

**OAK LODGE WATER SERVICES DISTRICT
&
OAK LODGE WATER SERVICES AUTHORITY**

BOARD OF DIRECTORS



SEPTEMBER 20, 2022

JOINT REGULAR MEETING



**JOINT REGULAR MEETING
OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
SEPTEMBER 20, 2022 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Consent Agenda

- a. July 2022 Financial Report
- b. Approval of August 16, 2022 Board Meeting Minutes

4. Approval of Property Surplus

5. Presentation on Inflow and Infiltration/Levels of Service

6. Presentation on Trunk Main Capacity Project

7. Business from the Board

8. Department Reports

- a. General Manager
- b. Human Resources
- c. Finance
- d. Technical Services
- e. Field Operations
- f. Plant Operations

9. Call for Public Comment

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

10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	September 20, 2022

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 September 20, 2022

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. **July 2022 Financial Report**
- b. **Approval of August 16, 2022 Regular Board Meeting Minutes**

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 _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	July 2022 Financial Reports
Item No.	3a
Date	September 13, 2022 for September 20, 2022

Reports

- July 2022 Monthly Overview (Including Cash and Investment Balances)
- July 2022 Budget to Actual Report
- July 2022 Budget Account Roll Up Report

Oak Lodge Water Services
Monthly Overview
July 2022

This report summarizes the revenues and expenditures for July 2022. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

Cash and Investments

Account Balances As of:		
July 31, 2022	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.49%	\$ 1,847,346
LGIP	1.40%	\$ 13,414,816
Total		\$ 15,262,162

The District’s checks, electronic withdrawals, and bank drafts total \$835 thousand for July 2022.

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.

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,351,000	332,604	332,604	7.64%
20-00-4212	Wastewater charges	9,199,000	665,498	665,498	7.23%
30-00-4213	Watershed protection	1,592,000	128,343	128,343	8.06%
Subtotal		\$ 15,142,000	\$ 1,126,445	\$ 1,126,445	7.44%

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.

With respect to expenditures, at the end of July expenditures are overall 4.27% of budget, excluding Contingencies, with 8.33% of the fiscal year completed.

Expenses by Budget Category

The table below provides matches the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compares actuals to the full annual budget. This view allows for a review at the category level to ensure expenditures remain within the budget within each category.

FY 2023 Adopted				
Expense Category	Budget	Budget YTD	Actuals YTD	% Spent
Personnel Services	\$ 5,352,000	446,000	407,433	91%
Materials & Services	\$ 5,304,553	442,046	328,944	74%
Capital Outlay	\$ 7,162,340	596,862	62,133	10%
		1,484,908	\$ 798,510	54%

Review of expenditure lines that are above 13% of budget:

1. **6410 – Mileage** is 31.6% of budget. The budget for all departments is \$5,000 for all funds, actual expenditures total \$1,735.74. This expense represents the mileage reimbursement provided for moving expenses for two new employees.
2. **6550 – Operational Costs** is 16.9% of budget. This budget line is used by the Water Reclamation Facility for on-site laboratory costs. In July, a new benchtop was purchased and is 69% of the total expenditures for this account. This component is purchased every few years.

Low Income Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the District’s Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

Starting with the August 2022 billing cycle, the number of customers for each utility is now billed with clearly labeled billing rates. For July 2022, some estimates are used to determine the total discount provided as part of this program. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	<u>Budget</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>% Spent</u>
LIRR Program Cap	\$ 75,710	6,309	5,963	95%

	<u># of Customers</u>	<u>Discount</u>	<u>Fiscal Year</u>
	<u>Current Month</u>	<u>Provided</u>	<u>To Date</u>
Drinking Water	69	1,270.29	1,270.29
Wastewater	69	4,027.00	4,027.00
Watershed Protection	69	665.85	665.85
		5,963.14	5,963.14

General Ledger
Budget to Actual



User: Gail
Printed: 9/13/2022 12:05:44 PM
Period 01 - 01
Fiscal Year 2023

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	1,168,115.00	0.00	1,497,464.72	0.00	128.19
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>0.00</i>	<i>1,497,464.72</i>	<i>0.00</i>	<i>128.19</i>
	NonDivisional	1,168,115.00	0.00	1,497,464.72	0.00	128.19
	Fund Balance	1,168,115.00	0.00	1,497,464.72	0.00	128.19
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	219.00	219.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	4,000.00	0.00	6.97
	Revenue					
05-00-4610	Investment revenue	3,000.00	1,485.61	1,485.61	0.00	49.52
05-00-4630	Miscellaneous revenues	10,000.00	1,504.00	1,504.00	0.00	15.04
	<i>Revenue</i>	<i>70,400.00</i>	<i>7,208.61</i>	<i>7,208.61</i>	<i>0.00</i>	<i>10.24</i>
	NonDivisional	70,400.00	7,208.61	7,208.61	0.00	10.24
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,008,000.00	84,000.00	84,000.00	0.00	8.33
05-29-4920	Transfer in from Fund 20	1,920,000.00	160,000.00	160,000.00	0.00	8.33
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	84,000.00	0.00	8.33
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>328,000.00</i>	<i>0.00</i>	<i>8.33</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	328,000.00	0.00	8.33
	Revenue	4,006,400.00	335,208.61	335,208.61	0.00	8.37
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	705,000.00	61,554.36	61,554.36	0.00	8.73
05-01-5130	Overtime	5,000.00	1,374.90	1,374.90	0.00	27.50
05-01-5210	Healthdental insurance	125,000.00	10,170.80	10,170.80	0.00	8.14
05-01-5230	Social security	55,000.00	4,557.71	4,557.71	0.00	8.29
05-01-5240	Retirement	138,000.00	9,931.63	9,931.63	0.00	7.20
05-01-5250	TrimetWBF	6,000.00	485.94	485.94	0.00	8.10
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	24.94	24.94	0.00	2.49
05-01-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,042,000.00</i>	<i>88,100.28</i>	<i>88,100.28</i>	<i>0.00</i>	<i>8.45</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	3,988.50	3,988.50	0.00	1.06
05-01-6120	Accounting and audit services	76,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted Services	200,000.00	7,371.42	7,371.42	72,538.74	3.69
05-01-6180	Dues and subscriptions	60,000.00	2,752.65	2,752.65	1,000.00	4.59
05-01-6220	Electricity	13,000.00	1,362.22	1,362.22	11,637.78	10.48
05-01-6240	Natural gas	4,000.00	91.22	91.22	3,630.00	2.28

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	246.77	246.77	2,553.23	2.47
05-01-6310	Janitorial services	15,000.00	1,283.57	1,283.57	0.00	8.56
05-01-6320	Buildings and grounds maint	35,000.00	5,220.67	5,220.67	0.00	14.92
05-01-6410	Mileage	1,000.00	1,692.50	1,692.50	0.00	169.25
05-01-6420	Staff training	12,000.00	3,979.09	3,979.09	0.00	33.16
05-01-6440	Board Expense	2,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	32,000.00	3,202.25	3,202.25	4,500.00	10.01
05-01-6730	Communications	2,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	4,000.00	27.86	27.86	1,114.56	0.70
05-01-6770	Bank charges	160,000.00	12,231.72	12,231.72	136,064.45	7.64
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	0.00	0.00	0.00
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,004,000.00</i>	<i>43,450.44</i>	<i>43,450.44</i>	<i>233,038.76</i>	<i>4.33</i>
	AdminFinance	2,046,000.00	131,550.72	131,550.72	233,038.76	6.43
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	278,000.00	22,704.47	22,704.47	0.00	8.17
05-02-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-02-5210	Healthdental insurance	36,000.00	2,245.28	2,245.28	0.00	6.24
05-02-5230	Social security	22,000.00	1,708.56	1,708.56	0.00	7.77
05-02-5240	Retirement	50,000.00	4,068.65	4,068.65	0.00	8.14
05-02-5250	TrimetWBF	3,000.00	181.77	181.77	0.00	6.06
05-02-5270	Workers compensation	1,000.00	10.35	10.35	0.00	1.04
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>396,000.00</i>	<i>30,919.08</i>	<i>30,919.08</i>	<i>0.00</i>	<i>7.81</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	824.30	824.30	0.00	1.59
05-02-6175	Records Management	8,500.00	348.87	348.87	0.00	4.10
05-02-6230	Telephone	63,000.00	5,928.64	5,928.64	40,407.00	9.41
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	25,000.00	802.65	802.65	0.00	3.21
05-02-6440	Board Expense	7,000.00	293.16	293.16	0.00	4.19
05-02-6510	Office supplies	2,200.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	2,000.00	0.00	0.00	0.00	0.00
05-02-6560	Uniforms	38,000.00	2,829.04	2,829.04	10,450.00	7.44
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	300,000.00	14,934.53	14,934.53	0.00	4.98
05-02-6730	Communications	38,100.00	412.54	412.54	0.00	1.08
05-02-6740	Advertising	6,000.00	295.00	295.00	0.00	4.92
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>546,300.00</i>	<i>26,668.73</i>	<i>26,668.73</i>	<i>50,857.00</i>	<i>4.88</i>
	Human Resources	942,300.00	57,587.81	57,587.81	50,857.00	6.11
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	549,000.00	36,613.83	36,613.83	0.00	6.67
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	83,000.00	6,456.11	6,456.11	0.00	7.78
05-03-5230	Social security	43,000.00	2,762.11	2,762.11	0.00	6.42
05-03-5240	Retirement	102,000.00	6,901.83	6,901.83	0.00	6.77
05-03-5250	TrimetWBF	5,000.00	292.48	292.48	0.00	5.85
05-03-5270	Workers compensation	1,000.00	19.42	19.42	0.00	1.94
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>790,000.00</i>	<i>53,045.78</i>	<i>53,045.78</i>	<i>0.00</i>	<i>6.71</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	95,500.00	2,678.53	2,678.53	34,325.00	2.80
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	313,103.00	12,207.07	12,207.07	88,511.00	3.90
05-03-6410	Mileage	1,000.00	43.24	43.24	0.00	4.32
05-03-6420	Staff training	10,500.00	195.00	195.00	0.00	1.86
05-03-6430	Certifications	2,000.00	575.00	575.00	0.00	28.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	0.00	250.00	250.00	0.00	0.00
05-03-6540	Safety supplies	5,000.00	0.00	0.00	3,086.40	0.00
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>431,103.00</i>	<i>15,948.84</i>	<i>15,948.84</i>	<i>125,922.40</i>	<i>3.70</i>
	Technical Services	1,221,103.00	68,994.62	68,994.62	125,922.40	5.65
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/equipment maintenance	75,000.00	7,945.73	7,945.73	0.00	10.59
05-04-6520	Fuels and Oils	51,000.00	2,674.92	2,674.92	0.00	5.24
	<i>Materials & Services</i>	<i>126,000.00</i>	<i>10,620.65</i>	<i>10,620.65</i>	<i>0.00</i>	<i>8.43</i>
	Vehicle Services	126,000.00	10,620.65	10,620.65	0.00	8.43
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	834,112.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>834,112.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	834,112.00	0.00	0.00	0.00	0.00
05	Expense	5,169,515.00	268,753.80	268,753.80	409,818.16	5.20
	Administrative Services	5,000.00	66,454.81	1,563,919.53	-409,818.16	31,278.39
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,015,771.00	0.00	919,273.04	0.00	90.50
	<i>Beginning Fund Balance</i>	<i>1,015,771.00</i>	<i>0.00</i>	<i>919,273.04</i>	<i>0.00</i>	<i>90.50</i>
	NonDivisional	1,015,771.00	0.00	919,273.04	0.00	90.50
	Fund Balance	1,015,771.00	0.00	919,273.04	0.00	90.50
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	30,000.00	4,596.00	4,596.00	0.00	15.32
10-00-4211	Water sales	4,351,000.00	332,603.82	332,603.82	0.00	7.64
10-00-4215	Penalties and late charges	15,000.00	1,052.61	1,052.61	0.00	7.02
10-00-4240	Service installations	10,000.00	3,295.00	3,295.00	0.00	32.95
10-00-4280	Rents & leases	180,000.00	14,507.32	14,507.32	0.00	8.06
10-00-4290	Other charges for services	10,000.00	250.00	250.00	0.00	2.50
10-00-4610	Investment revenue	3,000.00	477.24	477.24	0.00	15.91
10-00-4630	Miscellaneous revenues	25,000.00	3,458.60	3,458.60	0.00	13.83
	<i>Revenue</i>	<i>4,624,000.00</i>	<i>360,240.59</i>	<i>360,240.59</i>	<i>0.00</i>	<i>7.79</i>
	NonDivisional	4,624,000.00	360,240.59	360,240.59	0.00	7.79
	Revenue	4,624,000.00	360,240.59	360,240.59	0.00	7.79
	Drinking Water Personnel Services					
10-20-5110	Regular employees	723,000.00	58,338.54	58,338.54	0.00	8.07
10-20-5130	Overtime	31,000.00	1,472.22	1,472.22	0.00	4.75
10-20-5210	Health/dental insurance	134,000.00	8,830.17	8,830.17	0.00	6.59
10-20-5230	Social Security	56,000.00	4,527.23	4,527.23	0.00	8.08
10-20-5240	Retirement	133,000.00	11,416.77	11,416.77	0.00	8.58
10-20-5250	Trimet/WBF	6,000.00	482.89	482.89	0.00	8.05
10-20-5270	Workers compensation	19,000.00	536.90	536.90	0.00	2.83
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,107,000.00</i>	<i>85,604.72</i>	<i>85,604.72</i>	<i>0.00</i>	<i>7.73</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6155	Contracted Services	166,500.00	6,591.52	6,591.52	68,272.20	3.96
10-20-6220	Electricity	38,000.00	3,601.31	3,601.31	34,398.69	9.48
10-20-6240	Natural gas	3,500.00	199.83	199.83	2,750.00	5.71
10-20-6290	Other utilities	3,600.00	291.37	291.37	2,263.43	8.09
10-20-6320	Buildings & grounds	10,000.00	0.00	0.00	0.00	0.00
10-20-6340	Distribution system maint	200,000.00	11,501.19	11,501.19	59,437.63	5.75
10-20-6410	Mileage	500.00	0.00	0.00	0.00	0.00
10-20-6420	Staff training	12,500.00	597.76	597.76	0.00	4.78
10-20-6430	Certifications	2,000.00	66.00	66.00	0.00	3.30
10-20-6530	Small tools & equipment	9,000.00	969.13	969.13	0.00	10.77
10-20-6540	Safety supplies	15,000.00	1,307.81	1,307.81	6,124.86	8.72
10-20-6550	Operational Supplies	7,000.00	207.40	207.40	0.00	2.96
10-20-6710	Purchased water	1,170,000.00	106,589.55	106,589.55	1,170,000.00	9.11
10-20-6715	Water quality program	16,000.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	3,000.00	362.00	362.00	0.00	12.07
10-20-6780	Taxes, Fees, Permits	19,000.00	4,544.80	4,544.80	3,000.00	23.92
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,676,600.00</i>	<i>136,829.67</i>	<i>136,829.67</i>	<i>1,346,246.81</i>	<i>8.16</i>
	Drinking Water	2,783,600.00	222,434.39	222,434.39	1,346,246.81	7.99
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	21,063.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>209,063.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Debt Service	209,063.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	84,000.00	0.00	8.33
10-29-8171	Transfers out to Fund 71	928,000.00	77,337.00	77,337.00	0.00	8.33
10-29-9000	Contingency	711,108.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,647,108.00</i>	<i>161,337.00</i>	<i>161,337.00</i>	<i>0.00</i>	<i>6.09</i>
	Transfers & Contingencies	2,647,108.00	161,337.00	161,337.00	0.00	6.09
	Expense	5,639,771.00	383,771.39	383,771.39	1,346,246.81	6.80
10	Drinking Water	0.00	-23,530.80	895,742.24	-1,346,246.81	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,207,862.00	0.00	1,332,758.61	0.00	110.34
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>0.00</i>	<i>1,332,758.61</i>	<i>0.00</i>	<i>110.34</i>
	NonDivisional	1,207,862.00	0.00	1,332,758.61	0.00	110.34
	Fund Balance	1,207,862.00	0.00	1,332,758.61	0.00	110.34
	NonDivisional Revenue					
20-00-4212	Wastewater charges	9,199,000.00	665,498.16	665,498.16	0.00	7.23
20-00-4215	Penalties & late charges	7,000.00	553.33	553.33	0.00	7.90
20-00-4220	System development charges	100,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	800.00	800.00	0.00	8.00
20-00-4610	Investment revenue	1,000.00	110.51	110.51	0.00	11.05
20-00-4630	Miscellaneous revenues	2,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>666,962.00</i>	<i>666,962.00</i>	<i>0.00</i>	<i>7.16</i>
	NonDivisional	9,319,000.00	666,962.00	666,962.00	0.00	7.16
	Revenue	9,319,000.00	666,962.00	666,962.00	0.00	7.16

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Wastewater-Plant						
<i>Personnel Services</i>						
20-21-5110	Regular employees	681,000.00	50,801.20	50,801.20	0.00	7.46
20-21-5130	Overtime	40,000.00	4,884.61	4,884.61	0.00	12.21
20-21-5210	Healthdental insurance	185,000.00	13,241.64	13,241.64	0.00	7.16
20-21-5230	Social security	53,000.00	4,207.64	4,207.64	0.00	7.94
20-21-5240	Retirement	123,000.00	9,978.92	9,978.92	0.00	8.11
20-21-5250	TrimetWBF	6,000.00	450.13	450.13	0.00	7.50
20-21-5270	Workers compensation	12,000.00	542.98	542.98	0.00	4.52
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>84,107.12</i>	<i>84,107.12</i>	<i>0.00</i>	<i>7.61</i>
<i>Materials & Services</i>						
20-21-6155	Contracted Services	253,750.00	19,601.22	19,601.22	105,648.68	7.72
20-21-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	307,000.00	21,922.60	21,922.60	285,077.40	7.14
20-21-6240	Natural gas	2,000.00	24.29	24.29	330.00	1.21
20-21-6250	Solid waste disposal	52,000.00	4,622.69	4,622.69	5,602.31	8.89
20-21-6290	Other utilities	0.00	180.00	180.00	0.00	0.00
20-21-6310	Janitorial services	11,000.00	907.48	907.48	0.00	8.25
20-21-6320	Buildings & grounds	58,000.00	3,729.04	3,729.04	0.00	6.43
20-21-6342	WRF system maintenance	200,000.00	1,599.54	1,599.54	12,876.96	0.80
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	763.10	763.10	0.00	8.48
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	65,000.00	5,050.97	5,050.97	59,949.03	7.77
20-21-6530	Small tools & equipment	10,000.00	654.00	654.00	0.00	6.54
20-21-6540	Safety supplies	20,000.00	1,719.64	1,719.64	5,500.00	8.60
20-21-6550	Operational Supplies	14,000.00	4,678.83	4,678.83	0.00	33.42
20-21-6590	Other supplies	5,000.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	500.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	74,000.00	10,334.47	10,334.47	43,052.72	13.97
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,085,250.00</i>	<i>75,787.87</i>	<i>75,787.87</i>	<i>518,037.10</i>	<i>6.98</i>
Wastewater-Plant		2,190,250.00	159,894.99	159,894.99	518,037.10	7.30
Wastewater-Collections						
<i>Personnel Services</i>						
20-22-5110	Regular employees	507,000.00	35,766.30	35,766.30	0.00	7.05
20-22-5130	Overtime	11,000.00	1,384.45	1,384.45	0.00	12.59
20-22-5210	Healthdental insurance	109,000.00	7,150.54	7,150.54	0.00	6.56
20-22-5230	Social security	40,000.00	2,819.73	2,819.73	0.00	7.05
20-22-5240	Retirement	65,000.00	5,111.12	5,111.12	0.00	7.86
20-22-5250	TrimetWBF	4,000.00	300.83	300.83	0.00	7.52
20-22-5270	Workers compensation	11,000.00	404.25	404.25	0.00	3.68
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>52,937.22</i>	<i>52,937.22</i>	<i>0.00</i>	<i>7.04</i>
<i>Materials & Services</i>						
20-22-6155	Contracted Services	12,500.00	0.00	0.00	0.00	0.00
20-22-6220	Electricity	50,000.00	3,191.17	3,191.17	46,808.83	6.38
20-22-6290	Other utilities	2,000.00	39.91	39.91	448.61	2.00
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	45,000.00	240.00	240.00	0.00	0.53
20-22-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	18,000.00	3,177.34	3,177.34	0.00	17.65
20-22-6430	Certifications	2,000.00	540.00	540.00	0.00	27.00
20-22-6530	Small tools & equipment	15,000.00	0.00	0.00	0.00	0.00
20-22-6540	Safety supplies	9,000.00	394.45	394.45	0.00	4.38
20-22-6550	Operational Supplies	5,000.00	99.60	99.60	0.00	1.99
20-22-6780	Taxes, Fees, Permits	25,000.00	748.80	748.80	11,236.80	3.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>186,500.00</i>	<i>8,431.27</i>	<i>8,431.27</i>	<i>58,494.24</i>	<i>4.52</i>
Wastewater-Collections		938,500.00	61,368.49	61,368.49	58,494.24	6.54

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,920,000.00	160,000.00	160,000.00	0.00	8.33
20-29-8150	Transfers out to Fund 50	3,435,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,500,000.00	125,000.00	125,000.00	0.00	8.33
20-29-9000	Contingency	543,112.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,398,112.00</i>	<i>285,000.00</i>	<i>285,000.00</i>	<i>0.00</i>	<i>3.85</i>
	Transfers & Contingencies	7,398,112.00	285,000.00	285,000.00	0.00	3.85
	Expense	10,526,862.00	506,263.48	506,263.48	576,531.34	4.81
20	Wastewater Reclam.	0.00	160,698.52	1,493,457.13	-576,531.34	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	467,895.00	0.00	472,448.02	0.00	100.97
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>0.00</i>	<i>472,448.02</i>	<i>0.00</i>	<i>100.97</i>
	NonDivisional	467,895.00	0.00	472,448.02	0.00	100.97
	Fund Balance	467,895.00	0.00	472,448.02	0.00	100.97
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,592,000.00	128,343.01	128,343.01	0.00	8.06
30-00-4215	Penalties & late charges	1,000.00	232.69	232.69	0.00	23.27
30-00-4290	Other charges for services	25,000.00	2,920.00	2,920.00	0.00	11.68
30-00-4610	Investment revenue	2,000.00	309.95	309.95	0.00	15.50
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>131,805.65</i>	<i>131,805.65</i>	<i>0.00</i>	<i>8.14</i>
	NonDivisional	1,620,000.00	131,805.65	131,805.65	0.00	8.14
	Revenue	1,620,000.00	131,805.65	131,805.65	0.00	8.14
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	96,000.00	7,924.22	7,924.22	0.00	8.25
30-23-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	2,639.44	2,639.44	0.00	8.80
30-23-5230	Social Security	8,000.00	595.69	595.69	0.00	7.45
30-23-5240	Retirement	18,000.00	1,420.02	1,420.02	0.00	7.89
30-23-5250	TrimetWBF	1,000.00	62.92	62.92	0.00	6.29
30-23-5270	Workers compensation	1,000.00	76.54	76.54	0.00	7.65
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>12,718.83</i>	<i>12,718.83</i>	<i>0.00</i>	<i>7.95</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	142,000.00	11,145.35	11,145.35	27,872.25	7.85
30-23-6340	System maintenance	25,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	6,000.00	61.50	61.50	0.00	1.03
30-23-6530	Small tools & equipment	6,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	58,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	4,300.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>243,800.00</i>	<i>11,206.85</i>	<i>11,206.85</i>	<i>27,872.25</i>	<i>4.60</i>
	Watershed Protection	403,800.00	23,925.68	23,925.68	27,872.25	5.93
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	115,741.00	0.00	0.00	0.00	0.00
30-24-6824	Interest Paid-KS Statebank	4,259.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials & Services</i>	120,000.00	0.00	0.00	0.00	0.00
	Debt Service	120,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	84,000.00	0.00	8.33
30-29-8173	Transfers out to Fund 73	250,000.00	20,837.00	20,837.00	0.00	8.33
30-29-9000	Contingency	306,095.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	1,564,095.00	104,837.00	104,837.00	0.00	6.70
	Transfers & Contingencies	1,564,095.00	104,837.00	104,837.00	0.00	6.70
	Expense	2,087,895.00	128,762.68	128,762.68	27,872.25	6.17
30	Watershed Protection	0.00	3,042.97	475,490.99	-27,872.25	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	592,666.00	0.00	520,121.80	0.00	87.76
	<i>Beginning Fund Balance</i>	592,666.00	0.00	520,121.80	0.00	87.76
	NonDivisional	592,666.00	0.00	520,121.80	0.00	87.76
	Fund Balance	592,666.00	0.00	520,121.80	0.00	87.76
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	1,000.00	398.80	398.80	0.00	39.88
	<i>Revenue</i>	1,000.00	398.80	398.80	0.00	39.88
	NonDivisional	1,000.00	398.80	398.80	0.00	39.88
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,435,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	3,435,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	3,435,000.00	0.00	0.00	0.00	0.00
	Revenue	3,436,000.00	398.80	398.80	0.00	0.01
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	946,261.00	0.00	0.00	0.00	0.00
50-24-6811	2021 IFA Loan Principal	310,030.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	282,964.00	0.00	0.00	0.00	0.00
50-24-6822	2021 IFA Loan Interest	168,839.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	306,050.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	3,434,144.00	0.00	0.00	0.00	0.00
	Debt Service	3,434,144.00	0.00	0.00	0.00	0.00
	Expense	3,434,144.00	0.00	0.00	0.00	0.00
50	WW Revenue Bond Debt Service	594,522.00	398.80	520,520.60	0.00	87.55
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<i>Beginning Fund Balance</i>	3,911,900.00	0.00	4,539,370.77	0.00	116.04

