



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
October 15th, 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
 - September 2019 Financial Reports
 - September 17, 2019 Board Meeting Minutes
4. M36 American Water Works Association Non-Revenue Water Audit Contract
5. Oak Grove-Lake Oswego (OGLO) Pedestrian/ Bicycle Feasibility Study—Stephen Williams, Clackamas County
6. Human Resources Policy Adoption
7. Financial Services Contract Renewal
8. MS4 Annual Summary Report
9. Consolidated District Building Discussion
10. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
11. Call for Public Comment
12. Business from the Board

Adjourn



AGENDA ITEM

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

Background:

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

OAK LODGE
WATER SERVICES
CONSENT AGENDA

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: October 15, 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. September 2019 Financial Reports**
 - a. Approval of September 2019 Check Run**
- 2. September 17, 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: September 2019 Financial Reports
Item No.: 3a
Date: October 15, 2019

Reports:

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

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

This report summarizes the revenues and expenditures for September 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 \$13,809,917.08 as of the end of September 2019; consisting of \$349,896.93 in checking, and \$13,460,020.15 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$1,763,033.19 for September 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ 7,133	\$ 11,381	35.56%
10-00-4211	Water sales	4,265,000	378,056	1,154,091	27.06%
20-00-4212	Wastewater charges	8,200,000	623,184	1,989,886	24.27%
30-00-4213	Watershed protection	1,530,000	128,088	385,022	25.16%
	Subtotal	\$14,027,000	\$ 1,136,461	\$ 3,540,379	25.24%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of September, the % of budget spent or billed should be around 25.00%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in September.

Low Income Rate Relief Program Overview

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

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

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
124	Low Income Rate Relief	\$ 70,135	\$ 5,090	\$ 15,108	21.54%

Oak Lodge Water Services District

Account Balances As of:			
September 30, 2019		Interest Rate	
Account			
Wells Fargo Bank Checking-3552	0.00%	\$	349,896.93
LGIP 5289 Water General	2.45%	\$	4,957,964.35
LGIP 5790 Watershed Protection General	2.45%	\$	1,948,337.47
LGIP 3968 Sanitary GO Bond Debt Svc	2.45%	\$	665,388.20
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.45%	\$	1,650,285.32
LGIP 5002 Sanitary General	2.45%	\$	4,238,044.81
Total			\$ 13,809,917.08

General Ledger
Budget to Actual



User: jeff
Printed: 10/3/2019 5:17:36 PM
Period 03 - 03
Fiscal Year 2020

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Revenue</i>					
05-00-4630	Miscellaneous revenues	2,500.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>2,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	2,500.00	0.00	0.00	0.00	0.00
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	638,000.00	52,371.19	154,285.45	0.00	24.18
05-01-5120	Temporaryseasonal employees	10,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	1,292.56	2,015.08	0.00	40.30
05-01-5210	Healthdental insurance	94,000.00	7,438.20	22,314.60	0.00	23.74
05-01-5230	Social security	50,000.00	3,982.66	11,624.35	0.00	23.25
05-01-5240	Retirement	134,000.00	11,083.20	32,362.39	0.00	24.15
05-01-5250	TrimetWBF	6,000.00	410.99	1,195.49	0.00	19.92
05-01-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-01-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>956,000.00</i>	<i>76,578.80</i>	<i>231,495.56</i>	<i>0.00</i>	<i>24.22</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	400,000.00	68,300.91	77,473.41	0.00	19.37
05-01-6120	Accounting and audit services	40,000.00	4,500.00	19,800.00	0.00	49.50
05-01-6155	Contracted services	150,000.00	7,078.30	21,143.39	0.00	14.10
05-01-6180	Dues and subscriptions	38,000.00	0.00	37,291.00	0.00	98.13
05-01-6220	Electricity	8,000.00	1,478.19	2,042.72	0.00	25.53
05-01-6240	Natural gas	2,000.00	32.89	64.33	0.00	3.22
05-01-6290	Other utilities	16,000.00	253.65	7,801.54	0.00	48.76
05-01-6310	Janitorial services	25,000.00	1,734.87	3,809.74	0.00	15.24
05-01-6320	Buildings and grounds maint	6,000.00	514.77	1,426.00	0.00	23.77
05-01-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	23,000.00	5,047.81	5,874.85	0.00	25.54
05-01-6440	Board expense	5,000.00	38.95	46.45	0.00	0.93
05-01-6510	Office supplies	15,000.00	2,966.20	4,613.03	0.00	30.75
05-01-6530	Small tools and equipment	1,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	1,000.00	0.00	820.87	0.00	82.09
05-01-6610	Board compensation	1,000.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	5,000.00	218.73	580.87	0.00	11.62
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	3,000.00	0.00	0.00	0.00	0.00
05-01-6770	Bank charges	125,000.00	13,066.32	36,026.78	0.00	28.82
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	108.00	0.00	10.80
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>869,000.00</i>	<i>105,231.59</i>	<i>218,922.98</i>	<i>0.00</i>	<i>25.19</i>
	AdminFinance	1,825,000.00	181,810.39	450,418.54	0.00	24.68

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Human Resources						
<i>Personnel Services</i>						
05-02-5110	Regular employees	154,000.00	7,501.27	22,503.81	0.00	14.61
05-02-5210	Healthdental insurance	35,000.00	64.69	194.07	0.00	0.55
05-02-5230	Social security	12,000.00	570.64	1,711.91	0.00	14.27
05-02-5240	Retirement	31,000.00	1,323.89	3,971.85	0.00	12.81
05-02-5250	TrimetWBF	2,000.00	58.94	176.33	0.00	8.82
05-02-5260	Unemployment	2,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers compensation	3,000.00	0.00	2,581.43	0.00	86.05
05-02-5290	Other employee benefits	2,000.00	72.80	72.80	0.00	3.64
	<i>Personnel Services</i>	241,000.00	9,592.23	31,212.20	0.00	12.95
<i>Materials & Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	56,100.00	4,987.30	11,771.78	0.00	20.98
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	14,000.00	390.32	794.96	0.00	5.68
05-02-6510	Office supplies	1,000.00	3.45	3.45	0.00	0.35
05-02-6720	Insurance-General	173,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	245.00	853.66	0.00	17.07
	<i>Materials & Services</i>	251,100.00	5,626.07	13,423.85	0.00	5.35
Human Resources		492,100.00	15,218.30	44,636.05	0.00	9.07
Technical Services						
<i>Personnel Services</i>						
05-03-5110	Regular employees	583,000.00	40,078.42	121,561.08	0.00	20.85
05-03-5130	Overtime	5,000.00	906.56	906.56	0.00	18.13
05-03-5210	Healthdental Insurance	119,000.00	7,941.75	23,825.25	0.00	20.02
05-03-5230	Social security	45,000.00	3,073.61	9,183.57	0.00	20.41
05-03-5240	Retirement	115,000.00	7,663.51	22,904.49	0.00	19.92
05-03-5250	TrimetWBF	5,000.00	315.80	942.39	0.00	18.85
05-03-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	7,698.20	0.00	85.54
05-03-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	891,000.00	59,979.65	187,021.54	0.00	20.99
<i>Materials & Services</i>						
05-03-6155	Contracted services	212,000.00	0.00	5,088.93	89,771.25	2.40
05-03-6180	Dues and subscriptions	3,000.00	0.00	1,790.00	0.00	59.67
05-03-6350	Computer maintenance	291,300.00	28,837.35	82,297.97	44,000.00	28.25
05-03-6390	Other repairs and maintenance	4,000.00	0.00	0.00	0.00	0.00
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	37.95	37.95	0.00	0.24
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	13,000.00	283.71	431.55	0.00	3.32
05-03-6540	Safety supplies	1,000.00	124.77	304.77	0.00	30.48
05-03-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-03-6730	Communications	117,100.00	0.00	0.00	25,525.00	0.00
	<i>Materials & Services</i>	659,400.00	29,283.78	89,951.17	159,296.25	13.64
Technical Services		1,550,400.00	89,263.43	276,972.71	159,296.25	17.86
Vehicle Services						
<i>Materials & Services</i>						
05-04-6330	Vehicleequipment maintenance	61,500.00	9,451.01	11,178.25	0.00	18.18
05-04-6520	Fuels and oils	70,800.00	3,578.05	7,111.37	0.00	10.04
	<i>Materials & Services</i>	132,300.00	13,029.06	18,289.62	0.00	13.82
Vehicle Services		132,300.00	13,029.06	18,289.62	0.00	13.82
Transfers & Contingencies						

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	503,700.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	503,700.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	503,700.00	0.00	0.00	0.00	0.00
05	Administrative Services	-4,501,000.00	-299,321.18	-790,316.92	-159,296.25	17.56
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,801,651.00	0.00	-2,450,463.60	0.00	136.01
	<i>Beginning Fund Balance</i>	-1,801,651.00	0.00	-2,450,463.60	0.00	136.01
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	7,133.05	11,380.54	0.00	35.56
10-00-4211	Water sales	4,265,000.00	378,056.03	1,154,091.20	0.00	27.06
10-00-4215	Penalties and late charges	25,000.00	1,869.09	5,473.74	0.00	21.89
10-00-4220	System development charges	100,000.00	69,120.00	129,410.00	0.00	129.41
10-00-4230	Contract services	53,000.00	4,000.00	12,000.00	0.00	22.64
10-00-4240	Service installations	15,000.00	1,680.00	13,459.77	0.00	89.73
10-00-4280	Rents & leases	160,000.00	4,320.70	47,319.94	0.00	29.57
10-00-4290	Other charges for services	20,000.00	3,380.00	3,680.00	0.00	18.40
10-00-4610	Investment revenue	500.00	495.44	4,659.17	0.00	931.83
10-00-4630	Miscellaneous revenues	15,000.00	8,183.68	20,031.84	0.00	133.55
	<i>Revenue</i>	4,685,500.00	478,237.99	1,401,506.20	0.00	29.91
	NonDivisional	6,487,151.00	478,237.99	3,851,969.80	0.00	59.38
	Drinking Water Personnel Services					
10-20-5110	Regular employees	599,000.00	43,919.99	132,943.13	0.00	22.19
10-20-5120	Temporaryseasonal employees	30,000.00	0.00	0.00	0.00	0.00
10-20-5130	Overtime	42,000.00	1,057.49	1,866.78	0.00	4.44
10-20-5210	Healthdental insurance	147,000.00	7,962.44	23,887.31	0.00	16.25
10-20-5230	Social Security	52,000.00	3,372.20	10,107.30	0.00	19.44
10-20-5240	Retirement	144,000.00	9,759.95	29,247.37	0.00	20.31
10-20-5250	TrimetWBF	6,000.00	347.09	1,041.23	0.00	17.35
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	11,000.00	0.00	9,403.78	0.00	85.49
10-20-5290	Other employee benefits	5,000.00	0.00	36.40	0.00	0.73
	<i>Personnel Services</i>	1,044,000.00	66,419.16	208,533.30	0.00	19.97
	<i>Materials & Services</i>					
10-20-6110	Legal services	0.00	0.00	0.00	0.00	0.00
10-20-6155	Contracted Services	0.00	1,614.00	1,614.00	0.00	0.00
10-20-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	40,000.00	2,584.18	7,976.15	0.00	19.94
10-20-6230	Telephone	4,200.00	0.00	0.00	0.00	0.00
10-20-6240	Natural gas	2,000.00	261.32	526.70	0.00	26.34
10-20-6290	Other utilities	2,000.00	0.00	344.41	0.00	17.22
10-20-6310	Janitorial services	1,000.00	0.00	88.97	0.00	8.90
10-20-6320	Buildings & grounds	10,000.00	0.00	173.20	0.00	1.73
10-20-6330	Vehicle & equipment maint.	0.00	0.00	0.00	0.00	0.00
10-20-6340	Distribution system maint	220,000.00	43,083.86	57,737.08	12,336.77	26.24
10-20-6350	Computer maintenance	0.00	1,240.00	1,240.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6390	Other repairs & maintenance	50,000.00	10,862.70	11,597.70	0.00	23.20
10-20-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
10-20-6420	Staff training	8,000.00	77.17	77.17	0.00	0.96
10-20-6430	Certifications	1,000.00	280.00	280.00	0.00	28.00
10-20-6510	Office supplies	0.00	0.00	36.98	0.00	0.00
10-20-6520	Fuel & oils	0.00	92.01	92.01	0.00	0.00
10-20-6530	Small tools & equipment	22,000.00	0.00	0.00	0.00	0.00
10-20-6540	Safety supplies	16,000.00	276.64	2,566.19	0.00	16.04
10-20-6550	Operational Supplies	2,000.00	0.00	673.71	0.00	33.69
10-20-6710	Purchased water	1,150,000.00	132,287.35	252,751.31	0.00	21.98
10-20-6715	Water quality program	0.00	0.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00	0.00
10-20-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	8,274.22	8,274.22	0.00	41.37
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,555,200.00</i>	<i>200,933.45</i>	<i>346,049.80</i>	<i>12,336.77</i>	<i>22.25</i>
	Drinking Water	2,599,200.00	267,352.61	554,583.10	12,336.77	21.34
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	34,522.00	0.00	16,767.66	0.00	48.57
	<i>Materials & Services</i>	<i>209,522.00</i>	<i>0.00</i>	<i>16,767.66</i>	<i>0.00</i>	<i>8.00</i>
	Debt Service	209,522.00	0.00	16,767.66	0.00	8.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,444,000.00	120,333.33	360,999.99	0.00	25.00
10-29-8171	Transfers out to Fund 71	1,675,000.00	0.00	1,675,000.00	0.00	100.00
10-29-9000	Contingency	559,429.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,678,429.00</i>	<i>120,333.33</i>	<i>2,035,999.99</i>	<i>0.00</i>	<i>55.35</i>
	Transfers & Contingencies	3,678,429.00	120,333.33	2,035,999.99	0.00	55.35
10	Drinking Water	0.00	90,552.05	1,244,619.05	-12,336.77	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-789,178.00	0.00	-1,199,000.60	0.00	151.93
	<i>Beginning Fund Balance</i>	<i>-789,178.00</i>	<i>0.00</i>	<i>-1,199,000.60</i>	<i>0.00</i>	<i>151.93</i>
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,200,000.00	623,183.98	1,989,885.94	0.00	24.27
20-00-4215	Penalties & late charges	25,000.00	801.44	2,510.57	0.00	10.04
20-00-4220	System development charges	125,000.00	92,831.75	246,237.60	0.00	196.99
20-00-4240	Service installations	40,000.00	2,130.00	10,350.75	0.00	25.88
20-00-4290	Other charges for services	15,000.00	0.00	0.00	0.00	0.00
20-00-4610	Investment revenue	0.00	1,116.57	1,301.91	0.00	0.00
20-00-4630	Miscellaneous revenues	15,000.00	1,773.94	3,275.01	0.00	21.83
	<i>Revenue</i>	<i>8,420,000.00</i>	<i>721,837.68</i>	<i>2,253,561.78</i>	<i>0.00</i>	<i>26.76</i>
	NonDivisional	9,209,178.00	721,837.68	3,452,562.38	0.00	37.49
	Wastewater-Plant Personnel Services					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-5110	Regular employees	622,000.00	56,122.09	167,553.13	0.00	26.94
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	49,000.00	5,390.28	12,739.58	0.00	26.00
20-21-5210	Healthdental insurance	155,000.00	12,114.46	36,343.45	0.00	23.45
20-21-5230	Social security	54,000.00	4,599.85	13,474.80	0.00	24.95
20-21-5240	Retirement	134,000.00	11,454.79	33,673.68	0.00	25.13
20-21-5250	TrimetWBF	6,000.00	474.60	1,392.53	0.00	23.21
20-21-5260	Unemployment	9,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	10,233.53	0.00	85.28
20-21-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,080,000.00</i>	<i>90,156.07</i>	<i>275,410.70</i>	<i>0.00</i>	<i>25.50</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	5,000.00	2,420.00	17,670.00	2,876.88	353.40
20-21-6180	Dues & subscriptions	15,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	250,000.00	19,955.42	40,313.95	0.00	16.13
20-21-6230	Telephone	2,400.00	0.00	0.00	0.00	0.00
20-21-6240	Natural gas	1,000.00	22.26	46.54	0.00	4.65
20-21-6250	Solid waste disposal	75,000.00	7,329.16	9,243.80	0.00	12.33
20-21-6290	Other utilities	1,000.00	136.59	6,135.50	0.00	613.55
20-21-6310	Janitorial services	10,000.00	42.29	42.29	0.00	0.42
20-21-6320	Buildings & grounds	20,000.00	2,954.33	6,103.01	3,240.00	30.52
20-21-6342	WRF system maintenance	240,000.00	62,362.79	92,750.01	16,053.78	38.65
20-21-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	7,000.00	900.00	900.00	0.00	12.86
20-21-6430	Certifications	3,000.00	0.00	0.00	0.00	0.00
20-21-6510	Office supplies	3,000.00	395.48	395.48	0.00	13.18
20-21-6520	Fuel & oils	0.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	25,000.00	0.00	4,258.10	0.00	17.03
20-21-6530	Small tools & equipment	20,200.00	19.99	1,489.99	0.00	7.38
20-21-6540	Safety supplies	20,100.00	154.77	762.49	2,000.00	3.79
20-21-6550	Operational supplies	20,000.00	788.39	2,592.10	235.00	12.96
20-21-6560	Uniforms	15,000.00	1,292.63	4,540.89	1.00	30.27
20-21-6590	Other supplies	20,000.00	159.13	632.51	0.00	3.16
20-21-6750	Other purchased services	15,000.00	5,182.82	6,511.42	0.00	43.41
20-21-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	71,000.00	3,948.75	5,905.82	0.00	8.32
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>841,700.00</i>	<i>108,064.80</i>	<i>200,293.90</i>	<i>24,406.66</i>	<i>23.80</i>
	Wastewater-Plant	1,921,700.00	198,220.87	475,704.60	24,406.66	24.75
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	427,000.00	32,180.85	96,682.99	0.00	22.64
20-22-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-22-5130	Overtime	49,000.00	684.71	1,659.41	0.00	3.39
20-22-5210	Healthdental insurance	110,000.00	6,630.46	19,891.32	0.00	18.08
20-22-5230	Social security	40,000.00	2,511.97	7,516.47	0.00	18.79
20-22-5240	Retirement	112,000.00	6,298.32	18,850.09	0.00	16.83
20-22-5250	TrimetWBF	5,000.00	259.30	778.02	0.00	15.56
20-22-5260	Unemployment	6,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	8,000.00	0.00	6,822.35	0.00	85.28
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>796,000.00</i>	<i>48,565.61</i>	<i>152,200.65</i>	<i>0.00</i>	<i>19.12</i>
	<i>Materials & Services</i>					
20-22-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
20-22-6230	Telephone	10,000.00	0.00	0.00	0.00	0.00
20-22-6290	Other utilities	0.00	0.00	0.00	0.00	0.00
20-22-6310	Janitorial services	2,000.00	0.00	0.00	0.00	0.00
20-22-6320	Buildings & grounds	3,000.00	47.97	490.96	0.00	16.37
20-22-6342	Collection system maint.	50,000.00	4,300.00	5,050.00	1,300.00	10.10
20-22-6390	Other repairs &	6,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	maintenance					
20-22-6410	Mileage	2,000.00	0.00	0.00	0.00	0.00
20-22-6420	Staff training	4,000.00	0.00	0.00	0.00	0.00
20-22-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
20-22-6510	Office supplies	6,000.00	0.00	119.99	0.00	2.00
20-22-6530	Small tools & equipment	28,000.00	0.00	0.00	1,081.45	0.00
20-22-6540	Safety supplies	4,000.00	154.79	563.24	0.00	14.08
20-22-6550	Operational supplies	6,000.00	0.00	89.85	0.00	1.50
20-22-6560	Uniforms	8,000.00	792.27	1,130.91	0.00	14.14
20-22-6750	Other purchased services	4,000.00	330.81	638.22	0.00	15.96
20-22-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	6,000.00	913.92	913.92	0.00	15.23
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>141,000.00</i>	<i>6,539.76</i>	<i>8,997.09</i>	<i>2,381.45</i>	<i>6.38</i>
	Wastewater-Collections	937,000.00	55,105.37	161,197.74	2,381.45	17.20
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,028,000.00	169,000.00	507,000.00	0.00	25.00
20-29-8140	Transfers out to Fund 40	1,350,500.00	0.00	0.00	0.00	0.00
20-29-8150	Transfers out to Fund 50	1,100,000.00	0.00	0.00	0.00	0.00
20-29-8172	Transfers out to Fund 72	1,300,000.00	108,333.33	325,000.00	0.00	25.00
20-29-9000	Contingency	571,978.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>6,350,478.00</i>	<i>277,333.33</i>	<i>832,000.00</i>	<i>0.00</i>	<i>13.10</i>
	Transfers & Contingencies	6,350,478.00	277,333.33	832,000.00	0.00	13.10
20	Wastewater Reclam.	0.00	191,178.11	1,983,660.04	-26,788.11	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-307,986.00	0.00	-465,068.02	0.00	151.00
	<i>Beginning Fund Balance</i>	<i>-307,986.00</i>	<i>0.00</i>	<i>-465,068.02</i>	<i>0.00</i>	<i>151.00</i>
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,530,000.00	128,087.73	385,021.67	0.00	25.16
30-00-4215	Penalties & late charges	2,000.00	181.00	656.56	0.00	32.83
30-00-4240	Service installations	20,000.00	9,970.00	22,134.05	0.00	110.67
30-00-4290	Other charges for services	5,000.00	0.00	0.00	0.00	0.00
30-00-4610	Investment revenue	0.00	24.43	34.47	0.00	0.00
30-00-4630	Miscellaneous revenues	2,000.00	151.49	423.58	0.00	21.18
	<i>Revenue</i>	<i>1,559,000.00</i>	<i>138,414.65</i>	<i>408,270.33</i>	<i>0.00</i>	<i>26.19</i>
	NonDivisional	1,866,986.00	138,414.65	873,338.35	0.00	46.78
	Watershed Protection Personnel Services					
30-23-5110	Regular employees	108,000.00	0.00	17,922.77	0.00	16.60
30-23-5210	Healthdental insurance	30,000.00	0.00	2,056.03	0.00	6.85
30-23-5230	Social Security	9,000.00	0.00	1,405.24	0.00	15.61
30-23-5240	Retirement	26,000.00	0.00	1,839.67	0.00	7.08
30-23-5250	TrimetWBF	1,000.00	0.00	142.15	0.00	14.22
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	2,000.00	0.00	1,659.49	0.00	82.97
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>178,000.00</i>	<i>0.00</i>	<i>25,025.35</i>	<i>0.00</i>	<i>14.06</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-23-6155	Contracted Services	40,000.00	27,368.34	28,745.34	0.00	71.86
30-23-6180	Dues & subscriptions	0.00	0.00	0.00	0.00	0.00
30-23-6320	Buildings & grounds	0.00	0.00	65.01	0.00	0.00
30-23-6340	System maintenance	0.00	0.00	0.00	0.00	0.00
30-23-6390	Other repairs & maintenance	0.00	0.00	245.00	0.00	0.00
30-23-6420	Staff training	1,000.00	0.00	650.00	0.00	65.00
30-23-6540	Safety supplies	0.00	72.45	294.21	0.00	0.00
30-23-6560	Uniforms	500.00	0.00	1,081.83	0.00	216.37
30-23-6730	Communications	42,000.00	0.00	0.00	0.00	0.00
30-23-6770	Bank charges	0.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes & fees	0.00	1,600.00	1,600.00	0.00	0.00
	<i>Materials & Services</i>	<i>83,500.00</i>	<i>29,040.79</i>	<i>32,681.39</i>	<i>0.00</i>	<i>39.14</i>
	Watershed Protection	261,500.00	29,040.79	57,706.74	0.00	22.07
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	52,308.00	52,308.38	52,308.38	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	10,249.00	10,249.23	10,249.23	0.00	100.00
	<i>Materials & Services</i>	<i>62,557.00</i>	<i>62,557.61</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,557.00	62,557.61	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,029,000.00	85,750.00	257,250.00	0.00	25.00
30-29-8173	Transfers out to Fund 73	430,000.00	35,833.33	107,500.00	0.00	25.00
30-29-9000	Contingency	83,928.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,542,928.00</i>	<i>121,583.33</i>	<i>364,750.00</i>	<i>0.00</i>	<i>23.64</i>
	Transfers & Contingencies	1,542,928.00	121,583.33	364,750.00	0.00	23.64
30	Watershed Protection	1.00	-74,767.08	388,324.00	0.00	38,832,400.00
71	Drinking Water Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-2,703,013.00	0.00	-3,236,047.66	0.00	119.72
	<i>Beginning Fund Balance</i>	<i>-2,703,013.00</i>	<i>0.00</i>	<i>-3,236,047.66</i>	<i>0.00</i>	<i>119.72</i>
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	9,934.55	28,335.70	0.00	56.67
	<i>Revenue</i>	<i>50,000.00</i>	<i>9,934.55</i>	<i>28,335.70</i>	<i>0.00</i>	<i>56.67</i>
	NonDivisional	2,753,013.00	9,934.55	3,264,383.36	0.00	118.57
	Drinking Water Capital Outlay					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
71-20-7300	Buildings & improvements	330,000.00	727.53	2,774.48	0.00	0.84
71-20-7600	Capital Improvement Projects	4,098,013.00	47,209.65	245,209.65	0.00	5.98
	<i>Capital Outlay</i>	<i>4,428,013.00</i>	<i>47,937.18</i>	<i>247,984.13</i>	<i>0.00</i>	<i>5.60</i>
	Drinking Water	4,428,013.00	47,937.18	247,984.13	0.00	5.60
71	Drinking Water	-1,675,000.00	-38,002.63	3,016,399.23	0.00	-180.08

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Capital					
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Beginning Fund Balance</i>	-3,754,027.00	0.00	-4,220,098.11	0.00	112.42
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	9,597.83	28,883.44	0.00	38.51
	<i>Revenue</i>	75,000.00	9,597.83	28,883.44	0.00	38.51
	NonDivisional	3,829,027.00	9,597.83	4,248,981.55	0.00	110.97
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	75,000.00	165.35	165.35	0.00	0.22
72-21-7520	Equipment	60,000.00	0.00	0.00	0.00	0.00
72-21-7600	Capital Improvement Projects	4,784,027.00	295,531.24	295,531.24	0.00	6.18
	<i>Capital Outlay</i>	4,919,027.00	295,696.59	295,696.59	0.00	6.01
	Wastewater-Plant	4,919,027.00	295,696.59	295,696.59	0.00	6.01
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7300	Buildings and improvements	210,000.00	462.97	2,230.79	0.00	1.06
72-22-7600	Capital Improvement Projects	0.00	166.25	166.25	0.00	0.00
	<i>Capital Outlay</i>	210,000.00	629.22	2,397.04	0.00	1.14
	Wastewater-Collections	210,000.00	629.22	2,397.04	0.00	1.14
72	Wastewater Reclamation Capital	-1,300,000.00	-286,727.98	3,950,887.92	0.00	-303.91
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Beginning Fund Balance</i>	-1,681,715.00	0.00	-1,816,319.98	0.00	108.00
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	4,074.26	12,931.56	0.00	32.33
	<i>Revenue</i>	40,000.00	4,074.26	12,931.56	0.00	32.33
	NonDivisional	1,721,715.00	4,074.26	1,829,251.54	0.00	106.25
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7300	Buildings & improvements	135,000.00	297.62	1,135.00	0.00	0.84
73-23-7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
73-23-7600	Capital Improvement Projects	1,986,715.00	508,567.95	508,567.95	0.00	25.60
	<i>Capital Outlay</i>	2,151,715.00	508,865.57	509,702.95	0.00	23.69
	Watershed Protection	2,151,715.00	508,865.57	509,702.95	0.00	23.69
73	Watershed Protection Capital	-430,000.00	-504,791.31	1,319,548.59	0.00	-306.87

General Ledger
Account Roll up



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Period 03 - 03
Fiscal Year 2020

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal%	ExpendCollect
Revenue	Revenue					
4210	Water Sales - CRW	32,000.00	4,247.49	7,133.05	11,380.54	35.56
4211	Water sales	4,265,000.00	776,035.17	378,056.03	1,154,091.20	27.06
4212	Wastewater Charges	8,200,000.00	1,366,701.96	623,183.98	1,989,885.94	24.27
4213	Watershed protection fees	1,530,000.00	256,933.94	128,087.73	385,021.67	25.16
4215	Penalties & late charges	52,000.00	5,789.34	2,851.53	8,640.87	16.62
4220	System development charges	225,000.00	213,695.85	161,951.75	375,647.60	166.95
4230	Contract services	53,000.00	8,000.00	4,000.00	12,000.00	22.64
4240	Service installations	75,000.00	32,164.57	13,780.00	45,944.57	61.26
4280	Rents & leases	160,000.00	42,999.24	4,320.70	47,319.94	29.57
4290	Other charges for services	40,000.00	300.00	3,380.00	3,680.00	9.20
4610	Investment revenue	190,300.00	58,912.18	28,312.55	87,224.73	45.84
4630	Miscellaneous revenues	34,500.00	13,621.32	10,109.11	23,730.43	68.78
4701	Interest Subsidy	115,000.00	0.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	3,119,000.00	1,915,666.66	120,333.33	2,035,999.99	65.28
4920	Transfer in from Fund 20	5,778,500.00	554,666.67	277,333.33	832,000.00	14.40
4930	Transfer in from Fund 30	1,459,000.00	243,166.67	121,583.33	364,750.00	25.00
Revenue	Revenue	25,328,300.00	5,492,901.06	1,884,416.42	7,377,317.48	29.13
Expense	Expense					
5110	Regular employees	3,131,000.00	481,278.55	232,173.81	713,452.36	22.79
5120	Temporary/Seasonal employees	110,000.00	0.00	0.00	0.00	0.00
5130	Overtime	150,000.00	9,855.81	9,331.60	19,187.41	12.79
5210	Employee Ins	690,000.00	86,360.03	42,152.00	128,512.03	18.62
5230	Social Security	262,000.00	36,912.71	18,110.93	55,023.64	21.00
5240	Retirement	696,000.00	95,265.88	47,583.66	142,849.54	20.52
5250	Trimet	31,000.00	3,801.42	1,866.72	5,668.14	18.28
5260	Unemployment	38,000.00	0.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	46,096.98	0.00	46,096.98	85.36
5290	Other employee benefits	24,000.00	36.40	72.80	109.20	0.46
6110	Legal services	400,000.00	9,172.50	68,300.91	77,473.41	19.37
6120	Accounting & audit services	40,000.00	15,300.00	4,500.00	19,800.00	49.50
6155	Contracted Services	407,000.00	35,781.02	38,480.64	74,261.66	18.25
6180	Dues & subscriptions	57,000.00	39,081.00	0.00	39,081.00	68.56
6220	Electricity	298,000.00	26,315.03	24,017.79	50,332.82	16.89
6230	Telephone	72,700.00	6,784.48	4,987.30	11,771.78	16.19
6240	Natural gas	5,000.00	321.10	316.47	637.57	12.75
6250	Solid waste disposal	75,000.00	1,914.64	7,329.16	9,243.80	12.33
6290	Other utilities	19,000.00	13,891.21	390.24	14,281.45	75.17
6310	Janitorial services	38,000.00	2,163.84	1,777.16	3,941.00	10.37
6320	Buildings & grounds	39,000.00	4,741.11	3,517.07	8,258.18	21.17
6330	Vehicle & equipment maint.	61,500.00	1,727.24	9,451.01	11,178.25	18.18
6340	Distribution system maint	220,000.00	14,653.22	43,083.86	57,737.08	26.24
6342	Collection system maint.	290,000.00	31,137.22	66,662.79	97,800.01	33.72
6350	Computer maintenance	291,300.00	53,460.62	30,077.35	83,537.97	28.68
6390	Other repairs & maintenance	60,000.00	980.00	10,862.70	11,842.70	19.74
6410	Mileage	9,000.00	0.00	0.00	0.00	0.00
6420	Staff training	73,000.00	1,881.68	6,453.25	8,334.93	11.42
6430	Certifications	5,500.00	0.00	280.00	280.00	5.09
6440	Board travel & training	5,000.00	7.50	38.95	46.45	0.93
6510	Office supplies	38,000.00	1,951.64	3,648.84	5,600.48	14.74
6520	Fuel & oils	70,800.00	3,533.32	3,670.06	7,203.38	10.17
6525	Chemicals	25,000.00	4,258.10	0.00	4,258.10	17.03
6530	Small tools & equipment	71,200.00	1,470.00	19.99	1,489.99	2.09

