



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
January 14, 2025 at 4:00 PM**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. November 2024 Financial Report
 - b. Approval of December 10, 2024 Board Meeting Minutes
4. Items for Consideration
 - a. Consideration of Contract for the Design and Construction of the Valley View Pole Building
 - b. Consideration of Surplus Property Approval
5. Business from the Board
6. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
7. Other Items
8. Adjourn Meeting



AGENDA ITEM

Title: Call to Order

Item No. 1.

Date January 14, 2025

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 acknowledgment 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 January 14, 2025

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.



AGENDA ITEM

Title: Consent Agenda

Item No. 3.

Date January 14, 2025

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. **November 2024 Financial Report**
- b. **Approval of December 10, 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 _____



STAFF REPORT

To	Board of Directors
From	Sebastian Rodrigues, Interim Finance Director
Title	November 2024 Financial Report
Item No	3.a.
Date	January 14, 2025

Summary

Attachments

1. November 2024 Monthly Overview
2. November 2024 Budget to Actual Report
3. November 2024 Budget Account Roll Up Report

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

This report summarizes the revenues and expenditures for November 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:		
November 30, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 26,693
Wells Fargo Bank Checking-9966		\$ 527,450
LGIP	4.99%	\$ 15,705,014
Total		\$ 16,195,162

The OLWS’ checks, electronic withdrawals, and bank drafts total \$ 1.8 million for November 2024.

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 charges.

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 6,146,000	\$ 449,069	\$ 2,831,085	46.1%
20-00-4212	Wastewater charges	12,781,000	1,078,487	5,416,424	42.4%
30-00-4213	Watershed protection	1,995,000	165,648	827,671	41.5%
	Subtotal	\$ 20,922,000	\$ 1,847,584	\$ 3,790,044	43.4%

With respect to revenues, water and wastewater revenues are above the budget, while watershed protection services’ is below the budget. Total variance through November is positive \$357,680 or 1.7%.

Expenses by Budget Category

The table below provides YTD expenditures excluding Debt Service and Transfers. The 20.9% is lower than the actual YTD expenditures.

Expense Category	FY 2025		Expense YTD	
	Adopted Budget		Nov 30, 2024	YTD %
Personnel Services	\$ 6,238,000		\$ 2,284,137	36.6%
Materials & Services	5,975,900		2,588,217	43.3%
Capital Outlay	15,727,000		973,344	6.2%
	27,940,900		\$ 4,485,013	20.9%

General Ledger
Budget to Actual



User: antonio@olwsd.org
Printed: 1/6/2025 2:40:04 PM
Period 01 - 05
Fiscal Year 2025

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	1,209,778.00	0.00	123,870.45	0.00	10.24
	<i>Beginning Fund Balance</i>	<i>1,209,778.00</i>	<i>0.00</i>	<i>123,870.45</i>	<i>0.00</i>	<i>10.24</i>
	NonDivisional	1,209,778.00	0.00	123,870.45	0.00	10.24
	Fund Balance	1,209,778.00	0.00	123,870.45	0.00	10.24
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	1,000.00	81.00	6,247.00	0.00	624.70
	Development-Compliance					
05-00-4230	Contracted Services	60,000.00	12,000.00	25,400.00	0.00	42.33
	Revenue					
05-00-4610	Investment Revenue	10,000.00	3,336.79	18,700.31	0.00	187.00
05-00-4630	Miscellaneous Revenues	10,000.00	1,221.00	6,527.00	0.00	65.27
	<i>Revenue</i>	<i>81,000.00</i>	<i>16,638.79</i>	<i>56,874.31</i>	<i>0.00</i>	<i>70.22</i>
	NonDivisional	81,000.00	16,638.79	56,874.31	0.00	70.22
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,100,000.00	91,667.00	458,327.00	0.00	41.67
05-29-4920	Transfer In from Fund 20	2,200,000.00	183,333.00	916,673.00	0.00	41.67
05-29-4930	Transfer In from Fund 30	1,100,000.00	91,667.00	458,327.00	0.00	41.67
	<i>Revenue</i>	<i>4,400,000.00</i>	<i>366,667.00</i>	<i>1,833,327.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	4,400,000.00	366,667.00	1,833,327.00	0.00	41.67
	Revenue	4,481,000.00	383,305.79	1,890,201.31	0.00	42.18
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	897,000.00	79,997.65	325,336.57	0.00	36.27
05-01-5120	Temporary/Seasonal Employees	0.00	1,425.00	4,260.71	0.00	0.00
05-01-5130	Overtime	10,000.00	2,116.01	5,189.70	0.00	51.90
05-01-5210	HealthDental Insurance	149,000.00	7,690.97	49,775.11	0.00	33.41
05-01-5230	Social Security	70,000.00	5,620.62	24,556.54	0.00	35.08
05-01-5240	Retirement	178,000.00	14,859.06	57,927.10	0.00	32.54
05-01-5250	Trimet/WBFPaid Leave OR	24,000.00	968.70	4,208.34	0.00	17.53
05-01-5270	Workers Compensation	1,000.00	46.00	230.00	0.00	23.00
	<i>Personnel Services</i>	<i>1,329,000.00</i>	<i>112,724.01</i>	<i>471,484.07</i>	<i>0.00</i>	<i>35.48</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	14,334.00	104,176.62	0.00	34.73
05-01-6120	Accounting and Audit Services	75,000.00	4,410.00	45,360.00	35,590.00	60.48
05-01-6155	Contracted Services	232,000.00	33,599.02	163,325.04	100,494.00	70.40
05-01-6180	Dues and Subscriptions	46,000.00	5,153.00	17,367.16	0.00	37.75
05-01-6220	Electricity	22,000.00	1,243.64	7,247.16	12,824.00	32.94
05-01-6240	Natural Gas	5,500.00	380.77	864.63	3,208.35	15.72

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
05-01-6290	Other Utilities	5,500.00	1,627.20	2,550.70	1,551.34	46.38
05-01-6310	Janitorial Services	25,000.00	1,769.79	8,848.95	5,309.37	35.40
05-01-6320	Buildings & Ground Maintenance	40,000.00	2,396.95	7,746.17	6,274.03	19.37
05-01-6410	Mileage	1,000.00	0.00	72.97	0.00	7.30
05-01-6420	Staff Training	16,000.00	0.00	7,761.61	0.00	48.51
05-01-6510	Office Supplies	35,000.00	357.05	8,019.44	6,150.00	22.91
05-01-6730	Communications	1,000.00	0.00	724.50	0.00	72.45
05-01-6760	Equipment Rental	3,000.00	0.00	557.28	557.28	18.58
05-01-6770	Bank Charges	200,000.00	30,800.34	106,507.40	115,500.00	53.25
05-01-6780	Taxes, Fees, Permits <i>Materials & Services</i>	2,000.00 1,009,000.00	0.00 96,071.76	2,047.46 483,177.09	0.00 287,458.37	102.37 47.89
	AdminFinance	2,338,000.00	208,795.77	954,661.16	287,458.37	40.83
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	227,000.00	36,432.50	120,931.01	0.00	53.27
05-02-5120	TemporarySeasonal Employees	0.00	0.00	0.00	0.00	0.00
05-02-5130	Overtime	5,000.00	0.00	163.98	0.00	3.28
05-02-5210	HealthDental Insurance	31,000.00	5,368.51	27,224.99	0.00	87.82
05-02-5230	Social Security	18,000.00	2,715.05	9,015.06	0.00	50.08
05-02-5240	Retirement	43,000.00	6,820.17	13,478.02	0.00	31.34
05-02-5250	TrimetWBFPaid Leave OR	3,000.00	448.59	1,491.55	0.00	49.72
05-02-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers Compensation	500.00	12.00	60.00	0.00	12.00
05-02-5290	Other Employee Benefits <i>Personnel Services</i>	15,000.00 347,500.00	82.26 51,879.08	2,275.62 174,640.23	0.00 0.00	15.17 50.26
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	45,500.00	7,199.75	18,381.43	5,406.94	40.40
05-02-6175	Records Management	4,000.00	0.00	980.19	0.00	24.50
05-02-6230	Telephone	60,000.00	14,255.85	33,570.05	28,056.75	55.95
05-02-6410	Mileage	1,000.00	0.00	297.48	0.00	29.75
05-02-6420	Staff Training	20,000.00	0.00	1,190.89	0.00	5.95
05-02-6440	Board Expense	5,000.00	0.00	1,830.53	0.00	36.61
05-02-6510	Office Supplies	1,000.00	0.00	0.00	0.00	0.00
05-02-6540	Safety Supplies	2,000.00	0.00	345.92	0.00	17.30
05-02-6560	Uniforms	10,500.00	200.70	4,337.13	0.00	41.31
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	5,000.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	247,000.00	17,619.46	84,793.30	0.00	34.33
05-02-6730	Communications	2,500.00	0.00	300.00	0.00	12.00
05-02-6740	Advertising	7,000.00	0.00	788.00	0.00	11.26
	<i>Materials & Services</i>	413,000.00	39,275.76	146,814.92	33,463.69	35.55
	Human Resources	760,500.00	91,154.84	321,455.15	33,463.69	42.27
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	814,000.00	80,068.32	277,419.06	0.00	34.08
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	150,000.00	5,205.19	32,661.08	0.00	21.77
05-03-5230	Social Security	64,000.00	6,062.05	20,986.50	0.00	32.79
05-03-5240	Retirement	156,000.00	15,399.83	53,348.89	0.00	34.20
05-03-5250	TrimetWBFPaid Leave OR	11,000.00	984.24	3,409.75	0.00	31.00
05-03-5270	Workers Compensation <i>Personnel Services</i>	1,000.00 1,201,000.00	41.00 107,760.63	205.00 388,030.28	0.00 0.00	20.50 32.31
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	335,000.00	14,398.99	124,395.42	205,441.58	37.13
05-03-6350	Computer Maintenance	418,000.00	41,644.51	206,869.79	61,657.89	49.49
05-03-6410	Mileage	500.00	0.00	309.54	0.00	61.91
05-03-6420	Staff Training	10,000.00	0.00	1,290.00	0.00	12.90
05-03-6430	Certifications	2,000.00	0.00	238.00	0.00	11.90
05-03-6530	Small Tools & Equipment	1,000.00	0.00	311.98	0.00	31.20

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
05-03-6540	Safety Supplies	3,000.00	0.00	253.78	0.00	8.46
05-03-6550	Operational Supplies	3,000.00	0.00	252.86	0.00	8.43
05-03-6730	Communications	52,000.00	500.00	2,557.51	3,608.00	4.92
	<i>Materials & Services</i>	<i>824,500.00</i>	<i>56,543.50</i>	<i>336,478.88</i>	<i>270,707.47</i>	<i>40.81</i>
	Technical Services	2,025,500.00	164,304.13	724,509.16	270,707.47	35.77
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	VehicleEquipment	80,000.00	1,801.81	24,999.91	1,437.27	31.25
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	1,881.64	14,017.05	0.00	28.03
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>3,683.45</i>	<i>39,016.96</i>	<i>1,437.27</i>	<i>30.01</i>
	Vehicle Services	130,000.00	3,683.45	39,016.96	1,437.27	30.01
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	436,778.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>436,778.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	436,778.00	0.00	0.00	0.00	0.00
05	Expense	5,690,778.00	467,938.19	2,039,642.43	593,066.80	35.84
	Administrative Services	0.00	-84,632.40	-25,570.67	-593,066.80	0.00
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	950,061.00	0.00	405,679.79	0.00	42.70
	<i>Beginning Fund Balance</i>	<i>950,061.00</i>	<i>0.00</i>	<i>405,679.79</i>	<i>0.00</i>	<i>42.70</i>
	NonDivisional	950,061.00	0.00	405,679.79	0.00	42.70
	Fund Balance	950,061.00	0.00	405,679.79	0.00	42.70
	NonDivisional Revenue					
10-00-4210	Wholesale Water Sales	40,000.00	14,404.44	26,953.12	0.00	67.38
10-00-4211	Drinking Water Charges	6,146,000.00	449,068.71	2,831,084.58	0.00	46.06
10-00-4215	Penalties & Late Charges	14,000.00	1,635.98	7,172.87	0.00	51.23
10-00-4240	Service Installations	10,000.00	650.00	70,680.00	0.00	706.80
10-00-4280	Rents & Leases	180,000.00	9,162.18	76,477.29	0.00	42.49
10-00-4290	Other Charges for Services	10,000.00	849.00	18,049.50	0.00	180.50
10-00-4610	Investment Revenue	5,000.00	5,477.23	22,079.29	0.00	441.59
10-00-4630	Miscellaneous Revenues	25,000.00	462.10	8,311.47	0.00	33.25
	<i>Revenue</i>	<i>6,430,000.00</i>	<i>481,709.64</i>	<i>3,060,808.12</i>	<i>0.00</i>	<i>47.60</i>
	NonDivisional	6,430,000.00	481,709.64	3,060,808.12	0.00	47.60
	Revenue	6,430,000.00	481,709.64	3,060,808.12	0.00	47.60
	Drinking Water Personnel Services					
10-20-5110	Regular Employees	723,000.00	73,842.76	265,632.37	0.00	36.74
10-20-5130	Overtime	42,000.00	4,819.57	23,329.65	0.00	55.55
10-20-5210	HealthDental Insurance	133,000.00	7,664.08	39,716.00	0.00	29.86
10-20-5230	Social Security	57,000.00	5,978.18	21,962.14	0.00	38.53
10-20-5240	Retirement	139,000.00	15,172.20	55,647.76	0.00	40.03
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	967.48	3,557.19	0.00	39.52
10-20-5270	Workers Compensation	15,000.00	975.00	7,275.00	0.00	48.50
	<i>Personnel Services</i>	<i>1,118,000.00</i>	<i>109,419.27</i>	<i>417,120.11</i>	<i>0.00</i>	<i>37.31</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	292,000.00	13,826.29	122,278.82	134,294.50	41.88
10-20-6220	Electricity	51,000.00	4,037.81	20,396.09	29,750.00	39.99

