

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



AUGUST 13, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
AUGUST 13, 2024 at 4:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. June 2024 Financial Report
 - b. Approval of July 9, 2024 Board Meeting Minutes
4. Consideration of Contract for I&I Construction in the LS5 Basin Area Phase I
5. Consideration of Financial Assistance Utility Rate Relief Policy Update
6. Business from the Board
7. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
8. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

The Chair will call the meeting to order with a quorum of the Board at the noticed time.

The Chair may request participation in a nonpartisan acknowledgement of their choosing.

The General Manager will review the meeting protocols before business is discussed.



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	August 13, 2024

Summary

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

There are two basic public comment options: written and verbal.

Written Public Comment may be submitted in person, online, and by email or postal mail. Written comments may not be read out loud or addressed during the meeting, however, all public comments will be entered into the record.

Verbal Public Comment may be given during public meeting's comment period. Commenters must register to speak with the District Recorder before the start of the meeting. The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



CONSENT AGENDA

To Board of Directors
From Brad Albert, General Manager
Title Consent Agenda
Item No. 3
Date August 13, 2024

Summary

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

The Consent Agenda includes:

- a. **June 2024 Financial Report**
- b. **Approval of July 9, 2024 Board Meeting Minutes**

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	Brad Albert, General Manager
Title	June 2024 Financial Reports
Item No.	3a
Date	August 13, 2024

Reports

- June 2024 Monthly Overview
- June 2024 Budget to Actual Report
- June 2024 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Financial Overview
FY 2024-25 June 2024**

This report summarizes the revenues and expenditures for June 2024. 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:		
June 30, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 26,693
Wells Fargo Bank Checking-9966		\$ 725,096
LGIP	5.30%	\$ 12,296,746
Total		\$ 13,048,535

The OLWS’ checks, electronic withdrawals, and bank drafts total \$ 1.7 million for June 2024. There was one voided check.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 5,469,000	\$ 584,594	\$ 5,380,290	98.4%
20-00-4212	Wastewater charges	11,913,000	1,312,221	11,809,405	99.1%
30-00-4213	Watershed protection	1,751,000	187,987	1,772,692	101.2%
Subtotal		\$ 19,133,000	\$ 2,084,802	\$ 18,892,388	99.1%

With respect to revenues, water and wastewater revenues are below budget, while , and watershed protection services’ exceeded budget. Total variance through June is negative (\$170,613) or (0.9%). This variance is due to the billing cycle being smaller of the two bi-monthly cycles. Converting to monthly billing will eliminate the impact of the differences in bi-monthly billing, approximately a \$300,000 variance in service revenues between the two.

Expenses by Budget Category

The table below matches the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compare actuals to the full annual budget. This view

allows for a review at the category level to ensure expenditures remain within the budget within each category.

Expense Category	FY 2024	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	May 2024	May 2024	
Personnel Services	\$ 5,776,000	\$ 5,776,000	\$ 5,506,386	88%
Materials & Services	5,905,600	5,905,600	4,865,626	82%
Capital Outlay	9,085,000	9,085,000	5,359,863	59%
		<u>\$ 20,766,600</u>	<u>\$ 15,283,986</u>	<u>74%</u>

With respect to expenditures, at the end of June expenditures are overall 86.2% of budget, excluding Contingencies.

Review of expenditure lines that are above 100% of budget:

There are no expense lines that are above 100% of budget as of 6/30/2024.

General Ledger
Budget to Actual



User: antonio@olwsd.org
Printed: 8/6/2024 4:26:07 PM
Period 12 - 12
Fiscal Year 2024

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	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	<i>Beginning Fund Balance</i>	<i>1,469,892.00</i>	<i>0.00</i>	<i>-128,956.90</i>	<i>0.00</i>	<i>-8.77</i>
	NonDivisional	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	Fund Balance	1,469,892.00	0.00	-128,956.90	0.00	-8.77
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	-160.00	7,620.00	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	53,400.00	0.00	93.03
	Revenue					
05-00-4610	Investment Revenue	10,000.00	5,421.71	54,147.71	0.00	541.48
05-00-4630	Miscellaneous Revenues	10,000.00	1,344.00	15,293.35	0.00	152.93
	<i>Revenue</i>	<i>77,400.00</i>	<i>10,605.71</i>	<i>130,461.06</i>	<i>0.00</i>	<i>168.55</i>
	NonDivisional	77,400.00	10,605.71	130,461.06	0.00	168.55
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,087.00	1,069,000.00	0.00	100.00
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,163.00	2,030,000.00	0.00	100.00
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,087.00	1,069,000.00	0.00	100.00
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,337.00</i>	<i>4,168,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	4,168,000.00	347,337.00	4,168,000.00	0.00	100.00
	Revenue	4,245,400.00	357,942.71	4,298,461.06	0.00	101.25
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	870,000.00	58,898.34	869,118.66	0.00	99.90
05-01-5120	Temporary/Seasonal Employees	0.00	1,370.54	3,814.29	0.00	0.00
05-01-5130	Overtime	12,500.00	720.83	10,077.67	0.00	80.62
05-01-5210	HealthDental Insurance	142,000.00	12,427.06	131,811.70	0.00	92.83
05-01-5230	Social Security	65,000.00	5,272.68	64,984.76	0.00	99.98
05-01-5240	Retirement	167,000.00	13,447.74	169,332.71	0.00	101.40
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	857.68	10,485.77	0.00	45.59
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	-0.18	750.67	0.00	75.07
05-01-5290	Other Employee Benefits	0.00	0.00	25.45	0.00	0.00
	<i>Personnel Services</i>	<i>1,285,500.00</i>	<i>92,994.69</i>	<i>1,260,401.68</i>	<i>0.00</i>	<i>98.05</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	3,306.00	165,000.45	0.00	55.00
05-01-6120	Accounting and Audit Services	68,500.00	22,050.00	37,275.00	12,950.00	54.42
05-01-6155	Contracted Services	190,000.00	15,234.12	172,735.18	13,134.25	90.91
05-01-6180	Dues and Subscriptions	42,000.00	2,379.00	39,187.18	0.00	93.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6220	Electricity	17,500.00	1,241.29	16,286.66	0.00	93.07
05-01-6240	Natural Gas	5,000.00	108.35	4,161.07	286.63	83.22
05-01-6290	Other Utilities	5,000.00	221.62	4,090.82	0.00	81.82
05-01-6310	Janitorial Services	21,000.00	1,769.79	20,439.08	0.00	97.33
05-01-6320	Buildings & Ground Maintenance	37,000.00	1,065.86	30,250.31	147.15	81.76
05-01-6410	Mileage	500.00	10.65	293.80	0.00	58.76
05-01-6420	Staff Training	9,000.00	550.78	8,028.30	0.00	89.20
05-01-6510	Office Supplies	35,000.00	2,284.55	28,565.86	0.00	81.62
05-01-6730	Communications	500.00	0.00	8.05	0.00	1.61
05-01-6760	Equipment Rental	3,000.00	296.16	2,299.29	0.00	76.64
05-01-6770	Bank Charges	181,000.00	11,464.27	167,797.58	2,350.10	92.71
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	1,898.95	0.00	94.95
	<i>Materials & Services</i>	<i>917,000.00</i>	<i>61,982.44</i>	<i>698,317.58</i>	<i>28,868.13</i>	<i>76.15</i>
	AdminFinance	2,202,500.00	154,977.13	1,958,719.26	28,868.13	88.93
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	289,000.00	20,504.65	240,469.33	0.00	83.21
05-02-5120	Temporary/Seasonal Employees	15,000.00	0.00	12,037.50	0.00	80.25
05-02-5130	Overtime	5,000.00	295.17	1,254.16	0.00	25.08
05-02-5210	HealthDental Insurance	41,000.00	5,300.02	37,879.58	0.00	92.39
05-02-5230	Social Security	24,000.00	1,798.97	19,004.65	0.00	79.19
05-02-5240	Retirement	57,000.00	1,474.96	41,837.16	0.00	73.40
05-02-5250	TrimetWBFPaid Leave OR	4,000.00	298.14	2,970.79	0.00	74.27
05-02-5270	Workers Compensation	1,000.00	0.43	276.90	0.00	27.69
05-02-5290	Other Employee Benefits	15,000.00	289.55	14,940.03	0.00	99.60
	<i>Personnel Services</i>	<i>451,000.00</i>	<i>29,961.89</i>	<i>370,670.10</i>	<i>0.00</i>	<i>82.19</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	134,500.00	620.40	112,362.50	46,434.25	83.54
05-02-6175	Records Management	8,500.00	0.00	4,422.29	0.00	52.03
05-02-6230	Telephone	59,700.00	6,764.28	57,152.37	0.00	95.73
05-02-6410	Mileage	1,000.00	64.99	168.47	0.00	16.85
05-02-6420	Staff Training	15,000.00	0.00	11,510.45	0.00	76.74
05-02-6440	Board Expense	5,000.00	0.00	1,731.78	0.00	34.64
05-02-6510	Office Supplies	1,000.00	364.01	1,302.99	0.00	130.30
05-02-6540	Safety Supplies	2,000.00	0.00	534.49	0.00	26.72
05-02-6560	Uniforms	42,000.00	903.52	31,726.66	0.00	75.54
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	210,000.00	16,793.46	202,218.86	0.00	96.29
05-02-6730	Communications	38,000.00	1,034.58	35,917.62	0.00	94.52
05-02-6740	Advertising	7,000.00	0.00	1,347.00	0.00	19.24
	<i>Materials & Services</i>	<i>526,700.00</i>	<i>26,545.24</i>	<i>460,395.48</i>	<i>46,434.25</i>	<i>87.41</i>
	Human Resources	977,700.00	56,507.13	831,065.58	46,434.25	85.00
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	50,316.70	594,462.80	0.00	96.35
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	7,355.84	89,627.40	0.00	66.39
05-03-5230	Social Security	48,000.00	4,051.10	44,654.63	0.00	93.03
05-03-5240	Retirement	119,000.00	10,360.69	114,732.98	0.00	96.41
05-03-5250	TrimetWBFPaid Leave OR	8,000.00	661.01	7,130.67	0.00	89.13
05-03-5270	Workers Compensation	1,000.00	-0.11	578.47	0.00	57.85
05-03-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>933,000.00</i>	<i>72,745.23</i>	<i>851,186.95</i>	<i>0.00</i>	<i>91.23</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	442,000.00	33,189.16	263,662.76	86,600.59	59.65
05-03-6350	Computer Maintenance	434,500.00	18,470.17	375,148.55	27,295.77	86.34
05-03-6410	Mileage	1,000.00	0.00	34.00	0.00	3.40
05-03-6420	Staff Training	15,000.00	0.00	3,243.98	0.00	21.63

