

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS

REGULAR MEETING



February 16, 2021

“Enhancing Our Community’s Water Environment”



REMOTE MEETING

Board Attendance by Zoom Video/Telephone

Public Attendance by Telephone Only

February 16, 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. Consent Agenda

a. January 2021 Financial Report

b. Approval of January 19, 2021 Board Regular Meeting Minutes

c. Approval of Professional Services Contract with Relay Resources

4. Monthly Update: Oak Lodge Governance Project

5. Presentation of North Clackamas Watersheds Council Annual Update

6. Appointment of Budget Committee Member

7. Call for Public Comment

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

8. Department Reports

a. Human Resources

b. Finance

c. Technical Services

d. Field Operations

e. Plant Operations

9. Business from the Board

10. Adjourn Regular Meeting



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	February 16, 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.



CONSENT AGENDA

To Board of Directors
From Sarah Jo Chaplen, General Manager
Title Consent Agenda
Item No. 3
Date February 16, 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. January 2021 Financial Report**
- b. Approval of the January 19, 2021 Board Regular Meeting Minutes**
- c. Approval of Professional Services Contract with Relay Resources**

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 _____
-------------------	------------



MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	January 2020 Financial Reports
Item No.	3a
Date	February 16, 2021

Reports

- January 2020 Monthly Overview
- January 2020 Monthly Cash and Investment Balances Report
- January 2020 Budget to Actual Report
- January 2020 Budget Account Roll Up Report

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

This report summarizes the revenues and expenditures for January 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 \$15.35 million as of the end of January 2021; consisting of \$1.54 million in checking, and \$13.82 million in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals, and bank drafts total \$751 thousand for January 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	\$ 4,078	\$ 18,873	58.98%
10-00-4211	Water sales	4,038,000	287,904	2,491,562	61.70%
20-00-4212	Wastewater charges	8,270,000	631,320	4,698,421	56.81%
30-00-4213	Watershed protection	1,548,000	127,103	900,354	58.16%
	Subtotal	\$ 13,888,000	\$ 1,050,406	\$ 8,109,210	58.39%

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 63% of budget:

1. **4220 System development charges** is at 238.0% of budget. In January, the District received payment of SDC charges for four single-family homes and one ADU (additional dwelling unit).
2. **4230 Contracted Services** is at 83.5% of budget. This revenue line is under-budgeted based on current agreements.
3. **4240 Service installations** is at 153.0% 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 285.1% of budget. This revenue is from inspection and plan review fees. There are several active building developments throughout the District.
5. **4320 State Grant** for CARES Act funds of \$16,836 received for reimbursement for payroll cost related to Emergency FMLA.
6. **4630 Miscellaneous Revenue** is at 110.8% of budget. This revenue is from title companies. Property sales activities are high due to low interest rates.

With respect to expenditures, at the end of January expenditures are overall at 34.0% of budget. When excluding Contingencies, expenditures are at 45.8% of budget, with 58.3% of the fiscal year completed.

Review of expenditure lines that are above 63% of budget:

1. **5130 Overtime** is at 66.5% of budget. Wastewater Treatment incurred 84.5% of budget on this item. There has been one vacant position 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 expense occurs in the first half of the fiscal year.
4. **6175 Records Management** is at 63.8% of budget. This line includes monthly storage fee and all filing fees. It is slightly under-budgeted.
5. **6290 Other Utilities** is at 81.0% of budget. This line includes charges that the District pays to City of Milwaukie for sanitary services.
6. **6320 Buildings and Grounds** is at 71.9% 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. **6350 Computer Maintenance** is at 68.1% of budget. This is due to annual license fees for Springbrook and SCADA software systems.
8. **6560 Uniforms** is at 81.0% of budget. Uniforms budget line was reduced from prior years. This line may need to be reviewed for a later Supplemental Budget adjustment.
9. **6710 Water Purchases** is at 63.8% of budget. This concurs with Water Sales at 54.57% of budget.
10. **6715 Water Quality Program** is at 177.35% of budget. This is due to required lead and copper testing every three years.
11. **6770 Bank Charges** is at 63.5% 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 201.59% of budget.
12. **6780 Taxes and Fees** is at 260.7% of budget. This line was not budgeted in Wastewater Treatment fund- needs to be included in next Supplemental Budget.

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 exceed 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
143	Low Income Rate Relief	\$ 69,440	\$ 5,843	\$ 40,250	57.96%

Customer Time Payment Agreements (TPA)

The District extends TPA's to customers with delinquent balances to bring accounts current over time. Negotiation of a TPA is often the first step in working with a customer who may have trouble paying their utility bills.

The table below summarizes TPA activity for January 2021.

<u>Beginning of month</u>	<u>TPA Issued</u>	<u>TPA Completed</u>	<u>TPA Expired</u>	<u>End of month</u>
46	7	(3)	(4)	46

On January 31, 2021, of the total TPAs outstanding 16, or 36.4%, are current in their arrangements and 28 are delinquent. Four TPAs completed with full payments received. Four TPAs expired in delinquent status, however three established new payment plans. The team is currently working to convert delinquent payment plans into new plans. New tracking of all active payment plans has been established and delinquent accounts are receiving direct communication first via phone and then via mail or email. Six accounts have been moved back into current status.

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. Staff will provide monthly information going forward on the use of these monies to benefit District customers.

<u>Beginning of month</u>	<u>Expended</u>	<u>End of month</u>
\$97,000	\$8,319	\$88,681

The above expenditures represent assistance to forty (40) residential accounts and five (5) commercial accounts. This is up from the twenty-four (24) residential accounts and four (4) commercial accounts assisted as of the December 2020 Monthly Overview.

Oak Lodge Water Services District

Account Balances As of:		
January 31, 2021	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552	0.25%	\$ 1,535,125.90
LGIP	0.75%	\$ 13,817,823.37
Total		\$ 15,352,949.27

General Ledger
Budget to Actual



User: jeff
Printed: 2/4/2021 4:00:50 PM
Period 07 - 07
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	130.78	1,544.89	0.00	0.00
05-00-4630	Miscellaneous revenues	1,000.00	950.00	11,257.13	0.00	1,125.71
	<i>Revenue</i>	<i>1,000.00</i>	<i>1,080.78</i>	<i>28,729.79</i>	<i>0.00</i>	<i>2,872.98</i>
	NonDivisional	1,000.00	1,080.78	28,729.79	0.00	2,872.98
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer in from Fund 10	1,908,000.00	159,000.00	1,113,000.00	0.00	58.33
05-29-4920	Transfer in from Fund 20	2,026,000.00	168,833.33	1,181,833.31	0.00	58.33
05-29-4930	Transfer in from Fund 30	635,000.00	52,916.67	370,416.69	0.00	58.33
	<i>Revenue</i>	<i>4,569,000.00</i>	<i>380,750.00</i>	<i>2,665,250.00</i>	<i>0.00</i>	<i>58.33</i>
	Transfers & Contingencies	4,569,000.00	380,750.00	2,665,250.00	0.00	58.33
	Revenue	4,570,000.00	381,830.78	2,693,979.79	0.00	58.95
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular employees	590,500.00	44,966.49	334,905.97	0.00	56.72
05-01-5120	Temporaryseasonal employees	5,000.00	0.00	0.00	0.00	0.00
05-01-5130	Overtime	5,000.00	135.15	5,351.59	0.00	107.03
05-01-5210	Healthdental insurance	115,000.00	8,318.38	55,782.35	0.00	48.51
05-01-5230	Social security	43,000.00	3,329.80	22,729.77	0.00	52.86
05-01-5240	Retirement	124,000.00	11,878.62	69,055.04	0.00	55.69
05-01-5250	TrimetWBF	4,000.00	349.80	2,637.87	0.00	65.95
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	0.00	3,473.15	0.00	69.46
	<i>Personnel Services</i>	<i>904,500.00</i>	<i>68,978.24</i>	<i>504,326.84</i>	<i>0.00</i>	<i>55.76</i>
	<i>Materials & Services</i>					
05-01-6110	Legal services	375,000.00	28,003.50	84,465.50	0.00	22.52
05-01-6120	Accounting and audit services	45,000.00	20,040.00	68,734.45	0.00	152.74
05-01-6155	Contracted services	248,000.00	19,810.03	78,770.88	0.00	31.76
05-01-6180	Dues and subscriptions	35,000.00	502.48	27,425.89	0.00	78.36
05-01-6220	Electricity	9,000.00	533.36	5,898.47	0.00	65.54
05-01-6240	Natural gas	1,000.00	551.84	1,317.38	0.00	131.74

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other utilities	20,000.00	3,144.85	15,134.43	0.00	75.67
05-01-6310	Janitorial services	25,000.00	1,190.40	7,724.94	0.00	30.90
05-01-6320	Buildings and grounds maint	18,000.00	855.32	10,664.31	0.00	59.25
05-01-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-01-6420	Staff training	12,000.00	10.25	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	2,193.53	15,282.18	0.00	61.13
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	624.12	0.00	31.21
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	1,000.00	0.00	0.00
05-01-6760	Equipment rental	1,000.00	1,309.93	2,634.33	8.29	263.43
05-01-6770	Bank charges	125,000.00	55.50	79,308.32	53,559.59	63.45
05-01-6780	Taxes, fees, and other charges	1,000.00	0.00	1,604.87	0.00	160.49
05-01-6785	ECAP Payments	97,000.00	1,472.32	5,675.19	0.00	5.85
05-01-6900	Miscellaneous expense <i>Materials & Services</i>	1,000.00 <i>1,044,500.00</i>	0.00 <i>79,673.31</i>	0.00 <i>406,093.54</i>	0.00 <i>53,567.88</i>	0.00 <i>38.88</i>
	AdminFinance	1,949,000.00	148,651.55	910,420.38	53,567.88	46.71
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular employees	155,000.00	12,682.08	92,412.34	0.00	59.62
05-02-5130	Overtime	5,000.00	0.00	676.00	0.00	13.52
05-02-5210	Healthdental insurance	26,000.00	1,720.66	12,045.18	0.00	46.33
05-02-5230	Social security	12,000.00	952.92	7,000.39	0.00	58.34
05-02-5240	Retirement	27,000.00	1,983.38	15,436.82	0.00	57.17
05-02-5250	TrimetWBF	1,000.00	100.27	624.29	0.00	62.43
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>17,439.31</i>	0.00 <i>128,369.98</i>	0.00 <i>0.00</i>	0.00 <i>55.81</i>
	<i>Materials & Services</i>					
05-02-6180	Dues and subscriptions	1,000.00	15.00	145.00	0.00	14.50
05-02-6230	Telephone	57,000.00	3,446.07	25,750.89	0.00	45.18
05-02-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-02-6420	Staff training	22,000.00	660.00	1,427.00	0.00	6.49
05-02-6440	Board Travel and Training	7,000.00	0.00	22.00	0.00	0.31
05-02-6510	Office supplies	1,000.00	0.00	116.20	0.00	11.62
05-02-6540	Safety Supplies	1,000.00	26.72	278.90	0.00	27.89
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	240,000.00	129,408.00	148,682.00	0.00	61.95
05-02-6730	Communications	6,000.00	0.00	0.00	0.00	0.00
05-02-6740	Advertising	5,000.00	2,027.98	2,431.98	0.00	48.64
05-02-6785	ECAP Payments <i>Materials & Services</i>	0.00 <i>343,500.00</i>	0.00 <i>135,583.77</i>	0.00 <i>178,853.97</i>	0.00 <i>0.00</i>	0.00 <i>52.07</i>
	Human Resources	573,500.00	153,023.08	307,223.95	0.00	53.57
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular employees	602,000.00	38,841.33	285,977.68	0.00	47.50
05-03-5130	Overtime	5,000.00	276.39	934.64	0.00	18.69
05-03-5210	Healthdental Insurance	112,000.00	5,745.15	52,971.07	0.00	47.30
05-03-5230	Social security	44,000.00	2,952.86	20,527.06	0.00	46.65
05-03-5240	Retirement	112,000.00	5,587.50	48,862.51	0.00	43.63
05-03-5250	TrimetWBF	4,000.00	309.97	2,248.48	0.00	56.21
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>53,713.20</i>	0.00 <i>412,185.60</i>	0.00 <i>0.00</i>	0.00 <i>45.90</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials & Services</i>					
05-03-6155	Contracted services	306,000.00	3,337.25	52,095.97	54,947.58	17.02
05-03-6180	Dues and subscriptions	10,000.00	1,550.00	2,300.00	0.00	23.00
05-03-6350	Computer maintenance	237,000.00	24,674.27	161,437.94	1,610.00	68.12
05-03-6410	Mileage	3,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff training	16,000.00	776.00	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	21.95	135.22	0.00	4.51
05-03-6540	Safety supplies	8,000.00	938.00	1,321.99	0.00	16.52
05-03-6730	Communications	149,000.00	1,839.38	4,704.24	50,735.62	3.16
	<i>Materials & Services</i>	<i>733,000.00</i>	<i>33,136.85</i>	<i>225,554.65</i>	<i>107,293.20</i>	<i>30.77</i>
	Technical Services	1,631,000.00	86,850.05	637,740.25	107,293.20	39.10
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicleequipment maintenance	50,000.00	7,370.85	23,643.98	5,000.00	47.29
05-04-6520	Fuels and oils	71,000.00	2,266.31	17,436.03	0.00	24.56
	<i>Materials & Services</i>	<i>121,000.00</i>	<i>9,637.16</i>	<i>41,080.01</i>	<i>5,000.00</i>	<i>33.95</i>
	Vehicle Services	121,000.00	9,637.16	41,080.01	5,000.00	33.95
	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	398,161.84 -16,331.06	2,448,464.59 844,215.98	165,861.08 -165,861.08	50.02 8,442.16
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 Revenue	1,527,000.00	0.00	1,504,202.42	0.00	98.51
10-00-4210	Water Sales - CRW	32,000.00	4,078.46	18,873.04	0.00	58.98
10-00-4211	Water sales	4,038,000.00	287,904.47	2,491,562.42	0.00	61.70
10-00-4215	Penalties and late charges	20,000.00	0.00	-156.37	0.00	-0.78
10-00-4220	System development charges	100,000.00	73,612.80	304,088.00	0.00	304.09
10-00-4230	Contract services	40,000.00	4,000.00	33,400.00	0.00	83.50
10-00-4240	Service installations	10,000.00	1,548.00	30,602.82	0.00	306.03

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-00-4280	Rents & leases	200,000.00	14,185.87	105,966.15	0.00	52.98
10-00-4290	Other charges for services	10,000.00	820.00	14,103.65	0.00	141.04
10-00-4610	Investment revenue	10,000.00	446.33	3,854.44	0.00	38.54
10-00-4630	Miscellaneous revenues	26,000.00	1,596.00	25,261.84	0.00	97.16
	<i>Revenue</i>	<i>4,486,000.00</i>	<i>388,191.93</i>	<i>3,027,555.99</i>	<i>0.00</i>	<i>67.49</i>
	NonDivisional	4,486,000.00	388,191.93	3,027,555.99	0.00	67.49
	Revenue	4,486,000.00	388,191.93	3,027,555.99	0.00	67.49
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular employees	655,500.00	40,960.05	382,152.78	0.00	58.30
10-20-5130	Overtime	35,000.00	1,787.42	19,572.46	0.00	55.92
10-20-5210	Health/dental insurance	140,000.00	8,547.06	77,121.95	0.00	55.09
10-20-5230	Social Security	47,000.00	3,198.26	29,732.60	0.00	63.26
10-20-5240	Retirement	132,000.00	7,986.65	80,598.58	0.00	61.06
10-20-5250	Trimet/WBF	5,000.00	335.51	3,126.44	0.00	62.53
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	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,037,500.00</i>	<i>62,814.95</i>	<i>609,241.10</i>	<i>0.00</i>	<i>58.72</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	20,000.00	0.00	0.00	0.00	0.00
10-20-6220	Electricity	27,000.00	2,565.72	17,280.58	0.00	64.00
10-20-6240	Natural gas	3,000.00	0.00	993.25	0.00	33.11
10-20-6290	Other utilities	0.00	161.33	839.32	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	2,009.25	14,160.07	0.00	283.20
10-20-6340	Distribution system maint	200,000.00	6,224.35	121,749.66	29,639.43	60.87
10-20-6390	Other repairs & maintenance	35,000.00	2,287.80	24,076.09	15,236.98	68.79
10-20-6420	Staff training	10,000.00	345.00	760.00	0.00	7.60
10-20-6430	Certifications	2,000.00	90.00	802.00	0.00	40.10
10-20-6510	Office supplies	0.00	452.40	452.40	0.00	0.00
10-20-6530	Small tools & equipment	9,000.00	943.38	2,344.36	0.00	26.05
10-20-6540	Safety supplies	15,000.00	1,276.64	7,786.50	0.00	51.91
10-20-6550	Operational Supplies	2,000.00	182.44	2,383.97	0.00	119.20
10-20-6560	Uniforms	2,000.00	39.99	39.99	0.00	2.00
10-20-6710	Purchased water	1,084,000.00	76,926.84	691,301.87	0.00	63.77
10-20-6715	Water quality program	5,000.00	1,680.00	8,867.62	0.00	177.35
10-20-6760	Equipment Rental	3,500.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes & fees	20,000.00	456.43	8,618.20	0.00	43.09
10-20-6900	Miscellaneous expense	1,000.00	68.15	146.74	0.00	14.67
	<i>Materials & Services</i>	<i>1,443,500.00</i>	<i>95,709.72</i>	<i>902,503.39</i>	<i>44,876.41</i>	<i>62.52</i>
	Drinking Water	2,481,000.00	158,524.67	1,511,744.49	44,876.41	60.93
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank loan-principal	179,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank loan-interest	30,801.00	0.00	15,400.25	0.00	50.00
	<i>Materials & Services</i>	<i>209,801.00</i>	<i>0.00</i>	<i>15,400.25</i>	<i>0.00</i>	<i>7.34</i>
	Debt Service	209,801.00	0.00	15,400.25	0.00	7.34
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfer out - Fund 05	1,908,000.00	159,000.00	1,113,000.00	0.00	58.33
10-29-8171	Transfers out to Fund 71	500,000.00	41,666.67	291,666.69	0.00	58.33
10-29-9000	Contingency	914,199.00	0.00	0.00	0.00	0.00
	<i>Transfers &</i>	<i>3,322,199.00</i>	<i>200,666.67</i>	<i>1,404,666.69</i>	<i>0.00</i>	<i>42.28</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Contingencies</i>					
	Transfers & Contingencies	3,322,199.00	200,666.67	1,404,666.69	0.00	42.28
	Expense	6,013,000.00	359,191.34	2,931,811.43	44,876.41	48.76
10	Drinking Water	0.00	29,000.59	1,599,946.98	-44,876.41	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					
	<i>Revenue</i>					
20-00-4212	Wastewater charges	8,270,000.00	631,320.22	4,698,420.79	0.00	56.81
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	15,495.00	278,910.00	0.00	223.13
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	1,220.00	20,295.69	0.00	202.96
20-00-4320	State grants	0.00	0.00	908.00	0.00	0.00
20-00-4610	Investment revenue	5,000.00	134.56	1,178.22	0.00	23.56
20-00-4630	Miscellaneous revenues	5,000.00	0.00	43.30	0.00	0.87
	<i>Revenue</i>	<i>8,435,000.00</i>	<i>648,169.78</i>	<i>4,999,749.18</i>	<i>0.00</i>	<i>59.27</i>
	NonDivisional	8,435,000.00	648,169.78	4,999,749.18	0.00	59.27
	Revenue	8,435,000.00	648,169.78	4,999,749.18	0.00	59.27
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular employees	608,000.00	45,856.53	340,024.36	0.00	55.93
20-21-5120	Temporary/seasonal employees	35,000.00	0.00	0.00	0.00	0.00
20-21-5130	Overtime	45,000.00	5,767.86	38,036.33	0.00	84.53
20-21-5210	Health/dental insurance	179,000.00	12,269.24	85,886.87	0.00	47.98
20-21-5230	Social security	55,000.00	3,865.55	28,333.88	0.00	51.52
20-21-5240	Retirement	131,000.00	8,074.04	62,672.89	0.00	47.84
20-21-5250	Trimet/WBF	5,000.00	407.53	2,951.20	0.00	59.02
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	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,078,000.00</i>	<i>76,240.75</i>	<i>573,506.32</i>	<i>0.00</i>	<i>53.20</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted services	133,000.00	12,832.32	61,375.41	55,755.50	46.15
20-21-6180	Dues & subscriptions	6,000.00	0.00	0.00	0.00	0.00
20-21-6220	Electricity	260,000.00	25,318.86	135,210.41	0.00	52.00
20-21-6240	Natural gas	1,000.00	0.00	395.86	0.00	39.59
20-21-6250	Solid waste disposal	81,000.00	0.00	16,768.83	17,672.93	20.70
20-21-6290	Other utilities	1,000.00	203.71	1,039.11	0.00	103.91
20-21-6310	Janitorial services	10,000.00	798.88	4,368.41	0.00	43.68
20-21-6320	Buildings & grounds	57,000.00	3,437.33	32,558.93	0.00	57.12
20-21-6342	WRF system maintenance	270,000.00	5,426.59	145,579.16	19,327.85	53.92
20-21-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
20-21-6420	Staff training	9,000.00	397.26	914.26	0.00	10.16
20-21-6430	Certifications	2,000.00	0.00	430.00	0.00	21.50
20-21-6520	Fuel & oils	0.00	0.00	594.30	0.00	0.00
20-21-6525	Chemicals	26,000.00	1,945.25	14,647.95	15,741.90	56.34
20-21-6530	Small tools & equipment	10,000.00	26.98	829.82	0.00	8.30