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	195.23	999.15	1,750.00	33.31
10-20-6290	Other Utilities	6,000.00	377.80	1,889.00	2,489.94	31.48
10-20-6320	Buildings & Grounds	5,000.00	0.00	1,435.86	0.00	28.72
10-20-6340	System Maintenance	200,000.00	37,323.78	184,764.66	60,215.06	92.38
10-20-6410	Mileage	500.00	0.00	0.00	0.00	0.00
10-20-6420	Staff Training	10,000.00	0.00	1,930.98	0.00	19.31
10-20-6430	Certifications	2,000.00	200.00	1,616.00	0.00	80.80
10-20-6530	Small Tools & Equipment	10,000.00	121.51	6,282.43	0.00	62.82
10-20-6540	Safety Supplies	15,000.00	1,112.00	10,340.76	3,314.65	68.94
10-20-6550	Operational Supplies	10,000.00	1,204.75	5,498.23	0.00	54.98
10-20-6560	Uniforms	0.00	89.55	1,067.98	0.00	0.00
10-20-6710	Purchased Water	1,250,000.00	83,182.10	567,190.77	632,809.23	45.38
10-20-6715	Water Quality Program	35,000.00	0.00	8,403.13	12,540.00	24.01
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	20,000.00	0.00	22,602.41	3,000.00	113.01
	<i>Materials & Services</i>	<i>1,917,500.00</i>	<i>141,670.82</i>	<i>956,696.27</i>	<i>880,163.38</i>	<i>49.89</i>
	Drinking Water	3,035,500.00	251,090.09	1,373,816.38	880,163.38	45.26
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	198,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank Loan-Interest	11,000.00	0.00	5,406.90	0.00	49.15
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>0.00</i>	<i>5,406.90</i>	<i>0.00</i>	<i>2.59</i>
	Debt Service	209,000.00	0.00	5,406.90	0.00	2.59
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,100,000.00	91,667.00	458,327.00	0.00	41.67
10-29-8171	Transfers Out to Fund 71	2,200,000.00	183,333.00	916,669.00	0.00	41.67
10-29-9000	Contingency	835,561.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>4,135,561.00</i>	<i>275,000.00</i>	<i>1,374,996.00</i>	<i>0.00</i>	<i>33.25</i>
	Transfers & Contingencies	4,135,561.00	275,000.00	1,374,996.00	0.00	33.25
10	Expense	7,380,061.00	526,090.09	2,754,219.28	880,163.38	37.32
	Drinking Water	0.00	-44,380.45	712,268.63	-880,163.38	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	742,904.00	0.00	-278,898.04	0.00	-37.54
	<i>Beginning Fund Balance</i>	<i>742,904.00</i>	<i>0.00</i>	<i>-278,898.04</i>	<i>0.00</i>	<i>-37.54</i>
	NonDivisional	742,904.00	0.00	-278,898.04	0.00	-37.54
	Fund Balance	742,904.00	0.00	-278,898.04	0.00	-37.54
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	12,781,000.00	1,078,486.88	5,416,424.32	0.00	42.38
20-00-4215	Penalties & Late Charges	7,000.00	336.41	2,094.60	0.00	29.92
20-00-4290	Other Charges for Services	10,000.00	585.00	7,314.00	0.00	73.14
20-00-4610	Investment Revenue	1,000.00	5,710.74	11,875.83	0.00	1,187.58
20-00-4630	Miscellaneous Revenues	2,000.00	431.95	1,248.60	0.00	62.43
	<i>Revenue</i>	<i>12,801,000.00</i>	<i>1,085,550.98</i>	<i>5,438,957.35</i>	<i>0.00</i>	<i>42.49</i>
	NonDivisional	12,801,000.00	1,085,550.98	5,438,957.35	0.00	42.49
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	164,500.00	13,708.00	68,540.00	0.00	41.67
	<i>Revenue</i>	<i>164,500.00</i>	<i>13,708.00</i>	<i>68,540.00</i>	<i>0.00</i>	<i>41.67</i>

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
	Transfers & Contingencies	164,500.00	13,708.00	68,540.00	0.00	41.67
	Revenue	12,965,500.00	1,099,258.98	5,507,497.35	0.00	42.48
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	754,000.00	88,193.74	301,805.89	0.00	40.03
20-21-5130	Overtime	53,000.00	4,064.89	13,365.91	0.00	25.22
20-21-5210	HealthDental Insurance	177,000.00	13,146.73	67,262.69	0.00	38.00
20-21-5230	Social Security	59,000.00	6,964.98	23,790.24	0.00	40.32
20-21-5240	Retirement	142,000.00	17,270.84	59,000.23	0.00	41.55
20-21-5250	TrimetWBFPaid Leave OR	10,000.00	1,136.55	3,884.47	0.00	38.84
20-21-5270	Workers Compensation	15,000.00	1,139.00	7,490.40	0.00	49.94
	<i>Personnel Services</i>	<i>1,210,000.00</i>	<i>131,916.73</i>	<i>476,599.83</i>	<i>0.00</i>	<i>39.39</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	191,000.00	20,866.53	124,044.49	154,503.83	64.94
20-21-6220	Electricity	383,000.00	26,554.65	131,597.84	223,405.00	34.36
20-21-6240	Natural Gas	2,000.00	133.58	239.63	1,166.69	11.98
20-21-6250	Solid Waste Disposal	49,000.00	3,493.21	16,921.80	36,639.99	34.53
20-21-6310	Janitorial Services	17,000.00	1,170.14	5,850.70	3,510.42	34.42
20-21-6320	Buildings & Grounds	68,000.00	4,651.96	25,441.80	21,431.88	37.41
20-21-6342	WRF System Maintenance	200,000.00	978.13	87,957.84	8,964.55	43.98
20-21-6410	Mileage	500.00	0.00	60.78	0.00	12.16
20-21-6420	Staff training	10,000.00	0.00	691.40	0.00	6.91
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	77,000.00	6,581.59	26,057.56	54,792.44	33.84
20-21-6530	Small Tools & Equipment	18,000.00	0.00	5,464.13	0.00	30.36
20-21-6540	Safety Supplies	10,000.00	198.74	12,833.53	1,750.00	128.34
20-21-6550	Operational Supplies	5,000.00	0.00	2,158.89	0.00	43.18
20-21-6560	Uniforms	18,000.00	670.92	2,594.20	0.00	14.41
20-21-6570	In-House Laboratory Services	15,000.00	0.00	5,784.97	0.00	38.57
20-21-6760	Equipment Rental	10,000.00	0.00	0.00	0.00	0.00
20-21-6780	Taxes, Fees, Permits	81,000.00	3,079.24	59,494.36	31,731.43	73.45
	<i>Materials & Services</i>	<i>1,156,500.00</i>	<i>68,378.69</i>	<i>507,193.92</i>	<i>537,896.23</i>	<i>43.86</i>
	Wastewater-Plant	2,366,500.00	200,295.42	983,793.75	537,896.23	41.57
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	526,000.00	46,582.01	178,077.78	0.00	33.86
20-22-5130	Overtime	30,000.00	6,606.54	18,449.75	0.00	61.50
20-22-5210	HealthDental Insurance	119,000.00	6,954.62	36,020.22	0.00	30.27
20-22-5230	Social Security	41,000.00	3,998.10	14,726.70	0.00	35.92
20-22-5240	Retirement	99,000.00	9,956.90	36,789.95	0.00	37.16
20-22-5250	TrimetWBFPaid Leave OR	7,000.00	654.64	2,421.05	0.00	34.59
20-22-5270	Workers Compensation	12,000.00	794.00	3,970.00	0.00	33.08
	<i>Personnel Services</i>	<i>834,000.00</i>	<i>75,546.81</i>	<i>290,455.45</i>	<i>0.00</i>	<i>34.83</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	49,000.00	1,654.20	9,326.81	21,968.19	19.03
20-22-6220	Electricity	62,000.00	3,540.64	12,013.77	48,487.00	19.38
20-22-6290	Other Utilities	1,000.00	43.17	215.85	315.15	21.59
20-22-6342	Collection System Maint.	35,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	500.00	0.00	47.18	0.00	9.44
20-22-6420	Staff Training	10,000.00	650.00	4,709.12	0.00	47.09
20-22-6430	Certifications	2,000.00	519.67	1,859.67	0.00	92.98
20-22-6530	Small Tools & Equipment	15,000.00	0.00	4,291.52	3,721.88	28.61
20-22-6540	Safety Supplies	12,000.00	0.00	2,121.78	0.00	17.68
20-22-6550	Operational Supplies	5,000.00	0.00	1,322.74	0.00	26.45
20-22-6560	Uniforms	10,000.00	0.00	2,680.57	0.00	26.81
20-22-6780	Taxes, Fees, Permits	30,000.00	766.08	7,762.78	12,562.56	25.88
	<i>Materials & Services</i>	<i>231,500.00</i>	<i>7,173.76</i>	<i>46,351.79</i>	<i>87,054.78</i>	<i>20.02</i>
	Wastewater-Collections	1,065,500.00	82,720.57	336,807.24	87,054.78	31.61

