

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



OCTOBER 8, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
OCTOBER 8, 2024 at 4:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. August 2024 Financial Report
 - b. Approval of September 10, 2024 Board Meeting Minutes
4. Consideration of Task Order with AKS Engineering for Design of Courtney Ave Sewer Rehabilitation
5. Consideration of Amendment for LS2 and LS6 Smoke Testing Contract
6. Consideration of Appropriation Funding Contract with Business Oregon for the Tertiary Treatment Project
7. Consideration of Contract with Robert Half for Interim Finance Director Services
8. Business from the Board
9. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
10. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	October 8, 2024

Summary

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

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

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

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



CONSENT AGENDA

To Board of Directors
From Brad Albert, General Manager
Title Consent Agenda
Item No. 3
Date October 8, 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. **August 2024 Financial Report**
- b. **Approval of September 10, 2024 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Sebastian Rodrigues, Interim Finance Director
Title	August 2024 Financial Reports
Item No.	3a
Date	October 8, 2024

Reports

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

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

This report summarizes the revenues and expenditures for August 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:		
August 31, 2024	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 26,693
Wells Fargo Bank Checking-9966		\$ 805,329
LGIP	5.30%	\$ 13,418,360
Total		\$ 14,250,382

The OLWS' checks, electronic withdrawals, and bank drafts total \$ 2.7 million for August 2024.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 6,146,000	\$ 649,452	\$ 1,287,960	21.0%
20-00-4212	Wastewater charges	12,781,000	1,085,164	2,171,166	17.0%
30-00-4213	Watershed protection	1,995,000	165,412	330,917	16.6%
Subtotal		\$ 20,922,000	\$ 1,900,027	\$ 3,790,044	18.1%

With respect to revenues, water and wastewater revenues are above the budget, while watershed protection services' is below the budget. Total variance through August is positive \$303,044 or 1.5%.

Expenses by Budget Category

The table below provides YTD expenditures excluding Debt Service and Transfers. The percentage to date expended is below the YTD budgeted amount of 16.67%.

Expense Category	FY 2025	Expense YTD	YTD %
	Adopted Budget	Aug 30, 2024	
Personnel Services	\$ 6,238,000	\$ 795,851	12.8%
Materials & Services	\$ 5,975,900	690,412	11.6%
Capital Outlay	\$ 15,727,000	354,701	2.3%
	27,940,900	\$ 1,840,964	6.6%

General Ledger
Budget to Actual



User: antonio@olwsd.org
Printed: 9/27/2024 2:46:17 PM
Period 01 - 02
Fiscal Year 2025

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund Balance	1,209,778.00	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	648.00	3,163.00	0.00	316.30
05-00-4230	Contracted Services	60,000.00	4,000.00	13,400.00	0.00	22.33
05-00-4610	Investment Revenue	10,000.00	0.00	6,538.12	0.00	65.38
05-00-4630	Miscellaneous Revenues	10,000.00	1,386.00	2,666.00	0.00	26.66
	<i>Revenue</i>	<i>81,000.00</i>	<i>6,034.00</i>	<i>25,767.12</i>	<i>0.00</i>	<i>31.81</i>
	NonDivisional	81,000.00	6,034.00	25,767.12	0.00	31.81
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,100,000.00	91,667.00	183,326.00	0.00	16.67
05-29-4920	Transfer In from Fund 20	2,200,000.00	183,333.00	366,674.00	0.00	16.67
05-29-4930	Transfer In from Fund 30	1,100,000.00	91,667.00	183,326.00	0.00	16.67
	<i>Revenue</i>	<i>4,400,000.00</i>	<i>366,667.00</i>	<i>733,326.00</i>	<i>0.00</i>	<i>16.67</i>
	Transfers & Contingencies	4,400,000.00	366,667.00	733,326.00	0.00	16.67
	Revenue	4,481,000.00	372,701.00	759,093.12	0.00	16.94
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	897,000.00	65,560.74	139,439.81	0.00	15.55
05-01-5120	Temporary/Seasonal Employees	0.00	187.50	498.21	0.00	0.00
05-01-5130	Overtime	10,000.00	130.32	1,120.34	0.00	11.20
05-01-5210	HealthDental Insurance	149,000.00	12,234.13	24,468.26	0.00	16.42
05-01-5230	Social Security	70,000.00	4,984.39	10,645.16	0.00	15.21
05-01-5240	Retirement	178,000.00	7,818.42	22,134.10	0.00	12.43
05-01-5250	TrimetWBFPaid Leave OR	24,000.00	504.54	1,426.48	0.00	5.94
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>91,420.04</i>	<i>199,732.36</i>	<i>0.00</i>	<i>15.03</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	19,773.00	63,899.12	0.00	21.30
05-01-6120	Accounting and Audit Services	75,000.00	7,350.00	17,850.00	0.00	23.80
05-01-6155	Contracted Services	232,000.00	51,730.29	68,069.92	13,700.00	29.34
05-01-6180	Dues and Subscriptions	46,000.00	104.00	-159.00	0.00	-0.35
05-01-6220	Electricity	22,000.00	1,520.58	3,228.19	18,320.00	14.67
05-01-6240	Natural Gas	5,500.00	117.80	210.63	4,583.34	3.83

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,500.00	233.96	455.58	2,216.20	8.28
05-01-6310	Janitorial Services	25,000.00	1,769.79	3,539.58	10,618.74	14.16
05-01-6320	Buildings & Ground Maintenance	40,000.00	1,065.86	2,249.87	7,085.06	5.62
05-01-6410	Mileage	1,000.00	0.00	18.76	0.00	1.88
05-01-6420	Staff Training	16,000.00	0.00	0.00	0.00	0.00
05-01-6510	Office Supplies	35,000.00	1,705.72	3,332.12	0.00	9.52
05-01-6730	Communications	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment Rental	3,000.00	0.00	278.64	835.92	9.29
05-01-6770	Bank Charges	200,000.00	18,088.66	36,944.59	165,000.00	18.47
05-01-6780	Taxes, Fees, Permits <i>Materials & Services</i>	2,000.00 1,009,000.00	0.00 103,459.66	0.00 199,918.00	0.00 222,359.26	0.00 19.81
	AdminFinance	2,338,000.00	194,879.70	399,650.36	222,359.26	17.09
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	227,000.00	13,137.37	38,517.71	0.00	16.97
05-02-5120	TemporarySeasonal Employees	0.00	-4,683.53	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	10,928.24	0.00	35.25
05-02-5230	Social Security	18,000.00	977.57	2,878.53	0.00	15.99
05-02-5240	Retirement	43,000.00	810.93	2,377.27	0.00	5.53
05-02-5250	TrimetWBFPaid Leave OR	3,000.00	161.97	476.54	0.00	15.88
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 <i>Personnel Services</i>	15,000.00 347,500.00	0.00 15,868.43	0.00 55,342.27	0.00 0.00	0.00 15.93
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	45,500.00	625.85	1,217.80	3,500.00	2.68
05-02-6175	Records Management	4,000.00	0.00	682.10	0.00	17.05
05-02-6230	Telephone	60,000.00	1,318.11	5,505.63	42,851.50	9.18
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff Training	20,000.00	0.00	0.00	0.00	0.00
05-02-6440	Board Expense	5,000.00	0.00	0.00	0.00	0.00
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	31.96	0.00	1.60
05-02-6560	Uniforms	10,500.00	0.00	599.96	0.00	5.71
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 <i>Materials & Services</i>	7,000.00 413,000.00	0.00 1,943.96	0.00 8,337.45	0.00 46,351.50	0.00 2.02
	Human Resources	760,500.00	17,812.39	63,679.72	46,351.50	8.37
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	814,000.00	29,581.05	86,719.28	0.00	10.65
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	150,000.00	7,300.60	14,601.20	0.00	9.73
05-03-5230	Social Security	64,000.00	2,235.06	6,552.07	0.00	10.24
05-03-5240	Retirement	156,000.00	5,693.83	16,691.99	0.00	10.70
05-03-5250	TrimetWBFPaid Leave OR	11,000.00	363.20	1,065.65	0.00	9.69
05-03-5270	Workers Compensation <i>Personnel Services</i>	1,000.00 1,201,000.00	0.00 45,173.74	0.00 125,630.19	0.00 0.00	0.00 10.46
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	335,000.00	16,036.23	34,307.92	174,462.08	10.24
05-03-6350	Computer Maintenance	418,000.00	36,047.49	63,643.27	89,450.52	15.23
05-03-6410	Mileage	500.00	0.00	0.00	0.00	0.00
05-03-6420	Staff Training	10,000.00	0.00	0.00	0.00	0.00
05-03-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
05-03-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6540	Safety Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
05-03-6730	Communications	52,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>824,500.00</i>	<i>52,083.72</i>	<i>97,951.19</i>	<i>263,912.60</i>	<i>11.88</i>
	Technical Services	2,025,500.00	97,257.46	223,581.38	263,912.60	11.04
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	VehicleEquipment	80,000.00	331.24	10,056.04	0.00	12.57
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	2,280.24	5,847.21	0.00	11.69
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>2,611.48</i>	<i>15,903.25</i>	<i>0.00</i>	<i>12.23</i>
	Vehicle Services	130,000.00	2,611.48	15,903.25	0.00	12.23
	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	312,561.03	702,814.71	532,623.36	12.35
	Administrative Services	0.00	60,139.97	180,148.86	-532,623.36	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	12,548.68	12,548.68	0.00	31.37
10-00-4211	Drinking Water Charges	6,146,000.00	649,451.56	1,287,960.31	0.00	20.96
10-00-4215	Penalties & Late Charges	14,000.00	1,565.16	2,960.92	0.00	21.15
10-00-4240	Service Installations	10,000.00	10,050.00	32,030.00	0.00	320.30
10-00-4280	Rents & Leases	180,000.00	0.00	16,808.46	0.00	9.34
10-00-4290	Other Charges for Services	10,000.00	7,542.50	11,590.50	0.00	115.91
10-00-4610	Investment Revenue	5,000.00	0.00	2,915.73	0.00	58.31
10-00-4630	Miscellaneous Revenues	25,000.00	1,516.46	1,545.46	0.00	6.18
	<i>Revenue</i>	<i>6,430,000.00</i>	<i>682,674.36</i>	<i>1,368,360.06</i>	<i>0.00</i>	<i>21.28</i>
	NonDivisional	6,430,000.00	682,674.36	1,368,360.06	0.00	21.28
	Revenue	6,430,000.00	682,674.36	1,368,360.06	0.00	21.28
	Drinking Water Personnel Services					
10-20-5110	Regular Employees	723,000.00	29,255.34	87,815.47	0.00	12.15
10-20-5130	Overtime	42,000.00	1,257.07	8,352.80	0.00	19.89
10-20-5210	HealthDental Insurance	133,000.00	8,012.98	16,025.96	0.00	12.05
10-20-5230	Social Security	57,000.00	2,318.04	7,309.42	0.00	12.82
10-20-5240	Retirement	139,000.00	5,861.50	18,549.39	0.00	13.34
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	375.51	1,184.01	0.00	13.16
10-20-5270	Workers Compensation	15,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,118,000.00</i>	<i>47,080.44</i>	<i>139,237.05</i>	<i>0.00</i>	<i>12.45</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	292,000.00	640.00	5,499.85	96,339.00	1.88
10-20-6220	Electricity	51,000.00	4,442.08	8,921.11	42,500.00	17.49

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	199.83	399.66	2,500.00	13.32
10-20-6290	Other Utilities	6,000.00	377.80	755.60	4,043.34	12.59
10-20-6320	Buildings & Grounds	5,000.00	0.00	133.25	0.00	2.67
10-20-6340	System Maintenance	200,000.00	9,889.16	30,550.33	14,136.35	15.28
10-20-6410	Mileage	500.00	0.00	0.00	0.00	0.00
10-20-6420	Staff Training	10,000.00	810.00	810.00	0.00	8.10
10-20-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
10-20-6530	Small Tools & Equipment	10,000.00	874.26	2,285.21	0.00	22.85
10-20-6540	Safety Supplies	15,000.00	467.31	1,882.92	4,698.31	12.55
10-20-6550	Operational Supplies	10,000.00	1,489.37	2,353.23	0.00	23.53
10-20-6560	Uniforms	0.00	192.16	344.13	0.00	0.00
10-20-6710	Purchased Water	1,250,000.00	0.00	129,559.86	1,070,440.14	10.36
10-20-6715	Water Quality Program	35,000.00	2,943.13	2,943.13	0.00	8.41
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	800.61	800.61	3,750.00	4.00
	<i>Materials & Services</i>	<i>1,917,500.00</i>	<i>23,125.71</i>	<i>187,238.89</i>	<i>1,238,407.14</i>	<i>9.76</i>
	Drinking Water	3,035,500.00	70,206.15	326,475.94	1,238,407.14	10.76
	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	5,406.90	5,406.90	0.00	49.15
	<i>Materials & Services</i>	<i>209,000.00</i>	<i>5,406.90</i>	<i>5,406.90</i>	<i>0.00</i>	<i>2.59</i>
	Debt Service	209,000.00	5,406.90	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	183,326.00	0.00	16.67
10-29-8171	Transfers Out to Fund 71	2,200,000.00	183,333.00	366,670.00	0.00	16.67
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>549,996.00</i>	<i>0.00</i>	<i>13.30</i>
	Transfers & Contingencies	4,135,561.00	275,000.00	549,996.00	0.00	13.30
10	Expense	7,380,061.00	350,613.05	881,878.84	1,238,407.14	11.95
	Drinking Water	0.00	332,061.31	892,161.01	-1,238,407.14	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	1,085,164.07	2,171,166.42	0.00	16.99
20-00-4215	Penalties & Late Charges	7,000.00	481.94	1,301.31	0.00	18.59
20-00-4290	Other Charges for Services	10,000.00	1,000.00	3,366.00	0.00	33.66
20-00-4610	Investment Revenue	1,000.00	0.00	0.11	0.00	0.01
20-00-4630	Miscellaneous Revenues	2,000.00	401.45	401.45	0.00	20.07
	<i>Revenue</i>	<i>12,801,000.00</i>	<i>1,087,047.46</i>	<i>2,176,235.29</i>	<i>0.00</i>	<i>17.00</i>
	NonDivisional	12,801,000.00	1,087,047.46	2,176,235.29	0.00	17.00
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	164,500.00	13,708.00	27,416.00	0.00	16.67
	<i>Revenue</i>	<i>164,500.00</i>	<i>13,708.00</i>	<i>27,416.00</i>	<i>0.00</i>	<i>16.67</i>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Transfers & Contingencies	164,500.00	13,708.00	27,416.00	0.00	16.67
	Revenue	12,965,500.00	1,100,755.46	2,203,651.29	0.00	17.00
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	754,000.00	33,048.82	97,062.50	0.00	12.87
20-21-5130	Overtime	53,000.00	1,697.23	5,359.63	0.00	10.11
20-21-5210	HealthDental Insurance	177,000.00	13,528.99	27,057.98	0.00	15.29
20-21-5230	Social Security	59,000.00	2,622.73	7,731.43	0.00	13.10
20-21-5240	Retirement	142,000.00	6,504.47	19,173.44	0.00	13.50
20-21-5250	TrimetWBFPaid Leave OR	10,000.00	427.30	1,261.99	0.00	12.62
20-21-5270	Workers Compensation	15,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,210,000.00</i>	<i>57,829.54</i>	<i>157,646.97</i>	<i>0.00</i>	<i>13.03</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	191,000.00	16,948.39	54,167.65	113,458.18	28.36
20-21-6220	Electricity	383,000.00	25,770.13	52,200.56	319,150.00	13.63
20-21-6240	Natural Gas	2,000.00	24.38	51.57	1,666.70	2.58
20-21-6250	Solid Waste Disposal	49,000.00	229.12	458.24	53,291.20	0.94
20-21-6310	Janitorial Services	17,000.00	1,170.14	2,340.28	7,020.84	13.77
20-21-6320	Buildings & Grounds	68,000.00	4,928.96	9,580.92	37,291.76	14.09
20-21-6342	WRF System Maintenance	200,000.00	15,467.49	17,325.00	23,060.00	8.66
20-21-6410	Mileage	500.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	10,000.00	0.00	0.00	0.00	0.00
20-21-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-21-6525	Chemicals	77,000.00	5,427.95	11,811.30	69,038.70	15.34
20-21-6530	Small Tools & Equipment	18,000.00	260.00	260.00	0.00	1.44
20-21-6540	Safety Supplies	10,000.00	1,340.78	4,566.97	2,500.00	45.67
20-21-6550	Operational Supplies	5,000.00	0.00	0.00	0.00	0.00
20-21-6560	Uniforms	18,000.00	0.00	546.15	0.00	3.03
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	7,031.49	8,135.36	41,044.90	10.04
	<i>Materials & Services</i>	<i>1,141,500.00</i>	<i>78,598.83</i>	<i>161,444.00</i>	<i>667,522.28</i>	<i>14.14</i>
	Wastewater-Plant	2,351,500.00	136,428.37	319,090.97	667,522.28	13.57
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	526,000.00	20,592.32	60,546.25	0.00	11.51
20-22-5130	Overtime	30,000.00	1,683.21	3,572.84	0.00	11.91
20-22-5210	HealthDental Insurance	119,000.00	7,266.40	14,532.80	0.00	12.21
20-22-5230	Social Security	41,000.00	1,667.29	4,797.04	0.00	11.70
20-22-5240	Retirement	99,000.00	4,169.98	12,003.09	0.00	12.12
20-22-5250	TrimetWBFPaid Leave OR	7,000.00	274.31	790.45	0.00	11.29
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>35,653.51</i>	<i>96,242.47</i>	<i>0.00</i>	<i>11.54</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	49,000.00	1,905.08	1,905.08	21,094.92	3.89
20-22-6220	Electricity	62,000.00	2,116.61	4,189.37	58,486.00	6.76
20-22-6290	Other Utilities	1,000.00	43.17	86.34	444.66	8.63
20-22-6342	Collection System Maint.	35,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	500.00	47.18	47.18	0.00	9.44
20-22-6420	Staff Training	10,000.00	2,995.16	2,995.16	0.00	29.95
20-22-6430	Certifications	2,000.00	100.00	100.00	0.00	5.00
20-22-6530	Small Tools & Equipment	15,000.00	103.95	189.46	7,390.00	1.26
20-22-6540	Safety Supplies	12,000.00	123.70	1,351.68	0.00	11.26
20-22-6550	Operational Supplies	5,000.00	81.44	1,277.72	0.00	25.55
20-22-6560	Uniforms	10,000.00	231.07	654.07	0.00	6.54
20-22-6780	Taxes, Fees, Permits	30,000.00	2,731.43	3,497.51	16,660.80	11.66
	<i>Materials & Services</i>	<i>231,500.00</i>	<i>10,478.79</i>	<i>16,293.57</i>	<i>104,076.38</i>	<i>7.04</i>
	Wastewater-Collections	1,065,500.00	46,132.30	112,536.04	104,076.38	10.56

