District on accounts placed with Western for collection shall adhere to the following schedule:

a. General Placements: Western to remit 80% of principal balance due and 50% of the accrued interest collected to the District.

- 80% of principal amount due and collected to be remitted to The District.
- 20% of principal amount will be retained by Western.
- 50% of interest accrued and collected will be remitted to The District.
- 50% of interest accrued and collected will be retained by Western.

b. "General Placement" defined: Balance at stage of standard collection such as calls and letters is not previously disputed, included in a bankruptcy, or subject to a legal proceeding to-date.

c. Legal and Forwarded Accounts: Western to remit 75% of principal amount due and 50% of accrued interest collected to the District.

- 75% of principal balance due and collected to be remitted to the District.
- 25% of principal amount due will be retained by Western.
- 50% of interest accrued and collected will be remitted to the District.
- 50% of interest accrued and collected will be retained by Western.

d. "Legal Accounts" defined: Balance requiring special handling by legal staff, including dispute, bankruptcy, deceased, any legal action, judgment, garnishment, or other legal process before or after placement with Agency.

B. FORWARDING COLLECTION SERVICE: Are those accounts where obligor/consumer has moved away from Oregon or Washington and Western has incurred fees in connection with forwarding account to an out-of-state collection agent, agency, or attorney in order to enforce collection, with the District's prior written consent.

C. SECOND PLACEMENT ACCOUNTS: A commission rate of 20 percent (20%) shall be paid to Western on principal payments received by either Western or the District on assigned accounts that have been previously held by other collection agencies.

D. COSTS & LEGAL FEES: Western shall pay its own costs, court costs and legal fees associated with the collection of delinquent accounts pursuant to this Agreement. Western shall retain all attorney fees, court costs, interest, and other fees from first funds recovered in collection of the District accounts provided that the District's Finance Director (or designee) has first authorized Western's collection through such means.

E. PAYMENT OF COMPENSATION: Unless otherwise agreed in writing, all accounts are assigned on a contingency basis. Compensation will be paid to Western only on accounts collected.

9. Cancellation Policy. The District shall have the right to cancel, at no expense to the District, assignment of accounts which were assigned in error. The District accounts for which Western has expended legal fees and/or regularly paying accounts established by Western shall not be cancelled until Western's legal fees and compensation are reimbursed and paid.

10. No Third-Party Beneficiaries

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

11. Termination

Either Party may terminate this Agreement at any time, by giving at least thirty (30) days' prior written notice to the other Party of the intent to terminate; provided, however, that accounts cancelled by the District shall be subject to the above Cancellation Policy.

12. Indemnity and Hold Harmless

A. Western shall defend, save, hold harmless, and indemnify the District, its officers, agents, and employees from all claims, suits, losses, damages, or actions arising out of the collection efforts or professional negligent acts, errors, or omissions of Western or its officers, employees, contractors, or agents under this Agreement.

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

13. Waiver

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

14. Insurance

Western shall procure and maintain insurance in the form and amounts that are acceptable to the District in full force and effect throughout the term of this Agreement. Such liability insurance shall carry at least the minimum liability coverage sufficient to meet the limits set forth pursuant to the Oregon Tort Claims Act for the then-existing calendar year. Certificates of insurance shall be provided to the District upon request. The required insurance shall cover risks arising directly or indirectly out of Western's activities or work under this Agreement including insuring against claims for injuries or damages to persons or property. Western shall maintain commercial general liability insurance, professional liability insurance, and commercial automobile insurance. The insurance shall include provisions that such insurance is primary insurance with respect to the interests of the District and that any other insurance maintained by the District is excess and not contributory insurance with the insurance required under this Agreement. The commercial general liability insurance and automobile insurance policies shall include the naming of the District, its officers, directors, agents, and employees as additional insureds with respect to this Agreement. There shall be no cancellation, material change, or intent not to renew insurance coverage without first providing 30-days written notice to the District.

15. Governing Law

The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon. Western and the District each consent to the exclusive jurisdiction and venue of state court within Clackamas County, Oregon, in connection with any matter based upon or arising out of this Agreement or the matters contemplated herein.

16. Severability

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

17. Disputes of Cost

In the event either Party brings an action to enforce the terms of this Agreement or to seek damages for its breach, or any action arising out of any dispute concerning the terms and conditions herein, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses incurred therein, including such costs and fees as may be required on appeal.

18. Notices. Except as otherwise provided for in this Agreement, notices by Western and the District regarding this Agreement must be in writing and personally delivered or sent by certified mail, postage prepaid, return receipt requested, to the following addresses, which may be updated by a Party at any time by providing notice to the other Party:

IF TO WESTERN:
Western Collection Bureau, Inc.
Attn: Joey Boekenoogen
7412 SW Beaverton-Hillsdale Hwy.,
Ste. 205
Portland, OR 97225

IF TO THE DISTRICT:
Oak Lodge Water Services District
Attn: Finance Director
14496 SE River Road
Oak Grove, OR 97267

19. Merger Clause
This Agreement constitutes the entire agreement between the Parties. No waiver, consent, modification, or change of terms to this Agreement may bind either Party unless in writing and signed by an authorized representative of both Parties. There are no understandings, agreements, or representations, oral or written, that are not specified herein regarding this Agreement. The Parties by their signatures below agree to be bound to the terms and conditions of this Agreement.

20. Counterparts. This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original and all of which together shall constitute one of the same instrument.

IT IS AGREED:

Western Collection Bureau, Inc.	**Oak Lodge Water Services District**
By: _____	By: _____
Signature:_____	Signature:_____
Title:_____	Title:_____
Date:_____	Date:_____

EXHIBIT A

Scope of Work

Western ("WCB") will cater their practice to best fit the needs or requests of our clients. Any special arrangements or considerations made by you or your staff will be administrated by WCB. WCB will notify you promptly of non-compliance.

A unique benefit for our clients is that you will have online access at all times to check on the status of any account. Of course a protocol establishing who would have access would be determined so that confidentiality would be maintained. WCB will also work with you to train key staff.

Payment of all account collections will be made no later than the 10th of the month for money collected in the previous month. Our company policy is to remit the funds to our clients immediately following the close of the last day of each month. Upon receipt of notification from you, WCB will immediately terminate all collection efforts and our reporting system will reflect the receipt of the notice of payment. In the event the customer pays you directly, WCB shall terminate all collection efforts immediately upon notification that an account has been paid. Our policy regarding reductions in what is owed by a particular account would only be offered after receiving preapproval by the assigning client.

No legal action shall be initiated on accounts unless approved by the District's Finance Director or designee. Any legal action must be authorized prior to commencement. WCB shall be solely responsible for all costs or expenses, (including attorney's fees and court costs) incurred by Contractor in the collection of the referred account. WCB's standard practice is to assign a client services representative for each of their customers. As noted above, WCB online system allows staff that have received approval to access online the current status of any of your accounts. Additionally, should your WCB representative be unavailable due to vacation, illness, etc., there is always a backup representative that will be accessible and able to provide support to your personnel. This representative will provide you with a direct connect number so that they can be reached during normal business hours. Your service representative would be available to meet with your staff to discuss status of accounts, collection performance and any other issues related to the collections agreement.

Collections made by WCB will be deposited immediately in a trust account maintained at a bank specifically for WCB clients.

Work Flow

An overview of our work flow is shown below.

Work Flow Description:

- All accounts are scrubbed every day for bankruptcies and deceased information at which point our legal staff will effort recovery from trustee's or estates. We have even been known to present hidden assets and have a great working relationship with trustees.
- All phone numbers are scrubbed every day to ensure we have them correctly identified as cell phones or home phones etc.
- All accounts are re-evaluated every 90 days for new information and are re-evaluated for legal action.
- All of our clients can call/email and cancel an account at any time.
- All eligible accounts are reported to all three credit bureaus (Equifax, Experian and Trans Union) every month.

Verify documentation of placement and enter account into database either via file load or manual entry.

Perform Bankruptcy / Decease skip trace. If bankrupt or deceased account gets sent to legal for possible recovery of funds from trustees or estates. If not Send 01 first notice utilizing NCOA (national change of address database) and other address verification tools to ensure delivery.

Collectors begin working the account (having allowed time for the consumer to receive the notice) if good contact info collectors begin calling the guarantors and co-signers, verifying account details, identifying assets and employment and administrating payments and payment arrangements. If bad contact info collectors begin further skip tracing. Utilizing all three credit bureaus, social media and a wide variety of skip tracing resources including The Work Number, TLO, CLEAR, Lexus Nexus, Intelitech Group, etc.

If no payment arrangement, send 02 second notice. If good contact info, continue to encourage payment via telephone calls while verifying assets and employment.

If bad contact info continue to skip trace, utilizing all three credit bureaus, social media and a wide verity of skip tracing resources including The Work Number, TLO, CLEAR, Lexus Nexus, Intelitech Group, etc.

If no payment arrangement, send 03 final demand. If good contact info, continue to encourage payment via telephone calls while verifying assets and employment. If bad contact info continue to skip trace, utilizing all three credit bureaus, social media and a wide verity of skip tracing resources including The Work Number, TLO, CLEAR, Lexus Nexus, Intelitech Group, etc.

If no resolve, account will move from general collections to pre-legal. Pre-Legal associates re-verify the integrity of documentation. Verify or re-verify assets and employment and give the guarantor and co-signers one last chance to make a positive action such as payment in full or a payment arrangement.

If still no resolve the account will be eligible to file suit. If client accepts the request, the account will be in a legal status and a legal representative will begin litigation.

OAK LODGE WATER SERVICES

STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Adoption of Resolution No. 2021-02 Amending the Rates, Fees, and Other Charges Schedule
Item No.	10
Date	March 9, 2021 for March 16, 2021 Meeting

Summary

Staff requests the District Board update the Schedule of Rates, Fees, and Other Charges for the current fiscal year.

Background

The District maintains a consolidated schedule of rates, fees, and charges billed to customers for various District services. This schedule is updated every time a new fee is adopted, or a fee amount is changed.

The Rates, Fees, and Other Charges Schedule is proposed to be amended at this time to include a new fee for the collection of delinquent accounts. Staff has also discovered certain drafting errors in the current schedule that are corrected with this update.

The only addition to the Schedule is a new fee that will be charged to customers with delinquent accounts that are assigned to a collection agency. The fee is proposed to be charged at-cost in the amount billed by the collection agency to the District for the collection service. No other rates, fees, or other charges will be affected with the adoption of this updated Schedule.

Past Board Actions

In June 2020, the Board adopted the current Rates, Fees, and Other Charges Schedule, which went into effect on July 1, 2020.

In August 2020, the Board amended the Rates, Fees, and Other Charges Schedule to incorporate backflow testing fees.

In January 2021, the Board amended the Rates, Fees, and Other Charges Schedule to incorporate updated System Development Charges.

Budget

No budget impacts.

Recommendation

Staff recommends adoption of the resolution amending the Rates, Fees, and Other Charges Schedule.

Alternatives to Recommendation

None.

Suggested Board Motion

“I move to approve Resolution No. 2021-02 amending the District’s Rates, Fees, and Other Charges Schedule for the current fiscal year.”

Attachments

1. Resolution No. 2021-02

OAK LODGE WATER SERVICES

RESOLUTION NO. 2021-02

A RESOLUTION AMENDING THE RATES, FEES, AND OTHER CHARGES SCHEDULE FOR THE 2020-21 FISCAL YEAR

WHEREAS, the Oak Lodge Water Services District (the "District") intends to contract with a third-party collection agency that will be assigned delinquent customer accounts for the purpose of taking action to collect on claims due;

WHEREAS, the District is authorized by ORS 697.105 to pass through to the debtor the fee charged by the collection agency for such service;

WHEREAS, the District Board of Directors (the "Board") establishes and adopts rates, fees, and other charges by resolution;

WHEREAS, the Board finds that it is useful to adopt rates, fees, and other charges as a consolidated schedule so that the public and staff have the applicable charges readily available to advise users of the District's systems as to such charges;

WHEREAS, the Board has caused the Schedule of Rates, Fees, and Other Charges for the current fiscal year to be reviewed and wishes to now amend it to add a new fee for the service of collecting on a delinquent account and to correct certain drafting errors;

WHEREAS, pursuant to ORS 294.160, the public was invited to comment on the proposed new fee at the public meeting duly noticed and held on March 16, 2021;

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

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

Section 2. The effective date of the delinquent account collection fee identified in Exhibit A shall be the date of the adoption of this Resolution. The effective date of the water System Development Charges identified in Exhibit A is February 19, 2021. The effective date of all other rates, fees, and other charges identified in Exhibit A is July 1, 2020.

Section 3. This Resolution supersedes and replaces any and all previously adopted resolutions regarding the rates, fees, and other charges for District services that are listed in the Schedule of Rates, Fees, and Other Charges adopted herein.