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
20-21-6540	Safety supplies	20,000.00	1,461.08	5,111.03	0.00	25.56
20-21-6550	Operational supplies	14,000.00	0.00	3,572.86	3,143.86	25.52
20-21-6560	Uniforms	9,000.00	2,020.56	12,416.64	0.00	137.96
20-21-6590	Other supplies	10,000.00	2,031.08	2,316.67	0.00	23.17
20-21-6720	Insurance	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	1,102.77	1,102.77	0.00	7.35
20-21-6780	Taxes & fees	0.00	4,077.30	34,701.73	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>61,079.97</i>	<i>474,434.00</i>	<i>111,642.04</i>	<i>50.69</i>
	Wastewater-Plant	2,014,000.00	137,320.72	1,047,940.32	111,642.04	52.03
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular employees	460,500.00	35,410.31	309,700.06	0.00	67.25
20-22-5130	Overtime	11,000.00	1,228.48	6,615.33	0.00	60.14
20-22-5210	Health/dental insurance	110,000.00	7,370.71	58,746.64	0.00	53.41
20-22-5230	Social security	32,000.00	2,788.70	23,730.74	0.00	74.16
20-22-5240	Retirement	70,000.00	6,135.58	57,871.08	0.00	82.67
20-22-5250	Trimet/WBF	3,000.00	294.55	2,513.35	0.00	83.78
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>53,228.33</i>	<i>468,326.54</i>	<i>0.00</i>	<i>66.67</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	843.32	0.00	84.33
20-22-6342	Collection system maint.	50,000.00	200.00	12,209.09	0.00	24.42
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	323.50	323.50	0.00	4.04
20-22-6430	Certifications	2,000.00	0.00	0.00	0.00	0.00
20-22-6530	Small tools & equipment	25,000.00	1,292.11	3,143.24	2,299.00	12.57
20-22-6540	Safety supplies	4,000.00	862.14	2,189.91	0.00	54.75
20-22-6550	Operational supplies	5,000.00	0.00	625.53	0.00	12.51
20-22-6560	Uniforms	9,000.00	2,568.00	5,352.71	0.00	59.47
20-22-6780	Taxes & fees	0.00	864.34	9,810.76	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>6,110.09</i>	<i>35,195.14</i>	<i>2,299.00</i>	<i>32.00</i>
	Wastewater-Collections	812,500.00	59,338.42	503,521.68	2,299.00	61.97
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers out to Fund 05	2,026,000.00	168,833.33	1,181,833.31	0.00	58.33
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	774,285.50	0.00	26.97
20-29-8172	Transfers out to Fund 72	1,000,000.00	83,333.33	583,333.31	0.00	58.33
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>252,166.66</i>	<i>3,351,452.12</i>	<i>0.00</i>	<i>44.98</i>
	Transfers & Contingencies	7,450,500.00	252,166.66	3,351,452.12	0.00	44.98
20	Expense	10,277,000.00	448,825.80	4,902,914.12	113,941.04	47.71
	Wastewater Reclam.	0.00	199,343.98	1,904,087.53	-113,941.04	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	127,102.66	900,353.72	0.00	58.16
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	510.00	36,872.55	0.00	737.45
30-00-4610	Investment revenue	0.00	173.22	1,009.13	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>127,785.88</i>	<i>938,234.73</i>	<i>0.00</i>	<i>59.53</i>
	NonDivisional	1,576,000.00	127,785.88	938,234.73	0.00	59.53
	Revenue Watershed Protection	1,576,000.00	127,785.88	938,234.73	0.00	59.53
	<i>Personnel Services</i>					
30-23-5110	Regular employees	94,500.00	7,969.69	25,818.55	0.00	27.32
30-23-5120	Temporaryseasonal 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	Healthdental insurance	8,000.00	2,676.25	5,593.60	0.00	69.92
30-23-5230	Social Security	7,000.00	592.36	1,922.19	0.00	27.46
30-23-5240	Retirement	20,000.00	1,246.45	4,166.21	0.00	20.83
30-23-5250	TrimetWBF	1,000.00	62.65	201.43	0.00	20.14
30-23-5260	Unemployment	1,000.00	0.00	2,508.44	0.00	250.84
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>12,547.40</i>	<i>41,829.15</i>	<i>0.00</i>	<i>30.64</i>
	<i>Materials & Services</i>					
30-23-6155	Contracted Services	40,000.00	11,448.00	13,485.75	60,139.25	33.71
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
	<i>Materials & Services</i>	<i>105,000.00</i>	<i>11,448.00</i>	<i>30,009.35</i>	<i>60,139.25</i>	<i>28.58</i>
	Watershed Protection	241,500.00	23,995.40	71,838.50	60,139.25	29.75
	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	52,916.67	370,416.69	0.00	58.33
30-29-8173	Transfers out to Fund 73	500,000.00	41,666.67	291,666.69	0.00	58.33
30-29-9000	Contingency	546,942.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>	1,681,942.00	94,583.34	662,083.38	0.00	39.36
	Transfers & Contingencies	1,681,942.00	94,583.34	662,083.38	0.00	39.36
30	Expense Watershed Protection	1,986,000.00 0.00	118,578.74 9,207.14	796,479.49 578,220.74	60,139.25 -60,139.25	40.10 0.00
40	WW GO Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
40-00-3500	Fund balance	333,000.00	0.00	333,918.79	0.00	100.28
	<i>Beginning Fund Balance</i>	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 NonDivisional	333,000.00	0.00	333,918.79	0.00	100.28
	<i>Revenue</i>					
40-00-4610	Investment revenue	7,000.00	324.53	2,017.12	0.00	28.82
40-00-4701	Interest Subsidy	111,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	118,000.00	324.53	2,017.12	0.00	1.71
	NonDivisional	118,000.00	324.53	2,017.12	0.00	1.71
	Transfers & Contingencies					
	<i>Revenue</i>					
40-29-4920	Transfers in from Fund 20	812,000.00	0.00	812,000.00	0.00	100.00
	<i>Revenue</i>	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 Debt Service	930,000.00	324.53	814,017.12	0.00	87.53
	<i>Materials & Services</i>					
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
	<i>Materials & Services</i>	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 WW GO Debt Service	638,101.00 624,899.00	0.00 324.53	638,100.30 509,835.61	0.00 0.00	100.00 81.59
50	WW Revenue Bond Debt Service NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund balance	682,000.00	0.00	678,562.56	0.00	99.50
	<i>Beginning Fund Balance</i>	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 NonDivisional	682,000.00	0.00	678,562.56	0.00	99.50
	<i>Revenue</i>					
50-00-4610	Investment revenue	16,084.00	434.26	3,609.90	0.00	22.44
	<i>Revenue</i>	16,084.00	434.26	3,609.90	0.00	22.44
	NonDivisional	16,084.00	434.26	3,609.90	0.00	22.44
	Transfers &					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer in from Fund 20	2,871,000.00	0.00	774,285.50	0.00	26.97
	<i>Revenue</i>	<i>2,871,000.00</i>	<i>0.00</i>	<i>774,285.50</i>	<i>0.00</i>	<i>26.97</i>
	Transfers & Contingencies	2,871,000.00	0.00	774,285.50	0.00	26.97
	<i>Revenue</i>	2,887,084.00	434.26	777,895.40	0.00	26.94
	Debt Service					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan	910,550.00	0.00	453,101.00	0.00	49.76
	Principal					
50-24-6813	JPM Bank Loan	1,356,000.00	0.00	0.00	0.00	0.00
	Principal					
50-24-6820	2010 SRF Loan Interest	327,958.00	0.00	133,897.00	0.00	40.83
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>774,285.50</i>	<i>0.00</i>	<i>26.08</i>
	Debt Service	2,969,084.00	0.00	774,285.50	0.00	26.08
	<i>Expense</i>	2,969,084.00	0.00	774,285.50	0.00	26.08
50	WW Revenue Bond	600,000.00	434.26	682,172.46	0.00	113.70
	Debt Service					
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	2,739.25	22,891.78	0.00	45.78
	<i>Revenue</i>	<i>50,000.00</i>	<i>2,739.25</i>	<i>22,891.78</i>	<i>0.00</i>	<i>45.78</i>
	NonDivisional	50,000.00	2,739.25	22,891.78	0.00	45.78
	Transfers & Contingencies					
	<i>Revenue</i>					
71-29-4910	Transfer in from Fund 10	500,000.00	41,666.67	291,666.69	0.00	58.33
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>291,666.69</i>	<i>0.00</i>	<i>58.33</i>
	Transfers & Contingencies	500,000.00	41,666.67	291,666.69	0.00	58.33
	<i>Revenue</i>	550,000.00	44,405.92	314,558.47	0.00	57.19
	Drinking Water					
	Capital Outlay					
71-20-7540	Vehicles	35,000.00	0.00	0.00	0.00	0.00
71-20-7600	Capital Improvement	1,480,000.00	59,279.71	262,784.02	239,598.36	17.76
	Projects					
	<i>Capital Outlay</i>	<i>1,515,000.00</i>	<i>59,279.71</i>	<i>262,784.02</i>	<i>239,598.36</i>	<i>17.35</i>
	Drinking Water	1,515,000.00	59,279.71	262,784.02	239,598.36	17.35
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	2,977,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Transfers & Contingencies</i>	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 Drinking Water Capital	4,492,000.00 0.00	59,279.71 -14,873.79	262,784.02 4,281,605.96	239,598.36 -239,598.36	5.85 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 NonDivisional	4,605,000.00	0.00	5,252,624.14	0.00	114.06
	<i>Revenue</i>					
72-00-4610	Investment revenue	75,000.00	3,499.71	28,384.75	0.00	37.85
	<i>Revenue</i>	75,000.00	3,499.71	28,384.75	0.00	37.85
	NonDivisional	75,000.00	3,499.71	28,384.75	0.00	37.85
	Transfers & Contingencies					
	<i>Revenue</i>					
72-29-4920	Transfer in from Fund 20	1,000,000.00	83,333.33	583,333.31	0.00	58.33
	<i>Revenue</i>	1,000,000.00	83,333.33	583,333.31	0.00	58.33
	Transfers & Contingencies	1,000,000.00	83,333.33	583,333.31	0.00	58.33
	Revenue Wastewater-Plant	1,075,000.00	86,833.04	611,718.06	0.00	56.90
	<i>Capital Outlay</i>					
72-21-7300	Buildings & improvements	0.00	0.00	5,240.00	0.00	0.00
72-21-7520	Equipment	100,000.00	14,535.20	37,763.39	0.00	37.76
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	199,288.75	435,335.77	542,858.00	18.68
	<i>Capital Outlay</i>	2,450,000.00	213,823.95	498,046.06	542,858.00	20.33
	Wastewater-Plant	2,450,000.00	213,823.95	498,046.06	542,858.00	20.33
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
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
72	Expense Wastewater Reclamation Capital	5,680,000.00 0.00	213,823.95 -126,990.91	498,046.06 5,366,296.14	542,858.00 -542,858.00	8.77 0.00
73	Watershed Protection Capital					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	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	912.91	7,385.01	0.00	18.46
	<i>Revenue</i>	<i>40,000.00</i>	<i>912.91</i>	<i>7,385.01</i>	<i>0.00</i>	<i>18.46</i>
	NonDivisional	40,000.00	912.91	7,385.01	0.00	18.46
	Transfers & Contingencies					
	<i>Revenue</i>					
73-29-4930	Transfer in from Fund 30	500,000.00	41,666.67	291,666.69	0.00	58.33
	<i>Revenue</i>	<i>500,000.00</i>	<i>41,666.67</i>	<i>291,666.69</i>	<i>0.00</i>	<i>58.33</i>
	Transfers & Contingencies	500,000.00	41,666.67	291,666.69	0.00	58.33
	Revenue	540,000.00	42,579.58	299,051.70	0.00	55.38
	Watershed Protection					
	<i>Capital Outlay</i>					
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>1,869.50</i>	<i>0.00</i>	<i>0.40</i>
	Watershed Protection	465,000.00	0.00	1,869.50	0.00	0.40
	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	1,869.50	0.00	0.09
	Watershed Protection	0.00	42,579.58	1,474,497.09	0.00	0.00
	Capital					
	Revenue Total	25,049,084.00	1,720,555.70	14,476,760.44	0.00	0.5779
	Expense Total	38,971,185.00	1,597,861.38	13,254,755.01	1,167,274.14	0.3401

General Ledger
Account Roll up



User: jeff
Printed: 2/4/2021 4:00:53 PM
Period 07 - 07
Fiscal Year 2021

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
Revenue	Revenue				
4210	Water Sales - CRW	32,000.00	4,078.46	18,873.04	58.98
4211	Water sales	4,038,000.00	287,904.47	2,491,562.42	61.70
4212	Wastewater Charges	8,270,000.00	631,320.22	4,698,420.79	56.81
4213	Watershed protection fees	1,548,000.00	127,102.66	900,353.72	58.16
4215	Penalties & late charges	32,000.00	0.00	-163.86	-0.51
4220	System development charges	245,000.00	89,107.80	582,998.00	237.96
4230	Contract services	40,000.00	4,000.00	33,400.00	83.50
4240	Service installations	20,000.00	1,548.00	30,602.82	153.01
4280	Rents & leases	200,000.00	14,185.87	105,966.15	52.98
4290	Other charges for services	25,000.00	2,550.00	71,271.89	285.09
4320	State grants	0.00	0.00	16,835.77	0.00
4610	Investment revenue	203,084.00	8,795.55	71,875.24	35.39
4630	Miscellaneous revenues	33,000.00	2,546.00	36,562.27	110.79
4701	Interest Subsidy	111,000.00	0.00	0.00	0.00
4910	Transfer in from Fund 10	2,408,000.00	200,666.67	1,404,666.69	58.33
4920	Transfer in from Fund 20	6,709,000.00	252,166.66	3,351,452.12	49.95
4930	Transfer in from Fund 30	1,135,000.00	94,583.34	662,083.38	58.33
Revenue	Revenue	25,049,084.00	1,720,555.70	14,476,760.44	57.79
Expense	Expense				
5110	Regular employees	3,166,000.00	226,686.48	1,770,991.74	55.94
5120	Temporary/Seasonal employees	42,000.00	0.00	0.00	0.00
5130	Overtime	107,000.00	9,195.30	71,186.35	66.53
5210	Employee Ins	690,000.00	46,647.45	348,147.66	50.46
5230	Social Security	240,000.00	17,680.45	133,976.63	55.82
5240	Retirement	616,000.00	42,892.22	338,663.13	54.98
5250	Trimet	23,000.00	1,860.28	14,303.06	62.19
5260	Unemployment	29,000.00	0.00	12,228.44	42.17
5270	Workers compensation	45,000.00	0.00	44,815.37	99.59
5290	Other employee benefits	29,000.00	0.00	3,473.15	11.98
6110	Legal services	375,000.00	28,003.50	84,465.50	22.52
6120	Accounting & audit services	45,000.00	20,040.00	68,734.45	152.74
6155	Contracted Services	747,000.00	47,427.60	205,728.01	27.54
6175	Records Management	5,000.00	454.50	3,190.78	63.82
6180	Dues & subscriptions	52,000.00	2,067.48	29,870.89	57.44
6220	Electricity	296,000.00	28,417.94	158,389.46	53.51
6230	Telephone	57,000.00	3,446.07	25,750.89	45.18
6240	Natural gas	5,000.00	551.84	2,706.49	54.13
6250	Solid waste disposal	81,000.00	0.00	16,768.83	20.70
6290	Other utilities	21,000.00	3,509.89	17,012.86	81.01
6310	Janitorial services	35,000.00	1,989.28	11,883.51	33.95
6320	Buildings & grounds	81,000.00	6,301.90	58,226.63	71.88
6330	Vehicle & equipment maint.	50,000.00	7,370.85	23,643.98	47.29
6340	Distribution system maint	250,000.00	6,224.35	121,749.66	48.70
6342	Collection system maint.	320,000.00	5,626.59	157,788.25	49.31
6350	Computer maintenance	237,000.00	24,674.27	161,437.94	68.12
6390	Other repairs & maintenance	40,000.00	2,287.80	24,817.00	62.04
6410	Mileage	6,000.00	0.00	0.00	0.00
6420	Staff training	80,000.00	2,512.01	7,489.30	9.36
6430	Certifications	7,000.00	90.00	1,232.00	17.60
6440	Board travel & training	7,000.00	0.00	-864.06	-12.34
6510	Office supplies	29,000.00	2,667.88	15,986.00	55.12

Sort Level	Description	Budget	Period Amt	End Bal	% ExpendCollect
6520	Fuel & oils	71,000.00	2,266.31	18,030.33	25.39
6525	Chemicals	26,000.00	1,945.25	14,647.95	56.34
6530	Small tools & equipment	46,000.00	2,262.47	7,414.19	16.12
6540	Safety supplies	48,500.00	4,564.58	16,688.33	34.41
6550	Operational Supplies	21,000.00	182.44	6,582.36	31.34
6560	Uniforms	22,000.00	4,628.55	17,809.34	80.95
6590	Other supplies	10,000.00	2,031.08	2,316.67	23.17
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	76,926.84	691,301.87	63.77
6715	Water quality program	5,000.00	1,680.00	8,867.62	177.35
6720	Insurance	240,000.00	129,408.00	148,682.00	61.95
6730	Communications	167,000.00	1,839.38	20,821.97	12.47
6740	Advertising	6,000.00	2,027.98	3,137.37	52.29
6750	Other purchased services	15,000.00	1,102.77	2,102.77	14.02
6760	Equipment Rental	4,500.00	1,309.93	2,634.33	58.54
6770	Bank charges	125,000.00	55.50	79,308.32	63.45
6780	Taxes & fees	21,000.00	5,398.07	54,735.56	260.65
6785	ECAP Payments	97,000.00	1,472.32	5,675.19	5.85
6810	2010 SRF Loan Principal	910,550.00	0.00	453,101.00	49.76
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	0.00	0.00
6820	2010 SRF Loan Interest	327,958.00	0.00	133,897.00	40.83
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	15,400.25	50.00
6900	Miscellaneous expense	4,000.00	68.15	150.29	3.76
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	14,535.20	37,763.39	37.76
7540	Vehicles	55,000.00	0.00	19,706.90	35.83
7600	Capital Improvement Projects	4,275,000.00	258,568.46	699,989.29	16.37
8105	Transfers out to Fund 05	4,569,000.00	380,750.00	2,665,250.00	58.33
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	774,285.50	26.97
8171	Transfers out - Fund 71	500,000.00	41,666.67	291,666.69	58.33
8172	Transfers out - Fund 72	1,000,000.00	83,333.33	583,333.31	58.33
8173	Transfers out - Fund 73	500,000.00	41,666.67	291,666.69	58.33
9000	Contingency	10,034,141.00	0.00	0.00	0.00
Expense	Expense	38,981,185.00	1,598,315.88	13,257,945.79	34.01
Grand Total		-13,932,101.00	122,239.82	1,218,814.65	-0.0875
Fund Balance Total		0.00	0.00	0.00	0
Revenue Total		25,049,084.00	1,720,555.70	14,476,760.44	0.5779
Expense Total		38,981,185.00	1,598,315.88	13,257,945.79	0.3401



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	February 16, 2021

Summary of Minutes for Approval

- January 19, 2021 Regular Meeting Minutes



BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
January 19, 2021

Board of Directors – Members Present via Zoom:

Kevin Williams	President
Paul Gornick	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Ginny Van Loo	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
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Markus Mead	Development Review Specialist
Alexa Morris	Outreach and Communications Specialist

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Mitra Anoushiravani	Oak Lodge Governance Project Steering Committee
Kimberly Swan	Clackamas River Water Providers

1. Call to Order & Meeting Facilitation Protocols

President Williams 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 Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were one letter that had been distributed to the Board.

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were three.

Lynn Fischer stated he had no comments.

Thelma Haggemiller stated she was listening in as well.

3. Consent Agenda

Treasurer Knudson moved to approve the Consent Agenda. Secretary/Vice President Gornick seconded.

Treasurer Knudson asked for a link to be created on the District's website between the December 15, 2020 meeting materials, which includes a letter from the Oak Lodge Governance Project, and the dedicated governance webpage. There was Board consensus.

Director Keil asked what the TriMet charge was for. Finance Director Stevens explained it was a payroll tax.

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

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

President Williams introduced Mitra Anoushiravani, member of the OLGP Steering Committee, who provided an update on OLGP's progress and ongoing communication with the Board of Directors.

There was clarification regarding the intent of the Board of Director's published letter to OLGP. The Board expressed optimism regarding the partnership between OLGP and the District.

5. Appointment of 2021 Board Officers

Director Keil made a motion, with the provision of Treasurer Knudson being nominated as the 2022 President, to appoint Secretary/Vice President Gornick as President, Director Van Loo as Secretary/Vice President, and Treasurer Knudson as Treasurer. Director Van Loo seconded. President Williams asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

President Williams virtually passed the gavel to incoming President Gornick. President Gornick began meeting facilitation.

6. Presentation of Clackamas River Water Providers' Annual Report

General Manager Chaplen introduced Kim Swan from Clackamas River Water Providers (CRWP). Ms. Swan presented an annual update highlighting the effects of COVID on CRWP outreach, studies completed, and continuing public engagement. She also overviewed upcoming projects for the current fiscal year.

The Board commended the CRWP team on their work. Regarding a question asked by President Gornick, Ms. Swan stated she would get the Board more information on snowpack measurements and year-round flow predictions.

7. Designation of the 2021 SDAO Conference Voting Member

General Manager Chaplen explained the eligibility requirements and purpose of designating a voting member for the 2021 Special Districts Association of Oregon (SDAO) conference. Treasurer Knudson noted his professional association with SDAO and excused himself from being nominated.

Director Williams moved to designate Secretary/Vice President Van Loo as the voting member with General Manager Chaplen as an alternate. Treasurer Knudson and Director Keil 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

8. Second Reading of Proposed Ordinance No. 2021-04 Updating Water System Development Charges

Treasurer Knudson moved to read the Ordinance by title only. Directors Keil and Williams 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

President Gornick read the Ordinance by title.

District Engineer Rice overviewed the proposed fee schedule noting the proposed fees were competitive with other local jurisdictions. He stated no public comment had been received.

Directors Keil and Williams expressed concern for the higher fees but noted the calculations were aligned with other local organizations and commended District Engineer Rice on his work.

Secretary/Vice President Van Loo moved to approve Ordinance No. 2021-04. Director Williams 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

9. Consideration of Resolution No. 2021-01 Adopting District Design and Construction Standards

Development Review Specialist Mead overviewed the proposed changes to the District's Design and Construction Standards. He highlighted future updates and summarized the two public comments received.

The Board asked questions related to stormwater detention including forthcoming DEQ regulations, and the public comment process. Development Review Specialist Mead explained the District's standards related to stormwater and the parties notified of the public comment period. President Gornick inquired about the definition of "roadbed" and what constituted "significant" construction. Development Review Specialist Mead and District Engineer Rice gave reasoning for the definitions of both. The Board agreed that "fifty percent of the area" would be considered significant construction.

Secretary/Vice President Van Loo moved to adopt Ordinance No. 2021-04 with the discussed changes. Treasurer Knudson 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

10. Update on Procurement to Restore Sewer Treatment Plant Flow Capacity

Water Services Engineer Ogbeide reported on the recent Sewer Treatment Plant failure and provided an update on the emergency efforts to regain flow capacity. Plant Operations Superintendent Mendenhall stated DEQ had been apprised of the situation.

The Board asked questions related to project next steps, creating redundancies to prevent the situation in the future, and alarm systems. Water Services Engineer Ogbeide and Plant Operations Superintendent Mendenhall were able to provide the information that had been collected as the yet-to-be-resolved situation unfolded.

Director Williams moved to retroactively approve the General Manager to sign an emergency procurement agreement with Slayden Constructors. Director Keil 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

11. Consideration of the 2021/2022 Communications Plan

Outreach and Communications Specialist Morris overviewed the Communication Plan and Community Briefing Materials updates.

The Board asked questions related to increasing interested parties, the District's presence on social media platforms, and engagement analytics. Outreach and Communications Specialist Morris provided information on website updates, current District social media handles, and how the District will use engagement analytics to cater to the special interests of the District's customers.

Treasurer Knudson moved to approve the Communications Plan for 2021-2022 as presented. Director Williams 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

12. 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 two.

Lynn Fisher commented on the OLGP presentation, specifically the District's survival based on the options being explored by the steering committee. Ms. Anoushiravani outlined the study's constraints and the multiphase approach of data collection and community feedback. She noted OLGP's intention for the District to remain intact, but that ultimately no one was able to predict the future.

13. Departments Reports

Due to time, President Gornick did not facilitate verbal department reports but allowed the Directors to ask questions related to each report.

- **Finance**

Upon request, Finance Director Stevens explained the Non-Revenue Water data, which has remained consistent in the last calendar year. Treasurer Knudson discussed the continuing documentation and communication regarding Non-Revenue Water.

Secretary/Vice President Van Loo inquired about charges related to Convergence and Murraysmith. Finance Director Stevens explained the services provided, Information Technology and Capital Project work, respectively.

Director Keil inquired about the demographics of delinquent accounts and the financial audit recommendations. Finance Director Stevens provided information on both.

- **Technical Services**

There were no questions.

- **Field Operations**

There were no questions.

- **Plant Operations**

Plant Operations Superintendent Mendenhall provided an update on the Treatment Plant's status, a forthcoming DEQ update, and the Department Report.

The Board thanked staff for their work during the recent emergencies and discussed ways to reduce future Plant vulnerabilities.

14. Business from the Board

Due to the time, President Gornick did not facilitate verbal liaison reports noting the written reports published in the meeting packet.

15. Recess to Executive Session

President Gornick recessed to Executive Session at 8:44 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public disclosure.

General Manager Chaplen presented the general topics to be discussed during the Executive Session. The Board was informed that no decisions were to be expected coming out of executive session. The Board then received a presentation from District legal counsel Brooks regarding the contents of two memos prepared for the Board. The Board asked follow-up questions and generally discussed the topics addressed in the memos.

16. Adjourn Executive Session

President Gornick adjourned the Executive Session at 10:12 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 was one member.

No decisions were made as a result of the Executive Session.

17. Adjourn Meeting

President Gornick adjourned the meeting at 10:13 p.m.

Respectfully submitted,

Paul Gornick
President, Board of Directors

Date: _____

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: _____



STAFF REPORT

To	Board of Directors
From	Aleah Binkowski-Burk, Human Resources Manager
Title	Approval of Professional Services Contract with Relay Resources
Item No.	3c
Date	February 16, 2021

Summary

Staff seeks authorization for the General Manager to sign a contract with Relay Resources for Janitorial and Landscaping services.

Background

As a public agency in the State of Oregon this District is required, if contracting out, to seek both Janitorial and Landscaping services through the Oregon Forward Program to meet State Purchasing Rules found in OAR 125-055. Relay Resources is a qualified Oregon Forward employer who provides both janitorial and landscaping services in our area. All Oregon Forward employers are non-profit, and their prices are set by the state, meaning all Oregon Forward contractors have the same costing lists for the same scope of work. Over the past year, thorough and professional cleaning services have become even more important due to COVID-19. As Relay Resources has been committed to keeping both our employees and their employees safe and have been able to add extra cleaning services when needed, we are seeking to continue our relationship with them.

The attached agreement outlines specific details and the frequency which the three District Buildings will be cleaned, as well as how the sites will be landscaped.

