

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

REGULAR MEETING



September 15, 2020

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

September 15, 2020 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols
2. Call for Public Comment

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

3. Consent Agenda
 - a. August 2020 Financial Report
 - b. Approval of August 18, 2020 Board Regular Meeting Minutes
 - c. Extension of the March 17, 2020 Declaration of State of Emergency
 - d. Award of Public Improvement Contract for Solids Piping Project
 - e. Approval of Biosolids Hauling Contract
 - f. Approval of Aldercrest-McLoughlin Loop and Partridge Circle Water Main Replacement Design Contract
4. Consideration of Resolution No. 2020-14 Approving a Budget Transfer for the FY 2021 Adopted Budget
5. Protective Footwear Policy Workshop
6. Department Reports
 - a. Human Resources/Payroll
 - b. Finance
 - c. Technical Services
 - d. Field Operations
 - e. Plant Operations

7. Call for Public Comment

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

8. Business from the Board
9. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	September 15, 2020

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.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date September 15, 2020

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. **August 2020 Financial Report**
- b. **Approval of the August 18, 2020 Board Regular Meeting Minutes**
- c. **Extension of the March 17, 2020 Declaration of State of Emergency**
- d. **Award of Public Improvement Contract for Solids Piping Project**
- e. **Approval of Biosolids Hauling Contract**
- f. **Approval of Aldercrest-McLoughlin Loop and Partridge Circle Water Main Replacement Design Contract**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	August 2020 Financial Reports
Item No.	3a
Date	September 15, 2020

Reports

- August 2020 Monthly Overview
- August 2020 Monthly Cash and Investment Balances Report
- August 2020 Budget to Actual Report
- August 2020 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
August 2020**

This report summarizes the revenues and expenditures for August 2020. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$14.52 million as of the end of August 2020; consisting of \$1.25 million in checking, and \$13.27 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$1.46 million for August 2020.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ -	0.00%
10-00-4211	Water sales	4,038,000	424,761	772,428	19.13%
20-00-4212	Wastewater charges	8,270,000	721,490	1,363,333	16.49%
30-00-4213	Watershed protection	1,548,000	131,033	258,971	16.73%
	Subtotal	\$ 13,888,000	\$ 1,277,283	\$ 2,394,732	17.24%

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

Review of revenue lines that are above 20% of budget:

1. **4220 System development charges** is at 105.34%. In August, the District received payment of SDC charges for the Lennar single-family homes project.
2. **4290 Other Charges for Services** is at 148.49%. This account is for inspection and plan review fees. There are several active building developments throughout the District.
3. **4320 State Grant** notation, the funds collected are reimbursement received under the CARES Act for payroll.

With respect to expenditures, at the end of August expenditures are overall 9.81% of budget. When excluding Contingencies, expenditures are 13.3% of budget, with 16.7% of the fiscal year completed.

Review of expenditure lines that are above 20% of budget:

1. **6120 Accounting & Audit Services** is at 28.3%. This expense occurs in the first half of the fiscal year.
2. **6320 Buildings and Grounds** is at 22.6% of budget. This is due to improvements completed to the HVAC Systems of all buildings to include UV treatment to reduce the potential of COVID-19 outbreaks in OLWSD facilities.
3. **6520 Chemicals** is at 20.39% of budget. This account is impacted by quarterly purchases and will fluctuate during the fiscal year.

4. **6560 Uniforms** is at 21.77% of budget. Uniforms budget line was reduced from prior years. This line may need to be reviewed in a later Supplemental Budget adjustment.
5. **6710 Water Purchases** is at 27.47% of budget. This is comparative to FY2019 and FY2020 through August with water purchases at 23.9% and 23.8% respectively for the same period.
6. **6770 Bank Charges** is at 22.10% of budget. This is due to the collection of SDC changes via credit card payments resulting in additional banking fees. SDC Revenues are currently at 105.34% of budget.
7. **6780 Taxes and Fees** is at 38.46% of budget. Expenditures recorded in this account are typically annual, instead of monthly or quarterly so the percentage to budget will fluctuate throughout the fiscal year.

Low Income Rate Relief Program Overview

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

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

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
142	Low Income Rate Relief	\$ 69,440	\$ 5,924	\$ 11,523	16.59%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer that may have trouble paying their utility bills.

The table below summarizes TPA activity for August 2020, with the beginning balance corrected based on our analyses.

<u>Beginning of month</u>	<u>TPA Issued</u>	<u>TPA Completed</u>	<u>TPA Expired</u>	<u>End of month</u>
65	2	(2)	(9)	56

Of the total TPAs outstanding at August 31, 2020, 19 are current in their arrangements and 37 are delinquent. Two TPAs completed with full payments received. Nine TPAs expired in delinquent status. The District has mailed notices to delinquent TPA holders urging them to contact the District to make further arrangements.

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is \$97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that

do not necessarily qualify for the District's Low-Income Rate Relief Program. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

<u>Beginning of month</u>	<u>Expended</u>	<u>End of month</u>
\$97,000	\$1,501	\$95,499

The above expenditures represent assistance to seven (7) residential accounts totaling \$1,001 and one (1) commercial accounts totaling \$500.

Oak Lodge Water Services District

Account Balances As of:		
August 31, 2020	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,254,065.21
LGIP	1.00%	\$ 13,270,341.26
Total		\$ 14,524,406.47

General Ledger
Budget to Actual



User: jeff
Printed: 9/9/2020 1:39:58 PM
Period 02 - 02
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	-335,000.00	0.00	-413,704.05	0.00	123.49
	<i>Beginning Fund Balance</i>	-335,000.00	0.00	-413,704.05	0.00	123.49
	NonDivisional	-335,000.00	0.00	-413,704.05	0.00	123.49
	Fund Balance	-335,000.00	0.00	-413,704.05	0.00	123.49
	NonDivisional					
	<i>Revenue</i>					
05-00-4320	State Grant Revenue	0.00	2,043.17	2,043.17	0.00	0.00
05-00-4610	Investment revenue	0.00	3.95	615.49	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	1,250.00	2,825.00	0.00	282.50
	<i>Revenue</i>	<i>1,000.00</i>	<i>3,297.12</i>	<i>5,483.66</i>	<i>0.00</i>	<i>548.37</i>
	NonDivisional	1,000.00	3,297.12	5,483.66	0.00	548.37
	Revenue	1,000.00	3,297.12	5,483.66	0.00	548.37
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	563,000.00	36,703.78	84,327.64	0.00	14.98
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	882.36	1,274.41	0.00	25.49
05-01-5210	Healthdental insurance	115,000.00	8,354.10	14,261.94	0.00	12.40
05-01-5230	Social security	43,000.00	2,781.73	6,378.33	0.00	14.83
05-01-5240	Retirement	124,000.00	7,095.65	15,970.91	0.00	12.88
05-01-5250	TrimetWBF	4,000.00	288.40	662.64	0.00	16.57
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	8,000.00	0.00	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	57.05	63.95	0.00	1.28
	<i>Personnel Services</i>	<i>877,000.00</i>	<i>56,163.07</i>	<i>123,610.92</i>	<i>0.00</i>	<i>14.09</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	5,899.50	5,899.50	0.00	1.57
05-01-6120	Accounting and audit services	45,000.00	12,735.64	12,735.64	16,503.54	28.30
05-01-6155	Contracted services	248,000.00	2,222.05	7,553.55	0.00	3.05
05-01-6180	Dues and subscriptions	35,000.00	1,665.00	19,087.00	160.00	54.53
05-01-6220	Electricity	9,000.00	0.00	1,005.72	0.00	11.17
05-01-6240	Natural gas	1,000.00	25.92	94.22	0.00	9.42
05-01-6290	Other utilities	20,000.00	193.29	3,535.51	0.00	17.68
05-01-6310	Janitorial services	25,000.00	1,340.40	1,340.40	0.00	5.36
05-01-6320	Buildings and grounds maint	18,000.00	7,103.89	7,103.89	0.00	39.47
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office supplies	25,000.00	1,352.53	5,302.57	1,011.70	21.21
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	71.10	205.41	0.00	10.27

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6750	Other Purchased Services	0.00	1,000.00	1,000.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	220.00	8.45	1,776.15	0.85
05-01-6770	Bank charges	125,000.00	11,233.73	27,622.58	97,787.84	22.10
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	18.50	0.00	1.85
05-01-6785	ECAP Payments	97,000.00	814.01	1,500.51	0.00	1.55
05-01-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,044,500.00</i>	<i>45,877.06</i>	<i>94,013.45</i>	<i>117,239.23</i>	<i>9.00</i>
	AdminFinance	1,921,500.00	102,040.13	217,624.37	117,239.23	11.33
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	152,000.00	9,546.80	23,449.46	0.00	15.43
05-02-5130	Overtime	5,000.00	0.00	91.50	0.00	1.83
05-02-5210	Healthdental insurance	26,000.00	1,720.66	3,441.88	0.00	13.24
05-02-5230	Social security	12,000.00	713.06	1,766.33	0.00	14.72
05-02-5240	Retirement	27,000.00	1,616.12	3,985.28	0.00	14.76
05-02-5250	TrimetWBF	1,000.00	74.23	184.39	0.00	18.44
05-02-5270	Workers compensation	2,000.00	0.00	174.96	0.00	8.75
05-02-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>227,000.00</i>	<i>13,670.87</i>	<i>33,093.80</i>	<i>0.00</i>	<i>14.58</i>
	<i>Materials & Services</i>					
05-02-6180	Dues and subscriptions	1,000.00	0.00	0.00	0.00	0.00
05-02-6230	Telephone	57,000.00	5,526.13	5,965.70	0.00	10.47
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	0.00	0.00	0.00	0.00
05-02-6440	Board Travel and Training	7,000.00	0.00	0.00	0.00	0.00
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	0.00	0.00	0.00	0.00
05-02-6730	Communications	6,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	0.00	0.00	0.00	0.00
05-02-6785	ECAP Payments	0.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>343,500.00</i>	<i>5,526.13</i>	<i>5,965.70</i>	<i>0.00</i>	<i>1.74</i>
	Human Resources	570,500.00	19,197.00	39,059.50	0.00	6.85
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	577,000.00	29,621.43	72,476.27	0.00	12.56
05-03-5130	Overtime	5,000.00	66.50	66.50	0.00	1.33
05-03-5210	Healthdental Insurance	112,000.00	8,063.99	16,129.38	0.00	14.40
05-03-5230	Social security	44,000.00	2,222.10	5,451.47	0.00	12.39
05-03-5240	Retirement	112,000.00	5,330.16	13,024.61	0.00	11.63
05-03-5250	TrimetWBF	4,000.00	231.35	566.40	0.00	14.16
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	664.16	0.00	7.38
05-03-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>873,000.00</i>	<i>45,535.53</i>	<i>108,378.79</i>	<i>0.00</i>	<i>12.41</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted services	291,000.00	1,013.75	1,171.10	38,970.58	0.40
05-03-6180	Dues and subscriptions	10,000.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	237,000.00	25,240.00	45,627.41	0.00	19.25
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	0.00	0.00	0.00
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	17.99	17.99	0.00	0.60
05-03-6540	Safety supplies	8,000.00	0.00	160.00	0.00	2.00
05-03-6730	Communications	149,000.00	90.00	90.00	0.00	0.06
	<i>Materials & Services</i>	<i>718,000.00</i>	<i>26,361.74</i>	<i>47,066.50</i>	<i>38,970.58</i>	<i>6.56</i>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Technical Services	1,591,000.00	71,897.27	155,445.29	38,970.58	9.77
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	3,062.63	3,512.32	0.00	7.02
05-04-6520	Fuels and oils	71,000.00	1,927.51	1,927.51	0.00	2.71
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>4,990.14</i>	<i>5,439.83</i>	<i>0.00</i>	<i>4.50</i>
	Vehicle Services	121,000.00	4,990.14	5,439.83	0.00	4.50
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Special Payments	552,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	139,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>139,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	139,000.00	0.00	0.00	0.00	0.00
05	Expense	4,895,000.00	198,124.54	417,568.99	156,209.81	8.53
	Administrative Services	-4,559,000.00	-194,827.42	1,618.72	-156,209.81	-0.04
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	-1,527,000.00	0.00	-1,422,173.83	0.00	93.14
	<i>Beginning Fund Balance</i>	<i>-1,527,000.00</i>	<i>0.00</i>	<i>-1,422,173.83</i>	<i>0.00</i>	<i>93.14</i>
	NonDivisional	-1,527,000.00	0.00	-1,422,173.83	0.00	93.14
	Fund Balance	-1,527,000.00	0.00	-1,422,173.83	0.00	93.14
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	32,000.00	0.00	0.00	0.00	0.00
10-00-4211	Water sales	4,038,000.00	424,902.96	772,570.77	0.00	19.13
10-00-4215	Penalties and late charges	20,000.00	-127.79	-127.79	0.00	-0.64
10-00-4220	System development charges	100,000.00	41,247.60	108,305.60	0.00	108.31
10-00-4230	Contract services	40,000.00	0.00	9,400.00	0.00	23.50
10-00-4240	Service installations	10,000.00	3,904.00	7,849.82	0.00	78.50
10-00-4280	Rents & leases	200,000.00	13,784.01	27,379.57	0.00	13.69
10-00-4290	Other charges for services	10,000.00	0.00	4,463.65	0.00	44.64
10-00-4610	Investment revenue	10,000.00	747.58	1,496.77	0.00	14.97
10-00-4630	Miscellaneous revenues	26,000.00	-249.70	3,619.90	0.00	13.92
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>484,208.66</i>	<i>934,958.29</i>	<i>0.00</i>	<i>20.84</i>
	NonDivisional	4,486,000.00	484,208.66	934,958.29	0.00	20.84
	Revenue	4,486,000.00	484,208.66	934,958.29	0.00	20.84
	Drinking Water Personnel Services					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-5110	Regular employees	607,000.00	41,592.61	96,547.55	0.00	15.91
10-20-5130	Overtime	35,000.00	2,307.56	5,918.03	0.00	16.91
10-20-5210	Healthdental insurance	140,000.00	11,428.82	22,859.78	0.00	16.33
10-20-5230	Social Security	47,000.00	3,267.71	7,657.28	0.00	16.29
10-20-5240	Retirement	132,000.00	8,889.60	20,756.45	0.00	15.72
10-20-5250	TrimetWBF	5,000.00	338.28	795.43	0.00	15.91
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	0.00	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>989,000.00</i>	<i>67,824.58</i>	<i>171,470.81</i>	<i>0.00</i>	<i>17.34</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	27,000.00	0.00	2,977.20	0.00	11.03
10-20-6240	Natural gas	3,000.00	198.65	198.65	0.00	6.62
10-20-6320	Buildings & grounds	5,000.00	171.57	193.17	0.00	3.86
10-20-6340	Distribution system	200,000.00	3,749.10	8,194.04	0.00	4.10
	maint					
10-20-6390	Other repairs & maintenance	35,000.00	3,192.95	3,192.95	0.00	9.12
10-20-6420	Staff training	10,000.00	145.00	145.00	0.00	1.45
10-20-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	1,172.31	1,336.45	0.00	14.85
10-20-6540	Safety supplies	15,000.00	893.76	1,409.42	0.00	9.40
10-20-6550	Operational Supplies	2,000.00	526.07	1,190.30	0.00	59.52
10-20-6560	Uniforms	2,000.00	0.00	0.00	0.00	0.00
10-20-6710	Purchased water	1,084,000.00	265,216.06	265,216.06	0.00	24.47
10-20-6715	Water quality program	5,000.00	0.00	542.00	0.00	10.84
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	0.00	0.00	0.00	0.00
10-20-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,443,500.00</i>	<i>275,265.47</i>	<i>284,595.24</i>	<i>0.00</i>	<i>19.72</i>
	Drinking Water	2,432,500.00	343,090.05	456,066.05	0.00	18.75
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank	179,000.00	0.00	0.00	0.00	0.00
	loan-principal					
10-24-6825	Zions Bank loan-interest	30,801.00	15,400.25	15,400.25	0.00	50.00
	<i>Materials & Services</i>	<i>209,801.00</i>	<i>15,400.25</i>	<i>15,400.25</i>	<i>0.00</i>	<i>7.34</i>
	Debt Service	209,801.00	15,400.25	15,400.25	0.00	7.34
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,908,000.00	159,000.00	318,000.00	0.00	16.67
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	83,333.34	0.00	16.67
10-29-9000	Contingency	962,699.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,370,699.00</i>	<i>200,666.67</i>	<i>401,333.34</i>	<i>0.00</i>	<i>11.91</i>
	Transfers & Contingencies	3,370,699.00	200,666.67	401,333.34	0.00	11.91
	Expense	6,013,000.00	559,156.97	872,799.64	0.00	14.52
10	Drinking Water	0.00	-74,948.31	1,484,332.48	0.00	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	-1,842,000.00	0.00	-1,765,452.48	0.00	95.84
	<i>Beginning Fund Balance</i>	<i>-1,842,000.00</i>	<i>0.00</i>	<i>-1,765,452.48</i>	<i>0.00</i>	<i>95.84</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	-1,842,000.00	0.00	-1,765,452.48	0.00	95.84
	Fund Balance	-1,842,000.00	0.00	-1,765,452.48	0.00	95.84
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,270,000.00	721,642.59	1,363,486.10	0.00	16.49
20-00-4215	Penalties & late charges	10,000.00	0.00	0.00	0.00	0.00
20-00-4220	System development charges	125,000.00	46,485.00	149,785.00	0.00	119.83
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	2,200.00	11,054.69	0.00	110.55
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	230.91	450.94	0.00	9.02
20-00-4630	Miscellaneous revenues	5,000.00	306.37	306.37	0.00	6.13
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>770,864.87</i>	<i>1,525,991.10</i>	<i>0.00</i>	<i>18.09</i>
	NonDivisional	8,435,000.00	770,864.87	1,525,991.10	0.00	18.09
	Revenue	8,435,000.00	770,864.87	1,525,991.10	0.00	18.09
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	608,000.00	39,397.36	88,605.57	0.00	14.57
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	2,547.05	4,880.53	0.00	10.85
20-21-5210	Healthdental insurance	179,000.00	12,269.28	24,540.51	0.00	13.71
20-21-5230	Social security	55,000.00	3,124.88	6,982.38	0.00	12.70
20-21-5240	Retirement	131,000.00	7,101.20	15,827.19	0.00	12.08
20-21-5250	TrimetWBF	5,000.00	324.71	726.25	0.00	14.53
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	0.00	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,078,000.00</i>	<i>64,764.48</i>	<i>157,163.22</i>	<i>0.00</i>	<i>14.58</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	133,000.00	7,090.00	7,247.35	10,507.13	5.45
20-21-6180	Dues & subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	21,640.37	21,640.37	0.00	8.32
20-21-6240	Natural gas	1,000.00	0.00	22.27	0.00	2.23
20-21-6250	Solid waste disposal	81,000.00	1,866.69	14,680.23	0.00	18.12
20-21-6290	Other utilities	1,000.00	37.71	37.71	0.00	3.77
20-21-6310	Janitorial services	10,000.00	798.88	798.88	0.00	7.99
20-21-6320	Buildings & grounds	57,000.00	5,833.16	11,008.98	1,419.00	19.31
20-21-6342	WRF system maintenance	270,000.00	35,477.00	35,477.00	23,070.44	13.14
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	0.00	0.00	0.00
20-21-6430	Certifications	2,000.00	0.00	270.00	0.00	13.50
20-21-6525	Chemicals	26,000.00	4,843.85	5,300.10	0.00	20.39
20-21-6530	Small tools & equipment	10,000.00	0.00	0.00	0.00	0.00
20-21-6540	Safety supplies	20,000.00	275.00	930.68	0.00	4.65
20-21-6550	Operational supplies	14,000.00	0.00	0.00	7,328.18	0.00
20-21-6560	Uniforms	9,000.00	3,592.19	4,789.75	0.00	53.22
20-21-6590	Other supplies	10,000.00	35.99	35.99	0.00	0.36
20-21-6740	Advertising	0.00	496.30	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes & fees	0.00	0.00	840.00	0.00	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>936,000.00</i>	<i>81,987.14</i>	<i>103,575.61</i>	<i>42,324.75</i>	<i>11.07</i>
	Wastewater-Plant	2,014,000.00	146,751.62	260,738.83	42,324.75	12.95
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	401,000.00	34,495.29	78,554.55	0.00	19.59
20-22-5130	Overtime	11,000.00	564.76	1,144.52	0.00	10.40

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5210	Healthdental insurance	110,000.00	7,942.53	15,887.02	0.00	14.44
20-22-5230	Social security	32,000.00	2,673.89	6,080.63	0.00	19.00
20-22-5240	Retirement	70,000.00	6,518.14	14,804.39	0.00	21.15
20-22-5250	TrimetWBF	3,000.00	278.92	633.94	0.00	21.13
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.00	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>643,000.00</i>	<i>52,473.53</i>	<i>126,254.39</i>	<i>0.00</i>	<i>19.64</i>
	<i>Materials & Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	1,364.00	3,576.25	1.25	7.15
20-22-6390	Other repairs & maintenance	5,000.00	0.00	194.16	0.00	3.88
20-22-6420	Staff training	8,000.00	0.00	0.00	0.00	0.00
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	11.98	11.98	0.00	0.05
20-22-6540	Safety supplies	4,000.00	304.35	304.35	0.00	7.61
20-22-6550	Operational supplies	5,000.00	45.79	122.03	0.00	2.44
20-22-6560	Uniforms	9,000.00	0.00	0.00	0.00	0.00
20-22-6780	Taxes & fees	0.00	0.00	7,219.06	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>110,000.00</i>	<i>1,726.12</i>	<i>11,427.83</i>	<i>1.25</i>	<i>10.39</i>
	Wastewater-Collections	753,000.00	54,199.65	137,682.22	1.25	18.28
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	337,666.66	0.00	16.67
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	0.00	0.00	0.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	586,998.00	586,998.00	0.00	20.45
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	166,666.66	0.00	16.67
20-29-9000	Contingency	801,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,510,000.00</i>	<i>839,164.66</i>	<i>1,091,331.32</i>	<i>0.00</i>	<i>14.53</i>
	Transfers & Contingencies	7,510,000.00	839,164.66	1,091,331.32	0.00	14.53
20	Expense	10,277,000.00	1,040,115.93	1,489,752.37	42,326.00	14.50
	Wastewater Reclam.	0.00	-269,251.06	1,801,691.21	-42,326.00	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	-410,000.00	0.00	-435,791.72	0.00	106.29
	<i>Beginning Fund Balance</i>	<i>-410,000.00</i>	<i>0.00</i>	<i>-435,791.72</i>	<i>0.00</i>	<i>106.29</i>
	NonDivisional	-410,000.00	0.00	-435,791.72	0.00	106.29
	Fund Balance	-410,000.00	0.00	-435,791.72	0.00	106.29
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,548,000.00	131,051.92	258,989.41	0.00	16.73
30-00-4215	Penalties & late charges	2,000.00	0.00	0.00	0.00	0.00
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	14,708.95	21,604.25	0.00	432.09
30-00-4610	Investment revenue	0.00	162.23	245.50	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,576,000.00</i>	<i>145,923.10</i>	<i>280,839.16</i>	<i>0.00</i>	<i>17.82</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	1,576,000.00	145,923.10	280,839.16	0.00	17.82
	Revenue	1,576,000.00	145,923.10	280,839.16	0.00	17.82
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular employees	92,000.00	1,759.56	3,635.28	0.00	3.95
30-23-5120	Temporaryseasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	8,000.00	292.94	585.99	0.00	7.32
30-23-5230	Social Security	7,000.00	129.52	267.95	0.00	3.83
30-23-5240	Retirement	20,000.00	297.90	615.45	0.00	3.08
30-23-5250	TrimetWBF	1,000.00	13.49	28.07	0.00	2.81
30-23-5260	Unemployment	1,000.00	0.00	0.00	0.00	0.00
30-23-5270	Workers compensation	1,000.00	0.00	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>134,000.00</i>	<i>2,493.41</i>	<i>6,751.47</i>	<i>0.00</i>	<i>5.04</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	0.00	0.00	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>105,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Watershed Protection	239,000.00	2,493.41	6,751.47	0.00	2.82
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	0.00	0.00	0.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>62,558.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Debt Service	62,558.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	52,916.67	105,833.34	0.00	16.67
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	83,333.34	0.00	16.67
30-29-9000	Contingency	549,442.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,684,442.00</i>	<i>94,583.34</i>	<i>189,166.68</i>	<i>0.00</i>	<i>11.23</i>
	Transfers & Contingencies	1,684,442.00	94,583.34	189,166.68	0.00	11.23
	Expense	1,986,000.00	97,076.75	195,918.15	0.00	9.86
30	Watershed Protection	0.00	48,846.35	520,712.73	0.00	0.00
40	WW GO Debt Service					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	-333,000.00	0.00	-333,918.79	0.00	100.28
	<i>Beginning Fund Balance</i>	<i>-333,000.00</i>	<i>0.00</i>	<i>-333,918.79</i>	<i>0.00</i>	<i>100.28</i>
	NonDivisional	-333,000.00	0.00	-333,918.79	0.00	100.28
	Fund Balance	-333,000.00	0.00	-333,918.79	0.00	100.28
	NonDivisional Revenue					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40-00-4610	Investment revenue	7,000.00	283.90	626.94	0.00	8.96
40-00-4701	Interest Subsidy	111,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>118,000.00</i>	<i>283.90</i>	<i>626.94</i>	<i>0.00</i>	<i>0.53</i>
	NonDivisional	118,000.00	283.90	626.94	0.00	0.53
	Revenue	118,000.00	283.90	626.94	0.00	0.53
	Debt Service					
	<i>Materials & Services</i>					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	0.00	0.00	0.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>638,101.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Debt Service	638,101.00	0.00	0.00	0.00	0.00
	Expense	638,101.00	0.00	0.00	0.00	0.00
40	WW GO Debt Service	-187,101.00	283.90	334,545.73	0.00	-178.80
50	WW Revenue Bond					
	Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	-682,000.00	0.00	-678,562.56	0.00	99.50
	<i>Beginning Fund Balance</i>	<i>-682,000.00</i>	<i>0.00</i>	<i>-678,562.56</i>	<i>0.00</i>	<i>99.50</i>
	NonDivisional	-682,000.00	0.00	-678,562.56	0.00	99.50
	Fund Balance	-682,000.00	0.00	-678,562.56	0.00	99.50
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	16,084.00	544.82	1,241.97	0.00	7.72
	<i>Revenue</i>	<i>16,084.00</i>	<i>544.82</i>	<i>1,241.97</i>	<i>0.00</i>	<i>7.72</i>
	NonDivisional	16,084.00	544.82	1,241.97	0.00	7.72
	Revenue	16,084.00	544.82	1,241.97	0.00	7.72
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan	910,550.00	453,101.00	453,101.00	0.00	49.76
	Principal					
50-24-6813	JPM Bank Loan	1,356,000.00	0.00	0.00	0.00	0.00
	Principal					
50-24-6820	2010 SRF Loan Interest	327,958.00	133,897.00	133,897.00	0.00	40.83
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>2,969,084.00</i>	<i>586,998.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>19.77</i>
	Debt Service	2,969,084.00	586,998.00	586,998.00	0.00	19.77
	Expense	2,969,084.00	586,998.00	586,998.00	0.00	19.77
50	WW Revenue Bond	-2,271,000.00	-586,453.18	92,806.53	0.00	-4.09
	Debt Service					
71	Drinking Water					
	Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	-3,942,000.00	0.00	-4,229,996.73	0.00	107.31
	<i>Beginning Fund Balance</i>	<i>-3,942,000.00</i>	<i>0.00</i>	<i>-4,229,996.73</i>	<i>0.00</i>	<i>107.31</i>
	NonDivisional	-3,942,000.00	0.00	-4,229,996.73	0.00	107.31
	Fund Balance	-3,942,000.00	0.00	-4,229,996.73	0.00	107.31
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	3,606.85	8,119.05	0.00	16.24
	<i>Revenue</i>	<i>50,000.00</i>	<i>3,606.85</i>	<i>8,119.05</i>	<i>0.00</i>	<i>16.24</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	NonDivisional	50,000.00	3,606.85	8,119.05	0.00	16.24
	Revenue	50,000.00	3,606.85	8,119.05	0.00	16.24
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	136,426.15	136,426.15	0.00	9.22
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>136,426.15</i>	<i>136,426.15</i>	<i>0.00</i>	<i>9.01</i>
	Drinking Water	1,515,000.00	136,426.15	136,426.15	0.00	9.01
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,977,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
	Expense	4,492,000.00	136,426.15	136,426.15	0.00	3.04
71	Drinking Water Capital	-500,000.00	-132,819.30	4,101,689.63	0.00	-820.34
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	-4,605,000.00	0.00	-5,227,964.39	0.00	113.53
	<i>Beginning Fund Balance</i>	<i>-4,605,000.00</i>	<i>0.00</i>	<i>-5,227,964.39</i>	<i>0.00</i>	<i>113.53</i>
	NonDivisional	-4,605,000.00	0.00	-5,227,964.39	0.00	113.53
	Fund Balance	-4,605,000.00	0.00	-5,227,964.39	0.00	113.53
	NonDivisional Revenue					
72-00-4610	Investment revenue	75,000.00	4,494.11	9,652.19	0.00	12.87
	<i>Revenue</i>	<i>75,000.00</i>	<i>4,494.11</i>	<i>9,652.19</i>	<i>0.00</i>	<i>12.87</i>
	NonDivisional	75,000.00	4,494.11	9,652.19	0.00	12.87
	Revenue	75,000.00	4,494.11	9,652.19	0.00	12.87
	Wastewater-Plant Capital Outlay					
72-21-7520	Equipment	100,000.00	15,900.01	15,900.01	0.00	15.90
72-21-7540	Vehicles	20,000.00	0.00	0.00	19,706.90	0.00
72-21-7600	Capital Improvement Projects	2,330,000.00	108,607.10	108,607.10	48,509.06	4.66
	<i>Capital Outlay</i>	<i>2,450,000.00</i>	<i>124,507.11</i>	<i>124,507.11</i>	<i>68,215.96</i>	<i>5.08</i>
	Wastewater-Plant	2,450,000.00	124,507.11	124,507.11	68,215.96	5.08
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,230,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,230,000.00	0.00	0.00	0.00	0.00

