

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



AUGUST 15, 2023



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
AUGUST 15, 2023 at 6:00 p.m.**

1. Call to Order and Hybrid Meeting Facilitation Protocols
2. Call for Public Comment
3. Consent Agenda
 - a. June 2023 Financial Report
 - b. Approval of July 18, 2023 Board Meeting Minutes
4. Consideration of Engineering Contract with Consor for Secondary Clarifier Final Design
5. Consideration of Contract Award for Valley View Fall Protection Construction
6. Presentation of Quarterly Capital Projects Prioritization Report
7. Business from the Board
8. Department Reports
 - a. General Manager
 - b. Human Resources
 - c. Finance
 - d. Public Works
 - e. Plant Operations
9. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	August 15, 2023

Summary

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

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

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



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date August 15, 2023

Summary

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

- a. **June 2023 Financial Report**
- b. **Approval of July 18, 2023 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	June 2023 Financial Reports
Item No.	3a
Date	August 15, 2023

Reports

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

**Oak Lodge Water Services
Monthly Overview
June 2023**

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

Cash and Investments

Account Balances As of:		
June 30, 2023	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 649,745
Wells Fargo Bank Checking-9966		40,162
LGIP	4.05%	11,476,380
Total		\$ 12,166,287

The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.6 million for June 2023. There was 1 voided check totaling \$307.50.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 4,351,000	\$ 386,327	\$ 4,226,418	97.1%
20-00-4212	Wastewater charges	9,199,000	821,918	8,948,942	97.3%
30-00-4213	Watershed protection	1,592,000	134,599	1,572,393	98.8%
Subtotal		\$ 15,142,000	\$ 1,342,844	\$ 14,747,752	97.4%

With respect to revenues, all three services’ revenue are below budget. Total variance through June is (\$ 394,247).

Expenses by Budget Category

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

Expense Category	FY 2023	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	June 2023	June 2023	
Personnel Services	\$ 5,374,000	\$ 5,374,000	\$ 4,913,017	91%
Materials & Services	5,430,953	5,430,953	4,845,527	89%
Capital Outlay	7,282,340	7,282,340	4,702,289	65%
		\$ 18,107,293	\$ 14,460,834	80%

With respect to expenditures, at the end of June expenditures are overall 88.8% of budget, excluding Contingencies, with the fiscal year completed.

Review of expenditure lines that are above 105% of budget:

1. **6510 – Office Supplies** is 111.9% of budget. This is due to the replacement of aged furniture at the plant and continued higher prices for on-going items, such as copy paper.
2. **6530 – Small Tools & Equipment** is 114.5% of budget. This is due to replacement of expired tools, such as fire rated hoses for fleet and metal wheeled transporter for CUES camera.
3. **6620 – Election Costs** are 114.7% of budget. This is due to the full costs of the Special Election in September 2022 for the Authority Board of Directors and the May 2023 Election costs.
4. **6730 – Communications** are 111.8% of budget. Overage due to directed communications in relationship to the Wastewater Master Plan and FY 2024 Rate.

Financial Assistance Utility Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.5% of budgeted service charge revenue. The budgeted amount serves as a cap to the program’s cost which can only be exceeded with approval from the OLWS’ Board of Directors. The program cap is **\$75,710** for FY 2022-23.

The FAURR Program provides the following discounts:

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

The number of customers for each utility receiving financial assistance rates for April 30, 2023 billing are below. The total number of customers enrolled in FAURR is split between the two billing cycles and can vary in total by utility.

FAURR Program Cap	Budget	Budget Year-to-Date	Actual Year-to-Date	% Spent
		June 2023	June 2023	
	\$ 75,710	75,710	63,828	84%

	# of Customers		
	Current Month	Discount Provided	Fiscal Year To Date
Drinking Water	64	1,196	15,048
Wastewater	62	3,407	41,441
Watershed Protection	63	603	7,339
		5,110	68,828