Highlights of the Oregon Forward Program

The Oregon Forward Program, formerly known as the QRF Program, fulfills a state law supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified nonprofit contractors, a uniquely skilled and diverse workforce is trained and employed to provide goods and services procured by state and local government agencies.

Oregon Forward is a state-run purchasing program promoting meaningful job opportunities for adults living with disabilities. Oregon's Department of Administrative Services (DAS) oversees a network of qualified nonprofit providers, Oregon Forward Contractors or OFCs, that fulfill a variety of public agency product and service needs across the state. The Department of Administrative Services (DAS) administers the Oregon Forward program. DAS is required by ORS 279.845(1)(a) to "Determine the

price of all products manufactured and services offered for sale to the various public agencies by any qualified nonprofit agency for individuals with disabilities.” This process is completed by DAS through cooperation with Oregon Forward Contractors (OFCs) and the Public Agencies with whom they contract.

The Essential Components of an Effective Oregon Forward Program Janitorial Services Proposal for Price Determination Oregon Forward Program contracts are unique in Oregon. There is no competition with another entity for price. The authorizing statutes for the Oregon Forward program, in section 279.845(1)(a), include a provision requiring that “...The price shall recover the cost of raw materials, labor, overhead, delivery costs and a margin held in reserve for inventory and equipment replacement...” Within that same section it gives responsibility for this “Price Determination” to the State of Oregon’s Department of Administrative Services (DAS).

Recommendation

Board approval for the General Manager to sign a contract with Relay Resources for Janitorial and Landscaping services in the amount of \$74,558.08 for a 12-month contract beginning March 1, 2021.

Suggested Board Motion

“I move to approve the General Manager to sign a 12-month contract with Relay Resources for Janitorial and Landscaping services in the amount of \$74,558.08 beginning March 1, 2021.”

Attachments

1. Relay Resources 2021 Price Proposal and Department of Administrative Services request for Price Approval
2. Relay Resources Schedule and Scope of Work

RELAY™

RESOURCES

January 20, 2021

Aleah Binkowski-Burk
 Human Resources and Payroll Manager
 Oak Lodge Water Services District
 14611 SE River Road
 Oak Grove, OR 97267

**RE: Oak Lodge Water Services District Janitorial & Landscape Services;
 Period of Performance: March 1, 2021 through February 28, 2022**

Dear Aleah,

Per your request, we have added pricing for landscape services at your main Admin Building located at 14496 SE River Road. Our pricing is in accordance to our Janitorial & Landscape Collective Bargaining Agreements. Our pricing is:

Site/Services	2020 Monthly	2020 Yearly	2021 Monthly	2021 Yearly
Admin Bldg 14611 SE River Road, Janitorial	\$587.05	\$7,044.60	\$602.48	\$7,229.76
Admin Bldg Old Water Bldg 14496 SE River Road, Janitorial	\$603.35	\$7,240.20	\$621.76	\$7,461.12
Treatment Center 13750 SE Renton, Janitorial	\$798.88	\$8,586.56	\$824.25	\$9,891.00
Admin Bldg 14611 SE River Road, Landscape	\$384.70	\$4,616.40	\$398.60	\$4,783.20
Treatment Center 13750 SE Renton, Landscape	\$3,360.33	\$40,323.96	\$3,461.14	\$41,533.68
Main Admin Bldg 14496 SE River Road, Landscape			\$304.94	\$3,659.32

Paper products will be purchased by the customer, if we purchase will be at cost plus 10% Admin Fee.

Our additional hourly rates are:

- Janitorial \$42.02/hour (on as as-ordered basis)
- Janitorial \$47.86/hour (O-T/holiday/weekend)
- Landscape \$51.40/hour (on as as-ordered basis)
- Landscape \$65.19/hour (O-T/holiday/weekend/irrigation)

If acceptable, please sign and return the Department of Administrative Services (DAS) Request for Price Approval Form electronically. We will then send it to DAS, along with the required DAS Costing Workbooks, for their final approval.

Please let me know if you have any questions or need additional information.

Sincerely,

Shannon Viegas
 Contracts Administrator



MAILING ADDRESS: 5312 NE 148th Ave., Portland, OR 97230
 OFFICE: 503-261-1266
 WEBSITE: relayresources.org





**DEPARTMENT OF ADMINISTRATIVE SERVICES
Request for Price Approval**

For Janitorial & Landscape Services, Contract # _____
(Product or Service)

Total Price: \$74,558.08, per year 3/1/2021-2/28/2022 (month,
year, each, doz.)

Requesting Agency: Oak Lodge Water Services District

Requesting QRF: Relay Resources

**Agency and QRF agree the proposed price and supporting
documentation meets the requirements of OAR 125-055-0030.**

_____, date: _____
Authorized Agency Signature

_____, phone # _____

Email Address
DocuSigned by:
Deidra Jurgens, date: 1/20/2021
00C9C990F7B7431...

Authorized QRF Signature

c/o Shannon Viegas sviegas@relayresources.org, phone #503-408-3044
Email Address

**DAS has reviewed the submitted documentation supporting the price
offered by the QRF and approves the price for procurement of the
above stated product or service in accordance with OAR 125-055-0030.**

_____, date: _____
DAS QRF Coordinator

**Oak Lodge Sanitary District
Administration Office
(14611 SE River Road) &
Old Water Building (14496
SE River Road)**

**Janitorial Services
Scope of Work**

Janitorial Services are started after the close of business and completed before the next business day.

1 times per week

General Office

- Empty all wastebaskets and change liners
- Empty recycling and put in designated area
- Dust all office furniture, including tables, office equipment and pictures
- Dust all exposed filing cabinets, bookcases, shelves and window sills
- Dust all telephones and spot clean desk tops
- Spot clean front entrance glass and interior window partitions
- Dust mop and damp mop hard floors
- Thoroughly vacuum all carpeted areas
- Spot clean spills and stains on carpeting

Restrooms

- Clean and sanitize all sinks, counters, toilets and urinals; polish all fixtures
- Clean all glass and mirrors
- Refill all dispensers to normal limits
- Polish all stainless steel fixtures
- Empty all trash containers and disposals; insert liners
- Spot clean all walls, doors and partitions
- Sweep and damp mop all hard floors

Lunchroom

- Clean and sanitize sink and counters; polish all fixtures
- Remove fingerprints from refrigerator and microwave
- Spot clean all walls and doors
- Empty, wash and sanitize all containers and disposals; insert liners
- Sweep and damp mop flooring

Administrative Services

- Notify building contact of irregularities
- Turn-off all lights except those designated
- Close/lock windows and doors, notify security
- Check communication log for customer comments

Monthly

General Areas

- . High dust all horizontal surfaces
- Dust HVAC vents
- Sanitize telephones
- Dust baseboards
- Damp clean chair mats
- Vacuum edges of carpeted areas
- Vacuum Furniture

Restrooms

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Low dust all horizontal surfaces
- Dust baseboards

Lunchroom

- Remove cobwebs from ceiling areas
- Damp clean and sanitize tables, seats, chair backs
- Spot clean doors, frames, light switches, etc.
- Low dust all horizontal surfaces

Administrative Services

- Customer Service Visit

Quarterly Services

- Clean Refrigerator
- Clean Carpet (end of June/Sept/Dec/Mar)

Bi-Annual Services

- Wax Linoleum Floors (Sept/Mar)

Annual Services

Administrative

- Formal customer review

Oak Lodge Sanitary District
Water Reclamation Facility
(13750 SE Renton)

Janitorial Services
Scope of Work

Janitorial Services are started after the close of business and completed before the next business day.

2 times per week (Tuesdays & Thursdays)

General Office

- Empty all wastebaskets and change liners
- Empty recycling and put in designated area
- Dust all office furniture, including tables, office equipment and pictures
- Dust all exposed filing cabinets, bookcases, shelves and window sills
- Dust all telephones and spot clean desk tops
- Spot clean front entrance glass and interior window partitions
- Dust mop and damp mop hard floors
- Thoroughly vacuum all carpeted areas

Lab

- Spot clean all walls, doors, sides and fronts of cabinets
- Sweep and damp mop all hard floors
- Vacuum all walk-off mats

Restrooms (2)

- Clean and sanitize all sinks, counters, toilets and urinals; polish all fixtures
- Clean and sanitize showers
- Clean all glass and mirrors
- Refill all dispensers to normal limits
- Polish all stainless steel fixtures
- Empty all trash containers and disposals; insert liners
- Spot clean all walls, doors and partitions
- Sweep and damp mop all hard floors

Lunchroom

- Clean and sanitize sink and counters; polish all fixtures
- Remove fingerprints from refrigerator and microwave
- Damp clean and sanitize tables, seats and chair backs
- Spot clean all walls and doors
- Empty, wash and sanitize all containers and disposals; insert liners
- Sweep and damp mop flooring

Administrative Services

- Notify building contact of irregularities
- Turn-off all lights except those designated
- Close/lock windows and doors, notify security
- Check communication log for customer comments

Monthly

General Areas

- High dust all horizontal surfaces
- Dust HVAC vents
- Remove cobwebs from ceiling areas
- Dust venetian blinds
- Wipe sides of desks and spot clean walls
- Sanitize telephones
- Low dust all horizontal surfaces
- Dust baseboards
- Damp clean chair mats
- Vacuum edges of carpeted areas

Restrooms (2)

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Low dust all horizontal surfaces
- Dust baseboards

Lunchroom

- High dust all horizontal surfaces
- Remove cobwebs from ceiling areas
- Spot clean doors, frames, light switches, etc.
- Low dust all horizontal surfaces
- Dust baseboards

Administrative Services

- Customer Service Visit

Quarterly Services

Men's Restroom

- Shower scrub ceramic tile

Other

- Clean Carpets
- Clean Refrigerator

Bi-Annual Services

- Wax Linoleum Floors

Annual Services

Administrative

- Formal customer review

Women's Restroom

- Shower scrub ceramic tile

LANDSCAPE ANNUAL CALENDAR (Reoccurring svcs)

Relay Resources

5312 Northeast 148th Avenue

Oak Lodge

14496 SE River Rd

Oak Grove, OR 97267

Contract Period of Performance: 1/1/2021-12/31/2021

Relay Resources
5312 Northeast 148th Avenue
Portland, Oregon 97230-3438
503.261.1266 (Office)



MONTH	FREQUENCY SCHEDULE												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
CONTRACTED SERVICES														

ORNAMENTAL BEDS

Weed patrol	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Blow Sidewalks	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	
Post-Emergent Application	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	
Fertilize Shrubs and Trees															1	
Prune Shrubs & ground covers												1			2	
Leaf Removal												2	2	2	6	
Debris Removal	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	Trash Patrol done during each visit
Plant Inspection	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	

SPECIAL SERVICES

Irrigation start up and inspection																1	Necessary or recommended repairs will be quoted to client
Irrigation blow out and shut down																1	Shut down and blow out system w/ compressed air
Irrigation management				1	1	1	1	1	1	1	1	1	1	1	6	0	Seasonal adjustment as needed
															0	0	

EXTRA SERVICES

Bark dust																	Proposal upon request
Pre-Emergent																	Proposal upon request
Plant replacement																	Proposal upon request

NOTES

LANDSCAPE ANNUAL CALENDAR

Oak Lodge Sanitary District Treatment Facility

13750 SE Renton

Oak Grove, OR

Relay Resources
5312 Northeast 148th Avenue
Portland, Oregon 97230-3438
503.261.1266 (Office)

Contract Period of Performance: 1/1/2021-12/31/2021

MONTH	FREQUENCY SCHEDULE												Total Visits	Comments
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		

CONTRACTED SERVICES

TURF

Mowing				2	4	4	4	4	4	4	4	4	2			32
Hard edging				1	2	2	2	2	2	2	2	2	1			16
Soft edging				1	2	2	2	2	2	2	2	2	1			16
Lime Application									1							1
Fertilization				1								1				3
Aeration										1						
Blow Walks (Each Visit)	2	2	2	4	4	4	4	4	4	4	4	4	4	2		40

ORNAMENTAL BEDS

Weed patrol	1	1	1	1	1	1	1	1	1	1	1	1	1	1		12
Pre-Emergent Application			1						1							2
Fertilize Shrubs and Trees			1													1
Prune Shrubs & Trees	1				1											4
Leaf Removal	1											2	4	2		9

IRRIGATION

Spring Start-up				1												1
Monitor and Adjust				1	1	1	1	1	1	1						6
Winterization										1						1

Additional Services

Slice Seeding																
De-Thatching																
Plant Replacements																
Bark dust																

NOTES

This LAC is to used as a guideline only, Relay Resources reserves the right to move service schedules to accommodate weather and site condition needs.																

LANDSCAPE ANNUAL CALENDAR

Oaklodge Admin Building

14496 SE River Rd, Oak Grove, OR 97267
Oak Grove, Oregon 97267

Period of Performance: 3/1/2021 - 2/28/2022

Relay Resources

5312 Northeast 148th Avenue

Portland, Oregon 97230-3438
503.261.1266 (Office)

MONTH	FREQUENCY												Total	Comments
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Visits	
CONTRACTED SERVICES														
ORNAMENTAL BEDS														
Weed Patrol	1	1	1	1	1	1	1	1	1	1	1	1	12	Post emerge as needed
Pre-Emergent Application		1							1				2	
Prune Shrubs and Trees	*	*	*	*	*	*	*	*	*	*	*	*	0	Prune as needed each visit
Leaf Removal										2	4	2	8	
Debris Removal	1	1	1	1	1	1	1	1	1	2	4	2	17	
Plant Inspection				1									1	
Blow Walks	1	1	1	1	1	1	1	1	1	2	4	2	17	
SPECIAL SERVICES														
Barkdust Application			X										0	Proposal upon request
Plant Replacement													0	Proposal upon request
Notes														
The Landscape Calendar is a guideline only; Relay Resources reserves the right to rearrange service schedules to accommodate weather and site condition needs.														



AGENDA ITEM

Title	Monthly Update: Oak Lodge Governance Project
Item No.	4
Date	February 16, 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.



AGENDA ITEM

Title	Presentation of North Clackamas Watersheds Council Annual Update
Item No.	5
Date	February 16, 2021

Summary

A longstanding community partner, the North Clackamas Watersheds Council (NCWC) and OLWSD work together to raise awareness about the importance of clean, clear, and cold water in the creeks and tributaries of the District. NCWC supports water quality compliance through its outreach, engagement, restoration and enhancement programs and projects in the District. Each year, a presentation from the Council provides highlights from the last year, as well as an opportunity to ask questions.

Tonight, Executive Director Neil Schulman will provide an update on NCWC's efforts to conserve and protect our watershed.

Attachments

1. PowerPoint Presentation



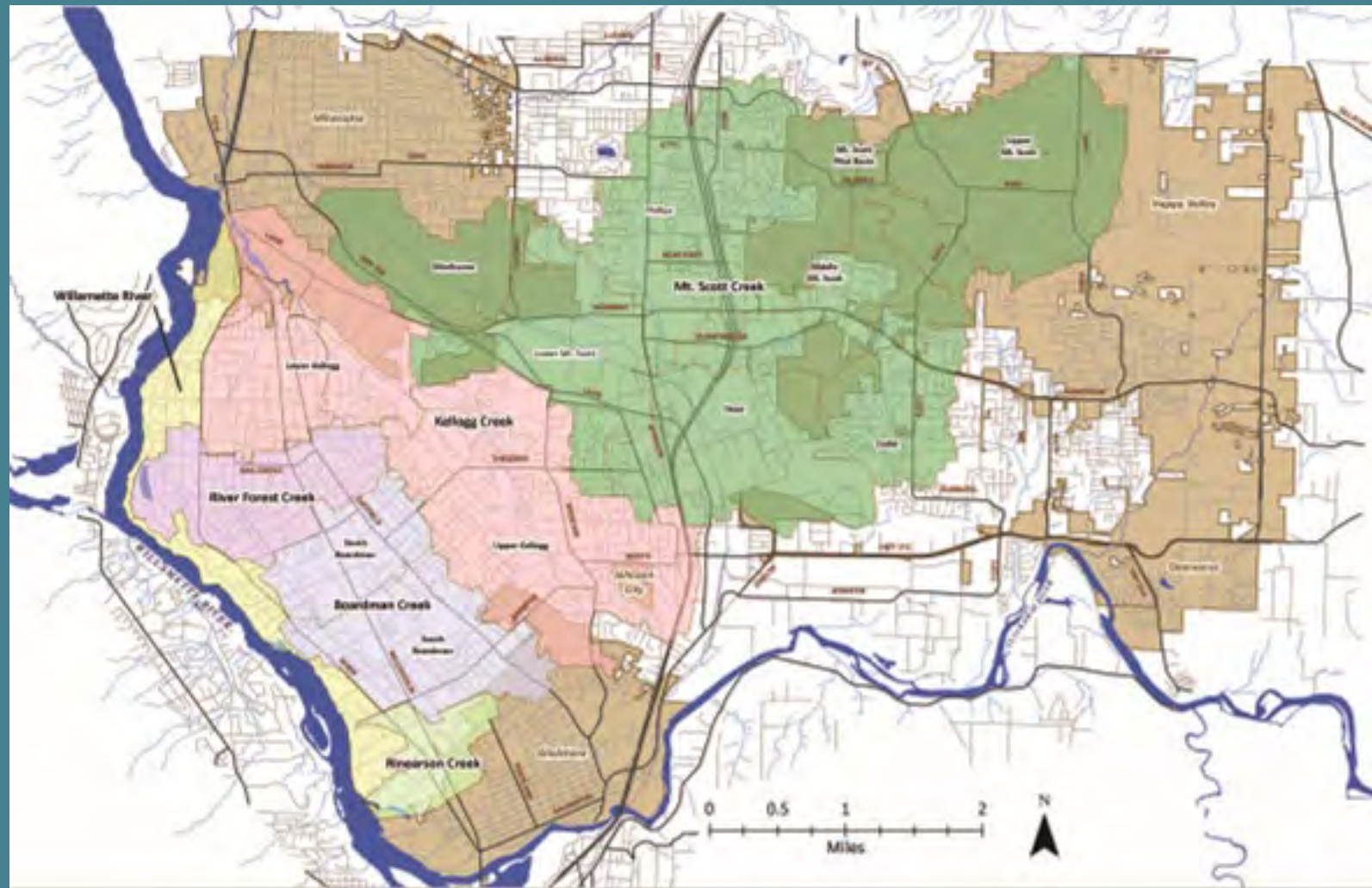




NORTH
CLACKAMAS
**WATERSHEDS
COUNCIL**

- Nonprofit
- On-the-ground restoration
- Community Engagement
- Science & Planning
- Kellogg Dam





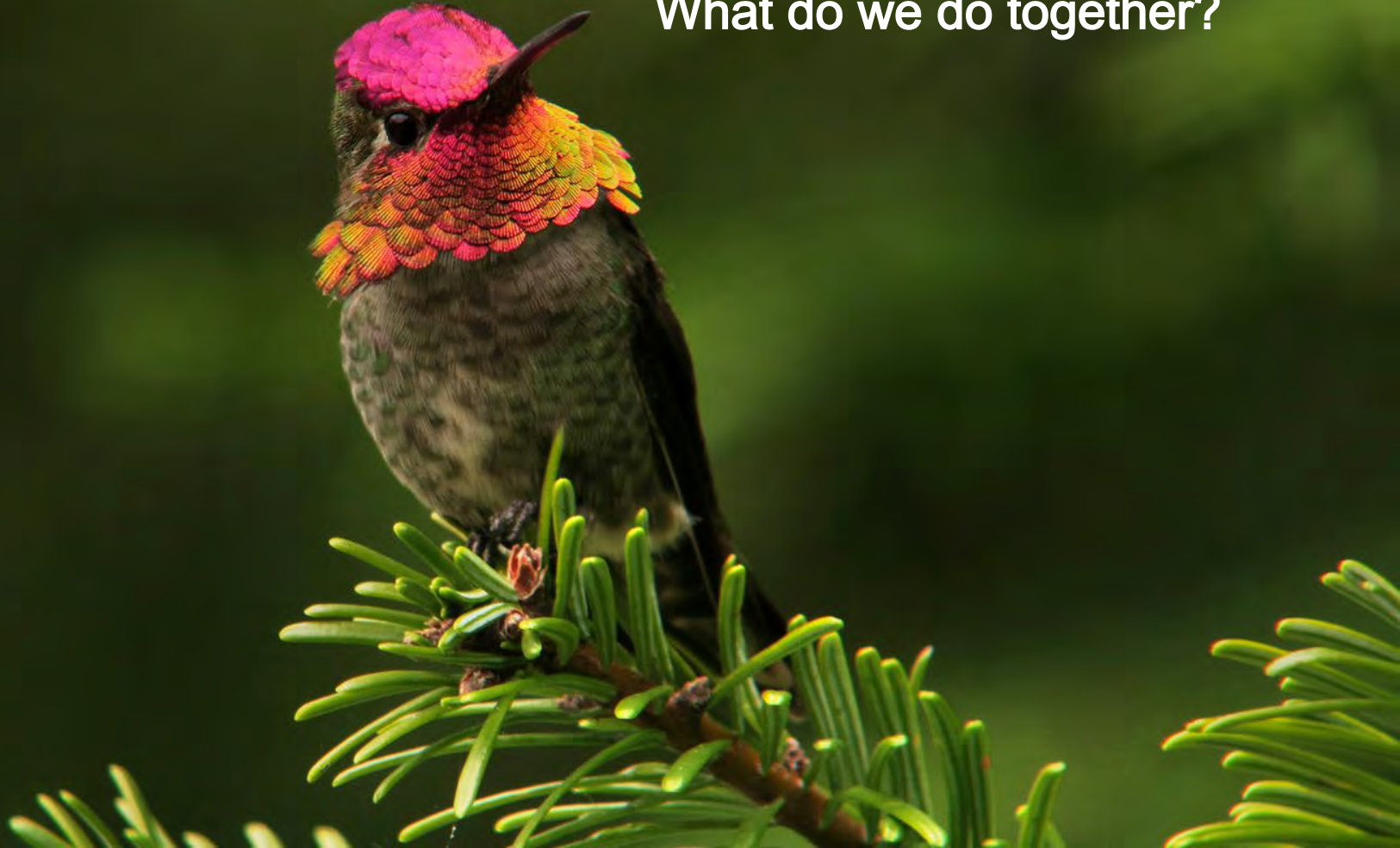
Why Partnerships?

- Impervious & stormwater
- Temperature and Pollutants
- Floodplain development & channelization
- Altered Hydrology & Flooding
- Fragmented habitat
- Fish Barriers
- Fewer natural areas



Figure 65. Culvert upstream of SE Walta Vista Rd that is presumed impassable for fish (culvert extends upstream through SE River Road in background of photo, culvert length is an estimated 80 or more meters).

What do we do together?



Partnership Focus

- Restoration
- Science Drives Projects
- Adult Education



Lara Christensen

Oak Lodge Water Services

McLoughlin and the Willamette are behind you;

Streamside Stewards Program



Streamside Stewards:

- Connection: MS4, TMDL
- Willing riparian landowners
- Low barrier to entry
- Professional restoration

By the numbers:

- 68 sites
- 20.8 acres
- 6,189 linear feet of riparian
- 14 sites in “minimal maintenance



Outcomes:

- Shade & temperature
- Filtration & reduction of pollution, lawn chemicals, etc.
- Reduced erosion
- Salmonid habitat
- Stewardship
- Awareness of management

Rinearson/Boardman Headwaters

- OWEB funded
- Benefits throughout
- Began winter 2020-21



Science

Connection: TMDL & MS4

- Bioassessment
- Shade Analysis
- Temperature Monitoring (Planned)
- Watershed Action Plan (Planned)



Rapid Bio-Assessment Report North Clackamas Watersheds

SUBMITTED TO
North Clackamas Watersheds Council

MAY 2020

Bioassessment

- Stream complexity needed (pools, wetlands, large wood)
- Fish & Flood reduction
- Riparian revegetation
- ID'd 39 projects

4.4 BOARDMAN CREEK – REACH 1

4.4.1 Overall Reach Conditions

The surveyed portion of Boardman Creek Reach 1 is 0.21 kilometers (km) in length, beginning at rKm 0 and ending at rKm 0.21, covering approximately 70% of the reach). Survey was terminated at rKm 0.21 due to lack of landowner permission. The field survey in Boardman Creek was conducted on December 27, 2019. Land use within the reach is predominately classified as rural residential.

