



Adopted Budget

2023 - 2024



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**Adopted Budget
Fiscal Year 2023-2024**

Budget Committee Members

Kevin Bailey
Sunrise Water Authority

Peter Kreft
Sunrise Water Authority

Chris Hawes
Sunrise Water Authority

Michael Morrow
Sunrise Water Authority

Paul Gornick
Oak Lodge Water Services

Ron Weigel
Oak Lodge Water Services

Kevin Williams
Oak Lodge Water Services

Robert Weber
Oak Lodge Water Services

Luke Roberts
City of Gladstone

Nina Stolyar
City of Gladstone

Budget Officer

Gail Stevens, Finance Director
Direct (503) 353-4203

Administrative Office

14496 SE River Road
Milwaukie, OR 97267
Office (503) 654-7765
Fax (503) 653-1973

**North Clackamas County Water Commission
Adopted Budget
Fiscal Year 2023-2024**

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**NORTH CLACKAMAS COUNTY WATER COMMISSION
BUDGET CALENDAR
Fiscal Year 2023-2024**

- | | |
|---|---|
| January 26, 2023 | - Appoint Budget Officer
- Approve Budget Schedule |
| March 2, 2023 | - Publish 1st notice of Budget Committee Meeting |
| March 16, 2023 | - Publish 2nd notice of Budget Committee Meeting
(5-30 days prior) |
| March 17, 2023 | - Proposed budget sent to Budget Committee |
| March 23, 2023
5:30 P.M.
Hybrid Meeting | - Appoint Budget Committee
- Budget Committee Meeting |
| April 6, 2023 | - Budget Committee Meeting (if necessary) |
| June 7, 2023 | - Publish Notice and Summary of Budget Adoption hearing |
| June 22, 2023 | - Budget Adoption |

ADMINISTRATIVE OFFICE
14496 SE River Road
Milwaukie, OR 97267
Tel. (503) 654-7765
Fax (503) 653-1973



TREATMENT PLANT
14275 S. Clackamas River Dr.
Oregon City, OR 97045
Tel. (503) 723-3505
Fax (503) 723-350

March 23, 2023

North Clackamas County Water Commission Budget Committee Members:

Thank you for taking your time to participate in the budget process for the North Clackamas County Water Commission (NCCWC). We are pleased to present the NCCWC's proposed budget for fiscal year 2023-2024 for your consideration and approval.

Overall, the NCCWC is in sound financial condition. Adequate reserves are being accumulated in the Plant Reserve Fund, while operational costs in the General Fund are being carefully managed to limit wholesale water rate increases. Operations at the plant remain highly efficient and effective. Staff provide quality service in production while having adequate capacity to respond during irregular or emergency conditions. Staff is proud to continuously meet all State and Federal regulatory compliance standards.

Looking at the overall numbers, the General Fund budget is projected to be \$5.70 million. This total is comprised of an operating budget of \$3.51 million (for the NCCWC plant) that includes \$1.30 million in wholesale water purchases from Clackamas River Water (CRW). The projected increase in Operating Expenditures for this next year is 6.3%. This increase is comprised of an 10.5% increase in Personnel Services and a 5.2% increase in Material & Services. Much of the stated increase is owed to increases in labor costs, including PERS and medical coverage for staff, along with rising costs for key supplies such as treatment chemicals and electricity. That said, the projected budgetary increases are lower than the published inflation statistics for this past year – this is owed to specific controls put in place to reduce the increase in other expenditures.

The General Fund also includes Transfers to the Plant Reserve Fund totaling \$1.50 million, along with a first-time, non-recurring Special Payment to a PERS set aside account of \$150 thousand. The latter is an investment to offset the escalating costs of PERS and stabilize future overall labor costs. These Other Requirements are being funded by a portion of the expenditures being included in the annual water rates (\$800 thousand), along with the use of \$850 thousand from the General Fund (i.e. beginning fund balance).

The final requirements in the General Fund include a \$330 thousand Contingency (15% of operating expense), bringing the total anticipated expenditures to \$5.49 million, yielding an ending fund balance of just over \$206 thousand. These requirements are balanced by an estimate in water sales of \$3.03 million and wholesale water sales of \$1.30 million, along with a beginning fund balance and Interest of \$1.37 million.

In the Plant Reserve Fund, there are planned capital expenses totaling \$3.34 million, the majority of which is allocated to the continued replacement of sand in the slow sand filter beds. This project was originally to be done in two similar parts – each looking to replace the “sand” in two of the four filters beds in two consecutive years. Owing to supply issues, staff was only able to acquire half of the desired sand as part of last year's portion of the project with the remaining three-quarters of the sand replacement being included in this year's budget. The original estimate for the entire sand replacement project totaled \$3.00 million. Actual pricing has increased this amount by 10% to \$3.30 million; hence, the \$900 thousand

projected for this past year and another \$2.40 million to complete the project possibly this year.

The capital budget also includes \$200 thousand for SCADA and cybersecurity upgrades and another \$740 thousand for equipment, buildings, and other improvements. A detailed list of the planned capital projects is outlined in the appendix of this document. This fund also includes a \$700 thousand contingency, bringing the planned requirements to \$4.04 million.

It is of interest to note the NCCWC retired its long-term debt in FY 2021-22 and remains debt free as we head into FY 2023-24. Our ability to do so requires adherence to strict fiscal policies implemented by the Board of Directors and staff's ability to continue to operate and maintain the treatment plant in an effective and efficient manner.

Staff is always pleased to have the opportunity to present a fiscally responsible budget to the Board of Directors and the citizens of the communities they serve. As we move ahead, we wanted to thank each of you for taking time out of your busy schedules to assist in the budget process and for your dedication to the North Clackamas County Water Commission.