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6430	Certifications	1,000.00	0.00	355.00	0.00	35.50
05-03-6530	Small Tools & Equipment	1,000.00	0.00	116.00	0.00	11.60
05-03-6540	Safety Supplies	6,000.00	0.00	4,254.29	1,488.19	70.90
05-03-6550	Operational Supplies	2,000.00	0.00	75.98	0.00	3.80
	<i>Materials & Services</i>	<i>902,500.00</i>	<i>51,659.33</i>	<i>646,890.56</i>	<i>115,384.55</i>	<i>71.68</i>
	Technical Services	1,835,500.00	124,404.56	1,498,077.51	115,384.55	81.62
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/Equipment Maintenance	80,000.00	569.90	64,784.12	4,040.00	80.98
05-04-6520	Fuels & Oils	50,000.00	3,158.72	37,585.86	0.00	75.17
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>3,728.62</i>	<i>102,369.98</i>	<i>4,040.00</i>	<i>78.75</i>
	Vehicle Services	130,000.00	3,728.62	102,369.98	4,040.00	78.75
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	569,592.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>569,592.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	569,592.00	0.00	0.00	0.00	0.00
05	Expense	5,715,292.00	339,617.44	4,390,232.33	194,726.93	76.82
	Administrative Services	0.00	18,325.27	-220,728.17	-194,726.93	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	<i>Beginning Fund Balance</i>	<i>608,759.00</i>	<i>0.00</i>	<i>-31,403.51</i>	<i>0.00</i>	<i>-5.16</i>
	NonDivisional	608,759.00	0.00	-31,403.51	0.00	-5.16
	Fund Balance	608,759.00	0.00	-31,403.51	0.00	-5.16
	NonDivisional Revenue					
10-00-4210	Wholesale Water Sales	30,000.00	5,261.65	41,676.92	0.00	138.92
10-00-4211	Drinking Water Charges	5,469,000.00	584,593.63	5,380,290.14	0.00	98.38
10-00-4215	Penalties & Late Charges	15,000.00	880.22	14,432.97	0.00	96.22
10-00-4240	Service Installations	10,000.00	-300.00	61,241.00	0.00	612.41
10-00-4280	Rents & Leases	180,000.00	16,808.46	200,743.48	0.00	111.52
10-00-4290	Other Charges for Services	10,000.00	50.00	25,250.41	0.00	252.50
10-00-4610	Investment Revenue	3,000.00	2,417.86	37,004.56	0.00	1,233.49
10-00-4630	Miscellaneous Revenues	25,000.00	28.00	36,060.10	0.00	144.24
	<i>Revenue</i>	<i>5,742,000.00</i>	<i>609,739.82</i>	<i>5,796,699.58</i>	<i>0.00</i>	<i>100.95</i>
	NonDivisional	5,742,000.00	609,739.82	5,796,699.58	0.00	100.95
	Revenue	5,742,000.00	609,739.82	5,796,699.58	0.00	100.95
	Drinking Water Personnel Services					
10-20-5110	Regular Employees	707,000.00	57,176.25	650,849.41	0.00	92.06
10-20-5130	Overtime	37,000.00	6,212.49	31,693.99	0.00	85.66
10-20-5210	HealthDental Insurance	132,000.00	8,192.48	96,193.25	0.00	72.87
10-20-5230	Social Security	55,000.00	4,772.07	51,739.81	0.00	94.07
10-20-5240	Retirement	136,000.00	12,175.23	131,029.09	0.00	96.34
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	773.19	8,195.66	0.00	91.06
10-20-5270	Workers Compensation	20,000.00	-360.50	10,995.62	0.00	54.98
10-20-5290	Other Employee Benefits	0.00	0.00	140.85	0.00	0.00
	<i>Personnel Services</i>	<i>1,096,000.00</i>	<i>88,941.21</i>	<i>980,837.68</i>	<i>0.00</i>	<i>89.49</i>
	<i>Materials & Services</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6155	Contracted Services	248,400.00	5,563.18	127,525.58	45,761.84	51.34
10-20-6220	Electricity	42,000.00	3,459.35	37,223.49	0.00	88.63
10-20-6240	Natural Gas	3,000.00	199.83	2,398.08	25.41	79.94
10-20-6290	Other Utilities	6,000.00	307.80	5,439.53	900.00	90.66
10-20-6320	Buildings & Grounds	2,000.00	0.00	3,360.42	0.00	168.02
10-20-6340	System Maintenance	200,000.00	91,886.14	218,997.00	25,293.63	109.50
10-20-6410	Mileage	500.00	0.00	279.63	0.00	55.93
10-20-6420	Staff Training	10,500.00	0.00	8,559.41	0.00	81.52
10-20-6430	Certifications	3,000.00	0.00	2,691.50	0.00	89.72
10-20-6530	Small Tools & Equipment	13,000.00	534.50	14,011.23	0.00	107.78
10-20-6540	Safety Supplies	20,000.00	950.60	20,513.21	0.00	102.57
10-20-6550	Operational Supplies	10,000.00	753.38	7,483.67	0.00	74.84
10-20-6710	Purchased Water	1,200,000.00	105,221.13	1,105,147.57	0.00	92.10
10-20-6715	Water Quality Program	34,000.00	1,595.00	26,416.53	4,720.00	77.70
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	19,000.00	943.62	17,006.73	650.00	89.51
	<i>Materials & Services</i>	<i>1,819,400.00</i>	<i>211,414.53</i>	<i>1,597,053.58</i>	<i>77,350.88</i>	<i>87.78</i>
	Drinking Water	2,915,400.00	300,355.74	2,577,891.26	77,350.88	88.42
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	193,000.00	0.00	193,000.00	0.00	100.00
10-24-6825	Zions Bank Loan-Interest	16,100.00	0.00	16,005.50	0.00	99.41
	<i>Materials & Services</i>	<i>209,100.00</i>	<i>0.00</i>	<i>209,005.50</i>	<i>0.00</i>	<i>99.95</i>
	Debt Service	209,100.00	0.00	209,005.50	0.00	99.95
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,087.00	1,069,000.00	0.00	100.00
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	1,500,000.00	0.00	100.00
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,226,259.00</i>	<i>214,087.00</i>	<i>2,569,000.00</i>	<i>0.00</i>	<i>79.63</i>
	Transfers & Contingencies	3,226,259.00	214,087.00	2,569,000.00	0.00	79.63
	Expense	6,350,759.00	514,442.74	5,355,896.76	77,350.88	84.33
10	Drinking Water	0.00	95,297.08	409,399.31	-77,350.88	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	<i>Beginning Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,749.02</i>	<i>0.00</i>	<i>-119.54</i>
	NonDivisional	507,588.00	0.00	-606,749.02	0.00	-119.54
	Fund Balance	507,588.00	0.00	-606,749.02	0.00	-119.54
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	11,913,000.00	1,312,221.46	11,809,405.47	0.00	99.13
20-00-4215	Penalties & Late Charges	7,000.00	579.82	8,699.86	0.00	124.28
20-00-4290	Other Charges for Services	10,000.00	0.00	14,469.66	0.00	144.70
20-00-4610	Investment Revenue	1,000.00	0.05	2,046.87	0.00	204.69
20-00-4630	Miscellaneous Revenues	2,000.00	0.00	2,919.89	0.00	145.99
	<i>Revenue</i>	<i>11,933,000.00</i>	<i>1,312,801.33</i>	<i>11,837,541.75</i>	<i>0.00</i>	<i>99.20</i>
	NonDivisional	11,933,000.00	1,312,801.33	11,837,541.75	0.00	99.20
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,887.00	154,600.00	0.00	100.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	154,600.00	12,887.00	154,600.00	0.00	100.00
	Transfers & Contingencies	154,600.00	12,887.00	154,600.00	0.00	100.00
	Revenue	12,087,600.00	1,325,688.33	11,992,141.75	0.00	99.21
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	60,058.35	685,597.76	0.00	104.67
20-21-5130	Overtime	50,000.00	5,551.06	51,673.37	0.00	103.35
20-21-5210	HealthDental Insurance	209,000.00	13,278.07	152,318.59	0.00	72.88
20-21-5230	Social Security	51,000.00	4,981.51	55,530.75	0.00	108.88
20-21-5240	Retirement	123,000.00	11,555.57	127,483.26	0.00	103.64
20-21-5250	TrimetWBFPaid Leave OR	9,000.00	814.35	8,910.86	0.00	99.01
20-21-5260	Unemployment	0.00	0.00	3,686.43	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	465.51	13,006.35	0.00	100.05
20-21-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>96,704.42</i>	<i>1,098,207.37</i>	<i>0.00</i>	<i>98.94</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	212,800.00	19,486.70	184,850.69	5,435.00	86.87
20-21-6220	Electricity	325,000.00	26,847.70	304,479.24	0.00	93.69
20-21-6240	Natural Gas	2,000.00	30.00	1,556.92	9.63	77.85
20-21-6250	Solid Waste Disposal	44,000.00	2,341.99	31,680.30	9,496.75	72.00
20-21-6290	Other Utilities	2,200.00	180.00	1,980.00	360.00	90.00
20-21-6310	Janitorial Services	14,000.00	1,170.14	13,374.24	0.00	95.53
20-21-6320	Buildings & Grounds	63,000.00	4,928.96	59,558.49	0.00	94.54
20-21-6342	WRF System Maintenance	185,000.00	2,239.26	130,236.36	12,830.00	70.40
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	5,000.00	0.00	3,015.43	0.00	60.31
20-21-6430	Certifications	2,000.00	0.00	785.61	0.00	39.28
20-21-6525	Chemicals	77,000.00	1,900.72	43,523.47	33,575.51	56.52
20-21-6530	Small Tools & Equipment	13,000.00	350.81	13,318.32	143.11	102.45
20-21-6540	Safety Supplies	22,000.00	692.92	21,433.49	0.00	97.42
20-21-6550	Operational Supplies	5,000.00	10.62	5,878.78	0.00	117.58
20-21-6760	Equipment Rental	30,000.00	0.00	28,496.71	0.00	94.99
20-21-6780	Taxes, Fees, Permits	74,000.00	8,368.21	68,695.87	5,700.00	92.83
	<i>Materials & Services</i>	<i>1,077,000.00</i>	<i>68,548.03</i>	<i>913,051.26</i>	<i>67,550.00</i>	<i>84.78</i>
	Wastewater-Plant	2,187,000.00	165,252.45	2,011,258.63	67,550.00	91.96
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	31,865.39	481,317.50	0.00	95.69
20-22-5130	Overtime	28,500.00	3,484.75	41,390.39	0.00	145.23
20-22-5210	HealthDental Insurance	117,000.00	7,069.26	92,991.86	0.00	79.48
20-22-5230	Social Security	39,000.00	3,055.28	38,978.18	0.00	99.94
20-22-5240	Retirement	73,000.00	7,675.14	97,851.05	0.00	134.04
20-22-5250	TrimetWBFPaid Leave OR	7,000.00	504.60	6,256.96	0.00	89.39
20-22-5270	Workers Compensation	12,000.00	357.45	9,976.91	0.00	83.14
20-22-5290	Other Employee Benefits	0.00	0.00	7.99	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>54,011.87</i>	<i>768,770.84</i>	<i>0.00</i>	<i>98.62</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	58,600.00	0.00	26,511.37	10,100.00	45.24
20-22-6220	Electricity	53,000.00	2,268.17	51,056.31	3,160.00	96.33
20-22-6290	Other Utilities	2,000.00	43.17	508.08	0.00	25.40
20-22-6320	Buildings & Grounds	1,000.00	0.00	0.00	553.00	0.00
20-22-6342	Collection System Maint.	35,000.00	0.00	28,629.74	0.00	81.80
20-22-6410	Mileage	1,000.00	0.00	42.20	0.00	4.22
20-22-6420	Staff Training	14,000.00	1,733.27	6,361.86	0.00	45.44
20-22-6430	Certifications	2,000.00	461.73	1,776.25	0.00	88.81
20-22-6530	Small Tools & Equipment	25,000.00	7,436.45	32,024.38	2,240.88	128.10
20-22-6540	Safety Supplies	12,000.00	1,065.01	6,109.24	0.00	50.91
20-22-6550	Operational Supplies	5,000.00	73.96	1,332.29	0.00	26.65
20-22-6780	Taxes, Fees, Permits	28,000.00	2,345.28	27,263.56	1,600.00	97.37
	<i>Materials & Services</i>	<i>236,600.00</i>	<i>15,427.04</i>	<i>181,615.28</i>	<i>17,653.88</i>	<i>76.76</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Wastewater-Collections	1,016,100.00	69,438.91	950,386.12	17,653.88	93.53
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,163.00	2,030,000.00	0.00	100.00
20-29-8150	Transfers Out to Fund 50	3,482,000.00	0.00	3,482,000.00	0.00	100.00
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,663.00	3,200,000.00	0.00	100.00
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>9,377,088.00</i>	<i>435,826.00</i>	<i>8,712,000.00</i>	<i>0.00</i>	<i>92.91</i>
	Transfers & Contingencies	9,377,088.00	435,826.00	8,712,000.00	0.00	92.91
	Expense	12,580,188.00	670,517.36	11,673,644.75	85,203.88	92.79
20	Wastewater Reclam.	15,000.00	655,170.97	-288,252.02	-85,203.88	-1,921.68
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<i>Beginning Fund Balance</i>	<i>50,874.00</i>	<i>0.00</i>	<i>6,453.68</i>	<i>0.00</i>	<i>12.69</i>
	NonDivisional	50,874.00	0.00	6,453.68	0.00	12.69
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,751,000.00	187,986.72	1,772,692.34	0.00	101.24
30-00-4215	Penalties & Late charges	1,000.00	240.61	2,595.43	0.00	259.54
30-00-4290	Other Charges for Services	25,000.00	2,285.00	32,480.96	0.00	129.92
30-00-4610	Investment Revenue	2,000.00	216.12	452.52	0.00	22.63
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>190,728.45</i>	<i>1,808,221.25</i>	<i>0.00</i>	<i>101.64</i>
	NonDivisional	1,779,000.00	190,728.45	1,808,221.25	0.00	101.64
	Revenue	1,779,000.00	190,728.45	1,808,221.25	0.00	101.64
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	113,000.00	7,662.34	110,681.68	0.00	97.95
30-23-5130	Overtime	1,000.00	0.00	248.64	0.00	24.86
30-23-5210	HealthDental Insurance	38,000.00	2,549.35	32,746.94	0.00	86.18
30-23-5230	Social Security	9,000.00	609.77	8,316.71	0.00	92.41
30-23-5240	Retirement	22,000.00	1,527.98	20,766.15	0.00	94.39
30-23-5250	TrimetWBFPAid Leave OR	2,000.00	100.50	1,322.85	0.00	66.14
30-23-5270	Workers Compensation	1,000.00	80.28	2,228.82	0.00	222.88
30-23-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>12,530.22</i>	<i>176,311.79</i>	<i>0.00</i>	<i>94.79</i>
	Materials & Services					
30-23-6155	Contracted Services	174,000.00	17,618.00	154,889.22	43,196.34	89.02
30-23-6340	System Maintenance	30,000.00	0.00	30,150.00	450.00	100.50
30-23-6420	Staff Training	3,000.00	0.00	1,494.00	0.00	49.80
30-23-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	6,000.00	0.00	4,253.89	0.00	70.90
30-23-6730	Communications	61,000.00	8,450.00	60,643.73	0.00	99.42
30-23-6780	Taxes, Fees, Permits	4,400.00	0.00	4,224.00	0.00	96.00
	<i>Materials & Services</i>	<i>281,400.00</i>	<i>26,068.00</i>	<i>255,654.84</i>	<i>43,646.34</i>	<i>90.85</i>
	Watershed Protection	467,400.00	38,598.22	431,966.63	43,646.34	92.42
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,087.00	1,069,000.00	0.00	100.00
30-29-8120	Transfers Out to Fund 20	154,600.00	12,887.00	154,600.00	0.00	100.00
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,362,474.00</i>	<i>101,974.00</i>	<i>1,223,600.00</i>	<i>0.00</i>	<i>89.81</i>
	Transfers & Contingencies	1,362,474.00	101,974.00	1,223,600.00	0.00	89.81
30	Expense	1,829,874.00	140,572.22	1,655,566.63	43,646.34	90.47
	Watershed Protection	0.00	50,156.23	159,108.30	-43,646.34	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<i>Beginning Fund Balance</i>	<i>527,978.00</i>	<i>0.00</i>	<i>7,340.70</i>	<i>0.00</i>	<i>1.39</i>
	NonDivisional	527,978.00	0.00	7,340.70	0.00	1.39
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	2,606.95	5,375.93	0.00	179.20
	<i>Revenue</i>	<i>3,000.00</i>	<i>2,606.95</i>	<i>5,375.93</i>	<i>0.00</i>	<i>179.20</i>
	NonDivisional	3,000.00	2,606.95	5,375.93	0.00	179.20
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	0.00	3,482,000.00	0.00	100.00
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>0.00</i>	<i>3,482,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	3,482,000.00	0.00	3,482,000.00	0.00	100.00
	Revenue	3,485,000.00	2,606.95	3,487,375.93	0.00	100.07
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	965,000.00	0.00	964,834.00	0.00	99.98
50-24-6811	2021 IFA Loan Principal	323,000.00	0.00	322,781.15	0.00	99.93
50-24-6813	JPM Bank Loan Principal	1,450,000.00	0.00	1,450,000.00	0.00	100.00
50-24-6820	2010 SRF Loan Interest	260,000.00	0.00	259,614.00	0.00	99.85
50-24-6822	2021 IFA Loan Interest	154,000.00	0.00	153,337.93	0.00	99.57
50-24-6823	JPM Bank Loan Interest	271,000.00	0.00	270,550.00	0.00	99.83
	<i>Materials & Services</i>	<i>3,423,000.00</i>	<i>0.00</i>	<i>3,421,117.08</i>	<i>0.00</i>	<i>99.94</i>
	Debt Service	3,423,000.00	0.00	3,421,117.08	0.00	99.94
50	Expense	3,423,000.00	0.00	3,421,117.08	0.00	99.94
	WW Revenue Bond Debt Service	589,978.00	2,606.95	73,599.55	0.00	12.47
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<i>Beginning Fund Balance</i>	<i>3,487,371.00</i>	<i>0.00</i>	<i>62,793.23</i>	<i>0.00</i>	<i>1.80</i>
	NonDivisional	3,487,371.00	0.00	62,793.23	0.00	1.80
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	NonDivisional					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4221	<i>Revenue</i> System	50,000.00	-6,397.00	302,792.00	0.00	605.58
71-00-4225	Development-Reimburse System	50,000.00	-5,940.00	281,728.00	0.00	563.46
71-00-4610	Development-Improvement Investment Revenue	50,000.00	16,258.50	206,809.93	0.00	413.62
	<i>Revenue</i>	<i>150,000.00</i>	<i>3,921.50</i>	<i>791,329.93</i>	<i>0.00</i>	<i>527.55</i>
	NonDivisional	150,000.00	3,921.50	791,329.93	0.00	527.55
	Transfers & Contingencies					
71-29-4910	<i>Revenue</i> Transfer In from Fund 10	1,500,000.00	125,000.00	1,500,000.00	0.00	100.00
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>1,500,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	1,500,000.00	0.00	100.00
	Revenue	1,650,000.00	128,921.50	2,291,329.93	0.00	138.87
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	491,000.00	91,716.67	476,884.92	45,274.01	97.13
71-20-7300	Buildings & Improvements	25,000.00	0.00	1,871.25	0.00	7.49
71-20-7400	Improvement Other than Bldgs	9,000.00	0.00	9,000.00	0.00	100.00
71-20-7520	Equipment	200,000.00	0.00	15,666.42	0.00	7.83
71-20-7530	Information Technology	75,000.00	0.00	0.00	6,788.44	0.00
71-20-7600	Capital Improvement Projects	2,400,000.00	328,225.39	1,425,106.32	251,335.91	59.38
	<i>Capital Outlay</i>	<i>3,200,000.00</i>	<i>419,942.06</i>	<i>1,928,528.91</i>	<i>303,398.36</i>	<i>60.27</i>
	Drinking Water	3,200,000.00	419,942.06	1,928,528.91	303,398.36	60.27
	Transfers & Contingencies					
71-29-9000	<i>Transfers & Contingencies</i> Contingency	370,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>370,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	370,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	3,570,000.00 1,567,371.00	419,942.06 -291,020.56	1,928,528.91 425,594.25	303,398.36 -303,398.36	54.02 27.15
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	<i>Beginning Fund Balance</i>	<i>2,557,963.00</i>	<i>0.00</i>	<i>-1,011,212.03</i>	<i>0.00</i>	<i>-39.53</i>
	NonDivisional	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	0.00	191,105.00	0.00	191.11
72-00-4610	Investment Revenue	30,000.00	9,967.71	171,912.80	0.00	573.04
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing	1,500,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,630,000.00</i>	<i>9,967.71</i>	<i>468,017.80</i>	<i>0.00</i>	<i>28.71</i>
	NonDivisional	1,630,000.00	9,967.71	468,017.80	0.00	28.71

