

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



AUGUST 16, 2022

REGULAR MEETING



BOARD OF DIRECTORS

REGULAR MEETING

AUGUST 16, 2022 at 6:00 p.m.

1. Call to Order and Hybrid Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Monthly Update: Oak Lodge Governance Project

4. Presentation of Report on Wastewater Collections Field Staff Work

5. Consent Agenda

a. June 2022 Financial Report

b. Approval of July 19, 2022 Board Meeting Minutes

c. Approval of Agreement Renewal with Horner Enterprises for Biosolids Hauling

6. Consideration of Capital Project Prioritization Process

7. Business from the Board

8. Department Reports

a. General Manager

b. Human Resources

c. Finance

d. Technical Services

e. Field Operations

f. Plant Operations

9. Call for Public Comment

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

10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	August 16, 2022

Summary

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

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

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



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	August 16, 2022

Summary

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



AGENDA ITEM

Title	Presentation of Report on Wastewater Collection Field Staff Work
Item No.	4
Date	August 16, 2022

Summary

This report aims to update the Board of Directors on the body of work the field staff conducts related to the wastewater collection system, the stormwater system, and other areas. The period covered is from the beginning of the fiscal year 2017 through the end of the fiscal year 2022. The report explores the ongoing required work to be accomplished, illustrates areas where deficiencies occur, and highlights actionable items going forward.

Attachments

1. Report on Wastewater Collection Field Staff Work

Report on Wastewater Collection Field Staff Work

The Collection Team has work to complete in two significant areas: 1) the wastewater collection system and 2) the stormwater system.

The wastewater collection system comprises 16 basins of various sizes and contains piping with a total length of about 100 miles. The locations of three of these basins are in Gladstone. The core work to be done revolves around line segment cleanings and video inspections. Each basin is unique in its size and has challenges relating to the lay of the land to complete the work. For instance, work done by the river and within easements takes much longer than work done within the right-of way and street areas. Some of the work along McLoughlin Blvd. requires significant traffic control planning involving the Oregon Department of Transportation (ODOT) and the Clackamas County Department of Transportation and Development (DTD).

EPA manuals relating to best management practices for maintaining collection systems indicate it is up to the system's owner to figure out what schedule of cleanings and inspections works best. Some piping is problematic and needs more frequent maintenance than others due to deficiencies. Although I was unable to find a rule on this, a trusted colleague with years of industry experience suggests the entire system should receive cleaning and inspection every seven years at a minimum.

The stormwater system is comprised of 5 zones of nearly equal size, and OLWS is obligated to perform certain inspection and maintenance items on a 5-year rotational basis in these zones. The 2013 Stormwater Management Plan related to the MS4 permit details the work to be done and is outlined in a below section within this report. There is an intergovernmental agreement (IGA) dated July 16, 2013, between OLSD and the Clackamas County DTD, requiring our organization to carry out the work listed in the management plan.

Collection System Work

Core work:

- OLWS Cleaning goal – entire system every 5 years, need to achieve an average 8,723 feet each month to meet goal. Have achieved approximately 60% over the past 5 years
- Televising goal - entire system every 5 years, need to achieve an average 8,723 feet each month to meet goal. Have achieved approximately 66% over the past 5 years

Note: Prior to the current cleaning and televising cycle, the previous cycle took 9-years for staff to complete the system in its entirety.

- Cleaning of hotspots on a regular schedule. These segments of the collection system require more frequent cleanings as they have deficiencies (e.g., areas of poor design, insufficient slopes, sags, and roots). These deficiencies allow for grease and other deposits to accumulate and if left unattended there would be a greater risk of overflows. These segments are on monthly, quarterly, biannual, and annual cleaning cycles depending on their needs. The cleaning of these lines is arduous and time consuming. The total pipe footage of our collection system is 523,392 (~100 miles) and hotspots add another 235,000 cumulative feet (45 miles) that are scheduled to be cleaned in our 5-year cycle.

Note: Staff is reviewing each hotspot segment to determine if the amount of time spent in this area can be reduced. Repair or replacement of these segments are a focus area in the OLWS Capital Improvement Plan (CIP).

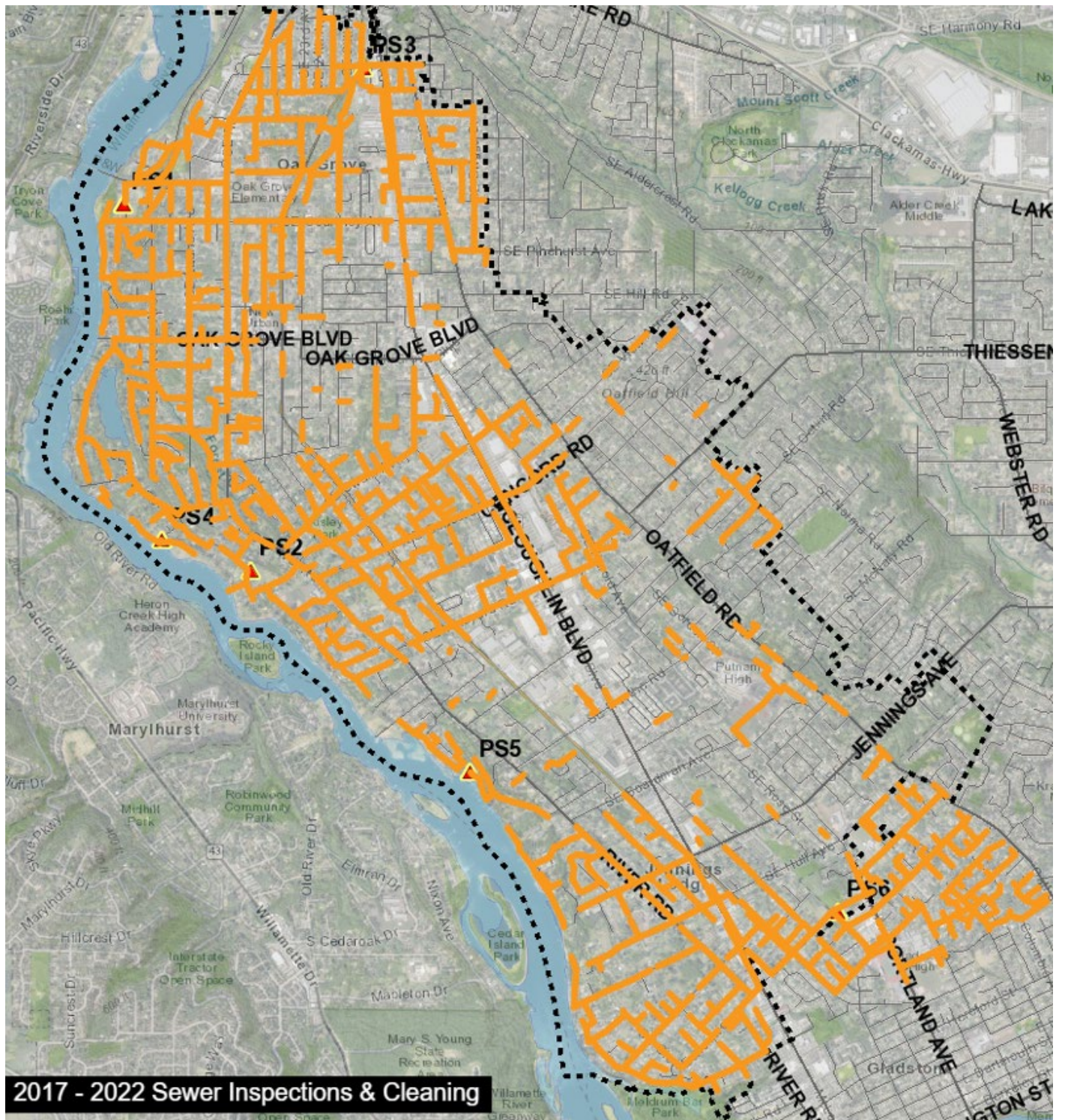
- Provide excellent customer service by assisting customers with various requests.
- Produce work orders and keep up with recordkeeping as it relates to their activities in in our asset management program, Lucity.
- Respond to afterhours emergencies

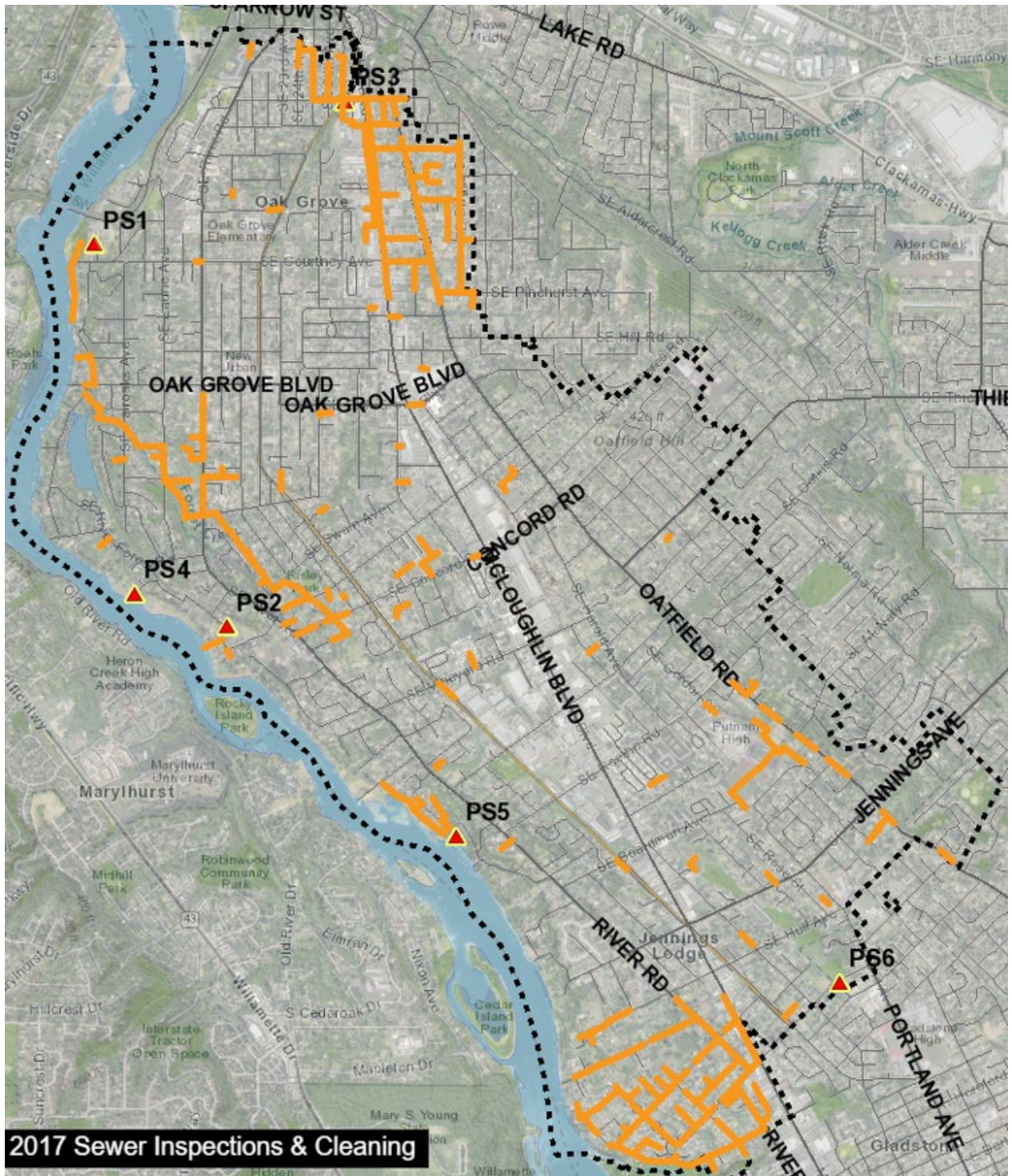
Ancillary work sorted by the amount of time spent on each task over the past fiscal year:

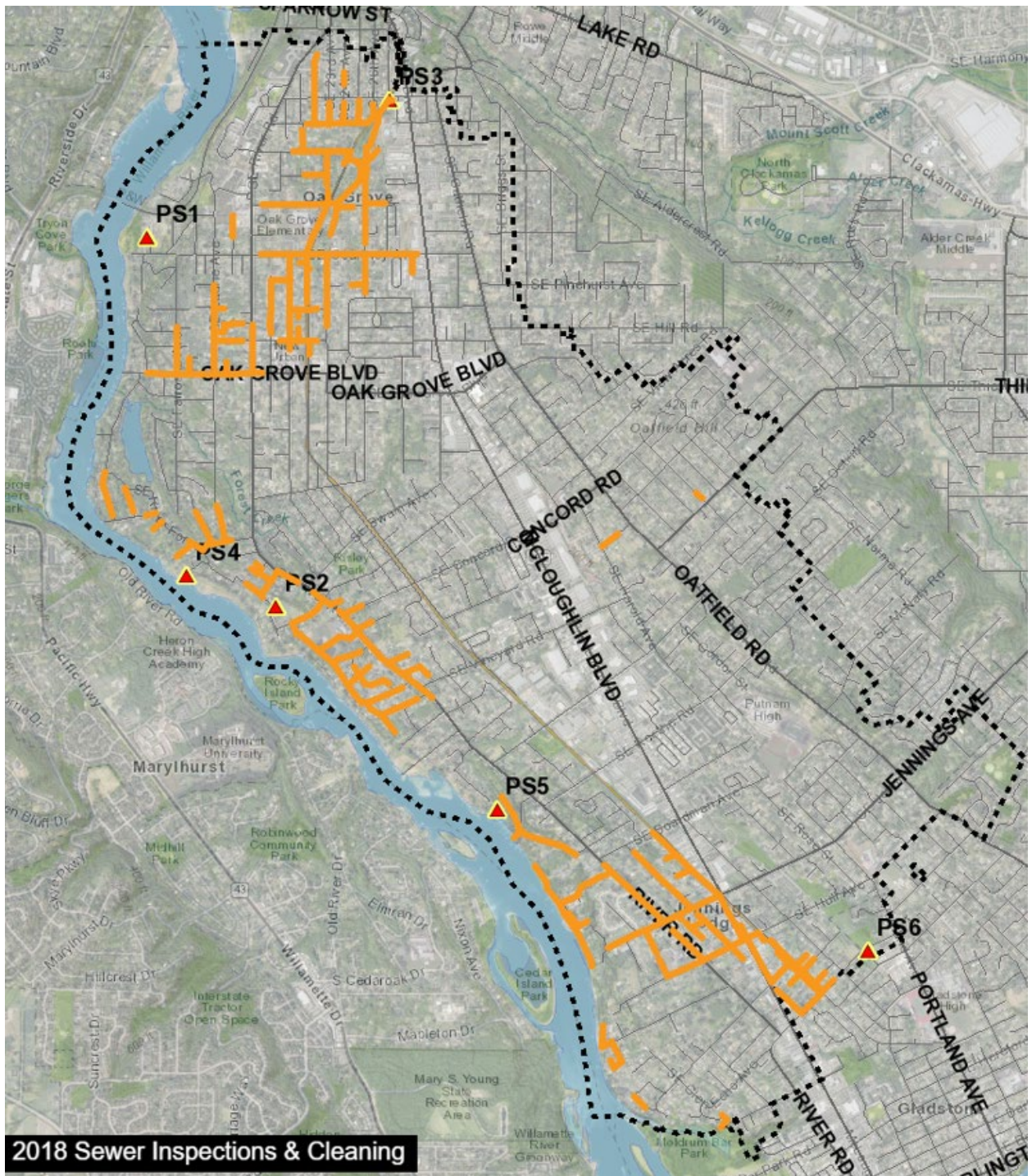
- Perform underground utility locates. Approximately 350 of these are sent to us each month for review and potential marking in the field.
- Provide mini-TV inspections of laterals when needed by Tech Services or customers.
- Assist with maintenance and repairs of lift stations and treatment plant when needed.
- Assist the water team with flagging and excavating leaks when needed.
- Conduct light repairs and maintenance of manholes and other infrastructure.
- Produce field reports, incident summaries and backup documents to the Human Resources Manager when customers file an insurance claim. Conduct site visits to review the critical incident with insurance representatives.

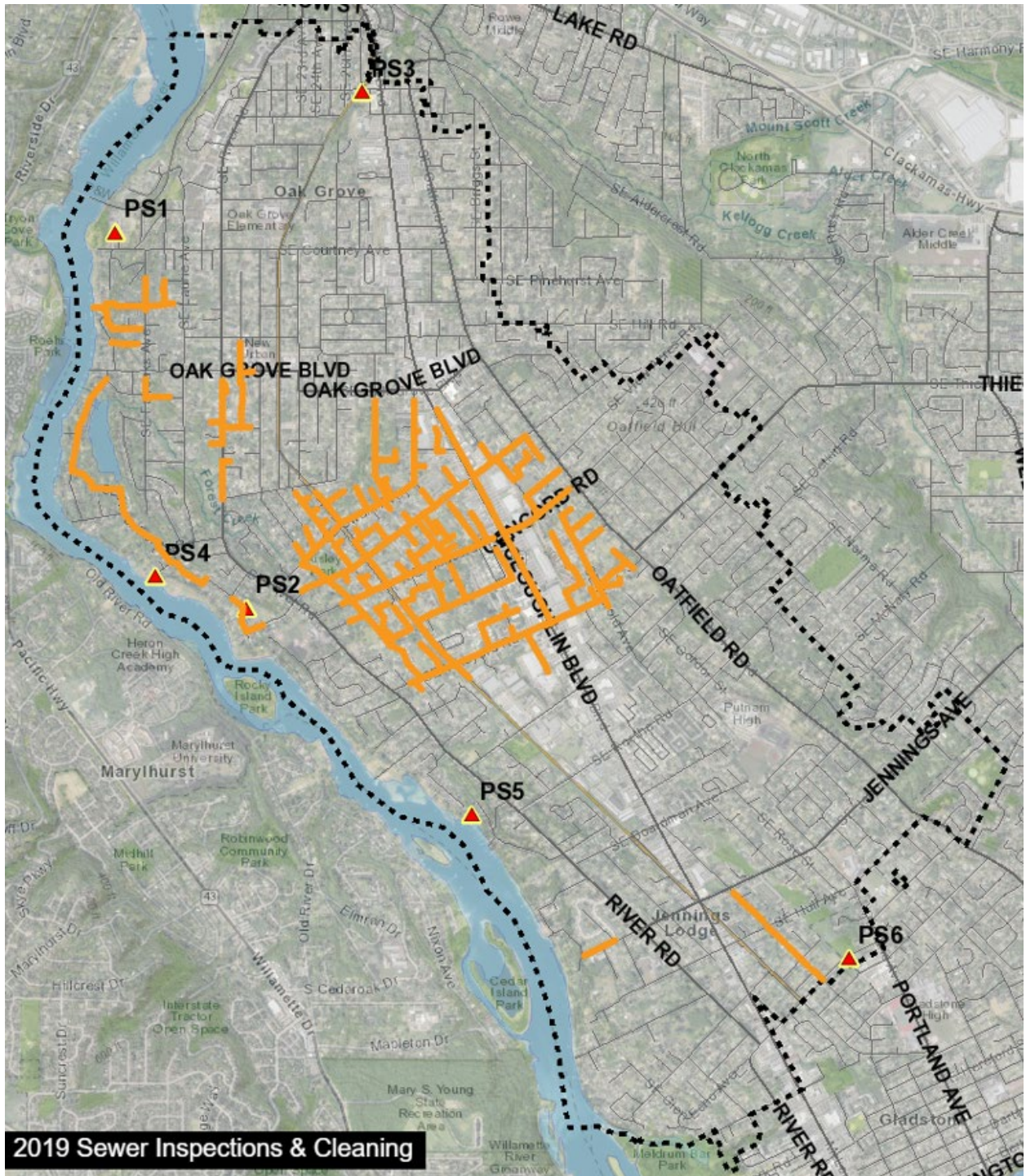
OLWS and Poll of Other Wastewater Systems Serving Populations of 20K – 40K

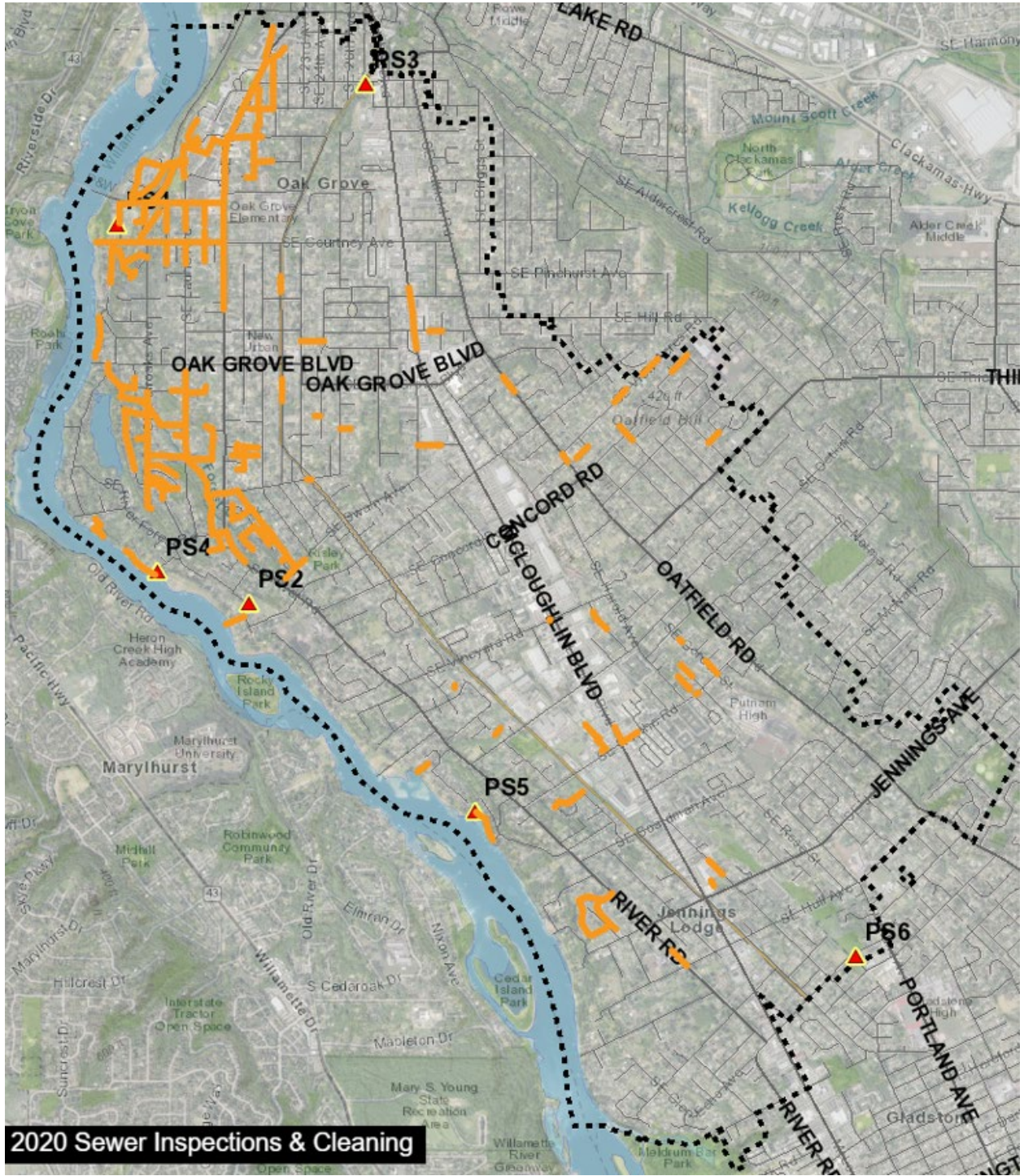
Organization	No. of field staff	Miles of piping	No. of lift stations	Cleaning cycle goal (yrs)	Goal being achieved?	TV cycle goal (yrs)	Goal being achieved?	Miles per field staff	Hotspot cleaning	Other tasks/comments
OLWS	4	100	5	5	N	5	N	25	4,000ft/mo avg	Usual items associated with collections, stormwater system maintenance
Gladstone	2	35	3	4	TBD	8	TBD	18	No response	Usual items associated with collections, new goals set, no stormwater
Grants Pass	5	180	5	5	Y	7	Y	36	200 lines/6mo	Usual items associated with collections, no stormwater
Klamath Falls	7	150	12	1	Y	5	N	21	Monthly	Usual items associated with collections, no stormwater
Lake Oswego	5	200	12	5	N	5	N	40	700 lines/yr	Under current conditions will take 10-years for full cycle, inadequate staffing requires external help for workload
McMinnville	5	157	14	3	N	3	N	31	4,700ft/4mo	Usual items associated with collections, some stormwater system maintenance
Newberg	2	87	7	5	Y	5	Y	44	No response	Usual items associated with collections, no stormwater
Oregon City	4	122	13	4	Y	4	Y	31	No response	OC has a total staff of 9 for waste and stormwater systems
Roseburg	4	160	13	3	Y	6	Y	40	No response	Usual items associated with collections, aid with upkeep of natural treatment system 1mo/yr, P/S maintenance done by others, no stormwater
Wilsonville	3	88	9	5	Y	5	N	29	No response	Usual items associated with collections, no stormwater

