

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



December 21, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

December 21, 2021 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

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

3. Monthly Update: Oak Lodge Governance Project

4. Consent Agenda

a. October Financial Report

b. Approval of November 16, 2021 Regular Board Meeting Minutes

c. Approval of Participation in the Low-Income Housing Water Assistance (LIHWA) Program

d. Approval of SDIS Insurance Policy Renewal for 2022

5. Consideration of Continued Remote Meetings

6. Business from the Board

7. Department Reports

a. Finance

b. Technical Services

c. Field Operations

d. Plant Operations

8. Call for Public Comment

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

9. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	December 21, 2021

Summary

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

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

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



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	December 21, 2021

Summary

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



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 4
Date December 21, 2021

Summary

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

The Consent Agenda includes:

- a. **October Financial Report**
- b. **Approval of November 16, 2021 Regular Board Meeting Minutes**
- c. **Approval of Participation in the Low-Income Housing Water Assistance Program**
- d. **Approval of SDIS Insurance Policy Renewal for 2022**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	October 2021 Financial Reports
Item No.	4a
Date	December 14, 2021, for December 21, 2021 Meeting

Reports

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

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

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

Cash and Investments

Account Balances As of:		
October 31, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 344,492
LGIP	0.55%	\$ 15,042,156
Total		\$ 15,386,648

The District’s checks, electronic withdrawals, and bank drafts total \$878 thousand for October 2021.

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

<u>GL Account</u>	<u>Service Charge</u>	<u>Budget Estimate</u>	<u>Period Amount</u>	<u>Year-to-Date Amount</u>	<u>Percentage of Budget</u>
10-00-4211	Water sales	4,120,000	393,289	1,681,437	40.81%
20-00-4212	Wastewater charges	8,459,000	776,808	2,852,911	33.73%
30-00-4213	Watershed protection	1,566,000	134,389	527,491	33.68%
	Subtotal	\$ 14,145,000	\$ 1,304,486	\$ 5,061,838	35.79%

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

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

With respect to expenditures, at the end of October expenditures are overall 17.4% of budget. When excluding Contingencies, expenditures are 23.4% of budget, with 33.3% of the fiscal year completed.

Review of expenditure lines that are above 39% of budget:

1. **5270 Workers Compensation** is at 39.4% of budget. Once yearly expense.
2. **6180 Dues & Subscriptions** is at 67.6% of budget. Annual Regional Water Providers Consortium fee paid once annually. This specific annual fee is 42.6% of this budget line.

3. **6320 Building & Grounds** is at 69.7% of budget. The budget transfer approved at November 2021 Board Meeting will be reflected in the next report.
4. **6330 Vehicle & Equipment Maintenance** is at 47.0% of budget. Current expenses include annual repairs and maintenance for dump trucks.
5. **6525 Chemicals** is at 83.4% of budget. The budget transfer approved at November 2021 Board Meeting will be reflected in the next report.
6. **6540 Safety Supplies** is at 49.5% of budget. Current expenses include annual fire extinguishers service / inspection and annual foul weather gear.
7. **6710 Purchased Water** is at 42.8% of the budget. This account trends higher in the first half of the fiscal year.

Low Income Rate Relief Program Overview

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

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

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
114	Low Income Rate Relief	\$ 70,725	\$ (4,776)	\$ 18,691	26.43%

General Ledger
Account Roll up



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Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	30,000.00	6,237.98	15,557.39	51.86
4211	Water sales	4,120,000.00	393,289.33	1,681,436.50	40.81
4212	Wastewater Charges	8,459,000.00	776,807.74	2,852,911.25	33.73
4213	Watershed protection fees	1,566,000.00	134,388.68	527,490.56	33.68
4215	Penalties & late charges	21,000.00	2,532.78	10,248.61	48.80
4220	System Development Charges	125,000.00	10,608.00	143,527.00	114.82
4221	System Development-Reimburse	100,000.00	0.00	0.00	0.00
4225	System Development-Improvement	100,000.00	0.00	0.00	0.00
4230	Contract services	57,400.00	4,000.00	21,400.00	37.28
4240	Service installations	10,000.00	908.00	11,333.00	113.33
4280	Rents & leases	200,000.00	7,851.46	31,256.98	15.63
4290	Other charges for services	55,000.00	910.00	15,425.00	28.05
4610	Investment revenue	125,000.00	5,922.58	25,379.33	20.30
4630	Miscellaneous revenues	35,000.00	6,378.00	25,328.90	72.37
4910	Transfer in from Fund 10	2,000,000.00	166,667.00	666,668.00	33.33
4920	Transfer in from Fund 20	6,311,000.00	241,583.00	1,553,332.00	24.61
4930	Transfer in from Fund 30	1,488,000.00	124,000.00	496,000.00	33.33
4940	Transfer in from Fund 40	623,800.00	0.00	0.00	0.00
Revenue	Revenue	25,426,200.00	1,882,084.55	8,077,294.52	31.77
Expense	Expense				
5110	Regular employees	3,428,000.00	235,494.90	1,003,653.66	29.28
5120	Temporary/Seasonal employees	0.00	1,455.43	3,132.00	0.00
5130	Overtime	96,000.00	5,978.87	23,858.09	24.85
5210	Employee Ins	705,000.00	48,940.85	184,224.05	26.13
5230	Social Security	269,000.00	17,612.34	76,630.20	28.49
5240	Retirement	615,000.00	45,075.87	195,534.45	31.79
5250	Trimet	30,000.00	1,921.63	8,134.03	27.11
5260	Unemployment	5,000.00	0.00	0.00	0.00
5270	Workers compensation	54,000.00	720.16	21,296.53	39.44
5290	Other employee benefits	21,000.00	30.50	122.00	0.58
6110	Legal services	375,000.00	30,502.09	81,047.34	21.61
6120	Accounting & audit services	50,000.00	2,730.00	15,120.00	30.24
6155	Contracted Services	732,500.00	66,102.67	223,802.20	30.55
6175	Records Management	8,000.00	364.50	1,458.00	18.23
6180	Dues & subscriptions	42,000.00	4,635.00	28,398.00	67.61
6220	Electricity	322,000.00	6,439.60	95,302.04	29.60
6230	Telephone	57,000.00	4,546.04	17,036.52	29.89
6240	Natural gas	9,000.00	376.95	1,303.53	14.48
6250	Solid waste disposal	82,000.00	210.37	5,088.08	6.20
6290	Other utilities	15,000.00	638.53	2,434.10	16.23
6310	Janitorial services	25,000.00	2,048.49	8,193.96	32.78
6320	Buildings & grounds	89,000.00	30,343.88	62,003.87	69.67
6330	Vehicle & equipment maint.	50,000.00	8,304.26	23,509.04	47.02
6340	Distribution system maint.	400,000.00	47,728.64	104,688.52	26.17
6342	Collection system maint.	320,000.00	39,789.18	62,982.55	19.68
6350	Computer maintenance	318,000.00	21,150.83	95,097.17	29.90
6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00
6410	Mileage	6,000.00	42.56	150.08	2.50
6420	Staff training	74,000.00	5,067.28	9,767.08	13.20

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6430	Certifications	6,500.00	830.00	1,070.00	16.46
6440	Board travel & training	7,000.00	0.00	553.97	7.91
6510	Office supplies	33,000.00	3,286.89	12,586.62	38.14
6520	Fuel & oils	71,000.00	2,527.77	10,727.09	15.11
6525	Chemicals	30,000.00	4,652.84	25,007.21	83.36
6530	Small tools & equipment	46,000.00	5,032.91	15,478.04	33.65
6540	Safety supplies	38,500.00	5,881.92	19,058.28	49.50
6550	Operational Supplies	26,000.00	2,242.49	5,767.07	22.18
6560	Uniforms	36,000.00	1,579.35	13,805.58	38.35
6590	Other supplies	10,000.00	434.09	1,427.55	14.28
6610	Board compensation	2,500.00	0.00	15.51	0.62
6710	Purchased water	1,117,000.00	78,775.36	478,271.44	42.82
6715	Water quality program	12,000.00	158.81	2,006.81	16.72
6720	Insurance	270,000.00	0.00	121.00	0.04
6730	Communications	125,000.00	2,632.91	9,063.38	7.25
6740	Advertising	7,500.00	1,430.00	2,521.46	33.62
6750	Other purchased services	0.00	1,781.11	1,781.11	0.00
6760	Equipment Rental	8,000.00	0.00	1,908.91	23.86
6770	Bank charges	140,000.00	12,188.08	51,565.92	36.83
6780	Taxes, Fees & Permits	106,500.00	23,266.80	40,946.88	38.45
6785	ECAP Payments	76,000.00	3,144.28	15,971.43	21.02
6810	2010 SRF Loan Principal	928,171.00	0.00	461,854.00	49.76
6811	2010 IFA Loan Principal	307,409.00	0.00	0.00	0.00
6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	57,000.00	0.00	56,229.12	98.65
6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00
6820	2010 SRF Loan Interest	305,740.00	0.00	125,144.00	40.93
6822	2010 IFA Loan Interest	144,809.00	0.00	0.00	0.00
6823	JPM Bank Loan Interest	340,676.00	0.00	0.00	0.00
6824	Interest Paid-KS Statebank	7,000.00	0.00	6,328.49	90.41
6825	Zions Bank loan-interest	26,000.00	0.00	12,992.70	49.97
6900	Miscellaneous expense	7,000.00	415.98	1,281.73	18.31
6990	Special Payments	550,000.00	0.00	0.00	0.00
7200	Infrastructure	1,555,000.00	0.00	0.00	0.00
7300	Buildings & Improvements	0.00	0.00	23,156.00	0.00
7520	Equipment	177,000.00	13,279.50	13,279.50	7.50
7530	Software	25,000.00	0.00	0.00	0.00
7540	Vehicles	70,000.00	35,947.23	37,352.23	53.36
7600	Capital Improvement Projects	2,954,000.00	250,762.98	447,908.60	15.16
8105	Transfers out to Fund 05	4,407,000.00	367,250.00	1,469,000.00	33.33
8120	Transfers out to Fund 20	623,800.00	0.00	0.00	0.00
8150	Transfers out to Fund 50	3,412,000.00	0.00	587,000.00	17.20
8171	Transfers out to Fund 71	500,000.00	41,667.00	166,668.00	33.33
8172	Transfers out to Fund 72	1,000,000.00	83,333.00	333,332.00	33.33
8173	Transfers out to Fund 73	480,000.00	40,000.00	160,000.00	33.33
9000	Contingency	10,142,100.00	0.00	0.00	0.00
Expense	Expense	39,958,705.00	1,610,752.72	6,965,148.72	17.43
Revenue Total		25,426,200.00	1,882,084.55	8,077,294.52	0.3177
Expense Total		39,958,705.00	1,610,752.72	6,965,148.72	0.1743
Grand Total		-14,532,505.00	271,331.83	1,112,145.80	-0.0765

General Ledger
Budget to Actual



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Period 04 - 04
Fiscal Year 2022

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	978,000.00	0.00	1,237,220.94	0.00	126.51
	<i>Beginning Fund Balance</i>	<i>978,000.00</i>	<i>0.00</i>	<i>1,237,220.94</i>	<i>0.00</i>	<i>126.51</i>
	NonDivisional	978,000.00	0.00	1,237,220.94	0.00	126.51
	Fund Balance	978,000.00	0.00	1,237,220.94	0.00	126.51
	NonDivisional					
	<i>Revenue</i>					
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	21,400.00	0.00	37.28
05-00-4610	Investment revenue	3,000.00	439.01	1,453.15	0.00	48.44
05-00-4630	Miscellaneous revenues	1,000.00	1,175.00	5,700.00	0.00	570.00
	<i>Revenue</i>	<i>61,400.00</i>	<i>5,614.01</i>	<i>28,553.15</i>	<i>0.00</i>	<i>46.50</i>
	NonDivisional	61,400.00	5,614.01	28,553.15	0.00	46.50
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,500,000.00	125,000.00	500,000.00	0.00	33.33
05-29-4920	Transfer in from Fund 20	1,899,000.00	158,250.00	633,000.00	0.00	33.33
05-29-4930	Transfer in from Fund 30	1,008,000.00	84,000.00	336,000.00	0.00	33.33
	<i>Revenue</i>	<i>4,407,000.00</i>	<i>367,250.00</i>	<i>1,469,000.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	4,407,000.00	367,250.00	1,469,000.00	0.00	33.33
	Revenue	4,468,400.00	372,864.01	1,497,553.15	0.00	33.51
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	657,000.00	40,890.59	170,313.04	0.00	25.92
05-01-5130	Overtime	5,000.00	74.77	1,071.91	0.00	21.44
05-01-5210	Healthdental insurance	127,000.00	8,014.54	29,580.35	0.00	23.29
05-01-5230	Social security	51,000.00	2,422.75	11,906.55	0.00	23.35
05-01-5240	Retirement	128,000.00	7,463.89	31,087.73	0.00	24.29
05-01-5250	TrimetWBF	6,000.00	320.72	1,316.75	0.00	21.95
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers compensation	1,000.00	11.82	349.55	0.00	34.96
05-01-5290	Other employee benefits	2,000.00	30.50	122.00	0.00	6.10
	<i>Personnel Services</i>	<i>982,000.00</i>	<i>59,229.58</i>	<i>245,747.88</i>	<i>0.00</i>	<i>25.03</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	30,502.09	81,047.34	0.00	21.61
05-01-6120	Accounting and audit services	50,000.00	2,730.00	15,120.00	0.00	30.24
05-01-6155	Contracted Services	188,000.00	32,709.83	99,001.41	7,800.00	52.66
05-01-6180	Dues and subscriptions	42,000.00	4,635.00	28,398.00	0.00	67.61
05-01-6220	Electricity	14,000.00	950.34	4,459.78	0.00	31.86
05-01-6240	Natural gas	4,000.00	154.57	408.09	0.00	10.20
05-01-6290	Other utilities	10,000.00	309.55	1,139.18	0.00	11.39
05-01-6310	Janitorial services	15,000.00	1,224.24	4,896.96	0.00	32.65

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6320	Buildings and grounds maint	20,000.00	1,242.68	8,831.20	0.00	44.16
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	50.00	0.00	0.42
05-01-6510	Office supplies	32,000.00	3,286.89	11,273.57	0.00	35.23
05-01-6730	Communications	2,000.00	0.00	1,174.50	0.00	58.73
05-01-6740	Advertising	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	5,000.00	0.00	1,173.75	0.00	23.48
05-01-6770	Bank charges	140,000.00	12,188.08	51,565.92	0.00	36.83
05-01-6780	Taxes, Fees, Permits	3,000.00	-30.00	180.00	0.00	6.00
05-01-6785	ECAP Payments	76,000.00	3,144.28	15,971.43	0.00	21.02
05-01-6900	Miscellaneous expense	1,000.00	0.00	539.90	0.00	53.99
	<i>Materials & Services</i>	<i>991,000.00</i>	<i>93,047.55</i>	<i>325,231.03</i>	<i>7,800.00</i>	<i>32.82</i>
	AdminFinance	1,973,000.00	152,277.13	570,978.91	7,800.00	28.94
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	188,000.00	13,896.44	57,700.34	0.00	30.69
05-02-5130	Overtime	5,000.00	0.00	796.51	0.00	15.93
05-02-5210	Healthdental insurance	27,000.00	1,897.59	7,007.77	0.00	25.95
05-02-5230	Social security	15,000.00	1,041.40	4,388.87	0.00	29.26
05-02-5240	Retirement	34,000.00	2,582.96	11,150.70	0.00	32.80
05-02-5250	TrimetWBF	2,000.00	109.94	462.79	0.00	23.14
05-02-5270	Workers compensation	1,000.00	3.61	106.92	0.00	10.69
05-02-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>273,000.00</i>	<i>19,531.94</i>	<i>81,613.90</i>	<i>0.00</i>	<i>29.90</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	16,000.00	0.00	0.00	0.00	0.00
05-02-6175	Records Management	8,000.00	364.50	1,458.00	0.00	18.23
05-02-6230	Telephone	57,000.00	4,546.04	17,036.52	0.00	29.89
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	12,000.00	122.15	630.15	0.00	5.25
05-02-6440	Board Expense	7,000.00	0.00	553.97	0.00	7.91
05-02-6510	Office supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	1,000.00	731.88	1,587.56	0.00	158.76
05-02-6560	Uniforms	36,000.00	1,579.35	16,742.99	0.00	46.51
05-02-6610	Board Compensation	2,500.00	0.00	15.51	0.00	0.62
05-02-6720	Insurance-General	270,000.00	0.00	121.00	0.00	0.04
05-02-6730	Communications	4,000.00	57.92	258.04	0.00	6.45
05-02-6740	Advertising	5,500.00	1,430.00	2,396.46	0.00	43.57
05-02-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>422,000.00</i>	<i>8,831.84</i>	<i>40,800.20</i>	<i>0.00</i>	<i>9.67</i>
	Human Resources	695,000.00	28,363.78	122,414.10	0.00	17.61
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	622,000.00	49,271.89	203,166.06	0.00	32.66
05-03-5130	Overtime	5,000.00	217.81	594.73	0.00	11.89
05-03-5210	Healthdental Insurance	93,000.00	7,097.21	25,951.86	0.00	27.91
05-03-5230	Social security	49,000.00	3,733.55	15,392.27	0.00	31.41
05-03-5240	Retirement	119,000.00	9,818.67	41,327.25	0.00	34.73
05-03-5250	TrimetWBF	5,000.00	392.38	1,615.76	0.00	32.32
05-03-5270	Workers compensation	1,000.00	11.19	330.93	0.00	33.09
05-03-5290	Other employee benefits	2,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>896,000.00</i>	<i>70,542.70</i>	<i>288,378.86</i>	<i>0.00</i>	<i>32.19</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	165,500.00	10,213.21	17,965.77	40,535.58	10.86
05-03-6180	Dues and subscriptions	0.00	0.00	0.00	0.00	0.00
05-03-6350	Computer maintenance	318,000.00	21,150.83	95,097.17	61,245.00	29.90
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	15,000.00	1,066.20	3,792.55	0.00	25.28
05-03-6430	Certifications	500.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	0.00	0.00	1,313.05	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6530	Small tools and equipment	6,000.00	0.00	2,328.00	0.00	38.80
05-03-6540	Safety supplies	2,500.00	0.00	1,181.68	0.00	47.27
05-03-6730	Communications	119,000.00	2,574.99	7,630.84	39,842.10	6.41
05-03-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>630,500.00</i>	<i>35,005.23</i>	<i>129,309.06</i>	<i>141,622.68</i>	<i>20.51</i>
	Technical Services	1,526,500.00	105,547.93	417,687.92	141,622.68	27.36
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/equipment maintenance	50,000.00	8,304.26	23,509.04	3,500.00	47.02
05-04-6520	Fuels and Oils	71,000.00	2,527.77	10,727.09	0.00	15.11
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>10,832.03</i>	<i>34,236.13</i>	<i>3,500.00</i>	<i>28.29</i>
	<i>Capital Outlay</i>					
05-04-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>35,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Vehicle Services	156,000.00	10,832.03	34,236.13	3,500.00	21.95
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	550,000.00	0.00	0.00	0.00	0.00
	<i>Special Payments</i>	<i>550,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Special Payments	550,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	545,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>545,900.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	545,900.00	0.00	0.00	0.00	0.00
05	Expense	5,446,400.00	297,020.87	1,145,317.06	152,922.68	21.03
	Administrative Services	0.00	75,843.14	1,589,457.03	-152,922.68	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	<i>Beginning Fund Balance</i>	<i>1,086,000.00</i>	<i>0.00</i>	<i>1,264,860.38</i>	<i>0.00</i>	<i>116.47</i>
	NonDivisional	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	Fund Balance	1,086,000.00	0.00	1,264,860.38	0.00	116.47
	NonDivisional Revenue					
10-00-4210	Water Sales - CRW	30,000.00	6,237.98	15,557.39	0.00	51.86
10-00-4211	Water sales	4,120,000.00	393,289.33	1,681,436.50	0.00	40.81
10-00-4215	Penalties and late charges	10,000.00	1,665.20	7,001.44	0.00	70.01
10-00-4220	System development charges	0.00	10,608.00	112,537.00	0.00	0.00
10-00-4240	Service installations	10,000.00	908.00	11,333.00	0.00	113.33
10-00-4280	Rents & leases	200,000.00	7,851.46	31,256.98	0.00	15.63
10-00-4290	Other charges for services	10,000.00	400.00	6,325.00	0.00	63.25
10-00-4610	Investment revenue	7,000.00	267.54	1,153.33	0.00	16.48
10-00-4630	Miscellaneous revenues	25,000.00	5,203.00	19,628.90	0.00	78.52
	<i>Revenue</i>	<i>4,412,000.00</i>	<i>426,430.51</i>	<i>1,886,229.54</i>	<i>0.00</i>	<i>42.75</i>
	NonDivisional	4,412,000.00	426,430.51	1,886,229.54	0.00	42.75
	Revenue	4,412,000.00	426,430.51	1,886,229.54	0.00	42.75

