



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
February 19th, 2019 at 6:00 p.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

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

3. Consent Agenda
  - January 2019 Financial Reports
    - Approval of January 2019 Check Run
  - January 15, 2019 Board Meeting Minutes
4. Acceptance of Audited Financial Report for July 1, 2017 through June 30, 2018
5. Boardman Wetland Contract Increase for Nature Play Area
6. Adoption of Finance Policies- Second Set
7. Emergency Management Report
8. Department Reports
  - Finance
  - Field Operations
  - Plant Operations
  - Technical Services
9. Call for Public Comment
10. Business from the Board

Adjourn



## AGENDA ITEM

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

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### **Background:**

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

**OAK LODGE**  
WATER SERVICES  
**CONSENT AGENDA**

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 3  
**Date:** February 19, 2019

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**Background:**

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

The Consent Agenda includes:

1. January 2019 Financial Reports
  - a. Approval of January 2019 Check Run
2. January 15, 2019 Board Meeting Minutes

Board members may request to remove an item from the Consent Agenda to discuss separately.

**Options for Consideration:**

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

**Recommendation:**

Approve the items listed under the Consent Agenda.

**Sample motion:** *"I move to approve the consent agenda."*

Approved \_\_\_\_\_

Date \_\_\_\_\_



## MONTHLY FINANCIAL REPORT

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**To:** Board Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** January 2019 Financial Reports  
**Item No.:** 3a  
**Date:** February 19, 2019

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### Reports:

- January 2019 Monthly Overview
- January 2019 Budget Report
- January 2019 Monthly Cash and Investment Balances
- January 2019 Monthly Checks and Electronic Withdrawals Staff Report
- January 2019 Monthly Checks and Electronic Withdrawals System Report

**Oak Lodge Water Services  
Monthly Overview  
January 2019**

This report summarizes the revenues and expenditures for January 2019. 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 \$12,579,572.50 as of the end of January 2019; consisting of \$642,727.41 in checking, and \$11,936,845.09 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts total \$841,184.28 for January 2019.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 3,640,000	\$ 292,178	\$ 2,369,963	65.11%
10-00-4212	Water sales-CRW	32,000	3,290	21,456	67.05%
20-00-4212	Wastewater charges	7,947,500	584,809	4,350,039	54.73%
30-00-4213	Watershed protection	1,456,000	121,469	853,972	58.65%
	Subtotal	\$ 13,075,500	\$ 1,001,746	\$ 7,595,430	58.09%

The % of budget is calculated by taking the ending balance and dividing it by the budget. At the end of January 2019 the % of budget spent or billed should be around 58.33%. Note for budget law purposes, Wastewater Plant and Wastewater Collection are added together. Certain line items are spent all at once, such as Worker's Compensation, which we pay one time a year in July.

**Low Income Rate Relief Program Overview**

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

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

Number of Accounts	Discount	Budget	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
164	Low Income Rate Relief	\$ 80,378	\$ 6,337	\$ 43,663	54.32%

## Oak Lodge Water Services District

<b>Account Balances As of:</b>		
January 31, 2019	<b>Interest Rate</b>	
<b>Account</b>		
Wells Fargo Bank Checking-3552	0.00%	\$ 642,727.41
LGIP 5289 Water General	2.75%	\$ 2,507,168.22
LGIP 5790 Watershed Protection General	2.75%	\$ 1,774,681.01
LGIP 3968 Sanitary GO Bond Debt Svc	2.75%	\$ 1,257,622.77
LGIP 3869 Sanitary Revenue Bond Debt Svc	2.75%	\$ 1,625,769.51
LGIP 5002 Sanitary General	2.75%	\$ 4,771,603.58
	<b>Total</b>	<b>\$ 12,579,572.50</b>

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General Ledger  
Budget to Actual



User: kelly  
Printed: 2/14/2019 10:11:51 AM  
Period 01 - 07  
Fiscal Year 2019

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
<b>10</b>	<b>Drinking Water</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
10-00-3500	Fund balance	-2,880,270.00	0.00	-3,238,019.00	112.42
	<i>Beginning Fund Balance</i>	-2,880,270.00	0.00	-3,238,019.00	112.42
	<i>Revenue</i>				
10-00-4211	Water sales	-3,640,000.00	-292,178.44	-2,369,962.64	65.11
10-00-4212	Water sales - CRW	-32,000.00	-3,289.68	-21,455.77	67.05
10-00-4215	Penalties and late charges	-25,000.00	-1,833.65	-9,463.19	37.85
10-00-4220	System development charges	-75,000.00	-28,840.00	-174,970.00	233.29
10-00-4230	Contract services	-32,000.00	-2,445.24	-17,500.03	54.69
10-00-4240	Service installations	-15,000.00	-2,685.00	-14,180.00	94.53
10-00-4280	Rents & leases	-140,000.00	-7,025.42	-98,186.56	70.13
10-00-4290	Other charges for services	0.00	0.00	-20,732.75	0.00
10-00-4610	Investment revenue	-25,000.00	-0.11	-106.66	0.43
10-00-4630	Miscellaneous revenues	-15,000.00	-3,272.61	-14,455.89	96.37
	<i>Revenue</i>	<i>3,999,000.00</i>	<i>341,570.15</i>	<i>2,741,013.49</i>	<i>68.54</i>
	<b>NonDivisional</b>	<b>-6,879,270.00</b>	<b>-341,570.15</b>	<b>-5,979,032.49</b>	<b>86.91</b>
	<b>Drinking Water</b>				
	<i>Personnel Services</i>				
10-20-5110	Regular employees	980,000.00	69,866.71	520,127.23	53.07
10-20-5120	Temporary/Seasonal employees	30,000.00	450.15	4,659.71	15.53
10-20-5130	Overtime	48,000.00	2,182.83	10,871.99	22.65
10-20-5210	Employee Ins Expense	225,000.00	11,520.58	92,012.90	40.89
10-20-5230	Social Security	80,500.00	5,413.02	39,110.05	48.58
10-20-5240	Retirement	202,000.00	11,981.79	91,317.32	45.21
10-20-5250	TrimetWBF	9,000.00	558.86	4,072.00	45.24
10-20-5260	Unemployment	12,000.00	0.00	0.00	0.00
10-20-5270	Workers compensation	13,000.00	0.00	13,780.90	106.01
10-20-5290	Other employee benefits	7,300.00	8.92	61.45	0.84
	<i>Personnel Services</i>	<i>1,606,800.00</i>	<i>101,982.86</i>	<i>776,013.55</i>	<i>48.30</i>
	<i>Materials &amp; Services</i>				



Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10-20-6110	Legal services	130,000.00	0.00	42,942.97	33.03
10-20-6120	Accounting & audit services	9,000.00	0.00	3,687.50	40.97
10-20-6155	Contracted Services	160,500.00	23,468.48	64,291.75	40.06
10-20-6180	Dues & subscriptions	25,000.00	100.10	20,751.03	83.00
10-20-6220	Electricity	45,000.00	3,429.83	21,806.79	48.46
10-20-6230	Telephone	21,000.00	1,472.20	8,402.76	40.01
10-20-6240	Natural gas	4,000.00	671.22	1,629.90	40.75
10-20-6290	Other utilities	4,000.00	-49.20	1,951.80	48.80
10-20-6310	Janitorial services	8,500.00	-2,235.32	3,274.66	38.53
10-20-6320	Buildings & grounds	10,000.00	1,527.32	3,051.92	30.52
10-20-6330	Vehicle & equipment maint.	27,000.00	1,197.99	19,300.97	71.49
10-20-6340	Distribution system maint	250,000.00	13,453.10	92,173.36	36.87
10-20-6350	Computer maintenance	48,500.00	-5,595.73	33,662.95	69.41
10-20-6390	Other repairs & maintenance	50,000.00	814.28	14,006.63	28.01
10-20-6410	Mileage	1,500.00	12.84	276.17	18.41
10-20-6420	Staff training	17,500.00	107.31	7,672.72	43.84
10-20-6430	Certifications	1,000.00	0.00	615.00	61.50
10-20-6440	Board travel & training	2,500.00	-28.67	451.26	18.05
10-20-6510	Office supplies	15,000.00	894.06	7,438.06	49.59
10-20-6520	Fuel & oils	25,000.00	2,716.19	9,926.24	39.70
10-20-6530	Small tools & equipment	15,000.00	913.10	1,139.12	7.59
10-20-6540	Safety supplies	12,000.00	1,414.56	7,430.15	61.92
10-20-6550	Operational Supplies	1,500.00	794.26	1,068.26	71.22
10-20-6560	Uniforms	4,000.00	235.91	235.91	5.90
10-20-6590	Other supplies	0.00	-772.53	0.00	0.00
10-20-6610	Board compensation	700.00	280.50	352.58	50.37
10-20-6710	Purchased water	1,050,000.00	0.00	490,518.65	46.72
10-20-6720	Insurance	30,000.00	30,366.55	34,295.90	114.32
10-20-6730	Communications	9,000.00	-4.11	208.90	2.32
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	720.41	14.41
10-20-6770	Bank charges	30,000.00	0.00	16,089.77	53.63
10-20-6780	Taxes & fees	20,000.00	398.81	6,911.05	34.56
10-20-6900	Miscellaneous expense	1,000.00	0.00	100.00	10.00
	<i>Materials &amp; Services</i>	<i>2,034,200.00</i>	<i>75,583.05</i>	<i>916,385.14</i>	<i>45.05</i>
	<b>Drinking Water</b>	<b>3,641,000.00</b>	<b>177,565.91</b>	<b>1,692,398.69</b>	<b>46.48</b>
<b>10</b>	<b>Drinking Water</b>	<b>-3,238,270.00</b>	<b>-164,004.24</b>	<b>-4,286,633.80</b>	<b>132.37</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
20-00-3500	Fund balance	-5,416,603.00	0.00	-5,393,413.85	99.57
	<i>Beginning Fund Balance</i>	<i>-5,416,603.00</i>	<i>0.00</i>	<i>-5,393,413.85</i>	<i>99.57</i>
	<i>Revenue</i>				
20-00-4212	Wastewater charges	-7,947,500.00	-584,808.61	-4,350,039.44	54.73
20-00-4215	Penalties & late charges	-25,000.00	-623.16	-4,190.38	16.76

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-00-4220	System development charges	-100,000.00	-61,980.00	-232,425.00	232.43
20-00-4240	Service installations	-25,000.00	-7,208.85	-40,060.22	160.24
20-00-4290	Other charges for services	-5,000.00	-4.46	-14,304.01	286.08
20-00-4610	Investment revenue	-50,000.00	-0.72	-0.72	0.00
20-00-4630	Miscellaneous revenues	-15,000.00	-569.74	-12,798.44	85.32
	<i>Revenue</i>	<i>8,167,500.00</i>	<i>655,195.54</i>	<i>4,653,818.21</i>	<i>56.98</i>
	<b>NonDivisional</b>	<b>-13,584,103.00</b>	<b>-655,195.54</b>	<b>-10,047,232.06</b>	<b>73.96</b>
	<b>Wastewater-Plant</b>				
	<i>Personnel Services</i>				
20-21-5110	Regular employees	1,020,000.00	79,491.86	531,688.54	52.13
20-21-5120	Temporary/Seasonal employees	30,000.00	488.01	21,692.68	72.31
20-21-5130	Overtime	50,000.00	5,432.44	23,939.46	47.88
20-21-5210	Employee Ins-MDVSTDLTDLf	200,000.00	15,668.32	96,615.99	48.31
20-21-5230	Social Security	80,000.00	6,401.13	42,445.01	53.06
20-21-5240	Retirement	190,000.00	11,145.44	77,721.11	40.91
20-21-5250	Trimet/WBF	8,200.00	662.75	4,439.34	54.14
20-21-5260	Unemployment	10,500.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.00	12,496.59	104.14
20-21-5290	Other employee benefits	6,800.00	9.68	60.70	0.89
	<i>Personnel Services</i>	<i>1,607,500.00</i>	<i>119,299.63</i>	<i>811,099.42</i>	<i>50.46</i>
	<i>Materials &amp; Services</i>				
20-21-6110	Legal services	125,000.00	0.00	20,049.23	16.04
20-21-6120	Accounting & audit services	4,500.00	0.00	5,457.50	121.28
20-21-6155	Contracted Services	105,300.00	20,372.95	79,427.11	75.43
20-21-6180	Dues & subscriptions	15,000.00	92.93	5,356.91	35.71
20-21-6220	Electricity	250,000.00	24,909.03	149,943.51	59.98
20-21-6230	Telephone	24,000.00	4,547.69	13,467.72	56.12
20-21-6240	Natural gas	4,500.00	189.88	371.35	8.25
20-21-6250	Solid waste disposal	75,000.00	6,792.98	32,757.23	43.68
20-21-6290	Other utilities	3,000.00	-2,273.78	2,722.02	90.73
20-21-6310	Janitorial services	22,000.00	-4,602.08	4,922.63	22.38
20-21-6320	Buildings & grounds	25,000.00	9,499.97	20,449.80	81.80
20-21-6330	Vehicle & equipment maint.	24,000.00	336.74	4,726.32	19.69
20-21-6342	WRF System maintenance	234,000.00	14,122.89	104,617.81	44.71
20-21-6350	Computer maintenance	109,250.00	10,081.75	44,857.24	41.06
20-21-6390	Other repairs & maintenance	0.00	0.00	0.00	0.00
20-21-6410	Mileage	2,000.00	12.84	268.12	13.41
20-21-6420	Staff training	23,000.00	101.02	13,254.76	57.63
20-21-6430	Certifications	5,000.00	240.00	240.00	4.80
20-21-6440	Board travel & training	3,000.00	-14.33	232.88	7.76
20-21-6510	Office supplies	15,000.00	1,149.07	7,698.94	51.33
20-21-6520	Fuel & oils	35,000.00	3,433.40	13,879.72	39.66
20-21-6525	Chemicals	25,000.00	4,821.90	5,039.83	20.16
20-21-6530	Small tools & equipment	20,200.00	15.96	206.85	1.02
20-21-6540	Safety supplies	20,100.00	368.60	6,173.55	30.71
20-21-6550	Operational Supplies	20,000.00	1,252.01	12,708.01	63.54

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-21-6560	Uniforms	14,000.00	1,368.27	8,657.55	61.84
20-21-6590	Other supplies	20,000.00	378.62	3,979.41	19.90
20-21-6610	Board compensation	1,000.00	144.50	203.86	20.39
20-21-6720	Insurance	90,000.00	65,842.07	70,067.59	77.85
20-21-6730	Communications	4,000.00	-4.46	266.12	6.65
20-21-6750	Other purchased services	0.00	1,233.69	7,480.02	0.00
20-21-6760	Equipment Rental	0.00	0.00	0.00	0.00
20-21-6770	Bank charges	25,000.00	0.00	18,571.39	74.29
20-21-6780	Taxes & fees	68,500.00	7,613.47	38,618.05	56.38
20-21-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials &amp; Services</i>	<i>1,411,350.00</i>	<i>172,027.58</i>	<i>704,223.03</i>	<i>49.90</i>
	<b>Wastewater-Plant</b>	<b>3,018,850.00</b>	<b>291,327.21</b>	<b>1,515,322.45</b>	<b>50.20</b>
	<b>Wastewater-Collections</b>				
	<i>Personnel Services</i>				
20-22-5110	Regular employees	665,000.00	57,269.27	411,424.37	61.87
20-22-5120	Temporary/Seasonal employees	22,000.00	198.87	2,058.57	9.36
20-22-5130	Overtime	40,000.00	1,561.37	6,592.53	16.48
20-22-5210	Employee Ins-MDVSTDLTDLf	130,000.00	10,159.73	75,636.22	58.18
20-22-5230	Social Security	56,000.00	4,466.18	30,849.73	55.09
20-22-5240	Retirement	140,000.00	8,030.42	58,787.66	41.99
20-22-5250	TrimetWBF	6,000.00	462.72	3,248.75	54.15
20-22-5260	Unemployment	9,000.00	0.00	0.00	0.00
20-22-5270	Workers compensation	10,000.00	0.00	10,770.93	107.71
20-22-5290	Other employee benefits	4,800.00	3.94	26.84	0.56
	<i>Personnel Services</i>	<i>1,082,800.00</i>	<i>82,152.50</i>	<i>599,395.60</i>	<i>55.36</i>
	<i>Materials &amp; Services</i>				
20-22-6110	Legal services	75,000.00	0.00	8,803.14	11.74
20-22-6120	Accounting & audit services	4,500.00	0.00	2,360.00	52.44
20-22-6155	Contracted Services	65,500.00	6,956.67	25,751.94	39.32
20-22-6180	Dues & subscriptions	5,000.00	83.19	2,645.00	52.90
20-22-6220	Electricity	10,000.00	75.63	786.73	7.87
20-22-6230	Telephone	21,000.00	923.71	6,421.19	30.58
20-22-6240	Natural gas	3,500.00	189.89	385.49	11.01
20-22-6290	Other utilities	8,500.00	-1,254.85	8,177.82	96.21
20-22-6310	Janitorial services	6,500.00	-749.55	2,145.66	33.01
20-22-6320	Buildings & grounds	3,000.00	2,142.02	4,014.66	133.82
20-22-6330	Vehicle & equipment maint.	6,000.00	123.14	2,490.65	41.51
20-22-6342	Collection system maint.	80,000.00	159.84	32,916.12	41.15
20-22-6350	Computer maintenance	35,250.00	2,380.73	30,037.53	85.21
20-22-6390	Other repairs & maintenance	10,000.00	3,214.94	6,237.78	62.38
20-22-6410	Mileage	1,500.00	12.84	357.55	23.84
20-22-6420	Staff training	11,000.00	64.73	3,132.84	28.48
20-22-6430	Certifications	900.00	185.00	835.00	92.78
20-22-6440	Board travel & training	1,500.00	-14.33	232.93	15.53
20-22-6510	Office supplies	12,000.00	459.84	3,586.86	29.89
20-22-6520	Fuel & oils	7,500.00	333.29	3,912.78	52.17

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-6530	Small tools & equipment	10,000.00	0.00	3,303.70	33.04
20-22-6540	Safety supplies	3,000.00	31.01	2,956.84	98.56
20-22-6550	Operational Supplies	6,000.00	416.29	555.38	9.26
20-22-6560	Uniforms	8,000.00	718.38	3,367.34	42.09
20-22-6590	Other supplies	0.00	-281.59	0.00	0.00
20-22-6610	Board compensation	500.00	144.50	178.76	35.75
20-22-6720	Insurance	24,000.00	22,340.91	24,114.63	100.48
20-22-6730	Communications	25,000.00	-1.81	282.37	1.13
20-22-6750	Other purchased services	0.00	285.44	1,730.66	0.00
20-22-6770	Bank charges	15,000.00	0.00	14,863.68	99.09
20-22-6780	Taxes & fees	5,000.00	903.48	2,705.91	54.12
20-22-6900	Miscellaneous expense	0.00	0.00	7,550.00	0.00
	<i>Materials &amp; Services</i>	<i>464,650.00</i>	<i>39,843.34</i>	<i>206,840.94</i>	<i>44.52</i>
	<b>Wastewater-Collections</b>	<b>1,547,450.00</b>	<b>121,995.84</b>	<b>806,236.54</b>	<b>52.10</b>
<b>20</b>	<b>Wastewater Reclam.</b>	<b>-9,017,803.00</b>	<b>-241,872.49</b>	<b>-7,725,673.07</b>	<b>85.67</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
30-00-3500	Fund balance	-3,114,971.00	0.00	-2,663,328.59	85.50
	<i>Beginning Fund Balance</i>	<i>-3,114,971.00</i>	<i>0.00</i>	<i>-2,663,328.59</i>	<i>85.50</i>
	<i>Revenue</i>				
30-00-4213	Watershed protection fees	-1,456,000.00	-121,399.96	-853,972.33	58.65
30-00-4215	Penalties & late charges	-5,000.00	-133.69	-836.47	16.73
30-00-4240	Service installations	-40,000.00	-2,495.75	-44,918.47	112.30
30-00-4290	Other charges for services	-5,000.00	0.00	0.00	0.00
30-00-4300	Grant Revenue	-250,000.00	0.00	0.00	0.00
30-00-4610	Investment revenue	-35,000.00	-0.10	-0.10	0.00
30-00-4630	Miscellaneous revenues	-5,000.00	-116.03	-2,435.89	48.72
	<i>Revenue</i>	<i>1,796,000.00</i>	<i>124,145.53</i>	<i>902,163.26</i>	<i>50.23</i>
	<b>NonDivisional</b>	<b>-4,910,971.00</b>	<b>-124,145.53</b>	<b>-3,565,491.85</b>	<b>72.60</b>
	<b>Watershed Protection</b>				
	<i>Personnel Services</i>				
30-23-5110	Regular employees	424,000.00	30,137.28	196,919.79	46.44
30-23-5120	Temporary/Seasonal employees	10,000.00	302.97	3,136.26	31.36
30-23-5130	Overtime	16,000.00	235.12	550.69	3.44
30-23-5210	Employee Ins-MDVSTDLTDLf	75,000.00	5,395.07	36,043.61	48.06
30-23-5230	Social Security	36,500.00	2,283.22	14,354.05	39.33
30-23-5240	Retirement	90,000.00	4,573.91	31,221.36	34.69
30-23-5250	TrimetWBF	3,900.00	236.08	1,521.04	39.00
30-23-5260	Unemployment	5,000.00	0.00	0.00	0.00
30-23-5270	Workers compensation	5,100.00	0.00	6,029.15	118.22
30-23-5290	Other employee benefits	3,000.00	6.01	42.01	1.40
	<i>Personnel Services</i>	<i>668,500.00</i>	<i>43,169.66</i>	<i>289,817.96</i>	<i>43.35</i>

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
	<i>Materials &amp; Services</i>				
30-23-6110	Legal services	70,000.00	0.00	10,171.18	14.53
30-23-6120	Accounting & audit services	9,000.00	0.00	3,245.00	36.06
30-23-6155	Contracted Services	47,500.00	10,716.13	33,787.70	71.13
30-23-6180	Dues & subscriptions	10,000.00	78.67	3,163.54	31.64
30-23-6220	Electricity	2,000.00	115.22	965.09	48.25
30-23-6230	Telephone	10,000.00	744.44	3,099.29	30.99
30-23-6240	Natural gas	1,500.00	209.66	367.58	24.51
30-23-6290	Other utilities	5,000.00	-289.98	528.62	10.57
30-23-6310	Janitorial services	4,500.00	-1,134.46	2,572.01	57.16
30-23-6320	Buildings & grounds	8,000.00	2,222.40	3,491.62	43.65
30-23-6330	Vehicle & equipment maint.	4,500.00	169.34	2,983.25	66.29
30-23-6340	System maintenance	10,000.00	0.00	0.00	0.00
30-23-6350	Computer maintenance	49,500.00	-502.92	25,959.04	52.44
30-23-6390	Other repairs & maintenance	5,000.00	503.25	576.23	11.52
30-23-6410	Mileage	2,000.00	89.88	662.71	33.14
30-23-6420	Staff training	9,000.00	333.93	5,596.14	62.18
30-23-6430	Certifications	500.00	0.00	405.00	81.00
30-23-6440	Board travel & training	1,500.00	-28.67	451.26	30.08
30-23-6510	Office supplies	10,000.00	659.39	4,914.14	49.14
30-23-6520	Fuel & oils	2,500.00	225.32	1,830.62	73.22
30-23-6530	Small tools & equipment	5,000.00	0.00	0.00	0.00
30-23-6540	Safety supplies	2,500.00	47.25	1,178.95	47.16
30-23-6550	Operational Supplies	4,000.00	0.00	160.00	4.00
30-23-6560	Uniforms	1,500.00	136.75	640.94	42.73
30-23-6610	Board compensation	1,000.00	280.50	339.80	33.98
30-23-6720	Insurance	12,000.00	5,187.47	7,808.88	65.07
30-23-6730	Communications	85,000.00	4,705.35	12,505.47	14.71
30-23-6750	Other purchased services	11,000.00	0.00	26.94	0.24
30-23-6770	Bank charges	10,000.00	0.00	7,566.26	75.66
30-23-6780	Taxes & fees	2,000.00	0.00	39.16	1.96
30-23-6900	Miscellaneous expense	100.00	0.00	100.00	100.00
	<i>Materials &amp; Services</i>	<i>396,100.00</i>	<i>24,468.92</i>	<i>135,136.42</i>	<i>34.12</i>
	<b>Watershed Protection</b>	<b>1,064,600.00</b>	<b>67,638.58</b>	<b>424,954.38</b>	<b>39.92</b>
<b>30</b>	<b>Watershed Protection</b>	<b>-3,846,371.00</b>	<b>-56,506.95</b>	<b>-3,140,537.47</b>	<b>81.65</b>
<b>40</b>	<b>WW GO Debt Service</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
40-00-3500	Fund balance	-782,263.00	0.00	-783,052.64	100.10
	<i>Beginning Fund Balance</i>	<i>-782,263.00</i>	<i>0.00</i>	<i>-783,052.64</i>	<i>100.10</i>
	<i>Revenue</i>				
40-00-4610	Investment revenue	-11,885.00	-2,658.72	-15,256.19	128.37
40-00-4701	Interest Subsidy	-121,338.00	0.00	-122,728.79	101.15
	<i>Revenue</i>	<i>133,223.00</i>	<i>2,658.72</i>	<i>137,984.98</i>	<i>103.57</i>

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
	<b>NonDivisional</b>	<b>-915,486.00</b>	<b>-2,658.72</b>	<b>-921,037.62</b>	<b>100.61</b>
	<b>Debt Service</b>				
	<i>Materials &amp; Services</i>				
40-24-6811	2010 IFA Loan Principal	360,936.00	0.00	360,936.00	100.00
40-24-6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00
40-24-6821	2010 GO Bond Interest	88,000.00	0.00	44,000.00	50.00
40-24-6822	2010 IFA Loan Interest	290,561.00	0.00	290,560.94	100.00
	<i>Materials &amp; Services</i>	<i>1,819,497.00</i>	<i>0.00</i>	<i>695,496.94</i>	<i>38.22</i>
	<b>Debt Service</b>	<b>1,819,497.00</b>	<b>0.00</b>	<b>695,496.94</b>	<b>38.22</b>
<b>40</b>	<b>WW GO Debt Service</b>	<b>904,011.00</b>	<b>-2,658.72</b>	<b>-225,540.68</b>	<b>-24.95</b>
<b>50</b>	<b>WW Revenue Bond Debt Service</b>				
	<b>NonDivisional</b>				
	<i>Beginning Fund Balance</i>				
50-00-3500	Fund balance	-1,214,204.00	0.00	-1,215,130.52	100.08
	<i>Beginning Fund Balance</i>	<i>-1,214,204.00</i>	<i>0.00</i>	<i>-1,215,130.52</i>	<i>100.08</i>
	<i>Revenue</i>				
50-00-4610	Investment revenue	-11,074.00	-3,480.09	-16,758.05	151.33
	<i>Revenue</i>	<i>11,074.00</i>	<i>3,480.09</i>	<i>16,758.05</i>	<i>151.33</i>
	<b>NonDivisional</b>	<b>-1,225,278.00</b>	<b>-3,480.09</b>	<b>-1,231,888.57</b>	<b>100.54</b>
	<b>Debt Service</b>				
	<i>Materials &amp; Services</i>				
50-24-6810	2010 SRF Loan Principal	876,670.00	0.00	436,273.00	49.76
50-24-6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	370,772.00	0.00	150,725.00	40.65
50-24-6823	JPM Bank Loan Interest	379,326.00	0.00	189,662.50	50.00
	<i>Materials &amp; Services</i>	<i>1,626,768.00</i>	<i>0.00</i>	<i>776,660.50</i>	<i>47.74</i>
	<b>Debt Service</b>	<b>1,626,768.00</b>	<b>0.00</b>	<b>776,660.50</b>	<b>47.74</b>
<b>50</b>	<b>WW Revenue Bond Debt Service</b>	<b>401,490.00</b>	<b>-3,480.09</b>	<b>-455,228.07</b>	<b>-113.38</b>
<b>71</b>	<b>Drinking Water Capital NonDivisional</b>				
	<i>Revenue</i>				
71-00-4610	Investment revenue	-5,000.00	-5,834.79	-36,506.44	730.13
71-00-4650	Proceeds from borrowing	-1,300,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,305,000.00</i>	<i>5,834.79</i>	<i>36,506.44</i>	<i>2.80</i>

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
	<b>NonDivisional</b>	<b>-1,305,000.00</b>	<b>-5,834.79</b>	<b>-36,506.44</b>	<b>2.80</b>
	<b>Drinking Water</b>				
	<i>Capital Outlay</i>				
71-20-7200	Infrastructure	1,350,000.00	121,484.49	163,046.51	12.08
71-20-7300	Buildings & improvements	12,000.00	0.00	0.00	0.00
71-20-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
71-20-7520	Equipment	0.00	0.00	15,955.00	0.00
71-20-7530	Software	17,500.00	-1,584.73	2,118.17	12.10
71-20-7540	Vehicles	32,000.00	0.00	34,113.02	106.60
71-20-7600	Capital Improvement Projects	300,000.00	0.00	87,828.51	29.28
	<i>Capital Outlay</i>	<i>1,721,500.00</i>	<i>119,899.76</i>	<i>303,061.21</i>	<i>17.60</i>
	<b>Drinking Water</b>	<b>1,721,500.00</b>	<b>119,899.76</b>	<b>303,061.21</b>	<b>17.60</b>
<b>71</b>	<b>Drinking Water Capital</b>	<b>416,500.00</b>	<b>114,064.97</b>	<b>266,554.77</b>	<b>64.00</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>				
	<b>NonDivisional</b>				
	<i>Revenue</i>				
72-00-4610	Investment revenue	-7,500.00	-11,017.17	-65,687.37	875.83
72-00-4640	Proceeds from sale of capital	-1,500,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,507,500.00</i>	<i>11,017.17</i>	<i>65,687.37</i>	<i>4.36</i>
	<b>NonDivisional</b>	<b>-1,507,500.00</b>	<b>-11,017.17</b>	<b>-65,687.37</b>	<b>4.36</b>
	<b>Wastewater-Plant</b>				
	<i>Capital Outlay</i>				
72-21-7300	Buildings & improvements	1,500,000.00	4,583.50	4,583.50	0.31
72-21-7400	Improvement other than Bldgs	5,000.00	0.00	0.00	0.00
72-21-7520	Equipment	0.00	0.00	2,067.38	0.00
72-21-7530	Software	13,400.00	-1,306.40	943.11	7.04
72-21-7540	Vehicles	31,000.00	0.00	5,370.00	17.32
72-21-7600	Capital Improvement Projects	1,220,000.00	0.00	11,682.04	0.96
	<i>Capital Outlay</i>	<i>2,769,400.00</i>	<i>3,277.10</i>	<i>24,646.03</i>	<i>0.89</i>
	<b>Wastewater-Plant</b>	<b>2,769,400.00</b>	<b>3,277.10</b>	<b>24,646.03</b>	<b>0.89</b>
	<b>Wastewater-Collections</b>				
	<i>Capital Outlay</i>				
72-22-7400	Improvements other than Bldgs	5,000.00	0.00	0.00	0.00
72-22-7520	Equipment	60,000.00	0.00	54,984.00	91.64
72-22-7530	Software	13,400.00	-753.20	780.25	5.82
72-22-7540	Vehicles	0.00	0.00	27,679.98	0.00
72-22-7600	Capital Improvement Projects	500,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>578,400.00</i>	<i>-753.20</i>	<i>83,444.23</i>	<i>14.43</i>

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% of Budget</b>
	<b>Wastewater-Collections</b>	<b>578,400.00</b>	<b>-753.20</b>	<b>83,444.23</b>	<b>14.43</b>
<b>72</b>	<b>Wastewater Reclamation Capital</b>	<b>1,840,300.00</b>	<b>-8,493.27</b>	<b>42,402.89</b>	<b>2.30</b>
<b>73</b>	<b>Watershed Protection Capital NonDivisional</b>				
	<i>Revenue</i>				
73-00-4610	Investment revenue	-5,000.00	-4,396.08	-32,845.46	656.91
73-00-4640	Proceeds from sale of capital	-300,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>305,000.00</i>	<i>4,396.08</i>	<i>32,845.46</i>	<i>10.77</i>
	<b>NonDivisional</b>	<b>-305,000.00</b>	<b>-4,396.08</b>	<b>-32,845.46</b>	<b>10.77</b>
	<b>Watershed Protection Capital Outlay</b>				
73-23-7400	Improvement other than Bldgs	10,000.00	0.00	0.00	0.00
73-23-7520	Equipment	71,000.00	0.00	0.00	0.00
73-23-7530	Software	8,200.00	-1,303.19	2,399.72	29.26
73-23-7540	Vehicles	0.00	0.00	4,913.85	0.00
73-23-7600	Capital Improvement Projects	1,920,000.00	6,375.56	1,490,850.96	77.65
	<i>Capital Outlay</i>	<i>2,009,200.00</i>	<i>5,072.37</i>	<i>1,498,164.53</i>	<i>74.57</i>
	<b>Watershed Protection</b>	<b>2,009,200.00</b>	<b>5,072.37</b>	<b>1,498,164.53</b>	<b>74.57</b>
<b>73</b>	<b>Watershed Protection Capital</b>	<b>1,704,200.00</b>	<b>676.29</b>	<b>1,465,319.07</b>	<b>85.98</b>



General Ledger  
Account Roll up



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Period 01 - 07  
Fiscal Year 2019

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue					
4211	Water sales	-3,640,000.00	0.00	-292,178.44	-2,369,962.64	65.11
4212	Water sales - CRW	-7,979,500.00	0.00	-588,098.29	-4,371,495.21	54.78
4213	Watershed protection fees	-1,456,000.00	0.00	-121,399.96	-853,972.33	58.65
4215	Penalties & late charges	-55,000.00	0.00	-2,590.50	-14,490.04	26.35
4220	System development charges	-175,000.00	0.00	-90,820.00	-407,395.00	232.80
4230	Contract services	-32,000.00	0.00	-2,445.24	-17,500.03	54.69
4240	Service installations	-80,000.00	0.00	-12,389.60	-99,158.69	123.95
4280	Rents & leases	-140,000.00	0.00	-7,025.42	-98,186.56	70.13
4290	Other charges for services	-10,000.00	0.00	-4.46	-35,036.76	350.37
4300	Grant Revenue	-250,000.00	0.00	0.00	0.00	0.00
4610	Investment revenue	-150,459.00	0.00	-27,387.78	-167,160.99	111.10
4630	Miscellaneous revenues	-35,000.00	0.00	-3,958.38	-29,690.22	84.83
4640	Proceeds from sale of capital	-1,800,000.00	0.00	0.00	0.00	0.00
4650	Proceeds from borrowing	-1,300,000.00	0.00	0.00	0.00	0.00
4701	Interest Subsidy	-121,338.00	0.00	0.00	-122,728.79	101.15
4911	Transfers in from Fund 10	-2,700,000.00	0.00	-11,544.20	-2,642,278.97	97.86
4912	Transfers in from Fund 20	-8,303,935.00	0.00	-322,585.67	-6,691,006.67	80.58
4913	Transfers in from Fund 30	-3,600,000.00	0.00	-76,857.15	-3,215,714.24	89.33
Revenue	Revenue	31,828,232.00	0.00	1,559,285.09	21,135,777.14	66.41
Expense	Expense					
5110	Regular employees	3,089,000.00	0.00	236,765.12	1,660,159.93	53.74
5120	Temporary/Seasonal employees	92,000.00	0.00	1,440.00	31,547.22	34.29
5130	Overtime	154,000.00	0.00	9,411.76	41,954.67	27.24
5210	Employee Ins-MDVSTDLTDLf	630,000.00	0.00	42,743.70	300,308.72	47.67
5230	Social Security	253,000.00	0.00	18,563.55	126,758.84	50.10
5240	Retirement	622,000.00	0.00	35,731.56	259,047.45	41.65
5250	Trimet	27,100.00	0.00	1,920.41	13,281.13	49.01
5260	Unemployment	36,500.00	0.00	0.00	0.00	0.00
5270	Workers compensation	40,100.00	0.00	0.00	43,077.57	107.43
5290	Other employee benefits	21,900.00	0.00	28.55	191.00	0.87
6110	Legal services	400,000.00	0.00	0.00	81,966.52	20.49
6120	Accounting & audit services	27,000.00	0.00	0.00	14,750.00	54.63
6155	Contracted Services	378,800.00	0.00	61,514.23	203,258.50	53.66
6180	Dues & subscriptions	55,000.00	0.00	354.89	31,916.48	58.03
6190	Other professional & tech svcs	0.00	0.00	0.00	0.00	0.00

