



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
June 18th, 2019 at 6:00 p.m.**

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

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

3. Consent Agenda
 - May 2019 Financial Reports
 - Approval of May 2019 Check Run
 - May 21, 2019 Board Meeting Minutes
4. Fiscal Year 2019-2020 Rates, Fees and Other Charges Schedule Adoption.
5. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
6. Call for Public Comment
7. Business from the Board
8. Recess to Executive Session

Convene Executive Session under ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection.

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

Adjourn



AGENDA ITEM

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

Background:

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

OAK LODGE
WATER SERVICES
CONSENT AGENDA

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: June 18, 2019

Background:

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

The Consent Agenda includes:

1. May 2019 Financial Reports
 - a. Approval of May 2019 Check Run
2. May 21, 2019 Board Meeting Minutes

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

Options for Consideration:

1. Approve the consent agenda as listed on the meeting agenda.
2. Request one or more items listed on the consent agenda be pulled from the consent agenda for discussion.

Recommendation:

Approve the items listed under the Consent Agenda.

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

Approved _____	Date _____
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MONTHLY FINANCIAL REPORT

To: Board Directors
From: Kelly Stacey, Finance Director
Agenda Item: May 2019 Financial Reports
Item No.: 3a
Date: June 18, 2019

Reports:

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

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

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

The District's liquid cash and investment assets equal \$13,487,044.78 as of the end of May 2019; consisting of \$1,057,080.19 in checking, and \$12,429,964.59 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$2,145,497.64 for May 2019.

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

<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	\$ 3,640,000	\$ 283,496	\$ 3,443,961	94.61%
10-00-4212	Water sales-CRW	32,000	2,686	26,960	84.25%
20-00-4212	Wastewater charges	7,947,500	599,293	6,940,280	87.33%
30-00-4213	Watershed protection	1,456,000	121,804	1,342,515	92.21%
	Subtotal	\$13,075,500	\$ 1,007,278	\$ 11,753,717	89.89%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of May, the % of budget spent or billed should be around 91.67%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in July.

Low Income Rate Relief Program Overview

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

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

<u>Number of Accounts</u>	<u>Discount</u>	<u>Budget</u>	<u>Estimated Monthly Discount</u>	<u>Estimated Year-to-Date Discount</u>	<u>Estimated Percentage of Budget</u>
130	Low Income Rate Relief	\$ 80,378	\$ 4,482	\$ 65,920	82.01%

Oak Lodge Water Services District

Account Balances As of:			
May 31, 2019		Interest Rate	
Account			
Wells Fargo Bank Checking-3552	0.00%	\$	1,057,080.19
LGIP 5289 Water General	2.75%	\$	4,614,089.88
LGIP 5790 Watershed Protection General	2.75%	\$	1,730,680.20
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$	530,556.47
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$	1,224,860.34
LGIP 5002 Sanitary General	2.75%	\$	4,329,777.70
Total		\$	13,487,044.78

General Ledger
Budget to Actual



User: jeff
Printed: 6/12/2019 10:38:10 AM
Period 11 - 11
Fiscal Year 2019

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-2,880,270.00	0.00	-3,632,781.00	0.00	126.13
	<i>Beginning Fund Balance</i>	-2,880,270.00	0.00	-3,632,781.00	0.00	126.13
	<i>Revenue</i>					
10-00-4211	Water sales	3,640,000.00	283,495.52	3,443,961.23	0.00	94.61
10-00-4212	Water sales - CRW	32,000.00	2,686.00	26,959.95	0.00	84.25
10-00-4215	Penalties and late charges	25,000.00	1,184.04	14,355.71	0.00	57.42
10-00-4220	System development charges	75,000.00	22,885.00	366,825.00	0.00	489.10
10-00-4230	Contract services	32,000.00	8,000.00	31,948.77	0.00	99.84
10-00-4240	Service installations	15,000.00	2,505.00	27,735.00	0.00	184.90
10-00-4280	Rents & leases	140,000.00	10,703.44	136,955.96	0.00	97.83
10-00-4290	Other charges for services	0.00	200.00	24,721.55	0.00	0.00
10-00-4610	Investment revenue	25,000.00	1,813.39	1,920.05	0.00	7.68
10-00-4630	Miscellaneous revenues	15,000.00	815.35	19,887.29	0.00	132.58
	<i>Revenue</i>	<i>3,999,000.00</i>	<i>334,287.74</i>	<i>4,095,270.51</i>	<i>0.00</i>	<i>102.41</i>
	NonDivisional	6,879,270.00	334,287.74	7,728,051.51	0.00	112.34
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	980,000.00	68,502.29	785,805.65	0.00	80.18
10-20-5120	Temporary/Seasonal employees	30,000.00	0.00	4,659.71	0.00	15.53
10-20-5130	Overtime	48,000.00	1,535.54	18,576.67	0.00	38.70
10-20-5210	Employee Ins Expense	225,000.00	11,520.41	138,094.79	0.00	61.38
10-20-5230	Social Security	80,500.00	5,259.14	59,683.65	0.00	74.14
10-20-5240	Retirement	202,000.00	11,929.95	137,730.75	0.00	68.18
10-20-5250	Trimet/WBF	9,000.00	541.70	6,196.67	0.00	68.85
10-20-5260	Unemployment	12,000.00	0.00	3,120.00	0.00	26.00
10-20-5270	Workers compensation	13,000.00	0.00	13,373.41	0.00	102.87
10-20-5290	Other employee benefits	7,300.00	8.61	95.88	0.00	1.31
	<i>Personnel Services</i>	<i>1,606,800.00</i>	<i>99,297.64</i>	<i>1,167,337.18</i>	<i>0.00</i>	<i>72.65</i>
	<i>Materials & Services</i>					
10-20-6110	Legal services	130,000.00	6,977.93	81,287.22	0.00	62.53
10-20-6120	Accounting & audit services	9,000.00	250.00	4,163.14	0.00	46.26
10-20-6155	Contracted Services	160,500.00	7,265.61	88,696.97	962.25	55.26
10-20-6180	Dues & subscriptions	25,000.00	313.86	21,950.12	0.00	87.80
10-20-6220	Electricity	45,000.00	3,045.30	33,290.51	0.00	73.98
10-20-6230	Telephone	21,000.00	1,232.24	14,076.33	0.00	67.03
10-20-6240	Natural gas	4,000.00	236.29	2,781.31	0.00	69.53
10-20-6290	Other utilities	4,000.00	13.39	3,255.52	0.00	81.39
10-20-6310	Janitorial services	8,500.00	637.66	5,634.62	0.00	66.29
10-20-6320	Buildings & grounds	10,000.00	266.96	5,065.71	0.00	50.66
10-20-6330	Vehicle & equipment maint.	27,000.00	718.25	23,448.90	1,571.05	86.85
10-20-6340	Distribution system	250,000.00	25,293.82	169,086.06	23,150.63	67.63

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	maint					
10-20-6350	Computer maintenance	48,500.00	1,194.43	55,666.05	0.00	114.78
10-20-6390	Other repairs & maintenance	50,000.00	1,333.59	22,272.28	523.75	44.54
10-20-6410	Mileage	1,500.00	32.19	493.66	0.00	32.91
10-20-6420	Staff training	17,500.00	1,079.69	10,543.24	0.00	60.25
10-20-6430	Certifications	1,000.00	0.00	615.00	0.00	61.50
10-20-6440	Board travel & training	2,500.00	165.72	312.23	0.00	12.49
10-20-6510	Office supplies	15,000.00	384.19	9,451.98	0.00	63.01
10-20-6520	Fuel & oils	25,000.00	1,699.58	16,411.92	0.00	65.65
10-20-6530	Small tools & equipment	15,000.00	6,886.31	10,485.73	0.00	69.90
10-20-6540	Safety supplies	12,000.00	577.65	9,876.17	0.00	82.30
10-20-6550	Operational Supplies	1,500.00	161.76	2,133.43	0.00	142.23
10-20-6560	Uniforms	4,000.00	0.00	235.91	0.00	5.90
10-20-6590	Other supplies	0.00	0.00	0.00	0.00	0.00
10-20-6610	Board compensation	700.00	115.50	468.08	0.00	66.87
10-20-6710	Purchased water	1,050,000.00	65,441.93	822,293.19	0.00	78.31
10-20-6720	Insurance	30,000.00	0.00	32,972.58	0.00	109.91
10-20-6730	Communications	9,000.00	3,400.50	6,280.32	3,262.50	69.78
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
10-20-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	720.41	0.00	14.41
10-20-6770	Bank charges	30,000.00	2,665.62	30,285.27	0.00	100.95
10-20-6780	Taxes & fees	20,000.00	455.54	7,780.69	0.00	38.90
10-20-6900	Miscellaneous expense	1,000.00	-248.93	100.00	0.00	10.00
	<i>Materials & Services</i>	<i>2,034,200.00</i>	<i>131,596.58</i>	<i>1,492,134.55</i>	<i>29,470.18</i>	<i>73.35</i>
	Drinking Water	3,641,000.00	230,894.22	2,659,471.73	29,470.18	73.04
10	Drinking Water	3,238,270.00	103,393.52	5,068,579.78	-29,470.18	156.52
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-5,416,603.00	0.00	-5,393,413.85	0.00	99.57
	<i>Beginning Fund Balance</i>	<i>-5,416,603.00</i>	<i>0.00</i>	<i>-5,393,413.85</i>	<i>0.00</i>	<i>99.57</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	7,947,500.00	599,292.87	6,940,280.17	0.00	87.33
20-00-4215	Penalties & late charges	25,000.00	714.52	6,595.79	0.00	26.38
20-00-4220	System development charges	100,000.00	10,330.00	289,240.00	0.00	289.24
20-00-4240	Service installations	25,000.00	1,400.00	47,322.28	0.00	189.29
20-00-4290	Other charges for services	5,000.00	0.00	14,304.01	0.00	286.08
20-00-4610	Investment revenue	50,000.00	0.00	0.72	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	22,542.57	37,286.09	0.00	248.57
	<i>Revenue</i>	<i>8,167,500.00</i>	<i>634,279.96</i>	<i>7,335,029.06</i>	<i>0.00</i>	<i>89.81</i>
	NonDivisional	13,584,103.00	634,279.96	12,728,442.91	0.00	93.70
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	1,020,000.00	79,208.85	848,925.88	0.00	83.23
20-21-5120	Temporary/Seasonal employees	30,000.00	0.00	21,692.68	0.00	72.31
20-21-5130	Overtime	50,000.00	5,729.01	40,981.48	0.00	81.96
20-21-5210	Employee Ins-Expense	200,000.00	15,843.07	159,988.11	0.00	79.99
20-21-5230	Social Security	80,000.00	6,385.44	67,624.54	0.00	84.53
20-21-5240	Retirement	190,000.00	12,363.29	124,314.88	0.00	65.43
20-21-5250	TrimetWBF	8,200.00	657.89	7,042.56	0.00	85.88
20-21-5260	Unemployment	10,500.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	3,980.40	0.00	33.17
20-21-5290	Other employee benefits	6,800.00	9.34	98.06	0.00	1.44
	<i>Personnel Services</i>	<i>1,607,500.00</i>	<i>120,196.89</i>	<i>1,274,648.59</i>	<i>0.00</i>	<i>79.29</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6110	Legal services	125,000.00	5,720.65	45,245.69	0.00	36.20
20-21-6120	Accounting & audit services	4,500.00	370.00	5,827.50	0.00	129.50
20-21-6155	Contracted Services	105,300.00	5,550.03	104,928.09	9,924.25	99.65
20-21-6180	Dues & subscriptions	15,000.00	392.84	7,637.78	0.00	50.92
20-21-6220	Electricity	250,000.00	24,349.76	241,698.00	0.00	96.68
20-21-6230	Telephone	24,000.00	1,436.84	19,724.54	0.00	82.19
20-21-6240	Natural gas	4,500.00	72.64	910.92	0.00	20.24
20-21-6250	Solid waste disposal	75,000.00	9,934.20	64,393.18	0.00	85.86
20-21-6290	Other utilities	3,000.00	93.43	6,075.39	0.00	202.51
20-21-6310	Janitorial services	22,000.00	691.32	7,481.17	0.00	34.01
20-21-6320	Buildings & grounds	25,000.00	3,005.24	35,203.96	373.82	140.82
20-21-6330	Vehicle & equipment maint.	24,000.00	3,076.00	16,971.50	0.00	70.71
20-21-6342	WRF System maintenance	234,000.00	4,495.89	138,650.44	36,951.99	59.25
20-21-6350	Computer maintenance	109,250.00	4,135.05	68,706.50	4,154.10	62.89
20-21-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00	0.00
20-21-6410	Mileage	2,000.00	34.91	522.91	0.00	26.15
20-21-6420	Staff training	23,000.00	544.60	15,644.41	0.00	68.02
20-21-6430	Certifications	5,000.00	0.00	240.00	0.00	4.80
20-21-6440	Board travel & training	3,000.00	85.37	161.30	0.00	5.38
20-21-6510	Office supplies	15,000.00	463.78	9,976.41	0.00	66.51
20-21-6520	Fuel & oils	35,000.00	3,862.63	27,508.07	2,373.35	78.59
20-21-6525	Chemicals	25,000.00	0.00	5,039.83	0.00	20.16
20-21-6530	Small tools & equipment	20,200.00	0.00	5,350.51	6,310.89	26.49
20-21-6540	Safety supplies	20,100.00	891.59	26,357.74	0.00	131.13
20-21-6550	Operational Supplies	20,000.00	3,070.45	21,811.95	0.00	109.06
20-21-6560	Uniforms	14,000.00	2,046.11	14,409.26	0.00	102.92
20-21-6590	Other supplies	20,000.00	2,506.88	7,716.34	2,326.55	38.58
20-21-6610	Board compensation	1,000.00	59.50	263.36	0.00	26.34
20-21-6720	Insurance	90,000.00	50,690.00	116,776.80	0.00	129.75
20-21-6730	Communications	4,000.00	116.92	528.68	0.00	13.22
20-21-6750	Other purchased services	0.00	1,233.69	12,453.55	0.00	0.00
20-21-6760	Equipment Rental	0.00	0.00	0.00	0.00	0.00
20-21-6770	Bank charges	25,000.00	3,956.36	48,428.51	0.00	193.71
20-21-6780	Taxes & fees	68,500.00	3,911.03	47,252.56	0.00	68.98
20-21-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,411,350.00</i>	<i>136,797.71</i>	<i>1,131,446.85</i>	<i>62,414.95</i>	<i>80.17</i>
	Wastewater-Plant	3,018,850.00	256,994.60	2,406,095.44	62,414.95	79.70
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	665,000.00	57,130.53	635,993.34	0.00	95.64
20-22-5120	Temporary/Seasonal employees	22,000.00	0.00	2,058.57	0.00	9.36
20-22-5130	Overtime	40,000.00	372.24	9,191.80	0.00	22.98
20-22-5210	Employee Ins-Expense	130,000.00	10,334.35	116,973.69	0.00	89.98
20-22-5230	Social Security	56,000.00	4,374.55	48,135.81	0.00	85.96
20-22-5240	Retirement	140,000.00	8,620.18	92,903.99	0.00	66.36
20-22-5250	TrimetWBF	6,000.00	450.32	5,038.94	0.00	83.98
20-22-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	10,000.00	0.00	14,348.56	0.00	143.49
20-22-5290	Other employee benefits	4,800.00	3.80	42.05	0.00	0.88
	<i>Personnel Services</i>	<i>1,082,800.00</i>	<i>81,285.97</i>	<i>924,686.75</i>	<i>0.00</i>	<i>85.40</i>
	<i>Materials & Services</i>					
20-22-6110	Legal services	75,000.00	2,903.77	23,315.44	0.00	31.09
20-22-6120	Accounting & audit services	4,500.00	160.00	2,520.00	0.00	56.00
20-22-6155	Contracted Services	65,500.00	3,113.60	33,256.54	0.00	50.77
20-22-6180	Dues & subscriptions	5,000.00	305.77	3,700.71	0.00	74.01
20-22-6220	Electricity	10,000.00	-3,774.26	1,053.75	0.00	10.54
20-22-6230	Telephone	21,000.00	917.22	10,709.36	0.00	51.00
20-22-6240	Natural gas	3,500.00	72.65	925.05	0.00	26.43

