



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
March 20, 2018 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
  - February 2018 Financial Reports
    - Approval of February 2018 Check Run
  - February 20, 2018 Board Meeting Minutes
4. Presentation from Oak Lodge Community Emergency Response Team (OLCERT) and Oak Lodge Water Services Regarding Provision of Water During Potential Emergencies
5. Shared Emergency Radio Partnership with Clackamas River Water
6. Boardman Wetland Property Transaction with North Clackamas Parks and Recreation District (NCPRD)
7. PERS Unused Sick Leave Program and Resolution 18-02
8. River Road / Walta Vista Project Update
9. Department Reports
  - Finance
  - Field Operations
  - Plant Operations
  - Technical Services

10. Call for Public Comment
11. Business from the Board
12. Recess to Executive session

Convene Executive Session under ORS 192.660 (2) (e) to consider real property transactions.

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

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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

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**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.



## CONSENT AGENDA

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 3  
**Date:** March 20, 2018

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### **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. February 2018 Financial Reports
  - o Approval of February 2018 Check Run
2. February 20, 2018 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

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**To:** Board Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** February 2018 Financial Reports  
**Item No.:** 3a  
**Date:** March 20, 2018

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### Reports:

- February 2018 Monthly Overview
- February 2018 Budget Report
- February 2018 Monthly Cash and Investment Balances
- February 2018 Monthly Checks and Electronic Withdrawals report with system report

**Oak Lodge Water Services**  
**Monthly Overview**  
**February 2018**

This report summarized the revenues and expenditures for February 2018. 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 \$11,658,001.22 as of February 28, 2018; consisting of \$1,680,740.33 in checking, and \$9,977,260.89 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts for February 2018, total \$770,469.01.

**Water** sales revenue for the month of February 2018 total \$353,375.42. **Wastewater** sales revenue for the month of February 2018 is \$ 660,905.44. **Watershed protection** sales revenue for the month of February 2018 is \$114,545.38. Total revenue for services provided for the month of February 2018 totals \$1,128,826.24. The total is higher than typical for February because it reflects three months of water service. This was necessary in order to bring the water and sanitary customers to the same cycle for joint billing.

The implementation of the utility billing system was the last large module in the Accela system to go-live. There is still some reconciling to be done but the numbers we are getting in the budget report are 90% where they should be. Materials and services for the water division and the treatment plant are running high for the year. After some analysis it may be necessary to do a budget adjustment in April or May. The % of budget spent is calculated by taking the ending balance and dividing it by the budget. At the end of February that should be around 67%.

# General Ledger Budget Report by Division



User: kelly  
 Printed: 3/8/2018 4:39:06 PM  
 Period 01 - 08  
 Fiscal Year 2018

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
<b>10</b>	<b>Drinking Water</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
10-00-3500	Fund balance	-2,600,000.00	0.00	-3,111,670.49	119.68
	<i>Beginning Fund Balance</i>				
	<i>Revenue</i>				
10-00-4211	Water sales	-3,300,000.00	-353,375.42	-2,390,096.91	72.43
10-00-4212	Water sales - CRW	0.00	0.00	-23,593.32	0.00
10-00-4215	Penalties and late charges	0.00	0.00	-9,183.15	0.00
10-00-4220	System development charges	-75,000.00	0.00	-99,300.00	132.40
10-00-4230	Contract services	-30,000.00	0.00	-17,347.59	57.83
10-00-4240	Service installations	-15,000.00	0.00	-10,850.00	72.33
10-00-4280	Rents & leases	-200,000.00	0.00	-96,713.81	48.36
10-00-4290	Other charges for services	-35,000.00	-483.33	-483.33	1.38
10-00-4610	Investment revenue	-5,000.00	0.00	-18,001.40	360.03
10-00-4630	Miscellaneous revenues	-15,000.00	-4,770.65	-22,935.76	152.91
	<i>Revenue</i>				
		-3,675,000.00	-358,629.40	-2,688,505.27	73.16
	<b>NonDivisional</b>	<b>-6,275,000.00</b>	<b>-358,629.40</b>	<b>-5,800,175.76</b>	<b>92.43</b>
	<b>Drinking Water</b>				
	<i>Personnel Services</i>				
10-20-5110	Regular employees	970,000.00	66,533.38	526,046.60	54.23
10-20-5120	Temporary/Seasonal employees	35,000.00	1,666.94	12,915.46	36.90
10-20-5130	Overtime	35,000.00	0.00	11,400.28	32.57
10-20-5210	Employee Ins-MDVSTDLTDLf	195,000.00	12,746.79	56,571.55	29.01
10-20-5230	Social Security	75,000.00	4,999.45	41,305.49	55.07
10-20-5240	Retirement	200,000.00	11,408.55	102,143.33	51.07
10-20-5250	TrimetWBF	8,000.00	510.14	4,072.79	50.91
10-20-5260	Unemployment	7,000.00	0.00	0.00	0.00
10-20-5270	Workers compensation	25,000.00	0.28	7,847.55	31.39
10-20-5290	Other employee benefits	20,000.00	0.00	969.16	4.85
	<i>Personnel Services</i>				
		1,570,000.00	97,865.53	763,272.21	48.62
	<i>Materials &amp; Services</i>				

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10-20-6110	Legal services	40,000.00	20,105.74	49,072.28	122.68
10-20-6120	Accounting & audit services	9,000.00	0.00	8,928.15	99.20
10-20-6130	Engineering services	27,000.00	0.00	95.37	0.35
10-20-6140	Administrative services	15,000.00	1,805.19	3,845.60	25.64
10-20-6150	Contract meter reading	20,000.00	2,849.52	11,376.38	56.88
10-20-6170	Contract lab services	7,000.00	552.00	8,004.89	114.36
10-20-6180	Dues & subscriptions	12,000.00	780.21	22,885.07	190.71
10-20-6190	Other professional & tech svcs	0.00	109.78	13,686.19	0.00
10-20-6220	Electricity	42,000.00	3,139.30	24,575.59	58.51
10-20-6230	Telephone	10,000.00	2,869.90	15,738.50	157.39
10-20-6240	Natural gas	1,300.00	704.65	2,649.77	203.83
10-20-6290	Other utilities	3,500.00	444.57	2,592.67	74.08
10-20-6310	Janitorial services	4,000.00	1,436.59	16,405.01	410.13
10-20-6320	Buildings & grounds	10,000.00	667.71	2,690.43	26.90
10-20-6330	Vehicle & equipment maint.	24,000.00	4,202.73	15,285.50	63.69
10-20-6340	Distribution system maint	200,000.00	22,313.71	140,695.65	70.35
10-20-6350	Computer maintenance	25,000.00	11,966.68	49,899.73	199.60
10-20-6390	Other repairs & maintenance	57,000.00	5,594.40	15,257.11	26.77
10-20-6410	Mileage	8,000.00	179.55	249.00	3.11
10-20-6420	Staff training	20,000.00	770.00	6,002.41	30.01
10-20-6430	Certifications	800.00	0.00	195.00	24.38
10-20-6440	Board travel & training	3,000.00	0.00	669.11	22.30
10-20-6510	Office supplies	15,000.00	1,141.01	8,377.51	55.85
10-20-6520	Fuel & oils	23,000.00	1,416.58	8,238.24	35.82
10-20-6530	Small tools & equipment	13,000.00	0.00	107.11	0.82
10-20-6540	Safety supplies	12,000.00	956.91	8,174.05	68.12
10-20-6550	Operational Supplies	0.00	0.00	476.38	0.00
10-20-6560	Uniforms	3,500.00	0.00	1,186.53	33.90
10-20-6590	Other supplies	0.00	0.00	393.78	0.00
10-20-6610	Board compensation	700.00	0.00	314.00	44.86
10-20-6710	Purchased water	1,000,000.00	69,038.19	664,511.84	66.45
10-20-6715	Water quality program	0.00	0.00	109.45	0.00
10-20-6720	Insurance	27,100.00	32,472.26	36,301.61	133.95
10-20-6730	Communications	10,000.00	279.37	566.41	5.66
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00
10-20-6750	Other purchased services	0.00	2,551.42	14,732.69	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00
10-20-6770	Bank charges	35,000.00	0.00	13,783.31	39.38
10-20-6780	Taxes & fees	7,500.00	250.00	12,685.55	169.14
10-20-6900	Miscellaneous expense	1,000.00	150.62	944.42	94.44
	<i>Materials &amp; Services</i>	<i>1,692,400.00</i>	<i>188,748.59</i>	<i>1,181,702.29</i>	<i>69.82</i>
10-20-7200	<i>Capital Outlay</i>				
10-20-7300	Infrastructure	250,000.00	34,442.20	156,112.22	62.44
10-20-7400	Buildings & improvements	0.00	0.00	3,111.46	0.00
10-20-7510	Improvement other than Bldgs	6,000.00	0.00	0.00	0.00
10-20-7520	Furniture & fixtures	0.00	0.00	79.98	0.00
10-20-7530	Equipment	29,000.00	0.00	13,015.00	44.88
	Software	50,000.00	6,180.10	23,735.40	47.47



Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10-20-7540	Vehicles	0.00	457.35	791.85	0.00
10-20-7600	Capital Improvement Projects	630,000.00	83,627.91	649,363.46	103.07
	Capital Outlay	965,000.00	124,707.56	846,209.37	87.69
<b>10</b>	<b>Drinking Water</b>	<b>4,227,400.00</b>	<b>411,321.68</b>	<b>2,791,183.87</b>	<b>66.03</b>
	<b>Drinking Water</b>	<b>-2,047,600.00</b>	<b>52,692.28</b>	<b>-3,008,991.89</b>	<b>146.95</b>
<b>20</b>	<b>Wastewater Reclam.</b>				
	<b>NonDivisional</b>				
20-00-3500	Beginning Fund Balance	-4,562,000.00	0.00	-5,020,390.12	110.05
	Beginning Fund Balance	-4,562,000.00	0.00	-5,020,390.12	110.05
	<i>Revenue</i>				
20-00-4212	Wastewater charges	-7,830,000.00	-660,905.44	-4,481,829.10	57.24
20-00-4215	Penalties & late charges	0.00	2.71	-13,386.07	0.00
20-00-4220	System development charges	-78,000.00	5,165.00	-206,600.00	264.87
20-00-4240	Service installations	0.00	0.00	-24,679.89	0.00
20-00-4290	Other charges for services	0.00	-4,653.96	-7,765.45	0.00
20-00-4610	Investment revenue	-26,000.00	0.00	-32,094.05	123.44
20-00-4630	Miscellaneous revenues	-66,000.00	-225.00	-13,551.21	20.53
20-00-4640	Proceeds from sale of capital	-900,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<b>-8,900,000.00</b>	<b>-660,616.69</b>	<b>-4,779,905.77</b>	<b>53.71</b>
	<b>NonDivisional</b>	<b>-13,462,000.00</b>	<b>-660,616.69</b>	<b>-9,800,295.89</b>	<b>72.80</b>
	<b>Wastewater-Plant</b>				
	<i>Personnel Services</i>				
20-21-5110	Regular employees	1,200,000.00	76,009.70	633,093.30	52.76
20-21-5120	Temporary/Seasonal employees	35,000.00	1,807.18	13,206.49	37.73
20-21-5130	Overtime	62,000.00	0.00	23,116.44	37.28
20-21-5210	Employee Ins-MDVSTDLTDLf	227,000.00	13,799.62	57,743.41	25.44
20-21-5230	Social Security	91,000.00	5,713.44	50,140.44	55.10
20-21-5240	Retirement	230,000.00	10,212.77	91,739.87	39.89
20-21-5250	TrimetWBF	9,000.00	581.50	4,839.54	53.77
20-21-5260	Unemployment	8,500.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.41	8,374.14	69.78
20-21-5290	Other employee benefits	10,000.00	0.00	942.83	9.43
	<i>Personnel Services</i>	<b>1,884,500.00</b>	<b>108,124.62</b>	<b>883,196.46</b>	<b>46.87</b>
	<i>Materials &amp; Services</i>				
20-21-6110	Legal services	20,000.00	36,257.72	64,977.67	324.89
20-21-6120	Accounting & audit services	5,000.00	0.00	2,008.47	40.17
20-21-6130	Engineering services	27,000.00	0.00	2,857.86	10.58
20-21-6140	Administrative services	10,000.00	1,503.10	1,800.33	18.00
20-21-6150	Contract meter reading	10,000.00	1,424.76	5,688.20	56.88
20-21-6160	Bond issue costs	0.00	0.00	34,246.00	0.00
20-21-6170	Contract lab services	31,000.00	2,310.00	15,981.00	51.55

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-21-6180	Dues & subscriptions	12,000.00	764.54	4,450.61	37.09
20-21-6190	Other professional & tech svcs	0.00	1,029.82	14,532.67	0.00
20-21-6220	Electricity	247,000.00	24,693.18	156,814.55	63.49
20-21-6230	Telephone	24,000.00	2,533.44	16,480.88	68.67
20-21-6240	Natural gas	4,500.00	107.07	403.50	8.97
20-21-6250	Solid waste disposal	109,000.00	6,421.52	34,551.81	31.70
20-21-6290	Other utilities	2,000.00	398.22	3,014.51	150.73
20-21-6310	Janitorial services	3,000.00	3,213.22	15,221.28	507.38
20-21-6320	Buildings & grounds maint.	14,000.00	1,529.82	16,130.06	115.21
20-21-6330	Vehicle & equipment maint.	23,600.00	1,315.55	13,938.54	59.06
20-21-6342	WRF System maintenance	204,500.00	54,886.14	130,197.56	63.67
20-21-6350	Computer maintenance	83,000.00	4,106.46	62,181.33	74.92
20-21-6390	Other repairs & maintenance	0.00	3,056.28	9,403.88	0.00
20-21-6410	Mileage	2,000.00	194.67	741.15	37.06
20-21-6420	Staff training	16,000.00	35.90	-4,578.01	-28.61
20-21-6430	Certifications	5,000.00	260.00	876.94	17.54
20-21-6440	Board travel & training	3,300.00	0.00	241.30	7.31
20-21-6510	Office supplies	20,000.00	866.22	1,636.75	8.18
20-21-6520	Fuel & oils	30,000.00	3,980.14	15,790.76	52.64
20-21-6530	Small tools & equipment	20,200.00	124.84	1,064.46	5.27
20-21-6540	Safety supplies	5,100.00	604.99	2,976.72	58.37
20-21-6550	Operational Supplies	39,000.00	3,080.82	26,430.34	67.77
20-21-6560	Uniforms	11,000.00	1,834.17	8,750.36	79.55
20-21-6590	Other supplies	30,000.00	156.05	5,107.76	17.03
20-21-6610	Board compensation	1,000.00	0.00	161.00	16.10
20-21-6720	Insurance	81,100.00	53,574.25	57,725.77	71.18
20-21-6730	Communications	4,500.00	91.47	424.85	9.44
20-21-6750	Other purchased services	11,500.00	10,223.29	37,162.18	323.15
20-21-6770	Bank charges	20,000.00	0.00	35,718.39	178.59
20-21-6780	Taxes & fees	43,500.00	3,700.20	33,065.06	76.01
20-21-6900	Miscellaneous expense	0.00	109.07	-297.29	0.00
	<i>Materials &amp; Services</i>	<i>1,172,800.00</i>	<i>224,386.92</i>	<i>827,879.20</i>	<i>70.59</i>
	<i>Capital Outlay</i>				
20-21-7300	Buildings & improvements	900,000.00	0.00	5,633.74	0.63
20-21-7520	Equipment	0.00	0.00	46,293.17	0.00
20-21-7530	Software	50,000.00	6,700.05	25,732.34	51.46
20-21-7540	Vehicles	0.00	0.00	391.90	0.00
20-21-7600	Capital Improvement Projects	575,000.00	42,752.00	54,662.98	9.51
	<i>Capital Outlay</i>	<i>1,525,000.00</i>	<i>49,452.05</i>	<i>132,714.13</i>	<i>8.70</i>
	<b>Wastewater-Plant</b>	<b>4,582,300.00</b>	<b>381,963.59</b>	<b>1,843,789.79</b>	<b>40.24</b>
	<b>Wastewater-Collections</b>				
	<i>Personnel Services</i>				
20-22-5110	Regular employees	700,000.00	62,176.62	470,807.21	67.26
20-22-5120	Temporary/Seasonal employees	17,000.00	736.42	4,262.82	25.08
20-22-5130	Overtime	60,000.00	0.00	5,524.61	9.21
20-22-5210	Employee Ins-MDVSTDLTDLf	137,000.00	11,529.77	49,412.23	36.07

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-5230	Social Security	56,000.00	4,696.85	36,305.23	64.83
20-22-5240	Retirement	140,000.00	9,359.52	72,373.45	51.70
20-22-5250	TrimetWBF	5,500.00	478.46	3,612.69	65.69
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.41	6,538.91	93.41
20-22-5290	Other employee benefits	6,000.00	0.00	645.92	10.77
	<i>Personnel Services</i>	<i>1,133,500.00</i>	<i>88,978.05</i>	<i>649,483.07</i>	<i>57.30</i>
	<i>Materials &amp; Services</i>				
20-22-6110	Legal services	20,000.00	16,013.47	39,646.12	198.23
20-22-6120	Accounting & audit services	5,000.00	0.00	1,958.27	39.17
20-22-6130	Engineering services	27,000.00	0.00	42.14	0.16
20-22-6140	Administrative services	10,000.00	810.34	1,057.17	10.57
20-22-6150	Contract meter reading	10,000.00	1,424.78	5,688.21	56.88
20-22-6170	Contract lab services	2,000.00	0.00	1,332.00	66.60
20-22-6180	Dues & subscriptions	13,000.00	311.57	1,723.09	13.25
20-22-6190	Other professional & tech svcs	17,600.00	48.50	5,758.12	32.72
20-22-6220	Electricity	7,000.00	4,255.94	18,215.10	260.22
20-22-6230	Telephone	15,000.00	1,651.87	12,873.79	85.83
20-22-6240	Natural gas	3,200.00	107.07	376.09	11.75
20-22-6290	Other utilities	8,300.00	189.74	7,822.68	94.25
20-22-6310	Janitorial services	3,000.00	180.69	6,629.05	220.97
20-22-6320	Buildings & grounds	4,800.00	49.83	561.29	11.69
20-22-6330	Vehicle & equipment maint.	5,000.00	30.18	3,466.93	69.34
20-22-6342	Collection system maint.	8,200.00	0.00	23,758.55	289.74
20-22-6350	Computer maintenance	35,000.00	1,673.38	26,645.40	76.13
20-22-6390	Other repairs & maintenance	30,000.00	7,790.00	22,556.10	75.19
20-22-6410	Mileage	3,000.00	79.31	212.15	7.07
20-22-6420	Staff training	26,000.00	35.90	1,811.40	6.97
20-22-6430	Certifications	500.00	0.00	718.06	143.61
20-22-6440	Board travel & training	3,200.00	0.00	98.34	3.07
20-22-6510	Office supplies	18,500.00	523.76	2,389.69	12.92
20-22-6520	Fuel & oils	7,600.00	423.22	3,618.14	47.61
20-22-6530	Small tools & equipment	22,000.00	0.00	383.05	1.74
20-22-6540	Safety supplies	2,800.00	71.30	1,048.35	37.44
20-22-6550	Operational Supplies	2,100.00	260.48	3,427.31	163.21
20-22-6560	Uniforms	5,700.00	584.02	3,704.07	64.98
20-22-6590	Other supplies	0.00	67.09	108.52	0.00
20-22-6610	Board compensation	500.00	0.00	161.00	32.20
20-22-6720	Insurance	388,200.00	14,345.55	16,037.27	4.13
20-22-6730	Communications	4,500.00	105.14	2,762.45	61.39
20-22-6750	Other purchased services	0.00	8,606.45	17,254.80	0.00
20-22-6770	Bank charges	20,000.00	0.00	6,040.57	30.20
20-22-6780	Taxes & fees	5,500.00	884.18	2,812.11	51.13
20-22-6900	Miscellaneous expense	0.00	44.44	74.01	0.00
	<i>Materials &amp; Services</i>	<i>734,200.00</i>	<i>60,568.20</i>	<i>242,771.39</i>	<i>33.07</i>
	<i>Capital Outlay</i>				
20-22-7300	Buildings & improvements	0.00	0.00	1,374.58	0.00

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-7520	Equipment	0.00	9,580.00	12,128.00	0.00
20-22-7530	Software	0.00	2,730.24	10,485.80	0.00
20-22-7600	Capital Improvement Projects	0.00	0.00	65.60	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>12,310.24</i>	<i>24,053.98</i>	<i>0.00</i>
	<b>Wastewater-Collections</b>	<b>1,867,700.00</b>	<b>161,856.49</b>	<b>916,308.44</b>	<b>49.06</b>
<b>20</b>	<b>Wastewater Reclam.</b>	<b>-7,012,000.00</b>	<b>-116,796.61</b>	<b>-7,040,197.66</b>	<b>100.40</b>
<b>30</b>	<b>Watershed Protection</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
30-00-3500	Fund balance	-2,080,000.00	0.00	-2,372,815.14	114.08
	<i>Beginning Fund Balance</i>	<i>-2,080,000.00</i>	<i>0.00</i>	<i>-2,372,815.14</i>	<i>114.08</i>
	<i>Revenue</i>				
30-00-4213	Watershed protection fees	-1,420,000.00	-114,545.38	-813,826.23	57.31
30-00-4215	Penalties & late charges	0.00	0.00	-2,427.86	0.00
30-00-4240	Service installations	0.00	0.00	-20,041.31	0.00
30-00-4280	Rents & leases	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	-11,500.00	0.00	-960.09	8.35
30-00-4300	Grant Revenue	-250,000.00	0.00	0.00	0.00
30-00-4610	Investment revenue	-19,300.00	0.00	-18,960.16	98.24
30-00-4630	Miscellaneous revenues	-32,500.00	-75.00	-2,609.50	8.03
30-00-4640	Proceeds from sale of capital	-362,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>-2,095,300.00</i>	<i>-114,620.38</i>	<i>-858,825.15</i>	<i>40.99</i>
	<b>NonDivisional</b>	<b>-4,175,300.00</b>	<b>-114,620.38</b>	<b>-3,231,640.29</b>	<b>77.40</b>
	<b>Watershed Protection</b>				
	<i>Personnel Services</i>				
30-23-5110	Regular employees	405,000.00	24,006.44	216,366.52	53.42
30-23-5120	Temporary/Seasonal employees	35,000.00	1,121.96	7,631.26	21.80
30-23-5130	Overtime	1,000.00	0.00	1,550.84	155.08
30-23-5210	Employee Ins-MDVSTDLTDLf	75,000.00	4,480.18	20,349.64	27.13
30-23-5230	Social Security	30,000.00	1,807.16	16,683.02	55.61
30-23-5240	Retirement	3,000.00	3,949.69	34,991.42	1,166.38
30-23-5250	TrimetWBF	3,000.00	184.45	1,648.26	54.94
30-23-5260	Unemployment	3,000.00	0.00	0.00	0.00
30-23-5270	Workers compensation	4,000.00	0.17	3,398.93	84.97
30-23-5290	Other employee benefits	3,000.00	0.00	328.14	10.94
	<i>Personnel Services</i>	<i>562,000.00</i>	<i>35,550.05</i>	<i>302,948.03</i>	<i>53.91</i>
	<i>Materials &amp; Services</i>				
30-23-6110	Legal services	20,000.00	11,172.91	27,793.90	138.97
30-23-6120	Accounting & audit services	6,000.00	0.00	1,335.11	22.25
30-23-6130	Engineering services	17,500.00	2,285.59	4,783.18	27.33
30-23-6140	Administrative services	4,000.00	220.93	336.79	8.42
30-23-6170	Contract lab services	15,000.00	498.00	4,711.00	31.41

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
30-23-6180	Dues & subscriptions	9,000.00	488.06	1,522.15	16.91
30-23-6190	Other professional & tech svcs	0.00	873.41	9,226.08	0.00
30-23-6220	Electricity	2,000.00	124.45	825.00	41.25
30-23-6230	Telephone	11,000.00	785.01	6,593.09	59.94
30-23-6240	Natural gas	1,800.00	71.38	252.58	14.03
30-23-6290	Other utilities	6,000.00	175.00	1,284.05	21.40
30-23-6310	Janitorial services	2,000.00	275.29	4,411.43	220.57
30-23-6320	Buildings & grounds	15,000.00	75.97	2,687.95	17.92
30-23-6330	Vehicle & equipment maint.	6,100.00	0.00	-18.99	-0.31
30-23-6340	System maintenance	6,300.00	0.00	6,756.92	107.25
30-23-6350	Computer maintenance	35,900.00	2,549.43	21,875.60	60.93
30-23-6390	Other repairs & maintenance	25,000.00	0.00	1,504.35	6.02
30-23-6410	Mileage	2,000.00	120.86	322.99	16.15
30-23-6420	Staff training	8,000.00	273.92	1,035.21	12.94
30-23-6430	Certifications	400.00	0.00	0.00	0.00
30-23-6440	Board travel & training	3,300.00	0.00	149.80	4.54
30-23-6510	Office supplies	19,000.00	369.69	1,396.71	7.35
30-23-6520	Fuel & oils	3,100.00	290.86	1,434.59	46.28
30-23-6530	Small tools & equipment	7,500.00	0.00	19.94	0.27
30-23-6540	Safety supplies	2,600.00	108.64	709.73	27.30
30-23-6550	Operational Supplies	6,200.00	252.00	799.27	12.89
30-23-6560	Uniforms	5,250.00	111.16	1,002.82	19.10
30-23-6590	Other supplies	0.00	0.00	63.12	0.00
30-23-6610	Board compensation	1,000.00	0.00	314.00	31.40
30-23-6720	Insurance	16,800.00	21,855.94	24,433.35	145.44
30-23-6730	Communications	74,000.00	266.80	3,850.25	5.20
30-23-6750	Other purchased services	0.00	4,883.27	9,809.02	0.00
30-23-6770	Bank charges	16,000.00	0.00	3,662.59	22.89
30-23-6780	Taxes & fees	2,100.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	500.00	67.74	112.82	22.56
	<i>Materials &amp; Services</i>	<i>350,350.00</i>	<i>48,196.31</i>	<i>144,996.40</i>	<i>41.39</i>
	<i>Capital Outlay</i>				
30-23-7530	Software	50,000.00	4,159.61	15,975.46	31.95
30-23-7600	Capital Improvement Projects	1,871,000.00	3,439.75	68,189.56	3.64
	<i>Capital Outlay</i>	<i>1,921,000.00</i>	<i>7,599.36</i>	<i>84,165.02</i>	<i>4.38</i>
	<b>Watershed Protection</b>	<b>2,833,350.00</b>	<b>91,345.72</b>	<b>532,109.45</b>	<b>18.78</b>
<b>30</b>	<b>Watershed Protection</b>	<b>-1,341,950.00</b>	<b>-23,274.66</b>	<b>-2,699,530.84</b>	<b>201.16</b>

## Oak Lodge Water Services

Account Balances As of:		
February 28, 2018	Interest Rate	
Account		
Wells Fargo Bank Checking	0.00%	\$437,646.37
Wells Fargo Bank Checking	0.00%	\$1,243,093.96
LGIP 5289 Water General	1.85%	\$1,943,282.50
LGIP 5790 Sanitary	1.85%	\$2,251,066.76
LGIP 3968 Sanitary GO Bond Debt Svc	1.85%	\$1,231,976.36
LGIP 3869 Sanitary Debt Svc	1.85%	\$706,746.38
LGIP 5002 Sanitary General	1.85%	\$3,844,188.89
Total		<u>\$11,658,001.22</u>




## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Checks for February 2018  
**Item No.:** 3e  
**Date:** March 20, 2018

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### **Background**

The District auditors have requested formal approval of checks by the Board of Directors

### **Issue**

The District needs formal authorization of February checks numbered 40655 through 40764, which include accounts payable and payroll checks as well as electronic withdrawals totaling \$770,469.01. Attached you will find a report showing all checks and electronic withdrawals February 2018 (0 under check number signifies ACH).

### **Recommendations**

It is recommended to the Board that checks numbered 40655 through 40764 and electronic withdrawals be formally approved by the Board.

### **Background**

The District pays expenditures throughout the month.

### **Facts and Findings**

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

### **Attachments**

1. Accela Checks by Date February 2018

# Bank Reconciliation

## Checks by Date

User: kelly  
 Printed: 03/08/2018 - 5:30PM  
 Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	2/15/2018	Corporate Trust Services Wells Fargo B:		AP		500.00
0	2/15/2018		DD 00001.02.2018	PR		73,779.34
40655	2/15/2018	JOHN KROGSTAD		PR		2,202.69
40656	2/15/2018	TIMOTHY SEXTON		PR		1,436.88
40657	2/15/2018	CLAY YOHN		PR		650.08
40658	2/15/2018	Accela		AP		17,015.00
40659	2/15/2018	Ace Hardware #11075		AP		261.13
40660	2/15/2018	AFLAC		AP		671.51
40661	2/15/2018	AFSCME Council 75		AP		922.48
40662	2/15/2018	Alexin Analytical Laboratories		AP		552.00
40663	2/15/2018	American Backflow Services		AP		942.80
40664	2/15/2018	Apex Labs		AP		3,568.00
40665	2/15/2018	Jared Bain		AP		76.20
40666	2/15/2018	Aleah Binkowski-Burk		AP		438.51
40667	2/15/2018	BMS Technologies		AP		7,309.21
40668	2/15/2018	Cessco, Inc		AP		87.65
40669	2/15/2018	Cintas Corporation		AP		29.86
40670	2/15/2018	Cintas Corporation - 463		AP		83.65
40671	2/15/2018	City Of Gladstone		AP		73.33
40672	2/15/2018	City Of Milwaukie		AP		1,374.68
40673	2/15/2018	Clackamas Comm. Federal CU		AP		262.50
40674	2/15/2018	Clackamas Landscape		AP		170.00
40675	2/15/2018	Consolidated Supply Co.		AP		7,879.55
40676	2/15/2018	Convergence Networks		AP		4,381.00
40677	2/15/2018	Craig Blackman Trucking		AP		2,385.00
40678	2/15/2018	Detemple Company, Inc.		AP		896.99
40679	2/15/2018	Express Employment		AP		832.50
40680	2/15/2018	Grainger, Inc.		AP		415.07
40681	2/15/2018	Peter Green		AP		846.50
40682	2/15/2018	H.D. Fowler Company		AP		260.48
40683	2/15/2018	Madison Biosolids, Inc.		AP		3,730.07
40684	2/15/2018	Todd McCarthy		AP		136.94
40685	2/15/2018	Milwaukie Lumber Company		AP		74.46
40686	2/15/2018	Mission Communications, LLC		AP		910.80
40687	2/15/2018	Net Assets Corporation		AP		395.00
40688	2/15/2018	Northstar Chemical, Inc.		AP		556.90
40689	2/15/2018	Northwest Natural		AP		285.52
40690	2/15/2018	OAWU		AP		1,000.00
40691	2/15/2018	Olson Bros. Service, Inc.		AP		1,809.29
40692	2/15/2018	One Call Concepts, Inc.		AP		289.08
40693	2/15/2018	Oregon Chapter Abpa		AP		215.00
40694	2/15/2018	Oregon Secretary Of State		AP		250.00
40695	2/15/2018	Oregonian Publishing Company		AP		18.42
40696	2/15/2018	Portland Engineering Inc		AP		120.00
40697	2/15/2018	Portland General Electric		AP		29,083.64
40698	2/15/2018	Relay Resources		AP		5,021.27



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
40699	2/15/2018	RH2 Engineering, Inc.		AP		695.98
40700	2/15/2018	Ritz Safety LLC		AP		67.09
40701	2/15/2018	River Road Garage		AP		457.35
40702	2/15/2018	Sanitech LLC		AP		7,400.00
40703	2/15/2018	SDIS		AP		22,748.02
40704	2/15/2018	Kelly Stacey		AP		172.40
40705	2/15/2018	TEC Equipment, Inc		AP		1,315.55
40706	2/15/2018	Tice Electric Company		AP		342.50
40707	2/15/2018	Unifirst Corporation		AP		774.17
40708	2/15/2018	US Bank Equipment Finance		AP		220.00
40709	2/15/2018	UV Doctor Lamps, LLC		AP		10,694.18
40710	2/15/2018	Verizon Wireless		AP		555.60
40711	2/15/2018	Waste Management Of Oregon		AP		3,111.55
40712	2/15/2018	Wilcox & Flegel		AP		422.67
40713	2/15/2018	Xerox Corporation		AP		11.22
0	2/26/2018	VALIC c/o JP Morgan Chase		AP		2,255.00
0	2/26/2018	Public Employees		AP		24,513.56
0	2/26/2018	Nationwide Retirement Solutions		AP		2,295.11
0	2/26/2018	IRS Dept of The Treasury		AP		29,045.85
0	2/26/2018	Oregon Dept of Rev-Garn		AP		556.27
0	2/26/2018	Oregon Department Of Revenue		AP		5,199.07
0	2/28/2018	Public Employees		AP		23,235.53
0	2/28/2018	Oregon Dept of Rev-Garn		AP		605.47
0	2/28/2018	VALIC c/o JP Morgan Chase		AP		2,255.00
0	2/28/2018	IRS Dept of The Treasury		AP		27,506.98
0	2/28/2018	Nationwide Retirement Solutions		AP		2,299.79
0	2/28/2018	Oregon Department Of Revenue		AP		7,722.73
0	2/28/2018	Wells Fargo Remittance Center		AP		11,670.23
0	2/28/2018		DD 00002.02.2018	PR		68,078.59
40714	2/28/2018	JOHN KROGSTAD		PR		2,121.64
40715	2/28/2018	TIMOTHY SEXTON		PR		924.89
40716	2/28/2018	CLAY YOHN		PR		254.81
40717	2/28/2018	Accela		AP		2,755.00
40718	2/28/2018	Ace Hardware #11075		AP		466.30
40719	2/28/2018	AFSCME Council 75		AP		867.32
40720	2/28/2018	American Backflow Services		AP		256.00
40721	2/28/2018	Answernet		AP		155.27
40722	2/28/2018	AT&T		AP		62.27
40723	2/28/2018	Brown And Caldwell		AP		3,365.29
40724	2/28/2018	BTL NW		AP		155.68
40725	2/28/2018	Bullard Law		AP		34,626.34
40726	2/28/2018	Cable Huston Benedict Et Al		AP		11,412.50
40727	2/28/2018	Century Link		AP		992.94
40728	2/28/2018	Cessco, Inc		AP		194.00
40729	2/28/2018	Cintas Corporation		AP		237.16
40730	2/28/2018	Cintas Corporation - 463		AP		83.65
40731	2/28/2018	Clackamas Comm. Federal CU		AP		262.50
40732	2/28/2018	Clackamas County Sheriff		AP		50.00
40733	2/28/2018	Comcast Cable		AP		838.74
40734	2/28/2018	Consolidated Supply Co.		AP		37,133.54
40735	2/28/2018	Convergence Networks		AP		3,812.80
40736	2/28/2018	Cues, Inc		AP		9,580.00
40737	2/28/2018	Delta Industries, Inc		AP		16,109.12
40738	2/28/2018	Elite Care House #4		AP		3,681.34
40739	2/28/2018	Environmental Paper & Print, Inc		AP		210.02
40740	2/28/2018	Express Employment		AP		1,800.00

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
40741	2/28/2018	Geosynthetic Products		AP		252.00
40742	2/28/2018	Grainger, Inc.		AP		510.86
40743	2/28/2018	H.D. Fowler Company		AP		1,432.46
40744	2/28/2018	James W Fowler Co		AP		80,535.48
40745	2/28/2018	JWC Enviromental		AP		18,937.00
40746	2/28/2018	Kaiser Permanente		AP		11,452.45
40747	2/28/2018	Les Schwab		AP		119.24
40748	2/28/2018	Lucity Inc		AP		16,380.58
40749	2/28/2018	David Mendenhall		AP		32.50
40750	2/28/2018	Metereaders, LLC		AP		3,291.93
40751	2/28/2018	NCCWC		AP		69,038.19
40752	2/28/2018	Northwest Natural		AP		197.87
40753	2/28/2018	Olson Bros. Service, Inc.		AP		173.55
40754	2/28/2018	Oregonian Publishing Company		AP		145.92
40755	2/28/2018	Pamplin Media Group		AP		117.83
40756	2/28/2018	Portland General Electric		AP		1,071.50
40757	2/28/2018	Ricoh Americas Corporation		AP		173.49
40758	2/28/2018	Robert Lloyd Sheet Metal		AP		718.75
40759	2/28/2018	Traver's Cleaning Service Inc.		AP		340.00
40760	2/28/2018	Unifirst Corporation		AP		774.63
40761	2/28/2018	Verizon Wireless		AP		1,466.52
40762	2/28/2018	Loyd J Webert		AP		82.92
40763	2/28/2018	Western Exterminator Company		AP		253.91
40764	2/28/2018	Wilcox & Flegel		AP		131.87
						<hr/> <hr/>
						Total Check Count: 126
						<hr/> <hr/>
						Total Check Amount: 770,469.01
						<hr/> <hr/>

# OAK LODGE

## WATER SERVICES

OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Regular Meeting  
February 20, 2018

Board of Directors - Members Present:

Nancy Gibson, President  
Susan Keil, Vice President/Secretary  
Lynn Fisher, Treasurer  
Jim Martin, Director  
Kevin Williams, 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 (absent)  
Kelly Stacey, Finance Director  
Todd Knapp, Field Operations Superintendent  
Tommy Brooks, District Counsel, Cable Huston LLP  
Laura Maffei, District Counsel, Cable Huston LLP,

Visitors Present:

There were no visitors present.

## REGULAR MEETING

### 1. Call to Order and Flag Salute

Board President Nancy Gibson called the regular meeting to order at 6:00 p.m. and led the pledge of allegiance.

### 2. Call for Public Testimony

After the pledge, President Gibson called for public testimony. There were no comments.

### 3. Consent Agenda

- **January 2018 Financial Reports**
  - i. **Approval of January 2018 Check Run**
- **January 16, 2018 Board Meeting Minutes**

Director Williams asked about Check #40583 on the check reconciliation list – what is KS State Bank? Finance Director Kelly Stacey responded that it was for Kansas State Bank as

the first payment on the vector. How many payments are left? There will be 6 payments left. Vice President Keil asked about the Janitorial Services payment, commenting that it seemed high. Finance Director Stacey said she looked at it and will be following up and responding to the Board; she mentioned that all of the expenses that are very high – over 130% of Budget are being looked at to make sure they transferred correctly into the new system. Treasurer Fisher asked about overall expenditures and mentioned that they totaled only about 44% of expenditures but that we are at 67% of the way through the year. For many of the totals, it seems like totals are very behind. Staff is following up to delve into what is happening, and they will be following up on cost savings since the consolidation. Staff will run a report to total the overall savings as soon as the budgets are being combined and savings are being realized. Treasurer Fisher asked about the expense #544 Hawkins, Delafield and Wood of the check run. Finance Director Stacey responded that it was an Attorney cost associated with the Bond Refinance, which they return to the District as part of the refinance. Director Martin asked about check #40645 which was an SDIS charge – staff response that it covers the District's annual general liability insurance, which includes internet security, buildings, trucks, and that it reflects a smaller amount than the two separate districts used to pay. Vice President requested a presentation about insurance costs and what they cover. President Gibson requested an analysis and presentation about cost savings as reflected in combined insurance costs. General Manager Sarah Jo Chaplin commented that this would be a good idea, in particular to show important patterns coming up with regards to insurance needs/benefits.

**Director Martin moved to approve the consent agenda. Treasurer Fisher seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**Call for Public Testimony because a member of the public joined the meeting:**

President Gibson called for recently arrived public testimony to present early. MITRA ANOUSHIRAVANI at 5240 SE KING GEORGE CT addressed the Board concerning the Boardman Wetland project. She has a young family and wants to take advantage of the project from an access perspective, in particular access to the planned playground. There are only 5 parking places in the project and there is no good walkability along the streets leading to the playground. She will be speaking out publicly and is requesting the attention and support of the Board concerning this issue. She would like to create a coalition to make Addie a more walkable place, possibly even a trail from Risley Park. President Gibson responded that Oak Lodge is not a City and that we need to go through the C4 Commissioners to create change. The planned parking lot is part of an approved planned development and sidewalks come under roads. Roads come under Clackamas County, and she encouraged the Mitra to attend a C4 meeting and bring up this issue. She mentioned that we will be bidding the project with the boardwalk in but with the possibility of taking it out due to costs. She will bring up the resident's concern and encouraged her to start writing letters to the County as well as encouraging her to attend MAPIT meetings and join that coalition.

#### **4. Second Reading of Rules and Regulations: Ordinance 18-01**

District Engineer Jason Rice presented the second reading of the Rules and Regulations, recapping the issues around ADU's, low income support, and District ownership of laterals. This reading presents new formatting and proposes a second hearing and adoption.

Vice President Keil commented that she was pleased with the thoughtful presentation of the document and is ready to move ahead. Director Martin appreciated the opportunity to review the document again with perspective. Director Williams suggested that we track conflicts with the code so that we can review them next year as we update the code.

**Director Williams moved that the Board conduct a Second Reading of Ordinance No. 18-01 by title only and conduct a Public Hearing. Director Martin seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**President Gibson opened a Public Hearing for Ordinance No. 18-01 and requested public comment.**

There was no public comment.

**Seeing no public comment, President Gibson closed the Public Hearing for Ordinance No. 18-01.**

**Treasurer Fisher moved to read Ordinance No. 18-01 by title only. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**Treasurer Fisher moved to approve Ordinance No. 18-01. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

#### **5. 2018 Water Master Plan Consultant Contract**

District Engineer Jason Rice presented the 2018 Water Master Plan Consultant Contract. With the District consolidation, OLWS budgeted for the next water master plan, the last one being 10 years old. Three great companies applied, and the District selected Water Systems Consulting for the project. President Gibson asked about water availability and whether the plan considers other resources for water in the future and in the case of emergency. Their models will consider it based on whether the data calls for it, and this may require a follow up contract. Vice President Keil asked about page 7 and the identification of the seismic geohazards and whether this concerns the OLWS facilities.

Staff responds yes, this work would help identify and address any issues of concern and that the District has been keeping up with long term goals around geohazards. Vice President Keil asked if the plan would be ready for the 2019-2020 Budget development process? Staff responds yes, we could push for the schedule to be completed by the next Budget cycle.

Discussion: Treasurer Fisher commented that \$60,000 of this money would be spent this year and asked about where the \$150,000 could be found in the budget. Staff responded the amount would be found in the Capital Improvement Projects and that some of the costs associated with that line should be up in the Engineering costs. He then asked about the costs of the seismic issue with regards to the recent seismic upgrading of the water tanks. Staff responded that the District would decide what needs to be addressed in the future and make decisions about the needs of the plan. Vice President Keil highlighted the importance of the cost of services analysis for water, and that the last one was done 10 years ago.

**Director Martin moved to approve our General Manager Sarah Jo Chaplin to sign an Engineering Services Agreement with Water Systems Consulting in the amount of \$185,720. Treasurer Fisher seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**6. Request for Oak Lodge Water Services District Representative for Concord Community Stakeholders (CCS) organization.**

General Manager Sarah Jo Chaplen presented the request that OLWS be represented in the Concord Community Stakeholders (CCS) organization. The head of the group asked that OLWS represent surface water management, in particular limiting the amount of impervious pavement in the District. They meet about every three months, and Treasurer Fisher represents the DAB at those meetings and volunteered to represent OLWS as a resource and liaison to the group. Discussion about the role that OLWS would play at these meetings, including viewing the District as a resource for the group but not a directive voice.

**Director Martin moved that the Board be represented as part of the Concord Community Stakeholders. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**Director Williams moved that the Board appoint Board member Lynn Fisher to represent the Board to the Concord Community Stakeholders. Director Martin seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

## 7. Department Reports

- **Finance Report:**

Finance Director Kelly Stacey reported that utility billing on Accela goes live next week with joint billing, and that staff are very busy preparing for the transition. Accela staff complemented the OLWS utility billing staff in particular the technical knowledge being brought to the project. After three bids for the 2017-18 Audit, OLWS will be going again with Pauly Rodgers. Director Williams asked about the 363 non-paying customers about how many will not pay before water shut off. Staff responded that most will likely pay and that communications have been good with most people. Director Williams asked about how we will communicate and support those who can not pay. Staff responded that OLWS will share information at the upcoming Jennings Lodge CPO meeting and will work to support customers in keeping up with their bills.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp highlighted the photos, map and goals around numbers. Challenges of meeting goals include weather and field conditions. Some manholes have not been checked in ten years. The Carmel Court water main project has been completed and are working with the county to correct the paving/drainage issue by installing a catch basin. Moving ahead staff is considering a possible water meter change out program which will increase flexibility around reading meters.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall commented on innovative and collaborative thinking with regard to operations, in particular the T.V. sewer collections team found out that the camera was able to take submerged footage and then close the gate valve. Vice President Keil asked about specific content around the clarifier blankets, and staff responded that settling issues were addressed through samples and calculations which supported the overall flow and target holding of solids. He highlighted the graphs with regards to water, flow, and drainage, mentioning that the difference around flows because of ground saturation and infiltration. Continuing with reduction of solids inventory, the lines show the daily samples and monthly averages continuing to support what the new permit will require for maximum daily limits.

