

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



OCTOBER 17, 2023



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
OCTOBER 17, 2023 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Presentation of State and Federal Government Relations Update
4. Public Hearing and Consideration of Special Procurement for Human Resources Services
5. Consent Agenda
 - a. August 2023 Financial Report
 - b. Approval of September 19, 2023 Board Meeting Minutes
6. Business from the Board
7. Department Reports
 - a. General Manager
 - b. Human Resources
 - c. Finance
 - d. Public Works
 - e. Plant Operations
8. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
9. Adjourn Executive Session

If necessary, Board may take action on items discussed in Executive Session.
10. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	October 17, 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.



AGENDA ITEM

Title	Presentation of State and Federal Government Relations Update
Item No.	3
Date	October 17, 2023

Summary

Thorn Run Partners provides government affairs services to Oak Lodge Water Services at both the Federal and State level. Started in 2010, Thorn Run Partners is a bipartisan team of professionals with both legislative and agency experience. This enables them to implement a full-scale government relationship strategy as Oak Lodge Water Services works to obtain grants and loans from both the Federal and State governments in order to implement the OLWS Tertiary Filtration Treatment and Inflow and Infiltration capital projects.

Thorn Run Partners' presentation tonight covers the work done to date and the forecasted future focus of their work in the next year.

Attachments

1. PowerPoint Presentation



Oak Lodge Water Services

2023 State and Federal Relations Update

Dan Bates
Thorn Run Partners



Big Picture

STATE AND FEDERAL PROCESS

- Federal Funding
 - Congressionally Directed Funding
 - Grant Opportunities
 - Finance Mechanisms
- State Funding
 - Legislatively Directed Funding
 - Grant Opportunities
 - Finance Mechanisms

TIMELINES



- Legislatively directed spending is dependent on the legislative bodies' own timing.
 - Oregon meets each year but budgets biennially.
 - Congress meets each year and budgets annually.
- Grant opportunities are largely annual.

WHAT ABOUT ALL THE FEDERAL SPENDING?



Bipartisan Infrastructure Law

Inflation Reduction Act



Plan of Attack

OVERVIEW

- Survey of all funding opportunities at the State and Federal Level
- Deep Dive
- Evaluate each opportunity against Authority needs and profile
- Begin to develop strategic plan for each opportunity
- Implement Strategy

FEDERAL OPPORTUNITIES



- Federal: Fiscal Year 2025 Appropriations
 - Earliest Funding: Winter/Spring of 2025
 - Process and Advocacy began Fall of 2023

- Federal: Water Resources Development Act Authorization of 2024
 - Authorization necessary first: Summer/Fall 2024
 - Earliest Funding: Winter/Spring of 2026
 - Process and Advocacy began Fall of 2023

- Federal: Fiscal Year 2026 Appropriations
 - Earliest Funding: Winter/Spring of 2026
 - Process and Advocacy begins Fall of 2024

STATE OPPORTUNITIES



- State: 2024 Legislatively Directed Funding
 - Earliest Funding: Fall of 2024 possible Spring 2025 possible
 - Process and Advocacy begins Fall 2023

- State: 2025 Legislatively Directed Funding
 - Earliest Funding: Fall of 2025 possible Spring 2027 possible
 - Process and Advocacy begins Spring/Summer 2024

A wide-angle photograph of the United States Capitol building in Washington, D.C. The building is a large, white, neoclassical structure with a prominent central dome topped by a statue. The dome is surrounded by a circular colonnade. The building is flanked by two long wings, each with a series of columns. In front of the building is a large, green lawn with several trees. The sky is blue with scattered white clouds. The text "Actions To Date" is overlaid in the center of the image in a bold, black, serif font.

Actions To Date

STARTING THE PROCESS/BUILDING THE CASE

Federal

- Met with Senator Wyden Staff
- Met with Senator Merkley Staff
- Met with Rep. Chavez-DeRemer Staff
- Submitted WRDA Letter of Request to Senate Offices

State

- Met with Senator Meek
- Met with Senator Taylor
- Met with Rep. Gamba
- Met with Rep. Hartman
- Met with Governor's Staff



STAFF REPORT

To	Board of Directors
From	Sarah Jo Chaplen, General Manager; David Hawkins, Plant Superintendent
Title	Consideration of Special Procurement for Human Resources Services and Public Hearing
Item No.	4
Date	October 17, 2023

Summary

Staff requests Board approval of a special procurement for the contracting of an Interim Human Resources Director while staff undergo recruitment for a permanent employee to hire for the position.

Background

OLWS has recently experienced the sudden and devastating loss of its Human Resources Director, Aleah Binkowski-Burk. OLWS will be undertaking a formal recruitment process for the hiring of its next Human Resources Director. In the meantime, Staff has sought proposals from qualified professionals who provide interim human resources services, and requests that the Board consider approving a special procurement for the direct appointment of Mary Rowe doing business as Workplace Results, LLC. Staff anticipates that these services may be needed for a period of 3-6 months, and requests the flexibility to have a period of overlap between the contractor services and the onboarding of the next Human Resources Director. The specific duties to be undertaken by the Human Resources Contractor are attached as the scope of work in the draft agreement attached to this Staff Report, as well as the proposed fees for services and estimate of the contract value.

A special procurement is an alternative contracting method and requires that the Board hold a public hearing and make a finding that the method of procurement proposed will promote the public interest in a manner that could not be practicably realized by complying with the otherwise applicable procurement rules. In this case, Staff have proposed a special procurement in order to directly and more immediately contract with a professional in this field of work who is willing and available to provide the services needed while Staff undertake a more formal hiring process for a permanent employee. Staff believe that the expediency of filling the important role of a Human Resources Director merits the use of a special procurement. Staff have reached out to various professionals in the field of Human Resources

work in the public sector and have selected Workplace Results, LLC as a contractor who would best serve OLWS's immediate needs.

Staff therefore request that the Board open a public hearing, take public comment on the proposed use of a special procurement to contract for Human Resources Services, close the hearing, and consider approving the use of this contracting method. The alternative would be to undertake a more formal solicitation process which would take more time and meanwhile leave OLWS without the services of a Human Resources Director.

Budget

Funding for the Interim Human Resource Director was an unplanned, unbudgeted expense. A 1-time transfer from the Contingency Budget will be necessary. Staff has consulted with the Finance Director about said transfer.

Concurrence

Staff has consulted with OLWS legal counsel in making this procurement recommendation.

Recommendation

Staff requests the Board hold a public hearing, take public comment, and thereafter approve:

- (1) A special procurement for the immediate contracting of human resources services; and
- (2) The award of a personal services contract with Workplace Results, LLC.

Suggested Board Motion 1:

"I move to adopt the findings presented in the Staff Report tonight and approve a special procurement to contract for Human Resources Services by direct appointment."

Suggested Board Motion 2:

"I move to authorize the General Manager to negotiate and execute a contract for Human Resources Services with Workplace Results, LLC."

Attachments

1. Proposed contract with Workplace Results, LLC



**Personal Services Agreement
For Human Resources Services**

This Personal Services Agreement for Human Resources Services (this “Agreement”), is made and entered into by and between Oak Lodge Water Services Authority, a joint water and sanitary authority organized under ORS Chapter 450 (“OLWS”), and Workplace Results LLC, an Oregon limited liability company (“Contractor”).

RECITALS

WHEREAS, OLWS has had an unexpected loss of its Human Resources Director;

WHEREAS, OLWS desires to engage Contractor to provide services functioning as an Interim Human Resources Director for OLWS until a new Director may be recruited and onboarded (the “Services” or the “Work”); and

WHEREAS, Contractor is willing and qualified to perform the requested Services;

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the parties agree as follows:

1. Contractor’s Scope of Services

Contractor shall perform the Services in accordance with the terms and conditions set forth herein, and as provided in the Scope of Services, which is attached hereto as **Exhibit A**, and by this reference is made a part of this Agreement. OLWS, through its General Manager or designee, and Contractor, may revise the requested Services as needed to achieve the purposes of this Agreement, provided that any such changes shall be mutually agreed to in writing prior to taking effect and shall be within the general Scope of Services. The OLWS General Manager has designated David Hawkins, OLWS Plant Superintendent, to administer this Agreement.

2. Effective Date and Duration

This Agreement shall become effective as of the date of execution of the last party to sign (the “Effective Date”) and shall continue for a term of three months, and upon the conclusion of each term of three months shall automatically renew for an additional, three-month term without action required by either party, unless the Agreement is earlier terminated by OLWS by providing 30 days’ written notice to Contractor, or is earlier terminated by mutual written agreement of the parties.

3. Contractor’s Fee and Payment

A. Fees

Contractor will bill for Work performed at \$175 per hour. The Work will be billed in quarter-hour (15-minute) increments. Invoices must identify the agency for which the Work was performed (i.e., OLWS, North Clackamas County Water Commission (NCCWC), or Clackamas River Water (CRW). Mileage for travel required as part of the Work will be charged at the government rate of \$ 0.625/mile. OLWS shall pay Contractor for the Services performed in accordance with the terms set forth herein.

B. Payment Schedule

Payments shall be made upon receipt of invoices based upon the Work satisfactorily completed. Invoices shall be submitted by Contractor once monthly, to the attention of David Hawkins, Plant Superintendent. Payment by OLWS shall release OLWS from any further obligation for payment to Contractor for Services performed or expenses incurred as of the date of the invoice. Payment shall be made only for Work actually completed as of the date of the invoice. Payment shall not be considered acceptance or approval by OLWS of any Work or waiver of any defects therein.

D. Cost Records

Contractor shall furnish appropriate cost records for all invoices to substantiate all charges. For such purposes, the books of account of the Contractor shall be subject to audit by OLWS. Contractor shall complete the Work and cost records for all billings in accordance with generally accepted accounting principles.

E. Contractor Identification

Contractor shall furnish to OLWS its employer identification number, as designated by the Internal Revenue Service, or social security number, as OLWS deems applicable.

F. Payment – General

- 1)** Contractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167 (if Contractor at any time acquires employees in connection with this Work). Contractor represents and warrants that Contractor has complied with, and will continue to comply with, all Oregon state and local tax laws before the execution of this Agreement, and throughout the term of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 2)** Contractor shall pay employees at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC sections 201 to 209 from receiving overtime. Contractor shall comply with ORS 652.220 (prohibition on discriminatory wage rates). Compliance with such provision is a material element of this Agreement. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.
- 3)** Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention incident to sickness or injury to the employees of Contractor or all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract, or agreement for the purpose of providing or paying for such service.
- 4)** Contractor shall make payments promptly, as due, to all persons supplying services or materials for work covered under this Agreement. Contractor shall not permit any lien or claim to be filed or prosecuted against OLWS on account of any Services or materials furnished.
- 5)** If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor, materials, or services furnished to Contractor by any person as such claim becomes due,

OLWS may pay such claim and charge the amount of the payment against funds due or to become due to the Contractor. The payment of the claim in this manner shall not relieve Contractor or its surety from obligation with respect to any unpaid claims.

- 6) Contractor shall comply with all federal, state, and local laws, regulations, executive orders, and ordinances as applicable to the Work provided under this Agreement, including, without limitation, ORS 279B.020 (labor hours), ORS 279B.220 (payment conditions), ORS 279B.230 (medical care and workers' compensation), ORS 279B.235 (labor hours and pay rates), ORS 279B.225 (salvaging of materials) and ORS 279B.045 (tax laws).
- 7) As applicable, Contractor shall maintain, at its own expense, worker's compensation insurance for all subject workers as required by ORS Chapter 656 and meeting the minimum requirements therein.

4. Ownership of Documents: Records

- A. OLWS shall be furnished, at no additional cost to OLWS, copies of all draft and final documents related to the Work. OLWS shall have unlimited authority to use final materials received from Contractor in any way OLWS deems necessary.
- B. Upon request by Contractor, OLWS shall make copies for the use of Contractor and without cost to Contractor, any OLWS records that are pertinent to the Work to be performed by Contractor pursuant to this Agreement.
- C. OLWS shall own only those final documents related to the Work that Contractor provides to OLWS pursuant Section 4(A).

5. Assignment and Delegation

Neither party shall assign, subcontract, or transfer any interest in or duty under this Agreement without the prior written consent of the other party, and no assignment shall be of any force or effect whatsoever unless and until the other party has so consented, which consent shall be in the sole discretion of the non-assigning party. If OLWS agrees to assignment of tasks to a subcontract, Contractor shall remain fully responsible for the negligent acts or omissions of any subcontractors and of all persons employed by them, and neither the approval by OLWS of any subcontractor or assignment, nor anything contained herein shall be deemed to create any contractual relation between any subcontractor and OLWS.

6. Contractor is an Independent Contractor

- A. OLWS shall be entitled to provide input to Contractor with respect to the Work, but Contractor is not subject to the direction and control of OLWS. Contractor is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under Section 3 of this Agreement.
- B. Contractor is not an employee of OLWS. Contractor acknowledges Contractor's status as an independent contractor and acknowledges that Contractor is not an employee of OLWS for purposes of any law. Any and all persons retained by Contractor to provide services under this Agreement are employees or agents of Contractor and not of OLWS. Contractor acknowledges that it is not entitled to benefits of any kind to which a OLWS employee is entitled, and that it shall be solely responsible for workers compensation coverage for its employees and all other payments and taxes required by law. Furthermore, in the event that Contractor is found by a court of law or an administrative agency to be an employee of OLWS for any purpose, OLWS

shall be entitled to offset compensation due, or to demand repayment of any amounts paid to Contractor under the terms of the Agreement, to the full extent of any benefits or other remuneration Contractor receives (from OLWS or third party) as a result of said finding, and to the full extent of any payments that OLWS is required to make (to Contractor or to a third party) as a result of said finding.

- C. Contractor hereby represents that no employee of OLWS or any partnership or corporation in which an OLWS employee has an interest, has or will receive any remuneration of any type from Contractor, either directly or indirectly, in connection with the performance of this Agreement, except as specifically declared in writing.
- D. Contractor hereby certifies that Contractor and its employees, if any, are not active members of the Oregon Public Employees Retirement System and are not employed for a total of 600 hours or more in the calendar year by any public employer participating in the Retirement System.
- E. Contractor certifies that it currently has an appropriate business license or will obtain one prior to delivering Services under this Agreement.
- F. Contractor is not an officer, employee, or agent of OLWS as those terms are used in ORS 30.265.

7. Indemnity

- A. OLWS has relied upon the professional ability and training of the Contractor as a material inducement to enter into this Agreement. Contractor represents to OLWS that the Services under this Agreement will be performed in accordance with the professional standards of skill and care ordinarily exercised by members of the Contractor's profession under similar conditions and circumstances, as well as the requirements of applicable federal, state, and local laws. Acceptance of Contractor's Work by OLWS shall not operate as a waiver or release of any right or remedy that may be available by OLWS under law. Acceptance of documents by OLWS does not relieve Contractor of any responsibility for negligent or wrongful design, replacement, and/or repair deficiencies, errors, or omissions.
- B. Contractor shall fully defend, indemnify, and hold harmless OLWS, its employees, board members, officers, volunteers, and agents, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, equitable relief, personal injury and/ or wrongful death, whether brought by an individual or any other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Contractor, its employees, board members, volunteers, or agents. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgements, awards, decrees, attorney's fees, and related costs and expenses, and any reimbursements to OLWS for any and all legal fees, expenses, and costs incurred by OLWS in connection therewith.

8. Insurance

Contractor and its subcontractors shall maintain insurance in amounts and coverage that are acceptable to OLWS in full force and effect throughout the term of this Agreement. Such insurance shall cover risks arising directly or indirectly out of Contractor's Services hereunder, including the operations of any approved subcontractors. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of OLWS and that any other insurance maintained by OLWS is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by the Contractor and its subcontractors shall provide at least the following limits and coverages:

- A. Commercial General Liability Insurance**
Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement and Product and Completed Operations. Such insurance shall be primary and non-contributory. The following insurance will be carried: Coverage Limit General Aggregate: \$2,000,000 per occurrence and \$2,000,000 in the Aggregate.
- B. Professional Liability Insurance**
Contractor shall also obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Professional Liability Insurance coverage which shall not be less than \$2,000,000.
- C. Commercial Automobile Insurance**
Contractor shall also obtain, at Contractor's expense, and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage on an "occurrence" form, including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.
- D. Workers' Compensation Insurance**
The Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Agreement who are subject employers under the Oregon Workers' Compensation Law, shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers.
- D. Additional Insured Provision**
The Commercial General Liability Insurance Policy and Automobile Policy shall name OLWS, its officers, directors, volunteers, and employees as additional insureds with respect to any liabilities that occur in connection with this Agreement.
- E. Notice of Cancellation or Non-Renewal**
Contractor is responsible to provide OLWS at least 30 days' written notice prior to any cancellation, material change, or intent to not renew insurance coverage. Any failure to comply with this provision will not affect the insurance coverage owed to OLWS under this Agreement. The 30 days' notice of cancellation provision shall be physically endorsed onto the policy.
- F. Insurance Carrier Rating**
Coverage provided by the Contractor must be underwritten by an insurance company or Pool deemed acceptable by OLWS. OLWS reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- G. Certificates of Insurance**
As evidence of the insurance coverage required by the Agreement, the Contractor shall furnish a Certificate of Insurance to OLWS upon execution of this Agreement. No Services shall be performed until the required certificates have been received and approved by OLWS. A renewal certificate will be sent to the address below at least 30 days prior to coverage expiration.

Certificates of Insurance should read "Insurance certificate pertaining to contract for Human Resources Services" OLWS, its officers, directors, and employees shall be added as additional insureds with respect to this Agreement. Contractor shall request its insurance provider to include "Contractor insurance coverage is primary" in the description portion of the certificate.

H. Primary Coverage Clarification

The parties agree that Contractor's coverage shall be primary to the extent permitted by law. The parties further agree that other insurance maintained by OLWS is excess and is not contributory insurance for any reason regarding the insurance required in this section.

I. Cross-Liability Clause

A cross-liability clause or separation of insureds clause will be included in general liability.

Contractor's insurance policy shall contain provisions that such policies shall not be canceled or their limits of liability reduced without 30 days' prior notice to OLWS. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, (or alternatively, at the discretion of OLWS, a certificate in a form satisfactory to OLWS) certifying to the issuance of such insurance shall be forwarded to:

Contract No. _____
OLWS Attn: David Hawkins
Business Phone: 503- 353-4211
14496 SE River Road
Oak Grove, Oregon 97267

Such policies or certificates must be delivered prior to commencement of the Work. Thirty days' cancellation notice shall be provided to OLWS by mail to the name at the address listed above in event of cancellation or non-renewal of the insurance.

The procuring of such required insurance shall not be construed to limit Contractor's liability hereunder. Notwithstanding said insurance, Contractor shall be obligated for the total amount of any damage, injury, or loss to the extent caused by negligence or wrongful acts in the performance of the Services with this Agreement.

9. Termination Without Cause

At any time and without cause, OLWS shall have the right, in its sole discretion, to terminate this Agreement by giving 30 days' written notice to Contractor. If OLWS terminates the Agreement pursuant to this paragraph, it shall pay Contractor for Services rendered through the effective date of termination.

10. Breach and Remedy

Upon breach of this Agreement, the parties shall have all rights and remedies provided by law or under this Agreement. In addition, in the event of a breach of this Agreement by Contractor, OLWS may complete the work or remedy the issue either itself, by agreement with another contractor, or by a combination thereof. OLWS may deduct the cost of completing the work or remedying the issue identified in the notice of breach from the remaining unpaid balance of the fee(s) owed to Contractor under this or other Agreements, if any.

11. Non-Waiver

The failure of either party to insist upon or enforce strict performance by the other party of any of the terms of this Agreement, or to exercise any rights hereunder, shall not be construed as a waiver or relinquishment of its rights to assert or rely upon such terms or rights on a future occasion.

12. Method and Place of Giving Notice, Submitting Bills, and Making Payments

All notices, bills, and payments shall be made in writing and may be given by personal delivery, mail, or e-mail. Payments may be made by personal delivery, mail, or electronic transfer. The following addresses shall be used to transmit notices, bills, payments, and other information:

OLWS	Contractor
Attn: David Hawkins, Plant Superintendent	Attn: Mary Rowe
14496 SE River Road Oak Grove, Oregon 97267	
Phone: 503-353-4211	Phone:
Email Address: david.hawkins@olws.org	Email Address:

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid, or when emailed, shall be deemed given upon receipt by the recipient’s servers. In all other instances, notices, bills, and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills, and payments are to be given, by giving written notice pursuant to this paragraph.

13. Merger

This writing is intended both as a final expression of the Agreement between the parties with respect to the included terms, and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both parties.