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-6290	Other utilities	8,500.00	53.28	8,271.63	0.00	97.31
20-22-6310	Janitorial services	6,500.00	281.70	3,188.24	0.00	49.05
20-22-6320	Buildings & grounds	3,000.00	38.32	4,546.29	0.00	151.54
20-22-6330	Vehicle & equipment maint.	6,000.00	693.36	10,599.10	1,248.31	176.65
20-22-6342	Collection system maint.	80,000.00	-13,492.50	50,371.40	21,403.40	62.96
20-22-6350	Computer maintenance	35,250.00	1,229.33	46,825.58	0.00	132.84
20-22-6390	Other repairs & maintenance	10,000.00	0.00	6,684.53	0.00	66.85
20-22-6410	Mileage	1,500.00	14.22	470.29	0.00	31.35
20-22-6420	Staff training	11,000.00	-114.29	4,630.46	0.00	42.10
20-22-6430	Certifications	900.00	0.00	995.00	0.00	110.56
20-22-6440	Board travel & training	1,500.00	85.38	161.31	0.00	10.75
20-22-6510	Office supplies	12,000.00	225.28	4,689.56	0.00	39.08
20-22-6520	Fuel & oils	7,500.00	516.96	5,671.24	0.00	75.62
20-22-6530	Small tools & equipment	10,000.00	7,042.12	10,804.27	0.00	108.04
20-22-6540	Safety supplies	3,000.00	271.15	3,529.51	0.00	117.65
20-22-6550	Operational Supplies	6,000.00	109.50	1,339.27	990.72	22.32
20-22-6560	Uniforms	8,000.00	306.61	5,674.49	0.00	70.93
20-22-6610	Board compensation	500.00	59.50	238.26	0.00	47.65
20-22-6720	Insurance	24,000.00	0.00	22,986.49	0.00	95.78
20-22-6730	Communications	25,000.00	301.13	646.39	0.00	2.59
20-22-6750	Other purchased services	0.00	285.44	2,961.18	0.00	0.00
20-22-6770	Bank charges	15,000.00	1,775.43	11,257.15	0.00	75.05
20-22-6780	Taxes & fees	5,000.00	925.23	4,540.83	0.00	90.82
20-22-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00	0.00
	<i>Materials & Services</i>	<i>464,650.00</i>	<i>4,305.90</i>	<i>294,113.32</i>	<i>23,642.43</i>	<i>63.30</i>
	Wastewater-Collections	1,547,450.00	85,591.87	1,218,800.07	23,642.43	78.76
20	Wastewater Reclam.	9,017,803.00	291,693.49	9,103,547.40	-86,057.38	100.95
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-3,114,971.00	0.00	-2,999,483.92	0.00	96.29
	<i>Beginning Fund Balance</i>	<i>-3,114,971.00</i>	<i>0.00</i>	<i>-2,999,483.92</i>	<i>0.00</i>	<i>96.29</i>
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,456,000.00	121,803.56	1,342,515.27	0.00	92.21
30-00-4215	Penalties & late charges	5,000.00	169.37	1,496.71	0.00	29.93
30-00-4240	Service installations	40,000.00	4,791.50	58,487.55	0.00	146.22
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00	0.00
30-00-4300	Grant Revenue	250,000.00	200,133.00	200,133.00	0.00	80.05
30-00-4610	Investment revenue	35,000.00	0.00	0.10	0.00	0.00
30-00-4630	Miscellaneous revenues	5,000.00	14.03	2,836.18	0.00	56.72
	<i>Revenue</i>	<i>1,796,000.00</i>	<i>326,911.46</i>	<i>1,605,468.81</i>	<i>0.00</i>	<i>89.39</i>
	NonDivisional	4,910,971.00	326,911.46	4,604,952.73	0.00	93.77
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	424,000.00	30,217.51	316,668.39	0.00	74.69
30-23-5120	Temporary/Seasonal employees	10,000.00	0.00	3,136.26	0.00	31.36
30-23-5130	Overtime	16,000.00	1.96	713.34	0.00	4.46
30-23-5210	Employee Ins-Expense	75,000.00	5,744.45	59,021.25	0.00	78.70
30-23-5230	Social Security	36,500.00	2,291.01	23,498.99	0.00	64.38
30-23-5240	Retirement	90,000.00	4,851.31	50,501.26	0.00	56.11
30-23-5250	Trimet/WBF	3,900.00	235.08	2,460.46	0.00	63.09
30-23-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	5,100.00	0.00	3,799.40	0.00	74.50
30-23-5290	Other employee benefits	3,000.00	5.80	65.21	0.00	2.17
	<i>Personnel Services</i>	<i>668,500.00</i>	<i>43,347.12</i>	<i>459,864.56</i>	<i>0.00</i>	<i>68.79</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials & Services</i>					
30-23-6110	Legal services	70,000.00	20,147.97	38,157.54	0.00	54.51
30-23-6120	Accounting & audit services	9,000.00	220.00	3,465.00	0.00	38.50
30-23-6155	Contracted Services	47,500.00	6,636.13	54,059.19	962.25	113.81
30-23-6180	Dues & subscriptions	10,000.00	154.58	4,711.43	0.00	47.11
30-23-6220	Electricity	2,000.00	92.20	1,371.91	0.00	68.60
30-23-6230	Telephone	10,000.00	484.48	5,135.97	0.00	51.36
30-23-6240	Natural gas	1,500.00	60.04	835.80	0.00	55.72
30-23-6290	Other utilities	5,000.00	18.04	547.32	0.00	10.95
30-23-6310	Janitorial services	4,500.00	429.19	4,160.41	0.00	92.45
30-23-6320	Buildings & grounds	8,000.00	842.41	11,008.23	0.00	137.60
30-23-6330	Vehicle & equipment maint.	4,500.00	0.00	2,983.25	0.00	66.29
30-23-6340	System maintenance	10,000.00	0.00	570.00	0.00	5.70
30-23-6350	Computer maintenance	49,500.00	600.65	39,456.88	0.00	79.71
30-23-6390	Other repairs & maintenance	5,000.00	0.00	576.23	0.00	11.52
30-23-6410	Mileage	2,000.00	21.67	894.90	0.00	44.75
30-23-6420	Staff training	9,000.00	376.78	7,591.05	0.00	84.35
30-23-6430	Certifications	500.00	0.00	405.00	0.00	81.00
30-23-6440	Board travel & training	1,500.00	165.72	312.23	0.00	20.82
30-23-6510	Office supplies	10,000.00	343.43	6,345.42	0.00	63.45
30-23-6520	Fuel & oils	2,500.00	286.54	2,662.18	0.02	106.49
30-23-6530	Small tools & equipment	5,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety supplies	2,500.00	714.49	2,138.09	0.00	85.52
30-23-6550	Operational Supplies	4,000.00	0.00	1,682.00	0.00	42.05
30-23-6560	Uniforms	1,500.00	58.36	1,069.62	0.00	71.31
30-23-6610	Board compensation	1,000.00	115.50	455.30	0.00	45.53
30-23-6720	Insurance	12,000.00	0.00	8,728.13	0.00	72.73
30-23-6730	Communications	85,000.00	20,182.38	53,329.45	2,500.00	62.74
30-23-6750	Other purchased services	11,000.00	0.00	2,070.91	0.00	18.83
30-23-6770	Bank charges	10,000.00	1,011.20	7,830.49	0.00	78.30
30-23-6780	Taxes & fees	2,000.00	10.81	49.97	0.00	2.50
30-23-6900	Miscellaneous expense	100.00	0.00	100.00	0.00	100.00
	<i>Materials & Services</i>	<i>396,100.00</i>	<i>52,972.57</i>	<i>262,703.90</i>	<i>3,462.27</i>	<i>66.32</i>
	Watershed Protection	1,064,600.00	96,319.69	722,568.46	3,462.27	67.87
30	Watershed Protection	3,846,371.00	230,591.77	3,882,384.27	-3,462.27	100.94
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	-782,263.00	0.00	-783,052.64	0.00	100.10
	<i>Beginning Fund Balance</i>	<i>-782,263.00</i>	<i>0.00</i>	<i>-783,052.64</i>	<i>0.00</i>	<i>100.10</i>
	<i>Revenue</i>					
40-00-4610	Investment revenue	11,885.00	1,236.24	25,159.23	0.00	211.69
40-00-4701	Interest Subsidy	121,338.00	0.00	122,728.79	0.00	101.15
	<i>Revenue</i>	<i>133,223.00</i>	<i>1,236.24</i>	<i>147,888.02</i>	<i>0.00</i>	<i>111.01</i>
	NonDivisional	915,486.00	1,236.24	930,940.66	0.00	101.69
	Debt Service					
	<i>Materials & Services</i>					
40-24-6811	2010 IFA Loan Principal	360,936.00	0.00	360,936.00	0.00	100.00
40-24-6812	2010 GO Bond Principal	1,080,000.00	1,080,000.00	1,080,000.00	0.00	100.00
40-24-6821	2010 GO Bond Interest	88,000.00	44,000.00	88,000.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	290,561.00	0.00	290,560.94	0.00	100.00
	<i>Materials & Services</i>	<i>1,819,497.00</i>	<i>1,124,000.00</i>	<i>1,819,496.94</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	1,819,497.00	1,124,000.00	1,819,496.94	0.00	100.00
40	WW GO Debt Service	-904,011.00	-1,122,763.76	-888,556.28	0.00	98.29

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
50	WW Revenue Bond					
	Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	-1,214,204.00	0.00	-1,215,130.52	0.00	100.08
	<i>Beginning Fund Balance</i>	-1,214,204.00	0.00	-1,215,130.52	0.00	100.08
	<i>Revenue</i>					
50-00-4610	Investment revenue	11,074.00	2,854.09	27,002.48	0.00	243.84
	<i>Revenue</i>	11,074.00	2,854.09	27,002.48	0.00	243.84
	NonDivisional	1,225,278.00	2,854.09	1,242,133.00	0.00	101.38
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	876,670.00	0.00	876,670.00	0.00	100.00
50-24-6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	370,772.00	0.00	370,772.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	379,326.00	189,662.50	379,325.00	0.00	100.00
	<i>Materials & Services</i>	1,626,768.00	189,662.50	1,626,767.00	0.00	100.00
	Debt Service	1,626,768.00	189,662.50	1,626,767.00	0.00	100.00
50	WW Revenue Bond	-401,490.00	-186,808.41	-384,634.00	0.00	95.80
	Debt Service					
71	Drinking Water					
	Capital					
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	5,000.00	7,563.54	66,937.57	0.00	1,338.75
71-00-4650	Proceeds from borrowing	1,300,000.00	0.00	1,320,000.00	0.00	101.54
	<i>Revenue</i>	1,305,000.00	7,563.54	1,386,937.57	0.00	106.28
	NonDivisional	1,305,000.00	7,563.54	1,386,937.57	0.00	106.28
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	1,350,000.00	0.00	683,971.82	2,100.00	50.66
71-20-7300	Buildings & improvements	12,000.00	0.00	0.00	7,000.00	0.00
71-20-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	2,013.50	0.00
71-20-7520	Equipment	0.00	0.00	15,955.00	0.00	0.00
71-20-7530	Software	17,500.00	0.00	5,530.98	0.00	31.61
71-20-7540	Vehicles	32,000.00	0.00	34,113.02	0.00	106.60
71-20-7600	Capital Improvement Projects	300,000.00	6,760.50	104,302.59	11,739.95	34.77
	<i>Capital Outlay</i>	1,721,500.00	6,760.50	843,873.41	22,853.45	49.02
	Drinking Water	1,721,500.00	6,760.50	843,873.41	22,853.45	49.02
71	Drinking Water	-416,500.00	803.04	543,064.16	-22,853.45	-130.39
	Capital					
72	Wastewater					
	Reclamation Capital					
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment revenue	7,500.00	10,133.49	107,308.21	0.00	1,430.78
72-00-4630	Miscellaneous revenues	0.00	216,532.92	216,532.92	0.00	0.00
72-00-4640	Proceeds from sale of capital	1,500,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	<i>1,507,500.00</i>	<i>226,666.41</i>	<i>323,841.13</i>	<i>0.00</i>	<i>21.48</i>
	NonDivisional	1,507,500.00	226,666.41	323,841.13	0.00	21.48
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	1,500,000.00	17,073.22	50,704.05	0.00	3.38
72-21-7400	Improvement other than Bldgs	5,000.00	0.00	0.00	2,979.98	0.00
72-21-7520	Equipment	0.00	0.00	2,067.38	0.00	0.00
72-21-7530	Software	13,400.00	0.00	4,355.93	0.00	32.51
72-21-7540	Vehicles	31,000.00	0.00	5,370.00	0.00	17.32
72-21-7600	Capital Improvement Projects	1,220,000.00	83,592.50	684,289.14	266,269.01	56.09
	<i>Capital Outlay</i>	<i>2,769,400.00</i>	<i>100,665.72</i>	<i>746,786.50</i>	<i>269,248.99</i>	<i>26.97</i>
	Wastewater-Plant	2,769,400.00	100,665.72	746,786.50	269,248.99	26.97
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7400	Improvements other than Bldgs	5,000.00	0.00	0.00	1,288.64	0.00
72-22-7520	Equipment	60,000.00	0.00	57,584.00	0.00	95.97
72-22-7530	Software	13,400.00	0.00	2,486.66	0.00	18.56
72-22-7540	Vehicles	0.00	0.00	27,679.98	0.00	0.00
72-22-7600	Capital Improvement Projects	500,000.00	0.00	223.33	5,869.97	0.04
	<i>Capital Outlay</i>	<i>578,400.00</i>	<i>0.00</i>	<i>87,973.97</i>	<i>7,158.61</i>	<i>15.21</i>
	Wastewater-Collections	578,400.00	0.00	87,973.97	7,158.61	15.21
72	Wastewater Reclamation Capital	-1,840,300.00	126,000.69	-510,919.34	-276,407.60	27.76
73	Watershed Protection Capital					
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	5,000.00	4,143.04	48,572.84	0.00	971.46
73-00-4640	Proceeds from sale of capital	300,000.00	200,000.00	200,000.00	0.00	66.67
	<i>Revenue</i>	<i>305,000.00</i>	<i>204,143.04</i>	<i>248,572.84</i>	<i>0.00</i>	<i>81.50</i>
	NonDivisional	305,000.00	204,143.04	248,572.84	0.00	81.50
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	1,771.88	0.00
73-23-7520	Equipment	71,000.00	0.00	0.00	0.00	0.00
73-23-7530	Software	8,200.00	0.00	4,106.13	0.00	50.07
73-23-7540	Vehicles	0.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,920,000.00	33,458.65	1,853,197.63	14,920.11	96.52
	<i>Capital Outlay</i>	<i>2,009,200.00</i>	<i>33,458.65</i>	<i>1,857,303.76</i>	<i>16,691.99</i>	<i>92.44</i>
	Watershed Protection	2,009,200.00	33,458.65	1,857,303.76	16,691.99	92.44
73	Watershed Protection Capital	-1,704,200.00	170,684.39	-1,608,730.92	-16,691.99	94.40



Wgt'lgth
Rtkpwg' 8B4423; '32-5: 32'CO
Rgtkqf '33''33
Huecni' gct'423;

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Tgxgpwg	Tgxgpwg					
6433	Y cvgt'ucrgu	/5.862.222022	/5.382.68703	/4: 5.6; 704	/5.665.; 83045	; 6083
6434	Y cvgy cvgt'ugt'xleg'ej cti gu	/9.; 9: .722022	/8.587.483047	/823.; 9: 0 9	/8.; 89.462084	; 9053
6435	Y cvgt'gf 'rt'q'ge'v'kp'ggu	/3.678.222022	/3.442.93303	/343.: 25078	/3.564.737049	; 4043
6437	Rgpcnkgu'(' 'rcv'ej cti gu	/77.222022	/42.5: 204:	/4.2890 5	/44.66: 043	620 3
6442	U'ungo 'f'gxgnr'o gpv'ej cti gu	/397.222022	/844.: 72022	/55.437022	/878.287022	5960 ;
6452	Eqpvtcev'ugt'xlegu	/54.222022	/45.; 6: 09	/: .222022	/53.; 6: 09	; ; 0 6
6462	Ugt'xleg'lpucm'v'kp'u	/: 2.222022	/346.: 6: 055	/: .8; 8072	/355.7660 5	3880 5
64: 2	Tgpw'(' 'f'g'cugu	/362.222022	/348.474074	/32.925066	/358.; 770 8	; 90 5
64: 2	Qvj gt'ej cti gu'hqt'ugt'xlegu	/32.222022	/5: .: 47078	/422022	/5; .247078	5; 2048
6522	I tcpv'Tgxgpwg	/472.222022	202	/422.355022	/422.355022	; 2027
6832	Kpxguo gpv'tgxgpwg	/372.67; 022	/46; .379063	/49.96509	/498.; 23002	3: 6026
6852	O kuegm'pg'q'u'tgxgpwgu	/57.222022	/58.859083	/45.; ; 260 9	/498.76406:	9; 2084
6862	Rtqeggf u'htqo 'ucrg'q'h'ecr kcn	/3.: 22.222022	2022	/422.222022	/422.222022	33083
6872	Rtqeggf u'htqo 'dqttqy kpi	/3.522.222022	/3.542.222022	2022	/3.542.222022	323076
6923	Kpvtgu'U'wdukf {	/343.55: 022	/344.94: 09	2022	/344.94: 09	323087
6: 33	Vt'p'ugtu'lp'htqo 'Hwpf '32	/4.922.222022	/4.8; 4.5250 8	/5: .: 6: 09	/4.8; 8.3730 5	; ; 0 8
6: 34	Vt'p'ugtu'lp'htqo 'Hwpf '42	/: .525.; 57022	/9.943.996024	/4: 3.2: 206;	/: .234.: 76073	; 806;
6: 35	Vt'p'ugtu'lp'htqo 'Hwpf '52	/5.822.222022	/5.693.; 26096	/56.269085	/5.727.; 74059	; 905;
Tgxgpwg	Tgxgpwg	53.: 4: .454022	49.53: .272078	4.288.; 3: 089	4; .5: 6.; 8; 045	; 4054
Gzr gpug	Gzr gpug					
7332	Tgi wxt'go r mq'ggu	5.2: .: .222022	4.574.55602:	457.27; 08:	4.7: 9.5; 5048	; 508
7342	Vgo r qtct'Ugcuqpcr'go r mq'ggu	; 4.222022	53.769044	2022	53.769044	5604;
7352	Qxgt'v'o g	376.222022	83.: 46076	9.85: 07	8; .68504;	67083
7432	Go r mq'gg'k'p'u'Gzr gpug	852.222022	652.857078	65.66404:	696.2990 6	97047
7452	Uqekcni'Uge'w'k'f	475.222022	3: 2.8540 7	3: .532086	3; .: ; 640 ;	9: 085
7462	Tgw't'go gpv	844.222022	589.8: 8087	59.986095	627.6720 :	8708;
7472	Vt'lo gy	49.322022	3: .: 75086	3.: : 60 ;	42.95: 085	98075
7482	Wpgo r mq{o gpv	58.722022	5.342022	2022	5.342022	: 077
7492	Y qtngr'u'eqo r gpucv'k'p	62.322022	57.723099	2022	57.723099	:: 075
74: 2	Qvj gt'go r mq'gg'd'gpg'k'u	43.; 22022	495087	49077	523042	305:
8332	Ng'c'ni'ugt'xlegu	622.222022	374.477079	57.972054	3: .: .2270 ;	69022
8342	Ceeqwpv'kpi' (" 'cwf'k'v'ugt'xlegu	49.222022	36.; 97086	3.222022	37.; 97086	7; 089
8377	Eqpvtcev'f'Ugt'xlegu	59: .: 22022	47: .597064	44.787059	4: 2.; 6209;	96089
83: 2	F'v'gu'(' 'u'wduet'k'v'k'p'u	77.222022	58.: 540 ;	3.389027	5: .222026	8; 02;
83: 2	Qvj gt'r'q'ht'gu'k'qpcr'ni'(' 'vej' 'uxeu	2022	2022	2022	2022	2022
8442	Grg'v't'k'k'f	529.222022	475.923089	45.935022	499.636089	; 2058
8452	Vgnr'j'q'p'g	98.222022	67.797064	6.29209:	6; .868042	87054
8462	P'cw'c'ni' cu	35.722022	7.233068	663084	7.67502:	6205;
8472	Uq'rk'f'y'c'v'g'f'kur'qucn	97.222022	76.67: 0 :	; ; 56042	86.5; 508:	; 70 8
84: 2	Qvj gt'w'k'k'k'k'g'g	42.722022	39.; 9304	39: 086	3: .36; 0 8	:: 076
8532	Lcp'q'k'c'ni'ugt'xlegu	63.722022	3: .646079	4.25; 0 9	42.686066	6; 053
8542	Dw'k'f'k'p'i' u'(' 'i' t'q'w'p'f'u	68.222022	73.893048	6.3740 5	77.: 4608;	343058
8552	X'g'j'k'eng'(' 'gs'w'k'r'o'gpv'o'cl'p'v'o	83.722022	6; .737086	6.6: 9083	76.22407	; 90 3
8562	F'k'w't'k'd'w'k'p'u'ug'o'cl'p'v	482.222022	366.584046	47.4; 50 4	38; .878028	87047
8564	Eq'm'ge'v'k'p'u'ug'o'cl'p'v'o	536.222022	3; .: .23: 067	/: .; ; 8083	3; .: .2430 6	82042
8572	Eq'o'r'w'g't'o'cl'p'v'p'c'p'eg	464.722022	425.6; 7077	9.37; 068	432.877023	; 80 9
85: 2	Qvj gt't'r'g'c'k'k'u'(' 'o'cl'p'v'p'c'p'eg	87.222022	4: .3; ; 067	3.55507:	4; .755026	67066
8632	O'k'g'c'i' g	9.222022	4.49: 099	3240 ;	4.5: 3098	56025
8642	U'c'h'i't'c'k'p'k'p'i	82.722022	58.74405:	3.: : 809:	5: .62; 088	8506;
8652	E'g't'w'h'ec'v'k'p'u	9.622022	4.477022	2022	4.477022	52069
8662	D'q'c't'f't'c'x'g'ni'(' 't'c'k'p'k'p'i	: .722022	6660 :	72408;	; 69029	33086
8732	Q'h'he'g'lw'r'r'ng'u	74.222022	4; .26808;	3.63808:	52.685059	7: 07:

