



**PUBLIC MEETING  
OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
SEPTEMBER 19, 2023 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Presentation of the Natural Hazard Mitigation Plan
4. Consent Agenda
  - a. July 2023 Financial Report
  - b. Approval of August 15, 2023 Board Meeting Minutes
5. Consideration of Task Order with AKS Engineering for I&I Engineering Work
6. Consideration of Contract Award for 28<sup>th</sup> Loop Water Main Construction
7. Business from the Board
8. Department Reports
  - a. General Manager
  - b. Human Resources
  - c. Finance
  - d. Public Works
  - e. Plant Operations
9. Adjourn Meeting



## AGENDA ITEM

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|                 |               |
|-----------------|---------------|
| <b>Title</b>    | Call to Order |
| <b>Item No.</b> | 1             |

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### 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

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|                 |                         |
|-----------------|-------------------------|
| <b>Title</b>    | Call for Public Comment |
| <b>Item No.</b> | 2                       |
| <b>Date</b>     | September 19, 2023      |

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### Summary

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

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

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

**External Email – Confirm Sender and Beware of Links and Attachments**



## Public Comment

|   |   |
|---|---|
| <b>Written Public Comment Webform:</b>    |   |
| <b>First Name:</b>                        | Anthony   |
| <b>Last Name:</b>                         | Forhan  |
| <b>Group or Organization Affiliation:</b> | Bridge City Properties LLC  |
| <b>Address:</b>                           | 1130 SE Rhone St. Portland, OR 97202  |
| <b>Contact Information:</b>               | Tony Forhan 503-929-7429  |
| <b>Written Comments:</b>                  | <p>I am a property manager. It's very difficult to work with your company. We are hired by owners to manage all aspects of their homes including paying bills. Your policy to not allow tenants to put the bill in their names in order to pay the bill makes no sense. Your policy requires our clients (the home owner), and our managers/accounting to take many additional steps to cover the bills and make sure the owner is being compensated properly for the usage their tenant incurs. We prefer working with PWB because they allow tenants to put the bill in their names, and put our company as 'interim billers' and a 'notifier' to notify us when the bill has not been paid, or the service is being transferred in or out of</p> |

the owners names. We have to develop another procedure with our clients to circumvent your policy.

**Reply / Manage**

Powered by [Streamline](#).



## AGENDA ITEM

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|-----------------|--|
| <b>To</b>       | Board of Directors                                   |
| <b>From</b>     | Brad Albert, Public Works Director/District Engineer |
| <b>Title</b>    | Natural Hazard Mitigation Plan Presentation          |
| <b>Item No.</b> | 3  |
| <b>Date</b>     | September 19, 2023                                   |

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### Summary

OLWS Staff; Kevin Williams, Board Vice-Chair; and Greg Wenneson, Community Emergency Response Team volunteer recently worked with a team from Clackamas County Disaster Management to prepare an Addendum to Clackamas County’s updated “Natural Hazard Mitigation Plan” (NHMP). The plan is a requirement of the Federal Disaster Mitigation Act of 2000 (DMA 2000) and must be updated every five years to maintain eligibility for certain federal disaster assistance and hazard mitigation funding programs.

Development of the plan is under direction of Clackamas County’s Disaster Management in cooperation with a planning team of representatives from County departments, local municipalities, school districts, and other key stakeholders such as utility providers like OLWS. The planning team is responsible to provide feedback required for the plan update, including the ranking of hazards and identification of strategic, cost-effective mitigation activities that may reduce future losses for the County and individual jurisdictions. Some mitigation activities may be eligible for future Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) grant funding, such as: localized flood reduction measures, infrastructure retrofits, wildfire mitigation, and projects that provide immediate life-safety protection for people vulnerable to natural hazards like earthquakes and severe weather events.

### Background

The OLWS NHMP Addendum is a section of the Clackamas County NHMP, which is a multi-jurisdictional plan that covers Clackamas County, including Oak Lodge Water Services Authority. The OLWS NHMP Addendum incorporates the concerns and needs of local stakeholders participating in the development of the Addendum.

OLWS is vulnerable to a variety of potential natural disasters, which threaten the loss of life and property in the County. Hazards such as earthquakes, flooding, wildfires, ice storms, and droughts have the potential for inflicting vast economic loss and personal hardship.

Examples of hazard mitigation include actions such as working to complete master plans and capital improvement plans for water and wastewater infrastructure; ensuring timely emergency communications to the public through notification systems; improvement of roads and culverts that experience repetitive flooding; strengthening public awareness and emergency preparedness to increase social resiliency; and conducting public awareness and education campaigns to help people to be prepared to take safe action before, during, or following a hazard event.

At this time the OLWS NHMP Addendum has been completed and is being reviewed by the Clackamas County Disaster Management team. After final approval from Clackamas County, it will be submitted to the Oregon Office of Emergency Management and then to the FEMA for acceptance. OLWS staff will present the Board the final draft of the Addendum and prepare to adopt the OLWS NHMP Addendum after acceptance by CC, OEM, and FEMA in the spring of 2024.

### **Attachments**

1. Natural Hazard Mitigation Plan Addendum

# Oak Lodge Water Services Addendum to the Clackamas County Multi- Jurisdictional Hazard Mitigation Plan



April 2024

Volume II: Oak Lodge Water Services Addendum



This Natural Hazard Mitigation Plan was prepared by:



Funding provided by:

### The Customers of Oak Lodge Water Services

With support from:



Planning grant funding provided by:



Federal Emergency Management Agency (FEMA)  
Pre-Disaster Mitigation Program  
Grant: EMS-2017-PC-0005  
Sub-grant Application Reference: PDMC-PL-10-OR-2016-001, and

Additional Support Provided by:



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# Purpose

This document serves as the Oak Lodge Water Services (OLWS) addendum to the Clackamas County Multi-Jurisdiction Natural Hazards Mitigation Plan (NHMP). This addendum supplements information contained in Volume I (Clackamas County NHMP Basic Plan) and serves as the foundation for OLWS's Hazard Mitigation Plan. Volume III (Appendices) provides additional information.

This addendum meets all the requirements of Title 44 CFR §201.6 including:

- Multi-jurisdictional Plan Requirements §201.6(a)(4),
- Multi-jurisdictional Planning Process §201.6(b)(1-3),
- Multi-Jurisdictional Risk Assessment §201.6(c)(2)(iii),
- Multi-jurisdictional Mitigation Strategy §201.6(c)(3)(iv),
- Multi-jurisdictional Plan Maintenance Process §201.6(c)(4), and
- Multi-jurisdictional Plan Adoption §201.6(c)(5).

This is the first addendum to the County NHMP for OLWS and builds on other OLWS planning efforts detailed further in this document.

A description of the jurisdiction specific planning and adoption process follows, along with community specific action items. Information about OLWS's risk relative to the natural hazards relevant to the County is documented in the addendum's Risk Assessment section. The section considers how OLWS's risk differs from or matches that of the County's. Additional information on Risk Assessment is provided within the Clackamas County NHMP's Section 2 – Risk Assessment.

# Mitigation Plan Mission

The NHMP mission states the purpose and defines the primary functions of the NHMP. It is intended to be adaptable to any future changes made to the NHMP and need only to change if the community's environment or priorities change.

OLWS concurs with the mission statement developed during the Clackamas County planning process (Volume I, Section 3):

*Promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment from natural hazards.*

This mission can be achieved by increasing public awareness, documenting the resources for risk reduction and loss-prevention, and identifying activities to guide the County, and OLWS, towards building a safer, more sustainable community.

# Mitigation Plan Goals

Mitigation plan goals are more specific statements of direction that Clackamas County and OLWS residents, as well as public and private partners can take while working to reduce OLWS's risk from natural hazards. These statements of direction form a bridge between the broad mission statement, and serve as checkpoints, as agencies, and organizations begin implementing mitigation action items.

OLWS concurs with the goals developed during the Clackamas County planning process (Volume I, Section 3). All NHMP goals are important and are listed below in no order of priority. Establishing community priorities within action items neither negates nor eliminates any goals, but it establishes which action items to consider implementing first, should funding become available.

Below is a list of the NHMP goals:

## **Goal 1: Protect Life and Property**

- Develop and implement mitigation and climate adaptation projects and policies that aid in protecting lives by making homes, businesses, community lifelines, and other property more resilient to natural hazards and impacts from climate change.
- Establish mitigation projects and policies that minimize losses and repetitive damages from recurring disasters while promoting insurance coverage for severe hazards.
- Improve hazard identification and risk assessment information to inform and provide recommendations for enhanced resilience in new development decisions and promote preventative measures for existing development in areas vulnerable to natural hazards.

## **Goal 2: Enhance Natural Systems**

- Incorporate natural hazard mitigation planning and activities into watershed planning, natural resource management, natural systems enhancement, and land use planning to protect life, property, and ecological systems.

## **Goal 3: Augment Emergency Services**

- Strengthen emergency operations by enhancing communication, collaboration, and coordination of natural hazard mitigation activities and policies across agencies at all levels and regions of government, sovereign tribal nations, and the private sector.

## **Goal 4: Encourage Partnerships for Implementation**

- Improve communication, coordination, and participation among and with public agencies, community members, community lifelines, and private sector organizations to prioritize and implement hazard mitigation activities and policies.
- Enhance efforts toward identifying and optimizing opportunities across state agencies, surrounding communities, and private entities for resource sharing, mutual aid, and funding sources/support.

## **Goal 5: Promote Public Awareness**

- Build community resilience and awareness, and reduce the effects of natural hazards and climate change through community-wide engagement, collaboration, resource-sharing, learning, leadership-building, and identifying mitigation project-related funding opportunities.

## **Goal 6: Advance Equity and Inclusion**

- Mitigate the inequitable impacts of natural hazards by prioritizing the directing of resources and efforts to build resilience and engagement in the most vulnerable communities least able to prepare, respond, and recover.

- Strengthen efforts aimed at increasing engagement, outreach, and collaboration with community and cultural organizations and agencies that are dedicated to providing services and support to vulnerable and underserved communities.

## NHMP Process, Participation and Adoption

In addition to establishing a comprehensive community-level mitigation strategy, the Disaster Mitigation Act of 2000 (DMA2K), and the regulations contained in 44 CFR 201, require that jurisdictions maintain an approved NHMP to receive federal funds for mitigation projects. Local adoption, and federal approval of this NHMP ensures that OLWS will remain eligible for pre-, and post-disaster mitigation project grants.

The Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon’s Institute for Policy Research and Engagement (IPRE) collaborated with the Oregon Office of Emergency Management (OEM), the Department of Land Conservation and Development (DLCD), and Clackamas County to update the Clackamas County multi-jurisdictional NHMP in 2019. OLWS was not engaged in that process but utilized the outcomes of the historical efforts in the development of this NHMP Addendum. It is the intent of OLWS to participate in the next County NHMP update and align with the County’s schedule.

This OLWS addendum was developed in 2023 with collaboration from OEM, DLCD, Clackamas County Disaster Management and project support from Clackamas River Water and Colton Water District.

The Clackamas County NHMP, and OLWS addendum, are the result of a collaborative effort between Clackamas County rate payers, citizens, elected officials, public agencies, non-profit organizations, the private sector, and regional organizations. Information contained in the County NHMP – Volumes I to III and the Community Wildfire Protection Plan was utilized in the development of this plan. The OLWS Hazard Mitigation Action Committee (HMAC) was formed and guided the process of developing the OLWS NHMP. Funding was provided by the ratepayers of OLWS.

## Convener

The OLWS Public Works Director/OLWS Engineer serves as the NHMP addendum convener. The convener of the NHMP addendum along with the OLWS’ HMAC will take the lead in implementing, maintaining, and upgrading the addendum in collaboration with the designated convener of the Clackamas County NHMP (Clackamas County Resilience Coordinator).

Representatives from OLWS’ HMAC served as the project steering committee and met formally, and informally, to develop and review the OLWS’ NHMP addendum with a focus on the NHMP’s risk and resilience assessment and mitigation strategy (action items).

This addendum reflects decisions made at the designated meetings and during subsequent work and collaboration with the Clackamas County Resilience Coordinator. Relevant information is highlighted in more detail throughout this document. The OLWS Addendum has been incorporated into Volume II of the Clackamas County NHMP.

Support during development of this HMAC was provided by the following staff and committee members:

- Convener – Brad Albert, Public Works Director/District Engineer
- Sarah Jo Chaplen, General Manager

- Kevin Williams, Board Member
- Neil Schulman, Executive Director, North Clackamas Watersheds Council
- Greg Wenneson, Oak Lodge Community Emergency Response Team (CERT)
- Alexa Morris, Outreach and Communications Specialist
- Lara Christensen, Water Quality Coordinator

Additional support for this effort was provided by Gianna Alessi, Natural Hazard Mitigation Planning Specialist, and Jay Wilson, Resilience Coordinator, Clackamas County Disaster Management.

## NHMP Implementation and Maintenance

The OLWS Board of Directors will be responsible for adopting OLWS' addendum to the Clackamas County NHMP. This addendum designates the HMAC and a convener to oversee the development and implementation of action items. Because the OLWS addendum is part of the County's multi-jurisdictional NHMP, the OLWS will look for opportunities to partner with the County and other interdependent agencies and jurisdictions to mitigate common hazards and improve resilience in the community and region.

The OLWS HMAC will convene on an annual schedule after adoption of the OLWS NHMP addendum. The OLWS HMAC convener, or their designee, will participate as requested by the County in order to provide opportunities for participating jurisdictions (cities and special districts) to identify opportunities for joint mitigation efforts and report on NHMP implementation and ongoing maintenance. The OLWS Public Works Director/OLWS Engineer, or their designee, will serve as the OLWS convener and will be responsible for assembling the OLWS HMAC and ongoing maintenance and updates.

The HMAC will be responsible for:

- Reviewing existing action items to determine suitability of funding
- Keeping elected officials, ratepayers and the public informed of the mitigation process
- Reviewing existing, and new risk assessment data to identify issues that may not have been identified at the time of NHMP creation
- Educating and training new HMAC members on the NHMP, and mitigation actions in general
- Assisting in the development of funding proposals for priority action items
- Discussing methods for continued public involvement
- Documenting successes and lessons learned during the year

The convener will remain active in the County's implementation and maintenance process (Volume I, Section 4), and participate in the County HMAC meetings that occur.

## Implementation through Existing Programs

This NHMP is strategic and non-regulatory in nature, meaning that it does not necessarily set forth any new policy. It does, however, provide: (1) a foundation for coordination and collaboration among agencies, the public, and OLWS; (2) identification and prioritization of future mitigation activities; and (3) aid in meeting

federal planning requirements and qualifying for assistance programs.

The mitigation plan works in conjunction with other District plans and programs as well as the Clackamas County Comprehensive Land Use Plan, Capital Improvement Plan (CIP), OLWS Rules and Regulations, the Clackamas County NHMP, and the State of Oregon NHMP.

The mitigation actions described herein (and in Attachment A) are intended to be implemented through existing plans and programs within OLWS. Plans and policies already in existence have support from OLWS residents, businesses, and policy makers. Therefore, where possible, the OLWS will implement the NHMP's recommended actions through existing plans and policies. Many strategic plans and master plans get updated regularly, allowing them to adapt to changing conditions and needs. Implementing the NHMP's action items through such plans and policies increases their likelihood of being supported and implemented. Implementation opportunities are further defined in action items when applicable.

Future development without proper planning may result in worsening problems associated with natural hazards. Metro, the regional government for Clackamas, Multnomah, and Washington counties, determines many land-use laws for the Tri-County region and sets the urban growth boundary. The entire Portland Metro area is subject to tremendous growth pressures due to its desirable location and the restrictions on urban sprawl placed by urban growth boundary requirements.

OLWS serves approximately 29,000 customers on a retail water, wastewater and watershed protection basis in an unincorporated portion of western Clackamas County. Comprehensive Planning takes place at the County level and relevant information is included in the County NHMP (Volume 1).

OLWS currently has the following plans and policies that relate to natural hazard mitigation which will be regularly updated and integrated into the NHMP update:

- OLWS Commitments to Customers
- AWIA Risk and Resilience Assessment and Mitigation Strategies (2020)
- Water Master Plan (2020)
- Wastewater Master Plan (2023)
- Capital Improvement Plan (2023-2028)
- Water Management and Conservation Plan (2011, Update in progress)

Other Plans:

- Clackamas County Community Wildfire Protection Plan (2018)
- Oregon Resilience Plan (2013)
- Oregon Resiliency (2025)

The purpose of these documents is to outline short to long term planned improvements to infrastructure and equipment and provide the context for how OLWS will accomplish our four core commitments:

- Protect Public Health
- Provide Excellent Customer Service

- Make Smart Investments and Work to Keep Rates Affordable
- Keep Our Local Streams and Rivers Clean

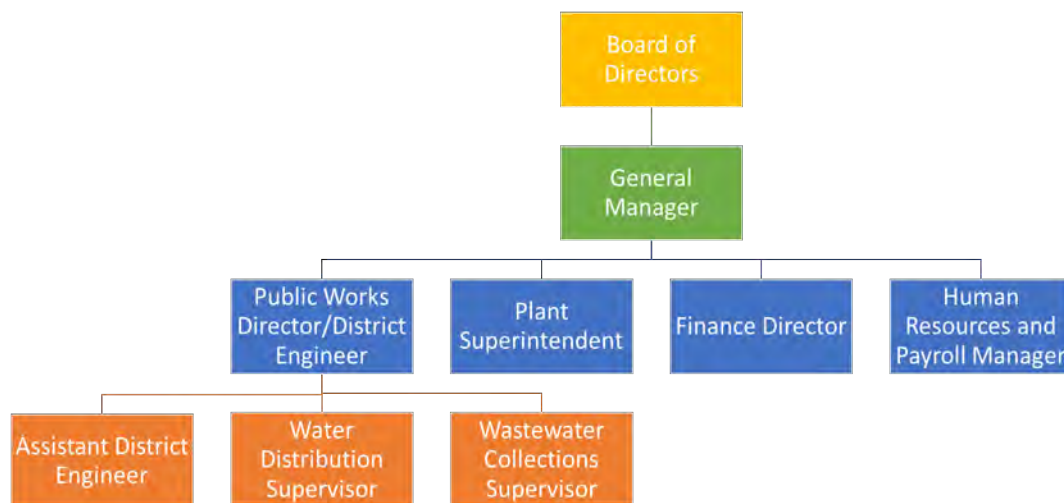
Planning documents will be used to support and justify funds necessary to develop system improvements and increase resilience for OLWS.

## Governance Structure

OLWS is governed by a five-member Board of Directors elected to alternating four-year terms by OLWS voters (Figure OLWS-1). The Board of Directors, with support from the OLWS management team and citizen engagement, define the vision, mission, goals, and strategic objectives for OLWS. They set policies and approve the OLWS operating budget which reflects the outcomes of extensive planning efforts, priorities, and action items developed with review and approval from citizen members of the budget committee. During key decision making and planning processes ample opportunity for public participation is encouraged and provided for, including a public review and comment on the new OLWS NHMP Addendum.

Figure OLWS-1 Oak Lodge Water Services – Governance and Management Structure

Source: *Oak Lodge Water Services (2023)*



## Continued Public Participation

An open public involvement process is essential to the development of an effective NHMP. Keeping the public informed of efforts to reduce its risk to future natural hazard events is important for successful NHMP implementation and maintenance. OLWS is committed to involving the public in the NHMP review and update process (Volume 1, Section 4).

This will be accomplished by providing NHMP progress updates to our elected officials as part of routine public meetings and work sessions, including updates in future customer newsletters, providing information on the OLWS website and social media, and providing opportunity for review and feedback during our next County and OLWS NHMP update. The link to the OLWS website is [www.OakLodgeWaterServices.org](http://www.OakLodgeWaterServices.org).



# NHMP Maintenance

The Clackamas County NHMP and OLWS addendum will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. During the County NHMP update process, OLWS will also review and update its addendum (Volume 1, Section 4). The convener will be responsible for convening the HMAC to address the questions outlined below.

- Are there new partners that should be brought to the table?
- Are there new local, regional, state, or federal policies influencing natural hazards that should be addressed?
- Has the community successfully implemented any mitigation activities since the NHMP was last updated?
- Have new issues or problems related to hazards been identified in the community?
- Are the actions still appropriate given current resources?
- Have there been any changes in development patterns that could influence the effects of hazards?
- Have there been any significant changes in the community's demographics that could influence the effects of hazards?
- Are there new studies or data available that would enhance risk assessment?
- Has the community been affected by any disasters? Did the NHMP accurately address the impacts of this event?

These questions will help the HMAC determine what components of the mitigation plan need updating. The HMAC will be responsible for updating any deficiencies found in the NHMP.

# Mitigation Strategy

The OLWS mitigation strategy (action items) are in the process of being clarified and prioritized, building on the foundation of the Oregon Resilience Plan created in 2013 and gaining clear focus as part of the master planning and assessment efforts recently completed by OLWS. Those efforts include the Water Master Plan (2020), the Wastewater Master Plan (2023), and the Capital Improvement Plan (2023-2028).

Each planning effort involved the identification of hazards and risk, determination of probability and hazard impact, cost analysis, and project selection criteria. Those assessments served as sources for our core mitigation action items. Recent events such as the COVID-19 pandemic, the extensive nearby wildfire damage in 2020, and localized flooding after recent ice storms recently amplified the recognition and need for increased public preparedness and improved system resilience through natural hazard mitigation.

The action items were identified, prioritized, and relocated to this addendum. They will be revised during subsequent Clackamas County NHMP updates and integrate risk, identified issues, and accomplishments.

# Risk Assessment

This section of the NHMP addendum addresses 44 CFR 201.6(b)(2) – Risk Assessment. In addition, this chapter can serve as the factual basis for addressing Oregon Statewide Planning Goal 7 – Areas Subject to Natural

Hazards. Assessing natural hazard risk is defined as the potential for damage, loss, or other impacts created by hazards acting on community assets. The planning team conducted a risk assessment to determine the potential impacts of the hazards to the assets of the community. Ultimately, the goal of hazard mitigation is to reduce the area of risk where hazards overlap vulnerable systems.

While there are multiple methodologies for performing a risk analysis, generally, risk assessment has three phases:

- Phase 1 – Hazard Identification: Identify hazards that can affect the jurisdiction. This includes an evaluation of potential hazard impacts – type, location, extent, etc. and gathering/updating of information required to accurately address hazards.
- Phase 2 – Vulnerability Assessment: Identification of important community assets and system vulnerabilities. Example vulnerabilities include people, businesses, homes, roads, historic places and drinking water sources.
- Phase 3 – Risk Analysis: Evaluate the extent to which the identified hazards overlap with or have an impact on the important assets identified by the community.

The local level rationale for the identified mitigation strategies (action items) is presented herein and within Volume I, Section 3 and Volume III, Appendix C. The risk assessment process is graphically depicted in Figure SA-1. Ultimately, the goal of hazard mitigation is to reduce the area of risk, where hazards overlap vulnerable systems.

Figure OLWS-2: Understanding Risk



Source: USGS – Oregon Partnership for Disaster Resilience Research Collaboration, 2006

# Hazard Analysis

Using information from Clackamas County’s Hazard Vulnerability Assessment (HVA), OLWS HMAC developed a hazard vulnerability assessment (HVA). Changes from the County’s HVA were made where appropriate to reflect distinctions in vulnerability and risk from natural hazards unique to OLWS, which are discussed throughout this addendum.

Table OLWS-1 shows the HVA matrix for OLWS listing each hazard in order of rank from high to low. The table shows that hazard scores are influenced by each of the four categories combined. For local governments, conducting the hazard analysis is a useful step in planning for hazard mitigation, response, and recovery. The method provides the jurisdiction with sense of hazard priorities but does not predict the occurrence of a hazard. See Volume I, Section 2: Risk Assessment of the Clackamas County NHMP for a description of the methodology.

Cascadia Subduction Zone earthquakes, crustal earthquakes, and flooding rank as the top hazards to OLWS (Top Tier). Winter storms, wildfires, windstorm and pandemic rank in the middle (middle tier). Drought, harmful algal blooms, volcanic events, and landslides comprise the lowest ranked hazards (Bottom Tier).

| Hazard                | History | Vulnerability | Maximum Threat | Probability | Total Threat Score | Hazard Rank | Hazard Tiers |
|-----------------------|---------|---------------|----------------|-------------|--------------------|-------------|--------------|
| Earthquake (Cascadia) | 4       | 45            | 100            | 49          | 198                | #1          | Top Tier     |
| Earthquake (Crustal)  | 6       | 50            | 100            | 21          | 177                | #2          |              |
| Flood                 | 16      | 30            | 70             | 56          | 172                | #3          |              |
| Winter Storm          | 14      | 30            | 70             | 56          | 170                | #4          | Middle Tier  |
| Wildfire              | 16      | 25            | 65             | 46          | 152                | #5          |              |
| Windstorm             | 14      | 15            | 50             | 42          | 121                | #6          |              |
| Pandemic              | 10      | 45            | 50             | 14          | 119                | #7          |              |
| Drought               | 10      | 15            | 50             | 42          | 117                | #8          | Bottom Tier  |
| Harmful Algal Blooms  | 10      | 15            | 40             | 28          | 93                 | #9          |              |
| Volcanic Event        | 2       | 20            | 50             | 14          | 86                 | #10         |              |
| Landslide             | 6       | 15            | 20             | 21          | 62                 | #11         |              |

*Source: Oak Lodge Water Services HMAC, 2023.*

## Community Characteristics

This section provides information on OLWS specific demographics and assets by area. Many of these community characteristics can affect how natural hazards impact communities, and how communities choose to plan for natural hazard mitigation.

## System Overview

Oak Lodge Water Services Authority (OLWS) is joint water and sanitary services authority organized under Chapter 450 of the Oregon Revised Statutes (ORS). OLWS serves a population of about 29,000 directly, providing drinking water, wastewater, and watershed protection services over a 6.5 square mile service area.

OLWS provides drinking water and wastewater services to over 9,100 customer connections and operates and maintains a pipe system consisting of approximately 200 miles of transmission and distribution pipeline, 846 manholes, 5 lift stations, 3123 catch basins, 1.5 billion gallons of wastewater treated each year, and 15.6 million gallons of water storage, and 773 fire hydrants within unincorporated Clackamas County.

The service area encompasses parts of unincorporated Clackamas County, including areas adjacent to Milwaukie and Gladstone, and the areas of Oak Grove and Jennings Lodge. Customers in the OLWS service area receive water that is produced by the North Clackamas County Water Commission's water treatment plant, and the majority of customers have their wastewater treated and cleaned by the OLWS wastewater treatment plant.

The Clackamas River is the main source of water for the OLWS service areas. Raw river water comes into the 20.0 million gallons per day (MGD) treatment plant by gravity through fish screens into a 38-foot-deep caisson. The water is then pumped up and out to slow sand filters and/or membrane filters. When using the membrane filters, Aluminum Chlorohydrate is added to create a pin floc to better aid in filtration. The slow sand filters are made up of a 12-inch layer of gravel with 36 inches of sand on top. The filters work using the top six inches of the sand, which includes a biological community of organisms that consume the pathogenic organisms coming from the raw river water. Alternatively, the mechanical membranes filter the pathogens out. After filtration, Sodium Carbonate is added to raise the pH of the water, and Sodium Hypochlorite is added for disinfection. The water then goes through a baffled clearwell to create contact time with Chlorine for complete disinfection of the water.

Finished water is pumped from the clearwell to residential and commercial OLWS customers, other water providers, and throughout the system for fire protection. Reservoirs throughout the distribution network provide additional storage and gravity feed to customers.

## Water Rights

OLWS is a member of the Clackamas River Water Providers, a group of agencies that separately hold water rights along the Clackamas River. This group consists of the North Clackamas County Water Commission (NCCWC – which includes Oak Lodge Water Services Authority, Sunrise Water Authority and the City of Gladstone), Clackamas River Water, South Fork Water Board (which includes the Cities of West Linn and Oregon City), the City of Lake Oswego, the City of Tigard, and the City of Estacada. Most of the cities noted are part of the County NHMP. As of July 1, 1970 NCCWC holds a non-certificated surface water right authorizing the total use of up to 40.07 MGD from the Clackamas River for municipal use. The surface water right is junior to three in-stream rights along the Clackamas River. At this time the NCCWC water treatment plant has a production capacity of 10 MGD, which limits the amount of water used from the surface water right.

## Interconnections with other Systems

OLWS's drinking water system is interconnected with several other public water systems (e.g., wholesale water

and emergency interties) that allow the exchange of water during emergency or water shortage events. OLWS will continue to look for mitigation opportunities to implement emergency interconnections with neighboring water providers.

NOTE: Figure OLWS-3 is a map of the OLWS service area. Specific asset locations are not shown to protect the security of the system.