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
72	Expense Wastewater Reclamation Capital	5,680,000.00 -1,000,000.00	124,507.11 -120,013.00	124,507.11 5,113,109.47	68,215.96 -68,215.96	2.19 -511.31
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	-1,481,000.00	0.00	-1,177,007.39	0.00	79.47
	<i>Beginning Fund Balance</i>	-1,481,000.00	0.00	-1,177,007.39	0.00	79.47
	NonDivisional	-1,481,000.00	0.00	-1,177,007.39	0.00	79.47
	Fund Balance	-1,481,000.00	0.00	-1,177,007.39	0.00	79.47
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	1,170.83	2,697.67	0.00	6.74
	<i>Revenue</i>	40,000.00	1,170.83	2,697.67	0.00	6.74
	NonDivisional	40,000.00	1,170.83	2,697.67	0.00	6.74
	Revenue	40,000.00	1,170.83	2,697.67	0.00	6.74
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	465,000.00	513.00	513.00	0.00	0.11
	<i>Capital Outlay</i>	465,000.00	513.00	513.00	0.00	0.11
	Watershed Protection	465,000.00	513.00	513.00	0.00	0.11
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	1,556,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	1,556,000.00	0.00	0.00	0.00	0.00
73	Expense Watershed Protection Capital	2,021,000.00 -500,000.00	513.00 657.83	513.00 1,179,192.06	0.00 0.00	0.03 -235.84
	Revenue Total	14,797,084.00	1,414,394.26	2,769,610.03	0.00	0.1872
	Expense Total	38,971,185.00	2,742,918.45	3,824,483.41	266,751.77	0.0981

General Ledger
Account Roll up



User: jeff
Printed: 9/9/2020 1:39:58 PM
Period 02 - 02
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	0.00	0.00
4211	Water sales	4,038,000.00	424,902.96	772,570.77	19.13
4212	Wastewater Charges	8,270,000.00	721,642.59	1,363,486.10	16.49
4213	Watershed protection fees	1,548,000.00	131,051.92	258,989.41	16.73
4215	Penalties & late charges	32,000.00	-127.79	-127.79	-0.40
4220	System development charges	245,000.00	87,732.60	258,090.60	105.34
4230	Contract services	40,000.00	0.00	9,400.00	23.50
4240	Service installations	20,000.00	3,904.00	7,849.82	39.25
4280	Rents & leases	200,000.00	13,784.01	27,379.57	13.69
4290	Other charges for services	25,000.00	16,908.95	37,122.59	148.49
4320	State grants	0.00	2,043.17	2,951.17	0.00
4610	Investment revenue	203,084.00	11,245.18	25,146.52	12.38
4630	Miscellaneous revenues	33,000.00	1,306.67	6,751.27	20.46
4701	Interest Subsidy	111,000.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	401,333.34	16.67
4920	Transfer in from Fund 20	6,709,000.00	839,164.66	1,091,331.32	16.27
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	189,166.68	16.67
Revenue	Revenue	25,049,084.00	2,548,808.93	4,451,441.37	17.77
Expense	Expense				
5110	Regular employees	3,000,000.00	193,116.83	447,596.32	14.92
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	6,368.23	13,375.49	12.50
5210	Employee Ins	690,000.00	50,072.32	97,706.50	14.16
5230	Social Security	240,000.00	14,912.89	34,584.37	14.41
5240	Retirement	616,000.00	36,848.77	84,984.28	13.80
5250	Trimet	23,000.00	1,549.38	3,597.12	15.64
5260	Unemployment	29,000.00	0.00	0.00	0.00
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	57.05	63.95	0.22
6110	Legal services	375,000.00	5,899.50	5,899.50	1.57
6120	Accounting & audit services	45,000.00	12,735.64	12,735.64	28.30
6155	Contracted Services	732,000.00	10,325.80	15,972.00	2.18
6175	Records Management	5,000.00	364.50	753.28	15.07
6180	Dues & subscriptions	52,000.00	1,665.00	19,087.00	36.71
6220	Electricity	296,000.00	21,640.37	25,623.29	8.66
6230	Telephone	57,000.00	5,526.13	5,965.70	10.47
6240	Natual gas	5,000.00	224.57	315.14	6.30
6250	Solid waste disposal	81,000.00	1,866.69	14,680.23	18.12
6290	Other utilities	21,000.00	231.00	3,573.22	17.02
6310	Janitorial services	35,000.00	2,139.28	2,139.28	6.11
6320	Buildings & grounds	81,000.00	13,108.62	18,306.04	22.60
6330	Vehicle & equipment maint.	50,000.00	3,062.63	3,512.32	7.02
6340	Distribution system maint	250,000.00	3,749.10	8,194.04	3.28
6342	Collection system maint.	320,000.00	36,841.00	39,053.25	12.20
6350	Computer maintenance	237,000.00	25,240.00	45,627.41	19.25
6390	Other repairs & maintenance	40,000.00	3,192.95	3,387.11	8.47
6410	Mileage	6,000.00	0.00	0.00	0.00
6420	Staff training	80,000.00	145.00	145.00	0.18
6430	Certifications	7,000.00	0.00	270.00	3.86
6440	Board travel & training	7,000.00	0.00	0.00	0.00
6510	Office supplies	29,000.00	1,370.52	5,320.56	18.35

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	1,927.51	1,927.51	2.71
6525	Chemicals	26,000.00	4,843.85	5,300.10	20.39
6530	Small tools & equipment	46,000.00	1,184.29	1,348.43	2.93
6540	Safety supplies	48,500.00	1,473.11	2,804.45	5.78
6550	Operational Supplies	21,000.00	571.86	1,312.33	6.25
6560	Uniforms	22,000.00	3,592.19	4,789.75	21.77
6590	Other supplies	10,000.00	35.99	35.99	0.36
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	265,216.06	265,216.06	24.47
6715	Water quality program	5,000.00	0.00	542.00	10.84
6720	Insurance	240,000.00	0.00	0.00	0.00
6730	Communications	167,000.00	161.10	295.41	0.18
6740	Advertising	6,000.00	496.30	496.30	8.27
6750	Other purchased services	15,000.00	1,000.00	1,000.00	6.67
6760	Equipment Rental	4,500.00	220.00	8.45	0.19
6770	Bank charges	125,000.00	11,233.73	27,622.58	22.10
6780	Taxes & fees	21,000.00	0.00	8,077.56	38.46
6785	ECAP Payments	97,000.00	814.01	1,500.51	1.55
6810	2010 SRF Loan Principal	910,550.00	453,101.00	453,101.00	49.76
6811	2010 IFA Loan Principal	375,273.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	0.00	0.00
6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	327,958.00	133,897.00	133,897.00	40.83
6822	2010 IFA Loan Interest	262,828.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	374,576.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	0.00	0.00
6825	Zions Bank loan-interest	30,801.00	15,400.25	15,400.25	50.00
6900	Miscellaneous expense	4,000.00	0.00	0.00	0.00
6990	Special Payments	552,000.00	0.00	0.00	0.00
7520	Equipment	100,000.00	15,900.01	15,900.01	15.90
7540	Vehicles	55,000.00	0.00	0.00	0.00
7600	Capital Improvement Projects	4,275,000.00	245,546.25	245,546.25	5.74
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	761,500.00	16.67
8140	Transfers out - Fund 40	812,000.00	0.00	0.00	0.00
8150	Transfers out - Fund 50	2,871,000.00	586,998.00	586,998.00	20.45
8171	Transfers out - Fund 71	500,000.00	41,666.67	83,333.34	16.67
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	166,666.66	16.67
8173	Transfers out - Fund 73	500,000.00	41,666.67	83,333.34	16.67
9000	Contingency	10,215,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	2,743,282.95	3,825,236.69	9.81
Grand Total		-13,932,101.00	-194,474.02	626,204.68	-0.0449
Fund Balance		0.00	0.00	0.00	0
Total					
Revenue Total		25,049,084.00	2,548,808.93	4,451,441.37	0.1777
Expense Total		38,981,185.00	2,743,282.95	3,825,236.69	0.0981



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of the August 18, 2020 Meeting Minutes
Item No.	3b
Date	September 15, 2020

Summary of Minutes for Approval

- August 18, 2020 Regular Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
AUGUST 18, 2020**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
David Mendenhall	Plant Operations Manager
Todd Knapp	Field Operations Manager
Gail Stevens	Finance Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston, LLP
Laura Westmeyer	Cable Huston, LLP
Keith Simovic	Moss Adams, LLP
Julie Desimone	Moss Adams, LLP
Laurel Stevens	Moss Adams, LLP
Libby Barg Bakke	Barney & Worth
Aubrie Koenig	Barney & Worth

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:01 p.m.

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

General Manager Chaplen extended a special welcome to Gail Stevens, the District's new Finance Director, joining the District for her very first regular meeting.

General Manager Chaplen introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners. She introduced consultant Keith Simovic, Julie Desimone, and Laurel Stevens from Moss Adams Financial Auditors and Barney and Worth presenters, Libby Barg Bakke and Aubrie Koenig.

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

2. Call for Public Comment

President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Consent Agenda

President Williams overviewed the items included in the Consent Agenda and called for a motion. Director Van Loo moved to approve the Consent Agenda. Director Keil seconded.

Secretary/Vice President Gornick asked for an explanation of the expired Time Payment Agreement (TPA) referenced in the Monthly Financial Report. Finance Director Stevens defined the new category being tracked as accounts having completed a TPA and with a current zero balance.

Secretary/Vice President Gornick inquired why worker's compensation spread across all the operating funds looked to be higher than budgeted. Finance Director Stevens explained the changes in accounting for worker's compensation to appropriately allocate funds. She noted Budget redistribution would be part of the September meeting's agenda.

Treasurer Knudson noted system development charge (SDC) revenue seemed to be high. Finance Director Stevens explained the revenue was from SDCs related to Rose Villa.

President Williams asked what the District expected to occur regarding delinquent accounts post-pandemic. Finance Director Stevens highlighted the ongoing tracking of delinquent accounts and her work with the financial software to better monitor the accounts. She noted that currently the majority of TPAs were established before the pandemic. General Manager Chaplen explained that staff would recommend resuming water shut offs when the time was right. She noted the existence of some unresponsive customers who staff would request case-by-case determinations from the Board. Finance Director Stevens clarified the unresponsive accounts were delinquent before the pandemic. President Williams reported on Clackamas River Water's practice of sending delinquent accounts to collections, noting the District needs to maintain revenue. Secretary/Vice President Gornick inquired about the low number of customers who have applied for the Emergency Customer Assistance Program (ECAP). Treasurer Knudson remarked that the low enrollment is likely tied to the District's non-enforcement of payment through water shut offs. Director Keil asked how many customers were delinquent compared to the last calendar year. Finance Director Stevens reported a projected eighty-nine percent collection of payments in the current billing cycle. She agreed to compile benchmark data on the number of delinquent accounts compared to previous years and stated she would report the numbers at the next Board meeting. Finance Director Stevens detailed the

new pattern of account delinquency and the need to address accounts that were delinquent pre-pandemic and continue to be. Secretary/Vice President Gornick asked if the Monthly Financial Report should be expanded to include TPA data from the previous calendar year. Director Keil outlined the various data points that would be helpful for the Board to receive. General Manager Chaplen conveyed Finance Director Stevens' commitment to providing the best data available. Treasurer Knudson requested a joint staff-legal briefing on when the District should reinstate water shut-offs or other payment enforcement options.

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

MOTION CARRIED

4. FY 2019-2020 Financial Audit Presentation by Moss Adams

Finance Director Stevens introduced presenters Keith Simovic, Julie Desimone, and Laurel Stevens from Moss Adams.

Ms. Desimone overviewed the purpose for the presentation, the designated team, the quality control process, the audit timeline, the responsibilities of the auditors and District. Mr. Simovic detailed internal controls, analytical procedures, and substantive procedures. He explained how the auditors are operating in a remote environment. Mr. Simovic defined materiality and outlined the significant audit areas. Ms. Stevens discussed fraud detection procedures and the timing of the audit steps. She overviewed accounting standards and COVID-19 resources for the Board.

Director Van Loo expressed interest in the audit results. Director Keil thanked the Moss Adams team for their thoroughness and professionalism.

Treasurer Knudson asked if there would be special audit considerations regarding Federal CARES funds received by the District. Mr. Simovic and Ms. Desimone explained current legislation depending on the amount of Federal funds spent and upcoming legislation in the fall of 2020.

Secretary/Vice President Gornick asked what percentage of auditor recommendations from the previous audit had been completed. Finance Director Stevens did not have a percentage but stated all of the recommendations had been addressed and a couple were still in progress of completion.

President Williams thanked Moss Adams for their continued work with the District and expressed enthusiasm to have a new Finance Director who would address the audit findings.

5. Consideration of Communications Plan Framework

General Manager Chaplen introduced presenters Libby Barg Bakke and Aubrie Koenig from Barney and Worth.

Ms. Koenig overviewed the two-year Communications Plan approach and project timeline.

Director Keil asked about the timeline for preparation of community briefing materials. Ms. Koenig reported the materials would be ready to use by mid-September.

President Williams called for a motion. Secretary/Vice President Gornick moved to authorize the General Manager to move forward with development of the Communications Plan with Barney & Worth and approve the overall goals and Communication Plan Framework. Director Van Loo seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

6. Consideration of Resolution No. 2020-12 Declaration of Surplus Property

Finance Director Stevens summarized the report on what vehicles are to be declared as surplus and the procedures for doing so.

Director Keil asked how the District advertises surplus vehicles. General Manager Chaplen explained the various options available to the District and reported that the current surplus vehicles would be disposed of through the State.

Treasurer Knudson suggested the addition of the word "economic" in Resolution No. 2020-12. The preferred verbiage would read "that have reached the end of their economic useful life to the District." President Williams agreed.

Director Van Loo asked how many miles were on the vehicles and if there was any tax benefit to donating the vehicles. Field Operations Manager Knapp stated the first vehicle had approximately one hundred and four thousand miles and the second vehicle had only forty-one thousand miles, but the issue with the second vehicle was mechanical and had been leaving employees stranded while out in the District. Finance Director Stevens and General Manager Chaplen discussed whether donation of surplus was a policy option for the District. District legal counsel Brooks stated the District does not have a tax liability that needed to be offset by donation, noting donation of surplus would be a policy decision to donate or to recuperate costs by selling. Secretary/Vice President Gornick noted District customers may want justification for donating items that could have generated revenue for the District.

President Williams called for a motion. Treasurer Knudson moved to adopt Resolution No. 2020-12 Declaring Surplus Property as presented. Director Van Loo and Secretary/Vice President Gornick seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

7. Consideration of Resolution No. 2020-13 Amending the Schedule of Rates, Fees, and

Other Charges with an Effective Date of July 1, 2020

Finance Director Stevens overviewed the proposed amendment to the *Rates, Fees, and Other Charges Schedule*, specifically the inclusion of fees associated with backflow devices.

Treasurer Knudson asked what system was in place to prevent contractors from overcharging customers with the use of "Labor Rate" in the schedule. Field Operations Manager Knapp confirmed the District held a three-year contract with the backflow contractors that included the labor rate.

President Williams called for a motion. Director Keil moved to adopt Resolution No. 2020-13 Amending the Schedule of Rates, Fees, and Other Charges with an effective date of July 1, 2020. Treasurer Knudson seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

8. Notary Policy Workshop

District Recorder Casey overviewed the policy and asked for questions or comments.

Director Keil asked how much a notary commission cost and how many notaries the District needed. District Recorder Casey explained the costs with notary applications and renewals. She stated the District currently had three notaries and confirmed that Human Resources Manager Binkowski-Burk was working with the management team to determine exactly how many notaries were needed. Director Keil stated two notaries seemed like enough.

Secretary/Vice President Gornick asked if District legal counsel had reviewed the policy because some District Notaries were represented by the Union. District Recorder Casey confirmed that two District Notaries were represented employees and overviewed the approval process of the proposed policy by the Union. She stated District legal counsel did not believe there would be any Union issues with the policy.

Director Van Loo read a section of the policy regarding District Notaries' inability to notarize customer's personal documents but allowing the notarization of personal documents for District employees and asked for an explanation. District Recorder Casey explained the District's liability for District Notaries performing notarizations for unknown customer documents and the spirit of that section of the policy.

Director Van Loo asked for confirmation that District Notaries would be provided a notary journal for use when notarizing District business but would need to purchase their own notary journal for notarizing documents when not on District time. District Recorder Casey confirmed and explained the reason for the Journal Retention Statement.

Treasurer Knudson asked to consider including notary training as a cost the District provides for the District Notary. District Recorder Casey noted the initial and renewal trainings are offered by

the State at no cost but agreed to review the addition of training to the costs provided by the District.

Director Keil read a section of the policy regarding District Notaries requirement to sign the Secretary of State's Fee Waiver and therefore not charge for notarizations outside of District time. District Recorder Casey explained the fee waiver's role in providing equitable services to notary customers. She stated the policy section simply reiterated State Law. Director Keil asked why anyone would notarize for free. District Recorder Casey speculated they might just be notarizing documents for friends or family for whom they would not want to charge anyway.

President Williams asked if any employee position descriptions included District Notary service as a duty they must perform. District Recorder Casey stated no Union represented positions included it in their job description. President Williams felt that could potentially cause a problem for the Union. General Manager Chaplen stated notary services would fall under 'other duties as assigned' and that there would be no risk to the employee for notarizations completed on District time. Director Keil agreed. General Manager Chaplen detailed the difficulty of adding notary services to a position description that may be held by multiple employees, of whom all are not required to be a District Notary. Director Keil asked if notary services would be considered a de minimis activity. General Manager Chaplen confirmed.

9. Departments Reports

- **Finance Report**

Finance Director Stevens reported on the various orientation activities of her first month. She discussed the auditors' interim work, billing verification, and reported that the small meter sample verification has been completed.

Director Keil asked if the only remaining place to check for non-revenue water is the large water meters. General Manager Chaplen clarified that every large meter was tested and verified in the financial software. She explained the small meter sample was completed recently and is currently being reviewed by the Finance team. General Manager Chaplen discussed various places non-revenue water could be found. Director Keil asked if the commercial meters were checked, including the ones that needed to be removed from service to be tested. General Manager Chaplen stated the large meters have not been tested for accuracy, but that every large meter has been verified in the financial software. Field Operations Manager Knapp discussed a plan to replace old meters with newer models. Field Operations Supervisor Lyon highlighted work to verify the accuracy of the five hundred and twenty-eight large water meters to the financial software. Director Keil expressed interest in identifying what seemed to be a substantial leak to account for the non-revenue water. Treasurer Knudson asked if the water meters that were not able to be tested in place could be removed from service and sent to a third-party for testing. Field Operations Supervisor Lyon confirmed the practice had been done with a past sample of water meters. Treasurer Knudson expressed interest in testing the old large meters that are now removed from service. President Williams agreed that the District needed to carefully watch the non-revenue water issue, stating it would only get worse if not dealt with.

Director Keil commended work on the Lucity work order software system. Finance Director Stevens applauded staff member Elaine Murray for her input of over twenty-two thousand work orders and ninety percent completion of inventory input. President Williams asked for Elaine to give the Board a presentation on her work in a future meeting.

Director Keil asked what was the SDIS bill for services provided the District. Finance Director Stevens stated the payment was for workers' compensation, which is paid once a year.

- **Technical Services Report**

District Engineer Rice highlighted work on the MS4 permit, which is under review by the co-permittees, and the Boardman Wetland Complex repairs as well as the grand opening of the complex dependent on COVID. He overviewed the flooding on Jennings Avenue that will result in discussions with landowners regarding maintenance of the area. District Engineer Rice reported on active projects, the Water Master Plan review by Oregon Health Authority, and the ongoing Risk and Resiliency assessment work.

Director Keil asked if the Risk and Resiliency Plan addressed alternate water supplies. District Engineer Rice explained the Risk and Resiliency Plan identified interties as potential vulnerabilities. General Manager Chaplen added the identification of vulnerabilities would be the first step in a process of how to mitigate emergency situations in the District. Director Keil ask what parties were working on the plan. District Engineer Rice identified Water Systems Consulting, whom the District partnered with for the Water Master Plan, as the consultant for the Risk and Resiliency Plan. He noted himself, General Manager Chaplen, and Finance Director Stevens as District participants. Director Keil expressed interested in the broader issue of alternative water supply. District Engineer Rice stated the Water Master Plan had identified one of the greatest District needs was for an alternate water source. He briefly overviewed the options and stated the belief that the best water intertie would be with Clackamas River Water. District Engineer Rice and General Manager Chaplen discussed the preliminary work being conducted to advance the design of an intertie and a FEMA grant.

Director Van Loo touched on the emergency situations historical flooding has caused in the District and asked if the District was addressing issues caused by flooding. District Engineer Rice stated flooding was not a concern addressed by the Water Master Plan or Risk and Resiliency Plan but indicated a future Sanitary Master Plan may identify flooding as a concern given the geography of the Sanitary Treatment Plant.

District Engineer Rice overviewed the various projects the Technical Services team were working on including lead and copper sampling, inspections, permitting, and IT support in transferring assets to Lucity.

- **Field Operations Report**

Field Operations Manager Knapp highlighted monthly water consumption and a leak that was thought to be a large source of non-revenue water but ended up only being a large leak. He reported on the increase in project costs due to new County paving standards. Field Operations

Manager Knapp explained the formal procurement process being conducted on a project that would have normally been a small repair stating the new County paving standards would impact the District's budget as a whole. District Engineer Rice reviewed ongoing conversations with the County and stated he hoped to find a middle ground. President Williams and District Engineer Rice discussed how the policy did not account for current road conditions. District Engineer Rice committed to continued communication with the County on the issue. Director Van Loo asked if the County maintained a paving project list. District Engineer Rice confirmed and reported that due to pandemic-related revenue decreases, the County was going to modify the list. President Williams asked if the County sent the proposed paving project list to utilities and other agencies in the area. District Engineer Rice stated the County has not distributed the list in the past but has promised to in the future. Director Keil and Treasurer Knudson noted strength in numbers and there were likely other utilities within the County struggling with the new paving standards. District Engineer Rice stated he would continue to work on connecting with other utilities affected by this. Director Keil and District Engineer Rice discussed how cities manage paving funds by implementing fees.

