



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
December 10, 2024 at 4:00 PM**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. November 2024 Financial Report
 - b. Approval of November 12, 2024 Board Meeting Minutes
4. Items for Presentation
 - a. Presentation of River Forest Creek - Willamette Confluence Project Update
5. Items for Consideration
 - a. Consideration of Intergovernmental Agreement with Clackamas County for Public Alerts
 - b. Consideration of 2025 Board Officers
 - c. Consideration of 2025 Board Liaison Assignments
 - d. Consideration of 2025 Board Subcommittee Assignments
 - e. Consideration of Budget Committee Appointments
 - f. Consideration of FY 2026 Budget Officer Appointment
 - g. Consideration of FY 2026 Budget Calendar
6. Business from the Board
7. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
8. Recess to Executive Session

9. Adjourn Executive Session

10. Other Items

11. Adjourn Meeting



AGENDA ITEM

Title: Call to Order

Item No. 1.

Date December 10, 2024

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 December 10, 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.



AGENDA ITEM

Title: Consent Agenda

Item No. 3.

Date December 10, 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. **October 2024 Financial Report**
- b. **Approval of November 12, 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 _____



AGENDA ITEM

To Board of Directors
From Sebastian Rodrigues, Interim Finance Director
Title November 2024 Financial Report
Item No 3.a.
Date December 10, 2024

Summary

This report summarizes the revenues and expenditures for October 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:		
October 31, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 26,693
Wells Fargo Bank Checking-9966		\$ 527,450
LGIP	5.00%	\$ 15,641,020
Total		\$ 16,195,162

The OLWS’ checks, electronic withdrawals, and bank drafts total \$3.4 million for October 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-	Water sales	\$ 6,146,000	\$ 493,346	\$ 2,382,016	38.8%

4211					
20-00-	Wastewater				
4212	charges	12,781,000	1,083,373	4,337,937	33.9%
30-00-	Watershed				
4213	protection	1,995,000	165,629	662,023	33.2%
		\$	\$		
	Subtotal	20,922,000	1,847,584	\$ 3,790,044	35.3%

With respect to revenues, water and wastewater revenues are above the budget, while watershed protection services' is below the budget. The total variance through October is positive \$407,976 or 1.9%.

Expenses by Budget Category

The table below provides YTD expenditures excluding Debt Service and Transfers. The 16.1% is lower than the actual YTD expenditures.

Expense Category	FY 2025 Adopted Budget	Expense YTD Oct 31, 2024	YTD %
Personnel			
Services	\$ 6,238,000	\$ 1,850,791	29.7%
Materials & Services	\$5,975,900	\$1,878,211	31.4%
Capital Outlay	\$15,727,000	\$756,012	4.8%
		\$	
	\$27,940,900	\$4,485,013	16.1%

Attachments

None



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of November 12, 2024 Board Meeting Minutes
Item No	3.b.
Date	December 10, 2024

Summary

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

Attachments

1. November 12, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
NOVEMBER 12, 2024 AT 4:00 PM**

1. Call to Order

Vice Chair Williams called the meeting to order at 4:00 PM and facilitated the flag salute.

2. Call for Public Comment

There were no comments.

3. Consent Agenda

- a. September 2024 Financial Report
- b. Approval of October 8, 2024 Board Meeting Minutes

The board provided comments and asked clarifying questions regarding the Financial Report.

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

MOTION PASSED

4. Items for Presentation

- a. Presentation of State and Federal Government Relations Update

Thorn Run representatives Dan Bates and Tyler Janzen presented an update on the 2024 federal and state funding results and 2025 opportunities.

The board provided comments and asked clarifying questions regarding prospective

projects for future funding.

b. Presentation of FY 2021 Financial Audit by Moss Adams

Moss Adams representative Keith Simovic presented the fiscal year 2021 financial audit scope and reports, including:

- Audit emphasis,
- Required communications,
- Audit adjustments,
- Management letter recommendations, and
- Upcoming new standards.

The board provided comments and asked clarifying questions regarding:

- Asset disposal,
- The word usage in the Plan of Action,
- Work with Clackamas County and the Secretary of State to finalize audits, and
- A request for monthly updates on the progress of the financial audits.

5. Items for Consideration

a. Consideration of Adoption of Plan of Action for FY 2021 Financial Audit

Director Gornick moved to authorize the Chair and General Manager to sign the Plan of Action for the fiscal year 2021 audit. Director Keil seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

b. Presentation of Quarterly Capital Projects Report

Public Works Director/District Engineer (PWD) Janicke presented the quarterly capital project report, highlighting the ongoing and upcoming projects.

The board provided comments and asked clarifying questions regarding:

- ADA requirements,
- Project timelines and details,
- The use of the Wastewater Capital Fund, and
- The impact of import tariffs on capital project costs.

c. Consideration of Intergovernmental Agreement with Clackamas Water

Environmental Services (WES) for Mercury Testing Services

PWD Janicke presented the written staff report and overviewed the ongoing process to negotiate the IGA. Janicke requested a modification of the recommended motion.

Director Keil moved to authorize the GM to negotiate an IGA with WES for signature by the Chair. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

- d. Consideration of Task Order with WSC for Flow Monitoring in the Lift Station 2 and 6 Basins

PWD Janicke presented the written staff report.

Director Gornick moved to approve the GM to initiate a Task Order under the active on-call services contract with WSC for Lift Station 2 flow monitoring at \$171,519. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

6. Business from the Board

The board discussed the written reports.

7. Department Reports

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

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

- The View Acres Reservoir project completion,
- Finalization of summer NPDES permit with no violations,
- SDAO recognition of OLWS for the tertiary treatment project and reducing

ratepayer costs,

- Appointment of Tessie Prentice as Assistant District Engineer, and
- Board of Directors and Budget Committee administrative items for the December 2024 meeting.

The board provided comments and asked clarifying questions regarding delinquent accounts and the Financial Assistance Utility Rate Relief Program funding.

8. Other Items

There were none.

9. Adjourn Meeting

Vice Chair Williams adjourned the meeting at 5:43 PM



AGENDA ITEM

To	Board of Directors
From	Brad Albert, General Manager
Title	Presentation of River Forest Creek - Willamette Confluence Project Update
Item No	4.a.
Date	December 10, 2024

Summary

The North Clackamas Watersheds Council (NCWC) Executive Director, Neil Schulman, will present an update on the Willamette Confluence Project on River Forest Creek.

Attachments

None



STAFF REPORT

To	Board of Directors
From	Eryn Wecker
Title	Consideration of Intergovernmental Agreement with Clackamas County for Public Alerts
Item No	5.a.
Date	December 10, 2024

Summary

Support for an intergovernmental agreement (IGA) between OLWS and Clackamas County, allowing OLWS to use their PublicAlerts System.

Background

According to the Oregon Health Authority's Drinking Water Rules, OLWS must notify our customers about certain water emergencies. For the most severe events, notification must be issued within 24 hours (ideally sooner). A common example of an emergency alert is a boil water notice.

Currently, we need an internal tool to dispatch timely, wide-reaching digital messages in emergencies. We have some tools in our toolbox, but they're imperfect, especially regarding customer reach.

For instance, we can post an emergency alert on our website, but this requires that a customer is visiting for another reason. Or, for example, staff could directly call affected homes, but in a large-scale event this could take well over 24 hours to complete.

In an emergency, we want to cast as wide a net as possible, as quickly as possible, to protect customer health and safety. The goal is not to find one channel where we can reach everyone but to have many at our disposal, knowing that every channel has limitations. We'll still use our current methods, but a mass notification system like PublicAlerts adds another layer of response to maximize reach.

A mass notification system is a communication platform that allows organizations to quickly and efficiently send urgent alerts and important messages to large groups of

people through multiple channels, such as text messages, emails, and phone calls.

PublicAlerts is our county-wide mass notification system (under the State's OR-Alert program). This system is important because it provides an efficient and timely way to inform residents about incidents without being overly time-consuming, such as making individual calls to hundreds of customers. With available communication channels that include text messages, automated calls, and emails, we have a greater chance of reaching customers where they are during an emergency.

OLWS staff has been working with Clackamas County to integrate with their PublicAlerts system via an intergovernmental agreement (IGA). The software would allow us to text, place an automated call to, or email our customers in emergencies.

The IGA allows access to their technology at an affordable price of \$250/year or about \$21/month. This reduces administrative costs and the burden of managing our own mass notification system.

Budget

This project was included as part of the Communication budget.

Concurrence

This IGA requires signatures from the Board Chair and Vice-Chair.

Recommendation

Staff recommends that the Board accepts this IGA.

Suggested Board Motion

"I move to authorize the Board Chair and Vice Chair to sign the proposed Intergovernmental Agreement with Clackamas County for Public Alerts."

Attachments

1. Emergency Notification System IGA

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CLACKAMAS COUNTY AND OAK LODGE WATER SERVICES
AUTHORITY FOR EMERGENCY NOTIFICATION SYSTEM
COORDINATION**

I. Preamble

This Agreement is entered into between Clackamas County (“County”), by and through its Office of Disaster Management (“CCDM”), and Oak Lodge Water Services Authority (for the purpose of this document referred to as “District”); collectively referred to as the “Parties” and each a “Party,” for the cooperation of units of local government under the authority of ORS 190.010.

II. Purpose

This Agreement provides the basis for a cooperative working relationship for the activation of the Clackamas County Emergency Notification System (“System”) at the request of District, for emergency notifications to be issued to District’s customers.

III. Working Relationship.

The working relationship shall consist of:

- A.** The District assigning a District Liaison to work with the CCDM Liaison.
- B.** Because the District’s use of the System, and the provision of District’s customer information to the County, is on an as-needed basis, County will use best effort to provide reasonable and necessary staff for administration, coordination, maintenance, evaluation, and activation of the System. If Disaster Management personnel are not available to activate the emergency notification system, Clackamas County Communications (C-COM) personnel will use best effort to accommodate the request. County will notify District as soon as possible regarding any activation problems or delays.
- C.** District providing to County, map files defining the District’s current service area boundary in alignment with System requirements, as needed. The requirements will be referenced in the Clackamas County PublicAlerts City and Special District Standard Operating Procedure document provided to the District annually, or as needed.
- D.** The collaborative development of template text and audio messages for the System, as determined by the District to be used on an as-needed basis.

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- E.** Parties will collaborate to conduct an annual training or exercise, demonstrating the activation of the System in alignment with the District's Emergency Action Plan.
- F.** County activating the System at the request of the District for District-related urgent public health and life-safety situations, as outlined in the Clackamas County PublicAlerts City and Special District Standard Operating Procedure document.
- G.** County providing activation reports and summaries during and after activations in a timely manner, as requested by the District.

IV. Representations and Warranties

A. District Representations and Warranties:

1. District represents and warrants to County that District has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of District, enforceable in accordance with its terms.
2. District further represents and warrants that:
 - a. Customer information of the District is confidential and is owned by the District.
 - b. Any customer information that the District provides to the County for purposes of this Agreement, including personally identifiable information about District customers, is necessary for the District to appropriately render services to customers, because it will provide for customers to receive timely and essential emergency alerts concerning or affecting the District's facilities, system, or services.
 - c. It has the authority to provide County its customer contact information solely for emergent and direct communication in regard to District operations to impacted customers.
 - d. District acknowledges that nothing in this Agreement alters its responsibilities under OAR Chapter 333, Division 61, that it remains obligated to meet those responsibilities, including but not limited to providing necessary notification to its customers under OAR 333-061-0025 (4) and (5), and that the System is a resource the District may choose to use to meet its responsibilities.