Sort Level	Description	Budget	Beg Bal	Period Amt	End Bal	% ExpendCollect
6220	Electricity	307,000.00	0.00	28,529.71	173,502.12	56.52
6230	Telephone	76,000.00	0.00	7,688.04	31,390.96	41.30
6240	Natual gas	13,500.00	0.00	1,260.65	2,754.32	20.40
6250	Solid waste disposal	75,000.00	0.00	6,792.98	32,757.23	43.68
6290	Other utilities	20,500.00	0.00	-3,867.81	13,380.26	65.27
6310	Janitorial services	41,500.00	0.00	-8,721.41	12,914.96	31.12
6320	Buildings & grounds	46,000.00	0.00	15,391.71	31,008.00	67.41
6330	Vehicle & equipment maint.	61,500.00	0.00	1,827.21	29,501.19	47.97
6340	Distribution system maint	260,000.00	0.00	13,453.10	92,173.36	35.45
6342	Collection system maint.	314,000.00	0.00	14,282.73	137,533.93	43.80
6350	Computer maintenance	242,500.00	0.00	6,363.83	134,516.76	55.47
6390	Other repairs & maintenance	65,000.00	0.00	4,532.47	20,820.64	32.03
6410	Mileage	7,000.00	0.00	128.40	1,564.55	22.35
6420	Staff training	60,500.00	0.00	606.99	29,656.46	49.02
6430	Certifications	7,400.00	0.00	425.00	2,095.00	28.31
6440	Board travel & training	8,500.00	0.00	-86.00	1,368.33	16.10
6510	Office supplies	52,000.00	0.00	3,162.36	23,638.00	45.46
6520	Fuel & oils	70,000.00	0.00	6,708.20	29,549.36	42.21
6525	Chemicals	25,000.00	0.00	4,821.90	5,039.83	20.16
6530	Small tools & equipment	50,200.00	0.00	929.06	4,649.67	9.26
6540	Safety supplies	37,600.00	0.00	1,861.42	17,739.49	47.18
6550	Operational Supplies	31,500.00	0.00	2,462.56	14,491.65	46.01
6560	Uniforms	27,500.00	0.00	2,459.31	12,901.74	46.92
6590	Other supplies	20,000.00	0.00	-675.50	3,979.41	19.90
6610	Board compensation	3,200.00	0.00	850.00	1,075.00	33.59
6710	Purchased water	1,050,000.00	0.00	0.00	490,518.65	46.72
6720	Insurance	156,000.00	0.00	123,737.00	136,287.00	87.36
6730	Communications	123,000.00	0.00	4,694.97	13,262.86	10.78
6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
6750	Other purchased services	11,000.00	0.00	1,519.13	9,237.62	83.98
6760	Equipment Rental	5,000.00	0.00	0.00	720.41	14.41
6770	Bank charges	80,000.00	0.00	0.00	57,091.10	71.36
6780	Taxes & fees	95,500.00	0.00	8,915.76	48,274.17	50.55
6810	2010 SRF Loan Principal	876,670.00	0.00	0.00	436,273.00	49.76
6811	2010 IFA Loan Principal	360,936.00	0.00	0.00	360,936.00	100.00
6812	2010 GO Bond Principal	1,080,000.00	0.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	0.00	0.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	370,772.00	0.00	0.00	150,725.00	40.65
6821	2010 GO Bond Interest	88,000.00	0.00	0.00	44,000.00	50.00
6822	2010 IFA Loan Interest	290,561.00	0.00	0.00	290,560.94	100.00
6823	JPM Bank Loan Interest	379,326.00	0.00	0.00	189,662.50	50.00
6900	Miscellaneous expense	1,100.00	0.00	0.00	15,300.00	1,390.91
6910	Cash overshoot	0.00	0.00	0.00	20.00	0.00
7200	Infrastructure	1,350,000.00	0.00	121,484.49	163,046.51	12.08
7300	Buildings & improvements	1,512,000.00	0.00	4,583.50	4,583.50	0.30
7400	Improvement other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
7520	Equipment	131,000.00	0.00	0.00	73,006.38	55.73
7530	Software	52,500.00	0.00	-4,947.52	6,241.25	11.89
7540	Vehicles	63,000.00	0.00	0.00	72,076.85	114.41

<b>Sort Level</b>	<b>Description</b>	<b>Budget</b>	<b>Beg Bal</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>% ExpendCollect</b>
7600	Capital Improvement Projects	3,940,000.00	0.00	6,375.56	1,590,361.51	40.36
8140	Transfers out - Fund 40	1,548,123.00	0.00	129,010.25	903,071.75	58.33
8150	Transfers out - Fund 50	1,755,812.00	0.00	146,317.67	1,024,223.69	58.33
8171	Transfers out - Fund 71	2,700,000.00	0.00	11,544.20	2,642,278.97	97.86
8172	Transfers out - Fund 72	5,000,000.00	0.00	47,257.75	4,763,711.23	95.27
8173	Transfers out - Fund 73	3,600,000.00	0.00	76,857.15	3,215,714.24	89.33
9000	Contingency	2,944,509.00	0.00	0.00	0.00	0.00
Expense	Expense	37,345,109.00	0.00	1,197,010.59	20,369,405.38	54.54
<b>Grand Total</b>		<b>-5,516,877.00</b>	<b>0.00</b>	<b>362,274.50</b>	<b>766,371.76</b>	<b>-0.1389</b>
<b>Fund Balance Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>
<b>Revenue Total</b>		<b>31,828,232.00</b>	<b>0.00</b>	<b>1,559,285.09</b>	<b>21,135,777.14</b>	<b>0.6641</b>
<b>Expense Total</b>		<b>37,345,109.00</b>	<b>0.00</b>	<b>1,197,010.59</b>	<b>20,369,405.38</b>	<b>0.5454</b>



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Checks for January 2019  
**Item No.:** 3\_av  
**Date:** February 19, 2019

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### **Background**

Auditors have requested formal approval of checks by the Board of Directors

### **Issue**

The District needs formal authorization of January checks numbered 41992 through 42123 which include accounts payable and payroll checks as well as electronic withdrawals totaling \$841,184.28. Attached you will find a report showing all checks and electronic withdrawals for January 2019. There were three voided checks for the month.

### **Recommendations**

It is recommended to the Board that checks numbered 41992 through 42123 and electronic withdrawals be formally approved by the Board.

### **Background**

The District pays expenditures throughout the month.

### **Facts and Findings**

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

### **Attachments**

1. Accela Checks by Date January 2019

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 02/06/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	1/3/2019	Check Commerce		AP		1/31/2019	136.75
0	1/9/2019	Wells Fargo Remittance Center		AP		1/31/2019	12,324.62
14180111	1/11/2019	Public Employees	PERS Adjustment	BRX		1/31/2019	0.07
0	1/15/2019		DD 00001.01.2019	PR		1/31/2019	73,938.74
0	1/16/2019	VALIC c/o JP Morgan Chase		AP		1/31/2019	2,440.00
0	1/16/2019	Oregon Department Of Revenue		AP		1/31/2019	8,539.20
0	1/16/2019	TSYS		AP		1/31/2019	6,324.37
0	1/16/2019	Public Employees		AP		1/31/2019	24,543.69
0	1/16/2019	OR Dept of Justice, Div of Child Support		AP		1/31/2019	150.00
0	1/16/2019	IRS Dept of The Treasury		AP		1/31/2019	30,820.98
0	1/16/2019	Nationwide Retirement Solutions		AP		1/31/2019	1,575.00
0	1/16/2019	Wells Fargo Banks		AP		1/31/2019	1,069.91
0	1/23/2019	Oregon DOR - State Transit Tax		AP		1/31/2019	684.05
14180128	1/28/2019	Public Employees	PERS Adjustment	BRX		1/31/2019	-530.55
14180129	1/28/2019	Public Employees	PERS Adjustment	BRX		Uncleared	530.55
14180731	1/28/2019	Public Employees	PERS Adjustment	BRX		Uncleared	-89.09
14180732	1/28/2019	Public Employees	PERS Adjustment	BRX		1/31/2019	89.09
0	1/31/2019	IRS Dept of The Treasury		AP		Uncleared	31,493.98
0	1/31/2019	Public Employees		AP		Uncleared	24,665.12
0	1/31/2019	Nationwide Retirement Solutions		AP		Uncleared	1,575.00
0	1/31/2019	OR Dept of Justice, Div of Child Support		AP		Uncleared	150.00
0	1/31/2019	Oregon Department Of Revenue		AP		Uncleared	8,804.90
0	1/31/2019	VALIC c/o JP Morgan Chase		AP		Uncleared	2,440.00
0	1/31/2019		DD 00003.01.2019	PR		1/31/2019	76,230.03
ACH Disbursement Activity Subtotal							307,906.41
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							307,906.41

Paper Check Disbursement Activity

41992	1/15/2019	Employee Paycheck		PR		1/31/2019	734.51
41993	1/15/2019	Employee Paycheck		PR		1/31/2019	1,101.50
41994	1/15/2019	Employee Paycheck		PR		1/31/2019	2,119.10
41995	1/16/2019	A & E Imaging, Inc.		AP		1/31/2019	650.00
41996	1/16/2019	A Worksafe Service, Inc.		AP		1/31/2019	1,050.00
41997	1/16/2019	Accela, Inc		AP		1/31/2019	700.36
41998	1/16/2019	Ace Hardware #11075		AP		1/31/2019	248.93
41999	1/16/2019	AFLAC		AP		1/31/2019	1,852.58
42000	1/16/2019	AFSCME Council 75		AP		1/31/2019	1,695.31
42001	1/16/2019	Alexin Analytical Laboratories, Inc.		AP		1/31/2019	1,020.00
42002	1/16/2019	AnswerNet		AP		1/31/2019	200.87
42003	1/16/2019	Apex Labs		AP		1/31/2019	2,493.00
42004	1/16/2019	Bachman Paving Company		AP		1/31/2019	5,980.00
42005	1/16/2019	BMS Technologies		AP		1/31/2019	4,208.79
42006	1/16/2019	Bureau Of Labor And Industries		AP		1/31/2019	259.49
42007	1/16/2019	Cable Huston LLP		AP		1/31/2019	26,947.03
42008	1/16/2019	Lara Christensen		AP		1/31/2019	128.40
42009	1/16/2019	Cintas Corporation - 463		AP		1/31/2019	179.08
42010	1/16/2019	City Of Gladstone		AP		1/31/2019	146.67
42011	1/16/2019	City Of Gladstone		AP		1/31/2019	5,165.40
42012	1/16/2019	City Of Gladstone		AP		1/31/2019	36.36
42013	1/16/2019	City Of Milwaukie		AP		1/31/2019	1,374.68
42014	1/16/2019	Coastal Farm & Home Supply		AP		1/31/2019	28.99
42015	1/16/2019	Comcast Cable		AP		Uncleared	424.02
42016	1/16/2019	Contractor Supply		AP		1/31/2019	776.75
42017	1/16/2019	CTX-Xerox		AP		1/31/2019	184.79
42018	1/16/2019	Cues, Inc		AP		1/31/2019	750.29
42019	1/16/2019	D&H Flagging Inc.		AP		1/31/2019	1,462.75

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 02/06/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
42020	1/16/2019	JANICE & LLOYD DANIELSEN		AP		Uncleared	36.13
42021	1/16/2019	Detemple Company, Inc.		AP		1/31/2019	2,361.00
42022	1/16/2019	Dr. Lance F. Harris D.C.		AP		1/31/2019	90.00
42023	1/16/2019	Express Services, Inc.		AP		1/31/2019	1,440.00
42024	1/16/2019	Factory Reps Company Inc		AP		1/31/2019	482.16
42025	1/16/2019	Grainger, Inc.		AP		1/31/2019	398.31
42026	1/16/2019	HealthEquity		AP		1/31/2019	28.55
42027	1/16/2019	ISS Wonderware		AP		1/31/2019	11,115.00
42028	1/16/2019	J. Thayer Company		AP		1/31/2019	669.88
42029	1/16/2019	Kaiser Permanente		AP		1/31/2019	12,765.75
42030	1/16/2019	Lord & Associates, Inc.		AP		1/31/2019	899.50
42031	1/16/2019	Madison Biosolids, Inc.		AP		1/31/2019	2,672.89
42032	1/16/2019	Metereaders, LLC		AP		1/31/2019	1,760.94
42033	1/16/2019	Mr. Rooter		AP		1/31/2019	939.95
42034	1/16/2019	Net Assets Corporation		AP		1/31/2019	352.00
42035	1/16/2019	Northstar Chemical, Inc.		AP		1/31/2019	563.80
42036	1/16/2019	Northwest Natural		AP		1/31/2019	782.91
42037	1/16/2019	OCD Automation, Inc.		AP		1/31/2019	500.00
42038	1/16/2019	Olson Bros. Service, Inc.		AP		1/31/2019	3,028.75
42039	1/16/2019	One Call Concepts, Inc.		AP		1/31/2019	388.08
42040	1/16/2019	Oregon DEQ		AP		1/31/2019	240.00
42041	1/16/2019	Pacific Power Group, LLC		AP		1/31/2019	464.28
42042	1/16/2019	PlanB Assurance Services, LLP		AP		1/31/2019	14,057.50
42043	1/16/2019	Polydyne, Inc.		AP		1/31/2019	4,258.10
42044	1/16/2019	Portland Engineering Inc		AP		Uncleared	120.00
42045	1/16/2019	Portland General Electric		AP		1/31/2019	26,128.57
42046	1/16/2019	Premier Gear and Machine Works		AP		1/31/2019	2,868.71
42047	1/16/2019	Red Wing Shoe Store		AP		1/31/2019	292.49
42048	1/16/2019	Relay Resources		AP		1/31/2019	4,730.79
42049	1/16/2019	R & L Services Inc.		AP		1/31/2019	801.78
42050	1/16/2019	SDIS		AP		1/31/2019	154,512.40
42051	1/16/2019	Unifirst Corporation		AP		1/31/2019	978.73
42052	1/16/2019	United Fire, Health, & Safety		AP		1/31/2019	1,749.89
42053	1/16/2019	US Bank Equipment Finance		AP		1/31/2019	220.00
42054	1/16/2019	Verizon Wireless		AP		1/31/2019	570.62
42055	1/16/2019	Waste Management Of Oregon		AP		1/31/2019	4,443.47
42056	1/16/2019	Water Environment Services		AP		1/31/2019	144.45
42057	1/16/2019	Wilcox & Flegel		AP		1/31/2019	928.73
42058	1/16/2019	Xerox Corporation		AP		1/31/2019	20.28
42059	1/24/2019	Derek Shunn		AP		1/31/2019	185.00
42060	1/30/2019	Oregon Dept of Transportation		AP		Uncleared	10,000.00
42061	1/31/2019	Employee Paycheck		PR	Void	Uncleared	0.00
42062	1/31/2019	Employee Paycheck		PR	Void	Uncleared	0.00
42063	1/31/2019	Employee Paycheck		PR	Void	Uncleared	0.00
42064	1/31/2019	Employee Paycheck		PR		Uncleared	824.38
42065	1/31/2019	Employee Paycheck		PR		1/31/2019	1,302.80
42066	1/31/2019	Employee Paycheck		PR		1/31/2019	2,119.11
42067	1/31/2019	Ace Hardware #11075		AP		Uncleared	533.20
42068	1/31/2019	AFLAC		AP		Uncleared	926.29
42069	1/31/2019	AFSCME Council 75		AP		Uncleared	835.65
42070	1/31/2019	Aks Engineering & Forestry		AP		Uncleared	5,083.50
42071	1/31/2019	ALFA Laval Inc.		AP		Uncleared	6,074.81
42072	1/31/2019	AnswerNet		AP		Uncleared	494.84
42073	1/31/2019	Apex Labs		AP		Uncleared	2,299.00
42074	1/31/2019	LAUREN BARGIEL		AP		Uncleared	7.74
42075	1/31/2019	Barney & Worth Inc		AP		Uncleared	4,708.12
42076	1/31/2019	BMS Technologies		AP		Uncleared	1,200.68
42077	1/31/2019	Brown And Caldwell		AP		Uncleared	2,680.50
42078	1/31/2019	BTL NW		AP		Uncleared	156.29
42079	1/31/2019	CHARLES & DIXIE BUTCHER		AP		Uncleared	152.37
42080	1/31/2019	Cascadia Backflow		AP		Uncleared	350.00
42081	1/31/2019	Centro Print Solutions		AP		Uncleared	205.34

Bank Reconciliation  
 Checks by Date  
 User: jeff  
 Printed: 02/06/2019 - 8:47AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
42082	1/31/2019	Century Link		AP		Uncleared	731.90
42083	1/31/2019	Cintas Corporation		AP		Uncleared	224.57
42084	1/31/2019	Cintas Corporation - 463		AP		Uncleared	89.54
42085	1/31/2019	Coastal Farm & Home Supply		AP		Uncleared	235.91
42086	1/31/2019	Consolidated Supply Co.		AP		Uncleared	86,460.00
42087	1/31/2019	Contractor Supply		AP		Uncleared	159.84
42088	1/31/2019	Convergence Networks		AP		Uncleared	4,070.48
42089	1/31/2019	Craig Blackman Trucking		AP		Uncleared	1,795.72
42090	1/31/2019	CTX-Xerox		AP		Uncleared	748.56
42091	1/31/2019	D&H Flagging Inc.		AP		Uncleared	1,000.00
42092	1/31/2019	Dr. Lance F. Harris D.C.		AP		Uncleared	180.00
42093	1/31/2019	MICHELLE & SCOTT EDWARDS		AP		Uncleared	86.43
42094	1/31/2019	Ferguson Waterworks		AP		Uncleared	783.61
42095	1/31/2019	Nancy Gibson		AP		Uncleared	850.00
42096	1/31/2019	Paul Gornick		AP		Uncleared	86.00
42097	1/31/2019	Govt. Finance Officers Assoc.		AP		Uncleared	160.00
42098	1/31/2019	HDR Engineering, Inc.		AP		Uncleared	5,875.56
42099	1/31/2019	J. Thayer Company		AP		Uncleared	274.19
42100	1/31/2019	BRIAN MCMELLIN & JUNE SODERQUIST		AP		Uncleared	22.82
42101	1/31/2019	Kaiser Permanente		AP		Uncleared	12,765.74
42102	1/31/2019	Les Schwab		AP		Uncleared	305.40
42103	1/31/2019	EVAN & STEFANI LOVLEYMEYERS		AP		Uncleared	115.62
42104	1/31/2019	Maverick Welding Supplies Inc		AP		Uncleared	45.16
42105	1/31/2019	Brian McMillen		AP		Uncleared	2,685.00
42106	1/31/2019	Modern Machinery Inc.		AP		Uncleared	1,149.01
42107	1/31/2019	Napa Auto Parts - Store #07078		AP		Uncleared	69.94
42108	1/31/2019	Northstar Chemical, Inc.		AP		Uncleared	490.00
42109	1/31/2019	Northwest Natural		AP		Uncleared	477.74
42110	1/31/2019	Olson Bros. Service, Inc.		AP		Uncleared	624.85
42111	1/31/2019	Olson, LLC		AP		Uncleared	34,765.00
42112	1/31/2019	Oregon DEQ		AP		Uncleared	3,714.00
42113	1/31/2019	Pacific Power Group, LLC		AP		Uncleared	464.28
42114	1/31/2019	Porter Yett Company		AP		Uncleared	578.45
42115	1/31/2019	Portland General Electric		AP		Uncleared	2,746.17
42116	1/31/2019	JASON & KATHRYN PRESTON		AP		Uncleared	533.21
42117	1/31/2019	ANDREW QUALE		AP		Uncleared	7.40
42118	1/31/2019	R & L Services Inc.		AP		Uncleared	133.85
42119	1/31/2019	Traver's Cleaning Service Inc.		AP		Uncleared	35.00
42120	1/31/2019	Unifirst Corporation		AP		Uncleared	1,399.29
42121	1/31/2019	JACOB VAN HOUTEN		AP		Uncleared	4.94
42122	1/31/2019	Verizon Wireless		AP		Uncleared	1,155.58
42123	1/31/2019	Whitney Equipment Company		AP		Uncleared	4,311.45
Paper Check Disbursement Activity Subtotal							533,277.87
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							533,277.87

Total Void Check Count:	3
Total Void Check Amount:	0.00
Total Valid Check Count:	130
Total Valid Check Amount:	841,184.28
Total Check Count:	133
Total Check Amount:	841,184.28



OAK LODGE WATER SERVICES  
Minutes  
Board of Directors – Regular Meeting 6:00 p.m.  
January 15, 2019

Board of Directors - Members Present:

Susan Keil,	President/Chair
Kevin Williams,	Secretary/Vice Chair
Lynn Fisher,	Treasurer
Nancy Gibson,	Director
Paul Gornick,	Director,

Board of Directors - Members Absent:  
none

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen,	General Manager
Aleah Binkowski-Burk,	Human Resources and Payroll Manager
Jason Rice,	District Engineer
David Mendenhall,	Plant Superintendent
Kelly Stacey,	Finance Director
Todd Knapp,	Field Operations Superintendent
Tommy Brooks,	District Attorney, Cable Huston LLP
Chris Duckworth,	Labor Attorney,
Rob Moody,	Plan B Consultancy,
Scott Duren	Vice President, Water Systems Consulting
Markus Mead,	Development Review Specialist.

Visitors Present:

Dave Phelps,	Budget Committee
Eric Hofeld,	Sunrise Water Authority
John Klum	Budget Committee
Peter Winter	Budget Committee Applicant
Michael Gradt	Local Resident
Ron Weigel	Budget Committee Applicant
Fred Swingle	Budget Committee Applicant
Amanda Gresen	Budget Committee Applicant.

## **Regular Board of Directors Meeting**

### **1. Call to Order and Flag Salute**

Board President Nancy Gibson called the meeting to order at 6:00 p.m. and requested that the audience share a one-word affirmation they would like to share with the group in lieu of the pledge of allegiance.

### **2. Call for Public Comment**

There were no comments from the public.



### **3. Consent Agenda**

#### **a. December 2018 Financial Reports**

##### **i. Approval of December 2018 Check Run**

#### **b. December 18, 2018 Board Meeting Minutes**

Questions included noting the Budget appears to be ahead of schedule for some onetime costs and fees, staff responded yes, one example of this is for computer maintenance, or scheduled replacements for computers which often happen at the beginning of the fiscal year. The Board noted that the electrical bill for the treatment plant made it as a line item onto the Budget/cost breakdown. The Board asked about the approaching \$200,000 year-end wastewater shortage based on the current run rate of receivables and Finance Director Kelly Stacey responded OLWS staff accountant Jeff Voreis will be reviewing why this is the case and will report back to the Board. The Board asked about what the 350% revenue is for "other charges for services on water" are (page 1 of general ledger of rollup), and Kelly responded she will have to check into it and get back to the Board. The Board noted "workers compensation" is in all of the funds and asked why it is over 100%. Kelly noted it has been paid for the year. The Board asked why the "miscellaneous expense" was so high and Kelly responded it is where we noted the check written to Tasso homes, divided between sewer collections and the sanitary sewer plant. The Board asked where the three revenue transfers come from, and Kelly responded we transfer into the three capital funds from the general funds. The Board asked about the low-income budgeting needs being higher this year and Kelly responded, yes, there are 161 low income accounts this year, which will require a higher allocation than planned. The Board will vote on this later in the meeting. There were no other comments or questions.

**Secretary Keil moved to approve the consent agenda as presented. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

### **4. Annual January Board Selection of Board Officers**

President Gibson presented the agenda item of selecting Board Officers for the year. She suggested the Vice Chair move into the role of Chair and the Treasurer move into the role of Vice Chair. Vice Chair Keil agreed but requested Treasurer Fisher remain in the role of Treasurer because of experience.

**Treasurer Fisher moved that the Board appoint Susan Keil to be the Chair/President of the Board, Kevin Williams become Secretary/Vice-President and Lynn Fisher become Treasurer. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

Nancy Gibson passed the gavel to President Keil to run the remainder of the meeting.

### **5. Resolution 19-01: Annual Design and Construction Standards Update**

President Keil announced the next agenda item. OLWS staff Markus Mead presented the nature of the changes requested for the updated code for 2019. The Board asked about #4 2.003 Water Quality Facilities and should water quantity also be part of the discussion, based on the

fact that charges for a new home will be passed along to the purchasing owner. OLWS staff responded the code is consistent with Water Environment Services (WES) and the cost of detaining the water would be an additional \$10,000-20,000 for a single-family home (or just a few lots). The Board suggested this additional cost might be worth having the water treated in lieu of flooding in the area. The Board asked whether this question should be considered as a part of the Stormwater Master Plan discussion and District Engineer Jason Rice agreed and asked if we were willing to stand behind the additional cost for a relatively small area of treatment. After more discussion, the Board recommended leaving the code as is. The Board asked about when replacement services and/or connections comes into play at the end of the water quality section. Staff responded OLWS needs administrative language in the code for these types of changes. The Board asked why we removed the Surface Water specific Bond when we still have a Maintenance Bond required later in the code. Staff responded all three utilities have been combined into the bonds required, as listed on page 1-18 section 1.1073. The Board asked if we require substantiation for a downstream analysis exemption as part of our criteria. OLWS staff responded yes, applicants are required to provide substantiated reasons for an exception on downstream analysis, along with a hydrology/geotechnical report for why they need an exception to the infiltration requirements. The Board asked if septic tanks were still allowed in the District and staff responded no, and requirements would make a new one nearly impossible to put in. The Board asked about page number 2-30 in the section on Water Quality Standards wherein people are being made responsible for water treatment for the public rights-of-way and whether we need a public hearing for the proposed changes. OLWS staff responded we have required this change in two specific developments and WES is already requiring it in their code. Although they require water treatment for public right-of-way in their code, they do not typically hold themselves accountable. OLWS staff responded we should be asking the question to make sure it gets treated, particularly if WES does not hold themselves accountable. The Board asked if we would enforce on this aspect of the code and staff responded yes, we should make sure we are holding ourselves and others accountable for the code requirements. OLWS staff thought this proposed change was catching the District up to other jurisdictions as opposed to proposing an anomaly, so because of that – no, we should not need a public hearing for this change. The Board asked about the meaning of the term “corporation stops” on page 4-6. OLWS staff responded the corporation stop is the copper joint that is inserted into the water main. An edit of “farthest” from “furthest” was proposed.

**Treasurer Fisher moved to approve Resolution No. 19-01 adopting the Design and Construction Standards for the Oak Lodge Water Services District effective February 15, 2019. Director Gornick seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

## **6. Adoption of Human Resource Policies**

Human Resources and Payroll Manager Aleah Binkowski-Burk presented the final Ethics Policy and Cyber Security Policy after both went to the union for review. The Board commented on a typo on page 3, Item F “Conflict of Interest”, which Aleah will correct. The Board asked what “officials” were as opposed to employees, and staff responded officials include the Board of Directors, Budget Committee members, and G.M. Sarah Jo Chaplen.

**Director Gibson moved to approve replacement of the current Ethics Policy with the attached Policy and the addition of the Cyber Security Policy to the Oak Lodge Water Services’ Employee Handbook. Director Gornick seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

### **7. Human Resource Policies Workshop, Second Set**

Aleah presented the second set of policies to the Board for review and approval at upcoming meetings. The Board asked about the timekeeping as being applied to all OLWS employees, staff responded that exempt employees still need to keep track of exemptions and non-exempt employees keep track of all hours worked. Technically all employees have an equivalent hourly rate that could be tracked for project-based work. There was a typo pointed out in the workers compensation section. Non-exempt employees are subject to discipline or discharge based on not reporting worked time in order to comply with requirements as a District, and staff will add a note about supervisors being required to report these types of issues. The Board asked about the smoking cessation policy being under the health plan and the District will cover reimbursement incentives if needed. The Board asked about whether the safety data sheets could be submitted electronically as part of an application on their field tablets and staff responded the District does not do this because of the expense and because the Occupational Safety and Health Administration (OSHA) still wants paper documentation for record keeping. The Board asked whether the District requires work traffic vests and if so, commented they are not listed under the Personal Protection Equipment. OLWS staff responded yes, Class 3 vests are required, and will add them to the bulleted list. The Board asked why we only participate in the smoking cessation program and OLWS staff responded the District has other programs under the insurance providers, but that the smoking program buys down the insurance rates and is driven by the insurance pool. The District will be bringing the issue of wellness programs up with the Benefits Committee this year.

No approval is required at this time. The policies attached will be finalized and brought back to a future Board meeting for approval.

### **8. Water Master Plan Project Prioritization Conversation**

District Engineer Jason Rice introduced Scott Duren from Water Systems Consulting to assist with the presentation about the Water Master Plan Project Prioritization list. Jason presented the importance of the model for pipe replacement and keeping up with fire flow. The projects which were not defined by the age of the pipe have been prioritized for replacement when there was fire flow deficiency. OLWS staff also used their knowledge to prioritize the project list. Next steps would be to provide the Board with a timeline of projects in conjunction with a menu of rate increases.

Before presenting that list, Jason would like the Board to weigh in on analyzing the District's options for identifying water interties and inter-connections in the event of the Clackamas River being contaminated. The Board suggested this issue should be decided by the Regional Water Providers Consortium. OLWS staff agreed but pointed out that the District would need to pay for the analysis and the timing for analysis will need to be worked out. The Board commented the City of Portland has run the question as a table top exercise and also wants the connection in case Portland needs water from the Clackamas. The Board asked about what the intertie situations are for other Districts that get their water from the Clackamas River, and staff responded Clackamas River Water has an intertie with the City of Portland and City of

Milwaukie (which ties into Portland), Sunrise Water has an intertie with the City of Portland as well as groundwater availability. The District has an old intertie and pump that used to connect OLWS to the City of Milwaukie, which could be part of the equation. The Board agreed the issue needs more analysis, particularly in relation to increasing algae blooms and decreasing water availability. Jason would like to work up a change order to include this intertie study in WSC's work on the OLWS Water Master Plan. This way we could run the rate model with the intertie possibilities embedded and make more comprehensive decisions about the Water Master Plan. The Board agreed the intertie study should be added to the Water Master Plan contract as a change order.

### **9. Surface Water Master Plan Communications Strategy Conversation**

District Engineer Jason Rice presented an updated strategy for moving forward with the Stormwater Master Plan (see the "Proposed Schedule of Events" in the Board Packet). Clackamas County Department of Transportation and Development functions like an engineering department in the right-of-way. OLWS oversees water quality in our boundaries, which overlaps with the Clackamas County boundaries. When the County does not plan for how stormwater is managed, water quality can be harmed. Parts outside of OLWS are monitored for surface water quality by Water Environment Services (WES). Clackamas County has suggested OLWS take over surface water management for both quality and quantity. This issue is ongoing and still needs to be worked out. Jason is hoping that through the development of the Watershed Master Plan (Surface Water Master Plan) the public will share the level of services desired. The proposed schedule of events will include a survey mailer to gather information from the public on what types and level of watershed protection services would be desired. First, an expanded project team needs to be selected.

The Board commented on the issue of flooding and stated if OLWS takes the storm system over from Clackamas County it comes with all the flooding issues this area currently faces. The Board then asked if the District would get to push back on development in Clackamas County because we could monitor the conveyance system's capacity more closely and reject development that would cause flooding. District staff replied yes, OLWS would have more control over the system but it would also cost more to have the higher level of oversight, including the addition of Service Development Charges (SDC's). Jason commented on how development might change in the area with ownership of the system and recommends this timeline and approach to project.

The Board suggested more local control over development in this District could be positive. Staff thinks local control over the conveyance system could change flooding in the District. Next the Board discussed a variety of approaches to this issue in relation to what Clackamas County is already supposed to be providing to customers in the area. They commented on the nuances between flooding, stormwater (and the Municipal Separate Sewer and Storm System, MS4) and surface water. A suggestion was made by Eric Holfeld to have WES take over and maintain the quantity and quality of the system through an Intergovernmental Agreement (IGA).

The Board agreed with the altered proposed Schedule of Events and suggested a balanced committee. The Board suggested involving Jim Martin and Terry Gibson in the committee and put forward Paul Gornick and Kevin Williams as Board support.

#### **10. Sanitary Sewer Treatment Agreement between OLWSD and City of Gladstone**

General Manager Sarah Jo Chaplen presented the Intergovernmental Agreement (IGA) crafted in partnership with the City of Gladstone, updating and clarifying the methodology to be used for fee collection. The IGA was approved by the City of Gladstone and now it is in front of the OLWS Board for approval. In addition, she shared the goal of finishing the more global water and sewer IGA within a year. The Board asked what would happen if the final agreement would not be finished within 12 months and OLWS staff responded the City of Gladstone was using the timeline as a deadline for action to complete the global IGA.

**Director Gibson moved to authorize the General Manager to sign the Sanitary Sewer Treatment Agreement between Oak Lodge Water Services District and the City of Gladstone. Treasurer Fisher seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

Director Gornick pointed out two typos in the agreement stating OLWD instead of OLWS.

#### **11. Department Reports**

- **Finance Report:**

Finance Director Kelly Stacey shared the information that since the Budget schedule was set, the District's Budget preparation season has effectively started. She will bring the finished audit to the Board for approval at the February meeting. The most recent financial policies the Board looked at in December are being reviewed by the Union and will come back before the Board soon. She reintroduced the issue of the District being in the position to go over the Board allowed amount for the Low-Income Rate Relief Program. Renewal letters for the program will be sent out at the end of January. She requested an additional \$15,000 be approved to continue the program in the current size and form.

The Board asked where the additional funds would come from and Kelly replied they would come from revenue and be split between the three revenue stream funds. The Board shared history from the former Sanitary District, stating they approve up to 0.5% annually for the program, which will be absorbed by the revenue funds. There was a short discussion about how rates are calculated in relation to the low-income program and whether District staff should continue to push the program forward even though the amount is higher than expected. The Board commented this cost is folded into the rates of current customers. The Board asked about what the fee will be for adding a lock box to the way payments are received. OLWS staff responded it will be about \$1200 per month, which will be a net savings to the District, and final savings will be shared with the Board once they have been finalized.

**Director Gibson moved to allocate an additional \$15,000 to cover the costs of the Low-Income Rate Relief Program. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp illustrated his Board report and provided the overall perspective on last year's water consumption. He commented on December being an abnormally warm month, which helped decrease weather-related water line emergencies. The Board asked about what happened on Oatfield and Jennings and OLWS staff responded there was a crack in the water main which required the road being shut down and flagged.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall illustrated the stark contrast between the dry beginning of November and the wet December. Because of bringing on more facilities (aeration basins and clarifiers) and the use of contact stabilization, plant performance remained good and operations continues to refine the process. There was a complaint about the odor, which staff worked to discover, and once found a leaking gasket was fixed right away, which solved the odor issue. He went over the rest of his Board report including the photos. The Board commented positively on the maintenance painting. He mentioned the plant will be applying for the Peak Performance – Year 6 based on the District's continued meeting of the permit.

- **Technical Services Report:**

District Engineer Jason Rice commented on the District receiving the first online permit application, and the excitement and celebration of the staff in finally getting to this point. The District is receiving a typical number of permit applications for this time of year. Capital work has geared up with the Water Meter Replacement Program and staff is working well together to complete projects efficiently. Gary and Haakon developed an online GIS application to capture the meters that have been successfully replaced. Meters are being replaced at a rate of about 50-100 per day. Boardman wetland is getting through the installation of the boardwalk, the tear down of the remaining house, and the gearing up for winter planting. Next month the District will request a change order from the Board to increase the project limit in order to help North Clackamas Parks and Recreation (NCPRD). NCPRD will pay OLWS back for this change. There may be a sneak peak tour available to OLWS Board members near the end of February. He is also working on updating the CIP for the coming fiscal year.

## **12. Call for Public Comment**

Budget Committee alternate Peter Winter commented on the challenge of adding stormwater SDC charges to keeping housing affordable in the area. The Board stated OLWS is one of the few municipalities in the area that do not have this type of charge, and that in the process of developing a watershed protection strategy the District would be looking at SDC's as one of many different techniques for funding the work of the District.

## **13. Business from the Board**

Director Williams shared Jennings Lodge CPO did not have a meeting in December and had no other business.

Director Gornick attended the pre-Christmas December 19<sup>th</sup> Sunrise Water Authority Board meeting, where their final new commissioner Gary Barth was selected and sworn in. The consent agenda was approved with details in the Board packet.

President Gibson stated there was no regular C4 meeting in January because an alternative date could not be worked out. The Executive Committee meeting had the possibility of having Lynn Peterson in attendance at an upcoming meeting. She would be a strong advocate for development along the corridors and not in the neighborhoods. The next round of transportation funding is approaching. The March meeting will have an orientation for newly elected members. The Executive Committee meeting of the Regional Water Providers Consortium is currently in the budget season. They have noted the equal pay law has affected pay classification which will increase personnel costs for the Consortium. Based on this, there will be a 13% dues increase for member agencies in order to maintain services. She will be attending IMPACT this month.