- **Technical Services Report:**

District Engineer Jason Rice clarified the expiration of the Master On-call Contract for the District and getting bids for the new on-call contract in time for the April Board meeting. He has been working on the Capital Projects and the 2018 Master Water Plan. Staff has been busy with permits and outreach and are starting to recognize the efficiencies of the consolidation as they have time to perform the duties they were hired to carry out.

## 8. Call for Public Comment

Call for public comment.

Audience asked about the Boardman River Road project. Jason Rice responded the County brought a team together to work on a culvert replacement on River Road and OLWS will figure out how much we will participate and how to make it happen. The County will have to meet many of the state standards on fish passage, etc. even without OLWS support, and they are figuring out how to meet the resource needs of the project. The Board members asked about why OLWS would be a partner in the bridge business and staff responded that community input had encouraged the District to participate in this project in particular, in the future, and at some level of support/maintenance/ownership/lost opportunities (like sidewalks on Addie Street). The Board reiterated that the District is not a City and that we need to consider our role in infrastructure for the area.

## **9. Business from the Board**

Director Martin had no business to share because both meeting dates changed.

Vice President Keil had no business to share.

Director Williams highlighted the last Jennings Lodge CPO meeting in his report. There will be a new crosswalk with strobe light put in for traffic/pedestrian safety at Boardman and McLoughlin Boulevard.

Oak Grove Community Council meeting with a variety of topics. There were updates from the Oregon Main Street program, new OGC website, MAPIT representation, the new Park Avenue Station Grant, and that LUART (Land Use Application Review Team) is still going strong.

Director Gibson highlighted the C4 meeting around transportation discussion: new proposed Federal match of 20% and the County asked shouldn't the Federal Government be responsible for widening the lanes of Interstate 205? Regional Water Providers is moving ahead, and she is now the alternate for IMPACT in partnership with Don Trodard from Clackamas County. Vice President Keil asked about the excess funds being rolled over in the Consortium Budget, and that the rates seemed to be going up 14.6% and whether the excess funds should be rolled over or should they be applied to help smooth over the rate increase? President Gibson clarified there would be flat dues for the year and the "carryover" fluctuates based on staff resources allocated, and this year they were larger due to the hiring of outlined FTE. Vice President Keil asked if the strategic plan was complete with regards to reciprocal President Gibson responded this is a work in progress and another iteration will include more reciprocals between organizations.

## **10. Recess to Executive Session**

**Convene Executive Session under ORS 192.660 2(f) to consider information or records that are exempt by law from public inspection and ORS 192.660 2(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.**



*The Chair convened the Executive Session at 7:39 p.m.*

*The General Manager provided remarks about her interactions with Special Districts Insurance Services (SDIS) and how the District's legal team has worked with SDIS. Chris Duckworth gave an overview of various employment-related legal strengths and risks outlined in a memo he presented to the Board regarding the District's employment policies. Geoff Sinclair provided information regarding the District's insurance policies.*

*The Board was presented with a scenario of a current employee who had been found by an independent investigator to have violated the District's employment policies. Mr. Duckworth gave an overview of that employee's situation in light of the various strengths and risks outlined in his memo, along with an overview of the District's options for addressing that employee's violations.*

*No decision was made during the Executive Session. There was consensus that the General Manager should continue to work with the District's employment attorney and bring back a final recommendation for the Board.*

*The Chair adjourned the Executive Session at 9:02 p.m.*

**11. Adjourn Executive Session- Board may take action if necessary.**

No action was taken.

**12. Adjourn Regular Meeting**

President Nancy Gibson adjourned the regular meeting at 6:58 p.m.

Respectfully submitted,

\_\_\_\_\_  
Sarah Jo Chaplen  
General Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Nancy Gibson  
President, Board of Directors

Date: \_\_\_\_\_

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Todd Knapp, Field Superintendent  
**Agenda Item:** Presentation from Oak Lodge Community Emergency Response Team (OLCERT) and Oak Lodge Water Services Regarding Provision of Water During Potential Emergencies  
**Item No.:** 4  
**Date:** March 20, 2018

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**Action Requested**

None at this time, for informational purposes only

**History**

Back in 2013, Staff and the Board at that time, considered several options to provide drinking water if and when a major emergency occurred such as an earthquake. The district decided to purchase 5 filters, then two years later (2015) purchased 2 more.

**Background**

The goal of this project is to have in place a network of locations where people can go to receive safe potable water in the event of a major emergency, the Oak Lodge Community Emergency Response Team is a group of volunteer citizens that came together to create this network in partnership with the district.

In combination with the district's portable water buffalo and emergency taps that are installed at the reservoirs the District will be able to provide a substantial amount of drinking water during a major emergency.





### **Fiscal Impact**

With the combined efforts of both the volunteer group OLCERT and the district, the group (OLCERT) is seeking the following:

- a. Two new Hurricane Pro filter units @ \$2,970. Shipped
- b. Two extra filter sets @\$150. Shipped
- c. About \$1,000 for materials to complete existing sites' setups.

For a total of \$7,240

### **Action from the Board Motion**

None at this time, this is for future budget committee consideration.

### **Attachments**

1. Presentation from Oak Lodge Community Emergency Response Team (OLCERT) and Oak Lodge Water Services Regarding Provision of Water During Potential Emergencies

# **Oak Lodge CERT – Disaster Preparation and OLWSD ‘Hurricanes’**

**Oak Lodge CERT  
March 20, 2018  
Greg Wenneson  
Jackie Brown**



# CERT -- Community Emergency Response Team

DHS → FEMA (Citizen Corps) → CERT (also MRC, MYN, etc.)

CERTS are volunteer citizens trained to be better prepared respond to emergency situations before First Responders arrive.

- CERT concept from Los Angeles Fire Dept in 1985.
- FEMA program since 1993.
- **CERT Basic Training - 24 hrs in disaster prep, first aid, fire suppression, etc.**
- **Designed to work within local agency emergency response**

# Oak Lodge CERT

- trained volunteer citizens who want our community to be more resilient to natural and man made emergencies / disasters.

Our Mission is to:

- **Educate** – ourselves and our community to increase emergency preparedness
- **Train** – in personal and public safety disaster preparedness
- **Prepare** – ourselves, families and neighbors to assist and support each other to better withstand emergencies and hazards
- **Assist** – government responders during situations where the number and scope of incidents may have overwhelmed conventional emergency service.

**Our Capability – connect to our community at the grassroots**

# **OLCERT – two parts**

## **Response Team –**

- trains together to improve skills to respond to an emergency/disaster
- Formal Basic CERT 24hr training

## **Education / Outreach -**

- community education on emergency preparedness
- Public presentations
- Facebook – Oak Lodge CERT
- Oaklodgecert.org website
- Email and NextDoor
- Projects: Hurricane water filters

# OLCERT 2018 Plans

## **Response Team Hands-on Training – every month**

- Increase response team size and capability

## **Education / Outreach – meets every month**

- April 10 – Emergency sanitation presentation
- June – County Cascadia exercise, “Cascadia Receding”
- Summer/Fall – Map Your Neighborhood into neighborhoods

## **Project: Emergency Water Filters w/ OLWSD – “Hurricane”**

- Stronger operational capability
- Integrate with OLWSD disaster preparation



# **OLCERT – challenges**

**All volunteer, not really an ‘entity’**

**Self funded – non-profit, MPSF fiscal intermediary**

## **Unincorporated Clackamas**

- No city affiliation/organization
- Minimal County interest in CERT

## **CFD1 Sponsorship pullback**

- No liability insurance (common CERT problem)
- No background checks
- Will not plan / exercise with or deploy CERTs

# **“Hurricane” Project - Emergency Water Filters**

**WHY? Drinking water in disaster if water service fails**

## **OLWSD bought**

- Buy five ‘original’ Hurricanes in 2014 and four “Pro”s in 2016
- Eight out at “Water Steward” sites

## **OLCERT program**

- All volunteer
- Water Steward identification/qualification
- Make a basic kit
- Operational training / usage / exercise
- Education and display in public events



# What Next ?

## **Budget request to OLWSD**

- Two (or three) more Pro Filters
- Better Kit – spare parts, power management, signs

## **Site Functionality**

- Improve sites' operational capability

## **OLWSD partnering**

- Integrate with OLWSD disaster response
- Bi-monthly newsletter (Lara)
- OLWSD website (Lara)

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Todd Knapp, Field Superintendent  
**Agenda Item:** Shared Emergency Radio Partnership with Clackamas River Water  
**Item No.:** 5  
**Date:** March 20, 2018

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**Action Requested**

Authorize the General Manager to sign an Intergovernmental License Agreement for use of real property.

**History**

The District in the past has relied on telephone and cellular phones for its daily and emergency communications.

**Background**

Oak Lodge Water Services District both (Water and Sewer) currently rely on cellular phones for both day-to-day operations and emergency communications, about a year ago Rich and I were both working on a partnership with Clackamas River Water to provide emergency communications to both water and sewer, fast forward one year, CRW has installed and tested their first VHF digital mobile radio system at their Beaver Creek reservoir site.

The goal of this project is to have a complete emergency communications network that can be used for both day-to-day operations, in the event of a cellular outage and for real emergency situations, the network would link not only the OLWSD staff but would provide communications with outside agencies.

What is being asked of the board is to consider authorizing the general manager to sign an Intergovernmental License Agreement for use of space, both on the ground and on top of the east tank located at our View Acres reservoir site, for the installation and maintenance of both an antennae and equipment for a VHF Digital Mobile Radio System for public safety and public works day-to-day and emergency communications. The length of the term would be for a period of twenty (20) years, with an option to renew for two (five) year terms.

## **Fiscal Impact**

Initially there would be no fiscal impact to the district. What would be provided by CRW is:

1. Two (2) talk groups on the CRW VHF Digital Mobile Radio (DMR) system for day-to-day and emergency operations as established for Public Works and Public Safety communications.
2. Two (2) mobile radio units for installation in OLWSD vehicles. Initial installation costs to be paid by CRW for two (2) units only.
3. OLWSD talk group access for an additional eighteen (18) portable or mobile radio units, to be purchased by OLWSD if desired. Total system access – twenty (20) radio units for day-to-day operations and emergency use on the provided talk groups.

The district, at a later time, would have the option to purchase up to (18) more portable or mobile radio units.

## **Suggested Board Motion**

*“I move to approve the IGA with CRW and to direct District Staff and the District Attorney to finalize the agreement...and authorize the GM to sign.”*

## **Attachments**

1. Intergovernmental License Agreement for Use of Real Property.
2. Coverage map.
3. Photos of the proposed antennae location.

## Intergovernmental License Agreement

This Intergovernmental License Agreement ("Agreement") is executed to be effective (as stated below) the \_\_\_ day of \_\_\_\_\_, 20\_\_ ("Effective Date"), between the **OAK LODGE WATER SERVICES DISTRICT**, a consolidated water and sewer district created pursuant to ORS Chapters 198, 264, and 450 ("OLWSD"), and **CLACKAMAS RIVER WATER**, an Oregon Domestic Water Supply district organized under ORS chapter 264 ("CRW"), "the Parties."

WHEREAS OLWSD is the owner of certain real property which is legally described in Exhibit A ("Property"); and

WHEREAS CRW desires to locate certain facilities and equipment for a VHF Digital Mobile Radio System for Public Safety and Public Works day to day and emergency communication described in Exhibit B ("Equipment") at that OLWSD property; and

WHEREAS OLWSD is willing to grant to CRW a license to access and to use facilities on the Property for the uses described above.

THEREFORE, in consideration of the following mutual covenants and conditions, it is hereby agreed as follows:

### 1. Licensed Area / Property

The Property is located at 4412 SE View Acres Road and is described in Exhibit A.

The Licensed Area includes OLWSD's water storage tanks on the Property, OLWSD-designated space within the existing Verizon Wireless structure located on the Property, the primary and emergency back-up power supplies for the Verizon Wireless structure, and portions of the Property necessary to access those areas.

### 2. Representations and Warranties

A. OLWSD represents to CRW that: (i) OLWSD, and its authorized signatory, has full right, power and authority to execute this Agreement; and (ii) OLWSD's execution and performance of this Agreement will not violate any laws, ordinances, covenants, mortgages, licenses or other agreements binding on OLWSD.

B. CRW represents and warrants to OLWSD that: (i) CRW, and its authorized signatory, has full right, power, and authority to execute this Agreement; and (ii) CRW's execution and performance of this Agreement will not violate any laws, ordinances, covenants, mortgages, licenses or other agreements binding on CRW.

C. CRW has studied and inspected the Property and facilities and accepts the same "AS IS" without any express or implied warranties of any kind, other than those warranties contained in subsection A above, including any warranties or representations by OLWSD as to its condition or fitness for use.

### **3. Grant of License; Term**

A. The term of this Agreement shall be for a period of twenty (20) years beginning on the first day of the month following the approval and signing of this Agreement by OLWSD and CRW unless renewed in accordance with this Agreement.

B. OLWSD grants to CRW an option to extend the term of this Agreement for two additional terms of five (5) years each. The Agreement will automatically be extended unless one or both parties gives written notice of intent not to renew not less than twelve (12) months prior to the expiration of the term.

C. OLWSD grants CRW a license to install, operate, maintain, and replace the Equipment, along with any other equipment approved in writing by OLWSD, on the Property in a location to be determined by the Parties in accordance with this Agreement. OLWSD further grants CRW a license to access the Property by way of the existing asphalt road from S.E. View Acres Road together with the gravel access drive also described in Exhibit A. CRW understands and agrees that the access road use granted by OLWSD and any extension thereof as required to the Property shall be a non-exclusive right, and that any improvement of said access road required or desired by CRW shall be at CRW's sole expense.

D. CRW assumes sole responsibility for ensuring the proper installation, operation, and maintenance of the Equipment.

E. If CRW continues to use the Property after the expiration or termination of this Agreement, holding over will not be considered to operate as a renewal or extension of this Agreement.

F. Notwithstanding any provision in this Agreement to the contrary or any negotiation, correspondence, course of performance or dealing, or other statements or acts by or between the Parties, CRW's rights to access or to use the Property are limited to the rights created by this Agreement, which create only a license in the Property, which is revocable only as set forth expressly herein. CRW has no real property interest in the Property, and OLWSD and CRW do not by this instrument intend to create a lease, easement or other real property interest. CRW's sole remedy for any breach or threatened breach of this Agreement by OLWSD will be an action for damages. CRW's rights are subject to all existing covenants, restrictions, easements, agreements, reservations, and encumbrances upon the Property.

**4.** This Agreement is specific to CRW and may not be transferred or assigned in any manner, without the prior written approval of OLWSD. Notwithstanding the foregoing or any



other provision of this Agreement, and subject to Section 8 of this Agreement, CRW may provide channel space to other parties on CRW's equipment that is installed on the Property.

## **5. Compensation**

In consideration for the use of the Property for the installation, operation, and maintenance of Equipment, CRW agrees to provide OLWSD with:

A. Two (2) talk groups on the CRW VHF Digital Mobile Radio (DMR) system for day to day and emergency operations as established for Public Works and Public Safety communications.

B. Two (2) mobile radio units for installation in OLWSD vehicles. Initial installation costs to be paid by CRW for two (2) units only.

C. OLWSD talk group access for an additional eighteen (18) portable or mobile radio units, to be purchased by OLWSD. Total system access – twenty (20) radio units for day to day operations and emergency use on the provided talk groups.

In addition, CRW also agrees to pay OLWSD, when billed, all lawful assessments and charges imposed by law which, during the term of this Agreement or any renewal hereof, that OLWSD is required to pay because of CRW's use and occupancy of the Property.

## **6. Utilities**

CRW's use of the Property shall have access to the existing Verizon Wireless structure's primary and emergency back-up power supplies. CRW is responsible for obtaining and paying for any other utilities should such additional utilities become necessary for its use of the Property.

## **7. Use Restrictions**

A. CRW shall not remove, damage, or alter in any way existing improvements or personal property of OLWSD, its tenants, or its other licensees within the Property without OLWSD's prior written approval, which shall not be unreasonably withheld. CRW shall repair any damage or alteration CRW causes to such improvements or personal property to the same condition that existed before the damage or alteration.

B. CRW shall have a non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, for the authorized use, which right shall be exercised so as not to unreasonably interfere with any OLWSD operations or the operations of any other tenant or licensee of the Property.

C. CRW shall keep the Equipment maintained, orderly, and clean at all times.

D. Subject to the terms set forth herein, CRW acknowledges that its use of the Property shall be subject and subordinate to, and shall not adversely affect, OLWSD's use of the Property.

## **8. Construction and Maintenance**

A. CRW has, at its own cost, all responsibilities for the installation of all Equipment and improvements proposed by CRW at the Property, including costs associated with construction, operation, and maintenance, unless damage thereto is caused by OLWSD or its agents or contractors.

B. All Equipment and improvements made by CRW to the Property pursuant to the terms of this Agreement are subject to and must be in compliance with all applicable codes, ordinances and laws, and constructed in conformance with any existing OLWSD design standards.

C. CRW shall not permit any liens to be placed or remain on the Property by virtue of any work performed under this Agreement.

## **9. Electronic Interference Prohibited**

A. CRW understands that the Property is presently used by other tenants or licensees for substantially similar communications equipment installations and may be so used by other parties in the future. It is possible that CRW's operations may experience some electronic or other interference from other users' equipment and that OLWSD cannot and will not be responsible for this interference. OLWSD shall, however, require CRW and each new applicant for a similar license/lease to complete intermodulation studies on all of the frequencies each intends to use on the site and of all existing frequencies then in use on the site. OLWSD shall provide a master listing of all frequencies currently in use. These studies will be made available to each affected party at least sixty (60) days prior to the new user's facilities activation. The purpose of this interchange of information is to promote cooperative use of the site by all users. If these studies show that a user's proposed installation interferes with the operation of another user's previously installed equipment, it shall be the responsibility of the proposing party to resolve such interference to the satisfaction of the existing site users.

B. OLWSD shall have the right to lease or license the right to site telecommunications facilities on the Property to other users, so long as such use does not interfere with CRW's present or then-current use of the Property.

## **10. Indemnification**

A. CRW shall indemnify and hold harmless OLWSD, its officers, directors, employees, agents, affiliates and subsidiaries, from and against any and from all claims arising from CRW's use of the Property, or the conduct of its business or from any activity, work or



B. Any notice given by certified mail shall be deemed to be received on the third business day after the date of mailing. Either party may designate in writing a different address for notice purposes pursuant to this section.

### **15. Severability**

If any provision of this Agreement is declared invalid by a court of competent jurisdiction, the remaining terms shall remain effective, provided that elimination of the invalid provision does not materially prejudice either party with regard to its respective rights and obligations; in the event of material prejudice, the adversely affected party may terminate this Agreement.

### **16. Alternative Dispute Resolution; Litigation**

This Agreement shall be governed by the laws of the State of Oregon. If a dispute arises concerning any of the terms of this Agreement, the parties will meet and attempt in good faith to negotiate a resolution of the dispute. This section shall not foreclose the right of either party to file a court action. In the event of any litigation between OLWSD and CRW arising under this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees, expert witness fees and other costs incurred in connection with the litigation or arbitration.

### **17. Rules and Regulations**

CRW shall at all times comply with all federal, state and local laws, ordinances, rules and regulations which are applicable to its operations and the Property, including all laws, ordinances, rules and regulations adopted after the effective date. CRW shall display to OLWSD, upon request, any permits, licenses or other evidence of compliance with the law.

### **18. Right of Entry Reserved**

A. OLWSD may, at all times, enter upon the Property and the Licensed Area for any purpose. In the event OLWSD's actions are likely to interfere with CRW's use or occupancy of the Property, OLWSD will provide at least seven (7) days' notice to CRW of such activities and work with CRW to minimize any disruptions to CRW's Equipment.

B. Without limiting the generality of the foregoing, OLWSD and any furnisher of utilities and other services shall have the right, at their own cost, to maintain existing and future utility, mechanical, electrical and other systems and to enter upon the Property at all times to make repairs, replacements or alterations thereto that may, in the opinion of OLWSD, be deemed necessary or advisable and from time to time construct or install over, in or under the Property the systems and parts thereof and, in connection with maintenance, use the Property for access to other parts in and around the Property.

C. Exercise of any of the foregoing rights by OLWSD or others pursuant to OLWSD's rights shall not constitute an eviction of CRW, nor be made the grounds for any abatement of compensation due under this Agreement or any claim for damages.

## **19. Ownership of Equipment**

It is expressly understood and agreed that CRW retains title to all Equipment and may modify, replace or remove such Equipment when necessary.

## **20. Venue; Governing Law**

The sole venue for any proceeding at law or in equity or under the provisions for arbitration shall be the Circuit Court for Clackamas County, Oregon and OLWSD and CRW hereby waive any right to object to that venue. This Agreement shall be construed in accordance with, and be governed by the laws of the State of Oregon.

## **21. Miscellaneous**

This Agreement constitutes the entire agreement between the Parties concerning the subject matter stated and supersedes all prior negotiations, understandings and agreements between the Parties concerning those matters. This Agreement shall be interpreted, applied and enforced according to the fair meaning of its terms and not be construed strictly in favor of or against either party, regardless of which party may have drafted any of its provisions. No provision of this Agreement may be waived or modified except by a writing signed by the party against whom the waiver or modification is sought to be enforced. This Agreement may be executed in any number of counterpart copies, each of which shall be deemed an original, but all of which together shall constitute a single instrument. The terms of this Agreement are binding upon and inure to the benefit of the Parties' successors and assigns.

**[Signatures on the following page]**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above, in multiple counterparts, each of which shall be deemed an original and all of which shall evidence but one agreement.

Clackamas River Water

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

Oak Lodge Water Services District

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

## **EXHIBIT A**

### **Legal Description**

Certain property owned by Oak Lodge Water Services District located at 4412 SE View Acres Road, Clackamas, Oregon – Parcel 22E07BB-0400/Township 2 South, Range 2 East, Section 7BB, Tax lots, 3800, 3900 and 4000 located in Clackamas County, Oregon

## EXHIBIT B

### SITE: VIEWACRES-VHF SYSTEM

#### 1. Antenna System

Antenna Make SINCLAIR \_\_\_\_\_  
Antenna Model SD214-HF2-LDFD06 \_\_\_\_\_  
Height on Tower TOP OF TANK-EAST SIDE \_\_\_\_\_  
Type of Mount TBD \_\_\_\_\_  
Cable Size/Type/Length LDF4-50A LENGTH TBD \_\_\_\_\_  
Duplexer SINCLAIR Q2220E \_\_\_\_\_  
Combiner NA \_\_\_\_\_  
Isolator SINCLAIR DUAL STAGE \_\_\_\_\_

#### 2. Transmitter

Manufacturer TAIT \_\_\_\_\_  
Model TB9300 \_\_\_\_\_  
Operating Frequency (s) 154.800 \_\_\_\_\_  
Power Source -48VDC FROM RACK MOUNTED CRW BATTERY PLANT \_\_\_\_\_  
Duty Cycle 100% \_\_\_\_\_  
Cabinet Size 19 INCH OPEN FRAME RACK \_\_\_\_\_  
Output Power 50 WATTS \_\_\_\_\_

#### 3. Receiver

Manufacturer TAIT \_\_\_\_\_  
Model TB9300 \_\_\_\_\_  
Operating Frequency 158.985 \_\_\_\_\_

Remarks: DMR SYSTEM

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**EXHIBIT B CONTINUED**

**SITE: VIEWACRES LINK A (TO BEAVERCREEK)**

**4. Antenna System**

Antenna Make TBD  
Antenna Model TBD (3-FOOT DISH TYPE ANTENNA)  
Height on Tower TOP OF TANK  
Type of Mount TBD  
Cable Size/Type/Length TBD  
Duplexer NA  
Combiner NA  
Isolator NA

**5. Transmitter**

Manufacturer TBD  
Model TBD  
Operating Frequency (s) TBD  
Power Source -48 VDC FROM RACK MOUNTED CRW BATTERY PLANT  
Duty Cycle 100%  
Cabinet Size NA  
Output Power 1 WATT

**6. Receiver**

Manufacturer TBD  
Model TBD  
Operating Frequency TBD

Remarks: ALL INDOOR EQUIPMENT TO BE MOUNTED IN 19 INCH RACK

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**EXHIBIT B CONTINUED**

**Site: VIEWACRES LINK C (TO CRW OFFICE)**

**7. Antenna System**

Antenna Make TBD  
Antenna Model TBD (3-FOOT DISH TYPE ANTENNA)  
Height on Tower TOP OF TANK  
Type of Mount TBD  
Cable Size/Type/Length CAT 6 ETHERNET LENGTH: TBD  
Duplexer NA  
Combiner NA  
Isolator NA

**8. Transmitter**

Manufacturer MIMOSA  
Model B5C  
Operating Frequency (s) 4.9/5.8 Ghz BAND  
Power Source -48 VDC FROM RACK MOUNTED CRW BATTERY PLANT  
Duty Cycle 100%  
Cabinet Size NA  
Output Power 1 WATT

**9. Receiver**

Manufacturer MIMOSA  
Model B5C  
Operating Frequency 4.9/5.8 Ghz. Band

Remarks: ALL INDOOR EQUIPMENT TO BE MOUNTED IN 19 INCH RACK

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**EXHIBIT B CONTINUED**

**SITE: VIEWACRES LINK A (TO SUNRISE TANK 8)**

**10. Antenna System**

Antenna Make TBD  
Antenna Model TBD (3-FOOT DISH TYPE ANTENNA)  
Height on Tower TOP OF TANK  
Type of Mount TBD  
Cable Size/Type/Length TBD  
Duplexer NA  
Combiner NA  
Isolator NA

**11. Transmitter**

Manufacturer TBD  
Model TBD  
Operating Frequency (s) TBD  
Power Source -48 VDC FROM RACK MOUNTED CRW BATTERY  
PLANT  
Duty Cycle 100%  
Cabinet Size NA  
Output Power 1 WATT

**12. Receiver**

Manufacturer TBD  
Model TBD  
Operating Frequency TBD

Remarks: ALL INDOOR EQUIPMENT TO BE MOUNTED IN 19 INCH RACK

P0753402.v4

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** Boardman Wetland Property Transaction with North Clackamas Parks and Recreation District  
**Item No.:** 6  
**Date:** March 20, 2018

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**Action Requested**

Authorize the Board President to sign a Purchase and Sale Agreement and take all actions necessary to complete a land transaction of Boardman Wetland Complex properties to North Clackamas Parks and Recreation District.

**History**

March 2017                      Staff gained approval from the Board to work with NCPRD in applying for an Oregon State Parks Grant for the funding of a Nature Playground on the northern Addie Street Lot.

**Background**

The District's Boardman Wetland Complex project has been advancing for quite some time. The project originally planned to share a parking lot with the Eastside Athletic Club closer to the intersection of Boardman and Addie Streets, but as those land acquisition efforts fell short, another arose.

As a condition of purchasing the main wetland lot, the District also purchased two residential lots on Addie Street. This purchase created an opportunity to provide access to the site in a location about 500' south of the original plan. However, at the time of acquisition it was unknown if the District would need both residential properties to build an entrance to the site along with a parking lot.

The map below is for reference to the lots described above.



After designing the new site, District Staff realized that only one residential lot was needed to provide access and ample parking for the site. Staff then planned to sell the nicer of the two homes (the northern lot) on the open market since it was not needed. This plan to sell the northern residential lot was mentioned during a conversation with North Clackamas Parks and Recreation District (NCPRD) staff and a plan to demolish that home and build a Nature Playground was born.

In the past, NCPRD has relied on grants to fund park projects and with this area being park deficient, it makes it a strong candidate for an Oregon State Parks Grant. Unfortunately, staff was reminded that only cities, counties and parks districts may apply for these grant monies. Hence the land exchange before the Board today. By transferring the land to NCPRD now, it will make them eligible to apply for the grant to fund the nature playground on the north Addie Street lot.

If the Parks District is unable to acquire the grant monies, there is an option built into the (attached) Purchase and Sale Agreement that gives them the ability to find additional funding within 90-days of finding out that the grant was not awarded to this project.

If NCPRD cannot pay for the lot, the construction of the park and its design, the northern Addie lot will be given back to the District and Staff will swiftly place the lot on the open market to regain its Watershed Protection money that was originally spent on the lot.

### **Concurrence**

District staff and legal counsel have reviewed the PSA and agree with the terms it lays out.

NCPRD staff and legal counsel have reviewed the PSA and agree with the terms it lays out.

### **Fiscal Impact**

The District is currently paying property insurance on the two residential lots and the two wetland lots. Once this transaction takes place, our insurance record will be updated to reflect the sale.

The attached agreement places the responsibility of providing Title Policies for the properties being transferred on OLWSD; this is a typical expense for sellers. Title Policies typically cost about \$1,000 per property.

### **Work Load Impacts**

Currently, District staff is checking on the two Addie Street properties to make sure they are not being vandalized. By completing this transaction, future site maintenance of the Boardman Wetland Complex properties will be shifted to NCPRD, thus reducing the overall workload on the District.

### **Suggested Board Motion**

*"I move to direct the District's attorney to work with staff and NCPRD to finalize the PSA and to authorize the Board President to sign the PSA and take all actions necessary to complete the transaction."*

### **Attachments**

1. Boardman Wetland Complex Properties Purchase and Sale Agreement

## PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT (the "Agreement") is entered into AS OF THE LAST DATE OF THE SIGNATURES INDICATED BELOW (the "Effective Date"), by and between Oak Lodge Water Services District ("OLWSD"), a consolidated sanitary and water district formed pursuant to ORS Chapters 264, 450, and 198, located at 14496 SE River Road, Oak Grove, Oregon 97267 and North Clackamas Parks and Recreation District ("NCPRD"), a county service district formed pursuant to ORS Chapter 451, located at 150 Beavercreek Road, Oregon City, Oregon 97045.

### RECITALS

WHEREAS, OLWSD is the owner of an approximately 5.8-acre site located in the County of Clackamas, State of Oregon, commonly known as the Boardman Wetland Site; and

WHEREAS the Boardman Wetland Site consists of multiple parcels, including the approximately 0.25-acre parcel of land known as "Boardman A", and the 5.55-acre parcel of land known as "Boardman B", each of which is more particularly described in Exhibit A, attached hereto and incorporated herein by reference; and

WHEREAS, OLWSD is developing the Boardman Wetland Complex Project ("Project") in the vicinity of 17908 SE Addie Street in the Jennings Lodge area of Clackamas County, more particularly depicted in Exhibit B; and

WHEREAS, OLWSD has acquired the land and is leading planning, design and development permits for the Project that will include sewer lines replacement, an educational area, a boardwalk, natural area restoration, a parking lot, wetlands, and a potential nature play area; and

WHEREAS, OLWSD has been awarded and is managing a Metro Nature in Neighborhoods grant for the Project; and

WHEREAS, NCPRD has been participating as a Project partner and as a member of the Boardman Wetland Complex Project Stakeholder Group led by OLWSD; and

WHEREAS, NCPRD intends to submit an Oregon Parks and Recreation Department ("OPRD") Local Government Grant application for funds to add the development of an interactive nature play element to the Project on the same site; and

WHEREAS, OLWSD intends to sell Boardman A and Boardman B to NCPRD;

WHEREAS, if NCPRD is not awarded the OPRD grant and NCPRD does not have an alternate funding source to construct the nature play area portion of the project, NCPRD will notify OLWS of such circumstances and Boardman A, will be conveyed back to OLWSD; and

WHEREAS, the Parties contemplate the sale of Boardman A and Boardman B from OLWS to NCPRD plus cash considerations as a complete statement of the contemplated transaction.



NOW THEREFORE, the Parties agree as follows:

## **TERMS**

### **1. Project Management**

#### **a) Obligations of OLWSD**

- i) OLWSD agrees to sell and to convey the Boardman Wetland Site to NCPRD.
- ii) OLWSD agrees to lead the implementation of the Project including the nature play area if the OPRD Local Government Grant is awarded to NCPRD.
- iii) If the OPRD grant for the nature play area is not awarded to NCPRD, OLWSD will give NCPRD 90 days to identify an alternate funding source to construct the nature play area, or for additional time as agreed by the parties in writing, and if NCPRD is unable to do so, NCPRD will convey Boardman A back to OLWSD. The remaining Boardman B property will be retained by NCPRD for public access and recreational purposes.
- iv) OLWSD will work with NCPRD to set up an intergovernmental agreement (“IGA”) to formalize the contractual agreement of OLWSD leading the Project on NCPRD land. OLWSD will continue to be responsible for all man-made storm and sewer conveyance systems located on the Boardman Wetland Site.
- v) OLWS agrees to continue to manage the Project through construction and the construction warranty period.

#### **b) Obligations of NCPRD**

- i) NCPRD agrees to purchase and to receive the Boardman Wetland Site from OLWSD.
- ii) NCPRD agrees to submit a Local Government Grant proposal for the Project to OPRD. If OPRD awards the grant to NCPRD, NCPRD agrees to manage the grant and meet reporting and other requirements necessary to receive the grant. If OPRD does not award the grant to NCPRD, NCPRD will provide immediate notice to OLWSD and NCPRD will make a good faith effort to determine other revenue sources to fund its purchase of Boardman A site and fund the design and construction costs. If NCPRD cannot determine other revenue sources within 90 days, or for additional time as agreed by the parties in writing, of learning that the OPRD grant application was denied to fund the nature play portion of the Project, NCPRD will notify OLWSD of such circumstances and will convey Boardman A back to OLWSD.
- iii) NCPRD agrees to purchase Boardman A and Boardman B for the purpose of parks and recreation public access.
- iv) NCPRD will grant an easement to OLWSD for the entire length and maintenance access to sewer mains owned by OLWSD, running through Boardman B in a generally northwesterly to southeasterly direction in a width of thirty (30) feet approximately centered on the sewer line. The

- exact language for the grant of the easement will be completed prior to closing.
- v) NCPRD will work with OLWSD to draft and to execute the IGA required pursuant to 1(a) (iv) above. The IGA shall include provisions whereby NCPRD will reimburse OLWSD for certain investments OLWSD has already made in Boardman A and Boardman B, and a final, executed IGA shall be a condition precedent for Closing of the transaction contemplated herein.
  - vi) NCPRD shall begin management of the site including maintaining, securing and operation of the Property after that 1-year warranty period has ended.
2. **Purchase and Sale.** OLWS agrees to sell and convey Boardman A and Boardman B to NCPRD upon the terms and conditions set forth in this Agreement, including the Recitals, which are incorporated herein by this reference.
  3. **Purchase Price.** The Purchase Price to be paid by NCPRD for Boardman A and Boardman B shall be ONE 00/100 DOLLAR (\$1.00) (the "Purchase Price").
  4. **Payment of Purchase Price.** The Purchase Price shall be payable as follows:
    - a) Deposit. The Parties acknowledge the existing deposit into escrow by NCPRD of the sum of ONE and 00/100 DOLLARS (\$1.00) (the "Escrow Deposit") to First American Title Company ("Escrow Holder" or "Title Company"). At Closing, the Escrow Deposit, together with interest on it, if any, shall be credited toward payment of the Purchase Price.
    - b) Cash Balance. On or before the closing date, NCPRD shall deposit into escrow cash via a wire transfer of funds, a certified check, or a cashier's check for the balance of the cash portion of the Purchase Price, if any.
    - c) Real Property. On or before the closing date, OLWSD shall deposit into escrow deeds to convey Boardman A and Boardman B to NCPRD.
  5. **Closing Date.** This transaction shall close no later than August 31, 2018, or as soon thereafter as the parties agree in writing (the "Closing Date" or "Closing").

6. **Conditions Precedent to Closing.**

- a) Conditions Precedent to NCPRD's Obligations. In addition to any other conditions contained in this Agreement, including the Parties' execution of an IGA as set forth in Section 1 of this Agreement, the following conditions precedent must be satisfied before NCPRD will become obligated to acquire Boardman A and Boardman B under this Agreement. These conditions are intended solely for NCPRD's benefit and NCPRD shall have the sole right and discretion to waive or not waive, by written notice, any of the conditions. In the event any such condition precedent is not satisfied or waived on or before Closing, or other date as set forth herein, NCPRD shall have the right to terminate this Agreement and be refunded its Escrow Deposit, including interest, and to exercise any other remedy available. The conditions precedent are:
- i) North Clackamas Parks and Recreation District Board of Directors Approval. This Agreement is expressly conditioned upon the formal approval by the NCPRD Board of Directors, in the form of a resolution, of the terms and conditions set forth in this Agreement. If the Board of Directors has not authorized and approved the Agreement by the Closing Date, then the Closing Date shall be automatically extended for a 45-day period so that formal approval may be pursued.
  - ii) Title. At Closing the OLWSD shall convey fee simple title to Boardman A and Boardman B by statutory warranty deed. Title shall be good and marketable and shall be insurable for the Purchase Price pursuant to an ALTA standard owner's title insurance policy issued at Closing by the Title Company insuring fee simple title vested in NCPRD or its nominees and free and clear of all liens and encumbrances except for the Permitted Exceptions as defined below (the "Title Policy").
  - iii) Title Report. Within fifteen (15) days following the Effective Date of this Agreement, NCPRD shall order at its own expense a preliminary Title Report covering Boardman A and Boardman B, together with legible copies of all plats and exceptions to title referenced in the Title Report. Within forty-five (45) days of receiving the Title Report and the exceptions documents, or within sixty (60) days of the Effective Date, whichever is later, NCPRD shall reasonably determine and provide written notice to OLWSD of any special exceptions that NCPRD shall require OLWS to remove of record at or before Closing (the "Unacceptable Exceptions"). Exceptions not objected to are referred to as "Permitted Exceptions." NCPRD and OLWSD shall work together to resolve any Unacceptable Exceptions. To the extent the parties are unable to resolve such issues within thirty (30) days of such written notice, OLWSD shall thereafter have fifteen (15) days to use its best efforts to remove such exceptions at OLWSD's sole cost or inform NCPRD in writing that it is unable to remove any such exception. All new exceptions appearing on subsequent title reports shall be considered

Unacceptable Exceptions, unless accepted in writing by NCPRD. If for any reason OLWSD cannot remove any of the Unacceptable Exceptions before Closing, then NCPRD may elect to either:

- A. accept title to Boardman A and Boardman B subject to such exceptions;
  - B. waive its objection in writing to OLWS and elect to have any monetary lien or encumbrance removed at Closing to the extent that it can be satisfied and removed by application of all or a portion of the Purchase Price payable to OLWS at Closing;
  - C. refuse to accept Boardman A and Boardman B and terminate this Agreement, in which case the Escrow Deposit and accrued interest shall be refunded to NCPRD; or
  - D. extend the Closing Date for a 45-day period so that OLWSD may have additional time to remove the unwanted exceptions, and, if at the end of the 45-day period, the exceptions have not been removed, NCPRD may elect either (iii)(a), (b), or (c) above.
- iv) Environmental Review. Before Closing, NCPRD may, at its expense, engage consultants, surveyors or engineers of NCPRD's choosing to conduct environmental studies, soil analyses, surveys, and appraisals of Boardman A and Boardman B as NCPRD in its sole discretion deems necessary. Within ten (10) days after the Effective Date, OLWSD shall deliver to NCPRD a copy of all environmental studies or analyses relating to Boardman A and/or Boardman B within its possession or control. NCPRD or its agents shall have the right to enter Boardman A and/or Boardman B at reasonable times before Closing to make such tests, inspections, soil analyses, studies, surveys, appraisals and other investigations as NCPRD may require, at NCPRD's sole discretion. OLWSD shall cooperate with NCPRD in making such tests and studies. Any area disturbed by such tests and studies shall be restored by NCPRD, at NCPRD's expense, to its pre-inspection condition. It shall be a condition to Closing that the results of such environmental studies, surveys or analyses be acceptable to NCPRD in its sole discretion. If NCPRD notifies OLWSD prior to the Closing Date that NCPRD cannot accept Boardman A and Boardman B due to the results of its investigation under this section, the Closing Date shall be automatically extended for a 45-day period so that OLWS and NCPRD may address the results of the investigation. If, at the end of the 45-day period, NCPRD and OLWSD have not reached an agreement regarding the items disclosed in the investigation, then NCPRD may, at its option and upon written notice to OLWS, terminate this Agreement of Purchase and Sale, in which case the Escrow Deposit and accrued interest shall be refunded to NCPRD.

- v) Boundaries/Access; Delivery of Surveys and Reports. It is a condition to Closing that: (1) there are no discrepancies in the boundaries of the Property; (2) there are no encroachments or prescriptive or adverse rights on or affecting Boardman A or Boardman B or any portion thereof; and (3) Boardman A or Boardman B has insurable vehicular access. If NCPRD notifies OLWS prior to the Closing Date that any of the requirements are not satisfied, the Closing Date shall be automatically extended for a 45-day period so that OLWSD and NCPRD may address the issue(s). If at the end of the 45-day period, NCPRD and OLWS have not reached an agreement regarding the items disclosed in the investigation, then NCPRD may, at its option and upon written notice to OLWSD, terminate this Agreement, in which case the Escrow Deposit and accrued interest shall be refunded to NCPRD. Within ten (10) days after execution of this Agreement, OLWS shall deliver to NCPRD a copy of all surveys made of Boardman A and Boardman B in the possession of OLWSD, as well as any environmental or other reports, test data or studies relating specifically to Boardman A and Boardman B and in OLWSD's possession or control. If OLWSD knows of any such surveys, studies or reports that are not in OLWS's possession, OLWS shall notify NCPRD of the existence of such reports.
- vi) Representations, Warranties, and Covenants of OLWS. OLWSD shall have duly performed every act to be performed by OLWS hereunder and OLWS's representations, warranties, and covenants set forth in this Agreement shall be true and correct as of the Closing Date.
- vii) No Material Changes. At the Closing Date, there shall have been no material adverse changes related to or connected with the Property.
- viii) OLWSD's Deliveries. OLWSD shall have timely delivered each item to be delivered by the OLWSD pursuant to this Agreement.
- ix) Title Insurance. As of the close of the escrow, the Escrow Holder shall have issued or committed to issue the Title Policy to NCPRD.
- x) Taxes. OLWSD agrees that all taxes, assessments and encumbrances that will be a lien against Boardman A and Boardman B at Closing, whether or not those charges would constitute a lien against the Property at settlement, shall be satisfied of record by OLWSD. If OLWS shall fail to do so, NCPRD may pay any such tax, assessment, encumbrance or other charge and deduct an amount equal to any such payment from the Purchase Price of Boardman A and Boardman B. Regular real property taxes payable during the year in which Closing occurs and any rents or income applicable to Boardman A and Boardman B shall be prorated as of Closing.

- b) Conditions Precedent to OLWSD's Obligations. The close of escrow and OLWS' obligations with respect to the transactions contemplated by this Agreement are subject to NCPRD's delivery of the Purchase Price and the documents and materials described in Paragraph 7(b) to the Escrow Holder on or before the Closing Date, for disbursement as provided herein.
- c) Failure of Conditions to Closing. In the event any of the conditions set forth in Section 6(a) or (b) are not timely satisfied or waived, for a reason other than the default of NCPRD or OLWSD under this Agreement:
  - i) This Agreement, the escrow, and the rights and obligations of NCPRD and OLWSD shall terminate, except as otherwise provided herein; and
  - ii) The Escrow Holder is hereby instructed to promptly return to OLWSD and NCPRD all funds and documents deposited by them, respectively, in escrow that are held by the Escrow Holder on the date of the termination.
- d) Cancellation Fees and Expenses. In the event the escrow terminates because of the nonsatisfaction of any condition for a reason other than the default of OLWSD under this Agreement, the cancellation charges required to be paid by and to the Escrow Holder shall be borne by NCPRD. In the event this escrow terminates because of the OLWSD's default, the cancellation charges required to be paid by and to the Escrow Holder shall be borne by OLWSD.

**7. Deliveries to Escrow Holder.**

- a) By OLWSD. On or before the Closing Date, OLWSD shall deliver the following in escrow to the Escrow Holder:
  - i) Deed. A statutory warranty deed duly executed and acknowledged in recordable form by OLWSD, conveying the Property to NCPRD subject only to the special exceptions acceptable to NCPRD as established under Section 6 of this Agreement, and any other matters that may be approved in writing by NCPRD prior to Closing.
  - ii) Nonforeign Certification. OLWSD represents and warrants that it is not a "foreign person" as defined in IRC §1445. OLWS will give an affidavit to NCPRD to this effect in the form required by that statute and related regulations.
  - iii) Proof of Authority. Such proof of OLWSD's authority and authorization to enter into this Agreement and consummate the transaction contemplated by it, and such proof of the power and authority of the persons executing and/or delivering any instruments, documents, or certificates on behalf of OLWSD to act for and bind OLWSD, as may be reasonably required by the Escrow Holder and/or NCPRD.