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% Expend	Collect
6520	Fuel & oils	70,000.00	45,887.70	6,365.71	52,253.41		74.65
6525	Chemicals	25,000.00	5,039.83	0.00	5,039.83		20.16
6530	Small tools & equipment	50,200.00	12,712.08	13,928.43	26,640.51		53.07
6540	Safety supplies	37,600.00	39,446.63	2,454.88	41,901.51		111.44
6550	Operational Supplies	31,500.00	23,624.94	3,341.71	26,966.65		85.61
6560	Uniforms	27,500.00	18,978.20	2,411.08	21,389.28		77.78
6590	Other supplies	20,000.00	5,209.46	2,506.88	7,716.34		38.58
6610	Board compensation	3,200.00	1,075.00	350.00	1,425.00		44.53
6710	Purchased water	1,050,000.00	756,851.26	65,441.93	822,293.19		78.31
6720	Insurance	156,000.00	130,774.00	50,690.00	181,464.00		116.32
6730	Communications	123,000.00	36,783.91	24,000.93	60,784.84		49.42
6740	Advertising	1,000.00	0.00	0.00	0.00		0.00
6750	Other purchased services	11,000.00	15,966.51	1,519.13	17,485.64		158.96
6760	Equipment Rental	5,000.00	720.41	0.00	720.41		14.41
6770	Bank charges	80,000.00	88,392.81	9,408.61	97,801.42		122.25
6780	Taxes & fees	95,500.00	54,321.44	5,302.61	59,624.05		62.43
6810	2010 SRF Loan Principal	876,670.00	876,670.00	0.00	876,670.00		100.00
6811	2010 IFA Loan Principal	360,936.00	360,936.00	0.00	360,936.00		100.00
6812	2010 GO Bond Principal	1,080,000.00	0.00	1,080,000.00	1,080,000.00		100.00
6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00		0.00
6814	Principal Payment	0.00	57,643.76	0.00	57,643.76		0.00
6820	2010 SRF Loan Interest	370,772.00	370,772.00	0.00	370,772.00		100.00
6821	2010 GO Bond Interest	88,000.00	44,000.00	44,000.00	88,000.00		100.00
6822	2010 IFA Loan Interest	290,561.00	290,560.94	0.00	290,560.94		100.00
6823	JPM Bank Loan Interest	379,326.00	189,662.50	189,662.50	379,325.00		100.00
6824	Interest Paid	0.00	4,913.85	0.00	4,913.85		0.00
6900	Miscellaneous expense	1,100.00	15,548.93	-248.93	15,300.00		1,390.91
6910	Cash overshort	0.00	19.00	0.00	19.00		0.00
7200	Infrastructure	1,350,000.00	683,971.82	0.00	683,971.82		50.66
7300	Buildings & improvements	1,512,000.00	33,630.83	17,073.22	50,704.05		3.35
7400	Improvement other than Bldgs	30,000.00	0.00	0.00	0.00		0.00
7520	Equipment	131,000.00	75,606.38	0.00	75,606.38		57.71
7530	Software	52,500.00	16,479.70	0.00	16,479.70		31.39
7540	Vehicles	63,000.00	67,163.00	0.00	67,163.00		106.61
7600	Capital Improvement Projects	3,940,000.00	2,518,201.04	123,811.65	2,642,012.69		67.06
7710	Disposal of fixed assets	0.00	597,897.00	0.00	597,897.00		0.00
8140	Transfers out - Fund 40	1,548,123.00	1,290,102.50	129,010.25	1,419,112.75		91.67
8150	Transfers out - Fund 50	1,755,812.00	1,463,176.69	146,317.66	1,609,494.35		91.67
8171	Transfers out - Fund 71	2,700,000.00	2,692,303.86	3,848.07	2,696,151.93		99.86
8172	Transfers out - Fund 72	5,000,000.00	4,968,494.83	15,752.58	4,984,247.41		99.68
8173	Transfers out - Fund 73	3,600,000.00	3,471,904.74	34,047.63	3,505,952.37		97.39
9000	Contingency	2,944,509.00	0.00	0.00	0.00		0.00
Expense	Expense	37,345,109.00	26,411,245.76	2,453,323.94	28,864,569.70		77.29
Grand Total		-5,516,877.00	906,804.80	-386,405.27	520,399.53		-0.0943
Fund Balance		0.00	0.00	0.00	0.00		0
Total							
Revenue Total		31,828,232.00	27,318,050.56	2,066,918.67	29,384,969.23		0.9232
Expense Total		37,345,109.00	26,411,245.76	2,453,323.94	28,864,569.70		0.7729



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Checks for May 2019
Item No.: 3_aiv
Date: June 18, 2019

Background

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

Issue

The District needs formal authorization of May checks numbered 42489 through 42605 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$2,145,497.64. Attached you will find a report showing all checks and electronic withdrawals for May 2019. There were twelve (12) voided checks for the month.

Recommendations

It is recommended to the Board that checks numbered 42489 through 42605 and electronic withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

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

Attachments

1. Accela Checks by Date Report for May 2019

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 06/06/2019 - 5:13PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	5/1/2019	Corporate Trust Services Wells Fargo Bank, NA		AP		5/31/2019	1,124,000.00
0	5/1/2019	Chase		AP		5/31/2019	189,662.50
0	5/2/2019	Check Commerce		AP		5/31/2019	150.00
0	5/9/2019	Wells Fargo Remittance Center		AP		5/31/2019	12,459.51
0	5/10/2019	TSYS		AP		5/31/2019	5,924.96
14180510	5/10/2019	Public Employees	PERS Adjustment	BRX		5/31/2019	-0.02
0	5/13/2019	Wells Fargo Banks		AP		5/31/2019	1,129.45
0	5/15/2019	Oregon DOR - State Transit Tax		AP		5/31/2019	105.88
0	5/15/2019	IRS Dept of The Treasury		AP		5/31/2019	30,676.16
0	5/15/2019	OR Dept of Justice, Div of Child Support		AP		5/31/2019	150.00
0	5/15/2019	Oregon Department Of Revenue		AP		5/31/2019	8,496.84
0	5/15/2019	Nationwide Retirement Solutions		AP		5/31/2019	1,575.00
0	5/15/2019	VALIC c/o JP Morgan Chase		AP		5/31/2019	2,690.00
0	5/15/2019	Public Employees		AP		5/31/2019	25,662.53
0	5/15/2019	Corporate Trust Services Wells Fargo Bank, NA		AP			400.00
0	5/15/2019	Employee Paycheck Direct Deposit Batch	DD 00001.05.2019	PR		5/31/2019	71,016.44
13660522	5/22/2019	Oregon Department Of Revenue	iWire Filing Fee	BRX		5/31/2019	100.00
14180528	5/28/2019	Public Employees	PERS Adjustment	BRX		5/31/2019	-0.01
14180529	5/28/2019	Public Employees	PERS Admin Fee	BRX		5/31/2019	25.90
0	5/31/2019	Oregon Department Of Revenue		AP			9,025.48
0	5/31/2019	Public Employees		AP			26,664.11
0	5/31/2019	Oregon DOR - State Transit Tax		AP			110.34
0	5/31/2019	VALIC c/o JP Morgan Chase		AP			2,690.00
0	5/31/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	5/31/2019	IRS Dept of The Treasury		AP			32,293.05
0	5/31/2019	Nationwide Retirement Solutions		AP			1,575.00
0	5/31/2019	Employee Paycheck Direct Deposit Batch	DD 00002.05.2019	PR		5/31/2019	73,097.06
13660531	5/31/2019	Oregon Department Of Revenue	iWire Filing Fee	BRX			-100.00
14180531	5/31/2019	Public Employees	PERS Admin Fee	BRX			-25.90

ACH Disbursement Activity Subtotal 1,619,704.28
 Voided ACH Activity 0.00
 Adjusted ACH Disbursement Activity Subtotal 1,619,704.28

Paper Check Disbursement Activity

40045	9/1/2017	PNCWA - LWR Columbia Sect		AP	Void		380.00
40167	10/4/2017	Adam Schlabach		AP	Void		62.26
40171	10/6/2017	Clarissa Buchholz	Stale dated checks reissued	AP	Void		1,000.00
40617	2/1/2018	Peter Green	or sent to Unclaimed	AP	Void		846.51
40819	3/16/2018	Daniel Vasic	Property	AP	Void		15.20
41679	10/16/2018	LOS NINOS CUENTAN		AP	Void		923.67
41825	11/15/2018	Portland General Electric		AP	Void		3,834.78
42254	3/15/2019	City Of Gladstone		AP	Void		411.04
42337	3/29/2019	KUSTOM BUILT CONSTRUCTION		AP	Void		142.50
42489	5/15/2019	Employee Paycheck	Printer error needed to	PR	Void		0.00
42490	5/15/2019	Employee Paycheck	reprint	PR	Void		0.00
42491	5/15/2019	Employee Paycheck		PR	Void		0.00
42492	5/15/2019	Employee Paycheck		PR		5/31/2019	765.61
42493	5/15/2019	Employee Paycheck		PR		5/31/2019	911.84
42494	5/15/2019	Employee Paycheck		PR		5/31/2019	2,119.50
42495	5/15/2019	Ace Hardware #11075		AP		5/31/2019	138.81
42496	5/15/2019	AFLAC		AP		5/31/2019	884.29
42497	5/15/2019	AFSCME Council 75		AP		5/31/2019	835.65
42498	5/15/2019	Alexin Analytical Laboratories, Inc.		AP		5/31/2019	1,105.00
42499	5/15/2019	Apex Labs		AP		5/31/2019	3,103.00
42500	5/15/2019	Aquamira		AP		5/31/2019	475.66
42501	5/15/2019	BMS Technologies		AP		5/31/2019	4,082.59
42502	5/15/2019	Cascadia Backflow		AP		5/31/2019	20.00

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 06/06/2019 - 5:13PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42503	5/15/2019	City Of Gladstone		AP		5/31/2019	5,202.61
42504	5/15/2019	City Of Milwaukie		AP		5/31/2019	1,374.68
42505	5/15/2019	Clackamas County		AP		5/31/2019	253.00
42506	5/15/2019	Comcast Cable		AP		5/31/2019	424.02
42507	5/15/2019	Consolidated Supply Co.		AP		5/31/2019	814.89
42508	5/15/2019	Cues, Inc		AP		5/31/2019	687.12
42509	5/15/2019	D&H Flagging Inc.		AP		5/31/2019	300.00
42510	5/15/2019	Daily Journal Of Commerce		AP		5/31/2019	253.50
42511	5/15/2019	Detemple Company, Inc.		AP		5/31/2019	1,051.00
42512	5/15/2019	DK Advisory Services LLC		AP		5/31/2019	1,875.00
42513	5/15/2019	Ecology In Classrooms&Outdoors		AP		5/31/2019	5,600.00
42514	5/15/2019	Ferguson Waterworks		AP		5/31/2019	10,555.56
42515	5/15/2019	Galifco Oregon		AP		5/31/2019	327.20
42516	5/15/2019	Nancy Gibson		AP		5/31/2019	350.00
42517	5/15/2019	Hach Company		AP		5/31/2019	2,634.00
42518	5/15/2019	HealthEquity		AP		5/31/2019	27.55
42519	5/15/2019	J. Thayer Company		AP		5/31/2019	783.46
42520	5/15/2019	KPTV		AP		5/31/2019	1,000.00
42521	5/15/2019	LRS Architects		AP		5/31/2019	17,073.22
42522	5/15/2019	Maverick Welding Supplies Inc		AP		5/31/2019	219.00
42523	5/15/2019	Murray, Smith & Associates Inc.		AP		5/31/2019	10,949.50
42524	5/15/2019	Napa Auto Parts - Store #07078		AP		5/31/2019	14.37
42525	5/15/2019	NCUWC		AP			10,999.21
42526	5/15/2019	Net Assets Corporation		AP		5/31/2019	520.00
42527	5/15/2019	North Clackamas Parks & Recreation District		AP		5/31/2019	75.00
42528	5/15/2019	Northstar Chemical, Inc.		AP		5/31/2019	363.75
42529	5/15/2019	Northwest Natural		AP		5/31/2019	167.46
42530	5/15/2019	Olson Bros. Service, Inc.		AP		5/31/2019	3,555.12
42531	5/15/2019	One Call Concepts, Inc.		AP		5/31/2019	757.68
42532	5/15/2019	Oregonian Publishing Company		AP		5/31/2019	145.92
42533	5/15/2019	Owen Equipment		AP		5/31/2019	12,875.00
42534	5/15/2019	Portland Engineering Inc		AP		5/31/2019	120.00
42535	5/15/2019	Portland General Electric		AP		5/31/2019	2,923.39
42536	5/15/2019	Relay Resources		AP		5/31/2019	4,990.29
42537	5/15/2019	SDIS		AP		5/31/2019	33,054.92
42538	5/15/2019	Tice Electric Company		AP		5/31/2019	176.22
42539	5/15/2019	Unifirst Corporation		AP		5/31/2019	1,539.98
42540	5/15/2019	US Bank Equipment Finance		AP		5/31/2019	220.00
42541	5/15/2019	Verizon Wireless		AP		5/31/2019	698.57
42542	5/15/2019	Waste Management Of Oregon		AP		5/31/2019	6,858.65
42543	5/15/2019	Water Environment Services		AP		5/31/2019	144.45
42544	5/15/2019	Lloyd J Webert dba Wesco		AP		5/31/2019	1,538.29
42545	5/15/2019	Greg Wenneson		AP			366.31
42546	5/15/2019	Customer Refund		AP		5/31/2019	330.64
42547	5/31/2019	Employee Paycheck		PR			866.05
42548	5/31/2019	Employee Paycheck		PR		5/31/2019	1,532.43
42549	5/31/2019	Employee Paycheck		PR		5/31/2019	2,119.14
42550	5/31/2019	Ace Hardware #11075		AP			144.31
42551	5/31/2019	AFLAC		AP			884.29
42552	5/31/2019	AFSCME Council 75		AP			835.65
42553	5/31/2019	AnswerNet		AP			141.22
42554	5/31/2019	Aquamira		AP			1,887.27
42555	5/31/2019	AUCA Western First Aid & Safety Lockbox		AP			337.92
42556	5/31/2019	Bend Mailing Services LLC		AP			3,602.32
42557	5/31/2019	BendTel Inc		AP			155.83
42558	5/31/2019	Customer Refund		AP			2.82
42559	5/31/2019	Aleah Binkowski-Burk		AP			102.99
42560	5/31/2019	Brown And Caldwell		AP			1,338.50
42561	5/31/2019	Bullard Law		AP			26,067.82
42562	5/31/2019	Cable Huston LLP		AP			9,682.50

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 06/06/2019 - 5:13PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
42563	5/31/2019	Cascadia Backflow		AP			2,068.14
42564	5/31/2019	Century Link		AP			747.87
42565	5/31/2019	Cintas Corporation		AP			181.27
42566	5/31/2019	Cintas Corporation - 463		AP			102.91
42567	5/31/2019	City Of Gladstone		AP			411.04
42568	5/31/2019	Consolidated Supply Co.		AP			7,052.93
42569	5/31/2019	Contractor Supply		AP			195.26
42570	5/31/2019	Convergence Networks		AP			4,071.46
42571	5/31/2019	CTX-Xerox		AP			155.13
42572	5/31/2019	D&H Flagging Inc.		AP			300.00
42573	5/31/2019	Evoqua Water Technologies LLC		AP			1,140.00
42574	5/31/2019	Fastenal		AP			2,259.46
42575	5/31/2019	Lonny Gerig		AP			1,000.00
42576	5/31/2019	Goldstreet Design Agency Inc		AP			190.00
42577	5/31/2019	Grainger, Inc.		AP			1,835.70
42578	5/31/2019	H.D. Fowler Company		AP			6,141.45
42579	5/31/2019	Hartford Insurance Company		AP			50,690.00
42580	5/31/2019	James W Fowler Co		AP			103,689.65
42581	5/31/2019	Kaiser Permanente		AP			13,454.06
42582	5/31/2019	Customer Refund		AP			142.50
42583	5/31/2019	Customer Refund		AP			923.67
42584	5/31/2019	Madison Biosolids, Inc.		AP			3,253.69
42585	5/31/2019	Merina & Company, LLP		AP			5,947.50
42586	5/31/2019	Multnomah County		AP			2,500.00
42587	5/31/2019	Napa Auto Parts - Store #07078		AP			76.46
42588	5/31/2019	NCCWC		AP			65,441.93
42589	5/31/2019	Northstar Chemical, Inc.		AP			761.50
42590	5/31/2019	Northwest Natural		AP			274.16
42591	5/31/2019	Olson Bros. Service, Inc.		AP			2,152.51
42592	5/31/2019	Pacific Power Group, LLC		AP			488.59
42593	5/31/2019	Pamplin Media Group		AP			344.95
42594	5/31/2019	Pauly, Rogers And Co., PC		AP			1,000.00
42595	5/31/2019	Portland General Electric		AP			24,624.39
42596	5/31/2019	R & L Services Inc.		AP			574.56
42597	5/31/2019	Tice Electric Company		AP			321.00
42598	5/31/2019	Traver's Cleaning Service Inc.		AP			340.00
42599	5/31/2019	Unifirst Corporation		AP			1,021.32
42600	5/31/2019	Customer Refund		AP			15.20
42601	5/31/2019	Verizon Wireless		AP			1,172.67
42602	5/31/2019	Water Systems Consulting, Inc.		AP			6,760.50
42603	5/31/2019	Greg Wenneson		AP			366.31
42604	5/31/2019	Xerox Corporation		AP			18.08
42605	5/31/2019	Xylem Water Solutions USA Inc		AP			3,252.00
Paper Check Disbursement Activity Subtotal							533,409.32
Voided Paper Check Disbursement Activity							7,615.96
Adjusted Paper Check Disbursement Activity Subtotal							525,793.36
Total Void Check Count:							12
Total Void Check Amount:							7,615.96
Total Valid Check Count:							143
Total Valid Check Amount:							2,145,497.64
Total Check Count:							155
Total Check Amount:							2,153,113.60



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
May 21, 2019

Board of Directors - Members Present:

Susan Keil, President/Chair (on phone, in meeting live for the Budget discussion on)
Kevin Williams, Secretary/Vice President
Lynn Fisher, Treasurer
Paul Gornick, Director,

Board of Directors - Members Absent:

Nancy Gibson, Director (absent),

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager
Aleah Binkowski-Burk, Human Resources and Payroll Manager
Jason Rice, District Engineer
David Mendenhall, Plant Superintendent (absent)

Kelly Stacey, Finance Director
Todd Knapp, Field Operations Superintendent,

Visitors and Consultants Present:

Julie Desimone, Partner, Moss Adams LLP
Keith Simovic, Senior Manager, Moss Adams LLP
Laurel Stevens, Assurance Senior, Moss Adams LLP
Tommy Brooks, District Attorney, Cable Huston LLP
Frederick Ploog, Local Resident
Glenn Ostapeck, Local Resident
Debbie & Kevin Fillo, Local Resident
Judy Cunningham, Local Resident
Linda Hanson, Local Resident
Rob Struthers, Local Resident
Tina Scholnick, Local Resident
Kathy Landis-Kays, Local Resident
Lara Christensen, Staff, OLWS
Becca Strohm, Staff, Ecology in Classrooms and the Outdoors
Lonny Gerig, Teacher, Rex Putnam High School
Philipp Schwarz, Student presenter, Rex Putnam High School
Faith Vadelund, Student presenter, Rex Putnam High School
Matthew Westergaard, Staff, OLWS
Ed Wilson, Local Resident
Dave Phelps, Budget Committee
Fred Swingle, Budget Committee
Eric Hofeld, Sunrise Water Authority
Gary Barth, Sunrise Water Authority Liaison
Amanda Gresen, Budget Committee
Lita Colligan, Local Resident.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

Vice President Williams called the meeting to order at 6:00 p.m. and Director Gornick led the pledge of allegiance.