INTRODUCED AND ADOPTED THIS 16TH DAY OF MARCH 2021.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____

Paul Gornick, President

Ginny Van Loo, Secretary/Vice President

Oak Lodge Water Services District
Schedule of Rates, Fees, and Other Charges

Effective March 16, 2021

				Effective 3/16/2021
A.	**Rates/Service Charges**			
1.	**Water Service**			
a.	Residential Service			
i.	Rate per hundred cubic feet of water (CCF) per **billing cycle** (2 months)	**Usage Bracket**		**Rate**
	Block 1 (Lifeline)	1-10 CCF	$	1.18
	Block 2 (Main)	11-50 CCF	$	1.59
	Block 3 (Conservation)	51+ CCF	$	1.87
ii.	Fixed rate per meter size per **billing cycle** (2 months)	**Meter Size**		**Rate**
	20 gallons per minute (GPM)	5/8" x 3/4"	$	35.74
	30 gallons per minute (GPM)	Full 3/4"	$	53.59
b.	Large Residential, Commercial, and Industrial Service			
i.	Rate per hundred cubic feet of water (CCF) per **billing cycle**	**Usage Bracket**		**Rate**
	All services	All usage	$	1.66
ii.	Fixed rate per meter size per **month**	**Meter Size**		**Rate**
		1"	$	31.44
		1.5"	$	54.17
		2"	$	80.19
		3"	$	151.70
		4"	$	238.39
		6"	$	455.11
		8"	$	736.83
		10"	$	1,040.21
c.	Fire Line Service			
i.	Fixed rate per meter size per **month**	**Meter Size**		**Rate**
		3/4"	$	17.87
		1"	$	24.92
		1.5"	$	35.74
		2"	$	49.81
		3"	$	85.62
		4"	$	130.04
		6"	$	242.68
		8"	$	368.42
		10"	$	528.78
ii.	Rate per hundred cubic feet of water (CCF) per **billing cycle**	**Usage Bracket**		**Rate**
	Block A	1 CCF		Fixed rate/meter
	Block B	2+ CCF	$	1.66
d.	Water Service Voluntary Backflow Assembly Testing Program			
i.	Fixed rate per device per **year**	**Device Size**		**Rate**
		0.5" - 2"	$	22.00
		2.5"- 4"	$	32.00
		6"- 12"	$	42.00
ii.	Administrative Late Fee		$	25.00
iii.	Confined Space Entry Charge per Vault (applies to devices in vaults)		$	25.00
iv.	Confined Space Pumping Charge per Minute (applies to vaults filled with water)		$	0.84
v.	Repairs and/or Replacements performed by District's Contractor			
	Contracted parts and labor			Actual cost
2.	**Wastewater Collection and Treatment**			
a.	Fixed rate per Equivalent Dwelling Unit (EDU) per **month**		$	40.09
b.	Rate per hundred cubic feet (CCF) of average winter water consumption per **month**		$	2.28
3.	**Watershed Protection**			
a.	Fixed rate per Equivalent Service Unit (ESU) per **month**		$	9.51
b.	Stormwater Facility Maintenance Surcharge per ESU per **month**		$	4.75

Oak Lodge Water Services District
Schedule of Rates, Fees, and Other Charges

Effective March 16, 2021

			Effective 3/16/2021
4.	**Administration**		
	a.	Interest penalty on delinquent utility billing service charges	12.00%
	b.	NSF check/payment fee	$ 25.00
	c.	Water service disconnect notification (Red Tag) fee	$ 7.00
	d.	Water service disconnect fee (for nonpayment)	$ 25.00
	e.	After Hours turn on fee	$ 100.00
	f.	Hydrant meter deposit	$ 3,000.00
		Water usage will be billed against the meter deposit and any remaining balance will be returned to the user	
	g.	Hydrant use permit	$ 50.00
	h.	Title search fee	$ 25.00
	i.	Lock replacement fee - if lock is cut on meter	$ 125.00
	j.	Third-party collection agency fee	Actual Cost
	k.	Public Record Requests	
		i. Photocopies per page/side	VARIOUS
		Letter (8.5x11)	
		- Black and White Copies	$ 0.25
		- Color Copies	$ 0.50
		Legal (8.5x14)	
		- Black and White Copies	$ 0.35
		- Color Copies	$ 1.00
		Tabloid (11x17)	
		- Black and White Copies	$ 0.50
		- Color Copies	$ 1.50
		Large Format (Larger than 11x17)	Based on Size and Complexity
		ii. Electronic Copies	
		Flash Drive (up to 32 GB)	$ 10.00
		iii. Archive Retrieval Fees	
		Base Charge per Trip	$ 75.00
		Charge per Box	$ 5.00
		iv. Record Research & Processing	
		Staff time up to 30 minutes (Board approved, fully burdened staff rate)	No Cost
		Staff time over 30 minutes in half hour increments (Board approved, fully burdened staff rate)	Labor Rate
	l.	Hearing before Hearings Officer	Actual cost
B.	**Fats, Oils, Grease Program Fees**		
1.	Wastewater Collection System Line Maintenance Fees		
	a.	Utiliity Worker Labor Rate per Hour	$ 94.00
	b.	Utility Truck Rate per Truck per Hour	$ 30.00
	c.	Hydro Cleaner Rate per Truck per Hour	$ 85.00
	d.	Vactor Rate per Truck per Hour	$ 120.00
	e.	CCTV Van Rate per Truck per Hour	$ 200.00
C.	**Industrial Wastewater Pretreatment Program Fees**		
1.	Wastewater Discharge Permit Application and Review Fee		
	a.	Upon issuance	$ 1,500.00
	b.	Upon each anniversary date of permit issuance	$ 1,500.00
2.	Significant Industrial User Fee (DEQ Pass-through)		
	a.	Upon issuance	$ 537.00
	b.	Upon each anniversary date of permit issuance	$ 537.00
3.	Monitoring and Inspection Fee		$ 150.00
	a.	Laboratory costs	Actual cost
4.	Accidential Discharge Fee		$ 850.00
5.	Industrial Pretreatment Permit Appeal Fee		$ 2,000.00

Oak Lodge Water Services District
Schedule of Rates, Fees, and Other Charges

Effective March 16, 2021

				Effective 3/16/2021
D.	**Permit and Development Review Fees**			
1.	Utility Permit			
	a. Plan Review (per EDU or ESU)			$ 200.00
	b. Initial Inspection - water and sewer only			$ 310.00
	c. Additional Inspections - water and sewer only			Per Section E
2.	Site Development Permit			
	a. Plan Review - greater of		minimum	$ 955.00
	or			2.5% of Engineer's Estimate
	or			$200 per EDU or ESU
	b. Initial Inspection - Water and Wastewater - greater of		minimum	$ 500.00
	or			2.5% of Engineer's Estimate
	c. Additional Inspections - Water and Wastewater			Per Section E
	d. Initial Inspection - Surface Water - greater of		minimum	$ 500.00
	or			2.5% of Engineer's Estimate
	e. Additional Inspections - Surface Water			Per Section E
3.	Post-Approval Plan Review and/or Design Review (Modifications to Approved Plans)			
	a. Plan Review (minimum)			50% of original plan review fee
4.	Erosion Prevention and Sediment Control (small lot, ECSL)			
	a. Plan Review			$ 200.00
	b. Surface Water Inspection (one initial, one monthly, and one final)			$ 310.00
5.	Erosion Prevention and Sediment Control - 1200 CN (EC1200C)			
	a. Plan Review Minimum Base Fee for 1 acre			$ 460.00
	b. Additional fee per acre			$ 310.00
	c. Inspection			$ 310.00
	d. Additional Inspection			Per Section E
E.	**Additional and After-Hours Inspections**			
1.	Additional Inspection Fee Rate per Hour			$ 138.00
	Minimum two hour charge			$ 275.00
2.	Additional Inspection Fee Rate per Hour - After Hours			$ 170.00
	Minimum two hour charge			$ 340.00
F.	**Connection/Hook-up/Meter Set Fees**			
1.	Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only)			$ 5,165.00
2.	Water Meter Set Fee	**Meter Size**		**Meter Set Fee**
		5/8"x3/4"		$ 454.00
		Full 3/4"		$ 454.00
		1"		$ 569.00
		1.5"		$ 1,016.00
		2"		$ 1,116.00
		3"-10"		Actual cost
3.	Tapping Fee	**Tap Size**		**Tapping Fee**
		3/4"		$ 320.00
		1"		$ 340.00
		1.5" and 2"		$ 810.00
		3" - 10"		Approved Contractor
4.	Request for Meter Relocations			Two times Meter Set Fee

Oak Lodge Water Services District
Schedule of Rates, Fees, and Other Charges

Effective March 16, 2021

G. System Development Charges (SDC)

		Effective 3/16/2021
1.	Watershed Protection SDC per ESU	$ -
2.	Wastewater SDC per EDU	$ 5,165.00
3.	Water Distribution SDC per water meter	

Meter Size	SDC
5/8"x3/4"	$ 10,608.00
Full 3/4"	$ 15,912.00
1"	$ 26,521.00
1.5"	$ 53,042.00
2"	$ 84,867.00
3"	$ 169,733.00
4"	$ 265,208.00
6"	$ 530,416.00
8"	$ 848,666.00
10"	$ 1,219,958.00

4. Requests for meter size upgrades — Diff in SDC's as listed

OAK LODGE WATER SERVICES

AGENDA ITEM

Title	Call for Public Comment
Item No.	11
Date	March 16, 2021

Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

OAK LODGE WATER SERVICES

STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Finance Department Monthly Report
Item No.	12b
Date	March 9, 2021 for March 16, 2021 Meeting

Summary

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

Highlights of the Month

- February's Non-Revenue Water improved over prior month.
- Billing collected rate for February 2021 was only 94.3%.
- 17 of 140 accounts from the first Past Due statements mailed in January were collected.

Accounts Receivable Review

The Accounts Receivable balances as of February 28, 2021 compared to January 31, 2021 increased by 3.7%. These were the findings:

1. A/R Balance owed to OLWSD has increased $55,288 since prior month-end, after accounting for the delta between billing cycles.

A/R Balance	**1/31/2021**	**2/28/2021**
Bi-Monthly Residential	1,018,093	1,220,110
Large Meters	495,250	521,413
Total	**1,513,343**	**1,741,523**
	Variance	$228,180
	Variance due to Cycles	(172,892)
	Change in AR	**55,288**
		3.7%

2. The total number of delinquent accounts remained the same as the prior month and the average balance per delinquent account has increased by 5.8%.

Delinquent Accounts	1/31/2021	2/28/2021
Over 60 Days	$ 416,890	$441,062
Number of Accounts	871	871
Average Balance per Acct.	$ 479	$ 506
		5.8%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.69%) compared to prior month. The shift is from a higher number of accounts in the 30-60 day grace period. While the percentage increases, it is still better than of three months prior at 82.12%.

Account %	1/31/202	2/28/2021
Current	82.90%	82.21%
30-60 Day Grace	4.08%	4.67%
Delinquent	9.48%	9.50%
Credit Balance	3.54%	3.61%

Red Tags / Letters for Cycle 2 accounts decreased by 31, or 10.2%. This is for accounts that are 45 days past due from the December 2020 billing cycle.

	November 2019	January 2020	March 2020	May 2020	July 2020	September 2020	November 2020	January 2021
Cycle 1	143	166	138	245	262	319	350	326
Type	Red Tag	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter

	December 2019	February 2020	April 2020	June 2020	August 2020	October 2020	December 2020	February 2021
Cycle 2	147	116	197	208	270	272	303	272
Type	Red Tag	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter v2

At the end of January, 140 accounts in Delete status (customers that have moved out of the District) were mailed a Past Due statement. From this mailing 17 accounts, or 11.8%, paid off the account balance, collecting $2,914.

At the end of February, 145 accounts in Delete status were mailed a Past Due statement. For the 123 accounts receiving their second notice, their accounts will also be reviewed for submission to collections. The District has selected Western Collections Bureau as a third-party collection agency.

Account analysis is underway to identify account history for the remaining 700+ accounts currently in delinquent status in order to determine the best path for each customer for collection. Communications are in development to consistently treat active accounts in delinquent status as the District assists customers either impacted by COVID or other reasons during the collection of all past-due accounts.

Collections Rate

The District continues to keep a close eye on collections as the COVID State of Emergency persists. In December, the Federal Congress approved additional funds under the “Consolidated Appropriations Act, 2021”. This includes extensions of unemployment funds available to states initially funded within the CARES Act and

additional stimulus payments. An additional potential COVID stimulus packaging is pending in Congress.

The District's collection rate in February dropped to 5.7% uncollected. This is first, due to 28 days to collect versus 30-31 days and second, was impacted by the Ice Storm event. There was a noticeable reduction in payments received during the week following the power and internet outages caused by the storm that did not recover before the end of February.