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	NonDivisional	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	Fund Balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	8,696.00	8,696.00	0.00	17.39
71-00-4225	Development-Reimburse System	50,000.00	8,079.00	8,079.00	0.00	16.16
71-00-4610	Investment revenue	30,000.00	4,704.47	4,704.47	0.00	15.68
	<i>Revenue</i>	<i>130,000.00</i>	<i>21,479.47</i>	<i>21,479.47</i>	<i>0.00</i>	<i>16.52</i>
	NonDivisional	130,000.00	21,479.47	21,479.47	0.00	16.52
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	928,000.00	77,337.00	77,337.00	0.00	8.33
	<i>Revenue</i>	<i>928,000.00</i>	<i>77,337.00</i>	<i>77,337.00</i>	<i>0.00</i>	<i>8.33</i>
	Transfers & Contingencies	928,000.00	77,337.00	77,337.00	0.00	8.33
	<i>Revenue</i>					
	Drinking Water	1,058,000.00	98,816.47	98,816.47	0.00	9.34
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	470,000.00	7,862.88	7,862.88	124,520.29	1.67
71-20-7520	Equipment	64,000.00	2,500.00	2,500.00	0.00	3.91
71-20-7530	Information Technology	30,000.00	6,563.51	6,563.51	16,570.92	21.88
71-20-7600	Capital Improvement Projects	2,275,000.00	3,375.75	3,375.75	120,274.11	0.15
	<i>Capital Outlay</i>	<i>2,839,000.00</i>	<i>20,302.14</i>	<i>20,302.14</i>	<i>261,365.32</i>	<i>0.72</i>
	Drinking Water	2,839,000.00	20,302.14	20,302.14	261,365.32	0.72
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	288,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>288,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	288,000.00	0.00	0.00	0.00	0.00
71	Expense	3,127,000.00	20,302.14	20,302.14	261,365.32	0.65
	Drinking Water Capital	1,842,900.00	78,514.33	4,617,885.10	-261,365.32	250.58
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,006,108.00	0.00	4,197,232.71	0.00	104.77
	<i>Beginning Fund Balance</i>	<i>4,006,108.00</i>	<i>0.00</i>	<i>4,197,232.71</i>	<i>0.00</i>	<i>104.77</i>
	NonDivisional	4,006,108.00	0.00	4,197,232.71	0.00	104.77
	Fund Balance	4,006,108.00	0.00	4,197,232.71	0.00	104.77
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment revenue	30,000.00	4,610.06	4,610.06	0.00	15.37
	<i>Revenue</i>	<i>30,000.00</i>	<i>4,610.06</i>	<i>4,610.06</i>	<i>0.00</i>	<i>15.37</i>
	NonDivisional	30,000.00	4,610.06	4,610.06	0.00	15.37
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,500,000.00	125,000.00	125,000.00	0.00	8.33
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>125,000.00</i>	<i>0.00</i>	<i>8.33</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	125,000.00	0.00	8.33
	<i>Revenue</i>	1,530,000.00	129,610.06	129,610.06	0.00	8.47
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7400	Improvement other than Bldgs	75,000.00	0.00	0.00	45,000.00	0.00
72-21-7520	Equipment	205,000.00	0.00	0.00	119,115.00	0.00
72-21-7530	Information Technology	115,000.00	0.00	0.00	16,083.54	0.00
72-21-7600	Capital Improvement Projects	1,169,000.00	9,194.25	9,194.25	353,301.45	0.79
	<i>Capital Outlay</i>	<i>1,564,000.00</i>	<i>9,194.25</i>	<i>9,194.25</i>	<i>533,499.99</i>	<i>0.59</i>
	Wastewater-Plant	1,564,000.00	9,194.25	9,194.25	533,499.99	0.59
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	50,000.00	0.00	0.00	0.00	0.00
72-22-7520	Equipment	40,000.00	0.00	0.00	0.00	0.00
72-22-7530	Information Technology	154,340.00	0.00	0.00	16,083.54	0.00
72-22-7600	Capital Improvement Projects	2,215,000.00	32,636.37	32,636.37	318,993.19	1.47
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>32,636.37</i>	<i>32,636.37</i>	<i>335,076.73</i>	<i>1.33</i>
	Wastewater-Collections	2,459,340.00	32,636.37	32,636.37	335,076.73	1.33
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	481,834.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>481,834.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	481,834.00	0.00	0.00	0.00	0.00
72	Expense	4,505,174.00	41,830.62	41,830.62	868,576.72	0.93
	Wastewater Reclamation Capital	1,030,934.00	87,779.44	4,285,012.15	-868,576.72	415.64
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>0.00</i>	<i>2,142,036.57</i>	<i>0.00</i>	<i>98.57</i>
	NonDivisional	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	Fund Balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	10,000.00	2,093.31	2,093.31	0.00	20.93
	<i>Revenue</i>	<i>10,000.00</i>	<i>2,093.31</i>	<i>2,093.31</i>	<i>0.00</i>	<i>20.93</i>
	NonDivisional	10,000.00	2,093.31	2,093.31	0.00	20.93
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	250,000.00	20,837.00	20,837.00	0.00	8.33

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	250,000.00	20,837.00	20,837.00	0.00	8.33
	Transfers & Contingencies	250,000.00	20,837.00	20,837.00	0.00	8.33
	<i>Revenue</i>	260,000.00	22,930.31	22,930.31	0.00	8.82
	Watershed Protection					
73-23-7600	<i>Capital Outlay</i>					
	Capital Improvement Projects	300,000.00	0.00	0.00	24,593.71	0.00
	<i>Capital Outlay</i>	300,000.00	0.00	0.00	24,593.71	0.00
	Watershed Protection	300,000.00	0.00	0.00	24,593.71	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
73	<i>Expense</i>	350,000.00	0.00	0.00	24,593.71	0.00
	Watershed Protection Capital	2,083,058.00	22,930.31	2,164,966.88	-24,593.71	103.93
	Revenue Total	25,853,400.00	1,745,972.49	1,745,972.49	0.00	0.0675
	Expense Total	34,840,361.00	1,349,684.11	1,349,684.11	3,515,004.31	0.0387

General Ledger

Account Roll up

User: Gail

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Period 01 - 01

Fiscal Year 2023



Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 4,596.00	\$ 4,596.00	15.32%
4211	Water sales	\$ 4,351,000.00	\$ 332,603.82	\$ 332,603.82	7.64%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 665,498.16	\$ 665,498.16	7.23%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 128,343.01	\$ 128,343.01	8.06%
4215	Penalties & late charges	\$ 23,000.00	\$ 1,838.63	\$ 1,838.63	7.99%
4220	System Development Charges	\$ 100,000.00	\$ -	\$ -	0.00%
4221	System Development-Reimburse	\$ 50,000.00	\$ 8,696.00	\$ 8,696.00	17.39%
4225	System Development-Improvement	\$ 50,000.00	\$ 8,079.00	\$ 8,079.00	16.16%
4227	System Development-Compliance	\$ -	\$ 219.00	\$ 219.00	0.00%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 4,000.00	6.97%
4240	Service installations	\$ 10,000.00	\$ 3,295.00	\$ 3,295.00	32.95%
4280	Rents & leases	\$ 180,000.00	\$ 14,507.32	\$ 14,507.32	8.06%
4290	Other charges for services	\$ 45,000.00	\$ 3,970.00	\$ 3,970.00	8.82%
4610	Investment revenue	\$ 80,000.00	\$ 14,189.95	\$ 14,189.95	17.74%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 4,962.60	\$ 4,962.60	13.41%
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,337.00	\$ 161,337.00	8.33%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 285,000.00	\$ 285,000.00	4.16%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 104,837.00	\$ 104,837.00	8.33%
Revenue	Revenue	\$ 25,853,400.00	\$ 1,745,972.49	\$ 1,745,972.49	6.75%
Expense	Expense				
<u>Personnel Services</u>					
5110	Regular employees	\$ 3,539,000.00	\$ 273,702.92	\$ 273,702.92	7.73%
5130	Overtime	\$ 102,000.00	\$ 9,116.18	\$ 9,116.18	8.94%
5210	Employee Ins	\$ 702,000.00	\$ 50,733.98	\$ 50,733.98	7.23%
5230	Social Security	\$ 277,000.00	\$ 21,178.67	\$ 21,178.67	7.65%
5240	Retirement	\$ 629,000.00	\$ 48,828.94	\$ 48,828.94	7.76%
5250	Trimet	\$ 31,000.00	\$ 2,256.96	\$ 2,256.96	7.28%
5260	Unemployment	\$ 5,000.00	\$ -	\$ -	0.00%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 1,615.38	3.51%
5290	Other employee benefits	\$ 21,000.00	\$ -	\$ -	0.00%
		\$ 5,352,000.00	\$ 407,433.03	\$ 407,433.03	7.61%
<u>Materials & Services</u>					
6110	Legal services	\$ 375,000.00	\$ 3,988.50	\$ 3,988.50	1.06%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ -	0.00%
6155	Contracted Services	\$ 922,250.00	\$ 48,212.34	\$ 48,212.34	5.23%
6175	Records Management	\$ 8,500.00	\$ 348.87	\$ 348.87	4.10%
6180	Dues & subscriptions	\$ 60,000.00	\$ 2,752.65	\$ 2,752.65	4.59%
6220	Electricity	\$ 408,000.00	\$ 30,077.30	\$ 30,077.30	7.37%
6230	Telephone	\$ 63,000.00	\$ 5,928.64	\$ 5,928.64	9.41%
6240	Natural gas	\$ 9,500.00	\$ 315.34	\$ 315.34	3.32%
6250	Solid waste disposal	\$ 52,000.00	\$ 4,622.69	\$ 4,622.69	8.89%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6290	Other utilities	\$ 15,600.00	\$ 758.05	\$ 758.05	4.86%
6310	Janitorial services	\$ 26,000.00	\$ 2,191.05	\$ 2,191.05	8.43%
6320	Buildings & grounds	\$ 104,000.00	\$ 8,949.71	\$ 8,949.71	8.61%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 7,945.73	\$ 7,945.73	10.59%
6340	Distribution system maint	\$ 225,000.00	\$ 11,501.19	\$ 11,501.19	5.11%
6342	Collection system maint.	\$ 245,000.00	\$ 1,839.54	\$ 1,839.54	0.75%
6350	Computer maintenance	\$ 313,103.00	\$ 12,207.07	\$ 12,207.07	3.90%
6410	Mileage	\$ 5,500.00	\$ 1,735.74	\$ 1,735.74	31.56%
6420	Staff training	\$ 93,000.00	\$ 9,576.44	\$ 9,576.44	10.30%
6430	Certifications	\$ 8,000.00	\$ 1,181.00	\$ 1,181.00	14.76%
6440	Board travel & training	\$ 9,000.00	\$ 293.16	\$ 293.16	3.26%
6510	Office supplies	\$ 34,200.00	\$ 3,202.25	\$ 3,202.25	9.36%
6520	Fuel & oils	\$ 51,000.00	\$ 2,674.92	\$ 2,674.92	5.24%
6525	Chemicals	\$ 65,000.00	\$ 5,050.97	\$ 5,050.97	7.77%
6530	Small tools & equipment	\$ 40,000.00	\$ 1,873.13	\$ 1,873.13	4.68%
6540	Safety supplies	\$ 52,000.00	\$ 3,421.90	\$ 3,421.90	6.58%
6550	Operational Supplies	\$ 29,500.00	\$ 4,985.83	\$ 4,985.83	16.90%
6560	Uniforms	\$ 38,000.00	\$ 2,829.04	\$ 2,829.04	7.44%
6590	Other supplies	\$ 5,000.00	\$ -	\$ -	0.00%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.00%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.00%
6710	Purchased water	\$ 1,170,000.00	\$ 106,589.55	\$ 106,589.55	9.11%
6715	Water quality program	\$ 16,000.00	\$ -	\$ -	0.00%
6720	Insurance	\$ 300,000.00	\$ 14,934.53	\$ 14,934.53	4.98%
6730	Communications	\$ 98,100.00	\$ 412.54	\$ 412.54	0.42%
6740	Advertising	\$ 6,500.00	\$ 295.00	\$ 295.00	4.54%
6760	Equipment Rental	\$ 7,000.00	\$ 389.86	\$ 389.86	5.57%
6770	Bank charges	\$ 160,000.00	\$ 12,231.72	\$ 12,231.72	7.64%
6780	Taxes, Fees & Permits	\$ 124,300.00	\$ 15,628.07	\$ 15,628.07	12.57%
6900	Miscellaneous expense	\$ 7,000.00	\$ -	\$ -	0.00%
		\$ 5,304,553.00	\$ 328,944.32	\$ 328,944.32	6.20%

Debt Service and Special Payments

6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ -	0.00%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ -	0.00%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ -	0.00%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ -	0.00%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ -	0.00%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ -	0.00%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ -	0.00%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ -	\$ -	0.00%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ -	0.00%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ -	0.00%
		\$ 3,763,207.00	\$ -	\$ -	0.00%

Capital Outlay

7200	Infrastructure	\$ 520,000.00	\$ 7,862.88	\$ 7,862.88	1.51%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ -	0.00%
7520	Equipment	\$ 309,000.00	\$ 2,500.00	\$ 2,500.00	0.81%
7530	Information Technology	\$ 299,340.00	\$ 6,563.51	\$ 6,563.51	2.19%
7600	Capital Improvement Projects	\$ 5,959,000.00	\$ 45,206.37	\$ 45,206.37	0.76%
		\$ 7,162,340.00	\$ 62,132.76	\$ 62,132.76	0.87%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Transfers					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 328,000.00	8.33%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ -	\$ -	0.00%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,337.00	\$ 77,337.00	8.33%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 125,000.00	8.33%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,837.00	\$ 20,837.00	8.33%
		\$ 10,049,000.00	\$ 551,174.00	\$ 551,174.00	5.48%
		\$ 31,631,100.00	\$ 1,349,684.11	\$ 1,349,684.11	4.27%
9000	Contingency	\$ 3,214,261.00	\$ -	\$ -	0.00%
Expense	Expense	\$ 34,845,361.00	\$ 1,349,684.11	\$ 1,349,684.11	3.87%
Revenue Total		\$ 25,853,400.00	\$ 1,745,972.49	\$ 1,745,972.49	6.75%
Expense Total		\$ 34,845,361.00	\$ 1,349,684.11	\$ 1,349,684.11	3.87%
Grand Total		\$ (8,991,961.00)	\$ 396,288.38	\$ 396,288.38	-4.41%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	September 20, 2022

Summary of Minutes for Approval

The Board of Directors reviews and approves the minutes of the Body's prior public meetings.

Attachments

1. August 16, 2022 OLWSD Board Meeting Minutes



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 6:00 P.M.
AUGUST 16, 2022**

Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Chad Martinez	Collections Field Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Lara Christensen	Water Quality Coordinator

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

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

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Call for Public Comment

There were no written public comments submitted. There were no members of the public in attendance.

3. Monthly Update: Oak Lodge Governance Project

There were no Oak Lodge Governance Project representatives present.

4. Presentation of Report on Wastewater Collections Field Staff Work

Utility Operations Director Page presented the Report on Wastewater Collections Field Staff Work. The

Board asked questions regarding:

- Staffing requirements,
- The asset management program,
- Beaver habitat removal, including customer fees contained in the Rules and Regulations,
- Time spent on ancillary work,
- Ditch and swale maintenance, and
- Pollution control manhole cleaning.

5. Consent Agenda

Items on the Consent Agenda included:

- The June 2022 Financial Report,
- The July 19, 2022 regular meeting minutes, and
- An agreement renewal with Horner Enterprises for biosolids hauling.

Director Williams moved to approve the Consent Agenda. Treasurer Gornick seconded.

The Board asked to update the biosolids hauling agreement amendment contact information and list Plant Superintendent Hawkins as the primary contact. They asked clarifying questions regarding the Financial Report.

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

MOTION CARRIED

6. Consideration of Capital Project Prioritization Process

District Engineer Albert overviewed the proposed prioritization process.

The Board asked clarifying questions regarding:

- The scoring factor,
- How project cost factors into the criterion,
- Regulatory agency penalties, and
- The use of "Board goals."

Director Bullock moved to approve the Capital Prioritization Process as presented. Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

7. Business from the Board

There were no verbal reports.

8. Department Reports

The Management Team provided monthly highlights including:

- The Authority boundary approval process,
- Capital project updates and funding,
- Banking and billing software preparations for the Authority,
- Wastewater Master Plan progress,
- Field team safety and inspection trainings,
- Leak detection and the summer non-revenue water spike,
- Master meter validations,
- Purchase of the K-Turbo blower,
- Lift Station 5 electrical update, and
- The July DEQ permit violation.

The Board asked questions regarding customer autopay, red tag payments, valve exercising, and sampling turnaround time.

9. Call for Public Comment

There was one member of the public in attendance.

Diane Bagüés commented on the declining snowpack due to climate change. The Board addressed the resiliency plans of the District and regional partner agencies.

10. Adjourn Meeting

President Keil adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Approval of Surplus Property
Item No. 4
Date September 20, 2022

Summary

Staff has identified various items of personal property that are no longer of use to Oak Lodge Water Services (OLWS), and requests that the property be declared surplus to be disposed of in accordance with the Surplus Property Disposal Policy.

Background

Each year, OLWS staff evaluate machinery, equipment, and vehicles for continued use and viability, and identify those that have reached the end of their useful lives or are of no use to OLWS. Those items valued over \$1,000 are required by OLWS policy to be declared as surplus property by the Board prior to their disposal. Items valued under \$1,000 may be declared surplus by the Finance Director, or designee. Disposal methods are outlined in the OLWS Surplus Property Disposal Policy.

OLWS staff has identified the following vehicles as no longer being of use to OLWS:

1. OLWS Vehicle #3 – 1997 Ford Ranger Pickup
2. OLWS Vehicle #18 – 1993 Volvo Vactor Truck
3. OLWS Vehicle #20 – 1986 Ingersoll Rand Air Compressor Trailer
4. OLWS Vehicle #64 – 1999 Toyota Tacoma Pickup

OLWS staff has identified the following equipment as no longer being of use to OLWS:

1. Cement Mixer

Staff proposes to sell these items through a sealed bid process, in accordance with the Surplus Property Disposal Policy. The vehicles and equipment would be stripped of all logos and other details identifying them as OLWS property before disposal.

Recommendation

Staff recommends the Board approve Resolution No. 2022-0006 declaring items as surplus property.

Suggested Board Motion

"I move to adopt Resolution No. 2022-0006 Declaring Surplus Property."

Attachment

1. Resolution No. 2022-0006

OAK LODGE WATER SERVICES

RESOLUTION NO. 2022-0006

A RESOLUTION DECLARING SURPLUS PROPERTY

WHEREAS, the Oak Lodge Water Services (OLWS) Board of Directors (Board) has adopted a Surplus Property Disposal Policy, prescribing the procedure for declaring and disposing of surplus personal property owned by OLWS; and

WHEREAS, OLWS staff have identified various personal property items with an estimated commercial value of more than \$1,000 each that have reached the end of their useful life for OLWS; and

WHEREAS, the Board finds it to be in the best interests of OLWS to declare the property as surplus and direct for their disposal;

NOW, THEREFORE, BE IT RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:

Section 1. The Board of Directors hereby declares the following items as surplus property, and authorizes OLWS staff to dispose of the property according to the OLWS Surplus Property Disposal Policy.

1. OLWS Vehicle #3 – 1997 Ford Ranger Pickup
2. OLWS Vehicle #18 – 1993 Volvo Vactor Truck
3. OLWS Vehicle #20 – 1986 Ingersoll Rand Air Compressor Trailer
4. OLWS Vehicle #64 – 1999 Toyota Tacoma Pickup
5. Cement Mixer

INTRODUCED AND ADOPTED ON THIS 20th DAY OF SEPTEMBER 2022.

OAK LODGE WATER SERVICES

By _____ By _____
NAME, President NAME, Secretary/Vice President



AGENDA ITEM

To Board of Directors
From Brad Albert, District Engineer
Title Inflow and Infiltration Report
Item No. 5
Date September 20, 2022

Summary

Oak Lodge Water Services (OLWS) has contracted Water Systems Consulting, Inc. (WSC) to prepare the 30-year Wastewater Master Plan. The Wastewater Master Plan will evaluate the adequacy of the wastewater collection and treatment systems to provide safe and reliable service to customers and recommend capital improvements necessary to maintain that level of service into the future.

Existing Wet Weather Flows in Collection System

To assess the capacity of the OLWS collection system, both for existing and future flows, WSC calculated average daily and hourly flow rates at the Water Reclamation Facility (WRF). Influent lift station flow meter data from 2016 through 2022 was used, along with the hydraulic model of the collection system, to develop representative system wide flows provided in Table 1 below. The representative flows will be used to evaluate the hydraulic capacity of the existing system, identify deficiencies, and recommend corrective actions.

Table 1. Representative Wastewater Flows at the WRF

Flow parameter	2022	2052
Equivalent Dwelling Unit (EDU)	14,205	16,787
Minimum Month Flow (mgd) – August	1.85	2.19
Average Dry Weather Flow (mgd) – May through October	2.18	2.52
Annual Average Flow (mgd)	3.15	3.49
Max Month Dry Weather (mgd)	2.96	3.30
Max Month Wet Weather (mgd)	6.33	6.67
Peak Day Flow (mgd)	15.05	15.39
Peak Hour Flow (mgd)	19.07	19.41

To better understand wet weather flows in the collection system, flow monitors were also installed from December 2021 through February 2022 at 8 locations in the collection system. The flow data, along with precipitation data from two rain gauges, were used to estimate the volume of infiltration and inflow in the collection system for a design storm event. The results of flow monitoring found that rainfall dependent infiltration and inflow (RDII) system-wide is approximately 8,500 gallons per acre per day (gpad) which results in peak flows at the WRF that are 8.7 times greater than the average dry weather flow. RDII was also calculated for each lift station basin to determine if some areas of the collection system are contributing more RDII than others.

Inflow of surface water into the collection system can often be caused by direct connections of surface water drainage systems and basement sump pumps to the sewer system. To detect locations where inflow may be occurring due to illegally connected storm drain features, OLWS staff performed smoke testing within a portion of the collection system in the fall of 2021. Several cross connections were identified, including an area drain within a landscaped area that was directly connected to the wastewater service lateral.

Infiltration of ground water into the wastewater system occurs at cracks and leaks within pipes and manholes. OLWS conducts periodic CCTV inspections of the collection system and tracks the condition of pipes within Lucity. Locations of pipes with poor condition within the existing collection system can reflect areas where increased RDII may be present. OLWS and WSC have compiled condition scoring data to identify deteriorated pipes that may be causing increased RDII in the system.

Why is RDII a Problem?

The OLWS collection system has elevated levels of RDII that are contributing to sanitary sewer overflows (SSOs) within the collection system. Most recently, the increases in flows to Lift Station 2 and Trunk Main A during heavy precipitation has resulted in SSOs at Lift Station 2. The Oregon Department of Environmental Quality (DEQ) has issued a pre-enforcement notice and OLWS is currently working to determine the best solution to reduce the risk of additional SSOs.

Based on the hydraulic wastewater model, there are numerous capacity deficiencies within the system and upsizing existing wastewater collections system would be necessary to avoid SSOs in the future. Reducing the magnitude of the RDII will be necessary to accommodate future growth if the collections system is not upsized.