General Ledger

Budget to Actual

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Period 12 - 12

Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
05-00-3500	Fund Balance	1,168,115.00	-	1,444,160.52	-	123.6%
	<i>Beginning Fund Balance</i>	<i>1,168,115.00</i>	<i>-</i>	<i>1,444,160.52</i>	<i>-</i>	<i>123.6%</i>
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System Development-Compliance	-	-	4,234.00	-	0.0%
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	53,400.00	-	93.0%
05-00-4610	Investment Revenue	3,000.00	3,530.76	39,212.11	-	1307.1%
05-00-4630	Miscellaneous Revenues	10,000.00	1,312.00	28,959.63	-	289.6%
	<i>Revenue</i>	<i>70,400.00</i>	<i>8,842.76</i>	<i>125,805.74</i>	<i>-</i>	<i>178.7%</i>
	Transfers & Contingencies					
05-29-4910	Transfer In from Fund 10	1,008,000.00	84,000.00	1,008,000.00	-	100.0%
05-29-4920	Transfer In from Fund 20	1,920,000.00	160,000.00	1,920,000.00	-	100.0%
05-29-4930	Transfer In from Fund 30	1,008,000.00	84,000.00	1,008,000.00	-	100.0%
	<i>Revenue</i>	<i>3,936,000.00</i>	<i>328,000.00</i>	<i>3,936,000.00</i>	<i>-</i>	<i>100.0%</i>
	Transfers & Contingencies	3,936,000.00	328,000.00	3,936,000.00	-	100.0%
	Revenue	4,006,400.00	336,842.76	4,061,805.74	-	101.4%
	Admin/Finance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	705,000.00	66,364.32	726,858.87	-	103.1%
05-01-5130	Overtime	23,000.00	734.11	20,003.83	-	87.0%
05-01-5210	Health/Dental insurance	125,000.00	10,430.85	123,989.88	-	99.2%
05-01-5230	Social Security	55,000.00	5,025.36	53,213.45	-	96.8%
05-01-5240	Retirement	138,000.00	11,704.84	142,638.04	-	103.4%
05-01-5250	Trimet/WBF/Paid Leave OR	6,000.00	778.75	7,358.62	-	122.6%
05-01-5260	Unemployment	20,000.00	-	16,126.00	-	80.6%
05-01-5270	Workers Compensation	1,000.00	24.88	299.22	-	29.9%
05-01-5290	Other Employee Benefits	2,000.00	214.63	2,422.18	-	121.1%
	<i>Personnel Services</i>	<i>1,075,000.00</i>	<i>95,277.74</i>	<i>1,092,910.09</i>	<i>-</i>	<i>101.7%</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	375,000.00	13,091.32	312,996.99	-	83.5%
05-01-6120	Accounting & Audit Services	68,000.00	735.00	12,810.00	-	18.8%
05-01-6155	Contracted Services	200,000.00	17,623.75	241,627.60	-	120.8%
05-01-6180	Dues & Subscriptions	60,000.00	2,615.24	39,013.49	-	65.0%
05-01-6220	Electricity	13,000.00	1,703.77	16,418.61	-	126.3%
05-01-6240	Natural Gas	4,000.00	115.74	4,423.58	-	110.6%
05-01-6290	Other Utilities	10,000.00	48.70	3,871.70	-	38.7%
05-01-6310	Janitorial Services	17,000.00	1,669.99	16,948.52	-	99.7%
05-01-6320	Buildings & Grounds Maint.	35,000.00	1,663.13	23,179.62	-	66.2%
05-01-6410	Mileage	2,700.00	32.82	1,864.16	-	69.0%
05-01-6420	Staff Training	12,000.00	143.82	9,645.26	-	80.4%
05-01-6440	Board Expense	2,000.00	-	-	-	0.0%
05-01-6510	Office Supplies	32,000.00	3,831.98	37,316.19	-	116.6%
05-01-6730	Communications	2,000.00	-	49.00	-	2.5%
05-01-6760	Equipment Rental	4,000.00	278.64	2,630.42	-	65.8%
05-01-6770	Bank Charges	160,000.00	11,374.17	137,434.86	-	85.9%
05-01-6780	Taxes, Fees, Permits	2,000.00	-	818.36	-	40.9%
05-01-6900	Miscellaneous Expense	1,000.00	-	100.00	-	10.0%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials & Services</i>	999,700.00	54,928.07	861,148.36	-	86.1%
	Admin/Finance	2,074,700.00	150,205.81	1,954,058.45	-	94.2%
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	278,000.00	23,609.21	280,050.98	-	100.7%
05-02-5130	Overtime	2,500.00	-	1,813.84	-	72.6%
05-02-5210	Health/Dental Insurance	36,000.00	2,735.39	32,531.34	-	90.4%
05-02-5230	Social Security	22,000.00	1,773.70	21,184.22	-	96.3%
05-02-5240	Retirement	50,000.00	4,276.16	50,555.66	-	101.1%
05-02-5250	Trimet/WBF/Paid Leave OR	3,000.00	274.99	2,794.86	-	93.2%
05-02-5270	Workers Compensation	1,000.00	10.34	124.19	-	12.4%
05-02-5290	Other Employee Benefits	1,000.00	74.45	1,078.36	-	107.8%
	<i>Personnel Services</i>	393,500.00	32,754.24	390,133.45	-	99.1%
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	52,000.00	5,791.09	44,838.90	-	86.2%
05-02-6175	Records Management	8,500.00	738.02	7,665.66	-	90.2%
05-02-6230	Telephone	63,000.00	5,868.77	54,433.09	-	86.4%
05-02-6410	Mileage	1,000.00	301.67	1,423.09	-	142.3%
05-02-6420	Staff Training	25,000.00	2,577.60	31,726.57	-	126.9%
05-02-6440	Board Expense	7,000.00	140.93	2,489.89	-	35.6%
05-02-6510	Office Supplies	2,200.00	146.43	949.95	-	43.2%
05-02-6540	Safety Supplies	2,000.00	-	103.42	-	5.2%
05-02-6560	Uniforms	38,000.00	1,691.76	33,857.78	-	89.1%
05-02-6610	Board Compensation	2,500.00	-	-	-	0.0%
05-02-6620	Election Costs	-	5,311.48	36,710.73	-	#DIV/0!
05-02-6720	Insurance-General	300,000.00	16,101.68	200,531.48	-	66.8%
05-02-6730	Communications	38,100.00	12,990.82	52,230.20	-	137.1%
05-02-6740	Advertising	6,000.00	-	5,008.24	-	83.5%
05-02-6900	Miscellaneous Expense	1,000.00	-	27.19	-	2.7%
	<i>Materials & Services</i>	546,300.00	51,660.25	471,996.19	-	86.4%
	Human Resources	939,800.00	84,414.49	862,129.64	-	91.7%
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	549,000.00	39,322.71	451,296.45	-	82.2%
05-03-5130	Overtime	2,500.00	-	-	-	0.0%
05-03-5210	Health/Dental Insurance	83,000.00	7,081.51	74,479.18	-	89.7%
05-03-5230	Social Security	43,000.00	2,947.33	33,902.96	-	78.8%
05-03-5240	Retirement	102,000.00	7,439.68	84,960.98	-	83.3%
05-03-5250	Trimet/WBF/Paid Leave OR	5,000.00	452.97	4,444.02	-	88.9%
05-03-5270	Workers Compensation	1,000.00	19.39	233.01	-	23.3%
05-03-5290	Other Employee Benefits	2,000.00	148.91	775.90	-	38.8%
	<i>Personnel Services</i>	787,500.00	57,412.50	650,092.50	-	82.6%
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	90,500.00	8,559.00	45,993.06	-	50.8%
05-03-6180	Dues & Subscriptions	-	-	-	-	0.0%
05-03-6350	Computer Maintenance	313,103.00	23,823.33	310,597.47	-	99.2%
05-03-6410	Mileage	1,000.00	-	525.61	-	52.6%
05-03-6420	Staff Training	10,500.00	-	7,279.68	-	69.3%
05-03-6430	Certifications	2,000.00	170.23	1,505.23	-	75.3%
05-03-6530	Small Tools & Equipment	-	134.45	384.45	-	0.0%
05-03-6540	Safety Supplies	5,000.00	562.45	3,245.80	-	64.9%
05-03-6550	Operational Supplies	3,000.00	-	88.41	-	2.9%
05-03-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	426,103.00	33,249.46	369,619.71	-	86.7%
	Technical Services	1,213,603.00	90,661.96	1,019,712.21	-	84.0%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle/Equipment Maintenance	75,000.00	2,314.69	71,682.88	-	95.6%
05-04-6520	Fuels & Oils	51,000.00	2,485.65	40,984.38	-	80.4%
	<i>Materials & Services</i>	<u>126,000.00</u>	<u>4,800.34</u>	<u>112,667.26</u>	-	<u>89.4%</u>
	Vehicle Services	126,000.00	4,800.34	112,667.26	-	89.4%
	Transfers & Contingencies					
05-29-9000	Contingency	788,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<u>788,412.00</u>	-	-	-	<u>0.0%</u>
	Transfers & Contingencies	788,412.00	-	-	-	0.0%
	Expense	5,142,515.00	330,082.60	3,948,567.56	-	76.8%
05	Administrative Services	32,000.00	6,760.16	1,557,398.70	-	
10	Drinking Water					
	NonDivisional					
10-00-3500	Fund Balance	1,015,771.00	-	867,721.71	-	85.4%
	<i>Beginning Fund Balance</i>	<u>1,015,771.00</u>	-	<u>867,721.71</u>	-	<u>85.4%</u>
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	30,000.00	3,401.40	40,381.81	-	134.6%
10-00-4211	Water Sales	4,351,000.00	386,327.49	4,226,417.61	-	97.1%
10-00-4215	Penalties & Late Charges	15,000.00	1,108.47	16,301.69	-	108.7%
10-00-4220	System Development Charges	-	-	-	-	0.0%
10-00-4240	Service Installations	10,000.00	10,181.00	45,999.00	-	460.0%
10-00-4280	Rents & Leases	180,000.00	14,896.58	185,548.94	-	103.1%
10-00-4290	Other Charges for Services	10,000.00	1,010.00	13,505.91	-	135.1%
10-00-4610	Investment Revenue	3,000.00	1,113.02	9,753.11	-	325.1%
10-00-4630	Miscellaneous Revenues	25,000.00	1,619.78	36,342.75	-	145.4%
	<i>Revenue</i>	<u>4,624,000.00</u>	<u>419,657.74</u>	<u>4,574,250.82</u>	-	<u>98.9%</u>
	Revenue	4,624,000.00	419,657.74	4,574,250.82	-	98.9%
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	723,000.00	45,795.04	656,558.59	-	90.8%
10-20-5130	Overtime	31,000.00	1,544.67	28,574.07	-	92.2%
10-20-5210	Health/Dental Insurance	134,000.00	4,658.57	100,045.35	-	74.7%
10-20-5230	Social Security	56,000.00	3,581.62	51,676.38	-	92.3%
10-20-5240	Retirement	133,000.00	8,921.99	130,558.71	-	98.2%
10-20-5250	Trimet/WBF/Paid Leave OR	6,000.00	548.93	6,661.49	-	111.0%
10-20-5270	Workers Compensation	19,000.00	536.85	6,442.75	-	33.9%
10-20-5290	Other Employee Benefits	5,000.00	173.72	2,182.68	-	43.7%
	<i>Personnel Services</i>	<u>1,107,000.00</u>	<u>65,761.39</u>	<u>982,700.02</u>	-	<u>88.8%</u>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	206,500.00	3,629.50	205,021.61	-	99.3%
10-20-6220	Electricity	38,000.00	4,761.59	38,858.59	-	102.3%
10-20-6240	Natural Gas	3,500.00	199.59	2,407.07	-	68.8%
10-20-6290	Other Utilities	3,600.00	299.44	4,980.88	-	138.4%
10-20-6320	Buildings & Grounds	10,000.00	511.97	3,832.69	-	38.3%
10-20-6340	Distribution System Maint	200,000.00	8,889.96	188,150.47	-	94.1%
10-20-6410	Mileage	500.00	-	559.38	-	111.9%
10-20-6420	Staff Training	15,500.00	-	13,569.55	-	87.5%
10-20-6430	Certifications	2,000.00	208.00	1,944.00	-	97.2%
10-20-6530	Small Tools & Equipment	9,000.00	406.94	17,344.08	-	192.7%
10-20-6540	Safety Supplies	15,000.00	2,400.04	13,094.89	-	87.3%
10-20-6550	Operational Supplies	7,000.00	1,045.36	9,118.04	-	130.3%
10-20-6710	Purchased Water	1,127,000.00	120,304.34	1,091,878.01	-	96.9%
10-20-6715	Water Quality Program	16,000.00	3,211.65	7,868.46	-	49.2%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6760	Equipment Rental	8,000.00	-	5,318.00	-	66.5%
10-20-6780	Taxes, Fees, Permits	19,000.00	593.35	16,586.44	-	87.3%
10-20-6900	Miscellaneous Expense	1,000.00	-	296.84	-	29.7%
	<i>Materials & Services</i>	<i>1,681,600.00</i>	<i>146,461.73</i>	<i>1,620,829.00</i>	-	<i>96.4%</i>
	Drinking Water	2,788,600.00	212,223.12	2,603,529.02	-	93.4%
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	188,000.00	-	188,000.00	-	100.0%
10-24-6825	Zions Bank Loan-Interest	21,063.00	-	21,062.70	-	100.0%
	<i>Materials & Services</i>	<i>209,063.00</i>	-	<i>209,062.70</i>	-	<i>100.0%</i>
	Debt Service	209,063.00	-	209,062.70	-	100.0%
	Transfers & Contingencies					
10-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	1,008,000.00	-	100.0%
10-29-8171	Transfers Out to Fund 71	928,000.00	77,333.00	928,000.00	-	100.0%
10-29-9000	Contingency	706,108.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>2,642,108.00</i>	<i>161,333.00</i>	<i>1,936,000.00</i>	-	<i>73.3%</i>
	Transfers & Contingencies	2,642,108.00	161,333.00	1,936,000.00	-	73.3%
	Expense	5,639,771.00	373,556.12	4,748,591.72	-	84.2%
10	Drinking Water	-	46,101.62	693,380.81	-	
20	Wastewater Reclam.					
	NonDivisional					
20-00-3500	Fund Balance	1,207,862.00	-	1,398,387.83	-	115.8%
	<i>Beginning Fund Balance</i>	<i>1,207,862.00</i>	-	<i>1,398,387.83</i>	-	<i>115.8%</i>
	NonDivisional					
	<i>Revenue</i>					
20-00-4212	Wastewater Charges	9,199,000.00	821,917.68	8,948,941.83	-	97.3%
20-00-4215	Penalties & Late Charges	7,000.00	632.02	8,729.86	-	124.7%
20-00-4220	System Development Charges	100,000.00	-	108,465.00	-	108.5%
20-00-4290	Other Charges for Services	10,000.00	2,475.50	16,859.00	-	168.6%
20-00-4610	Investment Revenue	1,000.00	186.11	1,660.76	-	166.1%
20-00-4630	Miscellaneous Revenues	2,000.00	122.20	1,535.78	-	76.8%
	<i>Revenue</i>	<i>9,319,000.00</i>	<i>825,333.51</i>	<i>9,086,192.23</i>	-	<i>97.5%</i>
	Revenue	9,319,000.00	825,333.51	9,086,192.23	-	97.5%
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	671,000.00	44,166.17	571,686.23	-	85.2%
20-21-5120	Temporary/Seasonal Employees	-	-	3,588.02	-	0.0%
20-21-5130	Overtime	50,000.00	4,864.77	50,606.53	-	101.2%
20-21-5210	Health/Dental Insurance	185,000.00	12,909.17	145,321.59	-	78.6%
20-21-5230	Social Security	53,000.00	3,678.94	47,044.59	-	88.8%
20-21-5240	Retirement	123,000.00	7,963.31	108,684.56	-	88.4%
20-21-5250	Trimet/WBF/Paid Leave OR	6,000.00	576.44	6,190.56	-	103.2%
20-21-5260	Unemployment	-	-	1,138.08	-	0.0%
20-21-5270	Workers Compensation	12,000.00	543.02	6,515.80	-	54.3%
20-21-5290	Other Employee Benefits	5,000.00	408.74	1,791.78	-	35.8%
	<i>Personnel Services</i>	<i>1,105,000.00</i>	<i>75,110.56</i>	<i>942,567.74</i>	-	<i>85.3%</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	253,750.00	12,744.64	204,398.85	-	80.6%
20-21-6180	Dues & Subscriptions	-	-	112.21	-	0.0%
20-21-6220	Electricity	307,000.00	24,820.19	273,557.90	-	89.1%
20-21-6240	Natural Gas	2,000.00	25.37	358.37	-	17.9%
20-21-6250	Solid Waste Disposal	52,000.00	5,300.39	27,632.95	-	53.1%
20-21-6290	Other Utilities	-	(2,624.40)	1,800.00	-	0.0%
20-21-6310	Janitorial Services	12,000.00	1,086.71	11,606.68	-	96.7%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6320	Buildings & Grounds	58,000.00	4,526.47	59,276.54	-	102.2%
20-21-6342	WRF System Maintenance	200,000.00	10,347.37	169,122.17	10,500.00	84.6%
20-21-6410	Mileage	1,000.00	-	378.75	-	37.9%
20-21-6420	Staff Training	9,000.00	-	6,990.09	-	77.7%
20-21-6430	Certifications	2,000.00	-	1,129.83	-	56.5%
20-21-6525	Chemicals	65,000.00	1,353.00	59,858.47	-	92.1%
20-21-6530	Small Tools & Equipment	10,000.00	2,404.09	9,213.73	-	92.1%
20-21-6540	Safety Supplies	36,500.00	2,570.67	39,720.38	-	108.8%
20-21-6550	Operational Supplies	17,500.00	196.94	10,539.37	-	60.2%
20-21-6560	Uniforms	-	-	-	-	0.0%
20-21-6590	Other Supplies	5,000.00	-	534.64	-	10.7%
20-21-6740	Advertising	500.00	-	-	-	0.0%
20-21-6760	Equipment Rental	45,000.00	4,988.29	41,095.29	-	91.3%
20-21-6780	Taxes, Fees, Permits	99,700.00	8,395.83	73,869.96	-	74.1%
20-21-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>1,176,950.00</i>	<i>76,135.56</i>	<i>991,196.18</i>	<i>10,500.00</i>	<i>84.2%</i>
	Wastewater-Plant	2,281,950.00	151,246.12	1,933,763.92	10,500.00	84.7%
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	484,000.00	36,513.65	446,112.08	-	92.2%
20-22-5130	Overtime	34,000.00	2,921.24	32,610.11	-	95.9%
20-22-5210	Health/Dental Insurance	109,000.00	8,208.17	97,540.27	-	89.5%
20-22-5230	Social Security	40,000.00	2,985.70	36,301.47	-	90.8%
20-22-5240	Retirement	65,000.00	7,148.06	76,339.01	-	117.4%
20-22-5250	Trimet/WBF/Paid Leave OR	4,000.00	464.69	4,776.22	-	119.4%
20-22-5260	Unemployment	-	-	111.82	-	0.0%
20-22-5270	Workers Compensation	11,000.00	404.22	4,850.97	-	44.1%
20-22-5290	Other Employee Benefits	5,000.00	124.08	1,333.14	-	26.7%
	<i>Personnel Services</i>	<i>752,000.00</i>	<i>58,769.81</i>	<i>699,975.09</i>	-	<i>93.1%</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	32,500.00	1,483.85	21,079.38	-	64.9%
20-22-6220	Electricity	50,000.00	3,618.43	51,267.43	-	102.5%
20-22-6290	Other Utilities	2,000.00	41.51	876.52	-	43.8%
20-22-6320	Buildings & Grounds	1,000.00	-	115.92	-	11.6%
20-22-6342	Collection System Maint.	45,000.00	-	31,873.39	-	70.8%
20-22-6410	Mileage	1,000.00	-	480.58	-	48.1%
20-22-6420	Staff Training	18,000.00	-	16,854.75	-	93.6%
20-22-6430	Certifications	2,000.00	191.00	2,268.00	-	113.4%
20-22-6530	Small Tools & Equipment	15,000.00	22.36	15,318.90	-	102.1%
20-22-6540	Safety Supplies	9,000.00	896.49	8,493.35	-	94.4%
20-22-6550	Operational Supplies	5,000.00	3,913.00	4,918.78	-	98.4%
20-22-6560	Uniforms	-	-	833.44	-	0.0%
20-22-6780	Taxes, Fees, Permits	25,000.00	798.80	20,903.27	-	83.6%
20-22-6900	Miscellaneous Expense	1,000.00	-	94.29	-	9.4%
	<i>Materials & Services</i>	<i>206,500.00</i>	<i>10,965.44</i>	<i>175,378.00</i>	-	<i>84.9%</i>
	Wastewater-Collections	958,500.00	69,735.25	875,353.09	-	91.3%
	Transfers & Contingencies					
20-29-8105	Transfers Out to Fund 05	1,920,000.00	160,000.00	1,920,000.00	-	100.0%
20-29-8150	Transfers Out to Fund 50	3,435,000.00	-	3,435,000.00	-	100.0%
20-29-8172	Transfers Out to Fund 72	1,500,000.00	125,000.00	1,500,000.00	-	100.0%
20-29-9000	Contingency	431,412.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>7,286,412.00</i>	<i>285,000.00</i>	<i>6,855,000.00</i>	-	<i>94.1%</i>
	Transfers & Contingencies	7,286,412.00	285,000.00	6,855,000.00	-	94.1%
	Expense	10,526,862.00	505,981.37	9,664,117.01	10,500.00	91.8%
20	Wastewater Reclam.	-	319,352.14	820,463.05	(10,500.00)	