- iv) Lien Affidavits. Any lien affidavits or mechanic's lien indemnifications as may be reasonably requested by the Escrow Holder in order to issue the Title Policy.
  - v) Other Documents. Such other fully executed documents and funds, including without limitation, escrow instructions, as are required of OLWS to close the sale in accordance with this Agreement or as may be required by Escrow Holder.
- b) By NCPRD. On or before the Closing Date, NCPRD shall deliver the following in escrow to the Escrow Holder.
- i) Purchase Price. The Purchase Price in accordance with Section 2 above.
  - ii) Easement. NCPRD will provide for recording a document to grant an easement upon Boardman B, in a form acceptable to OLWS, for the maintenance of their sewer line located in the ground beneath Boardman B.
  - iii) Proof of Authority. Such proof of NCPRD's authority and authorization to enter into this Agreement and consummate the transaction contemplated by it, and such proof of the power and authority of the persons executing and/or delivering any instruments, documents, or certificates on behalf of NCPRD to act for and bind NCPRD, as may be reasonably required by the Escrow Holder and/or OLWSD.
8. **Deliveries to NCPRD at Closing**. Except as otherwise provided herein, OLWSD shall deliver exclusive possession of Boardman A and Boardman B to NCPRD at close of escrow.
9. **Title Insurance**. At Closing, OLWSD shall provide, at its expense, the Title Policies for Boardman A and Boardman B.
10. **Costs**. NCPRD shall pay the cost of recording the statutory warranty deed and the memorandum of purchase and sale, and all other recording charges, if any. OLWSD shall pay the premium for the Title Policy that OLWSD is obligated to provide to NCPRD, and for all conveyance, excise, and/or transfer taxes payable by reason of the purchase and sale of the Property. NCPRD shall pay all escrow fees and costs. NCPRD and the OLWSD shall each pay its own legal and professional fees of other consultants incurred by NCPRD and the OLWSD, respectively. All other costs and expenses shall be allocated between NCPRD and the OLWSD in accordance with the customary practice in Clackamas County, Oregon.

11. **OLWS's Representations and Warranties.** OLWSD hereby warrants and represents to NCPRD the following matters, and acknowledges that they are material inducements to NCPRD to enter into this Agreement. OLWSD agrees to indemnify, defend, and hold NCPRD harmless from all expense, loss, liability, damages and claims, including attorney's fees and costs, arising out of the breach or falsity of any of OLWSD's representations, warranties, and covenants. These representations, warranties, and covenants shall survive Closing. OLWSD warrants and represents to NCPRD that the following matters are true and correct, and shall remain true and correct through and as of Closing:

- a) Authority. OLWSD has full power and authority to enter into this Agreement (and the persons signing this Agreement for OLWSD, if OLWSD is not an individual, have full power and authority to sign for OLWSD and to bind it to this Agreement) and to sell, transfer and convey all right, title, and interest in and to Boardman A and Boardman B in accordance with this Agreement. No further consent of any partner, shareholder, creditor, investor, judicial or administrative body, governmental authority, or other party is required.
- b) Legal Access. To the best of OLWSD's knowledge, Boardman A and Boardman B has insurable vehicular access to a public road.
- c) Hazardous Substances. For purposes of this Agreement, the phrase "Hazardous Substances" shall include but not be limited to the substances defined in ORS 465.200. OLWSD warrants, represents, and covenants as follows:
  - i) To the knowledge of OLWSD, there are no Hazardous Substances in, upon, or buried on or beneath Boardman A and Boardman B and no Hazardous Substances have been emitted or released from the Property in violation of any environmental laws of the federal or state government;
  - ii) To the knowledge of OLWSD, no Hazardous Substances have been brought onto, stored on, buried, used on, emitted or released from, or allowed to be brought onto, stored on, buried, used on, emitted, released from, or produced or disposed of, from or on Boardman A and Boardman B, in violation of any environmental laws of the federal or state government;
  - iii) To the knowledge of OLWSD, no previously undisclosed underground storage tanks are located on Boardman A and Boardman B, including (without limitation) any storage tanks that contain, or previously contained, any Hazardous Substances, and OLWSD agrees not to cause or permit any such tanks to be installed in the Property before Closing;
  - iv) To the knowledge of OLWSD, the Property is materially in compliance with applicable state and federal environmental standards and requirements affecting it;



- v) The OLWSD has not received any notices of violation or advisory action by regulatory agencies regarding environmental control matters or permit compliance with respect to Boardman A and Boardman B;
  - vi) The OLWSD has not transferred Hazardous Substances from Boardman A and Boardman B to another location that is not in compliance with applicable environmental laws, regulations, or permit requirements. To the best of the OLWSD's knowledge, no other person has transferred Hazardous Substances from Boardman A and Boardman B to another location that is not in compliance with applicable environmental laws, regulations, or permit requirements; and
  - vii) There are no proceedings, administrative actions, or judicial proceedings pending or, to the best of OLWSD's knowledge, contemplated under any federal, state, or local laws regulating the discharge of hazardous or toxic materials or substances into the environment concerning or relating to Boardman A and Boardman B.
- d) Contracts, Leases, Rights Affecting Property. OLWSD has not entered into, and will not enter into, any other contracts for the sale of Boardman A and/or Boardman B, nor do there exist nor will there be any rights of first refusal, options to purchase Boardman A and Boardman B, leases, mortgages, licenses, easements, prescriptive rights, permits, or other rights or agreement, written or oral, express or implied, which in any way affect or encumber Boardman A and Boardman B or any portion thereof. OLWSD has not sold, transferred, conveyed, or entered into any agreement regarding timber rights, mineral rights, water rights, "air rights," or any other development or other rights or restrictions, relating to Boardman A and Boardman B, and to OLWSD's knowledge no such rights encumber Boardman A and Boardman B, and will not through Closing. OLWSD has disclosed to NCPRD and either terminated or assigned to NCPRD any farming leasing contracts or arrangements currently existing with respect to Boardman A and Boardman B.
- e) No Legal Proceedings. There is no suit, action, arbitration, judgment, legal, administrative, or other proceeding, claim, lien, or inquiry pending or threatened against Boardman A and Boardman B, or any portion thereof, or pending or threatened against OLWSD which could affect OLWSD's right or title to Boardman A and Boardman B, or any portion thereof, affect the value of Boardman A and Boardman B or any portion thereof, or subject an owner of Boardman A and Boardman B, or any portion thereof, to liability.
- f) Mechanics and Other Liens. No work on Boardman A and Boardman B has been done or will be done, or materials provided, giving rise to actual or impending mechanic's liens, private liens, or any other liens, against Boardman A and Boardman B or any portion thereof.
- g) Public Improvements or Governmental Notices. To the best of OLWSD's knowledge, there are no intended public improvements which will result in the

creation of any liens upon Boardman A and Boardman B or any portion thereof, nor have any notices or other information been served upon OLWSD from any governmental agency notifying OLWSD of any violations of law, ordinance, rule or regulation which would affect Boardman A and Boardman B or any portion thereof.

- h) Breach of Agreements. The execution of this Agreement will not constitute a breach or default under any agreement to which OLWSD is bound or to which Boardman A and Boardman B is subject.
- i) Possession. Except as specifically provided for herein, OLWSD will be able to deliver immediate and exclusive possession of the entirety of Boardman A and Boardman B to NCPRD at the close of escrow, and no one other than OLWSD will be in possession of any portion of Boardman A and Boardman B immediately prior to close of escrow.
- j) Bankruptcy Proceedings. No attachments, execution proceedings, assignments for the benefit of creditors, insolvency, bankruptcy, reorganization, or other proceedings are pending or, to the best of OLWSD' knowledge, threatened against OLWSD, nor are any such proceedings contemplated by OLWSD.
- k) Recitals. The statements and information set forth in the Recitals are true and correct.
- l) Changed Conditions. If OLWSD discovers any information or facts that would materially change the foregoing warranties and representations or the transactions contemplated by this Agreement, OLWSD shall immediately give written notice to NCPRD of those facts and information. If any of the foregoing warranties and representations cease to be true before the close of escrow, OLWSD shall be obligated to use its best efforts to remedy the problem, at its sole expense, before the close of escrow. If the problem is not remedied before close of escrow, NCPRD may elect to either: (a) terminate this Agreement in which case NCPRD shall have no obligation to purchase Boardman A and Boardman B and all escrow payments shall be refunded to NCPRD, or (b) defer the Closing Date for a period not to exceed ninety (90) days or until such problem has been remedied, whichever occurs first. If the problem is not remedied within that timeframe, NCPRD may elect to terminate this Agreement and receive a refund of the Escrow Deposit and accrued interest. NCPRD's election in this regard shall not constitute a waiver of NCPRD's rights in regard to any loss or liability suffered as a result of a representation or warranty not being true, nor shall it constitute a waiver of any other remedies provided in this Agreement or by law or equity.

12. **OLWSD' Representations, Warranties and Covenants Regarding Boardman A and Boardman B Through the Close of Escrow.** OLWSD further represents, warrants, and covenants that, until this transaction is completed or escrow is terminated, whichever occurs first, it shall:

- a) Maintain Boardman A and Boardman B in its present state, and proceed with the Project in accordance with approved design set, attached in Exhibit A;
  - b) Keep all existing insurance policies affecting Boardman A and Boardman B in full force and effect;
  - c) Make all regular payments of interest and principal on any existing financing;
  - d) Comply with all government regulations; and
  - e) Keep NCPRD timely advised of any repair or improvement required to keep Boardman A and Boardman B in substantially the same condition as when inspected by NCPRD.
13. **NCPRD's Representations and Warranties.** In addition to any express agreements of NCPRD contained here, the following constitute representations and warranties of NCPRD to the OLWSD:
- a) Subject to the NCPRD Board of Director's approval and the conditions stated herein, NCPRD has the legal power, right, and authority to enter into this Agreement and the instruments referred to herein and to consummate the transactions contemplated here;
  - b) Subject to the NCPRD Board of Director's approval and the conditions stated herein, all requisite action has been taken by NCPRD in connection with entering into this Agreement and the instruments referred to herein and the consummation of the transactions contemplated here; and
  - c) Subject to the NCPRD Board of Director's approval and the conditions stated herein, the persons executing this Agreement and the instruments referred to herein on behalf of NCPRD have the legal power, right, and actual authority to bind NCPRD to the terms and conditions of this Agreement.
  - d) NCPRD hereby warrants and represents to OLWSD the following matters, and acknowledges that they are material inducements to NCPRD to enter into this Agreement. Subject to the limits of the Oregon Tort Claim Act and the Oregon Constitution, NCPRD agrees to indemnify, defend, and hold OLWSD harmless from all expense, loss, liability, damages and claims, arising out of the breach or falsity of any of NCPRD's representations, warranties, and covenants. These representations, warranties, and covenants shall survive Closing. NCPRD warrants and represents to OLWSD that the following matters are true and correct, and shall remain true and correct through and as of Closing:
  - e) Bankruptcy Proceedings. No attachments, execution proceedings, assignments for the benefit of creditors, insolvency, bankruptcy, reorganization, or other proceedings are pending or, to the best of NCPRD's knowledge, threatened against NCPRD, nor are any such proceedings contemplated by NCPRD.

- f) Recitals. The statements and information set forth in the Recitals are true and correct.
  - g) Changed Conditions. If NCPRD discovers any information or facts that would materially change the foregoing warranties and representations or the transactions contemplated by this Agreement, NCPRD shall immediately give written notice to OLWSD of those facts and information. If any of the foregoing warranties and representations cease to be true before the close of escrow, NCPRD shall be obligated to use its best efforts to remedy the problem, at its sole expense, before the close of escrow. If the problem is not remedied before close of escrow, OLWSD may elect to either: (a) terminate this Agreement in which case OLWSD shall have no obligation to sell Boardman A or Boardman B and all escrow payments shall be refunded, or (b) defer the Closing Date for a period not to exceed ninety (90) days or until such problem has been remedied, whichever occurs first. If the problem is not remedied within that timeframe, OLWSD may elect to terminate this Agreement. OLWSD's election in this regard shall not constitute a waiver of OLWSD's rights in regard to any loss or liability suffered as a result of a representation or warranty not being true, nor shall it constitute a waiver of any other remedies provided in this Agreement or by law or equity.
14. **OLWSD's Promise to Remove Personal Property and Debris.** Subject to any later executed Intergovernmental Agreement between the parties prior to vacating the Property pursuant to Section 8 hereof, OLWSD covenants and promises to remove or cause to be removed from the Property, at OLWSD's expense, any and all personal property and/or trash, rubbish, debris, or any other unsightly or offensive materials unless otherwise previously agreed to in writing by NCPRD. Satisfaction of the promises contained herein shall be subject to NCPRD's inspection and approval of the physical condition of the Property by NCPRD prior to vacating Boardman A and Boardman B.
15. **Risk of Loss, Condemnation.** OLWSD shall bear the risk of all loss or damage to Boardman A and Boardman B from all causes, through the Closing Date. If, before the Closing Date all or part of Boardman A and Boardman B is damaged by fire or by any other cause of any nature or if all or any portion of Boardman A and Boardman B is taken by condemnation, or if any such condemnation is threatened, OLWSD shall give NCPRD written notice of such event. NCPRD may terminate this Agreement by giving written notice to OLWSD within fifteen (15) days following receipt by NCPRD of written notice from OLWSD of such casualty or condemnation and Escrow Holder will return to NCPRD the Escrow Deposit and accrued interest.
16. **Notices.** All notices required or permitted to be given shall be in writing and shall be deemed given and received upon personal service or deposit in the United States mail, certified or registered mail, postage prepaid, return receipt requested, addressed as follows:

To OLWSD: Oak Lodge Water Services District  
Attn: Sarah Jo Chaplen, General Manager  
14496 SE River Road  
Oak Grove, OR 97267  
sarahjo@olwsd.org  
Phone: (503) 353-4200

With a copy to:

Tommy A. Brooks  
Cable Huston  
1001 SW 5<sup>th</sup> Ave. #2000  
Portland, OR 97204  
tbrooks@cablehuston.com  
Phone: (503) 224-3092

To NCPRD: North Clackamas Parks and Recreation District  
Attn: Scott Archer, Director  
150 Beavercreek Rd.  
Oregon City, OR 97045  
sarcher@ncprd.com  
Phone: (503) 742-4421

With a copy to:

Jeffrey D. Munns  
Assistant County Counsel  
2051 Kaen Rd.  
Oregon City, Oregon 97045  
jmunns@clackamas.us  
Phone No. (503) 742-5984

The foregoing addresses may be changed by written notice, given in the same manner. Notice given in any manner other than the manner set forth above shall be effective when received by the party for whom it is intended. Telephone and email addresses are for information only.

17. **No Broker or Commission.** Each party represents and warrants to the other that it has not used or engaged a real estate broker in connection with this Agreement or the transaction contemplated by this Agreement. In the event any person asserts a claim for a broker's commission or finder's fee against one of the parties to this Agreement, then OLWSD shall indemnify, hold harmless, and defend NCPRD from and against any such claim if based on any action, agreement, or representations made by OLWSD; and NCPRD shall indemnify, hold harmless, and defend OLWSD from and against any such claim if based on any action, agreement, or representations made by NCPRD.

18. **Further Actions of NCPRD and OLWSD.** NCPRD and OLWSD agree to execute all such instruments and documents and to take all actions pursuant to the provisions of this Agreement in order to consummate the purchase and sale contemplated hereby and shall use their best efforts to accomplish the close of the transaction in accordance with the provisions of this Agreement.
19. **Legal and Equitable Enforcement of This Agreement.**
- a) Default by OLWSD. In the event the close of escrow and the consummation of the transaction herein contemplated do not occur by reason of any default by OLWSD, NCPRD shall be entitled to all its out-of-pocket expenses incurred in connection with the transaction, including the Escrow Deposit and all accrued interest, and shall have the right to pursue any other remedy available to it at law or equity, including the specific performance of this Agreement.
- b) Default by NCPRD. In the event the close of escrow and the consummation of the transaction herein contemplated does not occur by reason of any default by NCPRD, NCPRD and OLWSD agree that it would be impractical and extremely difficult to estimate the damages that OLWSD may suffer. Therefore, NCPRD and OLWSD agree that a reasonable estimate of the total net detriment that OLWSD would suffer in the event that NCPRD defaults and fails to complete the purchase of Boardman A and Boardman B is and shall be, and the OLWSD' sole and exclusive remedy (whether at law or in equity) is and shall be, an amount equal to the Escrow Deposit plus any accrued interest. This amount shall be the full, agreed, and liquidated damages for the breach of this Agreement by NCPRD, and all other claims to damage or other remedies are and shall be expressly waived by OLWSD. The payment of this amount as liquidated damages is not intended as a forfeiture or penalty, but is intended to constitute liquidated damages to OLWSD. Upon default by NCPRD, this Agreement shall be terminated and neither party shall have any further rights or obligations under it, each to the other, except for the right of OLWSD to collect such liquidated damages from NCPRD and the Escrow Holder.
20. **Miscellaneous.**
- a) Partial Invalidity. If any term or provision of this Agreement or the application to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each such term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- b) Waivers. No waiver of any breach of any covenant or provision contained herein shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision herein contained. No extension of time

for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act.

- c) Survival of Representations. The covenants, agreements, representations, and warranties made herein shall survive the close of escrow and shall not merge into the deed and the recordation of it in the official records.
  - d) Successors and Assigns. This Agreement shall be binding on and shall inure to the benefit of the successors and assigns of the parties to it. NCPRD may assign its interest in this Agreement to a park-providing or other recreational-providing entity, without the consent of OLWSD. In the event that an assignee assumes the obligations of NCPRD hereunder, then NCPRD shall have no further liability with respect to this Agreement.
  - e) Entire Agreement. This Agreement (including any exhibits attached to it) is the final expression of, and contains the entire agreement between, the parties with respect to the subject matter of the Agreement and supersedes all prior understandings with respect to it. This Agreement may not be modified or terminated, nor may any obligations under it be waived, except by written instrument signed by the party to be charged or by its agent duly authorized in writing or as otherwise expressly permitted herein.
  - f) Time of Essence. OLWSD and NCPRD hereby acknowledge and agree that time is strictly of the essence with respect to every term, condition, obligation, and provision of this Agreement.
21. **Governing Law.** The parties acknowledge that this Agreement has been negotiated and entered into in the state of Oregon. The parties expressly agree that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon, without giving effect to the conflict of law provisions thereof.

22. **Recording of Memorandum.** On the Effective Date the parties will execute a Memorandum of this Agreement, which NCPRD may cause to be recorded against the Property.

THE PROPERTY DESCRIBED IN THIS INSTRUMENT MAY NOT BE WITHIN A FIRE PROTECTION DISTRICT PROTECTING STRUCTURES. THE PROPERTY IS SUBJECT TO LAND USE LAWS AND REGULATIONS THAT, IN FARM OR FOREST ZONES, MAY NOT AUTHORIZE CONSTRUCTION OR SITING OF A RESIDENCE AND THAT LIMIT LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930 IN ALL ZONES. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 197.352. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES, THE EXISTENCE OF FIRE PROTECTION FOR STRUCTURES AND THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 197.352.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last date of signature specified below.

**North Clackamas Parks and Recreation District,**  
a county service district

**Oak Lodge Water Services District**  
an Oregon municipal entity

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

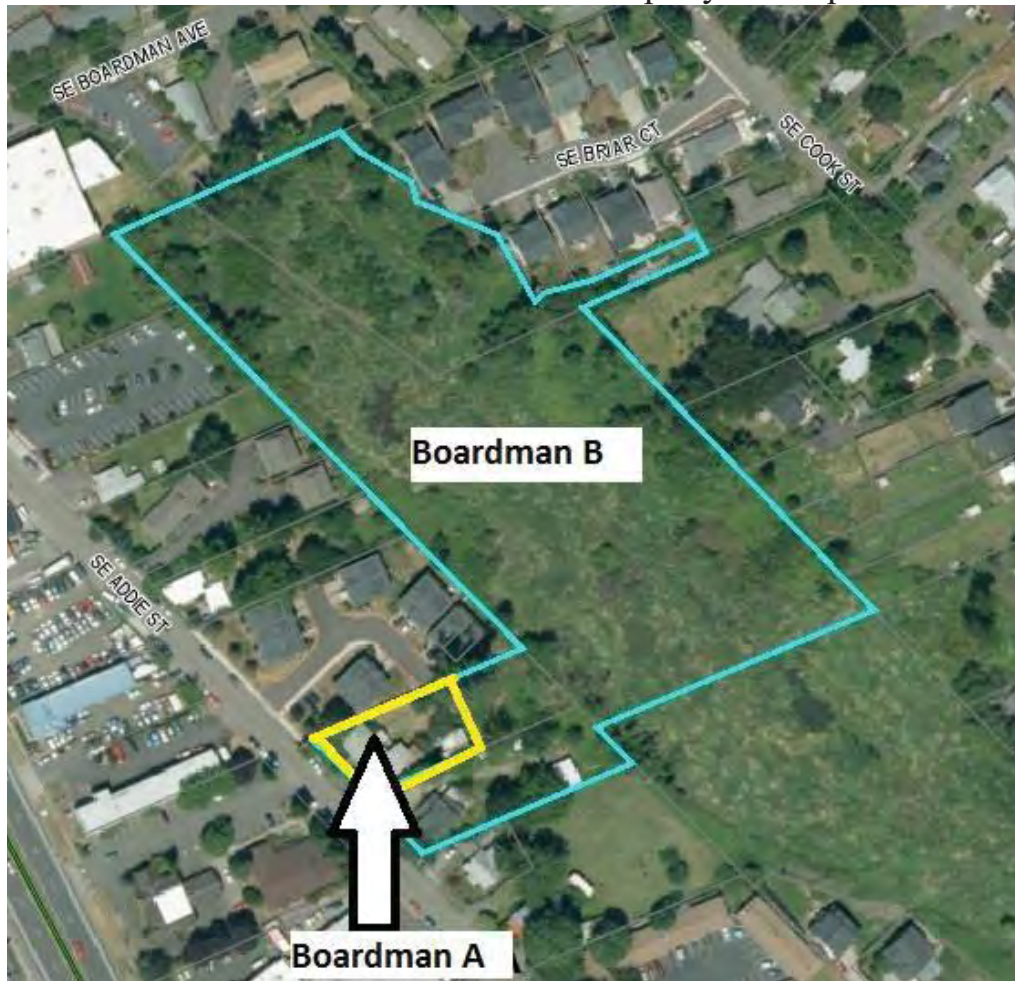
Attachments:

Exhibit A – Boardman A and Boardman B Property Descriptions Designs  
Exhibit B - Boardman Project 90%



## Exhibit A

### Boardman A and Boardman B Property Description



#### **Property Details – Boardman A**

Location: 17900 SE Addie ST  
Site Size: 0.25 acres  
NCPRD: Inside NCPRD District – SDC Zone 2  
Current Owner: Oak Lodge Water Services District  
Taxlots: ½ Taxlot 22E18CA04200

#### **Property Details – Boardman B**

Location: 17900 & 17908 SE Addie ST  
Site Size: 5.55 acres  
NCPRD: Inside NCPRD District – SDC Zone 2  
Current Owner: Oak Lodge Water Services District  
Taxlots: ½ Taxlot 22E18CA04200, 22E18CA04300,  
22E18CA04101, 22E18CA02716





## STAFF REPORT

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**To:** Board of Directors  
**From:** Aleah Binkowski-Burk  
**Agenda Item:** PERS Unused Sick Leave Program and Resolution 18-02  
**Item No.:** 7  
**Date:** March 20, 2018

### **Background**

Public employers can choose to participate in the PERS sick leave program for their plan members. Both the former Water District and the former Sanitary District participated in this program. Participation in the sick leave program will not increase the District's PERS rate. By participating in this program, unused sick leave increases the amount of benefit calculated for PERS Tier1/Tier2 members. One-half the value of accumulated unused sick leave is added to the gross amount of salary used in determining the final average salary for benefit calculations. To participate the District must submit to PERS a signed letter and resolution regarding this decision.

### **Recommendation**

Approve the district's continued participation in the Oregon PERS Unused Sick Leave Program.

### **Suggested Board Motion**

*"I move to approve Oak Lodge Water Services District's participation in the Oregon PERS Unused Sick Leave Program."*

### **Attachments**

1. Letter to Oregon PERS
2. Resolution No. 18-02



March 20, 2018

Alison Burman  
Oregon PERS  
Employer Service Center  
PO Box 23700  
Tigard, OR 97281

RE: ER 2888 Oak Lodge Water Services District participation in the Unused Sick Leave Program

Dear Allison,

Oak Lodge Water Services District wishes to participate in the PERS Unused Sick Leave Program. Prior to the merger of our Water and Sanitary Districts, both entities participated in this program and we want to continue to ensure our staff members can enjoy this benefit. The Oak Lodge Water Services District Board of Directors approved our participation in this program during the March 20<sup>th</sup>, 2018 regular meeting. Please add the Unused Sick Leave Program to our coverage agreement.

Sincerely,

Nancy Gibson  
Oak Lodge Water Services District  
Board President

Sarah Jo Chaplen  
Oak Lodge Water Services District  
General Manager

BEFORE THE BOARD OF DIRECTORS  
OF  
OAK LODGE WATER SERVICES DISTRICT

In the Matter of Participation in the Oregon  
PERS Unused Sick Leave Program

RESOLUTION NO. 18-02

THIS MATTER came before the Board of Directors of Oak Lodge Water Services District, a sanitary and water district organized under Oregon Revised Statutes (ORS) Chapter 450 and Chapter 264,

WHEREAS, Public employers can choose to participate in the Unused Sick Leave Program for their PERS 238 plan.

WHEREAS, The Board of Directors of Oak Lodge Water Services District wishes to participate in the Unused Sick Leave Program for the benefit of staff members in the PERS Tier1/Tier2 plan.

*Be it Resolved,* That the Board of Directors of Oak Lodge Water Services District approves the District's participation in the PERS Unused Sick Leave Program.

ADOPTED this 20<sup>th</sup> day of March 2018.

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Nancy Gibson, Board President

By: \_\_\_\_\_  
Sarah Jo Chaplen, General Manager

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** River Road / Walta Vista Project Update  
**Item No.:** 8  
**Date:** March 20, 2018

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**Action Requested**

Staff requests that the Board provide guidance on how to proceed with the River Road / Walta Vista Project.

**History**

November 21, 2017 Staff presented a historical account of the “Three Bridge Project” and updated the Board as to the status of the current project.

**Background**

The “Three Bridge Project” was once prioritized by the Healthy Watersheds Committee as the highest priority project in the District. After partnering with Clackamas County Department of Transportation (CCDTD) and obtaining a Metro Nature-in-Neighborhoods Grant, the project seemed to be on its way to construction. However, after CCDTD had to pull back funding from the project, the District relinquished the grant and focused its efforts on the Boardman Wetland Complex Project and reapplied for the same grant monies to help purchase land for the Boardman Wetland Complex Project.

The Boardman Wetland Complex Project, now with completed plans and permits in order, will be opening bids for construction on April 5, 2018. While it is not known for certain, Staff expects the project to cost this District approximately \$2,100,000 (this includes \$400,000 from the sanitary fund to replace an old Asbestos Concrete mainline under the wetland).

**Fiscal Impact**

Since the November 2017 OLWSD Board Meeting, CCDTD has verified that they are prepared to assist the River Road Walta Vista Project (currently projected at \$3,400,000) with \$800,000. Of that \$800,000, \$600,000 would be needed to finalize

design with HDR Engineering. Essentially, the District would need to come up with \$3,200,000 in today's dollars to accomplish the construction of the project.

After OLWSD pays for the Boardman Wetland Complex (\$1,900,000), a Stormwater Master Planning Process (\$250,000), continue to pay for its vector lease (\$71,000/year) and start a localized water quality enhancements program (\$200,000/year), this will leave the Watershed Protection fund with approximately \$1,000,000 in year 2021. This is far short from the \$3,200,000 needed to construct the River Road / Walta Vista Project at that time.

### **Staff Recommendation**

Staff recommends moving the River Road / Walta Vista Project to an unfunded list until after Staff has a chance to poll the public's interest in performing projects on CCDTD Infrastructure. Assuming the upcoming FY19 Watershed Capital Budget is approved as presented and a Master Planning Process is funded, Staff would expect to have this public feedback to share with the Board in time to inform the FY20 Budget.

**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Department Report  
**Item No.:** 9a  
**Date:** March 20, 2018

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

**Accela implementation:**

February has been a very busy month for staff as they prepared for the utility billing conversion. Even with the months of preparation, we still ran into some hurdles we had to jump through in order to bring it all together. I want to again say thank you to all the Administrative Staff. I appreciate everyone and especially Elaine Murray and Rebecca Reece for far exceeding expectations in getting the first joint bill in the mail. They both, along with the Accela implementation team, worked several evenings, and Elaine worked through the weekend to work out the many issues that came with merging the two unique data bases. The District is fortunate to have dedicated staff willing to go the extra mile!

With utility billing winding up, we still have a few ancillary modules to implement to finish before we can call it a wrap on the Accela implementation. Inventory, Fixed Assets, and Employee Self Service will be coming over the next few months.

**Joint Billing:**

Several avenues of communication regarding joint billing have been used. Letters went out in statements for several months, we have a "Frequently Asked Questions" section on the website to help answer questions. This has been constantly updated as new questions arose. I attended the Jennings Lodge CPO meeting to talk about joint billing and answer their questions. The District is fortunate in that our customers have generally been understanding and patient with our new process implementation.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Field Superintendent  
**Agenda Item:** Field Operations Report  
**Item No.:** 9b  
**Date:** March 20, 2018

### **Background**

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

### **Operations Administration**

This past month the collections crew has struggled yet again to come up with good numbers, due to many absences and being one worker down with the retirement of Larry.

I am implementing a strategy of beginning to cross train water crew staff in order to help fill in with times of absences due to sick or vacation. This has gone well but is a fairly slow process. Going from zero to fully capable will take some time because this includes understanding how the system works, how each piece of equipment operates and learning each procedure. The goal is future absences will not be a total disruption to the work flow.

Water crews have been busy replacing hydrants that have undersized supply lines. Typically fire hydrants have a supply line of 6", but there are a few left in the district that have a supply line of 4". Replacing these types of hydrants involves digging up the water main, shutting off the water and cutting out the old tee and valve and replacing with a new 6" tee and 6" valve along with a new 5-1/4" fire hydrant.



Here's a picture of the water crew enlisting the help from the collections crew. They are vactoring around the old hydrant that will be replaced.

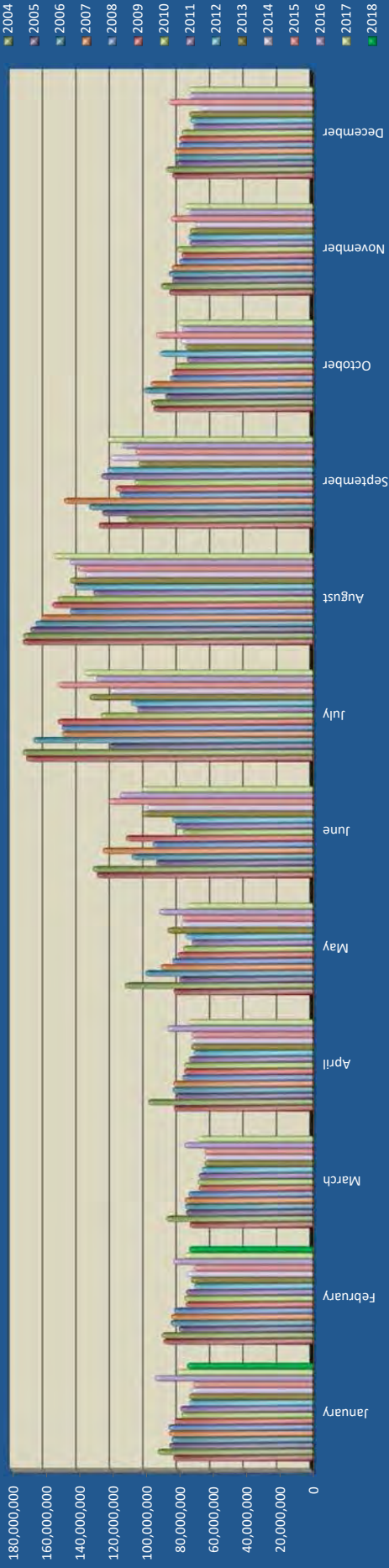
## **Field Operations Monthly Report for February 2018**

Highlights for the month:

- Replaced 4-1/4" hydrants with 5-1/4" hydrants along with their supply lines
- Meters replaced, services and leaks (See chart)
- Collections team still forging ahead despite challenges.
- Cross training on both sides, water and collections.
- Water consumption for **February: 73,199,000 Gallons** (below the 10-year average of 74,491,600) (See metered monthly consumption chart)

Year	Month												Total Yearly Con	Average Daily Demand	
	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	
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	
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	70,565,000	1,025,401,000	2.81	
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	
2013	73,277,000	72,051,000	63,866,000	71,906,000	66,085,000	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	
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,471,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	
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	
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	
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	
2018	74,389,000	73,219,000													
2019															
2020															
10 Year Average	78,644,686	74,491,600	67,752,600	74,892,472	79,344,528	98,367,395	130,974,633	144,196,300	114,949,700	81,731,800	75,820,200	75,012,114	10 Year Average	10 Year Average	3.01

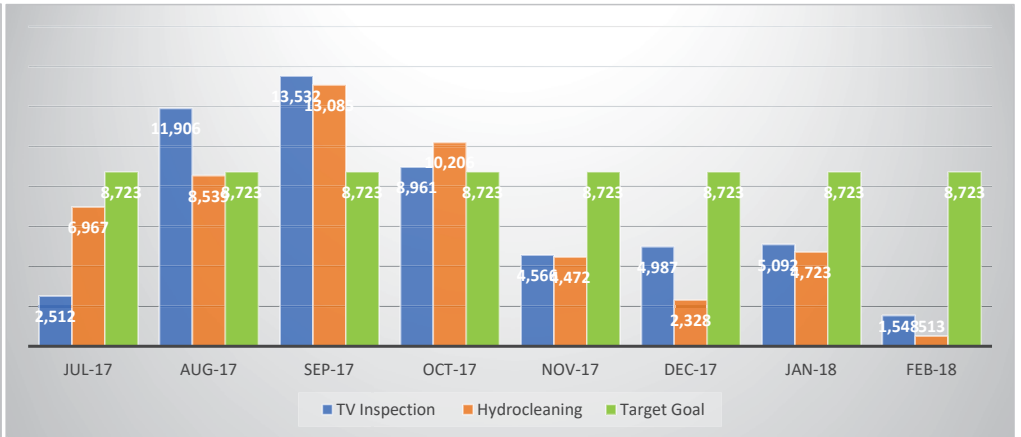
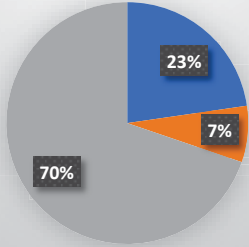
### OLWSD'S Metered Monthly Consumption



# Oak Lodge Water Services Collections Report

## Current Month

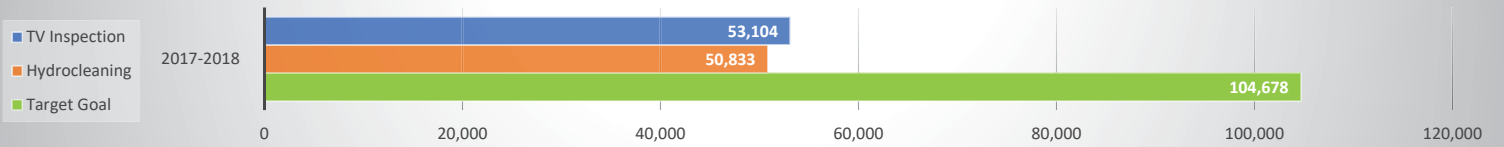
■ TV Inspection ■ Hydrocleaning ■ Grease Line



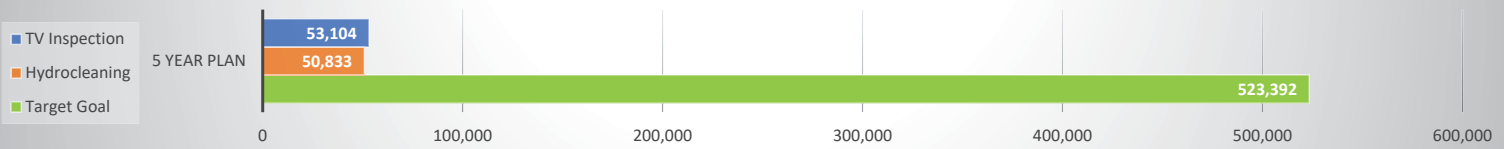
Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	To Date	Monthly	Yearly	5 Year
	Totals	%	%	%												
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548					53,104	58.37%	50.73%	10.15%
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513					50,833	54.14%	48.56%	9.71%
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723					69,785	100.00%	66.67%	13.33%
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757					38,099			

**Total Feet** 523,392  
**Target Per Year** 104,678  
**Target Per Month** 8,723

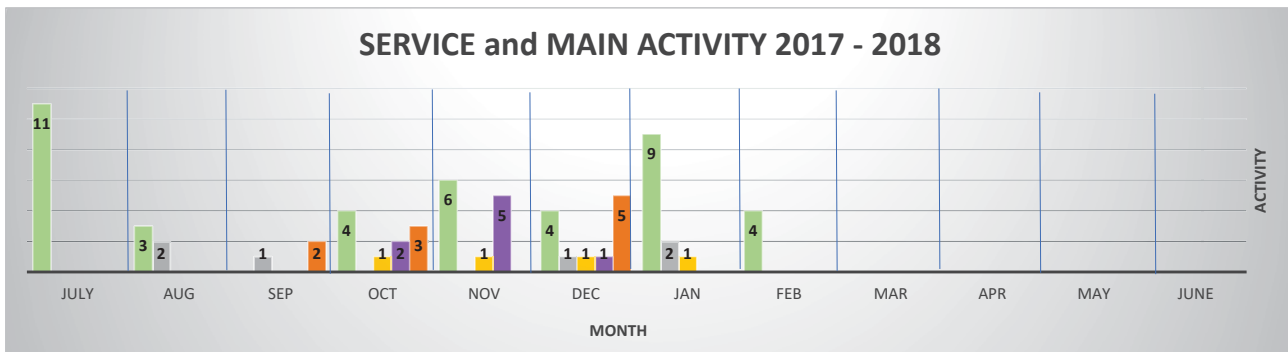
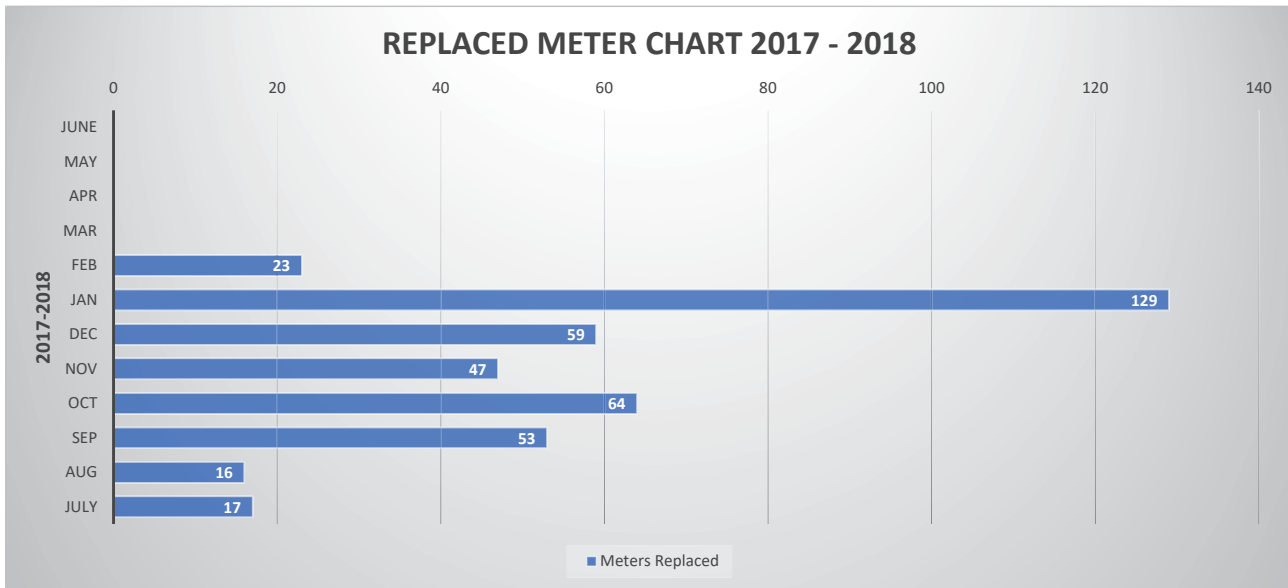
## Yearly Progress



## 5 Year Plan Progress



# 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
2018	June						
2018	May						
2018	Apr						
2018	Mar						
2018	Feb	23	4				
2018	Jan	129	9	2	1		
2017	Dec	59	4	1	1	1	5
2017	Nov	47	6		1	5	
2017	Oct	64	4		1	2	3
2017	Sep	53		1			2
2017	Aug	16	3	2			
2017	July	17	11				
<b>Yearly Total</b>		<b>408</b>	<b>41</b>	<b>6</b>	<b>4</b>	<b>8</b>	<b>10</b>



## Staff Report

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Plant Operations  
**Item No.:** 9c  
**Date:** March 20, 2018

### **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**

February was a fairly dry month and our plant flows and performance were very stable with one exception. We did get a nice snowfall, too. We continue to waste extra solids to reduce our inventory heading toward our target Sludge Retention Time (SRT) of 15-20 days. We now are running about 30 days; a 5-day improvement from last month. All permit limits were met. The settling continues to improve in the clarifiers as well. (see graphs below)

February is annual report month. With data gathering and calculating help from Chuck Adams, David Hawkins, and Randy Leniger, I was able to complete my first Air Quality report and two biosolids annual reports for DEQ and EPA. I was able to get an extension of a few days from DEQ to submit the DEQ biosolids report which helped a lot. We produced 323 dry tons of biosolids at 14.9% solids. It met all the Class B 503 regulations and we hauled all of it to Madison Farms for land application. This compares with 190 dry tons last year, so it shows the extra solids we have removed over the past year. The monthly Discharge Monitoring Report (DMR) was also prepared and submitted to DEQ.

Staff met with Jason Rice to start a project to provide a driveway to the Influent Pump Station (IPS). The road will allow for easier access to the pumps allowing for a smaller and cheaper crane to remove the pumps for preventive maintenance. It will also give access to the odor control bed media which needs to be changed out on a separate project.

There has been a problem with being able to automatically control the HVAC system in the headworks building. Ventilation and temperature control are important in this area due to possible hydrogen sulfide presence and the switch gear for the equipment in the building. We were able to get the original installer RLSM to get the existing controls operating and they will then install a new PLC which will have an interface that can tie to

our SCADA system and allow for easy temperature adjustment and trouble shooting by our operations and maintenance staff.

PGE did a pole replacement on River Forest Rd. on the 28<sup>th</sup>. This required a power shut down that affected our pump station #4 for 5 hours. We had advance notice and that particular station has plenty of capacity so there were no issues and the pole was successfully replaced.

The repair of digester pump #2 is complete. The parts all came in and John Krogstad led the replacement of the volute. This involved plenty of creative pulley locating to lift the parts. (See photos 1&2) John will be investigating better lifting devices. With the help of Randy Leniger and Chuck Adams, John was able to remove the old volute including a very stubborn bolt and the piping and get the new assembly in place and bolted back up. (See photos 3&4) After a manual alignment John had Northwest Pump come in and do a laser alignment. Delta Industries from whom we bought the volute came in and used a listening device to detect cavitation. The alignment is great, and the pump is not cavitating. The damage to the original cone was from the low pH sludge. We have adjusted that with an on/off operation of the blowers. Now both digester pumps and the digested sludge pump have been rebuilt.

The shaft on the valve leading to Ultraviolet Channel #2 has been replaced and the valve is operational. This followed some innovative diagnosis and operation by John Brown using the sewer televising equipment and crew. As noted last month, he was able to see the shaft was broken at the bracket under 6 ft of water. This month in the next phase, John was able to take off the actuator and remove the top portion of the shaft and plan what to do next. Seeing that the lower shaft was a tube and the top accessible, he crafted a tool that he could stick down into the shaft through the water and hopefully turn the shaft to close the valve and isolate the channel. This concept worked. (see Photos 5&6) John was able to see where to insert the tool and then he could confirm that the shaft was turning with the aid of the TV camera. The camera was on the end of a 20 ft pole and ably operated by Doug Woods while Abe Merritt worked the truck end. Doug was able to get some nice steady shots 20 feet down of the valve operator turning. (see Photos 7&8) This was no easy feat and the view made the whole operation easier with visual confirmation it was all working. With channel #2 isolated, channel #1 could be operated in fully automatic mode and planning could take place for the next phase: replacement of the shaft. Stainless steel tubes were ordered for both channels. The necessary arrangements for pumping the water out of the pit, confined space entry and the removal of the remaining piece of shaft attached to the valve were made. John Brown made the entry with John Krogstad as the top man and assisted by Kyle Melinger. He disconnected the shaft and removed the old shaft. He installed the new stainless shaft and connected up the actuator and we were back in business, The shaft on channel #1 will be replaced next. This whole project came together with brainstorming, interaction, and creative thinking of operations and maintenance and the helpful people of the TV crew. John Brown was especially innovative and creative in tackling this problem and being able to do it quickly and with minimal cost.

