

**OAK LODGE WATER SERVICES DISTRICT  
&  
OAK LODGE WATER SERVICES AUTHORITY**

**BOARD OF DIRECTORS**



**NOVEMBER 15, 2022**

**JOINT REGULAR MEETING**



**JOINT REGULAR MEETING  
OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY  
BOARD OF DIRECTORS  
NOVEMBER 15, 2022 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Call for Public Comment
3. Presentation of Tertiary Treatment Options
4. Consent Agenda
  - a. September 2022 Financial Report
  - b. Approval of October 18, 2022 Board Meeting Minutes
  - c. Approval of Agreement with Eurofins Environment Testing Northwest for Contracted Services
  - d. Approval of Amendment on WWMP with WSC for Flow Monitoring
5. Presentation of Quarterly Capital Project Status Report
6. Consideration of Resolution No. 2022-0011 Approving a FY 2023 Budget Transfer
7. Consideration of Purchase for Closed Circuit Television Van Retrofit
8. Presentation of Draft Email Use and Retention Policies
9. Business from the Board
10. Department Reports
  - a. General Manager
  - b. Human Resources
  - c. Finance
  - d. Technical Services
  - e. Field Operations
  - f. Plant Operations
11. Adjourn Regular Meeting



## AGENDA ITEM

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	November 15, 2022

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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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**To** Board of Directors  
**From** Brad Albert, District Engineer  
**Title** Presentation of Tertiary Treatment Options  
**Item No.** 3  
**Date** November 15, 2022

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### Summary

Oak Lodge Water Services (OLWS) has contracted Water Systems Consulting, Inc. (WSC) to prepare the Wastewater Master Plan. The Wastewater Master Plan will evaluate the adequacy of the wastewater collection and treatment systems to provide safe and reliable service to customers and recommend capital improvements necessary to maintain that level of service into the future.

### Tertiary Treatment








The new National Pollutant Discharge Elimination System (NPDES) effluent permit limits (effective May 1, 2022) for total suspended solids (TSS) are much more stringent from May 1 through October 31 of each year than the previous permit. TSS refers to solid particles suspended in the liquid phase that are not settling in the secondary clarifiers. In the receiving stream, they can impart an oxygen demand, increase turbidity, and carry nutrients. To meet the more stringent permit limits, tertiary filtration has been identified in the Wastewater Master Plan as the top priority project for the Wastewater Treatment Plant (WWTP).

Tertiary filtration provides a solid barrier to prevent migration of TSS downstream by forcing the effluent through pores of 20 micron (0.02 mm) or smaller. There are many configurations of tertiary filters, and the WSC / Brown and Caldwell (BC) team presented several alternatives to OLWS for consideration. After a qualitative evaluation, disk filters were selected as the preferred alternative based on desirable traits in all the evaluation criteria.

The selection of disk filters aligns well with the Board Commitments, as summarized in Figure 1. In addition, the previous WWTP upgrade considered the use of disk filters in the hydraulic calculations and site design, making a disk filter facility relatively straightforward to construct on the WWTP site. There is space allocated adjacent to the UltraViolet (UV) Disinfection Facility for a Tertiary Filter Facility, and disk filters are one of the few technologies that will fit in the available footprint. In addition, disk filters were one of the few technologies that would not require intermediate pumping, which results in both a capital cost savings and operations and maintenance (O&M) cost savings.

Figure 1. Tertiary Filter Alternatives Evaluation Results

## Alternatives Comparison Results

BOARD COMMITMENTS		RELATED EVALUATION CRITERIA			
	Protect public health	<ul style="list-style-type: none"> <li>Lower GHG emissions</li> <li>Improve water quality</li> </ul>	✓	✓	✓
	Make smart investments and work to keep rates affordable	<ul style="list-style-type: none"> <li>Manage costs</li> <li>Work with footprint /plan for future expansion needs</li> </ul>	✗	✗	✓
	Provide excellent customer service	<ul style="list-style-type: none"> <li>Clean wastewater effectively and efficiently</li> </ul>	✗	✗	✓
	Keep local streams and rivers clean	<ul style="list-style-type: none"> <li>Achieve regulatory requirements</li> </ul>	✓	✓	✓

BC, who is leading the evaluation of the WWTP on the WSC team, is prepared to proceed with preliminary design of the Tertiary Filter Facility as soon as January 2023. This effort could be authorized as a task order through an existing OLWS on-call contract with BC. In parallel to preliminary design, OLWS could investigate project funding opportunities. As the design is developed to approximately 30% complete, the project definition and costs will become further refined. The current anticipated project costs have been compiled based on budgetary equipment quotes and a review of record drawings to confirm approximate layout, as summarized in Figure 2.

Figure 2. Tertiary Filter Estimated Project Costs

Description	Value	OPCC Notes
<b>Opinion of Probable Construction Cost (OPCC): New steel frame and masonry structure with three filters (20 mgd total capacity)</b>	<b>\$ 10.2 M</b>	<ul style="list-style-type: none"> <li>AACE Class 4 estimate</li> <li>Includes concrete non-potable water storage tank</li> </ul>
Accuracy Range	- 30% to + 50%	<ul style="list-style-type: none"> <li>Unknown subgrade conditions; no support piles under structure</li> </ul>
Estimated Design Fees	\$1.0 M	<ul style="list-style-type: none"> <li>No yard piping improvements</li> </ul>
Estimated Construction Management Fees	\$0.5 M	<ul style="list-style-type: none"> <li>Costs escalated to midpoint of construction (October 2024)</li> </ul>
<b>TOTAL PROJECT COST</b>	<b>\$11.7 M</b>	<ul style="list-style-type: none"> <li>Includes 40% design level contingency</li> </ul>

## **Wastewater Improvement Projects (Tertiary Treatment and Trunk Main Capacity)**

### Outreach and Communication

- May 1, 2022 – May/June Customer Newsletter introduction of Tertiary Treatment and Trunk Main Capacity projects.
- May 1, 2022 – Dedicated webpage with project information and a FAQ page.
- May 3, 2022 – Budget Committee Plant Tour
- May 19, 2022 – May/June Email Customer Newsletter included registration link for OLWS Community Conversation.
- May 25, 2022 – Oak Grove Community Council Meeting presentation to introduce both projects. Presentation starts at 47:00 mins: <https://youtu.be/D5-Uf1DxaAs>
- June 9, 2022 – OLWS Community Conversation via Zoom: <https://youtu.be/GO7F0x647eA>
- June 22, 2022 – Customer Plant Tour #1
- June 13, 2022 – Community Conversation recording sent to Pamplin Media.
- June 21, 2022 – Community Conversation link sent to Citizen Informed Newsletter email listserv.
- July 1, 2022 – July/August Customer Newsletter, wastewater projects mentioned as one of the reasons for rate increases.
- July 30, 2022 – July/August Email Customer Newsletter, wastewater projects mentioned as one of the reasons for rate increases.
- August 22, 2022 – Customer Plant Tour #2
- September 12, 2022 – Customer Plant Tour #3
- September 14, 2022 – Customer Plant Tour #4
- September 27, 2022 – Jennings Lodge CPO Meeting – Community Update Presentation

- Shared staff will present the recommended options for tertiary treatment to the Board at the November Board of Directors meeting on November 15
  - Trunk Main Capacity update shared that during the research process for our Wastewater Master Plan, which looks at the efficiency of your whole system, the data collected from that research has contributed to how we will be approaching the Trunk Main Capacity Project. Moving forward we will refer to this project as part of the Wastewater Master Plan located in the Lift Station 5 Basin Area to start. Defined I&I.
- September 28, 2022 – Oak Grove Community Council Meeting – Community Update Presentation
    - Same presentation as above.

### **Recommendation**

Staff recommends using disk filters as the tertiary treatment option and start preliminary engineering design. A task order for preliminary engineering will be presented to the Board in the December meeting. Funding for this project is included in FY 2022-23 Adopted Budget within the Wastewater Capital Fund. Staff seeks Board consensus to this direction.

### **Attachments**

1. PowerPoint Presentation

November 15, 2022

# Oak Lodge Tertiary Treatment Update





# Overview

- Tertiary Treatment Overview
- Alternatives and Decision-Making Criteria
- Estimated Schedule
- Estimated Project Costs
- Next Steps

# Board Commitments



Protect public health



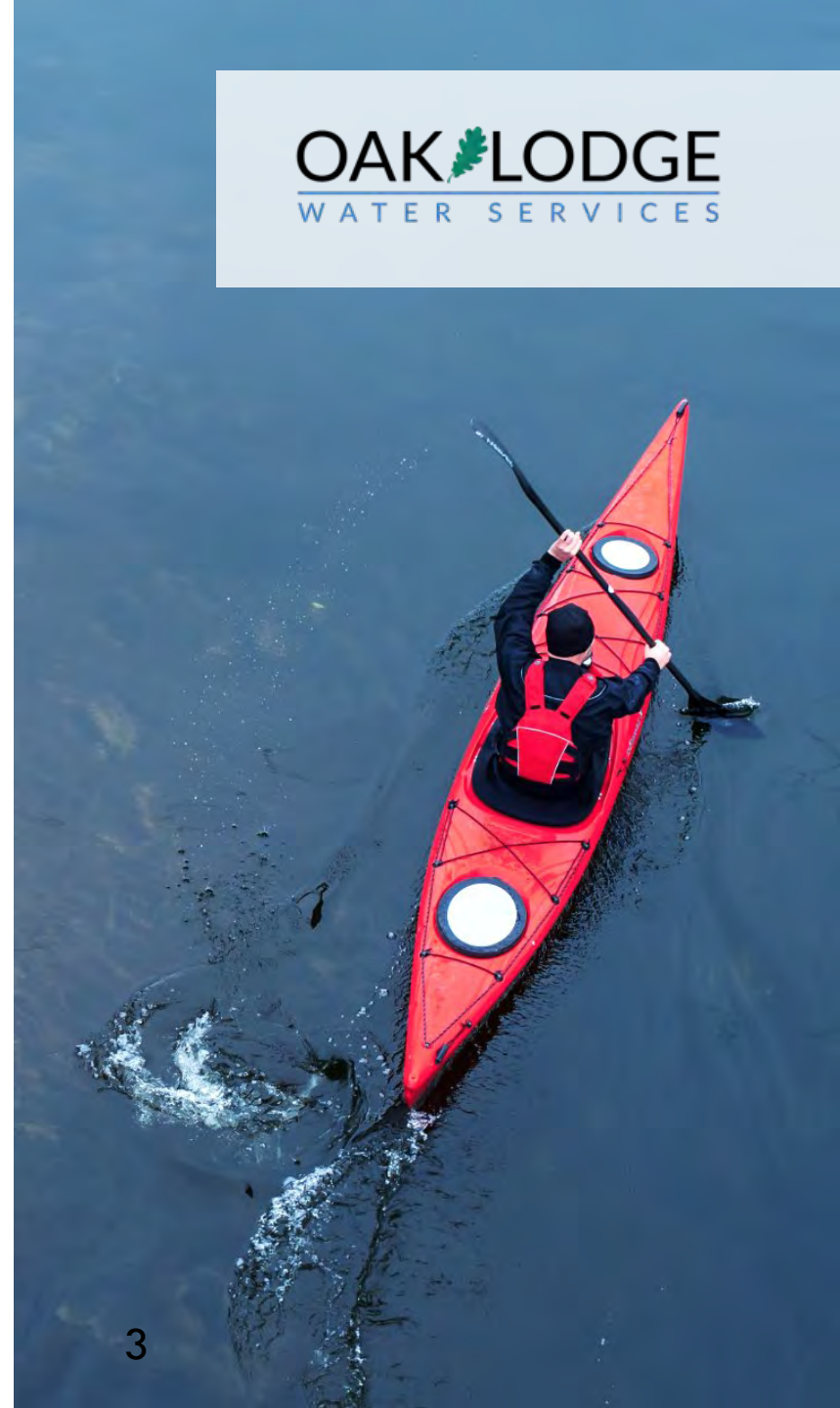
Make smart investments and work to keep rates affordable



Provide excellent customer service



Keep local streams and rivers clean



# Why is Tertiary Treatment Needed?

- Comply with new NPDES permit regulations
- Protect Willamette River water quality and aquatic life
- Meet Board Commitments



# What will Tertiary Treatment do?

- Filter to reduce pollutants
- Prepare for future state-required nutrient reductions
- Improve disinfection performance and water quality to protect environmental health



# Example Tertiary Treatment Alternatives Evaluated

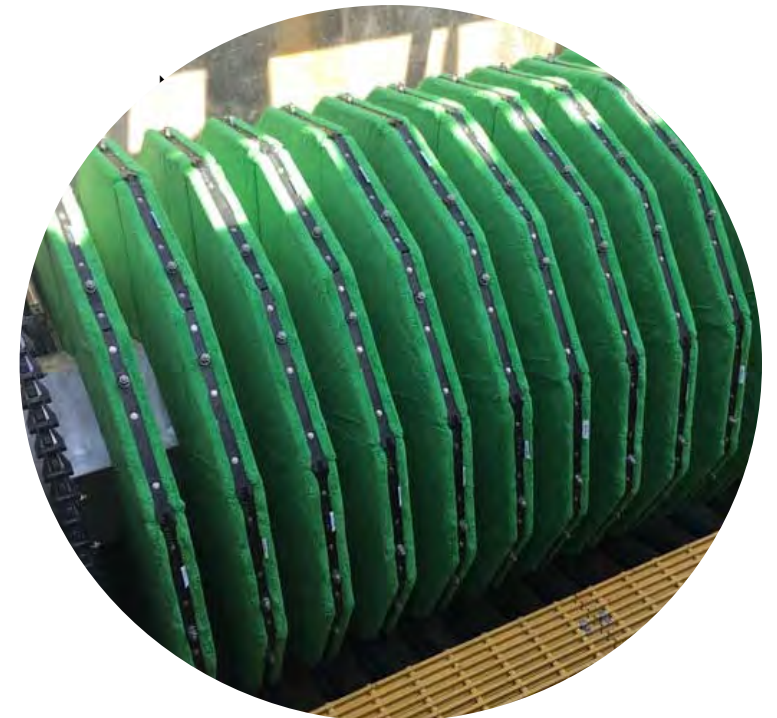
**SAND FILTERS**



**MEMBRANE FILTERS**



**DISK FILTERS**



# Alternatives Comparison Criteria

## BOARD COMMITMENTS



Protect public health



Make smart investments and work to keep rates affordable



Provide excellent customer service



Keep local streams and rivers clean

## RELATED EVALUATION CRITERIA

- Lower GHG emissions
- Improve water quality
- Manage costs
- Work with footprint /plan for future expansion needs
- Clean wastewater effectively and efficiently
- Achieve regulatory requirements

# Alternatives Comparison Results



## BOARD COMMITMENTS

## RELATED EVALUATION CRITERIA



Protect public health

- Lower GHG emissions
- Improve water quality



Make smart investments and work to keep rates affordable

- Manage costs
- Work with footprint /plan for future expansion needs



Provide excellent customer service

- Clean wastewater effectively and efficiently



Keep local streams and rivers clean

- Achieve regulatory requirements



# Smart Investments for Affordability - Site Assessment

## BOARD COMMITMENTS



**Make smart investments and work to keep rates affordable**



**Provide excellent customer service**

## RELATED EVALUATION CRITERIA

- Manage costs
- Work with footprint /plan for future expansion needs
- Clean wastewater effectively and efficiently

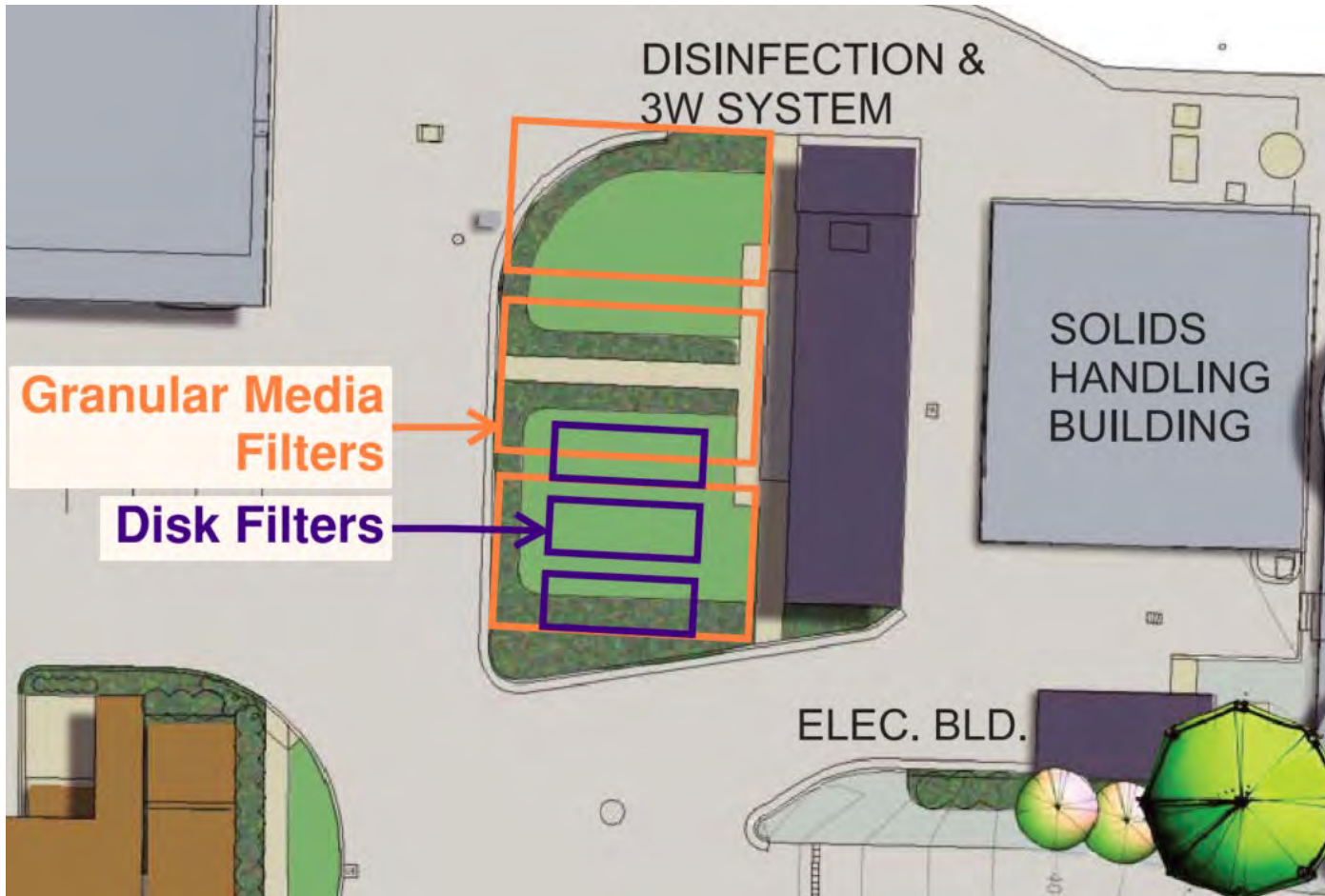




During the 2012 WRF upgrade, the engineers purposefully left an area open for future expansion



# Site Assessment – Disk Filters & Granular Media Filters



Disk filters make the best use of existing available space

- Simplified construction, which correlates to reduced cost and duration
- 3rd train fits within available space
- Saves space for future improvements elsewhere on site

# Operations and Maintenance – Disk Filters

- Easier to access
- Minimal ancillary equipment
- ***No intermediate pumping required (capital cost savings also)***



- Automated and self-contained
- Does not require additional staffing to operate



# Achieving New Water Quality Goals

## BOARD COMMITMENTS



**Protect public health**

## RELATED EVALUATION CRITERIA

Improve water quality  
Lower GHG emissions



**Keep local streams and rivers clean**

Achieve regulatory requirements



# Achieving Water Quality Goals and Environmental Benefits

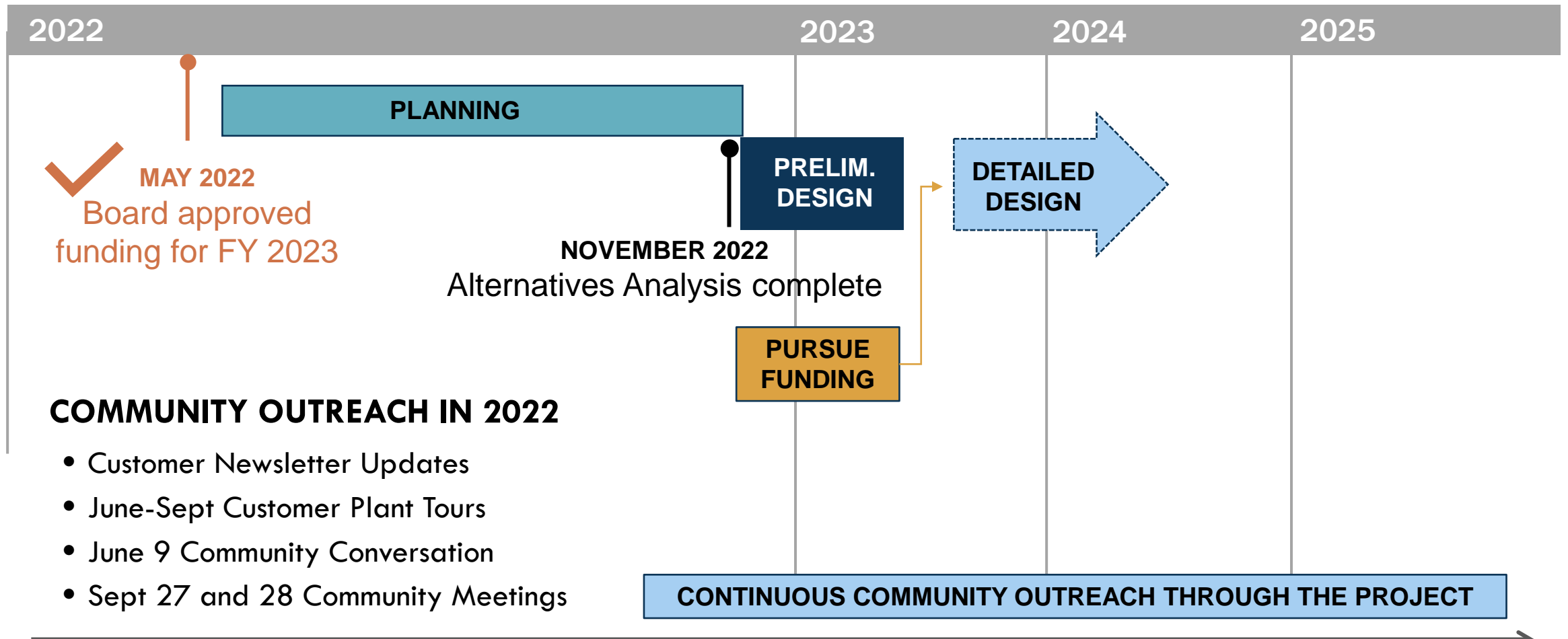


- Reduce turbidity in receiving stream
- Prepare for future phosphorus limits



- Enhance disinfection
- Lower GHG emissions

# Project Schedule – Tertiary Filter Facility



# Estimated Project Costs

DESCRIPTION	VALUE
<b>Opinion of Probable Construction Cost (OPCC): New steel frame and masonry structure with three filters (20 mgd total capacity)</b>	<b>\$ 10.2 M</b>
Accuracy Range	- 30% to + 50%
Estimated Design Fees	\$1.0 M
Estimated Construction Management Fees	\$0.5 M
<b>TOTAL PROJECT COST</b>	<b>\$11.7 M</b>

## OPCC NOTES

- AACE Class 4 estimate
- Includes concrete non-potable water storage tank
- Unknown subgrade conditions; no support piles under structure
- No yard piping improvements
- Costs escalated to midpoint of construction (October 2024)
- Includes 40% design level contingency

# NEXT STEPS

towards meeting compliance goals





## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 4  
**Date** November 15, 2022

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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. **September 2022 Financial Report**
- b. **Approval of October 18, 2022 Board Meeting Minutes**
- c. **Approval of Agreement with Eurofins Environment Testing NW for Contracted Services**
- d. **Approval of Amendment on WWMP with WSC for Flow Monitoring**

### 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>	September 2022 Financial Reports
<b>Item No.</b>	4a
<b>Date</b>	November 15, 2022 Meeting

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### Reports

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

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

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

**Cash and Investments**

<b>Account Balances As of:</b>		
September 30, 2022	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552		\$ 1,996,486
LGIP	1.58%	\$ 12,864,499
<b>Total</b>		<b>\$ 14,860,985</b>

1. The District's checks, electronic withdrawals, and bank drafts total \$810 thousand for September 2022. There were 3 voided checks.

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
10-00-4211	Water sales	4,351,000	469,760	1,232,671	28.33%
20-00-4212	Wastewater charges	9,199,000	681,405	2,154,732	23.42%
30-00-4213	Watershed protection	1,592,000	128,592	387,256	24.33%
	Subtotal	\$ 15,142,000	\$ 1,279,757	\$ 3,774,659	24.93%

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.

**Expenses by Budget Category**

The table below reflects the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compare actuals to the full annual budget. This view allows for a review at the category level to ensure expenditures remain within the budget within each category.

<b>Expense Category</b>	<b>FY 2023</b>				
	<b>Adopted Budget</b>	<b>Budget YTD</b>	<b>Actuals YTD</b>	<b>% Spent</b>	
Personnel Services	\$ 5,352,000	1,338,000	1,234,153	92%	
Materials & Services	\$ 5,304,553	1,326,138	1,134,199	86%	
Capital Outlay	\$ 7,162,340	1,790,585	804,914	45%	
		4,454,723	\$ 3,173,266	71%	

With respect to expenditures, at the end of September expenditures are overall 19.4% of budget, excluding Contingencies, with 25.0% of the fiscal year completed.

Review of expenditure lines that are above 30% of budget:

1. **5130 – Overtime** is 31.3% of budget. As reported last month, this is due the mileage reimbursement provided for moving expenses, which was unbudgeted. This unbudgeted expense is included in the FY 2023 Budget Transfer.
2. **5260 – Unemployment** is 190.6% of budget. OLWS pays this expense only when there is an unemployment claim. Benefits can be paid out for up to two quarters. OLWS is anticipating paying out the full benefit. This unbudgeted expense is included in the FY 2023 Budget Transfer.
3. **6410 – Mileage** is at 53.9% of budget. The budget for all departments is \$5,000 for all funds, actual expenditures total \$1,901. This expense represents the mileage reimbursement provided for moving expenses. This unbudgeted expense is included in the FY 2023 Budget Transfer.
4. **6420 – Staff Training** is 32.0% of budget. In-person training and conferences have returned. Many conferences are during the fall months then again in the spring. Expecting expenses to remain within budget for the full fiscal year. This will be reviewed again through December 2022.
5. **6550 – Operational Costs** is 32.4% of budget. As reported previously, a new benchtop probe was purchased in July 2022. This lab equipment has a life of about 3 years. This expense is included in the FY 2023 Budget Transfer.
6. **6710 – Water Purchases** is 33.2% of budget. This is historically consistent in the first quarter of each fiscal year and 55% of water purchases occur within the first half of each fiscal year. This will balance out after the first six months.
7. **6760 – Equipment Rental** is 85.8% of budget. This is due to rental of an emergency power generator for View Acres due to failure of the current generator. Rental needed to accommodate supply chain delays for replacement parts. This unbudgeted expense is included in the FY 2023 Budget Transfer.

**Low Income Rate Relief Program Overview**

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program's cost which can only be exceeded with approval from the District's Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The LIRR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

The number of customers for each utility receiving the low-income rates are estimated for September 31, 2022 billing. The accounts within this cycle are in the process of converting to the new low-income rate codes. The total number of customers enrolled in LIRR are split between the two billing cycles and can vary in total by utility.