2. Call for Public Comment

Vice President called for public comment. There were many members present from the Concord Oaks Homeowners Association (HOA), and several spoke, starting with Debbie Fillo, who was the first president of the HOA. She presented the Stormwater Facility Retention Agreement between OLWS and the HOA along with the information that residents in the subdivision have been paying an additional fee on their bills to have the facility kept up by the District. Unfortunately, invasive species have taken over the facility and the group was informed that there was not a budget to care for the facility. She mentioned several ideas for systemic ways to care for these water quality facilities in general and encouraged the Board to consider strengthening the water quality program. She mentioned the importance of making sure that resources will be allocated to care for facilities when and if an additional billing fee is assessed, although they understand the fee is not enough to completely take care of their facility. Kevin Fillo spoke, stating the HOA would like more information about the types of maintenance they would be authorized to perform themselves, as well as ways to control the invasive species in the facility. Linda Hanson spoke, stating her concern about the invasive species choking out other plants, and how embedded the roots of the plants are in the facility. She shared information on Black Locust, Japanese Knotweed, and Tree of Heaven and described the extent of the growth of the plants as well as the spread of their seeds. She called for action by the District in supporting the health of the watershed as well as the functionality of their specific facility.

The Board asked about the additional fee applied to the bill and staff responded some accounts pay a water quality fee at 1.5 times the base rate. The Board thanked the group for their comments and responded about their request to have staff research a response to this issue. District Engineer, Jason Rice described the stormwater program and the limited extent of its resources. He mentioned the current stormwater survey and how it will inform OLWS of the level of community interest in restructuring the program and stated that he believes the program needs to be restructured for success.

The Board asked if someone from the HOA could join the OLWS Stormwater Committee and members of OLWS staff and the group agreed. President Keil supported that idea and commented on the District taking short term immediate action to address the issue of the spread of the invasives. She added the District needs to figure out how to restructure the stormwater program for success in water quality.

Local resident and current HOA Board member, Kathy Landis-Kays volunteered to join the OLWS Stormwater Committee (she has provided her contact information), and shared their community group would like to help manage the current situation and asked for the support of the District for their group to perform much-needed maintenance on the facility. Staff responded

the agreement allows the group to act to maintain the facility and offered up the time of the OLWS Pollution Prevention Specialist and the Outreach and Program Specialist to support the group, evaluate the facility and make sure that actions taken would improve the functionality of the facility as well as improve water quality. Staff added that under the agreement, either party can cancel the relationship and end the fee payment on the bills with a 30-day notice. Kathy stated the group would discuss it and let the District know of their decision, but they would likely be taking immediate action to address the issue of the invasives.

Local Resident and HOA member Tina Scholnick commented the contractors who took care of the facility previously did not address the problem of the invasives in an appropriate manner. Staff responded they would follow up to find out why the initial work did not occur as communicated. The Board asked whether we have the staff expertise available to help the homeowners address the issue, or where the expertise would come from and suggested either Clackamas Community College or the Oregon State University's Clackamas County Extension Service. The Board described the process of dealing with certain invasives and elaborated on the type of chemical approved for use near water. The HOA added they also have connections to landscape experts in their network and reassured the group they would be mindful of the watershed level water quality goals in their actions. They thanked the Board for their time.

3. Consent Agenda

- April 2019 Financial Reports
 - Approval of April 2019 Check Run
- April 16, 2019 Board Meeting Minutes
- April 30, 2019 Special Board Meeting Minutes
- April 18, 2019 Budget Committee Meeting Minutes
- April 23, 2019 Budget Committee Meeting Minutes

Vice President turned over the meeting to Finance Director Kelly Stacey who requested questions on the consent agenda. Director Gornick asked why the percentage of personnel services was lower than the target for the fiscal year and staff responded it was because new staff hired did not come on at the beginning of the year, which makes the line item have more dollars left in it than it otherwise would [The percentage spent is lower, therefore the dollars left over at the end of the year is more than initially planned.] Treasurer Fisher asked about the water sales amount for this period being different than the rollup period in the financial reports. Staff responded they would follow up to answer this question. He asked whether H.D. Fowler and James W. Fowler are related, and staff answered they are not. Director Gornick asked for clarification of AKS, and staff responded it is the on-call engineering firm that did the design for the Silverleaf Sewer project. Director Gornick asked what the Ritz Safety LLC payment was for and staff responded it was to purchase davits for confined spaces to bring our confined space entry up to code, and added the payment was matched by a safety grant from the Special Districts Insurance Services (SDIS). He asked if the larger costs for Consolidated Supply were for meter purchases and staff responded yes. There were no further questions.

Treasurer Fisher moved to approve the consent agenda as presented. Director Gornick seconded the motion.

Ayes: 4

Nays: None

Motion carried: 4-0

4. Watershed Health Education Program (WHEP) Student Presentation from Rex Putnam High School Students

OLWS Outreach and Education Program Staff Lara Christensen introduced two students and the teacher, Lonny Gerig, from Rex Putnam's Watershed Health Education Program, and staff member Becca Strohm from non-profit partner Ecology in Classrooms and Outdoors (ECO). She described the complex relationship of the three partners in the education program, which has successfully navigated staffing and non-profit changes over the last six years of the program. The WHEP covers information about the ecology of the Pacific Northwest as well as the whole water cycle messaging and contains both in-class presentations as well as field work with nearly 100 students. She turned the presentation over to Becca Strohm to describe the work and introduce the students.

ECO staff Becca Strohm thanked the OLWS Board for their continued support of ECO, which runs both the WHEP as well as an elementary school program with local school View Acres. She introduced Philipp and Faith, the two students from Rex Putnam High School who gave a presentation about this year's WHEP. The students were very grateful for the WHEP getting them out of the classroom and into a variety of experiences in the natural world, including invasives removal, planting of native plants, macroinvertebrate identification, and plant identification. She referred to their PDF presentation (see packet). Philipp shared the information that he is an exchange student from a big city in Germany, without much experience in the environment. They removed over 1000 square feet of invasive blackberry and planted over 600 plants with their class. Faith described the positive experience of visiting the drinking water and wastewater treatment plants and commented on how well students learn when they get to be out of the classroom and in the real world.

The Board did not have any questions for the group.

5. New Auditor Introduction

Vice President Williams turned the meeting over to Finance Director Kelly Stacey, who introduced the new District audit team from Moss Adams, LLP: Julie Desimone, Partner, Keith Simovic, Senior Manager, and Laurel Stevens, Assurance Senior. Julie Desimone, the engagement reviewer and engagement partner described the audit process, which will involve Scott Simpson, the concurring review partner and quality assurance for the audit and audit plan. He is an external cold reviewer and will sign off on the audit. Keith and Laurel will be onsite conducting the audit. They clarified that they are hired by the Board of Directors and work directly for the Board. Their schedule will include preliminary audit procedures, perform final auditing and test of details, and finally will provide final audit conclusions. Along the way they will provide updates and communication about the process. Keith stated the process goes two-ways and that they expect open communication on both sides. They will issue an audited opinion on your financial statement documents for the District's June 30, 2019 financial statements, which they will present to the Board. They will also issue an additional report on whether the District, as an Oregon Municipal Corporation, is in compliance with the state's requirements to comply for public contracting and procurement processes. He presented an overview and details of the audit process over the next year, which includes several sessions of

fieldwork with testing, surveys and evaluations of risk, internal controls, Information Technology system controls, capital assets management, revenue generation, pension and benefits accounting. Laurel elaborated on the process by describing sampling for potential for fraud, examination of journal entries and details of the timeline. Julie added their auditors have significant experience in auditing and specifically with water/wastewater/stormwater. They will be providing support for the District around the increased accounting reporting requirements.

The Board expressed their support for the new auditor, their process, their commitment to transparency, and their interest in making sure the audit reveals new ways of organizing our systems effectively.

Vice-President Williams directed the group to jump ahead in the agenda to Item #10 Department Reports, allowing President Keil to transport to the rest of the meeting in person.

6. Department Reports

G.M. Chaplen started off the staff reports by announcing the recent letter sent to all district customers alerting them to the opportunity to sign up for the Backflow Testing Program. The program supports a reduced rate for backflow testing and has alerted some people to the fact they have a device that needs annual testing. There has been a variety of responses to the letter and G.M. Chaplen wanted the Board to know there was increased public awareness about the program. There is more information on the website and Dave Siefert has been responding to each inquiry with tailored staff support. Thelma Haggemiller commented the letter should have had more information about what types of appliances (irrigation, swimming pools, hot tubs, etc.) require a backflow device.

- **Finance Report:**

Finance Director Kelly Stacey described items in her staff report, including the details about timing on implementation of the Lockbox system, which they plan on rolling out for the July 1 bill. They will present the Budget for approval at the meeting tonight. She presented information about the Low-Income Program Renewal, stating there are fewer people enrolled in the program than before but there are new people signing up for the program as needed. Staff has been busy responding to backflow questions based on implementation of the new program. The Board asked what BMS stands for and staff responded Bend Mailing Services, which does the District billing.

- **Field Operations Report:**

Operations Superintendent Todd Knapp presented information about the operations team, describing photos of the collections system from his staff report. He highlighted timing on the TV crew work and described the storm system cleaning process. Water use is slightly up. The Water Meter installation will be delayed until September, when the company will return. This delay was part of the overall timeline on the project and brought the costs down significantly. The Board supported the two crews working together and reflected on the positive changes since the merger, and staff added the equipment and experiences of the two crews complement one another.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall was not able to be present for the meeting, but Plant Operator Matthew Westergaard presented David's board report and answered questions. He highlighted the lower inventories of solids and the switch to the new summer permit on May 1st, describing the importance of mixed liquor recirculation for increased seasonal nitrification and moderation of pH. The Board asked what it means when one day the pH was below 6 and staff responded this constitutes a violation of our permit with DEQ. Staff stated that DEQ acknowledged the violation and no further steps have been taken. General Manager Sarah Jo Chaplen mentioned we were able to receive the North American Clean Water Association Peak Performance Platinum Award for the last permit year, but it may jeopardize our eligibility for next year's award. She mentioned the possibility of moving to multiple tests per day, which might show that the single sample "violation" was a blip or aberration. Matthew wrapped up the report by mentioning bib replacement, painting, and cleaning the plant including aeration basin #3.

Budget Committee member Dave Phelps asked what happened to the biosolids truck and staff responded the Central Processing Unit was broken and the truck is fixed and back in service.

- **Technical Services Report:**

District Engineer Jason Rice reiterated the information about the anonymous tip to Department of Environmental Quality (DEQ) about the District's decant facility being out of regulation. He clarified the District was not storing sewage as was stated in the tip, and mentioned the District conducted tests to confirm there were no toxic bacteria in the facility and OLWS would be abandoning the facility for a new future decant. In the meantime, the District is storing soils at the Valley View Reservoir site, which may require a permit from the City of Gladstone and Clackamas County. DEQ closed out the concern with no penalty. Jason spoke to the earlier DEQ event in which a District water main break contaminated Kellogg Creek, and settled on a fine of \$7,800. OLWS will participate in a special program in which we will create a project and fund the project with the penalty. We will have to apply to have the project approved and then we will improve our environment with the penalty (in lieu of). G.M. Chaplen suggested Jason explore adding a similar program to the District Rules and Regulations, by which we could use penalties to create investments within the District. G.M. Chaplen expressed dismay about the violation but also thanked the staff for their work to remedy the situation through surface water protection training for staff, which improved the organization and hopefully lessened the fine.

He asked G.M. Chaplen to comment on the Children's Clean Water Festival. She shared how interesting it was to be a part of receiving hundreds of students into the exhibit hall at Portland Community College's Sylvania campus. She mentioned students being intrigued by the sewer treasures jar and excited to walk away with a water cycle poster. She commented again on the unique nature of working for hours on end to educate students about our message.

Jason pointed out the name change for the North Clackamas Watersheds Council, having dropped the "Urban" from their name. He mentioned NCWC's process to create a stormwater best management practices tool with the help of a Portland State University Intern, which they will share with OLWS in June.

He updated the Board on the Boardman Wetland Project, which will enter the sewer repair portion of the project as soon as the season allows. The Board asked when the “dip” near Jennings Road will be dry and staff responded the problem is the area collects sediment from upstream activities, which fills the low area and then causes flooding. While the District has a sewer easement on part of the area to maintain the sewer line, the easement does not allow for maintenance of the wetland in the area. Jason has suggested the contractor will repair the area adjacent to the road up to the level of Clackamas County’s requirements, or better, and then he will ask the property owners to effectively manage their wetland property to help reduce flooding in the area. We will have to use code enforcement if they do not respond. He suggested the owners might want OLWS to manage the area in the future, for a fee.

The Board stated the public perception of the flooding is that OLWS has caused it. Staff responded the District replaced the box culvert in the area in the late 2000’s but did not raise the road at the time. The responsibility for the issue is on the homeowners for that area of wetland.

Vice-President Williams returned to Item #6 Supplemental Budget, on the agenda now that President Susan Keil has arrived in person.

7. Supplemental Budget 2019 – Resolution No. 19-02

Finance Director Kelly Stacey provided the overview that the District will be transferring \$350,000 from contingency into the Watershed Protection Capital Fund to cover the costs of the Boardman Wetland Project being higher than budgeted because of the changes in costs of materials. Part of the expense will be reimbursed, but we have to appropriate the money in order to spend it, before being reimbursed. The other part of the cost adjustment is for payment of the vector truck. It was originally budgeted in the Watershed Protection Capital Fund, but it should have been budgeted into the Watershed Protection Capital Fund. The transfer covers both of these appropriations under a supplemental budget.

Treasurer Fisher moved to approve the Resolution No. 19-02 approving the supplemental budget as presented. President Keil seconded the motion.

Ayes: 4

Nays: None

Motion carried: 4-0

Treasurer Fisher requested the copy of the Resolution No. 19-02 be adjusted to reflect “Susan” Keil, instead of Sue Keil, and staff responded they would make the changes requested.

8. Budget Adoption FY 2019-2020

Vice-President Williams presented the FY 2019-2020 Budget for Adoption by the group, and the appropriation of funds through Resolution No. 19-03. Finance Director Kelly Stacey requested the Board open a public hearing for any public that wishes to address the Board about the Budget. Vice-President Williams asked if any of the public present had any comments on the Budget. Hearing none, he closed the public hearing. He asked if there was a motion to adopt the budget.

Director Gornick moved to adopt the amounts stated in Resolution No. 19-03 for fiscal year beginning July 1, 2019 in the amount of \$32,894,260.00. President Keil seconded the motion.

Ayes: 4

Nays: None

Motion carried: 4-0

Director Gornick moved to adopt the amounts stated in Resolution No. 19-03 for fiscal year beginning July 1, 2019 and appropriate the funds as outlined. President Keil amended the motion to include the following: “as outlined in the budget, with a total amount of \$33,860,805.00.” Director Gornick seconded the amended motion.

Ayes: 4

Nays: None

Motion carried: 4-0

9. Silverleaf Sewer Repair Project

District Engineer Jason Rice stated he wished there had been a second (lower) bid for the project, which came in high. The timing of the project increased the price, and labor is currently difficult to find. The Board commented the bid is about 17% higher than the engineer’s estimate. The cost of the manholes was higher than projected. G.M. Chaplen commented on her goal of building up a cadre of contractors interested in working with the District, which may help keep costs competitive. The Board suggested bundling three field projects which will be packaged into one more competitive contract. The Board asked if we have a procedure for weighing unbalanced bids and staff responded for this smaller project there was just one reviewer. The Board encouraged OLWS to market itself to contractors, as well as to be a good partner by being quick to respond and build a good reputation as a partner.

Budget Committee member Amanda Gresen suggested allowing more time on the bid (one month) to allow for more companies to generate a proposal. The Board suggested allowing for a longer bid window on the next project and to accept this bid today.

Treasurer Fisher moved to approve our General Manager to sign a contract with GT Excavating in the amount of \$262,965, for the construction of the Silverleaf Sewer Repair Project. Director Gornick seconded the motion.

Ayes: 4

Nays: None

Motion carried: 4-0

10. Backflow Program Update

OLWS Staff Dave Seifert provided an update on the Backflow Program, allowing the Board to ask questions and give feedback. He sent out the letter and received overwhelming response. The two main topics of concern are the sprinkler systems and the auxiliary water supplies. The enforcement is the next question, being that this is a new approach to the regulation. He has talked with 300-400 people and communicated by email with another 300-400 people and has discovered about 150 people who need backflow devices and/or testing. He commented that he

has just started the work. There are a number of different situations which require more follow up including pumps, wells, and inground irrigation systems. The group discussed program implementation, state rules, minimum standards, and the balance of remaining in compliance with regards to cross connection, plumbing permits, and annual testing reports. We are learning more about the potential for cross contamination and need to decide how to develop the program. The Board discussed the program from different angles and commented the work is to support drinking water protection which should be the main message to the customer. The cheapest way to put in a small backflow device is \$750 and the device itself is \$300. Part of the challenge is that every situation is different and requires detailed resources. The District's contractors also need to understand the importance of excellent customer service (should an OLWS customer end up selecting them to provide their service for installation and/ or testing of the backflow device), in part to maintain the District's reputation. Staff will have to decide how to continue to support the program and the resources OLWS will need to proceed.