In addition to increasing the potential for an SSO, excessive RDII within the collection system results in increased operational costs. All of the flow in the collection system must pass through at least one lift station before entering the headworks of the WRF, so the additional volume of water increases electricity costs and wear on pumping equipment. Similarly, the additional volume of water creates unnecessary treatment costs, as the relatively clean water entering the system must pass through the full treatment process.

Typical RDII Reduction Programs

There are many examples of successful RDII reduction programs throughout the nation and within the State of Oregon. Typically, these programs include the following components:

- RDII Characterization Study. To determine the best locations for investing in pipe rehabilitation, flow monitoring is performed across small subsections of the system.
- System Rehabilitation. Once areas of increased RDII are identified, a rehabilitation strategy can be developed for wastewater mains, service laterals, and manholes.
- Post Rehab Monitoring. Wet weather flow monitoring after rehabilitation can be used to assess the effectiveness and adapt the rehabilitation strategy.

The primary means for rehabilitation of collection pipes includes the following methods:

- Pipe removal and replacement
- Cured in place pipe (CIPP)
- Ultraviolet (UV) Cured CIPP
- Pipe Bursting
- Spiral-wound polyvinyl chloride (PVC)
- Manhole replacement
- Manhole repairs w/ grout injection and internal coating
- Service lateral removal and replacement
- Service lateral CIPP

Post rehabilitation flow monitoring data for RDII reduction programs has indicated some general predictions for the effectiveness of system rehabilitation. The extent of rehabilitation performed correlates with the reduction in volume of RDII as follows:

- Rehabilitation of collection mains can reduce RDII by 20%
- Rehabilitation of collection mains and publicly owned service laterals to the edge of right-of-way can reduce RDII by 30%
- Rehabilitation of collection mains and sewer laterals from pipe to home can reduce RDII by 65%

In general, the full rehabilitation of mains and laterals provides the greatest reduction of RDII for each rehabilitation dollar spent.

RDII Reduction for OLWS

WSC has estimated the magnitude of RDII reduction that would be necessary across OLWS to eliminate capacity deficiencies within the collection system. The hydraulic model has identified 17,264 linear feet (3.3 miles) of sewer that will require upsizing to convey the current wet weather flows. To achieve the necessary RDII reduction to avoid these upsizes, OLWS would likely need to complete \$97 million of rehabilitation work on collection mains and laterals. On a smaller scale, to provide a 2-foot buffer between the water surface and the manhole rim along

the River Forest portion of Trunk A, the RDII upstream of the trunk must be reduced by approximately 1.6 million gallons per day. The estimated cost to achieve this reduction would be \$23M.

Prior to performing pipe rehabilitation, additional flow monitoring should be conducted this coming winter to target those areas of the collection system that are contributing the majority of the RDII. Pipe condition data indicates there are 81,682 linear feet (15.4 miles) of collection main that have at least one Grade 4 or 5 defect and are likely to experience structural failure within the next 5 to 10 years if no rehabilitation is performed. The initial rehabilitation should focus on pipes with known condition deficiencies within areas of high RDII. Post-rehabilitation flow monitoring can then be used to assess the effectiveness of the rehab and to guide ongoing rehabilitation efforts.



STAFF REPORT

To Board of Directors
From Haakon Ogbeide, Water Services Engineer
Title Presentation on Trunk Main Capacity Project
Item No. 6
Date September 20, 2022

Summary

The Preliminary Study of the Trunk Main Capacity Project has been completed. The Study has surveyed 1.5 miles of Sanitary Trunk Main A and considered two options for increasing the trunk's capacity to transmit annual surges of water.

The two options assessed by the study are estimated to cost between \$6.9-\$11.1 million and come with varying levels of uncertainty and risk. Staff do not view either of the two costly and complicated options as feasible means to *increase* peak flow capacity and instead propose efforts to *decrease* the amount of water arriving at Trunk Main A.

Background

Sanitary Sewer Overflows have been occurring in the lower reaches of the OLWS wastewater collections system following heavy rainstorms. Sudden surges of rainwater infiltrate into the underground network of ageing pipes and overwhelm them. As a result, untreated wastewater has escaped the wastewater collections before making it to the Water Reclamation Facility for treatment. OLWS strives to treat all wastewater collected in its services area and has thus commissioned the Trunk Main Capacity Project Preliminary Study to assess if and how the existing system can be improved to transport peak flows.

The survey of underground collection pipes shows that Trunk Main A lies unusually flat in its lowest reach. The gravity force driving the water forward here is weak compared to the resistance against the water as it glides along the rough concrete pipe walls. Nevertheless, the nearly flat trunk is more than sufficient to transport day-to-day wastewater flushed away by OLWS customers, which rarely exceeds 800 gallons per minute. Following rains however, rapid inflow and infiltration contributes several thousand additional gallons, thus causing spills.

Option A considered by this study looks to dig up and replace the Trunk Main with larger and smoother pipes, allowing more water to move faster down the trunk. The location of the Trunk Main makes it difficult to access and reconstruct. Most of the pipe is located close to the Willamette River that adds an element of complexity. The \$11.1 million price tag of Option A

would largely go to excavating deep trenches to access the existing pipeline, and to pumping wastewater around the construction site.

Option B looks to overcome gravity by installing a large pump at Lift Station 2 capable of splitting the peak flow and forcing 2,000 gallons per minute of it through a pressurized pipeline. The pressurized pipeline would be routed directly to the Water Reclamation Facility to bypass the Trunk Main. Option B would require a range of measures, including a new dedicated pump and pressure pipeline, and a significantly more complicated design of Lift Station 2. Although the capital cost of Option B is cheaper, estimated at \$6.9 million, it also comes with a permanent commitment to ongoing maintenance, as well as significant construction risk. Shallow bedrock, existing utility conflicts, and complications to Wastewater Lift Station 2 make cost overruns likely.

Option C looks at a blend of Option A and the Infiltration and Inflow (I&I) report from the Wastewater Master Plan that was presented. This blended option looks to reduce I&I in the collection system upstream of Lift Station 2 while also looking at the condition of the Trunk Main. The I&I reduction would include collection system pipe flow monitoring, smoke testing, lining or bursting pipe in place, replacement of pipe that is too degraded for lining, and manhole refurbishing. The condition of the Trunk Main will be assessed to determine if it can be lined in place or if portions are too degraded and need to be replaced. The cost for Option C has an engineer's estimate between \$14-\$23 million as stated in the I&I report. This option tackles the issue of excess water entering the collections system and excess treatment at the WRF. This option has a higher cost but can be planned out over a few years.

Past Board Actions

April 2022 – Board approved the *Trunk Main Capacity Project, Preliminary Study*

June 2022 – Board approved the *2023-28 Capital Improvement Plan*, allocating \$2.2 million to the Trunk Main Capacity Project over two fiscal years

Budget

The *2023-28 Capital Improvement Plan* budgets \$2.2 million for the Trunk Main Capacity Project, split evenly between the current and next fiscal years. Neither option presented in the Study shows a cost-effective way of increasing wastewater transportation capacity. The ongoing Wastewater Master Plan effort, however, is currently mapping the potential to decrease surges in flow by shoring up the sanitary collection system and thus reducing inflow and infiltration. Funds budgeted for the Trunk Main Capacity Project should be considered for such efforts.

Concurrence

AKS Engineering surveyed, computer-modeled, and cost estimated proposed improvements to Trunk Main A and wrote the Study. Wallis Engineering provided information on impacts to the

future Lift Station 2, and Water Systems Consulting provided a system-wide perspective as part of their ongoing wastewater master planning effort. Specific information requested by Oregon DEQ in their February 2022 Pre-Enforcement Notice is provided by this study. Staff also collaborated internally with Sanitary Collections, Plant Operations, and Finance.

Recommendation

Staff requests Board approval for Option C. The Wastewater Budget contains \$1 million for the force main that can be used now to start the I&I reduction process.

Attachments

1. AKS Engineering – Trunk Main Capacity Study



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Date: 9/6/2022

To: Haakon Ogbeide, PE – Civil Engineer - OLWSD
Brad Albert, PE - District Engineer - OLWSD

From: Nadia Aazad Dunn, PE – Civil Engineer – AKS
John P. Christiansen, PE – Project Manager - AKS

Project Name: Oak Lodge Water Services District – Trunk Main Capacity Study

AKS Job No.: 6799-15

Subject: Rev 1 - Trunk Main 'A' Capacity Study

Background and Purpose

Oak Lodge Water Services District (District) has experienced sewer overflows at several locations on Trunk Main A resulting in a Pre-Enforcement Notice from Oregon Department of Environmental Quality (DEQ), dated February 18, 2022. Trunk Main A runs along the westerly limits of the District, parallel to the Willamette River, and conveys the majority of the District's wastewater directly to the Water Reclamation Facility. Sewer overflows have been observed at the following locations:

- MH A-5557 near 1003 SE River Forest Road. This is a standard manhole located in a public street. Overflows occur through the rim of the structure
- Lift Station 2 (LS2) at 1706 SE Oak Shore Lane. LS2 has a controlled overflow discharge pipe
- MH A-599 at the terminus of SE Courtney Avenue. This is a standard manhole with a controlled overflow discharge pipe to the Willamette River.

In 2017, AKS Engineering & Forestry, LLC (AKS) worked with the District to evaluate the cause of sewer overflows at MH A-5557 and to develop a strategy to mitigate the overflows. The findings of that study were provided in a memorandum by AKS dated May 30, 2017. The study included development of a model extending approximately 2,800 linear feet downstream of MH A-5557. The model was based on a combination of as-builts and survey data. Through the study it was determined that MH A-5557 could convey Average Dry Weather Flows (ADWF) and Average Wet Weather Flows (AWWF) but overflow would occur during significant rainfall events. Storm Related Inflow and Infiltration (SRII) was determined to be the cause of the sewer overflows indicating a high likelihood of direct stormwater inflows into the upstream wastewater collection system. Through modeling it was determined that the maximum allowable flow through Trunk Main A without overflow at MH A-5557 was approximately 3,000 gpm. Approximately 95% of the flows passing through MH A-5557 come from LS2.

Following the 2017 study, the District installed telemetry in MH A-5557 which communicates with LS2 to divert LS2 effluent to a defined overflow point prior to an overflow occurring at MH A-5557. Based on

operational records provided by the District, the LS2 effluent flow diversions have occurred at approximately 2,500 gpm.

In May of 2022 the District contracted with AKS to further the analysis of Trunk Main A to include the following:

- Complete a survey of the gravity trunk main from the LS2 discharge point (MH A-8002) to the Water Reclamation Facility (MH A-599)
- Prepare a capacity analysis of the existing Trunk Main A
- Develop alternatives for capacity improvement including:
 - Option 1 – Upsizing Trunk Main A
 - Option 2 – Extending the LS2 force main directly to the Water Reclamation Facility, bypassing Trunk Main A
- Prepare preliminary construction cost estimates for the alternatives outlined above.

Survey of Trunk Main

AKS was tasked with surveying the Trunk Main 'A' from MH A-8002 (the point of discharge of the LS2 force main) to the District's Water Reclamation Facility; MH A-599. AKS surveyed 36 manholes along the trunk main which were primarily located within the public right-of-way, though some segments are within easements through private property. The District was not able to locate any manholes or structures between the terminus of SE Wagner Lane and SE Courtney; approximately 1,700-lineal feet of trunk main. As-built drawings (Stevens and Thompson dated 12-6-1960) indicate three manholes should be present along this segment of the trunk main. Furthermore, the as-builts indicate several horizontal deflections along the alignment where no manholes were installed. The survey data shows a vertical drop of 3.39-ft between the structures in Wagner and Courtney over a distance of approximately 1,655-lineal feet resulting in a pipe slope of 0.20%.

The survey also revealed several pipe segments with limited (less than 0.1%) and one segment with negative slope. These segments are highlighted on the plan and profile provided as an attachment to this memorandum.

Model Development and Modeling Results

A hydraulic model was developed based on the survey and data provided by the District. Existing pipes were assigned a Manning's n-value of 0.020 to simulate aged concrete pipe and to match the 2,500 gpm capacity of the trunk main at MH A-5557 historically observed by the District. An n-value of 0.012 was utilized for any new pipes modeled under upsizing scenarios. AKS requested flow monitor data for the trunk main but the District reported that flow meters installed in the trunk main did not return reliable data. The District provided a figure documenting *FLOWRATES THROUGH WASTEWATER LIFT STATION No. 2* which was utilized for a basis of the modeling effort. The LS2 flow data shows the following:

- ADWF = 300 to 800 gpm
- AWWF = 500 to 1,000 gpm
- SRII = ~4,000 gpm

This flow data was largely consistent with data reviewed during the 2017 study. At the direction of the District, LS2 firm capacity of 4,500 gpm was used as a basis of assessing the capacity of Trunk Main A.

LS2 flow data provides a reasonable estimate of system flows for a portion of trunk main A, however, a second trunk main (Trunk B) enters the system at MH A-2812. Trunk Main B flow data must be obtained to reliably evaluate the capacity of Trunk Main A downstream of MH A-2812 extending to the water reclamation facility. As such the lower half of Trunk Main A was not modeled as part of this study.

Various scenarios were modeled to simulate upsizing needs to convey flows from LS2. The modeling showed upsizing the existing 21" to 24" from MH A-2812 to MH A-7498 is needed to convey the design flow of 4,500 gpm. This includes adjusting pipe grades to alleviate low and negative sloped pipes. Under this scenario, surcharging will not occur in manholes. Surcharging may occur if the lower segment of Trunk A were integrated into the model. Hydraulic grade profiles are provided as an attachment to this memorandum. Velocity was checked in the upsized pipes and all pipes experience velocity greater than 2 fps under ADWF conditions (800 GPM).

Improvement Alternatives

The District is considering two primary alternatives for mitigating SSO in Trunk Main A; upsizing or constructing a force main to bypass high flows from LS2. The following is a summary of these alternatives.

Gravity Improvement – As described above conveying the design flow will require upsizing approximately 5,070 lineal feet of trunk main from 21" to 24". This pipeline is primarily located within existing public right-of-way with the exception of 2 segments between MH A-6780 to A-7212 where the line is located within an easement through private property. For the purpose of cost estimating it is assumed upsizing would be completed by open trench installation. During the design phase, pipe bursting could be evaluated as an alternative method for upsizing. Pipe bursting would likely be a lower cost alternative if determined to be viable. The following is an opinion of probable cost for this improvement.

Description	Qty	Unit	Unit Cost	Total
Dig/Replace/Upsize 21" to 24"	5,070	LF	\$850	\$4,309,500
Design			10%	\$430,950
Const Admin			5%	\$215,475
Project Admin			3%	\$129,285
Subtotal				\$5,085,210
Contingency			30%	\$1,525,563
Grand Total				\$6.6-Million

Note: Pipeline unit cost all work necessary for improvement including, trenching, pipe, backfill, bypass pumping, traffic control, and surface restoration

It is noteworthy that the costs summarized above do not include cost for improving/upsizing Trunk Main A downstream of Trunk Main B. Upsizing the lower portion of Trunk A from 24" to 27", approximately 3,300 lineal feet, will likely be the outcome of additional modeling. Cost of this improvement would be approximately \$4.4-million including soft costs and a 30% contingency. **The grand total for the Trunk A Gravity Improvement is approximately \$11.1-million.** The lower portion of Trunk Main A is located within easements through private properties. Evaluating the extents of the existing easements and the need for temporary construction easements (TCEs) was beyond the scope of work of this study. Cost associated with modifying existing easements or obtaining TCEs are not included in the project cost estimate listed above.

Beyond the capacity improvement, upsizing Trunk Main A would replace existing infrastructure which is nearing its design life, provide a opportunity to improve maintenance access points, and to some extent reduce I&I.

Force Main Improvement – As an alternative to upsizing the District is considering constructing a force main from LS2 to the water reclamation facility which would bypass Trunk Main A. LS2 would have a dedicated pump which would only activate under high inflow conditions. Based on the capacity constraints of the existing Trunk Main A, the force main should be designed to convey 2,000 – 2,500 gpm. DEQ requires velocity in wastewater force mains to range from 3.5 to 8 FPS. As shown below, the force main should have a minimum inside diameter of 12-inches.

DIP 12" nominal (ID = 12.64")	HDPE Pipe 14" OD (ID = 13.392")
@ 2,000 GPM = 5.11 FPS	@ 2,000 GPM = 4.56 FPS
@ 2,500 GPM = 6.39 FPS	@ 2,500 GPM = 5.69 FPS

AKS developed a concept force main alignment which is provided as an attachment to this memorandum. The force main will be approximately 8,300 in length and is located within existing public right-of-way. The following is an opinion of probable cost for this improvement.

Description	Qty	Unit	Unit Cost	Total
12" Force Main	8,300	LF	\$500	\$4,150,000
Lift Station Upsizing (1)	1	LS	\$371,000	\$371,000
Design			10%	\$452,100
Const Admin			5%	\$226,050
Project Admin			3%	\$135,630
Subtotal				\$5,334,780
Contingency			30%	\$1,600,434
Grand Total				\$6.9-Million

Note: Pipeline unit cost all work necessary for improvement including, trenching, pipe, backfill, traffic control, and surface restoration. Does not include costs associated with the pump station improvements.

(1) Lift Station Upsizing cost estimate provided by Wallis Engineering (8/29/2022).

While the force main concept will alleviate the SSO conditions there are numerous other factors the District should consider prior to selecting this alternative. Shallow rock has been encountered throughout the District and is of particular concern in the portion of force main within SW Fair Oaks Way. Trenching through rock will significantly increase construction costs. The upsizing improvement follows the existing pipeline and therefore the risk of encountering rock will be significantly reduced. The force main will create new infrastructure requiring maintenance by District staff. Considering the anticipated infrequent use of the force main (only under significant rainfall events) wastewater could stagnate in the line. This could be mitigated with pump operations but comes with additional operational costs. Additional pump(s) in the LS2 will have long-term operational costs.

Conclusions

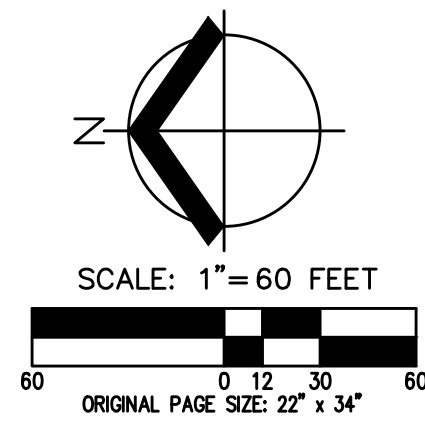
Both alternatives summarized above provide a viable solution for mitigating the historic overflows along Trunk Main A. Based on our review upsizing the trunk main appears to be the best long-term solution for the District.

As noted above, we recommend the District install flow monitors on Trunk Main B, immediately upstream of MH A-2812. This data is needed to evaluate the capacity of the lower half of Trunk Main A. If this data is provided, the system model and improvement recommendations described in this memorandum could be updated.

Operational data from LS2 shows a significant amount of inflow and infiltration into the wastewater conveyance system. It is noteworthy that the LS2 data shows only a moderate increase in flows when comparing ADWF to AWWF but a 2x to 5x increase in flows during storm events. Furthermore, our 2017 analysis showed a rapid increase in flows during rain events. This data is indicative of direct stormwater connections to the wastewater system. While rehabilitating pipelines upstream of LS2 will reduce I&I, finding and correcting stormwater cross connections will result in a more significant reduction in I&I. Locating the stormwater cross connections can be done in a two step process, first by flow monitoring to determine which regions for the contributory basin experience the most I&I, followed by smoke testing to identify the cross connection points. This effort could likely be integrated into the District's ongoing Wastewater Master Plan update.

Attachments

- Plan/Profile of Existing Trunk Main
- Flowrates through wastewater lift station No. 2 provided by District
- Model output – Profile of upsizing
- Plan/Profile of Force Main



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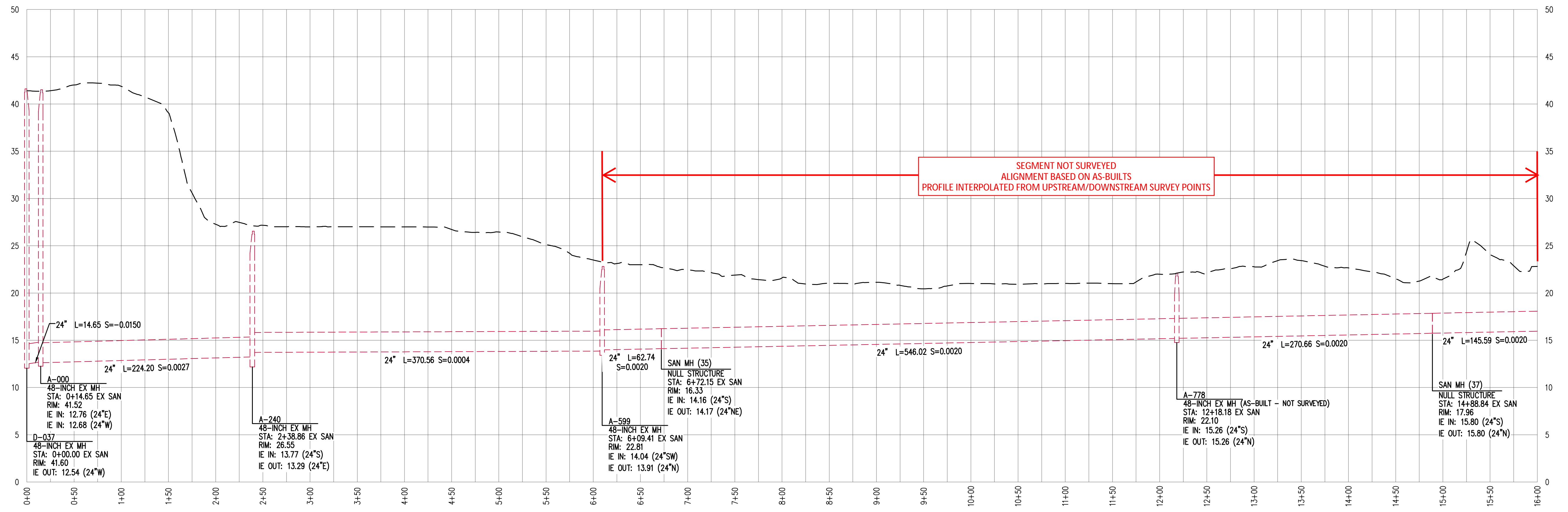
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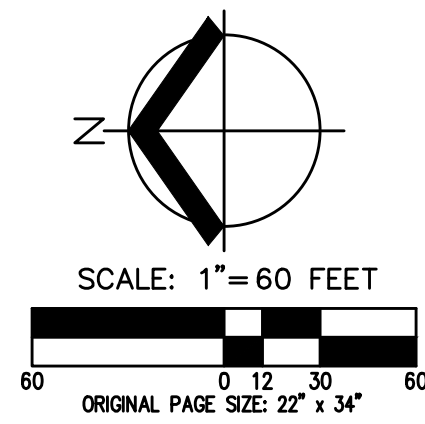
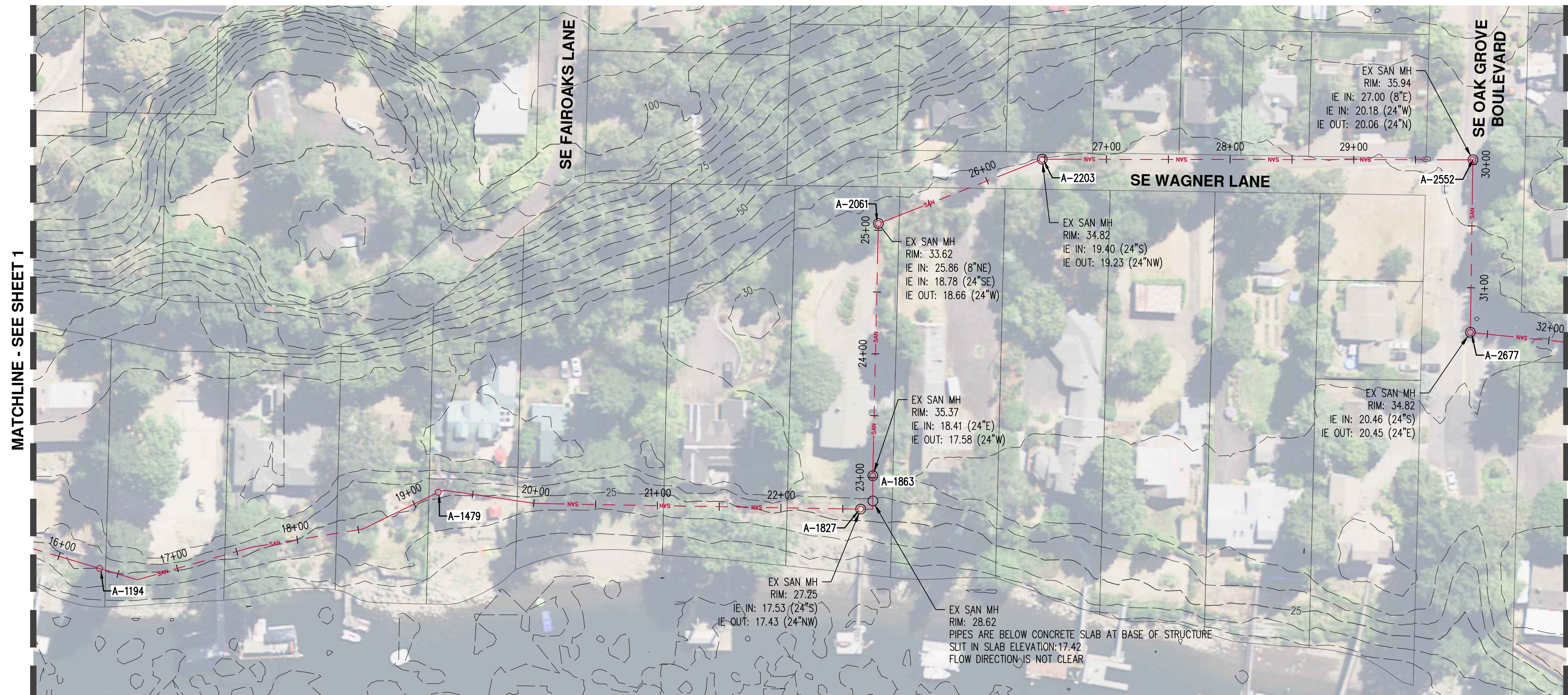
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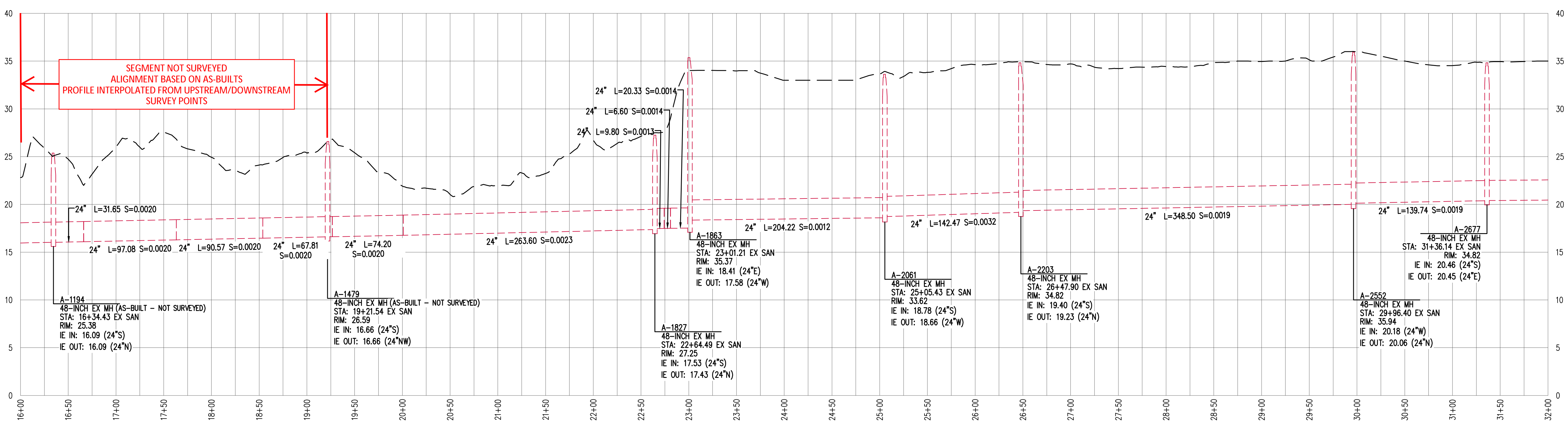


