

OAK LODGE WATER SERVICES DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING



May 18, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

May 18, 2021 at 6:00 p.m.

1. Call to Order and Meeting Facilitation Protocols

2. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. Monthly Update: Oak Lodge Governance Project

4. Consent Agenda

a. April 2021 Financial Report

b. Approval of April 14, 2021 Board Special Meeting Minutes

c. Approval of April 20, 2021 Board Regular Meeting Minutes

5. Public Hearing for Fiscal Year 2021-22 Approved Budget

6. Consideration of Resolution No. 2021-04 Adopting the Fiscal Year 2021-22 Budget

7. Call for Public Comment

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

8. Business from the Board

9. Department Reports

a. Finance

b. Technical Services

c. Field Operations

d. Plant Operations

10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	May 18, 2021

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	Monthly Update: Oak Lodge Governance Project
Item No.	3
Date	May 18, 2021

Summary

The Board of Directors has extended an invitation to the Oak Lodge Governance Project for a monthly update to assure the availability of current and accurate information to the District's customers.

Attachments

1. Presentation Slide

OLGP Spring Update

REPORT PROGRESS

- On schedule, expected completion date is Fall 2021
- All providers are sharing requested data

OUTREACH

- Twitter, Instagram, Facebook, email
- Website expected in June
- Monthly Informational Sessions
- Plan for the fall is currently in development



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 4
Date May 18, 2021

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. **April 2021 Financial Report**
- b. **Approval of the April 14, 2021 Special Meeting Minutes**
- c. **Approval of the April 20, 2021 Regular Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	April 2021 Financial Reports
Item No.	4a
Date	May 11, 2021 for May 18, 2021 Meeting

Reports

- April 2021 Monthly Overview
- April 2021 Monthly Cash and Investment Balances Report
- April 2021 Budget to Actual Report
- April 2021 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
April 2021**

This report summarizes the revenues and expenditures for April 2021. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$15.23 million as of the end of March 2021; consisting of \$1.89 million in checking, and \$13.34 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$829 thousand for April 2021.

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4210	Water sales-CRW	\$ 32,000	\$ -	\$ 22,364	69.89%
10-00-4211	Water sales	4,038,000	303,704	3,381,706	83.75%
20-00-4212	Wastewater charges	8,270,000	769,031	6,864,145	83.00%
30-00-4213	Watershed protection	1,548,000	131,896	1,291,484	83.43%
	Subtotal	\$ 13,888,000	\$ 1,204,631	\$ 11,559,699	83.24%

The percentage of budget is calculated by dividing the ending balance by the budget. With respect to revenues, the percentage of budget is affected by seasonal variations. The expectation is that the District would recognize a greater percentage of revenue in the first half of the fiscal year than in the second half.

Review of revenue lines that are above 89% of budget:

1. **4220 System development charges** is at 253.1% of budget.
2. **4230 Contracted Services** is at 113.5% of budget. The IGA's with NCCWC and CRWP total \$57,400, however the budget is only \$40,000, thus causing the favorable variance.
3. **4240 Service installations** is at 172.1% of budget. This revenue is directly related to development in the district when new service connections are added.
4. **4290 Other Charges for Services** is at 320.5% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4630 Miscellaneous Revenue** is at 140.9% of budget. This revenue is from title companies. Property sales activities are high due to low interest rates.
6. **4701 Interest Subsidy** is at 101.3% of budget. This revenue is received in one payment annually.

With respect to expenditures, at the end of April expenditures are overall 48.3% of budget. When excluding Contingencies, expenditures are 65.0% of budget, with 83.3% of the fiscal year completed. Please note that Resolution 2021-03 Budget Transfer is not reflected in this reporting period.

Review of expenditure lines that are above 89% of budget:

1. **5130 Overtime** is at 92.8% of budget. Overtime has increased through the winter months due to various weather events and one plant operator position remaining vacant all fiscal year.
2. **5270 Workers Compensation** is at 99.6% of budget. This expense is paid in one lump sum in July.
3. **6120 Accounting & Audit Services** is at 152.7% of budget. This includes the full expense for this year's audit.
4. **6240 Natural Gas** is at 120.6% of budget. Increase in this account is due to gas consumed by generator during the Ice Storm event.
5. **6290 Other Utilities** is at 97.8% of budget. This line includes charges that the District pays to City of Milwaukie for sanitary services.
6. **6320 Buildings and Grounds** is at 94.2% of budget. This is due to improvements completed to the HVAC Systems of all buildings to include UV treatment to reduce the potential of COVID-19 outbreaks in OLWSD facilities.
7. **6525 Chemicals** is at 98.1% of budget. This is due to a 9.6% price increase on Clarifloc.
8. **6560 Uniforms** is at 124.1% of budget. Uniforms budget line was reduced from prior years. This is resolved with Resolution 2021-03.
9. **6715 Water Quality Program** is at 229.4% of budget. This line is under-budgeted based on the monthly billing for drinking water testing.
10. **6720 Insurance** is at 96.4% of budget. Annual insurance renewal paid in April.
11. **6770 Bank Charges** is at 90.5% of budget. This is due to the collection of SDC charges via credit card payments resulting in additional banking fees. SDC Revenues are currently at 253.1% of budget.
12. **6780 Taxes and Fees** is at 307.5% of budget. This line was not budgeted in Wastewater Treatment fund. This is resolved with Resolution 2021-03.

Low Income Rate Relief Program Overview

The District allows eligible customers to obtain a discounted rate on a portion of their bill. The District budgets resources to fund the revenue losses due to the program at the rate of 0.50% of budgeted service charge revenue. The budgeted amount serves as a cap to the program's cost which can only be exceeded with approval from the District's Board of Directors.

Below is a table identifying the number of accounts in the program and an estimated monthly discount and year-to-date value based on a single-family residential account with a standard 20 GPM Water Meter and 6 CCF of water consumption per month.

Total Number of Accounts	Discount	Cap per Policy	Estimated Monthly Discount	Estimated Year-to-Date Discount	Estimated Percentage of Budget
150	Low Income Rate Relief	\$ 69,440	\$ 6,167	\$ 58,509	84.26%

Emergency Customer Assistance Program (ECAP)

The District's budget line item for the Emergency Customer Assistance Program (ECAP) is \$97 thousand through June 30, 2021. These monies are earmarked as direct assistance to District customers experiencing acute financial troubles related to COVID-19 and that do not necessarily qualify for the District's Low-Income Rate Relief Program.

	<u>Monthly Assistance</u>	<u>Balance</u>
Beginning Balance		\$97,000
June 2020	2,644	94,356
July 2020	687	93,669
August 2020	813	92,856
September 2020	1,114	91,742
October 2020	-0-	91,742
November 2020	991	90,751
December 2020	598	90,153
January 2021	1,472	88,681
February 2021	3,304	85,377
March 2021	3,134	82,243
April 2021	2,260	79,983

In April 2021, twelve (12) residential accounts received assistance.

Oak Lodge Water Services District

Account Balances As of:		
April 30, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,892,235.93
LGIP	0.60%	\$ 13,339,817.92
Total		\$ 15,232,053.85

General Ledger
Budget to Actual



User: Gail
Printed: 5/11/2021 3:43:57 PM
Period 10 - 10
Fiscal Year 2021

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05	Administrative Services					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
05-00-3500	Fund balance	335,000.00	0.00	598,700.78	0.00	178.72
	<i>Beginning Fund Balance</i>	<i>335,000.00</i>	<i>0.00</i>	<i>598,700.78</i>	<i>0.00</i>	<i>178.72</i>
	NonDivisional	335,000.00	0.00	598,700.78	0.00	178.72
	Fund Balance	335,000.00	0.00	598,700.78	0.00	178.72
	NonDivisional					
	<i>Revenue</i>					
05-00-4320	State Grant Revenue	0.00	0.00	15,927.77	0.00	0.00
05-00-4610	Investment revenue	0.00	10.37	1,673.51	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	2,425.00	16,575.72	0.00	1,657.57
	<i>Revenue</i>	<i>1,000.00</i>	<i>2,435.37</i>	<i>34,177.00</i>	<i>0.00</i>	<i>3,417.70</i>
	NonDivisional	1,000.00	2,435.37	34,177.00	0.00	3,417.70
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,590,000.00	0.00	83.33
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,688,333.30	0.00	83.33
05-29-4930	Transfer in from Fund 30	635,000.00	52,916.67	529,166.70	0.00	83.33
	<i>Revenue</i>	<i>4,569,000.00</i>	<i>380,750.00</i>	<i>3,807,500.00</i>	<i>0.00</i>	<i>83.33</i>
	Transfers & Contingencies	4,569,000.00	380,750.00	3,807,500.00	0.00	83.33
	Revenue	4,570,000.00	383,185.37	3,841,677.00	0.00	84.06
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	590,500.00	76,903.86	497,424.04	0.00	84.24
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	326.80	6,121.07	0.00	122.42
05-01-5210	Healthdental insurance	115,000.00	8,165.25	80,129.23	0.00	69.68
05-01-5230	Social security	43,000.00	5,832.43	34,930.69	0.00	81.23
05-01-5240	Retirement	124,000.00	10,918.39	96,485.18	0.00	77.81
05-01-5250	TrimetWBF	4,000.00	605.81	3,898.98	0.00	97.47
05-01-5260	Unemployment	5,000.00	0.00	9,720.00	0.00	194.40
05-01-5270	Workers compensation	8,000.00	0.00	671.10	0.00	8.39
05-01-5290	Other employee benefits	5,000.00	118.05	3,827.07	0.00	76.54
	<i>Personnel Services</i>	<i>904,500.00</i>	<i>102,870.59</i>	<i>733,207.36</i>	<i>0.00</i>	<i>81.06</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	3,453.50	128,244.00	0.00	34.20
05-01-6120	Accounting and audit services	45,000.00	0.00	68,734.45	0.00	152.74
05-01-6155	Contracted Services	248,000.00	12,750.16	115,779.09	0.00	46.69
05-01-6180	Dues and subscriptions	35,000.00	1,500.00	31,335.89	0.00	89.53
05-01-6220	Electricity	9,000.00	1,161.22	10,335.95	0.00	114.84
05-01-6240	Natural gas	1,000.00	326.49	3,067.80	0.00	306.78

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	193.49	17,924.91	0.00	89.62
05-01-6310	Janitorial services	25,000.00	1,224.24	11,329.98	0.00	45.32
05-01-6320	Buildings and grounds maint	18,000.00	8,735.12	24,441.61	0.00	135.79
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	0.00	505.25	0.00	4.21
05-01-6440	Board Expense	0.00	0.00	-886.06	0.00	0.00
05-01-6510	Office supplies	25,000.00	435.58	19,010.63	2,667.05	76.04
05-01-6530	Small tools and equipment	2,000.00	0.00	0.00	0.00	0.00
05-01-6560	Uniforms	500.00	0.00	0.00	0.00	0.00
05-01-6730	Communications	2,000.00	0.00	802.11	0.00	40.11
05-01-6740	Advertising	1,000.00	0.00	209.09	0.00	20.91
05-01-6750	Other Purchased Services	0.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	147.84	3,446.57	8.29	344.66
05-01-6770	Bank charges	125,000.00	182.00	113,067.41	21,856.67	90.45
05-01-6780	Taxes, Fees, Permits	1,000.00	0.00	1,808.37	0.00	180.84
05-01-6785	ECAP Payments	97,000.00	2,260.30	14,373.68	0.00	14.82
05-01-6900	Miscellaneous expense <i>Materials & Services</i>	1,000.00 <i>1,044,500.00</i>	0.00 <i>32,369.94</i>	0.00 <i>563,530.73</i>	0.00 <i>24,532.01</i>	0.00 <i>53.95</i>
AdminFinance		1,949,000.00	135,240.53	1,296,738.09	24,532.01	66.53
Human Resources						
<i>Personnel Services</i>						
05-02-5110	Regular employees	155,000.00	12,861.60	131,079.74	0.00	84.57
05-02-5130	Overtime	5,000.00	495.60	1,493.74	0.00	29.87
05-02-5210	Healthdental insurance	26,000.00	1,720.66	17,078.34	0.00	65.69
05-02-5230	Social security	12,000.00	1,004.56	9,969.21	0.00	83.08
05-02-5240	Retirement	27,000.00	2,089.07	21,612.21	0.00	80.05
05-02-5250	TrimetWBF	1,000.00	106.23	938.08	0.00	93.81
05-02-5270	Workers compensation	2,000.00	0.00	174.96	0.00	8.75
05-02-5290	Other employee benefits <i>Personnel Services</i>	2,000.00 <i>230,000.00</i>	0.00 <i>18,277.72</i>	0.00 <i>182,346.28</i>	0.00 <i>0.00</i>	0.00 <i>79.28</i>
<i>Materials & Services</i>						
05-02-6180	Dues and subscriptions	1,000.00	0.00	360.00	0.00	36.00
05-02-6230	Telephone	57,000.00	7,232.18	43,350.03	0.00	76.05
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	3,680.00	5,801.14	0.00	26.37
05-02-6440	Board Expense	7,000.00	0.00	533.70	0.00	7.62
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	0.00	573.30	0.00	57.33
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	83,056.00	231,292.00	0.00	96.37
05-02-6730	Communications	6,000.00	350.24	547.73	0.00	9.13
05-02-6740	Advertising	5,000.00	0.00	3,287.12	0.00	65.74
05-02-6785	ECAP Payments <i>Materials & Services</i>	0.00 <i>343,500.00</i>	0.00 <i>94,318.42</i>	0.00 <i>285,861.22</i>	0.00 <i>0.00</i>	0.00 <i>83.22</i>
Human Resources		573,500.00	112,596.14	468,207.50	0.00	81.64
Technical Services						
<i>Personnel Services</i>						
05-03-5110	Regular employees	602,000.00	38,859.16	402,532.88	0.00	66.87
05-03-5130	Overtime	5,000.00	0.00	1,982.59	0.00	39.65
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	69,884.47	0.00	62.40
05-03-5230	Social security	44,000.00	2,933.09	29,404.81	0.00	66.83
05-03-5240	Retirement	112,000.00	5,565.29	65,755.55	0.00	58.71
05-03-5250	TrimetWBF	4,000.00	308.70	3,182.77	0.00	79.57
05-03-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-03-5270	Workers compensation	9,000.00	0.00	664.16	0.00	7.38
05-03-5290	Other employee benefits <i>Personnel Services</i>	5,000.00 <i>898,000.00</i>	0.00 <i>53,411.39</i>	0.00 <i>573,407.23</i>	0.00 <i>0.00</i>	0.00 <i>63.85</i>
<i>Materials & Services</i>						

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6155	Contracted Services	306,000.00	4,216.88	70,587.73	163,022.50	23.07
05-03-6180	Dues and subscriptions	10,000.00	0.00	2,730.00	0.00	27.30
05-03-6350	Computer maintenance	237,000.00	24,813.48	201,435.17	10,098.00	84.99
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	0.00	3,559.29	0.00	22.25
05-03-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
05-03-6510	Office supplies	3,000.00	115.00	-1,538.80	0.00	-51.29
05-03-6540	Safety supplies	8,000.00	512.50	2,554.56	0.00	31.93
05-03-6730	Communications	149,000.00	687.50	8,386.60	56,902.95	5.63
	<i>Materials & Services</i>	<i>733,000.00</i>	<i>30,345.36</i>	<i>287,714.55</i>	<i>230,023.45</i>	<i>39.25</i>
	Technical Services	1,631,000.00	83,756.75	861,121.78	230,023.45	52.80
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	724.16	33,309.01	5,000.00	66.62
05-04-6520	Fuels and Oils	71,000.00	2,160.17	27,514.96	0.00	38.75
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>2,884.33</i>	<i>60,823.97</i>	<i>5,000.00</i>	<i>50.27</i>
	Vehicle Services	121,000.00	2,884.33	60,823.97	5,000.00	50.27
	Special Payments					
	<i>Special Payments</i>					
05-25-6990	Special Payments - PERS	552,000.00	0.00	552,000.00	0.00	100.00
	<i>Special Payments</i>	<i>552,000.00</i>	<i>0.00</i>	<i>552,000.00</i>	<i>0.00</i>	<i>100.00</i>
	Special Payments	552,000.00	0.00	552,000.00	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	68,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>68,500.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	68,500.00	0.00	0.00	0.00	0.00
05	Expense Administrative Services	4,895,000.00 10,000.00	334,477.75 48,707.62	3,238,891.34 1,201,486.44	259,555.46 -259,555.46	66.17 12,014.86
10	Drinking Water NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund balance	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Beginning Fund Balance</i>	<i>1,527,000.00</i>	<i>0.00</i>	<i>1,504,202.42</i>	<i>0.00</i>	<i>98.51</i>
	NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	Fund Balance NonDivisional	1,527,000.00	0.00	1,504,202.42	0.00	98.51
	<i>Revenue</i>					
10-00-4210	Water Sales - CRW	32,000.00	0.00	22,364.00	0.00	69.89
10-00-4211	Water sales	4,038,000.00	303,703.57	3,381,706.16	0.00	83.75
10-00-4215	Penalties and late charges	20,000.00	25.00	46.63	0.00	0.23
10-00-4220	System development charges	100,000.00	14,971.20	325,604.00	0.00	325.60
10-00-4230	Contract services	40,000.00	4,000.00	45,400.00	0.00	113.50
10-00-4240	Service installations	10,000.00	1,094.00	34,428.82	0.00	344.29
10-00-4280	Rents & leases	200,000.00	11,937.78	146,308.89	0.00	73.15
10-00-4290	Other charges for	10,000.00	820.00	16,143.65	0.00	161.44

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	services					
10-00-4610	Investment revenue	10,000.00	308.83	4,924.23	0.00	49.24
10-00-4630	Miscellaneous revenues	26,000.00	1,598.49	27,945.33	0.00	107.48
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>338,458.87</i>	<i>4,004,871.71</i>	<i>0.00</i>	<i>89.27</i>
	NonDivisional	4,486,000.00	338,458.87	4,004,871.71	0.00	89.27
	Revenue	4,486,000.00	338,458.87	4,004,871.71	0.00	89.27
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	655,500.00	34,140.54	489,861.52	0.00	74.73
10-20-5130	Overtime	35,000.00	1,300.49	30,372.77	0.00	86.78
10-20-5210	Healthdental insurance	140,000.00	6,838.06	98,243.92	0.00	70.17
10-20-5230	Social Security	47,000.00	2,664.44	40,264.97	0.00	85.67
10-20-5240	Retirement	132,000.00	6,335.94	102,075.84	0.00	77.33
10-20-5250	TrimetWBF	5,000.00	281.24	4,066.43	0.00	81.33
10-20-5260	Unemployment	8,000.00	0.00	0.00	0.00	0.00
10-20-5270	Workers compensation	9,000.00	0.00	16,936.29	0.00	188.18
10-20-5290	Other employee benefits	6,000.00	0.00	197.75	0.00	3.30
	<i>Personnel Services</i>	<i>1,037,500.00</i>	<i>51,560.71</i>	<i>782,019.49</i>	<i>0.00</i>	<i>75.38</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	4,375.00	0.00
10-20-6220	Electricity	27,000.00	1,996.60	24,126.07	0.00	89.36
10-20-6240	Natural gas	3,000.00	198.65	2,400.15	0.00	80.01
10-20-6290	Other utilities	0.00	193.60	1,434.12	0.00	0.00
10-20-6310	Janitorial services	0.00	0.00	-99.23	0.00	0.00
10-20-6320	Buildings & grounds	5,000.00	-6,280.00	9,084.92	1,400.00	181.70
10-20-6340	Distribution system	200,000.00	11,290.07	173,983.94	17,196.80	86.99
10-20-6390	Other repairs & maintenance	35,000.00	1,347.49	26,229.43	13,259.49	74.94
10-20-6410	Mileage	0.00	0.00	25.20	0.00	0.00
10-20-6420	Staff training	10,000.00	1,125.00	2,140.00	0.00	21.40
10-20-6430	Certifications	2,000.00	235.00	1,267.00	0.00	63.35
10-20-6510	Office supplies	0.00	0.00	452.40	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	650.99	3,723.38	2,350.00	41.37
10-20-6540	Safety supplies	15,000.00	441.15	9,977.73	0.00	66.52
10-20-6550	Operational Supplies	2,000.00	355.74	3,337.32	0.00	166.87
10-20-6560	Uniforms	2,000.00	0.00	39.99	0.00	2.00
10-20-6710	Purchased water	1,084,000.00	145,890.14	909,248.36	0.00	83.88
10-20-6715	Water quality program	5,000.00	0.00	11,467.89	0.00	229.36
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	20,000.00	0.00	9,157.17	0.00	45.79
10-20-6900	Miscellaneous expense	1,000.00	0.00	366.33	0.00	36.63
	<i>Materials & Services</i>	<i>1,443,500.00</i>	<i>157,444.43</i>	<i>1,188,362.17</i>	<i>38,581.29</i>	<i>82.33</i>
	Drinking Water	2,481,000.00	209,005.14	1,970,381.66	38,581.29	79.42
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	0.00	100.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	0.00	100.00
	<i>Materials & Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>209,800.50</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	209,801.00	0.00	209,800.50	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers out to Fund 05	1,908,000.00	159,000.00	1,590,000.00	0.00	83.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	416,666.70	0.00	83.33
10-29-9000	Contingency	914,199.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,322,199.00</i>	<i>200,666.67</i>	<i>2,006,666.70</i>	<i>0.00</i>	<i>60.40</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	3,322,199.00	200,666.67	2,006,666.70	0.00	60.40
10	Expense Drinking Water	6,013,000.00 0.00	409,671.81 -71,212.94	4,186,848.86 1,322,225.27	38,581.29 -38,581.29	69.63 0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	<i>Beginning Fund Balance</i>	<i>1,842,000.00</i>	<i>0.00</i>	<i>1,807,252.47</i>	<i>0.00</i>	<i>98.11</i>
	NonDivisional	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	Fund Balance	1,842,000.00	0.00	1,807,252.47	0.00	98.11
	NonDivisional Revenue					
20-00-4212	Wastewater charges	8,270,000.00	769,030.98	6,864,145.32	0.00	83.00
20-00-4215	Penalties & late charges	10,000.00	0.00	-6.82	0.00	-0.07
20-00-4220	System development charges	125,000.00	10,330.00	294,405.00	0.00	235.52
20-00-4240	Service installations	10,000.00	0.00	0.00	0.00	0.00
20-00-4290	Other charges for services	10,000.00	2,285.50	23,601.19	0.00	236.01
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	229.24	1,839.61	0.00	36.79
20-00-4630	Miscellaneous revenues	5,000.00	1,934.45	1,977.75	0.00	39.56
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>783,810.17</i>	<i>7,186,870.05</i>	<i>0.00</i>	<i>85.20</i>
	NonDivisional	8,435,000.00	783,810.17	7,186,870.05	0.00	85.20
	Revenue	8,435,000.00	783,810.17	7,186,870.05	0.00	85.20
	Wastewater-Plant Personnel Services					
20-21-5110	Regular employees	608,000.00	45,923.88	478,321.18	0.00	78.67
20-21-5120	Temporaryseasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	1,918.58	49,442.20	0.00	109.87
20-21-5210	Healthdental insurance	179,000.00	12,269.25	122,232.84	0.00	68.29
20-21-5230	Social security	55,000.00	3,576.24	39,535.08	0.00	71.88
20-21-5240	Retirement	131,000.00	7,482.59	86,086.46	0.00	65.71
20-21-5250	TrimetWBF	5,000.00	377.53	4,132.56	0.00	82.65
20-21-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-21-5270	Workers compensation	9,000.00	0.00	15,600.79	0.00	173.34
20-21-5290	Other employee benefits	6,000.00	0.00	433.72	0.00	7.23
	<i>Personnel Services</i>	<i>1,078,000.00</i>	<i>71,548.07</i>	<i>795,784.83</i>	<i>0.00</i>	<i>73.82</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	133,000.00	12,930.55	96,029.29	27,281.55	72.20
20-21-6180	Dues and subscriptions	6,000.00	-41.25	-41.25	0.00	-0.69
20-21-6220	Electricity	260,000.00	25,962.09	222,383.22	0.00	85.53
20-21-6240	Natural gas	1,000.00	165.76	561.62	0.00	56.16
20-21-6250	Solid waste disposal	81,000.00	2,502.66	26,932.51	9,923.66	33.25
20-21-6290	Other utilities	1,000.00	44.56	1,167.43	0.00	116.74
20-21-6310	Janitorial services	10,000.00	824.25	6,790.42	0.00	67.90
20-21-6320	Buildings & grounds	57,000.00	5,168.54	41,753.23	1,419.00	73.25
20-21-6342	WRF system maintenance	270,000.00	4,711.37	169,404.57	22,770.73	62.74
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	0.00	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuels and Oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	5,170.46	25,500.76	6,815.84	98.08
20-21-6530	Small tools & equipment	10,000.00	5,416.12	6,492.46	0.00	64.92
20-21-6540	Safety supplies	20,000.00	588.23	10,380.15	0.00	51.90

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6550	Operational supplies	14,000.00	2,149.04	8,087.04	3,903.82	57.76
20-21-6560	Uniforms	9,000.00	0.00	13,142.07	0.00	146.02
20-21-6590	Other supplies	10,000.00	706.22	3,705.69	1,321.22	37.06
20-21-6720	Insurance-General	0.00	0.00	0.00	0.00	0.00
20-21-6740	Advertising	0.00	0.00	496.30	0.00	0.00
20-21-6750	Other purchased services	15,000.00	1,021.12	3,546.04	0.00	23.64
20-21-6780	Taxes, Fees, Permits	0.00	56.50	38,974.00	0.00	0.00
20-21-6900	Miscellaneous expense	1,000.00	0.00	3.55	0.00	0.36
	<i>Materials & Services</i>	<i>936,000.00</i>	<i>67,376.22</i>	<i>677,247.66</i>	<i>73,435.82</i>	<i>72.36</i>
	Wastewater-Plant	2,014,000.00	138,924.29	1,473,032.49	73,435.82	73.14
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	460,500.00	36,016.72	416,591.01	0.00	90.46
20-22-5130	Overtime	11,000.00	697.78	9,846.06	0.00	89.51
20-22-5210	Healthdental insurance	110,000.00	7,370.68	80,461.35	0.00	73.15
20-22-5230	Social security	32,000.00	2,799.50	32,125.08	0.00	100.39
20-22-5240	Retirement	70,000.00	6,147.39	76,309.89	0.00	109.01
20-22-5250	TrimetWBF	3,000.00	296.38	3,401.61	0.00	113.39
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.00	9,149.34	0.00	130.70
20-22-5290	Other employee benefits	4,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>702,500.00</i>	<i>53,328.45</i>	<i>627,884.34</i>	<i>0.00</i>	<i>89.38</i>
	<i>Materials & Services</i>					
20-22-6310	Janitorial services	0.00	0.00	-43.83	0.00	0.00
20-22-6320	Buildings & grounds	1,000.00	0.00	1,018.32	0.00	101.83
20-22-6342	Collection system maint.	50,000.00	232.36	17,215.35	9,162.40	34.43
20-22-6390	Other repairs & maintenance	5,000.00	0.00	740.91	0.00	14.82
20-22-6420	Staff training	8,000.00	0.00	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	280.00	280.00	0.00	14.00
20-22-6530	Small tools & equipment	25,000.00	873.29	8,605.60	0.00	34.42
20-22-6540	Safety supplies	4,000.00	1,241.30	4,333.77	0.00	108.34
20-22-6550	Operational supplies	5,000.00	1,087.23	1,929.05	0.00	38.58
20-22-6560	Uniforms	9,000.00	3,648.54	14,119.49	0.00	156.88
20-22-6750	Other purchased services	0.00	716.99	1,433.98	0.00	0.00
20-22-6780	Taxes, Fees, Permits	0.00	0.00	10,685.91	0.00	0.00
20-22-6900	Miscellaneous expense	1,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>110,000.00</i>	<i>8,079.71</i>	<i>60,642.05</i>	<i>9,162.40</i>	<i>55.13</i>
	Wastewater-Collections	812,500.00	61,408.16	688,526.39	9,162.40	84.74
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	221,750.00	1,741,249.97	0.00	85.95
20-29-8140	Transfers out to Fund 40	812,000.00	0.00	812,000.00	0.00	100.00
20-29-8150	Transfers out to Fund 50	2,871,000.00	0.00	1,425,795.50	0.00	49.66
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	833,333.30	0.00	83.33
20-29-9000	Contingency	741,500.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>7,450,500.00</i>	<i>305,083.33</i>	<i>4,812,378.77</i>	<i>0.00</i>	<i>64.59</i>
	Transfers & Contingencies	7,450,500.00	305,083.33	4,812,378.77	0.00	64.59
20	Expense	10,277,000.00	505,415.78	6,973,937.65	82,598.22	67.86
	Wastewater Reclam.	0.00	278,394.39	2,020,184.87	-82,598.22	0.00
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund balance	410,000.00	0.00	436,465.50	0.00	106.46