B. County Representations and Warranties:

1. County represents and warrants to the District that County has the power and authority to enter into and perform this Agreement, and this Agreement, when executed and delivered, shall be a valid and binding obligation of County enforceable in accordance with its terms.
2. Limitations on Representations/Warranties and Disclaimers. The County does not represent or warrant that the use of the System will prevent any loss, damage, or injury to any person or property, or that

INTERGOVERNMENTAL AGREEMENT

the System will in all cases provide protection to person or property. The County has made no representation or warranties, and hereby disclaims any warranty of merchantability or fitness for any particular use of the System. If, notwithstanding the other provisions of this agreement, there should arise any liability to the County, the County's maximum liability contract, tort or otherwise, shall not exceed the annual payments received by County from District under this Agreement. Since it is impractical and extremely difficult to fix actual damages which might arise due to failure of the System, this sum shall be complete and exclusive and shall be paid and received as Liquidated Damages and not as a Penalty. In no event shall County be liable for special, incidental or consequential damages.

- C. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

V. Obligations of the Parties.

A. The District

1. When it desires to use the System to send emergency notifications to its customers, the District will promptly provide the following to the County:
 - a. A written request to use the System;
 - b. The approved emergency notification; and
 - c. Customer information
2. When it does not desire to use the System to send emergency notifications to its customers, the District will notify the County with a request for removal of District customer information from the System.

B. The County

1. The County will issue an emergency notification to the District's customers, provided that the County receives in a timely manner the following from the District (1) a request to use the System, (2) a District-approved emergency notification, and (3) and customer contact information.
2. County will promptly remove District customer information from the System, upon receiving a District notice of request for removal.
3. County shall not use District's customer information for any purpose unless authorized by this Agreement. The County shall not disclose District's customer information to a third-party or the public, including pursuant to any public records requests, unless the District has provided its prior written consent or it is required by a court order and County has provided the District with a reasonable time to respond prior to disclosing the customer information.

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4. County acknowledges and agrees that the District customer information provided by the District to County under this Agreement is information that is submitted in confidence and is not otherwise required by law to be submitted; that the information should reasonably be considered confidential; and that the Parties oblige themselves in good faith not to disclose the District customer information to any third parties or for any other purpose other than to provide emergency alerts using the System.
5. **INTERRUPTION OF SERVICE.** The District acknowledges that the System relies on electrical and telecommunications lines which are wholly beyond the control of the County and in the event of the electrical or telecommunications service is out of order or disconnected the System may not operate. The County does not assume any liability for interruption of the System due to strikes, riots, sabotage, terrorist activities, floods, storms, earthquakes, fires, power failure, interruption of telephone service, acts of God, or any other cause beyond the County's control including, without limitation, the activities of the District. The County is not required to operate the System during the continuation of any interruption of service due to any such cause.

C. Scope of Cooperation. County and District agree to jointly review all issues, design developments, specifications and documents to maintain and/or increase the operational capabilities of the System.

D. Payment. The District will submit annual payment to County for System administrative fee. The administrative fee will be \$250/year. The County will submit invoices to District annually in July. The District will submit payment to County within 30 days of receiving County invoices. The administrative fee may increase after the initial five-year term of this Agreement.

VI. Duration and Termination of Agreement

- A. **Effective Date.:** This Agreement becomes effective when it is signed by both parties (the "Effective Date").
- B. **Duration of Agreement.** This Agreement is effective for five years from the Effective Date, unless otherwise terminated or extended as provided herein. The parties may extend this Agreement by execution of an amendment on terms and conditions mutually acceptable to both Parties.

C. Termination

1. Either the County or District may terminate this Agreement at any time upon thirty (30) days written notice to the other Party.
2. Either the County or District may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination, however, the Party seeking the termination shall give the other Party written notice of the breach and of the Party's intent to terminate. If the breaching Party has not entirely cured the breach within fifteen (15) days of deemed or actual receipt of the notice, then the Party giving notice may

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terminate the Agreement at any time thereafter by giving written notice of termination stating the effective date of the termination. If the default is of such a nature that it cannot be completely remedied within such fifteen (15) day period, this provision shall be complied with if the breaching Party begins correction of the default within the fifteen (15) day period and thereafter proceeds with reasonable diligence and in good faith to effect the remedy as soon as practicable. The Party giving notice shall not be required to give more than one (1) notice for a similar default in any twelve (12) month period. Upon termination for default, each Party shall have all rights and remedies available to it at law, in equity, or under this Agreement.

3. The County or District shall not be deemed to have waived any breach of this Agreement by the other Party except by an express waiver in writing. An express written waiver as to one breach shall not be deemed a waiver of any other breach not expressly identified, even though the other breach is of the same nature as that waived.
4. The County may terminate this Agreement in the event the County fails to receive expenditure authority sufficient to allow the County, in the exercise of its reasonable administrative discretion, to continue to perform under this Agreement, or if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that either the Project under this Agreement is prohibited or the County is prohibited from paying for such work from the planned funding source.
5. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

VII. Liaison Responsibility

A. Liaison from County will be:

Name:	Brenna Cruz (Operations Coordinator)
Department:	Disaster Management
Address:	1710 Red Soils Court, Suite 225
City, State, Zip:	Oregon City, OR 97045
Phone:	503-349-8175
Email:	bcruz@clackamas.us

B. Liaison from District will be:

Name:	Eryn Wecker
Department:	Oak Lodge Water Services Authority
Address:	14496 SE River Rd
City, State, Zip:	Oak Grove, OR 97267

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Phone:	503-353-4219
Email:	eryn.wecker@olws.org

VIII. District Indemnification and Insurance

- A. To the extent allowed by law, including any limits of the Oregon Tort Claims Act, the District agrees to indemnify, defend, and hold harmless the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon (1) the District's acts or omissions in performing under this Agreement; and (2) information provided by District, to County, to distribute as text or pre-recorded messages including, but not limited to, any claim by third parties arising from or related to the distribution of incorrect information.
- B. However, the District nor any attorney engaged by the District shall defend the claim in the name of the County, purport to act as legal representative of the County, or settle any claim on behalf of the County, without the approval of the governing body of that the County. Either Party may assume its own defense and settlement at its election and expense.
- C. District shall obtain, at its own expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form in the amount of not less than \$1 Million per occurrence/\$2 Million general aggregate for the protection of the County, its officers, commissioners, and employees. This coverage must be able to be applied to, and used for, the indemnity provision provided under this Agreement. Alternatively, District may maintain self-insurance as provided by Oregon law in lieu of the commercial liability insurance in order to ensure their ability to comply with the indemnity provisions of this Agreement.

IX. Other Terms

- A. **Compliance with Laws.** County and District agree to comply with all applicable local, state, and federal ordinances, statutes, laws, and regulations.
- B. **No Assignment.** This Agreement may not be subcontracted, assigned, or transferred by either Party without the express written consent of the other Party.
- C. **Entire Agreement; Amendment.** This Agreement constitutes the entire agreement between the Parties and may be modified only in writing signed by both Parties. This Agreement may be amended at any time with the written agreement of both Parties.

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- D. Oregon Law and Forum. This Agreement, and all rights, obligations, and disputes arising out of it will be governed by and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without giving effect to the conflict of law provisions thereof. Any claim between County and District that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Clackamas County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. District, by execution of this Agreement, hereby consents to the jurisdiction of the courts referenced in this section.
- E. Debt Limitation. This Agreement is expressly subject to the limitations of the Oregon Constitution and the Oregon Tort Claims Act, and is contingent upon the adequate appropriation of funds by each Party. Any provisions herein that conflict with the above referenced laws are deemed inoperative to the extent of the conflict.
- F. Independent Contractor. Each of the Parties hereto shall be deemed an independent contractor for purposes of this Agreement. No representative, agent, employee, or contractor of one Party shall be deemed to be a representative, agent, employee or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, partnership, joint venture or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- G. No Attorney Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each Party shall be responsible for its own attorneys' fees and expenses.

INTERGOVERNMENTAL AGREEMENT

CLACKAMAS COUNTY

**OAK LODGE WATER SERVICES
AUTHORITY**

By: _____
Name:
Title: Director,
Clackamas County Disaster Management

By: _____
Name:
Title: Board Chair

Date: _____

Date: _____

Attest: Recording Secretary

Attest: Board Vice Chair

Date

Date

Approved as to form



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of 2025 Board Officers
Item No	5.b.
Date	December 10, 2024

Summary

The Board of Directors self-appoints officers for the following positions: Chair, Vice Chair, and Treasurer.

Background

ORS 450 contemplates that the Chair will serve for a two-year term. The statutes are silent to the other officers' terms. The statutes also do not prohibit the Board from appointing a different Chair at any time. To comply with the statutory language, staff recommends appointing the Chair for a two-year term, but reviewing that appointment each year when other officers are appointed.

Past Board Actions

October 18, 2022: The board retitled the officer positions as part of the Board Governance Policy adoption. Positions to be filled are Chair, Vice Chair, and Treasurer.

December 20, 2022: The board appointed Susan Keil as Chair for 2023 and 2024, Kevin Williams as Vice Chair for 2023, and Paul Gornick as Treasurer for 2023.

December 19, 2023: The board appointed Susan Keil as Chair, Kevin Williams as Vice Chair, and Paul Gornick as Treasurer for 2024.

Suggested Board Motion

"I move to appoint _____ as Chair for 2025 and 2026."

"I move to appoint _____ as Vice Chair for 2025."

"I move to appoint _____ as Treasurer for 2025."

Attachments

None



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of 2025 Board Liaison Assignments
Item No	5.c.
Date	December 10, 2024

Summary

The Board of Directors self-assigns liaisons to various community groups to further the mission of OLWS.

Background

The Board of Directors will review the liaison assignments annually to:

- Add or remove community organizations to which the Board assigns liaisons.
- Assign Directors to both primary and alternate liaison positions for each organization.

Past Board Actions

January 16, 2024: The board assigned the 2024 liaison duties.

Recommendation

No official action is needed. However, staff recommends board consensus on:

- The community organizations to which OLWS assigns liaisons, and
- Directors assigned as primary and alternate liaisons to each organization.

Suggested Board Motion

No motion is needed.

Attachments

1. 2024 Board Liaison Assignments

**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



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of 2025 Board Subcommittee Assignments
Item No	5.d.
Date	December 10, 2024

Summary

The Board of Directors creates subcommittees and appoints members to meet with the General Manager on a variety of topics. The Board self-assigns Directors to subcommittees.

Background

The Board of Directors will review the subcommittee assignments annually to:

- Add or remove subcommittees, and
- Assign Directors to each subcommittee.

Recommendation

No official action is needed. However, staff recommends Board consensus on:

- The necessary subcommittees, and
- The Directors assigned to each subcommittee.

Suggested Board Motion

No motion is needed.

Attachments

1. 2024 Board Subcommittee Assignments



BOARD SUBCOMMITTEES

The Board of Directors creates subcommittees and appoints members to meet with the General Manager on a variety of topics. The 2024 Board Subcommittees and members are outlined below.

Human Resources

- Susan Keil
- Kevin Williams

Finance

- Susan Keil
- Paul Gornick

Capital

- Paul Gornick
- Kevin Williams

Surface Water

- Heidi Bullock
- Ginny Van Loo



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of Budget Committee Appointments
Item No	5.e.
Date	December 10, 2024

Summary

Each year staff requests the board approve budget committee members for open positions.