14. Force Majeure

Neither OLWS nor Contractor shall be considered in default because of any delays in completion and responsibilities hereunder due to causes beyond the control and without fault or negligence on the part of the parties so disabled, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, epidemic, quarantine restriction, area-wide strike, freight embargo, unusually severe weather, or delay of subcontractor or supplies due to such cause; provided that the parties so disabled shall within ten days from the beginning of such delay, notify the other party in writing of the cause of delay and its probable extent. Such notification shall not be the basis for a claim for additional compensation. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligations under the Agreement.

15. Non-Discrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, as amended, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

16. Errors

If requested by OLWS, Contractor shall perform such additional work as may be deemed necessary by OLWS, to correct errors in the Work required under this Agreement, without undue delays and without additional cost.

17. Governing Law

The provisions of this Agreement shall be construed in accordance with the provisions of the laws of the State of Oregon. Any action or suits involving any question arising under this Agreement must be brought in the appropriate court of the State of Oregon.

18. Conflict Between Terms

Should there be a conflict between the terms of this Agreement and any proposal submitted by Contractor in connection with this Agreement, the terms of this Agreement shall control and nothing herein shall be considered as an acceptance of the terms of any conflicting proposal.

19. Access to Records

OLWS shall have access to such books, documents, papers, and records of Contractor that are pertinent to this Agreement for the purpose of making an audit, examination, copies, excerpts, and transcripts.

20. Confidentiality

Contractor acknowledges and agrees that it will be receiving access to confidential information relating to the operations of OLWS and its employees, including information about OLWS personnel and human resources, discipline or corrective actions taken and considered, medical information, social security numbers, and similarly confidential information. Contractor agrees to not use or disclose confidential information for any other purpose other than as is absolutely required for providing the Services to OLWS and only as authorized by OLWS through its General Manager or designee. Contractor agrees to take all reasonable steps necessary to ensure that the confidentiality of information it holds is maintained. Failure to comply with this provision is a breach and OLWS may terminate this Agreement for cause.

21. Audit

Contractor shall maintain records to help ensure conformance with the terms and conditions of this Agreement, and to help ensure adequate performance and accurate expenditures within the contract period. Contractor agrees to permit OLWS, the State of Oregon, the federal government, and their duly authorized representatives, to audit all records pertaining to this Agreement for such purpose, while maintaining confidentiality as described in this Agreement.

22. Severability

In the event any provision or portion of this Agreement is held to be unenforceable or invalid by a court of competent jurisdiction, the validity of the remaining terms and provisions of the Agreement shall not be affected, and the remaining terms and provisions of the Agreement shall be in full force and effect.

23. Complete Agreement

This Agreement and the attached exhibits constitute the entire Agreement between the parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either party, unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instances and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, regarding the subject matter of this

Contract No. _____

Agreement. Contractor, by the signature of its authorized representative, hereby acknowledges that Contractor has read this Agreement, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the undersigned duly authorized representatives of each party, effective as of the latest date executed below.

OAK LODGE WATER SERVICES AUTHORITY

WORKPLACE RESULTS LLC

Signature

Signature

Print Name & Title

Print Name & Title

Date

Date

Exhibit A
Scope of Work
Human Resources Services

The following scope of work provides for Human Resources ("HR") Services to specifically serve as the interim Human Resources Director for Oak Lodge Water Services Authority (39 employees), North Clackamas County Water Commission (4 employees), and Clackamas River Water Providers (2 employees) until the next HR Director recruitment(s) are completed and the next regular status HR Director has been fully onboarded for the agencies. It is anticipated that the duration will be 3-6 months depending on when the regular status HR Director is able to start employment.

The Work will be performed on a flexible schedule anticipated to be 10-20 hours per week. Given the hours will vary each week, time will be billed on an hourly basis to the quarter hour. Work will be hybrid in nature with some Work on location and other Work performed remotely.

1. Human Resources Services (to be completed on an as-needed basis):

a. Recruitments:

- i. Work with hiring managers to complete recruitment and selection processes
- ii. Review/approve job announcement and job advertisement language
- iii. Review job applications for minimum qualifications and veterans' preference, send passing applications to hiring managers
- iv. Consult with managers on interview questions, candidate selection
- v. Run a recruitment and selection process for the next HR Director, Laboratory Technician and Civil Engineer positions.

Stage 1: Development of Recruitment and Selection Process and Job Announcement (2 - 3 weeks)

1. Kickoff meeting with GM and any others to fine tune time frame
2. Engage stakeholders for input into desirable qualities for vacant positions
3. Draft announcements for review and finalization
4. Determine initial selection materials for applicants to submit i.e., agency application, resume, cover letter and any supplemental questions.
5. Complete any required internal recruitment if required/appropriate
6. Agreement as to where to advertise, some initial suggestions for HR Director position include ICMA, LOC, PSHRA (formerly IPMA-HR at chapter and region level, Partners in Diversity)
7. Consider steps in selection processes and which staff should be included

Stage 2: Recruitments (leave position open for 1 month or until filled with first review at 1 month)

1. Post job announcement in multiple locations that reach public and private sector applicants
2. Conduct direct outreach to potential candidates – including HR directors and analysts in Oregon and SW Washington for HR Director position
3. Initial screen as applications are received
4. Correspond with candidates
5. During this period develop selection processes – interview questions, any other screenings

- A. Finalize dates and next steps - put holds on raters' calendars during recruitment phase

Stage 3: Selection (4 -5 weeks)

1. Conduct initial review of applications
 2. Apply veterans' preference if required
 3. Depending on number of candidates – may conduct initial panel interview via zoom meeting
 4. Facilitate in person panel interview(s)
 5. Conduct reference checks on finalist
 6. Assist with development of compensation package and placement on range
 7. Ensure background check and other pre-hire requirements are conducted
- b. Employee Relations:
 - i. Advise supervisors/managers on how to coach employees for continued engagement and peak performance, how to address performance concerns as need arises, and how to handle disciplinary actions
 - ii. Conduct disciplinary investigations or consult with labor/HR attorney for outside investigators as appropriate
 - iii. Investigate, respond to and handle disputes or complaints between employees or between employees and management
 - iv. Conduct exit interviews
 - c. Labor Relations:
 - i. Work in conjunction with the labor/HR attorney to support management in administering collective bargaining agreement, responding to grievances, drafting MOUs, etc.
 - ii. Receive any union information requests or demands to bargain on behalf of organization and work with labor/HR attorney to respond
 - iii. Facilitate and participate in regular labor/management meetings to proactively address issues with union
 - d. Miscellaneous:
 - i. Distribute FMLA/OFLA packets; review, and approve or deny, FMLA/OFLA leave requests; properly notify respective parties; consult with labor/HR attorney as needed
 - ii. Handle any ADA accommodation requests or other ADA issues; consult with labor/HR attorney as needed
 - iii. Handle any other HR or employment law related issues that may arise in consultation with labor/HR attorney as needed
 - iv. Review and implement personnel policies as directed and in consultation with labor/HR attorney
 - v. Participate on leadership team
 - vi. Work collaboratively with department directors to help them reach their respective goals
 - vii. Keep General Manager and Public Works Director/Acting General Manager informed of all ongoing HR/employment/labor law issues in organization
 - viii. Draft Board reports and make presentations to Board as directed
 - e. Supervision:

- i. Provide supervision, mentoring and performance feedback to any assigned staff
- f. Other Duties:
 - i. Perform other duties assigned by the GM.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 5
Date October 17, 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. **August 2023 Financial Report**
- b. **Approval of September 19, 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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AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	5b
Date	October 17, 2023

Summary of Minutes for Approval

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

Attachments

1. September 19, 2023 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
SEPTEMBER 19, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

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

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:01 p.m. and facilitated the flag salute.

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

2. Call for Public Comment

The Board accepted two written public comments. Responding to the comment made by Anthony Forhan, General Manager Chaplen and Legal Counsel Brooks explained the history and risk of billing tenants directly.

There were no verbal comments.

3. Presentation of the Natural Hazard Mitigation Plan

PWD Albert presented the Natural Hazard Mitigation Plan written by Water Quality Coordinator

Christensen and Assistant District Engineer Janicke. PWD Albert reviewed the process for the Plan to be accepted by Clackamas County as an addendum to the County Plan.

The Board asked clarifying questions regarding:

- grant applications,
- general emergency preparedness,
- future cost estimates of projects identified by the Plan,
- Water Management Conservation Plan updates,
- current mitigation strategies,
- water rights,
- flooding hazards at the Wastewater Treatment Plant,
- regulating stormwater standards, and
- the seismic backbone replacement project.

4. Consent Agenda

Items on the Consent Agenda included:

- The July 2023 Financial Report, and
- August 15, 2023 Board Meeting Minutes

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

The Board asked questions regarding the Financial Report.

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

MOTION CARRIED

5. Consideration of Task Order with AKS Engineering for I&I Engineering Work

PWD Albert detailed the deliverables of the proposed Task Order.

The Board asked clarifying questions regarding the project scope and geographical area.

Director Bullock moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with AKS Engineering and Forestry, LLC. for the final engineering of the Inflow and Infiltration Project in the Lift Station 5 Basin area for \$279,805. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consideration of Contract Award for 28th Loop Water Main Construction

Assistant District Engineer Janicke detailed the project and competitive bid process.

Director Van Loo moved to approve our General Manager to sign a Public Improvement Contract with Trench Line Excavation for the work of furnishing and installing the 28th Loop Water Main Project for \$952,382.88 and a \$150,000.00 contingency for unforeseen work related to the project. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Board discussed the competitive bid process and future rate stabilization funds.

7. Business from the Board

Vice Chair Williams provided a verbal report on liaison activities and the community Emergency Preparedness event held at Awakening Coffee Shop, which was attended by 220 people. Chair Keil also provided a verbal report on liaison activities.

8. Department Reports

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding Oregon Paid Leave, County paving coordination, non-revenue water, and the EcoBiz Program.

9. Adjourn Meeting

Chair Keil adjourned the meeting at 7:38 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



AGENDA ITEM

Title	Business from the Board
Item No.	6
Date	October 17, 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 – October 2023

September 26, 2023 – Jennings Lodge CPO Meeting

- **Senator Mark Meek described his efforts and fielded questions regarding I-205 tolling.**
- **A discussion of the CPO picnic, and planning for a December potluck.**
- **A discussion of the Oak Lodge Library dedication.**
- **A discussion of the traffic/parking issues related to the Lot 99 used car lot at McLoughlin and Jennings. CPO voted to send a letter to the County about the ongoing complaints of this business using the sidewalk for parking and parking within the roadway area that forces drivers into the oncoming traffic lane.**
- **NOTE: As of October 5, the sidewalk on the north side of Jennings at Lot 99 appears to be unobstructed, and there are no cars parked for 100' west of the intersection with McLoughlin. It remains to be seen how long this will last.**
- **An October 5th response from DTD Director Dan Johnson to Ed Gronke at the CPO regarding this issue follows:**

Good morning Ed,

Following up from our phone conversation yesterday afternoon.

From review of the information and discussion with you and Joe Marek there appear to be four unique issues Parking/Blocking of the Sidewalk, Garbage Dumpster Located in the Right of Way, Unloading of Vehicles in Roadway (Jennings) and request for no parking on Jennings.

Joe made me aware he is planning on attending your next CPO meeting and deeply apologizes for inadvertently missing the last one. He will be prepared to speak to and answer any questions you and members of your community may have regarding these issues.

At this time, the following is a summary of actions underway:

- ***Parking/Blocking of the Sidewalk:*** Traffic Safety staff is in the process of sending a violation notice to LOT 99 ownership regarding this issue.
- ***Garbage Dumpster Located in the Right of Way:*** Traffic Safety staff is in the process of sending a violation notice to LOT 99 ownership regarding this issue.
- ***Unloading of Vehicles in Roadway (Jennings):*** Traffic Safety staff will be including a discussion regarding this issue in their notice. Requiring traffic control and requiring the provision of sufficient space for traffic flow.
- ***Request for no parking on Jennings:*** Joe had sent you an email some time ago regarding this request. In short, he isn't inclined to add NO PARKING signs as there is adequate room for cars to get through and speeds are low. Obviously taking care of the previous three items will also help to ensure sufficient space.

Always around should you wish to discuss further.

Regards,

Dan Johnson | Director

September 27, 2023 – Sunrise Water Authority Board Meeting

- No discussion items for this meeting.
- General Manager Wade Hathhorn was not in attendance, and Finance Manager Jamey Pietzold gave the GM update: The new building is nearly complete, with substantial completion estimated on October 5, with occupancy expected mid-month.
- The 17-year long legal case regarding municipal permit extensions for withdrawal of water from the Clackamas River is now over, with the state Supreme Court denying WaterWatch's appeal of the Oregon Water Resource Department's Final Order.
- Streamflow on the Clackamas fell below 700cfs in early August, and was supplemented with a release by PGE from Timothy Lake on August 10. However, the streamflow as of mid-September was only 750cfs, below the targeted flow of 800cfs. It is not clear how or when the State will respond.
- Board went in to Executive Session to discuss real estate transaction.

September 28, 2023 – North Clackamas County Water Commission Meeting

- Board adopted consent agenda, which included reappointment of Cable Huston as legal counsel of record and Brown and Brown as insurance agent of record.
- Board elected new officers for 2023-2024. Paul Gornick will be serving as board chair.
- General manager presented highlights of the draft 20-year master plan. A copy of the draft master plan will be forwarded to board members when available.
- Board met as Local Contract Review Board to review bids for additional replacement of sand for the slow sand filters. The total amount of sand for the project was not available during prior fiscal year, so scope was reduce by 50%, with remainder to be completed this FY. A bid for the City of Springfield's plant in August was offered at \$165/ton, and the bid's opened for the NCCWC plant came in at \$300/ton. No action was taken by the board, and GM will be contacting bidder for more information.

October 5, 2023 – C4 Meeting

- Casey Gillespie, ODOT Region 1 Program and Funding Manager, gave a presentation with recommended funding options for the 2027-2030 STIP. See the letter from ODOT Director Kris Strickler to the Oregon Transportation Commission here: [Agenda L 2027-2030 STIP Scenarios Ltr.pdf \(oregon.gov\)](#) See the slide deck from Casey Gillespie's presentation here: [Agenda L 2027-2030 STIP Scenarios PPT.pdf \(oregon.gov\)](#) There are obviously significant funding challenges in the 2027-2030 STIP, since the federal dollars from the Infrastructure and Investment Jobs Act will be exhausted by the end of 2026. With continued increase in construction costs, it is anticipated that a lot of future dollars will need to be used in the operation and maintenance buckets, reducing the amounts available for safety and enhancement projects.

- **Jamie Stastny from Clackamas Transportation and Land Use presented an update on the Sunrise Community Visioning Project. See her slide deck in the attached meeting packet, link can be found below.**
- **Trent Wilson presented information on the Joint Special Legislative Subcommittee on Transportation Planning, which had its first meeting on September 28. A total of 10 meetings are planned, with the first meetings to focus on tolling/congestion pricing/diversion. Three of the meetings will be held in the Metro area: one in LO/Charbonneau, one in Portland, and one in Gladstone/West Linn/Oregon City, specific dates and locations to be determined. [Transportation Planning Joint 2023-2024 Interim - Oregon Legislative Information System \(oregonlegislature.gov\)](#)**
- **The C4 meeting packet can be found here: [a57e4101-79ff-4fd4-9389-6264ce7aaea1 \(clackamas.us\)](#)**
- **A video of the meeting is not yet posted but will be available here: [C4 Meetings | Clackamas County](#)**



BUSINESS FROM THE BOARD

Title	Director Bullock Liaison Report
Item No.	6c
Date	October 17, 2023

Attachments

1. OGCC August Meeting Minutes



Oak Grove Community Council

General Meeting Minutes

Wednesday August 23rd 2023 @ 7PM

Meeting Called to Order at 7:05 PM

Board Members Attending: Valerie Chapman, Jane Civiletti, Mark Elliott, Rich Nepon

Voting members: Anatta Blackmarr, Bob Bohannon, Cindy Brown, Heidi Bullock, Sue Conachan, Dave Dobak, Jolene Hammond, Tom Hammond, Tom Hogan, Pam Horan, Gwion Miller, Wayne Potter, Baldwin Van der Bijl.

Members: Ben Chaney, Brianna Fuller(?), Jacob Fuller, Joyce Kruger, Rikki Schoenthal,

Attending: Gladstone Mayor Michael Milch, Sara M?

Presenting: Bernadette Le (TriMet), Jim Austin (Clackamas County Tourism), Lt. Damian Peters (Clack. County Fire)

Bernadette Le from TriMet updated us on the 2 floors being added to the parking garage on Park Ave. Design, planning & permitting will continue through the spring of '24.

Estimated time for construction is approx. 11 months.

Jim Austin of Destination Marketing & Management, an agency that works with Clackamas County, gave a detailed outline of what he does to support and advocate for Tourism in Clackamas County. He gave an overview of the importance of Tourism for the county's economy, alluded to the negative impact of the pandemic, and reported on the ways that the tourism industry has come back from those hard years. The industry is still short of workers for service jobs that are connected to tourism, hotels, restaurants, etc. Check out: Mthoodterritory.com.

It was moved by Rich Nepon and seconded by Jane Civiletti that the OGCC pay for a new free-standing banner for the OGCC and contribute funds toward paying for ice cream for an estimated 350 persons at the upcoming ground-breaking ceremony for the new Oak Lodge Library on Concord Rd. Voting members passed the resolution 15 yea to 1 nay (Bob Bohannan). (see attendance record for members voting)

Heidi Bullock from the Water Services Authority announced that the authority will be hosting an emergency preparedness 'forum' on the morning of Sept 16th at Awakenings Coffee Shop in conjunction with Oak Lodge CERT.

Lt. Damian Peters from the local fire station shared information including the possible addition of another fire fighter at station #1

Anatta Blackmarr gave an update on what other amenities are planned for the park district property on Concord Rd.

The meeting adjourned at 8:45 PM

Kevin Williams Meetings attended in September/October of 2023

1. Jennings Lodge CPO Meeting September 26,2023

- A. Treasurers report- The CPO currently has 2656.00 in their account. They had expended 550.00 on their picnic in August but we donated 550.00 to the CPO.
- B. Senator Mark Meek Dist.20 was present at the meeting to discuss O.D.O.T. tolling proposals. He assured the attendees that tolling was a dead issue and that he would work tirelessly to stop it. He explained that HB 2017 did not have a tolling plan when it was passed. It had some other funding source that AAA and the Oregon Trucking Association could not live with and it was killed. He was asked what could be done to fund maintenance and construction. He mentioned a vehicle mile tax as a possible solutions. There were some notable statements that he made:
 - “ ODOT are like drug addicts that can’t get enough money.”
 - “ ODOT has lots of money.”
 - “ Tolling is bad. Congestion priced tolling doesn’t work well because people skip trips to avoid tolls.”
- C. There was a report on the annual picnic. It was well attended and a success for gathering neighbors. They are trying to organize a Holiday Potluck which used to be an can pal event for the CPO.
- D. There have been ongoing issues with the car lot Lot(99 on Jennings and McLoughlin creating bottlenecks on Jennings by parking cars on sidewalks, unloading transport trucks on Jennings and generally being haphazard in parking cars. The CPO voted to send a letter to the County requesting restrictions on parking at that location for traffic safety,

2. North Clackamas County Water Commission September 28,2023

- A. Election of Officers
 - Board Chair- Paul Gornick
 - Vice-Chair- Kevin Bailey

B. Master Plan and CIP update

We discussed the current plans and what is coming down the road. We are in pretty good financial shape.

C. Emergency Pipeline Restoration

This is the line that we were given the option to use by Lake Oswego when they installed their new intake on the Clackamas River. We are in the process of assessing the pipes condition and figuring out what needs to be done to keep it serviceable.

D. Local Contracting Board

We were going to issue a notice of intent to award the contract for the sand installation in Beds 2 and 4. We held off after hearing that the price of the sand had increased significantly in two months. Another jurisdiction down the valley just paid half of what we were being asked to pay per ton.

3. Regional Water providers Consortium Board Meeting- October 04,2023

This was a hybrid meeting. You could attend in person or on Zoom. I chose not to attend in person due to a cold that hit me the day before. I wasn't sure if it was Covid or not so I erred on the side of caution.