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,200,000.00	183,333.00	366,674.00	0.00	16.67
20-29-8150	Transfers Out to Fund 50	3,467,000.00	595,414.00	595,414.00	0.00	17.17
20-29-8172	Transfers Out to Fund 72	4,000,000.00	333,333.00	666,674.00	0.00	16.67
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>1,112,080.00</i>	<i>1,628,762.00</i>	<i>0.00</i>	<i>15.85</i>
	Transfers & Contingencies	10,276,404.00	1,112,080.00	1,628,762.00	0.00	15.85
	Expense	13,693,404.00	1,294,640.67	2,060,389.01	771,598.66	15.05
20	Wastewater Reclam.	15,000.00	-193,885.21	-135,635.76	-771,598.66	-904.24
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	165,411.81	330,916.98	0.00	16.59
30-00-4215	Penalties & Late charges	1,000.00	92.21	338.28	0.00	33.83
30-00-4290	Other Charges for Services	10,000.00	3,870.00	9,901.00	0.00	99.01
30-00-4610	Investment Revenue	500.00	0.00	260.63	0.00	52.13
	<i>Revenue</i>	<i>2,006,500.00</i>	<i>169,374.02</i>	<i>341,416.89</i>	<i>0.00</i>	<i>17.02</i>
	NonDivisional	2,006,500.00	169,374.02	341,416.89	0.00	17.02
	Revenue	2,006,500.00	169,374.02	341,416.89	0.00	17.02
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	120,000.00	4,485.09	13,150.70	0.00	10.96
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	5,265.98	0.00	12.84
30-23-5230	Social Security	10,000.00	334.27	980.08	0.00	9.80
30-23-5240	Retirement	23,000.00	839.61	2,461.82	0.00	10.70
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	54.88	161.34	0.00	8.07
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>8,346.84</i>	<i>22,019.92</i>	<i>0.00</i>	<i>11.09</i>
	Materials & Services					
30-23-6155	Contracted Services	174,000.00	333.60	1,950.60	109,127.00	1.12
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	0.00	0.00	0.00
30-23-6550	Operational Supplies	5,000.00	0.00	0.00	0.00	0.00
30-23-6780	Taxes, Fees, Permits	4,500.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>232,900.00</i>	<i>333.60</i>	<i>1,950.60</i>	<i>109,127.00</i>	<i>0.84</i>
	Watershed Protection	431,400.00	8,680.44	23,970.52	109,127.00	5.56
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers Out to Fund 05	1,100,000.00	91,667.00	183,326.00	0.00	16.67
30-29-8120	Transfers Out to Fund 20	164,500.00	13,708.00	27,416.00	0.00	16.67
30-29-8173	Transfers Out to Fund 73	250,000.00	2,083.00	4,170.00	0.00	1.67

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
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>107,458.00</i>	<i>214,912.00</i>	<i>0.00</i>	<i>13.13</i>
	Transfers & Contingencies	1,637,226.00	107,458.00	214,912.00	0.00	13.13
30	Expense	2,068,626.00	116,138.44	238,882.52	109,127.00	11.55
	Watershed Protection	61,000.00	53,235.58	261,624.27	-109,127.00	428.89
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	394.30	0.00	13.14
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>394.30</i>	<i>0.00</i>	<i>13.14</i>
	NonDivisional	3,000.00	0.00	394.30	0.00	13.14
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,467,000.00	595,414.00	595,414.00	0.00	17.17
	<i>Revenue</i>	<i>3,467,000.00</i>	<i>595,414.00</i>	<i>595,414.00</i>	<i>0.00</i>	<i>17.17</i>
	Transfers & Contingencies	3,467,000.00	595,414.00	595,414.00	0.00	17.17
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	984,000.00	0.00	489,536.00	0.00	49.75
50-24-6811	2021 IFA Loan Principal	336,000.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	235,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>3,419,000.00</i>	<i>0.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.17</i>
	Debt Service	3,419,000.00	0.00	586,998.00	0.00	17.17
	Expense	3,419,000.00	0.00	586,998.00	0.00	17.17
50	WW Revenue Bond Debt Service	717,920.00	595,414.00	82,409.85	0.00	11.48
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>					
71-00-4221	System	50,000.00	25,772.00	125,675.00	0.00	251.35
	Development-Reimburse					
71-00-4225	System	50,000.00	23,941.00	116,755.00	0.00	233.51

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4610	Development-Improvement Investment Revenue <i>Revenue</i>	50,000.00 150,000.00	0.00 49,713.00	19,606.23 262,036.23	0.00 0.00	39.21 174.69
	NonDivisional	150,000.00	49,713.00	262,036.23	0.00	174.69
	Transfers & Contingencies					
71-29-4910	<i>Revenue</i> Transfer In from Fund 10 <i>Revenue</i>	2,200,000.00 2,200,000.00	183,333.00 183,333.00	366,670.00 366,670.00	0.00 0.00	16.67 16.67
	Transfers & Contingencies	2,200,000.00	183,333.00	366,670.00	0.00	16.67
	Revenue	2,350,000.00	233,046.00	628,706.23	0.00	26.75
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	316,000.00	0.00	69,363.62	0.00	21.95
71-20-7300	Buildings & Improvements	210,000.00	0.00	0.00	0.00	0.00
71-20-7400	Improvement Other than Bldgs	30,000.00	0.00	0.00	0.00	0.00
71-20-7520	Equipment	346,000.00	0.00	0.00	314,545.76	0.00
71-20-7530	Information Technology	50,000.00	0.00	0.00	0.00	0.00
71-20-7540	Vehicles	67,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects <i>Capital Outlay</i>	2,025,000.00 3,044,000.00	292.50 292.50	18,546.87 87,910.49	223,150.85 537,696.61	0.92 2.89
	Drinking Water	3,044,000.00	292.50	87,910.49	537,696.61	2.89
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency <i>Transfers & Contingencies</i>	400,000.00 400,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
	Transfers & Contingencies	400,000.00	0.00	0.00	0.00	0.00
71	Expense Drinking Water Capital	3,444,000.00 2,560,753.00	292.50 232,753.50	87,910.49 965,648.74	537,696.61 -537,696.61	2.55 37.71
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance <i>Beginning Fund Balance</i>	2,595,944.00 2,595,944.00	0.00 0.00	-233,791.69 -233,791.69	0.00 0.00	-9.01 -9.01
	NonDivisional	2,595,944.00	0.00	-233,791.69	0.00	-9.01
	Fund Balance NonDivisional	2,595,944.00	0.00	-233,791.69	0.00	-9.01
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	10,330.00	56,815.00	0.00	56.82
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	12,020.10	0.00	40.07
72-00-4650	Proceeds From Borrowing <i>Revenue</i>	5,615,000.00 8,745,000.00	0.00 10,330.00	0.00 68,835.10	0.00 0.00	0.00 0.79
	NonDivisional	8,745,000.00	10,330.00	68,835.10	0.00	0.79
	Transfers & Contingencies					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	4,000,000.00	333,333.00	666,674.00	0.00	16.67
	<i>Revenue</i>	<i>4,000,000.00</i>	<i>333,333.00</i>	<i>666,674.00</i>	<i>0.00</i>	<i>16.67</i>
	Transfers & Contingencies	4,000,000.00	333,333.00	666,674.00	0.00	16.67
	<i>Revenue</i>	12,745,000.00	343,663.00	735,509.10	0.00	5.77
	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	74,999.25	99,809.20	77,762.00	29.10
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	0.00	9,468.51	0.00
	<i>Capital Outlay</i>	<i>7,088,000.00</i>	<i>74,999.25</i>	<i>99,809.20</i>	<i>87,230.51</i>	<i>1.41</i>
	Wastewater-Plant	7,088,000.00	74,999.25	99,809.20	87,230.51	1.41
	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	53,362.19	166,981.02	395,265.51	3.41
	<i>Capital Outlay</i>	<i>5,295,000.00</i>	<i>53,362.19</i>	<i>166,981.02</i>	<i>395,265.51</i>	<i>3.15</i>
	Wastewater-Collections	5,295,000.00	53,362.19	166,981.02	395,265.51	3.15
	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	128,361.44	266,790.22	482,496.02	1.96
	Wastewater Reclamation Capital	1,719,644.00	215,301.56	234,927.19	-482,496.02	13.66
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	13,111.94	0.00	65.56
	<i>Revenue</i>	<i>20,000.00</i>	<i>0.00</i>	<i>13,111.94</i>	<i>0.00</i>	<i>65.56</i>
	NonDivisional	20,000.00	0.00	13,111.94	0.00	65.56
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	250,000.00	2,083.00	4,170.00	0.00	1.67

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Revenue</i>	250,000.00	2,083.00	4,170.00	0.00	1.67
	Transfers & Contingencies	250,000.00	2,083.00	4,170.00	0.00	1.67
	<i>Revenue</i>	270,000.00	2,083.00	17,281.94	0.00	6.40
	Watershed Protection					
73-23-7600	<i>Capital Outlay</i>					
	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	300,000.00	0.00	0.00	0.00	0.00
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
73	<i>Expense</i>	350,000.00	0.00	0.00	0.00	0.00
	Watershed Protection Capital	2,764,237.00	2,083.00	164,825.51	0.00	5.96
	Revenue Total	44,718,000.00	3,499,710.84	6,649,826.93	0.00	14.8706
	Expense Total	49,667,169.00	2,202,607.13	4,825,663.79	3,671,948.79	9.716

General Ledger
Account Roll Up



User: antonio@olwsd.org
Printed: 9/27/2024 1:45:38 PM
Period 01 - 02
Fiscal Year 2025

Account	Description	Budget	Period Amt	YTD	YTD %
Revenue					
4210	Water Sales CRW	\$ 40,000.00	\$ 12,548.68	\$ 12,548.68	31.4%
4211	Water sales	\$ 6,146,000.00	\$ 649,451.56	\$ 1,287,960.31	21.0%
4212	Wastewater Charges	\$ 12,781,000.00	\$ 1,085,164.07	\$ 2,171,166.42	17.0%
4213	Watershed protection fees	\$ 1,995,000.00	\$ 165,411.81	\$ 330,916.98	16.6%
4215	Penalties & late charges	\$ 22,000.00	\$ 2,139.31	\$ 4,600.51	20.9%
4220	System Development Charges	\$ 100,000.00	\$ 10,330.00	\$ 56,815.00	56.8%
4221	System DevelopmentReimburse	\$ 50,000.00	\$ 25,772.00	\$ 125,675.00	251.4%
4225	System DevelopmentImprovement	\$ 50,000.00	\$ 23,941.00	\$ 116,755.00	233.5%
4227	System DevelopmentCompliance	\$ 1,000.00	\$ 648.00	\$ 3,163.00	316.3%
4230	Contract services	\$ 60,000.00	\$ 4,000.00	\$ 13,400.00	22.3%
4240	Service installations	\$ 10,000.00	\$ 10,050.00	\$ 32,030.00	320.3%
4280	Rents & leases	\$ 180,000.00	\$ -	\$ 16,808.46	9.3%
4290	Other charges for services	\$ 30,000.00	\$ 12,412.50	\$ 24,857.50	82.9%
4320	State grants	\$ 3,000,000.00	\$ -	\$ -	0.0%
4610	Investment revenue	\$ 119,500.00	\$ -	\$ 54,847.16	45.9%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 3,303.91	\$ 4,612.91	12.5%
4650	Proceeds from borrowing	\$ 5,615,000.00	\$ -	\$ -	0.0%
		\$ 30,236,500.00	\$ 2,005,172.84	\$ 4,256,156.93	14.1%
4910	Transfer in from Fund 10	\$ 3,300,000.00	\$ 275,000.00	\$ 549,996.00	16.7%
4920	Transfer in from Fund 20	\$ 9,667,000.00	\$ 1,112,080.00	\$ 1,628,762.00	16.9%
4930	Transfer in from Fund 30	\$ 1,514,500.00	\$ 107,458.00	\$ 214,912.00	14.2%
Revenue	Revenue	\$ 44,718,000.00	\$ 3,499,710.84	\$ 6,649,826.93	14.9%
Expense					
Personnel Services					
5110	Regular employees	\$ 4,061,000.00	\$ 195,660.73	\$ 523,251.72	12.9%
5120	Temporary/Seasonal employees	\$ -	\$ (4,496.03)	\$ 498.21	0.0%
5130	Overtime	\$ 146,000.00	\$ 4,767.83	\$ 18,569.59	12.7%
5210	Employee Ins	\$ 800,000.00	\$ 56,440.21	\$ 112,880.42	14.1%
5230	Social Security	\$ 319,000.00	\$ 15,139.35	\$ 40,893.73	12.8%
5240	Retirement	\$ 780,000.00	\$ 31,698.74	\$ 93,391.10	12.0%
5250	Trimet	\$ 66,000.00	\$ 2,161.71	\$ 6,366.46	9.7%
5260	Unemployment	\$ 5,000.00	\$ -	\$ -	0.0%
5270	Workers compensation	\$ 46,000.00	\$ -	\$ -	0.0%
5290	Other employee benefits	\$ 15,000.00	\$ -	\$ -	0.0%
		\$ 6,238,000.00	\$ 301,372.54	\$ 795,851.23	12.8%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ 19,773.00	\$ 63,899.12	21.3%
6120	Accounting & audit services	\$ 75,000.00	\$ 7,350.00	\$ 17,850.00	23.8%
6155	Contracted Services	\$ 1,318,500.00	\$ 88,219.44	\$ 167,118.82	12.7%
6175	Records Management	\$ 4,000.00	\$ -	\$ 682.10	17.1%
6180	Dues & subscriptions	\$ 46,000.00	\$ 104.00	\$ (159.00)	-0.4%
6220	Electricity	\$ 518,000.00	\$ 33,849.40	\$ 68,539.23	13.2%