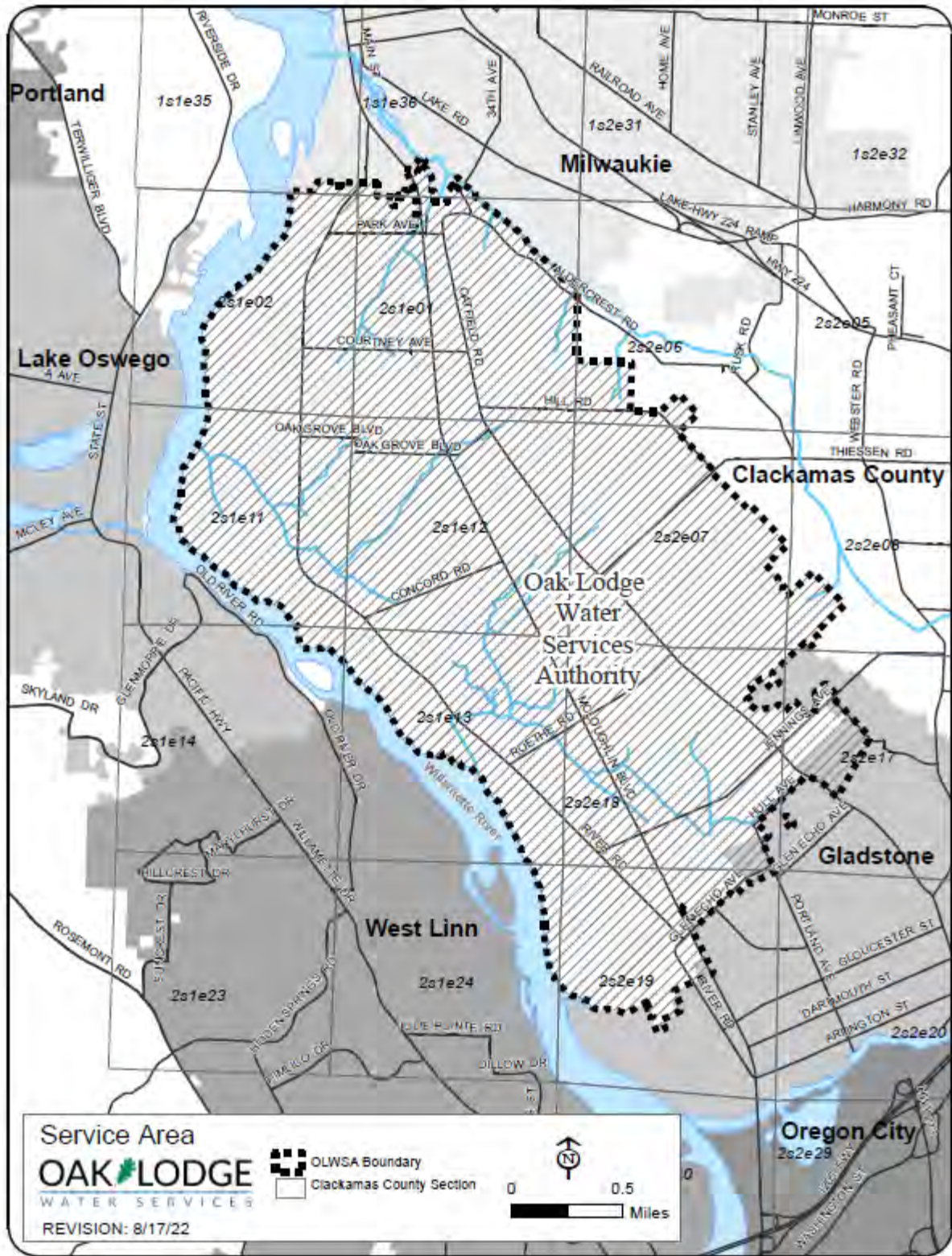


Figure OLWS-3 Oak Lodge Water Services Service Area  
 Source: Oak Lodge Water Services - Water System Master Plan (2019)

## Transportation/Infrastructure

OLWS relies on the Clackamas County Department of Transportation and Development to maintain the local road system. Tri-Met Transportation provides bus and Max train service for the OLWS area.

## Economy

The economic integrity of OLWS is made up of blue and white collar families, retirees, and mixed businesses. The local economy relies on local small businesses as well as larger franchises including grocers, health care, fast food, a preponderance of automotive focused dealerships, among others.

## Community Assets

Considering OLWS's specific assets during the planning process can assist in identifying appropriate measures for natural hazard mitigation. OLWS's assets were identified as part of the 2023 HMAC NHMP review. Table OLWS-2 lists the resources, facilities, and infrastructure that, if damaged, could significantly impact the public safety, economic conditions, and environmental integrity of OLWS.

| Table OLWS-2. Asset Summary  |   |                            |    |    |    |  |    |    |    |    |    |
|--|---|----------------------------|----|----|----|--|----|----|----|----|----|
| Name/Number  | Area  | Identified Hazard Exposure |    |    |    |  |    |    |    |    |    |
|  |   | DR                         | EQ | FL | HB | PA   | LS | VE | WF | WN | WS |
| Wastewater Treatment Plant   | Renton  |                            | X  |    |    |  | X  |    | X  | X  | X  |
| Pump Station #2  | Oak Shore Ln  |                            | X  |    |    |  | X  |    | X  | X  | X  |
| Pump Station #3  | Park Ave  |                            | X  |    |    |  |    |    | X  | X  | X  |
| Pump Station #4  | River Forest Ln   |                            | X  |    |    |  |    |    | X  | X  | X  |
| Pump Station #5  | Walta Vista Dr  |                            | X  |    |    |  |    |    | X  | X  | X  |
| Pump Station #6  | Glen Echo   |                            | X  |    |    |  |    |    | X  | X  | X  |
| Pipelines/Distribution System  | -   |                            | X  | X  |    |  | X  |    |    |    | X  |
| Reservoir 1 & 2  | Valley View   | X                          | X  |    |    |  | X  |    | X  | X  | X  |
| Reservoir 3 & 4  | View Acres  | X                          | X  |    |    |  | X  |    | X  | X  | X  |
| <b>Other Assets</b>  |   |                            |    |    |    |  |    |    |    |    |    |
| Back-up Generators   | -   |                            | X  |    |    |  |    |    |    |    |    |
| Administration Buildings   | -   |                            | X  |    |    |  | X  |    | X  |    |    |
| OLWS Staff   | -   |                            | X  |    |    | X  |    |    |    |    | X  |
| Supervisory Control and Data Acquisition (SCADA) System                      | -   |                            | X  |    |    |  |    |    |    | X  | X  |
| Business/Information Technology System                                       | -   |                            | X  |    |    |  |    |    |    | X  | X  |
| <i>Source: Information provided by Oak Lodge Water Services</i>              |   |                            |    |    |    |  |    |    |    |    |    |
| <b>Hazard Descriptions:</b><br>DR = Drought<br>EQ = Earthquake<br>FL = Flood | HB = Harmful Algal Blooms<br>PA = Pandemic<br>LS = Landslide<br>VE = Volcanic Event |                            |    |    |    | WF = Wildfire<br>WN = Windstorm/Tornado<br>WS = Winter Storm |    |    |    |    |    |

## Critical Facilities

Facilities that are critical to government response, and recovery activities (i.e. life, safety, property, and environmental protection). These facilities include: 911 Centers, Emergency Operations Centers, Police, and Fire Stations, Public Works facilities, sewer, and water facilities, hospitals, bridges, roads, shelters, and more.

## Critical Infrastructure

Infrastructure that provides necessary services for emergency response include: services for Clackamas County and Clackamas Fire District.

## Essential Facilities

Facilities that are essential to the continued delivery of key government services, and/or that may significantly impact the public's ability to recover from the emergency. These facilities may include: OLWS buildings such as the Administration Building, pump stations, the OLWS Wastewater Treatment Plant, and other public facilities such as schools.

## Environmental Facilities

Environmental assets are those parks, green spaces, wetlands, and rivers that provide an aesthetic, and functional ecosystem services. Service areas functioning for the community include: Boardman Wetlands Nature Park, Rivervilla Park, Stringfield Park, the Trolley Trail, and the Willamette River.

## Vulnerable Populations

Vulnerable populations, including seniors, disabled citizens, women, and children, as well those people living in poverty, often experience the impacts of natural hazards and disasters more acutely. Populations that have special needs or require special consideration include: seniors, disabled residents, families with children, and residents living at or below the poverty line.

## Hazardous Materials

Facilities that, if damaged, could cause serious secondary impacts may also be considered "critical." Hazardous materials sites are particularly vulnerable to earthquake, landslide, volcanic event, wildfire, and winter storm hazards. A hazardous material facility is one example of this type of critical facility. Those sites that store, manufacture, or use potentially hazardous materials include: certain businesses located along 99E or within the boundaries of OLWS.

## Economic Assets/Population Centers

Economic assets include businesses that employ large numbers of people and provide an economic resource to OLWS. If damaged, the loss of these economic assets could significantly affect economic stability, and prosperity. Population Centers usually are aligned with economic centers and are a concern during evacuation/notification. Economic/Population centers that would cause concern during a hazard event include: Oak Grove Fred Meyer and the businesses located along 99E.

## Cultural and Historic Assets

The cultural and historic heritage of a community is more than just tourist charm. For families that have lived in the area for generations and new residents alike, it is the unique places, stories, and annual events that make the community an appealing place to live. The cultural and historic assets are both intangible benefits and obvious quality-of-life-enhancing amenities. Because of their role in defining and supporting the community, protecting these resources from the impact of disasters is important.



# Hazard Characteristics

Volume I, Section 2 of the Clackamas County NHMP thoroughly describes the characteristics of the profiled hazards, history, as well as the location, extent, and probability of potential events within the County. Generally, an event that affects the County, or applicable areas where OLWS facilities are located, is likely to affect OLWS as well. Similarly, the causes and characteristics of hazard events are appropriately described within Volume 1, Section 2 as well as the location and extent of potential hazards. Lastly, previous occurrences are well documented within Volume 1, Section 2 and the community impacts described by the County, or applicable City, would generally be the same for OLWS.

Table OLWS-3 lists the various natural hazards in the general Clackamas County area which are applicable to OLWS, along with any observed impacts associated with the historical occurrence of such events within the OLWS service boundary.

| <b>Table OLWS-3. Natural Hazards</b>                        |  |
|---|--|
| <b>Hazard</b>   | <b>Description and Historical Occurrence</b>   |
| Drought   | <p>Drought is a hazard of increasing concern in Western States. OLWS is concerned about drought in that it reduces the quantity of water available and increases the risk of wildfires. Wildfires may impact facilities and staff but may also cause acute and chronic water quality concerns.</p> <p>A historical occurrence of drought impacted operations and triggered Water Management and Conservation plan curtailments on the Clackamas River in 2015.</p>   |
| Earthquakes (including liquefaction, crustal and landslide) | <p>Earthquake hazards encompass effects from liquefaction, a phenomenon where saturated sand and silt take on the characteristics of a liquid during the intense shaking of an earthquake, and landslide.</p> <p>OLWS and Clackamas County are within the area of impact of the Cascadia subduction zone. Crustal faults are located within Clackamas County.</p> <p>There have been instances of water lines and facilities impacted by earthquake induced landslides, including the potential impact to the main water transmission pipe located in soil that has the potential for liquefaction during earthquakes.</p>   |
| Flood   | <p>OLWS assets are in an area that is susceptible to flooding from the Willamette River. The OLWS Wastewater Treatment Plant is barely above the 100-year flood level.</p> <p>According to the National Weather Service, there have been several river crests between 26 and 30 feet from 1956-2023. Where the river level is typically under 7 feet in February, during the flood of 1996, the river crested at 28.55 ft. It flooded the OLWS influent pump station which had to be shut down for approximately 24 hours due to the nature of the floodwater inundation. Flood stage is 18 feet.</p> <p>Flooding also occurs from streams emanating from Oatfield Ridge (Rinearson, Boardman, and River Forest Creeks and their tributaries). These floods are sometimes chronic and block roadways and affect property. They can be exacerbated by increases in impervious surfaces from development (both current development and development predating stormwater standards in 1993), loss of wetlands, increasing severity of storms due to climate change, and undersized infrastructure (i.e. culverts) and inadequate maintenance of facilities such as stormwater treatment facilities and/or culverts.</p> |

|                                     |  |
|-------------------------------------|--|
| Harmful Algal Blooms                | Harmful algal blooms (HABs) occur when colonies of algae grow rapidly, release toxins or deplete oxygen levels and can become harmful to plants, animals and humans. HABs with cyanotoxins that includes Benthic algae have been detected upstream of the NCCWC Water Treatment Plant in North Fork Reservoir and Timothy Lake in the Clackamas River Watershed during low flow and high heat conditions almost every summer.<br>HABS are an annual occurrence at River Forest Lake, posing a hazard to pets and people. |
| Pandemic                            | A pandemic is an epidemic of infectious disease that has spread over a large region. COVID 19 was an unprecedented example of a pandemic which has had widespread global implications.<br>The most recent pandemic in 2020-21 impacted operations due to varied work schedules for OLWS staff to slow or stop the potential for infection.   |
| Volcanic Event                      | OLWS is located near two active volcanoes; Mount Hood and Mount St. Helens, however OLWS's assets are not in an area that is susceptible to volcanic proximity hazards (lava flow and lahars etc.) but is subject to ash fall.<br>Upstream lahars are not expected on the Clackamas River since there is no direct access to volcanos in the upper watershed.<br>Ash fall impacted drinking water treatment at the NCCWC treatment plant during the eruption of Mount St Helens in 1980.                                 |
| Wildfire                            | Topography, fuel (vegetation), and weather contribute to wildfire potential. Wildfires are an increasingly common occurrence in the west. OLWS is in an area that is at high risk for natural or human caused wildfire.<br>Recent fires include the nearby 36 Pit Fire in September 2014, the Riverside Fire and the Elk Rock Island fire in 2020.   |
| Windstorm                           | Windstorms which bring damaging high-speed winds have been recorded in the area. Windstorms, combined with drought, wildfire risk, and climate and pest induced tree weakness (Emerald Ash Borer, Western Redcedar dieoff) can increase risk of power outages from falling trees/limbs, and wildfire from downed power lines.<br>Annual historical high wind occurrences have caused short term power outages.   |
| Severe Weather<br>e.g. Winter Storm | Winter Storms or deep freezes which cause damage to pipes and other assets have been recorded in the area. Recent snow and ice storms occurred in 2004 and 2017. Typical impacts include frozen meters and sensing lines, ruptured pipes and short-term power outages normally lasting less than 24 hours. During the winter snow/ice storm in February 2023 there was restricted critical infrastructure site access and power failures that impacted operations for multiple days.                                     |

## Attachment A: Action Item Forms

### Summary of Action Changes

A summary list of mitigation actions for OLWS is provided in Table OLWS-9. Each action item has a corresponding action item worksheet describing the activity, identifying the rationale for the project, identifying potential ideas for implementation, and assigning coordinating and partner organizations. The action item worksheets can assist OLWS in pre-packaging potential projects for grant funding. The worksheet components are described below.

# Action Item Forms

Each action item has a corresponding action item worksheet or table describing the activity, identifying the rationale for the project, identifying potential ideas for implementation, identifying potential mitigation funds, and assigning lead organizations or agencies. The action item worksheets can assist the community in pre-packaging potential projects for grant funding. The worksheet components are described below.

## Action Item Description

To be updated. Will be provided by the County once completed.

## Ideas for Implementation (High Priority)

The ideas for implementation offer a transition from theory to practice and serve as a starting point for this plan. This component of the action item is dynamic, since some ideas may prove to not be feasible, and new ideas may be added during the plan maintenance process. Ideas for implementation include such things as collaboration with relevant organizations, grant programs, tax incentives, human resources, education and outreach, research, and physical manipulation of buildings and infrastructure.

## Lead Organization or Agency

The coordinating organization is the public agency with the regulatory responsibility to address natural hazards, or that is willing and able to organize resources, find appropriate funding, or oversee activity implementation, monitoring and evaluation.

## Potential Funding Source

Where possible potential funding sources have been identified. Example funding sources may include: Federal Hazard Mitigation Assistance programs, state funding sources such as the Oregon Seismic Rehabilitation Grant Program, or local funding sources such as capital improvement or general funds. An action item may include several potential funding sources.

## Climate Change Related (High Priority)

The impacts of climate change includes not just changes in the severity and regularity of natural hazards, but also changes in population patterns (migration, density, and the makeup of socially vulnerable populations), and changes in land use and development. While climate adaptation efforts may be undertaken separately or in addition to the all-hazards mitigation planning process, hazard mitigation and climate adaptation are complementary efforts that have the same goal: long-term risk reduction for people and increased safety for communities. Consider how the impacts of the Action Item will enhance climate change adaptation and how by implementing these strategies will reduce the risk to and mitigate impacts from actual or expected causes of climate change.

## Community Lifelines (High Priority)

Community lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. Consider which lifelines your project reduces the most risk to, and in turn,

enhances the overall resilience of your community. Community Lifelines include the following categories and examples:

- **Safety and Security**
  - Law enforcement/security
  - Fire service
  - Government Service (e.g., EOC, schools, historic/cultural resources)
  - Community Safety (e.g., flood control, protective actions)
- **Food, Water, Shelter**
  - Food (e.g., Food distribution and supply chain)
  - Water (e.g., drinking water utilities, wastewater systems)
  - Shelter (e.g., housing, commercial facilities)
  - Agriculture
- **Health and Medical**
  - Medical care (e.g., hospitals, pharmacies, veterinary services)
  - Public Health
  - Medical supply chain
- **Energy**
  - Power grid
  - Fuel (e.g., fuel storage, fuel distribution)
- **Communications**
  - Infrastructure
  - Finance (e.g., Banking services)
- **Transportation**
  - Highway/Roadway/Motor Vehicle
  - Mass Transit
  - Railway
  - Aviation
- **Hazardous Material**
  - Facilities

## Population Impact (High Priority)

Action Items have the potential to affect the community and the population to some extent, either by reducing the impact of natural hazards on social and economic issues or enhancing the accessibility of marginalized populations to resources and services related to disaster preparedness and mitigation. However, an Action Item may produce unintended consequences and contribute to disproportionate environmental stressors and burdens on marginalized communities. For example, recommendations for changes to development codes may adversely affect low-income housing locations. Therefore, it is important to consider the impact of an Action Item on the community as a result of its implementation, whether it be negative or positive. Below is a list of potential community aspects that the Action Item may impact, whether positively or negatively.

- Limited water and sanitation access and affordability
- High and/or persistent poverty
- Rural community
- Jobs lost through the energy transition
- High energy cost burden and low energy access
- Racial and ethnic segregation particularly where the segregation stems from discrimination by government entities

- High unemployment and underemployment
- High housing cost burden and substandard housing
- Low income
- Limited access to health care
- Linguistic isolation
- Distressed neighborhoods
- Disproportionate impacts from climate
- All geographic areas within Tribal jurisdictions
- High transportation cost burden and/or low transportation access
- Disproportionate environmental stressor burden and high cumulative impacts

## Community Impact (Low/Medium Priority)

This section examines and assesses how the Action Item will affect the broader community by summarizing the content presented in the High Priority Action Item Template sections: Climate Change Related, Community Lifelines, and Population Impact. The Community Impact categories align with the NHMP Mission and Goals (listed above) and the categories and description are as follows:

- **Protect Life:** Does the Action Item strive to protect life and reduce injuries to community members from natural hazards?
- **Community Lifelines:** Does the Action Item impact/benefit one of the Community?
- **Climate Adaptation:** Does the Action Item integrate/align natural hazards mitigation and climate adaptation efforts based on the evolving understanding of the interrelationships between climate change and climate-related natural hazard events?
- **Enhance Communication:** Enhance communication, collaboration, and coordination among agencies at all levels and region of government, sovereign tribal nations, the private sector, and community members to mitigate natural hazards.
- **Vulnerable Populations:** Does the Action Item mitigation the inequitable impacts of natural hazards to the vulnerable populations and the communities that reside or utilize your community?
- **Encourage Resilient Development:** Does the Action Item strive to encourage new development to adhere to more resilient practices, so as to promote more functional recovery?
- **Environmental Impact:** Does the Action Item minimize natural hazards' impact on environmental and ecological systems?
- **Historical and Cultural:** Does the Action Item minimize the damage from natural hazards to historic and cultural resources?
- **Repetitive Losses:** Does the Action Item reduce/minimize the damage to/exposure of structures and properties that are identified as repetitive and severe repetitive flood losses?
- **Dams Posing Risk:** Minimize or eliminate potential impacts from dams posing the greatest risk to people, property, and infrastructure?

## Timeline

All broad scale action items have been determined to be ongoing, as opposed to short-term (0 to 2 years), medium-term (3 to 4 years), and long-term (5 or more years). This is because the action items are broad ideas, and although actions may be implemented to address the broad ideas, the efforts should be ongoing.

# Estimated Cost

A rough estimate of the cost for implementing each action item is included. Costs are shown in general categories showing low, medium, or high cost. The estimated cost for each category is outlined below:

- Low - Less than \$50,000
- Medium - \$50,000 – \$100,000
- High - More than \$100,000

| Action Item | Description  | Timeline     | Drought | Earthquake | Flood | Harmful Algal Blooms | Pandemic | Volcanic Event | Wildfire | Windstorm/Tornado | Winter Storm |
|-------------|--|--------------|---------|------------|-------|----------------------|----------|----------------|----------|-------------------|--------------|
| OLWS #1     | Conduct Seismic Analysis of Water Main Supply  | Short        |         | X          |       |                      |          |                |          |                   |              |
| OLWS #2     | Backup Generator at Water Pump Station   | Short        |         | X          |       |                      |          |                | X        |                   | X            |
| OLWS #3     | Emergency Water Intertie with City of Milwaukie  | Long         | X       | X          |       |                      |          |                | X        | X                 | X            |
| OLWS #4     | Wastewater Mainline Rain-Derived Inflow and Infiltration                               | Long         |         | X          |       |                      |          |                |          |                   |              |
| OLWS #5     | Boardman and Arista Flood Mitigation   | Medium       |         |            | X     |                      |          |                |          |                   |              |
| OLWS #6     | Update Data Layers Needed for Flood Attenuation  | Short/Medium |         |            | X     |                      |          |                |          |                   |              |
| OLWS #7     | Conduct Assessment of Best Locations for Floodplain Reconnection and Flood Attenuation | Short/Medium |         |            | X     |                      |          |                |          |                   |              |
| OLWS #8     | Fire Flow Improvements   | Long         |         | X          |       |                      |          |                | X        |                   |              |
| OLWS #9     | Fleet Resiliency Program   | Long         | X       | X          | X     |                      |          |                | X        | X                 | X            |
| OLWS #10    | Seismic Backbone Replacement Program   | Long         |         | X          |       |                      |          |                | X        |                   |              |

| <b>Mitigation Action: OLWS #1</b>   |  | <input checked="" type="checkbox"/> High Priority Action |
|---|--|--|
| <b>(What do we want to do?) Conduct Seismic Analysis of Water Main Supply</b>   |  |  |
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |  |
| <b>Statement</b>  | Conduct In-Depth Seismic Analysis of OLWS’s 24-inch water supply pipeline. Seismic Analysis is aligned with OLWS’s AWIA Risk and Resilience Assessment, Water System Master Plan and Oregon Resilience Plan.   |  |
| <b>Description</b>  | <p>As part of the goals of the 2013 Oregon Resilience Plan, water utilities will develop a 50-year mitigation plan for resilience to the impact of the Cascadia Subduction Zone Earthquake, (CSZE), magnitude 9.0. The development of this mitigation plan is required under Oregon Administrative Rule 333-061-0060 (5) (J). This includes seismic upgrades to critical assets of the water utility, including the water supply line from the North Clackamas County Water Commission.</p> <p>Project is listed in 2023 Capital Improvement Plan to be conducted. The next step is to commission a study to conduct detailed structural, non-structural, and geotechnical evaluation of the OLWS supply line.</p> |  |
| <b>Potential Implementation</b>   | Commission a qualified professional to determine the extent to which the water supply line is adequately designed and constructed to resist seismic forces. Following completion of the evaluation, results will be used to prioritize recommended upgrades to assets within the capital improvement program.  |  |
| <b>Lead</b>   | OLWS Engineering   |  |
| <b>Potential Hazard Mitigation Grant</b>  | Yes  |  |
| <b>Climate Change Related</b>   | No   |  |
| <b>Community Lifelines</b>  | Yes  |  |
| <b>Population Impact</b>  | 29,000+  |  |
| <b>Estimated Cost</b>   | <b>Timing</b>  |  |
| <input checked="" type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years)   |  |

| <b>Mitigation Action: OLWS #2</b><br>(What do we want to do?) Backup Generator at Water Pump Station  |  | <input checked="" type="checkbox"/> High Priority Action |
|---|--|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |  |
| <b>Statement</b>  | Provide backup power source for OLWS potable water pump station at Clackamas River Water treatment plant, the secondary source for OLWS water supply.  |  |
| <b>Description</b>  | <p>Resiliency enhancements are aligned with OLWS’s AWIA Risk and Resilience Assessment and Oregon Resilience Plan (2013).</p> <p>Many of the events that can interrupt the delivery of treated drinking water to OLWS can be regional, such as grid-wide power failure following a storm. Resiliency to such events is upheld with redundant water sources and independent backup power. These measures keep fresh water flowing for drinking and fire suppression when the water supply may be needed the most.</p> <p>Project is listed in 2023 Capital Improvement Plan to be conducted. Next steps would be to commission a qualified professional to assess the current pump station requirements for backup power.</p> |  |
| <b>Potential Implementation</b>   | Commission a qualified professional to size and install the backup generator and associated components to provide emergency power to the OLWS pump station at the Clackamas River Water treatment plant.   |  |
| <b>Lead</b>   | OLWS Engineering   |  |
| <b>Potential Hazard Mitigation Grant</b>  | Yes  |  |
| <b>Climate Change Related</b>   | Yes  |  |
| <b>Community Lifelines</b>  | Yes  |  |
| <b>Population Impact</b>  | 29,000+  |  |
| <b>Estimated Cost</b>   | <b>Timing</b>  |  |
| <input checked="" type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years)   |  |



| Mitigation Action: OLWS #3<br>(What do we want to do?) Emergency Water intertie with City of Milwaukie  |   | <input checked="" type="checkbox"/> High Priority Action   |
|---|---|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |   |  |
| Statement   | A booster pump station and upsized pipe could be used to pump water from Milwaukie’s lower zone to OLWS’s lower zone to fill the Valley View tanks.   |  |
| Description   | <p>Installation of an emergency water intertie with the City of Milwaukie is aligned with OLWS’s AWIA Risk and ResilienceAssessment, Water System Master Plan and Oregon Resilience Plan.</p> <p>With a single source of supply through the 24-inch pipeline from the NCCWC, the District is vulnerable to an outage caused by an unplanned pipe break. Portions of the pipeline closer to the Clackamas River are expected to have an increased risk of breakage due to lateral spreading and liquefaction induced settlement.</p> <p>OLWS’s Water System Master Plan identifies a need to focus on a seismic standard based pipereplacement program. OLWS has identified pipelines to be replaced and seismic standards are in development.</p> |  |
| Potential Implementation  | Commission a qualified professional for a preliminary design to refine the locations, costs, agreements, and permits required for construction of the proposed emergency intertie.  |  |
| Lead  | OLWS Engineering and Distribution   |  |
| Potential Hazard Mitigation Grant   | Yes   |  |
| Climate Change Related  | Yes   |  |
| Community Lifelines   | Yes   |  |
| Population Impact   | 29,000+   |  |
| Estimated Cost  |   | Timing   |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  |   | <input type="checkbox"/> Ongoing<br><input checked="" type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years) |

| Mitigation Action: OLWS #4<br>(What do we want to do?) Wastewater Mainline Rain-Derived Inflow and Infiltration   |   | <input checked="" type="checkbox"/> High Priority Action |
|---|---|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |   |  |
| Statement   | Reduce rain-derived inflow and infiltration to prevent sanitary sewer outflows through rehabilitation of manholes and wastewater pipes.   |  |
| Description   | <p>Rehabbing OLWS’s wastewater mainlines to reduce sanitary sewer outflows (SSO’s) and increase earthquake resiliency through upgrading pipe material is aligned with OLWS’s AWIA Risk and Resilience Assessment, Wastewater Master Plan and Oregon Resilience Plan.</p> <p>Deficient infrastructure in the wastewater conveyance system leads to rainfall-derived Infiltration and Inflow (RDII) when rainwater makes its way into the collections system and mixes with the wastewater. Additionally, a significant seismic event would likely lead to collapsed pipes and wastewater backups. Upgrading and rehabbing aging infrastructure with more resilient pipe materials will reduce or eliminate failures due to seismic events and decrease RDII that leads to sanitary sewer outflows.</p> <p>Consultant is currently reviewing CCTV footage to provide recommendations for rehab and tentative timelines.</p> |  |
| Potential Implementation  | Commission a qualified professional for a preliminary design to refine the specific rehab options, locations, and costs.  |  |
| Lead  | OLWS Engineering  |  |
| Potential Hazard Mitigation Grant   | Maybe   |  |
| Climate Change Related  | Yes   |  |
| Community Lifelines   | Yes   |  |
| Population Impact   | 29,000+   |  |
| Estimated Cost  | Timing  |  |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input checked="" type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years)  |  |

| Mitigation Action: OLWS #5<br>(What do we want to do?) Boardman and Arista Flood Mitigation   |   | <input checked="" type="checkbox"/> High Priority Action |
|---|---|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |   |  |
| Statement   | Address repeat flooding hazards caused by flat grades and beaver dams.  |  |
| Description   | <p>Fixing flooding issues are aligned with OLWS’s AWIA Risk and Resilience Assessment, Stormwater Management Plan and Oregon Resilience Plan.</p> <p>Recognized as one of the OLWS's worst flooding spots, this site repeatedly floods the Trolley Trail, Boardman Avenue, Arista Drive and private property. Currently, it is suspected that beaver dams and flat grades cause a majority of the flooding. By fixing flooding issues within the service area it improves environmental health, livability, and property values. These types of projects also help OLWS's MS4 Annual commitments to treating stormwater.</p> <p>This project is in the planning stage, with partners including the North Clackamas Watersheds Council (NCWC).</p> |  |
| Potential Implementation  | Collaboration with affected parties/ jurisdictions to determine a long-term solution to flooding.   |  |
| Lead  | OLWS Engineering and NCWC   |  |
| Potential Hazard Mitigation Grant   | Yes   |  |
| Climate Change Related  | Yes   |  |
| Community Lifelines   | Yes   |  |
| Population Impact   | 29,000+   |  |
| Estimated Cost  | Timing  |  |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input checked="" type="checkbox"/> Medium Term (3 to 5 years)<br><input checked="" type="checkbox"/> Long Term (More than 5 years)   |  |

| Mitigation Action: OLWS #6<br>(What do we want to do?) Update Data Layers Needed for Flood Attenuation  |  | <input checked="" type="checkbox"/> High Priority Action |
|---|--|--|
| <input type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input checked="" type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |  |
| Statement   | Updated data layers are needed to address repeat flooding hazards caused by flat grades and beaver dams.   |  |
| Description   | <p>Fixing flooding issues are aligned with OLWS’s AWIA Risk and Resilience Assessment, Stormwater Management Plan and Oregon Resilience Plan.</p> <p>There are multiple locations of chronic flooding in OLWS, including the Boardman and Arista Project #5. Currently, it is suspected that the addition of upstream impervious surfaces, infill, flat grades and channelization cause a majority of the flooding, along with larger winter storms exacerbated by beaver activity and undersized culverts. By fixing flooding issues via floodplain reconnection, it improves environmental health, livability, and property values. These types of projects also help OLWS's MS4 Annual commitments to treating stormwater.</p> <p>This project is in the planning stage, with partners including the North Clackamas Watersheds Council (NCWC).</p> |  |
| Potential Implementation  | Collaboration with affected parties/ jurisdictions to determine a long-term solution to flooding.  |  |
| Lead  | OLWS Engineering and NCWC  |  |
| Potential Hazard Mitigation Grant   | Yes  |  |
| Climate Change Related  | Yes  |  |
| Community Lifelines   | Yes  |  |
| Population Impact   | 29,000+  |  |
| Estimated Cost  | Timing   |  |
| <input checked="" type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input checked="" type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years)   |  |