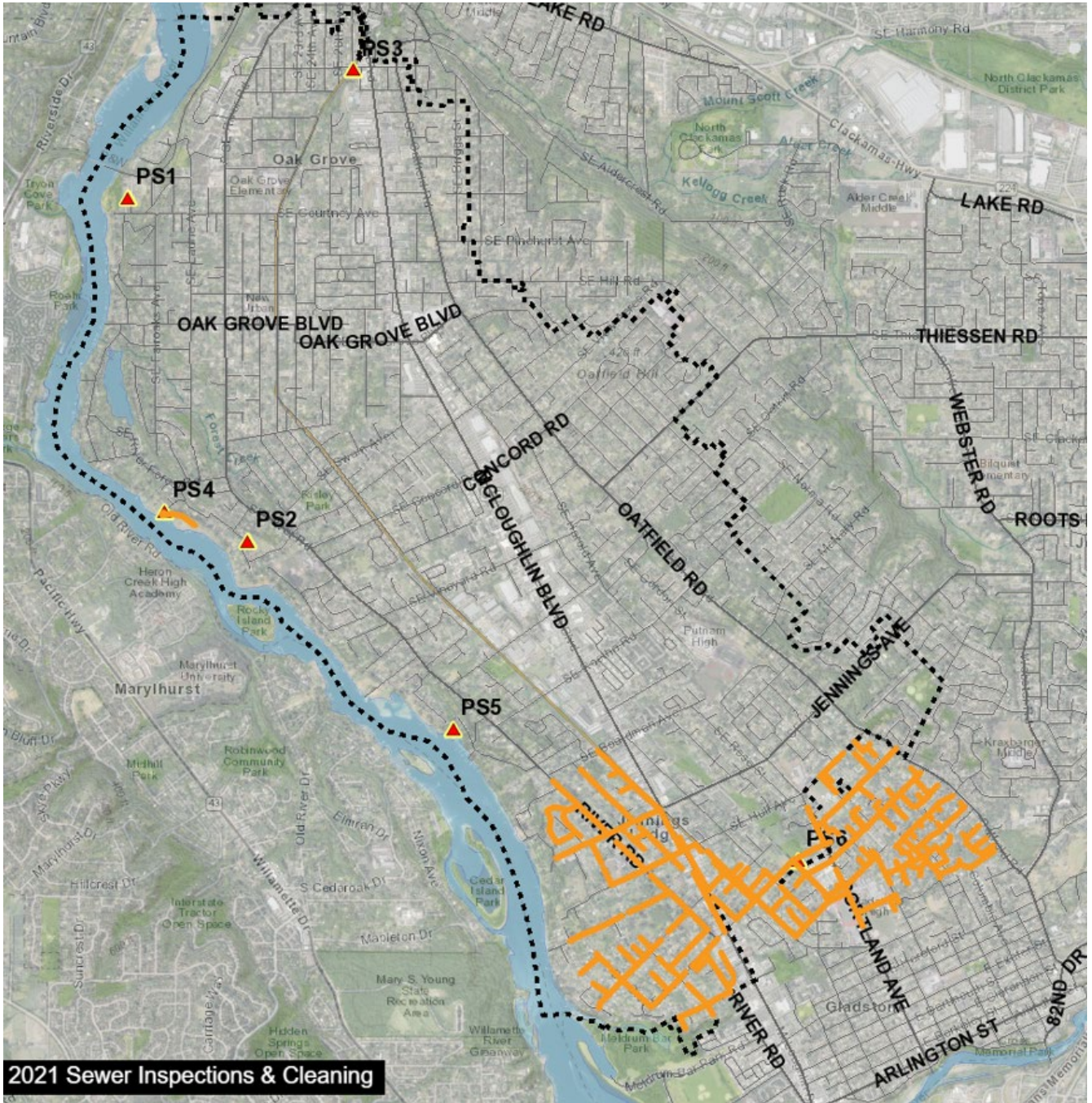


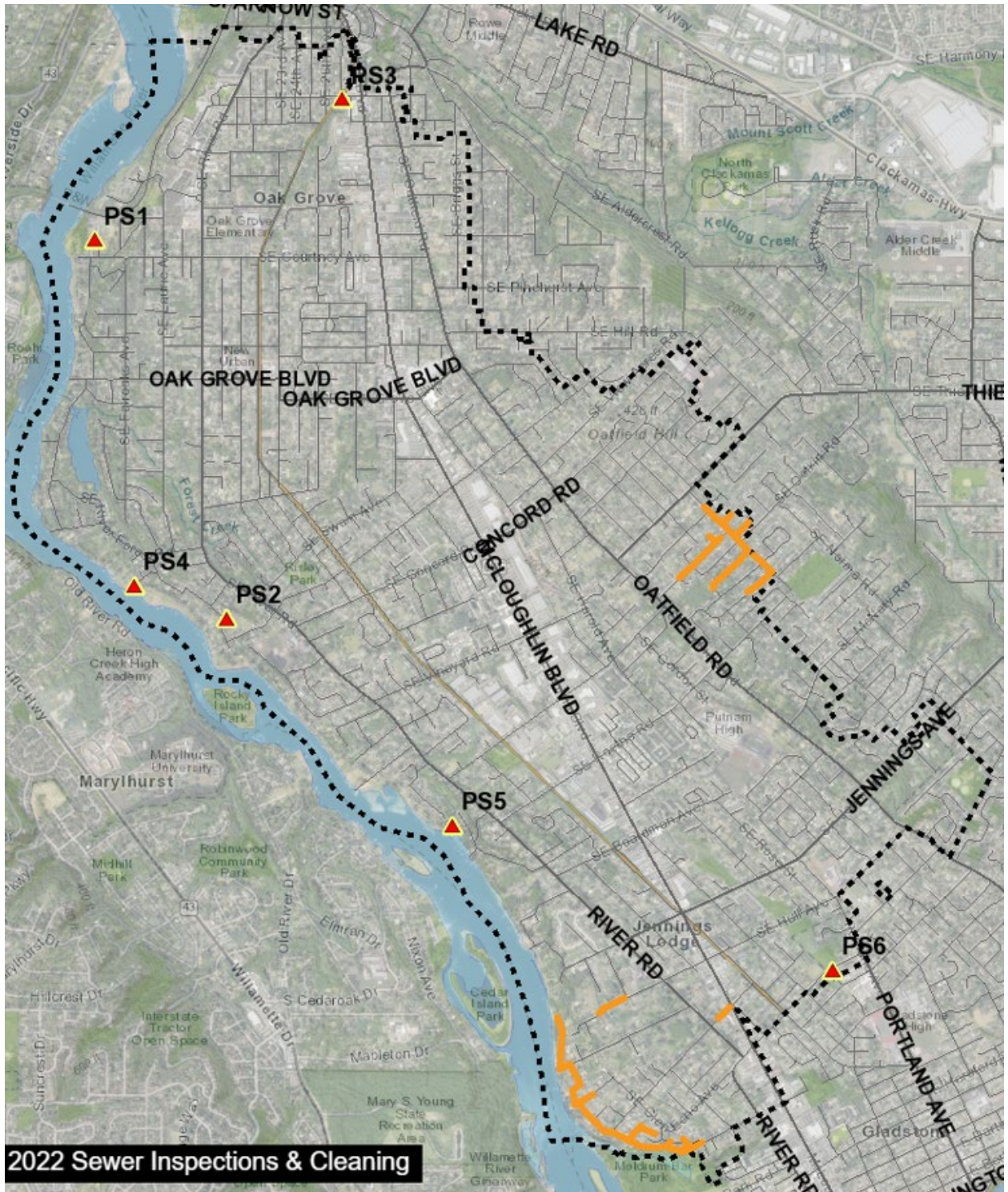












Stormwater System Work

Core Work:

Catch basins and inlets are inspected on a 5-year rotational zone basis. There are, on average, 510 catch basins and inlets in each zone. Inspection results trigger maintenance when catch basins sumps are more than 2/3 full of sediment/debris.

- Pipes and Culverts must be inspected on a 5-year rotational zone basis. There are, on average, 55,000 feet of conveyance piping and culverts per zone. Conveyance systems in the flatter portions are more likely to accumulate sediment and experience flow restriction, so inspection emphasis is placed on these areas.

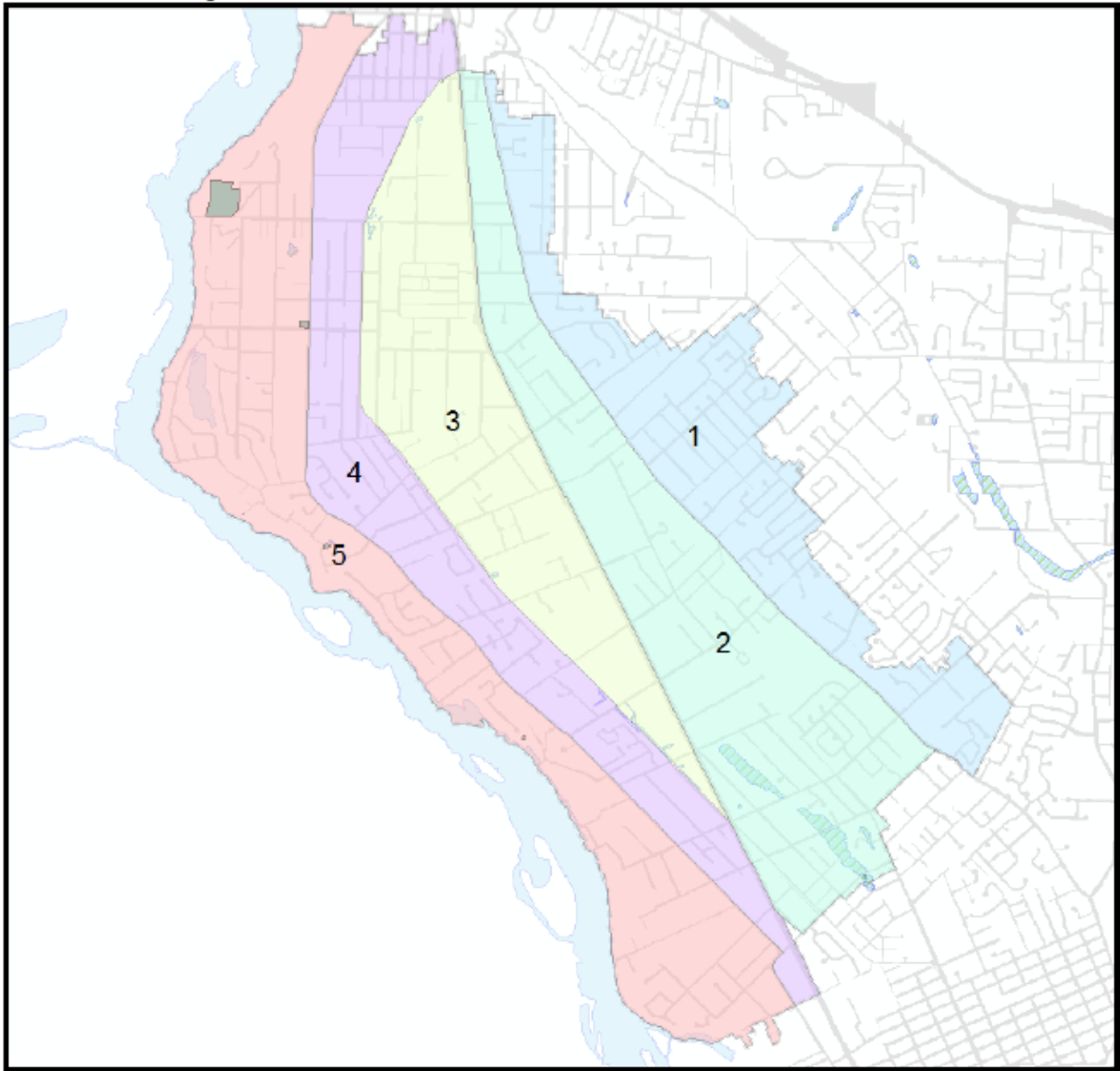
Note: The culverts are inspected per schedule by OLWS, however, the conveyance piping has not been. To inspect the piping, it needs to be cleaned first. Field testing is currently underway to gather the necessary data and determine how many hours is needed to complete this work.

- Ditches and Swales: Roadside ditches are routinely inspected, especially ditches in areas prone to filling with vegetation and debris. Some 'hot spot' ditch areas are inspected multiple times per year, and maintenance (excavation) is performed by Clackamas County as needed. All ditches are inspected once every 5 years using the same zone approach as described above.
- Pollution Control Manholes: There are 115 pollution control manholes in the service area. Inspection of pollution control manholes will occur on a 5-year rotational basis (per zone), and maintenance activities will be triggered when the sediment reaches 40% of the sump depth.
- Provide excellent customer service by assisting customers with various requests.
- Produce work orders and keep up with recordkeeping as it relates to their activities in Lucity.
- Respond to afterhours emergencies

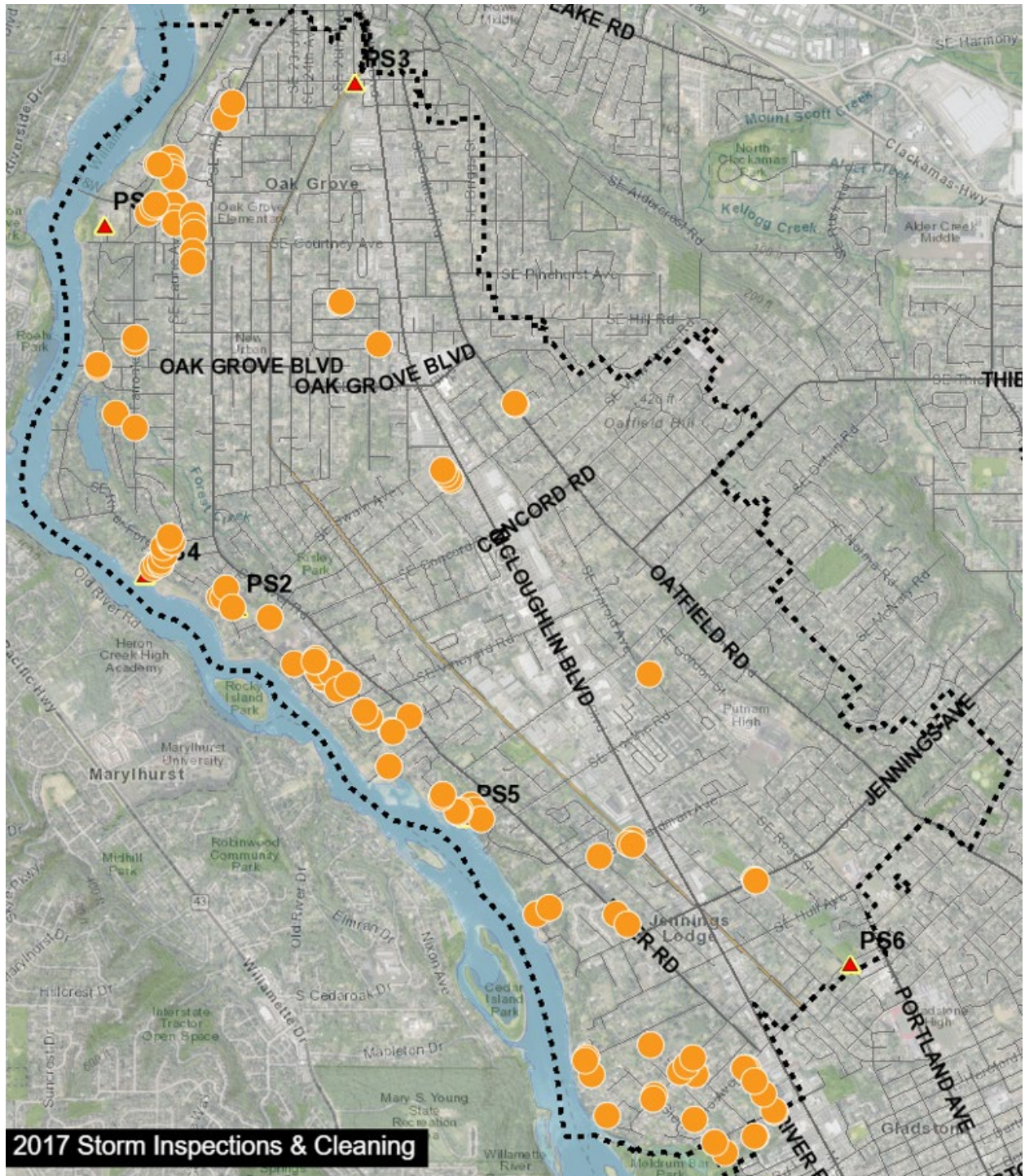
Ancillary work sorted by the amount of time spent on each task over the past fiscal year:

- Monitor the effects of beaver dams in creeks and remove them mechanically when necessary.
- Respond to customer calls and pro-actively work to reduce flooding in Authority hot spot areas. In post rain events, newly identified inundated areas are investigated for defects to ensure catch basins are clean and functioning.
- Produce field reports, incident summaries and backup documents to the Human Resources Manager when customers file an insurance claim. Conduct site visits to review the critical incident with insurance representatives.
- Respond to spills to mitigate flows into catch basins and aid in cleanup if feasible.

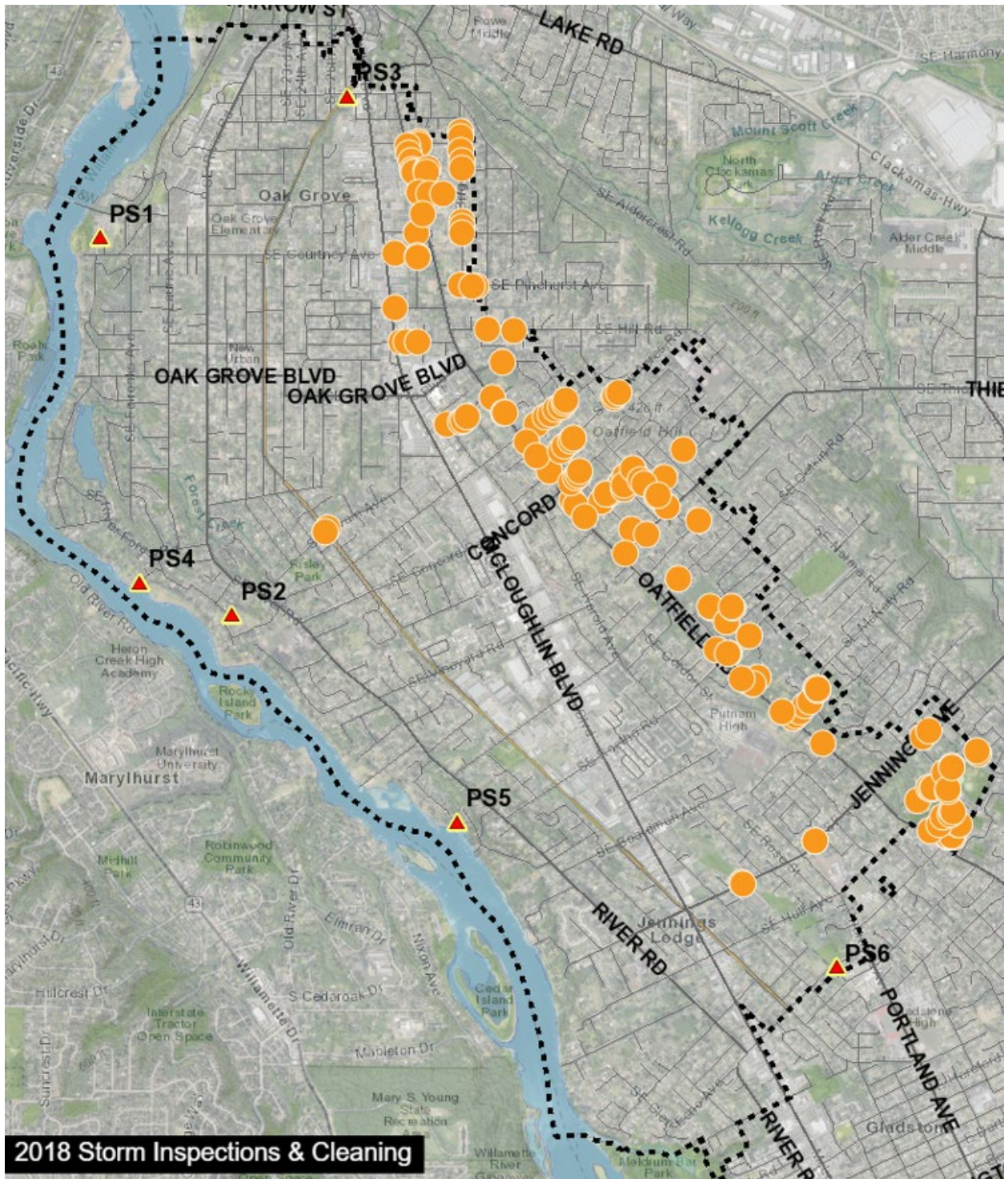
Map of Maintenance Zones



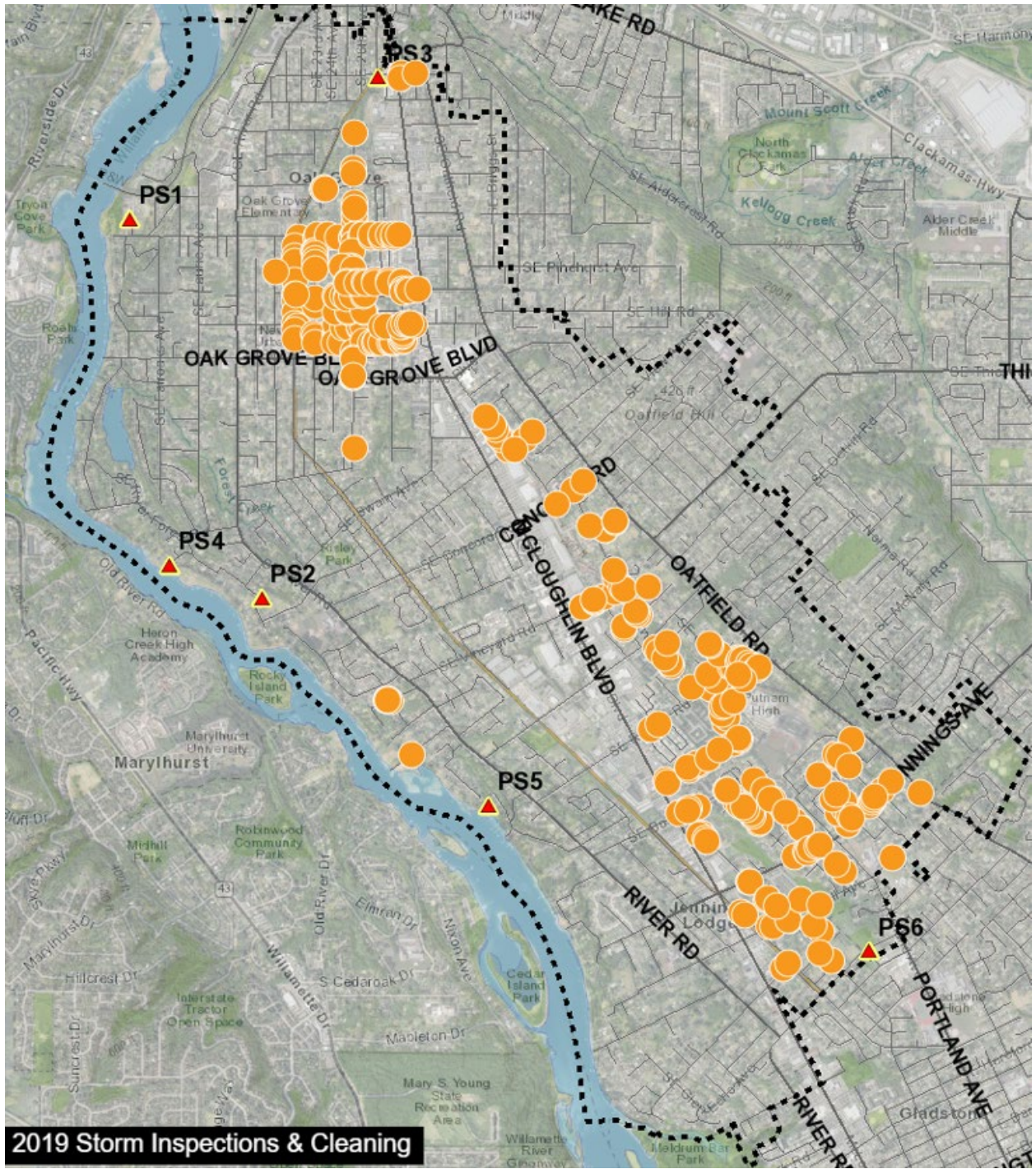
- Zone 1: Oatfield Drive east to District Boundary
- Zone 2: Highway 99E to Oatfield Drive
- Zone 3: Arista/ Trolley Trail to Highway 99E
- Zone 4: River Road to Arista/ Trolley Trail
- Zone 5: Willamette River to River Road