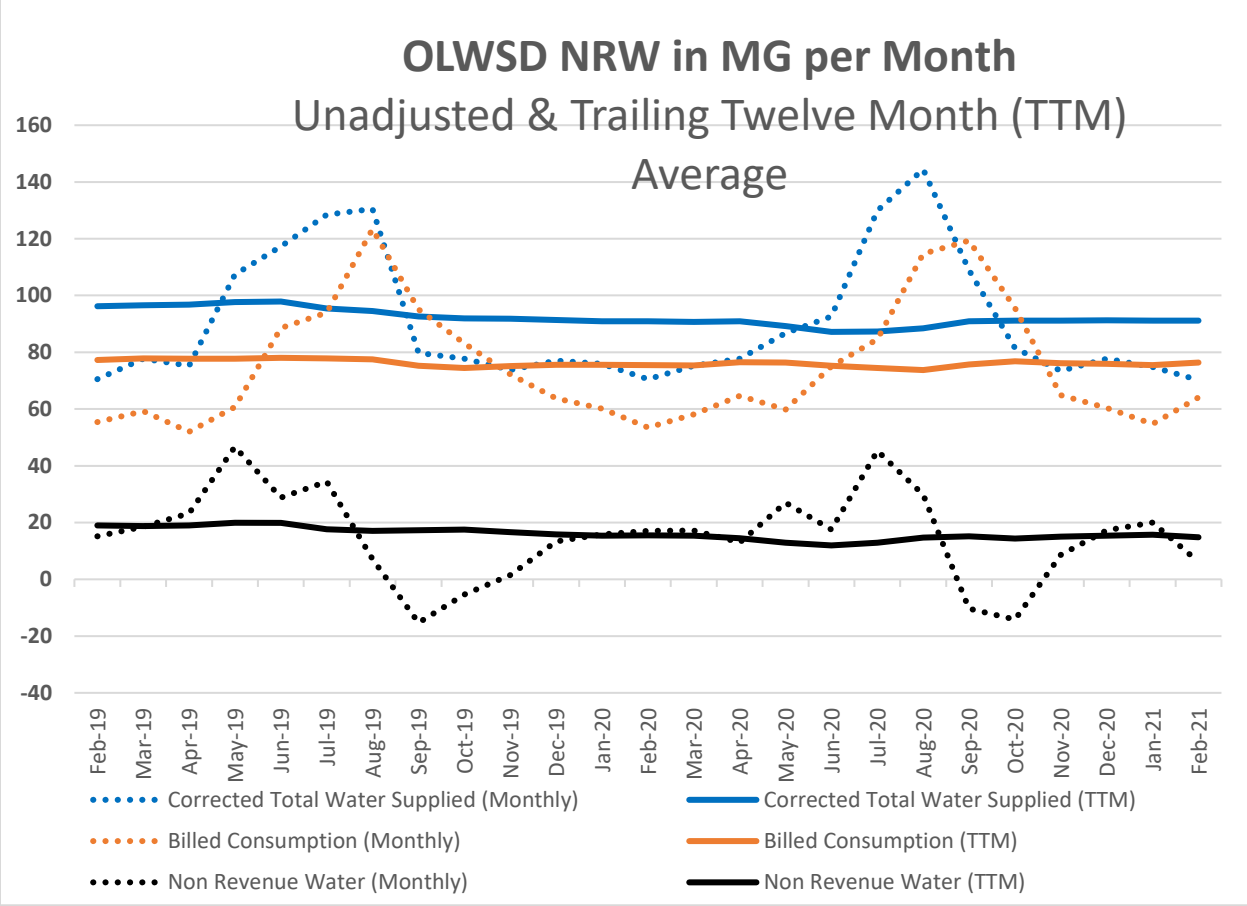
Collection Rates

	November 2020	December 2020	January 2021	February 2021
Utility Billing Sales	$ 1,235,730	$1,066,949	$1,162,527	$1,044,150
Cash Receipts	1,228,133	1,088,685	1,164,640	984,346
% (Uncollected)	(0.6%)	2.0%	0.2%	(5.7%)

The District collected 5.7% less than the month's utility billing. The fiscal year-to-date collections rate is 98.9% of utility billings.

Non-Revenue Water and Billing System

Trailing twelve-month February results shows a decrease from 15.692 to 14.776 MG. February's water purchases were at levels equal to the same month in prior years, even with additional water passed through interties with Gladstone during the Ice Storm event.



The annual Non-Revenue Water audit will be completed by April 2021.

There were no large meters replaced in February 2021.

Attachments

1. Checks by Date Report for February 2021

Bank Reconciliation
Checks by Date
User: jeff
Printed: 02/04/2021 - 9:23AM
Cleared and Not Cleared Checks
Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	2/1/2021	Zions Bank		AP		2/ 1/2021	194,400.25
0	2/2/2021	Internal Revenue Service		AP		2/ 3/2021	1,498.90
0	2/2/2021	Check Commerce		AP		2/ 2/2021	190.25
0	2/2/2021	Public Employees		AP			1,448.45
0	2/2/2021	Oregon Department Of Revenue		AP		2/ 4/2021	451.76
0	2/8/2021	TSYS		AP		2/10/2021	1,065.39
0	2/8/2021	TSYS		AP		2/10/2021	8,551.95
0	2/11/2021	Wells Fargo Bank		AP		2/11/2021	1,813.22
0	2/12/2021	OR Dept of Justice, Div of Child Support		AP		2/24/2021	937.30
0	2/12/2021	Public Employees		AP			25,823.67
0	2/12/2021	Oregon Department Of Revenue		AP		2/23/2021	7,956.14
0	2/12/2021	Nationwide Retirement Solutions		AP		2/25/2021	1,997.62
0	2/12/2021	VALIC c/o JP Morgan Chase		AP		2/25/2021	3,365.60
0	2/12/2021	Internal Revenue Service		AP		2/24/2021	28,674.68
0	2/12/2021	Payroll Direct Deposit	DD 00001.02.2021	PR		2/12/2021	69,546.42
14180213	2/12/2021	Public Employees	PERS Adjustment	BRX		2/12/2021	0.01
15400223	2/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX		2/23/2021	8,460.63
15400224	2/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX			-8,460.63
0	2/23/2021	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	AP			8,460.63
0	2/25/2021	Pitney Bowes Global Financial Services LLC		AP		2/26/2021	15.28
0	2/26/2021	Payroll Direct Deposit	DD 00002.02.2021	PR		2/26/2021	75,103.88
14180226	2/26/2021	Public Employees	PERS Adjustment	BRX		2/26/2021	-0.02
ACH Disbursement Activity Subtotal							431,301.38
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							431,301.38
Paper Check Disbursement Activity							
44298	8/3/2020	Napa Auto Parts		AP	Void		31.99
45058	2/1/2021	Employee Paycheck		PR		2/ 9/2021	3,455.25
45059	2/2/2021	A Worksafe Service, Inc.		AP		2/ 9/2021	1,140.00
45060	2/2/2021	AFLAC		AP		2/12/2021	839.04
45061	2/2/2021	AFSCME Council 75		AP		2/ 9/2021	863.91
45062	2/2/2021	Aks Engineering & Forestry		AP		2/ 9/2021	60,352.21
45063	2/2/2021	Alexin Analytical Laboratories, Inc.		AP		2/19/2021	1,680.00
45064	2/2/2021	Brown and Caldwell		AP		2/ 9/2021	7,112.75
45065	2/2/2021	CDR Labor Law, LLC		AP		2/11/2021	2,518.50
45066	2/2/2021	Century Link		AP		2/ 9/2021	946.33
45067	2/2/2021	Cintas Corporation - 463		AP		2/12/2021	1,943.65
45068	2/2/2021	Coastal Farm & Home Supply		AP		2/ 9/2021	39.99
45069	2/2/2021	Consolidated Supply Co.		AP		2/ 9/2021	775.87
45070	2/2/2021	Contractor Supply, Inc.		AP		2/ 9/2021	454.88
45071	2/2/2021	Convergence Networks		AP		2/ 9/2021	6,528.03
45072	2/2/2021	Cues, Inc		AP		2/ 9/2021	762.93
45073	2/2/2021	Dr. Lance F. Harris D.C.		AP		2/ 9/2021	90.00
45074	2/2/2021	FLO-Analytics		AP		2/16/2021	247.50
45075	2/2/2021	H.D. Fowler Company		AP		2/ 9/2021	2,190.34
45076	2/2/2021	Honl Tree Care, Inc.		AP		2/11/2021	2,000.00
45077	2/2/2021	Horner Enterprises, Inc.		AP		2/11/2021	8,343.36
45078	2/2/2021	J. Thayer Company		AP		2/ 9/2021	579.70
45079	2/2/2021	Kaiser Permanente		AP		2/12/2021	16,793.78
45080	2/2/2021	Employee Business Expense Reimbursement		AP		2/19/2021	581.00
45081	2/2/2021	Napa Auto Parts		AP		2/ 9/2021	227.02
45082	2/2/2021	Northstar Chemical, Inc.		AP		2/ 9/2021	502.50
45083	2/2/2021	OCCMA		AP		2/26/2021	342.48
45084	2/2/2021	Olson Bros. Service, Inc.		AP		2/10/2021	1,863.77
45085	2/2/2021	Oregon Association of Clean Water Agencies		AP		2/17/2021	1,550.00

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45086	2/2/2021	PNCWA - LWR Columbia Sect		AP			85.00
45087	2/2/2021	Portland General Electric		AP		2/10/2021	25,026.87
45088	2/2/2021	R & L Services Inc.		AP		2/18/2021	630.65
45089	2/2/2021	Red Wing Shoe Store		AP		2/11/2021	206.99
45090	2/2/2021	Relay Resources		AP		2/19/2021	6,098.81
45091	2/2/2021	Sanitech LLC		AP		2/10/2021	33,252.00
45092	2/2/2021	Santana Crane, Inc		AP		2/ 9/2021	442.50
45093	2/2/2021	SDIS		AP		2/ 9/2021	169,738.15
45094	2/2/2021	Seattle Ace Hardware		AP		2/18/2021	165.90
45095	2/2/2021	Source Inc		AP		2/ 9/2021	216.00
45096	2/2/2021	Unifirst Corporation		AP		2/10/2021	4,588.56
45097	2/2/2021	Verizon Wireless		AP		2/ 9/2021	1,768.60
45098	2/2/2021	Wallis Engineering PLLC		AP		2/ 9/2021	8,508.60
45099	2/2/2021	WW Machine Shop Inc		AP		2/19/2021	395.00
45100	2/4/2021	BMS Technologies		AP		2/ 9/2021	3,708.67
45101	2/4/2021	Cascadia Backflow		AP		2/17/2021	1,230.00
45102	2/4/2021	City Of Gladstone		AP		2/11/2021	178.04
45103	2/4/2021	Clackamas Landscape		AP		2/23/2021	240.00
45104	2/4/2021	Consolidated Supply Co.		AP		2/ 9/2021	137.68
45105	2/4/2021	Cues, Inc		AP		2/ 9/2021	226.20
45106	2/4/2021	Hawkins Delafield & Wood LLP		AP		2/16/2021	2,150.00
45107	2/4/2021	J. Thayer Company		AP		2/ 9/2021	244.94
45108	2/4/2021	Measure-Tech		AP		2/16/2021	324.12
45109	2/4/2021	Merina & Company, LLP		AP		2/ 9/2021	780.00
45110	2/4/2021	NCCWC		AP		2/ 9/2021	76,926.84
45111	2/4/2021	Moss Adams LLP		AP		2/ 9/2021	12,600.00
45112	2/4/2021	North Clackamas Urban Watershed Council		AP		2/23/2021	7,425.00
45113	2/4/2021	Northstar Chemical, Inc.		AP		2/ 9/2021	456.25
45114	2/4/2021	Northwest Natural		AP		2/11/2021	551.84
45115	2/4/2021	Portland General Electric		AP		2/10/2021	1,521.29
45116	2/4/2021	R & L Services Inc.		AP		2/18/2021	59.90
45117	2/4/2021	Seattle Ace Hardware		AP		2/18/2021	22.99
45118	2/4/2021	Springbrook Holding Company LLC		AP		2/16/2021	1,985.75
45119	2/4/2021	Western Exterminator Company		AP		2/10/2021	125.00
45120	2/4/2021	Xerox Corporation		AP		2/ 9/2021	68.20
45121	2/8/2021	Napa Auto Parts		AP		2/ 9/2021	31.99
45122	2/9/2021	BendTel, Inc		AP		2/17/2021	177.57
45123	2/9/2021	Cavanaugh & Associates. PA		AP		2/25/2021	1,012.50
45124	2/9/2021	City Of Milwaukie		AP		2/23/2021	1,738.11
45125	2/9/2021	J. Thayer Company		AP		2/17/2021	512.66
45126	2/9/2021	Northwest Natural		AP		2/17/2021	397.95
45127	2/9/2021	Waste Management Of Oregon		AP		2/17/2021	149.09
45128	2/12/2021	Employee Paycheck		PR		2/22/2021	2,153.41
45129	2/18/2021	Waste Management Of Oregon		AP		2/25/2021	1,617.72
45130	2/19/2021	Unifirst Corporation		AP		2/25/2021	216.81
45131	2/19/2021	Seattle Ace Hardware		AP		2/25/2021	103.56
45132	2/19/2021	Relay Resources		AP		2/25/2021	6,098.81
45133	2/19/2021	Pamplin Media Group		AP		2/23/2021	78.99
45134	2/19/2021	Owens Pump & Equipment		AP		2/24/2021	1,999.00
45135	2/19/2021	Napa Auto Parts		AP		2/24/2021	75.99
45136	2/19/2021	Milwaukie Lumber Company		AP		2/22/2021	128.90
45137	2/19/2021	HealthEquity		AP		2/23/2021	39.35
45138	2/19/2021	Grainger, Inc.		AP			497.19
45139	2/19/2021	Consolidated Supply Co.		AP		2/22/2021	1,650.00
45140	2/19/2021	Coastal Farm & Home Supply		AP		2/22/2021	17.98
45141	2/19/2021	Clackamas Landscape		AP			400.00
45142	2/19/2021	Cintas Corporation - 463		AP			343.32
45143	2/19/2021	CDR Labor Law, LLC		AP		2/26/2021	1,828.50
45144	2/19/2021	Unifirst Corporation		AP		2/25/2021	2,549.19
45145	2/19/2021	Employment Tax State of Oregon - Employment Department		AP		2/23/2021	111.86