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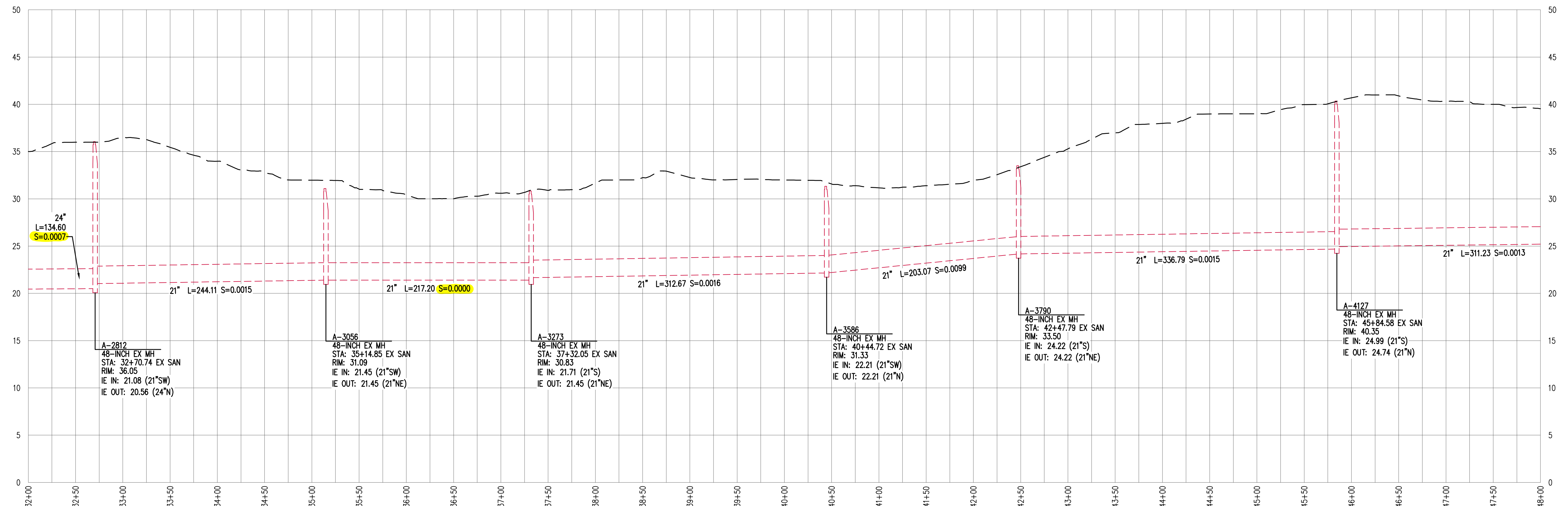
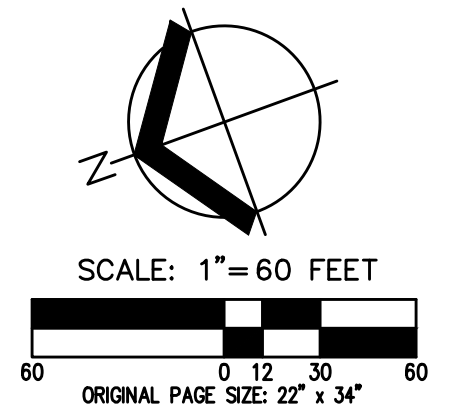
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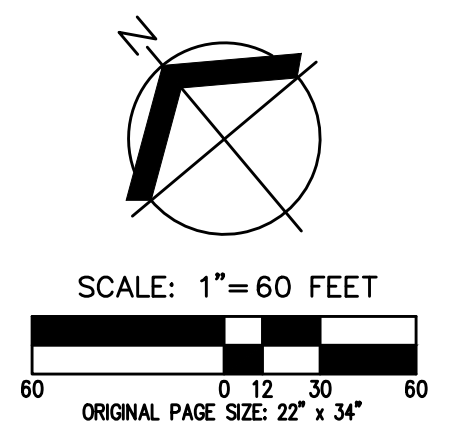
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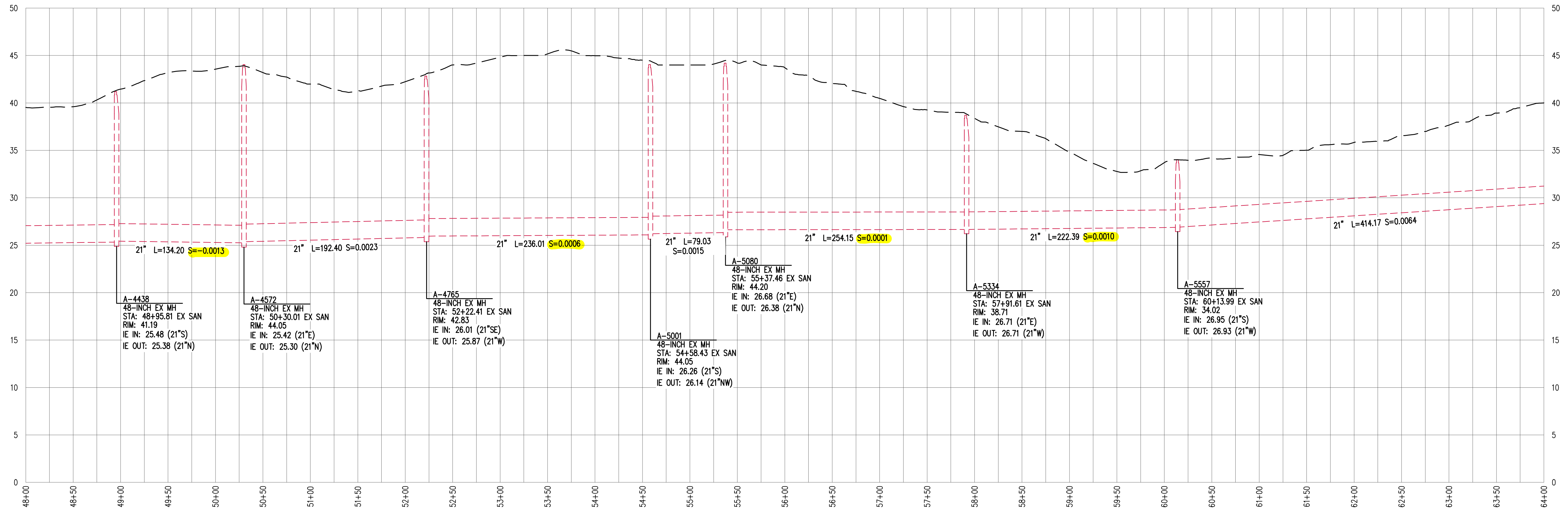
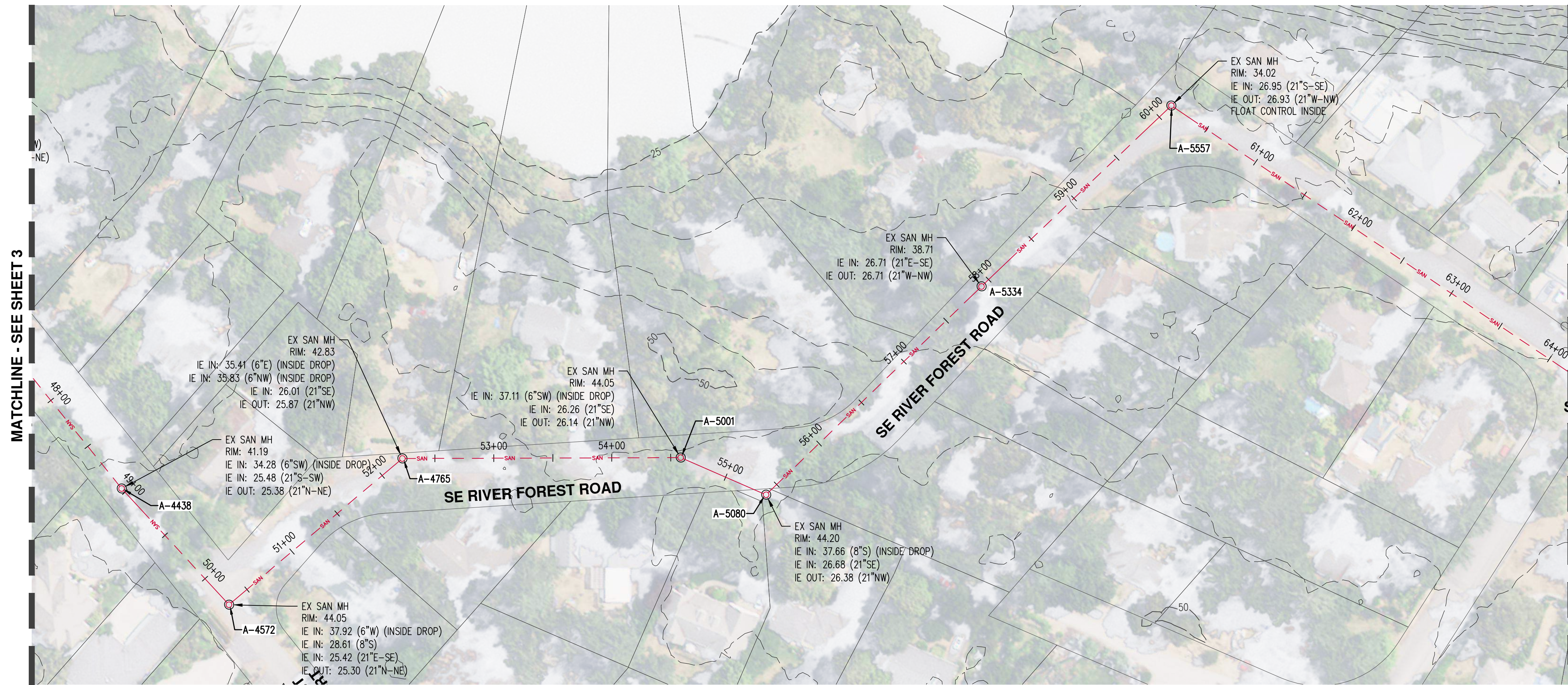
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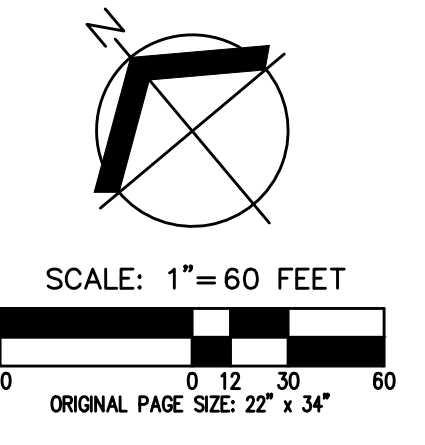
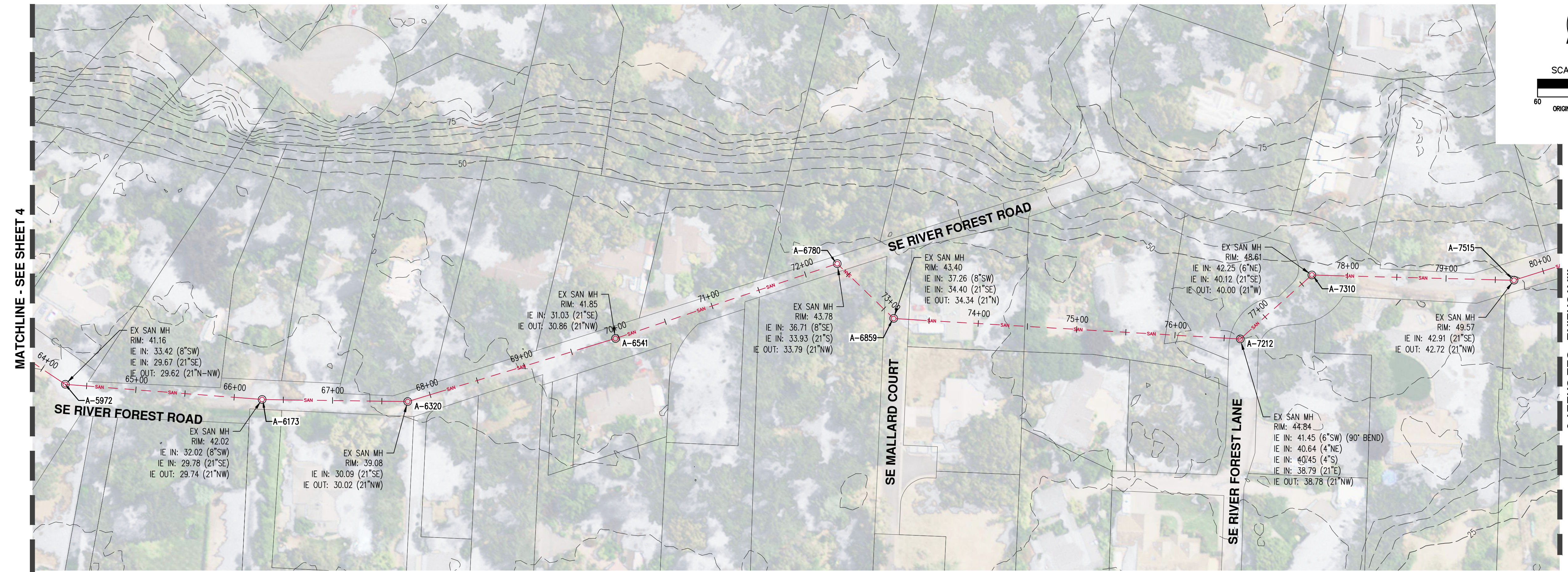
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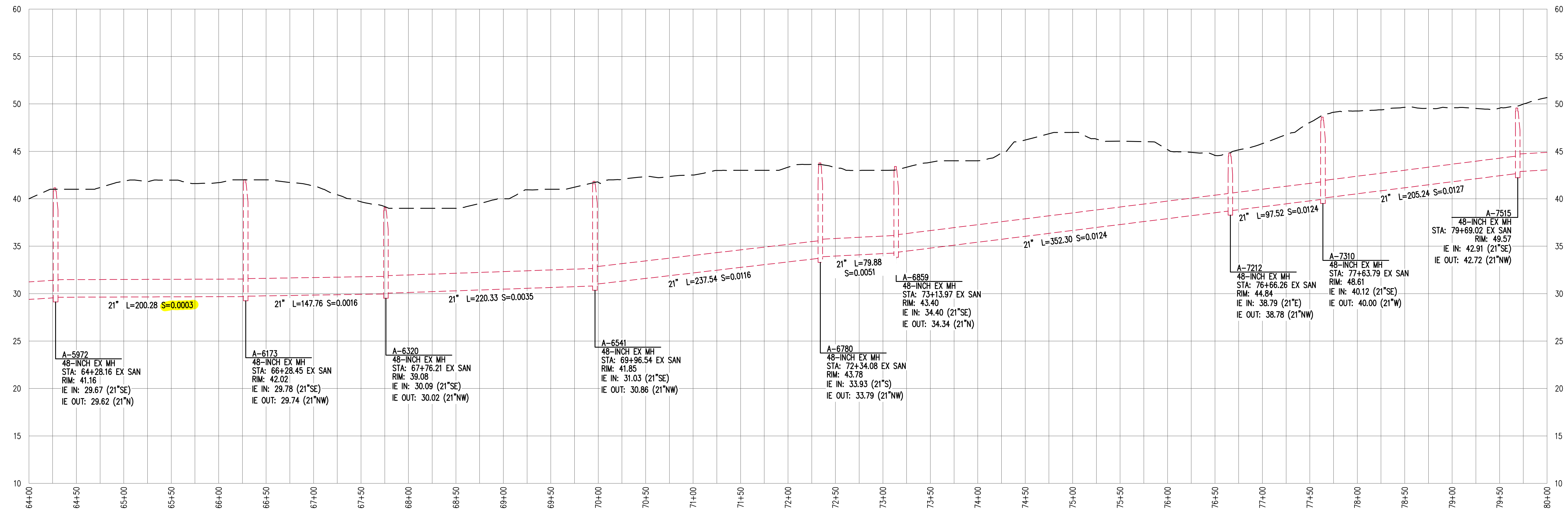
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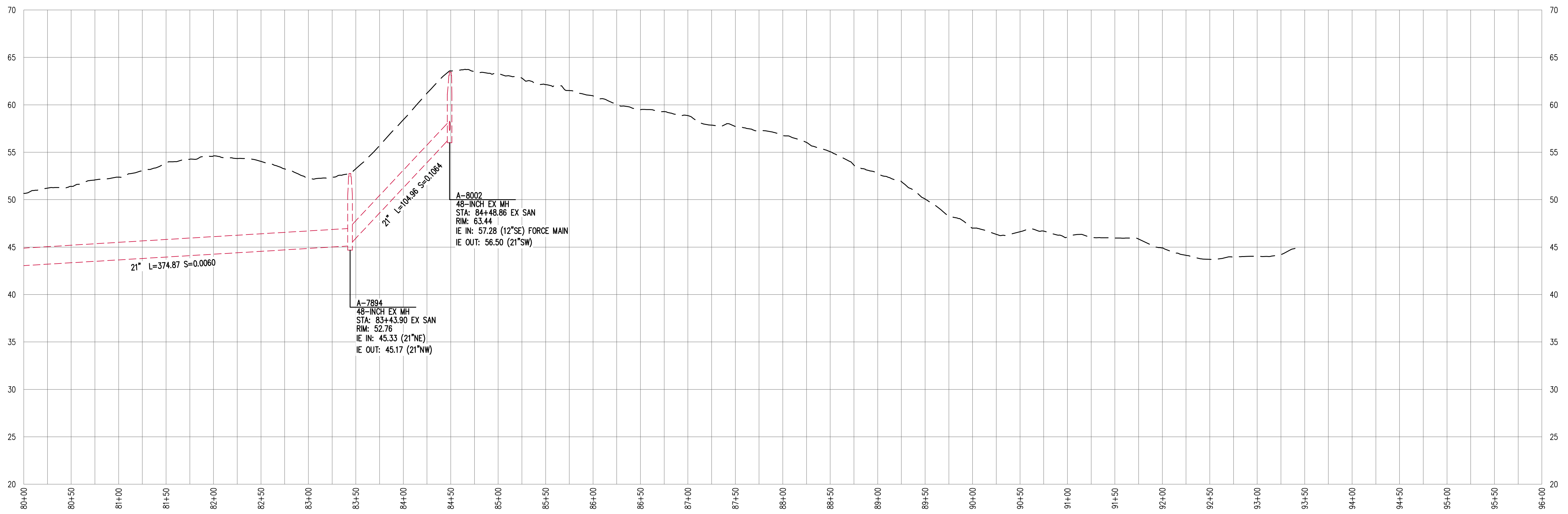
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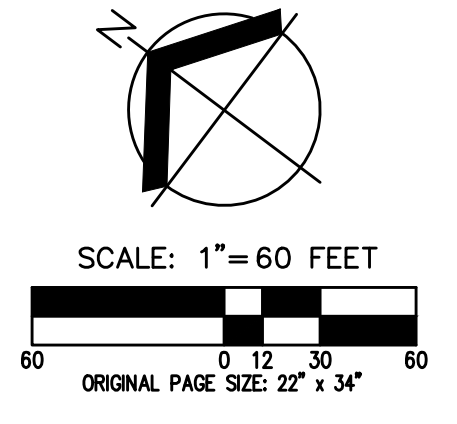
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MATCHLINE - SEE SHEET 5