Treasurer Fisher reported Clackamas River Water's meeting conflicted with the OLWS Budget Orientation meeting, but he did not attend either because he was out of town, and the Oak Grove Community Council did not have a meeting. The Concord Task Force had a meet and greet meeting last time, and next the meeting will start into the task force business.

Secretary Keil was not able to attend the North Clackamas Chamber of Commerce legislative update meeting this cycle but will follow up by reviewing the minutes.

Director Gornick asked if he was an alternate for the North Clackamas County Water Commission meeting on January 24<sup>th</sup>. He is the alternate, with Nancy Gibson and Kevin Williams appointed as the liaisons.

Members of the Board and Budget Committee encouraged new appointees to attend a tour of the water reclamation facility and the drinking water treatment plant. Jason Rice mentioned he would have OLWS staff Lara Christensen schedule these opportunities.

There was no further Board business.

#### **14. Adjourn Regular Board Meeting**

President Nancy Gibson adjourned the regular Board meeting at 8:37 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Keil  
President, Board of Directors

\_\_\_\_\_  
Kevin Williams  
Secretary, Board of Directors

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

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



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Acceptance of the Audited Financial Report June 30, 2018  
**Item No.:** 4  
**Date:** February 19, 2019

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### **Background**

Governmental entities are required to have an annual review of their financial records to ensure compliance with generally accepted accounting practices (GAAP). This is commonly referred to as the annual audit.

This marks the first full year of audited financials for Oak Lodge Water Services District. A huge thank you goes to the administration staff for the effort that was put forward to make this a successful audit. Expenditures of all the funds were within authorized appropriations, except for debt services in the Wastewater Revenue Bond Debt Service Fund which exceeded appropriations by \$138,032. This was offset by the Wastewater GO Bond Debt Service Fund debt services being underspent by \$286,200. This was due to the bond refunding that moved the debt from being GO Bond Debt to being Revenue Bond Debt.

Pauly, Rogers, and Company, P.C of Tigard, Oregon performed the audit for the District. The annual audit for July 1, 2017 through June 30, 2018 shows the revenues and expenditures for Oak Lodge Water Services. It is recommended the Board act to accept the audit to acknowledge they have received and reviewed it.

### **Public Posting of Financial Documents**

Please refer to our website to review the following documents in full:

1. Communication to the Governing Body from Kenny Allen, CPA, Pauly, Rogers, and Co., PC.
2. Oak Lodge Water Services Financial Report for year ended June 30, 2018

If you need electronic access to the documents, please ask staff at Oak Lodge for assistance.



**Staff Recommendation**

It is recommended the Board accept the audit as submitted.

**Suggested Motion**

*“The Board moves to accept the audit as submitted.”*

**Attachments**

1. Communication to the Governing Body from Kenny Allen, CPA, Pauly, Rogers, and Co., PC.
2. Oak Lodge Water Services Financial Report for year ended June 30, 2018

Approved _____ Date _____
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**OAK LODGE**  
WATER SERVICES  
**STAFF REPORT**

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**To:** Board of Directors  
**From:** Jason Rice, District Engineer  
**Agenda Item:** Boardman Wetland Contract Increase for Nature Play Area  
**Item No.:** 5  
**Date:** February 12, 2019 for February 19, 2019 Board Meeting

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**Action Requested**

Authorize the General Manager to sign a Change Order for the Boardman Wetland Project for the purposes of completing the Nature Playground for North Clackamas Parks and Recreation Department in an amount not to exceed \$541,000.

**History**

September 2018 Board approved the General Manager to sign an Intergovernmental Agreement (IGA) with North Clackamas Parks and Recreation District (NCPRD) regarding our two districts' partnership on the Boardman Wetland Complex Project.

August 21, 2018 The Board authorized transfer of the Metro Nature-In-Neighborhood Grant to North Clackamas Parks and Recreation District by approving the General Manager to sign the Assignment of Intergovernmental Agreement prepared by Metro.

April 17, 2018 Board authorizes the General Manager to sign a contract with J.W. Fowler Co. in the amount of \$3,167,665.75 for the construction of the Boardman Wetland Complex.

March 2018 The Board authorizes the Board President to sign a Purchase and Sale Agreement and take all actions necessary to complete a land transaction of Boardman Wetland Complex properties to North Clackamas Parks and Recreation District.

June 2017 The District Board adopted the 2018-2023 Capital Improvement Plan and the 2018/19 Budget, including the 2018 Water Master Plan.

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

June 2016 The Board Authorized signature of an IGA with Metro to receive \$362,012 in grant monies for the project.

The Board also approved a contract with HDR Engineering for the design of the Boardman Wetland Complex in the amount of \$452,280.

## **Background**

For the past three and half years the Boardman Wetland Complex Project has been at the forefront of the District's Capital Improvement Plan. Originally thought to be solely a partnership between Metro (as a grantor) and the District, this project was intended to showcase the District's natural wetland resources while creating a space for everyone to learn about habitat diversity and water quality treatment opportunities in our backyards. For as far back as staff can remember, it was always expected that the District would work out an agreement for North Clackamas Parks and Recreation District (NCPRD) to manage and maintain the site after the contractor's warranty period was over. What staff didn't know, was that after purchasing the two tax lots on Addie Street it would discover an opportunity to add to this project traditional park elements such as play equipment.

Once it was discovered that the northern Addie Street tax lot would not be needed to build more parking lot spaces, NCPRD Staff quickly came up with an idea to build a Nature Playground on that site. Since then, NCPRD Staff has been working with the design engineer to design the park through various sets of plans while having J.W. Fowler provide cost estimates for the work. This final set of plans was presented to staff on February 11, 2019 and J.W. Fowler is working on that final "bid". However, we have been told that with the final set of changes, the final "bid" should not vary too much from the last revision. A revision staff was told would cost \$682,000. You will find below in the Fiscal Impact Section how Staff is prepared to account for this addition to the project, if the Board so wishes.

## **Project Update**

While the Nature Playground plan set, IGA's and land transferring was happening, the project was advancing. Site grading is complete, the boardwalk is coming together as pieces are delivered, site planting will begin soon as temperatures warm up a bit. A bit of bad news that staff was just made privy to in the past few weeks was that the work performed under Change Order 1 and 2 was not successful. These two change orders were signed to take out "bellies" in the sanitary sewer line before the pipe bursting occurred. There was an approved pipe bedding specification and it appears as though the contractor did not follow this specification because the bellies are still there. The

good news is J.W. Fowler is accepting responsibility for the error and is preparing a plan and schedule to fix the issue. This inevitably means that there is more to do in the wetland, and it is likely to occur in the in-water work window after July 1. Staff should have more information soon about what to communicate to the public in terms of expectations for completion.

**Fiscal Impacts**

Currently, without the Nature Playground discussion, the Boardman Wetland Project is poised to come in as much as \$316,000 under budget. However, you will see in table below since the Nature Playground is expected to cost \$782,000 (with a \$100,000 contingency) the total contract authorization needs to be increased by just under \$541,000.

Original Contract with J.W. Fowler (includes \$600,000 of Contingency)	\$ 3,167,665.75
Change Order 1 - Fix Large Pipe Belly	\$ (211,000.00)
Change Order 2 - Fix Medium Pipe Belly	\$ (56,233.50)
Change Order 3 - Outdoor Classroom Revision	\$ (16,605.88)
*Anticipated Base Project Cost	\$ (2,642,665.75)
<hr/>	
Remaining Contract Balance (at end of project)	\$ 241,160.62
Expected Change Order 4 - Nature Playground (includes \$100,000 of Contingency for NCPRD)	\$ (782,000.00)
Requested Contract Increase (still allows for \$75,000 of Contingency for OLWSD)	\$ 540,839.38

\* Of which \$362,000 is coming from Metro Nature-in-Neighborhoods Grant and \$245,000 is coming from NCPRD reimbursing OLWSD for land and Engineering Consultant Fees. This makes the approximate total expected cost to OLWSD at the end of the project \$2,000,000.

**Alternatives**

1. The Board could choose not to increase the District’s Contract to cover the costs of the Nature Playground and the original project would still come under budget. However, NCPRD would then need to bid the Nature Playground out this Spring and would likely pay higher costs and the work wouldn’t be done as quickly.

**Work Load Impacts**

Approval of this contract increase would cause OLWSD staff to have additional project management and inspection hours; however, staff is prepared to take on these duties.

**Suggested Board Motion**

Authorize the General Manager to sign a Change Order for the Boardman Wetland Project for the purposes of completing the Nature Playground for North Clackamas Parks and Recreation Department in an amount not to exceed \$541,000.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Adoption of Finance Policies – Second Set  
**Item No.:** 6  
**Date:** February 19, 2019

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### **Background**

Financial policies are central to a strategic, long-term approach to financial management. Some of the most powerful arguments in favor of adopting formal, written financial policies include their ability to help governments:

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate in order to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to an organization's financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

## **Overview**

In December the Board was presented with a second set of Financial policies. After the Board's initial review of the five policies, the suggested edits to the policies were made and sent to the union for review. No changes were requested by the Union. With that, they are now ready for the Board's approval. The revised policies are attached.

## **Recommendation**

*"I move to approve the attached financial policies."*

## **Attachments:**

1. Personally Identifiable Information (PII) Policy
2. Payment Card Industry (PCI) Policy
3. Travel Reimbursement Policy
4. Expenditure Policy
5. Employee Credit Card Usage Policy

# Oak Lodge Water Services District



## Personally Identifiable Information (PII) Policy

Adopted xxxxxxxx

**This document supersedes any and all previous PII policies.**



## I. Purpose

It is the policy of Oak Lodge Water Services District to protect personally identifiable information (PII) of employees and customers and prevent access and use of PII by unauthorized persons. The electronic restrictions and safeguards outlined in this policy provide guidance for employees, representatives, and contractors that have access to PII used or retained by the District to ensure compliance with state and federal regulations.

This policy affects all District employees, public officials, representatives, and contractors.

## II. Definition

### A. Personally Identifiable Information (PII):

Any information pertaining to an individual that can be used to distinguish or trace a person's identity either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered PII is available in public sources such as telephone books, public websites, university listings, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. E-mail address
5. Home telephone number
6. General educational credentials
7. Certain photos and video

In contrast, Protected PII is defined as any one or more of types of information including, but not limited to:

1. Social security number
2. Usernames and passwords
3. Passport number
4. Credit card numbers
5. Clearances
6. Banking information
7. Marital status
8. Spouse names
9. Educational history
10. Biometric identifiers (fingerprints, voiceprints, iris scans, etc.)
11. Computer passwords
12. Date and place of birth
13. Mothers maiden name
14. Criminal, medical, and financial records
15. Photos and video containing any of the above

If a question arises about what is or is not PII please contact the Human Resources Manager or the General Manager.

### **III. Policy Statements**

All employees, representatives, and contractors will take the steps necessary to:

- A. Ensure the privacy of all PII obtained from customers and/or other individuals and to protect such information from unauthorized disclosure.
- B. Ensure that PII has been obtained and is used, retained, and destroyed in conformity with applicable federal and state laws governing the confidentiality of information, including but not limited to ORS Chapters 192, 646, and 646A.
- C. Acknowledge that all PII data obtained through program activity shall be stored in an area that is physically safe from access by unauthorized persons at all times and managed with appropriate information technology (IT) services and designated locations.
- D. Accessing, processing and storing of PII data on personally-owned equipment at off-site locations (e.g. employee's home, and non-grantee managed IT services such as Yahoo mail) is strictly prohibited.
- E. Be advised of the confidential nature of the information, the safeguards required to protect the information, and that there are civil and criminal sanctions for noncompliance with such safeguards within federal and state laws.
- F. Restrict access to any PII through program activity to only those employees, representatives, and contractors who need it in their official capacity to perform applicable duties.
- G. Process all PII data in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal, or any other means.
- H. Ensure that PII is not transmitted to unauthorized users, all PII and other sensitive data and or Protected PII transmitted via email or stored on CDs, DVDs, thumb drives, etc., must be encrypted. PII stored electronically to only be printed when necessary and then documents to be shredded after use.
- I. Retain all PII data to satisfy all required record retention requirements per District Record Retention Policy. Thereafter, all PII data must be destroyed, including the degaussing of magnetic tape files and deletion of electronic data.

### **IV. Incident Reporting**

The Finance Director and General Manager must be informed of a real or suspected disclosure of Protected PII data within 12 hours after discovery (e.g.: misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection or a computer containing PII).

### **V. Enforcement**

An employee found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances giving rise to the violation, including possible suspension or termination of employment, suspension or termination of access to Protected PII, civil penalties, and/or criminal charges.

# Oak Lodge Water Services District



## Payment Card Industry (PCI) Policy

Adopted xxxxxxxx

**This document supersedes any and all previous PCI policies.**

## I. Purpose

This policy explains the District's payment card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS). The ability to provide payment card options to customers is critical to the District's business goals. The District is committed to protecting customer payment card information as required by the standard.

## II. Scope

The PCI DSS 3.0 requirements apply to all systems that store, process, or transmit cardholder data. Currently, the District's cardholder environment consists only of merchant terminals (payment devices) and the online payment portal (portal). The environment does not include storage of cardholder data on any computer system.

Due to the limited nature of the in-scope environment, this policy is intended to meet the PCI DSS requirements as defined in the Self-Assessment Questionnaire (SAQ) B, version 3.0, released February, 2014. Should the District implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in electronic format, or otherwise become ineligible to validate compliance under SAQ B, the Finance Director will determine the appropriate compliance criteria and implement additional policies and controls as needed.

## III. Policy

- A. Unless otherwise specified, the Finance Director shall create, implement and maintain procedures to enact the requirements of this policy.
- B. Protect Stored Cardholder Data
  - i. Prohibited Data
    - A. Processes must be in place to securely delete authentication data post authorization so that the data is unrecoverable. (PCI Requirement 3.2)
      - a. Authentication data consists of:
        - i. Primary Account Number (PAN)
        - ii. Payment card expiration date
        - iii. Payment card security code
        - iv. Payment card PIN
    - B. The payment environment must adhere to the following requirements regarding non-storage of authentication data after authorization (even if encrypted):
      - a. The full contents of any track data from the magnetic strip (located on the back of a card, equivalent data contained on a chip or elsewhere) are not stored under any circumstance. (PCI Requirement 3.2.1)
      - b. The card security code or value (three-digit or four-digit number printed on the front or back of a payment card) is not stored under any circumstance. (PCI Requirement 3.2.2)

- c. The personal identification number (PIN) or the encrypted PIN block are not stored under any circumstance. (PCI Requirement 3.2.3)
- ii. Displaying PAN
  - A. The display of PANs will be masked, and viewing of PANs will be limited to only those employees and other parties with a legitimate need.
  - B. A properly masked number will show no more than the first six and the last four digits of the PAN. (PCI requirement 3.3)
    - a. The masking occurs:
      - i. On the payment device
      - ii. On the customer's receipt
      - iii. On the payment portal
- C. Encrypt Transmission of Cardholder Data Across Open, Public Networks
  - i. Transmission of Cardholder Data
    - A. Sending unencrypted PANs by end-user messaging technologies is prohibited. Examples of end-user technologies include email, instant messaging and chat. (PCI requirement 4.2)
- D. Payment Environment Use and Prohibitions
  - i. Payment Device Limited Use
    - A. The District shall accept authentication information in limited circumstances:
      - a. Card present: A District employee shall present the credit card to the payment device for processing.
      - b. Card not present: A customer may read the authentication information over the phone to a District employee only for the purposes of keyed entry into a payment device.
    - B. No authentication information will be written down or recorded in any form.
  - ii. Payment Portal Prohibited Use
    - A. It is prohibited to enter customer authentication information using the payment portal.
    - B. All other use is strictly prohibited. Under no circumstances shall an employee transmit authentication information over the District's computer systems or network.
- E. Restrict Access to Cardholder Data by Business Need to Know
  - i. Limit Access to Cardholder Data
    - A. Access to the District's payment environment components and data is limited to only those individuals whose jobs require such access. (PCI Requirement 7.1)
  - ii. Access limitations must include the following:

- A. Access rights for privileged user IDs must be restricted to the least privileges necessary to perform job responsibilities. (PCI Requirement 7.1.2)
  - B. Privileges must be assigned to individuals based on job classification and function (also called "role-based access control"). (PCI Requirement 7.1.3)
- F. Restrict Physical Access to Cardholder Data
- i. Physically Secure all Media Containing Cardholder Data
    - A. Hard copy materials containing confidential or sensitive information (e.g., paper receipts, paper reports, faxes, etc.) are subject to the following storage guidelines:
      - a. All media must be physically secured. (PCI requirement 9.5)
      - b. Strict control must be maintained over the internal or external distribution of any kind of media containing cardholder data. These controls shall include: (PCI Requirement 9.6)
        - i. Media must be classified so the sensitivity of the data can be determined. (PCI Requirement 9.6.1)
        - ii. Media must be sent by a secure carrier or other delivery method that can be accurately tracked. (PCI Requirement 9.6.2)
        - iii. Management approval must be obtained prior to moving the media from the secured area. (PCI Requirement 9.6.3)
  - ii. Destruction of Data
    - A. All media containing cardholder data must be destroyed when no longer needed for business or legal reasons. (PCI requirement 9.8)
    - B. Hardcopy media must be destroyed by shredding, incineration or pulping so that cardholder data cannot be reconstructed. (PCI requirement 9.8.1.a)
    - C. Containers storing information waiting to be destroyed must be secured (locked) to prevent access to the contents by unauthorized employees. (PCI requirement 9.8.1.b)
  - iii. Protection of Payment Devices
    - A. All payment devices must be protected. This protection must include preventing the devices from tampering, substitution or loss. (PCI requirement 9.9)
      - a. Outside of work hours and when the general public is present, all payment devices must be secured in a locked area.

- B. An up-to-date inventory of devices must be maintained. Employees shall be instructed to maintain the integrity and currency of the inventory. The list should include the following: (PCI requirement 9.9.1)
  - a. Make and model of all payment devices.
  - b. Location of each device (for example, the address of the site or facility where the device is located).
  - c. Device serial number or other method of unique identification.
  
- iv. All payment devices must be periodically inspected for tampering, fraudulent replacement or loss. (PCI requirement 9.9.2)
  
- v. Employees and contractors who interact with the payment devices must be provided with training that enables them to be aware of attempted tampering or replacement of devices. Training should include the following: (PCI requirement 9.9.3)
  - A. Employees must verify the identity of any third-party persons claiming to be repair or maintenance personnel prior to granting them access to modify or troubleshoot devices.
  - B. Employees must be instructed not to install, replace, or return devices without verification from management. The inventory list (required previously) must be updated by the employee when device locations are changed or new devices are added.
  - C. Employees need to be aware of suspicious behavior around devices (for example, attempts by unknown or unauthorized persons to unplug or open devices) and to report that behavior.
  
- G. Maintaining the Policy
  - i. This policy must be reviewed at least annually, and must be updated as needed to reflect changes to business objectives or the risk environment. (PCI requirement 12.1.1)
  
- H. Security Awareness and Incident Response Planning
  - i. The Finance Director shall establish and maintain an Incident Response Plan. (PCI requirement 12.10.1)
  - ii. The Finance director shall establish, document, and distribute security incident response and escalation procedures to ensure timely and effective handling of situations. (PCI requirement 12.5.3)
  - iii. The Finance Director shall establish and maintain a formal security awareness program to educate employees of the importance of cardholder data security. (PCI Requirement 12.6)
    - A. Employees must be aware of their responsibilities in detecting security incidents.

- B. Employees must be prepared to respond appropriately in the event of a security incident.
- C. Employees must acknowledge annually that they have read and understood this security policy and procedures. (PCI requirement 12.6.2)
- iv. The Information Technology Manager (ITM) shall establish and maintain a Cybersecurity Awareness and Acceptable Use policy for critical technologies. (PCI requirement 12.3)
- I. Service Providers
  - i. Procedures to manage service providers shall be implemented and maintained. (PCI requirement 12.8)
    - A. Maintain an inventory of service providers. (PCI Requirement 12.8.1)
    - B. Maintain information about which PCI DSS requirements are by each service provider, and which are managed by the District. (PCI Requirement 12.8.5)
    - C. Maintain a written agreement that includes an acknowledgement that the service providers are responsible for the security of the cardholder data that the service provider possess. (PCI Requirement 12.8.2)
    - D. Implement a process to perform proper due diligence prior to engaging a service provider (PCI Requirement 12.8.3)
    - E. Monitor service providers' PCI DSS compliance status (PCI Requirement 12.8.4)
- J. Enforcement
  - i. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
- K. Interpretation
  - i. Any questions regarding the intent or application of this policy should be directed to the Finance Director.



# Oak Lodge Water Services District



## Travel Reimbursement Policy

Adopted xxxxxxxx

**This document supersedes any and all previous travel reimbursement policies.**

**I. Purpose**

The purpose of this policy is to provide guidance for the reimbursement of staff and Board members for reasonable and necessary expenses incurred in connection with approved travel on behalf of the District.

**II. Scope**

This policy is applicable to all District staff and members of the District Board of Directors.

**III. Governing Authority**

All guidelines within the scope of this policy are subject to laws established by the State of Oregon. Any revisions or additions of relevant sections of the Oregon Revised Statutes, Oregon Administrative Rules, Attorney General regulations, or Oregon Government Ethics Commission regulations, which create mandatory obligations on the District, shall be assumed part of this policy immediately upon effect.

**IV. Policy****1. Authorization and responsibility**

- a. The Board of Directors, or the General Manager and/ or their designee must authorize staff travel.
- b. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements.
- c. Within 30 days of completion of a trip, the traveler must submit a Travel Reimbursement form and supporting documentation to obtain reimbursement of expenses to the Finance Director. Failure to follow this procedure could result in denial of future travel requests.
- d. Travel for the General Manager must be preapproved by any member of the Board.
- e. Travel for staff must be preapproved by their manager or the General Manager
- f. Travel for Board members must be preapproved by the Board.
- g. Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.
- h. Special requirements not addressed in this policy need to be approved by the General Manager or their designee.

**2. Personal funds**

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. OLWSD reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted, unless pre-approved by the General Manager

### 3. Expenses

#### a. General Information

- Authorized business travel for staff that includes prepayments must be pre-approved.
- Reimbursement requests for expenses are to be submitted on a Travel Reimbursement form (See Appendix A).

#### b. Permissible prepaid travel expenses

Before the travel, the District may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees, lodging, and cash advances. Applicable policies and methods for these prepayments follow.

- Airfare

1. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the business office.
2. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable.
3. Airfare may be purchased with a District credit card or check through the business office with a Request for Payment form.

- Rail Transportation

1. The District will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare, unless it is the only means of travel to the destination. If the cost of rail transportation is higher and traveler chooses to travel by rail, they must purchase their own ticket and will only be reimbursed the amount of the least expensive airfare.

- Rental Vehicles

1. The District will pay for approved use of a rental vehicle. See the section on reimbursements below.

- Lodging

1. The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's primary worksite.
2. Exceptions to this restriction may be approved in writing by the General Manager or by the Finance Director.

3. The District will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.
  4. Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.
- Conference registration fees
    1. Conference registration fees can be prepaid with a District credit card or check through the business office with a Request for Payment form.
    2. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance. See Meals (per diem) for more detail.
  - Travel advances.
    1. Cash advances are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff and board members traveling on behalf of the District. A maximum of 80 percent of the total estimated reimbursable cost can be advanced.
    2. Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. The traveler must repay the District for any advances in excess of the approved reimbursable expenses. The division initiating the travel is responsible for notifying the business office to deposit any excess funds into the appropriate division account.
    3. Travel advances are processed by submitting a completed Request for Payment form and Travel Request form to the business office. Reimbursement for any remaining expenses is processed on a Travel Reimbursement form approved by the designated approval authority.

#### 4. Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds 20 percent of the total pre-trip estimate, the Travel Reimbursement form must be signed by the Finance Director or the General Manager.

These forms must be submitted to the business office within 30 days after the trip is completed. Travel Reimbursement forms not submitted within this time frame require exception approval from the General Manager or from the Finance Director.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the District are shown below.

#### A. Airfare

- If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.
- Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing.
- First-class tickets and unapproved upgrades are not reimbursable.

#### B. Rail transportation

- The District will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare, unless it is the only means of travel to the destination. If the cost of rail transportation is higher and traveler chooses to travel by rail, they will only be reimbursed the amount of the least expensive airfare.
- If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

C. Automobile (personally owned—domestic travel)

- A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.
- Reimbursement for use of a personal automobile is based on the IRS mileage rate for the year the travel is incurred.
- In the event the traveler chooses to drive when it is timelier and less expense to fly, the District will reimburse the traveler for mileage up to the cost of the least expensive airfare. Accommodations needed while driving to the destination city will not be reimbursed.

D. Automobile (rental—domestic travel).

- Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of transportation, or if the destination is not otherwise accessible. Original receipts are required.
- The District authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.
- When vehicle rentals are necessary, the District encourages travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. The District will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.
- Drivers should be aware of the extent of a coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.
- Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement. Such fees are reimbursable by the District.
- Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

E. Lodging (commercial).

- The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's primary worksite.
  - Exceptions to this restriction may be approved in writing by the General Manager or by the Finance Director.
  - The District will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.
  - Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.
- F. Meals (per diem).
- Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's primary worksite.
  - Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's primary worksite.
  - The District per diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.
  - Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.
  - If a free meal is served on the plane, included in a conference registration fee, built in to the standard, single hotel room rate or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.
  - Receipts are not required for per diem allowances.
- G. Business meals
- Travelers are required to follow the District expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.
- H. Business expenses

- Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, may be reimbursed. Original itemized receipts are required.
  - I. Parking
    - Original receipts are required for parking fees (including airport parking) totaling \$10 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.
  - J. Telephone calls
    - The costs of personal telephone calls are the responsibility of the individual.
  - K. Tolls
    - Original receipts are required for tolls totaling \$10 or more.
  - L. Miscellaneous transportation
    - Original receipts are required for taxi, bus, subway, metro, ferry and other modes of transportation such as Lyft or Uber if costs are \$10 or more for each occurrence.
  - M. Visa, passport fees and immunizations
    - If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.
5. Nonreimbursable Travel Expenses

Including but not limited to the following items that may be associated with business travel will not be reimbursed by the District:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler’s failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.



6. Travel for Non-Employees

- Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event.



# Oak Lodge Water Services District



## Expenditure Policy

Adopted xxxxxxxx

**This document supersedes any and all previous expenditures policies.**

**I. Purpose**

The purpose of this policy is to establish guidelines for Oak Lodge Water Services District to efficiently and effectively process expenditure transactions.

**II. Scope**

This policy is applicable to all expenditure transactions of the District.

**III. Objectives**

- A. To ensure a fundamental level of integrity, directness, and transparency in how the District spends public funds.
- B. To ensure District expenditures directly support services to customers and rate payers.

**IV. Policy Statements**

- A. All monies due by the District shall be paid in full by the due date provided by the vendor or as negotiated with the vendor. The District shall take advantage of vendor discounts to the extent practicable and available.
- B. All payments must be properly authorized and supported by appropriate documentation. Proper authorization may consist of an approved purchase order or direct approval on an original invoice or payment request. Appropriate documentation consists of an original invoice or payment request and proof of receipt of goods and services where required.
- C. All checks for staff and board members expenditures require two (2) signatures, one of which is the Finance Director or the General Manager. Payments other than by check require the approval of the Finance Director and/or the General Manager.
- D. Expenditure-related duties shall be assigned to District staff in such a manner that there is appropriate separation of duties. Specifically, the initiation, authorization, and processing expenditures shall be assigned to separate individuals.
- E. Access shall be restricted to District staff with direct responsibilities for expenditure-related functions, and only those functions as assigned.
  - 1. System access shall be assigned and maintained according to specific functional assignments and accessed by unique login and password, by employee.
  - 2. Access to blank check stock shall be restricted and under the control of the Finance Director. All check numbers in sequence shall be properly accounted for.
  - 3. Voided checks shall be appropriately cancelled (stamped or marked "void" and the signature lines removed) and retained until after completion of the annual audit.

# Oak Lodge Water Services District



## Employee Credit Card Usage Policy

Adopted xxxxxxxx

**This document supersedes any and all previous employee credit card usage policies.**

**I. Purpose**

The purpose of this policy is to establish guidelines for Oak Lodge Water Services District to provide for the issuance of credit cards to officers and employees for the purpose of covering expenses incident to authorized travel and enable a cost-effective, convenient and streamlined method of purchasing items.

**II. Scope**

This policy applies to all employees and board members of the District who may have access to and usage of a District credit card as a representative of the District.

**III. Policy Statement**

Employees are authorized to use credit cards for official District purchases and acquisitions pursuant to policies and procedures adopted by the District.

**A. Guidelines**

The Finance Director shall design, implement, and monitor controls to ensure that there is proper accountability and compliance with this policy.

1. A credit card may be issued to an individual who meets the following conditions:
  - a. The person is an employee of Oak Lodge Water Services District, and
  - b. The approved employee agrees to be held personally liable to the credit card company for all charges not authorized to be made by the purchaser or not directly related to conducting official District business.
  - c. Exceptions may be made by the Finance Director or General Manager. Individual credit cards may not be in the name of a contractor, contract employee, or non-permanent District employee.
2. Issuance of Credit Cards
  - a. The District may establish a credit card in the name of a District employee with a financial institution provider for District business use only.
  - b. The Finance Director shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:
    - 1)A dollar limitation on the credit card;
    - 2)A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
    - 3)A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle; and
    - 4)Merchant category blocking.
  - c. The District may, at any time, without notice and without cause, suspend or cancel any credit card issued to an employee.
  - d. A credit card issued by the District to an employee remains the property of the District, or financial institution and is not the property of the employee.
3. Authorized Card Use

- a. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the District. Unauthorized and/or inappropriate card use is addressed below.
  - b. A credit card purchase may be made in-store, by telephone, fax, Internet or U.S. mail subject to District purchasing rules. A purchase order may be required per established procedures.
  - c. If a credit card is issued for the purpose of covering expenses relating to authorized travel, upon billing or no later than thirty days of the billing date, the officer or employee using a credit card issued under this section shall submit a fully itemized travel expense voucher. Any charges not properly supported or documented will not be paid by the District and will become the personal obligation of the employee.
4. Unauthorized and/or Inappropriate Card Use
- a. Credit cards must never be used to purchase items for personal use or for non-District purposes, even if the cardholder intends to reimburse the District.
  - b. Unauthorized and/or inappropriate card use includes, but is not limited to:
    - 1) Items for personal use;
    - 2) Items for non-District purposes;
    - 3) Cash or cash advances;
    - 4) Alcoholic beverages;
    - 5) Weapons or explosives of any kind;
    - 6) Relocation expenses;
    - 7) Entertainment; or
    - 8) Recreation.
5. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then the funds must be deposited immediately with the District.
6. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee who has been issued a charge card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Finance Director. The District shall have unlimited authority to revoke use of any charge card issued under this section, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.
- B. Responsibility and Accountability
- It is the responsibility of each individual cardholder to:
1. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the District Finance Department;
  2. Keep credit card in a secure location at all times;
  3. Not transfer, assign, or otherwise allow anyone to use the credit card and/or credit card

account number who is not authorized to do so;

4. Credit card incentives, such as points, rebates, cash rewards, travel miles, and other financial incentives that apply to the District-issued credit card are the property of the District and may not be transferred to the employee's personal account or be redeemed by the employee for personal use.
5. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained;
6. Review in a timely manner monthly statements, provided by the Finance Director, for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips and the customer's copy of the charges must to the finance department.
7. Surrender the credit card and corresponding support documentation to the Finance Director upon request or separation from the District;
8. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.

C. Periodic Reviews

The District Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

D. Disciplinary Action

A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner or otherwise violates this policy will be subject to revocation of the credit card and disciplinary action including restitution to the District for unauthorized purchases, investigation, possible card cancellation, possible termination of employment at the District and potential criminal prosecution at the District's discretion.



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

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**To:** Board of Directors  
**From:** Sarah Jo Chaplen, General Manager  
**Agenda Item:** Emergency Management Report  
**Item No.:** 7  
**Date:** February 19, 2019

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**Action Requested**

No formal action is being requested. Staff would like to provide a status update.

**History**

November 2018 Request received from Board member Paul Gornick for a disaster preparedness update to identify potential capital projects, staff training, participation in regional disaster drills, and outreach to other agencies to enable better recovery efforts in the event of regional disaster.

**Background**

In order to plan for District resiliency and redundancy an emergency management lens needs to be used across all OLWS programs. This is an area we will continue to build up over the next couple of years. It is a combination of investment in the right tools, training, on-going practice exercises and prudent decision making around redundant and more resilient infrastructure.

In terms of emergency management, the situation faced by OLWS as an organization could range from, we are the ones with an issue (e.g. a fire at one of our buildings), to part of the District, to the entire District, to the Region as a whole. Depending upon the depth and breadth of the emergency different partners may be able to assist us, or not. If the emergency is large enough the District needs to plan to be able to function for a minimum of three days, but more likely two weeks without State, or Federal help. Emergency providers across Clackamas County could be triaging major incidents and have no time, or resources for smaller incidents.

My experience at other entities is the organizational skills developed to be used during an emergency and afterwards during recovery are useful in all sorts of other ways. The premises behind Incident Command (a communication and emergency process used to

ensure multiple entities can work together to respond to emergencies) are useful in managing work teams in the day-to-day work of the District.

The most likely emergency events within the District are: flooding; rain/ wind/ storm events with down power lines; curtailment of water able to be drawn from the Clackamas River; chemical spill in the Clackamas River, or on main roads, or rail-lines; earthquake, a terrorist threat of key parts of OLWS infrastructure, or simple, unfortunate vandalism.

### **Generators-**

We have a backup generator for the water reclamation treatment plant. This generator is part of the dispatchable standby generation program with PGE. This generator is a 2MW output and provides enough power to run the entire treatment plant. It has a 4999-gallon fuel capacity which gives a 36-hour runtime without filling. As part of the program and agreement we have with PGE, they can remotely use this generator to provide backup, alternative, or peak power to the grid. However, the plant is priority and if we have a power failure, we get the power from the generator. We also have on site generators and pump stations #2 and #3 with approximately 57 hours of run time on a tank and a portable generator with 80 hours maximum run time. This generator is hooked up to pump station #5 during the winter months.

There are generators at the water reservoirs as well.

### **Our Partners:**

#### **North Clackamas County Water Commission-**

Will have its own emergency response plan and as a partner we will be working with them on any infrastructure, or other issues. The plant is also on the dispatchable standby generation program with PGE. There is a main transmission line to the District; however, if that goes down the District will need an alternative method of delivering water. A physical, hardline alternative is not currently in place and operational. Depending upon the size of the break, time of year and amount of water stored in the tanks OLWSD might not have to deploy pumps and generators.

#### **Oak Lodge Community Emergency Response Team (OLCERT)-**

We continue to strengthen our partnership with this all-volunteer, community organization and anticipate the services of the OLCERT Water Stewards will be an essential part of our overall plan to get water to all of our customers if the Clackamas River was completely, or partially constrained from being used, or other infrastructure damage had occurred to the OLWSD delivery system.

In 2014 OLWS (now OLWSD) started the purchase of neighborhood Emergency Water Filters. OLWSD pays for the equipment and will continue to add equipment every year as the Water Steward program continues to expand.

OLCERT is currently thinking about moving towards a Memorandum of Understanding with Clackamas Fire District #1 that OLCERT, after ensuring themselves and neighborhoods are as safe as can be expected then they would support OLWSD during the emergency.

### **Clackamas Fire District #1-**

Is one of OLWSD emergency response partners. Depending upon how large the emergency incident is the Fire District may be fully preoccupied in other response activities. During an emergency OLWS will keep the Fire District informed as to our resources and assessments of any infrastructure damage since access to water is essential to the Fire Department.

### **Clackamas River Water Providers -**

The Clackamas River Water Providers is a coalition of the municipal water providers that get their drinking water from the Clackamas River who are working together on water resource issues. The purpose of the organization is to fund and coordinate efforts regarding source water protection and public outreach and education around watershed issues, drinking water, and water conservation. The organization is made up of representatives from Clackamas River Water (District), City of Estacada, the City of Lake Oswego, City of Tigard, the North Clackamas County Water Commission (City of Gladstone and Oak Lodge Water Services), South Fork Water Board (Oregon City and West Linn), and Sunrise Water Authority (Happy Valley and Damascus).