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
Drinking Water						
<i>Personnel Services</i>						
10-20-5110	Regular employees	677,000.00	53,161.81	217,536.61	0.00	32.13
10-20-5130	Overtime	29,000.00	2,323.59	10,224.91	0.00	35.26
10-20-5210	Healthdental insurance	134,000.00	9,146.37	33,776.79	0.00	25.21
10-20-5230	Social Security	53,000.00	4,173.61	17,157.40	0.00	32.37
10-20-5240	Retirement	127,000.00	10,938.79	45,964.23	0.00	36.19
10-20-5250	TrimetWBF	6,000.00	440.24	1,809.78	0.00	30.16
10-20-5270	Workers compensation	19,000.00	239.79	7,091.25	0.00	37.32
10-20-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,050,000.00</i>	<i>80,424.20</i>	<i>333,560.97</i>	<i>0.00</i>	<i>31.77</i>
<i>Materials & Services</i>						
10-20-6155	Contracted Services	66,000.00	4,034.40	17,221.00	42,779.00	26.09
10-20-6220	Electricity	32,000.00	2,450.03	13,182.07	0.00	41.19
10-20-6240	Natural gas	3,000.00	198.65	802.54	0.00	26.75
10-20-6290	Other utilities	3,000.00	290.60	1,141.40	0.00	38.05
10-20-6320	Buildings & grounds	10,000.00	25,000.00	30,400.00	0.00	304.00
10-20-6340	Distribution system maint	250,000.00	47,728.64	104,427.52	47,523.40	41.77
10-20-6410	Mileage	0.00	42.56	42.56	0.00	0.00
10-20-6420	Staff training	15,000.00	2,105.59	2,838.81	0.00	18.93
10-20-6430	Certifications	2,000.00	830.00	830.00	0.00	41.50
10-20-6530	Small tools & equipment	9,000.00	3,509.98	5,199.29	2,350.00	57.77
10-20-6540	Safety supplies	10,000.00	1,915.33	5,984.81	0.00	59.85
10-20-6550	Operational Supplies	7,000.00	1,277.92	2,814.65	0.00	40.21
10-20-6560	Uniforms	0.00	0.00	-1,241.47	0.00	0.00
10-20-6710	Purchased water	1,117,000.00	78,775.36	478,271.44	0.00	42.82
10-20-6715	Water quality program	12,000.00	158.81	2,006.81	6,599.00	16.72
10-20-6760	Equipment Rental	3,000.00	0.00	735.16	0.00	24.51
10-20-6780	Taxes, Fees, Permits	12,000.00	0.00	4,500.00	0.00	37.50
10-20-6900	Miscellaneous expense	1,000.00	251.12	492.92	0.00	49.29
	<i>Materials & Services</i>	<i>1,552,000.00</i>	<i>168,568.99</i>	<i>669,649.51</i>	<i>99,251.40</i>	<i>43.15</i>
	Drinking Water	2,602,000.00	248,993.19	1,003,210.48	99,251.40	38.56
Debt Service						
<i>Materials & Services</i>						
10-24-6815	Zions Bank loan-principal	183,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	26,000.00	0.00	12,992.70	0.00	49.97
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>0.00</i>	<i>12,992.70</i>	<i>0.00</i>	<i>6.22</i>
	Debt Service	209,000.00	0.00	12,992.70	0.00	6.22
Transfers & Contingencies						
<i>Transfers & Contingencies</i>						
10-29-8105	Transfers out to Fund 05	1,500,000.00	125,000.00	500,000.00	0.00	33.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,667.00	166,668.00	0.00	33.33
10-29-9000	Contingency	687,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>2,687,000.00</i>	<i>166,667.00</i>	<i>666,668.00</i>	<i>0.00</i>	<i>24.81</i>
	Transfers & Contingencies	2,687,000.00	166,667.00	666,668.00	0.00	24.81
10	Expense	5,498,000.00	415,660.19	1,682,871.18	99,251.40	30.61
	Drinking Water	0.00	10,770.32	1,468,218.74	-99,251.40	0.00
20	Wastewater Reclam. NonDivisional					
<i>Beginning Fund Balance</i>						
20-00-3500	Fund balance	834,900.00	0.00	929,019.94	0.00	111.27
	<i>Beginning Fund Balance</i>	<i>834,900.00</i>	<i>0.00</i>	<i>929,019.94</i>	<i>0.00</i>	<i>111.27</i>
	NonDivisional	834,900.00	0.00	929,019.94	0.00	111.27
	Fund Balance	834,900.00	0.00	929,019.94	0.00	111.27

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
NonDivisional						
<i>Revenue</i>						
20-00-4212	Wastewater charges	8,459,000.00	776,807.74	2,852,911.25	0.00	33.73
20-00-4215	Penalties & late charges	10,000.00	633.24	2,454.10	0.00	24.54
20-00-4220	System development charges	125,000.00	0.00	30,990.00	0.00	24.79
20-00-4290	Other charges for services	20,000.00	510.00	3,130.00	0.00	15.65
20-00-4610	Investment revenue	2,000.00	12.16	52.21	0.00	2.61
20-00-4630	Miscellaneous revenues	8,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>8,624,000.00</i>	<i>777,963.14</i>	<i>2,889,537.56</i>	<i>0.00</i>	<i>33.51</i>
	NonDivisional	8,624,000.00	777,963.14	2,889,537.56	0.00	33.51
Transfers & Contingencies						
<i>Revenue</i>						
20-29-4940	Transfers in from Fund 40	623,800.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>623,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	623,800.00	0.00	0.00	0.00	0.00
	Revenue	9,247,800.00	777,963.14	2,889,537.56	0.00	31.25
Wastewater-Plant						
<i>Personnel Services</i>						
20-21-5110	Regular employees	704,000.00	41,604.60	203,723.83	0.00	28.94
20-21-5130	Overtime	40,000.00	2,002.25	8,397.06	0.00	20.99
20-21-5210	Healthdental insurance	185,000.00	12,059.11	48,031.99	0.00	25.96
20-21-5230	Social security	55,000.00	3,246.66	15,868.01	0.00	28.85
20-21-5240	Retirement	127,000.00	7,197.04	36,559.39	0.00	28.79
20-21-5250	TrimetWBF	6,000.00	341.40	1,668.09	0.00	27.80
20-21-5270	Workers compensation	18,000.00	248.78	7,356.84	0.00	40.87
20-21-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,140,000.00</i>	<i>66,699.84</i>	<i>321,605.21</i>	<i>0.00</i>	<i>28.21</i>
<i>Materials & Services</i>						
20-21-6155	Contracted Services	163,000.00	17,383.23	71,265.62	145,224.77	43.72
20-21-6220	Electricity	276,000.00	3,039.23	77,660.19	0.00	28.14
20-21-6240	Natural gas	2,000.00	23.73	92.90	0.00	4.65
20-21-6250	Solid waste disposal	82,000.00	210.37	5,088.08	23,692.82	6.20
20-21-6290	Other utilities	2,000.00	38.38	153.52	0.00	7.68
20-21-6310	Janitorial services	10,000.00	824.25	3,297.00	0.00	32.97
20-21-6320	Buildings & grounds	58,000.00	4,101.20	22,772.67	0.00	39.26
20-21-6342	WRF system maintenance	270,000.00	39,779.18	54,670.61	13,671.91	20.25
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	766.67	802.67	0.00	8.92
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	30,000.00	4,652.84	25,007.21	6,036.68	83.36
20-21-6530	Small tools & equipment	10,000.00	0.00	1,845.68	0.00	18.46
20-21-6540	Safety supplies	20,000.00	2,583.59	5,506.71	0.00	27.53
20-21-6550	Operational supplies	14,000.00	0.00	1,113.45	0.00	7.95
20-21-6560	Uniforms	0.00	0.00	-630.47	0.00	0.00
20-21-6590	Other supplies	10,000.00	434.09	1,427.55	0.00	14.28
20-21-6740	Advertising	1,000.00	0.00	125.00	0.00	12.50
20-21-6750	Other purchased services	0.00	1,051.51	1,051.51	0.00	0.00
20-21-6780	Taxes, Fees, Permits	72,900.00	23,296.80	34,078.08	0.00	46.75
20-21-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>1,033,900.00</i>	<i>98,185.07</i>	<i>305,327.98</i>	<i>188,626.18</i>	<i>29.53</i>
	Wastewater-Plant	2,173,900.00	164,884.91	626,933.19	188,626.18	28.84
Wastewater-Collections						
<i>Personnel Services</i>						
20-22-5110	Regular employees	488,000.00	29,566.19	121,232.30	0.00	24.84
20-22-5120	Temporaryseasonal employees	0.00	1,455.43	3,132.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-22-5130	Overtime	11,000.00	1,360.45	2,772.97	0.00	25.21
20-22-5210	Healthdental insurance	109,000.00	8,002.58	29,758.54	0.00	27.30
20-22-5230	Social security	38,000.00	2,471.50	9,703.62	0.00	25.54
20-22-5240	Retirement	63,000.00	5,754.20	23,729.95	0.00	37.67
20-22-5250	TrimetWBF	4,000.00	261.51	1,026.62	0.00	25.67
20-22-5270	Workers compensation	11,000.00	172.45	5,099.63	0.00	46.36
20-22-5290	Other employee benefits	5,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>729,000.00</i>	<i>49,044.31</i>	<i>196,455.63</i>	<i>0.00</i>	<i>26.95</i>
	<i>Materials & Services</i>					
20-22-6320	Buildings & grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection system maint.	50,000.00	10.00	8,311.94	1,628.00	16.62
20-22-6390	Other repairs & maintenance	5,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	0.00	0.00	107.52	0.00	0.00
20-22-6420	Staff training	8,000.00	1,006.67	1,640.90	0.00	20.51
20-22-6430	Certifications	2,000.00	0.00	240.00	0.00	12.00
20-22-6530	Small tools & equipment	15,000.00	410.91	4,880.91	0.00	32.54
20-22-6540	Safety supplies	4,000.00	651.12	4,797.52	0.00	119.94
20-22-6550	Operational supplies	5,000.00	964.57	1,838.97	0.00	36.78
20-22-6560	Uniforms	0.00	0.00	-1,065.47	0.00	0.00
20-22-6750	Other purchased services	0.00	729.60	729.60	0.00	0.00
20-22-6780	Taxes, Fees, Permits	14,500.00	0.00	2,188.80	0.00	15.10
20-22-6900	Miscellaneous expense	1,000.00	164.86	248.91	0.00	24.89
	<i>Materials & Services</i>	<i>105,500.00</i>	<i>3,937.73</i>	<i>23,919.60</i>	<i>1,628.00</i>	<i>22.67</i>
	Wastewater-Collections	834,500.00	52,982.04	220,375.23	1,628.00	26.41
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	1,899,000.00	158,250.00	633,000.00	0.00	33.33
20-29-8150	Transfers out to Fund 50	3,412,000.00	0.00	587,000.00	0.00	17.20
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.00	333,332.00	0.00	33.33
20-29-9000	Contingency	763,300.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,074,300.00</i>	<i>241,583.00</i>	<i>1,553,332.00</i>	<i>0.00</i>	<i>21.96</i>
	Transfers & Contingencies	7,074,300.00	241,583.00	1,553,332.00	0.00	21.96
	Expense	10,082,700.00	459,449.95	2,400,640.42	190,254.18	23.81
20	Wastewater Reclam.	0.00	318,513.19	1,417,917.08	-190,254.18	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	659,000.00	0.00	677,232.52	0.00	102.77
	<i>Beginning Fund Balance</i>	<i>659,000.00</i>	<i>0.00</i>	<i>677,232.52</i>	<i>0.00</i>	<i>102.77</i>
	NonDivisional	659,000.00	0.00	677,232.52	0.00	102.77
	Fund Balance	659,000.00	0.00	677,232.52	0.00	102.77
	NonDivisional Revenue					
30-00-4213	Watershed protection fees	1,566,000.00	134,388.68	527,490.56	0.00	33.68
30-00-4215	Penalties & late charges	1,000.00	234.34	793.07	0.00	79.31
30-00-4290	Other charges for services	25,000.00	0.00	5,970.00	0.00	23.88
30-00-4610	Investment revenue	2,000.00	178.77	770.66	0.00	38.53
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,595,000.00</i>	<i>134,801.79</i>	<i>535,024.29</i>	<i>0.00</i>	<i>33.54</i>
	NonDivisional	1,595,000.00	134,801.79	535,024.29	0.00	33.54
	Revenue	1,595,000.00	134,801.79	535,024.29	0.00	33.54
	Watershed Protection Personnel Services					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-23-5110	Regular employees	92,000.00	7,103.38	29,981.48	0.00	32.59
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Healthdental insurance	30,000.00	2,723.45	10,116.75	0.00	33.72
30-23-5230	Social Security	8,000.00	522.87	2,213.48	0.00	27.67
30-23-5240	Retirement	17,000.00	1,320.32	5,715.20	0.00	33.62
30-23-5250	TrimetWBF	1,000.00	55.44	234.24	0.00	23.42
30-23-5270	Workers compensation	3,000.00	32.52	961.41	0.00	32.05
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>153,000.00</i>	<i>11,757.98</i>	<i>49,222.56</i>	<i>0.00</i>	<i>32.17</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	134,000.00	1,762.00	18,348.40	55,952.50	13.69
30-23-6340	System maintenance	150,000.00	0.00	261.00	0.00	0.17
30-23-6420	Staff training	3,000.00	0.00	12.00	0.00	0.40
30-23-6530	Small tools & equipment	6,000.00	1,112.02	1,224.16	0.00	20.40
30-23-6540	Safety supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	4,100.00	0.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>299,100.00</i>	<i>2,874.02</i>	<i>19,845.56</i>	<i>55,952.50</i>	<i>6.64</i>
	Watershed Protection	452,100.00	14,632.00	69,068.12	55,952.50	15.28
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	57,000.00	0.00	56,229.12	0.00	98.65
30-24-6824	Interest Paid-KS Statebank	7,000.00	0.00	6,328.49	0.00	90.41
	<i>Materials & Services</i>	<i>64,000.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>97.75</i>
	Debt Service	64,000.00	0.00	62,557.61	0.00	97.75
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	1,008,000.00	84,000.00	336,000.00	0.00	33.33
30-29-8173	Transfers out to Fund 73	480,000.00	40,000.00	160,000.00	0.00	33.33
30-29-9000	Contingency	249,900.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,737,900.00</i>	<i>124,000.00</i>	<i>496,000.00</i>	<i>0.00</i>	<i>28.54</i>
	Transfers & Contingencies	1,737,900.00	124,000.00	496,000.00	0.00	28.54
30	Expense	2,254,000.00	138,632.00	627,625.73	55,952.50	27.84
	Watershed Protection	0.00	-3,830.21	584,631.08	-55,952.50	0.00
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	623,800.00	0.00	623,763.59	0.00	99.99
	<i>Beginning Fund Balance</i>	<i>623,800.00</i>	<i>0.00</i>	<i>623,763.59</i>	<i>0.00</i>	<i>99.99</i>
	NonDivisional	623,800.00	0.00	623,763.59	0.00	99.99
	Fund Balance	623,800.00	0.00	623,763.59	0.00	99.99
	NonDivisional					
	<i>Revenue</i>					
40-00-4610	Investment revenue	0.00	268.35	1,156.88	0.00	0.00
	<i>Revenue</i>	<i>0.00</i>	<i>268.35</i>	<i>1,156.88</i>	<i>0.00</i>	<i>0.00</i>
	NonDivisional	0.00	268.35	1,156.88	0.00	0.00
	Revenue	0.00	268.35	1,156.88	0.00	0.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
40-29-8120	Transfers out to Fund 20	623,800.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>	623,800.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	623,800.00	0.00	0.00	0.00	0.00
40	Expense WW GO Debt Service	623,800.00 0.00	0.00 268.35	0.00 624,920.47	0.00 0.00	0.00 0.00
50	WW Revenue Bond Debt Service					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	587,000.00	0.00	514,742.94	0.00	87.69
	<i>Beginning Fund Balance</i>	587,000.00	0.00	514,742.94	0.00	87.69
	NonDivisional	587,000.00	0.00	514,742.94	0.00	87.69
	Fund Balance	587,000.00	0.00	514,742.94	0.00	87.69
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment revenue	6,000.00	41.83	466.83	0.00	7.78
	<i>Revenue</i>	6,000.00	41.83	466.83	0.00	7.78
	NonDivisional	6,000.00	41.83	466.83	0.00	7.78
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	3,412,000.00	0.00	587,000.00	0.00	17.20
	<i>Revenue</i>	3,412,000.00	0.00	587,000.00	0.00	17.20
	Transfers & Contingencies	3,412,000.00	0.00	587,000.00	0.00	17.20
	Debt Service					
	<i>Revenue</i>	3,418,000.00	41.83	587,466.83	0.00	17.19
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	928,171.00	0.00	461,854.00	0.00	49.76
50-24-6811	2021 IFA Loan Principal	307,409.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,385,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	305,740.00	0.00	125,144.00	0.00	40.93
50-24-6822	2021 IFA Loan Interest	144,809.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	340,676.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	3,411,805.00	0.00	586,998.00	0.00	17.20
	Debt Service	3,411,805.00	0.00	586,998.00	0.00	17.20
	Debt Service					
	<i>Expense</i>	3,411,805.00	0.00	586,998.00	0.00	17.20
50	WW Revenue Bond Debt Service	593,195.00	41.83	515,211.77	0.00	86.85
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	<i>Beginning Fund Balance</i>	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	NonDivisional	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	Fund Balance	4,135,000.00	0.00	4,537,966.26	0.00	109.75
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	100,000.00	0.00	0.00	0.00	0.00
	Development-Reimburse					
71-00-4225	System	100,000.00	0.00	0.00	0.00	0.00
	Development-Improvement					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4610	Investment revenue <i>Revenue</i>	40,000.00 <i>240,000.00</i>	1,910.93 <i>1,910.93</i>	8,238.12 <i>8,238.12</i>	0.00 <i>0.00</i>	20.60 <i>3.43</i>
	NonDivisional	240,000.00	1,910.93	8,238.12	0.00	3.43
	Transfers & Contingencies					
71-29-4910	Transfer in from Fund 10 <i>Revenue</i>	500,000.00 <i>500,000.00</i>	41,667.00 <i>41,667.00</i>	166,668.00 <i>166,668.00</i>	0.00 <i>0.00</i>	33.33 <i>33.33</i>
	Transfers & Contingencies	500,000.00	41,667.00	166,668.00	0.00	33.33
	Revenue Drinking Water <i>Capital Outlay</i>	740,000.00	43,577.93	174,906.12	0.00	23.64
71-20-7200	Infrastructure	1,555,000.00	0.00	0.00	0.00	0.00
71-20-7300	Buildings & improvements	0.00	0.00	23,156.00	0.00	0.00
71-20-7530	Software	25,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	35,000.00	35,947.23	37,352.23	0.00	106.72
71-20-7600	Capital Improvement Projects <i>Capital Outlay</i>	370,000.00 <i>1,985,000.00</i>	11,372.50 <i>47,319.73</i>	31,529.53 <i>92,037.76</i>	265,267.00 <i>265,267.00</i>	8.52 <i>4.64</i>
	Drinking Water	1,985,000.00	47,319.73	92,037.76	265,267.00	4.64
	Transfers & Contingencies					
71-29-9000	<i>Transfers & Contingencies</i> Contingency <i>Transfers & Contingencies</i>	2,890,000.00 <i>2,890,000.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>
	Transfers & Contingencies	2,890,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	4,875,000.00 0.00	47,319.73 -3,741.80	92,037.76 4,620,834.62	265,267.00 -265,267.00	1.89 0.00
72	Wastewater Reclamation Capital					
	NonDivisional					
72-00-3500	<i>Beginning Fund Balance</i> Fund balance <i>Beginning Fund Balance</i>	4,535,000.00 <i>4,535,000.00</i>	0.00 <i>0.00</i>	5,019,995.06 <i>5,019,995.06</i>	0.00 <i>0.00</i>	110.69 <i>110.69</i>
	NonDivisional	4,535,000.00	0.00	5,019,995.06	0.00	110.69
	Fund Balance NonDivisional <i>Revenue</i>	4,535,000.00	0.00	5,019,995.06	0.00	110.69
72-00-4610	Investment revenue <i>Revenue</i>	50,000.00 <i>50,000.00</i>	2,151.53 <i>2,151.53</i>	9,275.37 <i>9,275.37</i>	0.00 <i>0.00</i>	18.55 <i>18.55</i>
	NonDivisional	50,000.00	2,151.53	9,275.37	0.00	18.55
	Transfers & Contingencies					
72-29-4920	Transfer in from Fund 20 <i>Revenue</i>	1,000,000.00 <i>1,000,000.00</i>	83,333.00 <i>83,333.00</i>	333,332.00 <i>333,332.00</i>	0.00 <i>0.00</i>	33.33 <i>33.33</i>
	Transfers & Contingencies	1,000,000.00	83,333.00	333,332.00	0.00	33.33
	Revenue	1,050,000.00	85,484.53	342,607.37	0.00	32.63

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7520	Equipment	177,000.00	13,279.50	13,279.50	79,526.78	7.50
72-21-7600	Capital Improvement Projects	660,000.00	192,710.71	309,002.80	484,087.15	46.82
	<i>Capital Outlay</i>	<i>837,000.00</i>	<i>205,990.21</i>	<i>322,282.30</i>	<i>563,613.93</i>	<i>38.50</i>
	Wastewater-Plant	837,000.00	205,990.21	322,282.30	563,613.93	38.50
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7600	Capital Improvement Projects	1,624,000.00	46,679.77	107,376.27	49,953.49	6.61
	<i>Capital Outlay</i>	<i>1,624,000.00</i>	<i>46,679.77</i>	<i>107,376.27</i>	<i>49,953.49</i>	<i>6.61</i>
	Wastewater-Collections	1,624,000.00	46,679.77	107,376.27	49,953.49	6.61
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	3,124,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,124,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	3,124,000.00	0.00	0.00	0.00	0.00
72	Expense	5,585,000.00	252,669.98	429,658.57	613,567.42	7.69
	Wastewater Reclamation Capital	0.00	-167,185.45	4,932,943.86	-613,567.42	0.00
73	Watershed Protection Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	<i>Beginning Fund Balance</i>	<i>1,687,000.00</i>	<i>0.00</i>	<i>1,683,263.62</i>	<i>0.00</i>	<i>99.78</i>
	NonDivisional	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	Fund Balance	1,687,000.00	0.00	1,683,263.62	0.00	99.78
	NonDivisional Revenue					
73-00-4610	Investment revenue	15,000.00	652.46	2,812.78	0.00	18.75
	<i>Revenue</i>	<i>15,000.00</i>	<i>652.46</i>	<i>2,812.78</i>	<i>0.00</i>	<i>18.75</i>
	NonDivisional	15,000.00	652.46	2,812.78	0.00	18.75
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	480,000.00	40,000.00	160,000.00	0.00	33.33
	<i>Revenue</i>	<i>480,000.00</i>	<i>40,000.00</i>	<i>160,000.00</i>	<i>0.00</i>	<i>33.33</i>
	Transfers & Contingencies	480,000.00	40,000.00	160,000.00	0.00	33.33
	Revenue	495,000.00	40,652.46	162,812.78	0.00	32.89
	Watershed Protection Capital Outlay					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	1,882,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,882,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,882,000.00	0.00	0.00	0.00	0.00
	Expense	2,182,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection Capital	0.00	40,652.46	1,846,076.40	0.00	0.00
Revenue Total		25,426,200.00	1,882,084.55	8,077,294.52	0.00	0.3177
Expense Total		39,958,705.00	1,610,752.72	6,965,148.72	1,377,215.18	0.1743



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	4b
Date	December 21, 2021

Summary of Minutes for Approval

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

Attachments

1. November 16, 2021 Regular Board Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
NOVEMBER 16, 2021**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

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

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Joseph Edge	Oak Lodge Governance Project Steering Committee

1. Call to Order & Meeting Facilitation Protocols

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

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

General Manager Chaplen also introduced guests attending in an official capacity:

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

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

2. Call for Public Comment

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

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

Tamara Rook identified herself as a property owner within the District. Clackamas County staff had directed her to attend the Board meeting due to permitting issues. District Engineer Rice offered to speak with County Building and Code Enforcement staff in an effort to resolve the dispute between neighbors.

3. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee member Joseph Edge invited questions related to the previous month's presentation. The Board had none.

Mr. Edge stated the OLGP Steering Committee would be taking the holidays off and resume monthly updates in January.

4. Consent Agenda

Items on the Consent Agenda included:

- The September Financial Report,
- The October 19, 2021 regular meeting minutes, and
- Pre-authorization for purchase of a skid loader.

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

MOTION CARRIED

5. Presentation of the District's New MS4 Permit

Water Quality Coordinator Christensen presented an update on the newly issued Municipal Separate Storm Sewer System (MS4) Permit.

The Board made comments and asked clarifying questions related to upstream pollutants, mixing zones, District stormwater treatment, mercury levels, the Willamette basin, and development site runoff.

6. Consideration of Resolution No. 2021-06 Authorizing a Budget Transfer for the FY 2022 Adopted Budget

Finance Director Stevens outlined the Budget Transfers, which redistributed funds without increasing the total appropriations made in the Adopted Budget.

The Board asked clarifying questions related to the expenditures not identified at the time of Budget adoption.

Mark moved. Susan second.

Treasurer Knudson moved to adopt Resolution No. 2021-06 amending the fiscal year 2021-2022 Budget. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

7. Business from the Board

Treasurer Knudson encouraged future utilization of the Special Districts Association of Oregon (SDAO) trainings on various Board-related subjects.

Treasurer Knudson announced his resignation from Board of Directors effective December 31, 2021 due to his anticipated moved out of the District's boundary.

Director Williams exited the meeting at 7:06 p.m.

President Gornick asked about the Director appointment process. General Manager Chaplen outlined a potential recruitment timeline. The Board discussed a recruitment period ending January 5, 2022, with the potential to extend if more candidates were desired.

8. Departments Reports

The Board asked clarifying questions and provided comments on capital projects, non-revenue water, and purchased water expenses.

9. Call for Public Comment

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

10. Adjourn Meeting

President Gornick adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Gail Stevens, Finance Director
Title Approval of Participation in the Low-Income Household Water Assistance Program
Item No. 4c
Date December 8, 2021 for December 21, 2021 Board Meeting

Summary

Staff seeks the Board’s approval for the District to participate in the Low-Income Household Water Assistance Program, which is a temporary program designed to assist low-income households with water and wastewater service costs.

Background

The Low-Income Household Water Assistance Program (“LIHWA” or the “Program”) is a temporary federal program that was established and funded by Congress through the American Rescue Plan Act of 2021 and the Consolidated Appropriations Act of 2021. The Program is designed to assist low-income residential households with their drinking water and wastewater service costs, by providing Program funds directly to the water and wastewater service provider on their behalf. It is similar to the Low-Income Home Energy Assistance Program (“LIHEAP”).

Oregon Housing and Community Services (“OHCS”) has been designated as the State’s grantee for these federal dollars. OHCS will be receiving \$13.8 million in funds for the Program. Eligible customers may apply for participation in the Program through their local Community Action Agency. The local Community Action Agency will determine eligibility and payment amounts. Program funds will be provided by the local Community Action Agency directly to the utility on behalf of participating customers. LIHWA funds are anticipated to be available in January of 2022. The Program will continue through September 30, 2023, or until the funding runs out. A list of Frequently Asked Questions is attached to this Staff Report for further information on eligibility and Program details.

The local Community Action Agency in the District’s service territory is Clackamas County Social Services (“CCSS”). In order to participate in the Program, the District will need to enter into an agreement with CCSS, so that the parties may share financial and account information for customers and allow payments to be made on their behalf. OHCS has developed a draft, template agreement for this purpose, which is currently being reviewed by the Special Districts

Association of Oregon (“SDAO”) and other agencies, and is expected to be negotiated and in final form in the next several weeks. The draft agreement is attached to this Staff Report.

Concurrence

The District’s legal counsel has reviewed the draft agreement and is working with SDAO to propose certain revisions to OHCS before a final form is reached.

Recommendation

Staff recommends the Board of Directors authorize the District to participate in the Low-Income Household Water Assistance Program, and authorize the General Manager, in consultation with the District’s Legal Counsel, to negotiate and enter into an agreement with Clackamas County Social Services and the Oregon Housing and Community Services Department for the administration of the Program.

Alternatives to Recommendation

The Board may decline to participate in the Program.

Suggested Board Motion

“I move to authorize the District to participate in the Low-Income Household Water Assistance Program, and authorize the General Manager, in consultation with the District’s Legal Counsel, to negotiate and enter into an agreement with Clackamas County Social Services and the Oregon Housing and Community Services Department for the administration of the Program.”

Attachments

1. Draft LIHWA Agreement
2. LIHWA Program FAQs

CONTRACT FOR WATER ASSISTANCE PROVISIONS
BETWEEN
<INSERT COMMUNITY ACTION AGENCY NAME>
AND
<INSERT VENDOR NAME>

This Low-Income Housing Water Assistance (LIHWA) Program Agreement (“Agreement”) is entered into by and between the _____ (“Agency”), _____ (“Vendor”), and the Oregon Housing and Community Services Department, together with its successors and assigns (“Department”), (each a “Party” and collectively the “Parties”) under the following terms:

1. Entire Contract

- a) This Agreement is the mechanism by which all Parties can carry out the provisions of the Low-Income Household Water Assistance (LIHWA) Program.
- b) It is understood and agreed that the entire contract between the Parties is contained in this Agreement.
- c) This Agreement supersedes all previous commitments, promises, representations either oral or written, between the Parties relating to the subject matter hereof.
- d) The person signing this Agreement on behalf of the Vendor certifies and attests that the Vendor has the power and authority to enter into and perform this Agreement, and that the signor has full and complete authority to bind the Vendor.
- e) All the words and phrases used in this Agreement shall have the meanings given herein or as used in the LIHWA Program Requirements and other related requirements unless the context clearly requires otherwise.

2. Definitions

- a) Authorization means a form that contains the Eligible Household’s account number, name of person applying for LIHWA assistance, name on the account, address of Eligible Household, and amount of the LIHWA Payment to be applied to the Eligible Household’s account.
- b) Commitment means the initial communication that an Eligible Household has qualified for LIHWA Payments and serves as notice of the forthcoming Authorization.
- c) Eligible Household means a household receiving services from the Vendor that has been determined, by the Agency in accordance with LIHWA eligibility guidelines, to be eligible for a LIHWA Payment.
- d) LIHWA Payment(s) includes regular and crisis payments made by the Agency to the Vendor on behalf of Eligible Households for eligible drinking water and/or wastewater service charges (including reconnection charges, fees, penalties, or reduction of current charges and fees).

3. The Agency agrees to do the following:

- a) To assign a vendor number/business code to each Vendor after the Agreement is fully executed.
- b) To effectuate LIHWA Payments to the Vendor on behalf of Eligible Households, including:
 - i. Notifying the Vendor of Commitments through an agreed-upon format (i.e., direct portal input, written, oral, etc.),
 - ii. Notifying the Eligible Household of Commitments made to Vendor,
 - iii. Pursuant to Commitment, submitting payment to the Vendor promptly and no later than 45 days after Commitment issued, and
 - iv. Prior to receipt of payment, notifying Vendor of any changes to Commitments caused by federal or state law.
- c) To issue to Vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all Eligible Households. A payment register precedes the check or ACH deposit. The register includes the names of the Eligible Households, the account names and numbers, the amounts to be applied to each account, and the addresses and counties of residence of the Eligible Households.
- d) To inform the Vendor in the case an Eligible Household is in crisis or life-threatening situation and speaking to the Vendor on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to such a discussion.

4. The Vendor agrees to do the following:

- a) To refer its customers to the Agency for assistance.
- b) To charge all Eligible Households using the Vendor's normal billing process.
- c) To charge all Eligible Households the price normally charged for drinking water and/or wastewater services supplied to non-eligible households, except for other billing assistance and/or discount programs.
- d) Not to exclude or discriminate against any Eligible Households with respect to cost of services, terms, deferred payment plans, credit, conditions of sale, or discounts and programs offered to non-eligible households.
- e) Not to treat any Eligible Households adversely because of receipt of LIHWA assistance.
- f) To continue to apply the regular drinking water and/or wastewater service charges and credits of payments in regular fashion, even in consideration of a Commitment or LIHWA Payment.
- g) To process all LIHWA Payments, on behalf of Eligible Households from the Agency, including:
 - i. Applying a credit notation to the Eligible Household's account as soon as the Vendor receives a LIHWA Authorization from the Agency.
 1. This credit can only be applied to water and wastewater related charges and fees.
 2. This credit cannot be applied to charges and fees including but not limited to police, street lights, and garbage service.
 - ii. Applying and itemizing LIHWA Payments for all Eligible Households identified in the LIHWA Payment Register as directed by the Agency.
 - iii. Posting all payments to Eligible Household accounts promptly after being received, no later than the next billing cycle.
 - iv. If a LIHWA Payment cannot be credited to the Eligible Household's account, processing a refund, according to the Oregon LIHWA Vendor Refund Policies, directly to the Eligible Household within thirty (30) days.
- h) To discuss the Eligible Household's crisis or life-threatening situation with the Agency, speaking on behalf of the Eligible Household when a member of the Eligible Household is not present or does not have accessibility to the discussion.
- i) To cooperate with the Agency, once informed of the crisis or life-threatening situation and in receipt of a Commitment, to resolve the Eligible Household's situation related to drinking water and/or wastewater services with urgency.
- j) To comply with Oregon LIHWA Vendor Refund Policies, as described below in this Agreement.
- k) To maintain an accounting system and supporting fiscal records that represent the amounts and billing of drinking water and/or wastewater services provided to Eligible Households.
- l) To fully cooperate with the Department's and Agency's monitoring practices, including but not limited to providing requested documentation for Federal representatives or Oregon Secretary of State representatives within set time frames, as well as communicating with Department or Agency staff.
- m) To provide at no cost to the Department, Eligible Household, or Agency, written information on an Eligible Household's drinking water and/or wastewater services costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods, even when it may be from a prior occupant household.
- n) To provide at no cost to the Department or Agency, or an authorized agent to the Department or Agency, for the purposes of research, evaluation, and analysis, information on household drinking water and/or wastewater services costs and usage for Eligible Households.
- o) To report situations that threaten life, health, or safety of potentially Eligible Households to the Department or Agency.
- p) **Program Requirements:** Vendor agrees to timely satisfy all requirements of this Agreement, including all LIHWA Regulations or other forms of LIHWA federal guidance, as applicable, and all other applicable federal, state, and local statutes, rules, regulations, ordinances, and orders (all of the foregoing, as amended from time to time, collectively, the "Program Requirements") to the satisfaction of Department or Agency.

5. Termination

- a) This Agreement shall terminate upon the earliest to occur of the following events:
 - i. A change in the requirements of applicable Federal or State regulations for LIHWA administration,

- ii. A change in the state plan for administering LIHWA that affects the terms and conditions of this Agreement,
 - iii. Thirty (30) days' written notice of termination by any Party,
 - iv. Mutual consent of all Parties,
 - v. Any license or certificate required by law or regulation to be held by the Vendor to provide services outlined in this Agreement is denied, revoked, or not renewed, or
 - vi. The end of the LIHWA program year, which begins on _____ and ends on _____.
- b) This Agreement will terminate effective immediately upon determination by the Department that the Vendor is not in compliance with the terms of this Agreement, including the Program Requirements. The Vendor will be notified within ten (10) days of termination.
 - c) Termination by any Party shall not discharge any obligations owed by any Party to another or to an Eligible Household or any liability, which has accrued prior to termination.
 - d) The rights and remedies of any Party provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

6. Miscellaneous

- a) **Subcontracts:** The Vendor shall not enter into any subcontracts for any of the services provided under this Agreement without obtaining prior written approval from the Department or Agency.
- b) **Amendments:** The terms of this Agreement shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument between the Parties.
- c) **Execution and Counterparts:** This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- d) **Severability:** If any court of competent jurisdiction shall hold any provision of this Agreement invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.
- e) **Assignment:** The Vendor shall not assign or transfer its interest in this Assignment without the express written consent of the Department and Agency.
- f) **Waiver:** The failure by any Party to enforce any provision of this Agreement shall not constitute a waiver by another Party of that or any other provision.
- g) **Independent Contractors/Workers' Compensation Coverage:** Vendor and Agency are independent contractors under this Agreement and both covenant, warrant, and affirm that neither they nor any of their agents, representatives or employees are an officer, employee, or agent of the other party. Vendor and Agency further covenant, warrant and affirm that they shall provide Workers' Compensation insurance for their prospective employees and require such by their subcontractors.
- h) **Indemnity:** Subject to any applicable limitations in the Oregon Constitution and the Oregon Tort Claims Act, each Party (the "Indemnifying Party") shall save, defend (consistent with ORS chapter 180), indemnify and hold harmless the other Party, the Department and each of their officers, agents, employees and members (the "Indemnified Parties") from all claims, suits or actions of whatsoever nature (collectively, "Claims") to the extent resulting from or arising out of the negligent or wrongful acts or omissions of the Indemnifying Party or its subcontractors, agents, or employees in its performance or non-performance of its obligations under this Agreement unless such Claims primarily result from the Indemnified Party or Parties' negligence, gross negligence or willful misconduct. In no event shall either Party be liable to the other for Claims in an amount more than \$50,000 per event.
- i) **Successors in Interest:** The provisions of this Agreement shall be binding upon and shall insure to the benefit of the Parties hereto, and their respective successors and assigns, if any.
- j) **Force Majeure:** A Party shall not be held responsible for delay or default as a result of an event or action beyond its reasonable control, including without limitation, fire, riots, acts of God or war.
- k) **Governing Law:** This Agreement is governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law.
- l) **Merger:** This Agreement constitutes the entire Agreement between the Parties. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties.
- m) **Mediation:** In the case the Parties become involved in a dispute regarding any part of this Agreement, the Parties shall submit to mediation prior to the commencement of litigation to enforce this Agreement. The mediator shall be an individual mutually acceptable to all Parties. Each Party shall pay its own cost for the

time and effort involved in mediation and agrees to split equally the cost of the mediator. All Parties agree to exercise best efforts and act in good faith to resolve all disputes.

- n) **Eligible Household Information Confidentiality:** Due to the obligations outlined in this Agreement, all Parties will have access to Confidential Information of Eligible Households, including but not limited to household member names, social security numbers, addresses, account numbers, account payments and balances, and income information. All Parties shall use appropriate safeguards to prevent the disclosure of Confidential Information to unauthorized third parties, and shall prevent employees, agents or subcontractors from accessing, copying, disclosing or using any such Confidential Information.
- o) **Red Flag Rules:** All Parties agree to establish, maintain, and abide by reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft related to Eligible Households through the administration of LIHWA.
- p) **Funds Available and Authorized:** The Vendor understands and agrees that payment of amounts under this Agreement is contingent on the Department receiving appropriations or other expenditure authority sufficient to allow the Department and Agency to continue to make payments under this Agreement.
- q) **Effective Date and Duration:** This Agreement shall be effective upon execution by all Parties and shall remain in effect until terminated as described in the "Termination" section herein.
- r) **Further Acts:** Vendor will do, make, execute, and deliver all such further acts or writings as Department or Agency may require to protect the Department or Agency's rights under this Agreement.
- s) **False Claims Act:** The Parties acknowledge the Oregon False Claims Act, ORS 180.750 to 180.785, applies to any "claim" (as defined by ORS 180.750) made by (or caused by) a Party that pertains to this Agreement or LIHWA Payments for Eligible Households. The Parties certify that no claim is or will be a "false claim" (as defined by ORS 180.750) or an act prohibited by ORS 180.755. Each Party further acknowledge, in addition to the remedies under this Agreement, if it makes (or causes to be made) a false claim or performs (or causes to be performed) an act prohibited under the Oregon False Claims Act, the Oregon Attorney General may enforce the liabilities and penalties provided by the Oregon False Claims Act against the Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized representatives as of the date(s) written below.

VENDOR:

By: _____ Date: _____

Print: _____

Title: _____

Vendor Name: _____

AGENCY:

By: _____ Date: _____

Print: _____

Title: _____

Agency Name: _____

Oregon's Low-Income Household Water Assistance (LIHWA) Program Vendor Refund Policy

1. Credit Balances – Unless there is an event otherwise noted in this Refund Policy, all LIHWA Payments that create a credit balance remain on the Eligible Household's account until exhausted.
2. Ineligible Credit Balances - In the event that a LIHWA Payment cannot be applied to the Eligible Household's account, the remaining balance shall be returned to the Eligible Household within thirty (30) days after the Vendor receives the LIHWA Payment.
3. Deposits – All deposits and accrued interest become the property of the Eligible Household and shall be returned to the Eligible Household at the time specified in the deposit agreement in a manner consistent with applicable administrative rules, approved tariffs and other law.
4. Voluntary Closure and Moves - If the Eligible Household voluntarily closes the account that received a LIHWA Payment or moves to another service address that the Vendor does not represent, any credit balances resulting from a LIHWA Payment shall be refunded to the Eligible Household. If the Eligible Household moves to another service address by which the Vendor does represent, any credit balances resulting from a LIHWA Payment shall be transferred to the new address.
5. Inability to Locate Eligible Household – In the event that the Vendor is unable to locate the Eligible Household within one (1) year after service has been discontinued for any reason, any unused portion of a LIHWA Payment shall be returned to the Oregon Department of State Lands as unclaimed property.
6. Deceased Eligible Household – In the event a LIHWA Payment remains on the Eligible Household's account and the account is closed, the Vendor shall return the LIHWA Payment credit balance to the Department no later than the end of the program year. The Vendor shall submit a check to the Department with the notation of number six of this Refund Policy.
7. Return Address for Refunds to the State of Oregon – Mail refunds to:

OREGON HOUSING AND COMMUNITY SERVICES, ENERGY SERVICES SECTION
ATTN: LIHWA PROGRAM REFUND
725 SUMMER ST NE, SUITE B
SALEM, OR 97301

Refunds must include the following information: Eligible Household name, Eligible Household address, Name of Agency that provided LIHWA Payment to Eligible Household, Date of LIHWA Payment to Vendor, Reason for the return.
8. Incorrect Payments – All Vendors are required to review the LIHWA Payments register for accuracy. In the event a payment is made in error, the Vendor must contact the Agency listed on the payment register within thirty (30) days to correct the error. LIHWA Payments made in error must be corrected by the Agency and will be refunded from subsequent LIHWA Payments made to the Vendor.

Drinking Water and/or Wastewater Utility Vendor Information

Vendor Name		
Primary Contact Name	Primary Contact Phone	Customer Service Phone
Primary Contact Mailing Address	Primary Contact Fax	Primary Contact Email
Payment Contact Name	Payment Contact Phone	
Payment Contact Mailing Address	Payment Contact Fax	Payment Contact Email

Legal Name (For tax purposes)			
Taxpayer Identification Number (TIN)			
Type of TIN			
<input type="checkbox"/>	Employer ID Number (FEIN)	<input type="checkbox"/>	Social Security Number (SSN)
<input type="checkbox"/>	Individual Taxpayer ID Number (ITIN)	<input type="checkbox"/>	
Type of Entity			
<input type="checkbox"/>	Individual/Sole Proprietor	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Government Entity

Counties served (Please check all that apply)							
<input type="checkbox"/>	Baker	<input type="checkbox"/>	Douglas	<input type="checkbox"/>	Lake	<input type="checkbox"/>	Tillamook
<input type="checkbox"/>	Benton	<input type="checkbox"/>	Gilliam	<input type="checkbox"/>	Lane	<input type="checkbox"/>	Umatilla
<input type="checkbox"/>	Clackamas	<input type="checkbox"/>	Grant	<input type="checkbox"/>	Lincoln	<input type="checkbox"/>	Union
<input type="checkbox"/>	Clatsop	<input type="checkbox"/>	Harney	<input type="checkbox"/>	Malheur	<input type="checkbox"/>	Wallowa
<input type="checkbox"/>	Columbia	<input type="checkbox"/>	Hood River	<input type="checkbox"/>	Marion	<input type="checkbox"/>	Wasco
<input type="checkbox"/>	Coos	<input type="checkbox"/>	Jackson	<input type="checkbox"/>	Morrow	<input type="checkbox"/>	Washington
<input type="checkbox"/>	Crook	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	Multnomah	<input type="checkbox"/>	Wheeler
<input type="checkbox"/>	Curry	<input type="checkbox"/>	Josephine	<input type="checkbox"/>	Polk	<input type="checkbox"/>	Yamhill
<input type="checkbox"/>	Deschutes	<input type="checkbox"/>	Klamath	<input type="checkbox"/>	Sherman	<input type="checkbox"/>	

Tribes served (Please check all that apply)			
<input type="checkbox"/>	Burns Paiute	<input type="checkbox"/>	Confederated Tribes of Warm Springs
<input type="checkbox"/>	Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians	<input type="checkbox"/>	Cow Creek Band of Umpqua Indians
<input type="checkbox"/>	Confederated Tribes of Grand Ronde	<input type="checkbox"/>	Coquille Indian Tribe
<input type="checkbox"/>	Confederated Tribes of Siletz	<input type="checkbox"/>	Klamath Tribes
<input type="checkbox"/>	Confederated Tribes of Umatilla Reservation	<input type="checkbox"/>	

Frequently Asked Questions: Low-Income Household Water Assistance (LIHWA) Program

The Low-Income Household Water Assistance (LIHWA) Program is a temporary federal assistance program that provides low-income Oregonians with assistance for their drinking water and wastewater service charges. The U.S. Health & Human Services' Office of Community Services (OCS), who funds this program, has designated Oregon Housing & Community Services (OHCS) as the grantee for the State of Oregon. The Community Action Agency (CAA) network will administer the program at the local level.