Respectfully submitted,



Wade Hathhorn
General Manager



Gail Stevens
Finance Director/Budget Officer

**North Clackamas County Water Commission
All Fund Summary
Fiscal Year 2023-2024**

Funds	10 General Fund	13 Plant Reserve	17 Bond Reserve	19 Bond Redemption	Totals
Resources					
Beginning Balance	1,368,149	4,938,999	-	-	\$ 6,307,148
Interest	5,000	50,000	-	-	\$ 55,000
Water Sales	4,325,000	-	-	-	\$ 4,325,000
Miscellaneous	-	-	-	-	\$ -
Transfers	-	1,500,000	-	-	\$ 1,500,000
Total Resources	\$ 5,698,149	\$ 6,488,999	\$ -	\$ -	\$ 12,187,148
Expenditures					
Personnel Services	725,000	-	-	-	\$ 725,000
Material & Services	2,786,900	-	-	-	\$ 2,786,900
Capital Outlay	-	3,340,000	-	-	\$ 3,340,000
Debt	-	-	-	-	\$ -
Special Payment	150,000	-	-	-	\$ 150,000
Transfers & Contingency	1,830,000	700,000	-	-	\$ 2,530,000
Unappropriated fund balances	206,249	2,448,999	-	2,448,999	\$ 5,104,247
Total Requirements	\$ 5,698,149	\$ 6,488,999	\$ -	\$ 2,448,999	\$ 14,636,147

**North Clackamas County Water Commission
Adopted Budget FY 2023-2024**

Actual 2020-2021	Actual 2021-2022	Adopted Budget 2022-2023	FYE Projections 2022-2023	Fund - Acct	DESCRIPTION	Proposed Budget 2023-2024	Approved Budget 2023-2024	Adopted Budget 2023-2024
10 GENERAL FUND								
502,762	1,080,781	1,380,050	1,585,797	3000	Beginning Fund Balance	1,368,149	1,368,149	1,368,149
2,537	5,087	5,000	23,000	4010	Interest	5,000	5,000	5,000
2,841,457	2,723,149	2,866,000	2,866,000	4020	Water Sales	3,025,000	3,025,000	3,025,000
1,122,174	1,079,258	1,150,000	1,150,000	-01	OLWD 1,400,000 (ccf)	1,149,000	1,149,000	1,149,000
498,121	508,722	515,000	515,000	-02	City Gladstone 670,000 (ccf)	550,000	550,000	550,000
1,208,668	1,122,432	1,189,000	1,189,000	-03	SWA 1,600,000 (ccf)	1,313,000	1,313,000	1,313,000
12,494	12,736	12,000	12,000	-09	Clackamas River Water	13,000	13,000	13,000
-	-	1,250,000	1,250,000	4025	Wholesale Water Sales	1,300,000	1,300,000	1,300,000
13,705	42,137	-	25,400	4060	Miscellaneous	-	-	-
-	-	107,277	106,302	4100	TRANSFERS IN	-	-	-
-	-	102,049	103,000	-17	Revenue Bond Debt Service Reserve	-	-	-
-	-	5,228	3,302	-19	Revenue Bond Redemption Fund	-	-	-
\$ 3,360,461	\$ 3,851,154	\$ 5,608,327	\$ 5,856,499		TOTAL RESOURCES	\$ 5,698,149	\$ 5,698,149	\$ 5,698,149
10 GENERAL FUND (continued)								
10 PERSONNEL SERVICES:								
218,572	232,852	310,000	331,200	5000	Plant Operators	360,000	360,000	360,000
46,165	41,867	50,000	57,500	5005	Overtime/On Call	50,000	50,000	50,000
37,044	-	-	-	5030	Seasonal/Temporary	-	-	-
-	26,974	42,000	42,000	5040	Apprenticeship	43,000	43,000	43,000
76,853	59,539	120,000	103,100	5050	Medical, Dental, Vision	110,000	110,000	110,000
36,541	46,181	80,000	78,100	5060	Retirement	110,000	110,000	110,000
26,740	25,096	40,000	34,300	5070	Payroll Taxes	40,000	40,000	40,000
4,222	8,478	14,000	6,800	5080	Workers' Compensation Ins.	12,000	12,000	12,000
\$ 446,139	\$ 440,987	\$ 656,000	\$ 653,000		TOTAL PERSONNEL SERVICES	\$ 725,000	\$ 725,000	\$ 725,000
10 MATERIALS AND SERVICES:								
-	-	1,250,000	1,250,000	5204	Wholesale Water Purchases	1,300,000	1,300,000	1,300,000
127,709	130,661	133,000	132,400	5206	Contracted Services	136,000	136,000	136,000
33,483	35,554	40,000	38,400	-10	Management	42,000	42,000	42,000
24,158	26,297	30,000	30,000	-12	Plant Engineer	30,000	30,000	30,000
48,340	52,144	48,000	48,000	-13	Financial	48,000	48,000	48,000
7,053	-	-	-	-14	Membrane Maintenance	-	-	-
14,675	16,666	15,000	16,000	-16	HVAC Maintenance	16,000	16,000	16,000
5,297	4,244	8,500	6,000	5208	General Office Supplies/Postage	8,000	8,000	8,000
14,205	15,651	17,000	17,000	5210	Permits/Licensing Fees	17,000	17,000	17,000
64,529	76,106	85,000	75,000	5212	Insurance - General	85,000	85,000	85,000
827	9,300	10,000	10,000	5215	Computers/Technology	15,000	15,000	15,000
209,589	179,924	232,000	229,700	5230	Professional Services	257,000	257,000	257,000
35,123	32,005	30,000	46,750	-04	Audit	45,000	45,000	45,000
32,426	2,378	25,000	12,500	-06	Legal	25,000	25,000	25,000
-	3,069	25,000	18,750	-08	Engineering / General	25,000	25,000	25,000
142,040	142,472	152,000	151,700	-21	Watershed Services	162,000	162,000	162,000
980	-	-	-	5235	Postage	-	-	-
102,132	108,103	145,000	156,700	5236	Water Treatment	190,000	190,000	190,000
6,470	2,435	15,000	12,600	-10	Water Analysis & Testing	15,000	15,000	15,000
86,646	91,411	120,000	117,500	-11	Chemicals	150,000	150,000	150,000
9,016	14,257	10,000	26,600	-12	Instrumentation & Lab Supplies	25,000	25,000	25,000