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	3,200,000.00	266,663.00	3,200,000.00	0.00	100.00
	<i>Revenue</i>	<i>3,200,000.00</i>	<i>266,663.00</i>	<i>3,200,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Transfers & Contingencies	3,200,000.00	266,663.00	3,200,000.00	0.00	100.00
	<i>Revenue</i>	4,830,000.00	276,630.71	3,668,017.80	0.00	75.94
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7200	Infrastructure	0.00	0.00	0.00	0.00	0.00
72-21-7300	Buildings & Improvements	98,600.00	19,930.00	91,515.86	3,070.00	92.82
72-21-7520	Equipment	680,500.00	12,478.17	583,619.73	74,025.00	85.76
72-21-7530	Information Technology	91,200.00	0.00	91,225.54	6,788.43	100.03
72-21-7600	Capital Improvement Projects	874,500.00	27,000.15	800,439.06	126,752.69	91.53
	<i>Capital Outlay</i>	<i>1,744,800.00</i>	<i>59,408.32</i>	<i>1,566,800.19</i>	<i>210,636.12</i>	<i>89.80</i>
	Wastewater-Plant	1,744,800.00	59,408.32	1,566,800.19	210,636.12	89.80
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	210,200.00	7,210.00	115,408.95	12,300.00	54.90
72-22-7520	Equipment	30,000.00	0.00	5,491.58	0.00	18.31
72-22-7600	Capital Improvement Projects	3,600,000.00	87,984.90	1,743,633.16	128,069.97	48.43
	<i>Capital Outlay</i>	<i>3,840,200.00</i>	<i>95,194.90</i>	<i>1,864,533.69</i>	<i>140,369.97</i>	<i>48.55</i>
	Wastewater-Collections	3,840,200.00	95,194.90	1,864,533.69	140,369.97	48.55
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	653,800.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>653,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	653,800.00	0.00	0.00	0.00	0.00
72	Expense	6,238,800.00	154,603.22	3,431,333.88	351,006.09	55.00
	Wastewater Reclamation Capital	1,149,163.00	122,027.49	-774,528.11	-351,006.09	-67.40
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	<i>Beginning Fund Balance</i>	<i>2,613,105.00</i>	<i>0.00</i>	<i>30,571.09</i>	<i>0.00</i>	<i>1.17</i>
	NonDivisional	2,613,105.00	0.00	30,571.09	0.00	1.17
	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	20,000.00	10,873.13	116,972.48	0.00	584.86
	<i>Revenue</i>	<i>20,000.00</i>	<i>10,873.13</i>	<i>116,972.48</i>	<i>0.00</i>	<i>584.86</i>
	NonDivisional	20,000.00	10,873.13	116,972.48	0.00	584.86
	Revenue	20,000.00	10,873.13	116,972.48	0.00	584.86
	Watershed Protection					
	<i>Capital Outlay</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
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 & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
73	Expense	350,000.00	0.00	0.00	0.00	0.00
	Watershed Protection Capital	2,283,105.00	10,873.13	147,543.57	0.00	6.46
Revenue Total		33,839,000.00	2,903,131.60	33,459,219.78	0.00	98.8777
Expense Total		40,057,913.00	2,239,695.04	31,856,320.34	1,055,332.48	79.5257