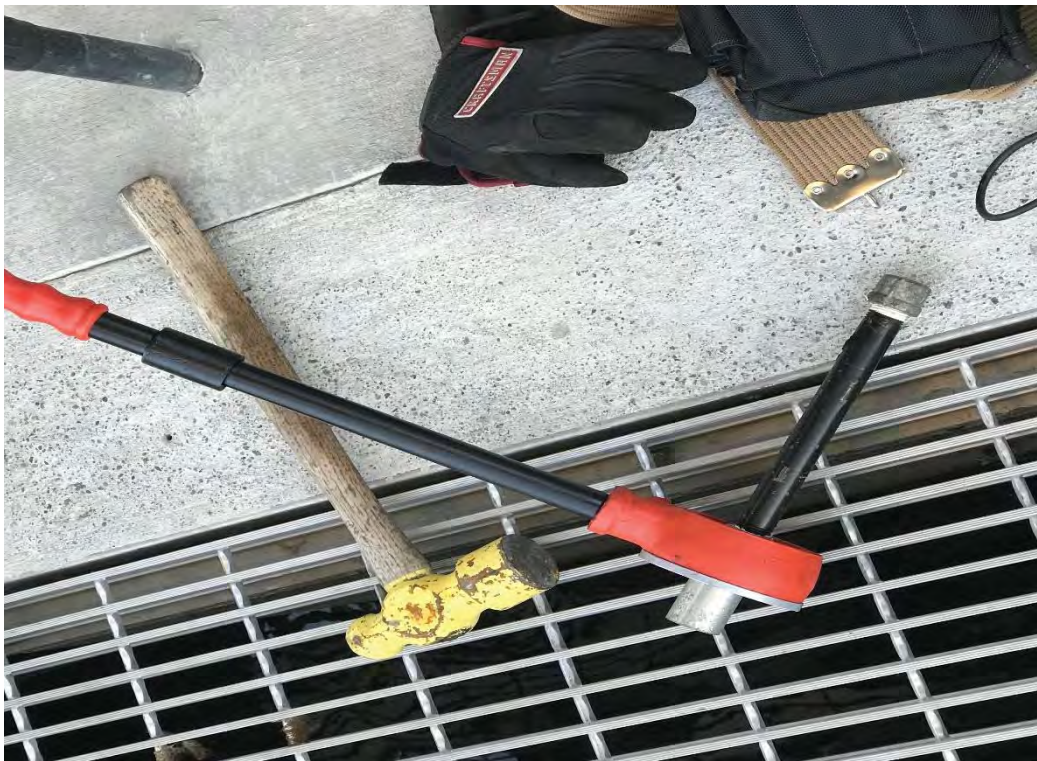


*Photos 1&2 Creative lifting devices in tight locations*





*Photo 3&4 Installation of volute and final product: Digester pump #2*



*Photo 5&6 Tool developed by John Brown*

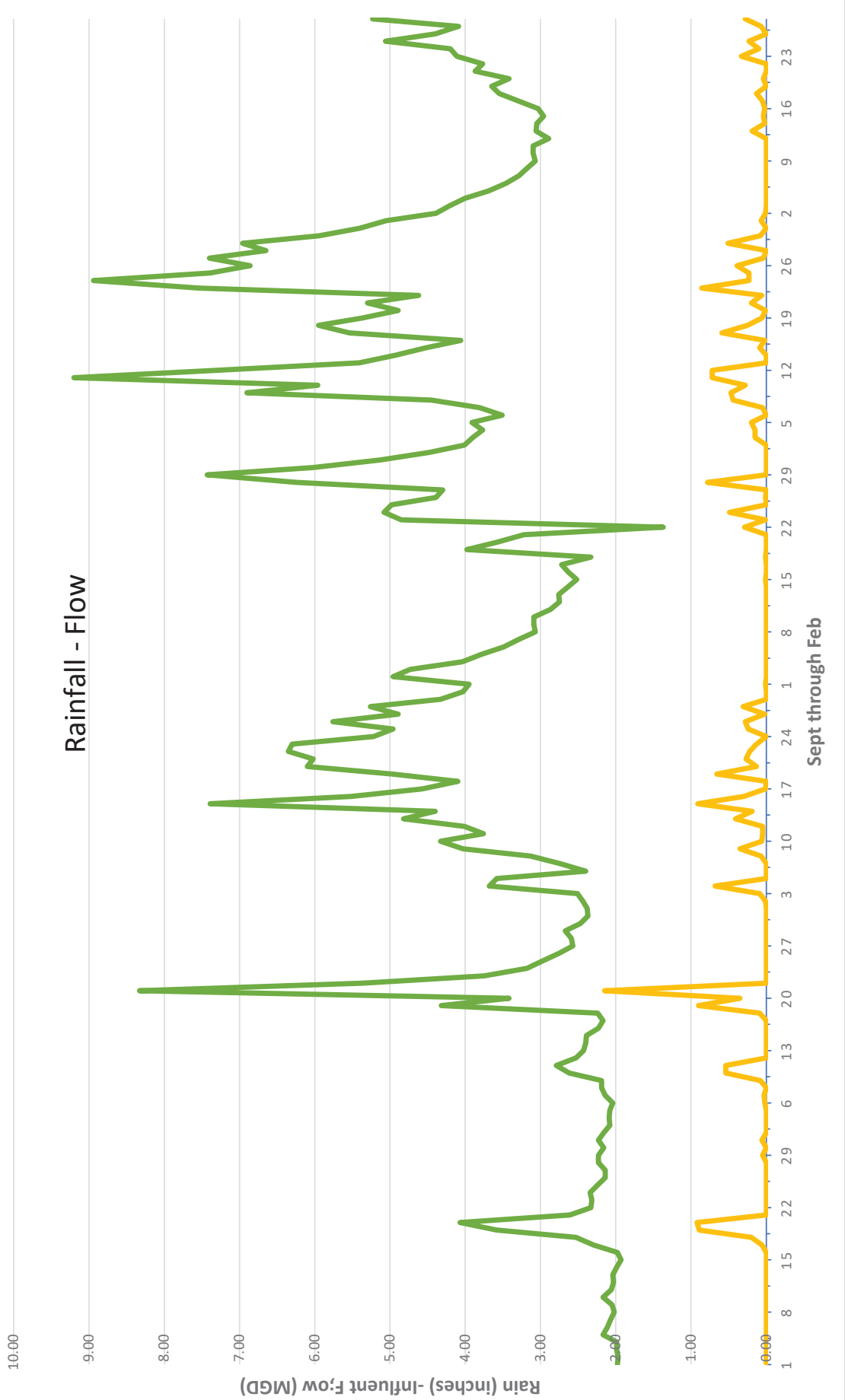


Photo 7&8 Camera use Shot is 20 ft underwater of the connection point (looked better on the screen)

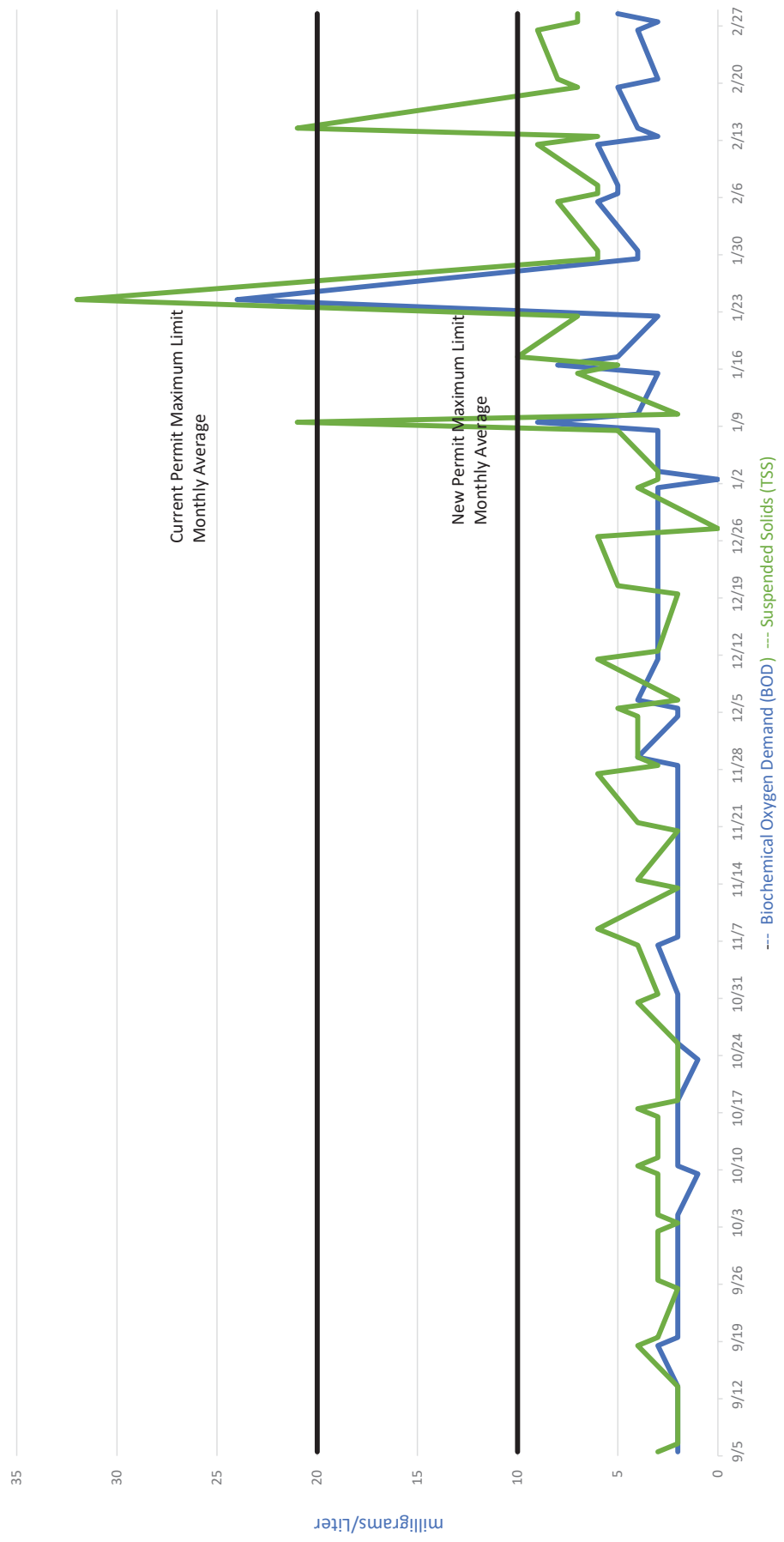


*Photo 9&10 The bracket where the shaft broke and the new shaft installed.*

# Rainfall - Flow



# Effluent Water Quality



**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** Technical Services Report  
**Item No.:** 9d  
**Date:** February 20, 2017

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Below is an update of various Technical Services Program efforts:

**Capital Improvement Program:**

Boardman Wetland Project

This project is expected to be advertised by March 14, 2018, which would put a Staff recommendation for Award of Construction at this April 17<sup>th</sup> Board Meeting. Construction is still expected to commence around June 1, 2018.

Influent Pump Station Access

Staff is looking into a green solution (such as Grass-Crete) for providing crane access to the Influent Pump Station (IPS). This access will enable Treatment plant staff to contract for a small crane to pull IPS Pumps, ultimately saving the district money in crane rental fees.

Staff is also looking into performing this construction in-house with Utility Worker Staff, something that was not possible before the consolidation.

**Outreach and Education**

March opens the spring season for school events. Oak Lodge Water Services Outreach and Education Staff has already presented whole water curriculum to New Urban High School students, will also be attending the two big Clean Water Festival events this month and spend field time out with Rex Putnam High School students and non-profit partner, Dig In.

The OLWS 2018-19 partnerships are in place and non-profit partners are preparing from spring grant applications. Typically, they request some match from OLWS staff, usually some time and sometimes a small amount of money. Depending on their success, OLWS staff is able to complete more outreach with students, with the baseline goal to be able to share a whole water message with each elementary school and high school student in the District at least once. Whole water messaging includes information about water quality, sewer treatment, drinking water and watershed protection. If possible, staff encourage teachers to bring their

students out for tours to the Water Reclamation Facility and to the Drinking Water Treatment Facility.

OLWS Outreach and Education Staff look forward to returning to the steering committee for the Clean Rivers Coalition if possible. This spring the CRC will focus on hiring for their outreach campaign.

**Permitting**

**February 2018 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	1	1	12	-	-
Hours Spent on Development Review*	-	-	-	-	-
Hours spent on Utility Permits*	-	-	-	-	-
Development Permits Issued	3	1	13	-	-
Utility Permits Issued	5	8	62	-	-
New Sewer Connections	4	2	58	-	-
New Water Services	-	-	-	-	-
Active Erosion Control Permits	43	39	235	-	-
Total Erosion Control Permits Inspected	41	39	233	-	-
Active Construction Permits	19	20	101	-	-
Sanitary SDC Fees Received	\$20,660	\$10,330	\$294,405	-	-
Water SDC Fees Received	-	-	-	-	-
Plan Review Fees Received*	\$0	\$573	\$9,221	-	-
Inspection Fees Received*	\$0	\$4,867	\$16,949	-	-

**Attachments**

1. Development Review Status Tracker



Project Status	Address	Type of Development	Notes	Last Updated
Complete	15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Sanitary inspections complete. Erosion Control ongoing (SFD). Awaiting asbuilts. Unknown timeline.	3/1/18
Under Construction	2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a 6-lot Subdivision (5 new homes)	Erosion Control inspections ongoing. Sanitary Sewer installed. Sewer connections installed. SFDs under construction. Unknown timeline. Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warrantv period ends July 2018. Final SS OLVSD approved plans. Sanitary inspections pending. Expires Sept. 2018	3/1/18
Under Construction	13012 SE Oatfield	Proposed subdivision; 9 potential lots. Z0407-16		3/1/18
Plan Review	4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Z0640-16 Lengineering plan Review 1 submitted. County expiration timeline. Manewal North	3/1/18
Under Construction	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Jackson's. EC and Sanitary inspections ongoing. Expiration April 2018	3/1/18
Plan Review	18121 SE River Rd. (Jennings Lodge Estates)	62-lot Subdivision (Zone Change R-10 to R-8.5 not approved by CC. (Applicant has filed an appeal	Received Engineering Plans 5th plan submittal.	3/1/18
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Approved engineering plans. Expires July 2018	3/1/18
Under Construction	13715 SE River Road	Z0399-17 Rose Villa - 28 Homes	Also Z0066-17. OLVSD approval for engineering plans. Sanitary, water and stormwater inspections ongoing. Expires Dec. 2018.	3/1/18
Plan Review	17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	3/1/18
Under Construction	6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	10-lot subdivision. Gladstone Plan Review. Gladstone Inspection . OLVSD receives approved plans and asbuilts and inspection reports.	3/1/18
Plan Review	14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	3/1/18
plan review	5215 SE Roethe Rd	2-parcel partition / 2-year extension Z0014-17. previous Z0555-12-M	Land use comments sent. Awaiting engineering plans. Land Use timeline.	3/1/18
Under Construction	Willamette View	Riverview Dining Facility Replacement / Expansion; Z0239-17	Plans approved. Expires Oct 2018	3/1/18
Under Construction	SE Manewal at SE Towery LN	Z0157-17_Manewal_South	OLWSD Engineering approval. Z0156-17 (for original tax lot 2300) is now void. Z0157-17 for original tax lot 800 and now east one-half of 2300 is	3/1/18
Plan Review	SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Engineering Comments sent (1st review) awaiting second planset. County Land Use Timeline. Erosion control submitted. Under review.	3/1/18
Plan Review	15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	3/1/18
Plan Review	3260 SE Oak Grove Blvd	130000+ mini storage facility	Engineering Comments sent (2nd review) awaiting planset. County Land Use Timeline.	3/1/18
Pre-Application	15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0019-18 Pre-app scheduled for March 21	3/1/18
plan review	18107 SE Blanton	6-lot partition	Land Use Comments sent. Awaiting engineering plans.	3/1/18
Plan Review	19421 SE KAY ST	4-10 lots: Subdivision	Land use comments sent. Awaiting engineering plans. County expiration timeline.	3/1/18
Plan Review	15314 SE RUPERT DR	7-lot subdivision Z0426-17-SS	Seven-lot minor subdivision for one existing and six new home sites. Engineering Comments sent (1st review) awaiting second planset. County Z0064-17-D. Awaiting Engineering Planset. Also included is ZPAC0138-17. Erosion control issued. Some construction activity - prepreparation only.	3/1/18
Plan Review	13809 SE Linden Ln.	Replace existing home with duplex.	Z0305-15-M Public Main Line Extension. Development approval. Sanitary inspections ongoing. Erosion inspections ongoing. Expires Oct 2018	3/1/18
Under Construction	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln.	3-parcel partition	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	3/1/18
Pre-Application	ZPAC0130-17 18332 SE Willamette Dr	3-lot partition		3/1/18
Pre-Application	ZPAC0131-17 16885 SE McLoughlin	Design Review - Les Schwab	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	3/1/18
Under Construction	13755_SE_Schroeder	Rose Villa Units	"The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD Z0489-17. OLVSD approval for engineering plans. Sanitarv. water and stormwater	3/1/18

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	18800 SE MCLOUGHLIN BLVD	Nonconforming Use - Alteration/Verification:		3/1/18
Plan Review	18800 SE McLoughlin	Z0542-17 Addition of one vehicle sales stall	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	3/1/18
Plan Review	3016 SE COURTNEY AVE	Z0523-17 Parking lot	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	3/1/18
Plan Review	17624 SE RIVER RD	Z0471-17 : attached housing	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	3/1/18
#REF!	#REF!	#REF!	#REF!	#REF!
Pre-Application	16250 SE MCLOUGHLIN BLVD	Commercial with interior storage	Pre-app comments sent. Awaiting land use application. County timeline.	3/1/18
Pre-Application	22E07CA03003	Partition	Design Review Pre-app to add 32,246 sf commercial space (add 2 stories) to A Partition of the subject property to create two parcels; one of approximately 10,259 s.f. and one of	3/1/18
Plan Review	4322 SE Pinehurst Ave	Subdivision	Water utility only. Received engineering review #1. Under review.	3/1/18
Plan Review	13630 SE Laurie Avenue	Design Review - Rose Villa	Construct Arts building as part of master plan. Received engineering review #1. Under review.	3/1/18
Pre-Application	17217 SE McLoughlin Blvd	ZPAC0181-18 TI	Pre-application Comments sent. County timeline.	3/1/18
Plan Review	14107 SE Lee Ave	Partition: 2 lots Z0648-17	Land Use Comments sent. County Expiration Timeline.	3/1/18
Plan Review	Willamette View	Multi-family; Z0656-17	Land Use Comments sent. Engineering Review. North Pointe	3/1/18
Plan Review	14928 SE OATFIELD RD	ZPAC0015-18	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2018	3/1/18
Pre-Application	18107 SE Addie Street	Subdivision: 5 units / 6 lots	ZPAC0096-17 to build 5 units and partition 6 lots	3/1/18
Pre-Application	16800 SE McLoughlin - ZPAC0016-18-DR	Design Review / Commercial	ZPAC0016-18-DR. Auto dealership design review / façade improvements. Pre-app comments submitted	3/1/18

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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**Agenda Item:** Call for Public Comment  
**Item No.:** 10  
**Presenters:** N/A

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**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**

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**Agenda Item:** Business from the Board  
**Item No.:** 11  
**Presenters:** N/A

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**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.

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**Thursday, March 01, 2018**

**6:00 PM – 8:30 PM**

**Development Services Building**

Main Floor Auditorium, Room 115

150 Beavercreek Road, Oregon City, OR 97045

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**AGENDA**

**6:15 p.m. Dinner Provided**

**6:45 p.m. Pledge of Allegiance**

**Welcome & Introductions**

*Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs*

**Housekeeping**

- Approval of February 01, 2018 C4 Minutes

**Page 03**

**6:50 p.m. Executive Committee Elections**

- Staff Memo

**Page 05**

**7:10 p.m. Active Transportation Project Development Funds**

- Memo / C4 Metro Subcommittee Recommendation

**Page 07**

**7:30 p.m. Value Pricing Update**

- ODOT Fact Sheet

**Page 25**

**7:50 p.m. C4 Retreat Discussion**

- Memo / Discussion Topics

**Page 27**

**8:00 p.m. Updates/Other Business**

- JPACT/MPAC Updates
- Other Business

**8:30 p.m. Adjourn**

# General Information



## Current Voting Membership

		C4 Exec	C4 Metro	C4 Rural	JPACT	MPAC	R1ACT
<b>Clackamas County</b>	Chair Jim Bernard	●	●	●			
<b>Clackamas County</b>	Commissioner Paul Savas		●	●	●		●
<b>Canby</b>	Mayor Brian Hodson	●		●			●
<b>CPOs</b>	Laurie Freeman Swanson (Molalla CPO)	●	●	●			
<b>Estacada</b>	Mayor Sean Drinkwine			●			
<b>Fire Districts</b>	Matthew Silva (Estacada Fire District)	●					
<b>Gladstone</b>	Mayor Tammy Stempel		●				
<b>Hamlets</b>	John Meyer (Mulino Hamlet)			●			
<b>Happy Valley</b>	Councilor Markley Drake		●				
<b>Johnson City</b>	Vacant						
<b>Lake Oswego</b>	Councilor Jeff Gudman	●	●		●	●	●
<b>Milwaukie</b>	Mayor Mark Gamba		●			●	
<b>Molalla</b>	Mayor Jimmy Thompson			●			
<b>Oregon City</b>	Mayor Dan Holladay		●				
<b>Portland</b>	Vacant						
<b>Rivergrove</b>	Mayor Heather Kibbey		●				
<b>Sandy</b>	Councilor Carl Exner			●			
<b>Sanitary Districts</b>	Nancy Gibson (Oak Lodge Water Services)	●					
<b>Tualatin</b>	Councilor Nancy Grimes		●				
<b>Water Districts</b>	Hugh Kalani (Clackamas River Water)						
<b>West Linn</b>	Council President Brenda Perry		●				
<b>Wilsonville</b>	Mayor Tim Knapp		●		●		

## Current Ex-Officio Membership

<b>MPAC Citizen Rep</b>	Betty Dominguez
<b>Metro Council</b>	Councilor Carlotta Collette
<b>Port of Portland</b>	Emerald Bogue
<b>Rural Transit</b>	Julie Wehling
<b>Urban Transit</b>	Eve Nilenders

## Frequently Referenced Committees:

- CTAC:** Clackamas Transportation Advisory Committee (C4 Transportation TAC)
- JPACT:** Joint Policy Advisory Committee on Transportation (Metro)
- MPAC:** Metro Policy Advisory Committee (Metro)
- MTAC:** Metro Technical Advisory Committee (MPAC TAC)
- R1ACT:** Region 1 Advisory Committee on Transportation (ODOT)
- TPAC:** Transportation Policy Advisory Committee (JPACT TAC)

**Thursday, February 01, 2018**  
**6:45 PM – 8:30 PM**

**Development Service Building**  
Main Floor Auditorium, Room 115  
150 Beavercreek Road, Oregon City, OR 97045

**Attendance:**

**Members:**      **Canby:** Brian Hodson (Co-Chair); Traci Hensley (Alt.); **Clackamas County:** Jim Bernard (Co-Chair); Paul Savas; **CPOs:** Laurie Swanson (Molalla); Marjorie Stewart (Firwood) (Alt.); **Estacada:** Sean Drinkwine; **Gladstone:** Tammy Stempel; **Hamlets:** John Meyer (Mulino); **Happy Valley:** Markley Drake; **Lake Oswego:** Jeff Gudman; **Milwaukie:** Mark Gamba; Wilda Parks (Alt.); **Molalla:** Jimmy Thompson; **MPAC Citizen Rep:** Betty Dominguez; **Oregon City:** Dan Holladay; **Sandy:** Carl Exner; **Sanitary Districts:** Nancy Gibson (Oak Lodge Water Services District); **Transit:** Julie Wehling (Transit); Andi Howell (Sandy); Dwight Brashear (SMART); Eva Nilenders (Trimet); **Water Districts:** Hugh Kalani; **West Linn:** Brenda Perry

**Staff:**            Trent Wilson (PGA); Chris Lyons (PGA);

**Guests:**            Jaimie Huff (Happy Valley); Jennifer Donnelly (DLCD); Dan Chandler (Co. Admin); John LaMotte (Lake Oswego); Mark Ottendad (Wilsonville/SMART); Craig Beebe (Metro); Kenny Sernach (Beavercreek Hamlet); Chuck Robbins (Clackamas County); Christine Lewis; Tracy Moreland (BCC); Megan McKibben (Congressman Schrader)

The C4 Meeting was recorded and the audio is available on the County’s website at <http://www.clackamas.us/c4/meetings.html> . Minutes document action items approved at the meeting.

<b><u>Agenda Item</u></b>	<b><u>Action</u></b>
<b>Approval of January 4, 2018 Minutes</b>	Minutes approved.
<b>March Meeting</b>	March meeting is the annual selection of the executive committee members. Meeting room will open at 6pm to provide dinner and meet new members.
<b>Bylaws Discussion Regarding C4 Metro Subcommittee and Transit Providers Subcommittee</b>	C4 Metro Subcommittee section received no additional comments.  An amendment was presented by Dwight Brashear (SMART)

	<p>regarding the transit providers subcommittee update, clarifying who would be members of the committee and who could attend.</p> <p>Both issues were approved and added to the bylaws. The C4 Metro Subcommittee language was unchanged. The Transit Providers Subcommittee now reads as follows:  “Staff of C-4 members who represent or operate a public transit service, or receive service, shall be members of a subcommittee named Clackamas Transit Providers Subcommittee. The Clackamas Transit Providers Subcommittee will meet as needed to coordinate on county-wide transit related issues and will provide recommendations to C-4 for adoption of official positions.”</p>
<p><b>Housing Needs Assessment Discussion</b></p> <ul style="list-style-type: none"> <li>• <b>Memo and RFP Scope</b></li> </ul>	<p>C4 Members agreed to advance work on a county-wide housing needs assessment. County staff committed to finalizing information with the recommended vendor based on feedback from C4 members and to provide that information to the cities with “next steps”.</p> <p>Cities requested this work could be handled at the staff level moving forward or until requested by C4 members to return to a future meeting. Staff committed to provide updates on progress.</p> <p>Funding was discussed but not decided upon. Additional funding discussions will occur during coordination with the county and cities.</p>
<p><b>C4 Retreat Discussion</b></p>	<p>Staff provided broad information about the C4 retreat planning for 2018. Members agreed to continue at the Resort at the Mountain, but to aim for an earlier meeting date. Members expressed an interest to find a different meeting room.</p>
<p><b>Updates/Other Business:</b></p> <ul style="list-style-type: none"> <li>• <b>JPACT/MPAC Updates</b></li> <li>• <b>Other</b></li> </ul>	<p>None.</p>

Adjourned at 8:25 p.m.



**Memorandum**

**To: Clackamas County Coordinating Committee (C4)**

**From: Trent Wilson, Public and Government Affairs**

**Date: February 22, 2018**

**RE: C4 Executive Committee Appointments**

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**Summary:**

Clackamas County Coordinating Committee selects its Executive Committee Members annually, according to the C4 Bylaws. This event occurs at the March meeting every year.

**The current C4 Executive Committee includes:**

1. County: Chair Jim Bernard – C4 Co-Chair
2. Rural City: Mayor Brian Hodson – C4 Co-Chair
3. Urban City: Councilor Jeff Gudman
4. CPOs and Hamlets: Laurie Freeman Swanson
5. Fire District: Matthew Silva
6. Sewer/water District: Nancy Gibson

**City Selection:** The selection process for cities includes an opportunity for an urban city caucus to select an urban city representative and a rural city caucus to select a rural city representative for the Executive Committee.

**CPO and Hamlet Selection:** The bylaws are silent on how the Hamlet and CPO selection process occurs. Historically, the CPO and Hamlet (and Villages) caucus in advance of the meeting and notify C4 of their Executive Committee selection.

**County and Special Districts:** These positions are self-appointed from the jurisdictions they represent.

**Required for March 1 meeting:**

- Urban and Rural Cities should caucus and determine their representatives for the Executive Committee.
- The CPO and Hamlet representatives can caucus and determine their representative for the Executive Committee, if this has not already been pre-determined.

**Note:**

**Co-Chair Selection:** At the next Executive Committee meeting on March 12, 2018. The C4 Executive Committee will choose from amongst its members to select the non-County co-chair in accordance with the C4 Bylaws.

## 2017 C4 Retreat Outcome Prioritization

The following list represents a ranking of the preferred action items from the 2017 C4 Retreat. The order was designated through a ranking system whereby members prioritized each discussion on a scale of 1 to 3, three being the highest. 13 C4 members submitted rankings, and the results are below.

### Outcomes:

<i>Ranking</i>	<i>Votes</i>	<i>Topic</i>	<i>Discussion</i>
1	29	Housing	SDC, CET, and other funding ideas
2	28	Transportation	Local funding discussion
3	27	Housing	County-wide Housing Needs Assessment
4	26	Transportation	Transit – Funding
5	25	Housing	Shared information regarding Housing toolkits
6 (tied)	24	Bylaws	Approve recommendations from C4 Bylaws Subcommittee/C4 Retreat discussion
6 (tied)	24	Bylaws	C4 Metro Subcommittee to discuss their section in bylaws and propose updates to C4 body
8	23	Transportation	Transit – First and last mile connections
9	20	Transportation	Tolling: Updates from ODOT as needed
10	19	Transportation	Vehicle Registration Fee
11	18	Transportation	Regional Bond Updates
12	15	Transportation	Metro Pilot Criteria Discussion

## MEMORANDUM

**TO:** C4  
**FROM:** Karen Buehrig, Transportation Planning Supervisor; Stephen Williams, Principal Transportation Planner  
**DATE:** February 7, 2018  
**SUBJECT:** Project Recommendation for Metro Active Transportation Project Development funding

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In its most recent Regional Flexible Funds Allocation (RFFA) process Metro set aside \$2 million to help create a pipeline of active transportation projects that can be moved forward for construction funding through programs like the ODOT STIP, ODOT Safe Routes to School, Metro Regional Flexible Funds, federal grants or even a future regional transportation funding measure. Metro has allocated funds to each of the sub-regions and has asked that the county coordinating committees recommend the projects that should receive this funding. The Clackamas County sub region has been allocated \$306,000 for projects based on population within the urban area. In May, the projects forwarded by each sub-region will be brought forward together to JPACT for approval.

### **Projects Reviewed by CTAC and recommendation by the C4 Metro Subcommittee**

Staff members from all of the jurisdictions within the urban growth boundary were notified of the opportunity to submit proposals for review and consideration by the Clackamas County Transportation Advisory Committee (CTAC). Five proposals were brought forward to CTAC:

- |  |                            |
|--|----------------------------|
| 1) Oak Grove Safe Routes to Schools, Clackamas County.                   | Requested amount \$215,350 |
| 2) Willamette River Ped-Bike Bridge Feasibility Study, Clackamas County. | Requested amount \$306,000 |
| 3) Scouters Mountain Trail Development, Happy Valley.                    | Requested amount \$306,000 |
| 4) Main Street Access to Transit, Oregon City.                           | Requested amount \$30,000  |
| 5) Hwy 43 Multi-modal Preliminary Design, West Linn.                     | Requested amount \$306,000 |

CTAC members reviewed and scored those proposals at their meeting on January 23, 2018. The discussion at CTAC focused on safety, likelihood of securing funding, inclusion in regional bond, regional active transportation benefit, inclusion in the 10 yr Active Transportation Strategy, improvement to connectivity, and leverage of other resources. Based on their scoring and discussion, the CTAC members recommended forwarding the below two proposals for consideration by the C4 Metro Subcommittee:

- West Linn Highway 43 Multimodal Improvements – Holly St. to Mary S. Young Park
- Clackamas County Willamette River Ped-Bike Bridge Feasibility Study

Sponsors for both projects requested the maximum funding allocation of \$306,000.

The C4 Metro Subcommittee considered both projects at their meeting on February 14 and materials related to both projects are attached for C4 information. Benefits of each of the projects, county and regional priorities, and likelihood of future funding were discussed. The committee expressed that both projects were high priorities and very important projects for the county and the region. The importance of the Clackamas County Willamette River Ped-Bike Bridge Feasibility Study moving forward due to the regional benefits of the project and likely broad base of support for the project when seeking funding for construction in the future was highlighted. As a result, the C4 Metro subcommittee unanimously recommended that the Clackamas County Willamette River Ped-Bike Bridge Feasibility Study be included in the Active Transportation Development Fund list to be submitted to JPACT in May 2018.

On Feb. 6<sup>th</sup>, 2018 the Clackamas County Pedestrian and Bikeway Advisory Committee also discussed the applications and recommended approval of the Lake Oswego to Oak Grove Willamette River Ped-Bike Bridge Feasibility Study.

**Action Requested:** It is requested that C4 approve submittal of the Lake Oswego to Oak Grove Willamette River Ped-Bike Bridge Feasibility Study to Metro as the Clackamas sub-region priority for the Active Transportation Project Development funding.



## Project Development Scope of Work Form

Complete this form for projects proposed to receive 2019-2021 RFFA bond proceeds for project development of active transportation projects.

Project requirement checklist – project must:

- x Help complete the regional bicycle and/or pedestrian network (<https://gis.oregonmetro.gov/rtp/>)
- x Be in a local Transportation System Plan
- x Be in the 2014 Regional Transportation Plan or the draft 2018 Regional Transportation Plan

### **Name of Project: Highway 43 Multimodal Improvements – Holly St. to Mary S. Young Park**

Total project cost (start to finish): \$22,000,000

Amount requested for project development: \$306,000

### **Project Contact**

Name, title, phone & email for:

1. Project Lead: Lance Calvert, [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov), 503-722-3424
2. Project Manager: Lance Calvert, [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov), 503-722-3424
3. Project Engineer: Lance Calvert, [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov), 503-722-3424

### **Project Information**

1. City (ies) where project is located: West Linn
2. County(ies) where project is located: Clackamas
3. Start location: Intersection of OR 43 / Willamette Dr. and Hidden Springs Rd. End location: Intersection of OR 43 / Willamette Drive and Holly St.
4. Corresponding TSP project number(s) for the nominated project: M27, M28, M29, M30, M31, M32
5. Corresponding RTP project number(s) for the nominated project: 10127

### **Current Project Description**

1. Briefly describe the project purpose (what issue or need will the project address) (*Example: A new buffered regional bikeway will provide safe and comfortable access along a high injury corridor to three major transit stations, two elementary schools and a town center*):

Oregon State Highway 43 (OR 43) connects multiple jurisdictions and communities such as Oregon City, West Linn, Lake Oswego, and Portland. The intent of this multimodal transportation project is to greatly enhance bike, pedestrian, transit, and vehicular mobility along OR 43 from Hidden Springs Rd. /Mary S. Young Park to Holly St. in West Linn. Installation of innovative bike protective

intersections, traffic signal upgrades with timing enhancements, and transit prioritization will further improve multimodal safety and traffic efficiency. The project will create engineered design plans to infill key missing sidewalk sections between residential, school, commercial, park and transit areas; add ADA accessibility; add improved transit stops; improve intersection lighting; provide safe routes to schools; and create innovative grade separated bike lanes (cycle tracks). Current pedestrian and bike facilities in the project area are defined as substandard or completely lacking in the ODOT Active Transportation Needs Inventory as well as the Metro Regional Transportation Plan. This Active Transportation Project will connect and build upon currently planned and funded multimodal improvements along OR 43 from Hidden Springs Rd. /Mary S. Young Park to the north City limits/Arbor Drive. Project funding for this application will be used to secure 30% engineered design plans for the remainder of the corridor (Hidden Springs Rd. /Mary S. Young Park to Holly St.) which will also allow the City to require any future private redevelopment of the corridor to match the 30% design plan until local, regional, and/or federal funds are available to complete construction.

2. Summarize the planning and project development process for this project to date (identify plans, studies, or documents that have led to the current project definition):

March 2016 - City of West Linn Transportation System Plan was adopted which includes multimodal project recommendation for the OR 43 corridor.

October 2016 – West Linn OR 43 2016 Concept Plan was adopted as an addendum to the City’s Transportation System Plan. This plan includes multimodal improvements focusing on innovative designs including cycle tracks and protected intersections.

February 2017 – City of West Linn received Regional Flexible Fund Allocation (RFFA) Award for design and construction of multimodal improvements along OR 43 from north City limits/Arbor Dr. to Hidden Springs Rd. /Mary S. Young Park.

May 2017 – City of West Linn received Statewide Transportation Improvement Program (STIP) Award for design and construction of multimodal improvements along OR 43 from north City limits/Arbor Dr. to Hidden Springs Rd. /Mary S. Young Park.

November 2017 – City of West Linn voters approved impacts to right-of-ways adjacent to City Parks and Open Spaces to allow for future construction of multimodal improvements along entire corridor of OR 43 within West Linn.

November 2018 – Present – City of West Linn is coordinating with Oregon Department of Transportation on grant management, project management and delivery, and future maintenance of multimodal improvements on OR 43 from Mary S. Young Park/Hidden Springs Rd. to the north City limits/Arbor Dr. via intergovernmental agreements. Final design of this section (Hidden Springs Rd. /Mary S. Young Park to north City limits/Arbor Dr.) is anticipated to be completed in 2018 with construction beginning in 2019.

3. Describe the preferred alignment(s) of the project:

To match the existing road alignment.

4. Describe the major design features of the project (*Example: project will include a buffered bikeway of X width, bikeway intersection treatments, wayfinding, bicycle signal, and median*):

Major characteristics of the design include comfortable separated bike facilities and continuous sidewalks on both sides of the street. A continuous two-way left-turn lane is to be provided to improve access to side streets, and driveways in addition to improved emergency response where no (or limited) shoulder space currently exists. Operational and traffic control improvements are an important aspect of this design and include realignment and redesign of specific signalized and non-signalized intersections.

The preferred cross section for this project includes six-foot sidewalks, seven-foot cycle tracks, a varying width landscape buffer, one motor vehicle travel lane in each direction, and a two-way left-turn center lane. In commercial areas, the sidewalk width may be greater than six feet. In areas with significant transit connections, the cross section is very similar but replaces the landscape buffer with a slightly wider transit stop platform to allow for accessible boarding and landing for the transit vehicles separated from the bicycle facility. In areas with topographical constraints, drainage, or other natural features, the cross section removes the landscape buffer but the bicycle facility remains grade-separated from the motor vehicle lane.

The plan draws on recent innovations in separated intersection design which will include raised corner refuge islands which provide protections to cyclists and allow for “free” right turns; forward queuing for bicyclists to increase visibility and bike entry into intersections ahead of right-turning vehicles for enhanced bike safety; and transition of grade in bicycle and pedestrian facilities to allow for appropriate use of space. Improvements to non-signalized intersections include raised or painted crossing of side streets for pedestrians and cyclists, enhanced pedestrian crossing treatments at high-demand locations, and redesign of side-street approaches to lessen the existing skewed angles at key intersections.

5. Are the preferred alignments and major design features broadly known and supported, or subject to change through the remaining project development process?

The preferred alignments and major design features are broadly known and supported. The need for multimodal improvements on the OR 43 corridor is adopted in the City’s 2016 Transportation System Plan (TSP). The preferred alignment and major design features are incorporated in the City’s 2016 OR 43 Concept Plan which was adopted as an addendum to the City’s TSP. Further public support for the project and design concept is documented through the City’s successful ballot measure in November 2017 in which voters approved impacts to right-of-way, parks, and open spaces along the OR 43 corridor for future multimodal improvements by a large majority. Final designs could be subject to change, but such changes are not anticipated to be significant.

6. Describe known or potential impacts to other agency’s facilities, prior coordination with those agencies (ODOT, transit, railroads, utilities, etc.) about potential impacts to date, and potentially needed permits or agreements:

Impact to other agency’s facilities is guaranteed as the project location is a State facility. The Oregon Department of Transportation (facility owner) was significantly involved in both the City’s 2016 Transportation System Plan development as well as the 2016 OR 43 Concept Plan. TriMet, neighboring local jurisdictions, and Portland General Electric also participated in the development of the City’s TSP and/or OR 43 Concept Plan. Multimodal improvements in accordance with the designs described in this application have been previously approved and funded for the north portion of OR 43 from the City limits/Arbor Dr. to Hidden Springs Rd. / Mary S. Young Park. Construction is being fully coordinated with ODOT and the City is entering into agreements for

project and grant management, as well as future maintenance of the multimodal improvements. Similar agreements are anticipated to be secured for any future additional multimodal improvements of the remainder of the corridor (Hidden Springs Rd./Mary S. Young Park to Holly St.).

7. Describe whether right-of-way impacts (both construction easements and permanent) are known and if so, whether right-of-way is secured or not:

The amount of right-of-way available along the OR 43 corridor varies significantly from approximately 200 feet at its widest to only 50 feet at its most narrow spots. Permanent right-of-way impacts are anticipated along portions of the corridor in order to accommodate the proposed cross sections but survey and a more detailed right-of-way analysis is needed in order to fully identify such impacts. Right-of-way acquisition estimates have been included in the overall preliminary project cost analysis. Right-of-way has not been secured to date but the City has received voter approval for right-of-way impacts to open spaces and parks along the corridor for construction of future multimodal improvements. Significant property owners along the corridor that may experience impacts to right-of-way were engaged during the conceptual design planning efforts. All right-of-way acquisition is anticipated to be minor frontage slivers with no taking of any complete parcels.

8. Describe how the project will address the needs and contribute to desired outcomes, including:
  - a. Will the project serve Title 1 schools, low-income, low-English proficiency, non-white, elderly and young, and/or persons with disabilities populations? Yes or No: Yes If yes, how?

As a regional corridor, this project will serve multiple communities from Oregon City through Portland. The areas around OR 43 within the project area, in addition to most of West Linn, Oregon City, and Lake Oswego have an above average percentage of seniors as reported in the Regional Equity Atlas. The elderly population in West Linn equals approximately 34.7% of the total residents per the 2016 U.S. Census. West Linn's population with identified disabilities is also centered within the OR 43 corridor with an estimated 26-30% of the residents categorized as such in the City's 2016 Transportation System Plan (TSP). The City's TSP also shows a 10-15% minority population rate within the proposed project area as well as an 11-25% poverty rate, the highest level within West Linn. In addition, the project is directly adjacent to an elementary school that serves these populations.

All transportation disadvantaged populations will benefit greatly from improved walking, bicycling, and public transit access to key destinations. This will be accomplished by sealing gaps in the pedestrian and bicycle network, improving ADA accessibility, improved transit facilities, and improved transit reliability through enhancements such as transit signal prioritization.

- b. Will the project reduce fatal and severe injury pedestrian and bicycle crashes or address a high risk location? Yes or No: Yes If yes, how?

Overall efficiency and safety of OR 43 is enhanced by this proposal through both vehicular and active transportation means. This project will improve the cross-modal safety of the transportation system especially where sidewalks and adequate bike facilities are lacking. The OR 43 corridor currently has several locations where pedestrians and cyclists do not have dedicated facilities and are sharing the road with fast moving vehicles. In areas with existing sidewalks, there are often obstructions within the sidewalk forcing users onto the highway. New sidewalks and an improved separated bike facility will provide a designated family-safe area for both uses where all level of users can feel secure along this high volume corridor (approximately 21,000 vehicle trips/day).

OR 43 is the most significant location for serious “injury A” crashes (ODOT classification for high impact/incapacitating injury incidents) within West Linn. There has been 266 reported crashes on OR 43 between 2011-2016, six of which were classified as injury A incidents (including one fatality) according to Oregon Department of Transportation crash data statistics. Pedestrian and bicyclist accidents account for 14 of the total accidents during the same time period. The OR 43 corridor has two Safety Priority Index System locations within West Linn that would be addressed through this project.

- c. Will the project provide walking and bicycle access within 1/4 mile of transit stops and stations? Yes or No: Yes If yes, how?

TriMet operates the #35 bus line through West Linn along OR 43 and this area contains a number of residences and commercial uses. Pedestrians and bicyclists will be much better served and linked to the transit system for alternate commuting options. Several existing stops have sidewalk approaches from only a single direction, while others lack sidewalks entirely. A number of existing transit stops have no direct connection to bike facilities. Completing pedestrian and bike facility connections to transit stops will be crucial to ensure that transit riders can make their connections safely and comfortably.

- d. Will the project provide walking and bicycle access within 1/4 mile of a school? Yes or No: Yes. If yes, how (provide name of school(s))?

The proposed project is directly adjacent to Bolton Primary School and within ¼ mile of West Linn High School. Sidewalks and bicycle facilities separated both horizontally and vertically from the roadway will provide safe and inviting space for all levels of users to access these key locations for safe routes to schools.



- e. Will the project use design treatments that will lead to increased use of active transportation modes by providing a good user experience/increasing user comfort? Does the project provide a high degree of separation between people walking and bicycling and motor vehicle traffic? Yes or No: Yes If yes, how?

One of the fundamental objectives of this project is to create an inviting and comfortable active transportation environment for users of all abilities including youth, seniors, and people with disabilities. The OR 43 corridor is significantly lacking in accessible sidewalks and safe bike lanes. The planned separation of walking and bicycling from the roadway and improved connectivity to destinations increases the attractiveness and comfort of active transportation. Bicyclists will benefit from preferential treatments and innovative protected intersection designs that provide raised corner refuge islands, forward stop bars for increased visibility, early entry into intersections, and free right turns. Both bicycle and pedestrian paths will be grade separated and built with different materials and wayfinding signs/stenciling so intended uses stay distinct and clear.

New opportunities for pedestrian crossing enhancements will be reviewed with ODOT and pedestrian countdown timers will be added to traffic signals to enhance the pedestrian experience. ADA accessibility will be achieved by removal of existing obstructions in the sidewalk (e.g. utility poles and boxes), installation of curb ramps, and replacement of narrow curb-tight sidewalks which currently can be as narrow as 3 feet or non-existent. Lighting and landscape improvements will further enrich the active transportation environment.

- f. How will the project improve access to and from priority destinations, serve high density areas, and/or increase the number of people walking and bicycling to help relieve congestion? Yes or No: Yes If yes, how?

