

OAK LODGE WATER SERVICES

BOARD OF DIRECTORS



JANUARY 16, 2024



**PUBLIC MEETING
OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
JANUARY 16, 2024 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
 - a. November 2023 Financial Report
 - b. Approval of December 12, 2023 Board Meeting Minutes
 - c. Approval of December 19, 2023 Board Meeting Minutes
4. Consideration of FY 2025 Budget Officer Appointment
5. Consideration of FY 2025 Budget Calendar
6. Consideration of Budget Committee Appointments
7. Consideration of 2024 Board Liaison Assignments
8. Consideration of 2024 Board Subcommittee Assignments
9. Business from the Board
10. Department Reports
 - a. Administration
 - b. Finance
 - c. Public Works
 - d. Plant Operations
11. Adjourn Meeting



AGENDA ITEM

Title	Call to Order
Item No.	1

Summary

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

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

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



AGENDA ITEM

Title	Call for Public Comment
Item No.	2
Date	January 16, 2024

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.

Oak Lodge Water Services Board,

My name is Scotty Hardwick, I am the owner of 14620 SE Oatfield Rd, Milwaukie, OR. I currently have the property rented with long term tenants who are responsible for the water charges. I am one of your customers, my account number is 028234-000. With this address I have been a customer for over 2 years. And at a previous address I was a customer for over 7 years.

On October 23rd, Oak Lodge informed us of a leak coming off the city main to our property. As a result, Oak Lodge shut off the water to stop the water from continuing to leak and potentially cause issues. Previous to your communications there was no way we could have been able to detect the issue as it was all below ground and did not affect the tenants water supply. After we were informed and the water was shut off we had a plumber get to the property the same day to address the issue. This repair cost me as the home owner over \$2600 to repair.

The tenants were billed from Oak Lodge \$2340.44 for the period of 10-1 to 11-30. There was a leak correction adjustment made of \$1386.64. This leaves a balance on the account of \$953.80. A typical bill for their water usage is \$263. I am asking of you to credit the difference between their actual water usage and what the leak has added to their bill. This would be a credit of \$690. I feel that we have done everything on our end to quickly address the issue and get the repair resolved. We had no way of detecting the leak and addressing it before it was brought to our attention. Therefore, I do not feel that myself as the home owner or the tenants as the home occupants are responsible to pay this high water bill as the water was not used by use or was a fault of any negligence on our part in fixing the leak. I ask that you are understanding of our situation and credit the account \$690 to help rectify the situation.

Thank you in advance!

-Scotty Hardwick

January 5, 2024

Board of Directors of Oak Lodge Water Services
14496 SE River Rd.
Oak Grove, OR 97267

RE: Water billing at 17602 SE Rose St.

Dear Oak Lodge Board of Directors,

I am a landlord in your water district. I feel that your Wastewater Service Billing is unfair to renters. I realize that your policy is to bill "Average Winter Water Consumption. By doing so, you are billing my single tenant for someone else's consumption to calculate "Average." A single (1) person should not be discriminated against. It is unjust to bill a single individual who uses 3 (100 cf) and then to bill him for a previous tenant's family of 4 people a winter usage of 12 (100 cf) wastewater service. I feel that Oak Lodge Water Service's practice of billing Average Consumption Water Consumption regardless of who is living there is unjustly enriching the Water District. I believe that the wastewater service consumption should be adjusted each time a new tenant or homeowner moves in to reflect their usage not someone else's. Do you bill new homeowners the same way you treat new renters?

I truly do not understand the logic of why water service usage is not reflected as the wastewater service usage.

I believe your billing practice is discriminatory against short-term single residents. They should not be billed for someone else's consumption rate.

Sincerely,

Anna Jeter



CONSENT AGENDA

To Board of Directors
From Brad Albert, Acting General Manager
Title Consent Agenda
Item No. 3
Date January 16, 2024

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. **November 2023 Financial Report**
- b. **Approval of December 12, 2023 Board Meeting Minutes**
- c. **Approval of December 19, 2023 Board Meeting Minutes**

Options for Consideration

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

Recommendation

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

Suggested Board Motion

"I move to approve the Consent Agenda."

Approved By _____	Date _____
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MONTHLY FINANCIAL REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	November 2023 Financial Reports
Item No.	3a
Date	January 16, 2024

Reports

- November 2023 Monthly Overview
- November 2023 Budget to Actual Report
- November 2023 Budget Account Roll Up Report

**Oak Lodge Water Services
Monthly Overview
FY 2023-24 November 2023**

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

Cash and Investments

Account Balances As of:		
November 30, 2023	Interest Rate	Balance
Account		
Wells Fargo Bank Checking-3552		\$ 81,515
Wells Fargo Bank Checking-9966		598,606
LGIP	5.00%	13,114,436
Total		\$ 13,794,557

The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.1 million for November 2023. There were no voided checks.

Services Revenue

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

GL Account	Service Charge	Budget Estimate	Period Amount	Year-to-Date Amount	Percentage of Budget
10-00-4211	Water sales	\$ 5,469,000	\$ 390,134	\$ 2,497,214	45.7%
20-00-4212	Wastewater charges	11,913,000	870,935	4,709,116	39.5%
30-00-4213	Watershed protection	1,751,000	141,554	717,166	41.0%
Subtotal		\$ 19,133,000	\$ 1,402,624	\$ 7,923,496	41.4%

With respect to revenues, water sales are above budget, with wastewater and watershed protection services’ revenues are below budget. Total variance through November is a negative (\$48,587).

Expenses by Budget Category

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

Expense Category	FY 2024 Adopted Budget	BUDGET Year-to-Date November 2023	ACTUALS Year-to-Date November 2023	% Spent
Personnel Services	\$ 5,776,000	\$ 2,406,667	\$ 2,245,651	93%
Materials & Services	5,865,600	2,444,000	1,942,967	79%
Capital Outlay	9,085,000	3,785,417	1,587,463	42%
		<u>\$ 8,636,084</u>	<u>\$ 5,776,080</u>	67%

With respect to expenditures, at the end of November expenditures are overall 29.9% of budget, excluding Contingencies, with 41.7% of the fiscal year completed.

Review of expenditure lines that are above 47% of budget:

1. **5240 - Unemployment** is 73.7% of budget. OLWS' budget is equivalent to one claim for two quarters, therefore, if there is only one claim for the fiscal year, no Budget Transfers will be necessary. This budget appears to be sufficient for the full fiscal year.
2. **6540 – Safety Supplies** is 52.0% of budget. This is due to the procurement of two flammable liquid safety cabinets for Drinking Water, for compliance with OSHA regulations.
3. **6560 – Uniforms** is 51.5% of budget. This is due to the conversion from outside uniform vending services to self-managed uniforms. This is part of the initial procurement of uniforms.
4. **6760 - Equipment Rental** is 75.8% of budget. This is due to continued rental for the Aerken blower beyond initial estimates. Final expense for the rental occurred in October 2023. This budget will be reviewed with Q2 Budget Review for any necessary transfers.

Financial Assistance Utility Rate Relief Program Overview

The Authority allows eligible customers to obtain a discounted rate on a portion of their bill. The Authority budgets resources to fund the revenue losses due to the program at the rate of 0.60% of budgeted service charge revenue, which is an approved increase from 0.50% by the Board of Directors with Resolution 2023-0023. The budgeted amount serves as a cap to the program's cost which can only be exceeded with approval from the OLWS' Board of Directors. The program cap for FY 2023-24 is now **\$114,798**. As of November 2023, the program is at 91.7% of budget.

The program cap for FY 2022-23 was **\$75,710** with a program funding rate of 0.5% of budgeted service charge revenue.

The FAUPPR Program provides the following discounts:

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

The total number of customers enrolled in FAURRP is split between the two billing cycles and can vary in total by utility.

	Budget	Budget Year-to-Date November 2023	Actual Year-to-Date November 2023	% Spent
FAURR Program Cap	\$ 114,798	47,833	43,868	91.7%

	# of Customers Current Month	Discount Provided	Fiscal Year to Date
Drinking Water	102	2,395	10,171
Wastewater	94	6,614	29,355
Watershed Protection	94	998	4,343
		10,007	43,868

General Ledger
Budget to Actual



User: gail@olwsd.org
Printed: 1/8/2024 12:56:38 PM
Period 05 - 05
Fiscal Year 2024

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	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	<i>Beginning Fund Balance</i>	<i>1,469,892.00</i>	<i>0.00</i>	<i>-150,617.88</i>	<i>0.00</i>	<i>-10.25</i>
	NonDivisional	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	Fund Balance	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	NonDivisional					
	<i>Revenue</i>					
05-00-4227	System	0.00	730.20	3,692.20	0.00	0.00
	Development-Compliance					
05-00-4230	Contracted Services	57,400.00	4,000.00	25,400.00	0.00	44.25
	Revenue					
05-00-4610	Investment Revenue	10,000.00	8,209.78	26,802.50	0.00	268.03
05-00-4630	Miscellaneous Revenues	10,000.00	1,312.00	6,578.00	0.00	65.78
	<i>Revenue</i>	<i>77,400.00</i>	<i>14,251.98</i>	<i>62,472.70</i>	<i>0.00</i>	<i>80.71</i>
	NonDivisional	77,400.00	14,251.98	62,472.70	0.00	80.71
	Transfers & Contingencies					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,083.00	445,415.00	0.00	41.67
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,167.00	845,835.00	0.00	41.67
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,083.00	445,415.00	0.00	41.67
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,333.00</i>	<i>1,736,665.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	4,168,000.00	347,333.00	1,736,665.00	0.00	41.67
	Revenue	4,245,400.00	361,584.98	1,799,137.70	0.00	42.38
	AdminFinance					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	812,000.00	68,590.78	359,418.39	0.00	44.26
05-01-5130	Overtime	12,500.00	1,844.50	8,765.79	0.00	70.13
05-01-5210	HealthDental Insurance	142,000.00	10,751.44	53,757.20	0.00	37.86
05-01-5230	Social Security	63,000.00	5,129.88	26,494.52	0.00	42.05
05-01-5240	Retirement	162,000.00	13,955.91	66,406.10	0.00	40.99
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	805.75	4,114.92	0.00	17.89
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	98.85	359.65	0.00	35.97
05-01-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,220,500.00</i>	<i>101,177.11</i>	<i>519,316.57</i>	<i>0.00</i>	<i>42.55</i>
	<i>Materials & Services</i>					
05-01-6110	Legal Services	300,000.00	12,351.00	65,416.19	0.00	21.81
05-01-6120	Accounting and Audit	76,000.00	0.00	525.00	21,665.00	0.69
	Services					
05-01-6155	Contracted Services	200,000.00	6,163.97	49,175.91	52,502.25	24.59
05-01-6180	Dues and Subscriptions	42,000.00	2,947.00	15,083.40	0.00	35.91
05-01-6220	Electricity	16,000.00	1,153.48	6,217.23	9,310.00	38.86
05-01-6240	Natural Gas	5,000.00	547.29	1,025.92	3,086.63	20.52