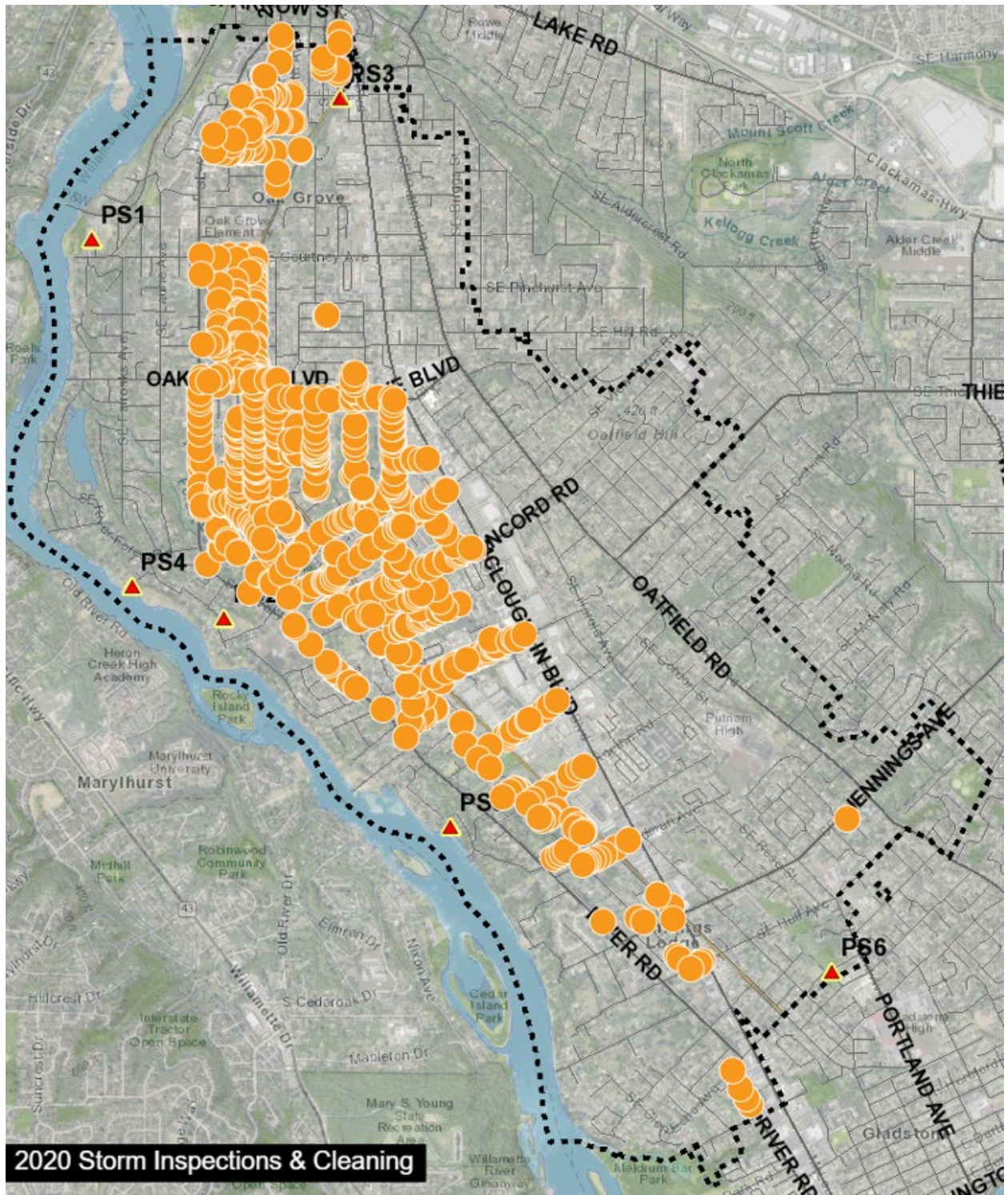
*Excludes piping



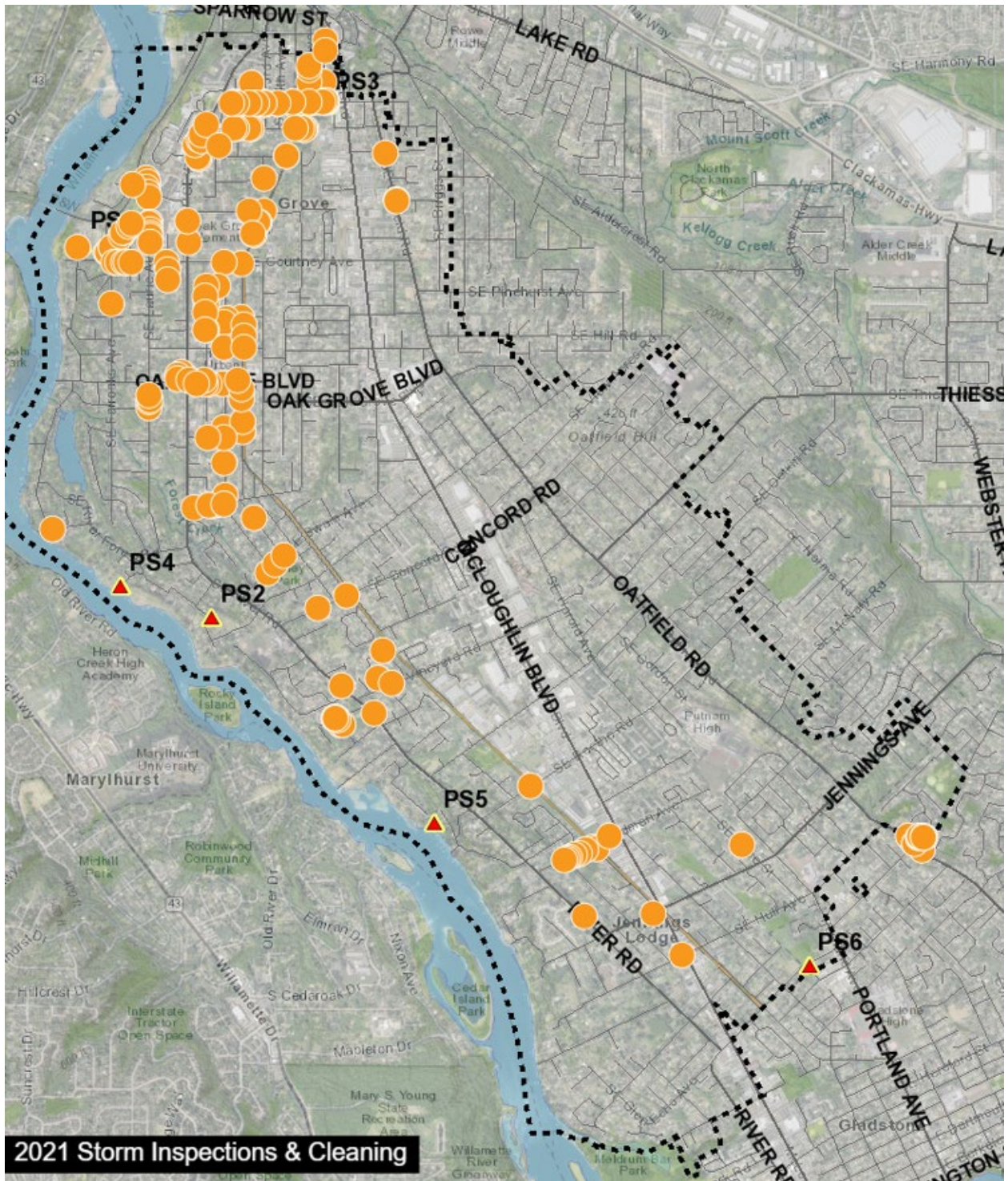
*Excludes piping



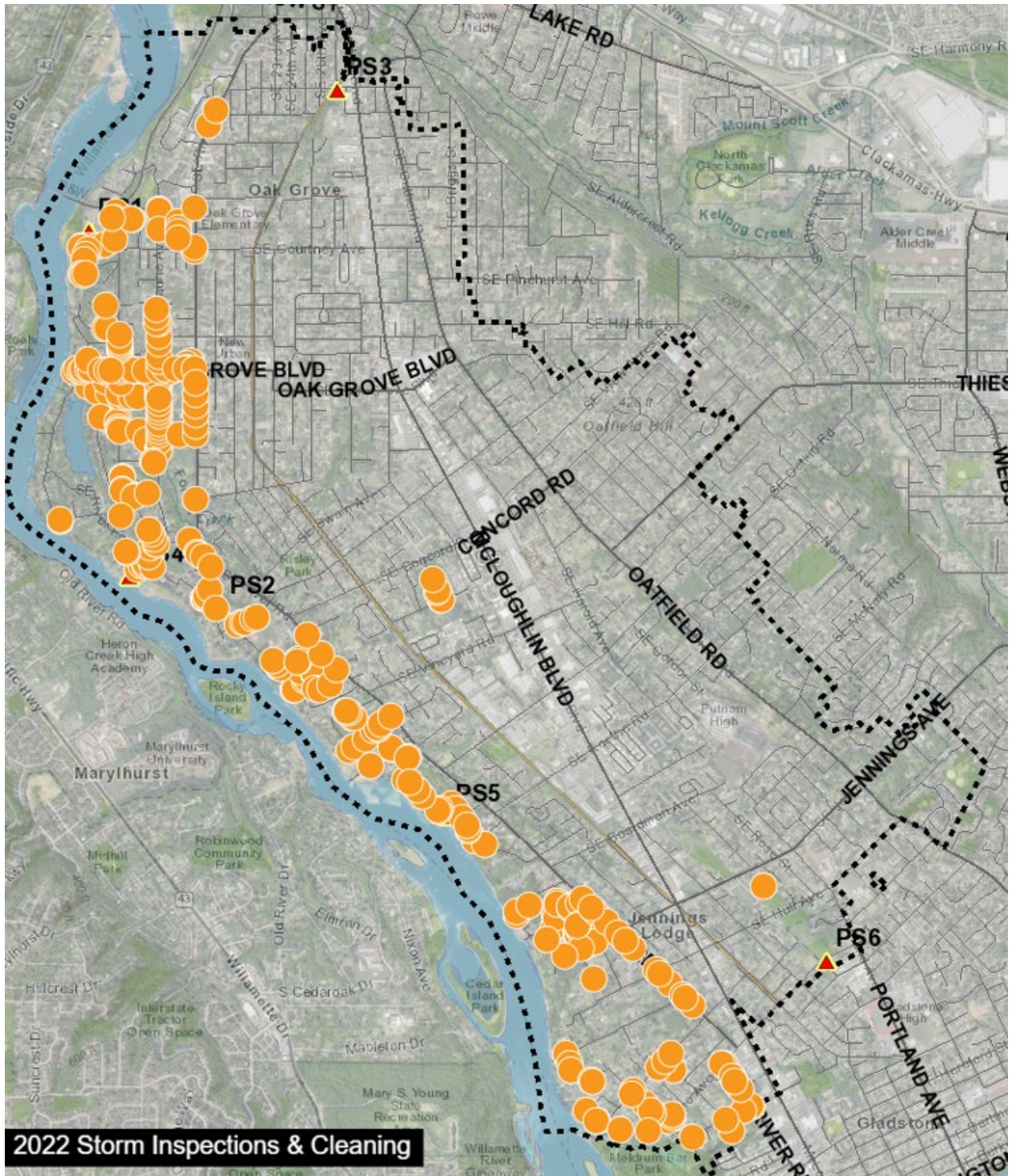
*Excludes piping



*Excludes piping



*Excludes piping



*Excludes piping

Conclusion

Our staffing level of four employees solely dedicated to fieldwork is adequate to meet the current goals related to the wastewater collection system. However, the team has been falling short for some time in keeping up with both the wastewater collection system and the requirements of the stormwater system work. An evaluation of work orders in Lucity indicates a total of 2,543 hours of staff time had been dedicated to stormwater work last fiscal year. These hours do not include the time it will take to clean and televise the stormwater system, which is required under the IGA. A full-time employee is equal to 2,080 hours minus vacation and sick time used and holidays.

Limiting factors for collection and stormwater work over the past year:

- We were not fully staffed. The Collection Field Supervisor position was recently filled, and we lost a Utility Worker in May. However, performing both managerial and supervisory roles for the group allowed me to develop solid relationships with the Collection Team, gave the opportunity to learn about the collection system more intimately, and take the time needed to find the right fit to fill the supervisor role.
- Absences have made it difficult for the team to operate at optimum levels. For cleaning and televising work and catch basin cleanings the team works in groups of two. Even one staff member being absent reduces efficiency. Whenever one person is out for training, vacation, sick leave, customer service etc., either the televising or cleaning cannot be accomplished as scheduled so work needs to be shifted.
- The team is often called upon to help other departments when they have a large project or are short-staffed. This slows their momentum and reduces efficiency.

Short-term actions for collection system work:

- Keep current schedule of cleaning and televising cycle at 5-years each.
- Operations Director and Field Collection Supervisor to continue focus on gaining efficiencies with current resources to maximize team effort.
- Achieve full staffing (underway); will take approximately 2 months from now to have a new Utility Worker start.
- Prioritize work at 60% collection system, 30% stormwater, and 10% other items. A review will be conducted in one year to evaluate the effectiveness of this mix.
- Review hotspot areas to potentially reduce the frequency of cleanings which will potentially free up time for elsewhere in the system.
- Set standards for typical work tasks.

- Consider available alternatives to shifting collection staff members to other departments when help is requested.

Longer term actions:

- Continue to systematically eliminate hotspot areas through the CIP over time
- Use data to refine work priorities.
- Identify innovative methods and technologies through staff training and education to increase productivity and save time, and then plan for these expenditures. Trainings are more available now that many of the Covid restrictions have been lifted.

Short-term actions for stormwater system work:

- Gather data this year to determine the resources needed to clean and televise the stormwater system conveyance piping in its entirety.
- Work closely with our Water Quality Coordinator to plan out the anticipated work required with the County IGA and continued compliance with MS4 permit specifications.
- Develop performance metrics which will be reported on each month, even though not all the storm work performed by the Collection team is required every month.
- Work to ensure that all tasks and staff time is recorded in Lucity. Develop alternate ways of tracking time spent working for each department through timekeeping.
- Review hotspot areas to potentially reduce the frequency of work to free up time for elsewhere in the system.

Longer term actions:

- Continue to gather data on the required work we are unable to complete and evaluate if additional staff is needed.
- Develop an intern program for conducting catch basin inspections and other work. This could also generate prospects for future full-time employment with OLWS.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 5
Date August 16, 2022

Summary

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

The Consent Agenda includes:

- a. **June 2022 Financial Report**
- b. **Approval of July 19, 2022 Regular Board Meeting Minutes**
- c. **Approval of Agreement Renewal with Horner Enterprises for Biosolids Hauling**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	June 2022 Financial Reports
Item No.	6a
Date	August 9, 2022 for August 16, 2022

Reports

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

**Oak Lodge Water Services
Monthly Overview
June 2022**

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

Cash and Investments

Account Balances As of:		
June 30, 2022	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,429,168
LGIP	1.15%	\$ 13,400,626
Total		\$ 14,829,794

The District’s checks, electronic withdrawals, and bank drafts total \$893 thousand for June 2022.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,120,000	323,483	4,091,918	99.32%
20-00-4212	Wastewater charges	8,459,000	776,549	8,484,880	100.31%
30-00-4213	Watershed protection	1,566,000	134,628	1,585,827	101.27%
	Subtotal	\$ 14,145,000	\$ 1,234,660	\$ 14,162,625	100.12%

The percentage of budget is calculated by dividing the ending balance by the budget.

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

With respect to expenditures, at the end of June expenditures are overall 65.4% of budget. When excluding Contingencies, expenditures are 87.1% of budget, with 100.0% of the fiscal year completed.

Review of expenditure lines that are above 105% of budget:

1. **6590 – Other Supplies** is 114.7% of budget. The budget is \$2,000 for all funds, actual expenditures total \$2,293.25, or \$293.25 over budget. This account is primarily use by Wastewater – Plant for expenditures for hand towels, batteries, etc., small items for use at the plant.

Low Income Rate Relief Program Overview

The District allows eligible customers to obtain a discounted rate on a portion of their bill. The District budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program's cost which can only be exceeded with approval from the District's Board of Directors.

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 5/8" Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
128	Low Income Rate Relief	\$ 70,725	\$ (5,434)	\$ 59,697	84.41%

General Ledger
Budget to Actual



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Period 12 - 12
Fiscal Year 2022

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	978,000.00	0.00	1,375,369.16	0.00	140.63
	<i>Beginning Fund Balance</i>	<i>978,000.00</i>	<i>0.00</i>	<i>1,375,369.16</i>	<i>0.00</i>	<i>140.63</i>
	NonDivisional	978,000.00	0.00	1,375,369.16	0.00	140.63
	Fund Balance	978,000.00	0.00	1,375,369.16	0.00	140.63
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	615.00	2,117.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	53,400.00	0.00	93.03
	Revenue					
05-00-4610	Investment revenue	3,000.00	1,114.12	7,145.03	0.00	238.17
05-00-4630	Miscellaneous revenues	1,000.00	1,925.00	28,693.41	0.00	2,869.34
	<i>Revenue</i>	<i>61,400.00</i>	<i>7,654.12</i>	<i>91,355.44</i>	<i>0.00</i>	<i>148.79</i>
	NonDivisional	61,400.00	7,654.12	91,355.44	0.00	148.79
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,500,000.00	125,000.00	1,500,000.00	0.00	100.00
05-29-4920	Transfer in from Fund 20	1,899,000.00	158,250.00	1,899,000.00	0.00	100.00
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	1,008,000.00	0.00	100.00
	<i>Revenue</i>	<i>4,407,000.00</i>	<i>367,250.00</i>	<i>4,407,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	4,407,000.00	367,250.00	4,407,000.00	0.00	100.00
	Revenue	4,468,400.00	374,904.12	4,498,355.44	0.00	100.67
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	657,000.00	55,632.25	546,871.79	0.00	83.24
05-01-5130	Overtime	5,000.00	1,870.81	5,697.81	0.00	113.96
05-01-5210	Healthdental insurance	127,000.00	8,761.31	89,160.75	0.00	70.21
05-01-5230	Social security	51,000.00	4,305.83	38,646.90	0.00	75.78
05-01-5240	Retirement	128,000.00	8,917.22	97,552.16	0.00	76.21
05-01-5250	TrimetWBF	6,000.00	459.46	4,341.90	0.00	72.37
05-01-5260	Unemployment	5,000.00	2,932.00	2,932.00	0.00	58.64
05-01-5270	Workers compensation	1,000.00	0.00	349.55	0.00	34.96
05-01-5290	Other employee benefits	2,000.00	149.60	413.30	0.00	20.67
	<i>Personnel Services</i>	<i>982,000.00</i>	<i>83,028.48</i>	<i>785,966.16</i>	<i>0.00</i>	<i>80.04</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	26,172.00	229,540.97	0.00	61.21
05-01-6120	Accounting and audit services	50,000.00	0.00	32,340.00	0.00	64.68
05-01-6155	Contracted Services	188,000.00	6,277.65	224,771.03	0.00	119.56
05-01-6180	Dues and subscriptions	42,000.00	309.83	39,893.72	0.00	94.99
05-01-6220	Electricity	14,000.00	1,147.20	14,173.05	0.00	101.24
05-01-6240	Natural gas	4,000.00	129.63	3,000.81	0.00	75.02

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	316.32	3,939.15	0.00	39.39
05-01-6310	Janitorial services	15,000.00	1,283.57	14,928.20	0.00	99.52
05-01-6320	Buildings and grounds maint	20,000.00	3,218.84	17,401.67	0.00	87.01
05-01-6410	Mileage	1,000.00	0.00	199.64	0.00	19.96
05-01-6420	Staff training	12,000.00	3,465.48	11,411.54	900.00	95.10
05-01-6510	Office supplies	32,000.00	2,094.78	29,907.30	0.00	93.46
05-01-6730	Communications	2,000.00	0.00	1,174.50	0.00	58.73
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	5,000.00	850.21	3,780.10	0.00	75.60
05-01-6770	Bank charges	140,000.00	12,580.43	145,786.01	0.00	104.13
05-01-6780	Taxes, Fees, Permits	1,500.00	0.00	1,075.66	0.00	71.71
05-01-6785	ECAP Payments	76,000.00	18,166.52	56,449.07	0.00	74.28
05-01-6900	Miscellaneous expense	1,000.00	0.00	903.65	0.00	90.37
	<i>Materials & Services</i>	<i>989,500.00</i>	<i>76,012.46</i>	<i>830,676.07</i>	<i>900.00</i>	<i>83.95</i>
	AdminFinance	1,971,500.00	159,040.94	1,616,642.23	900.00	82.00
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	188,000.00	16,760.19	178,278.76	0.00	94.83
05-02-5130	Overtime	5,000.00	1,062.60	4,993.79	0.00	99.88
05-02-5210	Healthdental insurance	27,000.00	1,827.52	20,646.89	0.00	76.47
05-02-5230	Social security	15,000.00	1,335.22	13,750.41	0.00	91.67
05-02-5240	Retirement	34,000.00	3,193.85	33,166.98	0.00	97.55
05-02-5250	TrimetWBF	2,000.00	141.94	1,458.25	0.00	72.91
05-02-5270	Workers compensation	1,000.00	0.00	106.92	0.00	10.69
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>273,000.00</i>	<i>24,321.32</i>	<i>252,402.00</i>	<i>0.00</i>	<i>92.45</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	16,000.00	2,522.68	8,809.81	0.00	55.06
05-02-6175	Records Management	8,000.00	390.13	7,586.77	0.00	94.83
05-02-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	57,000.00	5,640.87	57,600.11	0.00	101.05
05-02-6410	Mileage	1,000.00	1,200.00	1,200.00	0.00	120.00
05-02-6420	Staff training	12,000.00	2,115.16	15,385.70	0.00	128.21
05-02-6440	Board Expense	7,000.00	872.98	1,781.64	3,068.00	25.45
05-02-6510	Office supplies	1,000.00	0.00	979.17	0.00	97.92
05-02-6540	Safety Supplies	2,000.00	0.00	3,076.57	0.00	153.83
05-02-6560	Uniforms	36,000.00	1,686.33	30,779.48	0.00	85.50
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	270,000.00	14,903.00	240,329.48	0.00	89.01
05-02-6730	Communications	4,000.00	95.46	2,369.24	0.00	59.23
05-02-6740	Advertising	5,500.00	125.00	5,941.47	0.00	108.03
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>423,000.00</i>	<i>29,551.61</i>	<i>375,839.44</i>	<i>3,068.00</i>	<i>88.85</i>
	Human Resources	696,000.00	53,872.93	628,241.44	3,068.00	90.26
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	622,000.00	39,821.01	617,515.10	0.00	99.28
05-03-5130	Overtime	5,000.00	75.11	2,808.97	0.00	56.18
05-03-5210	Healthdental Insurance	93,000.00	5,582.09	73,573.28	0.00	79.11
05-03-5230	Social security	49,000.00	2,995.72	45,343.28	0.00	92.54
05-03-5240	Retirement	119,000.00	7,470.38	120,297.29	0.00	101.09
05-03-5250	TrimetWBF	5,000.00	318.21	4,945.51	0.00	98.91
05-03-5270	Workers compensation	1,000.00	0.00	330.93	0.00	33.09
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>896,000.00</i>	<i>56,262.52</i>	<i>864,814.36</i>	<i>0.00</i>	<i>96.52</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	165,500.00	40,104.50	198,803.37	59,658.50	120.12
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	318,000.00	10,790.83	302,412.15	19,787.27	95.10
05-03-6410	Mileage	3,000.00	42.92	191.51	0.00	6.38