	<b>Budget</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>% Spent</b>
<b>LIRR Program Cap</b>	\$ 75,710	18,928	15,585	82%

	<b># of Customers Current Month</b>	<b>Discount Provided</b>	<b>Fiscal Year To Date</b>
<b>Drinking Water</b>	58	1,083.44	3,530.57
<b>Wastewater</b>	52	3,035.00	10,297.94
<b>Watershed Protection</b>	52	501.80	1,756.30
		<b>4,620.24</b>	<b>15,584.81</b>

General Ledger  
Budget to Actual



User: Gail  
Printed: 11/9/2022 11:30:42 AM  
Period 03 - 03  
Fiscal Year 2023

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	1,168,115.00	0.00	1,492,880.83	0.00	127.80
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>0.00</i>	<i>1,492,880.83</i>	<i>0.00</i>	<i>127.80</i>
	<b>NonDivisional</b>	<b>1,168,115.00</b>	<b>0.00</b>	<b>1,492,880.83</b>	<b>0.00</b>	<b>127.80</b>
	Fund Balance	1,168,115.00	0.00	1,492,880.83	0.00	127.80
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4227	System	0.00	657.00	1,533.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	9,400.00	17,400.00	0.00	30.31
	Revenue					
05-00-4610	Investment revenue	3,000.00	2,394.02	5,998.52	0.00	199.95
05-00-4630	Miscellaneous revenues	10,000.00	1,280.00	5,279.23	0.00	52.79
	<i>Revenue</i>	<i>70,400.00</i>	<i>13,731.02</i>	<i>30,210.75</i>	<i>0.00</i>	<i>42.91</i>
	<b>NonDivisional</b>	<b>70,400.00</b>	<b>13,731.02</b>	<b>30,210.75</b>	<b>0.00</b>	<b>42.91</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,008,000.00	84,000.00	252,000.00	0.00	25.00
05-29-4920	Transfer in from Fund 20	1,920,000.00	160,000.00	480,000.00	0.00	25.00
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	252,000.00	0.00	25.00
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>984,000.00</i>	<i>0.00</i>	<i>25.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,936,000.00</b>	<b>328,000.00</b>	<b>984,000.00</b>	<b>0.00</b>	<b>25.00</b>
	Revenue	4,006,400.00	341,731.02	1,014,210.75	0.00	25.31
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	705,000.00	57,884.78	179,776.22	0.00	25.50
05-01-5130	Overtime	5,000.00	2,447.65	7,025.93	0.00	140.52
05-01-5210	Healthdental insurance	125,000.00	10,281.08	30,732.96	0.00	24.59
05-01-5230	Social security	55,000.00	4,514.57	13,723.76	0.00	24.95
05-01-5240	Retirement	138,000.00	10,944.51	32,265.22	0.00	23.38
05-01-5250	TrimetWBF	6,000.00	481.93	1,464.00	0.00	24.40
05-01-5260	Unemployment	5,000.00	9,529.00	9,529.00	0.00	190.58
05-01-5270	Workers compensation	1,000.00	24.94	74.82	0.00	7.48
05-01-5290	Other employee benefits	2,000.00	80.70	80.70	0.00	4.04
	<i>Personnel Services</i>	<i>1,042,000.00</i>	<i>96,189.16</i>	<i>274,672.61</i>	<i>0.00</i>	<i>26.36</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal services	375,000.00	25,483.50	42,728.57	0.00	11.39
05-01-6120	Accounting and audit services	76,000.00	0.00	0.00	0.00	0.00
05-01-6155	Contracted Services	200,000.00	8,243.17	27,166.12	57,909.10	13.58
05-01-6180	Dues and subscriptions	60,000.00	2,392.66	8,534.97	0.00	14.22
05-01-6220	Electricity	13,000.00	1,341.33	4,171.29	8,828.71	32.09
05-01-6240	Natural gas	4,000.00	97.82	281.35	2,970.00	7.03

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	10,000.00	219.48	751.11	2,123.36	7.51
05-01-6310	Janitorial services	15,000.00	1,283.57	3,850.71	11,552.13	25.67
05-01-6320	Buildings and grounds maint	35,000.00	1,056.44	7,022.66	6,709.95	20.06
05-01-6410	Mileage	1,000.00	80.09	1,772.59	0.00	177.26
05-01-6420	Staff training	12,000.00	1,060.55	5,039.64	0.00	42.00
05-01-6440	Board Expense	2,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	32,000.00	2,383.57	6,968.84	4,500.00	21.78
05-01-6730	Communications	2,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	4,000.00	278.64	905.93	1,114.56	22.65
05-01-6770	Bank charges	160,000.00	13,468.50	36,266.63	111,399.67	22.67
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	0.00	0.00	0.00
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,004,000.00</i>	<i>57,389.32</i>	<i>145,460.41</i>	<i>207,107.48</i>	<i>14.49</i>
	<b>AdminFinance</b>	<b>2,046,000.00</b>	<b>153,578.48</b>	<b>420,133.02</b>	<b>207,107.48</b>	<b>20.53</b>
	<b>Human Resources</b>					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	278,000.00	22,490.58	68,641.74	0.00	24.69
05-02-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-02-5210	Healthdental insurance	36,000.00	2,730.32	7,705.92	0.00	21.41
05-02-5230	Social security	22,000.00	1,688.16	5,156.96	0.00	23.44
05-02-5240	Retirement	50,000.00	4,030.33	12,300.64	0.00	24.60
05-02-5250	TrimetWBF	3,000.00	180.33	549.27	0.00	18.31
05-02-5270	Workers compensation	1,000.00	10.35	31.05	0.00	3.11
05-02-5290	Other employee benefits	1,000.00	187.48	187.48	0.00	18.75
	<i>Personnel Services</i>	<i>396,000.00</i>	<i>31,317.55</i>	<i>94,573.06</i>	<i>0.00</i>	<i>23.88</i>
	<i>Materials &amp; Services</i>					
05-02-6155	Contracted Services	52,000.00	3,834.00	8,747.90	0.00	16.82
05-02-6175	Records Management	8,500.00	488.33	1,290.52	3,139.83	15.18
05-02-6230	Telephone	63,000.00	4,883.69	11,843.79	35,588.00	18.80
05-02-6410	Mileage	1,000.00	605.02	605.02	0.00	60.50
05-02-6420	Staff training	25,000.00	1,929.30	3,281.95	0.00	13.13
05-02-6440	Board Expense	7,000.00	1,000.97	1,294.13	0.00	18.49
05-02-6510	Office supplies	2,200.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	2,000.00	0.00	0.00	0.00	0.00
05-02-6560	Uniforms	38,000.00	1,792.09	6,935.04	6,175.00	18.25
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	300,000.00	14,934.53	44,803.59	0.00	14.93
05-02-6730	Communications	38,100.00	350.14	1,081.91	1,500.00	2.84
05-02-6740	Advertising	6,000.00	0.00	425.00	0.00	7.08
05-02-6900	Miscellaneous expense	1,000.00	0.00	27.19	0.00	2.72
	<i>Materials &amp; Services</i>	<i>546,300.00</i>	<i>29,818.07</i>	<i>80,336.04</i>	<i>46,402.83</i>	<i>14.71</i>
	<b>Human Resources</b>	<b>942,300.00</b>	<b>61,135.62</b>	<b>174,909.10</b>	<b>46,402.83</b>	<b>18.56</b>
	<b>Technical Services</b>					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	549,000.00	35,576.04	108,951.78	0.00	19.85
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	Healthdental Insurance	83,000.00	6,061.16	18,578.43	0.00	22.38
05-03-5230	Social security	43,000.00	2,666.46	8,183.92	0.00	19.03
05-03-5240	Retirement	102,000.00	6,706.31	20,537.99	0.00	20.14
05-03-5250	TrimetWBF	5,000.00	282.61	866.77	0.00	17.34
05-03-5270	Workers compensation	1,000.00	19.42	58.26	0.00	5.83
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>790,000.00</i>	<i>51,312.00</i>	<i>157,177.15</i>	<i>0.00</i>	<i>19.90</i>
	<i>Materials &amp; Services</i>					
05-03-6155	Contracted Services	95,500.00	9,412.50	15,299.03	35,895.50	16.02
05-03-6180	Dues and subscriptions	0.00	298.92	1,077.84	0.00	0.00
05-03-6350	Computer maintenance	313,103.00	26,886.22	59,364.45	80,608.81	18.96
05-03-6410	Mileage	1,000.00	0.00	43.24	0.00	4.32
05-03-6420	Staff training	10,500.00	770.21	2,634.79	0.00	25.09
05-03-6430	Certifications	2,000.00	0.00	575.00	0.00	28.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	0.00	0.00	250.00	0.00	0.00
05-03-6540	Safety supplies	5,000.00	506.87	890.97	2,314.80	17.82
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>431,103.00</i>	<i>37,874.72</i>	<i>80,135.32</i>	<i>118,819.11</i>	<i>18.59</i>
	<b>Technical Services</b>	<b>1,221,103.00</b>	<b>89,186.72</b>	<b>237,312.47</b>	<b>118,819.11</b>	<b>19.43</b>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicle equipment maintenance	75,000.00	2,283.90	11,852.54	0.00	15.80
05-04-6520	Fuels and Oils	51,000.00	3,917.06	10,494.19	0.00	20.58
	<i>Materials &amp; Services</i>	<i>126,000.00</i>	<i>6,200.96</i>	<i>22,346.73</i>	<i>0.00</i>	<i>17.74</i>
	<b>Vehicle Services</b>	<b>126,000.00</b>	<b>6,200.96</b>	<b>22,346.73</b>	<b>0.00</b>	<b>17.74</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	834,112.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>834,112.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>834,112.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense	5,169,515.00	310,101.78	854,701.32	372,329.42	16.53
	<b>Administrative Services</b>	<b>5,000.00</b>	<b>31,629.24</b>	<b>1,652,390.26</b>	<b>-372,329.42</b>	<b>33,047.81</b>
<b>10</b>	<b>Drinking Water</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	<i>Beginning Fund Balance</i>	<i>1,015,771.00</i>	<i>0.00</i>	<i>918,515.80</i>	<i>0.00</i>	<i>90.43</i>
	<b>NonDivisional</b>	<b>1,015,771.00</b>	<b>0.00</b>	<b>918,515.80</b>	<b>0.00</b>	<b>90.43</b>
	Fund Balance	1,015,771.00	0.00	918,515.80	0.00	90.43
	<b>NonDivisional</b>					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	5,361.39	14,553.38	0.00	48.51
10-00-4211	Water sales	4,351,000.00	469,760.22	1,232,671.15	0.00	28.33
10-00-4215	Penalties and late charges	15,000.00	1,454.40	3,529.18	0.00	23.53
10-00-4220	System development charges	0.00	2,181.60	2,181.60	0.00	0.00
10-00-4240	Service installations	10,000.00	5,409.00	12,801.00	0.00	128.01
10-00-4280	Rents & leases	180,000.00	14,507.31	43,521.94	0.00	24.18
10-00-4290	Other charges for services	10,000.00	2,480.00	4,040.00	0.00	40.40
10-00-4610	Investment revenue	3,000.00	494.37	1,409.15	0.00	46.97
10-00-4630	Miscellaneous revenues	25,000.00	3,158.00	13,929.60	0.00	55.72
	<i>Revenue</i>	<i>4,624,000.00</i>	<i>504,806.29</i>	<i>1,328,637.00</i>	<i>0.00</i>	<i>28.73</i>
	<b>NonDivisional</b>	<b>4,624,000.00</b>	<b>504,806.29</b>	<b>1,328,637.00</b>	<b>0.00</b>	<b>28.73</b>
	Revenue	4,624,000.00	504,806.29	1,328,637.00	0.00	28.73
	<b>Drinking Water</b>					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	723,000.00	57,088.18	174,459.90	0.00	24.13
10-20-5130	Overtime	31,000.00	1,477.00	5,711.63	0.00	18.42
10-20-5210	Healthdental insurance	134,000.00	8,944.43	26,711.24	0.00	19.93
10-20-5230	Social Security	56,000.00	4,405.94	13,583.76	0.00	24.26
10-20-5240	Retirement	133,000.00	11,187.71	34,430.28	0.00	25.89
10-20-5250	TrimetWBF	6,000.00	468.57	1,447.84	0.00	24.13
10-20-5270	Workers compensation	19,000.00	536.90	1,610.70	0.00	8.48
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,107,000.00</i>	<i>84,108.73</i>	<i>257,955.35</i>	<i>0.00</i>	<i>23.30</i>



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	166,500.00	3,258.60	23,856.52	113,863.48	14.33
10-20-6220	Electricity	38,000.00	3,130.37	10,413.50	27,586.50	27.40
10-20-6240	Natural gas	3,500.00	199.83	603.49	2,250.00	17.24
10-20-6290	Other utilities	3,600.00	331.37	921.11	1,860.69	25.59
10-20-6320	Buildings & grounds	10,000.00	0.00	1,237.70	0.00	12.38
10-20-6340	Distribution system maint	200,000.00	18,612.44	53,566.98	48,501.10	26.78
10-20-6410	Mileage	500.00	0.00	108.74	0.00	21.75
10-20-6420	Staff training	12,500.00	67.22	6,158.86	0.00	49.27
10-20-6430	Certifications	2,000.00	100.00	166.00	0.00	8.30
10-20-6530	Small tools & equipment	9,000.00	4,909.82	8,243.67	0.00	91.60
10-20-6540	Safety supplies	15,000.00	890.19	3,052.10	3,697.22	20.35
10-20-6550	Operational Supplies	7,000.00	2,577.94	3,895.03	0.00	55.64
10-20-6710	Purchased water	1,170,000.00	129,710.75	387,996.89	888,592.66	33.16
10-20-6715	Water quality program	16,000.00	825.48	825.48	0.00	5.16
10-20-6760	Equipment Rental	3,000.00	4,737.00	5,099.00	0.00	169.97
10-20-6780	Taxes, Fees, Permits	19,000.00	542.70	5,205.50	2,457.30	27.40
10-20-6900	Miscellaneous expense	1,000.00	21.85	21.85	0.00	2.19
	<i>Materials &amp; Services</i>	<i>1,676,600.00</i>	<i>169,915.56</i>	<i>511,372.42</i>	<i>1,088,808.95</i>	<i>30.50</i>
	<b>Drinking Water</b>	<b>2,783,600.00</b>	<b>254,024.29</b>	<b>769,327.77</b>	<b>1,088,808.95</b>	<b>27.64</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
10-24-6815	Zions Bank loan-principal	188,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	21,063.00	0.00	10,531.35	0.00	50.00
	<i>Materials &amp; Services</i>	<i>209,063.00</i>	<i>0.00</i>	<i>10,531.35</i>	<i>0.00</i>	<i>5.04</i>
	<b>Debt Service</b>	<b>209,063.00</b>	<b>0.00</b>	<b>10,531.35</b>	<b>0.00</b>	<b>5.04</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	252,000.00	0.00	25.00
10-29-8171	Transfers out to Fund 71	928,000.00	77,333.00	232,003.00	0.00	25.00
10-29-9000	Contingency	711,108.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>2,647,108.00</i>	<i>161,333.00</i>	<i>484,003.00</i>	<i>0.00</i>	<i>18.28</i>
	<b>Transfers &amp; Contingencies</b>	<b>2,647,108.00</b>	<b>161,333.00</b>	<b>484,003.00</b>	<b>0.00</b>	<b>18.28</b>
<b>10</b>	Expense	5,639,771.00	415,357.29	1,263,862.12	1,088,808.95	22.41
	<b>Drinking Water</b>	<b>0.00</b>	<b>89,449.00</b>	<b>983,290.68</b>	<b>-1,088,808.95</b>	<b>0.00</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,207,862.00	0.00	1,335,180.47	0.00	110.54
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	<i>0.00</i>	<i>1,335,180.47</i>	<i>0.00</i>	<i>110.54</i>
	<b>NonDivisional</b>	<b>1,207,862.00</b>	<b>0.00</b>	<b>1,335,180.47</b>	<b>0.00</b>	<b>110.54</b>
	Fund Balance	1,207,862.00	0.00	1,335,180.47	0.00	110.54
	<b>NonDivisional Revenue</b>					
20-00-4212	Wastewater charges	9,199,000.00	681,405.05	2,154,731.86	0.00	23.42
20-00-4215	Penalties & late charges	7,000.00	720.29	1,969.58	0.00	28.14
20-00-4220	System development charges	100,000.00	15,495.00	20,660.00	0.00	20.66
20-00-4290	Other charges for services	10,000.00	2,875.50	3,875.50	0.00	38.76
20-00-4610	Investment revenue	1,000.00	82.58	266.17	0.00	26.62
20-00-4630	Miscellaneous revenues	2,000.00	0.00	401.50	0.00	20.08
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>700,578.42</i>	<i>2,181,904.61</i>	<i>0.00</i>	<i>23.41</i>
	<b>NonDivisional</b>	<b>9,319,000.00</b>	<b>700,578.42</b>	<b>2,181,904.61</b>	<b>0.00</b>	<b>23.41</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	9,319,000.00	700,578.42	2,181,904.61	0.00	23.41
	<b>Wastewater-Plant</b>					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	681,000.00	49,263.26	151,374.99	0.00	22.23
20-21-5130	Overtime	40,000.00	4,266.03	10,757.61	0.00	26.89
20-21-5210	Healthdental insurance	185,000.00	13,431.50	40,029.58	0.00	21.64
20-21-5230	Social security	53,000.00	4,010.88	12,178.26	0.00	22.98
20-21-5240	Retirement	123,000.00	9,592.45	29,054.21	0.00	23.62
20-21-5250	TrimetWBF	6,000.00	429.02	1,303.07	0.00	21.72
20-21-5270	Workers compensation	12,000.00	542.98	1,628.94	0.00	13.57
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>81,536.12</i>	<i>246,326.66</i>	<i>0.00</i>	<i>22.29</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted Services	253,750.00	22,642.03	52,315.95	94,904.33	20.62
20-21-6180	Dues and subscriptions	0.00	0.00	112.21	0.00	0.00
20-21-6220	Electricity	307,000.00	20,739.94	63,721.21	243,278.79	20.76
20-21-6240	Natural gas	2,000.00	25.39	72.66	270.00	3.63
20-21-6250	Solid waste disposal	52,000.00	780.50	5,818.81	4,406.19	11.19
20-21-6290	Other utilities	0.00	0.00	360.00	0.00	0.00
20-21-6310	Janitorial services	11,000.00	907.48	2,722.44	8,167.32	24.75
20-21-6320	Buildings & grounds	58,000.00	4,499.94	11,958.02	33,561.36	20.62
20-21-6342	WRF system maintenance	200,000.00	15,916.03	48,371.91	63,782.19	24.19
20-21-6410	Mileage	1,000.00	378.75	378.75	0.00	37.88
20-21-6420	Staff training	9,000.00	563.62	5,212.09	0.00	57.91
20-21-6430	Certifications	2,000.00	240.00	240.00	0.00	12.00
20-21-6525	Chemicals	65,000.00	6,929.67	17,118.91	47,881.09	26.34
20-21-6530	Small tools & equipment	10,000.00	0.00	654.00	0.00	6.54
20-21-6540	Safety supplies	20,000.00	3,147.51	8,339.17	14,126.96	41.70
20-21-6550	Operational Supplies	14,000.00	0.00	5,184.83	0.00	37.03
20-21-6590	Other supplies	5,000.00	143.96	263.95	0.00	5.28
20-21-6740	Advertising	500.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	74,000.00	10,536.95	21,948.94	38,852.17	29.66
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>1,085,250.00</i>	<i>87,451.77</i>	<i>244,793.85</i>	<i>549,230.40</i>	<i>22.56</i>
	<b>Wastewater-Plant</b>	<b>2,190,250.00</b>	<b>168,987.89</b>	<b>491,120.51</b>	<b>549,230.40</b>	<b>22.42</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	507,000.00	34,778.72	106,541.85	0.00	21.01
20-22-5130	Overtime	11,000.00	1,680.86	8,448.52	0.00	76.80
20-22-5210	Healthdental insurance	109,000.00	8,165.54	23,473.76	0.00	21.54
20-22-5230	Social security	40,000.00	2,761.98	8,719.22	0.00	21.80
20-22-5240	Retirement	65,000.00	4,923.81	15,646.98	0.00	24.07
20-22-5250	TrimetWBF	4,000.00	293.25	928.94	0.00	23.22
20-22-5270	Workers compensation	11,000.00	404.25	1,212.75	0.00	11.03
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>53,008.41</i>	<i>164,972.02</i>	<i>0.00</i>	<i>21.94</i>
	<i>Materials &amp; Services</i>					
20-22-6155	Contracted Services	12,500.00	2,535.08	2,535.08	0.00	20.28
20-22-6220	Electricity	50,000.00	2,672.46	8,665.59	41,334.41	17.33
20-22-6290	Other utilities	2,000.00	219.91	306.73	368.79	15.34
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	45,000.00	0.00	240.00	0.00	0.53
20-22-6410	Mileage	1,000.00	0.00	56.40	0.00	5.64
20-22-6420	Staff training	18,000.00	69.00	7,411.05	0.00	41.17
20-22-6430	Certifications	2,000.00	0.00	540.00	0.00	27.00
20-22-6530	Small tools & equipment	15,000.00	98.95	739.02	0.00	4.93
20-22-6540	Safety supplies	9,000.00	47.76	490.18	0.00	5.45
20-22-6550	Operational Supplies	5,000.00	385.59	485.19	0.00	9.70
20-22-6560	Uniforms	0.00	0.00	833.44	0.00	0.00
20-22-6780	Taxes, Fees, Permits	25,000.00	1,858.24	3,355.84	8,953.60	13.42
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>186,500.00</i>	<i>7,886.99</i>	<i>25,658.52</i>	<i>50,656.80</i>	<i>13.76</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Wastewater-Collections</b>	<b>938,500.00</b>	<b>60,895.40</b>	<b>190,630.54</b>	<b>50,656.80</b>	<b>20.31</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,920,000.00	160,000.00	480,000.00	0.00	25.00
20-29-8150	Transfers out to Fund 50	3,435,000.00	0.00	587,000.00	0.00	17.09
20-29-8172	Transfers out to Fund 72	1,500,000.00	125,000.00	375,000.00	0.00	25.00
20-29-9000	Contingency	543,112.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>7,398,112.00</i>	<i>285,000.00</i>	<i>1,442,000.00</i>	<i>0.00</i>	<i>19.49</i>
	<b>Transfers &amp; Contingencies</b>	<b>7,398,112.00</b>	<b>285,000.00</b>	<b>1,442,000.00</b>	<b>0.00</b>	<b>19.49</b>
	Expense	10,526,862.00	514,883.29	2,123,751.05	599,887.20	20.17
<b>20</b>	<b>Wastewater Reclam.</b>	<b>0.00</b>	<b>185,695.13</b>	<b>1,393,334.03</b>	<b>-599,887.20</b>	<b>0.00</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	467,895.00	0.00	474,100.27	0.00	101.33
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>0.00</i>	<i>474,100.27</i>	<i>0.00</i>	<i>101.33</i>
	<b>NonDivisional</b>	<b>467,895.00</b>	<b>0.00</b>	<b>474,100.27</b>	<b>0.00</b>	<b>101.33</b>
	Fund Balance	467,895.00	0.00	474,100.27	0.00	101.33
	<b>NonDivisional Revenue</b>					
30-00-4213	Watershed protection fees	1,592,000.00	128,592.10	387,255.62	0.00	24.33
30-00-4215	Penalties & late charges	1,000.00	173.71	670.33	0.00	67.03
30-00-4290	Other charges for services	25,000.00	987.50	5,947.50	0.00	23.79
30-00-4610	Investment revenue	2,000.00	444.13	1,147.15	0.00	57.36
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>130,197.44</i>	<i>395,020.60</i>	<i>0.00</i>	<i>24.38</i>
	<b>NonDivisional</b>	<b>1,620,000.00</b>	<b>130,197.44</b>	<b>395,020.60</b>	<b>0.00</b>	<b>24.38</b>
	Revenue	1,620,000.00	130,197.44	395,020.60	0.00	24.38
	<b>Watershed Protection Personnel Services</b>					
30-23-5110	Regular employees	96,000.00	7,917.27	23,999.41	0.00	25.00
30-23-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	2,662.63	7,962.07	0.00	26.54
30-23-5230	Social Security	8,000.00	590.18	1,793.97	0.00	22.42
30-23-5240	Retirement	18,000.00	1,418.77	4,300.64	0.00	23.89
30-23-5250	TrimetWBF	1,000.00	63.05	190.72	0.00	19.07
30-23-5270	Workers compensation	1,000.00	76.54	229.62	0.00	22.96
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>12,728.44</i>	<i>38,476.43</i>	<i>0.00</i>	<i>24.05</i>
	<b>Materials &amp; Services</b>					
30-23-6155	Contracted Services	142,000.00	6,312.60	18,016.55	113,591.45	12.69
30-23-6340	System maintenance	25,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	6,000.00	0.00	61.50	0.00	1.03
30-23-6530	Small tools & equipment	6,000.00	1,744.05	1,744.05	0.00	29.07
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	58,000.00	4,273.50	4,273.50	9,726.50	7.37
30-23-6780	Taxes, Fees, Permits	4,300.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>243,800.00</i>	<i>12,330.15</i>	<i>24,095.60</i>	<i>123,317.95</i>	<i>9.88</i>
	<b>Watershed Protection</b>	<b>403,800.00</b>	<b>25,058.59</b>	<b>62,572.03</b>	<b>123,317.95</b>	<b>15.50</b>
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-24-6814	Principal Payment-KS Statebank	115,741.00	115,740.74	115,740.74	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	4,259.00	4,259.26	4,259.26	0.00	100.01
	<i>Materials &amp; Services</i>	<i>120,000.00</i>	<i>120,000.00</i>	<i>120,000.00</i>	<i>0.00</i>	<i>100.00</i>
	<b>Debt Service</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	252,000.00	0.00	25.00
30-29-8173	Transfers out to Fund 73	250,000.00	20,833.00	62,503.00	0.00	25.00
30-29-9000	Contingency	306,095.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,564,095.00</i>	<i>104,833.00</i>	<i>314,503.00</i>	<i>0.00</i>	<i>20.11</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,564,095.00</b>	<b>104,833.00</b>	<b>314,503.00</b>	<b>0.00</b>	<b>20.11</b>
	Expense	2,087,895.00	249,891.59	497,075.03	123,317.95	23.81
<b>30</b>	<b>Watershed Protection</b>	<b>0.00</b>	<b>-119,694.15</b>	<b>372,045.84</b>	<b>-123,317.95</b>	<b>0.00</b>
<b>50</b>	<b>WW Revenue Bond Debt Service</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	592,666.00	0.00	520,121.80	0.00	87.76
	<i>Beginning Fund Balance</i>	<i>592,666.00</i>	<i>0.00</i>	<i>520,121.80</i>	<i>0.00</i>	<i>87.76</i>
	<b>NonDivisional</b>	<b>592,666.00</b>	<b>0.00</b>	<b>520,121.80</b>	<b>0.00</b>	<b>87.76</b>
	Fund Balance	592,666.00	0.00	520,121.80	0.00	87.76
	<b>NonDivisional</b>					
	<i>Revenue</i>					
50-00-4610	Investment revenue	1,000.00	571.44	1,475.99	0.00	147.60
	<i>Revenue</i>	<i>1,000.00</i>	<i>571.44</i>	<i>1,475.99</i>	<i>0.00</i>	<i>147.60</i>
	<b>NonDivisional</b>	<b>1,000.00</b>	<b>571.44</b>	<b>1,475.99</b>	<b>0.00</b>	<b>147.60</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,435,000.00	0.00	587,000.00	0.00	17.09
	<i>Revenue</i>	<i>3,435,000.00</i>	<i>0.00</i>	<i>587,000.00</i>	<i>0.00</i>	<i>17.09</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,435,000.00</b>	<b>0.00</b>	<b>587,000.00</b>	<b>0.00</b>	<b>17.09</b>
	Revenue	3,436,000.00	571.44	588,475.99	0.00	17.13
	<b>Debt Service</b>					
	<i>Materials &amp; Services</i>					
50-24-6810	2010 SRF Loan Principal	946,261.00	0.00	470,839.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	310,030.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,420,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	282,964.00	0.00	116,159.00	0.00	41.05
50-24-6822	2021 IFA Loan Interest	168,839.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	306,050.00	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>3,434,144.00</i>	<i>0.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.09</i>
	<b>Debt Service</b>	<b>3,434,144.00</b>	<b>0.00</b>	<b>586,998.00</b>	<b>0.00</b>	<b>17.09</b>
	Expense	3,434,144.00	0.00	586,998.00	0.00	17.09
<b>50</b>	<b>WW Revenue Bond Debt Service</b>	<b>594,522.00</b>	<b>571.44</b>	<b>521,599.79</b>	<b>0.00</b>	<b>87.73</b>
<b>71</b>	<b>Drinking Water Capital</b>					
	<b>NonDivisional</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<i>Beginning Fund Balance</i>	<i>3,911,900.00</i>	<i>0.00</i>	<i>4,539,370.77</i>	<i>0.00</i>	<i>116.04</i>
	<b>NonDivisional</b>	<b>3,911,900.00</b>	<b>0.00</b>	<b>4,539,370.77</b>	<b>0.00</b>	<b>116.04</b>
	Fund Balance	3,911,900.00	0.00	4,539,370.77	0.00	116.04
	<b>NonDivisional</b>					
71-00-4221	<i>Revenue</i>					
	System	50,000.00	26,089.00	60,875.00	0.00	121.75
	Development-Reimburse					
71-00-4225	System	50,000.00	24,237.00	56,553.00	0.00	113.11
	Development-Improvement					
71-00-4610	Investment revenue	30,000.00	6,930.62	17,768.97	0.00	59.23
	<i>Revenue</i>	<i>130,000.00</i>	<i>57,256.62</i>	<i>135,196.97</i>	<i>0.00</i>	<i>104.00</i>
	<b>NonDivisional</b>	<b>130,000.00</b>	<b>57,256.62</b>	<b>135,196.97</b>	<b>0.00</b>	<b>104.00</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-4910	<i>Revenue</i>					
	Transfer in from Fund 10	928,000.00	77,333.00	232,003.00	0.00	25.00
	<i>Revenue</i>	<i>928,000.00</i>	<i>77,333.00</i>	<i>232,003.00</i>	<i>0.00</i>	<i>25.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>928,000.00</b>	<b>77,333.00</b>	<b>232,003.00</b>	<b>0.00</b>	<b>25.00</b>
	Revenue	1,058,000.00	134,589.62	367,199.97	0.00	34.71
	<b>Drinking Water</b>					
71-20-7200	<i>Capital Outlay</i>					
	Infrastructure	470,000.00	57,126.65	81,259.25	191,814.45	17.29
71-20-7520	Equipment	64,000.00	19,389.00	26,017.50	0.00	40.65
71-20-7530	Information Technology	30,000.00	1,875.69	12,148.08	7,277.48	40.49
71-20-7600	Capital Improvement	2,275,000.00	454,006.94	461,785.19	958,804.97	20.30
	Projects					
	<i>Capital Outlay</i>	<i>2,839,000.00</i>	<i>532,398.28</i>	<i>581,210.02</i>	<i>1,157,896.90</i>	<i>20.47</i>
	<b>Drinking Water</b>	<b>2,839,000.00</b>	<b>532,398.28</b>	<b>581,210.02</b>	<b>1,157,896.90</b>	<b>20.47</b>
	<b>Transfers &amp; Contingencies</b>					
71-29-9000	<i>Transfers &amp; Contingencies</i>					
	Contingency	288,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>288,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>288,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
71	Expense	3,127,000.00	532,398.28	581,210.02	1,157,896.90	18.59
	<b>Drinking Water Capital</b>	<b>1,842,900.00</b>	<b>-397,808.66</b>	<b>4,325,360.72</b>	<b>-1,157,896.90</b>	<b>234.70</b>
72	<b>Wastewater Reclamation Capital</b>					
	<b>NonDivisional</b>					
72-00-3500	<i>Beginning Fund Balance</i>					
	Fund balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<i>Beginning Fund Balance</i>	<i>4,006,108.00</i>	<i>0.00</i>	<i>4,176,788.10</i>	<i>0.00</i>	<i>104.26</i>
	<b>NonDivisional</b>	<b>4,006,108.00</b>	<b>0.00</b>	<b>4,176,788.10</b>	<b>0.00</b>	<b>104.26</b>
	Fund Balance	4,006,108.00	0.00	4,176,788.10	0.00	104.26
	<b>NonDivisional</b>					
72-00-4610	<i>Revenue</i>					
	Investment revenue	30,000.00	6,416.41	16,705.26	0.00	55.68
	<i>Revenue</i>	<i>30,000.00</i>	<i>6,416.41</i>	<i>16,705.26</i>	<i>0.00</i>	<i>55.68</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>
	<b>NonDivisional</b>	<b>30,000.00</b>	<b>6,416.41</b>	<b>16,705.26</b>	<b>0.00</b>	<b>55.68</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,500,000.00	125,000.00	375,000.00	0.00	25.00
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>375,000.00</i>	<i>0.00</i>	<i>25.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,500,000.00</b>	<b>125,000.00</b>	<b>375,000.00</b>	<b>0.00</b>	<b>25.00</b>
	<i>Revenue</i>	1,530,000.00	131,416.41	391,705.26	0.00	25.60
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7400	Improvement other than Bldgs	75,000.00	0.00	0.00	45,000.00	0.00
72-21-7520	Equipment	205,000.00	12,284.00	39,654.69	125,865.00	19.34
72-21-7530	Information Technology	115,000.00	1,875.69	5,584.57	118,555.09	4.86
72-21-7600	Capital Improvement Projects	1,169,000.00	58,717.25	70,956.00	179,656.33	6.07
	<i>Capital Outlay</i>	<i>1,564,000.00</i>	<i>72,876.94</i>	<i>116,195.26</i>	<i>469,076.42</i>	<i>7.43</i>
	<b>Wastewater-Plant</b>	<b>1,564,000.00</b>	<b>72,876.94</b>	<b>116,195.26</b>	<b>469,076.42</b>	<b>7.43</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	50,000.00	24,340.28	24,340.28	0.00	48.68
72-22-7520	Equipment	40,000.00	0.00	0.00	0.00	0.00
72-22-7530	Information Technology	154,340.00	1,875.69	5,584.56	6,790.10	3.62
72-22-7600	Capital Improvement Projects	2,215,000.00	46,405.51	77,583.82	274,773.12	3.50
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>72,621.48</i>	<i>107,508.66</i>	<i>281,563.22</i>	<i>4.37</i>
	<b>Wastewater-Collections</b>	<b>2,459,340.00</b>	<b>72,621.48</b>	<b>107,508.66</b>	<b>281,563.22</b>	<b>4.37</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	481,834.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>481,834.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>481,834.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	4,505,174.00	145,498.42	223,703.92	750,639.64	4.97
	<b>Wastewater Reclamation Capital</b>	<b>1,030,934.00</b>	<b>-14,082.01</b>	<b>4,344,789.44</b>	<b>-750,639.64</b>	<b>421.44</b>
73	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>0.00</i>	<i>2,142,036.57</i>	<i>0.00</i>	<i>98.57</i>
	<b>NonDivisional</b>	<b>2,173,058.00</b>	<b>0.00</b>	<b>2,142,036.57</b>	<b>0.00</b>	<b>98.57</b>
	Fund Balance	2,173,058.00	0.00	2,142,036.57	0.00	98.57
	<b>NonDivisional</b>					
	<i>Revenue</i>					
73-00-4610	Investment revenue	10,000.00	2,109.83	6,070.43	0.00	60.70
	<i>Revenue</i>	<i>10,000.00</i>	<i>2,109.83</i>	<i>6,070.43</i>	<i>0.00</i>	<i>60.70</i>
	<b>NonDivisional</b>	<b>10,000.00</b>	<b>2,109.83</b>	<b>6,070.43</b>	<b>0.00</b>	<b>60.70</b>
	<b>Transfers &amp;</b>					