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,000.00	1,614.86	2,539.48	1,551.34	50.79
05-01-6310	Janitorial Services	20,000.00	1,669.99	8,349.95	5,009.97	41.75
05-01-6320	Buildings & Ground Maintenance	37,000.00	1,973.88	11,373.99	3,780.19	30.74
05-01-6410	Mileage	1,000.00	0.00	22.94	0.00	2.29
05-01-6420	Staff Training	10,000.00	1,412.22	6,978.52	0.00	69.79
05-01-6510	Office Supplies	35,000.00	1,429.05	13,164.03	4,000.00	37.61
05-01-6730	Communications	1,000.00	0.00	0.00	0.00	0.00
05-01-6760	Equipment Rental	3,000.00	0.00	574.83	1,724.40	19.16
05-01-6770	Bank Charges	165,000.00	14,255.57	71,158.46	97,256.50	43.13
05-01-6780	Taxes, Fees, Permits	1,000.00	0.00	50.00	0.00	5.00
	<i>Materials & Services</i>	<i>917,000.00</i>	<i>45,518.31</i>	<i>251,655.85</i>	<i>199,886.28</i>	<i>27.44</i>
	AdminFinance	2,137,500.00	146,695.42	770,972.42	199,886.28	36.07
	Human Resources					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	304,000.00	15,197.14	123,372.64	0.00	40.58
05-02-5120	Temporary/Seasonal Employees	0.00	1,096.43	1,096.43	0.00	0.00
05-02-5130	Overtime	5,000.00	0.00	946.96	0.00	18.94
05-02-5210	HealthDental Insurance	41,000.00	2,729.51	13,937.07	0.00	33.99
05-02-5230	Social Security	24,000.00	1,218.93	9,180.91	0.00	38.25
05-02-5240	Retirement	57,000.00	3,050.15	22,841.44	0.00	40.07
05-02-5250	Trimet/WBFPaid Leave OR	4,000.00	190.51	1,425.57	0.00	35.64
05-02-5270	Workers Compensation	1,000.00	27.47	127.07	0.00	12.71
05-02-5290	Other Employee Benefits	15,000.00	1,815.50	5,462.27	0.00	36.42
	<i>Personnel Services</i>	<i>451,000.00</i>	<i>25,325.64</i>	<i>178,390.36</i>	<i>0.00</i>	<i>39.55</i>
	<i>Materials & Services</i>					
05-02-6155	Contracted Services	64,500.00	14,947.75	31,443.45	88,887.55	48.75
05-02-6175	Records Management	8,500.00	274.66	2,428.25	3,586.21	28.57
05-02-6230	Telephone	59,700.00	2,099.12	18,439.98	27,337.57	30.89
05-02-6410	Mileage	1,000.00	0.00	103.48	0.00	10.35
05-02-6420	Staff Training	20,000.00	-500.00	2,480.24	0.00	12.40
05-02-6440	Board Expense	5,000.00	122.32	249.49	0.00	4.99
05-02-6510	Office Supplies	1,000.00	0.00	-118.47	0.00	-11.85
05-02-6540	Safety Supplies	2,000.00	0.00	299.98	0.00	15.00
05-02-6560	Uniforms	42,000.00	9,598.08	21,638.62	3,799.86	51.52
05-02-6610	Board Compensation	2,500.00	0.00	0.00	0.00	0.00
05-02-6620	Election Costs	500.00	0.00	0.00	0.00	0.00
05-02-6720	Insurance-General	235,000.00	16,101.68	80,508.40	0.00	34.26
05-02-6730	Communications	38,000.00	0.00	8,237.28	0.00	21.68
05-02-6740	Advertising	7,000.00	0.00	1,247.00	0.00	17.81
	<i>Materials & Services</i>	<i>486,700.00</i>	<i>42,643.61</i>	<i>166,957.70</i>	<i>123,611.19</i>	<i>34.30</i>
	Human Resources	937,700.00	67,969.25	345,348.06	123,611.19	36.83
	Technical Services					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	48,244.31	227,590.75	0.00	36.89
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	7,191.93	37,448.83	0.00	27.74
05-03-5230	Social Security	48,000.00	3,618.43	16,786.35	0.00	34.97
05-03-5240	Retirement	119,000.00	9,314.16	43,387.92	0.00	36.46
05-03-5250	Trimet/WBFPaid Leave OR	8,000.00	561.06	2,594.45	0.00	32.43
05-03-5270	Workers Compensation	1,000.00	83.18	281.34	0.00	28.13
05-03-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>933,000.00</i>	<i>69,013.07</i>	<i>328,089.64</i>	<i>0.00</i>	<i>35.17</i>
	<i>Materials & Services</i>					
05-03-6155	Contracted Services	442,000.00	26,904.36	82,518.86	124,233.00	18.67
05-03-6350	Computer Maintenance	434,500.00	34,069.24	170,157.90	62,530.19	39.16
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff Training	15,000.00	683.67	1,224.49	0.00	8.16
05-03-6430	Certifications	1,000.00	0.00	125.00	0.00	12.50
05-03-6530	Small Tools & Equipment	1,000.00	0.00	-134.45	0.00	-13.45

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-03-6540	Safety Supplies	5,000.00	300.96	1,693.11	2,164.64	33.86
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>902,500.00</i>	<i>61,958.23</i>	<i>255,584.91</i>	<i>188,927.83</i>	<i>28.32</i>
	Technical Services	1,835,500.00	130,971.30	583,674.55	188,927.83	31.80
	Vehicle Services					
	<i>Materials & Services</i>					
05-04-6330	Vehicle Equipment	80,000.00	685.97	16,308.03	1,100.00	20.39
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	2,532.92	15,101.84	0.00	30.20
	<i>Materials & Services</i>	<i>130,000.00</i>	<i>3,218.89</i>	<i>31,409.87</i>	<i>1,100.00</i>	<i>24.16</i>
	Vehicle Services	130,000.00	3,218.89	31,409.87	1,100.00	24.16
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
05-29-9000	Contingency	674,592.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>674,592.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	674,592.00	0.00	0.00	0.00	0.00
05	Expense	5,715,292.00	348,854.86	1,731,404.90	513,525.30	30.29
	Administrative Services	0.00	12,730.12	-82,885.08	-513,525.30	0.00
10	Drinking Water					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
10-00-3500	Fund Balance	608,759.00	0.00	-24,570.16	0.00	-4.04
	<i>Beginning Fund Balance</i>	<i>608,759.00</i>	<i>0.00</i>	<i>-24,570.16</i>	<i>0.00</i>	<i>-4.04</i>
	NonDivisional	608,759.00	0.00	-24,570.16	0.00	-4.04
	Fund Balance	608,759.00	0.00	-24,570.16	0.00	-4.04
	NonDivisional					
	<i>Revenue</i>					
10-00-4210	Wholesale Water Sales	30,000.00	2,557.18	24,914.32	0.00	83.05
10-00-4211	Drinking Water Charges	5,469,000.00	390,134.26	2,497,213.88	0.00	45.66
10-00-4215	Penalties & Late Charges	15,000.00	1,388.46	6,304.78	0.00	42.03
10-00-4240	Service Installations	10,000.00	11,549.00	33,308.00	0.00	333.08
10-00-4280	Rents & Leases	180,000.00	24,038.30	83,703.52	0.00	46.50
10-00-4290	Other Charges for Services	10,000.00	1,591.95	7,724.40	0.00	77.24
10-00-4610	Investment Revenue	3,000.00	1,399.18	6,383.84	0.00	212.79
10-00-4630	Miscellaneous Revenues	25,000.00	39.00	20,183.20	0.00	80.73
	<i>Revenue</i>	<i>5,742,000.00</i>	<i>432,697.33</i>	<i>2,679,735.94</i>	<i>0.00</i>	<i>46.67</i>
	NonDivisional	5,742,000.00	432,697.33	2,679,735.94	0.00	46.67
	Revenue	5,742,000.00	432,697.33	2,679,735.94	0.00	46.67
	Drinking Water					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	707,000.00	51,297.27	259,855.49	0.00	36.75
10-20-5130	Overtime	37,000.00	3,058.71	10,726.20	0.00	28.99
10-20-5210	HealthDental Insurance	132,000.00	7,262.62	35,307.69	0.00	26.75
10-20-5230	Social Security	55,000.00	4,117.95	20,498.06	0.00	37.27
10-20-5240	Retirement	136,000.00	10,428.95	51,962.46	0.00	38.21
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	630.65	3,145.16	0.00	34.95
10-20-5270	Workers Compensation	20,000.00	1,277.52	5,308.96	0.00	26.54
10-20-5290	Other Employee Benefits	0.00	111.16	111.16	0.00	0.00
	<i>Personnel Services</i>	<i>1,096,000.00</i>	<i>78,184.83</i>	<i>386,915.18</i>	<i>0.00</i>	<i>35.30</i>
	<i>Materials & Services</i>					
10-20-6155	Contracted Services	258,900.00	1,440.72	66,697.05	76,827.70	25.76
10-20-6220	Electricity	41,000.00	2,707.74	15,678.97	23,870.00	38.24