Bank Reconciliation
Checks by Date
User: jeff
Printed: 02/04/2021 - 9:23AM
Cleared and Not Cleared Checks
Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45146	2/19/2021	Seattle Ace Hardware		AP			6.99
45147	2/19/2021	SDIS		AP		2/24/2021	36,417.72
45148	2/19/2021	Portland General Electric		AP		2/24/2021	31,751.70
45149	2/19/2021	OCD Automation, Inc.		AP		2/24/2021	1,625.00
45150	2/19/2021	Napa Auto Parts		AP		2/24/2021	14.68
45151	2/19/2021	Comcast		AP		2/24/2021	1,270.99
45152	2/19/2021	Barney & Worth Inc		AP		2/26/2021	2,878.00
45153	2/19/2021	Apex Labs		AP		2/24/2021	1,836.00
45154	2/19/2021	Alexin Analytical Laboratories, Inc.		AP		2/26/2021	2,040.00
45155	2/19/2021	APWA		AP			215.00
45156	2/19/2021	City Of Gladstone		AP		2/25/2021	231.98
45157	2/19/2021	Cochran Inc.		AP		2/24/2021	857.75
45158	2/19/2021	Contractor Supply, Inc.		AP		2/24/2021	689.75
45159	2/19/2021	Daily Journal Of Commerce		AP		2/23/2021	221.40
45160	2/19/2021	Horner Enterprises, Inc.		AP			7,150.85
45161	2/19/2021	Napa Auto Parts		AP		2/24/2021	47.99
45162	2/19/2021	One Call Concepts, Inc.		AP		2/26/2021	687.96
45163	2/19/2021	Oregon DEQ		AP		2/22/2021	3,943.00
45164	2/19/2021	Polydyne, Inc.		AP		2/26/2021	4,258.10
45165	2/19/2021	Portland General Electric		AP		2/25/2021	2,472.01
45166	2/19/2021	Seattle Ace Hardware		AP			41.99
45167	2/19/2021	USABlueBook		AP			1,018.54
45168	2/19/2021	Customer Refund		AP			35.58
45169	2/19/2021	Customer Refund		AP		2/24/2021	86.29
45170	2/19/2021	Customer Refund		AP		2/24/2021	56.00
45171	2/19/2021	Customer Refund		AP			109.26
45172	2/19/2021	Customer Refund		AP			13.52
45173	2/24/2021	Accountemps		AP			729.63
45174	2/24/2021	AFLAC		AP			839.04
45175	2/24/2021	AnswerNet		AP			740.77
45176	2/24/2021	Barney & Worth Inc		AP			13,603.38
45177	2/24/2021	Cintas Corporation - 463		AP			1,044.74
45178	2/24/2021	Comcast		AP			342.03
45179	2/24/2021	CTX-Xerox		AP			1,723.22
45180	2/24/2021	Hawkins Delafield & Wood LLP		AP			387.00
45181	2/24/2021	Kaiser Permanente		AP		2/26/2021	16,026.23
45182	2/24/2021	Metro Overhead Door, Inc.		AP			77.00
45183	2/24/2021	Mike Patterson Plumbing Inc		AP			346.05
45184	2/24/2021	Employee Business Expense Reimbursement		AP		2/25/2021	61.46
45185	2/24/2021	Net Assets Corporation		AP			462.00
45186	2/24/2021	OEG, Inc.		AP		2/26/2021	1,548.06
45187	2/24/2021	Pamplin Media Group		AP			63.21
45188	2/24/2021	Portland General Electric		AP			583.93
45189	2/24/2021	U.S. Bank Equipment Finance		AP			442.20
45190	2/24/2021	Waste Management Of Oregon		AP			315.40
45191	2/26/2021	Employee Paycheck		PR		2/26/2021	2,212.48
45192	2/25/2021	Apex Labs		AP			2,145.00
45193	2/25/2021	Apsco, LLC		AP			5,160.38
45194	2/25/2021	Consolidated Supply Co.		AP			2,284.91
45195	2/25/2021	Cues, Inc		AP			163.70
45196	2/25/2021	Mission Communications, LLC		AP			2,612.40
45197	2/25/2021	Northwest Natural		AP			901.61
45198	2/25/2021	Pamplin Media Group		AP			57.92
45199	2/25/2021	Platt		AP			1,379.25
45200	2/25/2021	Portland General Electric		AP			1,276.20
45201	2/25/2021	Red Wing Shoe Store		AP			179.99
45202	2/25/2021	Seattle Ace Hardware		AP			58.98
45203	2/25/2021	Water District Jobs		AP			145.00

Bank Reconciliation
Checks by Date
User: jeff
Printed: 02/04/2021 - 9:23AM
Cleared and Not Cleared Checks
Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45204	2/25/2021	murraysmith		AP			2,158.70
45205	2/25/2021	R.L. Reimers Company		AP			23,226.08
45206	2/25/2021	Wallis Engineering PLLC		AP			8,244.25
Paper Check Disbursement Activity Subtotal							702,293.82
Voided Paper Check Disbursement Activity							31.99
Adjusted Paper Check Disbursement Activity Subtotal							702,261.83

Total Void Check Count:	1
Total Void Check Amount:	31.99
Total Valid Check Count:	170
Total Valid Check Amount:	1,133,563.21
Total Check Count:	171
Total Check Amount:	1,133,595.20

STAFF REPORT

To	Board of Directors
From	Jason Rice, District Engineer
Title	Technical Services Monthly Report
Item No.	12c
Date	March 3, 2021 for March 16, 2021 Board Meeting

Summary

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

Highlights

- Technical Services Staff assisted as best we could during the power and data outages in the Oak Lodge area.
- Bid Opening for Baffle Wall and Blower Project.
- Selected a consultant to recommend for the Sanitary Sewer Master Plan.
- Belt Filter Press #2 is up and running.
- Furthered design of multiple capital projects.
- Reporting to Stormwater Service calls (most often plugged catch basins/inlets and beaver dams on Boardman Creek).
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- Technical Services staff continue to work from home when they can to create as much social distancing as possible while still completing all normal tasks.

Education and Outreach

In February 2021, the Clackamas River Water Providers published a video tour of the North Clackamas County Water Commission. The video is available to watch online: North Clackamas County Water Commission Tour.

Fix a Leak Week will take place March 15 – 21, 2021 and information will be featured on the District's social media platforms (Facebook and Twitter), website and newsletter to help customers save water.

Household leaks waste more than one trillion gallons of water nationwide each year, from visible faucet drips to silent toilet leaks. It is best practice to check your whole house for leaks twice a year. Customers can learn how some leaks can be fixed without

calling a plumber here: https://www.regionalh2o.org/water-conservation/household-leak-detection

The Consortium is running a promotion for kids, “Junior Leak Detectives”, to receive a kit that includes the Junior Leak Detective print piece and a choice of activity book (“Water and You” or “What Do You Know About H2O?”). The free kit is geared towards kids ages 5 – 10. This information will be promoted on the District’s social media (Facebook and Twitter) and website during Fix a Leak Week. Customers can sign up for the kit here: http://bit.ly/jrleakpromo.

The District partners year-round with the North Clackamas Watershed Council (NCWC). In response to COVID-19 the NCWC has started to host online workshops on Zoom to educate the public about the North Clackamas watershed. There are three upcoming workshops, which are free for the public to attend. For details and to RSVP please visit http://tinyurl.com/ncwatersheds

Communication

On February 1, the Clackamas Review published a story on the blockage at the Water Reclamation Facility. The article reminded the public to only flush the three P's: pee, poo, and toilet paper. The full article can be viewed at https://pamplinmedia.com/cr/24-news/496485-398341-oak-lodge-sewage-blockage-leads-to-disinfectant-wipes-warning Prior to the ice storm Facebook and Twitter were used to share how customers could prepare. Topics included: three ways to prevent frozen pipes and clearing storm drains to help alleviate flooding after the snow melts. Then when the storm arrived information was shared on how customers could contact the District if they had a water emergency.

Stormwater Program

This month the District faced the challenges that came with the winter weather, including runoff from the melting ice and snow. Responded to customer calls which included concerns about stormwater, drainage issues, and potential illicit discharges.

Staff inspected the eight beaver dams in the District for a total of about 2 hours of work since last month's report. Work from the fall continues to be sufficient in keeping dams in check with creeks flowing well. As spring approaches, staff will consider management of dams as beaver activity increases. Management will include the possibility of live trapping and relocation.

The District is applying for a permit to maintain the stormwater ditch just south of Jennings along the wetland area in support of the Clackamas County Department of Transportation and Development (CCDTD). The permit will be issued by the Department of State Lands/U.S. Army Corps of Engineers. CCDTD will be constructing a new stormwater facility near there. Work on this project will occur in the dry months.

February 2021 Permit Activity

	This Month	*Last Month*	*Fiscal Year-to-Date*	*This Month Last Year*	*Last Year-to-Date*
Pre-applications Conferences	1	1	13	0	18
New Erosion Control Permits	0	0	46	2	63
New Development Permits	1	1	13	0	8
New Utility Permits	5	5	64	4	80
Wastewater Connections	1	1	35	4	87
Sanitary SDC Fees Received	$5,165	$5,165	$284,332	$20,660	$406,323
Water SDC Fees Received	$4,363	$4,363	$218,151	$17,280	$321,650
Plan Review Fees Received	$3,912	$3,912	$87,660	$3,230	$39,510
Inspection Fees Received	$1,020	$1,020	$32,148	$2,170	$29,009

Attachments

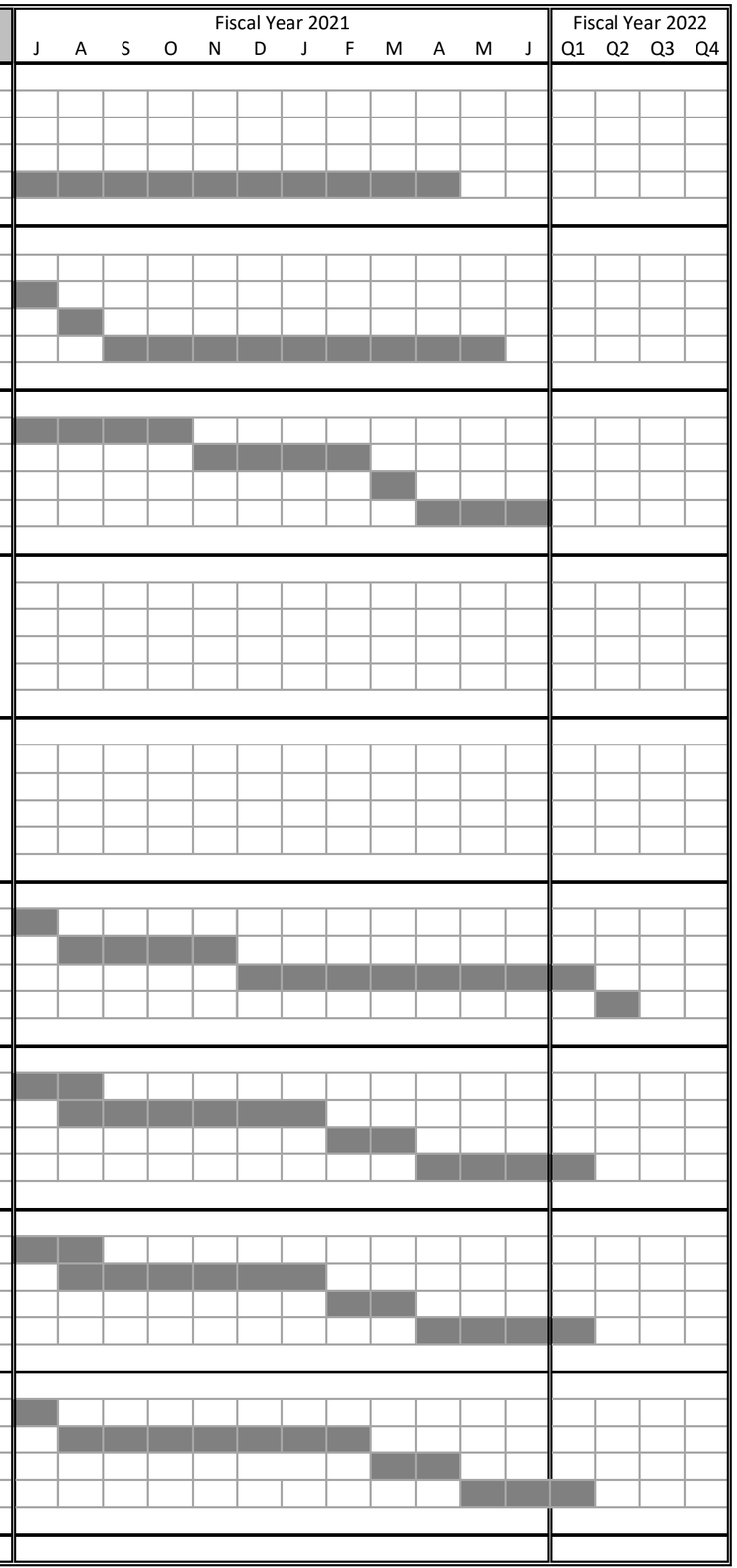
1. Development Tracker
2. Capital Project Tracker
3. Social Media Tracker