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
6540	Safety supplies	41,100.00	3,707.48	783.42	4,490.90	10.93
6550	Operational Supplies	28,000.00	2,567.27	788.39	3,355.66	11.98
6560	Uniforms	25,000.00	5,489.60	2,084.90	7,574.50	30.30
6590	Other supplies	20,000.00	473.38	159.13	632.51	3.16
6610	Board compensation	1,000.00	0.00	0.00	0.00	0.00
6710	Purchased water	1,150,000.00	120,463.96	132,287.35	252,751.31	21.98
6715	Water quality program	0.00	0.00	0.00	0.00	0.00
6720	Insurance	173,000.00	0.00	0.00	0.00	0.00
6730	Communications	164,100.00	362.14	218.73	580.87	0.35
6740	Advertising	6,000.00	608.66	245.00	853.66	14.23
6750	Other purchased services	19,000.00	1,636.01	5,513.63	7,149.64	37.63
6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
6770	Bank charges	125,000.00	22,960.46	13,066.32	36,026.78	28.82
6780	Taxes & fees	98,000.00	2,065.07	14,736.89	16,801.96	17.14
6810	2010 SRF Loan Principal	893,387.00	444,576.00	0.00	444,576.00	49.76
6811	2010 IFA Loan Principal	368,036.00	0.00	0.00	0.00	0.00
6812	2010 GO Bond Principal	1,120,000.00	0.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	190,000.00	0.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	52,308.00	0.00	52,308.38	52,308.38	100.00
6815	Zions Bank loan-principal	175,000.00	0.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	349,630.00	142,422.00	0.00	142,422.00	40.74
6821	2010 GO Bond Interest	44,800.00	0.00	0.00	0.00	0.00
6822	2010 IFA Loan Interest	277,012.00	0.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	379,326.00	0.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	10,249.00	0.00	10,249.23	10,249.23	100.00
6825	Zions Bank loan-interest	34,522.00	16,767.66	0.00	16,767.66	48.57
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00	0.00
6910	Cash overshort	0.00	-0.51	0.00	-0.51	0.00
7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
7300	Buildings & improvements	750,000.00	4,652.15	1,653.47	6,305.62	0.84
7520	Equipment	60,000.00	0.00	0.00	0.00	0.00
7540	Vehicles	30,000.00	0.00	0.00	0.00	0.00
7600	Capital Improvement Projects	10,868,755.00	198,000.00	851,475.09	1,049,475.09	9.66
8105	Transfers out to Fund 05	4,501,000.00	750,166.66	375,083.33	1,125,249.99	25.00
8140	Transfers out - Fund 40	1,350,500.00	0.00	0.00	0.00	0.00
8150	Transfers out - Fund 50	1,100,000.00	0.00	0.00	0.00	0.00
8171	Transfers out - Fund 71	1,675,000.00	1,675,000.00	0.00	1,675,000.00	100.00
8172	Transfers out - Fund 72	1,300,000.00	216,666.67	108,333.33	325,000.00	25.00
8173	Transfers out - Fund 73	430,000.00	71,666.67	35,833.33	107,500.00	25.00
9000	Contingency	1,719,035.00	0.00	0.00	0.00	0.00
Expense	Expense	37,397,760.00	4,710,385.58	2,283,976.98	6,994,362.56	18.70
Grand Total		-12,069,460.00	782,515.48	-399,560.56	382,954.92	-0.0317
Fund Balance		0.00	0.00	0.00	0.00	0
Total						
Revenue Total		25,328,300.00	5,492,901.06	1,884,416.42	7,377,317.48	0.2913
Expense Total		37,397,760.00	4,710,385.58	2,283,976.98	6,994,362.56	0.187



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting 6:00 p.m.
September 17, 2019

Board of Directors - Members Present:

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

Board of Directors - Members Absent:

None,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen,	General Manager
Aleah Binkowski-Burk,	Human Resources and Payroll Manager
Jason Rice,	District Engineer
David Mendenhall,	Plant Superintendent
Kelly Stacey,	Finance Director
Todd Knapp,	Field Operations Superintendent,

Visitors and Consultants Present:

Tommy Brooks,	District Attorney, Cable Huston LLP
Dave Phelps,	Local Resident
Eric Hofeld,	Sunrise Water Authority
Fred Swingle,	Budget Committee
Jane Civiletti,	Local Resident.

Regular Board of Directors Meeting

1. Call to Order and Flag Salute

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

2. Call for Public Comment

President Susan Keil requested public comment. There were no initial public comments.

3. Consent Agenda

- August 2019 Financial Reports
 - Approval of August 2019 Check Run
- August 20, 2019 Board Meeting Minutes

President Susan Keil requested a motion to adopt the consent agenda. Discussion included the following questions: The Board clarified one the last page of the minutes he did not attend the Jennings Lodge Community Planning Organization community picnic. Treasurer Fisher asked about why the beginning balance is zero on each item of the rollup. Finance Director Kelly

Stacey responded she will look into why and get back to the Board. Director Gornick asked why the general ledger debt service is for the water meter project and staff responded yes. President Keil asked about the accounting and audit services what was the total amount we are anticipating spending this year and staff responded it's about \$25,000 due to a higher level of oversight for the first year of new auditors. The Board asked why workers compensation is high in all of the funds and staff responded this item is paid one time per year in July and so is reflected in this report. Director Knudson asked about why SDC's are still high and staff responded the Jennings Lodge development is still being received and is unusual for this District, along with infill in the area. The Board asked about when they can expect an audit report and staff responded the goal is for a presentation in November. The Board will have a chance to provide input to the auditors before it is finalized, and staff requested to have questions given before the meeting so that auditors are able to look into them thoroughly. There was a discussion about whether to include list of individual checks in the Consent Agenda and the Board concluded to leave it out of the Consent Agenda but keep the check register in the Board packet under the Finances Staff Report section. The general ledger and the rollup will remain under the Consent Agenda.

Director Gornick moved to adopt and approve the consent agenda. Treasurer Fisher seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

4. Boardman Wetland Complex – Park Renaming Recommendation

District Engineer Jason Rice presented the recommendation to rename Boardman Wetland Complex Project with the name Jennings Lodge Nature Park. The Board discussed the idea and was supportive because it brings attention to both the Jennings Lodge neighborhood and honors the area with a park in its name. The Board clarified the Boardman park walk-through will be from 2:30 p.m.-3:30 p.m. at 17908 SE Addie St. The Board asked why the Jennings Road edge of the park is so marshy and wet. Staff responded the sewer line is being fixed and the road will be put back into the best condition it can be, but the south end of the area is owned by a five-property Homeowners' Association (HOA). The marshy area on the south end needs dredging and regular maintenance and without the help of the HOA this portion of the park will continue to be flooded and this will be a flooding challenge to Jennings Road. The District will communicate to the HOA and begin conversations about what can be done – possibly together or with the District's help.

Treasurer Fisher made a motion recommending the Board have staff forward to NCPRD the District's suggestion for the Boardman Wetland Complex to be officially named "Jennings Lodge Nature Park". Vice President Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

5. Review changes to the Oak Lodge Water Services Harassment Policy

Payroll and Human Resources Manager Aleah Binkowski-Burk presented the updated OLWS Harassment Policy noting that the biggest change is to the statute of limitations, which has been extended from 1 year to 5 years. The policy is being updated under Senate Bill 726, the Oregon Workplace Fairness Act. A clear process for reporting and updated legal language has been defined within the new employment laws. Staff is requesting approval for the new language which will be updated in the harassment policy as well as in the four following policies: Equal Employment; Non-Discrimination; Violence in the Workplace; and Selection and Placement. The suggested wording will be changed from:

“Including but not limited to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.”

To:

“Including but not limited to: race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state, and local laws.”

Staff will bring the final policy back before the Board for approval. Staff will share this policy with the Union which will have time to review and comment on it.

6. Department Reports

- **General Manager’s Report:**

General Manager Chaplen updated the Board on their conversations with staff of Gladstone to renegotiate and combine the Intergovernmental Agreements for sanitary sewer and storm water with water. While good progress has been made, they are requesting a 6-month extension of the existing IGA because City of Gladstone has been delayed for several reasons.

Vice President Williams moved to give General Manager Chaplen permission to extend the IGA with Gladstone for a period of six months. Director Knudson seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

- **Finance Report:**

Finance Director Kelly Stacey shared they are in the middle of the audit process with auditors on site pulling data for spot checking items. Staff Accountant Jeff Voreis has been very helpful in providing the preparation for the audit. He will be preparing the financials for this year and we will have the auditors review the documents. Kelly appreciated him for his good work. She stated the new customer service staff member Bailie Foxworthy will be starting next week. General Manager Chaplen mentioned she expects with the new auditors we will see suggestions for positive changes to the organization’s financial organization. Kelly mentioned

there will likely be no material weaknesses but hopefully there will be some suggestions. She has had a good experience with the auditors overall so far.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp presented information from his report, describing the main break on Vista Sunrise Court and 200" pipe replacement process. They upsized the pipe to an 8" PVC to help prevent electrolysis as well as upgrade the pipe size for fire flow protection as recommended. They had a higher-pressure break in the copper pipe at River Forest Lake which the sanitary crew helped to repair. He described the main break which may have been caused by a lightning strike. He illustrated the challenges the District has had with Oregon Department of Transportation with regards to getting permission to be on McLoughlin Avenue in order to have collection crews TV'ing and cleaning the system. There was a discussion about completing the final lift paving project on the intersection of McLoughlin and Jennings Avenues. Water consumption is lower this month. Director Knudson reflected on consumption and asked whether there are financial implications to this trend. General Manager Chaplen commented water demand has been down regionally and this has been positive for the water producers when they have had less water that they are able to produce. She will discuss revenue projections with the Board in November and will include financial implications of models of lower water consumption. Kelly commented we could anticipate that revenue will be low because usually July/August are our highest months for water consumption. Director Knudson requested projections for the remainder of the revenue and non-revenue water at the November meeting and offered the suggestion to Todd that he show the consumption by month compared across the bottom. President Keil asked about the relationship to sewer and finances. Kelly mentioned it would be somewhat inverse, meaning a warmer sunnier winter would mean water use might be higher in the winter, which would set the winter sewer averages higher. The conversation shifted to how climate change may affect precipitation patterns and that there may be the same amount of precipitation but more in rain and less in snowfall. Treasurer Fisher commented that decreased water consumption is a good thing for conservation aspects, as long as we think about financial impacts and plan accordingly.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall updated the Board on his report as provided in the Board Packet. He commented on continued plant operations, reflecting on rainfall, plant operations, and capital projects in the plant in some detail. He commented on Elaine getting off to a good start as the new Asset Manager. He updated the Board on detailed aspects of maintenance events as listed in the Board report, including the installation of Pumps 4 and 6. He closely described the Rainfall-Flow graph, stating rainfall had very little effect on plant performance, although there was record rain elsewhere in the Portland metro area.

- **Technical Services Report:**

District Engineer Jason Rice presented information from his staff Board report, detailing the Department of Environmental Quality penalty and the staff training and best management practices that have been put into place since the event. The Board asked if we have formal best management practices written and in place that we train people on? Staff responded there is an

Standard Operating Practice (SOP) for water main breaks and there have been trainings about using and restocking biobags and catch basin liners in all of the trucks.

The highlight of outreach events was the Oak Grove Trolley Trail Festival, where staff took turns speaking with the public about emergency preparedness and water conservation. We shared our booth with the Clackamas River Water Providers.

He outlined details of the Capital Project Tracker and the Development Review Status Tracker. The Board appreciated the new format for the Capital Project Tracker and asked whether there was a project tracking drinking water line replacement like the one for sewer main line replacement. Staff responded we are in the process of developing a prioritized list of water system replacement projects and that we currently address immediate water main line repairs. In the future there will be an outlined list of priorities. They briefly discussed how rates will be adjusted in relation to future projects and planning. The water master planning process will address both the need for an intertie and increased fire flow in certain areas, both to meet emergency preparedness. The Board asked what the makes for successful Aquifer Storage and Retrieval projects and Director Knudson responded success depends on geology and location.

General Manager Chaplen commented depending on economics the District may be able to get competitive rates for upcoming projects, which helps keep people employed. This will depend on having our list of capital projects ready. The Board asked about how the work was going with the building subcommittee and G.M. Chaplen responded they are in process and will be coming to the Board with an update soon.

7. Call for Public Comment

Eric Hofeld commented he was pleased to see the adoption of the capital projects spreadsheet he developed for Sunrise Water. He added that he will be moving out of district and Board member Gary Barth will be taking his spot as a liaison for Sunrise Water Authority. He appreciated the exchange of information taking place between the two boards and believes it has made Sunrise better. Our Board appreciated the information he brought to the meetings stating Oak Lodge Water Services was also better for it. They congratulated him on his move.

There were no additional comments from the public.

8. Business from the Board

Director Gornick updated the group on the Sunrise Water Authority meeting, which was held on August 28th. They had testimony from a 77-year-old customer concerned about rate relief. Sunrise does not have a rate relief program but structures the rates so the lowest tier supports conservative users. They made public their top 25 users, which were all commercial accounts and included several HOA's with significant common areas landscaped. The top users made up 85% of their commercial users and their water usage made up about 22% of the District's overall usage. He attended the C4 meeting which focused on housing. The housing needs report outs occurred, and next will be a focus on transportation.

Vice President Williams attended Jennings Lodge Community Planning Organization meeting on August 27th. There was nothing of significance to report, but two local businesses presented, O-Teriyaki and East Side Athletic Club. The businesses present what they provide to the community and the CPO shares information about MAPIT with them. He mentioned that Teriyaki was created on the west coast.

Director Gornick attended the Regional Water Providers Consortium executive committee meeting on September 11th and referred to the full report in the Board packet. They are starting work on the budget process for the 2020-21 fiscal year. The current IGA with the City of Portland, which provides staffing, is about to expire. Before they renew the IGA they are considering whether any other organization would want to take on the responsibility. The Board commented they are happy with the levels of staffing and service currently provided. He reminded the group September is National Preparedness Month and the Consortium is rolling out new TriMet bus siding with emergency preparedness messaging, "Prepared, Not Scared". They are hosting a half-day preparedness drill on Thursday, September 26th from 9-1 p.m. G.M. Chaplen mentioned there will be operational staff, Jason Rice, and herself attending to learn about distribution equipment.

Director Gornick presented his proposal to remain on the Board of the Water Research Foundation (WRF) and represent Oak Lodge Water Services. He directed people to the information he prepared about WRF as listed in the Board packet and went over his prepared presentation (refer to slides in packet). He would remain on the Board as a representative of OLWS. Additionally, he is the chair of the research advisory council and the research strategy committee and would remain as such. He will keep our needs in mind and will not need to ask much financially from OLWS at first. In time the membership fee could range in the \$10,000-20,000 in the future.

G.M. Chaplen mentioned the importance of having the WRF hear of the needs of smaller members as well as large utilities for practical research needs.

Treasurer Fisher moved to appoint Director Mark Knudson to represent Oak Lodge Water Services on the Board of the Water Research Foundation. Director Gornick seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

President Keil will attend C4 for Director Gornick in October.

Treasurer Fisher did not have business to share.

There was no further Board business.

9. Adjourn Regular Board Meeting

President Keil adjourned the regular Board meeting at 7:28 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Kevin Williams
Secretary, Board of Directors

Date: _____

Date: _____

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: M36 American Water Works Association Non-Revenue Water Audit Contract
Item No.: 4
Date: September 27, 2019 for October 15, 2019 Meeting

Action Requested

Board approval of contract with Cavanaugh & Associates, P.A. to perform an M36 American Water Works Association (AWWA) Non-Revenue Water Audit.

History

February 2018 The Board approved contract with Water Systems Consulting (WSC) to begin a water master plan update.

May 2019 The Board approved contract for new financial auditor services with Moss Adams, LLC. 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 OLWS systems effectively.

Background

Both WSC and Moss Adams, LLC identified a gap for OLWS between the amount of water purchased by the District and sold to our customers.

It is important to understand that all water utility distribution systems incur leakage (real losses). Similarly, all water utilities fail to recover revenue from all of the water that is (or should be) billed to customers (apparent losses). While every system is unique, all water utilities should employ leakage control and revenue recovery programs that strive to keep losses contained to appropriate, economically justified levels. OLWS currently has an average gap of a 20% difference between the water purchased from the North Clackamas County Water Commission and water sold to OLWS' customers. It appears that this has been an issue over a number of years. OLWS history was examined back to 2014 prior to consolidation in January 2017. The difference found over the years ranged from 16% to 22% with a 20% average.

Unfortunately, most water utilities do not regularly account for (or audit) their supplies to quantify these losses or identify the cost burdens the losses impart upon the system. The cost impacts, such as the quantities of losses, are hidden from utilities and their customers. The paying customers ultimately bear the financial burden of a utility's inefficiencies, whether or not water rates are set to cover all costs. There are reliable methods to audit the water distribution and utility revenue stream and innovative technologies to control leakage losses, metering and accounting errors, and other losses that are common in all water utilities.

Losses in utilities include the physical escape of water from the pressurized piping system as leakage—an occurrence known as real loss. Losses also occur due to inaccurate metering of customer consumption, theft of service, and the utility's own errant billing and accounting practices; all of which are collectively known as apparent losses. Non-revenue Water (NRW) includes the real plus apparent losses, along with unbilled authorized consumption, which represents water used in miscellaneous activities such as firefighting. In other words, NRW comprises the volume utilities lose from their water supply infrastructure and the unbilled volumes associated with lost revenue from a portion of the supply that reaches the customer, plus the authorized unbilled usage.

AWWA recommends that water utilities should track the annual volumes of water they manage, measuring not only the amount of water supplied to their customers, but also the water lost. The foundation of a water loss control program is the annual water audit. An audit is a systematic examination of records and financial accounts to check their accuracy and ensure the viability of the district being audited. Audits are common in the world of finance and accounting. Similarly, a utility water audit involves a review of records and data that traces the flow of water from its source through the treatment process, into the water distribution system, and delivered to customer properties.

AWWA's water audit methodology is the best practice approach recommended for North American water utilities to employ, which provides consistent and reliable performance tracking and benchmarking for and among water utilities.

A growing number of regulatory entities are requiring annual water auditing using the methodology presented in AWWA M36, together with proactive technical guidance for validating the underlying data inputs. Oregon rules regarding water audits/ loss reporting are referenced under OAR 690-086-150 for the Oregon Water Resources Department:

"The water conservation element of a Municipal WMCP [water management and conservation plan] shall include at least the following:

.... (4)(a) An annual Water Audit that includes a systematic and documented methodology for estimating any un-metered authorized and unauthorized uses, and an analysis of the water supplier's own water use to identify alternatives to increase efficiency,

...(e) If the annual Water Audit indicates that the system's Water Losses exceed 10 percent:

- (A) Within two years of the approval of the water management and conservation plan, the water supplier shall provide a description and analysis identifying potential factors for the loss and selected actions for remedy;
- (B) If actions identified under subsection (A) do not result in the reduction of Water Losses to 10 percent or less, within five years of the approval of the water management and conservation plan, the water supplier shall:
 - i) Develop and implement a regularly scheduled and systematic program to detect and repair leaks in the transmission and distribution system using methods and technology appropriate to the size and capabilities of the Municipal Water Supplier or a line replacement program detailing the size and length of pipe to be replaced each year; or,
 - ii) Develop and implement a water loss control program consistent with American Water Works Association's standards.....”

The value of progressive water loss control is also being recognized by the bond rating agencies in the financial market. Their rating methodology was revised in 2016. It clearly indicates that water loss control is a factor in determining the appropriate rating to be assigned for a pending debt issue needed to finance infrastructure improvements.

Procurement Process

The procurement for the water audit service falls under personal services contracts. In determining whether a service is a personal service the estimated contract price must not exceed \$100,000 and the General Manager shall consider:

1. Whether the work requires specialized skills, knowledge, and resources in the application of technical or scientific expertise, or the exercise of professional, artistic, or management discretion or judgment;
2. Whether the District intends to rely on the contractor's specialized skills, knowledge, and expertise to accomplish the work; and
3. Whether selecting a contractor primarily on the basis of qualifications, rather than price, would most likely meet the District's needs and result in obtaining satisfactory contract performance and optimal value.

OLWS needs a nationally recognized and experienced vendor in this area in order to set a validated baseline of data as a starting point. Steve Cavanaugh (the President of Cavanaugh & Associates) is a member of the AWWA Water Loss Control Committee (WLCC) and is the current chair of the Committee's Outreach Subcommittee. He and his staff are active members of the WLCC. The following highlights some of the ways Cavanaugh & Associates' staff have been involved in the WLCC's efforts:

- Served in the development of the M36 manual as contributors and technical review members.

- Serve as the Chair of the Water Audit Software Subcommittee.
- Serve as manual co-chair for the 5th edition of M36
- Member of the North American Water Loss Conference's Planning Committee

Cavanaugh & Associates has worked with over 1,000 water utilities for AWWA top-down water auditing and validation.

OLWS also needs a vendor with a deep bench and availability to promptly start this water audit. This will enable Phase 1 and Phase 2 to be overlapped so the results of the audit are known sooner by OLWS. Cavanaugh & Associates can meet our timeline and expert staffing need requirements.

Regular updates on the progress of OLWS' first Water Audit will be brought back to the Board. There may be additional items to procure as OLWS examines the initial results from the water audit.

It is envisioned OLWS will follow AWWA's recommendation as a best practice to perform this water audit on an annual basis.

Recommendation

Staff seeks approval from the Board to authorize the General Manager to enter into a contract with Cavanaugh & Associates, P. A. for the American Water Works Association (AWWA) M36 Water Audit in an amount not to exceed \$75,000.

Attachments

1. American Water Works Association (AWWA) M36 Water Audit Agreement.

Suggested Board Motion

"I move to authorize the General Manager to sign a contract with Cavanaugh & Associates, P.A. for the American Water Works Association (AWWA) M36 Water Audit in an amount not to exceed \$75,000."



**AMERICAN WATER WORKS ASSOCIATION
(AWWA) M36 WATER AUDIT AGREEMENT**

THIS AGREEMENT, by and between Oak Lodge Water Services District, a special district formed under the authorization of ORS 264 and ORS 450, hereinafter called "District", and Cavanaugh & Associates, P.A. , a North Carolina corporation, whose authorized representative is Tory Wagoner, hereinafter referred to as the "Contractor."

RECITALS

WHEREAS, District owns and operates a water distribution system; and

WHEREAS, the American Water Works Association ("AWWA") recommends water providers conduct an M36 Water Audit and Non-Revenue Water Analysis on an annual basis; and

WHEREAS, the District is committed to addressing the needs of building best business practices within the District Water Utility Team, conveying clear direction for the District's Board and building customer confidence; and

WHEREAS, the District desires to engage a nationally recognized contractor in this field to enable the District to complete an M36 Water Audit and Non-Revenue Water Analysis ("Project"); and

WHEREAS, the Contractor is nationally recognized in this field and is willing and qualified to perform such services;

THEREFORE, in consideration of the promises and covenants contained herein, the parties hereby agree as follows:

1. Contractor's Scope of Services

The Contractor shall perform professional audit and analysis services relevant to the Project in accordance with the terms and conditions set forth herein, and as provided in Exhibit A, which is attached hereto and by this reference made a part of this Agreement. Prior to completing the services associated with "Phase 1" described in Exhibit A, Contractor will provide the District with a recommendation of any modifications to the scope required for "Phase 2" described in Exhibit A, including any changes to the budget required for the modified scope. Contractor shall not begin any work on Phase 2 until the District provides Contractor a notice to proceed with Phase 2 services.

2. Effective Date and Duration

This agreement shall become effective upon the latest date of execution by the parties and shall expire, unless otherwise terminated or extended as allowed by this Agreement, on June 30, 2022. All work under this Agreement shall be completed prior to the expiration of this Agreement.

3. Contractor's Fee and Payment**A. Fee**

District shall pay Contractor for services performed under this Agreement in accordance with the costs set forth in Exhibit A.

B. Payment Schedule

Payments shall be made upon receipt of billings based on the work completed. Billings shall be submitted by the Contractor periodically, but not more frequently than bi-weekly and identify the percent completion of the work being billed. Payment by the District shall release the District from any further obligation for payment to the Contractor for service or services performed or expenses incurred as of the date of the statement of services. Payment shall be made only for work actually completed as of the date of invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

D. Contract Identification

The Contractor shall furnish to the District its employer identification number, as designated by the Internal Revenue Service, or social security number, as the District deems applicable.

E. Payment – General

- 1)** Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- 2)** Contractor shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week except for individuals under the contract who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime.
- 3)** Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Contractor or all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
- 4)** The District certifies that sufficient funds are available and authorized for expenditure to finance costs of this contract.
- 5)** Contractor shall make payments promptly, as due, to all persons supplying services or materials for work covered under this contract. Contractor shall not permit any lien or claim to be filed or prosecuted against the District on any account of any service or materials furnished.
- 6)** If Contractor fails, neglects or refuses to make prompt payment of any claim for labor, materials, or services furnished to Contractor, sub-consultant or subcontractor by any person as such claim becomes due, District may pay such claim and charge the amount of the payment against funds due or to become due to the Contractor. The payment of the claim in this manner shall not relieve Contractor or its surety from obligation with respect to any unpaid claims.

4. Assignment/Delegation

Neither party shall assign, sublet or transfer any interest in or duty under this Agreement without the written consent of the other and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented.

5. Engineer is Independent Contractor

A. The District's General Manager, or designee, shall be responsible for determining whether Contractor's work product is satisfactory and consistent with this Agreement, but Contractor is not subject to the direction and control of the District. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.

B. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of the District for purposes of workers compensation law, public employee benefits law, or any other law. All persons retained by Contractor to provide services under this contract are employees or agents of Contractor and not of District. Contractor acknowledges that it is not entitled to benefits of any kind to which a District employee is entitled and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of the District for any purpose, District shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the agreement, to the full extent of any benefits or other remuneration Contractor receives (from District or third party) as a result of said finding and to the full extent of any payments that District is required to make (to Contractor or to a third party) as a result of said finding.

C. The Contractor hereby represents that no employee of the District or any partnership or corporation in which a District employee has an interest, has or will receive any remuneration of any description from the Contractor, either directly or indirectly, in connection with the letting or performance of this Agreement.

D. Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.

E. Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering services under this Agreement.

F. Contractor is not an officer, employee, or agent of the District as those terms are used in ORS 30.265.

6. Indemnity

A. The District has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to the District that the work under this contract will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor's profession under similar conditions and circumstances as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by the District shall not operate as a waiver or release. Acceptance of documents by District does not relieve Contractor of any responsibility for negligent or wrongful design, replacement, and/or repair deficiencies, errors, or omissions.

- B.** Contractor shall fully defend, indemnify, and hold harmless the District, its employees, board members, volunteers and agents from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, equitable relief, personal injury and/ or wrongful death), whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Contractor, its employees, board members, volunteers and agents. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs of expenses, and any reimbursements to the District for any and all legal fees, expenses, and costs incurred by it.

8. Insurance

Contractor and its subcontractors shall maintain insurance acceptable to District in full force and effect throughout the term of this contract. Such insurance shall cover risks arising directly or indirectly out of Contractor's activities or work hereunder, including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of District and that any other insurance maintained by District is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Contractor and its subcontractors shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance, Auto Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form and Professional Liability. This coverage shall include Contractual Liability insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. The following insurance will be carried:

Coverage Limit General Liability, Auto Liability, and Professional Liability - \$2,000,000 per occurrence and 3,000,000 in the Aggregate.

- B.** Workers' Compensation Insurance the Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers.

Out of State Contractors must provide workers' compensation coverage for their worker that complies with ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

C. Additional Insured Provision

The Commercial General Liability Insurance Policy and Automobile Policy shall include the District its officers, directors, and employees as additional insureds with respect to any liabilities that occur in connection with this contract.

D. Notice of Cancellation or Non-Renewal

Contractor is responsible to provide the District at least 30 days written notice prior to any cancellation, material change, or intent to non-renew insurance coverage. Any failure to comply with this provision will not affect the insurance coverage provided to the District.

E. Insurance Carrier Rating

Coverage provided by the Contractor must be underwritten by an insurance company or Pool deemed acceptable by the District. The District reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.

F. Certificates of Insurance

As evidence of the insurance coverage required by the contract, the Contractor shall furnish a Certificate of Insurance to the District. No contract shall be affected until the required certificates have been received and approved by the District. A renewal certificate will be sent to the address below at least 30 days prior to coverage expiration.

Certificates of Insurance should read "Insurance certificate pertaining to contract for (Description of Work). The District, its officers, directors and employees shall be added as additional insureds with respects to this contract. "Contractor insurance coverage is primary" shall be written into the description portion of certificate.

G. Primary Coverage Clarification

The parties agree that Contractor's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by the District is excess and not contributory insurance in any for any reason regarding the insurance required in this section.

H. Certificates of Insurance

A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of District, in lieu thereof, a certificate in form satisfactory to District certifying to the issuance of such insurance shall be forwarded to:

Contract No. _____
District Attn: (Sarah Jo Chaplen)
Business Phone: 503-353-4200
Business Fax: 503-653-0586
14611 SE River Road
Oak Grove, Oregon 97267

Such policies or certificates must be delivered prior to commencement of the work. Thirty days cancellation notice shall be provided District by mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Engineer's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of services with this contract.

9. Termination Without Cause

At any time and without cause, District shall have the right, in its sole discretion, to terminate this Agreement by giving notice to Contractor. If District terminates the contract pursuant to this paragraph, it shall pay Contractor for services rendered to the date of termination.

10. Breach and Remedy

Upon breach of this Agreement, the parties shall have all rights and remedies provided by law or under this Agreement.

11. Non-Waiver

The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this Agreement or to exercise any rights hereunder should not be construed as a waiver or relinquishment to any extent of its rights to assert or rely upon such terms or rights on any future occasion.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments

All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, email or by fax. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

District	Cavanaugh & Associates, P.A.
Attn: Sarah Jo Chaplen	Attn: Tory Wagoner
14496 SE River Road Oak Grove, Oregon 97267	Address: P.O. Box 11197, Winston-Salem, North Carolina 27116
Phone: 503-353-4200	Phone: 336-759-9001
Fax: 503-653	
Email Address: sarahjo@olwsd.org	Email Address: tory.wagoner@cavanaugholutions.com Payment notification should be made to lynda.hall@cavanaugholutions.com

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

13. Merger

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Force Majeure

Neither District nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the Agreement.

15. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

16. Governing Law

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

17. Compliance With Applicable Law

Contractor shall comply with all applicable federal, state, local laws and ordinances, including but not limited to ORS 279B.020, 279B.220, 279B.225, 279B.230, and 279B.235, which are incorporated herein. If Contractor is a foreign contractor as defined in ORS 279A.120, Contractor shall comply with that section and the District must satisfy itself that the requirements of ORS 279A.120 have been complied with by Contractor before District issues final payment under this agreement. Contractor shall not provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of District in connection with this Agreement in violation of ORS chapter 244. By executing this Agreement, Contractor certifies it is in compliance with all applicable tax laws of the State of Oregon and will remain in compliance during the term of this Agreement.

18. Audit

Contractor shall maintain records to help assure conformance with the terms and conditions of this Agreement, and to help assure adequate performance and accurate expenditures within the contract period. Contractor agrees to permit District, the State of Oregon, the federal government, or their duly authorized representatives to audit all records pertaining to this Agreement to help assure the accurate expenditure of funds.

19. Severability

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the agreement.

20. Complete Agreement

This Agreement and attached exhibit(s) constitute the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change if made, shall be effective only in specific instances and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. Engineer, by the signature of its authorized representative, hereby acknowledges that he/she has read this Agreement, understands it and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, District has caused this Agreement to be executed by its duly authorized undersigned officer and Contractor has executed this Agreement on the date hereinabove first written.

OAK LODGE WATER SERVICES

Signature

Print Name & Title

Date

CONTRACTOR

Signature

Print Name & Title

Date

Exhibit A:

SCOPE OF SERVICES

Phase 1: AWWA M36 Top-Down Water Audit with Level 1 Validation (\$26,500)

Objective Statement: To assess uncertainty in the benchmark water balance for further analysis.

- Discovery
 - Conduct kickoff meeting with utility staff
 - Compilation and review of all immediately available records regarding water production, consumption, billing, finance and distribution and storage operations.
 - Conduct interviews with all pertinent staff regarding same
 - Conduct site visits for all pertinent facilities regarding same
 - Develop a scope of work District can use to obtain services from Contractor or third parties for the testing of any meters Contractor determines is necessary to perform the analyses required in this Exhibit A.
- Top-Down Analysis
 - Synthesize all records and water system data into AWWA M36 Standard Water Audit format:
 - Calculation of water balance inputs from detailed data discovery
 - Top-down validation of detailed input calculations:
 - Basic Lag-Time Adjustments on Annual Consumption Data
 - Master Meter Error Adjustment
 - Composite Customer Metering Inaccuracies
 - Average System Operating Pressure
 - Composite Customer Retail Unit Cost
 - Variable Production Cost
 - Review of Data Validity Scoring
 - Staff interviews regarding operational and data management practices
 - Assessment of data confidence grades for all Water Audit inputs
 - Determination of global Data Validity Score
- Top-Down Assessment of Key Performance Indicators for system efficiency:
 - Non-Revenue Water by Volume – Total, Normalized;
 - Non-Revenue Water by Value – Total, Normalized, % of Operating Cost;
 - Total Water Losses by Volume – Total, Normalized;
 - Unbilled Authorized Consumption by Volume - Total;
 - Apparent Losses by Volume – Total, Normalized;
 - Real Losses by Volume – Total, Normalized;
 - Infrastructure Leakage Index;
 - Water Audit Data Validity Score.
- Perform Level 1 Validation per WRF 4639 specifications
- Development of Level 1 validation basis documentation
- Team and Board Presentation of Results and Recommended Next steps (Readiness for subsequent Phases)

Phase 2: Level 2 Validation of Water Balance with Uncertainty Analysis (\$30,000 – \$45,000)

Objective Statement: To validate the source data from the originating data systems feeding the water balance inputs and establish statistical confidence levels on the water balance outputs.

- Coordination with Production/IT staff to extract detailed historical supply volume database(s);
- Detailed analysis of same for identification of trends, anomalies and areas of concern;
- Flowcharting of existing business processes from meter reading to customer billing;
- Coordination with Billing/IT staff to extract detailed historical customer consumption database(s);
- Detailed analysis of same for:
 - Development of customer consumption profile for use in composite retail rate calculation;
 - Development of customer meter profile for use in NRW Program Recommendations;
 - Development of consumption profiles to identify trends, anomalies and areas of concern;
 - Validation of consumption totals by account, customer class, rate code, and monthly global totals;
 - Assessment of lag-time adjustments needed for the 12-month water balance;
 - Assessment of 95% statistical confidence limits of the water balance at the component and aggregate levels to provide a confidence band (+/-) on the NRW components;
 - Assessment of any validity improvements needed to support advanced NRW control efforts;
 - Main line & service line break data for use in the development of a component analysis of real losses.

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Oak Grove-Lake Oswego (OGLO) Pedestrian/ Bicycle Feasibility Study
Item No.: 5
Date: October 15, 2019

Action Requested

No action requested. This update is purely informational for the District.

Background

Clackamas County has embarked on a study to determine the feasibility of a new pedestrian/bicycle bridge across the Willamette River between Oak Grove and Lake Oswego. Key steps in the study process include:

- Criteria for bridge locations selected by community advisory committee
- 10 possible alignments identified for consideration
- Public input to select final three bridge alternatives
- Approval of final three alternatives by Policy Committee
- Development of concepts and cost estimates for final three bridge alternatives

Next Steps

If the project moves forward after the completion of this feasibility study, the next steps will be beginning the design process and conducting environmental assessment.

Attachments

1. OGLO Fact Sheet (October 8, 2019)



Oak Grove – Lake Oswego (OGLO) Pedestrian/Bicycle Bridge Feasibility Study



October 8, 2019

Study Purpose, Process and Next Steps

The purpose of the study is to determine the feasibility of a new pedestrian/bicycle bridge across the Willamette River between Oak Grove and Lake Oswego. Key steps in the study process include:

- Criteria for bridge locations selected by community advisory committee
- 10 possible alignments identified for consideration
- Public input to select final three bridge alternatives
- Approval of final three alternatives by Policy Committee
- Development of concepts and cost estimates for final three bridge alternatives

Next Steps: If the project moves forward after the completion of this feasibility study, the next steps will be beginning the design process and conducting environmental assessment.

Final Alternatives

- **Foothills Park to Courtney Ave:** Conceptual cost estimate - \$30.3 million (plan on back of page)
- **Terwilliger Blvd to Courtney Ave:** Conceptual cost estimate - \$44.5 million (plan on back of page)
- **Foothills Park to Bluff Rd:** Conceptual cost estimate - \$30.3 million
- **Foothills Park to Courtney Ave including transit** (consideration of a pedestrian/bike/transit alternative was requested by Metro): Conceptual cost estimate - \$54.2 million

Scientific Survey

A scientific survey of 400 randomly selected individuals evenly split between the east and west sides of the Willamette River was conducted in September 2019. Survey respondents were asked 10 questions on their support or opposition to the proposed bridge, support or opposition to transit on the bridge. The graph below shows support/opposition to the bridge with/without transit.

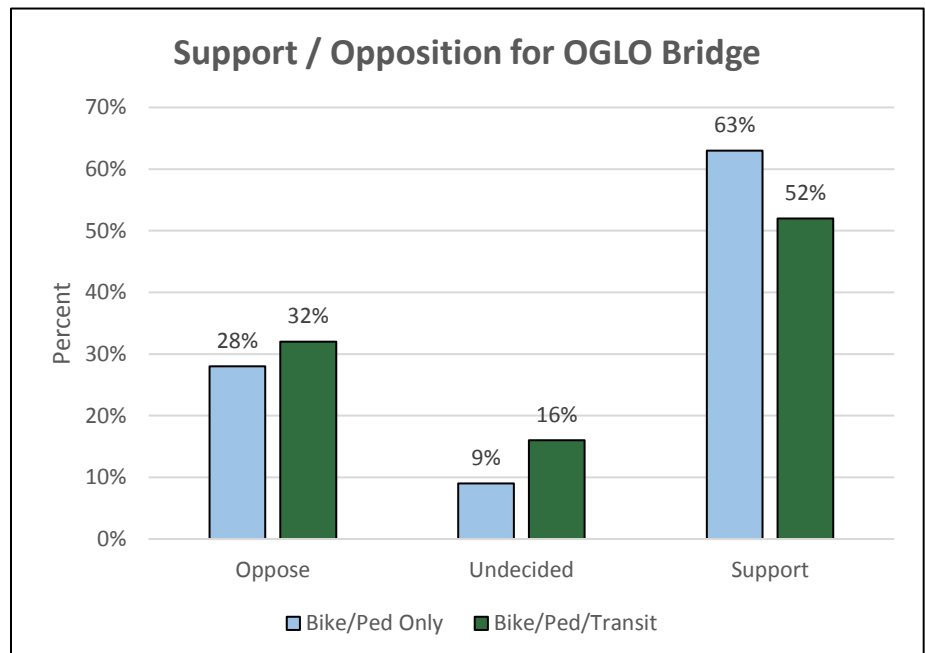
Respondents were also asked about their view of benefits and concerns.

Benefits:

- Connectivity across river (15%)
- Encourages bike/pedestrian mobility (8%)
- Encourages exercise (6%)
- Saves travel time (4%)

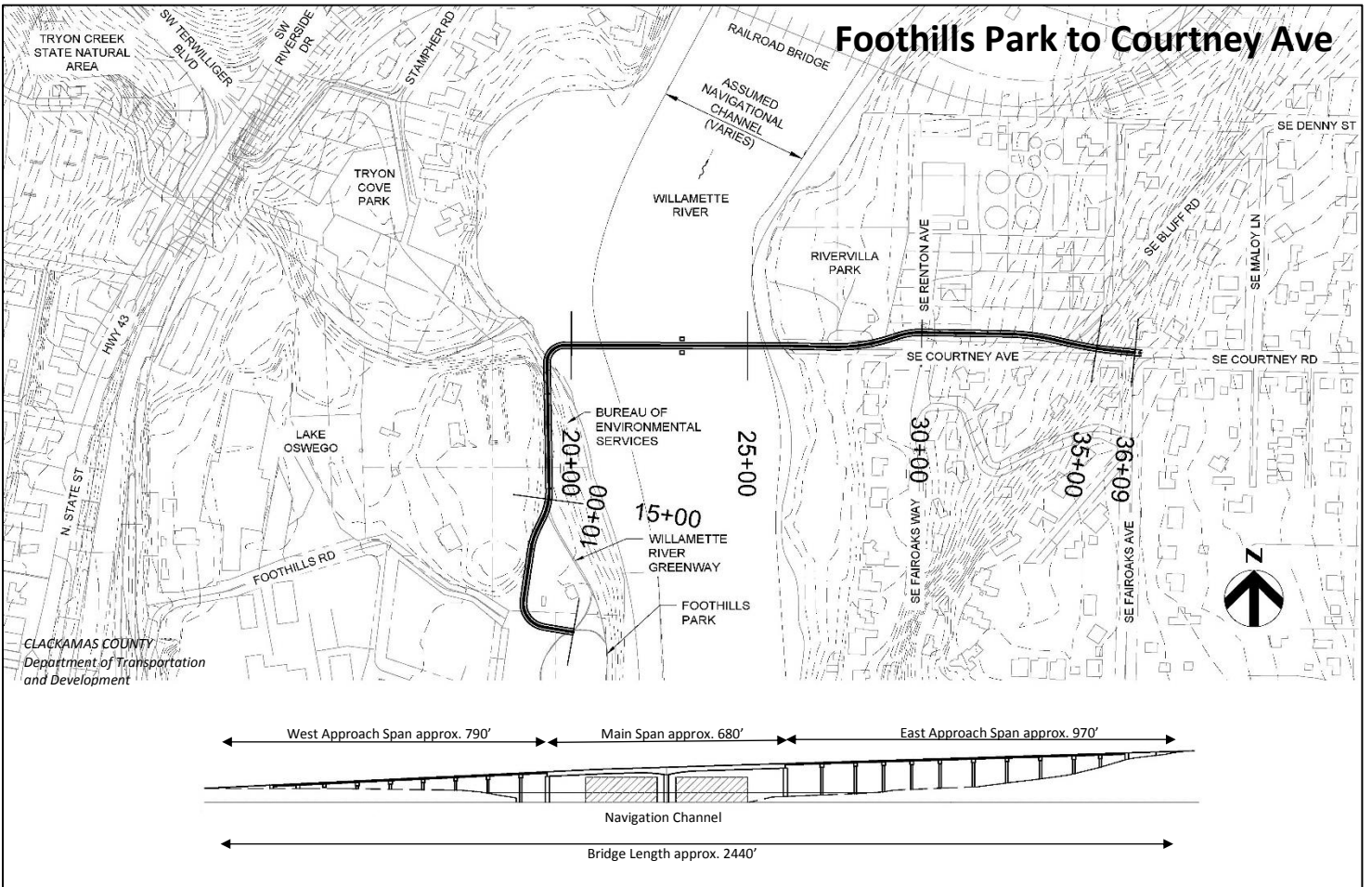
Concerns:

- Cost (19%)
- Traffic/parking (17%)
- Security/safety (12%)
- Environmental impacts (4%)

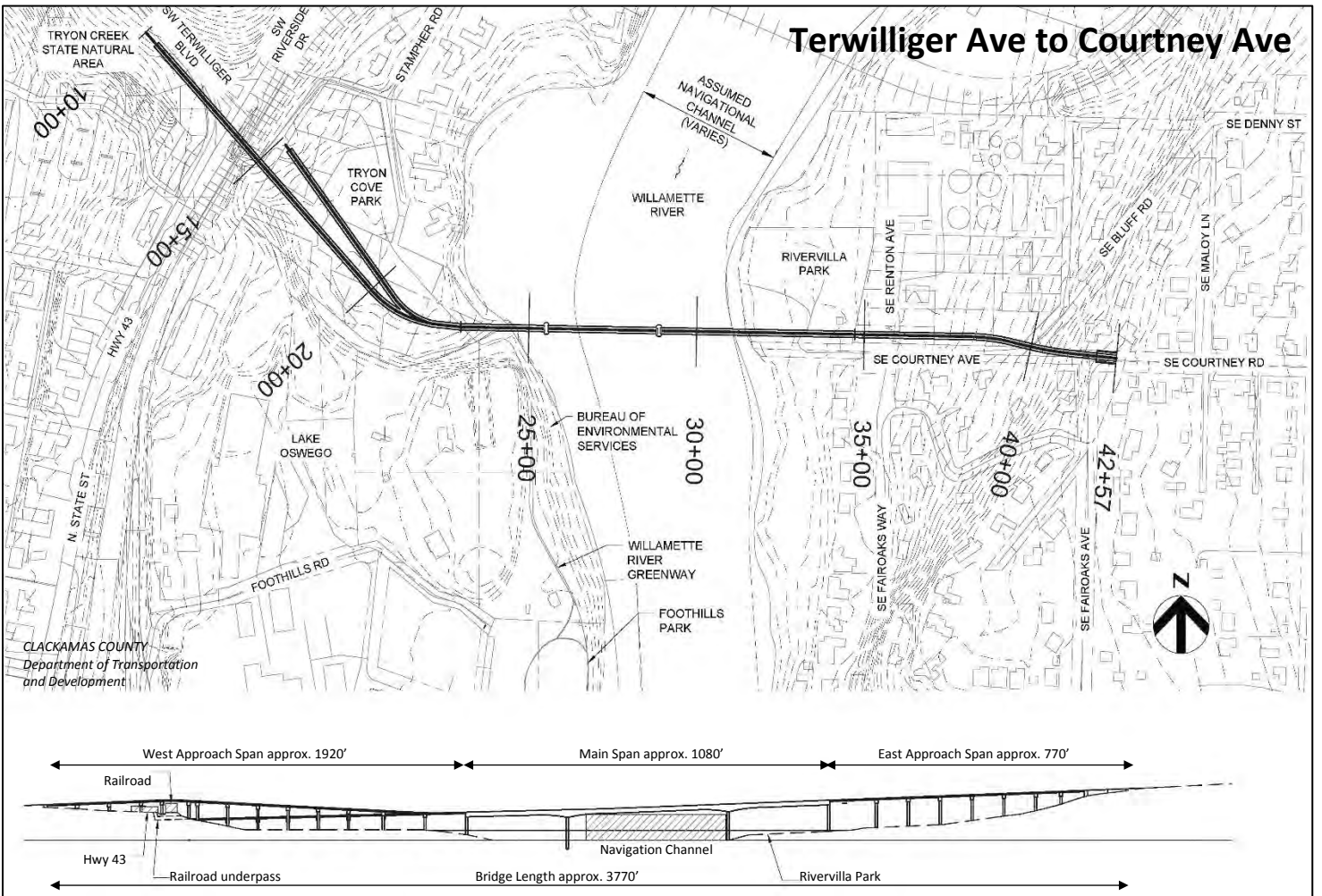


For more information: Contact Project Manager Stephen Williams at swilliams@clackamas.us or 503-742-4696.

Foothills Park to Courtney Ave



Terwilliger Ave to Courtney Ave





STAFF REPORT

To: Board of Directors
From: Aleah Binkowski-Burk
Agenda Item: Adopt changes to the Oak Lodge Water Services Harassment Policy
Item No.: 6
Date: October 15, 2019

Overview

In response to the most recent Oregon Legislative Session several of our Handbook policies need to be updated to be compliant with the new employment laws. The biggest changes are to our existing Harassment Policy.

Background

Senate Bill 726 also known as the Oregon Workplace Fairness Act applies to all employers in Oregon and covers discrimination and harassment based on all protected classes under Oregon state law. The law outlines items that must be contained within the Harassment Policy.

The policy must:

- Provide a process for harassment reporting
- Include the name or job title of one person and one alternate for reporting
- Include the relevant statute of limitation provisions which has changed from one year to five years
- Make clear that an employer cannot require an NDA
- Policy states that an employee may voluntarily enter into an NDA and revoke the agreement within 7 days
- Advise employees to document incidents of harassment and assault

Employers must:

- Make the policy available
- Provide the policy to new hires
- Give employees a written copy when they bring sexual assault/harassment/discrimination allegations

House Bill 2341 provides greater protections for pregnant employees. House Bill 2589 changed the language of Oregon's anti-discrimination law to sexual orientation and gender identity from homosexuality and bisexuality. It clarifies that sexual orientation and gender identity are not a disability. Because of these changes and others, it has been recommended by our legal counsel to change the wording whenever OLWS lists protected classes in the handbook. It is suggested that OLWS change the wording from:

“Including but not limited to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.”

To:

“Including but not limited to: race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, expunged juvenile record or any other legally protected status in accordance with applicable federal, state, and local laws.”

Besides the attached harassment policy this language is contained in the following policies:

- Equal Employment
- Non-Discrimination
- Violence in the Workplace
- Selection and Placement

Instead of bringing each of these policies before the Board again, staff suggests that the Board approves the substitution of the updated protected class language in each of the relevant policies listed above and any other policies in which the language is contained.

Recommendation

“I move approve to the updated harassment Policy to the Oak Lodge Water Services’ Employee Handbook and approve changing the language outlining protected classes in all of the relevant policies.

Attachments

1. Updated Oak Lodge Water Services Harassment Policy

HARASSMENT

PURPOSE:

To establish a policy prohibiting harassment in the workplace.

SCOPE:

This policy applies to all Oak Lodge Water Services District employees and applicants for employment.

POLICY STATEMENT:

Oak Lodge Water Services District is committed to maintaining a work environment that is free from all forms of unlawful discrimination, including harassment, on the basis of any legally protected class or characteristic, including but not limited to: race, color, religion, gender, sex, sexual orientation (including gender identity or expression), pregnancy, parental status, national origin, marital status, disability, injured worker status, age, family medical history or genetic information, political affiliation, veteran status or military service, or any other legally protected status. This policy applies to all District personnel and non-employees. Employees will not engage in harassment, sexual harassment, or retaliation as defined in this policy. Failure to adhere to this policy will result in disciplinary action up to and including dismissal.

Supervisors and Managers have an affirmative duty to notify the HR Manager and the General Manager of all reports of harassment.

HARASSMENT (HOSTILE WORK ENVIRONMENT)

Harassment is defined as verbal or physical conduct that is derogatory, demeaning, or shows hostility towards an employee because of race, color, age, religion, sex, sexual orientation, gender, gender identity, marital status, disability, national origin, genetic information, status as a covered veteran or any other protected status in accordance with applicable law; and (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) otherwise substantially and adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, age, religion, sex, sexual orientation, gender, gender identity, marital status, disability, national origin, genetic information, status as a covered veteran or any other protected status in accordance with applicable law and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, age, religion, sex, sexual orientation, gender, gender identity, marital status, disability, national origin, genetic information, status as a covered veteran or any other protected status in accordance with applicable law and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

SEXUAL HARASSMENT

Sexual harassment is a form of gender discrimination. The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, when: (1) submission to the conduct is either an explicit or implicit term or condition of an employee's employment; (2) submission or rejection of such conduct is used as a basis for employment decisions affecting that employee; or (3) the conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment may include, but is not limited to, sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another employee; sexually suggestive comments; inappropriate use of District communications include e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an employee's sex; sexual slurs; negative sexual stereotyping.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. The District recognizes that sexual harassment may also occur between people of the same sex. Anyone, including employees of the District, clients, customers, casual workers, contractors or visitors who the District in good-faith determines to have sexually harassed another will be reprimanded or disciplined in accordance with this internal policy. All sexual harassment is prohibited whether it takes place within the District's premises or outside, including at social events, business trips, training sessions or conferences sponsored by the District. If you believe that you have been sexually harassed, follow the reporting procedures outlined below.

PROCEDURE:

Any employee who feels that he or she has been the subject of harassment (or who has reason to believe that someone else has been the subject of harassment) must immediately notify the HR Manager or the General Manager. If the complaint is in regard to an alleged violation of this policy by the General Manager, the complaint may

be directed to the HR Manager or any member of the District's Board of Directors.

Reports of discrimination, harassment or retaliation of any kind will be investigated promptly and fairly. When a designated person receives a complaint, he/she will:

- Immediately record the dates, times and facts of the incident(s);
- Ask the reporting employee or employee who may have suffered harassment what outcome he/she wants;
- Ensure that the reporting employee understands the District's procedures for addressing the complaint;
- Provide a copy of this policy to the reporting employee;
- Discuss next steps with the reporting employee;
- Arrange for an investigation of the complaint; and
- Inform the reporting employee that they can lodge a complaint outside of the District through the relevant administrative agencies or in court and inform the employee of any available legal or employee assistance services.

The District will attempt to maintain confidentiality of the report, consistent with the District's need to conduct an adequate investigation and will take prompt corrective action in response to any harassment or retaliation. Any supervisor or other employee found in violation of this policy will be subject to discipline up to and including dismissal.

The District will make this policy available at all workplaces and provide a copy to employees: (1) when hired; and (2) when an employee makes a complaint about prohibited discrimination or harassment. The District will follow up on any claims of harassment every three months for a calendar year to determine whether the alleged harassment has stopped or if the victim has been subject to retaliation.

Additionally, under Oregon law, employees who have been discriminated against and/or harassed have a five (5)-year statute of limitation to bring a claim of discrimination and/or harassment. Also, the District will only enter into a non-disclosure, non-disparagement, or no-rehire provision under this policy when the aggrieved employee voluntarily requests to sign such an agreement (with a seven (7)-day revocation period). The District may enter into a no-rehire agreement with an employee it determines in good faith has violated this policy.

RETALIATION

It is a violation of the law and District policy to harass someone based on their filing a complaint.



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Financial Services Contract Renewal
Item No.: 7
Date: October 15, 2019

Background

In June 2018, Oak Lodge Water Services entered into a contract for financial services with PlanB Consultancy, which has now merged with Merina & Company, LLP. The initial term will expire October 31, 2019, with an option to renew for an additional one to three years.

Merina & Company will be able to provide accounting and financial services in the areas of:

- Audit and financial statement assistance and support
- Budget assistance and support
- Financial and operational analyses and support
- Strategic planning and forecasting
- Other projects as identified

Oak Lodge Water Services' staff time is limited and at times require additional help or guidance to complete the above processes to meet deadlines.

Recommendations

Respectfully request the Board approve the Finance Director to sign a one-year contract with two one-year automatic renewal terms with the Merina & Company, LLP for financial services as described and to negotiate individual tasks on an as-needed basis not to exceed \$75,000 per year and \$225,000 in total over the next three years.

Suggested Motion

"I move to approve the Finance Director to sign a contract with Merina & Company, LLP for financial services as described in the attached contract and to negotiate individual purchase orders for selected financial services as needed not to exceed \$75,000 per year, \$225,000 over the life of the contract."

Attachments

1. Contract

FINANCIAL SERVICES AGREEMENT

This Financial Services Agreement (“Agreement”) is between **OAK LODGE WATER SERVICES DISTRICT** (the “District”) and **Merina & Company, LLP.** (“Contractor”). The District and Contractor are herein referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

The District is a consolidated water and sanitary special district organized under ORS Chapters 264 and 450. The District has an existing agreement for financial services with PlanB Consultancy, Inc., dated June 21, 2018 (“Original Agreement”), which provides for an initial term ending October 31, 2019, with options to renew for an additional term or terms upon agreement of the parties. PlanB Consultancy, Inc.’s business entity has recently merged with Contractor, Merina & Company, LLP. The District now wishes to enter into a new Agreement with Contractor, Contractor desires to provide financial services to the District, and the Parties agree as follows:

AGREEMENT

I. Effective Date and Duration

This Agreement is effective November 1, 2019 ("Effective Date"). Unless earlier terminated as set forth in Section VII, this Agreement shall be for a one-year term from November 1, 2019 through October 31, 2020, and thereafter this Agreement shall automatically renew for up to two additional terms of one-year each, subject to the availability of funds budgeted and appropriated by the District’s governing body.

II. Contractor is Independent Contractor

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

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

III. Services to Be Performed by and Responsibilities of Contractor

- A. Contractor shall provide the Services set forth in the attached Exhibit A only upon written request by the District. The District may request Services using a Purchase Order. The Purchase Order must specify each of the following:
 - a. A Statement of Work specific to the Services requested
 - b. The total amount of compensation to be paid by the District to Contractor for the satisfactory performance of the work specified in the Statement of Work, pursuant to the fee schedule set forth on Exhibit B, or as agreed upon by the Parties pursuant to Section V of this Agreement.
 - c. The desired service delivery schedule
 - d. Types of report(s) requested

Contractor's written agreement to perform Services according to the Purchase Order, or Contractor's commencement of the Services requested in the Purchase Order, shall constitute Contractor's acceptance of the terms contained in the Purchase Order. Upon acceptance, any changes to the Purchase Order must be mutually agreed upon in writing by the Parties.

- B. Contractor shall provide the Services in accordance with all professional standards as applicable.
- C. Contractor agrees that the Services it has agreed to provide under this Agreement shall be rendered by it under the direct supervision of its principals and that the work will be faithfully performed with care and diligence.

IV. Subcontracts and Assignment

Contractor shall not subcontract for any of the Services under this Agreement or assign or transfer any of its interests in this Agreement to a third party or use the services of a temporary employment services company to perform any of the Services under this Agreement.

V. Payment

- A. The total compensation for Services performed during each Term of this Agreement shall not exceed \$75,000.
- B. Contractor represents and agrees that all prices for Services negotiated and agreed upon in the Purchase Orders shall be equal to or less than the compensation for the Services that would be due if the Services were performed pursuant to the fee schedule set forth

in Exhibit B. Payment is due from the District thirty (30) calendar days after the date of receipt of the invoice.

- C. At Contractor's option, it may assess overdue account charges up to a maximum rate of two-thirds of one percent per month (8% per annum) subject to ORS 293.462.

VI. No Third-Party Beneficiaries

The District and Contractor are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or provides any benefit or right, whether directly, indirectly, or otherwise, to third persons.

VII. Successors in Interest

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the Parties, and their respective successors, if any.

VIII. Early Termination

- A. The District may terminate this Agreement at any time, with or without cause, by providing to Contractor thirty (30) days' written notice of termination.
- B. The District and Contractor, by mutual written agreement, may terminate this Agreement at any time.
- C. Either the District or Contractor may terminate this Agreement in the event of a breach of the Agreement by the other Party. Prior to such termination, however, the non-breaching Party shall give to the breaching Party written notice of specific acts/omissions giving rise to the breach and of the non-breaching Party's intent to terminate. If the breaching Party has not cured the breach within 15 days of such notice, then the non-breaching Party may terminate the Agreement at any time thereafter by giving a written notice of termination.

IX. Payment on Early Termination

- A. If this Agreement is terminated by the District under VIII.A or VIII.B, the District shall pay Contractor for all work satisfactorily performed, and reasonable expenses incurred performing the work, up to and including the termination date.
- B. If this Agreement is terminated under VIII.C by Contractor due to a breach by the District, then the District shall pay Contractor as provided in subsection A of this section.

- C. If this Agreement is terminated under VIII.C by the District due to a breach by Contractor, then the District shall pay Contractor as provided in subsection A of this section, subject to setoff of excess costs, as provided for in Section X.A., Remedies.

X. Remedies

- A. In the event of termination under VIII.C. by the District due to a breach by Contractor, then the District may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. The District may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor.
- B. The remedies provided to either Party for a breach by the other Party shall not be exclusive and the Parties shall be entitled to any other equitable or legal remedies that are available.

XI. Access to Records

Contractor shall maintain and the District (and its authorized representatives) shall have access to all books, documents, papers and records of Contractor which relate to this Agreement for the purpose of making audit, examination, excerpts, and transcripts. Copies of applicable records shall be made available upon request or immediately upon termination of this Agreement for any reason. Contractor shall maintain all records relating to this Agreement in its custody or control in strict confidentiality and shall not provide to or allow access by any third parties without District's express written consent unless required by law. In the event Contractor is required by law to provide access to third parties, Contractor shall first provide notice to the District and provide the District with a reasonable opportunity to determine or challenge whether such access is indeed required.

XII. Ownership of Work

- A. All final work products of Contractor that result from this Agreement are the exclusive property of the District. Draft documents and preliminary work submitted to the District for review and comment shall not be considered owned, used, or retained by the District.
- B. The District shall own all proprietary rights, including but not limited to copyrights, trade secrets, patents, and all other intellectual or other property rights in and to the final work products. Preexisting trade secrets of the Contractor, or the intellectual property of third parties, shall be noted as such and shall not be considered as a work product of this Agreement. All such work products shall be considered "works made for hire" under the provisions of the United States Copyright Act and all other equivalent laws.

- C. Any materials designated as “confidential” that may be provided to Contractor by the District at any time relating to this Agreement shall be treated as confidential by Contractor. Contractor shall only disclose such confidential materials to the limited number of authorized persons and to the narrow extent as required to perform the work for which the confidential materials are required. The confidential materials shall not be disclosed to any other person by Contractor without the advance written permission of the District. Contractor shall return all confidential materials upon request.
- D. Use of any work product of Contractor by the District for any purpose other than the use intended by this Agreement is at the discretion of the District. Use of any work product by Contractor is prohibited without the express written consent of the District.

XIII. Compliance with Applicable Law

- A. Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances applicable to the work under this Agreement, including without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers’ compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.045 (tax laws), and ORS 294.310 (local budget law).
- B. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.
- C. Contractor shall maintain, at its own expense, worker’s compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.
- D. Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement and throughout the term of this Agreement. Failure to comply with this provision is a breach and the District may terminate this Agreement for cause.