| <b>Mitigation Action: OLWS #7</b><br>(What do we want to do?) Conduct Assessment of Best Locations for Floodplain Reconnection and Flood Attenuation  |  | <input checked="" type="checkbox"/> High Priority Action   |
|---|--|--|
| <input type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input checked="" type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |  |
| Statement   | A comprehensive assessment is needed to address repeat flooding hazards caused by several environmental pressures.   |  |
| Description   | <p>Fixing flooding issues are aligned with OLWS’s AWIA Risk and Resilience Assessment, Stormwater Management Plan and Oregon Resilience Plan.</p> <p>There are multiple locations of chronic flooding in OLWS, including the Boardman and Arista Project #5. Currently, it is suspected that the addition of upstream impervious surfaces, infill, flat grades and channelization cause a majority of the flooding, along with larger winter storms exacerbated by beaver activity and undersized culverts. By fixing flooding issues via floodplain reconnection, it improves environmental health, livability, and property values. These types of projects also help OLWS's MS4 Annual commitments to treating stormwater.</p> <p>This project is in the planning stage, with partners including the North Clackamas Watersheds Council (NCWC).</p> |  |
| Potential Implementation  | Collaboration with affected parties/ jurisdictions to determine a long-term solution to flooding.  |  |
| Lead  | OLWS Engineering and NCWC  |  |
| Potential Hazard Mitigation Grant   | Yes  |  |
| Climate Change Related  | Yes  |  |
| Community Lifelines   | Yes  |  |
| Population Impact   | 29,000+  |  |
| Estimated Cost  |  | Timing   |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  |  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input checked="" type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years) |

| Mitigation Action: OLWS #8<br>(What do we want to do?) Fire Flow Improvements   |  | <input checked="" type="checkbox"/> High Priority Action  |
|---|--|---|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |   |
| Statement   | Upsize water distribution network components to meet fire suppression demands.   |   |
| Description   | <p>The fire flow improvements are aligned with OLWS’s AWIA Risk and Resilience Assessment and Oregon Resilience Plan (2013) and the Treatment Plant Facilities Plan (2023).</p> <p>Water distribution systems must provide adequate protection during a fire. OLWS’s fire flow requirements at each hydrant location are based on the zoning category of the parcels served by the hydrant. Adequate distribution pipe and hydrant sizing is vital to ensure flow requirements are available to address fires.</p> <p>OLWS is in the planning stages of upsizing distribution pipes and hydrants in conjunction with its main replacement program as defined in the Water System Master Plan. This is a long-term project.</p> |   |
| Potential Implementation  | Commission a qualified professional to further prioritize recommended upgrades to assets within the capital improvement program based on the 2020 Water System Master Plan and other overlapping projects.   |   |
| Lead  | OLWS Engineering   |   |
| Potential Hazard Mitigation Grant   | Yes  |   |
| Climate Change Related  | Yes  |   |
| Community Lifelines   | Yes  |   |
| Population Impact   | 29,000+  |   |
| Estimated Cost  |  | Timing  |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  |  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input checked="" type="checkbox"/> Medium Term (3 to 5 years)<br><input checked="" type="checkbox"/> Long Term (More than 5 years) |

| Mitigation Action: OLWS #9<br>(What do we want to do?) Vehicle Resiliency Program   |   | <input checked="" type="checkbox"/> High Priority Action   |
|---|---|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |   |  |
| Statement   | As part of OLWS planning efforts, purchase additional provisional field operations vehicles.  |  |
| Description   | <p>A vehicle resiliency program is aligned with OLWS’s AWIA Risk and Resilience Assessment and Oregon Resilience Plan (2013).</p> <p>As a part of the vehicle resiliency program for OLWS, additional field vehicles are necessary to protect and preserve the water, wastewater, and watershed protection programs and build resiliency resulting in more reliable systems.</p> <p>Updating budget for future needs is currently in process.</p> |  |
| Potential Implementation  | Purchase additional field operations trucks, backhoe, dump truck, and additional equipment as needed. Forecast vehicle and equipment replacement schedules to ensure reliability of service.  |  |
| Lead  | OLWS Engineering  |  |
| Potential Hazard Mitigation Grant   | Yes   |  |
| Climate Change Related  | Yes   |  |
| Community Lifelines   | Yes   |  |
| Population Impact   | 29,000+   |  |
| Estimated Cost  |   | Timing   |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input checked="" type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input type="checkbox"/> High (\$100,000 or more)  |   | <input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years) |

| <b>Mitigation Action: OLWS #10</b><br>(What do we want to do?) Seismic Backbone Replacement Program   |   | <input checked="" type="checkbox"/> High Priority Action |
|---|---|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |   |  |
| <b>Statement</b>  | Develop a backbone pipeline replacement program for key locations, critical facilities, and emergency distribution points.  |  |
| <b>Description</b>  | <p>A Backbone Pipeline Replacement Program is aligned with OLWS’s AWIA Risk and Resilience Assessment and Oregon Resilience Plan and the 2020 OLWS Water System Master Plan.</p> <p>As part of the goals of the 2013 Oregon Resilience Plan, water utilities will develop a 50-year mitigation plan for resilience to the impact of the Cascadia Subduction Zone Earthquake, (CSZE), magnitude 9.0. The Plan proposed the following approach to protect water and wastewater systems in the event of a Cascadia subduction zone earthquake: “for each community to establish a backbone water system capable of supplying key community needs”. A Backbone Pipeline Replacement Program is recommended to prioritize infrastructure improvements in line with this approach.</p> <p>Additional criteria to prioritize pipe replacement include: age (remaining useful life), material (vulnerability), recorded leakage, other historically known projects (like flow restrictions, problem areas/potential problems).</p> <p>OLWS is currently replacing its backbone and critical pipelines in conjunction with its main replacement program as defined in the Water System Master Plan. This is a long-term project.</p> |  |
| <b>Potential Implementation</b>   | Commission a qualified professional to evaluate existing pipeline infrastructure to prepare a Backbone Pipeline Replacement Program.  |  |
| <b>Lead</b>   | OLWS Engineering  |  |
| <b>Potential Hazard Mitigation Grant</b>  | Yes   |  |
| <b>Climate Change Related</b>   | No  |  |
| <b>Community Lifelines</b>  | Yes   |  |
| <b>Population Impact</b>  | 29,000+   |  |
| <b>Estimated Cost</b>   | <b>Timing</b>   |  |
| <input type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input checked="" type="checkbox"/> High (\$100,000 or more)  | <input type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input checked="" type="checkbox"/> Long Term (More than 5 years)  |  |



| Mitigation Action: OLWS #11<br>(What do we want to do?) Public Awareness, Preparedness & Resiliency   |  | <input checked="" type="checkbox"/> High Priority Action |
|---|--|--|
| <input checked="" type="checkbox"/> Multi-Hazard <input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Flood <input type="checkbox"/> Landslide<br><input type="checkbox"/> Volcanic Event <input type="checkbox"/> Wildfire <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Winter Storm <input type="checkbox"/> Windstorm |  |  |
| Statement   | In OLWS emergency planning and preparedness efforts, prioritizing public awareness, outreach and education increases resiliency.   |  |
| Description   | <p>A public awareness and preparedness resiliency program aligns with the AWIA Risk and Resilience Assessment and Oregon Resiliency (2025).</p> <p>Prioritize projects that: Encourage partnerships, improve communication, coordination, and participation between public agencies, community members, community lifelines, and private sector organizations. Prioritize and implement hazard mitigation activities and policies. Enhance efforts to identify and optimize opportunities across state agencies, surrounding communities, and private entities for resource sharing, mutual aid, and funding sources/support. Promote public awareness and build social capital to mitigate the effects of natural hazards before, during, and after events. Advance equity and inclusion to mitigate inequitable impacts of natural hazards by directing resources and efforts to build resilience and engagement. Direct resources and efforts to vulnerable communities least able to prepare, respond, and recover. Strengthen efforts aimed at increasing engagement, outreach, and collaboration with community and cultural organizations and agencies that provide services and support to vulnerable and underserved communities.</p> |  |
| Potential Implementation  | Partner with local community groups on an ongoing basis to strategize, encourage, evaluate, and support local outreach projects as they arise.   |  |
| Lead  | OLWS HMAC  |  |
| Potential Hazard Mitigation Grant   | Maybe  |  |
| Climate Change Related  | Yes  |  |
| Community Lifelines   | Yes  |  |
| Population Impact   | 29,000+  |  |
| Estimated Cost  | Timing   |  |
| <input checked="" type="checkbox"/> Low (Less than \$50,000)<br><input type="checkbox"/> Medium (\$50,000 to \$100,000)<br><input type="checkbox"/> High (\$100,000 or more)  | <input checked="" type="checkbox"/> Ongoing<br><input type="checkbox"/> Short Term (0 to 2 years)<br><input type="checkbox"/> Medium Term (3 to 5 years)<br><input type="checkbox"/> Long Term (More than 5 years)   |  |

# Attachment B: Public Involvement Summary

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OLWS posted information about the NHMP on its website and shared opportunities for the public to comment on the OLWS NHMP Addendum. OLWS posted on its website and shared the Clackamas County Public Involvement Survey with constituents on Tuesday, May 30, 2023. Details about the Public Involvement process are as follows:

## Public Participation

Public participation was achieved through a press release, posting an announcement on the OLWS website, social media, and emailing the interested parties list to provide them with the opportunity to review and comment on a draft copy of the OLWS NHMP. The review period was for two weeks from July 1, 2023 to July 15, 2023.

In order to ensure the engagement of key stakeholders in the NHMP review and comment process, the announcement was sent by email directly to representative community members who are considered stakeholders, partners, and influencers. The direct contact list included neighboring communities, local and regional agencies (involved in hazard mitigation), businesses, academic, and private and non-profits. Additional public engagement information is included in Attachment B of the OLWS NHMP and includes any plan feedback received during the review period.

The results of the Clackamas County community survey administered by OPDR were reviewed by the OLWS HMAC and the results were considered during addendum development and development of NHMP action items. County survey results are included in Volume III, Appendix G of the County NHMP.

Public comments received by OLWS during the review period are included in Attachment B of the OLWS addendum. There were no comments received during the review period.

## Adoption

OLWS adopted their addendum to the Clackamas County Multi-jurisdictional NHMP on September 20, 2023. FEMA Region X approved the Clackamas County NHMP on April 12, 2024, and OLWS's addendum on April 22, 2024. With approval of this NHMP, OLWS is now eligible to apply for the Robert T. Stafford Disaster Relief and Emergency Assistance Act's hazard mitigation project grants through April 11, 2028.



## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 4  
**Date** September 19, 2023

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### 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. **July 2023 Financial Report**
- b. **Approval of August 15, 2023 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 _____ |
|-------------------|------------|



## MONTHLY FINANCIAL REPORT

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|                 |                                |
|-----------------|--------------------------------|
| <b>To</b>       | Board of Directors             |
| <b>From</b>     | Gail Stevens, Finance Director |
| <b>Title</b>    | July 2023 Financial Reports    |
| <b>Item No.</b> | 4a                             |
| <b>Date</b>     | September 19, 2023             |

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### Reports

- July 2023 Monthly Overview (Including Cash and Investment Balances)
- July 2023 Budget to Actual Report
- July 2023 Budget Account Roll Up Report

**Oak Lodge Water Services  
Monthly Overview  
FY 2023-24 July 2023**

This report summarizes the revenues and expenditures for July 2023. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

**Cash and Investments**

| <b>Account Balances As of:</b> |                      |                      |
|--------------------------------|----------------------|----------------------|
| <b>July 31, 2023</b>           | <b>Interest Rate</b> | <b>Balance</b>       |
| <b>Account</b>                 |                      |                      |
| Wells Fargo Bank Checking-3552 |                      | \$ 272,030           |
| Wells Fargo Bank Checking-9966 |                      | 414,253              |
| LGIP                           | 4.11%                | 11,516,408           |
| <b>Total</b>                   |                      | <b>\$ 12,202,692</b> |

The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.4 million for July 2023. There were 3 voided checks totaling \$3,114.98.

**Services Revenue**

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

| <b>GL Account</b> | <b>Service Charge</b> | <b>Budget Estimate</b> | <b>Period Amount</b> | <b>Year-to-Date Amount</b> | <b>Percentage of Budget</b> |
|-------------------|-----------------------|------------------------|----------------------|----------------------------|-----------------------------|
| 10-00-4211        | Water sales           | \$ 5,469,000           | \$ 495,695           | \$ 495,695                 | 9.1%                        |
| 20-00-4212        | Wastewater charges    | 11,913,000             | 827,810              | 827,810                    | 7.0%                        |
| 30-00-4213        | Watershed protection  | 1,751,000              | 138,000              | 138,000                    | 7.9%                        |
| Subtotal          |                       | \$ 19,133,000          | \$ 1,461,506         | \$ 1,461,505               | 7.6%                        |

With respect to revenues, all three services’ revenue is below budget. Total variance through July is (\$ 132,912). This is typical for the first month of the fiscal year because one of the two months billed is at the prior year’s rates.

**Expenses by Budget Category**

The table below matches the Budget for the number of months reported to the same number of months of actual expenses. The **Budget YTD** column provides the portion of the Budget for comparison, whereas the financial reports compare actuals to the full annual budget. This view allows for a review at the category level to ensure expenditures remain within the budget within each category.

| Expense Category     | FY 2024        | BUDGET Year-to-Date | ACTUALS Year-to-Date | % Spent |
|----------------------|----------------|---------------------|----------------------|---------|
|                      | Adopted Budget | July 2023           | July 2023            |         |
| Personnel Services   | \$ 5,760,000   | \$ 480,000          | \$ 461,070           | 96%     |
| Materials & Services | 5,850,600      | 487,550             | 389,871              | 80%     |
| Capital Outlay       | 9,085,000      | 757,083             | 203,975              | 27%     |
|                      |                | \$ 1,724,633        | \$ 1,054,916         | 61%     |

With respect to expenditures, at the end of July expenditures are overall 4.9% of budget, excluding Contingencies, with 8.3% of the fiscal year completed.

Review of expenditure lines that are above 13% of budget:

1. **5240 - Unemployment** is 47.1% of budget. OLWS’ budget is equivalent to one claim for two quarters, therefore, if there is one claim for the fiscal year, this budget will be sufficient.
2. **6760 - Equipment Rental** is 22.6% of budget. This is due to continued rental of the Aerzen blower beyond initial estimates.

**Low Income Rate Relief Program Overview**

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the OLWS’ Board of Directors. The program cap for FY 2023-24 is **\$95,665**. As of July 2023, the program is starting at 81% of budget, therefore there is additional capacity for additional participation.

The program cap for FY 2022-23 was **\$75,710**.

The LIRR Program provides the following discounts:

- Drinking water customers receive a 50% discount on their water base rate. Consumption is billed at full Authority tiered rates.
- Wastewater customers receive a 50% discount on both their base rate and consumption.
- Watershed Protection customers receive a 50% discount on their base rate.

The number of customers for each utility receiving the low-income rates for July 31, 2023 billing are below. The total number of customers enrolled in LIRR is split between the two billing cycles and can vary in total by utility.

|                         | Budget                | Budget Year-to-Date      | Actual Year-to-Date        | % Spent |
|-------------------------|-----------------------|--------------------------|----------------------------|---------|
|                         |                       | July 2023                | July 2023                  |         |
| <b>LIRR Program Cap</b> | \$ 95,665             | 7,972                    | 6,474                      | 81%     |
|                         | <b># of Customers</b> | <b>Discount Provided</b> | <b>Fiscal Year To Date</b> |         |
| <b>Drinking Water</b>   | 78                    | 1,647                    | 1,647                      |         |

|                             |    |              |              |
|-----------------------------|----|--------------|--------------|
| <b>Wastewater</b>           | 70 | 4,116        | 4,116        |
| <b>Watershed Protection</b> | 70 | 711          | 711          |
|                             |    | <hr/>        | <hr/>        |
|                             |    | <b>6,474</b> | <b>6,474</b> |

General Ledger  
Budget to Actual



User: gail@olwsd.org  
Printed: 9/6/2023 3:07:12 PM  
Period 01 - 01  
Fiscal Year 2024

| Account Number | Description                          | Budget              | Period Amt        | End Bal            | Encumbered  | % of Budget   |
|----------------|--------------------------------------|---------------------|-------------------|--------------------|-------------|---------------|
| <b>05</b>      | <b>Administrative Services</b>       |                     |                   |                    |             |               |
|                | <b>NonDivisional</b>                 |                     |                   |                    |             |               |
|                | <i>Beginning Fund Balance</i>        |                     |                   |                    |             |               |
| 05-00-3500     | Fund Balance                         | 1,469,892.00        | 0.00              | -150,057.25        | 0.00        | -10.21        |
|                | <i>Beginning Fund Balance</i>        | <i>1,469,892.00</i> | <i>0.00</i>       | <i>-150,057.25</i> | <i>0.00</i> | <i>-10.21</i> |
|                | <b>NonDivisional</b>                 | <b>1,469,892.00</b> | <b>0.00</b>       | <b>-150,057.25</b> | <b>0.00</b> | <b>-10.21</b> |
|                | Fund Balance                         | 1,469,892.00        | 0.00              | -150,057.25        | 0.00        | -10.21        |
|                | <b>NonDivisional</b>                 |                     |                   |                    |             |               |
|                | <i>Revenue</i>                       |                     |                   |                    |             |               |
| 05-00-4227     | System Development-Compliance        | 0.00                | 438.00            | 438.00             | 0.00        | 0.00          |
| 05-00-4230     | Contracted Services Revenue          | 57,400.00           | 4,000.00          | 4,000.00           | 0.00        | 6.97          |
| 05-00-4610     | Investment Revenue                   | 10,000.00           | 3,721.29          | 3,721.29           | 0.00        | 37.21         |
| 05-00-4630     | Miscellaneous Revenues Revenue       | 10,000.00           | 1,568.00          | 1,568.00           | 0.00        | 15.68         |
|                | <i>Revenue</i>                       | <i>77,400.00</i>    | <i>9,727.29</i>   | <i>9,727.29</i>    | <i>0.00</i> | <i>12.57</i>  |
|                | <b>NonDivisional</b>                 | <b>77,400.00</b>    | <b>9,727.29</b>   | <b>9,727.29</b>    | <b>0.00</b> | <b>12.57</b>  |
|                | <b>Transfers &amp; Contingencies</b> |                     |                   |                    |             |               |
|                | <i>Revenue</i>                       |                     |                   |                    |             |               |
| 05-29-4910     | Transfer In from Fund 10             | 1,069,000.00        | 89,083.00         | 89,083.00          | 0.00        | 8.33          |
| 05-29-4920     | Transfer In from Fund 20             | 2,030,000.00        | 169,167.00        | 169,167.00         | 0.00        | 8.33          |
| 05-29-4930     | Transfer In from Fund 30             | 1,069,000.00        | 89,083.00         | 89,083.00          | 0.00        | 8.33          |
|                | <i>Revenue</i>                       | <i>4,168,000.00</i> | <i>347,333.00</i> | <i>347,333.00</i>  | <i>0.00</i> | <i>8.33</i>   |
|                | <b>Transfers &amp; Contingencies</b> | <b>4,168,000.00</b> | <b>347,333.00</b> | <b>347,333.00</b>  | <b>0.00</b> | <b>8.33</b>   |
|                | Revenue                              | 4,245,400.00        | 357,060.29        | 357,060.29         | 0.00        | 8.41          |
|                | <b>AdminFinance</b>                  |                     |                   |                    |             |               |
|                | <i>Personnel Services</i>            |                     |                   |                    |             |               |
| 05-01-5110     | Regular Employees                    | 812,000.00          | 78,504.40         | 78,504.40          | 0.00        | 9.67          |
| 05-01-5130     | Overtime                             | 10,000.00           | 970.57            | 970.57             | 0.00        | 9.71          |
| 05-01-5210     | HealthDental Insurance               | 142,000.00          | 10,751.44         | 10,751.44          | 0.00        | 7.57          |
| 05-01-5230     | Social Security                      | 63,000.00           | 5,176.96          | 5,176.96           | 0.00        | 8.22          |
| 05-01-5240     | Retirement                           | 162,000.00          | 12,456.18         | 12,456.18          | 0.00        | 7.69          |
| 05-01-5250     | TrimetWBFPaid Leave OR               | 23,000.00           | 801.91            | 801.91             | 0.00        | 3.49          |
| 05-01-5260     | Unemployment                         | 5,000.00            | 0.00              | 0.00               | 0.00        | 0.00          |
| 05-01-5270     | Workers Compensation                 | 1,000.00            | 66.85             | 66.85              | 0.00        | 6.69          |
|                | <i>Personnel Services</i>            | <i>1,218,000.00</i> | <i>108,728.31</i> | <i>108,728.31</i>  | <i>0.00</i> | <i>8.93</i>   |
|                | <i>Materials &amp; Services</i>      |                     |                   |                    |             |               |
| 05-01-6110     | Legal Services                       | 300,000.00          | 754.50            | 754.50             | 0.00        | 0.25          |
| 05-01-6120     | Accounting and Audit Services        | 76,000.00           | 525.00            | 525.00             | 21,665.00   | 0.69          |
| 05-01-6155     | Contracted Services                  | 200,000.00          | 14,191.33         | 14,191.33          | 77,590.69   | 7.10          |
| 05-01-6180     | Dues and Subscriptions               | 42,000.00           | 3,608.50          | 3,608.50           | 0.00        | 8.59          |
| 05-01-6220     | Electricity                          | 16,000.00           | 1,502.31          | 1,502.31           | 14,630.00   | 9.39          |
| 05-01-6240     | Natural Gas                          | 5,000.00            | 113.37            | 113.37             | 4,686.63    | 2.27          |
| 05-01-6290     | Other Utilities                      | 5,000.00            | 221.62            | 221.62             | 2,437.82    | 4.43          |



| <b>Account Number</b> | <b>Description</b>                | <b>Budget</b>       | <b>Period Amt</b> | <b>End Bal</b>    | <b>Encumbered</b> | <b>% of Budget</b> |
|-----------------------|-----------------------------------|---------------------|-------------------|-------------------|-------------------|--------------------|
| 05-01-6310            | Janitorial Services               | 20,000.00           | 1,669.99          | 1,669.99          | 10,806.96         | 8.35               |
| 05-01-6320            | Buildings & Ground<br>Maintenance | 37,000.00           | 6,280.92          | 6,280.92          | 7,793.46          | 16.98              |
| 05-01-6410            | Mileage                           | 1,000.00            | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-01-6420            | Staff Training                    | 10,000.00           | 525.00            | 525.00            | 0.00              | 5.25               |
| 05-01-6510            | Office Supplies                   | 35,000.00           | 4,339.44          | 4,339.44          | 6,000.00          | 12.40              |
| 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              | 0.00              | 2,299.20          | 0.00               |
| 05-01-6770            | Bank Charges                      | 165,000.00          | 12,642.79         | 12,642.79         | 147,650.92        | 7.66               |
| 05-01-6780            | Taxes, Fees, Permits              | 1,000.00            | 50.00             | 50.00             | 0.00              | 5.00               |
|                       | <i>Materials &amp; Services</i>   | <i>917,000.00</i>   | <i>46,424.77</i>  | <i>46,424.77</i>  | <i>295,560.68</i> | <i>5.06</i>        |
|                       | <b>AdminFinance</b>               | <b>2,135,000.00</b> | <b>155,153.08</b> | <b>155,153.08</b> | <b>295,560.68</b> | <b>7.27</b>        |
|                       | <b>Human Resources</b>            |                     |                   |                   |                   |                    |
|                       | <i>Personnel Services</i>         |                     |                   |                   |                   |                    |
| 05-02-5110            | Regular Employees                 | 304,000.00          | 29,252.02         | 29,252.02         | 0.00              | 9.62               |
| 05-02-5130            | Overtime                          | 5,000.00            | 120.79            | 120.79            | 0.00              | 2.42               |
| 05-02-5210            | HealthDental Insurance            | 41,000.00           | 2,801.89          | 2,801.89          | 0.00              | 6.83               |
| 05-02-5230            | Social Security                   | 24,000.00           | 1,953.29          | 1,953.29          | 0.00              | 8.14               |
| 05-02-5240            | Retirement                        | 57,000.00           | 4,862.19          | 4,862.19          | 0.00              | 8.53               |
| 05-02-5250            | TrimetWBFPaid Leave OR            | 4,000.00            | 302.22            | 302.22            | 0.00              | 7.56               |
| 05-02-5270            | Workers Compensation              | 1,000.00            | 66.87             | 66.87             | 0.00              | 6.69               |
| 05-02-5290            | Other Employee Benefits           | 15,000.00           | 0.00              | 0.00              | 0.00              | 0.00               |
|                       | <i>Personnel Services</i>         | <i>451,000.00</i>   | <i>39,359.27</i>  | <i>39,359.27</i>  | <i>0.00</i>       | <i>8.73</i>        |
|                       | <i>Materials &amp; Services</i>   |                     |                   |                   |                   |                    |
| 05-02-6155            | Contracted Services               | 64,500.00           | 1,224.30          | 1,224.30          | 12,188.00         | 1.90               |
| 05-02-6175            | Records Management                | 8,500.00            | 413.79            | 413.79            | 5,586.21          | 4.87               |
| 05-02-6230            | Telephone                         | 59,700.00           | 879.75            | 879.75            | 12,485.00         | 1.47               |
| 05-02-6410            | Mileage                           | 1,000.00            | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-02-6420            | Staff Training                    | 20,000.00           | 1,461.06          | 1,461.06          | 0.00              | 7.31               |
| 05-02-6440            | Board Expense                     | 5,000.00            | 89.83             | 89.83             | 0.00              | 1.80               |
| 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              | 0.00              | 0.00              | 0.00               |
| 05-02-6560            | Uniforms                          | 42,000.00           | 2,295.77          | 2,295.77          | 0.00              | 5.47               |
| 05-02-6610            | Board Compensation                | 2,500.00            | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-02-6620            | Election Costs                    | 500.00              | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-02-6720            | Insurance-General                 | 235,000.00          | 16,101.68         | 16,101.68         | 0.00              | 6.85               |
| 05-02-6730            | Communications                    | 38,000.00           | 1,101.28          | 1,101.28          | 0.00              | 2.90               |
| 05-02-6740            | Advertising                       | 7,000.00            | 125.00            | 125.00            | 0.00              | 1.79               |
|                       | <i>Materials &amp; Services</i>   | <i>486,700.00</i>   | <i>23,692.46</i>  | <i>23,692.46</i>  | <i>30,259.21</i>  | <i>4.87</i>        |
|                       | <b>Human Resources</b>            | <b>937,700.00</b>   | <b>63,051.73</b>  | <b>63,051.73</b>  | <b>30,259.21</b>  | <b>6.72</b>        |
|                       | <b>Technical Services</b>         |                     |                   |                   |                   |                    |
|                       | <i>Personnel Services</i>         |                     |                   |                   |                   |                    |
| 05-03-5110            | Regular Employees                 | 617,000.00          | 46,625.66         | 46,625.66         | 0.00              | 7.56               |
| 05-03-5130            | Overtime                          | 5,000.00            | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-03-5210            | HealthDental Insurance            | 135,000.00          | 8,008.90          | 8,008.90          | 0.00              | 5.93               |
| 05-03-5230            | Social Security                   | 48,000.00           | 3,232.22          | 3,232.22          | 0.00              | 6.73               |
| 05-03-5240            | Retirement                        | 119,000.00          | 8,361.09          | 8,361.09          | 0.00              | 7.03               |
| 05-03-5250            | TrimetWBFPaid Leave OR            | 8,000.00            | 496.48            | 496.48            | 0.00              | 6.21               |
| 05-03-5270            | Workers Compensation              | 1,000.00            | 66.85             | 66.85             | 0.00              | 6.69               |
|                       | <i>Personnel Services</i>         | <i>933,000.00</i>   | <i>66,791.20</i>  | <i>66,791.20</i>  | <i>0.00</i>       | <i>7.16</i>        |
|                       | <i>Materials &amp; Services</i>   |                     |                   |                   |                   |                    |
| 05-03-6155            | Contracted Services               | 442,000.00          | 10,000.00         | 10,000.00         | 19,184.00         | 2.26               |
| 05-03-6350            | Computer Maintenance              | 434,500.00          | 36,801.44         | 36,801.44         | 144,390.91        | 8.47               |
| 05-03-6410            | Mileage                           | 1,000.00            | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-03-6420            | Staff Training                    | 15,000.00           | 0.00              | 0.00              | 0.00              | 0.00               |
| 05-03-6430            | Certifications                    | 1,000.00            | 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               |
| 05-03-6540            | Safety Supplies                   | 5,000.00            | 269.76            | 269.76            | 0.00              | 5.40               |
| 05-03-6550            | Operational Supplies              | 3,000.00            | 0.00              | 0.00              | 0.00              | 0.00               |
|                       | <i>Materials &amp; Services</i>   | <i>902,500.00</i>   | <i>47,071.20</i>  | <i>47,071.20</i>  | <i>163,574.91</i> | <i>5.22</i>        |