Background

Oregon Local Budget Law - ORS 294.305 through ORS 294.565 - requires the governing body to appoint the Budget Committee. Appointed members of the Budget Committee serve for three years. To avoid the entire Budget Committee turning over at the same time, each position is assigned a term, and the statutes require terms to be staggered, to the extent possible, such that approximately one-third of the members are appointed each year. The OLWS Budget Committee consists of the five members of the board and five electors.

Positions 3 and 4 of the Budget Committee are currently vacant. Ron Weigel and Lewis Wardrip, having served in these positions until the end of terms on 6/30/2024, are willing to serve for another three years on the Budget Committee.

Recommendation

Staff recommends reappointing Ron Weigel to Position 3 and Lewis Wardrip to Position 4 with terms ending 6/30/2027.

Suggested Board Motion

"I move to appoint Ron Weigel to Position 3 and Lewis Wardrip to Position 4 with terms expiring June 30, 2027."

Attachments

None



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of FY 2026 Budget Officer Appointment
Item No	5.f.
Date	December 10, 2024

Summary

Each year the board designates the Budget Officer for the upcoming budget process.

Background

Oregon Local Budget Law ORS 294.35 to 294.565 requires each local government to have a budget officer. OLWS's Budget Officer must present a balanced budget to the Budget Committee. The Budget Officer is responsible for publishing all the notices required by Local Budget Law and is also responsible for monitoring budget expenditures during the year and notifying the governing body of the need to make any budget changes required after adoption.

Past Board Actions

Historically, the Finance Director has been appointed as the Budget Officer. That position is currently vacant and the General Manager has assumed operational duties in the interim.

Recommendation

Staff recommends the board appoint General Manager Brad Albert as the Budget Officer for the fiscal year 2026 budget.

Suggested Board Motion

"I move to appoint the General Manager as the Oak Lodge Water Services Authority Budget Officer for the fiscal year 2026 budget."

Attachments

None



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Consideration of FY 2026 Budget Calendar
Item No	5.g.
Date	December 10, 2024

Summary

Approval of the budget calendar for Oak Lodge Water Services Authority Budget Committee meetings for the preparation of the fiscal year 2026 budget.

Background

Oregon Budget Law suggests the approval of a budget schedule to allow for public notice and participation. The proposed budget schedule allows opportunity for public participation. It also provides adequate time for the Budget Committee meeting.

Recommendation

Staff recommends the Board approves the proposed budget calendar for the fiscal year 2026 budget.

Suggested Board Motion

"I move to approve the proposed budget calendar for the fiscal year 2026 budget."

Attachments

1. 2025-2026 Budget Calendar



FISCAL YEAR 2025-2026 BUDGET CALENDAR

- | | |
|--------------------------|--|
| Thursday, April 17, 2025 | Budget Committee Meeting <ul style="list-style-type: none">• Presentation of Proposed Budget• Presentation of Capital Improvement Plan• Public Hearing• Committee Deliberations |
| Tuesday, April 22, 2025 | Budget Committee Meeting <ul style="list-style-type: none">• Committee Deliberations |
| Thursday, April 24, 2025 | Budget Committee Meeting <ul style="list-style-type: none">• Committee Deliberations |
| Tuesday, May 13, 2025 | Board of Directors Meeting <ul style="list-style-type: none">• Budget Adoption |

All meetings will be hybrid, in-person and online. The Budget Committee meetings will begin at 2:00 p.m. and the Budget Adoption by the Board of Directors meeting will begin at 4:00 p.m.

In-person at Oak Lodge Water Services
14496 SE River Rd,
Oak Grove, OR 97267



AGENDA ITEM

Title: Business from the Board

Item No. 6.

Date December 10, 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

Business from the Board

Paul Gornick's Liaison Report – November 2024

November 7, 2024 – C4 Meeting (remote meeting)

- Trent Wilson introduced Jaimie Lorenzini, who will be replacing him as the ClackCo staffer who will organize and facilitate C4 meetings.
- Trent introduced four technical experts as panelists to lead a presentation/discussion of the processes, challenges, and logistics of developing a local Housing Production Strategy (HPS) as required by the 2019 Legislature's HB2003. The HPS is a follow up to the agencies producing a Housing Needs Assessment. They included: Laura Terway (Planning Manager for Happy Valley), Joseph Briglio (Community Development Director for City of Milwaukie), Mac Corthell (Planning Director for City of Molalla), and Erin Engman (Senior Planner for City of Tualatin). This discussion was primarily for the benefit of cities within Clackamas County that have not yet completed their own HPS. The smaller cities within Clackamas County have been somewhat slowed by inadequate resources to complete their HPS. HB2003 requires periodic updating of both their HNA and HPS – see page 7 of meeting packet for schedule for various cities.
- Trent Wilson gave a verbal update report of the Legislature's Joint Committee on Transportation Work Group.
- The meeting packet can be found here: [0f5eed1e-0bf2-444e-84c0-38489bd718a9](https://www.clackamas.gov/0f5eed1e-0bf2-444e-84c0-38489bd718a9)
- The meeting video can be found here: [Clackamas County Coordinating Committee \(C4\) - November 2024](#)

November 21, 2024 – Sunrise Water Authority Board Meeting (hybrid meeting)

- Sunrise scheduled this meeting one week prior to their usual monthly date due to the Thanksgiving holiday. I entered it in my e-calendar, but forgot to create reminders, and missed the meeting. This meeting had the rate hearing and rate setting scheduled, and I will add this to next month's report once I get the meeting minutes.



AGENDA ITEM

Title: Department Reports

Item No. 7.

Date December 10, 2024

Summary

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



DEPARTMENT REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Monthly Report
Item No	7.a.
Date	December 10, 2024

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 December 9 and progressing for 2 weeks. Auditors will be gathering information and looking at files to prepare audit findings for OLWSD. The report is planned to be prepared and submitted for review at the end of January 2025.

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 7.b.
Date December 10, 2024

Summary

The Board has requested updates on the status of OLWS operations at the monthly meetings. This is the November 2024 report. This report summarizes the status of customer billing, accounts receivable, and other billing-related activities.

Highlights of the Month

- **First:** For the month of October, the Accounts Receivable balance decreased by (1.82%), the average delinquent balance increased by \$74, and the number of delinquent accounts decreased by (118) compared to the prior month.
- **Second:** Utility bill payments through November 26th were less than the October billed amounts.
- **Third:** Financial Assistance Utility Rate Relief program through November 30th, 2024, was 113% of the estimated revenues in the budget. 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 decreased by (1.82%) in November from October. These are the findings:

1. A/R balance owed to OLWS decreased by \$37,409 during the month of November.

A/R Balance	9/27/2024	10/29/2024	11/26/2024
Bi-Monthly Residential	\$ 1,437,270	\$ 1,347,720	\$ 1,304,175

Large Meters	755,742	708,510	714,647
Total	2,193,012	2,056,230	2,018,821
Variance	(82,168)	(136,782)	(37,409)
	-3.61%	-6.24%	-1.82%

2. The total number of delinquent accounts decreased by (118) in November compared to the month of October. The average balance of the delinquent account increased by 24.1% or \$73.60.

Delinquent Accounts	9/27/2024	10/29/2024	11/26/2024
Over 60 Days	91.02%	85.17%	91.51%
Number of Accounts	3.58%	6.60%	1.50%
Average Balance per Acct.	3.98%	6.71%	5.40%
	1.42%	1.52%	1.59%

3. The percentage of current accounts paid in full within 30 days increased by 6.34% in November compared to the prior month. The shift is mainly between the Current category to the 30–60-Day Grace and Delinquent categories.

Account %	9/27/2024	10/29/2024	11/26/2024
Current	91.02%	85.17%	91.51%
30-60 Day Grace	3.58%	6.60%	1.50%
Delinquent	3.98%	6.71%	5.40%
Credit Balance	1.42%	1.52%	1.59%

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 provide payment. If the payment is not received 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.

	August 2024	September 2024	October 2024	November 2024
Cycle	Cycle 2,3	Cycle 1,2,3	Cycle 1,2,3	Cycle 1,2,3
# Red Tags	137	104	122	135
Minimum Delinquent Balance	\$350	\$350	\$350	\$350
# Shut off Service Requests	5	5	8	5

Payments Received:

As of November 26, 2024, OLWS received (\$8,234) less in payments than the billed amount in October. Some of these payments represent past due payments from previous months.

	August 2024	September 2024	October 2024	November 2024
Utility Billing Sales	\$ 1,889,728	\$1,900,149	\$ 1,850,753	\$1,743,860
Cash Receipts	1,841,105	1,931,219	1,904,264	1,735,626
% Collected	97.4%	101.6%	102.9%	99.5%

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 November 2024	Actual Year-to-Date November 2024	% Spent
FAURR Program Cap	\$156,915	65,381	74,167	113.4%
	# of Customers Current Month	Discount Provided	Fiscal Year to Date	
Drinking Water	259	3,351	16,401	
Wastewater	247	10,282	50,389	
Watershed Protection	247	1,499	7,376	
		15,132	74,167	

Attachments

1. Budget Report by Division Category
2. Account Roll Up Report
3. CheckRunReport_NovemberActivity - DRAFT

General Ledger
Budget to Actual



User: antonio@olwsd.org
Printed: 11/27/2024 3:34:51 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 Development-Compliance	1,000.00	81.00	6,247.00	0.00	624.70
05-00-4230	Contracted Services Revenue	60,000.00	0.00	13,400.00	0.00	22.33
05-00-4610	Investment Revenue	10,000.00	0.00	12,006.35	0.00	120.06
05-00-4630	Miscellaneous Revenues Revenue	10,000.00	0.00	5,306.00	0.00	53.06
	<i>Revenue</i>	<i>81,000.00</i>	<i>81.00</i>	<i>36,959.35</i>	<i>0.00</i>	<i>45.63</i>
	NonDivisional	81,000.00	81.00	36,959.35	0.00	45.63
	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	366,748.00	1,870,286.35	0.00	41.74
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	897,000.00	79,997.65	354,095.85	0.00	39.48
05-01-5120	Temporary/Seasonal Employees	0.00	1,425.00	5,110.71	0.00	0.00
05-01-5130	Overtime	10,000.00	2,116.01	5,459.03	0.00	54.59
05-01-5210	Health/Dental Insurance	149,000.00	8,073.23	50,157.37	0.00	33.66
05-01-5230	Social Security	70,000.00	5,620.62	26,809.98	0.00	38.30
05-01-5240	Retirement	178,000.00	14,859.06	63,628.26	0.00	35.75
05-01-5250	Trimet/WBFPaid Leave OR	24,000.00	968.70	4,569.40	0.00	19.04
05-01-5270	Workers Compensation	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,329,000.00</i>	<i>113,060.27</i>	<i>509,830.60</i>	<i>0.00</i>	<i>38.36</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	0.00	86,642.12	0.00	28.88
05-01-6120	Accounting and Audit Services	75,000.00	0.00	40,950.00	40,000.00	54.60
05-01-6155	Contracted Services	232,000.00	12,102.42	141,741.21	124,483.00	61.10
05-01-6180	Dues and Subscriptions	46,000.00	0.00	3,071.91	2,875.00	6.68
05-01-6220	Electricity	22,000.00	0.00	6,003.52	14,656.00	27.29
05-01-6240	Natural Gas	5,500.00	0.00	483.86	3,666.68	8.80