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
05-03-6420	Staff training	15,000.00	90.00	8,923.18	0.00	59.49
05-03-6430	Certifications	500.00	0.00	100.00	0.00	20.00
05-03-6510	Office supplies	0.00	0.00	2,695.93	0.00	0.00
05-03-6530	Small tools and equipment	6,000.00	0.00	2,453.00	0.00	40.88
05-03-6540	Safety supplies	2,500.00	110.00	1,472.67	0.00	58.91
05-03-6730	Communications	119,000.00	39,279.50	93,675.72	6,114.38	78.72
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>630,500.00</i>	<i>90,417.75</i>	<i>610,727.53</i>	<i>85,560.15</i>	<i>96.86</i>
	Technical Services	1,526,500.00	146,680.27	1,475,541.89	85,560.15	96.66
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	70,000.00	1,941.21	59,202.17	2,791.66	84.57
05-04-6520	Fuels and Oils	51,000.00	3,697.80	35,038.38	0.00	68.70
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>5,639.01</i>	<i>94,240.55</i>	<i>2,791.66</i>	<i>77.88</i>
	<i>Capital Outlay</i>					
05-04-7540	Vehicles	0.00	0.00	0.00	2,326.00	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2,326.00</i>	<i>0.00</i>
	Vehicle Services	121,000.00	5,639.01	94,240.55	5,117.66	77.88
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	550,000.00	550,000.00	550,000.00	0.00	100.00
	<i>Special Payments</i>	<i>550,000.00</i>	<i>550,000.00</i>	<i>550,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	550,000.00	550,000.00	550,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	581,400.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>581,400.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	581,400.00	0.00	0.00	0.00	0.00
05	Expense Administrative Services	5,446,400.00 0.00	915,233.15 -540,329.03	4,364,666.11 1,509,058.49	94,645.81 -94,645.81	80.14 0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,086,000.00	0.00	1,249,095.42	0.00	115.02
	<i>Beginning Fund Balance</i>	<i>1,086,000.00</i>	<i>0.00</i>	<i>1,249,095.42</i>	<i>0.00</i>	<i>115.02</i>
	NonDivisional	1,086,000.00	0.00	1,249,095.42	0.00	115.02
	Fund Balance	1,086,000.00	0.00	1,249,095.42	0.00	115.02
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	30,000.00	3,380.91	28,486.23	0.00	94.95
10-00-4211	Water sales	4,120,000.00	323,483.27	4,091,917.89	0.00	99.32
10-00-4215	Penalties and late charges	10,000.00	878.71	16,298.49	0.00	162.98
10-00-4220	System development charges	0.00	0.00	60,436.80	0.00	0.00
10-00-4240	Service installations	10,000.00	6,804.00	29,994.00	0.00	299.94
10-00-4280	Rents & leases	200,000.00	14,507.32	183,751.87	0.00	91.88
10-00-4290	Other charges for services	10,000.00	2,130.00	18,950.39	0.00	189.50
10-00-4610	Investment revenue	7,000.00	357.90	3,764.83	0.00	53.78
10-00-4630	Miscellaneous revenues	25,000.00	149.00	32,238.64	0.00	128.95
	<i>Revenue</i>	<i>4,412,000.00</i>	<i>351,691.11</i>	<i>4,465,839.14</i>	<i>0.00</i>	<i>101.22</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	4,412,000.00	351,691.11	4,465,839.14	0.00	101.22
	Revenue	4,412,000.00	351,691.11	4,465,839.14	0.00	101.22
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	677,000.00	55,675.00	665,483.90	0.00	98.30
10-20-5130	Overtime	29,000.00	2,180.23	28,069.82	0.00	96.79
10-20-5210	Healthdental insurance	134,000.00	8,747.93	99,393.06	0.00	74.17
10-20-5230	Social Security	53,000.00	4,350.49	52,221.27	0.00	98.53
10-20-5240	Retirement	127,000.00	11,030.75	133,608.03	0.00	105.20
10-20-5250	TrimetWBF	6,000.00	463.30	5,537.19	0.00	92.29
10-20-5270	Workers compensation	19,000.00	0.00	7,091.25	0.00	37.32
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,050,000.00</i>	<i>82,447.70</i>	<i>991,404.52</i>	<i>0.00</i>	<i>94.42</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	66,000.00	4,528.75	44,854.33	0.00	67.96
10-20-6220	Electricity	33,500.00	3,182.88	33,271.94	0.00	99.32
10-20-6240	Natural gas	3,000.00	199.83	2,380.97	0.00	79.37
10-20-6290	Other utilities	3,000.00	291.37	3,456.82	0.00	115.23
10-20-6320	Buildings & grounds	40,000.00	0.00	36,081.04	0.00	90.20
10-20-6340	Distribution system maint	305,000.00	29,459.99	315,756.27	0.00	103.53
10-20-6410	Mileage	0.00	0.00	266.04	0.00	0.00
10-20-6420	Staff training	15,000.00	1,210.50	11,294.63	0.00	75.30
10-20-6430	Certifications	2,000.00	0.00	2,142.00	0.00	107.10
10-20-6530	Small tools & equipment	9,000.00	1,507.85	9,110.76	0.00	101.23
10-20-6540	Safety supplies	21,000.00	2,294.50	21,196.85	0.00	100.94
10-20-6550	Operational Supplies	7,000.00	1,600.94	9,495.32	0.00	135.65
10-20-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
10-20-6710	Purchased water	1,141,000.00	75,728.49	1,060,036.51	0.00	92.90
10-20-6715	Water quality program	12,000.00	455.51	7,245.02	2,032.00	60.38
10-20-6760	Equipment Rental	3,000.00	0.00	735.16	0.00	24.51
10-20-6780	Taxes, Fees, Permits	16,000.00	409.68	15,710.66	0.00	98.19
10-20-6900	Miscellaneous expense	1,000.00	0.00	680.58	0.00	68.06
	<i>Materials & Services</i>	<i>1,677,500.00</i>	<i>120,870.29</i>	<i>1,573,714.90</i>	<i>2,032.00</i>	<i>93.81</i>
	Drinking Water	2,727,500.00	203,317.99	2,565,119.42	2,032.00	94.05
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	183,000.00	0.00	183,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	26,000.00	0.00	25,985.40	0.00	99.94
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>0.00</i>	<i>208,985.40</i>	<i>0.00</i>	<i>99.99</i>
	Debt Service	209,000.00	0.00	208,985.40	0.00	99.99
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,500,000.00	125,000.00	1,500,000.00	0.00	100.00
10-29-8171	Transfers out to Fund 71	500,000.00	41,663.00	500,000.00	0.00	100.00
10-29-9000	Contingency	561,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,561,500.00</i>	<i>166,663.00</i>	<i>2,000,000.00</i>	<i>0.00</i>	<i>78.08</i>
	Transfers & Contingencies	2,561,500.00	166,663.00	2,000,000.00	0.00	78.08
	Expense	5,498,000.00	369,980.99	4,774,104.82	2,032.00	86.83
10	Drinking Water	0.00	-18,289.88	940,829.74	-2,032.00	0.00
20	Wastewater Reclam.					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	834,900.00	0.00	971,717.39	0.00	116.39
	<i>Beginning Fund Balance</i>	<i>834,900.00</i>	<i>0.00</i>	<i>971,717.39</i>	<i>0.00</i>	<i>116.39</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	834,900.00	0.00	971,717.39	0.00	116.39
	Fund Balance	834,900.00	0.00	971,717.39	0.00	116.39
	NonDivisional Revenue					
20-00-4212	Wastewater charges	8,459,000.00	776,549.24	8,484,880.15	0.00	100.31
20-00-4215	Penalties & late charges	10,000.00	470.19	7,005.47	0.00	70.05
20-00-4220	System development charges	125,000.00	20,660.00	82,640.00	0.00	66.11
20-00-4290	Other charges for services	20,000.00	710.00	13,411.80	0.00	67.06
20-00-4610	Investment revenue	2,000.00	82.88	921.91	0.00	46.10
20-00-4630	Miscellaneous revenues	8,000.00	0.00	1,438.50	0.00	17.98
	<i>Revenue</i>	<i>8,624,000.00</i>	<i>798,472.31</i>	<i>8,590,297.83</i>	<i>0.00</i>	<i>99.61</i>
	NonDivisional	8,624,000.00	798,472.31	8,590,297.83	0.00	99.61
	Transfers & Contingencies Revenue					
20-29-4940	Transfers in from Fund 40	623,800.00	0.00	625,413.52	0.00	100.26
	<i>Revenue</i>	<i>623,800.00</i>	<i>0.00</i>	<i>625,413.52</i>	<i>0.00</i>	<i>100.26</i>
	Transfers & Contingencies	623,800.00	0.00	625,413.52	0.00	100.26
	Revenue	9,247,800.00	798,472.31	9,215,711.35	0.00	99.65
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	704,000.00	47,946.74	619,154.20	0.00	87.95
20-21-5130	Overtime	40,000.00	2,678.41	31,267.15	0.00	78.17
20-21-5210	Healthdental insurance	185,000.00	13,151.21	135,612.85	0.00	73.30
20-21-5230	Social security	55,000.00	3,779.05	48,688.65	0.00	88.52
20-21-5240	Retirement	127,000.00	8,254.33	96,682.92	0.00	76.13
20-21-5250	TrimetWBF	6,000.00	404.51	5,165.38	0.00	86.09
20-21-5270	Workers compensation	18,000.00	0.00	7,356.84	0.00	40.87
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,140,000.00</i>	<i>76,214.25</i>	<i>943,927.99</i>	<i>0.00</i>	<i>82.80</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	218,000.00	12,350.69	177,438.19	1,200.00	81.39
20-21-6180	Dues and subscriptions	0.00	-55.96	0.00	0.00	0.00
20-21-6220	Electricity	335,000.00	26,958.23	338,239.49	0.00	100.97
20-21-6240	Natural gas	1,000.00	27.99	543.79	0.00	54.38
20-21-6250	Solid waste disposal	57,000.00	1,862.47	49,576.50	0.00	86.98
20-21-6290	Other utilities	500.00	219.91	1,189.74	0.00	237.95
20-21-6310	Janitorial services	10,000.00	907.48	10,223.92	0.00	102.24
20-21-6320	Buildings & grounds	58,000.00	8,703.80	64,185.66	0.00	110.66
20-21-6342	WRF system maintenance	200,000.00	30,147.69	116,493.47	53,038.14	58.25
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	3,054.46	0.00	33.94
20-21-6430	Certifications	2,000.00	-120.00	1,020.00	0.00	51.00
20-21-6525	Chemicals	59,000.00	5,864.17	54,627.21	0.00	92.59
20-21-6530	Small tools & equipment	10,000.00	5,072.89	10,120.31	0.00	101.20
20-21-6540	Safety supplies	20,000.00	2,285.96	18,631.11	0.00	93.16
20-21-6550	Operational supplies	14,000.00	0.00	9,358.14	3,451.96	66.84
20-21-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
20-21-6590	Other supplies	2,000.00	497.02	2,293.25	0.00	114.66
20-21-6740	Advertising	1,000.00	0.00	125.00	0.00	12.50
20-21-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	72,900.00	5,878.52	65,001.89	0.00	89.17
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,071,400.00</i>	<i>100,600.86</i>	<i>922,122.13</i>	<i>57,690.10</i>	<i>86.07</i>
	Wastewater-Plant	2,211,400.00	176,815.11	1,866,050.12	57,690.10	84.38
	Wastewater-Collections					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Personnel Services</i>					
20-22-5110	Regular employees	488,000.00	30,254.55	371,036.75	0.00	76.03
20-22-5120	Temporaryseasonal employees	0.00	0.00	4,518.00	0.00	0.00
20-22-5130	Overtime	11,000.00	506.41	7,502.28	0.00	68.20
20-22-5210	Healthdental insurance	109,000.00	6,234.88	85,982.52	0.00	78.88
20-22-5230	Social security	38,000.00	2,350.56	29,243.12	0.00	76.96
20-22-5240	Retirement	63,000.00	4,585.88	67,832.54	0.00	107.67
20-22-5250	TrimetWBF	4,000.00	251.40	3,106.71	0.00	77.67
20-22-5270	Workers compensation	11,000.00	0.00	5,099.63	0.00	46.36
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>729,000.00</i>	<i>44,183.68</i>	<i>574,321.55</i>	<i>0.00</i>	<i>78.78</i>
	<i>Materials & Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	1,429.04	35,821.09	1,978.00	71.64
20-22-6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	0.00	0.00	107.52	0.00	0.00
20-22-6420	Staff training	8,000.00	2,000.00	6,300.83	0.00	78.76
20-22-6430	Certifications	2,000.00	260.00	980.00	0.00	49.00
20-22-6530	Small tools & equipment	15,000.00	640.50	6,763.99	485.96	45.09
20-22-6540	Safety supplies	9,000.00	1,323.26	7,236.64	0.00	80.41
20-22-6550	Operational supplies	5,000.00	136.18	4,215.42	0.00	84.31
20-22-6560	Uniforms	0.00	0.00	0.00	0.00	0.00
20-22-6750	Other purchased services	0.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes, Fees, Permits	14,500.00	1,204.34	19,230.40	0.00	132.62
20-22-6900	Miscellaneous expense	1,000.00	50.97	299.88	0.00	29.99
	<i>Materials & Services</i>	<i>110,500.00</i>	<i>7,044.29</i>	<i>80,955.77</i>	<i>2,463.96</i>	<i>73.26</i>
	Wastewater-Collections	839,500.00	51,227.97	655,277.32	2,463.96	78.06
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,899,000.00	158,250.00	1,899,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	3,412,000.00	0.00	3,412,000.00	0.00	100.00
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,337.00	1,000,000.00	0.00	100.00
20-29-9000	Contingency	720,800.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,031,800.00</i>	<i>241,587.00</i>	<i>6,311,000.00</i>	<i>0.00</i>	<i>89.75</i>
	Transfers & Contingencies	7,031,800.00	241,587.00	6,311,000.00	0.00	89.75
	Expense	10,082,700.00	469,630.08	8,832,327.44	60,154.06	87.60
20	Wastewater Reclam.	0.00	328,842.23	1,355,101.30	-60,154.06	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	659,000.00	0.00	677,232.52	0.00	102.77
	<i>Beginning Fund Balance</i>	<i>659,000.00</i>	<i>0.00</i>	<i>677,232.52</i>	<i>0.00</i>	<i>102.77</i>
	NonDivisional	659,000.00	0.00	677,232.52	0.00	102.77
	Fund Balance	659,000.00	0.00	677,232.52	0.00	102.77
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,566,000.00	134,627.95	1,585,827.44	0.00	101.27
30-00-4215	Penalties & late charges	1,000.00	232.14	2,644.34	0.00	264.43
30-00-4290	Other charges for services	25,000.00	2,040.00	21,060.86	0.00	84.24
30-00-4610	Investment revenue	2,000.00	232.45	2,134.47	0.00	106.72
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,595,000.00</i>	<i>137,132.54</i>	<i>1,611,667.11</i>	<i>0.00</i>	<i>101.04</i>
	NonDivisional	1,595,000.00	137,132.54	1,611,667.11	0.00	101.04

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	1,595,000.00	137,132.54	1,611,667.11	0.00	101.04
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	92,000.00	7,398.38	89,798.22	0.00	97.61
30-23-5130	Overtime	1,000.00	0.00	5.54	0.00	0.55
30-23-5210	Healthdental insurance	30,000.00	2,627.00	29,782.21	0.00	99.27
30-23-5230	Social Security	8,000.00	547.35	6,626.40	0.00	82.83
30-23-5240	Retirement	17,000.00	1,325.79	16,193.05	0.00	95.25
30-23-5250	TrimetWBF	1,000.00	58.57	704.12	0.00	70.41
30-23-5270	Workers compensation	3,000.00	0.00	961.41	0.00	32.05
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>153,000.00</i>	<i>11,957.09</i>	<i>144,070.95</i>	<i>0.00</i>	<i>94.16</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	134,000.00	28,321.10	107,726.35	26,587.05	80.39
30-23-6340	System maintenance	150,000.00	0.00	261.00	0.00	0.17
30-23-6420	Staff training	3,000.00	0.00	2,400.00	0.00	80.00
30-23-6530	Small tools & equipment	6,000.00	0.00	4,098.20	2,449.13	68.30
30-23-6540	Safety supplies	1,000.00	0.00	269.00	0.00	26.90
30-23-6780	Taxes, Fees, Permits	4,100.00	0.00	4,061.00	0.00	99.05
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>299,100.00</i>	<i>28,321.10</i>	<i>118,815.55</i>	<i>29,036.18</i>	<i>39.72</i>
	Watershed Protection	452,100.00	40,278.19	262,886.50	29,036.18	58.15
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	57,000.00	0.00	56,229.12	0.00	98.65
30-24-6824	Interest Paid-KS Statebank	7,000.00	0.00	6,328.49	0.00	90.41
	<i>Materials & Services</i>	<i>64,000.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>97.75</i>
	Debt Service	64,000.00	0.00	62,557.61	0.00	97.75
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	1,008,000.00	0.00	100.00
30-29-8173	Transfers out to Fund 73	480,000.00	40,000.00	480,000.00	0.00	100.00
30-29-9000	Contingency	249,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,737,900.00</i>	<i>124,000.00</i>	<i>1,488,000.00</i>	<i>0.00</i>	<i>85.62</i>
	Transfers & Contingencies	1,737,900.00	124,000.00	1,488,000.00	0.00	85.62
30	Expense	2,254,000.00	164,278.19	1,813,444.11	29,036.18	80.45
	Watershed Protection	0.00	-27,145.65	475,455.52	-29,036.18	0.00
40	WW GO Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Beginning Fund Balance</i>	<i>623,800.00</i>	<i>0.00</i>	<i>623,763.59</i>	<i>0.00</i>	<i>99.99</i>
	NonDivisional	623,800.00	0.00	623,763.59	0.00	99.99
	Fund Balance	623,800.00	0.00	623,763.59	0.00	99.99
	NonDivisional					
	<i>Revenue</i>					
40-00-4610	Investment revenue	0.00	0.00	1,649.93	0.00	0.00
	<i>Revenue</i>	<i>0.00</i>	<i>0.00</i>	<i>1,649.93</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	0.00	0.00	1,649.93	0.00	0.00
	Revenue	0.00	0.00	1,649.93	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
40-29-8120	<i>Transfers & Contingencies</i>					
	Transfers out to Fund 20	623,800.00	0.00	625,413.52	0.00	100.26
	<i>Transfers & Contingencies</i>	<i>623,800.00</i>	<i>0.00</i>	<i>625,413.52</i>	<i>0.00</i>	<i>100.26</i>
	Transfers & Contingencies	623,800.00	0.00	625,413.52	0.00	100.26
40	Expense	623,800.00	0.00	625,413.52	0.00	100.26
	WW GO Debt Service	0.00	0.00	0.00	0.00	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	587,000.00	0.00	514,742.94	0.00	87.69
	<i>Beginning Fund Balance</i>	<i>587,000.00</i>	<i>0.00</i>	<i>514,742.94</i>	<i>0.00</i>	<i>87.69</i>
	NonDivisional	587,000.00	0.00	514,742.94	0.00	87.69
	Fund Balance	587,000.00	0.00	514,742.94	0.00	87.69
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	6,000.00	299.07	1,175.55	0.00	19.59
	<i>Revenue</i>	<i>6,000.00</i>	<i>299.07</i>	<i>1,175.55</i>	<i>0.00</i>	<i>19.59</i>
	NonDivisional	6,000.00	299.07	1,175.55	0.00	19.59
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,412,000.00	0.00	3,412,000.00	0.00	100.00
	<i>Revenue</i>	<i>3,412,000.00</i>	<i>0.00</i>	<i>3,412,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	3,412,000.00	0.00	3,412,000.00	0.00	100.00
	Revenue					
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	928,171.00	0.00	928,171.00	0.00	100.00
50-24-6811	2021 IFA Loan Principal	307,409.00	0.00	307,409.20	0.00	100.00
50-24-6813	JPM Bank Loan Principal	1,385,000.00	0.00	1,385,000.00	0.00	100.00
50-24-6820	2010 SRF Loan Interest	305,740.00	0.00	305,740.00	0.00	100.00
50-24-6822	2021 IFA Loan Interest	144,809.00	0.00	140,801.49	0.00	97.23
50-24-6823	JPM Bank Loan Interest	340,676.00	0.00	340,675.00	0.00	100.00
	<i>Materials & Services</i>	<i>3,411,805.00</i>	<i>0.00</i>	<i>3,407,796.69</i>	<i>0.00</i>	<i>99.88</i>
	Debt Service	3,411,805.00	0.00	3,407,796.69	0.00	99.88
50	Expense	3,411,805.00	0.00	3,407,796.69	0.00	99.88
	WW Revenue Bond Debt Service	593,195.00	299.07	520,121.80	0.00	87.68
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	4,135,000.00	0.00	4,428,892.37	0.00	107.11
	<i>Beginning Fund Balance</i>	<i>4,135,000.00</i>	<i>0.00</i>	<i>4,428,892.37</i>	<i>0.00</i>	<i>107.11</i>
	NonDivisional	4,135,000.00	0.00	4,428,892.37	0.00	107.11
	Fund Balance	4,135,000.00	0.00	4,428,892.37	0.00	107.11
	NonDivisional					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4221	System Development-Reimburse	100,000.00	24,427.00	84,136.00	0.00	84.14
71-00-4225	System Development-Improvement	100,000.00	22,695.00	78,174.00	0.00	78.17
71-00-4610	Investment revenue <i>Revenue</i>	40,000.00 <i>240,000.00</i>	3,528.08 <i>50,650.08</i>	25,937.02 <i>188,247.02</i>	0.00 <i>0.00</i>	64.84 <i>78.44</i>
	NonDivisional	240,000.00	50,650.08	188,247.02	0.00	78.44
	Transfers & Contingencies <i>Revenue</i>					
71-29-4910	Transfer in from Fund 10 <i>Revenue</i>	500,000.00 <i>500,000.00</i>	41,663.00 <i>41,663.00</i>	500,000.00 <i>500,000.00</i>	0.00 <i>0.00</i>	100.00 <i>100.00</i>
	Transfers & Contingencies	500,000.00	41,663.00	500,000.00	0.00	100.00
	Revenue Drinking Water <i>Capital Outlay</i>	740,000.00	92,313.08	688,247.02	0.00	93.01
71-20-7200	Infrastructure	1,555,000.00	683.40	94,042.02	0.00	6.05
71-20-7300	Buildings & improvements	0.00	0.00	45,058.00	0.00	0.00
71-20-7520	Equipment	0.00	25,667.95	25,667.95	0.00	0.00
71-20-7530	Information Technology	25,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	35,000.00	7,926.00	80,062.79	0.00	228.75
71-20-7600	Capital Improvement Projects <i>Capital Outlay</i>	370,000.00 <i>1,985,000.00</i>	15,455.71 <i>49,733.06</i>	333,562.86 <i>578,393.62</i>	107,187.60 <i>107,187.60</i>	90.15 <i>29.14</i>
	Drinking Water	1,985,000.00	49,733.06	578,393.62	107,187.60	29.14
	Transfers & Contingencies <i>Transfers & Contingencies</i>					
71-29-9000	Contingency <i>Transfers & Contingencies</i>	2,890,000.00 <i>2,890,000.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	4,875,000.00 0.00	49,733.06 42,580.02	578,393.62 4,538,745.77	107,187.60 -107,187.60	11.86 0.00
72	Wastewater Reclamation Capital NonDivisional <i>Beginning Fund Balance</i>					
72-00-3500	Fund balance <i>Beginning Fund Balance</i>	4,535,000.00 <i>4,535,000.00</i>	0.00 <i>0.00</i>	4,971,530.58 <i>4,971,530.58</i>	0.00 <i>0.00</i>	109.63 <i>109.63</i>
	NonDivisional	4,535,000.00	0.00	4,971,530.58	0.00	109.63
	Fund Balance NonDivisional <i>Revenue</i>	4,535,000.00	0.00	4,971,530.58	0.00	109.63
72-00-4610	Investment revenue <i>Revenue</i>	50,000.00 <i>50,000.00</i>	3,457.28 <i>3,457.28</i>	27,526.22 <i>27,526.22</i>	0.00 <i>0.00</i>	55.05 <i>55.05</i>
	NonDivisional	50,000.00	3,457.28	27,526.22	0.00	55.05
	Transfers & Contingencies <i>Revenue</i>					
72-29-4920	Transfer in from Fund 20 <i>Revenue</i>	1,000,000.00 <i>1,000,000.00</i>	83,337.00 <i>83,337.00</i>	1,000,000.00 <i>1,000,000.00</i>	0.00 <i>0.00</i>	100.00 <i>100.00</i>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Transfers & Contingencies	1,000,000.00	83,337.00	1,000,000.00	0.00	100.00
	Revenue	1,050,000.00	86,794.28	1,027,526.22	0.00	97.86
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	0.00	0.00	5,869.13	964.60	0.00
72-21-7520	Equipment	191,000.00	20,591.07	146,717.91	0.00	76.82
72-21-7530	Information Technology	0.00	810.04	27,918.42	579.96	0.00
72-21-7600	Capital Improvement Projects	660,000.00	-634,392.73	411,447.72	367,231.02	62.34
	<i>Capital Outlay</i>	<i>851,000.00</i>	<i>-612,991.62</i>	<i>591,953.18</i>	<i>368,775.58</i>	<i>69.56</i>
	Wastewater-Plant	851,000.00	-612,991.62	591,953.18	368,775.58	69.56
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	0.00	0.00	9,028.68	0.00	0.00
72-22-7520	Equipment	0.00	2,605.94	21,852.94	0.00	0.00
72-22-7540	Vehicles	35,000.00	0.00	35,050.41	0.00	100.14
72-22-7600	Capital Improvement Projects	1,624,000.00	770,122.36	1,044,042.81	4,538.23	64.29
	<i>Capital Outlay</i>	<i>1,659,000.00</i>	<i>772,728.30</i>	<i>1,109,974.84</i>	<i>4,538.23</i>	<i>66.91</i>
	Wastewater-Collections	1,659,000.00	772,728.30	1,109,974.84	4,538.23	66.91
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,075,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,075,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,075,000.00	0.00	0.00	0.00	0.00
72	Expense	5,585,000.00	159,736.68	1,701,928.02	373,313.81	30.47
	Wastewater Reclamation Capital	0.00	-72,942.40	4,297,128.78	-373,313.81	0.00
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,687,000.00	0.00	1,684,307.12	0.00	99.84
	<i>Beginning Fund Balance</i>	<i>1,687,000.00</i>	<i>0.00</i>	<i>1,684,307.12</i>	<i>0.00</i>	<i>99.84</i>
	NonDivisional	1,687,000.00	0.00	1,684,307.12	0.00	99.84
	Fund Balance	1,687,000.00	0.00	1,684,307.12	0.00	99.84
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	15,000.00	1,569.86	10,267.74	0.00	68.45
	<i>Revenue</i>	<i>15,000.00</i>	<i>1,569.86</i>	<i>10,267.74</i>	<i>0.00</i>	<i>68.45</i>
	NonDivisional	15,000.00	1,569.86	10,267.74	0.00	68.45
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	480,000.00	40,000.00	480,000.00	0.00	100.00
	<i>Revenue</i>	<i>480,000.00</i>	<i>40,000.00</i>	<i>480,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	480,000.00	40,000.00	480,000.00	0.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	495,000.00	41,569.86	490,267.74	0.00	99.04
	Watershed Protection					
73-23-7600	<i>Capital Outlay</i>					
	Capital Improvement Projects	300,000.00	10,110.70	32,538.29	0.00	10.85
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>10,110.70</i>	<i>32,538.29</i>	<i>0.00</i>	<i>10.85</i>
	Watershed Protection	300,000.00	10,110.70	32,538.29	0.00	10.85
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	1,882,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,882,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,882,000.00	0.00	0.00	0.00	0.00
73	Expense	2,182,000.00	10,110.70	32,538.29	0.00	1.49
	Watershed Protection	0.00	31,459.16	2,142,036.57	0.00	0.00
	Capital					
Revenue Total		25,426,200.00	1,883,176.37	25,412,439.50	0.00	0.9995
Expense Total		39,958,705.00	2,138,702.85	26,130,612.62	666,369.46	0.6539

General Ledger
Account Roll up



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Period 12 - 12
Fiscal Year 2022