| <b>Account Number</b> | <b>Description</b>                   | <b>Budget</b>       | <b>Period Amt</b> | <b>End Bal</b>     | <b>Encumbered</b>  | <b>% of Budget</b> |
|-----------------------|--------------------------------------|---------------------|-------------------|--------------------|--------------------|--------------------|
|                       | <b>Technical Services</b>            | <b>1,835,500.00</b> | <b>113,862.40</b> | <b>113,862.40</b>  | <b>163,574.91</b>  | <b>6.20</b>        |
|                       | <b>Vehicle Services</b>              |                     |                   |                    |                    |                    |
|                       | <i>Materials &amp; Services</i>      |                     |                   |                    |                    |                    |
| 05-04-6330            | Vehicle Equipment Maintenance        | 80,000.00           | 2,101.08          | 2,101.08           | 1,958.00           | 2.63               |
| 05-04-6520            | Fuels & Oils                         | 50,000.00           | 2,663.69          | 2,663.69           | 0.00               | 5.33               |
|                       | <i>Materials &amp; Services</i>      | <i>130,000.00</i>   | <i>4,764.77</i>   | <i>4,764.77</i>    | <i>1,958.00</i>    | <i>3.67</i>        |
|                       | <b>Vehicle Services</b>              | <b>130,000.00</b>   | <b>4,764.77</b>   | <b>4,764.77</b>    | <b>1,958.00</b>    | <b>3.67</b>        |
|                       | <b>Transfers &amp; Contingencies</b> |                     |                   |                    |                    |                    |
|                       | <i>Transfers &amp; Contingencies</i> |                     |                   |                    |                    |                    |
| 05-29-9000            | Contingency                          | 677,092.00          | 0.00              | 0.00               | 0.00               | 0.00               |
|                       | <i>Transfers &amp; Contingencies</i> | <i>677,092.00</i>   | <i>0.00</i>       | <i>0.00</i>        | <i>0.00</i>        | <i>0.00</i>        |
|                       | <b>Transfers &amp; Contingencies</b> | <b>677,092.00</b>   | <b>0.00</b>       | <b>0.00</b>        | <b>0.00</b>        | <b>0.00</b>        |
| <b>05</b>             | Expense                              | 5,715,292.00        | 336,831.98        | 336,831.98         | 491,352.80         | 5.89               |
|                       | <b>Administrative Services</b>       | <b>0.00</b>         | <b>20,228.31</b>  | <b>-129,828.94</b> | <b>-491,352.80</b> | <b>0.00</b>        |
| <b>10</b>             | <b>Drinking Water</b>                |                     |                   |                    |                    |                    |
|                       | <b>NonDivisional</b>                 |                     |                   |                    |                    |                    |
|                       | <i>Beginning Fund Balance</i>        |                     |                   |                    |                    |                    |
| 10-00-3500            | Fund Balance                         | 608,759.00          | 0.00              | -18,161.43         | 0.00               | -2.98              |
|                       | <i>Beginning Fund Balance</i>        | <i>608,759.00</i>   | <i>0.00</i>       | <i>-18,161.43</i>  | <i>0.00</i>        | <i>-2.98</i>       |
|                       | <b>NonDivisional</b>                 | <b>608,759.00</b>   | <b>0.00</b>       | <b>-18,161.43</b>  | <b>0.00</b>        | <b>-2.98</b>       |
|                       | Fund Balance                         | 608,759.00          | 0.00              | -18,161.43         | 0.00               | -2.98              |
|                       | <b>NonDivisional</b>                 |                     |                   |                    |                    |                    |
|                       | <i>Revenue</i>                       |                     |                   |                    |                    |                    |
| 10-00-4210            | Wholesale Water Sales                | 30,000.00           | 6,220.51          | 6,220.51           | 0.00               | 20.74              |
| 10-00-4211            | Drinking Water Charges               | 5,469,000.00        | 495,695.41        | 495,695.41         | 0.00               | 9.06               |
| 10-00-4215            | Penalties & Late Charges             | 15,000.00           | 1,161.13          | 1,161.13           | 0.00               | 7.74               |
| 10-00-4240            | Service Installations                | 10,000.00           | 4,489.00          | 4,489.00           | 0.00               | 44.89              |
| 10-00-4280            | Rents & Leases                       | 180,000.00          | 14,896.58         | 14,896.58          | 0.00               | 8.28               |
| 10-00-4290            | Other Charges for Services           | 10,000.00           | 1,100.00          | 1,100.00           | 0.00               | 11.00              |
| 10-00-4610            | Investment Revenue                   | 3,000.00            | 1,169.79          | 1,169.79           | 0.00               | 38.99              |
| 10-00-4630            | Miscellaneous Revenues               | 25,000.00           | 12,101.50         | 12,101.50          | 0.00               | 48.41              |
|                       | <i>Revenue</i>                       | <i>5,742,000.00</i> | <i>536,833.92</i> | <i>536,833.92</i>  | <i>0.00</i>        | <i>9.35</i>        |
|                       | <b>NonDivisional</b>                 | <b>5,742,000.00</b> | <b>536,833.92</b> | <b>536,833.92</b>  | <b>0.00</b>        | <b>9.35</b>        |
|                       | Revenue                              | 5,742,000.00        | 536,833.92        | 536,833.92         | 0.00               | 9.35               |
|                       | <b>Drinking Water</b>                |                     |                   |                    |                    |                    |
|                       | <i>Personnel Services</i>            |                     |                   |                    |                    |                    |
| 10-20-5110            | Regular Employees                    | 707,000.00          | 50,366.39         | 50,366.39          | 0.00               | 7.12               |
| 10-20-5130            | Overtime                             | 37,000.00           | 1,547.48          | 1,547.48           | 0.00               | 4.18               |
| 10-20-5210            | HealthDental Insurance               | 132,000.00          | 6,759.91          | 6,759.91           | 0.00               | 5.12               |
| 10-20-5230            | Social Security                      | 55,000.00           | 3,930.16          | 3,930.16           | 0.00               | 7.15               |
| 10-20-5240            | Retirement                           | 136,000.00          | 10,002.20         | 10,002.20          | 0.00               | 7.35               |
| 10-20-5250            | TrimetWBFPaid Leave OR               | 9,000.00            | 603.90            | 603.90             | 0.00               | 6.71               |
| 10-20-5270            | Workers Compensation                 | 20,000.00           | 1,337.05          | 1,337.05           | 0.00               | 6.69               |
| 10-20-5290            | Other Employee Benefits              | 0.00                | 15.99             | 15.99              | 0.00               | 0.00               |
|                       | <i>Personnel Services</i>            | <i>1,096,000.00</i> | <i>74,563.08</i>  | <i>74,563.08</i>   | <i>0.00</i>        | <i>6.80</i>        |
|                       | <i>Materials &amp; Services</i>      |                     |                   |                    |                    |                    |
| 10-20-6155            | Contracted Services                  | 258,900.00          | 8,759.28          | 8,759.28           | 126,194.50         | 3.38               |
| 10-20-6220            | Electricity                          | 41,000.00           | 4,108.51          | 4,108.51           | 37,510.00          | 10.02              |
| 10-20-6240            | Natural Gas                          | 3,000.00            | 199.59            | 199.59             | 2,500.41           | 6.65               |
| 10-20-6290            | Other Utilities                      | 5,000.00            | 209.44            | 209.44             | 2,370.00           | 4.19               |
| 10-20-6320            | Buildings & Grounds                  | 7,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 10-20-6340            | System Maintenance                   | 200,000.00          | 8,430.54          | 8,430.54           | 7,304.75           | 4.22               |

| Account Number | Description                             | Budget               | Period Amt        | End Bal            | Encumbered         | % of Budget    |
|----------------|---|----------------------|-------------------|--------------------|--------------------|----------------|
| 10-20-6410     | Mileage                                 | 500.00               | 0.00              | 0.00               | 0.00               | 0.00           |
| 10-20-6420     | Staff Training                          | 12,500.00            | 660.00            | 660.00             | 0.00               | 5.28           |
| 10-20-6430     | Certifications                          | 2,000.00             | 195.00            | 195.00             | 0.00               | 9.75           |
| 10-20-6530     | Small Tools & Equipment                 | 10,000.00            | 64.48             | 64.48              | 0.00               | 0.64           |
| 10-20-6540     | Safety Supplies                         | 15,000.00            | 1,877.11          | 1,877.11           | 2,739.00           | 12.51          |
| 10-20-6550     | Operational Supplies                    | 10,000.00            | 914.77            | 914.77             | 0.00               | 9.15           |
| 10-20-6710     | Purchased Water                         | 1,200,000.00         | 145,682.78        | 145,682.78         | 0.00               | 12.14          |
| 10-20-6715     | Water Quality Program                   | 28,500.00            | 0.00              | 0.00               | 0.00               | 0.00           |
| 10-20-6760     | Equipment Rental                        | 8,000.00             | 0.00              | 0.00               | 0.00               | 0.00           |
| 10-20-6780     | Taxes, Fees, Permits                    | 18,000.00            | 375.00            | 375.00             | 3,900.00           | 2.08           |
|                | <i>Materials &amp; Services</i>         | <i>1,819,400.00</i>  | <i>171,476.50</i> | <i>171,476.50</i>  | <i>182,518.66</i>  | <i>9.42</i>    |
|                | <b>Drinking Water</b>                   | <b>2,915,400.00</b>  | <b>246,039.58</b> | <b>246,039.58</b>  | <b>182,518.66</b>  | <b>8.44</b>    |
|                | <b>Debt Service</b>                     |                      |                   |                    |                    |                |
|                | <i>Materials &amp; Services</i>         |                      |                   |                    |                    |                |
| 10-24-6815     | Zions Bank Loan-Principal               | 193,000.00           | 0.00              | 0.00               | 0.00               | 0.00           |
| 10-24-6825     | Zions Bank Loan-Interest                | 16,100.00            | 0.00              | 0.00               | 0.00               | 0.00           |
|                | <i>Materials &amp; Services</i>         | <i>209,100.00</i>    | <i>0.00</i>       | <i>0.00</i>        | <i>0.00</i>        | <i>0.00</i>    |
|                | <b>Debt Service</b>                     | <b>209,100.00</b>    | <b>0.00</b>       | <b>0.00</b>        | <b>0.00</b>        | <b>0.00</b>    |
|                | <b>Transfers &amp; Contingencies</b>    |                      |                   |                    |                    |                |
|                | <i>Transfers &amp; Contingencies</i>    |                      |                   |                    |                    |                |
| 10-29-8105     | Transfers Out to Fund 05                | 1,069,000.00         | 89,083.00         | 89,083.00          | 0.00               | 8.33           |
| 10-29-8171     | Transfers Out to Fund 71                | 1,500,000.00         | 125,000.00        | 125,000.00         | 0.00               | 8.33           |
| 10-29-9000     | Contingency                             | 657,259.00           | 0.00              | 0.00               | 0.00               | 0.00           |
|                | <i>Transfers &amp; Contingencies</i>    | <i>3,226,259.00</i>  | <i>214,083.00</i> | <i>214,083.00</i>  | <i>0.00</i>        | <i>6.64</i>    |
|                | <b>Transfers &amp; Contingencies</b>    | <b>3,226,259.00</b>  | <b>214,083.00</b> | <b>214,083.00</b>  | <b>0.00</b>        | <b>6.64</b>    |
| <b>10</b>      | Expense                                 | 6,350,759.00         | 460,122.58        | 460,122.58         | 182,518.66         | 7.25           |
|                | <b>Drinking Water</b>                   | <b>0.00</b>          | <b>76,711.34</b>  | <b>58,549.91</b>   | <b>-182,518.66</b> | <b>0.00</b>    |
| <b>20</b>      | <b>Wastewater Reclam. NonDivisional</b> |                      |                   |                    |                    |                |
|                | <i>Beginning Fund Balance</i>           |                      |                   |                    |                    |                |
| 20-00-3500     | Fund Balance                            | 507,588.00           | 0.00              | -607,128.35        | 0.00               | -119.61        |
|                | <i>Beginning Fund Balance</i>           | <i>507,588.00</i>    | <i>0.00</i>       | <i>-607,128.35</i> | <i>0.00</i>        | <i>-119.61</i> |
|                | <b>NonDivisional</b>                    | <b>507,588.00</b>    | <b>0.00</b>       | <b>-607,128.35</b> | <b>0.00</b>        | <b>-119.61</b> |
|                | Fund Balance                            | 507,588.00           | 0.00              | -607,128.35        | 0.00               | -119.61        |
|                | <b>NonDivisional Revenue</b>            |                      |                   |                    |                    |                |
| 20-00-4212     | Wastewater Charges                      | 11,913,000.00        | 827,810.29        | 827,810.29         | 0.00               | 6.95           |
| 20-00-4215     | Penalties & Late Charges                | 7,000.00             | 884.05            | 884.05             | 0.00               | 12.63          |
| 20-00-4290     | Other Charges for Services              | 10,000.00            | 625.00            | 625.00             | 0.00               | 6.25           |
| 20-00-4610     | Investment Revenue                      | 1,000.00             | 195.65            | 195.65             | 0.00               | 19.57          |
| 20-00-4630     | Miscellaneous Revenues                  | 2,000.00             | 0.00              | 0.00               | 0.00               | 0.00           |
|                | <i>Revenue</i>                          | <i>11,933,000.00</i> | <i>829,514.99</i> | <i>829,514.99</i>  | <i>0.00</i>        | <i>6.95</i>    |
|                | <b>NonDivisional</b>                    | <b>11,933,000.00</b> | <b>829,514.99</b> | <b>829,514.99</b>  | <b>0.00</b>        | <b>6.95</b>    |
|                | <b>Transfers &amp; Contingencies</b>    |                      |                   |                    |                    |                |
|                | <i>Revenue</i>                          |                      |                   |                    |                    |                |
| 20-29-4930     | Transfer In from Fund 30                | 154,600.00           | 12,883.00         | 12,883.00          | 0.00               | 8.33           |
|                | <i>Revenue</i>                          | <i>154,600.00</i>    | <i>12,883.00</i>  | <i>12,883.00</i>   | <i>0.00</i>        | <i>8.33</i>    |
|                | <b>Transfers &amp; Contingencies</b>    | <b>154,600.00</b>    | <b>12,883.00</b>  | <b>12,883.00</b>   | <b>0.00</b>        | <b>8.33</b>    |
|                | Revenue                                 | 12,087,600.00        | 842,397.99        | 842,397.99         | 0.00               | 6.97           |

| Account Number                       | Description                     | Budget              | Period Amt        | End Bal           | Encumbered        | % of Budget |
|--------------------------------------|---------------------------------|---------------------|-------------------|-------------------|-------------------|-------------|
| <b>Wastewater-Plant</b>              |                                 |                     |                   |                   |                   |             |
| <i>Personnel Services</i>            |                                 |                     |                   |                   |                   |             |
| 20-21-5110                           | Regular Employees               | 655,000.00          | 49,089.60         | 49,089.60         | 0.00              | 7.49        |
| 20-21-5130                           | Overtime                        | 43,000.00           | 6,052.67          | 6,052.67          | 0.00              | 14.08       |
| 20-21-5210                           | HealthDental Insurance          | 209,000.00          | 11,659.50         | 11,659.50         | 0.00              | 5.58        |
| 20-21-5230                           | Social Security                 | 51,000.00           | 4,107.09          | 4,107.09          | 0.00              | 8.05        |
| 20-21-5240                           | Retirement                      | 123,000.00          | 9,142.49          | 9,142.49          | 0.00              | 7.43        |
| 20-21-5250                           | TrimetWBFPaid Leave OR          | 9,000.00            | 642.94            | 642.94            | 0.00              | 7.14        |
| 20-21-5260                           | Unemployment                    | 0.00                | 2,354.02          | 2,354.02          | 0.00              | 0.00        |
| 20-21-5270                           | Workers Compensation            | 13,000.00           | 869.08            | 869.08            | 0.00              | 6.69        |
| 20-21-5290                           | Other Employee Benefits         | 0.00                | 101.80            | 101.80            | 0.00              | 0.00        |
|                                      | <i>Personnel Services</i>       | <i>1,103,000.00</i> | <i>84,019.19</i>  | <i>84,019.19</i>  | <i>0.00</i>       | <i>7.62</i> |
| <i>Materials &amp; Services</i>      |                                 |                     |                   |                   |                   |             |
| 20-21-6155                           | Contracted Services             | 221,500.00          | 18,077.53         | 18,077.53         | 195,736.82        | 8.16        |
| 20-21-6220                           | Electricity                     | 325,000.00          | 24,539.30         | 24,539.30         | 297,000.00        | 7.55        |
| 20-21-6240                           | Natural Gas                     | 1,000.00            | 25.37             | 25.37             | 394.63            | 2.54        |
| 20-21-6250                           | Solid Waste Disposal            | 44,000.00           | 786.53            | 786.53            | 35,529.32         | 1.79        |
| 20-21-6290                           | Other Utilities                 | 1,500.00            | 270.00            | 270.00            | 1,500.00          | 18.00       |
| 20-21-6310                           | Janitorial Services             | 14,000.00           | 1,086.71          | 1,086.71          | 7,606.97          | 7.76        |
| 20-21-6320                           | Buildings & Grounds             | 63,000.00           | 4,526.47          | 4,526.47          | 33,164.89         | 7.18        |
| 20-21-6342                           | WRF System Maintenance          | 185,000.00          | 25,145.21         | 25,145.21         | 8,607.00          | 13.59       |
| 20-21-6410                           | Mileage                         | 1,000.00            | 187.34            | 187.34            | 0.00              | 18.73       |
| 20-21-6420                           | Staff training                  | 10,000.00           | 711.06            | 711.06            | 0.00              | 7.11        |
| 20-21-6430                           | Certifications                  | 2,000.00            | 0.00              | 0.00              | 0.00              | 0.00        |
| 20-21-6525                           | Chemicals                       | 77,000.00           | 2,112.40          | 2,112.40          | 74,887.60         | 2.74        |
| 20-21-6530                           | Small Tools & Equipment         | 8,000.00            | 1,388.73          | 1,388.73          | 0.00              | 17.36       |
| 20-21-6540                           | Safety Supplies                 | 20,000.00           | 2,706.51          | 2,706.51          | 1,650.00          | 13.53       |
| 20-21-6550                           | Operational Supplies            | 5,000.00            | 0.00              | 0.00              | 0.00              | 0.00        |
| 20-21-6760                           | Equipment Rental                | 10,000.00           | 4,749.71          | 4,749.71          | 16,314.00         | 47.50       |
| 20-21-6780                           | Taxes, Fees, Permits            | 74,000.00           | 2,905.66          | 2,905.66          | 46,349.39         | 3.93        |
|                                      | <i>Materials &amp; Services</i> | <i>1,062,000.00</i> | <i>89,218.53</i>  | <i>89,218.53</i>  | <i>718,740.62</i> | <i>8.40</i> |
|                                      | <b>Wastewater-Plant</b>         | <b>2,165,000.00</b> | <b>173,237.72</b> | <b>173,237.72</b> | <b>718,740.62</b> | <b>8.00</b> |
| <b>Wastewater-Collections</b>        |                                 |                     |                   |                   |                   |             |
| <i>Personnel Services</i>            |                                 |                     |                   |                   |                   |             |
| 20-22-5110                           | Regular Employees               | 503,000.00          | 45,619.99         | 45,619.99         | 0.00              | 9.07        |
| 20-22-5130                           | Overtime                        | 22,000.00           | 5,878.23          | 5,878.23          | 0.00              | 26.72       |
| 20-22-5210                           | HealthDental Insurance          | 117,000.00          | 8,237.31          | 8,237.31          | 0.00              | 7.04        |
| 20-22-5230                           | Social Security                 | 39,000.00           | 3,441.78          | 3,441.78          | 0.00              | 8.83        |
| 20-22-5240                           | Retirement                      | 73,000.00           | 8,582.90          | 8,582.90          | 0.00              | 11.76       |
| 20-22-5250                           | TrimetWBFPaid Leave OR          | 7,000.00            | 536.40            | 536.40            | 0.00              | 7.66        |
| 20-22-5270                           | Workers Compensation            | 12,000.00           | 802.23            | 802.23            | 0.00              | 6.69        |
| 20-22-5290                           | Other Employee Benefits         | 0.00                | 80.00             | 80.00             | 0.00              | 0.00        |
|                                      | <i>Personnel Services</i>       | <i>773,000.00</i>   | <i>73,178.84</i>  | <i>73,178.84</i>  | <i>0.00</i>       | <i>9.47</i> |
| <i>Materials &amp; Services</i>      |                                 |                     |                   |                   |                   |             |
| 20-22-6155                           | Contracted Services             | 58,600.00           | 1,483.85          | 1,483.85          | 3,000.00          | 2.53        |
| 20-22-6220                           | Electricity                     | 53,000.00           | 2,905.17          | 2,905.17          | 48,510.00         | 5.48        |
| 20-22-6290                           | Other Utilities                 | 2,000.00            | 41.51             | 41.51             | 525.00            | 2.08        |
| 20-22-6320                           | Buildings & Grounds             | 1,000.00            | 0.00              | 0.00              | 0.00              | 0.00        |
| 20-22-6342                           | Collection System Maint.        | 35,000.00           | 0.00              | 0.00              | 0.00              | 0.00        |
| 20-22-6410                           | Mileage                         | 1,000.00            | 0.00              | 0.00              | 0.00              | 0.00        |
| 20-22-6420                           | Staff Training                  | 18,000.00           | 905.72            | 905.72            | 0.00              | 5.03        |
| 20-22-6430                           | Certifications                  | 2,000.00            | 640.00            | 640.00            | 0.00              | 32.00       |
| 20-22-6530                           | Small Tools & Equipment         | 25,000.00           | 114.16            | 114.16            | 0.00              | 0.46        |
| 20-22-6540                           | Safety Supplies                 | 12,000.00           | 199.98            | 199.98            | 0.00              | 1.67        |
| 20-22-6550                           | Operational Supplies            | 5,000.00            | 165.98            | 165.98            | 0.00              | 3.32        |
| 20-22-6780                           | Taxes, Fees, Permits            | 24,000.00           | 766.08            | 766.08            | 18,026.88         | 3.19        |
|                                      | <i>Materials &amp; Services</i> | <i>236,600.00</i>   | <i>7,222.45</i>   | <i>7,222.45</i>   | <i>70,061.88</i>  | <i>3.05</i> |
|                                      | <b>Wastewater-Collections</b>   | <b>1,009,600.00</b> | <b>80,401.29</b>  | <b>80,401.29</b>  | <b>70,061.88</b>  | <b>7.96</b> |
| <b>Transfers &amp; Contingencies</b> |                                 |                     |                   |                   |                   |             |
| <i>Transfers &amp; Contingencies</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> |
|-----------------------|--|---------------------|-------------------|--------------------|--------------------|--------------------|
| 20-29-8105            | Transfers Out to Fund 05                       | 2,030,000.00        | 169,167.00        | 169,167.00         | 0.00               | 8.33               |
| 20-29-8150            | Transfers Out to Fund 50                       | 3,482,000.00        | 0.00              | 0.00               | 0.00               | 0.00               |
| 20-29-8172            | Transfers Out to Fund 72                       | 3,200,000.00        | 266,667.00        | 266,667.00         | 0.00               | 8.33               |
| 20-29-9000            | Contingency                                    | 693,588.00          | 0.00              | 0.00               | 0.00               | 0.00               |
|                       | <i>Transfers &amp; Contingencies</i>           | <i>9,405,588.00</i> | <i>435,834.00</i> | <i>435,834.00</i>  | <i>0.00</i>        | <i>4.63</i>        |
|                       | <b>Transfers &amp; Contingencies</b>           | <b>9,405,588.00</b> | <b>435,834.00</b> | <b>435,834.00</b>  | <b>0.00</b>        | <b>4.63</b>        |
| <b>20</b>             | Expense  | 12,580,188.00       | 689,473.01        | 689,473.01         | 788,802.50         | 5.48               |
|                       | <b>Wastewater Reclam.</b>                      | <b>15,000.00</b>    | <b>152,924.98</b> | <b>-454,203.37</b> | <b>-788,802.50</b> | <b>-3,028.02</b>   |
| <b>30</b>             | <b>Watershed Protection NonDivisional</b>      |                     |                   |                    |                    |                    |
|                       | <i>Beginning Fund Balance</i>                  |                     |                   |                    |                    |                    |
| 30-00-3500            | Fund Balance                                   | 50,874.00           | 0.00              | 6,453.68           | 0.00               | 12.69              |
|                       | <i>Beginning Fund Balance</i>                  | <i>50,874.00</i>    | <i>0.00</i>       | <i>6,453.68</i>    | <i>0.00</i>        | <i>12.69</i>       |
|                       | <b>NonDivisional</b>                           | <b>50,874.00</b>    | <b>0.00</b>       | <b>6,453.68</b>    | <b>0.00</b>        | <b>12.69</b>       |
|                       | Fund Balance                                   | 50,874.00           | 0.00              | 6,453.68           | 0.00               | 12.69              |
|                       | <b>NonDivisional Revenue</b>                   |                     |                   |                    |                    |                    |
| 30-00-4213            | Watershed Protection Charges                   | 1,751,000.00        | 137,999.97        | 137,999.97         | 0.00               | 7.88               |
| 30-00-4215            | Penalties & Late charges                       | 1,000.00            | 127.32            | 127.32             | 0.00               | 12.73              |
| 30-00-4290            | Other Charges for Services                     | 25,000.00           | 565.00            | 565.00             | 0.00               | 2.26               |
| 30-00-4610            | Investment Revenue                             | 2,000.00            | 18.05             | 18.05              | 0.00               | 0.90               |
|                       | <i>Revenue</i>                                 | <i>1,779,000.00</i> | <i>138,710.34</i> | <i>138,710.34</i>  | <i>0.00</i>        | <i>7.80</i>        |
|                       | <b>NonDivisional</b>                           | <b>1,779,000.00</b> | <b>138,710.34</b> | <b>138,710.34</b>  | <b>0.00</b>        | <b>7.80</b>        |
|                       | Revenue  | 1,779,000.00        | 138,710.34        | 138,710.34         | 0.00               | 7.80               |
|                       | <b>Watershed Protection Personnel Services</b> |                     |                   |                    |                    |                    |
| 30-23-5110            | Regular Employees                              | 113,000.00          | 9,310.02          | 9,310.02           | 0.00               | 8.24               |
| 30-23-5130            | Overtime                                       | 1,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-5210            | HealthDental Insurance                         | 38,000.00           | 2,643.91          | 2,643.91           | 0.00               | 6.96               |
| 30-23-5230            | Social Security                                | 9,000.00            | 658.14            | 658.14             | 0.00               | 7.31               |
| 30-23-5240            | Retirement                                     | 22,000.00           | 1,649.21          | 1,649.21           | 0.00               | 7.50               |
| 30-23-5250            | TrimetWBFPaid Leave OR                         | 2,000.00            | 102.36            | 102.36             | 0.00               | 5.12               |
| 30-23-5270            | Workers Compensation                           | 1,000.00            | 66.85             | 66.85              | 0.00               | 6.69               |
|                       | <i>Personnel Services</i>                      | <i>186,000.00</i>   | <i>14,430.49</i>  | <i>14,430.49</i>   | <i>0.00</i>        | <i>7.76</i>        |
|                       | <i>Materials &amp; Services</i>                |                     |                   |                    |                    |                    |
| 30-23-6155            | Contracted Services                            | 163,000.00          | 0.00              | 0.00               | 21,039.76          | 0.00               |
| 30-23-6340            | System Maintenance                             | 45,000.00           | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6420            | Staff Training                                 | 3,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6430            | Certifications                                 | 1,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6530            | Small Tools & Equipment                        | 1,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6540            | Safety Supplies                                | 1,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6550            | Operational Supplies                           | 7,000.00            | 0.00              | 0.00               | 0.00               | 0.00               |
| 30-23-6730            | Communications                                 | 55,000.00           | 0.00              | 0.00               | 8,000.00           | 0.00               |
| 30-23-6780            | Taxes, Fees, Permits                           | 4,400.00            | 0.00              | 0.00               | 0.00               | 0.00               |
|                       | <i>Materials &amp; Services</i>                | <i>280,400.00</i>   | <i>0.00</i>       | <i>0.00</i>        | <i>29,039.76</i>   | <i>0.00</i>        |
|                       | <b>Watershed Protection</b>                    | <b>466,400.00</b>   | <b>14,430.49</b>  | <b>14,430.49</b>   | <b>29,039.76</b>   | <b>3.09</b>        |
|                       | <b>Transfers &amp; Contingencies</b>           |                     |                   |                    |                    |                    |
|                       | <i>Transfers &amp; Contingencies</i>           |                     |                   |                    |                    |                    |
| 30-29-8105            | Transfers Out to Fund 05                       | 1,069,000.00        | 89,083.00         | 89,083.00          | 0.00               | 8.33               |
| 30-29-8120            | Transfers Out to Fund 20                       | 154,600.00          | 12,883.00         | 12,883.00          | 0.00               | 8.33               |
| 30-29-9000            | Contingency                                    | 138,874.00          | 0.00              | 0.00               | 0.00               | 0.00               |
|                       | <i>Transfers &amp; Contingencies</i>           | <i>1,362,474.00</i> | <i>101,966.00</i> | <i>101,966.00</i>  | <i>0.00</i>        | <i>7.48</i>        |