Project Status	*Address*	*Type of Development*	*Notes*	*Last Updated*
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Water utility only. Inspections Continuing	3/2/21
Under Construction	16518 SE River Rd.	Redevelopment: Head Start School Additions	Oak Lodge permits expire March 2021. Modification to permit in Z0480-20. Oak Lodge sent comments to CC DTD. Modification did not affect Oak Lodge permit.	3/2/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	3/2/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	3/2/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	3/2/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	3/2/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	3/2/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	3/2/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	3/2/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot partition	Current OLWSD Review	3/2/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	3/2/21
Plan Review	19315 SE River Rd.	Residential: 2-lot partition	Current OLWSD Review	3/2/21
Plan Review	3870 SE Hillside Dr.	Modification of previously approved 13 lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	3/2/21
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional	Current OLWSD review	3/2/21
Plan Review	15603 SE Ruby Dr.	Residential: 3-lot partition	Current OLWSD review	3/2/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot partition	Current OLWSD review	3/2/21

Project Status	*Address*	*Type of Development*	*Notes*	*Last Updated*
Plan Review	6364 SE McNary Rd.	Residential: 15-lot partition	Current OLWSD review: water utility only	3/2/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDTD. County land use expiration timeline.	3/2/21
Plan Review	3024 SE Westview Ave.	Residential: 2-lot partition	Land Use comments sent to CCDTD. County land use expiration timeline.	3/2/21
Plan Review	3700 SE Pinehurst Ave.	Commercial: Hair Salon in Residential Zone	Current OLWSD review	3/2/21
Plan Review	3838 SE Hillside Dr.	Boat Ramp To Willamette River	Land Use comments sent to CCDTD. County land use expiration timeline.	3/2/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	3/2/21
Plan Review	14497 SE River Rd.	Residential: 2-lot partition	Current OLWSD review	3/2/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	3/2/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot partition	Current OLWSD review	3/2/21
Plan Review	SE Thirssen Ave. and SE Arista Dr.	CC DTD Paving Project	Current OLWSD review	3/2/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot partition	Current OLWSD review	3/2/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	3421 SE Vineyard Rd.	Zone Change To MR-1 and a three-parcel partition for seven duplex and triplex units.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	17325 SE McLoughlin Blvd.	Residential: 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	17325 SE Mcloughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	15775 SE McLoughlin Blvd	Commercial Redevelopment: fast food and bank.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	14333 SE Wagner Ln.	Residential: Three Lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	17821 SE Arista Dr.	Residential: 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	15915 SE Harold Ave	Residential: 3-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	16468 SE Warnock Ln	Residential: 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21
Pre-Application	14817 SE Raintree Ct	Residential: 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	3/2/21

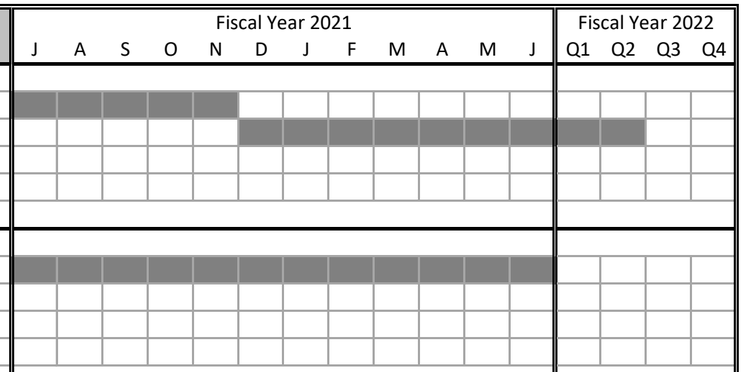
Wastewater Capital Projects

Project ID	Project Name and Description	Fiscal Year 2021 Budget	Fiscal Year 2021 Spent	Total Spent To-date	Project Status	Project Manager	Phase	Percent Complete
2018-SS03	Belt Filter Press #2 Retrofit This project creates redundancy for the District's single Belt Filter Press and will allow for Belt Filter Press #1 to be taken off-line for much needed maintenance without interruption to biosolids handling.	$ 340,000	$ 138,790	$ 239,422	Active	Ogbeide	Planning Design Bid Construction	100% 100% 100% 60%
2020-SS01	Solids Piping Project Creates a new pipeline connection between four existing tanks that together process wasted sludge into biosolids. Increases smoothness of day-to-day operations and conserves energy.	$ 420,000	$ 25,812	$ 138,247	Active	Ogbeide	Planning Design Bid Construction	100% 100% 100% 40%
2020-SS05	Hillside Sewer Line Replacement of 638' of 12" diameter pipe that has settled and is collecting sediment, grease and fats.	$ 520,000	$ 2,411	$ 2,411	Active	Rice	Planning Design Bid Construction	100% 15% 0% 0%
2020-SS05	2A010-343 Line Replacement Replacement of 160' of 8-inch main that has deteriorated due to a sag in the line that has collected grease and been cleaned too many times.	Combined with project above						
2020-SS05	Lateral Repair Program (FY2021) A re-occurring repair and replacement program that aims to fix the worst lateral issues in the District's Asset Maintenance Software.	Combined with project above						
2020-SS06	Sanitary Sewer Master Plan The District's first master Plan informed by an asset management database built from inspections. This document will look at both the field and the treatment plant to prioritize capital projects.	$ 400,000	$ -	$ -	Active	Rice	Planning RFP Creation Adoption	100% 100% 0% 0%
2020-SS07	Aeration Basin Baffle Wall Makes improvements to the first aeration basin train, allowing operational flexibility and enhanced performance of sewage treatment.	$ 150,000	$ 30,470	$ 30,470	Active	Ogbeide	Planning Design Bid Construction	100% 100% 80% 0%
2020-SS04	WTP Blower Rehab Replace one faulty and oversized turbo blower with a smaller and more versatile screw blower	$ 150,000	$ 30,470	$ 30,470	Active	Ogbeide	Planning Design Bid Construction	100% 100% 80% 0%
2020-SS04	Pump Station Rebuild Program Redesigns sewage Pump Station No 5 by altering its layout to allow for modern submersible pumps and upgrading its electrical and mechanical equipment	$ 350,000	$ 114,597	$ 114,597	Active	Ogbeide	Planning Design Bid Construction	100% 100% 20% 0%
	Total	$ 2,755,000	$ 342,550	$ 587,617				



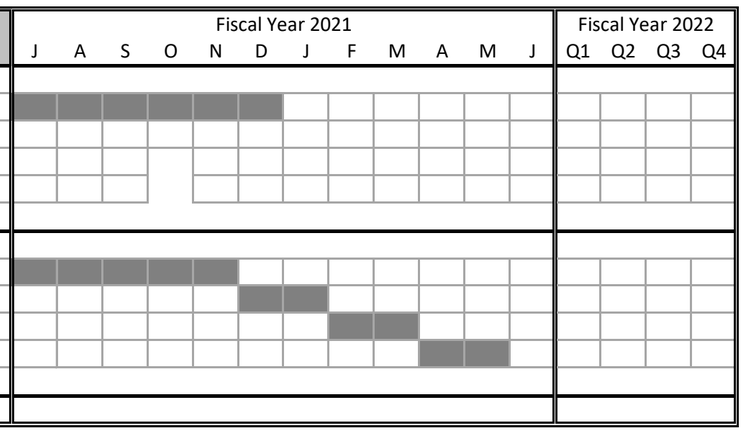
Water Capital Projects

Project ID	Project Name and Description	Fiscal Year 2021 Budget	Fiscal Year 2021 Spent	Total Spent To-date	Project Status		Phase	Percent Complete
2020-W02	Intertie Project Design Identified during the development of the Water Master Plan, OLWSD is in need of an alternative water source in the event that Clackamas River Water is unavailable.	$ 100,000	$ -	$ -	Active	Rice	Planning Design Bid Construction	100% 5% NA NA
2020-W01	AWIA Water Resiliency Plan This study will look into the District's vulnerabilities and ability to respond in the event of an emergency. Gaps will be identified and help drive future projects to better protect the District.	$ 100,000	$ 41,560	$ 41,560	Active	Rice	Creation	80%
2020-W04	Partridge Circle Main Replace Replacement of a ductile iron pipe due to electrolysis and land movement with HDPE pipe.	$ 1,280,000	$ 101,312	$ 101,312	Active	Rice	Planning Design Bid Construction	100% 60% 0% 0%
2020-W04	Aldercrest, 28th Ave, Lakewood Drive, Kellogg Lake A Design and Replacement of 3025' on 8" pipe on Aldercrest Road. If there is enough money left over, design for next years Construction Projects will be started.	Combined with project above						
	Total	$ 1,480,000	$ 142,872	$ 142,872				



Watershed Protection Capital Projects

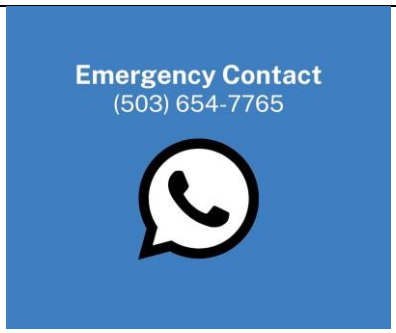
Project ID	Project Name and Description	Fiscal Year 2021 Budget	Fiscal Year 2021 Spent	Total Spent To-date	Project Status		Phase	Percent Complete
2018-SW01	Stormwater Master Plan This project will look into two alternative Watershed Protection Program models and how their costs would affect the District's rates.	$ 215,000	$ -	$ -	Active	Rice	Planning RFP Creation Outreach	80% 0% 0% 0%
2020-SW01	Localized Enhancement Program (FY21) This project aims to fix small to medium scale localized stormwater issues throughout the District. This would likely include planted facilities such as swales and ponds.	$ 250,000	$ -	$ -	Active	Rice	Planning Design Bid Construction	50% 0% 0% 0%
	Total	$ 465,000	$ -	$ 3,609,000				



OAK LODGE
WATER SERVICES

Social Media Content Calendar | February 2021

February 2	February is Earthquake Awareness Month, a great time to think about your household's preparedness efforts. Start your emergency prep with water: for drinking and sanitation. Learn more at https://bit.ly/getreadygetwater	
February 9	If you're prepared for "The Big One", you'll be prepared for many other emergency situations. Learn what to do before, during, and after an earthquake in the Pacific Northwest here: https://bit.ly/earthquakes-pnw	
February 10	The forecast this week calls for more freezing temperatures with possibly snow, and ice. Get your home ready while protecting our local waterways with these tips. ❄Assemble a bucket of sand, gravel, and a shovel ❄Avoid using table or rock salt – Use sand and sparingly mix deicing products containing magnesium, potassium, or calcium ❄Consider traction cleats for your shoes ❄Apply sand and gravel for traction ❄Use a pan of water to rinse shoes and paws ❄Sweep up all products after the storm and dispose in the trash	
February 10	Board Meeting Information - cancelled due to ice storm power outages.	

February 10	Temperatures are expected to drop this week, and we want you to be ready for freezing weather. Act now to prepare your home before your plumbing is damaged: • Cover outside faucets and foundation vents with foam blocks, insulation or newspaper. • Insulate hot and cold pipes in unheated areas, such as the garage, crawl space or attic. If you do have a water emergency, our team is available 24 hours a day, 7 days a week at (503) 654-7765.	
February 11 Morning	We receive a lot of good questions from customers across the District. This month we are highlighting FAQs. Q: I lost my job related to COVID-19, can the District offer Financial Assistance? A: Yes, the District offers Financial Assistance to customers who have been financially impacted due to COVID-19. ☎ Please contact the District Administration Office at 503-654-7765 for more information.	
February 11 Mid-day	To prepare for the upcoming snow in the forecast, staff has been working to clear storm drains. Then if we do experience snow this weekend, a clear storm drain will help alleviate flooding after the snow melts.	
February 11 Evening	Cold weather has arrived tonight and will be staying with us through the weekend. Here are three ways you can prevent frozen pipes in your home: 1. Let Your Faucet Slow Drip 2. Open Your Cabinet Doors To Let The Cold	

	Out. 3. Disconnect Outside Water Hose If you do have a water emergency, our team is available 24 hours a day, 7 days a week at (503) 654-7765.	
February 12	Snow has arrived and continues to fall in Oak Grove! ❄️Share your snow photos in the comment section below. If you do have a water emergency, our team is available 24 hours a day, 7 days a week at (503) 654-7765.	
February 13	Snow is stormwater too! If you're clearing snow today, pile it over your lawn. As the snow melts, the soil will filter the water before it goes to our rivers.	
February 14	Melting snow slowly makes its way into local waterways. Keeping snow piles on soil ensures the water is filtered and hydrating our lawns instead of going directly into streams or ponds. 📸: Boardman Creek Watershed view from Boardman Ave.	
February 16	How prepared are you for an earthquake? Watch this 2-minute video to find out how to prepare, plan, and practice for “The Big One”. Watch now: https://bit.ly/the-earth-shakes	Video will populate.
February 22	We receive a lot of good questions from customers across the District. This month we are highlighting FAQs. Q: Is the District open for customers to visit in-person? A: The District Administration Office is currently closed to the public until further notice.	