Helping members to be more coordinated for emergency response to water incidents impacting the Clackamas River is also part of their work. In the past year Clackamas River Water Providers have had a table top exercise around finding and using any member interties (OLWS participated,) and in partnership with Clackamas Fire District #1 actually out in the Clackamas River working with a new boom, figuring out how to manipulate it in various parts of the River in order to contain a “pretend” chemical spill moving in the water down from Oregon City. Last year we worked together on possible messaging needed for a potential cyanotoxin event. Ultimately, we also coordinated actual general messages used on our websites for all of our customers who wanted to know the Clackamas River was fine given the continued media attention the City of Salem was receiving on their cyanotoxin event.

### **Regional Water Providers Consortium -**

The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the greater Portland, Oregon metropolitan region. Formed in 1997, the Consortium serves the Multnomah, Clackamas, and Washington counties and is made up of 22 water providers.

Coordination between all the members during emergencies helps with sharing of talent, resources and water.

Every year a table top exercise is put together to practice various potential emergencies. Last year the practice focused on interties and using GIS maps as a tool during an emergency. Oak Lodge participated as part of the 43 staff from 13 water providers playing in the exercise. This year it is a two-day event (February 19<sup>th</sup> and April 16<sup>th</sup>) with a focus on lessons learned from the City of Salem and the cyanotoxin event last summer. Both managers and staff from Oak Lodge will be a part of this exercise. This organization is an essential part of enabling OLWSD to add to its emergency tool kit (for example, the on-line Drinking Water Advisory tool to inform our customers in the event of a water curtailment); help train our citizens in emergency preparedness; tap into regional resources, share equipment and gain support from others during emergency events.

- In terms of the vulnerability of the water transmission mains from the NCCWC plant to the storage facilities, as well as vulnerability of interties to other water providers.

The Water Master Plan which is currently underway, will more fully address this question. The short answer is there is little concern. Based on past geologic bores, both the transmission main and reservoirs are in good locations as it relates to earthquake resiliency. The Water Master Plan will be coming for Board Review once finished.

- Are there areas of the sewer collection system with larger size lines that are in terrain that could be unstable during a seismic or heavy rainfall event?

The District does have some sewer lines down and near the banks of the Willamette River. It is the District Engineer's intent that those lines would be a point of focus in the Sanitary Sewer Master Plan in FY21. These lines will likely need to be moved further away from the banks of the Willamette, which in turn would cause for relocation of sanitary laterals to the fronts of those homes (rather than the backs). These projects would come at a large expense to the District but would help prevent future failures in the event of landslides.

- The vulnerability of the WRF to seismic activity. Portions of the plant are nearly new, but are some parts older and in need of upgrading? The access to the WRF is less than optimal; if road access fails, is there a plan in place to access the plant from the river side?

Based on conversations with OLSD Staff and the Design Engineers that were present during construction of the treatment plant, most of that site is sitting on bedrock that has been blasted to make way for new infrastructure. New buildings were built with current resiliency standards and are expected to withstand a sizable earthquake. It hard to determine exactly what would happen for the nearly infinite number of events that could take place. A 10.0 on Richter Scale near or at the plant

would be likely to cause massive amounts of damage; however, the plant would be expected to survive a 7 or 8 on the Richter Scale within close proximity to the plant with minimal damage.

Most people might not realize that the treatment plan has two access points. One being the front gate on SE Courtney and the other up on SE Fair Oaks Drive. Before entertaining access from the river, both SE Bluff Road and SE Fair Oaks Way would need to have access issues. Beyond that, access from the Willamette River could be evaluated as an alternative but has not at this point.

- The vulnerability of the pump stations and pressure lines, as well as any access issues to effect repairs. Are any of the pump stations in areas where a failure of the roadway due to earthquake or landslide will prolong the time to make repairs?

The District Engineer is not aware of any particular pump stations or pressure lines that are any more vulnerable than any others.

- Assuming we have an extended period where our ratepayer revenue isn't available, what length of time will our reserves allow us to operate?

This has not yet been fully evaluated. OLWSD knows this will be key to our being able to continue with any recovery and getting back to serving our customers.

- Have we participated in regional disaster drills? If so, how recent is the experience?

Both the Regional Water Providers Consortium and the Clackamas River Providers have annual table top exercises and assorted other emergency related trainings. OLWS will always participate in them. Clackamas County Emergency Operations Center also has exercises which we have not yet participated in. Our mutual aid agreements with the City of Milwaukie and Gladstone will need to be revisited and updated. However, I know the City Managers well and would contact them during emergencies to offer or ask for any assistance they might give. There is State and Federal emergency management training and OLWS will continue to seek out useful training for both the management team and staff.

- Assuming we have an event, causing so many water line breaks that we cannot address them with our own staff in a timely fashion, do we (or should we) have specific contractors available to assist with recovery efforts?

No, OLWSD does not currently have specific contractors lined up already (other than our master on-call list.) Depending upon how large the incident is regionally it will be difficult to obtain them. Bidding wars may ensue for the key contractors across the region.

- A disaster may leave us with fewer available staff in both administrative and field operations. Is adequate cross training occurring that would enable us to continue to operate effectively?

On-going cross training is occurring. The table top exercises will assist us in continuing to identify where cross training would be useful, for example, knowing where key parts of the District's infrastructure reside. The Regional Water Providers Consortium has been working on a stranded workers agreement across all of the member water providers so if a water/ public works employee lived in our District and could not report to their typical place of work they could report to us and the same would hold true for our employees who live out of District. This agreement is still being finalized.

- If we are unable to supply water to customers via some or all of the distribution system, do we have plans in place to make drinking/cooking water available by other methods?

OLWS is in partnership with OLCERT in order to use the portable hurricane filters to filter water sources within the District. Our intent is to run annual exercises with our residents using the filters to set up a Point of Distribution (POD) for potable water. The first exercise will be with our partners the Clackamas Fire District #1, and the Oak Lodge Community Emergency Response Team (OLCERT) testing distribution of potable water. Community members will be invited to bring a clean 1-5-gallon container and drive through the exercise, where staff will fill containers and distribute emergency preparedness materials. This will be held on Saturday April 13<sup>th</sup>, 2019 from 11 a.m. – 1 p.m. at the Concord School in Oak Grove. During an actual emergency OLWS would coordinate with OLCERT as to whether filtering would occur by the Water Stewards in their own neighborhoods, or a unified distribution point would be set up for our community members.

It is key for our District that we assist with emergency preparedness education in order to increase the number of our customers able to take care of themselves. During any emergency incident our focus would be on protecting, repairing and maintaining our infrastructure in order to recover as quickly as is possible for our customers. We would also be assisting with distribution of potable water, but prepared customers mean more time can be focused on the first task. A recent survey conducted by DHM research and commissioned by the Regional Water Providers Consortium of a statistically significant sample of member's customers showed only one in three residents have taken any steps to prepare for an emergency or natural disaster. It also identified that residents would like more information about actions to conserve water and make it safe to drink in an emergency.

## **Staff Recommendation**

OLWSD is updating all three of our services' Master Plans in the next three years. As part of the process staff will work to analyze and present to the Board opportunities for capital projects to increase our infrastructure resiliency, redundancy and interties with other systems where useful.

Having staff and our equipment ready for emergencies will mean potential investments in building infrastructure, communication infrastructure (e.g. radios,) food and water storage and the ability for staff to sleep at our facilities if necessary. Discussions and recommendations will be brought to the Board overtime.

Ultimately, an overarching Emergency Plan for OLWSD will need to be developed with the assistance of outside expertise. The infrastructure assessment from the Master Plans will be a key part of this plan. I am anticipating being able to more focus on this part in FY 2020-2021. In addition, under America's Water Infrastructure Act of 2018 there are new risk and resiliency requirements. For our size water utility, a Risk and Resilience Assessment Report is due June 30, 2021 and an Emergency Response Plan is due December 30, 2021. This must be reviewed, updated and recertified every five years with the EPA. The EPA is to provide baseline information on malevolent acts of relevance to community water systems by August 1, 2019.

Continued, hands on training, multiple times a year greatly assists in the event of an actual emergency. This includes more general incident command training.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacey, Finance Director  
**Agenda Item:** Finance Department Report  
**Item No.:** 8a  
**Date:** February 19, 2019

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Below is an update of various efforts of the Finance/Administration department for January 2019:

### **Utility Billing Audit**

To help with the process of projecting revenues for the coming year and to find the revenue loss in the current year, an audit of our billing system needed to be performed. For the sake of time and to get the audit done before the next billing of that Cycle, the last week of January the entire administration team redirected their work effort towards the project.

The first part of the audit process was to look at the wastewater revenue to determine why they were coming in lower than budgeted. The audit process began by looking at the number of CCFs we were billing out per month for the wastewater consumption charges compared to the number of CCFs estimated during the budget process. This number fluctuates from year to year and can change by 1000 to 2000 CCFs. What we found was the number of CCFs being billed was 10,000 units lower than the budgeted amount. This would be a highly unlikely fluctuation. So, we began our search by looking for the missing CCFs. The District has three billing Cycles: Cycle 1 is the north end of the District with 5/8" or 1/2" meters and is billed bimonthly on the odd months; Cycle 2 is the south end of the District with 5/8" or 1/2" meters and is billed bimonthly on the even months; and Cycle 3 is large water meters, over 3/4" and is billed monthly. We started with Cycle 1 and 3 since they were going to be billed on January 31. The audit of Cycle 1 and Cycle 3 found 8,098 CCFs that were not accurately calculated into the winter averages in July. This calculates to \$17,734 per month that was not previously being billed. Most of the lost CCFs were with commercial or large use customers such as apartment complexes, that have multiple water meters on one sewer line. Only one water meter was being used to calculate the new winter average when we rolled over to the 2018/2019 year. The corrections have been made and a fix put in place so the winter averaging will be correct moving forward. The audit of Cycle 2, which will be billed on February 28, will be completed in the first half of February. It is expected that we will not find a significant number of missing CCFs missing in Cycle 2 since almost 6900 of the



unbilled CCFs found to date have been with the large meters. Around 1,200 unbilled CCFs were found in Cycle 1 and Cycle 2 is expected to be similar. This could happen with duplexes or triplexes that are served by a small meter, of which there are far fewer.

The next part of the audit and in conjunction with the water meter change outs, was focused on water customers currently having electronic meters (all Cycle 3). It was discovered that some customers with early changes to certain types of electronic meters were not being correctly billed. The problem was in how the meters were read and the data converted into the financial system. Many of these meters were changed out 3 to 5 years ago, and since the problem was not caught in the beginning, it has been ongoing from the time of the change out. To be sure all the meter data are set up in the system to be received correctly, all the large meters are set to be manually read. Of the 500 large meters, about 40% have been read. It was initially thought this would be a much worse situation, however after a thorough audit of the initial set, there are only 3 accounts affected in the current readings equaling 2,166 CCF or \$3,422. The remaining 300 or so meters will be read over the course of the next couple of weeks. We are not anticipating any more significant changes since we did a ten-year lookback at the read history and there were not any remaining customers that had a significant drop in their consumption.

### **Lockbox Analysis:**

Finance is in the process of implementing a lockbox system for our payments. This would change the remit to address on our invoices to a post office box that would be retrieved by the bank to be deposited directly into our checking account. The bank would send us a file at the end of each day to be uploaded into our financial system to record the payments. The new costs associated with the lockbox service are based on the number of checks deposited. Using our current averages, the cost would be an estimated \$1,146 per month. This cost would be offset by the reduction in the desk-top deposit fees of approximately \$330 for a net cost of around \$816 per month. Currently staff spends between 60 and 70 hours in total a month processing customer check payment. This equates to between \$2,798 and \$3,623 per month in staff costs. It is expected that this will drop to less than 10 hours a month or \$465 in staff costs with the implementation of a lockbox system. This would not save real dollars in reference to staff costs but would free up their time to focus on other areas of customer service and administrative needs.

### **Budget**

We are in the thick of putting together the budget for 2019-2020. I have met with most of the management staff to get their first round of information for the proposed budget. I am putting together a comprehensive revenue projection to help OLWS with the budget process as well as working with the projection model

to aid in putting together the numbers needed for accurate projections for expenditures. We will be continuing to adjust the proposed budget numbers as we work through changes over the next few months leading up to the April budget committee meeting.

**Other Items:**

Jeff and I had some additional Springbrook report training. With this new information we are working to develop reports which will transfer data directly to our budget document instead of having to manually enter past years' data as we do now. Other reports will help in our audit preparation, especially as we move toward preparing a CAFR. It will take some time to set up these reports, but will be well worth the time spent in terms of the freeing up Jeff's and my time for other duties.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Operations Manager Field  
**Agenda Item:** Field Operations Report  
**Item No.:** 8b  
**Date:** February 19, 2019

### **Background**

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

### **Operations Administration**

On the collections side January was chock-full of activities that did not exactly extrapolate into high numbers of measurable production. This was due to a number of factors including, the aqua truck was out of service for nearly a week and a larger number of grease lines were cleaned.

The collections crew was asked to clean a severely root bound section of surface water collection pipe, first the aqua truck was deployed, this proved to be a much more difficult task than anticipated, then the Vactor was called in, again this too proved to be ineffective. At this point it was clear, the crew needed a different set of tools in order to tackle this most challenging section of pipe. It also was a great opportunity to have the crew demo a new chain flail root cutter. Arrangements were made, the cutter was brought in and with great delight the pipe was cleared successfully.

Also, crews were requested to handle cleaning the plant's scum pits, Aeration basin channel, Screened Mixed Liquor pit all of which took approximately 3-1/2 days.

To top it all off, the TV camera got stuck in a section of sewer main, the main had to be dug up, water crews were called in to assist and the camera was successfully freed.

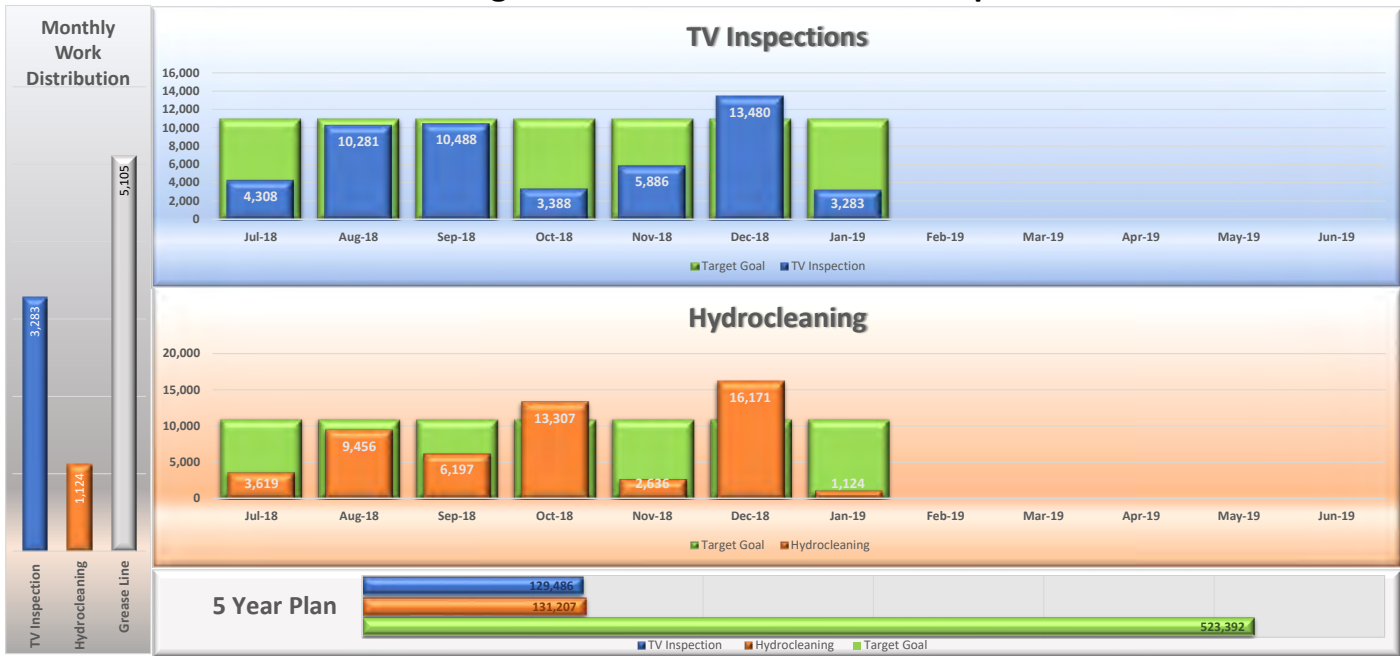
Water crews were busy with the usual cold weather activities, a main break on Oatfield North of Park, was a bit challenging due to the location and the fact the crew had to coordinate with Clackamas County to have the traffic signals shut down and the intersection flagged, all was successfully completed.

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

Highlights for the month:

- Meters replaced, new services added, and leaks repaired (See chart)
- Plant Cleaning by Collections team.
- Water consumption for **January: 81,040,000 Gallons** (above the 10-year average of 77,436,786) (See metered monthly consumption chart)

# Oak Lodge Water Services Collections Report



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	71.52%	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	61.53%	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	100.00%	104,678	100.00%	20.00%	418,714
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			

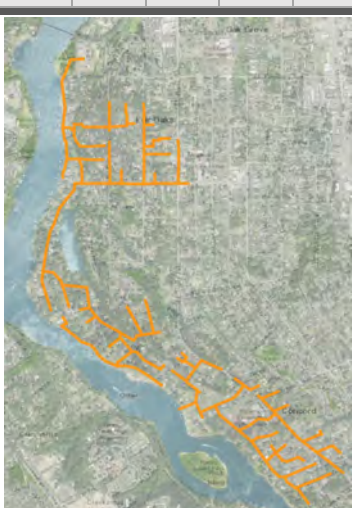
Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283						30.11%	51,114	39.07%	24.74%	393,906
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124						10.31%	52,510	40.14%	25.07%	392,185
Target Goal	10,902	10,902	10,902	10,902	10,902	10,902	10,902						100.00%	76,314	58.33%	34.58%	342,400
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105							26,205			

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																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	

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 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	

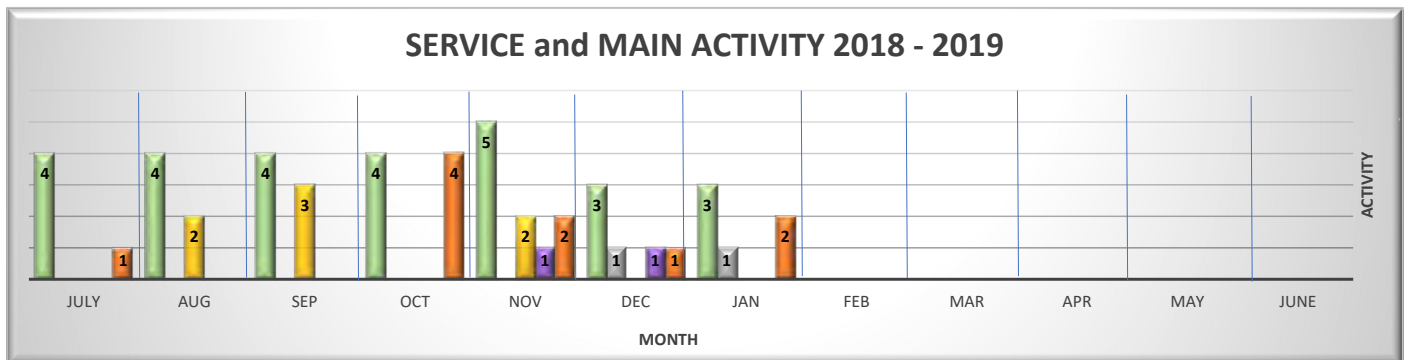
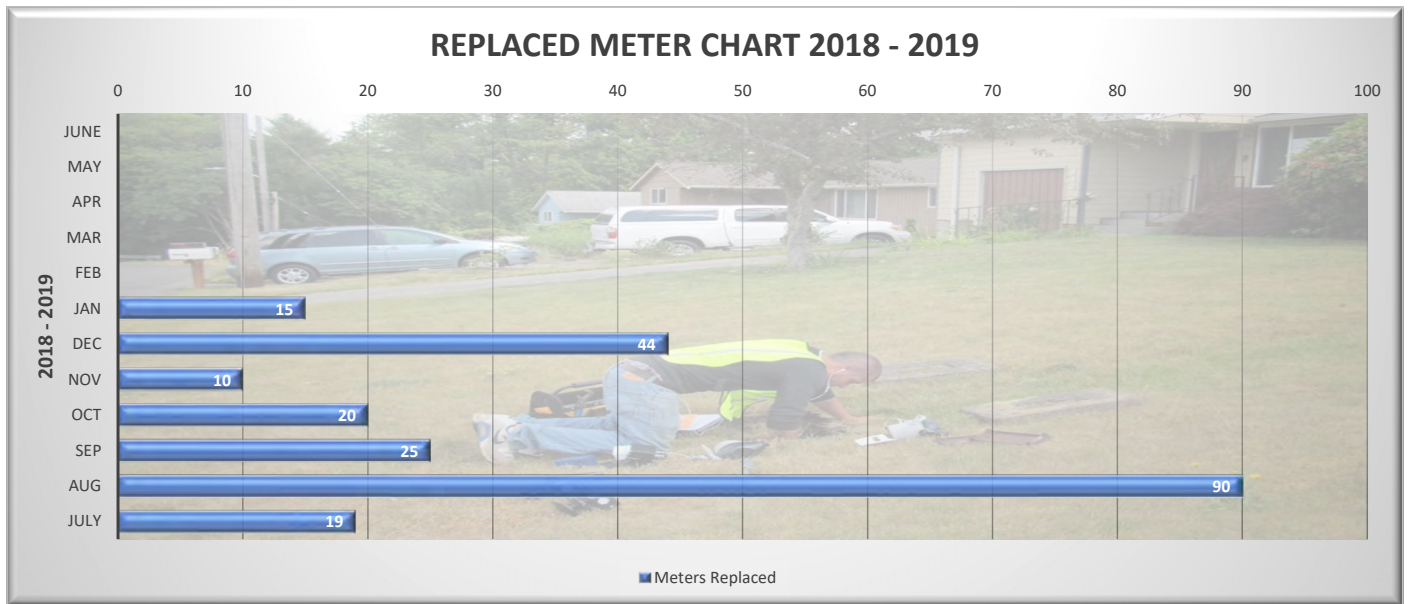
Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining
TV Inspection																	0
Hydrocleaning																	0
Target Goal																	0
Grease Line																	

	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	10,902				
Actual Per Year TV	78,372	51,114				393,906
Actual Per Year Hyd	78,697	52,510				392,185
Make up	26,144					
Percent Completed	75%	49%	0%	0%	0%	



**Current Basin: A**

# Oak Lodge Water Services Water Report

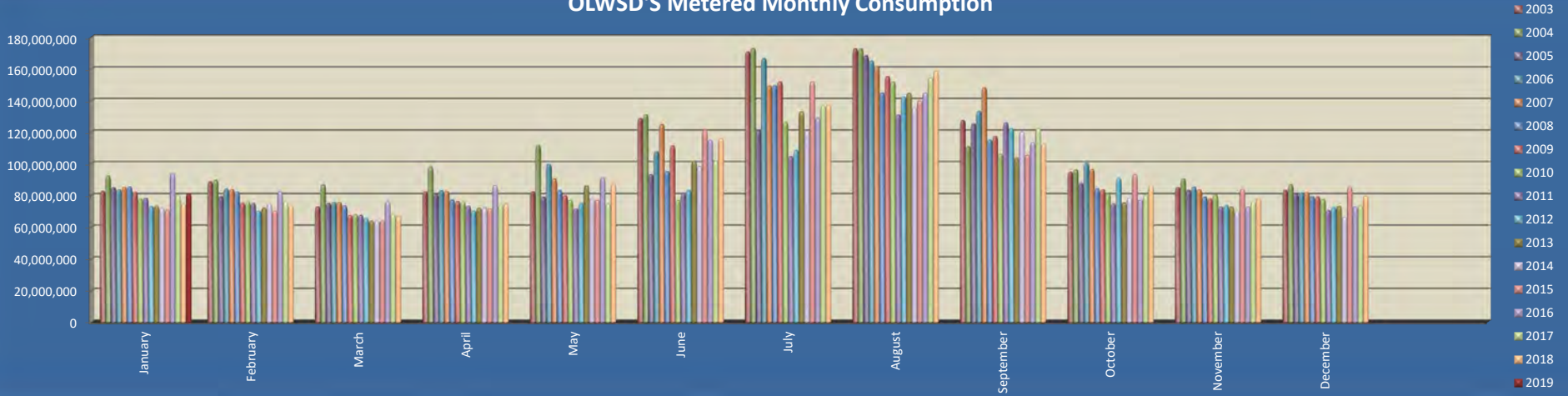


Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2019	June						
2019	May						
2019	Apr						
2019	Mar						
2019	Feb						
2019	Jan	15	3	1			2
2018	Dec	44	3	1		1	1
2018	Nov	10	5		2	1	2
2018	Oct	20	4				4
2018	Sep	25	4		3		
2018	Aug	90	4		2		
2018	July	19	4				1
<b>Yearly Total</b>		<b>223</b>	<b>27</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>10</b>

## Consumption By Year

Year	Month												Total Yearly Con	Average Daily Demand	10 Year % Ave	
	January	February	March	April	May	June	July	August	September	October	November	December				
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48		
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66		
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17		
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47		
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46		
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14	104.63%	
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17	105.39%	
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94	97.87%	
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81	93.47%	
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87	95.38%	
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93	97.54%	
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87	95.55%	
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11	103.35%	
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16	105.16%	
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06	101.67%	
2018	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	1,142,723,000	3.13	104.16%	
2019	81,040,000															
2020																
10 Year Average	77,436,786	74,491,600	67,087,500	74,641,600	79,754,600	100,433,195	129,721,133	145,580,400	114,666,800	81,907,300	75,687,700	75,049,214		10 Year ADD	3.01	Winter Ave 75,659,200
																Summer Ave 129,989,444

## OLWSD'S Metered Monthly Consumption





## Staff Report

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**To:** Board of Directors  
**From:** David Mendenhall, Plant Superintendent  
**Agenda Item:** Plant Operations  
**Item No.:** 8c  
**Date:** February 19, 2019

### **Background:**

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

### **Water Reclamation Facility Operations**

Rain wasn't much of a factor in January. There were two significant rainfalls but they did not affect plant performance. We continued to try to reduce solids, but it seemed like we weren't gaining ground. In early January the plant received some unusually high BOD loadings for the plant influent. At first Operations thought there may have been some sewer flushing or this was from a repair of the Gamma Jet in the wet well. After some study of the SCADA trends and other investigation, Operations found that one of the two level indicators in the Plant Drain Pump station had deviated from range and was causing the plant drain wet well to spill into the Influent Pump Station. This in turn caused the influent sampler to test the BOD in the plants internal flow stream. The stilling wells were cleaned and the level detectors both read the same. But even after this correction, operations noted that the BOD strength was still rather high and should not have been. This in turn led to more investigation where it was found that the level sensors in the IBR's (currently used as Aerobic Digesters) had also slowly drifted and led to the level showing erroneously low liquid levels. This had allowed excess wasting to drain back to the plant drain system which caused excess poundage of BOD and solids being recycled through the plant. During this event Operations were led to think they were wasting more poundage than they actually were because the extra portion was going right back into the plant. The alarm set points were lowered and the overall level of normal operation lowered to avoid this spill over problem. Over the next few weeks we were able to gain on lowering the plant solids. We are setting up a service visit with our instrumentation vendor to calibrate all the level detectors in the plant earlier than scheduled.



In January we put the fourth aeration basin back on line to see if that would give more detention time and absorb peak flows. This worked well in January even with the above problem. Our sludge age is down to between 10 and 11 days.

It was also a busy month in maintenance. The parts all came in for the Fybroc odor control solution pump and the pump was reassembled and put back in service. #4 Influent Pump was plugged up and stopped pumping by a very tenacious wad of rags. We had to get a crane to pull it out and get it extracted. The rag ball fought back hard but maintenance overcame it and got it back in service. Later in the month we had a motor failure on Influent Pump #6. We arranged for a crane and pulled it out to take for motor analysis. There are several small problems with the wiring leading to the motor and we will do a repair. In the meantime, we are down one influent pump. This pump was one of the ones rebuilt in the fall, but the motor was not done at that time. The decision at the time was based on a quick turn around and the lack of any motor problems. When we continue on the rebuilds when weather allows, we will have the motors analyzed and any repairs done at that time. The spare Gamma Jet was put in place of a failed unit and it cleared up the wet well by the next day. We found out from the manufacturer that we should only be running it 3 hours per day. We will adjust that.

All the UV racks have now been cleaned and parts have all been located to do the last rack due for rebuild. Jayson Kahler worked with the Collections crew to clean several scum pits throughout the plant with the Vactor. A major project was taking the screenings screw press out of service, taking it into the shop, and disassembling to change the brushes on it. While doing this, maintenance discovered a way to change the brushes in place other than what the manual described. This will make it easier to change brushes in the future.

In the pump station world, a new control unit was purchased and installed in the manhole downstream of Pump Station #2. This wireless unit will transmit back to the pump station allowing control of the pumps based on level in higher flow conditions preventing sewer overflows at this location. The programming still needs to be done in the control system and the whole process tested. A panel view touch screen interface went dark at Pump Station #2 but we had a spare. Jayson was able to change it out and found replacement bulbs that repaired the dark one at a very reasonable price. John Krogstad caught the painting bug and is painting pumps and piping in pump station #2. He got a new flow meter installed at Pump Station #5 but the set up and programming by the rep could not be done. They are researching an answer.

#### **Attachments:**

8C (i) – Operations Staff Report Rainfall vs Flow data correlation  
July 2018 – January 2019

8C (ii) – Plant Performance BOD-SS graph July 2018 – January 2019



The repaired odor control solution pump



Influent Pump #4 clogged

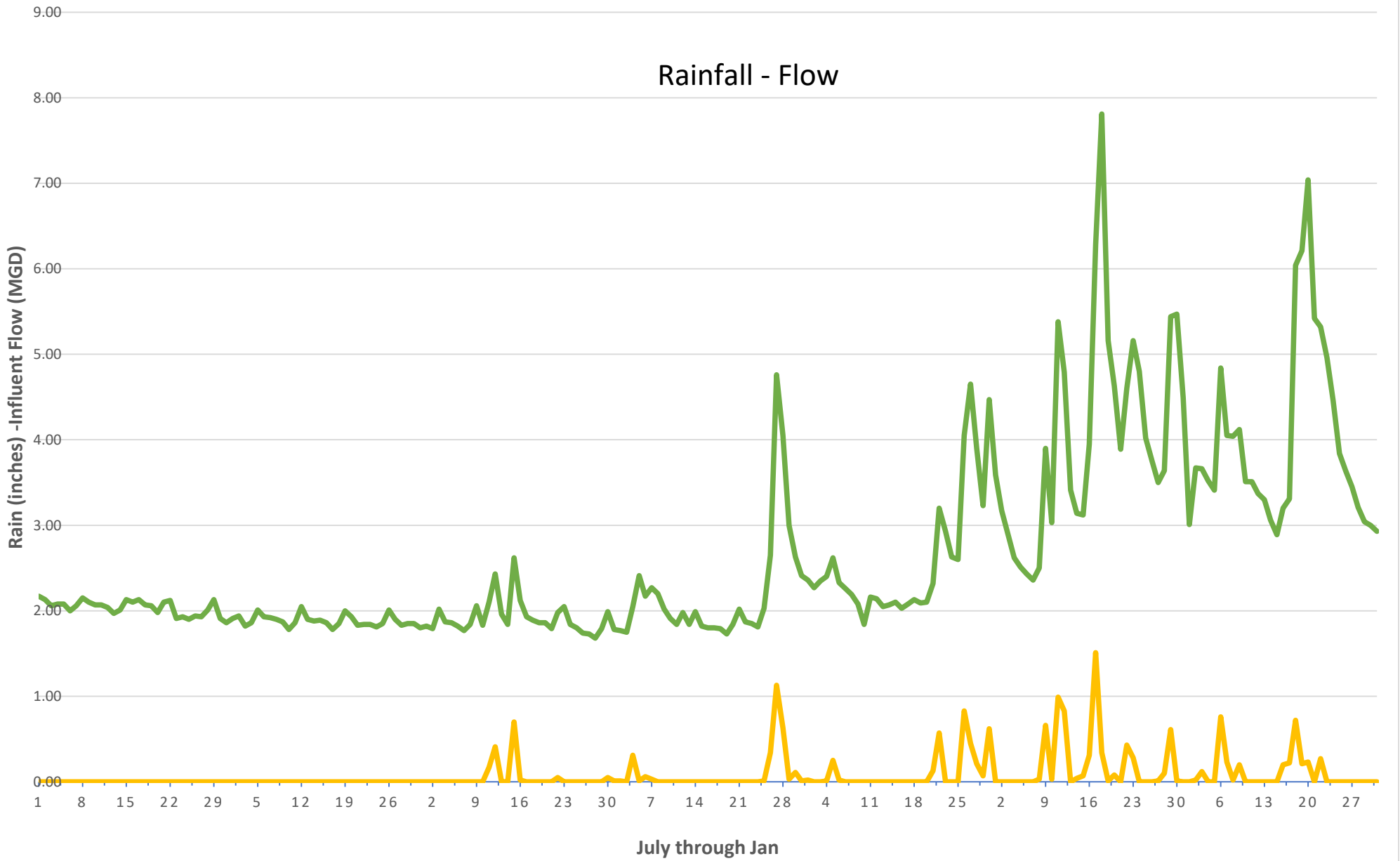


Screw Press brush replacement

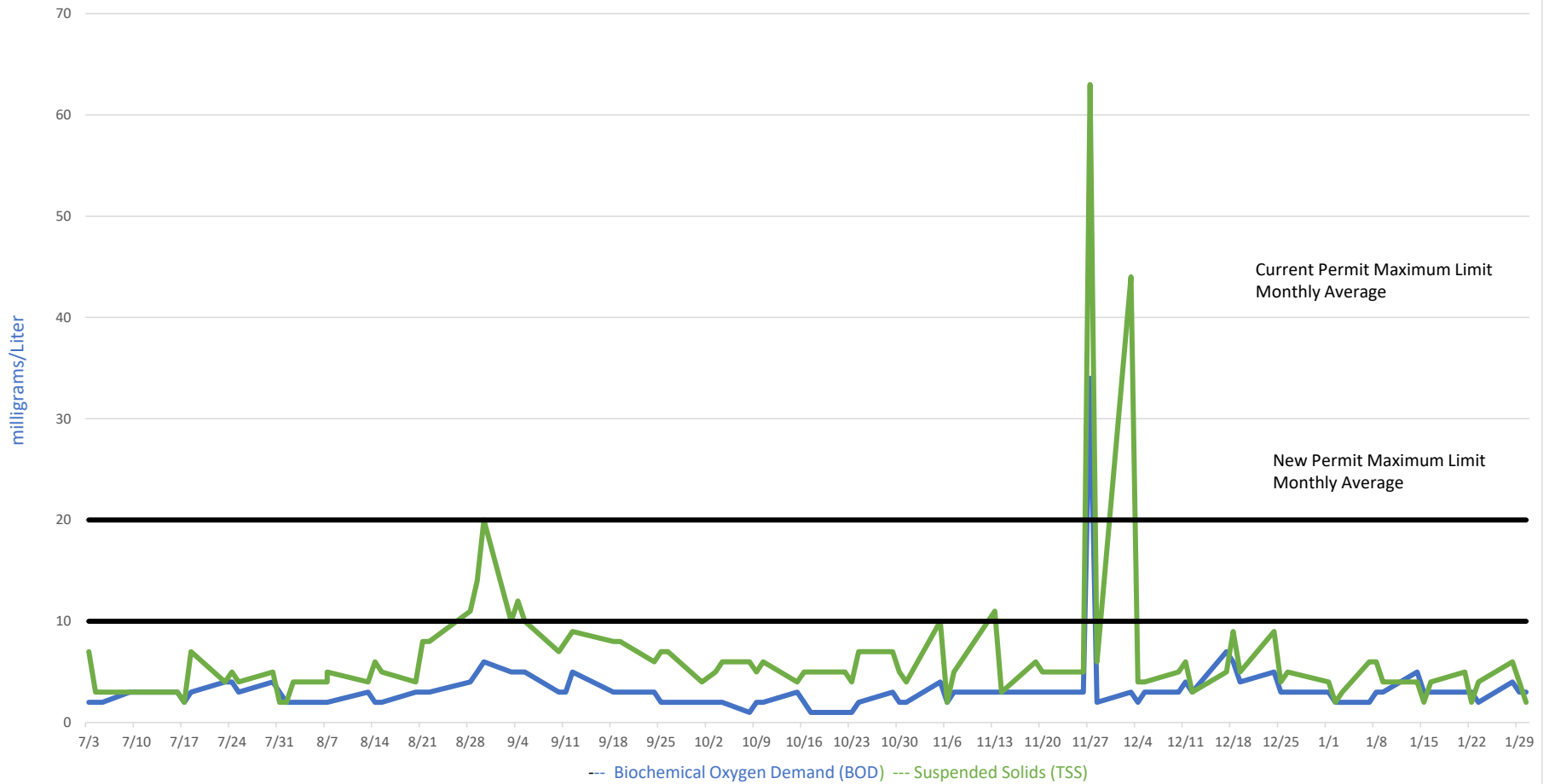


Pump Station #2 flow control device

# Rainfall - Flow



# Effluent Water Quality





## STAFF REPORT

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**To:** Board of Directors  
**From:** Technical Services Team  
**Agenda Item:** Technical Services Monthly Report  
**Item No.:** 8d  
**Date:** February 12 (for February 19, 2019 Meeting)

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Below is an update of various Technical Services Program efforts:

### **Outreach and Education**

Winter 2019 started out with mild weather, and OLWS staff joined students along with partner ECO to plant native trees and shrubs as well as remove invasive blackberry at Dahl Beach City Park. Rex Putnam High School students and View Acres Elementary School students spent time in the field with their hands in gloves learning about how plant roots soak up water. One of the groups even experienced a double rainbow during their time outdoors. Rex Putnam and New Urban High School students will be touring the Water Reclamation Facility again this spring, and OLWS staff has visited with both schools for classroom presentations.