Field Operations Manager Knapp overviewed the non-revenue water tracker and the collections field team product demonstrations. He highlighted work on Basin D and a new Pipeline Assessment Certification Program (PACP) add-on module for the District's TV equipment. President Williams noted a reduction in the amount of accomplishments made by the collections team. Field Operations Manager Knapp explained collections work follows a five-year plan that incorporates a variety of simple and difficult tasks, noting more recent projects have been delayed due to permitting and access issues. President Williams stated it was not a good trend and would be carefully watching the five-year plan's completion rate. District Engineer Rice noted the efforts to implement the Lucity Mobile software which will help the team move faster in the field.

Field Operations Supervisor Lyon reported his success in reading about four thousand water meters in two and a half hours, noting District-wide monthly billing could now be feasible.

- **Plant Operations Report**

Plant Operations Manager Mendenhall highlighted a treatment plant turbidity increase and deployed mitigation strategies. He stated a biosolids hauling contract would be ready by the September meeting. Plant Operations Manager Mendenhall detailed a partnership with Portland General Electric for energy conservation and the SCADA improvements that have made the work possible. He overviewed staff sleuthing to find mixed liquor return pump issues and the lack of rainfall at the plant that contributed to the low flows in July.

10. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were none.

11. Business from the Board

Director Van Loo reported on the North Clackamas Chamber Advisory Committee meeting and highlighted an annual golf tournament, a Women in Chamber Award, and a Water and Environmental Services (WES) presentation regarding an upcoming ballot measure. She discussed the Interstate 5 and Interstate 205 tolling project that was taking public input. Director Keil stated she had asked the WES presenters about the character of sewage going through the outfall and had learned it was ninety-nine percent residential waste. Secretary/Vice President Gornick asked where the outfall is located. Director Van Loo stated the current outfalls are located on the Clackamas River and there is discussion about looking at the Willamette River.

Treasurer Knudson reported on a six-part series he attended presented by the Cascadia Region Earthquake Workgroup regarding seismic impacts to water utilities. He attended the Oak Grove Community Council (OGCC) where a video titled *White Fragility* was viewed and discussed. Treasurer Knudson stated the City of Wilsonville has rejoined the Regional Water Providers Consortium. Secretary/Vice President Gornick asked if there was an update on the OGCC's METRO grant application or an incorporation study. Treasurer Knudson stated the study had been on the back burner for a few months, but he would check back in for an update. President Williams reported he had been contacted by someone regarding the incorporation issue and was told their plans do not include incorporating water or sewer services.

Secretary/Vice President Gornick reported on the Sunrise Water Authority meeting highlighting the purchase of land for a future reservoir. He reported on the C4 meeting which focused on the Interstate 205 tolling project.

President Williams reported on the Jennings Lodge Community Planning Organization meeting which had focused on House Bill 2001 stating he thought the organization may claim insufficient urban services to be excluded from the bill. He reported on the Clackamas County Board of County Commissioners meeting which is accepting applications for new board members. President Williams attended the Clackamas River Water Board meeting. They too have been impacted by the new County paving standards.

Director Keil reported on the Clackamas Review article concerning unincorporated areas within the County. She stated she would be writing a letter in response outside of her official position. Secretary/Vice President Gornick had read the article and commented that the author mentioned that State Gas Tax was distributed to the County but failed to mention that Cities are receiving the funds as well. There was discussion regarding the article's presumption that unincorporated area inhabitants are overusing County funds.

12. Adjourn Meeting

President Williams adjourned the meeting at 8:37 p.m.

Respectfully submitted,

Kevin Williams
President, Board of Directors

Date: _____

Paul Gornick
Secretary/Vice President, Board of Directors

Date: _____

STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Extension of the March 17, 2020 Declaration of State of Emergency
Item No. 3c
Date September 15, 2020

Summary

The Board of Directors holds the authority to declare and extend states of emergency for the Oak Lodge Water Services District, and to delegate certain powers to the General Manager during such an emergency.

Background

In response to the global pandemic and regional outbreak of COVID-19, the Oak Lodge Water Services District Board of Directors declared a State of Emergency relating to COVID-19 on March 17, 2020, to ensure that the District could perform all of its obligations and continue operating its systems.

The District's Declaration, as extended by Addendum No. 1 on April 21, 2020, Addendum No. 2 on May 19, 2020, Addendum No. 3 on June 16, 2020, Addendum No. 4 on July 21, 2020, Addendum No. 5 on August 18, 2020 currently ends the State of Emergency on September 15, 2020.

The Oregon Health Authority has been monitoring various indicators measuring the health burden of COVID-19 in each county, and the public health capacity to respond. Counties have applied to the Governor to enter various phases of reopening consistent with meeting those health indicators. As of the date of this staff report, Clackamas County is in Phase 1 of three phases of reopening.

To date, the Board has extended the State of Emergency for so long as the findings in the original Declaration continue to exist; namely, the Board has continued to find that social distancing and community mitigation measures within the District are in the best interests of the public health, safety, and welfare of the community, and that immediate action may be required to minimize, respond to, or recover from the emergency.

Past Board Actions

On March 17, 2020, the Board of Directors approved Resolution 2020-03 authorizing declarations of a state of emergency and certain actions during a state of emergency.

The Board of Directors subsequently declared a State of Emergency relating to COVID-19 with the intent to revisit the effective end date at the next regularly scheduled meeting on April 21, 2020.

On April 21, 2020, the Board of Directors approved Addendum No. 1 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to May 19, 2020.

On May 19, 2020, the Board of Directors approved Addendum No. 2 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to June 16, 2020.

On June 16, 2020, the Board of Directors approved Addendum No. 3 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to July 21, 2020.

On July 21, 2020, the Board of Directors approved Addendum No. 4 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to August 18, 2020.

On August 18, 2020, the Board of Directors approved Addendum No. 5 to the March 17, 2020 Declaration of State of Emergency extending the effective end date to September 15, 2020.

Concurrence

The General Manager and the District's legal counsel are prepared to explain the approach other entities have taken while declaring states of emergency and how the District would be affected by an extension of the Declaration.

Recommendation

Staff recommends the Board extend the Declaration of State of Emergency until the conclusion of the next Board meeting on October 20, 2020.

Alternatives to Recommendation

The Board can decline to extend the Declaration of State of Emergency.

Suggested Board Motion

"I move to approve Addendum No. 6 to the March 17, 2020 Declaration of State of Emergency and extend the effective end date to October 20, 2020."

Attachments

1. Addendum No. 6 to the March 17, 2020 Declaration of State of Emergency

OAK LODGE WATER SERVICES DISTRICT

ADDENDUM NO. 6 TO THE MARCH 17, 2020 DECLARATION OF STATE OF EMERGENCY

WHEREAS, the Board of Directors (“Board”) of the Oak Lodge Water Services District (“District”) on March 17, 2020 declared a state of emergency due to the public health and financial threats posed by the highly infectious virus COVID-19 and authorized certain actions that may be taken during the emergency; and

WHEREAS, the March 17, 2020 *Declaration of State of Emergency* included an expiration date of April 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the April 21, 2020 *Addendum No. 1 to the Declaration of State of Emergency* extended the expiration date to May 19, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the May 19, 2020 *Addendum No. 2 to the Declaration of State of Emergency* extended the expiration date to June 16, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the June 16, 2020 *Addendum No. 3 to the Declaration of State of Emergency* extended the expiration date to July 21, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the July 21, 2020 *Addendum No. 4 to the Declaration of State of Emergency* extended the expiration date to August 18, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the August 18, 2020 *Addendum No. 5 to the Declaration of State of Emergency* extended the expiration date to September 15, 2020, upon which date the state of emergency would terminate; and

WHEREAS, the facts set forth in the March 17, 2020 declaration that gave rise to the state of emergency continue to exist and continue to constitute an emergency.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE OAK LODGE WATER SERVICES DISTRICT DECLARES:

Section 1. Continued State of Emergency. The Board finds that the facts set forth in the March 17, 2020 *Declaration of State of Emergency* as modified by the April 21st *Addendum No. 1*, the May 19th *Addendum No. 2*, the June 16th *Addendum No. 3*, the July 21st *Addendum No. 4*, the August 18th *Addendum No. 5* (“Emergency Declaration”) continue to exist and continue to constitute an emergency and the Board hereby declares the District to be in a continued state of emergency.

Section 2. Effective Date. The expiration date of the Emergency Declaration is hereby extended to October 20, 2020, unless superseded or earlier terminated.

Section 3. Effect on Declaration. This Addendum No. 6 modifies Section 5 of the Emergency Declaration, replacing the date of April 21, 2020 with the date identified in Section 2 of this Addendum No. 6. All other terms of the Emergency Declaration remain the same.

INTRODUCED AND ADOPTED THIS 15th DAY OF SEPTEMBER 2020, EFFECTIVE AS OF THE DATE OF ADOPTION.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President

STAFF REPORT

To Board of Directors
From Haakon Ogbeide, Civil Engineer
Title Solids Piping Project Contract Approval
Item No. 3d
Date September 15, 2020

Summary

The Solids Piping Project is a Capital Improvement Project comprising various additions and alterations to the District's Water Reclamation Facility all aimed at a common purpose. These improvements will open new pathways for processing the facility's waste sludge into biosolids. New operating schemes made possible by this project will save energy, smooth out day-to-day operations, and increase redundancy.

District Staff have publicly solicited bids from contractors to furnish and install this work. The lowest responsive and responsible bid came in at \$218,000, significantly below the engineer's estimate of \$310,000. This agenda item seeks approval from the Board to award the Contract to that low bidder, Slayden Constructors Inc., at their bid amount.

Background

Treating sewage is largely about separating solid particles from the water in which they are suspended. To remove volatile organic solids, such as fecal matter, from the sewage, the plant fosters a colony of microorganisms collectively called activated sludge to consume these volatile solids. The well-fed sludge eats, reproduces, and expands in population as it is always receiving new sewage. In fact, some sludge needs to be culled daily to keep the colony population stable. The District has struggled to find a simple way to cull (or "waste") the excess activated sludge and process it over time using the equipment and facilities available since 2013.

The Solids Piping Project puts several of these existing facilities to use - a sludge thickening machine (the Gravity Belt Thickener) and two existing tanks. The two tanks were formerly referred to as Interchange Bio-reactors (IBR's) when they were used in the Cannibal process. The strategic addition of a new pump, electrical equipment, valves, and a pair of pipelines will create new interconnections to convey the waste activated sludge first to the thickener, and then on into tanks to be processed. Up to twice as much thickened sludge can be processed in one tank compared to the currently un-thickened sludge, which frees up space and allows redundant tanks to be taken offline and cleaned. The energy currently required to keep the extra tanks in continuous operation will be saved.

Based on concepts presented to them by District plant operators during 2019 and 2020, the engineering firm Murraysmith created computer models to analyze how future sludge treatment processes can operate. The results of the analysis guided their design of the construction plans.

Technical Services staff invited contractors to bid on this project through advertisements on the District's website and in the Daily Journal of Commerce on August 17 and August 19, 2020. Nine contractors pre-qualified themselves to bid on the work by attending a pre-bid meeting where they personally inspected site conditions on August 27. Of those, six submitted bids. Bid Opening was held at 2:00pm on Tuesday, September 1. With one representative for each of the six bidders in attendance, Technical Services staff opened bids and announced the following results to the room:

contractor	bid
2KG Contractors Inc.	\$286,000
Landis and Landis Construction	\$255,000
R. L. Reimers Co.	\$238,625
Slayden Constructors, Inc.	\$218,000
Stellar J Corporation	\$293,500
Stettler Supply Co.	\$302,315
Engineer's estimate	\$310,000

The low bidder, Slayden Constructors, Inc. is a contractor based near Salem, OR. They average \$100 million in annual construction work, 90% of which is work on wastewater treatment plants. In 35 years of business they have completed over 100 wastewater treatment plant projects of varying sizes and are currently working on wastewater projects for the cities of Spokane, Salem, and Klamath Falls.

This project is expected to conserve significant amounts of energy, mainly by turning off redundant tanks. In July and August 2020, Technical Services staff worked with Energy Trust of Oregon to quantify how much energy might be saved. They gathered the data needed for an energy conservation analysis, which in turn will determine how much of a financial incentive Energy Trust can offer the District to support this project. At the time of writing this staff report, the value of those incentives is still being determined.

Past Board Actions

June 16, 2020 The Board approved the fiscal year 2020 / 2021 Capital Improvement Plan, listing the Solids Piping Project at \$420,000.

Concurrence

Technical Services staff coordinated with the following groups during the development of this project:

Plant Superintendent
Murraysmith (Engineering Design)
Energy Trust of Oregon (Energy Conservation Incentives)

Recommendation

Staff recommends the Board move to approve the General Manager to sign a Public Improvement Contract with Slayden Constructors, Inc. for the work of furnishing and installing the Solids Piping Project in the amount of \$218,000.

Suggested Board Motion

"I move to approve the General Manager to sign a public improvement contract with Slayden Constructors, Inc in an amount not to exceed \$218,000."

STAFF REPORT

To	Board of Directors
From	David Mendenhall, Plant Superintendent
Title	Approval of Biosolids Hauling
Item No.	3e
Date	September 2, 2020 for September 15, 2020 Regular Board Meeting

Summary

Staff seeks authorization from the Board to approve the General Manager to sign a one-year contract with Horner Enterprises, Inc. with up to three, one-year extensions for the hauling of our biosolids to our beneficial reuse site at Madison Farms in Echo OR.

Background

In manager retreat sessions, we discussed alternative methods of disposal and/or transport of our biosolids for future consideration. The retirement of our employee who did most of the hauling spurred more urgent action. With the assistance of Rob Moody of Merina + Company, we performed an analysis of hauling options and delivered that to the General Manager. We considered status quo which involved District employees doing the driving, buying a trailer, and having someone else haul it, or completely contracting out the hauling. The analysis showed that it was cost effective to contract out the hauling especially considering the avoided capital cost of replacing our existing trucks. We also gain full use of the employees doing the hauling for their primary job functions. We received approval from the General Manager to proceed with a Request for Proposal (RFP) once the budget was approved.

We created an RFP document and sample contract and had both approved by our attorney. The contract is for one year of hauling, with up to three, one-year extensions, through 2024. The initial term will be based on a rate of \$46.15 per wet ton with a not-to-exceed cost of \$100,000. Staff will return to the board annually for budgetary authorization before each renewal term. The RFP was posted on our website and advertised in the Daily Journal of Commerce starting July 27, 2020. Proposals were due August 10, 2020 at 4:00 pm. We received 3 proposals by the deadline and none thereafter. We formed a committee of three District employees who reviewed and scored the proposals based on the criteria described in the RFP. The scoring was not based solely on price which was stated in the RFP.

Evaluation Criterion	Weighting Factor
Experience	30%
Compensation	40%
Equipment	15%
Project Approach	15%

The committee chose Horner Enterprises, Inc of Sweet Home , OR with 2 first place scores and 1 second place score. The other respondents were Groat Brothers of Woodland WA with 1 first place score and 2 second place scores, and Tribeca Transport LLC, of Woodland WA with 3 third place scores. Horner was not the lowest price but was within the estimate and budget we had developed and well qualified. The quoted costs were per wet ton and the total is based on an average monthly production of 176 wet tons and 2,112 wet tons per year.

Horner Enterprises	\$46.15/wet ton	\$97,468.80
Groat Brothers	\$36.75/wet ton	\$77,616.00
Tribeca Transport	\$65.00/wet ton	\$137,280.00

Past Board Actions

May 2020 The Board approved by Resolution 2020-05 the FY20-21 Budget which appropriated funds for this service.

Concurrence

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

Recommendation

Staff recommends this contract be awarded as it was planned for in FY 20-21 Budget the Capital Improvement Plan and a qualified proposal was received for less than the amount budgeted for in the FY21 Budget.

Suggested Board Motion

“I move to approve the General Manager to sign a contract with Horner Enterprises, Inc for a one-year term with up to three extensions—with the initial contract term not to exceed \$100,000—for the hauling of our biosolids to our beneficial reuse site at Madison Farms in Echo OR.”

Attachments

1. Biosolids Hauling Personal Services Agreement



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

THIS AGREEMENT, by and between Oak Lodge Water Services, a special district formed under the authorization of ORS 450 and ORS 264, hereinafter called the "District" and (Name and Address of Firm), whose authorized representative is (Name of Representative), hereinafter referred to as the "Contractor."

RECITALS

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

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

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

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

1. Scope of Services

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

2. Effective Date and Duration

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

3. Contractor's Fee

A. Basic Fee

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

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

B. Certified Cost Records

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

C. Contract Identification

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

D. Payment – General

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

5. Assignment/Delegation

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

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

6. Contractor is Independent Contractor

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

7. Indemnity

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

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

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

8. Insurance

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

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

A. Commercial General Liability Insurance

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

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

B. Professional Liability

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

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

C. Commercial Automobile Insurance

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

D. Workers' Compensation Insurance

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

E. Additional Insured Provision

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

F. Extended Reporting Coverage

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

G. Notice of Cancellation

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

H. Insurance Carrier Rating

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

I. Certificates of Insurance

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

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

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

J. Primary Coverage Clarification

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

K. Cross-Liability Clause

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

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

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

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

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

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

9. Termination Without Cause

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

10. Termination With Cause

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

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

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

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

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

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

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

11. Non-Waiver

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

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

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

District	(Contractor's Firm Name):
Attn: David L Mendenhall	Attn: (insert contract manager's name)
14496 SE River Road Oak Grove, Oregon 97267	Address: (insert contract manager's address)
Phone: 503-353-4211	Phone: (insert #)
Fax 503-653-0586	Fax: (insert #)
Email Address: davidm@olwsd.org	Email Address: (insert address)

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

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

13. Merger

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

14. Force Majeure

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

15. Non-Discrimination

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

16. Errors

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

17. Extra (Changes) Work

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

18. Governing Law

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

19. Compliance With Applicable Law

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

20. Conflict Between Terms

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

21. Access to Records

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

22. Audit

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

23. Severability

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

24. Complete Agreement

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

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

OAK LODGE WATER SERVICES

Signature

Print Name & Title

Date

CONTRACTOR

Signature

Print Name & Title

Date

Exhibit A

SCOPE OF SERVICES

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

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

STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Approval of Aldercrest-McLoughlin Loop and Partridge Circle Water Main Replacement Design Task Order
Item No. 3f
Date September 2, 2020 for September 15, 2020 Regular Meeting

Summary

Staff seeks approval of a Task Order with one of its On-Call Engineering firms, AKS Engineering and Forestry in the amount of \$249,640 for the design of three projects that will be constructed over the course of two fiscal years: Aldercrest-McLoughlin Loop, a grouping of two projects, and Partridge Circle.

Background

Aldercrest Road-McLoughlin Loop (Attachment 1)

During the creation of the Capital Project list in the District's new Water System Master Plan, the project team found the water main in these streets in need of replacement for multiple reasons. First, much of this line is undersized for current fire flow standards. Second, the dead-end of the main in Kellogg Apartments causes water to barely meet water quality standards. By looping this system over to Aldercrest, residents in this area will benefit from better tasting water, while the District as a whole will benefit from Staff not having to flush (waste) water to keep the quality of water to our standards; saving Staff time for other activities and our precious drinking water for others to use.

To loop this system, it will require the District to purchase both permanent and temporary construction easements from Kellogg Lake Apartments. The negotiation for this easement will be handled by certified ROW Agents in a separate Task Order from the one before you today with AKS. Staff will be contacting the District's On-Call ROW Consultants to prepare a scope of work for handling this part of the project.

Partridge Circle (Attachment 2)

After completion of the Capital Project list in the District's new Water System Master Plan, District Staff found a newer ductile iron water line to be degrading at a rapid pace. Having already required multiple repairs, Staff suspects electrolysis is causing the degradation and is recommending the line to be replaced with HDPE pipe to prevent this from happening again. This area has also been known to have ground movement,

which is another warning signal to use HDPE pipe rather than the District's standard ductile iron pipe.

Due to the estimated construction costs for both of these projects being more than the District plans to spend each year, staff came up with a plan to build the two projects over the span of two fiscal years with one construction bidding process. To accomplish this, the bid documents will specify which areas are able to be worked on during which timeframes.

Past Board Actions

June 2020: Adoption of the FY21 Budget, which includes \$325,000 for the Design and Construction of Partridge Circle Water Main Replacement and \$955,000 for the Design and Construction of Aldercrest Road Water Main Replacement.

Concurrence

Technical Services staff have collaborated with Field Operations and Water Systems Consulting in developing these projects.

Recommendation

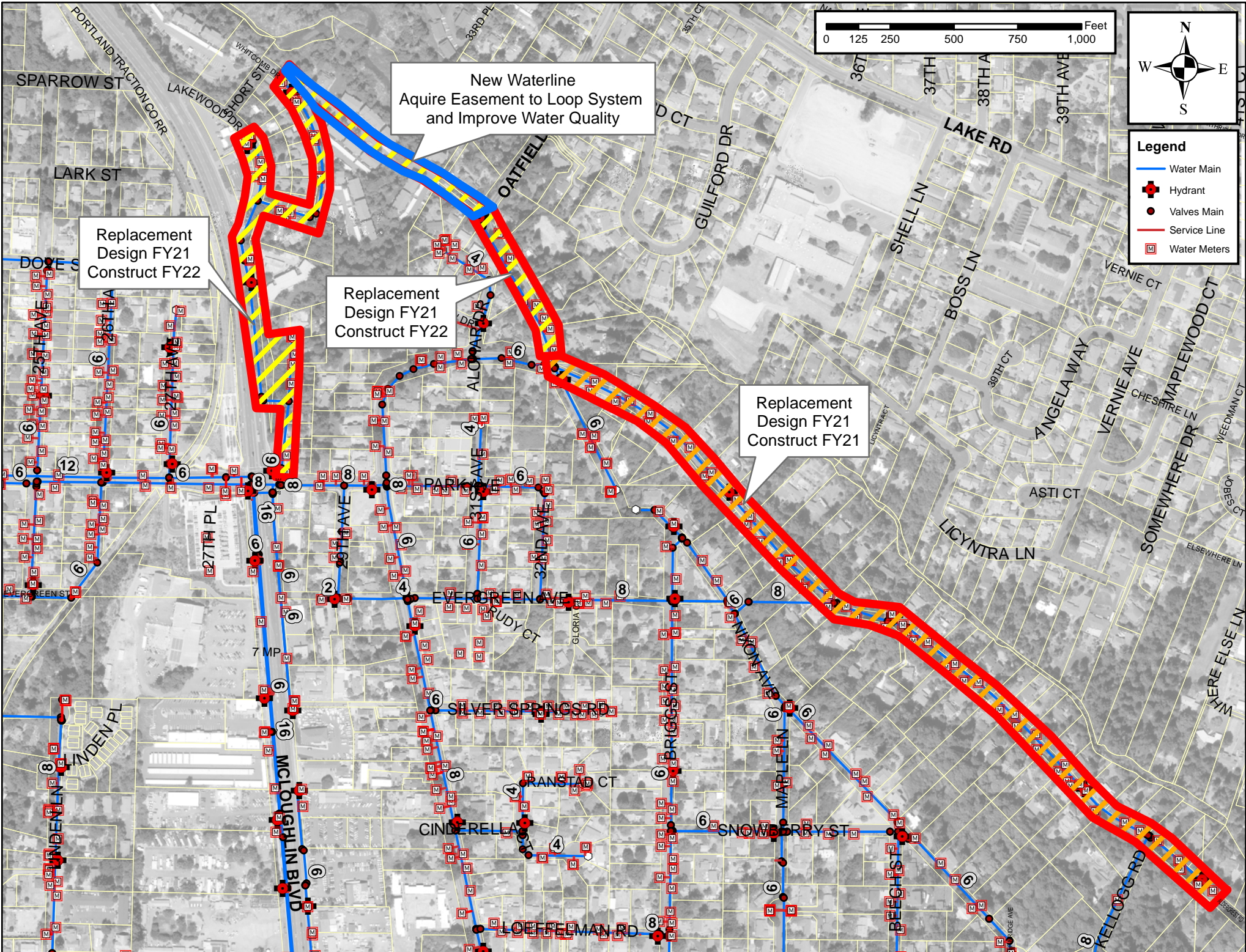
Staff recommends the Board approve the General Manager to sign a Task Order under the active On-Call Services Contract with AKS Engineering and Forestry for the design of the Aldercrest-McLoughlin Loop and Partridge Circle Water Main Replacement Project in the amount of \$249,640.

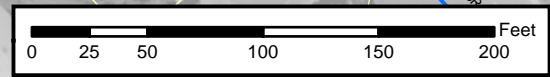
Suggested Board Motion

"I move to approve the General Manager to sign a Task Order for the design of the Aldercrest-McLoughlin Loop and Partridge Circle Water Main Replacement Project with AKS Engineering and Forestry in an amount not to exceed \$249,640."