XIV. Indemnity and Hold Harmless

- A. Contractor shall defend, save, hold harmless, and indemnify the District, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of Contractor or its officers, employees, subcontractors, or agents under this Agreement.
- B. Subject to the Constitution and laws of the State of Oregon and the monetary limits of ORS 30.260 to 30.300, the District shall defend, save, hold harmless, and indemnify the Contractor, its officers, agents, and employees from all claims, suits, or actions arising out of the professional negligent acts, errors, or omissions of District or its officers, employees, subcontractors, or agents under this Agreement.

XV. Waiver

The failure of the District to enforce any provision of this Agreement shall not constitute a waiver by the District of that or any other provision.

XVI. Professional Standards; Errors

Work under this Agreement shall be performed in a good and workmanlike manner and in accordance with the highest professional standards of professionals doing similar work in the State of Oregon. At all times during the term of this Agreement, Contractor shall be qualified, professionally competent, and duly licensed to perform the Services contemplated by this Agreement. In addition to any other remedies, Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost to the District.

XVII. Insurance

Contractor shall procure and maintain insurance in the form and amounts that are acceptable to the District in full force and effect throughout the term of this Agreement. Certificates of insurance shall be provided to the District upon request. The required insurance shall cover risks arising directly or indirectly out of Contractor's activities or work under this Agreement including insuring against claims for injuries or damages to persons or property. Contractor shall maintain commercial general liability insurance, professional liability insurance, and commercial automobile insurance. The insurance shall include provisions that such insurance is primary insurance with respect to the interests of the District and that any other insurance maintained by the District is excess and not contributory insurance with the insurance required under this Agreement. The commercial general liability insurance and automobile insurance policies shall include the naming of the District, its officers, directors, agents, and employees as additional insureds with respect to this Agreement. There shall be no cancellation, material change, or intent not to renew insurance coverage without first providing 30-days written notice to the District.

XVIII. Governing Law

The provisions of this Agreement shall be construed in accordance with the laws of the State of Oregon.

XIX. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held invalid.

XX. Licensing

Contractor shall obtain all necessary business or other licenses when required to perform the work under this Agreement.

XXI. Disputes of Cost

In the event either Party brings an action to enforce the terms of this Agreement or to seek damages for its breach, or any action arising out of any dispute concerning the terms and conditions herein, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses incurred therein, including such costs and fees as may be required on appeal.

XXII. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT. BY ITS SIGNATURE, CONTRACTOR ACKNOWLEDGES IT HAS READ AND UNDERSTANDS THIS AGREEMENT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

IT IS AGREED:

Merina & Company, LLP	Oak Lodge Water Services District
By: _____	By: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

SERVICES AVAILABLE

Scope of Work (General)

Services that Contractor shall be available to provide the District throughout this Agreement include general financial services, assistance, consultation and advice, and the following types of audits, monitoring, review, and analysis: financial, information technology, risk assessment, organizational, and performance.

- Audit and financial statement assistance and support
- Budget assistance and support
- Financial and operational analyses and support
- Strategic planning and forecasting
- Other projects as identified

Contractor shall provide these Services to the District as set forth under Section III of this Agreement.

EXHIBIT B

Hourly Rates

<u>Position Titles</u>	<u>Hourly Rate</u>
Partners	\$195.00
Managers	\$175.00
Consultants	\$150.00
Administrative Support	\$ 50.00



STAFF REPORT

To: Board of Directors
From: Lara Christensen, Outreach and Program Specialist
Agenda Item: MS4 Annual Summary Report
Item No.: 8
Date: October 2 for the October 15, 2019 Board Meeting

Action Requested

None

Background

Under the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) addresses water pollution by regulating sources of pollution that could contaminate the waters of the United States. Municipal separate storm sewer systems (MS4s) fall within the NPDES stormwater program, which are regulated under the MS4 permit to protect stormwater pollution from entering the waters of the state.

In Oregon, the Department of Environmental Quality (DEQ) regulates MS4 permits. OLWS shares an MS4 permit with 12 other local municipalities throughout Clackamas County. The permit requires each Clackamas County co-permittee to implement a stormwater management program to reduce the contribution of stormwater pollutants to the maximum extent practicable and to discharge stormwater to public waters through a municipal separate storm sewer system under the conditions of the permit.

Each year the MS4 permit requires an annual report summarizing the best management practices that have been used to help protect water quality. This year, highlights of the report include:

1. Along with other permit holders, the District participated in permit renewal discussions with DEQ, with a new permit expected in 2020.
2. All OLWS water and sanitary utility staff received updated training in erosion control and illicit discharge cleanup through Oregon Department of Transportation and Safe Personnel through the Special Districts' Association of Oregon.
3. OLWS Technical Services staff were certified in the Northwest Environment Training Center's "Certification in Erosion and Sediment Control Lead" (CESCL).
4. OLWS General Manager attended the 3-day Stormwater Conference put on by the Association of Clean Water Agencies' (ACWA).

5. Public partnerships were strengthened through continued relationships with the North Clackamas Watersheds Council, Ecology in Classrooms and the Outdoors, and with local schools and community groups.

Oak Lodge Water Services posts the MS4 Annual Report each year for public comment. This year it was posted to the website on September 23, 2019, emailed to the interested parties list which contains 51 contacts, and includes the North Clackamas Watersheds Council. The District received no public comments. Before submitting it to DEQ, staff would like to invite comments from the Board of OLWS.

Recommendation

No action is required. This report is for Board review and comment. The attached Annual Report will be finalized and submitted to DEQ by November 1.

Attachments

1. 2018-2019 OLWS MS4 Annual Report



2018-2019 Annual Report

For
National Pollutant Discharge Elimination System (NPDES)
Municipal Separate Storm Sewer System (MS4)
Permit Compliance
Permit #101348

Prepared by:
Oak Lodge Water Services District (OLWS)
Surface Water Management Program

October 2019

2019 Oak Lodge Water Services
March 2012 MS4 Permit
ANNUAL REPORT REQUIREMENTS

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1. Background

The Board of Directors of Oak Lodge Sanitary District created a Surface Water Management program with the adoption of Ordinance 1001 in May of 1993. The purpose of the Surface Water Management Program is to:

- prevent pollutants from entering rivers, lakes, and streams;
- maintain and/or improve water quality; and
- restore or enhance properly functioning conditions in the watersheds.

Program development began officially on July 1, 1993, with the collection of Surface Water Management fees based on impervious surface area.

On January 1, 2017, Oak Lodge Sanitary District and Oak Lodge Water District officially consolidated into Oak Lodge Water Services District. Prior to this consolidation, Oak Lodge Sanitary District passed by Resolution (16-12) assigning all assets and obligations to the Oak Lodge Water Services District. Oak Lodge Water Services District understands that it now must meet the obligations it had made for the MS4 Permit.

Permit History

The Department of Environmental Quality issued a National Pollutant Discharge Elimination System Waste Discharge (NPDES) Permit No. 101348 dated December 15, 1995 to the District as a joint permit with Clackamas County. This five-year permit required the District to implement a stormwater management program to reduce the contribution of stormwater pollutants to the maximum extent practicable and to discharge stormwater to public waters through a municipal separate storm sewer system in conformance with the conditions in the permit.

That original NPDES permit expired on November 30, 2000 and the State of Oregon Department of Environmental Quality (DEQ) issued a new permit in March 2004 (NPDES-MS4 Permit 101348). Due to public comment, the DEQ reopened the permit in June 2004. After a public comment process, the DEQ issued the final Municipal Stormwater Permit on July 25, 2005. This permit was appealed by third party groups, and the Oregon Court of Appeals upheld the issued permit in 2010; the Oregon Supreme Court did not allow further review.

The District was issued another MS4 Permit on March 15, 2011. Based upon the new permit, the District prepared a revised Surface Water Management Plan and Surface Water Monitoring Plan. The Clackamas County MS4 permit was appealed after issuance by a co-permittee. The current MS4 permit was issued to the co-permittees in March 2012, and that permit is the basis for this annual report. That permit expired March 1, 2017 and the District is in the initial stages of negotiating the next permit with DEQ.

2. Report Organization

This report is organized based on the requirements of the March 2012 NPDES permit, Schedule B.5.a through B.5.k. The numbers listed after the report headings indicate the portion of the permit schedule that the section addresses. The report covers the activities of the District from July 1, 2018 to June 30, 2019. Information about implementation of required BMP's is summarized in Table 1. Brief summaries of each topic are described in this document.

3. Status of SWMP Program and Associated Elements (B.5.a)

The Oak Lodge Sanitary District (OLSD) implemented the Surface Water Management Plan in 2012 and was based on the two permits because the new/current permit was issued mid-cycle in March 2012. However, for the purpose of the annual report preparation, implementation of the SWMP is being reported based on the requirements in the current permit (permit 101348). This information is summarized in Appendix A of this report.

4. Status of Public Education Effectiveness Programs (B.5.b)

OLWS uses multiple avenues to educate the public about the importance of surface water protection. The District includes bi-monthly newsletters in our bills and posts the same information on our website.



Over time, the District has created, supported, and implemented a variety of additional programs and partnerships to provide outreach to the community about surface water issues. During the 2018-19 year, OLWS has continued to fund and participate in programs, including implementation of the “Dump Smart – It’s Just Not Water” materials, the “Watershed Health Education Program (WHEP)” with Rex Putnam High School and Ecology in Classrooms and the Outdoors, the “Stormdrain Cleaning Assistance Program” (SCAP) in partnership with 4 other municipalities, and support of local non-profit programs which provide experiential education focused on stormwater.

Another ongoing partnership for OLWS is with the North Clackamas Watersheds Council’s (NCWC). OLWS provides funds for the NCWC Streamside Stewards Program to educate landowners on best practices for watershed stewardship and to restore stream front properties in the OLWS service area. The goals of this program remain consistent with years past as listed in previous annual reports.

In addition to the efforts listed here, OLWS continues to participate in several cooperative MS4 stormwater utility outreach efforts including the Regional Coalition for Clean Rivers and Streams and the statewide Clean Rivers Coalition.

Please see the BMP’s for Public Education listed in Appendix A for full detail on the District’s progress toward public education and outreach efforts.

5. Adaptive Management Process (B.5.c)

Over time, OLWS will continue to evaluate the overall health of local watersheds using the information collected through the monitoring program. That information provides a valuable ‘snapshot’ of water quality in the District and provides District program management the opportunity to determine where to focus limited financial resources for program implementation. The District will target water quality issues that are trending toward exceeding state water quality standards; adjustments can be made to focus the messaging to the community about different water quality problems being observed. The anticipated outcome would be a reversal of negatively trending water quality factors because of actions taken by the District. Examples of actions might include stepped up inspection and enforcement in areas with documented water quality issues, targeted public outreach to smaller neighborhood or watershed groups that are the source of the problem, and targeted monitoring activities to try to minimize the area where the source of the water quality problems are coming from.

6. Proposed Changes to SWMP (B.5.d)

OLWS amended the SWMP during the 2012-2013 permit year as a result of the special conditions required of OLWS and Clackamas County related to public infrastructure maintenance. The SWMP amendment was approved by DEQ. There are currently no proposed changes to the SWMP anticipated.

OLWS will be revising its SWMP during the upcoming permit renewal process.

7. Summary of SWM Program Expenditures (B.5.e)

All revenue generated by the Watershed Protection Fee are retained within with the surface water management program. During the 2019 Fiscal Year, one Equivalent Service Unit (ESU) was \$9.10 per month for residential households. For commercial and industrial users their ESU equivalent is calculated by dividing their total impervious surface by the residential ESU, or 2,500 SF.

For the 2019 Fiscal Year, OLWS's expenditures for the surface water program totaled \$2,861,565. With \$888,210 being devoted to operational expenditures and \$1,973,355 to the Surface Water Management Capital Improvement fund.

Major projects include, the Boardman Wetland Complex, which will be completed in the 2020 Fiscal Year and a Watershed Master Plan that may carry into FY2021.

8. Summary of SWM Program Monitoring (B.5.f)

Surface water sampling occurred as is required in the NPDES permit. The sites sampled included instream samples, stormwater samples, and dry weather outfall monitoring from each site as listed in the updated Stormwater Monitoring Plan. In reviewing the water quality data, water quality elements for sediment and bacteria are elevated, with periodic exceedances of the state standard for e Coli.

Other testing elements appear to be within DEQ range, and program monitoring will continue per the procedures outlined in the 2012 Monitoring Plan.

Sample results are provided in Appendix A.

9. Proposed Modifications to Monitoring Plan (B.5.g)

OLWS is current on its 2018-2019 Monitoring Plan with no changes during this permit year.

OLWS did not seek modifications to its Storm Water Monitoring Plan this permit year.

10. SWMP Enforcement (B.5.h)

OLWS routinely inspects the various elements of the Surface Water system within the District. A summary of the inspections, enforcements, and ongoing activities related to illicit discharges can be found in Appendix A: Summary of BMP Implementation.

11. Development Activities (B.5.i)

Land within the Oak Lodge Sanitary District is largely built-out, with very little undeveloped land available for new development and redevelopment activities are more common. Appendix A: Summary of BMP Implementation summarizes the number and type of development activities that OLWS reviewed. Currently, there are no proposals for land annexations, and OLWS does not implement any part of the Urban Growth Boundary.

12. District Boundary Expansion (B.5.j)

When Oak Lodge Sanitary District consolidated with Oak Lodge Water District to form Oak Lodge Water Services District, its boundary grew by approximately 25%; this newly acquired area was already within Clackamas County Service District #1 (CCSD#1). In order to clarify whose authority would preside in this area, OLWS worked with

CCSD#1 to create a Memorandum of Understanding (MOU) that allowed CCSD#1 to continue its service in this area since this area naturally drained to watersheds CCSD#1 was already managing. This MOU was later adopted via OLWS Resolution 2017-5.

13. Public Notice of 2018-2019 Annual Report

OLWS solicited public comment on this annual report in the following manner:

- Public Notice and Solicitation of Comments on the OLWS Website: The 2018-2019 Annual Report posted on OLWS Website for 2 weeks in September 2019 for public review and comment;
- North Clackamas Watersheds Council: OLWS provides a direct invitation of availability of the report to NCWC and posted it on the OLWS website for review and comment;
- Notice of the Annual Report posting was sent to the District's "Interested Parties" email list.

14. Appendix A – See attached BMP Table on the following pages.

15. Appendix B – See attached FY2018-2019 Sampling Summary on the following pages.

Appendix A: BMP Table—OLWS 2018-2019 Summary of BMP Implementation

<i>Best Management Practice</i>	<i>MS4 Permit Schedule A Requirement</i>	<i>BMP Description</i>	<i>Performance Measure</i>	<i>Annual Report 2018-2019</i>
<p>Illicit Discharge Detection and Elimination</p> <p>Enforcement Response Plan and Pollution Parameter Action Levels</p>	<p>4.a.i – iii</p>	<p>BMP Description: In cases where an illicit discharge has resulted in a discharge that OLWS suspects resulted in a violation of state water quality standards, water quality samples may be collected at the suspected discharge point, as well as upstream and downstream of the discharge point. This is done in an effort to prove the impact on water quality that the illicit discharge has had. The samples will be tested at the laboratory based on field observations of the discharge in an effort to identify any pollutants present in the discharge. Staff will also investigate the source of the discharge by looking in the surface water system upstream of the discharge point; samples may be taken at locations suspected of originating the illicit discharge.</p> <p>In cases of an oily discharge, OLWS will notify DEQ through the OERS (Oregon Emergency Response System), which is in place to address oil spills into waterways and ditches. If the DEQ and/or EPA become involved, OLWS will provide a support role to these agencies. When the source of the illicit discharge is identified, OLWS will determine whether this discharge violated the District’s Surface Water Management Code, and if so, fines may be levied against the offending party, including all cleanup costs, investigative and sampling costs, and OLWS staff costs, including legal fees.</p> <p>OLWS will rely on State of Oregon water quality standards to determine a pollutant level that violates water quality as a trigger to initiate full enforcement action.</p>	<ol style="list-style-type: none"> 1. Documentation of Enforcement Plan 2. Response Procedures 3. Pollutant Parameter Action Levels 	<ol style="list-style-type: none"> 1. Illicit discharges are managed through the Districts documented Illicit Discharge Program. 2. OLWS maintains an SOP (Standard Operation Procedure) for staff to perform enforcement actions with illicit discharges. 3. OLWS has determined pollutant parameter action levels to match Oregon State water quality standards.
<p>Illicit Discharge Detection and Elimination</p> <p>Conduct Annual Dry Weather Field Screening</p>	<p>4.a.iv</p>	<p>BMP Description: The purpose of dry-weather outfall inspections is to detect an illicit discharge at the outfall or confirm that they are not present. If flow is detected during dry weather, District staff track it upstream through the storm sewer system to the source, and then address, or if necessary, control the discharge. Illicit discharges are detected during dry-weather inspections through the use of hand-held water quality measuring equipment and through visual inspections by the inspector. When a visual inspection or a pollutant level measured at an outfall indicates that an illicit discharge may be present, an upstream investigation through the storm sewer system is performed. When the discharge’s source is located, District staff work with the property owner and/or business owner to evaluate, and if necessary, control the discharge.</p>	<ol style="list-style-type: none"> (1) Number of outfalls inspected during dry-weather. (2) Number and type of illicit discharges that were encountered and controlled. (3) Status of updating procedures to address new permit requirements <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Inspect major or priority outfalls for the presence of illicit discharges at least once per year. • Update maps of major outfalls on an annual basis. • Update dry weather field screening program to address new permit requirements by November 1, 2012. 	<ol style="list-style-type: none"> 1. Five Dry Weather Outfalls were inspected each quarter during the dry season of the 2018/2019 Permit year. 2. No illicit discharges were noted from the outfall inspections. 3. No new requirements were established for the 2016/2017 OLWS Storm Water Monitoring Plan.

Appendix A: BMP Table—OLWS 2018-2019 Summary of BMP Implementation

Best Management Practice	MS4 Permit Schedule A Requirement	BMP Description	Performance Measure	Annual Report 2018-2019
<p>Illicit Discharge Detection and Elimination</p> <p>Implement the Spill Response Program</p>	4.a.v	<p>BMP Description: The District’s Spill Response Program prevents, contains, and responds to spills of dangerous, hazardous and other materials. The District’s Spill Response Program ensures that the actual or possible release of dangerous/hazardous materials to the MS4 is properly addressed. Except for minor incidents, The District’s Spill Response Program personnel always coordinate closely with other agencies and departments, including Clackamas County Fire District No. 1 (and for certain incidents involving hazardous materials, the Gresham HazMat Team), DEQ, Oregon State Police, Clackamas County’s Road Department (DTD), and Oregon’s Department of Transportation.</p>	<p>(1) Number of reported spills to the MS4 system.</p> <p>(2) Number and type of response to the reported spills.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> Implement the spill response program and associated protocols. 	<p>Due to staff turnover and a lack of documentation, it is unknown how many storm water complaints of potential spills occurred during the 2018/2019 reporting period.</p> <p>At least 2 complaints were filed by the Pollution Prevention Specialist to DEQ for action. One of which was an enforceable event.</p>
<p>Respond to reports involving illicit discharges</p>	4.a.v – 4.a.xii	<p>BMP Description: Reports are often received from Oregon’s DEQ, Oregon’s ODOT, Water Districts, Fire Districts, cities, citizens, district employees and others which allege that an illicit discharge has occurred or is occurring. When reports are received which allege that an illicit discharge has occurred or is occurring, OLWS will attempt to confirm the allegation in a timely manner. If it can be confirmed that an illicit discharge has occurred or is occurring, District staff will cooperate with the property owner and/or business owner to evaluate, and if necessary, control the discharge. Control options that may be applied or recommended by the District include, but are not limited to:</p> <ul style="list-style-type: none"> The removal of certain pollutants from the wastewater prior to discharge to the storm sewer system (i.e. cease usage of soap when washing). Issuance of the proper discharge permit from DEQ. A discharge that has been authorized and controlled by a DEQ water quality permit is not an illicit discharge. Application of the wastewater to dry land with no discharge to surface waters or storm sewers. This option is inappropriate for certain types of wastewaters, discharge rates, and soil types and may require the issuance of a WPCF permit from DEQ. Wastewater reuse without any discharge. Hauling the wastewater off-site for proper disposal. With the necessary permits, discharge the wastewater to OLWS’s sanitary sewer system. 	<p>(1) Number of alleged illicit discharges and non-stormwater discharges which were reported each year</p> <p>(2) Number of illicit discharges that were controlled.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> Respond to reports involving alleged illicit discharges within two weeks. 	<p>OLWS received at least 2 possible Illicit discharge complaints during the reporting year 2018/2019.</p> <p>At least 1 complaint was found to be reportable Illicit discharges.</p> <ul style="list-style-type: none"> Oak Lodge staff was found to be discharging sediment laden water into a catch basin that drained to Kellogg Creek. DEQ was made aware of the pumping and ultimately fined the District. Since this event, staff have been trained on how to properly dispose of this material and what to do in the event of seeing it happen elsewhere in the District. Staff vehicles have also been equipped with the necessary tools to manage these events quickly.
<p>Screen Existing and New Industrial Facilities</p>	4.b.i – 4.b.iii	<p>BMP Description: Once during the permit term, OLWS will review new industrial development applications to determine whether any existing or new facilities would be subject to an industrial stormwater NPDES permit. This determination will occur based on a review of the facilities proposed activities and the applicable SIC codes related to the 1200-series NPDES permit. If a facility is identified that would be subject to an industrial stormwater NPDES permit, the facility and DEQ will be notified within 30 days.</p>	<p>(1) Track the number of existing or new industrial facilities subject to a stormwater industrial NPDES permit during the permit term.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> Review new industrial development applications once during the permit term to identify additional facilities needing to obtain 1200-Z permits. 	<p>The District currently has 2 1200Z permit holders in its boundaries.</p> <p>No new Industrial user accounts were opened in 2016/2017</p> <p>The District continually reviews all new industrial facilities through its development review process.</p>

Appendix A: BMP Table—OLWS 2018-2019 Summary of BMP Implementation

<i>Best Management Practice</i>	<i>MS4 Permit Schedule A Requirement</i>	<i>BMP Description</i>	<i>Performance Measure</i>	<i>Annual Report 2018-2019</i>
Address Other Industrial Facilities	4.b.i – iii	<p>BMP Description: The facilities that are addressed by the District for this BMP are those that are not required to obtain a 1200Z permit, and/or are anticipated to contribute a substantial load of pollutants to the MS4.</p> <p>Facilities will primarily be inspected on a complaint-driven basis, but it is possible that some inspections will be conducted by the District during source tracking activities if the District’s storm event monitoring work or routine monitoring work shows that excessive levels of one or more pollutants are present. All facilities that are the subject of a complaint will be inspected in a timely manner by District staff. The implementation of control measures for stormwater discharges from these facilities will be deemed necessary by the District if the presence of excess levels of stormwater pollution can be confirmed by the District. For instances where the presence of excess levels of pollution in stormwater has been confirmed by the District, and in the event that the discharger’s initial attempts to improve stormwater quality do not produce the required improvement, then District personnel will continue to provide guidance and technical assistance until the facility’s stormwater quality improves.</p> <p>The presence of excess levels of pollution in stormwater can generally be confirmed by two general methods: visual and analytical. Analytical methodologies include hand-held meters, and those performed by an environmental laboratory. The District will use visual or analytical methods at the District’s discretion.</p> <p>Industrial users permitted under the pretreatment program 40CFR403 have an annual facility inspection which includes a review of storm water facilities.</p>	<ol style="list-style-type: none"> 1. The number of inspections performed, and where applicable, monitoring data collected. 2. The number of letters, enforcement actions, or other contacts made. 3. Number of pretreatment inspections performed <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Notify and work with industries to improve stormwater management if an inspection is conducted that indicates improvement is needed. 	<p>There are 4 commercial or industrial sites that were anticipated to contribute a substantial load of pollutants to the MS4 during 2018/2019.</p> <ol style="list-style-type: none"> 1. 16600 SE Kens Ct. (Blue Sky Filters) 2. 3901 SE Naef Rd. (NW Flex Space) 3. 3810 SE Naef Rd. (Stanley Tools) 4. 3701 SE Naef Rd (Buffalo Welding) <p>There is no storm event monitoring work or routine monitoring work showing excessive levels of pollutants present.</p> <p>There are no industrial users that are permitted under OLWS’s pretreatment program.</p> <p>There was no monitoring performed on stormwater discharged by OLWS’s commercial or industrial accounts.</p>
Construction Site Runoff Control Erosion Control Ordinances	4.c.i – 4.c.vi	<p>BMP Description:</p> <p><i>OLWS Surface Water Management Code</i></p> <p>The District updated the Surface Water Management Code (Rules and Regulations and Design and Construction Standards) in 2018 and 2019 respectively to match updated requirements through the MS4 permit and reconcile the SWWMP. The combined documents address regulatory and review requirements related to erosion control, tree removal, undisturbed buffers, and flow control and treatment requirements. These regulations require submittal of an erosion prevention and sediment control plan containing methods and/or interim facilities to be constructed or used concurrently with land development. Plan submittals are required to provide details of erosion control measures, schedules for construction, and a maintenance schedule for erosion control activities. OLWS administers “small lot” erosion control permits less than one acre and 1200CN permits for sites between 1-5 acres. OLWS has an agreement with Oregon DEQ for administration of the 1200-C sites greater than five acres in size.</p>	<p>(1) Implement Code</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Update SWMC and implement new code 	<p>The District makes updates the Surface Water Management Code (Rules and Regulations and Design and Construction Standards) annually as needed.</p>

Appendix A: BMP Table—OLWS 2018-2019 Summary of BMP Implementation

Best Management Practice	MS4 Permit Schedule A Requirement	BMP Description	Performance Measure	Annual Report 2018-2019
<p>Public Education and Outreach</p> <p>Topic: Reduce Discharges of Pesticides, Herbicides and Fertilizers</p>	<p>4.d.iii</p>	<p>BMP Description: OLWS administers a public education program which provides information that attempts to motivate workers and residents to reduce stormwater pollution that is caused by the application of pesticides, herbicides, and fertilizers in the District. Educational information is shared with the public through the use of:</p> <ul style="list-style-type: none"> • Articles in newsletters • District’s website. • Through local public involvement campaigns. A recent example of a recent relevant public involvement campaign is the Oregon Environmental Literacy Plan (OELP), which is enacted as part of House Bill 2544 and lays out age appropriate environmental literacy education. • Brochures <p>Common topics that are addressed by this program include:</p> <ul style="list-style-type: none"> • Less harmful alternatives to the use of pesticides, herbicides, and fertilizers are provided. For example, use of ladybugs to eat insect pests is encouraged as an alternative to pesticide application. • Information about the potential hazards to water quality, public health, and aquatic life associated with the misuse of pesticides, herbicides, and fertilizers in the District. • Users are reminded that pesticide and herbicide products need to be used in a manner consistent with the product’s label. 	<p>(1) Track programs messages delivered, type of communication piece, and where appropriate, the number of people affected</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Continue to maintain relevant public education materials on the district’s website. • Prepare a minimum of one relevant article per year for inclusion with customer billing statements. 	<p>The following outreach efforts occurred last year: Six newsletters including surface water education topics in each;</p> <p>School Outreach: Administered Watershed Health Education Program (WHEP) with our high school partner, Rex Putnam H.S. OLWS conducted: six group plant tours for 3rd- college aged students; macroinvertebrates workshops for elementary and high school students; native plantings and watershed education for District 5-12th grade students; Rex Putnam WHEP annual report and Board presentation; planting at Rinearson Creek site with WHEP students and elementary school OELP students; partnered with Ecology in Classrooms and Outdoors to conduct water quality lessons; and supported restoration with View Acres Elementary School;</p> <p>Events: OLWS sponsored or participated in four events which contained water quality education, including the Oak Grove Trolley Trail Festival, the Jennings Lodge Community Planning Organization’s Picnic, the CCWET Celebrating Water Forum, the Children’s Clean Water Festival and the North Clackamas Watersheds Council - Watershed Wide Cleanup;</p> <p>Posted brochures include: “<i>Dump Smart:</i>” Proper Disposal for Paint, Power Washing, and Carpet Cleaning; <i>Think Smart About Pesticides</i> by Clackamas River Basin Council, and a pictorial fact sheet on spraying of pesticides and herbicides by the Clackamas River Water Providers;</p> <p>Participated in regional outreach groups, and public involvement campaigns, including: the Clean Rivers Coalition, Clackamas County Water Education Team (CCWET), and the Regional Coalition for Clean Rivers and Streams;</p> <p>Presented streamlined website access to relevant water quality education information for property owners, tenants, and educators including stormwater smart yard and garden maintenance.</p>

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Best Management Practice	MS4 Permit Schedule A Requirement	BMP Description	Performance Measure	Annual Report 2018-2019
Education and Outreach Privately Owned SWM Facility Education	4.d.iv	BMP Description: Privately owned SWM facilities require periodic inspection and maintenance to keep them working correctly. This effort focuses on outreach and education to those private landowners who own these types of facilities	(1) Number and Type of Education and Outreach efforts specific to privately owned facility inspection and maintenance.	Inspection of 19 out of 115 total, letters sent to owners engaging them in awareness, cleaning, maintenance and functionality of their catchment systems. Participation in the Stormdrain Cleaning Assistance Program (SCAP) with mailers sent to 400+ property owners with private storm drains on their property. Email campaign planned to include all previous participants as well as accounts with email access in order to increase participation.
Education and Outreach Erosion Control Contractor Training Opportunities	4.d.v	BMP Description: Provide notice to construction site operators concerning where education and training to meet erosion prevention and sediment control requirements can be obtained.	(1) Describe efforts to provide this notice	Oak Lodge has four certified erosion control staff members and provides construction site operators notice and training opportunities on an ad hoc basis. Other OLWS erosion control training of staff this reporting year includes: <ul style="list-style-type: none"> • OLWS field supervisor and one water utility worker attended the Erosion and Sediment Control Manager Certification (ODOT) • All Water and Sanitary Utility workers (11 staff members) attended a Stormwater Management Overview Training Video (Safe Personnel through SDOA)
Education and Outreach Effectiveness Evaluation	4.d.vi	BMP Description: Over the permit term, OLWS will provide information related to an effectiveness evaluation. This may be conducted in coordination with other local Phase 1 jurisdictions. The effectiveness evaluation information will focus on assessing changes in targeted behaviors and will allow for additional information that can be used in adaptive management of the OLWS education and outreach strategy.	(1) Report on activities annually. Measurable Goals: <ul style="list-style-type: none"> • Provide/compile information regarding a public education effectiveness evaluation over the permit term. 	During the 2013-2014 permit year, OLWS participated in a regional study about the effectiveness of various stormwater-related public outreach efforts within Oregon. The report was commissioned through Oregon Association of Clean Water Agencies. See Appendix B for a copy of the study.
Education and Outreach Employee Training	4.d.vii	BMP Description: A variety of training is provided to staff associated with surface water management. Training and advisory committee opportunities are made available through local agencies and groups involved with a broad range of water quality issues including stormwater (e.g., Oregon Association of Clean Water Agencies conferences). Such training is provided based on need and availability.	Track the number of employees receiving training in stormwater management annually. Measurable Goals: <ul style="list-style-type: none"> • Attend relevant stormwater management related training based on need and availability. 	Specific Staff Trainings included: <ul style="list-style-type: none"> • OLWS Pollution Prevention Specialist, Civil Engineer and Outreach / Education Coordinator received certification in the Northwest Environment Training Center’s “Certification in Erosion and Sediment Control Lead” (CESCL). 2 days. • OLWS Pollution Prevention Specialist attended Oregon Water Education Foundation’s Water Environment School at Clackamas Community College. 3 days. • OLWS field supervisor and one water utility worker attended the Erosion and Sediment Control Manager Certification (ODOT). • All Water and Sanitary Utility workers (11 staff members)