At the end of March and in mid-April, the annual youth events will take place. On March 19<sup>th</sup> the Celebrating Water Forum produced by the Clackamas County Water Education Team (CCWET) will take place at Clackamas Community College. Then on April 30<sup>th</sup> the Children's Clean Water Festival will be held at the Portland Community College, Sylvania campus at the student center. Both events will investigate whole water awareness, investigating drinking water, stormwater, and water reclamation. This quote from the Celebrating Water Forum teacher invitation states the goal well, "The purpose of this event is to teach our future leaders about water science, water management, water resources, and the biological and ecological importance of environment. Stage show performances and hands-on interactive exhibits provide a fun venue to teach students about our environment and water resources and what students can do to help protect them." Over 800 students, teachers and parent chaperones will attend these events, with the focus being 4<sup>th</sup> grade students, and high school student volunteers supporting the learning process.

OLWS staff participated in the Board retreat for the North Clackamas Urban Watersheds Council (NCUWC) in early February, where the strategic plan was prioritized for the next several years. Additionally, NCUWC hired an intern through the Institute for Sustainable Solutions program at Portland State University. Hilary Soueka

brings former internship experience at the Sandy River Watershed Council, where she focused on analyzing stormwater facilities and potential retrofits on the campus of the Mount Hood Community College. She is in her second year of the Master's in Planning degree at PSU and additionally has hiked both the Pacific Crest Trail and the Continental Divide Trail in their entirety. With the help of a stormwater advisory committee, Hilary will help NCUWC determine where a small watershed council without regulatory authority could have the most impact among the many stormwater program options (e.g. retrofits, policy, education, working with developers). Additionally, she will advise on how to best focus the work in a large area with a large population, weigh program strategies, target audiences, expected outcomes, strategies, budgets, fundability, etc. By June, the intern will leave NCUWC with a stormwater program design that the Council can begin to implement and/or seek funding for.

The Regional Coalition for Clean Rivers and Streams will move ahead with a clean water messaging campaign in partnership with KPTV. Next year there will be a series of Public Service Announcements (PSA's), and a package of other community-based social marketing messages put out into the region. Along with other small partners in the area, Oak Lodge is able to contribute a small amount of money in order to participate in this broad regional public outreach strategy, which allows us all to increase the leverage we have with regards to messaging.

In mid-February, OLWS partnered with the Oak Lodge Community Emergency Response Team (OLCERT) and the Clackamas Fire District #1 to do a trial run for the spring Emergency Water Distribution Exercise. The public event will take place on Saturday April 13<sup>th</sup>, 2019 from 11-1pm at the Concord School in Oak Grove.

**Permitting - December 2018 Development Activity**

**January 2019 Development Activity**

	<i><b>This Month</b></i>	<i><b>Last Month</b></i>	<i><b>Fiscal Year-to-Date</b></i>	<i><b>This Month Last Year</b></i>	<i><b>Last Year-to-Date</b></i>
Pre-applications Conferences	2	0	17	1	11
Hours Spent on Development Review*	40	60	430	29	769
Hours spent on Utility Permits*	20	10	235	28	477
<b>Development Permits Issued</b>					
Development Permits Issued	2	1	16	1	10
Utility Permits Issued	2	2	40	8	57
<b>New Sewer Connections***</b>					
New Sewer Connections***	6	1	28	2	54
New Water Services	5	1	-	-	-
<b>Active Erosion Control Permits</b>					
Active Erosion Control Permits	43	45	308	39	192
Total Erosion Control Permits Inspected	43	45	308	39	192
Active Construction Permits	17	19	159	20	82
<b>Sanitary SDC Fees Received</b>					
Sanitary SDC Fees Received	\$103,300.00	\$5,165	\$276,745	\$10,330	\$273,745
<b>Water SDC Fees Received**</b>					
Water SDC Fees Received**	\$32,960.00	\$5,015	\$159,425	-	-
<b>Plan Review Fees Received*</b>					
Plan Review Fees Received*	\$7,513.85	\$2,944	\$58,630	\$573	\$9,221
<b>Inspection Fees Received*</b>					
Inspection Fees Received*	\$2,689.90	\$3,142	\$56,916	\$4,867	\$16,949

**Attachments**

1. Capital Project Tracker
2. Development Review Status Tracker

### Capital Project Tracker

Project Name	Fund	Project Manager	Total Budget	Other Contracts	Construction Contract	Total Spent (Minus Retainage)	% Spent of Budget	Status	Next Task	Expected Completion Date
Solids Handling Bldg. Refurbishment and Process Improvements	SS	Rice	\$ 300,000.00	\$ 115,075.00	\$ -	\$ -	0%	Planning	Review of 60% Plans	6/30/2019
Secondary Clarifier Refurbishment	SS	Ogbeide	\$ 500,000.00	\$ -	\$ -	\$ -	0%	Planning	Determining costs for FY20 Budget	12/31/2019
Aeration Control Strategy Evaluation	SS	Ogbeide	\$ 50,000.00	\$ -	\$ -	\$ -	0%	Planning	Reviewing Final Draft of Scope	6/30/2019
Mainline Repair Program	SS	Rice	\$ 200,000.00	\$ 34,770.00	\$ -	\$ -	0%	Planning	Finalizing Design. Then requesting permits from Clack. Co.	6/30/2019
Stormwater Master Plan	SW	Rice	\$ 125,000.00	\$ 21,440.00	\$ -	\$ 6,741.06	5%	Planning	Board Approval of Project Strategy	12/31/2019
Water Master Plan	W	Rice	\$ 185,720.00	\$ 185,720.00	\$ -	\$ 94,418.00	51%	Active	Review Draft Chapters	3/31/2019
Water Meter Replacement Program	W	Ogbeide	\$ 1,350,000.00	\$ -	\$ -	\$ 232,765.00	17%	Implementation	Installation is underway. 423 meters installed by 01/22/19	10/31/2019
WRF Decant Expansion	SS,SW,W	Ogbeide	\$ 510,000.00	\$ 38,400.00	\$ -	\$ 14,920.11	3%	Planning	50% design is reviewed. Finalizing 90% plans.	6/30/2019
Boardman Wetland Complex	SS,SW	Rice	\$ 3,167,665.75	\$ -	\$ 3,167,666.00	\$ 1,945,669.64	61%	Under Construction	Sanitary Sewer testing and Finish Boardwalk	8/30/2019
Last Updated										2/13/2019



<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Warranty Period	3127 SE Concord Rd.	Residential Subdivision; 32 lots; Concord Oaks, formerly Concord Vineyards II	Oak Lodge Warranty period expires July 2018	2/9/19
Warranty Period	13012 SE Oatfield	Residential Subdivision; 9 lots.	OLWSD Warranty period expires Sept. 2019	2/9/19
Warranty Period	4281 SE Manewell Lane	Residential Subdivision: 4 lots.	Oak Lodge Warranty period expires June 2019.	2/9/19
Warranty Period	SE Manewal at SE Towery LN. 4-lot subdivision	Residential Subdivision; 4-lots	Oak Lodge warranty expires June 2019	2/9/19
Warranty Period	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln. (Tilia Ln) Originally "Wanderlust Lane"	Residential Subdivision; 3 lots	Oak Lodge warranty period ends March 2019.	2/9/19
Under Construction	18121 SE River Rd.	Residential Subdivision; 72-lots ; Jennings Lodge Estates	OLWSD Permit expires Sept. 2019	2/9/19
Under Construction	3816 SE Hill Rd	Residential Subdivision; 8-lots	OLWSD Permit expires March 2019.	2/9/19
Under Construction	13715 SE River Road	Residential Care Home Expansion 28 Homes. Garden Grove and North Pocket Development	OLWSD permit expires June 2019 (extension).	2/9/19
Under Construction	12705 SE River Rd.	Willamette View Riverview Dining Facility Replacement	Oak Lodge permits expire March 2019 (extension)	2/9/19
Under Construction	SE Courtney at SE Rupert	Multi-Family Residential 10-unit apartment	Oak Lodge permit expiration October 2019	2/9/19
Under Construction	3260 SE Oak Grove Blvd	130,000 square foot mini storage facility	OLWSD permits expire May 2019	2/9/19
Under Construction	18107 SE Blanton	Residential Subdivision; 3-lots	OLWSD permit expires July 2019	2/9/19
Under Construction	19421 SE KAY ST	Residential Subdivision; 4 lots	Oak Lodge permits expire Jan. 2020	2/9/19
Under Construction	15314 SE RUPERT DR	Residential Subdivision; 7 lots	OLWSD permits expire March 2019	2/9/19
Under Construction	13809 SE Linden Ln.	Replace existing single family dwelling with duplex.	OLWSD permits expire May 2019	2/9/19
Under Construction	16885 SE McLoughlin	Commercial Structural Alteration (Les Schwab)	Oak Lodge Plan Review expires July 2019	2/9/19
Under Construction	13755_SE_Schroeder	Residential Care Units; Rose Villa "The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD	Oak Lodge permits expire June 2019 (extension)	2/9/19
Under Construction	22E07CA03003 (SE Allan Rd @ SE Worthington)	Residential subdivision: 2-lots	Oak Lodge permits expire Feb. 2020	2/9/19
Under Construction	13630 SE Laurie Avenue	Residential Care Auxiliary Structure: Art Studio	Oak Lodge permits expire July 2019	2/9/19
Under Construction	12705 SE River Rd.	Multi-family Adult Care 50 units + Dining	Oak Lodge permits expire July 2019	2/9/19
Under Construction	SE Torbank @ SE River Rd	CC DTD SIDEWALKS PUBLIC IMPROVEMENTS	OLWSD permits expire December 2019	2/9/19
Plan Review	15510 SE Wallace Street	Residential Subdivision; 13 lots	OLWSD Water-only. Drains to WES for SS and SWM. Oak Lodge review expires June 2019	2/9/19
Plan Review	17624 SE RIVER RD	Multi-family residential; three (3) 2-family_ dwelling units and two (2) three family dwelling units	Oak Lodge Plan Review expires July 2019	2/9/19
Plan Review	4322 SE Pinehurst Ave	Residential Subdivision; 7 lots	Oak Lodge Plan Review expires July 2019	2/9/19
Plan Review	14107 SE Lee Ave	Residential subdivision: 2 lots	Oak Lodge Plan Review expires July 2019	2/9/19

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Plan Review	16800 SE McLoughlin	Commercial Structural Alteration	Oak Lodge Plan Review expires July 2019	2/9/19
Plan Review	3622 SE Pinehurst	Residential Subdivision; 7 lots	Water utility only. Oak Lodge review expires August 2019	2/9/19
Plan Review	14497 SE River Rd	Residential Subdivision; 3-lots	Land Use Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Plan Review	14868 SE LEE AVE	Land Use Comments sent to CCDTD. County land use expiration timeline.	Land Use Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Plan Review	4410 SE pinehurst	Residential Subdivision; 4 lots	Water utility only. Oak Lodge review expires August 2019	2/9/19
Plan Review	18225 Portland Ave	Residential Subdivision; unknown lots	In Gladstone and OLWSD. County land use timeline.	2/9/19
Pre-Application	14710 SE Lee Ave	DESIGN REVIEW – Nonconforming use - Residential	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Pre-Application	17025 SE Oatfield Rd	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Pre-Application	No address: SE Cedar at SE Courtney	Duplex	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Pre-Application	17025 SE Oatfield Rd.	Residential Subdivision; 2-lots	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Pre-Application	16550 SE McLoughlin Blvd	Upgrade approved level 2 vending unit to a level 3 vending unit with a drive-thru service	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19
Pre-Application	18 14517 SE Keuhls Way	11 apartments (4 studios, 4 one bedrooms, 3 two bedrooms). Retains existing residence.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/9/19



## **AGENDA ITEM**

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**Agenda Item:** Call for Public Comment  
**Item No.:** 9  
**Presenters:** N/A

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### **Background:**

Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

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

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**Agenda Item:** Business from the Board  
**Item No.:** 10  
**Presenters:** N/A

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**Background:**

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

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

**Sunrise Water Authority  
January 23, 2019 Board Meeting  
Paul Gornick's Notes**

- **Board passed the consent agenda which included acceptance of the water system at Rock Creek Phase 1 subdivision, extending the professional services contract for Reservoir 1, and an expenditure for the Active Leak Detection System for Class 50 pipe.**
- **Board approved financial statements for the prior period, and acknowledged receipt of the 2017-2018 audit.**
- **Board appointed Denise Bergstrom as Budget Officer and approved the calendar for the 2019-2020 budget.**
- **Board was informed of the annual indexing of the SDC, which will now be \$8989 with cash discount.**
- **General Manager gave his update report – Reservoir #11 wall construction is proceeding and is expected to be complete by the end of March. The customer satisfaction survey currently has about 200 responses. There are plans to schedule a February workshop to update the Board (and its new members) on current strategy, organizational priorities, financial details and other topics. Staff is working on preliminary details related to site planning and layouts, for a new office/operations yard on our property off SE 172nd Ave. GM noted that the Clackamas River Water Providers recommends more aggressive conservation messaging to reduce outdoor irrigation in August and elimination of same in September.**
- **The engineering manager gave engineering and construction reports.**
- **Board discussed the future calendar and gave their liaison reports.**
- **Board went into Executive Session to discuss real property transactions and/or potential litigation.**



A regular meeting of the Sunrise Water Authority Board of Commissioners will be held on **Wednesday, January 23, 2019 at 6:00 p.m.** at Sunrise Water Authority, 10602 SE 129<sup>th</sup> Avenue, Happy Valley, Oregon, 97086.

## AGENDA

### CALL REGULAR MEETING TO ORDER

- Pledge of Allegiance
- Approval of Agenda
- Outstanding Items

### PUBLIC COMMENT

Please sign the attendance sheet. Members of the public are welcome to speak for a maximum of three minutes. Public comment provided at the beginning of the agenda will be reserved for comment on special presentations, letters and complaints. Public comment related to specific agenda items must be held until the board addresses that item.

### 1. CONSENT AGENDA

- 1.1 Approval of Minutes
  - A) Regular Meeting: December 19, 2018
  - B) Special Meeting: December 26, 2018
- 1.2 Extend Professional Service Contracts for Reservoir 11 Project
- 1.3 Acceptance of Water Mains and Related Facilities for The Trails at Rock Creek Phase 1 Subdivision
- 1.4 Expenditure for Leak Detection System for Class 50 Pipe

### 2. DISCUSSION ITEMS

- 2.1 Financial Statements – December 2018
- 2.2 Presentation of FY2017-18 Audit (CAFR)
- 2.3 Appoint Budget Officer and Adopt Calendar for FY2019-20 Budget
- 2.4 2019 System Development Charges

### 3. STAFF REPORTS

- 3.1 Manager's Update
- 3.2 Engineering & Construction Reports
- 3.3 Operational Reports

### 4. BOARD BUSINESS

- 4.1 Board Calendar
- 4.2 Liaison Reports & Assignments
- 4.3 Information Items

#### 4.4 Future Agenda Items

#### 5. EXECUTIVE SESSION

An executive session of the Sunrise Water Authority Board of Commissioners will be held pursuant to:

ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions; and,

ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

#### 6. RETURN TO REGULAR MEETING, ADDRESS ANY ACTION NEEDED FROM EXECUTIVE SESSION, AND ADJOURN

**POSTED FRIDAY, JANUARY 18, 2019 PER REQUIREMENTS.**

The meeting site is accessible to persons with disabilities. Requests for an interpreter for the hearing impaired should be directed to Cindy Wolff at 503-761-0220 or [cwolff@sunrisewater.com](mailto:cwolff@sunrisewater.com) at least 48-hours in advance.

*C4 RETREAT  
JUNE 14-15*

**Agenda**

**Thursday, February 07, 2019**

**6:45 PM – 8:30 PM**

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

**AGENDA**

*Hillside Apts*

✓ **6:45 p.m. Pledge of Allegiance**

**Welcome & Introductions**

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

**Housekeeping**

- Approval of December 06, 2018 C4 Minutes **Page 03**

✓ **6:50 p.m. Housing Bond – Clackamas County Implementation Update**

- Staff memo and materials **Page 05**

✓ **7:20 p.m. Transportation Futures Study Update**

- Staff memo and materials **Page 06**
- TFS Legislative 1-pager **Page 13**

✓ **7:50 p.m. T2020 (Regional Transportation Investment Measure)**

- Staff memo **Page 14**
- BCC comment letter on T2020 **Page 15**

**8:15 p.m. Updates/Other Business**

- VRF Update
- State Legislative Session
- R1ACT Appointments Update **Page 17**
- C4 Retreat
- JPACT/MPAC Updates
- Other Business

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

*Chair Bernard -  
Update VRF  
& proper showed  
for public hearing -  
having 2nd  
hearing 6 PM  
good*

*CHRISTINE  
LEWIS  
DEW METRO  
COUNCILOR  
IN ATTENDANCE*



## General Information



### Current Voting Membership

		C4 Exec	C4 Metro	C4 Rural	JPACT	MPAC	R1ACT
Clackamas County	Chair Jim Bernard	●	●	●			
Clackamas County	Commissioner Paul Savas		●	●	●		●
Canby	Mayor Brian Hodson	●		●			●
CPOs	Laurie Freeman Swanson (Molalla CPO)	●	●	●			
Estacada	Mayor Sean Drinkwine			●			
Fire Districts	Matthew Silva (Estacada Fire District)	●					
Gladstone	Mayor Tammy Stempel		●				
Hamlets	Kenny Sernach (Beavercreek Hamlet)			●			
Happy Valley	Councilor Markley Drake		●				
Johnson City	Vacant						
Lake Oswego	Councilor Theresa Kohlhoff	●	●				
Milwaukie	Mayor Mark Gamba		●			●	
Molalla	Mayor Jimmy Thompson			●			
Oregon City	Mayor Dan Holladay		●				
Portland	Vacant						
Rivergrove	Mayor Heather Kibbey		●				
Sandy	Mayor Stan Pullman			●			
Sanitary Districts	Nancy Gibson (Oak Lodge Water Services)	●					
Tualatin	Councilor Paul Morrison		●				
Water Districts	Hugh Kalani (Clackamas River Water)						
West Linn	Mayor Russ Axelrod		●				
Wilsonville	Mayor Tim Knapp		●		●		

### Current Ex-Officio Membership

MPAC Citizen Rep	Vacant
Metro Council	Councilor Christine Lewis
Port of Portland	Emerald Bogue
Rural Transit	Julie Wehling
Urban Transit	Eve Nilenders

### Frequently Referenced Committees:

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

**Thursday, December 06, 2018**

**6:45 PM – 8:30 PM**

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

**Attendance:**

- Members:**      **Canby:** Brian Hodson (Co-Chair); **Clackamas County:** Jim Bernard; Paul Savas; **CPOs:** Laurie Swanson (Molalla); Martin Meyers (Redland-Viola-Fischers Mill); **Estacada:** Sean Drinkwine; **Hamlets:** Rick Cook (Stafford); **Happy Valley:** Markley Drake; **Lake Oswego:** Jeff Gudman; **Milwaukie:** Mark Gamba; **MPAC Citizen:** Ed Gronke (Alt.) **Sandy:** Carl Exner; Jan Lee (Alt.) **Sanitary District:** Nancy Gibson **Transit:** Julie Wehling (Canby); Eve Nilenders (Trimet); Andi Howell (Sandy)(Rural Alt.) **Water Districts:** Hugh Kalani; **West Linn:** Russ Axelrod; **Wilsonville:** Tim Knapp
- Staff:**              Chris Lyons (PGA); Trent Wilson (PGA)
- Guests:**            Jaimie Huff (Happy Valley); Doug Riggs (West Linn); Megan McKibben (Cong. Schrader); MJ Cartasegna (BCC); Mark Ottenad (Wilsonville SMART); Marge Stewart (Firwood CPO); Mike Bezner (DTD); Steve Williams (DTD); Mary Raethke (Admin)

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

<b>Agenda Item</b>	<b>Action</b>
<b>Approval of November 1, 2018 Minutes</b>	Approved.
<b>January Meeting Discussion</b>	C4 discussed the merits of attending or cancelling the January 3 C4 meeting, given the proximity to the holidays and a common overlap with many cities swearing in new city members. C4 agreed to host a doodle poll for January 10, citing a need to address vacancies in the RIACT. No meeting if January 10 did not poll for a quorum.
<b>Transportation Futures Study Discussion</b>	Clackamas County staff presented updated materials detailing what a Clackamas transportation futures study might entail. C4 agreed with the approach and decided to pursue funding from the state legislature.
<b>C4 Legislative Strategy Discussion</b>	On the heels of the transportation futures study discussion, members discussed relevant topics that C4 and C4 member

	<p>jurisdictions might advocate for and/or track in the upcoming legislative session. County staff recommended that issues like funding for I-205, the county courthouse replacement project, and a transportation futures study should float to the top.</p> <p>For its 2019 legislative priorities, C4 members voted unanimously to support funding for the I-205 expansion project and the Clackamas Transportation Futures Study, and to engage with the state on housing initiatives and opportunities.</p>
<p><b>Urban City Executive Committee Seat</b></p>	<p>Anticipating Councilor Jeff Gudman’s stepping down from C4 due to terming out of Lake Oswego’s council, the urban cities caucused to select a new “urban cities” representative to the C4 Executive Committee.</p> <p>Councilor Theresa Kohlhoff was selected as the interim-executive committee member until C4 makes its formal elections in March.</p>
<p><b>Updates/Other Business</b></p> <ul style="list-style-type: none"> <li>• <b>JPACT/MPAC Updates</b></li> <li>• <b>VRF Update</b></li> </ul>	<p><b>JPACT/MPAC:</b> Councilor Betty Dominguez provided an update on the success of Metro’s November housing bond and provided an update on the formation of the Housing Bond Oversight Committee, which is expected to be seated by February 1, 2019. Clackamas County is expected to receive \$115 million that will increase affordable housing units by approximately 812 units.</p> <p><b>VRF Update:</b> County staff described the community outreach that has occurred to-date. Chair Bernard reminded the cities of his request to submit support letters to the BCC.</p>

Adjourned at 8:40 p.m.

**Memorandum**

**To: Clackamas County Coordinating Committee (C4)**  
**From: Jill Smith, Deputy Director of Health, Housing & Human Services**  
**Date: February 07, 2019**  
**RE: Housing Bond – Clackamas Implementation Update**

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**Overview:**

Following the passage of the 2018 Housing Bond, Clackamas County has been working closely with Metro and regional partners to plan how best to address critical housing needs using new revenue. The February 07, 2019 presentation to C4 is an update on this process.

The Clackamas County Board of Commissioners will meet on February 19th, 2019 to agree upon certain strategic priorities for use of these funds, which will inform the Housing Authority's process moving forward.

Clackamas County has already prioritized the importance of partnering with local jurisdictions, agencies, and partners to deliver new housing services. Presently, we are offering informational updates on the county's process with our local partners and jurisdictions, and will make time to meet with your agency or jurisdiction.

Please follow our progress on this important housing initiative here:  
<https://clackamas.us/metrohousing>

**Contact:**

Jill Smith, Deputy Director – Health, Housing & Human Services  
[Jsmith6@clackamas.us](mailto:Jsmith6@clackamas.us)

*\$116M FOR CLACKAMAS COUNTY*

*80% of pop in METRO GROWTH BOUNDARY*

*ONLY NEW HOUSING w/ METRO BOUNDARY*

*Bond allows for flexibility for affordable housing - up to 80% MIT*

*FREE'S UP SOME <sup>CC</sup> FUNDS THAT WERE SPENT  
w/ UGB THAT CAN BE SPENT IN GOV'T EXAM,  
INSTEAD.*

**MEMORANDUM**

**TO:** Clackamas County Coordinating Committee  
**FROM:** Stephen Williams, Principal Transportation Planner  
**DATE:** January 31, 2019

**SUBJECT:** Draft Scope of Work for the Clackamas County Transportation 2070

At the November and December 2018 C4 meetings there was discussion of the idea of preparing a Clackamas County transportation study with a 50 year time horizon. Members of the committee agreed that the coming 50 year period will be one of great change in transportation due to anticipated changes in technology (for example autonomous and connected vehicles, wide-spread adoption of electric vehicles), growth in the Portland metro area and Clackamas County, long term changes in the economy and resulting land use patterns, as well as issues that are already under study such as climate change adaption, and earthquake resiliency. Based on that discussion members C4 included a legislative request of \$2.5 million for the study in the joint legislative strategy that was approved by C4 at the December meeting. In addition, C4 requested that CTAC develop the scope for the proposed study and provide it to C4 for review and discussion at the February meeting. The following scope of work was reviewed and discussed by CTAC at their January meeting and is put forward for C4 review. CTAC will further develop this scope of work if funds are identified to move forward with the proposed study.

**Clackamas County Transportation 2070 Desired Outcomes:**

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- Identify about 10 high priority, major transportation system improvements for incorporation into the Metro Regional Transportation Plan (RTP) and local transportation system plans that should be completed in the next 50 years to support job creation and improve quality of life in Clackamas County
- Determine future transit service models and the manner in which future transit services can contribute to meeting mobility needs for all of Clackamas County.
- Identify the role that will be played by the bicycle and pedestrian transportation in the future and the types of investments that should be prioritized.
- Find opportunities for economic development and job creation that will result from expected changes in the economy, land use and transportation in the next 50 years.
- Identify improvements to transportation infrastructure that will increase earthquake resiliency throughout the county.
- Reduce the impact of climate change on the transportation system in Clackamas County by identifying changes to transportation system materials, maintenance practices and stormwater facilities.
- Develop information, policies and recommendations that can be incorporated into the Metro RTP and local transportation system plans to help prepare for future changes, including:
  - Design changes to the built transportation infrastructure that will occur over the next 50 years due to changes in transportation technology.
  - Recommendations on capabilities that can be added incrementally to the transportation infrastructure in coming years through capital construction and maintenance programs that will ease the implementation of advance technologies.
  - Key investments and policies that will support the rapid implementation of advanced technology outside the urban areas of the county.
  - Policies that could be adopted by the local governments to reduce transportation access disparities across all demographic groups and areas of the county.

*ADD IN  
MITIGATION  
OF CLIMATE  
CHANGE  
EX: MILWAUKEE  
WILL EXPERIENCE  
ISSUES FROM  
SEA LEVEL  
RISE -*

*6 WILLAMETTE  
IS TIDAL RIVER*

## Clackamas County Transportation 2070 Scope of Work

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### Task #1: Involvement

Public involvement will be critical to the successful completion of this project and is intended to be both broad and deep. It should reach the full geographic extent of Clackamas County, and the full diversity of the population of the county. Five main public involvement approaches will be applied in the process. The following describes the public involvement strategies that will be used in the course of the process.

- 1) **Online Open House** – An online open house will be established for the process and used throughout to engage the public on the critical issues and secure feedback. Materials will be available for review and download. Presentations will be available as live stream and also for later viewing. Input and comment forms will be available.
- 2) **Focus Groups** – 5 focus groups will be established representing 5 geographic areas of the county. The focus groups will be used during the process to discuss issues and alternatives and provide feedback. The focus group membership to represent the full range of age, income and race/ethnicity of the areas the focus groups represent.
- 3) **Surveys** – Scientific surveys should be conducted at critical points in the project to provide an unbiased view of the interests and desires of the public.
- 4) **Project Management Team** – A project management team composed of staff members representing Clackamas County, cities, ODOT, Metro, and transit agencies will be formed. Project Management Team meetings will advertised in the Online Open House and open to the public.
- 5) **Community Advisory Group (CAC)** – A Citizens Advisory Group will be formed to provide on-going input on the study and the products.

The specific involvement activities to be carried out for each task are identified below.

### Task #2: Scenario Planning Tool

This project will require a transportation forecasting tool that is very flexible due to two basic recognitions that have led to interest and support for this study:

- The transportation future will not look like the past
- How the transportation future will look can't be known at this point

As a result, the study will require a tool that facilitates the analysis of very different future scenarios. Much of the basic data for the scenario planning tool will come from the versions of the Metro model used for the Washington County Futures project and will be updated as necessary. Two capabilities needed in the scenario planning tool will be:

- 1) **Rapid Turn Around of Scenario Planning Alternatives** – The software for the scenario planning tool should facilitate easy editing of model inputs, and rapid execution of model runs. Although the Metro model is very powerful, model runs can require several days. The scenario planning tool should be sufficiently easy to use so that model runs can be executed in a few hours.
- 2) **Ease of Altering Critical Input Variables** – MPO travel demand models, like Metro's, have standard values set for the key parameters that are derived from previous data collection efforts and are not easily altered. But many of the changes in transportation demand in the future will be triggered by changes in those basic variables away from the historic values. Variables that describe trip costs, mode choice, trip length frequency, and vehicle occupancy will change, leading people and businesses to make different transportation choices. The modeling tool used for this study must allow such variables to be easily changes as necessary to create alternative scenarios.

Fortunately, the need for these types of tools has been widely recognized and many universities, states and

MPOs are working to develop this next generation of traffic forecasting tools. Steps for the development of the scenario modeling tool are as follows:

- 1) Identify critical capabilities and variables that must be included in the scenario modeling tool
- 2) Conduct research to identify possible approaches to implementation of a scenario planning model
- 3) Select the model
- 4) Identify and obtain required input data
- 5) Implement scenario planning model and calibrate it by backcasting to 2015

**Involvement:**

The Project Management Team will be the primary group to conduct and receive input on the development of the scenario planning tool.

**Task #3: Existing Critical Issues**

Existing critical issues must be addressed in coming years due to their potential impact on the transportation system.

- 1) **Earthquake Resiliency**  
 A 500 year Cascadia Subduction zone earthquake could have widespread impacts on the transportation system in Clackamas County. Potential impacts could include bridge collapse, road deformation due to liquefaction, subsidence or uplift, landslides, and temporary or permanent inundation due to river or stream channel migration. The following should be undertaken to plan for the impact of a major earthquake on the transportation system in Clackamas County.
  - a. Identify earthquake hazard areas by type
  - b. Identify critical emergency response and lifeline transportation networks and evaluate the locations on those networks that could be severed during a major earthquake
  - c. Work with emergency response agencies in the county to identify and prioritize transportation system projects throughout the county necessary to improve earthquake resiliency
- 2) **Climate Change Adaption**  
 US Department of Transportation and many states have prepared plans for climate change adaption measures. The main impacts on the city and county transportation systems in Clackamas County that will require changes to current practices are:
  - More frequent or severe rainfall increasing stormwater flow and requiring improvements to culverts and stormwater infrastructure
  - Increased average and peak temperatures resulting in degradation of road and bridge materials, increasing the maintenance frequency and costs.
 The following should be undertaken as part of this study to plan for the impact of climate change adaption on local transportation systems:
  - a. Identify culverts and stormwater infrastructure that may be inadequate to handle increase stormwater flow
  - b. Research and provide estimates for revised materials specifications for higher average and peak temperatures
- 3) **Improved Urban-Rural Connectivity**  
 An identified concern in the Clackamas County transportation system is limited capacity between urban and rural areas, resulting in congestion and safety issues on roads connecting the two areas of the county. The study should research approaches using all modes to improve mobility between rural and urban areas, and make recommendations on specific improvements.

**Involvement:**

Materials and products for Task #3 should be provided in the online open house, and presented to the focus

groups. Input received through those processes should be presented to the Project Management Team and CAC.

#### **Task #4: Emerging Technologies**

There are several emerging technologies that will have broad impact on many aspects of the transportation systems of Clackamas County. These include full conversion of the fleet to electric vehicles, full conversion to autonomous and connected vehicles, widespread use of shared mobility services, proliferation of small mobility devices such as e-scooters and e-bikes, and changes in the provision of transit services in the future.

- 1) **Electric Vehicles** – Research should be conducted and presented on the effect of electric vehicles on communities and local transportation systems. Topics to be studied should include changes to local land uses and codes, electric power generation requirements, charging facilities, and solid waste. The expected rate at which the vehicle fleet will convert from fossil fuels to electricity should be identified, as well as performance metrics for the electric vehicles such as speed and range.
- 2) **Autonomous and Connected Vehicles** – Research should be conducted and presented on the effect of autonomous and connected vehicles. Topics should include safety metrics, front/rear/side clearances, rate of conversion of the vehicle fleet, performance of autonomous and connected vehicles in traffic mixed with human drivers, cost per mile of operation, road capacity equivalence between human operated vehicles and autonomous vehicles, and changes required to public infrastructure to support connected vehicle technology.
- 3) **Shared Mobility** – Research should be conducted and presented on the effect of shared mobility. Topics should include the anticipated cost per mile of shared mobility service provided with autonomous vehicles, availability/response times, effect on daily vehicle miles traveled, and changes to land use patterns/designs and parking requirements, and impacts to transit that will result.
- 4) **Small Mobility Devices** – Research should be conducted and presented on small mobility devices such as e-scooters and e-bikes. Among the topics studied should be the anticipated role of such devices in the transportation system, safety, special facility requirements, and the effect of small mobility devices on the transportation system.
- 5) **Transit Services** – Clackamas County currently receives less transit service than other parts of the Portland Region. Emerging technologies could greatly impact the delivery of transit services in the future. Research should be conducted on the manner in which transit services can be expected to change in urban, suburban and rural areas and recommendations presented the local governments on how they can support and expand transit access in the future.
- 6) **Scenario Modeling that Incorporates these Emerging Technologies** – To enable the scenario modeling tool to analyze future transportation, the effects of these emerging technologies must be quantified. This will be accomplished by developing model scenarios at 10 year intervals (2020, 2030, 2040, 2050, 2060 and 2070). Based on the research conducted for previous tasks, the assumptions and critical values in the scenario planning tool will be altered to represent the mix of transportation technologies and services that are expected to be available for each of the years.

#### **Involvement:**

Involvement for this step should occur across all involvement modes. Materials should be prepared and posted to the Online Open House, focus groups, and project management team.

#### **Task #5 Changing Economy**

Economic changes have historically resulted in changes in land use and transportation systems. The country is in the middle of a major change from an economy based on brick and mortar employment and business locations accessed by vehicles to virtual locations that are accessed via the internet. This change is bringing about major shifts in our land use patterns. In addition, other changes in technology such as autonomous and connected vehicles, a fully electric vehicle fleet and the switch to shared mobility could also have a major impact on our



land uses and built environment. This task will provide information on those coming changes to our economy, land use patterns and built environment to support planning efforts by the local governments of Clackamas County. In addition, this task will analyze land use allocations that account for these changes and will be used to prepare future land use forecasts for the scenarios in Task #6.

- 1) Report on 50 year economic trends
- 2) Identification of key economic trends that could create opportunities for economic development and job creation in Clackamas County
- 3) Analysis of the impact of the 50 year economic changes on land use
- 4) Revise long term population and employment forecasts to account for changing land use demands

**Involvement:**

Online open house, project management team, and CAC.

**Task #6 Population & Employment Forecasts**

The amount of population and employment growth in the Portland region and the share of that growth that occurs in Clackamas County is a critical issue for this study. Growth in Portland, Washington County, Multnomah County, north Marion County and other surrounding areas will great influence Clackamas County. Furthermore, issues arising from future population and employment growth in Clackamas County are driven not only by the amount of growth, but by the distribution of that growth within the county. For example, if growth mainly occurs within the Metro UGB it will result in very different transportation needs than if such growth occurs on the urban fringes and cities outside the Metro UGB. Different visions of the distribution of growth within the county and surrounding areas will be a critical difference between the future scenarios that are analyzed for this project.