The project area connects with numerous priority destinations including commercial centers, two schools, regional and local parks, open spaces, and transit stops. OR 43 is classified in Metro's 2014 Regional Transportation Plan (RTP) and Regional Active Transportation Plan (RATP) as a regional pedestrian parkway and a regional bicycle parkway, both of which are high functional class pedestrian and bicycle function routes in the RATP. However, existing bike and pedestrian facilities in the project area are defined as substandard or incomplete in the ODOT Active Transportation Needs Inventory, the 2014 Metro RTP and RATP, as well as in West Linn's Transportation System Plan and OR 43 Concept Plan.

Completion of a safe and uninterrupted bicycle and pedestrian transportation network in this area will vastly improve access via alternative transportation to and from priority destinations by not only making connections to these destinations, but by increasing the user's comfort and safety. The combination of increased access, comfort, and safety should increase the number of people utilizing alternative transportation therefore leading to a reduction of car trips and congestion.

- g. Other needs and desired outcomes the project will address identified in the project purpose statement:

While pedestrian and cyclist safety and access are of primary importance, aesthetic conditions also greatly influence a street's appeal to pedestrians and cyclists. Through this plan there are several opportunities to introduce landscaping to the streetscape in order to enhance the visual appeal of the roadway. Incorporating a planting strip between the sidewalk and the roadway, and bringing vegetation to the streetscape could help to soften the visual impacts of the corridor and increase use of active transportation.

9. Describe the existing project funding strategy (will federal or ODOT program funds potentially be requested?):

Full design and construction of improvements to OR 43 are currently funded for the section of OR 43 from Arbor Drive (Lake Oswego city limits) to Hidden Springs Road (Mary S. Young Park) through a combination of Enhance (State), RFFA (METRO), and local funds. It is anticipated that a combination of local, regional, state, and/or federal funds will be required to complete construction of the remainder of the corridor. The project development plans will allow for phasing of construction as funds become available from both public and/or private development.

#### **Project Development Scope, Cost and Funding Request**

1. Total estimated cost for project development (should equal combined amounts identified in #2, 3, and 4, below): \$ 1,150,000
2. Amount already expended on project development (estimate is okay): \$ 150,000 (development of adopted OR 43 Concept Plan Update)
3. Planned additional local contribution to project development (not required): \$ 694,000
4. Total amount requested of RFFA bond proceeds for project development: \$ 306,000
5. Total estimated project cost through construction (including project development): \$ 22,000,000
6. Provide preliminary project cost estimate to date and a brief description of the method and level of confidence of the estimate (attach any documentation available):

See attached cost estimate using standard Metro cost estimate workbook.

7. Project cost estimates reviewed by Project Engineer (name): Lance Calvert, P.E.

**Required Additional Information**

1. GIS shapefile of the project.

Shapefile of the project have been previously submitted to Metro. Please see shapefile for RTP 10127.

2. Project Development Scope of Work Main Tasks and Summary Costs– use the attached template and modify as necessary.

### Template: Project Development Scope of Work – Main Tasks and Summary Costs

Use the template below (modifying as needed) to describe the project development work that will be completed to advance the understanding and readiness of the project for implementation and increase your agency’s confidence in being able to deliver the project to an identified scope and budget.

- The project development work should advance the project on priority issues identified in the current project description that could impact project delivery.
- The end result of the project development work should include a refined project scope, schedule, budget, and funding strategy.
- For projects that may seek federal funding for implementation, agencies should strive to prepare the project to be ready to enter the NEPA and preliminary engineering phase of the project and cost estimates should be updated to account for the federal NEPA and right-of-way process.
- For projects using ODOT program funds or on ODOT facilities, include coordination with ODOT and utilization of ODOT guidelines such as ADA compliant design.

Purpose and Desired Outcomes
Provide a brief summary description (2-4 lines of text) of the purpose and desired outcomes of the project development work ( <i>Example: The purpose and objective of this study is to....(purpose statement, desired outcomes) and is located in the . . . (describe study location with boundary limits)</i> )
The purpose and objective of this project development work is to secure a 30% engineered design plan for OR 43 from Hidden Springs Rd. / Mary S. Young Park to Holly St. in West Linn in order to connect and build upon currently planned and funded multimodal improvements along OR 43 from Hidden Springs Rd. / Mary S. Young Park to Arbor Drive. Securing a 30% engineered design plan will also allow the City to require any future private development of the corridor to match the plan until local, regional, and/or federal funds are available to complete construction.

Major Project Scope Elements and Summary Costs		
Provide a bullet list of the main tasks that will achieve the purpose and objectives (Examples provided below)	A cost summary per each major task	ID in-house or consultant driven task
<p><b><u>Project Management:</u></b></p> <ul style="list-style-type: none"> <li>• Corridor design, progress reports to the City and ODOT, quality control of deliverables, development of final project schedule.</li> </ul>	<p>\$150,000 (15%)</p>	<p>Consultant</p>
<p><b><u>Data Collection and Review:</u></b></p> <ul style="list-style-type: none"> <li>• Review of existing plans and data including TSP, OR 43 Concept Plan, recent crash data and any additional trend analysis to identify potential contributing factors and/or hot spots.</li> <li>• Conduct field review of corridor including updated pictures of existing conditions and roadway characteristics.</li> </ul>	<p>\$100,000 (10%)</p>	<p>Consultant</p>

<p><b>Development of Final (30%) Design Plan:</b></p> <ul style="list-style-type: none"> <li>• Integrate approved concept plan into proposed alignments and cross sections as appropriate.</li> <li>• Complete topographic survey of corridor.</li> <li>• Develop and present final (30%) design of plan, profile, and cross sections.</li> <li>• Develop plans to align with federal, NEPPA and ODOT guidelines/requirements.</li> <li>• Prepare final cost estimates including construction, right-of-way acquisitions, utility relocations, stormwater drainage, and design.</li> <li>• Produce hard copy and electronic 30% design plan encompassing all essential elements including but not limited to study area, right-of-way, existing land use, proposed cross sections and alignments, public outreach and feedback, and coordination with partnering or impacted agencies/jurisdictions.</li> </ul>	<p>\$750,000  (75%)</p>	<p>Consultant</p>
<p><b>Total Proposed Plan Development Costs:</b></p>	<p>\$1,000,000</p>	

**Approach And Oversight**

Discuss how the project development work will be implemented and how expenditures will be tracked and monitored by the agency. Describe the technical, administrative and budget capacity to complete project development work. *(Example: The study will be implemented and completed through a combination of in-house staff work and use of an external consultant to achieve the task elements. Review of staff and consultant work to ensure tasks are completed and funds are expended plus reimbursed properly will occur by \_\_\_\_\_. Agency has identified the following staff and resources to work on the project \_\_\_\_\_.)*

Project development will be implemented through a combination of in-house and external consultant expertise. City staff will develop a Request for Proposals in order to identify a qualified consultant to assist in technical analysis and development of a 30% engineered design plan for the corridor. As OR 43 is a State facility, the project will require technical coordination with ODOT during development of the 30% design plan as well. The City has a dedicated budget for street capital improvements and a local funding match has been allocated for development of this plan. The City will agree with ODOT and consultant upon a scope of work and fee schedule for task elements prior to implementation of project development. The City utilizes a standard project expenditure spreadsheet to track all expenditures related to capital improvements. This form is reviewed and updated with each payment request to ensure that work is being performed on time and in accordance with the agreed upon scope of work and fee schedule. The City has a Management Analyst on staff who, with assistance from the City Engineer, will review all payments and submitted work by the consultant. The City Engineer will be a technical resource to the consultant. The City Engineer has extensive knowledge of the technical, administrative, and financial requirements to successfully complete this transportation development project.



## Project Development Scope of Work Form

Complete this form for projects proposed to receive 2019-2021 RFFA bond proceeds for project development of active transportation projects.

Project requirement checklist – project must:

**Yes** Help complete the regional bicycle and/or pedestrian network (<https://gis.oregonmetro.gov/rtp/>)

**Yes** Be in a local Transportation System Plan

**Yes** Be in the 2014 Regional Transportation Plan or the draft 2018 Regional Transportation Plan

### Name of Project: **Willamette River Ped Bike Bridge Feasibility Study**

Total project cost (start to finish): \$21,536,380

Amount requested for project development: \$306,000

### Project Contact

Name, title, phone & email for:

1. Project Lead: Stephen Williams, Principal Transportation Planner, (503) 742-4694, [swilliams@clackamas.us](mailto:swilliams@clackamas.us)
2. Project Manager: Karen Buehrig, Transportation Planning Manager, (503) 742-4683, [KarenB@co.clackamas.or.us](mailto:KarenB@co.clackamas.or.us)
3. Project Engineer: Joel Howie, Capital Project Manager, (503) 742-4658, [JHowie@co.clackamas.or.us](mailto:JHowie@co.clackamas.or.us)

### Project Information

1. City (ies) where project is located: Lake Oswego/Milwaukie
2. County(ies) where project is located: Clackamas County
3. Start location To be determined in the proposed study End location To be determined in the proposed study
4. Corresponding TSP project number(s) for the nominated project: Clackamas County #2022
5. Corresponding RTP project number(s) for the nominated project: Draft 2018 RTP #10085

### Current Project Description

1. Briefly describe the project purpose (what issue or need will the project address) The Willamette River is a major barrier to pedestrian and bike mobility in the Metro region south of downtown Portland. A gap of approximately 10 miles without ped/bike access across the Willamette River exists between Sellwood Bridge and the Oregon City Bridge. The purpose of this project is to provide a ped-bike bridge across the Willamette River connecting Lake Oswego downtown to areas east of the river and the regional and local ped bike systems greatly increasing ped-bike mobility within the southern portion of the Metro Planning Area.

2. Summarize the planning and project development process for this project to date (identify plans, studies, or documents that have led to the current project definition): Originally it was hoped that a ped-bike accommodation could be built on the side of the existing UPRR bridge with the support of the railroad. A study conducted by Metro and local partners in 2009 determined that the railroad would not agree to that concept. As a result of this determination, the local governments have determined that a new ped-bike bridge is the only feasibility alternative and are seeking to conduct this study to assess the feasibility of such a bridge. If the partners determine that this project is feasible, this study will result in an agreement to move forward, as well as the inputs that are necessary for a complex project such as this one to advance into the full project development process.
3. Describe the preferred alignment(s) of the project: Identifying the preferred alignment for a new bridge across a major river in an urban environment is not an easy task and will be the major work task for this study. Most discussion for this project has focused on the the bridge being located between central Lake Oswego on the west side of the river and Oak Grove on the east (see attached map). This location provides a connection between the Lake Oswego downtown with higher density housing in the Oak Grove area. The largest task of this feasibility study is an alternatives analysis to identify alignments/design concepts and analyze their feasibility. If the project is advanced by the partners the preferred alignment will be determined at the conclusion of the environmental review process.
4. Describe the major design features of the project (*Example: project will include a buffered bikeway of X width, bikeway intersection treatments, wayfinding, bicycle signal, and median*): This project will provide an exclusive ped-bike bridge across the Willamette River, approach structures and fully separated ped-bike connections to the existing regional and local ped-bike network on both sides of the river.
5. Are the preferred alignments and major design features broadly known and supported, or subject to change through the remaining project development process? There has been strong public support on both the east and west sides of the river for the development of a proposed ped-bike bridge. As noted above the preferred alignment will be identified at the conclusion of the NEPA process. The major design features as identified in the previous question (exclusive ped-bike bridge, fully separated connections to the regional ped-bike network) are not subject to change. More detailed alternatives analysis and conceptual design tasks to be conducted in this feasibility study will identify specific treatments in greater detail.
6. Describe known or potential impacts to other agency's facilities, prior coordination with those agencies (ODOT, transit, railroads, utilities, etc.) about potential impacts to date, and potentially needed permits or agreements: Coordination with the railroad occurred during the previous process and resulted in the understanding that use of the railroad bridge for the ped-bike crossing was not an option. Impacts to other agencies facilities and coordination with the resource agencies will occur in the course of this feasibility study. Permitting requirements or agreements will be identified in this feasibility study and secured during the project development process.
7. Describe whether right-of-way impacts (both construction easements and permanent) are known and if so, whether right-of-way is secured or not: Right-of-way impacts are not known. However, the desire of the project sponsors is to use existing public lands on either side of the river for the bridge landing points and avoid the need to secure additional right-of-way.
8. Describe how the project will address the needs and contribute to desired outcomes, including:

- a. Will the project serve Title 1 schools, low-income, low-English proficiency, non-white, elderly and young, and/or persons with disabilities populations? Yes or No: Yes If yes, how? The Oak Grove Elementary School is a Title 1 school. The Oak Grove area has higher densities than is typical in Clackamas County of those with low income, low-English proficiency, those with disabilities or who are non-white. The Willamette River Ped-Bike Bridge will increase access to jobs and to community places/services for the residents of Oak Grove. In addition, the highest density concentration of seniors in Clackamas County is located in the immediate area of the proposed project. The Lake Oswego area has a higher than typical density of seniors. The proposed bridge will provide greatly expanded opportunities for bike and pedestrian mobility benefiting the populations of both communities.
- b. Will the project reduce fatal and severe injury pedestrian and bicycle crashes or address a high risk location? Yes or No: Yes If yes, how? Travel for pedestrians or bikes between locations on the east and west side of the Willamette River, such as Oak Grove and Lake Oswego currently requires a trip of 10 miles through a number of high risk corridors and intersections including River Road, McLoughlin Blvd and OR 43. The addition of the Willamette Ped-Bike Bridge will reduce that trip to less than a mile in length on fully separated ped-bike facilities, greatly reducing the risk of crashes and injury.
- c. Will the project provide walking and bicycle access within 1/4 mile of transit stops and stations? Yes or No: Yes. If yes, how? The Willamette Ped-Bike Bridge provide direct pedestrian and bicycle connection between two of the highest ridership transit routes in Clackamas County. This will greatly expand access to transit for those on both sides of the river.
- d. Will the project provide walking and bicycle access within 1/4 mile of a school? Yes or No: Yes If yes, how (provide name of school(s))? Oak Grove Elementary School
- e. Will the project use design treatments that will lead to increased use of active transportation modes by providing a good user experience/increasing user comfort? Does the project provide a high degree of separation between people walking and bicycling and motor vehicle traffic? Yes or No: Yes If yes, how? The proposed project will provide a separated ped-bike facility between Oak Grove and Lake Oswego. This facility will improve the user experience and comfort due to full separation from motor vehicle traffic and a reduction in trip length from over 10 miles to just 1 mile. These benefits will lead to increased use of active transportation modes and greatly increase the places and destinations that are accessible by ped-bike.
- f. How will the project improve access to and from priority destinations, serve high density areas, and/or increase the number of people walking and bicycling to help relieve congestion? Yes or No: Yes If yes, how? Lake Oswego and Oak Grove are two of the higher density locations within Clackamas County and have many priority destinations. These



locations are separated by only a few thousand feet across the Willametter River. The lack of a connecting bridge means that those wishing to go from one to the other by bike must travel at least 10 miles. The proposed bridge would bring those priority destinations within range of an easy ped-bike trip from either side of the river, greatly improving access. The bridge would also provide opportunities to replace longer vehicle trips with short pedestrian or bicycle trips, reducing congestion.

- g. Other needs and desired outcomes the project will address identified in the project purpose statement: The proposed bridge will open access to a beautiful view of the Willamette River. In addition to the transportation benefits, we think it will also be an attraction and a benefit to the communities.
9. Describe the existing project funding strategy (will federal or ODOT program funds potentially be requested?): Identification of the funding strategy is an important purpose of this feasibility study. This study will identify and secure the support of a group of partner governments to support both the development/construction of the project as well as the long term operations and maintenance. Likely sources of funding include the North Clackamas Park and Recreation District, the local governments as well as the proposed regional bond and possibly federal funds through Metro/ODOT.

#### **Project Development Scope, Cost and Funding Request**

1. Total estimated cost for project development (should equal combined amounts identified in #2, 3, and 4, below): \$ 2,584,366 (full cost of all development tasks including the cost of the previous Metro study, cost of this proposed feasibility analysis, and full environmental, design and permitting costs that will be incurred if the project moves forward)
2. Amount already expended on project development (estimate is okay): Less than \$100,000 (Metro 2009 study)
3. Planned additional local contribution to project development (not required): \$ 0
4. Total amount requested of RFFA bond proceeds for project development: \$ 306,000
5. Total estimated project cost through construction (including project development): \$ 21,536,380
6. Provide preliminary project cost estimate to date and a brief description of the method and level of confidence of the estimate (attach any documentation available): The project cost estimate was developed by Clackamas County capital projects staff based on typical costs for a ped-bike bridge of this type.
7. Project cost estimates reviewed by Project Engineer (name): Joel Howie, PE

#### **Required Additional Information**

1. GIS shapefile of the project. The exact location of the proposed project is not known at this time and will be the subject of this study. The attached map shows public and privately owned

properties on both shores of the Willamette River in the area that is viewed as the most likely location for the bridge based on current information.

2. Project Development Scope of Work Main Tasks and Summary Costs– use the attached template and modify as necessary.

Purpose and Desired Outcomes
Provide a brief summary description (2-4 lines of text) of the purpose and desired outcomes of the project development work ( <i>Example: The purpose and objective of this study is to....(purpose statement, desired outcomes) and is located in the . . . (describe study location with boundary limits)</i> )
<p><b>Purpose of Project:</b> There is currently a 10 mile segment of the Willamette River between Sellwood Bridge and the Oregon City Bridge without ped-bike access across the river. The proposed ped-bike bridge between Lake Oswego and Oak Grove/Milwaukie would provide an active transportation connection across the river greatly increasing ped-bike mobility, add an important scenic and community asset, and improve access to jobs and community places for those in historically marginalized communities.</p> <p>Outcomes of the Willamette River Ped-Bike Bridge Active Transportation Development Project: The outcomes of this proposed active transportation development project are to 1) Identify the preferred location, bridge concept and cost; 2) Work with regional, state and federal partners to determine the scope and special studies that will be needed for environmental review and permitting; 3) Develop a funding plan for full project development and construction as well as on-going operations and maintenance; 4) Work with local, regional and state partners to identify appropriate roles and contributions to the project development, operations and maintenance; 5) Conduct public input to gauge the public support/concern about the proposed project.</p> <p>Location: Although a specific location has not been identified, the study will focus on public properties along the run of the Willamette River between Milwaukie downtown and Marylhurst University, as shown on the attached map.</p>

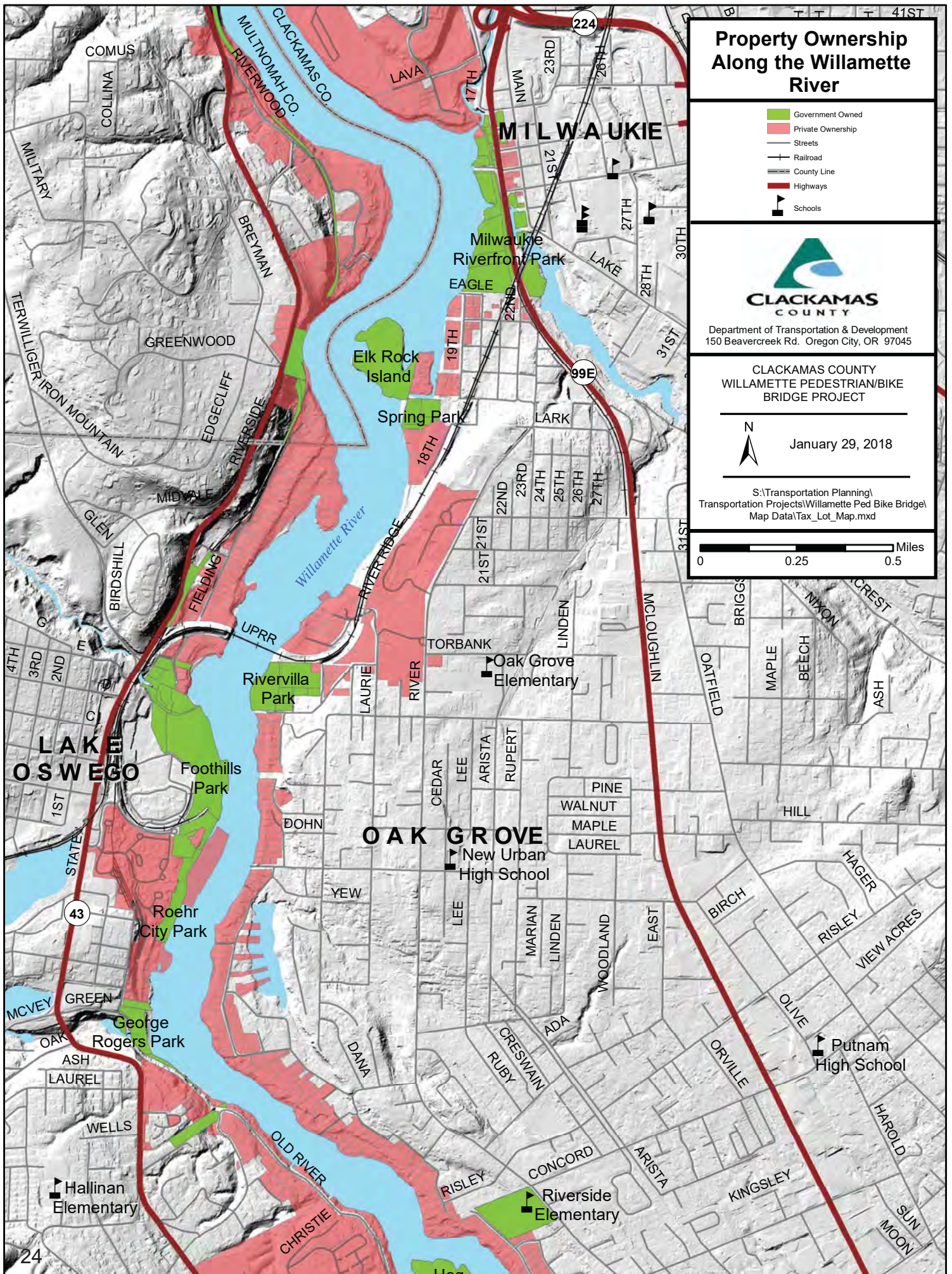
Major Project Scope Elements and Summary Costs		
Provide a bullet list of the main tasks that will achieve the purpose and objectives (Examples provided below)	A cost summary per each major task	ID in-house or consultant driven task
<b>Task #1:</b> Alternatives analysis of possible bridge locations, connection to the bike ped network, with an identification of the preferred bridge location alternatives	\$140,000	Consultant
<b>Task #2:</b> Environmental scoping to identify special studies and analysis that will be necessary.	\$20,000	Consultant
<b>Task #3:</b> Conceptual cost estimate and funding plan for project development, operations and maintenance.	\$50,000	Consultant

<b>Task #4:</b> Interagency coordination with local governments, special districts, and state/federal agencies on roles and responsibilities	\$16,000	Staff & Consultant
<b>Task #5:</b> Intergovernmental Agreement between the partners for project development, operations, and maintenance	\$15,000	Staff and Consultant
<b>Task #6:</b> Conduct public involvement activities including presentations, outreach and other activities to inform the public about the proposed project and secure input.	\$40,000	Staff and Consultant
<b>Task #7:</b> Project management and administrative oversight	\$25,000	Staff
<b>Total Proposed Study Costs:</b>	<b>\$306,000</b>	

**Approach And Oversight**

Discuss how the project development work will be implemented and how expenditures will be tracked and monitored by the agency. Describe the technical, administrative and budget capacity to complete project development work.

This project development project will primarily be conducted by a consultant under the direction and oversight of the Clackamas County Department of Transportation and Development (DTD). At any particular time DTD has over 20 projects in development and has an extensive staff of project managers, engineers, finance and administrative specialist who are well versed in all aspects of the management of publically funded projects. The DTD has carried out a number of projects using funding from Metro and is knowledgeable about all conditions and requirements. The DTD Principal Transportation Planner will be the project manager under the direction of the Transportation Planning Supervisor. Working with the project manager will be a Project Management Team including the Capital Projects Supervisor, the Administrative Services Manager, the Bike and Pedestrian Coordinator, and the Community Outreach Specialist. This group will ensure that all administrative, legal and professional standards are met and that the project is completely in a timely and responsible fashion.



## Property Ownership Along the Willamette River

- Government Owned
- Private Ownership
- Streets
- Railroad
- County Line
- Highways
- ▣ Schools



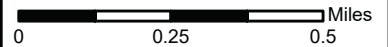
Department of Transportation & Development  
150 Beavercreek Rd. Oregon City, OR 97045

### CLACKAMAS COUNTY WILLAMETTE PEDESTRIAN/BIKE BRIDGE PROJECT



January 29, 2018

S:\Transportation Planning\  
Transportation Projects\Willamette Ped Bike Bridge\  
Map Data\Tax\_Lot\_Map.mxd





# Portland Metro Area Value Pricing Feasibility Analysis

## FACT SHEET

## We have a congestion problem

It's not your imagination — more people and merchandise are sitting in Portland-area traffic longer. Buses, bicycles and pedestrians also are affected as the system slows. Regional growth has strained the Portland metro area's six major highways — including I-5 and I-205, the primary north-south routes for the state. Congestion and delays are increasing throughout all hours of the day creating unpredictability, costing people and businesses, and increasing crashes.

### Not one *single* solution

In 2017, the Oregon Legislature authorized funding to substantially improve area highways, transit, biking and walking facilities, and use technology to make the system work better. The Legislature also directed the Oregon Transportation Commission (OTC) to seek federal approval to implement value pricing on I-5 and I-205 to address the congestion problem.

### What is value pricing?

Pricing strategies have been used successfully for years by utilities, sporting events and movie theaters. The cost is determined by how many users want to use a limited service.

Value pricing is a proven tool resulting in faster, more reliable and predictable trips. It has been implemented with success in the United States and around the world.

Value pricing uses fees or tolls to manage congestion. During more congested times of the

day a higher fee is charged, encouraging some drivers to consider other travel options such as alternate routes, carpools, transit or travel at less congested times. This improves mobility for all drivers who pay the fee, and potentially for the entire system. Fees are collected electronically so drivers do not have to stop at toll booths.

The main types of value pricing strategies that will be considered include:

- **Priced lanes**, which give drivers a choice to pay to use the lane to save time or to use the adjacent, unpriced lanes.
- **Priced roadways**, a concept under which all lanes would be priced.

Both types of value pricing tools could be applied to the entire highway or to specific highway segments, which could include bridges.

Implementation of priced lanes in the Portland metro area requires a decision about whether to construct new lanes or convert general travel lanes.

**+30,761**  
MORE PEOPLE

Portland area  
population growth  
2014 - 2015

**+13.6%**  
MORE CONGESTION

Hours of weekday congestion  
in the Portland area  
2013 - 2015

**+22.6%**  
MORE TRAFFIC DELAYS

In the Portland  
metro region  
2013 - 2015

## BENEFITS OF VALUE PRICING

### FOR SAFETY

Reducing congestion, particularly at bottlenecks, smooths and steadies traffic flow, and reduces the opportunity for rear-end crashes.

### FOR COMMUTERS

Improvement in travel time reliability and efficiency for priced lane users.

### FOR FREIGHT

Congestion relief through value pricing allows businesses to reduce travel time which saves costs and reduces truck trips.

## Value pricing: A tool to reduce congestion in the Portland metro area

The Oregon Department of Transportation (ODOT) is conducting a feasibility analysis to determine if value pricing could improve mobility by allowing people to choose to pay a fee to get a more reliable and predictable trip on I-5 or I-205 during peak travel times. Those who do not want to pay a fee may choose to travel during off-peak hours and pay a lower fee, or choose other modes of transportation. Some may not make the trip at all. There are many ways value pricing could be applied.

The Oregon Transportation Commission (OTC) has directed a public input process and technical analysis of potential value pricing options.

### Any proposal will reflect our values

To make sure that any proposal reflects our values around fairness and equity, OTC created a Policy Advisory Committee (PAC) so diverse perspectives can inform a final proposal. The PAC will consider

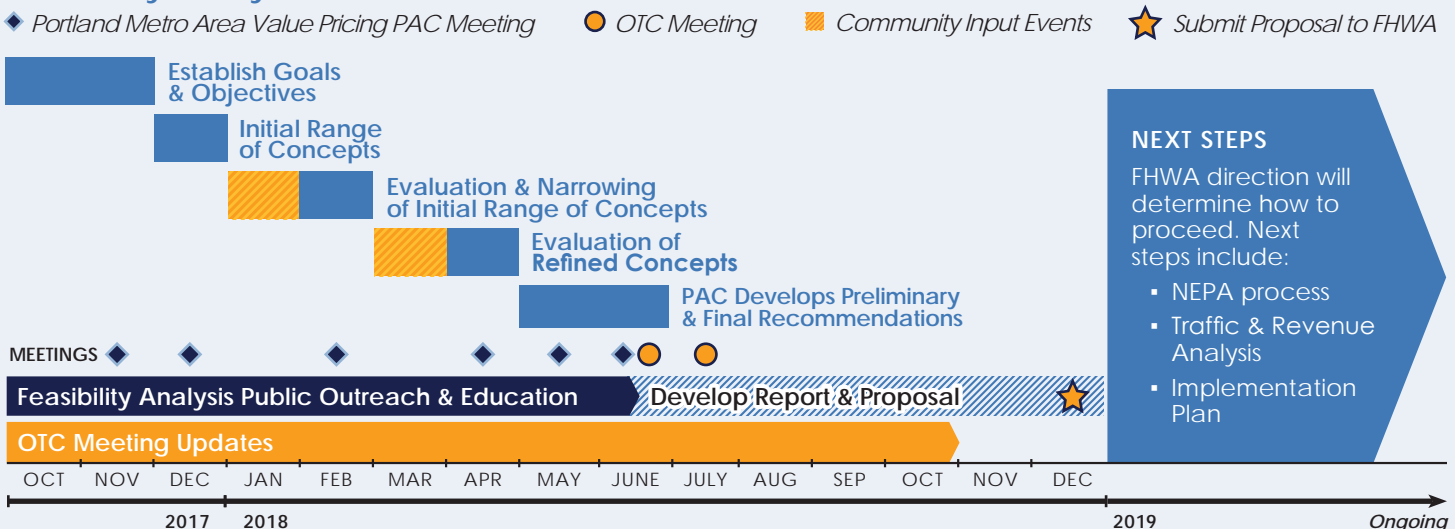
the benefits to congested corridors and effects to travelers and adjacent neighborhoods. The PAC will recommend to the OTC the best location and type of value pricing for the region. The OTC is the tolling authority in the state and will submit its proposal to the Federal Highway Administration (FHWA) by the end of December 2018. Next steps include additional public outreach; environmental, traffic, and revenue analysis; and a tolling agreement.

### Make your voice heard

Public review and input on value pricing is essential to help fully evaluate value pricing to determine how best to implement it.

- **Ask a question or provide a comment:**  
ValuePricingInfo@odot.state.or.us
- **Provide input to the Policy Advisory Committee:**  
ValuePricingPAC@odot.state.or.us
- **Learn more:**  
[www.oregon.gov/ODOT/Pages/Value-Pricing.aspx](http://www.oregon.gov/ODOT/Pages/Value-Pricing.aspx)

## Feasibility Analysis Schedule



**Memorandum**

**To: Clackamas County Coordinating Committee (C4)**

**From: Trent Wilson, Public and Government Affairs**

**Date: February 22, 2018**

**RE: 2018 C4 Retreat Discussion**

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**Overview:**

Clackamas County Coordinating Committee members will have an opportunity to brainstorm and provide feedback on the upcoming 2018 C4 Retreat.

**Preferred Date:**

June 29 – June 30, 2018

**Topics addressed /accomplishments since previous retreat:**

- Advance a county-wide Housing Needs Assessment
- Discuss System Development Charges and Construction Excise Tax concepts
- Provide feedback on future regional housing and transportation bonds
- Finalize bylaws updates
- Form a Transit Providers Subcommittee to support needs regarding to HB 2017 State Transit Improve Funding
- Education on Transit providers throughout Clackamas County

**Discussion Items for 2018 Retreat:**

- What transportation and land use issues does C4 want to cover at the retreat?
- Does C4 want to address housing issues at this year's retreat?
- What other issues should be address at the retreat in 2018?
-

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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**Agenda Item:** Executive Session  
**Item No.:** 12  
**Presenters:** N/A

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**Background:**

Convene Executive Session under ORS 192.660 (2) (e) to consider real property transactions.



**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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**Agenda Item:** Adjourn Executive Session  
**Item No.:** 13  
**Presenters:** N/A

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**Background:**

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



**OAK LODGE WATER SERVICES  
FISCAL YEAR 2018-2019  
PROPOSED BUDGET**

**BUDGET COMMITTEE**

**PUBLIC MEMBERS**

Paul Gornick

John W. Klum

Steven F. Cade

Eugene Whitley

Dave Phelps

**Alternates**

Terry J. Gibson

**OLWD BOARD**

Nancy Gibson, President

Susan Keil, Vice President/Secretary

Lynn Fisher, Treasurer

Jim Martin, Director

Kevin Williams, Director

Budget Officer:

Kelly Stacey

**Oak Lodge Water Services  
2018-2019 Budget**

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## 2018-2019 BUDGET CALENDAR

- December 19, 2017 - Budget Committee Member Appointments  
(Regular Board Meeting) - Appoint Budget Officer  
- Approve Budget Calendar  
- Pre-Budget meeting/Orientation

- March 14, 2018 - Publish notice of Budget Committee Meeting (5-30 days prior)  
- Publish in the Clackamas Review  
- Post on website

- Tuesday, March 20, 2018 - Budget Committee Meeting - Introduction and overview  
(@5:30-Prior to regular board meeting) - Proposed Budget given to Budget Committee

- Tuesday, April 3, 2018 - Budget Committee Meeting

- Thursday, April 5, 2018 - Budget Committee Meeting (if necessary)

- Tuesday, April 10, 2018 - Budget Committee Meeting (if necessary)

- June 6, 2018 - Publish Notice and Summary of Budget Adoption Hearing

- Tuesday, June 19, 2018 - Budget Adoption

\*\*All meetings held in the Oak Lodge Water Services Boardroom beginning @ 6:00 unless otherwise stated



### **Budget Message**

Members of the Oak Lodge Water Services District Board, Citizen Members of the Budget Committee and Residents of our District---submitted for your consideration is the 2018-2019 proposed budget. The total budget presented is \$47,448,043 compared to last year's adopted budget of \$29,654,561 an increase of \$17,793,482. To get an accurate comparison of the two year's budgets you need to adjust the current increase down by the duplicated \$13,200,000 transfers to the newly established capital reserve funds, making the actual increase \$4,593,482 or 15% over the current year's budget.

### **State of the District**

Oak Lodge Water Services District (OLWS) continues to provide safe drinking water, efficient sanitary sewer service, watershed protection, and outstanding customer service to the rate payers of the District. Those 30,000 residents live within one of two Clackamas County Community Planning Organizations, or CPO's. Those two CPO's are the Oak Grove Community Council and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized and continues to see growth in residential and commercial development through its permitting process.

The District operates a wastewater collection system that totals 100 miles in length and a wastewater treatment plant with an average dry weather capacity of 10.5 million gallons per day. In the 2017 calendar year, the District collected and treated more than 1.4 billion gallons. For the District to provide this community its safe drinking water, it must manage 107 miles of pipe to deliver more than 1.2 billion gallons of water to its customers in the same period. Watershed quality is also managed within the District Boundary. 6.5 square miles of various watersheds drain to creeks each day and it is this District's mission to make sure that water is as clean as possible.

### **The 2018-2019 Budget**

The budget presented before you this evening is the culmination of all the Departments working hard together to plan for current needs and also to anticipate and plan for future situations which will impact the District such as increased PERS rates. (The budget includes increases in water rates of 4%, in waste water rates of 3.37% and in storm water of 4%). The overall budget includes modest increases in rates across all funds. Rate increases are linked to the overall level of revenue requirements and must keep pace with the District's projected operating and capital needs. Multi-year planning is essential to keep rate increases as smooth and predictable as possible

### **Introduction**

The Proposed Budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the District. The proposed operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, found in Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, Chapter 450 Sanitary Districts and (ORS) Chapter 198 Special Districts, and generally accepted accounting principles.

The District provides drinking water, waste water reclamation and watershed protection services.

The proposed budget represents a prudent and fiscally responsible financial plan for the District operations and capital improvements during the next fiscal year. The budget was assembled to ensure the long-term financial stability of the District.

### **Budget Assumptions**

The 2018-2019 proposed budget incorporates the following assumptions:

#### **Revenue Assumptions**

- Increase in rates
  - 4.0% for Drinking Water Rates
  - 3.37% for Wastewater Rates
  - 4.0% for Watershed Protection Fees
- Non-payment of bills by customers at 2%

#### **Expenditure Assumptions**

- 3.5% cost of living (COLA) adjustment
- 2-5% merit increases for eligible employees
- Medical and Dental estimated increased rates of 6%
- No increase in PERS employer contribution rate for fiscal 2019.
- 8.6% increase in materials and services
- Capital projects increased 58% from last year.
- Capital reserves and contingencies increased by just under 33%.

#### **Overall Strategies for the 2018-2019 Budget and Beyond**

- Complete Master Plan for Water and begin Master Plan for watershed protection services which contributes to planning for appropriate level of services and resources.
- Plan for and anticipate future increases in PERS costs beginning in FY 1920.
- Establish efficiencies to minimize rising costs in all areas of operations
- Set reserves at the appropriate levels.
- Take continued steps to prudently plan for asset replacements to reduce maintenance and extend the life of equipment which contributes to rate stabilization.
- For the first time include rolling stock vehicles in the Capital Improvement Plan.
- Work with Employee Benefits Committee to obtain the most out of the District's health benefits.
- Establish new policies to put into place the structure to accomplish the goals of the District.

### **Funds**

With the addition of three capital funds, OLWS now has eight funds They include the Drinking Water Fund, the Wastewater Reclamation Fund, the Watershed Protection Fund, two debt service funds related to the wastewater reclamation facility and the three newly created funds created to aid in separating monies reserved for capital.

#### ***Drinking Water Fund and Drinking Water Capital Fund***

The Drinking Water Fund is responsible for collecting revenue to cover the costs related to the distribution of potable water for drinking and fire suppression. Over the years the water fund has negotiated leases with cellular telephone companies to have towers attached to the water tanks. This revenue is used to help reduce fees to rate payers. The Drinking Water Fund also collects system development charges and installation fees.

Costs related to the repairs and maintenance of just over 107 miles of pipeline, four storage tanks, two pump stations and three pressure zones are paid from the Drinking Water fund. Also, a share of the administration costs of the District is paid for with water revenue.

In the 2019 budget a new capital fund exclusively for the repair and replacement of capital items has been created. This will give the District the ability to accumulate funds separately from general water operations. In the coming year the Water Master Plan will be completed, giving way to new projects and provide a platform for more systematic savings for the future which will contribute to rate stabilization.

Proposed in the Water Capital Fund for 2019 is an expedited electronic meter replacement program. About three years ago the District began a program to replace all the water meters with new electronic meters over a ten-year period. Under the new plan a third-party would replace the remaining meters in one year and finance the cost over seven years. This would save money by lowering the cost of the meters by purchasing in bulk and eliminating the cost of having the current meters read each month at around \$30,000 per year.

Other items in the Water Capital Fund include the shared cost of the expansion of the WRC decant facility, a new service truck, and a share of upgrading the fiber.

#### *Wastewater Reclamation Fund and Wastewater Capital Fund*

The Wastewater Reclamation Fund is responsible for collecting revenue in an amount to cover debt service and the costs related to operating and maintaining a state of the art wastewater reclamation facility and the approximate 100 miles of sewer pipe feeding it. The District holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Oregon Department of Environmental Quality that allows the District to be responsible for the management of the wastewater reclamation program in the service area. The permit establishes mandatory water quality standards for discharge of reclaimed water into the watershed. The Wastewater fund also shares in the administration costs of the District. Other fees collected include system development funds, permit fees and inspection fees.

The newly establish Wastewater Capital fund allow for monies to be collected and stored for current and future capital needs. In 2019 staff proposes numerous facility and field capital improvements. They include refurbishment of the solids handling building and process improvements, Boardman Wetland Complex sewer replacement, anaerobic digester conversion, secondary clarifier refurbishment, and aeration control strategy evaluation, a share in the cost of the WRC decant expansion and the beginning of a mainline repair program. Also, included in the wastewater capital fund is a new service truck and a sanitary easement machine.

#### *Watershed Protection Fund and Watershed Protection Capital Fund*

The Watershed Protection Fund is responsible for collecting revenue to cover the costs of maintaining the collection system totaling 84 miles in length. The District is the holder of a Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality. The District is jointly responsible for the management of watershed protection activities in its service area. The District is accountable for the education of residents, developers, contractors, businesses, industries, and youth about watershed protection.

OLWS is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. This portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. An analysis of the District revealed that the total impervious area for OLWS is 80%. That is about 2800 acres of surface that does not infiltrate water,

which contributes to increase water velocity and scour in local streams. The majority of which contributes pollutants into the surface water system, including streams and rivers.

Capital improvement projects from the Watershed Protection Fund in fiscal 2019 include the Boardman Wetland Complex project, a share of the WRC decant expansion, and a Stormwater master plan. The master plan will follow an extensive public outreach campaign to help the District gauge the wants and needs of the community.

**Debt Service Funds**

OLWS has two debt service funds. One is the Wastewater General Obligation Bond Debt Service Fund and the other is the Wastewater Revenue Bond Debt Service.

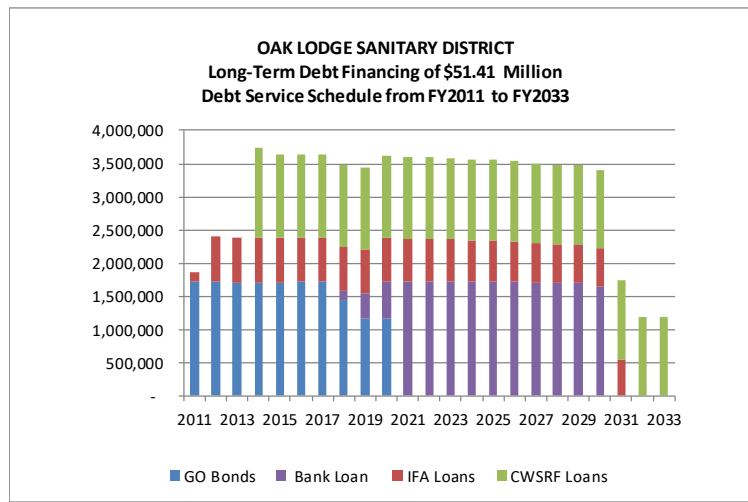
In 2010, the Oak Lodge Sanitary District borrowed \$51 million to construct the Water Reclamation Facility (WRF). The debt entailed a weighted average interest rate of 3.09%. Debt financing for the WRF project was used to minimize increases in service charge rates which would have otherwise been required to cash fund the project. This practical approach allowed the District to keep the service charge rates competitive with other service providers.

The General Obligation Bond Debt Service Fund consists of two bond issuances. On May 13, 2010 the District issued \$24,000,000 in GO Bonds to build the Wastewater Reclamation Facility. In December 2017, the District refunded \$14,310,000 of the callable bonds and replaced them with bank placement revenue bonds. The other bonds in this fund are a State of Oregon Infrastructure Financing Authority Loan originally in the amount of \$8,000,000 from the Recovery Zone Economic Development Bonds.

The Revenue Bond Debt Service Fund also has two issuances of bonds. These are non-property-tax-backed debt and include a Department of Environmental Quality Clean Water State Revolving Fund loan. This program has both a loan reserve requirement and a debt service coverage requirement in which the District must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service.

The second issuance in this fund is the refunded GO bonds not held as revenue bonds by JP Morgan Bank. The District will save just over \$900,000 in debt service of the remaining life of the debt.

The majority of the District’s debt will be paid off in fiscal 2030 with the remaining to be paid in 2033. The following table shows the long-term debt service schedule:

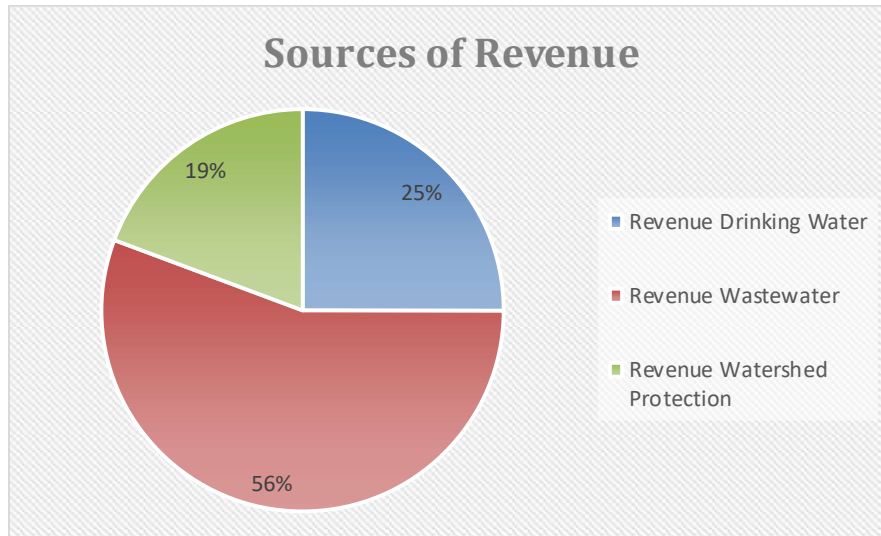




## Budget Highlights

The total 2018-2019 Fiscal Year Budget for OLWS in the amount of \$47.4 million including contingencies and reserves can be summarized as follows: \$6.9 million for Drinking Water, \$15.3 million for Wastewater, \$5.3 million for Watershed Protection, \$5.4 million for Debt Service and \$14.5 in the three capital funds. Administration is noticeably absent from this budget. This is because it is spread among the three service areas. Personnel are allocated according to the duties of the position. All other administrative expenses are distributed by a variety of methods, including percent of revenue, number of FTEs, or just evenly, depending on the circumstance of the expenditure.