<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>
	<b>Contingencies</b>					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	250,000.00	20,833.00	62,503.00	0.00	25.00
	<i>Revenue</i>	<i>250,000.00</i>	<i>20,833.00</i>	<i>62,503.00</i>	<i>0.00</i>	<i>25.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>250,000.00</b>	<b>20,833.00</b>	<b>62,503.00</b>	<b>0.00</b>	<b>25.00</b>
	<i>Revenue</i>	260,000.00	22,942.83	68,573.43	0.00	26.37
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	24,593.71	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>24,593.71</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24,593.71</b>	<b>0.00</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	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>
	<i>Expense</i>	350,000.00	0.00	0.00	24,593.71	0.00
<b>73</b>	<b>Watershed Protection Capital</b>	<b>2,083,058.00</b>	<b>22,942.83</b>	<b>2,210,610.00</b>	<b>-24,593.71</b>	<b>106.12</b>
	Revenue Total	<b>25,853,400.00</b>	<b>1,966,833.47</b>	<b>6,335,727.61</b>	<b>0.00</b>	<b>0.2451</b>
	Expense Total	<b>34,840,361.00</b>	<b>2,168,130.65</b>	<b>6,131,301.46</b>	<b>4,117,473.77</b>	<b>0.176</b>

# General Ledger

## Account Roll up

User: Gail

Printed: 11/9/2022 1:28:30 PM

Period 03 - 03

Fiscal Year 2023



Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
<b>Revenue</b>	<b>Revenue</b>				
4210	Water Sales - CRW	\$ 30,000.00	\$ 5,361.39	\$ 14,553.38	48.51%
4211	Water sales	\$ 4,351,000.00	\$ 469,760.22	\$ 1,232,671.15	28.33%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 681,405.05	\$ 2,154,731.86	23.42%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 128,592.10	\$ 387,255.62	24.33%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,348.40	\$ 6,169.09	26.82%
4220	System Development Charges	\$ 100,000.00	\$ 17,676.60	\$ 22,841.60	22.84%
4221	System Development-Reimburse	\$ 50,000.00	\$ 26,089.00	\$ 60,875.00	121.75%
4225	System Development-Improvement	\$ 50,000.00	\$ 24,237.00	\$ 56,553.00	113.11%
4227	System Development-Compliance	\$ -	\$ 657.00	\$ 1,533.00	0.00%
4230	Contract services	\$ 57,400.00	\$ 9,400.00	\$ 17,400.00	30.31%
4240	Service installations	\$ 10,000.00	\$ 5,409.00	\$ 12,801.00	128.01%
4280	Rents & leases	\$ 180,000.00	\$ 14,507.31	\$ 43,521.94	24.18%
4290	Other charges for services	\$ 45,000.00	\$ 6,343.00	\$ 13,863.00	30.81%
4610	Investment revenue	\$ 80,000.00	\$ 19,443.40	\$ 50,841.64	63.55%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 4,438.00	\$ 19,610.33	53.00%
		<b>\$ 15,804,400.00</b>	<b>\$ 1,415,667.47</b>	<b>\$ 4,095,221.61</b>	<b>25.91%</b>
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 484,003.00	25.00%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 285,000.00	\$ 1,442,000.00	21.04%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 104,833.00	\$ 314,503.00	25.00%
<b>Revenue</b>	<b>Revenue</b>	<b>\$ 25,853,400.00</b>	<b>\$ 1,966,833.47</b>	<b>\$ 6,335,727.61</b>	<b>24.51%</b>
<b>Expense</b>	<b>Expense</b>				
<b><u>Personnel Services</u></b>					
5110	Regular employees	\$ 3,539,000.00	\$ 264,998.83	\$ 813,745.89	22.99%
5130	Overtime	\$ 102,000.00	\$ 9,871.54	\$ 31,943.69	31.32%
5210	Employee Ins	\$ 702,000.00	\$ 52,276.66	\$ 155,193.96	22.11%
5230	Social Security	\$ 277,000.00	\$ 20,638.17	\$ 63,339.85	22.87%
5240	Retirement	\$ 629,000.00	\$ 48,803.89	\$ 148,535.96	23.61%
5250	Trimet	\$ 31,000.00	\$ 2,198.76	\$ 6,750.61	21.78%
5260	Unemployment	\$ 5,000.00	\$ 9,529.00	\$ 9,529.00	190.58%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.38	\$ 4,846.14	10.54%
5290	Other employee benefits	\$ 21,000.00	\$ 268.18	\$ 268.18	1.28%
		<b>\$ 5,352,000.00</b>	<b>\$ 410,200.41</b>	<b>\$ 1,234,153.28</b>	<b>23.06%</b>
<b><u>Materials &amp; Services</u></b>					
6110	Legal services	\$ 375,000.00	\$ 25,483.50	\$ 42,728.57	11.39%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ -	0.00%
6155	Contracted Services	\$ 922,250.00	\$ 56,237.98	\$ 147,937.15	16.04%
6175	Records Management	\$ 8,500.00	\$ 488.33	\$ 1,290.52	15.18%
6180	Dues & subscriptions	\$ 60,000.00	\$ 2,691.58	\$ 9,725.02	16.21%
6220	Electricity	\$ 408,000.00	\$ 27,884.10	\$ 86,971.59	21.32%



Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6230	Telephone	\$ 63,000.00	\$ 4,883.69	\$ 11,843.79	18.80%
6240	Natural gas	\$ 9,500.00	\$ 323.04	\$ 957.50	10.08%
6250	Solid waste disposal	\$ 52,000.00	\$ 780.50	\$ 5,818.81	11.19%
6290	Other utilities	\$ 15,600.00	\$ 770.76	\$ 2,338.95	14.99%
6310	Janitorial services	\$ 26,000.00	\$ 2,191.05	\$ 6,573.15	25.28%
6320	Buildings & grounds	\$ 104,000.00	\$ 5,556.38	\$ 20,218.38	19.44%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 2,283.90	\$ 11,852.54	15.80%
6340	Distribution system maint	\$ 225,000.00	\$ 18,612.44	\$ 53,566.98	23.81%
6342	Collection system maint.	\$ 245,000.00	\$ 15,916.03	\$ 48,611.91	19.84%
6350	Computer maintenance	\$ 313,103.00	\$ 26,886.22	\$ 59,364.45	18.96%
6410	Mileage	\$ 5,500.00	\$ 1,063.86	\$ 2,964.74	53.90%
6420	Staff training	\$ 93,000.00	\$ 4,459.90	\$ 29,799.88	32.04%
6430	Certifications	\$ 8,000.00	\$ 340.00	\$ 1,521.00	19.01%
6440	Board travel & training	\$ 9,000.00	\$ 1,000.97	\$ 1,294.13	14.38%
6510	Office supplies	\$ 34,200.00	\$ 2,383.57	\$ 6,968.84	20.38%
6520	Fuel & oils	\$ 51,000.00	\$ 3,917.06	\$ 10,494.19	20.58%
6525	Chemicals	\$ 65,000.00	\$ 6,929.67	\$ 17,118.91	26.34%
6530	Small tools & equipment	\$ 40,000.00	\$ 6,752.82	\$ 11,630.74	29.08%
6540	Safety supplies	\$ 52,000.00	\$ 4,592.33	\$ 12,772.42	24.56%
6550	Operational Supplies	\$ 29,500.00	\$ 2,963.53	\$ 9,565.05	32.42%
6560	Uniforms	\$ 38,000.00	\$ 1,792.09	\$ 7,768.48	20.44%
6590	Other supplies	\$ 5,000.00	\$ 143.96	\$ 263.95	5.28%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.00%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.00%
6710	Purchased water	\$ 1,170,000.00	\$ 129,710.75	\$ 387,996.89	33.16%
6715	Water quality program	\$ 16,000.00	\$ 825.48	\$ 825.48	5.16%
6720	Insurance	\$ 300,000.00	\$ 14,934.53	\$ 44,803.59	14.93%
6730	Communications	\$ 98,100.00	\$ 4,623.64	\$ 5,355.41	5.46%
6740	Advertising	\$ 6,500.00	\$ -	\$ 425.00	6.54%
6760	Equipment Rental	\$ 7,000.00	\$ 5,015.64	\$ 6,004.93	85.78%
6770	Bank charges	\$ 160,000.00	\$ 13,468.50	\$ 36,266.63	22.67%
6780	Taxes, Fees & Permits	\$ 124,300.00	\$ 12,937.89	\$ 30,510.28	24.55%
6900	Miscellaneous expense	\$ 7,000.00	\$ 21.85	\$ 49.04	0.70%
		\$ 5,304,553.00	\$ 408,867.54	\$ 1,134,198.89	21.38%
<b><u>Debt Service and Special Payments</u></b>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ 470,839.00	49.76%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ -	0.00%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ -	0.00%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ 115,740.74	\$ 115,740.74	100.00%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ -	0.00%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ 116,159.00	41.05%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ -	0.00%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ -	\$ -	0.00%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ 4,259.26	\$ 4,259.26	100.01%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ 10,531.35	50.00%
		\$ 3,763,207.00	\$ 120,000.00	\$ 717,529.35	19.07%
<b><u>Capital Outlay</u></b>					
7200	Infrastructure	\$ 520,000.00	\$ 81,466.93	\$ 105,599.53	20.31%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ -	0.00%
7520	Equipment	\$ 309,000.00	\$ 31,673.00	\$ 65,672.19	21.25%
7530	Information Technology	\$ 299,340.00	\$ 5,627.07	\$ 23,317.21	7.79%
7600	Capital Improvement Projects	\$ 5,959,000.00	\$ 559,129.70	\$ 610,325.01	10.24%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
		\$ 7,162,340.00	\$ 677,896.70	\$ 804,913.94	11.24%
<b><u>Transfers</u></b>					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 984,000.00	25.00%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ -	\$ 587,000.00	17.09%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 232,003.00	25.00%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 375,000.00	25.00%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,833.00	\$ 62,503.00	25.00%
		\$ 10,049,000.00	\$ 551,166.00	\$ 2,240,506.00	22.30%
		<b>\$ 31,631,100.00</b>	<b>\$ 2,168,130.65</b>	<b>\$ 6,131,301.46</b>	<b>19.38%</b>
9000	Contingency	\$ 3,214,261.00	\$ -	\$ -	0.00%
<b>Expense</b>	<b>Expense</b>	<b>\$ 34,845,361.00</b>	<b>\$ 2,168,130.65</b>	<b>\$ 6,131,301.46</b>	<b>17.60%</b>
<b>Revenue Total</b>		<b>\$ 25,853,400.00</b>	<b>\$ 1,966,833.47</b>	<b>\$ 6,335,727.61</b>	<b>24.51%</b>
<b>Expense Total</b>		<b>\$ 34,845,361.00</b>	<b>\$ 2,168,130.65</b>	<b>\$ 6,131,301.46</b>	<b>17.60%</b>
<b>Grand Total</b>		<b>\$ (8,991,961.00)</b>	<b>\$ (201,297.18)</b>	<b>\$ 204,426.15</b>	<b>-2.27%</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>	November 15, 2022

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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. October 18, 2022 Board Meeting Minutes



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY  
BOARD OF DIRECTORS  
JOINT REGULAR MEETING MINUTES – 6:00 P.M.  
OCTOBER 18, 2022**

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OLWSD Board of Directors – Members Present

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

OLWSA Board of Directors – Members Present

Susan Keil	Chair
Ginny Van Loo	Vice Chair
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

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

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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**1. Call to Order & Hybrid Meeting Facilitation Protocols**

Chair Keil called the meeting to order at 5:59 p.m.

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

**2. Call for Public Comment**

The Board discussed the submitted written public comment.

### **3. Presentation of Special Report by Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) representatives Joseph Edge and Jane Civiletti overviewed the findings of the *Analysis of Governance Options for the Oak Grove-Jennings Lodge Area* and next steps for the OLGP Steering Committee.

The Board asked clarifying questions and thanked the representatives for their presentation.

### **4. Consent Agenda**

Items on the Consent Agenda included:

- The August 2022 Financial Report,
- The September 16, 2022 special meeting minutes, and
- The September 20, 2022 regular meeting minutes.

Vice Chair Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **5. Consideration of Reissuance of Special Districts Insurance Services (SDIS)**

HR Manager Binkowski-Burk overviewed the insurance reissuance to the Oak Lodge Water Services Authority. The Board asked clarifying questions.

Director Williams moved to adopt Resolutions 2022-0007, 2022-0008, and 2022-0009. Treasurer Gornick noted a scrivener's error in Resolution No. 2022-0007. HR Manager Binkowski-Burk stated it would be corrected before signing. Director Bullock seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **6. Consideration of Agreement with Robert Half for Contract Services**

Finance Director Stevens overviewed the scope of work related to the proposed agreement. The Board asked clarifying questions.

Treasurer Gornick moved to approve the General Manager to enter into a personal services contract with Robert Half for Contracted Services, not to exceed \$75,000. Director Williams seconded. District

Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

## **7. Consideration of Draft Board Governance Policy**

General Manager Chaplen explained the development of the draft Board Governance Policy written for the Authority.

The Board asked clarifying questions and there was discussion regarding the titles of the Board's Officer positions. There was consensus to retitle the President and Secretary/Vice President positions to Chair and Vice Chair, respectively.

Treasurer Gornick moved to adopt Resolution No. 2022-0010 adopting a Board Governance Policy. Vice Chair Van Loo seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **8. Presentation of Boardman and Arista Project**

District Engineer Albert detailed the Boardman and Arista Flood Analysis.

The Board asked questions regarding:

- Local trapping of invasive animals,
- Consideration of box culverts,
- Remediation of invasive species plants by working with local school groups,
- Public education regarding feeding wildlife,
- Sedimentation of the culverts,
- The use of herbicides on invasive plant species,
- Costs of the recommended option, and
- Grant eligibility.

The Board asked Grover Jeffrey Bornefeld, a resident of the Boardman/Arista flooding area, to speak on the history of the flooding issue.

There was Board consensus to move forward with the recommended option and requested updates.

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

The Board provided verbal reports.

## **10. Department Reports**

The Management Team provided monthly highlights including:

- Emergency fuel resiliency,
- Upcoming community events,
- Air quality work restrictions,
- LGIP interest rates,
- Materials and services cost increases,
- The Aldercrest Main Replacement Project,
- An upcoming presentation on the Wastewater Master Plan,
- Smoke testing and Collection Team staffing,
- Field Operations efficiency implementation and leak detection efforts,
- Upcoming Tertiary Treatment Workshops, and
- Proactive conversations with customers about nutria.

#### **11. Adjourn Meeting**

Chair Keil adjourned the meeting at 8:27 p.m.

Respectfully submitted,

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Susan Keil  
Chair, Board of Directors

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Ginny Van Loo  
Vice Chair, Board of Directors

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

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



## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Plant Superintendent  
**Title** Approval of Agreement with Eurofins Environment Testing Northwest for Contracted Services  
**Item No.** 4c  
**Date** November 15, 2022

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### Summary

Staff seeks Board authorization for the General Manager to sign a contract with Eurofins Environment Testing Northwest, LLC (Eurofins) for environmental testing services, to meet requirements of the National Pollutant Discharge Elimination System (NPDES) permit that OLWS received in March 2022.

### Background

When the Wastewater Treatment Plant (WWTP) was issued a new NPDES permit by the Department of Environmental Quality (DEQ) in March 2022, OLWS was tasked with performing numerous new tests to monitor for a multitude of Low-Level Metals (LLM), Volatile Organic Compounds, Acid-Extractable Compounds and Base-Neutral Compounds. Coupled with these metals tests, there is also a new requirement for Whole Effluent Toxicity (WET) testing.

While these tests are highly specialized, it is routine that when a wastewater treatment plant is issued a new permit they will perform these tests. WET testing requires freshwater invertebrates to be placed in dilutions of WRF effluent and monitored over a period of several days. The NPDES permit will require OLWS to do extensive testing over the next 5 years. Due to the sensitive nature of the samples, they must be kept between 0 to 6 degrees Celsius and stored in the dark. EPA also recommends a maximum holding time of no more than 36 hours from the time of sample collection.

Due to both the specialized nature of the WET testing and the sensitivity of the LLM testing, it is essential to get assistance in both preparation and sample collection, and to use an in-state laboratory so that flying samples is not required, given the 36-hour maximum holding time recommendation for sample collection.

Eurofins has been chosen using a sole source procurement, as they are the only certified lab in the State of Oregon that conducts these specific tests. Due to the fact they are local, they are also able to assist OLWS with both preparation and sample collection. For these reasons, Staff is



recommending that OLWS contract with Eurofins Environment Testing Northwest, LLC for this service.

The frequency of the WET testing will be quarterly for 1 year, whereas the LLM testing will be quarterly for 3 years. Staff expects after this first year that the costs associated with the NPDES testing will drop until January of 2025, when monthly testing for the Copper Biotic Ligand Model and Aluminum sampling begins.

**Budget**

Funding for this project is included in FY 2022-23 Adopted Budget within the Wastewater Reclamation Fund.

**Recommendation**

Staff recommends approval of a contract with Eurofins Environment Testing Northwest for environmental testing services, based on the quotes provided (Attachment 1). Staff has worked with OLWS legal counsel throughout this procurement process.

**Suggested Board Motion**

*“I move to authorize the General Manager to enter into a personal services contract with Eurofins Environment Testing Northwest, LLC, not to exceed \$85,000 per fiscal year.”*

**Attachments**

1. Quarterly Quotes for WET and LLM Testing

## QUOTATION

Oak Lodge Water Services  
 13750 SE Renton Avenue  
 Oak Grove OR 97222

Quotation Date: 08/01/22  
 Quotation No.: Q22-05513

Attention: David Hawkins

Page 1 of 1

Project ID: Q22-05513	Expires: 1/28/2023	Prepared By: Michelle Bennett
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Line	Qty	Description	Unit Cost	Subtotal
1	2	ISCO Sampler Rental - Daily	\$150.00	\$300.00
2	1	Analytical Services via Edge	\$2,650.00	\$2,650.00
3	1	Low Level Metals Sampling, ISCO Cleaning, WET Sampling, Travel expenses (Sunday - Friday, includes ISCO sampler setup and shipping/delivering samples to the lab)	\$6,250.00	\$6,250.00

**Quote Total: \$9,200.00**

Shipping: Preserved sample containers with chain of custodies and cooler are provided in the analytical cost. All shipments are sent by ground shipment. Priority shipment is the responsibility of the client. Client is responsible for return shipment to the laboratory unless otherwise pre-arranged as indicated in the Statement of Work. Client owned coolers will be returned at cost to client by ground shipment.

Payment: Prices are firm for 90 days. All work requires submission of a valid purchase order and is subject to EETNW's standard terms (net 30 days) and conditions.

### Additional Terms and Conditions

(see attached)

**EUROFINS ENVIRONMENT TESTING NORTHWEST, LLC TERMS AND CONDITIONS OF SALE (Short Form)**

When a purchaser (Client) places an order for laboratory, consulting or sampling services from Eurofins Environment Testing Northwest, LLC a Delaware corporation, Eurofins Environment Testing Northwest, LLC shall provide the ordered services pursuant to these Terms and Conditions and the related Quotation or Price Schedule, or as agreed in a negotiated contract. In the absence of a written agreement to the contrary, a client order constitutes an acceptance by the Client of Eurofins Environment Testing Northwest, LLC's offer to do business under these Terms and Conditions, and an agreement to be bound by these Terms and Conditions. Receipt of a Client's samples at a Eurofins Environment Testing Northwest, LLC laboratory constitutes acceptance of these Terms and Conditions (in the absence of any other negotiated contract). No contrary or additional terms and conditions expressed in a Client's document shall be deemed to become a part of the contract created upon acceptance of these Terms and Conditions, unless accepted by Eurofins Environment Testing Northwest, LLC in writing.

**1. ORDERS AND RECEIPT OF SAMPLES**

1.1 A Client may place an order (i.e., specify a Scope of Work) either by submitting a purchase order to Eurofins Environment Testing Northwest, LLC in writing or by telephone subsequently confirmed in writing, or by negotiated contract. Whichever option the Client selects for placing an order, the order shall not be valid unless it contains sufficient specification to enable Eurofins Environment Testing Northwest, LLC to carry out the Client's requirements. In particular, samples must be accompanied by: a) adequate instruction on type of analysis requested, and b) complete written disclosure of the known or suspected presence of any hazardous substances, as defined by applicable federal or state law. If a Client fails to provide these required disclosures accompanying the submission of samples, and such failure results in an interruption in the lab's ability to process work due to contamination of instruments or work areas, the Client will be responsible for the costs of clean-up and recovery.

1.2 The Client shall provide one week's advance notice of the sample delivery schedule, or any changes to the schedule, whenever possible. Upon timely delivery of samples, Eurofins Environment Testing Northwest, LLC will use its best efforts to meet mutually agreed turnaround times. All turnaround times will be calculated from the point in time when Eurofins Environment Testing Northwest, LLC has determined that it can proceed with defined work following receipt, inspection of samples, and resolution of any discrepancies in Chain-of-Custody forms and project guidance regarding work to be done (Sample Delivery Acceptance). Rush turnaround times not requested in advance of the delivery of samples and specifically agreed to by the lab are not guaranteed. If the Client changes the sample delivery schedule prior to Sample Delivery Acceptance, Eurofins Environment Testing Northwest, LLC reserves its rights to modify its turnaround time commitment, change the date upon which Eurofins Environment Testing Northwest, LLC will accept samples, or refuse Sample Delivery Acceptance for the affected samples.

1.3 Eurofins Environment Testing Northwest, LLC reserves the right, exercisable at any time, to refuse or revoke Sample Delivery Acceptance for any sample which in the sole judgment of Eurofins Environment Testing Northwest, LLC: a) is of unsuitable volume; b) may pose a risk or become unsuitable for handling, transport, or processing for any health, safety, environmental or other reason, whether or not due to the presence of any hazardous substance in the sample and whether or not such presence has been disclosed to Eurofins Environment Testing Northwest, LLC by the Client; or c) holding times cannot be met, due to passage of more than 48 hours from the time of sampling or 1/2 the holding time for the requested test, whichever is less.

1.4 Prior to Sample Delivery Acceptance, the entire risk of loss or damage to samples remains with the Client, except where Eurofins Environment Testing Northwest, LLC provides courier services. In no event will Eurofins Environment Testing Northwest, LLC have any responsibility or liability for the action or inaction of any carrier shipping or delivering any sample to or from Eurofins Environment Testing Northwest, LLC's premises. Client is responsible for assuring that any sample that contains or may contain any hazardous substance to be delivered to Eurofins Environment Testing Northwest, LLC's premises is properly packaged, labeled, transported and delivered, all in accordance with applicable laws.

1.5 Eurofins Environment Testing Northwest, LLC reserves the right to begin processing samples upon receipt, unless the Client specifically notifies Eurofins Environment Testing Northwest, LLC in writing prior to sample receipt that the samples are to be held without preparation or other

processing or pending receipt of a purchase order. Eurofins Environment Testing Northwest, LLC shall under no circumstances be responsible for missed holding times or turnaround times or for re-sampling costs if samples are released from hold with less than 48 hours or 1/2 the holding time for the requested test remaining, whichever is less.

**2. PAYMENT TERMS**

2.1 Services performed by Eurofins Environment Testing Northwest, LLC will be in accordance with prices quoted and later confirmed in writing or as stated in the Price Schedule. Quoted prices do not include sales tax. Applicable sales tax will be added to invoices where required by law.

2.2 Invoices may be submitted to Client upon completion of any sample delivery group. Billing corrections must be requested within 30 days of invoice date. Payment in advance is required for all clients except those whose credit has been established with Eurofins Environment Testing Northwest, LLC. For clients with approved credit, payment terms are net 30 days from the date of invoice by Eurofins Environment Testing Northwest, LLC, unless alternative terms have been agreed in a separate written agreement. Payment shall be made without retainage, and shall not be contingent upon the receipt of funds from third parties. All overdue payments are subject to an additional interest and service charge of one and one half percent (1.5%) (or the maximum rate permissible by law, whichever is less) per month or portion thereof from the due date until the date of payment. All fees are charged or billed directly to the Client. The billing of a third party will not be accepted without a statement, signed by the third party, acknowledging and accepting payment responsibility in accordance with these payment terms.

2.3 If Client fails to make timely payment of its invoices, Eurofins Environment Testing Northwest, LLC reserves the right to pursue all appropriate remedies, including withdrawing certifications, suspending work and withholding delivery of data under this order without recourse. Client shall be responsible for all reasonable fees, expenses, and costs of collection including but not limited to arbitrator's and attorney's fees. Eurofins Environment Testing Northwest, LLC reserves the right to refuse to proceed with work at any time based upon an unfavorable Client credit report.

**3. CHANGE ORDERS, TERMINATION**

3.1 Changes to the Scope of Work, price, or result delivery date may be initiated by Eurofins Environment Testing Northwest, LLC after Sample Delivery Acceptance due to any condition which conflicts with analytical, QA or other protocols warranted in these Terms and Conditions. Eurofins Environment Testing Northwest, LLC will not proceed with such changes until an agreement with the Client is reached on the amount of any cost, schedule change or technical change to the Scope of Work, and such agreement is documented in writing.

3.2 Changes to the Scope of Work, including but not limited to increasing or decreasing the work, changing test and analysis specification, or acceleration in the performance of the work may be initiated by the Client after Sample Delivery Acceptance. Such change must be documented in writing and may result in a change in cost and turnaround time commitment. Eurofins Environment Testing Northwest, LLC's acceptance of such changes is contingent upon technical feasibility and operational capacity.

3.3 Suspension or termination of all or any part of the work may be initiated by the Client. Eurofins Environment Testing Northwest, LLC will be compensated consistent with Section 2 of these Terms and Conditions. Eurofins Environment Testing Northwest, LLC will complete all work in progress and be paid in full for all work completed.

**4. WARRANTIES AND LIABILITY**

4.1 Where applicable, Eurofins Environment Testing Northwest, LLC will use appropriate and approved analytical test methods. Eurofins Environment Testing Northwest, LLC has referenced these methods in its Laboratory Quality Manuals and has documented them in Standard Operating Procedures. Eurofins Environment Testing Northwest, LLC reserves the right based on its reasonable judgment to deviate from these methodologies as necessary or appropriate to the extent required by the nature or composition of the sample, which deviations, if any, will be made on a basis consistent with recognized standards of the industry and/or Eurofins Environment Testing Northwest, LLC's Laboratory Quality Manuals. Client may request that Eurofins Environment Testing Northwest, LLC perform according to a mutually agreed Quality Assurance Project Plan (QAPP). If samples arrive prior to

agreement on a QAPP, Eurofins Environment Testing Northwest, LLC will proceed with analyses under its standard Quality Manuals then in effect. Eurofins Environment Testing Northwest, LLC will not be responsible for any resampling or other charges if work must be repeated to comply with a subsequently finalized QAPP.

4.2 Eurofins Environment Testing Northwest, LLC shall start preparation and/or analysis within holding times provided that Sample Delivery Acceptance occurs within 48 hours of sampling or 1/2 of the holding time for the test, whichever is less, unless the Client has specifically requested that Eurofins Environment Testing Northwest, LLC hold the samples without preparation or other processing or pending receipt of a purchase order. Where resolution of inconsistencies leading to Sample Delivery Acceptance does not occur within this period, Eurofins Environment Testing Northwest, LLC will use its best efforts to meet holding times and will proceed with the work provided that, in Eurofins Environment Testing Northwest, LLC's judgment, the chain-of-custody or definition of the Scope of Work provide sufficient guidance. Reanalysis of samples to comply with Eurofins Environment Testing Northwest, LLC's Quality Manuals will be deemed to have met holding times provided the initial analysis was performed within the applicable holding time. Where reanalysis demonstrates that sample matrix interference is the cause of failure to meet any Quality Manual requirements, the warranty will be deemed to have been met.

4.3 Eurofins Environment Testing Northwest, LLC warrants that it possesses and maintains all licenses and certifications that are required to perform services under these Terms and Conditions provided that such requirements are specified in writing to Eurofins Environment Testing Northwest, LLC prior to Sample Delivery Acceptance. Eurofins Environment Testing Northwest, LLC will notify the Client in writing of any decertification or revocation of any license, or notice of either, that affects work in progress.

4.4 The warranty obligations set forth in Sections 4.1, 4.2 and 4.3 are the sole and exclusive warranties given by Eurofins Environment Testing Northwest, LLC in connection with any services performed by Eurofins Environment Testing Northwest, LLC or any results generated from such services, and Eurofins Environment Testing Northwest, LLC gives and makes NO OTHER REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. No representative of Eurofins Environment Testing Northwest, LLC is authorized to give or make any other representation or warranty or modify this warranty in any way.

