

# **OAK LODGE WATER SERVICES DISTRICT**

## **BOARD OF DIRECTORS**

### **REGULAR MEETING**



**August 17, 2021**

**“Enhancing Our Community’s Water Environment”**



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	August 17, 2021

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### 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

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<b>Title</b>	Monthly Update: Oak Lodge Governance Project
<b>Item No.</b>	3
<b>Date</b>	August 17, 2021

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### 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.



## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 4  
**Date** August 17, 2021

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### 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 Financial Report**
- b. **Approval of July 20, 2021 Regular Board Meeting Minutes**
- c. **Approval of Amendment No. 1 to Biosolids Hauling Contract with Horner Enterprises**

### 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

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	June 2021 Financial Reports
<b>Item No.</b>	4a
<b>Date</b>	August 4, 2021, for August 17, 2021 Meeting

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### Reports

- June 2021 Monthly Overview (Including Cash and Investment Balances)
- June 2021 Budget to Actual Report
- June 2021 Budget Account Roll Up Report

**Oak Lodge Water Services  
Monthly Overview  
June 2021**

This report summarizes the revenues and expenditures for June 2021. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

**Cash and Investments**

<b>Oak Lodge Water Services District</b>		
<b>Account Balances As of:</b>		
June 30, 2021	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,395,060.39
LGIP	0.60%	\$ 13,353,365.01
	<b>Total</b>	<b>\$ 14,748,425.40</b>

The District’s checks, electronic withdrawals, and bank drafts total \$717 thousand for June 2021.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ 3,260	\$ 25,624	80.08%
10-00-4211	Water sales	4,038,000	392,408	4,093,022	101.36%
20-00-4212	Wastewater charges	8,270,000	770,394	8,273,657	100.04%
30-00-4213	Watershed protection	1,548,000	131,845	1,550,780	100.18%
	Subtotal	\$ 13,888,000	\$ 1,297,907	\$ 13,943,083	100.40%

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.

Review of revenue lines that are below 95% of budget:

1. **4210 – Water Sales – CRW** is 80.1% of budget. June sales are received in August from CRW.
2. **4215 – Penalties & late charges** is at 1.1% of budget due to no fees being charged during the COVID State of Emergency
3. **4280 – Rents & leases** is at 81.0% of budget. Actual revenue for FY2020 is consistent with this year’s actual revenue.

4. **4610 – Investment Revenue** is at 52.7% of budget. Interest rates have been lower this past year due to COVID-related economic actions taken by the Federal Reserve.

With respect to expenditures, at the end of June expenditures are overall 63.3% of budget. When excluding Contingencies, expenditures are 84.8% of budget, with 100% of the fiscal year completed.

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

1. **6175 Records Management** is at 138.7% of budget. Invoices from prior months were paid in June.
2. **6220 Electricity** is at 116.9% of budget. Both May and June invoices are included. PGE raised rates by 4.6% in March 2021.
3. **6320 Building & Grounds** is at 109.2% of budget. Both May and June invoices are included in one month. Related to HVAC repairs at Technical Services building.
4. **6510 Office Supplies** is at 110.1% of budget. Ergonomic improvements were made to staff office furnishings.
5. **6525 Chemicals** is at 121.59% of budget. This is due to a 9.6% price increase on Clarifloc.
6. **6560 Uniforms** is at 130.2% of budget. Uniforms budget line was reduced from prior years. The existing contract was a roll-over from the original. This contract is now under re-negotiations.
7. **6715 Water Quality Program** is at 105.9% of budget. Drinking water sample testing costs for both Q1 and Q2 are included this month.
8. **6740 Advertising** is at 125.1% of budget. Reflects the added expenses for recruiting postings on various platforms and through affiliated organizations.
9. **6770 Bank Charges** is at 109.6% of budget. This cost is related to the four (4) ways customers can make payments: online with a credit card, online with a bank account, bank lockbox for mailed checks, and e-Box is for customers sending payments via online banking. There are also fees for permit online payments.

### Low Income Rate Relief Program Overview

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

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 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
142	Low Income Rate Relief	\$ 69,440	\$ 5,762	\$ 70,032	100.85%

General Ledger  
Budget to Actual



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Period 12 - 12  
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	335,000.00	0.00	598,700.78	0.00	178.72
	<i>Beginning Fund Balance</i>	<i>335,000.00</i>	<i>0.00</i>	<i>598,700.78</i>	<i>0.00</i>	<i>178.72</i>
	<b>NonDivisional</b>	<b>335,000.00</b>	<b>0.00</b>	<b>598,700.78</b>	<b>0.00</b>	<b>178.72</b>
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	<b>NonDivisional Revenue</b>					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	10.29	1,694.34	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,450.00	19,400.72	0.00	1,940.07
	<i>Revenue</i>	<i>1,000.00</i>	<i>1,460.29</i>	<i>37,022.83</i>	<i>0.00</i>	<i>3,702.28</i>
	<b>NonDivisional</b>	<b>1,000.00</b>	<b>1,460.29</b>	<b>37,022.83</b>	<b>0.00</b>	<b>3,702.28</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,908,000.00	0.00	100.00
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.37	2,026,000.00	0.00	100.00
05-29-4930	Transfer in from Fund 30	635,000.00	52,916.63	635,000.00	0.00	100.00
	<i>Revenue</i>	<i>4,569,000.00</i>	<i>380,750.00</i>	<i>4,569,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>4,569,000.00</b>	<b>380,750.00</b>	<b>4,569,000.00</b>	<b>0.00</b>	<b>100.00</b>
	Revenue	4,570,000.00	382,210.29	4,606,022.83	0.00	100.79
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	590,500.00	33,189.76	563,803.55	0.00	95.48
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	0.00	6,121.07	0.00	122.42
05-01-5210	Healthdental insurance	115,000.00	5,782.00	91,693.23	0.00	79.73
05-01-5230	Social security	43,000.00	2,481.40	39,893.48	0.00	92.78
05-01-5240	Retirement	124,000.00	6,296.54	109,078.25	0.00	87.97
05-01-5250	TrimetWBF	4,000.00	260.05	4,419.20	0.00	110.48
05-01-5260	Unemployment	5,000.00	2,643.00	15,603.00	0.00	312.06
05-01-5270	Workers compensation	600.00	0.00	671.10	0.00	111.85
05-01-5290	Other employee benefits	5,000.00	0.00	626.42	0.00	12.53
	<i>Personnel Services</i>	<i>897,100.00</i>	<i>50,652.75</i>	<i>831,909.30</i>	<i>0.00</i>	<i>92.73</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	375,000.00	13,222.50	168,367.60	0.00	44.90
05-01-6120	Accounting and audit services	69,000.00	585.00	69,319.45	0.00	100.46
05-01-6155	Contracted Services	248,000.00	31,177.23	186,705.76	0.00	75.28
05-01-6180	Dues and subscriptions	35,000.00	242.00	31,577.89	0.00	90.22
05-01-6220	Electricity	9,000.00	1,151.75	13,558.17	0.00	150.65
05-01-6240	Natural gas	3,000.00	88.73	3,475.15	0.00	115.84



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	480.18	18,598.58	0.00	92.99
05-01-6310	Janitorial services	25,000.00	2,448.48	15,002.70	0.00	60.01
05-01-6320	Buildings and grounds maint	18,000.00	4,187.61	25,432.79	0.00	141.29
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	505.25	0.00	4.21
05-01-6440	Board Expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	8,847.30	31,172.36	0.00	124.69
05-01-6530	Small tools and equipment	2,000.00	299.96	299.96	0.00	15.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	464.00	1,646.11	0.00	82.31
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	0.00	3,730.28	0.00	373.03
05-01-6770	Bank charges	134,000.00	10,428.66	146,805.15	0.00	109.56
05-01-6780	Taxes, Fees, Permits	2,000.00	8.93	1,817.30	0.00	90.87
05-01-6785	ECAP Payments	97,000.00	5,386.80	22,727.97	0.00	23.43
05-01-6900	Miscellaneous expense <i>Materials &amp; Services</i>	1,000.00 <i>1,080,500.00</i>	84.75 <i>79,103.88</i>	84.75 <i>740,150.25</i>	0.00 <i>0.00</i>	8.48 <i>68.50</i>
<b>AdminFinance</b>		<b>1,977,600.00</b>	<b>129,756.63</b>	<b>1,572,059.55</b>	<b>0.00</b>	<b>79.49</b>
<b>Human Resources</b>						
<i>Personnel Services</i>						
05-02-5110	Regular employees	155,000.00	17,222.68	161,164.02	0.00	103.98
05-02-5130	Overtime	5,000.00	0.00	2,187.58	0.00	43.75
05-02-5210	Healthdental insurance	26,000.00	1,720.66	20,519.66	0.00	78.92
05-02-5230	Social security	12,000.00	1,300.25	12,289.19	0.00	102.41
05-02-5240	Retirement	27,000.00	2,693.63	26,425.91	0.00	97.87
05-02-5250	TrimetWBF	1,000.00	136.25	1,182.28	0.00	118.23
05-02-5270	Workers compensation	200.00	0.00	174.96	0.00	87.48
05-02-5290	Other employee benefits <i>Personnel Services</i>	2,000.00 <i>228,200.00</i>	0.00 <i>23,073.47</i>	0.00 <i>223,943.60</i>	0.00 <i>0.00</i>	0.00 <i>98.13</i>
<i>Materials &amp; Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	414.00	989.00	0.00	98.90
05-02-6230	Telephone	57,000.00	4,368.30	52,202.24	0.00	91.58
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	1,654.05	7,595.19	0.00	34.52
05-02-6440	Board Expense	7,000.00	1,996.88	2,530.58	0.00	36.15
05-02-6510	Office supplies	1,000.00	285.69	401.89	0.00	40.19
05-02-6540	Safety Supplies	1,000.00	231.80	805.10	0.00	80.51
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	0.00	156,050.00	0.00	65.02
05-02-6730	Communications	6,000.00	331.73	1,315.24	0.00	21.92
05-02-6740	Advertising	5,000.00	2,315.81	6,797.48	0.00	135.95
05-02-6785	ECAP Payments <i>Materials &amp; Services</i>	0.00 <i>343,500.00</i>	0.00 <i>11,598.26</i>	0.00 <i>228,686.72</i>	0.00 <i>0.00</i>	0.00 <i>66.58</i>
<b>Human Resources</b>		<b>571,700.00</b>	<b>34,671.73</b>	<b>452,630.32</b>	<b>0.00</b>	<b>79.17</b>
<b>Technical Services</b>						
<i>Personnel Services</i>						
05-03-5110	Regular employees	602,000.00	43,201.22	484,611.10	0.00	80.50
05-03-5130	Overtime	5,000.00	102.84	2,218.43	0.00	44.37
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	81,374.77	0.00	72.66
05-03-5230	Social security	44,000.00	3,273.13	35,622.58	0.00	80.96
05-03-5240	Retirement	112,000.00	6,267.34	77,612.77	0.00	69.30
05-03-5250	TrimetWBF	4,000.00	343.10	3,835.73	0.00	95.89
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	700.00	0.00	664.16	0.00	94.88
05-03-5290	Other employee benefits <i>Personnel Services</i>	5,000.00 <i>889,700.00</i>	39.35 <i>58,972.13</i>	39.35 <i>685,978.89</i>	0.00 <i>0.00</i>	0.79 <i>77.10</i>
<i>Materials &amp; Services</i>						

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
05-03-6155	Contracted Services	306,000.00	132,113.97	202,701.70	14,991.23	66.24
05-03-6180	Dues and subscriptions	10,000.00	0.00	2,730.00	0.00	27.30
05-03-6350	Computer maintenance	237,000.00	11,070.56	238,106.03	0.00	100.47
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	1,411.81	5,071.09	0.00	31.69
05-03-6430	Certifications	1,000.00	340.00	530.00	0.00	53.00
05-03-6510	Office supplies	3,000.00	811.12	-727.68	0.00	-24.26
05-03-6530	Small tools and equipment	0.00	4,251.28	4,251.28	0.00	0.00
05-03-6540	Safety supplies	8,000.00	395.65	2,950.21	0.00	36.88
05-03-6730	Communications	149,000.00	40,894.62	78,389.83	2,095.00	52.61
	<i>Materials &amp; Services</i>	<i>733,000.00</i>	<i>191,289.01</i>	<i>534,002.46</i>	<i>17,086.23</i>	<i>72.85</i>
	<b>Technical Services</b>	<b>1,622,700.00</b>	<b>250,261.14</b>	<b>1,219,981.35</b>	<b>17,086.23</b>	<b>75.18</b>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	8,713.65	52,310.82	0.00	104.62
05-04-6520	Fuels and Oils	71,000.00	7,084.51	36,750.20	0.00	51.76
	<i>Materials &amp; Services</i>	<i>121,000.00</i>	<i>15,798.16</i>	<i>89,061.02</i>	<i>0.00</i>	<i>73.60</i>
	<b>Vehicle Services</b>	<b>121,000.00</b>	<b>15,798.16</b>	<b>89,061.02</b>	<b>0.00</b>	<b>73.60</b>
	<b>Special Payments</b>					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>552,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Special Payments</b>	<b>552,000.00</b>	<b>0.00</b>	<b>552,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense <b>Administrative Services</b>	4,895,000.00 <b>10,000.00</b>	430,487.66 <b>-48,277.37</b>	3,885,732.24 <b>1,318,991.37</b>	17,086.23 <b>-17,086.23</b>	79.38 <b>13,189.91</b>
<b>10</b>	<b>Drinking Water NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Beginning Fund Balance</i>	<i>1,527,000.00</i>	<i>0.00</i>	<i>1,504,202.42</i>	<i>0.00</i>	<i>98.51</i>
	<b>NonDivisional</b>	<b>1,527,000.00</b>	<b>0.00</b>	<b>1,504,202.42</b>	<b>0.00</b>	<b>98.51</b>
	Fund Balance <b>NonDivisional Revenue</b>	1,527,000.00	0.00	1,504,202.42	0.00	98.51
10-00-4210	Water Sales - CRW	32,000.00	0.00	25,624.09	0.00	80.08
10-00-4211	Water sales	4,038,000.00	392,408.31	4,093,021.99	0.00	101.36
10-00-4215	Penalties and late charges	20,000.00	173.00	344.63	0.00	1.72
10-00-4220	System development charges	100,000.00	0.00	346,821.00	0.00	346.82
10-00-4230	Contract services	40,000.00	8,000.00	53,400.00	0.00	133.50
10-00-4240	Service installations	10,000.00	0.00	34,563.82	0.00	345.64