Topic	Question	Answer
Application Process	Can a household apply for the Low-Income Household Water Assistance (LIHWA) Program more than once?	No, this temporary funding allows for households to receive one LIHWA assistance within this funding period. However, if households are experiencing a crisis situation (see "How do households qualify for crisis payments?"), they should contact their local CAA office to see if they qualify for an additional payment.
Application Process	Can a household apply for LIHWA and Low-Income Home Energy Assistance Program (LIHEAP) assistance at the same time?	Eligibility requirements of each program must be met for households to qualify for assistance, including the separate LIHWA and LIHEAP applications. If the CAAs are able to provide both forms of assistance to a household at one time, OHCS encourages them to do so when appropriate.
Application Process	Can all of the residents in a multifamily complex or manufactured home park, who pay their landlord for water and sewer, apply on one application?	No, each household must apply separately. The landlord authorization form must accompany each application to enforce application of credit to the individual household.
Application Process	Can households apply for LIHWA assistance regardless of citizenship or residency status?	All household members must provide proof of a valid Social Security number.
Application Process	How do households verify their application status?	Community Action Agencies (CAAs) have their own application processes that vary. Households should refer to their local CAAs for application process and verification.
Application Process	How does someone apply for water assistance through the LIHWA Program?	Households in need of water assistance can apply with their local CAA office. Households can locate their local CAAs by referring to the LIHWA website.
Application Process	How long will water assistance through the LIHWA Program be available?	The CAAs have through September 30, 2023, to accept applications. Once funding is exhausted, CAAs will no longer be able to accept additional applications for LIHWA assistance.
Application Process	If a household is going to be disconnected from water service, how can LIHWA assistance help?	The household needs to apply for LIHWA assistance with their local CAA. The CAA would inform the household of any required documents or processes to determine eligibility. Once the household is eligible, the CAA would then contact the utility with commitment of the LIHWA assistance payment. The contact between the CAA and utility, which is stipulated in the vendor agreement, would avert the disconnection. If there are other documents or processes required, the CAA would inform the household.
Application Process	What documents should households prepare for their LIHWA application?	At a minimum, households should be prepared with social security cards or numbers for all household members, valid form of identification for all adults, their most recent water and wastewater utility bill(s), and proof of income received in the last 30 days or last calendar month. CAAs may have additional documentation required. Households should contact their local CAAs for more information.
Application Process	When will water assistance through the LIHWA Program become available?	Oregon Housing and Community Services (OHCS) anticipates making the program live in January 2022. As this is a new program, timelines may change.
Eligibility	Are households who pay their landlords for water and wastewater costs eligible for LIHWA assistance?	Yes, these households are eligible for the program. Part of their application will involve obtaining the landlord authorization form (see "What is a landlord authorization?"), which will release utility information to the CAAs and assure reduction in rent based on the amount of LIHWA assistance the household receives.
Eligibility	Are there any sources of income that are counted towards LIHEAP eligibility but not for LIHWA eligibility?	Yes, there is one source of income that are excluded from countable income with the LIHWA Program, which is Temporary Assistance for Needy Families (TANF).
Eligibility	Can CAAs use categorical eligibility to determine household eligibility for the LIHWA Program?	If the same household received LIHEAP within the same program year, the CAA may automatically qualify that household for LIHWA. Categorical eligibility for other programs is not allowed.
Eligibility	Can households receive LIHWA assistance for separate water and wastewater bills?	Yes, the LIHWA Program can apply to both water and sewer bills, whether they are combined through one utility or separate through two. This also applies when households have only one bill because of either a well for their drinking water or a septic tank for their sewage.
Eligibility	Do households have to be disconnected or past due to receive LIHWA assistance?	No, households may apply for LIHWA assistance when they have current standing with their water and wastewater utilities.
Eligibility	Do households need to be impacted by COVID to receive LIHWA assistance?	No, households do not need to be impacted by COVID to qualify for LIHWA assistance.
Eligibility	Does affiliation with an Oregon Tribe affect a household's eligibility for the LIHWA Program?	Affiliation with an Oregon Tribe most likely will not affect eligibility for the LIHWA Program. The Confederated Tribes of Warm Springs was the only Oregon Tribe to receive a direct LIHWA allocation. Households with member(s) of affiliation with an Oregon Tribe should apply to their local CAA to determine eligibility for LIHWA assistance.
Eligibility	How do households determine if their utilities are eligible for the program?	There is a list of all eligible utilities organized by CAA posted on the LIHWA website. This list shows eligible utilities rather than those with executed vendor agreements.
Eligibility	How do households know if they are able to qualify for LIHWA assistance?	Households that are low-income and pay a utility or their landlord for water and wastewater services are encouraged to apply. Households who are on subsidized rent and have water and sewer costs included in rent are not eligible for assistance, because they do not have a demonstrated water burden.
Eligibility	How does receipt of LIHWA assistance affect other forms of household assistance (food stamps, rent assistance)?	Receiving LIHWA assistance will not affect previous, current, or future enrollment in any other assistance or utility program.
Eligibility	If a household has infrastructure issues (such as broken pipes) that are preventing the utility from reconnecting service, is the household still eligible for LIHWA Program assistance?	Yes, households may still be eligible for LIHWA assistance in this case. Households experiencing infrastructure issues (such as broken pipes) are encouraged to reach out to their local CAA to determine if services are available for such repairs.
Eligibility	What is the income eligibility for the LIHWA Program?	Household gross income must be at or below 60% State Median Income (SMI).
Payment	Can LIHWA assistance be applied toward retroactive water and wastewater charges?	Yes, LIHWA assistance can apply to water and wastewater charges billed in October 2020 and forward.
Payment	Can LIHWA assistance be used on an account that was sent to collections?	If the charges for a water or wastewater account are maintained by an internal collections department with the utility, then LIHWA assistance may be applied to that account. If the charges were sent to a collections agency outside of the utility, LIHWA assistance may not be applied to that account.
Payment	Can LIHWA assistance be used to place a deposit on an account?	Yes, LIHWA assistance can pay for the deposit on water and wastewater accounts.
Payment	Do households have to pay back LIHWA assistance at any point?	No, all payments are considered gifts or grants.
Payment	How can households cover other charges on the water and wastewater bill that LIHWA assistance cannot cover?	OHCS recommends CAAs to work with utilities to make payment arrangements with the households to cover other charges. If this is not possible, households may seek other CAA or community assistance programs to cover those charges. Additionally, households are encouraged to work with their utilities to set up payment arrangements if possible.
Payment	How do households qualify for crisis payments?	Crisis situations include, but are not limited to, those cases in which water or wastewater is disconnected, pending disconnection, or when disconnection will result in a life-threatening situation. CAAs determine a household's eligibility for crisis payment on a case-by-case situation.
Payment	How much LIHWA assistance can a household receive?	Eligible households may receive standard assistance payments specific to their individual need between a floor (or minimum) of \$100 and a ceiling (or maximum) of \$1,000. Households experiencing crisis (see "How do households qualify for crisis payments?") may qualify for an additional \$100 to \$1,000 assistance payment, depending on individual need.
Payment	What are examples of eligible costs and ineligible costs on water and wastewater bills?	Eligible costs include, but are not limited to, charges for water and wastewater, stormwater, reconnection and late fees, and bonds. Ineligible costs include, but are not limited to, charges for electricity or heat, garbage, streetlights, police and fire services and bonds, administration, irrigation, and road construction or maintenance.
Payment	What happens to remaining credit from LIHWA assistance if households move into the service territory of another utility?	CAAs are encouraged to either pay utility accounts to current or, if the account is already current, place a small credit on the account. If a credit still remains and a household member is the account holder, a rebate will be authorized to the household. If the landlord is the account holder, the landlord must pay the credit to the household (stipulated in the landlord authorization).

Payment	Who does the CAA pay when a household qualifies for LIHWA assistance?	CAAs pay the water or wastewater utility directly. Households do not receive direct payments from the CAAs.
Vendor Agreements	As utility information is not considered public record, how can utilities speak with CAAs on behalf of households?	The vendor agreements between the CAAs and utilities grant the CAAs the ability to speak with the utilities on behalf of households in order to acquire account information and provide assistance.
Vendor Agreements	Can utilities provide feedback and modify the vendor agreements to fit their needs?	As the LIHWA Program is an emergency assistance program for low-income households, OHCS vetted the vendor agreement through the Oregon Department of Justice to pare it down while meeting legal requirements. If utilities continue to face hardship, they are asked to seek guidance from OHCS.
Vendor Agreements	How can households obtain water and wastewater assistance if their utility has not signed a vendor agreement with the CAA?	CAAs and utilities should work closely together to execute vendor agreements. However, if this is not possible, households may be referred to other CAA assistance programs, including Oregon Emergency Rental Assistance Program (OERAP), for possible water assistance.
Vendor Agreements	How do CAAs ensure LIHWA commitments and payments will reconnect or avert disconnection for households?	The vendor agreement enforces action by the utility to apply the LIHWA commitment in lieu of payment, as it is anticipated.
Vendor Agreements	How long after CAAs make a commitment on behalf of a household will the utilities receive payment?	CAAs will send a bulk payment with an itemized authorization list (household name, account number, and payment amount) at a frequency agreed upon between the service provider and utility, which is no more than 45 days from commitment.
Vendor Agreements	Is there anything that utilities can do to prepare prior to receiving the vendor agreement?	OHCS recommends utilities to begin discussions with their boards or councils who approve legal documents and agreements.
Vendor Agreements	What are vendor agreements and why are they required for LIHWA Program participation?	Vendor agreements serve as the legal agreement required for CAAs to make LIHWA payments to utilities on behalf of their customers. They allow utilities to release customer information to the CAAs, build in protections for all those involved, and assure payments are applied to accounts.
Vendor Agreements	What is the procedure for water and wastewater utilities that provide services in multiple counties?	If those utilities provide services in counties assisted by one CAA, then those utilities must have one vendor agreement in place. If those utilities provide services in counties assisted by two or more CAAs, then those utilities must have one vendor agreement for each CAA.
Vendor Agreements	Who initiates the vendor agreement execution process: the CAAs or the utilities?	OHCS will provide CAAs with vendor agreements, who will then initiate the execution process (i.e., contact and signatures) with the utilities.
Landlord Authorization	How do CAAs ensure that households, who qualify for LIHWA assistance to their landlord's utility account, receive credit for arrearages owed to the landlord?	The landlord authorization form holds the landlord accountable for the credit and the receipt of LIHWA assistance from the CAA provides proof of payment.
Landlord Authorization	What is a landlord authorization?	A landlord authorization is a release between the CAAs and landlords that allows the CAA to speak with the landlord's utility. It also informs the landlord of the LIHWA assistance payment for a specific household and the amount of credit the household should receive per the landlord's water billing procedures.
Landlord Authorization	What is the benefit to landlords to sign the landlord authorization form?	Signing the landlord authorization form enables the CAAs to access the landlord's water or wastewater utility account and make a payment on behalf of households with arrearages to the landlord or utility.
Landlord Authorization	What should households do if their landlords refuse to sign the landlord authorization?	OHCS understands that this barrier is a problem for this temporary funding, because CAAs are unable to award direct payments to households. Households who are unable to acquire a signed landlord authorization should seek out other available funding, such as the OERAP Program.
General Program and Administration	As the LIHWA Program extends over two program years, will the funding reflect this in two different program years for eligibility purposes?	No. For accounting purposes if funds remain at the end of the first program year, OPUS documentation may indicate a second stage of funding.
General Program and Administration	Do CAAs need to track both funding allocations of the LIHWA Program separately?	Yes, the CAAs must track the funds separately so that OHCS can meet the requirements for federal reporting.
General Program and Administration	How can CAAs streamline the application process for LIHWA?	Because LIHEAP and LIHWA require very similar documentation, the application processes are parallel and require little modification in OPUS data entry. CAAs may also use receipt of LIHEAP in the same program year for the same household as categorical eligibility.
General Program and Administration	How did OHCS determine the standard payment range?	Oregon does not have an existing statewide water assistance program, so OHCS engaged early with water and wastewater utilities as well as other in-house programs to obtain data. The range is based off of requests for water assistance submitted through the Oregon Emergency Rental Assistance Program (OERAP).
General Program and Administration	How much funding will CAAs have available to administer the program, conduct outreach, and make client payments?	OHCS will allocate CAAs 10% of their budget for administration for costs related to organizational salaries, accounting, grants management, and reporting. An additional 10% will be dedicated for outreach for costs related to coordination with community responsive organizations, advertisement, eligibility determination, and application notification processes. The remaining 80% will be dedicated to vendor payments on behalf of their eligible households.
General Program and Administration	What are the target populations and priorities of the LIHWA Program?	The target population is low-income households with high water burdens. Priorities include water and wastewater service continuity through household reconnections, averting disconnections, and paying arrearages. Provision of assistance is based on individual CAA policy.
General Program and Administration	What database will OHCS implement for data entry?	OHCS plans to administer LIHWA through OPUS, which is our database that already houses information for our energy assistance and weatherization programs.
General Program and Administration	What is the difference between LIHWA and the LIHEAP?	LIHWA provides water and wastewater assistance, does not count TANF as income, and cannot make direct payments to clients. LIHEAP provides home energy (heating, cooling, electricity, etc.) assistance, counts TANF as income, and may make direct payments to clients who qualify.



STAFF REPORT

To Board of Directors
From Aleah Binkowski, Human Resources and Payroll Manager
Title Approval of SDIS Insurance Policy Renewal for 2022
Item No. 4d
Date December 21, 2021

Summary

Staff seeks approval to renew Property and Liability Insurance through Special Districts Insurance Services (SDIS).

Background

Section III, C number 10 of The District's Contracting and Purchasing rules adopted in November 2018 states the following under the Authority section:

C. Inapplicability of Contracting and Purchasing Rules. These Rules do not apply to the following:

- 7. Contracts for employee benefit plans;*
- 8. Contracts with newspapers and other publications for the placement of advertisements or public notices;*
- 9. Contracts for items where the price is regulated and available from a single source or limited number of sources;*
- 10. Insurance contracts;*

As such insurance renewal is excluded from OLWSD purchasing rules. Therefore, a direct appointment by the Board can occur given that the dollar amount is above the General Manager's authority.

In December of 2017, the Oak Lodge Water Services Board of Directors approved the General Manager to place Property and Liability Insurance with Special District Insurance Services (SDIS). Prior to 2017, both separate Districts held policies with SDIS. The Property Insurance Policy covers all the District's assets including, but not limited to buildings, fleet, equipment, tool, pipes, infrastructure, and the treatment plant facility. The schedule of property, tools, equipment, and fleet is reviewed annually prior to renewal to ensure all changes are accurately

reflected on the District's schedule. This policy also covers liability/crime exposures, public entity liability, and cyber security coverage.

Budget

OLWSD was able to secure \$16,829.00 in savings by participating in the Best Practices Credit Program and received the maximum discount available through the program. The District will also receive a longevity credit of \$13,089.00 based on longevity with the policy and our loss ratio. Even with participating in all available savings programs the fixed cost of our insurance through SDIS is increasing by 16.25% this renewal period.

The final costs for the District's insurance policy effective January 1, 2022, through December 31st, 2022, are still being finalized with our agent as we are still waiting to get final numbers on our supplemental cyber security coverage. We are anticipating based on advice from our agent of record the final cost of the policy to be no more than \$190,000.

Concurrence

Staff have worked with Brown and Brown, who have reviewed the District's plan structure to ensure SDIS provided coverage is comprehensive and right sized for our needs.

Recommendation

For calendar year 2022, Staff recommends renewing Property and Liability Insurance with Special Districts Insurance Services using Brown and Brown as our agent of record.

Alternatives to Recommendation

As a Special District, obtaining insurance coverage through SDIS is currently the only viable option.

Suggested Board Motion

"I move to approve the General Manager to renew our Property and Liability Insurance Policy with SDIS through our agent of record Brown and Brown."

Attachments

1. Insurance Renewal Proposal

EXECUTIVE SUMMARY

Globally

Worldwide losses across multiple insurance lines have continued to pressure premiums in all sectors of insurance. Public Entities are no different and often are seeing significant rate increases along with coverage reductions and new sublimits. In the past, Oregon was not specifically targeted as a large loss region however with significant fire losses, riots, and winter weather storms, our state is no longer a safe respite for underwriters looking to balance their books of business against the more traditional California and Eastern US losses (Wind, Hurricane, Flood, Tornado). Even with proactive protection measures, underwriters are scrutinizing values due to rising construction costs and looking to get premium dollars where appropriate.

Rates Generally as a part of SDIS:

For the 2022 renewal, we are seeing the rates increase at an average of 12%. Some entities are experiencing lower increases, but reinsurance pressures will place it near that 12% mark for most members of SDIS. Those with higher claims experience will see a further increase but how and over what period of time is district specific. We believe rates will continue to increase and overall coverage may erode for at least the next 24 months. Those members that have had a property appraisal in the last 12 months will may also see general rate increases if the property schedule has an overall increase. This is expected in the current construction material hyper inflation we are seeing. Again, this is a small part of a larger equation, but all signs point to higher rates and premiums for the foreseeable future outside of the pool.

The Big Drivers of These Increases:

- **Property Reinsurance** - The worldwide property reinsurance market was in a state of turmoil even before COVID-19. Due to record forest fire, winter and wind losses. It is getting even harder to place coverage as reinsurers are trying to balance their finances and evaluate their ongoing underwriting and investment exposures from top to bottom. The cost increases to SDIS for property from their reinsurers was nearly 20% this year.
- **Liability Reinsurance** - Liability reinsurers are continuing to be hit hard with employment practices claims. They are bracing themselves for COVID related retaliation, discrimination and hostile work environment claims following the federal and state mandates. Add to that the fact that court systems have lengthy dockets reaching well over a year and often times, they are no longer applying the protections from the statute of limitations against Districts. In litigation, longer timelines means more money spent by the Pool which results in increased premiums.
- **Cyber Claims** – Cyber claims have gone from obscure and infrequent to a rapidly escalating problem. special districts, school districts, cities and counties...all have seen a large increase in losses resulting in the market for insurance tightening dramatically. The SDIS pool does not offer traditional cyber coverage. The market for cyber insurance is extremely difficult right now and new security requirements are coming out daily. Multi Factor Authentication, off site backups and End Point Monitoring are terms that we are seeing regularly just to qualify for many carriers to quote you price and terms. It is imperative that you have a meaningful discussion with your IT staff about what you are doing to keep your data safe and how you would fare as an organization should that data be compromised by a ransomware attack.

This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.

PREMIUM SUMMARY

POLICY TERM: 01/01/2022 - 01/01/2023

	CARRIER & AM BEST RATING	PREMIUM
Property/Inland Marine	Special Districts Insurance Services – Admitted- Not Rated	\$ 82,688.00
Earth Movement	Special Districts Insurance Services – Admitted- Not Rated	\$ 5,333.00
Flood	Special Districts Insurance Services – Admitted- Not Rated	\$ 2,527.00
Boiler/Mechanical Breakdown	Special Districts Insurance Services – Admitted- Not Rated	\$ 18,268.00
Crime	Special Districts Insurance Services – Admitted- Not Rated	\$ 2,418.00
Public Entity Liability	Special Districts Insurance Services – Admitted- Not Rated	\$ 58,642.00
Auto	Special Districts Insurance Services – Admitted- Not Rated	\$ 14,012.00
Best Practices Credit	Special Districts Insurance Services – Admitted- Not Rated	(\$ 16,829.00)
Multi Line Discount Credit	Special Districts Insurance Services – Admitted- Not Rated	(\$ 2,954.00)
PACKAGE PREMIUM TOTAL		\$ 160,344.00
Agency Fee	**Premiums above are Net of Commission**	\$ 13,387.00
Cyber	North American Capacity Insurance Company – Not Admitted	\$ 7,734.00
	OR Surplus Lines Tax	\$ 154.68
	Surplus Lines Service Charge	\$ 10.00
	Fire Marshal Tax	\$ 23.20
	Total	\$ 7,921.88
TOTAL PREMIUM		\$ 181,652.88

The information obtained from A.M. Best's Rating is not in any way a warranty or guaranty by Brown & Brown Northwest of the financial stability of the insurer and this information is current only as of the date of publication.