**North Clackamas County Water Commission
Adopted Budget FY 2023-2024**

Actual 2020-2021	Actual 2021-2022	Adopted Budget 2022-2023	FYE Projections 2022-2023	Fund - Acct	DESCRIPTION	Proposed Budget 2023-2024	Approved Budget 2023-2024	Adopted Budget 2023-2024
10 GENERAL FUND (continued)								
10 MATERIALS AND SERVICES: (continued)								
10,927	7,103	10,000	6,400	5238	Telemetry (SCADA)	10,000	10,000	10,000
482,450	477,724	550,000	527,300	5240	Electricity	550,000	550,000	550,000
7,486	17,972	17,250	16,100	5244	Education/Training/Dues	24,200	24,200	24,200
8,681	9,376	8,500	7,600	5245	Telephone	8,500	8,500	8,500
-	-	500	250	5246	Travel/Mileage	500	500	500
914	84	1,000	500	5247	Books and Publications	1,000	1,000	1,000
746	825	1,000	1,000	5248	Public notices	1,000	1,000	1,000
2,537	2,765	3,000	3,000	5250	Other Utilities	3,000	3,000	3,000
1,928	1,979	2,000	2,000	-10	Natural Gas	2,000	2,000	2,000
609	786	1,000	1,000	-20	Garbage	1,000	1,000	1,000
507	3,206	1,000	4,000	5252	Miscellaneous	5,000	5,000	5,000
-	-	1,200	300	5256	Commissioner Expenses	1,200	1,200	1,200
27,506	28,583	32,500	35,100	5300	Vehicle Equipment Maintenance	32,500	32,500	32,500
11,870	4,538	5,000	5,800	-10	Vehicle Maintenance	5,000	5,000	5,000
3,661	7,854	7,500	9,300	-20	Fuels/Oils	9,000	9,000	9,000
50	1,657	5,000	5,000	-30	Equipment Rental	3,500	3,500	3,500
11,924	14,533	15,000	15,000	-40	Equipment Maintenance	15,000	15,000	15,000
83,447	64,207	132,000	147,000	5305	Building & Grounds Maintenance	132,000	132,000	132,000
10,487	9,985	15,000	15,000	-10	Building Maintenance	15,000	15,000	15,000
37,962	9,284	25,000	20,000	-11	Grounds Maintenance	25,000	25,000	25,000
1,767	1,644	2,000	2,000	-13	Janitorial Supply	2,000	2,000	2,000
1,881	5,597	5,000	5,000	-14	Security Monitoring/Maintenance	5,000	5,000	5,000
22,832	27,963	40,000	60,000	-15	Plant Maintenance	40,000	40,000	40,000
443	916	10,000	10,000	-16	Intake Structure Maintenance	10,000	10,000	10,000
-	2,023	20,000	20,000	-17	Membrane Maintenance	20,000	20,000	20,000
8,075	6,796	15,000	15,000	-20	Safety Supplies	15,000	15,000	15,000
3,071	8,539	10,000	10,000	5310	Small Tools & Equipment	10,000	10,000	10,000
\$ 1,153,541	\$ 1,144,370	\$ 2,648,450	\$ 2,635,350		TOTAL MATERIAL & SERVICES	\$ 2,786,900	\$ 2,786,900	\$ 2,786,900
\$ 1,599,680	\$ 1,585,357	\$ 3,304,450	\$ 3,288,350		TOTAL OPERATING EXPENDITURES	\$ 3,511,900	\$ 3,511,900	\$ 3,511,900
10 OTHER REQUIREMENTS								
-	-	-	-	6900	Special Payments	150,000	150,000	150,000
				-00	PERS Side Account Contribution	150,000	150,000	150,000
680,000	680,000	1,200,000	1,200,000	7300	TRANSFERS OUT	1,500,000	1,500,000	1,500,000
600,000	600,000	1,200,000	1,200,000	-13	Plant Reserve	1,500,000	1,500,000	1,500,000
80,000	80,000	-	-	-19	Revenue Bond Debt Redemption	-	-	-
-	-	310,000	-	9000	Fund Contingency	330,000	330,000	330,000
\$ 680,000	\$ 680,000	\$ 1,510,000	\$ 1,200,000		TOTAL OTHER EXPENDITURES	\$ 1,980,000	\$ 1,980,000	\$ 1,980,000
\$ 2,279,680	\$ 2,265,357	\$ 4,814,450	\$ 4,488,350		TOTAL APPROPRIATIONS	\$ 5,491,900	\$ 5,491,900	\$ 5,491,900
\$ 1,080,781	\$ 1,585,797	\$ 793,877	\$ 1,368,149		UNAPPROPRIATED FUND BALANCE	\$ 206,249	\$ 206,249	\$ 206,249
\$ 3,360,461	\$ 3,851,154	\$ 5,608,327	\$ 5,856,499		TOTAL REQUIREMENTS	\$ 5,698,149	\$ 5,698,149	\$ 5,698,149

**North Clackamas County Water Commission
Adopted Budget FY 2023-2024**

Actual 2020-2021	Actual 2021-2022	Adopted Budget 2022-2023	FYE Projections 2022-2023	Fund - Acct	DESCRIPTION	Proposed Budget 2023-2024	Approved Budget 2023-2024	Adopted Budget 2023-2024
13 PLANT RESERVE FUND								
4,336,066	4,781,560	4,952,018	5,058,689	3000	Beginning Fund Balance	4,938,999	4,938,999	4,938,999
35,456	26,776	25,000	75,000	4010	Interest	50,000	50,000	50,000
-	-	-	27,940	4060	Miscellaneous Income	-	-	-
600,000	600,000	1,200,000	1,200,000	4100	TRANSFERS IN	1,200,000	1,500,000	1,500,000
600,000	600,000	1,200,000	1,200,000	-10	General Fund	1,200,000	1,500,000	1,500,000
\$ 4,971,522	\$ 5,408,336	\$ 6,177,018	\$ 6,333,689		TOTAL RESOURCES	\$ 6,188,999	\$ 6,488,999	\$ 6,488,999
189,962	349,647	1,919,000	1,394,690	7000	CAPITAL OUTLAY	3,340,000	3,340,000	3,340,000
-	-	-	-	-10	Computers/SCADA/Technology	230,000	230,000	230,000
162,940	277,205	149,000	203,700	-20	Equipment	260,000	260,000	260,000
-	-	1,500,000	900,000	-30	Sand	2,400,000	2,400,000	2,400,000
-	-	-	-	-40	Membranes	-	-	-
18,552	50,177	20,000	40,990	-50	Buildings	250,000	250,000	250,000
8,470	22,265	250,000	250,000	-60	Other	200,000	200,000	200,000
-	-	350,000	-	9000	Fund Contingency	700,000	700,000	700,000
189,962	349,647	2,269,000	1,394,690		TOTAL CAPITAL OUTLAY & OTHER EXP.	4,040,000	4,040,000	4,040,000
189,962	349,647	2,269,000	1,394,690		TOTAL APPROPRIATIONS	4,040,000	4,040,000	4,040,000
\$ 4,781,560	\$ 5,058,689	\$ 3,908,018	\$ 4,938,999		PLANT RESERVE BALANCE	\$ 2,148,999	\$ 2,448,999	\$ 2,448,999
\$ 4,971,522	\$ 5,408,336	\$ 6,177,018	\$ 6,333,689		TOTAL REQUIREMENTS	\$ 6,188,999	\$ 6,488,999	\$ 6,488,999