11. Call for Public Comment

Eric Hofeld commented on his longstanding positive relationship with the new District auditors, Moss Adams Auditors. There were no additional comments from the public.

12. Business from the Board

President Keil advised to cover the District liaison assignments on a short-term basis and reassess the assignments once we get a new Board member. The most urgent need is to assign someone to the Regional Water Providers' Consortium. Director Gornick would like to attend but Vice President Williams will attend in early June if Director Gornick is unable to attend. The North Clackamas County Water Commission will approve their budget on June 28th and Director Gornick will attend this meeting. He volunteered to take on NCCWC permanently. The Oak Grove Lake Oswego Bike-Ped Bridge task force is new, and Lynn Fisher is on the task force.

Treasurer Fisher missed the Clackamas River Water meeting but will attend the upcoming meeting. He attended the Oak Grove Community Council meeting and heard from G.M. Chaplen about the backflow clarification letter. Noah Hurd, Principal from New Urban High School presented on the high school student population and support programs. The new comic store owner presented on his business, and he handed out postcards for a free comic. Eben Polk from Clackamas County's sustainability group presented and there were a number of LUART presentations.

Director Gornick attended the late April Board meeting of the Sunrise Water Authority, at which they discussed the proposed Budget and approved minutes, there were no members of the public in attendance. The Budget Committee approved the budget for adoption at the upcoming meeting. They approved the consent agenda, discussed a Declaration of Service Restriction (see Board Packet for more information), commented on the summer water conservation messaging, and they have also hired a District Recorder.

Vice President Williams did not attend the Jennings Lodge Community Planning Organization because of the OLWS Budget Committee meeting. He congratulated Directors Susan Keil and

Paul Gornick on their Clackamas County reelection to the OLWS Board of Directors. He was also elected with about 2100 votes.

There was no further Board business.

13. Recess to Executive Session

Vice President Williams recessed the meeting and convened an Executive Session at 8:26 p.m. under ORS 196.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions, ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

14. Executive Session

The General Manager provided an overview of her recommended strategy for responding to threatened litigation against the District.

Chris Duckworth summarized an attorney-client privileged memorandum provided to the Board analyzing the various legal strengths and risks of the threatened litigation.

No decision was made during the Executive Session. The Board reached consensus that the General Manager should follow the strategy presented and bring back a final recommendation for the Board.

15. Adjourned Executive Session at 8:58 p.m.

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

16. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 9:00 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Kevin Williams
Secretary, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Adoption of Fiscal Year 2019/2020 Rates, Fees, and Other Charges Schedule
Item No.: 4
Date: June 18, 2019

Action Requested

Staff requests adoption of Fiscal Year 2019/2020 Rates, Fees, and Other Charges Schedule.

Background

Each year the Board of Directors establishes and adopts rates, fees and charges regarding use of the District's water distribution system, sanitary sewer system, surface water management and for other services provided by the District. All rates are effective July 1, 2019 through June 30, 2020.

Staff Recommendations

It is recommended the Board approve Rates, Fees, and Other Charges for Fiscal Year 2019-2020 through Resolution 2019-04.

Suggested Motions

"I move to adopt Resolution No. 2019-04 adopting rates, fees and other charges for Fiscal Year 2019-2020."

Attachments

1. Resolution No. 2019-04
2. Rates, Fees, and Other Charges Schedule for Fiscal Year 2019/2020

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 19-04

A RESOLUTION BY OAK LODGE WATER SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING RATES, FEES, AND OTHER CHARGES FOR FISCAL YEAR 2019/2020

THIS MATTER came before the Board of Directors of Oak Lodge Water Services District, a Special District organized under Oregon Revised Statutes Chapter 450, regarding Adopting Rates, Fees, and Other Charges Relating to the Oak Lodge Water Services District.

WHEREAS, the Board of Directors establishes and adopts rate, fees and other charges regarding use of the District's water distribution system, sanitary sewer system, surface water management, and for other services provide by the District; and

WHEREAS, the Board of Directors finds that it is useful to adopt rates, fees and other charges by a single resolution so that the public and Staff have the applicable charges readily available to advise users of the District's systems as to such charges; and

WHEREAS, the Board of Director now wishes to restate and adopt rates, fees and charges for the Fiscal Year commencing July 1, 2019 and being fully advised,

BE IT RESOLVED that the Fiscal Year 2019/2020 Rates, Fees, and Other Charges at set forth in Exhibit 1 be adopted a shall continue in full force and effect until further action of the Board.

ADOPTED this 18th day of June, 2019

OAK LODGE WATER SERVICES DISTRICT

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

RATES, FEES, AND OTHER CHARGES SCHEDULE

Effective July 1, 2019

A. Service Charges

1. Water Service

a. Residential Service

i. Rate per hundred cubic feet of water (CCF ¹) per billing cycle	Usage Bracket	Rate
Block 1 (Lifeline)	1-10 CCF	\$ 1.17
Block 2 (Main)	11-50 CCF	\$ 1.58
Block 3 (Conservation)	51 CCF and Up	\$ 1.86
ii. Fixed rate per meter size per month	Meter Size	Rate
	(20 GPM ²) 5/8" x 3/4"	\$ 17.77
	(30 GPM) Full 3/4"	\$ 26.65

b. Large Residential, Commercial, and Industrial Service

i. Rate per hundred cubic feet of water (CCF) per month	Usage Bracket	Rate
All Service	0 CCF and Up	\$ 1.65
ii. Fixed rate per meter size per month	Meter Size	Rate
	1"	\$ 31.27
	1-1/2"	\$ 53.87
	2"	\$ 79.75
	3"	\$ 150.87
	4"	\$ 237.09
	6"	\$ 452.62
	8"	\$ 732.80
	10"	\$ 1,034.52

c. Fire Line Service

i. Fixed rate per meter size per month	Meter Size	Rate
	3/4"	\$ 17.77
	1"	\$ 24.78
	1-1/2"	\$ 35.54
	2"	\$ 49.54
	3"	\$ 85.15
	4"	\$ 129.33
	6"	\$ 241.35
	8"	\$ 366.40
	10"	\$ 525.89

ii. Rate per hundred cubic feet of water (CCF ³)	Usage Bracket	Rate
Block A	1 CCF	Fixed Rate/Meter
Block B	2 CCF and Up	\$ 1.65

¹ CCF = One Hundred Cubic Feet of Water Consumption

² GPM = Gallons of Water Per Minute

³ CCF = One Hundred Cubic Feet of Water Consumption

Service Charges (Continued)

d. Water Service Voluntary Backflow Assembly Testing Program		
i. Fixed rate per device per year	Device Size	Rate
	1/2" – 1-1/2"	\$ 22.00
	2" – 6"	\$ 32.00
	8" – 12"	\$ 42.00
ii. Confined Space Entry Charge per Vault (applies to devices in vaults)		\$ 25.00
iii. Confined Space Pumping Charge Per Minute (applies to vaults filled with water)		\$ 0.84/min
iv. Repairs and/or Replacements performed by District's Contractor ⁴		
– Labor Rate Per Hour		\$ 135.00
– Parts and Materials Per Device		Varies
2. Wastewater Collection and Treatment ⁵		
a. Fixed rate per Equivalent Dwelling Unit (EDU) per month:		\$ 39.89
b. Rate per hundred cubic feet of average winter water consumption (CCF) per month:		\$ 2.27
3. Watershed Protection		
a. Fixed rate per Equivalent Service Unit (ESU ⁶) per month:		\$ 9.51
b. Stormwater Facility Maintenance Surcharge per ESU per month:		\$ 4.75
4. Interest Penalty on Delinquent Utility Billing Service Charges:		12.00% ⁷
5. Returned Financial Instrument (NSF Check):		\$ 25.00
6. Water Service Shut-Off Red Tag Notification Fee		\$ 7.00
7. Water Service Shut-Off Fee – (for non-payment of services)		\$ 25.00
8. Hydrant Meter Deposit		\$ 3000.00
a. Water usage will be billed against the meter deposit and the balance will be returned to the user.		
9. Hydrant Use Permit		\$ 50.00
10. Title Inquiry Search Fee:		\$ 25.00
11. Records Requests or Document Copy Fee		
a. De minimis public records requests - Materials Cost Per Page Copied		\$ 0.10
b. Non de minimis public records requests		
i. Archive Retrieval Fees		
Charge per Trip		\$ 75.00
Charge per Box		\$ 3.50
ii. Materials Cost Per Page Copied		\$ 0.10
iii. Labor Rate Per Hour		Varies

B. Fats, Oils, Grease Program Fees

1. Wastewater Collection System Line Maintenance Fees:		
a. Utility Worker Labor Rate Per Hour ⁸		\$ 94.00
b. Utility Truck Rate Per Truck Per Hour		\$ 30.00
c. Hydro cleaner Rate Per Truck Per Hour		\$ 85.00
d. Vactor Rate Per Truck Per Hour		\$ 120.00

⁴ Backflow assembly repairs may be completed by the customer's contractor of choice; the District and District's Contractor will require a written quote on labor, materials, and parts before any repair work begins.

⁵ Wastewater service fees are also applicable to other municipalities that use the District as the service provider for treatment.

⁶ Equivalent Service Unit (ESU) = 2,500 square feet of impervious surface area (pavement, roof, driveway, etc.)

⁷ 12.00% per annum = 1% per month

⁸ Utility Worker Labor Rate Per Hours includes a Staff Labor Rate Per Hour Plus a Materials and Services Overhead Rate Per Hour

e. CCTV Van Rate Per Truck Per Hour \$ 200.00

C. Industrial Wastewater Pretreatment Program Fees

Wastewater Discharge Permit Application and Review Fee	\$1,500.00 upon issuance, and upon each anniversary of permit issuance date
Significant Industrial User Fee (DEQ Pass through)	\$537.00 upon issuance and upon each anniversary of permit issuance date
Monitoring and Inspection Fee	\$150.00 + laboratory costs
Accidental Discharge Fee	\$850.00
Industrial Pretreatment Permit Appeal Fee	\$2,000.00

D. Permit and Development Review Fees

1. Utility Connection Permit (virtual and physical)
 - a. Plan Review (per EDU or ESU) \$ 200.00
 - b. Inspection^{9 10} \$ 310.00
 - i. Excess Inspections See Section E

2. Site Development Permit¹¹
 - a. Plan Review **\$955.00 minimum, or 2.5% of Engineer's estimate, or \$200 per EDU or ESU, whichever is greater**¹²

 - b. Inspection: Water and Wastewater **\$500.00 minimum or \$2.5% of Engineer's Estimate**¹³
 - i. Excess Inspections: \$ (see below)

 - c. Inspection: Surfacewater **\$500.00 minimum or \$2.5% of Engineer's Estimate**¹⁴
 - i. Excess Inspections \$ (see below)

3. Post-Approval Plan Review and/or Design Review (modifications to approved plans)
 - a. Plan Review (minimum) **\$50% of original plan review fee**

4. Erosion Prevention and Sediment Control (less than one acre)
 - a. Plan Review Fee \$ 200.00
 - b. Inspection^{15 16} \$ 310.00
 - i. 1200 CN (lots or projects with disturbance areas greater than one acre and less than 5 acres)
 - ii. Plan Review Minimum Base Fee for 1 Acre \$ 460.00

⁹ Includes sanitary sewer and water only

¹⁰ Includes two initial inspections and one final inspection

¹¹ Includes sanitary sewer and water and surfacewater plan review

¹² 1 and 2 Lot Partitions are assessed the minimum unless public infrastructure is installed.)

¹³ Cost of Public Infrastructure including all installation costs

¹⁴ Cost of Public Infrastructure including all installation costs

¹⁵ Includes surfacewater only

¹⁶ One initial inspection, one monthly inspection and one final inspection

iii. Additional Fee Per Acre ¹⁷	\$ 310.00
c. Inspection ^{18 19}	\$ 310.00
i. Excess Inspections	See Section E

E. Excess and After-Hours Inspection Fees

a. Excess Inspection Fee Rate per Hour:	\$ 138.00
i. (Minimum 2 Hour Charge):	\$ 275.00
b. Excess Inspection Fee Rate per Hour (After Hours):	\$ 170.00
i. (Minimum 2 Hour Charge):	\$ 340.00

F. Connection / Hook-up / Meter Set Fees

a. Wastewater Connection Fee/Hook-up Fee (Municipal Customers Only) ²⁰	\$ 5,165.00
b. Water Meter Set Fee	

Meter size	Meter Set Fee
5/8 x 3/4"	\$ 210.00
Full 3/4"	\$ 250.00
1"	\$ 300.00
1-1/2"	\$ 675.00
2"	\$ 800.00
3"-10"	Time and Material

Requests for meter relocations will be charged at twice the meter set fee for the meter size being used in the table above.

G. System Development Charges (SDCs)

a. Watershed Protection SDC for each Equivalent Service Unit (ESU):	\$ 0.00
b. Wastewater SDC for each Equivalent Dwelling Unit (EDU):	\$ 5,165.00
c. Water Distribution SDC for each Water Meter	See Table Below

Meter Size	System Development Charge
5/8 x 3/4"	\$ 4,320.00
Full 3/4"	\$ 6,480.00
1"	\$ 10,800.00
1-1/2"	\$ 21,595.00
2"	\$ 34,555.00
3"	\$ 69,110.00
4"	\$ 107,985.00
6"	\$ 215,970.00
8"	\$ 345,550.00
10"	\$ 496,730.00

Requests for meter size upgrades will be required to pay the difference between SDC's listed in the table above.

¹⁷ Fractions of an acre count as a full acre

¹⁸ Includes surfacewater only

¹⁹ One initial inspection, one monthly inspection and one final inspection

²⁰ Applicable to municipal customers who allow new connections to municipal facilities that use District treatment services



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Department Report
Item No.: 5a
Date: June 18, 2019

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

Lockbox

The lockbox project testing is complete, and OLWS is on scheduled to go live with the June 30 billing. The finance staff is excited check this project off the list.

Budget

The fiscal year 2019/2020 Budget was approved in May and staff is continuing messaging regarding the rate increase. It was included as a line on the May 31 bills and will continue to be messaged until the July 31 bills which will be the first bill with the rate increase. Staff will be updating the financial system with the new rates and adding the new Administrative Fund accounts to the general ledger. The budget document is being finalized for printing in July.

Sarah Jo and I have revised the 2019/202 Budget Introduction to succinctly summarize the key items in the Budget. It is attached for your review.

Other Items

The low-income numbers continue to decrease with the number of participants now at 130 from a high of 161. Letters were sent to all the low-income customers in March letting them know they needed to renew their application by April 30, however many did not. On May 1st all accounts that were not renewed reverted to the regular rates. As former participants receive their bills they may reapply when they realize they have fallen off the program. Staff will continue to offer applications to customers having problems paying.

Staff is preparing for the auditor's interim field work beginning the week of July 8. We are excited to move forward with Moss Adams as our new auditors. A new perspective will be good for the District even though this first year will require extra work as Moss Adams learns about OLWS and OLWS learns about Moss

Adams. Jeff and I are up to the task and working hard to bring everything together for their arrival.

Attachments

1. 2020 Budget Intro

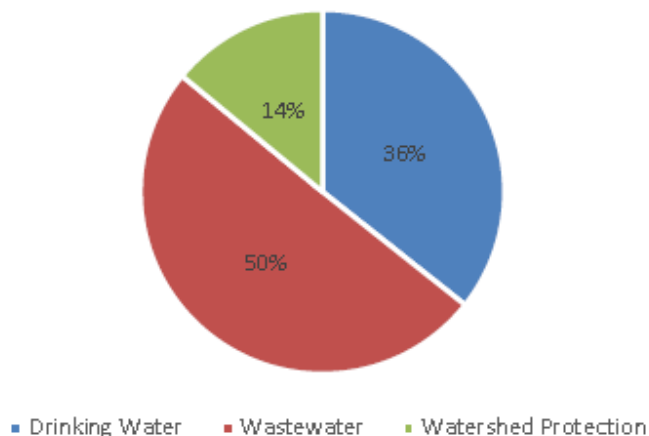
Dear Customers and Community Members -

On May 21, 2019, the Oak Lodge Water Services (OLWS) Budget Committee approved the 2019-2020 Budget and recommended its adoption by the OLWS Board on June 18, 2019. Staff have prepared a complete and lengthy summary of the proposed Budget, but also wanted to provide the following summary that is less technical and briefer.

As OLWS goes into its third full year of operations as a combined Drinking Water, Wastewater and Watershed Protection District, the Board and staff continue to work to identify and implement more efficient and effective long-term operations. This requires a strategic approach to managing the repair and replacement of 107 miles of water pipes, so they are ready to deliver more than 1.2 billion gallons of water each year. The wastewater collection system has over 8,600 sewer connections with five pumping stations, and a reclamation treatment facility that collects, treats, and reclaims more than 1.4 billion gallons of wastewater each year. OLWS also manages 6.5 square miles of various watersheds, protecting area creeks and waterways.

As a Special District, OLWS is financed through service fees. These are set or adjusted each June (July 1 effective date) based on the operating needs of the services and capital improvement projects of all funds, plus debt service payments. Each service is different, therefore so is the basis for the fee that is charged. For example, drinking water is provided on a tiered rate. There is a fixed base rate for all customers, plus a variable charge based on actual water use. The average residential customer consumes 6 CCF per month. (CCF stands for “centum cubic feet” which means 100 cubic feet or 748 gallons of water.) Wastewater fees also include a fixed base rate and a rate based on metered water usage. The water usage component of the wastewater charge is calculated by using the individual users prior winter average; winter was chosen because this is the time of year when users are less likely to be watering gardens and lawns. Charges for watershed protection are based on “equivalent service units” (one ESU equals 2,500 square feet). This reflects the amount of impervious surface area – land that is paved or covered and significantly prevents natural infiltration of water into the soil.

Sources of Revenue Total



*Includes total beginning fund balances from operations and capital funds.