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30	Watershed Protection					
	NonDivisional					
30-00-3500	Fund Balance	467,895.00	-	112,073.99	-	24.0%
	<i>Beginning Fund Balance</i>	<i>467,895.00</i>	<i>-</i>	<i>112,073.99</i>	<i>-</i>	<i>24.0%</i>
	NonDivisional					
	<i>Revenue</i>					
30-00-4213	Watershed Protection Fees	1,592,000.00	134,598.88	1,572,392.60	-	98.8%
30-00-4215	Penalties & Late Charges	1,000.00	132.99	2,630.21	-	263.0%
30-00-4290	Other Charges for Services	25,000.00	1,010.00	24,395.30	-	97.6%
30-00-4610	Investment Revenue	2,000.00	17.17	2,458.92	-	122.9%
	<i>Revenue</i>	<i>1,620,000.00</i>	<i>135,759.04</i>	<i>1,601,877.03</i>	<i>-</i>	<i>98.9%</i>
	Revenue	1,620,000.00	135,759.04	1,601,877.03	-	98.9%
	Watershed Protection					
	<i>Personnel Services</i>					
30-23-5110	Regular Employees	96,000.00	7,997.34	96,135.66	-	100.1%
30-23-5130	Overtime	5,000.00	-	-	-	0.0%
30-23-5210	Health/Dental Insurance	30,000.00	2,664.45	32,017.99	-	106.7%
30-23-5230	Social Security	8,000.00	596.38	7,182.57	-	89.8%
30-23-5240	Retirement	18,000.00	1,448.53	17,242.85	-	95.8%
30-23-5250	Trimet/WBF/Paid Leave OR	1,000.00	92.75	947.03	-	94.7%
30-23-5270	Workers Compensation	1,000.00	76.59	918.53	-	91.9%
30-23-5290	Other Employee Benefits	1,000.00	25.81	193.87	-	19.4%
	<i>Personnel Services</i>	<i>160,000.00</i>	<i>12,901.85</i>	<i>154,638.50</i>	<i>-</i>	<i>96.6%</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	147,000.00	22,190.85	140,883.54	-	95.8%
30-23-6340	System Maintenance	25,000.00	23,176.58	35,666.58	-	142.7%
30-23-6420	Staff Training	6,000.00	1,273.00	1,579.50	-	26.3%
30-23-6530	Small Tools & Equipment	6,000.00	-	3,543.74	-	59.1%
30-23-6540	Safety Supplies	1,000.00	-	103.99	-	10.4%
30-23-6550	Operational Supplies	1,500.00	-	925.00	-	61.7%
30-23-6730	Communications	58,000.00	19,576.24	57,352.05	-	98.9%
30-23-6780	Taxes, Fees, Permits	4,300.00	-	4,125.00	-	95.9%
30-23-6900	Miscellaneous Expense	1,000.00	-	-	-	0.0%
	<i>Materials & Services</i>	<i>249,800.00</i>	<i>66,216.67</i>	<i>244,179.40</i>	<i>-</i>	<i>97.7%</i>
	Watershed Protection	409,800.00	79,118.52	398,817.90	-	97.3%
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	115,741.00	-	115,740.74	-	100.0%
30-24-6824	Interest Paid-KS Statebank	4,259.00	-	4,259.26	-	100.0%
	<i>Materials & Services</i>	<i>120,000.00</i>	<i>-</i>	<i>120,000.00</i>	<i>-</i>	<i>100.0%</i>
	Debt Service	120,000.00	-	120,000.00	-	100.0%
	Transfers & Contingencies					
30-29-8105	Transfers Out to Fund 05	1,008,000.00	84,000.00	1,008,000.00	-	100.0%
30-29-8173	Transfers Out to Fund 73	250,000.00	-	125,000.00	-	50.0%
30-29-9000	Contingency	300,095.00	-	-	-	0.0%
	<i>Transfers & Contingencies</i>	<i>1,558,095.00</i>	<i>84,000.00</i>	<i>1,133,000.00</i>	<i>-</i>	<i>72.7%</i>
	Transfers & Contingencies	1,558,095.00	84,000.00	1,133,000.00	-	72.7%
	Expense	2,087,895.00	163,118.52	1,651,817.90	-	79.1%
30	Watershed Protection	-	(27,359.48)	62,133.12	-	
40	WW GO Debt Service					
	NonDivisional					
40-00-3500	Fund Balance	-	-	126,408.64	-	0.0%
	<i>Beginning Fund Balance</i>	<i>-</i>	<i>-</i>	<i>126,408.64</i>	<i>-</i>	<i>0.0%</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
40	WW GO Debt Service	-	-	126,408.64	-	0.0%
50	WW Revenue Bond Debt Service					
	NonDivisional					
50-00-3500	Fund Balance	592,666.00	-	568,123.80	-	95.9%
	Beginning Fund Balance	592,666.00	-	568,123.80	-	95.9%
	NonDivisional					
	Revenue					
50-00-4610	Investment Revenue	1,000.00	1,649.66	12,832.71	-	1283.3%
	Revenue	1,000.00	1,649.66	12,832.71	-	1283.3%
	Transfers & Contingencies					
	Revenue					
50-29-4920	Transfer In from Fund 20	3,435,000.00	-	3,435,000.00	-	100.0%
	Revenue	3,435,000.00	-	3,435,000.00	-	100.0%
	Transfers & Contingencies	3,435,000.00	-	3,435,000.00	-	100.0%
	Revenue	3,436,000.00	1,649.66	3,447,832.71	-	100.3%
	Debt Service					
50-24-6810	2010 SRF Loan Principal	946,261.00	-	946,261.00	-	100.0%
50-24-6811	2021 IFA Loan Principal	310,030.00	-	310,029.66	-	100.0%
50-24-6813	JPM Bank Loan Principal	1,420,000.00	-	1,420,000.00	-	100.0%
50-24-6820	2010 SRF Loan Interest	282,964.00	-	282,964.00	-	100.0%
50-24-6822	2021 IFA Loan Interest	168,839.00	-	168,839.41	-	100.0%
50-24-6823	JPM Bank Loan Interest	306,050.00	-	306,050.00	-	100.0%
	Materials & Services	3,434,144.00	-	3,434,144.07	-	100.0%
	Debt Service	3,434,144.00	-	3,434,144.07	-	100.0%
	Expense	3,434,144.00	-	3,434,144.07	-	100.0%
50	WW Revenue Bond Debt Service	594,522.00	1,649.66	581,812.44	-	
71	Drinking Water Capital					
	NonDivisional					
71-00-3500	Fund Balance	3,911,900.00	-	4,539,370.77	-	116.0%
	Beginning Fund Balance	3,911,900.00	-	4,539,370.77	-	116.0%
	NonDivisional					
	Revenue					
71-00-4221	System Development-Reimburse	50,000.00	-	164,514.60	-	329.0%
71-00-4225	System Development-Improvement	50,000.00	-	150,808.00	-	301.6%
71-00-4610	Investment Revenue	30,000.00	11,542.60	111,315.50	-	371.1%
71-00-4640	Proceeds From Sale of Capital	-	-	13,600.00	-	0.0%
	Revenue	130,000.00	11,542.60	440,238.10	-	338.6%
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10	928,000.00	77,333.00	928,000.00	-	100.0%
	Revenue	928,000.00	77,333.00	928,000.00	-	100.0%
	Transfers & Contingencies	928,000.00	77,333.00	928,000.00	-	100.0%
	Revenue	1,058,000.00	88,875.60	1,368,238.10	-	129.3%
	Drinking Water					
	Capital Outlay					
71-20-7200	Infrastructure	470,000.00	16,723.99	394,930.17	-	84.0%
71-20-7520	Equipment	64,000.00	9,323.00	44,870.35	-	70.1%
71-20-7530	Information Technology	30,000.00	54.34	16,100.34	-	53.7%
71-20-7600	Capital Improvement Projects	2,275,000.00	224,312.40	1,614,638.39	-	71.0%
	Capital Outlay	2,839,000.00	250,413.73	2,070,539.25	-	72.9%
	Drinking Water	2,839,000.00	250,413.73	2,070,539.25	-	72.9%
	Transfers & Contingencies					
71-29-9000	Contingency	288,000.00	-	-	-	0.00%
	Transfers & Contingencies	288,000.00	-	-	-	0.00%
	Transfers & Contingencies	288,000.00	-	-	-	0.00%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Expense	3,127,000.00	250,413.73	2,070,539.25	-	66.2%
71	Drinking Water Capital	1,842,900.00	(161,538.13)	3,837,069.62	-	
72	Wastewater Reclamation Capital					
	NonDivisional					
72-00-3500	Fund Balance	4,006,108.00	-	4,008,462.68	-	100.1%
	<i>Beginning Fund Balance</i>	<i>4,006,108.00</i>	<i>-</i>	<i>4,008,462.68</i>	<i>-</i>	<i>100.1%</i>
	NonDivisional					
	<i>Revenue</i>					
72-00-4610	Investment Revenue	30,000.00	12,588.61	115,745.48	-	385.8%
72-00-4640	Proceeds From Sale of Capital	-	-	33,900.00	-	0.0%
	<i>Revenue</i>	<i>30,000.00</i>	<i>12,588.61</i>	<i>149,645.48</i>	<i>-</i>	<i>498.8%</i>
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer In from Fund 20	1,500,000.00	125,000.00	1,500,000.00	-	100.0%
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>1,500,000.00</i>	<i>-</i>	<i>100.0%</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	1,500,000.00	-	100.0%
	Revenue	1,530,000.00	137,588.61	1,649,645.48	-	107.8%
	Wastewater-Plant					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & Improvements	-	24,233.00	28,817.00	-	#DIV/0!
72-21-7400	Improvement Other than Bldgs	75,000.00	-	44,810.00	-	59.7%
72-21-7520	Equipment	490,365.00	244,632.34	548,104.89	-	111.8%
72-21-7530	Information Technology	127,849.00	(1,945.67)	80,691.84	-	63.1%
72-21-7600	Capital Improvement Projects	990,786.00	35,076.23	525,369.45	-	53.0%
	<i>Capital Outlay</i>	<i>1,684,000.00</i>	<i>301,995.90</i>	<i>1,227,793.18</i>	<i>-</i>	<i>72.9%</i>
	Wastewater-Plant	1,684,000.00	301,995.90	1,227,793.18	-	72.9%
	Wastewater-Collections					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	126,045.00	46,900.95	173,902.44	-	138.0%
72-22-7520	Equipment	37,478.00	-	48,677.32	-	129.9%
72-22-7530	Information Technology	201,424.00	54.33	205,533.02	-	102.0%
72-22-7600	Capital Improvement Projects	2,094,393.00	369,248.77	954,467.72	-	45.6%
	<i>Capital Outlay</i>	<i>2,459,340.00</i>	<i>416,204.05</i>	<i>1,382,580.50</i>	<i>-</i>	<i>56.2%</i>
	Wastewater-Collections	2,459,340.00	416,204.05	1,382,580.50	-	56.2%
	Transfers & Contingencies					
72-29-9000	Contingency	361,834.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	<i>361,834.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.00%</i>
	Transfers & Contingencies	361,834.00	-	-	-	0.00%
	Expense	4,505,174.00	718,199.95	2,610,373.68	-	57.9%
72	Wastewater Reclamation Capital	1,030,934.00	(580,611.34)	3,047,734.48	-	
73	Watershed Protection Capital					
	NonDivisional					
73-00-3500	Fund Balance	2,173,058.00	-	2,656,730.99	-	122.3%
	<i>Beginning Fund Balance</i>	<i>2,173,058.00</i>	<i>-</i>	<i>2,656,730.99</i>	<i>-</i>	<i>122.3%</i>
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	10,000.00	7,437.50	61,882.48	-	618.8%
	<i>Revenue</i>	<i>10,000.00</i>	<i>7,437.50</i>	<i>61,882.48</i>	<i>-</i>	<i>618.8%</i>
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer In from Fund 30	250,000.00	-	125,000.00	-	50.0%
	<i>Revenue</i>	<i>250,000.00</i>	<i>-</i>	<i>125,000.00</i>	<i>-</i>	<i>50.0%</i>
	Transfers & Contingencies	250,000.00	-	125,000.00	-	50.0%

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	260,000.00	7,437.50	186,882.48	-	71.9%
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7520	Equipment	18,647.00	-	18,647.00	-	100.0%
73-23-7600	Capital Improvement Projects	281,353.00	-	2,729.50	-	1.0%
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>-</i>	<i>21,376.50</i>	<i>-</i>	<i>7.1%</i>
	Watershed Protection	300,000.00	-	21,376.50	-	7.1%
	Transfers & Contingencies					
73-29-9000	Contingency	50,000.00	-	-	-	0.00%
	<i>Transfers & Contingencies</i>	<i>50,000.00</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.0%</i>
	Transfers & Contingencies	50,000.00	-	-	-	0.0%
	Expense	350,000.00	-	21,376.50	-	6.1%
73	Watershed Protection Capital	2,083,058.00	7,437.50	2,822,236.97	-	
Revenue Total		25,853,400.00	1,953,144.42	25,976,724.59	-	100.5%
Expense Total		34,813,361.00	2,341,352.29	28,149,527.69	10,500.00	80.9%