Account	Description	Budget	Period Amt	YTD	YTD %
6230	Telephone	\$ 60,000.00	\$ 1,318.11	\$ 5,505.63	9.2%
6240	Natural gas	\$ 10,500.00	\$ 342.01	\$ 661.86	6.3%
6250	Solid waste disposal	\$ 49,000.00	\$ 229.12	\$ 458.24	0.9%
6290	Other utilities	\$ 12,500.00	\$ 654.93	\$ 1,297.52	10.4%
6310	Janitorial services	\$ 42,000.00	\$ 2,939.93	\$ 5,879.86	14.0%
6320	Buildings & grounds	\$ 113,000.00	\$ 5,994.82	\$ 11,964.04	10.6%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 331.24	\$ 10,056.04	12.6%
6340	Distribution system maint	\$ 245,000.00	\$ 9,889.16	\$ 30,550.33	12.5%
6342	Collection system maint.	\$ 235,000.00	\$ 15,467.49	\$ 17,325.00	7.4%
6350	Computer maintenance	\$ 418,000.00	\$ 36,047.49	\$ 63,643.27	15.2%
6410	Mileage	\$ 4,000.00	\$ 47.18	\$ 65.94	1.7%
6420	Staff training	\$ 78,000.00	\$ 3,805.16	\$ 3,805.16	4.9%
6430	Certifications	\$ 8,400.00	\$ 100.00	\$ 100.00	1.2%
6440	Board travel & training	\$ 5,000.00	\$ -	\$ -	0.0%
6510	Office supplies	\$ 36,000.00	\$ 1,705.72	\$ 3,332.12	9.3%
6520	Fuel & oils	\$ 50,000.00	\$ 2,280.24	\$ 5,847.21	11.7%
6525	Chemicals	\$ 77,000.00	\$ 5,427.95	\$ 11,811.30	15.3%
6530	Small tools & equipment	\$ 45,000.00	\$ 1,238.21	\$ 2,734.67	6.1%
6540	Safety supplies	\$ 43,000.00	\$ 1,931.79	\$ 7,833.53	18.2%
6550	Operational Supplies	\$ 28,000.00	\$ 1,570.81	\$ 3,630.95	13.0%
6560	Uniforms	\$ 38,500.00	\$ 423.23	\$ 2,144.31	5.6%
6570	In-House Laboratory Services	\$ 15,000.00	\$ -	\$ -	0.0%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 5,000.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,250,000.00	\$ -	\$ 129,559.86	10.4%
6715	Water quality program	\$ 35,000.00	\$ 2,943.13	\$ 2,943.13	8.4%
6720	Insurance	\$ 247,000.00	\$ -	\$ -	0.0%
6730	Communications	\$ 55,500.00	\$ -	\$ 300.00	0.5%
6735	Public Outreach & Education	\$ 61,000.00	\$ 1,375.00	\$ 1,375.00	2.3%
6740	Advertising	\$ 7,000.00	\$ -	\$ -	0.0%
6760	Equipment Rental	\$ 21,000.00	\$ -	\$ 278.64	1.3%
6770	Bank charges	\$ 200,000.00	\$ 18,088.66	\$ 36,944.59	18.5%
6780	Taxes, Fees & Permits	\$ 137,500.00	\$ 10,563.53	\$ 12,433.48	9.0%
		\$ 5,975,900.00	\$ 274,010.75	\$ 690,411.95	11.6%
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	\$ -	\$ -	0.0%
6825	Zions Bank loan-interest	\$ 11,000.00	\$ 5,406.90	\$ 5,406.90	49.2%
		\$ 3,628,000.00	\$ 5,406.90	\$ 592,404.90	16.3%
Capital Outlay					
7200	Infrastructure	\$ 616,000.00	\$ -	\$ 69,363.62	11.3%
7300	Buildings & Improvements	\$ 250,000.00	\$ -	\$ -	0.0%
7400	Improvement other than Bldgs	\$ 60,000.00	\$ -	\$ -	0.0%
7520	Equipment	\$ 719,000.00	\$ 74,999.25	\$ 99,809.20	13.9%
7530	Information Technology	\$ 110,000.00	\$ -	\$ -	0.0%
7540	Vehicles	\$ 134,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 13,838,000.00	\$ 53,654.69	\$ 185,527.89	1.3%
		\$ 15,727,000.00	\$ 128,653.94	\$ 354,700.71	2.3%
Transfers					
8105	Transfers out to Fund 05	\$ 4,400,000.00	\$ 366,667.00	\$ 733,326.00	16.7%

Account	Description	Budget	Period Amt	YTD	YTD %
8120	Transfers out to Fund 20	\$ 164,500.00	\$ 13,708.00	\$ 27,416.00	16.7%
8150	Transfers out to Fund 50	\$ 3,467,000.00	\$ 595,414.00	\$ 595,414.00	17.2%
8171	Transfers out to Fund 71	\$ 2,200,000.00	\$ 183,333.00	\$ 366,670.00	16.7%
8172	Transfers out to Fund 72	\$ 4,000,000.00	\$ 333,333.00	\$ 666,674.00	16.7%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ 2,083.00	\$ 4,170.00	1.7%
		\$ 14,481,500.00	\$ 1,494,538.00	\$ 2,393,670.00	16.5%
		\$ 46,050,400.00	\$ 2,203,982.13	\$ 4,827,038.79	10.5%
9000	Contingency	\$ 3,692,769.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 49,743,169.00	\$ 2,203,982.13	\$ 4,827,038.79	9.7%
Total Revenue		\$ 44,718,000.00	\$ 3,499,710.84	\$ 6,649,826.93	14.9%
Total Expense		\$ 49,743,169.00	\$ 2,203,982.13	\$ 4,827,038.79	9.7%
Variance		\$ (5,025,169.00)	\$ 1,295,728.71	\$ 1,822,788.14	-36.3%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	October 8, 2024

Summary of Minutes for Approval

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

Attachments

1. September 10, 2024 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
SEPTEMBER 10, 2024**

Board of Directors

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

Oak Lodge Water Services Staff

Brad Albert	General Manager
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Aaron Janicke	Assistant District Engineer
Laural Casey	District Recorder
Antonio Canisales	Senior Accountant Lead
Markus Mead	Development Review Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order

Chair Keil called the meeting to order at 4:01 p.m. and asked for a moment of silence in memory of Sarah Jo Chaplen.

2. Call for Public Comment

The Board discussed the submitted written public comment.

3. Consent Agenda

Items on the Consent Agenda included:

- The July 2024 Financial Report, and
- August 13, 2024 Board Meeting Minutes.

Director Van Loo moved to approve the Consent Agenda. Vice Chair Williams and Director Bullock seconded.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Consideration of Updated Design and Construction Standards

General Manager Albert and Development Review Specialist Mead presented the updated Design and Construction Standards.

The Board asked questions regarding:

- permit types,
- commercial and industrial review and compliance,
- customer education and support,
- regulatory standards,
- maintenance and removal of stormwater best management practices,
- wet weather stabilization, and
- specification of vendors throughout the Standards.

Vice Chair Williams moved to approve Resolution No. 2024-0031 adopting the Design and Construction Standards for Oak Lodge Water Services effective October 10, 2024 unless there are substantial comments received that should be considered by the Board. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Board requested to receive all comments received by staff.

5. Consideration of Contract for Biosolids Hauling

Assistant District Engineer Janicke presented the written staff report.

The Board asked questions regarding the scope of services, the daily production of biosolids, and the different types of biosolids.

Director Bullock moved to approve the General Manager to sign a contract with Horner Enterprises, Inc for a one-year term with up to two extensions—with the initial contract term not to exceed \$75,000—for the hauling of biosolids to our beneficial reuse site at Madison Farms in Echo OR. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Business from the Board

Vice Chair Williams thanked staff for excellent customer service.

7. Department Reports

The Management Team provided highlights from their written reports, including coordination of the upcoming Elks Safety Fair, the recruitment of an Interim Finance Director, and the monthly Treatment Plant status update.

The Board provided comments and asked clarifying questions regarding community partnerships to meet the TMDL permit, an update on the Financial Audits, customer delinquency rates, staff certification, the Jennings Ave. Project, non-revenue water, and the River Forest Lake restoration.

8. Adjourn Meeting

Chair Keil adjourned the meeting at 5:31 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____

STAFF REPORT

To Board of Directors
From Aaron Janicke, Public Works Director/District Engineer
Title Consideration of Task Order with AKS Engineering for the Design of the Courtney Ave Sewer Rehabilitation
Item No. 4
Date October 8, 2024

Summary

Staff seeks approval to commission AKS Engineering and Forestry, LLC. (AKS) to commence design of the Courtney Avenue Sewer Rehabilitation project. This work would be initiated as a task order under the active On-Call Technical Services Contract with AKS and aims to rehabilitate failing sanitary pipe along Courtney Avenue prior to Clackamas County's planned street improvements in 2026.

Background

The 2022 Wastewater Master Plan identified a significant need to address rainfall-derived inflow and infiltration (I&I) in OLWS's sanitary sewer system. To reduce or eliminate sources of I&I in the system, OLWS is systematically inspecting and repairing/replacing pipes in each of its lift station basins.

In 2023, OLWS was made aware of a Clackamas County project on SE Courtney Ave from SE McLoughlin Blvd to SE River Rd. This project will involve street-widening, the inclusion of bike lanes and sidewalks, and other features to address safety and ADA concerns. OLWS seeks to repair the section of sewer pipe under this County project to avoid future costly repaving requirements.

Budget

The Board approved the FY25 budget which included \$1,220,000 for design and construction of this project.

Recommendation

Staff recommends the Board approve the General Manager to initiate a task order under the active On-Call Technical Services Contract with AKS Engineering for the design of the Courtney Ave Sewer Rehab project for \$99,750.

Suggested Board Motion

"I move to approve the General Manager to initiate a task order under the active On-Call Technical Services Contract with AKS Engineering for the design of the Courtney Ave Sewer Rehab project for \$99,750."

Attachments

1. Courtney Ave Rehabilitation Design - Scope of Work and Fee Schedule

Courtney Aveune Sewer Rehabilitation

OAK GROVE, OREGON

Exhibit A — Scope of Work

Clackamas County is planning roadway improvements along SE Courtney Avenue from SE River Road to SE McLoughlin Blvd. Much of the sewer main owned by Oak Lodge Water Services (District), within Courtney is identified as LOF 4 in the Wastewater Master Plan and is scheduled for replacement/rehabilitation. Approximately 2,800 lineal feet of sewer main will be improved with this project.

The following services will be performed by AKS Engineering & Forestry, LLC (Consultant). All services will be performed by or under the observation of a Professional Land Surveyor and/or Professional Engineering registered in the State of Oregon.

1. Project Management

Consultant will:

- Provide a cohesive consulting team to execute the scope of work listed herein
- Coordinate and participate in project meetings
- Develop a schedule identifying critical tasks
- Perform project management duties including: monthly invoicing, preparing monthly project status reports and managing schedule, budget and scope to meet the project requirements.

2. Assessment of Existing Conditions

Consultant will review the following records provided by District:

- **Review of Record Data** - Review CCTV records, as-built records, and GIS data provided by the District to determine the location of all laterals connected to the sewer main to be improved.
- **Manhole Inspections** - Complete a visual inspection of all sewer manholes within the project limits (approximately 16) and make an assessment and recommendation for replacement or rehabilitation. This task includes flagging.
- **Assessment of Line Rehabilitation Methods** – Following review of video records, an initial assessment will be made for the suitability of line rehabilitation or replacement methods. Line rehabilitation is anticipated to include CIPP, pipe bursting, and open trench cut for line replacement. An exhibit showing the line rehabilitation/replacement recommendations will be prepared.
- **Lateral Dye Testing** – Consultant will identify any laterals where connection point or routing is not clearly defined and provide a recommendation to the District for dye testing. It is assumed the District's CCTV crew will be available to support Consultant in completing dye testing.

3. Construction Documents

Consultant will prepare the following:

- Construction Drawings including the following sheets: Cover Sheet, General Notes Sheet, Existing Conditions Plan, Erosion Control Plan, Sanitary Sewer Improvements Plans and Profiles, Surface Restoration Plan, Construction Details and Traffic Control Plan
- Special Provisions for any work item not defined in the District standard specifications
- Bid Sheet
- Engineer’s Estimate

Construction drawings and Engineer’s Estimate will be issued to District for review at 50%, 90% and 100% design stage. All other construction documents will be issued to District for 90% and 100% review. Consultant will participate in two (2) design review meetings with District.

4. Permitting Coordination

Consultant will submit construction drawings to Clackamas County to coordinate with the County ahead of the right-of-way permit issuance, which will be issued once a contractor is selected. Consultant will respond to County review comments and revise plans as required to support the right-of-way permit.

5. Construction Phase Services

Consultant will perform the following construction phase services:

- Respond to contractor RFIs
- Review contractor submittals
- Prepare as-builts based on contractor redlines. As-builts will be delivered in PDF and .shp format for importing into the District’s GIS system.

Fee Estimate

(See attached detailed estimate – Exhibit B)

TOTAL\$99,750

Assumptions

- District will provide as-builts and video records of existing pipelines
- District is responsible for preparing project specifications and assembling the contract documents for bidding.
- District is responsible for all permit fees
- The erosion control permit for the project will be reviewed and issued by District
- District is responsible for all construction inspection
- Clackamas County will provide a digital copy of all existing conditions survey data (.dwg)
- Clackamas County will provide a geotechnical report to document depths of existing pavement and subsurface soil conditions.
- Surface restoration will be limited to trench paving. This scope of work excludes design of ADA improvements.

Exclusions

Services that do not fall within the scope of work are excluded from this estimate.

Exhibit 'B' – Fee Estimate



STAFF REPORT

To	Board of Directors
From	Aaron Janicke, Public Works Director/District Engineer
Title	Consideration of Amendment to Smoke Testing Contract with WSC
Item No.	5
Date	October 8, 2024

Summary

Staff is seeking approval from the Board for the General Manager to sign an amendment to the current smoke testing contract with Water Systems Consulting (WSC). This amendment would increase the task order to a total of \$119,280.

Background

Smoke-testing is an integral first step in reducing rain-derived inflow & infiltration (I&I) in the wastewater system. Non-toxic water vapor is forced into sanitary pipes at different manhole locations. This smoke will travel throughout the pipes and exit through any holes in the system, both intentional and unintentional. This process reveals locations where stormwater or rainwater are entering the wastewater system and contributing to high flows at the lift stations and the wastewater treatment plant.

Oak Lodge is continuing the process of addressing I&I in the Lift Station Basins 2 and 6. A task order was signed with WSC to complete phase 2 of smoke testing in the Lift Station 2 basin and begin smoke testing in the Lift Station 6 basin. This contract began in October and should take approximately one month to complete.

While most of the smoke testing is on residential streets with low traffic volumes, there are sections of SW McLoughlin Blvd that will require permitting through the Oregon Department of Transportation (ODOT) to work in their right-of-way (ROW). In order to avoid delays to smoke testing, Oak Lodge signed a task order to smoke test a majority of the wastewater pipes. This staff report seeks to amend the original task order to cover the additional wastewater pipes in McLoughlin Blvd and surrounding lines.

Budget

This amendment increases the task order by \$44,432 from \$74,848 to \$119,280. Funds totaling \$583,000 for smoke testing and design engineering in the Lift Station 2 and 6 basins were

included in the FY25 Capital Improvement Plan and approved in the FY25 budget in May of 2024.

Recommendation

Staff recommends the Board approve the General Manager to sign an amendment with WSC to increase the Lift Station 2 and 6 basin smoke testing task order to \$119,280.

Suggested Board Motion

“I move to approve the General Manager to sign an amendment to increase the Lift Station 2 and 6 basin smoke testing task order with WSC to \$119,280.”