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Beginning Fund Balance</i>	410,000.00	0.00	436,465.50	0.00	106.46
	NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	Fund Balance NonDivisional	410,000.00	0.00	436,465.50	0.00	106.46
	<i>Revenue</i>					
30-00-4213	Watershed protection fees	1,548,000.00	131,896.46	1,291,483.75	0.00	83.43
30-00-4215	Penalties & late charges	2,000.00	0.00	-0.67	0.00	-0.03
30-00-4220	System development charges	20,000.00	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	5,000.00	2,485.50	40,378.05	0.00	807.56
30-00-4610	Investment revenue	0.00	206.35	1,510.81	0.00	0.00
30-00-4630	Miscellaneous revenues	1,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,576,000.00</i>	<i>134,588.31</i>	<i>1,333,371.94</i>	<i>0.00</i>	<i>84.60</i>
	NonDivisional	1,576,000.00	134,588.31	1,333,371.94	0.00	84.60
	Revenue Watershed Protection	1,576,000.00	134,588.31	1,333,371.94	0.00	84.60
	<i>Personnel Services</i>					
30-23-5110	Regular employees	94,500.00	7,969.69	49,727.62	0.00	52.62
30-23-5120	Temporary/seasonal employees	2,000.00	0.00	0.00	0.00	0.00
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	Health/dental insurance	8,000.00	2,676.24	13,536.57	0.00	169.21
30-23-5230	Social Security	7,000.00	592.35	3,699.26	0.00	52.85
30-23-5240	Retirement	20,000.00	1,246.47	7,905.60	0.00	39.53
30-23-5250	Trimet/WBF	1,000.00	62.79	389.94	0.00	38.99
30-23-5260	Unemployment	1,000.00	0.00	2,620.30	0.00	262.03
30-23-5270	Workers compensation	1,000.00	0.00	1,618.73	0.00	161.87
30-23-5290	Other employee benefits	1,000.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>136,500.00</i>	<i>12,547.54</i>	<i>79,498.02</i>	<i>0.00</i>	<i>58.24</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	11,634.36	28,866.71	50,340.89	72.17
30-23-6310	Janitorial services	0.00	0.00	-66.78	0.00	0.00
30-23-6340	System maintenance	50,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff training	3,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small tools & equipment	0.00	0.00	1,096.77	0.00	0.00
30-23-6540	Safety supplies	500.00	0.00	0.00	0.00	0.00
30-23-6560	Uniforms	1,500.00	0.00	0.00	0.00	0.00
30-23-6730	Communications	10,000.00	0.00	15,493.61	0.00	154.94
30-23-6780	Taxes, Fees, Permits	0.00	0.00	3,943.00	0.00	0.00
	<i>Materials & Services</i>	<i>105,000.00</i>	<i>11,634.36</i>	<i>49,333.31</i>	<i>50,340.89</i>	<i>46.98</i>
	Watershed Protection	241,500.00	24,181.90	128,831.33	50,340.89	53.35
	Debt Service					
	<i>Materials & Services</i>					
30-24-6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	0.00	100.00
30-24-6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	0.00	99.99
	<i>Materials & Services</i>	<i>62,558.00</i>	<i>0.00</i>	<i>62,557.61</i>	<i>0.00</i>	<i>100.00</i>
	Debt Service	62,558.00	0.00	62,557.61	0.00	100.00
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
30-29-8105	Transfers out to Fund 05	635,000.00	0.00	476,250.03	0.00	75.00
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	416,666.70	0.00	83.33

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-9000	Contingency	546,942.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	1,681,942.00	41,666.67	892,916.73	0.00	53.09
	Transfers & Contingencies	1,681,942.00	41,666.67	892,916.73	0.00	53.09
30	Expense	1,986,000.00	65,848.57	1,084,305.67	50,340.89	54.60
	Watershed Protection	0.00	68,739.74	685,531.77	-50,340.89	0.00
40	WW GO Debt Service NonDivisional					
	Beginning Fund Balance					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	Beginning Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional	333,000.00	0.00	333,918.79	0.00	100.28
	Fund Balance	333,000.00	0.00	333,918.79	0.00	100.28
	NonDivisional					
	Revenue					
40-00-4610	Investment revenue	7,000.00	309.81	2,937.49	0.00	41.96
40-00-4701	Interest Subsidy	111,000.00	0.00	112,385.27	0.00	101.25
	Revenue	118,000.00	309.81	115,322.76	0.00	97.73
	NonDivisional	118,000.00	309.81	115,322.76	0.00	97.73
	Transfers & Contingencies					
	Revenue					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	812,000.00	0.00	812,000.00	0.00	100.00
	Transfers & Contingencies	812,000.00	0.00	812,000.00	0.00	100.00
	Revenue	930,000.00	309.81	927,322.76	0.00	99.71
	Debt Service					
	Materials & Services					
40-24-6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	0.00	100.00
40-24-6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	0.00	100.00
	Materials & Services	638,101.00	0.00	638,100.30	0.00	100.00
	Debt Service	638,101.00	0.00	638,100.30	0.00	100.00
40	Expense	638,101.00	0.00	638,100.30	0.00	100.00
	WW GO Debt Service	624,899.00	309.81	623,141.25	0.00	99.72
50	WW Revenue Bond Debt Service NonDivisional					
	Beginning Fund Balance					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	Beginning Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional	682,000.00	0.00	678,562.56	0.00	99.50
	Fund Balance	682,000.00	0.00	678,562.56	0.00	99.50
	NonDivisional					
	Revenue					
50-00-4610	Investment revenue	16,084.00	339.70	4,689.76	0.00	29.16
	Revenue	16,084.00	339.70	4,689.76	0.00	29.16
	NonDivisional	16,084.00	339.70	4,689.76	0.00	29.16

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	2,871,000.00	0.00	1,425,795.50	0.00	49.66
	<i>Revenue</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>1,425,795.50</i>	<i>0.00</i>	<i>49.66</i>
	Transfers & Contingencies	2,871,000.00	0.00	1,425,795.50	0.00	49.66
	<i>Revenue</i>	2,887,084.00	339.70	1,430,485.26	0.00	49.55
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	0.00	100.00
50-24-6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	0.00	100.00
50-24-6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	0.00	50.00
	<i>Materials & Services</i>	<i>2,969,084.00</i>	<i>0.00</i>	<i>1,425,795.50</i>	<i>0.00</i>	<i>48.02</i>
	Debt Service	2,969,084.00	0.00	1,425,795.50	0.00	48.02
50	Expense	2,969,084.00	0.00	1,425,795.50	0.00	48.02
	WW Revenue Bond Debt Service	600,000.00	339.70	683,252.32	0.00	113.88
71	Drinking Water Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	<i>Beginning Fund Balance</i>	<i>3,942,000.00</i>	<i>0.00</i>	<i>4,229,831.51</i>	<i>0.00</i>	<i>107.30</i>
	NonDivisional	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	Fund Balance	3,942,000.00	0.00	4,229,831.51	0.00	107.30
	NonDivisional					
	<i>Revenue</i>					
71-00-4610	Investment revenue	50,000.00	2,206.16	29,832.81	0.00	59.67
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,206.16</i>	<i>29,832.81</i>	<i>0.00</i>	<i>59.67</i>
	NonDivisional	50,000.00	2,206.16	29,832.81	0.00	59.67
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	416,666.70	0.00	83.33
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>416,666.70</i>	<i>0.00</i>	<i>83.33</i>
	Transfers & Contingencies	500,000.00	41,666.67	416,666.70	0.00	83.33
	<i>Revenue</i>	550,000.00	43,872.83	446,499.51	0.00	81.18
	Drinking Water Capital Outlay					
	<i>Vehicles</i>					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement Projects	1,480,000.00	10,262.50	154,316.77	229,335.86	10.43
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>10,262.50</i>	<i>154,316.77</i>	<i>229,335.86</i>	<i>10.19</i>
	Drinking Water	1,515,000.00	10,262.50	154,316.77	229,335.86	10.19
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	2,977,000.00	0.00	0.00	0.00	0.00
71	Expense	4,492,000.00	10,262.50	154,316.77	229,335.86	3.44
	Drinking Water Capital	0.00	33,610.33	4,522,014.25	-229,335.86	0.00
72	Wastewater Reclamation Capital NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<i>Beginning Fund Balance</i>	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	Fund Balance	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	NonDivisional Revenue					
72-00-4610	Investment revenue	75,000.00	2,483.93	36,575.30	0.00	48.77
	<i>Revenue</i>	75,000.00	2,483.93	36,575.30	0.00	48.77
	NonDivisional	75,000.00	2,483.93	36,575.30	0.00	48.77
	Transfers & Contingencies Revenue					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	833,333.30	0.00	83.33
	<i>Revenue</i>	1,000,000.00	83,333.33	833,333.30	0.00	83.33
	Transfers & Contingencies	1,000,000.00	83,333.33	833,333.30	0.00	83.33
	Revenue	1,075,000.00	85,817.26	869,908.60	0.00	80.92
	Wastewater-Plant Capital Outlay					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	27,118.88	70,982.07	0.00	70.98
72-21-7540	Vehicles	20,000.00	0.00	19,706.90	0.00	98.53
72-21-7600	Capital Improvement Projects	2,330,000.00	119,912.63	1,004,910.28	205,131.55	43.13
	<i>Capital Outlay</i>	2,450,000.00	147,031.51	1,100,839.25	205,131.55	44.93
	Wastewater-Plant	2,450,000.00	147,031.51	1,100,839.25	205,131.55	44.93
	Wastewater-Collections Capital Outlay					
72-22-7520	Equipment	0.00	5,910.80	11,875.60	0.00	0.00
	<i>Capital Outlay</i>	0.00	5,910.80	11,875.60	0.00	0.00
	Wastewater-Collections	0.00	5,910.80	11,875.60	0.00	0.00
	Transfers & Contingencies Transfers & Contingencies					
72-29-9000	Contingency	3,230,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	3,230,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	3,230,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
72	Expense	5,680,000.00	152,942.31	1,112,714.85	205,131.55	19.59
	Wastewater	0.00	-67,125.05	5,009,817.89	-205,131.55	0.00
	Reclamation Capital					
73	Watershed Protection					
	Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	<i>Beginning Fund Balance</i>	<i>1,481,000.00</i>	<i>0.00</i>	<i>1,177,314.89</i>	<i>0.00</i>	<i>79.49</i>
	NonDivisional	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	Fund Balance	1,481,000.00	0.00	1,177,314.89	0.00	79.49
	NonDivisional					
	<i>Revenue</i>					
73-00-4610	Investment revenue	40,000.00	753.26	9,734.72	0.00	24.34
	<i>Revenue</i>	<i>40,000.00</i>	<i>753.26</i>	<i>9,734.72</i>	<i>0.00</i>	<i>24.34</i>
	NonDivisional	40,000.00	753.26	9,734.72	0.00	24.34
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.67	416,666.70	0.00	83.33
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>416,666.70</i>	<i>0.00</i>	<i>83.33</i>
	Transfers & Contingencies	500,000.00	41,666.67	416,666.70	0.00	83.33
	Revenue	540,000.00	42,419.93	426,401.42	0.00	78.96
	Watershed Protection					
	<i>Capital Outlay</i>					
73-23-7540	Vehicles	0.00	0.00	3,429.61	0.00	0.00
73-23-7600	Capital Improvement Projects	465,000.00	0.00	1,869.50	0.00	0.40
	<i>Capital Outlay</i>	<i>465,000.00</i>	<i>0.00</i>	<i>5,299.11</i>	<i>0.00</i>	<i>1.14</i>
	Watershed Protection	465,000.00	0.00	5,299.11	0.00	1.14
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
73-29-9000	Contingency	1,556,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,556,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	1,556,000.00	0.00	0.00	0.00	0.00
73	Expense	2,021,000.00	0.00	5,299.11	0.00	0.26
	Watershed Protection	0.00	42,419.93	1,598,417.20	0.00	0.00
	Capital					
Revenue Total		25,049,084.00	1,812,802.25	20,467,408.25	0.00	0.8171
Expense Total		38,971,185.00	1,478,618.72	18,820,210.05	865,543.27	0.4829

General Ledger
Account Roll up



User: Gail
Printed: 5/11/2021 3:44:27 PM
Period 10 - 10
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	0.00	22,364.00	69.89
4211	Water sales	4,038,000.00	303,703.57	3,381,706.16	83.75
4212	Wastewater Charges	8,270,000.00	769,030.98	6,864,145.32	83.00
4213	Watershed protection fees	1,548,000.00	131,896.46	1,291,483.75	83.43
4215	Penalties & late charges	32,000.00	25.00	39.14	0.12
4220	System development charges	245,000.00	25,301.20	620,009.00	253.06
4230	Contract services	40,000.00	4,000.00	45,400.00	113.50
4240	Service installations	20,000.00	1,094.00	34,428.82	172.14
4280	Rents & leases	200,000.00	11,937.78	146,308.89	73.15
4290	Other charges for services	25,000.00	5,591.00	80,122.89	320.49
4320	State grants	0.00	0.00	16,835.77	0.00
4610	Investment revenue	203,084.00	6,847.65	93,718.24	46.15
4630	Miscellaneous revenues	33,000.00	5,957.94	46,498.80	140.91
4701	Interest Subsidy	111,000.00	0.00	112,385.27	101.25
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	2,006,666.70	83.33
4920	Transfer in from Fund 20	6,709,000.00	252,166.66	4,759,462.10	70.94
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	945,833.40	83.33
Revenue	Revenue	25,049,084.00	1,812,802.25	20,467,408.25	81.71
Expense	Expense				
5110	Regular employees	3,166,000.00	252,675.45	2,465,537.99	77.88
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	4,739.25	99,258.43	92.76
5210	Employee Ins	690,000.00	44,785.29	481,566.72	69.79
5230	Social Security	240,000.00	19,402.61	189,929.10	79.14
5240	Retirement	616,000.00	39,785.14	456,230.73	74.06
5250	Trimet	23,000.00	2,038.68	20,010.37	87.00
5260	Unemployment	29,000.00	0.00	12,340.30	42.55
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	118.05	4,458.54	15.37
6110	Legal services	375,000.00	3,453.50	128,244.00	34.20
6120	Accounting & audit services	45,000.00	0.00	68,734.45	152.74
6155	Contracted Services	747,000.00	41,531.95	311,262.82	41.67
6175	Records Management	5,000.00	364.50	4,284.28	85.69
6180	Dues & subscriptions	52,000.00	1,458.75	34,384.64	66.12
6220	Electricity	296,000.00	29,119.91	256,845.24	86.77
6230	Telephone	57,000.00	7,232.18	43,350.03	76.05
6240	Natual gas	5,000.00	690.90	6,029.57	120.59
6250	Solid waste disposal	81,000.00	2,502.66	26,932.51	33.25
6290	Other utilities	21,000.00	431.65	20,526.46	97.75
6310	Janitorial services	35,000.00	2,048.49	17,910.56	51.17
6320	Buildings & grounds	81,000.00	7,623.66	76,298.08	94.20
6330	Vehicle & equipment maint.	50,000.00	724.16	33,309.01	66.62
6340	Distribution system maint	250,000.00	11,290.07	173,983.94	69.59
6342	Collection system maint.	320,000.00	4,943.73	186,619.92	58.32
6350	Computer maintenance	237,000.00	24,813.48	201,435.17	84.99
6390	Other repairs & maintenance	40,000.00	1,347.49	26,970.34	67.43
6410	Mileage	6,000.00	0.00	25.20	0.42
6420	Staff training	80,000.00	4,805.00	13,243.44	16.55
6430	Certifications	7,000.00	515.00	1,977.00	28.24
6440	Board travel & training	7,000.00	0.00	-352.36	-5.03
6510	Office supplies	29,000.00	550.58	18,040.43	62.21

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	2,160.17	28,109.26	39.59
6525	Chemicals	26,000.00	5,170.46	25,500.76	98.08
6530	Small tools & equipment	46,000.00	6,940.40	19,918.21	43.30
6540	Safety supplies	48,500.00	2,783.18	27,819.51	57.36
6550	Operational Supplies	21,000.00	3,592.01	13,353.41	63.59
6560	Uniforms	22,000.00	3,648.54	27,301.55	124.10
6590	Other supplies	10,000.00	706.22	3,705.69	37.06
6610	Board compensation	2,500.00	0.00	0.00	0.00
6620	Election Costs	5,000.00	0.00	0.00	0.00
6710	Purchased water	1,084,000.00	145,890.14	909,248.36	83.88
6715	Water quality program	5,000.00	0.00	11,467.89	229.36
6720	Insurance	240,000.00	83,056.00	231,292.00	96.37
6730	Communications	167,000.00	1,037.74	25,230.05	15.11
6740	Advertising	6,000.00	0.00	3,992.51	66.54
6750	Other purchased services	15,000.00	1,738.11	4,980.02	33.20
6760	Equipment Rental	4,500.00	147.84	3,446.57	76.59
6770	Bank charges	125,000.00	182.00	113,067.41	90.45
6780	Taxes & fees	21,000.00	56.50	64,568.45	307.47
6785	ECAP Payments	97,000.00	2,260.30	14,373.68	14.82
6810	2010 SRF Loan Principal	910,550.00	0.00	910,550.00	100.00
6811	2010 IFA Loan Principal	375,273.00	0.00	375,273.00	100.00
6813	JPM Bank Loan Principal	1,356,000.00	0.00	0.00	0.00
6814	Principal Payment-KS Statebank	54,233.00	0.00	54,233.33	100.00
6815	Zions Bank loan-principal	179,000.00	0.00	179,000.00	100.00
6820	2010 SRF Loan Interest	327,958.00	0.00	327,958.00	100.00
6822	2010 IFA Loan Interest	262,828.00	0.00	262,827.30	100.00
6823	JPM Bank Loan Interest	374,576.00	0.00	187,287.50	50.00
6824	Interest Paid-KS Statebank	8,325.00	0.00	8,324.28	99.99
6825	Zions Bank loan-interest	30,801.00	0.00	30,800.50	100.00
6900	Miscellaneous expense	4,000.00	0.00	369.88	9.25
6990	Special Payments	552,000.00	0.00	552,000.00	100.00
7300	Buildings & improvements	0.00	0.00	5,240.00	0.00
7520	Equipment	100,000.00	33,029.68	82,857.67	82.86
7540	Vehicles	55,000.00	0.00	23,136.51	42.07
7600	Capital Improvement Projects	4,275,000.00	130,175.13	1,161,096.55	27.16
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	3,807,500.00	83.33
8140	Transfers out - Fund 40	812,000.00	0.00	812,000.00	100.00
8150	Transfers out - Fund 50	2,871,000.00	0.00	1,425,795.50	49.66
8171	Transfers out - Fund 71	500,000.00	41,666.67	416,666.70	83.33
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	833,333.30	83.33
8173	Transfers out - Fund 73	500,000.00	41,666.67	416,666.70	83.33
9000	Contingency	10,034,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,478,983.22	18,824,494.33	48.29
Grand Total		-13,932,101.00	333,819.03	1,642,913.92	-0.1179
Fund Balance Total		0.00	0.00	0.00	0
Revenue Total		25,049,084.00	1,812,802.25	20,467,408.25	0.8171
Expense Total		38,981,185.00	1,478,983.22	18,824,494.33	0.4829



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	4b
Date	May 18, 2021

Summary of Minutes for Approval

- April 14, 2021 Special Meeting Minutes
- April 18, 2021 Regular Meeting Minutes



**BOARD OF DIRECTORS
[REMOTE] SPECIAL MEETING MINUTES – 2:00 P.M.
April 14, 2021**

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Gail Stevens	Finance Director
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Laural Casey	District Recorder

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Pat McCormick	AM:PM PR

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 2:04 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members and staff.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Recess to Executive Session

President Gornick recessed to Executive Session at 2:10 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

The Board heard a presentation by the District's legal counsel. Directors engaged in a discussion with District legal counsel regarding the presentation.

No decisions were made in Executive Session.

4. Adjourn Executive Session

President Gornick adjourned the Executive Session at 3:56 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

Treasurer Knudson summarized Board efforts to provide reliable water service at reasonable rates, protect the customer's investments in infrastructure, provide certainty in long term planning, and address issues like climate change and environmental protection. He stated that becoming an Authority would provide those benefits and security for the customers. He moved for the Board to begin formally advocating for transition from the District to an Authority, utilizing staff to coordinate meetings with other local governments and finalize messaging, and that assignments be made to include staff and Board members to represent the District during meetings. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote for a motion to direct staff to begin the process of formally exploring the transition from a special district to an authority. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

General Manager Chaplen requested a designated Board Sub-Committee. Director Williams moved the Board Sub-Committee for Transition to an Authority include Director Keil and Treasurer Knudson. Secretary/Vice President Van Loo seconded.

President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

5. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed there were none.

6. Adjourn Meeting

President Gornick adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Date: _____

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
April 20, 2021**

Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Lara Christensen	Water Quality Coordinator

Consultants & Presenters – Present via Zoom:

Laura Westmeyer	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Julie Baweja	Ecology in Classrooms and Outdoors
Sarah Woods	Ecology in Classrooms and Outdoors
Alexandra Gordon	Ecology in Classrooms and Outdoors

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 6:00 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there was one.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Thelma Haggemiller identified herself but had no comment.

Finance Director Stevens spoke to the written comment in relation to the Emergency Customer Assistance Program (ECAP). The Board discussed the program as it was originally created and how it may be modified now to better serve the customers in need.

Director Keil moved to direct the General Manager and Finance Director to provide flexibility in awarding additional assistance from the ECAP, particularly for businesses but also for residential accounts, to make decisions and report back. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

3. Consent Agenda

Secretary/Vice President Van Loo and Director Keil asked questions related to the Monthly Financial Report.

Director Williams identified a scrivener's error in the March 16, 2021 meeting minutes. District Recorder Casey noted the change.

Treasurer Knudson moved to approve the Consent Agenda with the amendment to the March 16, 2021 meeting minutes. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee member Jane Civiletti provided a brief update on OLGP's work.

5. Presentation of the Ecology in Classrooms & Outdoors Annual Update

Ecology in Classrooms and Outdoors (ECO) representatives, Sarah Woods, Julie Baweja, and

Alexandra Gordon, shared a presentation highlighting ECO's outreach area, impacts of their partnership with the District, the purpose and mission of their program, and the community needs being met by the program.

The Board thanked ECO for their presentation and applauded their creativity and professionalism.

6. Consideration of Cooperative Public Agencies of Washington County (CPAWC) Intergovernmental Agreement

General Manager Chaplen presented the intergovernmental agreement and the opportunities a resource sharing partnership would provide the District.

The Board asked clarifying questions related to annual dues, special assessments, and member organizations.

Director Williams moved to authorize the General Manager to sign the intergovernmental agreement with the Cooperative Public Agencies of Washington County, not to exceed dues of three hundred dollars per year. Secretary/Vice President Van Loo seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

7. Consideration of Sewer Pump Station 5 Rebuild Construction Contract

Water Services Engineer Ogbeide overviewed the sewer pump station rebuild project, highlighting the design phase, special permit needs, and the bid process.

The Board asked questions related to project specifications, generator placement and sound proofing, and community outreach.

Treasurer Knudson moved to approve the General Manager to negotiate and sign an Encroachment Permit with Clackamas County and sign a Public Improvement Contract with Fackler Construction, Inc. for the reconstruction work of the Sewer Pump Station 5 Rebuild Project in an amount not to exceed \$691,048. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Treasurer Knudson; Directors Keil and Williams. Voting Nay: Secretary/Vice Van Loo.

MOTION CARRIED

8. Consideration of Merina + Co. Contract for Financial Services

Finance Director Stevens overviewed the contract for financial services.

Secretary/Vice President Van Loo and Director Keil asked questions related to current Finance department staff vacancies, the contract's scope of work.

Director Keil moved to approve the contract with Merina + Co to not exceed \$50,000. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

9. Consideration of Resolution No 2021-03 Approving Budget Transfer for the FY 2021 Adopted Budget

Finance Director Stevens overviewed the Resolution and explained the parameters of the budget transfer.

Director Keil identified a scrivener's error in the Resolution.

Treasurer Knudson moved to adopt Resolution No. 2021-03 amending FY 2020-21 Budget with the minor correction. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

10. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were none.

11. Departments Reports

- **Human Resources**

Human Resources/Payroll Manager Binkowski-Burk overviewed the Human Resources Department Report highlighting staff COVID vaccinations, insurance projections, and active recruitments. District Recorder Casey provided an update on the Records Management Program.

Treasurer Knudson requested the District send an appreciation letter to the City of Lake Oswego.

- **Finance**

Finance Director Stevens overviewed the Finance Department Report highlighting delinquent accounts, collections rate, and increased non-revenue water. She shared a supplemental item related to emergency relief funds.

- **Technical Services**

District Engineer Rice overviewed the Technical Services Department Report and shared information about an ODOT sidewalks project.

Director Keil asked for more social media metrics in the Department Report.

- **Field Operations**

Field Operations Supervisor Lyon overviewed the Field Operations Department Report highlighting additional ODOT projects, and the Risk Assessment completed on the District's reservoir sites after the recent ice storm.

- **Plant Operations**

Plant Operations Superintendent Mendenhall overviewed the Plant Operations Department Report and graphs highlighting permitting and pump station work.

12. Business from the Board

Director Keil reported on presentation materials from the North Clackamas Chamber (NCC).

Director Williams reported on the Clackamas River Water Board meeting.

Secretary/Vice President Van Loo reported on a NCC presentation regarding the proposed Metro transfer station.

Treasurer Knudson reported on the Oak Grove Community Council meeting, a presentation given by Dave Hunt, and the Regional Water Providers Consortium meeting.

President Gornick reported on the Sunrise Water Authority meeting and North Clackamas County Water Commission meeting.

13. Adjourn Meeting

President Gornick adjourned the meeting at 8:55 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____

Date: _____



AGENDA ITEM

Title	Public Hearing for FY 2021-22 Budget
Item No.	5
Date	May 18, 2021

Summary

Members of the public are invited to comment or provide testimony related to the Budget for FY 2021-22.

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.



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Consideration of Resolution No. 2021-04 Adopting the Fiscal Year 2021-22 Budget
Item No.	6
Date	May 18, 2021

Summary

Oregon Revised Statutes (ORS) Chapter 294 requires the District to develop and adopt a budget prior to the end of the current fiscal year. ORS Chapter 294 prescribes the requirements for budget development and adoption including publication and notice requirements.