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,200,000.00	183,333.00	916,673.00	0.00	41.67
20-29-8150	Transfers Out to Fund 50	3,467,000.00	0.00	595,414.00	0.00	17.17
20-29-8172	Transfers Out to Fund 72	4,000,000.00	333,333.00	1,666,673.00	0.00	41.67
20-29-9000	Contingency	609,404.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>10,276,404.00</i>	<i>516,666.00</i>	<i>3,178,760.00</i>	<i>0.00</i>	<i>30.93</i>
	Transfers & Contingencies	10,276,404.00	516,666.00	3,178,760.00	0.00	30.93
20	Expense	13,708,404.00	799,681.99	4,499,360.99	624,951.01	32.82
	Wastewater Reclam.	0.00	299,576.99	729,238.32	-624,951.01	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	123,126.00	0.00	159,089.90	0.00	129.21
	<i>Beginning Fund Balance</i>	<i>123,126.00</i>	<i>0.00</i>	<i>159,089.90</i>	<i>0.00</i>	<i>129.21</i>
	NonDivisional	123,126.00	0.00	159,089.90	0.00	129.21
	Fund Balance	123,126.00	0.00	159,089.90	0.00	129.21
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,995,000.00	165,648.17	827,671.49	0.00	41.49
30-00-4215	Penalties & Late charges	1,000.00	54.92	622.25	0.00	62.23
30-00-4290	Other Charges for Services	10,000.00	585.00	13,847.00	0.00	138.47
30-00-4610	Investment Revenue	500.00	1,508.20	4,592.91	0.00	918.58
	<i>Revenue</i>	<i>2,006,500.00</i>	<i>167,796.29</i>	<i>846,733.65</i>	<i>0.00</i>	<i>42.20</i>
	NonDivisional	2,006,500.00	167,796.29	846,733.65	0.00	42.20
	Revenue	2,006,500.00	167,796.29	846,733.65	0.00	42.20
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	120,000.00	11,801.64	40,650.19	0.00	33.88
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	HealthDental Insurance	41,000.00	2,580.44	13,112.40	0.00	31.98
30-23-5230	Social Security	10,000.00	879.65	3,029.70	0.00	30.30
30-23-5240	Retirement	23,000.00	2,209.27	7,609.73	0.00	33.09
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	145.44	500.37	0.00	25.02
30-23-5270	Workers Compensation	1,500.00	181.00	905.00	0.00	60.33
	<i>Personnel Services</i>	<i>198,500.00</i>	<i>17,797.44</i>	<i>65,807.39</i>	<i>0.00</i>	<i>33.15</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	174,000.00	8,748.10	34,037.75	126,821.01	19.56
30-23-6340	System Maintenance	45,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff Training	2,000.00	0.00	0.00	0.00	0.00
30-23-6430	Certifications	400.00	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	47.98	0.00	4.80
30-23-6550	Operational Supplies	5,000.00	0.00	4,491.18	0.00	89.82
30-23-6735	Public Outreach & Education	61,000.00	18,490.00	33,910.53	20,954.33	55.59
30-23-6780	Taxes, Fees, Permits	4,500.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>293,900.00</i>	<i>27,238.10</i>	<i>72,487.44</i>	<i>147,775.34</i>	<i>24.66</i>
	Watershed Protection	492,400.00	45,035.54	138,294.83	147,775.34	28.09
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
30-29-8105	Transfers Out to Fund 05	1,100,000.00	91,667.00	458,327.00	0.00	41.67
30-29-8120	Transfers Out to Fund 20	164,500.00	13,708.00	68,540.00	0.00	41.67
30-29-8173	Transfers Out to Fund 73	250,000.00	20,833.00	104,169.00	0.00	41.67
30-29-9000	Contingency	122,726.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,637,226.00</i>	<i>126,208.00</i>	<i>631,036.00</i>	<i>0.00</i>	<i>38.54</i>
	Transfers & Contingencies	1,637,226.00	126,208.00	631,036.00	0.00	38.54
30	Expense	2,129,626.00	171,243.54	769,330.83	147,775.34	36.13
	Watershed Protection	0.00	-3,447.25	236,492.72	-147,775.34	0.00
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	666,920.00	0.00	73,599.55	0.00	11.04
	<i>Beginning Fund Balance</i>	<i>666,920.00</i>	<i>0.00</i>	<i>73,599.55</i>	<i>0.00</i>	<i>11.04</i>
	NonDivisional	666,920.00	0.00	73,599.55	0.00	11.04
	Fund Balance	666,920.00	0.00	73,599.55	0.00	11.04
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	2,814.62	11,359.49	0.00	378.65
	<i>Revenue</i>	<i>3,000.00</i>	<i>2,814.62</i>	<i>11,359.49</i>	<i>0.00</i>	<i>378.65</i>
	NonDivisional	3,000.00	2,814.62	11,359.49	0.00	378.65
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,467,000.00	0.00	595,414.00	0.00	17.17
	<i>Revenue</i>	<i>3,467,000.00</i>	<i>0.00</i>	<i>595,414.00</i>	<i>0.00</i>	<i>17.17</i>
	Transfers & Contingencies	3,467,000.00	0.00	595,414.00	0.00	17.17
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	984,000.00	0.00	489,536.00	0.00	49.75
50-24-6811	2021 IFA Loan Principal	336,000.00	335,670.20	335,670.20	0.00	99.90
50-24-6813	JPM Bank Loan Principal	1,490,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	236,000.00	0.00	97,462.00	0.00	41.30
50-24-6822	2021 IFA Loan Interest	138,000.00	137,198.87	137,198.87	0.00	99.42
50-24-6823	JPM Bank Loan Interest	235,000.00	0.00	117,150.00	0.00	49.85
	<i>Materials & Services</i>	<i>3,419,000.00</i>	<i>472,869.07</i>	<i>1,177,017.07</i>	<i>0.00</i>	<i>34.43</i>
	Debt Service	3,419,000.00	472,869.07	1,177,017.07	0.00	34.43
50	Expense	3,419,000.00	472,869.07	1,177,017.07	0.00	34.43
	WW Revenue Bond Debt Service	717,920.00	-470,054.45	-496,644.03	0.00	-69.18
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,654,753.00	0.00	424,853.00	0.00	11.62
	<i>Beginning Fund Balance</i>	<i>3,654,753.00</i>	<i>0.00</i>	<i>424,853.00</i>	<i>0.00</i>	<i>11.62</i>
	NonDivisional	3,654,753.00	0.00	424,853.00	0.00	11.62
	Fund Balance	3,654,753.00	0.00	424,853.00	0.00	11.62
	NonDivisional					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
71-00-4221	System Development-Reimburse	50,000.00	3,236.00	248,520.00	0.00	497.04
71-00-4225	System Development-Improvement	50,000.00	3,006.00	230,876.00	0.00	461.75
71-00-4610	Investment Revenue Revenue	50,000.00 <i>150,000.00</i>	18,659.41 <i>24,901.41</i>	94,802.16 <i>574,198.16</i>	0.00 <i>0.00</i>	189.60 <i>382.80</i>
	NonDivisional	150,000.00	24,901.41	574,198.16	0.00	382.80
	Transfers & Contingencies Revenue					
71-29-4910	Transfer In from Fund 10 Revenue	2,200,000.00 <i>2,200,000.00</i>	183,333.00 <i>183,333.00</i>	916,669.00 <i>916,669.00</i>	0.00 <i>0.00</i>	41.67 <i>41.67</i>
	Transfers & Contingencies	2,200,000.00	183,333.00	916,669.00	0.00	41.67
	Revenue Drinking Water Capital Outlay	2,350,000.00	208,234.41	1,490,867.16	0.00	63.44
71-20-7200	Infrastructure	316,000.00	0.00	93,111.51	0.00	29.47
71-20-7300	Buildings & Improvements	210,000.00	2,902.56	5,338.87	0.00	2.54
71-20-7400	Improvement Other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
71-20-7520	Equipment	346,000.00	168,887.21	170,142.09	145,658.55	49.17
71-20-7530	Information Technology	50,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	67,000.00	0.00	0.00	48,552.62	0.00
71-20-7600	Capital Improvement Projects Capital Outlay	2,025,000.00 <i>3,044,000.00</i>	178.20 <i>171,967.97</i>	59,971.94 <i>328,564.41</i>	218,906.48 <i>413,117.65</i>	2.96 <i>10.79</i>
	Drinking Water	3,044,000.00	171,967.97	328,564.41	413,117.65	10.79
	Transfers & Contingencies					
71-29-9000	Transfers & Contingencies Contingency	400,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>400,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	400,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	3,444,000.00 2,560,753.00	171,967.97 36,266.44	328,564.41 1,587,155.75	413,117.65 -413,117.65	9.54 61.98
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance <i>Beginning Fund Balance</i>	2,595,944.00 <i>2,595,944.00</i>	0.00 <i>0.00</i>	-233,791.69 <i>-233,791.69</i>	0.00 <i>0.00</i>	-9.01 <i>-9.01</i>
	NonDivisional	2,595,944.00	0.00	-233,791.69	0.00	-9.01
	Fund Balance NonDivisional Revenue	2,595,944.00	0.00	-233,791.69	0.00	-9.01
72-00-4220	System Development Charges	100,000.00	5,165.00	134,290.00	0.00	134.29
72-00-4320	State Grants	3,000,000.00	0.00	0.00	0.00	0.00
72-00-4610	Investment Revenue	30,000.00	14,819.41	71,741.15	0.00	239.14
72-00-4650	Proceeds From Borrowing Revenue	5,615,000.00 <i>8,745,000.00</i>	0.00 <i>19,984.41</i>	0.00 <i>206,031.15</i>	0.00 <i>0.00</i>	0.00 <i>2.36</i>
	NonDivisional	8,745,000.00	19,984.41	206,031.15	0.00	2.36

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	4,000,000.00	333,333.00	1,666,673.00	0.00	41.67
	<i>Revenue</i>	<i>4,000,000.00</i>	<i>333,333.00</i>	<i>1,666,673.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	4,000,000.00	333,333.00	1,666,673.00	0.00	41.67
	<i>Revenue</i>	12,745,000.00	353,317.41	1,872,704.15	0.00	14.69
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & Improvements	40,000.00	0.00	0.00	0.00	0.00
72-21-7400	Improvement Other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
72-21-7520	Equipment	343,000.00	0.00	165,570.42	36,371.00	48.27
72-21-7530	Information Technology	60,000.00	0.00	0.00	0.00	0.00
72-21-7600	Capital Improvement Projects	6,615,000.00	0.00	13,483.68	63,052.41	0.20
	<i>Capital Outlay</i>	<i>7,088,000.00</i>	<i>0.00</i>	<i>179,054.10</i>	<i>99,423.41</i>	<i>2.53</i>
	Wastewater-Plant	7,088,000.00	0.00	179,054.10	99,423.41	2.53
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	300,000.00	0.00	0.00	0.00	0.00
72-22-7520	Equipment	30,000.00	0.00	0.00	0.00	0.00
72-22-7540	Vehicles	67,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects	4,898,000.00	34,652.37	465,725.90	2,552,201.95	9.51
	<i>Capital Outlay</i>	<i>5,295,000.00</i>	<i>34,652.37</i>	<i>465,725.90</i>	<i>2,552,201.95</i>	<i>8.80</i>
	Wastewater-Collections	5,295,000.00	34,652.37	465,725.90	2,552,201.95	8.80
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
72-29-9000	Contingency	1,238,300.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,238,300.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,238,300.00	0.00	0.00	0.00	0.00
72	Expense	13,621,300.00	34,652.37	644,780.00	2,651,625.36	4.73
	Wastewater Reclamation Capital	1,719,644.00	318,665.04	994,132.46	-2,651,625.36	57.81
73	Watershed Protection Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	2,844,237.00	0.00	147,543.57	0.00	5.19
	<i>Beginning Fund Balance</i>	<i>2,844,237.00</i>	<i>0.00</i>	<i>147,543.57</i>	<i>0.00</i>	<i>5.19</i>
	NonDivisional	2,844,237.00	0.00	147,543.57	0.00	5.19
	Fund Balance	2,844,237.00	0.00	147,543.57	0.00	5.19
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	20,000.00	11,647.88	60,051.89	0.00	300.26
	<i>Revenue</i>	<i>20,000.00</i>	<i>11,647.88</i>	<i>60,051.89</i>	<i>0.00</i>	<i>300.26</i>
	NonDivisional	20,000.00	11,647.88	60,051.89	0.00	300.26
	Transfers &					

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>Year to Date</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	250,000.00	20,833.00	104,169.00	0.00	41.67
	<i>Revenue</i>	<i>250,000.00</i>	<i>20,833.00</i>	<i>104,169.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	250,000.00	20,833.00	104,169.00	0.00	41.67
	<i>Revenue</i>	270,000.00	32,480.88	164,220.89	0.00	60.82
	Watershed Protection					
	<i>Capital Outlay</i>					
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
	<i>Expense</i>	350,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection Capital	2,764,237.00	32,480.88	311,764.46	0.00	11.28
	Revenue Total	44,718,000.00	2,728,918.02	15,439,806.12	0.00	34.527
	Expense Total	49,743,169.00	2,644,443.22	12,212,915.01	5,310,699.54	24.5519

General Ledger
Account Roll Up



User: antonio@olwsd.org
Printed: 1/6/2025 8:52:57 AM
Period 01 - 05
Fiscal Year 2025