- A. We elected two members to the Executive Committee only to realize we still had a vacancy. We were not able to fill that position.
- B. We discussed the Consortium Strategic Plan. There were some new costs that were floated and most of the various City Councilors on the Board stated that any dues increases needed to be carefully thought out before asking them to return to their bodies with increases.
- C. The Consortium Intergovernmental Agreement will be going out to the various signees for approval by their governing bodies. OLWS Board will be reviewing the IGA at our November meeting. Some of the other Board members asked for much more time to take this back. I really dont see anything in this new IGA that is much different from the prior one we approved,
- D. We had the Deputy Director form the Portland Water Bureau in attendance to give us and update on the Bull Run fire. He said that it has reached over 60% of containment. The Type 3 Overhead team, Forest Service Expert ICS personnel, was relieved and control was resorted to the local Forest Service Fire Managers. This in my experience is a strong indicator that things are headed the right direction. There was some concern about turbidity being created in the waterways near the fire from erosion but it should not have any effect on the water coming out of the watershed.

4. Clackamas River Water= October 12,2023

Attached is the agenda. I will be able to answer any questions you have at our meeting.

- E.
- F.

**CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING**



Held at 16770 SE 82nd Dr. Clackamas, OR 97015

**This Meeting will have both an in person and remote option for attending
October 12, 2023 at 6:00pm**

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholtzgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholtzgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters, and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of “wrapping up” any remaining concerns.

Anyone who wishes to attend the meeting remotely by Zoom may do so by internet at <https://us02web.zoom.us/j/84154641129> or by calling the following number 1 719 359 4580 and join meeting/[84154641129](https://us02web.zoom.us/j/84154641129)#. **Passcode:** 435012

REGULAR MEETING -@ 6:00pm

Call to Order, Pledge of Allegiance and Roll Call - *Sherry French, President*
Approval of the Agenda

Public Comment (*see blue box at the top of the agenda*)

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: September 2023**

CA-2: **Cash Position and Transfers: September 2023**

Action Items

1. **Consider Approval of Contract with Moss Adams for Audit Services for Fiscal Years ending June 30, 2024 and June 30, 2025-** *Todd Heidgerken, General Manager*
2. **Consider Settlement Agreement For Pipe Damage from Mesa Contracting, Inc. –** *Adam Bjornstedt, Chief Engineer*
3. **Consider Approval of Intergovernmental Agreement (IGA) Extension with Clackamas County, Oregon Housing Community Services and CRW for Low-Housing Water Assistance (LIWHA) Program-** *Todd Heidgerken, General Manager*

Informational Reports

4. Management Report – *Todd Heidgerken, General Manager*
5. Public Comment (*see blue box at the top of the agenda*)

Next Page

Commissioner Business

6. Commissioner Reports and Reimbursements

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodation for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.



Consortium Board Meeting Agenda

DATE: October 4, 2023
6:30 p.m. – 8:30 p.m.

HOW: This is an in-person meeting with hybrid/remote option

LOCATION: Portland Building, 1st floor, Conference Room 108, 1120 SW 5th Avenue Portland, OR 97204

Agenda

Time to Meet and Greet – In-person and in Zoom break-out room (10 minutes)

Introductions and Welcome (3 minutes)

Approval of Consortium Board Meeting Summary for June 7, 2023 (2 minutes)

Public Comment* (5 minutes)

Election of Executive Committee At-Large Members (10 minutes)

- Appoint at-large Executive Committee members.

Consortium Strategic Plan – Rebecca Geisen, Consortium Managing Director (15 minutes)

- Final review of draft plan, provide comment on Board implementation strategies.

Approval of Consortium Intergovernmental Agreement – Rebecca Geisen, Consortium Managing Director (5 minutes)

- Board recommendation that Consortium members' individual board, council or commission approve the IGA amendments.

FY 2024-25 Consortium Budget and Work Plan Concepts Discussion Rebecca Geisen, Managing Director (20 minutes)

- Review FY 2024-25 budget and work plan concept recommendations from the EC and provide Consortium staff with further budget direction.

Director Report – Rebecca Geisen, Managing Director (10 minutes)

- Update on activities

Program Report – Bonny Cushman, Program Coordinator (20 minutes)

- Emergency Planning and Conservation Program ongoing projects

Member Roundtable Sharing (15 minutes)

- Update on Camp Creek Fire – Portland Water Bureau

Next Meeting Date/Location:

February 7, 2024/via zoom/videoconference

*Agenda Item #3 is a public comment period for items not on the agenda. Additional public comment will be invited on agenda items as they are discussed.



**REGULAR MEETING
NORTH CLACKAMAS COUNTY WATER COMMISSION
BOARD OF DIRECTORS
SEPTEMBER 28, 2023 at 5:30 p.m.**

Join In-Person or Online

14496 SE River Rd.
Oak Grove, OR 97267

<https://us02web.zoom.us/j/85619079348>

AGENDA

- 1. Open Regular Board Meeting**
- 2. Welcome Visitors & the Public**
- 3. Public Comment**
- 4. Approval of Minutes**
 - 4.1 Approval of Minutes of the June 22, 2023 Budget Hearing and Regular Meeting
- 5. Adoption of Consent Calendar**
 - 5.1 Authorization of Checks for June, July, and August 2023
 - 5.2 Appoint Legal Counsel of Record
 - 5.3 Appoint Insurance Agent of Record
- 6. Board Discussion**
 - 6.1 Election of Officers for FY 2023-24
 - 6.2 Master Plan & CIP Update
 - 6.3 Update on Emergency Pipeline Restoration
- 7. Monthly Items**
 - 7.1 Financial Reports
 - 7.2 Operations Report
 - 7.3 Manager's Report
 - 7.4 Business from the Board
- 8. Convene Local Contract Review Board**
 - 8.1 Issue Notice of Intent to Award Construction Contract for New Sand Installation in Beds 2 and 4
- 9. Adjourn Regular Meeting**



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 5:30 P.M.
JUNE 22, 2023**

BOARD MEMBERS PRESENT:

Paul Gornick	Oak Lodge Water Services
Kevin Williams	Oak Lodge Water Services
Chris Hawes	Sunrise Water Authority
Luke Roberts	City of Gladstone

STAFF PRESENT:

Wade Hathhorn	Sunrise Water Authority
Gail Stevens	Oak Lodge Water Services
Laural Casey	Oak Lodge Water Services

ATTENDEES:

Sarah Jo Chaplen	Oak Lodge Water Services
Jamey Pietzold	Sunrise Water Authority

Convene Public Hearing on Approved Budget

Chair Roberts stated the purpose and opened the public hearing at 5:30 p.m.

There was no public comment.

Chair Roberts closed the public hearing at 5:30 p.m.

1. Call to Order

Chair Roberts called the Board of Directors meeting to order at 5:31 p.m.

2. Approve Agenda

Finance Director Stevens requested item 6.3 be removed from the agenda.

Chair Roberts called for a motion. Director Gornick moved to approve the agenda. Director Hawes seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Hawes, Gornick, and Williams.

MOTION CARRIED

3. Public Comment

There was no public comment.

4. Approval of Minutes

4.1 Approval of Minutes of the March 23, 2023 Regular Meeting

Chair Roberts called for a motion. Director Gornick moved to approve the March 23, 2023 minutes. Director Williams seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Hawes, Gornick, and Williams.

MOTION CARRIED

5. Adoption of Consent Calendar

5.1 Authorization of Checks for March, April, and May 2023

Chair Roberts called for a motion. Director Hawes moved to adopt the Consent Calendar. Director Gornick seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Hawes, Gornick, and Williams.

MOTION CARRIED

6. Board Discussion

6.1 Adopt FY 2023-24 Budget and Authorize Appropriations (Resolution 2023-2)

Chair Roberts called for a motion. Director Gornick moved to adopt Resolution 2023-2 adopting the approved FY 2023-24 Budget in the amount of \$12,187,148 and so authorize the stated appropriations for fiscal year beginning July 1, 2023. Director Hawes seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Hawes, Gornick, and Williams.

MOTION CARRIED

6.2 Establish FY 2023-24 Wholesale Water Rate (Resolution 2023-3)

Chair Roberts called for a motion. Director Hawes moved to adopt Resolution 2023-3 setting the wholesale water rate for FY 2023-24. Director Gornick seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Hawes, Gornick, and Williams.

MOTION CARRIED

6.3 Initiate FY 2022-23 Audit

This item was removed by the Board. See agenda item 2.

7. Monthly Items

7.1 Financial Reports

Finance Director Stevens overviewed the Financial Reports.

The Board asked questions regarding encumbrances, and slow sand purchase and delivery.

Chair Roberts acknowledged the Board receipt of the production and financial reports for the periods of February, March, and April 2023.

7.2 Operations Report

General Manager Hathhorn presented the Operations Report.

7.3 Manager's Report

General Manager Hathhorn detailed the Manager's Report.

The Board discussed summer curtailment, the apprenticeship program, and long-term succession planning to fill the professional positions needed to deliver water services.

7.4 Business from the Board

There was no business.

8. Adjourn Regular Meeting

Chair Roberts adjourned the meeting at 6:11 p.m.

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 5.2

Subject: Appoint Legal Counsel of Record

Presenter(s): Wade Hathhorn, General Manager

Board Action: Adoption by approval of consent calendar

Attachments: None

Background: Organizational best practices suggest the NCCWC formally appoint its legal counsel of record on a regular basis.

Analysis: For several years now, the NCCWC has used Cable Huston, LLC. as its primary source of legal assistance. The General Manager is requesting the Board formally re-appoint Cable Huston, LLC. as the legal counsel of record for the NCCWC for FY2023-24.

Options: Appoint an alternative legal counsel of record.

Staff Recommendation: Appoint Cable Huston, LLC as the legal counsel of record.

Draft Motion: N/A

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 5.3

Subject: Appoint Insurance Agent of Record

Presenter(s): Wade Hathhorn, General Manager

Board Action: Adoption by approval of consent calendar

Attachments: None

Background: Organizational best practices suggest the NCCWC formally appoint its insurance agent of record on a regular basis.

Analysis: For several years now, the NCCWC has used the firm of Brown & Brown, Inc. as the organization's insurance agent. The General Manager is requesting the Board formally re-appoint Brown & Brown, Inc. as the insurance agent of record for the NCCWC for FY2023-24.

Options: Appoint an alternative legal counsel of record.

Staff Recommendation: Appoint Brown & Brown as the insurance agent of record.

Draft Motion: N/A

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 6.1

Subject: Election of Officers

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion regarding the election of officers

Attachments: None

Background: The current NCCWC Board is composed of the following members:

Oak Lodge Water Services: Directors Williams and Gornick

Sunrise Water Authority: Directors Hawes and Bailey

City of Gladstone: Director Roberts

Current Officers:

Chair: Luke Roberts (Gladstone)

Vice-Chair: Kevin Bailey (Sunrise)

Analysis: The NCCWC Agreement calls for the annual election of officers, including a Chair and Vice-Chair. The position as Chair is to rotate among the member parties. This past year, the position as Chair was held by Sunrise. This year the position as Chair would rotate to the member from Oak Lodge. The remaining position as Vice-Chair can be filled by a member from either Gladstone or Sunrise.

These elections only require a simple majority of the Board of Directors.

Options: The Oak Lodge Board may select a representative to serve as Chair.

Staff

Recommendation: Open to discussion regarding election of Chair and Vice-Chair

Draft Motion: Motion(s) to elect officers.

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 6.2

Subject: Master Plan Summary

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion regarding draft master plan findings

Attachments: None

Background: Staff worked with the consulting team from Stantec to develop a 20-year facilities master plan for the plant. This work follows an earlier version of the NCCWC capital plan that was completed in 2019. The new report outlines an asset management strategy that includes capacity assessments, facility maintenance, and equipment replacement schedules, along with planned seismic upgrades.

Analysis: The present plant is designed to produce a peak-day capacity of 20-MGD, essentially 10 MGD on the slow sand side and 10 MGD with the membranes. The membrane side has an empty “bay” that could be used to add at least 2 MGD of additional capacity. Sunrise owns the right to purchase and install those membrane modules at its own expense. Nevertheless, the plant has a “safe yield” more like 18 MGD, depending on the exact condition of the facilities and equipment at the time of peak delivery.

The projected 20-year peak day demands for each of the members agencies include 2.7 MGD for Gladstone, 6.0 for Oak Lodge, and 20.8 MGD for Sunrise. The transmission capacity to Sunrise, however, limits its draw to about 10 MGD, with the remainder of its demand being served through the supply contract with CRW or their wells. For the foreseeable future, the NCCWC plant should provide a secure source of supply to Gladstone and Oak Lodge, with additional water being added to serve Sunrise.

The master plan goes on to update the 20-year capital improvement plan including re-sanding of the slow sand beds in 2024-25, upgrades to the intake in 2026, replacement of the membranes in 2027, and the addition of on-site chlorination (sodium hypochlorite) in 2028. This is followed by a series of on-going replacements of equipment and facility repairs. The estimated total cost (2023 dollars) over the 20-year period is about \$19M

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

or about \$1M per year. A summary of those figures is shown in the table below.

Summary of CIP Costs

Recommended Implementation Year	Estimated Cost (2023 dollars)
2024	\$299,000
2025	\$1,350,000
2026	\$816,000
2027	\$1,958,000
2028	\$1,422,000
2029-2033	\$4,728,000*
2034-2038	\$2,975,000
2039-2043	\$5,449,000
Total	\$18,864,000

*Includes seismic upgrades

Currently, the NCCWC has a financing strategy in place that targets funding about \$700K per year in plant reserves. This money is supplemented by about \$200-300K per year is unreturned “true-up” dollars held in reserve following each fiscal year. Note, without the latter money, the Plant Reserve Fund would be currently underfunded.

That being said, it appears the NCCWC is on-track with regards to adequately funding its future capital needs. This conclusion is obviously subject to future labor and equipment cost escalation. Hence, the need to update this plan on a periodic basis.

Copies of the draft Master Plan will be available at the meeting.

Options: Re-examine cost estimates and funding requirements.

Staff Recommendations: Open to Board discussion. Final version of the plan will be presented at the January meeting.

Draft Motion: None required.

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 6.3

Subject: Update Emergency Pipeline Restoration

Presenter(s): Wade Hathhorn, General Manager

Board Action: Open discussion regarding draft findings

Attachments: Map of proposed emergency pipeline intertie

Background: Staff is working with consultants from RH2 Engineering to recover documentation related to the old Lake Oswego raw water pipeline. The pipeline was to be abandoned as part of LO-Tigard's construction of a new water treatment plant in West Linn and new raw water intake in the City of Gladstone, along the Clackamas River. The old pipeline was, in turn, handed over to the NCCWC as a possible key element in what could be a future emergency intertie across the Willamette River.

Analysis: As part of its abandonment, the connections on both sides of the Willamette River had been dismantled, along with an active corrosion protection system. The consulting team was hired to help document what was known about the condition of the pipe, its location, requirements for operational reconnection, and replacement of the active corrosion protection system.

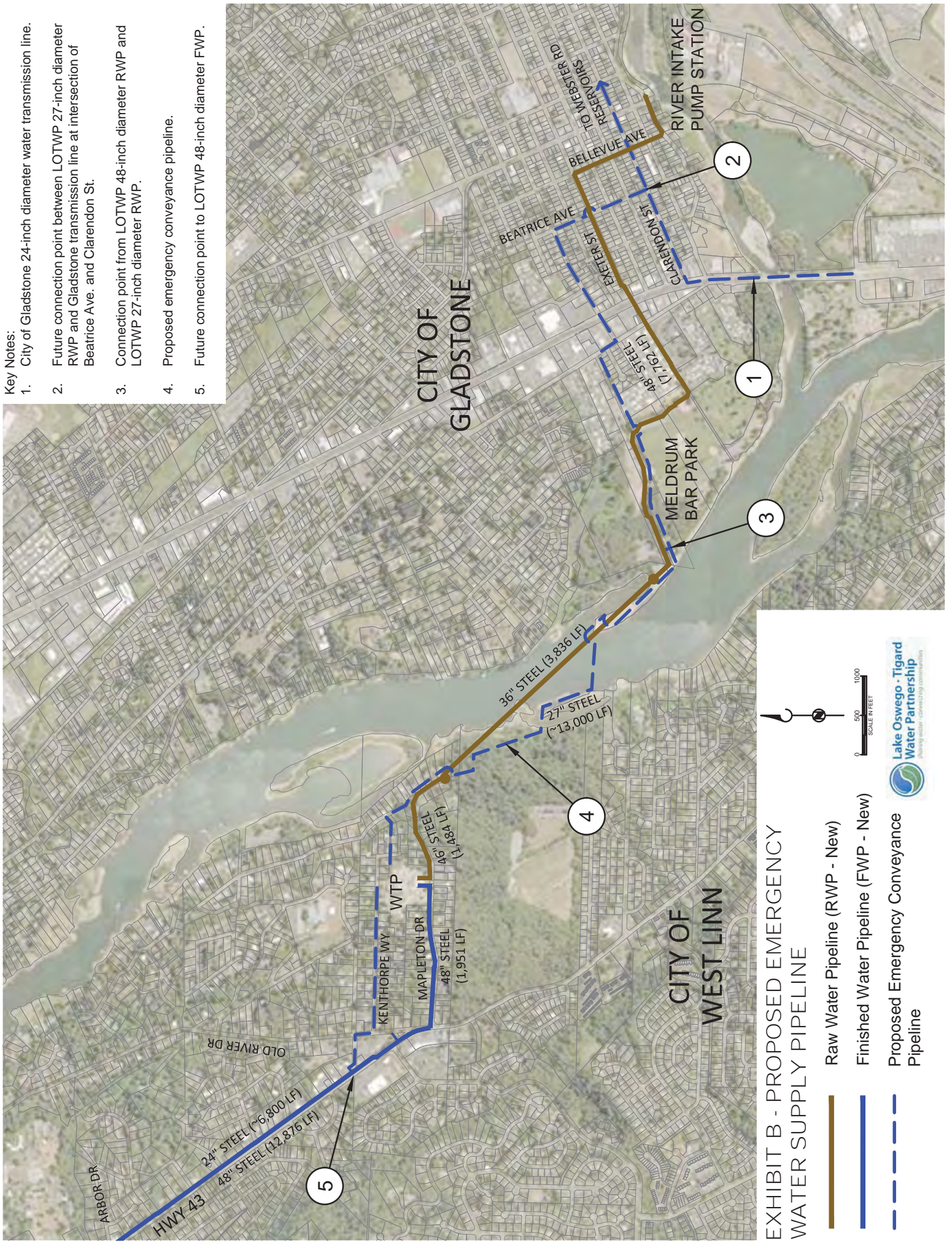
A summary of those findings will be presented at the meeting.

Options: None

Staff Open to Board discussion.

Recommendations:

Draft Motion: None required.

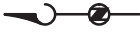




Key Notes:

1. City of Gladstone 24-inch diameter water transmission line.
2. Future connection point between LOTWP 27-inch diameter RWP and Gladstone transmission line at intersection of Beatrice Ave. and Clarendon St.
3. Connection point from LOTWP 48-inch diameter RWP and LOTWP 27-inch diameter RWP.
4. Proposed emergency conveyance pipeline.
5. Future connection point to LOTWP 48-inch diameter FWP.

EXHIBIT B - PROPOSED EMERGENCY WATER SUPPLY PIPELINE

- Raw Water Pipeline (RWP - New)
- Finished Water Pipeline (FWP - New)
- - - Proposed Emergency Conveyance Pipeline



 Lake Oswego - Tigard Water Partnership

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 7.1

Subject: Year to Date Production and Financial Statements

Presenter(s): Gail Stevens, Finance Director

Board Action: None Required

Attachments: .1 Monthly Water Production and Cost Summary May 2023
 .2 Monthly Water Production and Cost Summary June 2023
 .3 YTD Water Production and Cost Summary FY 2022-23 June 2023
 .4 Monthly Water Production and Cost Summary July 2023
 .5 YTD Water Sales FY 2021-22 and Comparison to FY 2022-23 Final
 .6 YTD Water Sales FY 2022-23 and Comparison to FY 2023-24
 .7 Budget to Actuals Report FY 2022-23 YTD Period 11 May 2023
 .8 Budget to Actuals Report FY 2022-23 YTD Period 12 June 2023
 .9 Budget to Actuals Report FY 2023-24 YTD Period 01 July 2023

Background: A summary of financial reports is presented for review.

FY 2022-23: Reports are through the end of June (Period 12). June represents 100% of the budget year.

FY 2023-24: Report is through the end of July (Period 01). July represents 8.3% of the budget year.

Analysis: **FY 2022-23:** As of June 2023, Water Sales are 109.9% of budget. Wholesale Water sales are 100.6% of budget.

Water Sales	Budget	Budget to Date	Actuals	Variance	%
OLWS	\$ 1,150,000	\$ 1,150,000	\$ 1,111,100	\$ (38,900)	96.6%
Gladstone	515,000	515,000	561,873	46,873	109.1%
SWA	1,189,000	1,189,000	1,463,179	274,179	123.1%
	<u>\$ 2,854,000</u>	<u>\$ 2,854,000</u>	<u>\$ 3,136,152</u>	<u>\$ 282,152</u>	
					109.9%

Wholesale Water Sales	Budget	Budget to Date	Actuals	Variance	%
From CRW	1,250,000	1,250,000	1,257,754	\$ 7,754	
					100.6%

Expenditures are 84.5% of budget.

