Oak Lodge Water Services District

ADOPTED BUDGET

Fiscal Year 2020 - 2021

OAK LODGE
WATER SERVICES

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OAK LODGE WATER SERVICES
FISCAL YEAR 2020-2021
ADOPTED BUDGET

BUDGET COMMITTEE

APPOINTED OFFICIALS	ELECTED BOARD OF DIRECTORS
John W. Klum, Chair	Kevin Williams, President
Amanda Gresen, Secretary/Vice Chair	Paul Gornick, Secretary/Vice President
Robert Weber, Member	Mark Knudson, Treasurer
Ron Weigel, Member	Susan Keil, Director
Joseph Healy, Member	Ginny Van Loo, Director

Budget Officer

Sarah Jo Chaplen, General Manager

Oak Lodge Water Services
2020-2021 Budget

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A) Capital Improvement Plan

OAK LODGE
WATER SERVICES

2020/2021 FISCAL YEAR BUDGET CALENDAR

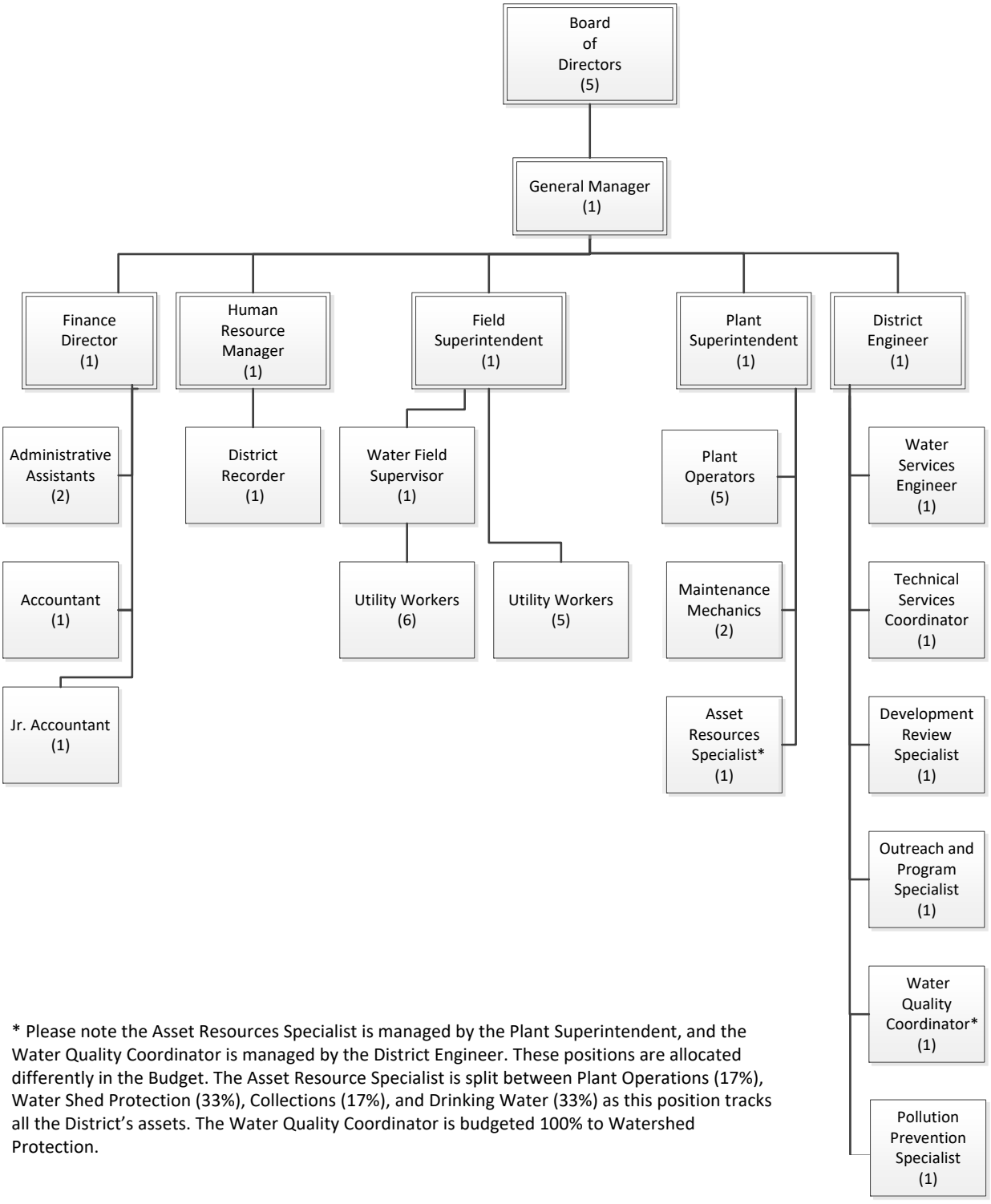
Tuesday, March 31, 2020	Budget Committee Meeting • Orientation, Introduction and Overview • State of the District Presentation
Tuesday, April 28, 2020	Budget Committee Meeting • Proposed Budget given to Budget Committee • Department Budget Presentations
Thursday, April 30, 2020	Budget Committee Meeting • Capital Projects Presentation • Public Comment Taken
Tuesday, May 5, 2020	Budget Committee Meeting • Public Comment Taken
Tuesday, May 19, 2020	Regular Board of Directors Meeting • Public Comment Taken • Budget Adoption

All meetings held in the Oak Lodge Water Services Boardroom

beginning at 6:00 p.m. unless otherwise stated

OAK LODGE
WATER SERVICES

Organization Chart



* Please note the Asset Resources Specialist is managed by the Plant Superintendent, and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (17%), Water Shed Protection (33%), Collections (17%), and Drinking Water (33%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection.

Budget Message

Members of the Oak Lodge Water Services District Board, Citizen Members of the Budget Committee, and Residents of our District---submitted for your information is the 2020-2021 budget. The following pages highlight aspects of the District's budget based on current state and as influenced by prior periods as well as our vision of the coming year and beyond.

State of the District

Physics tells us for every action there is an equal and opposite reaction. Life shows us that for every challenge there is an opportunity. Oak Lodge Water Services District (District) is positioning to address our challenges straight up in the coming year, and take full advantage of opportunities for our customers, team members, and our community. The budget for fiscal year 2020-21 is an illustration of that position and our commitment to success.

Since the beginning of the District, we have implemented the goals of our Board of Directors and adjusted to priorities dictated by changes in the business environment and the local and national economies. We have continued to provide a high level of service to our customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the recent and unprecedented reality of COVID-19, we have continued to meet the needs and wants of our customers and protect our team members to the best of our abilities.

The 2020-2021 Budget

The 2020-21 budget reflects the current policy direction of our Board of Directors. That direction is clear in providing high-quality, reliable service at a reasonable cost to rate payers. The budget reflects a stable level of service in the coming fiscal year without significant changes in operations. Our capital plans and initiatives drive spending in each of the next few years (see the Capital Improvement Plan section of the budget) as we continue to address the needs of an aging collections and distribution infrastructure. Personnel services and materials and services costs are relatively consistent with the prior year's budget and estimated actual expenditures through June 30, 2020.

The budget is a comprehensive document containing detailed revenues and expenditures for all funds operated by the District. The operating and capital budgets contained within this document have been prepared in accordance with Oregon Local Budget Law, per Oregon Revised Statutes (ORS) 294.305 to 294.565, the State Rules for (ORS) Chapter 264 Water Districts, (ORS) Chapter 450 Sanitary Districts, and (ORS) Chapter 198 Special Districts. The budget represents a prudent and fiscally responsible financial plan for District operations and capital improvements during the next fiscal year and establishes a base for several years beyond.

Summary Overview

This budget has had extensive analysis and scrutiny and will continue to position the District as a solid, forward-thinking, fiscally responsible organization within our community. The following summary highlights specific items contained in the 2020-2021 budget, and estimated effects on rates.

Financial Policies

The District's suite of financial policies approved by the Board have been applied to the 2020-21 budget. The District places emphasis on our maintenance of appropriate fund balances and reserves in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure. While the District does not budget for full cost recovery related to depreciation of District assets, we have provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of the District, fund balances and reserves combine to provide one leg of a three-legged approach: with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The District is now actively managing fund balances and reserves while projecting costs and rates well into the future. The result of this foresight is a smoothing of rate impacts to our community and a proactive, thoughtful approach to managing our systems.

Personnel Services Estimates

The District is currently in negotiations with the AFSCME bargaining unit representing the administrative and operations team members on a contract to begin July 1, 2020. Therefore, the budget for the 2020-21 fiscal year as presented here does not reflect a cost of living adjustment (COLA) or other costs that may result from those negotiations.

The rates identified in this budget for the Public Employees Retirement System (PERS) are consistent with the prior year as rates are established and set on a biennial basis, and the 2020-21 fiscal year is the second year of the biennium. There is no certainty in rates beyond this biennium, though we expect substantial changes in the future based on current economic conditions.

The current economic downturn (some are already calling it a recession) resulting from our country's response to the COVID-19 pandemic will undoubtedly affect PERS rates here in Oregon in the next biennium. With the lag in establishing rates inherent in a biennial process, current changes in the market and investments of PERS that fund benefits drive change in the unfunded actuarial liabilities of individual members. As investment values of drop, the gap between those investments and the future benefit costs (the unfunded actuarial liability) grows. Historically, the only real approach to closing that gap is with employer rates, which we expect to increase going into the 2021-22 fiscal year. The amount of increase is unknown as PERS is currently in a valuation cycle.

During the 2019-20 fiscal year the District made a lump sum contribution of $300,000 to "buy down" our unfunded actuarial liability. The 2020-21 budget includes an additional $552,000 contribution to PERS for the same purpose. The District's contribution was initially intended to

maximize the District's leverage to receive funding from a State-funded program to reduce the unfunded actuarial liabilities of public employers. To date the District has not received funding under the program but believes the reduction in rates resulting from these contributions is a key strategy and in the best financial interest of the District over the long run.

Consolidation of Buildings

The District's fiscal year 2020-21 budget defers consolidation of the District's facilities. If opportunities present which might be explored, discussion will be raised with the Facilities Subcommittee and the Board of Directors.

Capital Planning

The fiscal year 2020-21 budget accomplishes the first year of a long-term capital plan for each of the water, wastewater, and watershed protection utilities. We anticipate the completion of the water master plan in the fall of 2020 and have provided for the anticipated level of capital we believe is necessary to meet that plan's requirements. The District will begin work on the Sanitary Master Plan in the 2020-2021 fiscal year. That work will update capital plans in the wastewater collections system and plant for the following fiscal years. The fiscal year 2020-21 budget includes some funding for capital projects related to the wastewater collections system and plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this budget document.

Capital expenditures are made from the capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e. Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. As we look forward in the capital plans of the District, there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

Rate Impacts

Each of the items discussed above and typical inflationary increases lead us to propose rate increases in two of the three utilities. The management team has been meeting over the last several weeks to submit to the Budget Committee a complete, fiscally prudent, and accurate Budget. As mentioned previously, this budget reflects priorities in accordance with the goals of the Board of Directors.

Stable, predictable rates are preferred by customers and promote the growth of the local economy. The fiscal year 2020-21 budget incorporates anticipated rate increases in two of the three operating funds:

- Drinking Water with a .55% increase, an average of $0.32 per two-month billing cycle; and
- Wastewater with a .50% increase, an average of $0.54 per two-month billing cycle.

For illustration purposes, the District identifies an "average residential customer" as a single-family residence with a 5/8-inch meter and average water consumption for a two-month billing period of eight (8) CCF. As a result of the proposed rates, the average estimated two-month bill for this average residential customer will increase a total of 0.5% or $0.86 to $182.56 from the current $181.70. The total rate increase is dedicated to fund an Emergency Customer Assistance Program.

Budget Assumptions

The 2020-2021 budget incorporates the following assumptions:

Revenue Assumptions

- Increase in rates for Water and Wastewater utilities.
    - Drinking water revenues assume a 1% drop in consumption as a result of increased conservation messaging, anticipated effects of the COVID-19 pandemic, and current trends in customer usage.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- 2% inflationary increase in materials and services.
- Medical and Dental estimated increased rates of 15%.
- PERS employer contribution rate for fiscal 2020-21 consistent – second year of biennial rates.
- Step increases for eligible employees.
- No cost of living (COLA) adjustment.

Overall Strategies for the 2020-2021 Budget and Beyond

- Continue to manage rates in the context of stable operations and planned infrastructure maintenance and replacement.
- Continue to maintain prudent fund balances and reserves.
- Complete master plan for wastewater utility.
- Complete comprehensive rate study covering all three utilities.

Acknowledgements

This budget was developed by the District's Leadership Team with assistance from District staff. The members of the Leadership Team come from various backgrounds and perspectives to represent the interests of the District. I want to acknowledge their hard-work, efforts, and engagement and extend the District's appreciation.

Like other local governments, the District will need to be nimble, able to respond to changes resulting from the pandemic for our customers or changing requirements from State or Federal regulators. Oak Lodge Water Services needs to be able to consistently deliver our services - services that are key to our customers' health, every day without any interruption. Our customers depend upon us.

Respectfully submitted,

Sarah Jo A. Chaplen

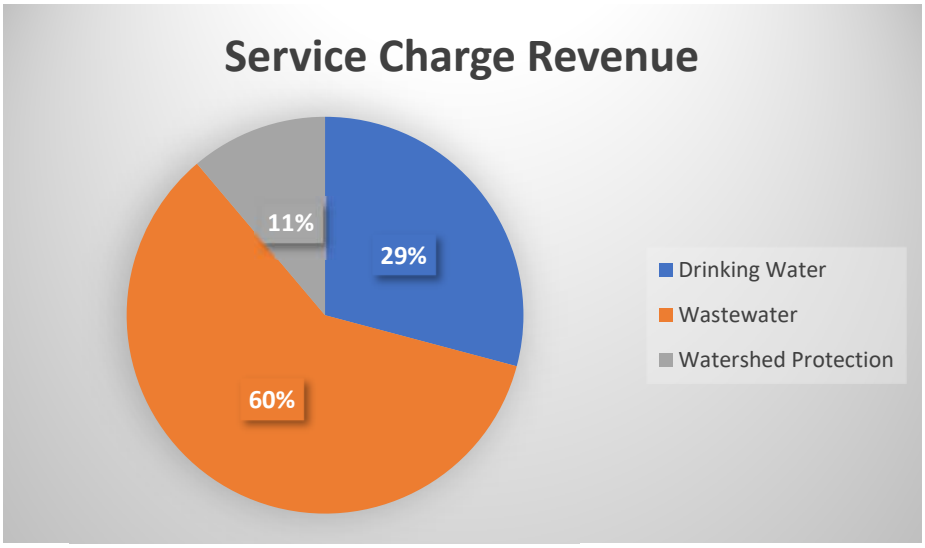
Sarah Jo Chaplen
General Manager and Budget Officer

Summary Budget Highlights

The fiscal year 2020-21 budget for the District totals $40.2 million (total resources and total uses) and can be summarized as follows: $4.9 million for Administrative Services, $6.0 million for Drinking Water, $10.3 million for Wastewater, $2.0 million for Watershed Protection, $4.8 million for Debt Service, and $12.2 million in capital.

Resources

Service charges revenue is the primary resource to each of the utility operating funds. Service charges combine with interest income, system development charges (SDC) other miscellaneous revenues, and beginning fund balance in each of the funds to comprise total resources. Relative revenue from service charges across the operating funds (Drinking Water Fund, Wastewater Reclamation Fund and Watershed Protection Fund) is illustrated in the chart below:



Resources within each fund support the operations and capital requirements associated with each utility's respective functions. Personnel services and materials and services are accounted for within each operating fund. Support services, debt requirements, and capital costs are budgeted and recorded in separate funds to which each utility operating fund makes transfers.

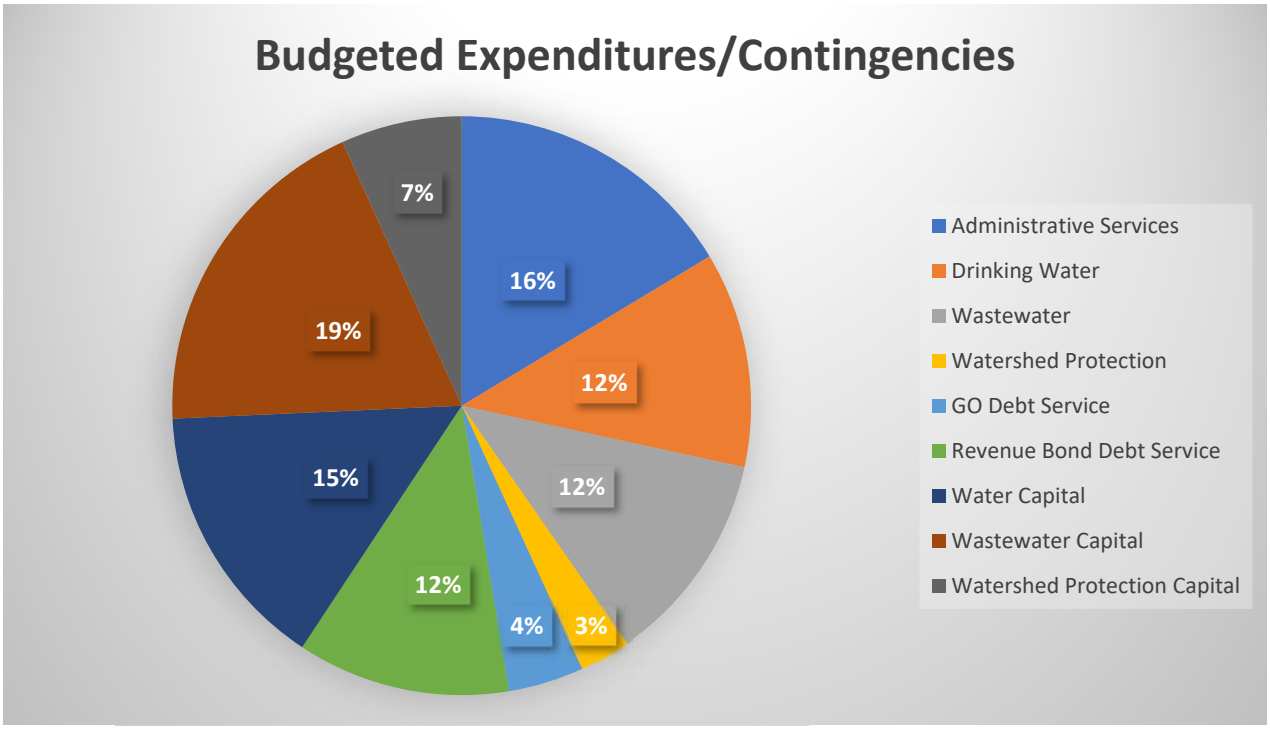
Fees are set in June each year with a July 1 effective date. Fees are set based on estimated requirements for each fund as a whole and in consideration of future operations and capital plans as projected.

The fiscal year 2020-21 budget anticipates a rate increase in the Drinking Water and Wastewater Reclamation Funds of 0.55% and 0.5%, respectively. There is no anticipated increase in the budget for the Watershed Protection rates. The resulting increase in the average, residential bimonthly bill is estimated at $0.86, an increase of 0.5% in the overall bill when compared to fiscal year 2019-20. The increase is dedicated to fund an Emergency Customer Assistance Program.

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of the District for fiscal year 2020-21. Personnel services comprise 15.9% of the District's budgeted expenditures (excluding transfers) and capital spending makes up another 14.1%. The remaining budgeted requirements of the District include materials and services (18%), debt service (12.8%), special payments to PERS (2%), and contingencies and reserves (37.2%).

The chart below illustrates total expenditures (excluding transfers) by fund. Transfers among funds are excluded so as not to distort actual expenditures to parties outside of the District.



Personnel Services

The District budget includes 37 full-time regular (FTE) positions consistent with the prior year. There are no new positions put forward in the fiscal year 2020-21 budget. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 15% increase.

PERS contributions are the other largest component of employee benefit costs and rates remain at the same level as fiscal year 2019-20. Fiscal year 2020-21 is the second year of the biennial rates established by PERS, set at 23.22% for Tier 1 and 2 members, and 17.65% for OPSRP members. The District contributed $300,000 to PERS to establish a side account during fiscal year 2019-20 and has budgeted an additional $552,000 in fiscal year 2020-21 to mitigate anticipated future rate increases.

Materials and Services

This category represents operational expenditures for goods and services supporting the District. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for fiscal year 2020-21 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in goods and services costs from vendors.

Capital Expenditures

A consistent and thoughtful approach to asset management, major maintenance, and replacement allows the District to proactively plan and project significant cost items, and plan resources to avoid volatile rate impacts to our customers. Maintenance of capital reserves is one component of the District's strategies for funding capital needs: the others being rates and debt financing. Separate capital funds have been established to account for capital expenditures and ensure funding for future needs. Transfers from the operating fund provides resources to the capital funds and is complemented by interest earnings.