4.5 Client's sole and exclusive remedy for breach of warranty in connection with any services performed by Eurofins Environment Testing Northwest, LLC will be limited to repeating any services performed, contingent on the Client's providing, at the request of Eurofins Environment Testing Northwest, LLC and at the Client's expense, additional sample(s) if necessary. Any reanalysis requested by the Client generating results consistent with the original results will be at the Client's expense. If resampling is necessary, Eurofins Environment Testing Northwest, LLC's liability for resampling costs will be limited to actual cost or one hundred and fifty dollars (\$150) per sample, whichever is less.

4.6 Eurofins Environment Testing Northwest, LLC's liability for any and all causes of action arising hereunder, whether based in contract, tort, warranty, negligence or otherwise, shall be limited to the lesser amount of compensation for the services performed or \$100,000. All claims, including those for negligence, shall be deemed waived unless suit thereon is filed within one year after Eurofins Environment Testing Northwest, LLC's completion of the services. Under no circumstances, whether arising in contract, tort (including negligence), or otherwise, shall Eurofins Environment Testing Northwest, LLC be responsible for loss of use, loss of profits, or for any special, indirect, incidental or consequential damages occasioned by the services performed or by application or use of the reports prepared.

4.7 In no event shall Eurofins Environment Testing Northwest, LLC have any responsibility or liability to the Client for any failure or delay in performance by Eurofins Environment Testing Northwest, LLC that results, directly or indirectly, in whole or in part, from any cause or circumstance beyond the reasonable control of Eurofins Environment Testing Northwest, LLC. Such causes and circumstances include, but are not limited to, acts of God, acts of Client, acts or orders of any governmental authority, strikes or other labor disputes, natural disasters, accidents, wars, civil disturbances, equipment breakdown, matrix interference or unknown highly contaminated samples that impact instrument operation, unavailability of supplies from usual suppliers, difficulties or delays in transportation, mail or delivery services, or any other cause beyond Eurofins Environment Testing Northwest, LLC's reasonable control.

## 5. RESULTS, WORK PRODUCT

5.1 Data or information provided to Eurofins Environment Testing Northwest, LLC or generated by services performed under this agreement shall only become the property of the Client upon receipt in full by Eurofins Environment Testing Northwest, LLC of payment for the entire order. Ownership of any analytical method, QA/QC protocols, software programs or equipment developed by Eurofins Environment Testing Northwest, LLC for performance of work will be retained by Eurofins Environment Testing Northwest, LLC. Client shall not disclose such information to any third party without Eurofins Environment Testing Northwest, LLC's express prior consent.

5.2 Data and sample materials provided by Client or at Client's request, and the result obtained by Eurofins Environment Testing Northwest, LLC shall be held in confidence (unless such information is generally available to the public or is in the public domain or Client has failed to pay Eurofins Environment Testing Northwest, LLC for all services rendered or is otherwise in breach of these Terms and Conditions), subject to any disclosure required by law or legal process.

5.3 Should the results delivered by Eurofins Environment Testing Northwest, LLC be used by the Client or Client's client, even though subsequently determined not to meet the warranties described in these Terms and Conditions, then the compensation will be adjusted based upon mutual agreement. In no case shall the Client unreasonably withhold Eurofins Environment Testing Northwest, LLC's right to independently defend its data.

5.4 Eurofins Environment Testing Northwest, LLC reserves the right to perform the services at any laboratory in the Eurofins Environment Testing Northwest, LLC network. If a Client has requested a particular location for the work, Eurofins Environment Testing Northwest, LLC will inform the Client when operational constraints require the work to be performed at another Eurofins Environment Testing Northwest, LLC location. In addition, Eurofins Environment Testing Northwest, LLC reserves the right to subcontract services ordered by the Client to another laboratory or laboratories, if, in Eurofins Environment Testing Northwest, LLC's sole judgment, it is reasonably necessary, appropriate or advisable to do so. Eurofins Environment Testing Northwest, LLC will in no way be liable for any subcontracted services (outside the Eurofins Environment Testing Northwest, LLC network) except for work performed at laboratories which have been audited and approved by Eurofins Environment Testing Northwest, LLC.

5.5 Eurofins Environment Testing Northwest, LLC will dispose of non-hazardous samples, sample extracts and digestates 30 days after the final analytical report is issued, unless instructed to store them for an alternate period of time or to return such samples to the Client, in a manner consistent with U.S. Environmental Protection Agency regulations or other applicable federal, state or local requirements. Charges for disposal will be billed to the client. Alternatively, samples can be returned to the client for disposal. Cost of return shipping will be billable to the client. Air samples in Summa canisters and tedlar bags are used and the containers cleaned immediately after testing, such that those samples are not retained. Longer storage periods may be requested and may be accommodated if space allows, and for an additional charge. Any samples for projects that are canceled or not accepted, or for which return was requested, will be returned to the Client at its own expense. Eurofins Environment Testing Northwest, LLC reserves the right to return to the Client any sample or unused portion of a sample that is not within Eurofins Environment Testing Northwest, LLC's permitted capability or the capabilities of Eurofins Environment Testing Northwest, LLC's designated waste disposal vendor(s). ALL DIOXIN, MIXED WASTE, AND RADIOACTIVE SAMPLES WILL BE RETURNED TO THE CLIENT, unless prior arrangements for disposal are made.

5.6 Unless a different time period is agreed to in an order under these Terms and Conditions, Eurofins Environment Testing Northwest, LLC agrees to retain all records for five (5) years.

5.7 If Eurofins Environment Testing Northwest, LLC is required to respond to legal process related to services for Client, Client agrees to reimburse Eurofins Environment Testing Northwest, LLC for hourly charges for personnel involved in the response and attorney's fees reasonably incurred in obtaining advice concerning the response, preparation to testify, and appearances related to the legal process, travel and all reasonable expenses associated with the litigation. Additional consulting beyond that normally associated with lab reports will be billed at Eurofins Environment Testing Northwest, LLC's current published rates.

## 6. INSURANCE

6.1 During the performance of services under these Terms and Conditions, Eurofins Environment Testing Northwest, LLC shall maintain in force Workers' Compensation and Employer's Liability Insurance in accordance with the laws of the states having jurisdiction over Eurofins Environment Testing Northwest, LLC's employees who are engaged in the performance of the work. Eurofins Environment Testing Northwest, LLC shall also maintain during such period Comprehensive General and Contractual Liability (limit of \$1,000,000 per occurrence/ \$2,000,000 aggregate), Comprehensive Automobile Liability, owned and hired, (\$1,000,000 combined single limit), Professional Liability Insurance (limit of \$5,000,000 per claim/ aggregate and Pollution Liability insurance (limit of \$1,000,000 per claim/aggregate).

#### 7. MISCELLANEOUS PROVISIONS

7.1 These Terms and Conditions, together with any additions or revisions which may be agreed to in writing by Eurofins Environment Testing Northwest, LLC, embody the whole agreement of the parties and provide the only remedies available. There are no promises, terms, conditions, understandings, obligations or agreements other than those contained herein, and these Terms and Conditions shall supersede all previous communications, representations, or agreements, either verbal or written, between the Client and Eurofins Environment Testing Northwest, LLC.

These Terms and Conditions, and any transactions or agreements to which they apply, shall be governed both as to interpretation and performance by the laws of the state where Eurofins Environment Testing Northwest, LLC's services are performed.

7.2 The invalidity or unenforceability, in whole or in part, of any provision, term or condition hereof shall not affect in any way the validity or enforceability of the remainder of these Terms and Conditions, the intent of the parties being that the provisions be severable. The section headings of these Terms and Conditions are intended solely for convenient reference and shall not define, limit or affect in any way these Terms and Conditions or their interpretations. No waiver by either party of any provision, term or condition hereof or of any obligation of the other party hereunder shall constitute a waiver of any subsequent breach or other obligation.

7.3 The obligations, liabilities, and remedies of the parties, as provided herein, are exclusive and in lieu of any others available at law or in equity. Indemnifications, releases from liability and limitations of liability shall apply, notwithstanding the fault, negligence or strict liability of the party to be indemnified, released, or whose liability is limited, except to the extent of sole negligence or willful misconduct.

#### AUTHORIZED SIGNATURE AND ACCEPTANCE

The parties have caused their duly authorized representatives to execute and deliver this Agreement as of the date below.

Client Approval

Eurofins Environment Testing Northwest, LLC

Oak Lodge Water Services

Company Name

David Hawkins

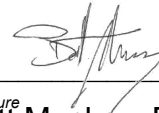
Signature

David Hawkins, Plant Superintendent

Printed Name / Title

08/02/2022

Date



Signature

Brett Muckey, Business Unit Manager

Printed Name / Title

March 11, 2022

Date

**Eurofins Testing Northwest, LLC.**  
ASL Lab, 1100 NE Circle Blvd, Suite 310  
Corvallis, OR 9733  
Tel 1-541-243-0980, www.eurofinsus.com/environment-testing



**Environment Testing  
America**

## QUOTATION

Oak Lodge Water Services  
13750 SE Renton Avenue  
Oak Grove OR 97222

Quotation Date: 08/01/22  
Quotation No.: Q22-05514

Attention: David Hawkins

Page 1 of 1

Project ID: Q22-05513	Expires: 12/31/2022	Prepared By: Michelle Bennett
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Line	Qty	Description	Unit Cost	Subtotal
1	1	Algae chronic, definitive (5 concentration) bioassay	\$1,050.00	\$1,050.00
2	1	Ceriodaphnia dubia chronic, definitive (5 conc.), bioassay	\$1,550.00	\$1,550.00
3	1	Ceriodaphnia dubia Acute Dual Endpoint Test	\$100.00	\$100.00
4	1	Fathead minnow chronic, definitive (5 conc.), bioassay	\$1,550.00	\$1,550.00
5	1	FHM Acute Dual Endpoint Test	\$100.00	\$100.00
6	3	Safe and Environmentally Responsive Waste Management (per Sample)	\$2.50	\$7.50

**Quote Total: \$4,357.50**

Shipping: Preserved sample containers with chain of custodies and cooler are provided in the analytical cost. All shipments are sent by ground shipment. Priority shipment is the responsibility of the client. Client is responsible for return shipment to the laboratory unless otherwise pre-arranged as indicated in the Statement of Work. Client owned coolers will be returned at cost to client by ground shipment

Payment: Prices are firm for 90 days. All work requires submission of a valid purchase order and is subject to EETNW ASL standard terms (net 30 days) and conditions. Field QC and field specified sample matrix QC are billable samples.

Submitted by:  August 1, 2022

Acceptance by: David Hawkins August 3, 2022

### Additional Terms and Condition:

(see attached)

**EUROFINS ENVIRONMENT TESTING NORTHWEST, LLC TERMS AND CONDITIONS OF SALE (Short Form)**

When a purchaser (Client) places an order for laboratory, consulting or sampling services from Eurofins Environment Testing Northwest, LLC a Delaware corporation, Eurofins Environment Testing Northwest, LLC shall provide the ordered services pursuant to these Terms and Conditions and the related Quotation or Price Schedule, or as agreed in a negotiated contract. In the absence of a written agreement to the contrary, a client order constitutes an acceptance by the Client of Eurofins Environment Testing Northwest, LLC's offer to do business under these Terms and Conditions, and an agreement to be bound by these Terms and Conditions. Receipt of a Client's samples at a Eurofins Environment Testing Northwest, LLC laboratory constitutes acceptance of these Terms and Conditions (in the absence of any other negotiated contract). No contrary or additional terms and conditions expressed in a Client's document shall be deemed to become a part of the contract created upon acceptance of these Terms and Conditions, unless accepted by Eurofins Environment Testing Northwest, LLC in writing.

**1. ORDERS AND RECEIPT OF SAMPLES**

1.1 A Client may place an order (i.e., specify a Scope of Work) either by submitting a purchase order to Eurofins Environment Testing Northwest, LLC in writing or by telephone subsequently confirmed in writing, or by negotiated contract. Whichever option the Client selects for placing an order, the order shall not be valid unless it contains sufficient specification to enable Eurofins Environment Testing Northwest, LLC to carry out the Client's requirements. In particular, samples must be accompanied by: a) adequate instruction on type of analysis requested, and b) complete written disclosure of the known or suspected presence of any hazardous substances, as defined by applicable federal or state law. If a Client fails to provide these required disclosures accompanying the submission of samples, and such failure results in an interruption in the lab's ability to process work due to contamination of instruments or work areas, the Client will be responsible for the costs of clean-up and recovery.

1.2 The Client shall provide one week's advance notice of the sample delivery schedule, or any changes to the schedule, whenever possible. Upon timely delivery of samples, Eurofins Environment Testing Northwest, LLC will use its best efforts to meet mutually agreed turnaround times. All turnaround times will be calculated from the point in time when Eurofins Environment Testing Northwest, LLC has determined that it can proceed with defined work following receipt, inspection of samples, and resolution of any discrepancies in Chain-of-Custody forms and project guidance regarding work to be done (Sample Delivery Acceptance). Rush turnaround times not requested in advance of the delivery of samples and specifically agreed to by the lab are not guaranteed. If the Client changes the sample delivery schedule prior to Sample Delivery Acceptance, Eurofins Environment Testing Northwest, LLC reserves its rights to modify its turnaround time commitment, change the date upon which Eurofins Environment Testing Northwest, LLC will accept samples, or refuse Sample Delivery Acceptance for the affected samples.

1.3 Eurofins Environment Testing Northwest, LLC reserves the right, exercisable at any time, to refuse or revoke Sample Delivery Acceptance for any sample which in the sole judgment of Eurofins Environment Testing Northwest, LLC: a) is of unsuitable volume; b) may pose a risk or become unsuitable for handling, transport, or processing for any health, safety, environmental or other reason, whether or not due to the presence of any hazardous substance in the sample and whether or not such presence has been disclosed to Eurofins Environment Testing Northwest, LLC by the Client; or c) holding times cannot be met, due to passage of more than 48 hours from the time of sampling or 1/2 the holding time for the requested test, whichever is less.

1.4 Prior to Sample Delivery Acceptance, the entire risk of loss or damage to samples remains with the Client, except where Eurofins Environment Testing Northwest, LLC provides courier services. In no event will Eurofins Environment Testing Northwest, LLC have any responsibility or liability for the action or inaction of any carrier shipping or delivering any sample to or from Eurofins Environment Testing Northwest, LLC's premises. Client is responsible for assuring that any sample that contains or may contain any hazardous substance to be delivered to Eurofins Environment Testing Northwest, LLC's premises is properly packaged, labeled, transported and delivered, all in accordance with applicable laws.

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2.3 If Client fails to make timely payment of its invoices, Eurofins Environment Testing Northwest, LLC reserves the right to pursue all appropriate remedies, including withdrawing certifications, suspending work and withholding delivery of data under this order without recourse. Client shall be responsible for all reasonable fees, expenses, and costs of collection including but not limited to arbitrator's and attorney's fees. Eurofins Environment Testing Northwest, LLC reserves the right to refuse to proceed with work at any time based upon an unfavorable Client credit report.

**3. CHANGE ORDERS, TERMINATION**

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5.3 Should the results delivered by Eurofins Environment Testing Northwest, LLC be used by the Client or Client's client, even though subsequently determined not to meet the warranties described in these Terms and Conditions, then the compensation will be adjusted based upon mutual agreement. In no case shall the Client unreasonably withhold Eurofins Environment Testing Northwest, LLC's right to independently defend its data.

5.4 Eurofins Environment Testing Northwest, LLC reserves the right to perform the services at any laboratory in the Eurofins Environment Testing Northwest, LLC network. If a Client has requested a particular location for the work, Eurofins Environment Testing Northwest, LLC will inform the Client when operational constraints require the work to be performed at another Eurofins Environment Testing Northwest, LLC location. In addition, Eurofins Environment Testing Northwest, LLC reserves the right to subcontract services ordered by the Client to another laboratory or laboratories, if, in Eurofins Environment Testing Northwest, LLC's sole judgment, it is reasonably necessary, appropriate or advisable to do so. Eurofins Environment Testing Northwest, LLC will in no way be liable for any subcontracted services (outside the Eurofins Environment Testing Northwest, LLC network) except for work performed at laboratories which have been audited and approved by Eurofins Environment Testing Northwest, LLC.

5.5 Eurofins Environment Testing Northwest, LLC will dispose of non-hazardous samples, sample extracts and digestates 30 days after the final analytical report is issued, unless instructed to store them for an alternate period of time or to return such samples to the Client, in a manner consistent with U.S. Environmental Protection Agency regulations or other applicable federal, state or local requirements. Charges for disposal will be billed to the client. Alternatively, samples can be returned to the client for disposal. Cost of return shipping will be billable to the client. Air samples in Summa canisters and tedlar bags are used and the containers cleaned immediately after testing, such that those samples are not retained. Longer storage periods may be requested and may be accommodated if space allows, and for an additional charge. Any samples for projects that are canceled or not accepted, or for which return was requested, will be returned to the Client at its own expense. Eurofins Environment Testing Northwest, LLC reserves the right to return to the Client any sample or unused portion of a sample that is not within Eurofins Environment Testing Northwest, LLC's permitted capability or the capabilities of Eurofins Environment Testing Northwest, LLC's designated waste disposal vendor(s). ALL DIOXIN, MIXED WASTE, AND RADIOACTIVE SAMPLES WILL BE RETURNED TO THE CLIENT, unless prior arrangements for disposal are made.

5.6 Unless a different time period is agreed to in an order under these Terms and Conditions, Eurofins Environment Testing Northwest, LLC agrees to retain all records for five (5) years.

5.7 If Eurofins Environment Testing Northwest, LLC is required to respond to legal process related to services for Client, Client agrees to reimburse Eurofins Environment Testing Northwest, LLC for hourly charges for personnel involved in the response and attorney's fees reasonably incurred in obtaining advice concerning the response, preparation to testify, and appearances related to the legal process, travel and all reasonable expenses associated with the litigation. Additional consulting beyond that normally associated with lab reports will be billed at Eurofins Environment Testing Northwest, LLC's current published rates.

## 6. INSURANCE





# Environment Testing America

6.1 During the performance of services under these Terms and Conditions, Eurofins Environment Testing Northwest, LLC shall maintain in force Workers' Compensation and Employer's Liability Insurance in accordance with the laws of the states having jurisdiction over Eurofins Environment Testing Northwest, LLC's employees who are engaged in the performance of the work. Eurofins Environment Testing Northwest, LLC shall also maintain during such period Comprehensive General and Contractual Liability (limit of \$1,000,000 per occurrence/ \$2,000,000 aggregate), Comprehensive Automobile Liability, owned and hired, (\$1,000,000 combined single limit), Professional Liability Insurance (limit of \$5,000,000 per claim/ aggregate and Pollution Liability insurance (limit of \$1,000,000 per claim/aggregate).

## 7. MISCELLANEOUS PROVISIONS

7.1 These Terms and Conditions, together with any additions or revisions which may be agreed to in writing by Eurofins Environment Testing Northwest, LLC, embody the whole agreement of the parties and provide the only remedies available. There are no promises, terms, conditions, understandings, obligations or agreements other than those contained herein, and these Terms and Conditions shall supersede all previous communications, representations, or agreements, either verbal or written, between the Client and Eurofins Environment Testing Northwest, LLC.

These Terms and Conditions, and any transactions or agreements to which they apply, shall be governed both as to interpretation and performance by the laws of the state where Eurofins Environment Testing Northwest, LLC's services are performed.

7.2 The invalidity or unenforceability, in whole or in part, of any provision, term or condition hereof shall not affect in any way the validity or enforceability of the remainder of these Terms and Conditions, the intent of the parties being that the provisions be severable. The section headings of these Terms and Conditions are intended solely for convenient reference and shall not define, limit or affect in any way these Terms and Conditions or their interpretations. No waiver by either party of any provision, term or condition hereof or of any obligation of the other party hereunder shall constitute a waiver of any subsequent breach or other obligation.

7.3 The obligations, liabilities, and remedies of the parties, as provided herein, are exclusive and in lieu of any others available at law or in equity. Indemnifications, releases from liability and limitations of liability shall apply, notwithstanding the fault, negligence or strict liability of the party to be indemnified, released, or whose liability is limited, except to the extent of sole negligence or willful misconduct.

## AUTHORIZED SIGNATURE AND ACCEPTANCE

The parties have caused their duly authorized representatives to execute and deliver this Agreement as of the date below.

Client Approval

Eurofins Environment Testing Northwest, LLC

Oak Lodge Water Services

Company Name

David Hawkins

Signature

David Hawkins, Plant Superintendent

Printed Name / Title

8/3/2022

Date

Signature

Brett Muckey, Business Unit Manager

Printed Name / Title

March 11, 2022

Date



## STAFF REPORT

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<b>To</b>	Board of Directors
<b>From</b>	Brad Albert, District Engineer
<b>Title</b>	Approval of Amendment on WWMP with WSC for Flow Monitoring
<b>Item No.</b>	4d
<b>Date</b>	November 15, 2022

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### Summary

Staff seeks Board authorization for the General Manager to sign a Wastewater Master Plan contract amendment with Water Systems Consulting (WSC) for contracted services to facilitate flow monitoring and smoke testing data assistance in the Lift Station 5 basin area. Flow monitoring and smoke testing will allow staff to identify areas with above average Inflow and Infiltration (I&I). OLWS contracted smoke testing directly with a vendor and WSC will assist in the data gathering. This flow monitoring and smoke testing data will be used to find the specific pipe segment areas that contribute to I&I and allow staff to pinpoint the correct solution.

### Background

The OLWS collection system has elevated levels of I&I that are contributing to sanitary sewer overflows (SSOs) within the collection system. Most recently, the increases in flows to Lift Station 2 and Trunk Main A during heavy precipitation has resulted in SSOs at Lift Station 2. The Oregon Department of Environmental Quality (DEQ) has issued a pre-enforcement notice and OLWS is currently working to determine the best solution to reduce the risk of additional SSOs.

Based on the hydraulic wastewater model, there are numerous deficiencies with the collection system. I&I reduction is needed to reduce the likelihood of SSO's in the future. In addition, addressing I&I enables future population growth to be accommodated without the need to upsize the collection pipe network, in other words addressing I&I can address both an immediate issue and a future need. In addition to increasing the potential for an SSO, excessive I&I within the collection system results in increased operational costs. All of the flow in the collection system must pass through at least one lift station before entering the headworks of the Wastewater Treatment Plant (WWTP), so the additional volume of water increases electricity costs and wear on pumping equipment. Similarly, the additional volume of water creates unnecessary treatment costs, as the relatively clean water entering the system must pass through the full treatment process.

In September 2022 staff in conjunction with WSC provided a presentation to the Board regarding I&I in the collection pipe network of OLWS. The presentation showed the condition

assessment of all collection pipe and the location of where I&I was a contributing factor in the system. Staff recommended the next step to taking action to reducing I&I in the collection system is to install flow monitoring at key locations. The location shown was to focus on the Lift Station 5 basin area. This will provide OLWS data to identify pipe segments that are the biggest I&I contributors which need to be fixed. Once those segments are identified, staff will prepare plans to fix the pipe segment using many different techniques.

### **Budget**

Funding for this project is available in FY 2022-23 Adopted Budget within the Wastewater Capital Fund. Staff has reallocated budget from the Trunk Main Capacity project to the I&I Reduction program, which this contract is included in.

### **Recommendation**

Staff recommends approval of the Wastewater Master Plan contract amendment with WSC for flow monitoring based on the quotes provided (Attachment 1).

### **Suggested Board Motion**

*"I move to approve the General Manager to sign a Wastewater Master Plan contract amendment with WSC for flow monitoring and smoke testing data assistance in the amount of \$76,090."*

### **Attachments**

1. WSC scope and quote for flow monitoring and smoke testing data assistance services

# Lift Station 5 Basin Flow Monitoring

## Task 0 Project Management

### 0.1 Project Administration

Additional project administration will be required during the flow monitoring period which will extend beyond the completion of the Sanitary Sewer Master Plan. Anticipated tasks include the following:

- Prepare monthly progress reports to be submitted with each invoice. It is assumed that the project duration is 5 months.
- Setup and manage subconsultant agreement with ADS Environmental Services
- Biweekly project progress meetings. A total of 10 progress meetings (each 30 minutes in duration and conducted virtually) will be held over the duration of the project.

**Deliverable:** Monthly Progress Reports

**Assumption:** Project duration is 5 months.

### 0.2 Flow Monitoring

The work included in this task will include the planning, placement, and monitoring of data from temporary flow monitors to be placed by ADS Environmental Services. WSC will support the planning for meter placement and a summary of data obtained. coordination and analysis of data obtained during flow monitoring for the purpose of providing recommendations for sewer rehabilitation within the Lift Station 5 basin. Anticipated tasks include the following:

- Conduct a kick-off meeting to discuss scope of work, establish lines of communication, and set schedule
- Prepare flow monitoring plan, indicating proposed locations for flow monitoring and assistance required from OLWS, and submit for review and approval
- ADS will investigate monitoring sites to confirm suitability for installation
- ADS will prepare a site report for each monitoring site to document the characteristics of the sewer and manhole and any unique aspects that may influence the flow monitor installation
- ADS will install a total of five (5) Triton+ flow monitors to take readings at 15-minute intervals for a period of up to two months at each location. Raw data will be collected and wirelessly uploaded daily to ADS cloud-based data platform, PRISM.

**Deliverable:** Flow Monitoring Plan, Site Reports, Data available via ADS PRISM data platform

**Assumption:** Installation of flow monitors will be possible with basic traffic control including a 2-person crew, and OLWS can provide assistance for any traffic control where basic traffic control is insufficient

# Lift Station 5 Basin Flow Monitoring

## 0.3 Data Analysis and Recommendations

WSC and ADS will analyze and summarize the data obtained during flow monitoring in a brief Technical Memorandum, including recommendations for the Lift Station 5 infiltration and inflow reduction program. Anticipated tasks include the following:

- Analyze data and develop scatterplots for velocity versus depth of flow to assess meter performance and hydraulic conditions at each monitoring location.
- Conduct a spreadsheet-based rainfall derived infiltration and inflow (RDII) analysis of the Lift Station 5 basin to identify relative RDII rates for each monitoring basin.
- Update calibration of the OLWS wastewater collection system hydraulic model to develop a baseline for pre-rehabilitation conditions.
- Analyze SCADA data for Lift Station 5 to compare with flow monitoring data.
- Develop a draft technical memorandum (TM) summarizing the flow monitoring procedures and results, including recommendations for the Lift Station 5 basin RDII reduction program.
- Review consolidated comments from OLWS on the Draft Flow Monitoring TM and prepare a response to comments table.
- Incorporate OLWS comments into a Final Flow Monitoring TM, as necessary.

<b>Deliverable:</b> Draft Flow Monitoring TM, Final Flow Monitoring TM
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## Task 1 Smoke Testing Support

### 1.1 Smoke Testing Support

OLWS will contract with an independent vendor to provide smoke testing of the Lift Station 5 basin prior to flow monitoring. WSC will provide coordination and technical support to OLWS to manage this effort. Anticipated tasks include the following:

- Provide up to 20 hours of technical support and data review during smoke testing to be performed by others.

<b>Deliverable:</b> To be determined
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<b>Assumption:</b> OLWS will contract directly with smoke testing vendor
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Task No. Task Description	WSC							ADS	ALL FIRMS
	Project Manager	Project Engineer	Project Administration	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
	Scott Duren	Adam Donald	Kay Merrill						
<i>Billing rates, \$/hr</i>	\$260	\$180	\$140						
<b>0 I&amp;I Monitoring</b>									
0.1 Project Administration	14		9	23	\$ 4,900	\$ -	\$ 4,900		\$ 4,900
0.2 Flow Monitoring	4	16		20	\$ 3,920	\$ -	\$ 3,920	\$ 47,250	\$ 51,170
0.3 Data Analysis and Recommendations	15	66		81	\$ 15,780	\$ -	\$ 15,780		\$ 15,780
<b>SUBTOTAL</b>	<b>33</b>	<b>82</b>	<b>9</b>	<b>124</b>	<b>\$ 24,600</b>	<b>\$ -</b>	<b>\$ 24,600</b>	<b>\$ 47,250</b>	<b>\$ 71,850</b>
<b>1 Smoke Testing</b>									
1.1 Smoke Testing Support	8	12		20	\$ 4,240	\$ -	\$ 4,240		\$ 4,240
<b>SUBTOTAL</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>20</b>	<b>\$ 4,240</b>	<b>\$ -</b>	<b>\$ 4,240</b>	<b>\$ -</b>	<b>\$ 4,240</b>
<b>COLUMN TOTALS</b>	<b>41</b>	<b>94</b>	<b>9</b>	<b>144</b>	<b>\$ 28,840</b>	<b>\$ -</b>	<b>\$ 28,840</b>	<b>\$ 47,250</b>	<b>\$ 76,090</b>

5% mark-up for sub-contracted services  
 Standard mileage rate \$0.625 per mile (or current Federal Mileage Reimbursement Rate)  
 Rates are subject to revision as of January 1 each year.



## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, District Engineer  
Gail Stevens, Finance Director  
**Title** Presentation of Quarterly Capital Project Status Report  
**Item No.** 5  
**Date** November 15, 2022

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### Summary

The Board has requested quarterly updates at regular meetings on the status of the Capital Improvement Plan (CIP). This report provides high level status of the projects and the budget spent to date. This is to inform the Board whether the projects are progressing on time and budget, or if adjustments have been made to accommodate unforeseen issues.

### Capital Improvement Projects Status

#### Drinking Water

##### Aldercrest Water Main Replacement

- All Aldercrest water main and services are installed
- Pressure testing and disinfection taking place this month
- Project will progress to Oatfield Rd in December
- Project to be complete by May 2023 due to weather for paving (planned construction timeline)

##### 28<sup>th</sup> Avenue Loop Water Main

- Initial design complete
- Complications of pipe routing through the apartment complex are being discussed
- Expect design completion in June 2023
- Anticipate construction to occur in FY 2023-2024.