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				<p>attended a Stormwater Management Overview Training Video (Safe Personnel through SDOA).</p> <ul style="list-style-type: none"> OLWS General Manager attended the ACWA Surfacewater Conference. 3 days.
<p>Public Education and Outreach</p> <p>Topic: Facilitate Public Reporting of Illicit Discharges</p>	4.d.viii	<p>BMP Description: The District implements a program to promote, publicize, and facilitate public reporting of the presence of illicit discharges and other types of improper disposal of materials into the MS4. After District staff have received a report which relates to one of these discharges, they investigate and, if appropriate, apply control measures. See BMP #3.</p>	<p>(1) Number illicit discharges reported. (2) Number of illicit discharges requiring action. (3) Number of educational events educating public about illicit discharges and procedures to report. (4) Number of publications educating public about illicit discharges and procedures to report.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> Create a page for public complaints on the District’s website and track number of complaints for reporting. 	<p>Potential illicit discharges reported: At least 2</p> <p>Actions taken: 2</p> <p>Educational Events: 1 – Staff Training in Certified Erosion Control Standards and Techniques</p> <p>Educational Publications:</p> <ol style="list-style-type: none"> Dump Smart Campaign – Painting, Carpet Cleaning and Pressure Washing Where to Properly Dispose of unwanted or expired medications EPA – Keep Salmon of Drugs CRWP – Pesticides and Herbicides our of the River (Pictorial) Regional Coalition for Clean Rivers and Streams -- River Starts Here <p>Public submits complaints through the information email on the OLWS website, or calls staff directly. Complaints are coded in Lucity, the district’s Computerized Maintenance Management System.</p>
<p>Public Involvement and Participation</p>	4.e	<p>BMP Description: Schedule A.4.e of the District’s MS4 NPDES permit requires OLWS to provide opportunity for public participation in the development, implementation, and modification of the Storm Water Management Plan (SWMP). Prior to submittal of various milestone reports, OLWS will provide the public with an opportunity to comment for a period of 2 weeks prior to submittal dates. Comments on the documents will be collected and considered.</p> <p>Additionally, OLWS has many opportunities for members of the community to participate in various sub committees that provide oversight and guidance to OLWS management related to MS4 implementation.</p>	<p>(1) Provide for public participation with the SWMP and pollutant load reduction benchmarks prior to the permit renewal application deadline.</p>	<p>SWM Annual Report Public Notice: completed, announced at North Clackamas Watersheds Council and to OLWS Board Members; SWM Annual Report and Permit on website: completed; the website contains a variety MS4 related material, providing ongoing opportunities for public to comment.</p> <p>SWM Master Planning Advisory Committee: Oak Lodge Water Services District is seeking to complete two studies analyzing the benefits and costs of adding services in the Watershed Protection Program. To achieve this, the District has assembled an advisory committee comprised of residential customers, commercial customers and Board Members. Ultimately, this committee will make recommendations to the Board regarding adding these services or not.</p>

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<i>Best Management Practice</i>	<i>MS4 Permit Schedule A Requirement</i>	<i>BMP Description</i>	<i>Performance Measure</i>	<i>Annual Report 2018-2019</i>
Construction Site Runoff Control	4.f.i - 4.f.iv	<p>BMP Description: <i>OLWS Development Review</i></p> <p>The District reviews all development plans for new construction or redevelopment projects in the District’s service area through the building permit process. All reviews are conducted in accordance with the OLWS Surface Water Management Code (SWMC). These regulations require submittal of a surface water management plan that addresses post-construction pollutant and runoff control measures. The OLWS SWMC was updated during this reporting year, and new, more stringent requirements for surface water management have been adopted.</p>	<p>(2) Annual number of permitted, active construction projects (i.e., those projects disturbing 800 s.f. or more).</p> <p>(3) Annual number of site plan reviews and approved plans.</p> <p>Measurable Goals:</p> <p>6) Review all applicable erosion and sediment control plans submitted as part of the building permit.</p>	<p>Number of development permits issued: 21</p> <p>Acreage of development activity: 14.095 Acres</p> <p>Number of erosion control permits issued: 120</p> <p>Number of erosion control inspections completed: 360</p> <p>Number of enforcements (violations that needed enforcement action): 1</p> <p>Identify any new industrial businesses in OLWS: 0</p> <p>Variance Requests: 1</p> <p>Appeals: 0</p> <p>Estimate of total new and replaced impervious surface area related to development projects: 9 acres</p>
Pollution Prevention for Municipal Operations Street Sweeping	4.g	<p>BMP Description: Major arterial curbed streets within the DTD service area (which includes OLWS) are swept on a regular basis by DTD. The frequency varies depending on a variety of factors (for example, traffic volumes). For information on their street sweeping activities, refer to the DTD MS4 NPDES SWMP.</p>	<p>(1) Number of miles that were swept within OLWS</p> <p>(2) Mass or volume of material removed during sweeping</p> <p>Measurable Goals:</p> <p>7) For DTD roads, see tracking measures in the DTD MS4 NPDES SWMP.</p>	<p>Information Request to CCDTD pending</p> <p>Clackamas DTD Street Sweeping within OLWS Boundary:</p> <p>(1) 226 Curb/ Shoulder Miles</p> <p>(2) 104 Cubic Yards debris removed</p> <p>(3) The district has entered into an agreement with the Clackamas County DTD to have its WRF impervious surface’s swept once a month. This BMP is a result of the Districts 1200Z Permit.</p>
Operations & Maintenance for Public Streets	4.g	<p>BMP Description: Operations and maintenance of public streets within the DTD service area (which includes OLWS) is the responsibility of DTD. For information on their activities, refer to the DTD MS4 NPDES SWMP.</p>	<p>Measurable Goals:</p> <ul style="list-style-type: none"> • DTD Roads: See DTD’s MS4 NPDES SWMP. • Remove illegal solid waste dumps as they are discovered. • Collect sand applied for ice/snow events within 10 days of the end of the event. 	<p>See Clackamas County/DTD’s MS4 Annual Report</p>

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Control Infiltration and Cross Connections to the District's Stormwater System	4.g	<p>BMP Description: The District prevents exfiltration of flows from municipal sanitary through the presence of a rigorous maintenance program involving routine cleaning and inspection of lines to ensure that there are very few leaks. Lines are inspected with a television camera on a periodic basis. Tree roots, which could cause leakage, are removed whenever identified.</p> <p>The District prohibits cross-connections in new/redevelopments through the development and building permit review and issuance process. This system, which features plan review in the office and field inspections by certified plumbing inspectors, ensures that fixtures that need to be plumbed into OLWS's sanitary sewer system or a private septic system are actually plumbed into those systems, preventing hundreds of illicit discharges per year. The District is able to identify and control the exfiltration of flows from municipal sanitary sewers when it occurs by:</p> <ul style="list-style-type: none"> • Performing dry-weather inspections at all major or priority outfalls on an annual basis to detect non-stormwater flows, and • Receiving and promptly responding to reports from citizens of unusual colors, odors and solids. 	<p>(1) Number of cross-connections/ sanitary discharges identified.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Eliminate any identified sanitary discharges to the storm system. 	No Cross-connections were found during the 2018/2019 permit year.
Flood Management Projects and Water Quality	4.g	<p>BMP Description: There are two Components to this BMP. The first is to ensure that water quality is assessed and addressed when developing capital improvement projects (CIPs) for flooding. The second is to examine the existing system to determine whether water quality retrofits would be beneficial and feasible.</p> <p><u>CIPs:</u> The District develops 5- and 10-year Capital Improvement Plans to identify major projects necessary to address water quality concerns. One of the main goals and outcomes of the CIP is to prioritize what stormwater management actions and activities should be conducted in specific sub-basin areas, such as where to assist the operations and maintenance program in targeting specific activities in various locales. Another main goal of the CIP is to build projects to protect, restore, and enhance the health and function of a watershed.</p>	<p>(1) Number of retrofits constructed that address water quality treatment.</p> <p>(2) Number of flood management projects implemented or constructed and the percentage of those projects that include water quality Components.</p> <p>Measurable Goals:</p> <ul style="list-style-type: none"> • Ensure all planned stormwater CIPs include consideration of water quality. 	Oak Lodge Water Services continues to fund North Clackamas Watersheds Council (NCWC) Streamside Stewards Program which enhances water quality and streamside health. In addition, the District funds the Backyard Habitat Certification Program in partnership with the Columbia Land Trust and the Portland Audubon Society. This program educates and informs the public on yard maintenance options that limit the use of herbicides and pesticides on private property that can get into our streams and reduce water quality.
Maintenance of Conveyance System Components and Structural Controls	4.g	<p>BMP Description: The District maintains conveyance and treatment components of the storm water system that are located outside the right-of-way of publicly owned roads in maintenance agreement subdivisions or that are owned by the District. The conveyance components include, but are not limited to, culverts, storm sewer lines (8" or greater in diameter) and inlets. The stormwater treatment components of the system include, but are not limited to, vegetated aboveground stormwater detention facilities, sedimentation manholes, and various types of underground proprietary pollution control systems. Maintenance records are kept by both DTD and the District.</p> <p>The District and DTD are working on the development of an intergovernmental agreement to clarify and coordinate maintenance activities.</p>	<p>(1) Miles of ditches and storm lines maintained</p> <p>(2) Number and type of components inspected and/or cleaned, and</p> <p>(3) Mass or volume of material removed during cleaning</p>	<p>(1) Ditch Cleaning by Clackamas County DTD: 275 ft</p> <p>(2) Culverts Cleaned by Clackamas County DTD: 3 culverts</p> <p>(3) Mass of Debris Removed by Clackamas County DTD: 8.34 cubic yards of material</p>

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Best Management Practice	MS4 Permit Schedule A Requirement	BMP Description	Performance Measure	Annual Report 2018-2019
Catchbasin Cleaning and Maintenance	4.g	BMP Description: OLWS cleans all District owned or District operated/maintained catch basins once every five years. Catch basin cleaning activities primarily occur during the dry weather season, but during the fall, certain catch basins may be cleaned more frequently if needed. Utility crews utilize a database to document inspection and maintenance activities for the annual reports. Repair or replacement of public catch basins is scheduled following inspection.	(1) Track the number of District owned or District operated/maintained catch basins cleaned per year. (2) Track the mass or volume of debris removed during cleaning activities. Measurable Goals: <ul style="list-style-type: none"> • Clean OLWS District operated/maintained public catch basins on a 5-year rotational basis. • Schedule repair or replacement of catch basins based on inspection results. 	During this reporting period, OLWS and Clackamas Co. continued a coordinated approach to storm system inspection and maintenance (see updated SWMP Zone Map). (1) Catch basin Inspections: 480 (2) Catch basins and Structures Cleaned: OLWS: 184 (3) Structures Cleaned by CCDTD: 6 (4) Mass of Debris Removed by OLWS: 30 Cubic Yards (5) Mass of Debris Removed by CCDTD: 0.81 Cubic Yards
Private Surface Water Facility Maintenance Program	4.g	BMP Description: This BMP includes maintenance agreements for stormwater quality and detention structures in residential areas. There are very few of these facilities in OLWS. This infrastructure varies from subdivision to subdivision but may include any of the following: catch basins, below-ground stormwater detention tanks, above-ground storm water detention and/or water quality ponds, below-ground vortex separators, and swales.	(1) Number of structures inspected and cleaned.	18 asset inspections were completed in the 2018/2019 permit year. All Facilities that needed cleaning were done. These Facilities were under an agreement with the District for cleaning and inspection. In addition, a letter was sent to 10% of owners of single-family private facilities with OLWS SWM Facility Agreements that explains the requirement to clean and maintain facilities.
Hydromodification Assessment	5.a – 5.d	BMP Description: OLWS anticipates partnering with adjacent co-permittees (CCSD#1, Clackamas County DTD) to develop a simplified tool for development engineers to easily size LID BMPs to address the duration of elevated flow levels in addition to addressing flow volumes and peaks. Use of the tool in designing LID BMPS is expected to ultimately address the long-term impacts of increased runoff from development. To address flow durations, a long-term continuous simulation of hydrology is required. As a result, designing and sizing BMPs becomes more complicated than traditional design practices focused on a single design event. In order to make the BMP design process easier for the development community, neighboring states have developed a sizing tool. Currently, there are no BMP design/sizing tools to address the impacts of Hydromodification that are applicable to local conditions such as rainfall patterns and critical channel forming flows. This tool will provide a simple, consistent and defensible methodology for designing/sizing LID throughout Clackamas County and the region to address Hydromodification impacts.	(1) Net impervious area treated by LID. (2) Number of applications submitted using tool. (3) Customer Feedback/ Community Relations. Measurable Goals: <ul style="list-style-type: none"> • The primary goal is to develop, by June 30, 2013, a tool to assist development engineers with the design/sizing of stormwater management facilities in order to reduce target pollutants and stream degradation impacts (i.e., Hydromodification) associated with the development of impervious surfaces. 	In the OLWS SWMC code documents, stormwater management facility sizing guidelines accept two co-permittee tools; the WES sizing tool and the City of Portland PAC tool. Additionally, in 2019, Oak Lodge implemented a permit review software system (Accela) which tracks impervious surfaces more accurately and precisely than previous systems for future hydromodification assessment and treatment tracking.

Appendix B: OLWS Water Quality Sampling Data Results - Storm Sampling and Quarterly Stream Sampling
July 1, 2018 - June 30, 2019

SW 8 – SE Naef Rd / SE Blanton St – South Boardman Creek, 60' north of intersection

MS4 Sample Type: WET WEATHER, 3 events per year

DATE	TSS (mg/L)	BOD (mg/L)	Fecal coliform (MPN)	pH	Temp (celsius)	E. Coli (col/100)	CL2 (mg/L)	TDS (MGL)	COD (mg/L)	O&G (mg/L)	Total Phosphate (mg/L)	TKN (mg/L)	FLOATING SOLIDS	O&G SHEEN	Luminescent DO (mg/L)	Conductivity (µS/cm)	Nitrate (mg/L)	Hardness (mg/L)	Calcium (µg/L)	Magnesium (µg/L)	Total Copper (µg/L)	Total Lead (µg/L)	Total Zinc (µg/L)	Dissolved Copper (µg/L)	Dissolved Lead (µg/L)	Dissolved Zinc (µg/L)	Ortho-Phosphorous (mg/L)	Ammonia Nitrogen (mg/L)
10/29/2018	14	3.77	N/A	6.88	14.6	1410	N/A	79	N/A	ND	0.152	N/A	NONE	ND	10.26	86.9	1.23	36.6	9.92	2.86	0.00628	0.00137	0.132	0.00337	ND	0.083	0.081	ND<.0200
12/18/2018	11	ND	N/A	7.73	10.7	>2420	N/A	98	N/A	ND	0.206	N/A	NONE	ND	11.01	81	2.7	39.8	11.2	2.89	0.00645	0.00123	0.0902	0.00368	ND	0.056	0.12	0.064
4/5/2019	37	2.95	N/A	8.75	11.6	1730	N/A	79	N/A	ND	0.167	N/A	NONE	ND	10.34	58	474	27.9	7.29	2.35	0.00634	0.00436	0.114	0.00357	0.000353	0.0907	0.0439	0.028

SW 15 – 15000 SE Fair Oaks Ave – River Forest Creek – River Forest Lake influent

MS4 SAMPLE TYPE: Instream Sample, 4 times per year

DATE	TSS (mg/L)	BOD (mg/L)	Fecal coliform (MPN)	pH	Temp (celsius)	E. Coli (col/100)	CL2 (mg/L)	TDS (MGL)	COD (mg/L)	O&G (mg/L)	Total Phosphate (mg/L)	TKN (mg/L)	FLOATING SOLIDS	O&G SHEEN	Luminescent DO (mg/L)	Conductivity (µS/cm)	Nitrate (mg/L)	Hardness (mg/L)	Calcium (µg/L)	Magnesium (µg/L)	Total Copper (µg/L)	Total Lead (µg/L)	Total Zinc (µg/L)	Dissolved Copper (µg/L)	Dissolved Lead (µg/L)	Dissolved Zinc (µg/L)	Ortho-Phosphorous (mg/L)	Ammonia Nitrogen (mg/L)
8/16/2018	5	ND	N/A	7.77	18.1	272	N/A	141	N/A	ND	0.176	N/A	NO	ND	6	209.1	ND	85.1	21.6	7.58	0.00115	ND	0.00645	ND	ND	0.0045	0.11	ND
12/7/2019	ND	ND	N/A	7.58	4.2	90.8	N/A	141	N/A	ND	0.174	N/A	NO	ND	11.73	157.2	0.948	77.1	19.4	6.94	0.00121	ND	0.024	ND	ND	0.0229	0.033	ND
3/5/2019	ND	ND	N/A	6.86	3.2	63.1	N/A	131	N/A	ND	0.0214	N/A	NO	ND	13.3	150.6	1.68	71.2	17.9	6.47	0.00109	0.000441	0.0165	ND	ND	0.0129	0.0214	ND
6/4/2019	ND	ND	N/A	7.56	14.3	210	N/A	148	N/A	ND	0.136	N/A	NO	ND	9.07	164.2	0.46	79	20.2	6.93	0.00124	0.000273	0.00954	ND	ND	0.00785	0.0552	0.037

SW 12 – 3131 SE Walta Vista Ct – Lower Boardman Creek – 48" CMP outfall

MS4 SAMPLE TYPE: Instream Sample, 4 times per year

DATE	TSS (mg/L)	BOD (mg/L)	Fecal coliform (MPN)	pH	Temp (celsius)	E. Coli (col/100)	CL2 (mg/L)	TDS (MGL)	COD (mg/L)	O&G (mg/L)	Total Phosphate (mg/L)	TKN (mg/L)	FLOATING SOLIDS	O&G SHEEN	Luminescent DO (mg/L)	Conductivity (µS/cm)	Nitrate (mg/L)	Hardness (mg/L)	Calcium (µg/L)	Magnesium (µg/L)	Total Copper (µg/L)	Total Lead (µg/L)	Total Zinc (µg/L)	Dissolved Copper (µg/L)	Dissolved Lead (µg/L)	Dissolved Zinc (µg/L)	Ortho-Phosphorous (mg/L)	Ammonia Nitrogen (mg/L)
8/16/2018	6	ND	N/A	7.72	19.2	344	N/A	175	N/A	ND	0.146	N/A	NO	ND	6.88	233	0.272	87.9	21.6	8.21	0.00141	0.000601	0.0133	ND	ND	0.00463	0.071	0.03
12/7/2019	5	ND	N/A	7.49	5.5	214	N/A	154	N/A	ND	0.176	N/A	NO	ND	10.8	169.6	0.822	83	20.8	7.56	0.00189	0.000406	0.0206	ND	0.00102	0.015	0.038	0.053
3/5/2019	8	ND	N/A	6.36	4.5	73.3	N/A	135	N/A	ND	ND	N/A	NO	ND	11.72	165.9	1.42	79.8	20	7.24	0.00164	0.000708	0.0227	ND	ND	0.0148	0.0233	0.054
6/4/2019	ND	ND	N/A	7.55	15.2	313	N/A	153	N/A	ND	0.177	N/A	NO	ND	8.02	186.6	0.374	91.2	23	8.23	0.00156	0.000418	0.0124	ND	ND	0.00694	0.0882	0.078

SW 3 – Courtney Springs Creek on east side of SE McLoughlin Blvd, 350' north of SE Park Ave – outfall of 5' x 5' concrete box culvert

MS4 SAMPLE TYPE: Instream Sample, 4 times per year

DATE	TSS (mg/L)	BOD (mg/L)	Fecal coliform (MPN)	pH	Temp (celsius)	E. Coli (col/100)	CL2 (mg/L)	TDS (MGL)	COD (mg/L)	O&G (mg/L)	Total Phosphate (mg/L)	TKN (mg/L)	FLOATING SOLIDS	O&G SHEEN	Luminescent DO (mg/L)	Conductivity (µS/cm)	Nitrate (mg/L)	Hardness (mg/L)	Calcium (µg/L)	Magnesium (µg/L)	Total Copper (µg/L)	Total Lead (µg/L)	Total Zinc (µg/L)	Dissolved Copper (µg/L)	Dissolved Lead (µg/L)	Dissolved Zinc (µg/L)	Ortho-Phosphorous (mg/L)	Ammonia Nitrogen (mg/L)
8/16/2018	ND	ND	N/A	8	17.2	172	N/A	160	N/A	ND	0.122	N/A	NO	NO	8.64	217.9	0.864	91.5	23.5	8	0.00136	0.000251	0.00543	0.00101	ND	ND	0.06	ND
12/7/2019	ND	ND	N/A	7.71	8.5	64.4	N/A	138	N/A	ND	ND	N/A	NO	ND	11.63	156.8	1.37	77.5	20.1	6.65	0.00148	0.000213	0.0107	ND	ND	0.0098	0.029	0.02
3/5/2019	ND	ND	N/A	8.02	5.7	34.1	N/A	120	N/A	ND	ND	N/A	NO	ND	12.2	151.7	2.03	73.8	19.9	5.83	0.00129	0.00027	0.0175	ND	ND	0.0139	0.0204	0.022
6/4/2019	ND	ND	N/A	8.95	13.9	291	N/A	155	N/A	ND	0.101	N/A	NO	ND	10.05	167.1	1.02	80.8	21.4	6.67	0.0013	0.000437	0.00916	ND	ND	0.0052	0.087	0.031

ND = non detect
NO = None Observed

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Consolidated District Building Discussion
Item No.: 9
Date: October 3, 2019 for October 15, 2019 Meeting

Action Requested

Staff seeks to present the latest set of information regarding the building consolidation, have a conversation with the Board about each of the alternatives and receive initial feedback on the alternatives.

History

April 2019	Staff gave a brief project update to the Board while Kushman & Wakefield met with the Board to discuss criteria for building the Qualitative Scoring Matrix (Attachment 1)
January 2019	The District signs a contract with LRS Architects to assist in the development of the building consolidation through the conceptual phase.
February 2018- September 2019	Various project updates and discussions about potential property acquisitions.
May 2017	The latest Building Consolidation plan set was presented to the Board to confirm staff was pursuing their vision of the project.
July 2016	District Staff initiates contract with initial architect to design the remodel to accommodate Sanitary District Staff
May 2016	Oak Lodge Water District (OLWD) and Oak Lodge Sanitary District (OLSD) Voters elect to Consolidate the two districts.
July 2015	FCS Consolidation Feasibility Report suggests a remodel of the Water Building could accommodate current Administrative Sanitary District Staff

Background

In order to gauge the feasibility of a consolidation between Oak Lodge Sanitary District and Oak Lodge Water District, the agencies hired FCS Group to produce an "Evaluation of Agency Consolidation". Published in December of 2015, the Final Report contained high-level analysis

for consolidating the two districts' financial records, software systems, assets, mapping, staff and buildings. Based on this report, on May 17, 2016, the two districts chose to ask their rate payers if they thought a consolidation should occur; the vote officially tallied 67.36% in favor of consolidation.

Because the vote was in favor of the consolidation, the Board along with District Staff worked to officially combine the districts' staff on January 1, 2017. Simultaneously, a Facilities Sub-Committee built of two Board Members alongside staff worked to combine the buildings using FCS's document as a guide. Simply put, two sanitary employees were to be moved into existing space in the Administrative area (which occurred right away), then six sanitary employees were to be moved into the existing Board Room at the Water Building while a new Board Room was to be built just north of the existing break room and kitchen. There was also mention of loss of parking which made the abandoned residential property to the Northeast desirable due to its size and ability to absorb space losses in the remodel.

Based on these inputs, the Sub-Committee worked with an architect to develop a plan to remodel the "Water Building", but soon found a few issues that slowed the process. First, in conversations with the County it was learned that any addition to the use of the property would require a new-conditional use permit to be granted, which would come with conditions for the development that are still to be determined. Learning this also then raised awareness to the fact that the tax lot is zoned as residential and to change that to commercial Clackamas County would require a Comprehensive Plan Amendment; a process estimated to take one to two years. The architect then found that the building was maxed out in size to not have sprinklers for fire suppression, so this was added to the list of items to design and build. In addition to these previously unforeseen issues, along with Board approval, the team added to the design the need for showers and a new ventilated server space.

As that architect continued to work, additional conversations about the proximity of the field crews began and it was ultimately decided that the sanitary field crew and water field crew (both led by the Field Superintendent) would better serve the community under one roof. Once this decision was made, space for these additional people and their equipment began to be incorporated into the plan sets. It was at this time that the design had exceeded the existing architectural contract and it was decided that Staff was to seek out a new more commercially experienced architect to work on this project for the District.

Meanwhile, staff's attempts to contact the property owner of the abandoned Northeast Residential lot had failed so the District sought services from Cushman & Wakefield to assist the District both in contacting the owner of that lot and to look into the availability of properties within the District so that a more extensive comparison could be made to that of staying on the "Water Property".

Now, the Building Consolidation Sub-Committee along with Cushman & Wakefield and LRS Architects began to analyze three options for consolidating the buildings:

1. Keep both Buildings
 - a. Swap Technical Services Staff with Administrative Staff
 - b. Relocate Sanitary Field Staff at "Water Property"
 - c. Add showers and additional lockers, a break room, a server room and more storage for vehicles
2. Consolidate on "Water Property"

- a. Relocate Technical Services Staff and Sanitary Field Staff to the “Water Property”
 - b. Add space for new staff
 - c. Add showers and additional lockers, a break room, a server room and more storage for vehicles
 - d. Sell “Sanitary Property”
3. Relocate to a new Commercial/Industrial Zoned Property in the District
 - a. Sell Sanitary and Water Properties and
 - b. Build a new facility that will meet the needs of the District for the next 50 years

Each of these options can be found in the first two attachments to this report. Attachment 1 was Cushman & Wakefield’s attempt to provide a matrix to the District that helps us see Qualitatively which of the three options best meets the District’s needs. Attachment 2 contains preliminary cost estimates for each of the three options.

Attachments

1. Qualitative Scoring Matrix
2. Cost Estimates for Building Options

Preliminary Qualitative Site Score Summary

Oak Lodge Water District
Version 9.25.2019

Building Scenario	Remain As-Is (Two Separate Office Buildings)	Consolidate into Water Reclamation Facility	Sell Tech. Svcs Bldg, Fit onto Existing Administration Property	Sell Tech. Svcs Bldg, Add NE Residential Site to Administrative Property	Sell Tech. Svcs Bldg, Add NE & NW Residential Sites to Administrative Property	Relocation Options (Average Scores of 3 Combined Locations)
Geographically						
Needs to be in the District	●	●	●	●	●	●
Financial						
We want to plan for the next 50 years (best value for long term solution)	●	●	●	●	●	●
Overall cost	●	●	●	●	●	●
Functional Workspace						
Showers and lockers	●	●	●	●	●	●
Room for expansion (for new employees) and increased conference room/meeting space	●	●	●	●	●	●
Enables employees to be most efficient / productive (improved communications)	●	●	●	●	●	●
Improve service delivery to public	●	●	●	●	●	●
Internal Office cultural considerations of the office (two buildings, one-team)	●	●	●	●	●	●
Emergency Access						
No flood zones for large equipment	●	●	●	●	●	●
Functional during an emergency event	●	●	●	●	●	●
Access						
Educational outreach:	●	●	●	●	●	●
Access for community partners	●	●	●	●	●	●
Multiple ingress/egress and not on a busy road (daily drive times)	●	●	●	●	●	●
Mission Critical						
24/7 access (large trucks, and lights, beeps) and surrounding neighborhood	●	●	●	●	●	●
Repair and maintenance space; workshops (having space to work)	●	●	●	●	●	●
Customer facing (neighborhood scale; visibility/branding from the road)	●	●	●	●	●	●
Security and functional (currently have 6-8' fence around the site)	●	●	●	●	●	●
Risk						
Zoning (use types, comp-plan adjustments)	●	●	●	●	●	●
Certainty of timing	●	●	●	●	●	●
Community reaction (loss / gain of support)	●	●	●	●	●	●
Environmental	TBD	TBD	TBD	TBD	TBD	TBD
Ingress/egress on property and traffic connectivity (large truck/equipment)	●	●	●	●	●	●
Seismic (operational in an event)	●	●	●	●	●	●

Preliminary Project Cost Estimates and Comparison

Oak Lodge Water Services District

Version 9.25.2019

Scenario:		Minimal Consolidation Option	Sell Tech. Svcs Bldg, Add NE Residential Property to Administrative Site	Relocation Options (<i>Average Estimated Costs of 3 Properties</i>)
		Total Cost	Total Cost	Total Cost
Cost of Land	Current Asking Price	- \$	(400,000) \$	(3,966,666)
Site and Due Diligence	Based on LRS Estimates v2.0 8-16-19; Assumes \$20.00/sq ft for the Mobile Homes Site	(\$1,115,136) \$	(937,663) \$	(2,077,704)
Construction Hard Costs	Based on LRS Estimates v2.0 8-16-19; Mobile Homes Estimated, 8/15/19 est. \$250.00/SF	(\$2,092,173) \$	(6,005,220) \$	(6,646,432)
Soft Costs	25% of total hard costs	(\$523,043) \$	(1,501,305) \$	(1,661,608)
Developer Fee	5% of hard costs	(\$104,609) \$	(300,261) \$	(332,322)
Contingency	5% of hard costs	(\$104,609) \$	(300,261) \$	(332,322)
Total Project Cost (before Financing)		\$ (3,939,570) \$	\$ (9,444,710) \$	\$ (15,017,054)
<i>Credits - land disposition(s)</i>		<i>\$ 1,180,000 \$</i>	<i>\$ 1,180,000 \$</i>	<i>\$ 3,380,000</i>
<i>Adjusted Project Cost after land disposition</i>		<i>\$ (2,759,570) \$</i>	<i>\$ (8,264,710) \$</i>	<i>\$ (11,637,054)</i>

NOTES

- (1) Cost of land is currently estimated at the asking price and in the event of a negotiation could change.
- (2) Soft costs include: pre- and post-construction expenses (architectural and engineering, financing, legal fees and other).
- (3) Any environmental concerns can add one to two years to the permitting process.
- (4) Square footage of each option is based LRS' cost per square foot on New Construction Option Estimates, v2.0 8-16-19
- (5) Site and Due Diligence costs are based on the size of the land; Construction Hard costs are based on the size of the building
- (6) The Mobile Homes Relocation option will likely include costs of relocating the existing approximate 5 mobile homes (costs could range between \$4,000-\$5,000/unit).
- (7) The Buffalo Welding Relocation option is open to selling a portion of the site to OLWSD, which could decrease the Cost of Land somewhat.



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Department Report
Item No.: 10a
Date: October 15, 2019

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

Budget

The budget process is ramping up. We are just three months into the new fiscal year, but it is time to get working on the 2021 budget. With several money items coming over the next few months, we are extending an invitation to bring the budget committee into the process. Next month the budget calendar will be approved, and the budget committee will be appointed. It is the goal of OLWS as part of the budget process to continue with the high engagement brought to their work by the budget committee. The budget committee's questions continually help shape the OLWS budget.