	Customers may drop a payment in our drop box or call our office to pay over the phone, free of charge – either by check, by phone (ACH) or a debit/credit card. The District accepts Visa, MasterCard, Discover, or American Express. ☎ If you have any questions, please contact us at (503) 654-7765.	
February 23	One of the easiest ways to get prepared for an earthquake is to sign up for alerts. If you're in the Portland – Vancouver metro area, sign up for Public Alerts to receive valuable information on what to do in an emergency by text, email, or voice message: https://www.publicalerts.org/signup	
February 25	We receive a lot of good questions from customers across the District. This month we are highlighting FAQs. Q: Does the District bill monthly or bi-monthly? A: Residential accounts are billed bi-monthly (every two months). While commercial accounts are billed monthly. ☎ If you have questions about your account, please contact the District Administration Office at 503-654-7765.	

End of Month Stats

	Facebook Followers	*Twitter Followers*
December 2020	58	n/a
January 2021	67	Started the platform
February 2021	80	13

STAFF REPORT

To	Board of Directors
From	Brad Lyon, Field Operations Supervisor
Title	Field Operations Monthly Report
Item No.	12d
Date	March 16, 2021

Summary

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

Highlights of the Month

Water Operations

February was an exciting month for staff. During the storm power was lost at Valley View pump station, View Acres pump station, and the Administration building for a week. View Acres and the Administration building have natural gas generators, and Valley View is fueled by diesel. All generators worked well, but fueling was a bit of a concern for several days as many local stations were closed and delivery service was grounded due to road conditions. Water staff and Doug Woods with Collections worked long hours refueling generators at Technical Services building, Valley View, and sewer pump stations.

Justin Claxton worked round the clock as our SCADA system was working, but the North Clackamas County Water Commission (NCCWC) lost theirs. Justin called the plant frequently to update on tank levels at Valley View. This included initially through the night roughly every two hours calling NCCWC with the latest measurements. This was critical as South Fork and NCCWC were unable to make water for an extended period of time. Sunrise Water, CRW, Oak Lodge, Gladstone, NCCWC, and South Fork worked together to keep customers in water. Valley View tanks were taken down to below 16 feet for several days, the lowest OLWSD has ever taken it down as far as we know.

Collections

Collections staff helped work on pump stations that had issues due to power outages. They helped with removing and unclogging pumps, and getting pumps to operate as they were having issues when switching from generator to shore power and vice versa.

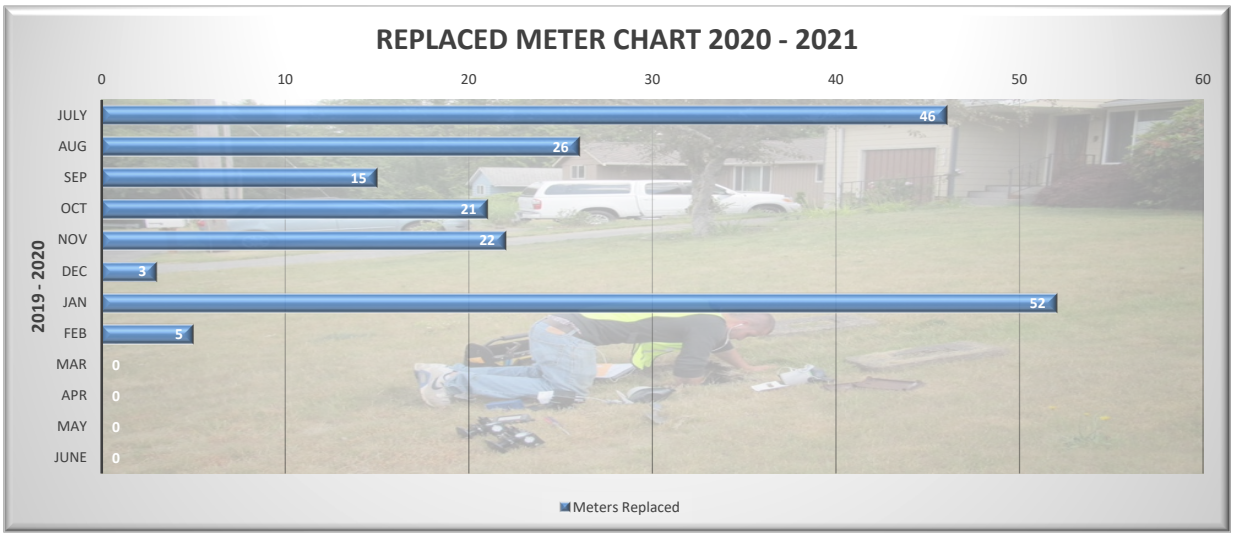
Staff also worked with the mechanics to divert sewage from Pump Station 6 into the manhole to keep sewer from backing up into buildings.

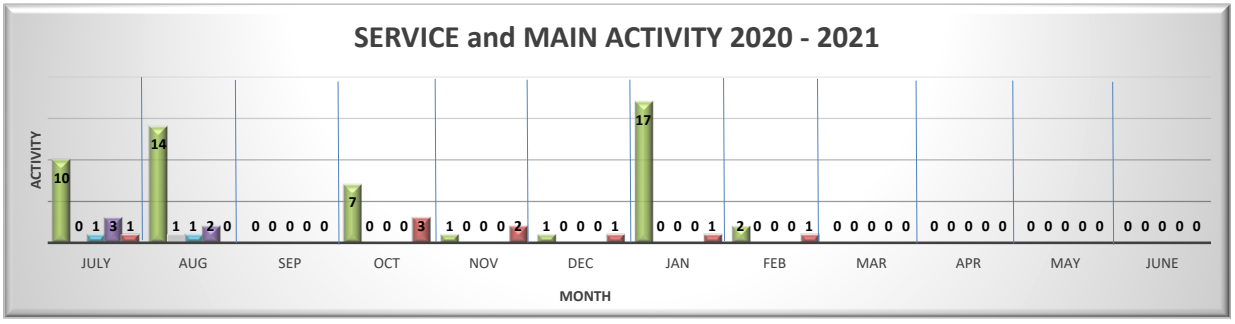
Staff has been working on inspecting sewer lines in the Gladstone geographic area served by Oak Lodge for sanitary services and are nearly done.

Attachments

1. Water Operations Report
2. Collections Operations Report

Oak Lodge Water Services Water Report



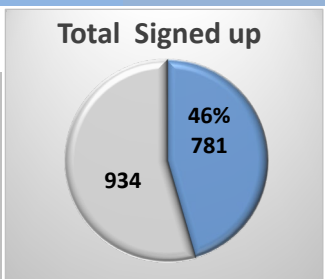


Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	26	14	1	1	2	0
2020	Sep	15	0	0	0	0	0
2020	Oct	21	7	0	0	0	3
2020	Nov	22	1	0	0	0	2
2020	Dec	3	1	0	0	0	1
2021	Jan	52	17	0	0	0	1
2021	Feb	5	2	0	0	0	1
2021	Mar	0	0	0	0	0	0
2021	Apr	0	0	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		190	52	1	2	5	9

Backflow Program Update for the Month of February

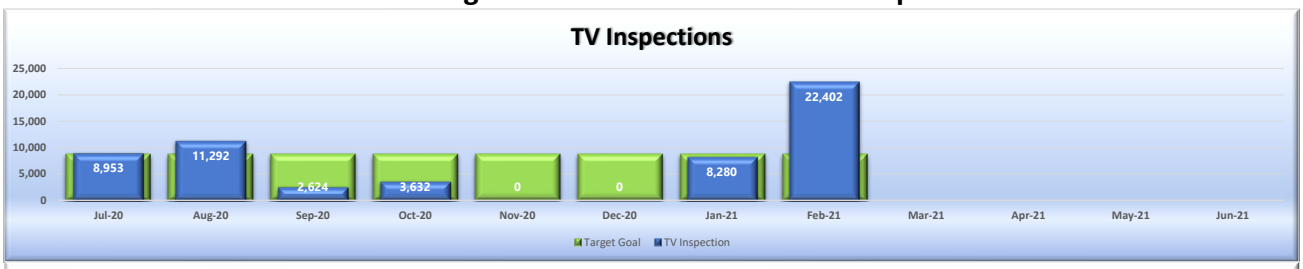
Total
1,715

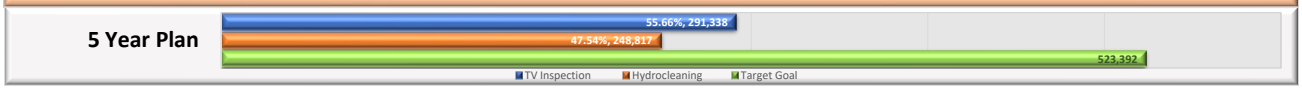
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
781	2	2	0	0	0	3
46%						



List of Backflow Letters		
Letter 1	Notice of Non-Compliance	District made aware (30 days to respond)
Letter 2	Notice of Violation	Customer has final 30 days to correct
Letter 3	Notice of Termination of water service	Customer has 5 days til water shut off

Oak Lodge Water Services Collections Report





FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647	30.34%	68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0	0.00%	68,742	65.67%	43.91%	293,560
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%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		**-36,004**			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

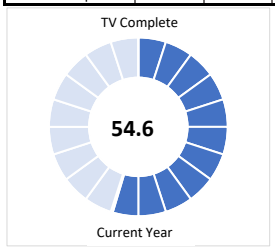
FY 2020-2021

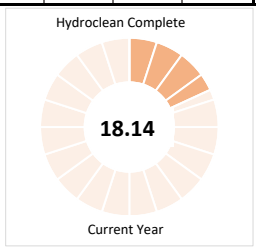
Month	**Jul-20**	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402					0.00%	57,183	55%	55.66%	232,054
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0					0.00%	18,985	18%	47.54%	274,575
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723					100.00%	69,785	67%	73.33%	139,572
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478						-31,701			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891						38,535			

FY 2021-2022

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

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723		
Actual Per Year TV	78,372	87,176	68,607	57,183		**232,054**
Actual Per Year Hyd	78,697	82,393	68,742	18,985		**274,575**
Make up	-26,144	-19,894	-36,004	-66,594		
Percent Completed	75%	81%	66%	36%	0%	**52%**





STAFF REPORT

To	Board of Directors
From	David Mendenhall, Plant Superintendent
Title	Plant Operations Monthly Report
Item No.	12e
Date	March 16, 2021

Summary

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

Highlights of the Month

- Yes, it can get worse
- Power outages, fuel struggles
- Plant operations good.

Water Reclamation Facility Operations and Maintenance

The big story of this month, of course, is the winter storm that struck the area from February 12 -15 and the power outages that continued throughout the week until February 19. The District received a combination of snow and ice that resulted in hundreds of tree limbs down and power lines broken. Response by District staff was impressive and in some cases heroic. Paul Witzig, Chuck Adams, and Matthew Westergaard led the operations charge, working many long hours over several days to keep the plant and pump stations operational. Staffing was challenging as other staff were stuck by large amounts of snow and/or ice. While Jayson Kahler could not get off his street east of 205, he provided hours of phone support to those responding to pump station alarms and outages. Doug Woods led the on-call support to the pump stations as we lost power, lost pumps, and clogged pumps. Then he started the diesel fuel brigade which was picked up by Brad Lyon and crew that kept the pumps in operation as the power outages dragged on throughout the long weekend when working gas stations were scarce.

Power outages began the evening and overnight hours of February 12-13. We had a couple of short power outages at the plant and the generator responded. But power stayed mostly stable other than a three hour outage on the February 16 while crews were restoring power in the neighborhood above the plant. We also lost Verizon communications to the pump stations, internet, and the ability to remotely see the plant

and pump stations, email, and internet and that situation remained through the following week.

As far as the pump stations, by the morning of February 13, we had lost power to Pump Stations #2, #3, #4, and #6. The generators started up and ran well at PS #2 and #3. PS #4 and #6 do not have generators. PS #6 has a passive overflow to the gravity sewer which works well in lower flows and PS#4 is a very low flow station with lots of capacity, so we were OK there. At 12:30 am on the February 13, the power went out to pump station #5, the generator came on, but the pumps did not run. This began a series of mainly electrical events over the next several days that led to Sanitary Sewer Overflows (SSO) at all the pump stations except #4. Doug and Paul responded and also called Jayson but could not get things going. Amazingly we were able to get an electrician from Cochran electric to come out in the storm to the pump station. He moved wires and got the pumps running. The generator and pumps ran until power was restored without incident. But this incident resulted in a bypass of 44,000 gallons. That evening power was restored to PS#3, so we thought things were looking up even as snow continued but then overnight, ice returned. On the evening of the February 14, the power went out at PS#3, but this time the generator did not come on. Doug and Matthew responded and got the generator started and the pumps running quickly but an overflow bypass of 21,000 gallons occurred in that time span. Then about an hour later, all pumps faulted at PS#2 even with the generator running. This was despite the fact the generator had been running without incident since the February 13. The same pair responded and got the pumps reset and resumed operation. This resulted in a bypass of approximately 30,000 gallons.