The fiscal year 2020-21 budget provides for capital spending in the Drinking Water Capital Fund of $1.6 million, the Wastewater Reclamation Capital Fund of $2.3 million, and the Watershed Protection Capital Fund of $465 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

OAK LODGE WATER SERVICES DISTRICT
RESOURCES SUMMARY – BY PROGRAM
FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			Administrative Services			
$ -	$ -	$ -	Fund Balance	$ 335,000	$ 335,000	$ 335,000
$ -	$ -	$ 2,500	Other revenue	$ 1,000	$ 1,000	$ 1,000
$ -	$ -	$ 1,444,000	Transfer In - Fund 10	$ 2,020,000	$ 2,029,000	$ 1,908,000
$ -	$ -	$ 2,028,000	Transfer In - Fund 20	$ 2,237,000	$ 2,253,000	$ 2,026,000
$ -	$ -	$ 1,029,000	Transfer In - Fund 30	$ 641,000	$ 635,000	$ 635,000
$ -	$ -	$ 4,503,500	Subtotal Resources	$ 5,234,000	$ 5,253,000	$ 4,905,000
			Drinking Water			
$ 3,052,745	$ 3,632,780	$ 1,801,651	Fund Balance	$ 1,527,000	$ 1,527,000	$ 1,527,000
$ 3,456,630	$ 3,877,075	$ 4,265,000	Water Sales	$ 4,200,000	$ 4,159,000	$ 4,038,000
$ 217,590	$ 399,785	$ 100,000	SDCs	$ 100,000	$ 100,000	$ 100,000
$ 433,643	$ 328,790	$ 320,500	Leases & Other	$ 348,000	$ 348,000	$ 348,000
$ 7,160,608	$ 8,238,430	$ 6,487,151	Subtotal Resources	$ 6,175,000	$ 6,134,000	$ 6,013,000
			Wastewater Reclamation			
$ 5,031,990	$ 5,393,413	$ 789,178	Fund Balance	$ 1,822,000	$ 1,842,000	$ 1,842,000
$ 7,489,404	$ 7,656,925	$ 8,200,000	Wastewater Charges	$ 8,600,000	$ 8,497,000	$ 8,270,000
$ 336,016	$ 315,502	$ 125,000	SDCs	$ 125,000	$ 125,000	$ 125,000
$ 239,089	$ 110,343	$ 95,000	Other revenue	$ 40,000	$ 40,000	$ 40,000
$ 13,096,499	$ 13,476,183	$ 9,209,178	Subtotal Resources	$ 10,587,000	$ 10,504,000	$ 10,277,000
			Watershed Protection			
$ 2,377,233	$ 2,999,484	$ 307,986	Fund Balance	$ 410,000	$ 410,000	$ 410,000
$ 1,379,805	$ 1,470,770	$ 1,530,000	Watershed Charges	$ 1,548,000	$ 1,548,000	$ 1,548,000
$ 478,187	$ 420,024	$ 29,000	Other Revenue	$ 27,000	$ 28,000	$ 28,000
$ 4,235,225	$ 4,890,278	$ 1,866,986	Subtotal Resources	$ 1,985,000	$ 1,986,000	$ 1,986,000
			Wastewater GO Debt Service			
$ 785,271	$ 783,053	$ 644,112	Fund Balance	$ 333,000	$ 333,000	$ 333,000
$ 18,830	$ 26,552	$ 8,500	Interest Revenue	$ 7,000	$ 7,000	$ 7,000
$ 127,559	$ 122,729	$ 115,000	Interest Subsidy	$ 111,000	$ 111,000	$ 111,000
$ 1,949,103	$ 1,548,123	$ 1,350,500	Transfers In	$ 812,000	$ 812,000	$ 812,000
$ 2,880,763	$ 2,480,457	$ 2,118,112	Subtotal Resources	$ 1,263,000	$ 1,263,000	$ 1,263,000
			Wastewater Revenue Bond Debt Service			
$ 1,226,946	$ 1,215,131	$ 1,354,323	Fund Balance	$ 682,000	$ 682,000	$ 682,000
$ 17,973	$ 29,991	$ 16,300	Interest Revenue	$ 16,084	$ 16,084	$ 16,084
$ 1,360,028	$ 1,755,812	$ 1,100,000	Transfers In	$ 2,871,000	$ 2,871,000	$ 2,871,000
$ 2,604,947	$ 3,000,934	$ 2,470,623	Subtotal Resources	$ 3,569,084	$ 3,569,084	$ 3,569,084
			Water Capital			
$ -	$ -	$ 2,703,013	Fund Balance	$ 3,942,000	$ 3,942,000	$ 3,942,000
$ -	$ 1,394,267	$ 50,000	Other	$ 50,000	$ 50,000	$ 50,000
$ -	$ 2,700,000	$ 1,675,000	Transfers In	$ 500,000	$ 500,000	$ 500,000
$ -	$ 4,094,267	$ 4,428,013	Subtotal Resources	$ 4,492,000	$ 4,492,000	$ 4,492,000
			Wastewater Capital			
$ -	$ -	$ 3,754,027	Fund Balance	$ 4,605,000	$ 4,605,000	$ 4,605,000
$ -	$ 489,124	$ 75,000	Other Revenue	$ 75,000	$ 75,000	$ 75,000
$ -	$ 5,000,000	$ 1,300,000	Transfers In	$ 1,000,000	$ 1,000,000	$ 1,000,000
$ -	$ 5,489,124	$ 5,129,027	Subtotal Resources	$ 5,680,000	$ 5,680,000	$ 5,680,000
			Watershed Protection Capital			
$ -	$ -	$ 1,681,715	Fund Balance	$ 1,481,000	$ 1,481,000	$ 1,481,000
$ -	$ 252,675	$ 40,000	Other Revenue	$ 40,000	$ 40,000	$ 40,000
$ -	$ 3,537,000	$ 430,000	Transfers In	$ 500,000	$ 500,000	$ 500,000
$ -	$ 3,789,675	$ 2,151,715	Subtotal Resources	$ 2,021,000	$ 2,021,000	$ 2,021,000
$ 29,978,042	$ 45,459,348	$ 38,364,305	**TOTAL RESOURCES**	$ 41,006,084	$ 40,902,084	$ 40,206,084

OAK LODGE WATER SERVICES DISTRICT
REQUIREMENTS SUMMARY – BY PROGRAM
FISCAL YEAR 2020-2021

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Fund	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			Administrative Services			
$ -	$ -	$ 2,088,000	Personnel Services	$ 1,977,000	$ 1,977,000	$ 1,977,000
-	-	1,974,800	Materials & Services	2,221,000	2,237,000	2,237,000
-	-	300,000	Special Payments	900,000	900,000	552,000
-	-	140,700	Contingency	136,000	139,000	139,000
$ -	$ -	$ 4,503,500	**Total**	$ 5,234,000	$ 5,253,000	$ 4,905,000
			Drinking Water			
$ 1,203,445	$ 1,262,739	$ 1,044,000	Personnel Services	$ 963,000	$ 989,000	$ 989,000
1,378,313	1,845,303	1,555,200	Materials & Services	1,488,000	1,443,500	1,443,500
946,070	-	-	Capital Outlay	-	-	-
-	-	209,522	Debt Service	209,801	209,801	209,801
-	2,700,000	3,119,000	Transfers	2,520,000	2,529,000	2,408,000
-	-	559,429	Contingency	994,199	962,699	962,699
3,632,780	2,430,388	-	Unappropriated fund balance	-	-	-
$ 7,160,608	$ 8,238,430	$ 6,487,151	**Total**	$ 6,175,000	$ 6,134,000	$ 6,013,000
			Wastewater			
			Treatment			
$ 1,429,257	$ 1,362,672	$ 1,080,000	Personnel Services	$ 1,155,000	$ 1,078,000	$ 1,078,000
1,364,325	1,194,605	839,700	Materials & Services	987,000	936,000	936,000
189,447	-	-	Capital Outlay	-	-	-
			Collections			
982,033	986,601	796,000	Personnel Services	627,000	643,000	643,000
396,472	312,815	141,000	Materials & Services	160,000	110,000	110,000
32,421	-	-	Capital Outlay	-	-	-
-	-	-	Debt Service	-	-	-
3,309,131	8,303,935	5,778,500	Transfers	6,920,000	6,936,000	6,709,000
-	-	573,978	Contingency	738,000	801,000	801,000
5,393,413	1,315,555	-	Unappropriated fund balance	-	-	-
$ 13,096,499	$ 13,476,183	$ 9,209,178	**Total**	$ 10,587,000	$ 10,504,000	$ 10,277,000
			Watershed Protection			
$ 463,992	$ 504,517	$ 178,000	Personnel Services	$ 103,000	$ 134,000	$ 134,000
293,141	321,135	83,500	Materials & Services	105,000	105,000	105,000
478,608	-	-	Capital Outlay	-	-	-
-	62,558	62,558	Debt Service	62,558	62,558	62,558
-	3,537,000	1,459,000	Transfers	1,141,000	1,135,000	1,135,000
-	-	83,928	Contingency	573,442	549,442	549,442
2,999,484	465,068	-	Unappropriated fund balance	-	-	-
$ 4,235,225	$ 4,890,278	$ 1,866,986	**Total**	$ 1,985,000	$ 1,986,000	$ 1,986,000
			Wastewater GO Debt Service			
$ 2,097,710	$ 1,819,497	$ 1,809,848	Debt Service	$ 638,101	$ 638,101	$ 638,101
783,053	660,960	308,264	Reserve for future expenditure	624,899	624,899	624,899
$ 2,880,763	$ 2,480,457	$ 2,118,112	**Total**	$ 1,263,000	$ 1,263,000	$ 1,263,000
			Wastewater Revenue Bond Debt Service			
$ 1,389,816	$ 1,626,767	$ 1,812,342	Debt Service	$ 2,969,084	$ 2,969,084	$ 2,969,084
1,215,131	1,374,167	658,281	Reserve for future expenditure	600,000	600,000	600,000
$ 2,604,947	$ 3,000,934	$ 2,470,623	**Total**	$ 3,569,084	$ 3,569,084	$ 3,569,084
			Water Capital			
$ -	$ 858,220	$ 4,428,013	Capital Outlay	$ 1,515,000	$ 1,515,000	$ 1,515,000
-	-	-	Contingency	2,977,000	2,977,000	2,977,000
-	3,236,048	-	Reserve for future expenditure	-	-	-
$ -	$ 4,094,267	$ 4,428,013	**Total**	$ 4,492,000	$ 4,492,000	$ 4,492,000
			Wastewater Capital			
$ -	$ 1,269,027	$ 5,129,027	Capital Outlay	$ 2,450,000	$ 2,450,000	$ 2,450,000
-	-	-	Contingency	3,230,000	3,230,000	3,230,000
-	4,220,097	-	Reserve for future expenditure	-	-	-
$ -	$ 5,489,124	$ 5,129,027	**Total**	$ 5,680,000	$ 5,680,000	$ 5,680,000
			Watershed Protection Capital			
$ -	$ 1,973,355	$ 2,151,715	Capital Outlay	$ 465,000	$ 465,000	$ 465,000
-	-	-	Contingency	1,556,000	1,556,000	1,556,000
-	1,816,320	-	Reserve for future expenditure	-	-	-
$ -	$ 3,789,675	$ 2,151,715	**Total**	$ 2,021,000	$ 2,021,000	$ 2,021,000
$ 29,978,042	$ 45,459,348	$ 38,364,305	**TOTAL REQUIREMENTS**	$ 41,006,084	$ 40,902,084	$ 40,206,084

Administrative Services Fund
Fund 05

Purpose: The Administrative Services Fund centralizes the accounting and reporting for support services within the District – General Administration and Finance, Human Resources, Technical Services, and Vehicle Maintenance. Each of these support services are funded through transfers from the District's operating funds on a predetermined basis of allocation.

Goals: The goal of the Administrative Services Fund is to provide an efficient and fair means to capture and allocate support services costs

Full Time Employees (FTE): 14

Major Funding Source(s): Operating transfers from the Drinking Water, Wastewater Reclamation, and Watershed Protection Funds.

The following provides a brief description of support services accounted for in the Administrative Services Fund.

Administration & Finance – Division 01

The Administration & Finance Division accounts for activities related to the District's general administration, finance and management. There are six (6) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accountant, Jr. Accounting Specialist, Administrative Specialist I, and Administrative Specialist II.

Under the direct control of the District General Manager, this Division accounts for legal, audit, and other professional relationships and costs of the District. Office supplies and other central services costs related to administration of the District are budgeted in Division 01 as well – including janitorial, building maintenance, and utilities.

Under the direction of the Finance Director, activities and functions related to accounting, budgeting and financial reporting are accounted for in Division 01. Activities supporting the District's general ledger accounting, accounts payable and receivable, and utility billing and collections are all budgeted within the Administration & Finance Division.

Human Resources – Division 02

The Human Resources Division consists of two full-time employees, the Human Resources (HR) and Payroll Manager and the District Recorder. The HR and Payroll Manager is responsible for the oversight of personnel management, District payroll, recruitment and hiring, staff training, on-boarding, employment law and labor contract compliance as well as the District's insurance, including employee benefits, property, casualty, and worker's compensation.

The District Recorder is responsible for managing the District's records, public meetings, notices, Board packets, and minutes and serves as an executive assistant to both the General Manager and the HR and Payroll Manager. In managing the District's records, the District Recorder ensures the District meets retention and destruction requirements for all records.

Board expense has been moved to the Division 2 budget with the fiscal year 2020-21 budget cycle to coincide with the District Recorder's duties. The total of the District's property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager's oversight insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager.

Technical Services – Division 03

Organizationally and for reporting purposes, the Technical Services Division is home to seven (7) full-time employees; the District Engineer, Water Services Engineer, Technical Services Coordinator, Development Review Specialist, an Outreach and Program Specialist, a Pollution Prevention Specialist, and a Water Quality Coordinator. The Water Quality Coordinator position is budgeted in the Watershed Protection Fund. Together, these positions provide direct support to the operating funds with respect to State issued permits, development review and permit issuance; project inspections; engineering; capital project management, information technology for the District, education, and outreach.

The District's information technology costs including hardware, software, and support services are budgeted within Division 03. Communications and outreach costs of the District are also budgeted within Technical Services.

Vehicle Maintenance – Division 04

The Vehicle Maintenance Division budgets and accounts for all maintenance and fuel costs related to the District's vehicles. The Division has no directly assigned FTE.

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			05-00-	**Resources**			
$ -	$ -	$ -	3500	Beginning Fund Balance	$ 335,000	$ 335,000	$ 335,000
-	-	2,500	4630	Miscellaneous Revenues	1,000	1,000	1,000
			05-29-	**Transfers In**			
-	-	1,444,000	4910	Transfer In from Fund 10	2,020,000	2,029,000	1,908,000
-	-	2,028,000	4920	Transfer In from Fund 20	2,237,000	2,253,000	2,026,000
-	-	1,029,000	4930	Transfer In from Fund 30	641,000	635,000	635,000
$ -	$ -	$ 4,503,500	**Total Resources**		$ 5,234,000	$ 5,253,000	$ 4,905,000

Fund 05 - Administrative Services Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			Division 01 - Finance/Administration		$ 1,880,000	$ 1,921,500	$ 1,921,500
			05-01-	**Personnel Services - 6 FTE**			
$ -	$ -	$ 638,000	5110	Regular employees	$ 563,000	$ 563,000	$ 563,000
-	-	10,000	5120	Temporary/Seasonal	5,000	5,000	5,000
-	-	5,000	5130	Overtime	5,000	5,000	5,000
-	-	94,000	5210	Health/Dental insurance	115,000	115,000	115,000
-	-	50,000	5230	Social Security	43,000	43,000	43,000
-	-	134,000	5240	Retirement	124,000	124,000	124,000
-	-	6,000	5250	Trimet/WBF	4,000	4,000	4,000
-	-	6,000	5260	Unemployment	5,000	5,000	5,000
-	-	9,000	5270	Workers compensation	8,000	8,000	8,000
-	-	4,000	5290	Other employee benefits	5,000	5,000	5,000
$ -	$ -	$ 956,000	**Total Personnel Services**		$ 877,000	$ 877,000	$ 877,000
			05-01-	**Materials and Services**			
				Professional and technical services			
$ -	$ -	$ 400,000	6110	Legal services	$ 400,000	$ 375,000	$ 375,000
-	-	40,000	6120	Accounting and audit services	45,000	45,000	45,000
-	-	150,000	6155	Contracted Services	275,000	345,000	248,000
-	-	38,000	6180	Dues and subscriptions	35,000	35,000	35,000
-	-			Utilities			
-	-	8,000	6220	Electricity	9,000	9,000	9,000
-	-	2,000	6240	Natural gas	1,000	1,000	1,000
-	-	16,000	6290	Other utilities	20,000	20,000	20,000
-	-			Repairs and maintenance			
-	-	25,000	6310	Janitorial services	25,000	25,000	25,000
-	-	6,000	6320	Buildings and grounds	18,000	18,000	18,000
-	-	2,000	6410	Mileage	1,000	1,000	1,000
-	-	23,000	6420	Staff training	15,000	12,000	12,000
-	-	-	6430	Certifications	-	-	-
-	-	5,000	6440	Board expense	-	-	-
-	-	15,000	6510	Office supplies	25,000	25,000	25,000
-	-	1,000	6530	Small tools and equipment	2,000	2,000	2,000
-	-	-	6540	Safety supplies	-	-	-
-	-	1,000	6560	Uniforms	1,000	500	500
-	-	1,000	6610	Board Compensation	-	-	-
-	-	-	6720	Insurance	-	-	-
-	-	5,000	6730	Communications	2,000	2,000	2,000
-	-	1,000	6740	Advertising	1,000	1,000	1,000
-	-	3,000	6760	Equipment rental	1,000	1,000	1,000
-	-	125,000	6770	Bank charges	125,000	125,000	125,000
-	-	1,000	6780	Taxes, Fees, and other charges	1,000	1,000	1,000
-	-	-	6785	ECAP Payments	-	-	97,000
-	-	1,000	6900	Miscellaneous expense	1,000	1,000	1,000
-	-	-	6910	Cash over/short	-		
$ -	$ -	$ 869,000	**Total Materials and Services**		$ 1,003,000	$ 1,044,500	$ 1,044,500

Fund 05 - Administrative Services Fund

$ - 17-18	$ - 18-19	$400,000.00 19-20	Object Code	Item	$ 400,000.00 20-21	$ 375,000.00 20-21	ADOPTED 20-21
				Division 02 - Human Resources			
			05-02-	**Personnel Services - 2 FTE**			
$ -	$ -	$ 154,000	5110	Regular employees	$ 152,000	$ 152,000	$ 152,000
-	-	-	5120	Temporary/Seasonal	-	-	-
-	-	-	5130	Overtime	5,000	5,000	5,000
-	-	35,000	5210	Health/Dental insurance	26,000	26,000	26,000
-	-	12,000	5230	Social Security	12,000	12,000	12,000
-	-	31,000	5240	Retirement	27,000	27,000	27,000
-	-	2,000	5250	Trimet/WBF	1,000	1,000	1,000
-	-	2,000	5260	Unemployment	-	-	-
-	-	3,000	5270	Workers compensation	2,000	2,000	2,000
-	-	2,000	5290	Other employee benefits	2,000	2,000	2,000
$ -	$ -	$ 241,000	**Total Personnel Services**		$ 227,000	$ 227,000	$ 227,000
			05-02-	**Materials and Services**			
$ -	$ -	$ -	6175	Records management	$ 10,000	$ 5,000	$ 5,000
-	-	1,000	6180	Dues and subscriptions	1,000	1,000	1,000
-	-	56,100	6230	Telephone	57,000	57,000	57,000
-	-	1,000	6410	Mileage	1,000	1,000	1,000
-	-	14,000	6420	Staff training	27,000	22,000	22,000
-	-	-	6440	Board travel and training	10,000	7,000	7,000
-	-	1,000	6510	Office supplies	1,000	1,000	1,000
-	-	-	6540	Safety supplies	1,000	1,000	1,000
-	-	-	6610	Board Compensation	5,000	2,500	2,500
-	-	-	6620	Elections Costs	-	5,000	5,000
-	-	236,000	6720	Insurance	240,000	240,000	240,000
-	-	-	6730	Communications	6,000	6,000	6,000
-	-	5,000	6740	Advertising	5,000	5,000	5,000
$ -	$ -	$ 314,100	**Total Materials and Services**		$ 364,000	$ 353,500	$ 353,500

Fund 05 - Administrative Services Fund

$ - 17-18	$ - 18-19	$ - 19-20	Object Code	Item	$ - 20-21	$ - 20-21	ADOPTED 20-21
			Division 03 - Technical Services				
			05-03-	**Personnel Services - 7 FTE**			
$ -	$ -	$ 583,000	5110	Regular employees	$ 577,000	$ 577,000	$ 577,000
-	-	5,000	5130	Overtime	5,000	5,000	5,000
-	-	119,000	5210	Health/Dental Insurance	112,000	112,000	112,000
-	-	45,000	5230	Social Security	44,000	44,000	44,000
-	-	115,000	5240	Retirement	112,000	112,000	112,000
-	-	5,000	5250	Trimet/WBF	4,000	4,000	4,000
-	-	6,000	5260	Unemployment	5,000	5,000	5,000
-	-	9,000	5270	Workers compensation	9,000	9,000	9,000
-	-	4,000	5290	Other employee benefits	5,000	5,000	5,000
$ -	$ -	$ 891,000	**Total Personnel Services**		$ 873,000	$ 873,000	$ 873,000
			05-03-	**Materials and Services**			
$ -	$ -	$ 212,000	6155	Contracted Services	$ 306,000	$ 291,000	$ 291,000
-	-	3,000	6180	Dues and subscriptions	10,000	10,000	10,000
-	-	291,300	6350	Computer maintenance	237,000	237,000	237,000
-	-	4,000	6390	Other repairs and maintenance	-	-	-
-	-	1,000	6410	Mileage	3,000	3,000	3,000
-	-	16,000	6420	Staff training	16,000	16,000	16,000
-	-	500	6430	Certifications	1,000	1,000	1,000
-	-	13,000	6510	Office supplies	3,000	3,000	3,000
-	-	1,000	6540	Safety Supplies	8,000	8,000	8,000
-	-	500	6560	Uniforms	-	-	-
-	-	117,100	6730	Communications	149,000	149,000	149,000
$ -	$ -	$ 659,400	**Total Materials and Services**		$ 733,000	$ 718,000	$ 718,000
			Division 04 - Vehicle Services				
			05-04-	**Materials and Services**			
$ -	$ -	$ 61,500	6330	Vehicle/equipment maintenance	$ 50,000	$ 50,000	$ 50,000
-	-	70,800	6520	Fuel and oils	71,000	71,000	71,000
$ -	$ -	$ 132,300	**Total Materials and Services**		$ 121,000	$ 121,000	$ 121,000
			05-25-	**Special Payments**			
$ -	$ -	$ 300,000	6990	Special Payments - PERS	$ 900,000	$ 900,000	$ 552,000
$ -	$ -	$ 300,000	**Total Special Payments**		$ 900,000	$ 900,000	$ 552,000
			Non-divisional				
			05-29-	**Contingency**			
$ -	$ -	$ 140,700	9000	Contingency	$ 136,000	$ 139,000	$ 139,000
$ -	$ -	$ 140,700	**Total Contingency**		$ 136,000	$ 139,000	$ 139,000
$ -	$ -	$ 4,503,500	**Total Appropriations**		$ 5,234,000	$ 5,253,000	$ 4,905,000
$ -	$ -	$ -	Unappropriated ending fund balance		$ -	$ -	$ -
$ -	$ -	$ 4,503,500	**Total Requirements**		$ 5,234,000	$ 5,253,000	$ 4,905,000

Drinking Water Fund
Fund 10

Purpose: The purpose of the Drinking Water Fund is to manage and direct operations related to distribution of potable drinking water to the District's residents and customers.