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6240	Natural Gas	3,000.00	199.60	1,002.35	1,600.41	33.41
10-20-6290	Other Utilities	5,000.00	299.44	2,404.88	4,230.00	48.10
10-20-6320	Buildings & Grounds	7,000.00	18.99	190.56	0.00	2.72
10-20-6340	System Maintenance	200,000.00	2,974.45	53,110.06	8,332.24	26.56
10-20-6410	Mileage	500.00	0.00	112.92	0.00	22.58
10-20-6420	Staff Training	12,500.00	0.00	3,726.67	0.00	29.81
10-20-6430	Certifications	2,000.00	100.00	395.00	0.00	19.75
10-20-6530	Small Tools & Equipment	10,000.00	1,158.69	4,589.69	0.00	45.90
10-20-6540	Safety Supplies	15,000.00	445.47	12,593.92	3,018.00	83.96
10-20-6550	Operational Supplies	10,000.00	365.53	1,971.04	0.00	19.71
10-20-6710	Purchased Water	1,200,000.00	71,645.47	562,849.52	637,150.48	46.90
10-20-6715	Water Quality Program	28,500.00	0.00	5,042.43	4,550.00	17.69
10-20-6760	Equipment Rental	8,000.00	0.00	0.00	0.00	0.00
10-20-6780	Taxes, Fees, Permits	18,000.00	375.00	12,090.66	3,250.00	67.17
	<i>Materials & Services</i>	<i>1,819,400.00</i>	<i>81,731.10</i>	<i>742,455.72</i>	<i>762,828.83</i>	<i>40.81</i>
	Drinking Water	2,915,400.00	159,915.93	1,129,370.90	762,828.83	38.74
	Debt Service					
	<i>Materials & Services</i>					
10-24-6815	Zions Bank Loan-Principal	193,000.00	0.00	0.00	0.00	0.00
10-24-6825	Zions Bank Loan-Interest	16,100.00	0.00	8,002.75	0.00	49.71
	<i>Materials & Services</i>	<i>209,100.00</i>	<i>0.00</i>	<i>8,002.75</i>	<i>0.00</i>	<i>3.83</i>
	Debt Service	209,100.00	0.00	8,002.75	0.00	3.83
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	445,415.00	0.00	41.67
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	625,000.00	0.00	41.67
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>3,226,259.00</i>	<i>214,083.00</i>	<i>1,070,415.00</i>	<i>0.00</i>	<i>33.18</i>
	Transfers & Contingencies	3,226,259.00	214,083.00	1,070,415.00	0.00	33.18
10	Expense	6,350,759.00	373,998.93	2,207,788.65	762,828.83	34.76
	Drinking Water	0.00	58,698.40	447,377.13	-762,828.83	0.00
20	Wastewater Reclam. NonDivisional					
	<i>Beginning Fund Balance</i>					
20-00-3500	Fund Balance	507,588.00	0.00	-606,948.35	0.00	-119.57
	<i>Beginning Fund Balance</i>	<i>507,588.00</i>	<i>0.00</i>	<i>-606,948.35</i>	<i>0.00</i>	<i>-119.57</i>
	NonDivisional	507,588.00	0.00	-606,948.35	0.00	-119.57
	Fund Balance	507,588.00	0.00	-606,948.35	0.00	-119.57
	NonDivisional Revenue					
20-00-4212	Wastewater Charges	11,913,000.00	870,935.47	4,709,115.89	0.00	39.53
20-00-4215	Penalties & Late Charges	7,000.00	550.77	3,866.39	0.00	55.23
20-00-4290	Other Charges for Services	10,000.00	0.00	1,725.00	0.00	17.25
20-00-4610	Investment Revenue	1,000.00	234.07	1,067.83	0.00	106.78
20-00-4630	Miscellaneous Revenues	2,000.00	0.00	582.50	0.00	29.13
	<i>Revenue</i>	<i>11,933,000.00</i>	<i>871,720.31</i>	<i>4,716,357.61</i>	<i>0.00</i>	<i>39.52</i>
	NonDivisional	11,933,000.00	871,720.31	4,716,357.61	0.00	39.52
	Transfers & Contingencies					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,883.00	64,415.00	0.00	41.67
	<i>Revenue</i>	<i>154,600.00</i>	<i>12,883.00</i>	<i>64,415.00</i>	<i>0.00</i>	<i>41.67</i>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies	154,600.00	12,883.00	64,415.00	0.00	41.67
	Revenue	12,087,600.00	884,603.31	4,780,772.61	0.00	39.55
	Wastewater-Plant					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	52,868.45	260,193.45	0.00	39.72
20-21-5130	Overtime	50,000.00	5,220.27	25,352.51	0.00	50.71
20-21-5210	HealthDental Insurance	209,000.00	12,332.78	60,317.39	0.00	28.86
20-21-5230	Social Security	51,000.00	4,367.58	21,426.41	0.00	42.01
20-21-5240	Retirement	123,000.00	10,874.19	50,153.39	0.00	40.78
20-21-5250	TrimetWBFPAid Leave OR	9,000.00	682.33	3,352.77	0.00	37.25
20-21-5260	Unemployment	0.00	4.65	3,686.43	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	1,572.94	5,960.10	0.00	45.85
20-21-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>87,923.19</i>	<i>430,442.45</i>	<i>0.00</i>	<i>38.78</i>
	<i>Materials & Services</i>					
20-21-6155	Contracted Services	221,500.00	8,335.74	60,118.95	167,225.17	27.14
20-21-6220	Electricity	325,000.00	23,692.76	114,116.66	189,000.00	35.11
20-21-6240	Natural Gas	1,000.00	150.48	275.58	254.63	27.56
20-21-6250	Solid Waste Disposal	44,000.00	2,442.18	11,816.98	26,337.88	26.86
20-21-6290	Other Utilities	1,500.00	180.00	900.00	780.00	60.00
20-21-6310	Janitorial Services	14,000.00	1,086.71	5,433.55	3,260.13	38.81
20-21-6320	Buildings & Grounds	63,000.00	4,526.47	23,125.55	14,565.81	36.71
20-21-6342	WRF System Maintenance	185,000.00	7,585.04	59,849.43	14,161.94	32.35
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	10,000.00	0.00	1,283.50	0.00	12.84
20-21-6430	Certifications	2,000.00	0.00	170.23	0.00	8.51
20-21-6525	Chemicals	77,000.00	1,005.80	23,242.40	53,845.60	30.18
20-21-6530	Small Tools & Equipment	8,000.00	25.94	1,919.96	0.00	24.00
20-21-6540	Safety Supplies	20,000.00	1,761.35	11,439.15	9,050.00	57.20
20-21-6550	Operational Supplies	5,000.00	63.33	1,668.32	0.00	33.37
20-21-6760	Equipment Rental	25,000.00	0.00	26,698.71	0.00	106.79
20-21-6780	Taxes, Fees, Permits	74,000.00	3,025.62	25,468.98	36,231.43	34.42
	<i>Materials & Services</i>	<i>1,077,000.00</i>	<i>53,881.42</i>	<i>367,715.29</i>	<i>514,712.59</i>	<i>34.14</i>
	Wastewater-Plant	2,187,000.00	141,804.61	798,157.74	514,712.59	36.50
	Wastewater-Collections					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	41,353.16	208,026.47	0.00	41.36
20-22-5130	Overtime	28,500.00	1,529.63	15,004.25	0.00	52.65
20-22-5210	HealthDental Insurance	117,000.00	7,855.53	39,968.79	0.00	34.16
20-22-5230	Social Security	39,000.00	3,190.81	16,192.53	0.00	41.52
20-22-5240	Retirement	73,000.00	8,027.68	40,693.84	0.00	55.74
20-22-5250	TrimetWBFPAid Leave OR	7,000.00	493.65	2,513.87	0.00	35.91
20-22-5270	Workers Compensation	12,000.00	1,196.76	4,565.84	0.00	38.05
20-22-5290	Other Employee Benefits	0.00	7.99	7.99	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>63,655.21</i>	<i>326,973.58</i>	<i>0.00</i>	<i>41.95</i>
	<i>Materials & Services</i>					
20-22-6155	Contracted Services	58,600.00	0.00	16,346.06	10,100.00	27.89
20-22-6220	Electricity	53,000.00	3,987.85	15,620.03	30,870.00	29.47
20-22-6290	Other Utilities	2,000.00	41.51	207.55	345.00	10.38
20-22-6320	Buildings & Grounds	1,000.00	0.00	0.00	0.00	0.00
20-22-6342	Collection System Maint.	35,000.00	0.00	0.00	0.00	0.00
20-22-6410	Mileage	1,000.00	0.00	42.20	0.00	4.22
20-22-6420	Staff Training	18,000.00	0.00	3,986.59	0.00	22.15
20-22-6430	Certifications	2,000.00	0.00	874.06	0.00	43.70
20-22-6530	Small Tools & Equipment	25,000.00	522.00	8,498.89	1,900.00	34.00
20-22-6540	Safety Supplies	12,000.00	123.99	2,596.68	0.00	21.64
20-22-6550	Operational Supplies	5,000.00	28.58	736.57	0.00	14.73
20-22-6780	Taxes, Fees, Permits	24,000.00	766.08	6,962.91	13,362.56	29.01
	<i>Materials & Services</i>	<i>236,600.00</i>	<i>5,470.01</i>	<i>55,871.54</i>	<i>56,577.56</i>	<i>23.61</i>
	Wastewater-Collections	1,016,100.00	69,125.22	382,845.12	56,577.56	37.68