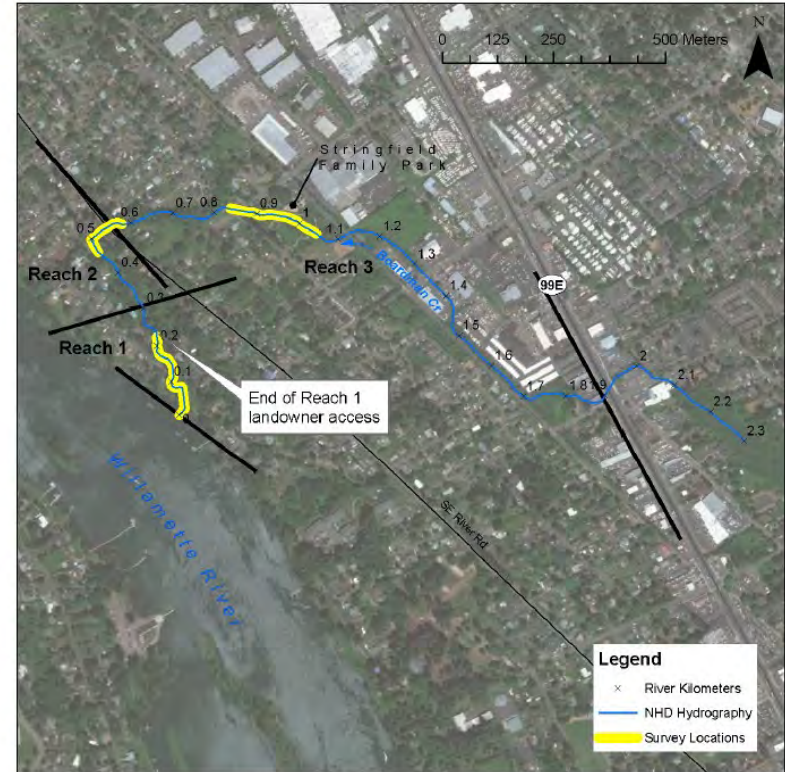
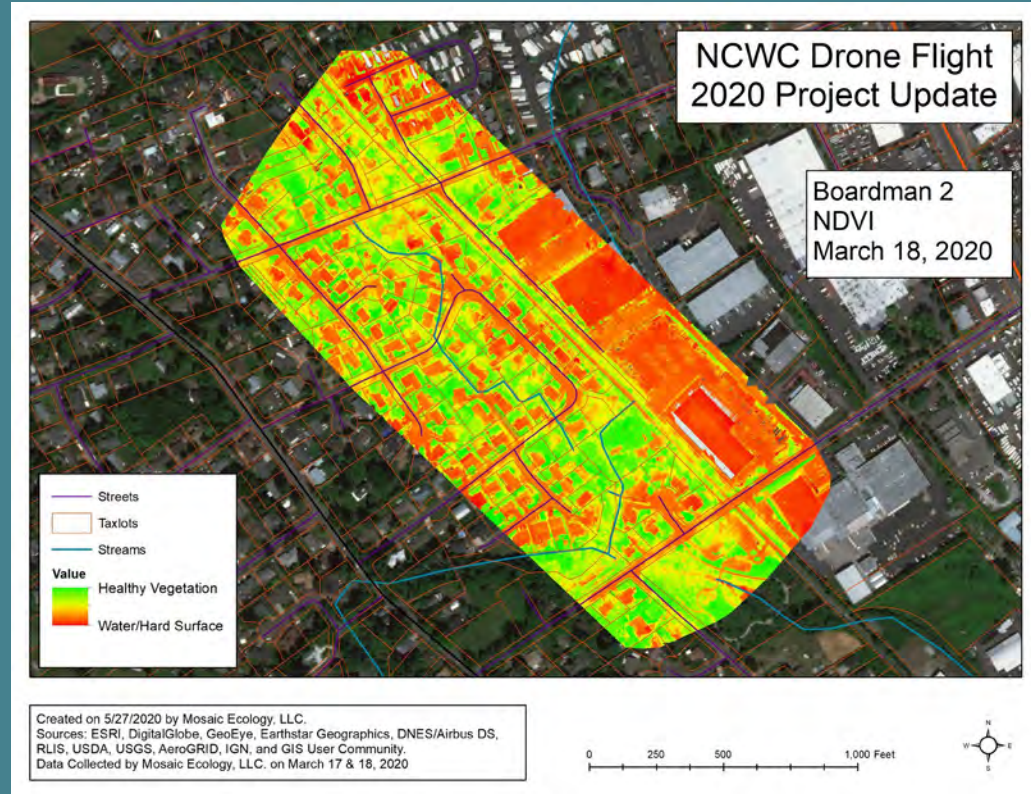


Figure 50. Map showing Boardman Creek and the areas visited during the field investigation.

Shade Analysis

- Boardman, Rinearson, River Forest
- Partnership with PCC & NSF
- Change in shade over time
- Target future plantings
- Ongoing



Adult Education

- Adults
- Property to Watershed Wide
- Support Watershed Management
- Community-Based Social Marketing



Community-Based Social Marketing

- 55 participants in 4 pilot webinars
- Online Videos & Landowner tools
- 90% report increase in knowledge
- 70% “high” rating for increased motivation
- Pledges to individual action
- Follow-up

North Clackamas Watersheds:

Join us for a free, online workshop series

Details & RSVP:
tinyurl.com/ncwatersheds



Get to Know

North Clackamas Watersheds

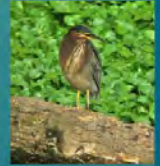
Tues 12/1, 6-7:30 pm via Zoom



Wildlife in

North Clackamas Watersheds

Tues 12/8, 6-7:30 pm via Zoom



North Clackamas Watersheds, People, and Place

Tues 1/12, 6-7:30 pm via Zoom



Photos by Steve Berliner & Metro. Thanks to our funders:



High Points

- Ongoing restoration success
- Watersheds science progressing
- Growing demand for healthy watersheds
- Cultivation of leaders



Challenges

- Maintenance
- Cost/acre
- Data Gaps
- Equity & Streamside Stewards
- Covid-19
 - Education
 - Stewardship
 - Maintenance
 - Council



How the Council Can Help OLWSD

Harness the major shift in demand for watershed protection:

- Water quality, fish & wildlife is now top concern at 71% (29% increase since 2010)
- Keeping pollutants out of streams is #2 at 68%, 21% increase (OLWSD, 2019)
- Majority want OLWS to spend more money on water quality, habitat & removing pollutants from runoff; 58%, 16 points above 2010)

How the Council Can Help OLWSD

- Ongoing adult education essential to translating to agency support
- Understanding of watershed management
- Build on Boardman Wetlands success
- Close data gaps
- Flood Attenuation Study
- Long-term restoration strategy

Temperature Monitoring

- Basic data gap
- Critical to TMDL, restoration, climate, understanding watershed function over time
- Identify & protect cold water
- 10 stations & analysis
- Ongoing

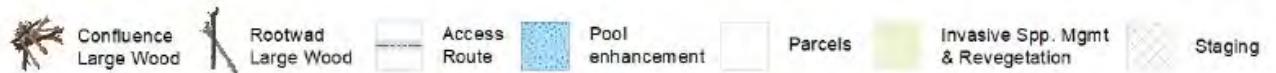


Lower Boardman Creek



Project Description

Large wood structures at the confluence of Boardman Creek and the Willamette River are proposed. These are intended to provide cover and high-flow refugia for 11 different populations of juvenile salmon or trout during migration and rearing in the Willamette. In select locations, this will also be paired with enhancement and creation of additional pool habitat to increase channel complexity. Large wood placements would be focused in geomorphically appropriate locations. Large wood near the mouth will be activated at fall through spring flows (coinciding with the primary juvenile fish migration period in the lower Willamette), while large wood upstream of the mouth would interact with streamflows year-round.



Lower Boardman Project

- Phase 1: bulk of funding from OWEB (\$239,000)
- 5 salmonid species in Willamette
- Local spawning habitat
- 1,000 linear feet of large wood
- Landowner enthusiasm
- Total project cost \$442,200
- Phase 1 gap: \$45,000



How OLWSD can help the Council help OLWSD

- Continued existing work
- Temperature Study
- Data & Input into Watershed Action Plan
- Coordinate education & messaging
- Collaboration on Lower Boardman
- Collaboration on Community Based Social Marketing
- Large wood storage



Questions?



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Appointment of Budget Committee Member
Item No.	6
Date	February 16, 2021

Summary

Each year Staff requests the Board to approve the Budget Committee members for open positions. The recently reappointed Position No. 5 Committee member needed to step down and the position is now vacant.

Background

Oregon Local Budget Law ORS 294.35 through 294.565 requires the governing body to appoint the District's Budget Committee. To avoid the entire Budget Committee turning over at the same time, each position was assigned a term. The District's Budget Committee consists of the five members of the District Board and five electors of the District.

Recommendation

The Finance Director is recommending the Board make the following action:

Position No. 5 – Appoint Jim Martin to this position for the 3-year term, through 6/30/2023.

Suggested Board Motion

"I move to appoint Jim Martin to Position No. 5, for the 3-year term ending 6/30/2023."



AGENDA ITEM

Title	Call for Public Comment
Item No.	7
Date	February 16, 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.



STAFF REPORT

To Board of Directors
From Aleah Binkowski-Burk, Human Resources Manager
Title Human Resources Monthly Report
Item No. 8a
Date February 16, 2021

Summary

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

Highlights

- On-going recruitment for Utility Operations Director and other positions
- COVID-19 and Vaccine Tracking
- Records Management Update

Hiring and Recruiting

OLWSD is currently taking applications for the Utility Operations Director (Todd Knapp's position) and have had interest in the position. In addition, there are several more vacancies to fill. Tim Sexton retired on February 1st, after 31 years of dedicated service as a Water Utility Worker. Jonathan East, our Jr. Accounting Specialist, responsible for our Accounts Payable process will be departing the District on February 12th. They will both be missed. To ensure continuity of operations and continue issuing timely payments to our vendors, Gail and I worked with several different temp agencies to find someone to fill the Accounts Payable role. Jamael McCrae from the temp agency Robert Half started with us on February 4th and will be in the Accounts Payable role while we recruit for a permanent replacement.

Vaccine Update

In January we created a staff survey to determine staff's level of interest in getting a COVID vaccine when it becomes available to Oregon workers in our industry. Currently, 50% of staff are planning to get the vaccine. Other staff members are hesitant to get the vaccine and would like more information regarding the vaccine to help inform their decision. We will be sending out information and FAQs to staff as it is released by the Oregon Health Authority and the County Health Department. OLWSD will not make getting the vaccine mandatory but are planning to incentivize staff to get the vaccine in line with incentives other Districts, Cities, and Counties are offering. Currently, there is

not a definitive plan as to when water and wastewater staff will be eligible for the vaccine. The County has outlined part of the TBD selection of the 1b phase rollout to be for, "Critical workers in high-risks settings and industries essential to the functioning of society." Currently, the state is estimating (based on current levels of federal vaccine shipments) by the end of February 1.3 million Oregonians will be eligible for the vaccine and they will have enough supply for 350,000 people to be vaccinated. The County and State are asking people to be patient during the vaccine rollout. As a District we will continue to track this matter and advocate for our staff.

Records Management

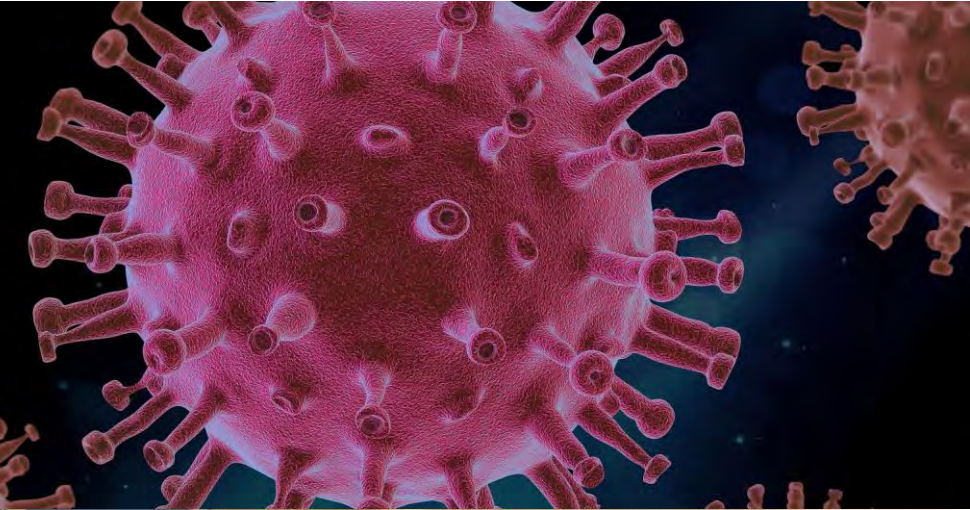
The pandemic has posed new challenges for staff, one being records collaboration and management. In the absence of a certified records management system, the District's official records must be maintained in paper. However, in today's remote work environment, it is necessary for District staff to access and share records electronically. District Recorder Casey (Laural) has worked on implementing an interim solution to secure electronic records archival for the District and introduced the concept to staff in December. This interim archive system is the first step in the District's Records Management Plan. It will be populated with records until a certified system is ultimately selected and approved.

Another exciting development has been the formation of the new staff Records Management Team (RMT), which held a kick-off meeting in mid-January. The team is coordinated by Laural and made up of Records Liaisons from each Department. Each volunteer Records Liaison will assist their department in the everyday processing of records and disseminate important records news to their department teams. The goal for the quarterly meetings held in 2021 will be centered on records identification, culminating in a District-specific records retention schedule.

Finally, the District has attracted a records intern working on a Master of Public Administration degree at Portland State University. Jaime Reed will volunteer her time from January to June 2021 and has already begun weekly remote work. The project goals include consolidation and tracking of all District Policies and Procedures, as well as identification and recommendation for development of essential policies.

Attachments

1. Clackamas County Vaccination Plan



Clackamas County COVID-19 vaccination plans

Presentation Outline

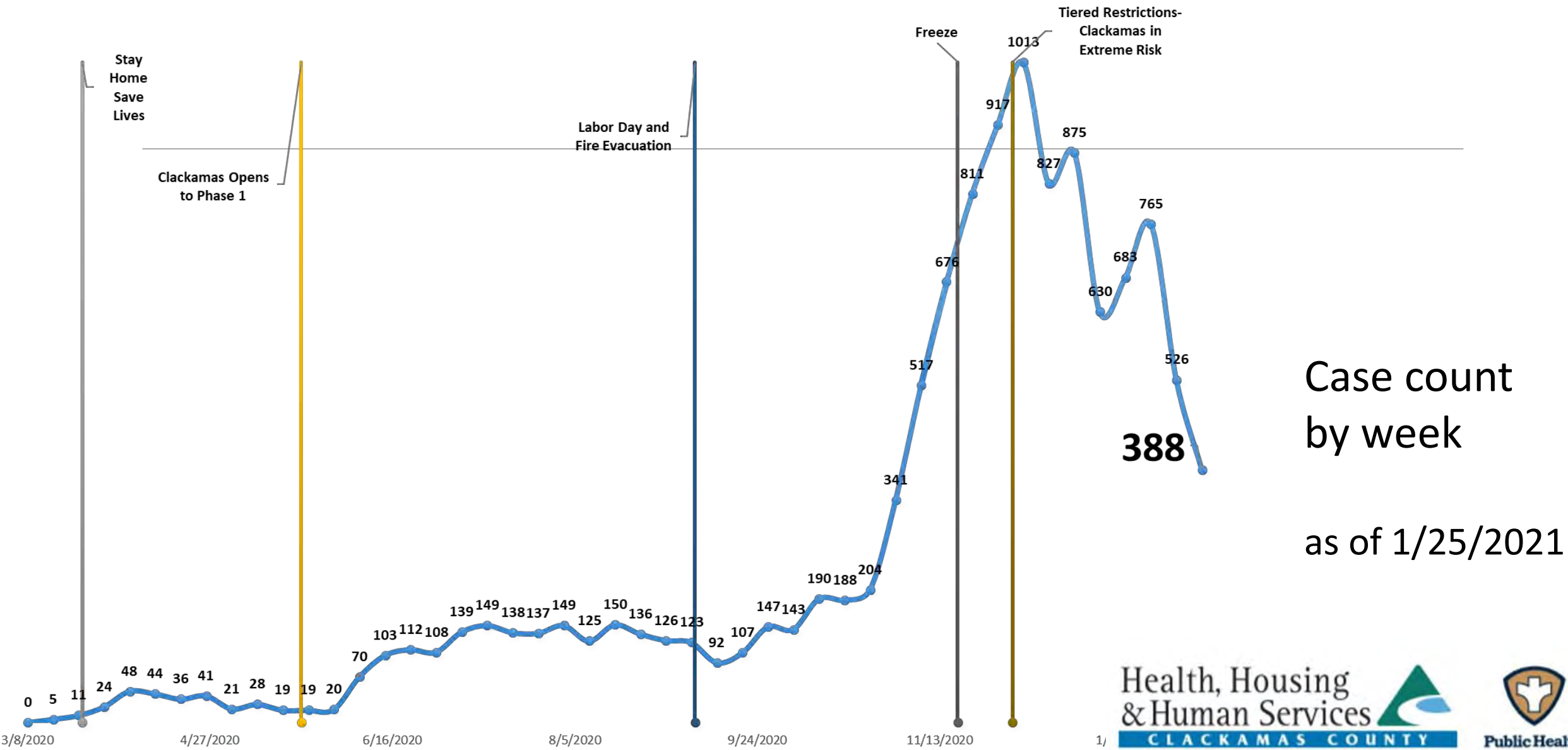
COVID-19 cases, trends, and hospital capacity

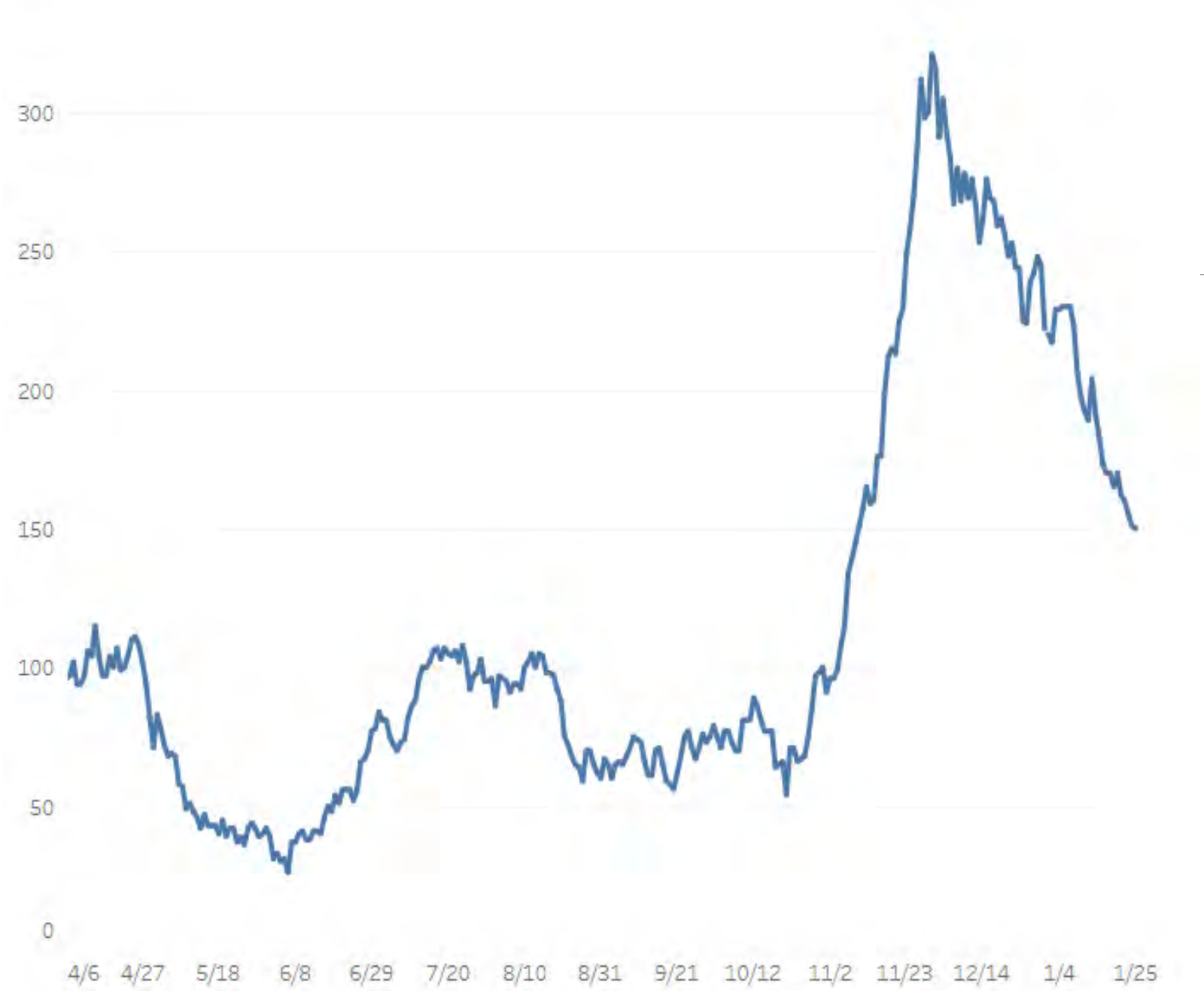
COVID Vaccine

- Background on mRNA vaccinations
- Phase 1a & 1b
- Anticipated vaccine supplies
- What about city employees?
- Local public health roles & current activities
- Potential roles for cities in supporting the effort