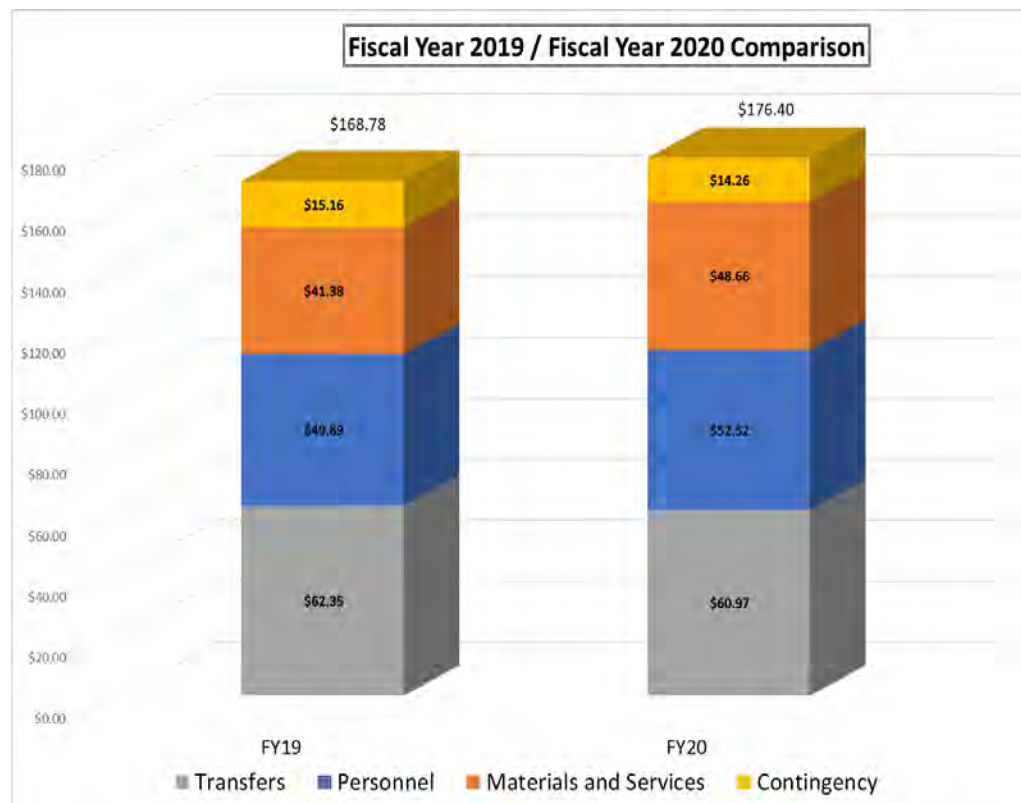
The 2019-2020 Budget

The Budget Committee, consisting of five Board Members and five Community Members, presented with a budget that was developed by the Finance Director, General Manager and staff that both meets current operating and capital needs, and to plan for the future.

The majority of the budget of any utility is spent on maintaining, repairing, and replacing infrastructure including personnel services to complete those tasks. Nationally, unpredictable utility rate increases are due to delayed maintenance and replacement of the pipes and machinery that collect, deliver, and treat water. To avoid such unpredictable rate changes, OLWS is focusing on a strong asset repair and replacement program and has adopted incremental rate adjustments to make this happen. Long-term budgeting for stable, predictable rates is appropriate for customers and OLWS. The 2019-2020 budget includes modest rate increases in all three operating funds, resulting in these average increases on an average residential bill for two months:

Drinking Water:	An average of \$2.16 per billing cycle; an increase of 4.5%
Wastewater:	An average of \$4.64 per billing cycle; an increase of 4.5%
Watershed Protection:	An average of \$0.82 per billing cycle; an increase of 4.5%

The average two-month bill is estimated to increase from \$168.78 to \$176.40, or \$7.62 more. The total budget increase across all funds is 4.5%, with modest rate increases for each service, meeting our goal of multi-year planning with limited and predictable rate increases.

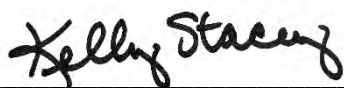


The budget also includes internal transfers into Capital Funds to allow OLWS to collect gradually the funds needed for future capital maintenance, construction, and replacement. This allows an incremental increase in bi-monthly rates to fund the depreciation of the system infrastructure for Drinking Water, Wastewater; and Watershed Protection. This Fund will also be used for capital projects (water pipes and other infrastructure) and more accurate depreciation of OLWS vehicles. When the water and wastewater district were consolidated, OLWS began updating master plans for each service in order to plan and schedule major repairs and replacement. The Drinking Water Master Plan will be updated first, followed by the Watershed Protection Master Plan, and then the Wastewater Master Plan. It is anticipated all of them will be completed over the next three years. Although many components of our systems are designed and built to last as long as possible within financial reason, a plan for replacement is necessary to avoid excessive costs at the time much of the system needs to be simultaneously replaced.

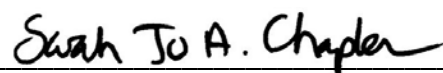
This budget includes three new positions – a District Recorder, Asset Resource Specialist, and a Field Utility Worker, and creation of an Administrative Services Fund. With the consolidation of districts, various staff and services benefit all three types of OLWS programs. Having this new fund will allow more efficient and accurate funding of administrative and operating activities such as human resources, accounting, information technology (IT), vehicle maintenance and fuel, engineering and inspections, and District management. The expenses for this Fund will increase slightly with additional safety trainings and standard increases for the 37 full-time (FTE) regular staff positions. Such increased personnel costs are attributable to health and dental insurance, merit and COLA increases, disability, workers compensation, and PERS.

The new budget also addresses long-term PERS costs. It includes the first year of a 3-year set-aside to allow OLWS to qualify for a PERS grant. In 2018, the Legislature created a program (SB 1566 – Employer Rate Relief) to provide incentives to local governments to reduce future contribution rates. OLWS is allocating \$200,000 for this purpose in 2019-2020 and will determine future amounts necessary to compete for a State match program for the next two budget years. If the State provides adequate match funding, OLWS could maximize this program by accumulating \$1.2 million over the next three years. At current salary levels, this would allow OLWS to “buy down” projected PERS rates by approximately 4% over the next 16 years.

Because of changes made to the structure of the OLWS budget, it may be more difficult to compare the 2019-2020 budget to previous years. However, the improvements to budgeting practices, including adoption of financial policies and creation of new funds, will allow us to more accurately monitor and project future expenses that can affect service rates.



Kelly Stacey, Budget Officer, Finance Director



Sarah Jo Chaplen, General Manager

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Field Operations Report
Item No.: 5b
Date: June 18, 2019

Background

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

Operations Administration

Collections crew experienced a minor setback this past month, one crew member was unable to perform at full capacity for most of May due to a fractured ankle, but fortunately this gave an opportunity to get a much needed project started. OLWS needed someone to watch inspection videos and confirm the tap station locations with existing GIS maps. This project has proved to be a valuable endeavor, through this process we have identified many mapping defects and are in the process of making the necessary corrections. An example would be, the map shows a tap at 120 feet from manhole "A" but through watching the TV footage, it shows the tap to be at 126 feet, this is clearly more than the 2 feet allowance for locate requests.

Water crews were working to solve a bit of a mystery, there was water reported to be flowing in a ditch on Aldercrest. Leak detection began by taking a chlorine sample to determine if in fact it was our water, but this proved to be inconclusive. The next step included a listening device to try and determine the approximate location,



with persistence the leak was identified to be up the hill, and a couple of streets over. The correlator was used to pinpoint the exact location of the leak.



Crews dug and found it less than one foot from the mark.

Backflow program update:

1. Number of people OLWS is sure have signed up to have their backflow device tested. **302 people have signed up as of this writing and more each week.**
2. Number of people OLWS now knows about who need backflow devices and have had them put in. **The OLWS contractor has completed 2 installs- and there are 6 other quotes OLWS has given to customers and are waiting to hear back regarding the customer's decision.**
3. Number of people who chose to have them disconnected so there was no longer a risk. - **1 customer has disconnected their system.**
4. Number of people wanting to talk with Dave in order to figure out if they need a backflow device. **Currently unknown, Dave talks to many people every day about if they have one or they need one. Currently we do not have a running tally.**
5. **Dave currently has over 100 site visits to conduct.**

Field Operations Monthly Report for April 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Crews busy finding and repairing leaks
- Water consumption for **May: 102,519,000 Gallons** (above the 10-year average of 82,009,700) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report



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

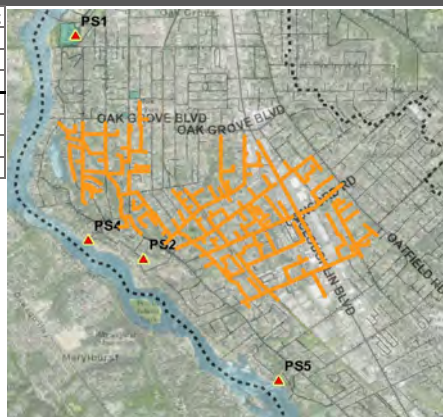
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923		45.16%	71,322	54.52%	28.60%	373,698
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542	3,289	287		2.63%	82,393	62.98%	30.78%	362,302
Target Goal	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902	10,902		100.00%	119,922	91.67%	42.91%	298,792
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006		47,671				

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

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

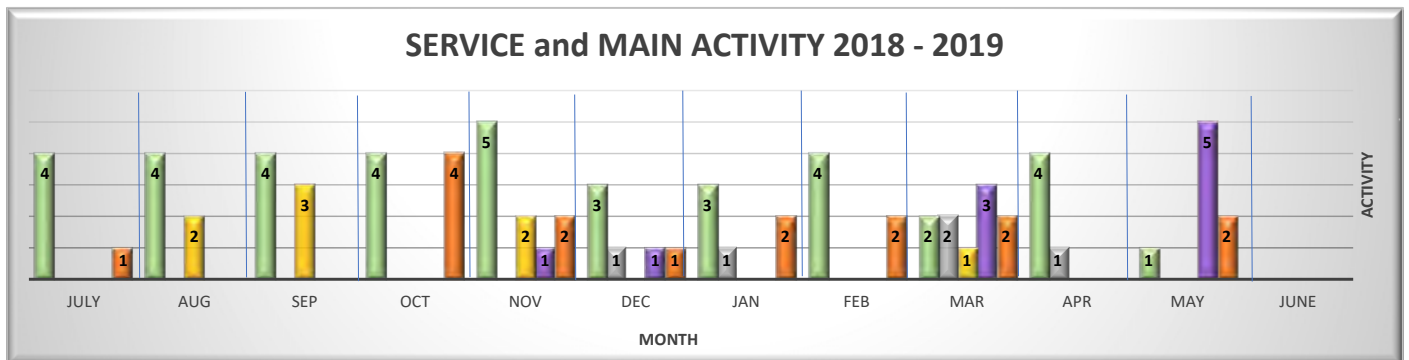
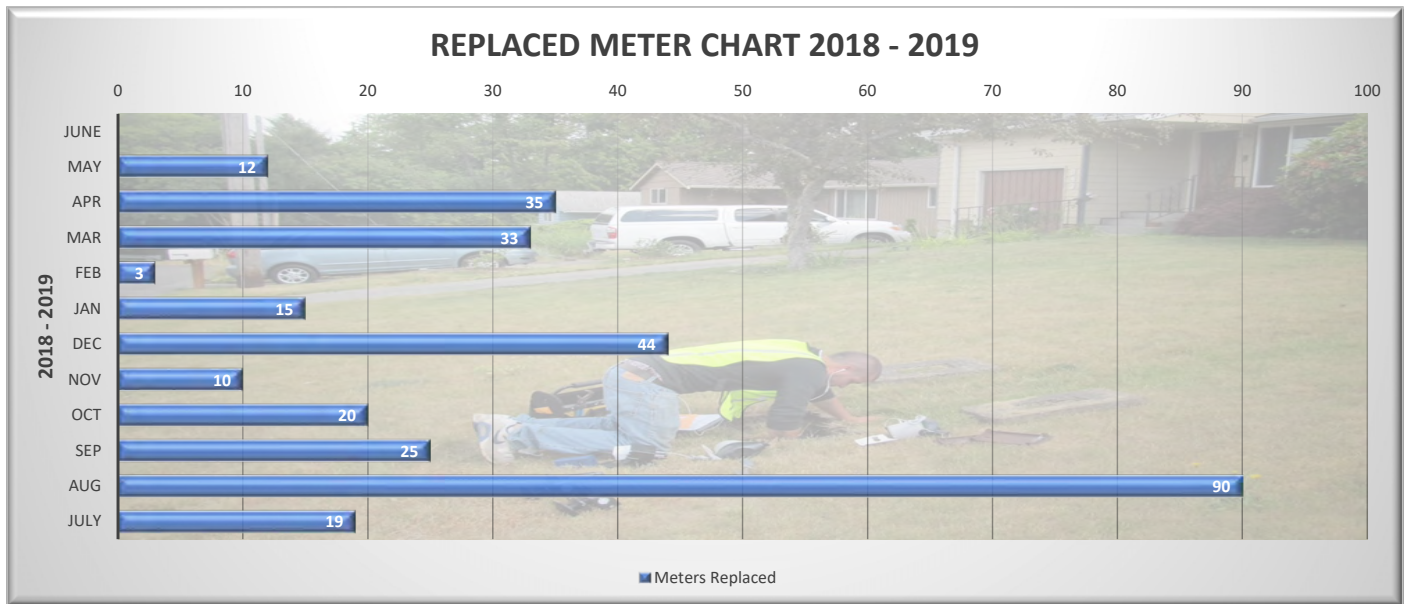
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	0

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	10,902				
Actual Per Year TV	78,372	71,322				373,698
Actual Per Year Hyd	78,697	82,393				362,302
Make up	26,144					
Percent Completed	75%	73%	0%	0%	0%	



Current Basin: B

Oak Lodge Water Services Water Report

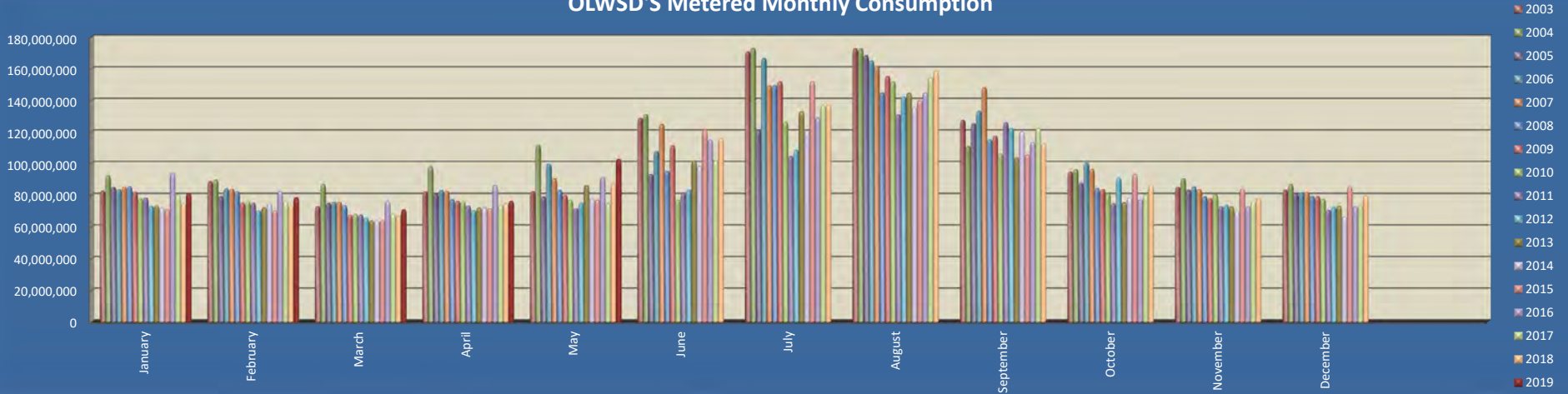


Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	June	0	0	0	0	0	0
2019	May	12	1	0	0	5	2
2019	Apr	35	4	1	0	0	0
2019	Mar	33	2	2	1	3	2
2019	Feb	3	4	0	0	0	2
2019	Jan	15	3	1	0	0	2
2018	Dec	44	3	1	0	1	1
2018	Nov	10	5	0	2	1	2
2018	Oct	20	4	0	0	0	4
2018	Sep	25	4	0	3	0	0
2018	Aug	90	4	0	2	0	0
2018	July	19	4	0	0	0	1
Yearly Total		306	38	5	8	10	16

Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave
	January	February	March	April	May	June	July	August	September	October	November	December			
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48	
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66	
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17	
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47	
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46	
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14	104.63%
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17	105.39%
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94	97.87%
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93	97.54%
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	95.55%
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11	103.35%
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16	105.16%
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06	101.67%
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%
2019	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000										
2020															
10 Year Average	77,436,786	74,831,400	67,087,500	74,637,700	82,009,700	100,433,195	129,721,133	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214	10 Year ADD	3.01	Winter Ave 75,772,467 Summer Ave 129,989,444

OLWSD'S Metered Monthly Consumption





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 5c
Date: June 18, 2019

Background:

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

Water Reclamation Facility Operations and Maintenance

Operations took advantage of a dry May to put the infrastructure pieces in place for summer. With low flows all month, they were able to take #3 clarifier offline and later in the month take Aeration Basin #3 offline as well. This allows for better sludge blankets in the clarifiers for more efficient wasting and return sludge and more efficient air use and nitrification in the Aeration Basins. The process results were very good for the month with all the solids numbers and sludge age in the range Operations has been targeting. The graphs shown below, done by David Hawkins, show the steady progress made in reducing solids in the aeration basins and sludge age since the beginning of the year. Operations has been steadily reducing the inventory of solids in the aeration basins. The Sludge Age fluctuated in January due to some higher flows but has been steadily dropped into the target range. The wasting has been consistent and 338 cubic yards of biosolids were hauled to Madison Farms by Randy Leniger while also dealing with a truck needing a Power Take Off rebuild for the bed lift and being out of service for a week.

Three clarifiers have been in use since the first of the year and Clarifier #2 had been the one out of service. Operations changed to #1 clarifier being off to keep run times even. Maintenance changed the oil of clarifier #2 and on all the mixers on Aeration Basin #1. Aeration Basin #3 was all hosed out and the residual grit and debris removed by valiant cleaners Jayson Kahler, Randy Leniger and Paul Witzig. Operations and Maintenance put their heads together and kept tweaking the screw press to get a drier product. This saves hauling costs by reducing the amount of water in the debris being taken to the land fill. There were a couple of challenges in the month. The #1 East Return Activated Sludge (RAS) pump failed and it was determined to be the motor and internals. It had

been part of the plant expansion 8 years ago. To replace this RAS pump, I ordered one Flygt pump. The plan since 2017 has been to use Flygt pumps throughout the plant and pump stations. The RAS pumps are much smaller and cheaper than the Flygt influent pumps already ordered and on their way. The warmer, drier weather allowed for the paving of the driveway to the Influent Pump Station (IPS). The pavement allows us to have a much smaller crane install the new large Flygt pumps at the IPS when they arrive in mid-June. The other challenge was the west actuator on the Ultraviolet (UV) channel. The gate this actuator operates controls the level in the UV channels for disinfection and is an important piece. The actuator was reconditioned with a new drive nut and seals. The motor which was not working correctly was cleaned and rebuilt. The whole thing was put back together and is working. The east actuator will need to have the same treatment. I ordered a new actuator because while there are two channels, they are supposed to work together, and we had no spares or spare parts on hand. John Krogstad scraped and painted the handrails, fencing, and exposed piping at Pump Station #5 greatly improving its appearance. Jayson took advantage of the nice weather and pressure washed the decks around the basins, then replaced all the hose fittings and valves on the aeration basin water system in preparation for the basin draining. We are planning for a major rebuild of the grit classifier system. All the parts we need for the project have now arrived and coordination with Operations to complete the job is taking place. And its cottonwood season so there are filter changes, screen cleaning, and hosing going on throughout the plant.