Audit

Moss Adams was on site for the week of September 16. Their in-depth audit of the District is finding areas needing additional review. Finance staff continues supplying requested information for their review and audit procedure. Jeff has been instrumental in getting the audit documents prepared and uploaded to the audit portal. As Moss Adams continues their audit, they will be seeking additional direction from the Board. Therefore, a special meeting has been scheduled for October 25, 2019 so that they can update the Board at that time.

Other Items

Bailie is onboard and doing a great job. She is picking up on things quickly and staff appreciates her being able to fill in the gap so well.

The billing staff is focusing their current efforts on the review of all customer accounts to be certain their data is accurate. This includes updating customer phone numbers and other data that may have been inaccurately transferred during the conversion to Springbrook.

Checks Issued

At the September Board meeting it was decided that the Board would no longer “approve” the checks issued but would instead only review them. This information will be included in the Finance report moving forward.

The District issued checks numbered 42991 through 43127 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$1,390,727.37. Attached you will find a report showing all checks and electronic withdrawals for September 2019. There were no voided checks for the month.

Attachments

1. Accela Checks by Date Report for September 2019

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 10/02/2019 - 12:10PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	9/4/2019	Check Commerce		AP		9/ 4/2019	158.75
0	9/4/2019	Pitney Bowes Global Financial Services LLC		AP		9/ 5/2019	300.00
13970904	9/4/2019	Pitney Bowes Global Financial Services LLC	Postage Adjustment	BRX		9/ 5/2019	5.00
13970905	9/4/2019	Pitney Bowes Global Financial Services LLC	Postage Adjustment	BRX			-5.00
0	9/6/2019	Wells Fargo Remittance Center		AP		9/ 9/2019	13,629.20
0	9/9/2019	TSYS		AP		9/10/2019	12.00
0	9/9/2019	TSYS		AP		9/10/2019	9,808.58
0	9/11/2019	Wells Fargo Bank		AP		9/11/2019	1,695.06
14180912	9/12/2019	Public Employees	PERS Adjustment	BRX		9/12/2019	-0.01
0	9/15/2019	Employee Payroll Direct Deposit	DD 00001.09.2019	PR		9/13/2019	66,841.73
0	9/16/2019	OR Dept of Justice, Div of Child Support		AP		9/18/2019	150.00
0	9/16/2019	Public Employees		AP		9/27/2019	29,731.17
0	9/16/2019	Oregon DOR - State Transit Tax		AP		9/17/2019	101.51
0	9/16/2019	Oregon Department Of Revenue		AP		9/17/2019	8,263.50
0	9/16/2019	VALIC c/o JP Morgan Chase		AP		9/17/2019	2,863.33
0	9/16/2019	Nationwide Retirement Solutions		AP		9/17/2019	1,921.70
0	9/16/2019	IRS Dept of The Treasury		AP		9/16/2019	28,358.97
0	9/22/2019	KS Statebank		AP		9/20/2019	62,557.61
14180927	9/27/2019	Public Employees	PERS Adjustment	BRX		9/27/2019	-0.07
0	9/30/2019	OR Dept of Justice, Div of Child Support		AP			150.00
0	9/30/2019	Nationwide Retirement Solutions		AP			2,001.70
0	9/30/2019	Oregon Department Of Revenue		AP			8,772.27
0	9/30/2019	Oregon DOR - State Transit Tax		AP			107.09
0	9/30/2019	IRS Dept of The Treasury		AP			30,702.65
0	9/30/2019	VALIC c/o JP Morgan Chase		AP			2,906.72
0	9/30/2019	Public Employees		AP			31,260.76
0	9/30/2019	Pitney Bowes Global Financial Services LLC		AP			431.55
0	9/30/2019	Employee Payroll Direct Deposit	DD 00002.09.2019	PR		9/30/2019	69,580.05
ACH Disbursement Activity Subtotal							372,305.82
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							372,305.82

Paper Check Disbursement Activity

42991	9/3/2019	Forrest's Tree Service		AP		9/ 4/2019	850.00
42992	9/3/2019	GT Excavating, LLC		AP		9/ 3/2019	293,591.35
42993	9/13/2019	Employee Paycheck		PR		9/18/2019	321.79
42994	9/13/2019	Employee Paycheck		PR		9/16/2019	690.36
42995	9/13/2019	Employee Paycheck		PR		9/13/2019	2,117.91
42996	9/13/2019	Employee Paycheck		PR		9/13/2019	5,641.00
42997	9/16/2019	Ace Hardware #11075		AP		9/24/2019	27.73
42998	9/16/2019	AFLAC		AP		9/23/2019	854.77
42999	9/16/2019	AFSCME Council 75		AP		9/20/2019	806.27
43000	9/16/2019	Aks Engineering & Forestry		AP		9/24/2019	1,611.25
43001	9/16/2019	Alexin Analytical Laboratories, Inc.		AP		9/19/2019	1,087.00
43002	9/16/2019	Alpha Environmental Services, Inc.		AP		9/18/2019	2,450.00
43003	9/16/2019	Apex Labs		AP		9/19/2019	2,420.00
43004	9/16/2019	Bay Valve Service LLC		AP		9/20/2019	1,976.25
43005	9/16/2019	Beaver Equipment, LLC		AP		9/18/2019	3,952.00
43006	9/16/2019	Bend Mailing Services LLC		AP		9/18/2019	3,896.42
43007	9/16/2019	Customer Refund		AP			136.25
43008	9/16/2019	Brown And Caldwell		AP		9/19/2019	1,074.50
43009	9/16/2019	Bullard Law		AP			10,409.50
43010	9/16/2019	Bureau Of Labor And Industries		AP		9/19/2019	328.64
43011	9/16/2019	Stimpson Enterprises LLC		AP		9/23/2019	6,294.30
43012	9/16/2019	Cintas Corporation		AP		9/20/2019	402.71

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 10/02/2019 - 12:10PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
43013	9/16/2019	Cintas Corporation - 463		AP		9/27/2019	78.47
43014	9/16/2019	City Of Milwaukie		AP		9/23/2019	1,608.88
43015	9/16/2019	Clackamas County		AP		9/19/2019	1,500.00
43016	9/16/2019	Clackamas County		AP		9/19/2019	8,246.79
43017	9/16/2019	Coastal Farm & Home Supply		AP		9/20/2019	124.77
43018	9/16/2019	Comcast Cable		AP		9/23/2019	730.60
43019	9/16/2019	Consolidated Supply Co.		AP		9/18/2019	2,500.00
43020	9/16/2019	Convergence Networks		AP		9/20/2019	1,700.00
43021	9/16/2019	CTX-Xerox		AP		9/19/2019	147.59
43022	9/16/2019	D&H Flagging Inc.		AP		9/19/2019	439.60
43023	9/16/2019	Deluxe		AP		9/24/2019	1,259.60
43024	9/16/2019	Environmental Paper & Print, Inc		AP		9/20/2019	195.03
43025	9/16/2019	Grainger, Inc.		AP		9/19/2019	69.80
43026	9/16/2019	H.D. Fowler Company		AP		9/18/2019	854.22
43027	9/16/2019	HealthEquity		AP		9/20/2019	36.40
43028	9/16/2019	Customer Refund		AP			8.19
43029	9/16/2019	J. Thayer Company		AP		9/19/2019	577.78
43030	9/16/2019	John Crane, Inc.		AP		9/23/2019	1,656.53
43031	9/16/2019	Employee Reimbursement		AP		9/20/2019	205.60
43032	9/16/2019	Mail Finance		AP		9/23/2019	599.43
43033	9/16/2019	Mr. Rooter		AP		9/19/2019	100.00
43034	9/16/2019	NCCWC		AP		9/26/2019	132,287.35
43035	9/16/2019	Net Assets Corporation		AP		9/18/2019	533.00
43036	9/16/2019	Northwest Natural		AP		9/18/2019	316.47
43037	9/16/2019	Olson Bros. Service, Inc.		AP		9/19/2019	1,873.52
43038	9/16/2019	Olson, LLC		AP		9/19/2019	28,875.40
43039	9/16/2019	One Call Concepts, Inc.		AP		9/20/2019	626.22
43040	9/16/2019	Oregon DEQ		AP		9/19/2019	7,800.00
43041	9/16/2019	Portland Engineering Inc		AP		9/20/2019	120.00
43042	9/16/2019	Portland General Electric		AP		9/19/2019	21,075.41
43043	9/16/2019	R & L Services Inc.		AP		9/20/2019	165.90
43044	9/16/2019	Relay Resources		AP		9/20/2019	4,990.29
43045	9/16/2019	RMPM LLC		AP		9/19/2019	315.09
43046	9/16/2019	SDIS		AP		9/18/2019	32,923.77
43047	9/16/2019	Customer Refund		AP			121.41
43048	9/16/2019	SwiftComply US Opco, Inc		AP		9/27/2019	1,120.00
43049	9/16/2019	Technology Integration Group		AP		9/19/2019	1,947.60
43050	9/16/2019	Customer Refund		AP		9/20/2019	113.29
43051	9/16/2019	Customer Refund		AP			207.04
43052	9/16/2019	Unifirst Corporation		AP		9/20/2019	1,144.62
43053	9/16/2019	US Bank Equipment Finance		AP		9/19/2019	220.00
43054	9/16/2019	UV Doctor Lamps, LLC		AP		9/18/2019	19,677.89
43055	9/16/2019	Verizon Wireless		AP		9/19/2019	647.77
43056	9/16/2019	Waste Connections		AP		9/20/2019	61.41
43057	9/16/2019	Waste Management Of Oregon		AP		9/23/2019	6,375.67
43058	9/16/2019	Water Environment Services		AP		9/23/2019	151.65
43059	9/16/2019	Water Systems Consulting, Inc.		AP		9/24/2019	13,378.25
43060	9/16/2019	Employee Reimbursement		AP		9/20/2019	134.72
43061	9/16/2019	Xerox Corporation		AP		9/26/2019	18.08
43062	9/16/2019	Xylem Water Solutions USA Inc		AP		9/23/2019	9,809.80
43063	9/30/2019	Employee Paycheck		PR		9/30/2019	1,078.68
43064	9/30/2019	Employee Paycheck		PR		9/30/2019	2,117.81
43065	9/30/2019	Employee Paycheck		PR		9/30/2019	2,755.94
43066	9/30/2019	Employee Paycheck		PR			550.80
43067	9/30/2019	Accela, Inc		AP			337.50
43068	9/30/2019	Ace Hardware #11075		AP			82.23
43069	9/30/2019	AFLAC		AP			946.82
43070	9/30/2019	AFSCME Council 75		AP			841.12
43071	9/30/2019	Aks Engineering & Forestry		AP			3,919.35

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 10/02/2019 - 12:10PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
43072	9/30/2019	Alexin Analytical Laboratories, Inc.		AP			527.00
43073	9/30/2019	Alpha Enviromental Services, Inc.		AP			880.00
43074	9/30/2019	AnswerNet		AP			161.77
43075	9/30/2019	Applied Industrial Technologies		AP			2,262.62
43076	9/30/2019	Backflow Management Inc.		AP			270.00
43077	9/30/2019	Barney & Worth Inc		AP			5,243.02
43078	9/30/2019	BendTel Inc		AP			155.61
43079	9/30/2019	Brown And Caldwell		AP			26,293.84
43080	9/30/2019	Bullard Law		AP			46,220.16
43081	9/30/2019	Cable Huston LLP		AP			11,671.25
43082	9/30/2019	Century Link		AP			1,030.16
43083	9/30/2019	Cintas Corporation - 463		AP			177.47
43084	9/30/2019	City Of Gladstone		AP			5,336.89
43085	9/30/2019	Customer Refund		AP			230.34
43086	9/30/2019	Comcast Cable		AP			424.02
43087	9/30/2019	Consolidated Supply Co.		AP			127.89
43088	9/30/2019	Convergence Networks		AP			4,489.50
43089	9/30/2019	Craig Blackman Trucking		AP			8,808.29
43090	9/30/2019	Customer Refund		AP			41.74
43091	9/30/2019	Galco Industrial Electronics		AP			1,129.53
43092	9/30/2019	Customer Refund		AP			164.20
43093	9/30/2019	Grainger, Inc.		AP			169.84
43094	9/30/2019	H.D. Fowler Company		AP			405.00
43095	9/30/2019	Hal's Construction, Inc		AP			29,145.00
43096	9/30/2019	HealthEquity		AP			36.40
43097	9/30/2019	Customer Refund		AP			168.23
43098	9/30/2019	J. Thayer Company		AP			74.65
43099	9/30/2019	James W Fowler Co		AP			504,978.40
43100	9/30/2019	Kaiser Permanente		AP			12,217.44
43101	9/30/2019	Les Schwab		AP			338.32
43102	9/30/2019	Madison Biosolids, Inc.		AP			1,282.32
43103	9/30/2019	Merina & Company, LLP		AP			633.75
43104	9/30/2019	Metereaders, LLC		AP			451.98
43105	9/30/2019	Milwaukie Lumber Company		AP			65.47
43106	9/30/2019	Moss Adams LLP		AP			4,500.00
43107	9/30/2019	Employee Reimbursement		AP			211.00
43108	9/30/2019	Northstar Chemical, Inc.		AP			548.75
43109	9/30/2019	Customer Refund		AP			173.52
43110	9/30/2019	OCD Automation, Inc.		AP			25,968.00
43111	9/30/2019	Olson Bros. Service, Inc.		AP			224.38
43112	9/30/2019	Oregon DEQ		AP			1,600.00
43113	9/30/2019	Owen Equipment		AP			700.00
43114	9/30/2019	Pamplin Media Group		AP			23.70
43115	9/30/2019	Portland General Electric		AP			2,942.38
43116	9/30/2019	Sanitech LLC		AP			3,450.00
43117	9/30/2019	Santana Crane, Inc		AP			730.00
43118	9/30/2019	Secure Pacific Corporation		AP			314.70
43119	9/30/2019	Stimpson Enterprises LLC		AP			4,568.40
43120	9/30/2019	Traver's Cleaning Service Inc.		AP			35.00
43121	9/30/2019	Tualatin Valley Short Load		AP			267.00
43122	9/30/2019	Unifirst Corporation		AP			1,118.96
43123	9/30/2019	Unit Process Company		AP			7,902.81
43124	9/30/2019	Verizon Wireless		AP			1,106.77
43125	9/30/2019	Water Systems Consulting, Inc.		AP			4,956.00
43126	9/30/2019	Xerox Corporation		AP			17.55
43127	9/30/2019	Xylem Water Solutions USA Inc		AP			515.20
Paper Check Disbursement Activity Subtotal							1,390,727.37
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							1,390,727.37
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							165
Total Valid Check Amount:							1,763,033.19
Total Check Count:							165
Total Check Amount:							1,763,033.19

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager Field
Agenda Item: Field Operations Report
Item No.: 10b
Date: October 15, 2019

Background

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

Operations Administration

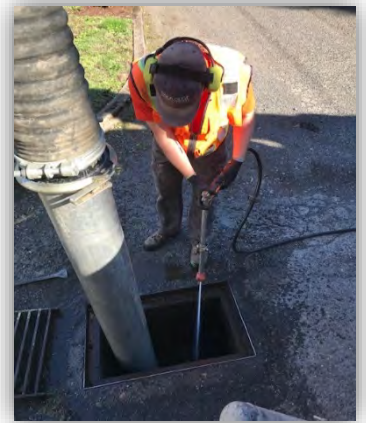
Crews responded to a main leak on Partridge Circle, it appears to be another electrolysis related leak, the clamps pictured are temporary, crews will be back cutting, digging and replacing the bad section of pipe.



Collections crews were still waiting for ODOT to complete their permitting and traffic control plans, fortunately there was plenty of work to keep them busy, storm catch basin cleaning is one of the duties the District is tasked with on an annual basis, cleaning and removing sediments, along with keeping a detailed record of how much sediment was removed from each catch basin.



As you can imagine, there is more than just sediment in the catch basins the crew cleans, which at times can make it challenging, crews also look for broken or missing items, if they find something broken, Clackamas County is informed and takes responsibility for the repair work.



Along with cleaning, crews also perform maintenance, a hose needed to be replaced on the Vector that had developed a series of small tears, due to the general wear and tear it receives luckily, we could perform this maintenance in house.



Other items the collections crew dealt with, a sewer lateral that was hit and needed to be repaired, this is a fairly uncommon event, but as you can see quite a bit of soil was removed, fortunately our crews quickly responded and had the lateral back in service in no time.

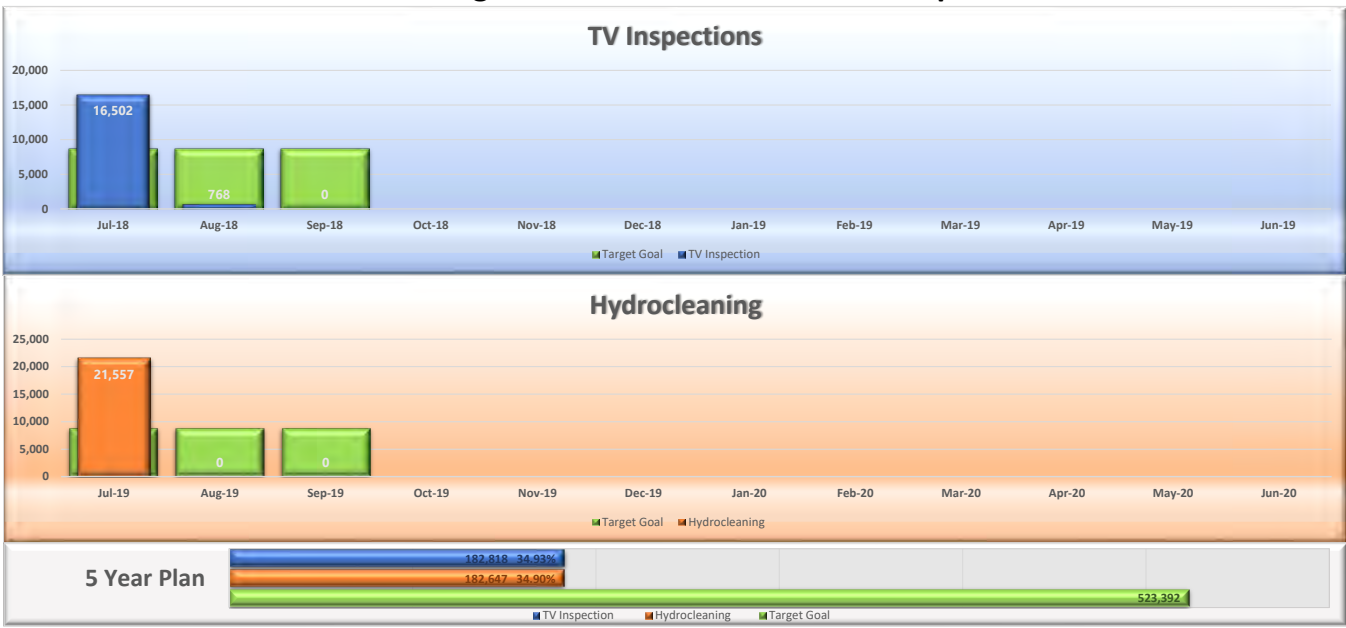


Field Operations Monthly Report from September 2019

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Crews from both sides helped clean catch basins
- Main and service leaks repaired
- Water consumption for **September: 105,200,000 Gallons** (below the 10-year average of 113,476,900) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report



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

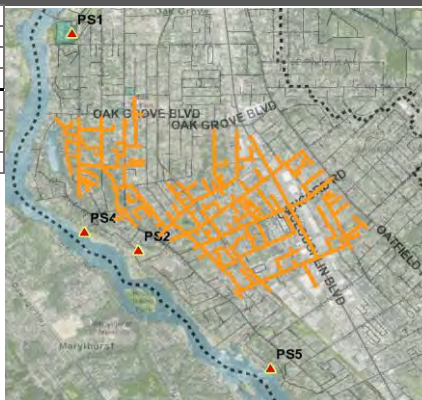
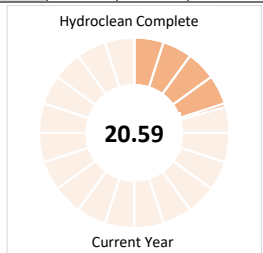
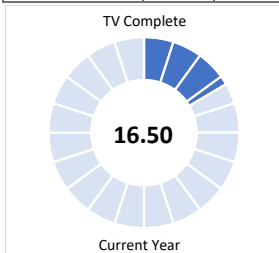
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning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

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0										0.00%	17,270	16.50%	34.93%	340,574
Hydrocleaning	21,557	0	0										0.00%	21,557	20.59%	34.90%	340,745
Target Goal	8,723	8,723	8,723										100.00%	26,169	25.00%	45.00%	287,866
Actual to Goal	10,306	-8,339	-8,723											-6,756			
Grease Line	1,480	3,276	3,276											8,032			

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

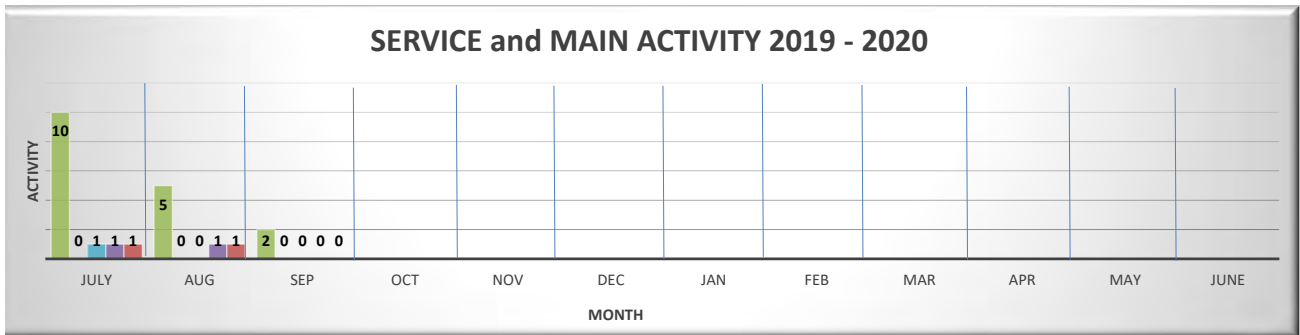
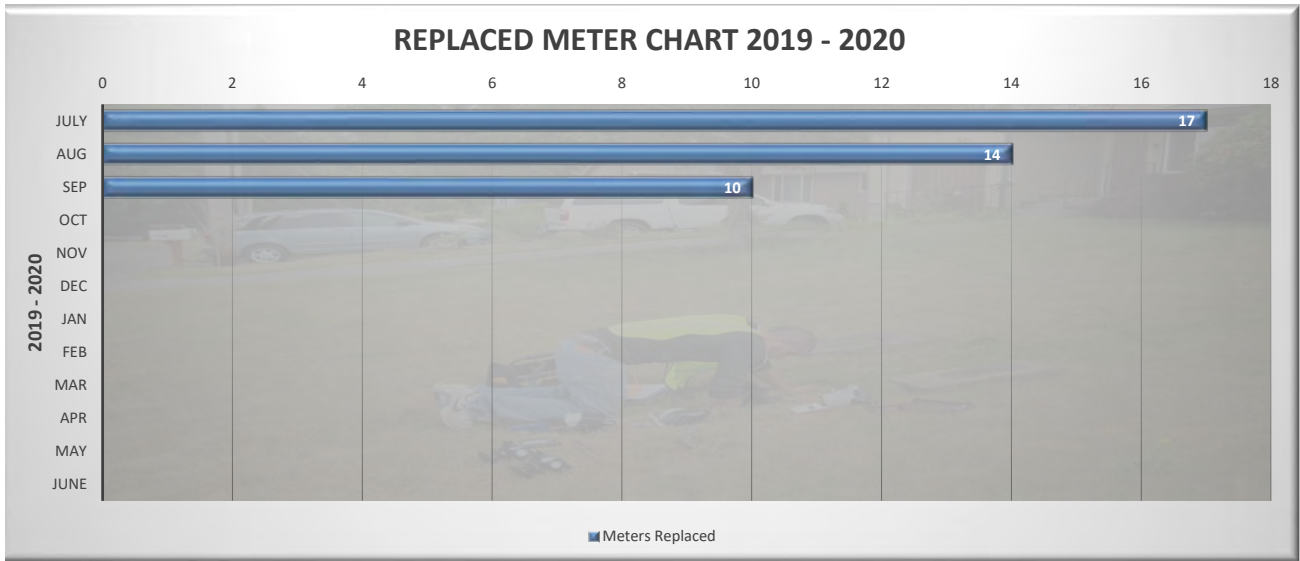
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
New Target Goal																	0
Grease Line																100.00%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

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723			
Actual Per Year TV	78,372	87,176	17,270			340,574
Actual Per Year Hyd	78,697	82,393	21,557			340,745
Make up	-26,144	-19,894	-85,265			
Percent Completed	75%	81%	19%	0%	0%	35%



Current Basin: B

Oak Lodge Water Services Water Report



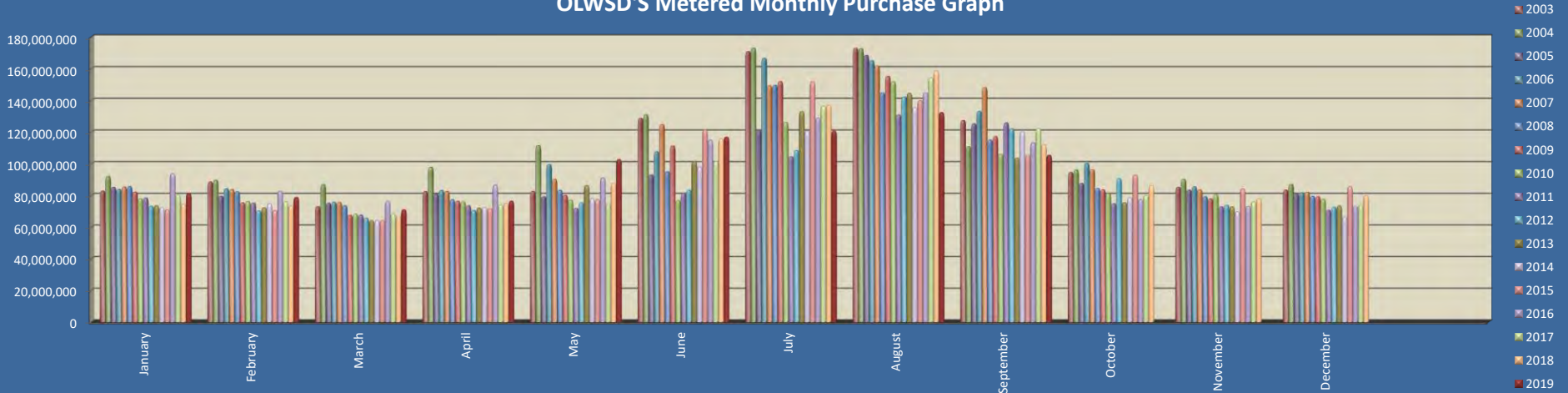
Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	July	17	10	0	1	1	1
2019	Aug	14	5	0	0	1	1
2019	Sep	10	2	0	0	0	0
2019	Oct	0	0	0	0	0	0
2019	Nov	0	0	0	0	0	0
2019	Dec	0	0	0	0	0	0
2020	Jan	0	0	0	0	0	0
2020	Feb	0	0	0	0	0	0
2020	Mar	0	0	0	0	0	0
2020	Apr	0	0	0	0	0	0
2020	May	0	0	0	0	0	0
2020	June	0	0	0	0	0	0
Yearly Total		41	17	0	1	2	2

Backflow Program Update for the Month of September						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
548	2	3	6	0	0	162
List of Backflow Letters						
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)		
Letter 2	Notice of Violation			Customer has final 30 days to correct		
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off		

Water Purchased from NCCWC By Month and 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	
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	105.44%
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	97.91%
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	93.51%
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	95.42%
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	97.59%
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	95.59%
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	103.39%
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	105.21%
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	101.72%
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	104.21%
2019	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	120,368,000	132,181,000	105,200,000						
2020															
10 Year Average	77,436,786	74,831,400	67,430,100	74,637,700	82,009,700	100,983,067	126,577,533	143,291,600	113,476,900	81,907,300	75,687,700	75,049,214		10 Year ADD	Winter Ave
	104.65%	105.03%	104.98%	102.09%	125.01%	115.49%	95.09%	92.25%	92.71%					3.00	75,772,467
															Summer Ave
															127,782,011

OLWSD'S Metered Monthly Purchase Graph





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 10c
Date: October 15, 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

September was a wet one with several large rain events, which was earlier than in previous years. The plant process and operators took it in stride by continuing to waste 2000 pounds per day. This technique led to an even clearer effluent as the plant got into an even better range based on the data. The strategy of having lower solids inventory in the summer to match lower flows and warmer temperatures and be ready with capacity for higher flows worked very well. David Hawkins is the lead on this and keeps all the operators involved in it. We are still running with two basins and two clarifiers ready to add a third clarifier when the bigger flows arrive. We are also prepared to increase wasting to maintain solids control in a good range. As I mentioned last month, we were having an issue with pH in the digesters. Operations cleared that up well in this month by continuing to control the amount of air flow. Continued low wasting means continued low sludge hauling. Randy is still hauling once per week. The amounts were 130 cubic yards in August and 156 cubic yds in September. With the pH straightening out and the solids better from the digester, the belt press performance improved too.

Big news from the maintenance group: two of the new Influent Pumps are installed and are working well. The plan is to let these run a couple of weeks to make sure everything is good and the work on taking two more offline to install two more. We don't want to do three at a time in potentially wet months so the last one will be done by itself.

We replaced the grinder in Pump Station #2 with the spare we had. We will assess the broken one and see what it will take to make it a spare.

The components that were damaged by water in the Digester Pump Room last month were replaced.

The new and upgraded Programmable Logic Controller (PLC 70) was powered up and reprogrammed by our SCADA contractor OCD. We purchased a new Variable Frequency Drive (VFD) and it was installed by our electrical contractor Tice. Everything was wrapped up and Pump #2 was put back online. While working on the PLC, OCD noticed that the historian drives on our SCADA system had some problems. One drive was faulted and the back up was getting full and glitchy. These drives are about 10 years old. There is a plan to upgrade the SCADA system which is in the beginning phases. But these drives could not wait for that. OCD found some new drives from that era and replaced them and got them online. Historian keeps all the data recorded so it can be used for other functions in the system and keep our data records.

Hach company came out and did their annual calibration and service to several of our process control system. One sensor that continuously monitors turbidity in the final effluent was found to have a bad board which meant it was out of range and had to be replaced. This has been done as part of the service contract.

Lastly, the new auditors paid our plant a visit and initiated a task to get our inventory started. John Krogstad did an initial inventory on 25 items to get cost, vendor and item identification data. This will be on-going effort.