Q&A





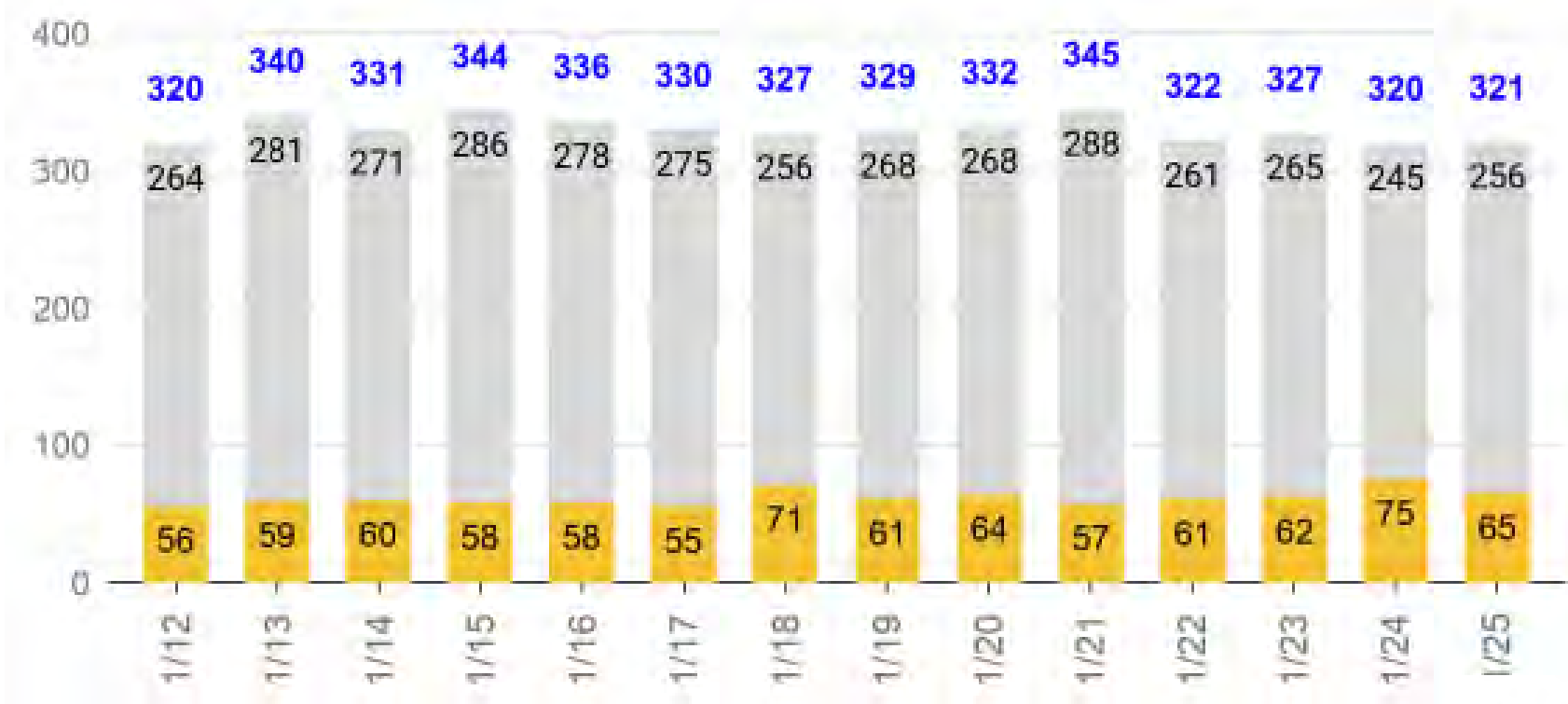
COVID-
positive
patients in
NW Oregon
hospitals

as of 1/25/2021



Hospital capacity

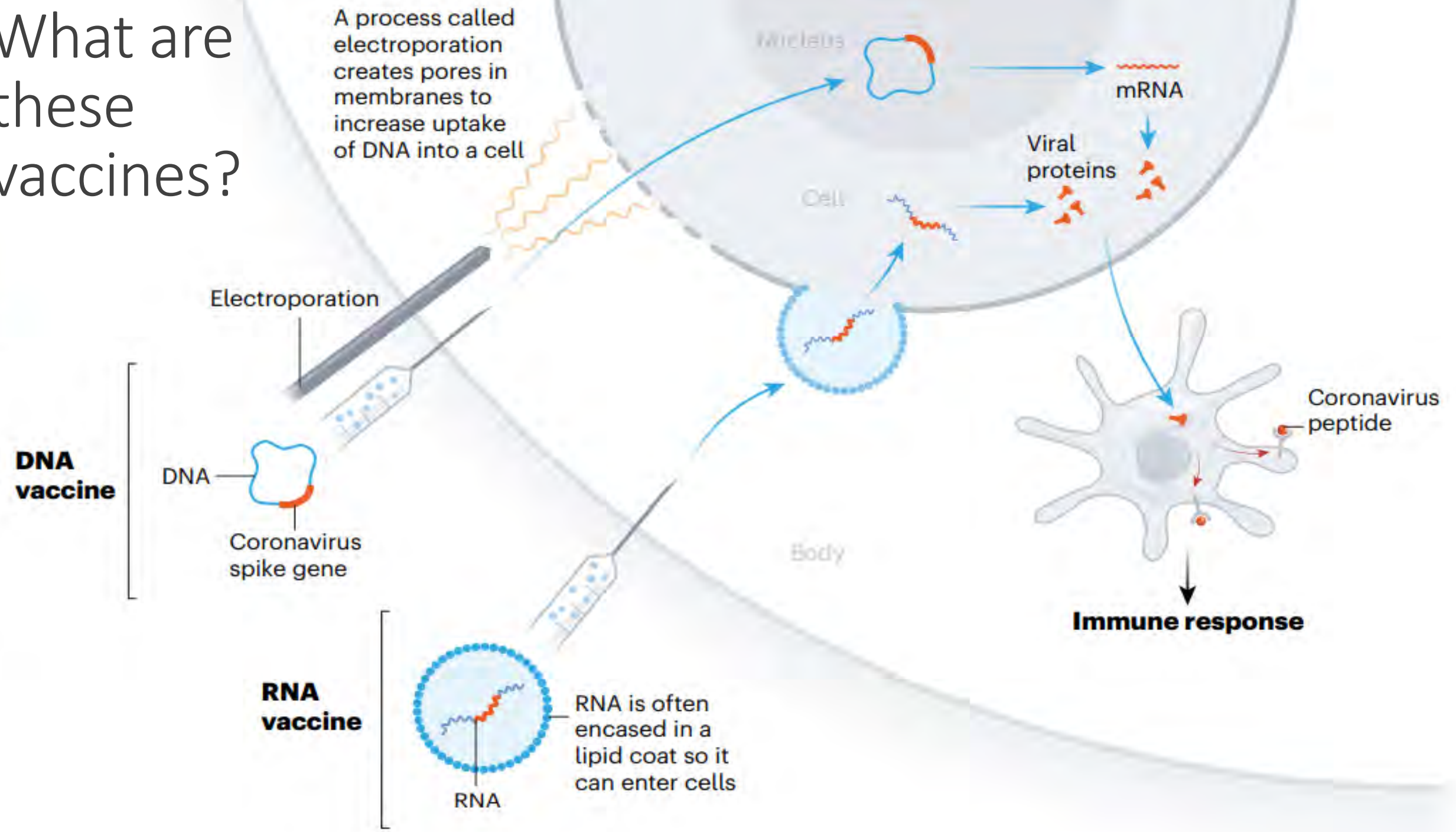
Staffed adult ICU beds in Tri-county as of 1/25/2021



■ Occupied adult ICU beds
■ Available adult ICU beds



What are these vaccines?

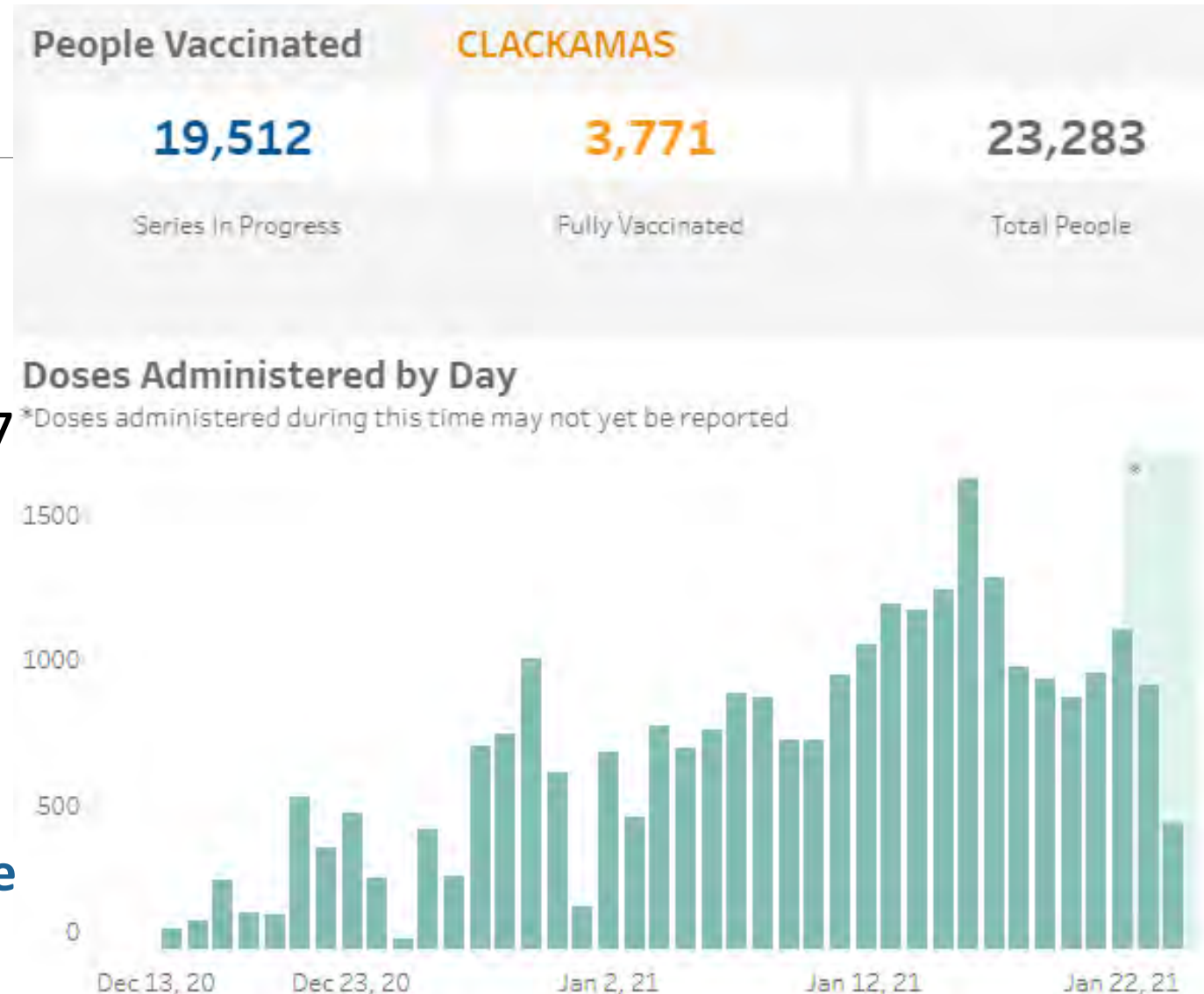


Vaccine distribution – current status

- Phase 1a: in progress
- Phase 1b:
 - Educators: starting this week
 - Older adults: starting week of 2/7
 - Other groups: TBD
- Vaccine still in very short supply
- Key message...

PLEASE BE PATIENT!

www.clackamas.us/coronavirus/vaccine
COVIDvaccine@clackamas.us



Vaccine distribution: Phase 1a

Group 1

Hospitals, urgent care
Memory care
Tribal health
EMS, first responders

Group 2

Long term care
Hospice
Adult foster care
Group homes
Corrections

Group 3

High-risk groups
Day treatment
Non-emergency
transport
Caregivers

Group 4

Other outpatient
health care providers
Public health
Death workers

Clackamas County has over 27,000 eligible individuals in phase 1a (estimate)

Vaccine distribution: Phase 1b (Group 1: Educators)

January 25

- Pre-K to 1st grade
- Currently providing in-person instruction
- Currently providing in-person childcare
- Bus drivers, food workers, custodial staff

February 1

- 2nd to 5th grade
- Support & administrative elementary staff
- Currently providing virtual childcare

February 8

- 6th to 8th grade
- Support & administrative middle school staff

February 15

- 9th to 12th grade
- Support & administrative high school staff
- District office staff

Clackamas County Estimates:

Public schools – 9,800

Private schools – 1,100

Childcare – unknown (about 4,300 sites in Clackamas Co)

Statewide – 105,000



Public Health

Vaccine distribution: Phase 1b (Group 2: Older Adults)

February 7

People 80 and older
(~10k)

February 14

People 75 and
older (~18k)

February 21

People 70 and
older (~22k)

February 28

People 65 and older
(~25k)

Statewide Estimates:
795,000 people



Public Health

Vaccine distribution: What's next?

To be determined by Oregon's Vaccine Advisory Committee, but may include:

- **Critical workers in high-risk settings —in industries essential to the functioning of society and substantially higher risk of exposure**
- People of all ages with underlying conditions that put them at moderately higher risk
- People of color / BIPOC communities at higher risk from severe illness
- General population

Vaccine allocations for Oregon

	Pfizer						Moderna				Total
	Prime			Boost			Prime		Boost		
	Total Prime	Providers	Long Term Care	Total Boost	Providers	Long Term Care	Total Prime	Providers	Total Boost	Providers	
Week of Jan 10	25,350	5,850	19,500	25,350	19,500	5,850	25,000	25,000	0	0	75,700
Week of Jan 17 (anticipated)	25,350	6,825	18,525	32,175	26,325	5,850	24,800	24,800	72,100	72,100	154,425
Week of Jan 24 (anticipated)	25,350	6,825	18,525	25,350	25,350	0	24,800	24,800	25,000	25,000	100,500
Week of Jan 31 (anticipated)	25,350	6,825	18,525	25,350	5,850	19,500	24,800	24,800	24,800	24,800	100,300
Week of Feb 7 (anticipated)	25,350	25,350	0	25,350	6,825	18,525	24,800	24,800	24,800	24,800	100,300
Week of Feb 14 (anticipated)	25,350	25,350	0	25,350	6,825	18,525	24,800	24,800	24,800	24,800	100,300
Week of Feb 21 (anticipated)	25,350	25,350	0	25,350	6,825	18,525	24,800	24,800	24,800	24,800	100,300
Week of Feb 28 (anticipated)	25,350	25,350	0	25,350	25,350	0	24,800	24,800	24,800	24,800	100,300
Cumulative anticipated allocations	177,450	121,875	55,575	184,275	103,350	80,925	173,600	173,600	221,100	221,100	756,425

The bottom line

Jan-Feb: enough vaccine for **350,000** Oregonians

End of Feb: **1,200,000** people will be eligible



How will city employees get the vaccine? What about special districts?

Visit:

www.covidvaccine.oregon.gov

Once eligible, you will receive access to the appointment scheduler

COVID-19 Vaccine Oregon

We all want to return to normal life as soon as possible. Effective vaccines are the key to how we will slowly achieve community immunity from COVID-19.

While the introduction of a vaccine is good news, it does not end the pandemic. It is going to take time for the vaccine to be widely available.

Vaccine Information Tool
Online

Use this tool to determine when you can get a COVID-19 vaccine in Oregon OR to ask a vaccine-related question.

[Start chat](#)

Local Public Health roles & current activities

Clackamas County Public Health works as part of the Tri-County region

- Coordinates vaccine allocations with local hospitals
- Determines eligibility and connect priority groups to vaccination appointments (phase 1a), including waitlist outreach to groups or individuals
- Provides technical assistance and consultation to enrolled vaccine providers
- Hosts and/or partners on community clinics (permanent & drive-thru)
- Promotes communication campaigns aimed at addressing vaccine hesitancy

Potential roles for cities

- **Reach out** to other eligible vaccine providers in your community and encourage them to enroll

<https://www.oregon.gov/oha/covid19/Pages/Healthcare-Partners.aspx>

- **Staffing support** for community clinics (opportunities upcoming)
 - Traffic control
 - Greeters & Interpretation
 - Data Entry
 - Other logistics

Potential roles for cities

- **Work with Clackamas County** and school districts (if appropriate) to update Facility Use Agreements for community clinics (PODs)
- **Promote and encourage vaccination** campaigns to address vaccine hesitancy
- **Internally** – occupational health & human resources considerations

Questions?



Public Health



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 8b
Date February 9, 2021 for February 16, 2021 Meeting

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

- The District replaced an additional 24 large meters (1"+) in January 2021.
- Billing uncollected rate for January is 100.2%.
- 144 delinquent accounts, for \$51 thousand, that are in Deleted status (customers who have moved out of the District) were mailed the first Past Due notice at the end of January.

Accounts Receivable Review

The Accounts Receivable balances as of January 31, 2021 compared to December 31, 2020 show small improvements. These were the findings:

1. A/R Balance owed to OLWSD has decreased (\$22,285) since prior month-end, after accounting for the delta between billing cycles.

A/R Balance	12/31/2020	1/31/2021
Bi-Monthly Residential	1,137,258	1,018,093
Large Meters	493,948	495,250
Total	1,631,206	1,513,343
	Variance	\$(117,863)
	Variance due to Cycles	95,578
	Change in AR	(22,285)
		(1.4%)

2. The total number of delinquent accounts remained the same as the prior month and the average balance per delinquent account has increased by 0.8%.

Delinquent Accounts	12/31/2020	1/31/2021
Over 60 Days	\$ 409,527	\$ 416,890
Number of Accounts	871	871
Average Balance per Acct.	\$ 470	\$ 479
		1.8%

3. The number of accounts that are current, accounts paid in full within 30 days, has decreased by (0.14%) compared to prior month. The shift is from accounts in the 30-60 day grace period. While the percentage decreased, it is still ahead of two months prior at 82.12%.

Account %	12/31/2020	1/31/2021
Current	83.04%	82.90%
30-60 Day Grace	3.82%	4.08%
Delinquent	9.57%	9.48%
Credit Balance	3.57%	3.54%

Red Tags / Letters for Cycle 1 accounts decreased by 24, or 6.85%. This is for accounts that are 45 days past due from the November 2020 billing cycle.

	November 2019	January 2020	March 2020	May 2020	July 2020	September 2020	November 2020	January 2021
Cycle 1	143	166	138	245	262	319	350	326
Type	Red Tag	Red Tag	Letter	Letter	Letter	Letter	Letter	Letter

	October 2019	December 2019	February 2020	April 2020	June 2020	August 2020	October 2020	December 2020
Cycle 2	158	147	116	197	208	270	272	303
Type	Red Tag	Red Tag	Red Tag	Letter	Letter	Letter	Letter	Letter

At the end of January, 144 accounts in Delete status (customers that have moved out of the District) were mailed the first of two Past Due statements. A second Past Due notice will be mailed at the end of February for the same accounts if no payment is received. After that notice, these accounts will be reviewed for submission for collections. The District is currently working on selecting a collections agency for these accounts and any future accounts.

Account analysis is underway to identifying account history for the remaining 727 accounts currently in delinquent status in order to determine the best path for each customer for collection. Communications are in development to consistently treat active accounts in delinquent status as the District assists customers either impacted by COVID or other reasons during the collection of all past-due accounts.

Collections Rate

The District continues to keep a close eye on collections as the COVID State of Emergency persists. In December, the Federal Congress approved additional funds under the "Consolidated Appropriations Act, 2021". This includes extensions of unemployment funds available to states initially funded within the CARES Act and

additional stimulus payments. An additional potential COVID stimulus packaging is pending in Congress.

The District’s collection rate through January continues to be within District historical trends. The additional federal assistance funds are anticipated to help maintain this trend over the next few months.

Collection Rates

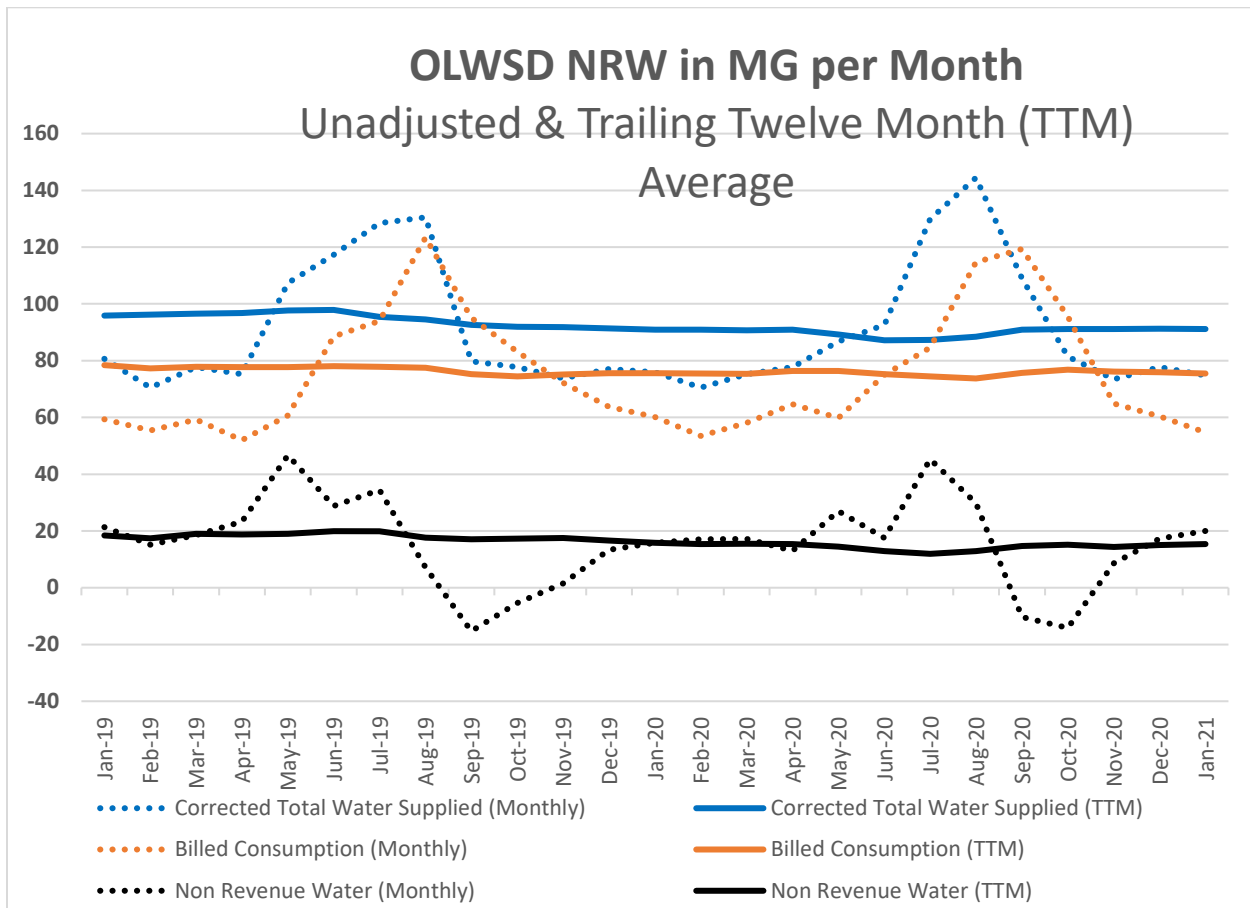
	October 2020	November 2020	December 2020	January 2021
Utility Billing Sales	\$ 1,189,434	\$ 1,235,730	\$1,066,949	\$1,162,527
Cash Receipts	1,266,794	1,228,133	1,088,685	1,164,640
% (Uncollected)	6.5%	(0.6%)	2.0%	0.2%

The District collected 0.2% more than the month’s utility billing. The fiscal year-to-date collections rate is 99.5% of utility billings.

Non-Revenue Water and Billing System

Trailing twelve-month January results shows a third consecutive small increase from 15.347 to 15.692 MG. There was one water main break with an estimated 0.432 MG that occurred at the end of Lisa Lane that accounts for this increase.

The annual Non-Revenue Water audit will be completed over the next month.



Now that the majority of meters over 20 years have been replaced, the meters replaced in January were meters requiring manual reads and other functional issues.

- 24 large meters have been replaced in January 2021; 4 at 1", 11 at 1.5", 8 at 2" and upgrade of a 2" to a 3" meter.
- 142 reads out of 1,020 (81 meters x 12 reads), or 15.0%, were zero consumption reads on the old meters. This continues to lend credence to our hypothesis that the old meters were contributing to the Non-Revenue Water variance.
- Consumption billed at the service addresses for the replaced meters has increased by 20% in aggregate from matching months prior to replacement.