| Account Number | Description  | Budget                            | Period Amt                     | End Bal                        | Encumbered                     | % of Budget             |
|----------------|--|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------|
|                | <b>Transfers &amp; Contingencies</b>   | <b>1,362,474.00</b>               | <b>101,966.00</b>              | <b>101,966.00</b>              | <b>0.00</b>                    | <b>7.48</b>             |
| 30             | Expense<br><b>Watershed Protection</b>   | 1,828,874.00<br><b>1,000.00</b>   | 116,396.49<br><b>22,313.85</b> | 116,396.49<br><b>28,767.53</b> | 29,039.76<br><b>-29,039.76</b> | 6.36<br><b>2,876.75</b> |
| 50             | <b>WW Revenue Bond Debt Service NonDivisional</b>                              |                                   |                                |                                |                                |                         |
| 50-00-3500     | <i>Beginning Fund Balance</i><br>Fund Balance<br><i>Beginning Fund Balance</i> | 527,978.00<br>527,978.00          | 0.00<br>0.00                   | 7,340.70<br>7,340.70           | 0.00<br>0.00                   | 1.39<br>1.39            |
|                | <b>NonDivisional</b>   | <b>527,978.00</b>                 | <b>0.00</b>                    | <b>7,340.70</b>                | <b>0.00</b>                    | <b>1.39</b>             |
|                | Fund Balance<br><b>NonDivisional</b>   | 527,978.00                        | 0.00                           | 7,340.70                       | 0.00                           | 1.39                    |
| 50-00-4610     | <i>Revenue</i><br>Investment Revenue<br><i>Revenue</i>                         | 3,000.00<br>3,000.00              | 1,733.79<br>1,733.79           | 1,733.79<br>1,733.79           | 0.00<br>0.00                   | 57.79<br>57.79          |
|                | <b>NonDivisional</b>   | <b>3,000.00</b>                   | <b>1,733.79</b>                | <b>1,733.79</b>                | <b>0.00</b>                    | <b>57.79</b>            |
|                | <b>Transfers &amp; Contingencies</b>   |                                   |                                |                                |                                |                         |
| 50-29-4920     | <i>Revenue</i><br>Transfer In from Fund 20<br><i>Revenue</i>                   | 3,482,000.00<br>3,482,000.00      | 0.00<br>0.00                   | 0.00<br>0.00                   | 0.00<br>0.00                   | 0.00<br>0.00            |
|                | <b>Transfers &amp; Contingencies</b>   | <b>3,482,000.00</b>               | <b>0.00</b>                    | <b>0.00</b>                    | <b>0.00</b>                    | <b>0.00</b>             |
|                | <b>Debt Service</b>  |                                   |                                |                                |                                |                         |
|                | <i>Materials &amp; Services</i><br>Revenue                                     | 3,485,000.00                      | 1,733.79                       | 1,733.79                       | 0.00                           | 0.05                    |
| 50-24-6810     | 2010 SRF Loan Principal  | 965,000.00                        | 0.00                           | 0.00                           | 0.00                           | 0.00                    |
| 50-24-6811     | 2021 IFA Loan Principal  | 323,000.00                        | 0.00                           | 0.00                           | 0.00                           | 0.00                    |
| 50-24-6813     | JPM Bank Loan Principal  | 1,450,000.00                      | 0.00                           | 0.00                           | 0.00                           | 0.00                    |
| 50-24-6820     | 2010 SRF Loan Interest   | 260,000.00                        | 0.00                           | 0.00                           | 0.00                           | 0.00                    |
| 50-24-6822     | 2021 IFA Loan Interest   | 154,000.00                        | 0.00                           | 0.00                           | 0.00                           | 0.00                    |
| 50-24-6823     | JPM Bank Loan Interest<br><i>Materials &amp; Services</i>                      | 271,000.00<br>3,423,000.00        | 0.00<br>0.00                   | 0.00<br>0.00                   | 0.00<br>0.00                   | 0.00<br>0.00            |
|                | <b>Debt Service</b>  | <b>3,423,000.00</b>               | <b>0.00</b>                    | <b>0.00</b>                    | <b>0.00</b>                    | <b>0.00</b>             |
| 50             | Expense<br><b>WW Revenue Bond Debt Service</b>                                 | 3,423,000.00<br><b>589,978.00</b> | 0.00<br><b>1,733.79</b>        | 0.00<br><b>9,074.49</b>        | 0.00<br><b>0.00</b>            | 0.00<br><b>1.54</b>     |
| 71             | <b>Drinking Water Capital NonDivisional</b>                                    |                                   |                                |                                |                                |                         |
| 71-00-3500     | <i>Beginning Fund Balance</i><br>Fund Balance<br><i>Beginning Fund Balance</i> | 3,487,371.00<br>3,487,371.00      | 0.00<br>0.00                   | 62,793.23<br>62,793.23         | 0.00<br>0.00                   | 1.80<br>1.80            |
|                | <b>NonDivisional</b>   | <b>3,487,371.00</b>               | <b>0.00</b>                    | <b>62,793.23</b>               | <b>0.00</b>                    | <b>1.80</b>             |
|                | Fund Balance<br><b>NonDivisional</b>   | 3,487,371.00                      | 0.00                           | 62,793.23                      | 0.00                           | 1.80                    |
| 71-00-4221     | <i>Revenue</i><br>System<br>Development-Reimburse                              | 50,000.00                         | 17,392.00                      | 17,392.00                      | 0.00                           | 34.78                   |
| 71-00-4225     | System<br>Development-Improvement  | 50,000.00                         | 16,158.00                      | 16,158.00                      | 0.00                           | 32.32                   |
| 71-00-4610     | Investment Revenue<br><i>Revenue</i>   | 50,000.00<br>150,000.00           | 12,131.32<br>45,681.32         | 12,131.32<br>45,681.32         | 0.00<br>0.00                   | 24.26<br>30.45          |

| Account Number | Description                           | Budget              | Period Amt        | End Bal              | Encumbered         | % of Budget   |
|----------------|---------------------------------------|---------------------|-------------------|----------------------|--------------------|---------------|
|                | <b>NonDivisional</b>                  | <b>150,000.00</b>   | <b>45,681.32</b>  | <b>45,681.32</b>     | <b>0.00</b>        | <b>30.45</b>  |
|                | <b>Transfers &amp; Contingencies</b>  |                     |                   |                      |                    |               |
|                | <i>Revenue</i>                        |                     |                   |                      |                    |               |
| 71-29-4910     | Transfer In from Fund 10              | 1,500,000.00        | 125,000.00        | 125,000.00           | 0.00               | 8.33          |
|                | <i>Revenue</i>                        | <i>1,500,000.00</i> | <i>125,000.00</i> | <i>125,000.00</i>    | <i>0.00</i>        | <i>8.33</i>   |
|                | <b>Transfers &amp; Contingencies</b>  | <b>1,500,000.00</b> | <b>125,000.00</b> | <b>125,000.00</b>    | <b>0.00</b>        | <b>8.33</b>   |
|                | <i>Revenue</i>                        | 1,650,000.00        | 170,681.32        | 170,681.32           | 0.00               | 10.34         |
|                | <b>Drinking Water</b>                 |                     |                   |                      |                    |               |
|                | <i>Capital Outlay</i>                 |                     |                   |                      |                    |               |
| 71-20-7200     | Infrastructure                        | 500,000.00          | 1,661.31          | 1,661.31             | 60,375.65          | 0.33          |
| 71-20-7300     | Buildings & Improvements              | 25,000.00           | 0.00              | 0.00                 | 0.00               | 0.00          |
| 71-20-7520     | Equipment                             | 200,000.00          | 5,866.42          | 5,866.42             | 0.00               | 2.93          |
| 71-20-7530     | Information Technology                | 75,000.00           | 0.00              | 0.00                 | 6,788.44           | 0.00          |
| 71-20-7600     | Capital Improvement Projects          | 2,400,000.00        | 0.00              | 0.00                 | 39,344.49          | 0.00          |
|                | <i>Capital Outlay</i>                 | <i>3,200,000.00</i> | <i>7,527.73</i>   | <i>7,527.73</i>      | <i>106,508.58</i>  | <i>0.24</i>   |
|                | <b>Drinking Water</b>                 | <b>3,200,000.00</b> | <b>7,527.73</b>   | <b>7,527.73</b>      | <b>106,508.58</b>  | <b>0.24</b>   |
|                | <b>Transfers &amp; Contingencies</b>  |                     |                   |                      |                    |               |
|                | <i>Transfers &amp; Contingencies</i>  |                     |                   |                      |                    |               |
| 71-29-9000     | Contingency                           | 370,000.00          | 0.00              | 0.00                 | 0.00               | 0.00          |
|                | <i>Transfers &amp; Contingencies</i>  | <i>370,000.00</i>   | <i>0.00</i>       | <i>0.00</i>          | <i>0.00</i>        | <i>0.00</i>   |
|                | <b>Transfers &amp; Contingencies</b>  | <b>370,000.00</b>   | <b>0.00</b>       | <b>0.00</b>          | <b>0.00</b>        | <b>0.00</b>   |
|                | <i>Expense</i>                        | 3,570,000.00        | 7,527.73          | 7,527.73             | 106,508.58         | 0.21          |
| <b>71</b>      | <b>Drinking Water Capital</b>         | <b>1,567,371.00</b> | <b>163,153.59</b> | <b>225,946.82</b>    | <b>-106,508.58</b> | <b>14.42</b>  |
| <b>72</b>      | <b>Wastewater Reclamation Capital</b> |                     |                   |                      |                    |               |
|                | <b>NonDivisional</b>                  |                     |                   |                      |                    |               |
|                | <i>Beginning Fund Balance</i>         |                     |                   |                      |                    |               |
| 72-00-3500     | Fund Balance                          | 2,557,963.00        | 0.00              | -1,002,422.03        | 0.00               | -39.19        |
|                | <i>Beginning Fund Balance</i>         | <i>2,557,963.00</i> | <i>0.00</i>       | <i>-1,002,422.03</i> | <i>0.00</i>        | <i>-39.19</i> |
|                | <b>NonDivisional</b>                  | <b>2,557,963.00</b> | <b>0.00</b>       | <b>-1,002,422.03</b> | <b>0.00</b>        | <b>-39.19</b> |
|                | <i>Fund Balance</i>                   | 2,557,963.00        | 0.00              | -1,002,422.03        | 0.00               | -39.19        |
|                | <b>NonDivisional</b>                  |                     |                   |                      |                    |               |
|                | <i>Revenue</i>                        |                     |                   |                      |                    |               |
| 72-00-4220     | System Development Charges            | 100,000.00          | 15,495.00         | 15,495.00            | 0.00               | 15.50         |
| 72-00-4610     | Investment Revenue                    | 30,000.00           | 13,230.68         | 13,230.68            | 0.00               | 44.10         |
| 72-00-4650     | Proceeds From Borrowing               | 1,500,000.00        | 0.00              | 0.00                 | 0.00               | 0.00          |
|                | <i>Revenue</i>                        | <i>1,630,000.00</i> | <i>28,725.68</i>  | <i>28,725.68</i>     | <i>0.00</i>        | <i>1.76</i>   |
|                | <b>NonDivisional</b>                  | <b>1,630,000.00</b> | <b>28,725.68</b>  | <b>28,725.68</b>     | <b>0.00</b>        | <b>1.76</b>   |
|                | <b>Transfers &amp; Contingencies</b>  |                     |                   |                      |                    |               |
|                | <i>Revenue</i>                        |                     |                   |                      |                    |               |
| 72-29-4920     | Transfer In from Fund 20              | 3,200,000.00        | 266,667.00        | 266,667.00           | 0.00               | 8.33          |
|                | <i>Revenue</i>                        | <i>3,200,000.00</i> | <i>266,667.00</i> | <i>266,667.00</i>    | <i>0.00</i>        | <i>8.33</i>   |
|                | <b>Transfers &amp; Contingencies</b>  | <b>3,200,000.00</b> | <b>266,667.00</b> | <b>266,667.00</b>    | <b>0.00</b>        | <b>8.33</b>   |

| Account Number | Description   | Budget                              | Period Amt                     | End Bal                          | Encumbered                           | % of Budget           |
|----------------|---|-------------------------------------|--------------------------------|----------------------------------|--------------------------------------|-----------------------|
|                | Revenue   | 4,830,000.00                        | 295,392.68                     | 295,392.68                       | 0.00                                 | 6.12                  |
|                | <b>Wastewater-Plant</b>                                   |                                     |                                |                                  |                                      |                       |
|                | <i>Capital Outlay</i>                                     |                                     |                                |                                  |                                      |                       |
| 72-21-7300     | Buildings & Improvements                                  | 25,000.00                           | 23,997.00                      | 23,997.00                        | 0.00                                 | 95.99                 |
| 72-21-7520     | Equipment   | 690,000.00                          | 57,102.38                      | 57,102.38                        | 406,882.49                           | 8.28                  |
| 72-21-7530     | Information Technology                                    | 115,000.00                          | 0.00                           | 0.00                             | 98,014.43                            | 0.00                  |
| 72-21-7600     | Capital Improvement<br>Projects                           | 900,000.00                          | 4,654.25                       | 4,654.25                         | 45,353.07                            | 0.52                  |
|                | <i>Capital Outlay</i>                                     | <i>1,730,000.00</i>                 | <i>85,753.63</i>               | <i>85,753.63</i>                 | <i>550,249.99</i>                    | <i>4.96</i>           |
|                | <b>Wastewater-Plant</b>                                   | <b>1,730,000.00</b>                 | <b>85,753.63</b>               | <b>85,753.63</b>                 | <b>550,249.99</b>                    | <b>4.96</b>           |
|                | <b>Wastewater-Collections</b>                             |                                     |                                |                                  |                                      |                       |
|                | <i>Capital Outlay</i>                                     |                                     |                                |                                  |                                      |                       |
| 72-22-7200     | Infrastructure  | 225,000.00                          | 0.00                           | 0.00                             | 0.00                                 | 0.00                  |
| 72-22-7520     | Equipment   | 30,000.00                           | 0.00                           | 0.00                             | 0.00                                 | 0.00                  |
| 72-22-7600     | Capital Improvement<br>Projects                           | 3,600,000.00                        | 110,693.14                     | 110,693.14                       | 1,928,509.89                         | 3.07                  |
|                | <i>Capital Outlay</i>                                     | <i>3,855,000.00</i>                 | <i>110,693.14</i>              | <i>110,693.14</i>                | <i>1,928,509.89</i>                  | <i>2.87</i>           |
|                | <b>Wastewater-Collections</b>                             | <b>3,855,000.00</b>                 | <b>110,693.14</b>              | <b>110,693.14</b>                | <b>1,928,509.89</b>                  | <b>2.87</b>           |
|                | <b>Transfers &amp;<br/>Contingencies</b>                  |                                     |                                |                                  |                                      |                       |
|                | <i>Transfers &amp; Contingencies</i>                      |                                     |                                |                                  |                                      |                       |
| 72-29-9000     | Contingency   | 653,800.00                          | 0.00                           | 0.00                             | 0.00                                 | 0.00                  |
|                | <i>Transfers &amp; Contingencies</i>                      | <i>653,800.00</i>                   | <i>0.00</i>                    | <i>0.00</i>                      | <i>0.00</i>                          | <i>0.00</i>           |
|                | <b>Transfers &amp;<br/>Contingencies</b>                  | <b>653,800.00</b>                   | <b>0.00</b>                    | <b>0.00</b>                      | <b>0.00</b>                          | <b>0.00</b>           |
| 72             | Expense<br><b>Wastewater Reclamation<br/>Capital</b>      | 6,238,800.00<br><b>1,149,163.00</b> | 196,446.77<br><b>98,945.91</b> | 196,446.77<br><b>-903,476.12</b> | 2,478,759.88<br><b>-2,478,759.88</b> | 3.15<br><b>-78.62</b> |
| 73             | <b>Watershed Protection<br/>Capital<br/>NonDivisional</b> |                                     |                                |                                  |                                      |                       |
|                | <i>Beginning Fund Balance</i>                             |                                     |                                |                                  |                                      |                       |
| 73-00-3500     | Fund Balance  | 2,613,105.00                        | 0.00                           | 30,571.09                        | 0.00                                 | 1.17                  |
|                | <i>Beginning Fund Balance</i>                             | <i>2,613,105.00</i>                 | <i>0.00</i>                    | <i>30,571.09</i>                 | <i>0.00</i>                          | <i>1.17</i>           |
|                | <b>NonDivisional</b>                                      | <b>2,613,105.00</b>                 | <b>0.00</b>                    | <b>30,571.09</b>                 | <b>0.00</b>                          | <b>1.17</b>           |
|                | Fund Balance<br><b>NonDivisional</b>                      | 2,613,105.00                        | 0.00                           | 30,571.09                        | 0.00                                 | 1.17                  |
|                | <i>Revenue</i>  |                                     |                                |                                  |                                      |                       |
| 73-00-4610     | Investment Revenue  | 20,000.00                           | 7,816.84                       | 7,816.84                         | 0.00                                 | 39.08                 |
|                | <i>Revenue</i>  | <i>20,000.00</i>                    | <i>7,816.84</i>                | <i>7,816.84</i>                  | <i>0.00</i>                          | <i>39.08</i>          |
|                | <b>NonDivisional</b>                                      | <b>20,000.00</b>                    | <b>7,816.84</b>                | <b>7,816.84</b>                  | <b>0.00</b>                          | <b>39.08</b>          |
|                | Revenue<br><b>Watershed Protection</b>                    | 20,000.00                           | 7,816.84                       | 7,816.84                         | 0.00                                 | 39.08                 |
|                | <i>Capital Outlay</i>                                     |                                     |                                |                                  |                                      |                       |
| 73-23-7600     | Capital Improvement<br>Projects                           | 300,000.00                          | 0.00                           | 0.00                             | 0.00                                 | 0.00                  |
|                | <i>Capital Outlay</i>                                     | <i>300,000.00</i>                   | <i>0.00</i>                    | <i>0.00</i>                      | <i>0.00</i>                          | <i>0.00</i>           |
|                | <b>Watershed Protection</b>                               | <b>300,000.00</b>                   | <b>0.00</b>                    | <b>0.00</b>                      | <b>0.00</b>                          | <b>0.00</b>           |
|                | <b>Transfers &amp;<br/>Contingencies</b>                  |                                     |                                |                                  |                                      |                       |
|                | <i>Transfers &amp; Contingencies</i>                      |                                     |                                |                                  |                                      |                       |
| 73-29-9000     | Contingency   | 50,000.00                           | 0.00                           | 0.00                             | 0.00                                 | 0.00                  |
|                | <i>Transfers &amp; Contingencies</i>                      | <i>50,000.00</i>                    | <i>0.00</i>                    | <i>0.00</i>                      | <i>0.00</i>                          | <i>0.00</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>   |
|-----------------------|--------------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------|
|                       | <b>Transfers &amp; Contingencies</b> | <b>50,000.00</b>            | <b>0.00</b>                | <b>0.00</b>                | <b>0.00</b>                | <b>0.00</b>          |
|                       | Expense                              | 350,000.00                  | 0.00                       | 0.00                       | 0.00                       | 0.00                 |
| <b>73</b>             | <b>Watershed Protection Capital</b>  | <b>2,283,105.00</b>         | <b>7,816.84</b>            | <b>38,387.93</b>           | <b>0.00</b>                | <b>1.68</b>          |
| Revenue Total         |                                      | <b>33,839,000.00</b>        | <b>2,350,627.17</b>        | <b>2,350,627.17</b>        | <b>0.00</b>                | <b>0.0695</b>        |
| Expense Total         |                                      | <b><u>40,056,913.00</u></b> | <b><u>1,806,798.56</u></b> | <b><u>1,806,798.56</u></b> | <b><u>4,076,982.18</u></b> | <b><u>0.0451</u></b> |

# General Ledger

## Account Roll up



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Period 01 - 01

Fiscal Year 2024

| Sort Level                             | Description                    | Budget                  | Period Amt             | End Bal                | % Expend /Collect |
|--|--------------------------------|-------------------------|------------------------|------------------------|-------------------|
| <b>Revenue</b>                         | <b>Revenue</b>                 |                         |                        |                        |                   |
| 4210                                   | Water Sales - CRW              | \$ 30,000.00            | \$ 6,220.51            | \$ 6,220.51            | 20.7%             |
| 4211                                   | Water sales                    | \$ 5,469,000.00         | \$ 495,695.41          | \$ 495,695.41          | 9.1%              |
| 4212                                   | Wastewater Charges             | \$ 11,913,000.00        | \$ 827,810.29          | \$ 827,810.29          | 7.0%              |
| 4213                                   | Watershed protection fees      | \$ 1,751,000.00         | \$ 137,999.97          | \$ 137,999.97          | 7.9%              |
| 4215                                   | Penalties & late charges       | \$ 23,000.00            | \$ 2,172.50            | \$ 2,172.50            | 9.5%              |
| 4220                                   | System Development Charges     | \$ 100,000.00           | \$ 15,495.00           | \$ 15,495.00           | 15.5%             |
| 4221                                   | System Development-Reimburse   | \$ 50,000.00            | \$ 17,392.00           | \$ 17,392.00           | 34.8%             |
| 4225                                   | System Development-Improvement | \$ 50,000.00            | \$ 16,158.00           | \$ 16,158.00           | 32.3%             |
| 4227                                   | System Development-Compliance  | \$ -                    | \$ 438.00              | \$ 438.00              | 0.0%              |
| 4230                                   | Contract services              | \$ 57,400.00            | \$ 4,000.00            | \$ 4,000.00            | 7.0%              |
| 4240                                   | Service installations          | \$ 10,000.00            | \$ 4,489.00            | \$ 4,489.00            | 44.9%             |
| 4280                                   | Rents & leases                 | \$ 180,000.00           | \$ 14,896.58           | \$ 14,896.58           | 8.3%              |
| 4290                                   | Other charges for services     | \$ 45,000.00            | \$ 2,290.00            | \$ 2,290.00            | 5.1%              |
| 4610                                   | Investment revenue             | \$ 119,000.00           | \$ 40,017.41           | \$ 40,017.41           | 33.6%             |
| 4630                                   | Miscellaneous revenues         | \$ 37,000.00            | \$ 13,669.50           | \$ 13,669.50           | 36.9%             |
| 4640                                   | Proceeds from sale of capital  | \$ 1,500,000.00         | \$ -                   | \$ -                   | 0.0%              |
|  |                                | <b>\$ 21,334,400.00</b> | <b>\$ 1,598,744.17</b> | <b>\$ 1,598,744.17</b> | <b>7.5%</b>       |
| 4910                                   | Transfer in from Fund 10       | \$ 2,569,000.00         | \$ 214,083.00          | \$ 214,083.00          | 8.3%              |
| 4920                                   | Transfer in from Fund 20       | \$ 8,712,000.00         | \$ 435,834.00          | \$ 435,834.00          | 5.0%              |
| 4930                                   | Transfer in from Fund 30       | \$ 1,223,600.00         | \$ 101,966.00          | \$ 101,966.00          | 8.3%              |
| <b>Revenue</b>                         | <b>Revenue</b>                 | <b>\$ 33,839,000.00</b> | <b>\$ 2,350,627.17</b> | <b>\$ 2,350,627.17</b> | <b>6.9%</b>       |
| <b>Expense</b>                         | <b>Expense</b>                 |                         |                        |                        |                   |
| <b><u>Personnel Services</u></b>       |                                |                         |                        |                        |                   |
| 5110                                   | Regular employees              | \$ 3,711,000.00         | \$ 308,768.08          | \$ 308,768.08          | 8.3%              |
| 5130                                   | Overtime                       | \$ 123,000.00           | \$ 14,569.74           | \$ 14,569.74           | 11.9%             |
| 5210                                   | Employee Ins                   | \$ 814,000.00           | \$ 50,862.86           | \$ 50,862.86           | 6.3%              |
| 5230                                   | Social Security                | \$ 289,000.00           | \$ 22,499.64           | \$ 22,499.64           | 7.8%              |
| 5240                                   | Retirement                     | \$ 692,000.00           | \$ 55,056.26           | \$ 55,056.26           | 8.0%              |
| 5250                                   | Trimet/WBF/Paid Leave OR       | \$ 62,000.00            | \$ 3,486.21            | \$ 3,486.21            | 5.6%              |
| 5260                                   | Unemployment                   | \$ 5,000.00             | \$ 2,354.02            | \$ 2,354.02            | 47.1%             |
| 5270                                   | Workers compensation           | \$ 49,000.00            | \$ 3,275.78            | \$ 3,275.78            | 6.7%              |
| 5290                                   | Other employee benefits        | \$ 15,000.00            | \$ 197.79              | \$ 197.79              | 1.3%              |
|  |                                | <b>\$ 5,760,000.00</b>  | <b>\$ 461,070.38</b>   | <b>\$ 461,070.38</b>   | <b>8.0%</b>       |
| <b><u>Materials &amp; Services</u></b> |                                |                         |                        |                        |                   |
| 6110                                   | Legal services                 | \$ 300,000.00           | \$ 754.50              | \$ 754.50              | 0.3%              |
| 6120                                   | Accounting & audit services    | \$ 76,000.00            | \$ 525.00              | \$ 525.00              | 0.7%              |
| 6155                                   | Contracted Services            | \$ 1,408,500.00         | \$ 53,736.29           | \$ 53,736.29           | 3.8%              |
| 6175                                   | Records Management             | \$ 8,500.00             | \$ 413.79              | \$ 413.79              | 4.9%              |
| 6180                                   | Dues & subscriptions           | \$ 42,000.00            | \$ 3,608.50            | \$ 3,608.50            | 8.6%              |
| 6220                                   | Electricity                    | \$ 435,000.00           | \$ 33,055.29           | \$ 33,055.29           | 7.6%              |

| Sort Level                                      | Description                  | Budget          | Period Amt    | End Bal       | % Expend /Collect |
|---|------------------------------|-----------------|---------------|---------------|-------------------|
| 6230  | Telephone                    | \$ 59,700.00    | \$ 879.75     | \$ 879.75     | 1.5%              |
| 6240  | Natural gas                  | \$ 9,000.00     | \$ 338.33     | \$ 338.33     | 3.8%              |
| 6250  | Solid waste disposal         | \$ 44,000.00    | \$ 786.53     | \$ 786.53     | 1.8%              |
| 6290  | Other utilities              | \$ 13,500.00    | \$ 742.57     | \$ 742.57     | 5.5%              |
| 6310  | Janitorial services          | \$ 34,000.00    | \$ 2,756.70   | \$ 2,756.70   | 8.1%              |
| 6320  | Buildings & grounds          | \$ 108,000.00   | \$ 10,807.39  | \$ 10,807.39  | 10.0%             |
| 6330  | Vehicle & equipment maint.   | \$ 80,000.00    | \$ 2,101.08   | \$ 2,101.08   | 2.6%              |
| 6340  | Distribution system maint    | \$ 245,000.00   | \$ 8,430.54   | \$ 8,430.54   | 3.4%              |
| 6342  | Collection system maint.     | \$ 220,000.00   | \$ 25,145.21  | \$ 25,145.21  | 11.4%             |
| 6350  | Computer maintenance         | \$ 434,500.00   | \$ 36,801.44  | \$ 36,801.44  | 8.5%              |
| 6410  | Mileage                      | \$ 5,500.00     | \$ 187.34     | \$ 187.34     | 3.4%              |
| 6420  | Staff training               | \$ 88,500.00    | \$ 4,262.84   | \$ 4,262.84   | 4.8%              |
| 6430  | Certifications               | \$ 8,000.00     | \$ 835.00     | \$ 835.00     | 10.4%             |
| 6440  | Board travel & training      | \$ 5,000.00     | \$ 89.83      | \$ 89.83      | 1.8%              |
| 6510  | Office supplies              | \$ 36,000.00    | \$ 4,339.44   | \$ 4,339.44   | 12.1%             |
| 6520  | Fuel & oils                  | \$ 50,000.00    | \$ 2,663.69   | \$ 2,663.69   | 5.3%              |
| 6525  | Chemicals                    | \$ 77,000.00    | \$ 2,112.40   | \$ 2,112.40   | 2.7%              |
| 6530  | Small tools & equipment      | \$ 45,000.00    | \$ 1,567.37   | \$ 1,567.37   | 3.5%              |
| 6540  | Safety supplies              | \$ 55,000.00    | \$ 5,053.36   | \$ 5,053.36   | 9.2%              |
| 6550  | Operational Supplies         | \$ 30,000.00    | \$ 1,080.75   | \$ 1,080.75   | 3.6%              |
| 6560  | Uniforms                     | \$ 42,000.00    | \$ 2,295.77   | \$ 2,295.77   | 5.5%              |
| 6570  | In-House Laboratory Services | \$ 15,000.00    | \$ -          | \$ -          | 0.0%              |
| 6610  | Board compensation           | \$ 2,500.00     | \$ -          | \$ -          | 0.0%              |
| 6620  | Election Costs               | \$ 500.00       | \$ -          | \$ -          | 0.0%              |
| 6710  | Purchased water              | \$ 1,200,000.00 | \$ 145,682.78 | \$ 145,682.78 | 12.1%             |
| 6715  | Water quality program        | \$ 28,500.00    | \$ -          | \$ -          | 0.0%              |
| 6720  | Insurance                    | \$ 235,000.00   | \$ 16,101.68  | \$ 16,101.68  | 6.9%              |
| 6730  | Communications               | \$ 94,000.00    | \$ 1,101.28   | \$ 1,101.28   | 1.2%              |
| 6740  | Advertising                  | \$ 7,000.00     | \$ 125.00     | \$ 125.00     | 1.8%              |
| 6760  | Equipment Rental             | \$ 21,000.00    | \$ 4,749.71   | \$ 4,749.71   | 22.6%             |
| 6770  | Bank charges                 | \$ 165,000.00   | \$ 12,642.79  | \$ 12,642.79  | 7.7%              |
| 6780  | Taxes, Fees & Permits        | \$ 121,400.00   | \$ 4,096.74   | \$ 4,096.74   | 3.4%              |
| 6790  | Miscellaneous Expense        | \$ 1,000.00     | \$ -          | \$ -          | 0.0%              |
|   |                              | \$ 5,850,600.00 | \$ 389,870.68 | \$ 389,870.68 | 6.7%              |
| <b><u>Debt Service and Special Payments</u></b> |                              |                 |               |               |                   |
| 6810  | 2010 SRF Loan Principal      | \$ 965,000.00   | \$ -          | \$ -          | 0.0%              |
| 6811  | 2010 IFA Loan Principal      | \$ 323,000.00   | \$ -          | \$ -          | 0.0%              |
| 6813  | JPM Bank Loan Principal      | \$ 1,450,000.00 | \$ -          | \$ -          | 0.0%              |
| 6815  | Zions Bank loan-principal    | \$ 193,000.00   | \$ -          | \$ -          | 0.0%              |
| 6820  | 2010 SRF Loan Interest       | \$ 260,000.00   | \$ -          | \$ -          | 0.0%              |
| 6822  | 2010 IFA Loan Interest       | \$ 154,000.00   | \$ -          | \$ -          | 0.0%              |
| 6823  | JPM Bank Loan Interest       | \$ 271,000.00   | \$ -          | \$ -          | 0.0%              |
| 6825  | Zions Bank loan-interest     | \$ 16,100.00    | \$ -          | \$ -          | 0.0%              |
|   |                              | \$ 3,632,100.00 | \$ -          | \$ -          | 0.0%              |
| <b><u>Capital Outlay</u></b>                    |                              |                 |               |               |                   |
| 7200  | Infrastructure               | \$ 725,000.00   | \$ 1,661.31   | \$ 1,661.31   | 0.2%              |
| 7300  | Buildings & Improvements     | \$ 50,000.00    | \$ 23,997.00  | \$ 23,997.00  | 48.0%             |
| 7520  | Equipment                    | \$ 920,000.00   | \$ 62,968.80  | \$ 62,968.80  | 6.8%              |
| 7530  | Information Technology       | \$ 190,000.00   | \$ -          | \$ -          | 0.0%              |
| 7600  | Capital Improvement Projects | \$ 7,200,000.00 | \$ 115,347.39 | \$ 115,347.39 | 1.6%              |
|   |                              | \$ 9,085,000.00 | \$ 203,974.50 | \$ 203,974.50 | 2.2%              |
| <b><u>Transfers</u></b>                         |                              |                 |               |               |                   |
| 8105  | Transfers out to Fund 05     | \$ 4,168,000.00 | \$ 347,333.00 | \$ 347,333.00 | 8.3%              |

| Sort Level     | Description              | Budget                   | Period Amt             | End Bal                | % Expend /Collect |
|----------------|--------------------------|--------------------------|------------------------|------------------------|-------------------|
| 8120           | Transfers out to Fund 20 | \$ 154,600.00            | \$ 12,883.00           | \$ 12,883.00           | 8.3%              |
| 8150           | Transfers out to Fund 50 | \$ 3,482,000.00          | \$ -                   | \$ -                   | 0.0%              |
| 8171           | Transfers out to Fund 71 | \$ 1,500,000.00          | \$ 125,000.00          | \$ 125,000.00          | 8.3%              |
| 8172           | Transfers out to Fund 72 | \$ 3,200,000.00          | \$ 266,667.00          | \$ 266,667.00          | 8.3%              |
|                |                          | <b>\$ 12,504,600.00</b>  | <b>\$ 751,883.00</b>   | <b>\$ 751,883.00</b>   | <b>6.0%</b>       |
|                |                          | <b>\$ 36,832,300.00</b>  | <b>\$ 1,806,798.56</b> | <b>\$ 1,806,798.56</b> | <b>4.9%</b>       |
| 9000           | Contingency              | \$ 3,240,613.00          | \$ -                   | \$ -                   | 0.0%              |
| <b>Expense</b> | <b>Expense</b>           | <b>\$ 40,072,913.00</b>  | <b>\$ 1,806,798.56</b> | <b>\$ 1,806,798.56</b> | <b>4.5%</b>       |
|                | <b>Revenue Total</b>     | <b>\$ 33,839,000.00</b>  | <b>\$ 2,350,627.17</b> | <b>\$ 2,350,627.17</b> | <b>6.9%</b>       |
|                | <b>Expense Total</b>     | <b>\$ 40,072,913.00</b>  | <b>\$ 1,806,798.56</b> | <b>\$ 1,806,798.56</b> | <b>4.5%</b>       |
|                | <b>Grand Total</b>       | <b>\$ (6,233,913.00)</b> | <b>\$ 543,828.61</b>   | <b>\$ 543,828.61</b>   | <b>-8.7%</b>      |



## AGENDA ITEM

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|                 |                                 |
|-----------------|---------------------------------|
| <b>To</b>       | Board of Directors              |
| <b>From</b>     | Laural Casey, District Recorder |
| <b>Title</b>    | Approval of Meeting Minutes     |
| <b>Item No.</b> | 4b                              |
| <b>Date</b>     | September 19, 2023              |

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### **Summary of Minutes for Approval**

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

### **Attachments**

1. August 15, 2023 Meeting Minutes



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
AUGUST 15, 2023**

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Board of Directors

|                |            |
|----------------|------------|
| Susan Keil     | Chair      |
| Kevin Williams | Vice Chair |
| Paul Gornick   | Treasurer  |
| Heidi Bullock  | Director   |

Oak Lodge Water Services Staff

|                      |   |
|----------------------|---|
| Sarah Jo Chaplen     | General Manager                               |
| Brad Albert          | Public Works Director/District Engineer (PWD) |
| Aleah Binkowski-Burk | Human Resources/Payroll Manager               |
| Gail Stevens         | Finance Director                              |
| David Hawkins        | Plant Superintendent                          |
| Aaron Janicke        | Assistant District Engineer                   |
| Laural Casey         | District Recorder                             |
| Alexa Morris         | Outreach and Communications Specialist        |

Consultants & Organizational Representatives

|              |              |
|--------------|--------------|
| Laura Maffei | Cable Huston |
|--------------|--------------|

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**1. Call to Order & Hybrid Meeting Facilitation Protocols**

Chair Keil called the meeting to order at 6:00 p.m.