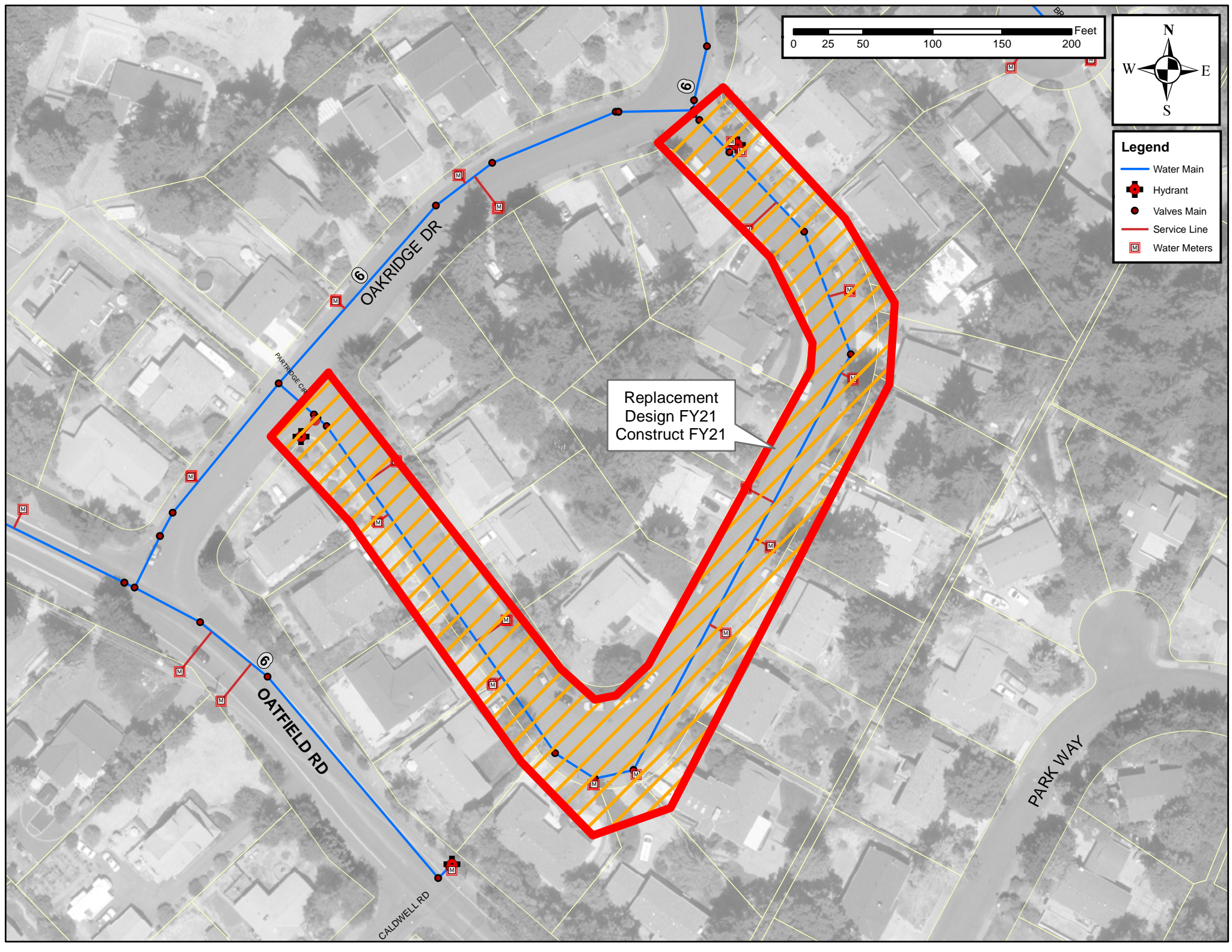
Attachments

1. Aldercrest-McLoughlin Loop Map
2. Partridge Circle Map
3. Exhibit A – Scope of Work for Task Order #7 with AKS Engineering and Forestry





- Legend**
- Water Main
 - Hydrant
 - Valves Main
 - Service Line
 - Water Meters



Replacement
Design FY21
Construct FY21

OAKRIDGE DR

OATFIELD RD

CALDWELL RD

PARK WAY

Partridge Circle & Aldercrest Road
OAK GROVE, OREGON

Exhibit A — Scope of Work

Oak Lodge Water Services District (District) plans to replace a water main within Partridge Circle and SE Aldercrest Road. The Partridge Circle project will replace approximately 920 lineal-feet of waterline from Oakridge Dr to Oakridge Dr with 8-inch HDPE pipe. The Aldercrest Road project will replace approximately 6,950 lineal-feet of waterline along Aldercrest Road, Whitcomb Drive, Lark Street, Lakewood Drive, McLoughlin Boulevard, and 28th Avenue.

The following services will be performed by AKS Engineering & Forestry, LLC (Consultant) and/or our subconsultants. All services will be performed by or under the observation of a Professional Land Surveyor and/or Professional Engineer registered in the State of Oregon.

I. Project Management

Consultant will:

- Provide a cohesive consulting team to execute the scope of work listed herein
- Coordinate and participate in project meetings
- Develop a schedule identifying critical tasks
- Perform project management duties including monthly invoicing, preparing monthly project status reports and managing schedule, budget and scope to meet the project requirements.

II. Review of Records

Consultant will review the following records provided by District:

- As-built records
- Easement records

III. Geotechnical Investigation

Consultant will complete one day of pavement core samples to support the pavement restoration design. Pavement core data will be logged and compiled into a field data report.

IV. Topographic Survey

Partridge Circle:

Consultant will complete a photogrammetric aerial survey for the area shown in the attached Exhibit C. Additional topographic survey will be completed as needed for design to record invert elevations of any sanitary sewer and stormwater structures. 360-degree video will be recorded along the project length to support design.

Aldercrest Road:

Consultant will complete a mobile lidar survey of Aldercrest Road, Oatfield Rd, and McLoughlin Blvd within the project boundary. Topographic survey will be completed between Oatfield Rd and Whitcomb Dr and along Whitcomb Dr, Lark St, Lakewood Dr, and 28th Ave. Property boundaries will be established for 12200 SE McLoughlin Blvd.



Data collected in the topographic and lidar survey will be drafted in a digital format (CAD) for use in design.

V. Construction Documents

Consultant will prepare the following:

- Construction Drawings including the following sheets: Cover Sheet, General Notes Sheet, Existing Conditions Plan, Erosion Control Plan, Utility Improvements Plans and Profiles, Surface Restoration Plan, Construction Details, and Traffic Control Plan
- Special Provisions for any work item not defined in the District standard specifications
- Bid Sheet
- Engineer's Estimate

Construction drawings will be issued to District for review at 50%, 90% and 100% design stage. All other construction documents will be issued to District for 90% and 100% review. Consultant will participate in two (2) design review meetings with District.

VI. Easement Acquisition

Consultant will support the District's efforts to acquire temporary and permanent easements necessary for the construction of the waterline in the Aldercrest Road project area. Easements are anticipated to be necessary from 12200 SE Mcloughlin Blvd. AKS will prepare legal descriptions for temporary construction easement and a permanent utility easement for one property.

VII. Permitting Coordination

Clackamas County:

Consultant will submit construction drawings to Clackamas County to coordinate with the County ahead of permit issuance, which will be issued once a contractor is selected. Consultant will respond to County review comments and revise plans as required to support the right-of-way permit.

ODOT:

Consultant will submit construction drawings to ODOT at 50%, 90%, and 100% milestones. Consultant will coordinate with ODOT to review comments and revise plans as required to support the permit to occupy or perform operations upon a state highway. Permit will be issued once a contractor is selected.

VIII. Construction Phase Services

Consultant will perform the following construction phase services:

- Respond to contractor RFIs
- Participate in a final walkthrough with District, the contractor, and Clackamas County.

IX. Reimbursable Expenses

Reimbursable expenses include mileage, deliveries, and commercial copies.



Fee Estimate
(See attached detailed estimate – Exhibit C)

Partridge Circle	\$28,850
Aldercrest Road	\$220,790
TOTAL	\$249,640

Assumptions

- District will provide as-builts of existing waterline
- Topographic surveying services do not include determination of the right-of-way boundaries except for at address 12200 SE Mcloughlin Blvd. Work limits will be to existing water meters which as assumed to be within public right-of-way.
- District is responsible for preparing project specifications and assembling the contract documents for bidding.
- District is responsible for all permit fees
- The erosion control permit for the project will be reviewed and issued by District.
- District is responsible for easement negotiation and acquisition or will be managed/subcontracted through AKS once the limits of easement acquisition are determined. Easement negotiation is excluded from this scope of work.
- District is responsible for all construction inspection
- District is responsible for public involvement and any required coordination with effected private properties.

Exclusions

Services that do not fall within the scope of work are excluded from this estimate.



Exhibit 'B'

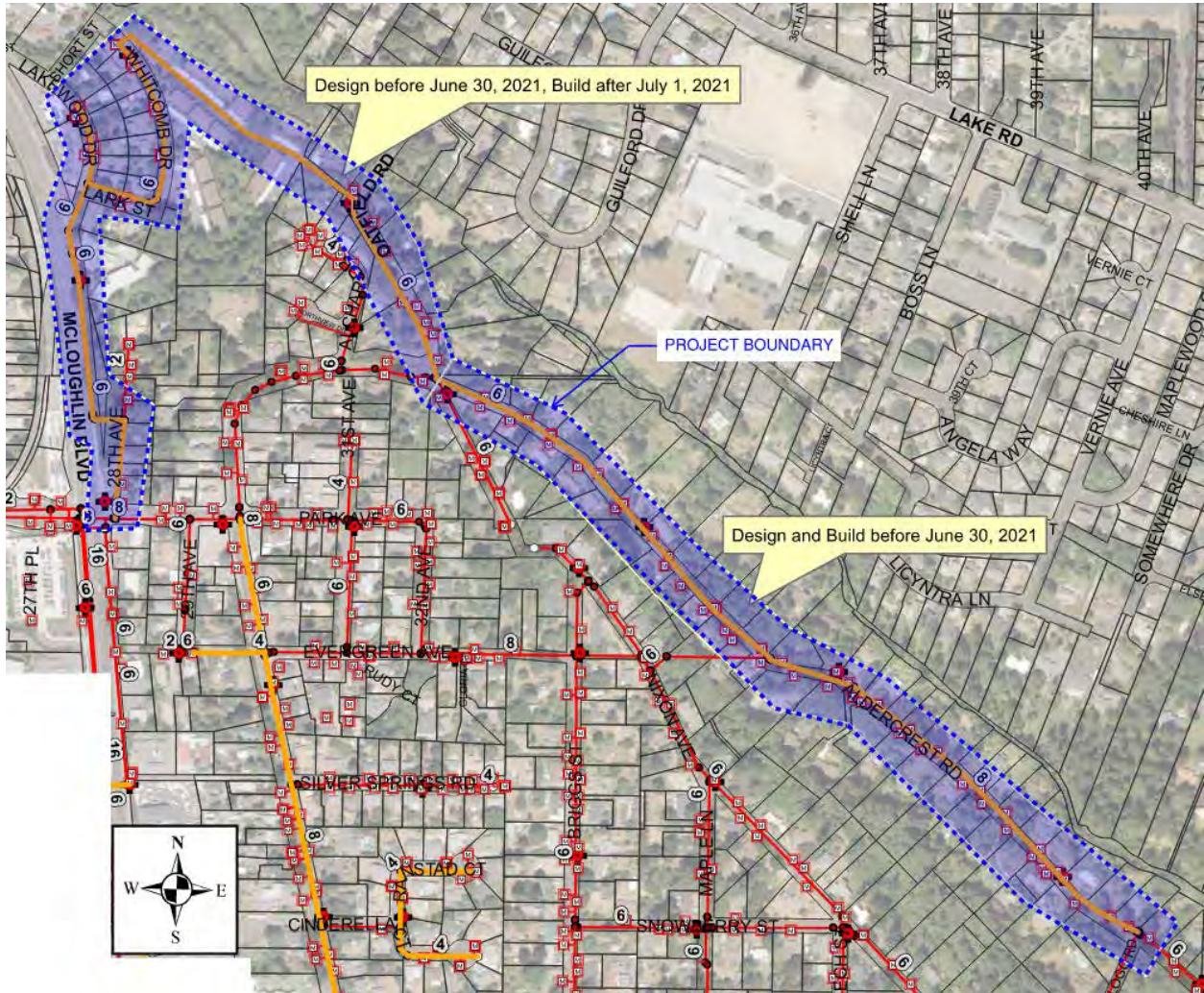
Oak Lodge Water Services District Partridge Circle Waterline Replacement												
	Project Manager	Project Engineer	Eng. Tech	Project Surveyor	Surveyor	Survey Tech	Survey Crew (Two Person)	Drone - One Person Field Crew	Clerical	Direct Cost	ESTIMATED TOTAL COST	
Fee Estimate	\$170	\$160	\$125	\$160	\$125	\$110	\$220	\$200	\$65	1		
Project Tasks & Estimated Personnel Hours												
I. Project Management	6								6		\$1,410	
II. Review of Records	1	2	4			2					\$1,210	
III. Topographic Survey	1	1	2	2	6	30	12	10			\$9,590	
IV. Construction Documents	8	20	80								\$14,560	
V. Permitting Coordination	1	2	4						4		\$1,250	
VI. Construction Phase Services	1	1	2							\$250	\$250	
VII. Reimbursable Expenses											\$250	
ESTIMATED TASK HOURS SUBTOTAL	18	26	92	2	6	32	12	10	10	-	-	
ESTIMATED COST SUBTOTAL	\$3,060	\$4,160	\$11,500	\$320	\$750	\$3,520	\$2,640	\$2,000	\$650	\$250	\$28,850	
TOTAL COST ESTIMATE											\$28,850	
Oak Lodge Water Services District Aldercrest Road Waterline Replacement												
	Project Manager	Project Engineer	Eng. Tech	Project Surveyor	Surveyor	Survey Tech	Survey Crew (Two Person)	Mobile Lidar	Lidar Specialist	Clerical	Direct Cost	ESTIMATED TOTAL COST
Fee Estimate	\$170	\$160	\$125	\$160	\$125	\$110	\$220	\$225	\$120	\$65	1	
Project Tasks & Estimated Personnel Hours												
I. Project Management	40											\$7,190
II. Review of Records	1	4	8		8					6		\$2,810
III. Geotechnical	1	4	8								\$5,000	\$6,810
IV. Topographic Survey	1	4	8	4	10	140	80	8	80			\$48,100
V. Construction Documents	120	250	540	1	20					6		\$130,950
VI. Easement Acquisition Support	2	8	20	2	10	30					\$500	\$9,490
VII. Permitting Coordination	4	10	20							4		\$5,040
VIII. Construction Phase Services	10	20	40								\$500	\$9,900
IX. Reimbursable Expenses											\$500	\$500
ESTIMATED TASK HOURS SUBTOTAL	179	300	644	7	48	170	80	8	80	16	-	-
ESTIMATED COST SUBTOTAL	\$30,430	\$48,000	\$80,500	\$1,120	\$6,000	\$18,700	\$17,600	\$1,800	\$9,600	\$1,040	\$6,000	\$220,790
TOTAL COST ESTIMATE											\$220,790	

Notes: Easement Acquisition Support direct costs include one title report. Geotechnical direct costs are for Geo Pacific subconsultant.



Exhibit 'D'

Aldercrest Road Project Area



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Resolution No. 2020-14 Authorizing a Budget Transfer for the FY 2021 Adopted Budget
Item No. 4
Date September 10, 2020 for September 15, 2020

Summary

A budget transfer is necessary to transfer appropriations within the fiscal year 2020-21 adopted budget and provide for compliance with Oregon Local Budget Law. The budget amendment resolution is proposed to address additional costs associated with the recent adoption of the labor agreement with AFSCME Local 350-10 as those costs were unforeseen at the time of the fiscal year 2020-21 budget adoption. Also addressed in the proposed resolution is an additional appropriation for the District's communications program that was unforeseen at the time of budget adoption. Appropriations will be transferred from contingency within the respective funds to offset additional costs identified.

Background

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

Recommendation

Approval of the Budget Transfer Resolution as presented.

Suggested Board Motion

"I move to adopt Resolution No. 2020-14 Amending FY 2020-21 Budget."

Attachments

1. Resolution No. 2020-14

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-14

A RESOLUTION AUTHORIZING A BUDGET TRANSFER IN THE ADOPTED FISCAL YEAR 2020-21 BUDGET.

This matter comes before the Board of Directors of Oak Lodge Water Services District, a special district organized under Oregon Revised Statutes Chapters 450 and 264, regarding a budget transfer in the fiscal year 2020-21 adopted budget.

WHEREAS, the Oak Lodge Water District Board of Directors adopted the 2020-21 budget and made appropriations for the 2020-21 fiscal year; and

WHEREAS, subsequent to the budget adoption, the Board approved the current labor agreement with AFSCME Local 350-10 requiring additional funds than initially anticipated during budget adoption; and

WHEREAS, budgeted contingency in the District's Administrative Services, Drinking Water, Wastewater Reclamation, and Watershed Protection Funds exists in amounts sufficient to cover the additional costs associated with the adopted labor agreement; 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 contained in 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 District authorizes the following budget transfers and revisions to the FY 2020-21 Adopted Budget as follows:

	<u>Adopted Budget</u>	<u>Change</u>	<u>Amended Budget</u>
Administrative Services Fund			
Personal Services	\$1,977,000	\$55,500	\$2,032,500
Materials & Services	1,762,500	15,000	1,777,500
Contingency	139,000	(70,500)	68,500
Drinking Water Fund			
Personal Services	989,000	48,500	1,037,500
Contingency	962,699	(48,500)	914,199
Wastewater Reclamation Fund			
Personal Services	643,000	59,500	702,500
Contingency	801,000	(59,500)	741,500

Watershed Protection Fund

Personal Services	134,000	2,500	136,500
Contingency	549,442	(2,500)	546,942

INTRODUCED AND ADOPTED THIS 15th DAY OF SEPTEMBER 2020.

OAK LODGE WATER SERVICES DISTRICT

By _____ By _____
Kevin Williams, President Paul Gornick, Secretary/Vice President

STAFF REPORT

To	Board of Directors
From	Aleah Binkowski, Human Resources Manager
Title	Protective Footwear Policy Workshop
Item No.	5
Date	September 15, 2020

Summary

The Board of Directors maintains the authority to approve or deny employment policies and practices.

Background

The District has very specific language outlined in the Collective Bargaining Agreement relating to boots and protective footwear. The language concerning boots and protective footwear was carried over from the prior contract, no changes were made in the most recent round of bargaining. The attached draft Policy provides guidelines for employees eligible for the agreed upon boot allowance and clarifies how the allowance can be spent. The policy also clarifies some of the employee and employer responsibilities.

Concurrence

Staff have developed the Protective Footwear Policy guided by the Collective Bargaining Agreement language. All documents will be reviewed by Union representatives as outlined in the National Labor Relations Act.

Recommendation

Staff request questions and comments regarding the new Human Resources policy. Staff will return for Board adoption after receiving approval from Union representatives. No action is needed at this time.

Attachments

1. Draft Protective Footwear Policy

PROTECTIVE FOOTWEAR

PURPOSE:

This policy applies to the use of personal protective footwear at all Oak Lodge Water Services District facilities and related facilities of operations.

SCOPE:

This policy applies to all Oak Lodge Water Services District employees who work in any environment requiring the use of personal protective footwear either by law or by District policy.

POLICY STATEMENT:

The safety, health, and wellbeing of all employees are of primary concern to Oak Lodge Water Services District (OLWSD). It is the policy of this organization to conduct all operations safely, to prevent injury to employees, and to provide and maintain a safe work environment, which is conducive to efficient and effective public service delivery.

DEFINITIONS:

Affected Employee: an OLWSD employee who may be exposed to hazardous conditions or materials while performing assigned job duties and responsibilities. This definition includes but is not limited to those employees who work in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock or hazardous materials. This definition does not mean employees who are visiting the facilities of the District for the purposes of touring or observing operations or portions thereof on a limited and infrequent basis nor does it apply to employees who are strictly stationed in an office setting.

Protective Footwear: Protective footwear is footwear that is designed to provide protection from foot injuries due to falling or rolling objects, objects piercing the sole, or when the use of

protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock or hazardous materials. All required protective footwear shall meet current American National Standards Institute (ANSI) or ASTM standards and/or any applicable Oregon OSHA standards. Foot protection includes:

- Steel or composite toe protection for impact hazards to the toes and front of foot
- If necessary, metatarsal guards to protect the top of the foot from impact
- Puncture and slip resistant soles
- Electrical hazard protection from limited voltage under dry conditions

The need for protective footwear depends on specific job tasks and the associated potential for foot injury hazards. Protective footwear does not take the place of safe work practices, proper material handling, proper equipment uses, which are always primary principles in the safe handling of materials, equipment, and substances.

PROCEDURE:

Employee Responsibilities: Employees are responsible for properly wearing the assigned personal protective footwear as required for each task assigned. Employees are also responsible for proper use, care, maintenance, and storage of said footwear. Employees shall immediately report any required maintenance, repair, or replacement of personally assigned protective footwear necessary to maintain its serviceability, and employee protection, to their supervisor or manager. Employees must turn in all receipts or charge account slips to Accounts Payable or the Human Resources Manager for tracking and coding.

Work Boots and Protective Footwear:

1. The District will provide up to \$300.00 every fiscal year for the purchase or repair of safety-toed protective boots to affected employees. OLWSD has accounts with several local stores. Contact your direct supervisor, manager, or the Human Resources manager for more details about those accounts. Employees may purchase work boots from the supplier of their choice and attach a receipt to the expense reimbursement form for reimbursement.
2. All affected employees interested in enhancing their personal protective work boots or protective footwear, agree that any additional costs over and above the District's allowed \$300.00 every year will be borne by them personally. The \$300 annual allowance covers the boots themselves and enhancements to the boots. Enhancements are defined as items used to care for and improve the boots themselves (e.g. insoles, laces, waterproofing wax, etc.)
3. All affected employees who are required to wear personal protective work boots or protective footwear will be provided up to one hour every fiscal year during the

employee's regular working hours and schedule, to be scheduled/or approved by the employee's supervisor or manager, to make their personal protective footwear purchase. Any additional time used by the employee to select and purchase the required personal protective footwear will be on the employee's own time.

4. Affected employees who fail to use the personal protective footwear as required when exposed to potential hazards, shall be subject to disciplinary action.
5. When selecting personal protective work boots or protective footwear, employees shall consider comfort and fit. Care should be taken to ensure the appropriate size and style is selected based upon suitability for the intended purpose.
6. Affected employees must ensure protective footwear is properly maintained, inspected, and cleaned at regular intervals so that the footwear provides the requisite protection during its expected useful life. It is important that all personal protective footwear be kept clean and properly maintained. Consult the manufacturer(s) use and care guidelines.
7. No Fault Replacement. The District will replace personal protective work boots or protective footwear, up to the reimbursement limit, should the work boots or protective footwear become damaged, through no fault of the employee. Any defective or damaged personal protective footwear shall not be used and shall be immediately reported to the employee's supervisor. The term "no fault" shall not include misuse, abuse, or negligence in the care and use of the District's personal protective footwear and will be determined by the employee's manager.

Knee Boots and Hip or Chest Boots:

1. In addition to work boots, the District will supply personal protective rubber knee boots, and hip boots or chest waders for those affected employees who are assigned tasks where exposure to hazardous chemicals, sewage, wastewater, or contaminated liquids is probable. Rubber knee boots, and hip boots or chest waders must be worn when the potential for exposure to hazardous chemicals, sewage, wastewater, contaminated liquids, wet environment, or other assessed hazards are identified and present in the workplace.
2. All personal protective rubber knee boots, and hip boots or chest waders must be properly maintained, inspected, and cleaned at regular intervals so that they provide the requisite protection during their expected useful life.

Defective or damaged personal protective footwear shall not be used and shall be immediately reported to the employee's supervisor.

Employer Responsibilities: The first week of June of every year a report will be sent out to affected employees with the total amount of remaining boot allowance.

STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources Manager
Title Human Resources Report
Item No. 6a
Date September 15, 2020 Regular Meeting

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

- Completed the payroll switch from forecasted twice monthly pay dates to bi-weekly lookback pay dates.
- Instituted a temporary mask policy.
- The HVAC systems in all the office buildings have been upgraded.
- Updating the Outreach and Education Coordinator job description to fit the changing needs of the District.

Human Resources and Payroll Operations

Historically the District was paid on the 15th and the last day of the month and the pay periods ran concurrently with the pay dates. This meant there would be pay cycles in which staff was turning in timesheets with more than seven days of forecasted hours. The forecasting led to more inaccuracies and inefficiencies in the payroll process. Anytime a staff member ended up with over time due to a call out, took a sick day or left early for the day, they would have to resubmit a corrected timesheet and corrections would be made on the next timesheet. A large portion of the staff was turning in two timesheets every payroll. The corrections would then need to be verified against the original submission. Staff would sometimes forget to submit a correction which lead to missed overtime or inaccurate uses of paid time off. During bargaining we were able to make a change to the payroll structure. Our payroll system has been successfully recoded and staff get paid every other Friday for the prior two weeks. This will also allow us to begin to use the electronic timekeeping module of Springbrook. Once this module is up and running, we can cease using paper timesheets and staff will be able to enter time from any computer, tablet, or smartphone. It will give staff historical paystubs and will further increase payroll efficiency and accuracy.

During the COVID-19 pandemic the District's number one goal has been to keep staff as safe as possible while continuing service to our customers. After articles on indoor

air quality started to surface the District started doing research on air quality and the virus in HVAC systems. We worked with the contractors who service and maintain the HVAC systems in all our office buildings. Availability of supplies was an issue, but we now have upgraded filters and UV lighting or the equivalent in our office buildings which kill the majority of bacteria, mold, and viruses in the air. All the records for these expenditures are being tracked and will be submitted in our next round of CARES grant request. This spending qualifies under the grant.

The District has been requiring staff to wear masks since the day the CDC changed its mask guidelines. Staff received training on wearing and making cloth face coverings (when there was a shortage) and multiple communications regarding the District's mask guidelines. Staff have since received multiple types of both disposable and washable face coverings. To ensure compliance all staff has received a copy of the District's temporary mask policy and has turned in a signed copy of the policy.

As you know Lara Christensen has been promoted to the Water Quality Coordinator position, leaving the Outreach and Education Coordinator position temporarily vacant. We are updating and slightly changing this position to be more in line the District's needs as it relates to developing an overall communication and outreach strategy.

Attachments

1. OWLSD Temporary Face Covering Policy



WORKPLACE MASK/FACE-COVERING/FACE-SHIELD POLICY (Temporary)

Approved by

Updated July 27, 2020

Policy: The health and safety of employees is our highest priority. All employees are now required to wear a mask or cloth face-covering or that covers their mouth and nose or a face shield that covers from the forehead to the bottom of the chin and wraps around the face at all times* while in the workplace indoors and outdoors any time more than 6 feet of distance cannot be maintained. Anytime staff is approaching a member of the public or a customer's door a mask must be worn. All staff have been given 5 white cloth masks and 2 copper thread masks made by Sock-It To Me. Please email aleah@olwsd.org if you need extra cloth masks. There are some in the main admin building. There are also disposable masks available in each building.

*Please note the following exceptions:

- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least six feet from their office door. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform the necessary hand hygiene and replace the mask when they are done.
- Employees working outdoors by themselves do not need to wear masks unless they are near the public or other staff.