Attachments

1. Checks by Date Report for January 2021

Bank Reconciliation

Checks by Date

User: jeff

Printed: 02/04/2021 - 9:23AM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
ACH Disbursement Activity							
0	1/4/2021	Check Commerce		AP		1/ 5/2021	179.50
0	1/5/2021	Pitney Bowes Global Financial Services LLC		AP		1/ 7/2021	600.00
0	1/6/2021	TSYS		AP		1/11/2021	8,008.73
0	1/6/2021	Public Employees		AP		1/12/2021	3,420.54
0	1/6/2021	TSYS		AP		1/11/2021	3,220.92
0	1/11/2021	Wells Fargo Bank		AP		1/11/2021	1,821.43
0	1/12/2021	Pitney Bowes Global Financial Services LLC		AP		1/12/2021	147.84
0	1/12/2021	Pitney Bowes Global Financial Services LLC		AP		1/12/2021	283.71
14180112	1/12/2021	Public Employees	PERS Adjustment	BRX		1/12/2021	-558.71
14180113	1/12/2021	Public Employees	PERS Adjustment	BRX		1/27/2021	558.71
14180114	1/12/2021	Public Employees	PERS Adjustment	BRX			14.85
17340112	1/12/2021	Public Employees	PERS Adjustment	BRX		1/12/2021	-14.85
0	1/15/2021	Nationwide Retirement Solutions		AP		1/22/2021	1,997.62
0	1/15/2021	Internal Revenue Service		AP		1/21/2021	27,985.67
0	1/15/2021	Oregon Department Of Revenue		AP		1/22/2021	7,917.98
0	1/15/2021	Public Employees		AP			26,430.02
0	1/15/2021	OR Dept of Justice, Div of Child Support		AP		1/25/2021	937.30
0	1/15/2021	VALIC c/o JP Morgan Chase		AP		1/22/2021	3,375.42
0	1/15/2021	Oregon DOR - State Transit Tax		AP		1/22/2021	102.55
0	1/15/2021	Payroll Direct Deposit	DD 00001.01.2021	PR		1/15/2021	70,127.20
0	1/25/2021	Wells Fargo Remittance Center		AP		1/25/2021	7,946.31
15400125	1/25/2021	Wells Fargo Remittance Center	Wells Fargo Remitt	BRX		1/25/2021	7,946.31
15400126	1/25/2021	Wells Fargo Remittance Center	Wells Fargo Remitt	BRX		1/25/2021	-7,946.31
0	1/26/2021	Oregon Department Of Revenue		AP		1/28/2021	0.02
14180131	1/27/2021	Public Employees	PERS Adjustment	BRX		1/27/2021	3,420.54
14180132	1/27/2021	Public Employees	PERS Adjustment	BRX			-3,420.54
14180133	1/27/2021	Public Employees	PERS Adjustment	BRX		1/27/2021	-0.10
0	1/29/2021	Public Employees		AP			26,829.31
0	1/29/2021	Oregon Department Of Revenue		AP			8,253.46
0	1/29/2021	OR Dept of Justice, Div of Child Support		AP			937.30
0	1/29/2021	Internal Revenue Service		AP			29,670.63
0	1/29/2021	VALIC c/o JP Morgan Chase		AP			3,387.69
0	1/29/2021	Nationwide Retirement Solutions		AP			1,997.62
0	1/29/2021	Payroll Direct Deposit	DD 00002.01.2021	PR		1/29/2021	70,575.07
ACH Disbursement Activity Subtotal							306,153.74
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							306,153.74

Paper Check Disbursement Activity

44978	1/8/2021	COURTNEY PLAZA ESTATE OF JOHN H. HUDSON		AP		1/12/2021	1,297.39
44979	1/8/2021	DEVIN MCCARTHY		AP		1/12/2021	165.43
44980	1/8/2021	MCNERTHNEY PROPERTIES LLC		AP		1/15/2021	3,546.99
44981	1/8/2021	CEILIDH NICHOLS		AP		1/12/2021	55.59
44982	1/12/2021	Internal Revenue Service		AP			569.94
44983	1/12/2021	NCCWC		AP		1/14/2021	73,442.61
44984	1/12/2021	Apex Labs		AP		1/25/2021	2,200.00
44985	1/12/2021	Barney & Worth Inc		AP		1/15/2021	530.50
44986	1/12/2021	BMS Technologies		AP		1/21/2021	3,370.30
44987	1/12/2021	Brown & Brown Northwest		AP		1/22/2021	19,457.00
44988	1/12/2021	Buffalo Welding		AP		1/25/2021	3,371.00

Bank Reconciliation

Checks by Date

User: jeff

Printed: 02/04/2021 - 9:23AM

Cleared and Not Cleared Checks

Print Void Checks

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
44989	1/12/2021	Century Link		AP		1/15/2021	1,247.64
44990	1/12/2021	Comcast		AP		1/19/2021	764.55
44991	1/12/2021	Consolidated Supply Co.		AP		1/14/2021	1,657.21
44992	1/12/2021	Contractor Supply, Inc.		AP		1/19/2021	241.71
44993	1/12/2021	HealthEquity		AP		1/19/2021	38.75
44994	1/12/2021	J. Thayer Company		AP		1/15/2021	382.21
44995	1/12/2021	Mr. Rooter Plumbing		AP		1/19/2021	546.75
44996	1/12/2021	Northwest Natural		AP		1/15/2021	801.09
44997	1/12/2021	Olson Bros. Service, Inc.		AP		1/15/2021	1,649.81
44998	1/12/2021	Pamplin Media Group		AP		1/15/2021	76.36
44999	1/12/2021	Portland Engineering Inc		AP		1/22/2021	120.00
45002	1/12/2021	Portland General Electric		AP		1/19/2021	26,709.49
45003	1/12/2021	Relay Resources		AP		1/20/2021	2,834.23
45004	1/12/2021	SDIS		AP		1/15/2021	27.00
45005	1/12/2021	Seattle Ace Hardware		AP		1/21/2021	123.15
45006	1/12/2021	Springbrook National User Group		AP		1/19/2021	27,676.85
45007	1/12/2021	Tritech Software Systems		AP		1/19/2021	2,887.50
45008	1/12/2021	U.S. Bank Equipment Finance		AP		1/19/2021	220.00
45009	1/12/2021	Verizon Wireless		AP		1/19/2021	737.99
45010	1/13/2021	Apex Labs		AP		1/25/2021	3,475.00
45011	1/13/2021	Cascadia Backflow		AP		1/28/2021	1,057.80
45012	1/13/2021	Cessco, Inc		AP		1/20/2021	328.50
45013	1/13/2021	Cintas Corporation - 463		AP		1/20/2021	244.32
45014	1/13/2021	Coastal Farm & Home Supply		AP		1/21/2021	583.05
45015	1/13/2021	Cochran Inc.		AP		1/15/2021	1,555.00
45016	1/13/2021	Consolidated Supply Co.		AP		1/15/2021	1,041.96
45017	1/13/2021	Craig Blackman Trucking		AP		1/19/2021	1,801.56
45018	1/13/2021	Integrated Power Services, LLC		AP		1/19/2021	2,653.09
45019	1/13/2021	IntelliCorp Records, Inc.		AP		1/19/2021	39.55
45020	1/13/2021	Owens Pump & Equipment		AP		1/21/2021	14,535.20
45021	1/13/2021	Pape Machinery		AP		1/15/2021	5,190.56
45022	1/13/2021	Portland General Electric		AP		1/20/2021	1,869.78
45023	1/13/2021	R & L Services Inc.		AP		1/15/2021	586.59
45024	1/13/2021	R.L. Reimers Company		AP		1/15/2021	84,425.55
45025	1/13/2021	Seattle Ace Hardware		AP		1/21/2021	130.21
45026	1/13/2021	Tice Electric Company		AP		1/22/2021	381.00
45027	1/13/2021	Top Industrial Supply		AP		1/19/2021	135.28
45028	1/13/2021	Wallis Engineering PLLC		AP		1/15/2021	37,002.16
45029	1/15/2021	Public Employee		PR		1/19/2021	1,556.65
45030	1/15/2021	Public Employee		PR			2,067.94
45031	1/19/2021	AnswerNet		AP		1/25/2021	482.62
45032	1/19/2021	BendTel, Inc		AP		1/22/2021	169.74
45033	1/19/2021	City Of Gladstone		AP			5,398.07
45034	1/19/2021	City Of Milwaukie		AP		1/22/2021	1,738.11
45035	1/19/2021	Clackamas County		AP		1/25/2021	1,406.74
45036	1/19/2021	Comcast		AP		1/25/2021	471.40
45037	1/19/2021	Convergence Networks		AP		1/22/2021	1,008.00
45038	1/19/2021	PATRICIA & WALTER GARVIN		AP		1/28/2021	91.97
45039	1/19/2021	Industrial Software Solutions		AP			11,895.00
45040	1/19/2021	MARTHA & TIMOTHY LONG		AP		1/25/2021	178.47
45041	1/19/2021	Moss Adams LLP		AP		1/25/2021	16,800.00
45042	1/19/2021	Net Assets Corporation		AP		1/21/2021	497.00
45043	1/19/2021	Northstar Chemical, Inc.		AP		1/21/2021	986.50
45044	1/19/2021	One Call Concepts, Inc.		AP		1/25/2021	649.74
45045	1/19/2021	Pacific Northwest Pollution Prevention Resource Ce		AP		1/28/2021	1,839.38
45046	1/19/2021	Portland Engineering Inc		AP		1/22/2021	120.00
45047	1/19/2021	Secure Pacific Corporation		AP		1/21/2021	339.85

Bank Reconciliation

Checks by Date

User: jeff

Printed: 02/04/2021 - 9:23AM

Cleared and Not Cleared Checks

Print Void Checks

<u>Check No.</u>	<u>Check Date</u>	<u>Name</u>	<u>Comment</u>	<u>Module</u>	<u>Void</u>	<u>Clear Date</u>	<u>Amount</u>
45048	1/19/2021	Springbrook National User Group		AP		1/25/2021	1,098.50
45049	1/19/2021	Western Exterminator Company		AP		1/27/2021	282.65
45050	1/26/2021	AFLAC		AP			839.04
45051	1/26/2021	AFSCME Council 75		AP			863.91
45052	1/26/2021	Cable Huston LLP		AP			23,335.00
45053	1/26/2021	Clackamas County Clerk		AP		1/27/2021	90.00
45054	1/26/2021	murraysmith		AP		1/28/2021	34,055.81
45055	1/26/2021	TIM ROOZENBOOM		AP		1/29/2021	36.32
45056	1/29/2021	Public Employee		PR			1,092.79
45057	1/29/2021	Public Employee		PR			2,006.90
Paper Check Disbursement Activity Subtotal							445,183.30
Voided Paper Check Disbursement Activity							0.00
Adjusted Paper Check Disbursement Activity Subtotal							445,183.30
Total Void Check Count:							0
Total Void Check Amount:							0.00
Total Valid Check Count:							111
Total Valid Check Amount:							751,337.04
Total Check Count:							111
Total Check Amount:							751,337.04



STAFF REPORT

To	Board of Directors
From	Jason Rice, District Engineer
Title	Technical Services Monthly Report
Item No.	8c
Date	February 3, 2021 for February 16, 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 of the Month

- Staff continued work to unblock the treatment plant.
- Various Task Orders are advancing for FY21 Capital Work.
- Reporting to Stormwater Service calls (most often plugged catch basins/inlets and beaver dams on Boardman Creek)
- Water Quality Sampling
- Worked to solve a sewer main rag blockage behind Wendy's on McLoughlin Blvd.
- Investigating a diesel spill that ultimately ended up in Boardman Creek at Stanley Tools
- 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.

Outreach and Communication

This month, Staff met with the Backyard Habitat Certification Program (BHCP) to get an overview of how the program has been going this year. Takeaways included an increase in demand for the program as people spend more time at home due to COVID-19. The program is on track to exceed program goals for FY21.

The Children's Clean Water Festival will go virtual this year. Staff have been working hard to transfer the engaging whole water cycle activities into school-approved online formats using the google suite. There are six lessons covering stormwater, drinking water treatment and conservation, watershed protection, groundwater and aquifers, and wastewater treatment – including important details about what NOT to flush. Lessons come complete with videos, online water activities, and assessments that teachers can use after the lessons.

The District partners year-round with the North Clackamas Watershed Council (NCWC). In response to COVID-19 the NCWC has started to host online workshops on Zoom to educate the public about the North Clackamas watershed. On January 12, 2021 NCWC hosted a free 90-minute online workshop to share how the watershed impacts people and our local community. This was the third workshop of the three-part series. NCWC will be repeating the series this spring.

NCWC continues to run the Streamside Stewards Program, which helps to shade streams in the District. Temperature is one of the most challenging “pollutants of concern” that the District must address, as required by DEQ. The District is required to run or support projects/programs to address pollutants of concern as part of our Total Maximum Daily Loads (TMDL). Temperature has been one pollutant that generally increases with the addition of paved surfaces, so shading our streams has become even more important as infill and development continues in the District.

As part of their partnerships with the District, educational partners will be presenting information about their organizational accomplishments for the year at the next few Board meetings. In the coming months we will have visits from NCWC (in February), Ecology in Classrooms and the Outdoors (in March), and the Backyard Habitat Certification Program (in May).

Communication Plan 2021-22 Update

Strategies from the Communication Plan 2021-22 have been implemented. In 2021, one of the two goals is to build a strong digital communications foundation. The District now has active social media accounts on Facebook, Twitter, LinkedIn, and YouTube.

In addition to the creation of social media accounts, key graphics have been developed to communicate Board meeting information and sewer sanitary overflow messages on Facebook and Twitter. The image below is an example of the Board meeting advertisement for Facebook and Twitter.



Communication Themes:

- Wipes Clog Pipes - During the COVID-19 Crisis and Every Day, Prevent Sewage Overflow by Flushing Only the 3 P's: Pee, Poo, and Toilet Paper.
- February is Earthquake Awareness Month and information will be shared on Facebook and Twitter to help customers get prepared, starting with water.



Stormwater Program

- Has been tracking development of the new permit for the Municipal Separate Storm Sewer System (MS4) by the Department of Environmental Quality (DEQ).
- Spends time responding to customer calls which include concerns about stormwater, drainage issues, and potential discharges. Calls tend to increase when rainfall increases.
- Continues to focus on keeping “hots spots” clear – at least once per month after the initial leaf fall. These include specific catch basins and keeping problem spots clear.
- Conducts regular ongoing inspections on eight beaver dams in the District. A total of about 2 hours of work occurred since the last report. Work in December has been sufficient to keep dams lower and creek flows have been good, with water moving without much blockage or pooling.
- Has continued the conversation with Clackamas County Department of Transportation and Development about partnering on cleaning/maintaining the stormwater ditch just south of Jennings along the wetland area. The District is finalizing the level of support able to be provided to CCDTD in order for them to construct a new stormwater facility in that area.
- Organized an electronic workflow that includes efficient receipt and entry of customer concerns into Lucity. After entry, inspection and field operation time is assigned to the workflow for completion and reporting.

January 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	2	3	11	1	16
New Erosion Control Permits	2	3	46	2	68
New Development Permits	2	5	11	2	10
New Utility Permits	6	5	54	9	76
Wastewater Connections	3	8	33	9	9
Sanitary SDC Fees Received	\$15,495.00	\$41,320	\$274,002	\$46,485.00	\$385,662.60
Water SDC Fees Received	\$11,534.40	\$26,179	\$209,425	\$108,000.00	\$304,370.00
Plan Review Fees Received	\$10,056.40	\$20,461	\$79,837	\$3,710.00	\$36,080.00
Inspection Fees Received	\$1,220.00	\$2,350	\$30,108	\$3,610.00	\$26,839.80

Attachments

1. Development Tracker
2. Capital Project Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Water utility only. Inspections Continuing	2/2/21
Under Construction	16518 SE River Rd.	Redevelopment: Head Start School Additions	Oak Lodge permits expire March 2021. Modification to permit in Z0480-20. Oak Lodge sent comments to CC DTD. Modification did not affect Oak Lodge permit.	2/2/21
Under Construction	13505 SE River Rd.	Residential: Rose Villa Phase 4 Medical Building and Replace Dwelling Units	Oak Lodge permits expire July 2021	2/2/21
Plan Review	14824 SE Kellogg Rd.	Residential: 2-lot partition	Current OLWSD Review	2/2/21
Plan Review	15099 SE McLoughlin Blvd.	Tenant Improvement: Clackamas Credit Union	Current OLWSD Review	2/2/21
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	2/2/21
Under Construction	4828 SE View Acres Rd.	Redevelopment: View Acres Elementary School	Oak Lodge permits expire July 2021	2/2/21
Plan Review	19315 SE River Rd.	Residential: 2-lot partition	Land Use comments sent to CCDTD. County land use expiration timeline.	2/2/21
Under Construction	16303 SE River Rd.	Redevelopment: Riverside Elementary School	Oak Lodge permits expire July 2021	2/2/21
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	2/2/21
Under Construction	5901 SE Hull Ave.	Redevelopment: Candy Lane Elementary School	Oak Lodge permits expire July 2021	2/2/21
Under Construction	18521 SE River Rd.	Redevelopment: Jennings Lodge School	Oak Lodge permits expire July 2021	2/2/21
Pre-Application	5212 SE Thiessen Rd.	Residential: 5-Lot Short Subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/2/21
Pre-Application	5200 SE Roethe Rd.	Residential: 4-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/2/21
Pre-Application	16305 SE Oatfield Rd.	Residential: 12-lot subdivision	Pre-app Comments sent to CCDTD. County land use expiration timeline.	2/2/21
Plan Review	3870 SE Hillside Dr.	Modification of previously approved 13 lot subdivision	Land Use comments sent to CCDTD. County land use expiration timeline.	2/2/21

Project Status	Address	Type of Development	Notes	Last Updated
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	2/2/21
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 CCDDTD. County land use expiration timeline.	2/2/21
Plan Review	15603 SE Ruby Dr.	Residential: 3-lot partition	Current OLWSD review	2/2/21
Plan Review	14928 SE Oatfield Rd.	Residential: 4-lot partition	Current OLWSD review	2/2/21
Plan Review	6364 SE McNary Rd.	Residential: 15-lot partition	Current OLWSD review: water utility only	2/2/21
Plan Review	2316 SE Courtney Ave.	Residential: 14 rowhomes or 14 apartments	Land Use comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Pre-Application	3811 SE Concord Rd.	Redevelopment: Concord School	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Pre-Application	17325 SE McLoughlin Blvd.	Residential: 2-lot partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Plan Review	3024 SE Westview Ave.	Residential: 2-lot partition	Land Use comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Pre-Application	17325 SE McLoughlin Blvd.	Lot Line Adjustment or Partition to conform to existing conditions. No development.	Land Use comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Plan Review	3700 SE Pinehurst Ave.	Commercial: Hair Salon in Residential Zone	Current OLWSD Reiew.	2/2/21
Plan Review	3838 SE Hillside Dr.	Boat Ramp To Willamette River	Land Use comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Pre-Application	15775 SE McLoughlin Blvd	Commercial Redevelopment: fast food and bank.	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Pre-Application	14333 SE Wagner Ln.	Residential: Three Lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Plan Review	3552 SE Westview Ave	Residential: Add One Dwelling Unit	Current OLWSD Review.	2/2/21
Pre-Application	17821 SE Arista Dr.	Residential: 2-lot partition	Pre-application conference scheduled for Jan. 13 2021.	2/2/21
Plan Review	14497 SE River Rd.	Residential: 2-lot partition	Current OLWSD Review.	2/2/21
Plan Review	18245 Portland Ave. Gladstone	Residential: 2-lot partition with duplexes for four new dwelling units	Current OLWSD Review.	2/2/21
Pre-Application	16585 SE McLoughlin Blvd.	Commercial: Auto Repair Design Review	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	2/2/21
Plan Review	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	Current OLWSD Review	2/2/21
Plan Review	15303 SE Lee Ave.	Residential: 3-lot partition	Current OLWSD Review.	2/2/21
Plan Review	SE Thirssen Ave.	CC DTD Paving Project	Current OLWSD Review.	2/2/21

Water Capital Projects

Project ID	Project Name and Description	Fiscal Year 2021		Total Spent To-date	Project Status	Phase	Percent Complete	Fiscal Year 2021												Fiscal Year 2022			
		Budget	Spent					J	A	S	O	N	D	J	F	M	A	M	J	Q1	Q2	Q3	Q4
2020-W02	Intertie Project Design Identified during the development of the Water Master Plan, OLWSD is in need of an alternative water source in the event that Clackamas River Water is unavailable.	\$ 100,000	\$ -	\$ -	Active	Rice		J	A	S	O	N	D	J	F	M	A	M	J				
							Planning	100%															
							Design	5%															
							Bid	NA															
							Construction	NA															
2020-W01	AWIA Water Resiliency Plan This study will look into the District's vulnerabilities and ability to respond in the event of an emergency. Gaps will be identified and help drive future projects to better protect the District.	\$ 100,000	\$ 34,085	\$ 34,085	Active	Rice		J	A	S	O	N	D	J	F	M	A	M	J				
							Creation	70%															
2020-W04	Partridge Circle Main Replace Replacement of a ductile iron pipe due to electrolysis and land movement with HDPE pipe.	\$ 1,280,000	\$ 28,850	\$ 28,850	Active	Rice		J	A	S	O	N	D	J	F	M	A	M	J				
							Planning	100%															
							Design	60%															
							Bid	0%															
							Construction	0%															
2020-W04	Aldercrest, 28th Ave, Lakewood Drive, Kellogg Lake Apartments (cor Design and Replacement of 3025' on 8" pipe on Aldercrest Road. If there is enough money left over, design for next years Construction Projects will be started.	\$ 65,339	\$ -	\$ 65,339				J	A	S	O	N	D	J	F	M	A	M	J				
Total		\$ 1,480,000	\$ 128,274	\$ 128,274																			

Watershed Protection Capital Projects

Project ID	Project Name and Description	Fiscal Year 2021		Total Spent To-date	Project Status	Phase	Percent Complete	Fiscal Year 2021												Fiscal Year 2022			
		Budget	Spent					J	A	S	O	N	D	J	F	M	A	M	J	Q1	Q2	Q3	Q4
2018-SW01	Stormwater Master Plan This project will look into two alternative Watershed Protection Program models and how their costs would affect the District's rates.	\$ 215,000	\$ -	\$ -	Active	Rice		J	A	S	O	N	D	J	F	M	A	M	J				
							Planning	80%															
							RFP	0%															
							Creation	0%															
							Outreach	0%															
2020-SW01	Localized Enhancement Program (FY21) This project aims to fix small to medium scale localized stormwater issues throughout the District. This would likely include planted facilities such as swales and ponds.	\$ 250,000	\$ -	\$ -	Active	Rice		J	A	S	O	N	D	J	F	M	A	M	J				
							Planning	50%															
							Design	0%															
							Bid	0%															
							Construction	0%															
Total		\$ 465,000	\$ -	\$ 3,609,000																			



STAFF REPORT

To	Board of Directors
From	Brad Lyon, Water Operations Field Supervisor
Title	Field Operations Monthly Report
Item No.	8d
Date	February 16, 2021

Summary

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

Water Operations Highlights

Clackamas County contacted me because they were looking over old projects that had not been completed by the contractor. A hydrant was supposed to be installed when a small subdivision off Oatfield Road was developed. The County proposed to pay for excavation, hot tap with gate valve, and backfill and paving, if we would supply material and labor. I gladly accepted the opportunity to work with the County and get a new hydrant in system.

Crew continued work on meter replacements and worked with office staff to more efficiently review meter reports and notify customers of potential leaks.

We had a main break on Lisa Lane.

Collections Operations Highlights

January apparently did not get the memo that 2020 is hindsight and came in like a wrecking ball. During routine grease line cleaning on Roethe Road it was discovered that the bottom of pipe was missing. It was determined that the line needed immediate repair. Three quotes were obtained, all of which were under \$10,000. However, the scope of repair quickly changed as it was found that 30' of pipe needed to be replaced as opposed to 10'. To further complicate matters, there was a large rock directly over the sewer line as well as a large concrete light pole base (see attached photo.) These both had to be removed, and power disconnected and rerouted to a new base which had to be installed. Extruded curb and asphalt replacement were also necessary. This brought the cost to over \$33,000. The General Manager approved an emergency procurement to expand the scope of work with the original contractor to include the additional work necessary to promptly complete this repair. It was necessary to do so in order to prevent substantial damage or injury to persons or property. Competitive

quotes had been sought for the initial anticipated work. Under the OLWSD Procurement rules (Section X, D. Emergency Procurements) the General Manager is to notify the OLWSD Board of the facts and circumstances surround the emergency execution of the contract which is being done as part of this Field Operations Monthly report.

In the same area on the 10th of January, we had a significant sanitary sewer overflow. It affected three buildings on Roethe Road. We had another sanitary sewer overflow in the same place within a week. This appears to be caused by non-degradable rags that were flushed into system. Both collections and water staff helped with clean-up of sewer in Roethe Road and parking lots.

Due to heavy rains, OLWSD had several other collections overflows in January. Collections and water staff helped with removing blockage at Treatment plant as well.