To wrap this up on a good note, Paul Witzig passed his Grade I Wastewater Operator certification test. Congratulations, Paul.

Attachments:

5ci_Operations Staff Report Rainfall vs Flow data correlation
November 2018 – May 2019

5cii_Plant Performance BOD-SS graph November 2018 – May 2019

5ciii_MLSS Trend Jan 19 to May 19

5civ_Sludge Age Trend Jan 19 - May 19



Pump Station #5 before painting



Pump Station #5 after painting



East RAS #1 pump removal
Matthew Westergaard assisting



Influent Pump Station Driveway



UV Channel Actuator Motor



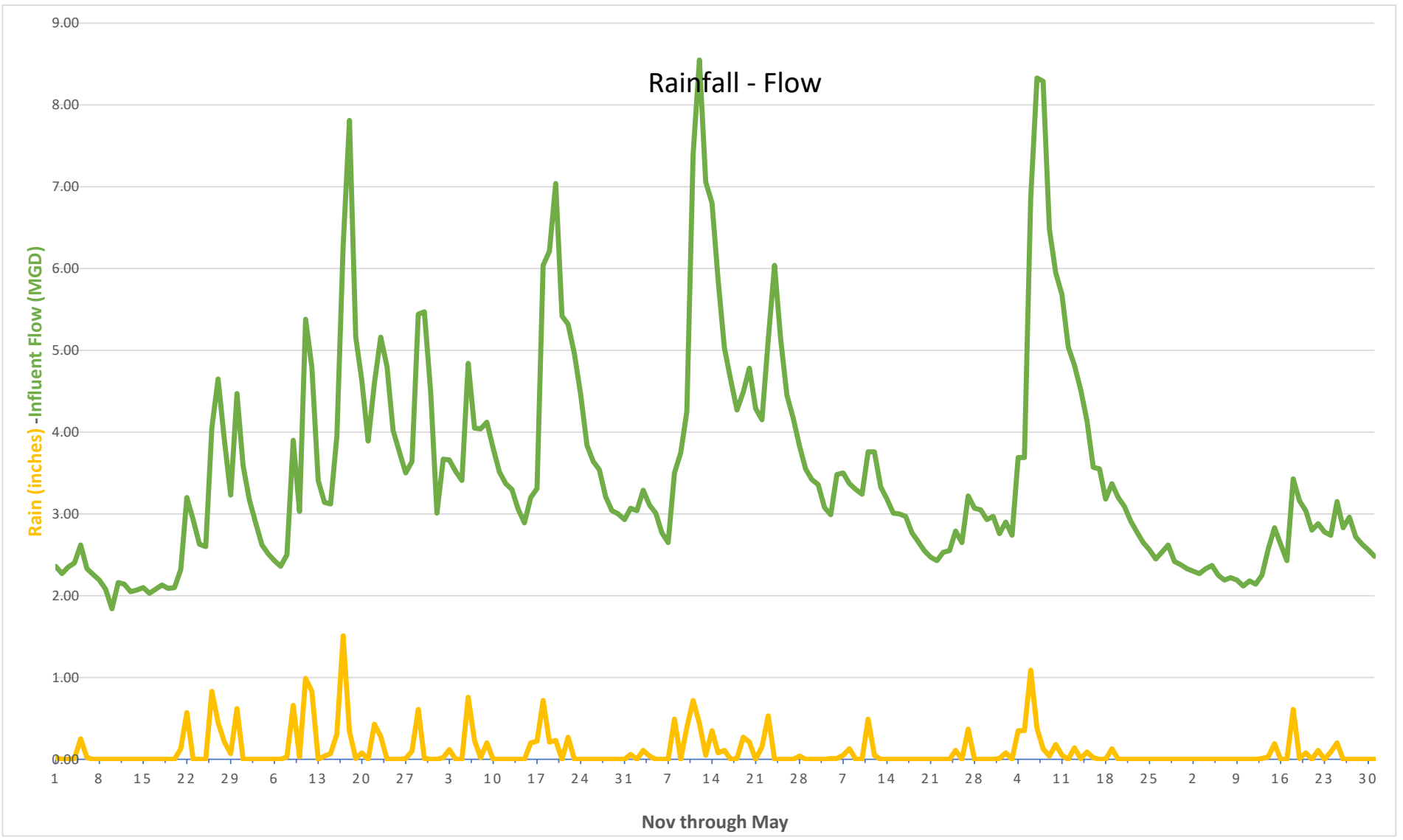
UV Channel Actuator



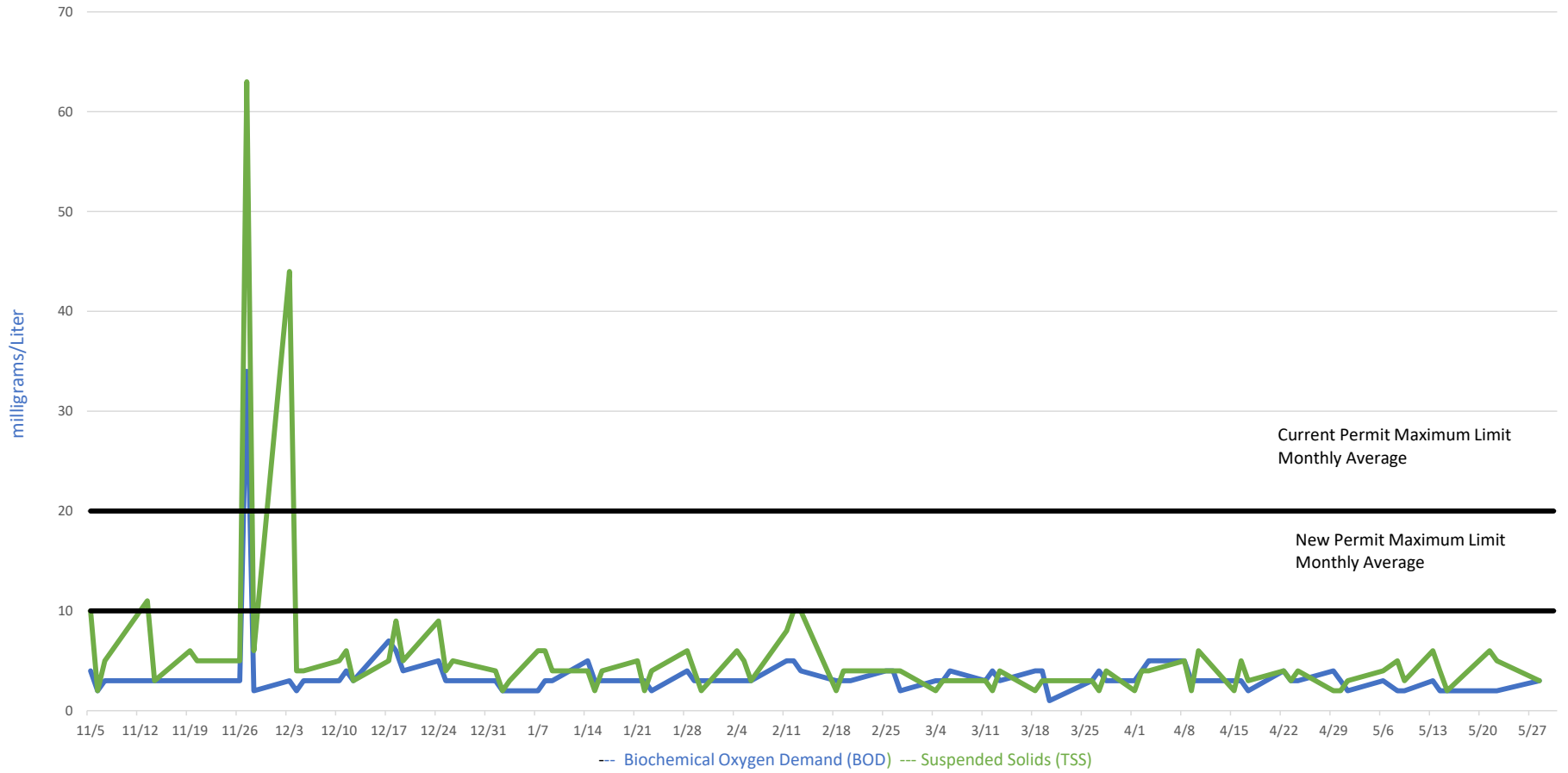
Aeration Basin #3 cleaning
Randy Leniger hosing



Aeration Basin pressure washed

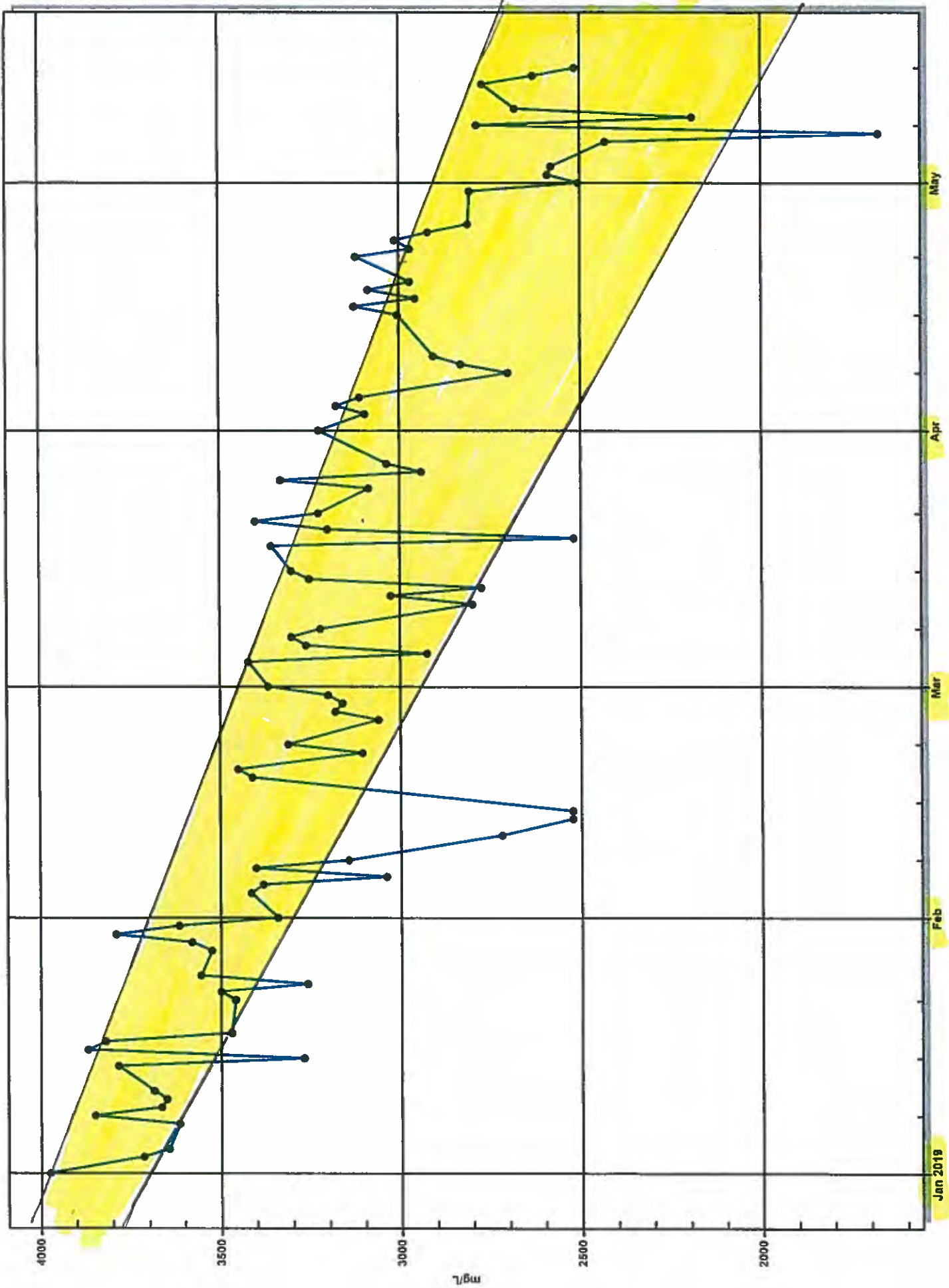


Effluent Water Quality

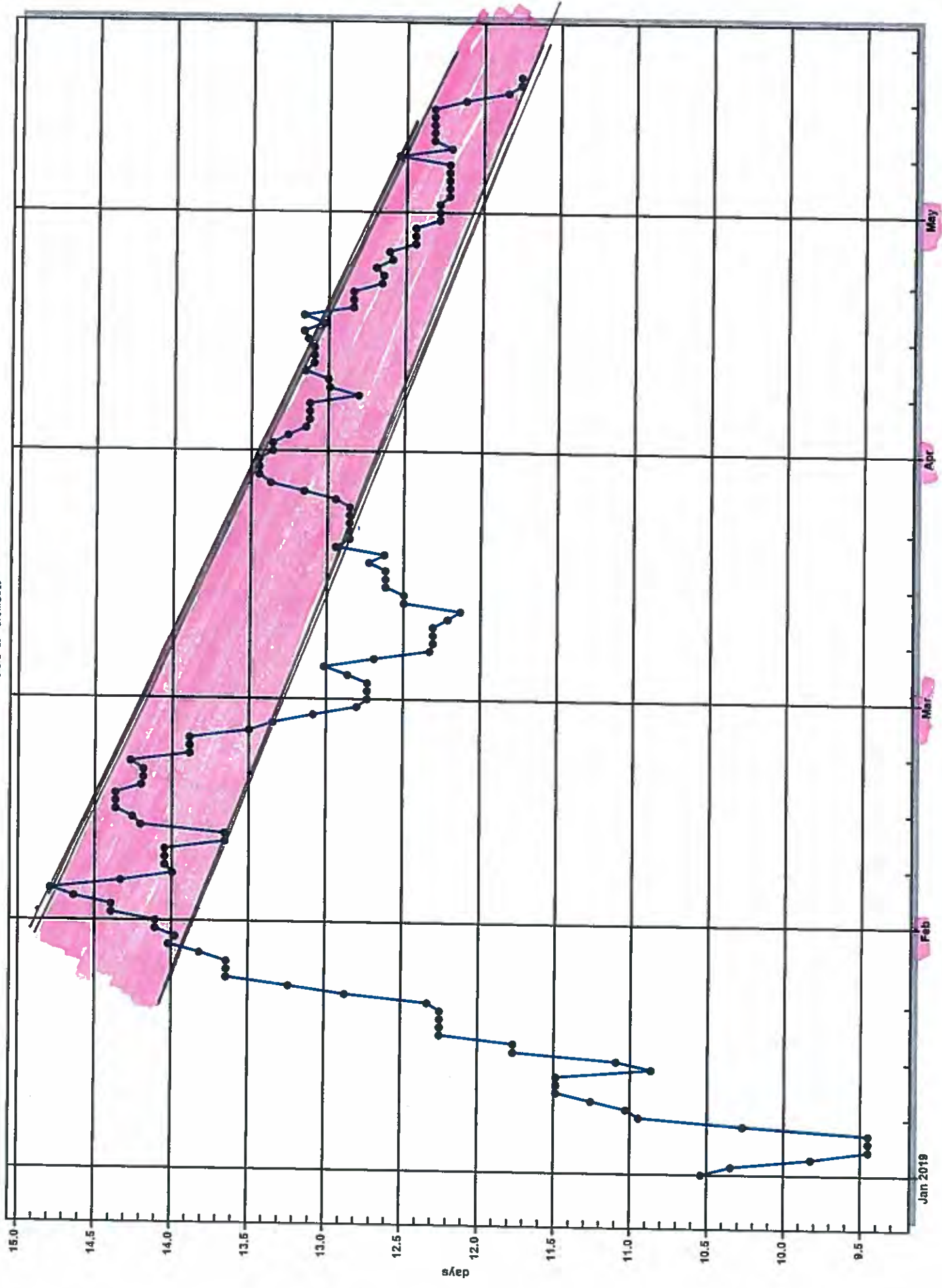


436 - MLSS

1/1/2019 - 5/15/2019



1147 - Sludge Age 30 Day AVG
1/1/2019 - 5/18/2019





STAFF REPORT

To: Board of Directors
From: Technical Services Team
Agenda Item: Technical Services Monthly Report
Item No.: 5d
Date: June 13, 2019 (for June 18, 2019 Meeting)

Below is an update of various Technical Services Program efforts:

Concord Oaks Stormwater Facility and Maintenance

Staff has reached out to the Homeowners Association to learn whether or not they have decided to remove themselves from the Stormwater Maintenance Fee. As of June 12, staff has not received a response, but will update the Board with any new information at the Board meeting.

Outreach and Education

As summer approaches, school year programming is winding down. OLWS Partners have started sharing their success stories, which includes the Backyard Habitat Certification Program (BHCP).

The BHCP provided the following deliverables to OLWS for 2018-2019. "In Clackamas County **BHCP conducted 158 site assessments on newly enrolled properties and certified 43 properties. Nineteen of those site assessments and twelve of the certified sites were within the OLWS service area.** Each program participant received a resource packet full of information on native plants, invasive weed removal, eliminating or reducing usage of pesticides, stormwater management, habitat enhancements, coupons to native plant nurseries, and links to additional resources. If applicable, participants were referred to Clackamas area programs such as NCWC's Streamside Stewards Program or CSWCD's program to assist landowners facing weed and erosion control issues. In addition to conducting site assessments and certification visits, we performed outreach around Clackamas County to encourage interest in the program."

Thanks to two local participants in the BHCP program for sharing the following photo and information about their Silver certified yard.



Deb and Julia live in the Oak Grove neighborhood on SE Vineyard Rd in the OLWS District. They achieved Silver certification after working diligently on their Clackamas County property to eradicate blackberry and ivy from a very long hedge along their driveway. They removed their front lawn using the sheet mulching method and look forward to replanting it with natives. They modified a rock waterfall to allow more room for natives in the backyard and are nurturing a mature Western red cedar and new native plantings in their large side yard. They added a new large snag, also called a “wildlife log”. Deb also fashioned a unique deterrent to bird strikes at their large picture window using parachute cord.

The side yard is planted with large beds of native plants with stones lining pleasant paths under the cedar. Plantings include bitter cherry, mock orange, gummy gooseberry, evergreen huckleberry, Oregon grape, kinnikinic, red columbine, ferns, wild ginger, sedum, and Oregon iris, among others. Pink honeysuckle are planted to grow up the fence, and perennials and annuals grace the flanks of the water feature. All of the new natives are being carefully nurtured with water conserving drip irrigation. Next steps will bring this yard up to the level of a Gold certification.