Background

The Oak Lodge Water Services District Budget Committee met in April to discuss the fiscal year 2021-2022 proposed budget. The Budget Committee unanimously approved the budget as proposed on April 29, 2021.

Recommendation

It is recommended the Board approve Resolution No. 2021-04 Adopting the Fiscal Year 2021-2022 Budget.

Suggested Board Motion

"I move to adopt Resolution No. 2021-04 adopting the fiscal year 2021-2022 Approved Budget and making appropriations."

Attachments

1. Resolution No. 2021-04
2. Approved Budget for Fiscal Year 2021-2022

OAK LODGE WATER SERVICES DISTRICT

RESOLUTION NO. 2021-04

A RESOLUTION ADOPTING THE OAK LODGE WATER SERVICES DISTRICT BUDGET FOR FISCAL YEAR 2021-22 AND MAKING APPROPRIATIONS.

WHEREAS, under the direction of the duly appointed Budget Officer for the Oak Lodge Water Services District (the “District”), a budget for fiscal year 2021-22 was prepared for the District’s annual fiscal year commencing July 1, 2021; and

WHEREAS, the District Budget Committee held public meetings on April 13, 2021, April 15, 2021, April 22, 2021, April 27, 2021, and April 29, 2021, whereby the Budget Committee invited public comment, deliberated, and approved the budget; and

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

WHEREAS, pursuant to ORS 294.456, the District Board of Directors desires to adopt the budget and make appropriations for fiscal year 2021-22 before the close of the current fiscal year to provide for ongoing District operations.

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

Section 1. The budget for the Oak Lodge Water Services District for the fiscal year beginning July 1, 2021 and ending June 30, 2022 as approved by the Budget Committee is hereby adopted in the total amount of \$40,551,900. This budget is currently on file at the District Administration Building and is available online on the District’s website.

Section 2. The amounts set forth in Exhibit A, attached hereto and incorporated herein by this reference, are appropriated for the purposes stated for the fiscal year beginning July 1, 2021.

INTRODUCED AND ADOPTED THIS 18th DAY OF MAY 2021.

OAK LODGE WATER SERVICES DISTRICT

By _____
Paul Gornick, President

By _____
Ginny Van Loo, Secretary/Vice President



Approved Budget

2021-2022

OAK  **LODGE**
WATER SERVICES

14496 SE River Road, Oak Grove, Oregon 97267
(503) 654-7765
@OakLodgeWater
oaklodgewaterservices.org

May 18, 2021



About the District

The Oak Lodge Water Services District (District) is committed to creating a clean water environment and a healthy community. The District provides reliable drinking water, sanitary sewer, and watershed protection services to nearly 29,000 people in Oak Grove, Jennings Lodge, and portions of Milwaukie and Gladstone.

Drinking Water Services

The District provides customers safe, reliable drinking water from the Clackamas River. Customer rates fund essential services, including purchasing clean water and maintaining daily operations, and investments in infrastructure.

Sanitary Sewer Services

The District collects wastewater from homes and businesses so the water can be cleaned and safely returned to the Willamette River. Customer rates fund essential services, including wastewater treatment, maintaining daily operation, and investments in treatment plant and infrastructure.

Watershed Protection Services

The District helps protect the environment by monitoring water quality in local waterways and helping to keep the Clackamas County-owned stormwater system clean. Customer rates fund watershed protection activities necessary to comply with state and federal water quality permit requirements.

Boardman Wetlands

The new park and trail in Jennings Lodge was completed in 2020 and is featured on the cover page of the Budget. This 5.8-acre nature park and restored wetlands features a play area, a scenic boardwalk trail loop, and outdoor educational areas. This was a result of a partnership between the District and the North Clackamas Parks & Recreation District. The park provides recreational activities for all ages, opportunities to connect with nature, and access to observe the diverse ecology of wetland habitats.



**FISCAL YEAR 2021-2022
PROPOSED BUDGET**

BUDGET COMMITTEE

APPOINTED OFFICIALS

Amanda Gresen, Committee Chair
Robert Weber, Vice-Chair/Secretary
Ann-Marie Cordova, Committee Member
Ron Weigel, Committee Member
Jim Martin, Committee Member

ELECTED BOARD OF DIRECTORS

Paul Gornick, President
Ginny Van Loo, Vice President/Secretary
Mark Knudson, Treasurer
Susan Keil, Director
Kevin Williams, Director

BUDGET OFFICER

Gail Stevens, Finance Director



**FISCAL YEAR 2021-2022
APPROVED BUDGET**

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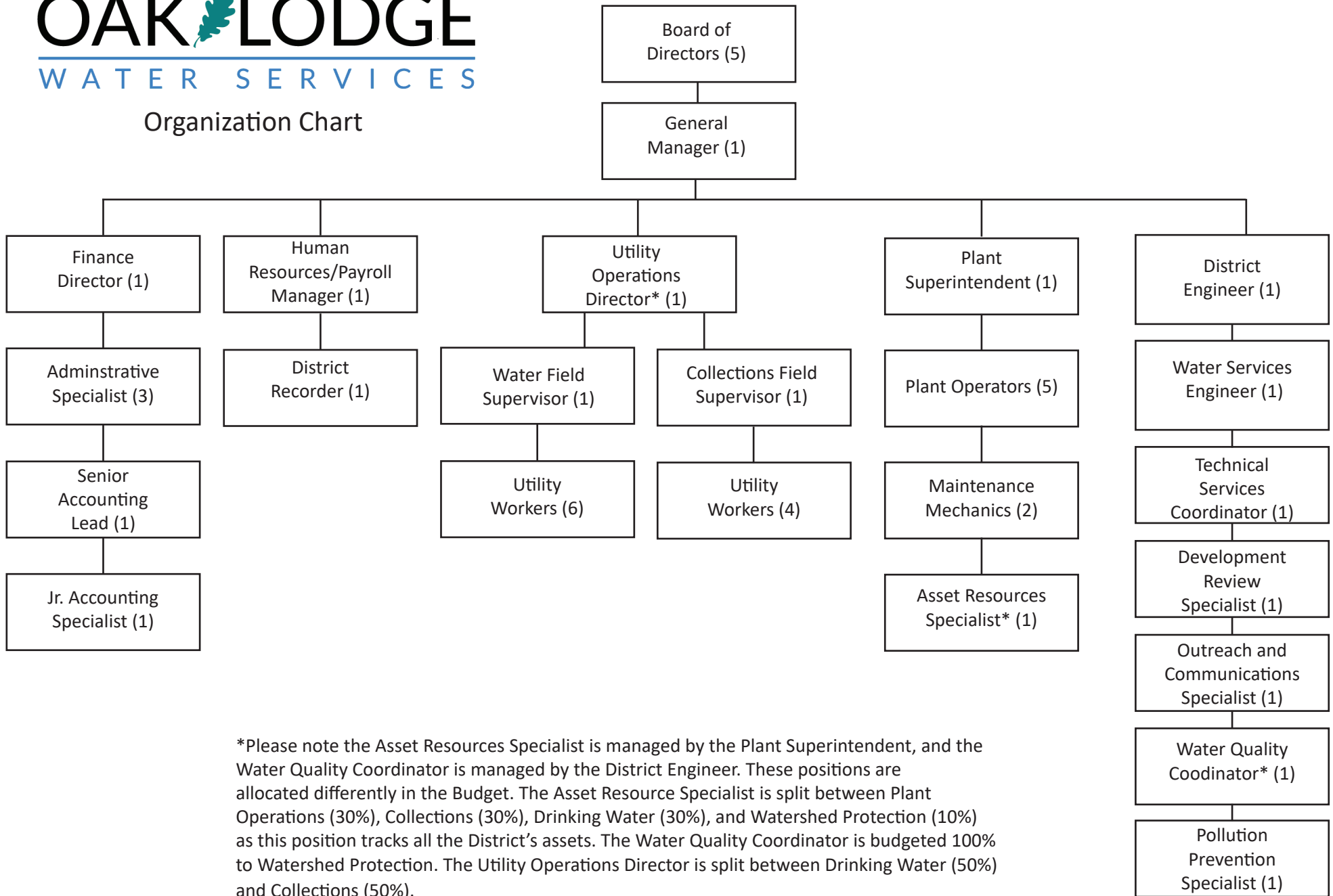


2021/2022 FISCAL YEAR BUDGET CALENDAR

Tuesday, April 13, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Orientation• Budget Message• Administrative Tasks
Thursday, April 15, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Presentation of Budget
Thursday, April 22, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Presentation of Capital Improvement Plan
Tuesday, April 27, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Public Hearing & Committee Deliberation
Thursday, April 29, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Committee Deliberation
Tuesday, May 4, 2021	Budget Committee Meeting <ul style="list-style-type: none">• Committee Deliberation (as needed)
Tuesday, May 18, 2021	Regular Board of Directors Meeting <ul style="list-style-type: none">• Budget Adoption

To mitigate the spread of COVID-19, all meetings will be held remotely beginning at 6:00 p.m. unless otherwise stated.

Organization Chart



*Please note the Asset Resources Specialist is managed by the Plant Superintendent, and the Water Quality Coordinator is managed by the District Engineer. These positions are allocated differently in the Budget. The Asset Resource Specialist is split between Plant Operations (30%), Collections (30%), Drinking Water (30%), and Watershed Protection (10%) as this position tracks all the District's assets. The Water Quality Coordinator is budgeted 100% to Watershed Protection. The Utility Operations Director is split between Drinking Water (50%) and Collections (50%).



BUDGET MESSAGE

Members of the Oak Lodge Water Services District Board, Citizen Members of the Budget Committee, and Residents of our District---submitted for your information is the 2021-2022 Budget. The following pages highlight aspects of the District's Budget based on the current status and as influenced by prior periods as well as our vision of the coming year and beyond.

STATE OF THE STATE

Four times a year (in March, June, September, and December) the Oregon Economic and Revenue Forecast is released. The Oregon economic forecast is published by the Department of Administrative Services to provide information to planners and policy makers in state agencies and private organizations for use in their decision-making processes. It is the basis for much of the budgeting in Oregon state government. In the March 2021 Oregon Economic and Revenue Forecast Report, it states on page one:

“The economy is emerging from a dark winter. The resurgent virus of a few months ago is in full retreat. The outlook brightens with every inoculation. The stage is set for stronger economic growth this year and next than the U.S. has experienced in decades, possibly generations. The combination of increased vaccinations, large and swift federal policy responses, and a more resilient underlying economy, results in a cycle unlike anything experienced before.

Most encouraging is that the amount of economic scarring to date in terms of business closures and permanent layoffs is much better than first feared. Total personal income is higher today than it was prior to the pandemic, despite Oregon having 160,000 fewer jobs. Households, particularly those in the middle and upper parts of the income distribution have built up considerable amounts of savings. As the pandemic continues to wane, pent-up demand will be unleashed, fueling growth in the months ahead. The shift in spending out of physical goods and back into labor-intensive, in-person consumer services will raise employment significantly. While the labor market remains in a deep hole today, a bit more than half of those lost jobs will be regained this year. The rest will be regained next year. Oregon's economy will return to full employment by early 2023, or 6-9 months sooner than expected in previous forecasts.

Although many are suffering, aggregate income has risen sharply during the recession. As an income tax state, Oregon's primary revenue instruments have followed suit. The General Fund revenue outlook has brightened accordingly. Immediately following the start of the pandemic, the revenue outlook was revised down by around \$2 billion. As of the current forecast, this hole has completely been filled. The new outlook calls for a bit more revenue than was expected before the recession began.

Many factors are playing into the unexpectedly strong revenue collections, but two reasons stand out. First, the unprecedented amount of federal aid has translated into around \$1.5 billion in additional tax liability. Second, unlike previous recessions, asset markets have continued to gain value and corporate income has held steady.”

STATE OF THE DISTRICT

The past year has been unique in terms of the sheer number of different natural disasters experienced by the District and the District’s customers. There has been plague, fire, high winds, storms, and ice leading to more people working from home, unhealthy levels of smoke, downed trees, electrical outages, and high-water issues. Throughout them all Oak Lodge Water Services District (OLWSD) continued to deliver services day in, day out meeting the District Commitments:

Our Commitments

-  Protect public health
-  Provide excellent customer service
-  Make smart investments and keep rates affordable
-  Keep our streams and rivers clean

The District is positioned to address any further challenges head on in the coming year and take full advantage of opportunities for customers, team members, and the community. The proposed budget for fiscal year 2021-22 is an illustration of that position and the District’s commitment to success.

Since the beginning, the District has implemented the Board of Director’s goals and adjusted to priorities dictated by changes in the business environment and the local and national economies. The District provides a high level of service to customers in the form of water quality, reliable wastewater collection and treatment, watershed protection, and exceptional customer service. While faced with the recent and unprecedented reality of COVID-19, the District has continued to meet the needs and wants of customers and protect District team members. The District would not have been able to continue to deliver services in the midst of the variety of natural disasters without the flexibility and

creativity of each one of the District's team members and the historical investments made to strengthen the resiliency of the utility infrastructure owned by the District's customers. It is this pattern of thoughtful, comprehensive planning and prudent investment by the Budget Committee and the Board which will position the District in good stead for a future of continued reliable service delivery as desired and expected by District customers.

THE 2021-2022 BUDGET

The 2021-22 Budget reflects the current policy direction of the District's Board of Directors. That direction is clear in providing high-quality, reliable service at a reasonable cost to rate payers. The Budget reflects a stable level of service in the coming fiscal year without significant changes in operations. The District's capital plans and initiatives drive spending in each of the next few years (see the Capital Improvement Plan section of the Budget) as the District continues to address the needs of an aging collections and distribution infrastructure. Personnel services and materials and services costs are experiencing modest increases due to the impact of COVID-19 on the supply chain and cost-of-living adjustment (COLA) increases approved as part of the current collective bargaining agreement.

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

SUMMARY OVERVIEW

This Budget has had extensive analysis and scrutiny and will continue to position the District as a solid, forward-thinking, fiscally responsible organization in service to District customers. The following summary highlights specific items contained in the 2021-2022 budget, and estimated effects on rates.

Financial Policies

The District's suite of financial policies approved by the Board have been applied to the 2021-22 budget. The District places emphasis on maintenance of appropriate fund balances and reserves in operating funds (Administrative Services, Drinking Water, Wastewater, and Watershed Protection Funds). Operating funds have budgeted contingencies for unexpected and unknown items, as well as transfers to cover debt service, and to capital funds for current and future construction, major maintenance, or replacement of infrastructure. While the District does not budget for full cost recovery related to depreciation of District assets, the Budget has provided for consideration of vehicles and equipment replacement in future years.

When considering the overall resources of the District, fund balances and reserves combine to provide one leg of a three-legged approach, with the other two legs being rates and financing. When managed together, they provide a stable strategy for operations and the acquisition and replacement of capital assets. The District is now actively working toward managing of fund balances and reserves to provide a smoothing of rate impacts for customers and a proactive, thoughtful approach to managing the District's systems.

Personnel Services Estimates

The District completed negotiations with the AFSCME bargaining unit representing the administrative and operations team members and a new three-year contract began July 1, 2020. The budget for the 2021-22 fiscal year does reflect the COLAs for both last year at 2.2% and 1.6% this year, which was not included in the prior year's costs.

The rates identified in this budget for the Public Employees Retirement System (PERS) are lower than anticipated. During the 2019-20 and 2020-21 fiscal years the District made a lump sum contribution of \$300,000 and \$552,000 respectively to "buy down" unfunded actuarial liability. The 2021-22 Budget includes an additional \$550,000 contribution to PERS for the same purpose. To date with these contributions the District has offset increases of PERS rates by a combination of two reductions, 0.72% and 1.29%, equally applied to Tier 1, Tier 2 and OPSRP rates. Continued contributions is a key strategy and is in the best financial interest of the District over the long run.

Consolidation of Buildings

The District's fiscal year 2021-22 budget defers consolidation of the District's facilities. If opportunities present which might be explored, discussion will be raised with the Facilities Sub-Committee and the Board of Directors.

Capital Planning

The fiscal year 2021-22 budget continues with a long-term capital plan for each of the water, wastewater, and watershed protection utilities. The Water System Master Plan was completed in the fall of 2020 and has provided for the anticipated level of capital necessary to meet that plan's requirements. The District began work on the Sanitary System Master Plan in the 2020-2021 fiscal year. That work will update capital plans in the wastewater collections system and plant and is anticipated to be completed by June 30, 2022. The fiscal year 2021-22 Budget includes funding for capital projects related to projects identified in the Water System Master Plan, the wastewater collections system and treatment plant, pending completion of master planning, and for watershed protection infrastructure. Details of these projects can be found in the Capital Improvement Plan section of this Budget.

Capital expenditures are made from the capital funds. Resources to the capital funds are in the form of transfers from the respective operating funds (i.e. Drinking Water Fund to Water Capital Fund). Transfers are in turn funded through rates. Looking forward in the

capital plans of the District, there may be opportunities to employ other financing strategies in the form of debt financing or partnerships with other governmental entities to accomplish specific capital projects.

Rate Impacts

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

Stable, predictable rates are preferred by customers and promote the growth of the local economy. The fiscal year 2021-22 Budget incorporates anticipated rate increases in the three operating funds:

- Drinking Water with a 1.5% increase, an average of \$0.39 per month
- Wastewater with a 1.5% increase, an average of \$0.78 per month
- Watershed Protection with a 1.5% increase, an average of \$0.14 per month

For illustration purposes, the District identifies an “average residential customer” as a single-family residence with a 5/8-inch meter and average water consumption for a one-month billing period of six (6) CCF. As a result of the proposed rates, the average estimated monthly bill for this average residential customer will increase a total of 1.5% or \$1.31 to \$89.95 from the current \$88.64.

BUDGET ASSUMPTIONS

The 2021-2022 adopted Budget incorporates the following assumptions:

Revenue Assumptions

- Increase in rates for Water, Wastewater and Watershed utilities.
- Maintained conservative base units for revenue forecasting.
- Non-payment of bills by customers at 2% (based on history).

Expenditure Assumptions

- Medical and Dental estimates an increase in rates of 10.0%.
- PERS employer contribution rate for fiscal 2021-22 is lower than anticipated due to the continued contribution to PERS Side Accounts.
- Step increases for eligible employees.
- Prior year’s 2.2% and current year’s 1.6% cost of living (COLA) adjustment.
- Continued funding of customer assistance programs.

Overall Strategies for the 2021-2022 Budget and Beyond

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

CONCLUDING THOUGHTS

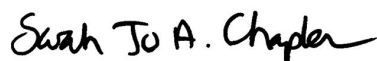
The District's financial status is strong and is projected to continue along this path as the District continues the focus on long-range planning and building a strong asset management program for all the infrastructure and equipment needed to deliver services. It is anticipated the Sanitary Sewer Master Plan will be completed by June 30, 2022.

The District's services are delivered 24 hours a day. The District strives to do this with an emphasis on cost-effective operations balancing both the near and far term maintenance, replacement, redundancy, and expansion needs of the utility infrastructure owned by all the District's customers.

ACKNOWLEDGEMENTS

This Budget was developed by the District's Management Team with assistance from District staff. The members of the Management Team come from various backgrounds and perspectives to represent the interests of the District. We want to acknowledge their hard-work, efforts, and engagement and extend the District's appreciation. We also want to thank the Board and the Budget Committee for their work in ensuring the District's Budget addresses what is needed for service delivery to customers now and into the future.

Like other local governments, the District will need to continue to be nimble, able to respond to changes resulting from the pandemic for our customers or changing requirements from State or Federal regulators. The District needs to be able to consistently deliver services - services that are key to our customers' health, every day without any interruption. Customers depend upon the District. We hereby respectfully submit the OLWSD District Proposed Budget for Fiscal Year 2021-2022.



Sarah Jo Chaplen
General Manager



Gail Stevens
Finance Director and Budget Officer

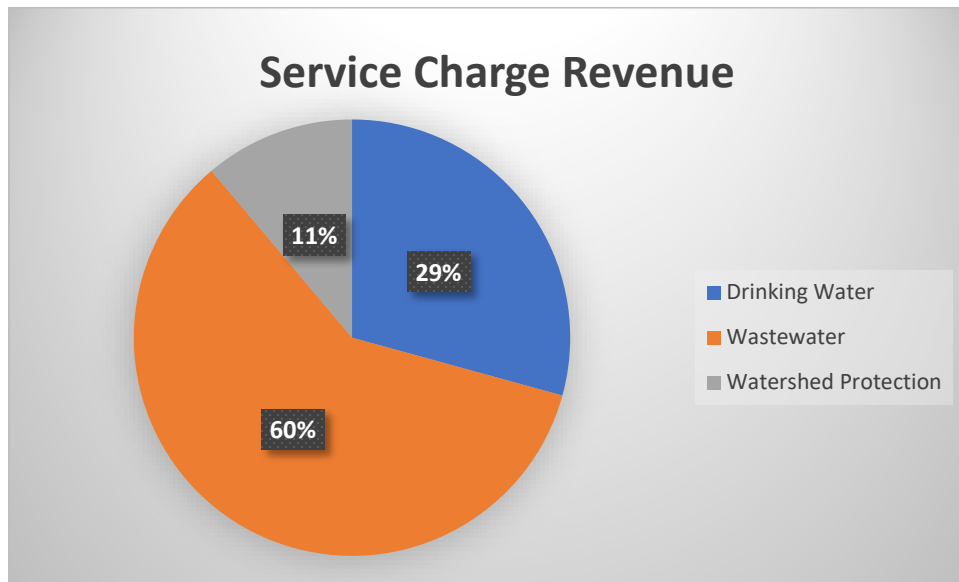
SUMMARY BUDGET HIGHLIGHTS

The fiscal year 2021-22 budget for the District totals \$40.6 million (total resources and total uses) and can be summarized as follows:

Administrative Service	\$5.5 m
Drinking Water	\$5.5 m
Wastewater	\$10.1 m
Watershed Protection	\$2.3 m
Debt Service	\$4.6 m
Capital Outlay	\$12.6 m

Resources

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



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

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

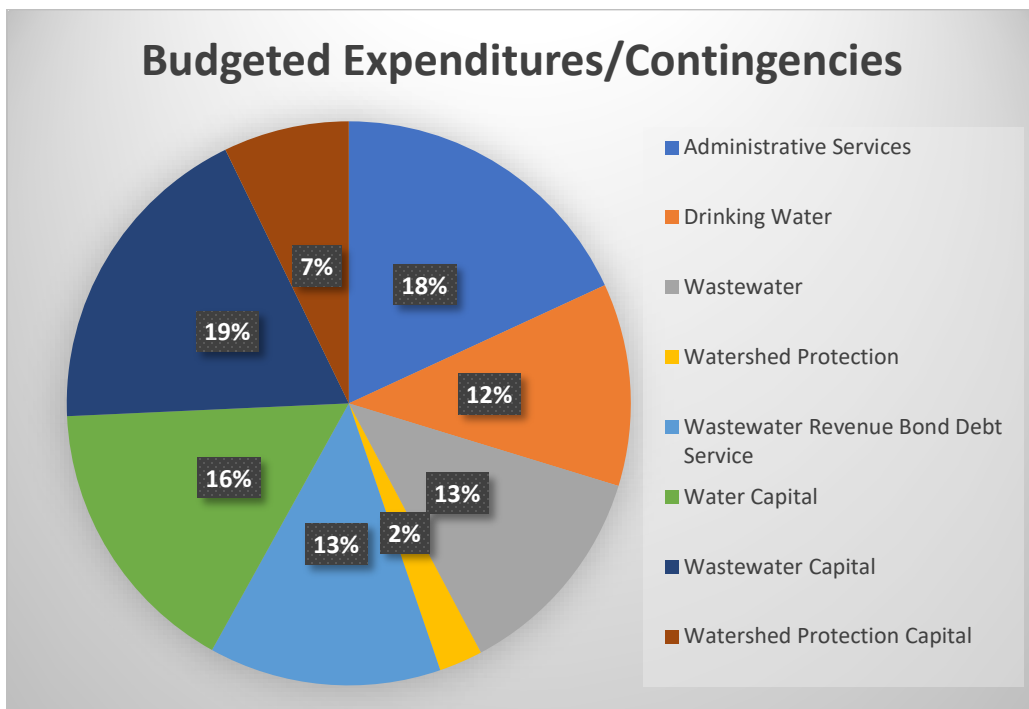
The fiscal year 2021-22 budget anticipates a nominal rate increase in the Drinking Water, Wastewater Reclamation Funds, and Watershed Protection of 1.5% for each. The resulting increase in the average, residential monthly bill is estimated at \$1.31, an increase of 1.5% in the overall bill when compared to fiscal year 2020-21.

Uses

Operating expenditures are budgeted by division within the Administrative Services Fund, and by category within each of the other funds. Personnel services and capital make up the majority of budgeted expenditures of the District for fiscal year 2021-22.

Personnel Services	17.3%
Materials and Services	17.1%
Debt Service	12.2%
Capital Outlay	15.9%
Special Payments	1.8%
Contingencies and Reserves	35.7%

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



Personnel Services

The District budget includes 38 full-time regular (FTE) positions, this is an increase of 1 FTE over the prior year. Benefit costs reflect increases in health insurance and quoted rates from providers. Employee insurance rates, which includes medical, dental, life, short-term disability, and long-term disability reflect a 10.0% increase.

PERS contributions are the other largest component of employee benefits. PERS rates on a biennial basis, and the scheduled rates for Fiscal Years 2021-22 and 2022-23 were set at 23.18% for Tier 1 and 2 members, and 19.21% for OPSRP members. The District has contributed \$300,000 in fiscal year 2019-20 and \$552,000 in fiscal year 2020-21. These contributions have resulted in rates of 21.89% for Tier 1 and 2 members, and 17.92% for OPSRP members. Currently, 21% of District payroll is Tier 1 and 2, and 79% is OPSRP.

Materials and Services

This category represents operational expenditures for goods and services supporting the District. Legal, audit and accounting, and other contractual services are budgeted within this category, as are utilities, repairs and maintenance, and supplies. The increases budgeted for fiscal year 2021-22 result primarily from stepping up maintenance efforts related to the water and wastewater systems and anticipated inflationary increases in goods and services costs from vendors.

Capital Expenditures

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

The fiscal year 2021-22 budget provides for capital spending in the Drinking Water Capital Fund of \$2.0 million, the Wastewater Reclamation Capital Fund of \$2.4 million, and the Watershed Protection Capital Fund of \$300 thousand. Each of the capital funds budgets for contingency to allow for flexibility in management of planned projects, funding for future year capital plans, and consideration for future replacement of equipment and vehicles.