The District maintains and operates a water transmission and distribution system to deliver water purchased directly from the North Clackamas County Water Commission (NCCWC). NCCWC takes water from the Clackamas River, treats it, and wholesales to customers including the District. The District is also part owner of the treatment plant operated by the NCCWC.

Goals: The following details the goals of the Drinking Water Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.

Full Time Employees (FTE): 7.83

Major Funding Source(s): Water service charges billed to District customers.

The Drinking Water Fund budgets and accounts for the cost of purchased water and all associated costs of delivering safe drinking water to District customers including system maintenance, and a share of the support costs attributable to the water operations via transfers to the Administrative Services Fund. The Drinking Water Fund also makes transfers to a capital fund for capital projects related to the distribution system.

The Field Superintendent splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water field utility workers within the Drinking Water Fund. One third (.33) of an FTE is allocated to the Drinking Water Fund for the Asset Resource Specialist.

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			10-00-	**Resources**			
$ 3,052,745	$ 3,632,780	$ 1,801,651	3500	Beginning Fund Balance	$ 1,527,000	$ 1,527,000	$ 1,527,000
3,456,630	3,877,075	4,265,000	4211	Water sales	4,200,000	4,159,000	4,038,000
30,003	26,960	32,000	4212	Water sales - CRW	32,000	32,000	32,000
13,082	16,391	25,000	4215	Penalties and late charges	20,000	20,000	20,000
217,590	399,785	100,000	4220	System development charges	100,000	100,000	100,000
32,971	41,349	53,000	4230	Contract services	40,000	40,000	40,000
22,055	31,905	15,000	4240	Service installations	10,000	10,000	10,000
264,260	161,748	160,000	4280	Rents and leases	200,000	200,000	200,000
6,774	24,722	20,000	4290	Other charges for services	10,000	10,000	10,000
34,533	5,470	500	4610	Investment revenue	10,000	10,000	10,000
29,965	20,245	15,000	4630	Miscellaneous revenues	26,000	26,000	26,000
$ 7,160,608	$ 8,238,430	$ 6,487,151	**Total Resources**		$ 6,175,000	$ 6,134,000	$ 6,013,000

Fund 10 - Drinking Water Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				Division 20 - Drinking Water Operations			
			10-20-	**Personnel Services - 7.83 FTE***			
$ 804,044	$ 851,067	$ 599,000	5110	Regular employees	$ 584,000	$ 607,000	$ 607,000
15,950	4,660	30,000	5120	Temporary/Seasonal employees	5,000	-	-
11,400	21,300	42,000	5130	Overtime	35,000	35,000	35,000
133,045	140,215	147,000	5210	Health/Dental insurance	137,000	140,000	140,000
62,784	64,786	52,000	5230	Social Security	45,000	47,000	47,000
160,412	149,329	144,000	5240	Retirement	130,000	132,000	132,000
6,991	6,674	6,000	5250	Trimet/WBF	5,000	5,000	5,000
-	11,232	8,000	5260	Unemployment	8,000	8,000	8,000
7,850	13,373	11,000	5270	Workers compensation	8,000	9,000	9,000
969	103	5,000	5290	Other employee benefits	6,000	6,000	6,000
$ 1,203,445	$ 1,262,739	$ 1,044,000	**Total Personnel Services**		$ 963,000	$ 989,000	$ 989,000
				* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.			
			10-20-	**Materials and Services ****			
				Professional and technical services			
$ 78,249	$ 84,624	$ -	6110	Legal services	$ -	$ -	$ -
13,108	4,163	-	6120	Accounting and audit services	-	-	-
85,784	97,119	-	6155	Contracted Services	20,000	20,000	20,000
25,884	22,569	-	6180	Dues and subscriptions	-	-	-
				Utilities			
-	-	-	6210	Water/sewer	-	-	-
39,647	38,197	40,000	6220	Electricity	27,000	27,000	27,000
22,118	17,154	4,200	6230	Telephone	-	-	-
4,458	2,984	2,000	6240	Natural gas	3,000	3,000	3,000
-	-	-	6250	Solid waste disposal	-	-	-
5,204	3,866	2,000	6290	Other utilities	-	-	-
				Repairs and maintenance			
13,559	6,708	1,000	6310	Janitorial services	-	-	-
5,209	9,190	10,000	6320	Buildings and grounds	5,000	5,000	5,000
26,042	25,220	-	6330	Vehicle/equipment maintenance	-	-	-
148,735	212,148	220,000	6340	Distribution system maintenance	220,000	200,000	200,000
83,456	58,628	-	6350	Computer maintenance	-	-	-
25,466	35,863	50,000	6390	Other repairs and maintenance	50,000	35,000	35,000
				Travel and Training			
882	521	1,000	6410	Mileage	-	-	-
14,449	12,246	8,000	6420	Staff training	12,000	10,000	10,000
1,372	820	1,000	6430	Certifications	2,000	2,000	2,000
1,148	1,794	-	6440	Board travel and training	-	-	-
				Supplies			
14,252	10,414	-	6510	Office supplies	-	-	-
15,051	19,377	-	6520	Fuel and oils	-	-	-
-	-	-	6525	Chemicals	-	-	-
438	25,522	22,000	6530	Small tools and equipment	15,000	9,000	9,000
12,621	11,991	16,000	6540	Safety Supplies	15,000	15,000	15,000
476	2,685	2,000	6550	Operational Supplies	2,000	2,000	2,000
5,011	236	-	6560	Uniforms	2,000	2,000	2,000
-	416	-	6590	Other supplies	-	-	-
958	468	-	6610	Board compensation	-	-	-
657,214	1,030,578	1,150,000	6710	Purchased water	1,084,000	1,084,000	1,084,000
2,254	5,321	-	6715	Water quality program	5,000	5,000	5,000
28,786	54,464	-	6720	Insurance	-	-	-
1,087	6,391	-	6730	Communications	-	-	-
97	189	-	6740	Advertising	-	-	-
-	720	5,000	6760	Equipment rental	5,000	3,500	3,500
30,491	34,203	-	6770	Bank charges	-	-	-
13,622	8,213	20,000	6780	Taxes, Fees, and other charges	20,000	20,000	20,000
872	282	1,000	6900	Miscellaneous expense	1,000	1,000	1,000
316	19	-	6910	Cash over/short	-	-	-
$ 1,378,313	$ 1,845,303	$ 1,555,200	**Total Materials and Services**		$ 1,488,000	$ 1,443,500	$ 1,443,500

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

Fund 10 - Drinking Water Fund

- 17-18	- 18-19	- 19-20	Object Code	Item	- 20-21	- 20-21	$ - 20-21
				Division 20 - Drinking Water Operations			
			10-20-	**Capital Outlay *****			
$ 201,257	$ -	$ -	7200	Infrastructure	$ -	$ -	$ -
2,978	-	-	7300	Buildings & Improvements	-	-	-
13,015	-	-	7520	Equipment	-	-	-
36,311	-	-	7530	Capital Softw are Purchase	-	-	-
692,509	-	-	7600	Capital Improvements Projects	-	-	-
$ 946,070	$ -	$ -	**Total Capital Outlay**		$ -	$ -	$ -
			10-24-	**Debt Service**			
				Principal payments			
$ -	$ -	$ 175,000	6815	2019 Zions Bank Loan - Due 02/01/2020	$ 179,000	$ 179,000	$ 179,000
				Interest payments			
-	-	16,768	6825	2019 Zions Bank Loan - Due 08/01/2020	15,400	15,400	15,400
-	-	17,754	6825	2019 Zions Bank Loan - Due 02/01/2021	15,401	15,401	15,401
$ -	$ -	$ 209,522	**Total Debt Service**		$ 209,801	$ 209,801	$ 209,801
				Non-divisional			
			10-29-	**Transfers Out**			
$ -	$ -	$ 1,444,000	8105	Transfer Out to Fund 05	$ 2,020,000	$ 2,029,000	$ 1,908,000
-	2,700,000	1,675,000	8171	Transfer Out to Fund 71	500,000	500,000	500,000
$ -	$ 2,700,000	$ 3,119,000	**Total Transfers**		$ 2,520,000	$ 2,529,000	$ 2,408,000
			10-29-	**Contingency**			
-	-	559,429	9000	Contingency	$ 994,199	$ 962,699	$ 962,699
$ -	$ -	$ 559,429	**Total Contingency**		$ 994,199	$ 962,699	$ 962,699
$ 3,527,828	$ 5,808,042	$ 6,487,151	**Total Appropriations**		$ 6,175,000	$ 6,134,000	$ 6,013,000
$ 3,632,780	$ 2,430,388	$ -	Unappropriated ending fund balance		$ -	$ -	$ -
$ 7,160,608	$ 8,238,430	$ 6,487,151	**Total Requirements**		$ 6,175,000	$ 6,134,000	$ 6,013,000

*** Drinking w ater capital expenditures are budgeted in Fund 71 beginning w ith Fiscal Year 18-19.

Wastewater Reclamation Fund
Fund 20

Purpose: The purpose of the Wastewater Reclamation Fund is to manage operating and capital requirements related to activities of the wastewater reclamation program.

Wastewater reclamation activities comprise managing a wastewater collection system totaling 100 miles in length, five strategically located wastewater pumping stations, and a facility that reclaims an average of 4 million gallons of wastewater per day. In a given fiscal year the District collects, treats, and reclaims more than 1.4 billion gallons of wastewater.

The District holds a National Pollutant Discharge Elimination System (NPDES) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows the District to be responsible for the management of the wastewater reclamation program in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of reclaimed water into the watershed. The main outfall point is located at the reclamation facility and discharge goes directly into the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

Full Time Employees (FTE): 13.84; 8.17 FTE in Wastewater Treatment (Division 21) and 5.67 FTE in Wastewater Collections (Division 22)

Major Funding Source(s): Wastewater service charges billed to District customers.

The Wastewater Reclamation Fund is divided between two divisions: treatment and collections. The Collections Division is charged with maintenance of the system that brings wastewater to the plant. The Treatment Division budgets and accounts for direct costs of treatment including chemicals, electricity, hauling of spoils, and other costs. The Fund also pays a share of support services costs to the Administrative Services Fund via operating transfers based on an analysis of relative support received. The Fund also makes transfers to support capital projects and to cover debt service requirements related to the improvements and expansion at the treatment plant.

Staffing within the Wastewater Reclamation Fund is divided functionally between collection and treatment responsibilities. The collections team is comprised of one-half of the Field Superintendent position and five (5) sewer field utility workers. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Asset Resource Specialist is allocated .17 FTE each to the Treatment and Collections Divisions, respectively.

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			20-00-	**Resources**			
$ 5,031,990	$ 5,393,413	$ 789,178	3500	Beginning Fund Balance	$ 1,822,000	$ 1,842,000	$ 1,842,000
7,489,404	7,656,925	8,200,000	4212	Wastewater charges	8,600,000	8,497,000	8,270,000
18,795	8,134	25,000	4215	Penalties and late charges	10,000	10,000	10,000
336,016	315,502	125,000	4220	System development charges	125,000	125,000	125,000
34,429	44,433	40,000	4240	Service installations	10,000	10,000	10,000
15,087	14,304	15,000	4290	Other charges for services	10,000	10,000	10,000
65,011	1	-	4610	Investment revenue	5,000	5,000	5,000
105,767	43,471	15,000	4630	Miscellaneous revenues	5,000	5,000	5,000
$ 13,096,499	$ 13,476,183	$ 9,209,178		**Total Resources**	$ 10,587,000	$ 10,504,000	$ 10,277,000

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				Division 21 - Wastewater Treatment Operations			
			20-21-	**Personnel Services - 8.17 FTE ***			
$ 982,263	$ 927,171	$ 622,000	5110	Regular employees	$ 665,000	$ 608,000	$ 608,000
24,092	21,693	35,000	5120	Temporary/Seasonal	35,000	35,000	35,000
23,116	44,910	49,000	5130	Overtime	45,000	45,000	45,000
128,462	147,120	155,000	5210	Health/Dental insurance	187,000	179,000	179,000
77,347	73,798	54,000	5230	Social Security	57,000	55,000	55,000
166,857	136,227	134,000	5240	Retirement	139,000	131,000	131,000
7,587	7,673	6,000	5250	Trimet/WBF	5,000	5,000	5,000
-	-	9,000	5260	Unemployment	5,000	5,000	5,000
17,551	3,973	12,000	5270	Workers compensation	10,000	9,000	9,000
1,981	107	4,000	5290	Other employee benefits	7,000	6,000	6,000
$ 1,429,257	$ 1,362,672	$ 1,080,000	**Total Personnel Services - Treatment**		$ 1,155,000	$ 1,078,000	$ 1,078,000
			20-21-	**Materials and Services ** **			
				Professional and technical services			
$ 147,725	$ 48,691	$ -	6110	Legal services	$ -	$ -	$ -
2,461	5,828	-	6120	Accounting and audit services	-	-	-
75,450	113,449	5,000	6155	Contracted Services	150,000	133,000	133,000
66,863	-	-	6160	Bond issue costs	-	-	-
7,860	8,527	15,000	6180	Dues and subscriptions	6,000	6,000	6,000
				Utilities			
267,641	283,259	250,000	6220	Electricity	260,000	260,000	260,000
22,420	22,352	2,400	6230	Telephone	-	-	-
739	958	1,000	6240	Natural gas	1,000	1,000	1,000
65,670	78,654	75,000	6250	Solid Waste Disposal	81,000	81,000	81,000
5,805	6,282	1,000	6290	Other utilities	1,000	1,000	1,000
				Repairs and maintenance			
24,396	8,645	10,000	6310	Janitorial services	10,000	10,000	10,000
19,788	42,726	20,000	6320	Buildings and grounds	57,000	57,000	57,000
26,956	23,227	-	6330	Vehicle and equipment maintenance	-	-	-
180,081	70,648	240,000	6342	WRF system maintenance	300,000	270,000	270,000
84,051	72,683	-	6350	Computer maintenance	-	-	-
15,082	-	-	6390	Other repairs and maintenance	-	-	-
				Travel and Training			
949	551	2,000	6410	Mileage	1,000	1,000	1,000
(1,448)	16,613	7,000	6420	Staff training	13,000	9,000	9,000
1,920	363	3,000	6430	Certifications	2,000	2,000	2,000
468	925	-	6440	Board travel and training	-	-	-
				Supplies			
12,799	11,206	3,000	6510	Office supplies	-	-	-
37,298	33,725	-	6520	Fuel and oils	-	-	-
-	9,676	25,000	6525	Chemicals	26,000	26,000	26,000
13,705	14,754	20,200	6530	Small tools and equipment	10,000	10,000	10,000
4,332	27,054	20,100	6540	Safety supplies	20,000	20,000	20,000
35,116	22,800	20,000	6550	Operational supplies	14,000	14,000	14,000
12,913	15,569	15,000	6560	Uniforms	9,000	9,000	9,000
10,647	10,788	20,000	6590	Other supplies	10,000	10,000	10,000
493	263	-	6610	Board Compensation	-	-	-
100,586	116,777	-	6720	Insurance	-	-	-
3,682	648	-	6730	Communications	-	-	-
-	195	-	6740	Advertising	-	-	-
44,156	14,921	15,000	6750	Other purchased services	15,000	15,000	15,000
32,912	53,167	-	6770	Bank charges	-	-	-
40,340	51,134	69,000	6780	Taxes, Fees, and other charges	-	-	-
469	7,547	1,000	6900	Miscellaneous expense	1,000	1,000	1,000
-	-	-	6910	Cash over/short	-	-	-
$ 1,364,325	$ 1,194,605	$ 839,700	**Total Materials and Services - Treatment**		$ 987,000	$ 936,000	$ 936,000

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				Division 22 - Wastewater Collections Operations			
			20-22-	**Personnel Services - 5.67 FTE ***			
$ 696,175	$ 691,413	$ 427,000	5110	Regular employees	$ 390,000	$ 401,000	$ 401,000
5,604	2,059	35,000	5120	Temporary/Seasonal employees	-	-	-
5,525	9,620	49,000	5130	Overtime	11,000	11,000	11,000
120,309	109,958	110,000	5210	Health/Dental Insurance	109,000	110,000	110,000
53,511	52,384	40,000	5230	Social Security	31,000	32,000	32,000
88,308	101,306	112,000	5240	Retirement	67,000	70,000	70,000
5,363	5,472	5,000	5250	Trimet/WBF	3,000	3,000	3,000
-	-	6,000	5260	Unemployment	5,000	5,000	5,000
6,592	14,343	8,000	5270	Workers compensation	7,000	7,000	7,000
646	46	4,000	5290	Other employee benefits	4,000	4,000	4,000
$ 982,033	$ 986,601	$ 796,000	**Total Personnel Services - Collections**		$ 627,000	$ 643,000	$ 643,000
			20-22-	**Materials and Services - Collections ** **			
				Professional and technical services			
$ 56,681	$ 26,549	$ -	6110	Legal services	$ -	$ -	$ -
2,681	2,520	-	6120	Accounting and audit services	-	-	-
25,616	37,532	-	6155	Contracted Services	-	-	-
2,312	4,152	-	6180	Dues and subscriptions	-	-	-
				Utilities			
33,464	1,196	-	6220	Electricity	-	-	-
16,681	12,377	10,000	6230	Telephone	-	-	-
711	972	-	6240	Natural gas	-	-	-
8,836	8,390	-	6290	Other utilities	-	-	-
				Repairs and maintenance			
7,422	3,663	2,000	6310	Janitorial services	-	-	-
2,534	4,644	3,000	6320	Buildings and grounds	1,000	1,000	1,000
5,845	11,893	-	6330	Vehicle and equipment maintenance	-	-	-
66,504	45,123	50,000	6342	Collection system maintenance	100,000	50,000	50,000
34,754	46,978	-	6350	Computer maintenance	-	-	-
30,560	7,782	6,000	6390	Other repairs and maintenance	5,000	5,000	5,000
				Travel and Training			
381	498	2,000	6410	Mileage	-	-	-
2,805	5,082	4,000	6420	Staff training	8,000	8,000	8,000
1,879	1,585	1,000	6430	Certifications	2,000	2,000	2,000
217	925	-	6440	Board travel and training	-	-	-
				Supplies			
4,660	5,083	6,000	6510	Office supplies	-	-	-
6,134	5,960	-	6520	Fuel and oils	-	-	-
-	-	-	6525	Chemicals	-	-	-
4,065	13,404	28,000	6530	Small tools and equipment	25,000	25,000	25,000
1,450	3,918	4,000	6540	Safety Supplies	4,000	4,000	4,000
4,024	2,054	6,000	6550	Operational Supplies	5,000	5,000	5,000
5,372	6,284	8,000	6560	Uniforms	9,000	9,000	9,000
176	-	-	6590	Other supplies	-	-	-
493	238	-	6610	Board Compensation	-	-	-
22,294	22,986	-	6720	Insurance	-	-	-
3,011	695	-	6730	Communications	-	-	-
-	130	-	6740	Advertising	-	-	-
18,908	3,532	4,000	6750	Other purchased services	-	-	-
20,421	13,622	-	6770	Bank charges	-	-	-
5,456	5,498	6,000	6780	Taxes, Fees, and other charges	-	-	-
124	7,550	1,000	6900	Miscellaneous expense	1,000	1,000	1,000
$ 396,472	$ 312,815	$ 141,000	**Total Materials and Services - Collections**		$ 160,000	$ 110,000	$ 110,000

* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.