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
05-01-6290	Other Utilities	5,500.00	1,393.24	2,316.74	1,772.96	42.12
05-01-6310	Janitorial Services	25,000.00	0.00	7,079.16	7,079.16	28.32
05-01-6320	Buildings & Ground Maintenance	40,000.00	1,461.94	6,565.03	7,209.04	16.41
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	5,157.94	0.00	32.24
05-01-6510	Office Supplies	35,000.00	0.00	7,320.34	6,150.00	20.92
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	0.00	73,402.06	135,800.00	36.70
05-01-6780	Taxes, Fees, Permits	2,000.00	0.00	1,323.95	0.00	66.20
	<i>Materials & Services</i>	<i>1,009,000.00</i>	<i>14,957.60</i>	<i>383,412.59</i>	<i>344,249.12</i>	<i>38.00</i>
	AdminFinance	2,338,000.00	128,017.87	893,243.19	344,249.12	38.21
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	227,000.00	36,432.50	132,426.21	0.00	58.34
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	5,464.12	27,320.60	0.00	88.13
05-02-5230	Social Security	18,000.00	2,715.05	9,870.43	0.00	54.84
05-02-5240	Retirement	43,000.00	6,820.17	14,187.58	0.00	32.99
05-02-5250	TrimetWBFPaid Leave OR	3,000.00	448.59	1,633.22	0.00	54.44
05-02-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-02-5270	Workers Compensation	500.00	0.00	0.00	0.00	0.00
05-02-5290	Other Employee Benefits	15,000.00	0.00	848.59	0.00	5.66
	<i>Personnel Services</i>	<i>347,500.00</i>	<i>51,880.43</i>	<i>186,450.61</i>	<i>0.00</i>	<i>53.65</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	45,500.00	3,446.95	14,628.63	9,139.74	32.15
05-02-6175	Records Management	4,000.00	0.00	964.87	0.00	24.12
05-02-6230	Telephone	60,000.00	1,053.42	18,962.16	33,891.75	31.60
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	457.90	0.00	2.29
05-02-6440	Board Expense	5,000.00	0.00	1,758.53	0.00	35.17
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	0.00	3,668.97	0.00	34.94
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	0.00	0.00	0.00	0.00
05-02-6730	Communications	2,500.00	0.00	300.00	0.00	12.00
05-02-6740	Advertising	7,000.00	0.00	539.00	0.00	7.70
	<i>Materials & Services</i>	<i>413,000.00</i>	<i>4,500.37</i>	<i>41,923.46</i>	<i>43,031.49</i>	<i>10.15</i>
	Human Resources	760,500.00	56,380.80	228,374.07	43,031.49	30.03
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	814,000.00	80,068.32	303,302.46	0.00	37.26
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	150,000.00	5,554.09	33,009.98	0.00	22.01
05-03-5230	Social Security	64,000.00	6,062.05	22,942.18	0.00	35.85
05-03-5240	Retirement	156,000.00	15,399.83	58,330.99	0.00	37.39
05-03-5250	TrimetWBFPaid Leave OR	11,000.00	984.24	3,728.09	0.00	33.89
05-03-5270	Workers Compensation	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,201,000.00</i>	<i>108,068.53</i>	<i>421,313.70</i>	<i>0.00</i>	<i>35.08</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	335,000.00	0.00	103,443.68	225,060.32	30.88
05-03-6350	Computer Maintenance	418,000.00	29,737.30	125,584.75	63,779.00	30.04
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	140.87	0.00	4.70
05-03-6730	Communications	52,000.00	0.00	1,213.52	4,440.00	2.33
	<i>Materials & Services</i>	<i>824,500.00</i>	<i>29,737.30</i>	<i>232,786.12</i>	<i>293,279.32</i>	<i>28.23</i>
	Technical Services	2,025,500.00	137,805.83	654,099.82	293,279.32	32.29
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	VehicleEquipment	80,000.00	1,735.85	17,053.36	0.00	21.32
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	0.00	12,135.41	0.00	24.27
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>1,735.85</i>	<i>29,188.77</i>	<i>0.00</i>	<i>22.45</i>
	Vehicle Services	130,000.00	1,735.85	29,188.77	0.00	22.45
	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	323,940.35	1,804,905.85	680,559.93	31.72
	Administrative Services	0.00	42,807.65	189,250.95	-680,559.93	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	449,626.47	2,831,642.34	0.00	46.07
10-00-4215	Penalties & Late Charges	14,000.00	1,753.98	7,290.87	0.00	52.08
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	699.00	17,899.50	0.00	179.00
10-00-4610	Investment Revenue	5,000.00	0.00	11,091.35	0.00	221.83
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>476,758.17</i>	<i>3,050,345.94</i>	<i>0.00</i>	<i>47.44</i>
	NonDivisional	6,430,000.00	476,758.17	3,050,345.94	0.00	47.44
	Revenue	6,430,000.00	476,758.17	3,050,345.94	0.00	47.44
	Drinking Water Personnel Services					
10-20-5110	Regular Employees	723,000.00	73,842.76	291,433.27	0.00	40.31
10-20-5130	Overtime	42,000.00	4,819.57	24,706.11	0.00	58.82
10-20-5210	HealthDental Insurance	133,000.00	8,012.98	40,064.90	0.00	30.12
10-20-5230	Social Security	57,000.00	5,978.18	24,027.08	0.00	42.15
10-20-5240	Retirement	139,000.00	15,172.20	60,856.15	0.00	43.78
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	967.48	3,891.44	0.00	43.24
10-20-5270	Workers Compensation	15,000.00	0.00	2,400.00	0.00	16.00
	<i>Personnel Services</i>	<i>1,118,000.00</i>	<i>108,793.17</i>	<i>447,378.95</i>	<i>0.00</i>	<i>40.02</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	292,000.00	0.00	50,287.25	200,485.55	17.22
10-20-6220	Electricity	51,000.00	0.00	16,358.28	34,000.00	32.08

Account Number	Description	Budget	Period Amt	Year to Date	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	0.00	803.92	2,000.00	26.80
10-20-6290	Other Utilities	6,000.00	0.00	1,511.20	3,467.74	25.19
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	6,759.59	152,447.78	103,113.14	76.22
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	0.00	971.00	0.00	48.55
10-20-6530	Small Tools & Equipment	10,000.00	61.96	6,170.96	0.00	61.71
10-20-6540	Safety Supplies	15,000.00	1,007.05	10,160.91	3,413.65	67.74
10-20-6550	Operational Supplies	10,000.00	0.00	4,076.92	0.00	40.77
10-20-6560	Uniforms	0.00	89.55	908.08	0.00	0.00
10-20-6710	Purchased Water	1,250,000.00	0.00	484,008.67	715,991.33	38.72
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	10,652.41	3,000.00	53.26
	<i>Materials & Services</i>	<i>1,917,500.00</i>	<i>7,918.15</i>	<i>750,127.35</i>	<i>1,078,011.41</i>	<i>39.12</i>
	Drinking Water	3,035,500.00	116,711.32	1,197,506.30	1,078,011.41	39.45
	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	391,711.32	2,577,909.20	1,078,011.41	34.93
	Drinking Water	0.00	85,046.85	878,116.53	-1,078,011.41	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	0.00	419.44	0.00	41.94
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>1,079,840.24</i>	<i>5,427,500.96</i>	<i>0.00</i>	<i>42.40</i>
	NonDivisional	12,801,000.00	1,079,840.24	5,427,500.96	0.00	42.40
	Transfers & Contingencies Revenue					
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	1,093,548.24	5,496,040.96	0.00	42.39
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	754,000.00	88,193.74	331,069.51	0.00	43.91
20-21-5130	Overtime	53,000.00	4,064.89	14,530.67	0.00	27.42
20-21-5210	HealthDental Insurance	177,000.00	13,528.99	67,644.95	0.00	38.22
20-21-5230	Social Security	59,000.00	6,964.98	26,087.08	0.00	44.22
20-21-5240	Retirement	142,000.00	17,270.84	64,696.43	0.00	45.56
20-21-5250	TrimetWBFPaid Leave OR	10,000.00	1,136.55	4,259.73	0.00	42.60
20-21-5270	Workers Compensation	15,000.00	0.00	1,795.40	0.00	11.97
	<i>Personnel Services</i>	<i>1,210,000.00</i>	<i>131,159.99</i>	<i>510,083.77</i>	<i>0.00</i>	<i>42.16</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	191,000.00	0.00	102,841.30	172,735.28	53.84
20-21-6220	Electricity	383,000.00	0.00	105,043.19	255,320.00	27.43
20-21-6240	Natural Gas	2,000.00	0.00	106.05	1,333.36	5.30
20-21-6250	Solid Waste Disposal	49,000.00	207.52	13,636.11	39,925.68	27.83
20-21-6310	Janitorial Services	17,000.00	0.00	4,680.56	4,680.56	27.53
20-21-6320	Buildings & Grounds	68,000.00	0.00	20,789.84	26,083.84	30.57
20-21-6342	WRF System Maintenance	200,000.00	0.00	85,507.92	8,964.55	42.75
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	5,213.68	0.00	28.96
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	1,296.84	0.00	25.94
20-21-6560	Uniforms	18,000.00	670.92	1,954.27	0.00	10.86
20-21-6570	In-House Laboratory Services	15,000.00	0.00	5,350.31	0.00	35.67
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	120.00	40,925.80	32,835.92	50.53
	<i>Materials & Services</i>	<i>1,156,500.00</i>	<i>7,778.77</i>	<i>426,989.14</i>	<i>598,421.63</i>	<i>36.92</i>
	Wastewater-Plant	2,366,500.00	138,938.76	937,072.91	598,421.63	39.60
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	526,000.00	46,582.01	196,448.74	0.00	37.35
20-22-5130	Overtime	30,000.00	6,606.54	19,442.75	0.00	64.81
20-22-5210	HealthDental Insurance	119,000.00	7,207.91	36,273.51	0.00	30.48
20-22-5230	Social Security	41,000.00	3,998.10	16,175.86	0.00	39.45
20-22-5240	Retirement	99,000.00	9,956.90	40,414.88	0.00	40.82
20-22-5250	TrimetWBFPaid Leave OR	7,000.00	654.64	2,659.72	0.00	38.00
20-22-5270	Workers Compensation	12,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>834,000.00</i>	<i>75,006.10</i>	<i>311,415.46</i>	<i>0.00</i>	<i>37.34</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	49,000.00	0.00	7,672.61	23,622.39	15.66
20-22-6220	Electricity	62,000.00	0.00	8,473.13	51,820.00	13.67
20-22-6290	Other Utilities	1,000.00	0.00	172.68	358.32	17.27
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	0.00	3,395.16	0.00	33.95
20-22-6430	Certifications	2,000.00	0.00	1,340.00	0.00	67.00
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	1,277.72	0.00	25.55
20-22-6560	Uniforms	10,000.00	0.00	2,595.62	0.00	25.96
20-22-6780	Taxes, Fees, Permits	30,000.00	0.00	6,996.70	13,328.64	23.32
	<i>Materials & Services</i>	<i>231,500.00</i>	<i>0.00</i>	<i>38,384.10</i>	<i>92,851.23</i>	<i>16.58</i>
	Wastewater-Collections	1,065,500.00	75,006.10	349,799.56	92,851.23	32.83