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-00-4280	Rents & leases	200,000.00	7,801.84	161,912.57	0.00	80.96
10-00-4290	Other charges for services	10,000.00	0.00	16,963.65	0.00	169.64
10-00-4610	Investment revenue	10,000.00	306.50	5,544.61	0.00	55.45
10-00-4630	Miscellaneous revenues	26,000.00	3,624.75	33,241.88	0.00	127.85
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>412,314.40</i>	<i>4,771,438.24</i>	<i>0.00</i>	<i>106.36</i>
	<b>NonDivisional</b>	<b>4,486,000.00</b>	<b>412,314.40</b>	<b>4,771,438.24</b>	<b>0.00</b>	<b>106.36</b>
	Revenue	4,486,000.00	412,314.40	4,771,438.24	0.00	106.36
	<b>Drinking Water</b>					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	655,500.00	41,881.15	569,241.98	0.00	86.84
10-20-5130	Overtime	35,000.00	1,523.66	33,628.99	0.00	96.08
10-20-5210	Health/dental insurance	140,000.00	7,649.39	112,731.38	0.00	80.52
10-20-5230	Social Security	47,000.00	3,264.51	46,483.91	0.00	98.90
10-20-5240	Retirement	132,000.00	7,585.27	116,584.50	0.00	88.32
10-20-5250	Trimet/WBF	5,000.00	344.27	4,722.21	0.00	94.44
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	17,000.00	0.00	16,936.29	0.00	99.63
10-20-5290	Other employee benefits	6,000.00	0.00	197.75	0.00	3.30
	<i>Personnel Services</i>	<i>1,045,500.00</i>	<i>62,248.25</i>	<i>900,527.01</i>	<i>0.00</i>	<i>86.13</i>
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	20,000.00	4,810.50	4,810.50	0.00	24.05
10-20-6220	Electricity	27,000.00	3,770.54	32,508.14	0.00	120.40
10-20-6240	Natural gas	3,000.00	198.65	2,996.10	0.00	99.87
10-20-6290	Other utilities	2,000.00	653.89	2,281.61	0.00	114.08
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	10,000.00	90.00	9,434.92	0.00	94.35
10-20-6340	Distribution system maint	200,000.00	9,467.31	193,907.95	0.00	96.95
10-20-6390	Other repairs & maintenance	35,000.00	6,409.00	34,111.23	0.00	97.46
10-20-6410	Mileage	0.00	52.90	78.10	0.00	0.00
10-20-6420	Staff training	10,000.00	897.00	3,037.00	0.00	30.37
10-20-6430	Certifications	2,000.00	836.50	2,103.50	0.00	105.18
10-20-6510	Office supplies	0.00	0.00	508.20	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	978.66	5,420.13	2,350.00	60.22
10-20-6540	Safety supplies	15,000.00	973.36	11,393.78	0.00	75.96
10-20-6550	Operational Supplies	2,000.00	449.85	3,819.75	0.00	190.99
10-20-6560	Uniforms	2,000.00	79.98	2,014.38	0.00	100.72
10-20-6710	Purchased water	1,084,000.00	112,618.49	1,116,543.58	0.00	103.00
10-20-6715	Water quality program	15,000.00	4,413.00	15,880.89	0.00	105.87
10-20-6730	Communications	0.00	0.00	295.00	0.00	0.00
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	20,000.00	0.00	13,657.17	0.00	68.29
10-20-6900	Miscellaneous expense	1,000.00	143.81	550.13	0.00	55.01
	<i>Materials &amp; Services</i>	<i>1,460,500.00</i>	<i>146,843.44</i>	<i>1,455,252.83</i>	<i>2,350.00</i>	<i>99.64</i>
	<b>Drinking Water</b>	<b>2,506,000.00</b>	<b>209,091.69</b>	<b>2,355,779.84</b>	<b>2,350.00</b>	<b>94.01</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	0.00	100.00
	<i>Materials &amp; Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>209,800.50</i>	<i>0.00</i>	<i>100.00</i>
	<b>Debt Service</b>	<b>209,801.00</b>	<b>0.00</b>	<b>209,800.50</b>	<b>0.00</b>	<b>100.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,908,000.00	159,000.00	1,908,000.00	0.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.63	500,000.00	0.00	100.00
10-29-9000	Contingency	889,199.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,297,199.00</i>	<i>200,666.63</i>	<i>2,408,000.00</i>	<i>0.00</i>	<i>73.03</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,297,199.00</b>	<b>200,666.63</b>	<b>2,408,000.00</b>	<b>0.00</b>	<b>73.03</b>
	Expense	6,013,000.00	409,758.32	4,973,580.34	2,350.00	82.71
<b>10</b>	<b>Drinking Water</b>	<b>0.00</b>	<b>2,556.08</b>	<b>1,302,060.32</b>	<b>-2,350.00</b>	<b>0.00</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	<i>Beginning Fund Balance</i>	<i>1,842,000.00</i>	<i>0.00</i>	<i>1,807,252.47</i>	<i>0.00</i>	<i>98.11</i>
	<b>NonDivisional</b>	<b>1,842,000.00</b>	<b>0.00</b>	<b>1,807,252.47</b>	<b>0.00</b>	<b>98.11</b>
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	<b>NonDivisional Revenue</b>					
20-00-4212	Wastewater charges	8,270,000.00	770,394.31	8,273,657.04	0.00	100.04
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	15,495.00	315,065.00	0.00	252.05
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	1,020.00	25,776.69	0.00	257.77
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	13.77	1,865.58	0.00	37.31
20-00-4630	Miscellaneous revenues	5,000.00	0.00	1,977.75	0.00	39.56
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>786,923.08</i>	<i>8,619,243.24</i>	<i>0.00</i>	<i>102.18</i>
	<b>NonDivisional</b>	<b>8,435,000.00</b>	<b>786,923.08</b>	<b>8,619,243.24</b>	<b>0.00</b>	<b>102.18</b>
	Revenue	8,435,000.00	786,923.08	8,619,243.24	0.00	102.18
	<b>Wastewater-Plant Personnel Services</b>					
20-21-5110	Regular employees	608,000.00	53,057.01	578,515.42	0.00	95.15
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	1,879.64	56,139.04	0.00	124.75
20-21-5210	Healthdental insurance	179,000.00	12,398.09	146,900.16	0.00	82.07
20-21-5230	Social security	55,000.00	4,118.95	47,528.32	0.00	86.42
20-21-5240	Retirement	131,000.00	7,864.15	101,897.72	0.00	77.78
20-21-5250	TrimetWBF	5,000.00	432.30	4,973.67	0.00	99.47
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	15,700.00	0.00	15,600.79	0.00	99.37
20-21-5290	Other employee benefits	6,000.00	0.00	433.72	0.00	7.23
	<i>Personnel Services</i>	<i>1,084,700.00</i>	<i>79,750.14</i>	<i>951,988.84</i>	<i>0.00</i>	<i>87.77</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted Services	133,000.00	31,792.52	148,762.92	0.00	111.85
20-21-6180	Dues and subscriptions	6,000.00	0.00	-41.25	0.00	-0.69
20-21-6220	Electricity	260,000.00	49,521.08	300,007.93	0.00	115.39
20-21-6240	Natural gas	1,000.00	51.49	725.80	0.00	72.58
20-21-6250	Solid waste disposal	81,000.00	5,566.56	40,173.99	0.00	49.60
20-21-6290	Other utilities	1,000.00	76.76	1,282.57	0.00	128.26
20-21-6310	Janitorial services	10,000.00	3,515.08	11,129.75	0.00	111.30
20-21-6320	Buildings & grounds	57,000.00	9,030.38	57,989.78	0.00	101.74
20-21-6342	WRF system maintenance	270,000.00	24,394.66	196,067.52	7,134.55	72.62
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	909.75	1,824.01	0.00	20.27
20-21-6430	Certifications	2,000.00	160.00	590.00	0.00	29.50

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6510	Office supplies	0.00	283.54	283.54	0.00	0.00
20-21-6520	Fuels and Oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	440.50	31,613.22	0.00	121.59
20-21-6530	Small tools & equipment	10,000.00	305.43	6,797.89	0.00	67.98
20-21-6540	Safety supplies	20,000.00	1,623.54	12,165.65	0.00	60.83
20-21-6550	Operational supplies	14,000.00	4,244.40	12,905.50	0.00	92.18
20-21-6560	Uniforms	13,000.00	4,593.31	19,776.92	0.00	152.13
20-21-6590	Other supplies	10,000.00	1,247.90	4,972.78	0.00	49.73
20-21-6720	Insurance-General	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	1,021.12	6,609.40	0.00	44.06
20-21-6780	Taxes, Fees, Permits	67,000.00	138.01	40,026.05	0.00	59.74
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	<i>Materials &amp; Services</i>	<i>1,007,000.00</i>	<i>138,916.03</i>	<i>894,758.12</i>	<i>7,134.55</i>	<i>88.85</i>
	<b>Wastewater-Plant</b>	<b>2,091,700.00</b>	<b>218,666.17</b>	<b>1,846,746.96</b>	<b>7,134.55</b>	<b>88.29</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	460,500.00	36,186.76	491,166.18	0.00	106.66
20-22-5130	Overtime	11,000.00	70.65	10,124.75	0.00	92.04
20-22-5210	Healthdental insurance	110,000.00	8,942.59	96,774.62	0.00	87.98
20-22-5230	Social security	32,000.00	2,764.30	37,832.86	0.00	118.23
20-22-5240	Retirement	70,000.00	6,077.83	88,829.47	0.00	126.90
20-22-5250	TrimetWBF	3,000.00	291.54	4,003.06	0.00	133.44
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	9,200.00	0.00	9,149.34	0.00	99.45
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>704,700.00</i>	<i>54,333.67</i>	<i>737,880.28</i>	<i>0.00</i>	<i>104.71</i>
	<i>Materials &amp; Services</i>					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	0.00	1,018.32	0.00	101.83
20-22-6342	Collection system maint.	50,000.00	13,041.25	43,694.00	0.00	87.39
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	845.00	1,168.50	0.00	14.61
20-22-6430	Certifications	2,000.00	90.00	460.00	0.00	23.00
20-22-6510	Office supplies	0.00	283.53	283.53	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	1,346.98	10,236.64	0.00	40.95
20-22-6540	Safety supplies	4,000.00	482.92	5,149.69	0.00	128.74
20-22-6550	Operational supplies	5,000.00	-205.12	1,769.58	0.00	35.39
20-22-6560	Uniforms	12,000.00	1,245.45	15,964.34	0.00	133.04
20-22-6750	Other purchased services	0.00	716.99	3,584.95	0.00	0.00
20-22-6780	Taxes, Fees, Permits	15,000.00	0.00	10,685.91	0.00	71.24
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>128,000.00</i>	<i>17,847.00</i>	<i>94,712.54</i>	<i>0.00</i>	<i>73.99</i>
	<b>Wastewater-Collections</b>	<b>832,700.00</b>	<b>72,180.67</b>	<b>832,592.82</b>	<b>0.00</b>	<b>99.99</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	115,916.70	2,026,000.00	0.00	100.00
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	0.00	2,871,000.00	0.00	100.00
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.37	1,000,000.00	0.00	100.00
20-29-9000	Contingency	643,600.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>7,352,600.00</i>	<i>199,250.07</i>	<i>6,709,000.00</i>	<i>0.00</i>	<i>91.25</i>
	<b>Transfers &amp; Contingencies</b>	<b>7,352,600.00</b>	<b>199,250.07</b>	<b>6,709,000.00</b>	<b>0.00</b>	<b>91.25</b>
	Expense	10,277,000.00	490,096.91	9,388,339.78	7,134.55	91.35

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20	Wastewater Reclam.	0.00	296,826.17	1,038,155.93	-7,134.55	0.00
30	Watershed Protection					
	NonDivisional					
	Beginning Fund Balance					
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46
	Beginning Fund Balance	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	Fund Balance	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional					
	Revenue					
30-00-4213	Watershed protection fees	1,548,000.00	131,844.61	1,550,780.06	0.00	100.18
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	3,501.45	48,319.50	0.00	966.39
30-00-4610	Investment revenue	0.00	204.80	1,925.34	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	Revenue	1,576,000.00	135,550.86	1,601,024.23	0.00	101.59
	NonDivisional	1,576,000.00	135,550.86	1,601,024.23	0.00	101.59
	Revenue	1,576,000.00	135,550.86	1,601,024.23	0.00	101.59
	Watershed Protection					
	Personnel Services					
30-23-5110	Regular employees	94,500.00	7,969.68	65,666.99	0.00	69.49
30-23-5120	Temporaryseasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	8,000.00	2,676.23	18,889.05	0.00	236.11
30-23-5230	Social Security	7,000.00	592.36	4,883.94	0.00	69.77
30-23-5240	Retirement	20,000.00	1,246.48	10,398.55	0.00	51.99
30-23-5250	TrimetWBF	1,000.00	62.58	515.30	0.00	51.53
30-23-5260	Unemployment	1,000.00	0.00	2,620.30	0.00	262.03
30-23-5270	Workers compensation	1,600.00	0.00	1,618.73	0.00	101.17
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	Personnel Services	137,100.00	12,547.33	104,592.86	0.00	76.29
	Materials & Services					
30-23-6155	Contracted Services	40,000.00	16,351.38	45,218.09	0.00	113.05
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	0.00	1,114.76	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	0.00	0.00	3,943.00	0.00	0.00
	Materials & Services	105,000.00	16,351.38	50,209.07	0.00	47.82
	Watershed Protection	242,100.00	28,898.71	154,801.93	0.00	63.94
	Debt Service					
	Materials & Services					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	Materials & Services	62,558.00	0.00	62,557.61	0.00	100.00
	Debt Service	62,558.00	0.00	62,557.61	0.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	105,833.30	635,000.00	0.00	100.00
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.63	500,000.00	0.00	100.00
30-29-9000	Contingency	546,342.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,681,342.00</i>	<i>147,499.93</i>	<i>1,135,000.00</i>	<i>0.00</i>	<i>67.51</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,681,342.00</b>	<b>147,499.93</b>	<b>1,135,000.00</b>	<b>0.00</b>	<b>67.51</b>
	Expense	1,986,000.00	176,398.64	1,352,359.54	0.00	68.09
<b>30</b>	<b>Watershed Protection</b>	<b>0.00</b>	<b>-40,847.78</b>	<b>685,130.19</b>	<b>0.00</b>	<b>0.00</b>
<b>40</b>	<b>WW GO Debt Service</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	<i>Beginning Fund Balance</i>	<i>333,000.00</i>	<i>0.00</i>	<i>333,918.79</i>	<i>0.00</i>	<i>100.28</i>
	<b>NonDivisional</b>	<b>333,000.00</b>	<b>0.00</b>	<b>333,918.79</b>	<b>0.00</b>	<b>100.28</b>
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	<b>NonDivisional</b>					
	<i>Revenue</i>					
40-00-4610	Investment revenue	7,000.00	307.46	3,559.83	0.00	50.85
40-00-4701	Interest Subsidy	111,000.00	0.00	112,385.27	0.00	101.25
	<i>Revenue</i>	<i>118,000.00</i>	<i>307.46</i>	<i>115,945.10</i>	<i>0.00</i>	<i>98.26</i>
	<b>NonDivisional</b>	<b>118,000.00</b>	<b>307.46</b>	<b>115,945.10</b>	<b>0.00</b>	<b>98.26</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	<i>Revenue</i>	<i>812,000.00</i>	<i>0.00</i>	<i>812,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>812,000.00</b>	<b>0.00</b>	<b>812,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Debt Service</b>					
	<i>Revenue</i>					
	<i>Materials &amp; Services</i>					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	<i>Materials &amp; Services</i>	<i>638,101.00</i>	<i>0.00</i>	<i>638,100.30</i>	<i>0.00</i>	<i>100.00</i>
	<b>Debt Service</b>	<b>638,101.00</b>	<b>0.00</b>	<b>638,100.30</b>	<b>0.00</b>	<b>100.00</b>
<b>40</b>	<b>WW GO Debt Service</b>	<b>638,101.00</b>	<b>0.00</b>	<b>638,100.30</b>	<b>0.00</b>	<b>100.00</b>
<b>50</b>	<b>WW Revenue Bond</b>					
	<b>Debt Service</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	<i>Beginning Fund Balance</i>	<i>682,000.00</i>	<i>0.00</i>	<i>678,562.56</i>	<i>0.00</i>	<i>99.50</i>
	<b>NonDivisional</b>	<b>682,000.00</b>	<b>0.00</b>	<b>678,562.56</b>	<b>0.00</b>	<b>99.50</b>
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	<b>NonDivisional</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
50-00-4610	<i>Revenue</i>					
	Investment revenue	16,084.00	337.12	5,372.13	0.00	33.40
	<i>Revenue</i>	<i>16,084.00</i>	<i>337.12</i>	<i>5,372.13</i>	<i>0.00</i>	<i>33.40</i>
	<b>NonDivisional</b>	<b>16,084.00</b>	<b>337.12</b>	<b>5,372.13</b>	<b>0.00</b>	<b>33.40</b>
	<b>Transfers &amp; Contingencies</b>					
50-29-4920	<i>Revenue</i>					
	Transfer in from Fund 20	2,871,000.00	0.00	2,871,000.00	0.00	100.00
	<i>Revenue</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,871,000.00</b>	<b>0.00</b>	<b>2,871,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Debt Service</b>					
	Revenue	2,887,084.00	337.12	2,876,372.13	0.00	99.63
50-24-6810	<i>Materials &amp; Services</i>					
	2010 SRF Loan	910,550.00	0.00	910,550.00	0.00	100.00
	Principal					
50-24-6813	JPM Bank Loan	1,356,000.00	0.00	1,356,000.00	0.00	100.00
	Principal					
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	374,575.00	0.00	100.00
	<i>Materials &amp; Services</i>	<i>2,969,084.00</i>	<i>0.00</i>	<i>2,969,083.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Debt Service</b>	<b>2,969,084.00</b>	<b>0.00</b>	<b>2,969,083.00</b>	<b>0.00</b>	<b>100.00</b>
50	Expense	2,969,084.00	0.00	2,969,083.00	0.00	100.00
	<b>WW Revenue Bond</b>	<b>600,000.00</b>	<b>337.12</b>	<b>585,851.69</b>	<b>0.00</b>	<b>97.64</b>
	<b>Debt Service</b>					
71	<b>Drinking Water</b>					
	<b>Capital</b>					
	<b>NonDivisional</b>					
71-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	<i>Beginning Fund Balance</i>	<i>3,942,000.00</i>	<i>0.00</i>	<i>4,229,831.51</i>	<i>0.00</i>	<i>107.30</i>
	<b>NonDivisional</b>	<b>3,942,000.00</b>	<b>0.00</b>	<b>4,229,831.51</b>	<b>0.00</b>	<b>107.30</b>
	<b>NonDivisional</b>					
	Fund Balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
71-00-4610	<i>Revenue</i>					
	Investment revenue	50,000.00	2,189.41	34,264.45	0.00	68.53
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,189.41</i>	<i>34,264.45</i>	<i>0.00</i>	<i>68.53</i>
	<b>NonDivisional</b>	<b>50,000.00</b>	<b>2,189.41</b>	<b>34,264.45</b>	<b>0.00</b>	<b>68.53</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-4910	<i>Revenue</i>					
	Transfer in from Fund 10	500,000.00	41,666.63	500,000.00	0.00	100.00
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.63</i>	<i>500,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>500,000.00</b>	<b>41,666.63</b>	<b>500,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Drinking Water</b>					
	<b>Capital Outlay</b>					
	Revenue	550,000.00	43,856.04	534,264.45	0.00	97.14
71-20-7540	Vehicles	35,000.00	6,900.00	6,900.00	0.00	19.71
71-20-7600	Capital Improvement	1,480,000.00	58,143.78	219,229.70	0.00	14.81
	Projects					
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>65,043.78</i>	<i>226,129.70</i>	<i>0.00</i>	<i>14.93</i>