Fund 20 - Wastewater Reclamation Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			20-21- Capital Outlay - Treatment ***				
$ 8,558	$ -	$ -	7300	Buildings and improvements	$ -	$ -	$ -
46,293	-	-	7520	Equipment	-	-	-
34,842	-	-	7540	Capital Software Purchases	-	-	-
99,754	-	-	7600	Capital Improvements	-	-	-
$ 189,447	$ -	$ -	**Total Capital Outlay - Treatment**		$ -	$ -	$ -
			20-22- Capital Outlay - Collections ***				
$ 2,939	$ -	$ -	7300	Buildings & improvements	$ -	$ -	$ -
9,580	-	-	7520	Equipment	-	-	-
19,902	-	-	7530	Software	-	-	-
$ 32,421	$ -	$ -	**Total Capital Outlay - Collections**		$ -	$ -	$ -
			Non-divisional				
			20-29- Transfers Out				
$ -	$ -	$ 2,028,000	8105	Transfer Out to Fund 05	$ 2,237,000	$ 2,253,000	$ 2,026,000
1,949,103	1,548,123	1,350,500	8140	Transfer Out to Fund 40	812,000	812,000	812,000
1,360,028	1,755,812	1,100,000	8150	Transfer Out to Fund 50	2,871,000	2,871,000	2,871,000
-	5,000,000	1,300,000	8172	Transfer Out to Fund 72	1,000,000	1,000,000	1,000,000
$ 3,309,131	$ 8,303,935	$ 5,778,500	**Total Transfers**		$ 6,920,000	$ 6,936,000	$ 6,709,000
			20-29- Contingency				
$ -	$ -	$ 573,978	9000	Contingency	$ 738,000	$ 801,000	$ 801,000
$ -	$ -	$ 573,978	**Total Contingency**		$ 738,000	$ 801,000	$ 801,000
$ 7,703,086	$ 12,160,628	$ 9,209,178	**Total Appropriations**		$ 10,587,000	$ 10,504,000	$ 10,277,000
$ 5,393,413	$ 1,315,555	$ -	Unappropriated ending fund balance		$ -	$ -	$ -
$ 13,096,499	$ 13,476,183	$ 9,209,178	**Total Requirements**		$ 10,587,000	$ 10,504,000	$ 10,277,000

*** Wastewater capital expenditures are budgeted in Fund 72 beginning with Fiscal Year 18-19.

Watershed Protection Fund
Fund 30

Purpose: The purpose of the Watershed Protection Fund is to manage operating and capital requirements related to activities of the watershed protection program.

Watershed protection activities comprise managing a surface water management collection system totaling 84 miles in length. The District is a joint holder of a National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit issued by the State of Oregon Department of Environmental Quality (DEQ) that allows the District to be jointly responsible for the management of watershed protection activities in its service area. The NPDES Permit establishes mandatory water quality standards for the discharge of un-reclaimed water into watersheds. Watersheds within the District service area include Boardman Creek and River Forest Creek; but discharge also occurs into Kellogg Creek and Rinearson Creek. All watersheds, or portions of watersheds, ultimately discharge to the Willamette River.

Goals: The following details the goals of the Wastewater Reclamation Fund:

- Educate residents, developers, contractors, businesses, industries, and youth about watershed protection.
- Protect local watersheds through planning, permits, and regulations.
- Minimize, or eliminate pollutants that may impair the proper functioning ecological condition of the area rivers, lakes, and streams.
- Operate, maintain, control, and regulate the negative impacts of surface water and storm water runoff to protect the community's health and safety.
- Where feasible, mitigate storm water impacts on public and private property during normal conditions.

Full Time Employees (FTE): 1.33

Major Funding Source(s): Watershed protection surcharges billed to District customers.

The primary costs budgeted and accounted for in the Watershed Protection Fund relate to system maintenance and communications and outreach related to surface water management and programs. Transfers are made to fund capital projects as well as to the Administrative Services Fund to cover support services provided.

There is one (1) full-time Water Quality Coordinator specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. One-third (.33 FTE) of the Asset Resource Specialist is allocated to the Watershed Protection Fund.

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			30-00-	**Resources**			
$ 2,377,233	$ 2,999,484	$ 307,986	3500	Beginning Fund Balance	$ 410,000	$ 410,000	$ 410,000
1,379,805	1,470,770	1,530,000	4213	Watershed protection charges	1,548,000	1,548,000	1,548,000
3,221	1,813	2,000	4215	Penalties and late charges	2,000	2,000	2,000
38,923	68,927	20,000	4240	Service Installations	20,000	20,000	20,000
(3,653)	-	5,000	4290	Other charges for services	5,000	5,000	5,000
60,503	346,369	-	4300	Grant Revenue	-	-	-
38,931	-	-	4610	Investment revenue	-	-	-
4,105	2,915	2,000	4630	Miscellaneous revenues	-	1,000	1,000
336,156	-	-	4650	Proceeds from borrowing	-	-	-
$ 4,235,225	$ 4,890,278	$ 1,866,986	**Total Resources**		$ 1,985,000	$ 1,986,000	$ 1,986,000

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				Division 23 - Watershed Protection Operations			
			30-23-	**Personnel Services - 1.33 FTE ***			
$ 312,873	$ 346,383	$ 108,000	5110	Regular employees	$ 69,000	$ 92,000	$ 92,000
10,200	3,136	-	5120	Temporary/Seasonal employees	2,000	2,000	2,000
1,551	749	-	5130	Overtime	1,000	1,000	1,000
55,256	66,670	30,000	5210	Health / Dental insurance	6,000	8,000	8,000
24,021	25,754	9,000	5230	Social Security	5,000	7,000	7,000
50,891	55,292	26,000	5240	Retirement	16,000	20,000	20,000
2,399	2,663	1,000	5250	Trimet	1,000	1,000	1,000
-	-	1,000	5260	Unemployment	1,000	1,000	1,000
6,473	3,799	2,000	5270	Workers compensation	1,000	1,000	1,000
328	71	1,000	5290	Other employee benefits	1,000	1,000	1,000
$ 463,992	$ 504,517	$ 178,000	**Total Personnel Services**		$ 103,000	$ 134,000	$ 134,000
* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.							
			30-23-	**Materials and Services ****			
				Professional and technical services			
$ 36,107	$ 50,714	$ -	6110	Legal services	$ -	$ -	$ -
5,713	3,465	-	6120	Accounting and audit services	-	-	-
38,708	66,517	40,000	6155	Contracted Services	40,000	40,000	40,000
3,181	5,225	-	6180	Dues and subscriptions	-	-	-
				Utilities			
1,261	1,589	-	6220	Electricity	-	-	-
8,110	5,994	-	6230	Telephone	-	-	-
483	869	-	6240	Natural gas	-	-	-
2,485	586	-	6290	Other utilities	-	-	-
				Repairs and maintenance			
8,385	4,883	-	6310	Janitorial services	-	-	-
3,372	11,824	-	6320	Buildings and grounds	-	-	-
126	2,989	-	6330	Vehicle and equipment maintenance	-	-	-
23,068	600	-	6340	System maintenance	50,000	50,000	50,000
42,347	41,307	-	6350	Computer maintenance	-	-	-
1,655	2,866	-	6390	Other repairs and maintenance	-	-	-
				Travel and Training			
1,085	1,089	-	6410	Mileage	-	-	-
3,976	8,100	1,000	6420	Staff training	3,000	3,000	3,000
4,197	405	-	6430	Certifications	-	-	-
350	1,794	-	6440	Board Travel and Training	-	-	-
				Supplies			
9,464	6,900	-	6510	Office supplies	-	-	-
3,210	2,839	-	6520	Fuel and oils	-	-	-
518	-	-	6530	Small tools and equipment	-	-	-
1,307	2,224	-	6540	Safety Supplies	500	500	500
1,182	1,682	-	6550	Operational Supplies	-	-	-
1,440	1,186	500	6560	Uniforms	1,500	1,500	1,500
63	-	-	6570	Other supplies	-	-	-
958	455	-	6610	Board Compensation	-	-	-
12,677	8,728	-	6720	Insurance	-	-	-
55,580	74,720	42,000	6730	Communications	10,000	10,000	10,000
-	77	-	6740	Advertising	-	-	-
9,989	2,071	-	6750	Other purchased services	-	-	-
11,928	9,235	-	6770	Bank charges	-	-	-
26	50	-	6780	Taxes, Fees, and other charges	-	-	-
191	152	-	6900	Miscellaneous expense	-	-	-
-	-	-	6910	Cash over/short	-	-	-
$ 293,141	$ 321,135	$ 83,500	**Total Materials and Services**		$ 105,000	$ 105,000	$ 105,000

Fund 30 - Watershed Protection

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
				Division 23 - Watershed Protection Operations			
			30-23-	**Capital Outlay *****			
$ 609	$ -	$ -	7300	Buildings & improvements	$ -	$ -	$ -
27,039	-	-	7530	Capital Software Purchase	-	-	-
450,960	-	-	7600	Capital Improvement Projects	-	-	-
$ 478,608	$ -	$ -		**Total Capital Outlay**	$ -	$ -	$ -

** Administrative materials and services are budgeted in Fund 05 beginning with Fiscal Year 19-20.
*** Watershed protection capital expenditures are budgeted in Fund 73 beginning with Fiscal Year 18-19.

			30-24-	**Debt Service**			
				Principal payments			
$ -	$ 57,644	$ 52,308	6814	2018 KS Statebank - Due 09/22/2020	$ 54,233	$ 54,233	$ 54,233
				Interest payments			
-	4,914	10,249	6824	2018 KS Statebank - Due 09/22/2020	8,325	8,325	8,325
$ -	$ 62,558	$ 62,558		**Total Debt Service**	$ 62,558	$ 62,558	$ 62,558
				Non-divisional			
			30-29-	**Transfers Out**			
$ -	$ -	$ 1,029,000	8105	Transfer Out to Fund 05	$ 641,000	$ 635,000	$ 635,000
-	3,537,000	430,000	8173	Transfer Out to Fund 73	500,000	500,000	500,000
$ -	$ 3,537,000	$ 1,459,000		**Total Transfers**	$ 1,141,000	$ 1,135,000	$ 1,135,000
			30-29-	**Contingency**			
$ -	$ -	$ 83,928	9000	Contingency	$ 573,442	$ 549,442	$ 549,442
$ -	$ -	$ 83,928		**Total Contingency**	$ 573,442	$ 549,442	$ 549,442
$ 1,235,741	$ 4,425,210	$ 1,866,986		**Total Appropriations**	$ 1,985,000	$ 1,986,000	$ 1,986,000
$ 2,999,484	$ 465,068	$ -		Unappropriated ending fund balance	$ -	$ -	$ -
$ 4,235,225	$ 4,890,278	$ 1,866,986		**Total Requirements**	$ 1,985,000	$ 1,986,000	$ 1,986,000

Wastewater General Obligation Debt Service Fund
Fund 40

Purpose: To account for principal and interest payments related to the District's debt associated with the wastewater treatment plant.

General Obligation Bonds

On May 13, 2010, the District issued $24,000,000 in General Obligations (GO) Bonds. The bonds were on a twenty-year term to maturity with coupon rates ranging from 2% to 4%. On December 20, 2017 the District defeased $14,310,000 of the callable portion which had a 4% coupon; and replaced them with a bank loan that has an interest rate of 2.5% to save approximately $915K in total debt service through fiscal year 2030. The remaining portion of the original 4% bonds was retired in fiscal year 2019-20.

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned the District $8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. The bonds will be repaid over a twenty-year term to maturity and the range of interest rates associated with the bond series is 2% to 2.84%. Of the amount borrowed 87% of the debt qualifies for a 45% interest subsidy from the United States Treasury. The net interest cost of the bond series to maturity is 2.71%.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

This fund budgets for scheduled principal and interest payments on the above-described debt.

Fund 40 WW GO Debt Service

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			40-00-	**Resources**			
$ 785,271	$ 783,053	$ 644,112	3500	Beginning Fund Balance	$ 333,000	$ 333,000	$ 333,000
18,830	26,552	8,500	4610	Investment revenue	7,000	7,000	7,000
127,559	122,729	115,000	4701	Interest Subsidy	111,000	111,000	111,000
			40-29-	**Transfers In**			
1,949,103	1,548,123	1,350,500	4920	Transfer In from Fund 20	812,000	812,000	812,000
$ 2,880,763	$ 2,480,457	$ 2,118,112	**Total Resources**		$ 1,263,000	$ 1,263,000	$ 1,263,000
			40-24-	**Debt Service**			
				Principal payments			
$ 353,965	$ 360,936	$ 368,036	6811	2010 IFA Loan Principal - Due 12/01/2020	$ 375,273	$ 375,273	$ 375,273
1,035,000	1,080,000	1,120,000	6812	2010 GO Bond Principal - Due 05/01/2021	-	-	-
				Interest payments			
345,725	44,000	22,400	6821	2010 GO Bond Interest - Due 11/01/2020	-	-	-
303,495	290,561	277,012	6822	2010 IFA Loan Interest - Due 12/01/2020	262,828	262,828	262,828
59,525	44,000	22,400	6821	2010 GO Bond Interest - Due 05/01/2021	-	-	-
$ 2,097,710	$ 1,819,497	$ 1,809,848	**Total Debt Service**		$ 638,101	$ 638,101	$ 638,101
$ 2,097,710	$ 1,819,497	$ 1,809,848	**Total Appropriations**		$ 638,101	$ 638,101	$ 638,101
$ 783,053	$ 660,960	$ 308,264	**Reserve for future expenditures**		$ 624,899	$ 624,899	$ 624,899
$ 2,880,763	$ 2,480,457	$ 2,118,112	**Total Requirements**		$ 1,263,000	$ 1,263,000	$ 1,263,000

Wastewater General Obligation Debt Service Fund
Fund 50

Purpose: To account for principal and interest payments related to the District's non-property tax backed debt.

State of Oregon Department of Environmental Quality Clean Water State Revolving Fund Loan

In fiscal year 2011, the District received $19,000,000 in loans from the State of Oregon Department of Environmental Quality Clean Water State Revolving Fund (SRF) Loan Program for Intended-Use Plans. Of the amount borrowed, $12,573,566 or 66% of the funds comprised federal capitalization grant funds, whereas the remaining $6,426,434 or 34% of the funds comprised state funds. The loans will be repaid over a twenty-year term to maturity and the range of interest rates associated with the loan series is 0% to 2.65% plus an annual administrative fee of 0.50% of the principal balance. The loans have a legal loan reserve requirement in which the District must place in reserve an amount equal to one-half the average annual debt service; as a result, the District has established a legal reserve amount of $590,483. The program also has debt service coverage requirements in which the District must maintain wastewater rates in connection with the operation of the facility that are adequate to generate net operating revenues in each fiscal year sufficient to pay all revenue backed debt service requirements plus 5% of the loan's annual debt service expenditures.

JP Morgan Bank Loan

On December 20, 2017 the District borrowed $15,173,000 from JP Morgan Bank in order to defease $14,310,000 in General Obligation Bonds that were callable and had a 4% coupon rate. The loan will be repaid over a thirteen-year term to maturity and the interest rate is 2.50%. The advance refunding will save the District approximately $915K in total debt service through fiscal year 2030. The loan has a debt service coverage requirement in which the District must charge rates and fees adequate to generate revenues that are at least equal to 20% of parity bond debt service and 100% of combined parity and subordinate obligation debt service.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund.

Fund 50 - WW Revenue Bond Debt Service

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			50-00-	**Resources**			
$ 1,226,946	$ 1,215,131	$ 1,354,323	3500	Beginning Fund Balance	$ 682,000	$ 682,000	$ 682,000
17,973	29,991	16,300	4610	Investment revenue	16,084	16,084	16,084
			50-29-	**Transfers In**			
1,360,028	1,755,812	1,100,000	4920	Transfer In from Fund 20	2,871,000	2,871,000	2,871,000
$ 2,604,947	$ 3,000,934	$ 2,470,623	**Total Resources**		$ 3,569,084	$ 3,569,084	$ 3,569,084
			50-24-	**Debt Service**			
				Principal payments			
$ 428,185	$ 436,273	$ 444,576	6810	2010 SRF Loan - Due 08/01/2020	$ 453,101	$ 453,101	$ 453,101
432,203	440,397	448,811	6810	2010 SRF Loan - Due 02/01/2021	457,449	457,449	457,449
-	-	190,000	6813	2017 JPM Bank Loan - Due 05/01/2021	1,356,000	1,356,000	1,356,000
				Interest payments			
158,813	150,725	142,422	6820	2010 SRF Loan - Due 08/01/2020	133,897	133,897	133,897
-	189,663	189,663	6823	2017 JPM Bank Loan - Due 11/01/2020	187,288	187,288	187,288
232,583	220,047	207,208	6820	2010 SRF Loan - Due 02/01/2021	194,061	194,061	194,061
138,032	189,663	189,663	6823	2017 JPM Bank Loan - Due 05/01/2021	187,288	187,288	187,288
$ 1,389,816	$ 1,626,767	$ 1,812,342	**Total Debt Service**		$ 2,969,084	$ 2,969,084	$ 2,969,084
$ 1,389,816	$ 1,626,767	$ 1,812,342	**Total Appropriations**		$ 2,969,084	$ 2,969,084	$ 2,969,084
$ 1,215,131	$ 1,374,167	$ 658,281	**Reserve for future expenditures**		$ 600,000	$ 600,000	$ 600,000
$ 2,604,947	$ 3,000,934	$ 2,470,623	**Total Requirements**		$ 3,569,084	$ 3,569,084	$ 3,569,084

Drinking Water Capital Fund
Fund 71

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District's capital improvement planning as relates to drinking water.

The District's water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating sections of 2-inch pipe and looping dead-ends wherever practical.

The District has more than sufficient water storage to supply the system; water storage includes two 5 million-gallon reservoirs at the Valley View site and two 2.8 million-gallon reservoirs at the View Acres site. The Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority.

Soon the District will adopt a Master Plan which will influence rates charged for water base and consumption charges and system development charges (SDC). The District now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

Oak Lodge Water Services District owns the North Clackamas County Water Commission treatment plant in partnership with Sunrise Water Authority and the City of Gladstone which provides the daily water needs for the District.

Major Funding Source(s): Operating transfers from the Drinking Water Fund.

Refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 71 - Drinking Water Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			71-00-	**Resources**			
$ -	$ -	$ 2,703,013	3500	Beginning Fund Balance	$ 3,942,000	$ 3,942,000	$ 3,942,000
-	74,267	50,000	4610	Investment revenue	50,000	50,000	50,000
-	1,320,000	-	4650	Proceeds from borrowing	-	-	-
			71-29-	**Transfers In**			
-	2,700,000	1,675,000	4910	Transfer In from Fund 10	500,000	500,000	500,000
$ -	$ 4,094,267	$ 4,428,013	**Total Resources**		$ 4,492,000	$ 4,492,000	$ 4,492,000.00
			71-20-	**Capital Outlay**			
$ -	$ 683,972	$ -	7200	Infrastructure	$ -	$ -	$ -
-	-	330,000	7300	Buildings and improvements	-	-	-
-	6,419	-	7530	Capital Software Purchase	-	-	-
-	34,113	-	7540	Vehicles	35,000	35,000	35,000
-	133,715	4,098,013	7600	Capital improvement projects	1,480,000	1,480,000	1,480,000
$ -	$ 858,220	$ 4,428,013	**Total Capital Outlay**		$ 1,515,000	$ 1,515,000	$ 1,515,000
			71-29-	**Transfers and Contingency**			
$ -	$ -	$ -	9000	Contingency	$ 2,977,000	$ 2,977,000	$ 2,977,000
$ -	$ -	$ -	**Total Transfers and Contingency**		$ 2,977,000	$ 2,977,000	$ 2,977,000
$ -	$ 858,220	$ 4,428,013	**Total Appropriations**		$ 4,492,000	$ 4,492,000	$ 4,492,000
$ -	$ 3,236,048	$ -	**Reserve for future expenditures**		$ -	$ -	$ -
$ -	$ 4,094,267	$ 4,428,013	**Total Requirements**		$ 4,492,000	$ 4,492,000	$ 4,492,000

Wastewater Reclamation Capital Fund
Fund 72

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District's capital improvement planning as relates to wastewater reclamation.