**OAK LODGE WATER SERVICES DISTRICT
RESOURCES SUMMARY – BY PROGRAM
FISCAL YEAR 2021-2022**

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Fund	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Administrative Services						
\$ -	\$ -	\$ 335,000	Fund Balance	\$ 978,000	\$ 978,000	\$ -
\$ -	\$ 30,199	\$ 1,000	Other revenue	\$ 61,400	\$ 61,400	\$ -
\$ -	\$ 1,444,000	\$ 1,908,000	Transfer In - Fund 10	\$ 1,500,000	\$ 1,500,000	\$ -
\$ -	\$ 2,028,000	\$ 2,026,000	Transfer In - Fund 20	\$ 1,899,000	\$ 1,899,000	\$ -
\$ -	\$ 1,029,000	\$ 635,000	Transfer In - Fund 30	\$ 1,008,000	\$ 1,008,000	\$ -
\$ -	\$ 4,531,199	\$ 4,905,000	Total	\$ 5,446,400	\$ 5,446,400	\$ -
Drinking Water						
\$ 3,632,780	\$ 2,430,387	\$ 1,527,000	Fund Balance	\$ 1,086,000	\$ 1,086,000	\$ -
\$ 3,877,075	\$ 3,945,069	\$ 4,038,000	Water Sales	\$ 4,159,000	\$ 4,120,000	\$ -
\$ 399,785	\$ 412,360	\$ 100,000	SDCs	\$ -	\$ -	\$ -
\$ 328,790	\$ 386,228	\$ 348,000	Leases & Other	\$ 292,000	\$ 292,000	\$ -
\$ 8,238,430	\$ 7,174,043	\$ 6,013,000	Total	\$ 5,537,000	\$ 5,498,000	\$ -
Wastewater Reclamation						
\$ 5,393,413	\$ 1,315,555	\$ 1,842,000	Fund Balance	\$ 834,900	\$ 834,900	\$ -
\$ 7,656,925	\$ 8,199,915	\$ 8,270,000	Wastewater Charges	\$ 8,466,000	\$ 8,459,000	\$ -
\$ 315,502	\$ 592,263	\$ 125,000	SDCs	\$ 125,000	\$ 125,000	\$ -
\$ 110,343	\$ 60,281	\$ 40,000	Other revenue	\$ 40,000	\$ 40,000	\$ -
\$ -	\$ -	\$ -	Transfer In - Fund 40	\$ 623,800	\$ 623,800	\$ -
\$ 13,476,183	\$ 10,168,013	\$ 10,277,000	Total	\$ 10,089,700	\$ 10,082,700	\$ -
Watershed Protection						
\$ 2,999,484	\$ 465,068	\$ 410,000	Fund Balance	\$ 659,000	\$ 659,000	\$ -
\$ 1,470,770	\$ 1,554,434	\$ 1,548,000	Watershed Charges	\$ 1,582,000	\$ 1,566,000	\$ -
\$ 420,024	\$ 54,053	\$ 28,000	Other Revenue	\$ 29,000	\$ 29,000	\$ -
\$ 4,890,278	\$ 2,073,555	\$ 1,986,000	Total	\$ 2,270,000	\$ 2,254,000	\$ -
Wastewater GO Debt Service						
\$ 783,053	\$ 660,960	\$ 333,000	Fund Balance	\$ 623,800	\$ 623,800	\$ -
\$ 26,552	\$ 15,006	\$ 7,000	Interest Revenue	\$ -	\$ -	\$ -
\$ 122,729	\$ 117,300	\$ 111,000	Interest Subsidy	\$ -	\$ -	\$ -
\$ 1,548,123	\$ 1,350,500	\$ 812,000	Transfers In	\$ -	\$ -	\$ -
\$ 2,480,457	\$ 2,143,766	\$ 1,263,000	Total	\$ 623,800	\$ 623,800	\$ -
Wastewater Revenue Bond Debt Service						
\$ 1,215,131	\$ 1,374,167	\$ 682,000	Fund Balance	\$ 587,000	\$ 587,000	\$ -
\$ 29,991	\$ 16,738	\$ 16,084	Interest Revenue	\$ 6,000	\$ 6,000	\$ -
\$ 1,755,812	\$ 1,100,000	\$ 2,871,000	Transfers In	\$ 3,412,000	\$ 3,412,000	\$ -
\$ 3,000,934	\$ 2,490,905	\$ 3,569,084	Total	\$ 4,005,000	\$ 4,005,000	\$ -
Water Capital						
\$ -	\$ 3,236,048	\$ 3,942,000	Fund Balance	\$ 4,135,000	\$ 4,135,000	\$ -
\$ -	\$ -	\$ -	SDCs	\$ 200,000	\$ 200,000	\$ -
\$ 1,394,267	\$ 94,115	\$ 50,000	Other	\$ 40,000	\$ 40,000	\$ -
\$ 2,700,000	\$ 1,675,000	\$ 500,000	Transfers In	\$ 500,000	\$ 500,000	\$ -
\$ 4,094,267	\$ 5,005,163	\$ 4,492,000	Total	\$ 4,875,000	\$ 4,875,000	\$ -
Wastewater Capital						
\$ -	\$ 4,220,098	\$ 4,605,000	Fund Balance	\$ 4,535,000	\$ 4,535,000	\$ -
\$ 489,125	\$ 444,672	\$ 75,000	Other Revenue	\$ 50,000	\$ 50,000	\$ -
\$ 5,000,000	\$ 1,300,000	\$ 1,000,000	Transfers In	\$ 1,000,000	\$ 1,000,000	\$ -
\$ 5,489,125	\$ 5,964,770	\$ 5,680,000	Total	\$ 5,585,000	\$ 5,585,000	\$ -
Watershed Protection Capital						
\$ -	\$ 1,816,320	\$ 1,481,000	Fund Balance	\$ 1,687,000	\$ 1,687,000	\$ -
\$ 252,675	\$ 36,387	\$ 40,000	Other Revenue	\$ 15,000	\$ 15,000	\$ -
\$ 3,537,000	\$ 430,000	\$ 500,000	Transfers In	\$ 480,000	\$ 480,000	\$ -
\$ 3,789,675	\$ 2,282,707	\$ 2,021,000	Total	\$ 2,182,000	\$ 2,182,000	\$ -
\$ 45,459,349	\$ 41,834,121	\$ 40,206,084	TOTAL RESOURCES	\$ 40,613,900	\$ 40,551,900	\$ -

**OAK LODGE WATER SERVICES DISTRICT
REQUIREMENTS SUMMARY – BY PROGRAM
FISCAL YEAR 2021-2022**

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Fund	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Administrative Services						
\$ -	\$ 1,764,417	\$ 2,032,500	Personnel Services	\$ 2,293,000	\$ 2,151,000	\$ -
-	1,868,080	2,252,000	Materials & Services	2,267,000	2,164,500	-
-	-	-	Capital Outlay	35,000	35,000	-
-	300,000	552,000	Special Payments	550,000	550,000	-
-	-	68,500	Contingency	301,400	545,900	-
-	598,702	-	Unappropriated fund balance	-	-	-
\$ -	\$ 4,531,199	\$ 4,905,000	Total	\$ 5,446,400	\$ 5,446,400	\$ -
Drinking Water						
\$ 1,262,739	\$ 920,587	\$ 1,037,500	Personnel Services	\$ 1,047,000	\$ 1,050,000	\$ -
1,845,303	1,420,733	1,443,500	Materials & Services	1,567,000	1,552,000	-
-	209,522	209,801	Debt Service	209,000	209,000	-
2,700,000	3,119,000	2,408,000	Transfers	2,000,000	2,000,000	-
-	-	914,199	Contingency	714,000	687,000	-
2,430,388	1,504,201	-	Unappropriated fund balance	-	-	-
\$ 8,238,430	\$ 7,174,043	\$ 6,013,000	Total	\$ 5,537,000	\$ 5,498,000	\$ -
Wastewater						
<i>Treatment</i>						
\$ 1,362,672	\$ 1,006,597	\$ 1,078,000	Personnel Services	\$ 1,140,000	\$ 1,140,000	\$ -
1,194,605	804,996	936,000	Materials & Services	1,040,900	1,033,900	-
<i>Collections</i>						
986,601	692,756	702,500	Personnel Services	737,000	729,000	-
312,815	77,912	110,000	Materials & Services	105,500	105,500	-
8,303,935	5,778,500	6,709,000	Transfers	6,311,000	6,311,000	-
-	-	741,500	Contingency	755,300	763,300	-
1,315,555	1,807,252	-	Unappropriated fund balance	-	-	-
\$ 13,476,183	\$ 10,168,013	\$ 10,277,000	Total	\$ 10,089,700	\$ 10,082,700	\$ -
Watershed Protection						
\$ 504,517	\$ 46,095	\$ 136,500	Personnel Services	\$ 154,000	\$ 153,000	\$ -
321,135	25,070	105,000	Materials & Services	299,100	299,100	-
62,558	62,558	62,558	Debt Service	64,000	64,000	-
3,537,000	1,459,000	1,135,000	Transfers	1,488,000	1,488,000	-
-	-	546,942	Contingency	264,900	249,900	-
465,068	480,832	-	Unappropriated fund balance	-	-	-
\$ 4,890,278	\$ 2,073,555	\$ 1,986,000	Total	\$ 2,270,000	\$ 2,254,000	\$ -
Wastewater GO Debt Service						
\$ 1,819,497	\$ 1,809,847	\$ 638,101	Debt Service	\$ -	\$ -	\$ -
-	-	-	Transfers	623,800	623,800	-
660,960	333,919	624,899	Reserve for future expenditure	-	-	-
\$ 2,480,457	\$ 2,143,766	\$ 1,263,000	Total	\$ 623,800	\$ 623,800	\$ -
Wastewater Revenue Bond Debt Service						
\$ 1,626,767	\$ 1,812,342	\$ 2,969,084	Debt Service	\$ 3,411,805	\$ 3,411,805	\$ -
1,374,167	678,563	600,000	Reserve for future expenditure	593,195	593,195	-
\$ 3,000,934	\$ 2,490,905	\$ 3,569,084	Total	\$ 4,005,000	\$ 4,005,000	\$ -
Water Capital						
\$ 858,220	\$ 775,331	\$ 1,515,000	Capital Outlay	\$ 3,180,000	\$ 1,985,000	\$ -
-	-	2,977,000	Contingency	1,695,000	2,890,000	-
3,236,048	4,229,832	-	Reserve for future expenditure	-	-	-
\$ 4,094,267	\$ 5,005,163	\$ 4,492,000	Total	\$ 4,875,000	\$ 4,875,000	\$ -
Wastewater Capital						
\$ 1,269,027	\$ 712,146	\$ 2,450,000	Capital Outlay	\$ 2,774,000	\$ 2,461,000	\$ -
-	-	3,230,000	Contingency	2,811,000	3,124,000	-
4,220,098	5,252,624	-	Reserve for future expenditure	-	-	-
\$ 5,489,125	\$ 5,964,770	\$ 5,680,000	Total	\$ 5,585,000	\$ 5,585,000	\$ -
Watershed Protection Capital						
\$ 1,973,355	\$ 1,105,392	\$ 465,000	Capital Outlay	\$ 450,000	\$ 300,000	\$ -
-	-	1,556,000	Contingency	1,732,000	1,882,000	-
1,816,320	1,177,315	-	Reserve for future expenditure	-	-	-
\$ 3,789,675	\$ 2,282,707	\$ 2,021,000	Total	\$ 2,182,000	\$ 2,182,000	\$ -
\$ 45,459,349	\$ 41,834,121	\$ 40,206,084	TOTAL REQUIREMENTS	\$ 40,613,900	\$ 40,551,900	\$ -

**Administrative Services Fund
Fund 05**

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

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

Full Time Employees (FTE): 15

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

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

Administration & Finance – Division 01

The Administration & Finance Division accounts for activities related to the District’s general administration, finance, and management. There are seven (7) full time employees within the Division comprised of the General Manager, Finance Director, Sr. Accounting Lead, Jr. Accounting Specialist, and three (3) Administrative Specialist II. The Senior Accounting Lead is a restructuring of a current position to a lead position with additional responsibilities. The (1) Administrative Specialist II with a focus on customer service and utility billing is a new position.

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

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

Human Resources – Division 02

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

The District Recorder is responsible for managing the District’s records, public meetings, notices, packets, and minutes. The District Recorder is the District’s Election Official, serves as an executive assistant to both the General Manager and the HR and Payroll Manager, and manages the Records Management Team. The District Recorder tracks pertinent District lists, including contracts and vendors. In managing the District’s records, the District Recorder ensures the District meets retention and destruction requirements for all records.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Board expenses are in the HR budget to coincide with the District Recorder’s duties. The total of the District’s property, casualty and cyber security insurance are budgeted in this Division to reflect the HR Manager’s oversight of insurance and claims. Finally, all telephone and cell services are budgeted in Division 02 with oversight by the HR and Payroll Manager. Uniforms have been moved from individual funds to all reside in the HR budget for overall District oversight.

Technical Services – Division 03

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

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

Vehicle Maintenance – Division 04

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

Fund 05 - Administrative Services Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
05-00- Resources							
\$ -	\$ -	\$ 335,000	3500	Beginning Fund Balance	\$ 978,000	\$ 978,000	
-	-	-	4230	Contract Services Revenue	57,400	57,400	
-	20,015	-	4320	State Grant Revenue	-	-	
-	4,932	-	4610	Investment Revenue	3,000	3,000	
-	3,209	1,000	4630	Miscellaneous Revenues	1,000	1,000	
-	2,042	-	4640	Proceeds from sale of capital as	-	-	
05-29- Transfers In							
-	1,444,000	1,908,000	4910	Transfer In from Fund 10	1,500,000	1,500,000	
-	2,028,000	2,026,000	4920	Transfer In from Fund 20	1,899,000	1,899,000	
-	1,029,000	635,000	4930	Transfer In from Fund 30	1,008,000	1,008,000	
\$ -	\$ 4,531,199	\$ 4,905,000	Total Resources		\$ 5,446,400	\$ 5,446,400	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 05 - Administrative Services Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 01 - Finance/Administration							
05-01- Personnel Services - 7 FTE							
\$ -	\$ 578,847	\$ 590,500	5110	Regular employees	\$ 720,000	\$ 657,000	
-	11,523	5,000	5120	Temporary/Seasonal	-	-	
-	6,974	5,000	5130	Overtime	5,000	5,000	
-	88,607	115,000	5210	Health/Dental insurance	172,000	127,000	
-	41,103	43,000	5230	Social Security	56,000	51,000	
-	113,724	124,000	5240	Retirement	143,000	128,000	
-	4,503	4,000	5250	Trimet/WBF	12,000	6,000	
-	12,960	5,000	5260	Unemployment	5,000	5,000	
-	7,599	8,000	5270	Workers compensation	1,000	1,000	
-	197	5,000	5290	Other employee benefits	2,000	2,000	
\$ -	\$ 866,036	\$ 904,500	Total Personnel Services		\$ 1,116,000	\$ 982,000	\$ -
05-01- Materials and Services							
Professional and technical services							
\$ -	\$ 302,303	\$ 375,000	6110	Legal services	\$ 375,000	\$ 375,000	
-	106,534	45,000	6120	Accounting and audit services	50,000	50,000	
-	320,162	248,000	6155	Contracted Services	229,000	188,000	
-	34,530	35,000	6180	Dues and subscriptions	47,000	42,000	
Utilities							
-	11,122	9,000	6220	Electricity	14,000	14,000	
-	1,532	1,000	6240	Natural gas	4,000	4,000	
-	21,066	20,000	6290	Other utilities	10,000	10,000	
Repairs and maintenance							
-	14,614	25,000	6310	Janitorial services	25,000	15,000	
-	9,312	18,000	6320	Buildings and grounds	20,000	20,000	
Travel and Training							
-	-	1,000	6410	Mileage	1,000	1,000	
-	14,078	12,000	6420	Staff training	12,000	12,000	
-	4,492	-	6440	Board expense	-	-	
Supplies							
-	20,688	25,000	6510	Office supplies	32,000	32,000	
-	335	2,000	6530	Small tools and equipment	-	-	
-	673	500	6560	Uniforms	-	-	
-	850	-	6610	Board Compensation	-	-	
-	2,361	2,000	6730	Communications	2,000	2,000	
-	2,137	1,000	6740	Advertising	1,000	1,000	
-	3,487	1,000	6760	Equipment rental	5,000	5,000	
-	130,862	125,000	6770	Bank charges	140,000	140,000	
-	450	1,000	6780	Taxes, Fees, Permits	3,000	3,000	
-	2,644	97,000	6785	ECAP Payments	76,000	76,000	
-	427	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ -	\$ 1,004,659	\$ 1,044,500	Total Materials and Services		\$ 1,047,000	\$ 991,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 05 - Administrative Services Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 02 - Human Resources							
05-02- Personnel Services - 2 FTE							
\$ -	\$ 124,587	\$ 155,000	5110	Regular employees	\$ 187,000	\$ 188,000	
-	618	5,000	5130	Overtime	5,000	5,000	
-	10,687	26,000	5210	Health/Dental insurance	27,000	27,000	
-	9,473	12,000	5230	Social Security	15,000	15,000	
-	21,604	27,000	5240	Retirement	34,000	34,000	
-	985	1,000	5250	Trimet/WBF	3,000	2,000	
-	2,548	2,000	5270	Workers compensation	1,000	1,000	
-	303	2,000	5290	Other employee benefits	1,000	1,000	
\$ -	\$ 170,805	\$ 230,000	Total Personnel Services		\$ 273,000	\$ 273,000	\$ -
05-02- Materials and Services							
\$ -	\$ 17,608	\$ -	6155	Contracted Services	\$ 15,000	\$ 16,000	
-	-	5,000	6175	Records management	8,000	8,000	
-	662	1,000	6180	Dues and subscriptions	-	-	
Utilities							
-	56,635	57,000	6230	Telephone	57,000	57,000	
Travel and Training							
-	495	1,000	6410	Mileage	1,000	1,000	
-	14,213	22,000	6420	Staff training	22,000	12,000	
-	-	7,000	6440	Board Expense	7,000	7,000	
Supplies							
-	1,517	1,000	6510	Office supplies	1,000	1,000	
-	90	1,000	6540	Safety supplies	1,000	1,000	
-	-	-	6560	Uniforms	36,000	36,000	
-	-	2,500	6610	Board Compensation	2,500	2,500	
-	-	5,000	6620	Elections Costs	-	-	
-	152,267	240,000	6720	Insurance	270,000	270,000	
-	-	6,000	6730	Communications	4,000	4,000	
-	5,334	5,000	6740	Advertising	5,500	5,500	
-	-	-	6900	Miscellaneous expense	1,000	1,000	
\$ -	\$ 248,820	\$ 353,500	Total Materials and Services		\$ 431,000	\$ 422,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 05 - Administrative Services Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 03 - Technical Services							
05-03- Personnel Services - 6 FTE							
\$ -	\$ 489,612	\$ 602,000	5110	Regular employees	\$ 624,000	\$ 622,000	
-	969	5,000	5130	Overtime	5,000	5,000	
-	99,728	112,000	5210	Health/Dental Insurance	93,000	93,000	
-	35,597	44,000	5230	Social Security	49,000	49,000	
-	90,267	112,000	5240	Retirement	120,000	119,000	
-	3,803	4,000	5250	Trimet/WBF	10,000	5,000	
-	-	5,000	5260	Unemployment	-	-	
-	7,599	9,000	5270	Workers compensation	1,000	1,000	
-	-	5,000	5290	Other employee benefits	2,000	2,000	
\$ -	\$ 727,576	\$ 898,000	Total Personnel Services		\$ 904,000	\$ 896,000	\$ -
05-03- Materials and Services							
\$ -	\$ 173,979	\$ 306,000	6155	Contracted Services	\$ 212,000	\$ 165,500	
-	6,576	10,000	6180	Dues and subscriptions	-	-	
Repairs and maintenance							
-	244,723	237,000	6350	Computer maintenance	309,000	318,000	
-	245	-	6390	Other repairs and maintenance	-	-	
Travel and Training							
-	314	3,000	6410	Mileage	3,000	3,000	
-	6,230	16,000	6420	Staff training	15,000	15,000	
-	-	1,000	6430	Certifications	500	500	
Supplies							
-	10,457	3,000	6510	Office supplies	-	-	
-	-	-	6530	Small tools and equipment	6,000	6,000	
-	1,362	8,000	6540	Safety Supplies	2,500	2,500	
-	198	-	6560	Uniforms	-	-	
-	70,744	149,000	6730	Communications	119,000	119,000	
-	-	-	6900	Miscellaneous expense	1,000	1,000	
\$ -	\$ 514,828	\$ 733,000	Total Materials and Services		\$ 668,000	\$ 630,500	\$ -
Division 04 - Vehicle Services							
05-04- Materials and Services							
\$ -	\$ 49,277	\$ 50,000	6330	Vehicle/equipment maintenance	\$ 50,000	\$ 50,000	
-	50,497	71,000	6520	Fuel and oils	71,000	71,000	
\$ -	\$ 99,773	\$ 121,000	Total Materials and Services		\$ 121,000	\$ 121,000	\$ -
05-04- Capital Outlay							
\$ -	\$ -	\$ -	7540	Vehicles	\$ 35,000	\$ 35,000	
\$ -	\$ -	\$ -	Total Capital Outlay		\$ 35,000	\$ 35,000	\$ -
05-25- Special Payments							
\$ -	\$ 300,000	\$ 552,000	6990	Special Payments - PERS	\$ 550,000	\$ 550,000	
\$ -	\$ 300,000	\$ 552,000	Total Special Payments		\$ 550,000	\$ 550,000	\$ -
Non-divisional							
05-29- Contingency							
\$ -	\$ -	\$ 68,500	9000	Contingency	\$ 301,400	\$ 545,900	
\$ -	\$ -	\$ 68,500	Total Contingency		\$ 301,400	\$ 545,900	\$ -
\$ -	\$ 3,932,497	\$ 4,905,000	Total Appropriations		\$ 5,446,400	\$ 5,446,400	\$ -
\$ -	\$ 598,702	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
\$ -	\$ 4,531,199	\$ 4,905,000	Total Requirements		\$ 5,446,400	\$ 5,446,400	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

**Drinking Water Fund
Fund 10**

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

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

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

- Efficiently meet the drinking water collection, transmission, and distribution needs of the community through uninterrupted service delivery.
- Provide fire protection.
- Protect community health.
- Provide safe drinking water to the community.

Full Time Employees (FTE): 7.80

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

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

The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a water field supervisor and six (6) water utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE to the Drinking Water Fund.

Fund 10 - Drinking Water Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
10-00- Resources							
\$3,632,780	\$2,430,387	\$1,527,000	3500	Beginning Fund Balance	\$ 1,086,000	\$ 1,086,000	
26,960	30,578	32,000	4210	Water sales - CRW	30,000	30,000	
3,877,075	3,945,069	4,038,000	4211	Water sales	4,159,000	4,120,000	
16,391	14,385	20,000	4215	Penalties and late charges	10,000	10,000	
399,785	412,360	100,000	4220	System development charges	-	-	
41,349	53,400	40,000	4230	Contract services Revenue	-	-	
31,905	22,085	10,000	4240	Service installations	10,000	10,000	
161,748	173,020	200,000	4280	Rents and leases	200,000	200,000	
24,722	13,004	10,000	4290	Other charges for services	10,000	10,000	
-	7,179	-	4320	State Grant Revenue	-	-	
5,470	14,561	10,000	4610	Investment revenue	7,000	7,000	
20,245	58,017	26,000	4630	Miscellaneous revenues	25,000	25,000	
\$8,238,430	\$7,174,043	\$6,013,000	Total Resources		\$ 5,537,000	\$ 5,498,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 20 - Drinking Water Operations							
10-20- Personnel Services - 7.80 FTE *							
\$ 851,067	\$ 593,777	\$ 655,500	5110	Regular employees	\$ 669,000	\$ 677,000	
4,660	-	-	5120	Temporary/Seasonal employees	-	-	
21,300	25,151	35,000	5130	Overtime	29,000	29,000	
140,215	104,274	140,000	5210	Health/Dental insurance	139,000	134,000	
64,786	54,646	47,000	5230	Social Security	52,000	53,000	
149,329	123,345	132,000	5240	Retirement	123,000	127,000	
6,674	4,809	5,000	5250	Trimet/WBF	11,000	6,000	
11,232	5,142	8,000	5260	Unemployment	-	-	
13,373	9,282	9,000	5270	Workers compensation	19,000	19,000	
103	161	6,000	5290	Other employee benefits	5,000	5,000	
\$ 1,262,739	\$ 920,587	\$ 1,037,500	Total Personnel Services		\$ 1,047,000	\$ 1,050,000	\$ -
* Administrative personnel services are budgeted in Fund 05 beginning with Fiscal Year 19-20.							
10-20- Materials and Services **							
Professional and technical services							
\$ 84,624	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
4,163	-	-	6120	Accounting and audit services	-	-	
97,119	155	20,000	6155	Contracted Services	71,000	66,000	
22,569	-	-	6180	Dues and subscriptions	-	-	
Utilities							
38,197	30,549	27,000	6220	Electricity	32,000	32,000	
17,154	948	-	6230	Telephone	-	-	
2,984	3,783	3,000	6240	Natural gas	3,000	3,000	
3,866	1,982	-	6290	Other utilities	3,000	3,000	
Repairs and maintenance							
6,708	167	-	6310	Janitorial services	-	-	
9,190	7,382	5,000	6320	Buildings and grounds	10,000	10,000	
25,220	-	-	6330	Vehicle/equipment maintenance	-	-	
212,148	207,278	200,000	6340	Distribution system maintenance	250,000	250,000	
58,628	-	-	6350	Computer maintenance	-	-	
35,863	42,134	35,000	6390	Other repairs and maintenance	-	-	
Travel and Training							
521	112	-	6410	Mileage	-	-	
12,246	7,975	10,000	6420	Staff training	15,000	15,000	
820	1,405	2,000	6430	Certifications	2,000	2,000	
1,794	-	-	6440	Board Expense	-	-	
Supplies							
10,414	544	-	6510	Office supplies	-	-	
19,377	-	-	6520	Fuel and oils	-	-	
25,522	6,305	9,000	6530	Small tools and equipment	9,000	9,000	
11,991	15,281	15,000	6540	Safety Supplies	10,000	10,000	
2,685	1,605	2,000	6550	Operational Supplies	7,000	7,000	
236	5,016	2,000	6560	Uniforms	-	-	
416	-	-	6590	Other supplies	-	-	
468	-	-	6610	Board compensation	-	-	
1,030,578	1,060,505	1,084,000	6710	Purchased water	1,127,000	1,117,000	
5,321	10,561	5,000	6715	Water quality program	12,000	12,000	
54,464	-	-	6720	Insurance	-	-	
6,391	38	-	6730	Communications	-	-	
189	-	-	6740	Advertising	-	-	
720	-	3,500	6760	Equipment rental	3,000	3,000	
34,203	-	-	6770	Bank charges	-	-	
8,213	16,368	20,000	6780	Taxes, Fees, Permits	12,000	12,000	
282	639	1,000	6900	Miscellaneous expense	1,000	1,000	
19	-	-	6910	Cash over/short	-	-	
\$ 1,845,303	\$ 1,420,733	\$ 1,443,500	Total Materials and Services		\$ 1,567,000	\$ 1,552,000	\$ -

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

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
10-24- Debt Service							
Principal payments							
\$ -	\$ 175,000	\$ 179,000	6815	2019 Zions Bank Loan - Due 02/01/2022	\$ 183,000	\$ 183,000	
Interest payments							
-	16,768	15,400	6825	2019 Zions Bank Loan - Due 08/01/2021	13,000	13,000	
-	17,754	15,401	6825	2019 Zions Bank Loan - Due 02/01/2022	13,000	13,000	
<u>\$ -</u>	<u>\$ 209,522</u>	<u>\$ 209,801</u>	Total Debt Service		<u>\$ 209,000</u>	<u>\$ 209,000</u>	<u>\$ -</u>
Non-divisional							
10-29- Transfers Out							
\$ -	\$ 1,444,000	\$ 1,908,000	8105	Transfer Out to Fund 05	\$ 1,500,000	\$ 1,500,000	
2,700,000	1,675,000	500,000	8171	Transfer Out to Fund 71	500,000	500,000	
<u>\$ 2,700,000</u>	<u>\$ 3,119,000</u>	<u>\$ 2,408,000</u>	Total Transfers		<u>\$ 2,000,000</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>
10-29- Contingency							
-	-	914,199	9000	Contingency	\$ 714,000	\$ 687,000	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 914,199</u>	Total Contingency		<u>\$ 714,000</u>	<u>\$ 687,000</u>	<u>\$ -</u>
<u>\$ 5,808,042</u>	<u>\$ 5,669,842</u>	<u>\$ 6,013,000</u>	Total Appropriations		<u>\$ 5,537,000</u>	<u>\$ 5,498,000</u>	<u>\$ -</u>
\$ 2,430,388	\$ 1,504,201	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 8,238,430</u>	<u>\$ 7,174,043</u>	<u>\$ 6,013,000</u>	Total Requirements		<u>\$ 5,537,000</u>	<u>\$ 5,498,000</u>	<u>\$ -</u>

*** Drinking water capital expenditures are budgeted in Fund 71 beginning with Fiscal Year 18-19.

**Wastewater Reclamation Fund
Fund 20**

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

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

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

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

- Efficiently meet the wastewater collection, transmission, and reclamation needs of the community through uninterrupted service delivery.
- Provide environmental protection for the Willamette River.
- Protect community health.