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,167.00	845,835.00	0.00	41.67
20-29-8150	Transfers Out to Fund 50	3,482,000.00	140,000.00	747,000.00	0.00	21.45
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,667.00	1,333,335.00	0.00	41.67
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>9,377,088.00</i>	<i>575,834.00</i>	<i>2,926,170.00</i>	<i>0.00</i>	<i>31.21</i>
	Transfers & Contingencies	9,377,088.00	575,834.00	2,926,170.00	0.00	31.21
	Expense	12,580,188.00	786,763.83	4,107,172.86	571,290.15	32.65
20	Wastewater Reclam.	15,000.00	97,839.48	66,651.40	-571,290.15	444.34
30	Watershed Protection NonDivisional					
	<i>Beginning Fund Balance</i>					
30-00-3500	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<i>Beginning Fund Balance</i>	<i>50,874.00</i>	<i>0.00</i>	<i>6,453.68</i>	<i>0.00</i>	<i>12.69</i>
	NonDivisional	50,874.00	0.00	6,453.68	0.00	12.69
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	NonDivisional Revenue					
30-00-4213	Watershed Protection Charges	1,751,000.00	141,553.96	717,166.07	0.00	40.96
30-00-4215	Penalties & Late charges	1,000.00	214.47	890.89	0.00	89.09
30-00-4290	Other Charges for Services	25,000.00	0.00	6,390.96	0.00	25.56
30-00-4610	Investment Revenue	2,000.00	21.63	98.64	0.00	4.93
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>141,790.06</i>	<i>724,546.56</i>	<i>0.00</i>	<i>40.73</i>
	NonDivisional	1,779,000.00	141,790.06	724,546.56	0.00	40.73
	Revenue	1,779,000.00	141,790.06	724,546.56	0.00	40.73
	Watershed Protection Personnel Services					
30-23-5110	Regular Employees	113,000.00	9,585.62	47,836.14	0.00	42.33
30-23-5130	Overtime	1,000.00	0.00	0.00	0.00	0.00
30-23-5210	HealthDental Insurance	38,000.00	2,811.43	13,722.09	0.00	36.11
30-23-5230	Social Security	9,000.00	718.36	3,544.45	0.00	39.38
30-23-5240	Retirement	22,000.00	1,794.44	8,861.33	0.00	40.28
30-23-5250	TrimetWBFPaid Leave OR	2,000.00	109.36	545.57	0.00	27.28
30-23-5270	Workers Compensation	1,000.00	256.34	1,013.22	0.00	101.32
30-23-5290	Other Employee Benefits	0.00	0.00	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>15,275.55</i>	<i>75,522.80</i>	<i>0.00</i>	<i>40.60</i>
	Materials & Services					
30-23-6155	Contracted Services	163,000.00	27,882.50	53,622.16	148,792.35	32.90
30-23-6340	System Maintenance	45,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff Training	3,000.00	0.00	179.00	0.00	5.97
30-23-6430	Certifications	1,000.00	0.00	0.00	0.00	0.00
30-23-6530	Small Tools & Equipment	1,000.00	0.00	0.00	0.00	0.00
30-23-6540	Safety Supplies	1,000.00	0.00	0.00	0.00	0.00
30-23-6550	Operational Supplies	7,000.00	2,980.00	2,989.99	0.00	42.71
30-23-6730	Communications	55,000.00	0.00	14,524.75	40,618.98	26.41
30-23-6780	Taxes, Fees, Permits	4,400.00	0.00	0.00	0.00	0.00
	<i>Materials & Services</i>	<i>280,400.00</i>	<i>30,862.50</i>	<i>71,315.90</i>	<i>189,411.33</i>	<i>25.43</i>
	Watershed Protection	466,400.00	46,138.05	146,838.70	189,411.33	31.48
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	445,415.00	0.00	41.67
30-29-8120	Transfers Out to Fund 20	154,600.00	12,883.00	64,415.00	0.00	41.67
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>1,362,474.00</i>	<i>101,966.00</i>	<i>509,830.00</i>	<i>0.00</i>	<i>37.42</i>
	Transfers & Contingencies	1,362,474.00	101,966.00	509,830.00	0.00	37.42
	Expense	1,828,874.00	148,104.05	656,668.70	189,411.33	35.91
30	Watershed Protection	1,000.00	-6,313.99	74,331.54	-189,411.33	7,433.15
50	WW Revenue Bond Debt Service					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
50-00-3500	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<i>Beginning Fund Balance</i>	<i>527,978.00</i>	<i>0.00</i>	<i>7,340.70</i>	<i>0.00</i>	<i>1.39</i>
	NonDivisional	527,978.00	0.00	7,340.70	0.00	1.39
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	NonDivisional					
	<i>Revenue</i>					
50-00-4610	Investment Revenue	3,000.00	0.00	1,733.79	0.00	57.79
	<i>Revenue</i>	<i>3,000.00</i>	<i>0.00</i>	<i>1,733.79</i>	<i>0.00</i>	<i>57.79</i>
	NonDivisional	3,000.00	0.00	1,733.79	0.00	57.79
	Transfers & Contingencies					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	140,000.00	747,000.00	0.00	21.45
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>140,000.00</i>	<i>747,000.00</i>	<i>0.00</i>	<i>21.45</i>
	Transfers & Contingencies	3,482,000.00	140,000.00	747,000.00	0.00	21.45
	Debt Service					
	<i>Revenue</i>					
	<i>Materials & Services</i>					
50-24-6810	2010 SRF Loan Principal	965,000.00	0.00	480,065.00	0.00	49.75
50-24-6811	2021 IFA Loan Principal	323,000.00	0.00	0.00	0.00	0.00
50-24-6813	JPM Bank Loan Principal	1,450,000.00	0.00	0.00	0.00	0.00
50-24-6820	2010 SRF Loan Interest	260,000.00	0.00	106,933.00	0.00	41.13
50-24-6822	2021 IFA Loan Interest	154,000.00	0.00	0.00	0.00	0.00
50-24-6823	JPM Bank Loan Interest	271,000.00	135,275.00	135,275.00	0.00	49.92
	<i>Materials & Services</i>	<i>3,423,000.00</i>	<i>135,275.00</i>	<i>722,273.00</i>	<i>0.00</i>	<i>21.10</i>
	Debt Service	3,423,000.00	135,275.00	722,273.00	0.00	21.10
	Expense	3,423,000.00	135,275.00	722,273.00	0.00	21.10
50	WW Revenue Bond Debt Service	589,978.00	4,725.00	33,801.49	0.00	5.73
71	Drinking Water Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
71-00-3500	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<i>Beginning Fund Balance</i>	<i>3,487,371.00</i>	<i>0.00</i>	<i>62,793.23</i>	<i>0.00</i>	<i>1.80</i>
	NonDivisional	3,487,371.00	0.00	62,793.23	0.00	1.80
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	NonDivisional					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	29,076.20	146,819.20	0.00	293.64

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
71-00-4225	Development-Reimburse System	50,000.00	27,009.60	136,391.60	0.00	272.78
71-00-4610	Development-Improvement Investment Revenue	50,000.00	18,634.93	74,061.31	0.00	148.12
	<i>Revenue</i>	<i>150,000.00</i>	<i>74,720.73</i>	<i>357,272.11</i>	<i>0.00</i>	<i>238.18</i>
	NonDivisional	150,000.00	74,720.73	357,272.11	0.00	238.18
	Transfers & Contingencies					
71-29-4910	Transfer In from Fund 10 Revenue	1,500,000.00	125,000.00	625,000.00	0.00	41.67
	<i>Revenue</i>	<i>1,500,000.00</i>	<i>125,000.00</i>	<i>625,000.00</i>	<i>0.00</i>	<i>41.67</i>
	Transfers & Contingencies	1,500,000.00	125,000.00	625,000.00	0.00	41.67
	Revenue	1,650,000.00	199,720.73	982,272.11	0.00	59.53
	Drinking Water					
	<i>Capital Outlay</i>					
71-20-7200	Infrastructure	500,000.00	60,484.96	73,728.74	255,312.37	14.75
71-20-7300	Buildings & Improvements	25,000.00	0.00	0.00	0.00	0.00
71-20-7520	Equipment	200,000.00	0.00	15,666.42	145,658.55	7.83
71-20-7530	Information Technology	75,000.00	0.00	0.00	6,788.44	0.00
71-20-7600	Capital Improvement Projects	2,400,000.00	1,290.00	39,567.18	1,540,406.13	1.65
	<i>Capital Outlay</i>	<i>3,200,000.00</i>	<i>61,774.96</i>	<i>128,962.34</i>	<i>1,948,165.49</i>	<i>4.03</i>
	Drinking Water	3,200,000.00	61,774.96	128,962.34	1,948,165.49	4.03
	Transfers & Contingencies					
	<i>Transfers & Contingencies</i>					
71-29-9000	Contingency	370,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	<i>370,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	Transfers & Contingencies	370,000.00	0.00	0.00	0.00	0.00
71	Expense	3,570,000.00	61,774.96	128,962.34	1,948,165.49	3.61
	Drinking Water Capital	1,567,371.00	137,945.77	916,103.00	-1,948,165.49	58.45
72	Wastewater Reclamation Capital					
	NonDivisional					
	<i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	<i>Beginning Fund Balance</i>	<i>2,557,963.00</i>	<i>0.00</i>	<i>-1,011,212.03</i>	<i>0.00</i>	<i>-39.53</i>
	NonDivisional	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	Fund Balance	2,557,963.00	0.00	-1,011,212.03	0.00	-39.53
	NonDivisional					
	<i>Revenue</i>					
72-00-4220	System Development Charges	100,000.00	5,165.00	61,980.00	0.00	61.98
72-00-4610	Investment Revenue	30,000.00	15,824.92	72,202.70	0.00	240.68
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing	1,500,000.00	0.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>1,630,000.00</i>	<i>20,989.92</i>	<i>239,182.70</i>	<i>0.00</i>	<i>14.67</i>
	NonDivisional	1,630,000.00	20,989.92	239,182.70	0.00	14.67
	Transfers & Contingencies					
	<i>Revenue</i>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
72-29-4920	Transfer In from Fund 20 <i>Revenue</i>	3,200,000.00 <i>3,200,000.00</i>	266,667.00 <i>266,667.00</i>	1,333,335.00 <i>1,333,335.00</i>	0.00 <i>0.00</i>	41.67 <i>41.67</i>
	Transfers & Contingencies	3,200,000.00	266,667.00	1,333,335.00	0.00	41.67
	Revenue Wastewater-Plant <i>Capital Outlay</i>	4,830,000.00	287,656.92	1,572,517.70	0.00	32.56
72-21-7200	Infrastructure	0.00	720.00	720.00	0.00	0.00
72-21-7300	Buildings & Improvements	60,000.00	6,040.55	30,037.55	14,748.00	50.06
72-21-7520	Equipment	655,000.00	0.00	92,698.49	391,643.00	14.15
72-21-7530	Information Technology	115,000.00	0.00	0.00	98,014.43	0.00
72-21-7600	Capital Improvement Projects <i>Capital Outlay</i>	900,000.00 <i>1,730,000.00</i>	44,337.83 <i>51,098.38</i>	279,142.10 <i>402,598.14</i>	640,272.22 <i>1,144,677.65</i>	31.02 <i>23.27</i>
	Wastewater-Plant	1,730,000.00	51,098.38	402,598.14	1,144,677.65	23.27
	Wastewater-Collections <i>Capital Outlay</i>					
72-22-7200	Infrastructure	225,000.00	60,411.45	96,561.45	7,300.00	42.92
72-22-7520	Equipment	30,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects <i>Capital Outlay</i>	3,600,000.00 <i>3,855,000.00</i>	87,995.65 <i>148,407.10</i>	959,340.70 <i>1,055,902.15</i>	1,378,257.98 <i>1,385,557.98</i>	26.65 <i>27.39</i>
	Wastewater-Collections	3,855,000.00	148,407.10	1,055,902.15	1,385,557.98	27.39
	Transfers & Contingencies <i>Transfers & Contingencies</i>					
72-29-9000	Contingency <i>Transfers & Contingencies</i>	653,800.00 <i>653,800.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>
	Transfers & Contingencies	653,800.00	0.00	0.00	0.00	0.00
72	Expense Wastewater Reclamation Capital	6,238,800.00 1,149,163.00	199,505.48 88,151.44	1,458,500.29 -897,194.62	2,530,235.63 -2,530,235.63	23.38 -78.07
73	Watershed Protection Capital NonDivisional <i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance <i>Beginning Fund Balance</i>	2,613,105.00 <i>2,613,105.00</i>	0.00 <i>0.00</i>	30,571.09 <i>30,571.09</i>	0.00 <i>0.00</i>	1.17 <i>1.17</i>
	NonDivisional	2,613,105.00	0.00	30,571.09	0.00	1.17
	Fund Balance NonDivisional <i>Revenue</i>	2,613,105.00	0.00	30,571.09	0.00	1.17
73-00-4610	Investment Revenue <i>Revenue</i>	20,000.00 <i>20,000.00</i>	9,349.54 <i>9,349.54</i>	42,658.14 <i>42,658.14</i>	0.00 <i>0.00</i>	213.29 <i>213.29</i>
	NonDivisional	20,000.00	9,349.54	42,658.14	0.00	213.29
	Revenue Watershed Protection <i>Capital Outlay</i>	20,000.00	9,349.54	42,658.14	0.00	213.29
73-23-7600	Capital Improvement Projects <i>Capital Outlay</i>	300,000.00 <i>300,000.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>	0.00 <i>0.00</i>

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>Encumbered</u>	<u>% of Budget</u>
	Watershed Protection	300,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies					
73-29-9000	<i>Transfers & Contingencies</i>					
	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers & Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	Transfers & Contingencies	50,000.00	0.00	0.00	0.00	0.00
	Expense	350,000.00	0.00	0.00	0.00	0.00
73	Watershed Protection	2,283,105.00	9,349.54	73,229.23	0.00	3.21
	Capital					
Revenue Total		33,839,000.00	2,457,402.87	13,330,374.55	0.00	39.3935
Expense Total		40,056,913.00	2,054,277.11	11,012,770.74	6,515,456.73	27.4928