Attachments

1. Amendment to the Lift Station 2 and 6 Basin Task Order
2. Original Lift Station 2 and 6 Basin Task Order



Proposal for Amendment to 2024 Lift Station 2 Smoke Testing

September 25, 2024

Oak Lodge Water Services

Aaron Janicke, PE
Public Works Director/District Engineer
14496 SE River Road
Oak Grove, OR 97267

WSC Portland

4640 S Macadam Ave
Suite 110
P: (503) 419-6336

Adam Donald, PE

P: (503) 419-6336 ext. 402
E: adonald@wsc-inc.com

Scott Duren, PE

P: (503) 419-6336 ext. 400
E: sduren@wsc-inc.com

Dear Aaron,

Based on our discussions, Oak Lodge Water Services' (OLWS) is interested in expanding smoke testing services to complete smoke testing within the remainder of the Lift Station 2 basin and the Lift Station 6 basin this fall. The enclosed proposal outlines the scope of work and fee to perform this additional phase of smoke testing within a new task (Task 1.2) to be added to the original scope of work. WSC has partnered with SFE Global, who is performing the current phase of smoke testing for OLWS. The amendment would add a scope of work for Task 1.2 to perform smoke testing on an additional 39,509 feet of sewer main within the Lift Station 2 and Lift Station 6 basins at a cost of \$44,432. The amendment will provide for an overall total of 99,216 feet of sewer main across all phases of smoke testing work for a total fee of \$119,280.

We look forward to continuing to support OLWS in their I&I reduction efforts. If you have any questions or would like to discuss any aspects of our proposal further, please contact us at the information provided in the margin. We look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

Adam Donald, PE
Project Manager

Scott Duren, PE
Vice President

Scope of Work

The following Scope of Work is intended to be an amendment to the existing Lift Station 2 Basin Smoke Testing task order and tasks are a continuation of those in the original executed task order. Changes to the contract Scope of Work are shown with ~~striketrough~~ for work removed from the original scope and underline for new work that would be added.

Task 1 Smoke Testing Support

1.2 Additional Smoke Testing Support

- Provide and manage smoke testing for the remainder of the Lift Station 2 and Lift Station 6 basins prior to flow monitoring.
- SFE will prepare a written project plan for the additional mains to be smoke tested.
- SFE will provide standard notification template for notifying residents.
- WSC will provide an export of tax parcel addresses for notifying residents impacted by the additional smoke testing.
- SFE will perform smoke testing on 39,509 LF of pipe.

Deliverables:

- (1) Smoke testing report summarizing results.

Assumptions:

- (1) Traffic control plans will be required along Highway 99E (McLoughlin) and portions of Oatfield Road and River Road. Budget includes up to five traffic control plans and three days of traffic control.



Task No. Task Description	WSC					SFE Global	ALL FIRMS
	Project Manager/Engineer	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
	Adam Donald						
<i>Billing rates, \$/hr</i>	\$257						
1 LS2 & LS6 Basin Smoke Testing Support							
1.2 Additional Smoke Testing Support	8	8	\$ 2,056	\$ -	\$ 2,056	\$ 42,376	\$ 44,432
SUBTOTAL	8	8	\$ 2,056	\$ -	\$ 2,056	\$ 42,376	\$ 44,432
COLUMN TOTALS	8	8	\$ 2,056	\$ -	\$ 2,056	\$ 42,376	\$ 44,432

5% mark-up on direct expenses; 5% mark-up for sub-contracted services
 Standard mileage rate \$0.625 per mile (or current Federal Mileage Reimbursement Rate)
 Rates are subject to revision as of January 1 each year.

TASK ORDER 02: SMOKE TESTING FOR LIFT STATION 2 AND 6
UNDER THE
2024-2028 ON-CALL TECHNICAL SERVICES AGREEMENT

September 19, 2024

Task Order 02 under the Oak Lodge Water Services Technical Services On-Call Agreement with Water Systems Consulting.

Task Order No. 02 is issued pursuant to the On-Call Agreement for the above-referenced work and further described in Exhibit A (Scope of Work) to this Task Order. Deliverables are described in Exhibit A.

The cost not to exceed for this work is \$74,848.00. This dollar amount shall not be exceeded unless approved by Oak Lodge Water Services and agreed to in writing via amendment to this Task Order.

Task Order 02 is effective upon signature of this page and the deadline for completion is December 31, 2024, unless extended via amendment.

Aaron Janicke is Oak Lodge Water Services' representative and can be contacted at 503.353.4212. Scott Duren is Water Systems Consulting's representative.

**OAK LODGE WATER SERVICES
AUTHORITY**

Aaron Janicke
Signature

Aaron Janicke, Public Works Director
Name and Title

9/19/2024
Date

WATER SYSTEMS CONSULTING

Scott Duren
Signature

Scott Duren, Vice President
Name and Title

9/20/2024
Date



Proposal for 2024 Lift Station 2 Smoke Testing

September 19, 2024

Oak Lodge Water Services

Aaron Janicke, PE
Public Works Director/District Engineer
14496 SE River Road
Oak Grove, OR 97267

WSC Portland

4640 S Macadam Ave
Suite 110
P: (503) 419-6336

Adam Donald, PE

P: (503) 419-6336 ext. 402
E: adonald@wsc-inc.com

Scott Duren, PE

P: (503) 419-6336 ext. 400
E: sduren@wsc-inc.com

Dear Aaron,

The Oak Lodge Water Services' (OLWS) Wastewater Master Plan (WWMP) identified the need to reduce infiltration and inflow (I&I) within the OLWS collection system. As part of the WWMP, smoke testing was conducted in a portion of the Lift Station 2 basin to attempt to identify illegal connections to the collection system that could be contributing to inflow within the collection system. Additional smoke testing is required in the remainder of the Lift Station 2 basin to adequately screen for illegal connections.

The enclosed proposal outlines the scope of work and fee to perform a second phase of smoke testing within the Lift Station 2 basin this fall. WSC has partnered with SFE Global, who performed the first phase of smoke testing for OLWS. The overall scope of work has been limited to 59,707 feet of main within the Lift Station 2 basin to meet OLWS' budget requirements.

We look forward to continuing to support OLWS in their I&I reduction efforts. If you have any questions or would like to discuss any aspects of our proposal further, please contact us at the information provided in the margin. We look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in black ink, appearing to read 'Adam Donald', written in a cursive style.

Adam Donald, PE
Project Manager

A handwritten signature in black ink, appearing to read 'Scott Duren', written in a cursive style.

Scott Duren, PE
Vice President



Scope of Work

Task 0 Project Management

0.1 Project Administration

- Prepare monthly progress reports to be submitted with each invoice. It is assumed that the project duration is 3 months.

Deliverables: Monthly progress reports and invoices.

Assumptions: Project duration is 3 months.

Task 1 Smoke Testing Support

1.1 Smoke Testing Support

- Provide and manage smoke testing of the Lift Station 2 basin prior to flow monitoring.
- SFE will prepare a written project plan.
- SFE and WSC will attend a pre-project meeting with the District to review responsibilities and plans.
- SFE will provide standard notification template for notifying residents.
- WSC will provide an export of tax parcel addresses for notifying residents.
- SFE will perform smoke testing on 59,707 LF of pipe.

Deliverables:

- (1) Smoke testing report summarizing results.

Assumptions:

- (1) Traffic control plans will not be required.



Task No. Task Description	WSC							SFE Global	ALL FIRMS
	Principal in Charge	Project Manager/Engineer	Project Administration	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Total Fee
	Scott Duren	Adam Donald	Kay Merrill						
<i>Billing rates, \$/hr</i>	\$352	\$257	\$179						
0 Project Management									
0.1 Project Administration	2	8	7	17	\$ 4,013	\$ -	\$ 4,013		\$ 4,013
SUBTOTAL	2	8	7	17	\$ 4,013	\$ -	\$ 4,013	\$ -	\$ 4,013
1 LS2 Basin Smoke Testing Support									
1.1 Smoke Testing Support	1	14		15	\$ 3,950	\$ -	\$ 3,950	\$ 66,885	\$ 70,835
SUBTOTAL	1	14	0	15	\$ 3,950	\$ -	\$ 3,950	\$ 66,885	\$ 70,835
COLUMN TOTALS	3	22	7	32	\$ 7,963	\$ -	\$ 7,963	\$ 66,885	\$ 74,848

5% mark-up on direct expenses; 5% mark-up for sub-contracted services
 Standard mileage rate \$0.625 per mile (or current Federal Mileage Reimbursement Rate)
 Rates are subject to revision as of January 1 each year.



STAFF REPORT

To Board of Directors
From Brad Albert, General Manager
Title Consideration of Appropriation Funding Contract with Business Oregon for the Tertiary Treatment Project
Item No. 6
Date October 8, 2024

Summary

This item comes before the Board to consider approval of a grant agreement (“Contract”) between Oak Lodge Water Services (“OLWS”) and the Oregon Business Development Department (“OBDD”) relating to the Tertiary Treatment Project.

Background/Discussion Points

The new National Pollutant Discharge Elimination System (NPDES) effluent permit limits (effective May 1, 2022) for total suspended solids (TSS) are much more stringent from May 1 through October 31 of each year than the previous permit. TSS refers to solid particles suspended in the liquid phase that are not settling in the secondary clarifiers. In the receiving stream, they can impart an oxygen demand, increase turbidity, and carry nutrients. To meet the more stringent permit limits, tertiary filtration has been identified in the Wastewater Master Plan as the top priority project for the WWTP.

Tertiary filtration provides a solid barrier to prevent migration of TSS downstream by forcing the effluent through pores of 20 micron (0.02 mm) or smaller. There are many configurations of tertiary filters, and the Water Systems Consulting (WSC)/BC team presented several alternatives to OLWS for consideration. After a qualitative evaluation, disk filters were selected as the preferred alternative based on desirable traits in all the evaluation criteria and presented to the OLWS Board in November 2022.

Starting July 1, 2023, OLWS entered into a Personal Services Contract with Thorn Run Partners, LLC (TRP) to engage in Government Affairs Services. OLWS in partnership with TRP have met with State and Federal delegation in regard to securing funding for the Tertiary Treatment Project. OLWS and TRP were successful in the Spring 2024 State legislative session to secure \$3 million in grant funding. The State, working through the Oregon Business Development Department, have drafted up a contract between OLWS and the State for the disbursement of these funds.

Recommendation

Staff recommends the Board approve the contract as presented.

Suggested Board Motion

"I move to approve the contract with Oregon Business Development Department as presented and authorize the General Manager to execute the agreement on behalf of Oak Lodge Water Services."

Attachments

1. Proposed Contract

GRANT AGREEMENT

Project Name: Wastewater Treatment Facility Upgrades

Project Number: C2024404

This grant agreement (“Contract”), dated as of the date the Contract is fully executed, is made by the State of Oregon, acting by and through its Oregon Business Development Department (“OBDD”), and Oak Lodge Water Services Authority (“Recipient”) for financing of the project referred to above and described in Exhibit B (“Project”). This Contract becomes effective only when fully signed and approved as required by applicable law. Capitalized terms not defined in Section 1 and elsewhere in the body of the Contract have the meanings assigned to them by Exhibit A.

This Contract includes the following, listed in descending order of precedence for purposes of resolving any conflict between two or more of the parts:

This Contract less Exhibits	
Exhibit A	General Definitions
Exhibit B	Project Description
Exhibit C	Project Budget

Pursuant to ORS 285A.075(3) and Oregon Laws 2024, Chapter 109, Section 9(27) (the “Act” aka SB 1530 (2024)), OBDD is authorized to enter into a grant agreement with Recipient to assist in financing the costs of the Project to support the development of housing.

SECTION 1 - KEY TERMS

The following capitalized terms have the meanings assigned below.

Estimated Project Cost: \$14,000,000.

Grant Amount: \$3,000,000.

Project Close-Out Deadline: 90 days after the earlier of the Project Completion Date or the Project Completion Deadline.

Project Completion Deadline: June 30, 2025, unless extended by an amendment of the Parties, and for which OBDD shall not unreasonably withhold approval of such an amendment. Such an amendment extension shall be conditioned upon appropriation and expenditure authority carry-over extension of the Financing Proceeds by the Oregon Legislative Assembly.

SECTION 2 - FINANCIAL ASSISTANCE

OBDD shall provide Recipient, and Recipient shall accept from OBDD, a grant (the “Grant”) in an aggregate amount not to exceed the Grant Amount. Notwithstanding the Grant Amount, the aggregate total of Financing Proceeds disbursed under this Contract cannot exceed the Costs of the Project.

Conditions Precedent. OBDD’s obligations are subject to the receipt of the following items, in form and substance satisfactory to OBDD and its Counsel:

- (1) This Contract duly signed by an authorized officer of Recipient; and
- (2) Such other certificates, documents, opinions and information as OBDD may reasonably require.

SECTION 3 - DISBURSEMENTS

A. Disbursement Method.

- (1) Reimbursement Basis. The Financing Proceeds will be disbursed to Recipient on an expense reimbursement or costs-incurred basis. Recipient must submit each disbursement request for the Financing Proceeds on an OBDD-provided or OBDD-approved disbursement request form (“Disbursement Request”).
- (2) Advanced Payment. Notwithstanding, Section 3A.(1), the Financing Proceeds of any remaining Grant Amount may be disbursed to Recipient as an advanced payment if OBDD, in its sole discretion, determines it has not received timely appropriation and expenditure authority carry-over extension of the Financing Proceeds by the Oregon Legislative Assembly.

B. Financing Availability. OBDD’s obligation to make, and Recipient’s right to request, disbursements under this Contract terminate on the Project Close-out Deadline.

C. Conditions to Disbursements. As to any disbursement, OBDD has no obligation to disburse funds unless all following conditions are met:

- (1) There is no Event of Default.
- (2) The representations and warranties made in this Contract are true and correct on the date of disbursement as if made on such date.
- (3) OBDD, in the reasonable exercise of its administrative discretion, has sufficient funding, appropriations, limitations, allotments and other expenditure authority to make the disbursement. (Recipient acknowledges OBDD’s appropriation and expenditure authority for this Grant presently expires on June 30, 2025; OBDD will seek a carry-over extension in the 2025 Oregon Legislative Session.)
- (4) Reserved.
- (5) OBDD (a) has received a completed Disbursement Request, (b) has received any written evidence of materials and labor furnished to or work performed upon the Project, itemized receipts or invoices for payment, and releases, satisfactions or other signed statements or forms as OBDD may require, (c) is satisfied that all items listed in the Disbursement Request are reasonable and that the costs for labor and materials were incurred and are properly included in the Costs of the Project, and (d) has determined that the disbursement is only for costs defined as eligible costs under the Act and any implementing administrative rules and policies.

OBDD may waive the requirements of this provision if an Advanced Payment disbursement method is used, and OBDD may instead require additional reporting requirements documenting the expenditures of the Financing Proceeds.

- (6) Recipient has delivered documentation satisfactory to OBDD that, in addition to the Financing Proceeds, Recipient has available or has obtained binding commitments for all funds necessary to complete the Project.
- (7) Any conditions to disbursement elsewhere in this Contract are met.

SECTION 4 - USE OF FINANCIAL ASSISTANCE

A. Use of Proceeds. Recipient shall use the Financing Proceeds only for the activities described in Exhibit B and according to the Project Budget in Exhibit C. Recipient may not transfer Financing Proceeds among line items in the Project Budget without the prior written consent of OBDD.

- B. Costs of the Project. Recipient shall apply the Financing Proceeds to the Costs of the Project in accordance with the Act and Oregon law, as applicable. Financing Proceeds cannot be used for costs in excess of one hundred percent (100%) of the total Costs of the Project and cannot be used for pre-award Costs of the Project.
- C. Costs Paid for by Others. Recipient may not use any of the Financing Proceeds to cover costs to be paid for by other financing for the Project, whether from OBDD or from another State of Oregon agency or any third party.
- D. Unexpended Grant Moneys. Any Grant moneys disbursed to Recipient, and any interest earned by Recipient on the Grant moneys, that are not used as set out herein or that remain after the Project is completed or this Contract is terminated shall be immediately returned to OBDD.