Attachments

1. Photo page Water January 2021
2. Photo page Collections January 2021
3. Master Meter Report
4. Water Operations Report
5. Collections Operations Report

WATER OPERATIONS



NEW HYDRANT INSTALL ON OATFIELD



NEW SERVICE ON 16" MAIN

2" MAIN LEAK



COLLECTIONS OPERATIONS



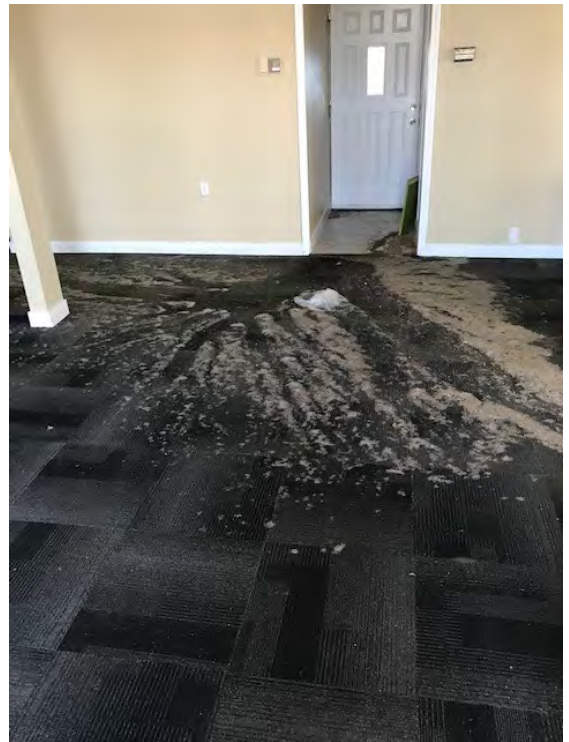
WENDY'S LATERAL



ROCK AND CONCRETE POST



RAGS PULLED FROM SEWER MAIN

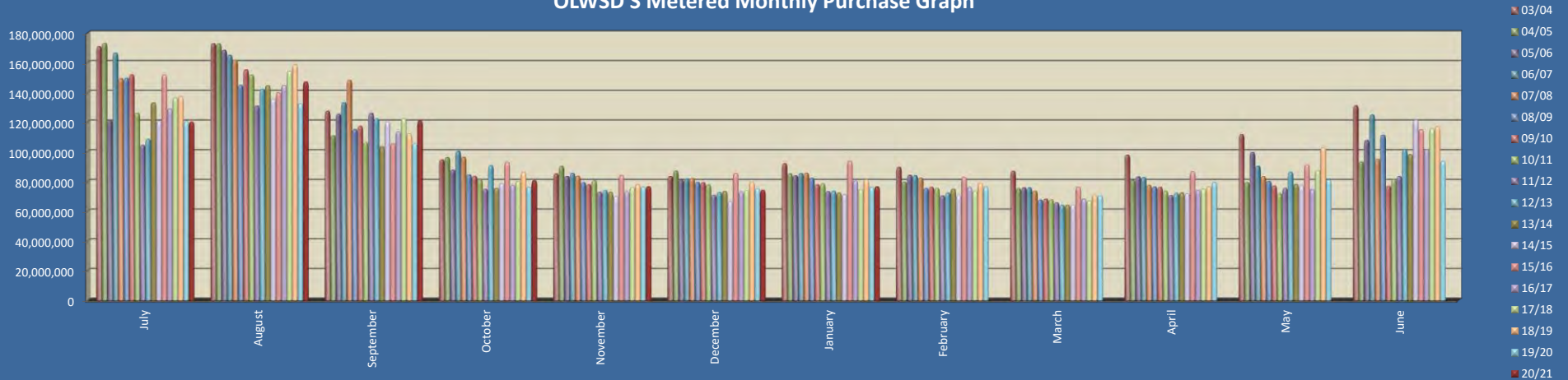


RAW SEWAGE IN BUILDING

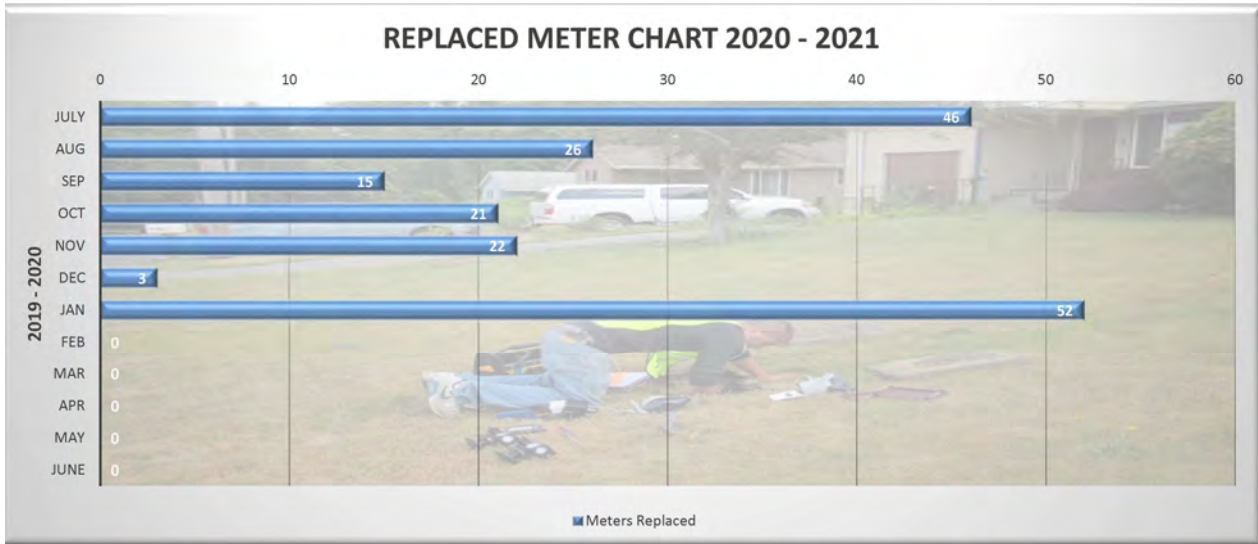
Water Purchased from NCCWC By Month and Year

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									
10 Year Average	125,968,033	142,817,500	114,951,300	81,075,900	75,111,200	74,249,614	77,248,086	74,825,700	67,650,700	74,960,700	82,406,600	100,983,067		3.00	Winter Ave	
Last Year Compare	99.61%	111.10%	114.66%	105.99%	100.30%	98.81%	100.53%									Summer Ave
10 year Average	95.18%	102.82%	104.93%	99.13%	101.61%	99.48%	98.71%									127,912,278
	0.27%	-4.82%	2.82%	4.93%	-0.87%	1.61%	-0.52%									
	2,755,367	-6,067,033	4,031,500	5,672,700	-705,900	1,205,800	-382,614									

OLWSD'S Metered Monthly Purchase Graph



Oak Lodge Water Services Water Report

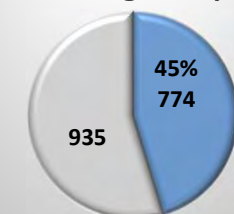


Fiscal Year 2020 - 2021	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2020	July	46	10	0	1	3	1
2020	Aug	26	14	1	1	2	0
2020	Sep	15	0	0	0	0	0
2020	Oct	21	7	0	0	0	3
2020	Nov	22	1	0	0	0	2
2020	Dec	3	1	0	0	0	1
2021	Jan	52	17	0	0	0	1
2021	Feb	0	0	0	0	0	0
2021	Mar	0	0	0	0	0	0
2021	Apr	0	0	0	0	0	0
2021	May	0	0	0	0	0	0
2021	June	0	0	0	0	0	0
Yearly Total		185	50	1	2	5	8

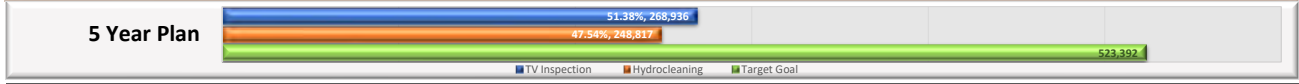
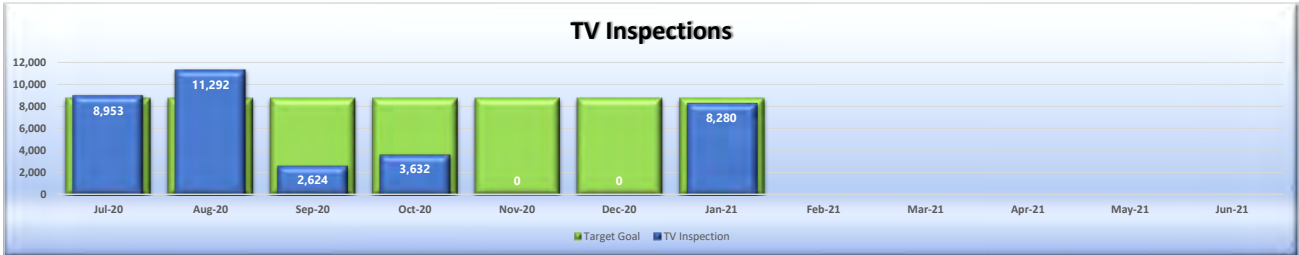
Backflow Program Update for the Month of January

Total						
1,709						
Signed up to Date	Devices Repaired	New Installations	Notice of Non-Compliance	Notice of Violation	Notice of Termination	Force Test
774	2	3	0	0	0	0
45%						
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		

Total Signed up



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				

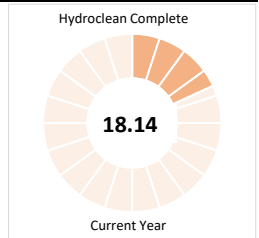
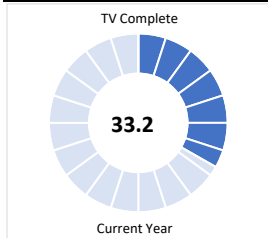
FY 2020-2021

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							34,781	33%	51.38%	254,456
Hydrocleaning	4,205	11,108	2,911	0	0	0	761							18,985	18%	47.54%	274,575
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723							61,062	58%	71.67%	148,295
Actual to Goal	-2,144	2,477	-5,956	-6,907	-8,723	-8,723	-4,203							-34,179			
Grease Line	2,169	9,084	2,963	4,757	2,192	3,616	10,863							35,644			

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																	0

	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	34,781		254,456
Actual Per Year Hyd	78,697	82,393	68,742	18,985		274,575
Make up	-26,144	-19,894	-36,004	-77,795		
Percent Completed	75%	81%	66%	26%	0%	49%





STAFF REPORT

To Board of Directors
From David Mendenhall, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 8e
Date February 16, 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

- Calamity continues
- December bypass cause discovered and removed
- Rain stops

Water Reclamation Facility Operations and Maintenance

The run of very wet weather continued in the first half of January. We had 2.24" of rain spread over January 2nd, 3rd and 4th. This increased our flows to over 8 and 9 million gallons per day (MGD) on those days. The work done by the operations and maintenance, collections and water crews in December must have moved some of the blockage because we were able to put a peak of 13.5 MGD through the plant and while we came very close, we did not bypass to the Willamette. We did not have SSOs during this event either.

Unfortunately, we had another more intense rain event on January 12th and 13th. We had 2.34" of rain in a 24-hour period. For most of January 12th, the rain was steady, and the flows were high but getting higher in the evening. Then we had 0.6" in three hours to cap it all off. This deluge overloaded the entire system. This time we were able to push a peak of 14.5 MGD through the plant and we did not bypass. But by 9 pm on January 12th, Pump Station (PS) #3 was pumping full out and bypassing. We cannot tell how much flow bypassed. This has not happened in my 3 and a half years that I have been here. I speculate that there were heavier amounts of rain in parts of the District than at the plant. At that time PS #2 also bypassed through the constructed outfall to the Willamette. This station is set up to throttle the pump output back at high flows to prevent overflowing the manhole on Oak Shore Lane and force it to the bypass. This system worked well through all three rain events. This time the manhole must have

burped some because about 100 gallons made it onto the grass right around the manhole. Collections crews cleaned up, put lime down, and taped off the spot.

At 12:30 am on January 13th, we experienced a strong power surge during a very high wind period at the end of the rain. This tripped out the plant and the main generator came on. It also tripped out PS #2 and #3. The generator came on at #3 but not at #2. At that location, I do not think we lost power long enough to turn on the generator, but the surge tripped out the Variable Frequency Drives (VFDs). These vary the speed of the pump to the flow and the pumps will not run without them. We already had an operator at the plant who was keeping up with the flow issues and saw the alarms from PS #2 and #3. By this time a collections worker was out responding to alarms and calls of overflows from sewers. They went out to PS#2 dodging tree branches and other debris from the wind and reset it. PS#3 generator turned off on its own. The generator at the plant ran through the night until PGE came and reset it to switch back over. During this flurry of activity, alarms to the SCADA system were coming in quickly and the calls to collections from both alarms and the public about overflows were many. In the midst of this, some alarms and calls from PS#5 were missed. The power surge tripped out the pumps at PS#5, but the generator was not called on. PS #5 does not usually have just trip outs. This is the third largest volume pump station we have. Those pumps which were running full out shut off and it was not discovered until the next morning at which time they were restarted. I need to add that besides the alarm overload, the communications were lost to PS #5 and the SCADA system maintains last know values. So, on SCADA it looked like the station was running. At PS#6 the gravity line was surcharged so we got occasional flows up out of the manhole across the street from the station. The area surrounding the manhole and the pump station was flooded from the rain up to the floorboards of our pickup truck or about 18”.

The rains stopped and the flows receded during the day and the bypasses stopped until a widespread power outage hit the area at 9:15 pm. Again, the plant generator came on. Again, the generator came on at #3 and the generator came on at #2. The other pump stations were not affected. An operator was at the plant, called another one in, and got the plant equipment reset. The two operators made their way in the dark and reset the pumps, but it bypassed for another 59 minutes, although at much lower flow than earlier in the day. Power was restored at 10:20 pm.

To summarize the events and OERS reports of January 12 and 13th: We had bypasses at PS#2 totaling an estimated 206,375 gallons, an excess flow bypass at PS#3 of an undetermined quantity, a bypass at PS#5 of 672,000 gallons, an overflow at PS#6 of an estimated 10,350 gallons. Calls to OERS, DEQ, and the City of Milwaukie were made, signs were posted, information posted on the website, clean ups were done, and reports were submitted. We have already had the VFD representative come out with an electrician and adjust the programming on the VFD in PS#2. And the generator switch over was tested repeatedly and worked. We will need to have our SCADA contractor see what can be done about filtering alarms better during an emergency especially ones that repeat over and over and to make changes to the pump station screens so it is more evident when communications are lost. We also had three SSOs in the collection system which were reported by collections.

In happier news, the pump around project to find out what our in plant blockage was commenced on January 20th. The contractor got all the piping and equipment in place by the end of the week and the actual connection and pumping began on Monday, January 25th. There were a few adjustments to be made but everything went well enough that by the afternoon we could see the problem. A huge ball of rags was over the entrance to the pipe that goes from the headworks to the aeration basins. The contractor was able to enter the now drained chamber and get to the blockage and with help from us above extract the rag ball in two big chunks. While down there they discovered that an X shaped cross member was installed on the pipe opening. The majority of the rag ball was attached to this metal piece and the mass of the whole thing made it impossible to lift even with a gantry and chain hoist. They cut the metal and were able to remove it all. We put the plant back on regular flow and planned for next day to pump around again and this time televise and flush the whole line. The collections crew did that and the contractor entered into the chamber on the aeration basin side. There was a small amount of debris in the line, which was flushed and removed, and the line was declared clear. The plant was back online in normal pumping configuration by 2:00 pm on January 26th. We now have full capacity back through the plant. The planning and execution of this project was headed up by Haakon Ogbeide and involved the whole of operations and maintenance and the collections crew. The contractor, Slayden, selected through emergency procurement, did an excellent job of setting everything up, doing the deep confined space entry, and cleaning things up afterward.

Other stuff was accomplished in January too. We continued to press biosolids and have them hauled by Horner. We delivered 185.6 wet tons to Madison Farms for land application. The new Digested Sludge pump was delivered and installed. Then during the power surge, the display screen on the controls for the automatic operation of the belt press went out and it all had to be operated in hand control. Several attempts were made to revive the screen, but it would not light up again. This entire control panel will be replaced in February as part of the belt press rebuild project. We did the turnover of the SCADA system to Portland Engineering (PEI) from OCD Automation. PEI did a survey of the plant and pump stations over 2 days to familiarize themselves with our system and make any recommendations. We had them work with Measure Tech to adjust the range on the influent wet well instrumentation to 20 feet. We will now be able to tell exactly when we bypass to the Willamette River from the plant, which I hope is never. We had Bay Valve assess all of our motorized valve operators. Some of the screens on them have faded out to where you can't read the information. Some were able to be brightened and some will need replacement. They made some adjustments to some gates we were having trouble with and solved a problem we have been having with the gates to the UV channels. We got our first real Energy Partner event announcement for and performed the load reduction on January 26th; yes, that was during the pump around! Everything is set up for the program and we performed the load reduction for an hour and a half, and all went well.

Plant performance was good when we did not have huge flows. The effluent numbers were high but not drastic at the beginning of January, but we had some clarifier carryover during the peaks of January 12 and 13th, so those numbers are not good. We

have to calculate with the rest of the month to see what that average is, and we do get allowance for flows over 8 MGD for peak disruptions. We will see how that turns out.

I was happy to see 2020 leave and I am happier January 2021 is over.

Attachments

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



1) Pipe from the pump station



2) Pipe up to the aeration basin



3) Entry to the wet well



4) The villain



5) This is the smaller ball



6) This is the large ball



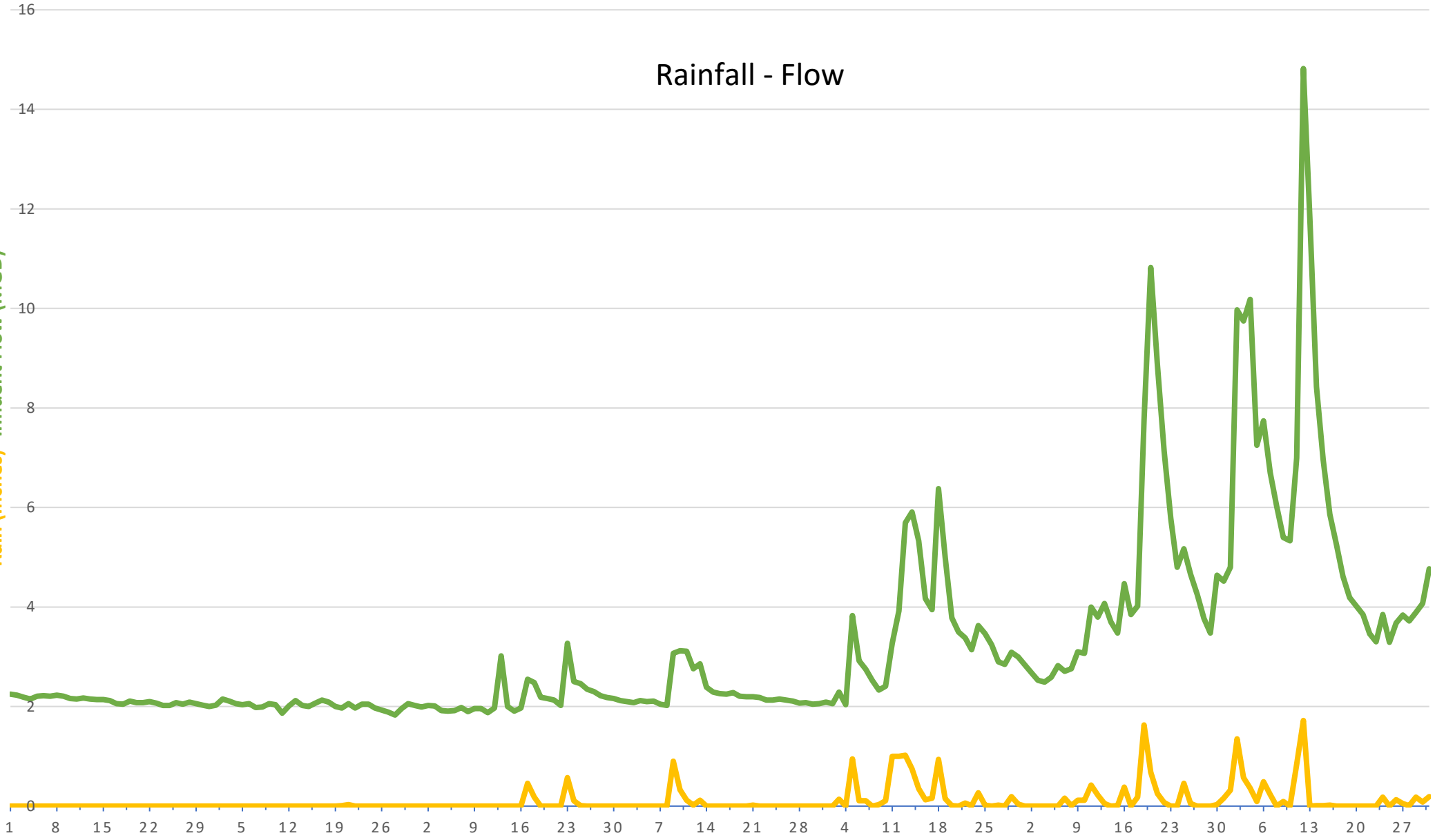
7) Cross bar cut and removed



8) Extraction!

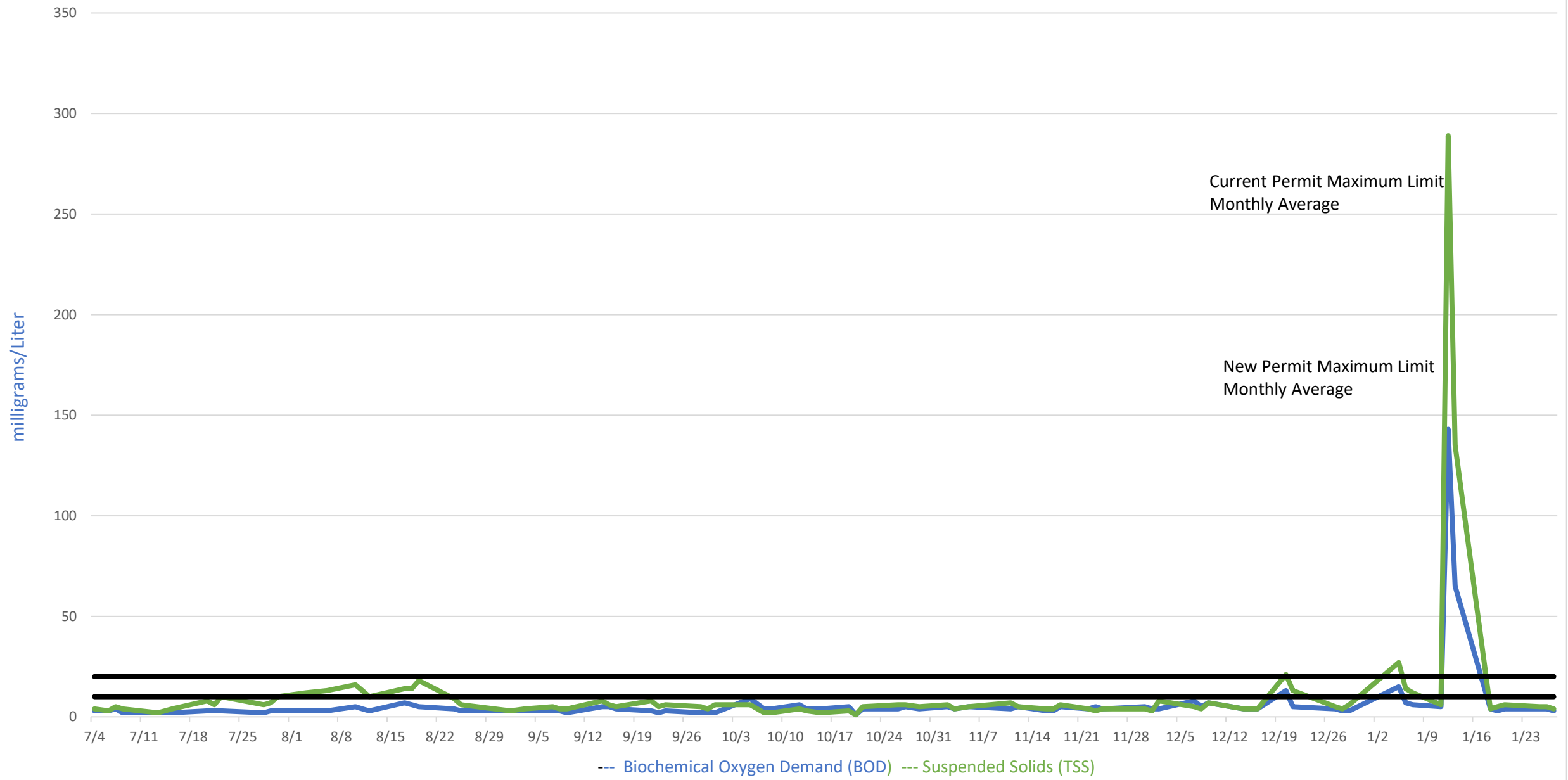
Rainfall - Flow

Rain (inches) - Inflow Flow (MGD)

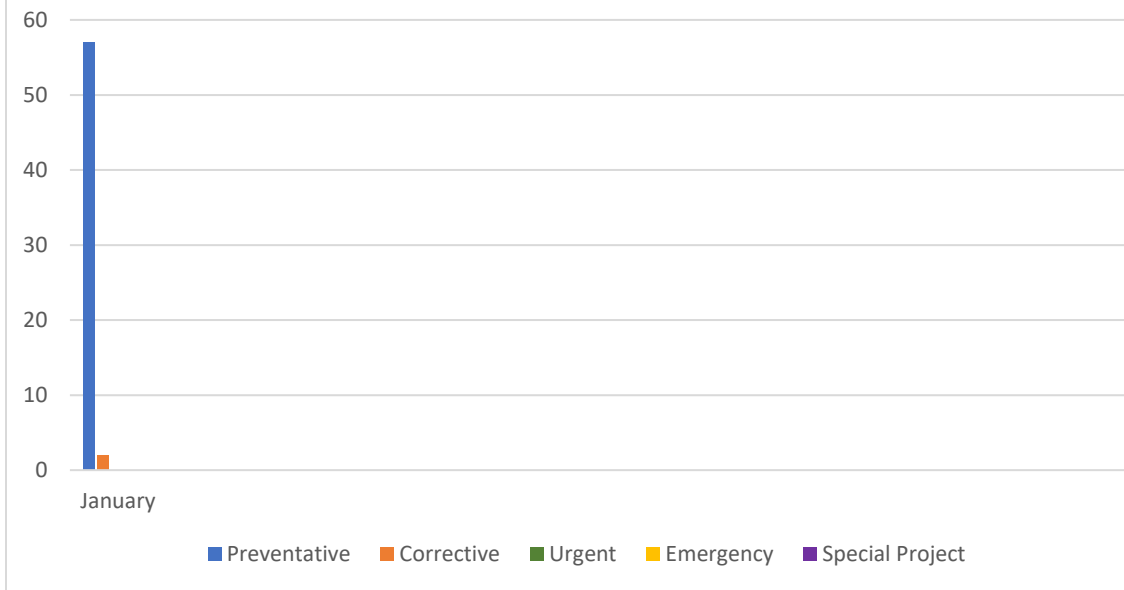


July 2020 through Jan 2021

Effluent Water Quality (Jun 2020-Jan 2021)



Treatment Plant Work Order Summary 2021





AGENDA ITEM

Title Business from the Board
Item No. 9
Date February 16, 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	

2-9-2021

Report on North Clackamas Chamber Public Policy meeting 2-8-21

Ginny Van Loo and Susan Keil attended

The two topics covered and discussed at the meeting were SB 623 entitled COVID Recovery and Workforce Modernization Act of 2021 and the Oregon Rule of Civil Procedure 32H Notice of Class Action and Demand for Correction regarding taking of property by operation of Executive Order 20-12 and Notice of Tort Claim.