General Ledger

Account Roll up



User: gail@olwsd.org

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Period 12 - 12

Fiscal Year 2023

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 3,401.40	\$ 40,381.81	134.6%
4211	Water sales	\$ 4,351,000.00	\$ 386,327.49	\$ 4,226,417.61	97.1%
4212	Wastewater Charges	\$ 9,199,000.00	\$ 821,917.68	\$ 8,948,941.83	97.3%
4213	Watershed protection fees	\$ 1,592,000.00	\$ 134,598.88	\$ 1,572,392.60	98.8%
4215	Penalties & late charges	\$ 23,000.00	\$ 1,873.48	\$ 27,661.76	120.3%
4220	System Development Charges	\$ 100,000.00	\$ -	\$ 108,465.00	108.5%
4221	System Development-Reimburse	\$ 50,000.00	\$ -	\$ 164,514.60	329.0%
4225	System Development-Improvement	\$ 50,000.00	\$ -	\$ 150,808.00	301.6%
4227	System Development-Compliance	\$ -	\$ -	\$ 4,234.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 53,400.00	93.0%
4240	Service installations	\$ 10,000.00	\$ 10,181.00	\$ 45,999.00	460.0%
4280	Rents & leases	\$ 180,000.00	\$ 14,896.58	\$ 185,548.94	103.1%
4290	Other charges for services	\$ 45,000.00	\$ 4,495.50	\$ 54,760.21	121.7%
4610	Investment revenue	\$ 80,000.00	\$ 38,065.43	\$ 354,861.07	443.6%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 3,053.98	\$ 66,838.16	180.6%
4640	Proceeds from sale of capital	\$ -	\$ -	\$ 47,500.00	0.0%
		\$ 15,804,400.00	\$ 1,422,811.42	\$ 16,052,724.59	101.6%
4910	Transfer in from Fund 10	\$ 1,936,000.00	\$ 161,333.00	\$ 1,936,000.00	100.0%
4920	Transfer in from Fund 20	\$ 6,855,000.00	\$ 285,000.00	\$ 6,855,000.00	100.0%
4930	Transfer in from Fund 30	\$ 1,258,000.00	\$ 84,000.00	\$ 1,133,000.00	90.1%
Revenue	Revenue	\$ 25,853,400.00	\$ 1,953,144.42	\$ 25,976,724.59	100.5%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 3,506,000.00	\$ 263,768.44	\$ 3,228,698.86	92.1%
5120	Temporary/Seasonal employees	\$ -	\$ -	\$ 3,588.02	0.0%
5130	Overtime	\$ 148,000.00	\$ 10,064.79	\$ 133,608.38	90.3%
5210	Employee Ins	\$ 702,000.00	\$ 48,688.11	\$ 605,925.60	86.3%
5230	Social Security	\$ 277,000.00	\$ 20,589.03	\$ 250,505.64	90.4%
5240	Retirement	\$ 629,000.00	\$ 48,902.57	\$ 610,979.81	97.1%
5250	Trimet/WBF/Paid Leave OR	\$ 31,000.00	\$ 3,189.52	\$ 33,172.80	107.0%
5260	Unemployment	\$ 20,000.00	\$ -	\$ 17,375.90	86.9%
5270	Workers compensation	\$ 46,000.00	\$ 1,615.29	\$ 19,384.47	42.1%
5290	Other employee benefits	\$ 21,000.00	\$ 1,170.34	\$ 9,777.91	46.6%
		\$ 5,380,000.00	\$ 397,988.09	\$ 4,913,017.39	91.3%
Materials & Services					
6110	Legal services	\$ 375,000.00	\$ 13,091.32	\$ 312,996.99	83.5%
6120	Accounting & audit services	\$ 68,000.00	\$ 735.00	\$ 12,810.00	18.8%
6155	Contracted Services	\$ 982,250.00	\$ 72,022.68	\$ 903,842.94	92.0%
6175	Records Management	\$ 8,500.00	\$ 738.02	\$ 7,665.66	90.2%
6180	Dues & subscriptions	\$ 60,000.00	\$ 2,615.24	\$ 39,125.70	65.2%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6220	Electricity	\$ 408,000.00	\$ 34,903.98	\$ 380,102.53	93.2%
6230	Telephone	\$ 63,000.00	\$ 5,868.77	\$ 54,433.09	86.4%
6240	Natural gas	\$ 9,500.00	\$ 340.70	\$ 7,189.02	75.7%
6250	Solid waste disposal	\$ 52,000.00	\$ 5,300.39	\$ 27,632.95	53.1%
6290	Other utilities	\$ 15,600.00	\$ (2,234.75)	\$ 11,529.10	73.9%
6310	Janitorial services	\$ 29,000.00	\$ 2,756.70	\$ 28,555.20	98.5%
6320	Buildings & grounds	\$ 104,000.00	\$ 6,701.57	\$ 86,404.77	83.1%
6330	Vehicle & equipment maint.	\$ 75,000.00	\$ 2,314.69	\$ 71,682.88	95.6%
6340	Distribution system maint	\$ 225,000.00	\$ 32,066.54	\$ 222,257.94	98.8%
6342	Collection system maint.	\$ 245,000.00	\$ 10,347.37	\$ 200,995.56	82.0%
6350	Computer maintenance	\$ 313,103.00	\$ 23,823.33	\$ 310,597.47	99.2%
6410	Mileage	\$ 7,200.00	\$ 334.49	\$ 5,231.57	72.7%
6420	Staff training	\$ 96,000.00	\$ 3,994.42	\$ 87,645.40	91.3%
6430	Certifications	\$ 8,000.00	\$ 569.23	\$ 6,847.06	85.6%
6440	Board travel & training	\$ 9,000.00	\$ 140.93	\$ 2,489.89	27.7%
6510	Office supplies	\$ 34,200.00	\$ 3,978.41	\$ 38,266.14	111.9%
6520	Fuel & oils	\$ 51,000.00	\$ 2,485.65	\$ 40,984.38	80.4%
6525	Chemicals	\$ 65,000.00	\$ 1,353.00	\$ 59,858.47	92.1%
6530	Small tools & equipment	\$ 40,000.00	\$ 2,967.84	\$ 45,804.90	114.5%
6540	Safety supplies	\$ 68,500.00	\$ 6,429.65	\$ 64,761.83	94.5%
6550	Operational Supplies	\$ 34,000.00	\$ 5,155.30	\$ 25,589.60	75.3%
6560	Uniforms	\$ 38,000.00	\$ 1,691.76	\$ 34,691.22	91.3%
6590	Other supplies	\$ 5,000.00	\$ -	\$ 534.64	10.7%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 32,000.00	\$ 5,311.48	\$ 36,710.73	114.7%
6710	Purchased water	\$ 1,127,000.00	\$ 120,304.34	\$ 1,091,878.01	96.9%
6715	Water quality program	\$ 16,000.00	\$ 3,211.65	\$ 7,868.46	49.2%
6720	Insurance	\$ 300,000.00	\$ 16,101.68	\$ 200,531.48	66.8%
6730	Communications	\$ 98,100.00	\$ 32,567.06	\$ 109,631.25	111.8%
6740	Advertising	\$ 6,500.00	\$ -	\$ 5,008.24	77.0%
6760	Equipment Rental	\$ 57,000.00	\$ 5,266.93	\$ 49,043.71	86.0%
6770	Bank charges	\$ 160,000.00	\$ 11,374.17	\$ 137,434.86	85.9%
6780	Taxes, Fees & Permits	\$ 150,000.00	\$ 9,787.98	\$ 116,303.03	77.5%
6900	Miscellaneous expense	\$ 7,000.00	\$ 39.98	\$ 590.28	8.4%
		\$ 5,444,953.00	\$ 444,457.50	\$ 4,845,526.95	89.0%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 946,261.00	\$ -	\$ 946,261.00	100.0%
6811	2010 IFA Loan Principal	\$ 310,030.00	\$ -	\$ 310,029.66	100.0%
6813	JPM Bank Loan Principal	\$ 1,420,000.00	\$ -	\$ 1,420,000.00	100.0%
6814	Principal Payment-KS Statebank	\$ 115,741.00	\$ -	\$ 115,740.74	100.0%
6815	Zions Bank loan-principal	\$ 188,000.00	\$ -	\$ 188,000.00	100.0%
6820	2010 SRF Loan Interest	\$ 282,964.00	\$ -	\$ 282,964.00	100.0%
6822	2010 IFA Loan Interest	\$ 168,839.00	\$ -	\$ 168,839.41	100.0%
6823	JPM Bank Loan Interest	\$ 306,050.00	\$ -	\$ 306,050.00	100.0%
6824	Interest Paid-KS Statebank	\$ 4,259.00	\$ -	\$ 4,259.26	100.0%
6825	Zions Bank loan-interest	\$ 21,063.00	\$ -	\$ 21,062.70	100.0%
		\$ 3,763,207.00	\$ -	\$ 3,763,206.77	100.0%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 596,045.00	\$ 63,624.94	\$ 568,832.61	95.4%
7300	Buildings & Improvements	\$ -	\$ 24,233.00	\$ 28,817.00	100.0%
7400	Improvement other than Bldgs	\$ 75,000.00	\$ -	\$ 44,810.00	59.7%
7520	Equipment	\$ 610,490.00	\$ 253,955.34	\$ 660,299.56	108.2%
7530	Information Technology	\$ 359,273.00	\$ (1,837.00)	\$ 302,325.20	84.1%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
7600	Capital Improvement Projects	\$ 5,641,532.00	\$ 628,637.40	\$ 3,097,205.06	54.9%
		\$ 7,282,340.00	\$ 968,613.68	\$ 4,702,289.43	64.6%
Transfers					
8105	Transfers out to Fund 05	\$ 3,936,000.00	\$ 328,000.00	\$ 3,936,000.00	100.0%
8150	Transfers out to Fund 50	\$ 3,435,000.00	\$ -	\$ 3,435,000.00	100.0%
8171	Transfers out to Fund 71	\$ 928,000.00	\$ 77,333.00	\$ 928,000.00	100.0%
8172	Transfers out to Fund 72	\$ 1,500,000.00	\$ 125,000.00	\$ 1,500,000.00	100.0%
8173	Transfers out to Fund 73	\$ 250,000.00	\$ -	\$ 125,000.00	50.0%
		\$ 10,049,000.00	\$ 530,333.00	\$ 9,924,000.00	98.8%
		\$ 31,919,500.00	\$ 2,341,392.27	\$ 28,148,040.54	88.2%
9000	Contingency	\$ 2,925,861.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 34,845,361.00	\$ 2,341,392.27	\$ 28,148,040.54	80.8%
Revenue Total		\$ 25,853,400.00	\$ 1,953,144.42	\$ 25,976,724.59	100.5%
Expense Total		\$ 34,845,361.00	\$ 2,341,392.27	\$ 28,148,040.54	80.8%
Grand Total		\$ (8,991,961.00)	\$ (388,247.85)	\$ (2,171,315.95)	24.1%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	August 15, 2023

Summary of Minutes for Approval

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

Attachments

1. July 18, 2023 Special Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JULY 18, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

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

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Jacque Betz	City of Gladstone
Darren Caniparoli	City of Gladstone
Mark Strahota	Brown and Caldwell

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Administration of Oaths of Office

District Recorder Casey administered the Oath of Office for Susan Keil and Heidi Bullock, who were re-elected to the Board of Directors during the May 16, 2023 Special District Election.

3. Call for Public Comment

The Board acknowledged the submitted written public comment.

There were no verbal comments.

4. Consideration of Intergovernmental Agreement with the City of Gladstone

General Manager Chaplen detailed the collaboration with the City of Gladstone to draft the intergovernmental agreement (IGA). The Gladstone City Council approved the IGA on July 11, 2023. Gladstone City Manager Betz thanked the Board for their consideration.

Vice Chair Williams moved to approve the IGA with Gladstone as presented and authorize the Board Chair to execute the agreement on behalf of Oak Lodge. Director Bullock seconded.

The Board requested a public event hosted by the City and OLWS to field customer questions on the continuing partnership between the two entities.

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

MOTION CARRIED

5. Presentation of Tertiary Filtration 30% Design

PWD Albert introduced Consultant Strahota, who presented an update on the Tertiary Treatment project.

The Board asked clarifying questions and thanked the Consultant.

6. Consideration of Engineering Contract with Brown and Caldwell for Tertiary Treatment Final Design

PWD Albert overviewed the contract with Brown and Caldwell.

The Board asked clarifying questions.

Treasurer Gornick moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Final Engineering of the Tertiary Treatment Project for \$673,972. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

7. Consent Agenda

Items on the Consent Agenda Included:

- The May 2023 Financial Report, and
- June 20, 2023 Board Meeting Minutes

The Board asked questions regarding the Financial Report and accounting best practices.

Vice Chair Williams moved to approve the Consent Agenda. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

8. Consideration of Resolution No. 2023-0021 Correcting the Adopted FY 2024 Schedule of Rates, Fees, and Other Charges

Treasurer Gornick moved to adopt Resolution No. 2023-0021 correcting the adopted FY 2024 Schedule of Rates, Fees, and Other Charges. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

9. Consideration of Purchase of Aerzen Blower

Plant Superintendent Hawkins overviewed the Blower Replacement project.

The Board asked clarifying questions regarding the recent blower failure.

Director Bullock moved to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of one D625 blower from Aerzen USA in the amount of \$125,000. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

10. Consideration of Purchase of Caterpillar 926 Loader

Plant Superintendent Hawkins explained the proposed purchase, cost savings, and supply chain delay.

The Board asked questions about alternatives to the purchase of equipment.

Vice Chair Williams moved to authorize the General Manager to accept the Peterson CAT quote and approve the purchase of one Caterpillar Model 926M wheel loader from Peterson CAT in the amount of \$242,000. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

11. Business from the Board

Director Bullock and Treasurer Gornick provided highlights from their written reports.

Vice Chair Williams provided a verbal report and Chair Keil provided a verbal report for Director Van Loo.

12. Department Reports

The Management Team provided highlights from their written reports.

The Board asked questions regarding the customer Financial Assistance Program and lobbyist activities.

13. Adjourn Meeting

Chair Keil adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To Board of Directors
From Aaron Janicke, Assistant District Engineer
Title Approval of the Secondary Clarifier 1 and 2 Refurbishment Engineering Design Contract
Item No. 4
Date August 15, 2023

Summary

This staff report seeks approval to re-commence engineering design of the Secondary Clarifier 1 and 2 Refurbishment project.

The Secondary Clarifier 1 and 2 Refurbishment Project would see the two oldest of four clarifiers at the Wastewater Treatment Plant overhauled with new mechanisms, piping connections, and access for plant operations. The final engineering design would happen during this current fiscal year 2023/24. Engineering design began in 2021 and was halted in 2022 due to scope and projected construction cost increases. Re-commencing the design phase would result in completed engineered plans that would be construction-ready and could be bundled with other projects for potential funding and grant opportunities.

Background

Secondary Clarifiers are a critical component in wastewater treatment. The microorganisms that consume volatile organic solids suspended in wastewater do so in the calm environment of the secondary clarifiers. Cleaned water flows out of the clarifiers to be released back to the river following disinfection.

A pair of two newer secondary clarifiers at the WWTP were built as the facility was overhauled around a decade ago. The older pair however originate from the 1960s and received a major overhaul in the 1990s. The old pair, Clarifiers 1 and 2, are today rusting away, and the nearly 30-year-old fiberglass walkways flex when walked on and need rapid replacement for safety.

An in-depth assessment of the clarifiers conducted by Consor (formerly Murraysmith) in 2015 showed the concrete structure to be in fair condition, although much of the mechanisms and walkways were deteriorating. This project is thus scoped to replace all machinery, electrical components, and access ways, yet keep and repurpose the concrete tanks in order to bring clarifiers 1 and 2 up to the same, if not better, standard than the newer clarifiers 3 and 4.

Past Board Actions

<i>May 2021</i>	Board approves the FY 2022 Budget, which includes \$1,000,000 allocated for this project over two fiscal years, \$100,000 of which is budgeted for the current fiscal year.
<i>September 2021</i>	Board approves commencement of engineering design of Secondary Clarifiers 1 and 2 Refurbishment project.
<i>May 2022</i>	Engineering design put on hold due to construction cost increases.
<i>June 2023</i>	Board approves the FY 2024 Budget, which includes \$2,722,133 allocated for this project over three fiscal years, \$150,000 of which is budgeted for the current fiscal year.

Concurrence

Technical Services Staff collaborated with Plant Operations and on-call consulting engineers Consor in planning this project and developing the attached Scope of Work.

Budget

This work would be paid for from the Wastewater Reclamation Capital Fund, specifically line 72-21-7600. Funding within the Capital Fund will be reallocated to cover a portion of this project.

Recommendation

Staff requests the Board approve the attached Scope of Work for engineering design of the Secondary Clarifiers 1 and 2 Refurbishment Project, for the sum of \$195,435.00 through the active On-call Personal Services Contract with Consor.

Suggested Board Motion

“I move to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Consor for the Final Engineering of the Secondary Clarifiers 1 and 2 Refurbishment Project for \$195,435.00.”

Attachments

1. Scope of Work for engineering design of the Secondary Clarifiers 1 and 2 Refurbishment Project

SCOPE OF WORK

SECONDARY CLARIFIER REHABILITATION FINAL DESIGN

OAK LODGE WATER SERVICES, OREGON

Introduction and Background

Oak Lodge Water Services (OLWS) owns and operates the OLWS Water Reclamation Facility (WRF) located at 13750 SE Renton Avenue in Oak Grove, Oregon. The WRF operates four (4) secondary clarifiers. Clarifier Nos. 1 and 2 were installed in the 1994-95 timeframe. Clarifier Nos. 3 and 4 were installed during the plant's most recent major upgrade in 2012.