Sort Level	Description	Budget	Period Amt	YTD	YTD %
Revenue	Revenue				
4210	Water Sales - CRW	\$ 40,000.00	\$ 14,404.44	\$ 26,953.12	67.4%
4211	Water sales	\$ 6,146,000.00	\$ 449,068.71	\$ 2,831,084.58	46.1%
4212	Wastewater Charges	\$ 12,781,000.00	\$ 1,078,486.88	\$ 5,416,424.32	42.4%
4213	Watershed protection fees	\$ 1,995,000.00	\$ 165,648.17	\$ 827,671.49	41.5%
4215	Penalties & late charges	\$ 22,000.00	\$ 2,027.31	\$ 9,889.72	45.0%
4220	System Development Charges	\$ 100,000.00	\$ 5,165.00	\$ 134,290.00	134.3%
4221	System Development-Reimburse	\$ 50,000.00	\$ 3,236.00	\$ 248,520.00	497.0%
4225	System Development-Improvement	\$ 50,000.00	\$ 3,006.00	\$ 230,876.00	461.8%
4227	System Development-Compliance	\$ 1,000.00	\$ 81.00	\$ 6,247.00	624.7%
4230	Contract services	\$ 60,000.00	\$ 12,000.00	\$ 25,400.00	42.3%
4240	Service installations	\$ 10,000.00	\$ 650.00	\$ 70,680.00	706.8%
4280	Rents & leases	\$ 180,000.00	\$ 9,162.18	\$ 76,477.29	42.5%
4290	Other charges for services	\$ 30,000.00	\$ 2,019.00	\$ 39,210.50	130.7%
4320	State grants	\$ 3,000,000.00	\$ -	\$ -	0.0%
4610	Investment revenue	\$ 119,500.00	\$ 63,974.28	\$ 295,203.03	247.0%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 2,115.05	\$ 16,087.07	43.5%
4650	Proceeds from borrowing	\$ 5,615,000.00	\$ -	\$ -	0.0%
		\$ 30,236,500.00	\$ 1,811,044.02	\$ 10,255,014.12	33.9%
4910	Transfer in from Fund 10	\$ 3,300,000.00	\$ 275,000.00	\$ 1,374,996.00	41.7%
4920	Transfer in from Fund 20	\$ 9,667,000.00	\$ 516,666.00	\$ 3,178,760.00	32.9%
4930	Transfer in from Fund 30	\$ 1,514,500.00	\$ 126,208.00	\$ 631,036.00	41.7%
Revenue	Revenue	\$ 44,718,000.00	\$ 2,728,918.02	\$ 15,439,806.12	34.5%
Expense	Expense				
<u>Personnel Services</u>					
5110	Regular employees	\$ 4,061,000.00	\$ 416,918.62	\$ 1,509,852.87	37.2%
5120	Temporary/Seasonal employees	\$ -	\$ 1,425.00	\$ 4,260.71	0.0%
5130	Overtime	\$ 146,000.00	\$ 17,607.01	\$ 60,498.99	41.4%
5210	Employee Ins	\$ 800,000.00	\$ 48,610.54	\$ 265,772.49	33.2%
5230	Social Security	\$ 319,000.00	\$ 32,218.63	\$ 118,066.88	37.0%
5240	Retirement	\$ 780,000.00	\$ 81,688.27	\$ 283,801.68	36.4%
5250	Trimet	\$ 66,000.00	\$ 5,305.64	\$ 19,472.72	29.5%
5260	Unemployment	\$ 5,000.00	\$ -	\$ -	0.0%
5270	Workers compensation	\$ 46,000.00	\$ 3,188.00	\$ 20,135.40	43.8%
5290	Other employee benefits	\$ 15,000.00	\$ 82.26	\$ 2,275.62	15.2%
		\$ 6,238,000.00	\$ 607,043.97	\$ 2,284,137.36	36.6%
<u>Materials & Services</u>					
6110	Legal services	\$ 300,000.00	\$ 14,334.00	\$ 104,176.62	34.7%
6120	Accounting & audit services	\$ 75,000.00	\$ 4,410.00	\$ 45,360.00	60.5%
6155	Contracted Services	\$ 1,318,500.00	\$ 100,292.88	\$ 595,789.76	45.2%
6175	Records Management	\$ 4,000.00	\$ -	\$ 980.19	24.5%
6180	Dues & subscriptions	\$ 46,000.00	\$ 5,153.00	\$ 17,367.16	37.8%
6220	Electricity	\$ 518,000.00	\$ 35,376.74	\$ 171,254.86	33.1%

Sort Level	Description	Budget	Period Amt	YTD	YTD %
6230	Telephone	\$ 60,000.00	\$ 14,255.85	\$ 33,570.05	56.0%
6240	Natural gas	\$ 10,500.00	\$ 709.58	\$ 2,103.41	20.0%
6250	Solid waste disposal	\$ 49,000.00	\$ 3,493.21	\$ 16,921.80	34.5%
6290	Other utilities	\$ 12,500.00	\$ 2,048.17	\$ 4,655.55	37.2%
6310	Janitorial services	\$ 42,000.00	\$ 2,939.93	\$ 14,699.65	35.0%
6320	Buildings & grounds	\$ 113,000.00	\$ 7,048.91	\$ 34,623.83	30.6%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 1,801.81	\$ 24,999.91	31.3%
6340	Distribution system maint	\$ 245,000.00	\$ 37,323.78	\$ 184,764.66	75.4%
6342	Collection system maint.	\$ 235,000.00	\$ 978.13	\$ 87,957.84	37.4%
6350	Computer maintenance	\$ 418,000.00	\$ 41,644.51	\$ 206,869.79	49.5%
6410	Mileage	\$ 4,000.00	\$ -	\$ 787.95	19.7%
6420	Staff training	\$ 78,000.00	\$ 650.00	\$ 17,574.00	22.5%
6430	Certifications	\$ 8,400.00	\$ 719.67	\$ 3,713.67	44.2%
6440	Board travel & training	\$ 5,000.00	\$ -	\$ 1,830.53	36.6%
6510	Office supplies	\$ 36,000.00	\$ 357.05	\$ 8,019.44	22.3%
6520	Fuel & oils	\$ 50,000.00	\$ 1,881.64	\$ 14,017.05	28.0%
6525	Chemicals	\$ 77,000.00	\$ 6,581.59	\$ 26,057.56	33.8%
6530	Small tools & equipment	\$ 45,000.00	\$ 121.51	\$ 16,350.06	36.3%
6540	Safety supplies	\$ 43,000.00	\$ 1,310.74	\$ 25,943.75	60.3%
6550	Operational Supplies	\$ 28,000.00	\$ 1,204.75	\$ 13,723.90	49.0%
6560	Uniforms	\$ 38,500.00	\$ 961.17	\$ 10,679.88	27.7%
6570	In-House Laboratory Services	\$ 15,000.00	\$ -	\$ 5,784.97	38.6%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,250,000.00	\$ 83,182.10	\$ 567,190.77	45.4%
6715	Water quality program	\$ 35,000.00	\$ -	\$ 8,403.13	24.0%
6720	Insurance	\$ 247,000.00	\$ 17,619.46	\$ 84,793.30	34.3%
6730	Communications	\$ 55,500.00	\$ 500.00	\$ 3,582.01	6.5%
6735	Public Outreach & Education	\$ 61,000.00	\$ 18,490.00	\$ 33,910.53	55.6%
6740	Advertising	\$ 7,000.00	\$ -	\$ 788.00	11.3%
6760	Equipment Rental	\$ 21,000.00	\$ -	\$ 557.28	2.7%
6770	Bank charges	\$ 200,000.00	\$ 30,800.34	\$ 106,507.40	53.3%
6780	Taxes, Fees & Permits	\$ 137,500.00	\$ 3,845.32	\$ 91,907.01	66.8%
		\$ 5,975,900.00	\$ 440,035.84	\$ 2,588,217.27	43.3%
Debt Service and Special Payments					
6810	2010 SRF Loan Principal	\$ 984,000.00	\$ -	\$ 489,536.00	49.8%
6811	2010 IFA Loan Principal	\$ 336,000.00	\$ 335,670.20	\$ 335,670.20	99.9%
6813	JPM Bank Loan Principal	\$ 1,490,000.00	\$ -	\$ -	0.0%
6815	Zions Bank loan-principal	\$ 198,000.00	\$ -	\$ -	0.0%
6820	2010 SRF Loan Interest	\$ 236,000.00	\$ -	\$ 97,462.00	41.3%
6822	2010 IFA Loan Interest	\$ 138,000.00	\$ 137,198.87	\$ 137,198.87	99.4%
6823	JPM Bank Loan Interest	\$ 235,000.00	\$ -	\$ 117,150.00	49.9%
6825	Zions Bank loan-interest	\$ 11,000.00	\$ -	\$ 5,406.90	49.2%
		\$ 3,628,000.00	\$ 472,869.07	\$ 1,182,423.97	32.6%
Capital Outlay					
7200	Infrastructure	\$ 616,000.00	\$ -	\$ 93,111.51	15.1%
7300	Buildings & Improvements	\$ 250,000.00	\$ 2,902.56	\$ 5,338.87	2.1%
7400	Improvement other than Bldgs	\$ 60,000.00	\$ -	\$ -	0.0%
7520	Equipment	\$ 719,000.00	\$ 168,887.21	\$ 335,712.51	46.7%
7530	Information Technology	\$ 110,000.00	\$ -	\$ -	0.0%
7540	Vehicles	\$ 134,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 13,838,000.00	\$ 34,830.57	\$ 539,181.52	3.9%
		\$ 15,727,000.00	\$ 206,620.34	\$ 973,344.41	6.2%
Transfers					
8105	Transfers out to Fund 05	\$ 4,400,000.00	\$ 366,667.00	\$ 1,833,327.00	41.7%

Sort Level	Description	Budget	Period Amt	YTD	YTD %
8120	Transfers out to Fund 20	\$ 164,500.00	\$ 13,708.00	\$ 68,540.00	41.7%
8150	Transfers out to Fund 50	\$ 3,467,000.00	\$ -	\$ 595,414.00	17.2%
8171	Transfers out to Fund 71	\$ 2,200,000.00	\$ 183,333.00	\$ 916,669.00	41.7%
8172	Transfers out to Fund 72	\$ 4,000,000.00	\$ 333,333.00	\$ 1,666,673.00	41.7%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,833.00	\$ 104,169.00	41.7%
		\$ 14,481,500.00	\$ 917,874.00	\$ 5,184,792.00	35.8%
		\$ 46,050,400.00	\$ 2,644,443.22	\$ 12,212,915.01	26.5%
9000	Contingency	\$ 3,692,769.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 49,743,169.00	\$ 2,644,443.22	\$ 12,212,915.01	24.6%
Total Revenue		\$ 44,718,000.00	\$ 2,728,918.02	\$ 15,439,806.12	34.5%
Total Expense		\$ 49,743,169.00	\$ 2,644,443.22	\$ 12,212,915.01	24.6%
Variance		\$ (5,025,169.00)	\$ 84,474.80	\$ 3,226,891.11	-64.2%



STAFF REPORT

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of December 10, 2024 Board Meeting Minutes
Item No	3.b.
Date	January 14, 2025

Summary

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

Attachments

1. December 10, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
DECEMBER 10, 2024 AT 4:00 PM**

1. Call to Order

Chair Keil called the meeting to order at 4:00 PM.

2. Call for Public Comment

There were no comments.

3. Consent Agenda

- a. November 2024 Financial Report
- b. Approval of November 12, 2024 Board Meeting Minutes

Director Williams moved to approve the Consent Agenda. Director Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

4. Items for Presentation

- a. Presentation of River Forest Creek - Willamette Confluence Project Update

North Clackamas Watersheds Council (NCWC) representatives, Neil Schulman and Amy van Riessen, presented an update on the Willamette Confluence Project including the location, construction process, costs, and challenges. Schulman detailed future projects with OLWS and continued public education.

The board provided comments and asked clarifying questions regarding:

- Stewardship opportunities for future projects,
- River Forest Lake water quality issues,
- Project permitting, and
- Public outreach changes in future projects.

5. Items for Consideration

- a. Consideration of Intergovernmental Agreement with Clackamas County for Public Alerts

Communications Specialist Wecker overviewed the purpose and benefits of the intergovernmental agreement with Clackamas County.

The board provided comments and asked clarifying questions regarding:

- Software communication methods, and
- The ability to narrow communication blasts to only affected customers.

Director Gornick moved to authorize the Chair and Vice Chair to sign the proposed IGA with Clackamas County for Public Alerts. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

- b. Consideration of 2025 Board Officers

There was board discussion.

Director Bullock moved to appoint Kevin Williams as Chair for 2025 and 2026, Ginny Van Loo as Vice Chair for 2025, and Paul Gornick as Treasurer for 2025. Director Keil seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

- c. Consideration of 2025 Board Liaison Assignments

There was board discussion and consensus on the liaison assignments for 2025 including:

- Chair Keil as the OGCC primary liaison and Director Bullock as secondary.
- Director Bullock as the RWPC primary liaison and Vice Chair Williams as secondary.
- Chair Keil as the C4 secondary.
- Removal of the Healthy Watersheds assignments.

Director Bullock moved to appoint Vice Chair Williams and Treasurer Gornick as representatives on the North Clackamas County Water Commission. Director Keil seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

d. Consideration of 2025 Board Subcommittee Assignments

There was board discussion and consensus to replace Vice Chair Williams on the Capital Projects Subcommittee with Director Bullock.

e. Consideration of Budget Committee Appointments

Director Williams moved to appoint Ron Weigel to Position 3 and Lewis Wardrip to Position 4 with terms expiring June 30, 2027. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

f. Consideration of FY 2026 Budget Officer Appointment

Director Van Loo moved to appoint the General Manager as the OLWS Budget Officer for the fiscal year 2026 budget. Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

The board asked about the ongoing Finance Director recruitment.

g. Consideration of FY 2026 Budget Calendar

There was discussion about the dates and times chosen.

Director Van Loo moved to approve the proposed budget calendar for the fiscal year 2026 budget. Director Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

6. Business from the Board

The board discussed the Oak Grove Community Council meeting.

Vice Chair Williams and Director Van Loo provided verbal reports.

7. Department Reports

- a. Administration
- b. Finance
- c. Public Works
- d. Plant Operations

The Management Team provided highlights from their written reports, including:

- An update on the FY 2022 financial audit, and
- Ongoing projects.

The board provided comments and asked clarifying questions regarding:

- Customer account delinquencies,
- Check reconciliation,
- Storm water catch basin maintenance,
- The I&I pipe bursting process,
- SDC collection, and
- Laboratory testing return on investment.