SECTION 5 - REPRESENTATIONS AND WARRANTIES OF RECIPIENT

Recipient represents and warrants to OBDD:

- A. Estimated Project Cost, Funds for Repayment. A reasonable estimate of the Costs of the Project is shown in Section 1, and the Project is fully funded.
- B. Organization and Authority.
 - (1) Recipient is a Municipality as defined in ORS 285B.410(9), and validly organized and existing under the laws of the State of Oregon.
 - (2) Recipient has all necessary right, power and authority under its organizational documents and under Oregon law to (a) execute and deliver this Contract, (b) incur and perform its obligations under this Contract, and (c) receive financing for the Project.
 - (3) This Contract has been authorized by an ordinance, order or resolution of Recipient's governing body that was adopted in accordance with applicable law.
 - (4) This Contract has been duly executed by Recipient, and when executed by OBDD, is legal, valid and binding, and enforceable in accordance with their terms.
- C. Full Disclosure. Recipient has disclosed in writing to OBDD all facts that materially adversely affect the Project, or the ability of Recipient to perform all obligations required by this Contract. Recipient has made no false statements of fact, nor has it omitted information necessary to prevent any statements from being misleading. The information contained in this Contract, including Exhibit B and Exhibit C, is true and accurate in all respects.
- D. Pending Litigation. Recipient has disclosed in writing to OBDD all proceedings pending (or to the knowledge of Recipient, threatened) against or affecting Recipient, in any court or before any governmental authority or arbitration board or tribunal, that, if adversely determined, would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.
- E. No Events of Default.
 - (1) No Events of Default exist or occur upon authorization, execution or delivery of this Contract.
 - (2) Recipient has not violated, and has not received notice of any claimed violation of, any agreement or instrument to which it is a party or by which the Project or its property may be bound, that would materially adversely affect the Project or the ability of Recipient to perform all obligations required by this Contract.

- F. Compliance with Existing Agreements and Applicable Law. The authorization and execution of, and the performance of all obligations required by, this Contract will not: (i) cause a breach of any agreement or instrument to which Recipient is a party or by which the Project or any of its property or assets may be bound; (ii) violate any provision of the charter or other document pursuant to which Recipient was organized or established; or (iii) violate any laws, regulations, ordinances, resolutions, or court orders related to Recipient, the Project or its properties or operations.
- G. Compliance with Tax Laws. Recipient is not in violation of any Oregon tax laws, including but not limited to a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and local taxes administered by the Department of Revenue under ORS 305.620.
- H. Governmental Consent. Recipient has obtained or will obtain all permits and approvals, and has made or will make all notifications, declarations, filings or registrations, required for the making and performance of its obligations under this Contract and the undertaking and completion of the Project.

SECTION 6 - COVENANTS OF RECIPIENT

Recipient covenants as follows:

- A. Notice of Adverse Change. Recipient shall promptly notify OBDD of any adverse change in the activities, prospects or condition (financial or otherwise) of Recipient or the Project related to the ability of Recipient to perform all obligations required by this Contract.
- B. Compliance with Laws. Recipient shall comply with all applicable laws, rules, regulations and orders of any court or governmental authority that relate to this Contract and the Project. In particular, but without limitation, Recipient shall comply with the following, as applicable:
- (1) Oregon Tax Laws, (as defined in Section 5.G).
 - (2) State procurement regulations found in the Oregon Public Contracting Code, ORS Chapters 279A, 279B and 279C.
 - (3) Prevailing Wage Requirements.
 - (a) Recipient shall comply with state prevailing wage law as set forth in ORS 279C.800 through 279C.870, and the administrative rules promulgated thereunder (OAR Chapter 839, Division 25) (collectively, state "PWR"). This includes but is not limited to imposing an obligation that when PWR applies to the Project, contractors and subcontractors on the Project must pay the prevailing rate of wage for workers in each trade or occupation in each locality as determined by the Commissioner of the Bureau of Labor and Industries ("BOLI") under ORS 279C.815.
 - (b) When the federal Davis-Bacon Act applies to the Project, contractors and subcontractors on the Project must pay the prevailing rate of wage as determined by the United States Secretary of Labor under the Davis-Bacon Act (40 U.S.C. 3141 *et seq.*).
 - (c) Notwithstanding (3)(a) and (3)(b) above, when both PWR and the federal Davis-Bacon Act apply to the Project, contractors and subcontractors on the Project must pay a rate of wage that meets or exceeds the greater of the rate provided in (3)(a) or (3)(b) above.
 - (d) When PWR applies, Recipient and its contractors and subcontractors shall not contract with any contractor on BOLI's current List of Contractors Ineligible to Receive Public Works Contracts.

- (e) When PWR applies, Recipient shall be responsible for both providing the notice to the BOLI Commissioner required by ORS 279C.835 and the payment of any prevailing wage fee(s) required under ORS 279C.825 and BOLI's rules, including OAR 839-025-0200 to OAR 839-025-0230. For avoidance of any doubt, Recipient contractually agrees to pay applicable prevailing wage fees for the Project rather than OBDD, the public agency providing Financing Proceeds under this Contract.
- (f) Pursuant to ORS 279C.817, Recipient and any contractors or subcontractors may request that the BOLI Commissioner make a determination about whether the Project is a public works on which payment of the prevailing rate of wage is required under ORS 279C.840 (i.e. whether PWR applies).

These laws, rules, regulations and orders are incorporated by reference in this Contract to the extent required by law.

C. Project Obligations. Recipient shall:

- (1) When procuring professional consulting services, provide OBDD with copies of all solicitations at least 10 days before advertising, and all contracts at least 10 days before signing. Provide OBDD with copies of all plans and specifications relating to the Project, and a timeline for the bidding/award process, at least ten (10) days before advertising for bids.
- (2) Provide a copy of the bid tabulation and notice of award to OBDD within ten (10) days after selecting a construction contractor.
- (3) Permit OBDD to conduct inspection of the Project at any time.
- (4) Complete the Project using its own fiscal resources or money from other sources to pay for any Costs of the Project in excess of the total amount of financial assistance provided pursuant to this Contract.
- (5) Complete the Project no later than the Project Completion Deadline, unless otherwise permitted by OBDD in writing.
- (6) Provide status reports to OBDD for the Project bi-annually on a form provided for or approved by OBDD. Reports are due January 30 (for the period May 16 – December 31) and June 1 (for the period January 1 – May 15) each year until the final project completion report detailed in subsection (7) below is accepted by OBDD or until this Contract is terminated. Status reports shall include a minimum of the following:
 - (a) an updated Estimated Project Cost;
 - (b) any revisions to the Project description (may require Contract Amendment);
 - (c) updated totals for state and local government Project financing support, noting grant and loan amounts and program names;
 - (d) an updated list of other sources of financing anticipated to complete the Project, noting grant and loan amounts and program names and noting whether they have been secured or are pending;
 - (e) an updated estimated Project completion timeline;
 - (f) an updated number of existing and additional/ new housing estimated to be served by the completed Project; and

- (g) an updated number of units anticipated to be served by the completed Project that will be affordable housing units along with their respective anticipated area median income restriction.
- (7) No later than the Project Closeout Deadline, provide OBDD with a final project completion report on a form provided by OBDD, including Recipient's certification that the Project is complete, all payments are made, and no further disbursements are needed; provided however, for the purposes of this Contract, OBDD will be the final judge of the Project's completion.
- (8) Obtain and maintain as-built drawings for all facilities constructed as part of the Project.
- D. Ownership of Project. The Project will be owned by Recipient during the Project and for not less than ten years following the Project Close-Out Deadline.
- E. Operation and Maintenance of the Project. Recipient shall operate and maintain the Project in good repair and operating condition so as to preserve the long term public benefits of the Project, including making all necessary and proper repairs, replacements, additions, and improvements during the Project and for not less than ten years following the Project Close-Out Deadline. On or before the Project Closeout Deadline, Recipient shall adopt a plan acceptable to OBDD for the on-going operation and maintenance of the Project without reliance on OBDD financing and furnish OBDD, at its request, with evidence of such adoption. The plan must include measures for generating revenues sufficient to assure the operation and maintenance of the Project during the usable life of the Project.
- F. Insurance, Damage. During the Project and for a period of not less than ten years following the Project Close-Out Deadline, Recipient shall maintain, or cause to be maintained, insurance policies with responsible insurers or self-insurance programs, insuring against liability and risk of direct physical loss, damage or destruction of the Project, at least to the extent that similar insurance is customarily carried by governmental units constructing, operating and maintaining similar facilities. Nothing in this provision precludes Recipient from exerting a defense against any party other than OBDD, including a defense of immunity.
- G. Sales, Leases and Encumbrances. During the Project and for a period of not less than ten years following Project Close-Out Deadline, except as specifically described in Exhibit B (Project Description), Recipient shall not sell, lease, exchange, abandon, transfer or otherwise dispose of any substantial portion of or interest in the Project, unless worn out, obsolete, or, in the reasonable business judgment of Recipient, no longer useful in the operation of the Project. Nevertheless, OBDD may consent to such disposition if it has received 90 days' prior written notice from Recipient.
- H. Books and Records. Recipient shall keep accurate books and records and maintain them according to generally accepted accounting principles established by the Government Accounting Standards Board in effect at the time. Recipient shall have these records audited annually by an independent certified public accountant, which may be part of the annual audit of all records of Recipient.
- I. Inspections; Information. Recipient shall permit OBDD and any party designated by OBDD: (i) to inspect, at any reasonable time, the property, if any, constituting the Project; and (ii) at any reasonable time, to inspect and make copies of any accounts, books and records, including, without limitation, its records regarding receipts, disbursements, contracts, investments and any other related matters. Recipient shall supply any related reports and information as OBDD may reasonably require.
- J. Records Maintenance. Recipient shall retain and keep accessible all books, documents, papers, and records that are directly related to this Contract, the Project or the Financing Proceeds for a

minimum of six years, or such longer period as may be required by other provisions of this Contract or applicable law, following the Project Closeout Deadline. If there are unresolved issues at the end of such period, Recipient shall retain the books, documents, papers and records until the issues are resolved.

- K. Economic Benefit Data. OBDD may require Recipient to submit specific data on the economic development benefits of the Project and other information to evaluate the success and economic impact of the Project, from the date of this Contract until six years after the Project Completion Date. Recipient shall, at its own expense, prepare and submit the data within the time specified by OBDD.
- L. Disadvantaged Business Enterprises. ORS 200.090 requires all public agencies to “aggressively pursue a policy of providing opportunities for disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own and emerging small businesses...” OBDD encourages Recipient in any contracting activity to follow good faith efforts as described in ORS 200.045, available at https://www.oregonlegislature.gov/bills_laws/ors/ors200.html. Additional resources are provided by the Governor’s Policy Advisor for Economic and Business Equity. Also, the Certification Office for Business Inclusion and Diversity at the Oregon Business Development Department maintains a list of certified firms and can answer questions. Search for certified MWESB firms on the web at: <https://oregon4biz.diversitysoftware.com/FrontEnd/SearchCertifiedDirectory.asp?XID=2315&TN=oregon4biz>.
- M. Professional Responsibility. A professional engineer or architect, as applicable, registered and in good standing in Oregon, will be responsible for any construction design for the Project. All service providers retained for their professional expertise must be certified, licensed, or registered, as appropriate, in the State of Oregon for their specialty. Recipient shall follow standard construction practices, such as bonding requirements for construction contractors, requiring errors and omissions insurance, and performing testing and inspections during construction.
- N. Notice of Event of Default. Recipient shall give OBDD prompt written notice of any Event of Default, or any circumstance that with notice or the lapse of time, or both, may become an Event of Default, as soon as Recipient becomes aware of its existence or reasonably believes an Event of Default is likely.
- O. Contributory Liability and Contractor Indemnification.
- (1) If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (“Third Party Claim”) against a party (the “Notified Party”) with respect to which the other party may have liability, the Notified Party must promptly notify the other party in writing and deliver a copy of the claim, process, and all legal pleadings related to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. The foregoing provisions are conditions precedent for either party’s liability to the other in regard to the Third Party Claim.
- If the parties are jointly liable (or would be if joined in the Third Party Claim), the parties shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable in such proportion as is appropriate to reflect their respective relative fault. The relative fault of the parties shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Each party’s contribution amount in any

instance is capped to the same extent it would have been capped under Oregon law if that party had sole liability in the proceeding. This Section shall survive termination of this Contract.

- (2) Recipient shall take all reasonable steps to require its contractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon and its officers, employees and agents (“Indemnitee”) from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys’ fees) arising from a tort (as now or hereafter defined in ORS 30.260) caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Recipient’s contractor or any of the officers, agents, employees or subcontractors of the contractor (“Claims”). It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by the contractor from and against any and all Claims. This Section shall survive termination of this Contract.

SECTION 7 – DEFAULTS

Any of the following constitutes an “Event of Default”:

- A. Any false or misleading representation is made by or on behalf of Recipient, in this Contract or in any document provided by Recipient related to this Grant or the Project .
- B. Recipient fails to perform any obligation required under this Contract, other than those referred to in subsection A of this section 7, and that failure continues for a period of 30 calendar days after written notice specifying such failure is given to Recipient by OBDD. OBDD may agree in writing to an extension of time if it determines Recipient instituted and has diligently pursued corrective action.

SECTION 8 - REMEDIES

- A. Remedies. Upon any Event of Default, OBDD may pursue any or all remedies in this Contract and any other remedies available at law or in equity to enforce the performance of any obligation of Recipient. Remedies may include, but are not limited to any one or more of the following:
 - (1) Terminating OBDD’s commitment and obligation to make the Grant or disbursements of Financing Proceeds under the Contract.
 - (2) Barring Recipient from applying for future awards.
 - (3) Withholding amounts otherwise due to Recipient for application to the payment of amounts due under this Contract.
 - (4) Requiring repayment of the Grant and all interest earned by Recipient on those Grant funds.
- B. Application of Moneys. Any moneys collected by OBDD pursuant to section 8.A will be applied first, to pay any attorneys’ fees and other fees and expenses incurred by OBDD; then, as applicable, to repay any Grant proceeds owed; then, to pay other amounts due and payable under this Contract, if any.
- C. No Remedy Exclusive; Waiver; Notice. No remedy available to OBDD is intended to be exclusive, and every remedy will be in addition to every other remedy. No delay or omission to exercise any right or remedy will impair or is to be construed as a waiver of such right or remedy. No single or partial exercise of any right power or privilege under this Contract will preclude any other or further exercise thereof or the exercise of any other such right, power or privilege. OBDD is not required to

provide any notice in order to exercise any right or remedy, other than notice required in section 7 of this Contract.

- D. Default by OBDD. In the event OBDD defaults on any obligation in this Contract, Recipient's sole remedy will be for disbursement of Financing Proceeds for Costs of the Project, not to exceed the Grant Amount, less any claims OBDD has against Recipient.

SECTION 9 - MISCELLANEOUS

- A. Time is of the Essence. Recipient agrees that time is of the essence under this Contract.
- B. Relationship of Parties; Successors and Assigns; No Third Party Beneficiaries.
- (1) The parties agree that their relationship is that of independent contracting parties and that Recipient is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265.
 - (2) Nothing in this Contract gives, or is to be construed to give, directly or indirectly, to any third persons any rights and benefits greater than those enjoyed by the general public.
 - (3) This Contract will be binding upon and inure to the benefit of OBDD, Recipient, and their respective successors and permitted assigns.
 - (4) Recipient may not assign or transfer any of its rights or obligations or any interest in this Contract without the prior written consent of OBDD. OBDD may grant, withhold or impose conditions on such consent in its sole discretion. In the event of an assignment, Recipient shall pay, or cause to be paid to OBDD, any fees or costs incurred because of such assignment, including but not limited to attorneys' fees of OBDD's Counsel. Any approved assignment is not to be construed as creating any obligation of OBDD beyond those in this Contract, nor does assignment relieve Recipient of any of its duties or obligations under this Contract.
 - (5) Recipient hereby approves and consents to any assignment, sale or transfer of this Contract that OBDD deems to be necessary.
- C. Disclaimer of Warranties; Limitation of Liability. Recipient agrees that:
- (1) OBDD makes no warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for particular purpose or fitness for any use of the Project or any portion of the Project, or any other warranty or representation.
 - (2) In no event are OBDD or its agents liable or responsible for any direct, indirect, incidental, special, consequential or punitive damages in connection with or arising out of this Contract or the existence, furnishing, functioning or use of the Project.
- D. Notices and Communication. Except as otherwise expressly provided in this Contract, any communication between the parties or notices required or permitted must be given in writing by personal delivery, email, or by mailing the same, postage prepaid, to Recipient or OBDD at the addresses set forth below, or to such other persons or addresses that either party may subsequently indicate pursuant to this Section.