General Ledger
Account Roll up



User: gail@olwsd.org
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Period 05 - 05
Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
Revenue	Revenue				
4210	Water Sales - CRW	\$ 30,000.00	\$ 2,557.18	\$ 24,914.32	83.1%
4211	Water sales	\$ 5,469,000.00	\$ 390,134.26	\$ 2,497,213.88	45.7%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 870,935.47	\$ 4,709,115.89	39.5%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 141,553.96	\$ 717,166.07	41.0%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,153.70	\$ 11,062.06	48.1%
4220	System Development Charges	\$ 100,000.00	\$ 5,165.00	\$ 61,980.00	62.0%
4221	System Development-Reimburse	\$ 50,000.00	\$ 29,076.20	\$ 146,819.20	293.6%
4225	System Development-Improvement	\$ 50,000.00	\$ 27,009.60	\$ 136,391.60	272.8%
4227	System Development-Compliance	\$ -	\$ 730.20	\$ 3,692.20	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 25,400.00	44.3%
4240	Service installations	\$ 10,000.00	\$ 11,549.00	\$ 33,308.00	333.1%
4280	Rents & leases	\$ 180,000.00	\$ 24,038.30	\$ 83,703.52	46.5%
4290	Other charges for services	\$ 45,000.00	\$ 1,591.95	\$ 15,840.36	35.2%
4610	Investment revenue	\$ 119,000.00	\$ 53,674.05	\$ 225,008.75	189.1%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 1,351.00	\$ 132,343.70	357.7%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		\$ 21,334,400.00	\$ 1,565,519.87	\$ 8,823,959.55	41.4%
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,083.00	\$ 1,070,415.00	41.7%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 575,834.00	\$ 2,926,170.00	33.6%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,966.00	\$ 509,830.00	41.7%
Revenue	Revenue	\$ 33,839,000.00	\$ 2,457,402.87	\$ 13,330,374.55	39.4%
Expense	Expense				
Personnel Services					
5110	Regular employees	\$ 3,711,000.00	\$ 287,136.73	\$ 1,486,293.33	40.1%
5120	Temporary/Seasonal employees	\$ -	\$ 1,096.43	\$ 1,096.43	0.0%
5130	Overtime	\$ 139,000.00	\$ 11,653.11	\$ 60,795.71	43.7%
5210	Employee Ins	\$ 814,000.00	\$ 50,935.24	\$ 254,459.06	31.3%
5230	Social Security	\$ 289,000.00	\$ 22,361.94	\$ 114,123.23	39.5%
5240	Retirement	\$ 692,000.00	\$ 57,445.48	\$ 284,306.48	41.1%
5250	Trimet	\$ 62,000.00	\$ 3,473.31	\$ 17,692.31	28.5%
5260	Unemployment	\$ 5,000.00	\$ 4.65	\$ 3,686.43	73.7%
5270	Workers compensation	\$ 49,000.00	\$ 4,513.06	\$ 17,616.18	36.0%
5290	Other employee benefits	\$ 15,000.00	\$ 1,934.65	\$ 5,581.42	37.2%
		\$ 5,776,000.00	\$ 440,554.60	\$ 2,245,650.58	38.9%
Materials & Services					
6110	Legal services	\$ 300,000.00	\$ 12,351.00	\$ 65,416.19	21.8%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ 525.00	0.7%
6155	Contracted Services	\$ 1,408,500.00	\$ 85,675.04	\$ 359,922.44	25.6%
6175	Records Management	\$ 8,500.00	\$ 274.66	\$ 2,428.25	28.6%
6180	Dues & subscriptions	\$ 42,000.00	\$ 2,947.00	\$ 15,083.40	35.9%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6220	Electricity	\$ 435,000.00	\$ 31,541.83	\$ 151,632.89	34.9%
6230	Telephone	\$ 59,700.00	\$ 2,099.12	\$ 18,439.98	30.9%
6240	Natural gas	\$ 9,000.00	\$ 897.37	\$ 2,303.85	25.6%
6250	Solid waste disposal	\$ 44,000.00	\$ 2,442.18	\$ 11,816.98	26.9%
6290	Other utilities	\$ 13,500.00	\$ 2,135.81	\$ 6,051.91	44.8%
6310	Janitorial services	\$ 34,000.00	\$ 2,756.70	\$ 13,783.50	40.5%
6320	Buildings & grounds	\$ 108,000.00	\$ 6,519.34	\$ 34,690.10	32.1%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 685.97	\$ 16,308.03	20.4%
6340	Distribution system maint	\$ 245,000.00	\$ 2,974.45	\$ 53,110.06	21.7%
6342	Collection system maint.	\$ 220,000.00	\$ 7,585.04	\$ 59,849.43	27.2%
6350	Computer maintenance	\$ 434,500.00	\$ 34,069.24	\$ 170,157.90	39.2%
6410	Mileage	\$ 5,500.00	\$ -	\$ 468.88	8.5%
6420	Staff training	\$ 88,500.00	\$ 1,595.89	\$ 19,859.01	22.4%
6430	Certifications	\$ 8,000.00	\$ 100.00	\$ 1,564.29	19.6%
6440	Board travel & training	\$ 5,000.00	\$ 122.32	\$ 249.49	5.0%
6510	Office supplies	\$ 36,000.00	\$ 1,429.05	\$ 13,045.56	36.2%
6520	Fuel & oils	\$ 50,000.00	\$ 2,532.92	\$ 15,101.84	30.2%
6525	Chemicals	\$ 77,000.00	\$ 1,005.80	\$ 23,242.40	30.2%
6530	Small tools & equipment	\$ 45,000.00	\$ 1,706.63	\$ 14,874.09	33.1%
6540	Safety supplies	\$ 55,000.00	\$ 2,631.77	\$ 28,622.84	52.0%
6550	Operational Supplies	\$ 30,000.00	\$ 3,437.44	\$ 7,365.92	24.6%
6560	Uniforms	\$ 42,000.00	\$ 9,598.08	\$ 21,638.62	51.5%
6570	In-House Laboratory Services	\$ 15,000.00	\$ -	\$ -	0.0%
6610	Board compensation	\$ 2,500.00	\$ -	\$ -	0.0%
6620	Election Costs	\$ 500.00	\$ -	\$ -	0.0%
6710	Purchased water	\$ 1,200,000.00	\$ 71,645.47	\$ 562,849.52	46.9%
6715	Water quality program	\$ 28,500.00	\$ -	\$ 5,042.43	17.7%
6720	Insurance	\$ 235,000.00	\$ 16,101.68	\$ 80,508.40	34.3%
6730	Communications	\$ 94,000.00	\$ -	\$ 22,762.03	24.2%
6740	Advertising	\$ 7,000.00	\$ -	\$ 1,247.00	17.8%
6760	Equipment Rental	\$ 36,000.00	\$ -	\$ 27,273.54	75.8%
6770	Bank charges	\$ 165,000.00	\$ 14,255.57	\$ 71,158.46	43.1%
6780	Taxes, Fees & Permits	\$ 121,400.00	\$ 4,166.70	\$ 44,572.55	36.7%
6790	Miscellaneous Expense	\$ 1,000.00	\$ -	\$ -	0.0%
		\$ 5,865,600.00	\$ 325,284.07	\$ 1,942,966.78	33.1%
<u>Debt Service and Special Payments</u>					
6810	2010 SRF Loan Principal	\$ 965,000.00	\$ -	\$ 480,065.00	49.8%
6811	2010 IFA Loan Principal	\$ 323,000.00	\$ -	\$ -	0.0%
6813	JPM Bank Loan Principal	\$ 1,450,000.00	\$ -	\$ -	0.0%
6815	Zions Bank loan-principal	\$ 193,000.00	\$ -	\$ -	0.0%
6820	2010 SRF Loan Interest	\$ 260,000.00	\$ -	\$ 106,933.00	41.1%
6822	2010 IFA Loan Interest	\$ 154,000.00	\$ -	\$ -	0.0%
6823	JPM Bank Loan Interest	\$ 271,000.00	\$ 135,275.00	\$ 135,275.00	49.9%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ -	\$ 8,002.75	49.7%
		\$ 3,632,100.00	\$ 135,275.00	\$ 730,275.75	20.1%
<u>Capital Outlay</u>					
7200	Infrastructure	\$ 725,000.00	\$ 121,616.41	\$ 171,010.19	23.6%
7300	Buildings & Improvements	\$ 85,000.00	\$ 6,040.55	\$ 30,037.55	35.3%
7520	Equipment	\$ 885,000.00	\$ -	\$ 108,364.91	12.2%
7530	Information Technology	\$ 190,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 7,200,000.00	\$ 133,623.48	\$ 1,278,049.98	17.8%
		\$ 9,085,000.00	\$ 261,280.44	\$ 1,587,462.63	17.5%
<u>Transfers</u>					

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,333.00	\$ 1,736,665.00	41.7%
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,883.00	\$ 64,415.00	41.7%
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ 140,000.00	\$ 747,000.00	21.5%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 625,000.00	41.7%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,667.00	\$ 1,333,335.00	41.7%
		\$ 12,504,600.00	\$ 891,883.00	\$ 4,506,415.00	36.0%
		\$ 36,863,300.00	\$ 2,054,277.11	\$ 11,012,770.74	29.9%
9000	Contingency	\$ 3,209,613.00	\$ -	\$ -	0.0%
Expense	Expense	\$ 40,072,913.00	\$ 2,054,277.11	\$ 11,012,770.74	27.5%
Revenue Total		\$ 33,839,000.00	\$ 2,457,402.87	\$ 13,330,374.55	39.4%
Expense Total		\$ 40,072,913.00	\$ 2,054,277.11	\$ 11,012,770.74	27.5%
Grand Total		\$ (6,233,913.00)	\$ 403,125.76	\$ 2,317,603.81	-37.2%



AGENDA ITEM

To	Board of Directors
From	Laural Casey, District Recorder
Title	Approval of Meeting Minutes
Item No.	3b
Date	January 16, 2024

Summary of Minutes for Approval

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

Attachments

1. December 12, 2023 Meeting Minutes
2. December 19, 2023 Meeting Minutes



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
DECEMBER 12, 2023**

Board of Directors

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Gail Stevens	Finance Director
Aaron Janicke	Assistant District Engineer
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston
Gulgun Ugur	Hawkins, Delafield, and Wood
Duncan Brown	PFM Financial Advisors
Maggie Marshall	PFM Financial Advisors

1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 3:00 p.m.

2. Call for Public Comment

Chair Keil acknowledged the attendance of Budget Committee Representatives Robert Weber and Mark Elliott.

There were no verbal comments.

3. Consideration of Customer-Focused Values for Borrowing Decision-Making

General Manager Chaplen explained how asset management decisions reflect the organization's values. With infrastructure assets being the largest expenditures, the current Board's decisions bind the organization for long periods of time. There are many funding options available to OLWS based on the

types of capital projects. General Manager Chaplen overviewed the Board's areas of impact through policy decisions, including the current funding practices and a potential future rate stabilization fund.

There was discussion about customer-focused values, mainly the two options outlined by General Manager Chaplen:

- lowest rates versus lowest costs, or
- certainty versus uncertainty.