	Description	Budget	Period Amt	End Bal	% Expend/Collect
Revenue					
	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 3,380.91	\$ 28,486.23	94.95%
4211	Water sales	\$ 4,120,000.00	\$ 323,483.27	\$ 4,091,917.89	99.32%
4212	Wastewater Charges	\$ 8,459,000.00	\$ 776,549.24	\$ 8,484,880.15	100.31%
4213	Watershed protection fees	\$ 1,566,000.00	\$ 134,627.95	\$ 1,585,827.44	101.27%
4215	Penalties & late charges	\$ 21,000.00	\$ 1,581.04	\$ 25,948.30	123.56%
4220	System Development Charges	\$ 125,000.00	\$ 20,660.00	\$ 143,076.80	114.46%
4221	System Development-Reimburse	\$ 100,000.00	\$ 24,427.00	\$ 84,136.00	84.14%
4225	System Development-Improvement	\$ 100,000.00	\$ 22,695.00	\$ 78,174.00	78.17%
4227	System Development-Compliance	\$ -	\$ 615.00	\$ 2,117.00	0.00%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 53,400.00	93.03%
4240	Service installations	\$ 10,000.00	\$ 6,804.00	\$ 29,994.00	299.94%
4280	Rents & leases	\$ 200,000.00	\$ 14,507.32	\$ 183,751.87	91.88%
4290	Other charges for services	\$ 55,000.00	\$ 4,880.00	\$ 53,423.05	97.13%
4610	Investment revenue	\$ 125,000.00	\$ 10,641.64	\$ 80,522.70	64.42%
4630	Miscellaneous revenues	\$ 35,000.00	\$ 2,074.00	\$ 62,370.55	178.20%
4910	Transfer in from Fund 10	\$ 2,000,000.00	\$ 166,663.00	\$ 2,000,000.00	100.00%
4920	Transfer in from Fund 20	\$ 6,311,000.00	\$ 241,587.00	\$ 6,311,000.00	100.00%
4930	Transfer in from Fund 30	\$ 1,488,000.00	\$ 124,000.00	\$ 1,488,000.00	100.00%
4940	Transfer in from Fund 40	\$ 623,800.00	\$ -	\$ 625,413.52	100.26%
	Revenue	\$ 25,426,200.00	\$ 1,883,176.37	\$ 25,412,439.50	99.95%
Expense					
	Expense				
Personnel Services					
5110	Regular employees	\$ 3,428,000.00	\$ 253,488.12	\$ 3,088,138.72	90.09%
5120	Temporary/Seasonal employees	\$ -	\$ -	\$ 4,518.00	0.00%
5130	Overtime	\$ 96,000.00	\$ 8,373.57	\$ 80,345.36	83.69%
5210	Employee Ins	\$ 705,000.00	\$ 46,931.94	\$ 534,151.56	75.77%
5230	Social Security	\$ 269,000.00	\$ 19,664.22	\$ 234,520.03	87.18%
5240	Retirement	\$ 615,000.00	\$ 44,778.20	\$ 565,332.97	91.92%
5250	Trimet	\$ 30,000.00	\$ 2,097.39	\$ 25,259.06	84.20%
5260	Unemployment	\$ 5,000.00	\$ 2,932.00	\$ 2,932.00	58.64%
5270	Workers compensation	\$ 54,000.00	\$ -	\$ 21,296.53	39.44%
5290	Other employee benefits	\$ 21,000.00	\$ 149.60	\$ 413.30	1.97%
		\$ 5,223,000.00		\$ 4,556,907.53	87.25%
Materials & Services					
6110	Legal services	\$ 375,000.00	\$ 26,172.00	\$ 229,540.97	61.21%
6120	Accounting & audit services	\$ 50,000.00	\$ -	\$ 32,340.00	64.68%
6155	Contracted Services	\$ 787,500.00	\$ 94,105.37	\$ 762,403.08	96.81%
6175	Records Management	\$ 8,000.00	\$ 390.13	\$ 7,586.77	94.83%
6180	Dues & subscriptions	\$ 42,000.00	\$ 253.87	\$ 39,893.72	94.99%
6220	Electricity	\$ 382,500.00	\$ 31,288.31	\$ 385,684.48	100.83%
6230	Telephone	\$ 57,000.00	\$ 5,640.87	\$ 57,600.11	101.05%
6240	Natural gas	\$ 8,000.00	\$ 357.45	\$ 5,925.57	74.07%
6250	Solid waste disposal	\$ 57,000.00	\$ 1,862.47	\$ 49,576.50	86.98%
6290	Other utilities	\$ 13,500.00	\$ 827.60	\$ 8,585.71	63.60%

	Description	Budget	Period Amt	End Bal	% Expend/Collect
6310	Janitorial services	\$ 25,000.00	\$ 2,191.05	\$ 25,152.12	100.61%
6320	Buildings & grounds	\$ 119,000.00	\$ 11,922.64	\$ 117,668.37	98.88%
6330	Vehicle & equipment maint.	\$ 70,000.00	\$ 1,941.21	\$ 59,202.17	84.57%
6340	Distribution system maint	\$ 455,000.00	\$ 29,459.99	\$ 316,017.27	69.45%
6342	Collection system maint.	\$ 250,000.00	\$ 31,576.73	\$ 152,314.56	60.93%
6350	Computer maintenance	\$ 318,000.00	\$ 10,790.83	\$ 302,412.15	95.10%
6390	Other repairs & maintenance	\$ 5,000.00	\$ -	\$ -	0.00%
6410	Mileage	\$ 6,000.00	\$ 1,242.92	\$ 1,964.71	32.75%
6420	Staff training	\$ 74,000.00	\$ 8,881.14	\$ 58,770.34	79.42%
6430	Certifications	\$ 6,500.00	\$ 140.00	\$ 4,242.00	65.26%
6440	Board travel & training	\$ 7,000.00	\$ 872.98	\$ 1,781.64	25.45%
6510	Office supplies	\$ 33,000.00	\$ 2,094.78	\$ 33,582.40	101.76%
6520	Fuel & oils	\$ 51,000.00	\$ 3,697.80	\$ 35,038.38	68.70%
6525	Chemicals	\$ 59,000.00	\$ 5,864.17	\$ 54,627.21	92.59%
6530	Small tools & equipment	\$ 46,000.00	\$ 7,221.24	\$ 32,546.26	70.75%
6540	Safety supplies	\$ 55,500.00	\$ 6,013.72	\$ 51,882.84	93.48%
6550	Operational Supplies	\$ 26,000.00	\$ 1,737.12	\$ 23,068.88	88.73%
6560	Uniforms	\$ 36,000.00	\$ 1,686.33	\$ 30,779.48	85.50%
6590	Other supplies	\$ 2,000.00	\$ 497.02	\$ 2,293.25	114.66%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.00%
6710	Purchased water	\$ 1,141,000.00	\$ 75,728.49	\$ 1,060,036.51	92.90%
6715	Water quality program	\$ 12,000.00	\$ 455.51	\$ 7,245.02	60.38%
6720	Insurance	\$ 270,000.00	\$ 14,903.00	\$ 240,329.48	89.01%
6730	Communications	\$ 125,000.00	\$ 39,374.96	\$ 97,219.46	77.78%
6740	Advertising	\$ 7,500.00	\$ 125.00	\$ 6,066.47	80.89%
6750	Other purchased services	\$ -	\$ -	\$ -	0.00%
6760	Equipment Rental	\$ 8,000.00	\$ 850.21	\$ 4,515.26	56.44%
6770	Bank charges	\$ 140,000.00	\$ 12,580.43	\$ 145,786.01	104.13%
6780	Taxes, Fees & Permits	\$ 109,000.00	\$ 7,492.54	\$ 105,079.61	96.40%
6785	ECAP Payments	\$ 76,000.00	\$ 18,166.52	\$ 56,449.07	74.28%
6900	Miscellaneous expense	\$ 7,000.00	\$ 50.97	\$ 1,884.11	26.92%
		\$ 5,322,500.00		\$ 4,607,091.94	86.56%

Debt Service and Special Payments

6810	2010 SRF Loan Principal	\$ 928,171.00	\$ -	\$ 928,171.00	100.00%
6811	2010 IFA Loan Principal	\$ 307,409.00	\$ -	\$ 307,409.20	100.00%
6813	JPM Bank Loan Principal	\$ 1,385,000.00	\$ -	\$ 1,385,000.00	100.00%
6814	Principal Payment-KS Statebank	\$ 57,000.00	\$ -	\$ 56,229.12	98.65%
6815	Zions Bank loan-principal	\$ 183,000.00	\$ -	\$ 183,000.00	100.00%
6820	2010 SRF Loan Interest	\$ 305,740.00	\$ -	\$ 305,740.00	100.00%
6822	2010 IFA Loan Interest	\$ 144,809.00	\$ -	\$ 140,801.49	97.23%
6823	JPM Bank Loan Interest	\$ 340,676.00	\$ -	\$ 340,675.00	100.00%
6824	Interest Paid-KS Statebank	\$ 7,000.00	\$ -	\$ 6,328.49	90.41%
6825	Zions Bank loan-interest	\$ 26,000.00	\$ -	\$ 25,985.40	99.94%
6990	Special Payments	\$ 550,000.00	\$ 550,000.00	\$ 550,000.00	100.00%
		\$ 4,234,805.00		\$ 4,229,339.70	99.87%

Capital Outlay

7200	Infrastructure	\$ 1,555,000.00	\$ 683.40	\$ 103,070.70	6.63%
7300	Buildings & Improvements	\$ -	\$ -	\$ 50,927.13	0.00%
7520	Equipment	\$ 191,000.00	\$ 48,864.96	\$ 194,238.80	101.70%
7530	Information Technology	\$ 25,000.00	\$ 810.04	\$ 27,918.42	111.67%
7540	Vehicles	\$ 70,000.00	\$ 7,926.00	\$ 115,113.20	164.45%
7600	Capital Improvement Projects	\$ 2,954,000.00	\$ 161,296.04	\$ 1,821,591.68	61.67%
		\$ 4,795,000.00		\$ 2,312,859.93	48.23%

Description		Budget	Period Amt	End Bal	% Expend/Collect
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 4,407,000.00	\$ 367,250.00	\$ 4,407,000.00	100.00%
8120	Transfers out to Fund 20	\$ 623,800.00	\$ -	\$ 625,413.52	100.26%
8150	Transfers out to Fund 50	\$ 3,412,000.00	\$ -	\$ 3,412,000.00	100.00%
8171	Transfers out to Fund 71	\$ 500,000.00	\$ 41,663.00	\$ 500,000.00	100.00%
8172	Transfers out to Fund 72	\$ 1,000,000.00	\$ 83,337.00	\$ 1,000,000.00	100.00%
8173	Transfers out to Fund 73	\$ 480,000.00	\$ 40,000.00	\$ 480,000.00	100.00%
9000	Contingency	\$ 9,960,600.00	\$ -	\$ -	0.00%
Expense	Expense	\$ 39,958,705.00	\$ 2,138,702.85	\$ 26,130,612.62	65.39%
Revenue Total		\$ 25,426,200.00	\$ 1,883,176.37	\$ 25,412,439.50	99.95%
Expense Total		\$ 39,958,705.00	\$ 2,138,702.85	\$ 26,130,612.62	65.39%
Grand Total		\$ (14,532,505.00)	\$ (255,526.48)	\$ (718,173.12)	4.94%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	5b
Date	August 16, 2022

Summary of Minutes for Approval

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

Attachments

1. July 19, 2022 Regular Board Meeting Minutes



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 6:00 P.M.
JULY 19, 2022**

Board of Directors – Members Present

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Operations Supervisor
Chad Martinez	Collections Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Alexandra Gordon	Ecology in Classrooms and Outdoors
Scott Duren	Water Systems Consulting

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Call for Public Comment

There were five written public comments submitted. There was one member of the public in attendance.

The Board discussed the submitted written public comments. Outreach and Communications Specialist Morris was asked to reinforce customer messaging regarding FY 2023 service rates and the District's reorganization as an Authority. Finance Director Stevens answered questions related to property owner and tenant billing.

3. Monthly Update: Oak Lodge Governance Project

There were no Oak Lodge Governance Project representatives present.

4. Presentation from Ecology in Classrooms and Outdoors

Alexandra Gordon presented on the Ecology in Classrooms and Outdoors (ECO) program and the impacts of the ECO/OLWS partnership.

The Board asked clarifying questions and thanked Alexandra.

5. Presentation on Population Forecasting for the Wastewater Master Plan

District Engineer Albert and Consultant Duren presented on how the population density and buildable lands forecasts will affect the Wastewater Master Plan.

The Board asked clarifying questions related to how accessory dwelling units and natural areas calculated into the metrics. There was discussion about the five-year update of master plans and the growth rates of OLWS service systems.

6. Consent Agenda

Items on the Consent Agenda included:

- The May 2022 Financial Report, and
- The June 21, 2022 regular meeting minutes.

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

The Board asked clarifying questions regarding the Financial Report.

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

MOTION CARRIED

7. Business from the Board

Director Bullock stated the Oak Grove Trolley Trail Fest was a success.

Director Williams overviewed the Clackamas River Water meeting.

Director Williams moved to approve the President of the Board to sign a revised contract with General Manager Chaplen, increasing her base pay by two and one half percent, retroactive to November 1, 2021, and authorizing forty hours of management leave to be used by January 1, 2023 on a use-it-or-

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

MOTION CARRIED

The Board discussed the ongoing review process for the General Manager. Director Bullock submitted a matrix of performance goals for the record. President Keil reviewed the amended deadlines for each of the General Manager goals as outlined in the matrix. In addition, to hearing updates on the General Manager goals, President Keil asked for regular updates on other items of interest too such as IGA's and potential grant applications.

8. Department Reports

General Manager Chaplen proposed a procurement exception and Plant Superintendent Hawkins detailed the critical failure of a WRF blower that supplies the digesters.

The Board asked clarifying questions regarding redundancy and financial planning.

Director Bullock moved to authorize the General Manager or acting General Manager to purchase a replacement for the K-Turbo blower consistent with the District's Purchasing and Contracting Rules. Secretary/Vice President Van Loo, Treasurer Gornick, and Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

The Management Team provided monthly highlights including:

- Recruitment for open employee positions,
- The ways for customers to pay utility bills – including autopay,
- Development of emergency intertie options with the City of Milwaukie,
- Capital project updates,
- Field staff training,
- Non-Revenue Water,
- Partnership with the Department of Agriculture regarding beaver dams, and
- The failure and repair of Lift Station 5 pumps.

The Board asked questions regarding water meter replacements and field teams' productivity.

9. Call for Public Comment

There were two members of the public in attendance. No comments were made.

10. Adjourn Meeting

President Keil adjourned the meeting at 7:51 p.m.

Respectfully submitted,

Susan Keil
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Approval of Amendment No. 2 Renewal with Horner Enterprises for Biosolids Hauling
Item No. 5c
Date August 16, 2022

Summary

Staff seeks Board authorization for the General Manager to sign an amendment to the District's existing biosolids hauling contract with Horner Enterprises, Inc. This amendment would renew the contract for an additional, one-year term; update the hauling rates for the new term; and allow the contract to be automatically assigned to the Oak Lodge Water Services Authority.

Background

The District currently contracts with Horner Enterprises, Inc., for the hauling of District biosolids to the beneficial reuse site at Madison Farms in Echo, Oregon. The original procurement was made through a competitive contracting procedure. A Request for Proposals (RFP) was posted on the District's website and advertised in the Daily Journal of Commerce beginning on July 27, 2020. Three proposals were received and evaluated. Horner Enterprises, Inc. of Sweet Home, Oregon was the successful proposer, and the District entered into a contract with Horner Enterprises in September of 2020.

The original contract was for a one-year term, with up to three, one-year extensions (through 2024). Staff committed to return to the Board annually for budgetary authorization before each renewal term. In August of 2021, the Board approved the first amendment to this contract, and renewed the agreement for an additional one-year term.

Staff have been pleased with the quality of services received from Horner Enterprises, Inc. and recommend the District continue using their services for another year, extending the contract through September 30, 2023. The proposed amendment would also update the rates charged for this service for the new term. Horner Enterprises has proposed an increase in rates from \$46.80 to \$50.20 per wet ton, a 7.3% increase. The increase is primarily based upon sharp rises in fuel prices and other inflationary costs over the last year. Finally, the proposed amendment would keep the not-to-exceed limit of \$120,000, and would allow the contract to be automatically assigned to the Oak Lodge Water Services Authority without further action of the contracting parties.

Past Board Actions

- September 2020 The Board approved the original contract with Horner Enterprises, Inc. of Sweet Home, OR.
- August 2021 The Board Approved Amendment No. 1 to the Biosolids Hauling Contract with Horner Enterprises Inc., to extend the agreement through September 30, 2022.
- May 2022 The Board adopted Resolution 2022-02 for the FY22-23 Budget, which appropriated funds for this service.

Concurrence

Staff have consulted with the District’s legal counsel regarding this amendment.

Budget

The Board has appropriated funds for this service in the FY 22-23 Budget. Depending upon the ultimate tonnage hauled, future budget adjustments may need to be made.

Recommendation

Staff recommends approval of the proposed Amendment No. 2 to the biosolids hauling contract with Horner Enterprises, Inc.

Suggested Board Motion

“I move to approve the General Manager to sign Amendment No. 2 to the Personal Services Agreement for Biosolids Hauling with Horner Enterprises, Inc., as presented tonight.”

Attachments

1. Amendment No. 2 to Personal Services Agreement for Biosolids Hauling
2. Personal Services Agreement for Biosolids Hauling



AMENDMENT NO. 2

TO THE PERSONAL SERVICES AGREEMENT FOR BIOSOLIDS HAULING

This Amendment to the Personal Services Agreement for Biosolids Hauling (“Amendment No. 2”), is entered into by and between Oak Lodge Water Services District, an Oregon special district formed under the authorization of ORS Chapters 450 and 264 (the “District”), and Horner Enterprises, Inc., an Oregon business entity (“Contractor”).

RECITALS

- A. The District and Contractor are Parties to an Agreement for Biosolids Hauling, which took effect on September 23, 2020 and was amended with a new effective date of October 1, 2021 (the “Agreement”). .
- B. The Agreement provides that the Parties may, upon mutual agreement, extend the Agreement up to three times, each for an additional one-year term.
- C. The Parties now wish to extend the Agreement for an additional one-year term, and with this Amendment No. 2 the Parties also wish to update the fees to account for increased costs of service, and revise the terms of assignment.

NOW THEREFORE, the Parties agree as follows:

TERMS

Section 1. Effective Date and Duration. This section modifies the Effective Date of the Agreement. The new Effective Date shall be October 1, 2022. The contract term shall be for a period of one year and shall automatically expire on September 30, 2023, unless earlier terminated or extended as provided for in the Agreement. The intent of the Parties is to have up to one, additional, one-year extension (until the year 2024).

Section 2. Contractor’s Fee. This section modifies the Basic Fee under the Agreement for the contract term. The Basic Rate shall be \$50.20 per wet ton. The Basic Fee shall not exceed the amount of \$120,000 for the duration of the contract year, without prior written authorization from an authorized representative of the District.

Section 3. Assignment/Delegation. This section maintains the Assignment/Delegation paragraph in Section 5 of the Agreement and adds the following provision:

Notwithstanding, the Parties acknowledge that the Clackamas County Board of Directors has adopted an order forming the Oak Lodge Water Services Authority and dissolving the District, which dissolution is anticipated to occur no later than December 31, 2022. The Parties hereby agree that this Agreement shall be automatically assigned by the District to the Oak Lodge Water Services Authority, without the need for further action by either Party, upon acceptance of the Agreement by the Oak Lodge Water Services Authority.

Section 4. Effect on Agreement. Except as provided herein, this Amendment does not modify or amend the Agreement in any other manner. The terms and conditions of the Agreement are hereby in full force and effect.

Section 5. Effective Date. This Amendment will take effect on October 1, 2022.

IT IS AGREED:

OAK LODGE WATER SERVICES DISTRICT

HORNER ENTERPRISES, INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



**PERSONAL SERVICES AGREEMENT
WITH OAK LODGE WATER SERVICES
FOR
Biosolids Hauling**

THIS AGREEMENT, by and between Oak Lodge Water Services, a special district formed under the authorization of ORS 450 and ORS 264, hereinafter called the "District" and Horner Enterprises, Inc, whose authorized representative is Jay Horner, hereinafter referred to as the "Contractor."

RECITALS

WHEREAS, the District produces municipal biosolids at its Water Reclamation Facility ("WRF") that are suitable for land application; and

WHEREAS, the accomplishment of the work and services described in this Agreement is necessary and essential to the operation of the WRF; and

WHEREAS, the District desires to engage the Contractor to render professional services for the work and services described in this Agreement, and the Contractor is willing and qualified to perform such services;

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

1. Scope of Services

The Consultant shall perform services relevant to the Project in accordance with the terms and conditions set forth herein, and as provided in Exhibit A, which is attached hereto and by this reference made a part of this Agreement.

2. Effective Date and Duration

This agreement shall become effective upon the date of execution by both parties and shall expire, unless otherwise terminated or extended, on September 30, 2021. The intent is to have up to three, one-year extensions (until the year 2024). The parties acknowledge and agree that any extension shall be expressly conditioned upon prior budgetary approval by the Board of Directors and mutual written agreement of the parties. All work under this Agreement shall be completed prior to the expiration of this Agreement.

3. Contractor's Fee

A. Basic Fee

The Basic Fee shall be based on a cost per wet ton, tonnage determined by weigh tickets at the delivery site, Madison Farms. The Basic Rate shall be \$46.15 per wet ton. The Basic Fee shall not exceed the amount of One hundred thousand dollars, (\$100,000) per year without prior written authorization from an authorized representative of the District. Payments shall be made upon receipt of billings based on the amount of biosolids hauled determined by the weigh tickets.

Billings shall be submitted by the Contractor to the District periodically, but not more frequently than once monthly. Payment by the District shall release the District from any further obligation for payment to the Contractor for service or services performed or expenses incurred as of the date of the statement of services. Payment shall be made only for work actually completed as of the date of the invoice. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

B. Certified Cost Records

The Consultant shall furnish certified cost records for all billings pertaining to other than lump sum fees to substantiate all charges. For such purposes, the books of account of the Consultant shall be subject to audit by the District. The Consultant shall complete work and cost records for all billings in accordance with generally accepted accounting principles.

C. Contract Identification

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

D. Payment – General

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

5. Assignment/Delegation

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

shall be fully responsible for the negligent acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by District of any subcontractor nor anything contained herein shall be deemed to create any contractual relation between the subcontractor and District.

6. Contractor is Independent Contractor

- A.** The District's project manager, or designee, shall be responsible for determining whether Contractor's work product is satisfactory and consistent with this agreement, but Contractor is not subject to the direction and control of the District. Contractor shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B.** Contractor is an independent contractor and not an employee of District. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of the District for purposes of workers compensation law, public employee benefits law, or any other law. All persons retained by Contractor to provide services under this contract are employees of Contractor and not of District. Contractor acknowledges that it is not entitled to benefits of any kind to which a District employee is entitled and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of the District for any purpose, District shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the agreement, to the full extent of any benefits or other remuneration Contractor receives (from District or third party) as a result of said finding and to the full extent of any payments that District is required to make (to Contractor or to a third party) as a result of said finding.
- C.** The undersigned Contractor hereby represents that no employee of the District or any partnership or corporation in which a District employee has an interest, has or will receive any remuneration of any description from the Contractor, either directly or indirectly, in connection with the letting or performance of this Agreement, except as specifically declared in writing.
- D.** If this payment is to be charged against Federal funds, Contractor certifies that he/she is not currently employed by the Federal Government and the amount charged does not exceed his/her normal charge for the type of service provided.
- E.** Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- F.** Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering services under this Agreement.
- G.** Contractor is not an officer, employee, or agent of the District as those terms are used in ORS 30.265.

7. Indemnity

- A.** The District has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to the District that the work under this contract will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor profession under similar conditions and circumstances as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by the District shall not

operate as a waiver or release. Acceptance of documents by District does not relieve Contractor of any responsibility for negligent or wrongful design deficiencies, errors, or omissions.

- B.** Claims for other than Professional Liability. Contractor shall defend, save, and hold harmless the District, its officers, agents, and employees from all claims, suits, or actions and all expenses incidental to the investigation and defense thereof, of whatsoever nature, including intentional acts to the extent resulting from or arising out of the activities of Contractor or its subcontractors, sub-s, agents or employees under this contract. If any aspect of this indemnity shall be found to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this indemnification.
- C.** Claims for Professional Liability. Contractor shall defend, save and hold harmless the District, its officers, agents, and employees from all claims, suits, or actions and all expenses incidental to the investigation and defense thereof, to the extent arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors, sub-s, agents or employees in performance of professional services under this agreement.
- D.** As used in subsections B and C of this section, a claim for professional responsibility is a claim made against the District in which the District's alleged liability results directly from the quality of the professional services provided by Contractor, regardless of the type of claim made against the District. A claim for other than professional responsibility is a claim made against the District in which the District's alleged liability results from an act or omission by Contractor unrelated to the quality of professional services provided by Contractor.

8. Insurance

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

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

A. Commercial General Liability Insurance

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

<u>Coverage</u>	<u>Limit</u>
General Aggregate/Each Occurrence	\$3 million/\$2 million
Auto Liability Aggregate/Each Occurrence	\$3 million/\$2 million
Workers Compensation employers liability	\$1 million
Pollution Policy Aggregate/Each Occurrence	\$3 million/\$2 million

B. Professional Liability

Consultant shall obtain, at Consultant's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission,

or any negligent act. Combined single limit per occurrence shall not be less than \$2,000,000, or the equivalent. Annual aggregate limit shall not be less than \$3,000,000 and filed on a "claims-made" form.

C. Commercial Automobile Insurance

Contractor shall also obtain, at Contractor's expense, and keep in effect during the term of the contract Commercial Automobile Liability coverage on an "occurrence" form including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

D. Workers' Compensation Insurance

The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon workers' compensation coverage for their workers that complies with ORS 656.126. This shall include Employer's Liability Insurance with coverage limits of not less than \$500,000 each accident.

E. Additional Insured Provision

The Commercial General Liability Insurance Policy and Automobile Policy shall include the District its officers, directors, and employees as additional insureds with respect to this contract. Coverage will be endorsed to provide a per project aggregate.

F. Extended Reporting Coverage

If any of the aforementioned liability insurance is arranged on a "claims made" basis, Extended Reporting coverage will be required at the completion of this contract to a duration of 24 months or the maximum time period the Contractor's insurer will provide such if less than 24 months. Contractor will be responsible for furnishing certification of Extended Reporting coverage as described or continuous "claims made" liability coverage for 24 months following contract completion. Continuous "claims made" coverage will be acceptable in lieu of Extended Reporting coverage, provided its retroactive date is on or before the effective date of this contract. Coverage will be endorsed to provide a per project aggregate.

G. Notice of Cancellation

There shall be no cancellation, material change, or intent not to renew insurance coverage without 30 days written notice to the District. Any failure to comply with this provision will not affect the insurance coverage provided to the District. The 30 days' notice of cancellation provision shall be physically endorsed on to the policy.

H. Insurance Carrier Rating

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

I. Certificates of Insurance

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

Certificates of Insurance should read "Insurance certificate pertaining to contract for (Name of project) . The District, its officers, directors and employees shall be added as additional

insureds with respects to this contract. Insured coverage is primary” in the description portion of certificate.