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

**2. Call for Public Comment**

There were no comments.

**3. Consent Agenda**

Items on the Consent Agenda included:

- The June 2023 Financial Report, and
- July 18, 2023 Board Meeting Minutes

Vice Chair Williams moved to approve the Consent Agenda. Treasurer Gornick seconded.

The Board asked questions regarding the Financial Report. Finance Director Stevens presented a

supplemental report regarding ending and beginning fund balances.

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

MOTION CARRIED

#### **4. Consideration of Engineering Contract with Consor for Secondary Clarifier Final Design**

Assistant District Engineer Janicke overviewed the project history.

The Board asked questions regarding the updated project scope and funding. Comments were made regarding public education opportunities at the Wastewater Treatment Plant.

Vice Chair Williams moved to approve the General Manager to initiate a task order under the active on-call services contract with Consor for the final engineering of the Secondary Clarifiers 1 and 2 Refurbishment Project for \$195,435.00. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

#### **5. Consideration of Contract Award for Valley View Fall Protection Construction**

Assistant District Engineer Janicke detailed the project.

The Board asked questions regarding safety regulations.

Treasurer Gornick moved to approve the General Manager to sign a public improvement contract with 2KG Contractors, Inc. for the work of constructing the Valley View Fall Protection Project for \$133,160.00. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

#### **6. Presentation of Quarterly Capital Projects Prioritization Report**

PWD Albert overviewed the Quarterly Report.

The Board asked questions about project cost savings, coordination, and prioritization.

#### **7. Business from the Board**

Chair Keil provided a verbal report on the North Clackamas Chamber of Commerce meeting.

**8. Department Reports**

The Management Team provided highlights from their written reports.

The Board asked questions regarding the NPDES permit violation.

**9. Adjourn Meeting**

The Board asked questions about public meeting agenda development and requested for the flag salute to be added to each meeting's call to order.

Chair Keil adjourned the meeting at 7:22 p.m.

Respectfully submitted,

\_\_\_\_\_

Susan Keil  
Chair, Board of Directors

Date: \_\_\_\_\_

\_\_\_\_\_

Kevin Williams  
Vice Chair, Board of Directors

Date: \_\_\_\_\_





## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, Public Works Director/District Engineer  
**Title** Consideration of Task Order with AKS Engineering for I&I Engineering Work  
**Item No.** 5  
**Date** September 19, 2023

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### Summary

Staff seeks approval to commission AKS Engineering and Forestry, LLC. (AKS) to commence Final Engineering on the Inflow and Infiltration Project in the Lift Station 5 basin area. This Final Engineering would be initiated as a Task Order under the active On-Call Services Contract with AKS and aims to directly address OLWS' Sanitary Sewer Overflows (SSOs) downstream at Lift Station 2.

### Background

The OLWS collection system has elevated levels of Rain Derived Inflow and Infiltration (RDII) that are contributing to SSOs within the collection system. Most recently, the increases in flows to Lift Station 2 and Trunk Main A during heavy precipitation has resulted in SSOs at Lift Station 2. The Oregon Department of Environmental Quality (DEQ) has issued a pre-enforcement notice and OLWS is currently working to determine the best solution to reduce the risk of additional SSOs.

Based on the hydraulic wastewater model, there are numerous capacity deficiencies within the system and upsizing the existing wastewater collections system would be necessary to avoid SSOs in the future. Reducing the magnitude of the RDII will be necessary to accommodate future growth if the collections system is not upsized.

Staff is being proactive with committing to reduce the amount of RDII in the collection system as a means of not having to upsize the trunk mains. This course of action will save OLWS customers capital rate funds in the coming fiscal years.

Staff have identified deficiencies in 34 wastewater mains throughout the Lift Station 5 basin area from which wastewater flows to Lift Station 2 and Trunk Main A. The mains range in size from 6-inch to 10-inch diameter. The total length of wastewater main improvement needed/required is approximately 7,640 lineal feet. Approximately one third of the mains are located on private property within existing easements. The remaining segments are within

public rights-of-way owned by Clackamas County. Based on CCTV records, Staff anticipates rehabilitation of the mains can be accomplished primarily with trenchless methods, Cured-in-place pipe (CIPP) or pipe bursting. Some segments may require open trench replacement.

### **Budget**

Funding for the Final Engineering Task Order is included in the current Wastewater Collections Capital Fund for Fiscal Year 2024. Approximately \$2.5 million for construction work on the Inflow and Infiltration Project is being budgeted for in the Capital Improvement Plan for FY 2024-25.

### **Concurrence**

Technical Services Staff collaborated with Collections Staff, Finance Staff, AKS, and used the Water Systems Consulting, Inc's (WSC) developed Wastewater Master Plan in developing the Inflow and Infiltration Project and the attached Scope of Work.

### **Recommendation**

Staff recommends the Board approve the General Manager to initiate a Task Order under the active On-Call Services Contract with AKS, for the Final Engineering of the Inflow and Infiltration Project in the Lift Station 5 Basin area for \$279,805.

### **Suggested Board Motion**

*"I move to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with AKS Engineering and Forestry, LLC. for the Final Engineering of the Inflow and Infiltration Project in the Lift Station 5 Basin area for \$279,805."*

### **Attachments**

1. AKS Proposal

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## 2023 I&I Projects – LS 5 Basin

### OAK GROVE, OREGON

#### Exhibit A — Scope of Work

Oak Lodge Water Services (District) has identified deficiencies in 34 sanitary sewer pipelines throughout the Lift Station 5 basin area (see attached Exhibit 'B'). The pipelines range in size from 6-inch to 10-inch diameter. The total length of pipeline improvement is approximately 7,640 lineal feet. Approximately one third of the pipelines are located on private property within existing easements. The remaining segments are withing public rights-of-way owned by Clackamas County. The District is seeking to rehabilitate these pipelines to reduce Inflow and Infiltration (I&I). Based on CCTV records, the District anticipates rehabilitation of the pipelines can be accomplished primarily with trenchless methods, Cured-in-place pipe (CIPP) or pipe bursting. Some segments may require open trench replacement.

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** – Consultant will map utilities on the Geographic Information Systems (GIS) maps provided by the District and thoroughly review all pipeline videos, as-builts or record drawings, permit drawings, utility company information, and GIS maps. During this review the location of all laterals will be determined based on the video location, the District as-built drawings, and the District's GIS database. If there are issues, discrepancies, or missing information from pipeline videos, Consultant will provide information to City staff on which segments of pipelines will need additional video testing.
- **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.



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It is assumed the District's CCTV crew will be available to support Consulting in completing dye testing.

### **3. Topographic Survey**

Consultant will complete a limited topographic of the pipeline segments to be rehabilitated. The survey will include tying rim elevations of manholes and measuring down to invert elevation of the structures.

This task includes an allowance for a detailed topographic survey in areas where line replacement requires dig and replacement and the drone survey data does not provide a sufficient level of detail to develop a design.

Data collected in the topographic survey will be drafted in a digital format (CAD) for use in design.

### **4. Boundary Survey**

Consultant will complete the following:

- Obtain title reports for properties where existing pipelines are located within easements
- Obtain and review County survey records
- Field tie record survey monuments
- Resolve rights-of-way and property boundaries to the extent necessary to complete the design.

### **5. Drone Survey**

Consultant will complete the following:

The project area will be flown with a drone. The drone data will be processed to develop a high resolution ortho-mosaic image as well as a TIN surface. Prior to flying the site, the Oregon Utility Notification Center will be contacted to field mark utilities throughout the project area. The aerial image produced by the drone will be sufficient resolution to accurately map located utilities as well as surface features such as curbs and sidewalks.

### **6. 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, and Construction Details
- Special Provisions for any work item not defined in the District standard specifications
- Bid Sheet
- Engineer's Estimate

Construction drawings 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.

### **7. 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.

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Consultant will respond to County review comments and revise plans as required to support the right-of-way permit.

#### **8. Construction Phase Services**

Consultant will perform the following construction phase services:

- Respond to contractor RFIs
- Review contractor submittals

#### **Contingency Tasks**

##### **C1. Geotechnical Investigation**

If some pipe segments require rehabilitation by open trench excavation, Consultant will subcontract with a geotechnical engineer to complete a geotechnical investigation to document subsurface conditions.

##### **C2. Arborist Services**

If some pipe segments require rehabilitation by open trench excavation, Consultant will arborize all trees within vicinity of work that may be impacted by construction. Tree protection measures will be included in the construction documents.

##### **C3. Natural Resources**

If pipeline rehabilitation requires work within regulated wetland and waters Consultant will complete the following Natural Resource services:

##### **Wetland and Waters Delineation Services**

Consultant will conduct a site visit to determine if wetland conditions are present within the project area in accordance with guidance in the Western Mountains, Valleys, and Coast Regional Supplement and the 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual. Data will be collected to document the presence and/or absence of wetland conditions on the site. All on-site wetland boundaries, plot locations, and physical ordinary high water mark (OHWM) field indicators will be flagged in the field for professional land survey by Consultant. In addition, Consultant Natural Resource staff will complete the following tasks.

- Review existing data and coordinate with agency staff to confirm the Section 10 elevation for compliance with the Rivers and Harbors Act and, if applicable, the Highest Measured Tide elevation for Section 404 and DSL jurisdictional limits.
- Prepare a Wetland and Waters Delineation Report for submittal to USACE and Oregon Department of State Lands (DSL) for review and concurrence. The report will be prepared in accordance with current agency guidelines and will include all required supplemental documentation.
- Provide post-submittal coordination with agency staff to facilitate their review. Coordination efforts to consist of written and verbal communication, and up to one (1) site visit with agency staff to confirm wetland boundaries.

##### **DSL/USACE Permitting Services**

Consultant will prepare a Joint Permit Application (JPA) to authorize unavoidable wetland and/or waters impacts for replacement of the failing section of sewer line. It is anticipated that the project can be authorized under the 2020 USACE Nationwide Permit D for Utility Lines Activities, and an

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Individual Permit from DSL. The permit application will include a description of all jurisdictional resources identified within the project area, including a wetland and/or waters function and value assessment using best professional judgment (BPJ). The JPA will document the proposed impacts, by resource type, and will provide a discussion on how the proposed impacts have been minimized during project design. Consultant will prepare all required permit maps and figures for inclusion with the JPA.

The project is not expected to create additional impervious surfaces; therefore, a DEQ post-construction stormwater report for 401 Certification compliance is not anticipated for this project. No direct permanent wetland or water impacts are anticipated for this project; however, temporary wetland, water, or riparian area impacts will require site restoration upon construction completion. As part of the JPA, Consultant will prepare a Site Rehabilitation Plan.

**C4. Temporary Easement Acquisition**

The extents of the proposed sewer rehabilitation will cross approximately 31 private properties. This task includes an allowance for negotiation of temporary construction easements on 15 of the private properties. Consultant will subcontract with a right-of-way agent to negotiate the temporary construction easements need to complete the sewer rehabilitation.

**Fee Estimate**

**(See attached detailed estimate – Exhibit C)**

**TOTAL .....\$279,805**

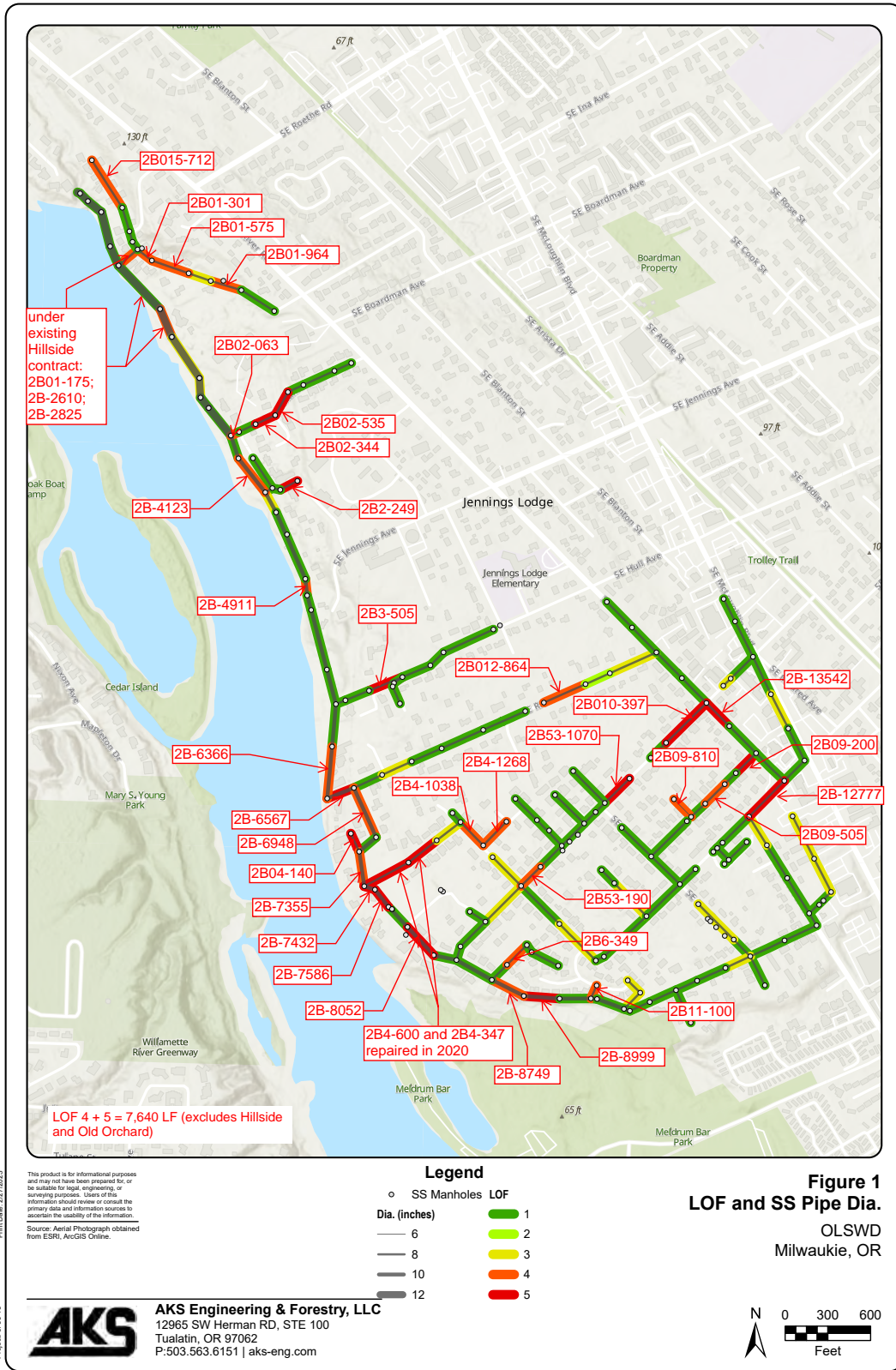
**Assumptions**

- 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
- Permanent easements are not required
- Future monitoring permit requirements are not included
- Cultural resource inventory is not included
- The project will be exempt from Clackamas County 706 (Habitat Conservation Area District) and 709 (Water Quality Resource Area District) provisions
- Trees will not need to be removed as part of the project.

**Exclusions**

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

# Exhibit 'B' – Project Area



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## **Exhibit 'C' – Fee Estimate**









## STAFF REPORT

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**To** Board of Directors  
**From** Aaron Janicke, Assistant District Engineer  
**Title** Consideration of Contract Award for 28<sup>th</sup> Loop Water Main Project  
**Item No.** 6  
**Date** September 19, 2023

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### Summary

The 28<sup>th</sup> Loop Water Main Project is a capital improvement project that will replace a waterline identified in the 2020 Water Master Plan as the highest priority to upsize in order to provide adequate pressure and flow for fire suppression. This 6” ductile iron line will be replaced with 8” ductile iron pipe.

Oak Lodge staff has publicly solicited bids from contractors to furnish and install these improvements. The lowest responsive and responsible bid came in at \$952,382.88. This agenda item seeks approval from the Board to award the Contract to that low bidder, Trench Line Excavation, Inc., at their bid amount and an additional contingency amount of \$150,000.00 as a reserve to be used only for unforeseen alterations or changes to the project that exceed the contract amount.

### Background

The 28<sup>th</sup> Loop Water Main Project went through a competitive bid process in accordance with the Authority’s Public Contracting Rules. The project was advertised in the Daily Journal of Commerce (DJC) on August 11<sup>th</sup> and 14<sup>th</sup> of 2023. Staff received 7 bids before the August 30, 2023, 2:00pm deadline. The following table is a summary of those bids along with the engineer’s estimate:

| <b>Bidder's Name</b>               | <b>Bid Amount</b>   |
|------------------------------------|---------------------|
| <b>Trench Line Excavation Inc.</b> | <b>\$952,382.88</b> |
| Pacific Excavation, Inc.           | \$1,048,000.00      |
| Tapani, Inc.                       | \$1,113,240.00      |
| CivilWorks NW, Inc.                | \$1,144,825.00      |
| Landis and Landis                  | \$1,173,229.00      |
| Lawson Corp                        | \$1,199,999.00      |

|                     |                |
|---------------------|----------------|
| ICON                | \$1,347,095.00 |
| Engineer's Estimate | \$1,306,813.00 |

Bid amounts have been varying and unpredictable in this volatile market. Some causes are inflation, rising fuel prices, and supply chain changes with securing resources. Trench Line Excavation was the lowest responsive and responsible bidder meeting all the requirements set forth in the Bid Documents.

Established in 1999 and based in Corvallis Oregon, Trench Line Excavation has been delivering commercial and residential building projects along with public improvements throughout the Portland area for over twenty years. They have successfully completed several projects for Oak Lodge Water Services in the past, including the Aldercrest Water Line Replacement project from 2022.

**Past Board Actions**

*June 2023* Approval of the FY 2024 Budget contains funds to perform this Capital Improvement.

**Budget**

The FY 2024 budget adopted funding in the amount of \$2 million for this project. The engineers' estimate came in at \$1,306,813.00. Both the FY23 and FY24 budgets planned for this project and contain Water Capital Funds sufficient for this improvement.

**Concurrence**

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

**Recommendation**

Staff recommends the Board move to approve our General Manager to sign a Public Improvement Contract with Trench Line Excavation for the work of furnishing and installing the 28<sup>th</sup> Loop Water Main Project for \$952,382.88, and an additional contingency amount of \$150,000.00 as a reserve to be used only for unforeseen alterations or changes to the project that exceed the contract amount.

**Suggested Board Motion**

*"I move to approve our General Manager to sign a Public Improvement Contract with Trench Line Excavation for the work of furnishing and installing the 28<sup>th</sup> Loop Water Main Project for \$952,382.88. and a \$150,000.00 contingency for unforeseen work related to the project."*



## AGENDA ITEM

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|                 |                         |
|-----------------|-------------------------|
| <b>Title</b>    | Business from the Board |
| <b>Item No.</b> | 7                       |
| <b>Date</b>     | September 19, 2023      |

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### 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  
2023 BOARD LIAISON ASSIGNMENTS**

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

**From:** [Heidi Bullock](#)  
**To:** [Laural Casey](#)  
**Subject:** Fwd: OGCC General Meeting Next week  
**Date:** Wednesday, August 23, 2023 10:33:25 AM

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Good morning, Laural.  
Please include this in next month's board meeting packet.

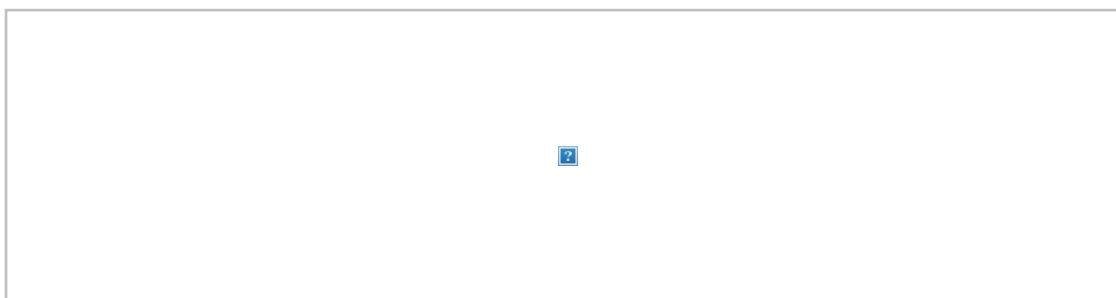
Thank you.  
Heidi

Sent from my iPhone

Begin forwarded message:

**From:** Oak Grove Community Council <contact@oakgrovecpo.org>  
**Date:** August 16, 2023 at 3:50:14 PM PDT  
**To:** Heidi Bullock <heidi.bullock@olws.org>  
**Subject:** **OGCC General Meeting Next week**  
**Reply-To:** Oak Grove Community Council <contact@oakgrovecpo.org>

**External Email – Confirm Sender and Beware of Links and Attachments**



Agenda for [General Meeting](#)  
Wednesday 8/23/2023 @ 7PM  
Meeting Link: [ZOOM ADDRESS](#)

- 7:00 PM Welcome/ Introductions**
- 7:10 PM Officer Reports: Treasurer; Secretary; Board/Chair.
- 7:20 PM TriMet Parking Garage Expansion Project Update.**
- 7:25 PM Tourism 101 Jim Austin from the Mt. Hood Territory /Clackamas County**
- 7:55 PM LUART: Joseph Edge**
- 8:10 PM Library/Community Center Ground-breaking Event - Mark Elliot**
- 8:20 PM Committee Reports**
- 8: 30 PM Comments/ Public Input
- 8: 35 PM Announcements
- 8: 40 PM Adjourn

Next Meetings: Board : October 2 at 6:45 PM  
General: September 27 at 7:00 PM - Agenda TBA

**July General Meeting DRAFT Minutes**

Oak Grove Community Council General Meeting  
July 26, 2023 Draft Minutes

The meeting was called to order @ 7:05 PM by Chair Valerie Chapman followed by the introduction of officers, members, and visitors.

**Attendance:** Board Members: Valerie Chapman, Jane Civiletti, Mark Elliot, Rich Nepon,. Absent: Joseph Edge.

Newcomers: Jean Eilers, Willamette View. Keth Kinsman, Kinsman Foundation. Heidi Knopnick, Risley Street. Laura Pelofske, Park Avenue, Donna Smith (Seed Soil Bloom),

**Voting Members:** Bob Bohannon, Cindy Brown, Jean Coberly, Patt Callendar, Sue Conachan, Dave Dobak, Marilyn Gottshall, Thelma Haggemiller, Jolene Hammond, Tom Hammond, Gwion Miller, Fred Sawyer, Linda Seals, , Baldwin van der Bijl, Craig Van Valkenberg, Marilyn Wall, Greg Wenneson.

**Not Yet Voting Members:** Ben Cheney, Joshua Reinertsen, Rikki Schoenthal, Arlo (last name?)

**Guests:** Sarah Quay, Jennings Lodge, Cameron Ruen, Clackamas County Transportation.

**Officer's reports:**

Chair - Council received a letter thanking the OGCC for support of the Oak Grove Festival

Treasurer- \$1386.19 - now after business cards and deposit \$1319.94.

Secretary- Rich is glad to be back after missing meetings due to illness.

**Local Business:** Donna Smith gave an overview of Seed, Soil, Bloom – A Florist Shop on Oak Grove Blvd next to Awakenings Coffee. It is new to the community. They do weddings and other events. They stress locally grown flowers and sustainability, and deliver locally.. Open Wed. - Sat, adding Sun in August. Hour: 10 – 6, or by appointment.

**Clackamas County Dept of Transportation and Development: Courtney St Project presentation**

Given by the outreach coordinator, Cameron Ruen – The design phase starts shortly until winter 2025. Right of way process winter 2024-2025, and construction summer 2026

Improving accessibility, crosswalk enhancements, connections to the Trolley Trail. Curb ramps to be added (ADA)

The project will add: Safety, stormwater management, rain gardens, bike paths and street-lighting. Buffers will be added between bikeways and cars. The project is grant funded @ 5.7 million dollars from Metro & ODOT

More information at: [www.clackamas.us/engineering/courtney-ave-complete-streets](http://www.clackamas.us/engineering/courtney-ave-complete-streets)

Bob Bohannon noted road difficulties on the extension beyond this improvement.

Light at Courtney and River noted out of order.

**(please note: There is a link below to find answers to questions the community asked)**

**LUART:** Keith Kinsman came to speak of the conditional use permit that the Kinsman foundation has applied for. They are moving their office to Oatfield and McNary, into an historic site. It is a family foundation, makes grants to non-profits. Had been a construction office for the Kinsman family business. The move will not affect the historic structure.

**Committee Reports:**

Oak Grove Festival Report – Mark Elliot

Thanks to sponsors, including Rose Villa & Willamette View, as well as OGCC. Approx. 5000 people, 107 vendors participated. It was very successful. Thanks go to CERT for traffic control.

CERT- Greg Wenneson, of the Oak Lodge CERT, gave an update about the work of the CERT. He also expressed some frustration with community support for CERT. Asked if a letter of advocacy might be helpful, he said yes.

**A Motion was made and passed (Jane Civiletti / Craig Van Valkenburg)** to write a letter with Greg Wenneson to ask the BCC about grant funding and management and leadership to assist the CERT program. Unanimously accepted.

Announcements:

Craig Van Valkenburg gave an update about the Park Ave/River Rd crosswalk – it is in the pipeline but still waiting to hear about a bid & timing to go forward.

Concord Library ground breaking community celebration will be on September 16th

Aug 7 next Board Meeting 6:45 PM

Aug 23 next General Meeting 7:00 PM

**LINK TO ANSWERS to QUESTIONS ASKED BY MEMBERS REGARDING THE COURTNEY COMPETE STREET PROJECT.**

[CLICK HERE](#)

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Oak Grove Community Council  
2461 SE Evergreen St  
Oak Grove, OR 97222

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You can [update your preferences](#) or [unsubscribe from this list](#).