On February 15, as things were melting, flows increased, and branches continued cracking. But Doug was checking on pump stations and the fuel brigade was in full swing. Doug observed two manholes upstream of PS#6 in Gladstone backing up a bit due to higher flows to PS#6 overcharging the passive bypass. This was reported to Gladstone. The flow intermittently continued through the day going to a close by storm sewer. We estimated the flow of this SSO to be 8,400 gallons. The power restored to PS#3 in this time frame, but we got a high wet well alarm there and Doug once again responded quickly to discover a clogged pump. He cleaned out the pump within the hour, but the higher flows resulted in a bypass even with the other pump running. This was calculated at 65,360 gallons for the 38 minutes it bypassed. Later that evening, PS#2 pumps again faulted with the generator running, 28 hours after doing it the day before. The pumps were reset and ran fine until power was restored on the February 16. This bypass of 14 minutes was calculated at 31,500 gallons.

February 16 was a nice day, and we got an actual fuel delivery from Carson oil to pump stations and the plant generator. But while fueling the generator at PS#2, the fuel foamed, and the generator stopped running. Jayson got the fuel system primed and the generator running but we bypassed for a minute at 2,000 gallons. Power did not come back on at PS #2 until the evening of February 17. We had left the generator on to ride out any spikes until the morning of February 18. At PS#6 power was restored on the early afternoon of February 16. It was then discovered that the dry well side of the station had filled with water during the long period that the wet well was high due to the

passive bypass. Fortunately, there is a submersible pump and an immersible pump in that station and after pumping the dry well down both pumps ran and the dry well sump pump ran. PS#4 was the last to get power on February 19. However, although the panel had power, the pumps were not pumping. We had to get an electrician out. In all the power restoration to the system, the leads on the 3-phase power feed were switched somewhere and the leads on the panel had to be reversed. Pumping returned.

We have had some postmortem discussions. No staff has seen this length and breadth of power outage or for that matter this destructive of an ice storm in their time here. Nevertheless, the response of our staff was as quick as could be in light of the conditions they all encountered. Our generators have a full load run time on fuel of generally 36 hours. They were not at full load mostly, but fuel definitely became a concern as 2 days approached. We have a 100-gallon tank on our pickup but with power outages so widespread fuel sources were distant, but the fuel team led by Doug and Brad saved the day by keeping generators fueled. All generators had annual service in September with load testing. PS#2 was analyzed for its faulting pumps with the generator in the same time frame and tested 3 more times with the transfer switch shifting loads in the last months of 2020. We had a problem in mid-January with the Variable Frequency Drives (VFD) tripping, and we had the VFD supplier go through it again under warranty. He changed some settings to allow for more auto restart and again we tested it and it worked well. It worked well this time too but for some reason the pump controllers faulted twice with the generator running. We are arranging for another visit for the VFDs. Fueling of equipment should be done with the motor off whenever possible. At PS#2, turning the generator off at the time of fueling would have resulted in a bypass so it was not possible. The foaming turned it off briefly. We recommend a slower pace of fueling especially from a pumped tanker truck when equipment is running. For all the generators in the District we are having our service techs inspect and test all of them. John Krogstad and the tech have started doing that as I write this. (March 1). They are starting at PS#3 where we experienced the generator not starting after starting the day before. This may be related to the power quality in the area as crews worked on all the downed power lines, but we do not know. PS#4 has lots of capacity and we did not overflow it in 8 days. The generator for that is the portable one at PS#5 which is a much more significant station, and it ran on the generator for the whole week. PS#5 was the start of the weird occurrences. The electrician that came out had to move some wires around in order to get the pumps to reset. We are still looking into what happened. It could be that the electrical power dropped down and tripped the pumps and then went out altogether. Then the generator would have turned on. John and the tech will be testing the switch gear today. (March 1) I will add testing the switch gear out on an annual basis with the generator inspections. I will also schedule taking the portable generator to PS # 4 and # 6 to test the phasing there with an electrician. At PS#5 and #6 we will be replacing ventilation fans. On February 22, John Krogstad and a crew of Jeff Wheeler and Justin Claxton extracted a very large and very tight clog from Pump #1 in PS #5. The motor had to be disconnected from the pump and the top of the pump removed to get that done. At PS #6, the dry well was washed down by John with Collection crew help. The source of the leak into the dry side is from an old level measuring device that relied on a bladder

system. That bladder has apparently given up the ghost and the relief port needs to be sealed. Another big action that is complicated by the COVID-19 schedule is that everyone in operations and maintenance needs to revisit each pump station and learn its nuances and how to get things reset and pumps cleaned. We need a deep bench that can respond to the pump stations.

In happier news, the unclogged plant handled everything well. Flows reached 10 million gallons per day (MGD) during the melt, but performance was good. Construction kept going during February. The new belt press panel was installed and programmed. The programmer had to leave town quickly ahead of the storm so there were a few bugs left but we managed. We were not able to press for the week of that panel installation, but we were prepared and had room in the plant. The second belt press was moved into place on February 26th and its panel will be installed next week. After the #2 press is running well, we will finally begin the rebuild of #1 press. The parts for the rebuild on the Mixed Liquor Pump #2 have finally finished coming in so that can be finished. The motor on the odor control fan was replaced. The VFDs for the Influent Pump Station line integrators have been ordered. This was a planned capital purchase. The units we were able to get integrate with our existing Allen Bradley gear and cost about half of the original budget estimate. There were a couple of water lines that froze in the plant and those were repaired.

It is also report season so the Biosolids reports for DEQ and EPA were done, the annual Fire Marshal report and the air quality reports related to generator activity for DEQ, and EPA were filed. Our SCADA integrator, Portland Engineering Inc (PEI) has been on site for the belt press panel, and we have had them looking at some issues with SCADA and discussing the filtering of alarms.

We look forward to March.

Attachments

1. Photo Pages of February 2021 work.
2. Rainfall vs Flow Data Correlation for August 2020-February 2021
3. Plant Performance BOD-SS Graph for August 2020-February 2021
4. Work Order Summary Graph 2021