Please note: this policy is in addition to the District's previous communications regarding preventing the spread of COVID-19. All current assignments on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.

Duration of Policy: This Workplace Mask Policy is considered temporary. The use of paper/cloth masks in the workplace will be re-assessed periodically, following the guidelines set forth by the CDC and local health authorities. This policy will sunset on December 31, 2020 unless otherwise impacted by guidelines set forth by the CDC and local health authorities.

Please direct any questions regarding the policy and the use, care of masks to your immediate supervisor or the HR Department at aleah@olwsd.org.

Acknowledgement:

I have read and been informed about the content, requirements, and expectations of the temporary Workplace Mask Policy for employees at Oak Lodge Water Services. I understand that if I have questions regarding this policy or its strict requirements, I will consult with my Manager or Human Resources.

Employee Signature: _____

Employee Printed Name: _____

Date: _____

Original to HR

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 9a
Date September 9, 2020 for September 15, 2020

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

- The District has updated the permit system with the new rates.
- Audit work continues in the form of providing information requested post interim work.
- Staff continues to make progress in addressing the audit findings from the FY 2018-19 financial statement audit as noted below.
- Large meter age review has begun to add to the financial meter replacement analysis being refined for next action steps.
- Meter project verification of the District's billing system is nearly completed as noted below.

Crossover Billing New Rates

The September bills fully reflect the new rates effective July 1, 2020. The previous two months billings after the adoption of the new rates were a blend of the former rates and the current rates. August 31, 2020 billings totaled 1.28m, down 1.2% from prior year. Fiscal year to date, utility billings are at 99.9% of the prior year.

FY 2020 Audit

Moss Adams began on-site review on Monday, July 20, 2020. They are focusing on the District's internal controls and progress on recommendations from the prior audit. Progress on the District's Corrective Action Plan (CAP) resulting from the FY 2018-19 financial statement audit is summarized below:

1. Work orders are now being generated by Lucity for the Water Team in the past week. Processes are still being developed to ensure all meter updates are also entered into Springbrook for utility billing. Reports from Lucity need to be

reviewed for cost tracking. A physical inventory of all capital assets is scheduled for September.

2. Security access recommendations have been received from Merina+Co. Recommendations will be reviewed and implemented. Additional training from Springbrook has been contracted for the Systems Administration.
3. Merina+Co is working through the structure for purchasing and purchase order approvals within the financial system. Once system adjustments are complete Merina+Co will provide staff training and oversee initial implementation of processes.

Billing System Verification

Verification of meter information for the residential meters' sample was completed at the end of July. There were no exceptions found that impacted revenue. Monthly testing of billing calculations within the financial system continues with no errors noted to date. Final step is verification for each billing cycle calculation.

Large meters testing and replacement planning has begun. Data is being collected on all large meters to determine the plan for the order of replacement taking into account any declining accuracy and the rate of return.

Accounts Receivable Review

On September 4, 2020, a Finance Sub-Committee meeting was held to review an analysis of current Accounts Receivable balance compared to prior years. During the August 18, 2020 meeting, questions were raised of current collections during the State of Emergency. Some utilities are seeing dramatic decrease in collections by as much as 20%.

The Accounts Receivable balances as of August 31, 2020 was compared to August 31, 2019. These were the findings:

1. A/R Balance owed to OLWSD has increased 3.28%

A/R Balance	8/31/2019	8/31/2020
Bi-Monthly Residential	\$ 1,053,341	\$ 1,154,155
Large Meters	528,590	522,439
Total	1,581,931	1,676,594
	Variance	\$ 94,662
	Under 30 Days	
	2020>2019	(42,825)
	Increase	51,837
		3.28%

2. While the total number of delinquent accounts has increased by 23, the average balance per delinquent account has also increased by 35%.

Delinquent Accounts	8/31/2019	8/31/2020
Over 60 Days	\$ 236,279	\$ 330,765
Number of Accounts	690	713
Average Balance per Acct.	\$ 342	\$ 464
		35.5%

3. The number of accounts that are current, account paid in full within 30 days, has increased over prior year.

Account %	8/31/2019	8/31/2020
Current	84.82%	87.56%
30-60 Day Grace	5.74%	2.91%
Delinquent	5.52%	5.69%
Credit Balance	3.92%	3.83%

Based on this initial analysis, the increase in the Accounts Receivable balance has not yet been due to the economic impact of the Coronavirus State of Emergency. The increase is due to accounts which have been historically delinquent continuing with their non-payment pattern. Based on interviewing OLWSD employees with historic Finance Department knowledge, accounts were not sent to collections until the account holder moved out and a final billing was completed. It is anticipated this approach may need to be amended.

Based on the age of the delinquent accounts, further analysis will be completed to determine the age in years and review if the account holders for residential accounts are either property holders or tenants. The District does not currently have a policy of how far back the District goes for claims from the account holder or claims by OLWSD for past due accounts. Financial analysis will be developed dividing the delinquent accounts into tiers in order to assist with decision-making. The tiers will be accounts under 2-years of debt, those with, 2-years to 3-years, and those over 3-years. The Board of Directors can review this data before establishing new policies around collections and water shut offs.

District Rules and Regulation §4.4 states that the property owner is responsible for all charges. "The District will not transfer responsibility." However, currently tenants are establishing new accounts with the District and owners can receive a courtesy copy of the billing. A request was made to confirm with the Board of Directors that the intent to only establish accounts with the property owner is the preference. If so, the District will move forward on moving current tenant accounts over to property owners. If not, then the Rule needs to be changed to allow for a tenant to establish an account with the District.

Attachments

1. Checks by Date Report for July 2020
2. Corrective Action Plan Matrix

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 09/02/2020 - 10:29AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	8/1/2020	Zions Bank		AP		8/ 3/2020	15,400.25
0	8/7/2020	TSYS		AP		8/10/2020	5,986.97
0	8/7/2020	TSYS		AP		8/10/2020	8,376.74
0	8/7/2020	Check Commerce		AP		8/ 4/2020	181.00
0	8/10/2020	Pitney Bowes Global Financial Services LLC		AP		8/12/2020	300.00
0	8/11/2020	Wells Fargo Bank		AP		8/11/2020	1,844.14
14180813	8/12/2020	Public Employees	PERS Adjustment	BRX		8/12/2020	-0.06
0	8/14/2020	VALIC c/o JP Morgan Chase		AP		8/18/2020	3,620.54
0	8/14/2020	Nationwide Retirement Solutions		AP		8/18/2020	1,404.02
0	8/14/2020	IRS Dept of The Treasury		AP		8/17/2020	17,557.59
0	8/14/2020	Public Employees		AP		8/27/2020	19,049.04
0	8/14/2020	OR Dept of Justice, Div of Child Support		AP		8/19/2020	937.30
0	8/14/2020	Oregon Department Of Revenue		AP		8/18/2020	4,716.69
0	8/14/2020	Oregon DOR - State Transit Tax		AP		8/18/2020	65.83
0	8/14/2020	Payroll Direct Deposit	DD 00001.08.2020	PR		8/14/2020	45,503.41
15400824	8/24/2020	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX		8/24/2020	10,891.33
15400825	8/24/2020	Wells Fargo Remittance Center	Wells Fargo Credit Card Payment	BRX			-10,891.33
0	8/24/2020	Wells Fargo Remittance Center		AP			10,891.33
14180828	8/27/2020	Public Employees	PERS Adjustment	BRX		8/27/2020	-0.07
0	8/28/2020	IRS Dept of The Treasury		AP		8/31/2020	30,284.12
0	8/28/2020	Nationwide Retirement Solutions		AP			1,633.04
0	8/28/2020	OR Dept of Justice, Div of Child Support		AP			937.30
0	8/28/2020	Oregon DOR - State Transit Tax		AP			107.04
0	8/28/2020	VALIC c/o JP Morgan Chase		AP			3,639.75
0	8/28/2020	Oregon Department Of Revenue		AP			8,419.98
0	8/28/2020	Public Employees		AP			29,552.80
0	8/28/2020	Payroll Direct Deposit	DD 00002.08.2020	PR		8/28/2020	72,912.81
ACH Disbursement Activity Subtotal							283,321.56
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							283,321.56

Paper Check Disbursement Activity

44282	8/3/2020	Customer Refund		AP		8/14/2020	23.71
44283	8/3/2020	Accela, Inc		AP		8/10/2020	8,780.91
44284	8/3/2020	AFLAC		AP		8/10/2020	1,840.99
44285	8/3/2020	AFSCME Council 75		AP		8/ 7/2020	875.74
44286	8/3/2020	AnswerNet		AP		8/10/2020	246.97
44287	8/3/2020	Customer Refund		AP		8/14/2020	434.82
44288	8/3/2020	Cintas Corporation - 463		AP		8/ 7/2020	798.89
44289	8/3/2020	Convergence Networks		AP		8/ 7/2020	11,636.50
44290	8/3/2020	Detemple Company, Inc.		AP		8/ 6/2020	5,175.82
44291	8/3/2020	Customer Refund		AP		8/26/2020	112.03
44292	8/3/2020	HealthEquity		AP		8/10/2020	6.90
44293	8/3/2020	Impressions Printing Inc		AP		8/ 6/2020	104.00
44294	8/3/2020	Customer Refund		AP		8/10/2020	9.00
44295	8/3/2020	Employee Business Expense Reimbursement		AP		8/12/2020	21.60
44296	8/3/2020	Madison Biosolids, Inc.		AP		8/11/2020	12,675.00
44297	8/3/2020	Customer Refund		AP			25.53
44298	8/3/2020	Napa Auto Parts		AP			31.99
44299	8/3/2020	Northstar Chemical, Inc.		AP		8/10/2020	456.25
44300	8/3/2020	Pamplin Media Group		AP		8/ 7/2020	134.31

Bank Reconciliation
 Checks by Date
 User: jeff
 Printed: 09/02/2020 - 10:29AM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44301	8/3/2020	Customer Refund		AP		8/12/2020	109.11
44302	8/3/2020	Portland Water Bureau		AP		8/12/2020	17,422.00
44303	8/3/2020	R & L Services Inc.		AP		8/13/2020	417.70
44304	8/3/2020	Red Wing Shoe Store		AP		8/ 7/2020	292.49
44305	8/3/2020	Customer Refund		AP		8/10/2020	119.01
44306	8/3/2020	Seattle Ace Hardware		AP		8/13/2020	77.24
44307	8/3/2020	Secure Pacific Corporation		AP		8/ 6/2020	314.70
44308	8/3/2020	Customer Refund		AP		8/10/2020	21.76
44309	8/3/2020	Customer Refund		AP		8/ 7/2020	25.76
44310	8/3/2020	Unifirst Corporation		AP		8/13/2020	549.12
44311	8/3/2020	Customer Refund		AP			91.10
44312	8/3/2020	Waste Management Of Oregon		AP		8/10/2020	138.54
44313	8/10/2020	A and A Drilling Service, Inc		AP		8/18/2020	165.00
44314	8/10/2020	Customer OLCERT Reimbursement		AP			290.07
44315	8/10/2020	Brown And Caldwell		AP		8/13/2020	29,702.54
44316	8/10/2020	CDR Labor Law, LLC		AP		8/17/2020	6,037.50
44317	8/10/2020	City Of Milwaukie		AP		8/17/2020	6,696.16
44318	8/10/2020	Convergence Networks		AP		8/17/2020	2,688.00
44319	8/10/2020	Detemple Company, Inc.		AP		8/14/2020	307.50
44320	8/10/2020	Emery & Sons Construction Group, LLC		AP		8/12/2020	211,123.25
44321	8/10/2020	IntelliCorp Records, Inc.		AP		8/13/2020	95.35
44322	8/10/2020	Kaiser Permanente		AP		8/17/2020	12,785.02
44323	8/10/2020	Madison Biosolids, Inc.		AP		8/13/2020	2,806.89
44324	8/10/2020	OCD Automation, Inc.		AP		8/13/2020	2,050.00
44325	8/10/2020	Relay Resources		AP		8/14/2020	6,944.73
44326	8/10/2020	Seattle Ace Hardware		AP		8/21/2020	187.98
44327	8/10/2020	Verizon Wireless		AP		8/13/2020	1,840.28
44328	8/10/2020	Waste Management Of Oregon		AP		8/17/2020	43.75
44329	8/10/2020	Water Systems Consulting, Inc.	Water Master Plan	AP		8/14/2020	13,270.44
44330	8/10/2020	Customer OLCERT Reimbursement		AP			331.05
44331	8/10/2020	Aks Engineering & Forestry		AP		8/14/2020	998.75
44332	8/10/2020	Alexin Analytical Laboratories, Inc.		AP		8/17/2020	542.00
44333	8/10/2020	Bend Mailing Services LLC		AP		8/14/2020	3,543.43
44334	8/10/2020	BendTel, Inc		AP		8/17/2020	169.74
44335	8/10/2020	Century Link		AP		8/25/2020	269.83
44336	8/10/2020	Cessco, Inc		AP		8/17/2020	142.15
44337	8/10/2020	City Of Gladstone		AP		8/18/2020	168.33
44338	8/10/2020	City Of Milwaukie		AP		8/17/2020	1,738.11
44339	8/10/2020	Comcast		AP		8/17/2020	1,310.78
44340	8/10/2020	Consolidated Supply Co.		AP		8/20/2020	1,853.83
44341	8/10/2020	Contractor Supply		AP		8/14/2020	60.25
44342	8/10/2020	CTX-Xerox		AP		8/17/2020	1,532.26
44343	8/10/2020	Cues, Inc		AP		8/17/2020	194.16
44344	8/10/2020	D&H Flagging Inc.		AP		8/18/2020	1,213.50
44345	8/10/2020	Ferguson Waterworks		AP		8/17/2020	79.96
44346	8/10/2020	H.D. Fowler Company		AP		8/17/2020	2,551.21
44347	8/10/2020	Hach Company		AP		8/17/2020	548.75
44348	8/10/2020	J. Thayer Company		AP		8/14/2020	2,681.78
44349	8/10/2020	Maverick Welding Supplies Inc		AP		8/19/2020	62.02
44350	8/10/2020	Net Assets Corporation		AP		8/17/2020	762.00
44351	8/10/2020	Northwest Natural		AP		8/17/2020	90.57
44352	8/10/2020	One Call Concepts, Inc.		AP		8/18/2020	779.10
44353	8/10/2020	Portland General Electric		AP		8/17/2020	3,982.92
44354	8/10/2020	Seattle Ace Hardware		AP		8/21/2020	74.88
44355	8/10/2020	Secure Pacific Corporation		AP		8/14/2020	160.00
44356	8/10/2020	Unifirst Corporation		AP		8/17/2020	648.44

Bank Reconciliation
 Checks by Date
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 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44357	8/10/2020	Union Pacific Railroad Company		AP		8/17/2020	7,219.06
44358	8/10/2020	Western Exterminator Company		AP		8/25/2020	125.00
44359	8/10/2020	Customer Refund		AP		8/13/2020	34.51
44360	8/10/2020	Customer Refund		AP		8/26/2020	149.24
44361	8/10/2020	Customer Refund		AP		8/24/2020	25.73
44362	8/10/2020	Customer Refund		AP		8/28/2020	117.07
44363	8/10/2020	Customer Refund		AP		8/12/2020	61.45
44364	8/10/2020	Customer Refund		AP		8/26/2020	40.06
44365	8/10/2020	Customer Refund		AP		8/14/2020	158.28
44366	8/10/2020	Customer Refund		AP		8/14/2020	115.32
44367	8/10/2020	Customer Refund		AP			6.10
44368	8/10/2020	Customer Refund		AP		8/13/2020	134.98
44369	8/10/2020	Customer Refund		AP		8/18/2020	15.46
44370	8/10/2020	Customer Refund		AP		8/21/2020	98.03
44371	8/10/2020	Customer Refund		AP		8/14/2020	127.01
44372	8/10/2020	Customer Refund		AP		8/25/2020	34.38
44373	8/10/2020	Customer Refund		AP		8/18/2020	101.05
44374	8/10/2020	Customer Refund		AP		8/20/2020	168.24
44376	8/14/2020	Employee Paycheck		PR		8/17/2020	1,015.23
44378	8/14/2020	Employee Paycheck		PR		8/25/2020	187.39
44379	8/13/2020	CDR Labor Law, LLC		AP		8/17/2020	5,899.50
44380	8/13/2020	Century Link		AP		8/17/2020	223.41
44381	8/13/2020	Cintas Corporation - 463		AP		8/19/2020	72.66
44382	8/13/2020	Esri, Inc.	Enterprise Software Annual	AP		8/21/2020	25,000.00
44383	8/13/2020	Kaiser Permanente		AP		8/17/2020	30,517.36
44384	8/13/2020	McFarlane's Bark, Inc.		AP		8/17/2020	171.57
44385	8/13/2020	Northwest Natural		AP		8/17/2020	198.65
44386	8/13/2020	Relay Resources		AP		8/21/2020	5,734.31
44387	8/13/2020	SDIS		AP		8/19/2020	37,832.10
44388	8/14/2020	Employee Paycheck		PR		8/14/2020	853.25
44389	8/17/2020	Customer Refund		AP		8/27/2020	28.78
44390	8/17/2020	Customer Refund		AP		8/25/2020	56.79
44391	8/17/2020	Customer Refund		AP			13.92
44392	8/17/2020	Customer Refund		AP		8/31/2020	8.23
44393	8/17/2020	Customer Refund		AP			141.15
44394	8/17/2020	Customer Refund		AP		8/20/2020	4.16
44395	8/17/2020	Customer Refund		AP		8/21/2020	160.16
44396	8/17/2020	Customer Refund		AP			4.52
44397	8/17/2020	Barney & Worth Inc		AP		8/20/2020	5,620.82
44398	8/17/2020	Bullard Law		AP			360.00
44399	8/17/2020	Coastal Farm & Home Supply		AP		8/21/2020	1,267.48
44400	8/17/2020	Cues, Inc		AP		8/24/2020	2,850.00
44401	8/17/2020	Detemple Company, Inc.		AP		8/20/2020	775.25
44402	8/17/2020	James W Fowler Co	Boardman Wetland Complex	AP		8/21/2020	308,555.35
44403	8/17/2020	Madison Biosolids, Inc.		AP		8/19/2020	3,071.95
44404	8/17/2020	Northstar Chemical, Inc.		AP		8/20/2020	641.25
44405	8/17/2020	One Call Concepts, Inc.		AP		8/21/2020	729.12
44406	8/17/2020	Porter Yett Company		AP		8/19/2020	1,389.20
44407	8/17/2020	SDIS		AP		8/21/2020	210.00
44408	8/17/2020	Unifirst Corporation		AP		8/21/2020	184.82
44409	8/19/2020	OCD Automation, Inc.		AP		8/20/2020	34,727.00
44410	8/21/2020	AFLAC		AP		8/28/2020	916.67
44411	8/21/2020	AFSCME Council 75		AP		8/27/2020	871.64
44412	8/21/2020	Apex Labs		AP		8/27/2020	3,205.00
44413	8/21/2020	Backflow Management Inc.		AP			145.00
44414	8/21/2020	Barney & Worth Inc		AP		8/28/2020	513.00
44415	8/21/2020	Century Link		AP			417.72
44416	8/21/2020	Cintas Corporation - 463		AP			99.00
44417	8/21/2020	Comcast		AP		8/31/2020	764.55
44418	8/21/2020	Emery & Sons Construction Group, LLC	Old Orchard & Jade Ct Project	AP		8/26/2020	197,966.70
44419	8/21/2020	Flashnews		AP		8/27/2020	170.00
44420	8/21/2020	J. Thayer Company		AP		8/27/2020	137.54
44421	8/21/2020	Kaiser Permanente		AP		8/27/2020	15,258.68
44422	8/21/2020	Northstar Chemical, Inc.		AP		8/28/2020	585.75
44423	8/21/2020	Northwest Natural		AP		8/28/2020	25.92
44424	8/21/2020	OCD Automation, Inc.		AP		8/28/2020	2,875.00
44425	8/21/2020	Olson Bros. Service, Inc.		AP		8/27/2020	1,829.31
44426	8/21/2020	Portland Engineering Inc		AP		8/27/2020	120.00

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Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44427	8/21/2020	Seattle Ace Hardware		AP			142.74
44428	8/21/2020	Unifirst Corporation		AP		8/28/2020	3,043.07
44429	8/21/2020	Verizon Wireless		AP		8/26/2020	722.00
44430	8/21/2020	Waste Management Of Oregon		AP		8/28/2020	148.89
44431	8/21/2020	Water Systems Consulting, Inc.		AP			5,337.50
44432	8/26/2020	Apex Labs		AP		8/31/2020	200.00
44433	8/26/2020	Cessco, Inc		AP		8/31/2020	995.00
44434	8/26/2020	City Of Gladstone		AP			37.71
44435	8/26/2020	Convergence Networks		AP		8/31/2020	240.00
44436	8/26/2020	Ditch Witch Northwest Exchange		AP		8/31/2020	212.09
44437	8/26/2020	Emery & Sons Construction Group, LLC	Old Orchard & Jade Ct Project	AP		8/31/2020	24,527.05
44438	8/26/2020	FLO-Analytics		AP			813.75
44439	8/26/2020	Les Schwab		AP		8/31/2020	1,497.18
44440	8/26/2020	Maverick Welding Supplies Inc		AP		8/31/2020	62.02
44441	8/26/2020	Milwaukie Lumber Company		AP		8/31/2020	426.75
44442	8/26/2020	murraysmith		AP			17,202.00
44443	8/26/2020	North Clackamas Chamber Of Commerce		AP		8/31/2020	1,495.00
44444	8/26/2020	Pamplin Media Group		AP			71.10
44445	8/26/2020	Portland General Electric		AP			21,640.37
44446	8/26/2020	Relay Resources		AP			364.50
44447	8/26/2020	Seattle Ace Hardware		AP			17.99
44448	8/26/2020	Employee Business Expense Reimbursement		AP		8/27/2020	14.48
44449	8/26/2020	Top Industrial Supply		AP			39.46
44450	8/26/2020	US Bank Equipment Finance		AP			220.00
44451	8/26/2020	Waste Management Of Oregon		AP			44.40
44452	8/28/2020	Employee Paycheck		PR		8/31/2020	1,088.00
44453	8/28/2020	Employee Paycheck		PR		8/31/2020	2,001.94
44454	8/28/2020	Customer Refund		AP			29.85
44455	8/28/2020	Customer Refund		AP			2,847.02
Paper Check Disbursement Activity Subtotal							1,175,113.44
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							1,175,113.44
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							198
Total Valid Check Amount:							1,458,435.00
Total Check Count:							198
Total Check Amount:							1,458,435.00

Oak Lodge Water Services District
 Corrective Action Plan - 2019 Audit
 2019 Audit recommendations

Identification							
Category	#	Audit Finding	Recommendation	Priority Level	Individual Responsible	Planned Action	Estimated Completion Date
Process	1	Review of new rates – During our current year control procedures over the revenue cycle, we noted no formal, documented process in place to evidence the review of rates input into the system. This is particularly important at the time of a Board-approved rate change to mitigate the risk that rates are input incorrectly or are not updated timely in accordance with the effective date of the new rates.	We recommend that a formal process be established to require someone other than the person responsible for making the rate changes to review those changes to verify the accuracy and timeliness.	B	Finance Director	Annually, when rates are entered to Springbrook, the Finance Director will print a report from the system, compare rates to the resolution adopted by the Board, and initial and date indicating their review and approval. The report will be retained until after audit.	Completed - July 2020. New rates added into the financial billing system were reviewed and verified by the Finance Director before publishing the first utility billing requiring the new rates. Verification file is electronically saved to support the audit trail.
Process	2	Recalculation of customer bills – During our control procedures we noted no evidence of a recalculation of a sample of customer bills to determine if the bills were calculated accurately using appropriate rates. This is a key control that helps to mitigate the risk that bills are being calculated incorrectly or with incorrect rates, prior to the bills being sent to the customers.	We recommend that management implement controls to require a re-calculation of a sample of customer bills each billing cycle, with a minimum of one bill from each rate class. This procedure should be documented to support which bills were re-calculated, who performed the procedures, and to date when the procedures were completed.	A	Jr Accounting Specialist	Monthly after the bills are generated, the Jr. Accountant will obtain a billing register and recalculate a sample of customer bills to ensure accuracy of the bills. Review will occur prior to mailing of customer bills. Jr. Accountant will maintain a log of customer bills verified and retained until after audit.	Completed - Placed in effect with April 2020 billing. Junior Accountant completes testing prior to billing being sent to the printers and reviewed by Finance Director.
Process	3	Manual adjustments to customer accounts – During our procedures we noted that the District often makes manual adjustments to customer bills and consumption amounts.	We recommend that manual adjustments are reviewed and approved by someone other than the person recording the adjustments prior to the bill being sent to the customer. This approval should be documented either electronically through the billing system or in writing. In addition, we recommend that the District run monthly reports to detail the adjustments made during the month, and such a report should be reviewed by someone other than those responsible for recording adjustments, to help identify any unauthorized adjustments.	A	Finance Director	Monthly the Finance Director will run a "Transactions by Date" report from the system for adjustments and review for anomalies. The Finance Director will initial and date evidencing approval, and the report will be retained until after audit.	Completed - Placed in effect in early April. Finance Director ran report and reviewed. Documented review with initials and data and filed for reference.
Process	4	Customer refund approvals – During our inquiries, we noted that the District has a policy in place that requires any customer refunds should be approved by the Finance Director prior to being issued to the customer. However, during our testing we noted instances where the refunds were not approved by the Finance Director and had been issued to customers. We also noted that individuals other than the Finance Director had access to approve refunds in the system.	We recommend that the Finance Director reviews and approves all refunds prior to being issued, and that electronic access to approve refunds be limited to the Finance Director.	A	Finance Director	The Finance Director receives documentation supporting a customer refund which requires signature and date of approval. Documentation is retained as support for AP. Refund batches are committed (posted) in the system by the Finance Director. Access to approve refund batches has been limited to the Finance Director or the General Manager.	Completed - Control is currently in place and operating effectively.
Process	5	New customer setup – During our inquiries, we noted that no formal review control is in place to verify the accuracy of the new customer information input into the billing system. This is particularly important for new services to validate that the proper rate class was entered into the billing system.	We recommend that management establish a control to routinely review reports of new customers added and to verify that the customers were setup correctly with accurate billing attributes.	A	Jr Accounting Specialist	Monthly the Jr Accounting Specialist will run an "Account Master List" report indicating all accounts setup during the month and review for completeness and accuracy of information. All exceptions will be addressed and resolved immediately. The report will be initialed and dated evidencing the review, and will be retained until after audit. Upon setup of a new customer account, a service order will be generated for an initial read. Initial read and meter information on each account will be verified to the respective service order for initial read.	Completed - Control placed in effect April 2020 with review of customer account changes for March 2020. Review performed by Jr. Accounting Specialist and any exceptions reported to Finance Director (Financial Consultant) for direction of resolution. All documentation retained for reference.
Process	6	Exceptions – During our inquiries over the exception reporting process, we noted that the exceptions report is a live screen that populates all the variances identified by the system and clears them out as exceptions are cleared by staff. However, no evidence of the exceptions is maintained on file to support the variances that were identified, and the manner with which those exceptions were cleared. This also creates challenges with verifying whether all exceptions were cleared prior to issuing all the bills to customers.	We recommend that the District establish procedures to review the exceptions report prior to issuing customer bills each billing cycle to ensure all exceptions were cleared appropriately and timely. This review should be documented to note who performed the review and when it was completed.	B	Finance Director	The Finance Director will work with Springbrook to identify a report from the system that can evidence exceptions identified, resolution, and approval. That report will be run each month prior to bills being sent to customers and retained until after audit.	Completed - Staff is retaining the "Xdata reports" as evidence of resolution of meter read exceptions. Reports are retained until after the audit.
Process	7	Asset tracking system – We noted that the District does not currently utilize an asset tracking system to track and monitor costs by project throughout the year, and to document when projects were placed into commercial operation and should be moved to assets in service for financial reporting purposes.	We recommend that the District consistently utilize an electronic project tracking system to capture all the costs by project each year and to utilize reports from the system to monitor the costs by project to identify any significant variances from budget or estimate. The information in this system should also be reconciled to the general ledger on a monthly basis and any projects placed into service should be closed to assets in service on the general ledger.	C	Management Team	The Finance Director will work directly with other members of the management team to identify the objectives and requirements of a project tracking system, then evaluate options to best meet those needs. An approach will be selected and implemented to ensure project cost information is complete and accurate on a go-forward basis.	In progress - The District has completed the merging of historical information into Lucity. In the last week, water workorders are being generated by Lucity. Currently created processes to ensure meter information is entered Springbrook for billing. Reports are being reviewed for the recording of costs.
Process	8	Capital asset reconciliation to the general ledger – We noted that the District does not currently have a control in place to reconcile certain key, full-accrual accounts on a monthly basis, specifically capital assets.	To improve the accuracy of the monthly financial reports and to reduce the burden of the year end closing process, we recommend that the activity per the asset tracking system be routinely reconciled to the capital outlay accounts on a monthly basis. This reconciliation should be formally documented and reviewed by someone other than the person performing the reconciliation as part of the District's monthly close process.	C	Jr Accounting Specialist	The Jr Accounting Specialist will reconcile capital asset records to asset additions, and other changes in capital assets for fiscal year end June 30, 2020 in preparation for the annual audit. Reconciliations will be reviewed and approved by the Finance Director. Beginning with the 20-21 fiscal year, staff will reconcile capital assets activity quarterly.	Capital assets activity will be reconciled for the June 30, 2020 year end by the end of September 2020. Subsequent quarters will be reconciled by the end of the month following the quarter end. Met with Jr. Accounting Specialist on approach and expectations in early June.