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
	Expense	13,708,404.00	730,610.86	4,465,632.47	691,272.86	32.58
20	Wastewater Reclam.	0.00	362,937.38	751,510.45	-691,272.86	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	0.00	1,567.29	0.00	313.46
	<i>Revenue</i>	<i>2,006,500.00</i>	<i>166,288.09</i>	<i>843,708.03</i>	<i>0.00</i>	<i>42.05</i>
	NonDivisional	2,006,500.00	166,288.09	843,708.03	0.00	42.05
	Revenue	2,006,500.00	166,288.09	843,708.03	0.00	42.05
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	120,000.00	11,801.64	44,574.65	0.00	37.15
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	HealthDental Insurance	41,000.00	2,632.99	13,164.95	0.00	32.11
30-23-5230	Social Security	10,000.00	879.65	3,322.19	0.00	33.22
30-23-5240	Retirement	23,000.00	2,209.27	8,344.39	0.00	36.28
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	145.44	548.79	0.00	27.44
30-23-5270	Workers Compensation	1,500.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>198,500.00</i>	<i>17,668.99</i>	<i>69,954.97</i>	<i>0.00</i>	<i>35.24</i>
	Materials & Services					
30-23-6155	Contracted Services	174,000.00	0.00	25,289.65	135,569.11	14.53
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	1,269.18	0.00	25.38
30-23-6735	Public Outreach & Education	61,000.00	0.00	15,420.53	39,444.33	25.28
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>0.00</i>	<i>42,027.34</i>	<i>175,013.44</i>	<i>14.30</i>
	Watershed Protection	492,400.00	17,668.99	111,982.31	175,013.44	22.74
	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	143,876.99	743,018.31	175,013.44	34.89
	Watershed Protection	0.00	22,411.10	259,779.62	-175,013.44	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	0.00	5,713.05	0.00	190.44
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>5,713.05</i>	<i>0.00</i>	<i>190.44</i>
	NonDivisional	3,000.00	0.00	5,713.05	0.00	190.44
	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>					
	<i>Revenue</i>					
	Revenue	3,470,000.00	0.00	601,127.05	0.00	17.32
	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	-472,869.07	-502,290.47	0.00	-69.96
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	50,000.00	0.00	57,369.21	0.00	114.74
	<i>Revenue</i>	<i>150,000.00</i>	<i>6,242.00</i>	<i>536,765.21</i>	<i>0.00</i>	<i>357.84</i>
	NonDivisional	150,000.00	6,242.00	536,765.21	0.00	357.84
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer In from Fund 10	2,200,000.00	183,333.00	916,669.00	0.00	41.67
	<i>Revenue</i>	<i>2,200,000.00</i>	<i>183,333.00</i>	<i>916,669.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	2,200,000.00	183,333.00	916,669.00	0.00	41.67
	<i>Revenue</i>					
	Drinking Water					
	<i>Capital Outlay</i>					
	Infrastructure	2,350,000.00	189,575.00	1,453,434.21	0.00	61.85
71-20-7200	Buildings & Improvements	316,000.00	0.00	93,111.51	0.00	29.47
71-20-7300	Improvement Other than Bldgs	210,000.00	0.00	2,436.31	0.00	1.16
71-20-7400	Equipment	30,000.00	0.00	0.00	0.00	0.00
71-20-7520	Information Technology	346,000.00	168,887.21	168,887.21	145,658.55	48.81
71-20-7530	Vehicles	50,000.00	0.00	0.00	0.00	0.00
71-20-7540	Capital Improvement Projects	67,000.00	0.00	0.00	48,552.62	0.00
71-20-7600	Capital Improvement Projects	2,025,000.00	0.00	52,611.74	226,088.48	2.60
	<i>Capital Outlay</i>	<i>3,044,000.00</i>	<i>168,887.21</i>	<i>317,046.77</i>	<i>420,299.65</i>	<i>10.42</i>
	Drinking Water	3,044,000.00	168,887.21	317,046.77	420,299.65	10.42
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	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	3,444,000.00	168,887.21	317,046.77	420,299.65	9.21
	Drinking Water Capital	2,560,753.00	20,687.79	1,561,240.44	-420,299.65	60.97
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,595,944.00	0.00	-233,791.69	0.00	-9.01
	<i>Beginning Fund Balance</i>	<i>2,595,944.00</i>	<i>0.00</i>	<i>-233,791.69</i>	<i>0.00</i>	<i>-9.01</i>
	NonDivisional	2,595,944.00	0.00	-233,791.69	0.00	-9.01
	<i>Revenue</i>					
	NonDivisional					
	Fund Balance	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	0.00	42,011.67	0.00	140.04
72-00-4650	Proceeds From Borrowing	5,615,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>8,745,000.00</i>	<i>5,165.00</i>	<i>176,301.67</i>	<i>0.00</i>	<i>2.02</i>
	NonDivisional	8,745,000.00	5,165.00	176,301.67	0.00	2.02

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	338,498.00	1,842,974.67	0.00	14.46
	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	0.00	428,798.23	2,578,222.87	8.75
	<i>Capital Outlay</i>	<i>5,295,000.00</i>	<i>0.00</i>	<i>428,798.23</i>	<i>2,578,222.87</i>	<i>8.10</i>
	Wastewater-Collections	5,295,000.00	0.00	428,798.23	2,578,222.87	8.10
	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	0.00	607,852.33	2,677,646.28	4.46
	Wastewater Reclamation Capital	1,719,644.00	338,498.00	1,001,330.65	-2,677,646.28	58.23
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	0.00	36,684.93	0.00	183.42
	<i>Revenue</i>	<i>20,000.00</i>	<i>0.00</i>	<i>36,684.93</i>	<i>0.00</i>	<i>183.42</i>
	NonDivisional	20,000.00	0.00	36,684.93	0.00	183.42
	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	20,833.00	140,853.93	0.00	52.17
	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	20,833.00	288,397.50	0.00	10.43
	Revenue Total	44,718,000.00	2,652,248.50	15,298,771.14	0.00	34.2117
	Expense Total	49,743,169.00	2,231,895.80	11,693,382.00	5,722,803.56	23.5075

General Ledger
Account Roll Up



User: antonio@olwsd.org
Printed: 11/27/2024 3:21:39 PM
Period 01 - 04
Fiscal Year 2025

Sort Level	Description	Budget	Period Amt	YTD	YTD %
Revenue	Revenue				
4210	Water Sales - CRW	\$ 40,000.00	\$ -	\$ 12,548.68	31.4%
4211	Water sales	\$ 6,146,000.00	\$ 493,346.04	\$ 2,382,015.87	38.8%
4212	Wastewater Charges	\$ 12,781,000.00	\$ 1,083,373.29	\$ 4,337,937.44	33.9%
4213	Watershed protection fees	\$ 1,995,000.00	\$ 165,629.15	\$ 662,023.32	33.2%
4215	Penalties & late charges	\$ 22,000.00	\$ 1,976.46	\$ 7,862.41	35.7%
4220	System Development Charges	\$ 100,000.00	\$ -	\$ 129,125.00	129.1%
4221	System Development-Reimburse	\$ 50,000.00	\$ 77,658.00	\$ 245,284.00	490.6%
4225	System Development-Improvement	\$ 50,000.00	\$ 72,144.00	\$ 227,870.00	455.7%
4227	System Development-Compliance	\$ 1,000.00	\$ 1,950.00	\$ 6,166.00	616.6%
4230	Contract services	\$ 60,000.00	\$ -	\$ 13,400.00	22.3%
4240	Service installations	\$ 10,000.00	\$ 19,650.00	\$ 70,030.00	700.3%
4280	Rents & leases	\$ 180,000.00	\$ 16,889.73	\$ 67,315.11	37.4%
4290	Other charges for services	\$ 30,000.00	\$ 2,133.00	\$ 37,191.50	124.0%
4320	State grants	\$ 3,000,000.00	\$ -	\$ -	0.0%
4610	Investment revenue	\$ 119,500.00	\$ -	\$ 166,863.29	139.6%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 7,632.91	\$ 13,972.02	37.8%
4650	Proceeds from borrowing	\$ 5,615,000.00	\$ -	\$ -	0.0%
		\$ 30,236,500.00	\$ 1,942,382.58	\$ 8,379,604.64	27.7%
4910	Transfer in from Fund 10	\$ 3,300,000.00	\$ 275,000.00	\$ 1,099,996.00	33.3%
4920	Transfer in from Fund 20	\$ 9,667,000.00	\$ 516,666.00	\$ 2,662,094.00	27.5%
4930	Transfer in from Fund 30	\$ 1,514,500.00	\$ 126,208.00	\$ 504,828.00	33.3%
Revenue	Revenue	\$ 44,718,000.00	\$ 2,860,256.58	\$ 12,646,522.64	28.3%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 4,061,000.00	\$ 275,781.44	\$ 1,236,432.07	30.5%
5120	Temporary/Seasonal employees	\$ -	\$ 812.50	\$ 3,685.71	0.0%
5130	Overtime	\$ 146,000.00	\$ 15,360.36	\$ 46,695.53	32.0%
5210	Employee Ins	\$ 800,000.00	\$ 50,474.31	\$ 217,161.95	27.2%
5230	Social Security	\$ 319,000.00	\$ 22,000.17	\$ 97,016.17	30.4%
5240	Retirement	\$ 780,000.00	\$ 53,755.07	\$ 228,770.41	29.3%
5250	Trimet	\$ 66,000.00	\$ 3,592.50	\$ 15,984.75	24.2%
5260	Unemployment	\$ 5,000.00	\$ -	\$ -	0.0%
5270	Workers compensation	\$ 46,000.00	\$ -	\$ 4,195.40	9.1%
5290	Other employee benefits	\$ 15,000.00	\$ 24.99	\$ 848.59	5.7%
		\$ 6,238,000.00	\$ 421,801.34	\$ 1,850,790.58	29.7%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ 5,220.00	\$ 86,642.12	28.9%
6120	Accounting & audit services	\$ 75,000.00	\$ 23,100.00	\$ 40,950.00	54.6%
6155	Contracted Services	\$ 1,318,500.00	\$ 130,414.23	\$ 430,354.96	32.6%
6175	Records Management	\$ 4,000.00	\$ -	\$ 964.87	24.1%
6180	Dues & subscriptions	\$ 46,000.00	\$ 1,181.91	\$ 3,071.91	6.7%
6220	Electricity	\$ 518,000.00	\$ 31,955.66	\$ 135,878.12	26.2%