General Ledger
Account Roll Up



User: antonio@olwsd.org
Printed: 8/6/2024 4:37:07 PM
Period 12 - 12
Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 5,261.65	\$ 41,676.92	138.9%
4211	Water sales	\$ 5,469,000.00	\$ 584,593.63	\$ 5,380,290.14	98.4%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 1,312,221.46	\$ 11,809,405.47	99.1%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 187,986.72	\$ 1,772,692.34	101.2%
4215	Penalties & late charges	\$ 23,000.00	\$ 1,700.65	\$ 25,728.26	111.9%
4220	System Development Charges	\$ 100,000.00	\$ -	\$ 191,105.00	191.1%
4221	System Development-Reimburse	\$ 50,000.00	\$ 6,397.00	\$ 302,792.00	605.6%
4225	System Development-Improvement	\$ 50,000.00	\$ 5,940.00	\$ 281,728.00	563.5%
4227	System Development-Compliance	\$ -	\$ 160.00	\$ 7,620.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 53,400.00	93.0%
4240	Service installations	\$ 10,000.00	\$ 300.00	\$ 61,241.00	612.4%
4280	Rents & leases	\$ 180,000.00	\$ 16,808.46	\$ 200,743.48	111.5%
4290	Other charges for services	\$ 45,000.00	\$ 2,335.00	\$ 72,201.03	160.5%
4610	Investment revenue	\$ 119,000.00	\$ 47,762.03	\$ 594,722.80	499.8%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 1,372.00	\$ 159,273.34	430.5%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		\$ 21,334,400.00	\$ 2,176,838.60	\$ 20,954,619.78	98.2%
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,087.00	\$ 2,569,000.00	100.0%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 435,826.00	\$ 8,712,000.00	100.0%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,974.00	\$ 1,223,600.00	100.0%
Revenue	Revenue	\$ 33,839,000.00	\$ 2,928,725.60	\$ 33,459,219.78	98.9%
Expense	Expense				
<u>Personnel Services</u>					
5110	Regular employees	\$ 3,754,000.00	\$ 286,482.02	\$ 3,632,497.14	96.8%
5120	Temporary/Seasonal employees	\$ 15,000.00	\$ 1,370.54	\$ 15,851.79	105.7%
5130	Overtime	\$ 139,000.00	\$ 16,264.30	\$ 136,338.22	98.1%
5210	Employee Ins	\$ 814,000.00	\$ 56,172.08	\$ 633,569.32	77.8%
5230	Social Security	\$ 291,000.00	\$ 24,541.38	\$ 283,209.49	97.3%
5240	Retirement	\$ 697,000.00	\$ 58,217.31	\$ 703,032.40	100.9%
5250	Trimet	\$ 62,000.00	\$ 4,009.47	\$ 45,273.56	73.0%
5260	Unemployment	\$ 5,000.00	\$ -	\$ 3,686.43	73.7%
5270	Workers compensation	\$ 49,000.00	\$ 542.88	\$ 37,813.74	77.2%
5290	Other employee benefits	\$ 15,000.00	\$ 289.55	\$ 15,114.32	100.8%
		\$ 5,841,000.00	\$ 447,889.53	\$ 5,506,386.41	94.3%
<u>Materials & Services</u>					
6110	Legal services	\$ 300,000.00	\$ 3,306.00	\$ 165,000.45	55.0%
6120	Accounting & audit services	\$ 68,500.00	\$ 22,050.00	\$ 37,275.00	54.4%
6155	Contracted Services	\$ 1,460,300.00	\$ 91,711.56	\$ 1,042,537.30	71.4%
6175	Records Management	\$ 8,500.00	\$ -	\$ 4,422.29	52.0%
6180	Dues & subscriptions	\$ 42,000.00	\$ 2,379.00	\$ 39,187.18	93.3%
6220	Electricity	\$ 437,500.00	\$ 33,816.51	\$ 409,045.70	93.5%
6230	Telephone	\$ 59,700.00	\$ 6,764.28	\$ 57,152.37	95.7%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6240	Natural gas	\$ 10,000.00	\$ 338.18	\$ 8,116.07	81.2%
6250	Solid waste disposal	\$ 44,000.00	\$ 2,341.99	\$ 31,680.30	72.0%
6290	Other utilities	\$ 15,200.00	\$ 752.59	\$ 12,018.43	79.1%
6310	Janitorial services	\$ 35,000.00	\$ 2,939.93	\$ 33,813.32	96.6%
6320	Buildings & grounds	\$ 103,000.00	\$ 5,994.82	\$ 93,169.22	90.5%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 569.90	\$ 64,784.12	81.0%
6340	Distribution system maint	\$ 230,000.00	\$ 91,886.14	\$ 249,147.00	108.3%
6342	Collection system maint.	\$ 220,000.00	\$ 2,239.26	\$ 158,866.10	72.2%
6350	Computer maintenance	\$ 434,500.00	\$ 18,470.17	\$ 375,148.55	86.3%
6410	Mileage	\$ 5,000.00	\$ 75.64	\$ 1,005.44	20.1%
6420	Staff training	\$ 71,500.00	\$ 2,284.05	\$ 42,213.43	59.0%
6430	Certifications	\$ 9,000.00	\$ 461.73	\$ 5,608.36	62.3%
6440	Board travel & training	\$ 5,000.00	\$ -	\$ 1,731.78	34.6%
6510	Office supplies	\$ 36,000.00	\$ 2,648.56	\$ 29,868.85	83.0%
6520	Fuel & oils	\$ 50,000.00	\$ 3,158.72	\$ 37,585.86	75.2%
6525	Chemicals	\$ 77,000.00	\$ 1,900.72	\$ 43,523.47	56.5%
6530	Small tools & equipment	\$ 53,000.00	\$ 8,321.76	\$ 59,469.93	112.2%
6540	Safety supplies	\$ 63,000.00	\$ 2,708.53	\$ 52,844.72	83.9%
6550	Operational Supplies	\$ 28,000.00	\$ 837.96	\$ 19,024.61	68.0%
6560	Uniforms	\$ 42,000.00	\$ 903.52	\$ 31,726.66	75.5%
6570	In-House Laboratory Services	\$ 15,000.00	\$ 187.00	\$ 10,169.57	67.8%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 500.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,200,000.00	\$ 105,221.13	\$ 1,105,147.57	92.1%
6715	Water quality program	\$ 34,000.00	\$ 1,595.00	\$ 26,416.53	77.7%
6720	Insurance	\$ 210,000.00	\$ 16,793.46	\$ 202,218.86	96.3%
6730	Communications	\$ 99,500.00	\$ 9,484.58	\$ 96,569.40	97.1%
6740	Advertising	\$ 7,000.00	\$ -	\$ 1,347.00	19.2%
6760	Equipment Rental	\$ 41,000.00	\$ 296.16	\$ 30,796.00	75.1%
6770	Bank charges	\$ 181,000.00	\$ 11,464.27	\$ 167,797.58	92.7%
6780	Taxes, Fees & Permits	\$ 127,400.00	\$ 11,657.11	\$ 119,089.11	93.5%
6790	Miscellaneous Expense	\$ -	\$ 5.00	\$ 107.89	0.0%
		\$ 5,905,600.00	\$ 465,565.23	\$ 4,865,626.02	82.4%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 965,000.00	\$ -	\$ 964,834.00	100.0%
6811	2010 IFA Loan Principal	\$ 323,000.00	\$ -	\$ 322,781.15	99.9%
6813	JPM Bank Loan Principal	\$ 1,450,000.00	\$ -	\$ 1,450,000.00	100.0%
6815	Zions Bank loan-principal	\$ 193,000.00	\$ -	\$ 193,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 260,000.00	\$ -	\$ 259,614.00	99.9%
6822	2010 IFA Loan Interest	\$ 154,000.00	\$ -	\$ 153,337.93	99.6%
6823	JPM Bank Loan Interest	\$ 271,000.00	\$ -	\$ 270,550.00	99.8%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ -	\$ 16,005.50	99.4%
		\$ 3,632,100.00	\$ -	\$ 3,630,122.58	99.9%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 701,200.00	\$ 98,926.67	\$ 592,293.87	84.5%
7300	Buildings & Improvements	\$ 123,600.00	\$ 19,930.00	\$ 93,387.11	75.6%
7400	Improvement other than Bldgs	\$ 9,000.00	\$ -	\$ 9,000.00	100.0%
7520	Equipment	\$ 910,500.00	\$ 12,478.17	\$ 604,777.73	66.4%
7530	Information Technology	\$ 166,200.00	\$ -	\$ 91,225.54	54.9%
7600	Capital Improvement Projects	\$ 7,174,500.00	\$ 443,210.44	\$ 3,969,178.54	55.3%
		\$ 9,085,000.00	\$ 574,545.28	\$ 5,359,862.79	59.0%
<u>Transfers</u>					
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,337.00	\$ 4,168,000.00	100.0%
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,887.00	\$ 154,600.00	100.0%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ -	\$ 3,482,000.00	100.0%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 1,500,000.00	100.0%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,663.00	\$ 3,200,000.00	100.0%
		\$ 12,504,600.00	\$ 751,887.00	\$ 12,504,600.00	100.0%
		\$ 36,968,300.00	\$ 2,239,887.04	\$ 31,866,597.80	86.2%
9000	Contingency	\$ 3,104,613.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 40,072,913.00	\$ 2,239,887.04	\$ 31,866,597.80	79.5%
Revenue Total		\$ 33,839,000.00	\$ 2,928,725.60	\$ 33,459,219.78	98.9%
Expense Total		\$ 40,072,913.00	\$ 2,239,887.04	\$ 31,866,597.80	79.5%
Grand Total		\$ (6,233,913.00)	\$ 688,838.56	\$ 1,592,621.98	-25.5%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	July 9, 2024

Summary of Minutes for Approval

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

Attachments

1. July 9, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JULY 9, 2024**

Board of Directors

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

Oak Lodge Water Services Staff

Brad Albert	General Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Laural Casey	District Recorder
Lara Christensen	Water Quality Coordinator

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order

Chair Keil called the meeting to order at 3:58 p.m.

2. Call for Public Comment

There was no verbal public comment.

3. Consent Agenda

Items on the Consent Agenda included:

- The May 2024 Financial Report, and
- June 18, 2024 Board Meeting Minutes.

Director Van Loo moved to approve the Consent Agenda. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Consideration of Purchase: Backhoe

General Manager Albert presented the written Staff Report.

The Board asked questions regarding the specifications and operator input and the SourceWell procurement.

Treasurer Gornick moved to authorize the General Manager to accept the Pape Machinery quote and approve the purchase of one John Deere 410 backhoe from Pape Machinery in the amount of \$168,887. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Agreement with PM Backflow for Backflow Services

General Manager Albert overviewed the written Staff Report.

The Board asked questions regarding the testing fees and the fee passthrough to customers.

An edit to Exhibit B was identified regarding an update to the contract period.

Director Bullock moved to approve our General Manager to sign a backflow assembly testing, repair and replacement Personal Services Agreement with PM Backflow with the correction to Exhibit B to reflect the correct contract period. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consideration of Adoption of the Natural Hazard Mitigation Plan (NHMP)

General Manager Albert and Water Quality Coordinator Christensen provided an overview of the NHMP, the necessary approval and renewal process, and continuing work by the Hazard Mitigation Action Committee.

The Board asked questions regarding FEMA exclusion of dam grants and requested a change to the wording in the findings section of the NHMP in relation to OLWS revenue.

Treasurer Gornick moved to adopt the OLWS NHMP Addendum. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

Vice Chair Williams moved to approve Resolution No. 2024-0030 adopting OLWS' representation in the

updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Business from the Board

Chair Keil submitted materials from the North Clackamas Chamber meeting regarding a proposed gross receipts tax.

Vice Chair Williams expounded on Treasurer Gornick's written report regarding the North Clackamas County Water Commission's annual true-up. Finance Director Stevens overviewed how the rates and annual true-up are calculated.

8. Department Reports

The Management Team provided highlights from their written reports, including monthly billing and ongoing projects.

The Board asked clarifying questions regarding billing delinquencies, manhole replacement, inflow and infiltration mitigation, and infrastructure grading standards.

The Board requested that the public be informed about the NHMP.

9. Recess to Executive Session

Chair Keil recessed to executive session at 4:39 p.m. under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, and 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

10. Adjourn Executive Session

Chair Keil adjourned the executive session at 4:50 p.m.

11. Consideration of Approval for General Manager Employment Contract

Treasurer Gornick moved to approve the employment contract with Brad Albert as presented, authorizing the HR Director to prepare a final contract version and authorizing the Board Chair to sign the contract on behalf of Oak Lodge Water Services. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

12. Adjourn Meeting

The Board made comments on the submitted written public comment.

Chair Keil adjourned the meeting at 4:54 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____

STAFF REPORT

To Board of Directors
From Tessie Prentice, Civil Engineer
Title Consideration of Contract for I&I Construction in the LS5 Basin Area Phase I
Item No. 4
Date August 13, 2024

Summary

The 2023 Wastewater Master Plan outlined the Rainfall Derived Infiltration and Inflow Reduction (RDII) Program to rehabilitate or replace all mains with Grade 5 and Grade 4 defects (LOF greater than 4). The Lift Station 5 Basin RDII Project is the pilot project for the program that included smoke testing 35,000 LF of pipe, flow metering at 5 locations, rehabilitation of approx. 8,790 LF of pipe, rehabilitation of manholes, and rehabilitation of service laterals from the main line to the property connection.

The LS5 Sewer Improvements Phase 1 Project is the first of two phases to complete pipe bursting and rehab of sewer mains in the Lift Station 5 basin and consists of pipe bursting approximately 4,017 feet of pipe.

Oak Lodge staff has publicly solicited bids from contractors to furnish and install these improvements. The lowest responsive and responsible bid came in at \$2,124,494.50. This agenda item seeks approval from the Board to award the Contract to that low bidder, Landis and Landis Construction, LLC., at their bid amount and an additional contingency amount of \$200,000.00 as a reserve to be used only for unforeseen alterations or changes to the project that exceed the contract amount.

Background

The LS5 Sewer Improvements Phase 1 Project went through a competitive bid process in accordance with the Authority's Public Contracting Rules. The project was advertised in the Daily Journal of Commerce (DJC) on July 12th and 15th of 2024. Staff received three bids before the August 1, 2024, 2:00pm deadline. The following table is a summary of those bids along with the engineer's estimate:

Bidder's Name	Bid Amount
Landis and Landis Construction, LLC	\$2,124,494.50
Emery and Sons Construction Group, LLC	\$2,281,833.00
Moore Excavation, Inc.	\$2,792,762.50
Engineer's Estimate	\$2,006,912.05

Landis and Landis Construction was the lowest responsive and responsible bidder meeting all the requirements set forth in the Bid Documents.

Past Board Actions

June 2024 Approval of the FY 2025 Budget contains wastewater funds to perform this Capital Improvement.

Budget

The FY 2025 budget included \$2,000,000 for construction of phase 1 of the LS5 I&I Sewer Improvement Project. The low bid was \$117,582.45 higher than the engineer's estimate. While there are opportunities in the project to reduce total project costs, additional funding can also be reallocated from within the wastewater capital fund to complete phase 1.

Concurrence

Technical Services worked with AKS Engineering and Forestry for the design and preparation for Clackamas County ROW permits. Permits will be submitted as soon as the Board approves the Contract.

Recommendation

Staff recommends the Board move to approve the General Manager to sign a Public Improvement Contract with Landis & Landis Construction for the construction of the LS5 Sewer Improvements Phase 1 Project for \$2,124,494.50, and an additional contingency amount of \$200,000.00 as a reserve to be used only for unforeseen alterations or changes to the project that exceed the contract amount.

Suggested Board Motion

"I move to approve the General Manager to sign a Public Improvement Contract with Landis and Landis Construction for the work of furnishing and installing the LS5 Sewer Improvements Phase 1 Project for \$2,124,494.50, and a \$200,000.00 contingency for unforeseen work related to the project."

STAFF REPORT

To Board of Directors
From Brad Albert, General Manager
Title Consideration of Adoption of Resolution to Update the Financial Assistance Utility Rate Relief Program Policy.
Item No. 5
Date August 13, 2024

Summary

The Financial Assistance Utility Rate Relief Program (FAURRP), formerly known as the Low-Income Rate Relief Program (LIRRP), is a policy adopted by the Board to be funded at a rate of 0.5 percent of budgeted OLWS rate revenue. Staff has requested, and the Board has approved, increases to the maximum cap for this program at various times since the program's adoption. Staff requests that the policy be updated such that the budgeted rate for the program may be established by the Board through the budget adoption process each fiscal year.

Background

The FAURRP allows eligible Oak Lodge Water Services' (OLWS) customers to obtain a discounted rate for the service charge portions of their utility bill. This program applies to residential customers of OLWS seeking rate relief based on income level. Approved FAURRP customers receive a 50% reduction on their water base rate, wastewater charge, and watershed protection charge. Water consumption charges are not eligible for discount.

The FAURRP was established by policy of the Board. The policy currently states that the FAURRP will be funded at a rate of 0.5 percent of budgeted OLWS rate revenue and requires approval of the OLWS Board of Directors to exceed that amount. The FAURRP has been a well-utilized program, and the need has fluctuated over the years. The rate set by the policy has not always been sufficient to cover the program needs. Because of this, the Board has several times approved increases to the maximum cap for the program.