General Manager Albert notified the board that the November 11, 2025 public meeting would conflict with the Veterans Day holiday. There was board consensus to move the

public meeting to November 12, 2025.

8. Recess to Executive Session

Chair Keil recessed to executive session at 5:24 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

9. Adjourn Executive Session

Chair Keil adjourned the executive session at 6:00 p.m.

10. Other Items

There were none.

11. Adjourn Meeting

Chair Keil adjourned the meeting at 6:00 PM



STAFF REPORT

To Board of Directors
From Tessie Prentice, Assistant District Engineer
Title Consideration of Contract for the Design and Construction of the Valley View Pole Building
Item No 4.a.
Date January 14, 2025

Summary

The 2023 Capital Improvement Plan first identified the need for the proposed storage building. The administration building site has become cramped, and equipment has to be parked outside instead of in a garage. The Valley View Storage Building Project will provide space to store OLWS-owned material and equipment away from moisture damage and preventable corrosion.

Oak Lodge staff has publicly solicited bids from contractors to furnish and install these improvements. The lowest responsive and responsible bid came in at \$184,600.00. This agenda item seeks approval from the Board to award the Contract to that low bidder, Conframe Construction, at their bid amount and an additional contingency amount of \$20,000.00 as a reserve to be used only for unforeseen alterations or changes to the project that exceed the contract amount.

Background

The Valley View Storage Building 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 November 25th & 27th of 2024. Staff received 9 bids before the December 19, 2024, 2:00pm deadline. The following table is a summary of those bids along with the engineer's estimate:

Bidder's Name	Bid Amount
Conframe Construction	\$184,600.00
Wickwire Contracting LLC	\$194,246.00
Sportech	\$197,532.00

Construction

4k Contractors	\$208,481.60
ATK construction Inc	\$210,000.00
Dream Creations INC	\$212,742.87
DallumBuildCompany LLC	\$216,800.00
Blue Spruce Builders	\$242,000.00
ASA Construction LLC	\$479,899.00

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

Recommendation

Staff recommends the Board move to approve the General Manager to sign a Public Improvement Contract with Conframe Construction for the construction of the Valley View Storage Building Project for \$184,600.00, and an additional contingency amount of \$20,000.00 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 Conframe Construction for the work of furnishing and installing the Valley View Storage Building project for \$184,600, and a \$20,000.00 contingency for unforeseen work related to the project."

Attachments

None



STAFF REPORT

To Board of Directors
From Aaron Janicke, Public Works Director
Title Consideration of Surplus Property Approval
Item No 4.b.
Date January 14, 2025

Summary

Staff has identified various items of personal property that are no longer of use to Oak Lodge Water Services (OLWS), and requests that the property be declared surplus to be disposed of in accordance with the Surplus Property Disposal Policy.

Background

Each year, OLWS staff evaluate machinery, equipment, and vehicles for continued use and viability, and identify those that have reached the end of their useful lives or are of no use to OLWS. Those items valued over \$1,000 are required by OLWS policy to be declared as surplus property by the Board prior to their disposal. Items valued under \$1,000 may be declared surplus by the Finance Director, or designee. Disposal methods are outlined in the OLWS Surplus Property Disposal Policy.

OLWS staff has identified the following vehicles as no longer being of use to OLWS:

1. OLWS Vehicle #30 – 1997 GMC Dump Truck
2. OLWS Vehicle #40 – 1990 Case Backhoe

Staff proposes to sell these items through a sealed bid process, in accordance with the Surplus Property Disposal Policy. The vehicles and equipment would be stripped of all logos and other details identifying them as OLWS property before disposal.

Recommendation

Staff recommends the Board approve Resolution No. 2025-0033 declaring items as surplus property.

Suggested Board Motion

I move to adopt Resolution No. 2025-0033 Declaring Surplus Property.

Attachments

1. Resolution 2025-0033

OAK LODGE WATER SERVICES

RESOLUTION NO. 2025-0033

A RESOLUTION DECLARING SURPLUS PROPERTY

WHEREAS, the Oak Lodge Water Services (OLWS) Board of Directors (Board) has adopted a Surplus Property Disposal Policy, prescribing the procedure for declaring and disposing of surplus personal property owned by OLWS; and

WHEREAS, OLWS staff have identified various personal property items with an estimated commercial value of more than \$1,000 each that have reached the end of their useful life for OLWS; and

WHEREAS, the Board finds it to be in the best interests of OLWS to declare the property as surplus and direct for their disposal;

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

Section 1. The Board of Directors hereby declares the following items as surplus property, and authorizes OLWS staff to dispose of the property according to the OLWS Surplus Property Disposal Policy.

1. OLWS Vehicle #30 – 1997 GMC Dump Truck
2. OLWS Vehicle #40 – 1990 Case Backhoe

INTRODUCED AND ADOPTED ON THIS 14th DAY OF JANUARY 2025.

OAK LODGE WATER SERVICES

By _____ By _____
Kevin Williams, Chair Ginny Van Loo, Vice Chair



AGENDA ITEM

Title: Business from the Board

Item No. 5.

Date January 14, 2025

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

Business from the Board

Paul Gornick's Liaison Report – December 2024

December 5, 2024 – C4 Meeting (remote meeting)

- A social event at the High Rocks Restaurant in Gladstone was held for members of C4 to meet in person.

Update from the November 21, 2024 Sunrise Water Authority Board Meeting

- See attached materials from the agenda for the December SWA board meeting regarding proposed rate increase. A public hearing for the proposed rate increase is scheduled for the SWA board meeting on January 22, 2025.
- Interesting side note: Sunrise residential customers have an average monthly consumption of 10 units. Note that the proposed residential rates would change in Spring 2025, with the Tier 1 volume decreasing from 0-10 Units to 0-7 Units, and the Tier 1 cost per unit increasing from \$2.89 to \$3.25 (then \$3.50 in 2026 and \$4.00 in 2027).

December 19, 2024 – Sunrise Water Board Meeting (hybrid meeting)

- General Manager presented a high-level overview of needed future transmission projects to serve growth in the Happy Valley and Carver areas. For SWA, an upsizing of existing transmission lines from the CRW plant would be required to serve those areas. Because these areas will also require sanitary sewer service, there will need to be coordination done between SWA and WES. Some of the large conduits for SWA and WES will need to find an appropriate east-west corridor, either Hwy 212 or Jennifer.
- After discussion, the Board decided to hold the rate hearing as part of the January 22nd board meeting.
- The board approved a contract with NW Natural Water Services (a companion subsidiary to NW Natural) to provide services and equipment on an on-call basis. This will help with seasonal needs for in-house infrastructure repair and maintenance, as well as short-term admin needs.

SUNRISE WATER AUTHORITY

REGULAR BOARD MEETING

December 19, 2024

SUBJECT Public Messaging for Proposed Rate Increase

BOARD ACTION REQUESTED For Informational & Discussion Purposes Only

PRESENTING STAFF Wade Hathhorn, General Manager

ATTACHMENTS Proposed Rate Increase Summary

Summary

BACKGROUND After several months of discussion, the Board approved a three-year rate increase, starting in the Spring 2025. A summary of that proposed increase is attached. In preparation of a planned rate hearing, staff are working on draft messaging to our customers. As part of our last rate increase, several billing inserts and flyers were created as part of a public messaging campaign. Copies of that material are attached.

Certainly, rate increases are generally not popular. The most effective messaging often focuses on the impact to the customer and to a lesser degree on the value created to the utility. With this in mind, we can explore some basic ideas, including the monetary impact on average bills, improved service levels and reliability, and financial sustainability. The main issue to remember is that the utility is facing significant demand for cash in the future, principally related to large infrastructure improvements needed to meet growth and the on-going demand for outdoor water in the summer. The latter is particularly important in the proposed rate design and is emphasized in both the new tier structures and unit prices of water.

ANALYSIS Let's jump into the basics elements of the proposed rate design, namely the monetary impact to customers. For residential customers, the average monthly consumption is about 10 units. Under our present rates, an average monthly residential bill would be: $\$20.83 + (10 * \$2.89) = \$49.73$, and under the **first year** of the proposed rate change, that bill would increase to: $\$22 + (7 * \$3.25 + 3 * \$4.00) = \56.75 or an increase of $\$7.02$ (14.1%). While for a typical wintertime bill of 6 units, the increase is more modest at $\$3.33$ (8.7%), and for a summertime bill of 20 units, the increase is $\$14.42$ (17.1%).

Remember, that wintertime bill is reflective of "indoor use," while the summertime bill adds "outdoor use." The impact on bills for other use levels and years can be reviewed in the graphical results shown in the attached. The messaging here with regards to the direct impact to customers might be:

1. “The rate increase in year 1 will increase typical monthly wintertime bills by about \$3-4; while in the summer, those number rise to \$15-20 per month (or higher), depending on outdoor use.”
2. At present rate levels, each 1% increase in the average monthly bill only adds about \$0.50 to the customer’s actual bill.
3. Among the next three years slated for increases, year 1 is highest both in dollar amount and percentages.

Moreover, the money will be used to:

1. **Increase the capacity** and extent of our water delivery network.
2. **Improve resiliency** to natural disasters, such as ice storms, earthquakes and other events.
3. **Preserve** the existing very high **levels of service** (low service outages) by replacing aging infrastructure.
4. Continue to **avoid** the use of expensive **commercial debt** (and related interest charges) to finance major capital projects, thus **saving millions of dollars now and into the future.**

Beyond the message(s) themselves, we must also decide on how to deliver this information to the public. In the past, we have sent billing inserts and flyers. Examples are attached. Billing inserts are far less expensive (no separate postage) and achieve similar coverage. The disadvantage is the limited space for messaging. Staff is recommending the use of a billing insert (see attached) with a link to our website for additional information.

The final decision is when to have a rate hearing. ORS 264.312 requires notice of a rate hearing, either a part of regular bills or special flyer, to be delivered not more than 30 days prior to scheduled date of the hearing. Staff is prepared to conduct this hearing either in January or February, prior to the FY2025-26 budget process.

OPTIONS

Open discussion.

**STAFF
RECOMMENDATION**

Open discussion regarding the content of public messaging for the proposed rate hearing and related logistic (scheduling).

Existing Water Rates

Residential Service Charge & Water Rates			
Service Charge	Tier 1	Tier 2	Tier 3
	0-10 Units	11-20 Units	21+ Units
\$20.83	\$2.89	\$3.46	\$4.05

Non-Residential Service Charge & Water Rates*			
Service Charge	Tier 1	Tier 2	Tier 3
	0-20 Units	21-40 Units	41+ Units
\$20.83	\$2.89	\$3.46	\$4.05