Full Time Employees (FTE): 14.10; 8.30 FTE in Wastewater Treatment (Division 21) and 5.80 FTE in Wastewater Collections (Division 22)

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

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

Staffing within the Wastewater Reclamation Fund is divided functionally between treatment and collection responsibilities. The Plant Superintendent directly oversees the treatment operations and directs the five (5) plant operators, two (2) mechanics, and the asset resource specialist position. The Utility Operations Director splits his time between water distribution and wastewater collections activities, and directly supervises a collections field supervisor and four (4) collections utility workers within the Drinking Water Fund. The Asset Resource Specialist is allocated at 0.3 FTE each to the Treatment and Collections Divisions, respectively.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 20 - Wastewater Reclamation Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
20-00- Resources							
\$ 5,393,413	\$ 1,315,555	\$ 1,842,000	3500	Beginning Fund Balance	\$ 834,900	\$ 834,900	
7,656,925	8,199,915	8,270,000	4212	Wastewater charges	8,466,000	8,459,000	
8,134	6,816	10,000	4215	Penalties and late charges	10,000	10,000	
315,502	592,263	125,000	4220	System development charges	125,000	125,000	
44,433	12,106	10,000	4240	Service installations	-	-	
14,304	14,964	10,000	4290	Other charges for services	20,000	20,000	
-	4,220	-	4320	State Grants Revenue	-	-	
1	7,540	5,000	4610	Investment revenue	2,000	2,000	
43,471	14,636	5,000	4630	Miscellaneous revenues	8,000	8,000	
20-29- Transfers In							
-	-	-	4940	Transfer In from Fund 40	623,800	623,800	
<u>\$13,476,183</u>	<u>\$10,168,013</u>	<u>\$10,277,000</u>	Total Resources		<u>\$10,089,700</u>	<u>\$ 10,082,700</u>	<u>\$ -</u>

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 21 - Wastewater Treatment Operations							
20-21- Personnel Services - 8.30 FTE *							
\$ 927,171	\$ 621,112	\$ 608,000	5110	Regular employees	\$ 706,000	\$ 704,000	
21,693	-	35,000	5120	Temporary/Seasonal	-	-	
44,910	60,432	45,000	5130	Overtime	40,000	40,000	
147,120	136,042	179,000	5210	Health/Dental insurance	178,000	185,000	
73,798	50,866	55,000	5230	Social Security	55,000	55,000	
136,227	122,726	131,000	5240	Retirement	127,000	127,000	
7,673	5,277	5,000	5250	Trimet/WBF	11,000	6,000	
-	-	5,000	5260	Unemployment	-	-	
3,973	10,101	9,000	5270	Workers compensation	18,000	18,000	
107	40	6,000	5290	Other employee benefits	5,000	5,000	
\$ 1,362,672	\$ 1,006,597	\$ 1,078,000	Total Personnel Services - Treatment		\$ 1,140,000	\$ 1,140,000	\$ -
20-21- Materials and Services **							
Professional and technical services							
\$ 48,691	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
5,828	-	-	6120	Accounting and audit services	-	-	
113,449	59,966	133,000	6155	Contracted Services	170,000	163,000	
8,527	1,655	6,000	6180	Dues and subscriptions	-	-	
Utilities							
283,259	255,770	260,000	6220	Electricity	276,000	276,000	
22,352	965	-	6230	Telephone	-	-	
958	874	1,000	6240	Natural gas	2,000	2,000	
78,654	98,436	81,000	6250	Solid Waste Disposal	82,000	82,000	
6,282	1,131	1,000	6290	Other utilities	2,000	2,000	
Repairs and maintenance							
8,645	9,095	10,000	6310	Janitorial services	10,000	10,000	
42,726	82,240	57,000	6320	Buildings and grounds	58,000	58,000	
23,227	-	-	6330	Vehicle and equipment maintenance	-	-	
70,648	144,363	270,000	6342	WRF system maintenance	270,000	270,000	
72,683	80	-	6350	Computer maintenance	-	-	
Travel and Training							
551	-	1,000	6410	Mileage	1,000	1,000	
16,613	5,709	9,000	6420	Staff training	9,000	9,000	
363	420	2,000	6430	Certifications	2,000	2,000	
925	-	-	6440	Board travel and training	-	-	
Supplies							
11,206	708	-	6510	Office supplies	-	-	
33,725	-	-	6520	Fuel and oils	-	-	
9,676	20,663	26,000	6525	Chemicals	30,000	30,000	
14,754	9,905	10,000	6530	Small tools and equipment	10,000	10,000	
27,054	17,034	20,000	6540	Safety supplies	20,000	20,000	
22,800	11,390	14,000	6550	Operational supplies	14,000	14,000	
15,569	25,727	9,000	6560	Uniforms	-	-	
10,788	7,609	10,000	6590	Other supplies	10,000	10,000	
263	-	-	6610	Board Compensation	-	-	
116,777	(4,265)	-	6720	Insurance	-	-	
648	-	-	6730	Communications	-	-	
195	-	-	6740	Advertising	1,000	1,000	
14,921	9,202	15,000	6750	Other purchased services	-	-	
53,167	-	-	6770	Bank charges	-	-	
51,134	46,318	-	6780	Taxes, Fees, Permits	72,900	72,900	
7,547	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 1,194,605	\$ 804,996	\$ 936,000	Total Materials and Services - Treatment		\$ 1,040,900	\$ 1,033,900	\$ -

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

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

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 20 - Wastewater Reclamation Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 22 - Wastewater Collections Operations							
20-22- Personnel Services - 5.80 FTE *							
\$ 691,413	\$ 466,414	\$ 460,500	5110	Regular employees	\$ 480,000	\$ 488,000	
2,059	-	-	5120	Temporary/Seasonal employees	-	-	
9,620	9,198	11,000	5130	Overtime	11,000	11,000	
109,958	85,348	110,000	5210	Health/Dental Insurance	122,000	109,000	
52,384	36,321	32,000	5230	Social Security	38,000	38,000	
101,306	84,959	70,000	5240	Retirement	62,000	63,000	
5,472	3,782	3,000	5250	Trimet/WBF	8,000	4,000	
-	-	5,000	5260	Unemployment	-	-	
14,343	6,734	7,000	5270	Workers compensation	11,000	11,000	
46	-	4,000	5290	Other employee benefits	5,000	5,000	
\$ 986,601	\$ 692,756	\$ 702,500	Total Personnel Services - Collections		\$ 737,000	\$ 729,000	\$ -
20-22- Materials and Services - Collections **							
Professional and technical services							
\$ 26,549	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
2,520	-	-	6120	Accounting and audit services	-	-	
37,532	-	-	6155	Contracted Services	-	-	
4,152	-	-	6180	Dues and subscriptions	-	-	
Utilities							
1,196	-	-	6220	Electricity	-	-	
12,377	155	-	6230	Telephone	-	-	
972	34	-	6240	Natural gas	-	-	
8,390	92	-	6290	Other utilities	-	-	
Repairs and maintenance							
3,663	-	-	6310	Janitorial services	-	-	
4,644	549	1,000	6320	Buildings and grounds	1,000	1,000	
11,893	-	-	6330	Vehicle and equipment maintenance	-	-	
45,123	38,142	50,000	6342	Collection system maintenance	50,000	50,000	
46,978	-	-	6350	Computer maintenance	-	-	
7,782	8,808	5,000	6390	Other repairs and maintenance	5,000	5,000	
Travel and Training							
498	466	-	6410	Mileage	-	-	
5,082	4,458	8,000	6420	Staff training	8,000	8,000	
1,585	640	2,000	6430	Certifications	2,000	2,000	
925	-	-	6440	Board travel and training	-	-	
Supplies							
5,083	1,002	-	6510	Office supplies	-	-	
5,960	-	-	6520	Fuel and oils	-	-	
13,404	6,618	25,000	6530	Small tools and equipment	15,000	15,000	
3,918	3,213	4,000	6540	Safety Supplies	4,000	4,000	
2,054	1,987	5,000	6550	Operational Supplies	5,000	5,000	
6,284	4,079	9,000	6560	Uniforms	-	-	
-	90	-	6590	Other supplies	-	-	
238	-	-	6610	Board Compensation	-	-	
22,986	-	-	6720	Insurance	-	-	
695	-	-	6730	Communications	-	-	
130	-	-	6740	Advertising	-	-	
3,532	2,093	-	6750	Other purchased services	-	-	
13,622	-	-	6770	Bank charges	-	-	
5,498	5,486	-	6780	Taxes, Fees, Permits	14,500	14,500	
7,550	-	1,000	6900	Miscellaneous expense	1,000	1,000	
\$ 312,815	\$ 77,912	\$ 110,000	Total Materials and Services - Collections		\$ 105,500	\$ 105,500	\$ -

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

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

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Non-divisional							
20-29- Transfers Out							
\$ -	\$ 2,028,000	\$ 2,026,000	8105	Transfer Out to Fund 05	\$ 1,899,000	\$ 1,899,000	
1,548,123	1,350,500	812,000	8140	Transfer Out to Fund 40	-	-	
1,755,812	1,100,000	2,871,000	8150	Transfer Out to Fund 50	3,412,000	3,412,000	
5,000,000	1,300,000	1,000,000	8172	Transfer Out to Fund 72	1,000,000	1,000,000	
<u>\$ 8,303,935</u>	<u>\$ 5,778,500</u>	<u>\$ 6,709,000</u>	Total Transfers		<u>\$ 6,311,000</u>	<u>\$ 6,311,000</u>	<u>\$ -</u>
20-29- Contingency							
\$ -	\$ -	\$ 741,500	9000	Contingency	\$ 755,300	\$ 763,300	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 741,500</u>	Total Contingency		<u>\$ 755,300</u>	<u>\$ 763,300</u>	<u>\$ -</u>
<u>\$12,160,628</u>	<u>\$ 8,360,761</u>	<u>\$10,277,000</u>	Total Appropriations		<u>\$10,089,700</u>	<u>\$ 10,082,700</u>	<u>\$ -</u>
\$ 1,315,555	\$ 1,807,252	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$13,476,183</u>	<u>\$10,168,013</u>	<u>\$10,277,000</u>	Total Requirements		<u>\$10,089,700</u>	<u>\$ 10,082,700</u>	<u>\$ -</u>

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

**Watershed Protection Fund
Fund 30**

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

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

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

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

Full Time Employees (FTE): 1.10

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

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

There is one (1) full-time Water Quality Specialist position budgeted within the Watershed Protection Fund. Organizationally, this position reports to the District Engineer. The Asset Resource Specialist is allocated at 0.1 FTE to the Watershed Protection Fund.

Fund 30 - Watershed Protection

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
30-00- Resources							
\$ 2,999,484	\$ 465,068	\$ 410,000	3500	Beginning Fund Balance	\$ 659,000	\$ 659,000	
1,470,770	1,554,434	1,548,000	4213	Watershed protection charges	1,582,000	1,566,000	
1,813	1,848	2,000	4215	Penalties and late charges	1,000	1,000	
68,927	24,684	20,000	4240	Service Installations	-	-	
-	25,244	5,000	4290	Other charges for services	25,000	25,000	
346,369	-	-	4300	Grant Revenue	-	-	
-	630	-	4610	Investment revenue	2,000	2,000	
2,915	1,647	1,000	4630	Miscellaneous revenues	1,000	1,000	
\$ 4,890,278	\$ 2,073,555	\$ 1,986,000	Total Resources		\$ 2,270,000	\$ 2,254,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
Division 23 - Watershed Protection Operations							
30-23- Personnel Services - 1.10 FTE *							
\$ 346,383	\$ 33,524	\$ 94,500	5110	Regular employees	\$ 92,000	\$ 92,000	
3,136	-	2,000	5120	Temporary/Seasonal employees	-	-	
749	-	1,000	5130	Overtime	1,000	1,000	
66,670	3,588	8,000	5210	Health / Dental insurance	30,000	30,000	
25,754	2,554	7,000	5230	Social Security	8,000	8,000	
55,292	4,527	20,000	5240	Retirement	17,000	17,000	
2,663	263	1,000	5250	Trimet	2,000	1,000	
-	-	1,000	5260	Unemployment	-	-	
3,799	1,638	1,000	5270	Workers compensation	3,000	3,000	
71	-	1,000	5290	Other employee benefits	1,000	1,000	
\$ 504,517	\$ 46,095	\$ 136,500	Total Personnel Services		\$ 154,000	\$ 153,000	\$ -

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

30-23- Materials and Services **							
Professional and technical services							
\$ 50,714	\$ -	\$ -	6110	Legal services	\$ -	\$ -	
3,465	-	-	6120	Accounting and audit services	-	-	
66,517	23,241	40,000	6155	Contracted Services	134,000	134,000	
5,225	-	-	6180	Dues and subscriptions	-	-	
Utilities							
1,589	-	-	6220	Electricity	-	-	
5,994	73	-	6230	Telephone	-	-	
869	-	-	6240	Natural gas	-	-	
586	-	-	6290	Other utilities	-	-	
Repairs and maintenance							
4,883	-	-	6310	Janitorial services	-	-	
11,824	-	-	6320	Buildings and grounds	-	-	
2,989	-	-	6330	Vehicle and equipment maintenance	-	-	
600	-	50,000	6340	System maintenance	150,000	150,000	
41,307	-	-	6350	Computer maintenance	-	-	
2,866	-	-	6390	Other repairs and maintenance	-	-	
Travel and Training							
1,089	-	-	6410	Mileage	-	-	
8,100	-	3,000	6420	Staff training	3,000	3,000	
405	-	-	6430	Certifications	-	-	
1,794	-	-	6440	Board Travel and Training	-	-	
Supplies							
6,900	105	-	6510	Office supplies	-	-	
2,839	-	-	6520	Fuel and oils	-	-	
-	-	-	6530	Small tools and equipment	6,000	6,000	
2,224	569	500	6540	Safety Supplies	1,000	1,000	
1,682	-	-	6550	Operational Supplies	-	-	
1,186	1,082	1,500	6560	Uniforms	-	-	
455	-	-	6610	Board Compensation	-	-	
8,728	-	-	6720	Insurance	-	-	
74,720	-	10,000	6730	Communications	-	-	
77	-	-	6740	Advertising	-	-	
2,071	-	-	6750	Other purchased services	-	-	
9,235	-	-	6770	Bank charges	-	-	
50	-	-	6780	Taxes, Fees, Permits	4,100	4,100	
152	-	-	6900	Miscellaneous expense	1,000	1,000	
\$ 321,135	\$ 25,070	\$ 105,000	Total Materials and Services		\$ 299,100	\$ 299,100	\$ -

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

*** Watershed protection capital expenditures are budgeted in Fund 73 beginning with Fiscal Year 18-19.

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
30-24- Debt Service							
Principal payments							
\$ 57,644	\$ 52,308	\$ 54,233	6814	2018 KS Statebank - Due 09/22/2020	\$ 57,000	\$ 57,000	
Interest payments							
4,914	10,249	8,325	6824	2018 KS Statebank - Due 09/22/2020	7,000	7,000	
<u>\$ 62,558</u>	<u>\$ 62,558</u>	<u>\$ 62,558</u>	Total Debt Service		<u>\$ 64,000</u>	<u>\$ 64,000</u>	<u>\$ -</u>
Non-divisional							
30-29- Transfers Out							
\$ -	\$ 1,029,000	\$ 635,000	8105	Transfer Out to Fund 05	\$ 1,008,000	\$ 1,008,000	
3,537,000	430,000	500,000	8173	Transfer Out to Fund 73	480,000	480,000	
<u>\$ 3,537,000</u>	<u>\$ 1,459,000</u>	<u>\$ 1,135,000</u>	Total Transfers		<u>\$ 1,488,000</u>	<u>\$ 1,488,000</u>	<u>\$ -</u>
30-29- Contingency							
\$ -	\$ -	\$ 546,942	9000	Contingency	\$ 264,900	\$ 249,900	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 546,942</u>	Total Contingency		<u>\$ 264,900</u>	<u>\$ 249,900</u>	<u>\$ -</u>
<u>\$ 4,425,210</u>	<u>\$ 1,592,723</u>	<u>\$ 1,986,000</u>	Total Appropriations		<u>\$ 2,270,000</u>	<u>\$ 2,254,000</u>	<u>\$ -</u>
\$ 465,068	\$ 480,832	\$ -	Unappropriated ending fund balance		\$ -	\$ -	\$ -
<u>\$ 4,890,278</u>	<u>\$ 2,073,555</u>	<u>\$ 1,986,000</u>	Total Requirements		<u>\$ 2,270,000</u>	<u>\$ 2,254,000</u>	<u>\$ -</u>

**Wastewater General Obligation Debt Service Fund
Fund 40**

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

General Obligation Bonds

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

State of Oregon Infrastructure Finance Authority Loans

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

On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. The District participated in the Bond Refunding, amending the loan agreement. Under the amended agreement, this debt is no longer secured by GO Bonds, now secured with a pledge of wastewater net revenue. All further debt service is transferred to Wastewater Revenue Bond Debt Service Fund.

The remaining fund balance at the end of fiscal year 2020-21 is transferred back to Wastewater Reclamation Fund, the original funding source.

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

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

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 40 Wastewater General Obligation Debt Service

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
40-00- Resources							
\$ 783,053	\$ 660,960	\$ 333,000	3500	Beginning Fund Balance	\$ 623,800	\$ 623,800	
26,552	15,006	7,000	4610	Investment revenue	-	-	
122,729	117,300	111,000	4701	Interest Subsidy	-	-	
40-29- Transfers In							
1,548,123	1,350,500	812,000	4920	Transfer In from Fund 20	-	-	
\$ 2,480,457	\$ 2,143,766	\$ 1,263,000	Total Resources		\$ 623,800	\$ 623,800	\$ -
40-24- Debt Service							
Principal payments							
\$ 360,936	\$ 368,036	\$ 375,273	6811	2010 IFA Loan Principal	\$ -	\$ -	
1,080,000	1,120,000	-	6812	2010 GO Bond Principal	-	-	
Interest payments							
44,000	44,800	-	6821	2010 GO Bond Interest	-	-	
290,561	277,011	262,828	6822	2010 IFA Loan Interest	-	-	
44,000	-	-	6821	2010 GO Bond Interest	-	-	
\$ 1,819,497	\$ 1,809,847	\$ 638,101	Total Debt Service		\$ -	\$ -	\$ -
40-29- Transfers Out							
\$ -	\$ -	\$ -	8120	Transfer Out to Fund 20	\$ 623,800	623,800	
\$ -	\$ -	\$ -	Total Transfers		\$ 623,800	\$ 623,800	\$ -
\$ 1,819,497	\$ 1,809,847	\$ 638,101	Total Appropriations		\$ 623,800	\$ 623,800	\$ -
\$ 660,960	\$ 333,919	\$ 624,899	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ 2,480,457	\$ 2,143,766	\$ 1,263,000	Total Requirements		\$ 623,800	\$ 623,800	\$ -

**Wastewater Revenue Bond Debt Service Fund
Fund 50**

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

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

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

JP Morgan Bank Loan

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

State of Oregon Infrastructure Finance Authority Loans

On August 31, 2010, the State of Oregon Infrastructure Finance Authority (IFA) loaned the District \$8,000,000 which originated from the State's issuance of Recovery Zone Economic Development Bonds. These are also known as United States Build America Bonds. On February 18, 2021, the State of Oregon Business Oregon refunded the bonds that funded the IFA loan. The District participated in the Bond Refunding, amending the loan agreement for the balance of \$3,684,197.37 remaining. Under the amended agreement, this debt is no longer secured by General Obligation Bonds, now secured with a pledge of wastewater net revenue. Debt service will continue for the remaining ten-years of the original loan period, retaining the original maturity of December 1, 2030, with an all-in true interest cost of 1.323%. All further debt service will be out of this fund.

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

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

Fund 50 - WW Revenue Bond Debt Service

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
50-00- Resources							
\$ 1,215,131	\$ 1,374,167	\$ 682,000	3500	Beginning Fund Balance	\$ 587,000	\$ 587,000	
29,991	16,738	16,084	4610	Investment revenue	6,000	6,000	
50-29- Transfers In							
1,755,812	1,100,000	2,871,000	4920	Transfer In from Fund 20	3,412,000	3,412,000	
\$ 3,000,934	\$ 2,490,905	\$ 3,569,084	Total Resources		\$ 4,005,000	\$ 4,005,000	\$ -
50-24- Debt Service							
Principal payments							
\$ 436,273	\$ 444,576	\$ 453,101	6810	2010 SRF Loan - Due 08/01/2021	\$ 461,854	\$ 461,854	
440,397	448,811	457,449	6810	2010 SRF Loan - Due 02/01/2022	466,317	466,317	
-	-	-	6811	2021 IFA Loan - Due 12/01/2021	307,409	307,409	
-	190,000	1,356,000	6813	2017 JPM Bank Loan - Due 05/01/2022	1,385,000	1,385,000	
Interest payments							
150,725	142,422	133,897	6820	2010 SRF Loan - Due 08/01/2021	125,144	125,144	
220,047	207,208	194,061	6820	2010 SRF Loan - Due 02/01/2022	180,596	180,596	
-	-	-	6822	2021 IFA Loan - Due 12/01/2021	144,809	144,809	
189,663	189,663	187,288	6823	2017 JPM Bank Loan - Due 11/01/2021	170,338	170,338	
189,663	189,663	187,288	6823	2017 JPM Bank Loan - Due 05/01/2022	170,338	170,338	
\$ 1,626,767	\$ 1,812,342	\$ 2,969,084	Total Debt Service		\$ 3,411,805	\$ 3,411,805	\$ -
\$ 1,626,767	\$ 1,812,342	\$ 2,969,084	Total Appropriations		\$ 3,411,805	\$ 3,411,805	\$ -
\$ 1,374,167	\$ 678,563	\$ 600,000	Reserve for future expenditures		\$ 593,195	\$ 593,195	\$ -
\$ 3,000,934	\$ 2,490,905	\$ 3,569,084	Total Requirements		\$ 4,005,000	\$ 4,005,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

**Drinking Water Capital Fund
Fund 71**

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

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

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

During fiscal year 2020-21 the District adopted a Water System Master Plan which has been used to establish rates charged for water base and consumption charges and system development charges (SDC). The District now has an up-to-date hydraulic model to help staff identify and focus efforts within the capital improvement program (CIP).

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

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

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

Fund 71 - Drinking Water Capital Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
71-00- Resources							
\$ -	\$ 3,236,048	\$ 3,942,000	3500	Beginning Fund Balance	\$ 4,135,000	\$ 4,135,000	
-	-	-	4221	System Devel. - Reimbursement	100,000	100,000	
-	-	-	4225	System Devel. - Improvement	100,000	100,000	
74,267	94,115	50,000	4610	Investment revenue	40,000	40,000	
1,320,000	-	-	4650	Proceeds from borrowing	-	-	
71-29- Transfers In							
2,700,000	1,675,000	500,000	4910	Transfer In from Fund 10	500,000	500,000	
\$ 4,094,267	\$ 5,005,163	\$ 4,492,000	Total Resources		\$ 4,875,000	\$ 4,875,000	\$ -
71-20- Capital Outlay							
\$ 683,972	\$ 259,067	\$ -	7200	Infrastructure	\$ 1,555,000	\$ 1,555,000	
-	6,958	-	7300	Buildings and improvements	-	-	
6,419	682	-	7530	Capital Software Purchase	25,000	25,000	
34,113	-	35,000	7540	Vehicles	-	35,000	
133,715	508,625	1,480,000	7600	Capital improvement projects	1,600,000	370,000	
\$ 858,220	\$ 775,331	\$ 1,515,000	Total Capital Outlay		\$ 3,180,000	\$ 1,985,000	\$ -
71-29- Transfers and Contingency							
\$ -	\$ -	\$ 2,977,000	9000	Contingency	\$ 1,695,000	\$ 2,890,000	
\$ -	\$ -	\$ 2,977,000	Total Transfers and Contingency		\$ 1,695,000	\$ 2,890,000	\$ -
\$ 858,220	\$ 775,331	\$ 4,492,000	Total Appropriations		\$ 4,875,000	\$ 4,875,000	\$ -
\$ 3,236,048	\$ 4,229,832	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ 4,094,267	\$ 5,005,163	\$ 4,492,000	Total Requirements		\$ 4,875,000	\$ 4,875,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

**Wastewater Reclamation Capital Fund
Fund 72**

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

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

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

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

Fund 72 - Wastewater Reclamation Capital Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
72-00 Resources							
\$ -	\$ 4,220,098	\$ 4,605,000	3500	Beginning Fund Balance	\$ 4,535,000	\$ 4,535,000	
116,965	97,904	75,000	4610	Investment revenue	50,000	50,000	
372,159	346,768	-	4630	Miscellaneous revenues	-	-	
72-29- Transfers In							
5,000,000	1,300,000	1,000,000	4920	Transfer In from Fund 20	1,000,000	1,000,000	
\$ 5,489,125	\$ 5,964,770	\$ 5,680,000	Total Resources		\$ 5,585,000	\$ 5,585,000	\$ -
72-21- Capital Outlay - Treatment							
\$ 70,204	\$ 3,449	\$ -	7300	Buildings and improvements	\$ -	\$ -	
-	50,551	100,000	7520	Equipment	100,000	177,000	
4,356	-	-	7530	Capital software purchase	-	-	
5,370	-	20,000	7540	Vehicles	-	-	
998,432	654,512	2,330,000	7600	Capital improvement projects	980,000	660,000	
72-22- Capital Outlay - Collections							
-	2,972	-	7300	Buildings and improvements	-	-	
54,984	-	-	7520	Equipment	-	-	
3,375	662	-	7530	Capital software purchase	-	-	
27,680	-	-	7540	Vehicles	-	-	
104,626	-	-	7600	Capital improvement projects	1,694,000	1,624,000	
\$ 1,269,027	\$ 712,146	\$ 2,450,000	Total Capital Outlay		\$ 2,774,000	\$ 2,461,000	\$ -
72-29- Transfers and Contingency							
\$ -	\$ -	\$ 3,230,000	9000	Contingency	\$ 2,811,000	\$ 3,124,000	
\$ -	\$ -	\$ 3,230,000	Total Transfers and Contingency		\$ 2,811,000	\$ 3,124,000	\$ -
\$ 1,269,027	\$ 712,146	\$ 5,680,000	Total Appropriations		\$ 5,585,000	\$ 5,585,000	\$ -
\$ 4,220,098	\$ 5,252,624	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ 5,489,125	\$ 5,964,770	\$ 5,680,000	Total Requirements		\$ 5,585,000	\$ 5,585,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