J. Primary Coverage Clarification

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

K. Cross-Liability Clause

A cross-liability clause or separation of insureds clause will be included in general liability.

Contractor's insurance policy shall contain provisions that such policies shall not be canceled, or their limits of liability reduced without 30 days prior notice to District. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or at the discretion of District, in lieu thereof, a certificate in form satisfactory to District certifying to the issuance of such insurance shall be forwarded to:

District
Attn: David L Mendenhall
14496 SE River Road
Oak Grove, Oregon 97267

Business Phone: 503-353 4211
Business Fax: 503-653-0586

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

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

9. Termination Without Cause

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

10. Termination With Cause

A. District may terminate this Agreement effective upon delivery of written notice to Contractor, or at such later date as may be established by District, under any of the following conditions:

- 1)** If District funding from federal, state, local, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. This Agreement may be modified to accommodate a reduction in funds.
- 2)** If Federal or State regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement.
- 3)** If any license or certificate required by law or regulation to be held by Contractor, its subcontractors, agents, and employees to provide the services required by this Agreement is for any reason denied, revoked, or not renewed.

- 4) If Contractor becomes insolvent, if voluntary or involuntary petition in bankruptcy is filed by or against Contractor, if a receiver or trustee is appointed for Contractor, or if there is an assignment for the benefit of creditors of Contractor.

Any such termination of this agreement under paragraph (A) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

- B. District, by written notice of default (including breach of contract) to Contractor, may terminate the whole or any part of this Agreement:
- 1) If Contractor fails to provide services called for by this agreement within the time specified herein or any extension thereof, or
 - 2) If Contractor fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this agreement in accordance with its terms, and after receipt of written notice from District, fails to correct such failures within ten days or such other period as District may authorize.

The rights and remedies of District provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

If District terminates this Agreement under paragraph (B), Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred, an amount which bears the same ratio to the total fees specified in this Agreement as the services satisfactorily rendered by Contractor bear to the total services otherwise required to be performed for such total fee; Damages for breach of contract shall be those allowed by Oregon law, reasonable and necessary attorney fees, and other costs of litigation at trial and upon appeal.

11. Non-Waiver

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

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

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

District	Horner Enterprises, Inc.
Attn: David L Mendenhall	Attn: Jay Horner
14496 SE River Road	Address: PO Box 442
Oak Grove, Oregon 97267	Sweet Home OR 97386
Phone: 503-353-4211	Phone: 541-367-7214, cell 541-979-2099
Fax 503-653-0586	Fax: 541-367-7320
Email Address: davidm@olwsd.org	Email Address: Jay@hornerent.com

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and

addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this paragraph.

13. Merger

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

14. Force Majeure

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

15. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. Contractor affirms that Contractor is an Equal Opportunity Employer that does not engage in discrimination against any employee or applicant on the basis of race, color, religion, national origin, age, gender, marital status, parenthood, pregnancy, genetics, mental or physical disability, veteran status, sexual orientation, gender identity, or source of income. Contractor ensures equal opportunity in all aspects of employment, including in the hiring, promotion, transfer, advertising, layoff, termination, rate pay, training, employment references, and terms and conditions of employment. Contractor understands and agrees that if the District discovers evidence that Contractor is not an Equal Opportunity Employer, then any existing contract that the District has with Contractor will be voidable at the discretion of the District.

16. Errors

Contractor shall perform such additional work as may be necessary to correct negligent errors in the work required under this Agreement without undue delays and without additional cost to the District.

17. Extra (Changes) Work

Only David L Mendenhall, Plant Superintendent, the General Manager, or the General Manager's designee, may authorize extra (and/or change) work. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the contract price or contract time due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

18. Governing Law

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

19. Compliance With Applicable Law

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

20. Conflict Between Terms

It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the contract, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

21. Access to Records

District shall have access to such books, documents, papers and records of Contractor as are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

22. Audit

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

23. Severability

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

24. Complete Agreement

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

Contract No. _____

IN WITNESS WHEREOF, District has caused this Agreement to be executed by its duly authorized undersigned officer and Contractor has executed this Agreement, as of the last signature date below.

OAK LODGE WATER SERVICES

DocuSigned by:
Sarah Jo A. Chaplen
7E54C2288E114EC

Signature

Sarah Jo A. Chaplen General Manager

Print Name & Title

9/23/2020

Date

CONTRACTOR

DocuSigned by:
Jay Horner
C4CD34F1D3A7429

Signature

Jay Horner President

Print Name & Title

9/23/2020

Date

Exhibit A**SCOPE OF SERVICES**

The District intends to retain a qualified commercial trucking company to come to the WRF once or twice per week to load biosolids from the WRF storage site into the company trucks and haul the biosolids to the dedicated site at Madison Farms with the following conditions:

- Load the weekly production of WRF biosolids onto Company trucks (Company can use the District tractor) and haul them to the dedicated site at Madison Farms once or twice per week. The days will be determined by mutual agreement.
- At Madison Farms the driver will get weigh tickets going in and going out to determine the wet tons delivered. The company will drop off one ticket copy at Madison Farms and promptly deliver a copy to the District.
- The loading and hauling are to take place between 9 am and 2 pm to reduce traffic and noise impact to the neighborhood. As experience is gained in the contract it may be possible to alter these times.
- Production of biosolids at the WRF are continuous daily. The weekly production must be picked up each week. The District has some limited flexibility to work with the Company in the event of adverse weather, road conditions, or equipment problems. All accumulated biosolids must be hauled as soon as possible. The hauling rate shall remain the same
- The load out area, vehicle tires, and other equipment must be hosed clean after each pick up and all care must be taken to avoid tracking biosolids out of the plant.
- The trucking company will be responsible for cleanup of any biosolids spills that occur while transporting to land application sites as defined in our Biosolids Management Plan. All spills into waters of the state or spills on the ground surface that are likely to enter waters of the state will be reported immediately to the Oregon Emergency Response System at 1-800-452-0311. All spills on the ground surface will be reported to the Department of Environmental Quality (DEQ) regional biosolids specialist at 503-229-5347 within 1 hour of the spill incident. If a spill occurs the Company will do the following:
 1. Contain the spill
 2. Post the area and set up temporary fencing if there is a potential for public exposure
 3. Remove spilled biosolids with a front-end loader or shovel into an existing truck if still useable or into other Company biosolids transportation vehicles.
 4. Cover the area with dry lime if needed on public roads in the areas where conditions are suitable to reduce environmental impact on surrounding areas. In areas where sensitivity to lime may be an issue, such as near sensitive waterways and in dry, windy conditions where lime may be spread by vehicles or wind, lime use may not be appropriate, and other means will be pursued.
 5. Transport spilled product to a Department authorized biosolids land application or disposal site.



STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Consideration of the Capital Prioritization Process
Item No. 6
Date August 16, 2022

Summary

OLWS Staff was asked by the Board to develop a Capital Prioritization process to review capital projects and rank them in order of importance with a uniform criteria. Staff reviewed several processes used by surrounding jurisdictions to aid in the development and process that best fits with OLWS. Staff presented the capital prioritization process to the Board sub-committee in two separate meetings. Discussions between staff and the sub-committee were highly beneficial and provided valuable input to shape the process as presented here to the full Board.

Background

Capital projects have typically been prioritized within the utility master plans. The utility master plans are usually updated every five years. This can cause an issue that too much time may pass between being able to re-prioritize projects. Several reasons can cause the need to re-prioritize projects which include regulatory requirements, condition assessments, adjacent capital project timeline changes, changes in field conditions, etc.

The Capital Prioritization process outlines how capital projects are ranked in order of importance to OLWS using a selected criterion. The criteria represent a scoring system to quantify the importance of a project using several factors that include but are not limited to price, criticality of the asset, service to customers, risk factors, etc. This process allows OLWS to react and adjust in real time rather than having to wait until the master plans are updated.

The process would take place using the (attached) criteria for creating a score for capital projects. Wastewater Collections, Water Reclamation Facility, Water Distribution, and Stormwater projects would be evaluated separately and would not compete in order of importance. These scores would then be evaluated against one another, and the highest-ranking score would be placed at the top of the list within the respective utility.

Recommendation

Staff recommends the Board move to approve the Capital Prioritization Process as presented.

Alternatives to Recommendation

- Staff and sub-committee reconvene to discuss questions or concerns raised by the Board to refine the Capital Prioritization Process.

Suggested Board Motion

“I move to approve the Capital Prioritization Process as presented.”

Attachments

1. Capital Prioritization Scoring



**Capital Improvement Plan
Water / Sanitary Utility Scoring Criteria**

UTILITIES							
Objective	Scoring Factor	Criteria 5	Criteria 4	Criteria 3	Criteria 2	Criteria 1	Questions
Asset Criticality and Condition	4.00	Extreme risk; Very likely failure with severe consequences	High risk; Poor condition asset with moderate to high consequences or fair condition asset with severe consequences	Moderate risk; Fair to poor condition with moderate consequences or fair condition with high consequences	Low risk; Better than fair condition and/or low consequences	New asset	What is the risk of failure? (Risk = Likelihood x Consequences) What is the asset condition? Is it critical infrastructure?
Customer Criticality	2.00	Low Cost / High benefit	High Cost / High Benefit	Low Cost / Low Benefit	High Cost / Low Benefit		Level of importance based on cost per customer benefit
Regulatory Mandates	3.00	Required by existing regulations; Severe penalty for noncompliance	Required by pending regulations; Severe penalty for noncompliance	Required by existing or pending regulations; Moderate penalty	Required by existing or pending regulations; Minor penalty	No regulatory requirement	Is the project required to meet existing or pending regulations?
Relationship to Other Projects/Coordination	2.00	Required for the delivery of other concurrent or subsequent projects and/or greatly improves efficiency when delivered in conjunction with other projects	Opportunity exists for efficient packaging and economies of scale when combined with other projects	Neutral effect on other projects	May hinder the efficient delivery of concurrent or future projects	Prevents execution of other projects and/or requires other projects to be completed prior to delivery	Will this project enable coordination and economy of scale when bundled with concurrent or adjacent projects? Do other projects depend on the completion of this project? Does it depend on completion of others?
Leverages Outside Funding	1.00	External funding assured and Board has ability to provide any required match	External and match funding likely available	External and match funding possible	Slim chance at external funding and/or limited by ability to match external funds	No opportunity to leverage external funds	Is external funding available for this project? Do we have available funding resources to provide required match?
Level of Service	2.00	Significantly improves or expands existing level of service	Improves level of service and/or required to prevent noticeable drop in level of service	Preserves existing level of service	Neutral impact on level of service	Negative impact on level of service	Will this investment preserve or increase customer service to our citizens?
OLWS Board Goals and Adopted Plans	2.50	Project specifically called for in Board Goals and master plan documents	Project specifically required by a Board Goal or planning document or measurably boosts the achievement of multiple adopted goals and objectives	Project generally aids in execution of Board Goals and master plan objectives	No impact on Board goals and plans	Negatively impacts achievement of Board goals and/or policies	Is the project identified in Board Goals, Utility Master Plans, or other planning documents? Does it help achieve policy aims of the Board?
Public Interest	1.00	Project will have a significant positive impact on public opinion and political environment OR prevent major negative impacts if project is not addressed in the short term	Project will have a noticeable impact on public opinion and political environment OR address issues likely to escalate in the public arena	Project has potential for significant public opinion or political impacts OR could prevent long-standing minor issues from escalating in the public arena	Project has minor impact on public opinion and political environment	Minimal public awareness or change in political environment due to project	Is the Issue politically charged? Is there high public awareness of this issue.
Operation & Maintenance Effectiveness/Efficiency	2.50	Project will measurably result in least life cycle cost for assets involved	Project will result in measurable improvements in operations and maintenance efficiency	Project will marginally improve operational efficiency	Neutral impact on operations and maintenance	Negative impact on operations and maintenance	Will this project enhance our O & M effectiveness and efficiency? Will operations costs be minimized?

**Capital Improvement Plan
Storm Utility Scoring Criteria**

Criterion	Score = 3	Score = 2	Score = 1
Historical problem / persistent problem	Staff has identified this area as a problem > 5 years	Staff has identified this area as a problem 1-5 years	New to staff within the last year
Flooding issue / safety concern	Significant hazard or threat to public safety or property	Potential hazard or threat to public safety or property	No safety hazard
WPCF / NPDES Permit requirements	Addresses NPDES Permit requirement related to (water quality) retrofits		Does not directly address WPCF / NPDES permit requirements
Ongoing maintenance need	District staff frequently responds to citizen complaints in the area	District staff occasionally responds to citizen complaints in the area	District staff does not maintain facility outside of typical maintenance cycle
Water Quality Improvements	Facility installation will directly reduce TMDL / 303(d) pollutants to receiving water bodies	Facility installation may improve water quality, but is not designed specifically for water quality improvements	Does not address water quality control
Concurrence	Required pre-requisite or preliminary project for other prioritized CIPs	CIP construction may occur in conjunction with other CIP construction efforts (Wastewater, roadway, Water, etc.)	CIP construction scheduling would not impact or be impacted by other stormwater or infrastructure projects
Sustainability	CIP would provide long-term benefits (aesthetics, livability, etc.)		CIP would address immediate need but may not enhance or improve over the long term

AGENDA ITEM

Title Business from the Board
Item No. 7
Date August 16, 2022

Summary

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

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

Business from The Board Items Include:

- a. Individual Board Member Reports**
- b. Parking Lot**

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.
5/9/2022	OLWS/Gladstone IGA Update	The next draft IGA meeting has been set for 8/17/2022.

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

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

Business from the Board Report
Heidi Bullock
August 2022

**Oak Grove Community Council Meeting
July 27, 2022**

No Agenda was posted.

Presentation made by Neil Schulman, Executive Director, of the North Clackamas Watersheds Council

Topics Discussed:

- Habitat Restoration; restoration work for the Lower Willamette tributaries
- Education; conducted fish study in Kellogg Lake as it was underwater in June for 4 days
- Removing Kellogg Dam; federal grant for removal of dam – construction phase
- Science and Policy

WES and OLWS discussion with Clackamas and ODOT

Need discussions between OLWS and ODOT to manage the stormwater and the flooding.

Inter and intra-governmental work is critical here

Problems arise when you separate floodplain management from stormwater management

Where development goes and where impervious surfaces go; stormwater regulations need to be constant conversations.

Trolley Trail Fest Debrief

60 vendors; hoping to increase the number of vendors next year

Goal was 2,000 attendees, estimated to be over 5,000 between 11 AM and 4 PM

Financially successfully due to the sponsors

Next year's date: July 15, 2023

Business from the Board

Paul Gornick's Meeting Reports – August 2022

July 27, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- Board held a work session regarding development of the vacant parcel owned by SWA east of the new admin/operations building. Leahy Construction is planning to develop several parcels east of the vacant SWA parcel, with access via a future extension of SE Rock Creek Boulevard. The board discussed the potential options for development of the site owned by SWA, including retaining ownership, sale of the property, and development/leasing of the property. Development of the Rock Creek Blvd extension is not included in the cost of the new operations building, so board will need to balance costs/benefits to SWA of the options.
- Board acknowledged the appointment of Insurance Agent (Wilson Heirgood and Associates) and Legal Counsel of Record (Cable Huston).
- Board elected new officers: Chair – Chris Hawes; Vice-Chair – Gary Barth; Secretary – Kevin Bailey.
- Supply chain shortage of meters may lead to inability to provide new services to customers. Under district rules, unmetered connections are not allowed. Staff may need to come up with potential suggestions for Board to consider.
- General Manager gave monthly report, which included: Clackamas River flows remain above the 20 year median; two new staff members (one engineer and one field operations person); search continues for an additional finance person and field crew member. The value engineering phase for the new admin/operations building is wrapped up, and changes will be incorporated into the construction documents.

August 4, 2022 – Clackamas County Coordinating Committee (C4) Meeting (remote meeting)

- I was not able to attend this meeting, and Director Keil attended in my place. The meeting packet and video can be found here:
- Meeting packet can be found here: [868a06b8-6e15-41bd-a83c-46871deab498 \(clackamas.us\)](https://868a06b8-6e15-41bd-a83c-46871deab498.clackamas.us)
- Video of meeting can be found here: [Clackamas County Coordinating Committee \(C4\) - August 4, 2022 - YouTube](#)



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title General Manager Monthly Report
Item No. 8a
Date August 9, 2022 for August 16, 2022

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of key projects.

Highlights of the Month

- Continued work on Authority Implementation.
- Business Oregon conversations regarding funding availabilities.

Authority Implementation

We are still working with the State's Department of Revenue (DOR) on their review and approval of the Authority Boundary maps. The map data required is precise and detailed. Fortunately, DOR identified an example of perfect maps submitted by Clackamas River Water's (CRW) Engineering Associate, Betty Johnson. CRW kindly made Betty Johnson's services available to us and the Authority maps have all been submitted to DOR for review.

Funding Options: Grants and Loans

This last month, OLWS' General Manager, continued conversations after an initial meeting with our Regional Representative from Business Oregon with follow up correspondence. Staff have been assured by the State that there are no deadlines for the Business Oregon state-funded Water/Wastewater Financing Program (W/W) and Special Public Works Fund (SPWF). Meaning applications are received year-round. However, it is important to mention that wastewater projects under W/W would need to provide documentation that the project will address a Clean Water Act compliance issue, or an urgent surface/groundwater quality concern not covered under the Federal Clean Water Act. Their Federally funded (EPA) Safe Drinking Water Revolving Loan (SDWRLF) now operates on a semi-annual basis with Letters of Interest accepted March 15 and September 15, but that program is focused on safe drinking water projects.

It is the intent, after talking with Business Oregon, to take advantage of their One Stop Application process. After we have identified our project for funding, they will review it and put together the best packet of funding they can from multiple sources. Typically, the package is a mix of loans and grants.

It should be noted, awards that include loans over \$3 million and grants over \$500,000 also need to be approved by the Infrastructure Finance Authority (IFA) Board.

Trunk Main Capacity Project

Engineering analysis is still being completed for the range of options on the Trunk Main Capacity Project. Once completed, District Engineer Albert and his team will be better able to make recommendations to the Board. The Board will need to select the preferred option after receiving a staff recommendation. At that point OLWS can move forward with a Business Oregon One Stop Application process.

Tertiary Treatment Project

It is essential that the selected Tertiary Treatment option fit into current Water Reclamation Facility operations and leave enough space for potential future equipment needs. Water Systems Consulting (WSC) and Brown and Caldwell are working together as part of the Wastewater Treatment Master Plan to help us narrow down this recommendation to the Board. It may be that additional refinement is needed on the chosen option prior to being prepared with enough information regarding costs to go through Business Oregon's One Stop Application process.

STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Human Resources Monthly Report
Item No. 8b
Date August 16, 2022

Summary

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

Highlights

- "Connect the Drops" campaign
- Trolley Trail Festival
- Backyard Habitat Update
- "Fish on the Run, Irrigation Done" campaign

Communications

On July 12, 2022, the Connect the Drops campaign went LIVE. OLWS works with a statewide coalition to promote clean rivers and streams. The [Clean Rivers Coalition](#) is made up of more than 60 agencies, watershed councils, soil and water conservation districts, and nonprofits. In 2019, the Coalition commissioned a statewide survey to learn about how people feel about and use our state's water resources. The responses showed that Oregonians highly value their rivers and streams, yet many engage in practices like using pesticides and fertilizers in ways that harm water quality.

Using what we learned from the survey, the Coalition developed the [Follow the Water – Connect the Drops](#) campaign. The campaign has three goals:

1. Connect people to their rivers.
2. Connect people's behavior to their rivers.
3. Promote clean water behaviors.

The campaign is built on the notion that water health is not a local issue, but a region-wide issue that requires regional solutions with statewide support. Through collaboration and sharing, our efforts are more effective.

The campaign website showcases three videos that inspire us to pause and think about our water and our connections to it. The first chapter, [Connection](#), inspires us to feel our connection with water: water is life, water is sacred. The second chapter, [Disconnection](#), explores the ways in which we are disconnected from our water in the modern world. In the third chapter, [Reconnection](#), the viewer is treated to personal stories of reconnection. This 20-minute video trilogy showcases and inspires, connecting the important work our partners are doing to link communities in the area with the water they use. These videos remind us of the multitudes of ways we use water daily. Visit the website and be inspired at <https://followthewater.info/>

Follow the Water – Connect the Drops manifesto: Water sustains all life. We cannot survive without clean water. It provides for us the way nature does, without asking for anything in return. It is older than life itself, and as essential as the air we breathe. We can connect each drop from the clouds to our rivers and oceans to the cup that's in our hands. We can connect its ageless lifespan and timeless wisdom to our homes and gardens and the choices we make every day. Follow the water far enough and it reaches everywhere, touches everyone—every living thing on the planet. And if we're to keep it, it needs all of us to help protect it. Let's do our part to protect water.

The launch of the campaign had television coverage by KOIN on July 20, 2022: <https://www.koin.com/am-extra/new-campaign-connects-pnw-residents-with-their-water/>
The Connect the Drops Campaign will also be highlighted in the OLWS September/October Customer Newsletter, website, and social media.

Education and Outreach

On July 16, 2022, the Fourth Annual Oak Grove Trolley Trail Fest was held in downtown Oak Grove with an estimated 5,000 attendees. OLWS provided an assortment of resources representing our three services – drinking water, wastewater and watershed protection. Our partner, Clackamas River Water Providers also contributed watershed coloring books, water saving hose nozzles, and shower timers to encourage the public to use their water wisely.

OLWS staff and Board members distributed nearly 130 canvas bags which included: 1-gallon emergency water bag, cooking spatula (to remove fats, oils, and grease to scrape from your pan and into the trash instead of down the drain), and a water heater tag (demonstrates how to use water from the water heater in case of an emergency).

Other resources at the table included a brochure on how to manage stormwater with native plants, leak detective kits for kids, and an opportunity to sign up for a tour of the Water Reclamation Facility (WRF). 28 members of the public signed up for a tour. The next WRF tour will be on Monday, August 22 at 9:00 am. For more information about tours please email alexa@olwsd.org or call (503) 353-4219.



The Backyard Habitat Certification Program (BHCP) has been able to work through the ups and downs of the pandemic, which has not always been easy, but has been very rewarding as many people are spending more time in their yards and realizing the potential there is to create and enhance their habitats. In FY22, BHCP completed 25 site visits and 6 certification visits within the OLWS boundary area. Collectively throughout the Clackamas County area BHCP completed 218 site visits and 50 certification visits, which greatly builds on the habitat being created in the OLWS boundary area.

Coming up in mid-August is the annual “Fish on the Run, Irrigation Done” annual watering campaign. This helps the Clackamas River by reducing or shutting-off outdoor watering in September for the fall fish migration.

In addition to providing drinking water to over 300,000 people, the Clackamas River is home to migrating salmon and steelhead virtually year-round. As our summers are getting longer and hotter, making sure there is enough water in the river for the fall fish runs is becoming more challenging.

This information was featured in the July/August Customer Newsletter. When CRWP publishes the sign-up link in mid-August, the link will be sent out to customers via email and social media to encourage customers to take the pledge. Those who take the pledge will receive a yard sign which will let their neighbors know they are doing their part to keep water in the Clackamas River.




Attachments

1. Social Media Calendar



OAK LODGE

WATER SERVICES

Social Media Calendar | July 2022

<p>7/1</p>	<p>In observance of Independence Day, we will be closed on Monday, July 4. We would like to wish you a safe and Happy 4th of July weekend! If you have a water emergency over the holiday weekend, please call (503) 654-7765.</p>	
<p>7/6</p>	<p>Save water and money! The Clackamas River Water Providers offers free Landscape Water Audits during the watering season (May-October) to customers. Water use in our community more than doubles during the summer months due to outdoor watering. A landscape water audit is a way to get your irrigation system and landscape on track and running right. To schedule your free landscape water audit contact Christine at christine@clackamasproviders.org or call (503) 723-3511.</p>	
<p>7/8</p>	<p>Did you know we are responsible for fire hydrants? There are 773 fire hydrants we're responsible for inspecting and testing each of them. The Fire Hydrant Replacement Program aims to systematically maintain, repair, and replace a portion of fire hydrants every year. Our goal is to ensure hydrants are in peak condition when the fire department needs them.</p>	

<p>7/13</p>	<p>Thank you Water Systems Consulting for joining us for a tour of our Water Reclamation Facility today!</p> <p>Would you like a tour? Join us on Monday, August 22 at 9:00 AM. Please email info@olwsd.org to sign up today.</p>	
<p>7/13</p>	<p>Come see us at the Oak Grove Trolley Trail Festival this Saturday, July 16 from 11 AM-4 PM. Find us and pick up a free one-gallon water bag to add to your emergency kit.</p>	
<p>7/14</p>	<p>The Board of Directors will hold a regular meeting on Tuesday, July 19 at 6:00 pm. The public may attend through Zoom video conference or in-person (14496 SE River Road). View the full agenda and information to attend the meeting: https://bit.ly/3RrGH1H</p>	
<p>7/18 Scheduled on Facebook</p>	<p>We're proud to be part of an exciting new project, Follow the Water. The work of a collaborative partnership of over 60 water-related organizations. Follow the Water's vision is to engage diverse communities in creating and enjoying clean water. Paddle along on Facebook.</p>	

<p>7/18</p>	<p>Thank you for visiting us at the Oak Grove Trolley Trail Festival on Saturday! We distributed over 100 one-gallon water bags. One of the most important things you can do is have an emergency water supply.</p>	
<p>7/29</p>	<p>“Water is our first medicine. When you have nothing else—water”— Judy Bluehorse Skelton.</p> <p>How can we live in a way that is more in tune with the land and our waterways? A new initiative @Follow the Water seeks to find out. For the stories, science, and actions you can take—give them a follow!</p>	

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8c
Date August 3, 2022 for August 16, 2022

Summary

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

Highlights of the Month

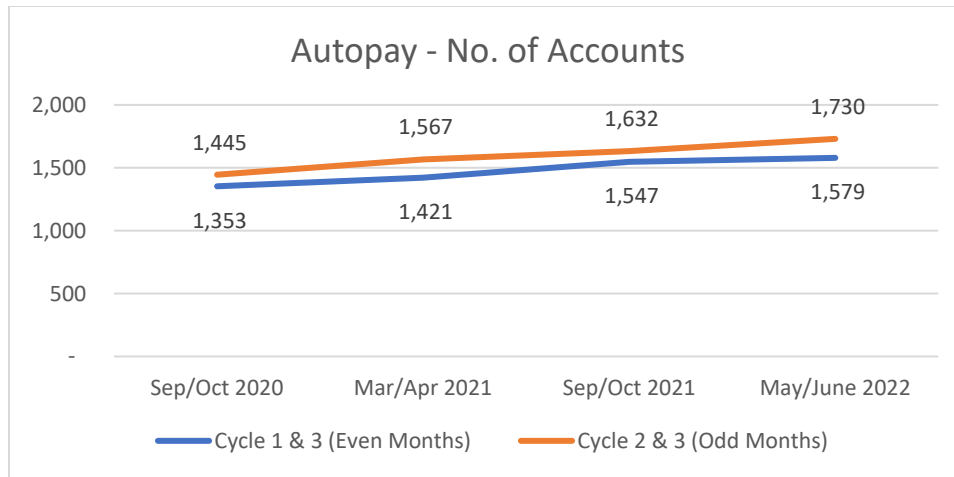
- Preparations are underway for the conversion to the Authority with Wells Fargo and Springbrook software.
- The Low-Income Household Water Assistance program began in July 2022 and we have received 1 application from Clackamas County as of August 3rd, 2022.
- The Accounts Receivable balance increased by 1.24%, the average delinquent balance decreased by \$(25.16), and the number of delinquent accounts increased by 6.
- Utility bill payments were less than July 31st billed amounts.
- The number of Utility Billing accounts that are on autopay has increased for both Cycles by almost 20% since September / October 2020.