In 2014, OLWS contracted with Murraysmith for an assessment of Clarifier No. 2, which was offline at the time. The assessment found several deficiencies with the clarifier equipment, piping, and fiberglass reinforced plastic (FRP) components. The report concluded that major repairs were warranted within a 5 to 10-year timeframe, and that Clarifier No. 1 was likely in the same condition as No. 2.

In September 2021, OLWS issued Task Order No. 6 under the on-call Personal Services Agreement for Consor (formerly known as Murraysmith) to prepare construction documents for equipment replacement for Clarifier Nos. 1 and 2. Based on discussions with OLWS staff, they would like to replace the mechanical equipment for Clarifier Nos. 1 and 2 to match Clarifier Nos. 3 and 4 as much as possible. The original project scope included replacement of the clarifier equipment and piping; new concrete launders to replace the existing FRP launders; new walkways around the perimeter of the clarifiers to facilitate access to the launders and weirs; replacement of the degrading FRP handrails and other appurtenances identified in the condition assessment; and scum and drain piping modifications in the RAS/WAS pump station between the clarifiers. During the final stages of preliminary design, OLWS requested additional electrical and controls design services. Consor and Industrial Systems visited the plant to understand the additional work and operator preferences. This work includes demolition of two control panels, associated VFDs, transformers, and other decommissioned electrical equipment in the electrical room between the clarifiers. Also included is the design of two replacement control panels.

The design commenced and progressed through preliminary design. Due to available funding and the non-critical nature of this project, OLWS decided to put the project on hold indefinitely. Earlier this year, OLWS reached out to Consor for an updated proposal to complete the unfinished design work, plus design of the additional electrical and controls elements.

This Scope of Work reflects the tasks needed to complete final design as described in detail below. OLWS indicated that construction may be delayed for a few years due to other more critical projects. When construction is scheduled, and if requested, Consor will provide a proposal for services during construction.

Scope of Services

This Scope of Work includes Project Management, 90% Final Design, and 100% Final Contract Documents for the Secondary Clarifier Rehabilitation Project as described below.

Task 1 - Project Management

The objective of the Project Management task is to provide leadership and guidance to deliver the project on time and budget, coordinating with OLWS staff. This task includes conducting the project kickoff meeting, monthly project invoices with project status reports, and other project management activities required to keep the project on track.

Subtasks

1.1 Project Kickoff Meeting

A virtual project kickoff meeting will be held using Microsoft Teams or other video conferencing software to review the preliminary design, desired project outcomes, and discuss the final design scope and schedule, including any concerns or requests from OLWS staff. The meeting is budgeted for two (2) hours duration and will be attended by Consor's Project Manager, Project Engineer, and subconsultants.

1.2 Monthly Project Status Reports & Invoices

Monthly project status reports will summarize the current project status, noting key outstanding issues that may impact the scope, schedule, or budget. Monthly invoices will be included with the monthly project status reports. The project will be managed to maintain the scope, schedule, and budget.

1.3 Internal Team Coordination

Consor's Project Manager will conduct regular check-ins with the project team to verify status of project tasks, review schedule milestones, and discuss any outstanding issues needing resolution. For budgeting purposes, this task assumes two (2) hours per week for team coordination activities to be split between Consor's Project Manager and Project Engineer.

Task 1 Deliverables

- Electronic (PDF) copy of the Project Kickoff Meeting agenda and notes
- Electronic (PDF) copy of Monthly Project Status Reports with invoices

Task 1 Assumptions

- Consultant assumes a Notice to Proceed (NTP) date by mid-October 2023.
- Project duration will be five (5) months; therefore, it is assumed that there will be up to five (5) progress payments/status reports.

Task 2 - Final Design

Consor will provide services to advance preliminary design and complete Final Design by preparing the 100% Final Contract Documents. This task includes 90% design development, 90% design review workshop, and preparation of 100% final contract documents.

Subtasks

2.1 90% Final Design

Develop the design from preliminary design to 90% completion and prepare the 90% design submittal, including 90% construction drawings, final draft Division 1-48 specifications, and 90% Engineer's Opinion of Probable Construction Cost (OPCC).

Construction drawings will be prepared for General, Mechanical, Structural, Electrical, and Process disciplines along with associated specifications.

2.2 90% Design Review Workshop

Hold a virtual meeting with OLWS staff to review the 90% design submittal using Microsoft Teams or other video conferencing software. The workshop is budgeted for two (2) hours duration and will be attended by Consor's Project Manager, Project Engineer, and subconsultants.

2.3 100% Final Contract Documents

Incorporate comments from the 90% Design Review Workshop and prepare the 100% Final CDs, including final technical specification sections (Division 1-48), final construction drawings, and final Engineer's OPCC.

Task 2 Deliverables

- Electronic (PDF) copy of 90% design submittal including 90% construction drawings, technical specifications, and 90% OPCC
- Electronic (PDF) copies of the agenda and notes from the 90% Design Review Workshop
- Electronic (PDF) copy of the 100% Final Contract Documents ready for bidding, including technical specifications, construction drawings, and OPCC
- Electronic (AutoCAD) copy of the design drawings, including the point cloud files from the laser scan of the RAS/WAS pump building

Task 2 Assumptions

- Given the scope of proposed improvements, the need for geotechnical services is not anticipated.
- Three (3) WRF site visits are budgeted for up to two (2) Consor staff during Final Design for field verifications, meetings with OLWS staff, and other miscellaneous items requiring onsite coordination.
- The 90% Design Review Workshop will be scheduled approximately 2 weeks following delivery of the 90% Design Submittal to OLWS.
- Drawings and specifications included in 100% Final CDs will be electronic. No documents will be printed.
- OLWS to provide Front End and Division 0 contract documents, will prepare the complete package for Contractor bidding, and facilitate the bidding process. Bid period services are not included.

- Assistance with permitting is excluded from this Scope of Work, including environmental, land use, building, and trade permits.
- Coordination with DEQ is excluded from this Scope of Work.

Budget

The overall not to exceed budget estimate for this project is \$195,435 as presented in the attached Fee Estimate. The work provided in this Scope of Work will be billed on a time and expense basis. Payment will be made at the billing rates for personnel working directly on the project, at Consor’s hourly rates, plus direct expenses incurred. Billing rates are as shown in the attached Fee Estimate. Subconsultants, when required, will be charged at actual costs plus a 10 percent fee to cover administration and overhead. Direct expenses will be paid at the rates shown below.

Direct Expenses

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following.

Computer Aided Design and Drafting	\$18.00/hour
GIS and Hydraulic Modeling	\$10.00/hour
Mileage/Current IRS Rate	
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

Schedule

Consor will have the availability to resume work on this project in mid-October 2023 and will use their best reasonable effort to meet the schedule; however, it is agreed that Consor cannot be responsible for delays occasioned by factors beyond its control, nor by factors that could not reasonably have been foreseen at the time this amendment was executed. The schedule assumes the NTP is issued in October 2023, is subject to adjustment, and shall be equitably adjusted as the project progresses, allowing for changes in scope or for delays beyond Consor’s control.

Task	Anticipated Schedule
Task 1 – Project Management	10/23-2/24
Task 2 – Final Design	10/23-2/24

SECONDARY CLARIFIER REHABILITATION FINAL DESIGN
OAK LODGE WATER SERVICES
PROPOSED FEE ESTIMATE

Staff Name	LABOR CLASSIFICATION (HOURS)										Hours	Labor	Subconsultants		Subconsultant Multiplier % Markup	Subconsultant Total with Markup	Expenses	CADD Units \$18/hr	Total
	QAQC	PM	PE	3D CAD	CAD	STAFF ENG	Project	Administrative II	Cost Estimator III				Industrial	Peterson					
	Principal Engineer II	Principal Engineer I	Professional Engineer IV	Engineering Designer VI	Technician III	Engineering Designer III	Coordinator IV						Systems	Structural Engineers					
	\$261	\$251	\$183	\$198	\$158	\$177	\$166	\$112	\$276										
GeorgiouMa	RambinWi	DavisPa	ClarkRi	McFaddinNi	BaconCa	RitzEr	SteinbergMo	GriesingerRo											
Task 1 - Project Management																			
Task 1.1 - Project Kickoff Meeting		3	5							8	\$ 1,685			1.1	\$ -	\$ -	\$ -	\$ 1,685	
Task 1.2 - Monthly Project Status Reports & Invoices		6	3		4			6		19	\$ 3,720			1.1	\$ -	\$ -	\$ -	\$ 3,720	
Task 1.3 - Internal Team Coordination	4	20	20	4		4			2	54	\$ 11,562		\$ 1,395	1.1	\$ 1,535	\$ -	\$ -	\$ 13,097	
Task 1 Subtotal	4	29	28	4	4	4	6	2	0	81	\$ 16,967	\$ -	\$ 1,395		\$ 1,535	\$ -	\$ -	\$ 18,501	
Task 2 - Final Design																			
Task 2.1 - 90% Final Design	6	28	80	70	40	30		30	4	288	\$ 53,720	\$ 47,275	\$ 18,491	1.1	\$ 72,343	\$ 49	\$ 1,980	\$ 128,092	
Task 2.2 - 90% Design Review Workshop		4	6							10	\$ 2,123	\$ 650	\$ 525	1.1	\$ 1,293	\$ -	\$ -	\$ 3,416	
Task 2.3 - 100% Final Contract Documents	6	8	30	30	12	10		20	2	118	\$ 21,677	\$ 15,755	\$ 5,148	1.1	\$ 22,993	\$ -	\$ 756	\$ 45,426	
Task 2 Subtotal	12	40	116	100	52	40	0	50	6	416	\$ 77,520	\$ 63,680	\$ 24,164		\$ 96,628	\$ 49	\$ 2,736	\$ 176,933	
TOTAL - ALL TASKS	16	69	144	104	56	44	6	52	6	497	\$ 94,487	\$ 63,680	\$ 25,559		\$ 98,163	\$ 49	\$ 2,736	\$ 195,435	



STAFF REPORT

To Board of Directors
From Aaron Janicke, Assistant District Engineer
Title Consideration of Contract Award for Valley View Fall Protection
Item No. 5
Date August 15, 2023

Summary

Valley View Fall Protection is a capital improvement project that will install safety railings around the perimeter of both reservoirs to provide safety and ease during regular maintenance.

Background

The current fall protection has met its useful life and must be replaced. It is also not up to current safety regulations. Engineering services were utilized to design a permanent railing that would eliminate the need for temporary fall protection measures.

RH2 completed their design of the fall protection and completed the plan review process with Clackamas County.

Quotes for the work were requested from 3 contractors. The following table gives a summary of the quotes:

2KG Contractors, Inc.	\$133,160.00	(low bid)
Emery & Sons Construction Group, LLC	\$163,220.00	
Ward-Henshaw	No Response	

Technical Services staff view 2KG Contractors, Inc. to be responsive and responsible and thus recommend the Board award the Contract to this low bidder.

Budget

The Fiscal Year 2023/24 Capital Improvement Plan budgets \$150,000 for the repair.

Funding for this Project comes from the Drinking Water Capital Fund, specifically line item 71-20-7600, covering Capital Improvement Projects for Drinking Water.

Recommendation

Staff recommends the Board move to approve the General Manager to sign a Public Improvement Contract with 2KG Contractors, Inc. for the work of constructing the Valley View Fall Protection Project for \$133,160.00.

Suggested Board Motion

"I move to approve the General Manager to sign a Public Improvement Contract with 2KG Contractors, Inc. for the work of constructing the Valley View Fall Protection Project for \$133,160.00."



STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
 Gail Stevens, Finance Director
Title Presentation of Quarterly Capital Project Status Report
Item No. 6
Date August 15, 2023

Summary

The Board has requested quarterly updates on the status of the Capital Improvement Plan (CIP). This report provides high level status of the projects and the budget spent to date. This is to inform the Board whether the projects are progressing on time and budget, or if adjustments have been made to accommodate unforeseen issues.

Capital Improvement Projects Status

Oak Lodge Water Services
 Capital Outlay Reporting
 FYE 2023 - July 2022 through June 2023

	Budget	Actuals	Projections	Projected Spend FY 2023	% of Budget	Variance
Drinking Water Capital	2,839,000	2,070,539	-	2,070,539	73%	768,461
Wastewater Capital						
Wastewater Treatment Plant	1,684,000	1,229,793	-	1,229,793	73%	454,206
Wastewater Collections System	2,339,340	1,382,273	-	1,382,273	59%	957,067
Watershed Protection Capital	300,000	21,377	-	21,377	7%	278,624
Totals	7,162,340	4,703,982	-	4,703,982	66%	2,458,358
Combined Contingency	819,834					
Appropriation	7,982,174					

Drinking Water

Aldercrest Water Main Replacement

- Project is complete.
- As-Built are compiled and GIS system is being updated with the changes.

28th Avenue Loop Water Main

- 100% design complete.
- Bidding for the project to be performed in August.
- Construction to be complete by end of FY24.

Milwaukie-OLWS Intertie Pump Station

- Awaiting final initial report from WSC.
- Preliminary feasibility is complete in conjunction with Milwaukie for the three sites to make a determination on preference.

OLWS Water Pump Station Generator

- Received a technical memorandum from Wallis Engineering on high level needs.
- Discussing upgrades with agency partners for next steps and timeline.
- Funding for the project is allocated in FY25 by the CIP.

Wastewater Projects

Wastewater Master Plan 2022

- Project is complete and adopted in March 2023.
- SDC study to start in FY24 to update SDC rates.

Lift Station 5 Rebuild

- Project is complete.

Lift Station 2 Rebuild

- Construction commenced in May 2023.
- Bypass pumping is being set up to start demolition of existing infrastructure.
- Forecast to be completed in Dec 2023.

Infiltration and Inflow Reduction Lift Station 5 Basin

- Smoke testing was completed in the Lift Station 5 basin area.
- Reviewing smoke testing data and compiling deficiencies into a project.
- Flow monitoring was completed February 2023.

- Preliminary Engineering report complete determining which maintenance treatment is appropriate for each pipe section.
- Construction to take place in FY24 & 25

Hillside Sewer Line Replacement

- Design 100% complete.
- All regulatory permits acquired.
- Advertised construction bid in February 2023.
- Awarded in March 2023.
- Construction started July 2023.
- Construction slated to be completed in October 2023.