Staff is presenting a policy update to the Board, which will remove the maximum cap rate from the policy itself and instead defer to the Board's budgeting process so that the Board may establish a rate for the program for each fiscal year through budget adoption. Staff will continue to routinely update the Board on the use of the FAURRP program and budget needs, and prior Board approval will continue to be required for any increases in the amount budgeted for the program. This change is being requested to allow for more accurate budgeting for the

program depending on the anticipated need each fiscal year, rather than be set at a permanent, fixed amount.

No other changes to the policy are requested at this time. The proposed changes are shown in redlines below:

Financing the Program

Water, wastewater, and watershed protection service charges shall be established at a level sufficient to cover revenue losses resulting from OLWS customers qualifying for a reduced rate as authorized by OLWS Ordinance. The OLWS Board of Directors shall budget resources for each fiscal year in sufficient amounts to fund the revenue losses due to the program, through the budget adoption process at a rate of 0.5 percent of budgeted OLWS rate revenue. ~~The~~ is budgeted amount shall serve as a cap to the program's cost for the applicable fiscal year, and which will require prior approval of the Board of Directors ~~'s approval~~ to exceed.

Past Board Actions

October 2018 – Board adopted the original LIRRP Policy.

Spring 2023 – Name of the program was updated to FAURRP.

November 2023 – Board approved an increase in the funding cap for FAURRP to 0.6 percent of budgeted service revenue.

March 2024 – Board approved an increase in the funding cap for FAURRP to 0.75 percent of budgeted service revenue.

Budget

No change. There is no increase to the maximum cap to the program being requested at this time. The request is simply for an update to the FAURRP policy, to allow for the cap to be established through the budget process.

Recommendation

Staff recommends the Board adopt the proposed update to the FAURRP policy, to allow for the maximum cap for the program to be established through the budget process.

Alternatives to Recommendation

If the Board of Directors takes no action, then the funding level in the policy would remain at 0.50 percent as the cap, while the current funding level would remain 0.75 percent.

Suggested Board Motion

"I move to adopt Resolution No. 2024-0032, Adopting an Update to the Financial Assistance Utility Rate Relief Program Policy."

Attachments

1. Proposed update to Financial Assistance Utility Rate Relief Program Policy
2. Resolution to adopt update to the FAURRP Policy.

OAK LODGE WATER SERVICES

RESOLUTION NO. 2024-0032

A RESOLUTION ADOPTING AN UPDATE TO THE FINANCIAL ASSISTANCE UTILITY RATE RELIEF PROGRAM POLICY.

WHEREAS, the Oak Lodge Water Services Authority (“OLWS”) Board of Directors (the “Board”) in October 2018 adopted a program for financial assistance utility rate relief (the “FAURRP”).

WHEREAS, the FAURRP provides for residential customers of OLWS to receive rate relief on the basis of low income resulting in economic hardship, for eligible portions of their bill, including the water base rate, wastewater charge, and watershed protection fee, but not water consumption charges.

WHEREAS, the FAURRP provides for the Board to establish a rate to fund the revenue losses due to the program, at a fixed amount that is set through the FAURRP policy.

WHEREAS, the Board wishes to remove the fixed amount from the FAURRP policy and instead establish the budgeted maximum amount for the FAURRP through the budget adoption process it undertakes each fiscal year, in order to more accurately reflect program cost and need.

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

Section 1. The Financial Assistance Utility Rate Relief Program Policy, updated August 2024, attached hereto and incorporated herein, is hereby adopted and shall supersede and replace all prior and existing Financial Assistance Utility Rate Relief Program Policies.

Section 2. This Resolution has no effect on prior actions of the Board in regard to approval of the maximum cap to the FAURRP for the current fiscal year, which is currently set at 0.75 percent of budgeted OLWS rate revenue.

INTRODUCED AND ADOPTED THIS 13 DAY OF AUGUST 2024.

OAK LODGE WATER SERVICES

By _____ By _____
Susan Keil, Chair Kevin Williams, Vice Chair



**FINANCIAL ASSISTANCE UTILITY
RATE RELIEF PROGRAM
POLICY**

Policy Number: FN-0006

Adopted October 25, 2018

Updated August 2024

This document supersedes any and all previous FAURRP policies.

FINANCIAL ASSISTANCE UTILITY RATE RELIEF PROGRAM POLICY

Purpose

The purpose of this policy is to allow eligible Oak Lodge Water Services' (OLWS) customers to obtain a discounted rate for the service charge portion of their bill.

Scope

This policy applies to residential customers of OLWS seeking rate relief on the basis of low income resulting in economic hardship. Approved Financial Assistance Utility Rate Relief Program (FAURRP) applicants will receive a 50% reduction on the eligible portions of their bill. Eligible portions include water base rate, wastewater charge, and watershed protection fee. Water consumption charges are not eligible for discount.

Policy Statement

This policy defines the process and procedures to be used in processing applications for the FAURRP, determining eligibility, and delineating rules governing administration of the program.

Procedure

Financing the Program

Water, wastewater, and watershed protection service charges shall be established at a level sufficient to cover revenue losses resulting from OLWS customers qualifying for a reduced rate as authorized by OLWS Ordinance. The OLWS Board of Directors shall budget resources for each fiscal year in sufficient amounts to fund the revenue losses due to the program, through the budget adoption process. The budgeted amount shall serve as a cap to the program's cost for the applicable fiscal year, and will require prior approval of the Board of Directors to exceed.

Eligibility

To be eligible for the FAURRP, applicants must meet all of the following minimum qualifications:

- The applicant must be a residential customer of the OLWS; and
- The property served must be occupied and used by the applicant as their principal residence during the period for which rate relief is applied; and
- The applicant must be current on all accounts with OLWS; and
- The applicant's family, of which the applicant is a member shall not exceed the gross annual household income levels as defined by the United States Housing and Urban Development (HUD) Department as "very low income" for the Portland-Vancouver area, most recent version; and
- The applicant must make written application on a form provided by OLWS; and
- The applicant must provide proof of income status in a form determined by OLWS; and

- The applicant may not own property other than that associated with their principal residence for which the application is submitted; and
- Family means one person, or two or more persons related by blood, marriage, legal adoption, or guardianship; or a group of not more than five persons, all or part of whom are not related by blood, marriage, legal adoption, or guardianship living together as a simple housekeeping and economic unit in the dwelling occupying the property for which the reduced rate is applied; and
- Rate reductions, if granted, are based on complete calendar months and commence on the first day of the month following the date the application is approved by the General Manager; and
- Billings will not be prorated for partial month eligibility; and
- Once approved the rate relief will last for 12 months. It is the applicant's duty to reapply for the program annually. If OLWS has not received the renewal application 30 days prior to the expiration of the 12-month period, the rate will revert to the standard service charge; and
- OLWS will not retroactively adjust charges.

Contract

The application required under this policy shall be in a form provided by OLWS and shall contain a signed statement of agreement to abide by all terms of this policy and subsequent rules and regulations as may be adopted by the Board. Enrollment in the rate reduction program ends if the applicant can no longer meet one or more of the program requirements or is disqualified for a violation of the policy.

- Proof of Eligibility
 - Applicants must file with OLWS proof of eligibility in the form of a federal or state tax filing from the previous year, or other acceptable official document as OLWS may require.
- Termination of Rate Reduction
 - Reduced rates for customers shall be terminated in the event of the occurrence of any of the following circumstances;
 - Minimum income levels are exceeded.
 - Applicant defaults in the performance of the terms and provisions of his contract with OLWS (including delinquency on sewer or water assessments).
 - Applicant moves from the dwelling.
 - Applicant (if an owner) sells, trades, or otherwise relinquishes ownership of the dwelling.
 - Applicant fails to comply with any rule or regulation adopted; refuses to provide information to or hinders any investigation by OLWS into the continued eligibility of the applicant for reduced rates; willfully makes any false or misleading statement to obtain or retain a rate reduction; or receives benefits under this policy with knowledge that he or she does not qualify for such benefits.

Confidentiality

To the maximum extent possible under the law, the applications, records, and other information relating to rate reduction requests shall be kept confidential by OLWS.

Violations, Penalties, and Enforcement

A violation of this policy shall be punishable by a penalty equal to twenty percent of the monies owed and shall disqualify the applicant from further participation in the program.

Each violation of a separate provision of this policy shall constitute a separate offence and each day that a violation of this Policy is committed or permitted to continue shall constitute a separate offence.

The disqualification of any person for violation of this policy shall not act to relieve such person from the requirement to pay the full regular water, wastewater, and watershed Protection rates for the entire period he or she was unqualified for reduced rates. The penalties imposed by this section are in addition to and not in lieu of any remedies available to OLWS.

The disqualification of any person for violation of this policy shall disqualify such person from eligibility for a period of not less than two years, nor more than three years.

Multiple disqualifications of any person for violation of this policy shall disqualify such person for eligibility in perpetuity.

Review and Update

The Billing Team shall review this policy annually to ensure accuracy of policy and practice.

Last Updated: August 2024



AGENDA ITEM

Title	Business from the Board
Item No.	6
Date	August 13, 2024

Summary

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

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

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2024 BOARD LIAISON ASSIGNMENTS**

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

Business from the Board

Paul Gornick's Liaison Report – July into August 2024

July 24, 2024 – Sunrise Water Authority Board Meeting (hybrid meeting)

- Board interviewed two candidates for the open Zone 6 commissioner position. After discussion, consensus of board was to offer the position to Dr Carl Anderson, MD.
- Board held Second Reading and Public Hearing for Ordinance 2024-01, Amending the Rules and Regulations for Water Service. The changes to the regulations are to add clarity for sizing of water connections for middle housing developments.
- Board unanimously passed Ordinance 2024-01. This ordinance amended SWA rules and regulations to clarify water connections for middle housing developments.
- Board re-elected the same officers as currently: Chris Hawes as Chair, Gary Barth as Vice-Chair, and Kevin Bailey as Secretary.
- Board chose to keep liaison assignments as-is until swearing in of new Zone 6 commissioner at next meeting
- General manager Wade Hathhorn's report included the following:
- RFP to be issued for contracting for some organizational support services.
- Field staff are now operating under the Heat Illness Prevention Plan, limiting outdoor exposure in late afternoons.
- River flows on Clackamas are falling with the melting snowpack. Staff will monitor flows as we approach the reduced flow minimum required by ODFW in advance of September fish run.
- Staff has been working with recruiter to fill multiple positions; Interviews were recently completed with candidates for Facilities Maintenance and SCADA positions.
- Board convened as the Local Contract Review Board to adopt Resolution 2024-07 Adopting Revised and Restated Contracting and Purchasing Rules. The revisions incorporate the recent threshold amendments made by the State of Oregon for "Small" and "Intermediate" procurement of goods and services, along with authorizing a series of Class Special Procurement, as allowed under ORS 279B.085 subject to the associated findings required therein.

August 1, 2024 – C4 Meeting (Remote Meeting)

- Main item on the agenda was a presentation by Matt Tschabold, the Governor's Housing and Homelessness Initiatives Director and two representatives for the Department of Land Conservation and Development. They discussed in excruciating detail the Oregon Housing Needs Analysis (OHNA) and initiatives to produce more housing; there are many moving parts and iterative processes between the State and local governments. A slide on page 20 of the meeting packet (link below) can give you an idea of the many components and their assigned contacts/leads within the Governor's office and State Legislature.
- C4 adopted a statement of Joint Values and Outcomes for the 2025 State Legislature Transportation Package (see draft of document in the meeting packet, link below).

- Once posted, a link to the video of the C4 meeting can be found on this webpage: [C4 Meetings | Clackamas County](#)
- The meeting packet can be found here: [a8b51c63-4151-4655-9c12-f509d8f6d974 \(clackamas.us\)](#)

Draft Minutes for General Meeting Weds. 6/26/2024 @ 7PM

Attendance: Board Members: Valerie Chapman, Jane Civiletti, Joseph Edge, Mark Elliott, Wayne Potter.

Voting Members: Bob Bohannon, Pat Callendar, Ben Chaney, Jean Coberly, Sue Conachan, Marilyn Gottschall, Jolene Hammond, Tom Hammond, Pam Horan, Joyce Johnson, Gwion Miller, Rich Nepon, Linda Seals, Carolyn Stucky, Baldwin Van der Bijil,

Members: Arlo Ryan Keohane, Susan Keil, Jean Lofy, Becky Sands, Marilyn Wall, Suzanne Wolf, Bob Zimmer

Presenter: Kari Shanklin- Clackamas County Fire District

The meeting opened at 7:05 PM

The Treasurer reported a balance of \$1,044.74 in the OGCC account.

Fire District Report: Captain Kari Shanklin reviewed fire safety guidelines for the coming fire season and the 4th of July Holiday.

Mark Elliott who is vice-chair of the NCPRD District Advisory Committee presented information about the System Plan Update. The presentation included district demographics and specifics on local parks, their locations, size, uses & how far they are in a 10 min walk from specific locations. The full report will be made available to the public when it is completed.

Joseph Edge, chair of the LUART committee, announced a renewal application for a salon on Naef & Blanton. There have been no reported issues with the home business.

Committee Reports: Updates on the coming Oak Grove Festival were given. Linda Seals and Joyce Johnson volunteered to help at the OGCC booth. The booth will have an interactive map, some give away material and will offer community members a way to nominate their favorite businesses in Oak Grove.