**North Clackamas County Water Commission
Adopted Budget FY 2023-2024**

Actual 2020-2021	Actual 2021-2022	Adopted Budget 2022-2023	FYE Projections 2022-2023	Fund - Acct	DESCRIPTION	Proposed Budget 2023-2024	Approved Budget 2023-2024	Adopted Budget 2023-2024
17 REVENUE BOND DEBT SERVICE RESERVE								
101,513	102,321	102,049	102,902	3000	Beginning Fund Balance	-	-	-
808	581	-	-	4010	Interest	-	-	-
-	-	-	-	4100	TRANSFERS IN	-	-	-
-	-	-	-	-10	General Fund	-	-	-
TOTAL RESOURCES						\$ -	\$ -	\$ -
-	-	102,049	103,000	4100	TRANSFERS OUT	-	-	-
-	-	102,049	103,000	-10	General Fund	-	-	-
-	-	-	-	9000	Fund Contingency	-	-	-
TOTAL APPROPRIATIONS						\$ -	\$ -	\$ -
BOND RESERVE BALANCE						\$ -	\$ -	\$ -
\$ 102,321	\$ 102,902	\$ -	\$ (98)					
TOTAL REQUIREMENTS						\$ -	\$ -	\$ -

**North Clackamas County Water Commission
Adopted Budget FY 2023-2024**

Actual 2020-2021	Actual 2021-2022	Adopted Budget 2022-2023	FYE Projections 2022-2023	Fund - Acct	DESCRIPTION	Proposed Budget 2023-2024	Approved Budget 2023-2024	Adopted Budget 2023-2024	
19 REVENUE BOND REDEMPTION FUND									
2,138	314	5,113	3,302	3000	Beginning Fund Balance	-	-	-	
1	13	115	-	4010	Interest	-	-	-	
80,000	80,000	-	-	4100	TRANSFERS IN	-	-	-	
80,000	80,000	-	-	-10	General Fund	-	-	-	
\$ 82,139 \$ 80,327 \$ 5,228 \$ 3,302						TOTAL RESOURCES	\$ -	\$ -	\$ -
\$ 81,825 \$ 77,025 \$ - \$ -						5390 DEBT SERVICE	\$ -	\$ -	\$ -
75,000	75,000	-	-	-20	Principal Payment	-	-	-	
6,075	2,025	-	-	-25	Interest Payment	-	-	-	
750	-	-	-	-50	Fiscal Agent Fees, Misc.	-	-	-	
TOTAL DEBT SERVICE						-	-	-	
-	-	5,228	3,302	7300	TRANSFERS OUT	-	-	-	
-	-	5,228	3,302	-10	General Fund	-	-	-	
-						9000 Fund Contingency	-	-	-
\$ 81,825 \$ 77,025 \$ 5,228 \$ 3,302						TOTAL APPROPRIATIONS	\$ -	\$ -	\$ -
\$ 314 \$ 3,302 \$ - \$ -						REDEMPTION FUND BALANCE	\$ -	\$ -	\$ -
\$ 82,139 \$ 80,327 \$ 5,228 \$ 3,302						TOTAL REQUIREMENTS	\$ -	\$ -	\$ -

Descriptions - Materials & Services

Account #	Description	Budget
5204	Wholesale Water Purchase	1,300,000
	Cost of purchasing water from other sources in the event that current production cannot meet demands.	
5206	Contracted Services	136,000
	Charges for services contracted for operations and management necessary for water production.	
5208	General Office Expense	8,000
	Supplies, postage, forms, stationery, office reproductions supplies, and other miscellaneous office supplies. Does not include subscriptions, books, and publications.	
5210	Permits/Licensing Fees	17,000
	Cost of permits and licensing fees necessary or required for the production of drinking water. Includes fees paid to DEQ, OHA, and other regulatory entities.	
5212	Insurance	85,000
	Cost of insurance premiums to include but not limited to property, liability, and auto coverage.	
5215	Computers/Technology	15,000
	Costs associated with computer technology including hardware, software, licensing, associated peripherals and accessories.	
5230	Professional Services	257,000
	Covers legal counsel, auditing service, consulting engineering services, source water protection and conservation program.	
5236	Water Treatment	190,000
	Cost of water quality sample analysis including cost of chemicals, lab supplies, instrumentation supplies and equipment necessary for the testing process with a replacement value of less than \$5,000.	
5238	Telemetry	10,000
	Cost of collection and transmission of measurements and other data for monitoring. Includes costs of Supervisory and Data Acquisition (SCADA) system.	
5240	Electricity	550,000
	Electric utility costs associated with production operations and facilities.	
5244	Education/Travel/Training/Dues	24,200
	Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditures and membership in related professional organizations.	

Descriptions - Materials & Services

Account #	Description	Budget
5245	Telephone	8,500
	Cost associated with telephony, including phone, fax, and mobile devices.	
5246	Mileage	500
	Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	
5247	Books and Publications	1,000
	Cost of reference material used in the normal course of business, such as books, magazines, periodicals, leaflets, pamphlets, etc.	
5248	Public Notices	1,000
	Cost of published required public notifications in accordance with public law.	
5250	Other Utilities	3,000
	Cost of fuels and utilities for facilities, such as heat, gas, light, power, water, sewer, garbage, and steam. Excludes cost of electricity used for water production.	
5252	Miscellaneous	5,000
	Cost of incidental expenses arising during the year not classified in other accounts.	
5256	Commissioner Expense	1,200
	Reimburse of costs to Board Members for associated meeting costs.	
5300	Vehicle and Equipment Maintenance	32,500
	Costs of maintaining vehicle and equipment including fuel, repairs, tires, oil and other cost to maintain in good working condition.	
5305	Building and Grounds	132,000
	Cost of maintaining buildings and grounds, including landscaping services, janitorial, wiring, plumbing, carpentry, painting, etc.	
5310	Small Tools & Equipment	10,000
	Cost of small tools and equipment with a replacement value of less than \$5,000 per item necessary for the performance of work.	
	Total	2,786,900

North Clackamas County Water Commission
2023-2024 Budget - Line Item Detail
 Staff Travel, Training, and Dues
 5244/5246