On the workforce matter, the members of the Committee felt there was insufficient rationale or need to have the Chamber support a structural change in the current structure and that emphasis should be given to increasing its efficiency.

In the second matter, John DeLorenzo of Davis, Wright Tremaine is representing a group of small businesses of specified categories, which have suffered extensive financial losses, including closures as a result of the Governor issuing Executive Order 20-12. The notice of intent to file a class action against the Governor and State is based on ORS 401.192(3), which addresses the matter of compensation to individuals and businesses when property, (in this case, operating income and de facto, the continuation of the business) is taken. Quoting from ORS 401.192(3), "When real or personal property is taken under power granted by ORS 401.188, the owner of the property shall be entitled to reasonable compensation from the state." The list of businesses is quite extensive and includes some non-profits such as museums as well as athletic, recreational organizations, personal care salons and senior activity centers.

Oregon's law in this matter of takings is different than in any other state. During the discussion of this matter, the point was raised that the specter of the tort may cause the Legislature to fund compensation rather than manage it through a judicial process. The Public Policy Committee recommended support of this action too the Board of North Clackamas Chamber.

Attached is the well written letter to the Governor and Director of Administrative Services for the State of Oregon, giving notice of intent to file a class action tort claim.

September 18, 2020

Via Email & Certified Mail Return Receipt Requested

Hon. Kate Brown
Office of the Governor
State of Oregon
State Capitol Building
900 Court Street NE
Salem, Oregon 97301
Email: kate.brown@oregon.gov
Assistant: genevieve.j.ziebell@oregon.gov

Katy Coba
State Chief Operating Officer and DAS Director
Department of Administrative Services
Executive Building
155 Cottage Street NE
Salem, OR 97301
Email: katy.coba@oregon.gov

Re: *Oregon Rule of Civil Procedure 32H Notice of Class Action and Demand for Correction regarding taking of property by operation of Executive Order 20-12 and Notice of Tort Claim*

Dear Governor Brown and Director Coba:

I represent North Bend Lanes, Inc., Blush Salon & Spa, Inc., and Wilsonville Family Fun Center, LLP who are among the categories of businesses listed on pg. 2 of this letter which were closed by operation of Section 2 of your Executive Order 20-12 and which have suffered such extensive losses that they either closed or require their owners to supply significant additional capital to continue in business as a consequence of your actions.

Many of these once vibrant enterprises which provided employment to many Oregonians and paid taxes to various units of government are now on the verge of economic collapse. As potential class representatives, my clients hereby provide 30 days' notice of their intent to file a class action against you and the State of Oregon for compensation due them (and all others similarly situated) pursuant to ORS 401.192(3).

We are mindful that as Governor, you had hard choices to make at the onset of the COVID-19 crisis. On March 8, 2020, your Executive Order 20-03 set forth many of your reasons underlying your Declaration of Emergency and made clear that the choices you were to make thereafter were for the purpose of insuring that the state was fully prepared to address the emergency – in other words, for a public purpose. The Executive Order also made clear that you were not exercising your authority under Article X-A of the Constitution, but rather, pursuant to ORS Chapter 401. You thereupon followed up with a number of additional executive orders in furtherance of that authority.

One of those orders, Executive Order 20-12 (the “Stay at Home Order”), was issued on March 23, 2020 and required individuals, to the maximum extent possible, to stay at home and refrain from patronizing businesses which were closed pursuant to Section 2 of that order. The Order required social distancing when frequenting other types of businesses like grocery stores, healthcare, pharmacies, and businesses not referenced in Section 2.

Although many other types of businesses were permitted to remain open, subject to social distancing guidelines, those businesses specified categorically in Section 2 were closed summarily with no opportunity to illustrate how they could safely operate under similar conditions imposed on other types of business enterprises. The types of businesses which my clients represent and which were forced to shut down summarily include:

- Amusement Parks
- Aquariums
- Arcades
- Art galleries
- Barber shops and hair salons
- Bowling alleys
- Cosmetic stores
- Dance studios
- Esthetician practices
- Fraternal organization facilities
- Furniture stores
- Gyms and fitness studios
- Hookah Bars
- Indoor and Outdoor Malls
- Indoor party places
- Jewelry shops and boutiques
- Medical spas
- Facial spas
- Day spas
- Non-Medical massage therapy services

- Museums
- Nail and tanning salons
- Non-tribal card rooms
- Skating rinks
- Senior activity centers
- Ski resorts
- Social and private clubs
- Tattoo/piercing parlors
- Tennis clubs
- Theaters
- Yoga studios and
- Youth clubs

Most of these are businesses regulated (and in many cases licensed) by various state boards and commissions which are in possession of their mailing addresses and are therefore especially amenable to class certification.

As a result of your orders, my clients and many other businesses like theirs closed as ordered and thousands of workers found themselves without employment. The state has addressed the unemployment created as a consequence of your orders by, at least theoretically, providing unemployment compensation to most displaced workers. And although your Executive Order 20-08 closed public schools, you were careful to require the schools to maintain paychecks for their public employees in Section 4(e) of that Executive Order. As for state workers, you have never exercised your allotment authority pursuant to ORS 291.232 et seq. and they continue to benefit from their compensation packages notwithstanding absence from their workplaces. For each of these categories of persons who have been affected by your orders, you have taken care to provide for at least some level of compensation for the disruptions to their livelihoods.

Unfortunately, that has not been the case for the owners of the thousands of local business enterprises you closed down pursuant to Section 2 of the Stay at Home Order. These small business persons were left to fend for themselves. Although some were able to avail themselves of temporary federal assistance, many lost business goodwill and value of their enterprises. For them, the effect of the Stay at Home Order deprived them of their property for a public purpose.

For the reasons that follow, you must provide a plan to compensate them for their losses.

Section 2 of the Stay at Home Order is based, in part, on ORS 401.188(1) to (3). ORS 401.192(3) addresses the right to compensation in cases like this where the Governor's authority is derived from ORS 401.188.

401.192 Effect of rules and orders during emergency; scope; effect; termination.

(1) All rules and orders issued under authority conferred by ORS 401.165 to 401.236 shall have the full force and effect of law both during and after the declaration of a state of emergency. All existing laws, ordinances, rules and orders inconsistent with ORS 401.165 to 401.236 shall be inoperative during the period of time and to the extent such inconsistencies exist.

(2) The authority exercised under ORS 401.165 to 401.236 may be exercised with respect to the entire territory over which the Governor has jurisdiction, or to any specified part thereof.

(3) When real or personal property is taken under power granted by ORS 401.188, the owner of the property shall be entitled to reasonable compensation from the state.

(4) The powers granted to the Governor by ORS 401.165 to 401.236 shall continue until termination of the state of emergency. The powers granted to the Governor by ORS 401.185 may continue beyond the termination of the state of emergency and shall be terminated by proclamation of the Governor or by joint resolution of the Legislative Assembly. [Emphasis added]

As you are aware, the Oregon Supreme Court recently confirmed your authority to take many of the actions noted above. *Elkhorn Baptist Church v. Brown*, 366 Or 506 (2020). In the course of doing so, the Supreme Court acknowledged that the restrictions imposed by your orders have had “substantial consequences for individuals and entire economies.” 366 Or at 509. The Court further noted that you, as Governor, issued the Orders pursuant to ORS Ch. 401. *Id* at 511. The Court held that you issued Executive Order 20-03 pursuant to ORS 401.165 which allowed you to declare a state of emergency, *Id* at 512, and that your powers included those mentioned in ORS 401.168 through 401.198. *Id* at 513.

The Court agreed that “the restrictions imposed by the Governor’s executive orders have had undeniable cost. Businesses have been shuttered and jobs have been lost.” *Id* at 515.

At issue in the *Elkhorn* case was the interplay between Ch. 401 and Ch. 433. The Court resolved those issues by examining text, context, related statutes and the statutory framework within which the statute was enacted and then any relevant legislative history, *id* at 522 et seq, and said “[w]hen multiple statutory provisions are at issue in a case, this court, if possible, must construe those statutes in a manner that will give effect to all of them ... We are to avoid a construction that creates a conflict or renders one statute ineffective.” *Id* at 523.

We believe that as a consequence, ORS 401.192(3) requiring compensation for Emergency Orders that take real or personal property must be construed so as to mean something more than a general restatement of the Constitutional protections which apply to general takings outside the circumstances of public emergencies. The legislative history of the compensation statute dates back to the Cold War and shows that legislators, at the time of adoption, made a purposeful election to require the state to compensate private parties for loss of real or personal property which they might suffer as a result of the Governor exercising this executive authority even in time of war. This is notable since general takings jurisprudence often carves an exception for emergency actions. No such exception is provided here.

Finally, “ORS 401.188(2) authorizes you to ‘issue, amend and enforce rules and orders’ to ‘[p]rescribe and direct activities in connection with the use***of materials, services and facilities, including***health and medical care[,]***education[,]***and other essential civil needs.” [ellipses in quote]. *Id* at 525. This is the statute that you reference as authority for Executive Order 20-12 and that triggers ORS 401.192(3) if its exercise results in taking personal or real property. Also, “ORS 401.192(1) provides, ‘All existing laws, ordinances, rules and orders inconsistent with ORS 401.165 to 401.236 shall be inoperative during the period of time and to the extent such inconsistencies exist.’” *Id* at 527. It is therefore apparent that ORS 401.192(3) requires the state to establish a system of compensation for my clients and the proposed class members they represent.

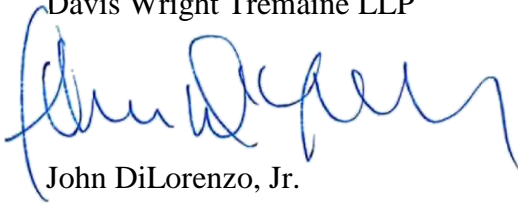
Pursuant to ORCP 32H(1)(b)¹, we therefore demand that the State correct these wrongs and make available reasonable compensation for the loss of property which these business owners and all others similarly situated throughout the state have suffered as a consequence of your Orders. We wish to make clear that we do not challenge your statutory right to have issued your Executive Orders, nor do we wish to second guess whether doing so was an appropriate response to the COVID-19 crisis. We do wish to point out that whereas you have taken care to provide some level of financial compensation to many affected Oregonians, you have failed to do so for the small business community which we consider to be the backbone of our state’s economy. We invite you to contact us concerning your plans to provide my clients (and the class of claimants they represent) with the relief to which they are entitled and are willing to constructively collaborate if you are of a mind to attempt to address this issue without resort to litigation.

¹ My clients do not consider your failure to provide compensation to be tantamount to a “tort.” However, as a precaution, please also consider this letter as formal notice of their (and the proposed class members) potential tort claims pursuant to ORS 30.275(4) which is provided to you within 180 days of the alleged injury. For the purposes of ORS 30.275(4)(c) the mailing address to which correspondence concerning the claims may be sent is Suite 2400, 1300 SW Fifth Avenue, Portland, Oregon, 97201.

Gov. Kate Brown
Dir. Katy Coba
September 18, 2020
Page 6

Very truly yours,

Davis Wright Tremaine LLP

A handwritten signature in blue ink, appearing to read "John DiLorenzo, Jr.", written in a cursive style.

John DiLorenzo, Jr.

JAD/mq

cc: Clients

Interested Parties

February 9, 2021

Report on North Clackamas Chamber Public Policy meeting of 2.8.2021

Susan Keil and Ginny Van Loo attending

Susan gave a very good report of what was presented regarding the Taking of property by operation on the Governor's Executive Order 20-12. This is very complicated and will go on for some time for a variety of reasons including finding funding to proceed.

There are several Legislative Bills that hit parts of the area of "Taking" House Bill 2238 introduced by Rep. Wilde, Senate Bill 531 Introduced by Senator Girod and Senator Thatcher.

Further, Senator Betsy Johnson has introduced a bill Senate Bill 330 which deals with landlords and their loss of rent throughout this pandemic. Her bill indicates that if you have forgiven rent you may be able to take the loss of rent over 5 years as a tax credit.

There is much going on in this arena.

In addition to all of this, I noticed a bill in the House Water Committee, House Bill 2344, which requires persons that have responsibility for or control over packaging and labeling disposable cleaning cloths or similar implements with specified characteristic to comply with certain labeling requirements for product packaging. "Do Not Flush" was the real topic. The bill is still working through the system and SDAO should be all over this one.

Finally, today, Representative David Brock Smith (R-Port Orford) introduced legislation that will bring equity across the business sector during the remainder of the state of emergency related to the Covid-19 pandemic.

Stay tuned!

Ginny

Meetings Attended During the Past Month

1. January 25, 2021 – Business Oregon Audit Committee meeting
 - a. Reviewed current status of open audits and priorities for 2021
2. January 27, 2021 – Oak Grove Community Council meeting
 - a. Candidates for OGCC Board Election in February
 - i. Chair: Joseph / Vice Chair: Valorie / Treasure: Jane / Secretary: Vacant / At Large: Jan, Rich, Greg
 - b. Clackamas County Land Use Housing Strategies, Martha Fritzie, County Planning
 - i. Current work is Phase 1 of larger, multi-phase project
 - ii. Contact Ellen if you want to be added to interested parties list
 - iii. Housing is less affordable; need housing units that are affordable & available
 1. Need up to 5,000 more housing units in urban area
 - iv. Housing strategies report; needs, affordability, transport & development, HH& HS
 - v. Need to address state mandates (HB2001 & SB 1051) → Strategies Issue Paper
 - vi. Phase 1 strategies to address multifamily housing includes 3 strategies
 - vii. Strategy 1: Increase Max Allowed MF Housing Density in Commercial Zones
 1. Address max density, parking requirements, density bonus for developers
 2. Current max of 25 unit/ac (vs no requirement for non-housing uses ~ 48 units/ac & Bernard property @ 100 units/ac)
 3. Proposal to increase but not eliminate density limit
 - viii. Strategy 2: Decrease MF Parking Requirement
 1. Affects only areas where MF is allowed in commercial zones inside UGB
 2. Current parking requirement: 1.25 to 1.75 parking spaces per unit
 3. Concept to reduce parking based on income & proximity to Light Rail
 - ix. Strategy 3: Establish Affordable Housing Development Bonuses
 1. Primary focus areas are McLoughlin and 82 near Town Center
 2. Allow building at higher density if % of units dedicated to affordable MF
 - x. Phase 2 project continues for next year
 - xi. Q&A: Q: Why are SDCs the same for small or large housing units, A: CC has adopted new Transportation SDC based on housing size.
 - c. McLoughlin Blvd Safety Corridor / MAP-IT, Fred Sawyer
 - i. Requested & passed letter of support for safety corridor project:
 1. New ped island at Fred Meyer gas station/move bus stop
 2. Combine bus stops at Maple/Walnut & Silverleaf & Risley
 3. Infill gaps in sidewalks
 4. Assumes ODOT wants solutions rather than definition of problem
 - d. Passed motion providing support for County Board's action requesting Commissioner Mark Schull to resign from BCC
 - e. Committee reports
 - i. Concord School/Library
 1. BCC approved plan as submitted (proposal by task force and community)
 2. Now developing schematic design
 - ii. MAP-IT
 1. Elections – Nominees for Chair = Ed Gronke and Vice Chair = Fred Sawyer
 - iii. Park Avenue
 1. Has been moved forward to Planning Commission
 - f. Discussion re: letter about OGGP; Fred endorsed grass-roots nature of steering committee
 - g. Next meeting: Feb 24, 2021

3. February 3, 2021 – Regional Water Providers Consortium Board meeting
 - a. Budget adopted – see dues schedule (attached)
 - i. Essentially flat budget due to carryover
 - ii. OLWSD share = \$16,731/yr; about 1% **decrease** from FY 2020-21 dues
 - b. Updates
 - i. New “Junior Leak Detective” outreach program – missions, clues, reports
 - c. Presentation by Jay Wilson, Clackamas County Resilience Coordinator
 - i. Re: Oregon’s Critical Energy Infrastructure Hub; nexus between seismic risk & climate policy
 - ii. 80% of Oregon’s liquid fuels stored in NW Portland; fault/landslides/liquifiable soils; many built in 1930’s & most built without seismic criteria; privately owned, managed & maintained; capacity equivalent to 33 Exxon Valdez tankers
 - iii. Opportunity to link to goals to reduce reliance on liquid fuels
4. February 3 & 4, 2021 – Special Districts Association of Oregon Annual Conference
 - a. Notable presentations: cybersecurity, water caucus, communications, awards
5. February 5, 2021 – Oregon Infrastructure Finance Authority Board meeting
 - a. Update on Governors proposed budget; ~50% increase in BizOr budget
 - b. Funding requests from City of Chiloquin (\$4 million) and Sunrise Water Auth (\$10 million)
 - c. Update to 2021 CDBG Method of Distribution
6. February 16, 2021 – OLWS Board meeting

Meetings Scheduled for the Next Month

1. February 24, 2021 – Oak Grove Community Council meeting
2. March 16, 2021 – OLWS Board meeting



Oak Grove Community Council

Regular Council Business Meeting

January 27, 2021

Agenda

WHAT: Regular Council Business Meeting
WHEN: Wednesday, January 27, 2021 - 7:00 p.m. to 8:15 p.m.
WHERE: Zoom - link and phone number above

6:50 - 7:00 Connect to Zoom

7:00 Welcome, Introductions, and Officer reports

- December 2nd Meeting minutes and membership update
- Announcement of candidates for February OGCC board election
- Treasurer's update

7:10 Program:

- Clackamas County Housing Strategies Phase 1
 - *Martha Fritzie, Principal Planner*
- McLoughlin Blvd Safety Corridor Project
 - *Fred Sawyer, OGCC rep to MAP-IT*

7:50 LUART

8:00 Committee updates:

- Concord School/Library
- MAP-IT
- Park Avenue Community Project update

8:05 Announcements

8:10 Schedule review:

- Future OGCC Meetings - 7 pm at Zoom:
Feb 24, Mar 24, Apr 28
- Future OGCC Board Meetings - 6:45 pm at Zoom:

Feb 1, Mar 1, Apr 5

8:15 Adjourn

**Regional Water Providers Consortium Dues Share
FY 2021/22 Budget -Final Draft**

Participants	2020 Customer Accounts	% of Total	Dues Funding Share	2020 Average Wtr Dmd	% of Total	Dues Funding Share	Total Consortium Share
Beaverton	26,817	5.67%	\$26,230	7.95	5.12%	\$23,687	\$49,917
Clackamas RW	12,812	2.71%	\$12,532	5.91	3.81%	\$17,609	\$30,140
Gladstone	3,645	0.77%	\$3,565	1.52	0.98%	\$4,529	\$8,094
Gresham	17,513	3.70%	\$17,130	6.13	3.95%	\$18,264	\$35,394
Hillsboro	25,943	5.48%	\$25,375	15.81	10.18%	\$47,105	\$72,480
Forest Grove	6,858	1.45%	\$6,708	3.03	1.95%	\$9,028	\$15,736
Lake Oswego	12,560	2.66%	\$12,285	4.62	2.98%	\$13,765	\$26,050
Milwaukie	6,890	1.46%	\$6,739	1.95	1.26%	\$5,810	\$12,549
Sunrise Water Auth.	16,191	3.42%	\$15,837	5.37	3.46%	\$16,000	\$31,836
Oak Lodge	8,272	1.75%	\$8,091	2.90	1.87%	\$8,640	\$16,731
Portland	187,221	39.58%	\$183,122	47.20	30.39%	\$140,631	\$323,755
Raleigh WD	1,022	0.22%	\$1,000	0.47	0.30%	\$1,400	\$2,400
Rockwood PUD	13,659	2.89%	\$13,360	6.52	4.20%	\$19,426	\$32,786
Sandy	3,987	0.84%	\$3,900	1.09	0.70%	\$3,248	\$7,147
Sherwood	5,533	1.17%	\$5,412	1.89	1.22%	\$5,631	\$11,043
South Fork WB	18,605	3.93%	\$18,198	6.80	4.38%	\$20,260	\$38,458
Tigard	20,117	4.25%	\$19,677	6.20	3.99%	\$18,473	\$38,149
Tualatin	7,051	1.49%	\$6,897	4.44	2.86%	\$13,229	\$20,125
Tualatin Valley WD	60,094	12.70%	\$58,778	19.19	12.36%	\$57,176	\$115,954
West Slope WD	3,240	0.68%	\$3,169	1.17	0.75%	\$3,486	\$6,655
Cornelius	3,456	0.73%	\$3,380	0.86	0.55%	\$2,562	\$5,943
Wilsonville	6,844	1.45%	\$6,694	2.81	1.81%	\$8,372	\$15,066
Troutdale	4,706	0.99%	\$4,603	1.46	0.94%	\$4,350	\$8,953
SUB TOTAL	473,036	100.00%	\$462,681	155.29	100.00%	\$462,681	\$925,361
Newberg*	7,240						\$7,240
Grand Total							\$932,601

Data collected directly from the Participant entity

NOTE: The actual proposed Consortium Budget is \$1,060,459 reduced by \$127,858 in carryover from FY 2019/20.

***Non-Regional Member - dues share cost \$1 per customer account.**

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

January 27, 2021 - Sunrise Water Board Meeting (remote meeting)

- Board adopted new SDC Rate, which totaled \$10,303 (\$7,809 Improvements + \$2,494 Reimbursements).
- Board acknowledged receipt of the completed 2019-20 audit by Merina + Co.
- Board convened as Local Contract Review Board for an interesting special procurement for the Reservoir 11 project. Board approved a not-to-exceed contract for \$50,000 with the earthwork subcontractor on the project to complete additional items not part of the original contract. This was done to avoid having the original prime contractor extend their performance bond, which would have cost an additional \$20,000.
- A brief work session was held to inform the board of architectural changes to the new administration building. The amount of glass in the two story building was reduced to lower the HVAC operating requirements. This increases the amount of wall space on the perimeter of the office space, which will be useful for whiteboards, art, etc.

February 4, 2021 – C4 Meeting (remote meeting)

- Della Mosier and Mandy Putney from ODOT gave a presentation of the current status of the I-205 Improvements and Abernethy Bridge Seismic Upgrade Project. The Phase 1 segment from the 10th Ave Exit in West Linn to OR 213 is at 60% design completion, and will be ready for bid in late 2021. It is uncertain what the funding status is at this time. The PowerPoint slide show can be viewed in the meeting packet, see link below.
- Chris Lyons from Clackamas County Government Affairs gave an update for the 2021 legislative session, outlining the Governor's priorities. The primary priorities of the governor include COVID-19, wildfire recovery, and racial justice. Her legislative goals include: Investments to expand access to affordable healthcare, broadband expansion (mostly to assist schools), support to help communities create response plans and fire evacuation routes, investments in K-12 schools and early education to close opportunity gaps and build antiracist curriculums, \$250 million in affordable housing, homelessness prevention, and rental assistance, and criminal justice reform.
- The South Metro Area Regional Transit (SMART) requested that C4 provide a letter of support for giving SMART direct representation on JPACT. C4 concurred, and letter will be drafted.
- The meeting packet for the February 4th meeting can be found here: [796ea065-5964-4e70-9edd-6bd19e94a44c \(clackamas.us\)](https://796ea065-5964-4e70-9edd-6bd19e94a44c.clackamas.us)
- Next meeting will be on March 4, 2021.