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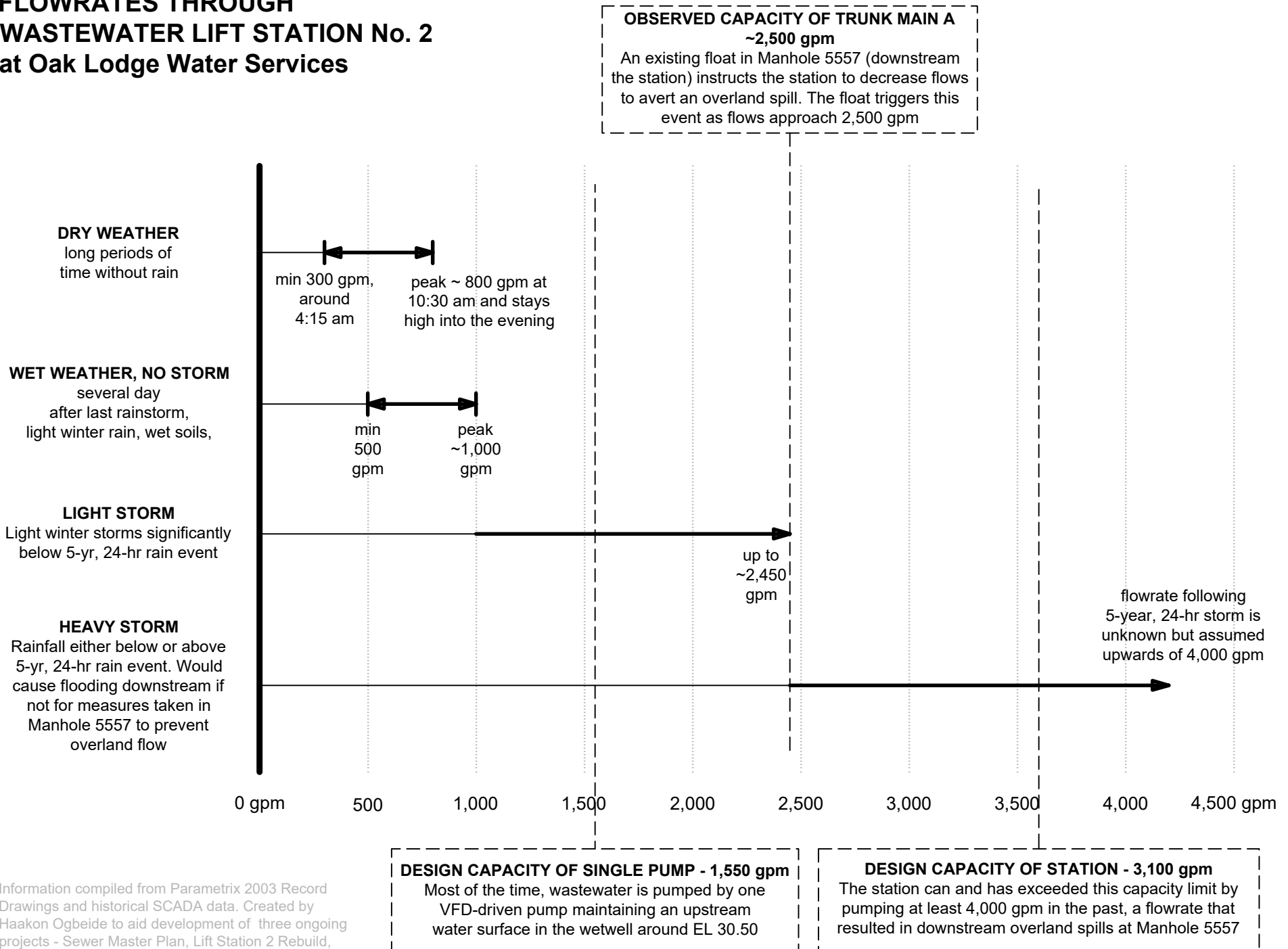
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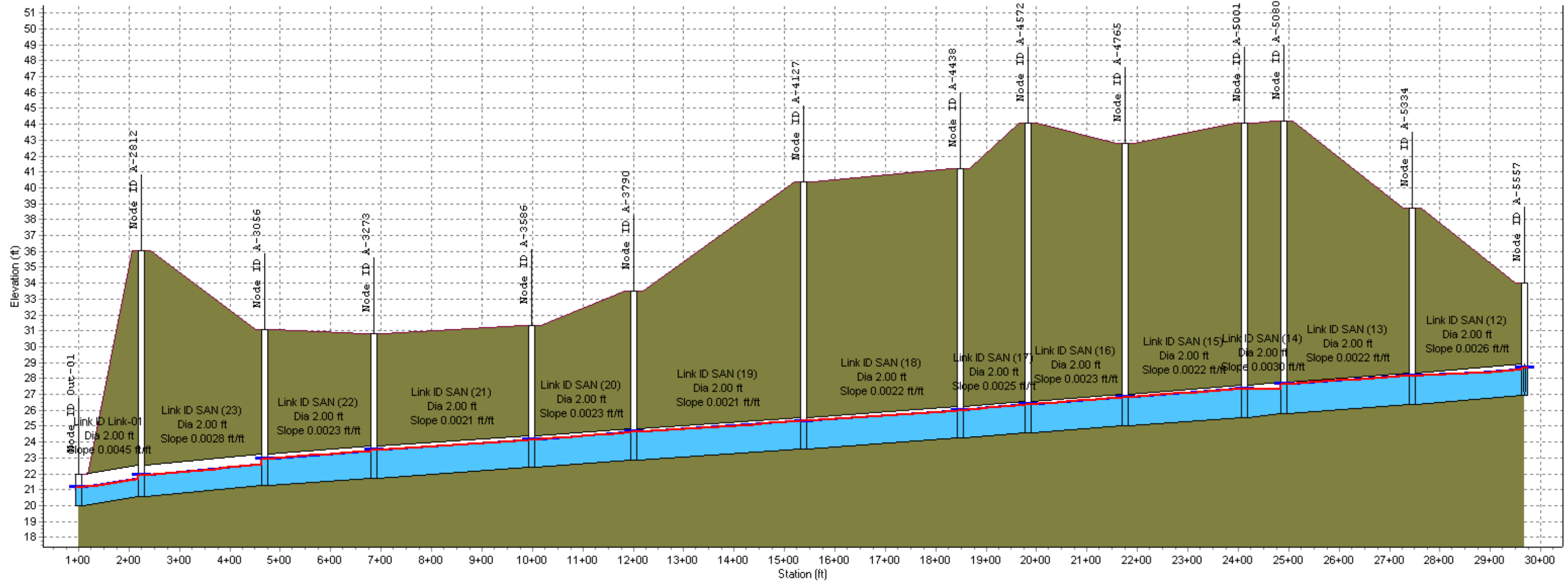
AKS DRAWING FILE: 6799-15 EX SAN PLAN AND PROFILE.DWG | LAYOUT: LAYOUT1 (6)

FLOWRATES THROUGH WASTEWATER LIFT STATION No. 2 at Oak Lodge Water Services



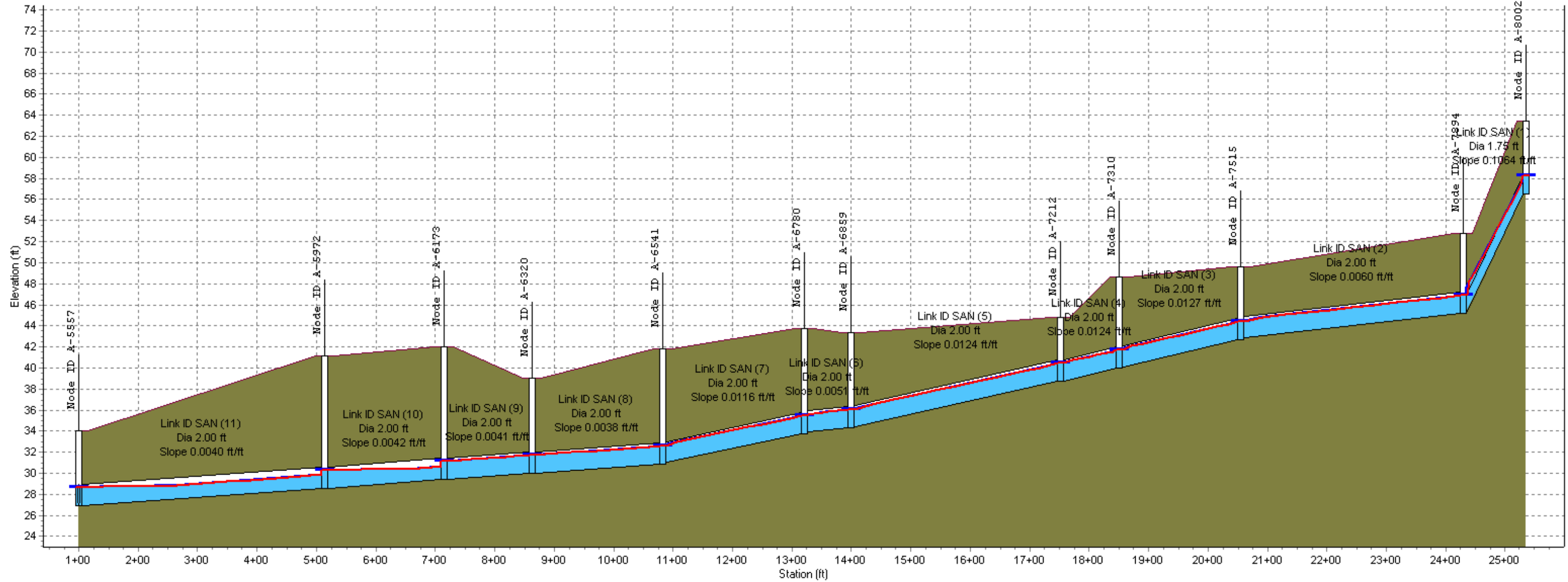
Information compiled from Parametrix 2003 Record Drawings and historical SCADA data. Created by Haakon Ogbeide to aid development of three ongoing projects - Sewer Master Plan, Lift Station 2 Rebuild, and Trunk Main Capacity Project. Dated June 16, 2022

Profile Plot
Trunk A

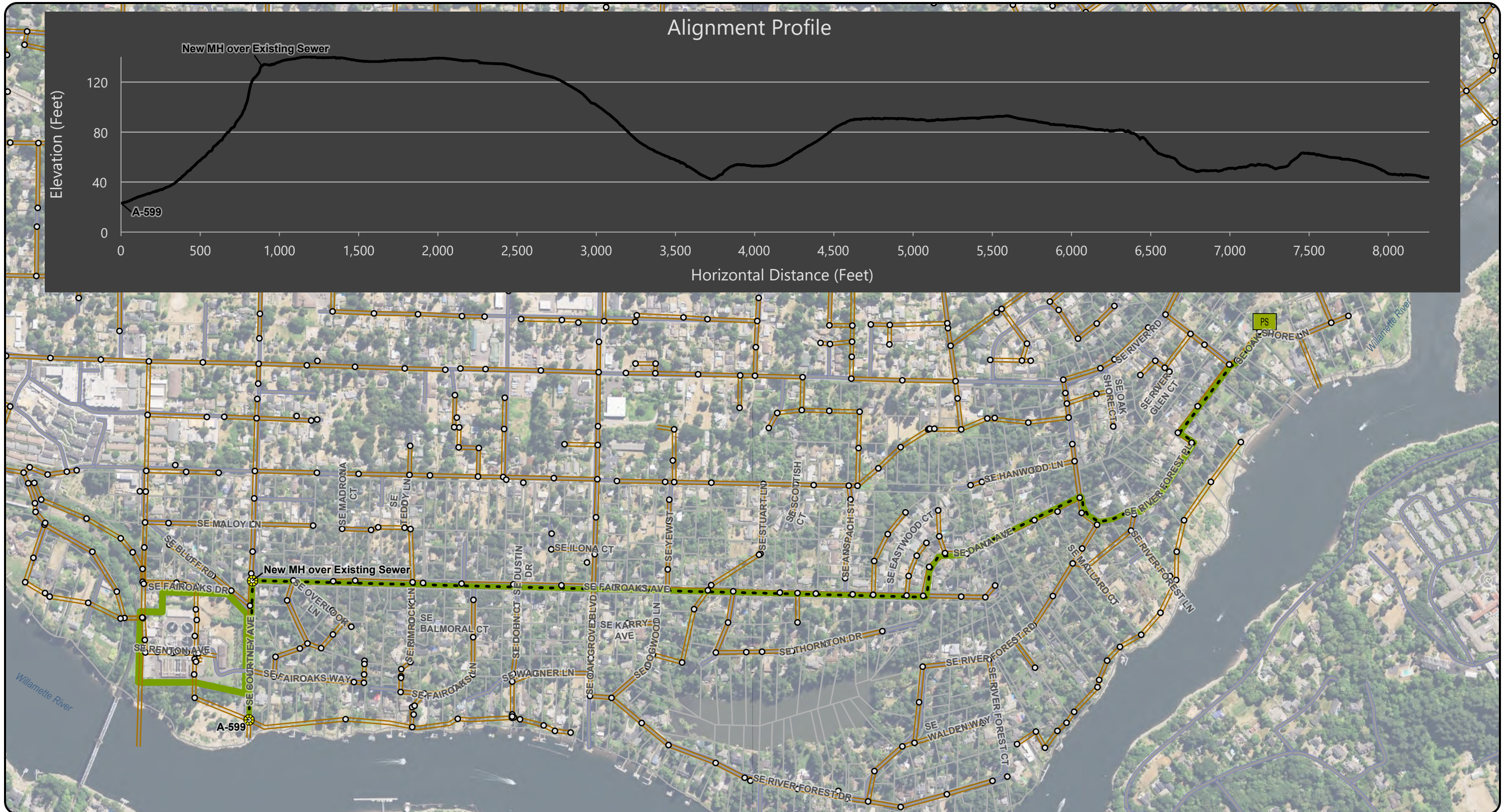


Node ID:	Out-01	A-2812	A-3056	A-3273	A-3586	A-3790	A-4127	A-4438	A-4572	A-4765	A-5001	A-5080	A-5334	A-5557
Rim (ft):		36.05	31.09	30.83	31.33	33.50	40.35	41.19	44.05	42.83	44.05	44.20	38.71	34.02
Invert (ft):	20.00	20.56	21.25	21.74	22.40	22.87	23.57	24.24	24.58	25.02	25.55	25.79	26.35	26.93
Min Pipe Cover (ft):		13.49	7.84	7.09	6.93	8.63	14.78	14.95	17.47	15.81	16.50	16.41	10.36	5.09
Max HGL (ft):	21.13	21.91	22.96	23.49	24.15	24.64	25.32	25.98	26.37	26.83	27.35	27.65	28.18	28.68
Link ID:	Link-01	SAN (23)	SAN (22)	SAN (21)	SAN (20)	SAN (19)	SAN (18)	SAN (17)	SAN (16)	SAN (15)	SAN (14)	SAN (13)	SAN (12)	
Length (ft):	123.93	244.11	217.20	312.67	203.07	336.79	311.23	134.20	192.40	236.01	79.03	254.15	222.39	
Dia (ft):	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
Slope (ft/ft):	0.0045	0.0028	0.0023	0.0021	0.0023	0.0021	0.0022	0.0025	0.0023	0.0022	0.0030	0.0022	0.0026	
Up Invert (ft):	20.56	21.25	21.74	22.40	22.87	23.57	24.24	24.58	25.02	25.55	25.79	26.35	26.93	
Dn Invert (ft):	20.00	20.56	21.25	21.74	22.40	22.87	23.57	24.24	24.58	25.02	25.55	25.79	26.35	
Max Q (cfs):	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	
Max Vel (ft/s):	4.92	3.90	3.48	3.44	3.43	3.42	3.44	3.42	3.36	3.36	3.33	3.31	3.38	
Max Depth (ft):	1.24	1.53	1.73	1.75	1.76	1.76	1.75	1.76	1.80	1.81	1.83	1.84	1.79	

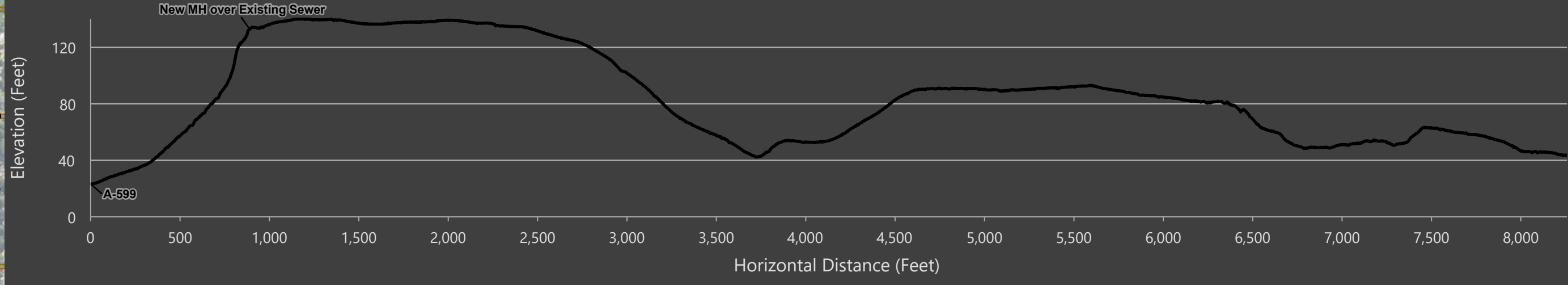
Profile Plot
Trunk A



Node ID:	A-5557	A-5972	A-6173	A-6320	A-6541	A-6780	A-6859	A-7212	A-7310	A-7515	A-7894	A-8002
Rim (ft):	34.02	41.16	42.02	39.08	41.85	43.78	43.40	44.84	48.61	49.57	52.76	63.44
Invert (ft):	26.93	28.58	29.42	30.02	30.86	33.79	34.34	38.78	40.00	42.72	45.17	56.50
Min Pipe Cover (ft):	5.09	10.58	10.60	7.06	8.82	7.95	7.00	4.05	6.49	4.66	5.59	5.19
Max HGL (ft):	28.68	30.29	31.13	31.73	32.57	35.49	36.04	40.48	41.70	44.42	46.88	58.27
Link ID:	SAN (11)	SAN (10)	SAN (9)	SAN (8)	SAN (7)	SAN (6)	SAN (5)	SAN (4)	SAN (3)	SAN (2)	SAN (1)	
Length (ft):	414.17	200.28	147.76	220.33	237.54	79.88	352.30	97.52	205.24	374.87	104.96	
Dia (ft):	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.75	
Slope (ft/ft):	0.0040	0.0042	0.0041	0.0038	0.0116	0.0051	0.0124	0.0124	0.0127	0.0060	0.1064	
Up Invert (ft):	28.58	29.42	30.02	30.86	33.79	34.34	38.78	40.00	42.72	45.17	56.50	
Dn Invert (ft):	26.93	28.58	29.42	30.02	31.03	33.93	34.40	38.79	40.12	42.91	45.33	
Max Q (cfs):	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	10.02	
Max Vel (ft/s):	3.48	3.51	3.51	3.51	3.68	3.65	3.57	3.53	3.64	3.71	4.27	
Max Depth (ft):	1.73	1.71	1.71	1.71	1.62	1.63	1.67	1.69	1.64	1.61	1.65	



Alignment Profile



This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

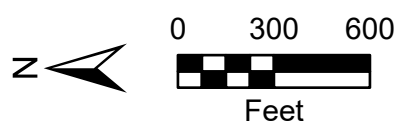
Source: Aerial Photograph obtained from Oregon Dept. of Geology (DOGAMI). Taxlots and Streets data obtained from Metro Data Resource Center (RLIS).

Legend

- Manholes
- Existing Manholes
- Pump Station #2
- Proposed Force Main Alignment
- Existing Mains
- Streets
- Taxlots
- Water Treatment Facility

Figure 1
Proposed Sanitary Sewer Force Main Bypass

OLWSD
Milwaukie, OR



AKS Engineering & Forestry, LLC
12965 SW Herman RD, STE 100
Tualatin, OR 97062
P: 503.563.6151 | aks-eng.com



AGENDA ITEM

Title	Business from the Board
Item No.	7
Date	September 20, 2022

Summary

The Board of Directors appoints representatives to serve as OLWS liaisons or representatives to committees or community groups.

Directors assigned specific roles as OLWS representatives 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 may include:

- a. Individual Director Reports
- b. Tabled Agenda Items

**OAK LODGE WATER SERVICES
2022 BOARD LIAISON ASSIGNMENTS**

Board/Committee	Primary Liaison	Alternate Liaison	Meeting Cadence
American Water Works Association (AWWA)	All Directors	N/A	Varies
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly, Third Wednesday 11:45 a.m. – 1:15 p.m.
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly, Second Thursday 6 p.m.
Clackamas County Coordinating Committee (C-4)	Paul Gornick	Susan Keil	Monthly, First Thursday 6:45 p.m.
Healthy Watersheds	Kevin Williams	OPEN	
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Quarterly, Fourth Tuesday 6 p.m.
New Concord Task Force	Ginny Van Loo	N/A	
North Clackamas County Water Commission (NCCWC)	1: Paul Gornick 2: Kevin Williams	Susan Keil	Quarterly, Fourth Thursday (Jan, Mar, June, Sept) 5:30 p.m.
Oak Grove Community Council	Heidi Bullock	Susan Keil	Monthly, Fourth Wednesday 7 p.m.
Regional Water Providers Consortium (RWPC)	Kevin Williams	Paul Gornick	3x Annually, First Wednesday 6:30 p.m.
RWPC Executive Committee	Kevin Williams	Paul Gornick	Quarterly, Second Tuesday (Jan, Apr, Sept, Dec) 5:30 p.m.
Special Districts Association of Oregon (SDAO)	All Directors	N/A	Varies
Sunrise Water Authority (SWA)	Paul Gornick	Kevin Williams	Monthly, Fourth Wednesday 6 p.m.

Business from the Board

Paul Gornick's Meeting Reports – September 2022

August 23, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- Board approved a resolution authorizing a temporary variance from SWA rules to allow unmetered connections due to supply chain issues. SWA is currently out of meters. For residential customers, monthly charge will be \$18.90 monthly service charge, plus an imputed consumption charge of \$13.15 (5 units) for non-peak season, and \$42.05 (15 units) for peak season, defined as July 1-October 31. Similar charges will apply to non-residential accounts (based on ERU – equivalent residential units), with \$18.90 service charge, and consumption billed at \$2.63 per unit, with imputed usage at 5 or 15 units, depending on time of year.
- Board approved a personal services contract with Red Kite Rising not to exceed \$23,500 for executive coaching for the GM and leadership communication and harassment training for management staff.
- Board reappointed Chris Hawes and Kevin Bailey to the North Clackamas County Water Commission, with Commissioner Andy Coate as the alternate.
- General Manager gave monthly report, which included: The foundation work for the new facility has been completed, walls are expected to be erected through the remainder of the summer, with the first mass timber roof elements scheduled for mid-October. River flows on the Clackamas remain above historic median, and appear to be above the 800 cfs threshold that goes into effect in September. GM noted that the CRWP “Fish on the Run, Irrigation Done” campaign messaging has started. The Portland Amateur Radio club has requested access to the SWA owned tower on Mt Scott, with use of a currently unused building to house their broadcast equipment. Club offered to pay their share of the \$1 million general liability insurance policy. GM will draft agreement for Board consideration.
- The 12-Month rolling average of unaccounted for water is at 6%.

September 1, 2022 – Clackamas County Coordinating Committee (C4) Meeting (remote meeting)

- Bob Van Brocklin, chair of the Oregon Transportation Commission, was the featured guest at this meeting. Several questions were provided to Mr Van Brocklin by C4 staff in advance of the meeting. The questions included the perceived shortfalls in communications with elected officials in Clackamas County as well as the letter from C4 to the OTC, the response to which was delegated to ODOT staff. One of the questions also posed was about what the OTC was willing to consider in pursuing a unified regional start time for tolling rather than initially tolling only the I-205 corridor. Mr Van Brocklin deftly handled the communication pieces, promising to do better in the future at responding to the concerns posed by C4 members.
- Committee approved the draft of a letter to be sent from C4 to the OTC thanking them for the extension of the comment period for the amendment to tolling language in the Oregon Highway Plan. The letter reiterated concerns about the need to have a minimal state of readiness for mode shifts and addressing diversion before implementing

congestion pricing. The letter also expressed the concern about the definitions of both “diversion” and “corridor” as being too prescriptive. The proposed language needs to account for both short and long trips and that diversion impacts will be felt on parallel corridors that are more than one mile away from the tolled segments.

- Meeting packet can be found here: [93739202-1213-4990-ae53-c96cc80fcccc \(clackamas.us\)](https://www.clackamas.us/93739202-1213-4990-ae53-c96cc80fcccc)
- Video of meeting can be found here: [\(3\) Clackamas County Coordinating Committee \(C4\) - September 1, 2022 - YouTube](#)

Business from the Board Report
Heidi Bullock
September 2022

Oak Grove Community Council Meeting August 24, 2022

AGENDA

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- May 25th regular meeting attendance
- June 22nd regular meeting attendance
- July 27th regular meeting attendance
- Secretary's update
 - Attendance and membership update
 - Motion to amend bylaws for voting eligibility
- Treasurer's update

7:10 Program:

- Clackamas County Public Health Division
 - *Kim La Croix MPH, RD, Deputy Public Health Director*
- Land Use Application Review Team

8:00 ABC (committee) updates and open recruitments

8:10 Announcements

8:15 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: Sep 28, Oct 26, Dec 7, Jan 25, Feb 22
- Future OGCC Board Meetings - 6:45 pm at Zoom: Oct 3, Jan 2, Feb 7, Mar 7

8:20 Adjourn/Social time

NOTES:

Attend at least one meeting in 12 months to maintain voting status.