Premiums may be subject to audit

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SPECIAL DISTRICTS PREMIUM/RATE COMPARISON

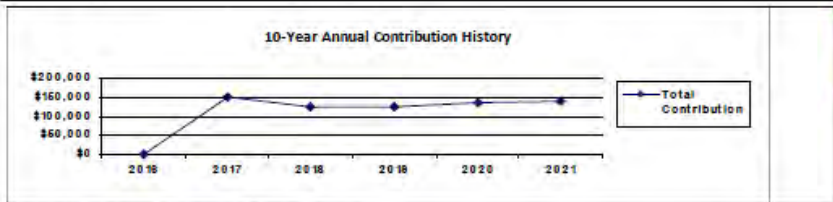
Special Districts Insurance Services - Policy Year 2021-2022 Comparison Report

Oak Lodge Water Services

Brown & Brown Northwest-Portland

The following comparison shows the difference in contributions from the 2021 policy year to the 2022 policy year renewal. The following summary shows the amounts and percentages that have changed from 2021 to 2022. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2021 Contribution	2022 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2022 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$37,572	\$38,042	\$1,470	3.91%	See Below	\$48,845	\$12,073	32.13%
Auto Liability	\$5,134	\$4,973	(\$161)	-3.14%	-1	\$5,591	\$457	8.90%
Non-Owned Auto Liability	\$150	\$150	\$0	0.00%		\$150	\$0	0.00%
Auto Physical Damage	\$8,095	\$8,051	(\$44)	-0.72%	(\$8,900)	\$8,749	\$654	10.73%
Non-Owned APD	\$118	\$138	\$18	15.25%		\$138	\$18	15.25%
Property	\$62,071	\$68,157	\$6,086	9.80%	\$1,597,445	\$68,527	\$7,456	12.01%
Earthquake	\$4,853	\$5,098	\$243	5.00%	\$1,597,445	\$5,333	\$480	9.89%
Flood	\$2,299	\$2,414	\$115	5.00%	\$1,597,445	\$2,527	\$228	9.92%
Total	\$118,292	\$128,018	\$7,726	6.53%		\$139,858	\$21,366	18.08%
Pass Through Coverages								
Boiler and Machinery	\$17,220				\$1,597,445	\$18,288	\$1,048	6.09%
Crime	\$2,418					\$2,418	\$0	0.00%
Total	\$19,638					\$20,686	\$1,048	5.34%
TOTAL ALL LINES	\$137,930					\$180,344	\$22,414	16.25%



Longevity Credit: <small>See Longevity Credit Memo for details</small>	Amount: \$13,089	% of Contribution: 8.16%
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General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	0	0	0
Pipe Line (Sewer or Storm Drainage)	98	106	7
2021-2022 Budgeted Materials and Supplies *	3,727,500	5,155,000	1,427,500
2021-2022 Budgeted Personal Services *	4,821,000	5,223,000	402,000
Water District Lakes or Reservoirs	4	4	0

* Auto Liability Exposure = Number of Autos
 Auto Physical Damage Exposure = Total Insured Automobile Values
 Property Exposure = Total Insured Property Values
 Excess Liability = Materials and Supplies + Personal Services
 Boiler and Machinery = Total Insured Property Values

Loss Ratio 2017-2021 Loss Ratio: 50.67%	Best Practices % Credit 2021 10.00% 2022 10.00%
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This is an overview of your insurance program. Policy terms, conditions and exclusions referred to in this Proposal/Summary may be limited, please refer to your policy for all terms, conditions and exclusions that will govern. In the event of a difference, the policy will prevail. Higher limits may be available upon request.



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Laural Casey, District Recorder
Title Consideration of Continued Remote Meetings
Item No. 5
Date December 8, 2021 for the December 21, 2021 Meeting

Summary

The Board of Directors upholds the District’s commitment to public health and safety, and reviews Staff operational objectives as they pertain to public meetings.

Background

Throughout the COVID-19 pandemic the District has held remote public meetings and allowed for telephonic public participation. District Staff are prepared for the permanent use of telephonic public participation in accordance with House Bill 2560, which requires public bodies to provide the public with an opportunity to access and attend the meetings by telephone, video, or other electronic or virtual means, “to the extent reasonably possible.”

The District’s commitment to the health and safety of the Board, Staff, and the general public has been the leading factor in continued use of virtual meeting technology. The Board of Directors has many opportunities to prevent or slow the spread of COVID-19. For example, remote meetings can continue to be held for the remainder of the pandemic. If in-person meetings were resumed, the Board could implement temporary meeting rules, such as mask mandates, vaccination/testing protocols, or limiting in-person attendance to the Board and Staff.

The COVID-19 pandemic is still a threat to public health and safety in Oregon. Projections made by the Institute for Health Metrics and Evaluation (IHME) show another spike in infections, deaths, and hospital resource use through the end of February 2022. While more Oregonians are becoming vaccinated, the rapid mutation of the virus makes the safety of public meetings uncertain.

IHME Projections: https://covid19.healthdata.org/united-states-of-america/oregon?view=resource-use&tab=trend&resource=icu_beds

Past Board Actions

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

Concurrence

The operational considerations outlined in this report have been evaluated by the District's Management Team.

Recommendation

Staff recommend continuing to hold public meetings remotely until the following pandemic protocols are removed at the State and Federal levels:

- Mask Mandate
- Social Distancing Requirements
- Quarantine & Testing Protocols
- Vaccination/Testing Requirements for Mass Gatherings

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

Alternatives to Recommendation

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

The Board of Directors may choose to implement mask and vaccination/testing requirements for in-person meetings.

Suggested Board Motion

"I move the Board of Directors continue holding public meetings remotely until the elimination of State and Federal pandemic protocols."



AGENDA ITEM

Title Business from the Board
Item No. 6
Date December 21, 2021

Summary

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

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

Business from The Board Items Include:

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

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.

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

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

Meetings Attended During the Past Month

1. November 16, 2021 – Oak Lodge Water Services Board meeting
2. December 1, 2021 – Oak Grove Community Council meeting (agenda attached)
 - a. Total of 40 Participants
 - b. Elks Lodge Update, Bill Powers
 - i. Over 1,000,000 members nationwide; Milwaukie Elks lodge 50 is years old and can accommodate 5,000 members ... currently 1,200 members. Numerous community activities: backpack buddy program supported at community level; sponsor boy scout troop, Oregon City swim club, Casey Eye Clinic, care & share food basket program, speech camp, hoop shoot, and others; family & community oriented
 - c. Rose Villa Construction Update, Tina Moullet
 - i. First built in 1960 ... no investments in a long time. Recent improvements include water, sewer, road, broadband; emphasis on creating open space; added wellness center, pool, elevators, art studio, net-zero homes; re-visioned the space; added new residents in short time; added four new neighborhoods; now in third phase to upgrade nursing home and residential care; currently about 319 residents
 - d. Oak Lodge Water Services District – Mark Knudson & Susan Keil
 - i. OGCC approved motion to send BCC a letter supporting formation of Oak Lodge Water Services Authority
 - e. LUART – Joseph Edge
 - i. Whipple Subdivision (16305 SE Oatfield Rd)
 1. Planning Commission acted on OGCC's recommendation
 2. Record was left open ... additional information being added
 - ii. Proposal to change lot at McNary and Oatfield to historic landmark (potential future office space for Kinsman foundation?)
 - iii. 13100 SE Laurie ... indoor/outdoor play facility for special needs children. Approved but now appealed by neighbor.
 - f. Committee Reports
 - i. Oak Lodge Community Emergency Response Team (CERT) – Rich Nepon
 1. Reviewing equipment requirements for CERT Members
 - ii. Concord Library & Community Center – Mark Elliott
 1. Budget is over budget; library has \$1.3 m shortfall; NCPRD community center has about \$6 m shortfall (with significant reduction in scope of project)
 2. Task force asked to slow down the process to allow for more community input
 3. BCC agreed to delay the project and identify all available options
 4. Mark Elliott authorized to provide comments to BCC tomorrow
 - iii. NCPRD District Advisory Committee – Anatta Blackmarr
 1. Rivervilla Park community event next week
 - iv. North Clackamas Watershed Council – Bob Bohannon
 1. Information on Christmas tree take back this year after Christmas
 - v. Oak Lodge Governance Project information briefing scheduled for Dec 11
 - g. Next meeting: Jan 26, 2022
3. December 3, 2021 – Business Oregon Infrastructure Finance Authority Board meeting. Five project proposals reviewed and approved including: Heceta Water People's Utility District \$6,770,089; City

Oak Lodge Water Services – December 21, 2021
Business from the Board – Report by Mark Knudson
Page 2 of 2

of Silverton \$9,500,000; City of Joseph \$3,055,895; Central Oregon Irrigation District \$9,000,000;
and Port of Coos Bay \$10,000,000.

Meetings Scheduled for the Next Month

1. December 21, 2021 – OLWSD Board of Directors



Oak Grove Community Council

Regular Council Business Meeting

December 1st, 2021

Agenda

What: Regular Council Business Meeting

When: Wednesday, December 1, 2021 - 7:00 p.m. to 8:30 p.m.

Social time - After conclusion of business meeting

Where: Zoom - <https://us02web.zoom.us/j/89301304485>

Meeting ID: 893 0130 4485

Passcode: OakGroveCC

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

-
-

October 27th regular meeting attendance

Treasurer's update

7:10 Program:

-
-

Rose Villa Construction Update

Tina Moullet, Executive Director

-
-

Oak Lodge Water Services District - Authority Process Update

Mark Knudson and Susan Keil, OLWSD Board

-
-

Land Use Application Review Team

UPDATE: Whipple Subdivision - Z0334-21-SL - 16305 SE OATFIELD RD

8:10 ABC (committee) updates and open recruitments

8:20 Announcements

8:25 Schedule review:

-
-

Future OGCC Meetings - 7 pm at Zoom: Jan 26 2022, Feb 23, Mar 23

Future OGCC Board Meetings - 6:45 pm at Zoom: Jan 3, 2022, Mar 7

8:30 Adjourn/Social time



Business from the Board

Paul Gornick's Meeting Reports - December 2021

November 17, 2021 - Sunrise Water Board Meeting (remote meeting)

- A brief meeting, with no discussion items. Kim Anderson noted a future agenda item will be a reapportionment of the zone boundaries for each commissioners due to the decennial census.
- As an aside, Wade Hathhorn was splitting his time between the SWA meeting and a meeting of the board of directors for Clackamas Community College, to which he was recently appointed.
- Board held executive session to discuss negotiation of a real property transaction.

December 2, 2021 – C4 Meeting (remote meeting)

- The meeting was focused on two presentations from ODOT staff – Mandy Putney and Garet Prior provided an update on the I-205 Tolling Project, and Vanessa Vissar provided information on the transportation-specific funds routed to ODOT as part of the federal Infrastructure Investment and Jobs Act (IIJA).
- Ms Putney and Mr Prior gave an update on the “Impacts Analysis Engagement Plan” for the tolling project. The purpose of the engagement is to gather information for the draft Environmental Assessment. This engagement began this Fall with local officials and stakeholders in the project area. Consultation with local residents and jurisdictions regarding assessment/evaluation of traffic impacts to key intersections will begin in early 2022 (this is to document feedback on draft mitigation actions related to localized traffic impacts for the draft EA). More details and a schedule can be found in the meeting packet at the link below.
- ODOT staff will brief the Oregon Transportation Commission this month regarding the IIJA. There will then be a period for public input starting in January, and the results of that public input will be summarized and given to the OTC in March ([see the attached IIJA flyer for the allocation of the funds to specific areas](#)). Note that the \$4.5 billion total is over a five-year period. It wasn't clear how much of the funding for Oregon is fungible; Ms Vissar indicated at least some of the allocation amounts are specified in the federal legislation. At least one C4 member was disappointed at the low number for active transportation.
- Trent Wilson crafted a letter from C4 to the OTC urging them to allocate a portion of the IIJA funds to diversify the revenue sources for the I-205 capital improvements project. The letter included a copy of a June 2021 letter from stakeholders (including ODOT) to the Oregon Congressional Delegation urging federal support for federal infrastructure investments in the I-205 Bottleneck Project. The letter was signed by the C4 co-chairs and forwarded on December 6th to the OTC. ([See attached letter](#))
- Trent Wilson of County staff led a brief discussion of future C4 topics prioritization for future meetings.
- To read the informational meeting packet, go here: [55931330-f2f2-4e31-9ff8-b3ae79647587 \(clackamas.us\)](https://55931330-f2f2-4e31-9ff8-b3ae79647587.clackamas.us)
- A video of the meeting can be found here: [Clackamas County Coordinating Committee - December 2, 2021 - YouTube](#)

A big investment in Oregon's transportation system

The act includes a five-year reauthorization of existing federal highway, transit, safety and rail programs as well as new programs and increased funding. This is coupled with one-time dollars to substantially increase funding for projects and programs.

In total, Oregon will receive at least \$4.5 billion over the next five years. This includes \$1 billion in additional federal funding from 2022-26 — a 38% increase, and an additional \$200 million in transit funding over that same period — a 35% increase.

Below are a few highlights of the additional funding. ODOT will work with advisory committees, the Oregon Transportation Commission and the public over the next months to allocate this funding to priority projects.



BRIDGES

\$250 Million

to invest in repairing and replacing aging bridges.



EV CHARGING INFRASTRUCTURE

\$50 Million

to construct new electric vehicle charging stations across Oregon.



CARBON REDUCTION

\$82 Million

to invest in projects that reduce greenhouse gas emissions.



RESILIENCE

\$94 Million

to increase the transportation system's resilience to earthquakes, natural disasters and adapt to climate change.



SAFETY

\$45 Million

in additional funds to invest in improving transportation safety for all users.



ACTIVE TRANSPORTATION

\$30 Million

in additional funds for bicycle and pedestrian projects.



LOCAL PRIORITIES

Over \$200 Million

for local governments to invest in community priorities.



TRANSIT

\$200 Million

in additional formula funding, plus grants to upgrade fleets and invest in zero and low emission vehicles.



PASSENGER RAIL

Historic investment

ODOT will pursue competitive grant funding to make improvements to Amtrak Cascades.



DISCRETIONARY GRANTS

\$100 Billion

in new funding distributed through grant programs administered by the federal government.

December 06, 2021

Oregon Transportation Commission
355 Capitol Street NE, MS #11
Salem, OR 97301

Re: Allocation of Infrastructure Investment and Jobs Act Funding to I-205 Improvements Project

Dear Chair Van Brocklin and Members of the Commission:

On behalf of the Clackamas County Coordinating Committee (C4), we request the State of Oregon use a portion of the funding from the Infrastructure Investment and Jobs Act (IIJA) to diversify the revenue sources for the I-205 capital improvements bottleneck project between Stafford Rd and OR-213, including the Abernethy Bridge. While we recognize the IIJA is bigger than just one project, it is the priority of this policy group to advocate on behalf of the I-205 project and the communities that will be directly impacted by any diversion stemming from a toll program. ODOT's current proposal to toll I-205 ahead of the rest of the region is not necessary. Tolling and congestion pricing has regional implications and must be implemented in a cohesive and coordinated manner.

In June 2021, ODOT joined C4 and 35 other stakeholders on a letter that explicitly stated new federal investments could "diversify the funds to construct this critical project now, and potentially prevent the need to toll the Abernethy Bridge years ahead of the implementation of a comprehensive regional pricing program." That letter is attached.

Between the \$1.2 billion coming to Oregon directly and the \$100 billion in competitive grants made available through IIJA, we believe there is enough flexibility to change the funding paradigm of this bottleneck project of regional and statewide significance. Combined with the funds made available by HB 3055 in the 2021 State Legislature, ODOT has the opportunity to correct a policy decision that unfairly tolls a roadway that has no meaningful alternative routes and that already experiences diversion into local communities.

IIJA is a gift to Oregon, and can be a resource that brings our communities together. Please take this opportunity to prioritize IIJA funds for the I-205 capital project in order to allow time for a cohesive regional approach to congestion pricing and tolling to be developed and implemented in a thoughtful, regionally supported manner.

Thank you again for your consideration.

Sincerely,



Commissioner Paul Savas
Clackamas County
C4 Co-Chair
R1ACT Vice Chair



Mayor Brian Hodson
City of Canby
C4 Co-Chair
R1ACT Member

Attachment: June 2021 Federal Funding Support Letter to Oregon Congressional Delegation



WE SUPPORT FEDERAL INFRASTRUCTURE INVESTMENTS IN THE I-205 BOTTLENECK PROJECT

June 16, 2021

We are requesting the Oregon Congressional Delegation’s full support to prioritize federal funding to seismically retrofit and widen the I-205 Abernethy Bridge over the Willamette River. Acting today ensures Phase 1 of this bottleneck project, one of many projects of regional and national significance in Oregon, can begin construction as early as 2022. Federal contribution will diversify the funds to construct this critical project now, and potentially prevent the need to toll the Abernethy Bridge years ahead of the implementation of a comprehensive regional pricing program.

The Abernethy Bridge is in need of vital seismic repairs and serves as a strategic link for freight transportation on the national interstate system providing a wide array of economic benefits to Clackamas County, the region, the State of Oregon, and the nation as a whole.

The proposed project will widen the I-205 Abernethy Bridge with an additional through-lane in each direction, eliminating a freight bottleneck on the I-205 corridor. Serving both Oregon and Washington residents and businesses, I-205 is predominantly six lanes for most of its 37-mile length. However, its southern-most section, which includes the Abernethy Bridge, reduces to only four lanes, creating bottleneck congestion in peak hours for commuters and freight users.

This project will provide enhanced freight mobility that will benefit the entire northwest. I-205 connects advanced manufacturing, high tech, forestry, agricultural, and distribution/shipping businesses in Clackamas County, Portland, and the Willamette Valley with major import-export facilities such as the Port of Portland, the Portland International Airport, and the Port of Tacoma. Improvements of the bottleneck at the I-205 Abernethy Bridge will benefit the businesses and their employees who depend on reliable movement of products to these freight facilities who do their part to strengthen the economy of Oregon and the Pacific Northwest.

Federal funding today can advance construction on the I-205 Abernethy Bridge and move the project to construction in early 2022. We are counting on your support for a project that will strategically enhance regional seismic stability and provide significant benefits to local and regional commuters, economic development, and West Coast freight mobility. We urge you to support this project, and thank you for your consideration of this request.

December 12, 2021

Director Kevin Williams

Meetings attended prior to the December Board Meeting. Agendas attached for each of the meetings.

1. Jennings Lodge C.P.O. meeting. December 7, 2021

First item covered was the O.L.G.P. next steps discussion. Mitra Anoushiravani and Eleanore Hunter presented slides discussing the report from Metro. The report states that a new city is economically viable and would increase the communities power to guide planning and other decisions for the area. They said they would be doing extensive public outreach and discussions about how to move forward.

Grover Bornefeld presented an update on park and library projects. We were cited in the discussions for our participation in Stringfield Park and the as yet un-named wetlands restoration. The library project is currently on hold. The county lacks the funding to move forward at this time. Shelving the project may be the best solution at this time.

There was extensive discussion about the naming of the wetlands restoration area. The public has a short time to go to the N.C.P.R.D. site to submit suggestions. It seemed like the consensus to use Jennings Lodge in the name was to not use it. I think they wanted to save that name for a real park that they believe will happen in the future.

I was given about five minutes to present talking points about our plan to move forward with the reformation as an Authority. There was one question asked by Karen Bjorkland. She wanted to know what added value the change would bring to the community. Sarah Jo was also in the meeting and responded that we will have answers to these questions during our public outreach meetings.

2. Clackamas River Water Board meeting. December 9, 2021

I am embarrassed to report that I went to join the zoom meeting and my Apple computer decided that was a good time to upload the new I.O.S. version. It finished at 6:45 p.m. so I gallantly decided to not log in to Zoom at that point. If anybody has questions about agenda items I will be happy to reach out to Sherry French for answers.



7 DECEMBER, 2021

- 7:00 P.M. Call to order and self-introductions
- 7:10 P.M. Treasurer's report
- 7:11 P.M. Minutes of Sept. 28 meeting
- 7:15 P.M. Oak Lodge Governance Project – next steps
 - Mitra Anoushiravani
 - Eleanore Hunter
- 7:40 P.M. Update on County zoning proposal for McLoughlin
 - Ed Gronke
- 7:50 P.M. Status of library and park projects
 - Grover Bornefeld
- 8:05 P.M. Naming of Boardman Wetlands Park
 - Grover Bornefeld
- 8:20 P.M. Proposed meeting dates in 2022
- 8:25 P.M. Any other business
- 8:30 P.M. Adjourn



For more information, email jenningslodgecpo@gmail.com

RE: Talking Points for Jennings Lodge CPO

From: Alexa Morris alexa@olwsd.org

To: Kevin Williams kevin@olwsd.org

Cc: Sarah Jo Chaplen sarahjo@olwsd.org

Date: Mon, Dec 6, 2021, 9:37 AM

Dear Kevin,

I'm glad you can share a quick update at the Jennings Lodge CPO meeting tomorrow night. You will have 5 minutes or less, which is a great amount of time for the information we have to share. We want to focus on that outreach will be after the holiday season.

Talking Points:

1. Over the next year, the Board of Directors will be working through a public process to reorganize the District as a Joint Water & Sanitary Authority.
2. You might be wondering, what is an Authority? An Authority is a type of special district under Oregon Law. Becoming an Authority would secure the District's boundaries, which provides certainty of the service area and customer base. With this certainty of the customer base, it allows for planning of long-term investments.
3. Even if part of our current service area is incorporated or annexed in the future, being an Authority will ensure Oak Lodge continues to provide the same water services to its customers.
4. On October 12, 2021, two District Directors met with the Clackamas County Board of Commissioners at a Policy Session to discuss the Authority formation process. The Commissioners requested additional outreach and stormwater coordination with County.
5. After the holidays, there will be opportunities for customers to learn more, ask questions and provide public comment. Information will be mailed to all customers in January.
6. We will be back at Jennings Lodge CPO meeting on March 22 with an update (I'm working on solidifying this March meeting now)

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*

Held at 16770 SE 82nd Dr. Clackamas, OR 97015

December 9, 2021 at 6:00pm

AGENDA

Public Comment: If there is a member of the public that wishes to address the Board are encouraged to submit a request through email to kholzgang@crwater.com no later than 4pm the day of the meeting.

Members of the public are welcome to speak for a maximum of three minutes, citizens must state their name, address, if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of "wrapping up" any remaining concerns.

To protect the health of our customers, staff, and commissioners, CRW's Board of Commissioners and most of its staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/84502940093> or by calling the following number [1-253-215-8782](tel:1-253-215-8782) and join meeting /84502940093#. **Passcode:** 944322.