- 1) Analyze population and employment forecasts developed for Washington County Futures Study
- 2) Conduct 50 year population and employment scenario workshop for the Portland region including north Marion County and Columbia County with the assistance of Metro and Portland State University Population Research Center
- 3) Conduct a population and employment workshop for Clackamas County with citizens, elected officials and staff from county, cities and CPOs to develop three population and employment scenarios for the county. Possible scenarios could include 1) Most growth within the Metro UGB, 2) Much of the growth occurring in urban reserves and cities outside the Metro UGB, 3) Growth distributed throughout the county based on current proportions
- 4) Prepare small area population and employment forecasts for scenario modeling purposes based on the county-wide growth scenarios developed in the previous step.

**Involvement:**

This is a critical point in the study that will require full engagement through all involvement modes including: online open house, focus groups, survey, project management team and CAC.

**Task #7 Goals and Vision**

In traditional planning, vision, goals, and objectives are developed at the beginning of the process because short term planning processes represent relatively small, incremental changes. In a 50 year planning process, potential changes are much larger, and could move in directions that were unconsidered at the beginning of the planning process. As a result, in scenario planning a great deal of effort is applied to the analysis of possible changes and the results of those changes so that vision, goals and objectives are selected that will be relevant in the situation that will exist in the very long term future. In scenario planning it is develop a vision and goals that don't presuppose current day approaches to addressing those needs. In this scenario planning process for the

transportation system in Clackamas County the identification of the vision and goals occurs near the end of the process, after the participants in the planning process have gained an understanding of the changes that may occur in the 50 year time frame. This task is intended to reach a consensus on the long term vision and goals and then develop a consensus scenario to achieve the vision and goals:

- 1) Conduct a consensus building process to create vision and goals for the transportation system in light of the anticipated changes and identified needs and deficiencies in the Clackamas County transportation system.
- 2) Identify strategies that could be applied to achieve the vision and goals for 2070.
- 3) Use the scenario planning tool to analyze the strategies, and identify the mix of strategies that that result in successful achievement of vision and goals. The final scenario that results in successful achievement of vision and goals would be identified as the preferred strategy.

**Involvement:**

Online open house, focus groups, survey, project management team, and CAC

**Task #8 Scenario Planning**

A key consideration in this process is that there is a very large element of uncertainty. Nearly all researchers and planners agree that multiple changes affecting our transportation systems will be occurring at the same time, resulting in changes that are impossible to predict using typical forecasting methods. Scenario planning is a process that has been developed over the last 30 years to facilitate planning in situations such as this with high levels of uncertainty. Scenario planning has most often been applied in business and emergency response, but the rapid pace of changing is leading local, regional and state governments to use the process as well. The following describes the steps that are proposed to be used in this scenario planning process:

- 1) Identify the changes that will have the greatest impact on the transportation systems in Clackamas County. Determine the time period over which each change will take place, as well as the likely effect of that change.
- 2) Create scenarios that include and combine the possible changes in different ways. One should be a base line scenario that extends current data and trends into the future. Other scenarios could include other types of changes including vehicle technology, cost of transportation, implementation of shared mobility, electrification of the vehicle fleet, changing land use patterns or others. There should be four total scenarios, including the base line scenario.
- 3) Apply the scenario planning tool to each of the four scenarios to forecast travel on the Metro 2040 transportation system adopted in the 2018 Regional Transportation Plan update. Analyze and compare the results to identify issues and refinements that are needed in the scenarios. Re-analyze scenarios as necessary with the scenario planning tool. Analyze the 50 year forecasts (2070) to identify needs and deficiencies in the existing and planned transportation system for each of the scenarios.
- 4) Create alternative transportation improvement packages that address the needs and deficiencies in the existing and planned transportation system in different ways. Analyze the transportation improvement packages using the scenario planning tool to determine the strengths and weaknesses of each approach for each alternative scenario. Compare the alternative transportation packages to find alternatives that best address the transportation system needs and deficiencies.

**Involvement:**

Online open house, focus groups, project management team, and CAC.

## Task #9 Policy and Project Priorities

Once the preferred strategy has been determined it is necessary to identify policy and project priorities that will bring about the preferred strategy. It is not the intent of this study to identify a long list of policies or projects based on benefits at the neighborhood or community scale. Rather, this project is intended to achieve consensus on a few, very high priority policies and projects that are vital to implementing the vision and goals across the entire county.

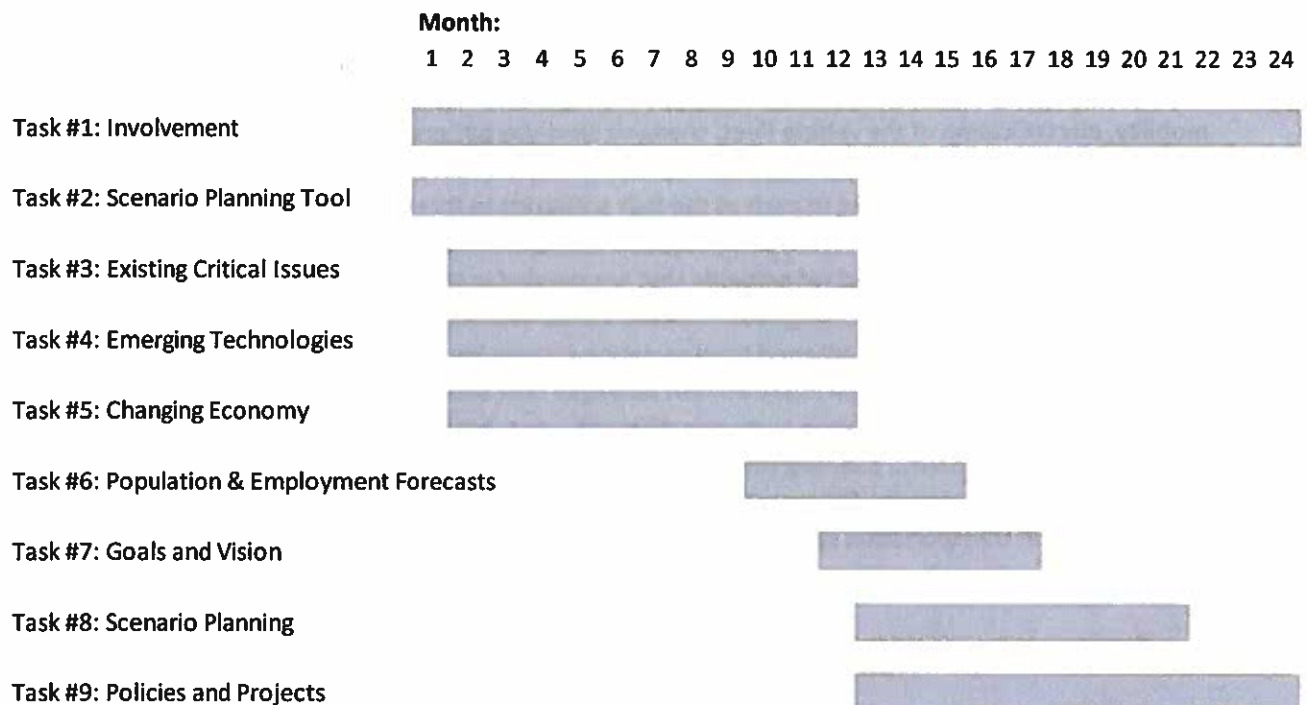
- 1) Input sessions should be conducted to identify ideas for possible policy and projects. The resulting ideas should be summarized into policy and project proposals.
- 2) The policy and project proposals should be presented to the public, interested organizations, staff, and elected officials online, and through public meetings and focus groups. Each policy and project proposal should be scored and the summary of the scores provided.
- 3) The scoring process should be repeated to arrive at the highest priorities.
- 4) The preferred scenario would then be created incorporating the highest priority policies and projects and analyzed to determine if it resulted in the achievement of the adopted vision and goals. If the adopted vision and goals were not achieved, then the process would be repeated with additional policy/project proposals focused on meeting any identified deficiencies.
- 5) The final scenario would be identified as the preferred long term transportation concept for Clackamas County.

### Involvement:

Online open house, focus groups, survey, project management team, and CAC

### Task Schedule:

The chart below shows the approximate schedule for each task in this project assuming a 24 month study process.



# Clackamas County *TRANSPORTATION* 2070

**PROPOSAL** – *Clackamas County and its 16 cities* propose to develop a long-term plan to identify top priority transportation improvements needed on state, regional and local systems in Clackamas County over the next 50 years. The plan will forecast major population, economic, environmental, and technology changes to help inform what investments or actions are required to meet those needs. **Duration: 2 years**

*The 2013 State Legislature funded a similar project in Washington County, which allowed the county to better understand and address long-term transportation needs.*

**STATE FUNDING REQUEST** – **\$2.5 million**. This project will only be possible with state funding because the county and cities have large transportation maintenance and improvement deficits that HB2017 only begins to remedy.

**TASKS** – *Clackamas County and its cities, ODOT, Metro and TriMet* will identify expected changes and begin planning to work with and enhance those changes to meet local and regional long-term transportation needs. The proposed project will include six main tasks:

1. **Identify** predicted future population and employment growth.
2. **Consider** major issues related to all transportation systems (including motorized vehicles, freight, transit, bicycles and pedestrians), such as:
  - a. Future traffic on major corridors (e.g., I-205, OR 212/Sunrise Expressway, US 26, Highway 43, Highway 99E, etc.)
  - b. Regional connections, urban-rural connectivity, and telecommuting
  - c. Seismic resiliency and climate change adaptation
3. **Anticipate** major changes in the economy and in technology.
4. **Utilize** scenario planning to manage the uncertainty involved in long-term planning.
5. **Select** the highest priority transportation improvements that serve multiple needs.
6. **Implement** survey research, focus groups, online public engagement and other strategies to involve all segments of the community from across the entire county.



**RATIONALE** -- *The next 50 years* will see meaningful change in transportation systems. By 2070, experts anticipate full implementation of autonomous and connected vehicles. During the same 50 years, population and employment growth will expand developed areas of Clackamas County beyond the Metro Urban Growth Boundary, creating a need for new transportation facilities and systems.



If ODOT, Metro, TriMet, Clackamas County and the cities fail to anticipate and adjust to these rapid changes, it will adversely affect the attractiveness of the county and its cities as a place to live and grow a business, as well as hamper mobility in the increasingly populated urban and rural areas between the Willamette River and Mt. Hood.

With several highly important state transportation facilities traversing Clackamas County, growing cities, and integration with the Portland metropolitan area, the county is ideally located to support long-term growth in the transportation system for our residents and our region. But long-term needs should be studied now, and can only happen with state funding support.

## **C4 Staff Memo**

**Re: Regional Investment Strategy (T2020)**  
**From: Mike Bezner, Assistant Director of Transportation**  
**Date: January 31, 2019**

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Metro Council has begun its discussion of a Regional Investment Strategy (also known as T2020), with three work sessions (January 24<sup>th</sup>, January 31<sup>st</sup> and February 7<sup>th</sup>) dedicated to the Regional Transportation Investment Measure Framework, a map of the initial proposed corridors, and a makeup of the Advisory Committee. The attached memo from Metro staff outlines the “Refined Draft Tentative Metro Council Direction on Regional Transportation Investment Measure Framework and Package Development.”

Knowing that the direction set by Metro Council at the initial stages of this discussion will be the foundation for projects that could be included in the future, the Board of County Commissioners sent a letter to Metro Council emphasizing the need to include our local jurisdictions in this phase of the process. It also includes information regarding priority transportation corridors in Clackamas County. These corridors reflect the places where cities had indicated they had priority project needs in Fall of 2017 during the last regional transportation funding measure discussion.

While there will not be a full presentation from Metro on the Regional Investment Strategy at the February C4 meeting, this C4 agenda item provides an opportunity for local jurisdictions to learn about T2020 and discuss how they can be engaged in the process.

**For additional information, please contact:**  
Karen Buehrig, Transportation Planning Supervisor  
karenb@clackamas.us



**BOARD OF COUNTY COMMISSIONERS**  
**PUBLIC SERVICES BUILDING**  
2051 KAEN ROAD | OREGON CITY, OR 97045

January 29, 2019

Metro Council  
600 NE Grand Ave.  
Portland, OR 97232

Dear Metro Councilors:

We appreciate Metro's efforts to address the transportation challenges that are facing the residents of our region with a 2020 Regional Transportation Investment Measure (T2020).

The top priority transportation corridor for the Clackamas County Board of Commissioners is the **Sunrise Corridor: Phase 2**. We have projects along the Sunrise Corridor that are designed to significantly improve safety, mobility, accessibility, Green House Gas (GHG) reduction and workforce development. This corridor provides the anchor to accessing employment and housing lands in one of the region's fastest growing areas.

Over the past few years, the region's leaders have had conversations and have visited with other regions (e.g. Seattle, Los Angeles) who have successfully passed regional transportation measures. We believe that the key lesson learned is that the best approach requires an all-inclusive process. Currently, things are moving very fast and decisions are being made without giving JPACT, MPAC, and regional partners time to be included, especially during these early stages. Folding in local knowledge of the issues facing our communities will contribute to the success of any future funding measures.

We understand that the Metro Council will be meeting over the next two weeks to solidify the Regional Transportation Investment Measure Framework, the map of Initial Proposed Corridors, and the makeup of the Advisory Committee. Since these items are being prepared quickly with no formal input process from the region, we request that any action that the Metro Council takes on the framework and the proposed corridors be preliminary based on further input received from your regional partners. In addition, we request that the proposed makeup of the Advisory Committee be shared with regional partners now so that meaningful feedback can be given before the Metro Council makes decisions that formalize the committee.

With that in mind, we do know from previous efforts that there are several corridors in Clackamas County where solutions to critical transportation needs have been identified. These corridors include:

- **Sunrise Corridor: Phase 2**
- **The Clackamas to Columbia Corridor (C2C)** - 172<sup>nd</sup> Ave-190<sup>th</sup> Ave-182<sup>nd</sup> Ave
- **Hwy 213** - from Beaver Creek Road to I-205
- **Hwy 43** - from Lake Oswego to Oregon City Arch Bridge
- **Hwy 99E** - from Milwaukie to Oregon City
- **Greater Hwy 224** corridor through Milwaukie
- **Boones Ferry Road** through Lake Oswego
- **Pedestrian and Bikeway** connection between Oak Grove and Lake Oswego

We urge you to provide a formal process for your jurisdictional partners to discuss the Framework, the Proposed Corridors, and the Advisory Committee makeup. This would include discussions at JPACT and MPAC, and with our cities, most of whom have not had even informal involvement in this process. These decisions that are being made that will set the course over the next year and a half.

Sincerely,



Jim Bernard, Chair

On behalf of the Clackamas County Board of Commissioners

**Memorandum**

**To:** C4 Metro Subcommittee  
**From:** Trent Wilson, Government Affairs Specialist  
**Re:** R1ACT Clackamas Urban Cities Discussion  
**Date:** February 07, 2019

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**Overview**

The Region 1 Area Committee on Transportation (R1ACT) is currently (re)filling its 2019 appointments and other vacancies, which includes 5 openings in Clackamas County. The open seats and process to fill those appointments is outlined below.

**Existing Seats**

Seat	Term	Existing/previous members
Clackamas County	2019 to 2023	Commissioner Paul Savas
<i>Process: Nominated by Board of County Commissioners</i>		
Urban city	2019 to 2023	Previously Mayor Lori DeRemer
<i>Process: Nominated through application process by urban cities</i>		
Urban city*	2019 to 2021	Previously Councilor Jeff Gudman
<i>Process: Nominated through application process by urban cities</i>		
Rural city	2019 to 2023	Mayor Brian Hodson
<i>Process: TBD</i>		
Business member	2019 to 2023	Bill Avison
<i>Process Nomination affirmed by consent of C4. ODOT does not require a selection process for members interested in continuing their appointment.</i>		

\* The second urban city appointment is a vacancy for a staggered four year term. This seat would need to be reappointed in two years.

**The process outlined for the (2) two urban cities seats is currently:**

- Applications due to Trent Wilson by Thursday, February 25, 2019
- Cities caucus at March 07, 2019 C4 meeting to select from nominations
- BCC formalizes nomination list in letter to ODOT
- Selections are submitted to ODOT

**For additional information, please contact:**

Trent Wilson – [twilson2@clackamas.us](mailto:twilson2@clackamas.us)



**From:** Wilson, Trent

**Sent:** Thursday, January 24, 2019 2:36 PM

**Subject:** Requesting Nominations for two Clackamas Urban City seats on the R1ACT - Due February 25

Dear Clackamas Urban City Mayors and City Managers,

There are currently two vacancies in the ODOT Region 1 Area Commission on Transportation (R1ACT) that are designated for urban cities within Clackamas County. This email outlines the nomination process to fill those seats. This process has been endorsed by the urban city elected officials who serve at the C4 Metro Subcommittee.

1. ***Interested elected city officials of Clackamas cities may submit a completed nomination form (attached) to Trent Wilson ([twilson2@clackamas.us](mailto:twilson2@clackamas.us)) by February 25, 2019.***
  - a. R1ACT positions serve staggered 4-year terms. One of these city vacancies is in the middle of its 4-year appointment, with two years remaining. In your materials, please indicate if you wish to serve in the 2-year or 4-year term, or have no preference.
2. On March 7, 2019, the urban cities of C4 will caucus to select which two nominees will be recommended to ODOT.
3. Recommendations at C4 are formalized by the Clackamas Board of County Commissioners and presented to ODOT.

Candidate expectations: The R1ACT meets in the evening of the first Monday of every other month. Whomever is selected for these urban city seats will be invited to attend their first R1ACT meeting on April 1, 2019. For more details on the R1ACT, please visit the R1ACT webpage.

Please feel welcome reach out if you have any questions.

Thank you,

**Trent Wilson | Government Affairs Specialist**

Clackamas County Public & Government Affairs

Public Services Building | 2051 Kaen Road, Suite 426 | Oregon City, OR 97045

Office: 503.655.8206 | Cell: 971.263.4183

*The Public & Government Affairs Department is open Monday-Thursday 7am-6pm and closed on Fridays.*



**Portland Metro Area Commission on Transportation (ACT)  
Nomination Form**

ORS 184.610 to 184.666 gives the Oregon Transportation Commission (OTC) authority to establish the policies for the operation of the Oregon Department of Transportation and for the administration of programs related to transportation. R1ACT is an advisory body chartered under authority of the OTC. While the OTC retains oversight and final decision-making authority, R1ACT provides valuable input and recommendations.

R1ACT membership shall consist of 31 voting members. Sixteen of the 31 members will be nominated by county commissions and/or county coordinating committees per the R1 ACT Formation Proposal. Nomination forms must be accompanied by a single cover letter signed by the chair of the nominating entity. You may attach resumes or other supporting documentation as needed.

The ACT will meet monthly for 90 minutes during the workday. Members must be willing to attend meetings and actively participate in the development of the ACT work plan and evaluation of transportation projects for selection in the Statewide Transportation Improvement Plan (STIP). For more information on ACTs and STIP, go to:

- [http://www.oregon.gov/odot/comm/pages/act\\_main.aspx](http://www.oregon.gov/odot/comm/pages/act_main.aspx)
- <http://www.oregon.gov/odot/td/stip/pages/default.aspx>

Each applicant must return a form for each nominee to [Kimberly.Dinwiddie@odot.state.or.us](mailto:Kimberly.Dinwiddie@odot.state.or.us).

Nominating Entity Information			
Organization Name:		Submittal Date:	
Signing Authority		Number of Nominees:	
Email Address		Phone Number:	

Nominee Information	
Candidate Name:	
Occupation	
Phone Number	

Is this nominee an elected official? YES  NO

If yes, what elected position do they hold?

---

**Describe the candidate's experience in transportation policy, project development, project delivery and/or finance.**

**Does this nominee fulfill your requirement of a business or labor stakeholder? If so, what are their qualifications specific to this role?**

**Will this nominee represent the interests of environmental justice or health stakeholders? If so, please describe their qualifications specific to this role.**

# C4 2019 State Legislative Outreach

Shovel  
Ready  
↓  
2020  
ODOT FINALIZING PLANS H2  
CURRENTLY NO FUNDS T1 2026

## Talking Points: I-205 Funding

- Please tell your legislative leadership that a funding solution for the I-205 bottleneck must be prioritized in the 2019 session.
- This is the #1 shared transportation priority for all Clackamas jurisdictions.
- The state has already invested \$53.7 million in planning the lane widening and seismic improvements between Stafford Road and OR 213 including the Abernethy Bridge.
- The project will be shovel ready in early 2020, yet under current plans, construction will be delayed until 2026 at the earliest due to a lack of funding.
- Each year that we wait, the estimated project cost increases by \$15 million.
- We cannot let these critical capacity and seismic upgrades languish while waiting at least seven more years for new revenues. We must begin right away. Resources and opportunities are available this biennium to address this need.

## Talking Points: Transportation Futures Study

- The 16 cities of Clackamas are partnering with the County to request \$2.5 million from the Legislature to develop a 50-year transportation plan.
- The study will include every Clackamas city, the County, Metro, ODOT, multiple transit agencies including TriMet, and various stakeholders.
- The plan will identify top priority transportation improvements needed on state, regional, and local systems and will forecast major population, economic, environmental, and technology changes to help inform what investments or actions are required to meet those needs.
- Please tell your legislative leadership that this is a priority funding request and should be included in the year-end funding bill, aka the Christmas Tree bill.

## City Outreach

### Canby, Estacada:

- Sen. Olsen
- Rep. Drazan

### Milwaukie:

- Sen. Taylor
- Rep. Power

### Gladstone, Oregon City:

- Sen. Olsen
- Rep. Meek

### Molalla:

- Sen. Girod
- Rep. Lewis

### Happy Valley:

- Sen. Thomsen
- Sen. Fagan
- Rep. Bynum
- Rep. Reardon

### Sandy:

- Sen. Thomsen
- Rep. Williams

### Lake Oswego, Tualatin, West Linn:

- Sen. Wagner
- Rep. Prusak

### Wilsonville:

- Sen. Thatcher
- Sen. Olsen
- Rep. Neron
- Rep. Drazan



DRAFT

DRAFT

DRAFT

Legislative Leadership  
Oregon State Capitol  
Salem, OR 97301

Re: I-205 Widening and Seismic Improvements Project

Dear Ways and Means Co-Chairs Johnson, Steiner Hayward & Rayfield, and Joint Transportation Committee Co-Chairs McKeown & Beyer,

As officials elected by and/or representing the residents of the Portland metropolitan region, we share an obligation to protect their safety and promote a healthy economy that is accessible to all. The health and safety of our region and our state are inextricably linked to the infrastructure that connects them. In our region, millions depend on Interstate 205 for that connection.

Thanks to HB 2017, the Legislature identified the I-205 bottleneck between Stafford Road and OR 213 as a signature congestion relief project for the state. With ODOT's subsequent investment of \$53.7 million for planning and design, the project is expected to be shovel ready in early 2020. Unfortunately, under current plans, construction will be delayed until 2026 at the earliest due to a lack of funding. And each year that we wait, the estimated project cost increases by \$15 million. **We believe it's our duty to act now to protect this important lifeline by funding these essential upgrades to I-205 in the 2019 legislative session.**

This project reflects several important values that Oregonians expect from their transportation system:

**Safety** – As a designated statewide north-south lifeline route, I-205 will be called upon to provide supplies and services to the region shortly after a disaster. Immediate action is needed to seismically upgrade the Abernethy Bridge and replace or retrofit eight additional bridges in the project area to withstand a major earthquake.

**Economic opportunity** – The federal government has designated I-205 as a High Priority Corridor in the Portland metropolitan area. It connects employers, the traveling public, and businesses to the Portland International Airport, the State of Washington, and numerous local jurisdictions. This corridor serves as vital infrastructure for the economic health of both the region and the entire State of Oregon.

**Quality of life** – When the Governor's Transportation Vision Panel met with communities statewide in 2016 seeking input on a transportation package, the public and businesses from all corners of Oregon sent a clear message on the need to address highway congestion in the Portland region, including the I-205 bottleneck.

**We can't let these critical capacity and seismic upgrades languish while waiting at least seven more years for new revenues. We must begin right away. Resources and opportunities are available this biennium to address this need.**

We thank you for your attention to this important issue and urge your support for a funding solution in the 2019 legislative session to ensure that I-205 improves the quality of life of all Oregonians.

Sincerely,

DRAFT

DRAFT

DRAFT





## Consortium Board Meeting Agenda

**DATE:** February 6, 2019  
6:30 p.m. – 8:30 p.m.

**LOCATION:** Metro  
600 NE Grand Avenue  
Portland, OR 97232

*Amanda FRITZ  
in ATTENDANCE*

### Agenda

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**Introductions** (3 minutes)

**Approval of Consortium Board Meeting Summary for October 3, 2018** (2 minutes)

**Public Comment\*** (5 minutes)

**Consortium Program Evaluation Presentation – DHM Research** (60 minutes)

- Present outcomes of program evaluation

**Director Report – Rebecca Geisen, Managing Director** (10 minutes)

- Update on on-going projects

**Program Updates – Bonny Cushman, Program Coordinator** (10 minutes)

- Update on activities of the Emergency Preparedness and Conservation Programs

**FY 2019-20 Consortium Budget and Work Plan – Rebecca Geisen, Managing Director** (20 minutes)

- Approval of FY 2019-20 Consortium Budget and Work Plan

**2019 Legislative Session Update – Rebecca Geisen, Managing Director** (10 minutes)

- Informational

**Next Meeting Date/Location:**

*June 5, 2019/Metro*

\*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.







## 2019 Legislative Session Update 2/6/19

### General Overview

The 2019 State Legislature convened January 22 for a 160-day short session that is constitutionally required to adjourn sine die on June 30.

After the November 2018 elections, Democrats have supermajorities in both the chambers, enabling them to pass tax and finance bills without Republican support. The balance of power is 38 Democrats to 22 Republicans in the House and 18 Democrats to 12 Republicans in the Senate.

Priorities of lawmakers this session include housing, carbon emissions, and education funding.

### Water-Related Issues

#### Agency budgets

**Oregon Water Resources Department (WRD)** – WRD’s requested budget includes asks for increased funding for legal expenses, funds for increased groundwater data collection and management, and a request for \$15 million in Lottery Bond Revenue to provide grants and loans to water supply projects.

#### **Oregon Health Authority Drinking Water Services (DWS)**

**SB 27** – Changes the way DWS assesses fees on water suppliers. This bill is sponsored by the Governor’s Office.

#### Carbon Emissions

**LC 894** – Creates the Carbon Policy Office; cap and invest emissions reduction program, also known as Clean Energy Jobs.

#### Planning and Resilience (See RDPO Summary)

**HB 2084** - Extends sunset date of WRD place-based planning pilot.

**HB 2085** - Revises Dam Safety Statutes.

#### Public Contracting

**HB 2094** - Permits contracting agency to consider whether proposer owes debt to the state before contract execution.

**HB 2409** - Provides that prevailing wage rate in locality is wage set forth in collective bargaining agreement for trade in that locality.

**HB 2769** - Allows pricing information to be used sooner in the qualification-based selection process.

#### SDCs

**HB 2001** - Requires cities over 10,000 to allow and adopt middle housing code; prohibits local governments from requiring SDCs be paid before issuance of occupancy permit.

#### Water Rights

**SB 51** – Clarifies WRD authority to change type of use of stored water; declares valid past and final changes.



## Oregon Legislative Assembly: 2019 Emergency/Resiliency Bills (RDPO)

Bill Number	Summary	Status (@ 1/31/19)
<b>House Bills (HB)</b>		
2208	Establishes Oregon Business Development Department program to issue grants for improving seismic safety, stability and resiliency of qualifying unreinforced masonry and unreinforced concrete buildings. Establishes fund for program. Authorizes issuance of lottery bonds during biennium ending June 30, 2021, to finance program. Takes effect on 91st day following adjournment sine die.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness, with subsequent referral to House Ways and Means
2209	Requires railroads that own or operate high hazard train routes to have oil spill contingency plans that have been approved by Department of Environmental Quality. Defines "high hazard train route." Sets forth requirements for submission and approval of contingency plans for high hazard train routes. Requires railroads that own or operate high hazard train routes to annually submit financial responsibility statements to Department of Environmental Quality. Establishes High Hazard Train Route Oil Spill Preparedness Fund. Continuously appropriates moneys in fund to Department of Environmental Quality for certain purposes related to high hazard train route contingency planning. Sets forth additional requirements for plan adopted by State Fire Marshal for coordinated response to oil or hazardous material spills or releases that occur during rail transport.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness, with subsequent referral to House Ways and Means
2229	Requires school districts to provide instruction and drills on how to prepare for and survive after natural disaster. Directs Department of Education to develop curriculum relating to earthquake and tsunami safety. Requires school districts to implement curriculum unless districts provide written notice to State Resilience Officer. Declares emergency, effective July 1, 2019.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness
2522	Creates income tax credit for taxpayers that purchase certain emergency preparedness supplies. Applies to tax years beginning on or after January 1, 2020, and before January 1, 2026. Takes effect on 91st day following adjournment sine die.	24% progression - referred to revenue
2530	Creates Task Force on Disaster Response and Recovery. Directs task force to study and recommend legislation to develop program of upgrades to critical facilities and infrastructure with goal of increasing disaster resiliency. Sunsets December 31, 2020. Takes effect on 91st day following adjournment sine die.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness, with subsequent referral to House Ways and Means
2536	Establishes Oregon Public Places are Safe Places Investment Fund. Continuously appropriates moneys in fund to Office of Emergency Management for implementation of strategies for identifying and developing staging areas for emergency response. Creates advisory committee within office to provide recommendations and advice regarding expenditures from fund.	
2558	Directs Department of Education to conduct study regarding impacts of major seismic event on children, including identifying methods for preparing schools and communities to meet needs of children following major seismic event. Directs department to submit report to interim committee of Legislative Assembly no later than September 15, 2020. Sunsets December 31, 2020. Declares emergency, effective on passage	25% progression - referred to House Cmte on Veterans and Emergency Preparedness, with subsequent referral to House Ways and Means
2564	Directs Office of Emergency Management, in administering grants issued by federal State Homeland Security Grant Program, to eliminate restrictions on use of grant moneys and to distribute moneys to applicants using formula grant instead of competitive process. Provides that office is not required to administer program in manner that may jeopardize state eligibility for federal grant moneys.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness

2565	Directs Oregon Military Department to issue grants to counties for purpose of hiring emergency management agency personnel. Declares emergency, effective July 1, 2019.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness, with subsequent referral to House Ways and Means
2730	Renames Office of Emergency Management as Oregon Department of Emergency Management. Establishes department as state agency independent from Oregon Military Department. Provides that Director of Oregon Department of Emergency Management is appointed by Governor. Provides that current Director of Office of Emergency Management serves as initial director of department. Becomes operative on July 1, 2020.	25% progression - referred to House Cmte on Veterans and Emergency Preparedness
<b>Senate Bills (SB)</b>		
235	Eliminates cap on total amount authorized for grant program for installation of generator connectors on fuel sources at cardlock fuel facilities. Appropriates money to Oregon Military	25% progression - Referred to Environment and Natural Resources.
95	Requires owners and operators of bulk petroleum terminals to conduct and submit to Department of Environmental Quality seismic vulnerability assessments.	25% progression - Referred to Environment and Natural Resources.



## **REGIONAL WATER PROVIDERS CONSORTIUM BOARD MEETING Minutes of October 3, 2018**

Consortium Board Chair Russ Axelrod called the Regional Water Providers Consortium Board Meeting to order at 6:33 p.m. The meeting was held in the Metro Council Chambers.

Elected representatives from seventeen Consortium member agencies were present at the meeting (which is a quorum), including City of Beaverton, Clackamas River Water, City of Forest Grove, City of Gresham, City of Hillsboro, City of Lake Oswego, City of Milwaukie, Oak Lodge Water Services, Rockwood Water PUD, City of Sherwood, South Fork Water Board, Sunrise Water Authority, City of Tigard, City of Troutdale, City of Tualatin, Tualatin Valley Water District and West Slope Water District.

Consortium member agencies not represented by elected officials at this meeting included City of Cornelius, City of Gladstone, City of Portland, Raleigh Water District, and City of Sandy.

Chair Axelrod welcomed new Consortium Board Member Councilor Randy Lauer from the City of Troutdale. Chair Axelrod noted that Commissioner Amanda Fritz from the City of Portland will be new to the Board as well. Commissioner Fritz had a prior commitment from before her appointment to the Board so was unable to attend this meeting.

**Introductions:** Introductions were made. Those in attendance included Mayor Denny Doyle and David Winship from the City of Beaverton; Commissioner Naomi Angier and Todd Heidgerken from Clackamas River Water; Rob Drake from City of Cornelius; Councilor Peter Truax and Rob Foster from the City of Forest Grove; Councilor Kirk French and Andrew Degner from the City of Gresham; Commissioner Dave Judah and Kevin Hanway from the City of Hillsboro; Councilor Jackie Manz and Kari Duncan from the City of Lake Oswego; Councilor Lisa Batey from the City of Milwaukie; Commissioner Nancy Gibson from Oak Lodge Water Services; Edward Campbell and Mike Stuhr from the City of Portland; Director Tom Lewis and Brian Stahl from Rockwood Water PUD; Councilor Sean Garland and Craig Sheldon from the City of Sherwood; Mayor Russ Axelrod from South Fork Water Board; Commissioner Kevin Bailey from Sunrise Water Authority; Councilor Tom Anderson and John Goodrich from the City of Tigard; Councilor Randy Lauer from the City of Troutdale; Councilor Frank Bubenik and Jeff Fuchs from the City of Tualatin; Commissioner Jim Duggan, Carrie Pak and Andrea Watson from Tualatin Valley Water District; Commissioner Noel Reiersen and Mike Grimm from West Slope Water District; and Rebecca Geisen, Bonny Cushman, and Patty Burk, Consortium Staff.

Regional Water Providers Consortium Board Meeting Minutes  
October 3, 2018

**Approval of Consortium Board Minutes for June 6, 2018:** Commissioner Nancy Gibson made a motion to approve the June 6, 2018 Consortium Board meeting minutes as presented. Councilor Kirk French seconded the motion. The Consortium Board unanimously approved the June 6, 2018 Consortium Board minutes as presented. (17:0:0)

**Public Comment:** None.

**Consortium Strategic Plan:** Rebecca Geisen, Consortium Project Manager pointed out that the final draft Consortium Five-Year Strategic Plan was included in the meeting materials packet. The final draft incorporated comments from the Consortium Board, updated maps and photos, and minor revisions to fix typographical and grammatical issues. Ms. Geisen noted that both the Consortium Technical Committee and the Executive Committee reviewed and endorsed the Plan and she is now looking to the full Board to approve the Plan. Ms. Geisen thanked the Executive Committee and the Board for their tireless work on the Strategic Plan over the past year as well as the Consortium Technical Committee and other working committees.

Ms. Geisen noted that also included in the meeting materials packet was a handout that outlined the strategic initiatives and work task. Ms. Geisen advised that this is the working document that is guided by the Strategic Plan and will help to shape the Consortium budget and work plan over the next five years.

Chair Axelrod asked for any thoughts, ideas, comments on the Strategic Plan.

Mayor Peter Truax made a motion to adopt the Consortium Five-Year Strategic Plan. Mayor Denny Doyle seconded the motion. The Consortium Board unanimously approved the adoption of the Consortium Five-Year Strategic Plan. (17:0:0)

**Project Manager Report:** Ms. Geisen pointed out that a detailed tri-annual activity report was included in the meeting materials packet and encouraged Board members to look over the report for information on activities conducted since the last Board meeting in June.

**New Member Outreach:**

Ms. Geisen advised that Consortium staff met with the new staff member representatives from the City of Troutdale and Cornelius to share program information, answer questions, and welcome them to the organization.

**Stranded Worker Agreement:** Ms. Geisen reminded Consortium Board members that a Stranded Worker Agreement has been drafted that would allow staff to report to a water provider closer to where they live to provide assistance with the understanding that during a major event like an earthquake, many folks will not be able to report to work, but may be able to get to the city or district nearest to their home. Ms. Geisen advised that Consortium staff has been working with the Oregon Water/Wastewater Response Network (ORWARN) to have the agreement as an amendment to the ORWARN mutual aid agreement as almost all Consortium members are members of ORWARN. Ms. Geisen said a draft Stranded Worker Agreement has been sent to the ORWARN Chair for review and consideration.

Regional Water Providers Consortium Board Meeting Minutes  
October 3, 2018

Water Quality Advisory – Salem OR: Ms. Geisen reported that in September, the Emergency Planning Committee invited Dwayne Barnes the Utility Operations Manager from the City of Salem to talk about Salem’s 2018 summer water quality event, use of the mobile emergency water distribution systems, and lessons learned.