Encouraging new members of the community to participate; currently 5 meetings for membership.

Motion to reinstate the process for retaining voting privileges AND reduce the number of meetings that must be attended from 5 to 3 meetings, effective September 2022.

Motion passed.

Kim La Croix – Clackamas County, Deputy Public Health Director

Monkey pox, hMPXV – similar to smallpox, two variants

County providing information, testing, contact tracing, vaccination and treatment

Considering wastewater tracing for monkey pox

COVID update;

OHA 5 Point Plan for next phase of the Covid pandemic

75% of residents have received at least one dose

69% primary series

42% have received boosters

Vaccination clinics still present around the county

Polio Update

Vaccinations have been down due to COVID-19, boosters recommended for some areas with low vaccination rates.

83% - young kiddos vaccinated in Clackamas County

95% school-age kids

Risk is low here right now...

Land Use

CPO responsible to advise the board of county commissioners; proposal to expand the school at the church on Hill Road off of Oatfield; traffic study needed and will be proposed. A busy and dangerous intersection.

Variance to propose a dog training facility in somebody's garage; oak grove ave.

No reason to comment identified at this time.

Move that the CPO advise the county planning concerns with the traffic and believes a traffic study or evaluation may be advised.

Fish on the Run, Irrigation Done Campaign share out by Heidi Bullock.

Concord School/Library update – design work underway

Meeting Sep 8 with county (BCC) on fund allocation, new courthouse to community college extension, etc.

Opportunities to engage in the library design and interest, priority, etc.

Tax assessment is for the maintenance not construction.

BCC meetings, testimony, etc.

General fund and ARPA dollars.

OGCC will work to write a letter of strength/support on behalf of the Oak Grove library. And authorize Mark, et.al to speak on behalf of the OGCC at the BCC meeting on September 8.



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager
Title	General Manager Monthly Report
Item No.	8a
Date	September 11, 2022 for September 20, 2022

Summary

The Board has requested updates at regular meetings on the status of key projects.

Highlights of the Month

- Continued work on Authority Implementation.
- Continued work on Gladstone and OLWS Intergovernmental Agreement.

Authority Implementation

The OLWS Authority was formed on July 1, 2022 by order of the Clackamas County Board of Commissioners. The formation procedure went through additional review by the Department of Revenue (DOR) and Metro before the Authority became effective. DOR and Metro's review was concluded as of September 9, 2022, which is now the effective date of the Authority. The General Manager and the Recorder have been closely working with the District's Legal Counsel to ensure the necessary logistical items are covered at the first Joint meeting of the District and the Authority Board. Now, and in the next phase, much of the Authority implementation work will need to be done by the Finance Department and the HR Department.

Gladstone and OLWS Intergovernmental Agreement

Gladstone's City Manager, Finance Director, and Public Works Director met with OLWS' General Manager, District Engineer, Finance Director, and Utility Operations Manager to review the outstanding items remaining for the draft IGA on August 17, 2022. The District Engineer and Public Works Director will be finalizing the initial capital project list which will be part of the IGA. The General Manager is working with the District's Legal Counsel on the penultimate draft IGA language which will be submitted to Gladstone's City Manager and the City's Attorney for their review. It is anticipated that Board level discussions will take place in the first quarter of the 2023 calendar year.

Trunk Main Capacity Project

During the September 20, 2022 meeting the Board will be able to review the recommendations of District Engineer Albert and his team regarding the Trunk Main Capacity Project. The Board's selection of their preferred option will enable OLWS to move forward with a Business Oregon One-Stop Application process.

Tertiary Treatment Project

The Plant Superintendent, District Engineer, and General Manager met with Brown and Caldwell on August 31, 2022 at the Water Reclamation Facility (WRF) in order to do a walk-through of the space. This facilitated robust conversations regarding possible operational constraints and other items to consider as recommendations for the top Tertiary Treatment options are developed. Each WRF is unique in the way it operates. Consequently, it is essential for Brown and Caldwell to be able to understand any nuances whilst working on option recommendations. Moreover, whichever Tertiary Treatment option is selected by the Board must meet both current Authority needs and anticipate future operational needs, as well as take into account any potential successor DEQ permit requirements.

STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Human Resources Monthly Report
Item No. 8b
Date September 20, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Highlights

- National Preparedness Month
- Communication Tools
- “Fish on the Run, Irrigation Done” campaign
- Records Management Update

Communications and Outreach

National Preparedness Month in September is an annual opportunity to work together across the region and nationwide to teach the public about emergency preparedness. The Regional Water Providers Consortium will be running its annual multimedia campaign including television interviews, digital advertising, and TriMet bus ads with the goal to facilitate a coordinated outreach push for personal preparedness messaging during the month of September. The Consortium will also be running its annual emergency preparedness media campaign on KATU and KUNP. Locally, OLWS community partner, Oak Lodge Community Emergency Response Team’s (OLCERT) promoted upcoming training opportunities in the September/October Customer Newsletter.



The OLCERT is a group of trained volunteer members who want to build our community to be more resilient during emergencies. OLCERT provides a variety of opportunities for education and trainings for the community. An Active CERT Member trains as part of a team to respond to emergencies. An Informed CERT Member remains informed of upcoming public training events,

prepares at a family level for emergencies, and is plugged into a network to support them in time of need. Upcoming training opportunities:

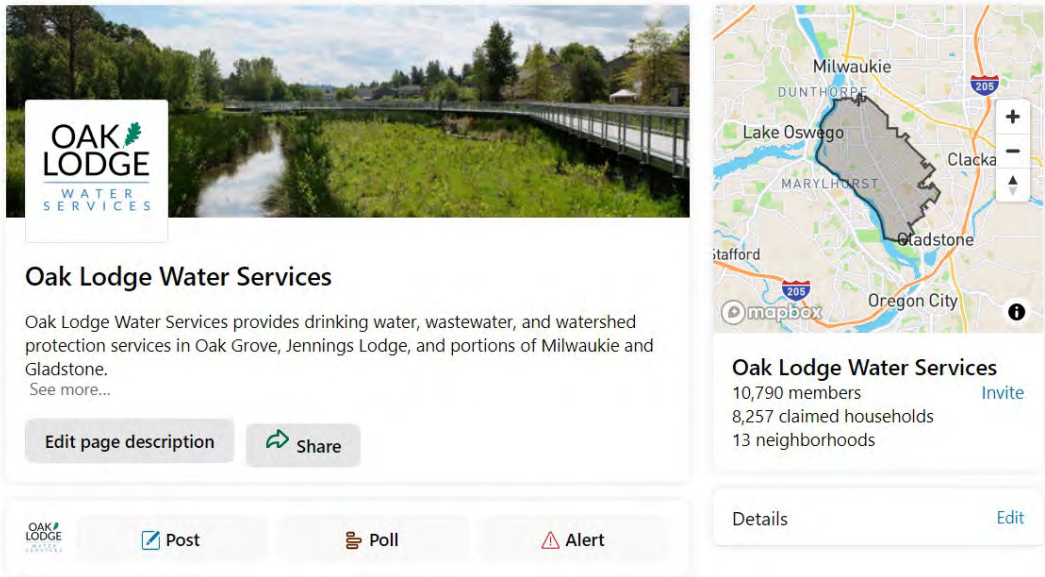
- Basic CERT Training: October 15, 22 & 29

For more information and to get involved email info@OakLodgeCERT.org and follow them on Facebook @OakLodgeCERT.

As September is National Preparedness Month and we have two updates on OLWS’s abilities to communicate to customers during an emergency. First, OLWS has inquired about being added to the Clackamas County Public Alerts system. The Clackamas County Disaster Management Department is currently in the process of updating their IGA. The cost will be \$200 per year to allow the OLWS to deploy boundary wide emergency information:

<https://www.clackamas.us/dm/publicalerts>. OLWS will have more information soon on this IGA.

Second OLWS now has a NextDoor Public Agency Account to communicate important information to our customers. On July 7, NextDoor announced they expanded their definition of Public Agencies which included water utilities for free. Oak Lodge Water Services was considered an eligible agency for this free service. On August 18, OLWS was approved to create an account which uses our GIS map to include all customers in our boundary area. This account will not be monitored 24/7 and will be used for boundary wide emergency information, public meeting notices, and alerts only. OLWS encourages customers to reach out directly for emergencies, questions, comments, and concerns at (503) 654-7765 or info@olwsd.org.



Oak Lodge Water Services
Oak Lodge Water Services provides drinking water, wastewater, and watershed protection services in Oak Grove, Jennings Lodge, and portions of Milwaukie and Gladstone.
See more...

10,790 members
8,257 claimed households
13 neighborhoods

Post Poll Alert

To continue to educate the community and our customers about the complex work OLWS performs, we are continuing to schedule Water Reclamation Facility Tours. OLWS had 8 members of the public join us for a tour of the Water Reclamation Facility on Monday, August 22. OLWS has two upcoming tour dates in September:

- Monday, September 12 at 5:30 PM
- Wednesday, September 21 at 10:00 AM

The OLWS website is a vital part of how we communicate with customers and how people in our community access our information. Across industries redesigning your website is recommended every two to five years to stay current. The public utility standard is to review the website every 5 - 7 years. In January 2022, OLWS digital presence was up for a review. Three website services were evaluated to determine the best option for OLWS. While evaluating services it was discovered there is an opportunity to consolidate digital services to improve the customer experience and save money. Being able to directly email information in a timelier manner (versus print media) to our customers is becoming an essential part of OLWS communication strategy.

The best opportunity for consolidating digital services was to use Streamline which offers a website service and email marketing integrated into one platform. Moreover, Streamline is a partner with Special Districts Association of Oregon offering deep discounts to members.

Goals OLWS has outlined for the new website with Streamline:

- Have an ADA accessible site
- Increase public engagement / awareness
- Manage requests and communications from members of the public
- Educate the public about important issues
- Go above and beyond to fulfill all transparency best practices
- Showcase key projects and district initiatives
- Have the autonomy to make site changes independently

By moving to Streamline we will have an annual projected savings of \$600. The pricing model with Streamline is a benefit to OLWS's communication strategy. In the past we were charged for each customer service email blast, with Streamline we have unlimited customer service emails and can send out information via email to our customers more frequently without added costs. Starting on August 16, 2022, OLWS and Clackamas River Water Providers asked customers to participate in the "Fish on the Run, Irrigation Done" annual watering campaign. This helps the Clackamas River by reducing or shutting-off outdoor watering in September for the fall fish migration. Information for this campaign was shared through the customer newsletter, website, social media, and ads through the Clackamas Review. In addition to providing drinking water to over 300,000 people, the Clackamas River is home to migrating salmon and steelhead almost year-round. As our summers are getting longer and hotter, making sure there is enough water in the river for the fall fish runs is becoming more challenging. You can participate in the "Fish on the Run, Irrigation Done" campaign by reducing or shutting-off your outdoor watering system in September. This will ensure there is enough water for Fall Chinook and Coho Salmon to migrate and spawn this fall in the Clackamas River. Customers can take the pledge and receive a yard sign to let your neighbors know you're doing your part to keep water in the Clackamas River:

<https://www.clackamasproviders.org/pledge-application/> As of August 29, 17 OLWS customers have taken the pledge. A final number of participants will be reported in October.

Records Management

Since May 2022, OLWS has engaged a Temporary File Clerk to digitize historical Water Distribution Work Orders. Significant progress has been made, with about two decades of records being prepped, scanned, and filed according to record type. This is just over 12,000 records that are now available to staff on the records shared drive, the interim solution for an Electronic Records Management System (ERMS).

In 2022, staff across OLWS have participated in efforts to organize, consolidate, and archive records. This mass clean-up is putting OLWS in a good position for the transition to electronic records management. The Records Management Team (RMT), made up of Records Liaisons from each department, will be further advancing the process this fall in two ways. A staff survey has been deployed in September to collect first-hand data on how records are created, used, and maintained across OLWS. After receiving feedback, the RMT will participate in product demonstrations of the various ERMS software on the market. A selection is expected to be made and included in the FY 2024 Budget.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8c
Date September 13, 2022, for September 20, 2022 Meeting

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the OLWS Operations.

Highlights of the Month

- Preparations are underway for the conversion to the Authority with Wells Fargo and Springbrook software.
- The Low-Income Household Water Assistance program began in July 2022 and we have received 4 applications from Clackamas County as of September 2, 2022.
- Investment account interest rate reaches 1.9%, heading back to per-COVID rate of 2.25%.
- The Accounts Receivable balance decreased by (0.42%), the average delinquent balance decreased by \$(15.09), and the number of delinquent accounts increased by 26.
- Utility bill payments were more than the July 31st billed amounts.
- The number of Utility Billing accounts that are on autopay has increased for both Cycles by almost 20% since September / October 2020.

Authority Implementation

Now that the Authority has been recorded by the Oregon Secretary of State, work on the Finance team begins to convert from the District's financials to Oak Lodge Water Services Authority. Because the Authority is a new legal entity, new bank accounts and a financial set of books will be established. The conversion will take the remainder of calendar year 2022.

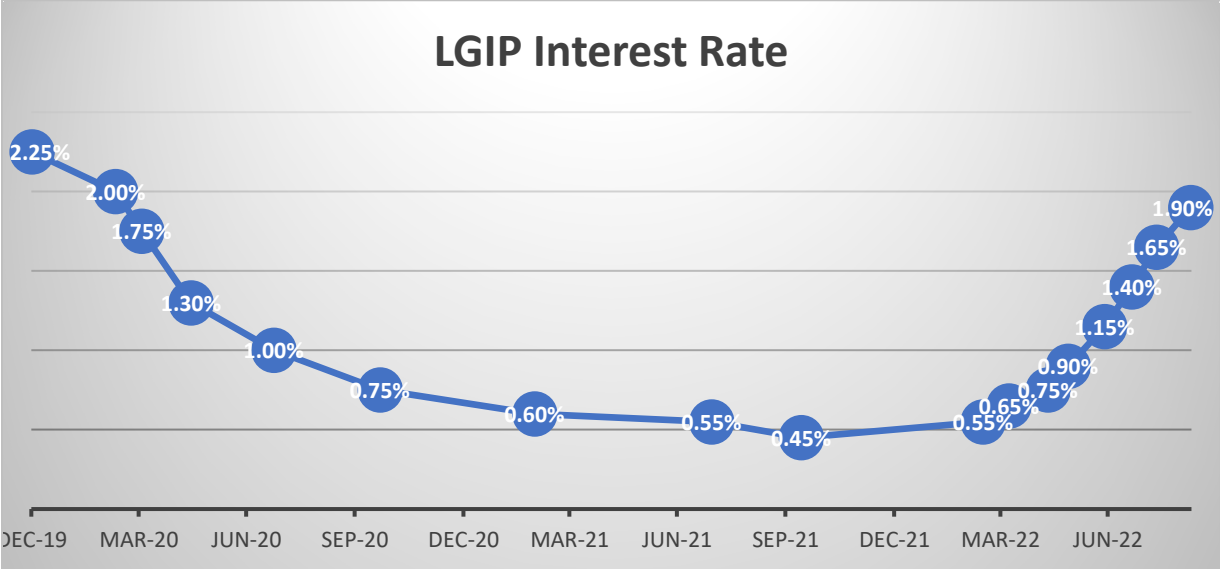
As of this report, a new software agreement has been signed with Springbrook that will provide access to both the District's and Authority's financial books. In addition to creating this separate set of books, Springbrook will also have to create new instances for both North Clackamas Country Water Commission and Clackamas River Water Providers. A full project timeline will be completed over the next two weeks.

In preparation for the creation of the Authority financial books, the finance team is also reviewing all accounting modules and performing a full review of all active Utility Billing (UB) accounts. UB accounts holders are being verified against Clackamas County records, reviewing for possible tenant accounts that will be converted to the property owner in compliance with OLWS Rules and Regulations. Any account changes will be communicated to impacted customers. In addition, all accounts will be reviewed to ensure meters are connected to the appropriate account, tax lot information is confirmed, and the account is reviewed for any notable discrepancies in services or billing rates.

We have been working directly with Wells Fargo to prepare for the establishment of a new checking account for the Authority. Since the new tax identification number has been received as of the date of this report, a new vendor agreement will be established for the Authority and the project to duplicate all existing services to the new account will begin. More to come on the timeline needed for the banking back-end processes to be established.

LGIP Investment Account

As a result of Federal interest rate increases, the interest rate on OLWS’ LGIP Investment account has almost returned to pre-COVID rates. Prior to March 2020, the LGIP interest rate was very consistent at 2.25%. As markets were impacted by the pandemic, interest rates reduced to a low of 0.45% one year ago. The last interest rate change effective September 8, 2022 is 1.90%. Below is a chart of interest rate changes since March 2020.



Utility Billing Cash Receipts by Payment Method

Banking fees are directly associated with methods of payment available to OLWS customers. As technology has changed over the years, options available for payments grew to include the five

methods listed. In conjunction, banking fees have increased over the years as customers moved to the various methods. This table provides the information for volume of payments received by each method.

	Lockbox	E-Box	Online – CC	Online – ACH	Front Counter	Total
August 2022	316,371.31	131,135.95	414,828.27	156,093.21	115,062.56	\$1,133,491.30
% by Method	27.9%	11.5%	36.6%	13.8%	10.2%	
FYTD by Method	30.3%	10.9%	36.6%	13.6%	8.6%	

For the current month reported, 10.2% of utility payments are processed at the Administrative office by either a customer walk-in or customers utilizing the secure drop box.

The five (5) payment methods available to customers:

1. **Lockbox – Wells Fargo:** Customer mails a physical check in the pre-addressed envelope included with the bill.
2. **E-Box – Wells Fargo:** Customer sends payment via their bank’s electronic payment services.
3. **Online – Credit Card:** Customer completes payment by credit card via OLWS’ online bill pay service through OLWS’ website or by calling a Billing Specialist.
4. **Online – Personal Checking:** Customer, using the same online bill pay as credit card, choses to use their bank account routing information instead of a credit / debit card.
5. **Front Counter:** Customer either walks up to the front counter or deposits their payment in the drop box at the Administration office.

Low Income Household Water Assistance (LIHWA)

On May 12, 2022, the Clackamas County Board of Commissioners approved the Oak Lodge Water Services vendor agreement for the Low-Income Household Water Assistance (LIHWA) program. Clackamas County has finalized their customer application documents and customers from OLWS are now apply for assistance. As of September 02, 2022, 4 customers have approved for assistance totaling \$2,985.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of August 31st compared to July 31st decreased by (0.42%). These are the findings:

1. A/R Balance owed to OLWS has decreased by \$(5,662), after accounting for the delta between billing cycles.

A/R Balance	6/30/2022	7/31/2022	8/31/2022
Bi-Monthly Residential	\$ 955,797	\$ 850,956	\$ 1,105,025
Large Meters	475,368	493,667	487,958
Total	1,431,165	1,344,623	1,592,983
Variance	168,509	(86,542)	248,360
Billing Cycle Variance	(185,647)	104,326	(254,022)
	(17,138)	17,785	(5,662)
	(1.36%)	1.24%	(0.42%)

2. The total number of delinquent accounts increased by 26 accounts as of August 31, 2022, compared to July 31, 2022. Additionally, the average balance per account decreased by (4.6%) or \$ (15.09).

Delinquent Accounts	6/30/2022	7/31/2022	8/31/2022
Over 60 Days	\$ 185,873	\$ 174,714	\$ 174,960
Number of Accounts	522	528	554
Average Balance per Acct.	\$ 356	\$ 331	\$ 316
	(3.6%)	(7.1%)	(4.6%)

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (1.18%) compared to prior month. The shift is into Delinquent categories.

Account %	6/30/2022	7/31/2022	8/31/2022
Current	86.04%	86.07%	84.89%
30-60 Day Grace	4.85%	5.16%	5.93%
Delinquent	5.77%	5.84%	6.12%
Credit Balance	3.35%	2.93%	3.06%

Each month, the District hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	May 2022	June 2022	July 2022	August 2022
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	84	68	65	75
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	3	2	0	5

Billing Payment Rate

In August, the District received \$4,112.68 more in payments than was billed on July 31st, 2022.

	May 2022	June 2022	July 2022	August 2022
Utility Billing Sales	\$ 1,210,909	\$ 1,048,058	\$ 1,233,705	\$ 1,129,379
Cash Receipts	1,206,065	1,054,595	1,223,782	1,233,491
% Collected	99.6%	100.6%	99.2%	100.4%

Attachments

1. Checks by Date Report for August 2022

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 9/6/2022
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	8/12/2022	Oregon Department Of Revenue		AP			9,143.79
0	8/12/2022	State of Oregon Savings Growth Plan		AP			2,404.00
0	8/12/2022	Internal Revenue Service		AP			32,060.07
0	8/12/2022	VALIC c/o JP Morgan Chase		AP			1,701.58
0	8/12/2022	Nationwide Retirement Solutions		AP			860.00
0	8/12/2022	Payroll Direct Deposit	DD 00001.08.2022	PR			78,343.18
0	8/26/2022	Payroll Direct Deposit	DD 00002.08.2022	PR			77,397.18

ACH Disbursement Activity Subtotal

201,909.80

Voided ACH Activity

0.00

Adjusted ACH Disbursement Activity Subtotal

201,909.80

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45168	2/19/2021	Customer Refund-VOID		AP	Void		35.58
47768	8/1/2022	Brown and Caldwell		AP			475.00
47769	8/1/2022	Buffalo Welding, Inc		AP			200.00
47770	8/1/2022	Cable Huston LLP		AP			26,957.00
47771	8/1/2022	FLO-Analytics		AP			100.00
47772	8/1/2022	Portland Engineering Inc		AP			1,795.04
47773	8/1/2022	Portland General Electric		AP			506.89
47774	8/1/2022	R & L Services Inc.		AP			744.78
47775	8/1/2022	Relay Resources		AP			4,974.76
47776	8/1/2022	Verizon Wireless		AP			1,356.15
47777	8/1/2022	Wallis Engineering PLLC		AP			29,983.75
47778	8/1/2022	Waste Connections		AP			74.47
47779	8/1/2022	Western Exterminator Company		AP			324.40
47785	8/1/2022	A Worksafe Service, Inc.		AP			47.50
47786	8/1/2022	AFSCME Council 75		AP			788.43
47787	8/1/2022	Airgas, Inc		AP			240.00
47788	8/1/2022	Apex Labs		AP			3,780.00
47789	8/1/2022	CenturyLink		AP			793.28
47790	8/1/2022	CenturyLink		AP			36.45
47791	8/1/2022	Cintas Corporation		AP			491.05
47792	8/1/2022	Cintas Corporation - 463		AP			165.32
47793	8/1/2022	Coastal Farm & Home Supply		AP			283.84
47794	8/1/2022	Comcast		AP			563.91
47795	8/1/2022	Contractor Supply, Inc.		AP			12.00
47796	8/1/2022	Convergence Networks		AP			2,390.60
47797	8/1/2022	H.D. Fowler Company		AP			13,124.51
47798	8/1/2022	HealthEquity		AP			37.40
47799	8/1/2022	Customer Refund		AP			246.94
47800	8/1/2022	Kaiser Permanente		AP			20,667.82
47801	8/1/2022	Customer Refund		AP			2.40
47802	8/1/2022	Customer Refund		AP			16.98
47803	8/1/2022	Customer Refund		AP			1.20
47804	8/1/2022	Pacific Truck Colors, Inc.		AP			700.00
47805	8/1/2022	Pamplin Media Group		AP			62.54
47806	8/1/2022	Polydyne, Inc.		AP			4,142.07
47807	8/1/2022	Robert HalfTalent Solutions		AP			254.72
47808	8/1/2022	Customer Refund		AP			0.17
47809	8/1/2022	Customer Refund		AP			2.40
47810	8/1/2022	Customer Refund		AP			0.03
47811	8/1/2022	SDIS		AP			33,506.03
47812	8/1/2022	Seattle Ace Hardware		AP			161.46
47813	8/1/2022	Security Signs, Inc		AP			350.00
47814	8/1/2022	Customer Refund		AP			46.81
47815	8/1/2022	Stein Oil Co Inc		AP			122.04
47816	8/1/2022	Customer Refund		AP			18.64
47817	8/1/2022	Trotter & Morton Facility Service of PNW Inc.		AP			4,475.12
47818	8/1/2022	Unifirst Corporation		AP			2,321.47
47819	8/1/2022	Verizon Wireless		AP			1,316.12
47820	8/1/2022	Customer Refund		AP			37.05
47821	8/1/2022	Wesco Marketing		AP			680.75