The North Clackamas Watersheds Council (NCWC) will be wrapping up their storm water committee project in June with the help of PSU Intern, Hilary Sueoka. One product of the committee will include suggestions on impactful storm water quality programming for NCWC and its partners to consider for implementation. Products of the committee will be shared with the Board in the July update.

The Clean Rivers Coalition is in the midst of Phase II of its strategic communications plan development with its consultant, Brink Communications. Phase II of the scope of work will organize the research from Phase I and present it in a public survey, partner forum, and focus groups. Draft messaging will be tested with the intention of creating incentives for behavior change. The underlying goal is greater perceived value of clean water and an increased awareness of water quality issues. This is a statewide messaging program which

will be rolled out to over 80 community partners around Oregon. Partners include multiple districts and government agencies, watershed councils, educational entities and non-profits focused on water health.

Finally, Clackamas Community College's Environmental Learning Center (ELC) will be using the Haggart Observatory for a handful of viewings this summer, in partnership with the Rose City Astronomers. Please join Renee Harber, ELC Program Director, for a star gazing party through portable scopes on the observation deck on June 21st, 2019 at the ELC Pavilion. There will be a reception (with snacks!) beginning at 9:00 p.m. and viewings from the observatory platform begin at 9:30 p.m.

The ELC also has updated Strategic Priorities and Purpose for 2019-2020, which are being shared here with strategic partners:

ELC Purpose Statement: The primary educational purpose of the Environmental Learning Center is to provide hands-on, nature-based environmental education opportunities for K-12 & college students, as well as continuing education trainings for environmental professionals.

Strategic Priorities/Goals:

- Garner long-term support from the college community by establishing strong connections with the faculty, administration, staff and students.
- Develop support and awareness in the broader community through building relationships with partnering organizations, engage with community members through various events/programs, and provide a welcoming environment for all visitors.
- Create a financially sustainable education program through fees, grants, facility rentals and donations.
- Establish a reputation as the premier place to go to for K-12 outdoor education in the south Metro area. Initially, this includes field trips and day-camps at the ELC but may expand to additional locations and activities.
- Establish a reputation as a high-quality training facility for environmental professionals in the south metro area. This includes an offering of strong CEU trainings and development of partnerships with various organizations.
- Develop a strong, welcoming, appreciative volunteer program.

Permitting - May 2019 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	2	21	1	21
Hours Spent on Development Review	65	70	610	75	844
Hours spent on Utility Permits	75	25	395	35	512
Development Permits Issued	2	3	22	3	21
Utility Permits Issued	2	2	53	7	79
New Sewer Connections	2	0	39	4	73
New Water Services	2	0	-	-	-
Active Erosion Control Permits	49	31	447	42	359
Total Erosion Control Permits Inspected	49	31	447	42	356
Active Construction Permits	23	27	270	21	161
Sanitary SDC Fees Received	\$ 10,330.00	\$ -	\$ 333,560.00	\$ 20,660.00	\$ 371,880.00
Water SDC Fees Received**	\$ 22,885.00	\$ 26,070.00	\$ 342,055.00	\$ 11,225.00	-
Plan Review Fees Received*	\$ 4,167.62	\$ 1,735.23	\$ 71,845.54	\$ 1,651.27	\$ 17,967.93
Inspection Fees Received*	\$ 3,858.26	\$ 2,032.67	\$ 69,757.24	\$ 2,577.15	\$ 25,407.57

Attachments

1. Capital Project Tracker
2. Development Review Status Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	5/1/19
Warranty Period	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	5/1/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2019	5/1/19
Warranty Period	3816 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	5/1/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019.	5/1/19
Warranty Period	3128 SE Concord Rd.	Residential Subdivision; 32 lots; Concord Oaks, formerly Concord Vineyards II	Oak Lodge Warranty period expires July 2019	5/1/19
Warranty Period	13013 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2020	5/1/19
Warranty Period	4282 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	5/1/19
Warranty Period	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2020	5/1/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	5/1/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	5/1/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Willamette View Riverview Dining Facility Replacement	5/1/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	5/1/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019	5/1/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	5/1/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	5/1/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	5/1/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019	5/1/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019	5/1/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (extension)	5/1/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	5/1/19
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019	5/1/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019	5/1/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019	5/1/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	5/1/19
Under Construction	18122 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2020	5/1/19
Under Construction	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	5/1/19
Under Construction	13716 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	5/1/19
Under Construction	12706 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	5/1/19

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	5/1/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019	5/1/19
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge Plan Review expires July 2019	5/1/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge Plan Review expires July 2019	5/1/19
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge Plan Review expires July 2019	5/1/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires August 2019	5/1/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Plan Review	14868 SE LEE AVE	Land Use Comments sent to CCDTD. County land use expiration timeline.	Land Use Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	5/1/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	5/1/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Plan Review	SE Kellogg @ SE	Road Improvements / CC DTD CIP	Sidewalk, stormwater treatment	5/1/19
Plan Review	SE Park Ave. @ SE River Rd	Road Improvements / CC DTD CIP	Stormwater treatment, roadway expansion, intersection realignment	5/1/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	13505 SE River Rd	Rose Villa	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	18013 SE Blanton St.	Zone Change: R10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	14517 SE Keuhls Way	11 apartment units	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	15603 SE Ruby Dr	Residential 3-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/1/19
Pre-Application	13822 SE Oatfield Rd	Road Improvements / CC DTD CIP	Residential zone change from R-10 to R-7 and a 10-lot minor subdivision.	5/1/19

Capital Project Tracker

Project Name	Fund	Project Manager	Total Budget	Other Contracts	Construction Contract	Total Spent (Minus Retainage)	% Spent of Budget	Status	Next Task	Expected Completion Date
Belt Filter Press #2 Installation	SS	Rice	\$ 300,000.00	\$ 115,075.00	\$ -	\$ 24,713.61	8%	Fianl Design	Review of 100% Plans	12/31/2019
Anaerobic Digester Conversion	SS	Rice	\$ 200,000.00	\$ -	\$ -	\$ -	0%	Planning	Project has been revised and titled "Solids Piping Project" in FY20	6/30/2020
Secondary Clarifier Refurbishment	SS	Ogbeide	\$ 500,000.00	\$ -	\$ -	\$ -	0%	Planning	Project has been revised and is being recommended in FY20 Budget	12/31/2019
Aeration Control Strategy Evaluation	SS	Ogbeide	\$ 50,000.00	\$ 49,908.00	\$ -	\$ 10,949.50	22%	Planning	Consultant Working on 2nd deliverable, staff reviewing first.	6/30/2019
Mainline Repair Program	SS	Rice	\$ 200,000.00	\$ 34,770.00	\$ -	\$ 12,696.46	6%	Contracting	Construction set to begin July 8.	8/15/2019
Stormwater Master Plan	SW	Rice	\$ 125,000.00	\$ 21,440.00	\$ -	\$ 6,741.06	5%	Active	Gather Survey Data From Public then report findings to Board in July.	12/31/2019
Water Master Plan	W	Rice	\$ 130,000.00	\$ 225,784.00	\$ -	\$ 94,418.00	73%	Active	Review Draft Chapters. Adding work to find Emergency Inter-tie options.	3/31/2019
Water Meter Replacement Program	W	Ogbeide	\$ 1,350,000.00	\$ 990,000.00	\$ 259,490.00	\$ 654,943.30	49%	Under Construction	Installation nearly half done. 2,767 meters installed by end of May 14, 2019.	10/31/2019
Decant Facility	SS	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	Holding pending future building discussion.	10/30/2019
Decant Facility	SW	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	Holding pending future building discussion.	10/30/2019
Decant Facility	W	Ogbeide	\$ 170,000.00	\$ 12,800.00	\$ -	\$ 7,081.70	4%	Design	Holding pending future building discussion.	10/30/2019
Boardman Wetland Complex	SW	Rice	\$ 1,500,000.00	\$ -	\$ 2,925,215.34	\$ 1,884,321.55	64%	Under Construction	Boardwalk nearing completion and planting is beginning. Nature Play Concrete in being poured.	9/30/2019
Boardman Wetland Complex	SS	Rice	\$ 300,000.00	\$ 571,792.75	\$ 571,792.75	\$ 571,792.75	100%	Under Construction	Sewer work is "finished" but has not passed final inspection. Holding retainage and bond.	9/30/2019

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Call for Public Comment
Item No.: 6
Presenters: N/A

Background:

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

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 7
Presenters: N/A

Background:

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

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

Parking Lot:

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



CLACKAMAS COUNTY

Office of County Clerk

Sherry Hall, Clerk
1710 Red Soils Court, Suite 100
Oregon City, OR 97045
503.722.6086

SPECIAL DISTRICT DIRECTOR RESULTS CONFIRMATION FORM

Please complete and return this form by **June 30, 2019**. For your convenience, you may submit via
Email: elections@clackamas.us
Fax: 503.655.8461 or
Mail: 1710 Red Soils Ct, Suite 100
Oregon City, OR 97045

Oak Lodge Water District
14496 SE River Rd.
Milwaukie, OR 97267

Contact: Sarah Jo Chaplen
Phone: 503-654-7765

Below is a list of the successful candidates from the May 21, 2019 Special District Election. Please review them for eligibility to serve in your district and indicate in the Yes/No boxes next to their name.

Yes / No	Name	Position	Term
<input checked="" type="checkbox"/> <input type="checkbox"/>	Paul Gornick	Position 1	2 Year
<input checked="" type="checkbox"/> <input type="checkbox"/>	Susan D Keil	Position 4	4 Year
<input checked="" type="checkbox"/> <input type="checkbox"/>	Kevin Williams	Position 5	4 Year

Sarah Jo A Chaplen
Approved (Signature of Contact Person)

Board of Property Tax Appeals
1710 Red Soils Court, Suite 100
Oregon City, OR 97045
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FAX 503.650.5687

Elections Division
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Recording Division
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503.655.8551
FAX 503.650.5688

Records Management Division
1810 Red Soils Court, Suite 120
Oregon City, OR 97045
503.655.8323
FAX 503.655.8195



CLACKAMAS COUNTY

Office of County Clerk

Sherry Hall, Clerk

1710 Red Soils Court, Suite 100
Oregon City, OR 97045
503.722.6086

June 7, 2019

Sarah Jo Chaplen
Oak Lodge Water Services District
14496 SE River Rd.
Milwaukie, OR 97267

Dear Sarah Jo Chaplen:

Enclosed please find the Abstract of Votes, a list of write-in candidates (if applicable), a list of Qualifications to Hold Office in Special Districts, and the Special District Result Confirmation Form for the May 21, 2019 Special District Election.

Please complete the Special District Result Confirmation Form and return to our office no later than **June 30, 2019**. To return completed forms you may email elections@clackamas.us, fax to 503.655.8461 or mail them. Once our office receives the confirmation form, a certificate of election for each qualified candidate will be issued to the individual elected.

In the case of an individual elected by write-in votes, the District will be sent the confirmation form indicating whether the individual is qualified to hold the office is received by our office, and the county will deliver the Write-in Candidate Acceptance Form to the individual. If the individual accepts the office, the individual shall sign and return the form to us no later than Monday, July 1, 2019. Once the acceptance form has been returned, a certificate of election shall be prepared and delivered to the individual elected.

If you have any further questions, you may contact our office at 503.655.8510.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Wessels".

Jennifer Wessels
Deputy Clerk
Clackamas County

Enclosures:

Board of Property Tax Appeals
1710 Red Soils Court, Suite 100
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QUALIFICATIONS TO HOLD OFFICE IN SPECIAL DISTRICTS

TYPE OF DISTRICT	ORS REFERENCE	QUALIFICATIONS
Water Supply	264.410	Elector of District If fewer than 100 electors in district, any landowner who pays taxes on the property and is a registered elector anywhere in the state.
Cemetery Maintenance	265.050	Elector of District
Park & Recreation	266.310	Elector of District
Transportation	267.540	Resident of District
School	332.018	Elector of District and resident for one year immediately preceding election (resident of Zone if applicable)
Education Service District	334.090	Elector of Zone & resident for one year immediately preceding election.
Community College	341.326	Elector and resident of Zone.
Sanitary	450.045	Elector of District or owner
Water Authority	450.650	Elector of District
Rural Fire Protection	478.050	Elector of District OR owner of land in District (Resident of Zone if applicable).
Water Control	553.210	Landowner within District; need not reside in District.

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Canvass Results

Run Time 11:42 AM
Run Date 06/05/2019

Clackamas County, Oregon

May 21, 2019 Special District Election

5/21/2019

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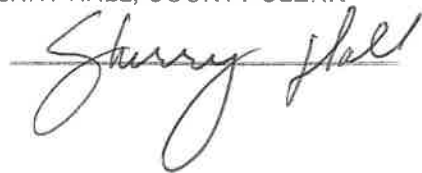
Official results

Registered Voters
53682 of 288934 = 18.58 %
Precincts Reporting
120 of 120 = 100.00 %

Oak Lodge Water District, Commissioner, Position 1 - 2 year unexpired term Vote for 1

Precinct	Paul Gornick	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031 & 051	9	9	1	0	0	10	10	193	5.18 %
033	44	44	11	0	0	55	55	249	22.09 %
500	418	418	163	0	14	595	595	4118	14.45 %
501	631	631	155	0	6	792	792	3901	20.30 %
502	557	557	187	0	7	751	751	4603	16.32 %
503	240	240	113	0	5	358	358	2130	16.81 %
504	242	242	65	0	7	314	314	3113	10.09 %
505	261	261	101	0	9	371	371	2181	17.01 %
Totals	2402	2402	796	0	48	3246	3246	20488	15.84 %

CERTIFIED COPY OF THE ORIGINAL
SHERRY HALL, COUNTY CLERK

BY: 

Canvass Results

Run Time 11:42 AM
 Run Date 06/05/2019

Clackamas County, Oregon

May 21, 2019 Special District Election

5/21/2019

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Official results

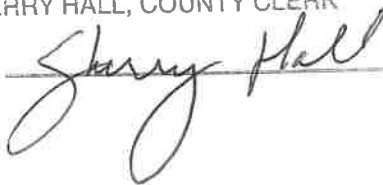
Registered Voters
 53682 of 288934 = 18.58 %

Precincts Reporting
 120 of 120 = 100.00 %

Oak Lodge Water District, Commissioner, Position 4 - Vote for 1

Precinct	Susan D Keil	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031 & 051	9	9	1	0	0	10	10	193	5.18 %
033	43	43	12	0	0	55	55	249	22.09 %
500	413	413	172	0	10	595	595	4118	14.45 %
501	569	569	219	0	4	792	792	3901	20.30 %
502	557	557	188	0	6	751	751	4603	16.32 %
503	244	244	110	0	4	358	358	2130	16.81 %
504	239	239	70	0	5	314	314	3113	10.09 %
505	267	267	98	0	6	371	371	2181	17.01 %
Totals	2341	2341	870	0	35	3246	3246	20488	15.84 %

CERTIFIED COPY OF THE ORIGINAL
 SHERRY HALL, COUNTY CLERK

BY: 

Canvass Results

Run Time 11:42 AM
Run Date 06/05/2019

Clackamas County, Oregon

May 21, 2019 Special District Election

5/21/2019

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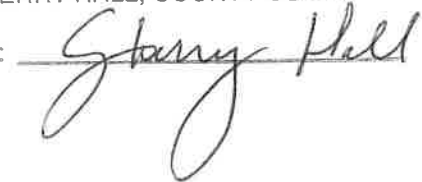
Official results

Registered Voters
53682 of 288934 = 18.58 %
Precincts Reporting
120 of 120 = 100.00 %

Oak Lodge Water District, Commissioner, Position 5 - Vote for 1

Precinct	Kevin Williams	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031 & 051	9	9	1	0	0	10	10	193	5.18 %
033	43	43	12	0	0	55	55	249	22.09 %
500	414	414	165	0	16	595	595	4118	14.45 %
501	625	625	163	0	4	792	792	3901	20.30 %
502	560	560	185	0	6	751	751	4603	16.32 %
503	242	242	111	0	5	358	358	2130	16.81 %
504	241	241	66	0	7	314	314	3113	10.09 %
505	261	261	99	0	11	371	371	2181	17.01 %
Totals	2395	2395	802	0	49	3246	3246	20488	15.84 %

CERTIFIED COPY OF THE ORIGINAL
SHERRY HALL, COUNTY CLERK

BY: 

**Oak Lodge Water Services
OLWS Board Member Liaison Assignments 2019-06-03**

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



AGENDA ITEM

Agenda Item: Executive Session
Item No.: 8
Presenters: N/A

Background:

Convene Executive Session under ORS 192.660 2(f) to consider information or records that are exempt by law from public inspection.

OAK LODGE
WATER SERVICES
AGENDA ITEM

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

Background:

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

**Sunrise Water Authority
May 22, 2019 Board Meeting
Paul Gornick's Notes**

- Board chairman called meeting to order, then recessed to executive session for approximately 30 minutes, then reconvened the regular board meeting.
- Board passed the consent agenda which included approval of the budget committee meeting minutes, and acceptance of the water system and facilities for Fire Station 19.
- Board approved financial statements for April 2019.
- Board passed a resolution adopting the FY2019-2020 Budget and authorizing appropriations from same.
- Board passed a resolution Declaring Unfeasibility of Providing Service above elevation 470 in Happy Valley.
- Board discussed Clackamas River Water Providers messaging for late summer curtailment. The consensus was that the while the core of the message was good, the messaging was too wordy and likely to not to do a good job of engaging customers.
- General Manager gave his update report – Reservoir #11 roof is now complete, but there are minor spider cracks. The Scouters Mountain and SE Sunnycreek pipeline projects are now complete. The new records management specialist has begun the work of organizing and archiving records in the State of Oregon's storage and retention platform. GM reminded board members to utilize their new email accounts and calendars. GM also announced a number of significant work anniversaries for four SWA employees,
- Board discussed the future calendar and gave their liaison reports, and meeting was adjourned.



A regular meeting of the Sunrise Water Authority Board of Commissioners will be held on **Wednesday, May 22, 2019 at 6:00 p.m.** at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon, 97086.

AGENDA

BUDGET HEARING

- Open Budget Hearing
- Public Comment
- Discussion
- Close Budget Hearing

EXECUTIVE SESSION

An executive session of the Sunrise Water Authority Board of Commissioners will be held pursuant to, ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection.

CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda
- Outstanding Items

PUBLIC COMMENT

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

1. CONSENT AGENDA

- 1.1 Approval of Minutes of April 24, 2019
- 1.2 Approval of Budget Committee Minutes
- 1.3 Acceptance of Water Mains and Related Facilities for Fire Station 19

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 Resolution to Adopt FY 2019-20 Budget & Authorize Appropriations

3. STAFF REPORTS

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

4. BOARD BUSINESS

- 4.1 Board Calendar
- 4.2 Liaison Reports
- 4.3 Information Items
- 4.4 Future Agenda Items

POSTED FRIDAY, MAY 17, 2019 PER REQUIREMENTS.

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