General Manager Chaplen explained how these values drive funding decisions through market fluctuations and provide stability to the customer and the organization.

The Board asked questions regarding:

- Where the grant money goes,
- How to keep project costs down, and
- Capital project prioritization.

Treasurer Gornick arrived at 3:33 p.m.

General Manager Chaplen promised to provide the Board with experience-driven recommendations and the best data available, and asked that the Board make decisions based on mutual trust and collective experience, stating the best decisions result from those made together rather than as an individual.

4. Presentation of Borrowing Choices by PFM Financial Advisors and Hawkins, Delafield & Wood

Financial Advisor Duncan Brown provided an overview of debt financing. Bond Counsel Gulgun Ugur explained the role of Bond Counsel. Financial Advisor Brown outlined the role of Financial Advisors, existing OLWS debt, and a recommendation based on a comparison of financing methods. OLWS' needs were summarized, and Financial Advisor Brown outlined a series of debt scenarios based on the borrowing opportunities available to OLWS.

The Board asked clarifying questions regarding:

- Bonding authority,
- Bond types,
- Debt limits,
- Debt consolidation,
- Funding timelines from application to expenditure,
- Capital project prioritization,
- The customer rate impacts of the Water Master Plan,
- WIFIA loan project requirements,
- The interest rate impact on customer rates based on the proposed borrowing scenarios, and
- Debt prepayment options.

5. Consideration of Borrowing Choices

There was a discussion regarding how to narrow down the funding options. General Manager Chaplen asked for Board consensus on the types of funding. There was none. Staff were told to make a recommendation to the Board.

The Board asked for input from the present Budget Committee representatives, who asked questions regarding the FY 2024 rate increase and how organizational cashflow (customer rates) impacts the budget and funding processes.

General Manager Chaplen summarized the Board’s values as being interested in customer rate smoothing using the borrowing options with lower long-term costs. The Infrastructure Subcommittee and Financial Advisors will work independently to bring recommendations to the Board for borrowing decisions.

6. Presentation of Outreach Plan and Budget Calendar

General Manager Chaplen presented the Outreach Plan for the upcoming budget cycle.

The Board asked clarifying questions regarding the cost and regulatory requirements of individual mailings.

The Board provided feedback on the proposed Budget Calendar and asked whether the Budget Committee had been confirmed for the upcoming year.

7. Adjourn Meeting

Chair Keil adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



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

Board of Directors

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
David Hawkins	Plant Superintendent
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Mary Rowe	Workplace Results

1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 5:59 p.m. and facilitated the flag salute.

2. Call for Public Comment

There were no verbal comments.

3. Consent Agenda

Items on the Consent Agenda included:

- The October 2023 Financial Report, and
- November 21, 2023 Board Meeting Minutes

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded.

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

MOTION CARRIED

4. Consideration of Paid Leave Oregon Policy

Interim HR Manager Rowe overviewed the Paid Leave Oregon Program and the proposed OLWS policy.

The Board asked clarifying questions regarding additional OLWS provisions, staff use, and concurrent use with other leave types.

Treasurer Gornick moved to adopt the Paid Leave Oregon Policy. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Resolution No. 2023-0024 Adopting Updated Procurement Rules

General Manager Chaplen overviewed the updated procurement rules, highlighting the changes made to align OLWS with the State's Rules.

The Board asked clarifying questions about the State's update, the protest period, abandonment of personal property, and contract pools.

Director Bullock moved to approve Resolution No. 2023-0024 adopting updated public contracting and purchasing rules and superseding and replacing Resolution No. 2023-0015 and adopting findings on the special procurement classes identified as Attachment A to the Procurement Rules. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Presentation on Upcoming Board Officer Elections

General Manager Chaplen explained the Officer election process for an Authority. Legal Counsel Brooks outlined the process memorialized in the Board Governance Policy. The Board asked questions about what was codified.

Director Van Loo moved to elect Paul Gornick as Treasurer, Kevin Williams as Vice Chair, and Susan Keil as Chair for 2024. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Business from the Board

Board Liaison Assignments will be reviewed in the January meeting.

There was discussion about the NCPRD meeting attended by Director Bullock and the Jennings Lodge CPO meeting attended by Vice Chair Williams.

Chair Keil provided a verbal report on monthly liaison activities.

8. Department Reports

General Manager Chaplen and PWD Albert overviewed the options for changing the proposed Budget Calendar. The Board asked clarifying questions. There was consensus to hold Budget Committee meetings on April 2, 4, and 9, 2024. PWD Albert committed to making confirmation calls to the rest of the Budget Committee.

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding guest payment options and whether all tenants are getting bills, ongoing development, and WWTP operations and maintenance projects.

9. Recess to Executive Session

Chair Keil recessed to executive session at 7:00 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

10. Adjourn Executive Session

Chair Keil adjourned the executive session at 7:45 p.m.

No decisions were made as a result of the executive session.

11. Adjourn Meeting

Chair Keil adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: _____

Date: _____



STAFF REPORT

To	Board of Directors
From	Gail Stevens, Finance Director
Title	Consideration of FY 2025 Budget Officer Appointment
Item No.	4
Date	January 16, 2024

Summary

Each year the Board designates the Budget Officer. Staff requests that the Board appoint Finance Director, Gail Stevens, as the Budget Officer for Oak Lodge Water Services Authority (OLWS) for the fiscal year 2024-2025 budget.

Background

Oregon Local Budget Law ORS 294.35 to 294.565 requires each local government to have a budget officer. OLWS's Budget Officer must present a balanced budget to the Budget Committee. The Budget Officer is responsible for publishing all the notices required by Local Budget Law and is also responsible for monitoring budget expenditures during the year and notifying the governing body of the need to make any budget changes required after adoption.

Past Board Actions

In the past three years, the Finance Director has been appointed as the Budget Officer.

Concurrence

The Finance Director has reviewed this recommendation with the General Manager.

Recommendation

Staff recommends the Board approve the Finance Director be designated the Budget Officer for fiscal year 2024-2025

Suggested Board Motion

"I move to approve the Finance Director as the Budget Officer for Oak Lodge Water Services Authority for the fiscal year 2024-2025 budget."



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of FY 2025 Budget Calendar
Item No. 5
Date January 16, 2024

Summary

Approval of the budget calendar for Oak Lodge Water Services Authority Budget Committee meetings for the preparation of the fiscal year 2024-2025 budget.

Background

Oregon Budget Law suggests the approval of a budget schedule to allow for public notice and participation. The proposed budget schedule allows opportunity for public participation. It also provides adequate time for the Budget Committee meeting.

Recommendation

Staff recommends the Board approves the proposed budget calendar for the fiscal year 2024-2025 budget.

Suggested Board Motion

"I move to approve the proposed budget calendar for the fiscal year 2024-2025 budget."

Attachments

1. Fiscal Year 2024-2025 Budget Calendar



FISCAL YEAR 2024-2025 BUDGET CALENDAR

- | | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday, April 2, 2024 | Budget Committee Meeting <ul style="list-style-type: none">• Administrative Tasks• Presentation of Capital Improvement Plan• Presentation of Proposed Budget |
| Thursday, April 4, 2024 | Budget Committee Meeting <ul style="list-style-type: none">• Recap CIP / Proposed Budget• Public Hearing• Committee Deliberations |
| Tuesday, April 9, 2024 | Budget Committee Meeting <ul style="list-style-type: none">• Committee Deliberations |
| Tuesday, May 21, 2023 | Board of Directors Meeting <ul style="list-style-type: none">• Budget Adoption |

All meetings will be hybrid, in-person and online, beginning at 6:00 p.m. unless otherwise stated.

In-person at Oak Lodge Water Services
14496 SE River Rd,
Oak Grove, OR 97267

Online link will be published one week prior to the meeting.

DRAFT UNTIL ADOPTED

STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Consideration of Budget Committee Appointments
Item No. 6
Date January 16, 2024

Summary

Each year Staff requests the Board approve Budget Committee members for open positions.

Background

Oregon Local Budget Law - ORS 294.305 through ORS 294.565 - requires the governing body to appoint the Budget Committee. Appointed members of the Budget Committee serve for three years. To avoid the entire Budget Committee turning over at the same time, each position is assigned a term, and the statutes require terms to be staggered, to the extent possible, such that approximately one-third of the members are appointed each year. The OLWS Budget Committee consists of the five members of the Board and five electors.

Position 5 of the OLWS Authority Budget Committee is currently vacant. Ron Nichelini, having served in this position for one year until the end of term on 6/30/2023, is willing to serve for another three years on the Budget Committee.

Recommendation

The Finance Director is recommending the Board appoint Ron Nichelini to Position 5 with term ending 6/30/2026.

Suggested Board Motion

"I move to appointment Ron Nichelini to the Budget Committee Position 5, with a term expiring June 30, 2026."

STAFF REPORT

To Board of Directors
From Brad Albert, Acting General Manager
Title Consideration of 2024 Board Liaison Assignments
Item No. 7
Date January 16, 2024

Summary

The Board of Directors self-assigns liaisons to various community groups to further the mission of OLWS.

Background

The Board of Directors will review the liaison assignments annually to:

- Add or remove community organizations to which the Board assigns liaisons.
- Assign Directors to both primary and alternate liaison positions for each organization.

Past Board Actions

December 20, 2022 The Board assigned the 2023 liaison duties for newly elected Authority Directors.

Recommendation

No official action is needed. However, Staff recommend Board consensus on:

- The community organizations to which OLWS assigns liaisons, and
- Directors assigned as primary and alternate liaisons to each organization.

Suggested Board Motion

No motion is needed.

Attachments

1. 2023 Liaison Assignments

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

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

STAFF REPORT

To Board of Directors
From Brad Albert, Acting General Manager
Title Consideration of 2024 Board Sub-Committees Assignments
Item No. 8
Date January 16, 2024

Summary

The Board of Directors creates sub-committees and appoints members to meet with the General Manager on a variety of topics. The Board self-assigns Directors to Board sub-committees.

Background

The Board of Directors will review the sub-committee assignments annually to:

- Add or remove sub-committees, and
- Assign Directors to each Sub-Committee.

Recommendation

No official action is needed. However, Staff recommend Board consensus on:

- The necessary sub-committees, and
- The Directors assigned to each sub-committee.

Suggested Board Motion

No motion is needed.