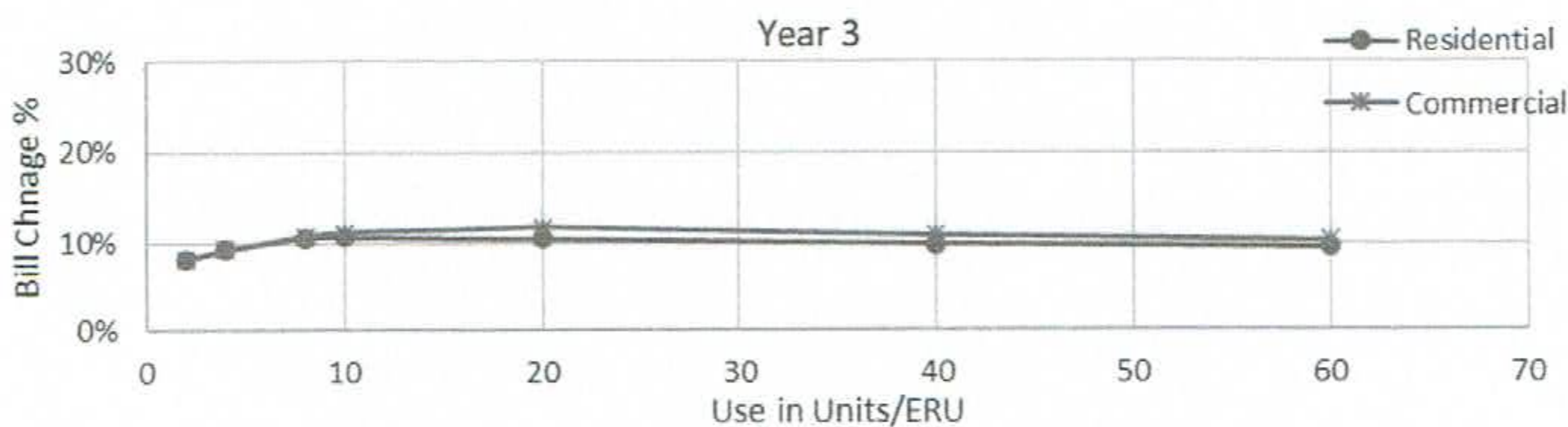
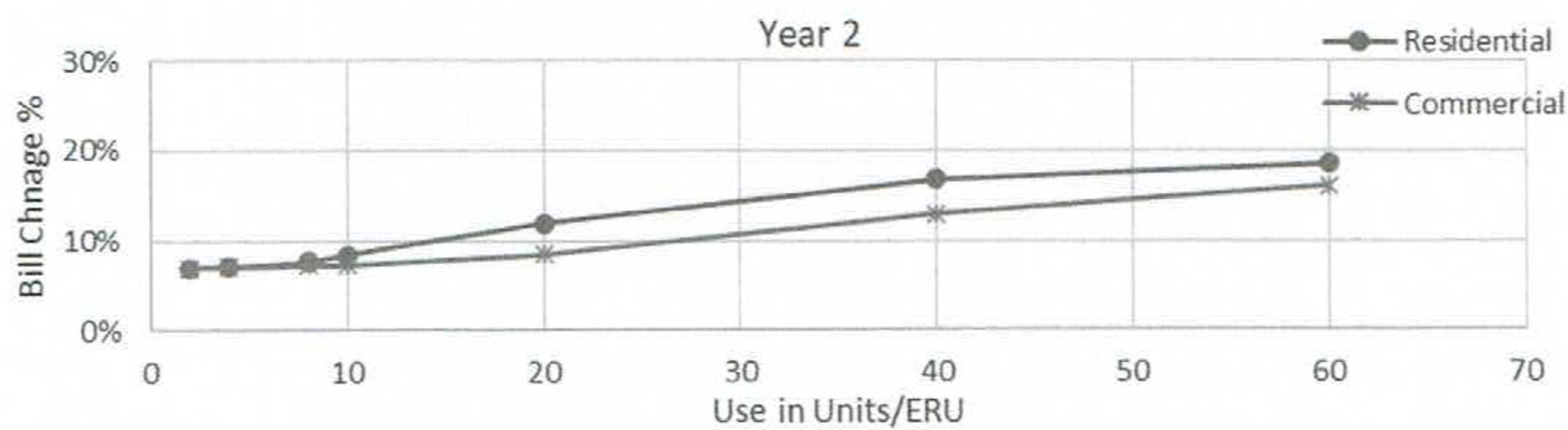
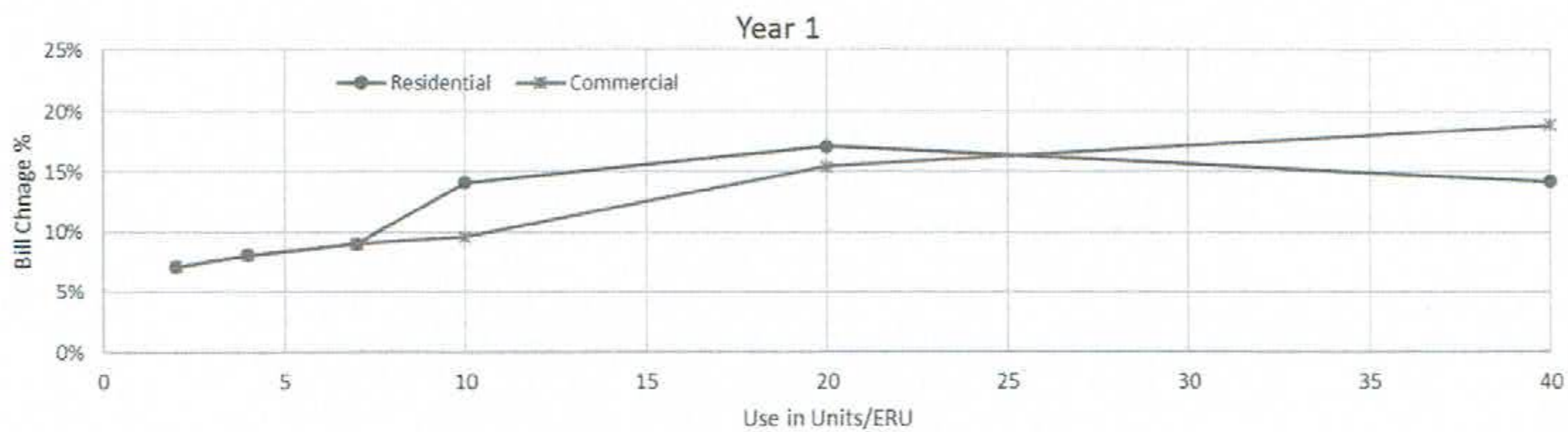
*Scaled based on meter size

Proposed Water Rates

	Residential Service Charge & Water Rates			
	Service Charge	Tier 1	Tier 2	Tier 3
		0-7 Units	8-16 Units	17+ Units
Year 1	\$22.00	\$3.25	\$4.00	\$4.50
Year 2	\$23.50	\$3.50	\$4.50	\$5.50
Year 3	\$25.00	\$4.00	\$5.00	\$6.00

	Non-Residential* Service Charge & Water Rates			
	Service Charge	Tier 1	Tier 2	Tier 3
		0-15 Units	16-30 Units	31+ Units
Year 1	\$22.00	\$3.25	\$4.00	\$4.50
Year 2	\$23.50	\$3.50	\$4.50	\$5.50
Year 3	\$25.00	\$4.00	\$5.00	\$6.00

*Irrigation rate set to highest unit cost



Kevin Williams Meeting attended in December of 2024

1. Clackamas River Water Board Meeting 12/12/24

A.) The Board was given a couple of presentations. The first concerned their insurance and was presented by their Agent Jeff Griffin. He reported that they could see minor increases in their upcoming rates but that things have stabilized in the industry after some large claim years,

The second presentation was made by Jared Swinford from Press Bill Pay. This is their new bill pay portal that will be going live in December. It differs from their current portal in its added features for customers to utilize.

1. It is fully integrated with Springbook so it can communicate with their current financial software programs.
2. It greatly reduces the chance of customer overpayments which results in staff time to prepare and issue credits.
3. The Autopay function is very robust. The customer can choose the date for the payment and the system will let them know if they choose a date after the due date and ask if they want to do that,
4. The customer can pay by texting from their portable devices.
5. The system generates several emails to customers including upcoming payment details, late payment notices and completed payment notices.
6. The customer can find their payment history in there portal. This won't be populated with current information. The current year history will be compiled by staff if a customer requests it.
7. The cost to the district is 2.42% per transaction. They currently pay 2.47% per transaction so they are saving money out of the gate.

B. Action items

1. All Action items were passed by a 5 to 0 margin. Item 2 was interesting. They received a lower bid than what they had been paying so they are moving to Crystal Greens Landscape Inc. They approved the contract with their new payment portal provider. They will be updating their Wholesale water rates Charged to Oregon City in January. I don't recall hearing the size of the increase.

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
December 12, 2024 at 6:00pm**

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/84533285429> or by calling the following number 1-253-215-8782 and join meeting 845 3328 5429#. **Passcode:** 107557

REGULAR MEETING @ 6:00pm

Call to Order, Pledge of Allegiance and Roll Call – *Sherry French, President*

- a. Approval of the Agenda

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

Presentations

- Insurance Presentation by Jeff Griffin with WHA Insurance
- Xpress Bill Pay Presentation by Jared Swinford

Consent Agenda

CA-1: Gross Payroll and Accounts Paid: November 2024

CA-2: Cash & Investment Ending Balances Report

Action Items

1. **Contract Award: Construction Contract for Redland Rd Waterline Abandonment, Project, 23-5307-** *Joe Eskew, Engineering Manager*
2. **Consider Approval Contract for Landscaping Services with Crystal Greens Landscape, Inc.-** *Todd Heidgerken, General Manager*
3. **Consider Approval Contract with Xpress Bill Pay for Customer Utility Bill Payments-** *Christina Irish, Chief Financial Officer*
4. **Consider Adoption of Resolution 07-2025 Updating Wholesale Water Rates Charges to Oregon City Effective January 1, 2025-** *Todd Heidgerken, General Manager*

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5. **Consider Adoption of Resolution 08-2025 Updating Wholesale Water Rates Charges to Oregon City for Thimble Creek Concept Area Effective January 1, 2025-** *Todd Heidgerken, General Manager*

Informational Reports

6. Management Report – *Todd Heidgerken, General Manager*
 - *CRW Website Presentation*
 - *Proposed Draft BN 2025-2027 Budget Calendar*
7. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

8. Commissioner Reports and Reimbursements

Adjourn regular meeting

EXECUTIVE SESSION- will start immediately following the regular meeting

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. 192.660 (2) (e)

The executive session is closed to the public. Only those persons whose attendance is requested by the Board of Commissioners and those persons who must be allowed to attend pursuant to ORS 192.660 will be allowed to attend. If you must be allowed to attend pursuant to ORS 192.660 and you wish to attend by remote means, please text or call Todd Heidgerken at 971-645-1610 for the meeting access information.

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.



DEPARTMENT REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Monthly Report
Item No	6.a.
Date	January 14, 2025

Summary

The board has requested updates during regular meetings regarding the status of OLWS operations.

Highlights of the Month

None.

General Manager

The fiscal year 22 audit started with field work on site for 2 weeks in December. Auditors gathered information and looked at files to prepare audit findings for OLWSD. As of the writing of this report, the FY 22 audit is approximately 75% complete. The report is on track to be prepared and submitted for review at the end of January.

The Capital Improvement Plan Open House date has been set for Thursday February 20th from 5-7pm. Community members will be able to see and talk with staff about upcoming projects for the next year as well as what is being planned for the next six years. This will inform the public about what areas OLWS will be working in over the next several years. This plan is updated annually and will help shape the budget for the coming years.

Attachments

None



DEPARTMENT REPORT

To	Board of Directors
From	Sebastian Rodrigues, Interim Finance Director
Title	Monthly Report
Item No	6.b.
Date	January 14, 2025

Summary

The Board has requested the Staff to provide the status of OLWS operations at the regular meeting.

Highlights of the Month

- For the month of December, the Accounts Receivable balance increased by 0.97% from prior month.
- The average delinquent balance decreased by \$48 and the number of delinquent accounts increased by 140 compared to the prior month.
- Utility bill payments through December 31st were less than the November billed amounts.
- Financial Assistance Utility Rate Relief program through December 31st, 2024, was 114% of the budgeted year to date amount. The approved funding cap is 0.75% of the estimated revenues. Staff will continue to monitor the utilization percentage throughout the fiscal year.

Accounts Receivable Review

The Accounts Receivable (A/R) balances increased by 0.97% in December from November. These are the findings:

1. A/R Balance owed to OLWS increased by \$19,487 during the month of December.

A/R Balance	10/29/2024	11/26/2024	12/31/2024
Monthly Residential Large Meters	\$1,347,720	\$1,304,175	\$1,283,267
Total	2,056,230	2,018,821	2,038,308
Variance	-136,782	-37,409	19,487
	-6.24%	-1.82%	0.97%

2. Delinquent Accounts: The total number of delinquent accounts increased by 140 in December compared to the month of November. The average balance of the delinquent account decreased by (12.8%) or (\$48.30).

	10/29/2024	11/26/2024	12/31/2024
Over 60 Days Number of Accounts	\$185,884	\$186,015	\$208,565
Average Balance per Acct.	609	491	631
	\$305	\$379	\$331
	-20.4%	24.10%	-12.80%

3. The percentage of current accounts paid in full within 30 days has decreased by (5.65%) in December compared to the prior month. The shift is mainly from the Current category to the 30–60-Day Grace and Delinquent categories.

Account %	10/29/2024	11/26/2024	12/31/2024
Current	85.17%	91.51%	85.86%
30-60 Day Grace	6.60%	1.50%	5.68%
Delinquent	6.71%	5.40%	6.94%
Credit Balance	1.52%	1.59%	1.52%

OLWS hangs red tags for accounts in delinquent status, over 60 days past due. The red tag process allows 7 days for the customer to make the payment. If the payment is not received within the 7 days, or a payment plan is not created, then the water is shut off. The staff is currently reviewing Red Tag practices since the billing cycles have moved from bi-monthly to monthly bills to ensure reliable collection practices.

	Sep-24	Oct-24	Nov-24	Dec-24
Cycle	Cycle 1,2,3	Cycle 1,2,3	Cycle 1,2,3	Cycle 1,2,3
# Red Tags	104	122	135	102

Minimum Delinquent Balance	\$350	\$350	\$350	\$350
# Shut off Service Requests	5	8	5	7

Payments Received during December

As of December 31, 2024, OLWS received (\$23,950) less in payments than the billed amount in November. The payments received in December also represent past due payments from previous months.