Sort Level	Description	Budget	Period Amt	YTD	YTD %
6230	Telephone	\$ 60,000.00	\$ 4,738.20	\$ 17,908.74	29.9%
6240	Natural gas	\$ 10,500.00	\$ 387.73	\$ 1,393.83	13.3%
6250	Solid waste disposal	\$ 49,000.00	\$ 6,123.64	\$ 13,428.59	27.4%
6290	Other utilities	\$ 12,500.00	\$ 654.93	\$ 2,607.38	20.9%
6310	Janitorial services	\$ 42,000.00	\$ 2,939.93	\$ 11,759.72	28.0%
6320	Buildings & grounds	\$ 113,000.00	\$ 6,837.52	\$ 27,328.79	24.2%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 3,546.06	\$ 15,317.51	19.2%
6340	Distribution system maint	\$ 245,000.00	\$ 76,727.62	\$ 145,688.19	59.5%
6342	Collection system maint.	\$ 235,000.00	\$ 14,313.50	\$ 85,507.92	36.4%
6350	Computer maintenance	\$ 418,000.00	\$ 12,599.06	\$ 95,847.45	22.9%
6410	Mileage	\$ 4,000.00	\$ 363.75	\$ 787.95	19.7%
6420	Staff training	\$ 78,000.00	\$ 616.22	\$ 12,923.38	16.6%
6430	Certifications	\$ 8,400.00	\$ 535.00	\$ 2,549.00	30.4%
6440	Board travel & training	\$ 5,000.00	\$ -	\$ 1,758.53	35.2%
6510	Office supplies	\$ 36,000.00	\$ 2,013.72	\$ 7,320.34	20.3%
6520	Fuel & oils	\$ 50,000.00	\$ 2,948.35	\$ 12,135.41	24.3%
6525	Chemicals	\$ 77,000.00	\$ 1,073.00	\$ 19,475.97	25.3%
6530	Small tools & equipment	\$ 45,000.00	\$ 4,867.83	\$ 15,926.18	35.4%
6540	Safety supplies	\$ 43,000.00	\$ 8,851.35	\$ 24,558.11	57.1%
6550	Operational Supplies	\$ 28,000.00	\$ 139.05	\$ 8,061.53	28.8%
6560	Uniforms	\$ 38,500.00	\$ 741.01	\$ 8,366.47	21.7%
6570	In-House Laboratory Services	\$ 15,000.00	\$ 2,279.10	\$ 5,350.31	35.7%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,250,000.00	\$ 212,173.39	\$ 484,008.67	38.7%
6715	Water quality program	\$ 35,000.00	\$ -	\$ 8,403.13	24.0%
6720	Insurance	\$ 247,000.00	\$ -	\$ -	0.0%
6730	Communications	\$ 55,500.00	\$ 999.98	\$ 2,238.02	4.0%
6735	Public Outreach & Education	\$ 61,000.00	\$ -	\$ 15,420.53	25.3%
6740	Advertising	\$ 7,000.00	\$ -	\$ 539.00	7.7%
6760	Equipment Rental	\$ 21,000.00	\$ 278.64	\$ 557.28	2.7%
6770	Bank charges	\$ 200,000.00	\$ 16,694.77	\$ 73,402.06	36.7%
6780	Taxes, Fees & Permits	\$ 137,500.00	\$ 45,475.43	\$ 59,778.86	43.5%
		\$ 5,975,900.00	\$ 620,790.58	\$ 1,878,210.83	31.4%
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	\$ -	\$ -	0.0%
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	\$ -	\$ -	0.0%
6823	JPM Bank Loan Interest	\$ 235,000.00	\$ 117,150.00	\$ 117,150.00	49.9%
6825	Zions Bank loan-interest	\$ 11,000.00	\$ -	\$ 5,406.90	49.2%
		\$ 3,628,000.00	\$ 117,150.00	\$ 709,554.90	19.6%
Capital Outlay					
7200	Infrastructure	\$ 616,000.00	\$ 22,699.00	\$ 93,111.51	15.1%
7300	Buildings & Improvements	\$ 250,000.00	\$ 2,436.31	\$ 2,436.31	1.0%
7400	Improvement other than Bldgs	\$ 60,000.00	\$ -	\$ -	0.0%
7520	Equipment	\$ 719,000.00	\$ 25,826.22	\$ 165,570.42	23.0%
7530	Information Technology	\$ 110,000.00	\$ -	\$ -	0.0%
7540	Vehicles	\$ 134,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 13,838,000.00	\$ 159,931.61	\$ 494,893.65	3.6%
		\$ 15,727,000.00	\$ 210,893.14	\$ 756,011.89	4.8%
Transfers					
8105	Transfers out to Fund 05	\$ 4,400,000.00	\$ 366,667.00	\$ 1,466,660.00	33.3%

Sort Level	Description	Budget	Period Amt	YTD	YTD %
8120	Transfers out to Fund 20	\$ 164,500.00	\$ 13,708.00	\$ 54,832.00	33.3%
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	\$ 733,336.00	33.3%
8172	Transfers out to Fund 72	\$ 4,000,000.00	\$ 333,333.00	\$ 1,333,340.00	33.3%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 20,833.00	\$ 83,336.00	33.3%
		\$ 14,481,500.00	\$ 917,874.00	\$ 4,266,918.00	29.5%
		\$ 46,050,400.00	\$ 2,288,509.06	\$ 9,461,486.20	20.5%
9000	Contingency	\$ 3,692,769.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 49,743,169.00	\$ 2,288,509.06	\$ 9,461,486.20	19.0%
Total Revenue		\$ 44,718,000.00	\$ 2,860,256.58	\$ 12,646,522.64	28.3%
Total Expense		\$ 49,743,169.00	\$ 2,288,509.06	\$ 9,461,486.20	19.0%
Variance		\$ (5,025,169.00)	\$ 571,747.52	\$ 3,185,036.44	-63.4%

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 11/27/2024 - 4:39PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	11/1/2024	Internal Revenue Service		AP			36,054.79
0	11/1/2024	Nationwide Retirement Solutions		AP			1,153.00
0	11/1/2024	Oregon Department Of Revenue		AP			11,480.34
0	11/1/2024	State of Oregon Savings Growth Plan		AP			3,348.54
0	11/1/2024	VALIC c/o JP Morgan Chase		AP			1,288.00
0	11/1/2024	Payroll Direct Deposit	DD 00004.10.2024	PR			90,902.04
0	11/4/2024	Chase		AP			117,150.00
0	11/8/2024	ORR Inc		AP			30,395.25
0	11/15/2024	Internal Revenue Service		AP			35,781.81
0	11/15/2024	Nationwide Retirement Solutions		AP			1,153.00
0	11/15/2024	Oregon Department Of Revenue		AP			11,444.09
0	11/15/2024	State of Oregon Savings Growth Plan		AP			3,344.31
0	11/15/2024	VALIC c/o JP Morgan Chase		AP			1,288.00
0	11/15/2024	Payroll Direct Deposit	DD 00001.11.2024	PR			91,873.01
0	11/20/2024	Portland General Electric		AP			31,955.66
ACH Disbursement Activity Subtotal							468,611.84
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							468,611.84

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
52855	11/1/2024	Aks Engineering & Forestry		AP			4,917.50
52856	11/1/2024	Apex Labs		AP			1,468.00
52857	11/1/2024	Brown and Caldwell		AP			6,052.50
52858	11/1/2024	Cascade Rigging, Inc		AP			964.67
52859	11/1/2024	CDW LLC		AP			74.18
52860	11/1/2024	CenturyLink		AP			750.58
52861	11/1/2024	Cintas Corporation - 463		AP			266.12
52862	11/1/2024	City of Sandy		AP			225.00
52863	11/1/2024	Columbia Land Trust		AP			2,680.67
52864	11/1/2024	Consolidated Supply Co.		AP			3,189.78
52865	11/1/2024	Contractor Supply, Inc.		AP			52.00
52866	11/1/2024	Country Supplier LLC		AP			244.79
52867	11/1/2024	H.D. Fowler Company		AP			2,967.47
52868	11/1/2024	Hach Company		AP			3,230.10
52869	11/1/2024	Customer Refund		AP	Void		609.58
52870	11/1/2024	Lakeside Industries		AP			1,222.48
52871	11/1/2024	Merina & Company, LLP		AP			11,225.00
52872	11/1/2024	MLM Conveying Systems, Inc		AP			13,475.00
52873	11/1/2024	Customer Refund		AP			329.17
52874	11/1/2024	Oregon DEQ		AP			22,928.00
52875	11/1/2024	PM Backflow		AP			1,323.95
52876	11/1/2024	Customer Refund		AP			609.58
52877	11/8/2024	Apex Labs		AP			6,880.00
52878	11/8/2024	BMS Technologies		AP			8,442.43
52879	11/8/2024	Cintas Corporation		AP			99.00
52880	11/8/2024	City Of Gladstone		AP			260.97
52881	11/8/2024	City Of Milwaukie		AP			1,869.95
52882	11/8/2024	Clackamas Community College		AP			1,500.00
52883	11/8/2024	Clackamas County		AP			9,162.18
52884	11/8/2024	Colonial Life		AP			1,471.08
52885	11/8/2024	Consolidated Supply Co.		AP			284.61
52886	11/8/2024	D&H Flagging, Inc.		AP			5,472.53
52887	11/8/2024	Customer Refund		AP			76.08
52888	11/8/2024	Ford Hall Company, Inc		AP			5,460.00
52889	11/8/2024	Gills Point S Tire		AP			1,263.02
52890	11/8/2024	Grainger, Inc.		AP			661.64
52891	11/8/2024	H.D. Fowler Company		AP			35,190.08
52892	11/8/2024	Hasco Stations, LLC		AP			774.11
52893	11/8/2024	HealthEquity		AP			465.85
52894	11/8/2024	Horner Enterprises, Inc.		AP			10,195.90
52895	11/8/2024	IntelliCorp Records, Inc.		AP			79.30
52896	11/8/2024	Employee Reimbursement		AP			309.54

Bank Reconciliation

Checks by Date

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Cleared and Not Cleared Checks