##### Milwaukie-OLWS Intertie Pump Station

- Needed to explore expanded possible intertie locations
- Preliminary feasibility being performed in conjunction with Milwaukie for the three sites to make a clearer determination on preference for both parties

##### OLWS Water Pump Station Generator

- Received a technical memorandum from Wallis Engineering on high level needs
- Discussing upgrades with agency partners for next steps and timeline

## **Wastewater Projects**

### **Wastewater Master Plan 2022**

- Provided Inflow and Infiltration presentation to the Board in September 2022
- Presenting Tertiary Treatment Options to the Board in November 2022
- Presenting Wastewater Capital Improvement Plan to the Board in December 2022
- Presenting Wastewater Master Plan Draft to the Board in February 2023

### **Lift Station #5 Rebuild**

- All components of the project complete except for backup generator
- Received notice backup generator will now ship in February 2023, instead of November 2022
- Project should be complete barring any additional supply chain issues in March 2023 due to supply chain delays

### **Lift Station #2 Rebuild**

- Received 90% design plans for review
- Advertise construction bid in January 2023 with project award in February 2023
- Construction to commence in April 2023
- Forecast to be completed in FY 2023-2024

### **Trunk Main Capacity Project**

- Provided a presentation of the capacity study to the Board in September 2022
- Decision was made to focus on Inflow and Infiltration projects instead
- Project's budget is moved to Infiltration and Inflow Reduction Project Lift Station 5 Basin

### **Infiltration and Inflow Reduction Lift Station 5 Basin**

- Smoke testing to commence in the Lift Station 5 basin area in November
- Flow monitoring to commence in December 2022 through January 2023
- Preliminary Engineering to start in March 2023

### **Hillside Sewer Line Replacement**

- Design 90% complete, awaiting finalization of temporary easements
- All regulatory permits acquired
- Four out of seven temporary construction easements acquired with three remaining to be acquired in November 2022
- Advertise construction bid in February 2023, with award in March 2023
- Start construction July 2023

## **Attachments**

1. Financial Spreadsheet Tracker



Drinking Water Capital Fund  
Fund 71  
FY2023 Q1 - July 2022 through September 2022

		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY 23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>Drinking Water</b>				<b>470,000</b>	-	<b>470,000</b>	<b>182,145</b>	<b>81,259</b>	<b>206,596</b>	<b>287,855</b>	
<b>71-20-7200</b>	<b>Infrastructure</b>										
2022-W02	Hydrants Capital Repair & Replacement	Zone 4	Brad L	270,000	-	270,000	50,038	77,575	142,387	219,962	FY 2025
2023-DW02	Valley View Tank Dome Fall Protections	Design	Jeff P	100,000	-	100,000	75,572	627	23,801	24,428	Dec-22
2023-DW03	Design Valley View Vault Piping Repair	Design	Jeff P	50,000	-	50,000	24,084	3,057	22,859	25,916	Dec-22
2023-DW04	Design Willamette View Meter, BF & Vault Upgrades	Design	Jeff P	50,000	-	50,000	32,451	-	17,549	17,549	Mar-23
<b>71-20-7520</b>	<b>Equipment</b>			<b>64,000</b>	-	<b>64,000</b>	<b>37,983</b>	<b>26,018</b>	-	<b>26,018</b>	
	Hydraulic Power Machine (Dewater Vaults)	Complete	Brad L	8,000	(1,372)	6,629	-	6,629	-	6,629	Completed
	Pavement Cutter (Saw)	Ordered	Brad L	16,000	3,389	19,389	-	19,389	-	19,389	Completed
	<i>Unassigned</i>			40,000	(2,018)	37,983	37,983			-	
<b>71-20-7530</b>	<b>Information Technology</b>			<b>30,000</b>	-	<b>30,000</b>	<b>6,866</b>	<b>12,148</b>	<b>10,986</b>	<b>23,134</b>	
2023-DW05	SCADA Master Plan Evaluation & RFP	Planning	Jeff P	-	16,600	16,600	29	5,585	10,986	16,571	Mar-23
	Fujitsu Scanner	Complete	Laural	-	6,600	6,600	36	6,564	-	6,564	Completed
	<i>Unassigned</i>			30,000	(23,200)	6,800	6,800			-	
<b>71-20-7600</b>	<b>Capital Improvement Projects</b>			<b>2,275,000</b>	-	<b>2,275,000</b>	<b>412,100</b>	<b>461,785</b>	<b>1,401,115</b>	<b>1,862,900</b>	
2020-W05	Aldercrest Rd. Water Main Replacement	Construction	Brad A	1,195,000	464,308	1,659,308	(39,523)	450,127	1,248,704	1,698,831	May-23
2020-W06	28th Ave Loop Water Main	Design	Brad A	600,000	(464,308)	135,692	72,628	3,978	59,087	63,064	Jun-23
2020-W02	Milwaukie-OLWS Intertie Pump Station	Design	Brad A	180,000	-	180,000	96,272	7,681	76,047	83,728	FY 2024
2021-W01	OLWS Water Pump Station Generator	Design	Haakon	100,000	-	100,000	82,724	-	17,277	17,277	Dec-22
2023-DW01	Seismic Study 24-inch DW Supply Main		TBD	200,000	-	200,000	200,000			-	TBD
<b>Total Drinking Water</b>				<b>2,839,000</b>	-	<b>2,839,000</b>	<b>639,093</b>	<b>581,210</b>	<b>1,618,697</b>	<b>2,199,907</b>	
<b>Contingency</b>				<b>288,000</b>	-	<b>288,000</b>	288,000				
<b>Total Appropriation</b>				<b>3,127,000</b>	-	<b>3,127,000</b>	<b>927,093</b>	<b>581,210</b>	<b>1,618,697</b>	<b>2,199,907</b>	





Wastewater Capital Fund

Fund 72

FY2023 Q1 - July 2022 through September 2022

Waterwater Treatment		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY 23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>72-21-7400</b>	<b>Improvement other than Bldgs</b>			<b>75,000</b>	-	<b>75,000</b>	<b>30,000</b>	-	<b>45,000</b>	<b>45,000</b>	
	Plant Lighting	Ordered	David	75,000		75,000	30,000	-	45,000	45,000	Nov-22
<b>72-21-7520</b>	<b>Equipment</b>			<b>205,000</b>	<b>140,000</b>	<b>345,000</b>	<b>179,480</b>	<b>39,655</b>	<b>125,865</b>	<b>165,520</b>	
	Digester Blower Design & Replacement	Planning	David	80,000	20,000	100,000	100,000	-	-	-	TBD
	Ultra-Violet Channel Refurbishment	Complete	David	25,000	2,371	27,371	-	27,371	-	27,371	Complete
	Aeration Blower #4 Replacement - Critical Failure	Ordered	David	-	120,000	120,000	885	-	119,115	119,115	Apr-23
	Plant Capital Repairs - Reserved	On-going	David	100,000	(2,371)	97,629	78,595	12,284	6,750	19,034	On-going
<b>72-21-7530</b>	<b>Information Technology</b>			<b>115,000</b>	<b>12,849</b>	<b>127,849</b>	-	<b>5,585</b>	<b>122,264</b>	<b>127,849</b>	
2023-DW05	SCADA Master Plan Evaluation & RFP	Planning	Jeff P	-	16,084	16,084	-	5,585	10,499	16,084	Mar-23
	SCADA WRF PLC15 Headworks-PLC Upgrade	Ordered	David	48,000	-	48,000	-	-	48,000	48,000	Apr-23
	SCADA WRF UV System- PLC Upgrade	Ordered	David	41,000	(390)	40,610	-	-	40,610	40,610	Feb-23
	SCADA WRF Wastewater System Computer Upgrade	Ordered	David	23,000	155	23,155	-	-	23,155	23,155	Dec-22
	<i>Unassigned</i>			<i>3,000</i>	<i>(3,000)</i>	-	-				
<b>72-21-7600</b>	<b>Capital Improvement Projects</b>			<b>1,169,000</b>	<b>(32,848)</b>	<b>1,136,152</b>	<b>862,060</b>	<b>70,956</b>	<b>203,136</b>	<b>274,092</b>	
2020-SS06	Wastewater Master Plan 2022 (50%)	In progress	Brad A	155,000	55,116	210,116	(0)	44,349	165,767	210,116	Mar-23
2020-SS04	Aeration Basin Blower Rehab	In progress	Haakon	14,000	49,976	63,976	-	26,607	37,369	63,976	Dec-22
	Tertiary Filtration	Planning	Brad A	1,000,000	(137,940)	862,060	862,060	-	-	-	TBD
<b>Total Treatment</b>				<b>1,564,000</b>	<b>120,000</b>	<b>1,684,000</b>	<b>1,071,540</b>	<b>116,195</b>	<b>496,265</b>	<b>612,460</b>	

Wastewater Collections											
<b>72-22-7200</b>	<b>Infrastructure</b>			<b>50,000</b>	<b>24,340</b>	<b>74,340</b>	<b>45,400</b>	<b>24,340</b>	<b>4,600</b>	<b>28,940</b>	
2023-WW01	Lateral Repair Program	On-going	Marty	50,000	-	50,000	45,400	-	4,600	4,600	On-going
2023-WW02	Manhole Repair Program	As Needed	Jeff/Chad	-	24,340	24,340	(0)	24,340	-	24,340	Complete
<b>72-22-7520</b>	<b>Equipment</b>			<b>40,000</b>	<b>(2,522)</b>	<b>37,478</b>	<b>-</b>	<b>-</b>	<b>37,478</b>	<b>37,478</b>	
	CCTV Generator		N/A	40,000	(40,000)	-	-	-	-	-	
	CUES Igy Dolly	Ordered	Jeff/Chad		37,478	37,478	-	-	37,478	37,478	Dec-22
<b>72-22-7530</b>	<b>Information Technology</b>			<b>154,340</b>	<b>47,084</b>	<b>201,424</b>	<b>185,340</b>	<b>5,585</b>	<b>10,499</b>	<b>16,084</b>	
	Cues System Upgrade	Planning	Jeff	154,340	31,000	185,340	185,340	-	-	-	TBD
2023-DW05	SCADA Master Plan Evaluation & RFP	In Progress	Jeff	-	16,084	16,084	-	5,585	10,499	16,084	Mar-23
<b>72-22-7600</b>	<b>Capital Improvement Projects</b>			<b>2,215,000</b>	<b>(68,902)</b>	<b>2,146,098</b>	<b>1,565,205</b>	<b>77,584</b>	<b>503,309</b>	<b>580,893</b>	
2020-SS06	Wastewater Master Plan 2022 (50%)	In Progress	Brad A	155,000	55,116	210,116	0	44,349	165,767	210,116	Mar-23
2020-SS08	Lift Station #5 Rebuild	In Progress	Haakon	160,000	(35,000)	125,000	5,159	-	119,841	119,841	Mar-23
2022-SS01	Lift Station #2 Rebuild	Design-Final	Haakon	800,000	-	800,000	632,697	22,105	145,198	167,303	Feb-23
2022-SS02	Trunk Main Capacity (River Forest SSO)	Completed	Haakon	1,100,000	(1,100,000)	-	-	-	-	-	Cancelled
2023-WW03	Infiltration and Inflow Reduction Lift Station 5 Basin	Planning	Brad A	-	927,349	927,349	927,349	-	-	-	TBD
2020-SS05	Hillside Sewer Line Replacement	Design-Final	Brad A	-	83,633	83,633	(0)	11,129	72,504	83,633	Mar-23
	<b>Total Collections</b>			<b>2,459,340</b>	<b>(0)</b>	<b>2,459,340</b>	<b>1,795,945</b>	<b>107,509</b>	<b>555,886</b>	<b>663,395</b>	
	<b>Total Capital Outlay</b>			<b>4,023,340</b>	<b>120,000</b>	<b>4,143,340</b>	<b>2,867,485</b>	<b>223,704</b>	<b>1,052,151</b>	<b>1,275,855</b>	
	<b>Contingency</b>			<b>481,834</b>	<b>(120,000)</b>	<b>361,834</b>	<b>361,834</b>				
	<b>Total Appropriation</b>			<b>4,505,174</b>		<b>4,505,174</b>	<b>3,229,319</b>	<b>223,704</b>	<b>1,052,151</b>	<b>1,275,855</b>	





Watershed Protection Capital Fund  
Fund 73  
FY2023 Q1 - July 2022 through September 2022

		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>Drinking Water</b>	<b>Equipment</b>					<b>18,647</b>	-	-	<b>18,647</b>	<b>18,647</b>	
73-23-7520	Pole Camera	Ordered	Chad	-	18,647	18,647	-	-	18,647	18,647	Dec-22
<b>73-23-7600</b>	<b>Capital Improvement Projects</b>			<b>300,000</b>		<b>281,353</b>	<b>256,759</b>	-	<b>24,594</b>	<b>24,594</b>	
	Boardman & Arista Flooding	Design-Prelim	Brad A	300,000	(18,647)	281,353	256,759	-	24,594	24,594	Oct-22
	<b>Total Drinking Water</b>			<b>300,000</b>	-	<b>300,000</b>	<b>256,759</b>	-	<b>43,241</b>	<b>43,241</b>	
	<b>Contingency</b>			<b>50,000</b>	-	<b>50,000</b>	<b>50,000</b>				
	<b>Total Appropriation</b>			<b>350,000</b>	-	<b>350,000</b>	<b>306,759</b>	-	<b>43,241</b>	<b>43,241</b>	







## STAFF REPORT

**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Consideration of Resolution No. 2022-0011 Approving a FY 2023 Budget Transfer  
**Item No.** 6  
**Date** November 15, 2022

### Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2022-2023 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address budget line items variances. Appropriations will only be transferred from contingency, where noted below, within the respective funds to offset identified additional costs.

Fiscal year to date expenditures have been reviewed to determine accounts that are projected higher than the current budget. For accounts projected higher, either

1. Funds will be redistributed between budget lines within the Fund and Division, with no impact to Contingency.
2. Funds will be transferred from Contingency within the same Fund. This is only for under-budgeted accounts, unanticipated cost increases or unplanned costs.

The following amended line items included in this request are:

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Source
<b><u>Administrative Services Fund</u></b>							
05.01.	5130	Overtime	Finance / Accounting staff overtime	12,000	5,000	7,000	Contingency
05.01.	5260	Unemployment	OLWS pay as you go - limited budget	20,000	5,000	15,000	Contingency
05.01.	6410	Mileage	Moving expense reimbursement	2,700	1,000	1,700	Contingency
05.02.	6620	Election Costs	Special Election - Authority Board all positions	32,000	5,000	27,000	Contingency
05.03.	6155	Contracted Services	Transfer to Wasteshed Protection	90,500	95,500	(5,000)	Transfer
<b><u>Drinking Water Fund</u></b>							
10.20.	6760	Equipment Rental	Emergency portable generator- View Acres	8,000	3,000	5,000	Contingency
<b><u>Wastewater Reclamation Fund</u></b>							
20.21.	6540	Safety Supplies	Replaced Expired safety equipment	23,500	20,000	3,500	Contingency
20.21.	6550	Operational Supplies	Replace laboratory equipment - probe	17,500	14,000	3,500	Contingency
<b><u>Watershed Protection Fund</u></b>							
30.23.	6155	Contracted Services	Increase Storm Development & Code support	147,000	142,000	5,000	Transfer
30.23.	6550	Operational Supplies	Resupply Bio & Sediment bags- Storm	1,500	500	1,000	Contingency

Fund	Account	Account Name	Description	Requested Budget	Current Budget	Transfer Amount	Source
<b><u>Waterwater Capital Fund - Treatment Plant</u></b>							
72.21.	7520	Equipment	See Capital Tracking Report FY 2023 Q1	345,000	205,000	140,000	Contingency & Transfer
72.21.	7530	Information Technology	See Capital Tracking Report FY 2023 Q1	127,849	115,000	12,849	Transfer
72.21.	7600	Capital Improvement Projects	See Capital Tracking Report FY 2023 Q1	1,136,151	1,169,000	(32,849)	Transfer
<b><u>Waterwater Capital Fund - Collections</u></b>							
72.22.	7200	Infrastructure	See Capital Tracking Report FY 2023 Q1	74,340	50,000	24,340	Transfer
72.22.	7520	Equipment	See Capital Tracking Report FY 2023 Q1	37,478	40,000	(2,522)	Transfer
72.22.	7530	Information Technology	See Capital Tracking Report FY 2023 Q1	201,424	154,340	47,084	Transfer
72.22.	7600	Capital Improvement Projects	See Capital Tracking Report FY 2023 Q1	2,146,098	2,215,000	(68,902)	Transfer
<b><u>Watershed Protection Capital Fund</u></b>							
73.23.	7520	Equipment	See Capital Tracking Report FY 2023 Q1	18,647	-	18,647	Transfer
73.23.	7600	Capital Improvement Projects	See Capital Tracking Report FY 2023 Q1	281,353	300,000	(18,647)	Transfer

## Background

Total appropriations within the OLWS' adopted budget will remain the same; however, to comply with Oregon Local Budget Law, a resolution is needed to transfer between categories (ORS294.463(1)). The attached resolution will transfer appropriations between contingency, personnel services, materials and services and capital outlay within the identified funds.

## Recommendation

It is recommended the Board approve Resolution No. 2022-0011 Amending Fiscal Year 2022-2023 Adopted Budget.

## Suggested Board Motion

*"I move to adopt Resolution No. 2022-0011 amending the Fiscal Year 2022-2023 Adopted Budget as presented."*

## Attachments

1. Resolution No. 2022-0011
2. COPY of Quarterly Capital Report, November 15, 2022 Board of Director meeting

**OAK LODGE WATER SERVICES**

**RESOLUTION NO. 2022-0011**

**A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE FISCAL YEAR 2022-2023 ADOPTED BUDGET.**

**WHEREAS**, the Oak Lodge Water Services Authority (the “Authority”) Board of Directors (the “Board”) serves as the governing body of the Authority;

**WHEREAS**, the Authority Board of Directors adopted and made appropriations for the Fiscal Year 2022-2023 Budget; and

**WHEREAS**, subsequent to budget adoption, either costs exceeded budget, or the account was missing necessary and appropriate budget on the lines within the fund; and

**WHEREAS**, budgeted contingency in OLWS’ Administrative Services, Drinking Water, Wastewater Reclamation, Watershed Protection, Wastewater Capital, and Watershed Protection Capital funds exists in amounts sufficient to cover the additional costs; and

**WHEREAS**, ORS 294.463 allows the Board of Directors to authorize a transfer of appropriations within funds by resolution, so long as the contingency appropriation transfers in aggregate are less than 15% of the total appropriations of the fund containing the original adopted budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:**

**Section 1.** The Board of Directors of the Oak Lodge Water Services Authority authorizes the following budget transfers and revisions to the Fiscal Year 2022-2023 Adopted Budget as follows:

	<b>Adopted Budget</b>	<b>Change</b>	<b>Amended Budget 09/2022</b>
<b>Administrative Services Fund</b>			
Personnel Services	2,228,000	22,000	2,250,000
Materials & Services	2,112,403	23,700	2,136,103
Contingency	834,112	(45,700)	788,412
<b>Drinking Water Fund</b>			
Materials & Services	1,676,600	5,000	1,681,600
Contingency	711,108	(5,000)	706,108

	Adopted Budget	Change	Amended Budget 09/2022
<b>Wastewater Reclamation Fund</b>			
Materials & Services-Treatment	1,085,250	7,000	1,092,250
Contingency	543,112	(7,000)	536,112
<b>Watershed Protection Fund</b>			
Material & Services	243,800	6,000	249,800
Contingency	306,095	(6,000)	300,095
<b>Drinking Water Capital Fund</b>			
Capital Outlay	2,839,000	-	2,839,000
Contingency	288,000	-	288,000
<b>Wastewater Reclamation Capital Fund</b>			
Capital Outlay - Treatment	1,564,000	120,000	1,684,000
Contingency	481,834	(120,000)	361,834
<b>Watershed Protection Capital Fund</b>			
Capital Outlay	300,000	-	300,000
Contingency	50,000	-	50,000

**INTRODUCED AND ADOPTED THIS 15th DAY OF NOVEMBER 2022.**

OAK LODGE WATER SERVICES

By \_\_\_\_\_ By \_\_\_\_\_  
Susan Keil, Chair Ginny Van Loo, Vice Chair

Drinking Water Capital Fund  
Fund 71  
FY2023 Q1 - July 2022 through September 2022

		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY 23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>Drinking Water</b>				<b>470,000</b>	-	<b>470,000</b>	<b>182,145</b>	<b>81,259</b>	<b>206,596</b>	<b>287,855</b>	
<b>71-20-7200</b>	<b>Infrastructure</b>										
2022-W02	Hydrants Capital Repair & Replacement	Zone 4	Brad L	270,000	-	270,000	50,038	77,575	142,387	219,962	FY 2025
2023-DW02	Valley View Tank Dome Fall Protections	Design	Jeff P	100,000	-	100,000	75,572	627	23,801	24,428	Dec-22
2023-DW03	Design Valley View Vault Piping Repair	Design	Jeff P	50,000	-	50,000	24,084	3,057	22,859	25,916	Dec-22
2023-DW04	Design Willamette View Meter, BF & Vault Upgrades	Design	Jeff P	50,000	-	50,000	32,451	-	17,549	17,549	Mar-23
<b>71-20-7520</b>	<b>Equipment</b>			<b>64,000</b>	-	<b>64,000</b>	<b>37,983</b>	<b>26,018</b>	-	<b>26,018</b>	
	Hydraulic Power Machine (Dewater Vaults)	Complete	Brad L	8,000	(1,372)	6,629	-	6,629	-	6,629	Completed
	Pavement Cutter (Saw)	Ordered	Brad L	16,000	3,389	19,389	-	19,389	-	19,389	Completed
	<i>Unassigned</i>			40,000	(2,018)	37,983	37,983			-	
<b>71-20-7530</b>	<b>Information Technology</b>			<b>30,000</b>	-	<b>30,000</b>	<b>6,866</b>	<b>12,148</b>	<b>10,986</b>	<b>23,134</b>	
2023-DW05	SCADA Master Plan Evaluation & RFP	Planning	Jeff P	-	16,600	16,600	29	5,585	10,986	16,571	Mar-23
	Fujitsu Scanner	Complete	Laural	-	6,600	6,600	36	6,564	-	6,564	Completed
	<i>Unassigned</i>			30,000	(23,200)	6,800	6,800			-	
<b>71-20-7600</b>	<b>Capital Improvement Projects</b>			<b>2,275,000</b>	-	<b>2,275,000</b>	<b>412,100</b>	<b>461,785</b>	<b>1,401,115</b>	<b>1,862,900</b>	
2020-W05	Aldcrest Rd. Water Main Replacement	Construction	Brad A	1,195,000	464,308	1,659,308	(39,523)	450,127	1,248,704	1,698,831	May-23
2020-W06	28th Ave Loop Water Main	Design	Brad A	600,000	(464,308)	135,692	72,628	3,978	59,087	63,064	Jun-23
2020-W02	Milwaukie-OLWS Intertie Pump Station	Design	Brad A	180,000	-	180,000	96,272	7,681	76,047	83,728	FY 2024
2021-W01	OLWS Water Pump Station Generator	Design	Haakon	100,000	-	100,000	82,724	-	17,277	17,277	Dec-22
2023-DW01	Seismic Study 24-inch DW Supply Main		TBD	200,000	-	200,000	200,000			-	TBD
<b>Total Drinking Water</b>				<b>2,839,000</b>	-	<b>2,839,000</b>	<b>639,093</b>	<b>581,210</b>	<b>1,618,697</b>	<b>2,199,907</b>	
<b>Contingency</b>				<b>288,000</b>	-	<b>288,000</b>	288,000				
<b>Total Appropriation</b>				<b>3,127,000</b>	-	<b>3,127,000</b>	<b>927,093</b>	<b>581,210</b>	<b>1,618,697</b>	<b>2,199,907</b>	







Wastewater Capital Fund

Fund 72

FY2023 Q1 - July 2022 through September 2022

Waterwater Treatment		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY 23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>72-21-7400</b>	<b>Improvement other than Bldgs</b>			<b>75,000</b>	-	<b>75,000</b>	<b>30,000</b>	-	<b>45,000</b>	<b>45,000</b>	
	Plant Lighting	Ordered	David	75,000		75,000	30,000	-	45,000	45,000	Nov-22
<b>72-21-7520</b>	<b>Equipment</b>			<b>205,000</b>	<b>140,000</b>	<b>345,000</b>	<b>179,480</b>	<b>39,655</b>	<b>125,865</b>	<b>165,520</b>	
	Digester Blower Design & Replacement	Planning	David	80,000	20,000	100,000	100,000	-	-	-	TBD
	Ultra-Violet Channel Refurbishment	Complete	David	25,000	2,371	27,371	-	27,371	-	27,371	Complete
	Aeration Blower #4 Replacement - Critical Failure	Ordered	David	-	120,000	120,000	885	-	119,115	119,115	Apr-23
	Plant Capital Repairs - Reserved	On-going	David	100,000	(2,371)	97,629	78,595	12,284	6,750	19,034	On-going
<b>72-21-7530</b>	<b>Information Technology</b>			<b>115,000</b>	<b>12,849</b>	<b>127,849</b>	-	<b>5,585</b>	<b>122,264</b>	<b>127,849</b>	
2023-DW05	SCADA Master Plan Evaluation & RFP	Planning	Jeff P	-	16,084	16,084	-	5,585	10,499	16,084	Mar-23
	SCADA WRF PLC15 Headworks-PLC Upgrade	Ordered	David	48,000	-	48,000	-	-	48,000	48,000	Apr-23
	SCADA WRF UV System- PLC Upgrade	Ordered	David	41,000	(390)	40,610	-	-	40,610	40,610	Feb-23
	SCADA WRF Wastewater System Computer Upgrade	Ordered	David	23,000	155	23,155	-	-	23,155	23,155	Dec-22
	<i>Unassigned</i>			<i>3,000</i>	<i>(3,000)</i>	-	-				
<b>72-21-7600</b>	<b>Capital Improvement Projects</b>			<b>1,169,000</b>	<b>(32,848)</b>	<b>1,136,152</b>	<b>862,060</b>	<b>70,956</b>	<b>203,136</b>	<b>274,092</b>	
2020-SS06	Wastewater Master Plan 2022 (50%)	In progress	Brad A	155,000	55,116	210,116	(0)	44,349	165,767	210,116	Mar-23
2020-SS04	Aeration Basin Blower Rehab	In progress	Haakon	14,000	49,976	63,976	-	26,607	37,369	63,976	Dec-22
	Tertiary Filtration	Planning	Brad A	1,000,000	(137,940)	862,060	862,060	-	-	-	TBD
	<b>Total Treatment</b>			<b>1,564,000</b>	<b>120,000</b>	<b>1,684,000</b>	<b>1,071,540</b>	<b>116,195</b>	<b>496,265</b>	<b>612,460</b>	

Wastewater Collections											
<b>72-22-7200</b>	<b>Infrastructure</b>			<b>50,000</b>	<b>24,340</b>	<b>74,340</b>	<b>45,400</b>	<b>24,340</b>	<b>4,600</b>	<b>28,940</b>	
2023-WW01	Lateral Repair Program	On-going	Marty	50,000	-	50,000	45,400	-	4,600	4,600	On-going
2023-WW02	Manhole Repair Program	As Needed	Jeff/Chad	-	24,340	24,340	(0)	24,340	-	24,340	Complete
<b>72-22-7520</b>	<b>Equipment</b>			<b>40,000</b>	<b>(2,522)</b>	<b>37,478</b>	<b>-</b>	<b>-</b>	<b>37,478</b>	<b>37,478</b>	
	CCTV Generator		N/A	40,000	(40,000)	-	-	-	-	-	
	CUES Igy Dolly	Ordered	Jeff/Chad		37,478	37,478	-	-	37,478	37,478	Dec-22
<b>72-22-7530</b>	<b>Information Technology</b>			<b>154,340</b>	<b>47,084</b>	<b>201,424</b>	<b>185,340</b>	<b>5,585</b>	<b>10,499</b>	<b>16,084</b>	
	Cues System Upgrade	Planning	Jeff	154,340	31,000	185,340	185,340	-	-	-	TBD
2023-DW05	SCADA Master Plan Evaluation & RFP	In Progress	Jeff	-	16,084	16,084	-	5,585	10,499	16,084	Mar-23
<b>72-22-7600</b>	<b>Capital Improvement Projects</b>			<b>2,215,000</b>	<b>(68,902)</b>	<b>2,146,098</b>	<b>1,565,205</b>	<b>77,584</b>	<b>503,309</b>	<b>580,893</b>	
2020-SS06	Wastewater Master Plan 2022 (50%)	In Progress	Brad A	155,000	55,116	210,116	0	44,349	165,767	210,116	Mar-23
2020-SS08	Lift Station #5 Rebuild	In Progress	Haakon	160,000	(35,000)	125,000	5,159	-	119,841	119,841	Mar-23
2022-SS01	Lift Station #2 Rebuild	Design-Final	Haakon	800,000	-	800,000	632,697	22,105	145,198	167,303	Feb-23
2022-SS02	Trunk Main Capacity (River Forest SSO)	Completed	Haakon	1,100,000	(1,100,000)	-	-	-	-	-	Cancelled
2023-WW03	Infiltration and Inflow Reduction Lift Station 5 Basin	Planning	Brad A	-	927,349	927,349	927,349	-	-	-	TBD
2020-SS05	Hillside Sewer Line Replacement	Design-Final	Brad A	-	83,633	83,633	(0)	11,129	72,504	83,633	Mar-23
	<b>Total Collections</b>			<b>2,459,340</b>	<b>(0)</b>	<b>2,459,340</b>	<b>1,795,945</b>	<b>107,509</b>	<b>555,886</b>	<b>663,395</b>	
	<b>Total Capital Outlay</b>			<b>4,023,340</b>	<b>120,000</b>	<b>4,143,340</b>	<b>2,867,485</b>	<b>223,704</b>	<b>1,052,151</b>	<b>1,275,855</b>	
	<b>Contingency</b>			<b>481,834</b>	<b>(120,000)</b>	<b>361,834</b>	<b>361,834</b>				
	<b>Total Appropriation</b>			<b>4,505,174</b>		<b>4,505,174</b>	<b>3,229,319</b>	<b>223,704</b>	<b>1,052,151</b>	<b>1,275,855</b>	





Watershed Protection Capital Fund  
Fund 73  
FY2023 Q1 - July 2022 through September 2022

		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	Variance	FY23 Actuals	Remaining on Contract	Projected YTD	Estimated Phase Completion
<b>Drinking Water</b>	<b>Equipment</b>					18,647	-	-	18,647	18,647	
73-23-7520	Pole Camera	Ordered	Chad	-	18,647	18,647	-	-	18,647	18,647	Dec-22
<b>73-23-7600</b>	<b>Capital Improvement Projects</b>			<b>300,000</b>		<b>281,353</b>	<b>256,759</b>	-	<b>24,594</b>	<b>24,594</b>	
	Boardman & Arista Flooding	Design-Prelim	Brad A	300,000	(18,647)	281,353	256,759	-	24,594	24,594	Oct-22
	<b>Total Drinking Water</b>			<b>300,000</b>	-	<b>300,000</b>	<b>256,759</b>	-	<b>43,241</b>	<b>43,241</b>	
	<b>Contingency</b>			<b>50,000</b>	-	<b>50,000</b>	<b>50,000</b>				
	<b>Total Appropriation</b>			<b>350,000</b>	-	<b>350,000</b>	<b>306,759</b>	-	<b>43,241</b>	<b>43,241</b>	





## STAFF REPORT

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**To** Board of Directors  
**From** Jeff Page, Utility Operations Director  
**Title** Consideration of Purchase for Closed Circuit Television Van Retrofit  
**Item No.** 7  
**Date** November 15, 2022

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### Summary

The lifecycle of OLWS equipment to conduct inspections of the wastewater collection system is exceeded. Staff seeks Board authorization of a purchase to retrofit the existing Closed-Circuit Television (CCTV) van with new equipment from CUES, Inc. The purchase amount is \$184,889.