Expenditures	Budget	Budget to Date	Actuals	Variance	%
Personnel Services	\$ 656,000	\$ 656,000	\$ 616,053	\$ (39,947)	93.9%
Materials & Services	2,648,450	2,648,450	2,556,813	(91,637)	96.5%
Capital Outlay	1,919,000	1,919,000	1,243,002	(675,998)	64.8%
	<u>\$ 5,223,450</u>	<u>\$ 4,223,450</u>	<u>\$ 4,415,868</u>	<u>\$ (807,582)</u>	
					84.5%

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

FY 2023-24: As of July 2023, Water Sales are 15.7% of budget.
Wholesale Water sales are 10.6% of budget.

Water Sales	Budget	Budget to Date	Actuals	Variance
OLWS	\$ 1,149,000	\$ 95,750	\$ 145,683	\$ 49,933
Gladstone	550,000	45,833	66,897	21,064
SWA	1,313,000	109,417	260,450	151,033
	<u>\$ 3,012,000</u>	<u>\$ 251,000</u>	<u>\$ 473,030</u>	<u>\$ 222,030</u>

15.7%

Wholesale Water Sales				
From CRW	\$ 1,300,000	108,333	137,424	\$ 29,091
	<u>\$ 1,300,000</u>	<u>108,333</u>	<u>137,424</u>	<u>\$ 29,091</u>

10.6%

Expenditures are 5.1% of budget.

Expenditures	Budget	Budget to Date	Actuals	Variance
Personnel Services	\$ 725,000	\$ 60,417	\$ 59,581	\$ (836)
Materials & Services	2,786,900	232,242	289,141	56,899
Capital Outlay	3,340,000	278,333	131	(278,202)
	<u>\$ 6,851,900</u>	<u>\$ 570,992</u>	<u>\$ 348,852</u>	<u>\$ (222,140)</u>

5.1%

Options: None

Staff Recommendation: Review financial statements as presented.

Draft Motion: None required. Chair should acknowledge receipt of the production and financial reports for the periods of February 2023, March 2023 and April 2023 as presented.

NCCWC Monthly Water Production and Cost Summary -

May 2023

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Wholesale CRW</u>
Average Daily Production (MG)	9.66	6.80	-	2.86

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Wholesale CRW</u>
Water Production/Purchases (MG)	299.32	210.77	-	88.55
Water Production/Purchases (ccf) (divide MG by 0.000748)	400,160	281,778	-	118,382

NCCWC Expenditures (\$):

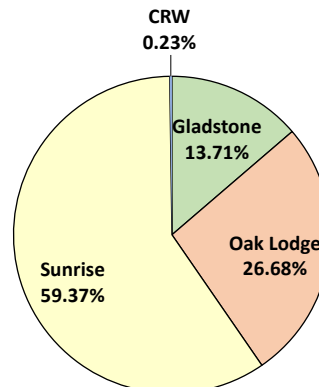
		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 57,283	\$ 57,283	\$ -	\$ -
Electricity	\$ 34,259	\$ 34,259	\$ -	\$ -
Water Treatment	\$ 3,304	\$ 3,304	\$ -	\$ -
Other - Material & Services	\$ 17,737	\$ 17,737	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Transfer	\$ 100,000	\$ 100,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 9,499	\$ 9,499	\$ -	\$ -
Professional Services	\$ 6,615	\$ 6,615	\$ -	\$ -
Wholesale Purchases	\$ 120,985	\$ -	\$ -	\$ 120,985
Total Requirements w/out Debt	\$ 349,682	\$ 228,697	\$ -	\$ 120,985
Cost w/out Debt: \$/(ccf):	\$ 0.8739	\$ 0.8116	\$ -	\$ 1.0220

VOLUME PURCHASED:

		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	299.24	41.04	79.84	177.66	0.70
Water Sales (ccf)	400,066	54,866	106,740	237,520	940
% Water Sales per Entity (ccf)	100%	13.71%	26.68%	59.37%	0.23%

GLAD Rate	\$ 0.79290	\$43,503			
OLWD Rate	\$ 0.79290		\$84,634		
SWA Rate	\$ 0.79290			\$218,104	
CRW Water Rate 1	\$ 1.02190			\$99,368	\$961
Monthly Weighted Avg Cost	\$ 0.86786				
Monthly Gain/(Loss) w/out Debt	\$ (0.00599)				

Monthly Sales By Customer



NCCWC

Monthly Water Production and Cost Summary -

June 2023

	<u>Combined</u>	<u>Production</u> <u>SSF/Membrane</u>	<u>Production</u> <u>SFWB</u>	<u>Wholesale</u> <u>CRW</u>
Average Daily Production (MG)	15.28	12.42	-	2.86

	<u>TOTAL</u>	<u>Production</u> <u>SSF/Membrane</u>	<u>Production</u> <u>SFWB</u>	<u>Wholesale</u> <u>CRW</u>
Water Production/Purchases (MG)	458.45	372.67	-	85.78
Water Production/Purchases (ccf) (divide MG by 0.000748)	612,895	498,222	-	114,673

NCCWC Expenditures (\$):

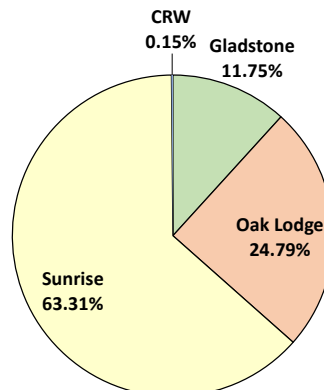
		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 42,539	\$ 42,539	\$ -	\$ -
Electricity	\$ 60,435	\$ 60,435	\$ -	\$ -
Water Treatment	\$ 26,952	\$ 26,952	\$ -	\$ -
Other - Material & Services	\$ 58,729	\$ 58,729	\$ -	\$ -
Capital Outlay	\$ - (In Transfers)	\$ -	\$ -	\$ -
Transfer	\$ 100,000 (Excludes Debt Service Transfer)	\$ 100,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 9,499	\$ 9,499	\$ -	\$ -
Professional Services	\$ 2,245	\$ 2,245	\$ -	\$ -
Wholesale Purchases	\$ 117,194	\$ -	\$ -	\$ 117,194
Total Requirements w/out Debt	\$ 417,593	\$ 300,399	\$ -	\$ 117,194
Cost w/out Debt: \$/(ccf):	\$ 0.6813	\$ 0.6029	\$ -	\$ 1.0220

VOLUME PURCHASED:

		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	457.88	53.80	113.49	289.89	0.70
Water Sales (ccf)	612,136	71,920	151,727	387,549	940
% Water Sales per Entity (ccf)	100%	11.75%	24.79%	63.31%	0.15%

GLAD Rate	\$ 0.79290	\$57,025			
OLWD Rate	\$ 0.79290		\$120,304		
SWA Rate	\$ 0.79290			\$218,104	
CRW Water Rate 1	\$ 1.02190			\$99,368	\$961
Monthly Weighted Avg Cost	\$ 0.64756				
Monthly Gain/(Loss) w/out Debt	\$ (0.03379)				

Monthly Sales By Customer



NCCWC

Water Production and Cost Summary - Year to Date

July 2022 - June 2023

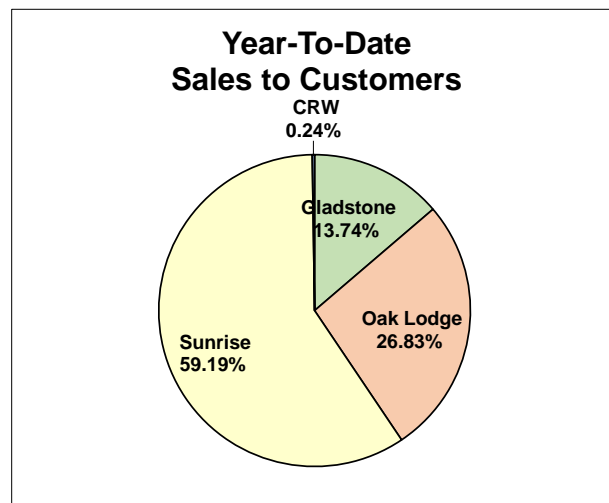
	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Wholesale CRW</u>
Average Daily Production (MG)	10.73	8.18	0.00	31.08

	<u>TOTAL</u>	<u>NCCWC Plant</u>	<u>SFWB</u>	<u>Wholesale CRW</u>
Water Production/Purchases (MG)	3,916.89	2,984.14	0.30	932.46
Water Production/Purchases (ccf) (divide MG by 0.000748)	5,236,489	3,989,491	397	1,246,601

<u>NCCWC Expenditures (\$):</u>		<u>NCCWC Plant</u>	<u>SFWB</u>	<u>CRW</u>
Operations				
Personnel Services	\$ 616,053	\$ 616,053	\$ -	\$ -
Electricity	\$ 473,734	\$ 473,734	\$ -	\$ -
Water Treatment	\$ 166,059	\$ 166,059	\$ -	\$ -
Other -Material & Services	\$ 320,000	\$ 320,000	\$ -	\$ -
Capital Outlay	\$ - (In Transfers)	\$ -	\$ -	\$ -
Transfer	\$ 1,200,000 (Excludes Debt Service Transfer)	\$ 1,200,000	\$ -	\$ -
Administration				
Contracted Services	\$ 129,937	\$ 129,937	\$ -	\$ -
Professional Services	\$ 209,329	\$ 209,329	\$ -	\$ -
Wholesale Purchases	\$ 1,257,754	\$ -	\$ -	\$ 1,257,754
Total Requirements w/out Debt	\$ 4,372,866	\$ 3,115,112	\$ -	\$ 1,257,754

Cost: w/o Debt \$(/ccf):	\$ 0.8351	\$ 0.7808	\$ -	\$ 1.0089
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<u>VOLUME PURCHASED:</u>		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	3,908.89	537.05	1,048.80	2,313.83	9.21
Total Water Sales (ccf)	5,225,784	717,986	1,402,140	3,093,349	12,309
% Water Sales per Entity (ccf)	100%	13.74%	26.83%	59.19%	0.24%
Gladstone Rate	\$ 0.79290	\$ 569,291			
OLWD Rate	\$ 0.79290		\$ 1,111,757		
SWA Rate	\$ 0.79290			\$ 1,463,179	
CRW Water Rate 1	\$ 1.02190			\$ 1,269,769	\$ 12,579
YTD Weighted Avg Cost	\$ 0.60408				
YTD Gain/(Loss) w/out Debt	\$ (0.23099)				



NCCWC Monthly Water Production and Cost Summary -

July 2023

	<u>Combined</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Wholesale CRW</u>
Average Daily Production (MG)	17.17	14.06	-	3.11

	<u>TOTAL</u>	<u>Production SSF/Membrane</u>	<u>Production SFWB</u>	<u>Wholesale CRW</u>
Water Production/Purchases (MG)	532.30	435.85	-	96.45
Water Production/Purchases (ccf) (divide MG by 0.000748)	711,634	582,688	-	128,946

NCCWC Expenditures (\$):

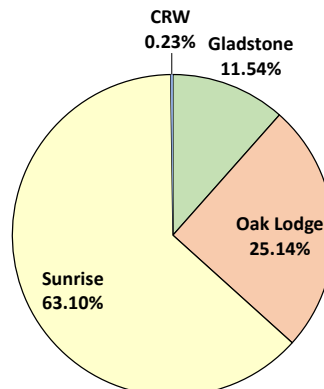
		<u>SSF/Membrane</u>	<u>SFWB</u>	<u>CRW</u>
Operations:				
Personnel Services	\$ 59,581	\$ 59,581	\$ -	\$ -
Electricity	\$ 66,429	\$ 66,429	\$ -	\$ -
Water Treatment	\$ 11,886	\$ 11,886	\$ -	\$ -
Other - Material & Services	\$ 18,916	\$ 18,916	\$ -	\$ -
Capital Outlay	\$ - (In Transfers)	\$ -	\$ -	\$ -
Special Payments-PERS	\$ - (Excluded - From Beg. Balance)	\$ -	\$ -	\$ -
Transfer	\$ 125,000 (Excludes Debt Service Transfer)	\$ 125,000	\$ -	\$ -
Administration:				
Contracted Services	\$ 14,012	\$ 14,012	\$ -	\$ -
Professional Services	\$ 40,474	\$ 40,474	\$ -	\$ -
Wholesale Purchases	\$ 137,424	\$ -	\$ -	\$ 137,424
Total Requirements w/out Debt	\$ 473,721	\$ 336,297	\$ -	\$ 137,424
Cost w/out Debt: \$/(ccf):	\$ 0.6657	\$ 0.5771	\$ -	\$ 1.0658

VOLUME PURCHASED:

		<u>Gladstone</u>	<u>Oak Lodge</u>	<u>Sunrise</u>	<u>CRW</u>
Water Sales (MG)	531.10	61.30	133.49	335.10	1.21
Water Sales (ccf)	710,027	81,951	178,466	447,993	1,617
% Water Sales per Entity (ccf)	100%	11.54%	25.14%	63.10%	0.23%

GLAD Rate	\$ 0.82070	\$67,257			
OLWD Rate	\$ 0.82070		\$146,467		
SWA Rate	\$ 0.82070			\$260,450	
CRW Water Rate 1	\$ 1.07350			\$137,424	\$1,736
Monthly Weighted Avg Cost	\$ 0.67027				
Monthly Gain/(Loss) w/out Debt	\$ 0.00459				

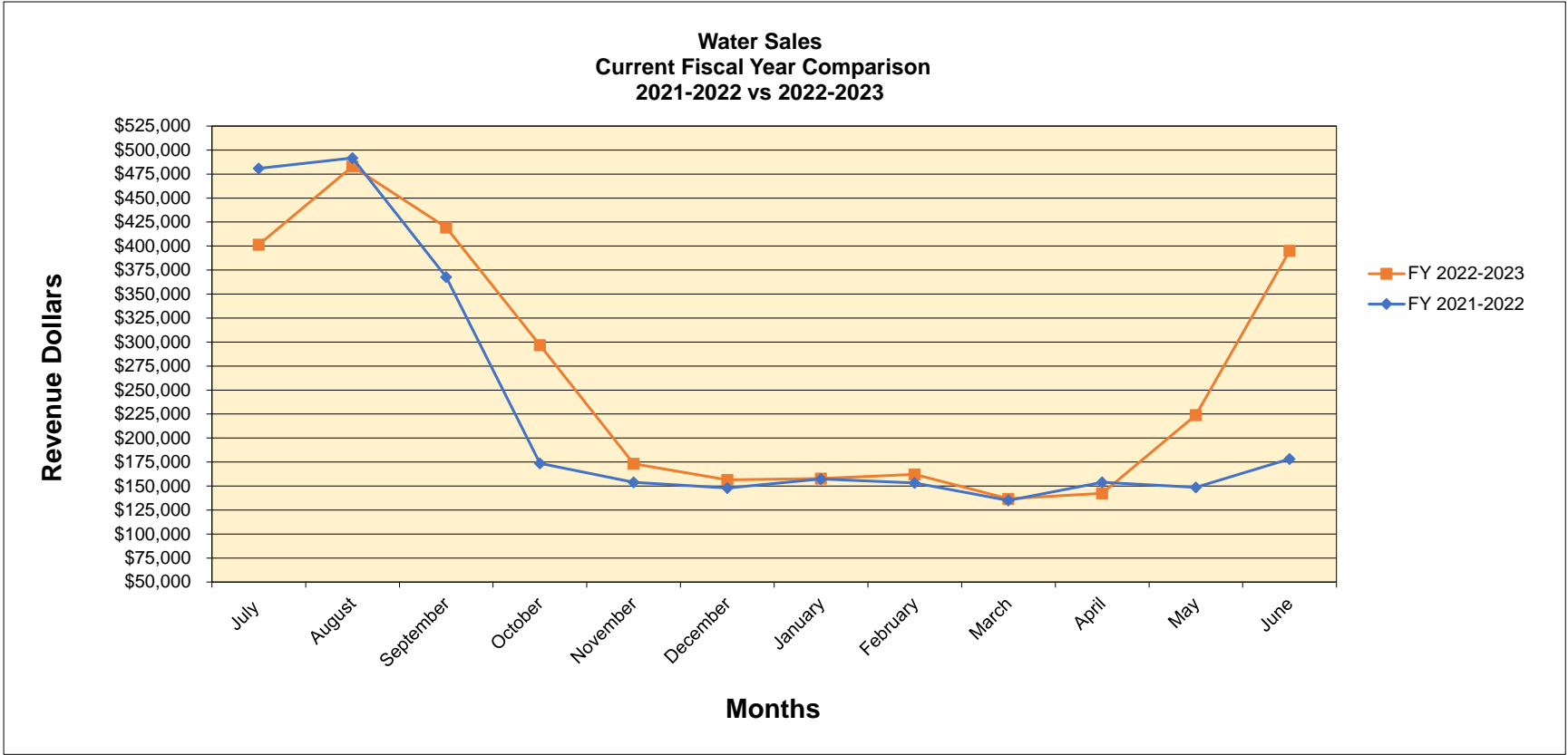
Monthly Sales By Customer



NORTH CLACKAMAS COUNTY WATER COMMISSION

Water Sales Fiscal Year Comparison 2021-2022 vs 2022-2023

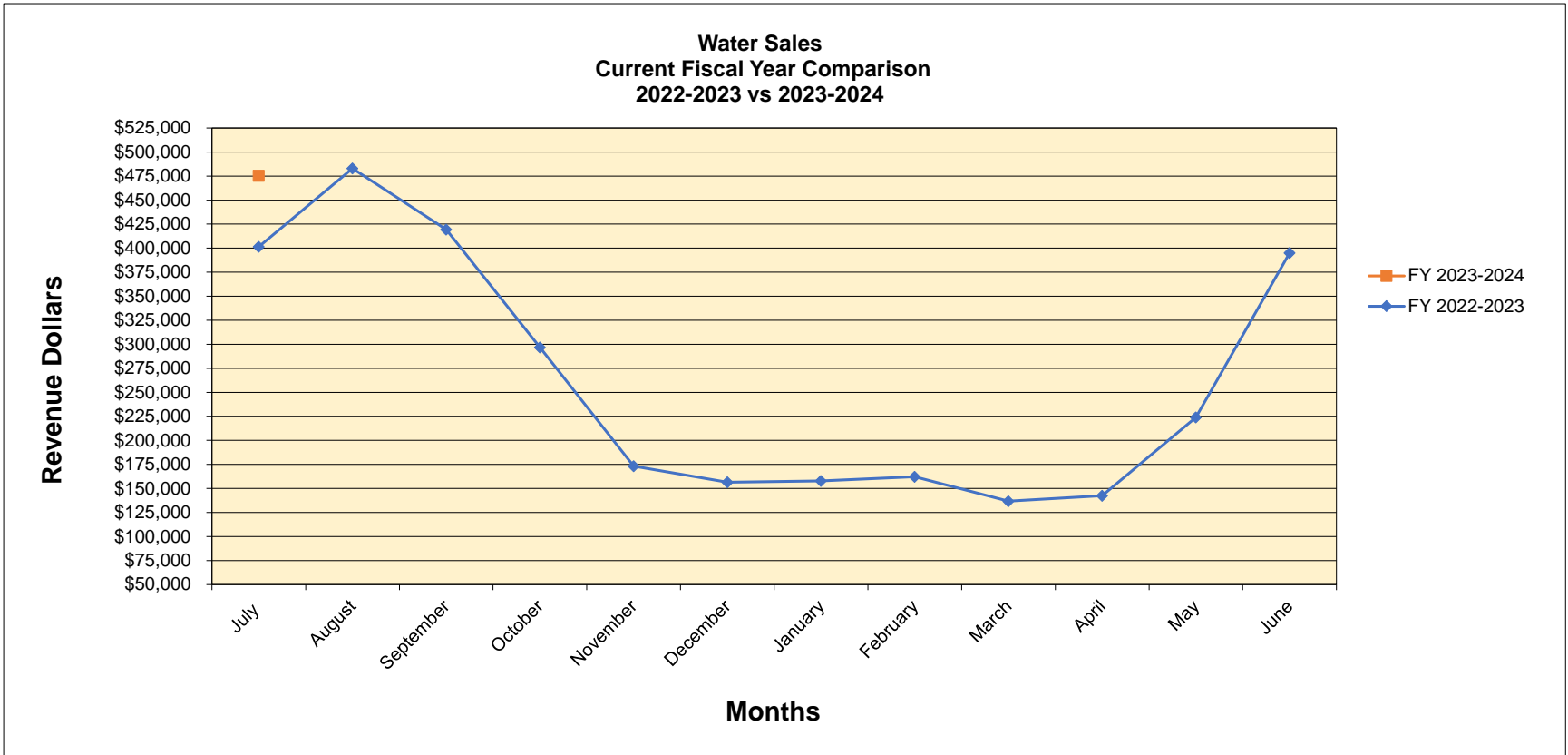
	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
GRAPH:													
FY 2021-2022	\$ 480,881	\$ 491,729	\$ 367,753	\$ 173,635	\$ 153,885	\$ 147,970	\$ 157,301	\$ 153,241	\$ 134,974	\$ 153,981	\$ 148,576	\$ 178,170	\$ 2,742,097
FY 2022-2023	\$ 401,469	\$ 482,938	\$ 419,307	\$ 296,825	\$ 173,318	\$ 156,503	\$ 157,711	\$ 162,154	\$ 136,783	\$ 142,495	\$ 223,947	\$ 395,038	\$ 3,148,488
FY % Comparison	-16.51%	-1.79%	14.02%	70.95%	12.63%	5.77%	0.26%	5.82%	1.34%	-7.46%	50.73%	121.72%	14.82%