Print Void Checks

52897	11/8/2024	Kaiser Permanente	AP	19,153.96
52898	11/8/2024	McGuire Bearing Company	AP	760.61
52899	11/8/2024	Mueller Co	AP	4,394.04
52900	11/8/2024	Net Assets Corporation	AP	590.00
52901	11/8/2024	Northwest Natural	AP	387.73
52902	11/8/2024	O'Reilly Auto Parts	AP	32.39
52903	11/8/2024	Owen Equipment	AP	3,668.12
52904	11/8/2024	PDX Fire Protection LLC	AP	3,518.92
52905	11/8/2024	Platt	AP	246.49
52906	11/8/2024	Portland Engineering Inc	AP	300.00
52907	11/8/2024	Red Wing Shoe Store	AP	300.00
52908	11/8/2024	Relay Resources	AP	8,526.90
52909	11/8/2024	RH2 Engineering, Inc.	AP	4,595.21
52910	11/8/2024	Ritz Safety LLC	AP	2,195.59
52911	11/8/2024	Robert HalfTalent Solutions	AP	13,432.50
52912	11/8/2024	S-2 Contractors, Inc.	AP	9,434.05
52913	11/8/2024	Safety Northwest, LLC	AP	500.00
52914	11/8/2024	Seattle Ace Hardware	AP	136.93
52915	11/8/2024	Stark Street Lawn and Garden	AP	170.57
52916	11/8/2024	Sustainable Ag Solutions, Inc	AP	2,681.42
52917	11/8/2024	Thorn Run Partners, LLC	AP	10,000.00
52918	11/8/2024	Top Industrial Supply	AP	368.55
52919	11/8/2024	United Fire, Health, & Safety	AP	2,167.00
52920	11/8/2024	Verizon Wireless	AP	3,509.27
52921	11/8/2024	Waste Management Of Oregon	AP	140.00
52922	11/15/2024	Oregon State Treasury	AP	1,051.84
52925	11/15/2024	AFSCME Council 75	AP	1,003.64
52926	11/15/2024	Airgas, Inc	AP	81.05
52927	11/15/2024	Aks Engineering & Forestry	AP	7,516.25
52928	11/15/2024	Brown and Caldwell	AP	6,166.18
52929	11/15/2024	CDR Labor Law, LLC	AP	5,220.00
52930	11/15/2024	Cintas Corporation - 463	AP	102.55
52931	11/15/2024	City Of Milwaukie	AP	333.60
52932	11/15/2024	Comcast	AP	482.75
52933	11/15/2024	Consolidated Supply Co.	AP	687.06
52934	11/15/2024	Convergence Northwest LLC	AP	1,141.66
52935	11/15/2024	Country Supplier LLC	AP	760.47
52936	11/15/2024	Detemple Company, Inc.	AP	814.00
52937	11/15/2024	Ecology In Classrooms&Outdoors	AP	5,000.00
52938	11/15/2024	Eugene A1 Coupling & Hose Corporation	AP	4,226.86
52939	11/15/2024	Ferguson US Holdings, Inc	AP	31.02
52940	11/15/2024	Lance Harris	AP	100.00
52941	11/15/2024	Les Schwab	AP	1,255.31
52942	11/15/2024	Customer Refund	AP	627.02
52943	11/15/2024	Oregon State Administrative Services	AP	1,000.00
52944	11/15/2024	Pape Machinery	AP	168,887.21
52945	11/15/2024	Peake Sun Control, Inc	AP	1,233.00
52946	11/15/2024	Polydyne, Inc.	AP	4,522.95
52947	11/15/2024	RH2 Engineering, Inc.	AP	1,844.49
52948	11/15/2024	Robert HalfTalent Solutions	AP	1,800.00
52949	11/15/2024	SDIS	AP	43,138.13
52950	11/15/2024	Seattle Ace Hardware	AP	101.94
52951	11/15/2024	Top Industrial Supply	AP	32.86
52952	11/15/2024	Verizon Wireless	AP	153.04
52953	11/15/2024	Waste Management Of Oregon	AP	441.48
52985	11/22/2024	AFSCME Council 75	AP	1,003.64
52986	11/22/2024	Aks Engineering & Forestry	AP	3,701.31
52987	11/22/2024	Customer Refund	AP	8.63
52988	11/22/2024	Bureau Of Labor And Industries	AP	2,124.49
52989	11/22/2024	CenturyLink	AP	423.04
52990	11/22/2024	CenturyLink	AP	45.43
52991	11/22/2024	City Of Milwaukie	AP	333.60
52992	11/22/2024	CLACKAMAS COUNTY DEPT OF TRANS AND DEV	AP	938.13
52993	11/22/2024	Consolidated Supply Co.	AP	1,875.00
52994	11/22/2024	Craig Blackman Trucking	AP	1,952.89
52995	11/22/2024	Department of Environmental Quality	AP	3,204.00
52996	11/22/2024	Customer Refund	AP	125.78

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

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Cleared and Not Cleared Checks

Print Void Checks

52997	11/22/2024	Government Ethics Commission	AP	1,323.95
52998	11/22/2024	Employee Reimbursement	AP	79.34
52999	11/22/2024	H.D. Fowler Company	AP	141.00
53000	11/22/2024	Jacobs Engineering Group Inc	AP	10,441.60
53001	11/22/2024	Customer Refund	AP	138.63
53002	11/22/2024	Customer Refund	AP	153.56
53003	11/22/2024	K & D Services of Oregon Inc	AP	1,708.50
53004	11/22/2024	Les Schwab	AP	440.56
53005	11/22/2024	Moss Adams LLP	AP	23,100.00
53006	11/22/2024	NCCWC	AP	94,694.82
53007	11/22/2024	Northstar Chemical, Inc.	AP	1,073.00
53008	11/22/2024	OCD Automation, Inc.	AP	4,675.00
53009	11/22/2024	One Call Concepts, Inc.	AP	861.25
53010	11/22/2024	Oregon Department Of Revenue	AP	120.00
53011	11/22/2024	Robert HalfTalent Solutions	AP	7,380.00
53012	11/22/2024	Seattle Ace Hardware	AP	27.98
53013	11/22/2024	Springbrook Holding Company LLC	AP	60.00
53014	11/22/2024	STONECREEK DEVELOPMENT LLC	AP	43.88
53015	11/22/2024	Sustainable Ag Solutions, Inc	AP	3,164.70
53016	11/22/2024	Wallis Engineering PLLC	AP	1,064.00
53017	11/27/2024	Aks Engineering & Forestry	AP	11,150.00
53018	11/27/2024	AnswerNet	AP	787.42
53019	11/27/2024	BendTel, Inc	AP	302.84
53020	11/27/2024	Brown and Caldwell	AP	8,463.25
53021	11/27/2024	CenturyLink	AP	327.54
53022	11/27/2024	CIMCO-GC Systems, LLC	AP	22,699.00
53023	11/27/2024	Cintas Corporation	AP	519.42
53024	11/27/2024	Cintas Corporation - 463	AP	164.42
53025	11/27/2024	City Of Gladstone	AP	8,589.35
53026	11/27/2024	Clackamas County	AP	1,393.24
53027	11/27/2024	Consolidated Supply Co.	AP	3,233.02
53028	11/27/2024	Contractor Supply, Inc.	AP	419.40
53029	11/27/2024	Convergence Northwest LLC	AP	364.22
53030	11/27/2024	H.D. Fowler Company	AP	2,835.22
53031	11/27/2024	Customer Refund	AP	110.89
53032	11/27/2024	Hi-Line Inc	AP	153.19
53033	11/27/2024	Northstar Chemical, Inc.	AP	985.64
53034	11/27/2024	Springbrook Holding Company LLC	AP	56,833.82
53035	11/27/2024	Water Systems Consulting, Inc.	AP	108,393.72
53036	11/27/2024	Western Exterminator Company	AP	165.00

Paper Check Disbursement Activity Subtotal	914,009.31
Voided Paper Check Disbursement Activity	609.58
Adjusted Paper Check Disbursement Activity Subtotal	913,399.73

Total Void Check Count:	1
Total Void Check Amount:	609.58
Total Valid Check Count:	163
Total Valid Check Amount:	1,382,011.57
Total Check Count:	164
Total Check Amount:	1,382,621.15



DEPARTMENT REPORT

To Board of Directors
From Aaron Janicke, Public Works Director, Ryan Hunter, Distribution Field Supervisor, Chad Martinez, Collections Field Supervisor
Title Monthly Report
Item No 7.c.
Date December 10, 2024

Summary

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

Highlights of the Month

- Construction has begun on the Lift Station 5 pipe bursting project
- Smoke testing completed for Lift Station 2 Basin.

Watershed Protection

November saw the beginning of the wet season for Oregon, along with leaf season. OLWS staff had an increase in customer calls requesting storm system maintenance for catch basins clogged with debris. After inspecting each reported catch basin, staff schedule cleanings in batches to make response time more efficient. Keeping debris and leaves out of waterways prohibits nutrient loading from the waterways, which supports water quality.

This fall beaver dam response was conducted by partners at the North Clackamas Parks and Recreation District (NCPRD). In particular, the dams at Stringfield Park were notched in response to high water. An additional dam was cleared by private owners on private property, which drained the flooding that had blocked Boardman at Arista.

Water Quality Staff completed the annual reporting process for the Municipal Separate

Storm Sewer System (MS4) Permit as well as the Total Maximum Daily Load reporting and submitted both completed reports to the Oregon Department of Environmental Quality.

OLWS has one more year on the current MS4 Permit before expiration, and staff have already begun planning for the permit update process, which will require new approaches to current programs as well as the potential for new programs. Water Quality Staff will provide updates on this process as needed, and will work with a consultant on preparing for the permit renewal process.

Wastewater Collection System Work

The Collections Crew has continued to demonstrate exemplary performance throughout the reporting period, contributing significantly to various operational tasks aimed at maintaining the integrity of the collections system and supporting ongoing infrastructure projects. Their efforts in collaboration with other departments, particularly Watershed Protection, have been instrumental in addressing critical stormwater and collections maintenance challenges.

Support for Watershed Program:

The Collections Crew played a crucial role in assisting the Watershed Program with surveying and poking catch basins. This proactive involvement ensures that the system is fully assessed and provides accurate data to support stormwater management efforts. Their technical expertise in identifying any issues has been a key factor in maintaining an efficient drainage system.

Resolution of Storm Backup Issues:

The team addressed storm backup issues across multiple areas, investigating the underlying causes and implementing corrective measures. Their quick response to these incidents prevented potential flooding and minimized disruptions for residents. By identifying blockages and performing necessary maintenance, the crew has significantly improved the overall flow capacity during rain events.

The Collections Crew has had a productive quarter, showing consistent dedication to system maintenance and support for other critical programs. Their efforts in addressing stormwater issues and ongoing inspections have had a direct positive impact on the performance and reliability of our infrastructure.

Water Distribution System Work

In November, 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:

- Repaired 2 water main leaks
- Replaced 8 water meters

- Upgraded 5 service lines
- Began winter hydrant flushing



Above - Bell Joint Leak on McLoughlin Blvd. Investigation of leak (left), and repair (right)

Below – Main break on Moon Ave.



Above - New services on Ina Ave.

Non-Revenue Water

The total water purchased in September was 72.244 million gallons. Non-revenue water totaled 16.938 million gallons with 1.164 million gallons in apparent losses,

15.551 million gallons in real losses, and 223 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 11.339 million gallons.

Permit Activity

	November 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 to-Date</i>
Pre-applications Conferences	4	2	8	3	7
New Erosion Control Permits	3	2	17	5	11
New Development Permits	0	1	4	0	5
New Utility Permits	2	5	40	6	27
Wastewater Connections	1	0	16	2	13
Sanitary SDC Fees Received	\$5,165	\$0	\$113,630.00	\$10,330	\$67,145
Water SDC Fees Received	\$6,323	\$151,752	\$485,643.00	\$62,481	\$292,568
Plan Review Fees Received	\$1,165	\$1,631	\$20,386.75	\$1,350	\$12,843
Inspection Fees Received	\$704	\$352	\$16,561.75	\$680	\$3,310

Attachments

- 1. November Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Public utilities constructed. As-builts approved, under warranty bond.	11/27/2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	11/27/2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	11/27/2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family	OLWS Inspections Occuring.	11/27/2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	11/27/2024
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	11/27/2024
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	OLWS Inspections Occuring	11/27/2024
Under Construction	13822 SE Oatfield Rd	Residential: 26-unit Cottages	OLWS Inspections Occuring	11/27/2024
Under Construction	13100 SE River Rd	Residential: 5-lot duplex; Willamette View	OLWS Inspections Occuring	11/27/2024
Under Construction	River Forest Creek	Stream Rehabililtation	OLWS Inspections Occuring	11/27/2024
Under Construction	1404 SE River Forest Rd.	Residential: 3-lot Partition	OLWS Inspections Occuring	11/27/2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	11/27/2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	11/27/2024
Plan Review	13843 SE McLoughlin Blvd.	Commercial: Restaurant	Current OLWS Review	11/27/2024
Plan Review	14836 SE River Forest Rd	Creek Restoration	Land Use conditions sent to CC DTD. County land use expiration timeline.	11/27/2024
Plan Review	4809 SE Ina Ave.	Residential: 4-lot Subdivision (Middle Housing)	Current OLWS Review	11/27/2024
Plan Review	5212 SE Thiessen	5-lot subdivision	Current OLWS Review	11/27/2024
Pre-application	6320 SE Roethe	36-lot subdivision	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/27/2024
Pre-application	13290/13280 SE Laurie Ave	Residential: 15-unit Senior Living	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/27/2024
Pre-application	13405 SE Oatfield	Residential: 5-unit RV Park	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/27/2024
Pre-application	14063 SE Oatfield Rd	Residential: 18-unit multifamily	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/27/2024
Pre-application	4421 SE Pinehurst Ave	6-Unit Cottage Cluster	Pre-app Comments sent to CCDDT. County land use expiration timeline.	11/27/2024



DEPARTMENT REPORT

To	Board of Directors
From	David Hawkins, Plant Superintendent
Title	Monthly Report
Item No	7.d.
Date	December 10, 2024

Summary

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

Highlights of the Month

- Summer 10/10 Permit Update
- BFP Static Mixing Valve Relocation
- Laboratory Update

Wastewater Treatment Plant

As of October 31st, The Wastewater Treatment Plant (WWTP) has moved out of our summer permit and in to winter permit. This means that our monthly Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) monthly averages of 10 mg/L BOD/TSS has lifted to 30 mg/L for each. Since the new National Pollutant Discharge Elimination System (NPDES) permit was received in 2021 the WWTP has struggled yearly in the summer permit season of meeting this 10/10 limit. Staff are happy to report that this year, the WWTP was able to pass all effluent permitted limits since the receiving of the new permit.