**Watershed Protection Capital Fund
Fund 73**

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

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

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

Fund 73 - Watershed Protection Capital Fund

ACTUAL 18-19	ACTUAL 19-20	BUDGET 20-21	Object Code	Item	PROPOSED 21-22	APPROVED 21-22	ADOPTED 21-22
73-00- Resources							
\$ -	\$ 1,816,320	\$ 1,481,000	3500	Beginning Fund Balance	\$ 1,687,000	\$ 1,687,000	
52,675	36,387	40,000	4610	Investment revenue	15,000	15,000	
200,000	-	-	4640	Proceeds from sale of capital assets	-	-	
73-29- Transfers In							
3,537,000	430,000	500,000	4930	Transfer In from Fund 30	480,000	480,000	
\$ 3,789,675	\$ 2,282,707	\$ 2,021,000	Total Resources		\$ 2,182,000	\$ 2,182,000	\$ -
73-23- Capital Outlay							
\$ -	\$ 4,631	\$ -	7300	Buildings and improvements	\$ -	\$ -	
4,995	662	-	7530	Capital software purchase	-	-	
-	24,270	-	7540	Vehicles	-	-	
1,968,361	1,075,830	465,000	7600	Capital improvement projects	450,000	300,000	
\$ 1,973,355	\$ 1,105,392	\$ 465,000	Total Capital Outlay		\$ 450,000	\$ 300,000	\$ -
73-29- Transfers and Contingency							
\$ -	\$ -	\$ 1,556,000	9000	Contingency	\$ 1,732,000	\$ 1,882,000	
\$ -	\$ -	\$ 1,556,000	Total Transfer and Contingency		\$ 1,732,000	\$ 1,882,000	\$ -
\$ 1,973,355	\$ 1,105,392	\$ 2,021,000	Total Appropriations		\$ 2,182,000	\$ 2,182,000	\$ -
\$ 1,816,320	\$ 1,177,315	\$ -	Reserve for future expenditures		\$ -	\$ -	\$ -
\$ 3,789,675	\$ 2,282,707	\$ 2,021,000	Total Requirements		\$ 2,182,000	\$ 2,182,000	\$ -

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6110	Legal Services Charges for services provided by outside counsel; including bond, legal and personnel.	\$ 375,000
6120	Accounting and Audit Services Costs associated with required annual financial audit services.	\$ 50,000
6155	Contracted Services Charges for services contracted for administrative services, operations and management. Engineering services Administrative services Laboratory services Other professional and technical services Printing and mailing services Lien Services Online billing services	\$ 732,500
6175	Records Management Cost of archiving of District records and records management facilitation, document storage, retrieval, and destruction.	\$ 8,000
6180	Dues and subscriptions Cost of memberships and publications, which leverage the District's limited resources in a manner that promotes cost-effectiveness, promotes ongoing employee education and training, and provides supporting services to the District. Association of Clean Water Agencies (ACWA) American Public Works Association (APWA) American Water Works Association (AWWA) American Water Works Association (AWWA) Northwest Sub-Section Clackamas Review Engaging Local Government Leaders Government Finance Officers Association Local Government Personnel Institute National Association of Clean Water Agencies (NACWA) National Association of State Agencies for Surplus Property North Clackamas County Chamber of Commerce Oregon Association of Municipal Recorders Oregon Association of Water Utilities Oregon City/County Manager's Association (OCCMA) Oregon Ethics Commission Oregon Government Finance Officers Association Oregon Water Utilities Council Other Subscriptions and Dues Portland Human Resources Management Association (PHRMA) Regional Water Providers Consortium Rotary Club of Milwaukie Society for Human Resources Management (SHRM) Special Districts Association of Oregon (SDAO) Tri-County Water Association Urban & Regional Information Systems Water Environment Federation	\$ 42,000
6220	Electricity Electric utility costs associated with production, operations and facilities.	\$ 322,000
6230	Telephone Record cost associated with voice equipment and telecommunication services whether wired or wireless.	\$ 57,000

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6240	Natural Gas Natural gas utility costs associated with production, operations, and facilities.	\$ 9,000
6250	Solid Waste Disposal Costs associated with the disposal of headworks screenings, biosolids dumping, and other solid waste disposal activities.	\$ 82,000
6290	Other Utilities Cost of utilities, other than electricity or natural gas, associated with production, operations and facilities.	\$ 15,000
6310	Janitorial services Cost for janitorial services at buildings and structures.	\$ 25,000
6320	Buildings and grounds Cost of maintaining buildings and grounds, including landscaping services, wiring, plumbing, carpentry, painting, etc.	\$ 89,000
6330	Vehicle and equipment maintenance Cost of maintaining vehicles and equipment including, repairs, tires, oil and other cost to maintain in good working order.	\$ 50,000
6340	System maintenance Cost of repair and maintenance services to infrastructure of the drinking water distribution system and watershed protection system.	\$ 400,000
6342	System maintenance Cost of repair and maintenance services to infrastructure of the wastewater reclamation collection and treatment systems.	\$ 320,000
6350	Computer maintenance Cost associated with computer technology including hardware, software, licensing, associated peripherals and accessories. Includes outsources computer technology support.	\$ 318,000
6390	Other Repairs and maintenance Cost associated with repair and maintenance other than list in accounts 6310-6350.	\$ 5,000
6410	Mileage Reimbursement for the cost of private mileage incurred by an employee when traveling for business purposes.	\$ 6,000
6420	Staff training Costs associated with employee continuing education and training to maintain certification requirements. Includes related travel expenditure. Membership costs are accounted for in 6180 Dues and Subscriptions.	\$ 74,000
	Water Environment Federation / National Association of Clean Water Agencies (NACWA) Conference	
	National Association of Clean Water Agencies (NACWA) Conference	
	Software Conference	
	Special Districts Association of Conference	
	American Water Works Association (AWWA) Pacific Northwest Conference	
	American Water Works Association (AWWA) Annual Conference	
	Pipe Standards	
	Government Finance Officers Association (GFOA) Annual Conference	
	Oregon Government Finance Officers Institute	
	Oregon Government Finance Officers Spring Conference	
	Distribution Symposium	
	Confined Spaces Classes	
	Oregon Association of Water Utilities (OAWU) Conference	
	Pacific Northwest Clean Water Agencies (PNCWA) Conference	
	Lucity Conference	
	Storm Water Management Conference	
	Team Building	
	Employee Tuition Reimbursement	
	Other Required Trainings	

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6430	Certifications Cost associated with maintaining certifications as requirement for employee's position.	\$ 6,500
	Backflow Short School OHD Certification Test Fees Other Fees	
6440	Board expense Cost associated with board meetings, board members attendance for the education, related travel expenditures and training.	\$ 7,000
	Special Districts Association Conference American Water Works Association (AWWA) Annual Conference Meeting Meals and Supplies Miscellaneous Mileage	
6510	Office supplies Cost of office materials, supplies, and services related to administration and operations.	\$ 33,000
6520	Fuels and oils Cost of fuel and oil for vehicles and equipment.	\$ 71,000
6525	Chemicals Cost of chemicals required in program operations.	\$ 30,000
6530	Small tools and equipment Cost of small tools and equipment with a replacement value of less than \$5,000 per item necessary for the performance of work.	\$ 46,000
6540	Safety supplies Cost associated with for safety supplies and services, including required protective footwear.	\$ 38,500
6550	Operational supplies Cost of supplies necessary for the operations of the District.	\$ 26,000
6560	Uniforms Cost of uniforms provided to employees, except footwear which is categorized as safety.	\$ 36,000
6590	Other supplies Cost of other miscellaneous supplies not included in other categories.	\$ 10,000
6610	Board compensation Cost of compensation of the board.	\$ 2,500
6710	Purchased water Cost of water purchased that is resold to customers.	\$ 1,117,000
6715	Water Quality Program Cost of supplies and services necessary to test drinking water that is resold to customers.	\$ 12,000
6720	Insurance Cost of property, casualty, liability, earthquake, flood, and auto insurance coverage for District equipment and facilities.	\$ 270,000

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

MATERIALS & SERVICES EXPENDITURES

Acnt #	Description	Budget
6730	Communications Cost associated with public information, education, and involvement activities. Public Notices: Board Meetings, Budget Committee Meetings, Other Meetings Informational Brochures School Education Programs Watershed Protection Public Involvement Clean Water Coalition Regional Ad Campaign SOLV Environmental Outreach Miscellaneous Meeting Expenses	\$ 125,000
6740	Advertising Cost of advertisements, as required for meetings, procurement, budgets, and recruiting.	\$ 7,500
6750	Other purchased services Cost of outsourced services not included in other line items.	\$ -
6760	Equipment rental Cost of rental or lease of equipment for office and operations.	\$ 8,000
6770	Bank charges Cost of banking fees charged for payments received and banking services rendered.	\$ 140,000
6780	Taxes, Fees, Permits Cost of property taxes regulatory compliance fees, annual required permits, right-of-way fees. Clackamas County Tax Collector: Property Tax Clackamas County - Ordinance Filing Fees Public Employee Retirement System (PERS): Administrative Fee State of Oregon DAS Ethics Commission Assessment Fee State of Oregon Secretary of State Filing Fee State of Oregon DEQ Wastewater System Operator Annual Support Fee State of Oregon DEQ National Pollutant Discharge Elimination System (NPDES) Permit Fee State of Oregon DEQ Air Contaminant Discharge Permit Fee State of Oregon DEQ Cleaner Air Oregon Fee State of Oregon DEQ Hazardous Materials Report Fee State of Oregon DEQ Municipal Separate Storm Sewer System (MS4) Permit State of Oregon OHA Cross Connection Annual Fee City of Gladstone's 5% Right-of-Way Franchise Fee City of Milwaukie (sewer processing fee) Union Pacific Right-of-Way Tax Other Taxes, Fees, Permits	\$ 106,500
6785	ECAP Payment Cost of financial assistance on a temporary basis for District customers financially impacted by the COVID-19 State of Emergency.	\$ 76,000
6900	Miscellaneous expense Cost of other miscellaneous expenses.	\$ 7,000
	Materials and Services Expenditures Total	<u>\$ 5,155,000</u>

SPECIAL PAYMENTS EXPENDITURES

6990	Special Payments - PERS Payment for PERS for an employee retirement pension plan side account that will stabilize future employer contribution rates.	\$ 550,000
	Special Payments Expenditures Total	<u>\$ 550,000</u>

OAK LODGE WATER SERVICES DISTRICT
 PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

CAPITAL OUTLAY EXPENDITURES

Acnt#	Description	Budget
7100	Land The purpose of the Land line item is to account for land and easement acquisitions.	\$ -
7200	Infrastructure The purpose of the Infrastructure line item is to account for the acquisition, improvement, replacement, and capacity expansion of infrastructure.	\$ 1,555,000
7300	Buildings and improvements The purpose of the Buildings and Improvements line item is to account for acquisition, improvement, replacement, and capacity expansions of buildings and structures.	\$ -
7400	Improvements other than buildings The purpose of the Improvements Other than Buildings line item is to account for improvements other than to buildings.	\$ -
7510	Furniture and fixtures The purpose of the Furniture and Fixtures line item is to account for the acquisition of furniture and fixtures.	\$ -
7520	Equipment The purpose of the Equipment line item is to account for the acquisition of equipment.	\$ 177,000
7530	Software The purpose of the Software line item is to account for the acquisition of software.	\$ 25,000
7540	Vehicles The purpose of the Vehicles line item is to account for the acquisition of vehicles.	\$ 70,000
7600	Capital improvements The purpose of the Capital Improvements line item is to account for improvements identified in the capital improvement plan(s).	\$ 2,954,000
	Capital Outlay Total	<u>\$ 4,781,000</u>

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

DEBT SERVICE EXPENDITURES

Acnt#	Description	Budget
6810	Principal Payments - 2010 SRF Loan Principal Account for principal payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 928,171
6811	Principal Payments - 2021 IFA Loan Principal Account for principal payments related to a State of Oregon Infrastructure Finance Authority (IFA)	\$ 307,409
6813	Principal Payments - 2017 JPM Bank Loan Principal Account for principal payments related to a JP Morgan Bank Loan.	\$ 1,385,000
6814	Principal Payments - 2018 KS Statebank Principal Account for principal payments related to a KS Statebank Bank Loan.	\$ 57,000
6815	Principal Payments - 2019 Zions Bank Loan Principal Account for principal payments related to a Zions Bank Loan.	\$ 183,000
6820	Interest Payments - 2010 SRF Loan Interest Account for interest payments related to a State of Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Loan.	\$ 305,740
6822	Interest Payments - 2021 IFA Loan Interest Account for interest payments related to a State of Oregon Infrastructure Finance Authority (IFA)	\$ 144,809
6823	Interest Payments - 2017 JPM Bank Loan Interest Account for interest payments related to a JP Morgan Bank Loan.	\$ 340,675
6824	Interest Payments - 2018 KS Statebank Interest Account for interest payments related to a KS Statebank Bank Loan.	\$ 7,000
6825	Interest Payments - 2019 Zions Bank Loan Interest Account for interest payments related to a Zions Bank Loan.	\$ 26,000
	Debt Service Expenditures Total	<u>\$ 3,684,805</u>

OAK LODGE WATER SERVICES DISTRICT
PROPOSED BUDGET – FISCAL YEAR 2021-2022

LINE ITEM DESCRIPTIONS

TRANSFERS OUT

Acct# Description	Budget
8105 Transfer to Fund 05 Transfer of resources to the Administrative Services Fund.	\$ 4,407,000
8120 Transfer to Fund 20 Transfer of resources to the Wastewater Reclamation Operating Fund.	\$ 623,800
8150 Transfer to Fund 50 Transfer of resources to the Wastewater Reclamation Revenue Bond Debt Service Fund.	\$ 3,412,000
8171 Transfer to Fund 71 Transfer of resources to the Drinking Water Capital Fund.	\$ 500,000
8172 Transfer to Fund 72 Transfer of resources to the Wastewater Reclamation Capital Fund.	\$ 1,000,000
8173 Transfer to Fund 73 Transfer of resources to the Wastewater Protection Capital Fund.	\$ 480,000
Transfers Out Total	\$ 9,799,000

LINE ITEM DESCRIPTIONS

CONTINGENCIES

Acct # Description	Budget
9000 Contingency Provide a contingency in the event actual expenditures exceed budgeted appropriations or actual revenues are less than anticipated.	\$ 10,142,100
Contingencies Total	\$ 10,142,100



AGENDA ITEM

Title	Call for Public Comment
Item No.	7
Date	May 18, 2021

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 Business from the Board
Item No. 8
Date May 18, 2021

Summary

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

Directors assigned specific roles as representatives of the District 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 Items Include:

- a. Individual Board Member Reports**
- b. Parking Lot**

Date Added	Item	Work Update
8/13/2019	OLWSD/Gladstone IGA	OLWSD and Gladstone have begun negotiations of the full draft IGA.

**Oak Lodge Water Services
2021 OLWS Board Member Liaison Assignments**

Board/Committee	Current Primary	Current Alternate	Meeting Schedule
Clackamas River Water	Kevin Williams	Paul Gornick	Monthly - Second Thursday, 6 p.m.
Sunrise Water Authority	Paul Gornick	Kevin Williams	Monthly - Fourth Wednesday, 6 p.m.
C-4	Paul Gornick	Susan Keil	Monthly - First Thursday, 6:45 p.m.
Regional Water Providers Consortium	Mark Knudson	Paul Gornick	Triannually - First Wednesday, 6:30 p.m.
Oak Grove Community Council	Mark Knudson	Susan Keil	Monthly - Fourth Wednesday, 7:00 p.m.
SDAO	All		Varies
AWWA	All		Varies
Jennings Lodge CPO	Kevin Williams	Paul Gornick	Monthly - Fourth Tuesdays, 7:00 p.m.
North Clackamas County Water Commission (NCCWC)	Paul Gornick/Kevin Williams	Mark Knudson	Quarterly - Fourth Thursday in Jan/March/June/Sept, 5:30 p.m.
Chamber of Commerce	Ginny Van Loo	Susan Keil	Monthly - Third Wednesdays, 11:45 a.m.-1:15 p.m.
New Concord Task Force	Ginny Van Loo		Quarterly
Healthy Watersheds	Kevin Williams		
OGLO Bike-Ped Bridge Advisory Group	OPEN	None needed	Task Force will dissolve after project decision
Water Research Foundation	Mark Knudson	None needed	

Meetings Attended During the Past Month

1. April 22, 2021 & April 27, 2021 – OLWSD Budget Committee Meeting
2. April 28, 2021 – OLWSD Finance Committee Meeting
3. April 28, 2021 – Oak Grove Community Council meeting (agenda attached)
 - a. Update on Shelter/Temporary Housing and Homelessness in Oak Grove, Vahid Brown
 - i. Currently: 178 households chronically homeless; 201 households for families with children; 51 households of youth under age 25; 264 homeless housing units in inventory
 - ii. 47% of students in Clackamas Community College reported experiencing homelessness in previous year
 - iii. 54% increase in homelessness from 2017-2019
 - iv. Didn't do in-person count in 2021 due to Covid
 - v. Top two reasons for homelessness: "couldn't afford rent" and "unemployment"
 - vi. Most homeless people are from the county in which they were last housed
 - vii. Across the country, homelessness is ~ directly related to cost of housing
 - viii. Median household income in Clackamas County is \$56k/yr; ave cost of 2BR apt is \$1,400/mo (\$17k/yr)
 - ix. Programs: Metro housing bond = 2,500 residents / 812 units; Supportive Housing Services could add \$50M/yr
 - b. Collaborative Safety Project for 99E with ODOT, Paul Savas
 - i. History of sidewalk projects (20 years ago) ... the Concord project added sidewalks from McLoughlin west; support extended to add sidewalks to McLoughlin and crosswalks
 - ii. FILO: waived requirement for sidewalks – savings to developers and use of \$\$ for sidewalks to provide greatest benefit
 - iii. Multiple efforts over the years to collaborate with OGCC to prioritize projects
 - iv. Opportunity to continue the spirit of cooperation and collaboration – including collaboration with OLWSD for water and stormwater improvements
 - v. Now ODOT planning improvements at Boardman and 99E (flasher crosswalk and sidewalks) and Courtney from McLoughlin to River Road will have sidewalks
 - vi. Future funding to make other projects happen ... ideally identify packages of projects – including coordination with OLWSD – to demonstrate cooperation
 - c. Committee Reports
 - i. Community Emergency Response Team (CERT) – Rich Nepon
 1. Providing staffing for various vaccination operations
 2. Creating HAM radio network, including potential for antenna at Rose Villa
 - ii. Concord School Site / Library Project – Mark Elliott
 1. Task force to review schematic design with architect
 2. Planning for sustainability strategies to incorporate into project
 - d. Announcements
 - i. NCPRD – election of representatives is schedule for 4/29/21
 - e. Next meeting: May 26, 2021
4. April 29, 2021 – OLWSD Budget Committee meeting
5. May 7, 2021 – OLWSD Board of Directors special meeting
6. May 12, 2021 – Business Oregon Audit Committee meeting
7. May 14, 2021 – Business Oregon Infrastructure Roundtable meeting
8. May 18, 2021 – OLWSD Board of Directors meeting

Oak Lodge Water Services – May 18, 2021

Business from the Board – Report by Mark Knudson

Page 2 of 2

Meetings Scheduled for the Next Month

1. May 26, 2021 – Oak Grove Community Council meeting
2. June 2, 2021 – Regional Water Providers Consortium Board meeting
3. June 7, 2021 – North Clackamas Chamber of Commerce Government Affairs Committee meeting, “State of Water Infrastructure” panel presentation
4. June 15, 2021 – OLWSD Board of Directors meeting



Oak Grove Community Council

Regular Council Business Meeting

April 28, 2021

Agenda

WHAT: Regular Council Business Meeting
WHEN: Wednesday, April 28th, 2021 - 7:00 p.m. to 8:15 p.m.
Social time - after conclusion of business meeting

WHERE: Zoom – link:

<https://us02web.zoom.us/j/89301304485?pwd=dXBhTFJyVmRSTnFuUDdwUEFZYmk1UT09>

Meeting ID: 893 0130 4485

Passcode: OakGroveCC

Phone-in number: (253) 215-8782

Meeting ID: 893 0130 4485

Passcode: 510 9081 804

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- March 24th Meeting minutes + membership update
- Treasurer's update

7:15 Program:

- Update on Shelter/Temporary Housing and Houselessness in Oak Grove
 - *Vahid Brown*
- Collaborative Safety Project for 99E with ODOT
 - *Paul Savas, Clackamas County Commissioner*

8:00 Committee updates

- Community Emergency Response Team (CERT)
- Concord School Site
- Park Avenue Community Project

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom:
 - May 26, Jun 23, Jul 28
- Future OGCC Board Meetings - 6:45 pm at Zoom:
 - May 3, Jun 7, Jul 5

8:15 Adjourn

Business from the Board
Paul Gornick's Meeting Reports
April 2021

April 28, 2021 - Sunrise Water Board Meeting (remote meeting)

- Board adopted the new rates as approved after the rate hearing on April 21.
- General Manager Hathhorn reported they are having difficulty with recruitment for an engineer position. They utilized an outside candidate search agency and received NO applications. One board member who works for a construction contractor suggested incentive bonus for existing employees to provide successful referrals.
- General Manager also noted that April was particularly dry, and that by early summer we may have a better idea if there will be a low snowpack level that might lead to curtailments.

May 6, 2021 – C4 Meeting (remote meeting)

- The County's Equity and Inclusion Officer reported on the progress of the Racial Justice Project.
- County staffer Trent Wilson discussed the need for the cities that are on C4 to select a member to represent them on the Climate Action Plan Task Force.
- Trent Wilson also noted the need to appoint a member from urban cities to the Region 1 Area Committee on Transportation. Milwaukie Mayor Mark Gamba indicated interest, and his appointment was affirmed by the urban city representatives on C4.
- Commissioner Savas presented a document on the "Clackamas County Values on Proposed Transportation Funding Solutions for the Interstate System in the Portland Metropolitan Area" that reflected the sense of the County Commission.

CLACKAMAS COUNTY VALUES

ON PROPOSED TRANSPORTATION FUNDING SOLUTIONS

FOR THE INTERSTATE SYSTEM IN THE PORTLAND METROPOLITAN AREA

4.15.2021

Clackamas County supports a functional regional interstate system that prioritizes equity, safety, a vibrant economy, healthy and active communities, climate action, disaster resilience, and the reliable movement of people and goods.

We acknowledge that additional funding is needed to construct these projects and other improvements on the interstate system. Clackamas County has identified the following values that should be reflected in any approved funding solutions.

To ensure a safe, equitable regional interstate system, funding solutions should...

- Support timely allocation of funds to construct the projects of statewide significance from HB2017
- Ensure that revenue be reinvested in projects identified by an inclusive public process led by ODOT and coordinated with the local governments
- Elevate engagement with people who have been historically left out of policy discussions, such as low income families and people of color
- Establish viable alternative transportation options that support the functionality of the interstate system, such as an accessible transit system, in areas with inadequate service
- Support necessary improvements to accommodate the region's current and projected growth

To support a vibrant economy & ensure the reliable movement of people and goods, funding solutions should...

- Ensure that no tolling or congestion pricing occurs on any one part of the system prior to full system implementation to avoid economic disadvantages or unfair burdens on people (communities, businesses, and the movement of commerce)
- Maintain a transportation system for urban and rural residents that is dependable and predictable to attract new businesses and industry, and provides reliable travel times for commuters and employers
- Enhance opportunities for Disadvantaged Business Enterprise (DBE) in capital projects and incorporate Construction Career Pathways (C2P2) strategies to promote diversity in skilled construction occupations

To prioritize disaster resiliency and climate action, funding solutions should...

- Provide safe, efficient evacuation routes during natural disasters, such as wildfires and earthquakes, by upgrading vulnerable bridges and other transportation infrastructure to be earthquake ready
- Balance transportation improvements with the County's goal to be carbon neutral by 2050 by working to improve regional air quality and mitigate impacts of vehicle pollution on public health and the environment

To support healthy and active communities, funding solutions should...

- Mitigate impacts on local facilities caused by diversion/rerouting of trips (all modes)
- Embed safety, health and equity into project designs and program policies (all modes)
- Improve connections and travel options to places of work, school, medical care, and recreation

This document is not an endorsement or acceptance of any proposal to implement tolling or congestion pricing on I-205, as we believe it will have a disproportionate and detrimental effect on Clackamas residents, businesses, and visitors.



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Finance Department Monthly Report
Item No.	9a
Date	May 18, 2021

Summary

The Board has requested updates at the regular meetings of the Board on the status of the District's Operations.