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47822	8/5/2022	Consolidated Supply Co.	AP	384.12
47823	8/5/2022	Convergence Networks	AP	1,275.00
47824	8/5/2022	Employee Reimbursement	AP	66.00
47825	8/5/2022	Horner Enterprises, Inc.	AP	4,589.01
47826	8/5/2022	O'Reilly Auto Parts	AP	51.37
47827	8/5/2022	Seattle Ace Hardware	AP	29.96
47828	8/5/2022	Employee Reimbursement	AP	30.00
47829	8/5/2022	Employee Reimbursement	AP	138.50
47830	8/5/2022	Employee Reimbursement	AP	130.63
47831	8/5/2022	Zoro	AP	72.14
47832	8/5/2022	Employee Reimbursement	AP	276.00
47833	8/5/2022	Employee Reimbursement	AP	276.00
47834	8/5/2022	City Of Milwaukie	AP	333.60
47835	8/5/2022	Cochran Inc.	AP	9,610.00
47836	8/5/2022	Fackler Construction Company	AP	23,319.65
47837	8/5/2022	Trojan Technologies Inc.	AP	868.95
47838	8/5/2022	Zoro	AP	101.35
47839	8/12/2022	Employee Paycheck	PR	2,897.95
47840	8/12/2022	Employee Paycheck	PR	2,111.49
47841	8/12/2022	Aks Engineering & Forestry	AP	23,339.91
47842	8/12/2022	CDR Labor Law, LLC	AP	966.00
47843	8/12/2022	Consolidated Supply Co.	AP	2,506.03
47844	8/12/2022	Convergence Networks	AP	829.92
47845	8/12/2022	Customer Refund	AP	0.72
47846	8/12/2022	Driveline Service of Portland, Inc	AP	952.00
47847	8/12/2022	Customer Refund	AP	1,018.39
47848	8/12/2022	Customer Refund	AP	3.75
47849	8/12/2022	H.D. Fowler Company	AP	707.07
47850	8/12/2022	J. Thayer Company	AP	946.97
47851	8/12/2022	Customer Refund	AP	802.25
47852	8/12/2022	Customer Refund	AP	106.70
47853	8/12/2022	R & L Services Inc.	AP	1,053.46
47854	8/12/2022	Customer Refund	AP	68.20
47855	8/12/2022	Customer Refund	AP	184.01
47856	8/12/2022	Employment Tax State of Oregon - Employment Department	AP	2,932.00
47857	8/12/2022	Customer Refund	AP	457.73
47858	8/12/2022	Water Systems Consulting, Inc.	AP	20,957.50
47859	8/15/2022	Aerzen USA Corp	AP	548.58
47860	8/15/2022	AFLAC	AP	892.03
47861	8/15/2022	AFSCME Council 75	AP	788.43
47862	8/15/2022	Beaver Equipment, LLC	AP	3,740.00
47863	8/15/2022	Cascadia Backflow	AP	3,179.40
47864	8/15/2022	CDR Labor Law, LLC	AP	3,149.50
47865	8/15/2022	CDW LLC	AP	7,328.61
47866	8/15/2022	CenturyLink	AP	62.91
47867	8/15/2022	Cessco, Inc	AP	6,628.50
47868	8/15/2022	Cintas Corporation	AP	299.44
47869	8/15/2022	Cintas Corporation - 463	AP	82.66
47870	8/15/2022	Coastal Farm & Home Supply	AP	207.95
47871	8/15/2022	Consolidated Supply Co.	AP	10,047.48
47872	8/15/2022	Craig Blackman Trucking	AP	1,628.44
47873	8/15/2022	Falcon Shoring Company LLC	AP	1,215.00
47874	8/15/2022	Grainger, Inc.	AP	424.11
47875	8/15/2022	H.D. Fowler Company	AP	1,486.18
47876	8/15/2022	Hach Company	AP	9,332.00
47877	8/15/2022	Employee Reimbursement	AP	960.20
47878	8/15/2022	Employee Reimbursement	AP	375.65
47879	8/15/2022	Employee Reimbursement	AP	1,527.00
47880	8/15/2022	Napa Auto Parts	AP	48.85
47881	8/15/2022	Net Assets Corporation	AP	570.00
47882	8/15/2022	Olson Bros. Service, Inc.	AP	2,099.39
47883	8/15/2022	One Call Concepts, Inc.	AP	620.34
47884	8/15/2022	Oregon Dept of Transportation - DMV	AP	118.00
47885	8/15/2022	Portland Engineering Inc	AP	300.00
47886	8/15/2022	R & L Services Inc.	AP	69.90
47887	8/15/2022	Relay Resources	AP	7,014.51
47888	8/15/2022	Robert HalfTalent Solutions	AP	1,507.08

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47889	8/15/2022	Seattle Ace Hardware	AP	373.79
47890	8/15/2022	Employee Reimbursement	AP	241.78
47891	8/15/2022	Stein Oil Co Inc	AP	790.59
47892	8/15/2022	Employee Reimbursement	AP	241.78
47893	8/15/2022	Top Industrial Supply	AP	494.87
47894	8/15/2022	Tyree Oil, Inc	AP	734.22
47895	8/15/2022	USABlueBook	AP	340.75
47896	8/15/2022	Waste Management Of Oregon	AP	497.09
47897	8/16/2022	Portland General Electric	AP	30,077.30
47898	8/19/2022	A and A Drilling Service, Inc	AP	3,160.00
47899	8/19/2022	Buels Impressions Printing	AP	325.00
47900	8/19/2022	Buffalo Welding, Inc	AP	175.00
47901	8/19/2022	City Of Gladstone	AP	241.28
47902	8/19/2022	City Of Milwaukie	AP	1,826.32
47903	8/19/2022	Clackamas Landscape	AP	364.00
47904	8/19/2022	Consolidated Supply Co.	AP	294.18
47905	8/19/2022	Contractor Supply, Inc.	AP	123.10
47906	8/19/2022	Customer Refund	AP	4.62
47907	8/19/2022	Falcon Shoring Company LLC	AP	362.00
47908	8/19/2022	J. Thayer Company	AP	71.56
47909	8/19/2022	McFarlane's Bark, Inc.	AP	850.23
47910	8/19/2022	Northwest Natural	AP	315.34
47911	8/19/2022	Portland Engineering Inc	AP	1,735.00
47912	8/19/2022	Seattle Ace Hardware	AP	191.10
47913	8/19/2022	Streamline	AP	480.00
47914	8/19/2022	Water Systems Consulting, Inc.	AP	3,375.75
47915	8/19/2022	Brown and Caldwell	AP	1,615.50
47916	8/19/2022	Cable Huston LLP	AP	357.50
47917	8/19/2022	Ritz Safety LLC	AP	400.00
47918	8/19/2022	Slayden Constructors	AP	115,577.03
47919	8/19/2022	Wallis Engineering PLLC	AP	20,444.61
47920	8/24/2022	Customer Refund	AP	1,143.51
47921	8/26/2022	Employee Paycheck	PR	3,299.41
47922	8/26/2022	Employee Paycheck	PR	2,111.76
47923	8/25/2022	Clackamas River Water	AP	4,042.49
47924	8/25/2022	Murraysmith, Inc	AP	3,777.25
47925	8/25/2022	Airgas, Inc	AP	31.51
47926	8/25/2022	Aks Engineering & Forestry	AP	2,047.50
47927	8/25/2022	Beaver Equipment, LLC	AP	110.30
47928	8/25/2022	Bullard Law	AP	180.00
47929	8/25/2022	Charles H. Day Co., Inc.	AP	109.95
47930	8/25/2022	City Of Milwaukie	AP	333.60
47931	8/25/2022	Coastal Farm & Home Supply	AP	47.99
47932	8/25/2022	Consolidated Supply Co.	AP	688.80
47933	8/25/2022	Contractor Supply, Inc.	AP	188.24
47934	8/25/2022	D&H Flagging, Inc.	AP	2,716.12
47935	8/25/2022	Endress & Hauser Inc	AP	3,975.80
47936	8/25/2022	Ferguson Enterprises, Inc.	AP	16.54
47937	8/25/2022	Grainger, Inc.	AP	623.61
47938	8/25/2022	H.D. Fowler Company	AP	9,956.03
47939	8/25/2022	Hach Company	AP	3,423.84
47940	8/25/2022	Lord & Associates, Inc.	AP	696.00
47941	8/25/2022	McFarlane's Bark, Inc.	AP	60.45
47942	8/25/2022	Modern Machinery Inc.	AP	474.44
47943	8/25/2022	Employee Reimbursement	AP	47.74
47944	8/25/2022	Northstar Chemical, Inc.	AP	996.20
47945	8/25/2022	Pamplin Media Group	AP	59.25
47946	8/25/2022	Robert HalfTalent Solutions	AP	1,022.40
47947	8/25/2022	Seattle Ace Hardware	AP	13.99
47948	8/25/2022	Stein Oil Co Inc	AP	346.05
47949	8/25/2022	Streamline	AP	480.00
47950	8/25/2022	Top Industrial Supply	AP	619.66
47951	8/25/2022	Trojan Technologies Inc.	AP	27,814.73
47952	8/25/2022	Union Pacific Railroad Company	AP	8,332.95
47953	8/25/2022	Wallis Engineering PLLC	AP	1,418.01
47954	8/25/2022	Water Systems Consulting, Inc.	AP	17,452.50
47955	8/25/2022	Western Exterminator Company	AP	147.15

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47956	8/30/2022	Customer Refund	AP	35.58
Paper Check Disbursement Activity Subtotal				614,983.98
Voided Paper Check Disbursement Activity				35.58
Adjusted Paper Check Disbursement Activity Subtotal				614,948.40

Total Void Check Count:	1
Total Void Check Amount:	35.58
Total Valid Check Count:	191
Total Valid Check Amount:	816,858.20
Total Check Count:	192
Total Check Amount:	816,893.78



STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Technical Services Monthly Report
Item No. 8d
Date September 20, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Highlights

- Received final report on the Trunk Main Capacity Project.
- Aldercrest Water Main Replacement construction started Sept. 6.
- 28th/Lakewood/Kellogg water main initial design almost complete.
- Wastewater Master Plan pipe condition assessment will be complete by the end of September.

Watershed Protection

In August, staff completed dry weather field screenings for the MS4 Permit, provided outreach and education for customers for pool and hot tub draining and cleaning, and worked with management to organize the operations and maintenance of the storm system before the beginning of the fall rains. Dry weather field screening is a field activity performed to help locate and identify harmful and illegal discharges to a municipal storm water system. Staff inspect selected catch basins for possible flow of water during period that is dry for at least 72 hours before the inspection. If standing water is found in the catch basin or manhole, staff confirm that it is ground water related and not an illicit discharge. The activity helps keep waters of the state from regular illicit discharges that would otherwise not be identified. Erosion control inspections for construction sites were high because of summer construction projects, which will continue into the fall.

The Clackamas Group (of which OLWS is a member) requested a change to the MS4 Permit's water quality monitoring program around the proposed requirement for pesticide sampling. This will mean that the deadline for the water quality management plan will be pushed back. The group requested to have a comparable number of samples in relation to other Phase I communities, on par with City of Portland, Port of Portland, and Eugene/Springfield. DEQ will consider the request and let the co-permittees know if their request is accepted.

Finally, with the assistance of Brown and Caldwell, staff submitted the Total Maximum Daily Load (TMDL) Implementation Plan (IP), which included the updates concerning the management of Mercury. The TMDL IP states how OLWS will achieve pollutant load reductions to the Willamette River for Bacteria, Mercury, and Temperature.

Permit Activity – August 2022

FY2022-2023	August 2022 Development Activity				
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	6	1	7	1	2
New Erosion Control Permits	5	4	9	2	7
New Development Permits	2	0	2	3	6
New Utility Permits	9	6	15	6	9
Wastewater Connections	1	0	1	1	6
Sanitary SDC Fees Received	\$5,165	\$0	\$5,165.00	\$5,165.00	\$30,990
Water SDC Fees Received	\$50,984	\$16,994	\$67,978.00	\$10,608.00	\$96,625
Plan Review Fees Received	\$2,000	\$2,680	\$4,680.00	\$2,080.00	\$7,383
Inspection Fees Received	\$1,550	\$1,240	\$2,790.00	\$1,550.00	\$6,013

Capital Improvement Tracker

The Capital Improvement tracker will be distributed quarterly to the Board instead of monthly. This is in alignment with the Capital Prioritization Plan that was presented in August. The first tracker and report will be presented to the Board in November.

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	9/1/22
Under Construction	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	9/1/22
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	9/1/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	9/1/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	9/1/22
Under Construction	SE Thiessen Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	SE McLoughlin Blvd. Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	9/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	9/1/22
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	9/1/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	9/1/22
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	9/1/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	9/1/22
Pre-Application	14913 SE Kellogg Ave.	Design Review: Commercial	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	No Site Address: T1R1E36CD02200	Design Review: Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	14309 SE Laurie Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	1404 SE River Forest Rd.	Residential: 3-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 8e
Date September 7, 2022 for September 20, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Highlights of the Month

- Wastewater Collection System Work
- Watershed Protection Work
- Collection Staff Training
- Water System Operations and Maintenance
- Water Staff Training
- Asset Management
- Non-Revenue Water
- Clackamas River Flowrates

Wastewater Collection System Work

The bulk of the work for the Collection Team in August focused on obtaining missing pipe segment inspections to help ensure complete information is available for the wastewater master planning project. Having complete data will better assure us of the most accurate master plan we can produce. The crew started working on the missing inspections last month and began with a total of 120 random line segments. They had completed more than half of them by the end of August. The work is slow in many of these areas as they are hard to reach along hillsides or in heavily vegetated areas that have not been visited in some time (Photos 1 & 2). Staff will complete the missing line segment inspections this month.

Work details for August:

- 4,490 feet of piping cleaned in preparation of missing segment line inspections.
- 2,672 feet of missing segment lines televised.
- 1,516 feet of hotspot piping cleaned.
- Manhole repaired by contractor on McLoughlin Blvd. at Roethe Rd. (Photo 3).

Watershed Protection Work

Staff responded to an inquiry on Cushman Court where the customer found a root mass in their portion of the piping that extended into the portion located within the public right-of-way. Staff worked to remove the root mass located in the right-of-way and the customer removed it from their portion.

No watershed protection work was scheduled for August and September. Except for hotspot cleaning in the wastewater collection system, the entire month of October will be dedicated to watershed protection work and developing performance metrics.

Collection Staff Training

Chad Martinez (Field Supervisor) and Abe Merritt (Utility Worker II) attended the Tri-State Seminar in Las Vegas, Nevada, from August 8th – 11th. The annual seminar focuses on all aspects of water utility work and offers a host of relevant topics related to wastewater collection and stormwater system work. At the seminar, Abe obtained an MS4 certificate, and Chad renewed his MS4 certificate. Derek Shunn and Jeff Wheeler (both Utility Worker I) attended a certification review class in preparation for advancing their Wastewater Collection Operator certification from Grade 1 to Grade 2.

Water System Operations and Maintenance

Staff continued with ongoing maintenance, repair, and replacement of our fire hydrants. Four found leaking were repaired and three found broken were replaced (Photo 4). Additionally, there was one new fire hydrant added to the system.

Work details for August:

- Replacement of 17 water meters.
- Three new services were installed.
- Performed work orders related to customer service and other items.
- A new pipe location marker was installed above our 24-inch transmission main at the Clackamas River.
- Performed maintenance of 20 meter-boxes.
- Served 75 potential shut-off notices.

Water Staff Training

Dave Seifert (Utility Worker II) and Cody Stewart (Utility Worker I) attended the Oregon Association of Water Utilities (OAWU) Annual Summer Classic Conference in Seaside from August 22nd-25th. The conference offers timely educational opportunities on emerging contaminants, cross-connection, leak detection, and operator certification, among others.

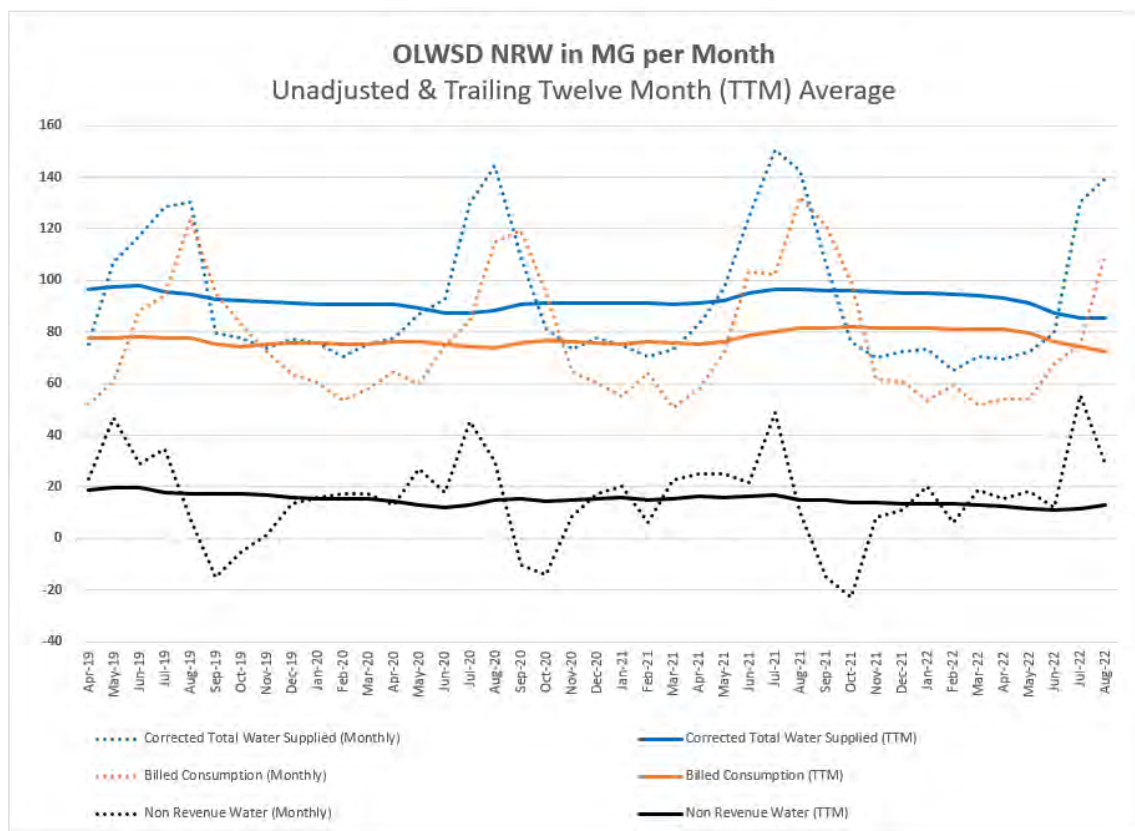
Asset Management

- GIS Issues fixed (login problems and maps not loading).

- We refined the process for uploading the TV inspections to Lucity.
- The leak tracking process in Lucity was refined to show flushing vs. actual leakage; historical records were updated to show what kind of water loss was occurring (before it was mixed).
- A water loss report was created to show more details.

Non-Revenue Water

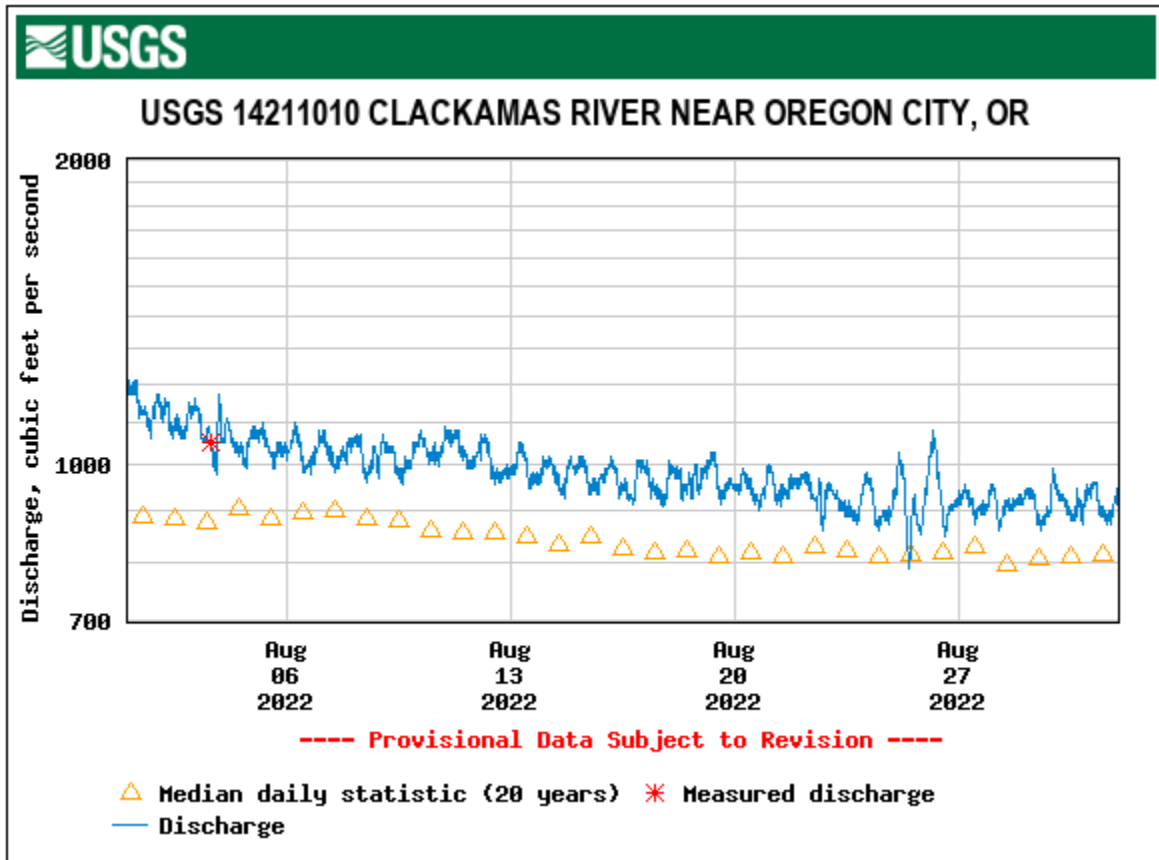
The total water purchased in August was 139.4 million gallons. Non-revenue water totaled 29.1 million gallons with 2.3 million gallons in apparent losses (“paper losses”), 25.9 million gallons in real losses (leakage in the system), and 900,000 gallons for unbilled authorized consumption (OLWS water quality flushing and fire department use). The average non-revenue water over the past 12 months is 13.1 million gallons.



One of the new technologies we have found in our mission to reduce non-revenue water is satellite imagery analysis to find underground water leaks. Last year the Portland Water Bureau (PWB) hired the firm Asterra to help them with a project related to their water loss. The company’s technology uses an L-band synthetic aperture radar (SAR) to detect soil moisture resulting from treated water leaks. A satellite image was taken for the PWB in June 2021, that included the entire OLWS service area. I spoke with the Water Loss Coordinator at the PWB, who indicated satisfaction with the results of their project to the degree they are initiating a second project. In speaking with Asterra, they offered to provide us with the archival image from the PWB project at a much lower price than a fresh satellite imagery scan.

The satellite imagery we received from Asterra (Photos 5 & 6) indicates various areas of interest (AOIs) for us to explore (highlighted in yellow). Each AOI demonstrates the location of potential leakage. In some cases, the detected moisture indicated by the yellow highlighted areas can originate from higher elevations so adjacent water lines need to be investigated as well. The satellite detection is very sensitive, so some of the leaks may be too small to surface above ground or to hear with our listening devices. Since these AOIs were generated at the time of the scan, we are considering which ones might be eliminated if they have already been repaired. It is possible, however, that more than one leak is within an AOI. We will begin exploring the information and deliver our findings in future reports.

Clackamas River Flowrates



Clackamas River daily discharge for July 2022, compared with 20-year daily median.

Attachments

1. Photo Pages of August 2022 Work
2. Water Purchased Report
3. Water Services Report
4. Collection System Report

Field Operations Photo Pages for August 2022



Photo 1: Line segment cleaning using easement machine.



Photo 2: Clearing vegetation to access manhole.



Photo 3: Manhole repair on McLoughlin Blvd. at Roethe Rd.



Photo 4: Hydrant replaced on Thornton Dr.