Attachments

1. 2023 Sub-Committee Assignments



2023 BOARD SUB-COMMITTEE ASSIGNMENTS

Human Resources

1. Susan Keil
2. Kevin Williams

Finance

1. Susan Keil
2. Paul Gornick

Capital

1. Paul Gornick
2. Kevin Williams



AGENDA ITEM

Title	Business from the Board
Item No.	9
Date	January 16, 2024

Summary

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

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

Business from the Board may include:

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

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

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

Business from the Board

Paul Gornick's Liaison Report – January 2024

December 20, 2023 – Sunrise Water Authority Board Meeting (held in new administration building)

- Board adopted Resolution 2023-07, approving a rate increase of 5% to residential and non-residential rates and related service charges.
- General manager Wade Hathhorn's report included the following:
- Staff has been moved into the new building for more than a month, and punchlist work continues by the contractor.
- Focus has returned to completion of an updated water master plan that includes a potential new pressure zone to allow service into future areas above elevation 470. Staff is examining the property offered for use at November meeting to construct a potential reservoir to serve those areas. The master plan work is expected to continue until mid-Spring 2024.
- A Notice of Potential Termination of contract has been sent to Elk Mountain contractors for failure to complete the Highridge/Dogwood intertie project by October 22. Staff is working with legal counsel on next steps.
- Staff has found a parcel for sale on SE Maple Lane west of 172nd that could serve as a site for a small reservoir (1.5 MG) for the non-potable (purple pipe) system. The site is very steep, and staff has contacted a geotechnical engineering firm to do a preliminary assessment of the site.

January 4, 2024 – C4 Meeting

- An update was given by the C4 Toll Strategy Subcommittee. Jamie Stastny from Clackamas County presented a slide deck developed for C4 by ODOT, which shows Scenarios 0-3 of available funding based on the different scenarios. See the individual slides for each scenario for the variable rate tolls that were modeled to determine available revenue for completing the Abernethy Bridge. (Slide deck starts on page 6 of the C4 meeting packet, see link below).
- Mayor Rory Bialostosky of West Linn did a freedom of information request from ODOT as a "show your work" request to see the data developed by ODOT's consultant, WSP Consultants. The data is shown starting on page 20 of the meeting packet, and Mayor Bialostosky's analysis of the data is summarized on page 19. Of particular note is Column E of Mayor Bialostosky's analysis, which shows the ratio of gross revenue collected by tolls to the amount available for bridge funding. The ratio varies from \$6.00 to \$7.28 of tolls collected to \$1.00 of bridge funding. (Note: ODOT's proposed funding for the bridge utilizes Revenue Bonds and a TIFIA loan.)
- Trent Wilson from ClackCo Government Affairs presented information about the Legislature's Special Subcommittee on Transportation Planning meeting scheduled for Saturday, January 6 at Gladstone High School. The agenda for this meeting is on page 24 of the meeting packet.

January 6, 2024 – Special Subcommittee on Transportation Planning at Gladstone HS

- I attended the first hour of this meeting, where committee heard testimony from various invited officials from the north Clackamas County area. County Commissioner Paul Savas, Gladstone Mayor Michael Milch, and West Linn Mayor Rory Bialostosky all did presentations, which were limited to 4 minutes for invited officials, and 2 minutes for the general public. Mayor Bialostosky presented his analysis (which was greeted with enthusiastic applause). Commissioner Savas focused on the current and future safety issues created by diversion to local roadways. Mayor Milch focused on alternate methods of revenue than tolling.
- Meeting packet can be found here: [ROOTD000151505.book \(clackamas.us\)](#)
- Legislature agenda for meeting here: [Transportation Planning Joint 2023-2024 Interim - Oregon Legislative Information System \(oregonlegislature.gov\)](#)



STAFF REPORT

To Board of Directors
From Brad Albert, Acting General Manager
Title Administration Monthly Report
Item No. 10a
Date January 16, 2024

Summary

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

Highlights

- Capital Projects Open House scheduled for Thursday February 15th.

Open House

OLWS would like to extend a warm invitation to our community members for the upcoming Open House event. This event will provide an excellent opportunity to learn more about the exciting projects OLWS has planned for the community and to gain valuable insight into the services we provide.

Date: Thursday, February 15

Time: 5:00 PM - 7:00 PM

Location: 14611 SE River Road, Oak Grove, OR 97267

Discover Upcoming Projects: Community members will gain exclusive insight into the upcoming projects that will positively impact our service area. OLWS believes that keeping our residents informed is crucial to fostering a sense of connection and shared responsibility. Technical staff will be on hand to provide information and answer any questions regarding drinking water, wastewater, and watershed protection services.

Inquire About Your Bill: OLWS' dedicated team will be available to address any questions or concerns regarding community members' utility bills.

OLWS looks forward to welcoming community members to the Open House and appreciates the ongoing support in making the community a better place for everyone.



STAFF REPORT

To Board of Directors
From Gail Stevens, Finance Director
Title Finance Department Monthly Report
Item No. 10b
Date January 16, 2024

Summary

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

Highlights of the Month

- The Accounts Receivable balance decreased by (0.53%), the average delinquent balance decreased by (\$27.60), and the number of delinquent accounts increased by 46.
- Utility bill payments in December were more than the November 30th billed amounts.
- BMS has added a Guest Payment Option to our “\$ Pay Online” payment portal. This will allow Resident/Tenants to pay online using the copy of their “Resident Bill”.

Accounts Receivable Review

The Accounts Receivable (A/R) balances as of December 31, 2023, compared to November 30, 2023, decreased by (0.53%). These are the findings:

1. A/R Balance owed to OLWS has decreased by (\$9,153), after accounting for the delta between billing cycles.

A/R Balance	10/31/2023	11/30/2023	12/31/2023
Bi-Monthly Residential	\$ 1,331,926	\$ 1,073,532	\$ 1,263,589
Large Meters	666,983	644,022	625,636
Total	1,998,909	1,717,554	1,889,226
Variance	153,067	(281,355)	171,671
Billing Cycle Variance	(158,970)	309,245	(180,825)
	(5,903)	27,890	(9,153)
	-0.32%	1.40%	-0.53%

2. The total number of delinquent accounts increased by 46 accounts as of December 31, 2023, compared to November 30, 2023. The average balance per account decreased by (7.4%) or (\$27.60).

Delinquent Accounts	10/31/2023	11/30/2023	12/31/2023
Over 60 Days	\$ 187,746	\$ 209,220	\$ 209,719
Number of Accounts	554	559	605
Average Balance per Acct.	\$ 339	\$ 374	\$ 347
	4.7%	10.4%	-7.4%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has remained unchanged compared to the prior month. The shift is mainly from the 30-60 Day Grace category to the Delinquent category.

Account %	10/31/2023	11/30/2023	12/31/2023
Current	85.99%	85.31%	85.31%
30-60 Day Grace	5.06%	5.80%	5.16%
Delinquent	6.13%	6.18%	6.68%
Credit Balance	2.82%	2.71%	2.86%

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

	Sep 2023	Oct 2023	Nov 2023	Dec 2023
Cycle	Cycle 1	Cycle 2	Cycle 1	Cycle 2
# Red Tags	62	82	88	74
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	3	4	4	8

Billing Payment Rate

In December 2023, OLWS received \$26,903 less in payments than was billed on October 31, 2023.

	Sep 2023	Oct 2023	Nov 2023	Dec 2023
Utility Billing Sales	\$ 1,805,153	\$ 1,555,891	\$ 1,714,862	\$ 1,405,617
Cash Receipts	1,769,704	1,558,712	1,687,958	1,420,362
% Collected	98.00%	100.20%	98.40%	101.00%

Attachments

1. Checks by Date Report for December 2023

Bank Reconciliation
 Checks by Date
 User: antonio@olwsd.org
 Printed: 01/04/2024 - 3:17PM
 Cleared and Not Cleared Checks
 Print Void Checks

ACH Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	12/1/2023	Internal Revenue Service		AP			36,304.90
0	12/1/2023	Oregon Department Of Revenue		AP			11,614.42
0	12/1/2023	State of Oregon Savings Growth Plan		AP			3,670.34
0	12/1/2023	VALIC c/o JP Morgan Chase		AP			1,696.32
0	12/1/2023	Zions Bank		AP			476,119.08
0	12/1/2023	Payroll Direct Deposit	DD 00001.12.2023	PR			86,900.23
0	12/10/2023	TSYS		AP			14,229.47
0	12/15/2023	Internal Revenue Service		AP			35,102.36
0	12/15/2023	Oregon Department Of Revenue		AP			11,567.30
0	12/15/2023	ORR Inc		AP			57,000.00
0	12/15/2023	State of Oregon Savings Growth Plan		AP			3,670.34
0	12/15/2023	VALIC c/o JP Morgan Chase		AP			1,555.49
0	12/15/2023	Payroll Direct Deposit	DD 00015.12.2023	PR			87,856.93
0	12/20/2023	Portland General Electric		AP			31,541.83
0	12/22/2023	Internal Revenue Service		AP			1,839.69
0	12/22/2023	Oregon Department Of Revenue		AP			575.92
0	12/22/2023	State of Oregon Savings Growth Plan		AP			50.00
0	12/25/2023	Pitney Bowes Global Financial Services LLC		AP			278.64
0	12/29/2023	Internal Revenue Service		AP			34,538.34
0	12/29/2023	Oregon Department Of Revenue		AP			11,581.69
0	12/29/2023	State of Oregon Savings Growth Plan		AP			3,370.34
0	12/29/2023	VALIC c/o JP Morgan Chase		AP			1,038.00
0	12/29/2023	Payroll Direct Deposit	DD 00016.12.2023	PR			88,371.72

ACH Disbursement Activity Subtotal							1,000,473.35
Voided ACH Activity							0.00
Adjusted ACH Disbursement Activity Subtotal							1,000,473.35

Paper Check Disbursement Activity

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
50012	3/17/2023	Convergence Networks		AP	Void		8,067.90
51271	12/1/2023	AFSCME Council 75		AP			854.54
51272	12/1/2023	Customer Refund		AP			278.59
51273	12/1/2023	AnswerNet		AP			787.42
51274	12/1/2023	Customer Refund		AP			229.54
51275	12/1/2023	CenturyLink		AP			736.41
51276	12/1/2023	City Of Gladstone		AP			250.95
51277	12/1/2023	Craig Blackman Trucking		AP			866.99
51278	12/1/2023	Ferguson Enterprises LLC #3325		AP			2,272.34
51279	12/1/2023	GT Excavating, LLC		AP			15,436.45
51280	12/1/2023	Horner Enterprises, Inc.		AP			3,495.74
51281	12/1/2023	Customer Refund		AP			9.84
51282	12/1/2023	Lakeside Industries		AP			1,520.64
51283	12/1/2023	Customer Refund		AP			11.23
51284	12/8/2023	AFSCME Council 75		AP			854.54
51285	12/8/2023	Aks Engineering & Forestry		AP			24,936.24
51286	12/8/2023	Apex Labs		AP			3,450.00
51287	12/8/2023	BMS Technologies		AP			3,867.36
51288	12/8/2023	Preston & Rogers Brown		AP			148.27
51289	12/8/2023	Cable Huston LLP		AP			26,594.00
51290	12/8/2023	Canby Excavating Inc		AP			3,050.00
51291	12/8/2023	Employee Expense Reimbursement		AP			19.99
51292	12/8/2023	Cintas Corporation		AP			458.75
51293	12/8/2023	Consor North America, Inc.		AP			11,576.37
51294	12/8/2023	Contractor Supply, Inc.		AP			720.30
51295	12/8/2023	Convergence Networks		AP			8,333.40
51296	12/8/2023	Country Supplier LLC		AP			238.35
51297	12/8/2023	Customer Refund		AP			1.56
51298	12/8/2023	Eurofins Environment Testing Northwest, LLC		AP			3,625.00
51299	12/8/2023	GT Excavating, LLC		AP			33,025.00
51300	12/8/2023	Icon Construction & Development, LLC		AP			2,794.84
51301	12/8/2023	Customer Refund		AP			175.60
51302	12/8/2023	Lakeside Industries		AP			89.64
51303	12/8/2023	Customer Refund		AP			31.69