REGULAR MEETING @ 600pm

Call to Order and Roll Call – *Sherry French, President*

a. Approval of the Agenda

Public Comment (*see blue box at the top of the agenda*)

Presentation

Insurance Renewal Presentation- *Jeff Griffin, WHA Insurance*

Action Items

1. **Consider Renewal of Intergovernmental Agreement with CPAWC (Cooperative Public Agencies of Washington County) for Equipment Sharing-** *Adam Bjornstedt, Chief Engineer*
2. **Consider Exemption to Rules and Regulations Requiring Frontage to Main for Water Service at 16435 S. Redland Road-** *Adam Bjornstedt, Chief Engineer*
3. **Consider Approval of Contract Amendment With Ferguson Water Works Supply Company in Excess of the General Managers Signature Authority-** *Todd Heidgerken, General Manager*
4. **Consider Approval of Surplus Property-** *Todd Heidgerken, General Manager*

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: November 2021–** *Carol Bryck, Chief Financial Officer*

Next Page

CA-2: **Cash Position and Transfers: November 2021**– *Carol Bryck, Chief Financial Officer*

CA-3: **Project Acceptance:** Accept assets constructed under the “Washman on 82nd Ave.” project, CIP 19-5259- *Joe Eskew, Engineering Manager*

Informational Reports

5. Management Report – *Todd Heidgerken, General Manager*

6. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

7. Commissioner Reports and Reimbursements

Adjourn regular meeting



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 7a
Date December 7, 2021 for December 21, 2021 Meeting

Summary

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

Highlights of the Month

- Accounts Receivable balance shows continued improvement in several areas: a decrease of (0.53%); and average delinquent balance decreased by \$29, however the number of delinquent accounts increased by 12.
- Utility bill payments exceeded November 1 billed amounts by \$10,973.
- The ECAP assisted 5 residential and 0 commercial accounts in November.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of November 30 compared to October 31 decreased by (0.53%). These are the findings:

1. A/R Balance owed to OLWSD has decreased by \$8,669, after accounting for the delta between billing cycles.

A/R Balance	9/30/2021	10/31/2021	11/30/2021
Bi-Monthly Residential	\$ 1,031,447	\$ 1,121,437	\$ 900,162
Large Meters	508,889	499,646	481,553
Total	1,540,337	1,621,083	1,381,715
Variance	(200,571)	80,746	(239,368)
Variance due to Cycles	175,310	(89,873)	230,699
Change in A/R	\$ (25,261)	\$ (9,127)	(8,669)
	(1.45%)	(0.59%)	(0.53%)

2. The total number of delinquent accounts increased by 12 accounts as of November 30, compared to October 31, 2021. However, the average balance per account decreased by (6.8%).

Delinquent Accounts	9/30/2021	10/31/2021	11/30/2021
Over 60 Days	\$ 248,066	\$ 256,213	\$ 243,593
Number of Accounts	568	612	624
Average Balance per Acct.	\$ 437	\$ 419	\$ 390
% Change in Ave. Balance	(2.2%)	(4.1%)	(6.8%)

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 1.08% compared to prior month. The shift is from 30-60 Day Grace balances.

Account %	9/30/2021	10/31/2021	11/30/2021
Current	82.93%	82.32%	83.40%
30-60 Day Grace	6.90%	6.49%	5.26%
Delinquent	6.16%	6.66%	6.79%
Credit Balance	4.00%	4.54%	4.56%

The District returned to hanging red tags for accounts in delinquent status, over 60 days past due. To focus on the accounts with the higher balances, accounts with delinquent balances over \$250 received a red tag starting in August. The red tag process allows 7 days for the customer to provide payment. If payment is not received, water is then shut off.

	Sep. 2021	Oct. 2021	Nov. 2021
Cycle	Cycle 1	Cycle 2	Cycle 1
# Red Tags	142	144	92
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	9	6	8

Billing Payment Rate

In November, the District received \$10,973, more in payments than was billed on November 1, 2021.

	August 2021	Sept 2021	Oct 2021	Nov 2021
Utility Billing Sales	\$ 1,174,130	\$ 1,386,855	\$ 1,211,545	\$ 1,301,417
Cash Receipts	1,231,343	1,402,760	1,246,563	1,312,391
% Collected	104.9%	101.1%	102.9%	100.8%

Emergency Customer Assistance Program (ECAP)

In FY 2019-20, the Board approved \$97,000 for Emergency COVID Assistance Program. Since June 2020, the District has provided assistance to residential and commercial accounts that have been financially impacted by COVID-19. This program has continued through FY 2020-21 and into FY 2021-22.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983
May 2021	2,741	77,242
June 2021	5,397	71,845
July 2021	3,591	68,254
August 2021	6,407	61,847
September 2021	2,829	59,018
October 2021	2,982	56,036
November 2021	893	55,143
Total Assistance Provided to Date	\$ 41,857	

In November 2021, five (5) residential accounts and no commercial accounts received assistance.

Attachments

1. Checks by Date Report for November 2021

Bank Reconciliation
 Checks by Date
 User: Gail
 Printed: 12/07/2021 - 3:05PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Amount</u>
0	11/1/2021	Chase		AP		170,337.50
0	11/2/2021	Check Commerce		AP		218.25
0	11/5/2021	Internal Revenue Service		AP		28,093.98
0	11/5/2021	Nationwide Retirement Solutions		AP		1,955.01
0	11/5/2021	State of Oregon		AP		734.75
0	11/5/2021	Oregon Department Of Revenue		AP		8,041.04
0	11/5/2021	VALIC c/o JP Morgan Chase		AP		3,190.87
0	11/5/2021	Payroll Direct Deposit		PR		71,086.42
0	11/10/2021	TSYS		AP		10,135.11
0	11/12/2021	Wells Fargo Bank		AP		1,809.32
0	11/19/2021	Internal Revenue Service		AP		27,689.96
0	11/19/2021	Nationwide Retirement Solutions		AP		1,955.01
0	11/19/2021	State of Oregon		AP		734.75
0	11/19/2021	Oregon Department Of Revenue		AP		8,248.44
0	11/19/2021	VALIC c/o JP Morgan Chase		AP		3,177.24
0	11/19/2021	Payroll Direct Deposit		PR		72,865.84
0	11/23/2021	Wells Fargo Remittance Center		AP		14,033.50
ACH Disbursement Activity Subtotal						424,306.99
Voided ACH Activity						0.00
Adjusted ACH Disbursement Activity Subtotal						424,306.99

Paper Check Disbursement Activity

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Amount</u>
44257	7/22/2020	Customer Refund		AP	Void	3.97
46385	11/1/2021	Cascadia Backflow		AP		4,246.40
46386	11/1/2021	City Of Gladstone		AP		10,973.44
46387	11/1/2021	Employee Business Expense Reimbursement		AP		78.56
46388	11/5/2021	Employee Paycheck		PR		2,038.14
46389	11/5/2021	A Worksafe Service, Inc.		AP		63.00
46390	11/5/2021	Accountemps		AP		1,580.00
46391	11/5/2021	AWWA		AP		2,335.00
46392	11/5/2021	CDR Labor Law, LLC		AP		15,532.59
46393	11/5/2021	Cintas Corporation		AP		99.00
46394	11/5/2021	Cintas Corporation - 463		AP		60.66
46395	11/5/2021	City Of Gladstone		AP		238.98
46396	11/5/2021	Coastal Farm & Home Supply		AP		439.96
46397	11/5/2021	Consolidated Supply Co.		AP		8,911.86
46398	11/5/2021	Contractor Supply, Inc.		AP		269.00
46399	11/5/2021	D&H Flagging, Inc.		AP		966.40
46400	11/5/2021	Ed's Mower & Saw Shoppe		AP		20.00
46401	11/5/2021	H.D. Fowler Company		AP		1,790.59
46402	11/5/2021	Customer Refund		AP		50.97
46403	11/5/2021	Customer Refund		AP		160.33
46404	11/5/2021	HealthEquity		AP		530.50
46405	11/5/2021	IntelliCorp Records, Inc.		AP		54.40
46406	11/5/2021	J. Thayer Company		AP		612.11
46407	11/5/2021	Customer Refund		AP		25.71
46408	11/5/2021	Customer Refund		AP		138.79
46409	11/5/2021	Les Schwab		AP		1,338.06
46410	11/5/2021	McFarlane's Bark, Inc.		AP		44.13
46411	11/5/2021	Net Assets Corporation		AP		570.00
46412	11/5/2021	Northwest Natural		AP		376.95
46413	11/5/2021	Olson Bros. Service, Inc.		AP		2,527.77
46414	11/5/2021	O'Reilly Auto Parts		AP		18.70
46415	11/5/2021	Pacific Northwest Pollution Prevention Resource Ce		AP		1,582.91
46416	11/5/2021	Portland General Electric		AP		27,600.96
46417	11/5/2021	Employee Business Expense Reimbursement		AP		240.00
46418	11/5/2021	Robert HalfTalent Solutions		AP		3,631.21

Bank Reconciliation
 Checks by Date
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46419	11/5/2021	Sanitech LLC	AP	9,950.00
46420	11/5/2021	Customer Refund	AP	228.06
46421	11/5/2021	Seattle Ace Hardware	AP	137.50
46422	11/5/2021	Customer Refund	AP	164.69
46423	11/5/2021	Terex USA, LLC	AP	1,076.00
46424	11/5/2021	Tice Electric Company	AP	2,261.00
46425	11/5/2021	United Fire, Health, & Safety	AP	731.88
46426	11/5/2021	Western Exterminator Company	AP	200.10
46427	11/5/2021	Customer Refund	AP	8.72
46428	11/8/2021	AFLAC	AP	810.16
46429	11/8/2021	AFSCME Council 75	AP	780.56
46430	11/8/2021	Aks Engineering & Forestry	AP	5,560.00
46431	11/8/2021	Apex Labs	AP	1,377.00
46432	11/8/2021	Clackamas County	AP	8,149.14
46433	11/8/2021	Water Systems Consulting, Inc.	AP	18,704.68
46434	11/10/2021	BMS Technologies	AP	4,302.95
46435	11/10/2021	City Of Milwaukie	AP	1,781.11
46436	11/10/2021	Columbia Land Trust	AP	2,574.99
46437	11/10/2021	Consolidated Supply Co.	AP	1,049.90
46438	11/10/2021	Craig Blackman Trucking	AP	1,814.73
46439	11/10/2021	CTX-Xerox	AP	1,390.89
46440	11/10/2021	Fluid Conservation Systems Inc.	AP	144.00
46441	11/10/2021	Impact Absorbents, Inc.	AP	812.03
46442	11/10/2021	League Of Oregon Cities	AP	80.00
46443	11/10/2021	Les Schwab	AP	95.97
46444	11/10/2021	NCCWC	AP	78,775.36
46445	11/10/2021	One Call Concepts, Inc.	AP	735.00
46446	11/10/2021	O'Reilly Auto Parts	AP	11.04
46447	11/10/2021	Platt	AP	539.14
46448	11/10/2021	Portland Engineering Inc	AP	300.00
46449	11/10/2021	Portland General Electric	AP	950.34
46450	11/10/2021	R & L Services Inc.	AP	64.90
46451	11/10/2021	Relay Resources	AP	6,577.67
46452	11/10/2021	Ritz Safety LLC	AP	2,300.00
46453	11/10/2021	Robert HalfTalent Solutions	AP	1,815.60
46454	11/10/2021	SDIS	AP	37,954.09
46455	11/10/2021	Seattle Ace Hardware	AP	156.89
46456	11/10/2021	Unifirst Corporation	AP	575.55
46457	11/10/2021	United Fire, Health, & Safety	AP	655.50
46458	11/10/2021	Waste Connections	AP	67.70
46459	11/10/2021	Waste Management Of Oregon	AP	389.22
46460	11/10/2021	Watershed, LLC	AP	1,081.95
46461	11/10/2021	Western Exterminator Company	AP	104.25
46462	11/10/2021	WW Machine Shop Inc	AP	1,920.00
46463	11/19/2021	Employee Paycheck	PR	2,037.90
46464	11/19/2021	Apex Labs	AP	2,200.00
46465	11/19/2021	BTL Northwest	AP	223.99
46466	11/19/2021	Cascadia Backflow	AP	2,184.40
46467	11/19/2021	Cintas Corporation - 463	AP	60.66
46468	11/19/2021	CMT Surveying and Consulting	AP	1,800.00
46469	11/19/2021	Comcast	AP	1,280.46
46470	11/19/2021	Consolidated Supply Co.	AP	73.46
46471	11/19/2021	Convergence Networks	AP	7,252.00
46472	11/19/2021	Customer Refund	AP	173.08
46473	11/19/2021	Employee Business Expense Reimbursement	AP	100.00
46474	11/19/2021	H.D. Fowler Company	AP	232.23
46475	11/19/2021	Hach Company	AP	718.85
46476	11/19/2021	J. Thayer Company	AP	426.16
46477	11/19/2021	Merina & Company, LLP	AP	13,541.25
46478	11/19/2021	Oregon DEQ	AP	160.00
46479	11/19/2021	Pamplin Media Group	AP	57.92
46480	11/19/2021	Perma-Type Rubber Co	AP	1,628.72

Bank Reconciliation
 Checks by Date
 User: Gail
 Printed: 12/07/2021 - 3:05PM
 Cleared and Not Cleared Checks
 Print Void Checks

46481	11/19/2021	Portland Engineering Inc	AP	2,850.00
46482	11/19/2021	Red Wing Shoe Store	AP	368.99
46483	11/19/2021	Robert HalfTalent Solutions	AP	2,353.36
46484	11/19/2021	Technology Integration Group	AP	1,057.90
46485	11/19/2021	Tice Electric Company	AP	1,120.06
46486	11/19/2021	Unifirst Corporation	AP	681.01
46487	11/19/2021	Verizon Wireless	AP	30.04
46488	11/19/2021	Waste Management Of Oregon	AP	63.00
46489	11/19/2021	Xerox Corporation	AP	33.79
46490	11/19/2021	Customer Refund	AP	42.55
46491	11/19/2021	Oregon Department Of Revenue	AP	120.00
46492	11/23/2021	Oregon DEQ	AP	240.00
46493	11/24/2021	Aerzen USA Corporation	AP	1,442.60
46494	11/24/2021	Customer Refund	AP	229.43
46495	11/24/2021	CenturyLink	AP	779.68
46496	11/24/2021	CenturyLink	AP	98.85
46497	11/24/2021	Cintas Corporation	AP	612.40
46498	11/24/2021	D&H Flagging, Inc.	AP	664.95
46499	11/24/2021	Fluid Conservation Systems Inc.	AP	190.00
46500	11/24/2021	Customer Refund	AP	3.97
46501	11/24/2021	Impact Absorbents, Inc.	AP	555.99
46502	11/24/2021	Customer Refund	AP	5.56
46503	11/24/2021	Napa Auto Parts	AP	62.97
46504	11/24/2021	Northstar Chemical, Inc.	AP	630.00
46505	11/24/2021	Customer Refund	AP	140.77
46506	11/24/2021	Customer Refund	AP	65.41
46507	11/24/2021	Portland Engineering Inc	AP	7,949.50
46508	11/24/2021	Quality Control Services	AP	1,120.00
46509	11/24/2021	Robert HalfTalent Solutions	AP	1,580.00
46510	11/24/2021	Customer Refund	AP	419.99
46511	11/24/2021	Customer Refund	AP	43.03
46512	11/24/2021	Seattle Ace Hardware	AP	203.92
46513	11/24/2021	Slayden Constructors	AP	34,810.07
46514	11/24/2021	Stein Oil Co Inc	AP	92.76
46515	11/24/2021	SwiftComply	AP	1,402.00
46516	11/24/2021	William H. Reilly & Co	AP	9,192.50
Paper Check Disbursement Activity Subtotal				393,719.44
Voided Paper Check Disbursement Activity				3.97
Adjusted Paper Check Disbursement Activity Subtotal				393,715.47
Total Void Check Count:				1
Total Void Check Amount:				3.97
Total Valid Check Count:				149
Total Valid Check Amount:				818,022.46
Total Check Count:				150
Total Check Amount:				818,026.43



STAFF REPORT

To Board of Directors
From Jason Rice, District Engineer
Title Technical Services Monthly Report
Item No. 7b
Date December 7, 2021 for December 21, 2021 Board Meeting

Summary

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

Highlights

- Coordination and participation in various Authority Meetings.
- Received positive feedback from DEQ on both the Municipal Separate Storm Sewer System (MS4) Annual Report and the Total Maximum Daily Load (TMDL) Report. (Kudos to Lara!)
- Reconstruction of Sewage Lift Station 5 continues.
- Partridge Circle Waterline Replacement continues.
- Preparing Aldercrest Waterline Replacement for Bidding in January.
- Staff continued tracking the development of the Water Reclamation Facility's NPDES Permit.

Education and Outreach

Each year the Clackamas River Water Providers invite teachers and their students to participate in their annual water conservation calendar coloring contest. The theme for the 2022 Calendar is "Conserving Our Tap Water at Home." The 2022 calendars are available to customers at our office or by mail upon request by contacting Christine at 503-723-3511 or at christine@clackamasproviders.org.

On November 10, the North Clackamas Parks and Recreation District Advisory Committee approved to move forward with a public engagement process for the naming of the new park at the Boardman Wetlands in Jennings Lodge. To engage residents and encourage name submissions, NCPRD has created a suite of promotional materials to distribute over the next month. Name submission will be accepted until Dec. 27, 2021. Read more and 'Name that Park' at ncprd.com/namethatpark. This information has also been shared on the Oak Lodge Water Services Facebook page.

The District is partnering with the Clackamas Community College Environmental Learning Center (ELC) in facilitating a webinar series called *Wildlife and Water Friendly Gardens*. The overarching theme is successful gardening in times of climate change. This is for anyone interested in home gardening for wildlife and water quality with a focus on adapting to our changing climate. Learn how to garden with less water, choose temperature resilient trees and more. Each class will take place on Thursdays from 12:00 p.m. - 12:45 p.m. on Zoom. Here is an overview of the class topics:

January 21 – Garden with Less Water
January 28 – Birds in Your Garden
February 4 - Healthy Trees
February 11 – Non-Chemical Pest Control
February 18 – Scrumptious Soil for Watershed Wellness
February 25 – Permeable Hardscapes
March 4 – Non-Chemical Weed Control
Register here: <https://bit.ly/3clYRc4>

Communications

In 2021, the District faced many challenges: the ongoing pandemic, severe winter storms, summer heatwaves and supply chain issues. Through every challenge wastewater and drinking water services remained safe and reliable. Here is a look at the District’s 2021 Annual Report: <https://bit.ly/olwsd-AnnualReport-2021>. The report will be shared on the District’s website and on its social media outlets.

The Regional Water Providers Consortium is giving away “Start with Water” emergency preparedness kits to our customers through November and December. Each kit includes a one-gallon emergency water bag, information on how to store and access emergency water, and disaster sanitation stickers. Kits are available in both English and Spanish and can be requested here: <https://bit.ly/prep-promo>. In November, 153 customers signed up for a free kit.

If you need sandbags for residential water flow protection, a small number are available for our customers. Call ahead to ensure sandbag availability at 503-353-4207. Locations of other sandbag stations in Clackamas County can be found here: <http://clackamas.us/dm/sandbags.html>

The Oak Lodge Sanitary District sign has been removed from the Water Reclamation Facility and replaced with an Oak Lodge Water Services sign.



Stormwater Program

As per the fall schedule, Oak Lodge staff inspected and cleaned problem sites to keep catch basins and storm grates clear. As leaves break down, they pollute waterways by adding nutrients and lowering water quality. Staff work hard to be water quality heroes.

In addition, this month staff have removed debris and blockages from nutria and beaver several times. Staff continue to inspect the known trouble sites regularly.

Customers calls continue, most often requesting drainage evaluations on private property and how about their drainage interfaces with the right-of-way. Staff have responded to one-off requests to clean catch basins as needed.

As part of the MS4, partnerships with other jurisdictions support work in Oak Lodge. Two such partnerships provide street sweeping and storm system repair. Oak Lodge works with both Clackamas County Department of Transportation and Development (CCDTD) and the City of Milwaukie to make sure our streets and facilities are kept swept clean to support water quality.

The partnership with CCDTD allows Oak Lodge staff to route customer concerns about roadway and storm system repair to their operations team. This month CCDTD responded to several requests for repairs, including a developing sinkhole. Other requests are added to a list of needs that will be addressed in the future.

Regular erosion control inspections are ongoing. Working with contractors provides a big opportunity for construction and post-construction education and outreach. Runoff and track out continue to be a priority even as work slows slightly moving into the holiday season. Two best management practices (BMP) that help prevent these issues are installation of a “witch’s hat” into

a catch basin to slow debris from entering the waterways and adding large rock to the construction entrance of a project site to prevent track out.



Finally, the 2020-2021 MS4 Permit's Annual Report was accepted by DEQ. As presented at last month's Board meeting, staff are in the process of planning for implementation of the new permit requirements.