Attachments

1. Financial Spreadsheet Tracker

Drinking Water Capital Fund
Fund 71
FYE 2023 - July 2022 through June 2023

		Current Phase	CIP Budget	Re-assign	Adjusted Budget	Projected FY 2023	Variance	Estimated Phase Completion
Drinking Water								
71-20-7200	Infrastructure		470,000	20,000	490,000	394,930	95,070	
2022-W02	Hydrants Capital Repair & Replacement	Zone 4	270,000	50,000	320,000	323,967	(3,967)	FY 2025
2023-DW02	Valley View Tank Dome Fall Protections	Design	100,000	(50,000)	50,000	21,511	28,489	FY 2024
2023-DW03	Design Valley View Vault Piping Repair	Design	50,000	-	50,000	16,594	33,406	FY 2024
2023-DW04	Design Willamette View Meter, BF & Vault Upgrades	Design	50,000	-	50,000	12,859	37,141	FY 2024
	Water Main Repair & Replacement		-	20,000	20,000	20,000	-	Completed
71-20-7520	Equipment		64,000	(20,000)	44,000	44,870	(870)	
	Hydrolic Power Machine (Dewater Vaults)	Complete	8,000	(1,372)	6,629	6,629	-	Completed
	Pavement Cutter (Saw)	Ordered	16,000	3,389	19,389	19,389	-	Completed
	Komatsu #66 Capital Repair	Complete	-	9,530	9,530	9,530	-	Completed
	Komatsu Hydrolic Hammer	Complete	40,000	(31,547)	8,453	9,323	(870)	
71-20-7530	Information Technology		30,000	-	30,000	16,100	13,900	
2023-DW05	SCADA Master Plan Evaluation & RFP	Planning	-	16,650	16,650	9,537	7,113	FY 2024
	Fujitsu Scanner	Complete	-	6,564	6,564	6,564	-	Completed
	<i>Unassigned</i>		<i>30,000</i>	<i>(23,214)</i>	<i>6,786</i>	<i>-</i>	<i>6,786</i>	
71-20-7600	Capital Improvement Projects		2,275,000	-	2,275,000	1,614,638	660,362	
2020-W05	Aldercrest Rd. Water Main Replacement	Construction	1,195,000	505,491	1,700,491	1,504,827	195,664	Completed
2020-W06	28th Ave Loop Water Main	Design	600,000	(505,491)	94,509	53,942	40,567	FY 2025
2020-W02	Milwaukie-OLWS Intertie Pump Station	Design	180,000	-	180,000	53,506	126,494	FY 2024
2021-W01	OLWS Water Pump Station @ CRW Generator	Design	100,000	-	100,000	2,364	97,636	FY 2024
2023-DW01	Seismic Study 24-inch DW Supply Main		200,000	-	200,000	-	200,000	TBD
	Total Drinking Water		2,839,000	-	2,839,000	2,070,539	768,461	
	Contingency		288,000	-	288,000		288,000	
	Total Appropriation		3,127,000	-	3,127,000	2,070,539	1,056,461	

Wastewater Capital Fund
Fund 72
FYE 2023 - July 2022 through June 2023

		CIP Budget	Re-assign	Adjusted Budget	Projected FY 2023	Variance	Estimated Phase Completion
Wastewater Treatment	Current Phase						
72-21-7300	Buildings and Improvements	-	30,190	30,190	28,817	1,373	
	UV Manual Gate Addition	-	5,430	5,430	15,147	(9,717)	In Progress
	HVAC Systems Upgrade	-	24,760	24,760	13,670	11,090	In Progress
72-21-7400	Improvement other than Bldgs	75,000	(30,190)	44,810	44,810	-	
	Plant Lighting	75,000	(30,190)	44,810	44,810	-	Complete
72-21-7520	Equipment	205,000	373,015	578,015	550,105	27,910	
	Digester Blower Design & Replacement	80,000	147,192	227,192	227,192	(0)	Complete
	Ultra-Violet Channel Refurbishment	25,000	2,371	27,371	27,371	-	Complete
	Aeration Blower #4 Replacement - Critical Failure	-	224,938	224,938	228,770	(3,832)	Complete
	Plant Capital Repairs - Reserved	100,000	(1,486)	98,514	66,772	31,742	On-going
72-21-7530	Information Technology	115,000	12,848	127,848	80,692	47,156	
2023-DW05	SCADA Master Plan Evaluation & RFP	-	16,165	16,165	9,537	6,628	FY 2024
	SCADA WRF PLC15 Headworks-PLC Upgrade	48,000	-	48,000	48,000	-	Complete
	SCADA WRF UV System- PLC Upgrade	41,000	(41,000)	-	-	-	Cancelled
	SCADA WRF Wastewater System Computer Upgrade	23,000	155	23,155	23,155	-	Complete
	<i>Unassigned</i>	<i>3,000</i>	<i>37,528</i>	<i>40,528</i>		<i>40,528</i>	
72-21-7600	Capital Improvement Projects	1,169,000	(265,863)	903,137	525,369	377,767	
2020-SS06	Wastewater Master Plan 2022 (50%)	155,000	55,116	210,116	164,763	45,353	Q1 2024
2020-SS04	Aeration Basin Blower Rehab	14,000	49,976	63,976	42,408	21,568	Complete
2023-WW06	Tertiary Filtration	1,000,000	(370,955)	629,045	318,199	310,846	Q1 2024
	Total Treatment	1,564,000	120,000	1,684,000	1,229,793	454,206	

Wastewater Treatment		Current Phase	CIP Budget	Re-assign	Adjusted Budget	Projected FY 2023	Variance	Estimated Phase Completion
Wastewater Collections								
72-22-7200	Infrastructure		50,000	72,090	122,090	173,902	(51,812)	
2023-WW01	Lateral Repair Program	On-going	50,000	36,045	86,045	128,564	(42,519)	On-going
2023-WW02	Manhole Repair Program	As Needed	-	24,340	24,340	26,040	(1,700)	Complete
	Sewer Line Repair	As Needed	-	11,705	11,705	19,298	(7,593)	Complete
72-22-7520	Equipment		40,000	8,678	48,678	48,677	1	
	CCTV Generator	Cancelled	40,000	(40,000)	-	-	-	
	CUES Igy Dolly	Complete	-	37,478	37,478	37,478	-	Complete
	LS #3 Generator Capital Repair	Complete	-	11,200	11,200	11,199	1	
72-22-7530	Information Technology		154,340	57,787	212,127	212,321	6,594	
	Cues System Upgrade	Planning	154,340	30,549	184,889	184,889	-	Complete
2023-DW05	SCADA Master Plan Evaluation & RFP	In Progress	-	16,165	16,165	16,325	6,628	FY2024
	CUES Transporter & Camera Repairs	Complete	-	11,073	11,073	11,107	(34)	
72-22-7600	Capital Improvement Projects		2,215,000	(258,555)	1,956,445	960,358	1,002,285	
2020-SS06	Wastewater Master Plan 2022 (50%)	In Progress	155,000	55,116	210,116	165,463	44,653	FY 2024
2020-SS08	Lift Station #5 Rebuild	Complete	160,000	(35,581)	124,419	70,102	54,317	Complete
2022-SS01	Lift Station #2 Rebuild	Construction	800,000	-	800,000	511,698	288,302	FY 2024
2022-SS02	Trunk Main Capacity (River Forest SSO)	Cancelled	1,100,000	(1,100,000)	-	-	-	Cancelled
2023-WW03	Infiltration and Inflow Reduction Lift Station 5 Basin	Prelim Design	-	665,777	665,777	106,059	559,718	FY 2024
2023-WW05	Infiltration and Inflow Reduction Lift Station 2 Basin	Smoke Testing	-	72,500	72,500	51,238	21,262	FY 2024
2020-SS05	Hillside Sewer Line Replacement	Construction	-	36,789	36,789	29,278	7,511	FY 2024
	Boardman Sewer Line Replacement	Design-Prelim	-	46,844	46,844	26,521	26,521	FY 2024
	Total Collections		2,459,340	(120,000)	2,339,340	1,395,259	957,068	
	Total Capital Outlay		4,023,340	(0)	4,023,340	2,625,052	1,411,274	
	Contingency		481,834	0	481,834		481,834	
	Total Appropriation		4,505,174		4,505,174	2,625,052	1,893,109	

Watershed Protection Capital Fund
Fund 73
FYE 2023 - July 2022 through June 2023

Drinking Water		Current Phase	Staff	CIP Budget	Re-assign	Adjusted Budget	FY 2023	Variance	Estimated Phase Completion
73-23-7520	Equipment			-	18,647	18,647	18,647	-	Complete
	Pole Camera	Ordered	Chad	-	18,647	18,647	18,647	-	
73-23-7600	Capital Improvement Projects			300,000	(18,647)	281,353	2,730	278,624	Complete
	Boardman & Arista Flooding	Design-Prelim	Brad A	300,000	(18,647)	281,353	2,730	278,624	
	Total Drinking Water			300,000	-	300,000	21,377	278,624	
	Contingency			50,000	-	50,000		50,000	
	Total Appropriation			350,000	-	350,000	21,377	328,624	



AGENDA ITEM

Title	Business from the Board
Item No.	7
Date	August 15, 2023

Summary

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

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

Business from the Board may include:

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

**OAK LODGE WATER SERVICES
2023 BOARD LIAISON ASSIGNMENTS**

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

Business from the Board

Paul Gornick's Liaison Report – August 2023

July 26, 2023 – Sunrise Water Authority Board Meeting

- The oaths of office were administered to three recently elected members of the board of directors: Kevin Bailey, Gary Barth, and Tim Chairet. The fourth position, which did not have a candidate apply with ClackCo Elections, was decided by write-in vote. The candidate with four write-in votes declined the position, and the next write-in (with three votes) will be offered the position.
- Board elected officers: Chris Hawes as chair, Gary Barth as vice-chair, Kevin Bailey as secretary.
- Board appointed members to positions on the North Clackamas County Water Commission: Chris Hawes and Kevin Bailey, plus Andy Coate as alternate.
- General Manager Wade Hathhorn gave updates: the shop building is nearing completion; the admin building work is now focused on interior finishes. The frontage road improvements on Armstrong Circle continue to be delayed due to utility conflicts. The anticipated total building cost is \$18.2 million versus the original estimate of \$18.8 million. Value engineering reduced the cost by \$1.3 million, but change orders of \$720,000 (approx.. 4.1%) offset part of the value engineering savings.
- Better news on filling positions – two experienced field operations positions have accepted appointment, and a third is still deciding.
- GM noted that the snowpack has gone from good at the start of May to virtually nothing by the end of the month. Very dry conditions are anticipated for the remainder of May as well as June. There is a good chance of calling the need for curtailment of use before the end of summer.
- An executive session was held to discuss the employment related performance of the chief executive officer, and to conduct deliberations related to a real estate transaction.

August 3, 2023 – C4 Meeting

- C4 committee nominated three candidates to the Metro Region 1 Area Committee on Transportation: Canby Mayor Brian Hodson to represent Rural Cities, Happy Valley Councilor Brett Sherman to represent urban cities, and Bill Avison to represent businesses. (Note: R1ACT will do the actual approval of these nominees.)
- C4 committee gave input to the ClackCo staff developed comment letter for Metro's Regional Transportation Plan public review. Three general areas were covered: 1. Pricing Policies should be recognized by the tolling and congestion pricing projects in the 2023 RTP (there is a mismatch between projects in the Metro RTP and local agency TSPs that don't fully account for anticipated impacts from tolling the interstates, 2. Regional partners need to have a conversation to determine predictable and sufficient revenue to advance transportation projects, and 3. Electrical vehicle charging infrastructure is under-represented.

- The recently formed C4 Toll Strategy subcommittee (chaired by Commissioner Paul Savas and OC Commissioner Adam Marl) gave updates on the subcommittee framework and a discussion followed regarding a draft of “joint values” for Clackamas County jurisdictions on tolling and regional congestion pricing. (See discussion draft in meeting packet, link below.)
- An abbreviated follow up discussion to the July retreat took place without changes to the priorities to be discussed over the next 12 months.
- Meeting packet can be found here: [a6f4724c-5b73-49a2-8c0e-e52e14f3a4ad \(clackamas.us\)](https://a6f4724c-5b73-49a2-8c0e-e52e14f3a4ad.clackamas.us)
- A video of the meeting is not yet posted but will be available here: [C4 Meetings | Clackamas County](#)



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8c
Date August 15, 2023

Summary

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

Highlights of the Month

- The Low-Income Household Water Assistance program began July 2022, and we have received 55 approvals from Clackamas County as of August 7, 2023.
- The Accounts Receivable balance increased by 2.00%, the average delinquent balance increased by \$1.50, and the number of delinquent accounts decreased by 16.
- Utility bill payments in July were less than the June 30th billed amounts.
- Prepared new thresholds for Red Tags and past due interest penalties. These new thresholds will be implemented in the month of August 2023.
- Staff updated the new rates that became effective 7/1/2023 within Springbrook.
- Happy New Fiscal Year - FY24 began July 1, 2023 - Staff has updated majority of Fiscal Year specific documents and begun Fiscal Year end processes to close FY23.

Low Income Household Water Assistance (LIHWA)

In 2022, Clackamas County Board of Commissioners partnered with Oak Lodge Water Services to provide water utility customers assistance through the Low-Income Household Water Assistance (LIHWA) program. Clackamas County continues to provide customers from Oak Lodge Water Services assistance and will continue while funds are still available through September 2023. As of August 07, 2023, Fifty-five customers have been approved for assistance totaling \$29,245.00.

Red Tag/Past Due Penalty Thresholds

As rates have increased for customers, Staff has reevaluated the thresholds that cause customers to be in line for past due penalties and shut off (also known as Red Tags). When a customer's balance for one of Oak Lodge's three services is at or above these thresholds, does not have a payment plan, and is delinquent beyond their due date and grace period, a penalty may be assessed at 1% of the balance per month referenced as 12% annually on the Schedule

of Rates, Fees and Other Charges. Customers that have an aggregate balance of \$250.00 may be in line for the Water Service Disconnect Notification (Red Tag) Fee of \$7.00. This has been increased to \$350.00.