Authority Implementation

Since the Authority will be a new legal entity, preparations are underway with both Wells Fargo Bank and Springbrook Software for the conversion. As final maps are under review and voting ballots are in the hands of OLWS customers, the finance team is reviewing current processes with the two most critical vendors to start laying the foundation for the transition. The team workplan includes opening the new cash accounts and establishing the new financial set of books in order be able to complete utility billing, as well as payroll and accounting activities as soon as possible once the Authority is up and running.

Utility Billings Accounts on Autopay

Over the past year and a half, the number of customers that have signed up for auto-payment, either by credit card or personal checking, has increased by 18.3%. Autopayments process on the 15th of each month. Autopayments make up almost 28% of all monthly utility revenue.



Utility Billing Cash Receipts by Payment Method

Banking fees are directly associated with methods of payment available to OLWS customers. As technology has changed over the years, options available for payments grew to include the five methods listed. In conjunction, banking fees have increased over the years as customers moved to the various methods. This table provides the information for volume of payments received by each method.

	Lockbox	E-Box	Online – CC	Online – ACH	Front Counter	Total
July 2022	370,643.63	133,795.76	448,253.01	166,035.71	105,053.51	\$1,223,781.62
% by Method	30.3%	10.9%	36.6%	13.6%	8.6%	
FYTD by Method	30.3%	10.9%	36.6%	13.6%	8.6%	

For the current month reported, only 8.6% of utility payments are processed at the Administrative office by either a customer walk-in or customers utilizing the secure drop box.

The five (5) payment methods available to customers:

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

Low Income Household Water Assistance (LIHWA)

On May 12, 2022, the Clackamas County Board of Commissioners approved the Oak Lodge Water Services vendor agreement for the Low-Income Household Water Assistance (LIHWA) program. Clackamas County has finalized their customer application documents and customers from Oak Lodge Water Services may now apply for assistance. As of August 03, 2022, 1 customer has completed their application for assistance.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of July 31st compared to June 30th increased by 1.24%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$17,785, after accounting for the delta between billing cycles.

A/R Balance	5/31/2022	6/30/2022	7/31/2022
Bi-Monthly Residential	\$ 795,673	\$ 955,797	\$ 850,956
Large Meters	466,983	475,368	493,667
Total	1,262,656	1,431,165	1,344,623
Variance	(154,240)	168,509	(86,542)
Billing Cycle Variance	162,851	(185,647)	104,326
	8,612	(17,138)	17,785
	0.61%	-1.36%	1.24%

2. The total number of delinquent accounts increased by 6 accounts as of July 31, compared to June 30, 2022. Additionally, the average balance per account decreased by (7.1%) or \$ (25.18).

Delinquent Accounts	5/31/2022	6/30/2022	7/31/2022
Over 60 Days	\$ 183,921	\$ 185,873	\$ 174,714
Number of Accounts	498	522	528
Average Balance per Acct.	\$ 369	\$ 356	\$ 331
	-0.6%	-3.6%	-7.1%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.05%) compared to prior month. The shift is into Delinquent categories.

Account %	5/31/2022	6/30/2022	7/31/2022
Current	85.96%	85.84%	85.79%
30-60 Day Grace	5.02%	4.84%	5.15%
Delinquent	5.49%	5.75%	5.82%
Credit Balance	3.53%	3.34%	2.92%

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

	Apr 2022	May 2022	June 2022	July 2022
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	62	84	68	65
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	1	3	2	0

Billing Payment Rate

In July, the District received \$9,923.17 less in payments than was billed on July 31, 2022.

	Apr 2022	May 2022	June 2022	July 2022
Utility Billing Sales	\$ 1,048,465	\$ 1,210,909	\$ 1,048,058	\$ 1,233,705
Cash Receipts	1,054,811	1,206,065	1,054,595	1,223,782
% Collected	100.6%	99.6%	100.6%	99.2%

Attachments

1. Checks by Date Report for July 2022

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 8/3/2022
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	7/1/2022	VALIC c/o JP Morgan Chase		AP			1,704.69
0	7/1/2022	State of Oregon Savings Growth Plan		AP			2,429.00
0	7/1/2022	Oregon Department Of Revenue		AP			8,825.50
0	7/1/2022	Nationwide Retirement Solutions		AP			860.00
0	7/1/2022	Internal Revenue Service		AP			31,006.16
0	7/1/2022	Payroll Direct Deposit	DD 00003.06.2022	PR			72,681.74
0	7/15/2022	Nationwide Retirement Solutions		AP			860.00
0	7/15/2022	State of Oregon Savings Growth Plan		AP			2,429.00
0	7/15/2022	Oregon Department Of Revenue		AP			215.56
0	7/15/2022	VALIC c/o JP Morgan Chase		AP			1,721.04
0	7/15/2022	Internal Revenue Service		AP			32,555.57
0	7/15/2022	Oregon Department Of Revenue		AP			8,952.72
0	7/15/2022	Payroll Direct Deposit	DD 00001.07.2022	PR			75,231.77
0	7/29/2022	VALIC c/o JP Morgan Chase		AP			1,038.00
0	7/29/2022	State of Oregon Savings Growth Plan		AP			2,429.00
0	7/29/2022	Nationwide Retirement Solutions		AP			360.00
0	7/29/2022	Oregon Department Of Revenue		AP			9,500.24
0	7/29/2022	Internal Revenue Service		AP			32,561.61
0	7/29/2022	Payroll Direct Deposit	DD 00002.07.2022	PR			78,530.00
ACH Disbursement Activity Subtotal							363,891.60
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							363,891.60

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
47591	7/1/2022	Employee Paycheck		PR			2,042.96
47592	7/1/2022	Employee Paycheck		PR			2,565.93
47631	6/30/2022	William H. Reilly & Co		AP	Void		7,200.00
47639	7/1/2022	BTL Northwest		AP			108.25
47640	7/1/2022	CenturyLink		AP			179.32
47641	7/1/2022	Gutermann, Inc		AP			2,500.00
47642	7/1/2022	SDIS		AP			19,384.47
47647	7/8/2022	Aks Engineering & Forestry		AP			4,487.36
47648	7/8/2022	Atlas Electrical Contractors, Inc.		AP			972.47
47649	7/8/2022	Customer Refund		AP			27.40
47650	7/8/2022	Brown and Caldwell		AP			6,622.25
47651	7/8/2022	City Of Milwaukie		AP			1,781.11
47652	7/8/2022	Consolidated Supply Co.		AP			4,376.89
47653	7/8/2022	Customer Refund		AP			9.07
47654	7/8/2022	Customer Refund		AP			170.06
47655	7/8/2022	Customer Refund		AP			36.82
47656	7/8/2022	Customer Refund		AP			56.00
47657	7/8/2022	Customer Refund		AP			202.13
47658	7/8/2022	Customer Refund		AP			22.95
47659	7/8/2022	Madison Biosolids, Inc.		AP			1,513.78
47660	7/8/2022	Customer Refund		AP			4.25
47661	7/8/2022	McFarlane's Bark, Inc.		AP			119.91
47662	7/8/2022	Customer Refund		AP			16.68
47663	7/8/2022	Customer Refund		AP			87.28
47664	7/8/2022	Net Assets Corporation		AP			656.00
47665	7/8/2022	Customer Refund		AP			16.98
47666	7/8/2022	Precision Locksmith Service		AP			457.50
47667	7/8/2022	Customer Refund		AP			35.99
47668	7/8/2022	Customer Refund		AP			125.00
47669	7/8/2022	Customer Refund		AP			60.14
47670	7/8/2022	Tritech Software Systems		AP			675.00
47671	7/8/2022	Waste Management Of Oregon		AP			205.47
47672	7/8/2022	Water Systems Consulting, Inc.		AP			30,840.00
47673	7/8/2022	Customer Refund		AP			81.71
47674	7/8/2022	Customer Refund		AP			1.54
47675	7/15/2022	Employee Paycheck		PR			2,083.81
47676	7/15/2022	Employee Paycheck		PR			2,380.01
47677	7/14/2022	AFLAC		AP			773.63

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 8/3/2022

Cleared and Not Cleared Checks

Print Void Checks

47678	7/14/2022	AFSCME Council 75	AP	788.43
47679	7/14/2022	Apex Labs	AP	6,365.00
47680	7/14/2022	Barney & Worth Inc	AP	1,715.00
47681	7/14/2022	Brown and Caldwell	AP	11,942.75
47682	7/14/2022	Cascadia Backflow	AP	3,918.00
47683	7/14/2022	CDW LLC	AP	5,363.79
47684	7/14/2022	CenturyLink	AP	258.83
47685	7/14/2022	CenturyLink	AP	86.06
47686	7/14/2022	City Of Gladstone	AP	241.28
47687	7/14/2022	City Of Milwaukie	AP	1,781.11
47688	7/14/2022	Clackamas County Sheriff	AP	150.00
47689	7/14/2022	Contractor Supply, Inc.	AP	744.10
47690	7/14/2022	David Evans and Associates, Inc.	AP	1,919.80
47691	7/14/2022	Dr. Lance F. Harris D.C.	AP	100.00
47692	7/14/2022	Eugene A1 Coupling & Hose Corporation	AP	63.41
47693	7/14/2022	H.D. Fowler Company	AP	142.76
47694	7/14/2022	Hall Tool Company	AP	269.00
47695	7/14/2022	Hawkins Delafield & Wood LLP	AP	2,386.00
47696	7/14/2022	HealthEquity	AP	149.60
47697	7/14/2022	Horner Enterprises, Inc.	AP	5,460.69
47698	7/14/2022	J. Thayer Company	AP	497.02
47699	7/14/2022	Madison Biosolids, Inc.	AP	1,799.47
47700	7/14/2022	Net Assets Corporation	AP	823.00
47701	7/14/2022	Northwest Natural	AP	357.45
47702	7/14/2022	Olson Bros. Service, Inc.	AP	2,610.24
47703	7/14/2022	Pacific Truck Colors, Inc.	AP	7,926.00
47704	7/14/2022	Portland Engineering Inc	AP	120.00
47705	7/14/2022	Portland General Electric	AP	30,781.42
47706	7/14/2022	Red Wing Shoe Store	AP	188.99
47707	7/14/2022	Relay Resources	AP	7,014.51
47708	7/14/2022	Ritz Safety LLC	AP	63.96
47709	7/14/2022	Robert HalfTalent Solutions	AP	1,103.89
47710	7/14/2022	Customer Refund	AP	196.33
47711	7/14/2022	Unifirst Corporation	AP	1,814.12
47712	7/14/2022	Waste Management Of Oregon	AP	304.85
47713	7/14/2022	Water Systems Consulting, Inc.	AP	27,142.95
47714	7/14/2022	Xerox Corporation	AP	28.50
47715	7/14/2022	Zoro	AP	14.86
47716	7/18/2022	AFLAC	AP	800.35
47717	7/18/2022	AFSCME Council 75	AP	788.43
47718	7/18/2022	Buels Impressions Printing	AP	760.00
47719	7/18/2022	Employee Business Expense Reimbursement	AP	3,567.19
47720	7/18/2022	CenturyLink	AP	194.34
47721	7/18/2022	Coastal Farm & Home Supply	AP	303.98
47722	7/18/2022	Consolidated Supply Co.	AP	702.80
47723	7/18/2022	Convergence Networks	AP	6,020.00
47724	7/18/2022	Kaiser Permanente	AP	18,153.50
47725	7/18/2022	Employee Business Expense Reimbursement	AP	43.24
47726	7/18/2022	SDIS	AP	37,556.74
47727	7/18/2022	Seattle Ace Hardware	AP	80.95
47728	7/18/2022	Secure Pacific Corporation	AP	330.42
47729	7/18/2022	Unifirst Corporation	AP	743.01
47730	7/25/2022	Aks Engineering & Forestry	AP	31,750.75
47731	7/25/2022	BMS Technologies	AP	4,353.65
47732	7/25/2022	Brown and Caldwell	AP	2,169.75
47733	7/25/2022	City Of Gladstone	AP	5,756.23
47734	7/25/2022	Coastal Farm & Home Supply	AP	239.99
47735	7/25/2022	Convergence Networks	AP	6,020.00
47736	7/25/2022	Craig Blackman Trucking	AP	3,065.91
47737	7/25/2022	Customer Refund	AP	76.46
47738	7/25/2022	Grainger, Inc.	AP	59.52
47739	7/25/2022	J. Thayer Company	AP	61.02
47740	7/25/2022	Customer Refund	AP	123.32
47741	7/25/2022	Customer Refund	AP	62.78
47742	7/25/2022	Customer Refund	AP	164.68
47743	7/25/2022	Napa Auto Parts	AP	67.97
47744	7/25/2022	NCCWC	AP	75,728.49
			Void	

Bank Reconciliation
 Checks by Date
 User: Antonio
 Printed: 8/3/2022
 Cleared and Not Cleared Checks
 Print Void Checks

47745	7/25/2022	Customer Refund	AP		31.58
47746	7/25/2022	Northstar Chemical, Inc.	AP		908.90
47747	7/25/2022	Customer Refund	AP		7.35
47748	7/25/2022	Employee Business Expense Reimbursement	AP		575.00
47749	7/25/2022	Oregon DEQ	AP		540.00
47750	7/25/2022	Portland Water Bureau, City of	AP		18,217.00
47751	7/25/2022	Red Wing Shoe Store	AP		515.99
47752	7/25/2022	Customer Refund	AP		1.20
47753	7/25/2022	Seattle Ace Hardware	AP		706.54
47754	7/25/2022	Stein Oil Co Inc	AP		451.00
47755	7/25/2022	Tice Electric Company	AP		2,107.08
47756	7/25/2022	Top Industrial Supply	AP		52.69
47757	7/25/2022	Customer Refund	AP		148.84
47758	7/25/2022	USABlueBook	AP		914.24
47759	7/25/2022	Wallis Engineering PLLC	AP		6,154.60
47760	7/25/2022	Waste Management Of Oregon	AP		147.37
47761	7/25/2022	Xylem Water Solutions USA Inc	AP		7,978.37
47762	7/25/2022	William H. Reilly & Co	AP		7,200.00
47763	7/26/2022	Oregon Dept of Consumer & Business Services	AP	Void	44.80
47764	7/26/2022	Oregon Dept of Consumer & Business Services	AP		44.80
47765	7/29/2022	Employee Paycheck	PR		2,155.72
47767	7/29/2022	Employee Paycheck	PR		2,581.86
Paper Check Disbursement Activity Subtotal					470,743.69
Voided Paper Check Disbursement Activity					7,368.12
Adjusted Paper Check Disbursement Activity Subtotal					463,375.57

Total Void Check Count:	3
Total Void Check Amount:	7,368.12
Total Valid Check Count:	143
Total Valid Check Amount:	827,267.17
Total Check Count:	146
Total Check Amount:	834,635.29

STAFF REPORT

To Board of Directors
From Brad Albert, District Engineer
Title Technical Services Monthly Report
Item No. 8d
Date August 16, 2022

Summary

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

Highlights

- Received technical memorandum on the Trunk Main Capacity Project.
- Aldercrest Water Main Replacement reviewing material submittals and traffic control plans.
- 28th/Lakewood/Kellogg water main initial design almost complete.
- Wastewater Master Plan initial modeling complete.

Watershed Protection

During July, the Clackamas County Department of Transportation and Development successfully completed the street paving project in the area between Oak Grove Boulevard and Pine Lane, east of River Road and west of McLoughlin Boulevard. There were no erosion concerns during the project.

Summer brings with it seasonal drought, allowing staff to focus on dry weather field screenings, program-related tasks, and scheduling maintenance.

Prioritized activities include Zone 5 catch basin cleanings beginning in early fall; dry weather field screening inspections later in August; and erosion control inspections for active construction sites.

Updates required by the Municipal Separate Storm System (MS4) Permit also continue to be a priority. Staff work with Angela Wieland from Brown and Caldwell along with the Clackamas co-permittees to address required items like water quality monitoring and post-construction runoff control. The Stormwater Management Plan (SWMP) is due to the Oregon Department of Environmental Quality on December 1st. Public review of the SWMP will be posted 60 days prior to the deadline.

Staff prioritized work on the Total Maximum Daily Load (TMDL) Implementation Plan (IP), which is due to DEQ at the beginning of September. Brown and Caldwell is assisting with the TMDL IP update to include a focus on Mercury. As mentioned in last month's report, the TMDL IP states how OLWS will achieve pollutant load reductions to the Willamette River for Bacteria, Mercury, and Temperature. Staff provides outreach and enforcement of Erosion Control BMPs targeting mercury reduction. Two partnerships help OLWS achieve reduction for Bacteria and Temperature.

Our partnership with North Clackamas Parks and Recreation District fulfills outreach for bacteria reduction through a pet waste clean-up program (see images below).



Images of Bacteria Reduction Strategy: Pet Waste Bags

Our partnership with the North Clackamas Watersheds Council helps OLWS meet TMDL goals including temperature monitoring and shading local creeks to reduce water temperature through the Streamside Stewards Program (see image below).



Image of Temperature Reduction Strategy: Streamside Stewards Program

Permit Activity – July 2022

FY2022-2023	<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	1	1	1
New Erosion Control Permits	4	2	4	5	5
New Development Permits	0	1	0	3	3
 New Utility Permits	6	4	6	3	3
Wastewater Connections	0	4	0	5	5
<hr/>					
Sanitary SDC Fees Received	\$0	\$6,120.50	\$0.00	\$25,825.00	\$25,825
Water SDC Fees Received	\$16,994	\$940.80	\$16,994.00	\$86,017.00	\$86,017
Plan Review Fees Received	\$2,680	\$1,200.00	\$2,680.00	\$5,302.50	\$5,303
Inspection Fees Received	\$1,240	\$1,550.00	\$1,240.00	\$4,462.50	\$4,463

Attachments

1. Development Tracker
2. Capital Project Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	8/1/22
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	8/1/22
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	8/1/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	8/1/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	8/1/22
Under Construction	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	8/1/22
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	8/1/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	8/1/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	8/1/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	8/1/22
Under Construction	SE Thiessen Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	8/1/22
Under Construction	SE McLoughlin Blvd. Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	8/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	8/1/22
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	8/1/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	8/1/22
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	8/1/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	8/1/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	8/1/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	8/1/22
Pre-Application	14913 SE Kellogg Ave.	Design Review: Commercial	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/1/22
Pre-Application	No Site Address: T1R1E36CD02200	Design Review: Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/1/22
Pre-Application	14309 SE Laurie Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	8/1/22



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 8e
Date August 5, 2022 for August 16, 2022

Summary

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

Highlights of the Month

- Wastewater Collection System Operations and Maintenance
- Stormwater System Operations and Maintenance
- Water System Operations and Maintenance
- Asset Management
- Non-Revenue Water
- Clackamas River Flowrates

Collection System Operations and Maintenance

In July, the Collection Team focused on closing data gaps and worked to potentially reduce the number of hotspot areas in the system to gain efficiency.

- 1,109 feet of piping cleaned with the goal of 8,700 feet (Photo 1).
- 9,529 feet of piping televised with the goal of 8,700 feet.
- 8,615 feet of hotspot piping cleaned.
- Staff attended 8-hour Excavation Safety competent person course.
- Underground utility locates requests (Photo 2).
- Work to close data gaps (e.g., missing televising footage) in support of sanitary system Master Planning efforts.

Stormwater System Operations and Maintenance

- Beaver dam monitoring and breaching (Photo 3).

- Began gathering new data to help gain an understanding as to how much time it will take to clean and inspect all the conveyance piping located within our service area. This information will be used to create performance standards and evaluate staffing levels.

Water System Operations and Maintenance

In July, the Water Team stayed busy making repairs, performing billing and customer service activities, and locating underground facilities. Below are some of their highlights:

- Ongoing replacement of water meters (Photo 4).
- Ongoing maintenance, repair, and replacement of fire hydrants (Photos 5 & 6).
- Performed 251 work orders related to customer service.
- New service installed on Aldercrest Road (Photo 7).
- Staff attended 8-hour Excavation Safety competent person course.
- Replaced 12 meter boxes
- Prepared and upgraded water-line valve cans in response to County paving project off Woodland Way.
- Served 65 potential shut off notices.
- Reviewed vendor's offering of a new type of inflatable trench shoring panel (Photo 8).

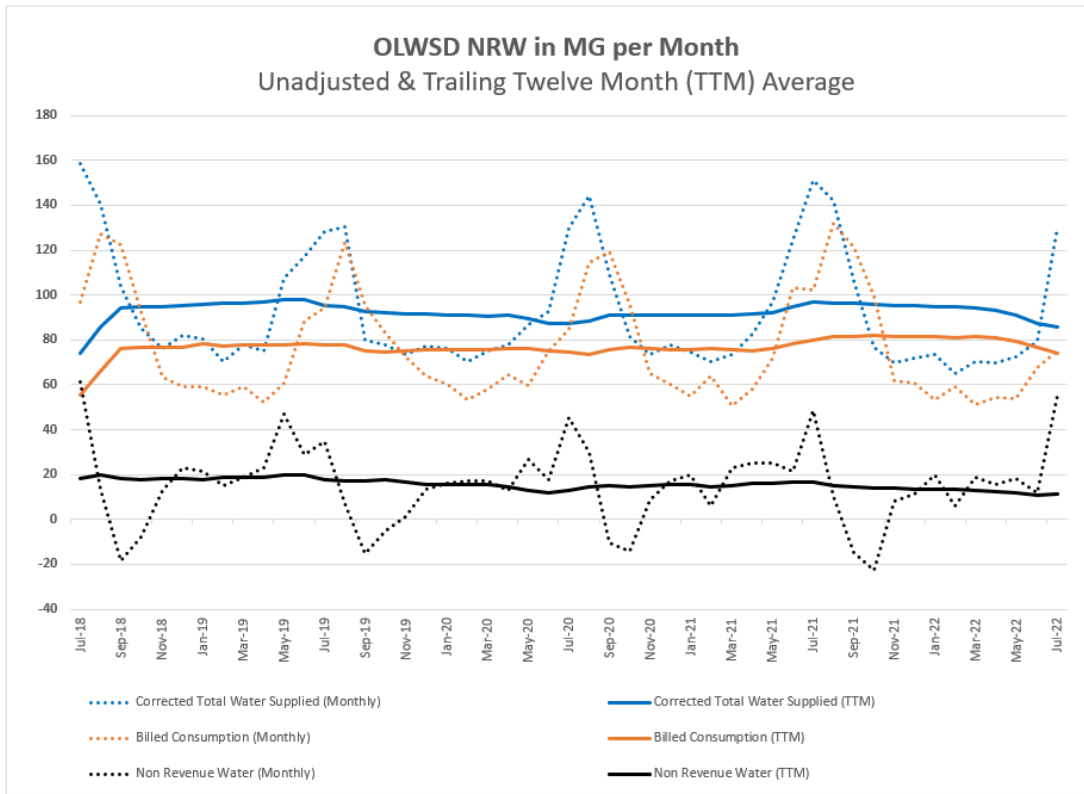
Asset Management

- Provided data through research for the master plan and other data requests. This includes public record requests, fiscal year and budgeting data, storm, billing exports and other miscellaneous requests. This was the bulk of asset management work for July.
- Inventory updated for the end of fiscal year.
- Provided backup for Geographic Information System (GIS) requests.