Permit Activity – November 2021

FY2021-2022	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	2	6	0	6
New Erosion Control Permits	0	2	10	9	41
New Development Permits	0	0	7	2	4
New Utility Permits	2	8	23	13	43
Wastewater Connections	0	0	6	2	22
Sanitary SDC Fees Received	\$ 0	\$ 0	\$ 30,990.00	\$ 10,330.00	\$ 217,186.75
Water SDC Fees Received	\$ 0	\$ 10,608.00	\$112,537.00	\$ 8,726.40	\$ 171,711.08
Plan Review Fees Received	\$ 0	\$ 600.00	\$ 8,382.50	\$ 5,291.60	\$ 49,318.93
Inspection Fees Received	\$ 0	\$ 310.00	\$ 6,942.50	\$ 620.00	\$ 26,538.13

Attachments

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



Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	12/1/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	12/1/21
Under Construction	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	12/1/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	12/1/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	12/1/21
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	12/1/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary	Oak Lodge permits expire July 2021	12/1/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	12/1/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	12/1/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	12/1/21
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	12/1/21
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	12/1/21
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review	12/1/21
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	12/1/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Current OLWSD Review	12/1/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	12/1/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	12/1/21
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	12/1/21
Plan Review	18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	12/1/21
Plan Review	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	Current OLWSD Review	12/1/21
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review	12/1/21
Plan Review	13822 SE Oatfield Rd	Residential: 10-lot subdivision	Current OLWSD Review	12/1/21
Land Use Application	3111 SE Chestnut St	Residential: Add One Duplex Dwelling Unit	Pre-app comments sent to CCDDTD. County land use expiration timeline.	12/1/21
Land Use Application	3411 SE Naef Rd.	Residential: Home Occupation	Land Use comments sent to CCDDTD. County land use expiration timeline.	12/1/21
Land Use Application	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex.	Pre-app comments sent to CCDDTD. County land use expiration timeline.	12/1/21
Land Use Application	2268 SE Mulberry Dr	Residential: Dock to Willamette River	Land Use comments sent to CCDDTD. County land use expiration timeline.	12/1/21
Land Use Application	13100 SE Laurie Ave.	Residential Home Occupation	Land Use comments sent to CCDDTD. County land use expiration timeline.	12/1/21








<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Land Use Application	16225 SE Sun Ave.	Residential: Home Occupation (renewal)	Land Use comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	14333 SE Wagner Ln.	Residential: 3-Lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	4022 SE Aldercrest Rd.	Residential: 2-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	4309 SE Raymond St.	Residential: 3-lot Partition	Pre-app comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	15152 SE Fair Oaks Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	12718 SE 28th Avenue	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	12633 SE Oatfield Rd	Residential: 5-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/21
Pre-Application	12718 SE 28TH AVE	Residential: 2-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	12/1/21




OAK LODGE



WATER SERVICES

Social Media Calendar | November 2021

<p>11.01</p>	<p>We partner with the North Clackamas Watersheds Council who works to protect and enhance our watersheds' water quality, fish, and wildlife habitat.</p> <p>The North Clackamas Watersheds Council is hosting a three-part lunchtime series. In this series you will learn the next steps you can take to support wildlife on your property, and in our watersheds. Learn how flooding, weather, tree planting, and other factors all work together to shape the place we live.</p> <p>Each workshop will take place between 12:00 pm - 1:00 pm followed by Q&A until 1:30 pm. In order to receive conferencing information, RSVP at tinyurl.com/ncwatersheds</p>	
<p>11.01</p>	<p>When we have heavy rains like today, it's a great time for sampling stormwater. The stormwater system in the District discharges the stormwater runoff into local creeks and rivers. Four times a year, Lara alongside another team member, take water samples to test for pollutants.</p>	

<p>11.03</p>	<p>If you need sandbags for residential water flow protection, a small number are available for our customers. Call ahead to ensure sandbag availability at 503-353-4207. Locations of other sandbag stations in Clackamas County can be found here: clackamas.us/dm/sandbags.html</p>	
<p>11.05</p>	<p>Before freezing weather fully sets in, take some time to winterize your home to take care of your home's infrastructure and prevent frozen pipes! Here are some helpful tips:</p> <ul style="list-style-type: none"> Insulate pipes that are located in unheated areas of the house Learn where the emergency water shut-off valve is located and how to use it Disconnect and drain hoses from outside faucets and turn them off if they have their own shut-off valve Insulate outdoor spigots with a foam cap or newspaper Turn off and drain automatic sprinkler systems and backflow assembly devices <p>More helpful information? Check out the Regional Water Providers Consortium: https://bit.ly/3wlaChB</p>	

<p>11.08</p>	<p>The Regional Water Providers Consortium is giving away “Start with Water” emergency preparedness kits to our customers through November and December. Each kit includes a one-gallon emergency water bag, information on how to store and access emergency water, and disaster sanitation stickers. Kits are available in both English and Spanish and can be requested here: https://bit.ly/prep-promo</p>	
<p>11.10</p>	<p>The Board of Directors will hold a regular meeting on Tuesday, November 16 at 6:00 pm. View the full agenda and information to attend the meeting: https://bit.ly/3odnEdF</p>	
<p>11.16</p>	<p>Saving water now can mean saving money later. During the winter months outdoor water use is at a minimum. We use your winter water consumption to gauge the amount of wastewater your household sends down the drain to the treatment plant.</p> <p>👉 A portion of your wastewater bill is based on winter water consumption which is reviewed and recalculated each July. Now is the time to fix those leaks, set your shower timer, and work together as a family to conserve our precious water resources – all while saving you money.</p> <p>📞 Do you have questions about your bill? Call (503) 654-7765 or email billing@olwsd.org</p>	

<p>11.24 Twitter</p>	<p>As you prepare your Thanksgiving dinner, beware of fats, oils, and grease (FOG)! We offer a friendly reminder to avoid pouring FOG down kitchen sinks as it can lead to backups, overflows and expensive pipe damage. Learn more: https://bit.ly/2Ybe1mz</p>	 <p>F.O.G. Fats Oils Grease Fighting the F.O.G. Monster before it clogs the pipes!</p>
<p>11.24 Facebook</p>	<p>As you prepare your Thanksgiving dinner, beware of fats, oils, and grease (FOG)! We offer a friendly reminder to avoid pouring FOG down kitchen sinks as it can lead to backups, overflows and expensive pipe damage.</p> <p>By following a few simple steps, you can help prevent sewer backups by:</p> <ul style="list-style-type: none"> ✓ Pouring cooled fats, oils and grease into a covered, disposable container and tossing it into your garbage instead of down sink drains. ✓ Soaking up remaining FOG with paper towels and placing in the trash. ✓ Scraping food scraps into your compost or trash before washing dishes. ✓ Using sink strainers to catch any remaining food waste while washing dishes. <p>Learn more: https://bit.ly/2Ybe1mz</p>	 <p>F.O.G. Fats Oils Grease Fighting the F.O.G. Monster before it clogs the pipes!</p>



STAFF REPORT

To Board of Directors
From Jeff Page, Utility Operations Director
Title Field Operations Monthly Report
Item No. 7c
Date December 3, 2021, for December 21, 2021 Meeting

Summary

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

Highlights of the Month

- Collections Team Operations
- Water Team Operations
- Non-Revenue Water
- Clackamas River Flowrates

Collections Team Operations

The Collections Team continued in November with their seasonal work related to stormwater conveyance systems located in the District. The team performed inspections, cleanings, and maintenance items in this area. Ongoing efforts to breach and remove beaver dams in Boardman Creek were necessary to keep the water moving along (Photo 1). Removal of the dams, however, has its inherent challenges and risks. Often the dams are in areas that are difficult to reach, making it impossible to use any heavy equipment that would reduce the time it takes for the work. A hazard of concern for staff is the number of used syringes found when working in the creek. Field staff is conscientious of this and are careful only to use tools to handle debris.

Staff met with a US Department of Agriculture (USDA) member who is part of the Animal and Plant Health Inspection Service (APHIS) program. They indicated the dams were primarily constructed by beaver and not as much by nutria, which was previously thought. The USDA offered to trap and eliminate the beaver from areas within the District. The option is not without merit as it could reduce annual operational costs by a conservative approximate of \$35,000/year. Unfortunately, the practice may be unpalatable to some community members and would warrant some discussion among the Board.

Ongoing efforts to clean and maintain problem sections of the wastewater collection system occurred early in November. Many of these areas include sagging lines that build up grease and other debris if not tended to on a regular frequency. In one manhole, a sloped section of concrete had broken away from the floor and was retrieved (Photo 2). Although the deteriorated piece does not affect the functionality of the manhole, the deficiency was documented to help inform future capital improvements. Lastly, the team also spent some time installing new replacement signs bearing the District logo in environmentally sensitive community areas (Photo 3).

Water Team Operations

In late September, a large water leak on Hull Ave. at Rose St. caused damage to the roadway at the leak site and some surrounding road infrastructure. The road at the excavation site was repaired at that time with a non-permanent patch. The 40' x 15' patch required further work in November to hopefully last until the drier season when permanent repairs can be made (Photo 4). District staff met with Clackamas County employees to discuss the standards for fixing the roadway damage. County standards indicate that all existing infrastructure affected by the leak must be restored to its original or better condition. In this case, an Americans with Disabilities Act (ADA) wheelchair ramp within the scope of the damage may trigger additional work needed to satisfy current rules (i.e. construction of additional ramps in the area). District staff is currently awaiting further guidance from the County to solidify the costs of the permanent repairs. Updates will be given in future reports on this.

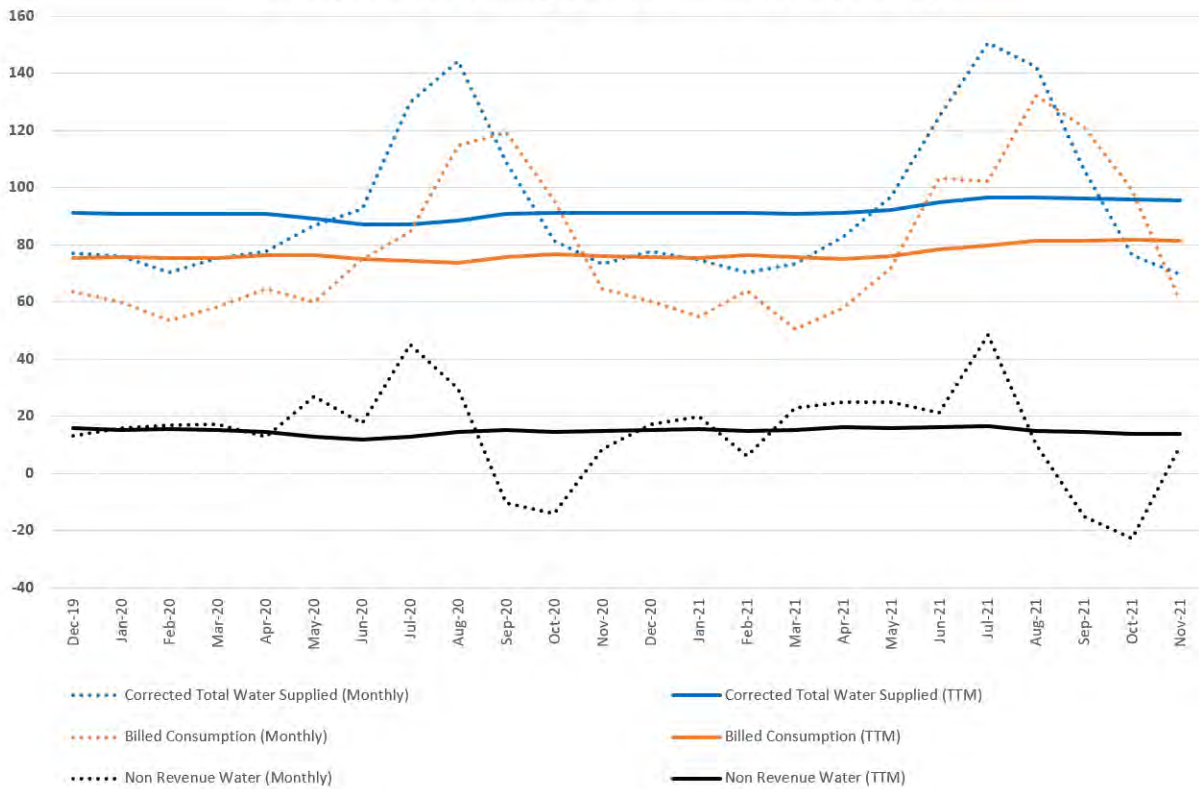
The Water Team grappled with some electrical gremlins at the View Acres pump station. The pump station feeds a closed-loop system for the high-level pressure zone that supplies water for about 100 service connections. A variable frequency drive (VFD) that controls one of the two pumps was found to be the culprit and replaced. A new VFD is proactively planned for the second pump now.

Non-Revenue Water

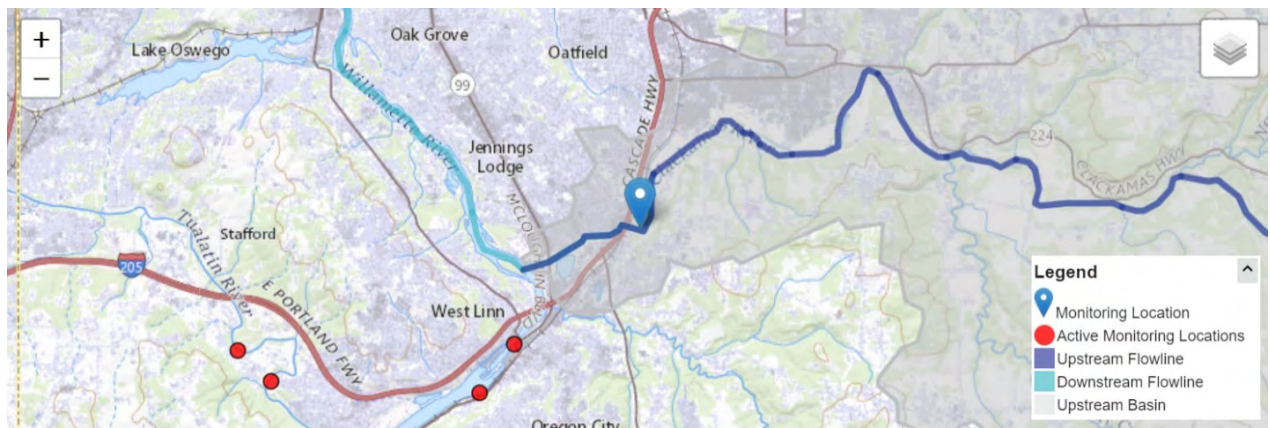
Leak detection efforts continued on Aldercrest Rd. Although leaks were not found in that area, a small leak was discovered in the pipe gallery of Valley View tanks (Photo 5). Planning is underway to address this. Another leak surfaced on Quiet Meadows Dr. when a service saddle failed, and this leak was promptly repaired with an estimated loss of 5,600 gallons.

Total water purchased in November was 69.8 million gallons. Non-revenue water totaled 8.0 million gallons with 1.6 million gallons in apparent losses ("paper losses") and 6.4 million gallons in real losses (leakage in the system).

OLWSD NRW in MG per Month Unadjusted & Trailing Twelve Month (TTM) Average



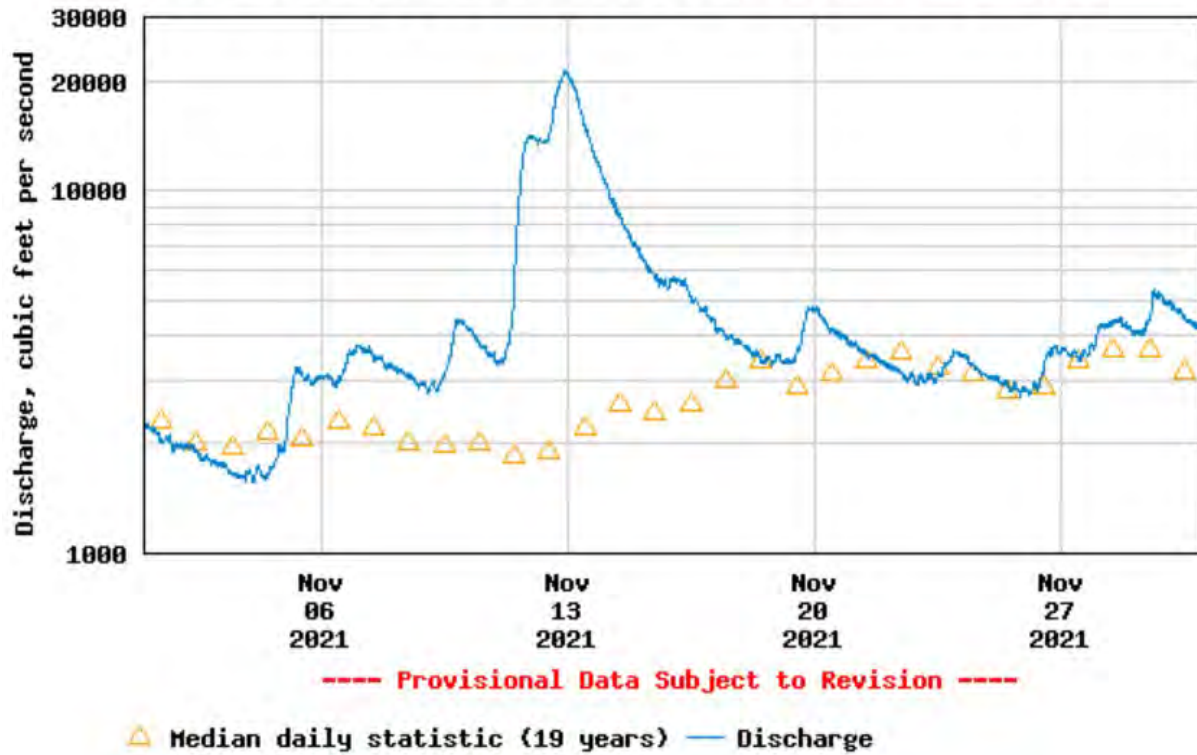
Clackamas River Flowrates



Location of Clackamas River flow-monitoring site.



USGS 14211010 CLACKAMAS RIVER NEAR OREGON CITY, OR



Clackamas River daily discharge for November 2021, compared with 19-year daily median.

Attachments

1. Photo Pages of November 2021 Work
2. Water Purchased Report
3. Water Services Report
4. Collections Report

Field Operations Photo Page for November 2021



Photo 1: Beaver dam clearing work

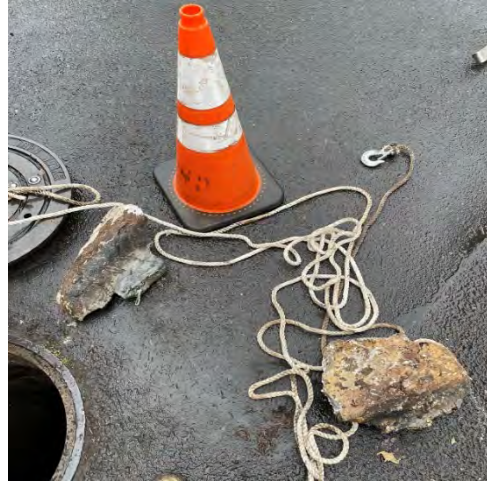


Photo 2: Piece of concrete retrieved from manhole



Photo 3: Updated signs for watershed areas



Photo 4: Temporary roadway patch at Hull & Rose



Photo 5: Slow leak in piping at Valley View

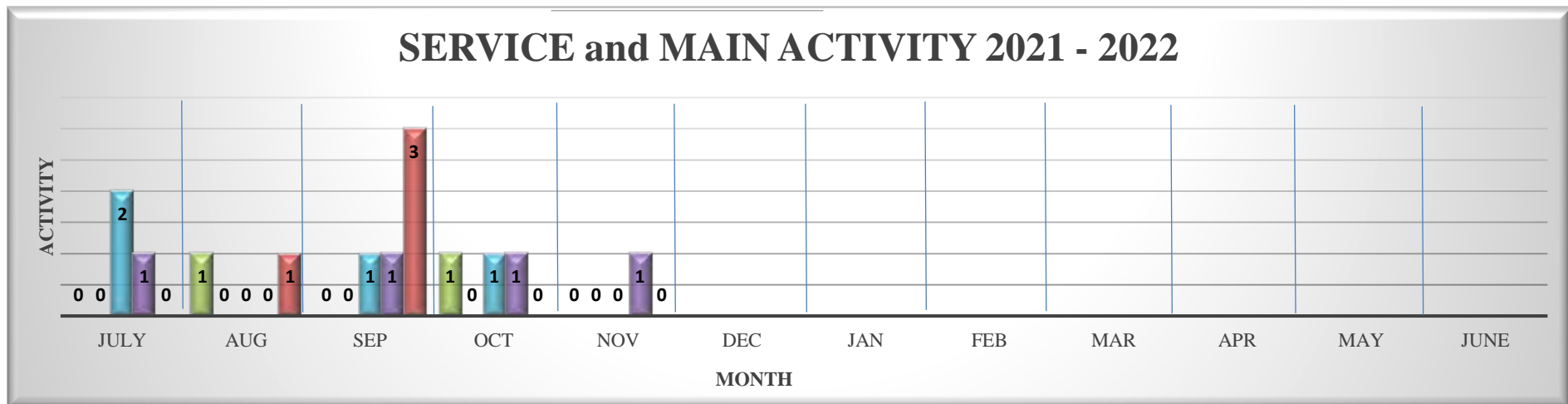
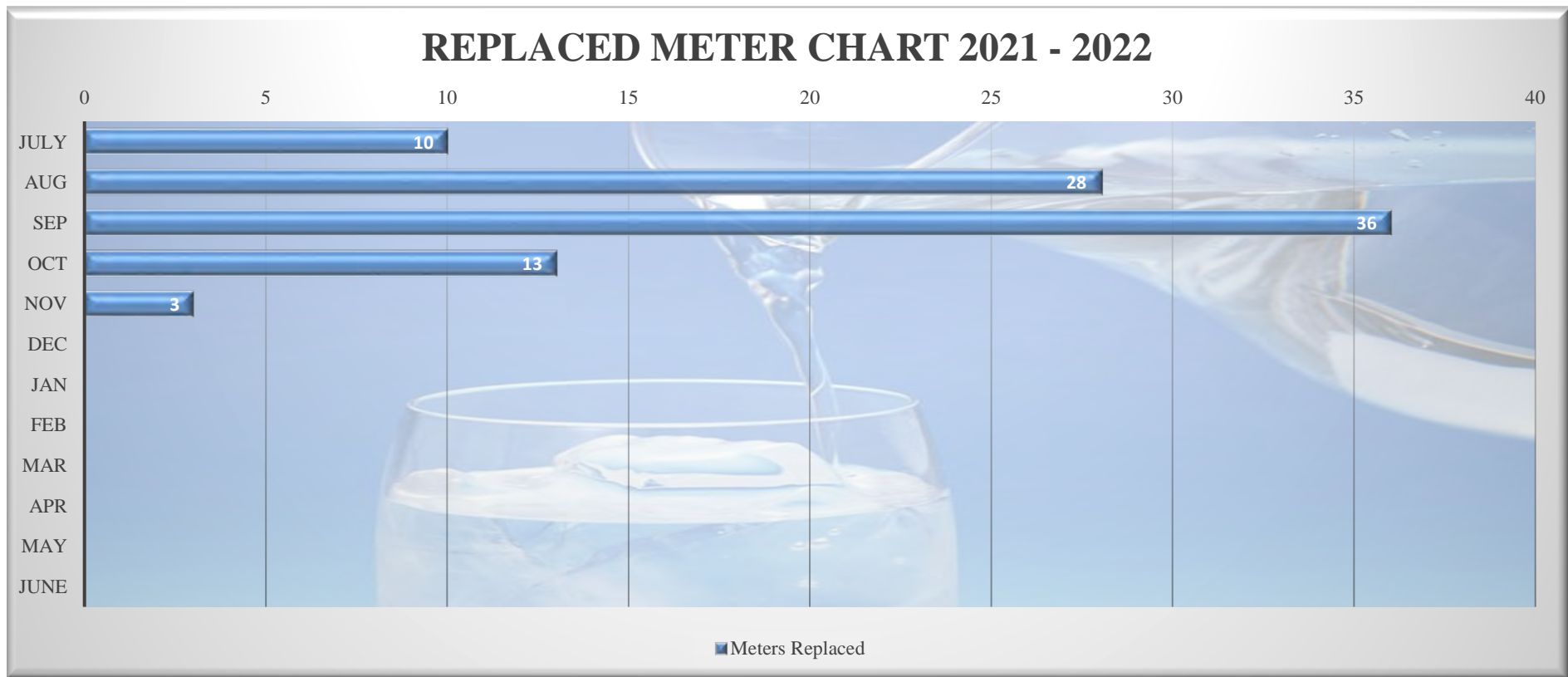