**2018 Public Outreach Overview:** Bonny Cushman, Consortium Program Coordinator provided an overview of the Consortium’s 2018 public outreach efforts. Ms. Cushman highlighted the television and radio campaigns; how to videos; enhancements to the Consortium website and expansion of the social media presence – Facebook, Twitter and YouTube; Consortium newsletters; conservation and emergency preparedness promotions; printed materials; and events.

Ms. Cushman reviewed the public outreach work plan for FY 2018/19 which includes an updated look and feel for Consortium materials, logo and documents; an evaluation of the Consortium’s public outreach initiatives and programs; new radio ads in both English and Spanish; new conservation and emergency preparedness how-to videos; additional new printed materials; increased Spanish outreach; and a revamp of the Consortium website.

Ms. Cushman concluded by noting that a clear roadmap for the Consortium’s outreach efforts has been developed – build on past successes; go where the people are; develop targeted messaging; increase the accessibility to the Consortium’s messages and materials; and be responsive to the needs of Consortium members and the public.

The Consortium Board thanked Ms. Cushman for her presentation.

**FY 2019/20 Budget and Work Plan Concepts Discussion:** Ms. Geisen pointed out that included in the meeting materials packet is a budget memorandum and spreadsheet that outlines budget concepts for FY 2019/20. Ms. Geisen noted that the FY 2019/20 budget and work plan will be quite different than this current year’s budget that utilized a large carry-over (\$188,000) that allowed the funding of our current level of service, one-time projects, and kept dues flat. The carryover that is available as a dues reduction for FY 2019/20 is only \$41,700. Ms. Geisen said, as mentioned during last year’s budget discussions, to maintain the current level of service or grow the program, a dues increase will be needed.

Ms. Geisen advised that the goal of tonight’s budget discussion is for the Board to provide direction to Consortium staff on program priorities and budget parameters. Ms. Geisen gave a brief overview of Consortium programs, administration and public involvement; regional coordination; emergency preparedness; and conservation as well as a review of the current one-time projects that were made feasible because of the large carryover from the previous year.

Ms. Geisen noted that it important to consider the following: the lower carryover will result in higher dues to maintain programs; staffing costs are unknown at this time, but a placeholder of 5% increase was used; there has been no dues increase (over 1.5%) since FY 2013/14; and the updated Strategic Plan outlines new and continuing initiatives moving forward.



Regional Water Providers Consortium Board Meeting Minutes  
October 3, 2018

Ms. Geisen presented three budget options that reflect different levels of dues increases, the program changes and what strategic initiatives they support. She advised that these options can be modified and were put together to give the Board some scenarios to discuss. Option A, which would include a 5% dues increase, reduces program levels for the summer television and radio campaign; eliminates how to videos; and a reduces the emergency preparedness TriMet bus campaign. Option B, which would come with a 10% dues increase is characterized as a current service level budget and includes the possible reallocation of outreach funds contingent upon the results of the Consortium program evaluation. Option C, which includes a 13% dues increase would include some enhanced service level allowing for the printing of new emergency preparedness and conservation materials, and the continuation of Spanish radio messaging and other Spanish outreach. All three options eliminate the Interconnection Study sinking funds as this work may be brought in house and become member staff driven.

Ms. Geisen noted that both the Consortium Technical Committee and the Executive Committee reviewed and discussed these budget options and directed staff to highlight for the Board how the different options support the newly adopted Consortium Strategic Plan. Neither committee had a specific option to recommend to the Board, but both favor a budget that supports the new strategic plan while being mindful of the costs.

Board members discussed the budget options presented. There was general understanding that Consortium dues have been able to remain flat for the past several years by utilizing large carryover funds and that to maintain and grow programs a more significant dues increase may be needed. It was noted that water providers have a responsibility to their customers to continue with the valued programs, especially the Spanish language outreach programs. The consensus expressed was Option B or C were doable with the understanding that the 10-13% increase would be a one-time adjustment year to “true up” dues to fund and support programs.

Ms. Geisen reminded Board members that the costs and dues estimates may vary depending on the final staffing costs which will be provided by the City of Portland in December. Current budget information assumes an increase of 5% in staffing costs. Ms. Geisen advised that once staffing costs are available, Consortium staff, in concert with the CTC and EC, would finalize a proposed FY 2019/20 budget and work plan for Board consideration and approval at their meeting in February.

**Summer Supply Wrap Up:** Ms. Geisen reported that nine counties in the State of Oregon declared drought this summer, however, there was no state-wide action on drought this year. Ms. Geisen noted that CTC met in July and August to share information about respective sources, capacity, messaging, and any summer supply challenges. Consortium messaging was updated as needed.

**Clackamas River:** Todd Heidgerken from Clackamas River Water provided an overview of the water supply situation for the Clackamas River for this past summer. In 2018, there was concern about summer water supply at the beginning of the summer because of below normal snowpack reaching only about 60% of normal, and a very warm May that caused early snow melt. This combination lead to lower than normal river flows in June, and the US Drought Monitor

Regional Water Providers Consortium Board Meeting Minutes  
October 3, 2018

indicated worsening conditions. Providers who rely on the Clackamas River as a drinking water source watched the river gauges closely over the summer as flow rates hovered somewhat near to some providers' curtailment triggers, but the flows did not dip below those levels. Some voluntary and enhanced conservation messaging was done throughout the summer but in general supply remained adequate.

Trask/Tualatin Rivers: Kevin Hanway from the City of Hillsboro gave an update on the Joint Water Commission (JWC) system. The JWC includes the Cities of Hillsboro, Forest Grove, Beaverton, TVWD, and wholesale customers – the Cities of Cornelius and North Plains. Mr. Hanway reported that the JWC felt very comfortable about their water supply this summer. He noted that Hagg Lake and Barney Reservoir began the summer full. The JWC does not rely on snowpack but rather relies on stored water. Mr. Hanway noted that for most of the summer daily water demand was lower in 2018 as compared to 2015 and reservoir storage in late September 2018 was greater than in 2015. Overall, summer water supply for the JWC system was ample.

Bull Run: Edward Campbell from the City of Portland provided an update on the Bull Run water supply. Mr. Campbell noted that the Portland Water Bureau serves approximately one million customers in the Portland metro area as well as several wholesale customers. Mr. Campbell shared the rate of drawdown and usable storage throughout the summer. He noted that the Portland Water Bureau began running groundwater from the Columbia South Shore Well Field in late June and continued to run it throughout the summer. Drawdown began in May which is very early. Early tracking had water supply below 2015 levels, but supplies rebounded quickly, and usage leveled out and summer supplies held steady and in good shape. Mr. Campbell commented that the work the Consortium did regarding summer supply discussions and check-ins throughout the summer was very beneficial. He noted that the City of Portland often gets a lot of media attention in the summer about water supply. The coordination the CTC did throughout the summer and the understanding of other water sources supply situations helped to shape media messaging and remind the media that the summer water supply story in the region is not individual to Portland.

Willamette River: Carrie Pak from Tualatin Valley Water District (TVWD) gave a review of 2018 Willamette River flows. Ms. Pak reported that the City of Hillsboro, TVWD and the City of Beaverton are currently working on the development of a treatment plant that would utilize water from the Willamette River and provided a forward look to 2026 on how the supplies on the Willamette River will look once the treatment plant is on line. Ms. Pak discussed what the 2018 river flows would look like if the new treatment plant was in use today and concluded that there would be adequate instream flows to meet supply needs and nearly 95% of flows would meet fish persistence criteria. Ms. Pak said the Willamette River is a highly reliable source and their planning for the future begins by managing this resource now.

Troutdale: The City of Troutdale provided information on their summer water supply. They reported that their groundwater wells were able to meet summer demand. One pressure zone required monitoring due to a well being out of service for rehabilitation and they utilized one back-up well to support normal operations for a short period due to heavy construction and irrigation water use in the north industrial area. Overall the supply was adequate and available, and they did not have to consider any substantial curtailment measures.

**Regional Water Providers Consortium Board Meeting Minutes  
October 3, 2018**

The Regional Water Providers Consortium Board meeting was adjourned at 8:35 p.m. The next meeting of the Regional Water Providers Consortium Board is February 6, 2019 at 6:30 p.m. in the Metro Council Chambers.

Submitted by Patty Burk, Consortium Staff

# REGIONAL WATER PROVIDERS CONSORTIUM

## Expense Report for Fiscal Year 2018-19

Account	2018				2019				Total YTD	Expended Budget Percentage
	July-August	September-October	November-December	January-February	March-April	May-June	Budgeted Amount			
<b>CONSORTIUM BASE BUDGET</b>	17%	34%	50%	67%	84%	100%				
Personnel Services -- including labor and benefits (610010)	76,186.58	81,473.78	\$63,736.68	0.00	0.00	0.00	0.00	221,397.04	44.43%	
	\$76,186.58	\$81,473.78	\$63,736.68	\$0.00	\$0.00	\$0.00	\$0.00	\$221,397.04		
Professional Services (521000 to 521100)	317.50	2,123.75	35,488.75	0.00	0.00	0.00	0.00	37,930.00		
Other Services -- advertising, ext. print & reprod., repair/maint. services (52400/529000)	7,406.00	30,293.34	1,541.03	0.00	0.00	0.00	0.00	39,240.37		
Internal Printing P&D/Mail Processing (651209/651201)	93.24	311.17	819.81	0.00	0.00	0.00	0.00	1,224.22		
Refreshments (539000 to 539100)	62.40	971.00	323.50	0.00	0.00	0.00	0.00	1,356.90		
Space Rental (544000)	0.00	0.00	1,642.50	0.00	0.00	0.00	0.00	1,642.50		
Operating Supplies (532000 to 532200)	14.97	110.03	80.74	0.00	0.00	0.00	0.00	205.74		
Miscellaneous M&S and Strategic Tech Billables (549000/651532)	433.34	433.34	0.00	0.00	0.00	0.00	0.00	866.68		
Fleet Services (651101 and 589960)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Postage ( 651210)	1,245.67	2,656.79	221.29	0.00	0.00	0.00	0.00	4,123.75		
Travel/Training/Sponsorship/Dues (541100 to 542400)	162.00	899.76	4,114.59					5,176.35		
Sinking Fund (Interconnections Study - yr 2)								0.00		
<b>Materials &amp; Services Subtotal</b>	\$9,735.12	\$37,799.18	\$44,232.21	\$0.00	\$0.00	\$0.00	\$0.00	\$91,766.51	25.52%	
Contingency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
<b>SUBTOTAL</b>	\$85,921.70	\$119,272.96	\$107,968.89	\$0.00	\$0.00	\$0.00	\$0.00	\$313,163.55		
Administrative Overhead (29.5%)**	22,475.04	24,034.77	18,802.32	0.00	0.00	0.00	0.00	65,312.13		
<b>Consortium Budget Total*</b>	\$108,396.74	\$143,307.73	\$126,771.21	\$0.00	\$0.00	\$0.00	\$0.00	\$378,475.68	37.11%	

\*Includes budget carryover of \$118,643 from FY 2016-17. Total dues collected for FY 2018-19 was \$831,255.

\*\*Administrative Overhead is applied to personnel service costs only.



**Consortium Expense Report for Fiscal Year 2018-19 (continued)**

Account	2018				2019				Budgeted Amount	Total YTD	Expended Budget
	July-August	September-October	November-December	January-February	March-April	May-June					
<b>CONSERVATION PROGRAM IMPLEMENTATION</b>											
Personnel Services – including labor and benefits (511100 to 514700)	30,198.55	29,325.76	24,645.18	0.00	0.00	0.00	0.00	\$0	84,169.49		
	<b>30,198.55</b>	<b>\$29,325.76</b>	<b>\$24,645.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$161,363</b>	<b>\$84,169.49</b>		<b>52.16%</b>
Professional Services (521000 to 521100)	785.00	1,520.00	1,260.00	0.00	0.00	0.00	0.00		3,565.00		
Other Services – advertising, external printing & reproduction (529000)	270.00	315.00	135.00	0.00	0.00	0.00	0.00		720.00		
Internal Printing P&D/Mail Processing (651209/651201)	74.51	0.00	0.00	0.00	0.00	0.00	0.00		74.51		
Refreshments (539000 to 539100)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Space Rental (544000)	0.00	0.00	1,190.00	0.00	0.00	0.00	0.00		1,190.00		
Operating Supplies (532000 to 532200)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Miscellaneous Materials & Services (549000)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Postage (651210)	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Travel/Training/Sponsorships/Dues (541100 to 542400)	0.00	0.00	3,767.00	0.00	0.00	0.00	0.00		3,767.00		
<b>Materials &amp; Services Subtotal</b>	<b>1,129.51</b>	<b>1,835.00</b>	<b>\$6,352.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$195,265</b>	<b>\$9,316.51</b>		<b>4.77%</b>
<b>Conservation Program Total</b>	<b>31,328.06</b>	<b>31,160.76</b>	<b>\$30,997.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$356,633</b>	<b>\$93,486.00</b>		<b>26.21%</b>

\* Administrative Overhead is applied to personnel service costs only.



**REGIONAL WATER PROVIDERS CONSORTIUM**  
**Personnel Services for Fiscal Year 2018-19**

ACTIVITIES	2018				2019				Total YTD			
	July-August	September-October	November-December	January-February	March-April	May-June						
	Hrs.	%	Hrs.	%	Hrs.	%	Hrs.	%	Hrs.	%		
	76,186.58		81,473.78		63,736.68		0.00		0.00	221,397.04		
Conservation Program Implementation	373.0	41.2%	376.0	39.6%	313.0	40.5%	0.0	0.0%	0.0	0.0%	1,062.0	40.4%
Consortium Business Administration	333.0	36.8%	304.0	32.0%	261.0	33.7%	0.0	0.0%	0.0	0.0%	898.0	34.2%
Emergency Planning Implementation	120.0	13.3%	174.0	18.3%	155.0	20.1%	0.0	0.0%	0.0	0.0%	449.0	17.1%
Regional Coordination Implementation	78.5	8.7%	96.0	10.1%	44.0	5.7%	0.0	0.0%	0.0	0.0%	218.5	8.3%
<b>TOTAL</b>	<b>904.5</b>	<b>100%</b>	<b>950.0</b>	<b>100%</b>	<b>773.0</b>	<b>100%</b>	<b>0.0</b>	<b>0%</b>	<b>0.0</b>	<b>0%</b>	<b>2628</b>	<b>100%</b>





## Regional Water Providers Consortium Dues Share FY 2019/20 Budget - Proposed

Participants	2018 Customer Accounts	% of Total	Dues Funding Share	2018 Average Wtr Dmd	% of Total	Dues Funding Share	Total Consortium Share
Beaverton	18,374	4.04%	\$18,922	7.50	4.60%	\$21,587	\$40,510
Clackamas RW	12,635	2.77%	\$13,012	5.53	3.39%	\$15,917	\$28,929
Gladstone	3,562	0.78%	\$3,668	1.41	0.87%	\$4,058	\$7,727
Gresham	17,089	3.75%	\$17,599	6.50	3.99%	\$18,709	\$36,308
Hillsboro	25,345	5.57%	\$26,101	17.25	10.59%	\$49,651	\$75,752
Forest Grove	6,541	1.44%	\$6,736	2.81	1.72%	\$8,088	\$14,824
Lake Oswego	12,507	2.75%	\$12,880	5.24	3.22%	\$15,082	\$27,963
Milwaukie	7,004	1.54%	\$7,213	2.08	1.28%	\$5,987	\$13,200
Sunrise Water Auth.	15,575	3.42%	\$16,040	5.51	3.38%	\$15,860	\$31,899
Oak Lodge	8,625	1.89%	\$8,882	3.13	1.92%	\$9,009	\$17,891
Portland	185,578	40.76%	\$191,114	52.10	31.98%	\$149,961	\$341,075
Raleigh WD	1,018	0.22%	\$1,048	0.53	0.33%	\$1,526	\$2,574
Rockwood PUD	13,568	2.98%	\$13,973	6.52	4.00%	\$18,767	\$32,739
Sandy	3,870	0.85%	\$3,985	1.29	0.79%	\$3,713	\$7,698
Sherwood	5,957	1.31%	\$6,135	1.96	1.20%	\$5,642	\$11,776
South Fork WB	17,220	3.78%	\$17,734	7.00	4.30%	\$20,148	\$37,882
Tigard	19,515	4.29%	\$20,097	6.00	3.68%	\$17,270	\$37,367
Tualatin	7,014	1.54%	\$7,223	4.55	2.79%	\$13,096	\$20,320
Tualatin Valley WD	63,249	13.89%	\$65,136	22.29	13.68%	\$64,158	\$129,294
West Slope WD	3,222	0.71%	\$3,318	1.24	0.76%	\$3,569	\$6,887
Cornelius	3,129	0.69%	\$3,222	1.00	0.61%	\$2,878	\$6,101
Troutdale	4,727	1.04%	\$4,868	1.47	0.90%	\$4,231	\$9,099
<b>SUB TOTAL</b>	<b>455,324</b>	<b>100.00%</b>	<b>\$468,908</b>	<b>162.91</b>	<b>100.00%</b>	<b>\$468,908</b>	<b>\$937,816</b>
<b>Grand Total</b>							<b>\$937,815</b>

Data collected directly from the Participant entity

**NOTE: The actual proposed Consortium Budget is \$979,515 reduced by \$41,700 in carryover from FY 2017/18**



## Regional Water Providers Consortium Resident Survey

October 2018



### Research Purpose

- Measure baseline awareness of water conservation and emergency preparedness
- Assess most common water conservation behaviors and upgrades
- Determine motivations for water conservation and emergency preparedness and most effective outreach methods

## Methodology

- Online survey of 400 residents in the Regional Water Providers Consortium service area
- Conducted October 25–November 6, 2018; 12 minutes to complete
- Quotas set by age, gender, county, race/ethnicity, and education
- Margin of error  $\pm 4.9\%$
- Due to rounding, some totals may differ by  $\pm 1$  from the sum of separate responses

## Key Takeaways

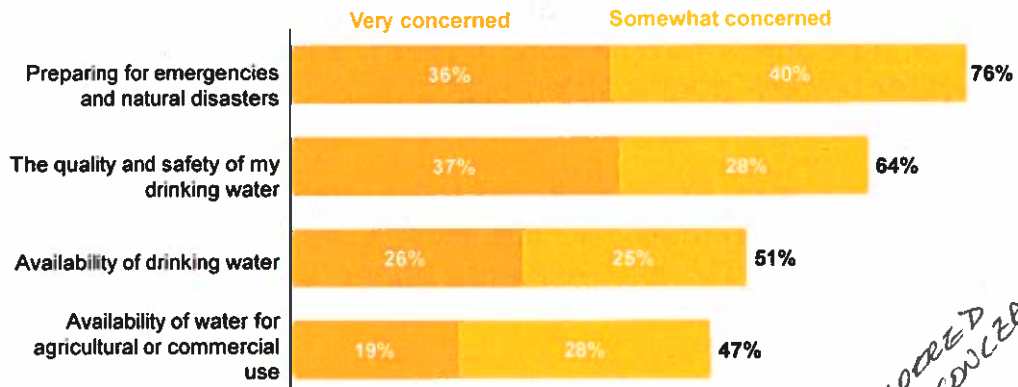
- Conservation is important to residents. They said the best motivation for conserving water is simply because it is the right thing to do—although saving money on their bills is important, too.
- Residents in the RWPC service area already take many actions to conserve water indoors. Most people with lawns know the basics of watering wisely, but could benefit from additional resources, like gauges.

## **Key Takeaways**

- Residents are particularly interested in emergency preparedness. They want to know more about how much water to store, how and where to store it safely, and how to ensure that water potable during an emergency.
- Residents say they are most likely to encounter television and social media ads in their daily life. Residents 65 and older are more likely to see TV ads; residents under 35 are more likely to see social media ads.

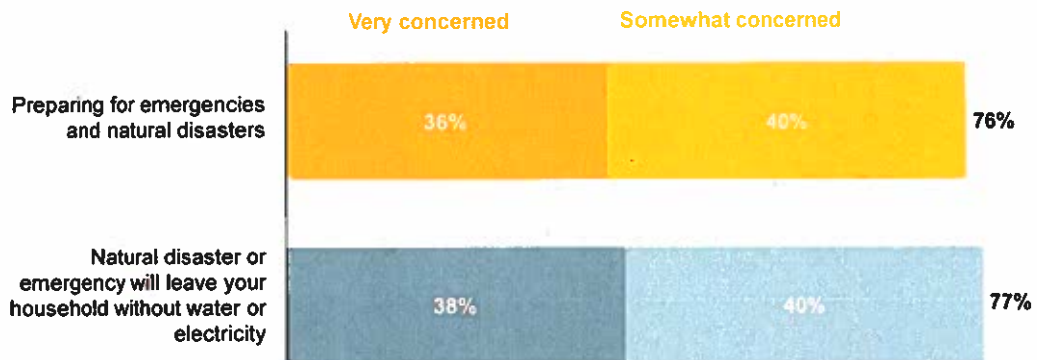
## **Initial impressions of water conservation**

### Residents are most concerned about preparing for emergencies and natural disasters.



*↑ CONSIDERED SOFT CONCERN*

### Concerns about emergency preparedness are similar to 2017 responses from Portland residents.



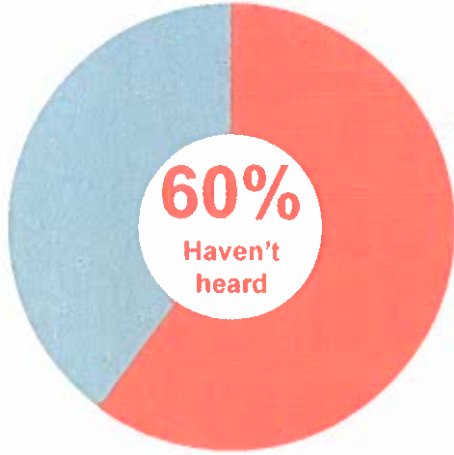
Source: City of Portland 2018 & Resident Survey, January 2017

*DATES OF SURVEY  
10/25 - 11/25*

2/6/2019

*HIGHER %  
OVERALL  
COMMENTS*

**Most residents haven't heard anything recently about water conservation.**



- 7%** Conservation is important
- 5%** Need more water, snowpack
- 3%** Drought is becoming more prevalent
- 3%** Heard something, but not local
- 3%** Water quality alerts, boil notices

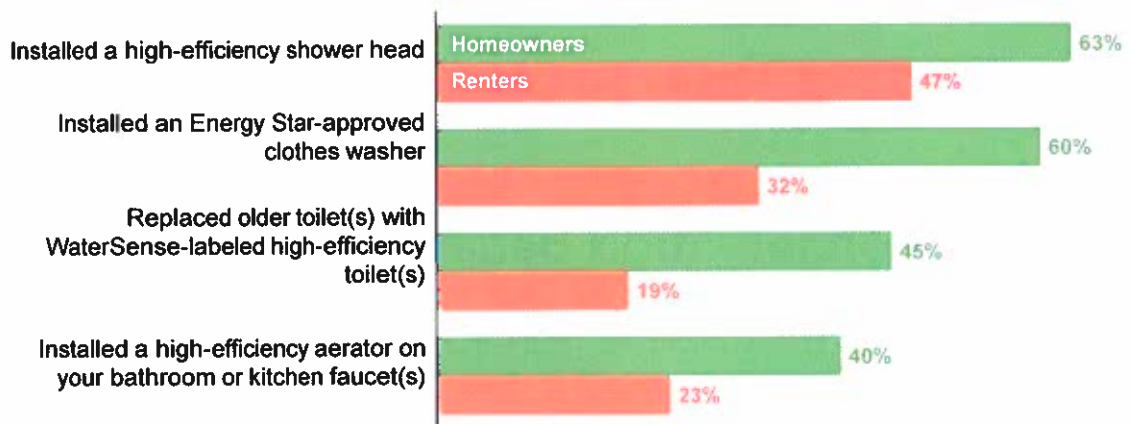
**Indoor conservation behavior**



## Half of residents have installed a high-efficiency shower head.



## Homeowners are much more likely to have completed actions than renters—even small actions.



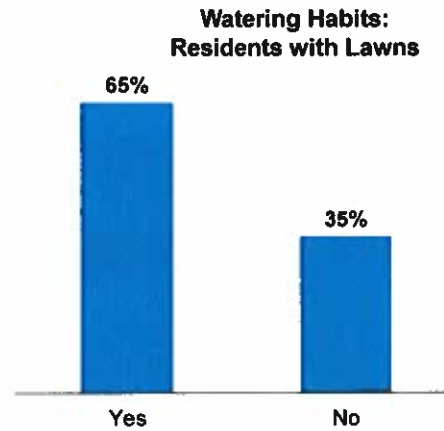
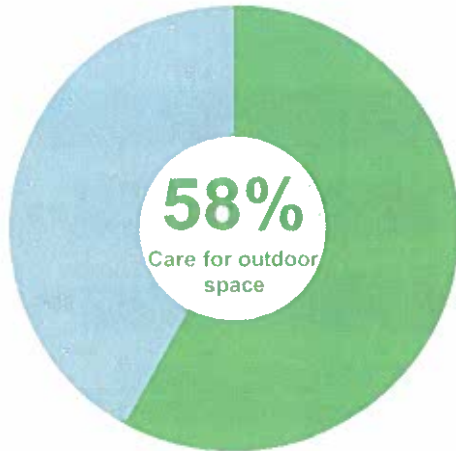
### The vast majority of residents use simple strategies to save water, at least some of the time.



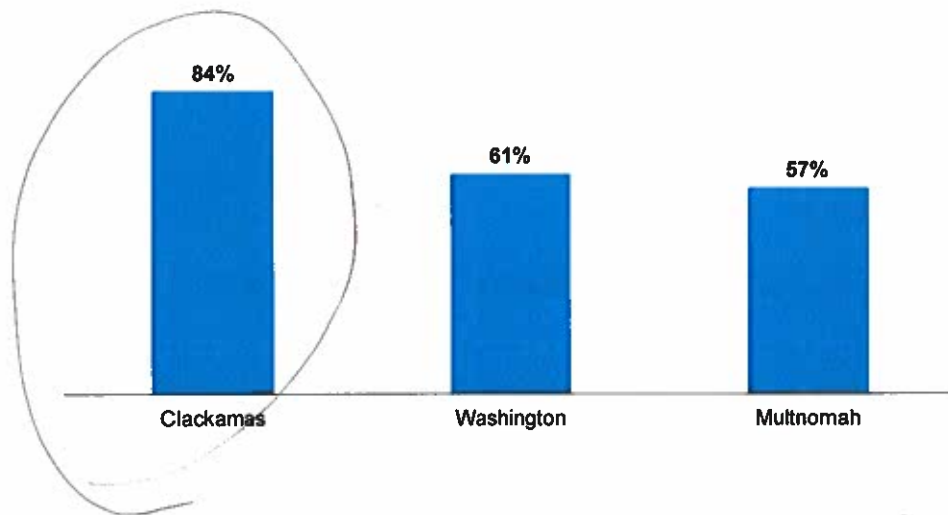
*What is the  
overall impact  
on consumption?*

### Outdoor conservation behavior

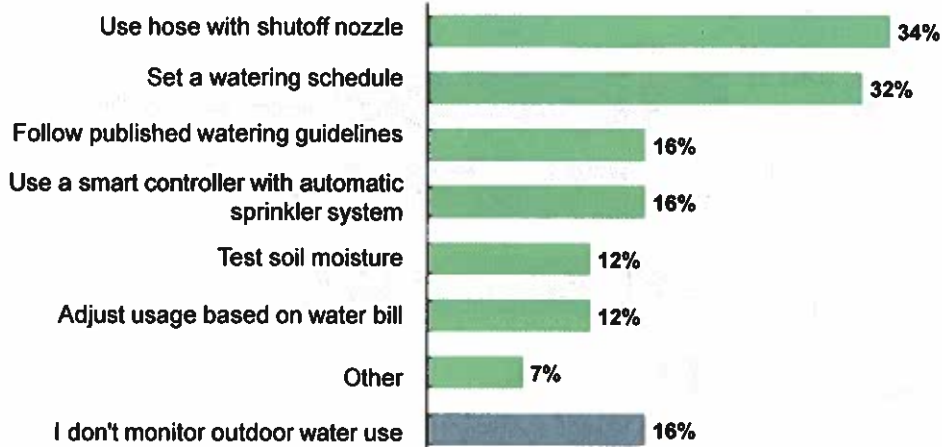
**Six in ten residents care for a lawn, garden, or both.  
Those with lawns are likely to water them.**



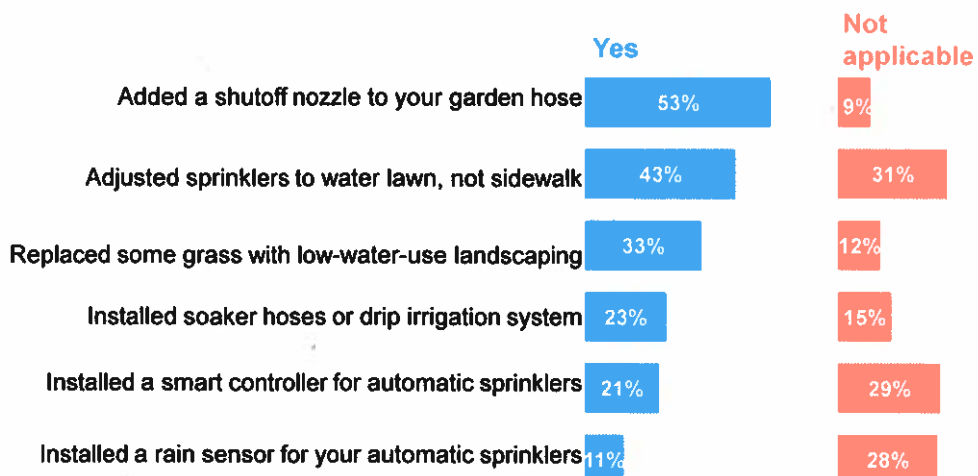
**Clackamas County residents are more likely to water  
their lawns than residents in other counties.**



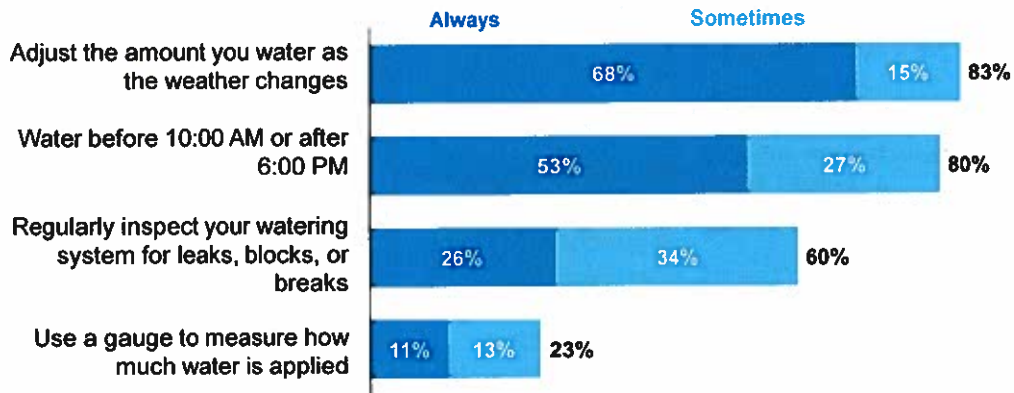
**One in three residents who care for gardens and lawns use a shutoff nozzle and watering schedule.**



**Similarly, residents are most likely to have added a shutoff nozzle to their hose and adjusted their sprinklers.**

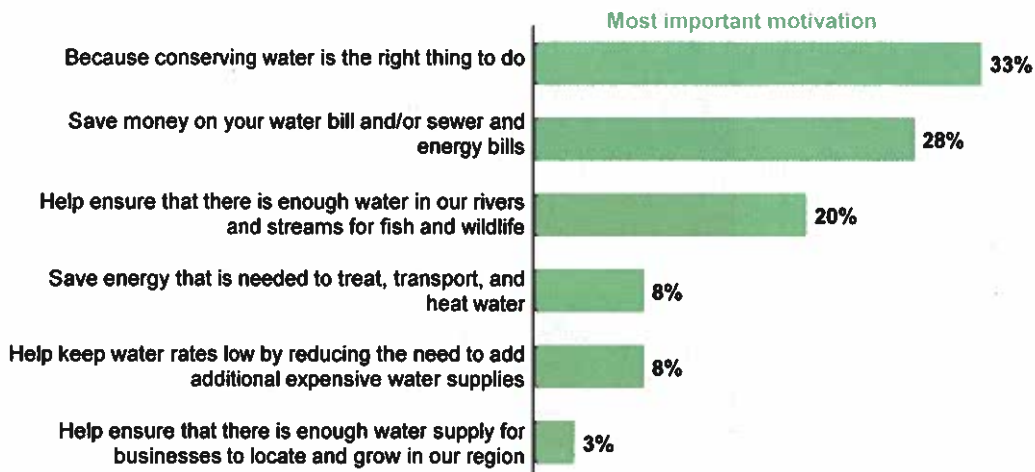


**Timing and adjusting watering to match the weather are common. About one in four residents use a gauge.**

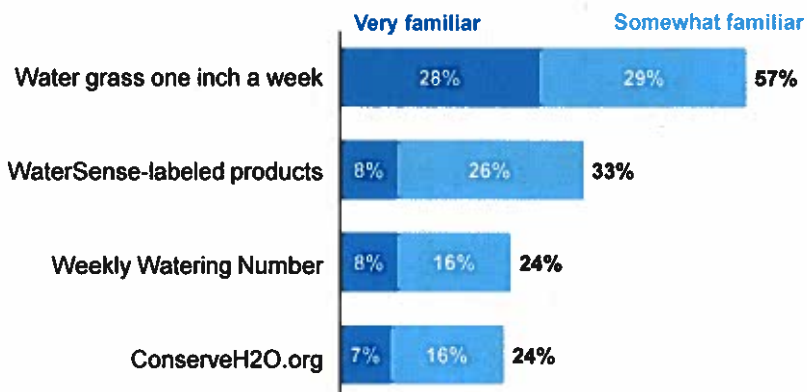


**Motivations and communications**

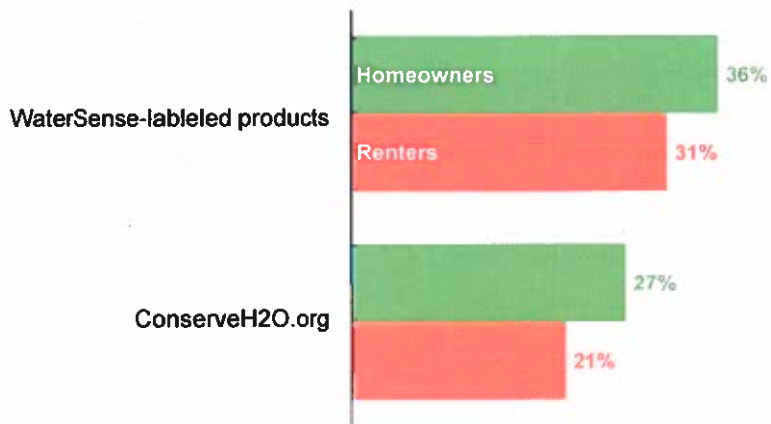
### Residents say that they conserve water because it is the right thing to do and it saves money on bills.



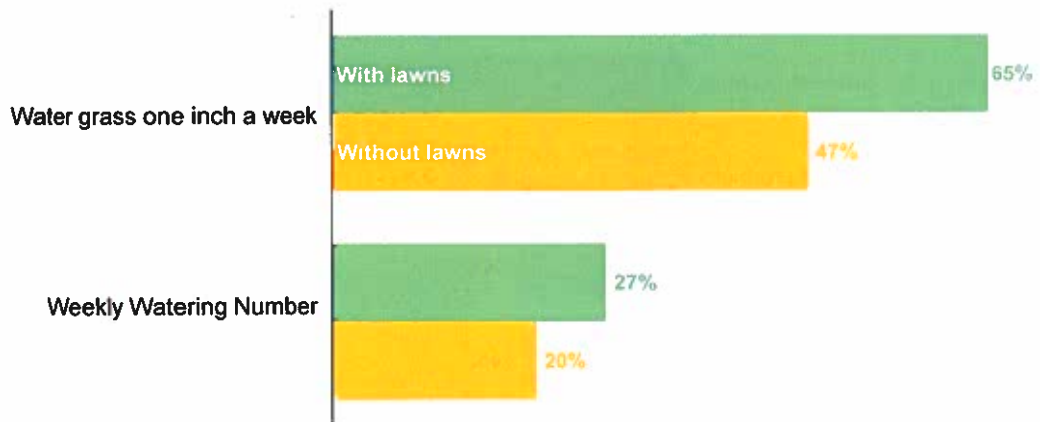
### Watering grass one inch per week is a familiar concept to many residents, more so than branded ideas.