Interest Thresholds for late penalties	Current	Effective 08/2023
Water	\$ 50.00	\$ 75.00
Wastewater	\$ 115.00	\$ 200.00
Watershed	\$ 25.00	\$ 30.00

Shut off Review	\$ 250.00	\$ 350.00
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Accounts Receivable Review

The Accounts Receivable (A/R) balances as of July 31, 2023, compared to June 30, 2023, increased by 2.00%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$30,911, after accounting for the delta between billing cycles.

A/R Balance	5/31/2023	6/30/2023	7/31/2023
Bi-Monthly Residential	\$ 847,163	\$ 1,041,371	\$ 1,014,225
Large Meters	499,476	507,372	680,793
Total	1,346,639	1,548,744	1,695,018
Variance	(138,461)	202,104	146,274
Billing Cycle Variance	139,597	(222,717)	(115,363)
	1,135	(20,613)	30,911
	0.08%	(1.53%)	2.00%

2. The total number of delinquent accounts decreased by (16) accounts as of July 31, 2023, compared to June 30, 2023. The average balance per account increased by 0.5% or \$1.50.

Delinquent Accounts	5/31/2023	6/30/2023	7/31/2023
Over 60 Days	\$ 162,960	\$ 166,286	\$ 162,075
Number of Accounts	544	535	519
Average Balance per Acct.	\$ 300	\$ 311	\$ 312
	-0.8%	3.8%	0.5%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 0.79% compared to the prior month. The shift is from current to primarily the 30-60 day grace category.

Account %	5/31/2023	6/30/2023	7/31/2023
Current	86.24%	85.95%	86.74%
30-60 Day Grace	4.80%	5.16%	4.88%
Delinquent	6.01%	5.92%	5.73%
Credit Balance	2.95%	2.96%	2.65%

Each month, OLWS hangs red tags for accounts in delinquent status, over 60 days past due, and with a balance over \$250. The red tag process allows 7 days for the customer to provide payment. If payment and/ or a payment plan is not received/created, water is then shut off. The \$250 threshold will be increased to \$350 in August 2023 in response to the increase of rates.

	April 2023	May 2023	June 2023	July 2023
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	70	79	74	84
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 250	\$ 250
# Shut off Service Requests	3	4	4	4

Billing Payment Rate

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

	April 2023	May 2023	June 2023	July 2023
Utility Billing Sales	\$ 1,098,576	\$ 1,261,107	\$ 1,121,511	\$ 1,344,228
Cash Receipts	1,181,044	1,267,688	1,146,381	1,330,131
% Collected	107.50%	100.50%	102.20%	99.00%

Attachments

1. Checks by Date Report for July 2023

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 08/07/2023 - 7:26PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	7/10/2023	TSYS		AP			10,267.82
0	7/11/2023	Wells Fargo Bank		AP			1,030.25
0	7/14/2023	Internal Revenue Service		AP			34,970.82
0	7/14/2023	Oregon Department Of Revenue		AP			11,269.64
0	7/14/2023	ORR Inc		AP			257,845.83
0	7/14/2023	State of Oregon Savings Growth Plan		AP			3,765.42
0	7/14/2023	VALIC c/o JP Morgan Chase		AP			1,735.94
0	7/14/2023	Payroll Direct Deposit	DD 00001.07.2023	PR			83,890.69
0	7/18/2023	Pitney Bowes Global Financial Services LLC		AP			325.00
0	7/18/2023	Portland General Electric		AP			30,716.57
0	7/28/2023	Internal Revenue Service		AP			34,173.62
0	7/28/2023	Oregon Department Of Revenue		AP			11,015.71
0	7/28/2023	State of Oregon Savings Growth Plan		AP			3,769.34
0	7/28/2023	VALIC c/o JP Morgan Chase		AP			1,553.37
0	7/28/2023	Payroll Direct Deposit	DD 00002.07.2023	PR			82,805.04
ACH Disbursement Activity Subtotal							569,135.06
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							569,135.06

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
48645	12/31/2022	HealthEquity		AP	Void		904.24
50456	6/23/2023	Customer Refund		AP	Void		154.88
50485	6/23/2023	Pacific Northwest Pollution Prevention Resource Ce		AP	Void		2,775.99
50532	7/7/2023	Customer Refund		AP			2.88
50533	7/7/2023	CenturyLink		AP			33.28
50534	7/7/2023	City Of Gladstone		AP			250.95
50535	7/7/2023	City Of Milwaukie		AP			3,652.64
50536	7/7/2023	Convergence Networks		AP			3,607.89
50537	7/7/2023	Eurofins Environment Testing Northwest, LLC		AP			2,650.00
50538	7/7/2023	GT Excavating, LLC		AP			22,095.00
50539	7/7/2023	H.D. Fowler Company		AP			5,238.60
50540	7/7/2023	Hi-Line Inc		AP			330.42
50541	7/7/2023	Horner Enterprises, Inc.		AP			1,040.24
50542	7/7/2023	Kaiser Permanente		AP			20,279.58
50543	7/7/2023	Customer Refund		AP			34.93
50544	7/7/2023	Net Assets Corporation		AP			620.00
50545	7/7/2023	North Clackamas Parks & Recreation District		AP			285.00
50546	7/7/2023	Northwest Natural		AP			340.70
50547	7/7/2023	Customer Refund		AP			2.00
50548	7/7/2023	Reds Electric Company Inc		AP			2,715.00
50549	7/7/2023	Relay Resources		AP			18,581.67
50550	7/7/2023	Robert HalfTalent Solutions		AP			13,500.08
50551	7/7/2023	SDIS		AP			34,198.05
50552	7/7/2023	Seattle Ace Hardware		AP			47.14
50553	7/7/2023	USABLUBOOK		AP	Void		184.11
50554	7/7/2023	Customer Refund		AP			2.90
50555	7/7/2023	Western Exterminator Company		AP			363.40
50556	7/14/2023	Aerzen Rental USA LLC		AP			3,340.00
50557	7/14/2023	Customer Refund		AP			154.88
50558	7/14/2023	BMS Technologies		AP			5,532.46
50559	7/14/2023	Cable Huston LLP		AP			8,916.50
50560	7/14/2023	CDR Labor Law, LLC		AP			3,915.00
50561	7/14/2023	Coastal Farm & Home Supply		AP			55.98
50562	7/14/2023	Consolidated Supply Co.		AP			82.35
50563	7/14/2023	Employee Reimbursement		AP			104.00
50564	7/14/2023	Detemple Company, Inc.		AP			4,543.00
50565	7/14/2023	Eurofins Environment Testing Northwest, LLC		AP			1,743.00
50566	7/14/2023	GT Excavating, LLC		AP			20,402.95
50567	7/14/2023	H.D. Fowler Company		AP			1,749.00
50568	7/14/2023	J. Thayer Company		AP			673.46
50569	7/14/2023	Customer Refund		AP			404.47
50570	7/14/2023	Metro Overhead Door, Inc.		AP			402.00

Bank Reconciliation

Checks by Date

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Cleared and Not Cleared Checks

Print Void Checks

50571	7/14/2023	Moss Adams LLP	AP	735.00
50572	7/14/2023	NCCWC	AP	2,689.64
50573	7/14/2023	North Clackamas Chamber Of Commerce	AP	1,495.00
50574	7/14/2023	OHA-Drinking Water Services	AP	195.00
50575	7/14/2023	O'Reilly Auto Parts	AP	17.98
50576	7/14/2023	Pacific Northwest Pollution Prevention Resource Ce	AP	1,326.24
50577	7/14/2023	Customer Refund	AP	318.65
50578	7/14/2023	Portland Engineering Inc	AP	1,185.00
50579	7/14/2023	R.L. Reimers Company	AP	44,315.13
50580	7/14/2023	RH2 Engineering, Inc.	AP	1,408.10
50581	7/14/2023	Secure Pacific Corporation	AP	356.88
50582	7/14/2023	Slayden Constructors	AP	118,502.55
50583	7/14/2023	Stein Oil Co Inc	AP	552.98
50584	7/14/2023	Streamline	AP	5,964.00
50585	7/14/2023	Wallis Engineering PLLC	AP	3,024.67
50586	7/14/2023	Waste Connections	AP	78.19
50587	7/14/2023	Waste Management Of Oregon	AP	578.73
50588	7/14/2023	Watershed, LLC	AP	749.85
50589	7/21/2023	ACI Mechanical & HVAC Sales	AP	7,660.00
50590	7/21/2023	AFLAC	AP	654.86
50591	7/21/2023	Aks Engineering & Forestry	AP	56,735.45
50592	7/21/2023	Alexin Analytical Laboratories, Inc.	AP	2,585.00
50593	7/21/2023	Atlasta Lock and Safe Co	AP	177.00
50594	7/21/2023	Brown and Caldwell	AP	16,205.00
50595	7/21/2023	CenturyLink	AP	34.01
50596	7/21/2023	City Of Gladstone	AP	6,160.49
50597	7/21/2023	City Of Milwaukie	AP	333.60
50598	7/21/2023	Clackamas County Elections	AP	5,311.48
50599	7/21/2023	Clackamas County Sheriff	AP	50.00
50600	7/21/2023	Coastal Farm & Home Supply	AP	767.84
50601	7/21/2023	Daily Journal Of Commerce	AP	241.90
50602	7/21/2023	Customer Refund	AP	50.39
50603	7/21/2023	Detemple Company, Inc.	AP	4,543.00
50604	7/21/2023	Grainger, Inc.	AP	892.68
50605	7/21/2023	HealthEquity	AP	44.30
50606	7/21/2023	J. Thayer Company	AP	852.26
50607	7/21/2023	JJ Keller & Associates, Inc.	AP	696.50
50608	7/21/2023	Laserwerks	AP	46.00
50609	7/21/2023	Mike Patterson Plumbing Inc	AP	2,703.00
50610	7/21/2023	Napa Auto Parts	AP	203.69
50611	7/21/2023	NCCWC	AP	120,304.34
50612	7/21/2023	Olson Bros. Service, Inc.	AP	1,207.58
50613	7/21/2023	One Call Concepts, Inc.	AP	821.64
50614	7/21/2023	Portland Water Bureau, City of	AP	18,714.00
50615	7/21/2023	Red Wing Shoe Store	AP	1,491.36
50616	7/21/2023	SFE Global Inc	AP	50,348.80
50617	7/21/2023	Water Systems Consulting, Inc.	AP	7,700.50
50618	7/21/2023	Customer Refund	AP	47.89
50619	7/28/2023	AFSCME Council 75	AP	818.66
50620	7/28/2023	Brown and Caldwell	AP	38,687.50
50621	7/28/2023	Customer Refund	AP	106.51
50622	7/28/2023	Consolidated Supply Co.	AP	122.40
50623	7/28/2023	Convergence Networks	AP	4,242.19
50624	7/28/2023	Hawkins Delafield & Wood LLP	AP	259.82
50625	7/28/2023	HealthEquity	AP	662.54
50626	7/28/2023	Northstar Chemical, Inc.	AP	1,056.20
50627	7/28/2023	OCD Automation, Inc.	AP	700.00
50628	7/28/2023	O'Reilly Auto Parts	AP	16.76
50629	7/28/2023	Pamplin Media Group	AP	39.51
50630	7/28/2023	Petty Cash Custodian - Petty Cash Replenishment	AP	157.22
50631	7/28/2023	Portland Engineering Inc	AP	495.00
50632	7/28/2023	SDIS	AP	40,443.62
50633	7/28/2023	Seattle Ace Hardware	AP	32.37
50634	7/28/2023	Stein Oil Co Inc	AP	190.21
50635	7/28/2023	Top Industrial Supply	AP	446.64
50636	7/28/2023	Unifirst Corporation	AP	1,301.84
50637	7/28/2023	Verizon Wireless	AP	2,389.58

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

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Cleared and Not Cleared Checks

Print Void Checks

50638	7/28/2023	William H. Reilly & Co	AP	10,000.00
50639	7/28/2023	Xerox Corporation	AP	16.85
50640	7/28/2023	AFLAC	AP	971.73
50641	7/28/2023	AFSCME Council 75	AP	2,357.72
50642	7/28/2023	Airgas, Inc	AP	240.00
50643	7/28/2023	AnswerNet	AP	708.42
50644	7/28/2023	BMS Technologies	AP	619.14
50645	7/28/2023	CDW LLC	AP	253.63
50646	7/28/2023	Cessco, Inc	AP	0.00
50647	7/28/2023	Consolidated Supply Co.	AP	5,111.28
50648	7/28/2023	Contractor Supply, Inc.	AP	615.20
50649	7/28/2023	Convergence Networks	AP	7,985.26
50650	7/28/2023	Esri, Inc.	AP	25,000.00
50651	7/28/2023	HealthEquity	AP	24,000.80
50652	7/28/2023	Kaiser Permanente	AP	17,990.44
50653	7/28/2023	Lakeside Industries	AP	1,200.96
50654	7/28/2023	Robert HalfTalent Solutions	AP	9,676.07
Paper Check Disbursement Activity Subtotal				875,904.84
Voided Paper Check Disbursement Activity				4,019.22
Adjusted Paper Check Disbursement Activity Subtotal				871,885.62

Total Void Check Count:	4
Total Void Check Amount:	4,019.22
Total Valid Check Count:	137
Total Valid Check Amount:	1,441,020.68
Total Check Count:	141
Total Check Amount:	1,445,039.90



STAFF REPORT

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

Summary

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

Highlights

- Hillside Wastewater Main Replacement Project is underway.
- Tertiary Filtration final design is underway.
- Smoke Testing for a portion of Lift Station 2 basin is complete.
- 28th Ave Waterline Replacement Project is bid during the month of August.

Watershed Protection

This summer outreach went to nearly 300 customers to notify them to inspect, clean and maintain their private stormwater facility. These facilities exist to capture and contain runoff from storms, filter the stormwater and allow it to flow into local streams cleaner than when it fell from the sky or ran over the streets. Customers have been reaching out to learn more about how to keep their facilities in good working order and receive copies of their Watershed Protection Agreements that OLWS keeps on file. An electronic reporting process of this program will become available to the public this coming year, with online reporting and a map of facilities available to customers through the OLWS Geographic Information System (GIS). This program is one required Best Management Practice (BMP) of the MS4 Permit.