# Attending	Sponsor	Dates	Registration Fees	Transport Costs	Lodging Expense	Meal Expense	Total Cost
2	AWWA Annual Conference	June	\$ 2,000	\$ 3,000	\$ 5,000	\$ 300	\$ 10,300
1	AWWA Water Quality Conf.	Nov	\$ 1,000	\$ 1,500	\$ 2,500	\$ 150	\$ 5,150
1	Water Works School	June	\$ 700	\$ -	\$ -	\$ 50	\$ 750
	Miscellaneous Seminars		\$ 4,000	\$ -	\$ -	\$ 400	\$ 4,400
2	NWMOA	Misc.	\$ 800	\$ 1,500	\$ 1,000	\$ 300	\$ 3,600
	Mileage			\$ 500			\$ 500
						Total	\$ 24,700

**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay**

Fund 13 Capital Outlay Account Number Listing

	Proposed Budget
7000 CAPITAL OUTLAY	3,340,000
-10 Computers/SCADA/Technology	230,000
-20 Equipment	260,000
-30 Sand	2,400,000
-40 Membranes	-
-50 Buildings	250,000
-60 Other	200,000

Capital Project Summary Overview				
Account #	Account Description	Page#	Project Name	Budget
-10	Computers/SCADA/Technology		SCADA System Upgrade & Cybersecurity Improvements	200,000
-10	Computers/SCADA/Technology		Integrated Data Management System	30,000
-20	Equipment		Thwates (Front-end Dump Truck)	110,000
-20	Equipment		Plant Equipment Repair & Replacement	150,000
-30	Sand		Slow Sand Filtration - Re-sand Filters #1 and #3 (2nd Half)	700,000
-30	Sand		Slow Sand Filtration - Re-sand Filters #2 and #4	1,700,000
-40	Membranes			-
-50	Buildings		Exterior Door and Frame Replacement	50,000
-50	Buildings		Property Security System & Cameras Replacement	200,000
-60	Other		Restore Cathodic Protection Equipment on Emergency Pipeline	100,000
-60	Other		Water Management & Conservation Plan	100,000
Subtotal				3,340,000

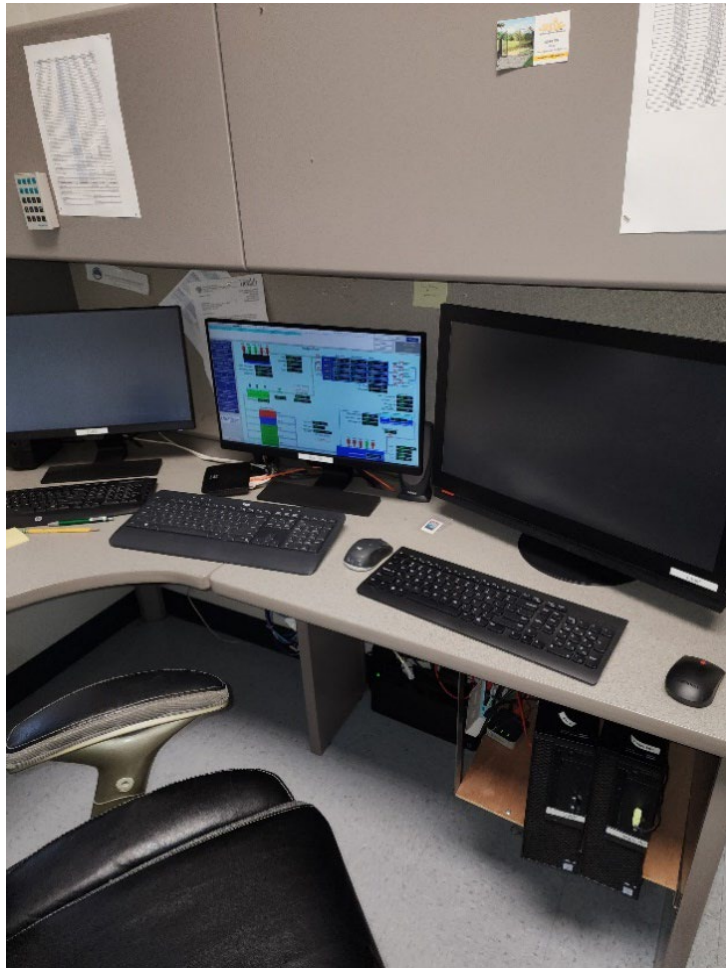
**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: SCADA System Upgrade and Cybersecurity Improvements

Cost: \$ 200,000

GL Code: 13.7000-10

Justification: Improvements are needed to upgrade the remote control/access system for plant operations and replace the on-site computer system, including making related cybersecurity enhancements. The upgraded system would include new computers, updated SCADA software and new redundant remote communication systems.



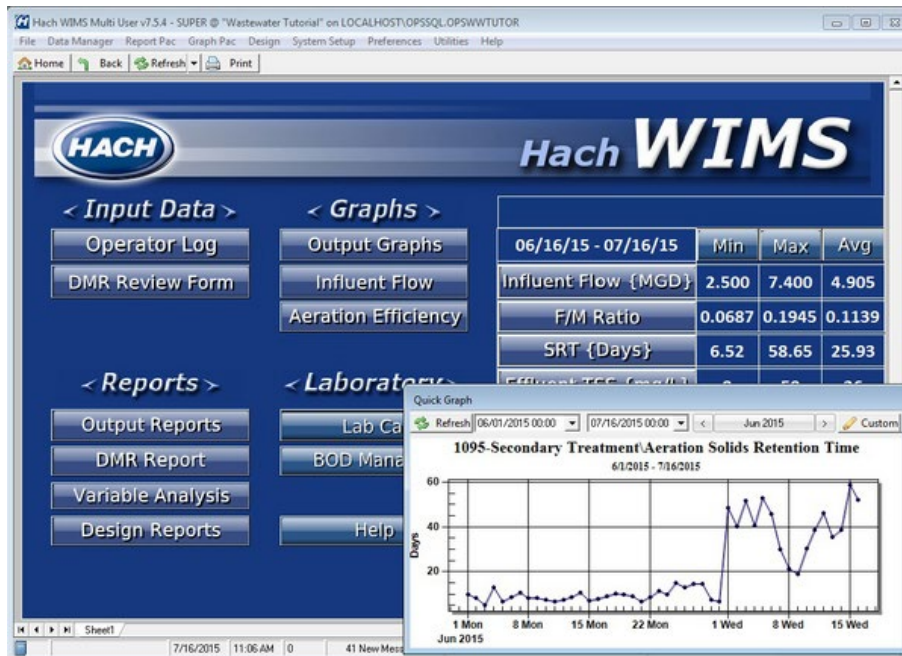
**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Integrated Data Management Software

Cost: \$ 30,000

GL Code: 13.7000-10

Justification: Plant operations rely on a series of water quality monitoring procedures, including both manual and automated data collection. Currently, this data is being captured and stored by hand, which is both inefficient and subject to errors. Today, there are a number of integrated data management systems, one of which is fully compatible with the array of monitoring equipment in the plant. Staff is requesting funds to purchase a modern system for collecting and managing the plant’s water quality data.