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Drinking Water</b>	<b>1,515,000.00</b>	<b>65,043.78</b>	<b>226,129.70</b>	<b>0.00</b>	<b>14.93</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-9000	<i>Transfers &amp; Contingencies</i>	2,977,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	2,977,000.00	0.00	0.00	0.00	0.00
	<b>Transfers &amp; Contingencies</b>	<b>2,977,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
71	Expense	4,492,000.00	65,043.78	226,129.70	0.00	5.03
	<b>Drinking Water</b>	<b>0.00</b>	<b>-21,187.74</b>	<b>4,537,966.26</b>	<b>0.00</b>	<b>0.00</b>
72	<b>Capital</b>					
	<b>Wastewater Reclamation Capital NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<i>Beginning Fund Balance</i>	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<b>NonDivisional</b>	<b>4,605,000.00</b>	<b>0.00</b>	<b>5,252,624.14</b>	<b>0.00</b>	<b>114.06</b>
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<b>NonDivisional</b>					
72-00-4610	Revenue					
	Investment revenue	75,000.00	2,465.07	41,564.92	0.00	55.42
	Revenue	75,000.00	2,465.07	41,564.92	0.00	55.42
	<b>NonDivisional</b>	<b>75,000.00</b>	<b>2,465.07</b>	<b>41,564.92</b>	<b>0.00</b>	<b>55.42</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.37	1,000,000.00	0.00	100.00
	Revenue	1,000,000.00	83,333.37	1,000,000.00	0.00	100.00
	<b>Transfers &amp; Contingencies</b>	<b>1,000,000.00</b>	<b>83,333.37</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>100.00</b>
	Revenue	1,075,000.00	85,798.44	1,041,564.92	0.00	96.89
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	0.00	70,982.07	0.00	70.98
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	68,165.89	1,091,039.06	0.00	46.83
	<i>Capital Outlay</i>	2,450,000.00	68,165.89	1,186,968.03	0.00	48.45
	<b>Wastewater-Plant</b>	<b>2,450,000.00</b>	<b>68,165.89</b>	<b>1,186,968.03</b>	<b>0.00</b>	<b>48.45</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7520	Equipment	0.00	0.00	11,875.60	0.00	0.00
72-22-7600	Capital Improvement Projects	0.00	14,938.49	25,548.77	0.00	0.00
	<i>Capital Outlay</i>	0.00	14,938.49	37,424.37	0.00	0.00
	<b>Wastewater-Collections</b>	<b>0.00</b>	<b>14,938.49</b>	<b>37,424.37</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp;</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,230,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,230,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	5,680,000.00	83,104.38	1,224,392.40	0.00	21.56
	<b>Wastewater Reclamation Capital</b>	<b>0.00</b>	<b>2,694.06</b>	<b>5,069,796.66</b>	<b>0.00</b>	<b>0.00</b>
73	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	<i>Beginning Fund Balance</i>	<i>1,481,000.00</i>	<i>0.00</i>	<i>1,177,314.89</i>	<i>0.00</i>	<i>79.49</i>
	<b>NonDivisional</b>	<b>1,481,000.00</b>	<b>0.00</b>	<b>1,177,314.89</b>	<b>0.00</b>	<b>79.49</b>
	Fund Balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	<b>NonDivisional</b>					
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	747.54	11,247.84	0.00	28.12
	<i>Revenue</i>	<i>40,000.00</i>	<i>747.54</i>	<i>11,247.84</i>	<i>0.00</i>	<i>28.12</i>
	<b>NonDivisional</b>	<b>40,000.00</b>	<b>747.54</b>	<b>11,247.84</b>	<b>0.00</b>	<b>28.12</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.63	500,000.00	0.00	100.00
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.63</i>	<i>500,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>500,000.00</b>	<b>41,666.63</b>	<b>500,000.00</b>	<b>0.00</b>	<b>100.00</b>
	Revenue	540,000.00	42,414.17	511,247.84	0.00	94.68
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7540	Vehicles	0.00	0.00	3,429.61	0.00	0.00
73-23-7600	Capital Improvement Projects	465,000.00	0.00	1,869.50	0.00	0.40
	<i>Capital Outlay</i>	<i>465,000.00</i>	<i>0.00</i>	<i>5,299.11</i>	<i>0.00</i>	<i>1.14</i>
	<b>Watershed Protection</b>	<b>465,000.00</b>	<b>0.00</b>	<b>5,299.11</b>	<b>0.00</b>	<b>1.14</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,556,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,556,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
73	Expense	2,021,000.00	0.00	5,299.11	0.00	0.26
	<b>Watershed Protection Capital</b>	<b>0.00</b>	<b>42,414.17</b>	<b>1,683,263.62</b>	<b>0.00</b>	<b>0.00</b>
Revenue Total		<b>25,049,084.00</b>	<b>1,889,711.86</b>	<b>25,489,122.98</b>	<b>0.00</b>	<b>1.0176</b>

<u>Account Number Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
Expense Total	<u>38,971,185.00</u>	<u>1,654,889.69</u>	<u>24,663,016.41</u>	<u>26,570.78</u>	<u>0.6329</u>

General Ledger  
Account Roll up



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Period 12 - 12  
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	25,624.09	80.08
4211	Water sales	4,038,000.00	392,408.31	4,093,021.99	101.36
4212	Wastewater Charges	8,270,000.00	770,394.31	8,273,657.04	100.04
4213	Watershed protection fees	1,548,000.00	131,844.61	1,550,780.06	100.18
4215	Penalties & late charges	32,000.00	173.00	337.14	1.05
4220	System development charges	245,000.00	15,495.00	661,886.00	270.16
4230	Contract services	40,000.00	8,000.00	53,400.00	133.50
4240	Service installations	20,000.00	0.00	34,563.82	172.82
4280	Rents & leases	200,000.00	7,801.84	161,912.57	80.96
4290	Other charges for services	25,000.00	4,521.45	91,059.84	364.24
4320	State grants	0.00	0.00	16,835.77	0.00
4610	Investment revenue	203,084.00	6,581.96	107,039.04	52.71
4630	Miscellaneous revenues	33,000.00	5,074.75	54,620.35	165.52
4701	Interest Subsidy	111,000.00	0.00	112,385.27	101.25
4910	Transfer in from Fund 10	2,408,000.00	200,666.63	2,408,000.00	100.00
4920	Transfer in from Fund 20	6,709,000.00	252,166.74	6,709,000.00	100.00
4930	Transfer in from Fund 30	1,135,000.00	94,583.26	1,135,000.00	100.00
Revenue	Revenue	25,049,084.00	1,889,711.86	25,489,122.98	101.76
Expense	Expense				
5110	Regular employees	3,166,000.00	232,708.26	2,914,169.24	92.05
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	3,576.79	110,419.86	103.20
5210	Employee Ins	690,000.00	44,914.11	568,882.87	82.45
5230	Social Security	240,000.00	17,794.90	224,534.28	93.56
5240	Retirement	616,000.00	38,031.24	530,827.17	86.17
5250	Trimet	23,000.00	1,870.09	23,651.45	102.83
5260	Unemployment	29,000.00	2,643.00	18,223.30	62.84
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	39.35	1,297.24	4.47
6110	Legal services	375,000.00	13,222.50	168,367.60	44.90
6120	Accounting & audit services	69,000.00	585.00	69,319.45	100.46
6155	Contracted Services	747,000.00	216,245.60	588,198.97	78.74
6175	Records Management	5,000.00	1,878.12	6,935.06	138.70
6180	Dues & subscriptions	52,000.00	656.00	35,255.64	67.80
6220	Electricity	296,000.00	54,443.37	346,074.24	116.92
6230	Telephone	57,000.00	4,368.30	52,202.24	91.58
6240	Natual gas	7,000.00	338.87	7,197.05	102.82
6250	Solid waste disposal	81,000.00	5,566.56	40,173.99	49.60
6290	Other utilities	23,000.00	1,210.83	22,162.76	96.36
6310	Janitorial services	35,000.00	5,963.56	25,922.61	74.06
6320	Buildings & grounds	86,000.00	13,307.99	93,875.81	109.16
6330	Vehicle & equipment maint.	50,000.00	8,713.65	52,310.82	104.62
6340	Distribution system maint	250,000.00	9,467.31	193,907.95	77.56
6342	Collection system maint.	320,000.00	37,435.91	239,761.52	74.93
6350	Computer maintenance	237,000.00	11,070.56	238,106.03	100.47
6390	Other repairs & maintenance	40,000.00	6,409.00	34,852.14	87.13
6410	Mileage	6,000.00	52.90	78.10	1.30
6420	Staff training	80,000.00	5,717.61	19,201.04	24.00
6430	Certifications	7,000.00	1,426.50	3,683.50	52.62
6440	Board travel & training	7,000.00	1,996.88	1,644.52	23.49
6510	Office supplies	29,000.00	10,511.18	31,921.84	110.08

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	7,084.51	37,344.50	52.60
6525	Chemicals	26,000.00	440.50	31,613.22	121.59
6530	Small tools & equipment	46,000.00	7,182.31	28,120.66	61.13
6540	Safety supplies	48,500.00	3,707.27	32,464.43	66.94
6550	Operational Supplies	21,000.00	4,489.13	18,494.83	88.07
6560	Uniforms	29,000.00	5,918.74	37,755.64	130.19
6590	Other supplies	10,000.00	1,247.90	4,972.78	49.73
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	3,376.41	3,376.41	67.53
6710	Purchased water	1,084,000.00	112,618.49	1,116,543.58	103.00
6715	Water quality program	15,000.00	4,413.00	15,880.89	105.87
6720	Insurance	240,000.00	0.00	156,050.00	65.02
6730	Communications	167,000.00	41,690.35	81,646.18	48.89
6740	Advertising	6,000.00	2,315.81	7,502.87	125.05
6750	Other purchased services	15,000.00	1,738.11	10,194.35	67.96
6760	Equipment Rental	4,500.00	0.00	3,730.28	82.90
6770	Bank charges	134,000.00	10,428.66	146,805.15	109.56
6780	Taxes & fees	104,000.00	146.94	70,129.43	67.43
6785	ECAP Payments	97,000.00	5,386.80	22,727.97	23.43
6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	100.00
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	1,356,000.00	100.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	100.00
6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	100.00
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	0.00	374,575.00	100.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	100.00
6900	Miscellaneous expense	4,000.00	228.56	638.43	15.96
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	0.00	82,857.67	82.86
7540	Vehicles	55,000.00	6,900.00	30,036.51	54.61
7600	Capital Improvement Projects	4,275,000.00	141,248.16	1,337,687.03	31.29
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	4,569,000.00	100.00
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	0.00	2,871,000.00	100.00
8171	Transfers out - Fund 71	500,000.00	41,666.63	500,000.00	100.00
8172	Transfers out - Fund 72	1,000,000.00	83,333.37	1,000,000.00	100.00
8173	Transfers out - Fund 73	500,000.00	41,666.63	500,000.00	100.00
9000	Contingency	9,892,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,660,144.22	24,673,327.88	63.30
<b>Grand Total</b>		<b>-13,932,101.00</b>	<b>229,567.64</b>	<b>815,795.10</b>	<b>-0.0586</b>
<b>Fund Balance Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>Revenue Total</b>		<b>25,049,084.00</b>	<b>1,889,711.86</b>	<b>25,489,122.98</b>	<b>1.0176</b>
<b>Expense Total</b>		<b>38,981,185.00</b>	<b>1,660,144.22</b>	<b>24,673,327.88</b>	<b>0.633</b>



## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Laural Casey, District Recorder
<b>Title</b>	Approval of Meeting Minutes
<b>Item No.</b>	4b
<b>Date</b>	August 17, 2021

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### **Summary of Minutes for Approval**

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

### **Attachments**

1. July 20, 2021 Regular Board Meeting Minutes



**BOARD OF DIRECTORS**  
**[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.**  
**July 20, 2021**

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Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Kevin Williams	Director

Board of Directors – Absent:

Susan Keil	Director
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Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Alexa Morris	Outreach & Communication Specialist

Consultants & Organizational Representatives – Present via Zoom:

Laura Westmeyer	Cable Huston
Mitra Anoushiravani	Oak Lodge Governance Project Steering Committee
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Susie Peterson	Backyard Habitat Certification Program

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**1. Call to Order & Meeting Facilitation Protocols**

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

Acting General Manager Binkowski-Burk welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

Acting General Manager Binkowski-Burk also introduced guests visiting in an official capacity:

- Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and
- Sherry French, President of the Clackamas River Water Board of Commissioners.

Acting General Manager Binkowski-Burk overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

## **2. Administration of Oath of Office for Newly Elected Directors**

District Recorder Casey administered the Oath of Office for Paul Gornick, Ginny Van Loo, Mark Knudson.

## **3. Call for Public Comment**

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were two.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Lynn Fisher congratulated the newly reelected Board members.

## **4. Monthly Update: Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) Steering Committee member, Mitra Anoushiravani provided an update on OLGP's work including a new website and social media profiles. Ms. Anoushiravani stated a more comprehensive update will be given at the upcoming Oak Grove Community Council meeting.

President Gornick asked about the status of the governance report OLGP has been working with consultants to complete. Ms. Anoushiravani stated the report would be available in the fall.

## **5. Presentation of the Backyard Habitat Certification Program**

Backyard Habitat Certification Program Representative, Susie Peterson, thanked the Board and District staff for the continued partnership. She shared a presentation overviewing the certification program, highlighting how the program works, certification levels and criteria, regional and local accomplishments, and program supporters.

The Board asked questions related to certification criteria, enrollment numbers, and other partnership organizations.

## **6. Consent Agenda**

Items on the Consent Agenda include:

- A financial reporting update,
- The June 15, 2021 regular Board meeting minutes,
- A resolution for inclusion under the Oregon Deferred Compensation Plan,
- The sewer pump stations 2, 3, 4, and 6 pre-design,
- An agreement renewal for the Environmental Systems Research Institute (ESRI) software, and



- An agreement renewal with Convergence Networks for IT Services.

The Board made comments and asked questions related to the items on the Consent Agenda.

Treasurer Knudson moved to approve the Consent Agenda. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Director Williams.

MOTION CARRIED

## **7. Consideration of Expiration of the March 17, 2020 Declaration of State of Emergency**

Acting General Manager Binkowski-Burk overviewed the District's resumed services and recommended declaring an end to the State of Emergency.

The Board asked questions related to State mandates, the Emergency Customer Assistance Program, the timing of processing delinquent accounts, and the resumption of water shutoffs.

Treasurer Knudson moved to declare an end to the local State of Emergency due to the public health and financial effects of the COVID-19 pandemic. Secretary/Vice President Van Loo seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Director Williams.

MOTION CARRIED

## **8. Call for Public Comment**

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there was one.

Lynn Fisher asked if the District planned to resume in-person meetings.

The Board considered various aspects of the transition to in-person meetings. Acting General Manager Binkowski-Burk offered to present a transition plan to the Board for consideration at the next meeting.

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

The Board asked questions related to the written reports.

## **10. Departments Reports**

The Board provided comments and asked questions related to the workers compensation rates and water meter replacements.

General Manager Chaplen thanked District Engineer Rice and Human Resources Manager Binkowski-

Burk for providing interim general management during her absence.

The Board and General Manager Chaplen thanked retiring Plant Superintendent, David Mendenhall, for his four years of service at the District. Plant Superintendent Mendenhall was applauded for his ability to make tough decisions, and for his leadership and stewardship of resources.

**11. Adjourn Meeting**

President Gornick adjourned the meeting at 7:14 p.m.

Respectfully submitted,

\_\_\_\_\_  
Paul Gornick  
President, Board of Directors

\_\_\_\_\_  
Ginny Van Loo  
Secretary/Vice President, Board of Directors

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

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



## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Interim Plant Superintendent  
Sarah Jo Chaplen, General Manager  
**Title** Approval of Amendment No. 1 to Biosolids Hauling Contract with Horner Enterprises Inc.  
**Item No.** 4c  
**Date** August 3, 2021 for August 17, 2021 Regular Board Meeting

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### 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: (1) renew the contract for a one-year term; (2) update the hauling rates and not-to-exceed amounts to reflect the District's anticipated service needs; and (3) update the District's primary representative for this contract.