Attachments:

10C (i) – Operations Staff Report Rainfall vs Flow data correlation
March 2019 – September 2019

10C (ii) – Plant Performance BOD-SS graph March 2019 - September 2019



Installation of new IPS pumps



IPS Installation showing crane access



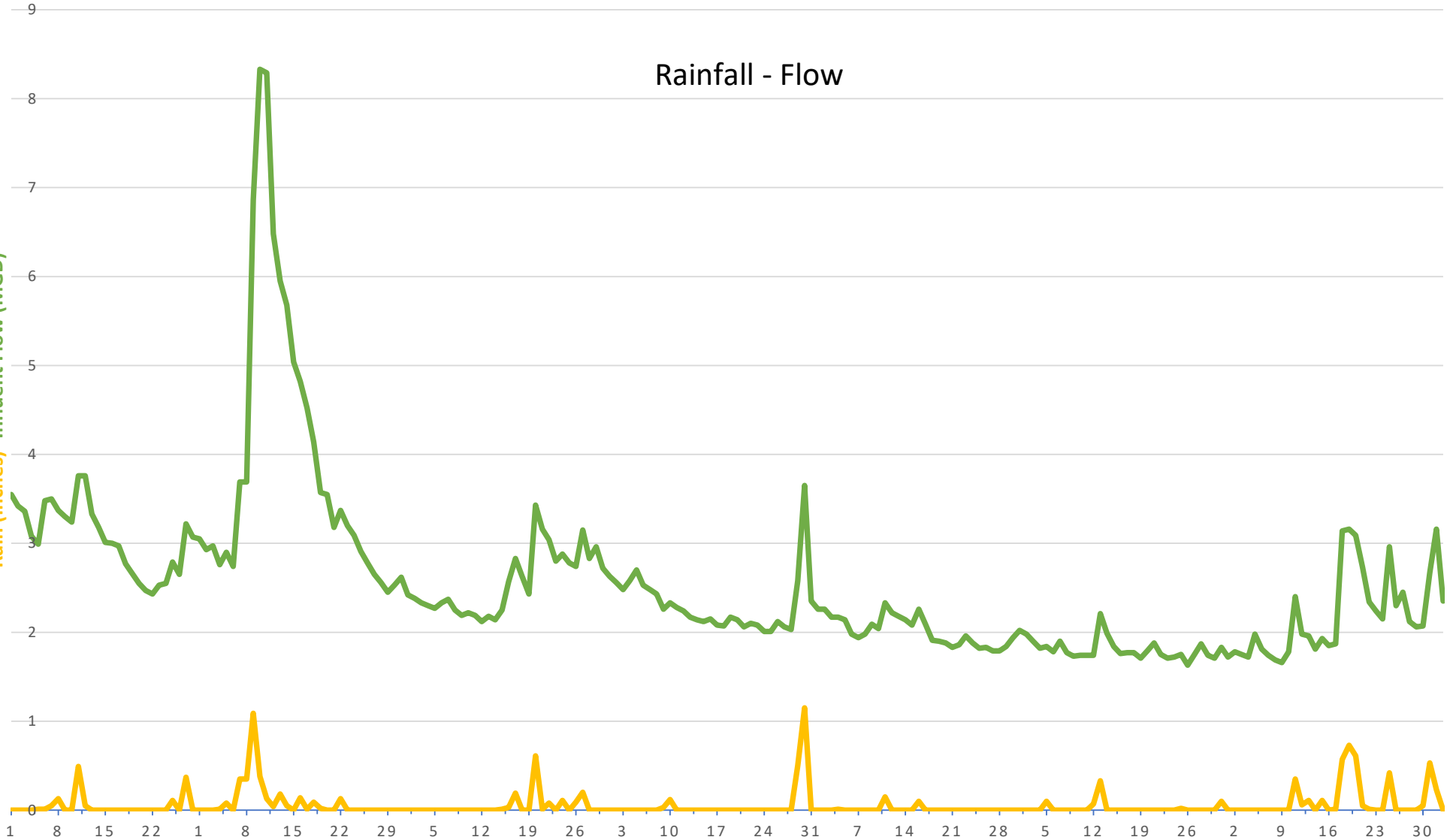
Superb September Clarity



Aliens visiting plant

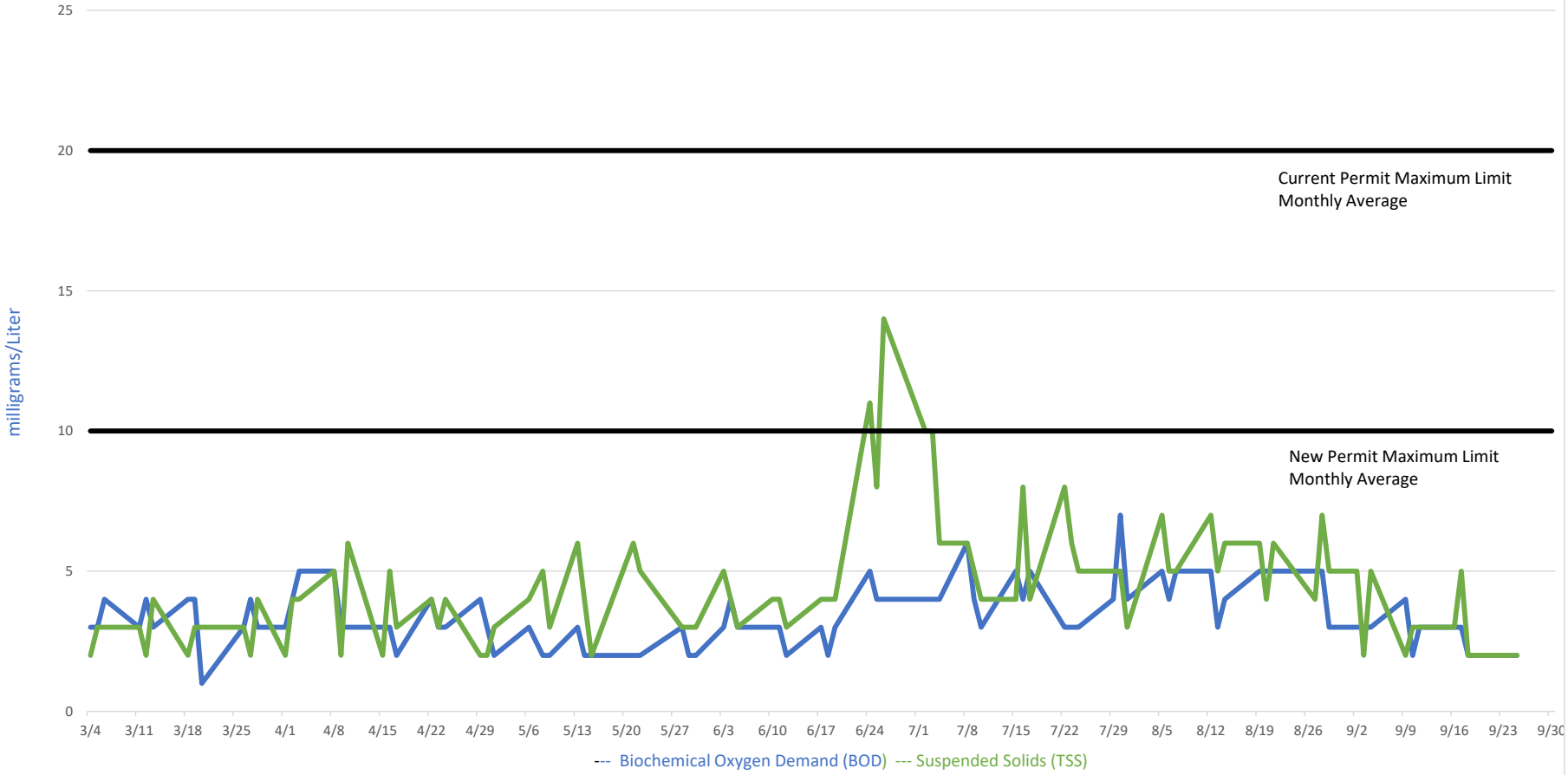
Rainfall - Flow

Rain (inches) - Influent Flow (MGD)



Mar through Sept

Effluent Water Quality





STAFF REPORT

To: Board of Directors
From: Technical Services Team
Agenda Item: Technical Services Monthly Report
Item No.: 10d
Date: October 9, 2019 for October 15, 2019 Meeting

Below is an update of various Technical Services Program efforts:

Outreach and Education

September kicked off the cycle of school outreach programming, and OLWS staff spent time at Rex Putnam High School delivering water quality lessons in the classroom as part of the Watershed Health Education Program (WHEP). This year there are about 100 students in the WHEP through the Environmental Sciences classes. Along with the stormwater model, the curriculum focuses on raising awareness about non-point source pollution, where our drinking water comes from, and how water gets cleaned and returned to the water cycle. The classroom preparation visit also helps prepare students for multiple visits to the field. This year field visits will include trips to the drinking water and water reclamation facilities as well as a spring visit to Boardman Wetland.

Educational programming for younger students starts in October and we have continued working with Ecology in Classrooms and the Outdoors (ECO) to deliver whole water cycle messaging within the school and during experiential field days. Through our partnership with ECO this year we will be working with students from Oak Grove and View Acres Elementary Schools. Our partnerships are an efficient and effective way to bring a "whole water" message and raise awareness about the importance of water quality with students.

The Regional Coalition for Clean Rivers and Streams (RCCRS) is one of the outreach partnerships that OLWS participates in. It operates at a regional scope and provides a network of opportunities to get messages about the importance of clean water issues out to the greater public. Partners pool their small budgets to create a greater impact. This year the RCCRS will be hosting the first ever metro area video contest for 6-12th graders. Students will have the opportunity to win a \$500 prize for the best short (25 seconds) or long (55 seconds) video. Video entries much focus on one of the provided stormwater pollution prevention topics. Videos will be evaluated based on factual accuracy, educational value, and entertainment factors.

Topics include:

- Leave no trace: protect rivers while enjoying the outdoors
- We all live downstream: what connects *you* to Oregon's water?
- Everyday pollution prevention: how daily routines at home can pollute stormwater
- Cars: minimize water pollution from driving and maintaining vehicles
- Watershed councils: make a commercial promoting your local council

The Clean Rivers Coalition Steering Committee ran the extensive online survey of 35 questions for 1000 participants in early October. Findings from the survey will be able to be shared later this year. On October 23rd the CRC will host a forum near Salem for Coalition members to learn about the results of the survey and weigh in on how they might apply communications messaging in their local communities. The last forum was in 2017 and had over 80 participants, and the Steering Committee expects more at this event. As mentioned in the last report, the goal is to engage Oregonians in protecting watershed health through responsible choices with regards to herbicides, pesticides and insecticides. Resulting creative messaging will cover a statewide spectrum of community values, with ways to tailor messages to local communities. Creative collateral will offer municipalities and water partners throughout Oregon a streamlined and effective way to message for healthy water over the next few years.

The fall rains bring with it the end of the "Fish on the Run, Irrigation Done" campaign for this year, which OLWS ran in partnership with the Clackamas River Water Providers. Next year we will prepare to run the same campaign messaging so that our communities will become familiar with its familiar look and sound.

On October 5th, OLWS staff is looking forward to attending the annual Clackamas River Water Providers' Clackamas River Watershed Tour. This year the tour will focus on the upper watershed of the Clackamas River. A full report of the day will be presented in the next Board packet.

Permitting - September 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	3	4	10	4	11
Hours Spent on Development Review	35	40	100	85	255
Hours spent on Utility Permits	70	75	235	35	135
Development Permits Issued	1	2	6	3	9
Utility Permits Issued	18	12	48	9	23
New Sewer Connections	18	20	56	5	17
New Water Services	16	9	-	5	-
Active Erosion Control Permits	76	73	209	43	137
Total Erosion Control Permits Inspected	76	73	209	43	137
Active Construction Permits	17	17	49	29	81
Sanitary SDC Fees Received	\$92,832	\$103,300	\$246,238	\$98,135	\$134,290
Water SDC Fees Received	\$69,120	\$38,880	\$129,410	\$55,195	\$75,835
Plan Review Fees Received	\$9,730	\$7,610	\$22,795	\$4,544	\$45,115
Inspection Fees Received	\$7,250	\$2,510	\$14,770	\$4,711	\$45,399

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 (Extension to November 2019)	Update
Closed	4281 SE Manewal Ln. (Manewal North)	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019. Warranty bond released - awaiting asbuilts.	10/3/19
Closed	SE Manewal at SE Towery Ln.	Residential Subdivision; 4-lots	Oak Lodge Warranty period expires June 2019. Warranty bond released - awaiting asbuilts.	10/3/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019. Warranty complete awaiting asbuilts	10/3/19
Warranty Period	3817 SE Hill Rd. Garland Estates	Residential Subdivision; 8-lots	OLWSD warranty period expires March 2020.	10/3/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019 (Extension to Nov. 2019)	10/3/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket	OLWSD permit expires June 2019 (6-month extension).	10/3/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	OLWSD permit expires June 2019 (6-month extension).	10/3/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	10/3/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019 - (6-month extension to Nov.)	10/3/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD Permit expires Sept. 2019 (Extension to Nov. 2019)	10/3/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	10/3/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019 - (6-month extension to Sept.)	10/3/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019 - (6-month extension to Nov.)	10/3/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	OLWSD permits expire May 2019 - (6-month extension to Nov.)	10/3/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	10/3/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	10/3/19
Under Construction	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	10/3/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxilary Structure: Art CC DTD SIDEWALKS	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	10/3/19
Under Construction	SE Torbank @ SE River Rd	PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	10/3/19
Under Construction	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	10/3/19
Under Construction	SE Park Ave. @ SE River Rd	Road Improvements / CC DTD CIP	Stormwater treatment, roadway expansion, intersection realignment	10/3/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019 - extended	10/3/19
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge permits expire July 2019 (6-month extension to Jan. 2020)	10/3/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge permits expire June 2019 (6-month extension to Dec.)	10/3/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires September 2019	10/3/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
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.	10/3/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	10/3/19

Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	10/3/19
Plan Review	16518 SE River Rd.	Head Start School Additions	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Plan Review	SE Kellogg @ SE Birch	Road Improvements / CC DTD CIP	Sidewalk, stormwater treatment	10/3/19
Plan Review	15601 SE Meadowlark Ln.	2-Parcel Partition	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Plan Review	18725 SE Ashton Ln	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Plan Review	14905 SE River Forest Dr	Single Family Addition and Dock - Willamette River Greenway	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Plan Review	SE Maple St at SE River Rd 21E11AB01100	Residential Subdivision	Land Use Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	14007 SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	13505 SE River Rd	Rose Villa	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	18013 SE Blanton St.	Zone Change: R10 to R-7	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	14517 SE Keuhls Way	11 apartment units	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	15603 SE Ruby Dr	Residential 3-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
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.	10/3/19
Pre-Application	15099 SE McLoughlin Blvd	CORPORATE HEADQUARTERS CLACKAMAS FEDERAL CREDIT UNION	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	15515 SE Wallace Rd	Residential: three-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	15613 SE Roethe Rd	Residential: two-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	3615 SE Hill Rd	CUP Alteration: add weekday K-8 school to existing church	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban HS facility	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	15115 SE East Ave	Residential Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	12780 SE McLoughlin	High Density Multi-Family	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	12633 SE Oatfield Rd	Residential Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDTD. County land use expiration timeline.	10/3/19

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Call for Public Comment
Item No.: 11
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.: 12
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.

Business from The Board Items Include:

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

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

Oak Lodge Water Services
OLWS Board Member Liaison Assignments 2019-09-18

Board/Committee	Current Primary	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	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Lynn Fisher	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Susan Keil		Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
North Clackamas Parks & Recreation District	Lynn Fisher		Not currently meeting
Master Planning CAC	Lynn Fisher		Not currently meeting
New Concord Task Force	Lynn Fisher (representing DAB and parks)		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	Lynn Fisher	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	



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Board of Commissioners: Regular Meeting
Wednesday, September 25, 2019 - 6:00 p.m.

AGENDA

CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda

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
- 1.2 Acceptance of Easement from Sunrise Heights Homeowners Association
- 1.3 Acceptance of Water Mains and Related Facilities for Christilla Commons
- 1.4 Acceptance of Water Mains and Related Facilities for Northwest Self Storage

2. DISCUSSION ITEMS

- 2.1 Financial Statements
- 2.2 Update Miscellaneous Fee Schedule
- 2.3 Convene as Local Contract Review Board – Notice of Intent to Award Construction Contract for the Highway 212 Main Abandonment

3. STAFF REPORTS

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

4. BOARD BUSINESS

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

5. EXECUTIVE SESSION

An executive session of the Sunrise Water Authority Board of Commissioners will be held pursuant to, ORS 192.660 (2)(f) and (2)(h), to consider information or records that are exempt by law from public inspection and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

6. WORK SESSION ON RATES

NO DECISIONS WILL BE MADE BY THE BOARD.

**Sunrise Water Authority
September 25, 2019 Board Meeting
Paul Gornick's Notes**

- **Board chairman called meeting to order, then approved moving item related to the contract for the Highway 212 Main Abandonment to Executive Session. This contract bid amount was significantly above estimate, and at August meeting board decided to seek input from attorney about reducing scope of project without rebidding.**
- **Board approved the consent agenda, which included acceptance of an easement and two privately constructed water systems.**
- **Board approved the updated miscellaneous fee schedule, which included a \$100/month rental fee for meter hydrants.**
- **Board approved request from the North Clackamas School District for service in the Carver area above Elevation 470. The district manager noted that adequate flow is available due to proximity to a 12" transmission line. The school district will be responsible for pumping and storage necessary to serve their planned facility.**
- **GM gave Manager's update and the engineering and construction reports. One item included a grind and inlay repaving project done by the City of Happy Valley. Compaction of a portion of roadway that was ground down to base rock caused a customer's service line to be crimped, which severely diminished flow to the residence. SWA plans to bill Happy Valley for the replacement of the customer's service line.**
- **Board discussed the future calendar and gave their liaison reports. A period of well wishing was given to Eric Hofeld, who resigned his position because of a pending move out of district. A future agenda item will be the PERS Employer Incentive Fund.**
- **The regular meeting was paused as board went into executive session to discuss possible litigation and a construction contract issue.**
- **Following the executive session, a work session regarding rate setting was convened.**



If passed, proposed \$475 million bond on November 2019 ballot would protect water quality, restore fish and wildlife habitat, improve access to nature

Voters across greater Portland will be asked in November 2019 to consider a property tax measure that, if passed, would be used to purchase land, restore fish and wildlife habitat and complete trails through Metro's parks and nature system. Metro manages 17,000 acres of regional parks, trails and natural areas, and provides funding for local parks and nature projects.

If passed, the bond measure would maintain the current tax rate of \$0.19 per \$1,000 of assessed value. Community members gave input on the \$475 million proposal, which would fund projects across Clackamas, Multnomah and Washington counties. If the bond passes, criteria for selecting projects would include reducing impacts of climate change and implementing Metro's Strategic Plan to Advance Racial Equity, Diversity and Inclusion.

oregonmetro.gov/parksandnaturebond
oregonmetro.gov/equity

How the bond would work

If passed, the bond would:

- Continue a property tax at the current rate of \$0.19 per \$1,000 of assessed value
- Cost about \$4 per month for a home assessed at \$250,000
- Raise \$475 million
- Fund projects in Clackamas, Multnomah and Washington counties
- Be distributed to six program areas (described on back)

If voters approve a parks and nature bond renewal in November, how would Metro spend the money?

Land purchase and restoration, \$155 million

Metro would purchase land from willing sellers and restore it to improve water quality, fish and wildlife habitat. Projects would be selected from 24 distinct geographic areas based on attributes such as the potential to restore stream banks, oak and prairie habitat, or their cultural significance.

Metro park improvements, \$98 million

Metro would complete nature parks such as Chehalem Ridge in Washington County, increase access for people with disabilities and maintain water systems, trails, bathrooms and other amenities at parks such as Oxbow and Blue Lake.

Nature in Neighborhoods grants, \$40 million

Metro would award grants for capital projects to purchase land, restore fish and wildlife habitat, or provide access to nature. Priority would be given to projects that reduce the impacts of climate change and implement Metro's Strategic Plan to Advance Diversity, Equity and Inclusion.

Local parks and nature projects, \$92 million

Metro would distribute money to cities, counties and park providers across greater Portland to purchase land, restore fish and wildlife habitat, and build and maintain parks in local communities.

Walking and biking trails, \$40 million

Metro would secure rights to build new trails and construct missing sections, completing projects identified in a regional plan for a network of walking and biking paths.

Complex community projects, \$50 million

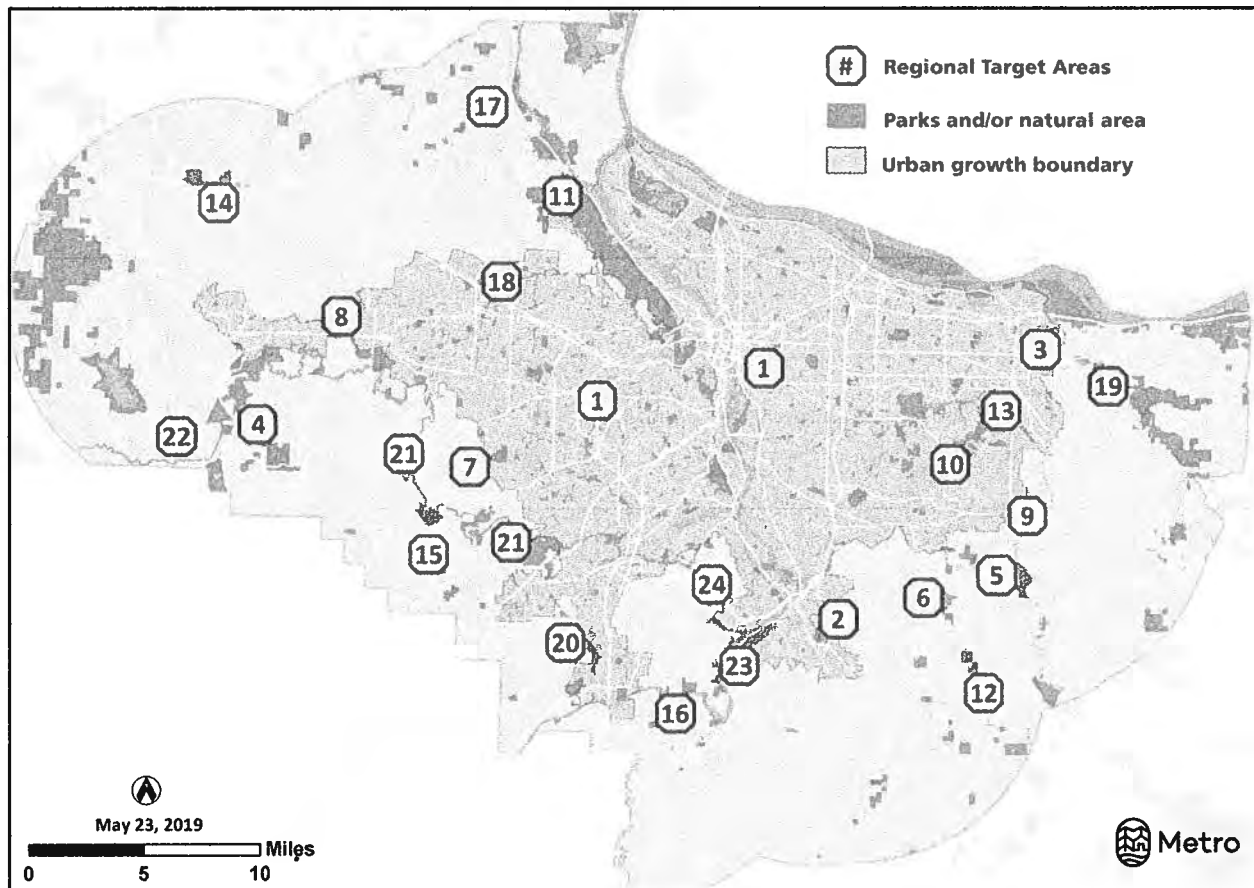
Metro would provide funding for public projects that also address other community issues such as jobs, housing and transportation. This program area would include \$20 million to help provide public access to Willamette Falls in downtown Oregon City.

Funding amounts from Metro Resolution 19-4988.

All numbers are approximate. If the bond measure does not pass, the property tax rate for Metro's parks and nature bond program would drop to \$0 per \$1,000 of assessed value by 2026 and the above projects would not be completed.



Arts and events
Garbage and recycling
Land and transportation
Parks and nature
Oregon Zoo



1. Urban Area

Investments within the urban growth boundary will target strategic opportunities for Metro to protect and enhance water quality and quantity, fish and wildlife habitat and access to nature. Priority projects enhance habitat connectivity and improve floodplain connectivity for water quality, flood protection and climate change resiliency. Sites with multiple benefits, financial leverage, strong partners, access from transit or trails, access to water and/or identified as a priority for communities of color and other historically marginalized communities will be emphasized.

2. Abernethy and Newell Creeks

Abernethy Creek and its lower tributary Newell Creek provide significant fish and wildlife habitat and habitat connectivity from the foothills of the Cascades to the Willamette River in Oregon City. Home to Metro’s Newell Creek Canyon Nature Park, the integrity of the lower Abernethy watershed is threatened by nearby growth and development. Investment will focus on protecting local natural areas and improving the connectivity of existing public land to the Willamette River to benefit water quality and wildlife habitat, especially salmon and lamprey.

3. Beaver Creek (Lower Sandy River)

Beaver Creek’s headwaters are located in urbanized or rapidly urbanizing areas of Portland and Gresham. The creek flows to Troutdale and Fairview, and supports native salmon and steelhead. Further investment will consolidate conservation gains made along Beaver Creek’s floodplain to its

confluence with the Sandy River. Protecting adjacent upland parcels will improve habitat, wildlife connectivity, water quality and public access.

4. Chehalem Ridge, Wapato Lake and Gales Creek

Includes the Upper Tualatin River, Wapato Lake and the Wapato National Wildlife Refuge, Gales and Carpenter creeks and adjacent Chehalem Ridge. Investment in this target area builds on 20 years of partnership-based land conservation by connecting existing natural areas and expanding conservation of Chehalem Ridge Nature Park, and will protect water quality and wildlife habitat, increase climate change resilience and expand access to nature opportunities. Goals include protecting additional forest areas, headwater streams, oak woodlands and wetlands and culturally important native plants such as Wapato.

5. Clackamas River Bluffs and Greenway

The Clackamas River is one of two priority watersheds for salmon and steelhead recovery in the Willamette Valley. The source of drinking water for 300,000 people, it also supports Pacific lamprey and offers some the region's best opportunities for wildlife habitat conservation and river access for people. Investment in this target area helps connect existing public lands and expand efforts to new priority areas of the lower Clackamas River, the confluence with Eagle Creek and the headwaters of Foster Creek.

6. Clear Creek

Clear Creek is home to one of the most important remaining runs of native coho and Chinook salmon in the region, and delivers cool, clean water to the Clackamas River. Investment in this target area will enhance Metro's Clear Creek Natural Area, conserving salmon, steelhead, lamprey, oak savanna, wetlands and large contiguous forest tracts.

7. Cooper Mountain

Once at the outer fringe of urban growth, Cooper Mountain Nature Park is now firmly located within the fast-growing city of Beaverton. Investment in this target area will continue efforts to protect the long-term health of this popular nature park including oak- and prairie-dependent plants and wildlife, through strategic park expansion and enhancing connections to the nearby Tualatin River.

8. Dairy and McKay Creeks

Protects floodplains, stream banks and associated wetlands of two major tributaries of the Tualatin River located between Hillsboro and Cornelius and Forest Grove. Investment in this target area will improve water quality and wildlife habitat by connecting or expanding habitat patches. New goals include protecting significant prairie plants needed for ceremony and first foods, such as camas, a need identified by greater Portland's Indigenous community members. . Offers opportunities for future public access.

9. Deep Creek and Tributaries

The steeply wooded slopes of the canyons of Deep Creek and its tributaries in eastern Clackamas County near Boring hold some of the region's most extensive contiguous wildlife habitat including salmon, steelhead and lamprey. The creek serves as the principal corridor connecting the Clackamas River to habitat areas within the more urbanized areas to the north. Land protection will

focus on connecting existing public land along the creeks and their associated uplands to improve fish and wildlife habitat, water quality and climate change resilience.

10. East Buttes

The remaining undeveloped wooded slopes of extinct lava domes the eastern part of the Portland metropolitan region provide special opportunities to protect water quality and connect natural areas for wildlife habitat and corridors from the edge of the Cascade foothills to developed areas such as Scouters Mountain and buttes in the Damascus area. Investment in this target area will serve dual goals of connecting gaps in existing public lands and connecting the network south to the Clackamas River to enhance habitat quality and climate resilience.

11. Greater Forest Park Connections

Builds on success protecting and connecting Forest Park to Rock Creek improving habitat and wildlife connectivity. Investments will focus on connecting Ennis Creek, Burlington Creek, McCarthy Creek and North Abbey Creek natural areas to each other and surrounding areas, and creating wildlife connections to the north and west.

12. Highland Ridge

Expansive forested ridges and canyons located between Oregon City and Estacada provide a new opportunity for a future regional destination and important wildlife connections to the Cascade foothills. Investment in this target area supports additional protection of lower portions of Willamette and Clackamas River headwaters including Abernathy and Clear creeks for improved water quality in these important salmon streams and large forest habitats.

13. Johnson Creek Floodplain and Headwaters

Johnson Creek remains one of the most densely urbanized creeks in the greater Portland area and is a regional conservation success story in the making, with reduced flooding, improving water quality and wildlife habitat and recovering salmon populations as a result of concerted conservation efforts by many partners. Investment in this target area will build on the achievements of the past 20 years by closing gaps in public stewardship in the floodplain and headwaters, creating additional flood protection opportunities and enhancing water quality, late season flow, wildlife habitat and climate resilience for people and nature.

14. Killin Wetlands

One of the largest peat soil wetlands remaining in the Willamette Valley, Killin Wetlands ranks among Oregon's greatest wetlands and provides regionally significant bird habitat. Investment in this target area will protect habitat for rare plants and animals, including native plants of special importance to greater Portland's Indigenous community. Additional protection will enhance habitat connections to the Coast Range.

15. Lower Tualatin Headwaters

Investment in this target area protects water quality and late season flow volume in the Lower Tualatin River, as well as an important habitat corridor connecting the Tualatin Floodplain with Chehalem Ridge. Continued efforts build on protection of land along Baker Creek and expand

conservation efforts to adjacent Heaton Creek, which offers regionally significant salmon and steelhead habitat protection opportunities.

16. Molalla Oaks, Prairies and Floodplains

This target area has been identified through working with members of greater Portland's Indigenous communities. Investment in this target areas will help sustain the area's vibrant and culturally important native plants and wildlife by protecting and connect oak, prairie and floodplain habitats in the middle Willamette Valley with Canemah Bluff, Willamette Narrows, and the Willamette Greenway to the north.

17. Multnomah Channel Headwaters

West of Highway 30 and north of Metro's Burlington Creek Forest Natural Area, this target area consists of large forested parcels that protect headwater streams flowing into Multnomah Channel and the Multnomah Channel Marsh Natural Area. Investment in this target area provides an opportunity to expand large forest preserves north of Forest Park, promotes creation of old-growth forests and protects water quality and wildlife habitat. This target area also provides opportunities to improve access to nature for people close to urbanized areas.

18. Rock Creek (upper and middle forks)

A major tributary of the Tualatin River, Rock Creek and its tributaries are under increased development pressure as urban growth expands throughout the watershed. Investment in this target area will help protect the areas around North Abbey Creek Natural Area in the upper Rock Creek watershed and build on efforts to protect land downstream inside the urban growth boundary. Expanding the target area to the west in the Rock Creek's lower reaches can protect additional floodplains and other Rock Creek tributaries, contributing to water quality.