Susan Keil announced that the OLWSA board meetings will now be held on the 2nd Tuesday of each month at 4pm.

Thelma Haggemiller will receive the Irwin Adams Lifetime achievement award from the Chamber of Commerce on June 27th. **Congratulations Thelma!**

The meeting adjourned at 8:40 PM

Kevin Williams Meetings attended in March/April of 2023

1. Clackamas River Water Board meeting July 18th,2024

The meeting began with the Board going into an Executive Session which lasted slightly over an hour.

They re-convened at 5:15 to conduct their regular business.

Action Item 1: They adopted the resolution that approved the representation in the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan.

Action Item 5: They approved payment to the North Clackamas County Water Commission for the water the Commission passed through to them during their shutdown.

Action Item 8: They approved the purchase of a replacement Ford F550 Service Truck for their Meter crew. The story is they had a five year old F550 that was totaled in a vehicle accident where their driver was not at fault. The insurance payout was \$130,000 while the replacement cost is \$180,00. The District will cover the remaining \$50,000 Maybe gap insurance is something Special Districts should consider on high dollar equipment purchases?

In his Management Report G.M. Heidgerken let their Board know that Clackamas River Flows are lower than normal for this time period in July. This will bear watching as summer progresses for all of the plants on the Clackamas.

Next meeting is August 8th,2024 at 4:00 p.m.

2. Jennings Lodge Community Planning Organization

The C.P.O. will be hosting the annual potluck picnic on August 17th from noon to 2:00 p.m. The picnic will be held in the schoolyard behind the Jennings Lodge school site.

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING & EXECUTIVE SESSION
Held at 16770 SE 82nd Dr. Clackamas, OR 97015



Clackamas River Water

This Meeting will have both an in person and remote option for attending
July 18, 2024 at 4:00pm

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholtzgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholtzgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and 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.

Anyone who wishes to attend the meeting remotely may do so by internet at <https://us02web.zoom.us/j/88177736175> or by calling the following number 1-253-215-8782 and join meeting/ 881 7773 6175#. **Passcode: 085397**

REGULAR MEETING @ 4:00pm

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

- a. Approval of the Agenda

Recess Regular Meeting and Open Executive Session

EXECUTIVE SESSION

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9) (a) and ORS 40.225
2. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. ORS 192.660 (2) (e)
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)

RECONVENE REGULAR MEETING -immediately following the Executive Session

Call to Order

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

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: June 2024**

Next Page

CA-2: **Cash & Investment Ending Balances Report**

CA-3: **Project Acceptance: Accept Capital Outlay Project “SysOps Shop Renovation”, Project 23-2329-** *Adam Bjornstedt, Chief Engineer*

Action Items

1. **Consider Adoption of Resolution 01-2025 Adopting the Clackamas River Water Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan-** *Beth McGinnis, Emergency Manager*
2. **Recurring Payments: Consider Approval of Recurring Payments for FY 2024-25 Contracts in Excess of General Manager’s Approval Authority-** *Todd Heidgerken, General Manager*
3. **Consider Approval of Contract with Springbrook for Financial System Software and Annual Subscription Fees-** *Todd Heidgerken, General Manager*
4. **Consider Second Reading, By Title Only, and Adoption of Resolution 07-2024 Updating Board Policy-** *Todd Heidgerken, General Manager*
5. **Consider Approval of the Payment to North Clackamas County Water Commission for Water Purchases During the CRW Water Treatment Plant Shutdown Project -***Todd Heidgerken, General Manager*
6. **Consider Approval of Resolution 02-2025: Request for Annexation into CRW Service Boundary for Property at 19510 S. Ferguson Terrace–** *Adam Bjornstedt, Chief Engineer*
7. **Consider Exemption to Rules and Regulations Requiring Frontage to Main for Water Service at 17482 Garden Lane-** *Adam Bjornstedt, Chief Engineer*
8. **Consider Approval of Purchase of Replacement F550 Service Truck for Meter Maintenance Tasks -** *Adam Bjornstedt, Chief Engineer*
9. **Professional Services Agreement Amendment: I-205 Crossings, Consultant Services, Project 22-5291-** *Joseph Eskew, Engineering Manager*
10. **Professional Services Agreement Amendment: 82nd Drive Waterline, Phase 2 Consultant Services, Project 23-5303-** *Joseph Eskew, Engineering Manager*

Informational Reports

11. Management Report – *Todd Heidgerken, General Manager*
12. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

13. Commissioner Reports and Reimbursements
 - Commissioner Assignments- *Sherry French, Board President*

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

STAFF REPORT

To Board of Directors
From Brad Albert, General Manager
Title Finance Department Monthly Report
Item No. 7b
Date August 13, 2024

Summary

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

Highlights of the Month

- The Accounts Receivable balance increased by 2.02%, the average delinquent balance increased by \$39.50, and the number of delinquent accounts decreased by 109.
- Utility bill payments in July were less than the June 30th billed amounts.
- Financial Assistance Utility Rate Relief program, through July 31, 2024, was 111.1% utilized based off of the adopted budget's expected revenues, at the updated approved 0.75% funding cap. The utilization percentage will continue to be monitored as revenue actuals continue for the fiscal year.
- August is the first month all customers will receive a monthly bill. Check <https://www.oaklodgewaterservices.org/monthly-billing> for more information.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of July 31, 2024, compared to June 30, 2024, increased by 2.02%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$47,715, after accounting for the delta between billing cycles.

A/R Balance	5/31/2024	6/30/2024	7/31/2024
Bi-Monthly Residential	\$ 1,025,882	\$ 1,724,104	\$ 1,458,157
Large Meters	626,420	636,071	754,126
Total	1,652,302	2,360,174	2,212,283
Variance	(200,356)	707,873	(147,891)
Billing Cycle Variance	199,205	(683,079)	195,606
	(1,151)	24,793	47,715
	-0.06%	1.50%	2.02%

2. The total number of delinquent accounts decreased by 109 accounts as of July 31, 2024, compared to June 30, 2024. The average balance per account increased by 12.5% or \$39.50.

Delinquent Accounts	5/31/2024	6/30/2024	7/31/2024
Over 60 Days	\$ 187,982	\$ 192,379	\$ 177,611
Number of Accounts	537	608	499
Average Balance per Acct.	\$ 350	\$ 316	\$ 356
	6.7%	-9.6%	12.5%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (1.74%) compared to the prior month. The shift is mainly from the current category to the 30-60 day grace & delinquent categories.

Account %	5/31/2024	6/30/2024	7/31/2024
Current	86.47%	87.19%	84.37%
30-60 Day Grace	4.79%	4.56%	8.98%
Delinquent	5.93%	6.71%	8.03%
Credit Balance	2.81%	1.54%	-1.38%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$350. The red tag process allows 7 days for the customer to provide payment. If payment/a payment plan is not received/created, water is then shut off. Staff is currently reviewing Red Tag practices as all billing cycles have moved to monthly bills.

	Apr 2024	May 2024	June 2024	July 2024
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1,2,3
# Red Tags	68	67	65	101
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	3	7	1	4

Billing Payment Rate

In June 2024, OLWS received (\$22,589) less in payments than was billed on May 31, 2024.

	Apr 2024	May 2024	June 2024	July 2024
Utility Billing Sales	\$ 1,375,519	\$ 1,601,460	\$ 1,402,254	\$ 2,085,334
Cash Receipts	1,392,481	1,579,455	1,379,665	2,043,303
% Collected	101.20%	98.60%	98.40%	98.00%

Financial Assistance Utility Rate Relief Program (FAURRP)

OLWS' FAURRP provides eligible customers with a discounted rate on a portion of their bill. As approved by the Board of Directors on March 19, 2024, the program cap is established at 0.75% of budgeted utility revenues, an increase from 0.50%.

The total number of customers enrolled in FAURRP is split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date July 2024	Actual Year-to-Date June 2024	% Spent
FAURR Program Cap	\$ 156,915	13,076	14,529	111.1%
	# of Customers			
	Current Month	Discount Provided	Fiscal Year to Date	
Drinking Water	254	\$ 3,207	\$3,207	
Wastewater	239	9,871	9,871	
Watershed Protection	239	1,450	1,450	
		14,529	14,529	

Attachments

1. Checks by Date Report for July 2024

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 08/01/2024 - 6:04PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	7/8/2024	HealthEquity		AP			24,174.07
0	7/10/2024	ORR Inc		AP			85,196.00
0	7/11/2024	Wells Fargo Bank - Bank Fees		AP			0.00
0	7/12/2024	Internal Revenue Service		AP			41,910.44
0	7/12/2024	Nationwide Retirement Solutions		AP			1,153.00
0	7/12/2024	Oregon Department Of Revenue		AP			13,255.15
0	7/12/2024	State of Oregon Savings Growth Plan		AP			3,392.55
0	7/12/2024	VALIC c/o JP Morgan Chase		AP			1,622.16
0	7/12/2024	Payroll Direct Deposit	DD 00002.07.2024	PR			334.01
0	7/12/2024	Payroll Direct Deposit	DD 00001.07.2024	PR			100,431.89
0	7/15/2024	SAIF Corporation		AP			35,521.00
0	7/20/2024	Portland General Electric		AP			33,816.51
0	7/26/2024	Internal Revenue Service		AP			38,316.86
0	7/26/2024	Nationwide Retirement Solutions		AP			803.00
0	7/26/2024	Oregon Department Of Revenue		AP			12,224.99
0	7/26/2024	State of Oregon Savings Growth Plan		AP			3,423.32
0	7/26/2024	VALIC c/o JP Morgan Chase		AP			1,388.00
0	7/26/2024	Payroll Direct Deposit	DD 00003.07.2024	PR			95,486.67
0	7/31/2024	TSYS		AP			11,464.27
ACH Disbursement Activity Subtotal							503,913.89
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							503,913.89

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
52261	7/5/2024	AFSCME Council 75		AP			1,029.56
52262	7/5/2024	Airgas, Inc		AP			83.98
52263	7/5/2024	Aks Engineering & Forestry		AP			7,367.47
52264	7/5/2024	Alexin Analytical Laboratories, Inc.		AP			7,449.00
52265	7/5/2024	Brix Paving Northwest Inc		AP			19,540.62
52266	7/5/2024	Brown and Caldwell		AP			2,064.00
52267	7/5/2024	Byrne Software Technologies, Inc		AP			1,782.50
52268	7/5/2024	Cable Huston LLP		AP	Void		3,146.00
52269	7/5/2024	CDW LLC		AP			4,071.30
52270	7/5/2024	City Of Gladstone		AP			260.97
52271	7/5/2024	City Of Milwaukie		AP			1,870.57
52272	7/5/2024	Comcast		AP			1,327.55
52273	7/5/2024	Consolidated Supply Co.		AP			5,232.47
52274	7/5/2024	Contractor Supply, Inc.		AP			367.20
52275	7/5/2024	Convergence Networks		AP			1,580.51
52276	7/5/2024	Gills Point S Tire		AP			948.98
52277	7/5/2024	Grainger, Inc.		AP			167.55
52278	7/5/2024	H.D. Fowler Company		AP			8,497.43
52279	7/5/2024	Customer Refund		AP			524.44
52280	7/5/2024	Employee Reimbursement		AP			83.75
52281	7/5/2024	Customer Refund		AP			2,383.00
52282	7/5/2024	Lou's Gloves		AP			314.00
52283	7/5/2024	Milwaukie Lumber Company		AP			871.18
52284	7/5/2024	Napa Auto Parts		AP			17.81
52285	7/5/2024	Net Assets Corporation		AP			635.00
52286	7/5/2024	Northwest Natural		AP			338.18
52287	7/5/2024	Olson Brothers Pro-Vac, LLC		AP			6,097.50
52288	7/5/2024	One Call Concepts, Inc.		AP			681.54
52289	7/5/2024	Owen Equipment		AP			569.90
52290	7/5/2024	Portland Engineering Inc		AP			180.00
52291	7/5/2024	Precision Locksmith Service		AP			90.00
52292	7/5/2024	Relay Resources		AP			8,526.90
52293	7/5/2024	S-2 Contractors, Inc.		AP			4,999.00
52294	7/5/2024	Safety Northwest, LLC		AP			500.00
52295	7/5/2024	Seattle Ace Hardware		AP			264.96
52296	7/5/2024	Stark Street Lawn and Garden		AP			588.98
52297	7/5/2024	Sunbelt Rentals, Inc		AP			564.18
52298	7/5/2024	Thorn Run Partners, LLC		AP			10,000.00

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

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Cleared and Not Cleared Checks