### 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 entered into a contract with the District in September of 2020.

The original contract approved by the Board was for a one-year term, with up to three, one-year extensions (through 2024). The initial term was based on a rate of \$46.15 per wet ton with a not-to-exceed cost of \$100,000. Staff committed to return to the Board annually for budgetary authorization before each renewal term. The original quoted costs were per wet ton and the total was based on an average monthly production of 176 wet tons and 2,112 wet tons per year.

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. In addition to extending the contract (through September 30, 2022), the proposed amendment would update the District's primary representative for this contract to become the current interim Plant Superintendent. The proposed amendment would also update the rates charged for this service

for the new term. Horner Enterprises has proposed a slight increase in rate from \$46.15 to \$46.80 per wet ton, which increase is primarily based upon increases in fuel prices and load projections. And finally, the proposed amendment would increase the not-to-exceed limit for the next term, to \$120,000. This increase is proposed to accommodate the new rates and the load projection over the next year term.

**Past Board Actions**

- |                |  |
|----------------|--|
| May 2021       | The Board approved by Resolution 2021-04 the FY21-22 Budget which appropriated funds for this service. |
| September 2020 | The Board approved the original contract with Horner Enterprises, Inc. of Sweet Home.                  |

**Concurrence**

The Plant Superintendent consulted with the Oregon Department of Environmental Quality (DEQ) on this project. Part of the plan for this hauling proposal was the short-term storage of biosolids on the plant site between loadings. DEQ approved the District’s plan in a letter dated July 20, 2020 with 11 conditions pertaining to odors and cleanliness. This approval has been added to the District’s Biosolids Management Plan and the District will continue to meet all the requirements.

**Budget**

The Board has appropriated funds for this service in the FY 21-22 Budget. Depending upon the ultimate tonnage hauled, future budget adjustments may need to be made.

**Recommendation**

Staff recommends approval of the proposed Amendment No. 1 to the biosolids hauling contract with Horner Enterprises, Inc.

**Suggested Board Motion**

*“I move to approve the General Manager to sign Amendment No. 1 to the Personal Services Agreement for Biosolids Hauling with Horner Enterprises, Inc., as presented tonight.”*

**Attachments**

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



**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:

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
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:

<b>District</b>	<b>Horner Enterprises, Inc.</b>
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.



**AMENDMENT NO. 1**  
**TO THE PERSONAL SERVICES AGREEMENT FOR**  
**BIOSOLIDS HAULING**

This Amendment to the Personal Services Agreement for Biosolids Hauling (“Amendment No. 1”), 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 (the “Agreement”), which took effect on September 23, 2020 and is currently set to expire on September 30, 2021.
- 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 wish to extend the Agreement for an additional one-year term, and with this Amendment the Parties wish to update the contract terms concerning the District’s contact representative; the fees to account for increased costs of service; and the dates of the extension term.

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, 2021. The contract term shall be a period of one year and shall automatically expire on September 30, 2022, unless earlier terminated or extended as provided for in the Agreement. The intent of the Parties is to have up to two, additional, one-year extensions (until the year 2024).

**Section 2. Contractor’s Fee.** This section modifies the Basic Fee and the not-to-exceed amount allowed under the Agreement for the contract term. The Basic Rate shall be \$46.80 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. District Representative.** This section modifies the District’s primary contact representative for the Agreement. David Hawkins, interim Plant Superintendent for the District, shall be the District’s representative in the Agreement under Section 8(K) (proof of insurance); Section 12 (notice and payment address); Section 17 (extra work/changes in work); and wherever else the District’s representative is referenced in the Agreement. The District’s contact information shall be as follows:

Oak Lodge Water Services District

Attn: David Hawkins

14496 SE River Road

Oak Grove, Oregon 97267

Business Phone: (503) 353-4211

Business Fax: (503) 653-0586

E-mail: [david@olwsd.org](mailto:david@olwsd.org)

**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, 2021.

IT IS AGREED:

**OAK LODGE WATER SERVICES DISTRICT**

**HORNER ENTERPRISES, INC.**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
Laural Casey, District Recorder  
**Title** Consideration of Transition to In-Person/Hybrid Public Meetings  
**Item No.** 5  
**Date** August 3, 2021 for the August 17, 2021 Meeting

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### Summary

The Board of Directors requested a presentation of the new legislative requirements and the operational considerations of returning to in-person public meetings.

### Background

Throughout the COVID-19 pandemic the District has held virtual public meetings and allowed for telephonic public participation. As the Board of Directors deliberates returning to the holding of in-person public meetings, the operational considerations of hybrid meetings have been discussed due to House Bill (HB) 2560.

Passed in the 2021 Legislative Session, HB 2560 imposes a new obligation on local governments in the holding of public meetings. The Bill requires public bodies to provide the public with an opportunity to access and attend the meetings by telephone, video, or other electronic or virtual means, "to the extent reasonably possible." The opportunity to participate virtually is not "on request" by a member of the public; but rather, as a legal minimum, if it is reasonably possible, the District must provide that opportunity at every meeting (excluding executive sessions). This requirement takes effect as of January 1, 2022.

Operationally, District staff are prepared to meet the requirements of HB 2560 by creating the opportunity for telephonic public participation.

Another consideration for the return to in-person public meetings is the health and safety of the Board, staff, and general public. During the July 20, 2021 Board meeting, the Board discussed the alarming spread of the Delta variant. For the last month, local COVID-19 cases have been on the rise. Projections made by the COVID-19 Scenario Modeling Hub, a consortium of researchers tracking the pandemic's trajectory, show a nationwide surge of COVID-19 cases through the fall peaking in October.

The Board of Directors has many opportunities to prevent or slow the spread of COVID-19. For example, virtual meetings can continue to be held for the remainder of the pandemic. If in-person meetings are resumed, the Board may implement temporary meeting rules, such as a mask mandate or limiting in-person attendance to Board and staff members only with telephonic public participation.

Currently, many local public bodies are assessing the legal and operational considerations of returning to in-person meetings and the legislative requirements for hybrid meetings. Below is a list of local public bodies and current meeting status as of the writing of this Report. Meeting statuses continue to adapt to the changing public health conditions.

<b>Meeting Virtually</b>	<b>Conducting In-Person Hybrid Meetings</b>
City of Gladstone	City of Milwaukie
City of West Linn	City of Oregon City
Sunrise Water Authority	City of Lake Oswego
Clackamas River Water	Clackamas County
North Clackamas County Water Commission	
Tualatin Valley Water District	
West Slope Water District	
South Fork Water Board	

### **Past Board Actions**

- March 17, 2020      The Board of Directors declared a State of Emergency due to the COVID-19 pandemic and began holding public meetings remotely.
- July 20, 2021      The Board of Directors declared an end to the State of Emergency and requested a staff presentation on transitioning to in-person public meetings.

### **Concurrence**

The summary of legislative changes outlined in this staff report were guided by the District’s legal counsel. Operational considerations were outlined by the District’s Management Team.

### **Recommendation**

Staff currently recommend continuing to hold public meetings remotely through the end of 2021, with in-person meetings resuming in January 2022.

Staff will continue to monitor the situation and return with modified recommendations if needed.

**Alternatives to Recommendation**

The Board of Directors may choose another date after which to resume in-person meetings.

The Board of Directors may choose to implement a mask requirement for in-person meetings.

**Suggested Board Motion**

*“I move the Board of Directors continue holding public meetings remotely until January 2022.”*

**Attachments**

1. House Bill 2560

# Enrolled House Bill 2560

Sponsored by Representative MEEK, Senator STEINER HAYWARD; Representatives DEXTER, GRAYBER, MARSH, MCLAIN, REARDON, REYNOLDS, SALINAS, SCHOUTEN, SMITH WARNER, SOLLMAN, VALDERRAMA, WILDE, WILLIAMS, Senator MANNING JR (Presession filed.)

CHAPTER .....

AN ACT

Relating to expanding remote participation of public in self-government through use of technology; amending ORS 192.670.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1.** ORS 192.670 is amended to read:

192.670. (1) Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.690.

(2) When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the governing body of the public body is present.

**(3) All meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the general public, to the extent reasonably possible, an opportunity to:**

**(a) Access and attend the meeting by telephone, video or other electronic or virtual means;**

**(b) If in-person oral testimony is allowed, submit during the meeting oral testimony by telephone, video or other electronic or virtual means; and**

**(c) If in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means, so that the governing body is able to consider the submitted testimony in a timely manner.**

**(4) The provisions of subsection (3) of this section:**

**(a) Apply to hearings under ORS 197.763, 215.402 to 215.438 and 215.700 to 215.780 regardless of whether a governing body or governing body's designee, including a hearings officer, conducts the hearing; and**

**(b) Do not apply to contested case hearings under ORS chapter 183.**

**Passed by House April 10, 2021**

.....  
Timothy G. Sekerak, Chief Clerk of House

.....  
Tina Kotek, Speaker of House

**Passed by Senate May 27, 2021**

.....  
Peter Courtney, President of Senate

**Received by Governor:**

.....M.,....., 2021

**Approved:**

.....M.,....., 2021

.....  
Kate Brown, Governor

**Filed in Office of Secretary of State:**

.....M.,....., 2021

.....  
Shemia Fagan, Secretary of State



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	6
<b>Date</b>	August 17, 2021

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### 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

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**Title** Business from the Board  
**Item No.** 7  
**Date** August 17, 2021

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### 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.



**Oak Lodge Water Services  
2021 OLWS Board Member Liaison Assignments**

<b>Board/Committee</b>	<b>Current Primary</b>	<b>Current Alternate</b>	<b>Meeting Schedule</b>
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Mark Knudson	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	OPEN	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	

## Notes on North Clackamas Public Policy Meeting

Susan Keil and Ginny Van Loo in attendance

August 2, 2021

New Chair of this committee is Patrick Sheehan, Better Homes and Gardens Real Estate

The first speaker was Lori Chavez deRemer, candidate for the new 6<sup>th</sup> Congressional District when it is clearly defined. She believes it will be from Happy Valley east into central Oregon. She has currently filed against Kurt Schrader but will change Districts when Congressional District 6 is set. She is concerned about lawlessness, inflation, over-taxation and overregulation of businesses and individuals.

Stan Pulliam, Mayor of Sandy spoke next describing projects in Sandy, one of the fastest growing parts of the state. As there is real congestion on Hwy 26, a By-Pass Study has been undertaken to provide alternative access to schools and prime industrial land, while improving flow on 26. The identified funding for the project currently is gas tax and vehicle registration fees. DEQ has required them to rebuild/upgrade the wastewater treatment plant by 2024. The project will be a public private partnership and Sandy has been approved for 80% financing of the \$80 million project through a state infrastructure loan. The City has also built permanent outdoor structures for businesses through ARPA funds, to expand space for dining and other services.

Paul Savas; Martha Fritzie, Land Use Housing Project Manager and Jennifer Hughes, County Planning Director presented on changes in zoning to allow more multi-family housing in the urban areas along McLoughlin and 82<sup>nd</sup> Ave. The first phase of this project would include a n affordable housing density bonus, moving from the current 8% to 50% in particular zones; a lessening of parking requirements associated with the affordable housing and increasing multifamily housing in commercial areas from the current 25 per acre to 60 per acre. There is also an extra 20% density bonus if the housing is built with commercial.

The Planning Commission will hear this on 8/23 and the County Commission on 10/6.

The Homebuilders sound supportive; there is no organized opposition or support at this point.

The housing built through this project must remain affordable for 30 years.

Paul Savas said that the County needs to ensure that the infrastructure required is available and that the County must have property for businesses to relocate if they are displaced.

Relative to the Park Ave project, he stated that there had not been much public engagement and the County Commission had paused action on rezoning in order to resolve differences. MAPIT, including the Milwaukie Business Association, the Jennings Lodge CPO and Oak Grove Community Council have been asked to participate. To date Oak Grove Community Council has not responded. He was very clear that this project needs to be economically viable for businesses and that good family wage jobs need to be retained in the area. It does no good to build housing and have the jobs be in Washington County. He said there may be legal challenges to some aspects of the project; that the density will only be medium west of McLoughlin; not on River Road and would include Park Ave, both to the east and west of McLoughlin.

**Meetings Attended During the Past Month**

1. July 20, 2021 – OLWSD Board of Directors meeting
2. July 28, 2021 – Oak Grove Community Council meeting (agenda attached)
  - a. Willamette View Manor Update – Craig VanValkenburg
    - i. Overview of facility – non-profit organization; since 1955; life plan community; 485 residents, 300 employees; use well for irrigation
    - ii. River Rd crosswalk – expansion in 2000 included conditions for modifying entrance realignment with Park Av, sidewalk, and bike lane improvements; costs of crosswalk and related imps now \$340k (exceeds budget); currently using flags and working with county
    - iii. OGCC voted to support identification of cost-effective solution for crosswalk at River Rd & Park Av
  - b. Oak Lodge Governance Project – Mitra Anoushiravani & Eleanor Hunter
    - i. Milwaukie incorporated in 1903 and Gladstone in 1911
    - ii. Issues: cost, level of service, nature of service (urban vs rural), no assurance of representation, no direct influence in shaping future of community, what is best for future of community?
    - iii. Updates:
      1. Website now up
      2. History of project and Metro’s \$100,000 grant; why Metro is fiscal sponsor
      3. Three Options: existing unincorporated, annex to Milwaukie, form new city
    - iv. Outreach: based on survey, no interest in taking over parks, fire and OLWSD; acknowledgement that this study is first step in much larger project that will take much longer; need to better explain process; interpreted results that project was on track with interests of community; need more education, diverse interests within study area with different objectives
    - v. Services: NCPRD, OLWSD and Clackamas Fire stay the same regardless of option (high degree of satisfaction with existing districts & recognition of efficiency of existing services). Service options: Police, transportation, stormwater management, community development, government admin (“stormwater infrastructure is county’s current responsibly, so it is being evaluated in study”)
    - vi. Study area boundary: not pushing into UGMAs
    - vii. Now in final stages of current project; draft report available this fall; look for updates on website, twitter, Facebook, Thelma’s CIA newsletter; public engagement will happen once report is available
  - c. Housing strategies – Mark Elliott
    - i. Proposal going forward to Planning Commission and BCC for modest increase in density and modest reduction in parking requirement for residential development of commercial land
  - d. Committee Reports
    - i. Oak Lodge Community Emergency Response Team (CERT) – Greg W
      1. Water (from creek or pool)
      2. Training of community groups
      3. Supporting Fire District re: Covid testing and vaccinations
    - ii. Concord School Site / Library Project – Mark Elliott
      1. Task force meeting Aug 18 re; public engagement
    - iii. Clackamas County Parks Advisory Committee – Mark Elliott

1. Parks currently at ~50% temp summer staff due to difficulty hiring people
2. Will be two openings on advisory board within next month
- iv. NCPRD District Advisory Committee – Anatta Blackmarr
  1. Starting education and orientation of new committee members
- e. Next meeting: August 25, 2021
3. August 3, 2021 – Milwaukie City Council Meeting
  - a. Informational briefing to full City Council on OLWSD proposal to become authority and District's request for city resolution supporting authority formation
  - b. Positive support from city; district to return next month with proposed resolution
4. August 5, 2021 – US EPA Sustainable Financial Management Planning for Water Utilities Webinar
  - a. Long-term (10-30 yr) financial planning & modeling used by City of Columbus (Columbus, GA) and Union Sanitary District (Freemont, CA) to plan, schedule, and prioritize capital projects and long-term rate strategies
5. August 6, 2021 – Oregon Infrastructure Finance Authority Board Meeting
  - a. SDWRLF requests from Johnson Creek Water Service Company, City of Brookings, Crystal Springs Water District totaling ~ \$10 million
  - b. ARPA funding guidelines available this fall
  - c. Business Oregon proceeding with inventory of state-wide infrastructure needs
  - d. Special Public Works program to receive recapitalization of \$100 million
6. August 14, 2021 – Oak Lodge Governance Project informational briefing; Oak Lodge: An Economic Development Perspective - John Southgate

**Meetings Scheduled for the Next Month**

1. August 17, 2021 – OLWSD Board of Directors meeting
2. August 25, 2021 – Oak Grove Community Council meeting
3. September 11, 2021 – Oak Lodge Governance Project informational briefing



# Oak Grove Community Council

## Regular Council Business Meeting

July 28, 2021

### Agenda

What: Regular Council Business Meeting  
When: Wednesday, July 28, 2021 - 7:00 p.m. to 8:15 p.m.  
Social time - After conclusion of business meeting  
Where: Zoom - <https://us02web.zoom.us/j/89301304485>  
Meeting ID: 893 0130 4485  
Passcode: OakGroveCC  
Phone-in number: (253) 215-8782  
Meeting ID: 893 0130 4485  
Passcode: 510 9081 804

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- June 23rd Meeting minutes + membership update
- Treasurer's update

7:10 Program:

- Oak Lodge Governance Project Overview
  - *Mitra Anoushiravani and Eleanore Hunter*
- Willamette View Manor Update
  - *Craig Van Valkenburg*

7:55 Committee updates:

- Community Emergency Response Team (CERT) - Rich Nepon
- Concord School - Mark Elliott
- CC Parks District - Mark Elliott
- Economic Development Commission - Valerie Chapman
- NCPRD District Advisory Committee Update - Anatta Blackmarr

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom:

Aug 25, Sep 22, Oct 27

- Future OGCC Board Meetings - 6:45 pm at Zoom:

Aug 2, Sep TBA, Oct 4

8:15 Adjourn + Social Time

Business from the Board  
Paul Gornick's Meeting Reports  
July 2021

July 28, 2021 – Meet with Mark Knudson, Sarah Jo Chaplen, Tommy Brooks, and Jason Rice to prepare for City of Milwaukie Council Meeting on August 3<sup>rd</sup>.