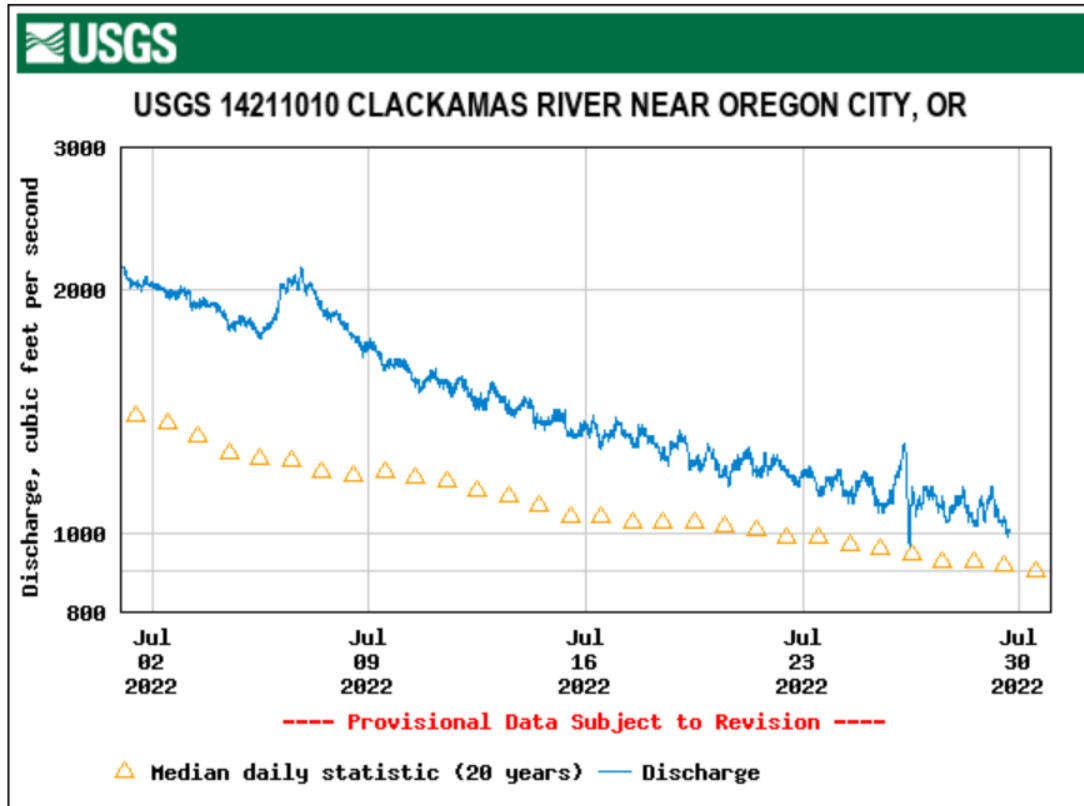
Non-Revenue Water

Total water purchased in December was 130.6 million gallons. Non-revenue water totaled 59.3 million gallons with 1.6 million gallons in apparent losses ("paper losses"), 57.4 million gallons in real losses (leakage in the system), and 300,000 gallons for unbilled authorized consumption (OLWS water quality flushing and fire department use). This large spike in non-revenue water occurs each year due to a summer season increase in demand when only half of that demand is billed in July.

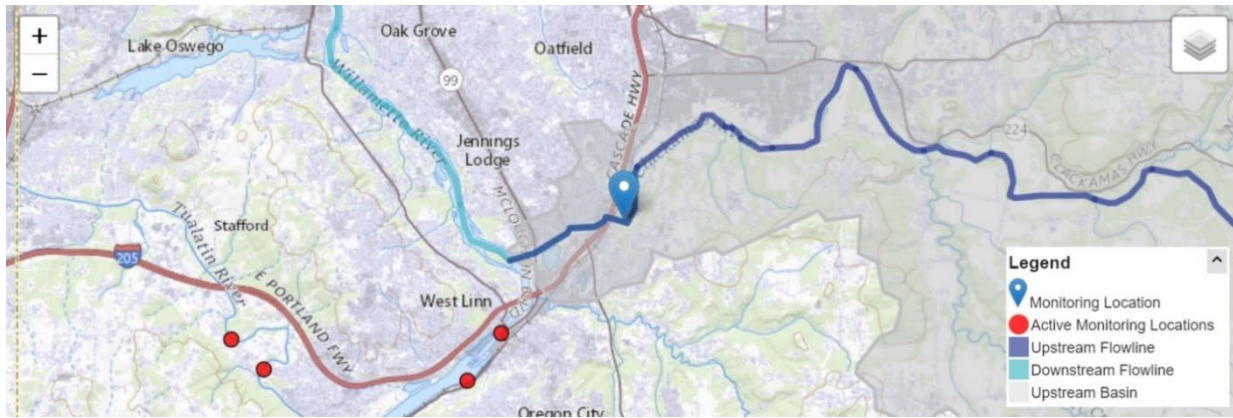
Both a low flowrate and a high flowrate validation test was performed on our master meters. The tests indicate the two meters are measuring accurately. These meters measure the water we purchase from the North Clackamas County Water Commission. The larger 24-inch meter measures water leaving the Valley View tanks to the lower pressure zone and the smaller 16-inch meter measures the water leaving those tanks pumped to the upper pressure zone. An intermediate flowrate validation test will be performed in the fall.



Clackamas River Flowrates



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



Location of Clackamas River flow-monitoring site

Attachments

1. Photo Pages of July 2022 Work
2. Water Purchased Report
3. Water Services Report

Field Operations Photo Pages for July 2022



Photo 1: Hydrocleaning on Willamette Drive



Photo 2: Underground utility locate work



Photo 3: Beaver dam cleared in Boardman Creek



Photo 4: 2-inch meter exchanged on Boardman Ave.



Photos 5 & 6: Fire hydrant, tee, and valve replacement on Arista Drive



Photo 7: New service installation on Aldercrest Road

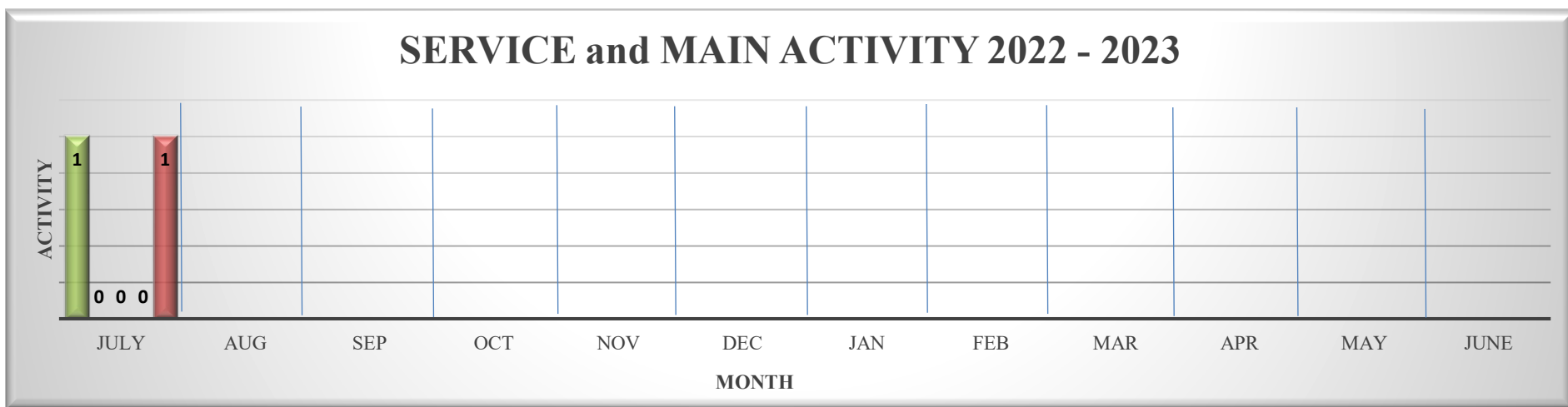
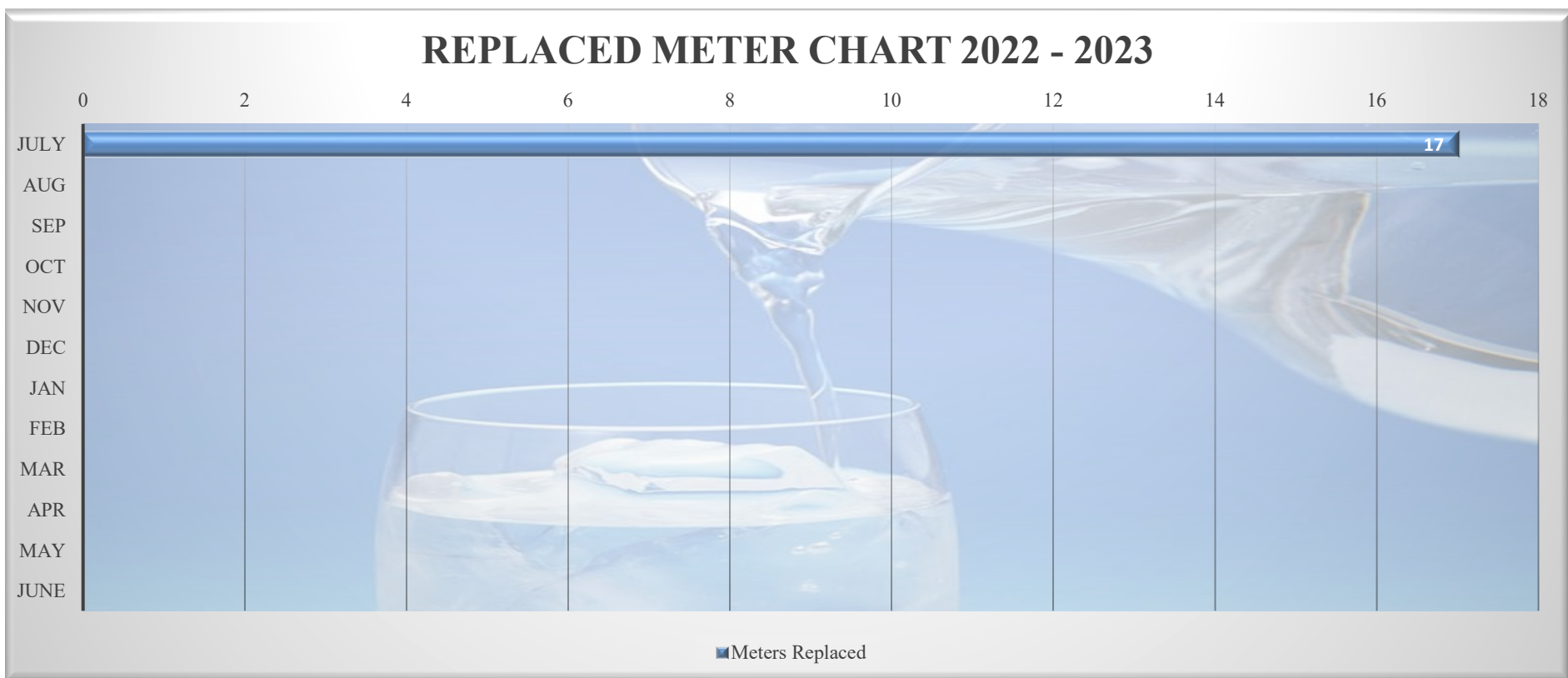


Photo 8: New type of inflatable trench shoring panel

Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.68%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	96.09%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.59%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.75%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.30%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.19%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.66%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.71%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000	72,285,000	79,422,000	1,063,928,000	96.02%	2.91
22/23	130,563,000												130,563,000	11.78%	4.21
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	132,774,533	144,840,889	113,155,111	80,269,111	74,953,333	74,629,016	77,521,429	74,878,000	68,529,000	75,953,444	84,303,222	105,946,407	1,107,999,222		

Oak Lodge Water Services Water Report



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

Backflow Program Update for the Month of July 2022

Total Facilities						
1,424						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
922	2	8	0	0	0	9
65%						

Percentage of Participants

65% Signed Up, 35% Remaining

List of Backflow Letters	
Letter 1	Notice of Non-Compliance District made aware (30 days to respond)
Letter 2	Notice of Violation Customer has final 30 days to correct
Letter 3	Notice of Termination of water service Customer has 5 days til water shut off



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8f
Date July 25, 2022 for August 16, 2022

Summary

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

Highlights of the Month

- Plant Status Update
- K-Turbo Blower Failure
- Lift Station #5 Failure

Water Reclamation Facility

Summer has finally arrived for the bacteriological processes at the Plant. In the past I have spoken about "shoulder months" for treatment. When changes to process typically take place, for example, in the late spring and fall when the temperature of the water starts to increase or decrease. In the spring, when the water starts to warm up a critically important process called nitrification kicks in. This process favors a particular bacteria called Nitrifiers, which help process ammonia in all its distinct phases and help keep the effluent clean during the warmer months. In the fall, as the temperature drops, these Nitrifier bacteria become more sluggish and slower to react, which results in them losing out to other types of bacteria that are more resistant to colder temperatures. During these change overs, effluent quality tends to degrade as the bacterial process seeks its equilibrium. This period is what creates the "shoulder months."

For every 5°C below 25°C, the nitrification process is halved. Due to the unseasonably late rainstorms in mid-June, coupled with Inflow and Infiltration (I&I), the water temperature in the Wastewater Reclamation Facility (WRF) has been much cooler than in years past. This led to a later than normal shoulder month. We usually see the WRF enter nitrification sometime in May, when we still have higher flows that help with effluent degradation. This year, we did not enter full nitrification until late July, leading to the erratic effluent quality you see in the Plant performance attachment.

On July 11th, the WRF experienced a critical equipment failure on one of the K-Turbo blowers. Blower #4, the only blower that is plumbed to run the two biggest aerobic digesters (previously interchange bioreactors), suffered a fatal crash when one of the main capacitors exploded. This left the digesters without air and no redundant blower to back it up. Staff were able to find a temporary work around, however, it would not be viable long term.

Slayden Construction, the contractor for the Arzen aeration blower #1 installation, was able to devise a plan the next day in which a temporary valve was installed on the blower header pipe. This would allow one of the other K-Turbo blowers that functioned as a redundant blower for the aeration basins to be used for the aerobic digesters. This is the second failure of the K-Turbo blowers and third of the original six turbo blowers. The third failure being a Neuros blower, which suffered a catastrophic failure in the last year. All three of the blowers that failed in the last 12 months were installed with the Plant upgrade back in 2012/2013.

During the Board of Directors meeting on July 19th, the Board authorized the General Manager to purchase a replacement blower for K-Turbo #4. Staff, who had gone through a procurement process for the K-Turbo #1 replacement last year, used the same procurement to purchase an additional Arzen blower. This new Arzen blower will be the same make, size, and specifications of the previously purchased Arzen blower that was purchased during the Aeration Basin Blower and Baffle Wall project.

On Saturday, July 16th Operators received an alarm from Lift Station 5 signaling a pump failure. The Operators on shift checked resets and ensured the pump was not plugged. The following workweek, the maintenance team went down to the lift station to do some troubleshooting. They quickly found that the power connectors on the pump had somehow become loose and the arcing that followed led to one of the pumps leads being severed. Maintenance realized that the remaining pump was nearing critical failure as well and contacted District Engineer Haakon Ogbeide. Haakon immediately dispatched a team of electricians to remedy the situation before an SSO happened. By the end of the day the situation had been remedied and both pumps were back online and in good working order.

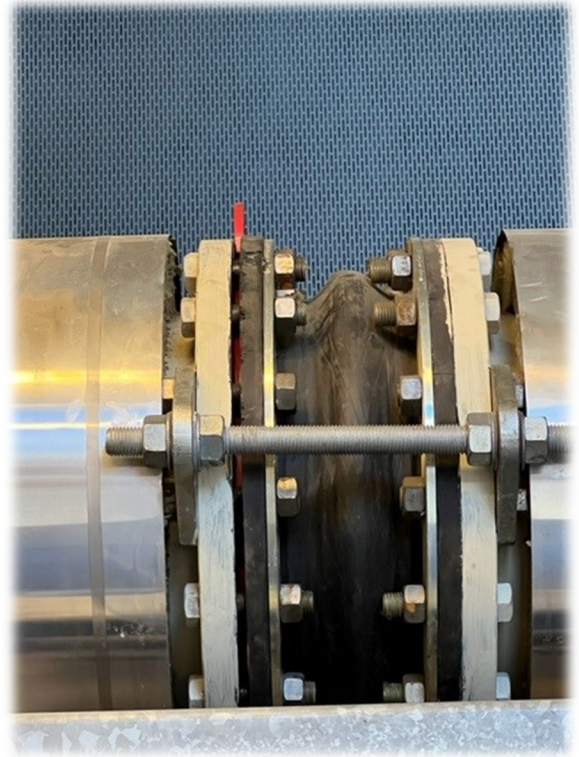
Attachments

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

Plant Operations Photo Page



New Valve Installation on blowers



Temporary or "pancake" valve installation

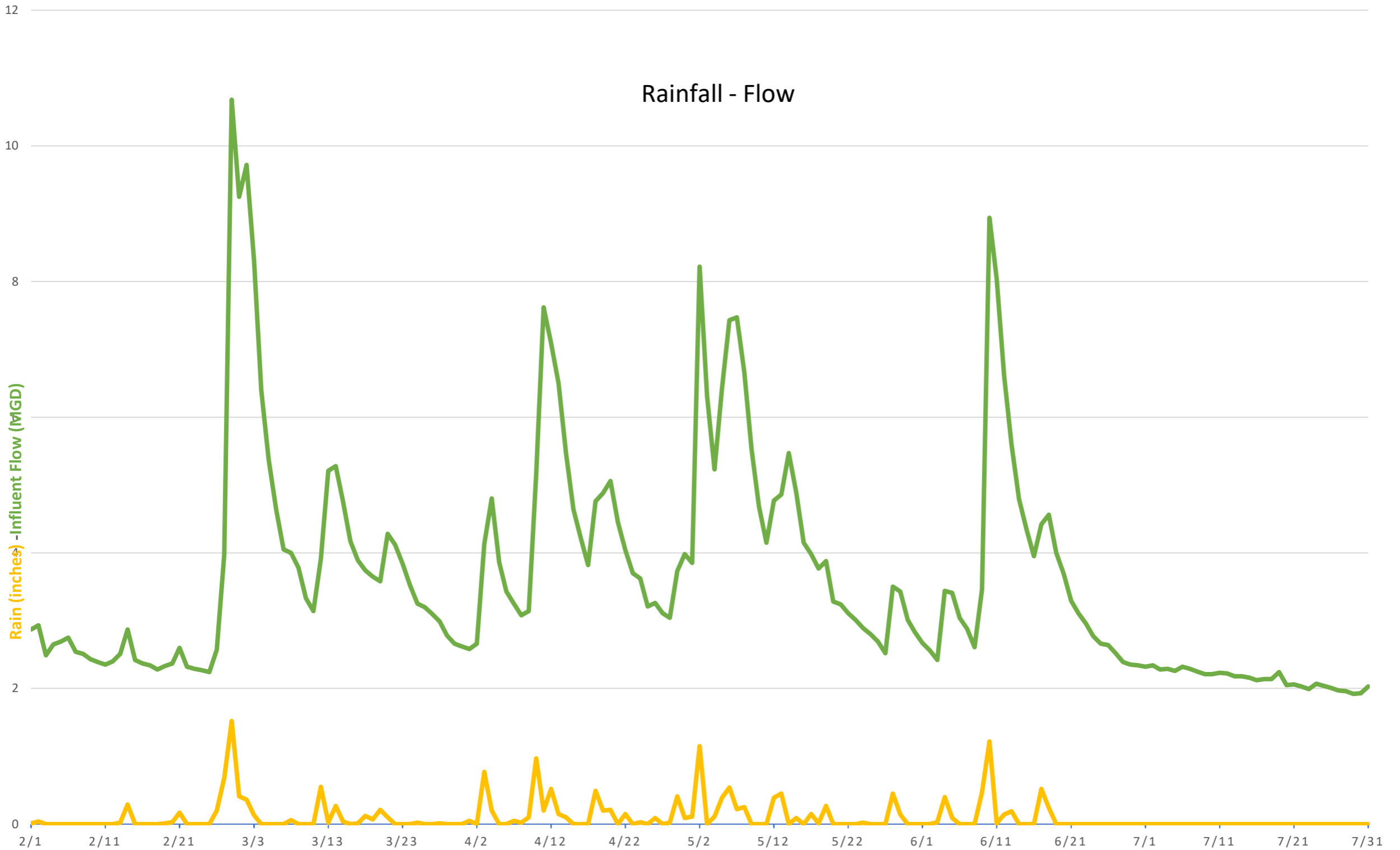


Lift Station #5 severed Power on Pump 1



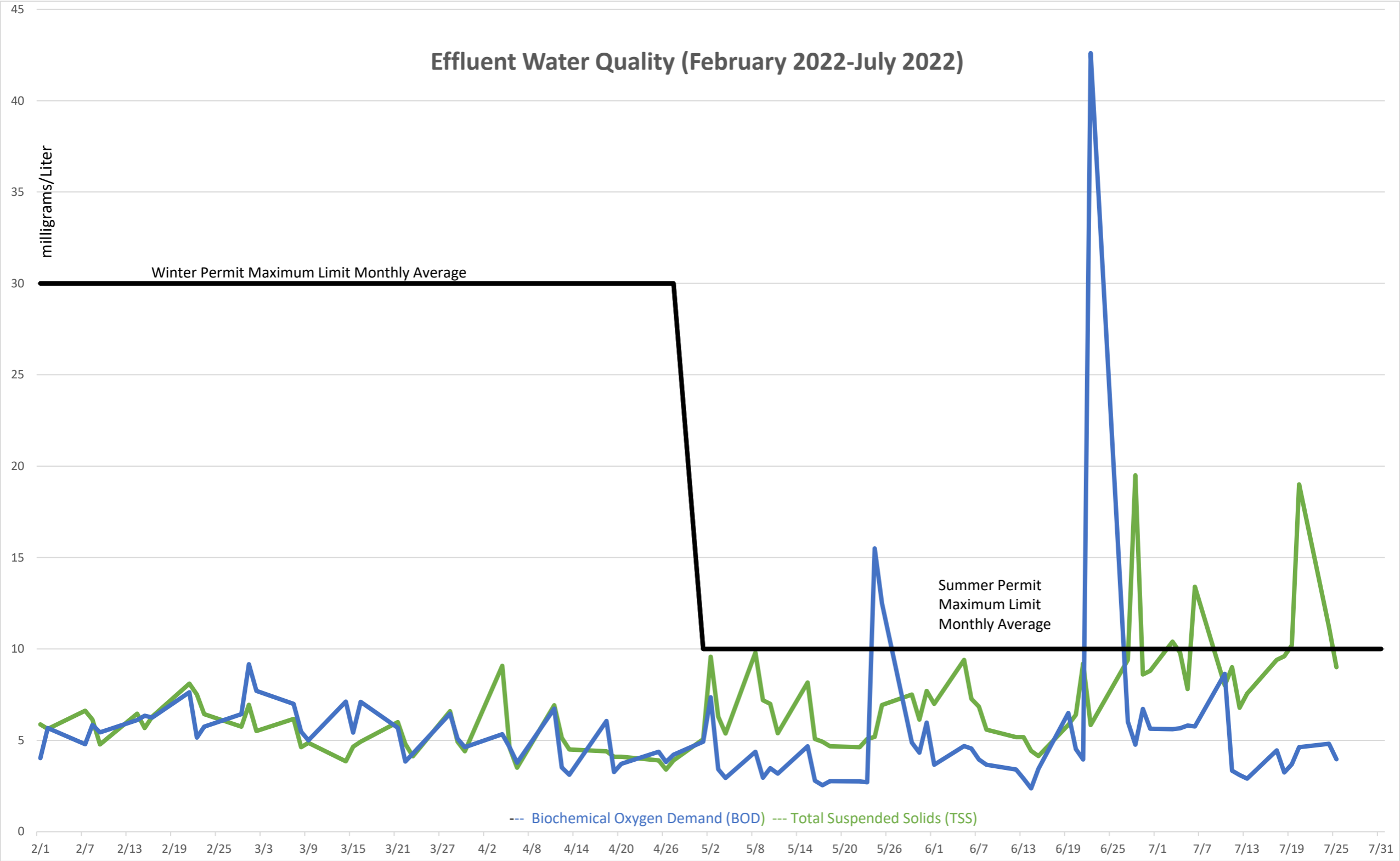
Lift Station #5 Pump 2 wire on the brink of failure

Rainfall - Flow

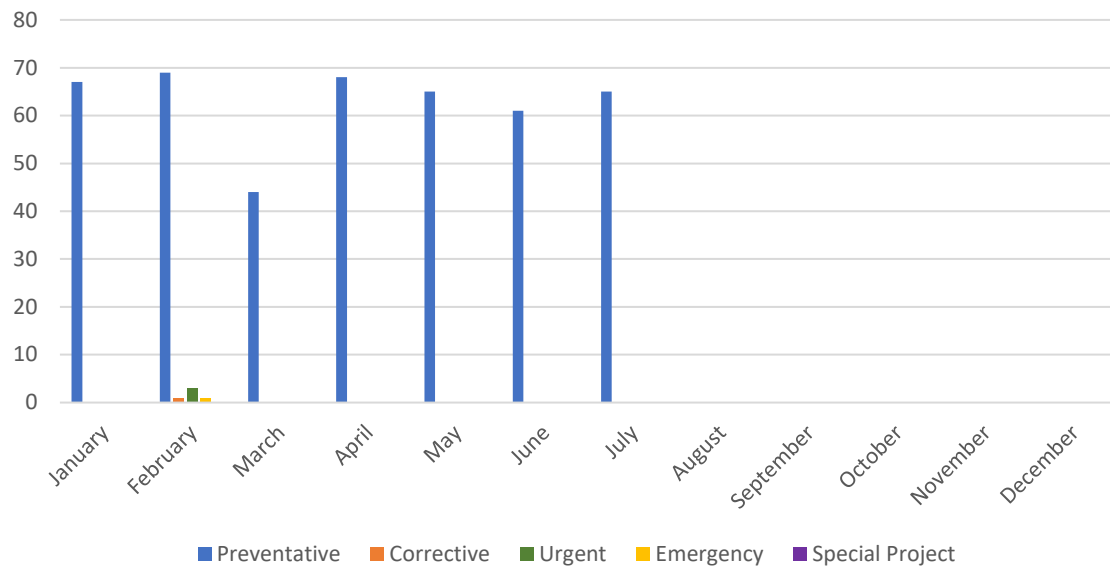


February 2022 through July 2022

Effluent Water Quality (February 2022-July 2022)



Treatment Plant Work Order Summary 2022





AGENDA ITEM

Title	Call for Public Comment
Item No.	9
Date	August 16, 2022

Summary

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

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