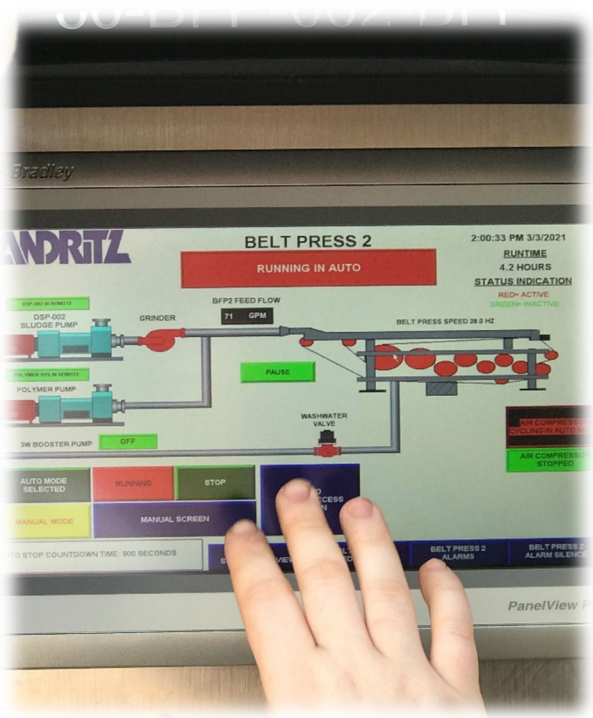
1) Trees down at Pump Station #2

2) Tree on power line, PS #2

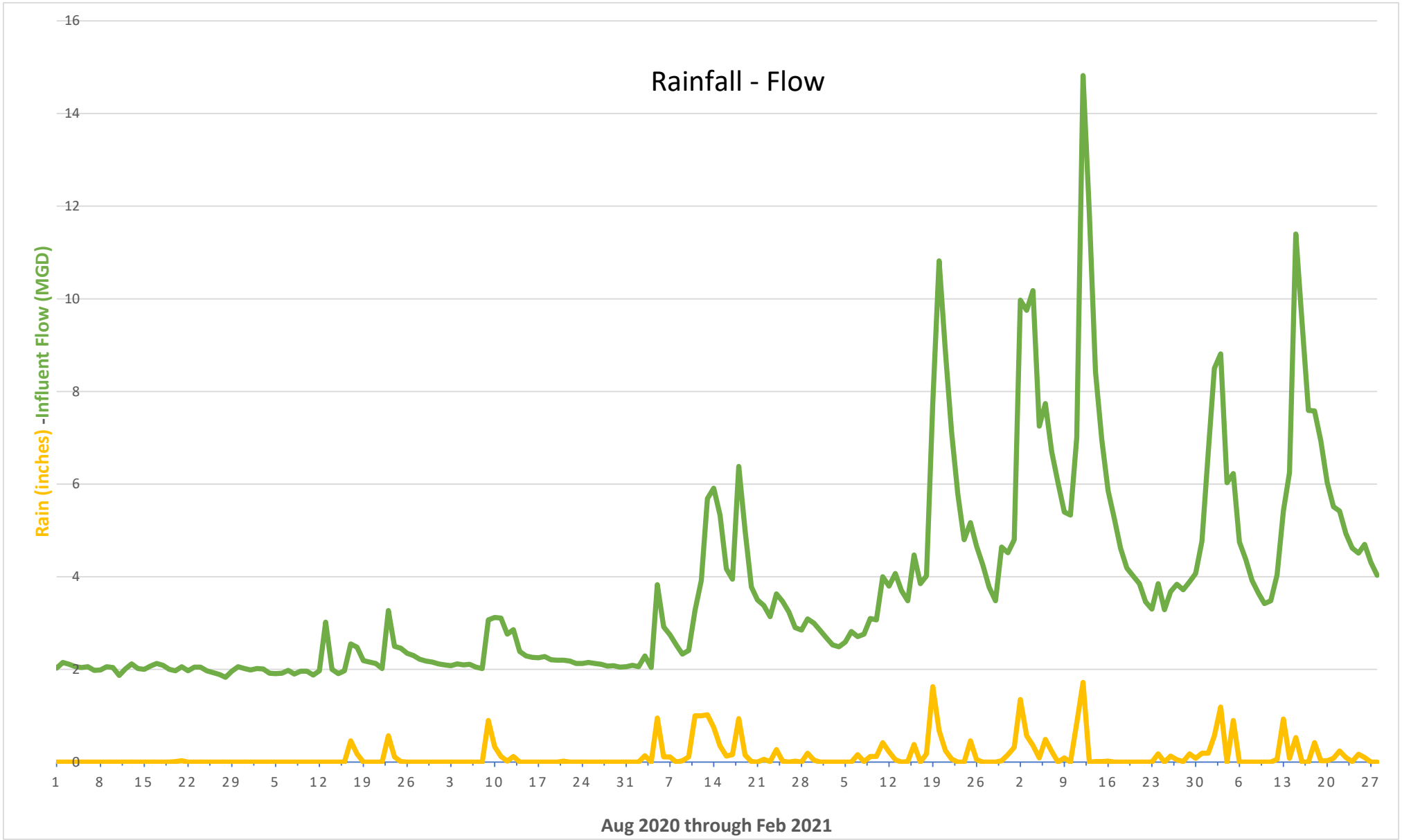
3) Pump Station #6 port in dry well

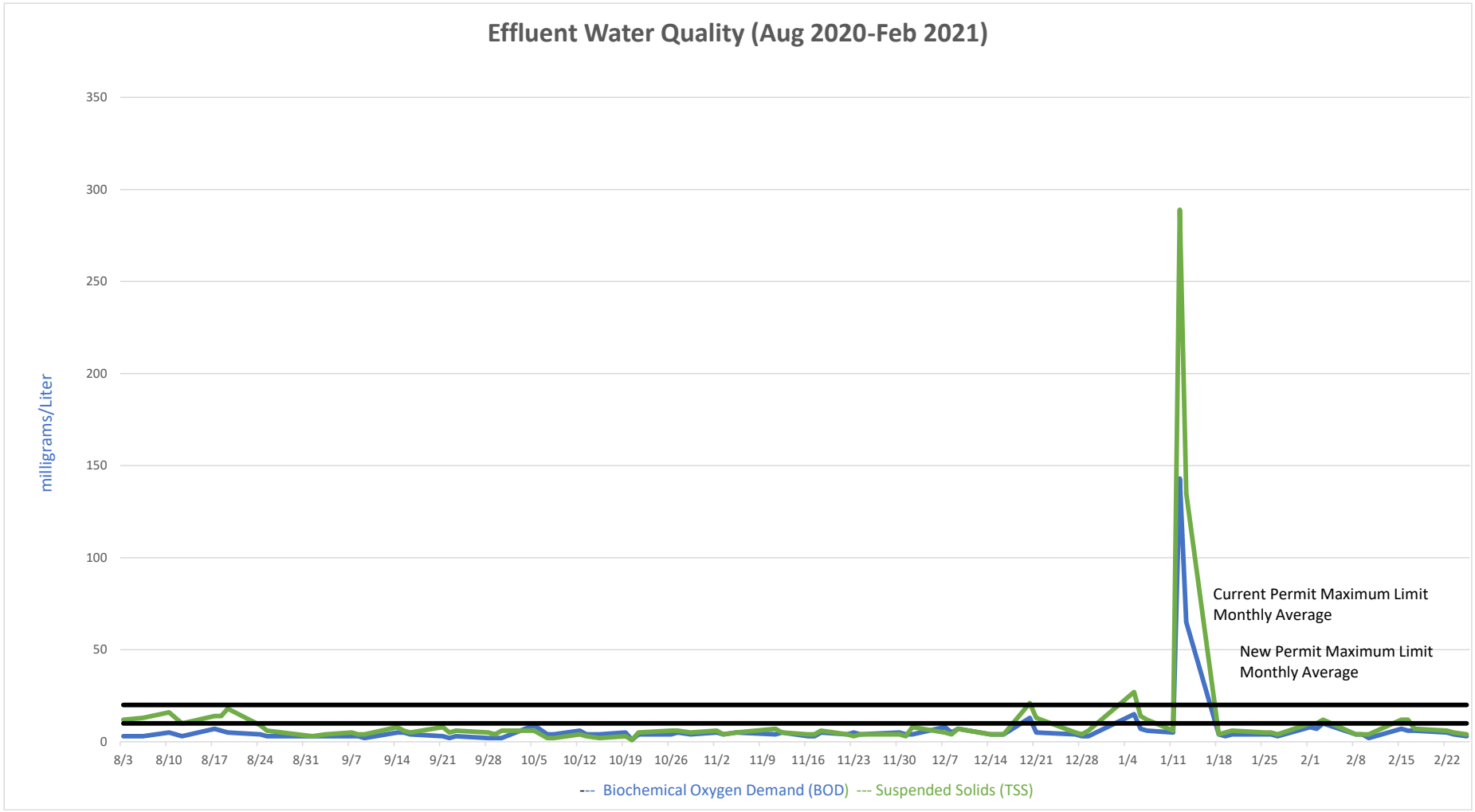
4) Belt press #2 controlled drop in

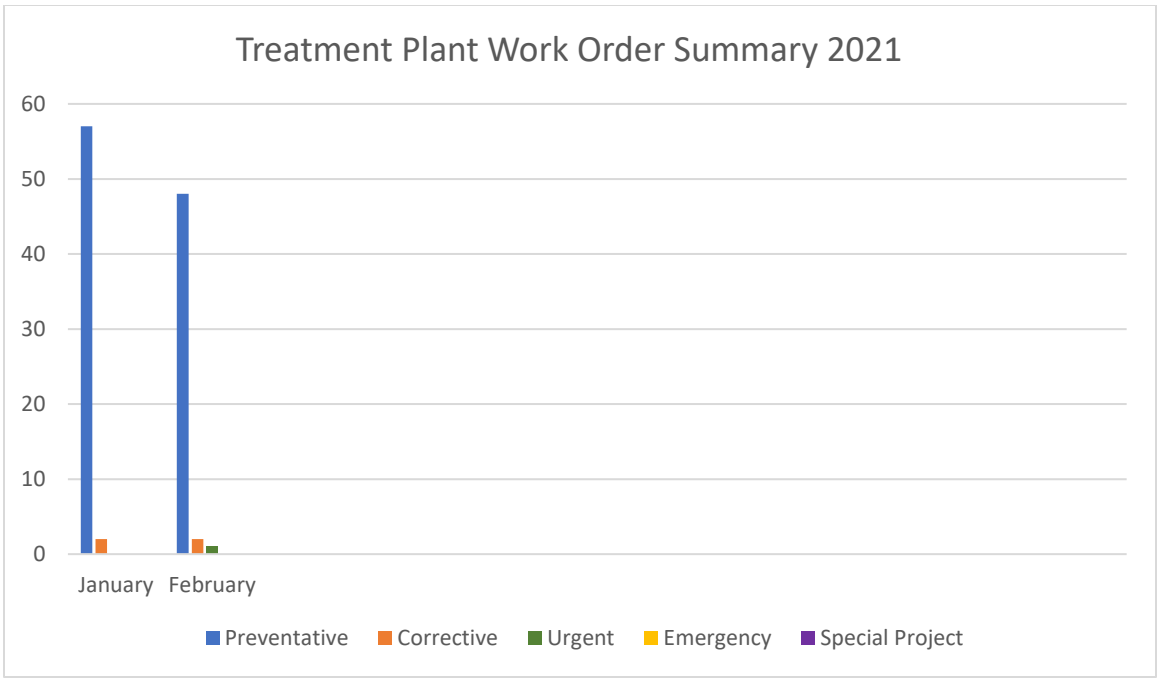
5) Belt press #2 making cake



6) New control panel for dewatering


Rainfall - Flow
Rain (inches) -Influent Flow (MGD)
16
14
12
10
8
6
4
2
0
1 8 15 22 29 5 12 19 26 3 10 17 24 31 7 14 21 28 5 12 19 26 2 9 16 23 30 6 13 20 27
Aug 2020 through Feb 2021


Effluent Water Quality (Aug 2020-Feb 2021)
milligrams/Liter
350
300
250
200
150
100
50
0
8/3
8/10
8/17
8/24
8/31
9/7
9/14
9/21
9/28
10/5
10/12
10/19
10/26
11/2
11/9
11/16
11/23
11/30
12/7
12/14
12/21
12/28
1/4
1/11
1/18
1/25
2/1
2/8
2/15
2/22
Current Permit Maximum Limit
Monthly Average
New Permit Maximum Limit
Monthly Average
--- Biochemical Oxygen Demand (BOD)
--- Suspended Solids (TSS)


Treatment Plant Work Order Summary 2021
60
50
40
30
20
10
0
January
February
Preventative
Corrective
Urgent
Emergency
Special Project

AGENDA ITEM

Title Business from the Board
Item No. 13
Date March 16, 2021

Summary

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

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

Business from The Board Items Include:

a. **Individual Board Member Reports**

b. **Parking Lot**

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.

Oak Lodge Water Services
2021 OLWS Board Member Liaison Assignments

Board/Committee	Current Primary	Current Alternate	Meeting Schedule
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Mark Knudson	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	OPEN	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	

Meetings Attended During the Past Month

1. February 16, 2021 – OLWSD Board meeting – cancelled due to weather & power outages
2. February 24, 2021 – Oak Grove Community Council meeting (agenda attached)
    a. OGCC Board Election
        i. Chair: Joseph / Vice Chair: Valorie / Treasure: Jane / Secretary: Vacant / At Large: Jan, Rich & Mark Elliott
    b. Clackamas County Covid-19 Update, Phillip Mason-Joyner, Public Health Director
        i. Case count is down to levels in October – significant improvement – positivity rate <3%, moving to moderate risk (Multnomah County still high risk)
        ii. Vaccine distribution & administration
            1. Significant logistics challenges; all hands-on deck; limited vaccine supply
            2. Significant demand; April before supply matches demand for eligible people
            3. Getting appointment
                a. Covidvaccine.oregon.gov – use chat function to get appt
                b. Appointments loaded for scheduling Mon & Thursday at 9:00 am
                c. Call: 503-655-8224 or 211
                d. Starting the federal pharmacy program
    c. North Clackamas Parks & Recreation District Advisory Committees, Anatta Blackmarr
        i. Recent changes will improve representation of unincorporated areas in NCPRD
            1. Advisory committee makes recommendations; need to get it up and running
        ii. Task force made recommendations on process & formation of 5 subareas
            1. Need to vote on representatives from the 5 subareas
        iii. Next step: outreach and two meetings
            1. How to vote for representatives & register for second meeting
            2. Voting for rep from your area (must be pre-registered to be able to vote)
        iv. Anatta is running for rep position from Jennings Lodge
    d. MAP-IT Update, Valerie Chapman, Fred Sawyer & Joseph Edge
        i. Suggestion that participation by OGCC reps to MAP-IT go on hold through August
            1. Lower engagement in MAP-IT by businesses
            2. Haven't had chair from Oak Grove area for a while
            3. General lack of participation by community in public committees
        ii. Concern that MAP-IT will not be able to proceed w/o OGCC representatives – going on hold by OGCC reps will result in lack of a quorum at MAP-IT
        iii. Passed w/ 3 no's & abstentions
    e. Committee reports
        i. Concord School/Library
            1. BCC approved plan as submitted
        ii. Park Avenue
            1. Meeting with businesses rescheduled to March 1
    f. Next meeting: March 24, 2021
3. February 25, 2021 – OLWS Board special meeting
4. March 9, 2021 – Presentation to Milwaukie Rotary Club re: Community Update

Meetings Scheduled for the Next Month

1. March 24, 2021 – Oak Grove Community Council meeting
2. April 20, 2021 – OLWS Board meeting

Oak Grove Community Council

Regular Council Business Meeting
February 24, 2021
Agenda

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- January 27th Meeting minutes + membership update
- Treasurer's update
- OGCC board election
  Nominees:

  Chair: Joseph Edge
  Vice Chair: Valerie Chapman
  Secretary: [none filed]
  Treasurer: Jane Civiletti
  At-large (1): Rich Nepon
  At-large (2): Mark Elliott
  At-large (3): Jan Lindstrom

7:15 Program:

- Clackamas County COVID-19 Update
  - *Philip Mason-Joyner, Public Health Director*
- North Clackamas Parks & Recreation District - District Advisory Committees
  - *Anatta Blackmarr, Oak Grove Resident*
- MAP-IT Update
  - *Valerie Chapman, Fred Sawyer, and Joseph Edge, OGCC reps to MAP-IT*

8:00 Committee updates

- Concord School
- Park Avenue Community Project update

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: **Mar 24, Apr 28**
- Future OGCC Board Meetings - 6:45 pm at Zoom: **Mar 1, Apr 5**

8:15 Adjourn

Business from the Board
Paul Gornick's Meeting Reports
February 2021

February 23, 2021 – Jennings Lodge CPO Meeting (remote meeting)

- Vahid Brown from Clackamas County Housing Services gave an update on the Metro supportive housing measure as it pertains to Clackamas County. Project Turnkey is still trying to find a suitable motel for purchase for homeless transitional housing.
- Brad O'Neal and Shane Stringfield from Clackamas Sheriff's Office did a presentation on the Enhanced Law Enforcement District. This is an additional property tax charge that funds additional patrol officers in the urban unincorporated area.
- Martha Fritzie from County Long Term Planning did a presentation on housing strategies driven by HB2001 (2019) and HB 1051 (2017).
- Jane Morrison from the CPO requested that public agencies provide information to her on upcoming meetings so she can post them on the CPO Facebook page and soon to be created webpage.

February 24, 2021 - Sunrise Water Board Meeting (remote meeting)

- Board heard appeal for a leak adjustment. Homeowner is out of state, and was referred by board to customer service for a time payment plan.
- Board discussed proposed rate increase that was tabled at start of pandemic. Anticipated rate hearing to be scheduled in mid-April. Discussion of having new rates take effect in winter 2021-22 during low billing season. This will be SWA's first rate increase in 4 years, and they plan a rate increase each year for the next 3 years.
- General Manager Hathhorn and District Engineer Tim Jannsen gave a description of the actions taken during the ice storm and power outages February 12-15. The NCCWC plant was running on generator, fuel was low, and Clackamas River Drive was closed due to downed trees and power lines. GM was able to get fuel to the generator with only about 3 hours of fuel left. There are 8 PGE substations in the area serving NCCWC, South Fork, and CRW water plants, and 6 of them were down simultaneously. NCCWC GM Hathhorn may suggest a natural gas fired generator for the plant in lieu of the PGE owned and operated diesel generator.
- A board work session was held to update the board of on the administration center design plans. FFA Architects were verbal authorization to proceed to final design plans. Rooftop PV panels are now worked into the design, with Energy Trust of Oregon providing some funding. Current design does not get building to net zero, but estimated to 15-20% level.

March 4, 2021 – C4 Meeting (remote meeting)

- Cheryl Bell from DTD presented an update on the County's Climate Action Plan
- This meeting was the first with new members elected last November; Trent Wilson from the County presented a welcome and orientation slide show to familiarize new members with the C4 committee. He pointed out the various openings on the Executive Committee, and how the C4 sub-groups should select new representatives to the E.C.

- A discussion of the County Chair's proposal to end the Vehicle Registration Fee took place. While a number of entities did have concern about the fee being instituted without referral to voters, some have proceeded with starting design phase of needed projects in advance of receipt of distribution of anticipated funds. The City of Sandy had planned to issue bonds for an arterial road improvement improvement project, with VRF fees to partially repay the bonded amount.
- The meeting packet for the March 4th meeting can be found here:
- ef172fa3-2f6e-4bd3-8be5-92756519fb2d (clackamas.us)
- Next meeting will be on April 1, 2021.