Attachments

1. Checks by Date Report for April 2021

Bank Reconciliation
 Checks by Date
 User: Gail
 Printed: 05/11/2021 - 7:51PM
 Cleared and Not Cleared Checks
 Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	4/2/2021	Check Commerce		AP		4/ 2/2021	197.00
0	4/2/2021	Pitney Bowes Global Financial Services LLC		AP		4/ 2/2021	50.00
0	4/9/2021	VALIC c/o JP Morgan Chase		AP		4/ 9/2021	3,406.09
0	4/9/2021	Oregon Department Of Revenue		AP		4/12/2021	7,607.98
0	4/9/2021	Nationwide Retirement Solutions		AP		4/ 9/2021	1,997.62
0	4/9/2021	TSYS		AP		4/12/2021	174.91
0	4/9/2021	Public Employees		AP			24,849.36
0	4/9/2021	Internal Revenue Service		AP		4/12/2021	27,406.01
0	4/9/2021	Pitney Bowes Global Financial Services LLC		AP		4/12/2021	147.84
0	4/9/2021	TSYS		AP		4/12/2021	9,322.86
0	4/9/2021	State of Oregon		AP		4/13/2021	865.19
0	4/9/2021	Payroll Direct Deposit		PR		4/ 9/2021	66,717.71
0	4/11/2021	Wells Fargo Bank		AP		4/12/2021	1,983.13
0	4/23/2021	Payroll Direct Deposit		PR		4/23/2021	75,299.15
ACH Disbursement Activity Subtotal							220,024.85
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							220,024.85

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
Paper Check Disbursement Activity							
45365	4/1/2021	Accountemps		AP		4/ 8/2021	1,654.31
45366	4/1/2021	Affordable Arbor Care LLC		AP			650.00
45367	4/1/2021	AFSCME Council 75		AP		4/ 6/2021	792.27
45368	4/1/2021	AnswerNet		AP		4/ 8/2021	496.92
45369	4/1/2021	APWA		AP		4/ 7/2021	215.00
45370	4/1/2021	Cable Huston LLP		AP		4/ 6/2021	32,652.50
45371	4/1/2021	Century Link		AP		4/12/2021	616.62
45372	4/1/2021	Cintas Corporation - 463		AP		4/14/2021	72.66
45373	4/1/2021	Cochran Inc.		AP		4/ 5/2021	275.00
45374	4/1/2021	Consolidated Supply Co.		AP		4/ 5/2021	2,827.08
45375	4/1/2021	Contractor Supply, Inc.		AP		4/ 5/2021	11.50
45376	4/1/2021	Hach Company		AP		4/ 8/2021	6,099.80
45377	4/1/2021	Hawkins Delafield & Wood LLP		AP		4/12/2021	4,491.00
45378	4/1/2021	J. Thayer Company		AP		4/ 6/2021	102.96
45379	4/1/2021	murraysmith		AP		4/ 6/2021	1,919.00
45380	4/1/2021	Napa Auto Parts		AP		4/ 8/2021	9.07
45381	4/1/2021	Northstar Chemical, Inc.		AP		4/ 5/2021	345.25
45382	4/1/2021	Northwest Clerks Institute		AP			475.00
45383	4/1/2021	Owens Pump & Equipment		AP		4/ 8/2021	2,051.49
45384	4/1/2021	R & L Services Inc.		AP		4/ 8/2021	259.90
45385	4/1/2021	Seattle Ace Hardware		AP		4/12/2021	157.88
45386	4/1/2021	Secure Pacific Corporation		AP		4/ 5/2021	157.35
45387	4/1/2021	Western Exterminator Company		AP		4/ 8/2021	133.75
45388	4/2/2021	Employee Business Expense Reimbursement		AP		4/ 5/2021	351.00
45389	4/9/2021	Employee Paycheck		PR		4/26/2021	2,006.76
45390	4/9/2021	Accountemps		AP		4/14/2021	1,730.00
45391	4/9/2021	AFLAC		AP		4/15/2021	699.27
45392	4/9/2021	AFSCME Council 75		AP		4/15/2021	792.68
45393	4/9/2021	Aks Engineering & Forestry		AP		4/12/2021	10,262.50
45394	4/9/2021	Apex Labs		AP		4/12/2021	4,311.00
45395	4/9/2021	Atlas Electrical Contractors, Inc.		AP		4/14/2021	574.76
45396	4/9/2021	CDR Labor Law, LLC		AP		4/12/2021	3,277.50
45397	4/9/2021	Century Link		AP		4/14/2021	324.00
45398	4/9/2021	Cintas Corporation - 463		AP		4/19/2021	72.66
45399	4/9/2021	City Of Gladstone		AP		4/16/2021	193.60
45400	4/9/2021	Consolidated Supply Co.		AP		4/12/2021	7,058.65
45401	4/9/2021	Discover Bank		AP		4/12/2021	458.62
45402	4/9/2021	Dr. Lance F. Harris D.C.		AP		4/12/2021	90.00
45403	4/9/2021	Grainger, Inc.		AP		4/14/2021	497.19
45404	4/9/2021	HealthEquity		AP		4/14/2021	118.05
45405	4/9/2021	Horner Enterprises, Inc.		AP		4/20/2021	9,968.60

Bank Reconciliation
 Checks by Date
 User: Gail
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45406	4/9/2021	J. Thayer Company		AP		4/13/2021	161.50
45407	4/9/2021	Lakeside Industries		AP		4/13/2021	1,099.90
45408	4/9/2021	LinkedIn Corporation		AP		4/15/2021	3,680.00
45409	4/9/2021	Madison Biosolids, Inc.		AP		4/14/2021	2,266.68
45410	4/9/2021	Net Assets Corporation		AP		4/12/2021	726.00
45411	4/9/2021	North Coast Electric Company		AP		4/19/2021	27,049.88
45412	4/9/2021	Portland General Electric		AP		4/19/2021	3,961.08
45413	4/9/2021	Seattle Ace Hardware		AP		4/21/2021	49.95
45414	4/9/2021	Secure Pacific Corporation		AP		4/12/2021	314.70
45415	4/9/2021	Springbrook National User Group		AP		4/26/2021	100.00
45416	4/9/2021	Springwater Arboriculture LLC		AP		4/14/2021	1,600.00
45417	4/9/2021	Tritech Software Systems		AP		4/19/2021	21,870.48
45418	4/12/2021	AFLAC		AP		4/19/2021	699.27
45419	4/12/2021	Cascadia Backflow		AP		4/23/2021	1,347.49
45420	4/12/2021	Cavanaugh & Associates. PA		AP		4/19/2021	787.50
45421	4/12/2021	City Of Gladstone		AP		4/16/2021	44.56
45422	4/12/2021	Contractor Supply, Inc.		AP		4/14/2021	160.80
45423	4/12/2021	Lou's Gloves		AP		4/16/2021	1,095.00
45424	4/12/2021	NCCWC		AP		4/13/2021	66,387.87
45425	4/12/2021	North Clackamas Urban Watershed Council		AP		4/21/2021	8,601.74
45426	4/12/2021	Seattle Ace Hardware		AP	Void		25.98
45427	4/12/2021	Tice Electric Company		AP		4/15/2021	2,797.63
45428	4/12/2021	Unifirst Corporation		AP		4/19/2021	1,861.68
45429	4/12/2021	Waste Management Of Oregon		AP		4/19/2021	63.00
45430	4/12/2021	Backflow Management Inc.		AP		4/22/2021	1,125.00
45431	4/12/2021	Consolidated Supply Co.		AP		4/14/2021	3,505.00
45432	4/12/2021	Employee Business Expense Reimbursement		AP			145.00
45433	4/12/2021	Grainger, Inc.		AP		4/15/2021	1,241.30
45434	4/12/2021	IntelliCorp Records, Inc.		AP		4/15/2021	153.90
45435	4/12/2021	J. Thayer Company		AP		4/15/2021	473.03
45436	4/12/2021	Northwest Natural		AP		4/16/2021	364.41
45437	4/12/2021	Portland General Electric		AP		4/16/2021	22,057.89
45438	4/14/2021	Employee Paycheck		PR		4/15/2021	9,402.12
45439	4/15/2021	Customer Refund		AP			6.55
45440	4/15/2021	Customer Refund		AP		4/26/2021	20.33
45441	4/15/2021	Customer Refund		AP		4/22/2021	87.23
45442	4/15/2021	Employee Business Expense Reimbursement		AP		4/19/2021	280.00
45443	4/19/2021	Waste Management Of Oregon		AP		4/26/2021	172.98
45444	4/19/2021	Wallis Engineering PLLC		AP		4/27/2021	1,131.66
45445	4/19/2021	Slayden Constructors		AP		4/26/2021	83,234.92
45446	4/19/2021	Seattle Ace Hardware		AP			7.19
45447	4/19/2021	Relay Resources		AP		4/23/2021	6,272.73
45448	4/19/2021	R.L. Reimers Company		AP		4/26/2021	32,774.05
45449	4/19/2021	Pacific Power Group		AP		4/26/2021	545.37
45450	4/19/2021	Northstar Chemical, Inc.		AP		4/22/2021	502.50
45451	4/19/2021	H.D. Fowler Company		AP		4/22/2021	232.36
45452	4/19/2021	Ed's Mower & Saw Shoppe		AP		4/26/2021	132.90
45453	4/19/2021	Detemple Company, Inc.		AP		4/26/2021	722.50

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45454	4/19/2021	Comcast		AP		4/26/2021	764.55
45455	4/19/2021	Cintas Corporation		AP		4/26/2021	99.00
45457	4/22/2021	Accountemps		AP		4/29/2021	3,334.15
45458	4/22/2021	BMS Technologies		AP		4/27/2021	3,259.16
45459	4/22/2021	Cessco, Inc		AP		4/27/2021	535.99
45460	4/22/2021	City Of Milwaukie		AP		4/27/2021	1,738.11
45461	4/22/2021	Coastal Farm & Home Supply		AP		4/27/2021	165.98
45462	4/22/2021	Contractor Supply, Inc.		AP		4/26/2021	85.20
45463	4/22/2021	Convergence Networks		AP		4/27/2021	6,543.00
45464	4/22/2021	Cues, Inc		AP		4/27/2021	5,910.80
45465	4/22/2021	General Equipment Company		AP		4/30/2021	87.43
45466	4/22/2021	Grainger, Inc.		AP		4/26/2021	125.24
45467	4/22/2021	Hawkins Delafield & Wood LLP		AP		4/29/2021	176.00
45468	4/22/2021	ICMA Membership Renewals		AP		4/28/2021	1,400.00
45469	4/22/2021	J. Thayer Company		AP		4/27/2021	265.84
45470	4/22/2021	Northwest Natural		AP		4/27/2021	326.49
45471	4/22/2021	Olson Bros. Service, Inc.		AP		4/27/2021	77.93
45472	4/22/2021	One Call Concepts, Inc.		AP		4/28/2021	996.66
45473	4/22/2021	Pacific Northwest Pollution Prevention Resource Ce		AP		4/26/2021	687.50
45474	4/22/2021	Pamplin Media Group		AP		4/27/2021	281.77
45475	4/22/2021	Polydyne, Inc.		AP		4/26/2021	4,667.96
45476	4/22/2021	Portland Engineering Inc		AP		4/29/2021	120.00
45477	4/22/2021	Portland General Electric		AP		4/29/2021	3,100.94
45478	4/22/2021	Top Industrial Supply		AP		4/26/2021	29.38
45479	4/22/2021	USABlueBook		AP		4/29/2021	5,290.88
45480	4/22/2021	Waste Management Of Oregon		AP		4/29/2021	193.49
45481	4/22/2021	Century Link		AP		4/27/2021	620.12
45482	4/22/2021	Cintas Corporation		AP		4/28/2021	556.99
45483	4/22/2021	Cintas Corporation - 463		AP		4/29/2021	72.66
45484	4/22/2021	FEDEX		AP		4/28/2021	69.00
45485	4/22/2021	Hartford Fire Insurance Company		AP		4/26/2021	83,056.00
45486	4/22/2021	Kaiser Permanente		AP		4/26/2021	16,039.46
45487	4/22/2021	Pamplin Media Group		AP		4/27/2021	68.47
45488	4/22/2021	SDIS		AP		4/27/2021	32,614.73
45489	4/22/2021	Verizon Wireless		AP		4/29/2021	18.12
45490	4/22/2021	Western Exterminator Company		AP		4/27/2021	295.75
45456	4/23/2021	Employee Business Expense Reimbursement		PR		4/23/2021	2,006.67
45491	4/30/2021	Accountemps		AP			1,605.44
45492	4/30/2021	BendTel, Inc		AP			177.44
45493	4/30/2021	Brown and Caldwell		AP			1,701.00
45494	4/30/2021	Century Link		AP			39.28
45495	4/30/2021	Consolidated Supply Co.		AP			313.67
45496	4/30/2021	Discover Bank		AP			229.31
45497	4/30/2021	J. Thayer Company		AP			119.74
45498	4/30/2021	Customer Refund		AP			15.32
45499	4/30/2021	La Barre Machine Works, Inc.		AP			50.00
45500	4/30/2021	Lakeside Industries		AP			412.75
45501	4/30/2021	Les Schwab		AP			71.48
45502	4/30/2021	Customer Refund		AP			236.94
45503	4/30/2021	Measure-Tech		AP			386.10
45504	4/30/2021	Olson Bros. Service, Inc.		AP			2,160.17
45505	4/30/2021	Customer Refund		AP			20.00
45506	4/30/2021	Seattle Ace Hardware		AP			381.89
45507	4/30/2021	Tice Electric Company		AP			160.77
45508	4/30/2021	Unifirst Corporation		AP			1,786.86
45509	4/30/2021	Verizon Wireless		AP			5,156.67
45510	4/30/2021	Water Metrics West		AP			115.00
45511	4/30/2021	AFLAC		AP			699.27

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45512	4/30/2021	AFSCME Council 75		AP			792.27
45513	4/30/2021	Customer Refund		AP			316.27
45514	4/30/2021	Contractor Supply, Inc.		AP			88.50
45515	4/30/2021	Customer Refund		AP			53.65
45516	4/30/2021	IDEXX Laboratories		AP			2,157.54
45517	4/30/2021	Rose City Contracting Inc.		AP			2,772.00
45518	4/30/2021	Seattle Ace Hardware		AP			70.97
45519	4/30/2021	Customer Refund		AP			165.84
45520	4/30/2021	Tritech Software Systems		AP			112.50
45521	4/30/2021	ULTRABLOCK INC		AP			1,235.00
Paper Check Disbursement Activity Subtotal							609,881.82
Voided Paper Check Disbursement Activity							25.98
Adjusted Paper Check Disbursement Activity Subtotal							609,855.84
Total Void Check Count:							1
Total Void Check Amount:							25.98
Total Valid Check Count:							170
Total Valid Check Amount:							829,880.69
Total Check Count:							171
Total Check Amount:							829,906.67



STAFF REPORT

To	Board of Directors
From	Jason Rice, District Engineer
Title	Technical Services Monthly Report
Item No.	9b
Date	May 5, 2021 for May 18, 2021 Board Meeting

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's operations.

Highlights

- Budget Preparation and subsequent updating.
- Furthered design on multiple capital projects.
- Reporting to Stormwater Service calls (most often plugged catch basins/inlets and beaver dams on Boardman Creek).
- Staff continued tracking the development of the new Municipal Separate Storm Sewer System (MS4) Permit by the Department of Environmental Quality (DEQ).
- Some Technical Services staff continue to work from home when they can to create as much social distancing as possible while still completing all normal tasks.

Education and Outreach

When Governor Kate Brown enacted meeting restrictions due to COVID-19, tours of the Water Reclamation Facility were suspended. On April 8, a tour video was filmed of the Water Reclamation Facility to engage customers interested in visiting during this time. This video also serves as an aide to those who have limited mobility and are unable to visit the Water Reclamation Facility in-person.

On April 24, the District partnered with the Clackamas County Sheriff's Office on National Prescription Drug Take Back Day to host a 'No Questions Asked Prescription Drug Take Back' event. The event collected a total of nine boxes of medications, which weighed approximately 270 lbs. This event is important because when medications are flushed, they travel into our water system which can impact fish, wildlife, and people. The District is proud to support the Clackamas Community College Environmental Learning Center's free online learning series — Wildlife & Water Friendly Gardens Online Classes — in May and June. Each week, professional landscapers and water

quality experts will discuss different ways that your garden helps wildlife. Classes will take place from 12:00 p.m. - 12:45 p.m. on Thursdays. Register today at <https://tinyurl.com/ELCgardenseries>

Communication

In April, the Weekly Watering Number was featured on social media and in the customer newsletter. Customers can sign up for the Weekly Watering Number mailing list, which will send them efficient watering tips each week between April and October. This tool was created by the Regional Water Providers Consortium for water provided across the region to promote conserving water when it's needed most.

Stormwater Program

This month District staff began outreach to over 170 customers concerning 36 private water quality facilities as part of required outreach to owners under the Municipal Separate Storm Sewer (MS4) Permit. Letters are being mailed to inform owners of the status and function of their water quality facilities. These letters outline whether attention or maintenance is needed and provide technical resources along with staff contacts for more information and support.

Customer calls have revolved around questions about more challenging water quality issues such as planting or cleanup near creeks or River Forest Lake. Other calls included concerns about decommissioning oil tanks, drainage issues related to springs in the area, and follow up on potential illicit discharges. No illicit discharges were found within the District's jurisdiction.

Staff breeched and removed six beaver dams in the District for a total of about 16 hours of work since last month's report. This work dropped the water levels in the area and staff spoke with several customers about the lack of water and impact on local wildlife.

Planning continues on the sediment removal project for the stormwater ditch just south of Jennings Ave across from Boardman Wetlands. Work will occur during the dry season this summer. Sediment removal is part of regular maintenance on the channel and will support a large stormwater facility that will be constructed during 2022-23 by Clackamas County's Department of Transportation and Planning.

The District enrolled in the Clackamas County Sheriff's Office Exclusion Program, which is designed to help law enforcement support our community in promoting safer more livable environments. The Exclusion Program allows designated District staff to authorize sworn officers of the Clackamas County Sheriff's Office to act on behalf of the District, to enforce Oregon trespass laws as established and articulated in the Criminal Code of Oregon. The program applies when District staff are not present at the time of an incident, or after hours. It also may apply when a person refuses to leave after being asked, or poses a threat to residents, staff, or others present. Any law enforcement action to enforce trespass laws is at the discretion of the responding law enforcement officer.

April 2021 Permit Activity

	<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	1	4	17	2	20
New Erosion Control Permits	8	3	57	0	63
New Development Permits	2	0	14	0	5
New Utility Permits	8	3	70	4	84
Wastewater Connections	2	0	36	0	87
Sanitary SDC Fees Received	\$10,330.00	\$0	\$289,497	\$0.00	\$406,322.60
Water SDC Fees Received	\$14,971.20	\$0	\$230,941	\$0.00	\$321,650.00
Plan Review Fees Received	\$3,111.00	\$510	\$84,658	\$400.00	\$39,910.00
Inspection Fees Received	\$2,480.00	\$0	\$34,138	\$620.00	\$29,629.80

Attachments

1. Development Tracker
2. Capital Project Tracker
3. Social Media Tracker

Project Status	Address	Type of Development	Notes	Last Updated
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	3421 SE Vineyard Rd.	Zone Change To MR-1 and a three-parcel Partition for seven duplex and triplex units.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	17325 SE McLoughlin Blvd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	15775 SE McLoughlin Blvd	Commercial Redevelopment: fast food and bank.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	14333 SE Wagner Ln.	Residential: 3- Lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	17821 SE Arista Dr.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	15915 SE Harold Ave	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	16468 SE Warnock Ln	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	14817 SE Raintree Ct	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	5212 SE Thiessen Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	5200 SE Roethe Rd.	Residential: 2-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	No Site Address: 2S1E13AD00600. Near 4111 SE Roethe Rd.	Commercial: Luxury Auto	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	12718 SE 28th Ave.	Residential: Remodel and add second level.	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Pre-Application	6609 SE Jennings Ave.	Residential: 3-lot Partition	Pre-app Comments sent to CCDTD. County land use expiration timeline.	5/4/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot Partition	Current OLWSD Review	5/4/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	5/4/21
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	5/4/21
Plan Review	SE Jennings Ave., SE Oatfield Rd. to SE McLoughlin Blvd.	Capital Improvement: CC DTD Jennings Ave Roadway expansion and regional stormwater treatment	Current OLWSD review	5/4/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot Partition	Current OLWSD review	5/4/21
Plan Review	6364 SE McNary Rd.	Residential: 15-lot Partition	Current OLWSD review: water utility only	5/4/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDTD. County land use expiration timeline.	5/4/21
Plan Review	3024 SE Westview Ave.	Residential: 2-lot Partition	Current OLWSD review	5/4/21
Plan Review	3700 SE Pinehurst Ave.	Commercial: Hair Salon in Residential Zone	Current OLWSD review	5/4/21
Plan Review	3838 SE Hillside Dr.	Boat Ramp To Willamette River	Land Use comments sent to CCDTD. County land use expiration timeline.	5/4/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD review	5/4/21

Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	5/4/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot Partition	Current OLWSD review	5/4/21
Plan Review	SE Thiessen Ave. and SE Arista Dr.	Capital Improvement: CC DTD Paving Project	Current OLWSD review	5/4/21
Plan Review	15515 SE Wallace Rd.	Residential: 2-lot Partition	Current OLWSD review	5/4/21
Plan Review	18245 Portland Ave.	Residential: 4-lot Partition	Gladstone Review. Oak Lodge receives Wastewater Connection Fee.	5/4/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	5/4/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School (eastern structure and gym)	Oak Lodge permits expire July 2021	5/4/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	5/4/21
Under Construction	19315 SE River Rd.	Residential: 2-lot Partition	Current OLWSD Review	5/4/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	5/4/21
Under Construction	1901 SE Oak Grove Blvd.	Redevelopment: Replace a portion of existing New Urban School Annex (western structure)	Oak Lodge permits expire July 2021	5/4/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	5/4/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	5/4/21
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	Current OLWSD review	5/4/21
Warranty Period	14107 SE Lee Ave.	Residential: 2-lot Partition	Oak Lodge warranty expires June 2021	5/4/21
Warranty Period	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Oak Lodge warranty expires October 2021	5/4/21






OAK LODGE



WATER SERVICES




Social Media Calendar | April 2021




<p>04.01.21</p>	<p>The River Starts Here is hosting their second annual video contest for 6th - 12th grade students. Submit your creative video about how every person can help support clean rivers and streams for a chance to win \$500!</p> <p>Students in Multnomah, Clackamas, and Washington County are eligible to apply: https://theriverstartshere.org/video-contest/</p>	
<p>04.05.21</p>	<p>Join the North Clackamas Watersheds Council on Tuesday, April 6 at 6:00 p.m. to learn about Wildlife in the North Clackamas Watershed. Register for this free workshop at tinyurl.com/ncwatersheds</p>	
<p>04.06.21</p>	<p>The Clean Water Festival is here and virtual this year! A big thank you to all of our partners that made this virtual event possible for fourth graders across our region. Check out the Clean Water Festival now: http://virtual.cleanwaterfestival.org</p>	
<p>04.07.21</p>	<p>Today is International Beaver Day! Here's a photo of two adorable beaver kits in the North Clackamas watershed.</p> <p>: Photo by Steve Berliner</p>	

<p>04.09.21</p>	<p>The Water Reclamation Facility in Oak Grove cleans an average of 2.8 million gallons of wastewater per day. That's a lot of wastewater!</p>	
<p>04.11.21</p>	<p>If you have a water or sewer emergency over the weekend or after 5:00 p.m. call us (503) 654-7765, available 24/7.</p>	
<p>04.12.21</p>	<p>The Oak Lodge Water Services Board of Directors will hold a regular meeting on Tuesday, April 20 at 6:00 p.m. View full agenda and information to attend the meeting: https://www.oaklodgewaterservices.org/bc/page/olwsd-board-directors-meeting-49</p>	
<p>04.14.21</p>	<p>Ecology in Classrooms & Outdoors (ECO) is one of our education partners and their goal is to inspire students to connect with nature through hands-on ecology programs. In our community, ECO works with teachers and students at Oak Grove Elementary School, View Acres Elementary School, New Urban High School, and Rex Putnam High School.</p> <p>During the 2020-21 school year, ECO adapted their lessons to serve students learning at home, which included comprehensive water and invasive plant curriculum.</p> <p>Read more about the work they do in their recent Impact Report: https://bit.ly/2019-20-report</p>	 <p>ECOLOGYOUTDOORS.ORG Links to Annual Report — Ecology in Classrooms & Outdoors</p>

<p>04.15.21</p>	<p>Take the guesswork out of watering! Sign up for the Weekly Watering Number today and we'll send you a personalized watering recommendation and seasonal waterwise tips each week: https://www.bit.ly/rwpcwwn</p>	
<p>04.16.21</p>	<p>The River Starts Here invites 6th - 12th grade students to enter their second annual Portland and Vancouver area middle and high school video contest. We're excited to see your creative videos that share how every person can help support clean rivers and streams!</p> <p>Students in Multnomah, Clackamas, and Washington County, Oregon are eligible to apply: https://theriverstartshere.org/video-contest/</p>	
<p>04.17.21</p>	<p>Wait to water – here's why: Mother Nature is still doing the work for you, so take the time to get your watering system ready instead: https://bit.ly/sprinkler-maintenance</p>	
<p>4.18.21</p>	<p>We're partnering with the Clackamas Community College Environmental Learning Center for a FREE online learning series in May/June. Each week, professional landscapers and water quality experts will share ways that your garden helps wildlife. Register now: https://tinyurl.com/ELCgardenseries</p>	
<p>04.19.21</p>	<p>The beginning of watering season always gets us thinking about other ways to save water during warmer weather. Check out these 10 tips to get started: https://bit.ly/H2Outdoors</p>	

<p>04.19.21</p>	<p>National Drug Take Back Day is this Saturday, April 24 and it's the perfect opportunity to safely dispose of medications.</p> <p>Take your used, unwanted, and/or expired prescription medicine from your cabinets to have them properly disposed of at the Public Training Center located at 12700 SE 82nd Ave Clackamas, OR 97015 from 10:00 a.m. - 2:00 p.m. on Saturday, April 24. Thank you Clackamas County Sheriff's Office for making this event possible.</p>	 <p>Want to safely & anonymously dispose of unwanted, unused prescription drugs? NO QUESTIONS ASKED Prescription Drug Take-Back</p> <p>SATURDAY, APRIL 24 10 a.m. - 2 p.m. Public Safety Training Center 12700 SE 82nd Ave. Clackamas, OR 97015</p> <p>MORE INFO: 503-266-9977 SAPARC@CLACKAMAS.CO.USA</p> <p>CLACKAMAS COUNTY SHERIFF'S OFFICE</p>
<p>04.22.21</p>	<p>Earth Day 🌍 is the perfect time to stop and appreciate one of our most valued resources – water.</p> <p>One of the District's three services is transforming wastewater into clean water. 💧 The transformation process happens at the District's Water Reclamation Facility in Oak Grove. The District collects wastewater from homes and businesses so the water can be cleaned and safely returned to the Willamette River. The facility cleans an average of 2.8 million gallons of wastewater per day.</p> <p>During the cleaning process, solids are removed but they do not go to waste. The solids are processed further to produce a nutrient rich product called biosolids. Each year, the District's water reclamation facility produces more than 2,100 tons of Class B biosolids that are beneficially reused as fertilizer. The District has a great partnership with a Central Oregon farmer who applies the biosolids to enhance the soil to grow their livestock crops. 🌱</p> <p>The District's plant superintendent, David Mendenhall, oversees the day-to-day operations and maintenance of the water reclamation facility. A critical role of the staff is ensuring our treatment system complies with the high water quality standards set by federal, state, and local regulatory agencies.</p>	 <p>Short :13 second video view of the Water Reclamation Facility</p>

	<p>On Earth Day and every day, staff is working to keep local streams and rivers clean with sustainable solutions. ♻️</p>	
<p>04.22.21</p>	<p>While it's too early in the season to start watering, it's a great time to get in the habit of checking your weekly watering number each week.</p> <p>Find out how much to water this week with your Weekly Watering Number: https://www.bit.ly/rwpcwwn</p>	 <p>WATER WISELY this summer with your Weekly Watering Number!</p> <p>GET YOUR NUMBER</p>
<p>04.23.21</p>	<p>Flushing medications means they can get into our water system which can impact fish, wildlife, and you. #TakeBackDay is Saturday, April 24 and it's the perfect opportunity to safely dispose of medications and help keep them out of our waterways.</p> <p>Take your used, unwanted, and/or expired prescription medicine from your cabinets to have them properly disposed of at the Public Training Center located at 12700 SE 82nd Ave Clackamas, OR 97015 from 10:00 a.m. - 2:00 p.m. on Saturday, April 24.</p>	 <p>Want to safely & anonymously dispose of unwanted, unused prescription drugs? NO QUESTIONS ASKED Prescription Drug Take-Back SATURDAY, APRIL 24 10 a.m. - 2 p.m. Public Safety Training Center 12700 SE 82nd Ave. Clackamas, OR 97015 DRUG INFO: 503-765-0977 safetec@clackamas.gov</p>
<p>04.26.21</p>	<p>Don't miss a great deal 🚨 This is the last week for businesses to register for the Stormdrain Cleaning Assistance Program (SCAP). This voluntary discount program offers cleaning of parking lot drains for a discounted flat fee of \$50 per drain. Register at oaklodgewaterservices.org/SCAP</p>	

04.27.21	<p>Thank you to everyone who participated in the National Prescription Drug Take Back Day last weekend. Our partners at the Clackamas County Sheriff's Office collected a total of nine boxes of medications, weighing approximately 270 lbs. Thank you for helping to keep unused medications out of the hands of kids and away from our waterways.</p>	
04.28.21	<p>Whether you have a smart controller, in-ground watering system, a hose, or a watering can, now is a great time to make sure you're ready for your summer watering workout! Get tips for watering efficiently here: http://bit.ly/watering-wise</p>	
04.29.21	<p>Ready to take your watering to the next level? Learn about smart controllers and how a WaterSense model can save the average U.S. home up to 7,600 gallons of water each year! https://bit.ly/smartcontrollers</p>	

End of Month Social Media Statistics

		Facebook		Twitter		
		<i>Followers</i>	<i>Page Reach</i>	<i>Followers</i>	<i>Total Impressions</i>	<i>Profile Visits</i>
2021	<i>April</i>	93	225	30	4.1K	2,173
	<i>March</i>	89	385	21	4.9K	2,495
	<i>February</i>	80	488	13	4.5K	1,918
	<i>January</i>	67	457	started	2.1K	1,543
2020	<i>December</i>	58	150	n/a	n/a	n/a
	<i>November</i>	n/a	n/a	n/a	n/a	n/a

Definitions for the categories on the chart above:

Facebook

- Followers: the number of people following the District page.
- Page Reach: the number of people who viewed any content on the District’s Facebook page including posts, stories, social information from people who interact with the page.