Print Void Checks

52299	7/5/2024	Top Industrial Supply	AP	111.10
52300	7/5/2024	Verizon Wireless	AP	2,874.31
52301	7/5/2024	Xerox Corporation	AP	15.34
52302	7/5/2024	Employee Reimbursement	AP	300.00
52303	7/15/2024	Accela, Inc.	AP	9,882.99
52304	7/15/2024	AFLAC	AP	1,793.70
52305	7/15/2024	Aks Engineering & Forestry	AP	18,162.50
52306	7/15/2024	Apex Labs	AP	5,160.00
52307	7/15/2024	BOXOUSA	AP	6,887.46
52308	7/15/2024	Civic Plus, LLC	AP	7,188.00
52309	7/15/2024	Country Supplier LLC	AP	463.91
52310	7/15/2024	Esri, Inc.	AP	29,300.00
52311	7/15/2024	H.D. Fowler Company	AP	12,833.15
52312	7/15/2024	Hall Tool Company	AP	32.00
52313	7/15/2024	Horner Enterprises, Inc.	AP	6,581.62
52314	7/15/2024	IntelliCorp Records, Inc.	AP	20.00
52315	7/15/2024	Polydyne, Inc.	AP	4,522.95
52316	7/15/2024	Portland Engineering Inc	AP	120.00
52317	7/15/2024	Seattle Ace Hardware	AP	72.56
52318	7/15/2024	Employee Reimbursement	AP	240.00
52319	7/15/2024	Stark Street Lawn and Garden	AP	26.49
52320	7/15/2024	Tice Electric Company	AP	789.40
52321	7/15/2024	Wallis Engineering PLLC	AP	1,521.40
52322	7/19/2024	AFSCME Council 75	AP	1,037.29
52323	7/19/2024	Airgas, Inc	AP	269.67
52324	7/19/2024	Aks Engineering & Forestry	AP	637.50
52325	7/19/2024	Brown and Caldwell	AP	1,398.25
52326	7/19/2024	Byrne Software Technologies, Inc	AP	1,085.00
52327	7/19/2024	Cable Huston LLP	AP	2,276.00
52328	7/19/2024	CDW LLC	AP	413.34
52329	7/19/2024	City Of Gladstone	AP	7,556.21
52330	7/19/2024	City Of Portland	AP	18,198.00
52331	7/19/2024	CJ Embroidery	AP	576.00
52332	7/19/2024	Clow Valve Company - iHydrant	AP	300.00
52333	7/19/2024	Contractor Supply, Inc.	AP	127.97
52334	7/19/2024	Convergence Networks	AP	8,720.27
52335	7/19/2024	Country Supplier LLC	AP	546.15
52336	7/19/2024	Creative Financial Staffing, LLC	AP	17,630.11
52337	7/19/2024	CTX-Xerox	AP	820.07
52338	7/19/2024	Cues, Inc	AP	1,196.28
52339	7/19/2024	Emery & Sons Construction Group, LLC	AP	37,846.35
52340	7/19/2024	Grainger, Inc.	AP	1,139.93
52341	7/19/2024	Hall Tool Company	AP	369.00
52342	7/19/2024	Hasco Stations, LLC	AP	993.87
52343	7/19/2024	OCD Automation, Inc.	AP	5,025.00
52344	7/19/2024	Olson Brothers Pro-Vac, LLC	AP	7,210.00
52345	7/19/2024	O'Reilly Auto Parts	AP	48.96
52346	7/19/2024	Red Wing Shoe Store	AP	560.99
52347	7/19/2024	Seattle Ace Hardware	AP	108.95
52348	7/19/2024	Stark Street Lawn and Garden	AP	80.49
52349	7/19/2024	Employee Reimbursement	AP	150.00
52350	7/19/2024	Trojan Technologies Inc.	AP	24,809.95
52351	7/26/2024	AFSCME Council 75	AP	1,076.27
52352	7/26/2024	Airgas, Inc	AP	41.99
52353	7/26/2024	Aks Engineering & Forestry	AP	67,997.50
52354	7/26/2024	AnswerNet	AP	758.42
52355	7/26/2024	Apex Labs	AP	1,617.00
52356	7/26/2024	Brown and Caldwell	AP	2,469.75
52357	7/26/2024	Buels Impressions Printing	AP	293.00
52358	7/26/2024	Cable Huston LLP	AP	160.00
52359	7/26/2024	CDI	AP	38,000.00
52360	7/26/2024	Cintas Corporation	AP	988.30
52361	7/26/2024	City of Portland Printing & Distribution	AP	466.00
52362	7/26/2024	Civic Plus, LLC	AP	10,836.00
52363	7/26/2024	Clackamas Community College	AP	1,075.00
52364	7/26/2024	Consolidated Supply Co.	AP	571.76
52365	7/26/2024	Contractor Supply, Inc.	AP	644.25

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

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Cleared and Not Cleared Checks

Print Void Checks

52366	7/26/2024	Country Supplier LLC	AP	55.92
52367	7/26/2024	Creative Financial Staffing, LLC	AP	4,349.80
52368	7/26/2024	CTX-Xerox	AP	307.79
52369	7/26/2024	Customer Refund	AP	212.18
52370	7/26/2024	Grainger, Inc.	AP	92.82
52371	7/26/2024	H.D. Fowler Company	AP	64,438.99
52372	7/26/2024	Hall Tool Company	AP	565.50
52373	7/26/2024	Jacobs Engineering Group Inc	AP	3,861.24
52374	7/26/2024	Kaiser Permanente	AP	21,481.94
52375	7/26/2024	Customer Refund	AP	173.45
52376	7/26/2024	Madison Biosolids, Inc.	AP	2,042.87
52377	7/26/2024	Customer Refund	AP	19.36
52378	7/26/2024	Moss Adams LLP	AP	22,050.00
52379	7/26/2024	Multnomah County	AP	6,000.00
52380	7/26/2024	NCCWC	AP	2,317.47
52381	7/26/2024	Northstar Chemical, Inc.	AP	989.00
52382	7/26/2024	O'Reilly Auto Parts	AP	8.99
52383	7/26/2024	Owen Equipment	AP	555.00
52384	7/26/2024	Customer Refund	AP	4.95
52385	7/26/2024	SDIS	AP	37,645.62
52386	7/26/2024	Seattle Ace Hardware	AP	190.37
52387	7/26/2024	Staples Contract & Commercial LLC	AP	695.02
52388	7/26/2024	Trench Line Excavation, Inc.	AP	3,050.00
52389	7/26/2024	US Crane & Hoist, Inc	AP	457.00
52390	7/26/2024	Verizon Wireless	AP	3,158.80
52391	7/26/2024	Waste Management Of Oregon	AP	361.62
52392	7/26/2024	Water Systems Consulting, Inc.	AP	315.00
52393	7/26/2024	Xerox Corporation	AP	15.60
Paper Check Disbursement Activity Subtotal				657,460.00
Voided Paper Check Disbursement Activity				3,146.00
Adjusted Paper Check Disbursement Activity Subtotal				654,314.00

Total Void Check Count:	1
Total Void Check Amount:	3,146.00
Total Valid Check Count:	151
Total Valid Check Amount:	1,158,227.89
Total Check Count:	152
Total Check Amount:	1,161,373.89

STAFF REPORT

To Board of Directors
From Brad Albert, General Manager
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 7c
Date August 13, 2024

Summary

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

Watershed Protection

According to the National Integrated Drought Information System, “abnormally dry” conditions set in for Clackamas County after the heat wave in July. While water levels in the Clackamas River hold steady after a year of good water, the Clackamas River Water Providers have started their, “Fish on the run, irrigation done” campaign to help people conserve water. This supports water levels in the Clackamas River, thereby helping the fish survive until the rainy season returns.

As part of the Municipal Separate Storm Sewer System (MS4) Permit, OLWS field staff will begin inspecting Zone 3 storm catch basin and sediment manholes this month. After inspections, the OLWS Water Quality Coordinator will contract to clean the catch basins, manholes, and pipes so that the debris and pollutant-filled sediment does not wash into nearby creeks and rivers with the fall rains.

The trigger for cleaning these assets is clarified in the OLWS Stormwater Management Program (OLWS SWMP) document, which illustrates,

“Facilities are inspected for accumulated sediment and debris, indication of illegal dumping and disposal in the facility, and any broken or non-functioning structures in need of repair and/or replacement. Maintenance is conducted concurrent with system inspections and includes the removal of sediment, trash, and debris and replacement of vegetation, as necessary. Established maintenance thresholds are as follows: catch basins and pollution control manhole sumps will be vactored when the sump has eight inches or more of dirt/sediment/trash accumulation; detention pipes will be vactored out when more than 20% of the volume is taken up with accumulated sediment “(page 37, OLWS SWMP).

As the fiscal year wrapped up in July, MS4 Outreach and Education partners have been submitting their annual reports and deliverables. This report will feature one-page summaries of these relationships. The Ecology in Classrooms and Outdoors program features watershed health education in local elementary and high schools and has expanded this year to involve a cultural exchange program, entitled the Aves Compartidas program. The Aves Compartidas program is delivered in Spanish and English at Candy Lane and Riverside Elementary Schools. The information attached is from the ECO annual report to OLWS. Please direct any questions about this information to lara.christensen@olws.org.

Wastewater Collection Work

The Collections team has completed a total of 107,432 feet (just over 20 miles) of cleaning and CCTV in Basin 2A. This basin is OLWS' largest basin and is located generally in the SE section of the boundary (McLoughlin to Oatfield, Roethe to Glen Echo). Basin 2A also has the highest number of easements with backyard manhole and line cleaning entries. The Collections team is now moving onto Basin C, which is 81,780 feet (roughly 15.5 miles) of pipe length and runs from Theisen, above Oatfield and in the areas of Oak Lodges Main Offices. The goal is to finish Basin C by the end of the calendar year.

In addition to regular cleaning and CCTV work, the Aquatec and Vactor vehicles were taken in for full service. These services are comprehensive and cover the vehicle from top to bottom. OLWS wants to ensure full operation of the equipment, especially in the winter months when weather events happen unexpectedly. The Vactor and Aquatec vehicles are used extensively throughout the year and the Collections team logs many hours on them, which necessitates annual service.

Water Distribution System Work



View Acres Reservoir Leak



Second Cracked Weld Forming on Inlet Pipe Doubler Plate



SE Colina Vista Ave Main Break



SE Colina Vista Ave Main Break

In July, the Water Team discovered an active leak in the View Acres East Reservoir (Picture 1). We hired a dive team to conduct an inspection and determined that a weld from a seismic retrofit performed in 2014 had failed around the inlet pipe of the reservoir. The dive team repaired the cracked weld with a steel plate coupled with food-grade epoxy, intended for a short-term repair. Approximately 24 hours after they repaired the cracked weld, a second weld broke (Picture 2). The dive team promptly attempted to repair the second leak using the same method, but without success. The repair failed due to excess water pressure, preventing the epoxy from curing properly, and the crack area continued to grow during the repair process.

Currently, we are in the process of draining the tank to facilitate a more thorough investigation. Additionally, we are consulting with RH2 to understand the possible causes of the leak and determine the necessary long-term repairs."

Below are some of the highlights:

- View Acres Reservoir Leak
- Large main break on SE Colina Vista Ave (Pictures 3 & 4)
- Extended 2 services in conflict with Clackamas County Jennings Project
- Installed 3 New Hydrants
- Renewed 3 services.
- Installed 6 new 1" service.
- Ongoing maintenance, repair, and replacement of fire hydrants, and leak detection.

Non-Revenue Water

The total water purchased in July was 133.670 million gallons. Non-revenue water totaled 23.635 million gallons with 2.290 million gallons in apparent losses, 23.312 million gallons in real losses, and 32,400 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 4.734 million gallons.

Permit Activity

FY2024-2025	July 2024 Development Activity				
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	0	0	2	2
New Erosion Control Permits	3	3	3	1	1
New Development Permits	1	0	1	0	0
New Utility Permits	15	0	15	2	2
Wastewater Connections		0	0	3	3
Sanitary SDC Fees Received	\$46,485	\$0	\$46,485	\$15,495	\$15,495
Water SDC Fees Received	\$195,232	\$0	\$195,232	\$33,988	\$33,988
Plan Review Fees Received	\$7,259	\$1,265	\$7,259	\$1,850	\$1,850
Inspection Fees Received	\$5,036	\$1,020	\$5,036	\$340	\$340

Attachments

1. Ecology in the Classroom Report
2. Development Tracker



Ecology in Classrooms & Outdoors

OLWS ECO FINAL REPORT 2023-2024

This year's ECO programming engaged approximately 400 students across Oak Grove Elementary, View Acres Elementary, Candy Lane Elementary, Riverside Elementary, New Urban High, and Rex Putnam High, totaling 2,100 contact hours. ECO educators delivered 44 indoor lessons, 20 outdoor lessons, and 25 walking field trips.

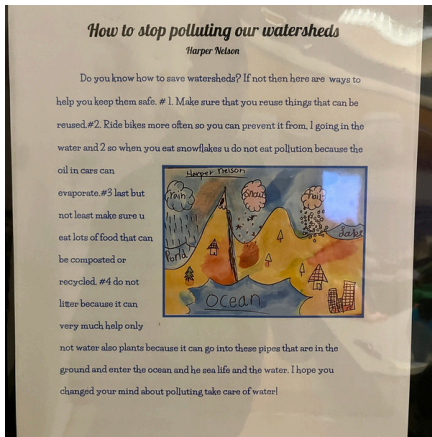
At Oak Grove Elementary, View Acres Elementary, New Urban High, and Rex Putnam High, ECO reached about 270 students. These students learned a broad range of ecology topics and participated in activities like planting native plants and visiting local parks. Feedback from students showed that 79% believed kids can change the environment's health, and 94% liked nature. One student said, "I like ECO because it is important to teach kids about our planet," while a teacher appreciated the program's hands-on activities and multiple lesson structures.