Operating revenue is budgeted by service (or Departmental) funds, the Drinking Water Fund, the Wastewater Reclamation Fund and the Watershed Protection Fund\*:

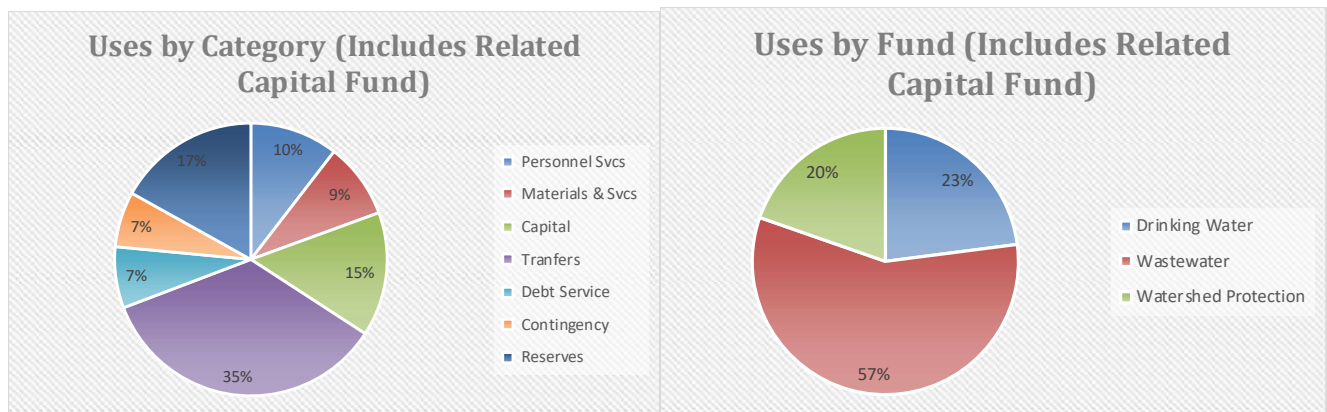


\*Chart includes beginning fund balances.

Of the total operation resources, Wastewater represents 56% of the revenue for OLWS; Drinking water 25%; and Watershed protection 19%. The resources from each department will be kept separate to be spent on operations and capital directly related to the fund where it is collected.

OLWS is a Special District financed through fees for services. Fees are set in July each year according to budgetary needs in operations of the services and capital improvement projects in all funds areas as well as debt service payments which come strictly from the wastewater fund.

Operating Expenditures are budgeted by category within each fund. Below are two charts; one showing expenditures by category in all funds combined, and one showing expenditures by fund:



Aside from Contingencies and Reserves, typically personnel services, at 10%, would be the largest portion of the budget. This is to be expected for a mostly service based organization such as OLWS. However, this year transfers at 35%, are the largest portion of the budget. This is due to the establishment of the Capital funds, which had large transfers of reserves that were held in the corresponding fund last year. Next is capital, at 15%, then materials and services at 9%. Finally, debt services at 7%. Transfers include transfers from the Wastewater Fund to both Debt Services Funds to cover the cost of debt. Transfers do not represent additional dollars but represent the movement of cash between funds.

### *Personnel*

The OLWS proposed budget includes 34 full-time regular (FTE) positions and, cost of living allowances along with 2% to 5% merit increases for eligible employees.

Employee insurance rates, which includes medical, dental, life, short-term disability and long-term disability are uncertain at the time of the budget preparation. After conversations with our insurance broker and projections from Special Districts Insurance we budgeted a 6% increase.

Worker's compensation rates will be going up as much as 50% due to an increase in our MOD rating from a .69 to a .95. This is a strong increase, but we are still below 1.0 which is the average expected losses for our job classifications. Overall, the pure rates are decreasing this year which will help offset the MOD increase. Conservatively we should still see an increase in Worker's compensation premiums in the 30% to 50% range.

PERS rates remain the same for the 2019 budget, however, we are expecting large increases to offset the unfunded liability the District is facing. To stabilize all PERS entities' PERS rates, including the District, the State of Oregon is establishing a program to match 25% of any contributions into a side account. This account would offset large rate increases in the future. The details of the match program are not complete as the preparation of this document. It is expected that the application process will begin in January 2019 with agencies establishing amounts to add to their side account. It is currently unknown what the limits will be, however, as it is now, the District would have to pledge the amount of money it would want to set aside during the application process and then it would have until June 30, 2023 to make any District contributions.

### *Materials and Services*

This category represents the operations and day-to-day activities. The increases for this year are mainly in legal services and contracted services as we continue to establish new policies and work through the growing pains of a new District. Other areas are remaining flat or decreasing.

### *Capital*

Approaching asset management and replacement in a methodical manner assists the District's efficient and effective use of our resources and with future budget planning. Capital reserves are part of this refocused strategy. New Capital Funds have been established to separately account for capital expenditures and ensure funding for future needs. Funding for reserves is primarily through transfers from the operating funds based on anticipated needs as determined by analysis of depreciation of current facilities and equipment, and consideration of the District's capital improvement plan. The Drinking Water Capital Fund has \$1,704,000 budgeted for capital projects. The Wastewater Reclamation Capital Fund has \$3,290,000 budgeted for capital projects. And the Watershed Protection Capital fund has \$2,001,000 budgeted for capital projects.

## Acknowledgements

This proposed budget was developed by the OLWS Leadership team aided by the rest of the OLWS staff. For three of the six members of the Leadership team this is their first OLWS budget. The mix of perspectives and backgrounds added greatly to the internal budget discussions and in my development of the recommended budget. I want to acknowledge their effort and engagement in the process and to thank everyone.

Respectfully submitted,



Kelly Stacey  
Budget Officer

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**OAK LODGE WATER SERVICES DISTRICT**  
**Revenue Summary - By Program**  
**Fiscal Year 2018-2019**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	Fund	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Drinking Water</b>						
\$ -	\$ 3,809,552	\$ 2,600,000	Fund Balance	\$ 2,880,270	\$ -	\$ -
\$ -	\$ 1,679,713	\$ 3,300,000	Water Sales	\$ 3,640,000	\$ -	\$ -
\$ -	\$ 99,410	\$ 75,000	SDCs	\$ 75,000	\$ -	\$ -
\$ -	\$ 127,008	\$ 300,000	Leases & Other	\$ 284,000	\$ -	\$ -
\$ -	\$ 5,715,683	\$ 6,275,000	Subtotal Resources	\$ 6,879,270	\$ -	\$ -
<b>Wastewater Reclamation</b>						
\$ -	\$ 4,061,442	\$ 4,562,000	Fund Balance	\$ 5,628,103	\$ -	\$ -
\$ -	\$ 3,790,667	\$ 7,830,000	Wastewater Charges	\$ 7,947,500	\$ -	\$ -
\$ -	\$ 208,668	\$ 78,000	SDCs	\$ 100,000	\$ -	\$ -
\$ -	\$ 61,558	\$ 92,000	Other revenue	\$ 120,000	\$ -	\$ -
\$ -	\$ -	\$ 900,000	Sale of Capital Assets	\$ 1,500,000	\$ -	\$ -
\$ -	\$ 8,122,336	\$ 13,462,000	Subtotal Resources	\$ 15,295,603	\$ -	\$ -
<b>Watershed Protection</b>						
\$ -	\$ 2,418,486	\$ 2,080,000	Fund Balance	\$ 3,052,971	\$ -	\$ -
\$ -	\$ 655,682	\$ 1,420,000	Watershed Charges	\$ 1,456,000	\$ -	\$ -
\$ -	\$ 31,609	\$ 785,400	Other Revenue.	\$ 802,000	\$ -	\$ -
\$ -	\$ 3,105,777	\$ 4,285,400	Subtotal Resources	\$ 5,310,971	\$ -	\$ -
<b>Wastewater GO Debt Service</b>						
-	1,072,780	778,871	Fund Balance	782,263	-	-
-	6,347	11,885	Interest Revenue	11,885	-	-
-	-	126,603	Interest Subsidy	121,338	-	-
-	1,061,793	2,248,814	Transfers In	1,548,123	-	-
\$ -	\$ 2,140,921	\$ 3,166,173	Subtotal Resources	\$ 2,463,609	\$ -	\$ -
<b>Wastewater Revenue Bond Debt Service</b>						
-	1,598,816	1,216,375	Fund Balance	1,076,172	-	-
-	8,217	11,074	Interest Revenue	11,074	-	-
-	288,961	1,238,539	Transfers In	1,893,844	-	-
\$ -	\$ 1,895,994	\$ 2,465,988	Subtotal Resources	\$ 2,981,090	\$ -	\$ -
<b>Water Capital Reserve</b>						
-	-	-	Fund Balance	-	-	-
-	-	-	Other Revenue	1,305,000	-	-
-	-	-	Transfers In	2,700,000	-	-
\$ -	\$ -	\$ -	Subtotal Resources	\$ 4,005,000	\$ -	\$ -
<b>Wastewater Capital Reserve</b>						
-	-	-	Fund Balance	-	-	-
-	-	-	Other Revenue	7,500	-	-
-	-	-	Transfers In	6,500,000	-	-
\$ -	\$ -	\$ -	Subtotal Resources	\$ 6,507,500	\$ -	\$ -
<b>Watershed Protection Capital Reserve</b>						
-	-	-	Fund Balance	-	-	-
-	-	-	Other Revenue	5,000	-	-
-	-	-	Transfers In	4,000,000	-	-
\$ -	\$ -	\$ -	Subtotal Resources	\$ 4,005,000	\$ -	\$ -
\$ -	\$ 20,980,710	\$ 29,654,561	<b>TOTAL RESOURCES</b>	\$ 47,448,043	\$ -	\$ -

**OAK LODGE WATER SERVICES DISTRICT**  
**Expenditure Summary - By Program**  
**Fiscal Year 2018-2019**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18		PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
			<b>Drinking Water</b>			
\$ -	\$ 928,947	\$ 1,570,000	Personnel Services	\$ 1,606,800	\$ -	\$ -
\$ -	\$ 1,052,588	\$ 1,650,400	Materials & Services	\$ 1,984,200	\$ -	\$ -
\$ -	\$ 681,402	\$ 965,000	Capital	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ 2,700,000	\$ -	\$ -
\$ -	\$ -	\$ 300,000	Contingency	\$ 588,270	\$ -	\$ -
\$ -	\$ 3,052,746	\$ 1,789,600	Reserve for future expenditure	\$ -	\$ -	\$ -
\$ -	\$ 5,715,683	\$ 6,275,000	<b>Total</b>	\$ 6,879,270	\$ -	\$ -
			<b>Wastewater</b>			
			<i>Treatment</i>			
\$ -	\$ 521,715	\$ 1,873,700	Personnel Services	\$ 1,607,500	\$ -	\$ -
\$ -	\$ 687,677	\$ 1,172,800	Materials & Services	\$ 1,449,850	\$ -	\$ -
\$ -	\$ 122,587	\$ 1,525,000	Capital	\$ -	\$ -	\$ -
			<i>Collections</i>			
\$ -	\$ 312,444	\$ 1,133,500	Personnel Services	\$ 1,082,800	\$ -	\$ -
\$ -	\$ 87,196	\$ 734,200	Materials & Services	\$ 424,650	\$ -	\$ -
\$ -	\$ 7,971	\$ -	Capital	\$ -	\$ -	\$ -
\$ -	\$ 1,350,754	\$ 3,487,353	Transfers	\$ 9,941,967	\$ -	\$ -
\$ -	\$ -	\$ 500,000	Contingency	\$ 788,836	\$ -	\$ -
\$ -	\$ 5,031,992	\$ 3,035,447	Reserve for future expenditure	\$ -	\$ -	\$ -
\$ -	\$ 8,122,336	\$ 13,462,000	<b>Total</b>	\$ 15,295,603	\$ -	\$ -
			<b>Watershed Protection</b>			
\$ -	\$ 256,979	\$ 562,000	Personnel Services	\$ 668,500	\$ -	\$ -
\$ -	\$ 135,982	\$ 361,850	Materials & Services	\$ 396,100	\$ -	\$ -
\$ -	\$ 335,586	\$ 1,921,000	Capital	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Transfers	\$ 4,000,000	\$ -	\$ -
\$ -	\$ -	\$ 50,000	Contingency	\$ 246,371	\$ -	\$ -
\$ -	\$ 2,377,231	\$ 1,390,550	Reserve for future expenditure	\$ -	\$ -	\$ -
\$ -	\$ 3,105,777	\$ 4,285,400	<b>Total</b>	\$ 5,310,971	\$ -	\$ -
			<b>Wastewater GO Debt Service</b>			
\$ -	\$ 1,355,650	\$ 2,383,910	Debt Service	\$ 1,819,497	\$ -	\$ -
\$ -	\$ 785,271	\$ 782,263	Reserve for future expenditure	\$ 644,112	\$ -	\$ -
\$ -	\$ 2,140,921	\$ 3,166,173	<b>Total</b>	\$ 2,463,609	\$ -	\$ -
			<b>Wastewater Revenue Bond Debt Service</b>			
\$ -	\$ 669,048	\$ 1,251,784	Debt Service	\$ 1,626,767	\$ -	\$ -
\$ -	\$ 1,226,946	\$ 1,214,204	Reserve for future expenditure	\$ 1,354,323	\$ -	\$ -
\$ -	\$ 1,895,994	\$ 2,465,988	<b>Total</b>	\$ 2,981,090	\$ -	\$ -
			<b>Water Capital</b>			
\$ -	\$ -	\$ -	Capital	\$ 1,704,000	\$ -	\$ -
\$ -	\$ -	\$ -	Contingency	\$ 500,000	\$ -	\$ -
\$ -	\$ -	\$ -	Reserve for future expenditure	\$ 1,801,000	\$ -	\$ -
\$ -	\$ -	\$ -	<b>Total</b>	\$ 4,005,000	\$ -	\$ -
			<b>Wastewater Capital</b>			
\$ -	\$ -	\$ -	Capital	\$ 3,290,000	\$ -	\$ -
\$ -	\$ -	\$ -	Contingency	\$ 500,000	\$ -	\$ -
\$ -	\$ -	\$ -	Reserve for future expenditure	\$ 2,717,500	\$ -	\$ -
\$ -	\$ -	\$ -	<b>Total</b>	\$ 6,507,500	\$ -	\$ -
			<b>Watershed Protection Capital</b>			
\$ -	\$ -	\$ -	Capital	\$ 2,001,000	\$ -	\$ -
\$ -	\$ -	\$ -	Contingency	\$ 500,000	\$ -	\$ -
\$ -	\$ -	\$ -	Reserve for future expenditure	\$ 1,504,000	\$ -	\$ -
\$ -	\$ -	\$ -	<b>Total</b>	\$ 4,005,000	\$ -	\$ -
\$ -	\$ 20,980,711	\$ 29,654,561	<b>TOTAL REVENUE</b>	\$ 47,448,043	\$ -	\$ -

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**Drinking Water Fund  
Fund 10**

**Purpose:** The purpose of the Drinking Water Fund is to manage operating and capital requirements related to activities of the drinking water program.

Drinking water activities comprise managing a water transmission and distribution system.

The water comes from the Clackamas River. The Clackamas River is an extremely high-quality, raw water source. Timothy Lake and the Ollalie Lake make up the head waters of the Clackamas River. These lakes are located high up in the Mount Hood National Park area. Along with the lakes, there are many other small tributary mountain streams that contribute to the flow of the river.

Drinking water for the District is pumped into a water treatment plant then placed through two different treatment techniques: slow sand filtration and membrane filtration. The Allen F. Herr Water Treatment Facility began production in August 1999. Prior to the building of the treatment plant, Oak Lodge Water District purchased water from another provider. Oak Lodge Water Services is now part owner of the treatment plant along with Sunrise Water Authority and the City of Gladstone. This makes up the North Clackamas County Water Commission.

The water from the treatment plant is then pumped to the water reservoirs located at Valley View and View Acres.

The goals of the program include the following:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.

2016	2017	2018	Fund 10	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	928,947	1,570,000	Personnel Services	1,606,800	-	-
-	1,052,588	1,650,400	Materials and Services	1,984,200	-	-
-	681,402	965,000	Capital Outlay	-	-	-
-	-	-	Transfers and Contingency	3,288,270	-	-
-	3,052,746	1,789,600	Reserve for Future Expenditure	-	-	-
-	5,715,683	5,975,000	Subtotal Requirements	6,879,270	-	-

**Full Time Employees (FTE):** 11.18 FTE

**Major Revenue Source(s):**

The major revenue source for the drinking water fund is service charges.



**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Drinking Water Fund  
Resources**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
	3,809,552	2,600,000	3,111,670	10-00-3500	Beginning Fund Balance	2,880,270		
	1,679,713	3,300,000	3,500,000	10-00-4211	Water sales	3,640,000		
	11,010	-	30,000	10-00-4212	Water sales - CRW	32,000		
	12,309	-	22,000	10-00-4215	Penalties & late charges	25,000		
	99,410	75,000	125,000	10-00-4220	System development charges	75,000		
	32,590	30,000	29,000	10-00-4230	Contract services	32,000		
	10,840	15,000	15,000	10-00-4240	Service installations	15,000		
	38,280	200,000	130,000	10-00-4280	Rents and leases	140,000		
	-	35,000	-	10-00-4290	Other charges for services	-		
	17,324	5,000	30,000	10-00-4610	Investment revenue	25,000		
	4,655	15,000	25,000	10-00-4700	Miscellaneous revenues	15,000		
<b>Total Resources</b>						<b>\$ 6,879,270</b>	<b>\$ -</b>	<b>\$ -</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Drinking Water Fund  
Requirements**

ACTUAL 15-16	ACTUAL 16-17	ADOPTED 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Personnel Services - 11.18 FTE</b>								
	643,148	970,000	855,000	10-20-5110	Regular employees	980,000		
	24,074	35,000	20,000	10-20-5120	Temporary/Seasonal employees	30,000		
	11,701	35,000	20,000	10-20-5130	Overtime	48,000		
	74,116	195,000	160,000	10-20-5210	Health/Dental insurance	225,000		
	51,656	75,000	70,000	10-20-5230	Social Security	80,500		
	103,005	200,000	170,000	10-20-5240	Retirement	202,000		
	5,013	8,000	7,000	10-20-5250	Trimet/WBF	9,000		
	-	7,000	-	10-20-5260	Unemployment	12,000		
	199	25,000	14,000	10-20-5270	Workers compensation	13,000		
	16,036	20,000	3,000	10-20-5290	Other employee benefits	7,300		
-	928,947	1,570,000	1,319,000	<b>Total Personnel Services</b>		1,606,800	\$ -	\$ -

**Materials and Services**

<b>Professional and technical services</b>						
	104,853	40,000	100,000	10-20-6110	Legal services	130,000
	21,120	9,000	14,000	10-20-6120	Accounting and audit services	9,000
	114,938	69,000	131,000	10-20-6155	Contracted Services	160,500
	7,836	12,000	20,500	10-20-6180	Dues and subscriptions	25,000
<b>Utilities</b>						
	14,931	-	35,000	10-20-6220	Electricity	45,000
	5,660	10,000	21,000	10-20-6230	Telephone	21,000
	509	1,300	4,000	10-20-6240	Natural gas	4,000
	4,549	3,500	3,700	10-20-6290	Other utilities	4,000

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Drinking Water Fund  
Requirements**

<b>ACTUAL 15-16</b>	<b>ACTUAL 16-17</b>	<b>ADOPTED 17-18</b>	<b>ESTIMATE 17-18</b>	<b>Object Code</b>	<b>Item</b>	<b>PROPOSED 18-19</b>	<b>APPROVED 18-19</b>	<b>ADOPTED 18-19</b>
	-				<b>Repairs and maintenance</b>			
	2,560	4,000	5,800	10-20-6310	Janitorial services	8,500		
	8,743	10,000	10,000	10-20-6320	Buildings and grounds	10,000		
	8,157	24,000	23,000	10-20-6330	Vehicle and equipment maintenance	27,000		
	88,178	200,000	200,000	10-20-6340	Distribution system maintenance	200,000		
	78,718	25,000	75,000	10-20-6350	Computer maintenance	48,500		
	24,004	57,000	30,000	10-20-6390	Other repairs and maintenance	50,000		
	-				<b>Travel and Training</b>			
	-	8,000	1,200	10-20-6410	Mileage	1,500		
	16,798	20,000	15,000	10-20-6420	Staff training	17,500		
	-	800	800	10-20-6430	Certifications	1,000		
	863	3,000	1,500	10-20-6440	Board travel and training	2,500		
	-				<b>Supplies</b>			
	8,396	15,000	13,000	10-20-6510	Office supplies	15,000		
	7,374	23,000	15,000	10-20-6520	Fuel and oils	25,000		
	-	13,000	8,000	10-20-6530	Small tools and equipment	15,000		
	12,648	12,000	12,000	10-20-6540	Safety Supplies	12,000		
	-			10-20-6550	Operational Supplies	1,500		
	494	3,500	2,400	10-20-6560	Uniforms	4,000		
	2,834	700	500	10-20-6610	Board compensation	700		
	424,467	1,000,000	1,030,000	10-20-6710	Purchased water	1,050,000		
	51,596	27,100	30,000	10-20-6720	Insurance	30,000		
	4,778	10,000	4,000	10-20-6730	Communications	9,000		
	-	1,000	500	10-20-6740	Advertising	1,000		
	-	5,000	1,000	10-20-6760	Equipment rental	5,000		
	16,875	35,000	25,000	10-20-6770	Bank charges	30,000		
	1,466	7,500	20,000	10-20-6780	Taxes, Fees, and other charges	20,000		
	19,242	1,000	1,500	10-20-6900	Miscellaneous expense	1,000		
<b>\$</b>	<b>-</b>	<b>\$ 1,052,588</b>	<b>\$ 1,650,400</b>	<b>\$ 1,854,400</b>	<b>Total Materials and Services</b>	<b>\$ 1,984,200</b>	<b>\$ -</b>	<b>\$ -</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Drinking Water Fund  
Requirements**

ACTUAL 15-16	ACTUAL 16-17	ADOPTED 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Capital Outlay</b>								
	575,336	250,000	250,000	10-20-7200	Infrastructure	-		
	-	6,000	6,000	10-20-7400	Improvements other than buildings	-		
	-	29,000	13,000	10-20-7520	Equipment	-		
	-	50,000	45,000	10-20-7530	Capital Software Purchase	-		
	106,066	-	-	10-20-7540	Vehicles	-		
	-	630,000	650,000	10-20-7600	Capital Improvements Projects	-		
<b>\$</b>	<b>-</b>	<b>\$ 681,402</b>	<b>\$ 965,000</b>	<b>\$ 964,000</b>	<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers Out</b>								
	-	-	-	10-29-8171	Transfers out- To Capital Reserve	2,700,000	-	-
<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Transfers</b>	<b>\$ 2,700,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Contingency</b>								
	-	-	300,000	10-29-9000	Contingency	588,270		
<b>\$</b>	<b>-</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>Total Contingency</b>	<b>\$ 588,270</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 2,662,937</b>	<b>\$ 4,485,400</b>	<b>\$ 4,137,400</b>	<b>Total Requirements</b>	<b>\$ 6,879,270</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 5,715,683</b>	<b>\$ 6,275,000</b>	<b>\$ 7,017,670</b>	<b>Total Resources</b>	<b>\$ 6,879,270</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 3,052,746</b>	<b>\$ 1,789,600</b>	<b>\$ 2,880,270</b>	<b>Reserve for future expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**Wastewater Reclamation Fund  
Fund 20**

**Purpose:** The purpose of the Wastewater Reclamation Fund is to manage operating and capital requirements related to activities of the wastewater reclamation program.

Wastewater reclamation activities comprise managing a wastewater collection system totaling 100 miles in length, five strategically located wastewater pumping stations, and a reclamation facility that reclaims an average of 4 million gallons of wastewater per day. In a given fiscal year the District collects, treats, and reclaims more than 1.4 billion gallons of wastewater.

The District holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by State of Oregon Department of Environmental Quality (DEQ) that allows the District to be responsible for the management of the wastewater reclamation program in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of reclaimed water into the watershed. The main outfall point is located at the reclamation facility and discharge goes directly into the Willamette River.

The goals of the program include the following:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

2016	2017	2018	Fund 20	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	834,158	3,007,200	Personnel Services	2,690,300	-	-
-	774,873	1,907,000	Materials and Services	1,874,500	-	-
-	130,558	1,525,000	Capital Outlay	-	-	-
-	1,350,754	3,487,353	Transfers and Contingency	10,730,803	-	-
-	5,031,992	3,035,447	Reserve for Future Expenditure	-	-	-
-	8,122,336	12,962,000	Subtotal Requirements	15,295,603	-	-

**Full Time Employees (FTE):** 18.22 FTE; 10.57 in Treatment and 7.65 in Collections

**Major Revenue Source(s):**

The major revenue source for the wastewater reclamation fund is service charges.

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Resources Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
	4,061,442	4,562,000	5,020,590	20-00-3500	Beginning Fund Balance	5,628,103		
	3,790,667	7,830,000	7,641,848	20-00-4212	Wastewater charges	7,947,500		
	-		23,431	20-00-4215	Penalties and late charges	25,000		
	208,668	78,000	278,910	20-00-4220	System development charges	100,000		
	-		36,683	20-00-4240	Service installations	25,000		
	15,599		5,000	20-00-4290	Other charges for services	5,000		
	17,678	26,000	52,886	20-00-4610	Investment revenue	50,000		
	28,280	66,000	15,000	20-00-4700	Miscellaneous revenues	15,000		
	-	900,000	-	20-00-4920	Proceeds from sale of capital assets	1,500,000		
<b>\$</b>	<b>-</b>	<b>\$ 8,122,336</b>	<b>\$ 13,462,000</b>		<b>13,074,347</b>	<b>\$ 15,295,603</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>Total Resources</b>			

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Treatment</b>								
<b>Personnel Services - 10.57 FTE</b>								
	333,047	1,200,000	1,030,000	20-21-5110	Regular employees	1,020,000		
	2,552	35,000	22,000	20-21-5120	Temporary/Seasonal	30,000		
	14,613	62,000	40,000	20-21-5130	Overtime	50,000		
	72,497	216,200	150,000	20-21-5210	Health/Dental insurance	200,000		
	39,767	91,000	82,000	20-21-5230	Social Security	80,000		
	61,086	230,000	200,000	20-21-5240	Retirement	190,000		
	4,152	9,000	8,000	20-21-5250	Trimet/WBF	8,200		
	-	8,500	-	20-21-5260	Unemployment	10,500		
	(9,419)	12,000	15,000	20-21-5270	Workers compensation	12,000		
	3,421	10,000	2,000	20-21-5290	Other employee benefits	6,800		
\$	-	\$ 521,715	\$ 1,873,700	1,549,000	<b>Total Personnel Services - Treatment</b>	\$ 1,607,500	\$ -	\$ -

**Materials and Services - Treatment**

**Professional and technical services**

	10,593	20,000	100,000	20-21-6110	Legal services	125,000		
	6,326	5,000	350	20-21-6120	Accounting and audit services	4,500		
	59,205	78,000	62,100	20-21-6155	Contracted Services	105,300		
	-	-	59,246	20-21-6160	Bond issue costs	-		
	3,608	12,000	7,000	20-21-6180	Dues and subscriptions	15,000		



**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-					<b>Utilities</b>			
	160,003	247,000	23,500	20-21-6220	Electricity	250,000		
	14,604	24,000	27,000	20-21-6230	Telephone	24,000		
	548	4,500	2,000	20-21-6240	Natural gas	4,500		
	15,546	109,000	55,000	20-21-6250	Solid Waste Disposal	112,000		
	500	2,000	5,000	20-21-6290	Other utilities	3,000		
-					<b>Repairs and maintenance</b>			
	-	3,000	22,000	20-21-6310	Janitorial services	22,000		
	446	14,000	25,000	20-21-6320	Buildings and grounds	25,000		
	41,256	23,600	22,000	20-21-6330	Vehicle and equipment maintenance	24,000		
	-	204,500	215,000	20-21-6340	WRF system maintenance	234,000		
	37,506	83,000	103,000	20-21-6350	Computer maintenance	109,250		
-					<b>Travel and Training</b>			
	241	2,000	1,000	20-21-6410	Mileage	2,000		
	4,949	16,000	8,000	20-21-6420	Staff training	23,000		
	-	5,000	2,500	20-21-6430	Certifications	5,000		
	-	3,300	500	20-21-6440	Board travel and training	3,000		
-					<b>Supplies</b>			
	5,928	20,000	4,000	20-21-6510	Office supplies	15,000		
	13,766	30,000	30,000	20-21-6520	Fuel and oils	35,000		
	-			20-21-6525	Chemicals	25,000		
	4,147	20,200	5,000	20-21-6530	Small tools and equipment	20,200		

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
	2,109	5,100	5,000	20-21-6540	Safety supplies	20,100		
	21,215	39,000	39,000	20-21-6550	Operational supplies	20,000		
	5,639	11,000	14,000	20-21-6560	Uniforms	14,000		
	-	30,000	10,000	20-21-6590	Other supplies	20,000		
	-	1,000	600	20-21-6610	Board Compensation	1,000		
	-	-	-	20-21-6710	Purchased water	-		
	104,041	81,100	87,478	20-21-6720	Insurance	90,000		
	443	4,500	2,000	20-21-6730	Communications	4,000		
	90,298	11,500	45,000	20-21-6750	Other purchased services	-		
	10,355	20,000	22,000	20-21-6770	Bank charges	25,000		
	10,025	43,500	57,000	20-21-6780	Taxes, Fees, and other charges	68,500		
	2	-	200	20-21-6900	Miscellaneous expense	1,500		
<b>\$</b>	-	<b>\$ 687,677</b>	<b>\$ 1,172,800</b>	<b>\$ 1,061,474</b>	<b>Total Materials and Services - Treatment</b>	<b>\$ 1,449,850</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>Capital Outlay - Treatment</b>			
	2,658	900,000	6,000	20-21-7300	Buildings and improvements	-		
	-	50,000	25,000	20-21-7540	Capital Software Purchases	-		
	119,929	575,000	55,000	20-21-7600	Capital Improvements	-		
<b>\$</b>	-	<b>\$ 122,587</b>	<b>\$ 1,525,000</b>	<b>\$ 86,000</b>	<b>Total Capital Outlay - Treatment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Collections</b>								
<b>Personnel Services - 7.65 FTE</b>								
	214,372	700,000	740,000	20-22-5110	Regular employees	665,000		
	-	17,000	8,000	20-22-5120	Temporary/Seasonal employees	22,000		
	3,928	60,000	10,000	20-22-5130	Overtime	40,000		
	51,026	137,000	120,000	20-22-5210	Health/Dental Insurance	130,000		
	4,347	56,000	60,000	20-22-5230	Social Security	56,000		
	37,759	140,000	120,000	20-22-5240	Retirement	140,000		
	418	5,500	6,000	20-22-5250	Trimet/WBF	6,000		
	-	5,000	-	20-22-5260	Unemployment	9,000		
	(51)	7,000	12,000	20-22-5270	Workers compensation	10,000		
	646	6,000	1,500	20-22-5290	Other employee benefits	4,800		
\$	-	\$ 312,444	\$ 1,133,500	\$ 1,077,500	<b>Total Personnel Services - Collections</b>	1,082,800	\$	-
							\$	-

**Materials and Services - Collections**

**Professional and technical services**

	1,345	20,000	50,000	20-22-6110	Legal services	75,000
	6,326	5,000	3,500	20-22-6120	Accounting and audit services	4,500
	3,144	49,000	34,500	20-22-6155	Contracted Services	65,500
	-	-	-	20-22-6160	Bond issue costs	
	308	13,000	3,000	20-22-6180	Dues and subscriptions	5,000
	-					
	78	-	-	20-22-6210	<b>Utilities</b> Water/sewer	-
	1,170	7,000	7,000	20-22-6220	Electricity	10,000
	3,542	15,000	21,000	20-22-6230	Telephone	21,000
	235	3,200	2,000	20-22-6240	Natural gas	3,500
				20-22-6250	Solid waste disposal	-
	90	8,300	8,300	20-22-6290	Other utilities	8,500

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-					<b>Repairs and maintenance</b>			
-		3,000	6,500	20-22-6310	Janitorial services	6,500		
446		4,800	1,500	20-22-6320	Buildings and grounds	3,000		
-		5,000	6,000	20-22-6330	Vehicle and equipment maintenance	6,000		
37,553		8,200	41,000	20-22-6342	Collection system maintenance	40,000		
1,063		35,000	35,000	20-22-6350	Computer maintenance	35,250		
-		30,000	28,000	20-22-6390	Other repairs and maintenance	10,000		
-					<b>Travel and Training</b>			
159		3,000	2,000	20-22-6410	Mileage	1,500		
1,011		26,000	5,000	20-22-6420	Staff training	11,000		
-		500	800	20-22-6430	Certifications	900		
-		3,200	200	20-22-6440	Board travel and training	1,500		
-					<b>Supplies</b>			
5,928		18,500	6,000	20-22-6510	Office supplies	12,000		
3,898		7,600	6,000	20-22-6520	Fuel and oils	7,500		
-		-	-	20-22-6525	Chemicals	-		
762		22,000	10,000	20-22-6530	Small tools and equipment	10,000		
1,072		2,800	2,000	20-22-6540	Safety Supplies	3,000		
1,538		2,100	5,500	20-22-6550	Operational Supplies	6,000		
44		5,700	5,700	20-22-6560	Uniforms	8,000		
-		500	300	20-22-6610	Board Compensation	500		
1,602		388,200	22,839	20-22-6720	Insurance	24,000		
34		4,500	4,500	20-22-6730	Communications	25,000		
10,355		20,000	15,000	20-22-6770	Bank charges	15,000		
98		5,500	5,000	20-22-6780	Taxes, Fees, and other charges	5,000		
<b>\$ -</b>	<b>\$ 87,196</b>	<b>\$ 734,200</b>	<b>\$ 338,139</b>	<b>Total Materials and Services - Collections</b>		<b>\$ 424,650</b>	<b>\$ -</b>	<b>\$ -</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Fund  
Requirements Fund 20**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
	-	-	25,000	20-22-7540	Capital Software Purchases	-		
\$ -	\$ 7,971	\$ -	\$ 25,000	<b>Total Capital Outlay - Collections</b>		\$ -	\$ -	\$ -
<b>Transfers Out</b>								
	1,061,793	2,248,814	1,949,103	20-29-8140	Transfers out - Fund 40	1,548,123		
	288,961	1,238,539	1,360,028	20-29-8150	Transfers out - Fund 50	1,893,844		
	-	-	-	20.-29-8172	Transfers out- To Capital Reserve	6,500,000		
\$ -	\$ 1,350,754	\$ 3,487,353	\$ 3,309,131	<b>Total Transfers</b>		\$ 9,941,967	\$ -	\$ -
<b>Contingency</b>								
		500,000		20-29-9000	Contingency	788,836		
\$ -	\$ -	\$ 500,000	\$ -	<b>Total Contingency</b>		\$ 788,836	\$ -	\$ -
\$ -	\$ 3,090,344	\$ 10,426,553	\$ 7,446,244	<b>Total Requirements</b>		\$ 15,295,603	\$ -	\$ -
\$ -	\$ 8,122,336	\$ 13,462,000	\$ 13,074,347	<b>Total Resources</b>		\$ 15,295,603	\$ -	\$ -
-	5,031,992	3,035,447	5,628,103	<b>Reserve for Future Expenditures</b>		-		

**Watershed Protection Fund  
Fund 30**

**Purpose:** The purpose of the Watershed Protection Fund is to manage operating and capital requirements related to activities of the watershed protection program.

Watershed protection activities comprise managing a surface water management collection system totaling 84 miles in length.

The District is a joint holder of a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows the District to be jointly responsible for the management of watershed protection activities in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of un-reclaimed water into watersheds. Watersheds within the District service area include Boardman Creek and River Forest Creek, but discharge also occurs into Kellogg Creek and Rinearson Creek. All watersheds, or portions of watersheds, ultimately discharge to the Willamette River.

The goals of the program include the following:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Protect local watersheds through planning, permits, and regulations.
- Minimize, or eliminate pollutants that may impair the proper functioning ecological condition of the areas rivers, lakes, and streams.
- Operate, maintain, control, and regulate the negative impacts of surface water and storm water runoff to protect the community’s health and safety.
- Where feasible, mitigate storm water impacts on public and private property during normal conditions.

2016	2017	2018	Fund 30	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	256,979	562,000	Personnel Services	668,500	-	-
-	135,982	361,850	Materials and Services	396,100	-	-
-	335,586	1,921,000	Capital Outlay	-	-	-
-	-	-	Transfers and Contingency	4,246,371	-	-
-	2,377,231	1,390,550	Reserve for Future Expenditure	-	-	-
-	3,105,777	4,235,400	Subtotal Requirements	5,310,971	-	-

**Full Time Employees (FTE):** 4.63 FTE

**Major Revenue Source(s):**

The major revenue source for the watershed protection fund is service charges.

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Watershed Protection  
Resources Fund 30**

<b>ACTUAL 15-16</b>	<b>ACTUAL 16-17</b>	<b>BUDGET 17-18</b>	<b>ESTIMATE 17-18</b>	<b>Object Code</b>	<b>Item</b>	<b>PROPOSED 18-19</b>	<b>APPROVED 18-19</b>	<b>ADOPTED 18-19</b>
	2,418,486	2,080,000	2,372,815	30-00-3500	Beginning Fund Balance	3,052,971		
	655,682	1,420,000	1,400,000	30-00-4213	Watershed protection charges	1,456,000		
	-		5,000	30-00-4215	Penalties and late charges	5,000		
	-		40,000	30-00-4240	Service Installations	40,000		
	5,200	11,500	2,000	30-00-4290	Other charges for services	5,000		
	-	250,000	-	30-00-4300	Grant Revenue	250,000		
	11,485	19,400	35,000	30-00-4610	Investment revenue	35,000		
	14,924	42,500	5,000	30-00-4700	Miscellaneous revenues	5,000		
	-	462,000	-	30-00-4920	Proceeds from sale of capital assets	462,000		
<b>\$</b>	<b>-</b>	<b>\$</b>	<b>\$</b>		<b>Total Resources</b>	<b>5,310,971</b>	<b>-</b>	<b>-</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Watershed Protection  
Requirements Fund 30**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Personnel Services - 4.63 FTE</b>								
	180,806	405,000	350,000	30-23-5110	Regular employees	424,000		
	-	35,000	15,000	30-23-5120	Temporary/Seasonal employees	10,000		
	1,196	1,000	2,500	30-23-5130	Overtime	16,000		
	24,985	75,000	40,000	30-23-5210	Health / Dental insurance	75,000		
	14,867	30,000	30,000	30-23-5230	Social Security	36,500		
	34,864	3,000	67,000	30-23-5240	Retirement	90,000		
	1,540	3,000	2,500	30-23-5250	Trimet	3,900		
	-	3,000	-	30-23-5260	Unemployment	5,000		
	(2,577)	4,000	4,000	30-23-5270	Workers compensation	5,100		
	1,299	3,000	600	30-23-5290	Other employee benefits	3,000		
\$ -	\$ 256,979	\$ 562,000	511,600	<b>Total Personnel Services</b>		<b>668,500</b>	-	-
<b>Materials and Services</b>								
<b>Professional and technical services</b>								
	6,343	20,000	50,000	30-23-6110	Legal services	70,000		
	4,218	6,000	3,000	30-23-6120	Accounting and audit services	9,000		
	39,834	36,500	18,000	30-23-6155	Contracted Services	47,500		
	341	9,000	7,000	30-23-6180	Dues and subscriptions	10,000		
	-			<b>Utilities</b>				
	3,917	2,000	1,500	30-23-6220	Electricity	2,000		
	3,637	11,000	10,000	30-23-6230	Telephone	10,000		
	235	1,800	1,000	30-23-6240	Natural gas	1,500		
	210	6,000	3,000	30-23-6290	Other utilities	5,000		



**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Watershed Protection  
Requirements Fund 30**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
	-				<b>Repairs and maintenance</b>			
	793	2,000	4,000	30-23-6310	Janitorial services	4,500		
	1,639	15,000	6,000	30-23-6320	Buildings and grounds	8,000		
	4,023	6,100	2,500	30-23-6330	Vehicle and equipment maintenance	4,500		
	22,044	6,300	11,000	30-23-6340	System maintenance	10,000		
	1,611	35,900	32,000	30-23-6350	Computer maintenance	49,500		
	1,471	25,000	5,000	30-23-6390	Other repairs and maintenance	5,000		
	-				<b>Travel and Training</b>			
	160	2,000	1,500	30-23-6410	Mileage	2,000		
	1,699	8,000	4,500	30-23-6420	Staff training	9,000		
	-	400	400	30-23-6430	Certifications	500		
	-	3,300	500	30-23-6440	Board Travel and Training	1,500		
	-				<b>Supplies</b>			
	4,320	19,000	6,000	30-23-6510	Office supplies	10,000		
	2,465	3,100	2,000	30-23-6520	Fuel and oils	2,500		
	-	-	-	30-23-6525	Chemicals	-		
	508	7,500	1,000	30-23-6530	Small tools and equipment	5,000		
	34	2,600	1,100	30-23-6540	Safety Supplies	2,500		
	1,134	6,200	2,000	30-23-6550	Operational Supplies	4,000		
	1,380	5,250	1,500	30-23-6560	Uniforms	1,500		
	-	1,000	500	30-23-6610	Board Compensation	1,000		
	12,859	16,800	9,994	30-23-6720	Insurance	12,000		
	13,189	74,000	50,000	30-23-6730	Communications	85,000		
	-	11,500	10,000	30-23-6750	Other purchased services	11,000		
	6,770	16,000	8,500	30-23-6770	Bank charges	10,000		
	1,090	2,100	1,500	30-23-6780	Taxes, Fees, and other charges	2,000		
	-	500	250	30-23-6900	Miscellaneous expense	100		
<b>\$</b>	<b>-</b>	<b>\$</b>	<b>255,244</b>		<b>Total Materials and Services</b>	<b>396,100</b>	<b>-</b>	<b>-</b>

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Watershed Protection  
Requirements Fund 30**

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
					<b>Capital Outlay</b>			
	-	50,000	40,000	30-23-7540	Capital Software Purchase			
\$ -	\$ 335,586	\$ 1,921,000	40,000	<b>Total Capital Outlay - Watershed Protection</b>		-	-	-
					<b>Transfers Out</b>			
	-		-	30-29-8173	Transfers out- To Capital Reserve	4,000,000		
\$ -	\$ -	\$ -	-			4,000,000	-	-
					<b>Contingency</b>			
	-	50,000	-	30-29-9000	Contingency	246,371		
\$ -	\$ -	\$ 50,000	-	<b>Total Contingency</b>		246,371	-	-
\$ -	\$ 728,546	\$ 2,894,850	\$ 806,844	<b>Total Requirements</b>		5,310,971	-	-
\$ -	\$ 3,105,777	\$ 4,285,400	\$ 3,859,815	<b>Total Resources</b>		5,310,971	-	-
-	2,377,231	1,390,550	3,052,971	<b>Reserve for futures expenditures</b>		-	-	-

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**Wastewater General Obligation Bond Debt Service Fund  
Fund 40**

**Purpose:** The purpose of the Wastewater General Obligation Bond Debt Service Fund is to manage debt service in accordance with required debt payments and bond covenants related to property-tax backed debt.

On November 3, 2009, the District’s citizenry passed Measure 3-348 authorizing the District to issue general obligation bonds for up to \$44,000,000 in debt financing. General obligation bond debt financing generally secures better financing terms than revenue bond debt financing alone because general obligation bonds are authorized by the citizenry and may be repaid through property tax assessments. The District intends to repay all debt financing related to wastewater facilities through sanitary sewer service charge revenue; however, with the authority granted by its citizenry, the District may repay general obligation bond debt through property tax levies in the event sanitary sewer service charge revenue does not support debt repayment and covenant obligations of the District.

There are two issues of property-tax backed debt, including the following:

1) General Obligation Bonds

On May 13, 2010, the District issued \$24,000,000 in General Obligations (GO) Bonds. The bonds were on a twenty-year term to maturity with coupon rates ranging from 2% to 4%. On December 20, 2017, however, the District defeased \$14,310,000 of the callable portion which had a 4% coupon; and replaced them with a bank loan that has an interest rate of 2.5% to save approximately \$915K in total debt service through fiscal year 2030. There is two more years of debt service on the GO Bond principal with a coupon rate of 4%.

2) State of Oregon Infrastructure Financing Authority Loan

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned the District \$8,000,000 which originated from the state’s issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. The bonds will be repaid over a twenty-year term to maturity and the range of interest rates associated with the bond series is 2% to 2.84%. Of the amount borrowed 87% of the debt qualifies for a 45% interest subsidy from the United States Treasury. The total net interest cost of the entire bond series to maturity is 2.71%.