### Background

After review the General Manager has designated CUES equipment as a sole source procurement for these reasons:

- OLWS has an investment in software created by CUES, Inc. (GraniteNet) in which the inspection equipment is reliant upon to operate.
- Only cameras and transporters manufactured by CUES, Inc. are designed to operate with CUES, Inc. electronics.
- Purchasing this equipment from CUES, Inc. will help OLWS maximize the value of its investment in GraniteNet software by eliminating the need to replace the software or purchase additional software.

The existing CCTV van and equipment were purchased from CUES, Inc. by Oak Lodge Sanitary District in 2008. The equipment has worked reliably, and CUES Inc. has provided a high level of service over the years. According to CUES, Inc., the lifecycle of their equipment is the following:

- Cameras, 10-12 years
- Wheeled transporters, 8-12 years
- Lateral inspection devices, 8-12 years

The recommended retrofit of new equipment will provide OLWS with:

- (5) Cameras

- (2) Locaters
- (1) Steerable 6-wheel drive transporter
- (1) Electric lift
- (6) Tire kits for various-sized pipes
- (2) Controllers
- Cables and reels
- Hardware
- Installation
- Staff training

Consideration to declare the existing equipment as surplus is to occur at a later Board of Directors meeting. If approved, the equipment can be sold at auction.

The current mileage of the diesel-engine powered van is 33,500. It is in good condition and has been reliable. It is conceivable the existing van could remain in service for the duration of the new equipment's lifecycle, and they could be replaced together in the next cycle. The accumulated fleet data, however, will guide staff in making informed decisions based on best management practices. The retrofit equipment will be placed on a depreciation schedule and the next replacement cycle will be planned out over the next ten years.

**Budget**

This capital equipment purchase is included within the Wastewater Capital Fund under Collections- Information Technology account. At the time of budget preparation last year, the anticipated cost of the equipment was \$154,340. Market supply and demand coupled with inflation have raised the equipment costs to \$184,889. This increase is included in the FY 2023 Quarterly Capital Report.

**Recommendation**

Staff requests the Board of Directors to approve the purchase of the CCTV van retrofit from CUES, Inc.

**Suggested Board Motion**

*"I move to authorize the General Manager to approve the purchase of the CCTV van retrofit from CUES Inc. in the amount of \$184,889."*

**Attachments**

1. CCTV Van Retrofit Quote Dated August 1, 2022
2. CCTV Van Retrofit Items





August 1<sup>st</sup>, 2022

Jeff Page  
Oak Lodge Water  
13750 SE Renton Ave.  
Milwaukie, OR 97267

**RE: Quote for retrofit to Cues van**

Dear Jeff,

Here is the pricing information you requested for updating your existing Cues van with new equipment. Please see attached component list for greater detail.

**Summary:**

- CAT 5 connection mounted on outside of box
- System select box
- OZ3 camera with built in sonde
- SPR2 8"-60" transporter
- Power camera lift for SPR2
- Rear view camera
- OZ3 adapter tube and cabling
- New mainline TV reel with pull out drip pan and auto payout
- 1,500' gold cable
- Summit PCU (CCU was already replaced.)
- Wireless and wired controller
- Test cable and blue loop back plug
- 2 new monitors
- Lamp 2 replacement system including new lateral reel and fiberglass push cable
- Rear view camera for LAMP2
- 120' push cable
- Fixed view color lateral camera with built in sonde
- Removal of old equipment and installation of new
- Freight
- Training overview

**Total** **\$184,889**

**Optional:**

Drawer under reel for LAMP2 \$1,762

Power boom crane on top of LAMP 2 drawer	\$9,417
Micro pan and tilt lateral camera	\$21,124

FOB: destination  
TERMS: NET 30  
Delivery 8-12 weeks ARO

Let me know if you have any questions.

Regards,  
Gillian Wilson  
Cues NW territory Manager  
503 622 3248

**Specifications For: OAKLODGE WATER, OR**

**1 CAT 5 CONNECTION - CABLE,PATCH,RJ45,2FT,CAT 5E,SHLD**

**1 SYSTEM SELECT INTERFACE AND SUMMIT SYSTEM INTERFACE CABLES**

**1 P&T ZOOM III M/C LED CAMERA**

- 1 Solid State Color Sewer TV Camera
- 1 Pan & Rotate Camera Head, 40:1 Zoom Ratio, 10x Optical Zoom, 4x Digital Zoom
- 1 NTSC Color Standard with 4x Light Integration
- 1 4 X 5W Cluster LEDs for 6" through 72" lines
- 1 Camera Transportation and Storage Case

**1 BUILT-IN SONDE FOR MAINLINE CAMERA TO INCLUDE:**

- 1 Built In Transmitter, 512 Hz

**1 STEERABLE CAMERA TRANSPORTER, WHEELED, v2**

- 1 Steerable Unit Designed to Turn 360 Degrees Within Its Own Radius
- 1 Two (2) Speed Transmission to Maximize Torque in Large Diameter Pipe  
With Manual Shifter on Camera Carrier
- 1 Unit Shall Have Forward, Free Wheel, and Power Reverse
- 1 Set of Six (6) Driven Rubber Wheels to Inspect 8" Pipe
- 1 All Six (6) Wheel Drive Transporter Assembly to Include:
  - 1 Motor & Enclosed Drive Train
- 1 Tip Up Rear Connector

**1 10" - 15" RUBBER TIRE KIT, v2**

**1 10" - 15" SPACER KIT FOR SPR/PR, v2**

**1 18"+ PNEUMATIC TIRE KIT, v2**

**1 ELECTRIC CAMERA LIFT**

**1 CAMERA ASSEMBLY,REARVIEW,CPR/SPR**

- 1 Color NTSC Camera
- 1 Lightring with (12) Solid State White LEDs

**1 PAN & TILT III W/SONDE ADAPTER TUBE KIT FOR STEERABLE TRANSPORTER**

**1 1500' CABLE ASSEMBLY, M/C 12PIN**

- 1 1500'Gold Multi Conductor Kevlar Fiber Armored Combination TV Transmission / Tow Cable
- 1 .450 Diameter
- 1 Kevlar Armored Cable Terminal Connector
- 1 Cable Strain Relief

**1 TV REEL ASSEMBLY, MECHANICAL FOOTAGE FOR SUMMIT .450 CABLE**

- 1 Black Thermoplastic Powder Coated Frame
- 1 Power Levelwind & Multi Ratio Manual Transmission
- 1 Footage Meter with Local Counter and Remote Electronic Counter
- 1 Transmission Control at Viewing Station
- 1 Local Reel Mount Electrical and Mechanical Control
- 1 Sealed Continuous Contact Collector Assembly
- 1 Removable Drip Pan for Cleaning

**1 AUTOMATIC PAYOUT SYSTEM FOR REEL - INSTALLED**

**1 PCU ASSEMBLY [RACK MOUNT]**

**1 CCU ASSEMBLY [RACK MOUNT] - CUSTOMER WILL SUPPLY EXISTING ONE**

**1 WIRELESS CONTROLLER**

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
  - 1 360 Degree Rotate
  - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
  - 1 Camera Iris and Focus Override & Zoom
  - 1 Camera Lights & Shutter Control for Light Enhancement
  - 1 Camera Diagnostics & Auto Home
- 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
- 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

**1 WIRED USB CONTROLLER**

- 1 Joystick Control for Pan and Tilt Zoom Camera to Include:
  - 1 360 Degree Rotate
  - 1 330 Degree Optical Pan
- 1 Joystick Control for All Steering Functions & Forward / Reverse Directions for Transporter
- 1 Camera Lift Control for Optional Electronic Camera Lift
- 1 All Other Controls for Camera to Include:
  - 1 Camera Iris and Focus Override & Zoom
  - 1 Camera Lights & Shutter Control for Light Enhancement
  - 1 Camera Diagnostics & Auto Home
- 1 Cruise Control to Set Speed of the Transporter for Hands Off Operation
- 1 All Reel Controls to Include: Retrieve, Release, and Variable Speed [Excluding Dolly Systems]

**1 8.7" MINI KEYBOARD**

**1 SHORTING PLUG**

**1 TEST CABLE**

**1 MISC HARDWARE TO MOUNT / SUPPORT COMPONENTS**

**1 BLANK PANELS**

**2 19" (MINIMUM) FLATSCREEN COLOR INDUSTRIAL TV MONITOR NTSC / PAL COLOR STANDARDS**

**2 MOUNTING HARDWARE FOR MONITOR to include Bracket(s), and / or Mount(s), and Miscellaneous hardware required to secure monitor for optimal safety and viewing.**

**1 SELF PROPELLED LATERAL INSPECTION / EVALUATION SYSTEM, WHEELED, FOR 6" - 15" MAINLINE AND 3" - 8" LATERAL INSPECTION, WITH PAN AND TILT / ZOOM MAINLINE CAMERA, AND WIRELESS CONTROL TO INCLUDE:**

- 1 Mainline Pan, Tilt, and Zoom Camera to Include:
  - 1 Mainline Solid State Color Sewer TV Camera with:
    - 1 Pan, Tilt & Rotate Camera Head
    - 1 40:1 Zoom Ratio, 10x Optical Zoom, 4x Digital Zoom, NTSC Color Standard
    - 1 360 Degree Range of Rotation, 270 Pan Viewing Angle, Panning 360 Degrees
    - 1 Auto Iris, Auto Focus, Manual Override of Focus and Iris
  - 1 Camera will also be Used for:
    - 1 Monitoring Lateral Pan & Tilt Camera During Extend / Retract Operation
  - 1 Light Assembly, Pan & Tilt Zoom Camera, 6" - 72" lines
  - 1 White LED Field Replaceable Lamps
  - 1 Automatic Centering
- 1 Lateral Launcher, for Lateral Pan and Tilt Camera to include:
  - 1 Self Propelled Launcher Robot with Freewheel, Forward, and Power Reverse
  - 1 Camera Head Mounting Assembly with Rotation Positioning, Articulating Hinge
  - 1 Push Cable Drive Assembly - Two-Speed Extend / Retract Camera Positioning
  - 1 Rear tip-up connector
  - 1 Interconnect Cable for Launcher to Push Cable
  - 1 Interconnect Cable for Control System to Power Control Unit
  - 1 Single-point quick wheel removal system
  - 1 6 each 3.5" diameter tires for 6" pipe
  - 1 6 each 4.375" diameter tires for 8" pipe
  - 1 6 each 5" diameter tires for 10"-15" pipe
  - 1 Pneumatic Tire Kit for 12" - 15" pipe
  - 1 Rear Housing Assembly to Add Optional Rear View Color Camera
  - 1 LAUNCHER MUST BE LATERAL PAN & TILT CAMERA READY
- 1 Lateral Reel / Control Assembly / Wireless Controller
  - 1 Electric Reel with Slipping and Clutch for:
    - 1 Powered Retrieve of Push Cable
  - 1 Control System to Include Launcher / Self Propelled Robot Control with:
    - 1 Extend / Retract, Left / Right Rotation, Camera Selection
    - 1 Picture In Picture Selection / Cable Drive Speed
  - 1 1000 ft. Video Cable with Cable End Termination
  - 1 Controller with Forward, Freewheel, and Power Reverse / Variable Speed

**Control:**

- 1 Self-Propelled Launcher Robot
- 1 All Launcher, Camera, and Reel Functions Shall be Controlled by the Wireless Hand Held Summit System Controller
- 1 Compact Mainline Video Monitor

**1 QUICK CABLE LOCK PIGTAIL COUPLER KIT**

**1 REAR VIEW CAMERA ASSEMBLY FOR USE WITH LAMP SYSTEM**

- 1 Color NTSC Camera
- 1 Lightring with (12) Solid State White LEDs

**1 SELF-LEVELING COLOR CAMERA WITH BUILT-IN SONDE KIT FOR USE WITH LAMP SYSTEM to include:**

- 1 Self-Leveling / Built-In SONde Mini Camera

- 1 Lateral Camera Spring Assembly
- 1 Centering Ball

**1 120' PUSH CABLE FOR LATERAL INSPECTION SYSTEM**

**1 RETRO HARDWARE KIT FOR SUMMIT**

**1 INSTALLATION/TRAINING, ON-SITE (FOUR DAYS)**

**1 COMPONENT DELIVERY**

**OPTIONAL ITEMS**  
[NOT INCLUDED IN BASE QUOTE]

**ITEM 1:**

**1 1 DRAWER STORAGE UNDER TV CABLE REEL F/LAMP II (Optional)**

**ITEM 2:**

**1 STORAGE DRAWER/POWER BOOM CRANE DEPLOYMENT SYSTEM (Optional)**

**1 WIRELESS POWERBOOM CRANE CONTROLLER (Optional)**

**1 POWER BOOM CRANE WIRELESS CONTROLLER HOLDER (Optional)**

**ITEM 3:**

**1 MICRO PAN & TILT CAMERA (Optional)**



## STAFF REPORT

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**To** Board of Directors  
**From** Aleah Binkowski-Burk, Human Resources Manager  
**Title** Presentation of Draft Email Use and Retention Policies  
**Item No.** 8  
**Date** November 15, 2022

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### Summary

The Board of Directors reviews draft policies as the first step in the policy adoption process.

### Background

#### Email Use Policy

This policy establishes the proper practices for creating, sending, and receiving emails. The procedure outlined within this policy outlines the process for email assignment, email signature creation, and acceptable use of OLWS email accounts. The purpose of this policy is to strengthen the security of the OLWS network and OLWS reserves the rights to exercise protective measures against security breaches.

#### Email Retention Policy

This policy establishes a consistent practice for retaining email records consistent with Oregon Public Records Law. The procedure outlined within this policy outlines the process for training employees to manage email accounts during their employment, as well as the archive and electronic purge of terminated email accounts. The purpose of this policy is to reduce OLWS liability and practice the best electronic records management.

### Past Board Actions

In 2019, the Board of Directors adopted a Cybersecurity Awareness Policy, which outlined the acceptable use of various electronic assets. The Email Use Policy further bolsters the security of the OLWS network.

### Concurrence

The Human Resources Manager and District Recorder worked with the OLWS legal counsel to draft and review the draft policies.

**Recommendation**

Staff requests review of the draft policies before they are submitted to the Union for review. This is a necessary step in the process because of the implications for Union employee work. The policies will then be brought back to the Board for final adoption.

**Attachments**

1. Email Use Policy and Exhibit
2. Email Retention Policy and Exhibit





# EMAIL USE POLICY

**Policy Number: AD-0004**

**Adopted Month XX, 20XX**

This document supersedes any and all previous Email Use policies.

## EMAIL USE POLICY

### Purpose

To establish the proper practices for creating, sending, and receiving emails.

### Scope

This policy applies to all OLWS-managed email account owners.

### Definitions

Account Owner	The assigned user of an email address.
Email	Electronic mail or messages distributed by electronic means.

### Policy Statement

Email provides the ability to maintain superior communications both within the organization and outside with consultants and vendors. This system is provided by the OLWS and should only be used for business purposes. The use of this system is not private or confidential. Within the bounds of current and future laws, the OLWS reserves and intends to exercise the right to review, audit, intercept, access, and search this system at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. All messages sent through these systems remain the property of the organization.

### Procedure

Upon hire, appointment, or election each employee and Director will be assigned an email address.

Account owners will create an email signature using the approved templates provided in Exhibit A.

Account owners will utilize the OLWS email system for business purposes only.

Account owners will adhere to the following guidelines when creating, sending, and receiving emails:

- Carefully compose and review the wording, tone, and content of email before sending.
- Never send harassing or discriminatory messages.
- Report unbecoming or illegal content received via email to a supervisor.
- Never allow confidential or proprietary information to enter the public domain through email.

Upon termination, the OLWS Recorder will manage the account according to the Email Retention Policy.

### Responsibilities

All account owners are expected to be aware of and support this policy.

**Review and Update**

The Human Resources Manager will review this policy and exhibits as needed to ensure compliance with State and Federal laws.



## EMAIL SIGNATURE TEMPLATES

### Templates

All email signatures are 11-point Calibri font. Please choose from one of the following options:

#### Option 1

**First and Last Name**

*Title*

Oak Lodge Water Services

(XXX) XXX-XXXX

[Website](#) | [Facebook](#) | [Twitter](#)



#### Option 2

**First and Last Name**

*Title*

Oak Lodge Water Services

14496 SE River Rd. Oak Grove, OR 97267

Office: (XXX) XXX-XXXX | Mobile: (XXX) XXX-XXXX

Fax: (XXX) XXX-XXXX | [email@olwsd.org](mailto:email@olwsd.org)

[Website](#) | [Facebook](#) | [Twitter](#)



### Variations

Variations to the templates above include:

- Adding pronouns to the “First and Last Name” line in parentheses. Pronoun options are as follows:
  - (she/her/hers)
  - (he/him/his)
  - (they/them/theirs)
  - A set of pronouns approved by Human Resources
- Adding “Please consider the environment before printing this email” after the OLWS logo.

All other variations will be approved by the Human Resources Manager upon submittal.



# EMAIL RETENTION POLICY

**Policy Number: AD-0005**

**Adopted Month XX, 20XX**

This document supersedes any and all previous Email Retention policies.

## EMAIL RETENTION POLICY

### Purpose

To establish a consistent and orderly practice for managing and retaining email records consistent with Oregon Public Records Law.

### Scope

This policy applies to all OLWS-managed email accounts.

### Definitions

Account Owner	The assigned user of an email address.
Capstone Approach	The method of email management that bases retention and disposition on the account owner's position rather than the individual email content.
Disposition	The transfer of records to their final state, including but not limited to shredding, transfer to archives, or purge.
Email	Electronic mail or messages distributed by electronic means.
Non-Record	Information not outlined in the State's Special District Retention Schedule.
Record	Any writing that contains information relating to the conduct of the public's business "... prepared, owned, used, or retained by a public body regardless of physical form or characteristics."
Retention	The continued possession, use, or control of a record throughout its lifecycle.

### Policy Statement

Email often meets the definition of a record. The management and disposition of email, however, continues to be a challenge for public agencies. It is important for all account owners to be aware that an email message may be a public record. But placing the burden on the account owner to make records management and disposition decisions is unnecessary.

By adopting a capstone approach to the management and retention of email, OLWS:

- Ensures email records are retained according to State law,
- Reduces the reliance on print-and-file practices,
- Permits the disposition of non-record email, and
- Allows for the systematic disposition of email based on approved retention periods.

This Email Retention Policy will not mitigate the need for account owners to manage non-record emails. Account owners will also need to follow traditional records management practices in cross-filing individual emails with project or other position-specific files.

### **Procedure**

During employee onboarding:

- The Human Resources Manager will assign each employee with an email account.
- The District Recorder will provide basic email management training.

Employees will conduct ongoing email account maintenance during the duration of their employment.

Upon termination of employment:

- The Human Resources Manager will temporarily transfer the email to another staff member for monitoring before archiving the email account.
- The District Recorder will log the archived email account on a master spreadsheet.

Annually, the District Recorder will work with the Human Resources Manager to purge archived email accounts that have met retention.

### **Responsibilities**

The Human Resources Manager will manage email account back up with the assistance of the OLWS contracted information technology (IT) consultants.

The District Recorder will assess the archived email annually to ensure email accounts are retained and purged according to the Email Retention Schedule (Exhibit A).

Account owners will purge non-record email regularly.

### **Review and Update**

The District Recorder shall review this policy and the Email Retention Schedule annually to ensure compliance with State law.

Position	Department	Retention Period	Notes
Board of Directors	Administration	Permanent (historical)	
General Manager	Administration	Permanent (historical)	
Legal Counsel	Administration	Permanent (historical)	
HR/Payroll Manager	Human Resources	10 years	
District Recorder	Human Resources	5 years	
Finance Director	Finance	10 years	
Senior Accountant Lead	Finance	5 years	
Accounting Specialist	Finance	5 years	
Administrative Assistant	Finance	3 years	
Utility Operations Director	Field Operations	10 years	
Field Operations Supervisor	Field Operations	10 years	
Utility Worker	Field Operations	5 years	
Asset Resource Specialist	Field Operations	5 years	
Plant Superintendent	Plant Operations	10 years	
Plant Operator	Plant Operations	5 years	
Maintenance Technician	Plant Operations	5 years	
District Engineer	Technical Services	10 years	
Water Services Engineer	Technical Services	10 years	
Development Review Specialist	Technical Services	10 years	
Outreach and Communications Specialist	Technical Services	5 years	
Technical Services Coordinator	Technical Services	10 years	
Pollution Prevention Specialist	Technical Services	10 years	
Water Quality Coordinator	Technical Services	10 years	





## AGENDA ITEM

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<b>Title</b>	Business from the Board
<b>Item No.</b>	9
<b>Date</b>	November 15, 2022

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### Summary

The Board of Directors appoints representatives to serve as OLWS liaisons or representatives to committees or community groups.

Directors assigned specific roles as OLWS representatives 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 may include:

- a. Individual Director Reports
- b. Tabled Agenda Items

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

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

**Business from the Board Report**  
**Heidi Bullock**  
**November 2022**

Oak Grove Community Council Meeting  
October 26, 2022

**AGENDA**

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- Sep 28th regular meeting attendance
- Secretary's [update](#)
- Treasurer's update

7:10 Program:

- Clackamas County Arts Alliance - *Dianne Alves, Executive Director*
- Project Turnkey Update - *Anna Hoesly, Storyline Community*
- Willamette View Manor Garage Sale & Crosswalk Update - *Craig Van Valkenburg*
- Land Use Application Review Team

8:00 ABC (committee) updates and open recruitments

8:10 Announcements

8:15 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom: Dec 7, Jan 25 2023, Feb 22, Mar 22
- Future OGCC Board Meetings - 6:45 pm at Zoom: Feb 6 2023, Mar 6

8:20 Adjourn/Social time

**NOTES:**

Good turnout, 25 participants.

A few new members and those who don't routinely show up, including the Clackamas Fire District.

**Clackamas County Arts Alliance - *Dianne Alves, Executive Director*, [dianne@clackamasartsalliance.org](mailto:dianne@clackamasartsalliance.org)**  
Strategic Planning and rebranding - organization has been around for 28 years with same logo and mission. New logo that better reflects future direction and new website, launching Monday, October 31, 2022. <https://caa-staging.com/>

Megaphone logo to amplify voices and community.

Grants available, apply by November 7, 2022

A new arts and culture plan and surveys report out by October 2023.

Sign up for Weekend Watch for events in the Portland area.

**Project Turnkey Update - *Anna Hoesly, w/ Storyline Community and Cole Merkel w/ HereTogether***

Project Turnkey – 2020 acquiring motels or hotels for non-congregate shelter for those experiencing homelessness, fires, etc. 19 new shelters in 10 counties, Clackamas County was not one of those.

Legislature has another \$50M for Project Turnkey, Clackamas County selected for the due diligence phase for two hotels.

Clackamas Inn and Comfort Suites located near the 205/212 interchange.

Local service providers-owned infrastructure is low in Clackamas County, only 24 units available per 100 families.

Need more stable ground and places of transition.  
Hotel shelter model works here in Clackamas County.  
Stabilize and able to enroll children in school and find semi-permanent housing.

County already paying market rate to house in hotels, this is a wonderful opportunity for the County to purchase these 2 hotels. Will not impact General Fund.

Operations? Homeless services measure, it is implemented \$0.5B to house homeless in Clackamas County. Take the grant from the State to purchase the property(ies). Locally raised funds to operate long term.

County survey out for residents in the community.: <https://www.surveymonkey.com/r/N3BR3CX>

Storyline and HereTogether have put together some talking points here:  
[https://docs.google.com/document/d/1Er\\_D1qMUI3nla3kgCFvyMdv\\_AhyvsF8Z5PGvRseJwrg/edit](https://docs.google.com/document/d/1Er_D1qMUI3nla3kgCFvyMdv_AhyvsF8Z5PGvRseJwrg/edit)

Testify in support at a Thursday business meeting. Use this guide:  
<https://docs.google.com/document/d/1639Zul8GJTtIL1wzqT3fuLGfYI-L6lOR3hTFYkYiaA/edit#heading=h.nbppks39y74k>

Contacts:  
[anna@storylinecommunitypdx.org](mailto:anna@storylinecommunitypdx.org)

[Cole@heretogetheroregon.org](mailto:Cole@heretogetheroregon.org)

#### **Willamette View Manor Garage Sale & Crosswalk Update - *Craig Van Valkenburg***

Park Avenue and River Road Crosswalk  
Grant received from HUD \$475,000  
Approval from County and DOT to install, etc.  
Crosswalk expected in 6 to 10 months for approval and install.

Willamette View Garage Sale – Nov 17 & 18  
12705 SE River Road  
Blue Heron Auditorium

#### **Clackamas County Fire Department – *Brian Goodrich***

7 talking points:

1. In August 523 calls for service
2. Year to date less than in 2021
3. October Fire Safety Month - **Fire won't wait, plan your escape!**
4. Open Houses, Station 18 in Eagle Creek on Oct 31
5. Open House at Oak Grove Fire Station was on Oct 15, will have one again next year
6. Backyard burning opened up again, doesn't really apply to this area unless for recreational, hot dog burning, bbq, etc.
7. Fall, inspect your heating equipment, furnaces, etc.

Oak Grove - ~300 calls of service/ month

Fire trucks carry \$200 in a lockbox for assistance, services as needed when they encounter those in need. Could be a cab ride, hotel room, vet services, etc.

Donate to Clackamas Emergency Services Foundation at <https://clackamasfire.com/>

## Business from the Board

### Paul Gornick's Meeting Reports – November 2022

September 26, 2022 - Sunrise Water Board Meeting (hybrid meeting)

- Board adopted resolution regarding the “Board Duties and Responsibilities Policy”. (Adoption of this policy will achieve the final 2% of the 10% total discount available to Sunrise.)
- General Manager’s report – Wade Hathhorn noted that flows on the lower Clackamas dropped in early October, but were aided by PGE drawdowns at Timothy Lake, and the minimum 800 cfs threshold was met. The new admin/operations building had some challenges – a shallow rock layer hindered sewer construction in Armstrong Circle, and the general contractor’s provider of cross laminated timber exited the business. GC was able to contract with another supplier in Washington state. Access to the current admin/operations building at 129<sup>th</sup> and King Road continues to be hindered by Happy Valley’s road contractor, who is several weeks behind schedule. The earlier concern about an order delay of water meters hindering new connections was solved by an unexpected delivery of 100 new meters.
- Board recessed to Executive Session to conduct deliberations related to a real estate transaction.

November 3, 2022 – Clackamas County Coordinating Committee (C4) Meeting

- Vahid Brown, Clackamas Human Services Manager, provided a quarterly update on Supportive Housing Services. (Note that supportive housing services are funded primarily from the Metro SHS income tax, while the facilities construction is primarily supported by the Metro Housing Bond.) The report can be found at this link: [Clackamas County Supportive Housing Services Program FY21-22 Fourth Quarter Progress Update](#)
- Vahid also provided an update to progress on facilities completed and those under construction utilizing the Metro Housing Bond. Details can be found in a slide deck starting on Page 8 of the meeting packet linked below.
- Grant O’Connell from Trimet spoke about the agency’s Forward Together effort, which is to guide to concepts for future service planning. The C4 body has concerns about linkage and duplication of some existing shuttle services, and enhancement of last-mile service and communication to make potential riders aware of services. C4 approved sending a proposed letter to Trimet, which can be found on Page 20 of the meeting packet linked below.
- Martin Meyers, who represents the Redland CPO, discussed Metro’s proposed exchange of certain parcels currently within the UGB in Clackamas County to allow an expansion of the Urban Growth Boundary in Tigard, which would bring the River Terrace 2.0 Urban Reserve within the UGB. With the dissolution of the City of Damascus, there are no cities that can serve two of the three areas being considered for removal from the UGB. Metro is aware that some Clackamas County Commissioners oppose removing any parcels in the county from the UGB. There are three proposed options, which can be found in the Metro document here: [COO-recommendation-Fall2022-UGB-exchange.pdf \(oregonmetro.gov\)](#)
- The C4 meeting packet can be found here: [76c5e3e1-3349-46e1-b429-9b356102f7c8 \(clackamas.us\)](#)



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** General Manager Monthly Report  
**Item No.** 10a  
**Date** November 15, 2022

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### Summary

The Board has requested updates at regular meetings on the status of key projects.

### Highlights of the Month

- Continued work on Tertiary Treatment Project.
- Focused on Lead and Copper Rule Revision work as required for Water and highlighted in Jeff Page's Field Operations Monthly Report.

### Tertiary Treatment Project

Continued with preferred option refinement for a Tertiary Treatment Solution.



## STAFF REPORT

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**To** Board of Directors  
**From** Aleah Binkowski-Burk, Human Resources Manager  
**Title** Human Resources Monthly Report  
**Item No.** 10b  
**Date** November 15, 2022

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### Summary

The Board has requested updates at regular meetings on the status of operations.

### Education and Outreach

A big thanks to the Oak Grove United Methodist Church and the Historic Downtown Oak Grove (HDOG) for hosting Trunk-or-Treat on Sunday, October 30. In the first hour of the event, OLWS passed out 1,100 pieces of candy. It is estimated 1,500 people attend the event. This was the first time OLWS participated in this event, and we plan to return in 2023.

OLWS has sandbags available for customers. The sandbags are for residential water flow protection. Call ahead to ensure sandbag availability: (503) 353-4207. Additional sandbag stations in Clackamas County can be found here: <https://clackamas.us/dm/sandbags.html>

Operation Santa Claus has been a Clackamas Fire tradition within the community since 1974. The goal is to collect non-perishable food and new, unwrapped toys for families in need within the communities we serve. OLWS will host a bin this year. More information to come when it is available.

The 2023 Water Conservation Calendars are available from the Clackamas River Water Providers. If you would like a calendar, please email [christine@clackamasproviders.org](mailto:christine@clackamasproviders.org) and she will mail you one.

This fall 17 businesses participated in the Storm drain Cleaning Assistance Program. This program helps businesses maintain their parking lot drains at a discounted price (\$60 per drain).

<i>Season</i>	<i>Participation</i>
Fall 2022	17 businesses
Fall 2021	13 businesses
Fall 2020	4 businesses



OLWS partners with the North Clackamas Watersheds Council who works to protect and enhance our watersheds' water quality, fish, and wildlife habitat.