Twitter

- Followers: the number of people who follow the District account.
- Total Impressions: the total number of times users on Twitter viewed District tweets that month.
- Profile Visits: the number of times users visited the District profile page.



STAFF REPORT

To	Board of Directors
From	Jeff Page, Utility Operations Director
Title	Field Operations Monthly Report
Item No.	9c
Date	May 6, 2021 for May 18, 2021 Meeting

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlight of the Month

- Successful onboarding into new position

Water Operations

Water staff has been working at Valley View and View Acres sites to get tree debris picked up so some of the areas can be mowed next. Staff also worked on several paving patches to see if it would be a viable plan to save on paving costs for smaller work. Water Field Supervisor Brad Lyon has been in contact with County staff regarding paving requirements. Field inspections of our work have been positive, and we are looking to conduct paving work in-house where possible to save money.

Collections Operations

Collections staff successfully accomplished the hydro cleaning of Zone 2E along with performing root-line clearing and grease-line mitigation. Ongoing trouble with televising equipment inhibited staff members' ability to fully reach their footage goals for the month of April. A control unit for the hardware was recently replaced and the televising equipment is functional as of now.

Staff was able to achieve stormwater catch basin inspections and clearings from all of Zone 4 and then began to tackle Zone 5. Beaver dam clearings took place on Boardman Creek and Paradise Creek. Staff also finished a reorganization and retooling of utility truck #16 and aided the water distribution crew and plant staff on various projects as time allowed.

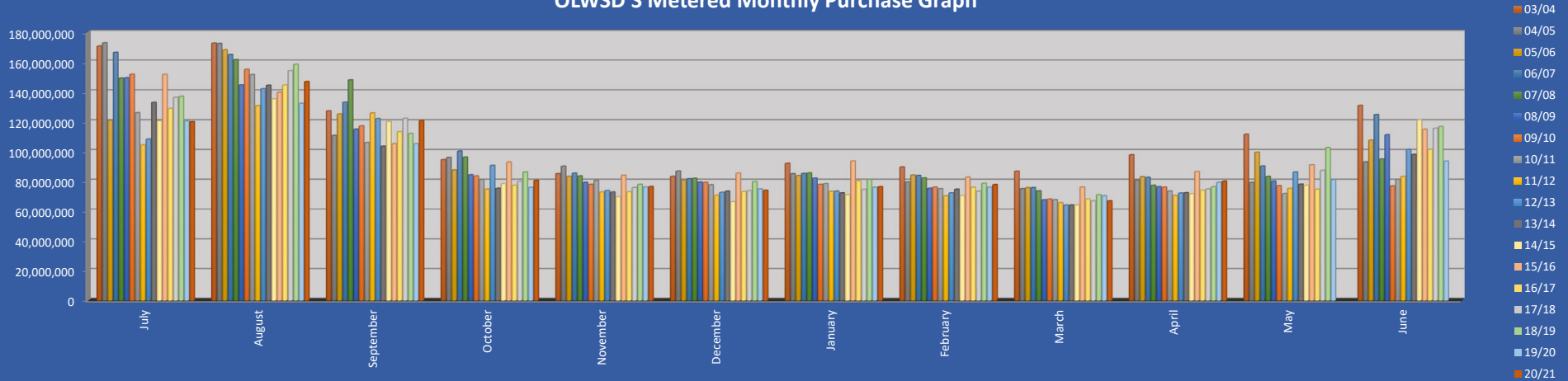
Attachments

1. Water Purchased Report
2. Water Services Report
3. Collections Report

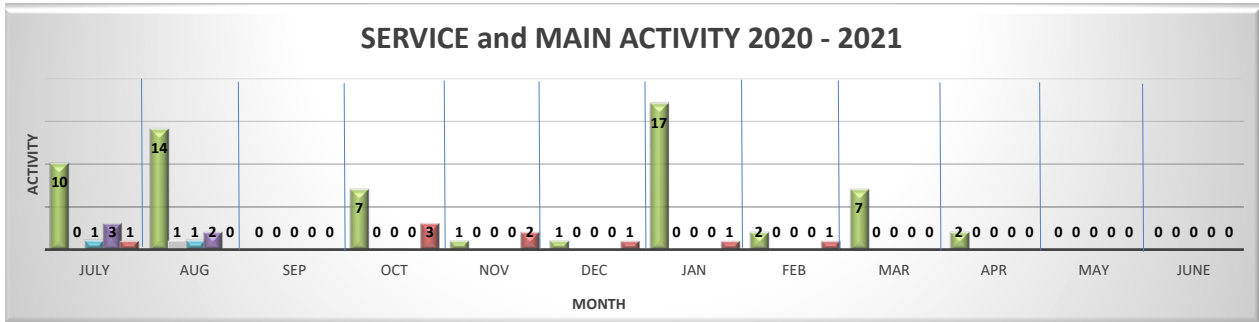
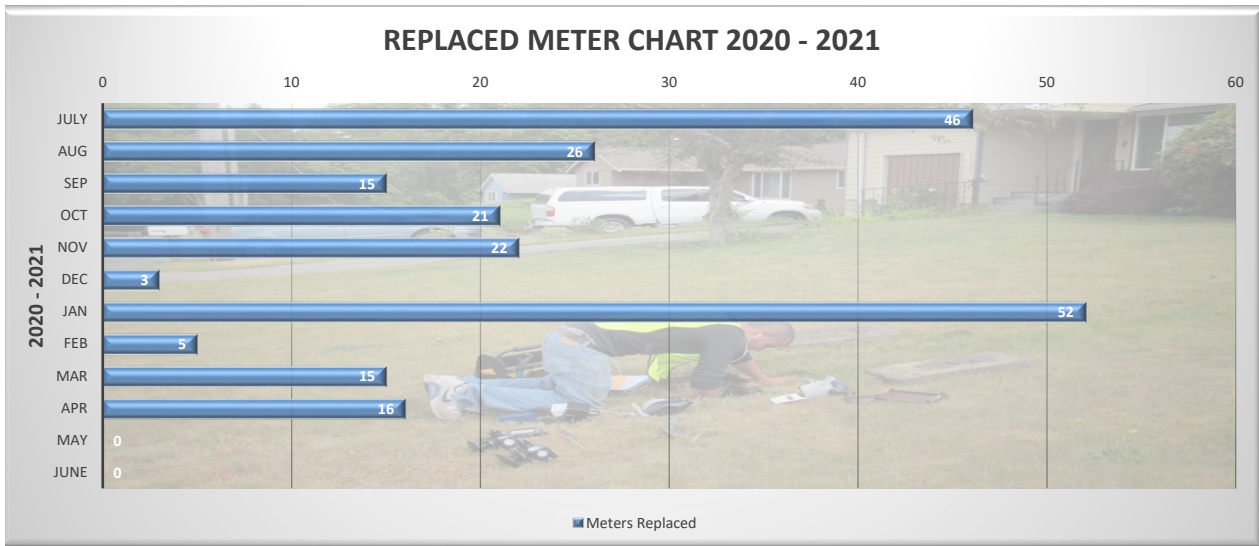
Water Purchased from NCCWC By Month and Year

Year	Fiscal 1st Half						Fiscal 2nd Half						Total Yearly Con	Average Daily Demand	10 Year % Ave	
	July	August	September	October	November	December	January	February	March	April	May	June				
03/04	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	1,341,363,000	3.67		
04/05	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	1,220,929,000	3.35		
05/06	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	1,199,148,000	3.29		
06/07	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	1,273,413,000	3.49		
07/08	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	1,216,564,000	3.33		
08/09	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	1,143,499,286	3.13		
09/10	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	1,115,580,000	3.06	101.94%	
10/11	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	1,069,220,000	2.93	97.70%	
11/12	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	1,016,033,000	2.78	92.84%	
12/13	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	1,077,374,000	2.95	98.45%	
13/14	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	1,060,157,000	2.90	96.87%	
14/15	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	1,064,685,000	2.92	97.29%	
15/16	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	1,203,157,667	3.30	109.94%	
16/17	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	1,083,093,333	2.97	98.97%	
17/18	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	74,389,000	73,219,000	66,754,000	74,713,000	87,263,000	115,543,000	1,133,503,000	3.11	103.58%	
18/19	136,887,000	158,433,000	112,001,000	86,062,000	77,769,000	79,690,000	81,040,000	78,594,000	70,790,000	76,199,000	102,519,000	116,626,000	1,176,610,000	3.22	107.51%	
19/20	120,368,000	132,181,000	105,200,000	75,825,000	76,089,000	74,759,000	75,848,000	75,918,000	70,192,000	79,173,000	80,872,000	93,438,000	1,059,863,000	2.90	96.85%	
20/21	119,901,000	146,849,000	120,624,000	80,370,000	76,317,000	73,867,000	76,249,000	77,591,000	66,772,000	79,962,000						
10 Year Average	125,968,033	142,817,500	114,951,300	81,075,900	75,111,200	74,249,614	77,248,086	75,086,500	67,581,700	74,960,700	82,406,600	100,983,067		3.00	10 Year ADD	Winter Ave
Last Year Compare	99.61%	111.10%	114.66%	105.99%	100.30%	98.81%	100.53%	102.20%	95.13%	101.00%						Summer Ave
10 year Average	95.18%	102.82%	104.93%	99.13%	101.61%	99.48%	98.71%	103.34%	98.80%	106.67%						127,912,278
	1.07%	-4.82%	2.82%	4.93%	-0.87%	1.61%	-0.52%	-1.29%	3.34%	-1.20%						
	9,451,467	-6,067,033	4,031,500	5,672,700	-705,900	1,205,800	-382,614	-999,086	2,504,500	-809,700	5,001,300					

OLWSD'S Metered Monthly Purchase Graph



Oak Lodge Water Services Water Report



Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	26	14	1	1	2	0
2020	Sep	15	0	0	0	0	0
2020	Oct	21	7	0	0	0	3
2020	Nov	22	1	0	0	0	2
2020	Dec	3	1	0	0	0	1
2021	Jan	52	17	0	0	0	1
2021	Feb	5	2	0	0	0	1
2021	Mar	15	7	0	0	0	0
2021	Apr	16	2	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		221	61	1	2	5	9

Backflow Program Update for the Month of April

Total						
1,732						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
796	5	12	0	0	0	21
46%						

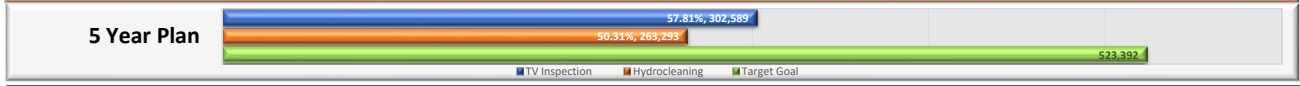
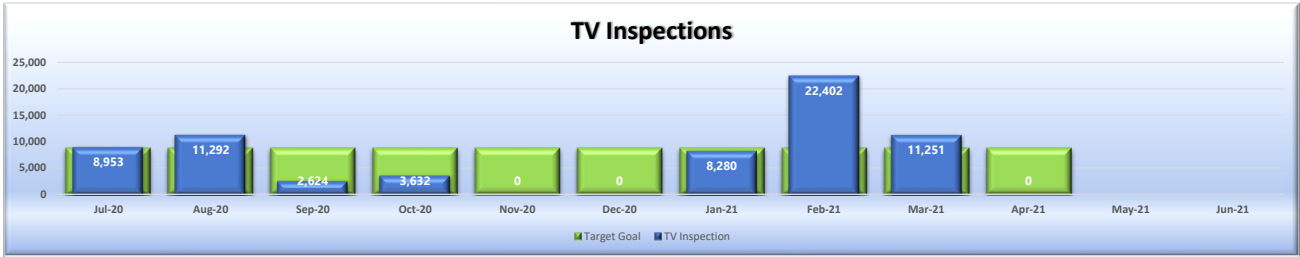
Total Signed up

46%
796

936

List of Backflow Letters		
Letter 1	Notice of Non-Compliance	District made aware (30 days to respond)
Letter 2	Notice of Violation	Customer has final 30 days to correct
Letter 3	Notice of Termination of water service	Customer has 5 days til water shut off

Oak Lodge Water Services Collections Report



FY 2017-2018

Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Current Month %	To Date Totals	Year 1 % Complete	5 Year %	Total Feet Remaining
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942	9,212	7,875	6,239		78,372	74.87%	14.97%	445,020
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906	8,953	8,638	5,367		78,697	75.18%	15.04%	444,695
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	20.00%	418,714
Actual to Goal	-3,984	1,499	4,585	860	-4,204	-5,066	-3,816	-7,693	-5,299	359	-467	-2,920		-26,144			
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625	3,276	11,061	4,225		60,286			

FY 2018-2019

Month	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Current Month %	To Date Totals	Year 2 % Complete	5 Year %	Total Feet Remaining
TV Inspection	4,308	10,281	10,488	3,388	5,886	13,480	3,283	8,993	4,635	1,657	4,923	15,854		87,176	83.28%	31.63%	357,844
Hydrocleaning	3,619	9,456	6,197	13,307	2,636	16,171	1,124	11,765	14,542	3,289	287	0		82,393	78.71%	30.78%	362,302
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	40.00%	314,035
Actual to Goal	-4,760	1,145	-381	-376	-4,462	6,102	-6,520	1,656	865	-6,250	-6,118	-796		-19,894			
Grease Line	3,276	4,757	3,625	3,625	3,625	2,192	5,105	3,625	2,963	10,872	4,006	3,276		50,947			

FY 2019-2020

Month	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Current Month %	To Date Totals	Year 3 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	16,502	768	0	7,139	5,272	8,798	11,449	8,537	7,246	0	249	2,647		30,34%	68,607	65.54%	44.74%	289,237
Hydrocleaning	21,557	0	0	7,709	9,405	9,493	11,164	0	9,414	0	0	0		0.00%	68,742	65.67%	43.91%	293,560
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723		104,678	100.00%	60.00%	209,357	
Actual to Goal	10,306	-8,339	-8,723	-1,299	-1,385	422	2,583	-4,455	-393	-8,723	-8,599	-7,400		-36,004				
Grease Line	1,480	3,276	3,276	1,480	9,392	3,276	3,625	3,625	3,625	0	0	5,105		38,160				

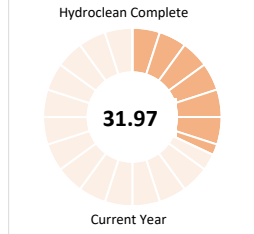
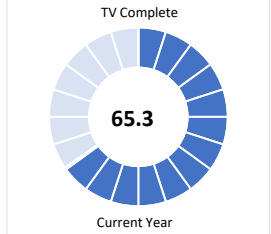
FY 2020-2021

Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Current Month %	To Date Totals	Year 4 % Complete	5 Year %	Total Feet Remaining	
TV Inspection	8,953	11,292	2,624	3,632	0	0	8,280	22,402	11,251	0				0.00%	68,434	65%	57.81%	220,803
Hydrocleaning	4,205	11,108	2,911	0	0	0	761	0	11,066	3,410				0.00%	33,461	32%	50.31%	260,099
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723				100.00%	87,232	83%	76.67%	122,125
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203	2,478	2,435	-7,018				-36,284				
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863	2,891	3,267	3,054				44,856				

FY 2021-2022

Month	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Current Month %	To Date Totals	Year 5 % Complete	5 Year %	Total Feet Remaining	
TV Inspection																		0
Hydrocleaning																		0
Target Goal																		0
Grease Line																		

	Year 1	Year 2	Year 3	Year 4	Year 5	Remaining
Total Feet	523,392	523,392	523,392	523,392	523,392	
Target Per Year	104,678	104,678	104,678	104,678	104,678	
Target Per Month	8,723	8,723	8,723	8,723	8,723	
Actual Per Year TV	78,372	87,176	68,607	68,434		220,803
Actual Per Year Hyd	78,697	82,393	68,742	33,461		260,099
Make up	-26,144	-19,894	-36,004	-53,731		
Percent Completed	75%	81%	66%	49%	0%	54%





STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 9d
Date May 18, 2021

Summary

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Highlights of the Month

- Who stopped the rain?
- Construction projects
- Operational refinement.

Water Reclamation Facility Operations

The lack of rain has driven the flows down as the temperatures slowly rise. Our summer permit begins May 1, so we need to make adjustments to the process. We started up the Mixed Liquor Return (MLR) pump #1 to start recirculating activated sludge back to the first aeration basin. With the temperature rising slowly the bacteria that uses ammonia for energy grows faster and we start to nitrify more. This reaction uses alkalinity which lowers the pH in our effluent. Returning mixed liquor allows another reaction to take place called denitrification. This reduces total nitrogen and returns alkalinity to the process. It also makes the reaction happen in the aeration basin versus happening in the clarifiers which keeps the effluent clean. We turned on a second MLR towards the end of the month to cover the increasing nitrification activity. We will need to take a clarifier out of service to reduce the detention time with the flows so low. While we need to balance the need to be prepared for high flows, that is becoming less likely now. The change of seasons is a challenge, but things are going well. The rebuild of Belt Press #1 was completed and we started it up in early April. There were a few bugs worked out and there are still a couple of more, but we have been running it since and it is working well. As I have mentioned previously, we need to get the solids down and drain the #1 Aerobic Digester to complete the piping project. We have isolated the #1 Aerobic Digester(AD) and are now wasting to AD #2. We have transferred about a foot from #1 AD to #2 AD so far, but wasting is still taking precedent. We sent 281.5 wet tons of biosolids to Madison Farms in April.

We received a warning letter from the Department of Environmental Quality (DEQ) in regard to the heavy rain conditions on January 12 and 13 during which OLWSD exceeded our permit limits for BOD and Suspended Solids. DEQ has officially designated these exceedances as violations. These were serious violations, but they took into consideration the high flows and weather conditions and will not take further action. This incident also occurred while we still had the “big clog” in place. The clog had opened enough to put more flow through the plant, and we did not bypass to the Willamette but the flows into the plant were hard to control during the peak flows.

Late breaking news: you may recall that I reported about the National Pollutant Discharge Elimination System (NPDES) training and the status of our permit which was scheduled to renew in 2023. On May 3, I received a call from DEQ announcing that our permit renewal is beginning. The permit writer wants to get the permit done by the end of the 2021 due to his upcoming retirement and the fact that Oak Lodge and Tryon Creek are the last permits to be renewed on the lower Willamette. Much more to follow but we will be reviewing the initial requests for information and going from there.

We finished recruitment for a new Operator, Patrick Mormance, and he will start on May 10. I have got to give a huge thanks to everyone on the Operators and Maintenance team. They have continued to keep this plant going through a very strenuous schedule due to COVID-19 complications and huge weather disruptions over the past several months. Everyone has had each other's backs and have performed above and beyond when it was needed the most.

Water Reclamation Facility Maintenance

The maintenance team was busy in April. The rebuild of MLR #3 was completed and the crane scheduled for installation. Parts continue to come in for the pump from Pump Station #3. At the plant, the digester valve was rebuilt and is ready to reinstall. The Variable Frequency Drives (VFD) at Pump Station #2 were reprogrammed to try to restart five times in a power outage. The theory is that because the PGE power system tries three times to reset, the VFDs are trying to reset too early in the sequence and just shutting off under certain conditions. This results in a generator running but not the pumps. The overflow detection float upstream of the station was reattached and is working. Pumps were unclogged on two occasions there and the level detectors at Pump Stations #2 and #3 were flushed out and recalibrated. The flow meter at Pump Station #6 was dried out and rebooted and is working well again. We had the semi-annual Ultraviolet instrumentation calibration performed.

Attachments

1. Photo Pages of April 2021 work.
2. Rainfall vs Flow Data Correlation for October 2020-April 2021
3. Plant Performance BOD-SS Graph for October 2020-April 2021
4. Work Order Summary Graph 2021



1) Belt Press #2 being lifted



2) Belt Press #2 on the way back



3) Belt Press #2 on the trailer



4) Belt Press #2 being put back



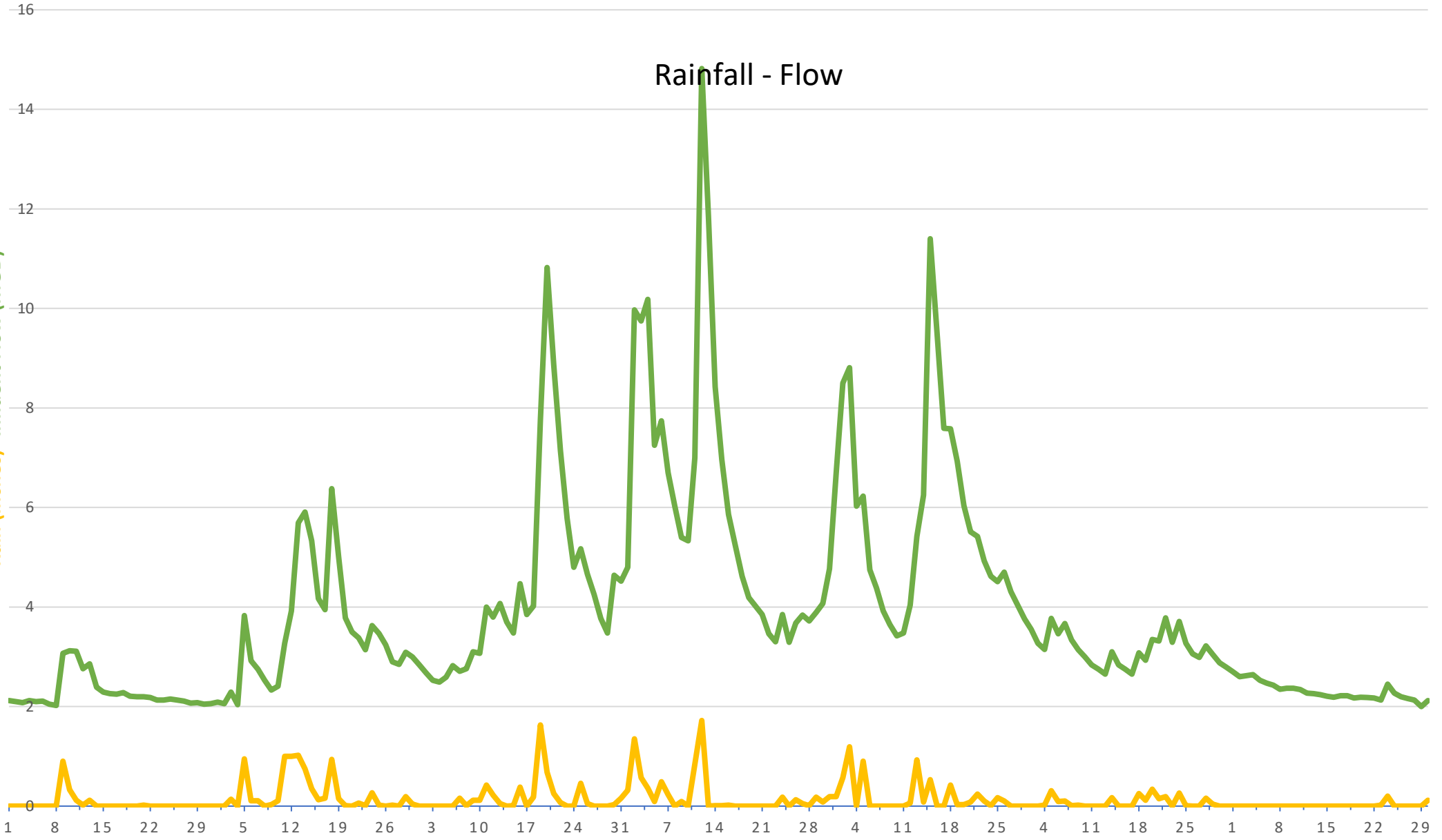
5) Mixed Liquor Pump #3 all rebuilt



6) Ultra blocks for biosolids storage

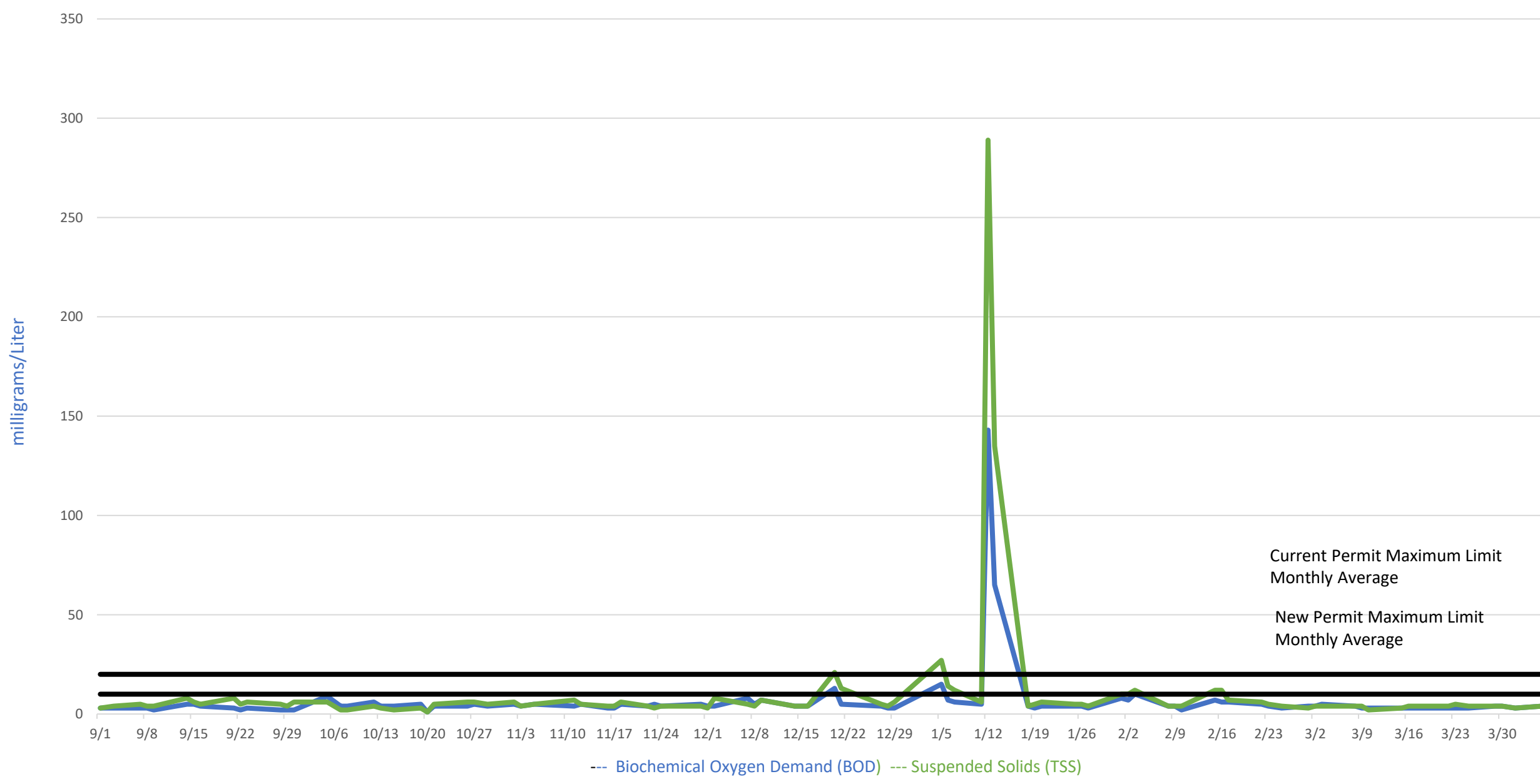
Rainfall - Flow

Rain (inches) - Inflow Flow (MGD)



Oct 2020 through Apr 2021

Effluent Water Quality (Oct 2020-Apr 2021)



Treatment Plant Work Order Summary 2021