NORTH CLACKAMAS COUNTY WATER COMMISSION

Water Sales Fiscal Year Comparison 2022-2023 vs 2023-2024

	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
GRAPH:													
FY 2022-2023	\$ 401,469	\$ 482,938	\$ 419,307	\$ 296,825	\$ 173,318	\$ 156,503	\$ 157,711	\$ 162,154	\$ 136,783	\$ 142,495	\$ 223,947	\$ 395,038	\$ 3,148,488
FY 2023-2024	\$ 475,460												\$ 475,460
FY % Comparison	18.43%	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	-84.90%



General Ledger Budget to Actual Report

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Period 11 - 11
Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10	General Fund				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	1,380,050.00	0.00	1,585,796.98	114.91
	<i>Beginning Fund Balance</i>	<i>1,380,050.00</i>	<i>0.00</i>	<i>1,585,796.98</i>	<i>114.91</i>
	<i>Revenue</i>				
10-4010-00	Interest Income	5,000.00	4,503.46	33,005.04	660.10
10-4020-01	Water Sales-OLWSD	1,150,000.00	84,634.15	990,795.61	86.16
10-4020-02	Water Sales-City of Gladstone	515,000.00	43,503.25	504,847.85	98.03
10-4020-03	Water Sales-SWA	1,189,000.00	94,464.52	1,246,815.31	104.86
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	1,344.82	16,265.17	135.54
10-4025-00	Wholesale Water Sales	1,250,000.00	120,984.53	1,140,559.67	91.24
10-4060-00	Miscellaneous Income	0.00	0.00	35,130.97	0.00
10-4100-17	Transfer from Bond Reserve	102,049.00	0.00	102,901.71	100.84
10-4100-19	Transfer from Bond Redemption	5,228.00	0.00	3,301.99	63.16
	<i>Revenue</i>	<i>4,228,277.00</i>	<i>349,434.73</i>	<i>4,073,623.32</i>	<i>96.34</i>
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	310,000.00	33,959.12	306,714.35	98.94
10-5005-00	OvertimeOn-Call	50,000.00	4,074.41	51,591.38	103.18
10-5040-00	Apprenticeship	42,000.00	0.00	11,626.40	27.68
10-5050-00	MedicalDentalVision Ins.	120,000.00	8,692.81	94,895.73	79.08
10-5060-00	Retirement	80,000.00	7,211.16	70,299.06	87.87
10-5070-00	Payroll Taxes	40,000.00	3,345.23	31,592.11	78.98
10-5080-00	Workers Compensation	14,000.00	0.00	6,794.40	48.53
	<i>Personnel Services</i>	<i>656,000.00</i>	<i>57,282.73</i>	<i>573,513.43</i>	<i>87.43</i>
	<i>Materials & Services</i>				
10-5204-00	Wholesale Water Purchases	1,250,000.00	120,984.53	1,140,559.67	91.24
10-5206-10	Contracted Services-Management	40,000.00	3,194.10	35,135.10	87.84
10-5206-11	Contracted Svcs-Operations Mgt	0.00	0.00	0.00	0.00
10-5206-12	Contracted Svcs-Plant Engineer	30,000.00	2,305.31	25,430.41	84.77
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	44,000.00	91.67
10-5206-16	HVAC	15,000.00	0.00	15,872.48	105.82
10-5208-00	General Office Expenses	8,500.00	106.99	1,878.35	22.10

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5210-00	PermitsLicensing Fees	17,000.00	0.00	4,868.33	28.64
10-5212-00	General Insurance	85,000.00	5,723.16	68,367.30	80.43
10-5215-00	ComputersTechnology	10,000.00	0.00	11,211.01	112.11
10-5230-04	Audit Services	30,000.00	0.00	47,300.00	157.67
10-5230-06	Legal Services	25,000.00	6,414.75	7,596.49	30.39
10-5230-08	Engineering - General	25,000.00	200.00	480.00	1.92
10-5230-21	Watershed Services	152,000.00	0.00	151,708.00	99.81
10-5236-10	Water Analysis and Testing	15,000.00	0.00	7,917.08	52.78
10-5236-11	Chemicals	120,000.00	3,304.08	109,779.48	91.48
10-5236-12	Instrumentation & Lab Supplies	10,000.00	0.00	21,410.25	214.10
10-5238-00	Telemetry (SCADA)	10,000.00	80.00	1,669.99	16.70
10-5240-00	Electricity	550,000.00	34,258.99	413,298.88	75.15
10-5244-00	EducationTraining and Dues	17,250.00	865.00	16,649.15	96.52
10-5245-00	Telephone	8,500.00	1,007.02	7,221.04	84.95
10-5246-00	Travel Expenses	500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	0.00	0.00	0.00
10-5248-00	Public Notices	1,000.00	0.00	242.28	24.23
10-5250-10	Natural Gas	2,000.00	125.35	1,996.92	99.85
10-5250-20	Garbage	1,000.00	102.90	1,766.15	176.62
10-5252-00	Miscellaneous Expense	1,000.00	1,599.00	6,846.22	684.62
10-5256-00	Commissioner FeesExpenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	1,700.50	4,743.74	94.87
10-5300-20	FuelsOils	7,500.00	363.81	8,225.60	109.67
10-5300-30	Equipment Rental	5,000.00	0.00	1,689.38	33.79
10-5300-40	Equipment Maintenance	15,000.00	567.53	9,722.30	64.82
10-5305-10	Building Maintenance	15,000.00	63.97	14,223.85	94.83
10-5305-11	Grounds Maintenance	25,000.00	3,687.77	11,092.33	44.37
10-5305-13	Janitorial Supplies	2,000.00	0.00	736.07	36.80
10-5305-14	Security MonitoringMaint	5,000.00	0.00	0.00	0.00
10-5305-15	Plant Maintenance	40,000.00	387.93	67,990.27	169.98
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	403.28	4.03
10-5305-17	Membrane Maintenance	20,000.00	1,048.00	3,932.16	19.66
10-5305-20	Safety Supplies	15,000.00	278.44	6,095.39	40.64
10-5310-00	Small Tools & Equipment	10,000.00	29.94	9,700.30	97.00
	<i>Materials & Services</i>	<i>2,648,450.00</i>	<i>192,399.07</i>	<i>2,281,759.25</i>	<i>86.15</i>
	<i>Transfers & Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	1,200,000.00	100,000.00	1,100,000.00	91.67
10-9000-00	Operating Contingency	310,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,510,000.00</i>	<i>100,000.00</i>	<i>1,100,000.00</i>	<i>72.85</i>
10	General Fund	793,877.00	-247.07	1,704,147.62	214.66
13	Plant Reserve				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,952,018.00	0.00	5,058,689.25	102.15
	<i>Beginning Fund Balance</i>	<i>4,952,018.00</i>	<i>0.00</i>	<i>5,058,689.25</i>	<i>102.15</i>
	<i>Revenue</i>				

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
13-4010-00	Interest Income	25,000.00	16,313.67	127,194.07	508.78
13-4060-00	Miscellaneous Income	0.00	0.00	27,940.00	0.00
13-4100-10	Transfer In - General Fund	1,200,000.00	100,000.00	1,100,000.00	91.67
	<i>Revenue</i>	<i>1,225,000.00</i>	<i>116,313.67</i>	<i>1,255,134.07</i>	<i>102.46</i>
	<i>Capital Outlay</i>				
13-7000-20	Equipment	149,000.00	10,420.00	184,973.38	124.14
13-7000-30	Sand	1,500,000.00	3,082.86	914,158.46	60.94
13-7000-50	Buildings	20,000.00	10,299.80	36,289.80	181.45
13-7000-60	Other	250,000.00	34,561.25	80,969.29	32.39
	<i>Capital Outlay</i>	<i>1,919,000.00</i>	<i>58,363.91</i>	<i>1,216,390.93</i>	<i>63.39</i>
	<i>Transfers & Contingencies</i>				
13-9000-00	Operating Contingency	350,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>350,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
13	Plant Reserve	3,908,018.00	57,949.76	5,097,432.39	130.44
17	Bond Reserve				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	102,049.00	0.00	102,901.71	100.84
	<i>Beginning Fund Balance</i>	<i>102,049.00</i>	<i>0.00</i>	<i>102,901.71</i>	<i>100.84</i>
	<i>Transfers & Contingencies</i>				
17-7300-10	Transfer to General Fund	102,049.00	0.00	102,901.71	100.84
	<i>Transfers & Contingencies</i>	<i>102,049.00</i>	<i>0.00</i>	<i>102,901.71</i>	<i>100.84</i>
17	Bond Reserve	0.00	0.00	0.00	0.00
19	Bond Redemption				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	5,113.00	0.00	3,301.99	64.58
	<i>Beginning Fund Balance</i>	<i>5,113.00</i>	<i>0.00</i>	<i>3,301.99</i>	<i>64.58</i>
	<i>Revenue</i>				
19-4010-00	Interest Income	115.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>115.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Transfers & Contingencies</i>				
19-7300-10	Transfer to General Fund	5,228.00	0.00	3,301.99	63.16
	<i>Transfers & Contingencies</i>	<i>5,228.00</i>	<i>0.00</i>	<i>3,301.99</i>	<i>63.16</i>
19	Bond Redemption	0.00	0.00	0.00	0.00
Revenue Total		5,453,392.00	465,748.40	5,328,757.39	0.9771
Expense Total		7,190,727.00	408,045.71	5,277,867.31	0.734
Grand Total		4,701,895.00	57,702.69	6,801,580.01	1.4466

General Ledger Budget to Actual Report

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Period 12 - 12
Fiscal Year 2023



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10	General Fund				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	1,380,050.00	0.00	1,585,796.98	114.91
	<i>Beginning Fund Balance</i>	<i>1,380,050.00</i>	<i>0.00</i>	<i>1,585,796.98</i>	<i>114.91</i>
	<i>Revenue</i>				
10-4010-00	Interest Income	5,000.00	3,833.98	36,839.02	736.78
10-4020-01	Water Sales-OLWSD	1,150,000.00	120,304.34	1,111,099.95	96.62
10-4020-02	Water Sales-City of Gladstone	515,000.00	57,025.37	561,873.22	109.10
10-4020-03	Water Sales-SWA	1,189,000.00	216,363.38	1,463,178.69	123.06
10-4020-09	Water Sales-Clackamas RiverWtr	12,000.00	1,344.82	17,609.99	146.75
10-4025-00	Wholesale Water Sales	1,250,000.00	117,194.03	1,257,753.70	100.62
10-4060-00	Miscellaneous Income	0.00	0.00	35,130.97	0.00
10-4100-17	Transfer from Bond Reserve	102,049.00	0.00	102,901.71	100.84
10-4100-19	Transfer from Bond Redemption	5,228.00	0.00	3,301.99	63.16
	<i>Revenue</i>	<i>4,228,277.00</i>	<i>516,065.92</i>	<i>4,589,689.24</i>	<i>108.55</i>
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	310,000.00	21,923.37	328,637.72	106.01
10-5005-00	OvertimeOn-Call	50,000.00	6,795.18	58,386.56	116.77
10-5040-00	Apprenticeship	42,000.00	0.00	11,626.40	27.68
10-5050-00	MedicalDentalVision Ins.	120,000.00	5,843.64	100,739.37	83.95
10-5060-00	Retirement	80,000.00	5,445.02	75,744.08	94.68
10-5070-00	Payroll Taxes	40,000.00	2,532.08	34,124.19	85.31
10-5080-00	Workers Compensation	14,000.00	0.00	6,794.40	48.53
	<i>Personnel Services</i>	<i>656,000.00</i>	<i>42,539.29</i>	<i>616,052.72</i>	<i>93.91</i>
	<i>Materials & Services</i>				
10-5204-00	Wholesale Water Purchases	1,250,000.00	117,194.03	1,257,753.70	100.62
10-5206-10	Contracted Services-Management	40,000.00	3,194.10	38,329.20	95.82
10-5206-11	Contracted Svcs-Operations Mgt	0.00	0.00	0.00	0.00
10-5206-12	Contracted Svcs-Plant Engineer	30,000.00	2,305.31	27,735.72	92.45
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	48,000.00	100.00
10-5206-16	HVAC	15,000.00	0.00	15,872.48	105.82
10-5208-00	General Office Expenses	8,500.00	27.78	1,906.13	22.43

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5210-00	PermitsLicensing Fees	17,000.00	386.00	5,254.33	30.91
10-5212-00	General Insurance	85,000.00	5,723.16	74,090.46	87.17
10-5215-00	ComputersTechnology	10,000.00	1,244.38	12,455.39	124.55
10-5230-04	Audit Services	30,000.00	0.00	47,300.00	157.67
10-5230-06	Legal Services	25,000.00	2,169.75	9,766.24	39.06
10-5230-08	Engineering - General	25,000.00	75.00	555.00	2.22
10-5230-21	Watershed Services	152,000.00	0.00	151,708.00	99.81
10-5236-10	Water Analysis and Testing	15,000.00	5,245.31	13,162.39	87.75
10-5236-11	Chemicals	120,000.00	16,160.50	125,939.98	104.95
10-5236-12	Instrumentation & Lab Supplies	10,000.00	5,546.00	26,956.25	269.56
10-5238-00	Telemetry (SCADA)	10,000.00	80.00	1,749.99	17.50
10-5240-00	Electricity	550,000.00	60,434.75	473,733.63	86.13
10-5244-00	EducationTraining and Dues	17,250.00	3,078.57	19,727.72	114.36
10-5245-00	Telephone	8,500.00	2,341.45	9,562.49	112.50
10-5246-00	Travel Expenses	500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	53.13	53.13	5.31
10-5248-00	Public Notices	1,000.00	633.72	876.00	87.60
10-5250-10	Natural Gas	2,000.00	128.96	2,125.88	106.29
10-5250-20	Garbage	1,000.00	52.90	1,819.05	181.91
10-5252-00	Miscellaneous Expense	1,000.00	214.98	7,061.20	706.12
10-5256-00	Commissioner FeesExpenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	788.25	5,531.99	110.64
10-5300-20	FuelsOils	7,500.00	559.48	8,785.08	117.13
10-5300-30	Equipment Rental	5,000.00	0.00	1,689.38	33.79
10-5300-40	Equipment Maintenance	15,000.00	2,111.24	11,833.54	78.89
10-5305-10	Building Maintenance	15,000.00	3,900.00	18,123.85	120.83
10-5305-11	Grounds Maintenance	25,000.00	22.97	11,115.30	44.46
10-5305-13	Janitorial Supplies	2,000.00	2,023.01	2,759.08	137.95
10-5305-14	Security MonitoringMaint	5,000.00	0.00	0.00	0.00
10-5305-15	Plant Maintenance	40,000.00	12,438.37	80,428.64	201.07
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	403.28	4.03
10-5305-17	Membrane Maintenance	20,000.00	22,493.66	26,425.82	132.13
10-5305-20	Safety Supplies	15,000.00	427.05	6,522.44	43.48
10-5310-00	Small Tools & Equipment	10,000.00	0.00	9,700.30	97.00
	<i>Materials & Services</i>	<i>2,648,450.00</i>	<i>275,053.81</i>	<i>2,556,813.06</i>	<i>96.54</i>
	<i>Transfers & Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	1,200,000.00	100,000.00	1,200,000.00	100.00
10-9000-00	Operating Contingency	310,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,510,000.00</i>	<i>100,000.00</i>	<i>1,200,000.00</i>	<i>79.47</i>
10	General Fund	793,877.00	98,472.82	1,802,620.44	227.07
13	Plant Reserve				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,952,018.00	0.00	5,058,689.25	102.15
	<i>Beginning Fund Balance</i>	<i>4,952,018.00</i>	<i>0.00</i>	<i>5,058,689.25</i>	<i>102.15</i>
	<i>Revenue</i>				

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
13-4010-00	Interest Income	25,000.00	16,981.26	144,175.33	576.70
13-4060-00	Miscellaneous Income	0.00	0.00	27,940.00	0.00
13-4100-10	Transfer In - General Fund	1,200,000.00	100,000.00	1,200,000.00	100.00
	<i>Revenue</i>	<i>1,225,000.00</i>	<i>116,981.26</i>	<i>1,372,115.33</i>	<i>112.01</i>
	<i>Capital Outlay</i>				
13-7000-20	Equipment	149,000.00	0.00	184,973.38	124.14
13-7000-30	Sand	1,500,000.00	1,881.46	916,039.92	61.07
13-7000-50	Buildings	20,000.00	0.00	36,289.80	181.45
13-7000-60	Other	250,000.00	24,729.61	105,698.90	42.28
	<i>Capital Outlay</i>	<i>1,919,000.00</i>	<i>26,611.07</i>	<i>1,243,002.00</i>	<i>64.77</i>
	<i>Transfers & Contingencies</i>				
13-9000-00	Operating Contingency	350,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>350,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
13	Plant Reserve	3,908,018.00	90,370.19	5,187,802.58	132.75
17	Bond Reserve				
	<i>Beginning Fund Balance</i>				
17-3000-00	Fund Balance	102,049.00	0.00	102,901.71	100.84
	<i>Beginning Fund Balance</i>	<i>102,049.00</i>	<i>0.00</i>	<i>102,901.71</i>	<i>100.84</i>
	<i>Transfers & Contingencies</i>				
17-7300-10	Transfer to General Fund	102,049.00	0.00	102,901.71	100.84
	<i>Transfers & Contingencies</i>	<i>102,049.00</i>	<i>0.00</i>	<i>102,901.71</i>	<i>100.84</i>
17	Bond Reserve	0.00	0.00	0.00	0.00
19	Bond Redemption				
	<i>Beginning Fund Balance</i>				
19-3000-00	Fund Balance	5,113.00	0.00	3,301.99	64.58
	<i>Beginning Fund Balance</i>	<i>5,113.00</i>	<i>0.00</i>	<i>3,301.99</i>	<i>64.58</i>
	<i>Revenue</i>				
19-4010-00	Interest Income	115.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>115.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<i>Transfers & Contingencies</i>				
19-7300-10	Transfer to General Fund	5,228.00	0.00	3,301.99	63.16
	<i>Transfers & Contingencies</i>	<i>5,228.00</i>	<i>0.00</i>	<i>3,301.99</i>	<i>63.16</i>
19	Bond Redemption	0.00	0.00	0.00	0.00
Revenue Total		5,453,392.00	633,047.18	5,961,804.57	1.0932
Expense Total		7,190,727.00	444,204.17	5,722,071.48	0.7958
Grand Total		4,701,895.00	188,843.01	6,990,423.02	1.4867

General Ledger Budget to Actual Report

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Period 01 - 01
Fiscal Year 2024



Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10	General Fund				
	<i>Beginning Fund Balance</i>				
10-3000-00	Fund Balance	1,368,149.00	0.00	1,803,020.44	131.79
	<i>Beginning Fund Balance</i>	<i>1,368,149.00</i>	<i>0.00</i>	<i>1,803,020.44</i>	<i>131.79</i>
	<i>Revenue</i>				
10-4010-00	Interest Income	5,000.00	3,927.76	3,927.76	78.56
10-4020-01	Water Sales-OLWSD	1,149,000.00	145,682.78	145,682.78	12.68
10-4020-02	Water Sales-City of Gladstone	550,000.00	66,897.46	66,897.46	12.16
10-4020-03	Water Sales-SWA	1,313,000.00	260,449.92	260,449.92	19.84
10-4020-09	Water Sales-Clackamas RiverWtr	13,000.00	2,430.19	2,430.19	18.69
10-4025-00	Wholesale Water Sales	1,300,000.00	137,424.36	137,424.36	10.57
	<i>Revenue</i>	<i>4,330,000.00</i>	<i>616,812.47</i>	<i>616,812.47</i>	<i>14.25</i>
	<i>Personnel Services</i>				
10-5000-00	Plant Operators	360,000.00	31,358.60	31,358.60	8.71
10-5005-00	OvertimeOn-Call	50,000.00	5,750.62	5,750.62	11.50
10-5040-00	Apprenticeship	43,000.00	0.00	0.00	0.00
10-5050-00	MedicalDentalVision Ins.	110,000.00	9,566.91	9,566.91	8.70
10-5060-00	Retirement	110,000.00	9,006.39	9,006.39	8.19
10-5070-00	Payroll Taxes	40,000.00	3,147.75	3,147.75	7.87
10-5080-00	Workers Compensation	12,000.00	750.70	750.70	6.26
	<i>Personnel Services</i>	<i>725,000.00</i>	<i>59,580.97</i>	<i>59,580.97</i>	<i>8.22</i>
	<i>Materials & Services</i>				
10-5204-00	Wholesale Water Purchases	1,300,000.00	137,424.36	137,424.36	10.57
10-5206-10	Contracted Services-Management	42,000.00	3,321.86	3,321.86	7.91
10-5206-12	Contracted Svcs-Plant Engineer	30,000.00	2,443.74	2,443.74	8.15
10-5206-13	Contracted Services-Financial	48,000.00	4,000.00	4,000.00	8.33
10-5206-16	HVAC	16,000.00	4,246.00	4,246.00	26.54
10-5208-00	General Office Expenses	8,000.00	449.99	449.99	5.62
10-5210-00	PermitsLicensing Fees	17,000.00	900.00	900.00	5.29
10-5212-00	General Insurance	85,000.00	5,723.16	5,723.16	6.73
10-5215-00	ComputersTechnology	15,000.00	879.92	879.92	5.87
10-5230-04	Audit Services	45,000.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
10-5230-06	Legal Services	25,000.00	0.00	0.00	0.00
10-5230-08	Engineering - General	25,000.00	187.50	187.50	0.75
10-5230-21	Watershed Services	162,000.00	40,286.25	40,286.25	24.87
10-5236-10	Water Analysis and Testing	15,000.00	0.00	0.00	0.00
10-5236-11	Chemicals	150,000.00	11,856.85	11,856.85	7.90
10-5236-12	Instrumentation & Lab Supplies	25,000.00	28.74	28.74	0.11
10-5238-00	Telemetry (SCADA)	10,000.00	80.00	80.00	0.80
10-5240-00	Electricity	550,000.00	66,428.79	66,428.79	12.08
10-5244-00	Education Training and Dues	24,200.00	232.19	232.19	0.96
10-5245-00	Telephone	8,500.00	877.02	877.02	10.32
10-5246-00	Travel Expenses	500.00	0.00	0.00	0.00
10-5247-00	Books & Publications	1,000.00	187.50	187.50	18.75
10-5248-00	Public Notices	1,000.00	0.00	0.00	0.00
10-5250-10	Natural Gas	2,000.00	107.69	107.69	5.38
10-5250-20	Garbage	1,000.00	55.65	55.65	5.57
10-5252-00	Miscellaneous Expense	5,000.00	438.48	438.48	8.77
10-5256-00	Commissioner Fees Expenses	1,200.00	0.00	0.00	0.00
10-5300-10	Vehicle Maintenance	5,000.00	0.00	0.00	0.00
10-5300-20	Fuels Oils	9,000.00	465.74	465.74	5.17
10-5300-30	Equipment Rental	3,500.00	0.00	0.00	0.00
10-5300-40	Equipment Maintenance	15,000.00	22.23	22.23	0.15
10-5305-10	Building Maintenance	15,000.00	18.46	18.46	0.12
10-5305-11	Grounds Maintenance	25,000.00	575.00	575.00	2.30
10-5305-13	Janitorial Supplies	2,000.00	125.66	125.66	6.28
10-5305-14	Security Monitoring Maint	5,000.00	0.00	0.00	0.00
10-5305-15	Plant Maintenance	40,000.00	7,253.10	7,253.10	18.13
10-5305-16	Intake Structure Maintenance	10,000.00	0.00	0.00	0.00
10-5305-17	Membrane Maintenance	20,000.00	20.63	20.63	0.10
10-5305-20	Safety Supplies	15,000.00	504.01	504.01	3.36
10-5310-00	Small Tools & Equipment	10,000.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>2,786,900.00</i>	<i>289,140.52</i>	<i>289,140.52</i>	<i>10.37</i>
	<i>Transfers & Contingencies</i>				
10-7300-13	Transfer to Plant Reserve	1,500,000.00	125,000.00	125,000.00	8.33
10-9000-00	Operating Contingency	330,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,830,000.00</i>	<i>125,000.00</i>	<i>125,000.00</i>	<i>6.83</i>
10	General Fund	356,249.00	143,090.98	1,946,111.42	546.28
13	Plant Reserve				
	<i>Beginning Fund Balance</i>				
13-3000-00	Fund Balance	4,938,999.00	0.00	5,187,802.58	105.04
	<i>Beginning Fund Balance</i>	<i>4,938,999.00</i>	<i>0.00</i>	<i>5,187,802.58</i>	<i>105.04</i>
	<i>Revenue</i>				
13-4010-00	Interest Income	50,000.00	17,396.84	17,396.84	34.79
13-4100-10	Transfer In - General Fund	1,500,000.00	125,000.00	125,000.00	8.33
	<i>Revenue</i>	<i>1,550,000.00</i>	<i>142,396.84</i>	<i>142,396.84</i>	<i>9.19</i>

Account Number	Description	Budget	Period Amt	End Bal	% ExpendCollect
	<i>Capital Outlay</i>				
13-7000-10	Computers, Scada, Tech	230,000.00	0.00	0.00	0.00
13-7000-20	Equipment	260,000.00	0.00	0.00	0.00
13-7000-30	Sand	2,400,000.00	130.75	130.75	0.01
13-7000-50	Buildings	250,000.00	0.00	0.00	0.00
13-7000-60	Other	200,000.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>3,340,000.00</i>	<i>130.75</i>	<i>130.75</i>	<i>0.00</i>
	<i>Transfers & Contingencies</i>				
13-9000-00	Operating Contingency	700,000.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>700,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
13	Plant Reserve	2,448,999.00	142,266.09	5,330,068.67	217.64
Revenue Total		5,880,000.00	759,209.31	759,209.31	0.1291
Expense Total		9,381,900.00	473,852.24	473,852.24	0.0505
Grand Total		2,805,248.00	285,357.07	7,276,180.09	2.5938

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 7.2

Subject: Operations Report

Presenter(s): Joe Rogers, Plant Supervisor

Board Action: Open discussion

Attachments: None

Topics

Monthly Production

June: The plant produced a total of 371.90 million gallons at an average day rate of 12.4 MGD. Of the total water produced, the slow sand filter produced 229.64 million gallons and the membrane filters produced 143.30 million gallons. The highest production day for the month was 14.8 MGD. The Commission did not purchase or sell water to South Fork during this month.

July: The plant produced a total of 452.60 million gallons at an average day rate of 14.60 MGD. Of the total water produced, the slow sand filter produced 260.40 million gallons and the membrane filters produced 193.22 million gallons. The highest production day for the month was 16.55 MGD. The Commission did not purchase or sell water to South Fork during this month.

August: The plant produced a total of 439.20 million gallons at an average day rate of 14.17 MGD. Of the total water produced, the slow sand filter produced 243.14 million gallons and the membrane filters produced 197.28 million gallons. The highest production day for the month was 16.9 MGD. The Commission did not purchase or sell water to South Fork during this month.

Staff Notes

NCCWC staff would like to welcome our new employee, Nam Ngo. Nam is an experienced operator who previously worked at Joint Water Commission and will be a great asset to the NCCWC team. Staff have been working closely with Sunrise Water Authority engineers regarding the final slow sand filter sand replacement. We are hoping to begin replacing sand media in January 2024. Staff has also been performing routine maintenance on the membrane units in preparation for the sand replacement process.

NORTH CLACKAMAS COUNTY WATER COMMISSION

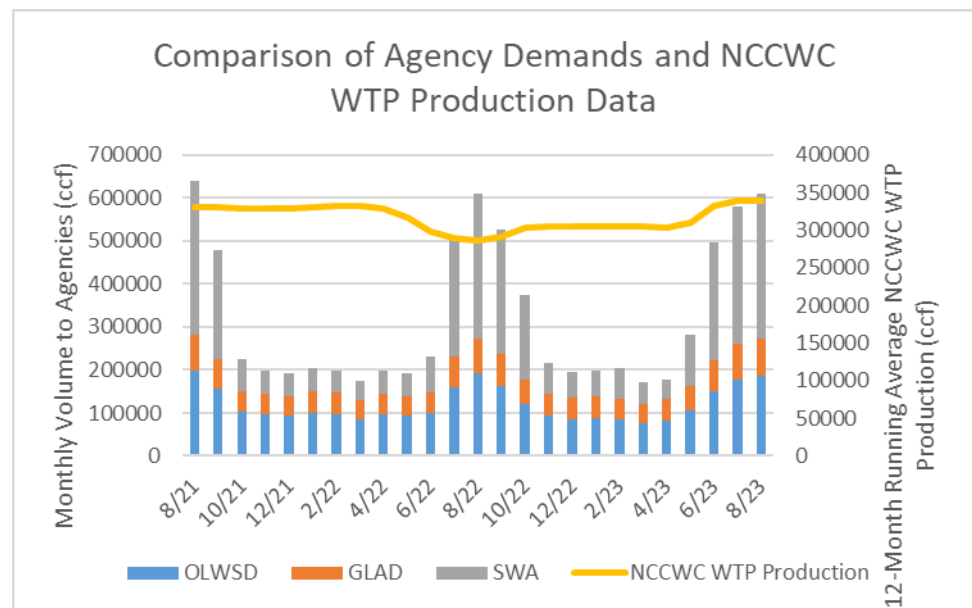
September 28, 2023

Agenda Item 7.3

Subject: Manager's Report
Presenter(s): Wade Hathhorn, General Manager
Board Action: Open discussion
Attachments: None

Summary of Production and Deliveries

The graph below shows a 12-month rolling average of total production and monthly deliveries to member agencies:



There is a noticeable drop in the "rolling average" production. Some of this is likely associated with "water loss" efforts, particularly for Oak Lodge. This is followed by a steep increase owed to the extended hot, dry summer.

Resolution of Permit Extensions

On August 31, we received notice the Oregon Supreme Court had "denied" the latest request for review by WaterWatch regarding the OWRD's Final Order. This ENDS the 17-year legal case regarding the various municipal permit extensions on the Clackamas River. Staff is checking on next steps with our legal team and will begin preparations to update our Water Management & Conservation Plans. This also marks the formal implementation of the new instream flow requirements of 650 cfs measured at the Oregon City (USGS) gage.

Imagine A Day Without Water

Every year, the *US Water Alliance* draws attention to the "Value of Water" through its campaign titled, "Imagine a Day Without Water." There are a variety of themed social media tools and other public notices made free by the organization. Staff will

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

be coordinating these items and the campaign with our member agencies. More information can be found at: <https://imagineadaywithoutwater.org/>

Update on River Flows

Throughout the summer, rivers flows declined as a result of the extended absence of rainfall. In early August, the streamflow fell below 700 cfs and continued to decline until releases from Timothy Lake began in the latter part of the month. (see: <https://waterdata.usgs.gov/monitoring-location/14211010/>)

The flows are currently around the 750 cfs level and holding; however, this is below the minimum instream requirement of 800 cfs. It's not clear how or when the State will respond. Regardless, the annual formal campaign to curtail outdoor use among all the Clackamas Providers began in August, "Fish on the Run, Irrigation Done." Details of that public messaging can be found at: <https://www.clackamasproviders.org/fish-on-the-run/>

In any case, we are closely watching our peak demands and may have to "strengthen" our messaging regarding curtailment as we move into the early part of Fall.

SDAO Best Practices

Every year, SDAO offers up to 10% discount on insurance if participating organizations complete a five (5) part Best Practices checklist. This year's theme focuses on emergency management and preparedness. The checklist items are due by November 1. Staff is working to complete these items by the deadline. September was also National Emergency Preparedness month. Each of the member agencies had their own planned activities.

NORTH CLACKAMAS COUNTY WATER COMMISSION

September 28, 2023

Agenda Item 8.1 Local Contract Review Board

Subject: Notice of Intent to Award Construction Contract for the Sand Replacement Project, Phase 2

Presenter(s): Wade Hathhorn, General Manager

Board Action: Issue Notice of Intent to Award a Construction Contract for the Sand Replacement Project

Attachments: Apparent winning bid to be presented at meeting

Background: Staff from the Sunrise Water Authority prepared bid documents (plans and specifications) for the second phase of removal and replacement of new filter media for two of the four beds at the slow sand side of the NCCWC plant. The scope includes delivery and placement of approximately 4,400 cubic yards of new sand, along with the removal and disposal of another 4,400 cubic yards of prior waste media. The work is authorized as part of the NCCWC's FY2023-24 budget. A formal offer was issued under standard competitive bidding procedures for public improvements, prescribed under ORS 279C sections 300 through 875 as applies. The engineer's estimate for the project is \$1.7 million.

Analysis: Selection is based on the least-cost, responsive bidder as prescribed under ORS 279C.375 and related project qualifications stipulated in the public offer. The offer was published three times in the Daily Journal of Commerce on September 1, 6, and 8. Bid closing is scheduled for September 26. Staff will present the bid results and recommend issuing notice of intent to award a construction contract to the least cost, responsible bidder at the meeting.

Options: Accept or reject the bids, as presented.

Staff Issue Notice of Intent to Award a construction contract to the least cost, responsible bidder to be revealed at the meeting.

Draft Motion: Pending bid opening.



STAFF REPORT

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title General Manager Monthly Report
Item No. 7a
Date October 17, 2023

Summary

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

Highlights of the Month

- Met with Business Oregon and DEQ loan/grant staff to discuss OLWS wastewater projects.
- Met with Federal staff to discuss wastewater projects.

Aleah Binkowski-Burk, OLWS Human Resources and Payroll Manager

Our esteemed colleague passed away on September 22, 2023. She started with OLWS in the Fall of 2017 during the first year of the consolidation of Oak Lodge Water District and Oak Lodge Sanitary District.

She worked hard every day to uphold the hallmarks of the culture at OLWS: a focus on customer service, collaboration, respect for the contributions of every team member, and in her role as our Safety Officer, a fierce focus on safety. It is due to her hard work and speed of response that OLWS got the protective equipment it needed for team members to safely come through COVID and carry on serving our customers. Aleah achieved a high degree of trust from every level of the organization as is demonstrated by the successful negotiation of the last two union contracts. Her work and that of her team supports, elevates, and enhances the work of all of the OLWS team members to be better able to do their work of serving our OLWS customers.

In the years to come, her contributions to the building of the foundations of OLWS will continue to be recognized and valued.

Business Oregon - State Agency and the Department of Environmental Quality (DEQ)

Business Oregon's Infrastructure Finance Programs assist communities to build infrastructure

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

On August 28, 2023, four OLWS wastewater project applications were submitted with a request for a One-Stop Financing Roundtable. A One-Stop meeting was held on October 11, 2023, to discuss a range of financing options for each OLWS project. The meeting included staff from both Business Oregon and DEQ.

Thorn Run Partners

In our work with Thorn Run Partners the following meetings have occurred between Federal and OLWS staff to discuss the OLWS capital projects:

1. Met with Senator Merkley's staff on September 19, 2023
2. Met with Senator Wyden's staff on October 2, 2023
3. Met with Representative Chavez-DeRemer's staff on October 10, 2023

Public Meetings and Information Technology Security

Public Meeting interruptions continue for other governmental entities within Oregon. The two latest examples attached demonstrate both the necessity for continued investment in information technology upgrades in order to assist with the prevention of cyber incidents and the importance of having meeting processes in place to preserve and protect customer input, while still allowing meeting decisions to get made.

The initial information I have received is that both the City of Eugene and Lane County have had a cyber incident and out of precaution both are now blocked from the State IT servers. Closer by to OLWS, Oregon City's recent cyber incident impacted multiple areas of their software including their finance software and for a while the ability to access their billing utility records and take payments. The incident at the City of Beaverton caused an unprecedented loss of quorum during a public meeting, of which the legal consequences are undecided.

Attachments

1. News Article: Local Meeting Hijacked with Pornographic Images and Hate Speech
2. News Article: 'Viewer Discretion Advised': Zoom Bombing Leaves Beaverton City Council with Little Recourse

LOCAL MEETING HIJACKED WITH PORNOGRAPHIC IMAGES AND HATE SPEECH

By: Jennifer Singh

Sep 29, 2023

Updated Oct 2, 2023

https://www.kezi.com/news/local-meeting-hijacked-with-pornographic-images-and-hate-speech/article_fb1c3d60-5f28-11ee-a6ba-5f9dd320461d.html

EUGENE, Ore. – The Lane Council of Governments’ board of directors meeting on September 28 was disturbingly hijacked when their online public meeting was interrupted with pornographic images, hate speech, and other inappropriate content.

LCOG is one of the oldest councils of governments in the nation. The organization works to help communities across Lane County reach specific goals, including helping seniors and adults with disabilities to get the care they need.

Alison Hunter recently applied for a seat on LCOG’s advisory council for senior and disability services, as she herself is a survivor of a traumatic brain injury following a dangerous fall that left her with a disability for years.

Hunter said she has struggled to get care and wanted to understand LCOG’s process to help adults like her and wanted to share her experience as someone personally suffering from a disability.

After not hearing back about the open position, she saw LCOG’s agenda for their September 28 public board of directors meeting online and decided to join via Zoom.

Within minutes of the meeting's start, the call was hacked, and a barrage of pornographic images, hate speech and other graphic images showed up on the screen.

“The shock, you know what I mean,” Hunter said. “I have trouble processing visual stuff anyways and it’s stuck in my head.”

Hunter's partner and care-giver Jason Bowman attended the meeting alongside Hunter and said "It was a clear hateful attack. There was sodomy, there was things I don't even try to remember. There's images I can't get out of my head."

"I'm wondering about the accountability, how they're funded, and what's going on," Hunter said. "What's going on with their IT security?"

Board Chair Heather Buch referred to the interruption as a hijacking incident after the staff restarted the meeting, and in a statement to sent to KEZI, LCOG wrote "the incident occurred while staff were admitting people into Zoom. This was a common prank and disrupted the meeting for only a few minutes, and staff restarted the meeting without incident. We are taking measure to make sure this type of prank doesn't happen again in the future."

When asked for comment on their security, LCOG responded "no one is available to talk about Zoom security within LCOG."

This has left some asking how the community and public organizations can protect themselves from similar hijacks or "pranks." The measures LCOG may be taking to prevent a similar incident remain unclear.

'VIEWER DISCRETION ADVISED': ZOOM BOMBING LEAVES BEAVERTON CITY COUNCIL WITH LITTLE RECOURSE

By: Lauren Bishop

Oct 2, 2023

https://www.beavertonvalleytimes.com/news/local/viewer-discretion-advised-zoom-bombing-leaves-beaverton-city-council-with-little-recourse/article_0e9cb19c-6494-11ee-8dfc-7b16ebb8e23c.html

It's not every day that a city council recording warns viewers about the contents of the meeting.

At a Beaverton City Council meeting Tuesday, Oct. 3, a laundry list of names were called on to provide oral testimony during the open public comment period of the meeting. Those callers would begin their message like any other — “Can you hear me?” — before spewing slurs and hateful speech against various groups of people.

The callers likely weren't real people, city officials say, but automated bots.

Mayor Lacey Beaty chose to adjust the meeting to place any additional public testimony at the end of the meeting, so that the topics on the agenda could be completed.

“I think online in this environment, it's challenging for us,” Beaty said during the meeting. “I think what we witness when people go back and listen was a lot of animated, automated, likely one person controlling the narrative.

“I'm a huge proponent of our ability to have remote meetings. I think it gives people great access to us to be able to come and testify. ... I don't want to discourage us from accepting remote testimony like this.

“Tonight's decision was mine to remove it, it wasn't the City Council's. I want to make sure it's clear as the head of this meeting, I made the active choice myself. If there's consequences, I'm the one that did it, and I would do it again.”

'Viewer discretion advised'

After a standard public comment portion from members of the in-person audience, people calling in

remotely were given the chance to speak.

The council took comment from seven callers — many of whom began rattling off slurs against racial and ethnic groups within seconds — before Beaty closed public comment until the end of the meeting.