Any communication or notice by personal delivery will be deemed effective when actually delivered to the addressee. Any communication or notice so addressed and mailed will be deemed to be received and effective five (5) days after mailing. Any communication or notice given by email becomes effective 1) upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system or 2) the recipient's

confirmation of receipt, whichever is earlier. Notwithstanding this provision, the following notices may not be given by email: notice of default or notice of termination.

If to OBDD: Deputy Director
Oregon Business Development Department
775 Summer Street NE Suite 200
Salem, OR 97301-1280

If to Recipient: Acting General Manager
Oak Lodge Water Services Authority
14496 SE River Road
Oak Grove, OR 97267

- E. No Construction against Drafter. This Contract is to be construed as if the parties drafted it jointly.
- F. Severability. If any term or condition of this Contract is declared by a court of competent jurisdiction as illegal, invalid or unenforceable, that holding will not invalidate or otherwise affect any other provision.
- G. Amendments, Waivers.
- (1) This Contract may not be amended without the prior written consent of OBDD (and when required, the Department of Justice) and Recipient. This Contract may not be amended in a manner that is not in compliance with the Act. No waiver or consent is effective unless in writing and signed by the party against whom such waiver or consent is sought to be enforced. Such waiver or consent will be effective only in the specific instance and for the specific purpose given.
- (2) Notwithstanding Section 9G.(1) above, the Parties agree that OBDD may extend the Project Completion Deadline by sending a written notice of amendment to Recipient (“Letter Amendment”), and Recipient will not be required to provide written consent to effect the amendment. OBDD may execute such a Letter Amendment only after an appropriation and expenditure authority carry-over extension of the Financing Proceeds by the Oregon Legislative Assembly.
- H. Attorneys’ Fees and Other Expenses. To the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, the prevailing party in any dispute arising from this Contract is entitled to recover its reasonable attorneys’ fees and costs at trial and on appeal. Reasonable attorneys’ fees cannot exceed the rate charged to OBDD by its attorneys.
- I. Choice of Law; Designation of Forum; Federal Forum. The laws of the State of Oregon (without giving effect to its conflicts of law principles) govern all matters arising out of or relating to this Contract, including, without limitation, its validity, interpretation, construction, performance, and enforcement.

Any party bringing a legal action or proceeding against any other party arising out of or relating to this Contract shall bring the legal action or proceeding in the Circuit Court of the State of Oregon for Marion County (unless Oregon law requires that it be brought and conducted in another county). Each party hereby consents to the exclusive jurisdiction of such court, waives any objection to venue, and waives any claim that such forum is an inconvenient forum.

Notwithstanding the prior paragraph, if a claim must be brought in a federal forum, then it must be brought and adjudicated solely and exclusively within the United States District Court for the District of Oregon. This paragraph applies to a claim brought against the State of Oregon only to the extent Congress has appropriately abrogated the State of Oregon’s sovereign immunity and is not consent by the State of Oregon to be sued in federal court. This paragraph is also not a waiver by the State of

Oregon of any form of defense or immunity, including but not limited to sovereign immunity and immunity based on the Eleventh Amendment to the Constitution of the United States.

J. Integration. This Contract (including all exhibits, schedules or attachments) constitutes the entire agreement between the parties on the subject matter. There are no unspecified understandings, agreements or representations, oral or written, regarding this Contract.

K. Execution in Counterparts. This Contract may be signed in several counterparts, each of which is an original and all of which constitute one and the same instrument.

Recipient, by its signature below, acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.



STATE OF OREGON
acting by and through its
Oregon Business Development Department



OAK LODGE WATER SERVICES AUTHORITY

By: _____
Chris Cummings, Deputy Director

By: _____
Brad Albert, General Manager

Date: _____

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:

 /s/ Wendy Johnson per email dated 14 August 2024
Wendy Johnson, Senior Assistant Attorney General

EXHIBIT A - GENERAL DEFINITIONS

As used in this Contract, the following terms have the meanings below.

“Costs of the Project” means Recipient’s actual costs (including any financing costs properly allocable to the Project) that are (a) reasonable, necessary and directly related to the Project, (b) permitted by generally accepted accounting principles to be Costs of the Project, and (c) are eligible or permitted uses of the Financing Proceeds under applicable state or federal statute and rule.

“Counsel” means an attorney at law or firm of attorneys at law duly admitted to practice law before the highest court of any state, who may be of counsel to, or an employee of, OBDD or Recipient.

“Financing Proceeds” means the proceeds of the Grant.

“ORS” means the Oregon Revised Statutes.

“Project Completion Date” means the date on which Recipient completes the Project.

EXHIBIT B - PROJECT DESCRIPTION

Recipient shall use the Grant for wastewater treatment facility upgrades. Recipient will, with the assistance of a professional engineer licensed in Oregon, construct a Tertiary Treatment Facility at their wastewater treatment plant located at 13750 SE Renton Avenue in Milwaukie, Oregon. Improvements will include, but are not limited to:

- installation of piping and valves,
- installation of three packaged units of tertiary treatment disk filters,
- installation of subgrade vaults,
- construction of a facility (approximately 40’x 70’) designed to house the tertiary filter equipment, including electrical panels, conduit, wiring, concrete masonry, roofing, doors, windows, HVAC, and associated site features, and
- re-routing of underground ductile iron piping from the secondary clarifiers to the new tertiary filters and from the tertiary filters to the ultraviolet disinfection units.

EXHIBIT C - PROJECT BUDGET

	OBDD Funds	Other / Matching Funds
Activity	Approved Budget	Estimated Budget
Construction	\$3,000,000	\$11,000,000
Total	\$3,000,000	\$11,000,000



STAFF REPORT

To	Board of Directors
From	Brad Albert, General Manager
Title	Approval of Interim Finance Director Contract with Robert Half.
Item No.	7
Date	October 8, 2024

Summary

Staff seeks approval of a personal services contract with Robert Half for an Interim Finance Director.

Background

On August 22, the Finance Director, having worked for Oak Lodge Water Services (OLWS) for four years, resigned from OLWS. Their work has been key to the success of the budget and daily financial oversight essential to OLWS' operations. The recruitment process for a new Finance Director has been started, but it will take some time before a permanent replacement will be in place. It is necessary to maintain a high level of oversight of the services provided by OLWS' Finance Department in order to ensure no forward momentum is lost on fiscal year audits and other daily operations. Consequently, a personal services contract for Interim Finance Director services will enable OLWS to still maintain a high level of finance operations until a new Finance Director can be hired.

Under the District's procurement rules, the General Manager may classify specific types of services as "personal services." In making that classification, the General Manager must consider: (1) Whether the work requires specialized skills, knowledge, and resources in the application of technical or scientific expertise, or the exercise of professional, artistic, or management discretion or judgment; (2) Whether OLWS intends to rely on the contractor's specialized skills, knowledge, and expertise to accomplish the work; and (3) Whether selecting a contractor primarily on the basis of qualifications, rather than price, would most likely meet the OLWS' needs and result in obtaining satisfactory contract performance and optimal value. Work that is typically performed by contractors generally does not qualify as a personal service.

The General Manager has determined that the work to be performed by the Interim Finance Director is a personal service. The management and oversight of the Finance Department has traditionally been done in-house rather than through contractors. The position requires specialized skills and knowledge, as well as the exercise of professional management and discretion. Just as OLWS relies on the skills and knowledge of an employee Finance Director,

OLWS will rely on the skills and knowledge of the Interim Finance Director. By contracting with Robert Half, the contract will result in the optimal value for OLWS while the search for a new Finance Director gets underway.

Past Board Actions

In 2020, Rob Moody of MERINA+CO assisted in providing interim coverage for the Finance Department during recruitment for a new Finance Director.

Budget

This contract will be in place until a new Finance Director starts work at Oak Lodge Water Services. The hours to be used would be mutually planned between Robert Half and OLWS through regular meetings.

Concurrence

Staff has worked with OLWS' legal counsel in this procurement process.

Recommendation

Staff respectfully request that the Board approve the General Manager to sign a personal services agreement with Robert Half to provide an Interim Finance Director as described in the attached scope of services.

Suggested Board Motion

"I move to approve the General Manager to sign a personal services contract with Robert Half to provide an Interim Finance Director as needed."

Attachments

1. Interim Finance Director scope of services.



Job Title: Finance Director
Department: Administration
FLSA: Exempt
Service Type: Unrepresented
Reports To: General Manager

EXPECTATION FOR ALL EMPLOYEES: *OLWS employees support the mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for diversity, commitment to our community, and accountability and ownership.*

GENERAL STATEMENT OF DUTIES:

Direct, manage and supervise the budget, accounting, reporting, and financial activities for Oak Lodge Water Services (OLWS) and Clackamas River Water Providers (CRWP).

SUPERVISION RECEIVED:

General supervision is received as needed to clarify intentions and integrate decisions with other departments within the organization.

ESSENTIAL DUTIES:

- Directs OLWS's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinates and is responsible for financial reporting and development of financial statements and budgets.
- Assures the integrity of the financial work products, processes and procedures to safeguard OLWS's assets, monitors accounting documents for accuracy, completeness, and compliance with Federal, State, and OLWS policies and practices.
- Direct, coordinate, and/or perform entry, processing, managing and supervising payroll, accounts payable, accounts receivable, utility billing and collections, and balancing the general ledger.
- Ensure ethical and lawful accounting and financial practices.
- Prepare financial reports and long-term forecasting. Assist in establishing rate forecasts, develop and maintain administrative and financial policies and procedures and conduct operational analyses and other special studies.
- Provide proactive information and recommendations to the management team on budget and financial matters based on projections, forecasting and related analyses.

Job Description: Finance Director

Page 2 of 3

- Work with professional advisors including management, consultants, bond counsel, financial and other advisors. Work with the Special Districts Association of Oregon, PERS and employees and management staff from other districts and local governments.
- Responsible for effectively directing the work of the administration team according to the Oak Lodge Water Services' team philosophy and continuously work to maintain a team environment.
- Presenting financial information to the Board of Directors and Budget Committees of OLWS and CRWP during meetings.

SECONDARY DUTIES:

- Build and maintain an effective and efficient team within the Finance Department, providing excellent customer service to internal and external customers.
- Maintain current working knowledge of all applicable governmental accounting and reporting standards and requirements through experience, networking and direct continuing education.

RECRUITING REQUIREMENTS:

Knowledge, Skill, and Ability:

Knowledge of Oregon Budget Law, generally accepted accounting principles as relate to government, Government Accounting Standards Board Statements and Standards, investing, debt management, rate setting, revenue and expenditure forecasting and related activities. Knowledge of progressive leadership and supervisory practices with proven ability to work successfully through and with others to accomplish daily tasks and short- and long-term objectives. Knowledge of and ability to lead organizational change. Strong written and oral communication skills. Strong mathematical and financial analysis skills. The ability to efficiently and swiftly operate personal and networked computers and software programs. The ability to work effectively with internal and external customers. The skills to make effective decisions and find resolutions to customer complaints. The ability to diffuse angry or upset customers.

Experience and Training:

A combination of a 4-year college or university degree in public or business administration, finance or a related field; and 5 years of progressively responsible professional experience, at least two of which involve supervision or management of financial staff; or an equivalent combination of training and experience. Experience in a public utility or government agency is preferred.

Job Description: Finance Director

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Special Qualifications: (Licensure or Certification)

Certified Public Accountant or Certified Management Accountant preferred
Possession of a valid Oregon driver's license required.

Physical Job Requirements:

- **Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand or sit; move through the office, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally push, pull, lift and/or move up to 20 pounds.
- **Skills sufficient to process information from print, computer screens and other documents. Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment.
- **Environment:** Normal office setting with some travel for meetings or inspections. The noise level is usually quiet to moderate in the office.
- **All physical requirements need to be met with or without accommodation.**
- **Working Conditions:** Has normal business hours of 8-5 with flexibility depending of the needs of the program. Occasional attendance at evening meetings required.



AGENDA ITEM

Title	Business from the Board
Item No.	8
Date	October 8, 2024

Summary

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

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

Business from the Board may include:

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

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

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

Business from the Board

Paul Gornick's Liaison Report – September 2024

September 5, 2024 – C4 Meeting (remote meeting)

- Not able to attend due to surgery on this date (currently no alternate from board assigned)
- The meeting packet can be found here: [804a91fc-5d63-456e-87d4-dddf2c8f5a1b \(clackamas.us\)](https://804a91fc-5d63-456e-87d4-dddf2c8f5a1b.clackamas.us)
- The meeting video can be found here: [Clackamas County Coordinating Committee \(C4\) - September 2024 - YouTube](#)

September 25, 2024 – Sunrise Water Authority Board Meeting (hybrid meeting)

- Board chair Chris Hawes requested that approval of IGA for income assistance program be pulled from Consent Agenda for discussion. Current level of assistance was \$150 per year, IGA proposed to increase it to \$200 per year, and board agreed to increase it to \$250 per year.
- Primary discussion item for this meeting is the proposed Three Year Rate Increase Plan. Board was taken aback at the magnitude of the proposed increases, and asked for more detail about the capital plan and revenue projections. Finance Director agreed to provide more detail for the October meeting, ahead of a possible rate hearing in November.
- General Manager reported that SWA has received three proposals for operational services support, and negotiations will begin shortly.
- GM reported on diminishing flows in the lower Clackamas. A request to PGE was made to release some available storage from Timothy Lake. Under the agreement with PGE, they can release up to 100 cfs to supplement flow.
- The Open House for the new building was held on September 19th, and was well attended. The dedication of the building to Ernie Platt was held, with a reveal of the plaque to be installed.
- A new SCADA/technical specialist will join the staff in October.

September 26, 2024 – NCCWC Meeting (Hybrid Meeting)

- Board appointed Cable Huston as legal counsel of record and Brown & Brown as Insurance Agent of Record.
- Board adopted Resolution authorizing disposal of two items of surplus property via public auction.
- Board elected new officers for calendar year 2025: Chris Hawes from Sunrise as Chair and Luke Roberts from Gladstone as Vice-Chair.
- Board appointed Jamey Pietzold from Sunrise as Interim Finance Director and Budget Officer.
- Board was presented with engagement letter from Moss Adams for the 2023-2024 audit.

- **Board adopted resolution approving new Administrative Policy for Public Meetings to comply with new requirements of Oregon Public Meeting Laws.**
- **Board approved the cost multiplier of 60.0% for services provided by employees of the NCCWC partners. The prior multiplier was arbitrarily set at 30%, and the new multiplier is broken down with more detail of the internal fringe benefits used to set the new rate.**



Oak Grove Community Council

Draft minutes for the July 2024 Oak Grove Community Council General Meeting

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

Voting Members: Bob Bohannon, Cindy Brown, Sue Conachan, Dave Dobak, Daniel Dyre-Greenside, Thelma Haggemiller, Jolene Hammond, Tom Hammond, Pam Horan, Gwion Miller, Linda Seals, Baldwin Van der Bijl, Greg Wenneson, Suzanne Wolf Members: **Anita August, Karen Oberding** Guests: **Kimberly Gwynn.** Presenting: **Sara McClurg, Clackamas Co. Sheriff's Office.**

Officer Reports: Treasurer Report: July Expenses: None Ending Balance: \$1,317.96 July Donations: \$30.00 County Reimbursement \$243.22. Secretarial: Minutes Approved as sent out.

7:20 PM Officer Sara McClurg gave an overview of Crime Statistics within the County during the last few months. The Sherriff's Department hired about 100 deputies in the last three years, a huge increase over pre-Pandemic years. Overtime is less and coverage is improved.

Fire season is upon the Office, deputies are being donated to fire areas.

Bike patrol has started up again, using e-bikes. Citizens can request bike patrols through the non-emergency contact number.

Escalating crimes: Number 1 is scams. Most scams are coming through text messages by imposters. Demographic that is most targeted by these scams is the 20-30 age range. Other trends: increase in shoplifting especially on 82nd Ave and McLoughlin especially at Fred Meyer. Fentanyl use is increasing every year and its very hard to combat. The Oak Grove area overall is a very safe area to live in. There are few personal crimes in comparison to other areas, most of the crimes are property crimes; mail, belongings, etc.

The County has been working on the removal of parked RV's and trailers from public roads. Solutions included Metro dollars for removal of abandoned vehicles and RV's.