## **Events**

The North Clackamas Watersheds Council is hosting a three-part lunchtime series. In this series you will learn the next steps you can take to support wildlife on your property, and in our watersheds. Learn how flooding, weather, tree planting, and other factors all work together to shape the place we live. Each workshop will take place between 12:00 pm – 1:00 pm followed by Q&A until 1:30 pm. RSVP for one, two or all three workshops:

- Tuesday, November 8
- Wednesday, November 9
- Thursday, November 10

RSVP at [tinyurl.com/ncwatersheds](https://tinyurl.com/ncwatersheds).

## **Records Management**

OLWS staff celebrated Electronic Records Day (10/10) with a week-long team challenge. The goal was to reduce our electronic shared drive storage by purging records ROT, which stands for redundant, obsolete, and transitory files. While several teams put in a good effort, one team went above and beyond. Not only did they purge 33.6 GB of electronic ROT (roughly 9,291 folders and 28,074 files), but they also reorganized their remaining files and folders as well. This places their team in a perfect position for transition to an electronic records management system in the coming year. Please congratulate the Water Field Operations Team for their extraordinary effort!

## **Culture Building and Safety**

On October 19<sup>th</sup> the Employee Recognition Committee hosted our 2<sup>nd</sup> annual chili cook-off. The first one was in 2019, but Covid rules on large gatherings delayed the second one. Seven staff members made a variety of different chilis and other staff members brought sides to accompany the dishes.

October was unseasonably warm and there were wildfires late into the season. On October 19<sup>th</sup> and 20<sup>th</sup> the air quality index was so poor that outdoor work needed to be limited for the health and safety of our staff (and for OSHA) compliance. OLWS does not have its own air meters but relies on local weather data and their associated apps to get up to date air quality information. Staff was reminded of the OSHA rules and to use <https://www.airnow.gov/> for up to date local air quality information.

Daylight savings time ended on Nov 6<sup>th</sup> this year. Although setting the clocks back doesn't have as many of the same negative health effects as springing forward, it still impacts your bodies internal clock. It is no coincidence that drowsy driving prevention week is Nov 6<sup>th</sup> to the 13<sup>th</sup>. Drowsy driving causes 6,400 deaths each year. Staff will be receiving an infographic reminding them of the dangers.

## **Attachments**

1. Drowsy Driving Infographic

Drowsy driving causes over **6,400 deaths** in the U.S. every year. To raise awareness and reduce fall-asleep deaths, the National Sleep Foundation launched Drowsy Driving Prevention Week, which runs **November 6-13, 2022**.

Planning is key for preventing drowsy driving. Here are seven things you can do to reduce the risk of fall-asleep crashes before getting in your vehicle:



### **Get the right amount of sleep.**

The National Sleep Foundation recommends 7-9 hours a night for adults and 8-10 hours for teens.



### **Plan long trips with a companion.**

A good driving companion can keep you alert, watch for signs of fatigue and take shifts behind the wheel.



### **Schedule regular stops.**

Plan rest stops and points of interest along your drive to encourage stopping.



### **Know the signs of drowsy driving.**

If you're having trouble focusing, keeping your head up, staying in your lane or keeping your eyes open, stop driving immediately.



### **Beware of medications.**

Check with a healthcare professional about any potential side effects of your medications that could make driving dangerous.



### **Avoid alcohol.**

Even at acceptable levels for driving, alcohol interacts with fatigue, increasing the likelihood that you'll fall asleep behind the wheel.



### **Consult a physician.**

If you're experiencing constant daytime sleepiness or trouble staying awake behind the wheel, talk to your doctor about a possible diagnosis and treatment for sleep disorders.

# Drowsy Driving Prevention Week



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 10c  
**Date** November 15, 2022

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### Summary

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

### Highlights of the Month

- Preparations are underway for the transition to the Authority financial accounts with Wells Fargo and Springbrook software.
- The Low-Income Household Water Assistance program began in July 2022 and we have received 8 approvals from Clackamas County as of November 2, 2022.
- The Accounts Receivable balance increased by 0.40%, the average delinquent balance increased by \$26.50, yet the number of delinquent accounts decreased by 55.
- Utility bill payments in October were less than the September 30th billed amounts.

### Authority Implementation

Work with Wells Fargo is underway to open bank account for the Authority. The majority of the new account set-up is about 60-days converting all existing capabilities. A full review of the back-end processes and clearing-house vendor requirements is underway by Wells Fargo staff.

The agreement has been executed with Springbrook for project services to establish the new financial database for the Authority. This addition financial database will be established by mid-November. The current plan includes completing the first payroll before December 31, 2022. After payroll is completed, the remainder of the modules will be finalized for a January conversion to the Authority set of books.

### Low Income Household Water Assistance (LIHWA)

On May 12, 2022, the Clackamas County Board of Commissioners approved the Oak Lodge Water Services vendor agreement for the Low-Income Household Water Assistance (LIHWA) program.

Clackamas County has finalized their customer application documents and customers from Oak Lodge Water Services may now apply for assistance. As of November 02, 2022, 8 customers have been approved for assistance totaling \$4,685.

### Accounts Receivable Review

The Accounts Receivable (A/R) balances as of October 31, 2022 compared to September 30, 2022 increased by 0.40%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$6,123, after accounting for the delta between billing cycles.

<b>A/R Balance</b>	<b>8/31/2022</b>	<b>9/30/2022</b>	<b>10/31/2022</b>
Bi-Monthly Residential	\$ 1,105,025	\$ 968,757	\$ 1,098,219
Large Meters	487,958	545,258	532,726
<b>Total</b>	<b>1,592,983</b>	<b>1,514,015</b>	<b>1,630,945</b>
<b>Variance</b>	<b>248,360</b>	<b>(78,968)</b>	<b>116,930</b>
<b>Billing Cycle Variance</b>	<b>(254,022)</b>	<b>106,685</b>	<b>(110,807)</b>
	<b>(5,662)</b>	<b>27,717</b>	<b>6,123</b>
	<b>-0.42%</b>	<b>1.74%</b>	<b>0.40%</b>

2. The total number of delinquent accounts decreased by 55 accounts as of October 31, 2022, compared to September 30, 2022. However, the average balance per account increased by 9.1% or \$ 26.50.

Delinquent Accounts	<b>8/31/2022</b>	<b>9/30/2022</b>	<b>10/31/2022</b>
Over 60 Days	\$ 174,960	\$ 163,463	\$ 160,729
Number of Accounts	554	559	504
Average Balance per Acct.	\$ 316	\$ 292	\$ 319
	-4.6%	-7.4%	9.1%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 1.03% compared to prior month. The shift is from all three other categories.

Account %	<b>8/31/2022</b>	<b>9/30/2022</b>	<b>10/31/2022</b>
Current	84.89%	84.57%	85.60%
30-60 Day Grace	5.93%	6.36%	6.09%
Delinquent	6.12%	6.18%	5.57%
Credit Balance	3.06%	2.89%	2.75%

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

	<b>July 2022</b>	<b>August 2022</b>	<b>September 2022</b>	<b>October 2022</b>
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	65	75	83	96
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	0	5	4	4

**Billing Payment Rate**

In October, the District received (\$13,128) less in payments than was billed on September 30, 2022.

	<b>July 2022</b>	<b>August 2022</b>	<b>September 2022</b>	<b>October 2022</b>
Utility Billing Sales	\$ 1,233,705	\$ 1,129,379	\$ 1,383,401	\$ 1,276,715
Cash Receipts	1,223,782	1,133,491	1,377,000	1,263,587
% Collected	99.2%	100.4%	99.5%	99.0%

**Attachments**

1. Checks by Date Report for October 2022

Bank Reconciliation  
 Checks by Date  
 User: Antonio  
 Printed: 11/06/2022 - 8:17PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

**ACH Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	10/7/2022	Check Commerce		AP			199.75
0	10/7/2022	Internal Revenue Service		AP			32,896.77
0	10/7/2022	Nationwide Retirement Solutions		AP			860.00
0	10/7/2022	Oregon Department Of Revenue		AP			9,328.60
0	10/7/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	10/7/2022	VALIC c/o JP Morgan Chase		AP			1,766.10
0	10/7/2022	Payroll Direct Deposit	DD 00003.09.2022	PR			75,705.76
0	10/21/2022	Internal Revenue Service		AP			33,320.83
0	10/21/2022	Nationwide Retirement Solutions		AP			860.00
0	10/21/2022	Oregon Department Of Revenue		AP			9,601.14
0	10/21/2022	State of Oregon Savings Growth Plan		AP			2,621.00
0	10/21/2022	VALIC c/o JP Morgan Chase		AP			1,697.06
0	10/21/2022	Payroll Direct Deposit	DD 00001.10.2022	PR			79,953.60

<b>ACH Disbursement Activity Subtotal</b>							<b>251,431.61</b>
<b>Voided ACH Activity</b>							<b>0.00</b>
<b>Adjusted ACH Disbursement Activity Subtotal</b>							<b>251,431.61</b>

**Paper Check Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
47504	6/10/2022	Rotork Controls Inc		AP	Void		10,006.76
48135	10/7/2022	Employee Paycheck		PR			2,111.59
48136	10/7/2022	Employee Paycheck		PR			2,796.52
48137	10/2/2022	Aks Engineering & Forestry		AP			1,641.25
48138	10/2/2022	Brown and Caldwell		AP			11,126.63
48139	10/2/2022	CenturyLink		AP			327.00
48140	10/2/2022	Coastal Farm & Home Supply		AP			15.99
48141	10/2/2022	Contractor Supply, Inc.		AP			557.26
48142	10/2/2022	Convergence Networks		AP			4,727.74
48143	10/2/2022	Ferguson Enterprises, Inc.		AP			299.94
48144	10/2/2022	H.D. Fowler Company		AP			21,232.51
48145	10/2/2022	Milwaukie Lumber Company		AP			634.66
48146	10/2/2022	Northstar Chemical, Inc.		AP			676.10
48147	10/2/2022	O'Reilly Auto Parts		AP			39.97
48148	10/2/2022	Portland General Electric		AP			2,652.93
48149	10/2/2022	R & L Services Inc.		AP			449.80
48150	10/2/2022	Robert HalfTalent Solutions		AP			766.80
48151	10/2/2022	Seattle Ace Hardware		AP			188.76
48152	10/2/2022	Traffic Safety Supply Co Inc		AP			100.00
48153	10/2/2022	Utilis, Inc		AP			10,000.00
48154	10/2/2022	Verizon Wireless		AP			2,497.42
48155	10/10/2022	AFLAC		AP			826.40
48156	10/10/2022	AFSCME Council 75		AP			788.43
48157	10/10/2022	Aks Engineering & Forestry		AP			10,871.84
48158	10/10/2022	Customer Refund		AP			302.04
48159	10/10/2022	BMS Technologies		AP			8,553.86
48160	10/10/2022	Bullard Law		AP			720.00
48161	10/10/2022	Cable Huston LLP		AP			480.00
48162	10/10/2022	Customer Refund		AP			2,965.00
48163	10/10/2022	Coastal Farm & Home Supply		AP			849.43
48164	10/10/2022	Customer Refund		AP			1.24
48165	10/10/2022	J. Thayer Company		AP			35.95
48166	10/10/2022	Customer Refund		AP			200.22
48167	10/10/2022	Customer Refund		AP			88.30
48168	10/10/2022	Oregon DEQ		AP			240.00
48169	10/10/2022	Customer Refund		AP			60.55
48170	10/10/2022	RH2 Engineering, Inc.		AP			3,683.85
48171	10/10/2022	Rotork Controls Inc		AP			10,006.76
48172	10/10/2022	Seattle Ace Hardware		AP			9.40
48173	10/10/2022	Stein Oil Co Inc		AP			811.65
48174	10/10/2022	Customer Refund		AP			284.05
48175	10/10/2022	Trojan Technologies Inc.		AP			11,683.50
48176	10/10/2022	Waste Management Of Oregon		AP			415.62

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 11/06/2022 - 8:17PM

Cleared and Not Cleared Checks

Print Void Checks

48177	10/10/2022	Water Systems Consulting, Inc.	AP	707.50
48178	10/10/2022	Customer Refund	AP	19.36
48179	10/10/2022	Xerox Corporation	AP	40.24
48180	10/14/2022	AnswerNet	AP	708.42
48181	10/14/2022	Cable Huston LLP	AP	16,581.50
48182	10/14/2022	Employee Reimbursement	AP	122.46
48183	10/14/2022	Employee Reimbursement	AP	158.54
48184	10/14/2022	CDW LLC	AP	1,626.30
48185	10/14/2022	City Of Milwaukie	AP	1,826.32
48186	10/14/2022	Employee Reimbursement	AP	47.00
48187	10/14/2022	Employee Reimbursement	AP	47.00
48188	10/14/2022	Ditch Witch Northwest Exchange	AP	1,955.18
48189	10/14/2022	Dr. Lance F. Harris D.C.	AP	100.00
48190	10/14/2022	Eurofins Environment Testing Northwest, LLC	AP	6,550.00
48191	10/14/2022	J. Thayer Company	AP	199.51
48192	10/14/2022	Employee Reimbursement	AP	34.50
48193	10/14/2022	Employee Reimbursement	AP	34.50
48194	10/14/2022	Employee Reimbursement	AP	101.00
48195	10/14/2022	Napa Auto Parts	AP	58.74
48196	10/14/2022	Pamplin Media Group	AP	42.80
48197	10/14/2022	Paul H. Roeger, P.E.	AP	618.75
48198	10/14/2022	Portland General Electric	AP	24,199.21
48199	10/14/2022	Red Wing Shoe Store	AP	300.00
48200	10/14/2022	Employee Reimbursement	AP	151.63
48201	10/14/2022	Employee Reimbursement	AP	34.50
48202	10/14/2022	Employee Reimbursement	AP Void	20.00
48203	10/14/2022	Employee Reimbursement	AP	15.72
48204	10/14/2022	Trench Line Excavation, Inc.	AP	438,467.59
48205	10/14/2022	Unifirst Corporation	AP	625.71
48206	10/14/2022	Zoro	AP	3,072.62
48207	10/21/2022	Employee Paycheck	PR	1,342.03
48208	10/21/2022	Employee Paycheck	PR	2,111.64
48209	10/21/2022	AFLAC	AP	783.17
48210	10/21/2022	AFSCME Council 75	AP	849.73
48211	10/21/2022	Airgas, Inc	AP	31.78
48212	10/21/2022	Aks Engineering & Forestry	AP	5,025.00
48213	10/21/2022	Apex Labs	AP	4,050.00
48214	10/21/2022	Atlasta Lock and Safe Co	AP	116.00
48215	10/21/2022	Customer Refund	AP	179.71
48216	10/21/2022	Cascadia Backflow	AP	3,258.60
48217	10/21/2022	Employee Reimbursement	AP	325.76
48218	10/21/2022	Cavanaugh & Associates. PA	AP	787.50
48219	10/21/2022	CDR Labor Law, LLC	AP	5,532.00
48220	10/21/2022	Charles H. Day Co., Inc.	AP	791.01
48221	10/21/2022	Cintas Corporation - 463	AP	82.66
48222	10/21/2022	City Of Gladstone	AP	241.28
48223	10/21/2022	City Of Milwaukie	AP	333.60
48224	10/21/2022	Clackamas County Elections	AP	31,399.25
48225	10/21/2022	Cochran Inc.	AP	2,607.00
48226	10/21/2022	Customer Refund	AP	140.67
48227	10/21/2022	Columbia Land Trust	AP	2,773.50
48228	10/21/2022	Customer Refund	AP	25.63
48229	10/21/2022	Endress & Hauser Inc	AP	2,861.16
48230	10/21/2022	Hawkins Delafield & Wood LLP	AP	450.00
48231	10/21/2022	Customer Refund	AP	1.24
48232	10/21/2022	Horner Enterprises, Inc.	AP	3,189.25
48233	10/21/2022	Measure-Tech	AP	5,070.16
48234	10/21/2022	Metro Overhead Door, Inc.	AP	1,934.00
48235	10/21/2022	Napa Auto Parts	AP	19.33
48236	10/21/2022	NCCWC	AP	281,407.34
48237	10/21/2022	Net Assets Corporation	AP	485.00
48238	10/21/2022	Northwest Natural	AP	323.04
48239	10/21/2022	Customer Refund	AP	174.62
48240	10/21/2022	Pamplin Media Group	AP	39.51
48241	10/21/2022	Peterson CAT Power Systems	AP	4,737.00
48242	10/21/2022	Polydyne, Inc.	AP	4,142.07
48243	10/21/2022	Portland Engineering Inc	AP	3,310.20



Bank Reconciliation  
 Checks by Date  
 User: Antonio  
 Printed: 11/06/2022 - 8:17PM  
 Cleared and Not Cleared Checks  
 Print Void Checks

48244	10/21/2022	Portland General Electric	AP	1,031.96
48245	10/21/2022	Relay Resources	AP	7,014.51
48246	10/21/2022	Seattle Ace Hardware	AP	293.32
48247	10/21/2022	Customer Refund	AP	9.43
48248	10/21/2022	Customer Refund	AP	13.83
48249	10/21/2022	Stein Oil Co Inc	AP	572.03
48250	10/21/2022	Unifirst Corporation	AP	871.61
48251	10/21/2022	US Crane & Hoist, Inc	AP	1,250.00
48252	10/21/2022	Verizon Wireless	AP	30.04
48253	10/21/2022	Wallis Engineering PLLC	AP	12,920.24
48254	10/21/2022	Waste Management Of Oregon	AP	849.04
48255	10/21/2022	Water Systems Consulting, Inc.	AP	40,264.69
48256	10/21/2022	Western Exterminator Company	AP	147.15
48257	10/21/2022	Xylem Water Solutions USA Inc	AP	312.00
48258	10/21/2022	Zoro	AP	71.81
48259	10/21/2022	Airgas, Inc	AP	934.29
48260	10/21/2022	Employee Reimbursement	AP	712.26
48261	10/21/2022	BTL Northwest	AP	222.23
48262	10/21/2022	Buels Impressions Printing	AP	153.00
48263	10/21/2022	Cessco, Inc	AP	21,562.00
48264	10/21/2022	Cintas Corporation	AP	99.00
48265	10/21/2022	Cintas Corporation - 463	AP	82.66
48266	10/21/2022	Clackamas River Water	AP	825.48
48267	10/21/2022	Consolidated Supply Co.	AP	16,757.21
48268	10/21/2022	Contractor Supply, Inc.	AP	399.91
48269	10/21/2022	Convergence Networks	AP	8,015.00
48270	10/21/2022	Eugene A1 Coupling & Hose Corporation	AP	396.27
48271	10/21/2022	Eurofins Environment Testing Northwest, LLC	AP	3,307.50
48272	10/21/2022	FLO-Analytics	AP	660.00
48273	10/21/2022	H.D. Fowler Company	AP	40,849.92
48274	10/21/2022	HD Supply Facilities Maintenance LTD	AP Void	3,466.10
48275	10/21/2022	J. Thayer Company	AP	89.85
48276	10/21/2022	Les Schwab	AP	193.49
48277	10/21/2022	Employee Reimbursement	AP	229.76
48278	10/21/2022	Northstar Chemical, Inc.	AP	1,028.00
48279	10/21/2022	Owen Equipment	AP	1,744.05
48280	10/21/2022	Pacific Power Group, LLC	AP	3,482.00
48281	10/21/2022	R & L Services Inc.	AP	144.80
48282	10/21/2022	Reiner Pump Systems, Inc	AP	12,284.00
48283	10/21/2022	Robert HalfTalent Solutions	AP	1,022.40
48284	10/21/2022	Seattle Ace Hardware	AP	315.87
48285	10/21/2022	Streamline	AP	480.00
48286	10/21/2022	Top Industrial Supply	AP	44.30
48287	10/21/2022	Tyree Oil, Inc	AP	256.41
48288	10/21/2022	Unifirst Corporation	AP	128.60
48289	10/21/2022	Waste Connections	AP	74.47
48290	10/21/2022	Customer Refund	AP	585.47
48291	10/21/2022	Zoro	AP	273.45

<b>Paper Check Disbursement Activity Subtotal</b>	<b>1,182,597.17</b>
<b>Voided Paper Check Disbursement Activity</b>	<b>13,492.86</b>
<b>Adjusted Paper Check Disbursement Activity Subtotal</b>	<b>1,169,104.31</b>

Total Void Check Count:	3
Total Void Check Amount:	13,492.86
Total Valid Check Count:	168
Total Valid Check Amount:	1,420,535.92
Total Check Count:	171
Total Check Amount:	1,434,028.78



## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, District Engineer  
**Title** Technical Services Monthly Report  
**Item No.** 10d  
**Date** November 15, 2022

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### Summary

The Board has requested updates at regular meetings on the status of the OLWS Operations.

### Highlights

- Smoke testing to commence in Lift Station 5 basin area.
- Aldercrest Water Main Replacement construction continues, and all water main and service lines are installed on SE Aldercrest.
- Hillside Wastewater Main replacement project is acquiring temporary construction easements.
- Wastewater Master Plan has identified a Tertiary Treatment option to move forward with preliminary design with Board approval in December.

### Watershed Protection

Leaf season started with the onset of fall rains near the end of October. Staff will inspect and clean catch basins and lines for the annual zone maintenance as well as visit the fall leaf “hot spots” to support water quality. When debris and leaves get into the waterways they wash into waters of the state and negatively affect fish habitat.

Field Operations Staff reviewed beaver dam locations in the Boardman creek system to plan for fall monitoring and dam removal. Water Quality Staff worked with several customers to discuss control of nutria and beaver on private property.

Water Quality Staff planned for annual inspection, outreach and education for stormwater quality facilities on private property. At least 20% of private storm facilities are inspected each year, with inspection results and education materials provided to owners of the facilities.

Erosion control inspections for construction sites prompted staff to provide outreach and education for contractors about fall best management practices (BMPs) before the rainy season starts.

Water Quality Staff posted the updated the Stormwater Management Plan (SWMMMP) for the new Municipal Separate Storm Sewer System (MS4) Permit. After posting the SWMMMP, staff worked on the annual report for the MS4 Permit as well as the annual report for the Total Maximum Daily Load (TMDL) requirements. Both reports are due into the Department of Environmental Quality (DEQ) on December 1.

The Clackamas Group awaits final review and approval of the requested change to the MS4 Permit’s water quality monitoring program. The members of the Clackamas Phase I MS4 Permit submitted a change request to the DEQ proposed requirement for pesticide sampling and will implement the new monitoring program starting in 2023.

**Permit Activity – October 2022**

<b>FY2022-2023</b>	<b>October 2022 Development Activity</b>				
	<i><b>This Month</b></i>	<i><b>Last Month</b></i>	<i><b>Fiscal Year-to-Date</b></i>	<i><b>This Month Last Year*</b></i>	<i><b>Last Year-to-Date</b></i>
<b>Pre-applications Conferences</b>	1	2	10	2	6
<b>New Erosion Control Permits</b>	3	0	12	2	10
<b>New Development Permits</b>	3	0	5	0	7
<b>New Utility Permits</b>	5	3	23	8	21
<b>Wastewater Connections</b>	0	2	3	0	6
<b>Sanitary SDC Fees Received</b>	\$0	\$10,330	\$15,495.00	\$0.00	\$30,990
<b>Water SDC Fees Received</b>	\$0	\$33,989	\$101,967.00	\$10,608.00	\$112,537
<b>Plan Review Fees Received</b>	\$1,816	\$2,556	\$9,051.00	\$600.00	\$8,383
<b>Inspection Fees Received</b>	\$1,120	\$2,408	\$6,317.50	\$310.00	\$6,943

**Attachments**

1. Development Tracker

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Warranty Period	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Warranty Period	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	9/1/22
Under Construction	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	9/1/22
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring	9/1/22
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	9/1/22
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring	9/1/22
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring	9/1/22
Under Construction	SE Thiessen Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	SE McLoughlin Blvd. Area	CC DTD Paving Project	OLWSD Performing Erosion Control Inspections	9/1/22
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane School	Current OLWSD Review	9/1/22
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	9/1/22
Plan Review	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	Current OLWSD Review	9/1/22
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	9/1/22
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	9/1/22
Land Use Application	16468 SE Warnock Ln.	Residential: 2-lot Partition	Current OLWSD Review	9/1/22
Pre-Application	14913 SE Kellogg Ave.	Design Review: Commercial	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	No Site Address: T1R1E36CD02200	Design Review: Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	12700 SE Mcloughlin Blvd	Commercial: Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	13810 SE Courtney Ln	Residential: 4-lot subdivision; Middle Housing	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22
Pre-Application	5823 Glen Echo Ave	Multifamily: 18 units; Middle Housing	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/1/22

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Pre-Application	14309 SE Laurie Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/1/22
Pre-Application	1404 SE River Forest Rd.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/1/22
Pre-Application	15315 SE Woodland Way	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/1/22



## STAFF REPORT

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**To** Board of Directors  
**From** Jeff Page, Utility Operations Director  
**Title** Field Operations Monthly Report  
**Item No.** 10e  
**Date** November 15, 2022

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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

- Lead and Copper Rule Revisions (LCRR) Work
- Wastewater Collection System Work
- Watershed Protection Work
- Water Distribution System Work
- Asset Management
- Non-Revenue Water
- Clackamas River Flowrates

### Lead and Copper Rule Revisions (LCRR) Work

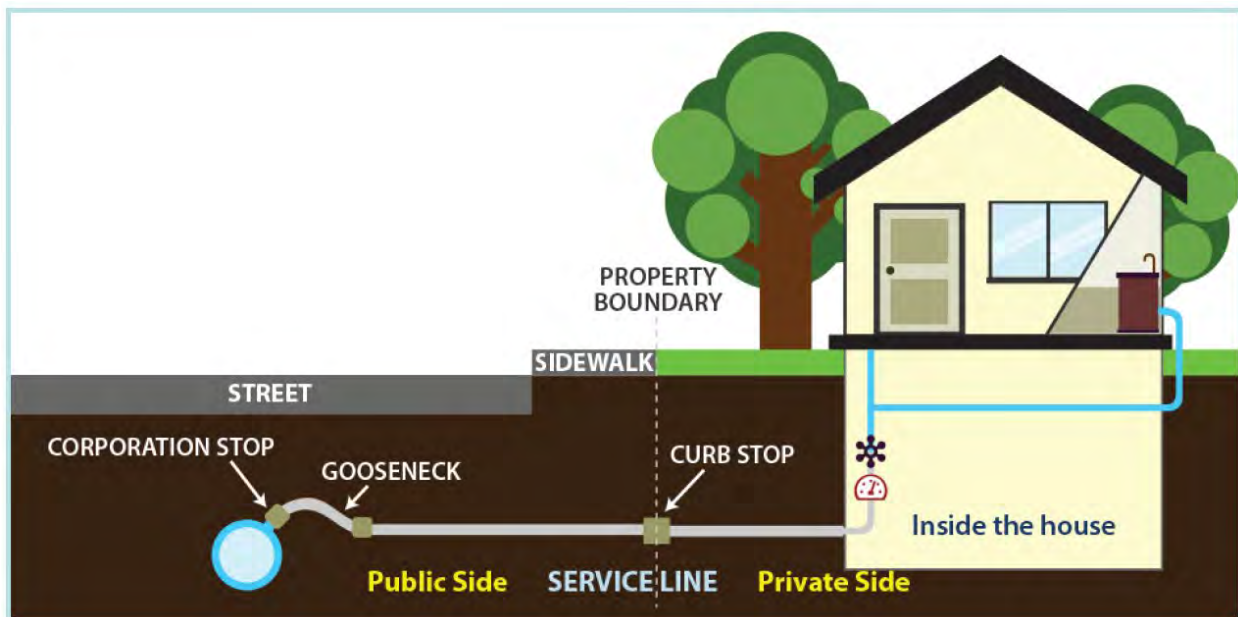
The LCRR went into effect in December 2021. It builds upon the framework created under the Lead and Copper Rule (LCR), which was established in 1991 pursuant to the Safe Drinking Water Act (SDWA). The U.S. Environmental Protection Agency (EPA) promulgated the regulations following studies that concluded copper and lead have an adverse effect on individuals. Primarily, the source of lead and copper in drinking water stems from the corrosion of piping, fixtures, and solder containing the two constituents, and the dissolved or worn-away metals then end up in the water.

The LCR set regulations to reduce human exposure to lead and copper through requirements of optimizing corrosion control for drinking water at the treatment facility, monitoring for lead at customer taps, and using reduced lead content fittings. OLWS meets current regulatory standards related to the LCR and samples ~60 sites every three years for lead and copper.

The goal of the LCRR is to identify and remove all lead service lines as quickly as possible. To meet these goals and compliance with the LCRR, OLWS must complete the following by October 16, 2024:

1. Create an initial service line material inventory.
2. Create a lead service line replacement program.

The service line includes all piping from the water main to where the piping enters the house, as demonstrated below.



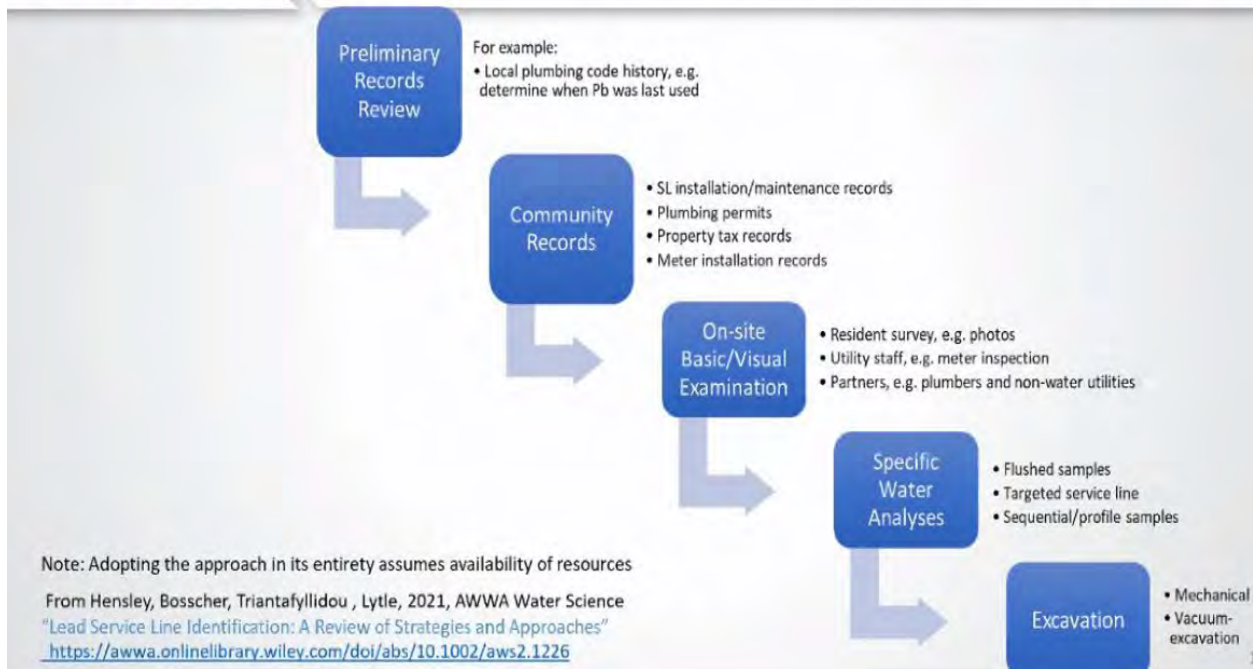
The initial service line material inventory must identify each OLWS water service connection as one of the following:

1. Lead service line (requires replacement).
2. Lead status unknown service line (assumed to be lead until verified otherwise).
3. Galvanized service line (requires replacement).
4. Non-lead service line (no additional work to be done).