The meeting then proceeded as usual, until a hearing required public testimony. State statute includes a list of hearings and votes that require allowing the public to speak, but the discussion must be solely about that topic.

Just as during the public comment portion, online callers, who were supposed to be offering comment on the election process changes at hand, spouted slurs and derogatory language.

The topics on the agenda were concluded before Beaty reopened public comment, but not before the council considered different ways to address the onslaught.

Councilors suggested not taking public comment if the speaker did not give their home address, as is requested at the onset of the general public comment period.

But Assistant City Attorney Megan Thornton said this is not a standard policy of the city, implying that the council should not pursue that potential solution.

Beaty asked all nonessential staff to leave the room ahead of reopening public comment, this time for only one minute per speaker.

Four more people spoke, using derogatory language, during the meeting before the councilors in attendance got up and left their seats, effectively denying quorum — meaning a majority of councilors — for the meeting to continue.

Beaty then ended the meeting, though people may have still had their virtual hands raised to continue public comment.

Changing tides of technology

The act of entering a meeting to cause disruption, sometime known as “Zoom bombing,” has become more prevalent in the age of continued video conferencing.

As early as March 2020, the FBI was warning against people “hijacking” teleconference meetings and

online classrooms, stating the agency had received multiple reports of conferences being “disrupted by pornographic and/or hate images or threatening language.”

The FBI at the time encouraged online video conference links to be made private, which is not an option for governing bodies holding meetings in Oregon.

House Bill 2560, passed in 2021, required all public meetings to provide members of the general public an opportunity to access, attend and give oral testimony via telephone, video or other electronic means.

While many cities across the state already allowed some kind of online participation at every meeting, especially in the wake of COVID-19 pandemic closures of public meeting spaces, this law now requires it.

Now what?

It’s hard to say just what the best practices for cities to avoid a hijacked meeting, in part because the state’s largest city advisory group hasn’t made any recommendations.

Kevin Toon, spokesperson for the League of Oregon Cities, said the organization aimed at providing city staff and elected leaders with advice has not published any guidance for cities across the state yet on how to proceed a meeting during a “Zoom bombing.”

“I don’t know if we are planning to publish this type of guidance, but this is definitely an issue we are hearing about more frequently from our members,” Toon said.

While most cities opt to provide a space for general public comment at each business meeting, that is not a requirement sent down from the state.

The League of Oregon Cities says that Oregon Public Meetings Law is a public attendance law, not a public participation law.

“While the law guarantees the right of public attendance, the law does not guarantee the right of public participation,” the LOC’s Oregon Municipal Handbook states in part.

Still, state and local laws do require public participation in certain instances, for topics like certain hearings like the budget process and before certain votes, such as to approve a comprehensive plan or other land use decisions.

The LOC states that free speech is still a protected right, but “no city is required to ‘grant access to all who wish to exercise their right to free speech on every type of government property, at any time, without regard to the disruption caused by the speaker’s activities,’” as laid out in the lawsuit *Walsh v. Enge, Hales and the City of Portland*.

The “Legal Guide to Handling Disruptive People in Public Meetings,” published by LOC, goes on to say that cities can dictate the time, place and manner for public comment, so long as restrictions are not related to the content of the speech.

Mayor Beaty took to social media after the incident, stating that public comment is part of the democratic process of the city, effective only when everyone feels safe to share their views on local governance.

“While our community deeply values the principle of free speech, we do not, and will never, endorse or tolerate hateful speech,” she wrote. “It is both saddening and disappointing to witness instances of prejudice and hatred manifesting in our community. ... I am currently exploring options with the city manager, the city’s legal team and other council members to ensure that our public meetings are safe places for all to attend.”

Who regulates open meetings?

It's not clear whether cutting hateful speech off during the meeting, or ending the meeting early due to a lack of quorum, is allowed under public meetings law.

The Beaverton City Council used the state’s quorum requirements to end the meeting early. A majority of the city councilors must be present to make decisions and take official votes, per public meetings law.

But the law becomes less clear when it comes to whether a governing body could continue to hear public testimony without a quorum when no vote is at hand.

After a series of questionable public meetings decisions by governing bodies in Oregon, Pamplin Media Group searched for guidance earlier this year. Reporters found that there is currently no agency that oversees open meetings law in the state, leaving a significant gap for governing bodies to violate laws without much consequence.

State Reps. Nathan Sosa, Courtney Neron, and Lily Morgan sponsored legislation titled House Bill 2805

during this year's legislative session, which the Legislature passed and Gov. Tina Kotek signed into law July 27.

Among other changes to public meetings law, the new law will expand the Oregon Ethics Commission's authority to non-executive sessions.

With the coming changes to public meetings law oversight, governing bodies may be able to ask questions directly to the agency that would oversee their compliance, in situations like these.



STAFF REPORT

To Board of Directors
From Alexa Morris, Outreach and Communications Specialist
Laural Casey, District Recorder
Title Human Resources Monthly Report
Item No. 7b
Date October 17, 2023

Summary

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

Highlights

- Continuing customer outreach.

Oak Grove Trunk-or-Treat

OLWS will participate as a sponsor at the Oak Grove Trunk-or-Treat event hosted by the Historic Downtown Oak Grove (HDOG) in partnership with the Oak Grove United Methodist Church on Saturday, October 28 from 4:00 PM – 7:00 PM on Oak Grove Blvd. OLWS will also pass out candy from an OLWS vehicle. The event expects to have over 1,000 trick-or-treaters. This was a well-attended and successful event for its inaugural year last year.

Drug Take Back Event

Join us for National Prescription Drug Take Back Day on Saturday, October 28 from 10:00 AM – 2:00 PM at the Public Safety Training Center located at 12700 SE 82nd Ave Clackamas, OR. We're teaming up with the Clackamas County Sheriff's Office to host a local event drug take back event. This event helps ensure that people dispose of their medications properly, protecting our water sources in Clackamas County and the Wastewater Treatment Plant.

Stormdrain Cleaning Assistance Program

So far, 10 businesses have registered for the Stormdrain Cleaning Assistance Program (SCAP). Registration is open until October 31, 2021. Stormdrains require regular cleaning to remove pollutants and prevent flooding. Businesses are responsible for maintenance of storm drains on their property. The \$60 flat fee covers removal of debris from standard parking lot drains. It does not include jetting, repair, or oversized catch basins. Customers can register for SCAP at oaklodgewaterservices.org/SCAP or call (503) 353-4219.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 7c
Date October 17, 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 89 approvals from Clackamas County as of October 5th, 2023.
- The Accounts Receivable balance increased by 1.63%, the average delinquent balance decreased by (\$9.40), and the number of delinquent accounts increased by 82.
- Utility bill payments in September were less than the August 31st billed amounts.
- On 9/22/2023 the wrong check stock was accidentally used and required staff to void and reissue the checks before sending out payments.

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. As of October 05, 2023, eighty-nine customers have been approved for assistance totaling \$44,807.00. Clackamas County received an extension for the LIHWA program. While Clackamas County processes through extension paperwork and contracts, customers are unable to apply. Customers will be able to apply or reapply for funds in the near future. The extension will be until March 2024 or funds are exhausted.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of September 30, 2023, compared to August 31, 2023, increased by 1.63%. These are the findings:

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

A/R Balance	7/31/2023	8/31/2023	9/31/2023
Bi-Monthly Residential	\$ 1,014,225	\$ 1,367,803	\$ 1,153,180
Large Meters	680,793	693,702	692,662
Total	1,695,018	2,061,505	1,845,842
Variance	146,274	366,488	(215,663)
Billing Cycle Variance	(115,363)	(345,363)	249,262
	30,911	20,925	33,598
	2.00%	1.23%	1.63%

2. The total number of delinquent accounts increased by 82 accounts as of September 30, 2023, compared to August 31, 2023. The average balance per account decreased by (2.8%) or (\$9.40).

Delinquent Accounts	7/31/2023	8/31/2023	9/30/2023
Over 60 Days	\$ 162,075	\$ 164,498	\$ 186,402
Number of Accounts	519	494	576
Average Balance per Acct.	\$ 312	\$ 333	\$ 324
	0.5%	6.6%	-2.8%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has increased by 1.39% compared to the prior month. The shift is from current to primarily the 30-60 day grace and delinquent category.

Account %	7/31/2023	8/31/2023	9/30/2023
Current	86.74%	84.32%	85.71%
30-60 Day Grace	4.88%	7.34%	5.05%
Delinquent	5.73%	5.45%	6.35%
Credit Balance	2.65%	2.88%	2.89%

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

	June 2023	July 2023	Aug 2023	Sep 2023
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	74	84	41	62
Minimum Delinquent Balance	\$ 250	\$ 250	\$ 350	\$ 350
# Shut off Service Requests	4	4	3	3

Billing Payment Rate

In September 2023, OLWS received \$35,448.84 less in payments than was billed on Aug 31, 2023.

	June 2023	July 2023	Aug 2023	Sep 2023
Utility Billing Sales	\$ 1,121,511	\$ 1,344,228	\$ 1,459,591	\$ 1,805,153
Cash Receipts	1,146,381	1,330,131	1,453,683	1,769,704
% Collected	102.20%	99.00%	99.60%	98.00%

Attachments

1. Checks by Date Report for September 2023

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 10/09/2023 - 2:47PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	9/8/2023	Internal Revenue Service		AP			34,482.45
0	9/8/2023	Oregon Department Of Revenue		AP			11,109.49
0	9/8/2023	State of Oregon Savings Growth Plan		AP			3,769.34
0	9/8/2023	VALIC c/o JP Morgan Chase		AP			1,588.16
0	9/8/2023	Payroll Direct Deposit	DD 00001.09.2023	PR			83,845.00
0	9/11/2023	Internal Revenue Service		AP			75.58
0	9/11/2023	Oregon Department Of Revenue		AP			30.54
0	9/11/2023	TSYS		AP			17,432.95
0	9/11/2023	Wells Fargo Bank		AP			678.73
0	9/11/2023	Payroll Direct Deposit	DD 00002.09.2023	PR			401.94
0	9/12/2023	Pitney Bowes Global Financial Services LLC		AP			278.64
0	9/20/2023	Pitney Bowes Global Financial Services LLC		AP			325.00
0	9/20/2023	Portland General Electric		AP			32,738.13
0	9/22/2023	Internal Revenue Service		AP			35,776.49
0	9/22/2023	Oregon Department Of Revenue		AP			11,719.43
0	9/22/2023	State of Oregon Savings Growth Plan		AP			3,769.34
0	9/22/2023	VALIC c/o JP Morgan Chase		AP			1,583.79
0	9/22/2023	Payroll Direct Deposit	DD 00003.09.2023	PR			88,466.27
ACH Disbursement Activity Subtotal							328,071.27
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							328,071.27

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
30910	9/22/2023	AFSCME Council 75		AP	Void		818.66
30911	9/22/2023	ALFA Laval Inc.		AP	Void		782.00
30912	9/22/2023	BendTel, Inc		AP	Void		280.19
30913	9/22/2023	Buffalo Welding, Inc		AP	Void		2,761.00
30914	9/22/2023	Cable Huston LLP		AP	Void		8,260.06
30915	9/22/2023	CenturyLink		AP	Void		43.62
30916	9/22/2023	Cintas Corporation		AP	Void		386.45
30917	9/22/2023	Cintas Corporation - 463		AP	Void		71.27
30918	9/22/2023	City Of Milwaukie		AP	Void		333.60
30919	9/22/2023	Coastal Farm & Home Supply		AP	Void		319.91
30920	9/22/2023	Comcast		AP	Void		1,114.36
30921	9/22/2023	Department of Environmental Quality		AP	Void		3,188.00
30922	9/22/2023	Hi-Line Inc		AP	Void		409.35
30923	9/22/2023	IntelliCorp Records, Inc.		AP	Void		132.00
30924	9/22/2023	Customer Refund		AP	Void		9.09
30925	9/22/2023	Metro		AP	Void		167.08
30926	9/22/2023	NACWA		AP	Void		800.00
30927	9/22/2023	NCCWC		AP	Void		158,140.06
30928	9/22/2023	O'Reilly Auto Parts		AP	Void		30.21
30929	9/22/2023	Peterson CAT Power Systems		AP	Void		2,766.42
30930	9/22/2023	Portland Engineering Inc		AP	Void		2,655.00
30931	9/22/2023	R & L Services Inc.		AP	Void		603.78
30932	9/22/2023	Red Wing Shoe Store		AP	Void		530.97
30933	9/22/2023	SDIS		AP	Void		36,278.53
30934	9/22/2023	Seattle Ace Hardware		AP	Void		109.30
30935	9/22/2023	SmartSights, LLC		AP	Void		2,400.00
30936	9/22/2023	Unifirst Corporation		AP	Void		2,063.13
30937	9/22/2023	Verizon Wireless		AP	Void		40.84
30938	9/22/2023	Wallis Engineering PLLC		AP	Void		5,696.00
30939	9/22/2023	Wesco Marketing		AP	Void		3,644.50
30940	9/22/2023	Western Exterminator Company		AP	Void		147.15
30941	9/22/2023	Xerox Corporation		AP	Void		63.98
30942	9/22/2023	Customer Refund		AP	Void		535.33
30943	9/22/2023	Zoro		AP	Void		5,580.83
50052	3/31/2023	Customer Refund		AP	Void		3.35
50712	8/11/2023	One Call Concepts, Inc.		AP	Void		1,026.74
50829	9/1/2023	Aerzen Rental USA LLC		AP			3,340.00
50830	9/1/2023	AFSCME Council 75		AP			1,637.32
50831	9/1/2023	ALFA Laval Inc.		AP			187.94

Bank Reconciliation

Checks by Date

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Cleared and Not Cleared Checks

Print Void Checks

50832	9/1/2023	Apex Labs	AP	5,400.00
50833	9/1/2023	Customer Refund	AP	47.28
50834	9/1/2023	Brown and Caldwell	AP	4,654.25
50835	9/1/2023	CenturyLink	AP	718.46
50836	9/1/2023	CenturyLink	AP	43.55
50837	9/1/2023	Cintas Corporation	AP	99.00
50838	9/1/2023	City Of Gladstone	AP	250.95
50839	9/1/2023	Customer Refund	AP	152.40
50840	9/1/2023	Convergence Networks	AP	7,896.20
50841	9/1/2023	Customer Refund	AP	2.17
50842	9/1/2023	Customer Refund	AP	49.64
50843	9/1/2023	Gills Point S Tire	AP	1,735.15
50844	9/1/2023	GISI Marketing Group	AP	403.40
50845	9/1/2023	Customer Refund	AP	3.43
50846	9/1/2023	J. Thayer Company	AP	83.78
50847	9/1/2023	Customer Refund	AP	10.67
50848	9/1/2023	Kaiser Permanente	AP	17,990.44
50849	9/1/2023	Customer Refund	AP	465.23
50850	9/1/2023	Merina & Company, LLP	AP	7,233.75
50851	9/1/2023	Modern Machinery Inc.	AP	1,958.00
50852	9/1/2023	Employee Reimbursement	AP	167.96
50853	9/1/2023	Customer Refund	AP	978.88
50854	9/1/2023	Customer Refund	AP	52.08
50855	9/1/2023	Red Wing Shoe Store	AP	300.00
50856	9/1/2023	Seattle Ace Hardware	AP	150.88
50857	9/1/2023	Employee Reimbursement	AP	61.58
50858	9/1/2023	Six Robbles' Inc	AP	203.64
50859	9/1/2023	Springbrook Holding Company LLC	AP	23,042.58
50860	9/1/2023	Stark Street Lawn and Garden	AP	32.99
50861	9/1/2023	Verizon Wireless	AP	2,452.31
50862	9/1/2023	Waste Management Of Oregon	AP	282.62
50863	9/1/2023	Western Exterminator Company	AP	1,145.45
50864	9/8/2023	Aks Engineering & Forestry	AP	18,001.98
50865	9/8/2023	BMS Technologies	AP	6,307.42
50866	9/8/2023	Canby Excavating Inc	AP	204,556.38
50867	9/8/2023	Cintas Corporation	AP	99.00
50868	9/8/2023	Cintas Corporation - 463	AP	71.27
50869	9/8/2023	City Of Milwaukie	AP	1,870.57
50870	9/8/2023	CLACKAMAS COUNTY	AP	232.40
50871	9/8/2023	Consolidated Supply Co.	AP	9,439.90
50872	9/8/2023	Craig Blackman Trucking	AP	866.99
50873	9/8/2023	Daily Journal Of Commerce	AP	199.80
50874	9/8/2023	H.D. Fowler Company	AP	6,472.98
50875	9/8/2023	Horner Enterprises, Inc.	AP	445.10
50876	9/8/2023	Milwaukie Oregon Rotary Club	AP	750.00
50877	9/8/2023	Minuteman Press Gresham	AP	138.33
50878	9/8/2023	Net Assets Corporation	AP	560.00
50879	9/8/2023	Northwest Natural	AP	333.18
50880	9/8/2023	Pape Machinery	AP	2,343.19
50881	9/8/2023	Portland Engineering Inc	AP	120.00
50882	9/8/2023	Ritz Safety LLC	AP	165.00
50883	9/8/2023	Seattle Ace Hardware	AP	17.99
50884	9/8/2023	Unifirst Corporation	AP	2,355.27
50885	9/8/2023	Waste Management Of Oregon	AP	291.62
50886	9/8/2023	Water Systems Consulting, Inc.	AP	22,903.75
50887	9/8/2023	Western Exterminator Company	AP	363.40
50888	9/15/2023	AFLAC	AP	3,645.70
50889	9/15/2023	CDR Labor Law, LLC	AP	612.50
50890	9/15/2023	City Of Gladstone	AP	7,660.83
50891	9/15/2023	Contractor Supply, Inc.	AP	107.90
50892	9/15/2023	Convergence Networks	AP	4,165.96
50893	9/15/2023	Corrpro Companies, Inc.	AP	1,630.00
50894	9/15/2023	Dr. Lance F. Harris D.C.	AP	100.00
50895	9/15/2023	Gills Point S Tire	AP	1,706.99
50896	9/15/2023	H.D. Fowler Company	AP	2,070.88
50897	9/15/2023	Les Schwab	AP	2,140.42
50898	9/15/2023	Madison Biosolids, Inc.	AP	2,549.38

Bank Reconciliation

Checks by Date

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Cleared and Not Cleared Checks

Print Void Checks

50899	9/15/2023	Northstar Chemical, Inc.	AP	905.00
50900	9/15/2023	One Call Concepts, Inc.	AP	1,563.12
50901	9/15/2023	Polydyne, Inc.	AP	4,522.95
50902	9/15/2023	Relay Resources	AP	8,578.63
50903	9/15/2023	Seattle Ace Hardware	AP	139.35
50904	9/15/2023	Staples Contract & Commercial LLC	AP	63.53
50905	9/15/2023	Stein Oil Co Inc	AP	904.93
50906	9/15/2023	Top Industrial Supply	AP	31.92
50907	9/15/2023	Tyree Oil, Inc	AP	474.47
50908	9/15/2023	Waste Management Of Oregon	AP	159.12
50909	9/15/2023	William H. Reilly & Co	AP	4,395.00
50944	9/22/2023	AFSCME Council 75	AP	818.66
50945	9/22/2023	ALFA Laval Inc.	AP	782.00
50946	9/22/2023	BendTel, Inc	AP	280.19
50947	9/22/2023	Buffalo Welding, Inc	AP	2,761.00
50948	9/22/2023	Cable Huston LLP	AP	8,260.06
50949	9/22/2023	CenturyLink	AP	43.62
50950	9/22/2023	Cintas Corporation	AP	386.45
50951	9/22/2023	Cintas Corporation - 463	AP	71.27
50952	9/22/2023	City Of Milwaukie	AP	333.60
50953	9/22/2023	Coastal Farm & Home Supply	AP	319.91
50954	9/22/2023	Comcast	AP	1,114.36
50955	9/22/2023	Department of Environmental Quality	AP	3,188.00
50956	9/22/2023	Hi-Line Inc	AP	409.35
50957	9/22/2023	IntelliCorp Records, Inc.	AP	132.00
50958	9/22/2023	Customer Refund	AP	9.09
50959	9/22/2023	Metro	AP	167.08
50960	9/22/2023	NACWA	AP	800.00
50961	9/22/2023	NCCWC	AP	158,140.06
50962	9/22/2023	O'Reilly Auto Parts	AP	30.21
50963	9/22/2023	Peterson CAT Power Systems	AP	2,766.42
50964	9/22/2023	Portland Engineering Inc	AP	2,655.00
50965	9/22/2023	R & L Services Inc.	AP	603.78
50966	9/22/2023	Red Wing Shoe Store	AP	530.97
50967	9/22/2023	SDIS	AP	36,278.53
50968	9/22/2023	Seattle Ace Hardware	AP	109.30
50969	9/22/2023	SmartSights, LLC	AP	2,400.00
50970	9/22/2023	Unifirst Corporation	AP	2,063.13
50971	9/22/2023	Verizon Wireless	AP	40.84
50972	9/22/2023	Wallis Engineering PLLC	AP	5,696.00
50973	9/22/2023	Wesco Marketing	AP	3,644.50
50974	9/22/2023	Western Exterminator Company	AP	147.15
50975	9/22/2023	Xerox Corporation	AP	63.98
50976	9/22/2023	Customer Refund	AP	535.33
50977	9/22/2023	Zoro	AP	5,580.83
50978	9/29/2023	Aerzen USA Corp	AP	5,124.68
50979	9/29/2023	AFSCME Council 75	AP	818.66
50980	9/29/2023	Airgas, Inc	AP	255.79
50981	9/29/2023	Aks Engineering & Forestry	AP	3,243.75
50982	9/29/2023	AnswerNet	AP	758.42
50983	9/29/2023	Apex Labs	AP	1,220.00
50984	9/29/2023	Brown and Caldwell	AP	32,439.50
50985	9/29/2023	Cascadia Backflow	AP	3,308.00
50986	9/29/2023	Employee Reimbursement	AP	275.40
50987	9/29/2023	CB Pacific Inc	AP	9,004.71
50988	9/29/2023	CenturyLink	AP	703.25
50989	9/29/2023	H.D. Fowler Company	AP	6,573.65
50990	9/29/2023	HealthEquity	AP	295.22
50991	9/29/2023	Hi-Line Inc	AP	293.25
50992	9/29/2023	Polydyne, Inc.	AP	4,522.95
50993	9/29/2023	Quadient Leasing USA, Inc.	AP	296.19
50994	9/29/2023	R & L Services Inc.	AP	505.21
50995	9/29/2023	Santana Crane, Inc	AP	825.00
50996	9/29/2023	Seattle Ace Hardware	AP	247.42
50997	9/29/2023	Secure Pacific Corporation	AP	356.88
50998	9/29/2023	Stein Oil Co Inc	AP	711.52
50999	9/29/2023	Timberline Controls & Marine Inc	AP	1,650.00