Process	9	Labor and overhead costs – During our review of project costs, we noted that the District does not currently track and apply internal labor and overhead costs to projects.	With the implementation of an asset tracking system as noted in the previous comment, we recommend that the District begin to track these costs and apply them to the appropriate projects to help capture all costs that were incurred during the construction phase of each project.	C	Management Team	This will be a key component of the project as outlined in number 7 above	In progress - The District is merging the in-house water workorder system with Lucy. Once combined, workorders that capture labor and equipment usage support proper costing of capital projects.
Process	10	Physical inventory of capital assets – During the audit several assets were identified on the general ledger that were disposed of in previous periods, thus requiring a prior period adjustment for this error.	We recommend that the District establish controls to perform periodic physical inventories of capital assets to help identify assets that were disposed of, but have not been captured appropriately in the financial records of the District.	C	Jr Accounting Specialist	The Jr Accounting Specialist will develop and implement a plan for a physical inventory of the District's capital assets in accordance with best practices. That plan will include identification of all capital assets by location and incorporate property tagging as well as procedures for reporting acquisition, transfer and disposal of capital assets in support of accurate financial reporting.	Some inventory procedures have been undertaken at the treatment plant. A complete physical inventory of the District's capital assets will take place in late summer 2020, prior to finalization of the annual audit for FYE June 30, 2020. Staff has begun scheduling for the physical inventory.
Process	11	Useful lives of capital assets – As we were analyzing depreciation expense and useful lives assigned to assets, we noted that the ability to change useful lives is unrestricted and therefore unauthorized changes could occur and impact the calculation of depreciation expense.	We recommend that access to change useful lives be restricted to certain individuals.	C	Jr Accounting Specialist/Finance Director	System security will be updated to restrict edit authority for capital assets to the Jr Accounting Specialist, with review responsibilities by the Finance Director	Completed as of May 31, 2020. Access provided to Jr Accounting Specialist with review and reporting access (only) to Finance Director
Process	12	Journal entries – During our review of IT access, we noted that the Finance Director has the ability to both prepare and post journal entries without a secondary approval.	We recommend that any manual journal entry have a documented approval from someone other than the person responsible for posting the entry.	A	Sr Accountant /Finance Director	The District has a policy in place that journal entries be approved/committed by someone other than the initiator. The system captures information on who initiated the journal entry and who approved/committed it. Staff is currently working with Springbrook to identify a report/procedure for documenting review and approval of separation of duties re: journal entries.	Completed in May 2020. The Finance Director runs a report of journal entries committed/posted to the system monthly, reviews and retains the report as evidence of the control.
Process	13	Review of reconciliations – During our testing, we noted no evidence to support that reconciliations are reviewed and approved timely by someone other than the person preparing the reconciliations. This includes bank reconciliations, accounts payable reconciliations, the daily cash summaries, as well as other monthly reconciliations.	We recommend that each reconciliation be reviewed monthly and that the review be documented electronically or in writing.	A	Finance Director	The Finance Director currently reviews all staff prepared reconciliations in a timely manner, and evidences that review with initials and date. Reconciliations are retained in accordance with records retention requirements.	Currently in place and operating effectively.
Process	14	Physical inventory of wastewater inventory – During our inquiries we determined that the District had not recorded materials and supplies inventory previously, which resulted in an audit adjustment of approximately \$116,000.	We recommend that the District record and track wastewater inventory consistently going forward and that physical inventories be performed on at least an annual basis to validate the accuracy of the amounts recorded.	B	Finance Director/Plant Superintendent/Collections Manager	The Finance Director will work directly with the Plant and Operations Managers to identify the required information in support of an effective and efficient materials inventory for Wastewater operations. That inventory will address quantities and costs in support of complete and accurate financial reporting.	Inventories for water and sanitary inventory are complete.
Process	15	Inventory costs – We noted that the purchase of inventory items are not being input into the system timely, which has created instances where inventory items are identified during the year end physical inventory count and management may have to call the vendor to obtain the price.	We recommend that all inventory purchases be input into the inventory system on a timely basis to ensure the listing is updated, costs are accurate, and amounts charged to projects will be charged at accurate rates.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Completed - June 30 physical inventory has been added to Lucy.
Process	16	Approval of inventory charged to projects – We noted that the District did not have controls established to require formal approval of inventory to be charged to projects.	We recommend that controls be established to require a formal charge-out approval for any inventory items to be taken from the warehouse and utilized on a project. These approvals should be compared to the actual inventory charged to each project to ensure only authorized costs were captured on the project.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	In progress - Approval processes and reporting in under development with the addition of inventory and workorders into Lucy.
Process	17	Obsolete inventory – We noted that the District did not have a process in place to regularly review its inventory listing to identify obsolete or unusable inventory items.	We recommend that as part of the physical inventory process, the District identify any obsolete items that should be expensed in the current year.	B	Finance Director/Plant Superintendent/Collections Manager	This will be a key component of the project as outlined in number 14 above	Completed with June 30 end of year counts.
Process	18	Cutoff of expenditures – During our testing, we noted amounts where the service period per the invoice spanned over both fiscal year 2018 and 2019, but the total amount of the invoice was expensed in fiscal year 2019. In addition, we noted an expenditure for which receiving documentation was not retained for materials that were invoiced in the prior fiscal year, but were recorded as expenditures in the current fiscal year.	We recommend that the District establish controls to review year end cutoff to ensure that costs are recorded in the period in which the service was provided or the materials were received. We also recommend that the District retain all documentation related to purchases including any receiving documentation.	A	Finance Director	The Finance team will initiate communications regarding cutoff to District staff in advance of year end emphasizing cutoff issues. The Finance Director reviews all expenditure batches against supporting documentation prior to payment. One element of review is that expenditures are charged to the proper period. Review is documented with initials and date evidencing approval.	Completed - Control is currently in place and operating effectively.
Process	19	Duplicate payment – We noted one instance in our subsequent disbursement testing where an invoice was paid twice by the District and was not discovered during the District's approval process.	We recommend a formal review of all disbursements prior to issuing payment to ensure the amount to be paid matches the amount owed to the vendor for the products or services received and invoiced.	A	Finance Director	The Finance Director is currently working with the new Jr Accounting Specialist to tighten controls and processes over expenditures and utilize system functionality to reduce or eliminate the opportunity for duplicate payments.	Completed - Control is currently in place and operating effectively. The Finance Director reviews all expenditures prior to payment for accuracy.

Process	20	Review of NCCWC balance – During the audit of the North Clackamas County Water Commission (NCCWC), a prior period adjustment was identified and reported relating to the improper previous amortization of water rights. The restatement of the NCCWC's financial statements had a direct impact on the District's reporting of its investment in the NCCWC on the District's financial statements. The adjustment to the investment in NCCWC was not properly recorded as a restatement in the initial draft of the district's financial statements provided to us.	We recommend that the district provide for a review of the final, audited NCCWC financial statements prior to finalizing the District's financial statements to ensure proper reflection of the investment in NCCWC. The review should be documented as part of the District's year end closing process.	A	Finance Director	The Finance Director will perform a careful and detailed review of NCCWC accounting records and financial statements in conjunction with the audit of NCCWC. That review will translate to a timely update of relevant accounting records and financial statements of the District.	Completed - Control is currently in place and operating effectively.
Process	21	Listing of public procurement contracts – As part of our testing of compliance with state procurement requirements, we noted that the District does not maintain a centralized list of all contracts executed during the year.	We recommend that this process be centralized with one employee to help track all procurements and ensure all documentation required is maintained on file to support the District's compliance with the State's procurement requirements.	B	District Recorder	The District Recorder has assumed responsibility for centralizing the District's contracts and related information as well as compliance with State records requirements. The Finance Director will work directly with the District Recorder to ensure all information related to procurements is centralized in support of contracts with vendors.	In Progress -Contract centralization is currently in process. It is expected that records will be complete and available by December 31, 2020.
Process	22	IT user access – We noted that the District does not regularly perform and document its review of user access to the various systems supporting the financial reporting function.	We recommend that the District perform routine reviews of user access, at least annually, to determine whether access to the systems are appropriately updated, terminated users have been removed timely, and any segregation of duties conflicts are identified.	A	Finance Director	The Finance Director will review system access quarterly and work with the appropriate staff to maintain appropriate segregation of duties.	In Progress - Security reviewed. Recommendations pending.
Process	23	Pay rate and other employee master file changes – We noted during our payroll testing that once a pay rate is entered into the system, there is no formal review to verify that the rates were entered correctly.	We recommend that the District run reports of any changes made to the employee master file on a monthly basis to verify the accuracy and timeliness of the changes. Such review should be formally documented to evidence who performed the review and when it was completed.	A	Finance Director	System security will be updated to allow the Finance Director "view only" and "reporting" access to the HR module so that changes to employee master files can be reviewed for completeness and accuracy. All changes to employee master files will be supported by a personnel action form approved and dated by appropriate parties. The Finance Director will review these forms against the system as they are implemented.	Completed - Control is currently in place and operating effectively.
Process	24	Purchase orders – We noted that the District's current policy requires purchase orders to be utilized for any inventory items over \$500. However, non-inventory items do not have a similar requirement.	We recommend that the District update its policy to require purchase orders on non-inventory items over \$500 as well. The purchase orders should be reviewed and approved by someone other than the person requesting the purchase.	B	Finance Director	The District's procurement and related approval policy is currently in review. Once finalized and implemented the policy will allow for consistency across transactions and require training of appropriate District staff in the generation and approval of PO's, supporting documentation for payment, and records retention.	In Process - PO workflows have been mapped and currently working on system updates.

STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 6c
Date September 2, 2020 for September 15, 2020 Regular Meeting

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

- MS4 Draft Permit was received and is under review by the co-permittees.
- The Boardman Wetland Complex Project is closing up; other than two repairs to the sewer line the In-Water Work Permit is active on July 15th.
- Distribution and collection of Lead and Copper Samples. This test occurs once every three years and tracks Lead and Copper reduction throughout the system.
- Bidding of the Solids Piping Projects for the Treatment Plant
- Preparing the Belt Filter Press Project to begin construction.
- Acceptance of SE Old Orchard Court and Jade Court Sewer and Water Repairs Project occurred. The one-year warranty is now in effect.
- Submission of the Water Master Plan to the Oregon Health Authority.
- Continuation of bi-weekly meetings surrounding the District's Water Risk and Resiliency Analysis and Emergency Response Plan.
- Various Task Orders are in draft stage for FY21 Capital Work.
- Staff continues to work from home while still meeting the public expectations for our presence (such as inspections).

Education and Outreach

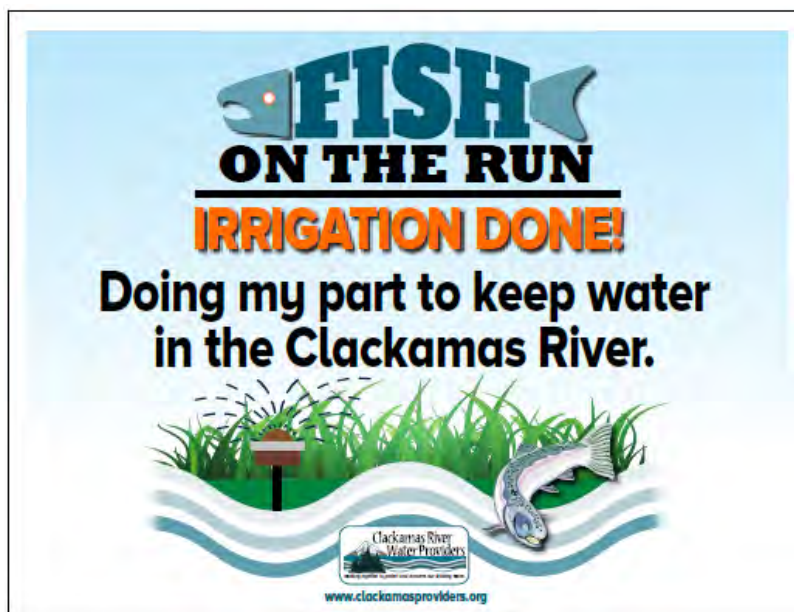
The dry season continues, usually through October, and we are watching river levels decrease. Depending on how low the water levels fall, there is a chance we will need to message around more significant water conservation as we move towards the end of the seasonal drought.

As part of water conservation messaging, OLWS shared the Clackamas River Water Providers' seasonal campaign: "[Fish on the Run, Irrigation Done!](#)" Messaging for this campaign encourages lowering water use outdoors around our yards through a multi-pronged approach to conserving water. This includes asking customers to participate in the "[Fish On the Run, Irrigation Done](#)" annual summer watering campaign to help the

River by reducing or shutting-off outdoor watering by the beginning of September for the fall fish migration.

Through this campaign we hope to provide customers with the tools and resources needed to make water use reductions in their yards and gardens. By visiting the campaign website you will find information on:

- [Water Conservation Rebates](#)
- [Free Landscape Water Audits](#)
- [“Fish on the Run. Irrigation Done!” Pledge](#)
- [Listen to our Audio Tips by renowned storyteller Will Hornyak](#)
- [Check out our library of conservation articles and technical information](#)
- [Find out how to sign-up for the “Weekly Watering Number”](#)



Regional Water Providers Consortium’s summer outdoor water conservation campaign continues and as a reminder includes: the **Weekly Watering Number**; **KATU television (English)**; **KUNP television (Spanish)**; **Garden Time television**; **Alpha media Radio (English)**; **Audio+ Digital Radio (English)**; **KBOO/EI Rey/Bustos Radio (Spanish)**. Please remember you may review all of the ads and on-air interviews on the **Regional Water Providers Consortium newsroom page on their website (<https://www.regionalh2o.org/newsroom>)**.

As the pandemic continues to be an ongoing challenge to our community, the District will continue monitoring the situation and communicating relevant information to our customer. The District will operate along the same communication platforms, including: the OLWS website, customer bills (electronic and paper), and contact with customer service/field staff over the phone. Field work continues as needed in a safe and proactive way. Field operations, technical services, and plant operations staff are required to wear masks when 6” of distance cannot be maintained and when working in the public.

August 2020 Permit Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to- Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	4	4	4	7
Active Erosion Control Permits	123	120	243	60	60
Active Development Permits	16	11	16	19	17
Active Utility Permits	30	11	30	-	-
Wastewater Connections	8	20	8	18	18
Sanitary SDC Fees Received	\$41,576.75	\$103,300	\$144,877	\$103,300.00	\$153,405.85
Water SDC Fees Received	\$39,205.08	\$67,058	\$106,263	\$38,880.00	\$60,290.00
Plan Review Fees Received	\$8,370.00	\$12,873	\$21,243	\$7,610.00	\$13,065.00
Inspection Fees Received	\$8,538.95	\$7,241	\$15,780	\$2,510.00	\$7,519.80

Attachments

1. Development Tracker
2. Capital Project Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst	Residential Subdivision: 4 lots	Water utility only. Inspections Continuing	9/2/20
Under Construction	16518 SE River Rd.	Head Start School Additions	Oak Lodge permits expire March 2021	9/2/20
Under Construction	13505 SE River Rd	Rose Villa Phase 4 Medical Building	Oak Lodge permits expire July 2021	9/2/20
Under Construction	1901 SE Oak Grove Blvd	Alteration of a Nonconforming Use to replace a portion of existing New Urban School	Oak Lodge permits expire July 2021	9/2/20
Under Construction	View Acres Elementary School	Redevelopment: School	Oak Lodge permits expire July 2021	9/2/20
Under Construction	Riverside Elementary School	Redevelopment: School	Oak Lodge permits expire July 2021	9/2/20
Under Construction	New Urban High School "Annex"	Redevelopment: School	Oak Lodge permits expire July 2021	9/2/20
Under Construction	Candy Lane School	Redevelopment: School	Oak Lodge permits expire July 2021	9/2/20
Under Construction	Jennings Lodge School	Redevelopment: School	Oak Lodge permits expire July 2021	9/2/20
Plan Review	SE Kellogg @ SE Birch	Road Improvements: CC DTD CIP	Oak Lodge Site Development Permit current review	9/2/20
Plan Review	15099 SE McLoughlin Blvd	Tenant Improvement: Corporate Headquarters, Clackamas Credit Union	Oak Lodge Site Development Permit current review	9/2/20
Plan Review	15115 SE East Ave	Residential: Subdivision	Application submitted to Oak Lodge. Oak Lodge permit expires January 2021	9/2/20
Plan Review	19315 SE River Rd	Residential 2-lot partition	Land Use comments sent to CCDDT. County land use expiration timeline.	9/2/20
Plan Review	14720 SE River Rd	Residential: Multifamily	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/2/20
Plan Review	Jennings Ave. Oatfield to McLoughlin	CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	9/2/20
Plan Review	15603 SE Ruby Dr	Residential: 3-lot partition	Current OLWSD review	9/2/20
Plan Review	14928 SE Oatfield Rd	Residential: 4-lot partition	Current OLWSD review	9/2/20
Plan Review	6364 SE McNary Rd	Residential: 15-lot partition	Current OLWSD review: water utility only	9/2/20
Pre-Application	2718 SE Risley	Zone change and 4 - 6 lot minor subdivision with conditional use for one three-family dwelling	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/2/20
Pre-Application	5722 SE Oatfield Rd	2 parcel partition	Pre-app Comments sent to CCDDT. County land use expiration timeline.	9/2/20

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Pre-Application	14733 SE Rupert Ave	Residential tri-plex; no demo	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	3110 SE Concord Rd and 16103 SE Southview Ave	Residential: 7-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	Spaulding Ave., TL 3200	Residential: 1-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	5212 SE Thiessen Rd	Residential, 5-Lot Short Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	5200 SE Roethe Rd.	Residential, 4-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	16305 SE Oatfield Rd	Residential, 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	3870 SE Hillside Dr	Modification of previously approved 13 lot subdivision.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	3421 SE Vineyard Rd	Zone Change To MR-1 and a three-parcel Partition for seven duplex and triplex units.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	9/2/20
Pre-Application	2316 SE Courtney Ave	Six Lot Subdivision w/ 14 rowhomes or 14	Pre-app scheduled for Wed. Sept. 16	9/2/20

STAFF REPORT

To	Board of Directors
From	Todd Knapp, Field Operations Manager
Title	Field Operations Monthly Report
Item No.	6d
Date	September 15, 2020

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

- Update not available for Meters replaced, new services added, and leaks repaired
- Water consumption for **August: 146,849,000 Gallons (2.82% Above the 10-year average of 142,817,500 and up 11.10% compared to last year)** (See metered monthly consumption chart)
- OLWSD Non-Revenue Water Tracker Graph

Water Operations

As part of the on-going annual work related to the non-revenue water audit, the water staff performed a high flow test of the 24" magnetic meter located at the Valley View Reservoir site. The average flow for the test was over 2,000 gpm, for a duration of 3.5 hours. The meter was within .57% accuracy according to calculations.

Staff is in process of cleaning the exterior of the two 5 MG reservoirs. Currently staff can access the roof or dome for cleaning with no additional specialized equipment but will need to rent a lift in order to clean the sides of the tanks (See photo 1).

A sampling of meters, six 1 inch, two 2-inch, and two 1.5-inch meters, were taken out of service and sent out to be tested for accuracy. Results should be back before the next meeting.

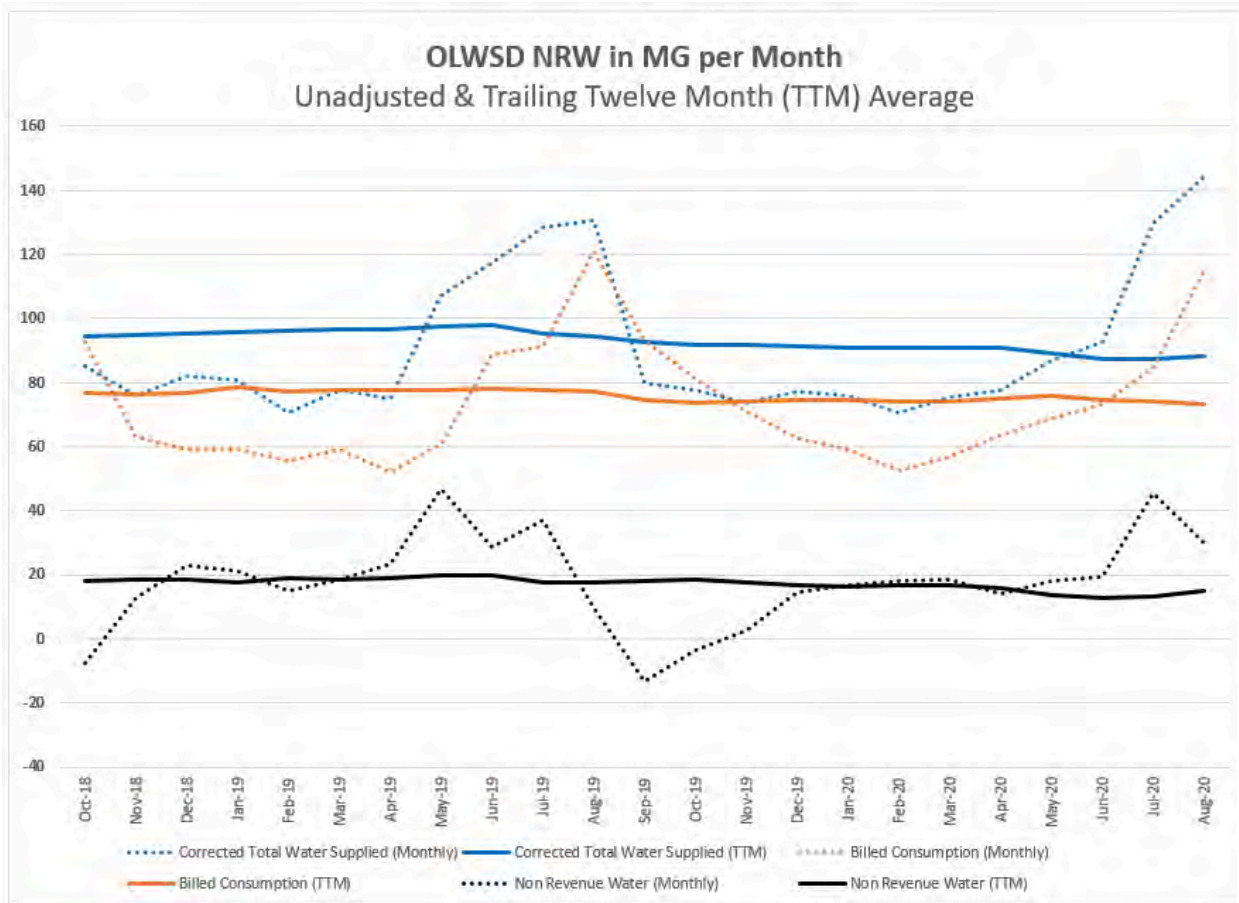
Two 3/4-inch iron pipe services were replaced in August. Staff has also been working to change out large meters that are old or not reading correctly.