2016	2017	2018	Fund 40	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
			Debt Service			
-	995,000	1,388,965	Principal	1,440,936	-	-
-	360,650	994,945	Interest	378,561	-	-
-	785,271	782,263	Reserve for Future Expenditure	644,112	-	-
-	2,140,921	3,166,173	Subtotal Requirements	2,463,609	-	-

**Major Revenue Source(s):**

The major revenue source for the Water Reclamation Revenue Bond Debt Service Fund is Transfers from the Wastewater Reclamation Fund (Fund 20).

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**WW GO Debt Service**

Resources Fund 40

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	1,072,780	778,871.00	785,271	40-00-3500	Beginning Fund Balance	782,263		
-	6,347	11,885	18,040	40-00-4610	Investment revenue	11,885		
-	-	126,603	127,559	40-00-4701	Interest Subsidy	121,338		
-	1,061,793	2,248,814	1,949,103	40-29-4912	Transfers in from Fund 20	1,548,123		
<b>\$</b>	<b>-</b>	<b>\$ 2,140,921</b>	<b>\$ 3,166,173</b>		<b>Total Resources</b>	<b>\$ 2,463,609</b>	<b>\$ -</b>	<b>\$ -</b>

**WW GO Debt Service**

Requirements Fund 40

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	353,965	353,965	40-24-6811	Principal payments 2010 IFA Loan Principal - Due 12/01/2018	360,936		
-	995,000	1,035,000	1,035,000	40-24-6812	2010 GO Bond Principal - Due 05/01/2019	1,080,000		
-	-	345,725	345,725	40-24-6821	Interest payments 2010 GO Bond Interest - Due 11/01/2018	44,000		
-	-	303,495	303,495	40-24-6822	2010 IFA Loan Interest - Due 12/01/2018	290,561		
-	360,650	345,725	59,525	40-24-6821	2010 GO Bond Interest - Due 05/01/2019	44,000		
<b>\$</b>	<b>-</b>	<b>\$ 1,355,650</b>	<b>\$ 2,383,910</b>		Subtotal Debt Service	<b>\$ 1,819,497</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 1,355,650</b>	<b>\$ 2,383,910</b>		<b>Total Requirements</b>	<b>\$ 1,819,497</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 2,140,921</b>	<b>\$ 3,166,173</b>		<b>Total Resources</b>	<b>\$ 2,463,609</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$</b>	<b>-</b>	<b>\$ 785,271</b>	<b>\$ 782,263</b>		<b>Reserve for future expenditures</b>	<b>\$ 644,112</b>	<b>\$ -</b>	<b>\$ -</b>

**Wastewater Revenue Bond Debt Service Fund  
Fund 50**

**Purpose:** The purpose of the Wastewater Revenue Bond Debt Service Fund is to manage debt service in accordance with required debt payments and bond covenants related to non-property tax backed debt.

There are two issues of non-property-tax-backed debt, including the following:

- 1) State of Oregon Department of Environmental Quality Clean Water State Revolving Fund Loan

In fiscal year 2011, the District received \$19,000,000 in loans from the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended-Use Plans. Of the amount borrowed, \$12,573,566 or 66% of the funds comprised federal capitalization grant funds, whereas the remaining \$6,426,434 or 34% of the funds comprised state funds. The loans will be repaid over a twenty-year term to maturity and the range of interest rates associated with the loan series is 0% to 2.65% plus an annual administrative fee of 0.50% of the principal balance. The total net interest cost of the entire loan series to maturity, including the administrative fee, is 2.45%.

The program has a loan reserve requirement in which the District must place in reserve an amount equal to one-half the average annual debt service; as a result, the District has established a legal reserve amount of \$590,483 to satisfy legal loan reserve requirements. The program also has debt service coverage requirements in which the District must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements.

- 2) JP Morgan Bank Loan

On December 20, 2017 the District borrowed \$15,173,000 from JP Morgan Bank in order to defease \$14,310,000 in General Obligation Bonds that were callable and had a 4% coupon rate. The loan will be repaid over a thirteen-year term to maturity and the interest rate is 2.50%. The advance refunding will save the District approximately \$915K in total debt service through fiscal year 2030.

2016 Actual	2017 Actual	2018 Budget	Fund 50 Budget Summary:	2019 Proposed	2019 Approved	2019 Adopted
			Debt Service			
-	424,221	860,388	Principal	876,670	-	-
-	244,827	391,396	Interest	750,097	-	-
-	1,226,946	1,214,204	Reserve for Future Expenditure	1,354,323	-	-
-	1,895,994	2,465,988	Subtotal Requirements	2,981,090	-	-

**Major Revenue Source(s):**

The major revenue source for the Water Reclamation Revenue Bond Debt Service Fund is Transfers from the Wastewater Reclamation Fund (Fund 20).

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**WW Revenue Bond Debt Service**

Resources Fund 50

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	1,598,816	1,216,375	1,226,946	50-00-3500	Beginning Fund Balance	1,076,172	-	-
-	8,217	11,074	17,046	50-00-4610	Investment revenue	11,074	-	-
-	288,961	1,238,539	1,360,028	50-29-4912	Transfers in from Fund 20	1,893,844	-	-
<b>\$ -</b>	<b>\$ 1,895,994</b>	<b>\$ 2,465,988</b>	<b>\$ 2,604,020</b>		<b>Total Resources</b>	<b>\$ 2,981,090</b>	<b>\$ -</b>	<b>\$ -</b>

**WW Revenue Bond Debt Service**

Requirements Fund 50

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	428,185	428,185	50-24-6810	Principal payments 2010 SRF Loan Principal - Due 08/01/2018	436,273	-	-
-	424,221	432,203	432,203	50-24-6810	2010 SRF Loan Principal - Due 02/01/2019	440,397	-	-
-	-	-	-	50-24-6813	2017 JPM Bank Loan Principal - Due 05/01/2019	-	-	-
-	-	158,813	158,813	50-24-6820	Interest payments 2010 SRF Loan Interest - Due 08/01/2018	150,725	-	-
-	-	-	-	50-24-6823	2017 JPM Bank Loan Interest - Due 11/01/2018	189,663	-	-
-	244,827	232,583	232,583	50-24-6820	2010 SRF Loan Interest - Due 02/01/2019	220,047	-	-
-	-	-	138,032	50-24-6823	2017 JPM Bank Loan Interest - Due 05/01/2019	189,663	-	-
<b>\$ -</b>	<b>\$ 669,048</b>	<b>\$ 1,251,784</b>	<b>\$ 1,389,816</b>		Subtotal Debt Service	<b>\$ 1,626,767</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 669,048</b>	<b>\$ 1,251,784</b>	<b>\$ 1,389,816</b>		<b>Total Requirements</b>	<b>\$ 1,626,767</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 1,895,994</b>	<b>\$ 2,465,988</b>	<b>\$ 2,604,020</b>		<b>Total Resources</b>	<b>\$ 2,981,090</b>	<b>\$ -</b>	<b>\$ -</b>
<b>\$ -</b>	<b>\$ 1,226,946</b>	<b>\$ 1,214,204</b>	<b>\$ 1,214,204</b>		Reserve for future expenditures	<b>\$ 1,354,323</b>	<b>\$ -</b>	<b>\$ -</b>

**Drinking Water Capital Fund  
Fund 71**

**Purpose:** The purpose of the Drinking Water Capital Fund is to account for capital expenditures and reserves for future capital expenditures associated with the Drinking Water Program.

The District’s water distribution system is primarily comprised of 6”and 8” cast and ductile iron pipe. The District has concentrated on eliminating many sections of 2’ pipe and looping dead-ends wherever practical.

The District has more than sufficient water storage with two 5 million-gallon reservoirs at the Valley View site and two 2.8 million-gallon reservoirs at the View Acres site to supply the system. However, the Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority. This update will include an analysis to determine that fire flows for Oak Lodge Water Services District can continue to be met under this operational scenario.

This year, along with the Master Plan, the hydraulic modeling file will be completely updated for current and future planning.

Oak Lodge Water Services District owns the North Clackamas County Water Commission in partnership with Sunrise Water Authority and the City of Gladstone and provides all the daily water needs for the District.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

2016	2017	2018	Fund 71	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	-	-	Capital Outlay	1,704,000	-	-
-	-	-	Transfers and Contingency	500,000	-	-
-	-	-	Reserve for Future Expenditure	1,801,000	-	-
-	-	-	Subtotal Requirements	4,005,000	-	-

**Major Revenue Source(s):**

The major revenue source for the Drinking Water Capital Fund is Transfers from the Drinking Water Fund (Fund 10).



**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Drinking Water Capital Fund**

Resources Fund 71

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	-	-	71-00-3500	Beginning Fund Balance	-	-	-
-	-	-	-	71-00-4610	Investment revenue	5,000	-	-
-	-	-	-	71-00-4930	Loan Proceeds	1,300,000	-	-
-	-	-	-	71-29-4911	Transfers in from Fund 10	2,700,000	-	-
<b>Total Resources</b>						<b>\$ 4,005,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Drinking Water Capital Fund**

Requirements Fund 71

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Capital Outlay</b>								
-	-	-	-	71-20-7200	Infrastructure	1,350,000	-	-
-	-	-	-	71-20-7300	Buildings and improvements	12,000	-	-
-	-	-	-	71-20-7400	Improvements other than buildings	10,000	-	-
-	-	-	-	71-20-7540	Vehicles	32,000	-	-
-	-	-	-	71-20-7600	Capital Improvement Projects	300,000	-	-
<b>Total Capital Outlay</b>						<b>1,704,000</b>	<b>-</b>	<b>-</b>
<b>Transfers and Contingency</b>								
-	-	-	-	71-29-9000	Contingency	500,000	-	-
<b>Total Transfers and Contingency</b>						<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Requirements</b>						<b>\$ 2,204,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Resources</b>						<b>\$ 4,005,000</b>	<b>\$ -</b>	<b>\$ -</b>
-	-	-	-		Reserve for Fund 10 future capital expenditures	\$ 1,801,000	\$ -	-

**Wastewater Reclamation Capital Fund  
Fund 72**

**Purpose:** The purpose of the Wastewater Reclamation Capital Fund is to account for capital expenditures and reserves for future capital expenditures associated with the Wastewater Reclamation Program.

Oak Lodge Water Services District charges customers a monthly fee for sanitary sewer service. Approximately 10% of the revenues collected are then transferred to the Wastewater Capital Fund. The majority of sanitary sewer revenue is used for payment of the debt service to address the various loans associated with the Treatment Plant Expansion project.

Projects within the Sewer Capital Improvement list include finishing a conversion of the District’s last anaerobic digester to meet permit requirements for land application of solids, projects to replace pipe deficiencies and trouble spots in the collection system and Water Reclamation Facility enhancements to the elements of the plant that were not reconstructed with the plant expansion project.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

2016	2017	2018	Fund 72	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	-	-	Capital Outlay	3,290,000	-	-
-	-	-	Transfers and Contingency	500,000	-	-
-	-	-	Reserve for Future Expenditure	2,717,500	-	-
-	-	-	Subtotal Requirements	6,507,500	-	-

**Major Revenue Source(s):**

The major revenue source for the Wastewater Reclamation Capital Fund is Transfers from the Wastewater Reclamation Fund (Fund 20).

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Wastewater Reclamation Capital Fund**

Resources Fund 72

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	-	-	72-00-3500	Beginning Fund Balance	-	-	-
-	-	-	-	72-00-4610	Investment revenue	7,500	-	-
-	-	-	-	72-29-4912	Transfers in from Fund 20	6,500,000	-	-
<b>Total Resources</b>						<b>\$ 6,507,500</b>	<b>\$ -</b>	<b>\$ -</b>

**Wastewater Reclamation Capital Fund**

Requirements Fund 72

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Capital Outlay - Treatment</b>								
-	-	-	-	72-21-7300	Buildings and improvements	1,500,000	-	-
-	-	-	-	72-21-7400	Improvements other than buildings	5,000	-	-
-	-	-	-	72-21-7600	Capital Improvement Projects	1,220,000	-	-
<b>Capital Outlay - Collections</b>								
-	-	-	-	72-22-7400	Improvements other than buildings	5,000	-	-
-	-	-	-	72-22-7520	Equipment	60,000	-	-
-	-	-	-	72-22-7600	Capital Improvement Projects	500,000	-	-
<b>Total Capital Outlay - Wastewater</b>						<b>\$ 3,290,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers and Contingency</b>								
				72-29-9000	Contingency	500,000		
<b>Total Transfers and Contingency</b>						<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Requirements</b>						<b>\$ 3,790,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Resources</b>						<b>\$ 6,507,500</b>	<b>\$ -</b>	<b>\$ -</b>
-	-	-	-		Reserve for Fund 20 future capital expenditures	\$ 2,717,500	\$ -	-

**Watershed Protection Capital Fund  
Fund 73**

**Purpose:** The purpose of the Watershed Protection Capital Fund is to account for capital expenditures and reserves for future capital expenditures associated with the Watershed Protection Program.

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of the District revealed that the Total Impervious Area for OLWSD’s is 80% -- that’s about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Projects within the Surface Water Capital Improvement Program include new regional stormwater treatment facilities, retrofits of existing facilities, installation of roadside facilities, such as “rain gardens”, upgrades of existing storm lines and catch basins, and natural resource restoration projects.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

2016	2017	2018	Fund 73	2019	2019	2019
Actual	Actual	Budget	Budget Summary:	Proposed	Approved	Adopted
-	-	-	Capital Outlay	2,001,000	-	-
-	-	-	Transfers and Contingency	500,000	-	-
-	-	-	Reserve for Future Expenditure	1,504,000	-	-
-	-	-	Subtotal Requirements	4,005,000	-	-

**Major Revenue Source(s):**

The major revenue source for the Watershed Protection Capital Fund is Transfers from the Watershed Protection Fund (Fund 30).

**OAK LODGE WATER SERVICES  
PROPOSED BUDGET  
FISCAL YEAR 2018-2019**

**Watershed Protection Capital Fund**

Resources Fund 73

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	-	-	73-00-3500	Beginning Fund Balance	-	-	-
-	-	-	-	73-00-4610	Investment revenue	5,000	-	-
-	-	-	-	73-29-4913	Transfers in from Fund 30	4,000,000	-	-
<b>Total Resources</b>						<b>\$ 4,005,000</b>	<b>\$ -</b>	<b>\$ -</b>

**Watershed Protection Capital Fund**

Requirements Fund 73

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
<b>Capital Outlay</b>								
-	-	-	-	73-23-7400	Improvements other than buildings	10,000	-	-
-	-	-	-	73-23-7520	Equipment	71,000	-	-
-	-	-	-	73-23-7600	Capital Improvement Projects	1,920,000	-	-
<b>Total Capital Outlay - Watershed Protection</b>						<b>\$ 2,001,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers and Contingency</b>								
				73-29-9000	Contingency	500,000		
<b>Total Transfer and Contingency</b>						<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Requirements</b>						<b>\$ 2,501,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Resources</b>						<b>\$ 4,005,000</b>	<b>\$ -</b>	<b>\$ -</b>
\$ -	\$ -	\$ -	\$ -		Reserve for Fund 30. future capital expenditures	\$ 1,504,000	\$ -	\$ -

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Drinking Water	Wastewater		Watershed Protection	Total
		Fund 10 Budget	Fund 20 Budget		Fund 30 Budget	
	Division	20	21	22	23	

### MATERIAL & SERVICES

<b>6110</b>	<b>Legal services</b> The purpose of Legal line item is to provide the necessary funding for legal expenses associated with District operations.	130,000	125,000	75,000	70,000	400,000
<b>6120</b>	<b>Accounting and audit services</b> The purpose of the Accounting and Audit Services line item is to provide funding for required annual financial audit services which are necessary to comply with the state's statutory requirements for public agency audits.	9,000	4,500	4,500	9,000	27,000
<b>6155</b>	<b>Contracted services</b> The purpose of the Contracted Services line item is to provide the necessary resources to fund various services which are more cost-effectively provided through outsourcing.	160,500	105,300	65,500	47,500	378,800
	Engineering services Administrative services Meter reading Laboratory services Other professional and technical services Technical Services (Convergence) Printing and mailing services (BMS) Net Assests Online billing services					

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater		Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget	22	Fund 30 Budget	
			20	21	22	23	
<b>6180</b>	<b>Dues and subscriptions</b>		25,000	15,000	5,000	10,000	55,000
	<p>The purpose of the Dues and Publications line item is to provide the necessary resources to fund memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District.</p> <p>American Payroll Association and Portland Chapter                      American Water Works Association (AWWA)                      American Water Works Association (AWWA) Northwest Sub-Section                      Government Finance Officers Association                      Local Government Personnel Institute                      Metro: Mapping                      North Clackamas County Chamber of Commerce                      Oregon Association of Municipal Recordors                      Oregon Association of Water Utilities                      Oregon City/County Manager's Association (OCCMA)                      Oregon Ethics Commission                      Oregon Government Finance Officers Association                      Oregon Water Utilities Council                      Oregonian Newspaper                      Other Subscriptions and Dues                      Portland Human Resources Management Association (PHRMA)                      Public Employee Retirement System                      Regional Water Providers Consortium                      Society for Human Resources Management (SHRM)                      Special Districts Association of Oregon (SDAO)                      State Purchasing Program                      Tri-County Water Association                      Urban &amp; Regional Information Systems                      Water Environment Federation</p>						
<b>6220</b>	<b>Electricity</b>		45,000	250,000	10,000	2,000	307,000
	<p>The purpose of the Electricity line item is to provide funding for electricity at buildings and structures.</p>						
<b>6230</b>	<b>Telephone</b>		21,000	24,000	21,000	10,000	76,000
	<p>The purpose of the Telephone line item is to fund telecommunications services which enable convenient and effective communication links with District stakeholders (customers, vendors, elected officials, community volunteers, other agencies and organizations, and employees).</p>						

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater			Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget		Fund 30 Budget		
			20	21	22	23		
<b>6240</b>	<b>Natural Gas</b> The purpose of the Natural Gas line item is to provide funding for natural gas at buildings and structures.		4,000	4,500	3,500	1,500	13,500	
<b>6250</b>	<b>Solid Waste Disposal</b> The purpose of the Solid Waste Disposal line item is to provide funding for the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.		-	112,000	-	-		
<b>6290</b>	<b>Other Utilities</b> The purpose of the Other Utilities line item is to provide funding for other utilities at buildings and structures.		4,000	3,000	8,500	5,000	20,500	
<b>6310</b>	<b>Janitorial services</b> The purpose of the Janitorial Services line item is to provide funding for janitorial services at buildings and structures.		8,500	22,000	6,500	4,500	41,500	
<b>6320</b>	<b>Buildings and grounds</b> The purpose of the Buildings and Grounds line item is to provide funding for landscaping supplies as well as the repair and maintenance services for buildings and structures.		10,000	25,000	3,000	8,000	46,000	
<b>6330</b>	<b>Vehicle and equipment maintenance</b> The purpose of the Vehicle and Equipment Maintenance line item is to provide funding for repair and maintenance services to vehicles and related equipment.		27,000	24,000	6,000	4,500	61,500	
<b>6340</b>	<b>System maintenance</b> The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure.		200,000	234,000	40,000	10,000	484,000	
<b>6350</b>	<b>Computer maintenance</b> The purpose of the Computer Maintenance line item is to provide funds for appropriate maintenance activities that will ensure the efficient operation, reliability, and prolonged life of District office machines, software systems, and the Supervisory Control and Data Acquisition (SCADA) systems.		48,500	109,250	35,250	49,500	242,500	
<b>6390</b>	<b>Other Repairs and maintenance</b> The purpose of the Other Repairs and Maintenance line item is to provide funding for other repair and maintenance services.		50,000	-	10,000	5,000	65,000	



## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater		Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget	21	22	
			20			23	
<b>6410</b>	<b>Mileage</b> The purpose of the Mileage line item is to provide funding for costs associated with the operation, maintenance, repair, and insurance of personal vehicles used in conducting District business. The District does not include vehicles for administration use in its fleet and therefore relies on the personal vehicles of administration staff members.		1,500	2,000	1,500	2,000	7,000
<b>6420</b>	<b>Staff training</b> The purpose of the Training line item is to allocate resources necessary and desirable for the ongoing education and training of the District's staff.  Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference National Association of Clean Water Agencies (NACWA) Conference Software Conference Special Districts Association of Conference American Water Works Association (AWWA) Pacific Northwest Conference American Water Works Association (AWWA) Annual Conference Pipe Standards Government Finance Officers Association (GFOA) Annual Conference Oregon Government Finance Officers Institute Oregon Government Finance Officers Spring Conference Distribution Symposium Confined Spaces Classes Oregon Association of Water Utilities (OAWU) Conference Pacific Northwest Clean Water Agencies (PNCWA) Conference Lucity Conference Storm Water Management Conference Team Building Employee Tuition Reimbursement Other Required Trainings		17,500	23,000	11,000	9,000	60,500
<b>6430</b>	<b>Certifications</b> The purpose of the Certifications line item is to provide funding for required tests and certifications that document the knowledge and competency of the operators which oversee the District's utility systems. Backflow Short School OHD Certification Test Fees Other Fees		1,000	5,000	900	500	7,400

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater			Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget	21	22	Fund 30 Budget	
<b>6440</b>	<b>Board travel and training</b> The purpose of the Board Travel and Training line item is to provide funding for the education and training of the board.  Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage		2,500	3,000	1,500	1,500	8,500	
<b>6510</b>	<b>Office supplies</b> The purpose of the Office Materials & Supplies line item is to provide funding for purchasing a wide variety of materials, supplies, and services related to the efficient operation of the administrative office.		15,000	15,000	12,000	10,000	52,000	
<b>6520</b>	<b>Fuels and oils</b> The purpose of the Fuels and Oils line item is to provide funding for fuel and oil for vehicles and equipment.		25,000	35,000	7,500	2,500	70,000	
<b>6525</b>	<b>Chemicals</b> The purpose of the Chemicals line item is to provide funding for chemicals required in program operations.		-	25,000	-	-	25,000	
<b>6530</b>	<b>Small tools and equipment</b> The purpose of the Small Tools and Equipment line item is to provide funding for small tools and equipment.		15,000	20,200	10,000	5,000	50,200	
<b>6540</b>	<b>Safety supplies</b> The purpose of the Safety Supplies line item is to provide funding for safety supplies.  Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: \$300/Field & OPS Staff (Footwear) Other Safety Supplies		12,000	20,100	3,000	2,500	37,600	
<b>6550</b>	<b>Operational supplies</b> The purpose of the Operational Supplies line item is to provide funding for operating supplies.		1,500	20,000	6,000	4,000	31,500	

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater			Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget	21	22	Fund 30 Budget	
			20			23		
<b>6560</b>	<b>Uniforms</b> The purpose of the Uniforms line item is to provide funding for uniforms.		4,000	14,000		8,000	1,500	27,500
<b>6590</b>	<b>Other supplies</b> The purpose of the Other Supplies line item is to provide funding for miscellaneous supplies not included in other categories.		-	20,000		-	-	20,000
<b>6610</b>	<b>Board compensation</b> The purpose of the Board Compensation line item is to provide funding for the compensation of the board.		700	1,000		500	1,000	3,200
<b>6710</b>	<b>Purchased water</b> The purpose of the Purchased Water line item is to provide funding for the purchase of water that is resold to customers.		1,050,000	-		-	-	1,050,000
<b>6720</b>	<b>Insurance</b> The purpose of the Insurance line item is to provide the necessary resources to fund acquisition of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.		30,000	90,000		24,000	12,000	156,000
<b>6730</b>	<b>Communications</b> The purpose of the Communications line item is to fund public information, education, and involvement activities which promote greater understanding of District services, improve environmental awareness, disseminate public notices and other information about District operations, support volunteer activities, and encourage citizen involvement.  Public Notices: Board Meetings, Budget Committee Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach North Clackamas Urban Watershed Council (NCUWC) Miscellaneous Meeting Expenses		9,000	4,000		25,000	85,000	123,000
<b>6740</b>	<b>Advertising</b> The purpose of the Advertising line item is to provide funding for advertisements.		1,000	-		-	-	1,000

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Division	Drinking Water	Wastewater		Watershed Protection	Total
			Fund 10 Budget	Fund 20 Budget	21	22	
			20	21	22	23	
<b>6750</b>	<b>Other purchased services</b> The purpose of the Other Purchased Services line item is to provide funding for various outsourced services not included in other line items.		-	-	-	11,000	11,000
<b>6760</b>	<b>Equipment rental</b> The purpose of the Rental Costs line item is to provide funding for equipment rental costs.		5,000	-	-	-	5,000
<b>6770</b>	<b>Bank charges</b> The purpose of the Bank Charges line item is to provide resources for payment of service charges to the District's banking institutions for services rendered to the District. Service charges are based on the number and dollar amount of transactions.		30,000	25,000	15,000	10,000	80,000
<b>6780</b>	<b>Taxes, fees, and other charges</b> The purpose of the Government Taxes and Fees line item is to provide the necessary resources associated with regulatory compliance fees mandated by State and Federal government agencies as well as right-of-way fees mandated by city governments.  Clackamas County Tax Collector: Property Tax on Leased Properties Public Employee Retirement System (PERS): Processing Fees Ethics Commission Oregon Health Authority (OHA) System Survey Social Security Administration Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Pressure Vessels Fee State of Oregon DEQ Hazardous Materials Report Fee Municipal Separate Storm Sewer System (MS4) Permit City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Water Environment Services (sewer processing fee)		20,000	68,500	5,000	2,000	95,500
<b>6900</b>	<b>Miscellaneous expense</b> The purpose of the Miscellaneous Expense line item is to provide funding for miscellaneous expenses.		1,000	1,500	-	100	2,600
<b>Material and Services Total</b>			<b>1,984,200</b>	<b>1,449,850</b>	<b>424,650</b>	<b>396,100</b>	<b>4,142,800</b>

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Drinking Water	Wastewater		Watershed Protection	Total
		Fund 10 Budget	Fund 20 Budget		Fund 30 Budget	
	Division	20	21	22	23	
<b>7200</b>	<b>Infrastructure</b> The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	1,350,000	-	-	-	1,350,000
<b>7300</b>	<b>Buildings and improvements</b> The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	12,000	1,500,000	-	-	1,512,000
<b>7400</b>	<b>Improvements other than buildings</b> The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	10,000	5,000	5,000	10,000	30,000
<b>7520</b>	<b>Equipment</b> The purpose of the Equipment line item is to account for the acquisition of equipment.	-	-	60,000	71,000	131,000
<b>7540</b>	<b>Vehicles</b> The purpose of the Vehicles line item is to account for the acquisition of vehicles.	32,000	-	-	-	32,000
<b>7600</b>	<b>Capital improvements</b> The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	300,000	1,220,000	500,000	1,920,000	3,940,000
<b>Capital Total</b>		<b>1,704,000</b>	<b>2,725,000</b>	<b>565,000</b>	<b>2,001,000</b>	<b>6,995,000</b>

## Oak Lodge Water Services District Fiscal Year 2018-2019 Budget Line Item Detail

### DESCRIPTIONS

Acct #	Description	Drinking Water	Wastewater			Watershed Protection	Total
		Fund 10 Budget	Fund 20 Budget			Fund 30 Budget	
	Division	20	21	22	23		

### TRANSFERS & CONTINGENCIES

<b>8140</b>	<b>Transfer to Fund 40</b> The purpose of the Transfer to Fund 40 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation General Obligation Bond Debt Service Fund.	-	1,548,123	-	-	1,548,123
<b>8150</b>	<b>Transfer to Fund 50</b> The purpose of the Transfer to Fund 50 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation Revenue Bond Debt Service Fund.	-	1,893,844	-	-	1,893,844
<b>8171</b>	<b>Transfer to Fund 71</b> The purpose of the Transfer to Fund 71 line item is to account for the transfer of drinking water funds to the Drinking Water Capital Fund.	2,700,000	-	-	-	2,700,000
<b>8172</b>	<b>Transfer to Fund 72</b> The purpose of the Transfer to Fund 72 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation Capital Fund Fund.	-	6,500,000	-	-	6,500,000
<b>8173</b>	<b>Transfer to Fund 73</b> The purpose of the Transfer to Fund 73 line item is to account for the transfer of watershed protection funds to the Wastewater Protection Capital Fund.	-	-	-	4,000,000	4,000,000
<b>9000</b>	<b>Contingency</b> The purpose of the Contingency line item is to provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	588,270	788,836	-	246,371	1,623,477
		<b>Fund 71 Budget</b>	<b>Fund 72 Budget</b>	<b>Fund 73 Budget</b>		<b>Total</b>
	<b>Division</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	
<b>9000</b>	<b>Contingency</b> The purpose of the Contingency line item is to provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	500,000	500,000	-	500,000	1,500,000
<b>Transfers Out and Contingencies Total</b>		<b>3,788,270</b>	<b>11,230,803</b>	<b>-</b>	<b>4,746,371</b>	<b>19,765,444</b>

OAK LODGE WATER SERVICES DISTRICT  
FISCAL YEAR 2018-2019 DEBT SCHEDULE

2010 General Obligation Bonds			
Original Amount: \$24,000,000			
Interest Rates: 2% to 4%			
Called Bonds Maturing After 2020			
Payment Dates: November and May			
Year	Principal	Interest	Total
2019	1,080,000	88,000	1,168,000
2020	1,120,000	44,800	1,164,800
Principal Due After 2020 Called 12/20/2017.			
Principal Called: \$14,310,000			
Funding Source: 2017 JP Morgan Bank Loan			
Subtotal	2,200,000	132,800	2,332,800

2010 Infrastructure Finance Authority Bonds			
Original Amount: \$8,000,000			
Interest Rates: 2.00% to 2.85%			
<i>Interest Rates Net 45% Interest Subsidy</i>			
Payment Date: December			
Year	Principal	Interest	Total
2019	360,936	290,561	651,497
2020	368,036	277,011	645,047
2021	375,273	262,827	638,100
2022	387,716	247,614	635,330
2023	400,949	227,631	628,580
2024	409,348	206,966	616,314
2025	422,922	185,868	608,790
2026	436,680	164,071	600,751
2027	456,055	139,158	595,213
2028	470,679	113,140	583,819
2029	485,567	86,288	571,855
2030	505,734	58,586	564,320
2031	521,196	29,734	550,930
Subtotal	5,601,091	2,289,456	7,890,547

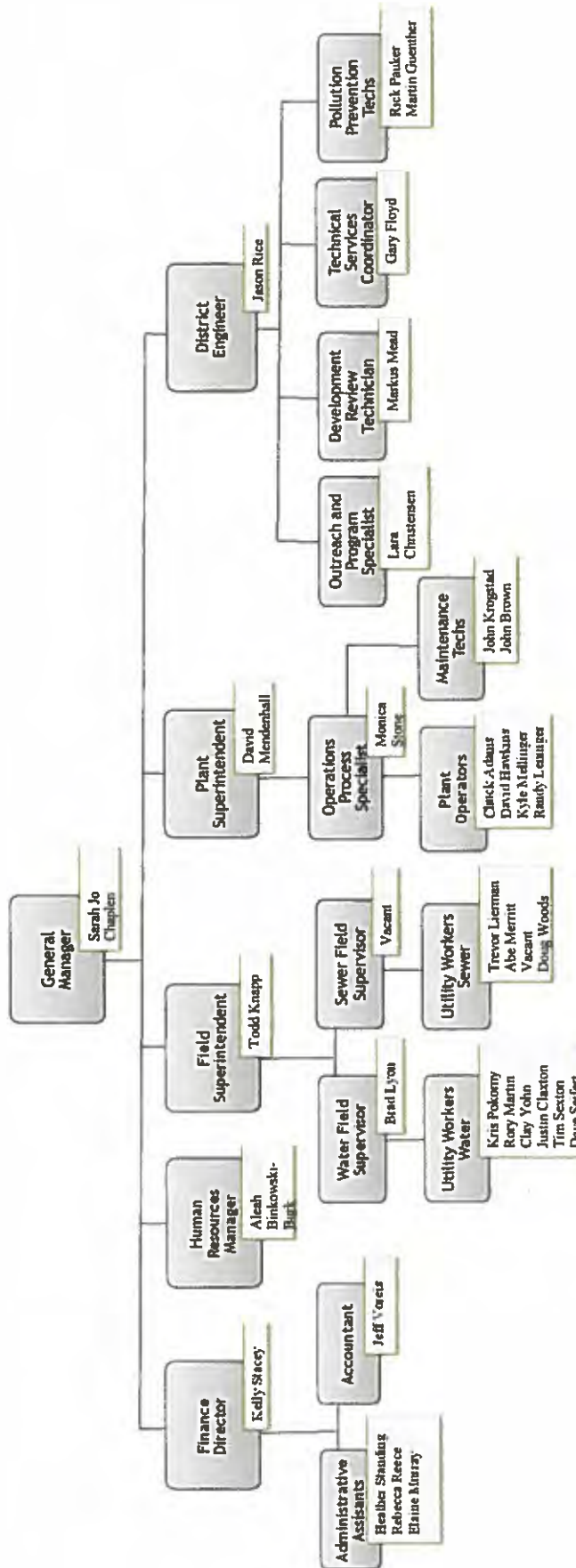
Summary All Debt			
Year	Principal	Interest	Total
2019	2,317,606	1,128,658	3,446,264
2020	2,571,423	1,050,766	3,622,189
2021	2,641,823	965,360	3,607,183
2022	2,700,887	894,029	3,594,916
2023	2,767,210	816,645	3,583,855
2024	2,824,182	737,130	3,561,312
2025	2,896,824	655,842	3,552,666
2026	2,967,161	572,248	3,539,409
2027	3,022,634	483,995	3,506,629
2028	3,095,894	393,597	3,489,491
2029	3,171,968	300,760	3,472,728
2030	3,202,887	205,400	3,408,287
2031	1,630,680	108,476	1,739,156
2032	1,132,411	50,210	1,182,621
2033	1,155,969	20,951	1,176,920
Subtotal	38,099,559	8,384,068	46,483,627

2017 JP Morgan Bank Loan			
Original Amount: \$15,173,000			
Interest Rate: 2.50%			
<i>Prepayment Optional after 2027</i>			
Payment Dates: November and May			
Year	Principal	Interest	Total
2019	-	379,325	379,325
2020	190,000	379,325	569,325
2021	1,356,000	374,575	1,730,575
2022	1,385,000	340,675	1,725,675
2023	1,420,000	306,050	1,726,050
2024	1,450,000	270,550	1,720,550
2025	1,490,000	234,300	1,724,300
2026	1,527,000	197,050	1,724,050
2027	1,543,000	158,875	1,701,875
2028	1,581,000	120,300	1,701,300
2029	1,621,000	80,775	1,701,775
2030	1,610,000	40,250	1,650,250
Subtotal	15,173,000	2,882,050	18,055,050

2010 Clean Water State Revolving Fund Loans			
Original Amount: \$19,000,000			
Interest Rates: Ranges from 0.50% to 3.15%			
<i>Includes a 0.50% Administration Fee</i>			
Payment Dates: August and February			
Year	Principal	Interest	Total
2019	876,670	370,772	1,247,442
2020	893,387	349,630	1,243,017
2021	910,550	327,958	1,238,508
2022	928,171	305,740	1,233,911
2023	946,261	282,964	1,229,225
2024	964,834	259,614	1,224,448
2025	983,902	235,674	1,219,576
2026	1,003,481	211,127	1,214,608
2027	1,023,579	185,962	1,209,541
2028	1,044,215	160,157	1,204,372
2029	1,065,401	133,697	1,199,098
2030	1,087,153	106,564	1,193,717
2031	1,109,484	78,742	1,188,226
2032	1,132,411	50,210	1,182,621
2033	1,155,969	20,951	1,176,920
Subtotal	15,125,468	3,079,762	18,205,230

# OAK LODGE

## WATER SERVICES





OAK LODGE WATER SERVICES DISTRICT  
**CAPITAL IMPROVEMENT PLAN**

FISCAL YEARS 2019-2024



MARCH 1972 - PRIMARY CLARIFIER. JIM BARKMAN, PLANT SUPERINTENDENT B.B. GRAVES, OPERATOR

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## Message from the Technical Services Manager

Resource management is such an important function for any service provider and Oak Lodge Water Services District (OLWSD) is no different in this regard. Finding a balance between exemplary customer service and rates is key to the success of public organizations. In order to achieve this balance, one tool we use is a Capital Improvement Plan (CIP). This document monetarily prepares for the expansion and maintenance of your Surface Water, Wastewater, and Water systems.

As fiscal year 2018 draws to a close, the District finds itself on the verge of a new era. With the modernization of the Water Reclamation Facility achieved, inspection of the collection system nearing completion and completion of the existing Water Master Plan projects, we must now assess where resources will soon need to be allocated. The next logical step will be to update the District's Master Plans (page 13, 25 and 37). With up-to-date inspections of the collection and distribution systems, this information will feed into a model that can help Staff predict failures before they occur. Then by maintaining and/or replacing our systems strategically, we become proactive rather than reactive. This proactive approach will not only save our rate payers money, but will enhance services due to time savings.

Looking forward, fiscal year 2019 will likely bring the District new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated MS4 permit may bring with it new standards for water quality and/or requirements for studies. While these permits generally bring added costs, they also improve the quality of our natural resources and in-turn improve our community's quality of life.

We at the District, hope that this document provides clear, concise and transparent information to you as our rate payer. As a result of reading this document, we hope that you gain a better understanding of how revenue from rates ensure your Water, Wastewater and surface water systems remain functioning well into the future. If you have any questions about this document, I encourage you to contact me at (503) 353-4202 or [jason@olwsd.org](mailto:jason@olwsd.org).

Sincerely,

Jason Rice, PE  
Oak Lodge Water Services District  
District Engineer

# How to Use This Document

This six-year Capital Improvement Plan document provides detailed descriptions about projects organized by fund. Each fund section begins with a summary overview of the function of the fund followed by funding and project information. Summary tables and graphs highlight the capital projects within each fund. Following the summary section are detailed breakdowns of each project, along with project schedules, cost estimates, and operating budget impacts.

Summary information of all capital projects sorted by fund, and funding source are included as appendices to this document.

The project title and description explains the details and need for each project.



## Aeration Control Strategy Evaluation

The purpose of this project is to evaluate alternative aeration system control strategies for energy efficiency. The system that was provided in the initial start up does not match with current operating strategies. Current automatic blower switching under the existing blower programming sometimes results in blower failures due to current programming.

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Sewer Capital Fund		50,000					50,000

### Operating Budget Impact

This is an optimization project focused on reducing power consumption and reliability improvements.

The outcome of the project on the operating budget of each fund is described in this area.

This section indicates whether the project is funded or unfunded, the funding source, and the cost for each scheduled project year.

## Capital Improvement Plan Overview

The six-year Capital Improvement Plan (CIP) establishes guidance and planning for the District's investments in capital infrastructure. At the foundation of the CIP are the District's Surface Water, Wastewater and Water Master Plan documents. These master plans illustrate the long-term needs and goals of each department as defined by community input, advisory groups, expert consultants, and District Staff., and District Board goals, operational (i.e. service delivery) needs, and regulatory requirements further refine and shape the CIP.

Projects within the CIP are prioritized and matched with projections of future revenues. Inclusion of a project within this document does not necessarily reflect a budgeted spending commitment, but is the anticipated priority at this snapshot in time based on estimated future revenues. Current revenues are not enough to keep up with all the capital needs of the District. Additionally, there are restrictions on many revenue sources in relation to where the funds may be spent.

As compared to Capital Outlay line in the Budget, which may include purchases as low as \$2,500 and have a useful life of at least one year. A capital "project" contained within this document is defined by complexity of the work.

The CIP is intended as a method of communication with citizens, businesses, advisory groups, and the Board of Directors. It gives the public the opportunity to see the District's proposed plans for the future and provide feedback to the Board and Staff.

The goal of this Capital Improvement Plan is to provide the maximum sustainable level of priority capital investments to deliver outcomes that are of the highest importance to our citizens and provide for a healthy, safe, active, efficient, and optimized community with excellent livability

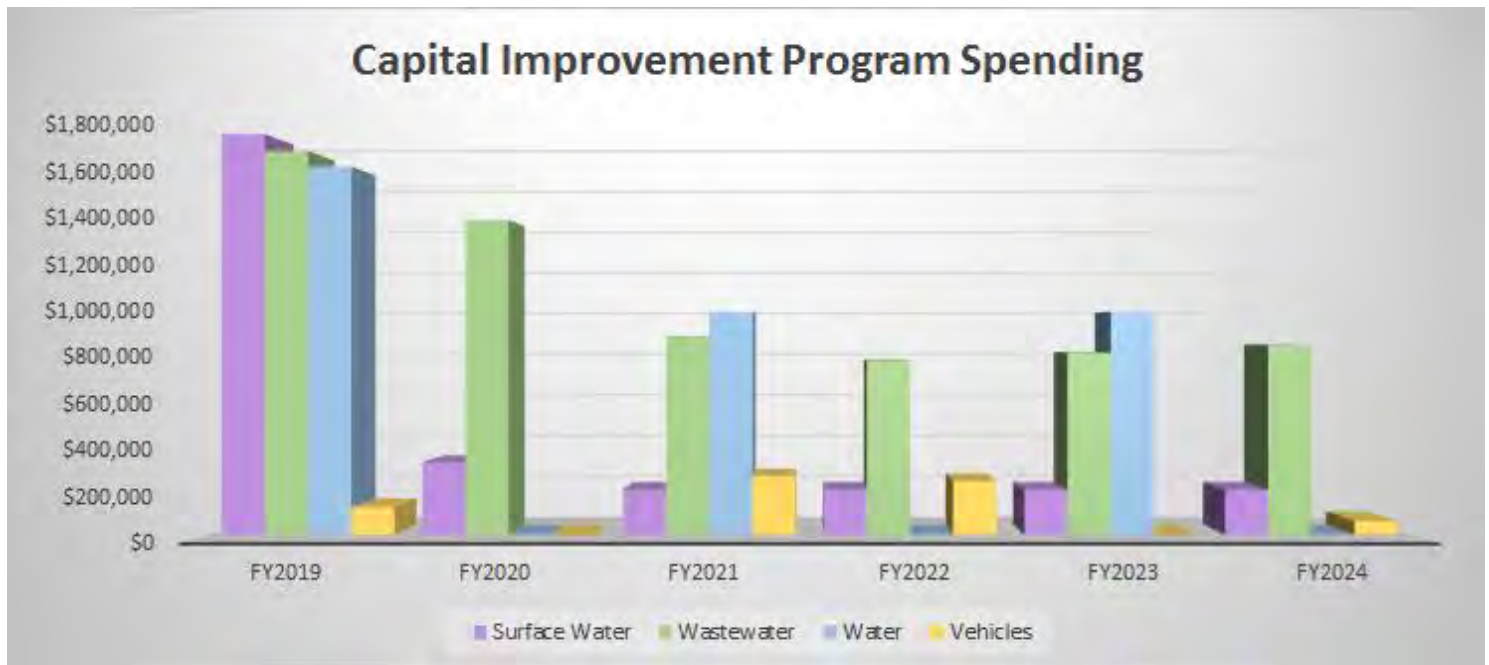
## Factors in Evaluating CIP Projects

- Master planning documents
- Board goals
- Operational needs
- Regulatory requirements
- Fiscal Impacts
- Health, safety, and environmental effects
- Community economic effects
- Feasibility, including public support and disruption
- Implications of deferring the project
- Coordination and advantages of joint projects

# Summary Information

## Funding Summary

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Surface Water	\$1,795,000	\$325,000	\$200,000	\$200,000	\$200,000	\$200,000	\$2,720,000
Wastewater	\$1,720,000	\$1,410,000	\$890,000	\$780,000	\$815,000	\$850,000	\$5,615,000
Water	\$1,650,000	\$0	\$1,000,000	\$0	\$1,000,000	\$0	\$3,650,000
Vehicles	\$122,000	\$0	\$263,000	\$241,000	\$0	\$62,000	\$626,000
<b>Total Capital Improvement Program</b>	<b>\$5,287,000</b>	<b>\$1,735,000</b>	<b>\$2,353,000</b>	<b>\$1,221,000</b>	<b>\$2,015,000</b>	<b>\$1,112,000</b>	<b>\$12,611,000</b>



Funding for capital projects comes from four distinct sources

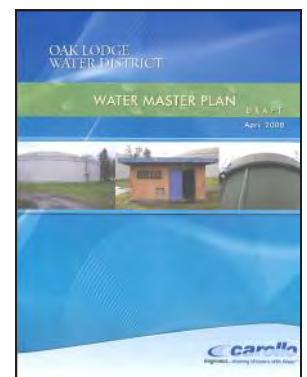
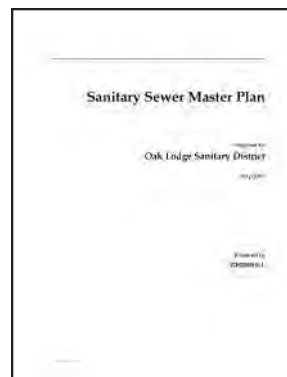
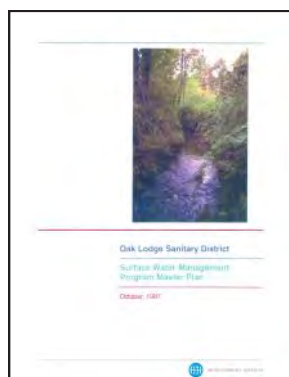
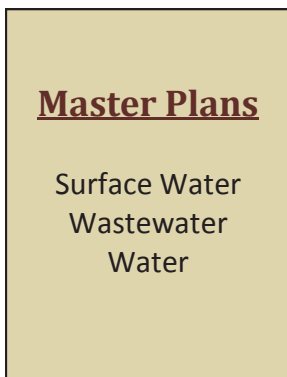
- (1) Utility User Fees
- (2) Bonds
- (3) Grants come from outside agencies such as ODOT, Metro, DEQ, Oregon Parks, and the Oregon Marine Board
- (4) Systems Development Charges (SDCs): from new development



# Multi-Document Transparency

The District recognizes that the projects included in the Six-Year Capital Improvement Plan represent a significant amount of public monies and it is the District's intention is to present this information across several documents to ensure that projects are clearly understood and accounted for in financial forecasts, budgets, capital improvement plans and master plans.