- Director Mark Knudson, District Engineer Jason Rice, and I met with Councilor Lisa Batey and Public Works Director Peter Passerelli to discuss issues around formation of an Authority, and the need to have COM support by resolution to proceed with these efforts. Councilor Batey understood the effort, and I think is supportive of our efforts.

July 28, 2021 - Sunrise Water Board Meeting (remote meeting)

- The two new commissioners (Diana Helm and Tim Chaire) were sworn in at start of meeting.
- Board elected new officers for the coming year (Chris Hawes will remain as chair).
- Public comment included a request from a party currently renting space on SWA property on Mt Scott to operate a broadcast tower. Request for rent reduction in current contract was rejected by Board, and Board also recommended not renewing lease when it expires in July 2022.
- Board approved consent agenda, which included a resolution authorizing sale of a parcel to the City of Happy Valley (parcel is remainder of the property not needed for the new Administration and Field Operations building).
- GM gave update to Happy Valley roundabout project at SE 129<sup>th</sup> and King Rd, with the 3 current options. SWA currently occupies the SE corner of this intersection, and the options all impact the circulation on the SWA property, but they accepted Option 2 as the least impact to operations.
- An interim Finance Director has come out of retirement to fill in until a permanent appointment can be made.
- Board met as Contract Review Board to approve Notice of Intent to award contract to Kerr Contractors for \$610,097 for early grading package for the new Administration and Field Operations Building.
- A workshop on Aquifer Storage and Recovery followed the regular meeting.

August 3, 2021 – Milwaukie City Council (in-person meeting)

- Accompanied by Director Mark Knudson and District Engineer Jason Rice, presented information to Council regarding OLWSD efforts to change governance structure to an Authority. Mayor and two councilors had already been briefed on the efforts. Jason had a short power point to cover major points, including data about the customers in the overlap area in the Island Station neighborhood. Mark briefed Council on the district's conversation with the Oak Lodge Governance Project. District counsel Tommy Brooks has been in contact with the counsel for the City to work out language in the draft resolution to be considered in early September.

August 4, 2021 – C4 Meeting (remote meeting)

- Della Mosier and Lucinda Broussard from ODOT presented an update on the Regional Mobility Pricing Project (aka, tolling). This included the draft Problem Statement, which includes sections on the revenue issues, greenhouse gas issues, and equity issues (see link to packet below). Also included was the I-205 Corridor User Analysis. Although varying by time of day, in the corridor between Stafford Rd and Hwy 213, only 25% of the trips are through trips. That means 75% of the trips enter or exit at one of the five interchanges in this segment. Analysis also includes table of rerouting percentages to local roads during peak hours (see Corridor User Analysis in meeting packet at link below).

- Chris Ford of ODOT presented highway projects that are currently being considered for the 2024-2027 STIP in the Clackamas area. Note that these are ODOT highway projects, with the process for projects in the 2024-2027 STIP from counties and local cities just beginning.
- To read the informational meeting packet, go here: [bc11dbb3-7c3a-4c60-a52b-3db1783ff2f3 \(clackamas.us\)](https://bc11dbb3-7c3a-4c60-a52b-3db1783ff2f3.clackamas.us)



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 8a  
**Date** August 4, 2021, for August 17, 2021 Meeting

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### 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

- Accounts Receivable balance shows improvement in several areas: a decrease of (2.36%), number delinquent accounts decrease by 22, and average delinquent balance decreased by \$58.
- Billing collection rate for June was 100.3%. Payments exceeded billings.
- ECAP assisted 24 residential accounts in June and 17 in July.
- Non-Revenue Water trend continues an upward trend.

### Accounts Receivable Review

The Accounts Receivable (A/R) balances as of July 31 compared to June 30 decreased by (2.36%). These are the findings:

1. A/R Balance owed to OLWSD has decreased by \$40,686, after accounting for the delta between billing cycles.

A/R Balance	5/31/2021	6/30/2021	7/31/2021
Bi-Monthly Residential	\$ 1,043,455	\$ 1,198,146	\$1,059,071
Large Meters	515,098	528,052	502,628
<b>Total</b>	<b>1,558,553</b>	<b>1,726,197</b>	<b>1,561,700</b>
Variance	(95,901)	167,645	(164,498)
Variance due to Cycles	120,821	(218,435)	123,811
<b>Change in A/R</b>	<b>\$ 24,952</b>	<b>\$(50,791)</b>	<b>\$(40,686)</b>
	<b>1.51%</b>	<b>(3.26%)</b>	<b>(2.36%)</b>



2. The total number of delinquent accounts decreased by 22 accounts as of July 31, 2021 compared to June 30, 2021. The average balance per account also decreased by 11.1%.

Delinquent Accounts	<u>5/31/2021</u>	<u>6/30/2021</u>	<u>7/31/2021</u>
Over 60 Days	\$ 424,906	\$ 384,778	\$ 331,872
Number of Accounts	705	743	721
Average Balance per Acct.	\$ 603	\$ 518	\$ 460
% Change in Ave. Balance	4.5%	(14.1%)	(11.1%)

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increase by 1.14% compared to prior month. The shift is within the 30–60-day grace period and credit balance.

Account %	<u>5/31/2021</u>	<u>6/30/2021</u>	<u>7/31/2021</u>
Current	83.83%	84.62%	83.48%
30-60 Day Grace	4.71%	3.61%	4.72%
Delinquent	7.68%	8.08%	7.82%
Credit Balance	3.78%	3.70%	3.98%

Red Tags / Letters for June 2021 Cycle 2 accounts increased by 26 or 10.1%. This is for accounts that are 45 days past due from the April 2021 billing cycle.

	<b>May 2020</b>	<b>July 2020</b>	<b>September 2020</b>	<b>November 2020</b>	<b>January 2021</b>	<b>March 2021</b>	<b>May 2021</b>	<b>July 2021</b>
<b>Cycle 1</b>	245	262	319	350	326	339	300	283
<b>Type</b>	Letter	Letter	Letter	Letter	Letter	Letter v2	Letter v2	Letter v4
	<b>April 2020</b>	<b>June 2020</b>	<b>August 2020</b>	<b>October 2020</b>	<b>December 2020</b>	<b>February 2021</b>	<b>April 2021</b>	<b>June 2021</b>
<b>Cycle 2</b>	197	208	270	272	303	272	258	284
<b>Type</b>	Letter	Letter	Letter	Letter	Letter	Letter v2	Letter v2	Letter v3

### Billing Payment Rate

In July, the District received more in payments than was billed on July 1, 2021 by 0.3% or \$3,537.

	<u>April 2021</u>	<u>May 2021</u>	<u>June 2021</u>	<u>July 2021</u>
Utility Billing Sales	\$ 1,037,028	\$ 1,200,927	\$ 1,080,106	\$ 1,297,941
Cash Receipts	1,041,602	1,183,721	1,125,351	1,301,479
% (Uncollected)	0.4%	(1.4%)	4.2%	(0.3%)

### Emergency Customer Assistance Program (ECAP)

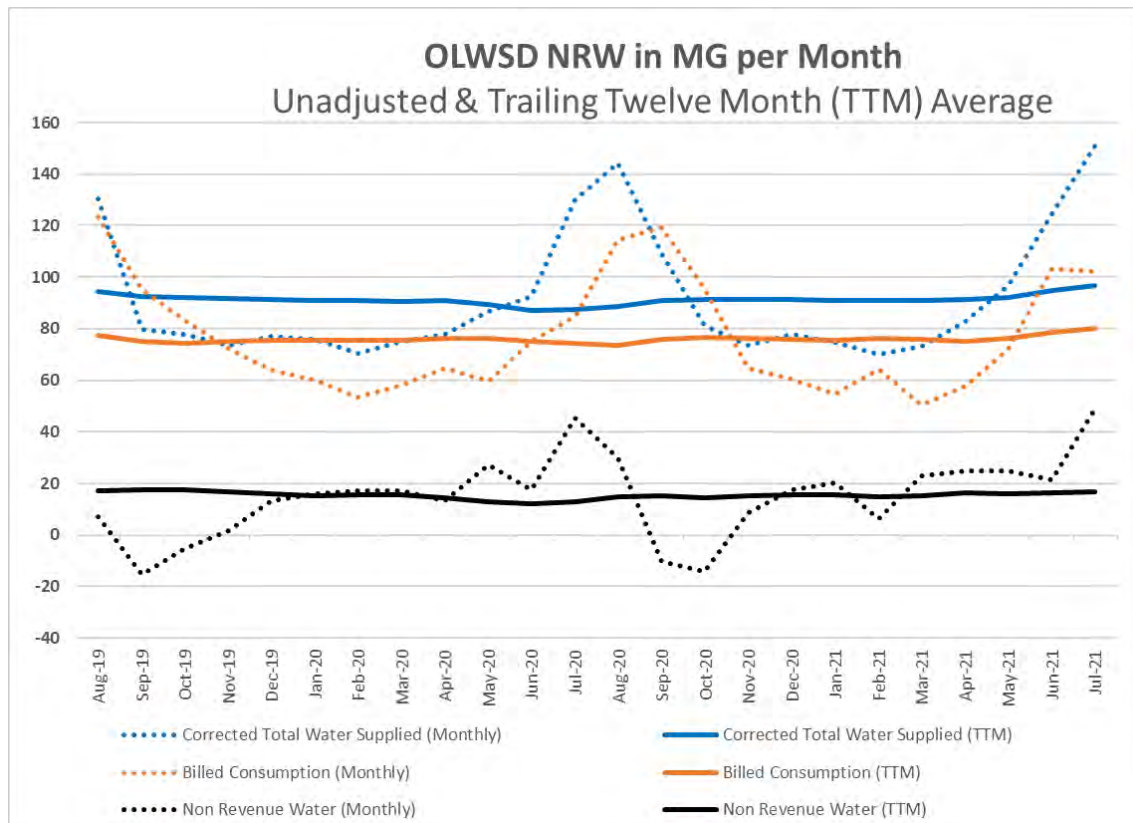
The District’s budget line item for the Emergency Customer Assistance Program (ECAP) is \$97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District’s Low-Income Rate Relief Program.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983
May 2021	2,741	77,242
June 2021	5,397	71,855
July 2021	3,591	68,265
Total Assistance Provided to Date	28,746	

In June 2021, twenty-four (24) residential accounts and no commercial accounts received assistance. In July 2021, seventeen (17) residential accounts and no commercial accounts received assistance.

### Non-Revenue Water and Billing System

As of July 31, 2021, non-revenue water has increased from 16.398 MG as of June 30 to 16.681 MG. There was one main break at 5010SE Hill Rd with a 0.0288 MG impact. See the Field Operations monthly report work by the drinking water team on Non-Revenue Water.



## **Attachments**

1. Checks by Date Report for July 2021

Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 08/04/2021 - 9:01PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	7/2/2021	Internal Revenue Service		AP		7/6/2021	28,362.67
0	7/2/2021	Nationwide Retirement Solutions		AP		7/7/2021	1,947.62
0	7/2/2021	State of Oregon		AP		7/8/2021	969.67
0	7/2/2021	Oregon Department Of Revenue		AP		7/7/2021	7,538.04
0	7/2/2021	Public Employees		AP			24,268.19
0	7/2/2021	VALIC c/o JP Morgan Chase		AP		7/7/2021	3,351.16
0	7/2/2021	Payroll Direct Deposit	DD 00003.06.2021	PR		7/2/2021	69,394.74
0	7/9/2021	Wells Fargo Remittance Center		AP		6/23/2021	6,856.15
0	7/12/2021	TSYS		AP		7/12/2021	9,198.39
0	7/16/2021	Internal Revenue Service		AP		7/21/2021	28,527.24
0	7/16/2021	Nationwide Retirement Solutions		AP		7/22/2021	1,952.80
0	7/16/2021	State of Oregon		AP			969.67
0	7/16/2021	Oregon Department Of Revenue		AP		7/22/2021	7,673.04
0	7/16/2021	Public Employees		AP			28,897.21
0	7/16/2021	VALIC c/o JP Morgan Chase		AP		7/22/2021	3,344.85
0	7/16/2021	Payroll Direct Deposit	DD 00001.07.2021	PR		7/16/2021	70,754.23
0	7/28/2021	Zions Bank		AP			12,992.70
0	7/30/2021	Internal Revenue Service		AP			34,571.65
0	7/30/2021	Nationwide Retirement Solutions		AP			360.00
0	7/30/2021	State of Oregon		AP			969.67
0	7/30/2021	Oregon Department Of Revenue		AP			9,714.88
0	7/30/2021	Public Employees		AP			32,044.38
0	7/30/2021	Wells Fargo Bank		AP			1,827.17
0	7/30/2021	Payroll Direct Deposit	DD 00002.07.2021	PR			86,618.48
ACH Disbursement Activity Subtotal							473,104.60
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							473,104.60

Paper Check Disbursement Activity							
Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45758	7/1/2021	Employee Paycheck		PR		7/2/2021	2,006.66
45783	7/13/2021	Bureau Of Labor And Industries		AP		7/20/2021	250.00
45784	7/13/2021	Bureau Of Labor And Industries		AP		7/20/2021	691.05
45785	7/16/2021	Employee Paycheck		PR			2,028.41
45786	7/16/2021	Accountemps		AP			1,580.00
45787	7/16/2021	Apex Labs		AP			2,640.00
45788	7/16/2021	BMS Technologies		AP		7/20/2021	3,468.41
45789	7/16/2021	Cavanaugh & Associates. PA		AP			450.00
45790	7/16/2021	CDR Labor Law, LLC		AP		7/20/2021	6,693.00
45791	7/16/2021	City Of Gladstone		AP		7/22/2021	38.38
45792	7/16/2021	Clackamas County Elections		AP		7/19/2021	3,376.41
45793	7/16/2021	Coastal Farm & Home Supply		AP		7/19/2021	200.76
45794	7/16/2021	Convergence Networks		AP			3,893.00
45795	7/16/2021	D&H Flagging, Inc.		AP		7/21/2021	1,200.00
45796	7/16/2021	Horner Enterprises, Inc.		AP		7/19/2021	12,703.76
45797	7/16/2021	J. Thayer Company		AP		7/20/2021	535.46
45798	7/16/2021	Les Schwab		AP		7/19/2021	361.22
45799	7/16/2021	Maverick Welding Supplies Inc		AP		7/21/2021	31.01
45800	7/16/2021	One Call Concepts, Inc.		AP		7/22/2021	761.46
45801	7/16/2021	Oregon DEQ		AP		7/20/2021	1,225.00
45802	7/16/2021	Paul H. Roeger, P.E.		AP			825.00
45803	7/16/2021	Portland Engineering Inc		AP		7/22/2021	120.00
45804	7/16/2021	Portland General Electric		AP			5,208.65
45805	7/16/2021	Seattle Ace Hardware		AP			38.95
45806	7/16/2021	Secure Pacific Corporation		AP		7/20/2021	150.00
45807	7/16/2021	Western Exterminator Company		AP		7/20/2021	95.65
45808	7/16/2021	City Of Gladstone		AP		7/22/2021	193.60
45809	7/16/2021	Consolidated Supply Co.		AP		7/20/2021	2,676.53
45810	7/16/2021	Grainger, Inc.		AP		7/22/2021	403.76
45811	7/16/2021	Luminant Digital Security		AP			2,495.00
45812	7/16/2021	Portland Engineering Inc		AP		7/22/2021	107,760.80
45813	7/16/2021	Portland General Electric		AP			23,513.79