The Aves Compartidas program at Candy Lane Elementary and Riverside Elementary reached 130 students. At Riverside, the program integrated into dual language classrooms for 3rd-5th grades, focusing on migratory birds like the rufous hummingbird, yellow warbler, and great blue heron. Candy Lane's fourth graders focused on the yellow warbler and presented their projects at the year's end. Teachers praised the program's outdoor learning and student engagement, stating, "The best part is that all the parts actively work together to create an informative, engaging, and real experience for students."

ECO's mission is to connect students to nature, and this year's feedback from both students and teachers demonstrates the program's success. Students' enthusiastic responses and the high level of engagement in hands-on activities underscore the importance and impact of ECO's environmental education efforts.



Oak Grove students observe a butterfly during a field trip to Tryon Creek State Park with an ECO educator.



A View Acres student's essay on watershed protection, completed after an ECO watershed model lesson.



Riverside Elementary students learn to make Spirea stakes with North Clackamas Parks and Recreation staff, later planting them at Risley Park.



An ECO educator guides Oak Grove students in building a wetland food web with Pacific Northwest organisms.



A Candy Lane Elementary student observes local wildlife at Boardman Wetlands Nature Park.



A student's watercolor painting of a migratory bird, a shared activity with our partners in Mexico.

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	Aug. 1, 2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	Aug. 1, 2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	Aug. 1, 2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family	OLWS Inspections Occuring.	Aug. 1, 2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	Aug. 1, 2024
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	Aug. 1, 2024
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	Current OLWS Review	Aug. 1, 2024
Under Construction	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	Aug. 1, 2024
Under Construction	River Forest Creek	Stream Rehabililtation	OLWS Inspections Occuring	Aug. 1, 2024
Plan Review	4410 SE Pinehurst Ave.	Residential 4-lot Partition (Middle Housing)	Land Use conditions sent to CC DTD. County land use expiration timeline.	Aug. 1, 2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	Aug. 1, 2024
Plan Review	14018 SE Linden Ln	Residential: Triplex	Land Use conditions sent to CC DTD. County land use expiration timeline.	Aug. 1, 2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	Aug. 1, 2024
Plan Review	13843 SE McLoughlin Blvd.	Commercial: Restaurant	Land Use conditions sent to CC DTD. County land use expiration timeline.	Aug. 1, 2024
Plan Review	14836 SE River Forest Rd	Creek Restoration	Land Use conditions sent to CC DTD. County land use expiration timeline.	Aug. 1, 2024
Plan Review	13100 SE River Rd	Residential: 5-lot duplex; Willamette View	Current OLWS Review	Aug. 1, 2024
Plan Review	4809 SE Ina Ave.	Residential: 4-lot Subdivision (Middle	Current OLWS Review	Aug. 1, 2024
Pre-application	1631 SE River Ridge Rd (Willamette View)	Residential: 8-storey Apartment	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Aug. 1, 2024

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 7d
Date August 13, 2024

Summary

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

Highlights of the Month

- Plant Status Update
- Dispatchable Generator Upgrade
- In-House Laboratory Testing Update

Wastewater Treatment Plant

Normally the month of July is one of the more difficult months for process at the Wastewater Treatment Plant (WWTP). As the temperature goes up and the flow continues to drop, effluent quality tends to degrade. There are numerous reasons as to why this happens, but one of the most prominent is that the WWTP does not have many hydraulic flushes from rain bursts during this season. Those cold water flushes help move some of the finer floating particles that tend to linger in the secondary clarifiers. Those same floating particles build up in the clarifiers and release into the effluent, causing the BOD/TSS numbers to spike. The good news is that the WWTP staff have taken a proactive approach to help quell some of that degradation, and as of this writing all permit levels for July have been maintained.

Back in November of 2023 OLWS was informed by DEQ clean air that our Dispatchable Engine Generator (DSG) needed some upgrades to its emissions system to meet new permitting requirements. While OLWS owns the DSG that was installed in 2008, PGE and OLWS entered into a partnership where PGE will maintain the generator and in return, can use the generator during peak demand times as well as if the power goes out. In early 2024, OLWS and PGE signed a new contract for PGE to make the necessary upgrades to the generator, and that project kicked off in the month of July. Since OLWS is required by law to have backup power, a temporary engine generator was brought in while the permanent generator is down for maintenance. The entire upgrade includes both structural changes as well as additional parts to the main core of the generator. The entire projects cost will be approaching \$400,000 and takes

over a month to complete. As of this writing, staff and PGE are hoping to have the project completed by mid-August.

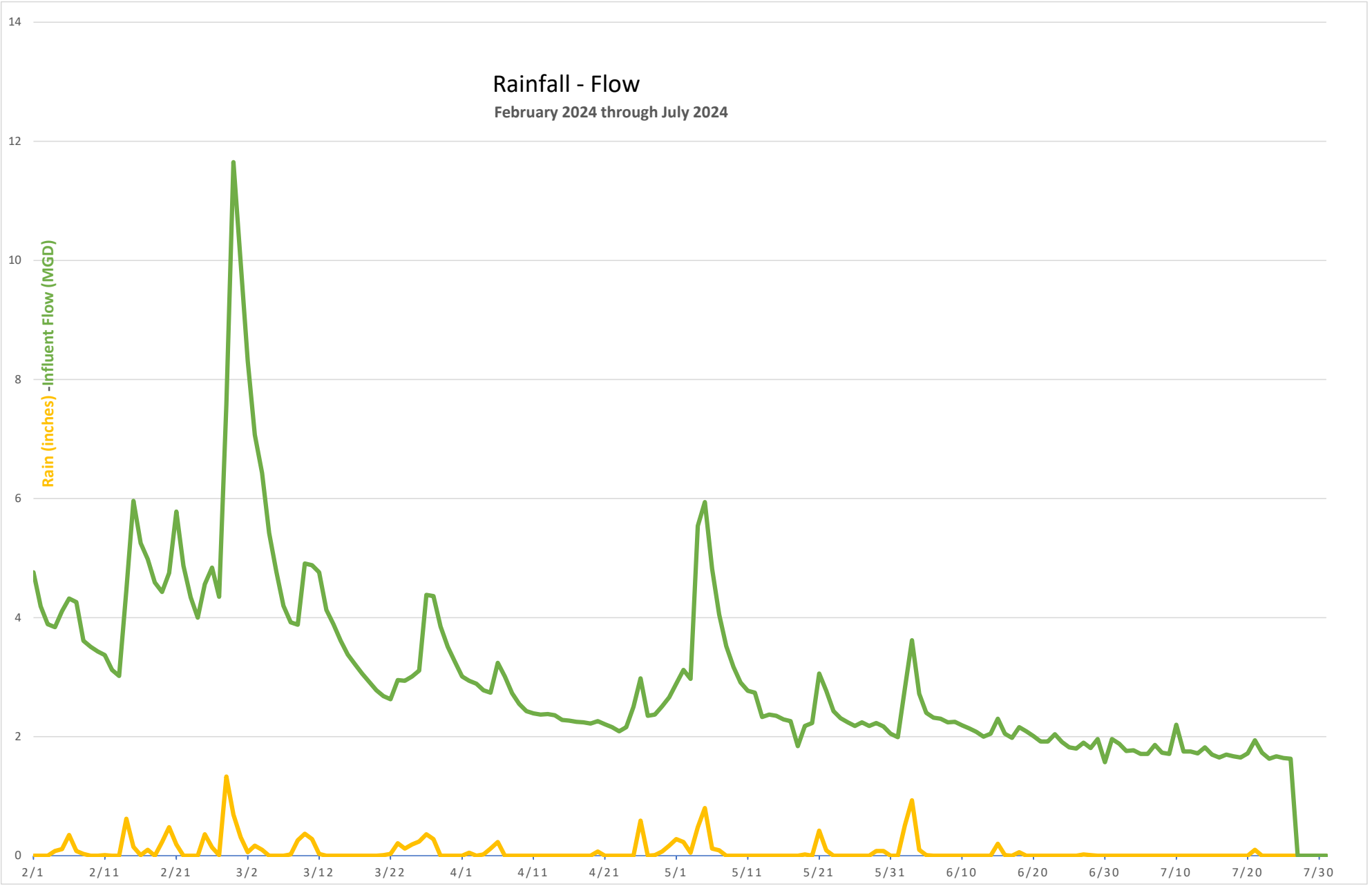
As part of the continual search to keep operating costs low to the ratepayers, OLWS decided last fiscal year to bring an in-house laboratory technician back to the WWTP. The position was filled late last year, and staff started making plans to have some of the harder NPDES tests brought back in, as contract lab testing is rather expensive. Staff are happy to report that OLWS has received the go-ahead from DEQ for ammonia testing and are awaiting approval for Total Suspended Solids. The process for approval was more time consuming than previously expected, but progress is being made. Staff expect all three tests, BOD, TSS, and Ammonia to be approved and performed in house within the next 5 months.

Attachments

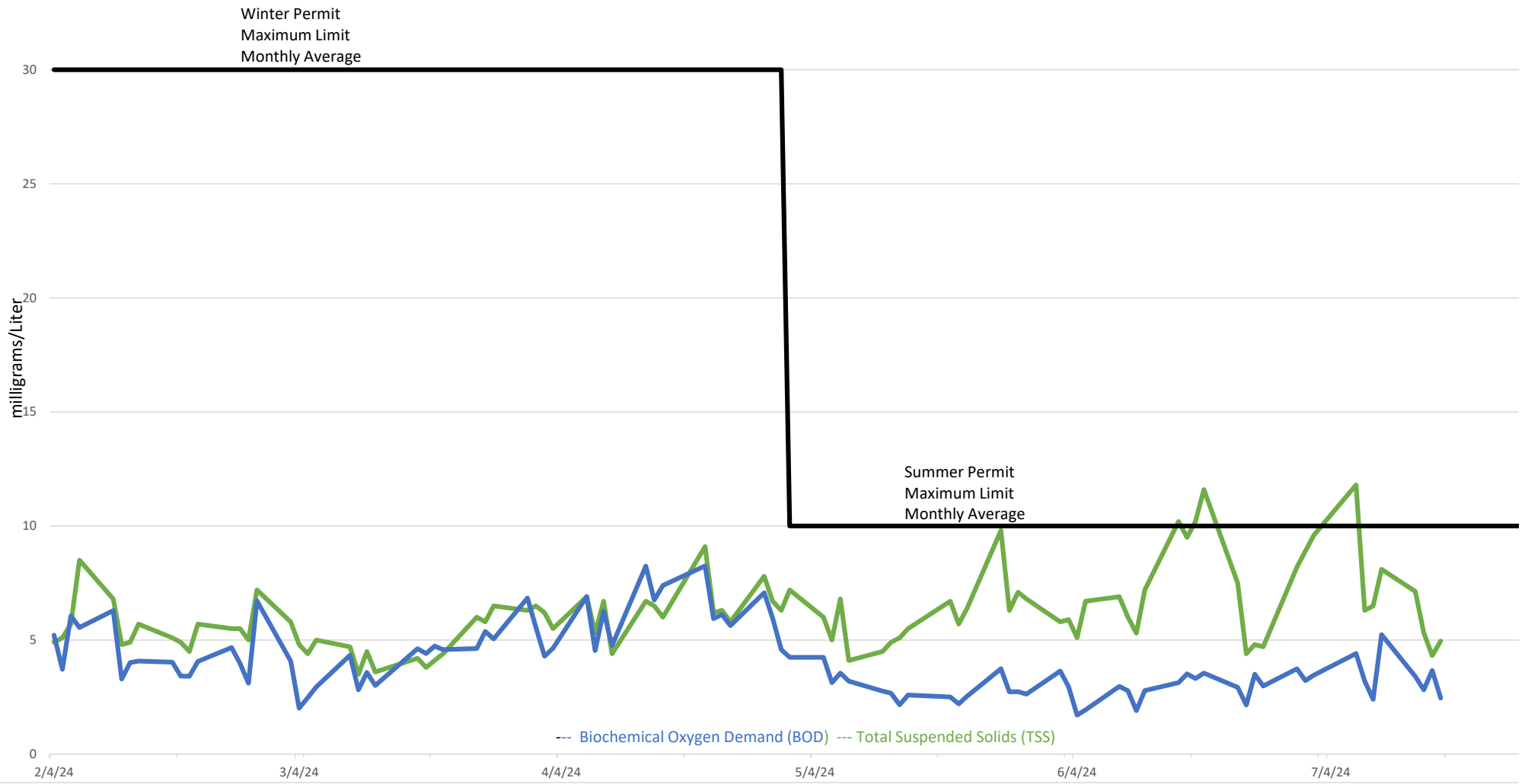
1. Rainfall vs. Flow Data Correlation for February 2024 – July 2024
2. Plant Performance BOD-TSS Graph for February 2024 – July 2024

Rainfall - Flow

February 2024 through July 2024



Effluent Water Quality (February 2024 - July 2024)



Winter Permit
Maximum Limit
Monthly Average

Summer Permit
Maximum Limit
Monthly Average

--- Biochemical Oxygen Demand (BOD) --- Total Suspended Solids (TSS)

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	8

Summary

If there is no further business to be discussed, the Chair will note the time and adjourn the meeting.