There have been a lot of school building remodeling in the area. New fire lines have been installed at Riverside School, View Acres School, and New Urban High School.

You will notice the absence of the water meter services and repairs chart this month. Staff are in the process of switching over to a new work order tracking program. All new work orders generated will be entered into Lucity going forward and some of the reporting functions are still being worked out.

Non-Revenue Water Tracker

- Water consumption has started to climb, as noted in the graph below.
- Last year our annual real loss in million gallons was 176.996 compared to this year's annual real loss of 154.317; a difference of 22.679 million gallons.



Collections Operations

The collections team had a very interesting month in August. Staff did the normal monthly grease line cleaning and finished cleaning Basin D.

The TV crew finished TV inspecting Basin D and had to get creative to inspect close to 5,000 feet of line that was in easements near the river. The lines are on the west side of the Railroad trestle at the bottom of SE Laurie Ave. The clearance under the trestle was too low for the TV truck to pass under.

In preparation for the Sewer Master Plan, the TV crew inspected and recorded more of the lines for which the original TV footage was missing. They also did one-year final inspections for line extensions and completed repair projects.

Collection crew personnel assisted the plant mechanic in a number of projects including pipe repairs at Pump Station #5, repairs at Pump Station #3, changing the worn out belt on the belt filter press used to press biosolids, and assisted in construction of the new biosolids storage containment area located in the truck storage area.

August had an unusually high volume of service requests. They were mostly related to real estate transactions and information requests, with a couple of lateral blockages thrown in for good measure. As you may have noticed there has been an increase in the number of skunks being hit on the roadways in the District. The collections crew has been involved in two encounters with skunks. It seems that skunks take refuge in dry storm lines in the summer and staff have been called out twice to remove dead skunks from storm catch basins.

Attachments

1. Photos Page
2. Sewer Collection Report
3. Master Meter Report
4. Water Stats Report

Photos Page



(1) Picture of South reservoir dome, after pressure washing.

Oak Lodge Water Services Collections Report

TV Inspections



Hydrocleaning



5 Year Plan



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

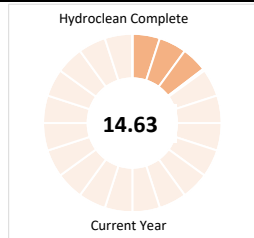
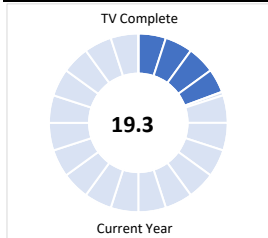
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning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

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647	30.34%	68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0	0.00%	68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	100.00%	104,678	100.00%	60.00%	209,357
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004			
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160			

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining
TV Inspection	8,953	11,292											129.45%	20,245	19%	48.61%	268,992
Hydrocleaning	4,205	11,108											127.34%	15,313	15%	46.84%	278,247
Target Goal	8,723	8,723											100.00%	17,446	17%	63.33%	191,910
Actual to Goal	-2,144	2,477												333			
Grease Line	2,169	9,084												11,253			

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

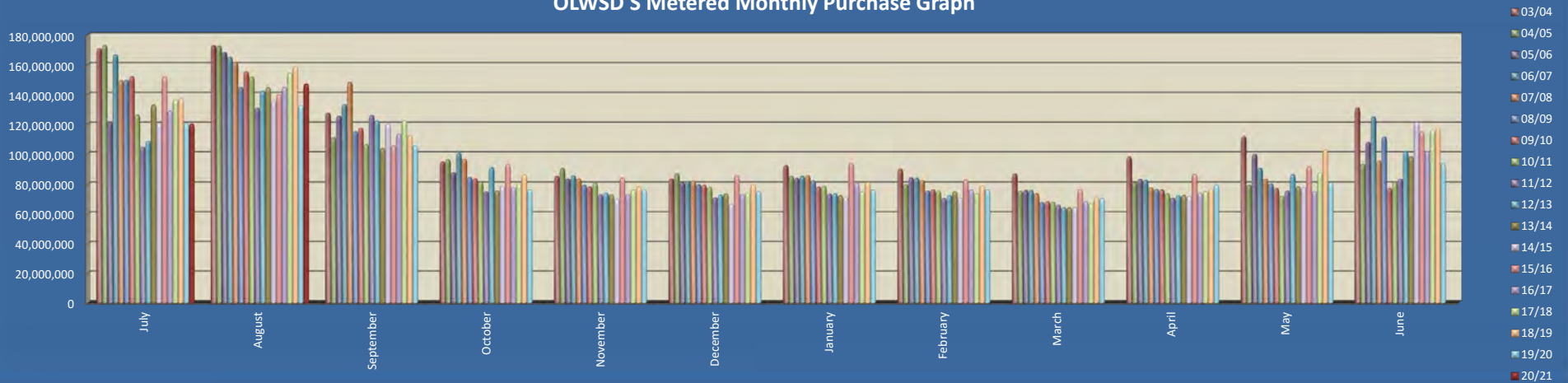
	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	20,245		268,992
Actual Per Year Hyd	78,697	82,393	68,742	15,313		278,247
Make up	-26,144	-19,894	-36,004	-86,899		
Percent Completed	75%	81%	66%	17%	0%	48%



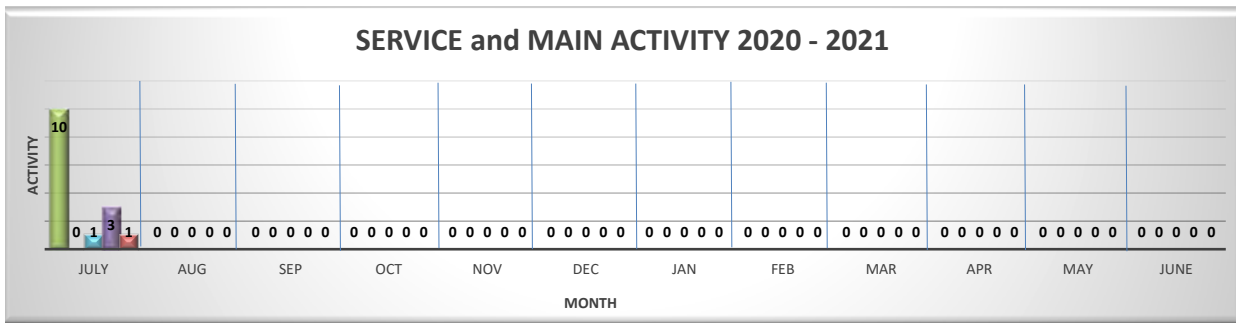
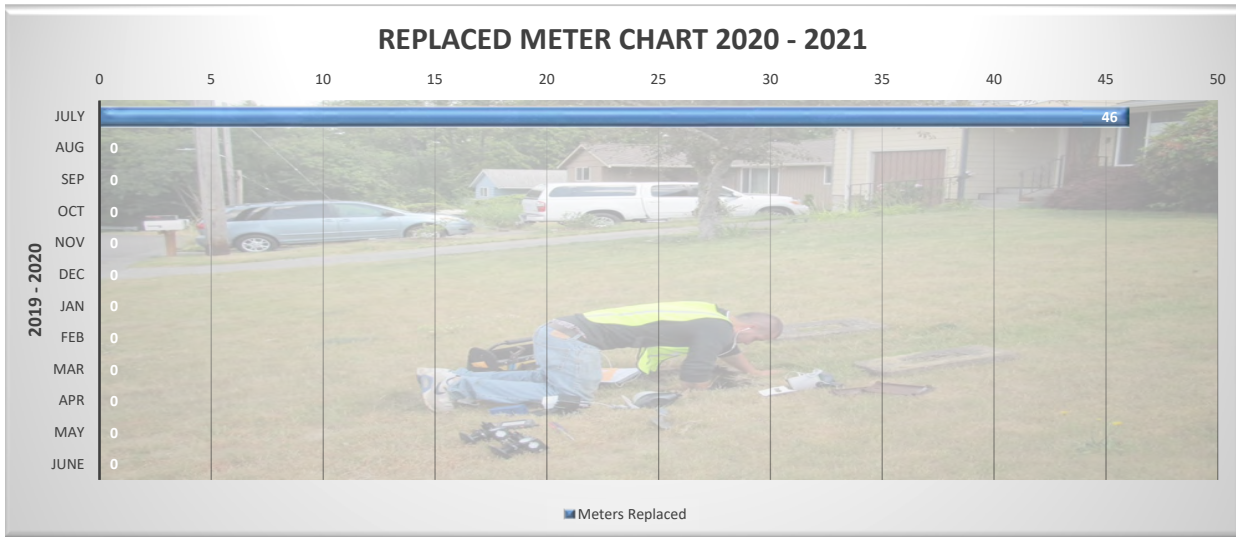
Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave	
	July	August	September	October	November	December	January	February	March	April	May	June				
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67		
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35		
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29		
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49		
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33		
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13		
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.42%	
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.21%	
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.37%	
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	2.95	97.95%	
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.38%	
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	2.92	96.79%	
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	3.30	109.38%	
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	2.97	98.47%	
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	3.11	103.05%	
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	3.22	106.97%	
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	2.90	96.36%	
20/21	119,901,000	146,849,000														
10 Year Average	125,968,033	142,817,500	113,476,900	81,144,100	75,518,400	74,614,414	77,248,086	74,825,700	67,650,700	74,960,700	82,406,600	100,983,067		3.01	10 Year ADD	Winter Ave
Last Year Compare	99.61%	111.10%														Summer Ave
10 year Average	95.18%	102.82%														127,420,811
	-1.00%	-4.82%	2.82%													
	-2,035,533	-6,067,033	4,031,500													

OLWSD'S Metered Monthly Purchase Graph



Oak Lodge Water Services Water Report



Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	0	0	0	0	0	0
2020	Sep	0	0	0	0	0	0
2020	Oct	0	0	0	0	0	0
2020	Nov	0	0	0	0	0	0
2020	Dec	0	0	0	0	0	0
2021	Jan	0	0	0	0	0	0
2021	Feb	0	0	0	0	0	0
2021	Mar	0	0	0	0	0	0
2021	Apr	0	0	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		46	10	0	1	3	1

Backflow Program Update for the Month of July

Total						
1,325						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
725	4	4	0	0	0	98
55%						

Total Signed up

600
55%

725

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

STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 6e
Date September 15, 2020

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

- Electrical Incident
- Plant Adjustments
- Operations and Maintenance carries on

Water Reclamation Facility Operations

We had a major power problem in the plant on August 12, 2020. And we had a major multi-discipline response to it that kept the plant running and in permit compliance. It started with Paul Witzig noticing on Supervisory and Data Acquisition (SCADA) trends that the air control valve actuator on Aeration Basin #3 did not appear to be operating. He asked Jason Kahler to check it out. Jayson went to the Motor Control Center in Building 42 (MCC 42) and checked on the breakers. He found the actuator breaker in the 220-volt panel tripped. He tried to reset it, but it tripped. He then went to the actuator to see if it was seized and if the local switch showed any signs of moisture or corrosion. It all checked out well and he went back to the breaker to try it again. This time it tripped and the power in building 42 went out. There are two feeds of power in that building and the power transferred from A feed to B feed and the power came back on. The rest of the plant was not affected. Jayson checked all the breakers in MCC 42, and none were tripped. But Paul now tells Jayson that other equipment is not running even though power is on. Jayson tracked up the power stream and found the main switch gear into the plant was alarming and the main A side breaker for building 42 was tripped. This is high voltage, so our electrical contractor Tice was called in and reset that breaker. The A side power came on in MCC 42, but equipment still was not running. With more searching they found that all but one of the Programmable Logic Controllers (PLC) in MCC 42 were in failure mode. This means no communication with the equipment or SCADA. The pump may have power, but it does not know it is supposed to run. As day turned into evening our SCADA contractor OCD was called in. He found that multiple

PLCs, both main and redundant, had internal communication failures and the main computer chips were “fried”. He came up with a plan to gather redundant boards from other buildings in the plant. They replaced the impacted boards and got all the equipment back online and in automatic mode.

But what next? We had operation back but no redundancy in 3 buildings. And what had happened? Over the next few days parts were searched for and we were looking at \$44,000 initially. Jayson and OCD kept poking the internet and we were able to get more quotes and the price down to the \$34,000 range. Still not cheap but they were ordered in compliance with our procurement rules. Parts were received and OCD had to upload the programs and prepare them. The reinstall was planned out and tried on September 1, 2020 but did not work. Some other problems were found and will need more parts. As for the electrical problems, Tice came back and tested the wires from MCC 42 to the actuator. There was a dead short in the 220-volt wires to the actuator and in the 24-volt control wire for the SCADA and PLC. Several problems here. One is low voltage control wire should not be run in the same conduit with higher voltage wire. Just being together can cause interference with the signal wire. The short caused power to surge backward into the PLCs and that is what “fried” them. Another reason not to run them together. Because the signal must go both directions there is no surge protection on the back side. This is the third shorted wire in the last 4 years at the aeration basins. Problem two is that much of the conduit was run under the aeration basin meaning long runs and solid core wire was used which is stiff and susceptible to scuffing the insulation on long pulls. These scuffs can become exposure points for condensation or moisture or just voltage. That run of wire will need to be repulled. And the last question in this saga is why a surge went past two breakers all the way to the main breaker into the plant without tripping those breakers. Those breakers will need to be examined and possibly replaced. More to come but thanks to the tireless efforts of Paul and Jayson and our contractors that evening we stayed in service.

On the process side, as I mentioned last month, we were seeing turbidities increase. They remained up at the beginning of this month, and operations decided to increase wasting for 7 days. The sludge age was a little high, the water is warm, the flow is low, and we needed to lose some weight. That was having a good impact and then the power problem affected air control for a day or so. David Hawkins suggested just taking Aeration Basin #3 offline because the difficult air control would cause problems and the flow was so low the organisms were hanging around too long. That action on the August 13, 2020 really helped and turbidities stabilized and started to go down. We had good clarity the last third of the month.

We received a warning letter from the Oregon Department of Environmental Quality (DEQ) dated August 17, 2020, that we had indeed violated our permit on March 23rd due to high coliform bacterial results. The warning states that DEQ does not intend to take formal enforcement action at this time but a repeat of this problem could cause a referral to the enforcement office.

This month, we also went through the Request for Proposal (RFP) process to get a contractor to haul our biosolids. The request for approval is in tonight's board agenda. The target to start is October 1, 2020. In the meantime, our compatriots from water keep us going with 264 cubic yards hauled in August.

Water Reclamation Facility Maintenance

The rebuild of the Mixed Liquor Return (MLR) pump #1 was completed by John Krogstad. The pump was reinstalled and leveled. Proper leveling required getting corrosion ground down on the underside of the mounting plate first. It is ready for a test period before we take the #2 motor off for a bearing replacement. The ductwork was cleaned in the maintenance building HVAC and the UV lighting for disinfection was completed. Thankfully, cottonwood season has ended but John did a lot of cleaning of filters, motor shrouds, buildings and stairways that accumulate the junk. He also continues to do the extra COVID cleaning around the building and does regular safety inspections.

Jayson has been heavily involved in the electrical incident trying to get parts and prepare for the fixes while coordinating with the contractors. He has also begun procurement for projects and equipment we budgeted for such as a portable trash pump, eco blocks for our biosolids storage area, and UV bulbs and parts for our disinfection system. All our level detectors and some other instrumentation in the plant and at the pump station were calibrated by Measure Tech. They always require assistance with confined space entry, cleaning the pieces, and verifying the calibration. Jayson helped them out again this year. He also was a significant contributor to our Energy Partner project working with OCD and PGE to get the equipment we will be turning off properly placed on SCADA. That project was completed and tested on August 28, 2020 and we are now part of the program. PGE will notify us when they would like to take certain equipment offline for about 4 hours to reduce the load on the grid. We get a rebate for participating, amount to be determined soon. And we have already had our notice that our generator is on reserve for the hot weather coming September 6-12, 2020. Both John and Jayson have been involved in the pre-planning for the Pump Station #5 rebuild.

Two more big collaborative events took place. We had to replace one of the belts on the press. Jayson, Paul, and Chuck Adams went to town on that project and had it done and back up and running by mid-day (Photos #1 and #2). And Jayson, Chuck and master of the backhoe/loader, Justin Claxton, built a lovely biosolids storage area from eco blocks in one day as the blocks were being delivered (Photos #3 and #4).

Elaine continued Lucity refinement, work order entry, and more water information switchover. She is also developing a mobile utility for catch basin inspection.

Attachments

1. Photo Pages of August 2020 Work
2. Rainfall vs Flow Data Correlation for February 2020-August 2020
3. Plant Performance BOD-SS Graph for February 2020-August 2020
4. Work Order Summary Graph 2020



1) Old belt on left, new belt on right



2) Connecting the belt seam

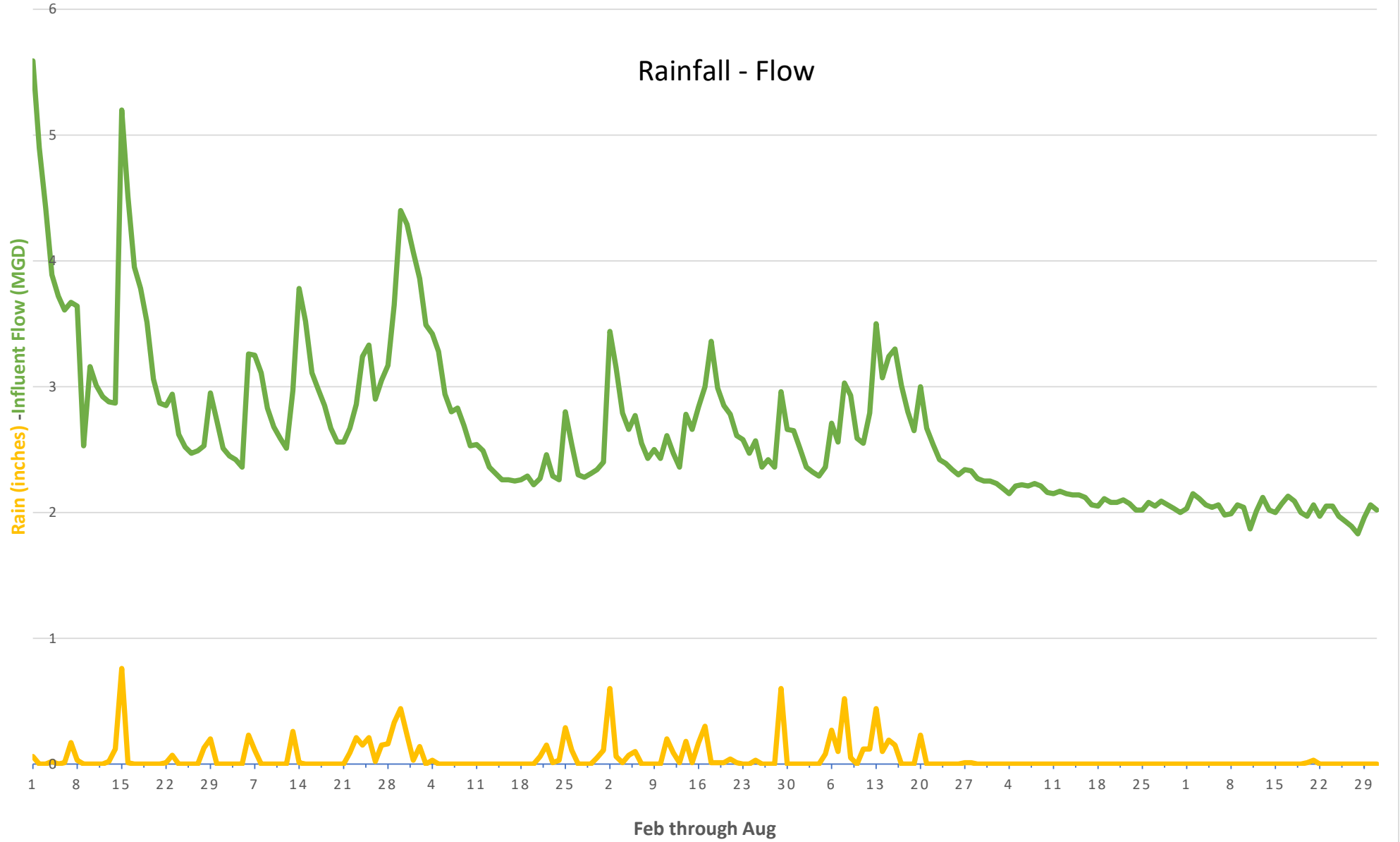


3) Construction of biosolids storage

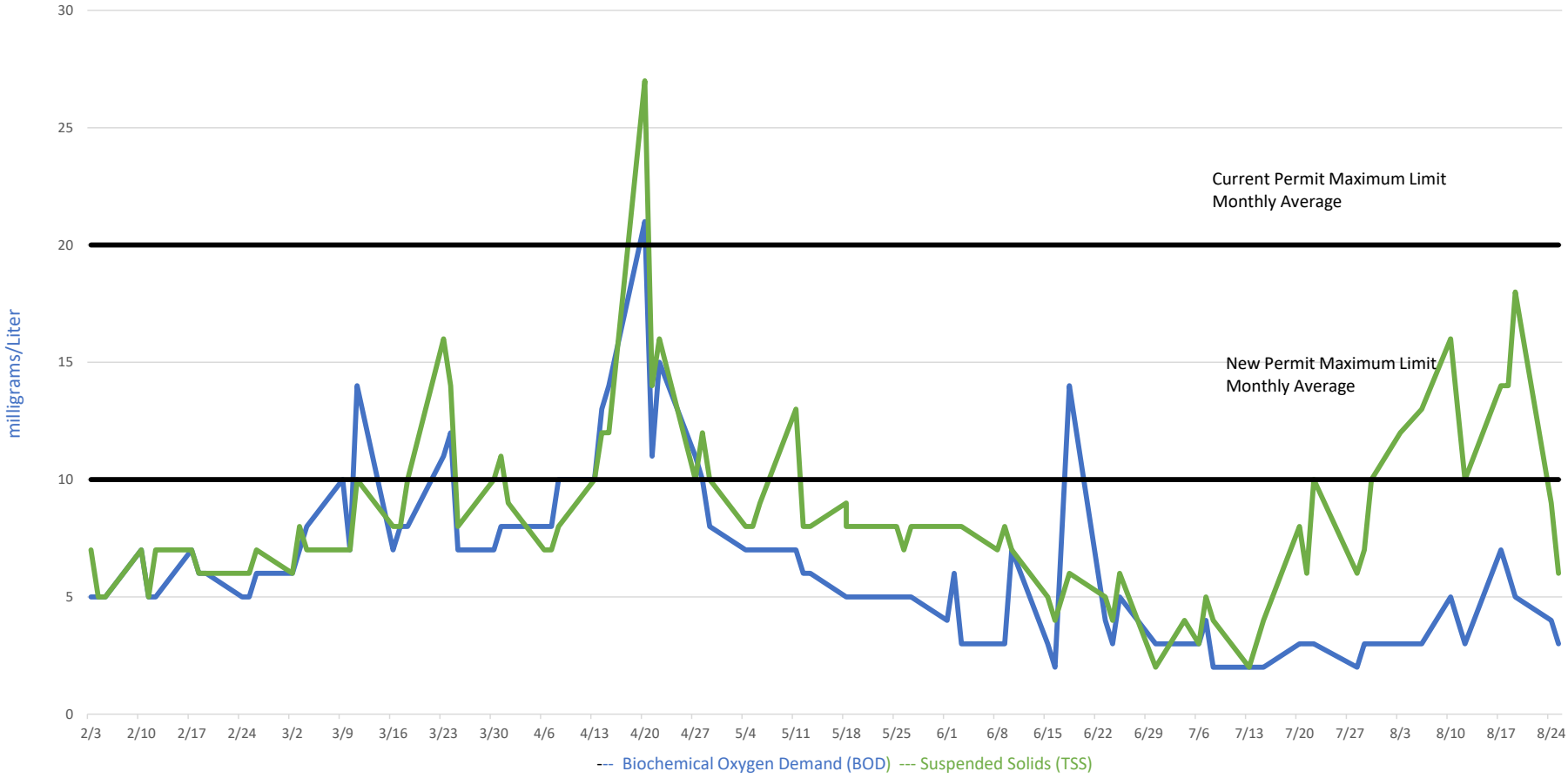


4) Biosolids storage complete

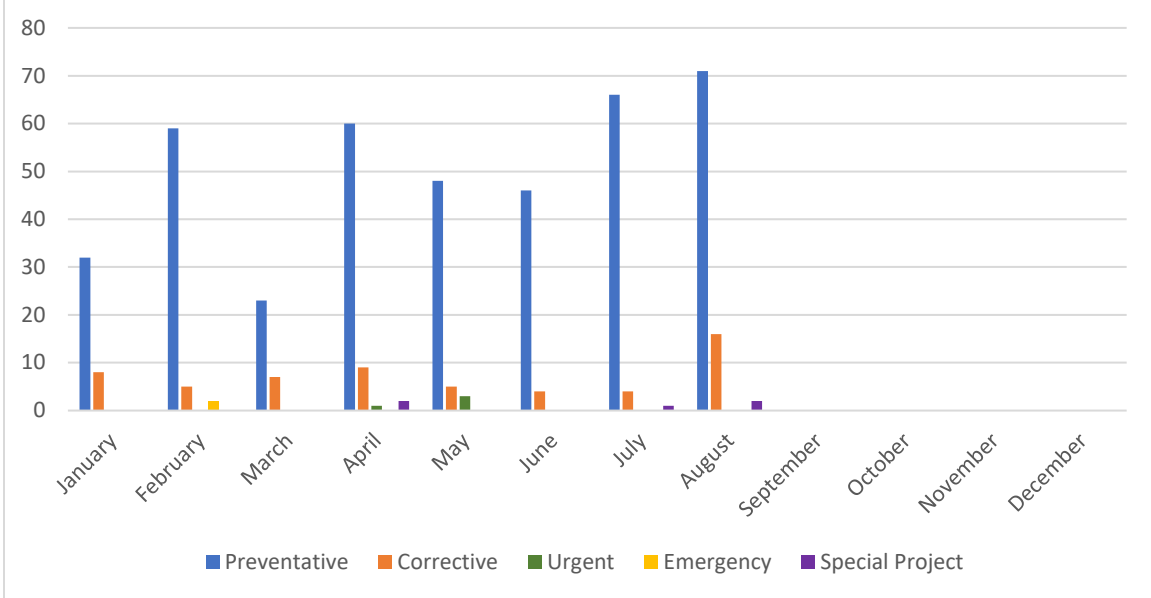
Rainfall - Flow



Effluent Water Quality



Treatment Plant Work Order Summary 2020





AGENDA ITEM

Title	Call for Public Comment
Item No.	7
Date	September 15, 2020

Summary

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

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

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



AGENDA ITEM

Title Business from the Board
Item No. 8
Date September 15, 2020

Summary

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

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

Business from The Board Items Include:

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

Date Added	Item	Work Update
6/18/2019	SDC and ADU Comparison to other Communities	Jason will be presenting this data at a future date when it suits the Board
8/13/2019	OLWSD/Gladstone IGA	OLWSD Staff is working to create the first full draft of the IGA for City of Gladstone review

**Oak Lodge Water Services
2020 OLWS Board Member Liaison Assignments**

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

**Business from the Board
Paul Gornick's Meeting Reports
August-September 2020**

August 26, 2020 -Sunrise Water Board Meeting (remote meeting)

- Board accepted the completed reservoir and transmission mains for the 152nd Avenue Reservoir, which is co-owned with Clackamas River Water.
- Board authorized donation to Clackamas Fire District #1 (for fire training purposes) of the residential structure on the property purchased for future Reservoir 12.
- Board convened as the Contract Review Board to authorize change order for the Reservoir 11 project to complete landscaping work.