Bank Reconciliation

Checks by Date

User: Gail

Printed: 08/04/2021 - 9:01PM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45814	7/16/2021	Pumptech Inc.		AP			3,395.69
45815	7/16/2021	Waste Management Of Oregon		AP			1,067.51
45816	7/16/2021	A Worksafe Service, Inc.		AP		7/19/2021	63.00
45817	7/16/2021	Aks Engineering & Forestry		AP		7/19/2021	14,938.49
45818	7/16/2021	City Of Milwaukie		AP		7/21/2021	1,738.11
45819	7/16/2021	Coastal Farm & Home Supply		AP		7/19/2021	223.99
45820	7/16/2021	Consolidated Supply Co.		AP		7/20/2021	742.00
45821	7/16/2021	FLO-Analytics		AP		7/19/2021	3,763.75
45822	7/16/2021	Lord & Associates, Inc.		AP		7/21/2021	322.00
45823	7/16/2021	Metro		AP		7/20/2021	266.69
45824	7/16/2021	Net Assets Corporation		AP		7/19/2021	702.00
45825	7/16/2021	Northwest Natural		AP		7/20/2021	198.65
45826	7/16/2021	Olson Bros. Service, Inc.		AP		7/20/2021	192.63
45827	7/16/2021	Relay Resources		AP		7/20/2021	8,444.25
45828	7/16/2021	Tritech Software Systems		AP			750.00
45829	7/16/2021	Wallis Engineering PLLC		AP		7/20/2021	5,386.59
45830	7/16/2021	Waste Connections		AP			93.20
45831	7/16/2021	Water Systems Consulting, Inc.		AP			2,387.50
45832	7/16/2021	APWA		AP			216.00
45833	7/16/2021	AWWA		AP		7/22/2021	242.00
45834	7/16/2021	Century Link		AP		7/21/2021	324.00
45835	7/16/2021	Cintas Corporation		AP			140.87
45836	7/16/2021	Convergence Networks		AP			6,020.00
45837	7/16/2021	Cues, Inc		AP			1,744.88
45838	7/16/2021	J. Thayer Company		AP		7/20/2021	543.23
45839	7/16/2021	North Clackamas Chamber Of Commerce		AP		7/22/2021	1,495.00
45840	7/16/2021	SDIS		AP		7/20/2021	40,123.05
45841	7/16/2021	Secure Pacific Corporation		AP		7/20/2021	330.42
45842	7/16/2021	Unifirst Corporation		AP		7/21/2021	708.55
45843	7/16/2021	AFLAC		AP			853.03
45844	7/16/2021	AFSCME Council 75		AP			1,618.05
45845	7/16/2021	Discover Bank		AP		7/19/2021	229.31
45846	7/16/2021	HealthEquity		AP			845.11
45847	7/23/2021	Brown and Caldwell		AP			2,649.50
45848	7/23/2021	Customer Refund		AP			13.16
45849	7/23/2021	Ecology In Classrooms&Outdoors		AP			24,575.00
45850	7/23/2021	murraysmith		AP			589.00
45851	7/23/2021	Customer Refund		AP			33.83
45852	7/23/2021	Customer Refund		AP			3.57
45853	7/23/2021	Accela, Inc.		AP			9,044.34
45854	7/23/2021	Accountemps		AP			1,580.00
45855	7/23/2021	Buels Impressions Printing		AP			445.00
45856	7/23/2021	Cintas Corporation - 463		AP			72.66
45857	7/23/2021	City Of Milwaukie		AP			333.60
45858	7/23/2021	Coastal Farm & Home Supply		AP			375.94
45859	7/23/2021	Comcast		AP			1,792.97
45860	7/23/2021	ENR		AP			108.00
45861	7/23/2021	Esri, Inc.		AP			25,000.00
45862	7/23/2021	FlashAlert Newswire		AP			172.00
45863	7/23/2021	H.D. Fowler Company		AP			825.00
45864	7/23/2021	HealthEquity		AP			11,799.73
45865	7/23/2021	Kaiser Permanente		AP			19,310.73
45866	7/23/2021	Northstar Chemical, Inc.		AP			585.49
45867	7/23/2021	Polydyne, Inc.		AP			4,084.47
45868	7/23/2021	Portland Water Bureau, City of		AP			16,731.00
45869	7/23/2021	Santana Crane, Inc		AP			442.50
45870	7/23/2021	SDIS		AP			40,786.82
45871	7/23/2021	Seattle Ace Hardware		AP			19.18
45872	7/23/2021	Unifirst Corporation		AP			1,194.40
45873	7/23/2021	Water Environment Federation		AP			1,060.00
45874	7/23/2021	Loyd J Webert		AP			3,724.40
45875	7/28/2021	Brown and Caldwell		AP			2,804.00
45876	7/28/2021	Buels Impressions Printing		AP			464.00
45877	7/28/2021	Cochran Inc.		AP			8,398.50
45878	7/28/2021	Customer Refund		AP			92.09

Bank Reconciliation  
 Checks by Date  
 User: Gail  
 Printed: 08/04/2021 - 9:01PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
45879	7/28/2021	Customer Refund		AP			104.41
45880	7/28/2021	Innovyze Inc.		AP			10,798.92
45881	7/28/2021	Northwest Natural		AP			23.73
45882	7/28/2021	Olson Bros. Service, Inc.		AP			1,795.62
45883	7/28/2021	R.L. Reimers Company		AP			16,252.32
45884	7/28/2021	Red Wing Shoe Store		AP			566.96
45885	7/28/2021	Employment Tax State of Oregon - Employment Department		AP			2,643.00
45886	7/28/2021	Tice Electric Company		AP			1,729.00
45887	7/28/2021	Water Systems Consulting, Inc.		AP			36,225.00
45888	7/28/2021	Accountemps		AP			1,580.00
45889	7/28/2021	Century Link		AP			457.82
45890	7/28/2021	Cintas Corporation - 463		AP			72.66
45891	7/28/2021	Convergence Networks		AP			6,020.00
45892	7/28/2021	HealthEquity		AP			30.50
45893	7/28/2021	Pamplin Media Group		AP			68.47
45894	7/28/2021	Polydyne, Inc.		AP			583.50
45895	7/28/2021	Red Wing Shoe Store		AP			292.49
45896	7/28/2021	SDIS		AP			20,576.37
45897	7/28/2021	Trotter & Morton Facility Service of PNW Inc.		AP			4,303.00
45898	7/28/2021	Union Pacific Railroad Company		AP			7,626.75
45899	7/28/2021	Verizon Wireless		AP			2,401.87
45901	7/30/2021	Employee Paycheck		PR			2,080.85
45902	7/30/2021	Oregon DEQ		AP			240.00
45903	7/30/2021	AFSCME Council 75		AP			816.25
45904	7/30/2021	Discover Bank		AP			229.31
45906	7/30/2021	Customer Refund		AP			30.01
Paper Check Disbursement Activity Subtotal							584,384.96
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							584,384.96
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							147
Total Valid Check Amount:							1,057,489.56
Total Check Count:							147
Total Check Amount:							1,057,489.56



## STAFF REPORT

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**To** Board of Directors  
**From** Jason Rice, District Engineer  
**Title** Technical Services Monthly Report  
**Item No.** 8b  
**Date** August 4, 2021 for August 17, 2021 Board Meeting

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### Summary

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

### Highlights

- Reconstruction of Pump Station 5 has commenced.
- Furthered design and construction on multiple capital projects.
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- The joint project with Clackamas County DTD to clear Boardman Creek south of Jennings was completed.
- Staff is gearing up to perform "smoke" testing late August as a part of the Sanitary Sewer Master Planning project.

### Education and Outreach

In July after the conclusion of the school year, the Ecology in Classrooms & Outdoors (ECO) team reflected on the innovative ways they rose to meet the challenges of virtual teaching. With the support of the District, ECO created a virtual watershed lesson. ECO educators incorporated an interactive presentation, video, and hands-on mapping activity to teach elementary school students about healthy watersheds. These programs were made possible through the support of the District.

Here is what teachers had to say:

- "Everything looks really great! You did an amazing job putting this together and I wish I got this quality of a lesson from all my sources."
- "Both of these lessons ECO sent were a wonderful addition to our 'distance learning' classroom. Thank you for contributing them."

On August 16<sup>th</sup> the Clackamas River Water Providers (CRWP) will kick-off their annual “Fish On the Run, Irrigation Done” campaign to help migrating fish. CRWP will ask customers to help keep water in the Clackamas River by reducing or shutting-off outdoor watering for the fall fish runs. This is especially important starting in late August as Fall Chinook and Coho Salmon begin returning to the Clackamas River on the way to their spawning grounds. As our summers are getting longer and hotter, making sure there is enough water in the river for the fall fish runs is getting more challenging.

In addition to providing drinking water to over 300,000 people the Clackamas River is home to migrating salmon and steelhead virtually year-round. Most of the year there is plenty of water in the river, however summer is also the time of year when the Clackamas River is flowing at its lowest levels and we get the least amount of rain fall.

On August 16<sup>th</sup>, visit the District website to find out what kind of changes you can make to your outdoor watering to ensure that you are using our drinking water in the most efficient ways possible. The more water we can conserve the easier this journey will be for these threatened and endangered salmon species.

### **Communication**

In each bill customers receive a newsletter by mail or attached as a .pdf to their online bill. Customer newsletters include water tips, events, updates from the District and more. In July 2021, the first e-mail customer newsletter was deployed. Currently, the District has 5,530 customer e-mail addresses which is over 50% of the District. This list-serv will be another avenue for the District to communicate with customers during emergency events.

The District encourages customers to practice water conservation all year round, especially during the summer months. Water use more than doubles during the summer months primarily due to outdoor water use. The Clackamas River, in addition to being a drinking water source, it is also utilized by farmers, fish, wildlife, and recreational users. This information has been communicated to customers through newsletters, social media and the website.

In addition to the District’s avenues of communication, the Regional Water Provider Consortium had two news spots with KATU recorded on July 12<sup>th</sup> and July 27<sup>th</sup> to talk about the importance of water conservation. There are two additional news spots scheduled to be recorded on August 20 and September 18. With interviews dispersed throughout the summer this gives the Regional Water Provider Consortium an opportunity to change the messaging if needed based on water supply in the region. The July 27<sup>th</sup> shoot is for the evening news, the September 18<sup>th</sup> shoot is for the weekend morning news, and the remaining will be shown on both the AM Northwest and Afternoon Live shows.

### **Stormwater Program**

This month, the District completed the planned sediment removal project for the stormwater ditch near Boardman Wetland, between 5200 and 5212 SE Jennings Avenue. The concrete ditch channeling Boardman Creek under Jennings Avenue received upkeep by District staff removing



about 49 cubic yards of sediment to help streamflow. The work was completed in 1 day and supports stormwater management and water quality. Outreach was provided to residents in the area, and conversations with residents generally showed support for the project. This project supports the completion of a nearby future stormwater project through Clackamas County's Department of Transportation and Development.



Before



During



After

As a reminder, annual reporting for the Municipal Separate Storm Sewer System (MS4) Permit occurs each year starting in the summer. Data from the previous year’s activities is compiled for submission to the Oregon Department of Environmental Quality. Included in the report is information from the Illicit Discharge Detection and Elimination (IDDE) program, the Water Quality Monitoring program, and the Outreach, Education, and Public Involvement programs. Annual reports are due by November 1<sup>st</sup>.

### July 2021 Permit Activity

<b>FY2021-2022</b>	<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>
<b>Pre-applications Conferences</b>	1	3	1	4	4
<b>New Erosion Control Permits</b>	5	1	5	10	10
<b>New Development Permits</b>	3	1	3	0	0
<b>New Utility Permits</b>	3	2	3	7	7
<b>Wastewater Connections</b>	1	1	1	20	20
<b>Sanitary SDC Fees Received</b>	\$5,165	\$ 5,165.00	\$5,165	\$103,300	\$103,300
<b>Water SDC Fees Received</b>	\$70,104	\$ 21,217.00	\$70,104	\$67,058	\$67,058
<b>Plan Review Fees Received</b>	\$2,903	\$ 3,435.50	\$2,903	\$12,873	\$12,873
<b>Inspection Fees Received</b>	\$3,033	\$ 2,980.00	\$3,033	\$7,241	\$7,241

### Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Content Calendar

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	8/3/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	8/3/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	8/3/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	8/3/21
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	8/3/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	8/3/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	8/3/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	8/3/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	8/3/21
Land Use Application	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Plan Review	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	8/3/21
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	8/3/21
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	8/3/21
Under Construction	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	8/3/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	8/3/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	8/3/21
Plan Review	3024 SE Westview Ave.	Residential: 2-lot Partition	Current OLWSD review	8/3/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	8/3/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	8/3/21

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	8/3/21
Plan Review	SE Thiessen Ave. and SE Arista Dr.	Capital Improvement: CC DTD Paving Project	Current OLWSD review	8/3/21
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	8/3/21
Plan Review	18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	8/3/21
Land Use Application	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	3411 SE Naef Rd.	Residential: Home Occupation	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Land Use Application	2268 SE Mulberry Dr	Residential: Dock to Willamette River	Land Use comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	14333 SE Wagner Ln.	Residential: 3-Lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	15915 SE Harold Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	14817 SE Raintree Ct.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	5200 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	4022 SE Aldercrest Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21
Pre-Application	4309 SE Raymond St.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	8/3/21



**Wastewater Capital Projects**

2020-SS05	Lateral Repair Program (FY2021) A re-occurring repair and replacement program that aims to fix the worst lateral issues in the District's Asset Maintenance Software.	\$ 100,000	\$ -	\$ -	Active	Rice	Planning	50%																	
							Bid	0%																	
							Construction	0%																	
	Secondary Clarifier 1 and 2 Refurbishment Replaces the internal mechanisms of secondary clarifiers 1 and 2.	\$ 100,000	\$ -	\$ -	Active	Ogbeide	Planning	50%																	
							Design	0%																	
							Bid	0%																	
							Construction	0%																	
Total		\$ 2,284,000	\$ -	\$ 262,411																					

**Water Capital Projects**

Project ID	Project Name and Description	Fiscal Year 2022		Total Spent To-date	Project Status	Project Manager	Phase	Percent Complete	Fiscal Year 2022												Fiscal Year 2023																			
		Budget	Spent						J	A	S	O	N	D	J	F	M	A	M	J	Q1	Q2	Q3	Q4																
2020-W02	Intertie Project Design Identified during the development of the Water Master Plan, OLWSD is in need of an alternative water source in the event that Clackamas River Water is unavailable.	\$ 270,000	\$ -	\$ 5,347	Active	Rice	Planning	100%																																
							Design	5%																																
							Bid	NA																																
							Construction	NA																																
2020-W04	Partridge Circle Main Replace Replacement of a ductile iron pipe due to electrolysis and land movement with HDPE pipe.	\$ -	\$ 28,103	\$ 28,103	Active	Rice	Planning	100%																																
							Design	100%																																
							Bid	100%																																
							Construction	0%																																
	Water Pump Station Generator This project would purchase and install a generator at the water pump station near Clackamas River Water (just before the District's transmission main).	\$ 100,000	\$ -	\$ -			Planning	0%																																
							Design	0%																																
							Bid	0%																																
							Construction	0%																																
	Aldercrest Road Replacement of 3,025 feet of 6-inch and 8-inch ductile iron pipe with 8-inch ductile iron pipe.	\$ 955,000	\$ -	\$ 113,339	Active	Rice	Planning	100%																																
							Design	60%																																
							Bid	0%																																
							Construction	0%																																
	28th Ave, Lakewood Dr, Kellogg Lake Apart. This project replaces 4,015 feet of 8-inch cast iron pipe with 8 and 12-inch ductile iron pipe. It will also create a loop in the system where the District has had to flush more often to keep the water fresh tasting.	\$ 600,000	\$ -	\$ 105,222	Active	Rice	Planning	100%																																
							Design	30%																																
							Bid	0%																																
							Construction	0%																																
Total		\$ 1,925,000	\$ 28,103	\$ 252,011																																				






# OAK LODGE


WATER SERVICES



## Social Media Calendar | July 2021

<p>07.01.21</p>	<p>In observance of Independence Day, we will be closed on Monday, July 5. We would like to wish our customers and staff 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>Our office has been closed to the public since March 2020. We will be reopening our office to the public in full capacity on Tuesday, July 6 with normal business hours, 8 am – 5 pm.</p>	
<p>07.03.21</p>	<p>Watering wisely is a great way to save money and be a good steward of our regional water resources. Get a free smart outdoor watering kit that comes with a hose nozzle or set of watering gauges from @ConserveH2Org / @RegionalH2O to help you use water efficiently this summer: <a href="http://bit.ly/smart-h2o-promo">http://bit.ly/smart-h2o-promo</a></p>	
<p>07.06.21</p>	<p>Our office has been closed to the public since March 2020. As of Tuesday, July 6 the office is open again to the public for normal business hours, 8 am – 5 pm. You can also call for assistance at (503) 654-7765 or email <a href="mailto:billing@olwsd.org">billing@olwsd.org</a>.</p>	
<p>07.07.21</p>	<p>July is Smart Irrigation Month and we're kicking off with a #TechnologyTuesday! Upgrade your irrigation system with a smart controller that automatically adjusts the amount you water based on local weather. Learn more here: <a href="https://bit.ly/smartcontrollers">https://bit.ly/smartcontrollers</a></p>	