The District charges customers a monthly fee for sanitary sewer service that covers both base and consumption-related costs. Amounts are transferred to the Wastewater Capital Fund based on identified capital needs per the CIP and any current master planning.

This budget as proposed allows the District to wrap up treatment plant modifications to create redundancies and improve our solids process efficiency. A sanitary sewer master plan has also been proposed to help staff identify where to invest the next 30 years of capital expenses.

Major Funding Source(s): Operating transfers from the Wastewater Reclamation Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			72-00	**Resources**			
$ -	$ -	$ 3,754,027	3500	Beginning Fund Balance	$ 4,605,000	$ 4,605,000	$ 4,605,000
-	116,965	75,000	4610	Investment revenue	75,000	75,000	75,000
-	372,159	-	4630	Miscellaneous revenues	-	-	-
			72-29-	**Transfers In**			
-	5,000,000	1,300,000	4920	Transfer In from Fund 20	1,000,000	1,000,000	1,000,000
$ -	$ 5,489,124	$ 5,129,027	**Total Resources**		$ 5,680,000	$ 5,680,000	$ 5,680,000
			72-21-	**Capital Outlay - Treatment**			
$ -	$ 70,204	$ 75,000	7300	Buildings and improvements	$ -	$ -	$ -
-	-	60,000	7520	Equipment	100,000	100,000	100,000
-	4,356	-	7530	Capital software purchase	-	-	-
	5,370	-	7540	Vehicles	20,000	20,000	20,000
-	998,432	4,784,027	7600	Capital improvement projects	2,330,000	2,330,000	2,330,000
			72-22-	**Capital Outlay - Collections**			
-	-	210,000	7300	Buildings and improvements	-	-	-
-	54,984	-	7520	Equipment	-	-	-
-	3,375	-	7530	Capital software purchase	-	-	-
-	27,680	-	7540	Vehicles	-	-	-
-	104,626	-	7600	Capital improvement projects	-	-	-
$ -	$ 1,269,027	$ 5,129,027	**Total Capital Outlay**		$ 2,450,000	$ 2,450,000	$ 2,450,000
			72-29-	**Transfers and Contingency**			
$ -	$ -	$ -	9000	Contingency	$ 3,230,000	$ 3,230,000	$ 3,230,000
$ -	$ -	$ -	**Total Transfers and Contingency**		$ 3,230,000	$ 3,230,000	$ 3,230,000
$ -	$ 1,269,027	$ 5,129,027	**Total Appropriations**		$ 5,680,000	$ 5,680,000	$ 5,680,000
$ -	$ 4,220,097	$ -	**Reserve for future expenditures**		$ -	$ -	$ -
$ -	$ 5,489,124	$ 5,129,027	**Total Requirements**		$ 5,680,000	$ 5,680,000	$ 5,680,000

Watershed Protection Capital Fund
Fund 73

Purpose: To account for debt proceeds, capital expenditures, contingencies and reserves associated with the District's capital improvement planning as relates to watershed protection.

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 5 years ago, an analysis of the District revealed that the total impervious area for the District is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Major Funding Source(s): Operating transfers from the Watershed Protection Fund. For more detailed information about each proposed project, please refer to the Capital Improvement Plan for detailed information on planned capital projects.

Fund 73 - Watershed Protection Capital Fund

ACTUAL 17-18	ACTUAL 18-19	BUDGET 19-20	Object Code	Item	PROPOSED 20-21	APPROVED 20-21	ADOPTED 20-21
			73-00-	**Resources**			
$ -	$ -	$ 1,681,715	3500	Beginning Fund Balance	$ 1,481,000	$ 1,481,000	$ 1,481,000
-	52,675	40,000	4610	Investment revenue	40,000	40,000	40,000
-	200,000	-	4920	Proceeds from sale of capital asse	-	-	-
			73-29-	**Transfers In**			
-	3,537,000	430,000	4930	Transfer In from Fund 30	500,000	500,000	500,000
$ -	$ 3,789,675	$ 2,151,715	**Total Resources**		$ 2,021,000	$ 2,021,000	$ 2,021,000
			73-23-	**Capital Outlay**			
$ -	$ -	$ 135,000	7300	Buildings and improvements	$ -	$ -	$ -
-	4,995	-	7530	Capital software purchase	-	-	-
-	-	30,000	7540	Vehicles	-	-	-
-	1,968,361	1,986,715	7600	Capital improvement projects	465,000	465,000	465,000
$ -	$ 1,973,355	$ 2,151,715	**Total Capital Outlay**		$ 465,000	$ 465,000	$ 465,000
			73-29-	**Transfers and Contingency**			
$ -	$ -	$ -	9000	Contingency	$ 1,556,000	$ 1,556,000	$ 1,556,000
$ -	$ -	$ -	**Total Transfer and Contingency**		$ 1,556,000	$ 1,556,000	$ 1,556,000
$ -	$ 1,973,355	$ 2,151,715	**Total Appropriations**		$ 2,021,000	$ 2,021,000	$ 2,021,000
$ -	$ 1,816,320	$ -	**Reserve for future expenditures**		$ -	$ -	$ -
$ -	$ 3,789,675	$ 2,151,715	**Total Requirements**		$ 2,021,000	$ 2,021,000	$ 2,021,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	**Legal Services** The purpose of Legal Services line item is to provide the necessary funding for legal expenses associated with District operations.	$ 375,000
6120	**Accounting and Audit Services** The purpose of the Accounting and Audit Services line item is to provide funding for required annual financial audit services which are necessary to comply with the state's statutory requirements for public agency audits.	$ 45,000
6155	**Contracted Services** The purpose of the Contracted Services line item is to provide the necessary resources to fund various services which are more cost-effectively provided through outsourcing. Engineering services Administrative services Meter reading Laboratory services Other professional and technical services Technical Services (Convergence) Printing and mailing services (BMS) Net Assets Online billing services	$ 732,000
6175	**Records Management** The purpose of the Records Management line item is to provide for office supplies related to the archiving of District records and records management facilitation, document storage, retrieval, and destruction.	$ 5,000
6180	**Dues and subscriptions** The purpose of the Dues and Subscriptions line item is to provide the necessary resources to fund memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the Association of Clean Water Agencies (ACWA) American Payroll Association and Portland Chapter American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Government Finance Officers Association Local Government Personnel Institute Metro: Mapping National Association of Clean Water Agencies (NACWA) North Clackamas County Chamber of Commerce Oregon Association of Municipal Recorders Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Oregonian Newspaper Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Public Employee Retirement System Regional Water Providers Consortium Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) State Purchasing Program Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	$ 52,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6220	**Electricity** The purpose of the Electricity line item is to provide funding for electricity at buildings and structures.	$ 296,000
6230	**Telephone** The purpose of the Telephone line item is to fund telecommunications services which enable convenient and effective communication links with District stakeholders (customers, vendors, elected officials, community volunteers, other agencies and organizations, and employees).	$ 57,000
6240	**Natural Gas** The purpose of the Natural Gas line item is to provide funding for natural gas at buildings and structures.	$ 5,000
6250	**Solid Waste Disposal** The purpose of the Solid Waste Disposal line item is to provide funding for the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	$ 81,000
6290	**Other Utilities** The purpose of the Other Utilities line item is to provide funding for other utilities at buildings and structures.	$ 21,000
6310	**Janitorial services** The purpose of the Janitorial Services line item is to provide funding for janitorial services at buildings and structures.	$ 35,000
6320	**Buildings and grounds** The purpose of the Buildings and Grounds line item is to provide funding for landscaping supplies as well as the repair and maintenance services for buildings and structures.	$ 81,000
6330	**Vehicle and equipment maintenance** The purpose of the Vehicle and Equipment Maintenance line item is to provide funding for repair and maintenance services to vehicles and related equipment.	$ 50,000
6340	**System maintenance** The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	$ 250,000
6342	**System maintenance** The purpose of the System Maintenance line item is to provide funding for repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	$ 320,000
6350	**Computer maintenance** The purpose of the Computer Maintenance line item is to provide funds for appropriate maintenance activities that will ensure the efficient operation, reliability, and prolonged life of District office machines, software systems, and the Supervisory Control and Data Acquisition (SCADA) systems.	$ 237,000
6390	**Other Repairs and maintenance** The purpose of the Other Repairs and Maintenance line item is to provide funding for other repair and maintenance services.	$ 40,000
6410	**Mileage** The purpose of the Mileage line item is to provide funding for costs associated with the operation, maintenance, repair, and insurance of personal vehicles used in conducting District business. The District does not include vehicles for administration use in its fleet and therefore relies on the personal vehicles of administration staff members.	$ 6,000

LINE ITEM DESCRIPTIONS

Acnt #	Description	Budget
MATERIALS & SERVICES EXPENDITURES		
6420	**Staff training** The purpose of the Training line item is to allocate resources necessary and desirable for the ongoing education and training of the District's staff. Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference National Association of Clean Water Agencies (NACWA) Conference Software Conference Special Districts Association of Conference American Water Works Association (AWWA) Pacific Northwest Conference American Water Works Association (AWWA) Annual Conference Pipe Standards Government Finance Officers Association (GFOA) Annual Conference Oregon Government Finance Officers Institute Oregon Government Finance Officers Spring Conference Distribution Symposium Confined Spaces Classes Oregon Association of Water Utilities (OAWU) Conference Pacific Northwest Clean Water Agencies (PNCWA) Conference Lucity Conference Storm Water Management Conference Team Building Employee Tuition Reimbursement Other Required Trainings	$ 80,000
6430	**Certifications** The purpose of the Certifications line item is to provide funding for required tests and certifications that document the knowledge and competency of the operators which oversee the District's utility systems. Backflow Short School OHD Certification Test Fees Other Fees	$ 7,000
6440	**Board travel and training** The purpose of the Board Travel and Training line item is to provide funding for the education and training of the board. Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	$ 7,000
6510	**Office supplies** The purpose of the Office Materials & Supplies line item is to provide funding for purchasing a wide variety of materials, supplies, and services related to the efficient operation of the administrative office.	$ 29,000
6520	**Fuels and oils** The purpose of the Fuels and Oils line item is to provide funding for fuel and oil for vehicles and equipment.	$ 71,000
6525	**Chemicals** The purpose of the Chemicals line item is to provide funding for chemicals required in program operations.	$ 26,000
6530	**Small tools and equipment** The purpose of the Small Tools and Equipment line item is to provide funding for small tools and equipment.	$ 46,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6540	**Safety supplies** The purpose of the Safety Supplies line item is to provide funding for safety supplies. Safety Mats Metro First Aid & Safety Cintas Staff Safety Protection: $300/Field & OPS Staff (Footwear) Other Safety Supplies	$ 48,500
6550	**Operational supplies** The purpose of the Operational Supplies line item is to provide funding for operating supplies.	$ 21,000
6560	**Uniforms** The purpose of the Uniforms line item is to provide funding for uniforms.	$ 22,000
6590	**Other supplies** The purpose of the Other Supplies line item is to provide funding for miscellaneous supplies not included in other categories.	$ 10,000
6610	**Board compensation** The purpose of the Board Compensation line item is to provide funding for the compensation of the board.	$ 2,500
6620	**Board Election Costs** The purpose of the Board Election Costs is to provide funding for the cost related to the public elections of its officers.	$ 5,000
6710	**Purchased water** The purpose of the Purchased Water line item is to provide funding for the purchase of water that is resold to customers.	$ 1,084,000
6715	**Water Quality Program** The purpose of the Water Quality Program line item is to provide funding for the purchase of supplies and services necessary to test drinking water that is resold to customers.	$ 5,000
6720	**Insurance** The purpose of the Insurance line item is to provide the necessary resources to fund acquisition of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	$ 240,000
6730	**Communications** The purpose of the Communications line item is to fund public information, education, and involvement activities which promote greater understanding of District services, improve environmental awareness, disseminate public notices and other information about District operations, support volunteer activities, and Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach North Clackamas Urban Watershed Council (NCUWC) Miscellaneous Meeting Expenses	$ 167,000

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6740	**Advertising** The purpose of the Advertising line item is to provide funding for advertisements.	$ 6,000
6750	**Other purchased services** The purpose of the Other Purchased Services line item is to provide funding for various outsourced services not included in other line items.	$ 15,000
6760	**Equipment rental** The purpose of the Rental Costs line item is to provide funding for equipment rental costs.	$ 4,500
6770	**Bank charges** The purpose of the Bank Charges line item is to provide resources for payment of service charges to the District's banking institutions for services rendered to the District. Service charges are based on the number and dollar amount of transactions.	$ 125,000
6780	**Taxes, fees, and other charges** The purpose of the Government Taxes and Fees line item is to provide the necessary resources associated with regulatory compliance fees mandated by State and Federal government agencies as well as right-of-way fees mandated by city governments. Clackamas County Tax Collector: Property Tax on Leased Properties Public Employee Retirement System (PERS): Processing Fees Ethics Commission Oregon Health Authority (OHA) System Survey Social Security Administration Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Pressure Vessels Fee State of Oregon DEQ Hazardous Materials Report Fee Municipal Separate Storm Sewer System (MS4) Permit City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Water Environment Services (sewer processing fee)	$ 21,000
6785	**Emergency Customer Assistance Program (ECAP) Payments** The purpose of the Emergency Customer Assistance Program (ECAP) Payments line item is to provide funding for financial assistance to customers experiencing economic hardship as a result of the COVID-19 pandemic.	$ 97,000
6900	**Miscellaneous expense** The purpose of the Miscellaneous Expense line item is to provide funding for miscellaneous expenses.	$ 4,000
	Materials and Services Expenditures Total	**$ 4,831,500**

SPECIAL PAYMENTS EXPENDITURES

6990	**Special Payments - PERS** The purpose of the Special Payments - PERS line item is to provide funding for an employee retirement pension plan side account that will stabilize future employer contribution rate requirements.	$ 552,000
	Special Payments Expenditures Total	**$ 552,000**

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt#	Description		Budget
7100	**Land** The purpose of the Land line item is to account for land and easement acquisitions.	$	-
7200	**Infrastructure** The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	$	-
7300	**Buildings and improvements** The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	$	-
7400	**Improvements other than buildings** The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	$	-
7510	**Furniture and fixtures** The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and	$	-
7520	**Equipment** The purpose of the Equipment line item is to account for the acquisition of equipment.	$	100,000
7530	**Software** The purpose of the Software line item is to account for the acquisition of software.	$	-
7540	**Vehicles** The purpose of the Vehicles line item is to account for the acquisition of vehicles.	$	55,000
7600	**Capital improvements** The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	$	4,275,000
	Capital Outlay Total	**$**	**4,430,000**

LINE ITEM DESCRIPTIONS

DEBT SERVICE EXPENDITURES

Acnt#	Description	Budget
6810	**Principal Payments - 2010 SRF Loan Principal** The purpose of the 2010 SRF Loan Principal line item is to account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund	$ 910,550
6811	**Principal Payments - 2010 IFA Loan Principal** The purpose of the 2010 IFA Loan Principal line item is to account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	$ 375,273
6812	**Principal Payments - 2010 GO Bond Principal** The purpose of the 2010 GO Bond Principal line item is to account for principal payments related to a District issued General Obligation (GO) Bond.	$ -
6813	**Principal Payments - 2017 JPM Bank Loan Principal** The purpose of the 2017 JPM Bank Loan Principal line item is to account for principal payments related to a JP Morgan Bank Loan.	$ 1,356,000
6814	**Principal Payments - 2018 KS Statebank Principal** The purpose of the 2018 KS Statebank Principal line item is to account for principal payments related to a KS Statebank Bank Loan.	$ 54,233
6815	**Principal Payments - 2019 Zions Bank Loan Principal** The purpose of the 2019 Zions Bank Principal line item is to account for principal payments related to a Zions Bank Loan.	$ 179,000
6820	**Interest Payments - 2010 SRF Loan Interest** The purpose of the 2010 SRF Loan Interest line item is to account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund	$ 327,958
6821	**Interest Payments - 2010 GO Bond Interest** The purpose of the 2010 GO Bond Interest line item is to account for interest payments related to a District issued General Obligation (GO) Bond.	$ -
6822	**Interest Payments - 2010 IFA Loan Interest** The purpose of the 2010 IFA Loan Interest line item is to account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA) Loan.	$ 262,828
6823	**Interest Payments - 2017 JPM Bank Loan Interest** The purpose of the 2017 JPM Bank Loan Interest line item is to account for interest payments related to a JP Morgan Bank Loan.	$ 374,576
6824	**Interest Payments - 2018 KS Statebank Interest** The purpose of the 2018 KS Statebank Interest line item is to account for interest payments related to a KS Statebank Bank Loan.	$ 8,325
6825	**Interest Payments - 2019 Zions Bank Loan Interest** The purpose of the 2019 Zions Bank Interest line item is to account for interest payments related to a Zions Bank Loan.	$ 30,801
	Debt Service Expenditures Total	**$ 3,879,544**

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acnt#	Description		Budget
8105	**Transfer to Fund 05** The purpose of the Transfer to Fund 05 line item is to account for the transfer of resources to the Administrative Services Fund.	$	4,569,000
8140	**Transfer to Fund 40** The purpose of the Transfer to Fund 40 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation General Obligation Bond Debt Service Fund.	$	812,000
8150	**Transfer to Fund 50** The purpose of the Transfer to Fund 50 line item is to account for the transfer of wastewater reclamation funds to the Wastewater Reclamation Revenue Bond Debt Service Fund.	$	2,871,000
8171	**Transfer to Fund 71** The purpose of the Transfer to Fund 71 line item is to account for the transfer of resources to the Drinking Water Capital Fund.	$	500,000
8172	**Transfer to Fund 72** The purpose of the Transfer to Fund 72 line item is to account for the transfer of resources to the Wastewater Reclamation Capital Fund.	$	1,000,000
8173	**Transfer to Fund 73** The purpose of the Transfer to Fund 73 line item is to account for the transfer of resources to the Wastewater Protection Capital Fund.	$	500,000
	Transfers Out Total	**$**	**10,252,000**

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acnt#	Description		Budget
9000	**Contingency** The purpose of the Contingency line item is to provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	$	10,215,141
	Contingencies Total	**$**	**10,215,141**

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BUDGET COMMITTEE MEETING

PUBLIC NOTICES

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Public Notice Published March 18, 2020 for a Budget Committee Meeting on March 31, 2020

Newspaper Notice:

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Clackamas Review, Estacada News, Oregon City News**, a newspaper of general circulation, serving Clackamas, Estacada, Oregon City in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Oak Lodge Water Services District
NOTICE OF BUDGET COMMITTEE MEETING on March 31, 2020 at 6:00 pm.
Ad#: 158229

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
03/18/2020, 03/19/2020

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 03/19/2020.

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON

Acct #: 106210
Attn: Laural Casey
OAK LODGE WATER SERVICES
14496 SE RIVER RD
OAK GROVE, OR 97267

OFFICIAL STAMP
JERRIN L SIPE
NOTARY PUBLIC - OREGON
COMMISSION NO. 989555
MY COMMISSION EXPIRES JULY 24, 2023

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the **Oak Lodge Water Services District**, State of Oregon, to discuss the budget for the fiscal year July 1, 2020 to June 30, 2021, will be held at the District offices located at 14496 SE River Road, Milwaukie, OR 97267. The meeting will take place on **March 31, 2020** at 6:00 pm. A subsequent meeting is scheduled for April 28, 2020 where public comment will be taken, receipt of the budget document, and deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document may be inspected or obtained on or after April 28, 2020 at 14496 SE River Road, Milwaukie, OR 97267, between the hours of 8:00 am and 5:00 pm or on the Oak Lodge Water Services District website.
Publish March 18, 2020 CLK158229

Public Notice Published on March 25, 2020 for a Budget Committee Meeting on March 31, 2020

Newspaper Notice:

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

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Oak Lodge Water Services District
NOTICE OF BUDGET COMMITTEE MEETING on March 31, 2020 at 6:00 pm.
Ad#: 158971

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
03/25/2020, 03/26/2020

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 03/26/2020.