Summertime water levels have decreased significantly in the area as part of the summer seasonal drought, but water levels in several different local creeks have remained higher than expected due to beaver dams. Customers have contacted OLWS to remove the dams for several reasons, including concern for ducklings and fear about mosquitos breeding in stagnant water. While crews have left water levels untouched for now, OLWS will likely remove beaver dams before fall rains begin again in order to protect customers against potential flooding.

OLWS field operations staff will begin inspecting the pipes and catch basins for Zone 2 of the storm system in our area. After the inspections are complete, the information gathered will be used to create a contract to hire staff to clean parts of the system in need. Zone 2 is the largest zone in OLWS and having a contractor clean the pipes and catch basins in need will significantly help field operations crews from falling behind on their required sewer cleaning and televising of the sewer system.

Wastewater Collection Work

The Collections crew has worked steadily on cleaning and videoing zone 2A (2A borders Gladstone and extends to Roethe and McLoughlin, also covering portions below Boardman), removal of large amounts of debris is a regular occurrence in zone 2A. Additional obstacles of clearing brush and locating manholes through Boardman wetlands while avoiding a large exotic snake has the whole crew on alert.

A piece of camera equipment for the Cues truck needed repair slowing down the pipeline assessments for a week in the month of July.



Manhole in wetlands

6' Long snake shed

Water Distribution System Work

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

- Replaced a total of 5 copper services on SE McCabe and SE Sierra Vista due to electrolysis.
- Installed a total of 5 new services on SE Courtney, Pinehurst and SE Chesnutt.
- Ongoing maintenance, repair, and replacement of fire hydrants.
- Replacement of 24 water meters.



Non-Revenue Water

The total water purchased in July was 138.909 MG. Non-revenue water totaled 31.615 MG with 2.256 million gallons in apparent losses, 28.899 million gallons in real losses, and 460,000 gallons for unbilled authorized consumption. The trailing twelve-month non-revenue water trend indicates the average non-revenue water over the past 12 months is 12.225 million gallons. This large spike in non-revenue water occurs each year due to summer season increased demand when only half of the demand is billed during the current months reporting.

Permit Activity

FY2023-2024	July 2023 Development Activity				
	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	2	2	2	1	1
New Erosion Control Permits	1	2	1	4	4
New Development Permits	0	2	0	0	0
New Utility Permits	2	3	2	6	6
Wastewater Connections	3	0	3	0	0
Sanitary SDC Fees Received	\$15,495	\$15,495	\$15,495	\$0	\$0
Water SDC Fees Received	\$33,988	\$45,319	\$33,988	\$16,994	\$16,994
Plan Review Fees Received	\$1,850	\$1,600	\$1,850	\$2,680	\$2,680
Inspection Fees Received	\$340	\$930	\$340	\$1,240	\$1,240

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWSD Inspections Occuring
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWSD Inspections Occuring
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWSD Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.)
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWSD Inspections Occuring
Under Construction	15717 SE McLoughlin	Bank and Restaurant	OLWSD Inspections Occuring
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWSD Inspections Occuring
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	Current OLWSD Review
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	OLWSD Inspections Occuring
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWSD Review
Plan Review	3811 SE Concord Rd.	Concord School Library	Land Use conditions sent to CC DTD. County land use expiration timeline.
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWSD Review
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWSD Review
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWSD Review
Pre-Application	6300 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	4833 SE Glen Echo Ave.	Residential: 2-lot partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	3214 SE Westview Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing Parking Garage	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	17605 SE Roethe Pl. and 21E13DB02000	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	6418 SE Jennings Ave.	Residential: 8-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.
Pre-Application	15115 SE Lee Ave	Residential 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8e
Date August 15, 2023

Summary

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

Highlights of the Month

- Plant Process Update
- Manual UV Gate Install
- Odor Control Fan
- Blower Installations

Wastewater Treatment Plant

The Wastewater Treatment Plant (WWTP) experienced a rough July as far as effluent was concerned. The transition into Nitrification season was hampered when one of the critical Mixed Liquor Return Pumps (MLR) failed unexpectedly. Staff have already purchased the replacement parts. Once those are in, we will call in a crane to remove the failed pump and start the rebuild on it. As of the writing of this report, we will have 1 weekly TSS violation which should come back as a class II minor violation.

One of the most critical single point failures that the WWTP had was related to the inlet gates on the UV system. These gates were installed with the WWTP upgrade in 2012 but were improperly submerged in the channel themselves, which led to their failure a few times. The unreliability of these valves posed a very serious issue: If the effluent modulating valves were to fail, there would be no way to stop the flow leaving the clarifiers since that flow is gravity fed. Last year, Operations teamed up with Alfa Laval to create a lightweight, manual inlet valve that operators could place in the channel if the effluent modulating gate were ever to fail. The manufacturing of the gate and the frames took nearly 10 months but were ready to be installed in early July.

For both the electricians and the contractors to relocate conduit and install the frames, both channels would need to be completely dry, so we anticipated performing a zero-flow event for

the installation. A zero-flow event is when no effluent leaves the treatment plant for a period of time. In this case, Operators would fill offline tankage during the day so the effluent channels would be dry, and then empty the tanks overnight so the zero-flow event could continue the next day. When everything was said and done, the WWTP was in a zero-flow status for 18 hours over 2 days, which is the longest zero-flow event in the 12 years this plant has been online. A huge thank you to Chuck Adams and Paul Witzig, who had to stay to restart the flow to the effluent and empty the tankage. Each ran over 18-hour shifts during the project.

Back in November of 2022 the odor control fan for digesters 1 and 2 failed after 20 years of service. Staff ordered a new fan but found that the lead time would be over 30 weeks, as the old manufacturer had since gone out of business and there was no drop-in replacement. The fan finally arrived in early July, but maintenance staff found that the dimensions were off a little bit, so they got to fabricating both inlet and discharge piping. Both Abe Merritt and Matt Kloer were able to retrofit the new fan, and it is working great! Kudos to both of them for thinking outside the box and taking the initiative to build and shape the piping.

Contractors are wrapping up the installation of both Digester Blower #2 and Aeration Blower #4. Staff expect to have these two blowers up and running by mid-August. After the construction work is finished up, programmers will then come in and tie the blowers into SCADA, completing the projects. At that point, Staff will finally be able to return the rental blower and our blower systems will be whole.

Attachments

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

Plant Operations Photo Page



Effluent UV gate pad being poured.



Effluent UV gate pad finished.



Conduit being relocated for UV gate.



Odor control fan Installation.



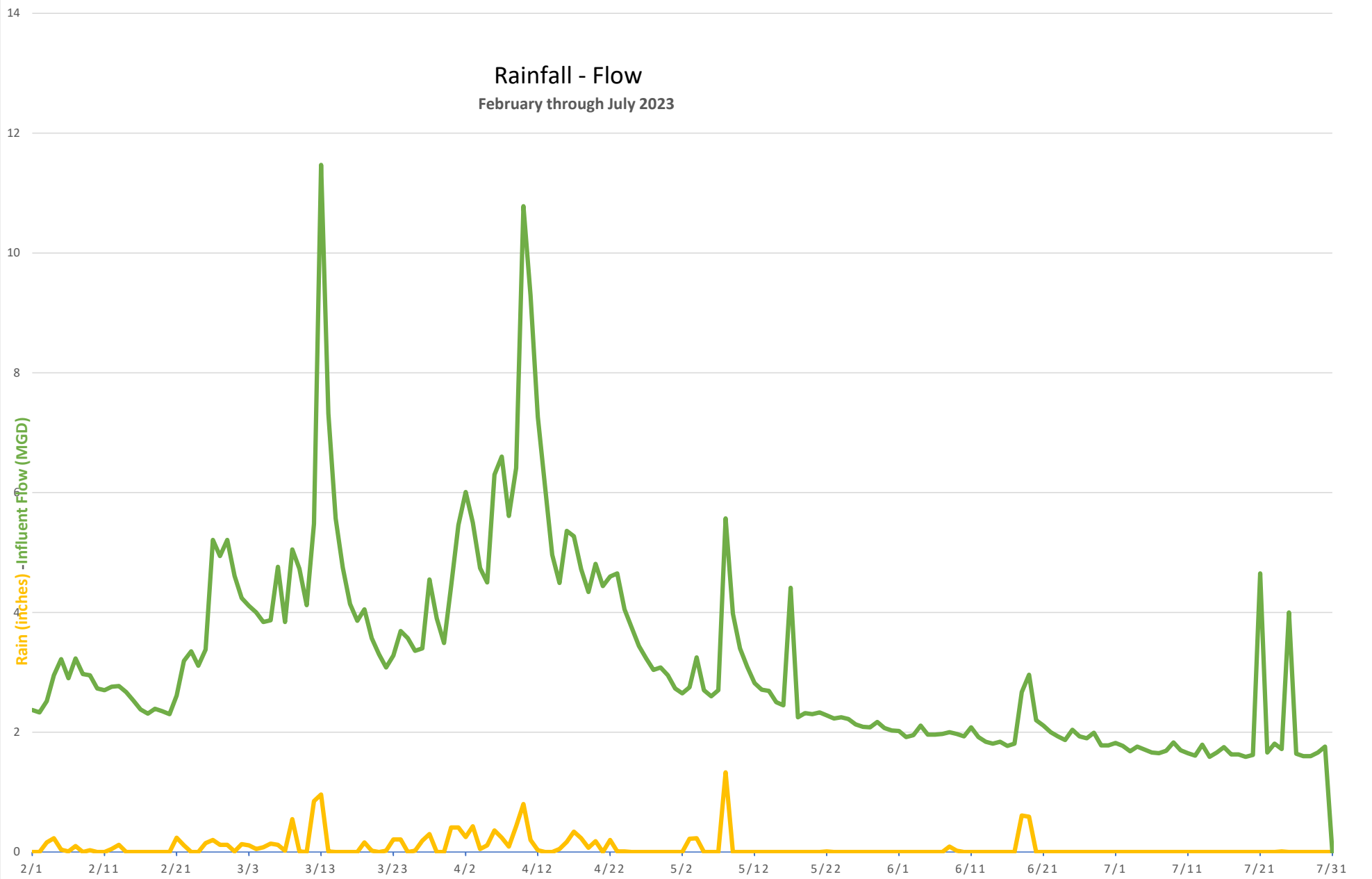
Another angle of the odor control fan.



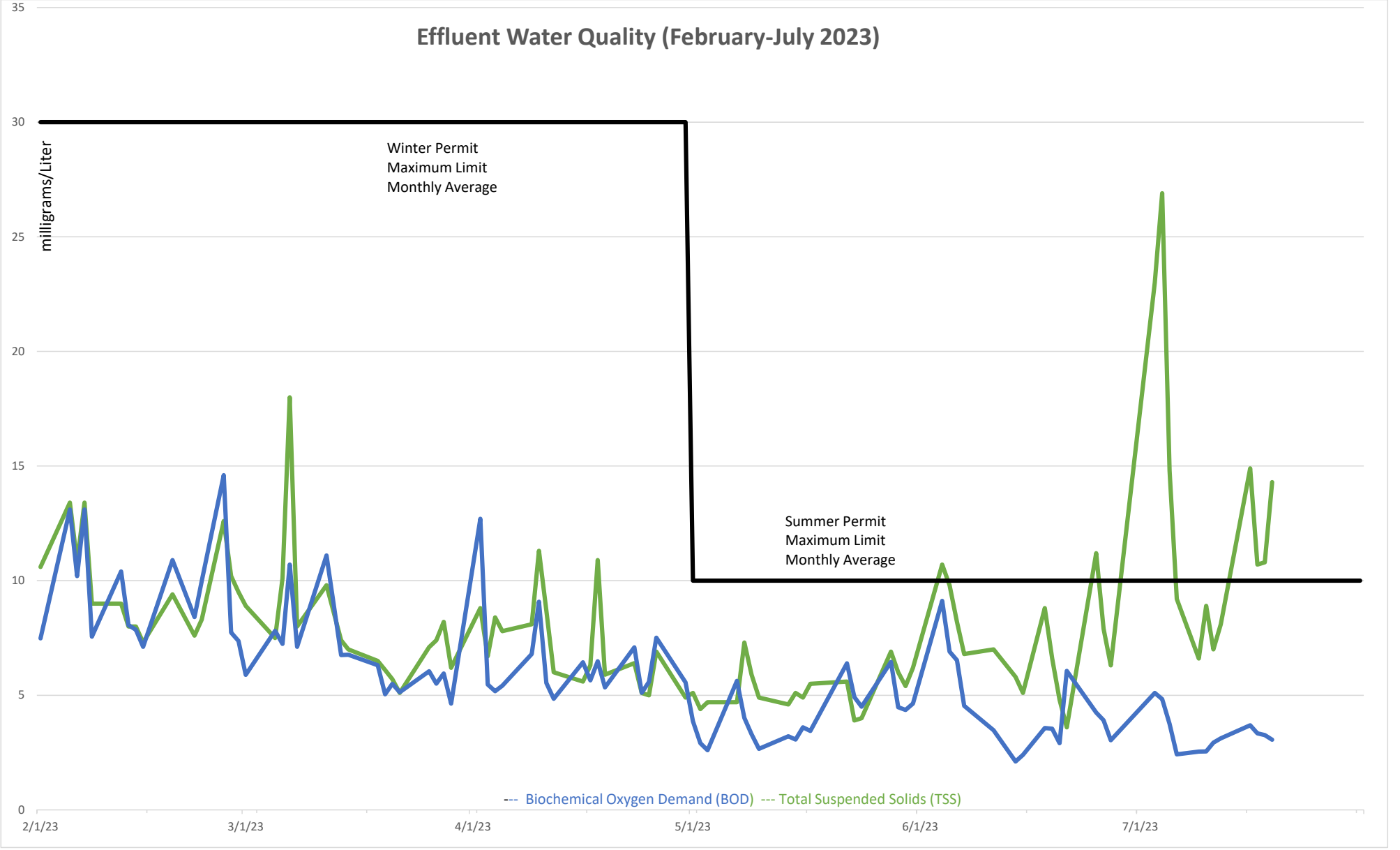
Close up of the odor control fan.

Rainfall - Flow

February through July 2023



Effluent Water Quality (February-July 2023)



OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	9

Summary

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