<p>07.08.09</p>	<p>This spring we have seen warmer and dryer weather conditions than normal. The U.S. Drought Monitor indicates Oregon is experiencing various drought conditions across the state. Locally, in the Clackamas watershed, we had good snowpack during the winter months and river levels are currently normal for this time of year.</p> <p>The District currently does not anticipate a water supply shortage this summer. If there are any changes and we need customers to reduce their water usage, we will share updates on our website, Facebook, and Twitter.</p> <p>We encourage customers to practice water conservation all year round, especially during the summer months. Water use more than doubles during the summer months primarily due to outdoor water use. The Clackamas River Water Providers has tools and information to help you achieve efficient outdoor water use. Learn more:  <a href="http://oaklodgewaterservices.org/summer-water-outlook">oaklodgewaterservices.org/summer-water-outlook</a></p>	
<p>07.09.21</p>	<p>Let's take water conservation personally – we can all do our part! Small actions, like watering efficiently this summer can help save a lot of water. Sign up for a free smart outdoor watering kit from Regional Water Providers Consortium to get started: <a href="http://bit.ly/smart-h2o-promo">http://bit.ly/smart-h2o-promo</a></p>	
<p>07.14.21</p>	<p>The Children's Clean Water Festival provides high quality activities and basic lessons about healthy water. There are great activities accessible online for parents and school aged kids to enjoy throughout the summer. These resources will be available through August 2021.</p> <p>Check out the Clean Water Festival now:  <a href="http://virtual.cleanwaterfestival.org">virtual.cleanwaterfestival.org</a></p>	

	<p>The Oak Lodge Water Services Board of Directors will hold a regular meeting on Tuesday, July 20 at 6:00 p.m. View the full agenda and information to attend the meeting: <a href="https://www.oaklodgewaterservices.org/bc/page/olwsd-board-directors-meeting-52">https://www.oaklodgewaterservices.org/bc/page/olwsd-board-directors-meeting-52</a></p>	
<p>07.15.21</p>	<p>Congratulations to the talented young winners of this year's The River Starts Here Student Video Contest! Find links to the winning videos in this article from The Skanner News Group.</p> <p><a href="https://www.theskanner.com/news/newsbriefs/31700-portland-area-youth-win-second-annual-student-video-contest-for-clean-rivers">https://www.theskanner.com/news/newsbriefs/31700-portland-area-youth-win-second-annual-student-video-contest-for-clean-rivers</a></p>	 <p>THE SKANNER.COM Portland Area Youth Win Second Annual Student Video Contest for Clean Rivers</p>
<p>07.27.21</p>	<p>Nature Spy Explorer Kits are back at the Clackamas Community College Environmental Learning Center! They are sent right to your door and have all the supplies your kids (ages 4-8) will need to learn, create, and play. For more information or to request a kit: <a href="https://www.eventbrite.com/e/summer-nature-spy-explorer-kits-tickets-148680971789">https://www.eventbrite.com/e/summer-nature-spy-explorer-kits-tickets-148680971789</a></p>	
<p>07.19.21 Scheduled</p>	<p>One of the easiest ways to water smart this summer is with the Weekly Watering Number! Sign up to get your free, personalized watering recommendation each week here: <a href="https://bit.ly/rwpcwwn">https://bit.ly/rwpcwwn</a></p>	
<p>07.21.21 Scheduled</p>	<p>Save water and money! The Clackamas River Water Providers offers free Landscape Water Audits during the watering season (May-October) to District 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. Contact Christine to schedule your</p>	

	<p>free landscape water audit at christine@clackamasproviders.org or call (503) 723-3511.</p> <p>For more information:  <a href="http://oaklodgewaterservices.org/free-landscape-water-audit">oaklodgewaterservices.org/free-landscape-water-audit</a></p>	
07.27.21	<p>Have you requested your free Smart Outdoor Watering Kit? Get your free kit that comes with a hose nozzle or set of watering gauges from Regional Water Providers Consortium to help you use water efficiently this summer:  <a href="http://bit.ly/smart-h2o-promo">http://bit.ly/smart-h2o-promo</a></p>	 <p>Get a free Smart Outdoor Watering Kit!</p> <p>regionalH2O.org</p>
07.29.21 Posted	<p>Every drop counts! Here are 5 easy conservation tips:</p> <ul style="list-style-type: none"> <li>💧 Turn off the water when you brush your teeth</li> <li>🚿 Take shorter showers</li> <li>🔧 Check faucets, pipes &amp; toilets for leaks</li> <li>🌿 Adjust your sprinkler heads so they water the plants or lawn, not the sidewalk</li> <li>🏠 Use mulch in the garden</li> </ul>	

End of Month Social Media Statistics

		Facebook		Twitter		
		Followers	Page Reach	Followers	Total Impressions	Profile Visits
2021	July	119	78	40	1.5K	3.5K
	June	113	794	39	2.1K	1.6K
	May	100	82	32	2.5K	1.8K
	April	93	225	30	4.1K	2.1K
	March	89	385	21	4.9K	2.4K
	February	80	488	13	4.5K	1.9K
	January	67	457	started	2.1K	1.5K
2020	December	58	150	n/a	n/a	n/a
	November	n/a	n/a	n/a	n/a	n/a



## STAFF REPORT

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**To** Board of Directors  
**From** Jeff Page, Utility Operations Director  
Brad Lyon, Water Field Supervisor  
**Title** Field Operations Monthly Report  
**Item No.** 8c  
**Date** August 4, 2021, for August 17, 2021 Meeting

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### 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

- Collections Team Operations
- Water Distribution Team Operations
- Coordinated Work

### Collections Team Operations

The Collections team had a busy month in July. A good amount of progress was made toward cleaning and televising the system, all while balancing coordinated projects between the Water Distribution and Technical Services teams. Additionally, the workload for underground locates and customer service was high due to various projects in the area.

Nightwork was necessary to finish maintenance of Basin 2D (Photos 1 & 2). The work extended from Jennings Ave. to Hull Ave. along McLoughlin Blvd. Although the scope of work was small, the effort required an assortment of intricate traffic control plans which included a temporary traffic signal shut-off and a concerted effort between our staff, ODOT staff, and a team of flaggers. Subsequent night-time maintenance on McLoughlin will continue in August for the next basin (2B) heading south from Hull to Glen Echo.

### Water Distribution Team Operations

The Water Distribution team engaged in ongoing non-revenue water efforts in July. In conjunction with fire hydrant maintenance work, staff used sounding equipment to check for leaks at locations in the areas of Gordon St. and Whipple Ave, and Gill St. near Woodcock Ave. In the planning of future work, all valves on the 16-inch water transmission main from the

Valley View tanks to the View Acres tank site were prepped for leak correlator use. A 26-year-old 2-inch meter was replaced at Homewood Heights Assisted Living. Planning is also underway for the 10-inch meter exchange at Willamette View. The work will likely take place during the fall when water demands are lower. One of the challenges is getting this extremely large meter (Photo 3) out from the vault which has a 60-inch by 40-inch hatch (Photo 4). Staff will need to strategically dismantle the assembly to allow this. The much smaller new meter should go into the vault without any problems.

Other notable items for July include:

- Cody Stewart welcomed as the new Utility Worker – the Water Distribution team is fully staffed.
- Replacement of a leaking plastic service line on Hill Rd.
- Replacement of a fire hydrant on Swain Ave.
- New gate installation at Valley View (Photo 5).
- Supervisory control and data acquisition (SCADA) system upgrades featuring new programmable logic controllers (PLCs) and human-machine interface (HMI) at pump stations, tank hatch alarms, and new computer at the administration building.

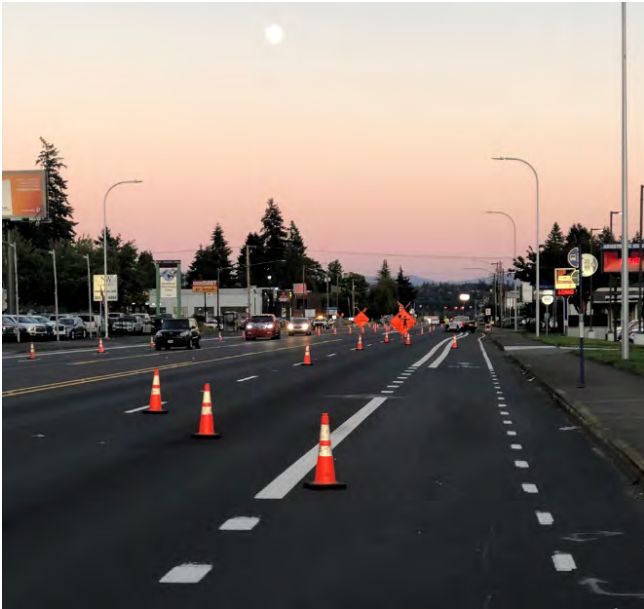
### **Coordinated Work**

Both operations teams paired up to tackle a leaking service line at wastewater Pump Station 2 (Photo 6). The existing plastic pipe was replaced from the water meter to the building with more robust type K copper tubing. While the water was shut off for repairs, the pump lubrication system, which relies on water, was cleverly fed through the use of our Aquatech truck.

As a condition of our Municipal Separate Storm Sewer System (MS4) permit, the District is required to maintain certain stormwater conveyances within our service area. One area calls for reestablishing the flowline in a short section of an open channel just south of Jennings Ave. at Boardman Creek. The project entails clearing sediment and debris from the channel and repositioning riprap from Jennings to a point 120-feet south. The project is a coordinated effort between our Technical Services Department and Clackamas County with support from the Operations Department. Preparation work occurred the last week of July with the primary work occurring the first week of August (Photos 7 & 8).

### **Attachments**

1. Photo Page
2. Water Purchased Report
3. Water Services Report
4. Collections Report



1. Traffic control on McLoughlin Blvd.



2. Nightwork



3. Willamette View 10-inch meter

4. Meter vault lid





5. New gate at Valley View



6. Service line repair at wastewater Pump Station 2



7. Boardman open channel prior to prep work (looking south)



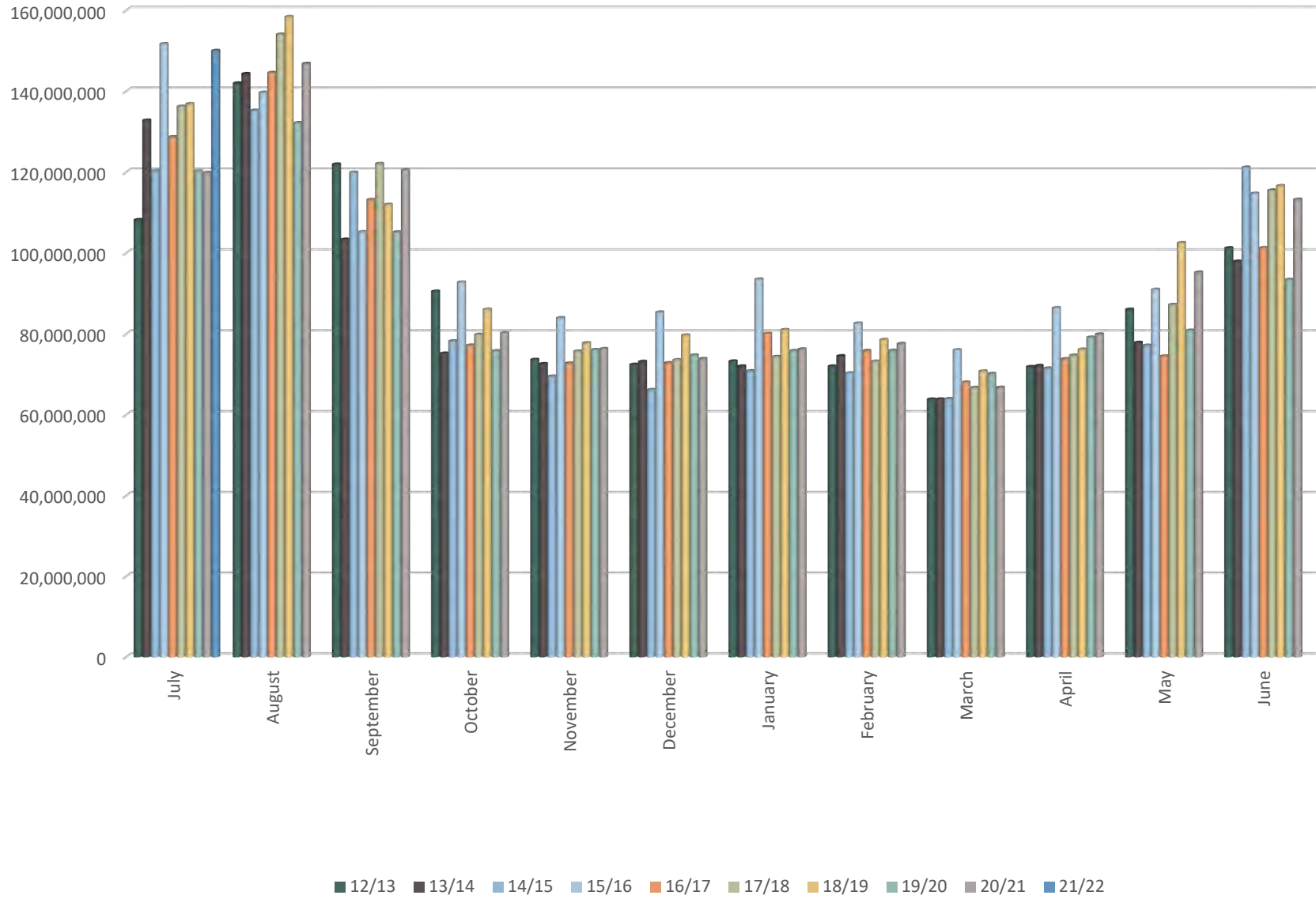
8. After prep work (looking north)