NOTARY PUBLIC FOR OREGON

Acct #: 106210
Attn: Oak Lodge Water Services District
OAK LODGE WATER SERVICES
14496 SE RIVER RD
OAK GROVE, OR 97267

OFFICIAL STAMP
JERRIN L SIPE
NOTARY PUBLIC - OREGON
COMMISSION NO. 989555
MY COMMISSION EXPIRES JULY 24, 2023

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the **Oak Lodge Water Services District**, State of Oregon, to discuss the budget process for the fiscal year July 1, 2020 to June 30, 2021, will be held at the District offices located at 14496 SE River Road, Milwaukie, OR 97267. The meeting will take place on **March 31, 2020 at 6:00 pm.** A subsequent meeting is scheduled for April 28, 2020 where public comment will be taken, receipt of the budget document, and deliberation of the Budget Committee will take place. To promote physical social separation guidelines currently in place at the federal and state level, the Board President has directed that, until further notice, public attendance at Board meetings will be telephonic only. Members of the public who wish to attend the meeting and discuss the proposed programs with the Budget Committee should do so by dialing (301) 715-8592 at the designated time and entering the access code 646-917-873 Individuals who wish to attend the meeting but who do not have the ability to attend by phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by phone at (503) 353-4227 or by email at laurak@olwsd.org. A copy of the budget document may be inspected or obtained on or after April 28, 2020 at 14496 SE River Road, Milwaukie, OR 97267, between the hours of 8:00 am and 5:00 pm or on the Oak Lodge Water Services District website.
Publish March 25, 2020

CLK158971

Public Notice Published on April 18, 2020 for a Budget Committee Meeting on April 28 and 30, 2020

Newspaper Notice:

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Clackamas Review, Estacada News, Oregon City News**, a newspaper of general circulation, serving Clackamas, Estacada, Oregon City in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Oak Lodge Water Services District
NOTICE OF BUDGET COMMITTEE MEETING & PUBLIC HEARING
Ad#: 161288

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
04/15/2020, 04/16/2020

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 04/16/2020.

Kristin C. Olson

NOTARY PUBLIC FOR OREGON

Acct #: 106210
Attn: Laural Casey
OAK LODGE WATER SERVICES
14496 SE RIVER RD
OAK GROVE, OR 97267

OFFICIAL STAMP
KRISTIN C. OLSON
NOTARY PUBLIC - OREGON
COMMISSION NO. 997532
MY COMMISSION EXPIRES MARCH 10, 2024

NOTICE OF BUDGET COMMITTEE MEETING & PUBLIC HEARING

Two public meetings of the Oak Lodge Water Services District Budget Committee will be held to discuss and approve a budget for the fiscal year July 1, 2020 to June 30, 2021. The first public meeting will be held on Tuesday, **April 28, 2020** at 6 pm to hear the budget message and receive the budget document. The second meeting will be a public hearing, held on Thursday, **April 30, 2020** at 6 pm, during which the public will have the opportunity to ask questions about and comment on the budget document, and deliberation of the Budget Committee will take place. To promote physical separation guidelines currently in place at the federal and state level, the Board President has directed that, until further notice, public attendance at Board meetings will be telephonic only. In the event of a meeting venue change, the District will notify the public by updating the District website. Members of the public who wish to attend the meeting should do so by dialing (301) 715-8592 at the designated time and entering the access code 864-495-512. Please note that members of the public will be muted until the public comment portion of the agenda. Individuals who wish to attend the meeting but who do not have the ability to attend by phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by phone at (503) 353-4227 or by email at laural@olwsd.org. Members of the public who wish to submit a written comment may visit: www.oaklodgewaterservices.org/bc/webform/public-comment. A copy of the budget document may be inspected or obtained on or after April 28, 2020. Please visit the Oak Lodge Water Services District website or contact the District Recorder to request a copy of the budget document.
Published April 15, 2020 CLK161288

Public Notice Published on April 22, 2020 for a Budget Committee Meeting on May 5, 2020

Newspaper Notice:

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Clackamas Review, Estacada News, Oregon City News**, a newspaper of general circulation, serving Clackamas, Estacada, Oregon City in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Oak Lodge Water Services District
NOTICE OF BUDGET COMMITTEE MEETING on May 5, 2020 at 6 p.m.
Ad#: 162152

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
04/22/2020, 04/23/2020

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 04/23/2020.

Kristin C. Olson

NOTARY PUBLIC FOR OREGON

Acct #: 106210
Attn: Laural Casey
OAK LODGE WATER SERVICES
14496 SE RIVER RD
OAK GROVE, OR 97267

OFFICIAL STAMP
KRISTIN C. OLSON
NOTARY PUBLIC - OREGON
COMMISSION NO. 997532
MY COMMISSION EXPIRES MARCH 10, 2024

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Oak Lodge Water Services District Budget Committee will be held to discuss the proposed budget for the fiscal year July 1, 2020 to June 30, 2021 on **May 5, 2020 at 6 p.m.** To promote physical separation guidelines currently in place at the federal and state level, the Board President has directed that, until further notice, public attendance at Board meetings will be telephonic only. In the event of a meeting venue change, the District will notify the public by updating the District website. Members of the public who wish to attend the meeting should do so by dialing (301) 715-8592 at the designated time and entering the access code 970-9860-1766. Please note that members of the public will be muted until the public comment portion of the agenda. Individuals who wish to attend the meeting but who do not have the ability to attend by phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by phone at (503) 353-4227 or by email at laural@olwsd.org. Members of the public who wish to submit a written comment may visit: www.oaklodgewaterservices.org/bc/webform/public-comment. A copy of the budget document may be inspected or obtained on or after April 28, 2020. Please visit the Oak Lodge Water Services District website or contact the District Recorder to request a copy of the budget document.

Publish April 22, 2020 CLK162152

NOTICE OF BUDGET HEARING

PUBLIC NOTICES

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Public Notice Published on May 13, 2020 for a Budget Hearing on May 19, 2020

Newspaper Notice:

Pamplin MediaGroup

6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Clackamas Review, Estacada News, Oregon City News**, a newspaper of general circulation, serving Clackamas, Estacada, Oregon City in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

Oak Lodge Water Services District
Revised Public Notice
Oak Lodge Water Services will hold a regular meeting on Tuesday, May 19, 2020 at 6 p.m.

Ad#: 164387

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/13/2020, 05/14/2020

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/14/2020.

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON

OFFICIAL STAMP
JERRIN L SIPE
NOTARY PUBLIC - OREGON
COMMISSION NO. 989555
MY COMMISSION EXPIRES JULY 24, 2023

Acct #: 106210
Attn: Laural Casey
OAK LODGE WATER SERVICES
14496 SE RIVER RD
OAK GROVE, OR 97267

Revised Public Notice
Oak Lodge Water Services

The Oak Lodge Water Services Board of Directors will hold a regular meeting on Tuesday, May 19, 2020 at 6 p.m. To promote physical social separation guidelines currently in place at the federal and state level, the Board President has directed that, until further notice, public attendance at Board meetings will be telephonic only. In the event of a meeting venue change, the District will notify the public by updating the website: www.oaklodgewaterservices.org. Members of the public who wish to attend the meeting and have unlimited long-distance calling should dial (253) 215-8782 at the designated time and enter the access code 898-8418-2918. A toll-free number is also available using the same access code and dialing (888) 788-0099. Please note that members of the public will be muted until the public comment portion of the agenda. Individuals who wish to attend the meeting but who do not have the ability to attend by phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by phone at (503) 353-4227 or by email at laural@olwsd.org. Members of the public who wish to submit a written comment may visit: www.oaklodgewaterservices.org/bc/webform/public-comment. The agenda for the meeting will include a Consent Agenda containing the April Financial Report, Meeting Minutes, two Construction Contract Approvals, and Extension of the March 17, 2020 Declaration of State of Emergency; a Budget Adoption Hearing; Resolution 2020-05 Adoption of the FY 2021 Budget; Presentation of the proposed Rates, Fees, and Other Charges Schedule for FY 2021; and Resolution 2020-06 Adoption of the Emergency Customer Assistance Program. In addition, the Board will convene an Executive Session under ORS 192.660(2)(f) to consider information exempt from public disclosure. For meeting materials, please visit the Oak Lodge Water Services District website or contact the District Recorder.
Publish May 13, 2020 CLK164387

Newspaper Notice:

The Oregonian OREGONLIVE.COM OREGONIAN MEDIA GROUP

The Oregonian

LEGAL AFFIDAVIT

AD#: 0009634776

State of Oregon,) ss
County of Multnomah)

Brian Maly being duly sworn, deposes that he/she is principal clerk of Oregonian Media Group; that The Oregonian is a public newspaper published in the city of Portland, with general circulation in Oregon, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

The Oregonian 06/12/2020

Principal Clerk of the Publisher

Sworn to and subscribed before me this 12th day of June 2020

Notary Public

OFFICIAL STAMP
ALEXIS RAECHEL HOLLOWAY
NOTARY PUBLIC-OREGON
COMMISSION NO. 967555
MY COMMISSION EXPIRES OCTOBER 05, 2021

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the Oak Lodge Water Services District Board of Directors will be held on June 16, 2020 at 6:00 PM. To promote physical separation guidelines currently in place at the federal and state level, the Board President has directed that, until further notice, public attendance at Board meetings will be telephonic only. Members of the public who wish to attend the meeting and have unlimited long-distance calling should dial (253) 215-8782 at the designated time and enter the access code 898 5935 4333. A toll-free number is also available using the same access code and dialing (888) 788-0099. Please note that members of the public will be muted until the public comment portion of the agenda. Individuals who wish to attend the meeting but who do not have the ability to attend by phone should contact the District Recorder at least forty-eight hours prior to the noticed meeting time by phone at (503) 353-4227 or by email at laural@olwsd.org. Members of the public who wish to submit a written comment may visit: www.oaklodgewaterservices.org/bc/webform/public-comment. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Oak Lodge Water Services District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained online at https://www.oaklodgewaterservices.org/finance/page/finance-yearly-budget or you may contact the District Recorder to request a copy of the budget document. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Sarah Jo Chaplen, General Manager Telephone: (503) 654-7765 Email: sarahjo@olwsd.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount Fiscal Year 2019	Adopted Budget This Fiscal Year 2020	Approved Budget Next Fiscal Year 2021
Beginning Fund Balance/Net Working	$14,023,881	$13,036,005	$15,157,000
Fees, Licenses, Permits, Fines,	$14,599,533	$14,866,500	$14,831,000
Federal, State, & All Other Grants, Gifts, &	$469,098	$115,000	$111,000
Revenue from Bonds and Other Debt	$1,320,000	$0	$0
Interfund Transfers / Internal Service	$14,540,935	$10,356,500	$10,600,000
All Other Resources Except Current Year	$505,921	$190,300	$203,084
Current Year Property Taxes Estimated to	$0	$0	$0
Total Resources	**$45,459,348**	**$38,364,305**	**$40,902,084**

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	$4,116,529	$5,186,000	$4,821,000
Materials and Services	$3,673,858	$4,594,200	$4,831,500
Capital Outlay	$4,100,602	$11,708,755	$4,430,000
Debt Service	$3,508,822	$3,894,269	$3,879,544
Interfund Transfers	$14,540,935	$10,356,500	$10,600,000
Contingencies	$0	$1,358,035	$10,215,141
Special Payments	$0	$300,000	$900,000
Unappropriated Ending Balance and	$15,518,603	966,545	1,224,899.00
Total Requirements	**$45,459,348**	**$38,364,304**	**$40,902,084**

FINANCIAL SUMMARY - REQUIREMENTS AND BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program FTE for that unit or program	Actual Amount Fiscal Year 2019	Adopted Budget This Fiscal Year 2020	Approved Budget Next Fiscal Year 2021
Administrative Services	$0	$4,362,800	$5,114,000
FTE	0.00	14.00	14.00
Water	$3,966,262	$7,027,213	$3,947,500
FTE	11.08	7.83	7.83
Wastewater	$5,125,720	$7,985,727	$5,217,000
FTE	18.63	13.84	13.84
Watershed Protection	$2,799,007	$2,413,215	$704,000
FTE	4.29	1.33	1.33
Non-Departmental / Non-Program	$33,568,360	$16,575,349	$25,919,584
FTE	0.00	0.00	0.00
Total Requirements	**$45,459,348**	**$38,364,304**	**$40,902,084**
Total FTE	**34**	**37**	**37**

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

Oak Lodge Water Services District's major source of revenue is service charges. The District's service charge rates ensure

gross revenues are exceeding operating expenses and positively covering ongoing debt service and related coverage covenants while also providing a means to accumulate cash resources for capital outlay expected in both the short and long term future. The capital outlay budget is significantly lower than the previous year as a result of only appropriating enough funds for planned projects with known timelines. Contingency is significantly higher than the prior year because the District has appropriated all remaining available cash reserves in its capital fund contingency accounts so the money can become available if necessary for a number of planned capital projects with unknown timelines. The District is confident it can anticipate favorable financial results and a resulting financial position in fiscal year 2020.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy	$0	$0	$0
Local Option Levy	$0	$0	$0
Levy For General Obligation Bonds	$0	$0	$0

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2020	Estimated Debt Authorized, But Not Incurred on July 1, 2020
General Obligation Bonds	$6,017,119	$0
Other Bonds	$0	$0
Other Borrowings	$28,564,614	$0
Total	$34,581,733	$0

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RESOLUTION 2020-05

FOR ADOPTING BUDGET

AND MAKING APPROPRIATIONS

(SUPERCEDED BY RESOLUTION 2020-09)

DocuSign Envelope ID: 96B9D372-A09B-4A8F-8C74-E53533E838D8

OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-05

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES DISTRICT BUDGET FOR FISCAL YEAR 2020-2021 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services District (the "District"), a budget for Fiscal Year 2020-21 was prepared for the District's annual fiscal year commencing July 1, 2020; and

WHEREAS, the District Budget Committee held public meetings on April 28, 2020, April 30, 2020, and May 5, 2020, whereby the Budget Committee invited public comment, deliberated, and approved the budget; and

WHEREAS, in accordance with Oregon Local Budget Law, the budget and financial summary were properly noticed and published, and the budget is on file and available for public inspection at the District Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on the District website; and

WHEREAS, pursuant to ORS 294.456, the District Board of Directors desires to adopt the budget and make appropriations for Fiscal Year 2020-21 before the close of the current fiscal year to provide for ongoing District operations.

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

Section 1. The budget for the Oak Lodge Water Services District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 as approved by the Budget Committee is hereby adopted in the total amount of $40,206,084. This budget is currently on file at the District Administration Building and is available online on the District's website.

BE IT FURTHER RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:

Section 2. The amounts set forth in **Exhibit A**, attached hereto and incorporated herein by this reference, are appropriated for the purposes stated for the fiscal year beginning July 1, 2020.

INTRODUCED AND ADOPTED THIS 19th DAY OF MAY 2020.

OAK LODGE WATER SERVICES DISTRICT

By Kevin Williams
Kevin Williams, President

By Paul Gornick
Paul Gornick, Secretary/Vice President

DocuSign Envelope ID: 98B9D372-A09B-4A8F-8C74-E53533E838D8

Oak Lodge Water Services District
Exhibit A - Schedule of Appropriations

Administrative Services Fund		
Administration and Finance	$	1,921,500
Human Resources		580,500
Technical Services		1,591,000
Vehicle Services		121,000
Special Payments		552,000
Contingency		139,000
Drinking Water Fund		
Personal Services		989,000
Materials and Services		1,443,500
Debt Service		209,801
Transfers		2,408,000
Contingency		962,699
Wastewater Reclamation Fund		
Wastewater Treatment Division		
Personal Services		1,078,000
Materials and Services		936,000
Wastewater Collections Division		
Personal Services		643,000
Materials and Services		110,000
Non-Divisional		
Transfers		6,709,000
Contingency		801,000
Watershed Protection Fund		
Personal Services		134,000
Materials and Services		105,000
Debt Service		62,558
Transfers		1,135,000
Contingency		549,442
Wastewater GO Debt Service Fund		
Debt Service		638,101
Reserve for Future Expenditure		624,899
Wastewater Revenue Bond Debt Service Fund		
Debt Service		2,969,084
Reserve for Future Expenditure		600,000
Drinking Water Capital Fund		
Capital Outlay		1,515,000
Contingency		2,977,000
Wastewater Reclamation Capital Fund		
Capital Outlay		2,450,000
Contingency		3,230,000
Watershed Protection Capital Fund		
Capital Outlay		465,000
Contingency		1,556,000
Total Appropriations	$	40,206,084

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RESOLUTION 2020-09

FOR ADOPTING BUDGET

AND MAKING APPROPRIATIONS

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OAK LODGE WATER SERVICES

RESOLUTION NO. 2020-09

A RESOLUTION SUPERCEDING RESOLUTION No. 2020-05 AND ADOPTING THE OAK LODGE WATER SERVICES DISTRICT APPROVED BUDGET FOR FISCAL YEAR 2020-2021 AS AMENDED AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services District (the "District"), a budget for Fiscal Year 2020-21 was prepared for the District's annual fiscal year commencing July 1, 2020; and

WHEREAS, the District Budget Committee held public meetings on April 28, 2020, April 30, 2020, and May 5, 2020, whereby the Budget Committee invited public comment, deliberated, and approved the budget; and

WHEREAS, in accordance with Oregon Local Budget Law, the budget and financial summary were properly noticed and published, and the budget is on file and available for public inspection at the District Administration Building located at 14496 SE River Road, Oak Grove, OR 97267 and on the District website; and

WHEREAS, pursuant to ORS 294.456, the District Board of Directors desires to adopt the budget and make appropriations for Fiscal Year 2020-21 before the close of the current fiscal year to provide for ongoing District operations.

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

Section 1. The budget for the Oak Lodge Water Services District for the fiscal year beginning July 1, 2020 and ending June 30, 2021 as approved by the Budget Committee and as amended by the Board of Directors is hereby adopted in the total amount of $40,206,084. This budget is currently on file at the District Administration Building and is available online on the District's website.

BE IT FURTHER RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS:

Section 2. The amounts set forth in **Exhibit A**, attached hereto and incorporated herein by this reference are appropriated for the purposes stated for the fiscal year beginning July 1, 2020.

INTRODUCED AND ADOPTED THIS 16th DAY OF JUNE 2020.

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OAK LODGE WATER SERVICES DISTRICT

By Kevin Williams
Kevin Williams, President

By Paul Gornick
Paul Gornick, Secretary/Vice President

Oak Lodge Water Services District
Exhibit A - Schedule of Appropriations

Administrative Services Fund		
Administration and Finance	$	1,921,500
Human Resources		580,500
Technical Services		1,591,000
Vehicle Services		121,000
Special Payments		552,000
Contingency		139,000
Drinking Water Fund		
Personal Services		989,000
Materials and Services		1,443,500
Debt Service		209,801
Transfers		2,408,000
Contingency		962,699
Wastewater Reclamation Fund		
Wastewater Treatment Division		
Personal Services		1,078,000
Materials and Services		936,000
Wastewater Collections Division		
Personal Services		643,000
Materials and Services		110,000
Non-Divisional		
Transfers		6,709,000
Contingency		801,000
Watershed Protection Fund		
Personal Services		134,000
Materials and Services		105,000
Debt Service		62,558
Transfers		1,135,000
Contingency		549,442
Wastewater GO Debt Service Fund		
Debt Service		638,101
Wastewater Revenue Bond Debt Service Fund		
Debt Service		2,969,084
Drinking Water Capital Fund		
Capital Outlay		1,515,000
Contingency		2,977,000
Wastewater Reclamation Capital Fund		
Capital Outlay		2,450,000
Contingency		3,230,000
Watershed Protection Capital Fund		
Capital Outlay		465,000
Contingency		1,556,000
Total Appropriations	$	38,981,185

APPENDIX A

CAPITAL IMPROVEMENT PLAN

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Oak Lodge Water Services District

CAPITAL IMPROVEMENT PLAN

Fiscal Years 2021 - 2026

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Contact Information Back Cover

Message from the Technical Services Manager

Resource management is such an important function for any service provider and Oak Lodge Water Services District (OLWSD) is no different in this regard. Finding a balance between exemplary customer service and the cost to provide that service is key to the success of public organizations. In order to achieve this balance, one tool we use is a Capital Improvement Plan (CIP) because our service is heavily dependent upon physical infrastructure such as pipes. This document monetarily prepares for the expansion and maintenance of your Wastewater and Water systems as well as the provision of Watershed Protection services.

As fiscal year 2020 draws to a close, the District finds itself in a new era. With the modernization of the Water Reclamation Facility achieved, video inspection of the sanitary mainline collection system completed and completion of a majority of the existing Water Master Plan projects, we must now assess and plan where resources will soon need to be allocated. The next logical step will be to update all of the District's Master Plans. With up-to-date inspections of the collection and distribution systems, this information will feed into models that can help Staff predict failures before they occur. Then by strategically maintaining and/or replacing our systems, we become proactive rather than reactive. This proactive approach will not only save our rate payers money, but will enhance services due to time savings. On a house waiting for a roof failure creates more damage to the house and costs more to repair, the same holds true for the District's investment in your infrastructure.

Looking forward, the next few fiscal years will likely bring the District new permits from the Oregon Department of Environmental Quality (DEQ). An updated National Pollutant Discharge Elimination System (NPDES) permit for the Water Reclamation Facility will mean renewed land application of biosolids and an updated MS4 permit may bring with it new standards for water quality and/or requirements for environmental studies. While these permits generally bring added costs, they also improve the quality of our natural resources and in-turn improve our community's quality of life.

We at the District, hope that this document provides clear, concise and transparent information to you as our rate payer. As a result of reading this document, we hope you gain a better understanding of how the investment of revenue from your rates ensure your Water, Wastewater and surface water systems remain functioning well into the future. If you have any questions about this document, I encourage you to contact me at (503) 353-4202 or jason@olwsd.org.

Sincerely,

Jason Rice, PE

How to Use This Document

This six-year Capital Improvement Plan document provides detailed descriptions about projects organized by fund. Each fund section begins with a summary overview of the function of the fund followed by funding and project information. Summary tables and graphs highlight the capital projects within each fund. Following the summary section are detailed breakdowns of each project, along with project schedules, cost estimates, and operating budget impacts.