Photo 6: Service leak on Quiet Meadows Rd

Water Purchased from NCCWC By Month and Year

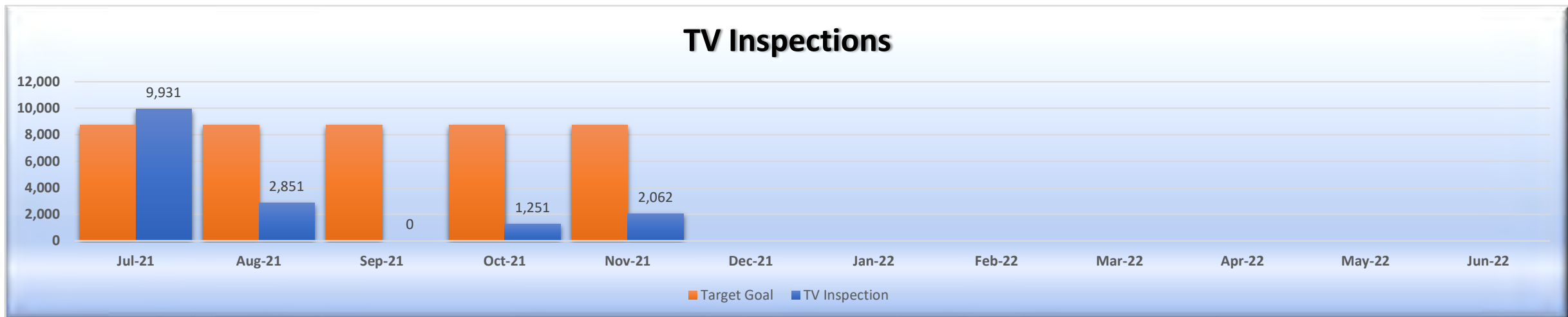
Year	Fiscal 1st Half						Fiscal 2nd Half						Yearly Total	Percent of Average Total	Average Daily Demand
	July	August	September	October	November	December	January	February	March	April	May	June			
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	97.11%	2.95
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	95.55%	2.90
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	95.96%	2.92
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	108.44%	3.30
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	97.62%	2.97
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	102.16%	3.11
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	106.05%	3.22
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	95.53%	2.90
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000	95,224,000	113,270,000	1,126,996,000	101.58%	3.09
21/22	150,066,000	148,100,000	116,597,000	76,854,000	69,797,000								561,414,000		3.67
	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average	Average Total		
	130,541,833	144,559,100	114,037,700	81,296,700	74,825,200	74,660,127	77,491,429	75,640,111	67,812,889	76,211,556	85,836,556	108,374,852	1,109,493,222		

Oak Lodge Water Services Water Report



Fiscal Year 2021 - 2022	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2021	July	10	0	0	2	1	0
2021	Aug	28	1	0	0	0	1
2021	Sep	36	0	0	1	1	3
2021	Oct	13	1	0	1	1	0
2021	Nov	3	0	0	0	1	0
2021	Dec						
2022	Jan						
2022	Feb						
2022	Mar						
2022	Apr						
2022	May						
2022	June						
Yearly Total		90	2	0	4	4	4

Oak Lodge Water Services Collections Report



FY 2017-2018

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

FY 2018-2019

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

FY 2019-2020

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

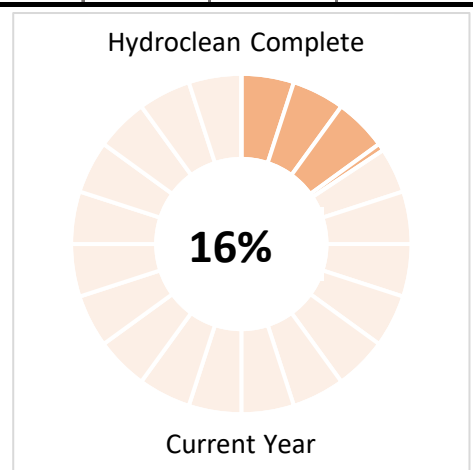
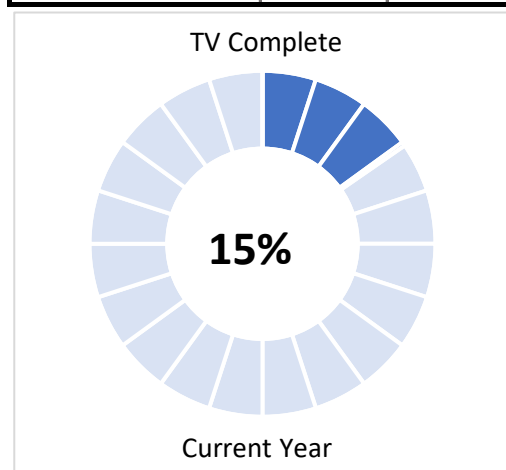
FY 2020-2021

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

FY 2021-2022

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 5 % Complete	5 Year %	Total Feet Remaining
TV Inspection	9,931	2,851	0	1,251	2,062								24%	16,095	15%	63.99%	188,497
Hydrocleaning	8,999	3,846	2,945	631	0								0%	16,421	16%	56.38%	228,310
Target Goal	8,723	8,723	8,723	8,723	8,723								100%	43,615	100%	100.00%	61,064
Actual to Goal	742	-5,375	-7,251	-7,782	-7,692									-27,357			
Grease Line	1,516	3,345	1,865	3,345	7,032									17,103			

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	84,645	16,095	188,497
Actual Per Year Hyd	78,697	82,393	68,742	48,829	16,421	228,310
Make up	-26,144	-19,894	-36,004	-37,941	-88,420	
Percent Completed	75%	81%	66%	64%	16%	60%





STAFF REPORT

To Board of Directors
From David Hawkins, Interim Plant Superintendent
Title Plant Operations Monthly Report
Item No. 7d
Date December 21, 2021

Summary

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

Highlights of the Month

- Returned Load Of Biosolids
- Big Flows Move In
- Lift Station #5 Update
- Welcoming OLWSD's New Hires

Water Reclamation Facility Operations and Maintenance

On November 4, Operations received a phone call from Madison Farms, the owner/operator of our biosolids application site in eastern Oregon. They reported that a recent load of biosolids they had received from the Water Reclamation Facility (WRF) was contaminated with trash, mainly glass and plastic bags. Due to concerns over damage to the equipment, the load of biosolids would need to be returned to the WRF and subsequently hosed back into the process. OLWSD's biosolids hauling contractor, Horner Enterprises, had to drive back out to the application site, load the biosolids into the truck and deliver it back to the WRF, where it was dumped in the Plant's decant facility. Operators then spent the better part of two days picking trash out of the biosolids and hosing it back into the plant drain, where the sludge will begin its journey again.

Where the trash was introduced to the biosolids remains a mystery. A check of the biosolids storage area by Operators revealed no clues or further trash. It is possible that the trash was tossed into the truck before being loaded or even afterwards. It seems unlikely that the Treatment Plant's security was breached and the trash was discarded on site without us noticing, but not impossible. The District will work closely with our hauling contractor so we can both ensure this does not reoccur.

The WRF experienced its first massive flows of the year after the rainstorm on November 11 and 12. The flows entering the treatment plant on 11/11 were in the neighborhood of 2.6 million gallons a day (MGD). Within 18 hours we were experiencing peak flows of 12.5 MGD, nearly a 500% increase. The Operators had anticipated heavy flows and had added a secondary clarifier to buffer the increased hydraulic load and avoid an upset. Any time the Treatment Plant sees its daily totalized flow go above double its wet weather design of 4.0 MGD, the daily permit limits are waived according to the current NPDES permit. Operations is happy to report that at no time during the higher flows did the Plant experience an upset, even though the flow totals for the day on 11/12 were 9.95 MGD. For the most part, the WRF took the higher flows in stride. The only problem Operators experienced was a failure of one of the screenings compactors, which, upon inspection, was found to be full of gravel. The gravel had most likely accumulated in the influent wetwell, and the excess flows had flushed the gravel out of the wetwell and into the compactors. Operations is working on a plan to clean and maintain the wetwell as staffing levels allow it.

Lift station #5 construction is well underway. In mid-November the old control system was removed, and the two main lift pumps were not far behind. As of late November, almost all the electrical has been gutted and the new City water connection was almost completed. As the station construction progresses, Operations will provide updates in future staff reports to keep the Board updated, as will Technical Services.

November saw the hiring of two new employees at Oak Lodge. First, Jason Mayer was hired on as an Operator in mid-November. Jason started working at OLWSD when he completed his 120-hour internship for his degree in Water and Environmental Technology. From there, OLWSD brought him back as a Temporary worker in August and since then, he has been helping out at the Treatment Plant 20 hours a week. His time during his temporary work has proven invaluable, as he has been a quick study in the laboratory, which frees up the seasoned Operators for more important business in the plant. Secondly, Tyrell Graham was hired as a mechanic at the Treatment Plant. He comes to us from Gaylord Ventilation, where he has worked for over the last 20 years, and currently is in charge of assembly production and assisting research and development in proof of concept. He will be starting with the District in late December.

Attachments

1. Photo Pages of November 2021 work
2. Rainfall vs Flow Data Correlation for June 2021-November 2021
3. Plant Performance BOD-SS Graph for June 2021-November 2021
4. Work Order Summary Graph November 2021

Plant Operations Photo Page



Returned Biosolids from Madison Farms.



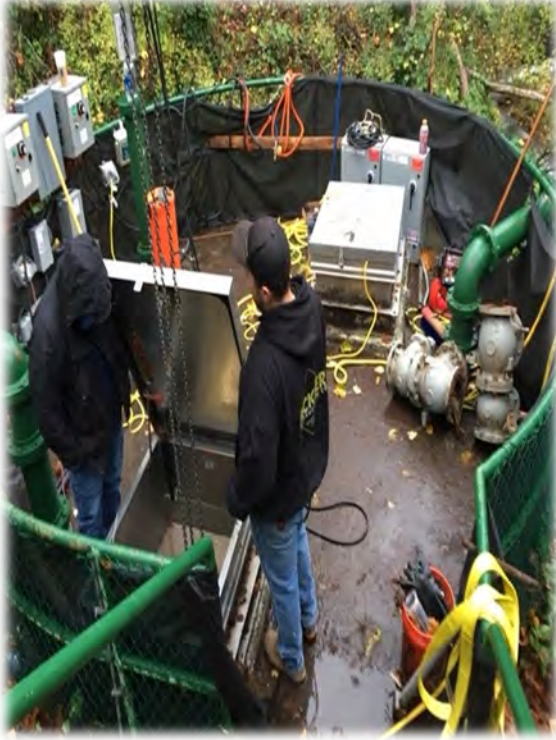
Glass in Biosolids.



Operators hosing down the returned biosolids



Filthy influent pump station after the excess flows.

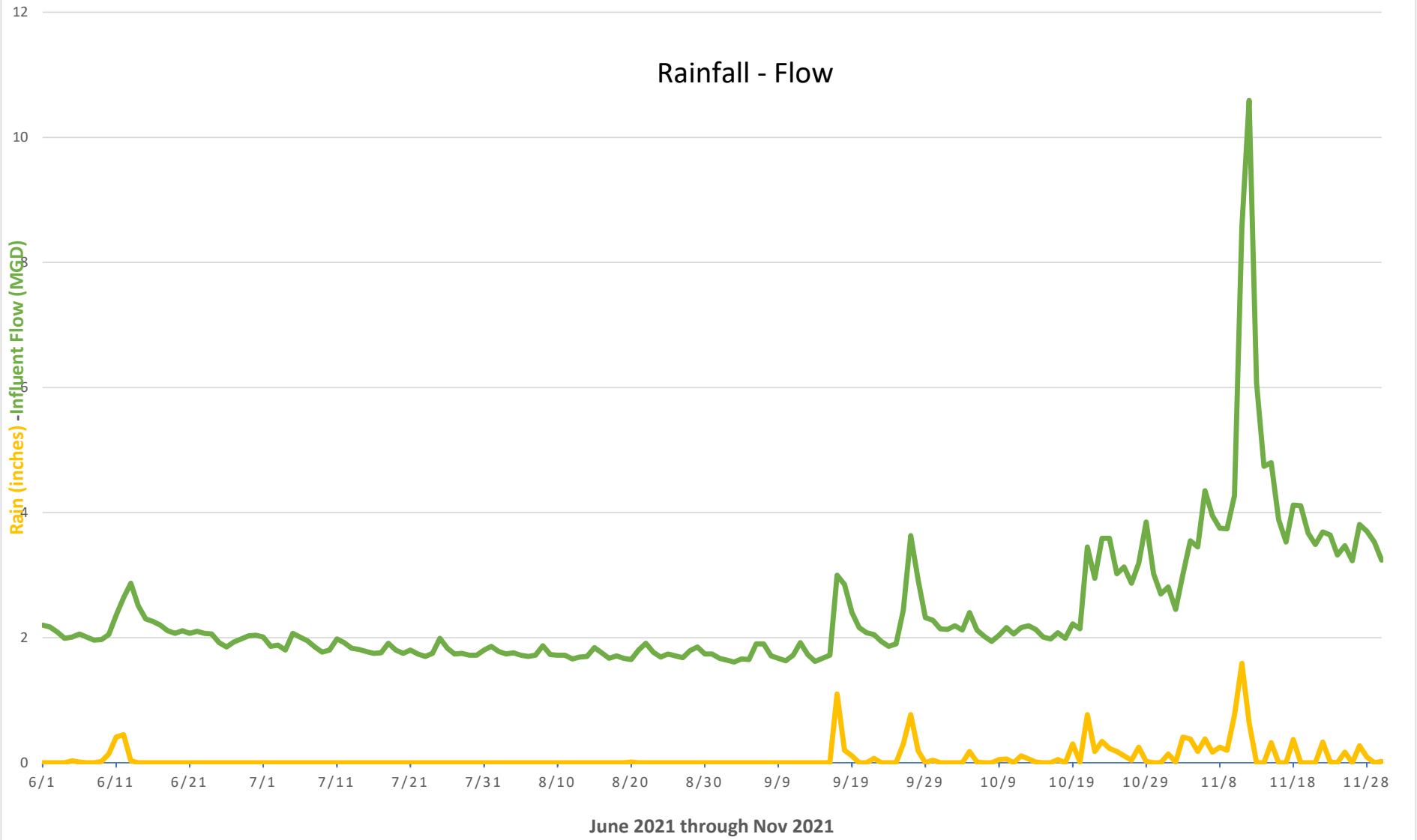


Contractors working on Lift Station #5.

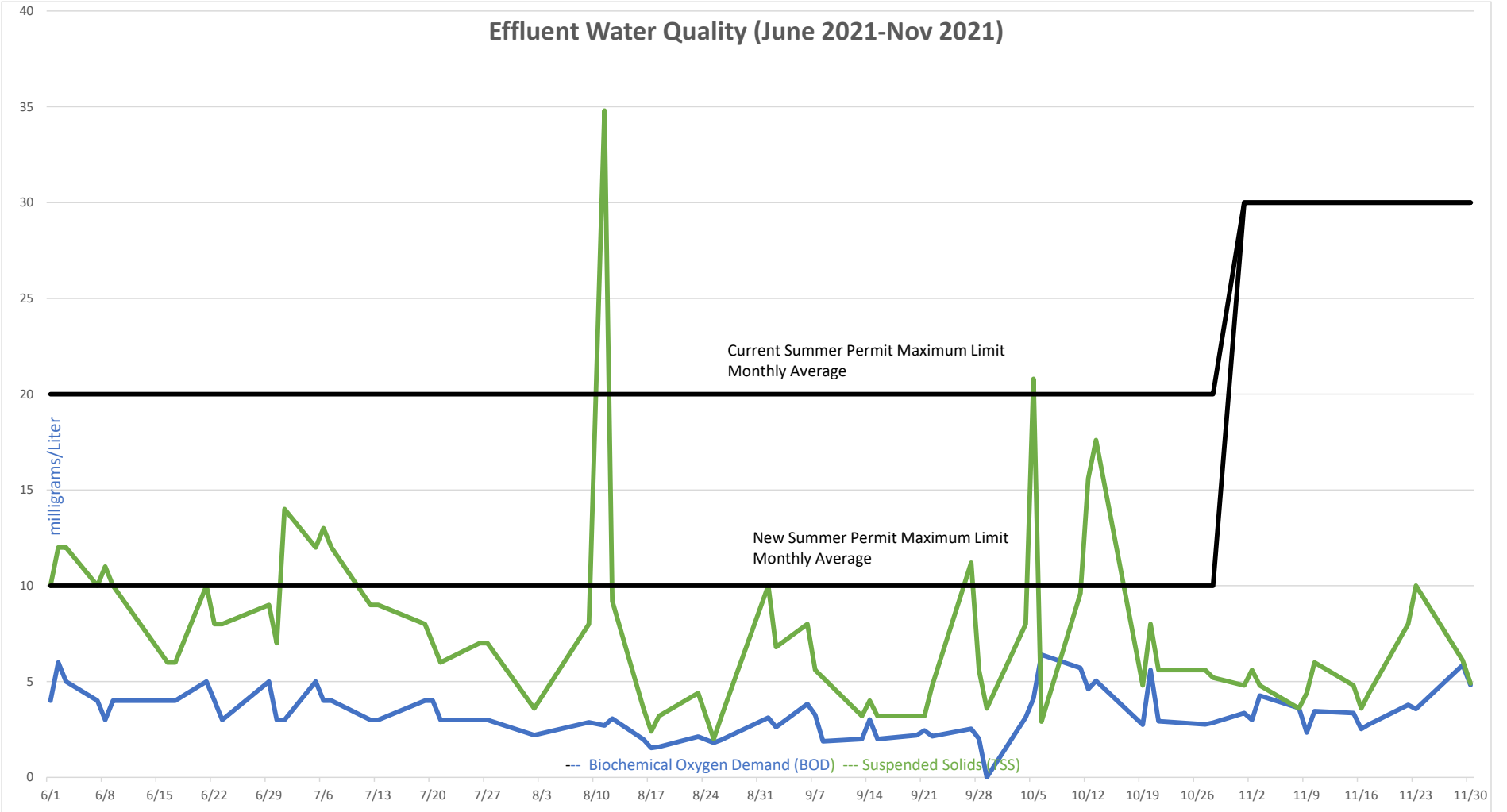


Interior of Lift Station #5.

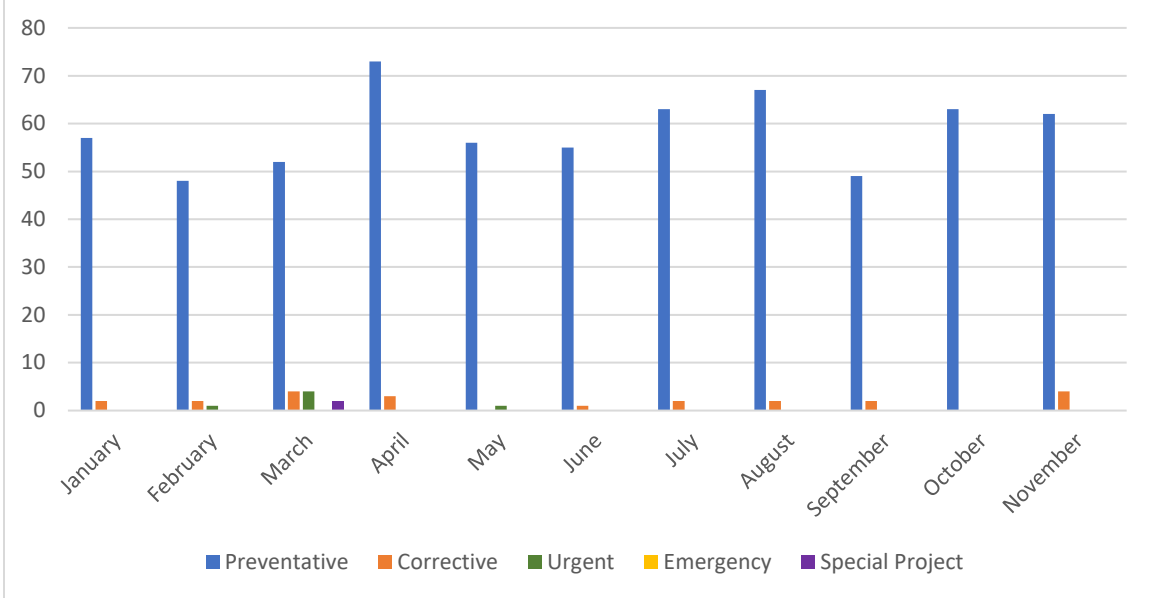
Rainfall - Flow



Effluent Water Quality (June 2021-Nov 2021)



Treatment Plant Work Order Summary 2021





AGENDA ITEM

Title	Call for Public Comment
Item No.	8
Date	December 21, 2021

Summary

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

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

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