**Homeowners are somewhat more likely to be familiar with WaterSense products and RWPC's website.**



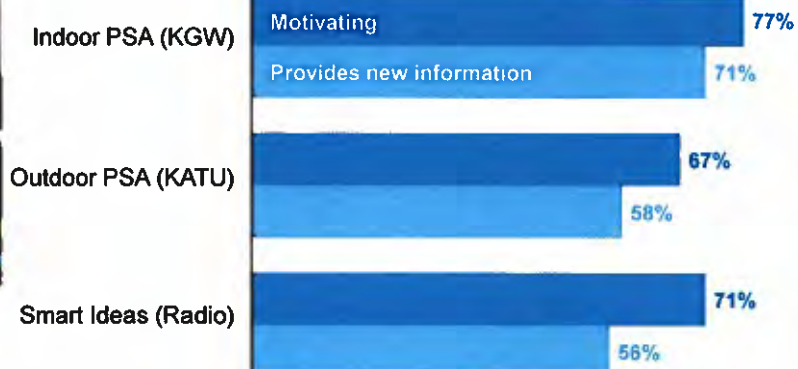
**Residents with lawns are much more familiar with guidance to water an inch per week.**



**Recall for televised PSAs is often about 20%. These PSAs exceed expectations and have a wide reach.**



**The indoor conservation advertisement is somewhat more motivating and provides more information.**





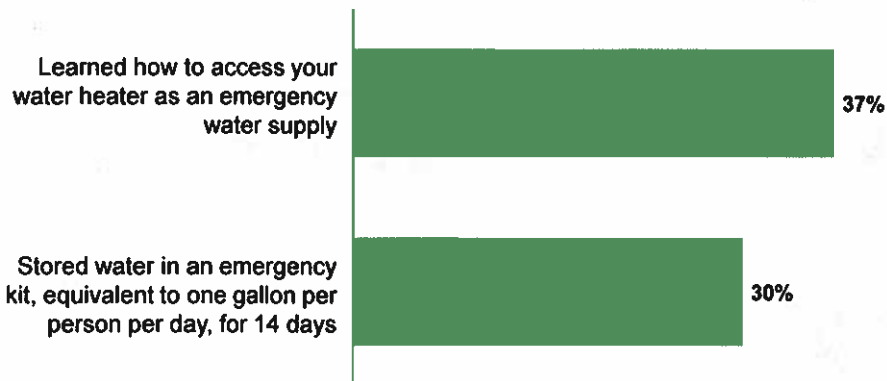
## Emergency preparedness

**Residents underestimate the amount of water they should store for emergencies.**

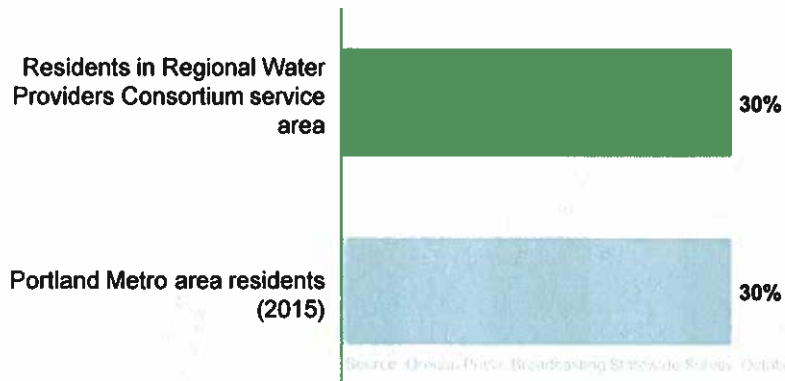


**Median response: 7 gallons per person**

### About one in three residents have taken steps to prepare for an emergency or natural disaster.



### Residents in the region are no more likely to have set aside water for an emergency than in 2015.



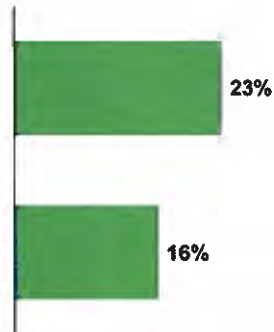
*Performance is good relative to other ad recall*

**Recall is higher for the televised PSA but both ads perform well for their format. Billboards often have 5–10% recall.**



Emergency preparedness PSA (KGW)

TriMet bus side



**Residents' recall of emergency preparedness advertisements declines as incomes rise.**

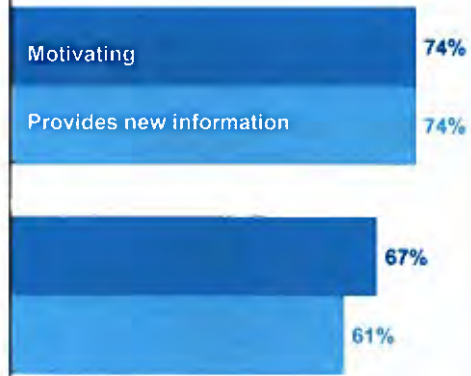


## The public service announcement is more helpful and motivating—likely because it includes more information



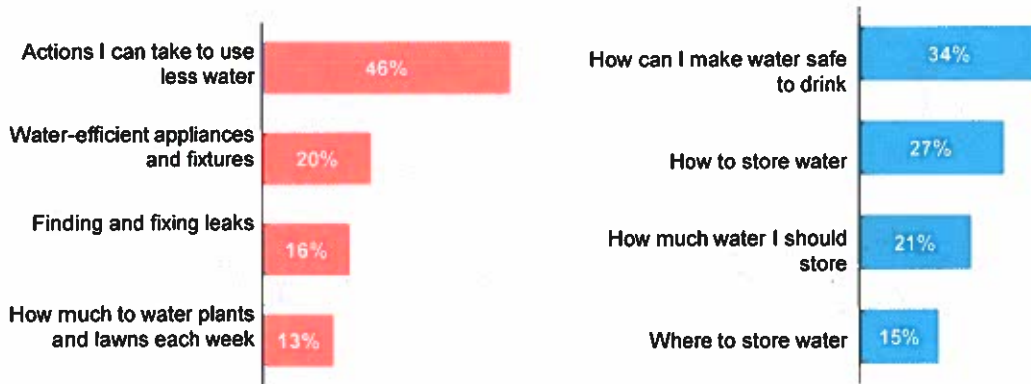
Emergency preparedness PSA (KGW)

TriMet bus side

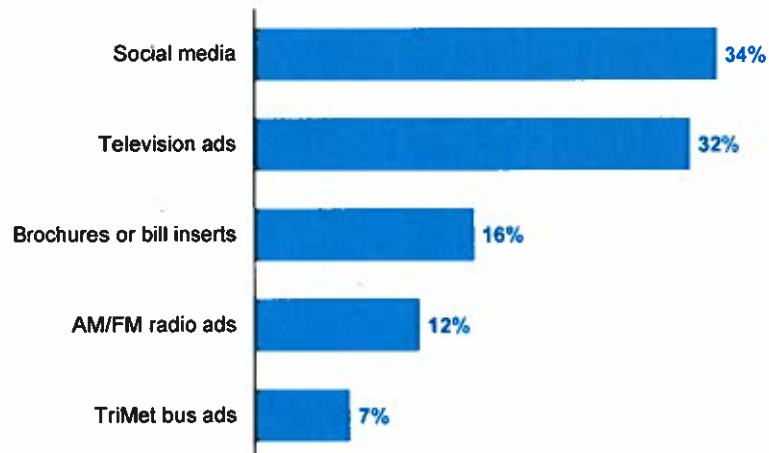


## Future communications

**Residents would like more information about actions to conserve water and make it safe to drink in an emergency.**



**Residents—especially those under 35—are most likely to see social media ads.**



**Additional emphasis on social media and other digital resources may help reach new residents.**

*"Place ads on streaming sites as well. Hulu, Netflix, etc."*

*"Ever thought of ads on Pandora or iHeartRadio?"*

*"I don't watch TV and lately, I haven't been listening to the radio much. Social media would probably be a more effective way to communicate with those that don't use conventional news outlets."*

**Strategic communications considerations**

### Messaging to residents' values

- Responses show that residents care about the **moral responsibility** of conserving water, protecting wildlife, as well as saving on their bill. This reflects national and regional research, including a recent study DHM conducted for the City of Portland's Bureau of Environmental Services.
- **Tying water conservation** to things area residents **care about** (good tasting water, a clean environment, healthy fish populations, and affordable bills) will **help residents recognize RWPC's value**—even if they don't know RWPC by name.

### Highlighting simple strategies for conservation

- Most residents already use some strategies to save water, like washing full loads of laundry. So when it comes to indoor conservation, additional education about **small upgrades**, like bathroom and kitchen **faucet aerators** would likely lead to behavior change.
- Only one in four residents who care for an outdoor space use a **gauge**. Several people said in the comments that they would appreciate **free resources**; additional emphasis on RWPC's existing **kits** may help.

## Engaging residents on social media

- Residents under 35 are more likely to see social media ads daily and to be renters. These residents may be most likely to **change their behavior** if they are provided **simple ways** to conserve water indoors. For emergency preparedness, they may be most receptive to information about **how to make water potable** in an emergency.
- Consider **increasing social media presence** with paid or promoted ads on Facebook, Instagram, and Twitter.

## Next steps

- Use established baselines from this survey to set goals for **behavior change** and **message retention**, and track progress over time. (DHM will advise on recreating survey internally).
- **Audit website** to make sure key communications **answer top questions**—like how to use water heater for drinking water or make water potable in an emergency.
- **Analyze the costs** of different communications channels to better **assess their impact** on a per-dollar basis. Television ads are popular with high recall, but may be more expensive.





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Beaverton, City of  
Clackamas River Water  
Cornelius, City of  
Forest Grove, City of  
Gladstone, City of  
Gresham, City of  
Hillsboro, City of  
Lake Oswego, City of  
Milwaukie, City of  
Oak Lodge Water Services  
Portland, City of  
Raleigh Water District  
Rockwood Water PUD  
Sandy, City of  
Sherwood, City of  
South Fork Water Board  
Sunrise Water Authority  
Tigard, City of  
Troutdale, City of  
Tualatin, City of  
Tualatin Valley Water District  
West Slope Water District

January 25, 2019

Members of the Regional Water Providers Consortium Board:

I hope you all had a wonderful holiday. Enclosed are your meeting materials for the February 6 Consortium Board Meeting. The primary agenda items are:

- **Adoption of Consortium FY19/20 Budget and Workplan (quorum required)**
- **Presentation of results from Consortium Program Evaluation**

Please find enclosed the following meeting materials:

- Agenda
- October 2018 Board Meeting Summary
- DHM PowerPoint Presentation (Program Evaluation)
- FY19/20 Budget Memo
- FY19/20 Workplan and Budget
- FY19/20 Dues Spreadsheet
- Activity Report
- Expense Report

At the meeting, you will be asked to approve the FY19/20 budget. DHM will also present the results of our program evaluation which promises to be very interesting.

If you have any questions, please do not hesitate to contact me at 503.823.7493 or [rebecca.geisen@portlandoregon.gov](mailto:rebecca.geisen@portlandoregon.gov). I look forward to seeing you at the meeting.

A handwritten signature in black ink that reads "Rebecca Geisen".

Rebecca Geisen, Managing Director

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[www.regionalh2o.org](http://www.regionalh2o.org)  
RegionalWaterProvidersConsortium  
ConserveH2Org



# Tri-Annual Activity Report

FISCAL YEAR: 2018-19

October 2018 - February 2019



## Introduction

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The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the greater Portland, Oregon metropolitan region. The Consortium serves Clackamas, Multnomah, and Washington counties, and is made up of 22 water providers (representing 14 cities and eight special districts). Together, these entities provide more than 80 percent of the region's drinking water.

Formed in 1997 through an Intergovernmental Agreement, the Consortium is operated by its Board and other committees, which meet throughout the year. The three main program areas are conservation, emergency preparedness, and regional coordination.

The Consortium Board meets three times per year. Since the last activity report to the Board on October 3, 2018, Consortium staff and members have engaged in the following activities:

## Conservation

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### 2019 Summer Outreach Campaign Development

(see pages 3-4)

#### Events

Consortium staff is participating in the Children's Clean Water Festival planning committee which met several times during this reporting period to plan for the April 30, 2019 event.

#### How-to Video

The Consortium completed its 14<sup>th</sup> conservation-focused how-to video in December (see Spanish outreach on page 4 for more detailed information).

#### Outreach Materials & Promotions

Staff are working with Wilborn Design and the Consortium Conservation Committee (CCC) to develop two new print pieces (one indoor-focused and the other outdoor-focused) which will replace the Consortium's existing indoor/outdoor tip cards. The new print pieces incorporate the Consortium conservation program's new color scheme - lighter blue, darker blue and green - and use simple artwork to support streamlined messaging. Both pieces will be available for the 2019 annual print order.

#### School Assembly Programs

The Consortium is partnering with Mad Science to provide its "What Do You Know About H<sub>2</sub>O" show to 3<sup>rd</sup> - 5<sup>th</sup> graders during the 2018-19 school year. Thus far, six of 22 shows have been performed to approximately 1,000 students.

## Conservation Messaging Survey

Staff developed an online survey which was sent to the CCC in January. The purpose of the survey is to get member input on which audiences and conservation messages they would like the Consortium to prioritize. Consortium staff will use this information, along with the program evaluation, to develop future outreach campaign and messaging recommendations.

## Consortium Conservation Committee (CCC)

The CCC met twice since the last activity report. In November, staff from Metro's natural gardening program shared information about their program and other gardening resources with the committee. In January, the committee provided feedback on staff's 2019 conservation media campaign recommendations. The Trade Ally group (a sub-committee of the CCC) met twice to work on projects relating to the Weekly Watering Number and the Consortium's booth at the April 2019 House and Outdoor Living Show.

## Emergency Preparedness

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### How-to Video

The Consortium completed its 3<sup>rd</sup> preparedness how-to video in December (see Spanish outreach on page 4 for more detailed information).

### Emergency Preparedness Committee (EPC)

The EPC met twice during this reporting period. The EPC discussed upcoming exercises, the outreach campaign, new state and federal requirements for risk assessments and emergency response plans, assessments, shared information, and heard updates on the Regional Disaster Preparedness Organization.

### Table Top Exercise Planning

The EPC has assembled a planning team to put together a regional table top exercise (TTX) in the spring. The TTX planning team has been meeting monthly to plan the exercise and put together a pre-training or warm-up presentation with presenters involved in the Salem cyanotoxin event. The TTX exercise will focus on cyanotoxins, curtailment, communication, and coordination. The TTX exercise will be April 16, 2019 with the pre-training on February 19, 2019. State and county health officials and emergency managers are invited to participate.

### Emergency One-gallon Water Bags

The Consortium submitted a second order for 25,000 one-gallon emergency bags. Funding for the bags came from an Urban Area Security Initiative (UASI) grant, the Regional Disaster Preparedness Organization, and 10 Consortium members. The bags will be delivered spring 2019.

### Regional Disaster Preparedness Organization (RDPO)

One UASI Grant project proposal was submitted by the Portland Water Bureau for a second mobile water treatment plant. If funded, it will bring the total number of treatment systems in the region to nine (includes a system in Columbia County). The RDPO continues to work on a Regional Disaster Framework Plan. Consortium staff will be attending a workshop in February to learn about how the region will recover from a disaster and how water providers can support recovery efforts.

## Public Outreach and Education Campaigns

### Online Outreach Campaign Summary October 2018 – January 2019

Initiative	Results						
<b>Website Traffic</b>	<b>Conserveh2o.org</b> 43,434 pageviews from 25,496 visitors				<b>Regionalh2o.org</b> 11,825 pageviews from 2,966 visitors		
<b>Regionalh2o Newsletter</b>	<b>November Issue</b> <b>Focus: Shutting down for winter</b> Recipients      Open rate      Click thrus 960                      34% (315)      19% (61)				<b>January Issue</b> <b>Focus: Winter Tips</b> Recipients      Open rate      Click thrus 973                      35% (327)      15% (49)		
<b>Weekly Watering Number</b>	The Weekly Watering Number is not published during this period.						
<b>Consortium Social Media</b>	<b>Facebook</b> Added 14 new followers  Posts    Engagements    Impressions    Reach 123            1,170            25,518      17,284				<b>Twitter</b> 18 new followers, 426 profile visits  Tweets      Engagements      Impressions 159            225            31,931		
<b>Notes:</b> <b>Facebook:</b> Followers are people who “Like” and/or “Follow” our page. Engagements are likes, comments, and shares. Impressions are the number of times the Consortium’s post entered a person’s screen. Reach is the number of people who had a Consortium post enter their screen. <b>Twitter:</b> Engagements are mentions, retweets, and likes.							

### 2019 Campaign Development:

Consortium staff negotiated contracts with the following media partners Alpha Media, KATU, KUNP, and Garden Time television for its 2019 conservation-focused media campaign. Consortium staff developed a partnership with the Clean Rivers Coalition which involves participating in its “Water Do Your Part” campaign in fiscal year 2019-2020. Consortium staff are in the process of negotiating contracts with media partners for the fall 2019 emergency preparedness campaign.

### Campaign information:

- **Alpha Media contract:** The negotiated 13-week summer campaign will feature 2,106 ads (728 paid, 1,378 pro-bono) on seven radio stations (KBFF, KINK, KUFO, KUPL, KXL, KXTG and KWEE) and three on-air interviews (KINK and KXL). The Consortium is also partnering with Alpha Media to develop two-three new radio ads. The total campaign budget is \$30,000 for FY 18-19 and the ad development budget is \$8,000.
- **KATU (channel 2) contract:** The negotiated six-week indoor campaign (February-March) will feature four news segments and 181 ads (55 paid, 126 pro-bono); coverage of the Children’s Clean Water Festival; and 12-week outdoor campaign (June-August) featuring six news segments, a YouTube campaign, and 580 ads (252 paid, 328 pro-bono).
- **KUNP (Spanish language TV Univision) contract:** The 13-week campaign will focus on conservation in July-August and emergency preparedness in September. The total campaign features 314 ads,

coverage of the Children's Clean Water Festival, and three news segments. The campaign also includes three newsletter articles which will be developed by the Consortium and sent to the station's distribution list.

The Consortium will also work with KUNP to develop and place a Spanish language ad on KZZR which will play 244 times in July 2019 – this is the Consortium's first radio ad in Spanish!

- **Garden Time:** 8-week package featuring 8 paid ads, three in-show stories on three cable channels (KPDX, KEVU, and KWVT), and online via Garden Time's YouTube channel.
- **Water Do Your Part:** Staff recommended, and the Technical committee endorsed the Consortium's participation in this year-long campaign that focuses on source water protection messaging. If approved by the Board, the campaign will begin July 2019 and run through June 2020 on KPTV (channel 12). The total campaign cost is \$70,000 and the Consortium's contribution is \$3,000. The campaign includes 528 ads (an opportunity to create up to 6 ads throughout the year), two on-air interviews, and 12 social media posts.

### **Spanish Outreach Plan**

Staff continue to make progress on implementing the Spanish outreach plan. In December 2018, the Consortium filmed two how-to videos (how to check your toilet for leaks and how to store emergency water in your own containers) which feature spokespeople from the Portland Water Bureau (Martina Bialek and Luis Martinez), Tualatin Valley Water District (Fortino Ortiz), and Washington County (Cynthia Valdivia). The Consortium already has English versions of these videos in its collection, and the addition of the Spanish versions are an important addition to the Consortium's how-to video collection and public outreach efforts. The videos will be available spring 2019.

Staff are also working with community partners to review the Spanish language content that was developed last summer and fall to ensure that the translations are correct and culturally relevant. The Consortium's two emergency preparedness print pieces will be available to order in Spanish as part of the 2019 annual print order.

### **Print Pieces Translated into Nine Languages**

The Consortium partnered with Multnomah County to translate its two emergency preparedness print pieces ("How to Store Water in Your Own Containers" and "How to Access Water from Your Water Heater") into nine additional languages (Russian, Vietnamese, Somali, Simplified Chinese, Korean, Japanese, Arabic, Karen and Nepali). The translated materials will be available to members and part of the annual print order in spring 2019.

## **Regional Coordination**

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### **Legislative Update**

With the start of the 2019 Legislative session, bills are starting to be available for review. Staff is attending the Oregon Water Utility Council (OWUC) Legislative Symposium in February and regularly attends OWUC meetings to learn more about legislation that could impact water providers. As of this writing, staff are tracking bills related to water storage transfers, fees, state budgets, and system development charges. Ms. Geisen is helping frame a discussion with legislators on emergency water supplies and mobile water treatment.

## Launch of Member Newsletter: The Source

In October, staff sent the first issue of The Source, a newsletter highlighting Consortium resources specifically for members. The Source's first two issues featured resources available on the Consortium's Member Page.

October			January		
Focus: How to log on to the Member Page, strategic plan and work tasks			Focus: Committee and meeting information, annual report, upcoming events		
Recipients:	Open rate:	Click thrus:	Recipients:	Open rate:	Click thrus:
124	48% (58)	28% (16)	126	47% (57)	26% (15)

## Media and Communication Training in Development

The Consortium's Communicators Network met in October and December 2018. The group discussed the need for media and communication training and a small group is working on bringing training options forward. Members shared best practices and information about their communication and outreach efforts.

## Program Evaluation

Consultant DHM conducted the Consortium's program evaluation in October and presented the results in two presentations to the CTC and CCC, EPC and Communicator Network members in January. The Board will also hear the results at their February Board meeting. All the program evaluation materials are located on the member page.

## Conferences and Presentations

Program Coordinator, Bonny Cushman, attended the Oregon Emergency Management Conference in Bend in October 2018. Managing Director, Rebecca Geisen presented at the Oregon Water/Wastewater Agency Response Network Conference in September, speaking about public education and preparing for a water emergency. In October she gave a presentation on the Consortium to the Lake Oswego/Tigard Partnership Oversight Committee. Ms. Geisen also attended a two-day climate change workshop in December sponsored by the Water Utility Climate Alliance to learn more about climate adaptation strategies related to water supply.

## Drinking Water Advisory (DWA) Tool

PublicAlerts.org and the DWA tool (which is housed on PublicAlerts) are getting a make-over. There will be new functionality and visual updates which should make the user interface more enhanced. The DWA tool is being upgraded to allow for the posting of multiple water advisories. Staff is testing the new functionality of the DWA which is scheduled to go live in April.

## Administrative Updates

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Staff provided the following support to Consortium programs and administrative activities: assisted with conservation and emergency preparedness program projects; monitored the budget; developed and managed contracts; processed invoices and completed other accounting tasks; prepared a Consortium expense report; and provided committee meeting logistics.

## Meetings

- The Executive Committee (EC) met on January 9, 2019. The EC heard updates on Consortium program activities, finalized the February Board meeting agenda, and provided final recommendation for the FY 2019-20 Consortium Budget and Work Plan.



- The Consortium Technical Committee (CTC) met on November 7, 2018 and January 2, 2019. The CTC discussed member outreach and sharing of Consortium materials with partners. A subcommittee was formed to make recommendations and develop criteria for membership and resource sharing. The CTC reviewed and made recommendations to the Executive Committee on the 2019-20 Consortium Budget and Work Plan. The CTC drafted the agenda for the February 2019 Board meeting.

### **Website Merge**

Staff began merging the Consortium's two websites (URLs) during this reporting period. The project will wrap up in February with all the content from both URLs being housed on the [www.regionalh2o.org](http://www.regionalh2o.org) site. The [www.conserveh2o.org](http://www.conserveh2o.org) URL will be retained and automatically forward to the regionalh2o.org site.

### **Contracts**

- Resource Data Inc. completed several security updates and other backend programming projects.
- ERF Water Management won the bid to provide the Weekly Watering Number data to the Consortium for the next five years.
- The Consortium went out to bid for two school assembly programs (grades K-2 & 3-5) in January 2019.
- Portland State University is starting to put together the 2018 population and housing estimates and forecasts.



Beaverton, City of  
 Clackamas River Water  
 Cornelius, City of  
 Forest Grove, City of  
 Gladstone, City of  
 Gresham, City of  
 Hillsboro, City of  
 Lake Oswego, City of  
 Milwaukie, City of  
 Oak Lodge Water Services  
 Portland, City of  
 Raleigh Water District  
 Rockwood Water PUD  
 Sandy, City of  
 Sherwood, City of  
 South Fork Water Board  
 Sunrise Water Authority  
 Tigard, City of  
 Troutdale, City of  
 Tualatin, City of  
 Tualatin Valley Water District  
 West Slope Water District

**Memorandum**

**January 25, 2019**

**To: Consortium Board**  
**From: Rebecca Geisen, Managing Director**  
**Subject: FY19/20 Budget Proposal**

Enclosed is the FY19/20 proposed budget and work plan for Board consideration and adoption. The Board discussed budget concepts at its October meeting where several proposals were discussed. As noted in October, FY19/20 is quite different from this year where we had a large carry-over (\$188,000) that allowed us to fund our current level of service, fund one-time projects, and keep dues flat. This year's carryover is only \$41,700. In October, the Board recognized the need to increase dues to maintain programs and support our new strategic plan.

To complete development of the budget, updated staffing costs from the City of Portland were incorporated in January. Staffing costs increased about 8.5% which is higher than the 5% placeholder I used to develop the October budget proposals. Because of the higher staff costs, some programmatic changes were needed to keep the dues increase within the range supported by the Board (10%-13%).

**Changes include:**

- Slight reduction of the summer media campaign
- Addition of digital outreach program
- Elimination of one conservation video
- Reduction of TriMet bus emergency preparedness campaign from three months to one month – September Preparedness Month

These modest changes allow the Consortium to continue to deliver a strong outreach program that incorporates conservation and emergency preparedness messaging in both English and Spanish. The outreach mix is also in alignment with the results of the program evaluation.

**Budget Summary:**

	FY 19/20	FY18/19	Percent change
<b>Budget</b>	\$979,515	\$1,019,898	-4% (reduction)
<b>Carry-over</b>	\$41,700	\$188,643	
<b>Dues-based Budget</b>	\$937,815	\$831,255	12.8% (increase)

**Next Steps:** The Consortium Technical Committee and Executive Committee have reviewed the budget and work plan and offer it for your consideration and approval.

**Budget Carryover from FY 2017/18:** The carryover amount from FY 2017/18 is \$41,700. About \$22,000 of the carryover is in personnel services and overhead and approximately \$14,700 was under-expended in materials and services. None of the \$5,000 contingency was spent.

**Staffing Costs:** The 8.5% staffing cost increase is partly due to the completion of a classification and compensation study which broadens the salary range for some of our staff. There are also increased costs associated with PERS, benefits, and a projected annual COLA of 3.9%.

**REGIONAL WATER PROVIDERS CONSORTIUM BUDGET & WORK PLAN—FISCAL YEAR 2019 - 2020**

		FY 19/20		FY18/19			
<b>Administration and Public Involvement</b>		<b>Staff and Material and Services</b>	<b>FTE</b>	<b>Hours</b>	<b>Cost</b>		
<p>Administration includes staff time to develop the work program &amp; budget, execute and manage contracts, provide fiscal management &amp; reporting, personnel management, business logistics, and support to the Consortium Board, Executive Committee, &amp; Consortium Technical Committee. Public involvement includes responding to public information requests, adhering to public meeting law requirements, graphic design support, website hosting and programming support, and developing and managing social media content. Specific line items in the budget include:</p> <p><b>Materials and Services:</b> includes meeting support (recording, refreshments, room rental), postage and reproduction services, publications.</p> <p><b>Graphic Designer:</b> utilize professional services and staff time to provide design support for emergency preparedness, conservation, and other program materials.</p> <p><b>Website:</b> web programmer (professional services), site hosting, and other related costs for Consortium websites, social media, and newsletters.</p>		Administration	0.7		\$107,745	\$96,247	
		Program Specialist		450	\$36,923	\$33,440	
		Graphic Designer		20	\$1,796	\$1,700	
		Project Manager		350	\$43,397	\$45,712	
		Materials & Services			\$17,000	\$14,000	
		Graphic Designer			\$10,000	\$20,000	
		Website			\$20,000	\$17,000	
		Total Materials and Services			\$47,000	\$51,000	
		Total Staff Time		1.2		\$189,860	\$177,098
		<b>Total for Administration and PI</b>				<b>\$236,860</b>	<b>\$228,098</b>
<b>Emergency Preparedness Program</b>		<b>Staff and Material and Services</b>	<b>FTE</b>	<b>Hours</b>	<b>Cost</b>		
<p>The emergency preparedness program supports key strategic initiatives related to emergency preparedness including educating the public about preparedness; obtaining and developing resources to help members and the region support preparedness goals and requirements; facilitating planning, projects, and training opportunities that help members plan for, respond to and recover from extreme events; collaborating with regional stakeholders; and supporting each other through data and resources sharing and mutual aid. Staff time will be used to develop, facilitate and implement programs, develop and update resources, support grant applications, foster regional collaboration and partnerships, and staff the emergency preparedness committee. Specific line items in the budget include:</p> <p><b>How to Video:</b> develop video(s) for website and social media that cover water-related emergency preparedness topics (treatment, sources, etc.).</p> <p><b>Trimet Bus Sides:</b> continue bus side campaign for September Preparedness Month with water-related tips on preparedness (one month).</p> <p><b>Exercise and Training:</b> plan and conduct regional exercise and Consortium-sponsored trainings.</p> <p><b>Outreach program:</b> conduct public outreach campaign in English and Spanish that includes TV campaign with the purchase of ads and stories promoting and incorporating the Consortium's water-focused emergency preparedness messaging.</p> <p><b>Develop and print new outreach materials:</b> develop new outreach materials and provide members with start-up supply and opportunity to order at reduced price.</p>		Project Manager		300	\$37,197	\$28,570	
		Program Coordinator		630	\$58,981	\$42,220	
		Program Specialist		300	\$24,615	\$22,293	
		Materials & Services			\$2,200	\$2,000	
		How-to Videos for website			\$2,500	\$2,500	
		Printing of outreach material			\$3,000	\$10,000	
		Trimet Preparedness Campaign			\$12,000	\$22,000	
		Exercise and Training			\$2,000	\$2,000	
		TV preparedness campaign			\$12,500	\$15,000	
		Total Materials and Services			\$34,200	\$56,500	
Total Staff Time		0.7		\$120,793	\$93,083		
<b>Total for Emergency Preparedness</b>				<b>\$154,993</b>	<b>\$149,583</b>		
<b>Regional Coordination</b>		<b>Staff and Material and Services</b>	<b>FTE</b>	<b>Hours</b>	<b>Cost</b>		
<p>Regional coordination supports many aspects of the Consortium's work and aligns with strategic initiatives relating to legislative advocacy, building relationships, being the trusted source for water related information, and making best use of our water resources and partnerships to meet regional water needs. Staff time includes participation on major federal, state and regional issues that affect water providers, with emphasis on the Oregon Water Resources Department programs and activities, Oregon Resilience Plan, Oregon legislative session and coordination with other regional stakeholders. Also includes advocating for and communicating about source water protection and sharing climate change research and application with Consortium members. Specific line items in the budget include:</p> <p><b>Drinking Water Advisory (DWA) Look-Up Tool:</b> continue work with Portland's Bureau of Technology Services to maintain a web-based application on www.PublicAlerts.org as a way for the general public to determine if they are affected by a DWA.</p> <p><b>Population and Household Estimates:</b> continue working with the Population Research Center at Portland State University to update the population and household estimates and forecasts for water providers.</p>		GIS Tech Support		100	\$7,096	\$4,411	
		Project Manager		400	\$49,596	\$45,141	
		Program Coordinator		110	\$10,298	\$10,555	
		Drinking Water Advisory look-up			\$5,000	\$5,000	
		PSU Population Forecast Project			\$8,500	\$21,800	
		Total Materials and Services			\$13,500	\$51,800	
Total Staff Time		0.4		\$66,990	\$66,778		
<b>Total Regional Collaboration</b>				<b>\$80,490</b>	<b>\$118,578</b>		

**REGIONAL WATER PROVIDERS CONSORTIUM BUDGET & WORK PLAN – FISCAL YEAR 2019 - 2020 (Page 2)**

Conservation Program		Programs		FY 19/20
				Cost
<p>The conservation program supports key strategic initiatives related to water conservation, wise use of water resources, public education and accessibility of messaging to diverse audiences and stakeholders. Staff time includes executing contracts, negotiating media buys, creating or updating key messaging and outreach materials, developing and maintaining partnerships, implementing programs, and supporting conservation committee. Specific line items in the budget include:</p> <p><b>Marketing Campaigns:</b> conduct summer television and radio campaigns which include advertisements and on-air interviews (television mix of mainstream channel, a Spanish language channel, and a local gardening show; radio includes several mainstream stations and a Spanish language station) and conduct indoor television campaign which includes advertisements and on-air interviews on a mainstream channel.</p> <p><b>Spanish Language Outreach:</b> continue to utilize professional services to develop culturally appropriate messaging (translation, how-to video scripts, radio ads, newsletter articles, and social media for conservation and emergency preparedness).</p> <p><b>Youth Education/School Assembly Programs:</b> continue sponsorship of the Children's Clean Water Festival and provide one school assembly show per Consortium member each year.</p> <p><b>Weekly Watering Number:</b> maintain online tool that community members can access weekly to see how much to water their lawns, landscapes, and gardens.</p> <p><b>Events, Workshops &amp; Memberships:</b> exhibit at one large-scale regional event; participate in 1-2 workshops, presentations, or garden tours; and, annual membership fees for Alliance for Water Efficiency, Irrigation association, and OR Landscape Contractors Association.</p> <p><b>Video:</b> produce one how-to video that demonstrates water conservation practices, e.g. how to change out a showerhead, which can be used on Consortium's online outreach efforts.</p> <p><b>Digital Outreach:</b> increase messaging footprint and effectiveness through targeted online outreach efforts.</p> <p><b>Printing &amp; Devices:</b> print collateral pieces and purchase conservation devices which can be distributed to the public (events, workshops, promotions).</p>		1. Summer Marketing Campaign		\$110,000
		2. Indoor Marketing Campaign		\$12,500
		3. Spanish Language Outreach		\$3,000
		4. Youth Education/School Assembly Programs		\$14,000
		5. Weekly Watering Number		\$5,000
		6. Events, Workshops and Memberships		\$4,500
		7. Videos		\$2,500
		8. Digital Outreach		\$9,000
		9. Printing and Devices		\$14,000
		<b>Total Materials and Services</b>		<b>\$195,265</b>
		<b>Staff and Material and Services</b>	<b>FTE</b>	<b>Hours</b>
		Program Coordinator		910
		Program Specialist		950
		<b>Total Staff Time</b>	<b>1.1</b>	<b>\$163,142</b>
		<b>Total Materials and Services</b>		<b>\$174,500</b>
		<b>Total Conservation</b>		<b>\$337,642</b>
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**Disclosure of Conflict of Interest of Business Interest and Employment of Relative Pursuant to District Policy 3.15.150 Ethical Standards**

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

To: \_\_\_\_\_, (General Manager)

From: \_\_\_\_\_, (Director Name)

All Board members with relatives who also are employed at/or by the District and all Board members with financial, personal or family interest in a business or organization conducting business with the District are required by the State of Oregon (ORS Chapter 244) to disclose all potential and actual conflicts of interest, as outlined in the Districts EEP #9 *Ethics*.

In each case involving actual or potential conflicts of interest, the related Board of Directors must disclose this conflict to the General Manager (GM) in writing. The notification must describe the nature of the conflict and must reassign the matter to someone else. The written notification of the conflict must be maintained in the District's official records pertaining to the matter at issue.

1. This memo documents whether an actual or potential conflict of interest exists between the following relatives:

(Name) \_\_\_\_\_,  
(Position, department and/or other business: \_\_\_\_\_) and

(Name) \_\_\_\_\_,  
(Position, department and/or other business: \_\_\_\_\_)

2. Type of conflict of interest:                     actual       potential       none
3. On a separate, attached sheet, please describe the nature of all conflicts of interest, including all tasks or matters in which official action by the Board member could or would have a financial impact on the employed relative and business(es) with which the Board member or a relative of the Board member is associated.
4. On the same separate, attached sheet, please also identify the name and position of the person to whom each specific activity has been reassigned.
5. If no conflicts of interest are present at this time, and the "none" box is checked above, please complete a new and separate memo if an actual or potential conflict of interest does develop.

\_\_\_\_\_  
Board of Directors Signature      Date

\_\_\_\_\_  
General Manager Signature      Date

***Please send this signed form with the applicable attachments that address items 3 and 4 above to the GM.***