There has been an increase in mentally struggling persons interacting with law enforcement. Report folks in need through the non-emergency number. Clackamas County is working to improve mental health services in the County. Call 988 for mental health referrals.

Reports from the Oak Grove Festival: Mark Elliott gave an overview of the festival sharing some statistics on attendance, pictures from the day and input from attendees on ways to improve next year and things they really liked. Valerie gave a report on the outcome of the OGCC booth and thanked all of the volunteers that helped.

8:20 PM Committee Reports

Report from Greg Wenneson from Oak Lodge CERT with information on upcoming CPR training.

Report from Mark Elliott on NCPRD System Plan Community Survey available at [NCPRD System Plan](#).

Thelma reported that Raymond Rendelman is taking the reins for the CIA newsletter.

8:35 PM Adjourn

STAFF REPORT

To Board of Directors
From Brad Albert, General Manager
Title Monthly Finance Department Report
Item No. 9b
Date October 8, 2024

Summary

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

Highlights of the Month

This is a monthly report for September 2024. This report summarizes the status of customer billing, accounts receivables, and other billing-related activities.

- For the month of September, the Accounts Receivable balance decreased by (3.61%), the average delinquent balance increased by \$0.50, and the number of delinquent accounts decreased by (186) compared to the prior month.
- Utility bill payments through September 27th were less than the August billed amounts.
- Financial Assistance Utility Rate Relief program through September 27th, 2024, was 112% 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.
- Effective July 1st, 2024, the billing schedule has changed from bi-monthly to monthly. Visit the link for more information. <https://www.oaklodgewaterservices.org/monthly-billing>

Accounts Receivable Review

The Accounts Receivable (A/R) balances decreased by (3.61%) in September from August. These are the findings:

1. A/R Balance owed to OLWS has decreased by \$82,168 during the month of September.

A/R Balance	7/31/2024 (1)	8/30/2024	9/27/2024
Monthly Residential	\$ 1,458,157	\$ 1,473,075	\$ 1,437,270
Large Meters	754,126	802,105	755,742
Total	2,212,283	2,275,180	2,193,012
Variance	(147,891)	62,897	(82,168)
Billing Cycle Variance	195,606	N/A	N/A

	47,715	N/A	N/A
	2.02%	2.84%	-3.61%

(1) Started monthly billing

2. The total number of delinquent accounts decreased by (186) in September compared to the month of August. The average balance of the delinquent account increased by 0.1% or \$0.50.

Delinquent Accounts	<u>7/31/2024</u>	<u>8/30/2024</u>	<u>9/27/2024</u>
Over 60 Days	\$ 177,611	\$ 209,378	\$ 138,367
Number of Accounts	499	547	361
Average Balance per Acct.	\$ 356	\$ 383	\$ 383
	12.5%	7.5%	0.1%

3. The percentage of current accounts paid in full within 30 days has increased by 6.53% for September compared to the prior month. The shift is mainly between the Current category to the 30–60-Day Grace and Delinquent categories.

Account %	<u>7/31/2024</u>	<u>8/30/2024</u>	<u>9/27/2024</u>
Current	85.45%	84.49%	91.02%
30-60 Day Grace	7.54%	8.01%	3.58%
Delinquent	5.49%	6.04%	3.98%
Credit Balance	1.52%	1.46%	1.42%

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.

	<u>June 2024</u>	<u>July 2024</u>	<u>August 2024</u>	<u>9/27/2024</u>
Cycle	Cycle 2	Cycle 1,3	Cycle 2,3	Cycle 1,2,3
# Red Tags	65	101	137	104
Minimum Delinquent Balance	\$ 350	\$ 350	\$350	\$350
# Shut off Service Requests	1	4	5	5

Payments Received during September

As of September 27, 2024, OLWS received \$31,070 more in payments than the billed amount in August. Some of these payments represent past due payments from previous months.

	<u>June 2024</u>	<u>July 2024</u>	<u>August 2024</u>	<u>September 2024</u>
Utility Billing Sales	\$ 1,402,254	\$ 2,085,334	\$ 1,889,728	\$1,900,149

Cash Receipts	1,379,665	2,043,303	1,841,105	1,931,219
% Collected	98.40%	98.00%	97.40%	101.6%

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 September 2024	Actual Year-to-Date September 2024	% Spent
FAURR Program Cap	\$ 156,915	39,229	43,929	112%
	# of Customers			
	Current Month	Discount Provided	Fiscal Year to Date	
Drinking Water	254	\$ 3,287	\$9,699	
Wastewater	244	10,106	29,852	
Watershed Protection	244	1,448	4,378	
		14,873	43,929	

Attachments:

1. Checks by Date Report for September 2024 (attached)

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 09/30/2024 - 9:13AM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	8/29/2024	Employee Payroll		PR			13,986.46
0	9/5/2024	Internal Revenue Service		AP			288.35
0	9/5/2024	Oregon Department Of Revenue		AP			139.19
0	9/6/2024	Internal Revenue Service		AP			37,349.56
0	9/6/2024	Nationwide Retirement Solutions		AP			1,153.00
0	9/6/2024	Oregon Department Of Revenue		AP			11,926.26
0	9/6/2024	State of Oregon Savings Growth Plan		AP			3,772.74
0	9/6/2024	VALIC c/o JP Morgan Chase		AP			1,388.00
0	9/6/2024	Employee Payroll	DD 00001.09.2024	PR			91,541.04
0	9/10/2024	Customer Refund		AP			13,271.00
0	9/11/2024	ORR Inc		AP			44,270.00
0	9/11/2024	Wells Fargo Bank		AP			376.46
0	9/12/2024	Internal Revenue Service		AP			3,735.09
0	9/12/2024	Oregon Department Of Revenue		AP			1,171.91
0	9/12/2024	Public Employees Retirement Systems		AP			33,716.61
0	9/12/2024	VALIC c/o JP Morgan Chase		AP			100.00
0	9/13/2024	Employee Payroll	DD 00002.09.2024	PR			7,246.16
0	9/20/2024	Portland General Electric		AP			33,849.40
0	9/20/2024	Employee Payroll	DD 00004.09.2024	PR			90,232.38
0	9/24/2024	Pitney Bowes Global Financial Services LLC		AP			278.64
0	9/30/2024	Global Payments Direct, Inc		AP			17,712.20
ACH Disbursement Activity Subtotal							407,504.45
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							407,504.45

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
52541	8/29/2024	Employee Paycheck - Reprocessed as Direct Deposit in August		PR	Void		13,986.46
52571	9/5/2024	Employee Paycheck		PR			1,937.22
52572	9/5/2024	Employee Paycheck		PR			1,243.97
52573	9/6/2024	A and A Drilling Service, Inc		AP			1,975.00
52574	9/6/2024	Airgas, Inc		AP			41.99
52575	9/6/2024	Aks Engineering & Forestry		AP			1,610.00
52576	9/6/2024	Apex Labs		AP			4,128.00
52577	9/6/2024	Be Right Backflow LLC		AP			640.00
52578	9/6/2024	BMS Technologies		AP			7,947.48
52579	9/6/2024	CDW LLC		AP			357.00
52580	9/6/2024	Cessco, Inc		AP			187.00
52581	9/6/2024	Cintas Corporation		AP			494.74
52582	9/6/2024	Cintas Corporation - 463		AP			86.11
52583	9/6/2024	City Of Gladstone		AP			260.97
52584	9/6/2024	City Of Milwaukie		AP			1,869.95
52585	9/6/2024	Contractor Supply, Inc.		AP			12.00
52586	9/6/2024	Convergence Northwest LLC		AP			8,789.86
52587	9/6/2024	Country Supplier LLC		AP			346.38
52588	9/6/2024	Grainger, Inc.		AP			1,579.39
52589	9/6/2024	H.D. Fowler Company		AP			1,119.58
52590	9/6/2024	Hach Company		AP			693.13
52591	9/6/2024	Hi-Line Inc		AP			498.79
52592	9/6/2024	Horner Enterprises, Inc.		AP			6,976.06
52593	9/6/2024	IntelliCorp Records, Inc.		AP			53.90
52594	9/6/2024	Metro Overhead Door, Inc.		AP			381.00
52595	9/6/2024	Milwaukie Lumber Company		AP			730.89
52596	9/6/2024	Net Assets Corporation		AP			637.00
52597	9/6/2024	Northwest Natural		AP			342.01
52598	9/6/2024	One Call Concepts, Inc.		AP			958.75
52599	9/6/2024	Owen Equipment		AP			1,794.00
52600	9/6/2024	Portland Engineering Inc		AP			180.00
52601	9/6/2024	Relay Resources		AP			8,526.90
52602	9/6/2024	Robert HalfTalent Solutions		AP			3,188.48
52603	9/6/2024	Safety Northwest, LLC		AP			500.00
52604	9/6/2024	Seattle Ace Hardware		AP			8.99

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 09/30/2024 - 9:13AM

Cleared and Not Cleared Checks

Print Void Checks

52605	9/6/2024	Thorn Run Partners, LLC	AP	10,000.00
52606	9/12/2024	Airgas, Inc	AP	14.54
52607	9/12/2024	Aks Engineering & Forestry	AP	210.75
52608	9/12/2024	Be Right Backflow LLC	AP	395.00
52609	9/12/2024	BMS Technologies	AP	17,398.83
52610	9/12/2024	CDR Labor Law, LLC	AP	19,773.00
52611	9/12/2024	Colonial Life	AP	1,131.42
52612	9/12/2024	Convergence Northwest LLC	AP	2,084.55
52613	9/12/2024	H.D. Fowler Company	AP	5,018.03
52614	9/12/2024	Hasco Stations, LLC	AP	826.43
52615	9/12/2024	McGuire Bearing Company	AP	2,651.22
52616	9/12/2024	Northstar Chemical, Inc.	AP	1,039.40
52617	9/12/2024	PM Backflow	AP	1,175.00
52618	9/12/2024	Portland Engineering Inc	AP	120.00
52619	9/12/2024	R.L. Reimers Company	AP	74,999.25
52620	9/12/2024	SDIS	AP	40,335.62
52621	9/12/2024	Seattle Ace Hardware	AP	80.81
52622	9/12/2024	Staples Contract & Commercial LLC	AP	596.40
52623	9/12/2024	Waste Management Of Oregon	AP	373.96
52624	9/12/2024	Wilson and Sons Construction LLC	AP	3,296.00
52625	9/20/2024	AFSCME Council 75	AP	1,152.20
52626	9/20/2024	Airgas, Inc	AP	209.95
52627	9/20/2024	Aks Engineering & Forestry	AP	8,887.64
52628	9/20/2024	BendTel, Inc	AP	279.80
52629	9/20/2024	CentralSquare Technologies LLC	AP	7,665.98
52630	9/20/2024	Cessco, Inc	AP	141.95
52631	9/20/2024	Charles H. Day Co., Inc.	AP	33.25
52632	9/20/2024	Cintas Corporation - 463	AP	86.11
52633	9/20/2024	City Of Gladstone	AP	8,693.58
52634	9/20/2024	City Of Milwaukie	AP	333.60
52635	9/20/2024	Comcast	AP	1,330.32
52636	9/20/2024	Contractor Supply, Inc.	AP	140.97
52637	9/20/2024	Country Supplier LLC	AP	481.57
52638	9/20/2024	Ferguson US Holdings, Inc	AP	153.04
52639	9/20/2024	Gills Point S Tire	AP	1,399.83
52640	9/20/2024	Grainger, Inc.	AP	1,916.08
52641	9/20/2024	H.D. Fowler Company	AP	4,163.60
52642	9/20/2024	Hach Company	AP	12,019.00
52643	9/20/2024	Hall Tool Company	AP	516.40
52644	9/20/2024	Hasco Stations, LLC	AP	589.38
52645	9/20/2024	McGuire Bearing Company	AP	1,308.74
52646	9/20/2024	Merina & Company, LLP	AP	10,750.00
52647	9/20/2024	Moss Adams LLP	AP	7,350.00
52648	9/20/2024	NCCWC	AP	4,745.10
52649	9/20/2024	O'Reilly Auto Parts	AP	138.93
52650	9/20/2024	Pave Northwest	AP	2,890.94
52651	9/20/2024	PDX Fire Protection LLC	AP	5,132.54
52652	9/20/2024	Seattle Ace Hardware	AP	283.81
52653	9/20/2024	Secure Pacific Corporation	AP	380.32
52654	9/20/2024	Snap-on Industrial, a division of IDSC Holdings LL Snap-on Incorporated	AP	26,936.47
52655	9/20/2024	Staples Contract & Commercial LLC	AP	291.33
52656	9/20/2024	Stark Street Lawn and Garden	AP	3.99
52657	9/20/2024	Customer Refund	AP	289.12
52658	9/20/2024	Verizon Wireless	AP	244.84
52659	9/20/2024	Wallis Engineering PLLC	AP	286.30
52660	9/20/2024	Waste Management Of Oregon	AP	167.56
52661	9/20/2024	Wilson and Sons Construction LLC	AP	2,228.00
52662	9/20/2024	Employee Business Expenses Reimbursement	AP	127.18
52663	9/20/2024	Xerox Corporation	AP	15.87
52664	9/27/2024	Aks Engineering & Forestry	AP	920.00
52665	9/27/2024	AnswerNet	AP	758.42
52666	9/27/2024	CenturyLink	AP	420.99
52667	9/27/2024	CenturyLink	AP	44.94
52668	9/27/2024	Cintas Corporation	AP	671.66
52669	9/27/2024	City of Sandy	AP	225.00
52670	9/27/2024	Consolidated Supply Co.	AP	5,466.00
52671	9/27/2024	Convergence Northwest LLC	AP	302.25

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 09/30/2024 - 9:13AM

Cleared and Not Cleared Checks

Print Void Checks

52672	9/27/2024	Country Supplier LLC	AP	246.45
52673	9/27/2024	CTX-Xerox	AP	71.16
52674	9/27/2024	Cues, Inc	AP	542.42
52675	9/27/2024	Detemple Company, Inc.	AP	585.91
52676	9/27/2024	Eugene A1 Coupling & Hose Corporation	AP	14,660.45
52677	9/27/2024	Evoqua Water Technologies LLC	AP	19,876.00
52678	9/27/2024	Ferguson US Holdings, Inc	AP	471.81
52679	9/27/2024	H.D. Fowler Company	AP	11,857.99
52680	9/27/2024	Hi-Line Inc	AP	291.74
52681	9/27/2024	Jacobs Engineering Group Inc	AP	3,646.48
52682	9/27/2024	Northstar Chemical, Inc.	AP	1,029.32
52683	9/27/2024	OCD Automation, Inc.	AP	625.00
52684	9/27/2024	O'Reilly Auto Parts	AP	87.58
52685	9/27/2024	Pacific Northwest Pollution Prevention Resource Ce	AP	1,375.00
52686	9/27/2024	Robert HalfTalent Solutions	AP	7,021.48
52687	9/27/2024	Seattle Ace Hardware	AP	216.28
52688	9/27/2024	Springbrook Holding Company LLC	AP	2,400.00
52689	9/27/2024	Staples Contract & Commercial LLC	AP	86.60
52690	9/27/2024	Tice Electric Company	AP	8,195.00
52691	9/27/2024	Top Industrial Supply	AP	82.50
52692	9/27/2024	Verizon Wireless	AP	2,856.01
				<hr/>
Paper Check Disbursement Activity Subtotal				454,402.94
Voided Paper Check Disbursement Activity				13,986.46
Adjusted Paper Check Disbursement Activity Subtotal				440,416.48

Total Void Check Count:	1
Total Void Check Amount:	13,986.46
Total Valid Check Count:	142
Total Valid Check Amount:	847,920.93
Total Check Count:	143
Total Check Amount:	861,907.39

STAFF REPORT

To Board of Directors
From Aaron Janicke, Public Works Director/District Engineer
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 9c
Date October 8, 2024

Summary

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

Watershed Protection

In September, Clackamas County received rainfall several times, bringing the water year to the 36th highest in over 100 years. The reservoirs continue to have enough water for both people and fish. The Clackamas River Water Providers and their “Fish on the run, irrigation done” water conservation campaign continues through the end of October and having area residents trained in water conservation supports the environment for this year as well as future supply.