	Sep-24	Oct-24	Nov-24	Dec-24
Utility Billing Sales	\$1,900,149	\$1,850,753	\$1,743,860	\$1,693,697
Cash Receipts	1,931,219	1,904,264	1,735,626	1,669,746
% Collected	101.6.4%	102.90%	99.50%	98.60%

Financial Assistance Utility Rate Relief Program (FAURRP)

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

	Budget	Budget Year-to-Date 12-2024	Actual Year-to-Date 12-2024	% Spent
FAURR Program Cap	\$156,915	78,458	89,280	113.80%

	# of Customers Current Month	Discount Provided	Fiscal Year to Date
Drinking Water	259	3,350	19,752
Wastewater	248	10,265	60,655
Watershed Protection	247	1,498	8,874

15,113 89,280

Attachments

1. CheckRunReport_December2024

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 01/06/2025 - 9:43AM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	12/11/2024	Wells Fargo Bank		AP			1,353.54
0	12/13/2024	Internal Revenue Service		AP			35,768.58
0	12/13/2024	Oregon Department Of Revenue		AP			11,608.43
0	12/13/2024	ORR Inc		AP			21,230.12
0	12/13/2024	Pitney Bowes Global Financial Services LLC		AP			603.64
0	12/13/2024	State of Oregon Savings Growth Plan		AP			3,370.05
0	12/13/2024	VALIC c/o JP Morgan Chase		AP			1,388.00
0	12/13/2024	Payroll Direct Deposit	DD 00001.12.2024	PR			92,233.21
0	12/20/2024	Hunter Ambrose International		AP			10,500.00
0	12/20/2024	Portland General Electric		AP			35,376.74
0	12/27/2024	Payroll Direct Deposit	DD 00002.12.2024	PR			90,547.61
0	12/31/2024	Global Payments Direct, Inc		AP			29,446.80

ACH Disbursement Activity Subtotal

333,426.72

Voided ACH Activity

0.00

Adjusted ACH Disbursement Activity Subtotal

333,426.72

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
53074	12/6/2024	AFSCME Council 75		AP			964.66
53075	12/6/2024	Aks Engineering & Forestry		AP			9,457.30
53076	12/6/2024	Be Right Backflow LLC		AP			800.00
53077	12/6/2024	BMS Technologies		AP			6,795.10
53078	12/6/2024	Cable Huston LLP		AP			410.00
53079	12/6/2024	Cintas Corporation		AP			99.00
53080	12/6/2024	City Of Gladstone		AP			260.97
53081	12/6/2024	City Of Milwaukie		AP			1,869.95
53082	12/6/2024	CLACKAMAS COUNTY DEPT OF TRANS AND DEV		AP			2,888.38
53083	12/6/2024	Colonial Life		AP			735.54
53084	12/6/2024	Consolidated Supply Co.		AP			47.12
53085	12/6/2024	Contractor Supply, Inc.		AP			626.05
53086	12/6/2024	Convergence Northwest LLC		AP			10,513.46
53087	12/6/2024	H.D. Fowler Company		AP			872.42
53088	12/6/2024	Historic Downtown Oak Grove		AP			250.00
53089	12/6/2024	Horner Enterprises, Inc.		AP			11,038.90
53090	12/6/2024	IntelliCorp Records, Inc.		AP			20.00
53091	12/6/2024	Internal Revenue Service		AP			373.51
53092	12/6/2024	McGuire Bearing Company		AP			392.51
53093	12/6/2024	Moss Adams LLP		AP			1,260.00
53094	12/6/2024	Net Assets Corporation		AP			561.00
53095	12/6/2024	Northwest Natural		AP			709.58
53096	12/6/2024	OHA-Drinking Water Services		AP			200.00
53097	12/6/2024	One Call Concepts, Inc.		AP			500.50
53098	12/6/2024	Pape Machinery		AP			1,430.95
53099	12/6/2024	PDX Fire Protection LLC		AP			566.14
53100	12/6/2024	Portland Engineering Inc		AP			180.00
53101	12/6/2024	Quality Control Services		AP			1,860.00
53102	12/6/2024	R & L Services Inc.		AP			4,738.90
53103	12/6/2024	Robert HalfTalent Solutions		AP			12,432.80
53104	12/6/2024	Rockwood Water PUD		AP			500.00
53105	12/6/2024	S-2 Contractors, Inc.		AP			5,352.35
53106	12/6/2024	SDAO		AP			5,750.00
53107	12/6/2024	Seattle Ace Hardware		AP			224.42
53108	12/6/2024	Staples Contract & Commercial LLC		AP			499.18
53109	12/6/2024	Thorn Run Partners, LLC		AP			10,000.00
53110	12/6/2024	Top Industrial Supply		AP			83.08
53111	12/6/2024	Water Systems Consulting, Inc.		AP			5,219.75
53112	12/13/2024	Apex Labs		AP			8,359.00
53113	12/13/2024	Brix Paving Northwest Inc		AP			58,165.28
53114	12/13/2024	CalPortland Company		AP			2,902.56
53115	12/13/2024	CDR Labor Law, LLC		AP			5,190.50
53116	12/13/2024	City of Sandy		AP			309.68
53117	12/13/2024	Comcast		AP			482.75
53118	12/13/2024	Conсор North America, Inc.		AP			832.00

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 01/06/2025 - 9:43AM

Cleared and Not Cleared Checks

Print Void Checks

53119	12/13/2024	Contractor Supply, Inc.	AP	99.00
53120	12/13/2024	Country Supplier LLC	AP	159.25
53121	12/13/2024	D&H Flagging, Inc.	AP	1,654.20
53122	12/13/2024	Ecology In Classrooms&Outdoors	AP	18,490.00
53123	12/13/2024	H.D. Fowler Company	AP	11,835.11
53124	12/13/2024	Hasco Stations, LLC	AP	898.37
53125	12/13/2024	K & D Services of Oregon Inc	AP	240.00
53126	12/13/2024	Kaiser Permanente	AP	12,429.51
53127	12/13/2024	OCD Automation, Inc.	AP	700.00
53128	12/13/2024	Oregon Backflow Testing LLC	AP	3,321.00
53129	12/13/2024	Owen Equipment	AP	3,655.85
53130	12/13/2024	PDX Fire Protection LLC	AP	711.15
53131	12/13/2024	Portland Engineering Inc	AP	120.00
53132	12/13/2024	Relay Resources	AP	8,526.90
53133	12/13/2024	Seattle Ace Hardware	AP	382.48
53134	12/13/2024	Brian Stevens	AP	650.00
53135	12/13/2024	Customer Refund	AP	24,898.00
53136	12/20/2024	Customer Refund	AP	86.63
53137	12/20/2024	AFSCME Council 75	AP	1,003.64
53138	12/20/2024	Employee Reimbursement	AP	98.94
53139	12/20/2024	Customer Refund	AP	32.67
53140	12/20/2024	Be Right Backflow LLC	AP	1,023.00
53141	12/20/2024	BendTel, Inc	AP	302.84
53142	12/20/2024	BridgeTower OpCo, LLC	AP	178.20
53143	12/20/2024	Brown and Caldwell	AP	4,601.50
53144	12/20/2024	Cable Huston LLP	AP	11,934.00
53145	12/20/2024	City Of Milwaukie	AP	333.60
53146	12/20/2024	Customer Refund	AP	150.00
53147	12/20/2024	Customer Refund	AP	147.17
53148	12/20/2024	Customer Refund	AP	141.67
53149	12/20/2024	Flowcheck LLC	AP	4,346.00
53150	12/20/2024	TANDY GARDNER	AP	33.52
53151	12/20/2024	Gills Point S Tire	AP	983.27
53152	12/20/2024	Customer Refund	AP	14.84
53153	12/20/2024	Integrity Traffic OR LLC	AP	585.00
53154	12/20/2024	Jacobs Engineering Group Inc	AP	6,126.28
53155	12/20/2024	Customer Refund	AP	0.63
53156	12/20/2024	K & D Services of Oregon Inc	AP	2,835.65
53157	12/20/2024	Customer Refund	AP	25.47
53158	12/20/2024	Customer Refund	AP	24.58
53159	12/20/2024	Customer Refund	AP	162.80
53160	12/20/2024	Customer Refund	AP	12.02
53161	12/20/2024	Customer Refund	AP	14.88
53162	12/20/2024	Moss Adams LLP	AP	3,150.00
53163	12/20/2024	Customer Refund	AP	25.15
53164	12/20/2024	O'Reilly Auto Parts	AP	29.38
53165	12/20/2024	Pacific Power Group, LLC	AP	620.31
53166	12/20/2024	Polydyne, Inc.	AP	4,522.95
53167	12/20/2024	RH2 Engineering, Inc.	AP	1,788.08
53168	12/20/2024	Robert HalfTalent Solutions	AP	11,170.30
53169	12/20/2024	Safety Northwest, LLC	AP	500.00
53170	12/20/2024	SDIS	AP	31,384.60
53171	12/20/2024	Seattle Ace Hardware	AP	180.92
53172	12/20/2024	Stark Street Lawn and Garden	AP	65.98
53173	12/20/2024	Customer Refund	AP	234.16
53174	12/20/2024	Top Industrial Supply	AP	28.98
53175	12/20/2024	Verizon Wireless	AP	10,343.55
53176	12/20/2024	Waste Management Of Oregon	AP	581.48
53177	12/20/2024	Water Environment Federation	AP	335.00
53178	12/20/2024	Water Systems Consulting, Inc.	AP	1,151.00
53179	12/20/2024	Western Exterminator Company	AP	423.55

Paper Check Disbursement Activity Subtotal

367,230.30

Voided Paper Check Disbursement Activity

0.00

Adjusted Paper Check Disbursement Activity Subtotal

367,230.30

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 01/06/2025 - 9:43AM

Cleared and Not Cleared Checks

Print Void Checks

Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	118
Total Valid Check Amount:	700,657.02
Total Check Count:	118
Total Check Amount:	700,657.02



DEPARTMENT REPORT

To	Board of Directors
From	Aaron Janicke, Public Works Director, Chad Martinez, Collections Field Supervisor
Title	Monthly Report
Item No	6.c.
Date	January 14, 2025

Summary

The board has requested updates during regular meetings regarding the status of OLWS operations.

Highlights of the Month

- Construction continues for the LS 5 basin pipe bursting
- 30% design nearing completion for Courtney Ave sewer rehab

Watershed Protection

On December 1st, the Oregon Department of Environmental Quality (DEQ) required OLWS to update the post-construction section of the Stormwater Design and Construction Standards to include low impact development and green infrastructure (LID/GI) treatments including rain gardens. These were finished and approved early in October. This completes the last of the stand-alone deliverables for the most recent Municipal Separate Storm Sewer System (MS4) Permit. The MS4 Permit has 5-year coverage and then goes into administrative extension until the DEQ renews the next set of Phase I MS4 Permits. Program BMPs including erosion and sediment control, illicit discharge, and water quality monitoring are a few of the ongoing programs required by the MS4.

Leaf fall finished early this month, and a few customers requested cleanings for sediment-laden catch basins in their neighborhoods. Each request is reviewed by Water Quality staff before being assigned to the crew manager. Operations staff

batches these service requests to make OLWS response more efficient. Clackamas County Department of Transportation and Development (CCDTD) continues to be a partner in tackling ditches within the OLWS boundaries, and several ditch cleaning requests came in this fall to be inspected and batched by CCDTD.

Erosion concerns were addressed this month, due to two projects needing more technical assistance and more frequent inspections. Contractors on site were responsive and completed the requested updates for needed erosion best management practices (BMPs). In addition, one potential illicit discharge was reported to OLWS staff for follow up. Staff inspected the site and found two issues with washing practices and chemical storage on site. The business was referred to staff at EcoBiz, our partner in the area, able to assist with technical support around making sure that best practices are followed. This business is in the process of making water quality friendly changes on their site, as well as training staff on proper washing practices. The business will come out of the changes with an EcoBiz certification, a DEQ recognized stamp of approval.

As part of the new MS4 Permit, the Watershed Protection section of the OLWS website is the process of being reviewed and refreshed. Please have a look to learn more about how OLWS communicates the importance of water quality issues and obligations to the public. If you have any questions about the updated information posted, please contact the Water Quality Coordinator at lara.christensen@olws.org.



Image of wash water and water quality pollution from local report

Wastewater Collection System Work

December was a month marked by staffing challenges due to the holiday season, resulting in a reduced workforce for the Collections crew. Despite these constraints, the team successfully completed essential maintenance tasks and provided support for ongoing projects. A key focus this month included cleaning and servicing the wet wells at Lift Station #3 and Lift Station #6 with the assistance of Plant Mechanics, as well as assisting with the LS5 construction project and placing orders for critical replacement equipment.

In response to ongoing maintenance needs, orders were placed for replacement sewer manhole lids. This proactive measure is aimed at maintaining the integrity of the sewer system by replacing worn or damaged lids along with removal of storm lids contributing to I & I.

Additionally, the team ordered Confined Space Entry Equipment to enhance safety standards and ensure compliance with regulations. This equipment will be vital for future operations, particularly in confined spaces where safety is a primary concern.