**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Thwates Front-end Dump Truck

Cost: \$ 110,000

GL Code: 13.7000-20

Justification: Cleaning the slow sand plant is achieved by periodic removal of the upper layer of sand in each of the filter beds. This process requires specialized equipment for both removing the sand, as well as handling and disposing the spoils. Currently, the latter is done with a small (1.5 yd) dump trailer that is pulled behind a tractor (small loader). The process is inefficient and exposes staff to the elements, particularly cold, wet weather in the winter. The proper way to improve the process, both in terms of efficiency and safety, is to purchase the requested equipment that is designed for this purpose.



**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Plant Equipment Repair and Replacements

Cost: \$ 150,000

GL Code: 13.7000-20

Justification: Each fiscal year funds are authorized for general plant equipment repair and replacement, including (but not limited to) raw and finished water pumps, monitoring equipment and other water treatment system components.



**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Slow Sand Filtration- Re-sand Filters #1 & #3 (2nd Half) and Filters #2 & #4

Cost: \$ 2.40 million

GL Code: 13.7000-30

Justification: Work began in FY 2022-23 to replace 30-inches of sand in each of the four slow sand filter beds, which is required every ten-years. Filters #1 and #3 were to be replaced in FY 2022-23, however limited availability of sand led to only half of each filter to be replaced. Work will continue in FY 2023-24 to replace the remaining sand in filters #1 & #3 and replace all 30-inches of sand in filters #2 & #4.



**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Exterior Door and Frame Replacement

Cost: \$ 50,000

GL Code: 13.7000-50

Justification: The existing two-paired steel doors and framing assemblies in the membrane building are rusted out. These are components from the original construction of the membrane plant and need replaced. The work will require reconstruction of the door frames, new doors, and related assemblies.



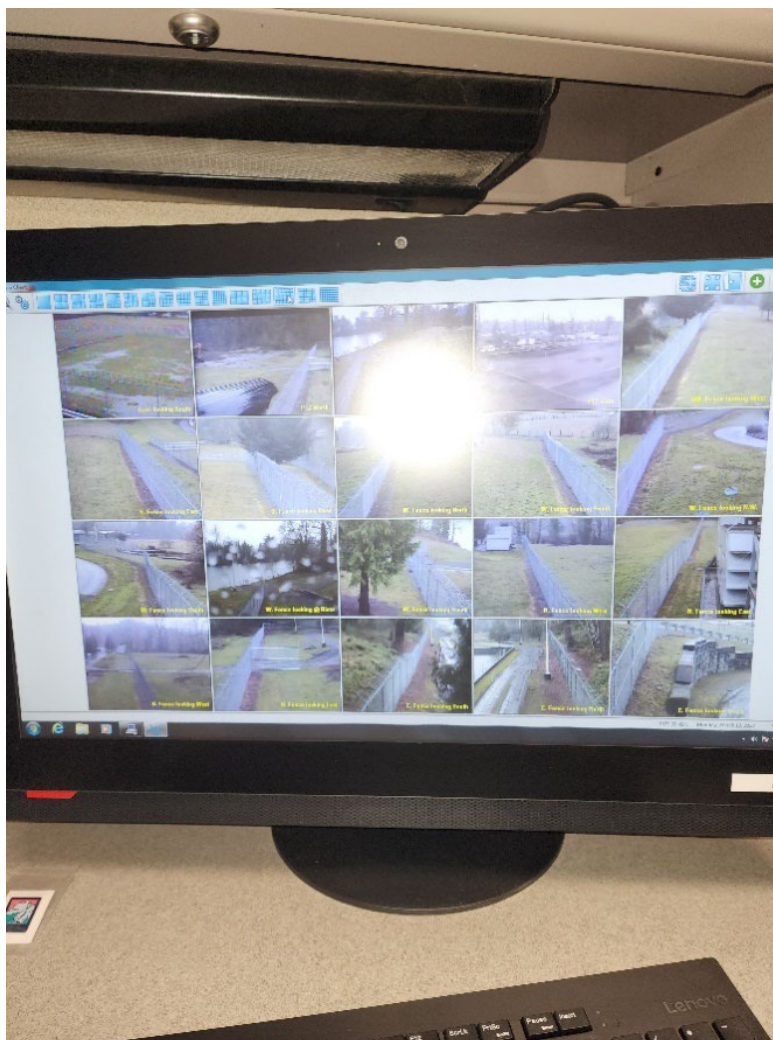
**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Property Security System and Camera Replacement

Cost: \$ 200,000

GL Code: 13.7000-50

Justification: The existing cameras and key components of the security system are 17 years old and intermittently fail. This requested expenditure would modernize the system and upgrade its functionality, including new cameras and other key security elements. The new camera system would operate and maintain data in online cloud service formats.