Summary information of all capital projects sorted by fund, and funding source are included as appendices to this document.

The project title and description explains the details and need for each project.

Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact

This project will reduce on-going maintenance and cause for b… permit compliance.

The outcome of the project on the operating budget of each fund is described in this area.

This section indicates whether the project is funded or unfunded, the funding source, and the cost for each scheduled project year.

Capital Improvement Plan Overview

The six-year Capital Improvement Plan (CIP) establishes guidance and planning for the District's investments in capital infrastructure. At the foundation of the CIP are the District's Surface Water, Wastewater and Water Master Plan documents. These master plans illustrate the long-term needs and goals of each department as defined by community input, advisory groups, expert consultants, and District Staff., and District Board goals, operational (i.e. service delivery) needs, and regulatory requirements further refine and shape the CIP.

Projects within the CIP are prioritized and matched with projections of future revenues. Inclusion of a project within this document does not necessarily reflect a budgeted spending commitment, but is the anticipated priority at this snapshot in time based on estimated future revenues. Current revenues are not enough to keep up with all the capital needs of the District. Additionally, there are restrictions on many revenue sources in relation to where the funds may be spent.

As compared to Capital Outlay line in the Budget, which may include purchases as low as $2,500 and have a useful life of at least one year. A capital "project" contained within this document is defined by complexity of the work.

The CIP is intended as a method of communication with citizens, businesses, advisory groups, and the Board of Directors. It gives the public the opportunity to see the District's proposed plans for the future and provide feedback to the Board and Staff.

The goal of this Capital Improvement Plan is to provide the maximum sustainable level of priority capital investments to deliver outcomes that are of the highest importance to our citizens and provide for a healthy, safe, active, efficient, and optimized community with excellent livability

Factors in Evaluating CIP Projects

- Master planning documents
- Board goals
- Operational needs
- Regulatory requirements
- Fiscal Impacts
- Health, safety, and environmental effects
- Community economic effects
- Feasibility, including public support and disruption
- Implications of deferring the project
- Coordination and advantages of joint projects

Summary Information

Funding Summary

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Watershed Protection	$465,000	$370,000	$250,000	$250,000	$250,000	$250,000	$1,835,000
Wastewater	$2,330,000	$1,830,000	$860,000	$660,000	$1,950,000	$700,000	$8,330,000
Water	$1,480,000	$1,320,000	$1,200,000	$1,200,000	$1,200,000	$1,200,000	$7,600,000
Vehicles	$55,000	$67,000	$110,000	$0	$105,000	$127,000	$464,000
Total Capital Improvement Program	**$4,330,000**	**$3,587,000**	**$2,420,000**	**$2,110,000**	**$3,505,000**	**$2,277,000**	**$18,229,000**

Funding for capital projects comes from four distinct sources

(1) Utility User Fees
(2) Bonds
(3) Grants come from outside agencies such as ODOT, Metro, DEQ, Oregon Parks, and the Oregon Marine Board
(4) Systems Development Charges (SDCs): from new development

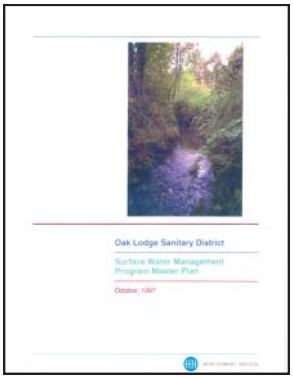
Multi-Document Transparency

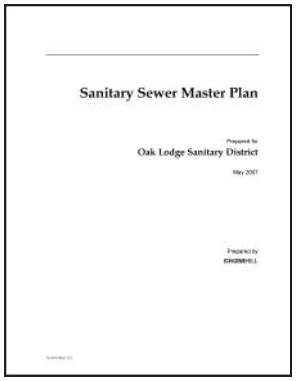
The District recognizes that the projects included in the Six-Year Capital Improvement Plan represent a significant amount of public monies and it is the District's intention is to present this information across several documents to ensure that projects are clearly understood and accounted for in financial forecasts, budgets, capital improvement plans and master plans.

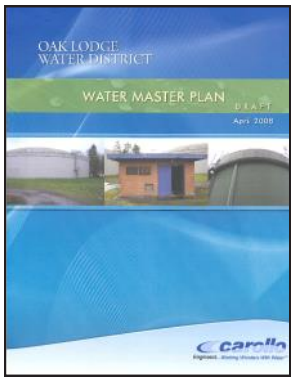
Multi-document transparency means that a capital project necessitated by a master plan will be included in the CIP document and then planned for in the forecast document. Funding for the project will then be included in the budget document and the expense will be recorded in quarterly and annual financial reports.

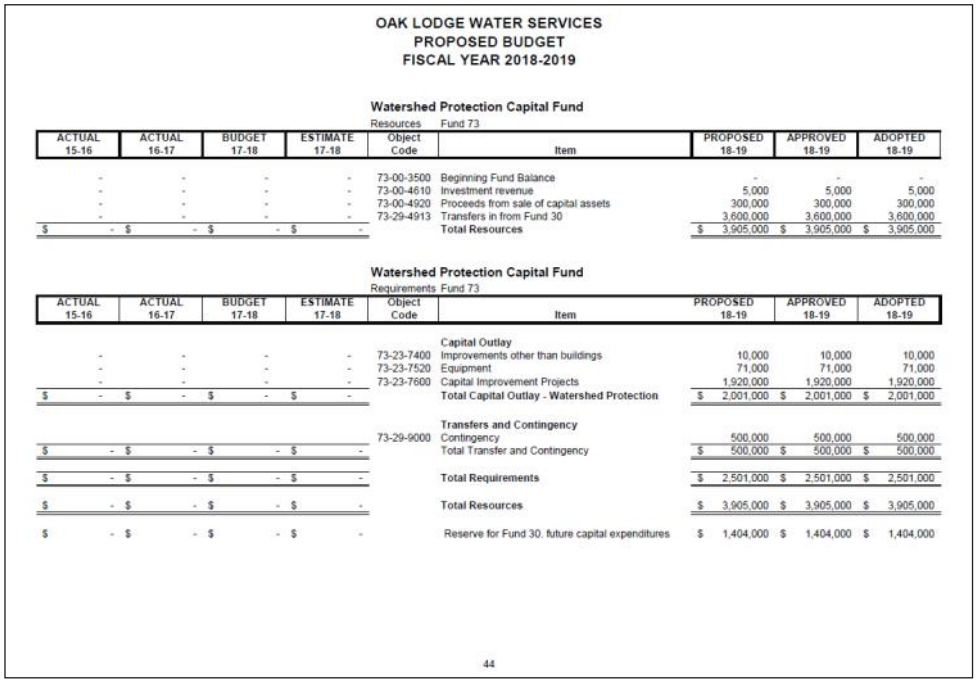
Master Plans

Surface Water
Wastewater
Water









OAK LODGE WATER SERVICES
PROPOSED BUDGET
FISCAL YEAR 2018-2019

Watershed Protection Capital Fund
Resources Fund 73

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
-	-	-	-	73-00-3500	Beginning Fund Balance	-	-	-
-	-	-	-	73-00-4610	Investment revenue	5,000	5,000	5,000
-	-	-	-	73-00-4920	Proceeds from sale of capital assets	300,000	300,000	300,000
-	-	-	-	73-29-4913	Transfers in from Fund 30	3,600,000	3,600,000	3,600,000
$ -	$ -	$ -	$ -		Total Resources	$ 3,905,000	$ 3,905,000	$ 3,905,000

Watershed Protection Capital Fund
Requirements Fund 73

ACTUAL 15-16	ACTUAL 16-17	BUDGET 17-18	ESTIMATE 17-18	Object Code	Item	PROPOSED 18-19	APPROVED 18-19	ADOPTED 18-19
					Capital Outlay			
-	-	-	-	73-23-7400	Improvements other than buildings	10,000	10,000	10,000
-	-	-	-	73-23-7520	Equipment	71,000	71,000	71,000
-	-	-	-	73-23-7600	Capital Improvement Projects	1,920,000	1,920,000	1,920,000
$ -	$ -	$ -	$ -		Total Capital Outlay - Watershed Protection	$ 2,001,000	$ 2,001,000	$ 2,001,000
					Transfers and Contingency			
				73-29-9000	Contingency	500,000	500,000	500,000
$ -	$ -	$ -	$ -		Total Transfer and Contingency	$ 500,000	$ 500,000	$ 500,000
$ -	$ -	$ -	$ -		Total Requirements	$ 2,501,000	$ 2,501,000	$ 2,501,000
$ -	$ -	$ -	$ -		Total Resources	$ 3,905,000	$ 3,905,000	$ 3,905,000
$ -	$ -	$ -	$ -		Reserve for Fund 30. future capital expenditures	$ 1,404,000	$ 1,404,000	$ 1,404,000

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Financial Reporting

"Capital Outlay" is reported in financial forecasts, budgets, quarterly reports, and annual reports. This line item corresponds with the annual funded totals shown in this Six-Year Capital Improvement Plan (CIP).

The adoption of this CIP document provides the baseline for the capital outlay that will be included in future budget documents for the Budget Committee to review, consider and approve, and for the Board to formally adopt.

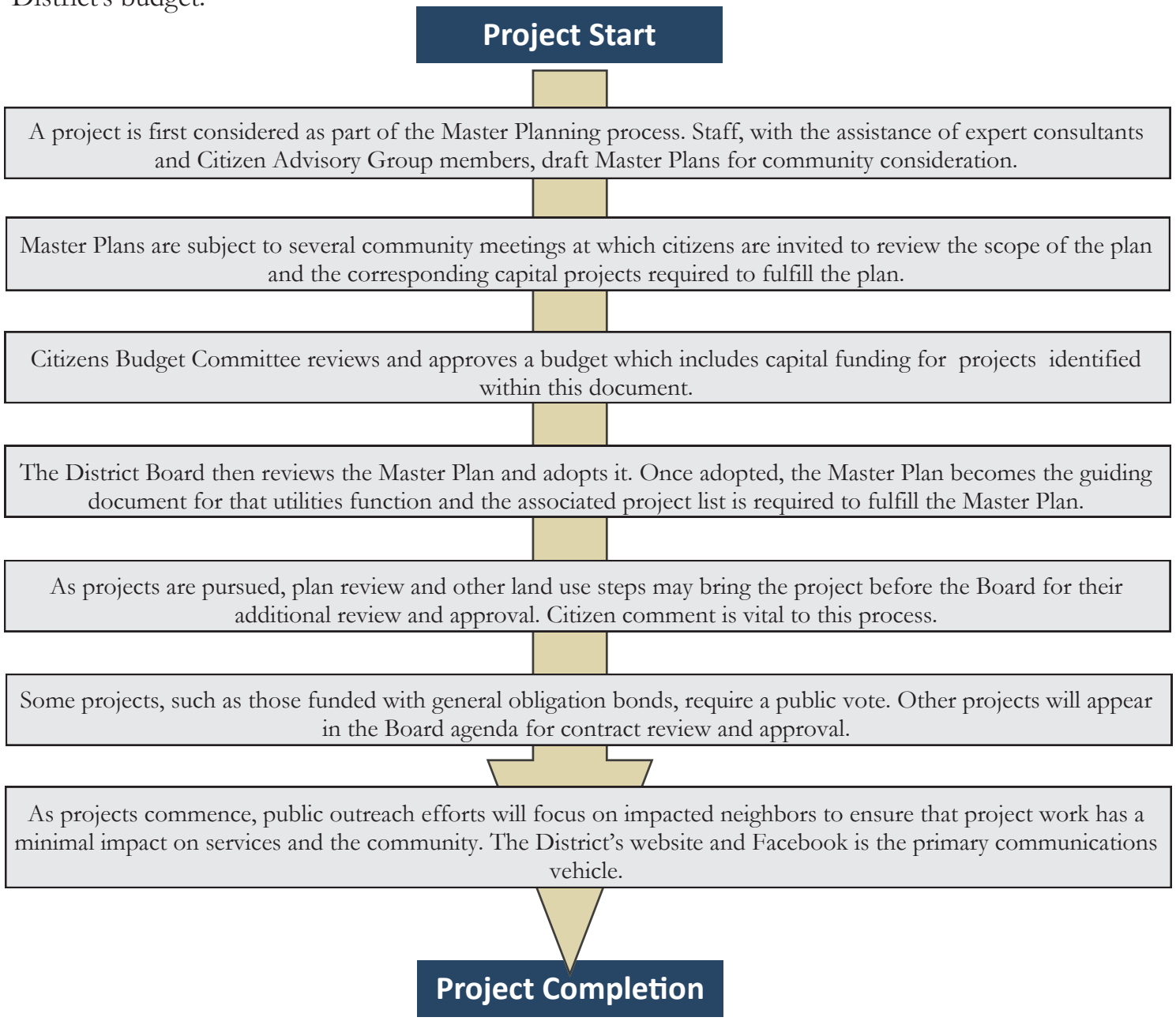
The Process of a CIP Project

Question:

How does a project get placed on the Capital Improvement Plan?

Answer:

Rate Payer involvement is the cornerstone of the Six-Year Capital Improvement Plan. Projects are vetted through a multi-step process (see below) that includes public comment at several stages to ensure that projects meet the community's needs, in addition to expert analyses during plan development. Funding is not available for projects to begin until it is approved and adopted into the District's budget.



Watershed Protection

Overview

The Oak Lodge Water Services District is responsible for water quality improvement projects within the communities of Oak Grove and Jennings Lodge, Oregon. Although not formal cities, this portion of unincorporated Clackamas County is heavily urbanized with residential, commercial, and industrial development. Less than 10 years ago, an analysis of the District revealed that the Total Impervious Area for OLWSD's is 80% -- that's about 2800 acres of surface that does not infiltrate water, all of which contributes to increased water velocity and scour in local streams, and the majority of which contributes pollutants into the surface water system, including streams and rivers.

Oak Lodge Water Services District charges customers a monthly surface water fee, which covers all surface water program operations. Annual revenue changes slightly (based on the number of customers), but is approximately $1.5M annually.

Projects within the Surface Water Capital Improvement Program include new regional stormwater treatment facilities, retrofits of existing facilities, installation of roadside facilities, such as "rain gardens", upgrades of existing storm lines and catch basins, and natural resource restoration projects.

This year, a Stormwater Master Plan is being recommended for funding. The purpose of this document is to create a comprehensive plan that accounts for the replacement of existing infrastructure as well as predict through computer modelling where additional infrastructure should be built to account for growth.

Watershed Protection Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
12	Stormwater Master Plan	215,000						$ 215,000
12	Localized Enhancement Program	250,000	250,000	250,000	250,000	250,000	250,000	$ 1,500,000
13	Decant Facility		120,000					$ 120,000
	Total Watershed Protection Capi-	$ 465,000	$ 370,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,835,000

Watershed Protection

Stormwater Master Plan

This project will accomplish two goals of the District. The first, will be to identify the desires of our public as it relates to the level of services this District provides through its Watershed Protection rate. This will be done through multiple public meetings and a strong outreach process.

Once the data is collected and shared with the Board, this project will create a Master Plan for Stormwater that meets those expectations and helps set future rates to do so.

Funding Source	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023	FY 2024	Total
Surface Water Capital Fund	22,000	215,000					237,000

Operating Budget Impact
This project has the potential to identify costs that may directly impact rates (with Board Approval).

Localized Enhancement Program

This program aims to fix small to medium scale localized issues throughout the District. Projects will include replacement of damaged stormwater pipes owned by the District, create new roadside surface water treatment and address issues brought forth by District customers.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Surface Water Capital Fund	250,000	250,000	250,000	250,000	250,000	250,000	1,500,000

Operating Budget Impact
These projects have the potential to both decrease Staff's time reporting to localized flooding and increase maintenance of District owned facilities.

WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

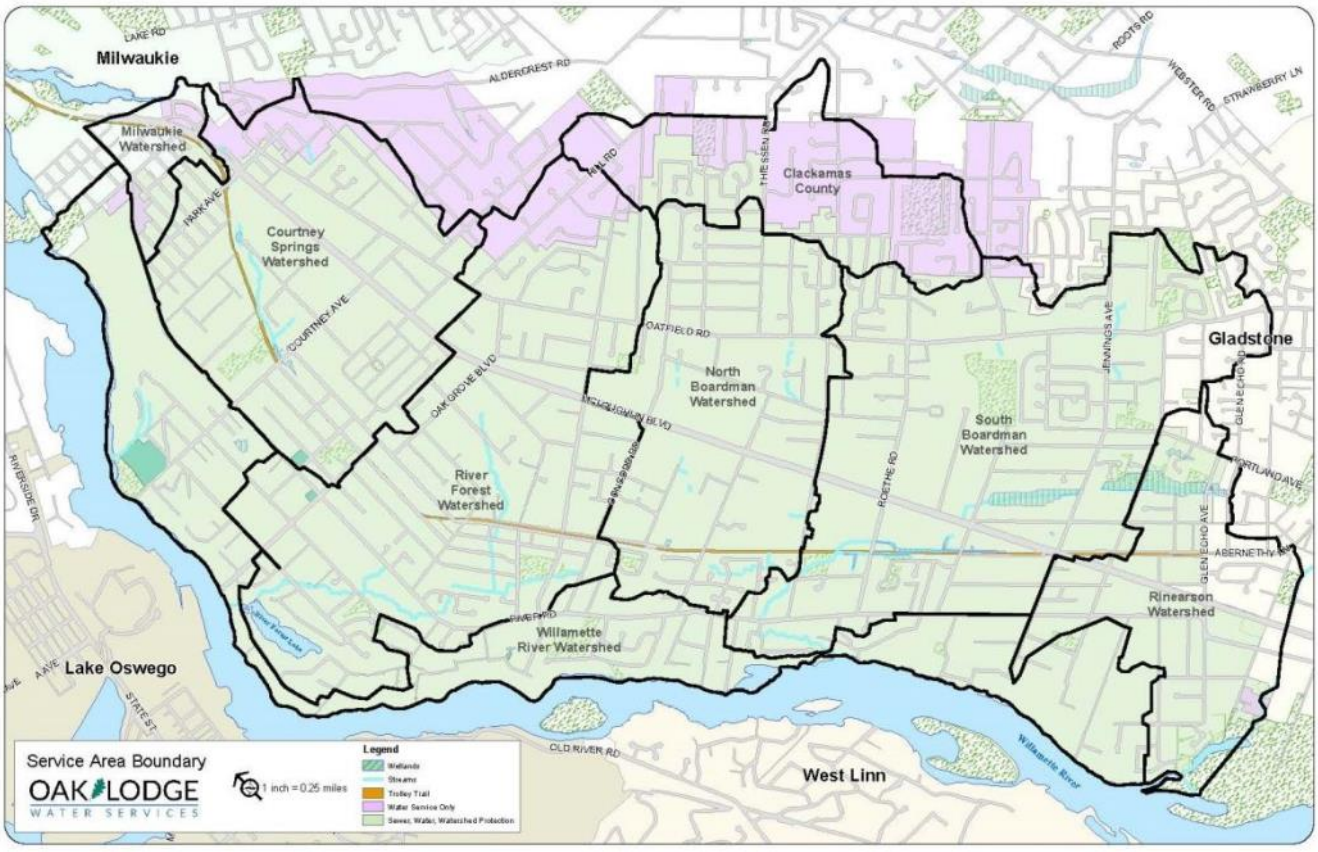
The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Surface Water Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.