Water Distribution System Work

In December, the Water Team stayed busy making repairs, installing water services, performing billing and customer service activities, and locating underground facilities. Below are some of the highlights:

- 66 meters replaced
- 2 new services added
- 2 main breaks repaired

Non-Revenue Water

The total water purchased in December was 69.622 million gallons. Non-revenue water totaled 16.064 million gallons with 1.127 million gallons in apparent losses, 14.442 million gallons in real losses, and 495,000 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 11.597 million gallons.

Permit Activity

December 2024 Development Activity

FY2024-2025	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	1	4	9	0	7
New Erosion Control Permits	0	3	17	2	13
New Development Permits	0	0	4	1	6
New Utility Permits	2	2	42	7	34
Wastewater Connections	1	1	17	4	17
Sanitary SDC Fees Received	\$15,495	\$5,165	\$129,125.00	\$20,660	\$87,805
Water SDC Fees Received	\$56,907	\$6,323	\$542,550.00	\$72,061	\$364,629
Plan Review Fees Received	\$3,846	\$1,165	\$24,232.40	\$2,000	\$14,843
Inspection Fees Received	\$3,386	\$704	\$19,947.75	\$650	\$3,960

Attachments

- 1. Development Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Complete	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Warranty period complete.	January 2, 2025
Complete	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	Warranty period complete.	January 2, 2025
Complete	14836 SE River Forest Rd	Creek Restoration	Completed, no warranty period.	January 2, 2025
Complete	River Forest Creek	Stream Rehabilitation	Completed, no warranty period.	January 2, 2025
Pre-application	Meadowlark Ln	Residential: 4-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	January 2, 2025
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	January 2, 2025
Plan Review	13843 SE McLoughlin Blvd.	Commercial: Restaurant	Current OLWS Review	January 2, 2025
Plan Review	4809 SE Ina Ave.	Residential: 4-lot Subdivision (Middle Housing)	Current OLWS Review	January 2, 2025
Plan Review	5212 SE Thiessen	5-lot subdivision	Current OLWS Review	January 2, 2025
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	January 2, 2025
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	January 2, 2025
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	January 2, 2025
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	January 2, 2025
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	OLWS Inspections Occuring	January 2, 2025
Under Construction	13822 SE Oatfield Rd	Residential: 26-unit Cottages	OLWS Inspections Occuring	January 2, 2025
Under Construction	13100 SE River Rd	Residential: 5-lot duplex; Willamette View	OLWS Inspections Occuring	January 2, 2025
Under Construction	1404 SE River Forest Rd.	Residential: 3-lot Partition	OLWS Inspections Occuring	January 2, 2025



DEPARTMENT REPORT

To	Board of Directors
From	David Hawkins, Plant Superintendent
Title	Monthly Report
Item No	6.d.
Date	January 14, 2025

Summary

The board has requested updates during regular meetings regarding the status of OLWS operations.

Highlights of the Month

- BLM Draft Sampling Procedure
- DEQ Approval for TSS and Ammonia In-House Sampling
- E. Coli Resampling
- Christmas Storm

Wastewater Treatment Plant

One of the requirements for the National Pollutant Discharge Elimination System (NPDES) permit that OLWS received a few years ago was a requirement to sample both Copper and Aluminum at the outfall in the Willamette River starting in 2025. As of this writing, the draft sampling plan has been sent off to the Department of Environmental Quality (DEQ) for review. Staff expect a quick turnaround from DEQ and sampling to begin January mid-month and run for 24 months.

OLWS has received approval from DEQ to start in-house sampling for both Ammonia and Total Suspended Solids (TSS). Staff have been preparing the laboratory for these tests to be conducted in-house for several months by upgrading the water filtration system, updating Standard Operating Procedures (SOP) and conducting Quality Assurance and Quality Control testing to ensure the data our laboratory is producing is of the highest quality. Staff will start running in-house testing concurrently with our

usual outside testing until the week of January 13th. After that, samples for both ammonia and TSS will be run in-house only.

On December 9th the WWTP experienced an E. coli excursion when one of our weekly samples tested above the daily allotted threshold. While an E. coli excursion does not automatically mean there was a violation, it does trigger an automatic 24-hour resampling event where 5 E. coli tests must be conducted within 24 hours at 4 hour intervals. If the geometric mean of the results of the retest are below the threshold, OLWS has proven that disinfection is adequate and the retest is considered a success. Luckily, the retests for the December 9th excursion were all passing and no violations happened.

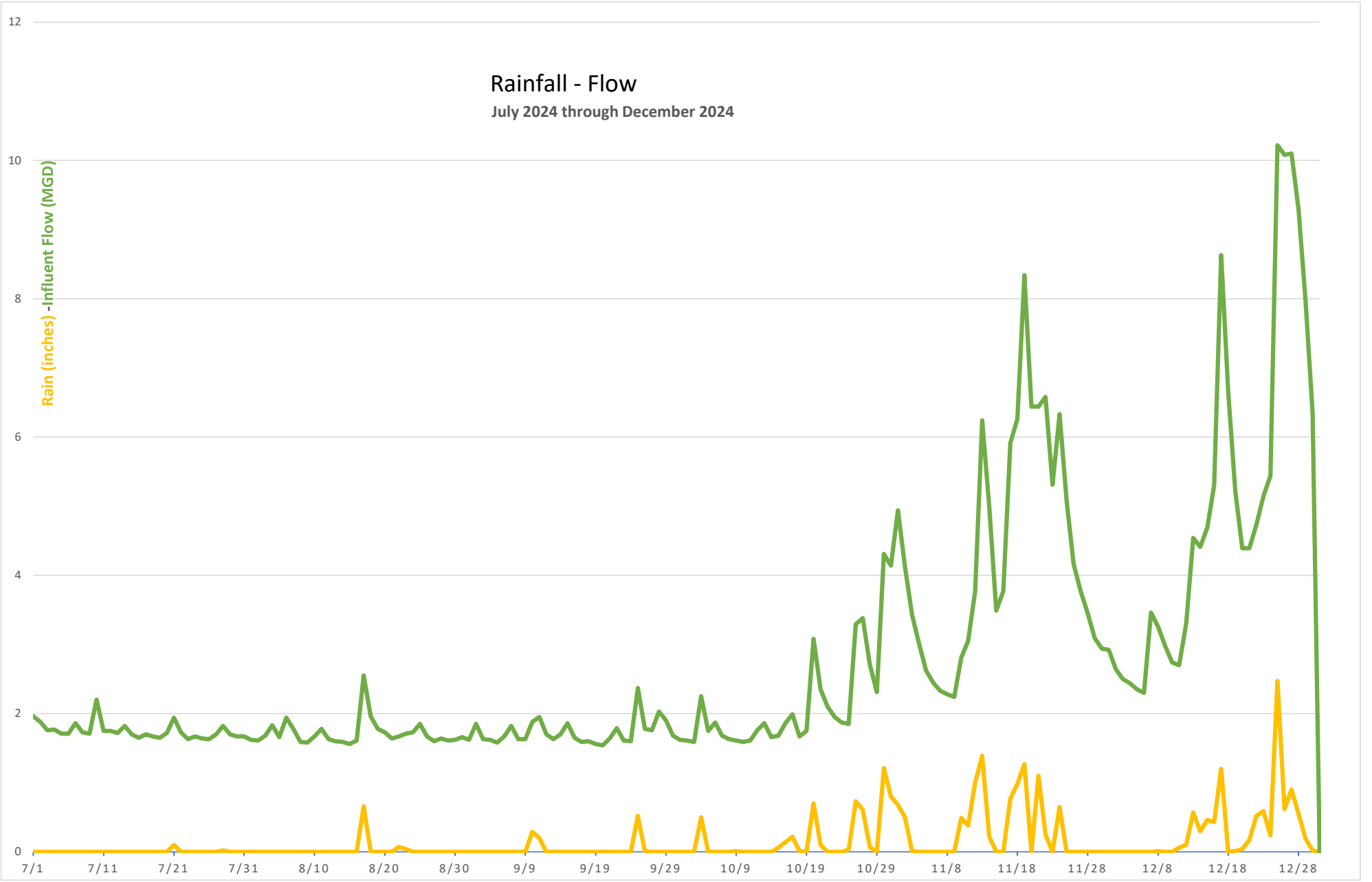
On Christmas a fairly substantial storm blew through the area bringing a lot of wind and rain to the area. The WWTP weather station recorded over 2 inches of rain in a 24 hour period. The WWTP and lift stations handled the situation well, and no overflows or bypasses were reported.

Attachments

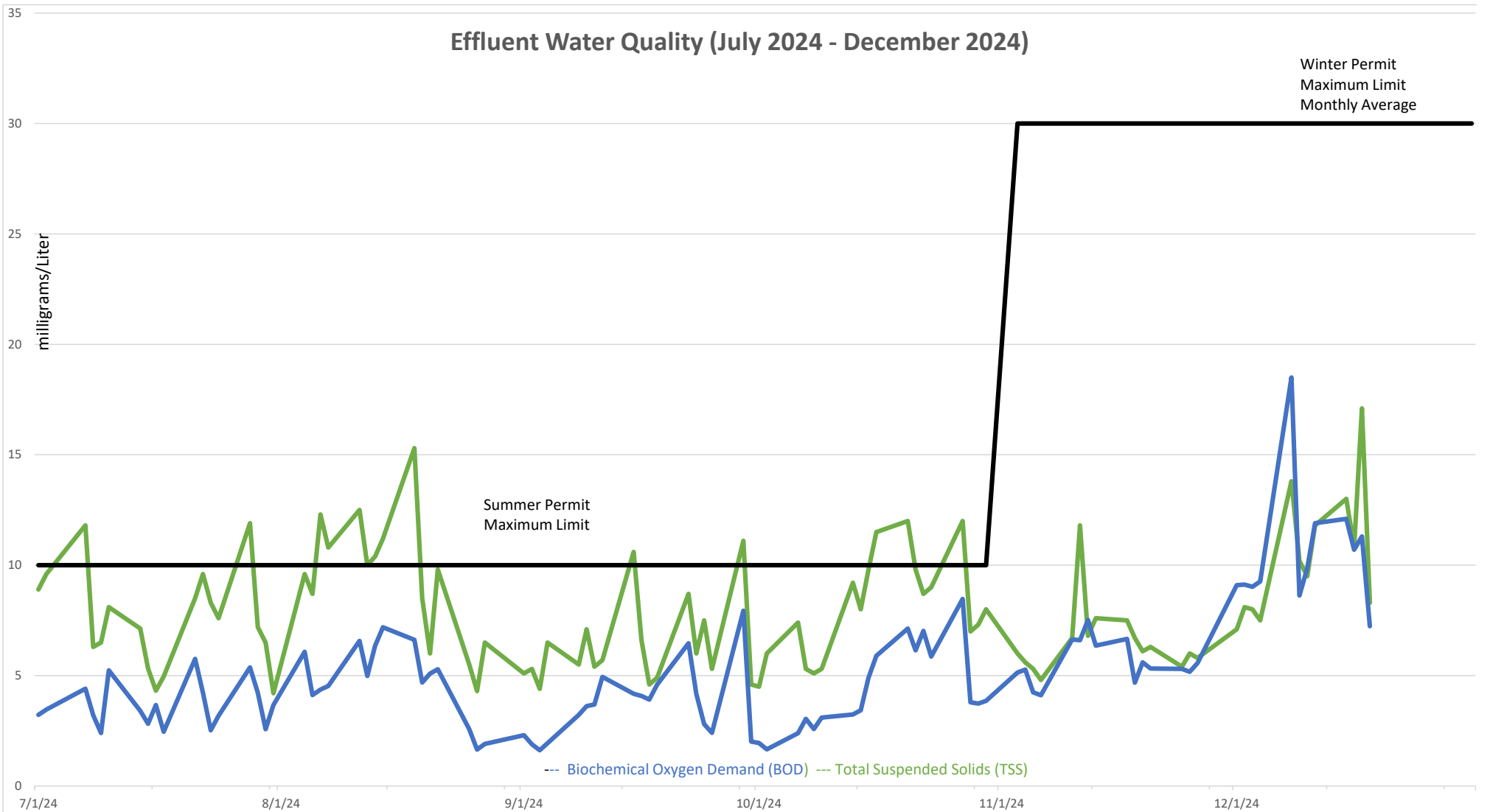
1. Rainfall Vs. Flow July 2024 - December 2024
2. Plant Performance July 2024 - December 2024

Rainfall - Flow

July 2024 through December 2024



Effluent Water Quality (July 2024 - December 2024)





AGENDA ITEM

Title: Other Items

Item No. 7.

Date January 14, 2025

Summary

The Board of Directors may discuss new or tabled agenda items.



AGENDA ITEM

Title: Adjourn Meeting

Item No. 8.

Date January 14, 2025

Summary

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