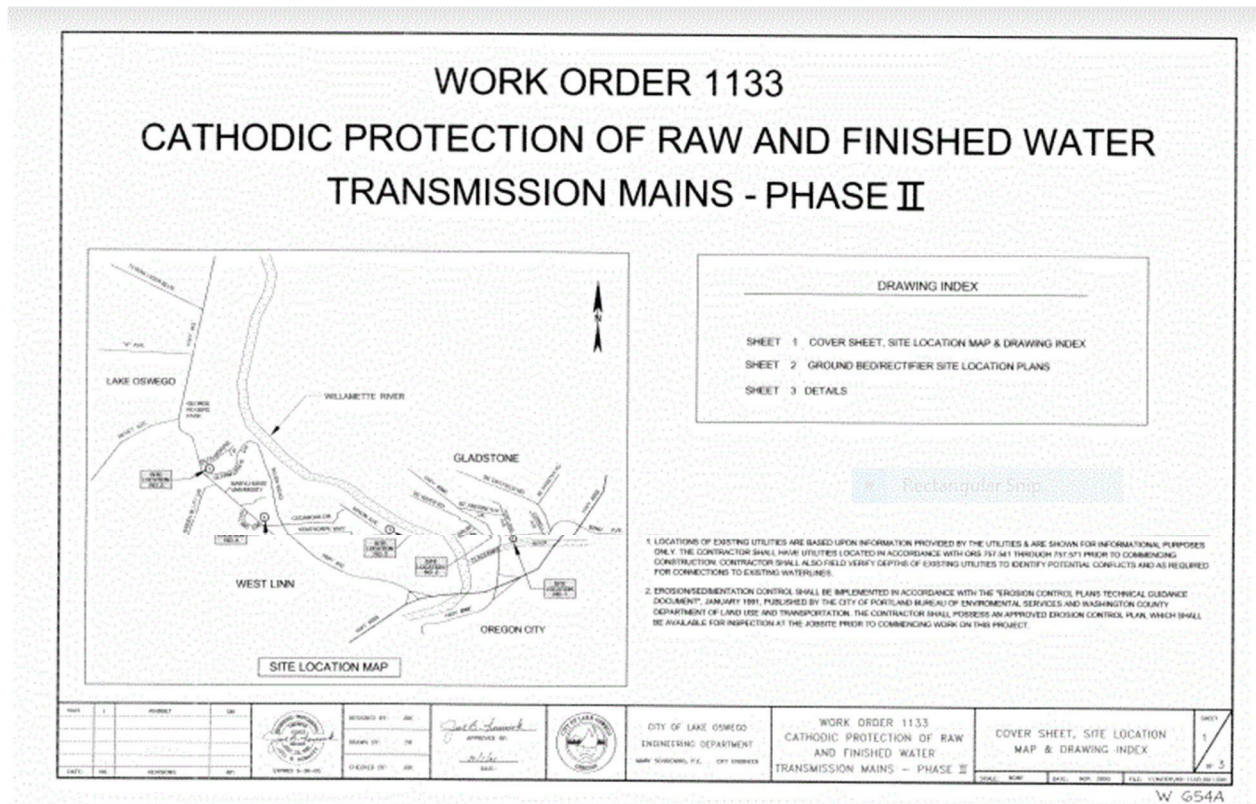
**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Restore Cathodic Protection Equipment on Emergency Pipeline

Cost: \$ 100,000

GL Code: 13.7000-60

Justification: In 2017, NCCWC acquired the old raw water pipeline serving the Lake Oswego treatment plant from their intake on the Clackamas River. The pipeline is being repurposed to serve as an important non-potable delivery option across the Willamette River during an emergency (up to 6-8 MGD). Prior to its abandonment, the pipeline was protected by an active cathodic (corrosion) protection system. This project includes an investigation into the restoration of that system, along with related design and implementation. The design work was initiated in FY 2020-21 and continues into FY 2021-22 and FY 2022-23. The work effort now turns to replacing the cathodic protection equipment, as designed.



**North Clackamas County Water Commission
2023-2024 Budget
Capital Outlay Justification**

Item: Water Management & Conservation Plan Update

Cost: \$ 100,000

GL Code: 13.7000-60

Justification: The water right(s) for the NCCWC are subject to the state's permit extension rules, requiring the preparation of a Water Management & Conservation Plan (as prescribed under OAR 690-086). While the rule requires these plans to be updated every 10 years, the NCCWC's permit has been the subject of a 17-year long legal dispute involving the state and other interested parties. With the resolution of that dispute now reasonably expected, a new WMCP must be prepared and approved by the State of Oregon.



North Clackamas County Water Commission

RESOLUTION 2023-2

A RESOLUTION OF THE NORTH CLACKAMAS COUNTY WATER COMMISSION ADOPTING THE FY 2023-24 BUDGET AND AUTHORIZING APPROPRIATIONS AS STATED

WHEREAS, pursuant to the requirements of ORS Chapter 294, the Board of Directors for the North Clackamas County Water Commission (NCCWC) are required to adopt a budget and make appropriations for the 2023-24 fiscal period; and

WHEREAS, on March 23, 2023, following public notice and meetings thereon, the duly appointed and authorized Budget Committee approved the annual budget proposed for the 2023-24 fiscal period, thereafter held on file at the Commission's office and made available to the public upon request; and

WHEREAS, on June 22, 2023, the Board of Directors held a Budget Hearing following public notice thereon as required by ORS 294.453, resulting in no changes to the approved FY 2023-24 Budget.

THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH CLACKAMAS COUNTY WATER COMMISSION THAT:

1. The Board of Directors hereby adopts the annual budget as approved by the Budget Committee for FY 2023-24 in the total sum of \$12,187,148, recorded on file at the NCCWC's office as required by ORS 294.556.
2. The amounts for the fiscal year beginning July 1, 2023 for the purposes shown below are hereby appropriated as follows:

GENERAL FUND

Personnel	\$ 725,000	
Materials & Services	2,786,900	
Special Payments	150,000	
Transfers	1,500,000	
Fund Contingency	<u>330,000</u>	
Fund Total Appropriation		\$ 5,491,900
Unappropriated Ending Fund Balance	\$206,249	

PLANT RESERVE FUND

Capital Outlay	\$ 3,340,000	
Fund Contingency	<u>700,000</u>	
Fund Total Appropriation		\$ 4,040,000
Unappropriated Fund Reserve Balance	\$ 2,448,999	

REVENUE BOND DEBT SERVICE RESERVE FUND

Transfers	\$ 0		
Fund Total Appropriation		\$	0
Bond Reserve for Future Expenditure	\$ 0		

REVENUE BOND DEBT REDEMPTION FUND

Transfers	\$ 0		
Fund Total Appropriation		\$	0
Reserve for Future Expenditures	\$ 0		

2023-2024 TOTAL APPROPRIATIONS, All Funds	\$ 9,531,900
Total Unappropriated and Reserve Amounts, All Funds	\$ 2,655,248

Total Adopted Budget \$ 12,187,148

This resolution and its statements are hereby approved and declared DULY ADOPTED this 22nd day of June 2023.