Multi-document transparency means that a capital project necessitated by a master plan will be included in the CIP document and then planned for in the forecast document. Funding for the project will then be included in the budget document and the expense will be recorded in quarterly and annual financial reports.



FORM LB-10

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
**CAPITAL IMPROVEMENT FUND - SANITARY SEWER SERVICE**

**OAK LODGE SANITARY DISTRICT**  
(Name of Municipal Corporation)

HISTORICAL DATA			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Fiscal Year 2017		
Actual Second Preceding Fiscal Year 2014	First Preceding Fiscal Year 2015	Adopted Budget This Year Fiscal Year 2016		Proposed by Budget Officer	Approved By Budget Committee	Adopted by Governing Body
<b>RESOURCES</b>						
Beginning Fund Balance:						
			1. *Cash on Hand (Cash Basis) or			1
2	\$2,639,361	\$1,591,377	2. *Working Capital (Accrual Basis)	\$1,942,344	\$0	\$0 2
3			3. Previously Levied Taxes Estimated to be Rec'd			3
4	\$0	\$0	4. SRIF Loan Proceeds	\$0	\$0	\$0 4
5	\$0	\$0	5. IFA Loan Proceeds	\$0	\$0	\$0 5
6	\$0	\$0	6. GO Bond Proceeds	\$0	\$0	\$0 6
7	\$4,081	\$6,606	7. Interest Income	\$9,712	\$0	\$0 7
8	\$0	\$0	8.			8
9	\$0	\$0	9.			9
10	\$105,080	\$286,592	10. Miscellaneous	\$0	\$0	\$0 10
11	\$1,368,279	\$48,226	11. Transfer from General Fund	\$475,550	\$0	\$0 11
12	\$4,116,801	\$1,934,801	12. Total Resources, Except Taxes to be Levied	\$2,427,806	\$0	\$0 12
13			13. Taxes Necessary to Balance	\$0	\$0	\$0 13
14	\$0	\$0	14. Taxes Collected in Year Levied			14
15	\$4,116,801	\$1,934,801	15. TOTAL RESOURCES	\$2,427,806	\$0	\$0 15
<b>REQUIREMENTS</b>						
<b>CAPITAL OUTLAY</b>						
1. ADMINISTRATION						
2	\$0	\$26,144	2. Office Equipment	\$165,000	\$0	\$0 2
3	\$0	\$0	3. Office Facility Improvement	\$112,500	\$0	\$0 3
4. SANITARY SEWER SYSTEM						
5	\$0	\$0	5. Land Acquisitions	\$0	\$0	\$0 5
6	\$9,970	\$6,021	6. Operations Office Equipment	\$0	\$0	\$0 6
7	\$9,902	\$0	7. Collection System Equipment	\$0	\$0	\$0 7
8	\$20,990	\$23,513	8. Facility Equipment	\$75,000	\$0	\$0 8
9	\$0	\$21,159	9. Facility Improvement	\$30,000	\$0	\$0 9
10	\$204,458	\$68,935	10. Facility Modification/Expansion	\$485,000	\$0	\$0 10
11	\$44,983	\$1,150	11. Line Extensions/Replacement	\$365,000	\$0	\$0 11
12	\$290,302	\$148,821	12. TOTAL CAPITAL OUTLAY	\$1,232,500	\$0	\$0 12
<b>TRANSFERRED TO OTHER FUNDS</b>						
13	\$2,235,122	\$0	13. Transfer to General Fund	\$0	\$0	\$0 13
14			14.			14
15			15.			15
16			16.			16
17	\$2,235,122	\$0	17. TOTAL TRANSFERS	\$0	\$0	\$0 17
18	\$2,525,424	\$148,921	18. TOTAL EXPENDITURES	\$1,232,500	\$0	\$0 18
19	\$1,591,377	\$1,785,880	19. RESERVE	\$1,195,108	\$0	\$0 19
20	\$4,116,801	\$1,934,801	20. TOTAL REQUIREMENTS	\$2,427,806	\$0	\$0 20

\*Includes estimated unappropriated ending fund balance from prior year.

## Financial Reporting

“Capital Outlay” is reported in financial forecasts, budgets, quarterly reports, and annual reports. This line item corresponds with the annual funded totals shown in this Five Year Capital Improvement Plan (CIP).

The adoption of this CIP document provides the baseline for the capital outlay that will be included in future budget documents for the Budget Committee to review, consider and approve, and for the Board to formally adopt.



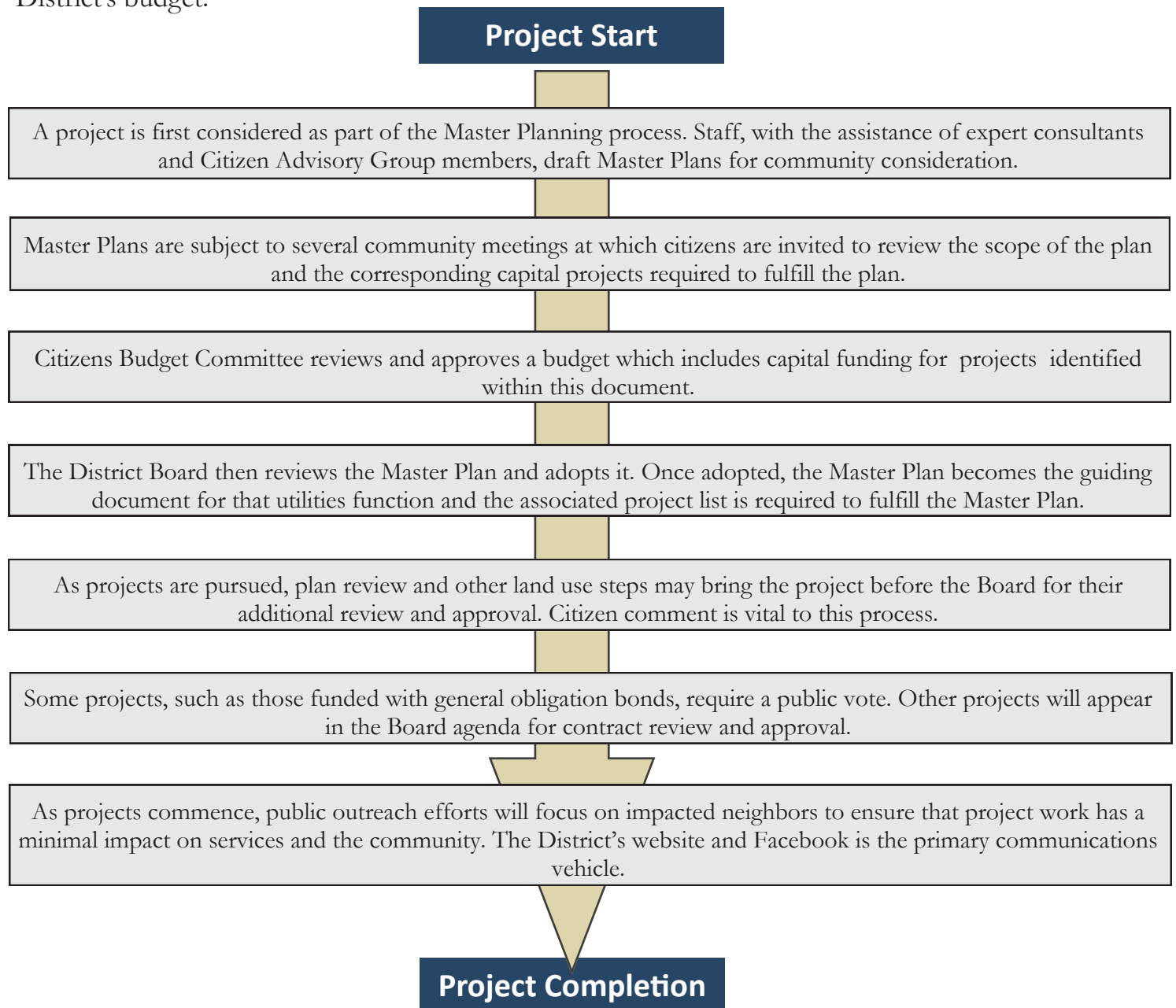
# The Process of a CIP Project

## Question:

How does a project get placed on the Capital Improvement Plan?

## Answer:

Citizen involvement is the cornerstone of the Six-Year Capital Improvement Plan. Projects are vetted through a multi-step process (see below) that includes public comment at several stages to ensure that projects meet the community's needs, in addition to expert analyses during plan development. Funding is not available for projects to begin until it is approved and adopted into the District's budget.



# Surface Water Management

## Overview

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge, Oregon. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of the District revealed that the Total Impervious Area for OLWSD's is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Oak Lodge Water Services District charges customers a monthly surface water fee, which covers all surface water program operations. Annual revenue changes slightly (based on the number of customers), but is generally approximately \$1.4M annually.

Projects within the Surface Water Capital Improvement Program include new regional stormwater treatment facilities, retrofits of existing facilities, installation of roadside facilities, such as “rain gardens”, upgrades of existing storm lines and catch basins, and natural resource restoration projects.



# Capital Projects

## Storm Water Capital Improvement Fund

Page	Project Name	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Totals
12	Boardman Wetland Complex (Boardman Ave. to Jennings Ave.)	1,500,000						\$ 1,500,000
12	WRC Decant Expansion	170,000						\$ 170,000
13	Stormwater Master Plan	125,000	125,000					\$ 250,000
13	Localized Enhancement Program		200,000	200,000	200,000	200,000	200,000	\$ 1,000,000
<b>Total Sewer Capital Expenses</b>		<b>\$ 1,795,000</b>	<b>\$ 325,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 2,920,000</b>



# Surface Water Management



## Boardman Wetland Complex (Boardman Ave. to Jennings Ave.)

The flagship of the District’s Watershed Protection program, this phase of the project will rehabilitate approximately 5 acres of wetland that has been overgrown with invasive grasses and blackberries.

Once complete, this project will be a regional model for how nature and outdoor education can exist within a urbanized area.

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Surface Water Capital Fund	705,000	490,000	300,000	1,500,000			2,995,000
Grants and Land Sale			(60,000)	(550,000)			(610,000)

### Operating Budget Impact

Because the site is planned to be sold to North Clackamas Parks and Recreation District, this project will neither increase or decrease the operating budget.



## WRC Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the old Water District office.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Surface Water Capital Fund	170,000						170,000

### Operating Budget Impact

Completion of this project will allow for greater storage of wet excavated material, by removing more water from the material, hauling and disposal costs will be reduced.



## Stormwater Master Plan

This project will accomplish two goals of the District. The first, will be to identify the desires of our public as it relates to the level of services this District provides through its Watershed Protection rate. This will be done through multiple public meetings and a strong outreach process.

Once the data is collected and shared with the Board, this project will create a Master Plan for Stormwater that meets those expectations and helps set future rates to do so.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Surface Water Capital Fund	125,000	125,000					170,000

### Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



## Localized Enhancement Program

This program aims to fix small to medium scale localized issues throughout the District. Projects will include replacement of damaged stormwater pipes owned by the District, create new roadside surface water treatment and address issues brought forth by District customers.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Surface Water Capital Fund		200,000	200,000	200,000	200,000	100,000	900,000

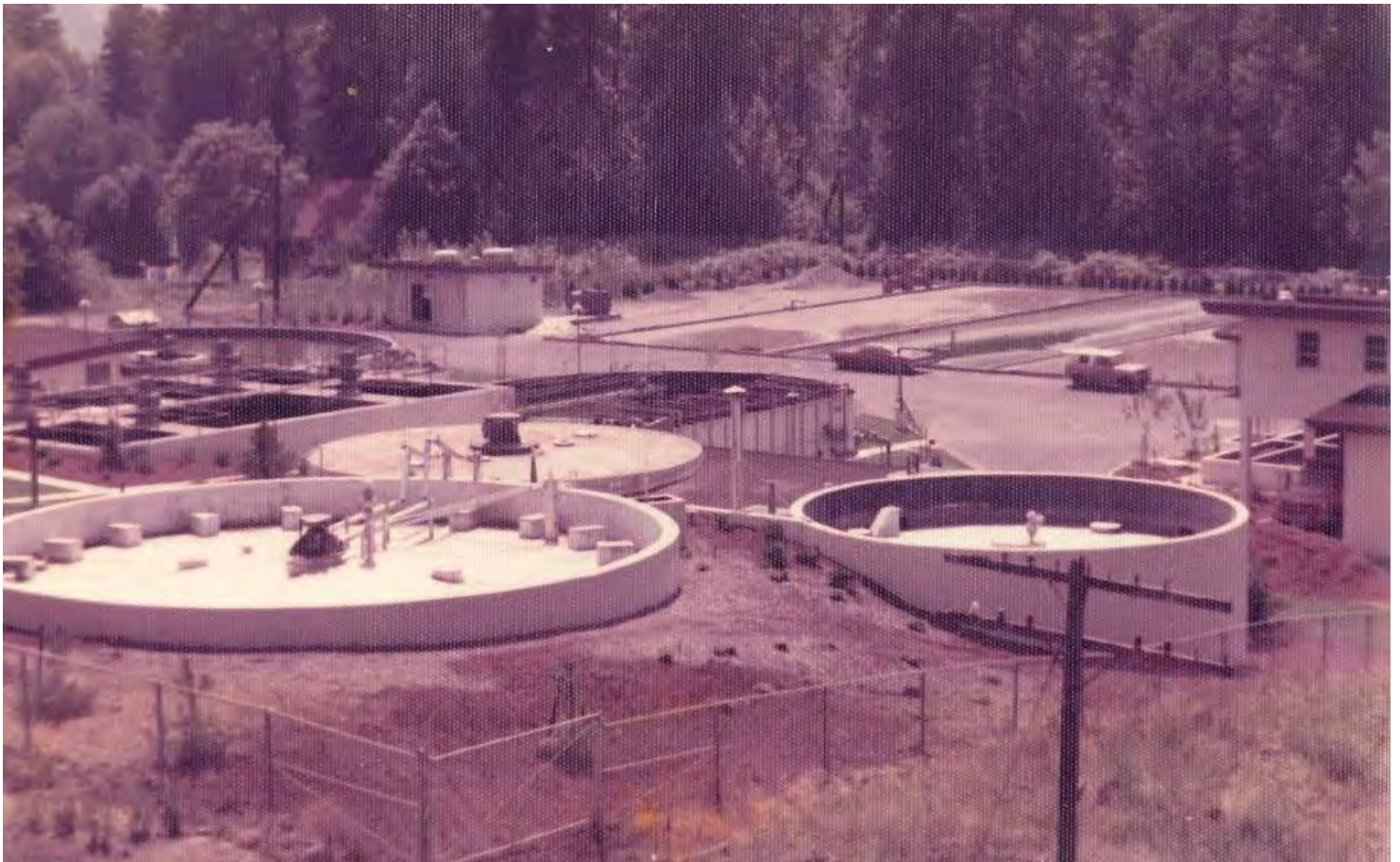
### Operating Budget Impact

These projects have the potential to both decrease Staff's time reporting to localized flooding and increase maintenance of District owned facilities.

## Overview

Oak Lodge Water Services District charges customers a monthly fee for sanitary sewer service. Annual revenue changes slightly based on the number and types of customers, but comes in at approximately \$7.9M annually. Of this revenue, approximately 10% is budgeted to be used on capital improvements. The majority of sanitary sewer revenue is used for payment of the debt service to address the various loans associated with the Treatment Plant Expansion project.

Projects within the Sewer Capital Improvement list include finishing a conversion of the District's last anaerobic digester to meet permit requirements for land application of solids, projects to replace pipe deficiencies and trouble spots in the collection system and Water Reclamation Facility enhancements to the elements of the plant that were not reconstructed with the plant expansion project.



# Capital Projects

## Waste Water Capital Improvement Fund

Page	Project Name	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Totals
16	Solids Handling Bldg. Refurbishment and Process Improvements	300,000	300,000					\$ 685,000
16	Boardman Wetland Complex Sewer Replacement	300,000						\$ 400,000
17	Anaerobic Digester Conversion	200,000	200,000					\$ 400,000
17	Secondary Clarifier Refurbishment	500,000						\$ 500,000
18	Aeration Control Strategy Evaluation	50,000						\$ 50,000
18	WRC Decant Expansion	170,000						\$ 170,000
19	Mainline Repair Program	200,000	200,000	100,000	100,000	100,000	100,000	\$ 800,000
19	Gladstone Collection System I&I Improvements		200,000					\$ 200,000
20	WTP Blower Rehab		100,000					\$ 100,000
20	Jade Court Sewer line Sag Adjustment		100,000					\$ 100,000
21	Pump Station Rebuild Program		310,000	320,000	330,000	340,000	350,000	\$ 1,650,000
21	Hillside Sewer line - 2B Trunk Sag Adjustment			150,000				\$ 150,000
22	2A010-343 Line Replacement			60,000				\$ 60,000
22	Headworks-Partial Enclosure			60,000				\$ 60,000
23	3W Hypo System			50,000				\$ 50,000
23	Sanitary Sewer Master Plan (Plant+Field)			150,000				\$ 150,000
24	Manhole Repair Program				50,000	50,000	50,000	\$ 150,000
24	Mainline Replacement Program				300,000	325,000	350,000	\$ 975,000
<b>Total Sewer Capital Expenses</b>		<b>\$ 1,720,000</b>	<b>\$ 1,410,000</b>	<b>\$ 890,000</b>	<b>\$ 780,000</b>	<b>\$ 815,000</b>	<b>\$ 850,000</b>	



# Wastewater



## Solids Handling Building Refurbishment and Process Improvements

This project is intended to facilitate refurbishment and improvements of the 16 year old Solids Handling Facility. Project is expected to include improvements to the control systems, environmental controls (HVAC), and equipment refurbishments and piping replacement..

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Wastewater Capital Fund	85,000	300,000	300,000				685,000

### Operating Budget Impact

None. Completion of this project is expected to maintain existing system performance and increase reliability.



## Boardman Wetland Complex Sanitary Line

These segments of pipe are nearing the end of their useful life and pose a liability for replacement in the near future. If the District were to overlook this pipe as a part of the Wetland Project, it is likely that the pipe would cause for the wetland to be re-built as a part of their replacement.

The lines will be replaced as a part of the larger Surface Water Project to take advantage of a mobilized contractor.

Funding Source	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	Total
Wastewater Capital Fund	100,000	300,000					400,000

### Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.





## Anaerobic Digester Conversion

Additional storage volume will allow for flexibility in the solids handling process, assure solids destruction to meet Class B requirements, and allow timely response to solids wasting demands.

Funding Source	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Wastewater Capital Fund	115,000			200,000	200,000		515,000

### Operating Budget Impact

Completion of this project will reduce the amount of solids removed from the WRF annually and provide for additional solids storage. The added capacity will enable the process to achieve Class B biosolids for land application. The anticipated annual savings from this project is expected to be in excess of \$50,000 per year.

## Secondary Clarifier Refurbishment

Secondary Clarifiers #1 and #2 were reconstructed in FY95.

In summer 2014 the Asset Maintenance Manager hired a consultant to evaluate the condition of normally submerged metal components of the clarifier. The detailed report from the consultant indicates the structural pipe surfaces have corroded up to 1/32".

The consultant's recommendation was to hire a coatings contractor, bead blast all submerged steel components and recoat with an industrial grade coating.



Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Wastewater Capital Fund	500,000						500,000

### Operating Budget Impact

Overhauling and modification of these clarifiers will lengthen useful life and improve performance of the units.

# Wastewater



## Aeration Control Strategy Evaluation

The purpose of this project is to evaluate alternative aeration system control strategies for energy efficiency. The system that was provided in the initial start up does not match with current operating strategies. Current automatic blower switching under the existing blower programming sometimes results in blower failures due to current programming.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	50,000						50,000

### Operating Budget Impact

This is an optimization project focused on reducing power consumption and reliability improvements.



## WRC Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the old Water District office.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	170,000						170,000

### Operating Budget Impact

Completion of this project will allow for greater storage of wet excavated material, by removing more water from the material, hauling and disposal costs will be reduced.



## Mainline Repair Program

Projects under this program generally consist of spot repairs where structural or inadequate flow conditions exist. Projects are identified based on routine system monitoring and/or maintenance done by the Field Crews and projects identified in a Sanitary Sewer Master Plan.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	200,000	200,000	100,000	100,000	100,000	100,000	800,000

### Operating Budget Impact

This project will not increase operating expenditures. These projects will most likely replace wastewater pipes one-for-one and will not increase the number of wastewater assets system-wide.



## Gladstone Collection System I&I Improvements

Repair and refurbishment project based on 2013 OLSD assessment of Gladstone collection system. Assessment revealed multiple lines and manholes that have structural damage resulting in inflow and infiltration. Project assumes approximately 42 line segment repairs and refurbishment of 18 manholes.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund		200,000					200,000

### Operating Budget Impact

Completion of this project is expected to reduce operating costs by significantly reducing the amount of inflow and infiltration coming from this system.

# Wastewater



## WTP Blower Rehab

When the Water Reclamation Facility was built, the Interchange Bio-Reactors were designed with independent blowers. During a value engineering phase, one of the four Aeration Blowers was repurposed to supply air to the IBRs. Due to piping limitations, only that blower can be used for aerating the IBRs. Three years later, that blower catastrophically failed. Analysis of the failure indicated the potential for the blower not operating within its design parameters. One of the other Aeration Blowers was moved into that enclosure and the failed blower was replaced.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund		100,000					100,000

### Operating Budget Impact

This is an optimization project focused on improving reliability improvements. Additional blowers will end up consuming more power



## Jade Court Sewer Line Sag Adjustment

This project includes replacement of 318 feet of 8-inch main that has settled. This settlement causes sediment, grease and fats to accumulate in the line that causes field staff to maintain this line more often than it should be.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund		100,000					100,000

### Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.



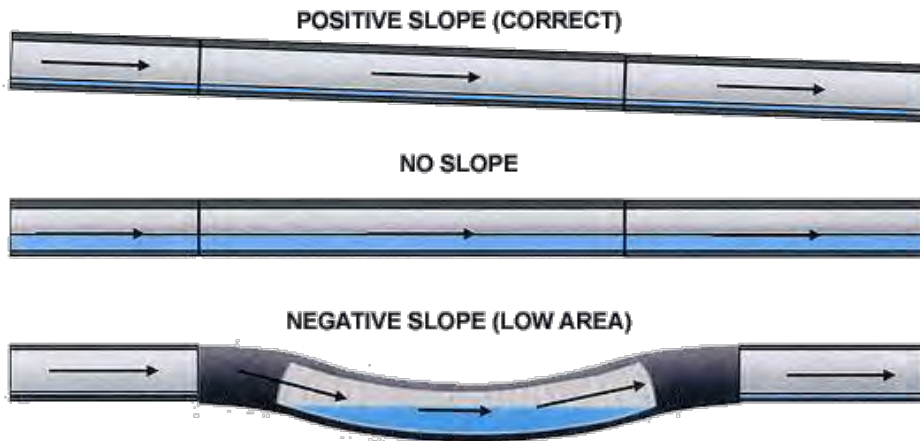
## Pump Station Rebuild Program

Oak Lodge Water Services has five sanitary sewer pumping stations that convey sewage from low lying areas to areas that can gravity flow to the WRF. Several of these pump stations are critical for meeting the District goal of collecting and treating 100% of our customers' used water. The three most critical stations in descending order are Pump Station #3 located at 2704 SE Park Ave., Pump Station #2, located at 1716 SE Oak Shore Lane, and Pump Station #5 located at 17560 SE Walta Vista Drive.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Total</u>
Wastewater Capital Fund		310,000	320,000	330,000	340,000	350,000	1,650,000

### Operating Budget Impact

This project will reduce the amount of emergency repairs and as a result, emergency overflows.



## Hillside Sewer Line—2B Trunk Sag Adjustment

This project includes replacing 638 feet of 12-inch diameter pipe that has settled. This settlement causes sediment, grease and fats to accumulate in the line that causes field staff to maintain this line more often than it should be.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			150,000				150,000

### Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.

# Sanitary Sewer



## 2A010-343 Line Replacement

This project replaces via pipe bursting 160 feet of 8-inch main that has deteriorated. This settlement causes sediment, grease and fats to accumulate in the line that causes field staff to maintain this line more often than it should be.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			60,000				60,000

### Operating Budget Impact

This project will have no impact on the operating budget.



## Headworks Partial Enclosure

The purpose of this project is to either enclose the upper deck or the equipment on the upper deck of the headworks to prevent freezing issues.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			60,000				60,000

### Operating Budget Impact

This project will prevent freezing of the headworks in cold weather. Currently, staff has to report to this issue when machinery freezes. This stops the plant process and is only being resolved temporarily.



## 3W Hypo System

The District uses Sodium Hypochlorite to disinfect re-use water for irrigation and process water uses within the Water Reclamation Facility. This water, known as 3W, has a separate pumping and distribution system from plant potable water. Even though these materials and standards are currently the best for the harsh product, the PVC gets brittle over time. Treatment plant staff experience indicates that 10 years is an optimistic life cycle for hypo piping. The purpose of this project is to replace the piping system when it is 8 years into service.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			50,000				50,000

### Operating Budget Impact

This project will have no impact on the operating budget.

## Sanitary Sewer Master Plan



The District's current Sanitary Master Plan was partially written upon historical knowledge of Staff. By the time this project is let, Staff will have collected and logged condition ratings via TV inspections that will better enable an updated Master Plan to drive focus on replacing our aging infrastructure.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			150,000				150,000

### Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).

# Sanitary Sewer



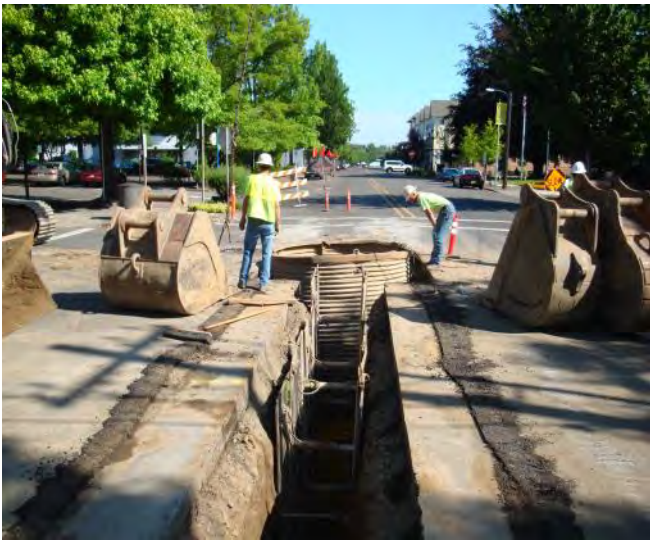
## Manhole Repair Program

This program was created to ensure the replacement of all manholes within the Wastewater network over a 150-year period. In the case of a manhole having satisfactory structural integrity, manhole rehabilitation (i.e., manhole lining or grouting) will be done in lieu of full manhole replacement. Manholes to be replaced or rehabilitated will be identified by staff on an annual basis.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund				50,000	50,000	50,000	Ongoing

### Operating Budget Impact

This project will not increase operating expenditures. These projects will replace or repair manholes one-for-one and will not increase the number of wastewater assets system-wide.



## Mainline Replacement Program

Projects under this program generally consist of whole line replacements or lining where structural or inadequate flow conditions exist and lining of pipes with excessive groundwater infiltration and/or stormwater inflow. Projects are identified based on routine system monitoring and/or maintenance done by the Field Crews and projects identified in a Sanitary Sewer Master Plan.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund				300,000	325,000	355,000	Ongoing

### Operating Budget Impact

This project will not increase operating expenditures. These projects will most likely replace wastewater pipes one-for-one and will not increase the number of wastewater assets system-wide.





## Overview

Oak Lodge Water Services District has thirty pieces of rolling stock from the water side, (16) from the sewer and (3) from storm. This program aims to systematically set aside funds at a predictable rate, that not only gives the Board a snapshot of the current fleet, but it also allows staff to show the Board in a single document the intended replacement schedule of each piece of equipment.

With regular and scheduled replacement of vehicles, the cost for major repairs should be kept to a minimum. In addition, the timing for replacements can occur in a planned, efficient and effective fashion thus evening out costs.

For the first couple of years the District would need to catch up to meet the scheduled replacements because the newly created Capital Fund has no pre-existing reserves built up..

### Vehicle Capital Replacement

Page	Project Name	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Totals
27	Vehicle #27	31,000						\$ 31,000
27	Vehicle #3	31,000						\$ 31,000
28	Sanitary Easement Machine	60,000						\$ 60,000
28	Vehicle #8			35,000				\$ 35,000
29	Vehicle #58			35,000				\$ 35,000
29	Vehicle #15			32,000				\$ 32,000
30	Vehicle #12			31,000				\$ 31,000
30	Vehicle #7			130,000				\$ 130,000
31	Vehicle #30				110,000			\$ 110,000
31	Vehicle #14				131,000			\$ 131,000
32	Vehicle #64						31,000	\$ 31,000
32	Vehicle #55						31,000	\$ 31,000
3	Total Sewer Capital Expenses	\$ 122,000	\$ -	\$ 263,000	\$ 241,000	\$ -	\$ 62,000	\$ 688,000

# Capital Replacement



**Replacement of Vehicle #27**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund	31,000						31,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #3**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund	31,000						31,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

# Sanitary Sewer



## Sanitary Easement Machine

Oak Lodge Water Services District has several thousand feet of sanitary sewer lines that are in easements, these lines are difficult if not impossible to access, by the current equipment the district has.

The addition of a sewer easement machine would allow the crews to access these difficult areas, not only during routine maintenance but in times of emergencies.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund		60,000					60,000

### Operating Budget Impact

Owning this piece of equipment will allow Utility Worker Staff to better access wastewater lines in difficult to reach areas. This better access will result in quicker inspection and cleaning times thus reducing overall cost of maintenance.



## Replacement of Vehicle #8

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			35,000				35,000

### Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



## Replacement of Vehicle #58

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund			35,000				35,000

### Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



## Replacement of Vehicle #15

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			35,000				35,000

### Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

# Sanitary Sewer



**Replacement of Vehicle #12**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Stormwater Capital Fund			35,000				35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #7**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund			130,000				130,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #30**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund				110,000			110,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



**Replacement of Vehicle #14**

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Wastewater Capital Fund				131,000			131,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

# Sanitary Sewer



Replacement of Vehicle #64

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund						31,000	31,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.



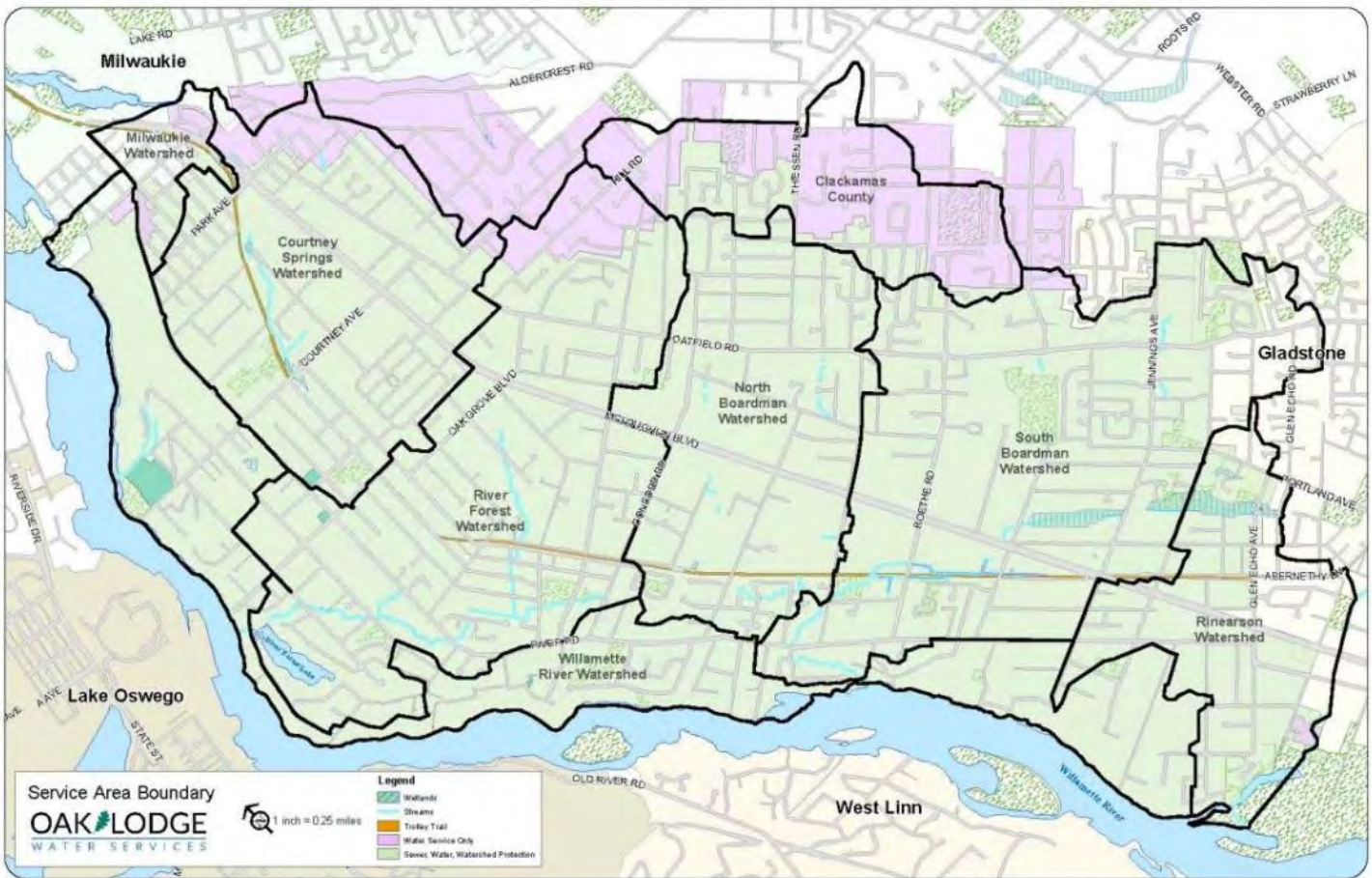
Replacement of Vehicle #55

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund						31,000	31,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.





## Overview

The District’s water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating many sections of 2-inch pipe and looping dead-ends wherever practical. The District currently spends \$400,000 to \$500,000 annually on water CIP and will likely need to increase this amount once the Water Master Plan in completed.

OLWSD has more than sufficient storage with two 5 million gallon reservoirs at the Valley View site and two 2.8 million gallon reservoirs at the View Acres site to supply the system. However, the Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority. This update will include an analysis to determine that fire flows for Oak Lodge Water Services District can continue to be met under this operational scenario.

This year, along with the Master Plan, the hydraulic modeling file will be completely updated for current and future planning.

The North Clackamas County Water Commission is owned in part by Oak Lodge Water Services District and provides all of our daily water needs.

### Water Capital Improvement Fund

Page	Project Name	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Totals
35	Water Master Plan	130,000						\$ 190,000
35	WRC Decant Expansion	170,000						\$ 170,000
36	Water Meter Replacement Program	250,000	220,000	220,000	220,000	220,000	220,000	\$ 1,350,000
36	Capital Project Place Holder #1			1,000,000				\$ 1,000,000
37	Capital Project Place Holder #2					1,000,000		\$ 1,000,000
<b>Total Sewer Capital Expenses</b>		<b>\$ 550,000</b>	<b>\$ 220,000</b>	<b>\$ 1,220,000</b>	<b>\$ 220,000</b>	<b>\$ 1,220,000</b>	<b>\$ 220,000</b>	<b>\$ 3,710,000</b>





## Water Master Plan

Water projects from the last Master Plan are nearing completion. An updated Master Plan will help guide staff on where capital funds can be best spent into the future.

<u>Funding Source</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Total</u>
Water Capital Fund	60,000	130,000					190,000

### Operating Budget Impact

This project has the potential to identify costs that may directly impact rates (with Board Approval).



## WRC Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the old Water District office.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund	170,000						170,000

### Operating Budget Impact

Completion of this project will increase the District's responsibility for landscape and site maintenance.

# Sanitary Sewer



## Water Meter Replacement Program

Oak Lodge Water Services District has around 8,600 water meters installed throughout the district, of which about 2,300 have already been changed to radio read meters.

This program would have the remaining 6,300 meters changed out in under twelve (12) months.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund	1,350,000						1,350,000

### Operating Budget Impact

Rather than purchasing the 8,600 meters over 7 years and having 1 full time staff member dedicated to installing them, this project completes the project in 1 year with a hired contractor. When the project is complete, the District will see \$40,000 per year savings in not needing a meter reading contract.



## Capital Project Placeholder #1

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund			1,000,000				1,000,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.



## Capital Project Placeholder #2

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this “project” is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

<u>Funding Source</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
Water Capital Fund					1,000,000		1,000,000

### Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.





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## Contact Us

### **Technical Services:**

Technical Services Manager | Jason Rice PE, [jason@olwsd.org](mailto:jason@olwsd.org)

### **Operations:**

Field Superintendent | Todd Knapp, [todd@olwsd.org](mailto:todd@olwsd.org)  
Plant Superintendent | David Mendenhall, [davidm@olwsd.org](mailto:davidm@olwsd.org)

### **Finance:**

Finance Director | Kelly Stacey, [kelly@olwsd.org](mailto:kelly@olwsd.org)

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**Oak Lodge Water Services**  
**Estimate of Consolidation Costs/Savings**  
**7/1/16 through 2/28/18**

**One Time Expenses**

**Totals**

Legal	\$	229,711
Architect	\$	33,527
Appraisal	\$	6,450
Website	\$	8,700
Metro Filing Fee	\$	400
IT/Phones	\$	10,274
Temps for Conversion	\$	10,811
Sick Leave Buyout	\$	21,507
Consultants	\$	50,538
<b>Costs</b>	<b>\$</b>	<b>371,919</b>

One time costs	\$	<b>371,919</b>
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**2017 FY Savings**

Liability Insurance	\$	8,000
Telecommunications	\$	9,000
General Manager	\$	144,809
Admin Services Manager	\$	100,000
Plant Admin	\$	116,000
	<b>\$</b>	<b>377,809</b>

**2018 FY Savings(Cost)**

Budget

Liability Insurance	\$	8,000
Telecommunications	\$	9,000
Salary Increases	\$	(195,000)
2nd General Manager	\$	268,000
Admin Services Manager	\$	170,000
Plant Admin	\$	96,000
	<b>\$</b>	<b>356,000</b>

**Cost Avoidance**

Paid-to-date

Financial Software	\$	<b>31,029.00</b>
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Actual

Memberships		2,000.00
Audit	\$	17,000.00
GIS	\$	(15,000.00)
Banking Fees	\$	3,500.00
Janitorial	\$	(4,800.00)
	<b>\$</b>	<b>2,700.00</b>

On Going Savings	\$	<b>767,538.00</b>
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**2019 FY Savings(Cost)**

Budget

Liability Insurance	\$	8,000
Telecommunications	\$	9,000
Salary Increases	\$	(195,000)
2nd General Manager	\$	268,000
Admin Services Manager	\$	170,000
Printing & Mailing		
Plant Admin	\$	96,000
	<b>\$</b>	<b>356,000</b>

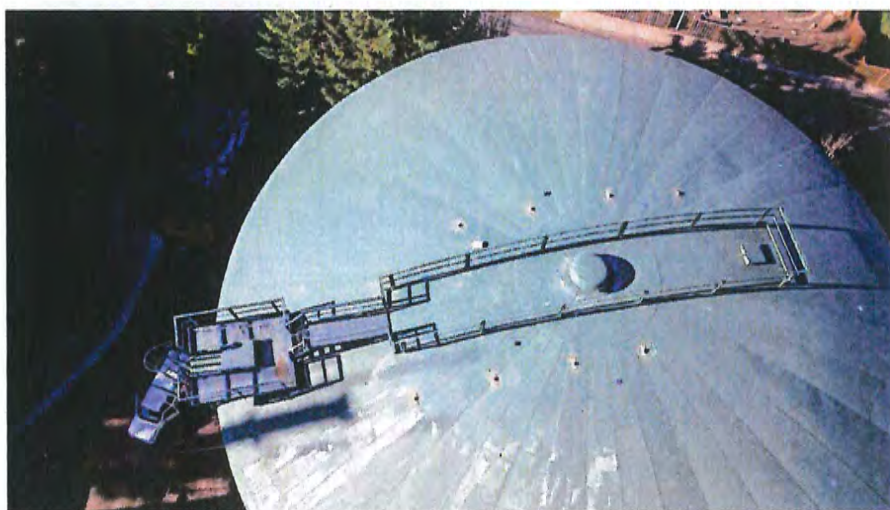


# Proposed VHF Digital Mobile Radio System

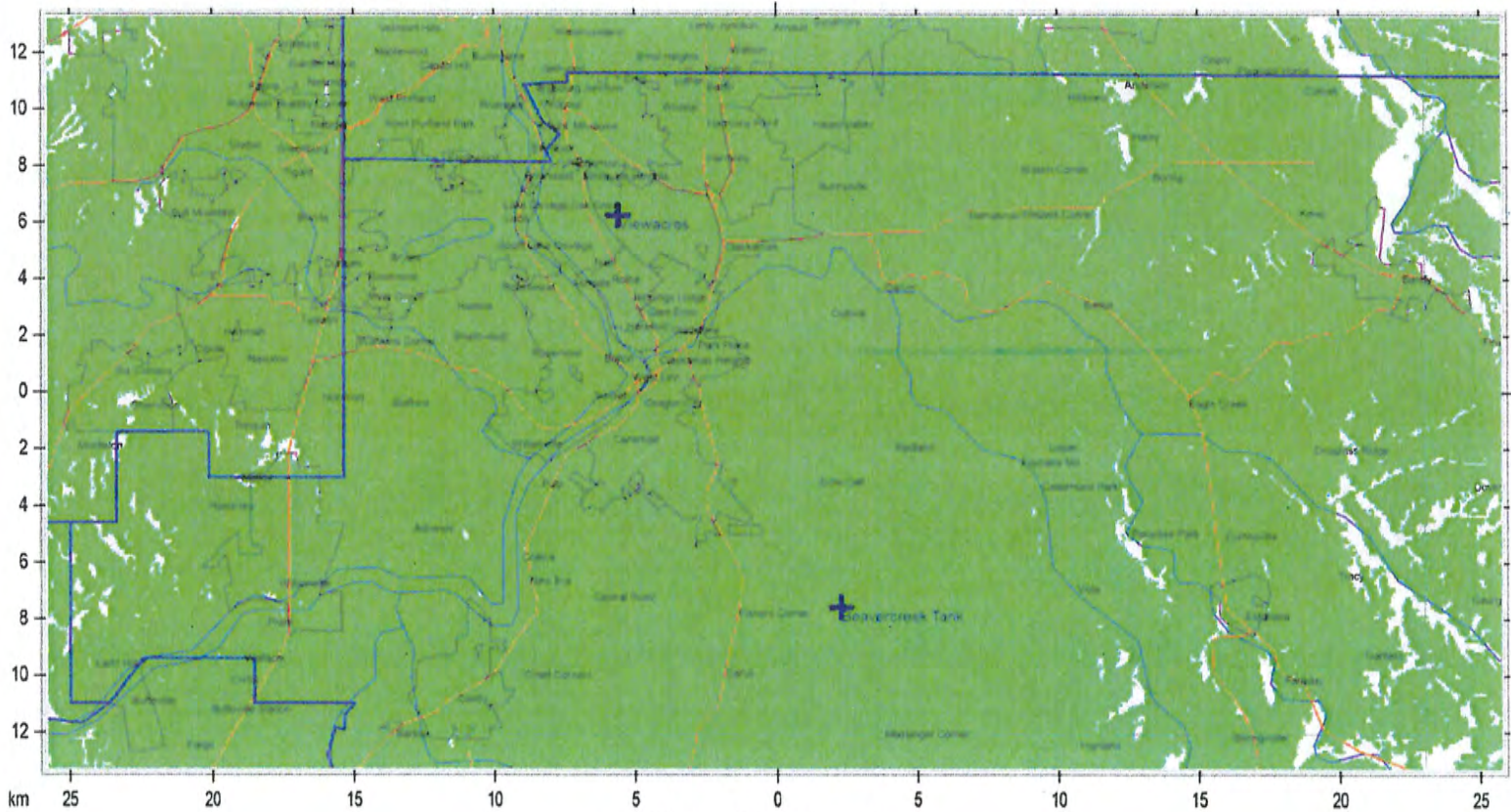


This picture shows both tanks located at 4412 SE View Acres Rd. the tank on the right is the proposed location.

This photo is a close up of the proposed location of the antenna.



This photo shows scale comparison.



Green is coverage  
BEAVERCREEK AND VIEWACRES COMBINED COVERAGE