The inventory must be submitted to Oregon Health Authority (OHA) Drinking Water Services by the due date on an Excel spreadsheet they created. The results are then required to be available to the public. There are two main methods of verifying service line materials. The first is shown in the below approach:



## Suggested stepwise SL identification approach



The second is predictive modeling to determine the probability of lead service lines. This is another tool acceptable to OHA and available to water purveyors. Predictive modeling uses a machine-learning algorithm combined with geospatial data.

The predictive modeling method works well with the above stepwise approach to prioritize physical excavations when lead service lines are possible. The combination of a stepwise and a predictive modeling approach is suited for OLWS as it helps avoid unnecessary (and costly) excavations. Staff is currently selecting a vendor to help organize and carry out the needed work. Considering the periods during which the majority of OLWS water infrastructure was constructed, it is anticipated that few lead service lines will be found. If lead service lines are found, they will be replaced.

Communication and outreach to customers will occur throughout the process. Outreach and educational materials will be created in collaboration with the chosen vendor to ensure OLWS meets the requirements of the LCCR. Examples of materials include newsletters, letters, community presentations, and digital distribution.

OHA indicates there will be money coming to states to fund lead service line replacements through the Bipartisan Infrastructure Law. It is likely this money will be used to aid small water systems to gain compliance with the rules due to their lack of funds. However, staff will be alert to opportunities that arise for OLWS.



## **Wastewater Collection Work**

Watershed protection work was the primary focus in October. However, hotspot cleaning and inspections still need to occur monthly for the wastewater collection system. The team will focus on wastewater collection system work from November through March this fiscal year.

## **Watershed Protection Work**

The Team began developing performance goals related to watershed protection work; this information is now included as part of the Collection Systems Report. The report compares the required work with what is being accomplished. Refinement of the report will continue as more data is collected. The remainder of watershed protection work for this fiscal year will occur from next April through June.

October fieldwork focused on the following:

- Zone 1 catch basin inspections and cleaning (Photo 1).
- Developing strategies to perform conveyance piping inspections and cleaning most efficiently (Photo 2).
- Inspecting and mitigating hotspot areas before the rainy season.

The team is looking for ways to conduct their work in the watershed protection area with greater efficiency. A vendor demonstrated that a pole camera is an excellent tool for conveyance pipe inspections (Photo 3). Staff reviewed several types of pole cameras, received quotes, and ordered the unit that best fit their needs. It should arrive sometime in December.

## **Water Distribution System Work**

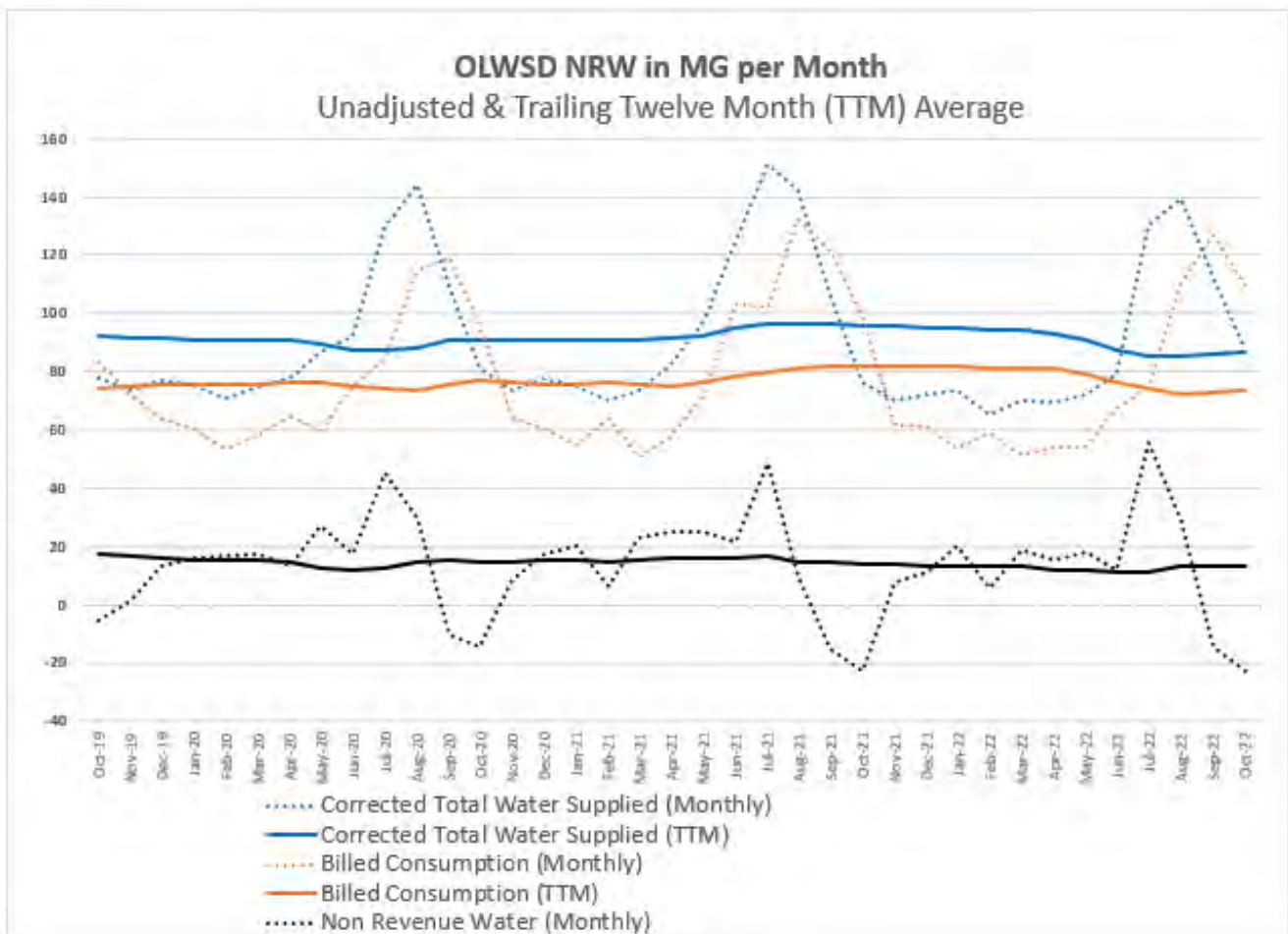
The Water Team conducted an impromptu replacement of 40-feet of 2-inch cast iron pipe on Blanton Street after several attempts to repair the line using clamps failed (Photos 4-7). The cause of the pipe failure was galvanic corrosion. When dissimilar metals are used, this corrosion will occur over time. In this case, bronze service saddles had been previously used on cast iron which caused severe wear to the iron over the years.

Other work highlights of October:

- Eight fire hydrants were replaced.
- A manufacturer's representative tested the 24-inch and 16-inch master meter electronics with good results.
- Large meter test planning with new vendor.
- Ongoing leak detection efforts.

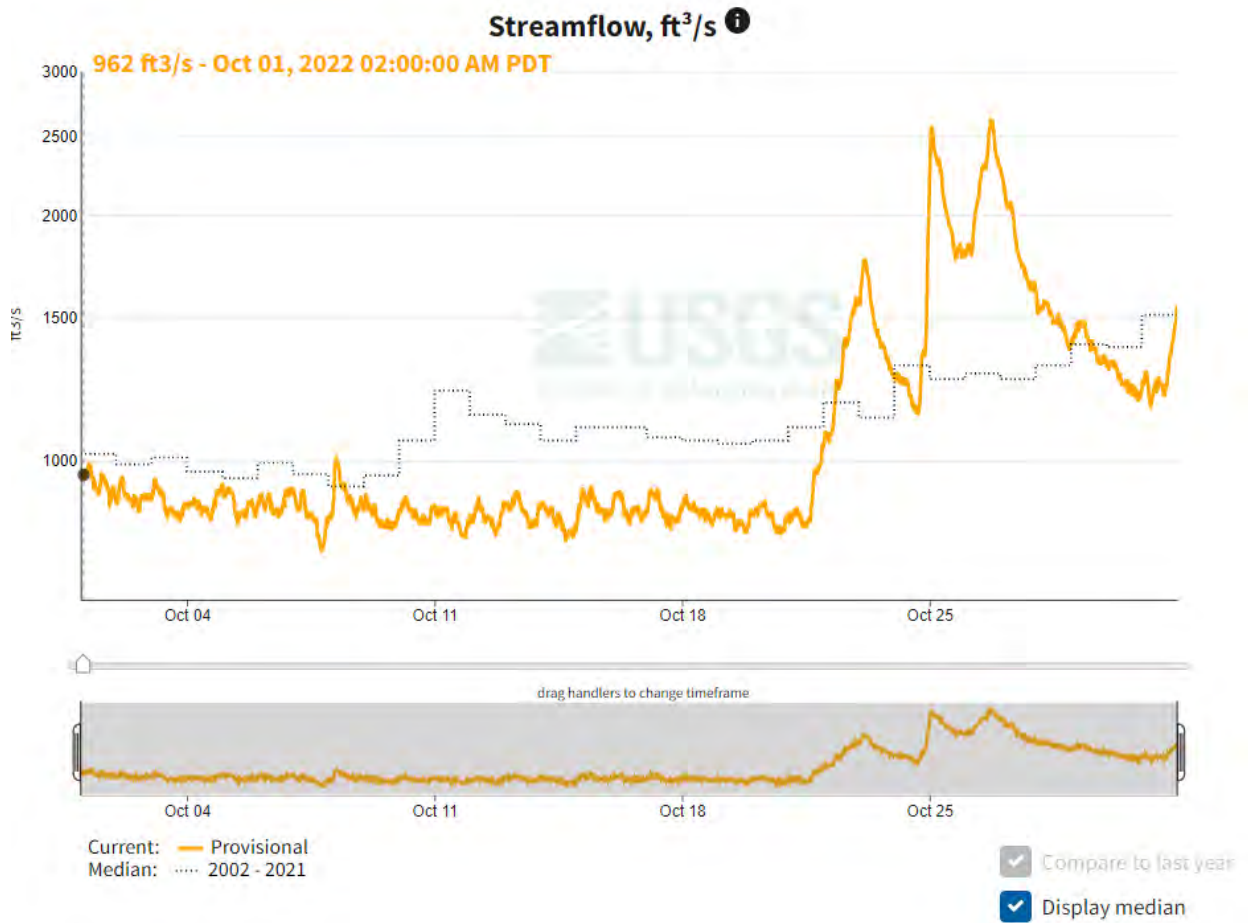
## Non-Revenue Water

The total water purchased in October was 87.2 million gallons. Non-revenue water totaled -22.4 million gallons with 2.2 million gallons in apparent losses (“paper losses”), -25.0 million gallons in real losses (leakage in the system), and 413,000 gallons for unbilled authorized consumption (OLWS water quality flushing and fire department use). This month's negative values for real losses continue to result from a transition into the lower seasonal demand period and the timing difference in the meter reading cycles. This has been seen in the last two years, and this number will likely have a positive value in November. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 13.1 million gallons.



Non-revenue water graph: October 2019 – October 2022

## Clackamas River Flowrates



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

## Attachments

1. Photo Pages of October 2022 Work
2. Water Purchased Report
3. Water Services Report
4. Collection Systems Report

Field Operations Photo Pages for October 2022



Photo 1: Zone 1 catch basin work



Photo 2: Sediments and debris impacting stormwater piping



Photo 3: Pole camera demo



Photo 4: Effects of leaking 2-inch cast iron on Blanton Street



Photo 5: Attempts to fix pipe with clamps



Photo 6: New copper tubing installed



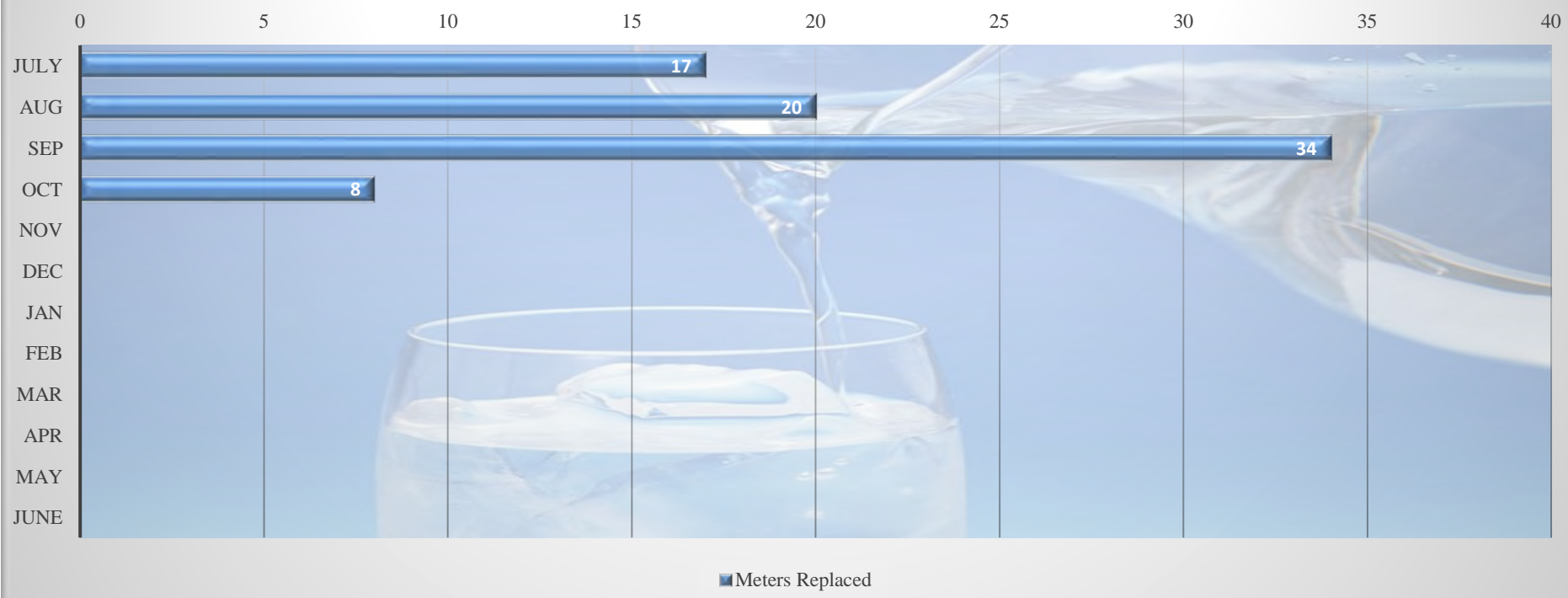
Photo 7: Tie-in point of new 2-inch copper

## Water Purchased from NCCWC By Month and Year

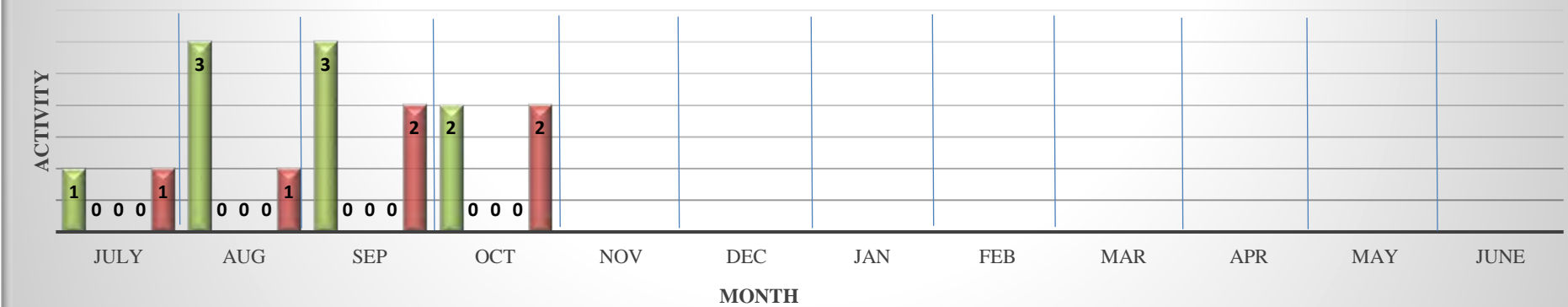
Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand (MG)
	July	August	September	October	November	December	January	February	March	April	May	June			
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	<b>1,060,157,000</b>	<b>95.68%</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>96.09%</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>108.59%</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>97.75%</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>102.30%</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>106.19%</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>95.66%</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>101.71%</b>	<b>3.09</b>
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000	72,174,000	73,547,000	65,192,000	70,311,000	69,583,000	72,285,000	79,422,000	<b>1,063,928,000</b>	<b>96.02%</b>	<b>2.91</b>
22/23	130,563,000	139,406,000	112,190,000	87,170,000									<b>469,329,000</b>	<b>42.36%</b>	<b>3.91</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>132,774,533</b>	<b>144,297,400</b>	<b>113,058,600</b>	<b>80,959,200</b>	<b>74,953,333</b>	<b>74,629,016</b>	<b>77,521,429</b>	<b>74,878,000</b>	<b>68,529,000</b>	<b>75,953,444</b>	<b>84,303,222</b>	<b>105,946,407</b>	<b>1,107,999,222</b>		

# Oak Lodge Water Services Water Report

## REPLACED METER CHART 2022 - 2023



## SERVICE and MAIN ACTIVITY 2022 - 2023

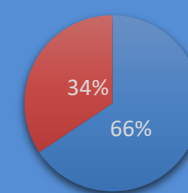


Fiscal Year 2022 - 2023	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2022	July	17	1	0	0	0	1
2022	Aug	20	3	0	0	0	1
2022	Sep	34	3	0	0	0	2
2022	Oct	8	2	0	0	0	2
2022	Nov						
2022	Dec						
2023	Jan						
2023	Feb						
2023	Mar						
2023	Apr						
2023	May						
2023	June						
<b>Yearly Total</b>		<b>79</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

## Backflow Program Update for the Month of October 2022

<b>Total Facilities</b>						
<b>1,437</b>						
<b>Signed up to Date</b>	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
<b>943</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>66%</b>						
<b>List of Backflow Letters</b>						
Letter 1	Notice of Non-Compliance			District made aware (30 days to respond)		
Letter 2	Notice of Violation			Customer has final 30 days to correct		
Letter 3	Notice of Termination of water service			Customer has 5 days til water shut off		

Percentage of Participants



■ Signed Up ■ Remaining







## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 10f  
**Date** November 15, 2022

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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

- WWTP Process Update
- WEFTEC Conference
- Digester 2 Diffuser Issue
- Smoke Creating Unhealthy Air

### Wastewater Treatment Plant

The month of October at the Wastewater Treatment Plant (WWTP) typically signifies cooler influent temperatures and a slight increase in flow coming into the plant from rain. While this October has been drier than normal, the temperatures of the influent have still dropped about 5 degrees Fahrenheit, from 80.4 degrees to 75.2 degrees in the last 5 weeks. While it may not seem like much, this decrease has aided in treatment, bringing the effluent quality within range of the permitted 10/10 limits. As the days get shorter and the nights grow longer and cooler, the temperatures of the water will continue to cool as well and hopefully continue to aid in treatment.

During the second week of October the annual WEFTEC conference took place in New Orleans, Louisiana. Staff had the opportunity to visit numerous vendor booths and find the latest and greatest technology in the wastewater field. This year, the focus of staff at WEFTEC was on tertiary treatment and finding the right technology for the WWTP, including the more immediate needs as well as looking forward into possible effluent limitations in the future.

In late September staff found that Digester #2 was experiencing a sloshing effect that could have possibly led to structural issues. After bringing in OLWS engineers and consultants from Brown and Caldwell to help in identifying the issue, pictures from construction found that the likely culprit was an improper clamp that was installed during construction of the system back in 2012. After viewing the photos, consultants immediately recognized that the clamps used were prone to failure due to expansion and contraction that takes place during heating and cooling, even when brand new. A replacement clamp that was more suited for the application was identified, and as of this writing, staff are working on procuring the replacement clamps.

Due to the location of the clamps, staff will not know for sure if this the problem until the digester has been emptied. Moving 431,000 gallons of digested sludge will be no easy feat, and staff must be methodic in the planning of this project, with both safety and maintaining permit compliance being top priority. It should also be noted that at this time there is no threat of missing biosolids compliance pertaining to the permit, and staff are keeping a close eye on numbers to ensure no compliance issues take place.

During the third week of October smoke from wildfires caused the air quality in the area to dip below healthy levels. Due to the air quality hazards, staff from both collections and operations were unable to work outside for extended periods of times. As such, staff from both teams were able to devise a plan to camera some air lines that are buried in the ground down at the plant. These lines should be periodically inspected to make sure that there is no disjoints or collapsing. These particular lines had never been properly inspected and staff were able to find an inspection point inside a building away from the poor air quality and complete the inspection and recording. A job well done to both Operations and Collections for this collaborative effort!

### **Attachments**

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

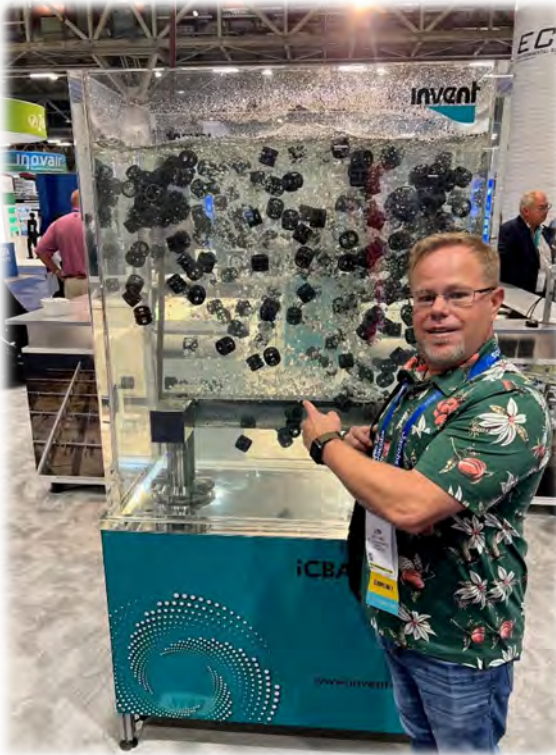
Plant Operations Photo Page



Suspected Bad Clamp in Digester



Different Angle of Suspected Bad Clamp

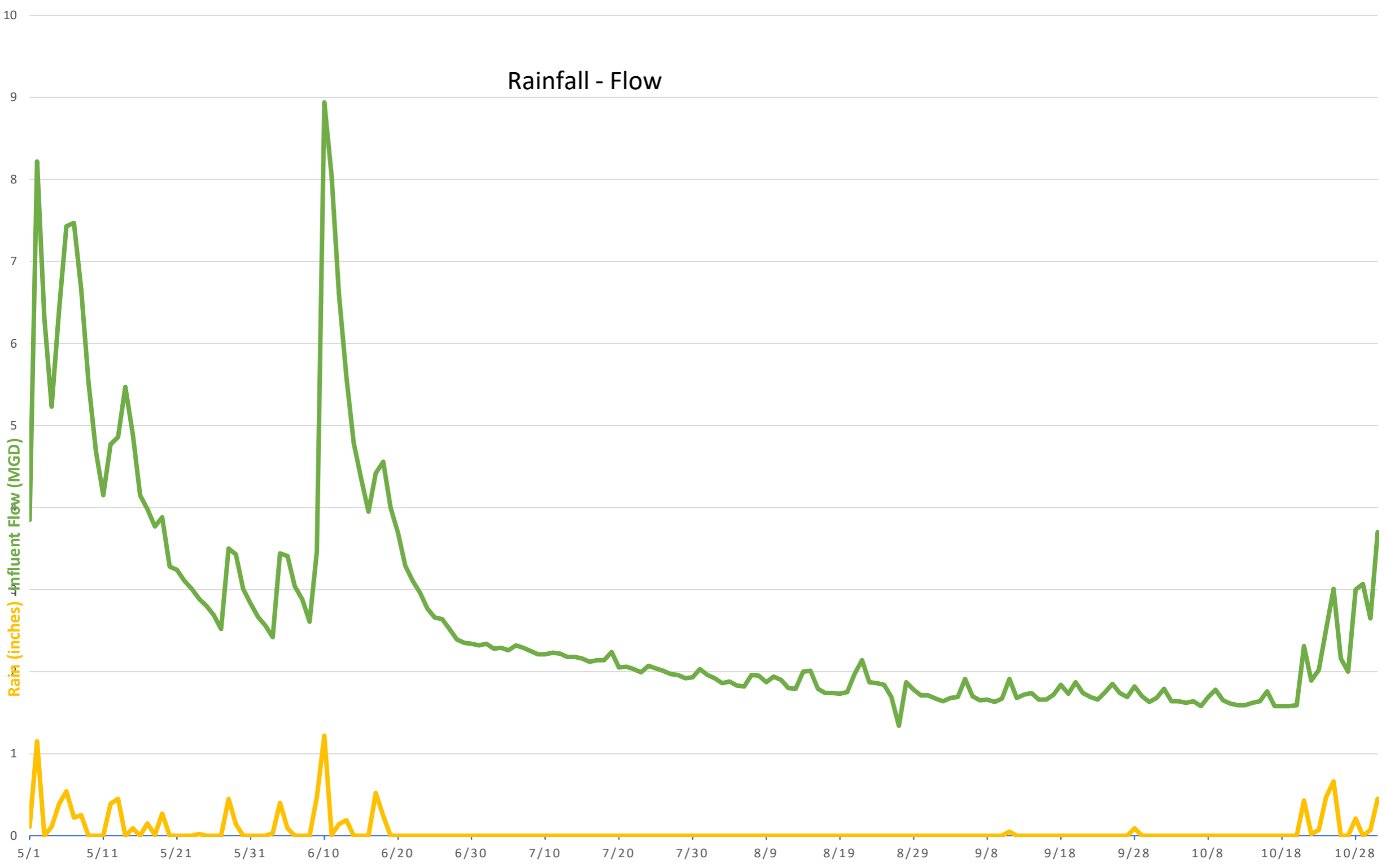


Jeff at WEFTEC



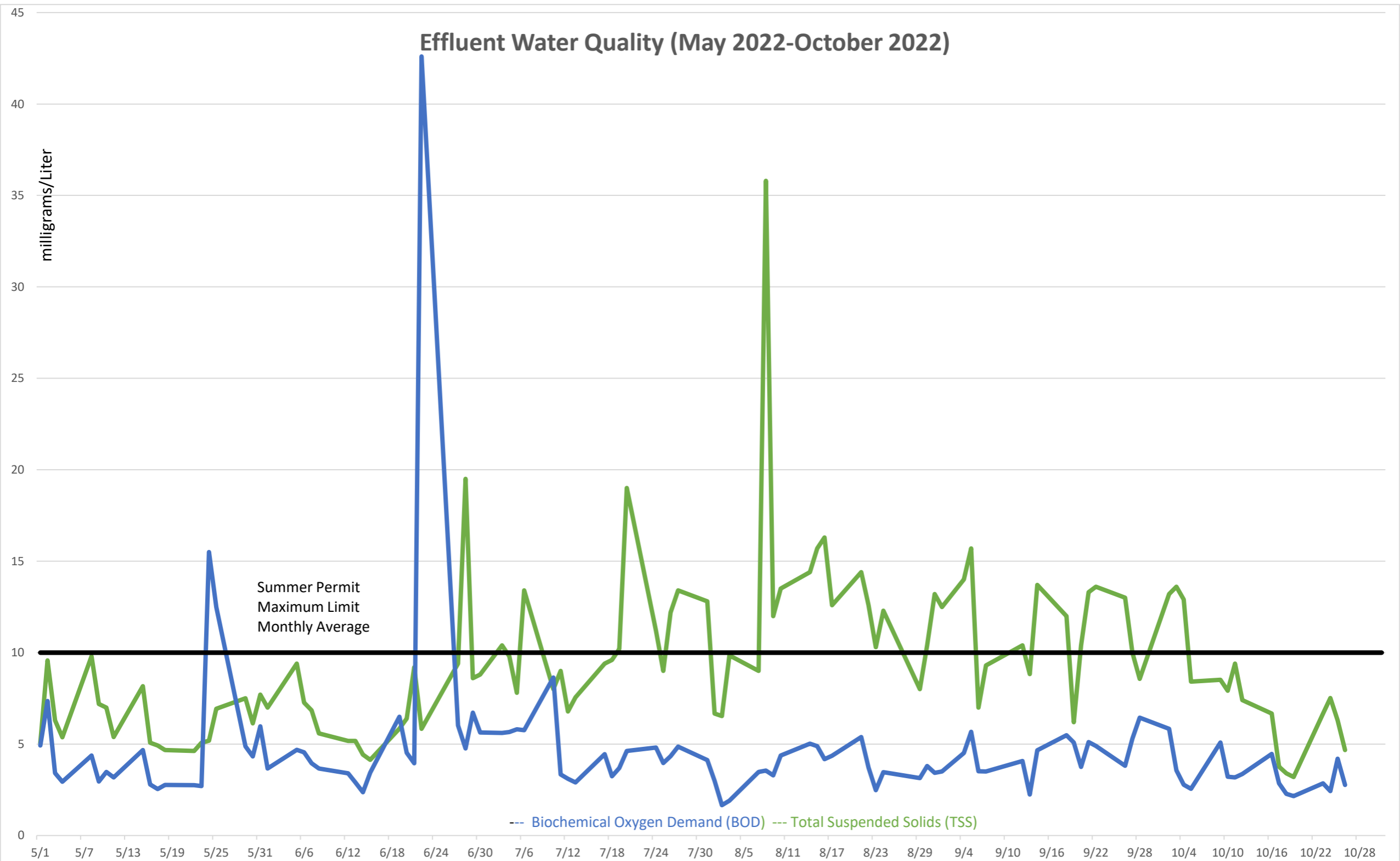
This Years Biosolids Tomato Harvest

# Rainfall - Flow



May 2022 through October 2022

# Effluent Water Quality (May 2022-October 2022)



## Treatment Plant Work Order Summary 2022