This was done by using a new operational strategy in the secondary system. Typically as the ambient temperature warms the WWTP must enter a treatment process called Nitrification and Denitrification. Without getting to far into the weeds on this, it means that we must maintain a higher Mean Cell Residence Time (MCRT). In years past, we

have ran the MCRT as high as 10-12 days. This, in turn, ensures that the slow growing Nitrification bacteria have ample time to grow and flourish in the system. This year, however, rather than run 10-12 day MCRT we ran 8-10 days. For the OLWS plant this means that we are really riding the line. if we go too low, we would fall out of nitrification and that could lead to degradation of effluent quality. Staff kept a very close eye on the biological side of things during this time and luckily, we were able to maintain nitrification without taking a hit in effluent quality. Hats off to the staff for making this work!

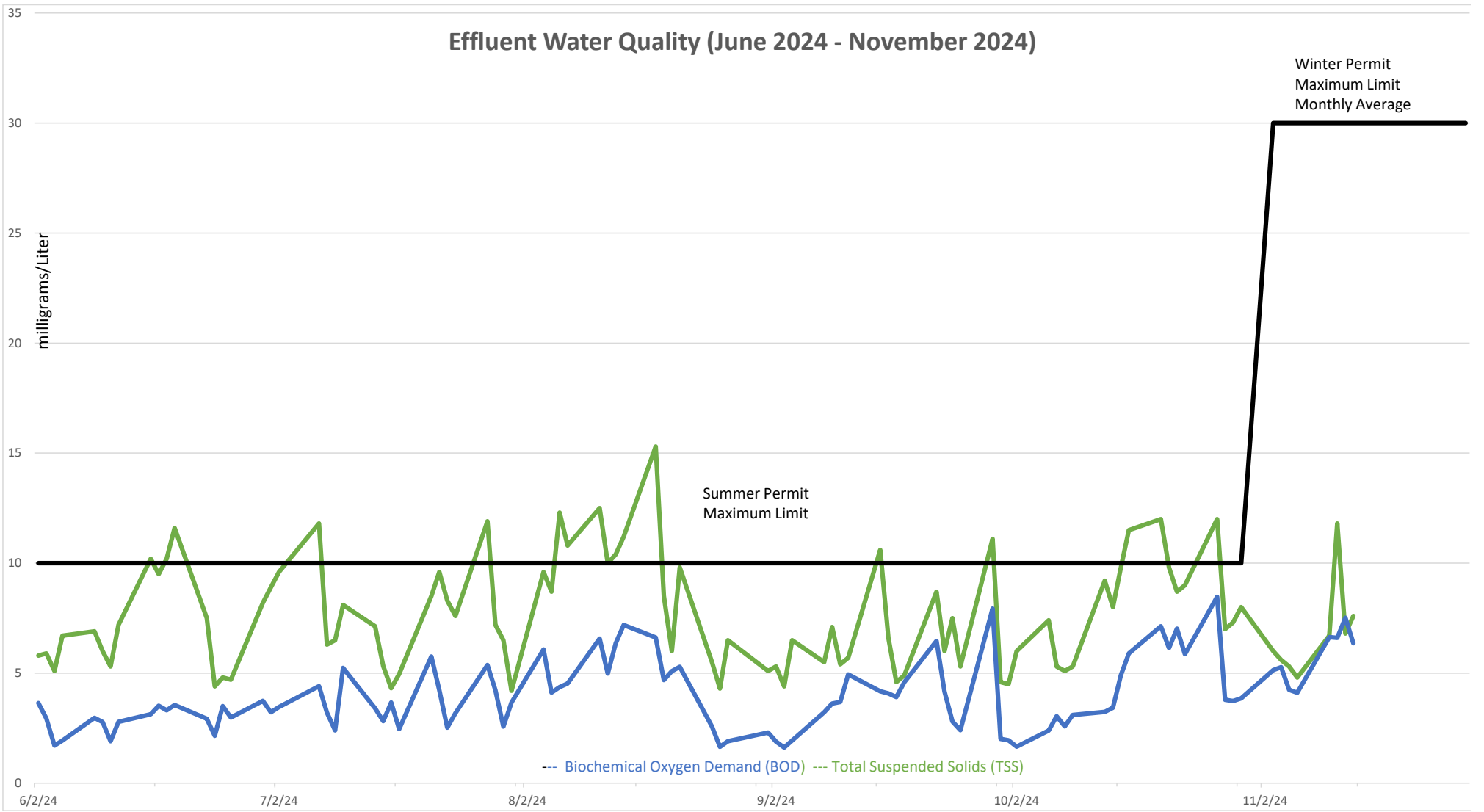
As part of the staff's ongoing efforts to save OLWS ratepayers money, WWTP staff recently started on a project to remove the old static polymer mixer that was installed when the belt was placed online back in the early 2000's and replace it. Not only will a new static polymer mixer be expected to perform better than the original, but by changing the location of the mixer it should optimize blending of the polymer and digested sludge, hopefully leading to drier biosolids, which will cost less to haul, saving the ratepayers money.

A brief update on the project to bring some of the outsourced testing for the NPDES permit: In the month of November, staff were able to acquire a new water filter system that would need to be installed for the BOD machine. This involved buying a brand-new system and plumbing it into the already existing fixtures. This new water filter system will provide ultra clean water to be used in the BOD machine to ensure no impurities could contaminate the tests. The installation went well, and the new system was tested out in the last week with everything working as intended. Staff also received a new BOD incubator to be used with the BOD 5-day tests. These incubators look surprisingly similar to a regular refrigerator you would have at home, but rather than getting cold, they maintain 20 degrees Celsius (68 degrees Fahrenheit) plus or minus of 1 degree Celsius (3.6 degrees Fahrenheit). This narrow window for temperature means that the incubator is digitally controlled to maintain that 20 C. limit.

Attachments

1. PlantPerformance_June24-November24
2. RainfallVsFlow_June24-November2024

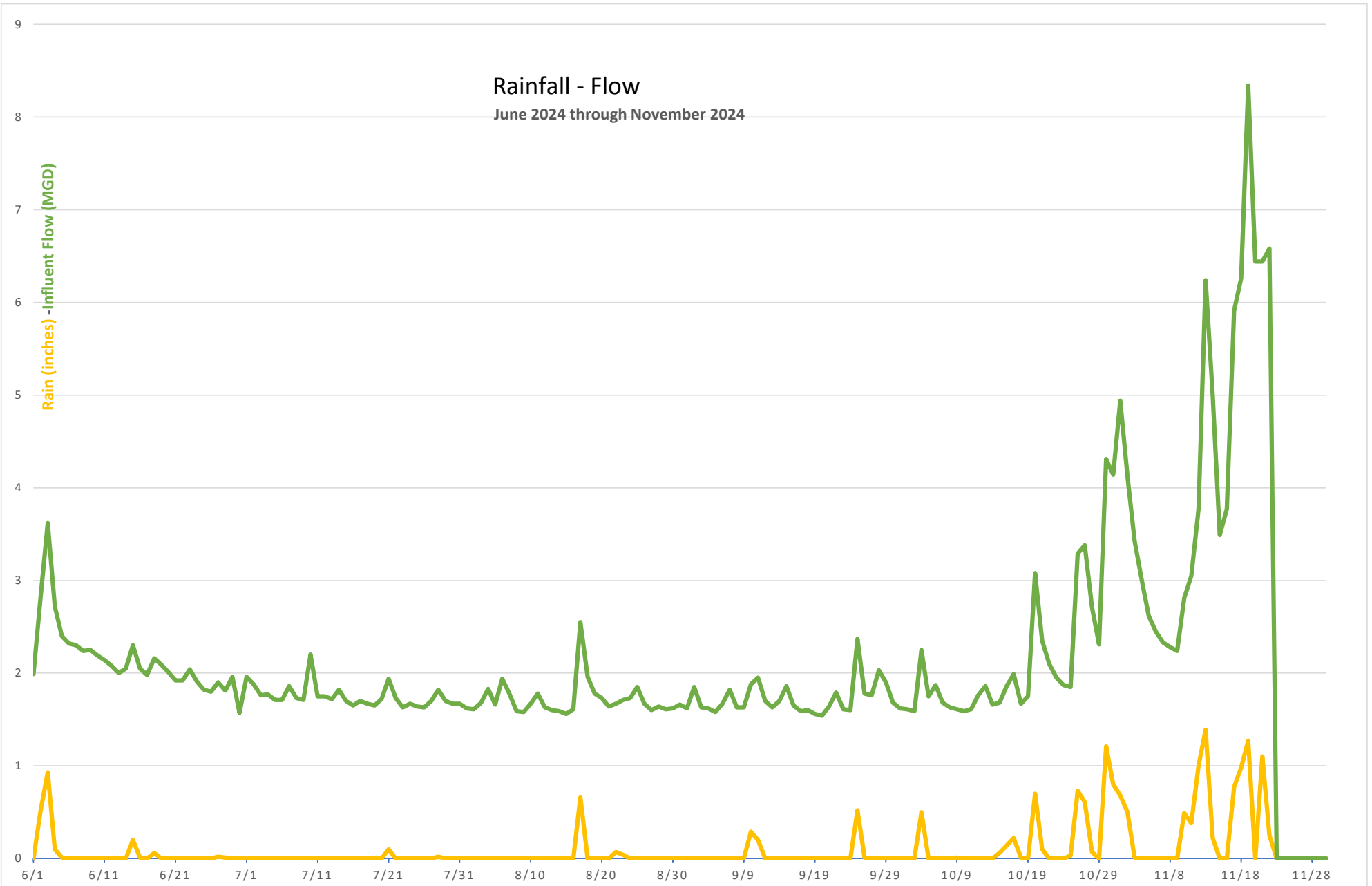
Effluent Water Quality (June 2024 - November 2024)



Rainfall - Flow

June 2024 through November 2024

Rain (inches) - Influent Flow (MGD)





AGENDA ITEM

Title: Recess to Executive Session

Item No. 8.

Date December 10, 2024

Summary

Convene an executive session 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.



AGENDA ITEM

Title: Adjourn Executive Session

Item No. 9.

Date December 10, 2024

Summary

Adjourn the executive session and make any necessary motions as a result of the confidential discussions.



AGENDA ITEM

Title: Other Items

Item No. 10.

Date December 10, 2024

Summary

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



AGENDA ITEM

Title: Adjourn Meeting

Item No. 11.

Date December 10, 2024

Summary

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