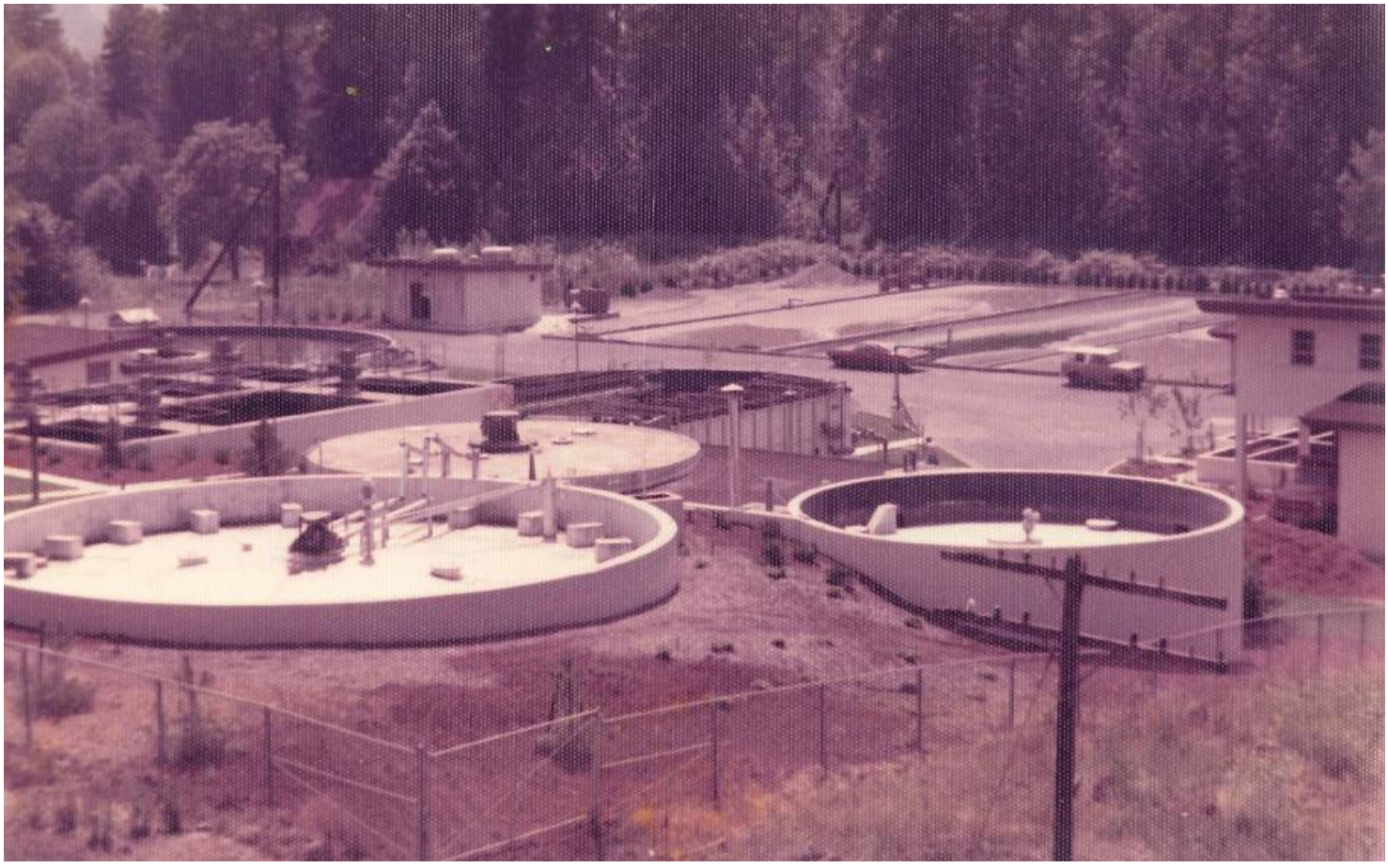


Wastewater

Overview

Oak Lodge Water Services District charges customers a monthly fee for sanitary sewer service. Annual revenue changes slightly based on the number and types of customers, but comes in at approximately $8.2M annually. Of this revenue, approximately 16% is budgeted to be used on capital improvements. The majority of sanitary sewer revenue is used for payment of the debt service to address the various loans associated with the Treatment Plant Expansion project.

Projects within the Sewer Capital Improvement list include finishing a conversion of the District's last anaerobic digester to meet permit requirements for land application of solids, projects to replace pipe deficiencies and trouble spots in the collection system and Water Reclamation Facility enhancements to the elements of the plant that were not reconstructed with the plant expansion project.



Wastewater Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
16	Belt Filter Press #2 Retrofit	340,000						$ 340,000
16	Solids Piping Project	420,000						$ 420,000
17	Hillside Sewer line - 2B Trunk Sag Adjust-	400,000						$ 400,000
17	2A010-343 Line Replacement	60,000						$ 60,000
18	Sanitary Sewer Master Plan (Plant+Field)	400,000						$ 400,000
18	Aeration Basin Baffle Wall	150,000						$ 150,000
19	WTP Blower Rehab	150,000						$ 150,000
19	Lateral Repair Program	60,000	60,000	60,000	60,000	100,000	100,000	$ 440,000
20	Pump Station Rebuild Program	350,000	50,000	300,000	50,000	300,000	50,000	$ 1,100,000
20	Mainline Repair Program		250,000		500,000	500,000	500,000	$ 1,750,000
21	Decant Facility		120,000					$ 120,000
21	Secondary Clarifier 1 and 2 Refurbishment		1,000,000					$ 1,000,000
22	Ultra-Violet Channel Refurbishment		300,000					$ 300,000
22	Aeration Basin Diffuser Replacement		50,000					$ 50,000
23	Return Activated Sludge Monitor Control Center Replacement			500,000				$ 500,000
23	Manhole Repair Program				50,000	50,000	50,000	$ 150,000
24	Influent Pump Station Reconstruction					1,000,000		$ 1,000,000
	Total Wastewater Capital Expenses	$ 2,330,000	$ 1,830,000	$860,000	$ 660,000	$1,950,000	$ 700,000	$ 8,330,000

OAK LODGE
WATER SERVICES

Wastewater

Belt Filter Press #2 Retrofit

This project is intended to facilitate refurbishment and improvements of the 16 year old Solids Handling Facility. Project is expected to include improvements to the control systems, environmental controls (HVAC), and equipment refurbishments and piping replacement.

Funding Source	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Wastewater Capital Fund	85,000		115,000	340,000			540,000

Operating Budget Impact

None. Completion of this project is expected to maintain existing system performance and increase reliability.

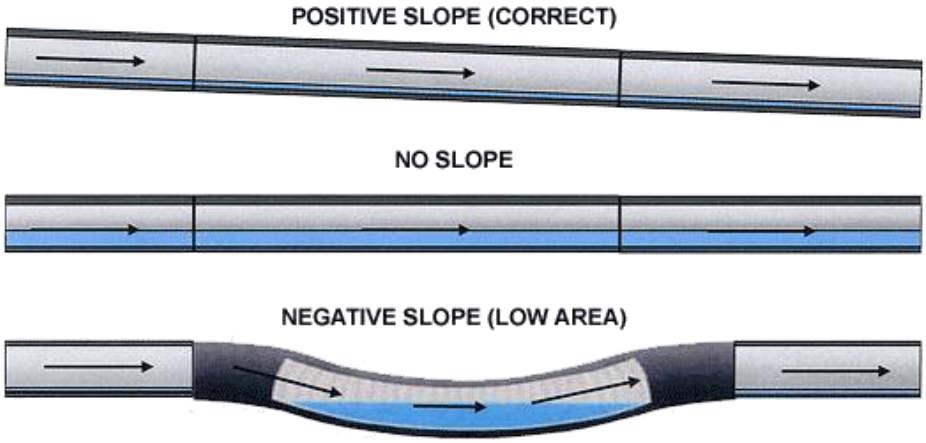
Solids Piping Project

Creates a new pipeline connection between the two Aerobic Digesters and the two Interchange Bioreactors (IBRs) that together process wasted sludge into biosolids. These tanks were not initially built to operate together, but a minor piping modifications since the construction of the IBRs has connected the four tanks sufficiently to avert an overload of solids in the plant. The Solids Piping Project turns that patch into a fix that brings with it a wide range of benefits.

Funding Source	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
Wastewater Capital Fund	160,000	420,000					580,000

Operating Budget Impact

Reduces electricity and operator time needed to run the currently cumbersome sludge treatment process. Increases the plant's capacity to store wasted sludge. Makes the IBR's maintainable by allowing them to be drained. Enables tanks to operate in isolation and sludge to be thickened and wasted continuously. Adds corrosion protection by better controlling acidity and alkalinity.



Hillside Sewer Line— 2B Trunk Sag Adjustment

This project includes replacing 638 feet of 12-inch diameter pipe that has settled. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 20245	FY 2026	Total
Wastewater Capital Fund	400,000						400,000

Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.

2A010-343 Line Replacement

This project replaces via pipe bursting 160 feet of 8-inch main that has deteriorated. This settlement causes sediment, grease and fats to accumulate in the line which causes field staff to maintain this line more often than it should be.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	60,000						60,000

Operating Budget Impact

Replacement of this section will reduce the operating budget due to less frequent maintenance on this section.

Sanitary Sewer Master Plan

The District's current Sanitary Master Plan was partially written upon historical knowledge of Staff. By the time this project is let, Staff will have collected and logged condition ratings via TV inspections that will inform an updated Master Plan which in turn will help staff prioritize the replacement of our aging infrastructure.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	400,000						400,000

Operating Budget Impact
This project has the potential to identify costs that may directly impact rates (with Board Approval).

Aeration Basin Baffle Wall

The Aeration Basin Baffle Wall Project would conserve electricity and reduce greenhouse gas emissions by enabling plant operators to switch off parts of the aeration basin. The District has normally run all four of its Aeration Basin trains. Hydraulic modeling as part of an Aeration Study in FY 2019 shows that only two trains are needed for this task if the first train is divide it in two by a baffle wall. This project would install that barrier.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact
This project will reduce on-going maintenance and cause for better permit compliance.

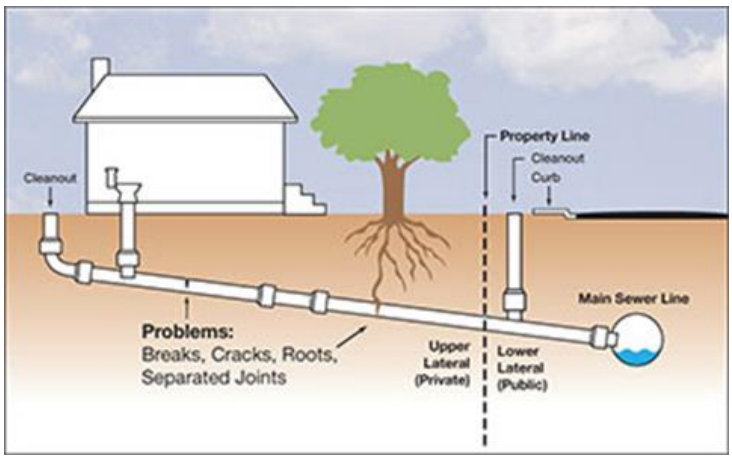
WTP Blower Rehab

When the Water Reclamation Facility was built, the Interchange Bio-Reactors were designed with independent blowers. During a value engineering phase, one of the four Aeration Blowers was repurposed to supply air to the IBRs. Due to piping limitations, only that blower can be used for aerating the IBRs. Three years later, that blower catastrophically failed. Analysis of the failure indicated the potential for the blower not operating within its design parameters. One of the other Aeration Blowers was moved into that enclosure and the failed blower was replaced.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	150,000						150,000

Operating Budget Impact

This is an optimization project focused on improving reliability improvements. Additional blowers will end up consuming more power



Lateral Repair Program

The focus of this program is to repair and replace the public portion (the portion in the right-of-way) of wastewater laterals. Priority will be given to laterals allowing stormwater inflow and infiltration through breaks and cause the greatest impacts to the operating budget.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	60,000	60,000	60,000	60,000	100,000	100,000	440,000

Operating Budget Impact

This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.

Wastewater

Pump Station Rebuild Program

Oak Lodge Water Services has five sanitary sewer pumping stations that convey sewage from low lying areas to areas that can gravity flow to the WRF. Several of these pump stations are critical for meeting the District goal of collecting and treating 100% of our customers' used water. The three most critical stations in descending order are Pump Station #3 located at 2704 SE Park Ave., Pump Station #2, located at 1716 SE Oak Shore Lane, and Pump Station #5 located at 17560 SE Walta Vista Drive.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund	350,000	50,000	300,000	50,000	300,000	50,000	1,100,000

Operating Budget Impact
This project will reduce the amount of emergency repairs and as a result, emergency overflows.

Mainline Repair Program

Projects under this program generally consist of spot repairs where structural or inadequate flow conditions exist. Projects are identified based on routine system monitoring and/or maintenance done by the Field Crews and projects identified in a Sanitary Sewer Master Plan.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund		250,000		500,000	500,000	500,000	1,750,000

Operating Budget Impact
This project will decrease operating expenditures by reducing the total amount of inflow and infiltration into the wastewater system.

WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Wastewater Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.

Secondary Clarifiers 1 and 2 Refurbishment

Replaces the internal mechanisms of secondary clarifiers 1 and 2, which are reaching the end of their lifespan. Completely demolishes ageing steel and fiberglass components, and drive mechanism. Replaces these with new stainless steel and aluminum components to protect against corrosion.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund		1,000,000					1,000,000

Operating Budget Impact

Reduces the risk of critical down time by replacing steel components deteriorating from rust. Provides long-term value by reinstalling mechanisms with corrosion-resistant materials. Enhances clarifier performance. Reduces need for mechanical repairs.

Wastewater

Ultra-Violet Channel Refurbishment

This project is intended to replace complex gate maneuvering and level control with a passive level control system, replace the effluent flow meters, replace the influent gates with simple actuated slide gates, and inspect and modernize the UV bulb control system itself.

The intent of the rebuild is to have a more reliable, redundant UV disinfection system which is vital to permit compliance.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund		300,000					300,000

Operating Budget Impact
This project will reduce on-going maintenance and cause for better permit compliance.

Aeration Basin Diffuser Replacement

"Diffusers" are what air is pushed through in order to aerate the sludge before entering the secondary clarifiers. They have a useful life of 8-10 years and are in need of replacement.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund		300,000					300,000

Operating Budget Impact
This project will reduce on-going maintenance and cause for better permit compliance.

Return Activated Sludge Monitor Control Center Replacement

This motor control center did not get replaced in the plant expansion. It controls the Return Activated Sludge pumps among other equipment in that building. The system is now out-of-date and code. In order to do lock out/tag out you have to open the panel doors and then you are exposed to a live system. The panel replacement would use standard breakers and new instrumentation which will shrink the foot print of the MCC. There will be electrical efficiencies gained with more up to date wiring and controls. The new panel would have to be installed and wired up in parallel before disconnecting the old panel.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund			500,000				500,000

Operating Budget Impact

This project will reduce the overall energy needs at the plant and will cause for monthly power bills to decrease.

Manhole Repair Program

This program was created to ensure the replacement of all manholes within the Wastewater network over a 150-year period. In the case of a manhole having satisfactory structural integrity, manhole rehabilitation (i.e., manhole lining or grouting) will be done in lieu of full manhole replacement. Manholes to be replaced or rehabilitated will be identified by staff on an annual basis.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund				50,000	50,000	50,000	Ongoing

Operating Budget Impact

This project will not increase operating expenditures. These projects will replace or repair manholes one-for-one and will not increase the number of wastewater assets system-wide.

Wastewater

Influent Pump Station Reconstruction

This project completely reconfigures the pump station wet well from a box with corners that trap debris and sediment to one with tapered sides and sloped floors. This shape aids in self cleaning and takes full advantage of the non-clog pumps we have installed. This will vastly reduce and hopefully eliminate the cleaning projects that now have to be done each year.

Safety and security enhancements will also be made to the electrical and switch components by enclosing them in lockable structures. The end result is increased reliability, reduced maintenance, and increased safety and security.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund					1,000,000		1,000,000

Operating Budget Impact

Addition of the crane at this location would eliminate crane rentals.

Vehicle

Oak Lodge Water Services District has 35 pieces of rolling stock. 15 primarily used for the water, 16 for sewer and 3 for storm and 1 for Technical Services inspections. This program aims to systematically set aside funds at a predictable rate, that not only gives the Board a snapshot of the current fleet, but it also allows staff to show the Board in a single document the intended replacement schedule of each piece of equipment.

With regular and scheduled replacement of vehicles, the cost for major repairs should be kept to a minimum. In addition, the timing for replacements can occur in a planned, efficient and effective fashion thus evening out costs.

For the first couple of years the District would need to catch up to meet the scheduled replacements because the newly created Capital Fund has no pre-existing reserves built up.

Vehicle Capital Purchases

Page	ID#	Program	Vehicle Description	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
27	NEW	Wastewater	Plant Operations	20,000						$ 20,000
27	58	Water	Field Operations Van	35,000						$ 35,000
28	2	Wastewater	Plant Operations Truck		32,000					$ 32,000
28	8	Technical	Inspection Truck		35,000					$ 35,000
29	30	Water	Operations Dump Truck			110,000				$ 110,000
29	64	Water	Field Operations Truck					35,000		$ 35,000
30	55	Water	Field Operations Truck					35,000		$ 35,000
30	68	Water	Field Operations Truck					35,000		$ 35,000
31	15	Wastewater	Plant Operations Truck						37,000	$ 37,000
31	16	Wastewater	Plant Operations Truck						90,000	$ 90,000
			Total Vehicle Capital Expenses	$ 55,000	$ 67,000	$ 110,000	$ -	$ 105,000	$ 127,000	$ 464,000

Plant Operations Motorized Cart

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	20,000						20,000

Operating Budget Impact

This purchase will add one more fleet vehicle to the District's inventory. It will be put on a replacement schedule and budgeted for accordingly.

Replacement of Vehicle #58

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	35,000						35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Vehicle

Replacement of Vehicle #2

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund			32,000				32,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #8

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund			35,000				35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #30

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund			110,000				110,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #64

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Vehicle

Replacement of Vehicle #55

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #68

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund					35,000		35,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #15

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund						37,000	37,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Replacement of Vehicle #16

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Wastewater Capital Fund						90,000	90,000

Operating Budget Impact

Since newer vehicles should have lower maintenance costs and repair frequencies, replacement of this vehicle should not increase the overall operating budget.

Water

Overview

The District's water distribution system is primarily comprised of 6-inch and 8-inch cast and ductile iron pipe. The District has concentrated on eliminating many sections of 2-inch pipe and looping dead-ends wherever practical. In the past the District had spent on average $500,000 annually on water capital, however beginning this year this number has been increased to over $1,000,000 to keep up with water capital needs.

OLWSD has more than sufficient storage with two 5 million gallon reservoirs at the Valley View site and two 2.8 million gallon reservoirs at the View Acres site to supply the system. However, the Valley View Reservoirs are also used as the storage source to serve the Sunrise Water Authority. This update will include an analysis to determine that fire flows for Oak Lodge Water Services District can continue to be met under this operational scenario.

This year, along with the completion of a Master Plan, the Board will help staff prioritize which capital projects to focus on first.

Water Capital Improvement Projects

Page	Project Name	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Totals
33	Water Resiliency Plan	100,000						$ 100,000
33	Intertie Project Design	100,000						$ 100,000
34	Partridge Circle Main Replacement	325,000						$ 325,000
34	Capital Project Place Holder #1	955,000						$ 955,000
35	Decant Facility		120,000					$ 120,000
35	Capital Project Place Holder #2		1,200,000					$ 1,200,000
36	Capital Project Place Holder #3			1,200,000				$ 1,200,000
36	Capital Project Place Holder #4				1,200,000			$ 1,200,000
37	Capital Project Place Holder #5					1,200,000		$ 1,200,000
37	Capital Project Place Holder #6						1,200,000	$ 1,200,000
	Total Water Capital Expenses	$ 1,480,000	$ 1,320,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 7,600,000

Water Resiliency Plan

On October 23, 2018, America's Water Infrastructure Act (AWIA) was passed, tasking the United States Environmental Protection Agency (EPA) with enforcing community water systems serving more than 3,300 people to conduct Risk and Resiliency Assessments and to develop an Emergency Response Plan. The District's compliance deadline for completing the AWIA Risk and Resilience Assessment is June 30, 2021.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	100,000						100,000

Operating Budget Impact

The creation of document itself will not add or subtract to operational budget. However, it will likely identify needs for the District that will be discussed in future budgets.

Intertie Project Design

Currently, Oak Lodge Water Services relies solely on the Clackamas River for its water needs. During the Water Master Plan process, Staff discussed with the Board the need to create additional options in the event that the Clackamas River is not available. An example of this could be low summer flows or a toxic algal bloom.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	100,000						100,000

Operating Budget Impact

Once constructed, this project will add infrastructure to the Oak Lodge Water Services District inventory and thus increase overall maintenance in the Operating Budget.

Partridge Circle Main Replacement

In the past, field staff had concerns with this main because the earth around the main has continued to move (or slide). But in more recent past, Partridge Circle was found to be prematurely wearing as a result of electrolysis. It was the combination of these two issues that caused staff to change this project to high priority.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	325,000						325,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

Capital Project Placeholder #1

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund	955,000						955,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

WRF Decant Expansion

Decant facilities are used to remove water from excavated material so that hauling and disposal costs can be minimized.

The goal of this project is to provide enough capacity for all three utilities to utilize after removing the decant facility at the Administrative Office (14496 SE River Road).

The payment for this project will be split evenly across all three utilities.

Funding Source	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Water Capital Fund	10,000			120,000			130,000

Operating Budget Impact

Completion of this project will allow for draining of water from wet soils, thus reducing hauling and disposal costs of soils. It will also allow for temporary storage when hauling isn't available, thus enabling staff to continue working on projects with little delay.

Capital Project Placeholder #2

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund		1,200,000					1,200,000

Operating Budget Impact

This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

Capital Project Placeholder #3

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund			1,200,000				1,200,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

Capital Project Placeholder #4

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund				1,200,000			1,200,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund					1,200,000		1,200,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

Capital Project Placeholder #5

Since the Water Master Plan is in the process of being completed and will likely create projects that need to be planned, this "project" is a placeholder to make it clear that there will likely be spending beyond the Master Plan and Water Meter Replacement program within the next 6 years.

Funding Source	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Total
Water Capital Fund						1,200,000	1,200,000

Operating Budget Impact
This project will replace aging infrastructure and will reduce the overall risk of pipe failures.

OAK LODGE
WATER SERVICES

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