September 3, 2020 – C4 Meeting (remote meeting)

- Ethan Stuckmayer from the Oregon Department of Land Conservation and Development did a presentation of the basics of the HB2001 “Middle Housing” rulemaking process, and presented the draft rules which will eventually be embedded in OAR 660-046. The rules are fairly complex, particularly regarding multi-unit square footage and the square footage of the parcels on which they might be built.
- The committee reviewed a proposed letter from C4 to the Oregon Transportation Commission regarding tolling of the I-205 corridor (copy of draft attached), and based on comments from participants, will be revised by staff and reviewed at the C4 Executive Committee on September 14th. Participants felt the letter was too vague, and seemed only to support the concept of tolling. The letter will be made more robust with the addition of language indicating support of C4 will be based on the use of tolling revenue not only for the primary highway project, but for projects related to diversion mitigation, transit, and safety projects.

House Bill 2001: More Housing Choices for Oregonians

In 2019, the Oregon Legislature passed House Bill 2001, a bipartisan bill to help provide Oregonians with **more housing choices**, especially housing choices **more people can afford**.

The new law lets people build certain traditional housing types that already exist in most cities, instead of being limited to a single housing type.

House Bill 2001 requires updates of local rules that have limited what sorts of housing people could build. These limitations have led to increased housing costs.

The Need for More Diverse, Affordable Choices

People need a variety of housing choices. Today, too many Oregonians are paying too much for the housing they have and are limited to renting or buying detached single-unit homes. Meanwhile, the composition of Oregon households is shifting; more than a quarter of households today are a single person living alone.

At different times in their lives, we have different needs. Imagine what sort of housing a young adult might want or be able to afford, or think of the needs of a retired person.

The Bill: Traditional Housing Types Allowed in Most Neighborhoods Soon

Under the bill, by June 30, 2021, Oregon's medium-sized cities must allow Oregonians to build duplexes in areas zoned for single-family dwellings. Most cities already allowed duplexes in certain circumstances.

By June 30, 2022, cities in the Portland Metro region and Oregon's other largest dozen cities (those over 25,000 population), must allow people to build duplexes, triplexes, fourplexes, cottage clusters, and townhouses in residential areas.

These houses can be more affordable and meet the housing needs of many younger people, older people, and people who work hard but can't afford a large detached house of their own.

The bill also provided \$3.5 million for technical assistance to cities, and has other details. Read the bill for details: olis.leg.state.or.us/liz/2019R1/Downloads/MeasureDocument/HB2001/Enrolled

Siting and Design Flexibility; Transformation Expected to be Gradual

While the bill re-legalizes certain housing types, the bill is about choices. People can still build detached single-family homes. We expect most homes in residential areas to be built as such.

Cities can set reasonable siting and design requirements on the houses, including making sure there is adequate infrastructure. The bill directs the Department of Land Conservation and Development (DLCD) to help cities figure this out.

While the law allows traditional housing types, DLCD expects the transformation of housing choices to be gradual. Cities have allowed some of these types in certain areas. Not many have been built. Local knowledge of how to build these housing types will grow over time. The building of them will depend on local housing markets.

Learn More and Sign Up to Stay Informed

www.oregon.gov/lcd/UP/Pages/Housing-Choices.aspx

Ethan Stuckmayer, Senior Housing Planner, ethan.stuckmayer@state.or.us (503) 934-0619



Before being outlawed, non-single-unit homes have long been built in our cities; this is a Salem triplex.



KEY ELEMENTS OF HOUSE BILL 2001 (Middle Housing)

Updated Nov. 6, 2019

House Bill 2001 (HB 2001) provides \$3.5 million to DLCD for technical assistance to local governments to:

- 1) assist local governments with the development of regulations to allow duplexes and/or middle housing, as specified in the bill, and/or
- 2) assist local governments with the development of plans to improve water, sewer, storm drainage and transportation services in areas where duplexes and other middle housing types would not be feasible due to service constraints.

DLCD Required Rulemaking: Who is affected:	Middle Housing Requirements		Infrastructure Deficiency Process
	Medium Cities	Large Cities	Medium & Large Cities
Significant dates:	DLCD Rules and model code adoption December 31, 2020	DLCD Rules and model code adoption December 31, 2020	DLCD Rules adoption [no date specified in bill] Target: July 2020
Local Government Deadlines:	Local Government Adoption of model code or alternative June 30, 2021	Local Government Adoption of model code or alternative June 30, 2022	Medium Cities Extension Requests due by December 31, 2020 Large Cities Extension Requests due by June 30, 2021
Effect of missed deadline:	Model code applies directly	Model code applies directly	No extension granted

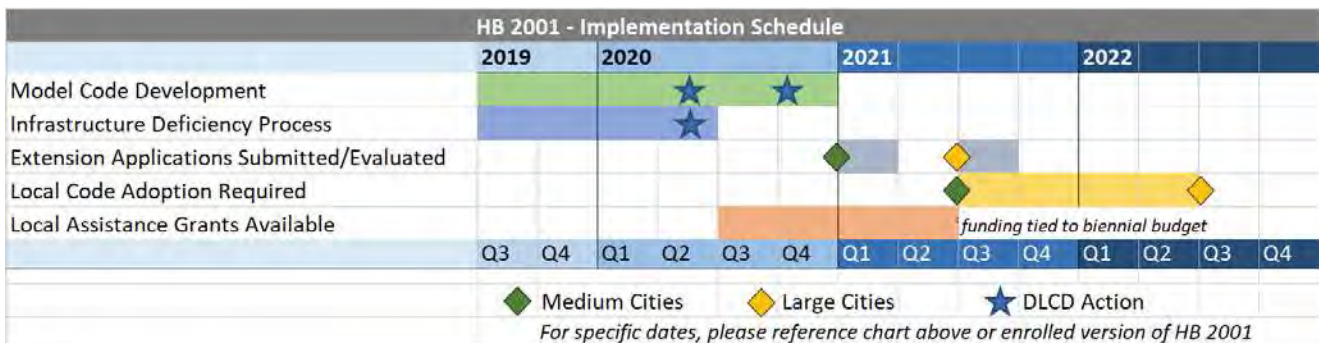
Medium Cities

All Oregon cities outside the Portland Metro boundary with a population between 10,000 and 25,000.	
Middle Housing Requirement	Duplexes to be allowed “on each lot or parcel zoned for residential use that allows for the development of detached single family dwellings.”

Large Cities

All Oregon cities with a population of more than 25,000, unincorporated areas within the Portland Metro boundary that are served by sufficient urban services, and all cities within the Portland Metro boundary with a population of more than 1,000.	
Middle Housing Requirement	Duplexes (as above) <u>AND</u> triplexes, quadplexes, cottage clusters, and townhouses “in areas zoned for residential use that allow for the development of detached single family dwellings.”

Flexibility *Medium and Large Cities “may regulate siting and design of middle housing required to be permitted under this section, provided that the regulations do not, individually or cumulatively, discourage the development of all middle housing types permitted in the area through unreasonable cost or delay.”*



Other Provisions in HB 2001

- ✓ A local government may request an extension of time to adopt the required regulations based on an application identifying an infrastructure constraint (water, sewer, storm drainage, or transportation) to accommodating middle housing development, along with a plan of actions to remedy the deficiencies in those services.
- ✓ The applications for time extensions based on infrastructure deficiency will be reviewed by DLCD and approved or denied.
- ✓ Housing Needs Analyses, in conjunction with a UGB decision, may not assume more than a three percent increase in housing units produced as a result of the adoption of middle housing regulations unless the local government can show that higher increases have been achieved to date.
- ✓ The bill amends requirements relating to accessory dwelling units (ADUs). The bill states, “Reasonable local regulations relating to siting and design’ [for ADUs] does not include owner-occupancy requirements of either the primary or accessory structure or requirements to construct additional off-street parking.” However, such regulations may be applied if the ADU is used for vacation occupancy.
- ✓ Changes the annual housing production survey required by passage of HB 4006 in 2018. Adds requirement to report on ADUs and units of middle housing, both for market rate housing and for regulated affordable units.
- ✓ Directs the Building Codes Division to develop standards to facilitate conversions of single-family dwellings into no more than four residential dwelling units.
- ✓ Prohibits the establishment of new Covenants, Conditions & Restrictions or similar instruments that would prohibit middle housing or ADUs in a residential neighborhood.
- ✓ The bill also notes that the department shall prioritize technical assistance to cities or counties with limited planning staff, or that commit to implementation earlier than the date required by the act.

This fact sheet is intended to summarize key elements of HB 2001. It is not intended to replace a detailed review of the legislation. For specific bill language, please review the enrolled version of the HB 2001:
<https://olis.leg.state.or.us/liz/2019R1/Downloads/MeasureDocument/HB2001>

“HB 2001 is focused on increasing the supply of ‘middle housing’ in Oregon cities – not by limiting construction of single family homes, but by allowing development of duplexes, triplexes, and quadplexes. Through technical assistance and resources for local governments, DLCD joins the effort to help create housing opportunities for all Oregonians.”

- Jim Rue, DLCD Director

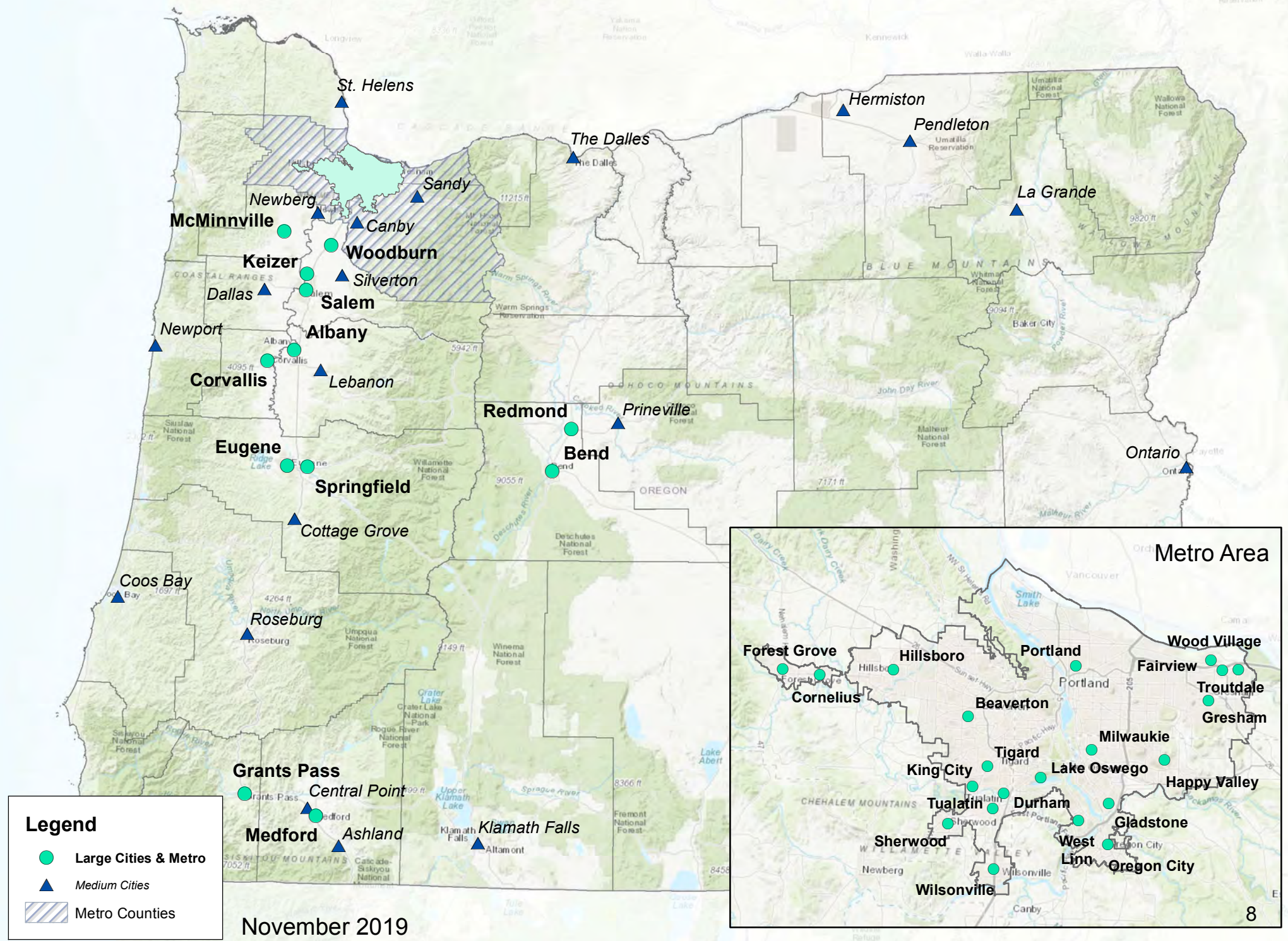
For more information visit our website at <http://www.oregon.gov/lcd/UP/Pages/Housing-Choices.aspx>

DLCD Staff Contacts: With questions about local implementation – [Contact your Regional Representative](#)

Ethan Stuckmayer
Senior Housing Planner
ethan.stuckmayer@state.or.us
503-934-0619

Kevin Young
Senior Urban Planner
kevin.young@state.or.us
503-934-0030

Cities and Counties Affected by HB 2001



September **DRAFT**, 2020

Oregon Transportation Commission
Oregon Department of Transportation
355 Capitol Street NE, MS11
Salem, OR 97301-3871

RE: Allocation of Revenue Generated by Tolling/Congestion Pricing

Chair Van Brocklin and Commissioners,

The Clackamas County Coordinating Committee (C4) supports the concept presented by ODOT Urban Mobility Office staff at the August 13th OTC meeting regarding toll revenue allocation. As stated in our NEPA Alternatives comment letter dated August 13, 2020, we support the policy request that revenue generated in a tolling project areas remain in that tolling project area to help fund capital projects and diversion mitigations.

We appreciate your request for public comment on this matter and we respectfully request that you provide this policy direction at your September meeting.

Thank you for your consideration.

Sincerely,

Jim Bernard, Co-Chair
Clackamas County Chair

Brian Hodson, Co-Chair
City of Canby Mayor

C4 Membership: Clackamas County; the Clackamas Cities of Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Molalla, Oregon City, Rivergrove, Sandy, Tualatin, West Linn, Wilsonville; Clackamas CPOs, Hamlets, and Special Districts; Ex Officio Members including Metro, MPAC Citizen Port of Portland, Urban and Rural Transit

Meetings Attended During the Past Month

1. July 21, 2020 – Oak Lodge Water Services Board meeting (virtual meeting)
2. August 20, 2020 – Water Research Foundation, Intelligent Water Systems: Data Maturity Model (webinar)
3. August 26, 2020 – Oak Grove Community Council meeting (virtual meeting, agenda attached)
 - a. Attendance: ~ 20
 - b. Update on COVID Health Response – Philip Mason-Joyner, Public Health Director
 - i. EOC still activated; Philip serves as one of the Incident Commander, 65 staff
 - ii. Providing support to medical & health services for PPE supplies (disrupted supplies)
 - iii. About 2,000 cases county-wide; rate currently flat (not declining)
 - iv. Distributed 1,000's of food boxes
 - v. Set up safe quarantine facilities (hotel vouchers)
 - vi. Schools are required to submit plans; County Health currently reviewing plans for over 170 schools for in-person instruction; schools adopting modified approaches
 - vii. Go Team – behavioral health teams going into community/homes to provide connections, referrals, counseling; see county website
 - viii. Connection to metro region – County has advocated separation from region based on indicators, but Governor continues to connect Clackamas County to metro region
 - ix. Source tracking is generally working but some individuals refuse contact and/or do not respond – using texting as additional contact measure
 - x. Testing capacity continues to increase but availability of testing supplies remains limited; slow turnaround of results (over a week) limiting effectiveness of tracing
 - xi. To get tested, you must be experiencing symptoms or be in close contact (within 6 ft for > 15 minutes) with positive case – essential for effective contact tracing
 - c. Children's Safety Levy - Johnathan Pugsley, Dave Hunt & Paul Savas
 - i. Coalition of non-profits to put measure on ballot to help fund children's services ... currently lack of stable funding from State. Would provide stable funding source for services to children who have been subject to abuse (Adverse Child Experience results in higher potential for similar problems later in life)
 - ii. Would provide funding for non-profits to provide shelters, safety, mental health, intervention, legal services, education, forensics, etc.
 - iii. Rate: \$0.60 per \$1,000 ... about \$45 per year for typical home ... 5-year levy ... board appointed by county commissioners to oversee grant funding to local non-profits
 - iv. Wide range of supporters from across the political spectrum
 - v. Website: www.yesforclackamaskids.org
 - vi. Support needed now - more child abuse now due to COVID - severity of abuse also increased. Call 855-503-SAFE (7233) to report child abuse anywhere in Oregon.
 - d. Clackamas BCC Resolution Condemning Racism – Valorie Chapman
 - i. June 18 BCC adopted resolution condemning racism (see attached)
 - ii. Proposal for OGCC to provide statement of support - Approved
 - iii. County has hired new EDI (equity, diversity & inclusion) officer
 - e. LUART (Joseph Edge)
 - i. Slow steady stream of applications – no new controversial applications this month
 - ii. Planning Commission approved allowing bakeries and brewpubs ... BCC adoption scheduled for Sept 10
 - iii. Housing strategies working group has been formed and starts meeting 9/2

- iv. OGCC soliciting ideas for BCC will have interactive session on ideas for long range planning projects for 2021-23
 - f. Concord Property & Library Planning Task Force update (Jan Lindstrom)
 - i. Reviewed community feedback – most preferred option 2 (new, freestanding building) – same as favored by task force
 - ii. Next meeting: Sept 10, will be working on further architectural refinements then vote on final preference
 - iii. Concord Task Force open house: <https://openhouse.jla.us.com/concord-library>
 - g. Park Avenue Community Advisory Committee update: (Valery Chapman)
 - i. 289 responses to survey – 65% indicated interest in Park Avenue area
 - ii. Next survey begins on Sept 9; visioning workshop on Sept 16
 - iii. Website available through Clackamas County
 - h. North Clackamas Watershed Council virtual meeting on Tuesday 9/26 (get to know north Clackamas watersheds)
 - i. Six openings for County Advisory Boards and Commissions
- 4. September 9, 2020 – Regional Water Providers Consortium Executive Committee Meeting on (virtual meeting) – see attached agenda
 - a. Ongoing activity for emergency planning and conservation outreach
 - i. September is National Preparedness Month – Reminder to “Get Your Kit Together” – see <https://www.regionalh2o.org/emergency-preparedness> for ideas
 - b. Starting budget planning for 2021-22
 - c. Significant (~\$128,000) savings in current year due to vacancy, staff furloughs, reduced work schedule, unexpended M&S (reduced activities and costs due to COVID-19)
- 5. September 10, 2020 – OLWS Special Meeting
- 6. Update on Incorporation Planning Study
 - a. Contacted Joseph Edge

Meetings Scheduled for the Next Month

1. September 21, 2020 – Oak Grove Community Council meeting
2. October 2, 2020 – Oregon Infrastructure Finance Authority Board meeting
3. October 2, 2020 – OLWS special meeting
4. October 5 & 6 – Business Oregon Infrastructure Summit
5. October 7, 2020 – Regional Water Providers Consortium Board meeting
6. October 20, 2020 – OLWS Board meeting



**Regular Council Business Meeting
August 26, 2020
Agenda**

What: Regular Council Business Meeting - Oak Grove Community Council
When: Wednesday, August 26, 2020 - 7:00 p.m. to 8:15 p.m.
Where: Zoom online meeting platform
Link: <https://us02web.zoom.us/j/82409488466?pwd=OXFjTFJRKzk5Wk8zMHNvcmpmQklhdz09>
 Meeting ID: 824 0948 8466
 Passcode: 138117
 Dial by your location: 1 (253) 215-8782

- 6:50 pm **Connect to Zoom**
- 7:00 pm **Welcome, Introductions, and Officer reports**
 July 22nd Meeting minutes + membership update
 Treasurer's update
- 7:10 pm **Program:**
Clackamas County COVID-19 Response
Philip Mason-Joyner, Public Health Director
Clackamas County Children's Safety Levy
Presenter TBD
Clackamas County Board Resolution Condemning Violence and Racism Directed at Black, African Americans and all People of Color
Valerie Chapman, Vice Chair, OGCC
- 7:55 **Land Use Application Review Team (LUART):**
 Updates on Long-Range Planning projects
- 8:00 **Committee updates:**

Concord Task Force
Park Ave. Community Project

8:10

Schedule review:

Future OGCC Meetings - 7 pm at Zoom

Sep 23, Oct 28, Dec 2*

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

Sep 7, Oct 5, Nov 2

8:20

Adjourn

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**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

A Resolution Condemning
Violence and Racism Directed at
Black, African Americans and all
People of Color



Resolution No. 2020-40
Page 1 of 2

WHEREAS, We are shocked and appalled by the horrific actions leading to George Floyd's death, and we stand with his family, community and this country in a call for justice; and

WHEREAS, the United States, State of Oregon and Clackamas County has been guilty of committing acts of oppression against Black and African Americans, and urgent progress must be made to achieve racial justice; and

WHEREAS, recent incidents of violence directed toward Black and African Americans is an outrage; and

WHEREAS, these acts represent a blatant disregard for the dignity and sanctity of human life; and

WHEREAS, the Black and African American struggle highlights the historic and unconscionable racism that exists against people of color; and

WHEREAS, too many Black, African Americans and People of Color in our country live in fear of losing their lives because of the color of their skin; and

WHEREAS, our nation's future well-being relies on a public system that confronts systemic bias, institutionalized racism and supports efforts to ensure that Black, African American and all People of Color thrive in the communities where they live; and

WHEREAS, Clackamas County has a shared core value of equity and is committed to respecting every individuals right to dream and their history and cultural heritage being celebrated; and

WHEREAS, Clackamas County has a shared core value of care, in that we develop inclusive and welcoming environments for all people.

NOW THEREFORE, the Clackamas County Board of Commissioners do hereby resolve as follows:

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF CLACKAMAS COUNTY, STATE OF OREGON**

A Resolution Condemning
Violence and Racism Directed at
Black, African Americans and all
People of Color



Resolution No. 2020-40
Page 2 of 2

1. Clackamas County Board of Commissioners and all its staff join with America in sharing its anger, shame and sorrow about the intolerable violence directed at Black, African Americans and People of Color.
2. Clackamas County Board of Commissioners condemns the violent and disrespectful treatment of Black, African Americans and People of Color. Our organization does not and will not tolerate, nor accept in any way, treatment of Black, African American or People of Color that degrades their dignity or disregards their human life.
3. Clackamas County Board of Commissioners calls on all elected officials and all government agencies to recognize the value and contribution of the lives of Black, African Americans, and all People of Color to remove barriers to greater to equality.
4. Clackamas County will review all of its policies and ordinances for any discriminatory impacts and practices and encourage other jurisdictions to do the same.
5. Clackamas County Board of Commissioners will engage in listening and learning opportunities with communities of color to learn of their experiences to better help in improving policies and practices that include but not limited to law enforcement, justice system, economic disparities, education disparities, and land use and transportation policies that displace communities and low income families disproportionately.

DATED this 18th day of June, 2020

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

Jim Bernard, Chair
Commissioner

Sonya Fischer
Commissioner

Ken Humberston
Commissioner

Paul Savas
Commissioner

Martha Schrader
Commissioner



Executive Committee Meeting Agenda

DATE: September 9, 2020
5:30 p.m.

HOW: Via Zoom/Videoconference

Agenda

Introductions

Approval of April 8, 2020 Meeting Summary

Director Report – Rebecca Geisen, Managing Director (20 minutes)

- Update on on-going projects
- Wilsonville request to rejoin Consortium
- ORWARN IGA
- Departing Board members acknowledgement

Program Report – Bonny Cushman, Program Coordinator (20 minutes)

- Emergency Planning and Conservation Program ongoing projects and accomplishments

FY 2021-22 Budget and Work Plan Concepts Discussion – Rebecca Geisen, Managing Director (30 minutes)

- Discuss concepts for the 2020/21 Consortium work plan and budget and make recommendations to the Consortium Board

October Consortium Board Meeting Draft Agenda – Rebecca Geisen, Managing Director (10 minutes)

- Review draft agenda and make any necessary revisions
- Engagement opportunities: e.g. break-out session/topics, electronic poll questions

Next Meeting Date/Location:

December 9, 2020

Via Zoom/videoconference