OLWS Staff are in the process of compiling the Annual Report for the FY23-24 OLWS Municipal Separate Storm Sewer System (MS4). Due on December 1st, the report reflects work completed over the last year in support of water quality in Oak Lodge. Our report contains data from our partners, including Clackamas County, North Clackamas Watersheds Council (NCWC), the EcoBiz program, the Backyard Habitat Certification program, Ecology in Classrooms and the Outdoors, KPTV, the Clean Rivers Coalition, the Regional Coalition for Clean Rivers and Streams, and the Environmental Learning Center of Clackamas Community College. In the coming months, look for one-page reports featuring deliverables of these partnership investments.

OLWS is already planning for MS4 Permit work for FY26, as the current permit will move into preparation for renewal along with the other Clackamas County Co-permittees. More information about this process will be shared here as we learn of the next steps.

Don't forget to comment on the Temperature-related Total Maximum Daily Load (TMDL) for the lower Willamette Mainstem here:

<https://www.oregon.gov/deq/wq/tmdls/Pages/TMDLs-Willamette-Basin.aspx>

When the Temperature TMDL is finalized, OLWS will need to come up with ways to influence the temperature of waterways flowing through the geographical area and draining into the Willamette River. This may affect stormwater related project goals for OLWS and its partners.

One project that supports water quality conditions in the Willamette kicked off in September in partnership with NCWC. Restoration of the confluence of River Forest Creek and the Willamette River began with erosion control practices being put in place to protect the river from construction activities. If you drive by the lake and stop at the northwest edge you will be able to see project work in progress. The construction schedule for restoration is set for 5-7 weeks this fall. This enhancement project could provide refuge for fish migrating along the lower Willamette corridor.



Wastewater Collection Work

The Collections Crew has been actively engaged in daily operations, focusing on system cleaning and CCTV inspections. Our efforts continue to ensure the integrity and efficiency of our infrastructure.

Equipment updates: During this period, we encountered a couple of setbacks with our equipment:

- The Cues push camera required repairs.
- The Aquatec Hydro Jetter also needed maintenance and repairs.

We are addressing these issues promptly to minimize disruptions in our workflow.

Staff Certification: We are pleased to announce that Tyson has successfully completed his Pipeline Assessment Certification Program (PACP). With this achievement, the entire collections crew is now certified. The PACP program is critical for accurately surveying and coding our CCTV footage, enhancing the quality and reliability of our assessments.

Water Distribution System Work



In September, 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:

- Extended 7 services in conflict with Clackamas County Jennings Project
- Main break repair on Oak Grove Blvd.
- 65 meters replaced
- Ongoing maintenance, repair, and replacement of fire hydrants
- Ongoing leak detection efforts

Non-Revenue Water

The total water purchased in September was 111.139 million gallons. Non-revenue water totaled 12.050 million gallons with 2.041 million gallons in apparent losses, 9.614 million

gallons in real losses, and 396 million 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 7.246 million gallons.

Permit Activity

September 2024 Development Activity				
<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- This Month Last Year</i>	<i>Last Year-to-Date</i>
2	0	2	0	2
4	5	12	1	4
0	2	3	2	5
8	10	33	4	13
4	2	15	1	10
<hr/>				
\$51,650	\$10,330	\$108,465.00	\$5,165	\$51,650
\$81,975	\$50,361	\$327,568.00	\$35,155	\$223,839
\$4,575	\$5,757	\$17,590.75	\$5,418	\$10,193
\$4,174	\$6,296	\$15,505.75	\$650	\$2,290

Attachments

1. Development Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	9/25/2024
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	9/25/2024
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	9/25/2024
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWS Inspections Occuring.	9/25/2024
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	9/25/2024
Under Construction	3811 SE Concord Rd.	Concord School Library	OLWS Inspections Occuring	9/25/2024
Under Construction	15510 SE Wallace Rd.	Residential: 15-lot Partition	Current OLWS Review	9/25/2024
Under Construction	13822 SE Oatfield Rd	Residential: 26-unit Cottages	OLWS Inspections Occuring	9/25/2024
Under Construction	13100 SE River Rd	Residential: 5-lot duplex; Willamette View	OLWS Inspections Occuring	9/25/2024
Under Construction	4809 SE Ina Ave.	Residential: 4-lot Subdivision (Middle Housing)	Current OLWS Review	9/25/2024
Under Construction	River Forest Creek	Stream Rehabilitation	OLWS Inspections Occuring	9/25/2024
Under Construction	1404 SE River Forest Rd.	Residential: 3-lot Partition	OLWS Inspections Occuring	9/25/2024
Plan Review	4410 SE Pinehurst Ave.	Residential 4-lot Partition (Middle Housing)	Land Use conditions sent to CC DTD. County land use expiration timeline.	9/25/2024
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	9/25/2024
Plan Review	14018 SE Linden Ln	Residential: Triplex	Land Use conditions sent to CC DTD. County land use expiration timeline.	9/25/2024
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	9/25/2024
Plan Review	13843 SE McLoughlin Blvd.	Commercial: Restaurant	Land Use conditions sent to CC DTD. County land use expiration timeline.	9/25/2024
Plan Review	14836 SE River Forest Rd	Creek Restoration	Land Use conditions sent to CC DTD. County land use expiration timeline.	9/25/2024
Pre-application	1631 SE River Ridge Rd (Willamette View)	Residential: 8-story Apartment	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/25/2024
Pre-application	1950 SE Evergreen St	Residential: 3-lot duplex; Willamette View	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/25/2024
Pre-application	2095 SE Oak Grove Blvd	Food Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/25/2024
Pre-application	17180 SE McLoughlin Blvd	Food Cart Pod	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/25/2024
Pre-application	13020 SE River Rd	Residential 5 lot duplexes Wilamette View	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	9/25/2024

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 9d
Date October 8, 2024

Summary

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

Highlights of the Month

- Digester Air Line Inspection Planning
- Copper Biotic Ligand Model Testing
- Hypochlorite tank and Pump Replacement

Wastewater Treatment Plant

Plant staff met with Brown and Caldwell in September to kick off the digester air line inspections at the Wastewater Treatment Plant (WWTP). Since the WWTP is well over ten years old now, its not only time to start planning equipment replacement, but also inspection of the multitude of buried lines and pipes throughout. One of the first, and most important, on that list is the air lines that feed the aeration basins and digesters. These air lines are vital to process as they supply the air to the biological components of the WWTP. The air lines that feed the digesters and aeration basins are also buried, which adds a layer of complexity to these inspections. To make matters more difficult, air lines are susceptible to drastic temperature changes as the air being supplied through them is intermittent. When there is air being fed through the lines, the metal heats up and expands, as compressed air is warm. When the air is not being fed through the lines, the metal cools off and contracts. This expansion/contraction cycle tends to loosen flanges and draw moisture to the metal as well, which can lead to corrosion.

The project to inspect these air lines will most likely consist of sending a remote-controlled vehicle with a ground penetrating radar probe. As the vehicle moves along the line, it will measure the thickness of the wall. Not only will it measure the wall thickness, the vehicle will also be able to measure for possible corrosion on the interior or exterior of the line. Once this is done, we will be able to assess the condition of the air piping and determine if any fixes or replacements will be needed.

As part of the National Pollutant Discharge Elimination System (NPDES) permit issued by DEQ in 2021, OLWS is required to do a series of testing that will be used in future permits. OLWS has completed the Whole Effluent Toxicity testing, which is the test done with the fish, and will be finishing up the Tier 1 Toxics testing this December. In January, we will begin a series of tests called the Copper Biotic Ligand Model. These tests will be conducted through Jacobs Engineering and will consist of monthly samples at our outfall. Typically, these tests require the use of a boat to dip the sample, but luckily, the WWTP outfall is located at a narrow point in the river, so both staff and Jacobs are confident the tests can be taken from the bank with a long sample dipper. The duration of these tests will be 24 months. Once completed, that will end the required testing for this permit.

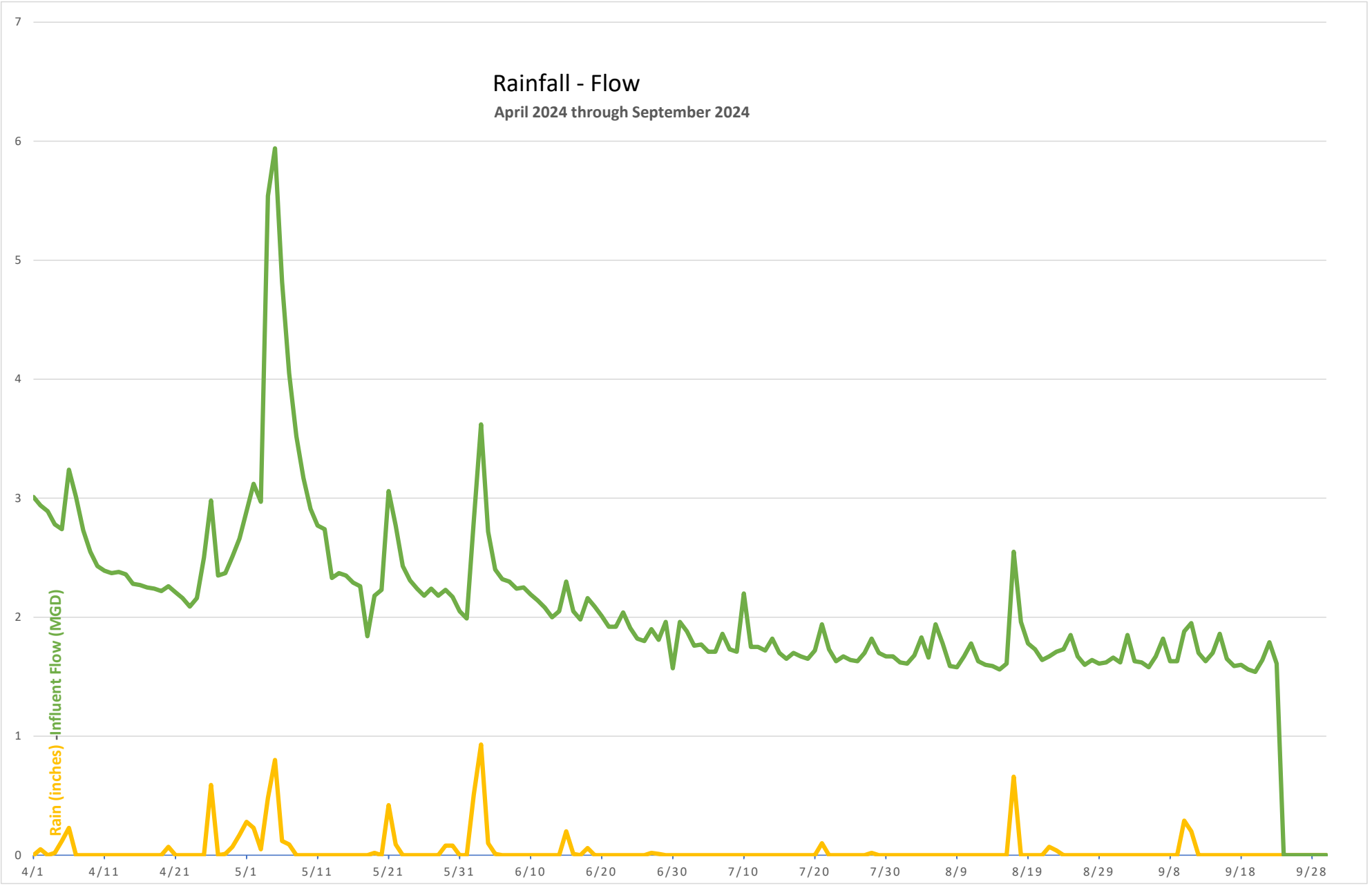
While no major damage was done to the WWTP during the trestle fire last month, the sodium hypochlorite tank that provides disinfection to the reuse system was warped by the heat. Staff met with representatives Northstar Chemical, the vendor that supplies the tank and hypochlorite. It was determined that for safety reasons the tank would need to be replaced. The good news is that the tank will be replaced free of charge to OLWS. The bad news is that Northstar no longer provides tanks with bottom feed outlets, only top feed. Staff are unsure if the current diaphragm pumps will be powerful enough to draw the Hypochlorite from the top, so they have reached out to TMG, the vendor that supplies maintenance for the entire hypochlorite pump skid to see if they can help. As of the writing of this report, staff have supplied the necessary information and drawings to TMG and are waiting for a response on what, if any, changes will need to be made to the system.

Attachments

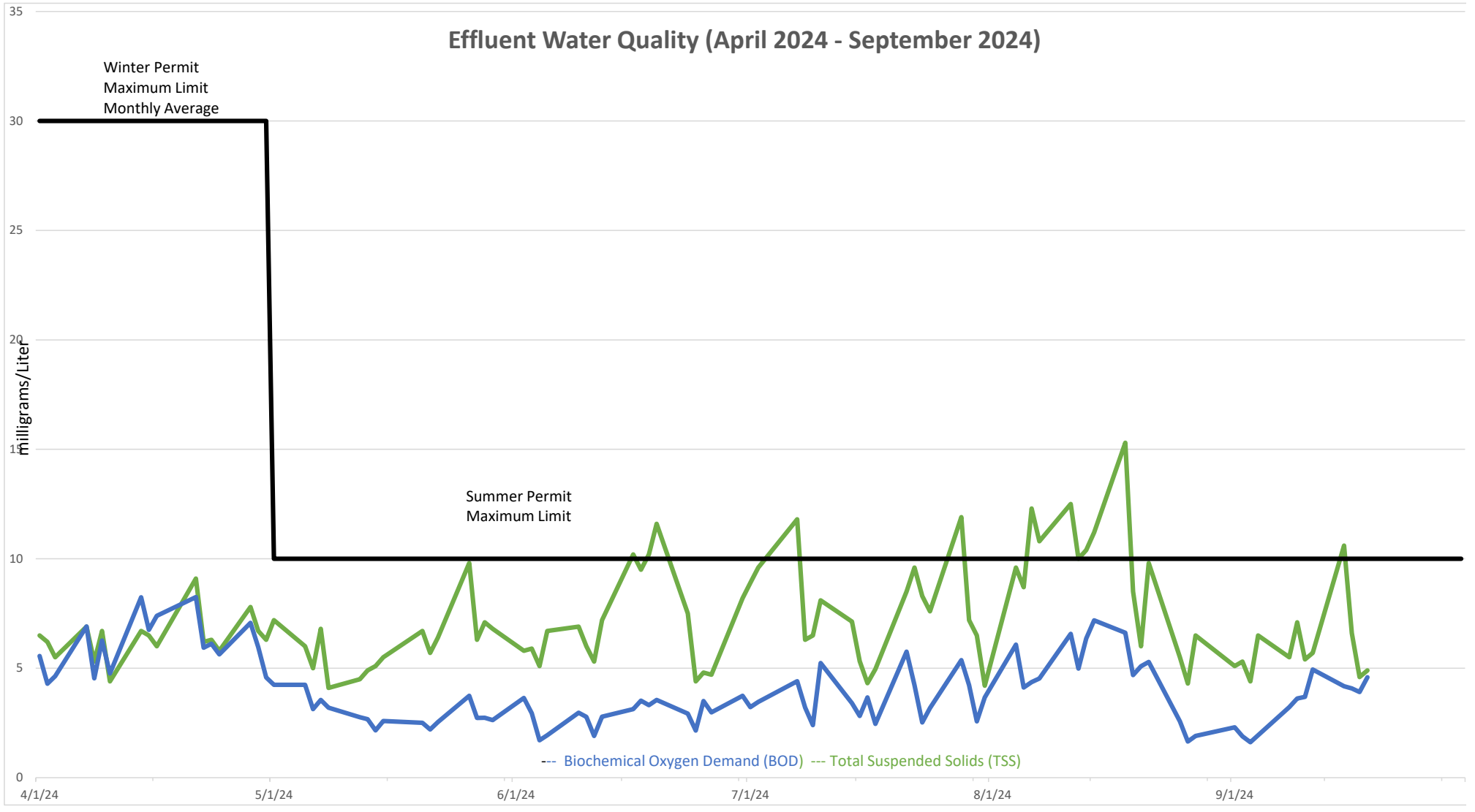
1. Rainfall vs. Flow Data Correlation for April 2024 – September 2024
2. Plant Performance BOD-TSS Graph for April 2024 – September 2024

Rainfall - Flow

April 2024 through September 2024



Effluent Water Quality (April 2024 - September 2024)



OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	10

Summary

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