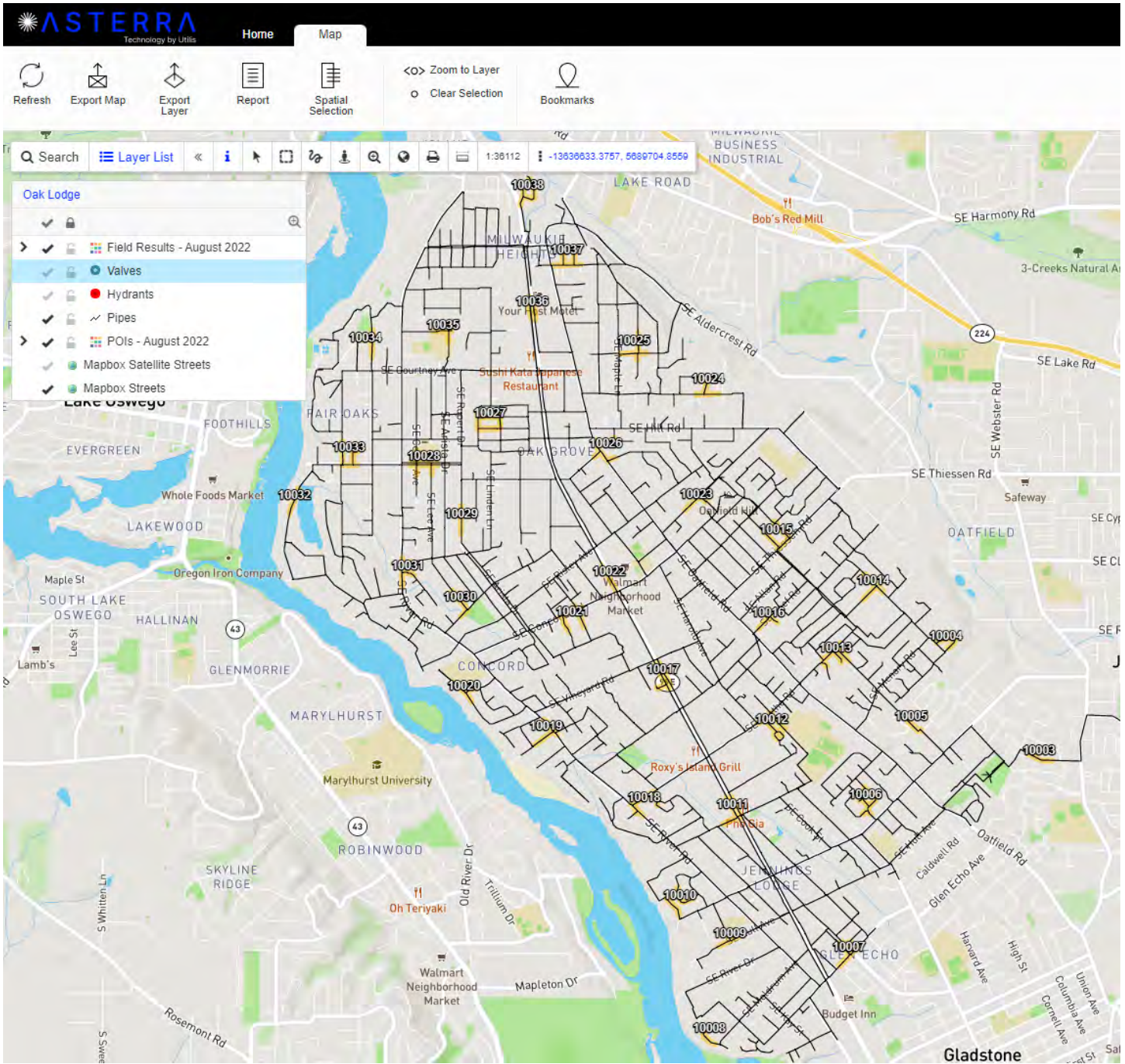


Photo 5: Asterra map of entire OLWS service area indicating areas of interest highlighted in yellow.

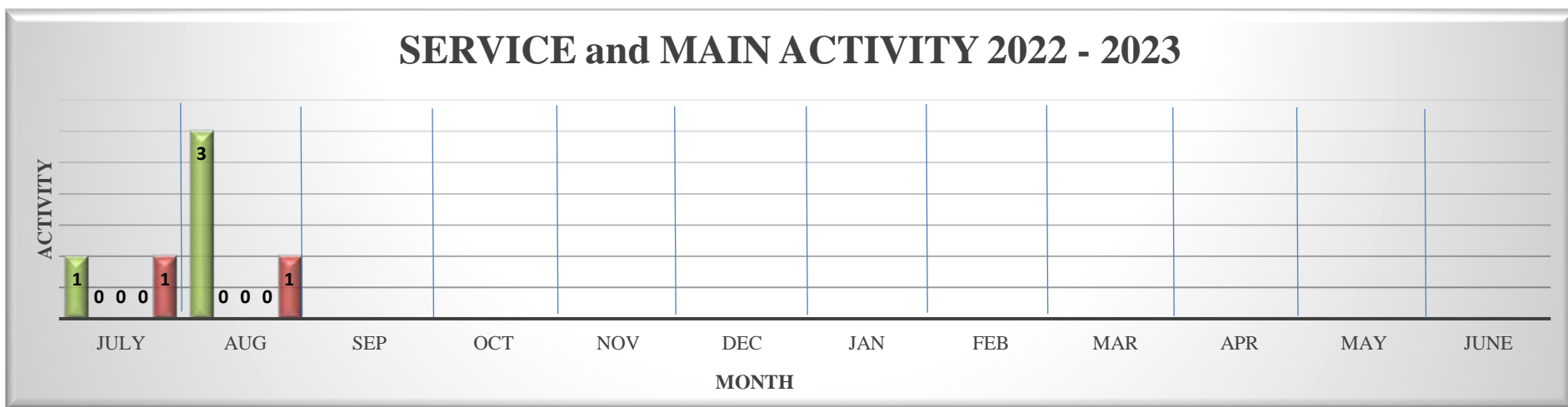
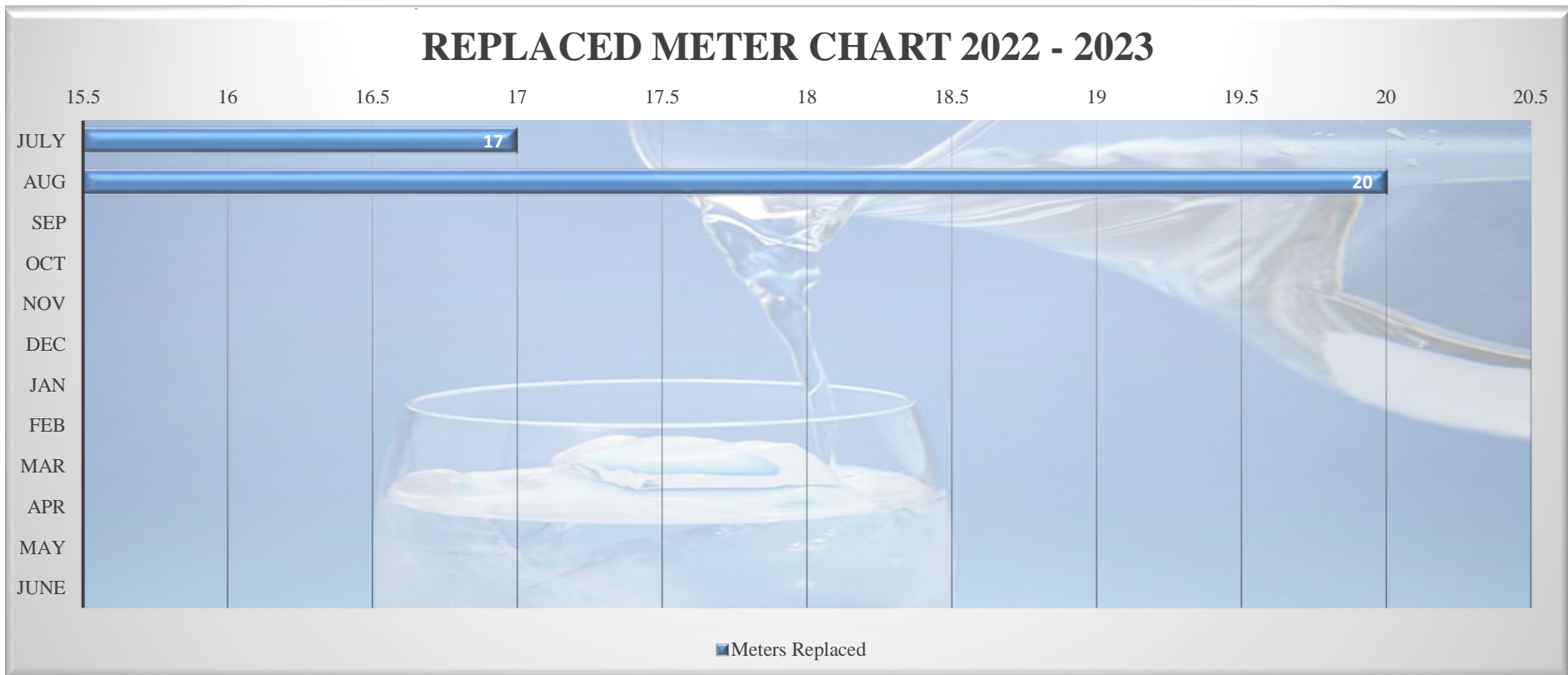


Photo 6: Detailed satellite imagery map indicating areas of interest.

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.68%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	96.09%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.59%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.75%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.30%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.19%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.66%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.71%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000	72,285,000	79,422,000	1,063,928,000	96.02%	2.91
22/23	130,563,000	139,406,000											269,969,000	24.37%	4.35
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	132,774,533	144,297,400	113,155,111	80,269,111	74,953,333	74,629,016	77,521,429	74,878,000	68,529,000	75,953,444	84,303,222	105,946,407	1,107,999,222		

Oak Lodge Water Services Water Report



Fiscal Year 2022 - 2023	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2022	July	17	1	0	0	0	1
2022	Aug	20	3	0	0	0	1
2022	Sep						
2022	Oct						
2022	Nov						
2022	Dec						
2023	Jan						
2023	Feb						
2023	Mar						
2023	Apr						
2023	May						
2023	June						
Yearly Total		37	4	0	0	0	2

Backflow Program Update for the Month of August 2022

Total Facilities						
1,431						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
931	4	2	0	0	0	8
65%						

Percentage of Participants

65% Signed Up, 35% Remaining

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 Collection System Report

FY 2022-23

Month	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Routine TV Inspection	1,109	0										
Routine Hydrocleaning	1,109	0										
Hotspots	8,615	1,516										

Note: Wastewater collection system work performed in August and September is focused on obtaining missing pipe segment inspections for the master plan.



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8f
Date August 25, 2022 for September 20, 2022

Summary

The Board has requested updates at regular meetings on the status of operations.

Highlights of the Month

- Plant Process Update
- Lift Station #6 Programmable Logic Controller Failure
- UV Channel #1 Actuator Replacement
- First Round of Effluent Toxicity Testing for NPDES Permit
- Plant Power Outage, Lift Station #2 and #3 Resets
- Miscellaneous Items and Upkeep

Water Reclamation Facility

August saw another month of up and down treatment at the Water Reclamation Facility (WRF). On August 8th, the WRF received a very erratic effluent Total Suspended Solids (TSS) result of 35.8 mg/L. For reference, the previous days result was 9.0 mg/L and the day after result was 12.0 mg/L. You would have to go back nearly 8 months to when the WRF was killed off to find an effluent TSS result that high. Not only did this single errant result trigger a weekly violation but made it virtually impossible to meet the monthly 10.0 mg/L permit limit. Staff made numerous calculated changes over the last two weeks of August, and it appears as of this report's writing, effluent quality is improving.

On August 2nd, Lift Station (LS) #6 experienced a critical electronics failure. Luckily, LS #6 has a passive overflow to LS #2 and no Sanitary Sewer Overflow (SSO) occurred. Upon inspection it was found that one of the supporting Programmable Logic Controller (PLC) cards has failed and it brought down the entire LS. Staff was able to contact Portland Engineering Inc (PEI) programmers and they were able to find a spare PLC card and have it installed within a few days.

In November of last year staff ordered a spare gate actuator for the modulating UV disinfection weir. These actuators are a critical piece of equipment that OLWS did not have any redundancy for. Unfortunately, lead time on these actuators were 6 months at a minimum. The District received the actuator a few weeks ago and had it installed in August. The current plan is to send the older actuator back to be rebuilt, so we not only have a brand-new actuator that should be good for a minimum of 4 years, but we also have a shelf spare in case of a critical failure.

With the new National Pollutant Discharge Elimination System (NPDES) permit that was issued to OLWS in May of 2022, a long list of additional testing is required along with our regularly scheduled testing. The first set of testing required is Whole Effluent Toxicity (WET) tests as well as Low Level Metal (LLM). OLWS has contracted with Eurofins, one of the only bio-analytical laboratories in the State, to assist in testing. The first round of testing has been scheduled for September 6th through September 13th. Once samples are collected, they will be placed on ice and sent to their respective labs in either Burlington, WA or Corvallis, OR.

On August 9th a large power outage affected not only the Water Reclamation Facility (WRF) but also LS #2 and LS #3. In the past, power losses have led to failures of the Variable Frequency Drives (VFD) and/or the pumps themselves. After the last time a power outage caused VFD faults and subsequent SSO's, staff contacted the manufacturers and found some settings for an automatic restart after a power failure. Staff programmed a couple of the VFDs according to manufacturing recommendation. Unfortunately, it's almost impossible to effectively simulate a power outage, so staff needed to wait and monitor for a real-world outage. That power outage came on August 9th and staff are happy to report the setting changes worked. Now that there is confidence that the programming changes have worked properly, we will proceed with programming the rest of the VFDs.

The month of August also had various other maintenance and operational highlights. Operators were able to bring down a secondary clarifier due to lower flows. The now-emptied tank was cleaned, and routine maintenance will be performed on the mechanical parts to ensure it is operational when the wet season arrives. Maintenance also purchased and installed two brand-new drive shafts for two of the pumps at LS #2. In the past, we have had these shafts break while in use, which typically triggers an emergency. The thought is that with all brand-new drive shafts, that we will send the old ones in to be repaired and will then have spares in the event one of the shafts fail unexpectedly. Staff also purchased and installed a new hot water heater for the solids building. Not only is this one of the few potable cleaning stations but the hot water heater also provides the nearby eyewash and shower stations with appropriate water temperatures.

Attachments

1. Photo Pages of August 2022 work
2. Rainfall vs. Flow Data Correlation for March 2022-August 2022
3. Plant Performance BOD-TSS Graph for March 2022-August 2022
4. Work Order Summary Graph August 2022

Plant Operations Photo Page



New Weir Gate Actuator



Old Hot Water Heater



Old Hot Water Heater Rusted Out

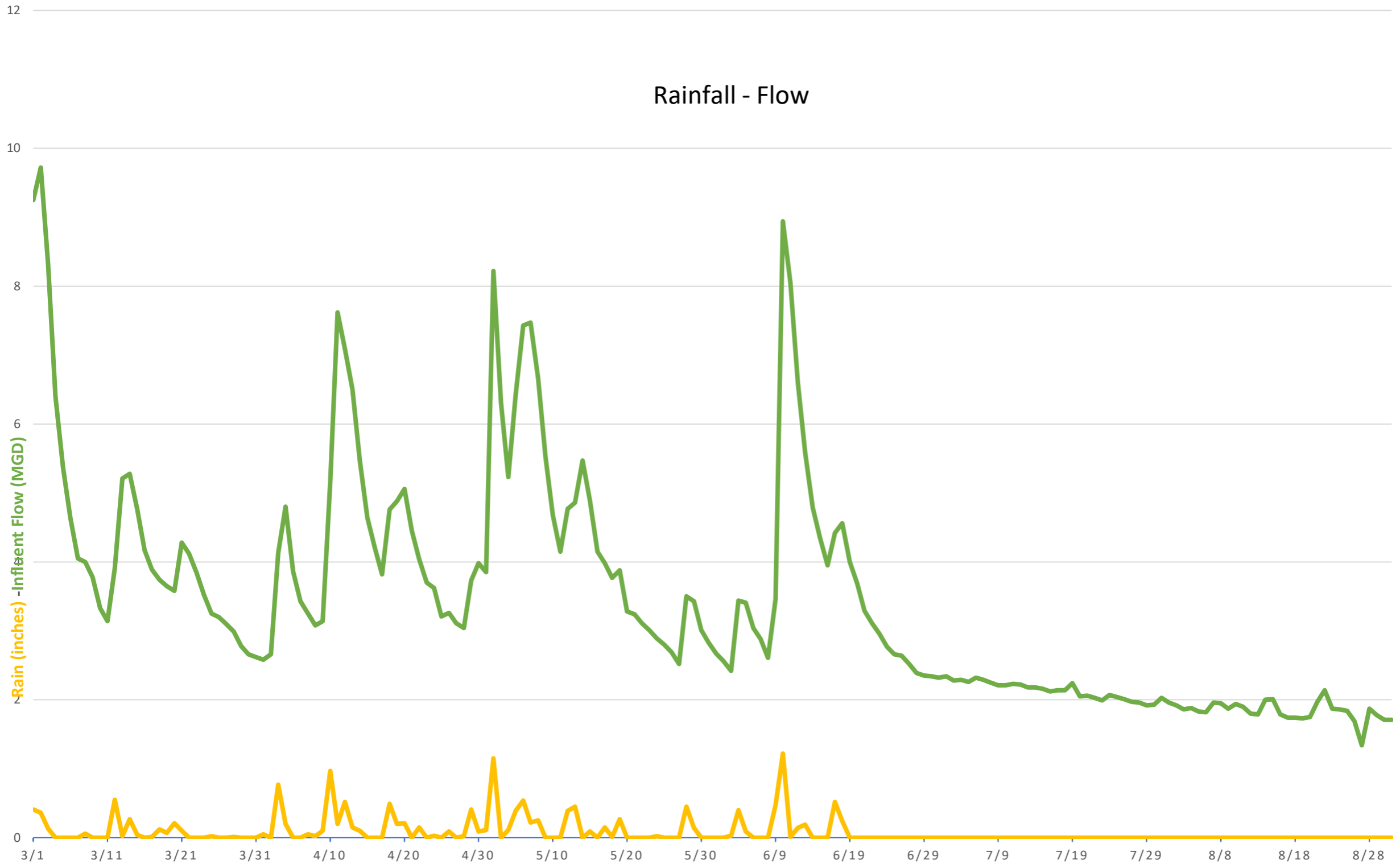


New Hot Water Heater Installed



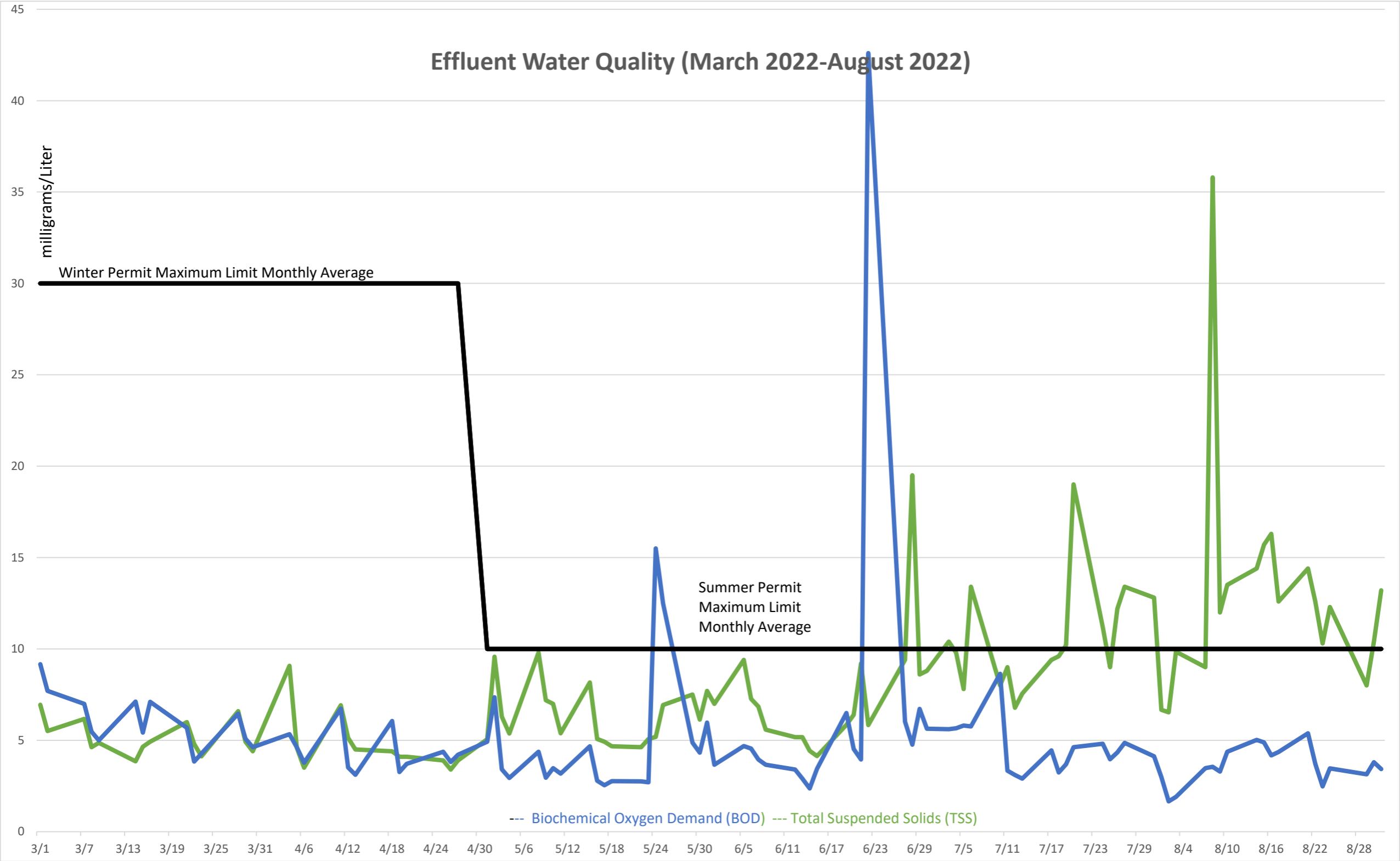
New Drive lines installed at Lift Station #2

Rainfall - Flow

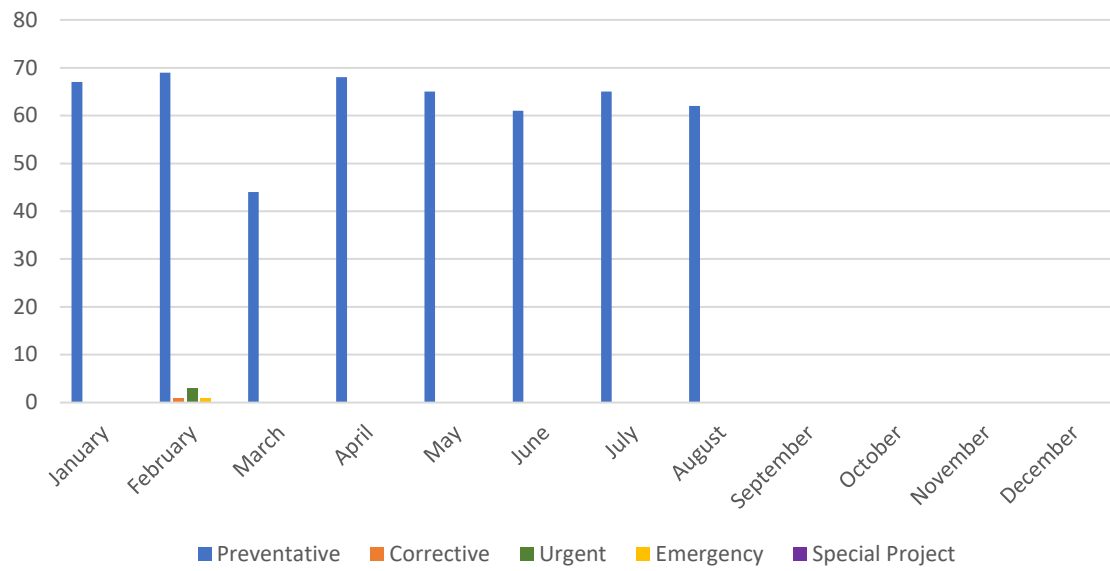


March 2022 through August 2022

Effluent Water Quality (March 2022-August 2022)



Treatment Plant Work Order Summary 2022





AGENDA ITEM

Title	Call for Public Comment
Item No.	9
Date	September 20, 2022

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.