## Water Purchased from NCCWC By Month and Year

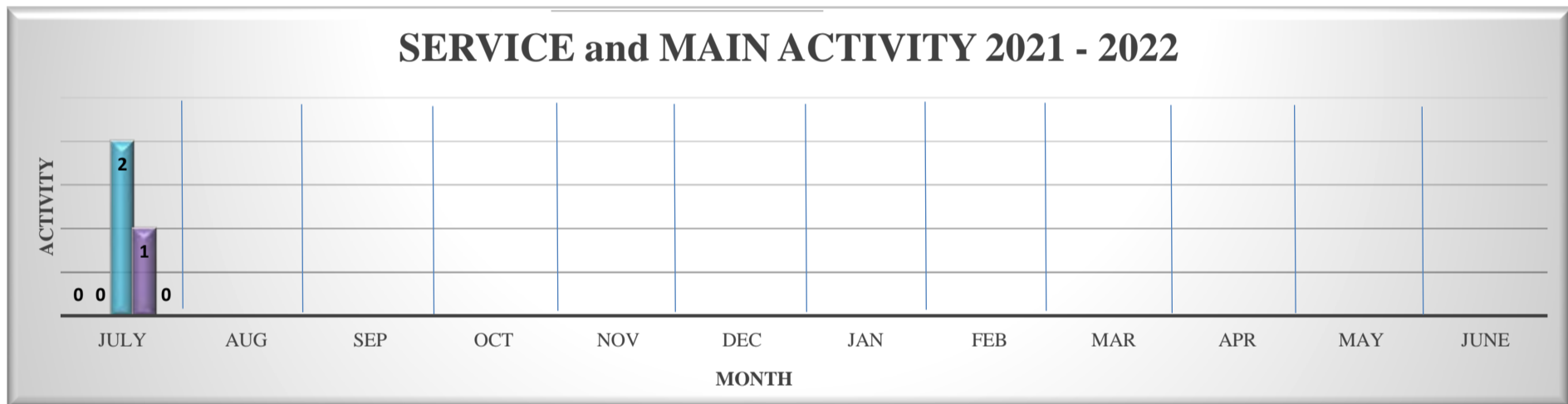
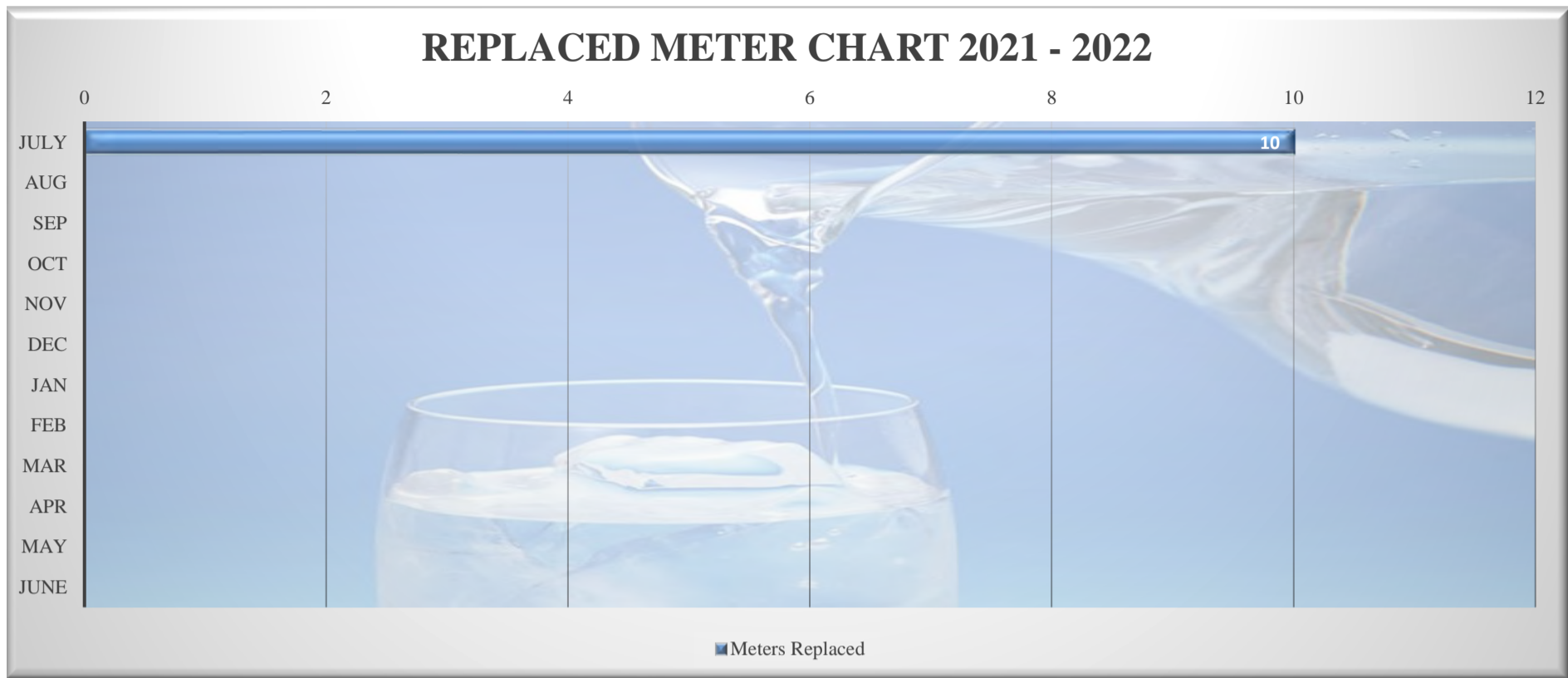
Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand
	July	August	September	October	November	December	January	February	March	April	May	June			
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	<b>1,077,374,000</b>	<b>97.11%</b>	<b>2.95</b>
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	<b>1,060,157,000</b>	<b>95.55%</b>	<b>2.90</b>
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	<b>1,064,685,000</b>	<b>95.96%</b>	<b>2.92</b>
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	<b>1,203,157,667</b>	<b>108.44%</b>	<b>3.30</b>
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	<b>1,083,093,333</b>	<b>97.62%</b>	<b>2.97</b>
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	<b>1,133,503,000</b>	<b>102.16%</b>	<b>3.11</b>
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	<b>1,176,610,000</b>	<b>106.05%</b>	<b>3.22</b>
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	<b>1,059,863,000</b>	<b>95.53%</b>	<b>2.90</b>
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	<b>1,126,996,000</b>	<b>101.58%</b>	<b>3.09</b>
21/22	150,066,000												<b>150,066,000</b>		<b>4.84</b>
	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average</b>	<b>Average Total</b>		
	<b>130,541,833</b>	<b>144,165,667</b>	<b>113,753,333</b>	<b>81,790,333</b>	<b>75,383,889</b>	<b>74,660,127</b>	<b>77,491,429</b>	<b>75,640,111</b>	<b>67,812,889</b>	<b>76,211,556</b>	<b>85,836,556</b>	<b>108,374,852</b>	<b>1,109,493,222</b>		



### Metered Monthly Purchase Graph



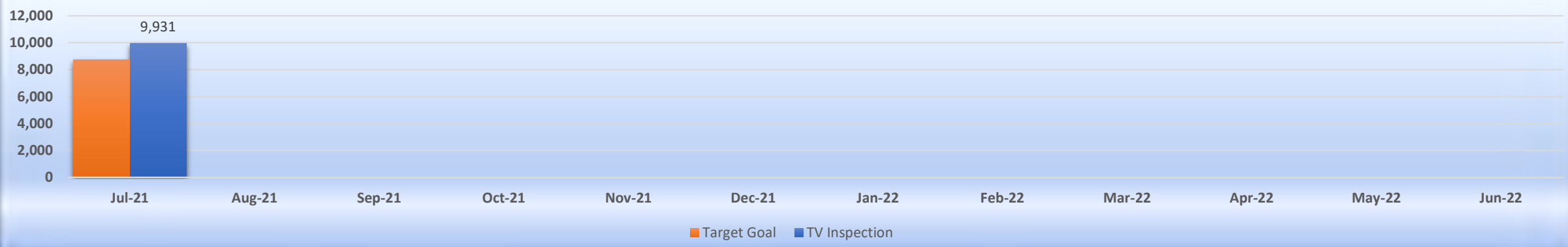
# Oak Lodge Water Services Water Report



Fiscal Year 2021 - 2022	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2021	July	10	0	0	2	1	0
2021	Aug	0	0	0	0	0	0
2021	Sep	0	0	0	0	0	0
2021	Oct	0	0	0	0	0	0
2021	Nov	0	0	0	0	0	0
2021	Dec	0	0	0	0	0	0
2022	Jan	0	0	0	0	0	0
2022	Feb	0	0	0	0	0	0
2022	Mar	0	0	0	0	0	0
2022	Apr	0	0	0	0	0	0
2022	May	0	0	0	0	0	0
2022	June	0	0	0	0	0	0
<b>Yearly Total</b>		<b>10</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>

# Oak Lodge Water Services Collections Report

## TV Inspections



## Hydrocleaning



### FY 2017-2018

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

### FY 2018-2019

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

### FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

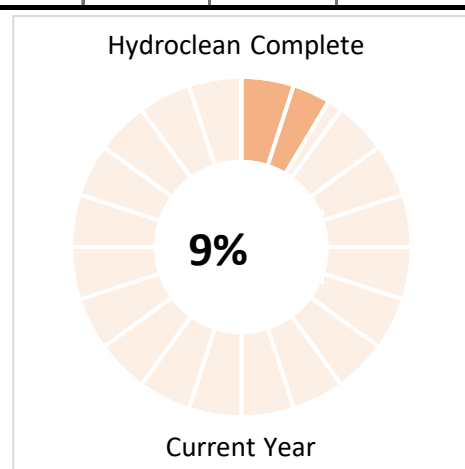
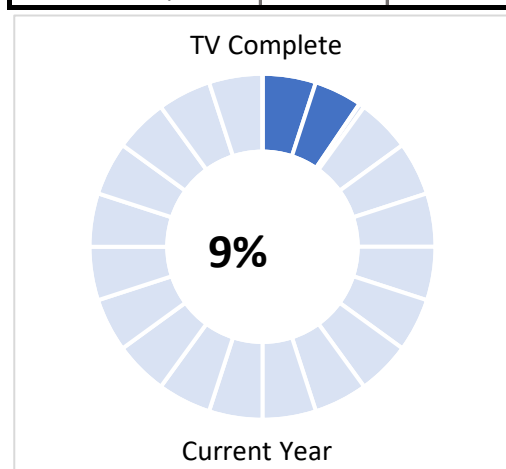
### FY 2020-2021

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0	8,528	7,683		84,645	81%	60.91%	204,592
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410	6,003	9,365		48,829	47%	53.24%	244,731
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100%	80.00%	104,679
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435	-7,018	-1,458	-199		-37,941			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054	2,824	3,680		51,360			

### FY 2021-2022

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 5 % Complete	5 Year %	Total Feet Remaining
TV Inspection	9,931												114%	9,931	9%	62.81%	194,661
Hydrocleaning	8,999												103%	8,999	9%	54.96%	235,732
Target Goal	8,723												100%	8,723	100%	100.00%	95,955
Actual to Goal	742													742			
Grease Line	1,516													1,516			

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	84,645	9,931	194,661
Actual Per Year Hyd	78,697	82,393	68,742	48,829	8,999	235,732
Make up	-26,144	-19,894	-36,004	-37,941	-95,213	
Percent Completed	75%	81%	66%	64%	9%	59%





## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Interim Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 8d  
**Date** August 17, 2021

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### Summary

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

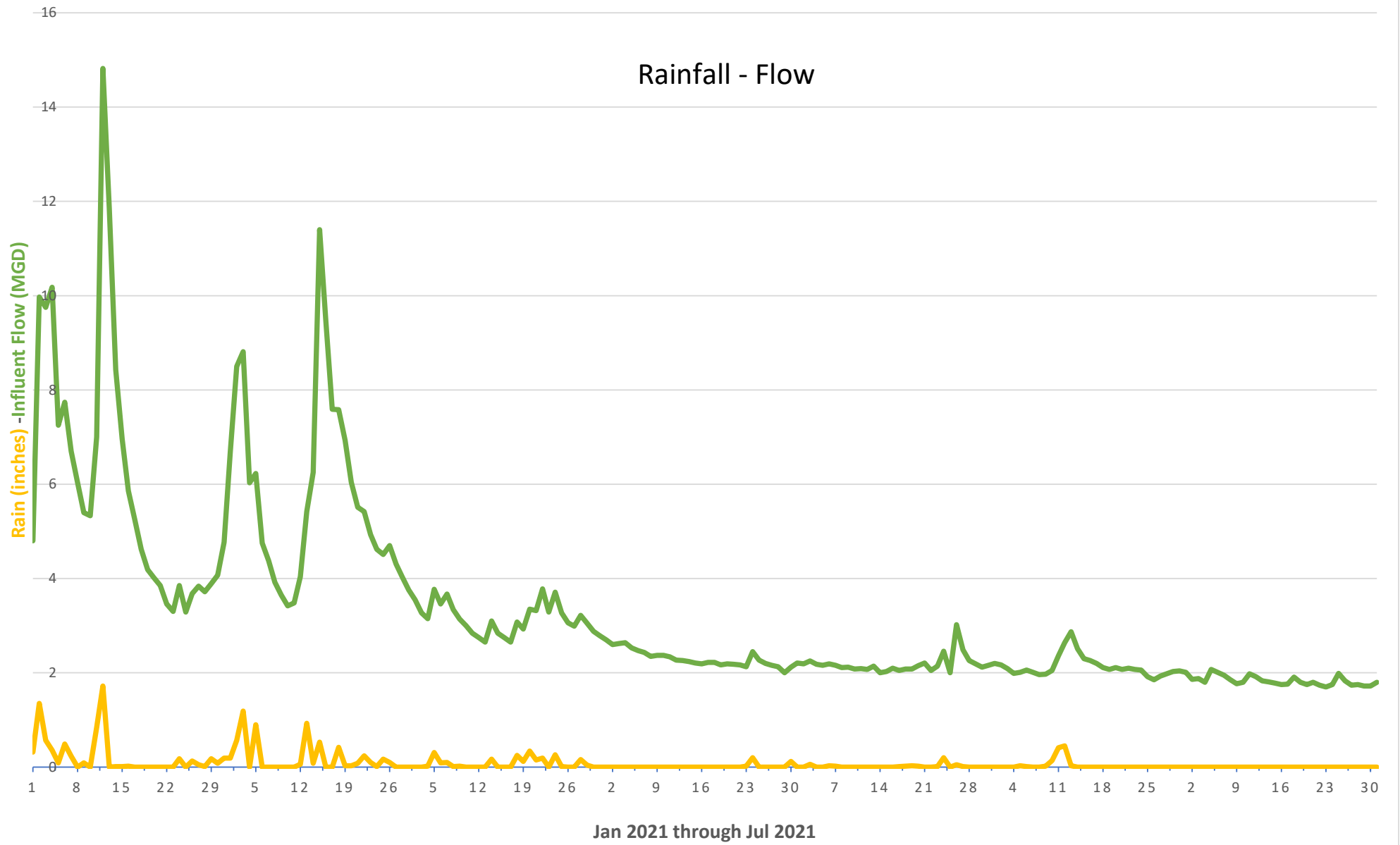
### Highlights of the Month

- Word of the Month: Transition.

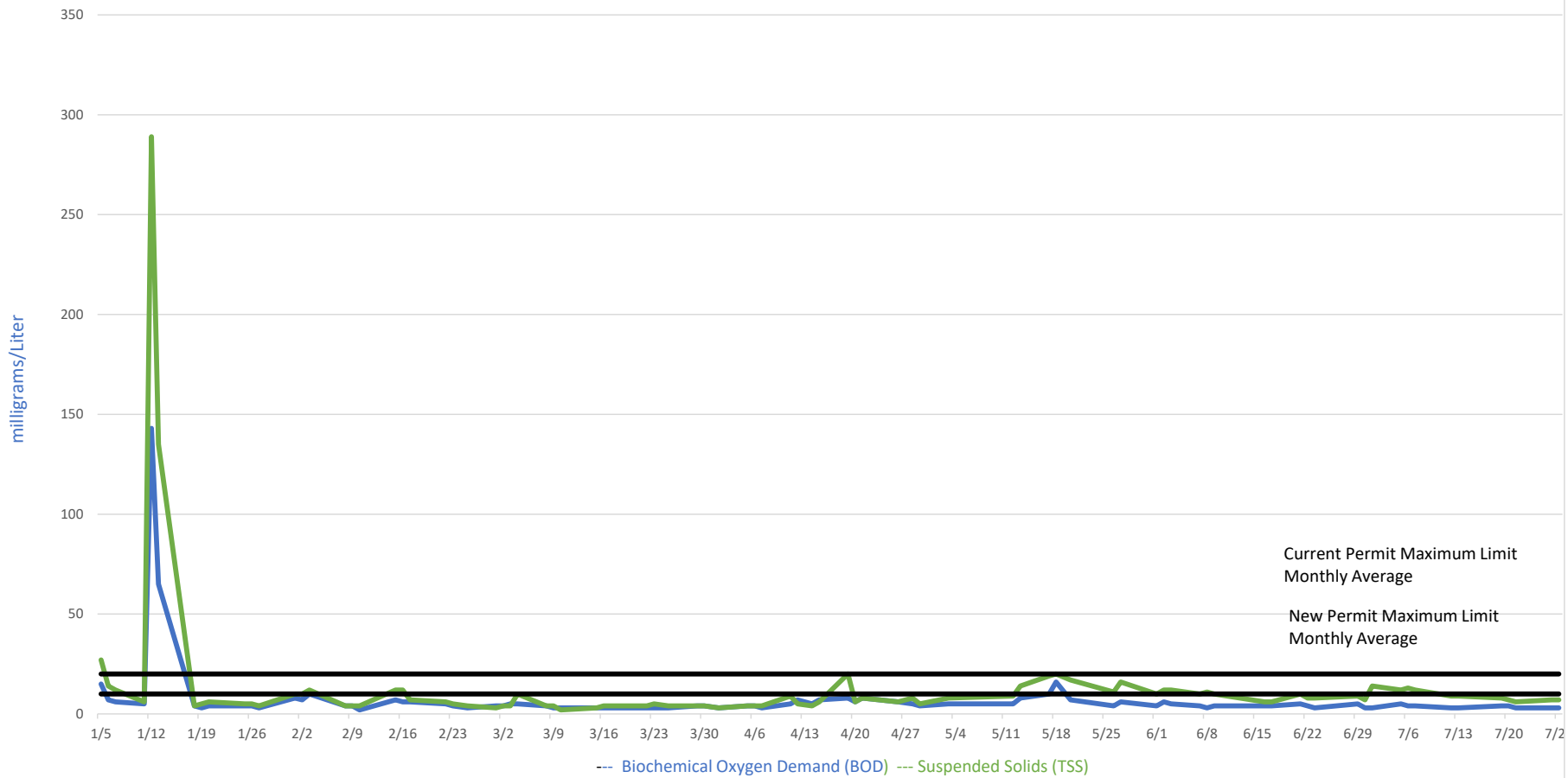
### Attachments

1. Rainfall vs Flow Data Correlation for January 2021-July 2021
2. Plant Performance BOD-SS Graph for January 2021-July 2021
3. Work Order Summary Graph 2021

# Rainfall - Flow



### Effluent Water Quality (Jan 2021-Jul 2021)



## Treatment Plant Work Order Summary 2021