19. Sandy River

The free-flowing, wild and scenic Sandy River originates on Mount Hood, joining the Columbia River in Troutdale, and is a regional anchor for salmon, steelhead and lamprey recovery. Investment in this target area will focus on connecting existing public lands for water quality, fish and wildlife habitat, and protecting scenic values and access to nature for people.

20. Tonquin Oak Woodlands

Investment in this target area provides additional protection for Graham Oaks Nature Park and the Coffee Lake Creek Wetlands, protecting and connecting remaining wetlands, upland forests, headwaters and oak woodlands. Emphasis includes an important habitat corridor to Chehalem Ridge. Closing gaps in this target area will connect the Tualatin with the Willamette, link Metro lands to the Tualatin National Wildlife Refuge, and preserve remnant landscapes created by the Ice Age Missoula Floods.

21. Tualatin River Floodplain

The Tualatin River is unique in our region for its broad and active floodplain, and helps supply drinking water to more than 300,000 people in Washington County. Investment in this target area will build on previous efforts by multiple organizations to protect and enhance water quality, flood control and late season flow while supporting the recovery of salmon and other wildlife and plant

populations, especially imperiled prairie and oak species, while creating opportunities for future public access to the Tualatin River.

22. Wapato Lake to the Coast Range Connection

Investment in this target area will help connect the Chehalem-Wapato Lake area with the Coast Range to improve the long-term viability of wildlife corridors and provide climate change resilience.

23. Willamette Narrows and Canemah Bluff Connections

This target area includes a regionally significant habitat corridor and gateway to Willamette Falls, Oregon City and urbanizing areas of the lower Willamette River. In this stretch, the Willamette River flows through rocky islands and past steep bluffs unlike any other area of the lower river. Investment in this target area can protect some of the region's highest-quality wildlife and fish habitat, as well as regionally rare native plant species.

24. Wilson, Pecan and Fields Creeks

Wilson, Pecan and Fields creeks all flow into the Tualatin River. Investment in this target area will protect land along these tributary creeks to provide cool, clean water for fish and wildlife. Additional stream protection will also improve connections for wildlife from the river to protected public lands in Lake Oswego and West Linn.

The 24 target areas above will be the first priority for acquisitions from bond proceeds. Other critical natural areas and greenways identified in the 1992 Metropolitan Greenspaces Master Plan, the 2002 Regional Greenspaces Concept Map and the 2005 Nature in Neighborhoods Map (Fish & Wildlife Habitat Protection Program, Resources Classification Map) may be acquired if proposed regional target areas become degraded, cost prohibitive or otherwise infeasible as determined by the Metro Council following a public hearing. Additionally, the Metro Council may add new target areas if existing target area goals have been achieved, as determined by the Metro Council following a public hearing.

The Metro Council intends to use a variety of methods to protect water quality and the natural areas identified in this bond measure. These methods include, but are not limited to, buying fee title to land, acquisition of trail easements and conservation easements (such as over working agricultural lands or natural areas) and the purchase of development rights, either alone or in partnership with other public entities. Donations, bequests and grants will be sought to enable the program to protect and preserve additional land.

LAND MANAGEMENT

Natural areas and trail corridors acquired by Metro will be maintained by Metro with the property interest owned by Metro, except where Metro and a local government partner may agree otherwise. Metro may operate and maintain these lands or enter into cooperative arrangements with other public agencies or appropriate community organizations to manage them. All lands acquired with Metro bond funds will be managed in a manner consistent with the purposes of the bond measure, restrictions on general obligation bond funding, and Metro's parks and nature mission.

STABILIZATION

Stabilization is defined as tasks required to place land into its intended natural state after acquisition by Metro or another public agency. Those tasks include, but are not limited to, vegetation management, tree and shrub planting, replacement or installation of structures such as culverts, gates or fences, removal or demolition of structures, environmental remediation and riparian/wetland restoration activities. Stabilization activities are typically completed within five years after acquisition and must be guided by a stabilization plan.

RESTORATION

Habitat restoration projects can create rapid and dramatic improvement in water quality, fish and wildlife habitat and the abundance of culturally important native plants and habitat on existing or new public land, greatly increasing the value of the property to the community. Restoration projects eligible for bond funding meet the rules for capital spending, such as enhancing wetland water cycles, enhancing or reconnecting salmon, steelhead and lamprey habitat, and improving or retiring old and failing road systems that threaten water quality.

Exhibit C

Support Local Projects: “Local Share” Guidelines

In this local program area, Metro will distribute up to \$92 million in bond funds to cities, counties and other park providers across greater Portland to protect land, restore habitat, and build and care for parks that connect people to nature in local communities.

Metro’s previous bond measures allocated \$25 million (1995) and \$44 million (2006), respectively, to local park providers for approved investments in local parks, trails and natural areas. Community and stakeholder feedback for this bond indicates strong support for continued Metro funding of local projects implemented by local park providers, as long as Metro’s commitments to racial equity and community engagement are fulfilled. These requirements include Metro holding local governments accountable for meaningful engagement with communities of color and other historically marginalized communities, and reporting to Metro how this engagement determined local investment priorities, implementation strategies and project impacts.

Bond measure funds will be provided directly to local cities, counties and park districts in existence as of June 6, 2019, on a per capita basis, to protect water quality, fish and wildlife habitat or connect people to nature, for investments of the type described below:

Eligible local share bond investments are as follows:

- Natural areas or park land acquisition
- Fish and wildlife habitat restoration, habitat connectivity enhancements
- Maintaining or developing public access facilities at public parks and natural areas
- Design and construction of local or regional trails
- Enhanced or new learning/environmental educational facilities

Program criteria

In addition to meeting the community engagement, racial equity, and climate resilience criteria set forth in Exhibit A, projects funded through this program must meet at least one of the program criteria listed below:

- Improve critical capital infrastructure to ensure that parks are safe and welcoming.
- Improve accessibility and inclusiveness of developed parks.
- Provide culturally responsive public improvements as identified by greater Portland’s Indigenous community and/or communities of color.
- Improve the visitor experience by investing in new or existing park amenities.
- Improve access to nature for local communities identified as “nature-deficient”.

- Improve the efficiency and effectiveness of operations and maintenance of developed parks.
- Provide new or expanded access to nature, particularly in proximity to neighborhoods, centers, corridors or transit.
- Improve access to water with scenic and/or recreational opportunities.
- Acquire land that could provide future access to nature for people, scenic views, and community gathering spaces.
- Protect and improve water quality and quantity, with an emphasis on headwaters, wetlands, floodplains, riparian areas.

Following bond approval, local park providers must satisfy required bond program community engagement, racial equity and climate resilience criteria set forth in Exhibit A, as an integral part of project identification, selection and implementation. Metro will provide technical support including demographic and park access data (i.e. park deficiency analysis) and best practices.

Following this engagement, at a public meeting, the governing body of each local park provider must approve its desired local share projects prior to project initiation. In addition, the park provider must enter into an Intergovernmental Agreement with Metro, to be approved by the Metro Council and the governing body of the park provider. The Intergovernmental Agreement will include the approved local projects and the other requirements set forth in this Exhibit C.

Selected local share projects may be substituted if targeted land acquisition or proposed improvements become degraded, cost prohibitive or otherwise infeasible. Additionally, local park providers may add projects to their list if approved projects are less expensive than anticipated or become funded through other sources. Local park providers must notify the Metro Council in writing in advance of proposed substitutions and demonstrate how the substitute project meets this program’s criteria and guidelines. The Metro Chief Operating Officer will determine whether proposed projects meet the Metro Council’s policy direction set forth in this bond measure and any future Metro Council guidance consistent with this measure.

Projects funded by the 2019 bond measure must be maintained for their intended natural area, wildlife habitat, water quality, trail, or recreation purpose. Agreements for local park providers to acquire any interest in land must be negotiated with willing sellers only. Local park providers must not exercise their powers of eminent domain in the implementation of this measure.

The following local park providers are eligible for Metro bond funding:

Beaverton	Happy Valley
Cornelius	Hillsboro
Durham	Johnson City
Fairview	King City
Forest Grove	Lake Oswego
Gladstone	Milwaukie
Gresham	Oregon City



Oak Grove – Lake Oswego (OGLO) Pedestrian/Bicycle Bridge Feasibility Study



October 8, 2019

Study Purpose, Process and Next Steps

The purpose of the study is to determine the feasibility of a new pedestrian/bicycle bridge across the Willamette River between Oak Grove and Lake Oswego. Key steps in the study process include:

- Criteria for bridge locations selected by community advisory committee
- 10 possible alignments identified for consideration
- Public input to select final three bridge alternatives
- Approval of final three alternatives by Policy Committee
- Development of concepts and cost estimates for final three bridge alternatives

Next Steps: If the project moves forward after the completion of this feasibility study, the next steps will be beginning the design process and conducting environmental assessment.

Final Alternatives

- **Foothills Park to Courtney Ave:** Conceptual cost estimate - \$30.3 million (plan on back of page)
- **Terwilliger Blvd to Courtney Ave:** Conceptual cost estimate - \$44.5 million (plan on back of page)
- **Foothills Park to Bluff Rd:** Conceptual cost estimate - \$30.3 million
- **Foothills Park to Courtney Ave including transit** (consideration of a pedestrian/bike/transit alternative was requested by Metro): Conceptual cost estimate - \$54.2 million

Scientific Survey

A scientific survey of 400 randomly selected individuals evenly split between the east and west sides of the Willamette River was conducted in September 2019. Survey respondents were asked 10 questions on their support or opposition to the proposed bridge, support or opposition to transit on the bridge. The graph below shows support/opposition to the bridge with/without transit.

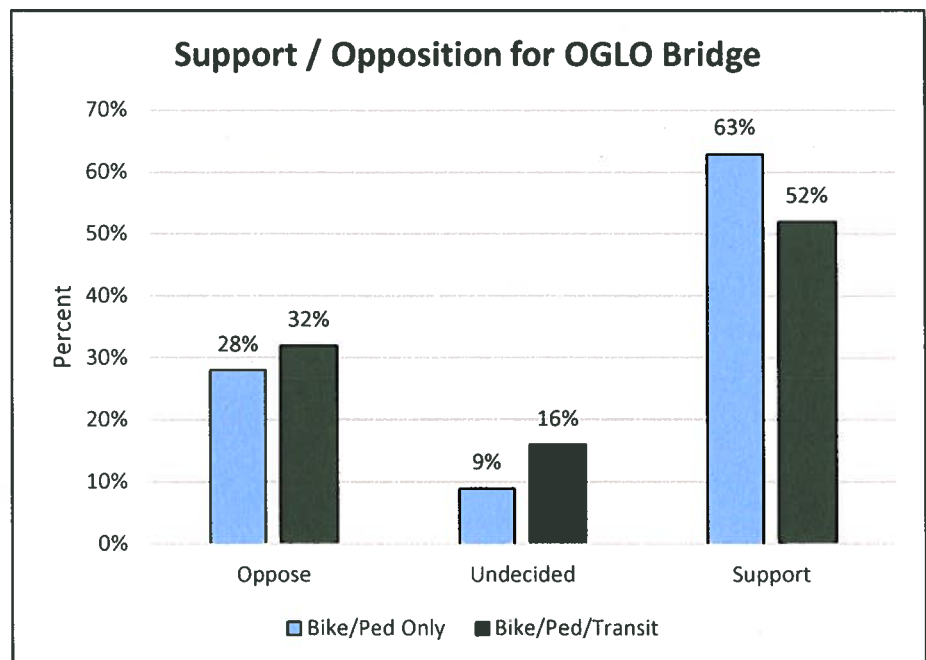
Respondents were also asked about their view of benefits and concerns.

Benefits:

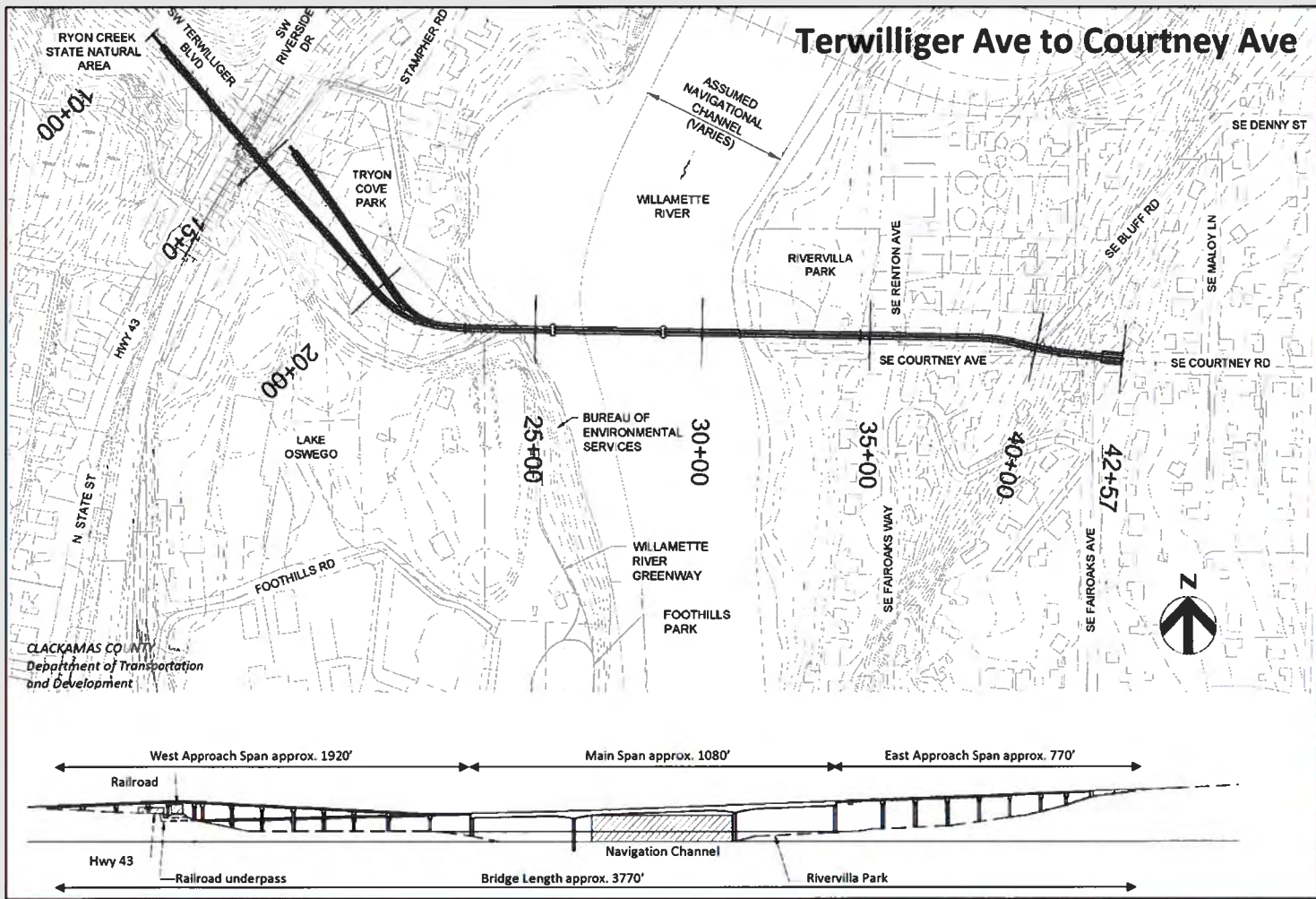
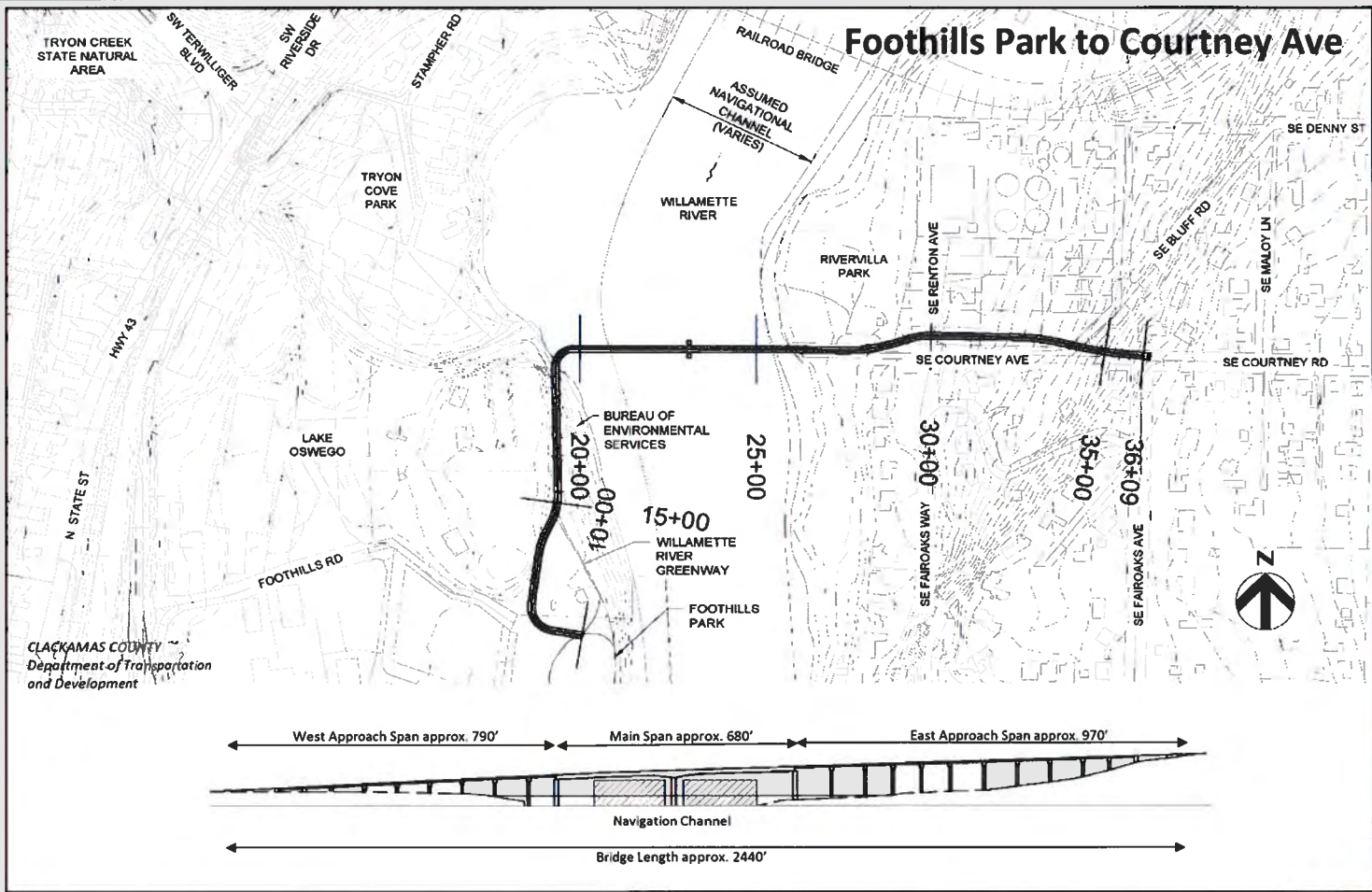
- Connectivity across river (15%)
- Encourages bike/pedestrian mobility (8%)
- Encourages exercise (6%)
- Saves travel time (4%)

Concerns:

- Cost (19%)
- Traffic/parking (17%)
- Security/safety (12%)
- Environmental impacts (4%)



For more information: Contact Project Manager Stephen Williams at swilliams@clackamas.us or 503-742-4696.





Your Community Planning Organization in Oak Grove, Oregon

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**Regular OGCC Business Meeting
September 25, 2019
Agenda**

What: Regular Council Business Meeting - Oak Grove Community Council

When: September 25, 2019 - 7:00 p.m. to 8:50 p.m.

Where: Performing Arts Center at Rose Villa - 13505 SE River Road, Oak Grove

7:00 Welcome, Introductions, and Officer reports

7:10 Program:

- Local nonprofit - Storyline Community: Anna Hoesly
- Clackamas County Transportation Maintenance Division: Randy Harmon, Manager
- Discussion about Inclusivity and Improving Community Participation
- Land Use Application Review Team (LUART): Greg Wenneson
 - Z0388-19 15015 SE MCLOUGHLIN BLVD design review
 - Z0392-19 15515 SE WALLACE RD partition
 - Z0400-19 2519 SE VINEYARD WAY dock
 - Z0403-19 3811 SE CONCORD RD temporary permit (filming)

8:20 Committee updates

8:40 Announcements:

- Clackamas County Advisory Boards and Commissions (ABCs) - Open Recruitments

8:45 Schedule review:

- Future OGCC Meetings - 7 pm at Rose Villa - Performing Arts Center:
Oct 23, Dec 4 (combined Nov/Dec meeting), Jan 22, 2020
- Future OGCC Board Meetings - 6:45 pm at Oak Lodge Fire Station:
Oct 3, Nov 7, Jan 2, 2020

8:50 Adjourn

Meetings During the Past Month

1. October 2, 2019 – Regional Water Providers Consortium meeting (agenda attached)
 - a. Vice-Chair Election: Jackie Manz, Lake Oswego (Mark Fagan, Beaverton, current Chair)
 - b. Director Updates
 - i. Organizing underway for Governor Brown’s “100-Year Water Vision” (attached)
 - ii. City of Newberg is now a non-voting member of the RWPC
 - iii. Half-day emergency management training drill at Riverside Park was big success
 - iv. Emergency Planning – 45 TriMet bus sides
 - c. Program Updates
 - i. Very successful conservation program this summer; videos, radio & outreach
 - ii. Increased use of weekly watering number
 - d. FY 2020-21 RWPC Budget/Work Plan
 - i. Anticipate \$70k carryover to FY20-21 due to staff vacancies in FY19-20
 - ii. Priorities include update to website, addition emergency planning outreach, no new videos, additional Spanish outreach for conservation and emergency preparedness, communication/coordination with local CERT groups, regional emergency water plan
 - e. Staffing IGA
 - i. Portland to continue as managing agency for 5 years, minor updates to IGA
 - f. Presentation on Beaverton’s Stormwater Aquifer Storage and Recovery (ASR) project
 - i. Purple Pipe distribution system to supply non-potable water to new development
 - ii. Includes collecting urban stormwater runoff, advanced treatment, ASR injection and recovery; may provide notable temperature benefits for in-stream flow
 - iii. Uncertain capital & operating costs; lack of economic analysis; requires significant (>50%) portion of treated, recovered water to be returned to in-stream
2. October 5, 2019 – Upper Clackamas Watershed tour by Clackamas River Water Providers
3. October 10, 2019 – Meeting with Jason Rice (OLWSD) and Michael Dirks (Water Research Foundation) to review existing WRF programs and OLWSD research needs
4. October 11, 2019 – NCCWC water treatment plant tour

Meetings Planned During the Coming Month

1. October 20 & 21 – Business Oregon Infrastructure Summit in Salem, including remarks by Governor Kate Brown and multiple sessions related to water infrastructure reliability and resiliency, and infrastructure funding (agenda attached)
2. October 28 – Business Oregon Audit Committee meeting in Salem
3. November 13-15 – Water Research Foundation Research Advisory Committee meeting in Washington DC



Consortium Board Meeting Agenda

DATE: October 2, 2019
6:30 p.m. – 8:30 p.m.

LOCATION: Metro
600 NE Grand Avenue
Portland, OR 97232

Agenda

Introductions (3 minutes)

Approval of Consortium Board Meeting Summary for June 5, 2019 (2 minutes)

Public Comment* (5 minutes)

Vice-Chair Election (5 minutes)

Director Report – Rebecca Geisen, Managing Director (15 minutes)

- Update on on-going projects including update on emergency equipment drill

Program Updates – Bonny Cushman, Program Coordinator (15 minutes)

- Update on activities of the Emergency Preparedness and Conservation Programs.

FY 2020/21 Budget and Work Plan Concepts Discussion – Rebecca Geisen, Managing Director (30 minutes)

- Review FY 2020/21 budget and work plan concept recommendations from the EC and provide Consortium staff with further budget direction.

Update Consortium Staffing IGA – Rebecca Geisen, Managing Director (10 minutes)

- Discuss renewal of City of Portland/Consortium staffing IGA which expires 6/30/2020. Present Executive Committee recommendations.

Informational Presentation – David Winship, City of Beaverton & Ronan Igloria and Jason Melady, GSI Water Solutions (30 minutes)

- Non-Potable (purple pipe) Water Supply Program Development in Beaverton.

Next Meeting Date/Location:

February 5, 2020/TBD

*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.

*Oct 22
10-2 MHC*



Oregon’s 100-Year Water Vision

Preparing a Secure, Safe, and Resilient Water Future for All Oregonians

Vision

To address changes in climate and population dynamics, Oregon will steward its water resources to ensure clean and abundant water for our people, our economy and our environment, now and for future generations. Strategic investments will result in resilient natural and built water systems across the state to support safe and healthy communities, vibrant local economies and a healthy environment.

Premise

Many areas of Oregon are known for clean and reliable water. This is due to both favorable climate and the infrastructure we built in the 19th and 20th centuries to effectively move water from its source to where it is used.

As has been identified in Oregon’s Integrated Water Resources Strategy, three forces combine to place significant stress on Oregon’s water:

- 1) Climate change and associated increases in fire, drought and flooding,
- 2) A half century of underinvestment in built and natural water infrastructure, and
- 3) Our changing population and associated development – growing in some areas, shrinking in others.

These factors impact the quality and quantity of water for our communities, including water in our rivers, lakes, reservoirs and aquifers. Simply put, if we are not willing to roll up our sleeves and work together to invest in our natural and built water systems, we place the safety of our communities, the health of our people and environment, and Oregon’s economic future at risk.

Goals

◆ Health

Secure, safe, accessible, and healthy water for current and future Oregonians.

◆ Economy

Adequate and clean ground and surface water to support economic vitality for all Oregonians.

◆ Environment

Adequate cool, clean water for native fish and wildlife to thrive, and healthy watersheds that can store and filter water naturally.

◆ Safety

Resilient water supply and flood protection systems that can face natural hazards like earthquakes, floods and drought.

Problem Statement

Oregon's water infrastructure has served us well, but is showing its age. We have underinvested in natural and built infrastructure to meet current challenges and have not adapted systems to meet the needs of a vibrant Oregon for the next 100 years.

- ✓ Without modern water supply systems and water conservation approaches that combine to provide reliable access to water, including in emergencies, Oregonians risk not having water available when it's needed for healthy people and communities, food production, tribal treaty rights, and a thriving economy.
- ✓ Without resilient built and natural infrastructure that provides cool and clean water across all Oregon watersheds, our people – and our fish and wildlife – are increasingly vulnerable to the health risks associated with lack of access to adequate, clean water.
- ✓ Without upgraded levees, dams, stormwater systems, tide gates and the natural protection of wetlands and estuaries, our communities will be less safe and at increased risk of damage and economic hardship from localized and catastrophic flooding.
- ✓ Without access to relevant water data for effective decision-making, cross-agency coordination, and intentional approaches to test new ideas, built and natural water systems will perennially fall short of providing for Oregon's in-stream and out-of-stream water needs, including tribal treaty obligations.
- ✓ Without strong capacity across all Oregon communities to plan for their water future, and effective ways to ensure strategic water investment decisions are coordinated across and between local, regional, state, tribal and federal agencies, communities will not be prepared to take advantage of large-scale water infrastructure funding opportunities or collaborative and innovative partnerships.
- ✓ Without coordinated built and natural water infrastructure investments, Oregonians - including Oregon's federally recognized tribes and those in disproportionately impacted and rural communities – may be unable to access adequate clean water and return it to our rivers for downstream users, fish, and wildlife.

Our Shared Water Future

Oregon's water future is already being shaped by climate and population changes. How we choose to steward our water resources now will determine if we pass a legacy of clean and abundant water to future generations of Oregonians so they can enjoy a vibrant economy and live in a quality environment. The investments we make now in natural and built water infrastructure will support a prosperous Oregon in the 21st century and beyond.



an Oregon state agency

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Summit Agenda

Sunday, October 20, 2019

12:30 pm-4:30 pm	Registration Open		
12:30 pm-6:00 pm	Exhibit Hall Open		
1:00 pm-2:30 pm	Session A: Paying Peanuts for Pipes, Pumps, and Plants session description	Session B: Got funds? Finding State Funding for Local Transportation session description	Session C: Water—the Gold of the 21st Century session description
2:30 pm-3:00 pm	Networking Break		
3:00 pm-4:30 pm	Session A: Aligning Land Use Plans and Opportunities session description	Session B: The ABCs of Financing Your Capital Improvement Project session description	Session C: Accounting for the Economic Value of Infrastructure Investments session description
4:30 pm-6:00 pm	Evening Networking Reception—Sponsored by Federal Reserve Bank of San Francisco Portland		

Monday, October 21, 2019

7:30 am-12:00 pm	Registration Open		
7:30 am-9:00 am	Continental Breakfast		
7:30 am-3:00 pm	Exhibit Hall Open		
8:30 am-8:45 am	Welcoming Remarks: Governor Kate Brown		
8:45 am-9:25 am	Opening Remarks	Resilient Infrastructure—Resilient Economy Viewed from 30,000 Feet: Oregon's 2019 Infrastructure Card: American Society of Civil Engineers The Fact and Fiction of Public Investments in Adaptation and Resilience: Harvard Graduate School of Design	
9:30 am-10:30 am	Plenary	What Can Infrastructure Resiliency Look Like? 1. North Santiam Canyon Joint Sewer Project 2. Strategic Energy, Management: A Low-Cost Approach to Persistence Energy Savings 3. Mid-Coast Water Planning Partnership 4. Local Transportation Funding Challenges	
10:30 am-11:00 am	Morning Networking Stretch and Coffee		
11:00 am-11:50 am	Session A: Opportunity Beneath: The North Santiam Canyon from Portable Toilets to Prosperity session description	Session B: Rethink Energy, Shape the Future session description	Session C: Intelligent Water Networks and Resilient Redundant Water Supplies for Coastal Communities session description
			Session D: Challenge Session: Exploration of Successfully Funding Transportation Projects Across Multiple Jurisdictions session description
12:00 pm-1:25 pm	Lunch		
12:10-12:25 Keynote	Planning the Northwest's Infrastructure of Tomorrow, Rhys Roth		
12:35 pm-1:25 pm	What Can Economic Resiliency Look Like?		



Supporting Sponsors



Plenary	1. Farmers Conservation Alliance–Irrigation Districts 2. John Day Innovation Gateway Project 3. Tillamook County Flood Control and Resiliency 4. Factoring in the Value of Water		
1:30 pm-2:20 pm Session A: Unlocking Water, Energy, Economic, and Environmental Benefits through Collaboration session description	Concurrent Sessions Session B: John Day's Innovation Gateway Project session description	Session C: Building in Water System Resilience session description	Session D: Lightning Highlights: What's Happening Statewide! 10 minutes, 10 slides, one minute per slide, no stopping, no mercy! session description
2:30 pm-3:20 pm Session A: Adjusting Regionally for Resiliency: Yamhill County's Regional Water Initiative and Newport's Tsunami Resistant Marine Research Facility session description	Concurrent Sessions Session B: Infrastructure and Economic Impacts of Building Out Technology session description	Session C: Telling the Story for Project Funding–Clackamas County Water Environment Services and Other Transportation and Capital Infrastructure Case Studies session description	Session D: Resilient Roadways: Transportation Preparation for the Extremes session description
3:30 pm-4:30 pm Plenary	Point/Counterpoint Discussion: Destructive Shifts and Economic Implications Wrap-up Presentation		

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