## **Business from the Board**

### **Paul Gornick's Liaison Report – September 2023**

#### **August 19, 2023 – Jennings Lodge CPO Picnic**

- Reasonably good attendance of about 100 people, considering short notice to community.
- Representative from NCPRD and consultant had a table to discuss park design for western part of Jennings Lodge School property. Surveyors have been working the past few weeks gathering topographic data for the design.
- Handed out a lot of water bags and water bear squeeze toys. Only about three citizens queried me about rate increases. All three wanted to know why we hadn't done larger rate increases prior to this year.

#### **August 23, 2023 – Sunrise Water Authority Board Meeting**

- No discussion items for this meeting.
- General Manager Wade Hathhorn gave updates: the new building is 70% complete, including installation of office furniture; the site is entirely paved, including most of the frontage on SE Armstrong Circle; the stormwater ponds are complete and landscaped. Electrical finishes and telecommunication system wiring is ongoing. The date of substantial completion remains September 1, with occupancy expected on September 30.
- Two experienced field operations staff have started, with the 3<sup>rd</sup> expected to start on September 5. Still looking for persons to fill engineering technician and SCADA positions.
- GM noted that in early August streamflow on the Clackamas fell below 700cfs, which is near the 21year recorded low; this was supplemented with an early release by PGE from Timothy Lake on August 10, which brought the streamflow up by about 50cfs. The September 15 streamflow target rises to 800cfs.
- Peak daily water demand in August rose to 13.3mgd. This was sourced as 3.5mgd from CRW, 8mgd from NCCWC, and 1.9mgd from SWA wells.

#### **August 3, 2023 – C4 Meeting**

- Meeting started with a virtual "meet and greet" with Amelia Porterfield, Governor Kotek's Regional Solutions Director. There are 11 regions in the state, served by six coordinators in the Governor's office. Ms. Porterfield is the overall coordinator and the representative to the metro area. See attached meeting packet for a short bio of Ms. Porterfield.
- As part of the state's toll delay, ODOT is seeking better defined local projects that have a nexus to the anticipated tolling. C4 edited the letter developed by County staff, and approved sending it to Mandy Putney at ODOT with an extensive list of projects local agencies believe will be needed to address diversion. See the attached meeting packet for the list of projects.

- The C4 Toll Strategy Subcommittee (formerly called the Diversion Subcommittee) formulated a draft statement of Joint Values as the tolling process moves forward. C4 body edited the document at the meeting and then adopted it. See attached meeting packet for the document.
- A new Transit Integration website has been developed for the transit operators within Clackamas County, with funding from the state STIF. It has pretty impressive functionality, with the ability to “Find Your Bus” and plan trips with connections between the various transit operators. It is called Ride Clackamas and can be found here: <https://rideclackamas.org>
- Meeting packet can be found here: [0efffb1c-c832-4e29-b05e-76617f730d17 \(clackamas.us\)](https://0efffb1c-c832-4e29-b05e-76617f730d17.clackamas.us)
- A video of the meeting is not yet posted but will be available here: [C4 Meetings | Clackamas County](#)



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** General Manager Monthly Report  
**Item No.** 8a  
**Date** September 19, 2023

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### Summary

The Board has requested updates at regular meetings on the status of key projects.

### Highlights of the Month

- Finalized four initial applications for wastewater projects to Business Oregon.
- Met with DEQ loan/grant staff to discuss OLWS wastewater projects.

### Business Oregon - State Agency

Business Oregon's Infrastructure Finance Programs assist communities to build infrastructure capacity to address public health safety and compliance issues as well as support their ability to attract, retain, and expand businesses. They coordinate the delivery of infrastructure financing to Oregon communities through working with all the State agencies grant/loan programs. Through Business Oregon's One-Stop Financing Roundtable all parties are brought together to efficiently find funding solutions for community projects and to help move projects from concept to reality.

On August 28, four OLWS wastewater project applications were submitted with a request for a One-Stop Financing Roundtable. Business Oregon is reviewing the OLWS applications and will let us know as soon as possible when a One-Stop meeting can be set.

### Department of Environmental Quality (DEQ)

Connections have been made with the DEQ staff who work with the Clean Water State Revolving Fund. Business Oregon staff also encouraged OLWS to meet with them ahead of the One-Stop meeting rather than waiting. DEQ will also be a part of the One-Stop meeting.

OLWS staff met with DEQ staff on August 30 and received an overview of the variety of funding programs available through DEQ and the ones most likely to work for our projects. It was an opportunity for the funding staff to learn about the OLWS projects and for us to understand

their funding programs. DEQ staff were helpful and excited about the projects. We are currently examining the application requirements and timelines and will continue to work with DEQ as questions arise.

**Thorn Run Partners**

Dan Bates of Thorn Run Partners (our OLWS governmental affairs firm) will be joining us at the October 2023 Board meeting to talk about their work to date.



## STAFF REPORT

**To** Board of Directors  
**From** Aleah Binkowski, Human Resources Manager  
**Title** Human Resources Monthly Report  
**Item No.** 8b  
**Date** September 19, 2023

### Summary

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

### Communications and Outreach

The table below is our communications Summer Wrap Up (June – September). It highlights communication that has been pushed out to the public over the summer through special events, special mailings, newsletters and tours.

|  |   |
|--|---|
| <p><i>JUNE 2023</i></p> <ul style="list-style-type: none"> <li>• EVENT - June 23, 2023 – OLWS sponsor of NCRD Springfield Pollinator Event</li> <li>• NEWSLETTER - May/June Customer Newsletter focus on OLWS Master Plans</li> <li>• SPECIAL MAILING - June 2023 – Update on Rates to all business customers dated July 1, 2023</li> <li>• SPECIAL MAILING - June 2023 – Smoke Testing Notification to 1,100 customers</li> </ul> | <p><i>JULY 2023</i></p> <ul style="list-style-type: none"> <li>• EVENT - July 15, 2023 – Sponsor and booth at Oak Grove Festival</li> <li>• NEWSLETTER - July/August Customer Newsletter focus on Rates Update</li> <li>• SPECIAL MAILING - Lead and Copper Annual Testing for 81 customers</li> <li>• TOUR – Customer Wastewater Treatment Plant Tour</li> </ul> |
| <p><i>AUGUST 2023</i></p> <ul style="list-style-type: none"> <li>• EVENT - August 17, 2023 – Booth at Clackamas Summer Camp Career Fair</li> <li>• EVENT - August 19, 2023 – Booth at Jennings Lodge Picnic</li> <li>• EVENT - August 26, 2023 – Booth at Elks Emergency Preparedness Event</li> <li>• TOUR – Customer Wastewater Treatment Plant Tour</li> </ul>  | <p><i>SEPTEMBER 2023</i></p> <ul style="list-style-type: none"> <li>• EVENT - September 16, 2023 – Booth at Awakening Coffee, Community Pop-up for Emergency Preparedness.</li> <li>• NEWSLETTER - September/October Customer Newsletter focus on Tertiary Treatment Update and Monthly Billing initial information</li> </ul>                                    |

Further communication and information has been pushed out through our website and social media channels. The below table highlights information featured through these channels.

| <i>Social Media Topics</i>  | <i>Website Topics</i>  |
|---|--|
| <ul style="list-style-type: none"> <li>• Fish on the Run, Irrigation Done</li> <li>• Board meeting information</li> <li>• MS4 (Municipal Separate Storm Sewer System) educational material</li> <li>• Emergency Preparedness</li> <li>• Water conservation</li> <li>• Community Pop-up Event Information</li> </ul> | <ul style="list-style-type: none"> <li>• Rates FAQs</li> <li>• July/August Customer Newsletter</li> <li>• Landscape Water Audit</li> <li>• Job interest form</li> <li>• Fish on the Run, Irrigation Done</li> <li>• Active projects</li> </ul> |

*Fish on the Run, Irrigation Done!*

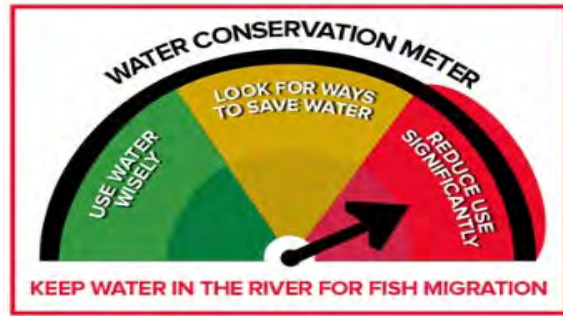
OLWS and the Clackamas River Water Providers are asking customers to participate in the “Fish On the Run, Irrigation Done” annual watering campaign. You can participate by reducing or shutting off your outdoor watering system in September. As our summers are getting longer and hotter, making sure there is enough water in the river for the fall fish runs is becoming more challenging. Take the pledge and receive a yard sign to let your neighbors know you’re doing your part to keep water in the Clackamas River: [ClackamasProviders.org/pledge-application](http://ClackamasProviders.org/pledge-application)



According to the U.S. Drought Monitor, currently Clackamas, Oregon is abnormally dry and drought conditions are likely to develop over the next 3 months. The current conditions highlight the need for increased efficiency in water use, which lowers consumption and conserves our available water resources the Clackamas River. Currently our conservation meter is RED telling us the river levels are significantly low. Below is a list of ways you can reduce your water use outside.

## RED CONSERVATION ACTIONS

- Shut down all outdoor watering, spot water when needed
- Take your car to a commercial carwash which recycles the water
- Shut off all outdoor water features



Sign up to receive drought alerts when the U.S. Drought Monitor and/or U.S. Drought Outlook updates for your zip code: [drought.gov/drought-alerts/signup](https://drought.gov/drought-alerts/signup)

### *September/October Customer Newsletter*

The newsletter has a focus on Tertiary Treatment with a QR code to a virtual tour. In the bill, customers also received the Tertiary Treatment fact sheet to learn more about what we're working on and why.

### *National Preparedness Month-Save the Date*

The United States observes National Preparedness Month each September to raise awareness about the importance of preparing for disasters and emergencies that could happen at any time. To recognize National Preparedness Month, OLWS will be hosting a community pop-up event with Oak Lodge Community Emergency Response Team (Oak Lodge CERT) on Saturday, September 16 from 7:30 AM – 12:00 PM at Awakening Coffee for National Preparedness Month. Grab a free 12oz coffee of your choice on us, pick up emergency preparedness resources, and learn more about how to get involved with Oak Lodge CERT.

This is the third OLWS community pop-up event this year. As a result, we have engaged with over 300 customers – answered questions about billing, emergency preparedness, and OLWS infrastructure. Community pop-up events will return in the new year. The OLWS goal is to host three community pop-up events per year.

### *WEF TEC - Training Opportunity*

Communications Specialist Alexa Morris was selected as 1 of 10 communication professionals in the United States to receive a full scholarship to attend WEF TEC (Water Environment Federation's Technical Exhibition and Conference) in Chicago, Illinois. The scholarship pays for flight, hotel, and event registration. Alexa is grateful for the opportunity to attend this prestigious national conference; it is the largest annual water quality exhibition in the world. WEF TEC addresses a diverse and comprehensive list of contemporary water, wastewater and stormwater issues and solutions. Alexa looks forward to bringing what she learns back to the OLWS community. This scholarship has a value of approximately \$4,000.

## Records Management

District Recorder Casey has begun work with consultants from Cities Digital Inc. (CDI) on the buildout of Laserfiche, OLWS's electronic records management system. A formal petition has also been sent to the Oregon State Archivist to approve the transition of OLWS's official records from paper to electronic. This is only allowable through the use of a Department of Defense (DOD)-certified system and is a big step in OLWS's paperless journey.

Over the last year, District Recorder Casey has participated on a special committee for the State Archivist with a focus on updating the County and Special District Retention Schedule. The last meeting was held in July with final comments being collected throughout August. The Committee expects a final draft to be published for public comment this fall. Examples of proposed changes to the old schedule include adding language for electronic communications and deleting duplicate record types used by both counties and special districts. A big win for OLWS was aligning the NPDES records retention lines with DEQ's expectations and practice.

## Human Resources

Paid Leave Oregon started taking applications in August and as of September 3<sup>rd</sup>, 2023, eligible employees approved through the Paid Leave Oregon program can start taking paid leave. Below is a table illustrating examples of the employee contribution, the employer contribution and weekly benefit amounts employees would receive while on leave.

### Example of payroll contributions

State Average Weekly Wage for 2023-24: \$1,269.69

|                           | Annual earnings<br>(Weekly earnings)         | Annual employee<br>Paid Leave<br>contributions | Annual employer<br>Paid Leave<br>contributions | One week's Paid<br>Leave benefits |
|---------------------------|--|--|--|-----------------------------------|
| Minimum wage<br>employee  | \$28,080<br>(\$540)                          | \$168.48                                       | \$112.32                                       | \$540                             |
| Median income<br>employee | \$67,058<br>(\$1,289.58)                     | \$402.35                                       | \$268.23                                       | \$1,057.44                        |
| High income<br>employee   | \$132,900 or more<br>(\$2,555.78 or<br>more) | \$797.40                                       | \$531.60                                       | \$1,523.63                        |

- **Minimum Weekly Benefit Amount: \$63.48**
- **Maximum Weekly Benefit Amount: \$1,523.63**



Paid Leave Oregon (PLO) implementation has brought up some interesting questions as employer figure out how to apply the new law within Oregon's complex system of leave laws. One such question facing employers is what to do about inconsistencies between PLO and the Oregon Family Leave Act (OFLA). Recently the Oregon Bureau of Labor and Industries (BOLI) has issued guidance to help employers, specifically when it comes to an employee's use of paid time off while on family leave.

As illustrated in the table above the weekly dollar amount of Paid Leave Oregon benefits employees receive will depend on their income. For example, employees making less than the state's average weekly wage will receive benefits closer to 100% of their income, while employees making more than that will receive benefits less than 100% of their income. Under Paid Leave Oregon rules, employers "may permit" an employee to use paid time off (sick, vacation, comp time) to supplement their income to 100%. The language in the PLO law is permissive and employers are not required to allow employees to use accrued time off while on PLO. However, PLO's language contradicts the language of the Oregon Family Leave Act (OFLA). Under OFLA, employees are "entitled" to use any accrued PTO while on family leave. The OFLA language is mandatory, and employers cannot deny employee requests to use accrued paid time off while on OFLA.

BOLI has now clarified that employers must follow the rule most beneficial to the employee. This means that employees are *entitled* to use accrued paid time off while on PLO, so long as that absence is also covered by OFLA. Not all PLO absences will be simultaneously covered by OFLA, but there is a large amount of overlap between the two types of leave, so in most cases employees will be able to use their paid time off to supplement any lost income while on Paid Leave Oregon. In scenarios where only PLO applies, employers are not required to allow an employee to use PTO to supplement their income but may permit them to do so. HR will be working with our HR attorney to finalize a policy which will be brought back to the Board no later than the December meeting. Please note that some of the Administrative rules are still changing and BOLI is still releasing guidance on implementing this leave program



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 8c  
**Date** September 19, 2023

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### Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the OLWS Operations.

### Highlights of the Month

- The Low-Income Household Water Assistance program began July 2022, and we have received 56 approvals from Clackamas County as of September 6, 2023.
- The Accounts Receivable balance increased by 1.23%, the average delinquent balance increased by \$20.70, and the number of delinquent accounts decreased by 25.
- Utility bill payments in August were less than the July 31st billed amounts.

### Low Income Household Water Assistance (LIHWA)

In 2022, Clackamas County Board of Commissioners partnered with Oak Lodge Water Services to provide water utility customers assistance through the Low-Income Household Water Assistance (LIHWA) program. Clackamas County continues to provide customers from Oak Lodge Water Services assistance and will continue while funds are still available through September 2023. As of September 07, 2023, Fifty-six customers have been approved for assistance totaling \$41,507.00.

### Accounts Receivable Review

The Accounts Receivable (A/R) balances as of August 31, 2023, compared to July 31, 2023, increased by 1.23%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$20,925, after accounting for the delta between billing cycles.

| <b>A/R Balance</b>     | <b>6/30/2023</b> | <b>7/31/2023</b> | <b>8/31/2023</b> |
|------------------------|------------------|------------------|------------------|
| Bi-Monthly Residential | \$ 1,041,371     | \$ 1,014,225     | \$ 1,367,803     |
| Large Meters           | 507,372          | 680,793          | 693,702          |
| <b>Total</b>           | <b>1,548,744</b> | <b>1,695,018</b> | <b>2,061,505</b> |

|                               |                  |                  |                  |
|-------------------------------|------------------|------------------|------------------|
| <b>Variance</b>               | <b>202,104</b>   | <b>146,274</b>   | <b>366,488</b>   |
| <b>Billing Cycle Variance</b> | <b>(222,717)</b> | <b>(115,363)</b> | <b>(345,363)</b> |
|                               | <b>(20,613)</b>  | <b>30,911</b>    | <b>20,925</b>    |
|                               | <b>(1.53%)</b>   | <b>2.00%</b>     | <b>1.23%</b>     |

- The total number of delinquent accounts decreased by (25) accounts as of August 31, 2023, compared to July 31, 2023. The average balance per account increased by 6.6% or \$20.70.

|                           |                  |                  |                  |
|---------------------------|------------------|------------------|------------------|
| Delinquent Accounts       | <b>6/30/2023</b> | <b>7/31/2023</b> | <b>8/31/2023</b> |
| Over 60 Days              | \$ 166,286       | \$ 162,075       | \$ 164,498       |
| Number of Accounts        | 535              | 519              | 494              |
| Average Balance per Acct. | \$ 311           | \$ 312           | \$ 333           |
|                           | 3.8%             | 0.5%             | 6.6%             |

- The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (2.42%) compared to the prior month. The shift is from current to primarily the 30-60 day grace category.

|                 |                  |                  |                  |
|-----------------|------------------|------------------|------------------|
| Account %       | <b>6/30/2023</b> | <b>7/31/2023</b> | <b>8/31/2023</b> |
| Current         | 85.95%           | 86.74%           | 84.32%           |
| 30-60 Day Grace | 5.16%            | 4.88%            | 7.34%            |
| Delinquent      | 5.92%            | 5.73%            | 5.45%            |
| Credit Balance  | 2.96%            | 2.65%            | 2.88%            |

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$350. The red tag process allows 7 days for the customer to provide payment. If payment/a payment plan is not received/created, water is then shut off.

|                             |                 |                  |                  |                 |
|-----------------------------|-----------------|------------------|------------------|-----------------|
|                             | <b>May 2023</b> | <b>June 2023</b> | <b>July 2023</b> | <b>Aug 2023</b> |
| Cycle                       | Cycle 1         | Cycle 2          | Cycle 1          | Cycle 2         |
| # Red Tags                  | 79              | 74               | 84               | 41              |
| Minimum Delinquent Balance  | \$ 250          | \$ 250           | \$ 250           | \$ 250          |
| # Shut off Service Requests | 4               | 4                | 4                | 3               |

### Billing Payment Rate

In June 2023, OLWS received \$24,870.43 more in payments than was billed on May 31, 2023.

|                       |                 |                  |                  |                 |
|-----------------------|-----------------|------------------|------------------|-----------------|
|                       | <b>May 2023</b> | <b>June 2023</b> | <b>July 2023</b> | <b>Aug 2023</b> |
| Utility Billing Sales | \$ 1,261,107    | \$ 1,121,511     | \$ 1,344,228     | \$ 1,459,591    |
| Cash Receipts         | 1,267,688       | 1,146,381        | 1,330,131        | 1,453,683       |
| % Collected           | 100.50%         | 102.20%          | 99.00%           | 99.60%          |

### Attachments

- Checks by Date Report for August 2023

Bank Reconciliation  
 Checks by Date  
 User: antonio@olwsd.org  
 Printed: 09/07/2023 - 9:34AM  
 Cleared and Not Cleared Checks  
 Print Void Checks

**ACH Disbursement Activity**

| Check No.  | Check Date | Name                                | Comment          | Module | Void | Clear Date | Amount            |
|--|------------|-------------------------------------|------------------|--------|------|------------|-------------------|
| 0  | 8/10/2023  | TSYS                                |                  | AP     |      |            | 11,844.92         |
| 0  | 8/11/2023  | Internal Revenue Service            |                  | AP     |      |            | 35,621.57         |
| 0  | 8/11/2023  | Oregon Department Of Revenue        |                  | AP     |      |            | 11,463.66         |
| 0  | 8/11/2023  | State of Oregon Savings Growth Plan |                  | AP     |      |            | 3,769.34          |
| 0  | 8/11/2023  | VALIC c/o JP Morgan Chase           |                  | AP     |      |            | 1,580.48          |
| 0  | 8/11/2023  | Wells Fargo Bank                    |                  | AP     |      |            | 805.58            |
| 0  | 8/11/2023  | Payroll Direct Deposit              | DD 00001.08.2023 | PR     |      |            | 86,022.63         |
| 0  | 8/17/2023  | Portland General Electric           |                  | AP     |      |            | 33,055.29         |
| 0  | 8/23/2023  | Wells Fargo Remittance Center       |                  | AP     |      |            | 22,838.06         |
| 0  | 8/25/2023  | Internal Revenue Service            |                  | AP     |      |            | 35,389.12         |
| 0  | 8/25/2023  | Oregon Department Of Revenue        |                  | AP     |      |            | 11,584.92         |
| 0  | 8/25/2023  | State of Oregon Savings Growth Plan |                  | AP     |      |            | 3,769.34          |
| 0  | 8/25/2023  | VALIC c/o JP Morgan Chase           |                  | AP     |      |            | 1,560.25          |
| 0  | 8/25/2023  | Payroll Direct Deposit              | DD 00002.08.2023 | PR     |      |            | 85,532.31         |
| <b>ACH Disbursement Activity Subtotal</b>          |            |                                     |                  |        |      |            | <b>344,837.47</b> |
| <b>Voided ACH Activity</b>                         |            |                                     |                  |        |      |            | <b>0.00</b>       |
| <b>Adjusted ACH Disbursement Activity Subtotal</b> |            |                                     |                  |        |      |            | <b>344,837.47</b> |

**Paper Check Disbursement Activity**

| Check No. | Check Date | Name                                  | Comment | Module | Void | Clear Date | Amount    |
|-----------|------------|---------------------------------------|---------|--------|------|------------|-----------|
| 50608     | 7/21/2023  | Laserwerks                            |         | AP     | Void |            | 46.00     |
| 50626     | 7/28/2023  | Northstar Chemical, Inc.              |         | AP     | Void |            | 1,056.20  |
| 50655     | 8/3/2023   | Bureau Of Labor And Industries        |         | AP     |      |            | 2,258.38  |
| 50656     | 8/3/2023   | Employee Reimbursement                |         | AP     | Void |            | 266.48    |
| 50657     | 8/3/2023   | Verizon Wireless                      |         | AP     |      |            | 51.06     |
| 50658     | 8/3/2023   | Employee Reimbursement                |         | AP     |      |            | 266.48    |
| 50659     | 8/4/2023   | Aerzen Rental USA LLC                 |         | AP     |      |            | 3,340.00  |
| 50660     | 8/4/2023   | Aerzen USA Corp                       |         | AP     |      |            | 611.12    |
| 50661     | 8/4/2023   | Airgas, Inc                           |         | AP     |      |            | 470.55    |
| 50662     | 8/4/2023   | Aks Engineering & Forestry            |         | AP     |      |            | 39,481.26 |
| 50663     | 8/4/2023   | Apex Labs                             |         | AP     |      |            | 5,400.00  |
| 50664     | 8/4/2023   | Carson                                |         | AP     |      |            | 5,519.35  |
| 50665     | 8/4/2023   | Cintas Corporation                    |         | AP     |      |            | 1,684.55  |
| 50666     | 8/4/2023   | City Of Gladstone                     |         | AP     |      |            | 250.95    |
| 50667     | 8/4/2023   | Contractor Supply, Inc.               |         | AP     |      |            | 45.85     |
| 50668     | 8/4/2023   | CTX-Xerox                             |         | AP     |      |            | 1,762.01  |
| 50669     | 8/4/2023   | D&H Flagging, Inc.                    |         | AP     |      |            | 2,128.60  |
| 50670     | 8/4/2023   | Customer Refund                       |         | AP     |      |            | 360.21    |
| 50671     | 8/4/2023   | Grainger, Inc.                        |         | AP     |      |            | 3,600.90  |
| 50672     | 8/4/2023   | H.D. Fowler Company                   |         | AP     |      |            | 4,034.10  |
| 50673     | 8/4/2023   | Hudson Bay Insulation Company         |         | AP     |      |            | 1,345.00  |
| 50674     | 8/4/2023   | J. Thayer Company                     |         | AP     |      |            | 490.38    |
| 50675     | 8/4/2023   | Madison Biosolids, Inc.               |         | AP     |      |            | 3,547.45  |
| 50676     | 8/4/2023   | Merina & Company, LLP                 |         | AP     |      |            | 500.00    |
| 50677     | 8/4/2023   | Moss Adams LLP                        |         | AP     |      |            | 525.00    |
| 50678     | 8/4/2023   | Net Assets Corporation                |         | AP     |      |            | 740.00    |
| 50679     | 8/4/2023   | NW Pump & Equipment Co                |         | AP     |      |            | 5,570.00  |
| 50680     | 8/4/2023   | Oregon Association of Water Utilities |         | AP     |      |            | 630.00    |
| 50681     | 8/4/2023   | Red Wing Shoe Store                   |         | AP     |      |            | 235.98    |
| 50682     | 8/4/2023   | Seattle Ace Hardware                  |         | AP     |      |            | 74.15     |
| 50683     | 8/4/2023   | Streamline                            |         | AP     |      |            | 480.00    |
| 50684     | 8/4/2023   | Traffic Safety Supply Co Inc          |         | AP     |      |            | 14.00     |
| 50685     | 8/4/2023   | Trojan Technologies Inc.              |         | AP     |      |            | 35,223.03 |
| 50686     | 8/4/2023   | Tyree Oil, Inc                        |         | AP     |      |            | 735.53    |
| 50687     | 8/7/2023   | Employee Reimbursement                |         | AP     |      |            | 266.48    |
| 50688     | 8/11/2023  | A Worksafe Service, Inc.              |         | AP     |      |            | 1,140.00  |
| 50689     | 8/11/2023  | Apex Labs                             |         | AP     |      |            | 3,240.00  |
| 50690     | 8/11/2023  | BMS Technologies                      |         | AP     |      |            | 3,988.20  |
| 50691     | 8/11/2023  | CDI                                   |         | AP     |      |            | 54,000.00 |
| 50692     | 8/11/2023  | Charles H. Day Co., Inc.              |         | AP     |      |            | 510.25    |
| 50693     | 8/11/2023  | Cintas Corporation                    |         | AP     |      |            | 412.73    |
| 50694     | 8/11/2023  | Cintas Corporation - 463              |         | AP     |      |            | 71.27     |
| 50695     | 8/11/2023  | Country Supplier LLC                  |         | AP     |      |            | 199.98    |

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 09/07/2023 - 9:34AM

Cleared and Not Cleared Checks

Print Void Checks

|       |           |  |    |           |
|-------|-----------|--|----|-----------|
| 50696 | 8/11/2023 | Detemple Company, Inc.                                 | AP | 13,997.00 |
| 50697 | 8/11/2023 | Ferguson Enterprises, Inc.                             | AP | 302.64    |
| 50698 | 8/11/2023 | FlashAlert Newswire                                    | AP | 179.00    |
| 50699 | 8/11/2023 | GPM Products & Services, LLC                           | AP | 1,057.00  |
| 50700 | 8/11/2023 | H.D. Fowler Company                                    | AP | 191.66    |
| 50701 | 8/11/2023 | Customer Refund  | AP | 1.84      |
| 50702 | 8/11/2023 | Horner Enterprises, Inc.                               | AP | 4,896.09  |
| 50703 | 8/11/2023 | IntelliCorp Records, Inc.                              | AP | 20.00     |
| 50704 | 8/11/2023 | J. Thayer Company                                      | AP | 423.35    |
| 50705 | 8/11/2023 | Measure-Tech   | AP | 5,644.85  |
| 50706 | 8/11/2023 | Employee Reimbursement                                 | AP | 128.79    |
| 50707 | 8/11/2023 | Norlift of Oregon, Inc                                 | AP | 1,529.00  |
| 50708 | 8/11/2023 | Northstar Chemical, Inc.                               | AP | 1,056.20  |
| 50709 | 8/11/2023 | NW Pump & Equipment Co                                 | AP | 5,455.00  |
| 50710 | 8/11/2023 | Oak Grove Community Council                            | AP | 1,000.00  |
| 50711 | 8/11/2023 | Olson Bros. Service, Inc.                              | AP | 126.42    |
| 50712 | 8/11/2023 | One Call Concepts, Inc.                                | AP | 1,026.74  |
| 50713 | 8/11/2023 | O'Reilly Auto Parts                                    | AP | 56.75     |
| 50714 | 8/11/2023 | Customer Refund  | AP | 4.00      |
| 50715 | 8/11/2023 | Polydyne, Inc.   | AP | 4,522.95  |
| 50716 | 8/11/2023 | Portland Engineering Inc                               | AP | 412.50    |
| 50717 | 8/11/2023 | Relay Resources  | AP | 2,756.70  |
| 50718 | 8/11/2023 | Robert Lloyd Sheet Metal                               | AP | 701.48    |
| 50719 | 8/11/2023 | Seattle Ace Hardware                                   | AP | 117.50    |
| 50720 | 8/11/2023 | Employee Reimbursement                                 | AP | 246.34    |
| 50721 | 8/11/2023 | Stark Street Lawn and Garden                           | AP | 64.48     |
| 50722 | 8/11/2023 | Employment Tax State of Oregon - Employment Department | AP | 2,354.02  |
| 50723 | 8/11/2023 | Stein Oil Co Inc                                       | AP | 523.15    |
| 50724 | 8/11/2023 | Employee Reimbursement                                 | AP | 246.34    |
| 50725 | 8/11/2023 | SwiftComply  | AP | 10,000.00 |
| 50726 | 8/11/2023 | Tice Electric Company                                  | AP | 13,555.00 |
| 50727 | 8/11/2023 | Customer Refund  | AP | 2,092.00  |
| 50728 | 8/11/2023 | Trotter & Morton Facility Service of PNW Inc.          | AP | 4,923.00  |
| 50729 | 8/11/2023 | Unifirst Corporation                                   | AP | 521.57    |
| 50730 | 8/11/2023 | Waste Management Of Oregon                             | AP | 1,839.05  |
| 50731 | 8/11/2023 | Customer Refund  | AP | 22.79     |
| 50732 | 8/18/2023 | Aks Engineering & Forestry                             | AP | 3,550.00  |
| 50733 | 8/18/2023 | BendTel, Inc   | AP | 500.40    |
| 50734 | 8/18/2023 | Canby Excavating Inc                                   | AP | 74,997.75 |
| 50735 | 8/18/2023 | Cascadia Backflow                                      | AP | 5,507.00  |
| 50736 | 8/18/2023 | CDR Labor Law, LLC                                     | AP | 754.50    |
| 50737 | 8/18/2023 | CenturyLink  | AP | 691.79    |
| 50738 | 8/18/2023 | CenturyLink  | AP | 19.77     |
| 50739 | 8/18/2023 | Cintas Corporation - 463                               | AP | 71.27     |
| 50740 | 8/18/2023 | City Of Milwaukie                                      | AP | 1,870.57  |
| 50741 | 8/18/2023 | Employee Reimbursement                                 | AP | 175.08    |
| 50742 | 8/18/2023 | Coastal Farm & Home Supply                             | AP | 264.97    |
| 50743 | 8/18/2023 | Comcast  | AP | 556.46    |
| 50744 | 8/18/2023 | Convergence Networks                                   | AP | 2,749.50  |
| 50745 | 8/18/2023 | Craig Blackman Trucking                                | AP | 1,193.78  |
| 50746 | 8/18/2023 | Customer Refund  | AP | 3,542.60  |
| 50747 | 8/18/2023 | Equipment Depot Northwest, Inc                         | AP | 1,529.00  |
| 50748 | 8/18/2023 | Customer Refund  | AP | 169.49    |
| 50749 | 8/18/2023 | Customer Refund  | AP | 91.66     |
| 50750 | 8/18/2023 | Grainger, Inc.   | AP | 1,626.43  |
| 50751 | 8/18/2023 | H.D. Fowler Company                                    | AP | 652.32    |
| 50752 | 8/18/2023 | Hach Company   | AP | 9,763.00  |
| 50753 | 8/18/2023 | Hi-Line Inc  | AP | 472.17    |
| 50754 | 8/18/2023 | J. Thayer Company                                      | AP | 151.92    |
| 50755 | 8/18/2023 | Jennings Lodge CPO                                     | AP | 300.00    |
| 50756 | 8/18/2023 | Northstar Chemical, Inc.                               | AP | 989.00    |
| 50757 | 8/18/2023 | Polydyne, Inc.   | AP | 4,522.95  |
| 50758 | 8/18/2023 | Power Systems West                                     | AP | 669.00    |
| 50759 | 8/18/2023 | Robert Lloyd Sheet Metal                               | AP | 464.08    |
| 50760 | 8/18/2023 | Seattle Ace Hardware                                   | AP | 9.99      |
| 50761 | 8/18/2023 | SFE Global Inc   | AP | 19,319.40 |
| 50762 | 8/18/2023 | Employee Reimbursement                                 | AP | 186.62    |