Bank Reconciliation
Checks by Date
User: antonio@olwsd.org
Printed: 10/09/2023 - 2:47PM
Cleared and Not Cleared Checks
Print Void Checks

51000	9/29/2023	Top Industrial Supply	AP	108.52
51001	9/29/2023	Unifirst Corporation	AP	882.47
51002	9/29/2023	Water Systems Consulting, Inc.	AP	5,520.00
Paper Check Disbursement Activity Subtotal				973,563.95
Voided Paper Check Disbursement Activity				242,192.76
Adjusted Paper Check Disbursement Activity Subtotal				731,371.19

Total Void Check Count:	36
Total Void Check Amount:	242,192.76
Total Valid Check Count:	158
Total Valid Check Amount:	1,059,442.46
Total Check Count:	194
Total Check Amount:	1,301,635.22

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. 7d
Date October 17, 2023

Summary

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

Highlights

- Hillside Wastewater Main Replacement Project is complete.
- Tertiary Filtration final design is 60% complete.
- Final engineering design for the LS5 basin I&I project has started.
- 28th Ave Waterline Replacement Project is bid complete and a pre-construction meeting is scheduled.

Watershed Protection

Fall has started off with a smooth transition into greyer weather and rain showers, interspersed with beautiful sunny stretches. In support of the MS4 Permit, field operations staff completed inspections for the catch basins in Zone 2, and the first water quality monitoring event occurred in conjunction with the early September rainfall. This month we continue to feature the MS4 Outreach and Education partners. Please direct any questions about this information to lara.christensen@olws.org. The second partner highlighted focuses on Ecology in Classrooms and the Outdoors (ECO):



The 2022-2023 ECO program included Oak Grove Elementary, View Acres Elementary, New Urban High, and Rex Putnam High. In total, ECO reached approximately 420 students across 14 different classrooms. ECO delivered 28 indoor lessons and 9 outdoor lessons for a total of 930 contact hours of engagement at Rex Putnam, Oak Grove, and View Acres. The students in this program learned about a diverse set of topics all revolving around watershed health, including wetlands, macroinvertebrates, rain gardens, and native plant identification. In the high schools, ECO delivered our Climate Action lessons, which focused on the relationship between protecting our natural systems, like waterways, and climate change.

ECO supplemented the Climate Action lessons with an in-person visit at Rex Putnam to study water quality.

The impact of the program is evident in the feedback from both students and teachers. One of the goals of ECO programming is to open students' eyes to the often-overlooked magic of nature and to increase water quality awareness. At the conclusion of programming, one fifth grade student at View Aces ES reflected, "I like ECO, because they expose me to things I didn't notice before. They also show me things I didn't think would be cool in the past." ECO also aims to leave students feeling empowered to take their learning and new-found appreciation of nature beyond the classroom. By the end of the program, 95% of the students believe kids can improve the health of their local watershed. While ECO's priority is the students we learn alongside, ECO also aims to support teachers. One teacher from View Acres commented, "The instructors know their science and make it engaging for students. I am definitely a fan of ECO coming to our classrooms."

The photos below exemplify ECO's work. The first two photos are Oak Grove students observing nature: in the left photo students are making scientific drawings of flowers and in the middle photo students are investigating mushrooms underneath a log. The last photo is students at Oak Grove working with real, preserved macroinvertebrate specimens, indicators of water quality and healthy streams and rivers, to practice observations as well as their scientific drawing skills during an indoor lesson.



Wastewater Collection Work

The month of September started off with a sewer cleaning and video project on Oatfield Rd. This required flaggers and traffic control due to high traffic area. Two more bore throughs were found during this project and locates have been called in to determine the utility responsible for these damages.

The Collections Dept then dedicated two weeks to the task of measuring debris depth in storm water catch basins and recording the amount of debris in each catch basin. Zone 2 inspections of the storm water catch basins have been completed.

Sewer lid replacement was also done during this time, a total of 75 storm lids have been

replaced with the proper sewer lids to help prevent I & I. Each storm lid has a total of sixteen 1" pick holes to assist with draining during a storm event, the storm lids that were previously installed on the sewer collections system lines were replaced with sewer lids that have two 1" pick holes. Ultimately removing over 1000 possible points of infiltration. Sewer lid replacement is an ongoing project with only one out of 12 zones completed so far.



Removal of Storm Lid



Cues Truck on Oatfield Rd W/ Flagger

Water Distribution System Work

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

- Main break repair on 6" Cast Iron pipe at SE Westview Ave resulting in approximately 100 thousand gallons of water loss. (Picture 3-4)
- Flushing of dead-end water mains and blow offs.
- Ongoing maintenance, repair, and replacement of fire hydrants.
- Ongoing replacement of water meters.



Westview Avenue Main Break



Westview Avenue Pipe Repair

Non-Revenue Water

The total water purchased in September was 93.449 million gallons. Non-revenue water totaled -14.39 million gallons with 2.151 million gallons in apparent losses, -17.6 million gallons in real losses, and 395,000 gallons for unbilled authorized consumption. The negative values for real losses this month result from a continuing transition into the lower seasonal demand period and the timing difference in the meter reading cycles. In July and August, we saw spikes in real losses, in September, we saw the inverse. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 10.831 million gallons.

Permit Activity

	September 2023 Development Activity				
FY2023-2024	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	0	0	2	2	9
New Erosion Control Permits	1	2	4	0	9
New Development Permits	2	3	5	0	2
New Utility Permits	4	7	13	3	18
Wastewater Connections	1	6	10	2	3
Sanitary SDC Fees Received	\$5,165	\$15,495	\$51,650.00	\$10,330	\$15,495
Water SDC Fees Received	\$35,155	\$33,988	\$223,839.00	\$33,989	\$101,967
Plan Review Fees Received	\$5,418	\$1,850	\$10,193.41	\$2,556	\$7,236
Inspection Fees Received	\$0	\$340	\$1,640.00	\$2,408	\$5,198

Attachments

1. Development Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	Oct. 1, 2023
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	Oct. 1, 2023
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWS Review	Oct. 1, 2023
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	Oct. 1, 2023
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	Oct. 1, 2023
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family	OLWS Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.)	Oct. 1, 2023
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWS Inspections Occuring	Oct. 1, 2023
Under Construction	15717 SE McLoughlin	Bank and Restaurant	OLWS Inspections Occuring	Oct. 1, 2023
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	Oct. 1, 2023
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	Current OLWS Review	Oct. 1, 2023
Under Construction	21E11AB01100 (SE River Rd. @ SE Maple St)	Residential: 7-lot subdivision	OLWS Inspections Occuring	Oct. 1, 2023
Plan Review	3811 SE Concord Rd.	Concord School Library	Current OLWS Review	Oct. 1, 2023
Plan Review	16103 SE Southview Ave	Residential: 7-lot subdivision	Current OLWS Review	Oct. 1, 2023
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	6300 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	4833 SE Glen Echo Ave.	Residential: 2-lot partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	Oct. 1, 2023
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	Oct. 1, 2023
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	Oct. 1, 2023
Pre-Application	3214 SE Westview Ave.	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing Parking Garage	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	17605 SE Roethe Pl. and 21E13DB02000	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	6418 SE Jennings Ave.	Residential: 8-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023
Pre-Application	15115 SE Lee Ave	Residential 3-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Oct. 1, 2023



STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 7e
Date October 17, 2023

Summary

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

Highlights of the Month

- Plant Performance Update
- MLR Rebuild
- Clarifier Inspection
- Aerzen Blower Startup

Wastewater Treatment Plant

September Treatment was far better than treatment in August. The Wastewater Treatment Plant (WWTP) effluent started to rebound late in August and had settled into a nice rhythm by the start of September. The cooler temperatures coupled with a dialed in inventory allowed for good quality effluent that met all permit limits, including the ever-present Total Suspended Solids (TSS), which has proven to be a difficult summer permit limit for the WWTP to meet.

The Mixed Liquor Return (MLR) pumps at the Wastewater Treatment Plant (WWTP) serve a vital purpose during the summer permit. These particular pumps help aid in denitrification, which, in return, helps the effluent quality twofold: one, it reduces the amount of floating sludge in the secondary clarifiers and second it recoups alkalinity, which is a buffer for the effluent pH. Unfortunately, ever since these pumps have been installed, they have been very finicky, and have to be rebuilt every couple of years, to the tune of several thousand dollars per rebuild. These pumps are commonly referred to as Vertical Turbine Pumps and are very unique in the way they operate: they work by having an impeller on the end of a very long, 12 foot shaft with a casing surrounding it. When the impeller spins the water is carried up the tube and discharged at a 90-degree elbow above the water line. These pumps work great in clear water applications, but in wastewater where there are solids and rags, debris ends up accumulating at the end of these long shafts, which causes the shafts to wobble. This imbalance leads to wear of the pump bushings, and within a season or two, the shafts are so out of balance that they need

to be pulled and rebuilt. In worst case scenarios, the shafts will snap and lead to more expensive fixes. Maintenance spent the month of September removing two of these pumps and gathering the parts necessary for a rebuild. Once the parts are secure, Maintenance calls in a crane, which is necessary for removal. At this point, the motors for the pumps will be sent off to be rebuilt while the pumps themselves will be torn down and rebuilt in house over the winter season when these pumps are not needed for treatment.

As the WWTP starts to gear up for the wet season, inspections on empty tankage is wrapping up. This year, the Operations and Maintenance team made entries into the older secondary clarifiers. Final cleaning, inspection and maintenance was completed on both the old tanks. These tanks are holdovers from the original plant, and as you can see from the photo page, they are starting to show serious corrosion and wear on the mechanisms themselves. Luckily, the clarifier rehab project will address these issues in the near future. This project will not only change out the mechanisms but also update the Programmable Logic Controllers (PLC) and other electrical equipment, which will extend the longevity of the equipment and provide much needed safety updates.

Throughout the month of September was the startup and finalization of the new Aerzen blowers. There was a total of 3 blowers that needed the final okay from the vendor. These startups required strategic planning, as not only the vendor reps needed to be on site, but also electricians and our own system integrators as well. Operations is happy to report that the startups went as smoothly as they could have gone, and all blowers are now up and running with Aerzen's official blessing. Not only is it a huge relief to have these blowers given the stamp of approval, but staff can now return the rental blower that has been on site for quite a few months. A huge debt of gratitude to all the employees that had to deal with the ever-changing landscape of this venture and helped bring this project across the goal line.

Attachments

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

Plant Operations Photo Page



Clarifier #2 corrosion on center mechanism.



Clarifier #2 corrosion on stilling ring.



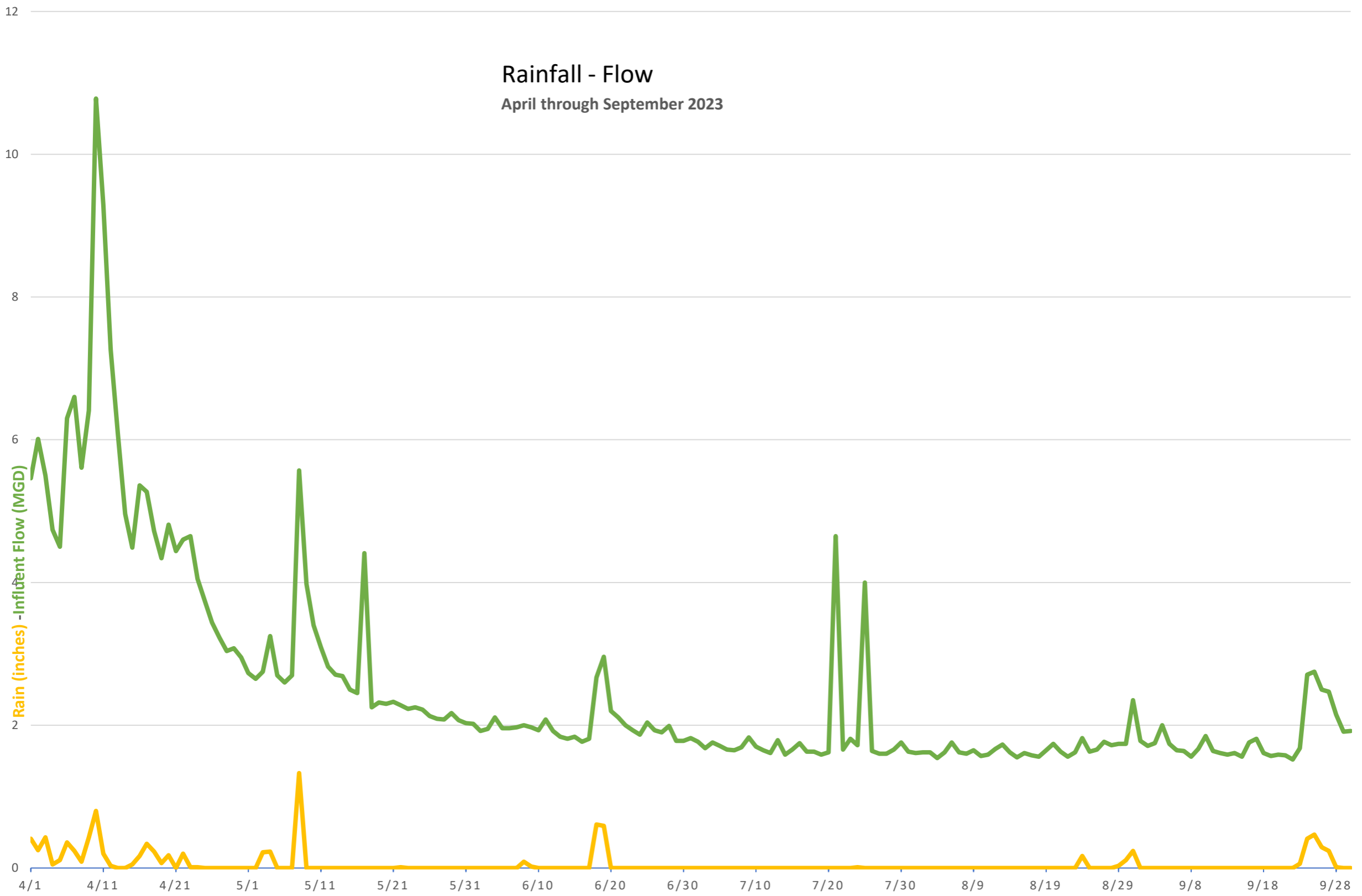
MLR being picked.



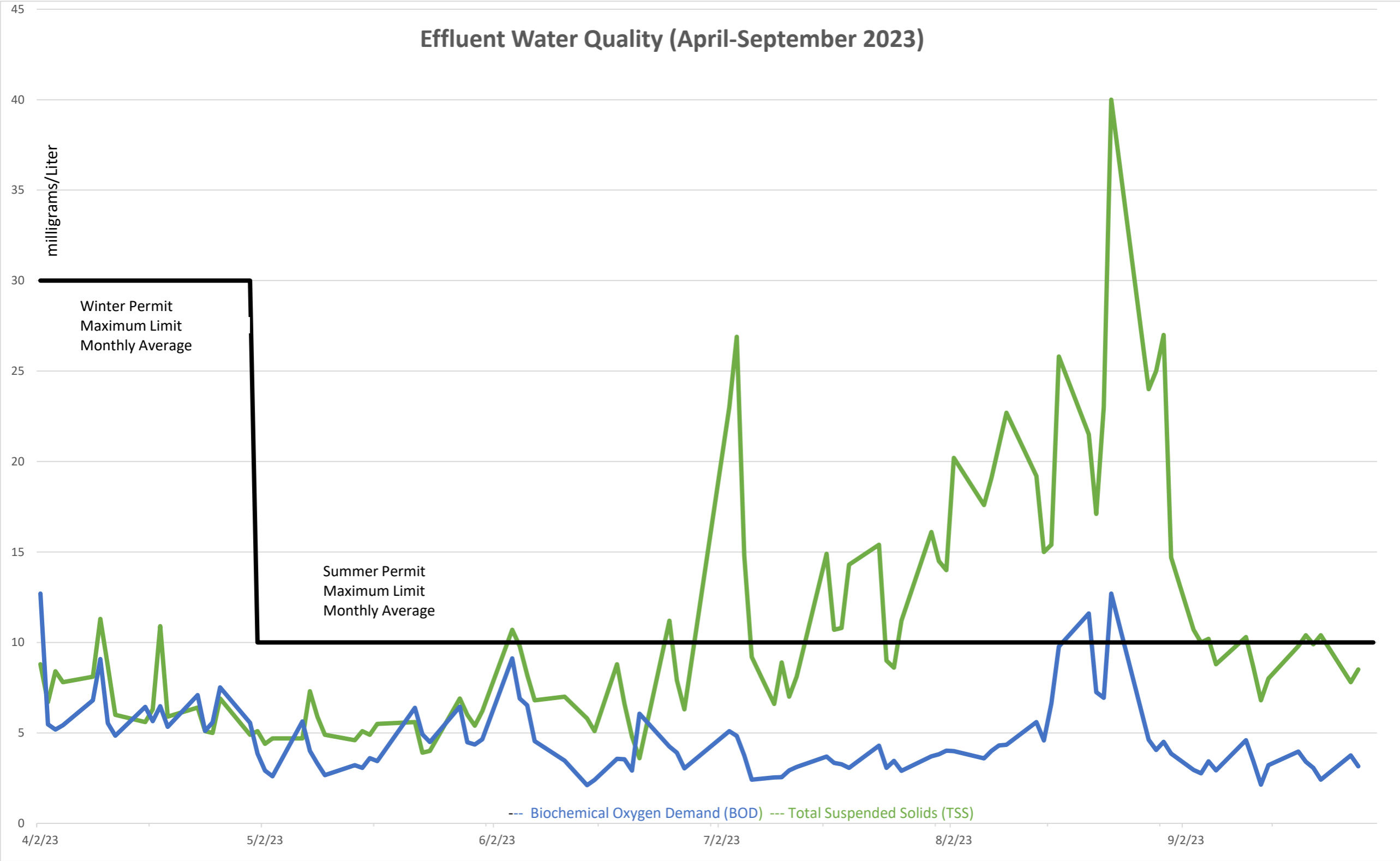
Matt K. Landing MLR Pump.

Rainfall - Flow

April through September 2023



Effluent Water Quality (April-September 2023)





AGENDA ITEM

Title	Recess to Executive Session
Item No.	8
Date	October 17, 2023

Summary

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Executive Session
Item No.	9
Date	October 17, 2023

Summary

Adjourn Executive Session and make any necessary motions as a result of Executive Session discussions.

OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	10

Summary

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