By DocuSigned by:
Luke Roberts
A41BD1D82102485... _____
Luke Roberts, Chair

By DocuSigned by:
Wade Hathhorn
E0EBD79D60054C1... _____
Wade Hathhorn, General Manager

Attest this 22nd day of June 2023

THIS ITEM APPEARS ON
NCCWC (/NCCWC)

MAR
23
2023

NCCWC Board & Budget Committee Meeting

[Join Remote Meeting](#)

BUDGET COMMITTEE

The North Clackamas County Water Commission, Clackamas County, State of Oregon, will hold two public meetings of the Budget Committee to discuss the budget for the fiscal year July 1, 2023 to June 30, 2024. The first public meeting will be held on Thursday March 23, 2023 at 5:30 pm. The purpose of this meeting is to hear the budget message, receive the budget document, and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. The second meeting on Thursday April 6, 2023 at 5:30 pm will be held on an as-needed basis. The public may attend through Zoom video conference (<https://us02web.zoom.us/j/82525564564>) or in-person (14496 SE River Road). Individuals seeking meeting accommodations must contact General Manager Wade Hathhorn at least 48-hours in advance at WHathhorn@SunriseWater.Com or (503) 683-7293. A copy of the budget document may be inspected or obtained on or after March 16, 2023. Please visit the webpage below or contact Gail Stevens at Gail@OLWSD.Org to request a copy of the budget document. For other meeting materials, or to view this public notice electronically, please visit OakLodgeWaterServices.Org.

BOARD OF DIRECTORS

The North Clackamas County Water Commission Board of Directors will hold a regular meeting on Thursday, March 23, 2023 at approximately 6 pm, upon the conclusion of the NCCWC Budget Committee meeting. The public may attend through Zoom video conference (<https://us02web.zoom.us/j/82525564564>) or in-person (14496 SE River Road). Individuals seeking meeting accommodations must contact General Manager Wade Hathhorn at least 48-hours in advance at WHathhorn@SunriseWater.Com or (503) 683-7293. For meeting materials please visit OakLodgeWaterServices.Org

- [Agenda \(/files/2d40910e6/0_2023-03-23_Agenda_NCCWC_BC%26BOD_RegularMeeting.pdf\)](#)
- [Packet \(/files/d23209ea8/2023-03-23_Packet_NCCWC_Budget+and+Board.pdf\)](#)
- [FY2023-24 NCCWC Proposed Budget.pdf \(/files/070721af5/FY2023-24+NCCWC+Proposed+Budget.pdf\)](#)
- [FY2021-2022 NCCWC Financial Audit.pdf \(/files/8e45a55ff/FY2021-2022+NCCWC+Financial+Audit.pdf\)](#)
- [FY2023-24 Proposed Budget Highlights.pdf \(/files/cbb6f39ad/2023-03-23_SupplementalItem_FY2023-24+Proposed+Budget+Highlights.pdf\)](#)

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 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, ss I, Charlotte Allsop, being first duly sworn, depose and say that I am the Accounting Manager of the Clackamas Review-Oregon City, Lake Oswego Review, Oregon City News, a newspaper of general circulation, published in Clackamas County, Oregon, as defined by ORS 193.010 and 193.020, that

**N. Clack. Co. Water Commission
 NCCWC LB-1 FY23-24
 Ad#: 292759**

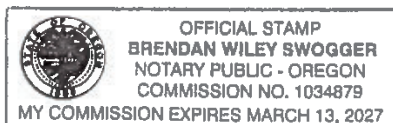
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
06/14/2023

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 06/14/2023.

Ming
 NOTARY PUBLIC FOR OREGON

Acct #: 116571
Attn: Laural Casey
 NORTH CLACKAMAS CO. WATER COMMISSION
 14496 SE RIVER RD
 MILWAUKIE, OR 97267



Oak Lodge Water Services

JUN 20 2023

RECEIVED

FORM LB-1

NOTICE OF BUDGET HEARING

A public hearing of the North Clackamas County Water Commission (NCCWC) will be held on June 22, 2023 at 5:30 pm to discuss the 2023-24 fiscal year budget, as approved by the Budget Committee. The public may attend through Zoom video conference (<https://us02web.zoom.us/j/82296681176>) or in-person (14496 SE River Road). A summary of the budget is presented below. A copy of the budget is available upon request by emailing gall@clwscd.org or calling (503) 353-4293. This budget is for an annual period beginning July 1, 2023 and ending June 30, 2024.

Contact: Gail Stevens

Telephone: 503-353-4293

Email: gall@clwscd.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-2022	Adopted Budget This Year 2022-2023	Proposed Budget Next Year 2023-2024
Beginning Fund Balance/Net Working Capital	5,984,978	6,439,230	6,307,148
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,723,149	4,116,000	4,329,000
Interfund Transfers / Internal Service Reimbursements	680,000	1,307,277	1,500,000
All Other Resources Except Current Year Property Taxes	74,594	30,115	68,000
Total Resources	\$ 9,442,719	\$ 11,892,622	\$ 12,187,148

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	440,987	658,000	725,000
Materials and Services	1,144,370	2,648,450	2,786,900
Capital Outlay	349,647	1,919,000	3,340,000
Debt Service	77,023	0	0
Interfund Transfers	680,000	1,307,277	1,500,000
Contingencies	0	680,000	1,030,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expendure	0	0	180,000
Total Requirements	\$ 9,442,719	\$ 11,892,622	\$ 12,187,148

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
Water Treatment Operations	1,936,004	9,223,460	6,821,800
FTE	3	4	4
Non-Departmental / Non-Program	7,507,715	6,669,172	5,335,248
FTE	0	0	0
Total Requirements	\$ 9,443,719	\$ 11,892,632	\$ 12,187,048
Total FTE	3	4	4

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 North Clackamas County Water Commission's primary source of revenue is wholesale service charges from member agencies. The Commission is proposing a 3.8% increase in its wholesale service charge rates to ensure gross revenues are exceeding its ongoing operating requirements. Personnel services is increasing 10.5% as a result of inflationary labor rate increases and increase in retirement costs. Materials and services increases 6.3% due to inflationary cost increases on chemical and electricity. Capital outlay is projected to be higher than the previous year due to an increase in planned asset renewal and replacements. To reduce future retirement cost, the Commission will create an Initial PERS Side-Account to offset current and future retirement rate increases. The Commission is confident it can anticipate favorable financial results and a resulting financial position in fiscal year 2024.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2021-2022	Rate or Amount Imposed This Year 2022-2023	Rate or Amount Approved Next Year 2023-2024
Permanent Rate Levy (rate limit per \$1,000)	\$0	\$0	\$0
Local Option Levy	\$0	\$0	\$0
Levy For General Obligation Bonds	\$0	\$0	\$0

LONG TERM DEBT		STATEMENT OF INDEBTEDNESS	
	Estimated Debt Outstanding on July 1, 2023		Estimated Debt Authorized, But Not Incurred on July 1, 2023
General Obligation Bonds	\$0		\$0
Other Bonds	\$0		\$0
Other Borrowings	\$0		\$0
Total	\$0		\$0

Publish June 14, 2023

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