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 09/07/2023 - 9:34AM

Cleared and Not Cleared Checks

Print Void Checks

|  |           |                              |    |                   |
|--|-----------|------------------------------|----|-------------------|
| 50763  | 8/18/2023 | Tice Electric Company        | AP | 5,514.00          |
| 50764  | 8/18/2023 | Wallis Engineering PLLC      | AP | 982.74            |
| 50765  | 8/18/2023 | Employee Reimbursement       | AP | 154.12            |
| 50766  | 8/18/2023 | Customer Refund              | AP | 972.15            |
| 50767  | 8/25/2023 | Employee Paycheck            | PR | 2,378.31          |
| 50768  | 8/25/2023 | Airgas, Inc                  | AP | 106.62            |
| 50769  | 8/25/2023 | AnswerNet                    | AP | 787.42            |
| 50770  | 8/25/2023 | Cintas Corporation           | AP | 393.76            |
| 50771  | 8/25/2023 | Cintas Corporation - 463     | AP | 142.54            |
| 50772  | 8/25/2023 | Consolidated Supply Co.      | AP | 2,252.75          |
| 50773  | 8/25/2023 | Convergence Networks         | AP | 2,105.20          |
| 50774  | 8/25/2023 | Hach Company                 | AP | 10,045.05         |
| 50775  | 8/25/2023 | Customer Refund              | AP | 166.85            |
| 50776  | 8/25/2023 | Employee Reimbursement       | AP | 796.24            |
| 50777  | 8/25/2023 | HealthEquity                 | AP | 44.30             |
| 50778  | 8/25/2023 | Hi-Line Inc                  | AP | 22.90             |
| 50779  | 8/25/2023 | IntelliCorp Records, Inc.    | AP | 20.00             |
| 50780  | 8/25/2023 | Measure-Tech                 | AP | 5,056.16          |
| 50781  | 8/25/2023 | NCCWC                        | AP | 145,682.78        |
| 50782  | 8/25/2023 | Northwest Natural            | AP | 338.33            |
| 50783  | 8/25/2023 | Peterson CAT Power Systems   | AP | 1,720.64          |
| 50784  | 8/25/2023 | Portland Engineering Inc     | AP | 300.00            |
| 50785  | 8/25/2023 | Relay Resources              | AP | 5,848.39          |
| 50786  | 8/25/2023 | RH2 Engineering, Inc.        | AP | 1,661.31          |
| 50787  | 8/25/2023 | Stein Oil Co Inc             | AP | 490.76            |
| 50788  | 8/25/2023 | Technology Integration Group | AP | 600.00            |
| 50789  | 8/25/2023 | Thorn Run Partners, LLC      | AP | 10,000.00         |
| 50790  | 8/25/2023 | TMG Services, Inc.           | AP | 2,528.29          |
| 50791  | 8/25/2023 | Unifirst Corporation         | AP | 2,738.95          |
| 50792  | 8/25/2023 | Verizon Wireless             | AP | 61.26             |
| 50793  | 8/25/2023 | Waste Management Of Oregon   | AP | 159.12            |
| 50794  | 8/25/2023 | Xerox Corporation            | AP | 16.32             |
| <b>Paper Check Disbursement Activity Subtotal</b>          |           |                              |    | <b>610,018.41</b> |
| <b>Voided Paper Check Disbursement Activity</b>            |           |                              |    | <b>1,368.68</b>   |
| <b>Adjusted Paper Check Disbursement Activity Subtotal</b> |           |                              |    | <b>608,649.73</b> |

|                           |            |
|---------------------------|------------|
| Total Void Check Count:   | 3          |
| Total Void Check Amount:  | 1,368.68   |
| Total Valid Check Count:  | 153        |
| Total Valid Check Amount: | 953,487.20 |
| Total Check Count:        | 156        |
| Total Check Amount:       | 954,855.88 |



## STAFF REPORT

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**To** Board of Directors  
**From** Brad Albert, Public Works Director/District Engineer  
Chad Martinez, Wastewater Collections Supervisor  
Ryan Hunter, Water Distribution Supervisor  
**Title** Public Works Monthly Report  
**Item No.** 8d  
**Date** August 15, 2023

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### Summary

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

### Highlights

- OLWS received a rebate check in the amount of \$105,000 from the Energy Trust of Oregon for installing Aeration Blower #1.
- Hillside Wastewater Main Replacement Project is underway.
- Tertiary Filtration final design is underway.
- Smoke Testing for a portion of Lift Station 2 basin is complete.
- 28<sup>th</sup> Ave Waterline Replacement Project is bid during the month of August.

### Watershed Protection

Summertime watershed protection programs include inspecting designated catch basins and manholes for illicit discharges or flow of materials when the asset should otherwise be dry. This summer the “Dry Weather Field Screening” inspections showed no flow of illicit (polluted) materials.

Customers have continued reaching out to learn more about their stormwater facilities and how to inspect and keep them in good working order. OLWS Water Quality staff have been inspecting and providing materials and technical support to customers as they become aware of their responsibilities to support water quality on their private properties.

As the fiscal year wrapped up in July, MS4 Outreach and Education partners have been submitting their annual reports and deliverables. This report will feature a one-page summary of these relationships. Please direct any questions about this information to [lara.christensen@olws.org](mailto:lara.christensen@olws.org). The first feature focuses on the EcoBiz program (see attachments).

## Wastewater Collection Work

Collections work in the month of August consisted of staggered cleaning and videoing of zone 2A (2A borders Gladstone and extends to Roethe and McLoughlin, also covering portions below Boardman). Large amounts of debris and silt were removed during hydro jetting of the main that runs through the Boardman Wetlands. Large amounts of debris in the mains is expected as we work our way through the collections system in this area based upon the initial cleaning and video inspection that occurred at the start of the basin area. During video inspections of 2A in August, we ran into multiple bore throughs in the collection mains. A bore through is another utility's pipe puncturing and being placed through OLWS pipe via a trenchless machine. Video inspections also found pipes in the area with a rating of a level 4 and or 5. A pipe with a rating of 5 correlates to a probability of failure in the next 5 years and a pipe with a rating of 4 correlates to a probability of failure in 5-10 years.

Short staff on the Collections team has slowed progress in the month of August. Our new hire of a Collections Utility Worker, Tyson Stewart, will bring us back up to speed allowing both cleaning and video crews to run simultaneously. He started on September 6<sup>th</sup> and is learning the OLWS service area and day to day operations rapidly.

The picture below is an example of a video inspection that found a pipe bore through. The orange polyethylene pipe is another utility that was placed by a trenchless method. Bore throughs reduces pipe flow capacity and allows for a spit on the pipe where inflow and infiltration can enter the collection system. OLWS will call in locates to find which utility is located at this spot and contact them to fix the collection main.



*Bore Through of Sewer Collections Pipe*



## Water Distribution System Work

In August, the Water Team responded to a main break on SE River Rd and SE Courtney Rd with a break that nearly spanned the entire length (10') of the cast iron pipe. All customers in the affected area were turned off and main valves were throttled down to minimize water discharge. A full section pipe (10') was replaced due to the severity of the break. A repair could not be accomplished with this pipe failure. An estimated water loss of 90,000 gallons. (Picture 1)

Other work highlights of August:

- Leak repair of plastic service on SE Chestnut Rd with an approximate water loss of 30,000 gallons. (Picture 2)
- Ongoing maintenance, repair, and replacement of fire hydrants.
- Ongoing replacement of water meters.
- Leak detection in conjunction with the Clackamas County 5-year paving schedule. OLWS tries to stay at least one year ahead of the County's paving plans in case a pipe leak is detected and needs to be fixed.



## Non-Revenue Water

The total water purchased in July was 136.321 MG. Non-revenue water totaled 11.893 MG with 2.553 million gallons in apparent losses, 8.488 million gallons in real losses, and 942,000 gallons for unbilled authorized consumption. The trailing twelve-month non-revenue water trend indicates the average non-revenue water over the past 12 months is 10.80 million gallons.

## Permit Activity

|                                   | August 2023 Development Activity |                   |                                |                                 |                              |
|-----------------------------------|----------------------------------|-------------------|--------------------------------|---------------------------------|------------------------------|
| FY2023-2024                       | <i>This Month</i>                | <i>Last Month</i> | <i>Fiscal<br/>Year-to-Date</i> | <i>This Month<br/>Last Year</i> | <i>Last<br/>Year-to-Date</i> |
| Pre-applications Conferences      | 0                                | 2                 | 2                              | 6                               | 7                            |
| New Erosion Control Permits       | 2                                | 1                 | 3                              | 5                               | 9                            |
| New Development Permits           | 3                                | 0                 | 3                              | 2                               | 2                            |
| New Utility Permits               | 7                                | 2                 | 9                              | 9                               | 15                           |
| Wastewater Connections            | 6                                | 3                 | 9                              | 1                               | 1                            |
| <b>Sanitary SDC Fees Received</b> |                                  |                   |                                |                                 |                              |
|                                   | \$30,990                         | \$15,495          | \$46,485.00                    | \$5,165                         | \$5,165                      |
| <b>Water SDC Fees Received</b>    |                                  |                   |                                |                                 |                              |
|                                   | \$154,696                        | \$33,988          | \$188,684.00                   | \$50,984                        | \$67,978                     |
| <b>Plan Review Fees Received</b>  |                                  |                   |                                |                                 |                              |
|                                   | \$2,925                          | \$1,850           | \$4,775.00                     | \$2,000                         | \$4,680                      |
| <b>Inspection Fees Received</b>   |                                  |                   |                                |                                 |                              |
|                                   | \$1,300                          | \$340             | \$1,640.00                     | \$1,550                         | \$2,790                      |

## Attachments

1. Development Tracker
2. EcoBiz Flyer

| <b>Project Status</b> | <b>Address</b>                            | <b>Type of Development</b>  | <b>Notes</b>  | <b>Last Updated</b> |
|-----------------------|---|---|---|---------------------|
| Under Construction    | 4410 SE Pinehurst Ave.                    | Residential: 17-lot Subdivision                                     | Final Inspections Pending. Next step: asbuilt review and bond release.                      | 9/1/2023            |
| Under Construction    | 16305 SE Oatfield Rd.                     | Residential: 12-lot Subdivision                                     | OLWSD Inspections Occuring  | 9/1/2023            |
| Plan Review           | 3870 SE Hillside Dr.                      | Residential: Modification of previously approved 13-lot subdivision | Current OLWSD Review  | 9/1/2023            |
| Under Construction    | 15603 SE Ruby Dr.                         | Residential: 3-lot Partition  | OLWSD Inspections Occuring  | 9/1/2023            |
| Under Construction    | 6364 SE McNary Rd.                        | Residential: 15-lot Partition                                       | Final Inspections Pending. Next step: asbuilt review and bond release.                      | 9/1/2023            |
| Under Construction    | 2316 SE Courtney Ave.                     | Residential: 14 rowhomes and 6 single family                        | OLWSD Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.) | 9/1/2023            |
| Under Construction    | 4322 SE Pinehurst Ave.                    | Residential: 7-lot subdivision                                      | OLWSD Inspections Occuring  | 9/1/2023            |
| Under Construction    | 15717 SE McLoughlin                       | Bank and Restaurant   | OLWSD Inspections Occuring  | 9/1/2023            |
| Under Construction    | 3421 SE Vineyard Rd.                      | Residential: Two tri-plexes and one duplex                          | OLWSD Inspections Occuring  | 9/1/2023            |
| Under Construction    | 21E11AB00100 (SE River Rd. @ SE Maple St) | Residential Tri-plex  | Current OLWSD Review  | 9/1/2023            |
| Under Construction    | 21E11AB01100 (SE River Rd. @ SE           | Residential: 7-lot subdivision                                      | OLWSD Inspections Occuring  | 9/1/2023            |
| Plan Review           | 3811 SE Concord Rd.                       | Concord School Library  | Current OLWSD Review  | 9/1/2023            |
| Plan Review           | 16103 SE Southview Ave                    | Residential: 7-lot subdivision                                      | Current OLWSD Review  | 9/1/2023            |
| Plan Review           | 15510 SE Wallace Rd.                      | Residential: 15-lot Partition                                       | Land Use conditions sent to CC DTD. County land use expiration timeline.                    | 9/1/2023            |
| Pre-Application       | 6300 SE Roethe Rd.                        | Residential: 2-lot Partition  | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Pre-Application       | 4833 SE Glen Echo Ave.                    | Residential: 2-lot partition  | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Plan Review           | 17025 SE Oatfield Rd                      | Residential: 2-lot subdivision                                      | Current OLWSD Review  | 9/1/2023            |
| Plan Review           | 14928 SE Oatfield Rd                      | Residential 4-lot Partition   | Current OLWSD Review  | 9/1/2023            |
| Plan Review           | 13822 SE Oatfield Rd                      | Residential: 26-unit Cottages                                       | Current OLWSD Review  | 9/1/2023            |
| Pre-Application       | 3214 SE Westview Ave.                     | Residential: 2-lot Partition  | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Pre-Application       | 2750 SE Park Ave                          | Institutional: Add Two Floors To Existing                           | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Pre-Application       | 17605 SE Roethe Pl. and                   | Residential: 2-lot Partition  | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Pre-Application       | 6418 SE Jennings Ave.                     | Residential: 8-lot Partition  | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |
| Pre-Application       | 15115 SE Lee Ave                          | Residential 3-lot Partition   | Pre-app Comments sent to CCDTD. County land use expiration timeline.                        | 9/1/2023            |



**Pollution Prevention Resource Center**  
practical solutions for economic and environmental vitality



EcoBiz Overview FY 2022/2023  
Submitted by Frances Gilliland, Oregon Projects  
Manager August 28, 2023

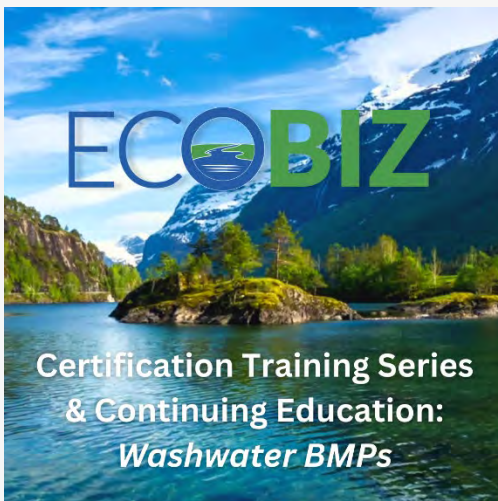
## Background

Pollution Prevention Resource Center (PPRC) is a 501(c)3 nonprofit organization incorporated in the state of Washington in 1990. PPRC has administered the EcoBiz Certification program in Oregon for over ten years, delivering pollution prevention technical assistance to automotive and landscaping businesses and agencies. EcoBiz is administered by the Oregon Pollution Prevention Outreach (P2O) Team; a cooperative working group of jurisdictional staff from Cities of Portland and Gresham, Clackamas County, Oregon DEQ, and more. PPRC has worked with Oak Lodge Water Services District (District) since 2020 to implement the EcoBiz program and offer technical assistance to automotive businesses.

## Overview FY 2022/23

EcoBiz continued to build new successful relationships with businesses during the 2022 - 23 fiscal year. PPRC and EcoBiz found businesses are beginning to rebound from the challenges presented by the Covid-19 pandemic and that many are now interested and able to engage in the certification process.

Three new automotive businesses along McLoughlin Blvd and nearby streets. PPRC continued to work with three businesses to implement recommendations from the previous fiscal year. These businesses have all made progress to meet compliance and EcoBiz program requirements. In addition to the work directly on behalf of the district and the EcoBiz program, PPRC staff also reached out to five businesses regarding free [Spray Efficiency Training](#). This training teaches proper spray-painting techniques in order to reduce toxic air and hazardous waste emissions and save businesses money.



*Click on the above photo to watch the video on PPRC's YouTube channel.*

PPRC worked with the District to develop an educational car washwater video, quiz and certificate in both English and Spanish for automotive business employees. Washwater pollution prevention was identified as an issue by the District and Oregon DEQ. The video focuses on Best Management Practices. This work was funded by both the District and an EPA Columbia River Water Basin grant obtained by PPRC. PPRC joined the District and OR DEQ at the ACWA Stormwater Summit in Corvallis to present the video as part of a larger presentation entitled "Keeping Suds Out of Storm Drains". PPRC will develop additional videos and training material for both automotive businesses and landscapers during the coming fiscal year as part of deliverables funded by the EPA Columbia River Water Basin grant. These videos will be available to the public on the PPRC YouTube channel and specifically recommended to businesses for their employees.



## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 8e  
**Date** September 19, 2023

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### Summary

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

### Highlights of the Month

- Plant Performance Update
- Lift Station #3 Power Loss
- Headworks HVAC Failure

### Wastewater Treatment Plant

August was another bumpy treatment month at the Wastewater Treatment Plant (WWTP). Typically, summer treatment comes with its own set of issues. The concentration of the wastewater becomes more stringent without the Inflow and Infiltration. This also leads to more stagnation in the collections system, which means that the bacteria in the aeration basins need more air. The other issue that comes with summertime treatment is that the flows going through the plant are the lowest they will get all year. When the WWTP experiences a rain event, the sudden surge of flow tends to flush out the finer particulate matter that gather in the secondary clarifiers. In August and early September, that fine particulate matter reaches somewhat of a critical mass and starts to slowly seep into the effluent. As of this writing, the WWTP experienced 2 weekly violations with a possible monthly violation. Staff continue to work on improving treatment, and towards the end of the month of August the effluent quality was getting better.

On August 3<sup>rd</sup> on call personnel responded to a power outage at Lift Station #3 (LS #3). When staff arrived, they realized that the emergency generator was not running. After some troubleshooting, staff found that the Uninterruptable Power Supply (UPS) had failed. In the failed state, the UPS would not allow the transfer switch to flip over to the emergency generator power. Once staff realized the problem, they used a bypass switch on the UPS and power was switched over to generator power and pumping resumed.

When the dust had settled, LS #3 was offline for a little over 60 minutes. Out of an abundance of caution an Oregon Emergency Response System (OERS) report was made of a possible spill, but due to the location of the overflow line and it being dark, visual confirmation was not going to be possible until the next morning.

The next morning, entry into the ravine was made and it was determined that no overflow had occurred. Paired with the level indicator data that showed that the overflow elevation had not been reached, it can be comfortably reasoned that the pump station had surcharged the surrounding lines but had not released any raw sewage over land or into any waters of the state. Good work to the staff who responded to an unusual situation and were able to diagnose the situation and get the lift station running before any overflow occurred.

If your AC is going to fail, it will fail in the dog days of summer. The WWTP is no different. Staff walked into the server room of the headworks in early August and noticed that it was warmer than normal... over 90 degrees. Since this building houses all of the Variable Frequency Drives (VFD), Programmable Logic Controllers (PLC) and various associated equipment for the influent pump station as well as the headworks, its safe to say two things: there is a lot of very expensive electronics in that building and they create a lot of heat. Considering that next to water, heat is electronics worst enemy, this problem needed to be dealt with sooner rather than later. HVAC technicians were called in and it was found that not one, but two actuators on the main duct fans had failed and needed to be replaced. Luckily, the actuators were widely available, and they were able to be installed before any critical electronics gave out.

## **Attachments**

1. Photo Pages of August 2023 Work
2. Rainfall vs. Flow Data Correlation for March-August 2023
3. Plant Performance BOD-TSS Graph for March-August 2023

Plant Operations Photo Page



UPS that failed at Lift Station #3.



New UPS at Lift Station #3.



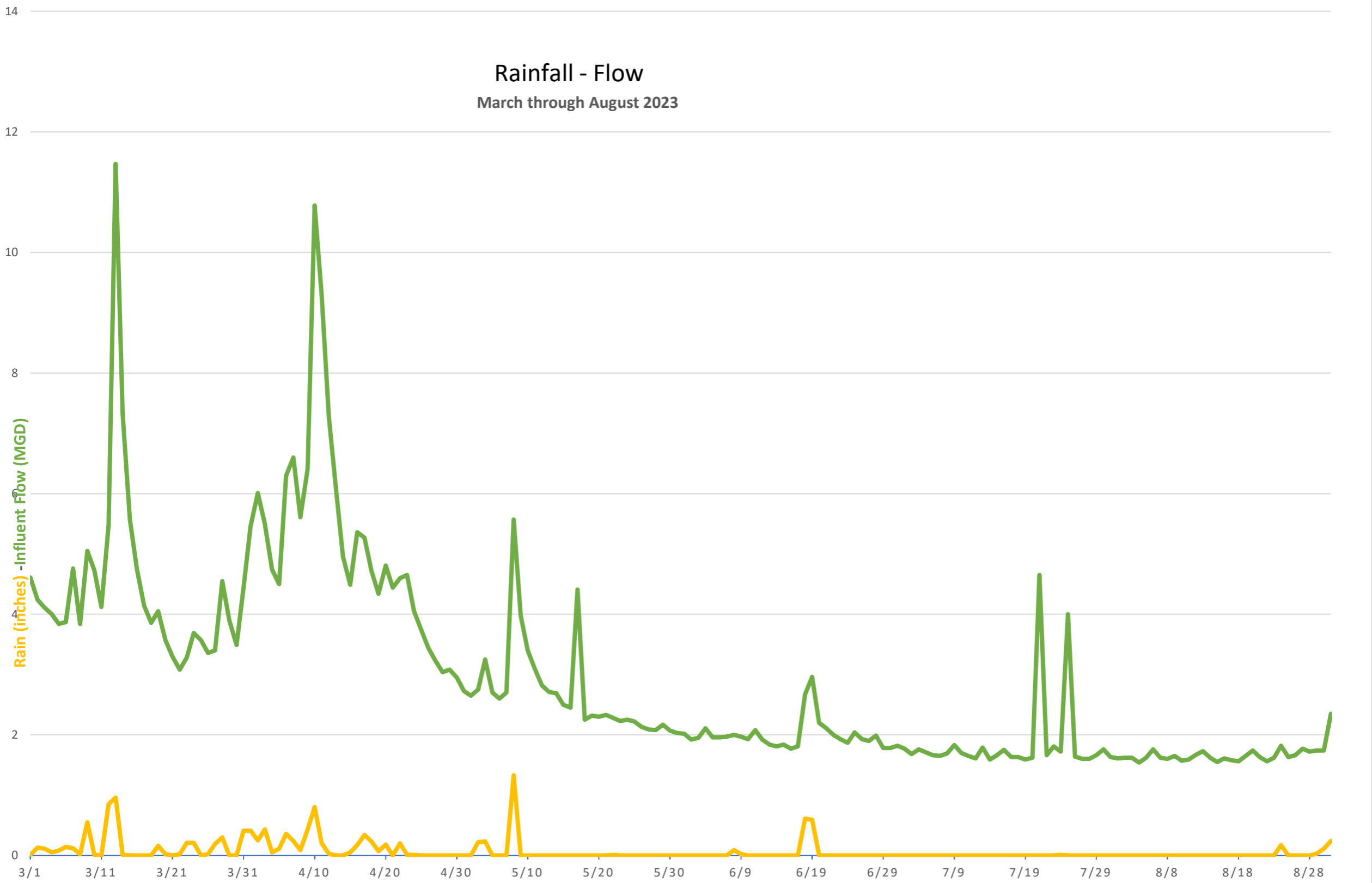
Failed HVAC actuators in the Headworks.



Second failed HVAC actuators in Headworks.

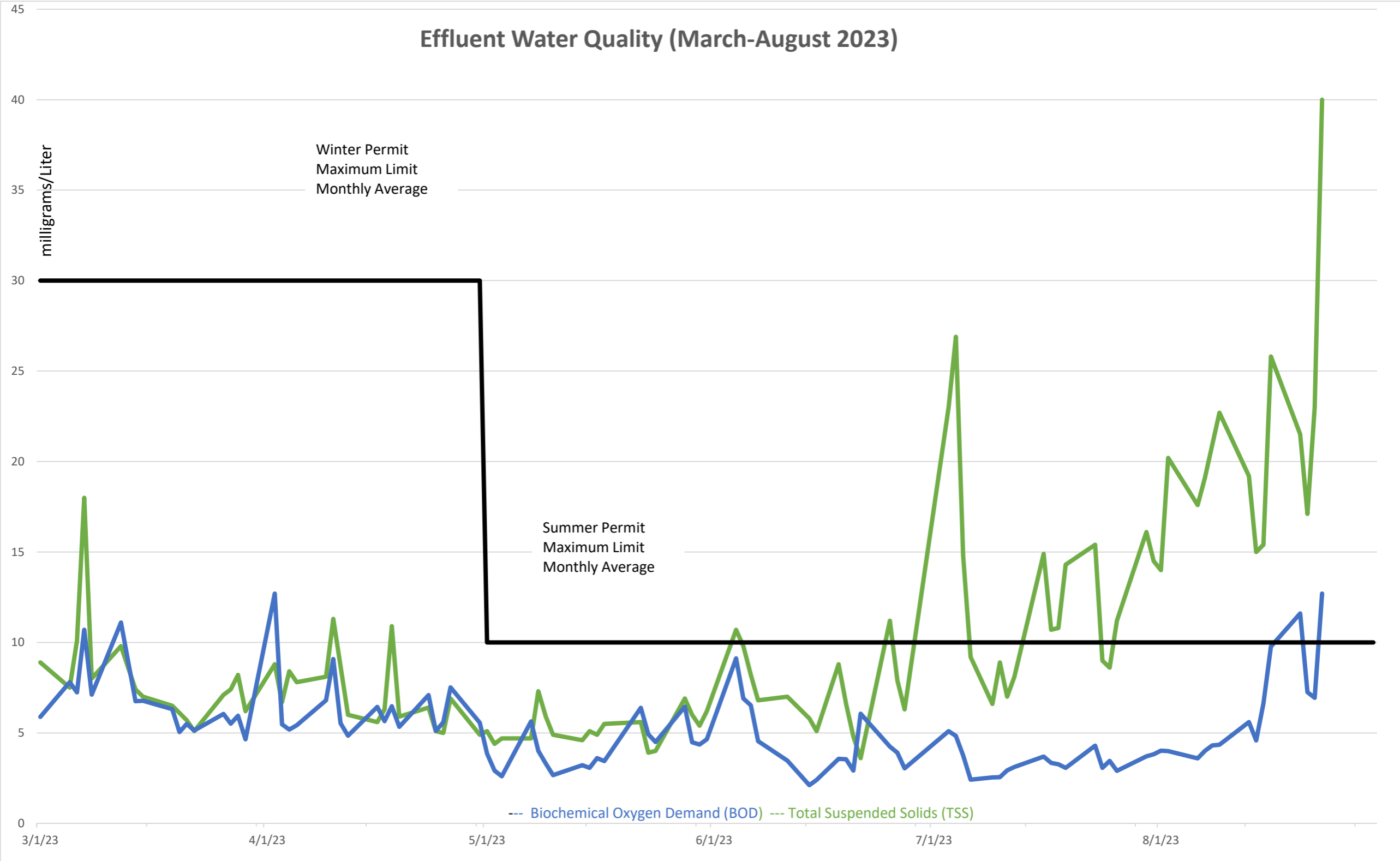
# Rainfall - Flow

March through August 2023





# Effluent Water Quality (March-August 2023)



**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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|                 |                 |
|-----------------|-----------------|
| <b>Title</b>    | Adjourn Meeting |
| <b>Item No.</b> | 9               |

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**Summary**

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