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 01/04/2024 - 3:17PM

Cleared and Not Cleared Checks

Print Void Checks

51304	12/8/2023	NCCWC	AP	3,383.03
51305	12/8/2023	Net Assets Corporation	AP	620.00
51306	12/8/2023	Oregon State Administrative Services	AP	1,000.00
51307	12/8/2023	O'Reilly Auto Parts	AP	82.38
51308	12/8/2023	Polydyne, Inc.	AP	4,522.95
51309	12/8/2023	Robert HalfTalent Solutions	AP	1,080.45
51310	12/8/2023	SDAO	AP	4,650.00
51311	12/8/2023	Seattle Ace Hardware	AP	220.91
51312	12/8/2023	Staples Contract & Commercial LLC	AP	78.80
51313	12/8/2023	Employment Tax State of Oregon - Employment Department	AP	4.65
51314	12/8/2023	Thorn Run Partners, LLC	AP	10,000.00
51315	12/8/2023	Tony Ngo & Nina Le	AP	23.18
51316	12/8/2023	Unifirst Corporation	AP	1,472.80
51317	12/8/2023	Verizon Wireless	AP	2,602.72
51318	12/8/2023	Waste Management Of Oregon	AP	1,484.74
51319	12/8/2023	Workplace Results LLC	AP	19,950.00
51320	12/8/2023	Zoro	AP	5,422.81
51321	12/15/2023	Backflow Management Inc.	AP	200.00
51322	12/15/2023	Brown and Caldwell	AP	20,792.75
51323	12/15/2023	Bureau Of Labor And Industries	AP	250.00
51324	12/15/2023	CDR Labor Law, LLC	AP	12,252.00
51325	12/15/2023	Cintas Corporation - 463	AP	86.11
51326	12/15/2023	City Of Milwaukie	AP	333.60
51327	12/15/2023	Comcast	AP	557.61
51328	12/15/2023	Contractor Supply, Inc.	AP	57.60
51329	12/15/2023	Convergence Networks	AP	4,833.67
51330	12/15/2023	Country Supplier LLC	AP	51.96
51331	12/15/2023	Grainger, Inc.	AP	104.97
51332	12/15/2023	Madison Biosolids, Inc.	AP	1,019.94
51333	12/15/2023	McGuire Bearing Company	AP	85.11
51334	12/15/2023	Mueller Co	AP	4,352.88
51335	12/15/2023	Northwest Natural	AP	897.37
51336	12/15/2023	OHA-Drinking Water Services	AP	210.00
51337	12/15/2023	O'Reilly Auto Parts	AP	12.64
51338	12/15/2023	Portland Engineering Inc	AP	180.00
51339	12/15/2023	Red Wing Shoe Store	AP	300.00
51340	12/15/2023	Relay Resources	AP	18,223.01
51341	12/15/2023	Robert HalfTalent Solutions	AP	1,800.00
51342	12/15/2023	SDAO	AP	280.00
51343	12/15/2023	Seattle Ace Hardware	AP	224.36
51344	12/15/2023	Staples Contract & Commercial LLC	AP	483.20
51345	12/15/2023	Stein Oil Co Inc	AP	1,308.75
51346	12/15/2023	Trench Line Excavation, Inc.	AP	60,024.48
51347	12/15/2023	Unifirst Corporation	AP	590.33
51348	12/15/2023	Wallis Engineering PLLC	AP	214.58
51349	12/15/2023	Waste Management Of Oregon	AP	159.12
51350	12/15/2023	Water Systems Consulting, Inc.	AP	1,200.00
51352	12/22/2023	Employee Paycheck	PR	3,608.07
51353	12/21/2023	Kaiser Permanente	AP	37,711.16
51354	12/22/2023	AFLAC	AP	971.73
51355	12/22/2023	AFSCME Council 75	AP	890.42
51356	12/22/2023	BendTel, Inc	AP	277.12
51357	12/22/2023	CDW LLC	AP	569.50
51358	12/22/2023	CenturyLink	AP	409.41
51359	12/22/2023	CenturyLink	AP	44.81
51360	12/22/2023	Cintas Corporation	AP	325.43
51361	12/22/2023	Consolidated Supply Co.	AP	847.61
51362	12/22/2023	Convergence Networks	AP	8,067.90
51363	12/22/2023	Country Supplier LLC	AP	123.99
51364	12/22/2023	Cues, Inc	AP	1,881.51
51365	12/22/2023	Customer Refund	AP	224.25
51366	12/22/2023	Ferguson Enterprises LLC #3325	AP	2,558.20
51367	12/22/2023	Gills Point S Tire	AP	1,569.80
51368	12/22/2023	IntelliCorp Records, Inc.	AP	219.25
51369	12/22/2023	J. Thayer Company	AP	472.53
51370	12/22/2023	Quadient Leasing USA, Inc.	AP	296.19

Bank Reconciliation

Checks by Date

User: antonio@olwsd.org

Printed: 01/04/2024 - 3:17PM

Cleared and Not Cleared Checks

Print Void Checks

51371	12/22/2023	Quality Control Services	AP	1,390.00
51372	12/22/2023	Red Wing Shoe Store	AP	227.96
51373	12/22/2023	S-2 Contractors, Inc.	AP	9,000.00
51374	12/22/2023	Seattle Ace Hardware	AP	53.98
51375	12/22/2023	Unifirst Corporation	AP	882.47
51376	12/22/2023	Western Exterminator Company	AP	377.45
51377	12/29/2023	AFSCME Council 75	AP	890.42
51378	12/29/2023	Aks Engineering & Forestry	AP	33,091.93
51379	12/29/2023	AnswerNet	AP	816.42
51380	12/29/2023	Customer Refund	AP	266.60
51381	12/29/2023	Brown and Caldwell	AP	28,896.50
51382	12/29/2023	Cascadia Backflow	AP	5,192.76
51383	12/29/2023	CenturyLink	AP	327.00
51384	12/29/2023	Cintas Corporation - 463	AP	86.11
51385	12/29/2023	CTX-Xerox	AP	9,200.00
51386	12/29/2023	GG Telecommunication Co	AP	160.00
51387	12/29/2023	Grainger, Inc.	AP	145.80
51388	12/29/2023	H.D. Fowler Company	AP	3,089.01
51389	12/29/2023	Hawkins Delafield & Wood LLP	AP	99.00
51390	12/29/2023	Hi-Line Inc	AP	233.60
51391	12/29/2023	J. Thayer Company	AP	675.56
51392	12/29/2023	Les Schwab	AP	433.57
51393	12/29/2023	Customer Refund	AP	182.20
51394	12/29/2023	Customer Refund	AP	222.77
51395	12/29/2023	NCCWC	AP	71,645.47
51396	12/29/2023	Portland Engineering Inc	AP	120.00
51397	12/29/2023	Robert HalfTalent Solutions	AP	1,755.45
51398	12/29/2023	Customer Refund	AP	1.56
51399	12/29/2023	Customer Refund	AP	210.09
51400	12/29/2023	SDIS	AP	146,713.30
51401	12/29/2023	Seattle Ace Hardware	AP	117.35
51402	12/29/2023	Staples Contract & Commercial LLC	AP	405.17
51403	12/29/2023	Stein Oil Co Inc	AP	559.43
51404	12/29/2023	Customer Refund	AP	261.86
51405	12/29/2023	Unifirst Corporation	AP	590.33
51406	12/29/2023	Verizon Wireless	AP	2,745.95
51407	12/29/2023	Water Systems Consulting, Inc.	AP	4,842.50
51408	12/29/2023	Watershed, LLC	AP	780.23
Paper Check Disbursement Activity Subtotal				734,253.62
Voided Paper Check Disbursement Activity				8,067.90
Adjusted Paper Check Disbursement Activity Subtotal				726,185.72

Total Void Check Count:	1
Total Void Check Amount:	8,067.90
Total Valid Check Count:	160
Total Valid Check Amount:	1,726,659.07
Total Check Count:	161
Total Check Amount:	1,734,726.97



STAFF REPORT

To Board of Directors
From Brad Albert, Public Works Director/District Engineer
Chad Martinez, Wastewater Collections Supervisor
Ryan Hunter, Water Distribution Supervisor
Title Public Works Monthly Report
Item No. 10c
Date January 16, 2024

Summary

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

Highlights

- Surveying continues on the Oatfield Road Water Main Replacement Project.
- The Tertiary Treatment Project is moving toward 90% design.
- 28th Ave Waterline Replacement Project construction continues.

Watershed Protection

During the month of December, OLWS staff spent time working on beaver dam mitigation on public lands in Stringfield Park, and staff responded to a few customer calls requesting catch basin or pipe cleaning to support drainage concerns. As of January 4, there are still a few sandbags left for customer pickup from the Technical Services parking lot.

2024 brings with it the time to schedule our Zone cleaning for the MS4 Permit. Contractors will receive an RFP to bid Zone cleaning for OLWS, which will take place as soon as dry weather arrives later in spring.

As part of the ongoing partnership updates, the Clean Rivers Coalition provided an annual progress report for your review. Please direct questions to lara.christensen@olws.org. See the attached document to review this exciting work in supporting regional and local water quality.

Wastewater Collection Work

The Collections crew has continued cleaning and videoing basin 2A through the month of December, easement access has eased up as most residents are home for the holidays. Our crews have been working diligently on cleaning and videoing the collections system while maintaining storm issues along with beaver dams.

Collections continued with removal of beaver dams. Clackamas Parks has worked with us on granting access to one of the major dams located in Stringfield Park, one of two dams was completely removed as the other was half breached per request of Clackamas Parks. Full removal of the upper dam will be done during dry weather to avoid scarring Stringfield Park.



Relieved Beaver Dam



Removal of Beaver Dam

Water Distribution System Work

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

- Service line Inventory – 92 service line inspections
- 2" Service Renewal at SE Concord
- New 1" Service at SE Maple St
- Ongoing maintenance, repair, and replacement of fire hydrants
- Ongoing flushing of our dead-end water mains to improve system chlorine residuals.
- Ongoing leak detection efforts.



SE Risley Hydrant Replacement



New 2" / 1" Services - Concord

Non-Revenue Water

The total water purchased in December was 62.383 million gallons. Non-revenue water totaled 12.921 million gallons with 1.036 million gallons in apparent losses, 11.528 million gallons in real losses, and 356,000 gallons for unbilled authorized consumption. The trailing twelve month (TTM) non-revenue water trend indicates the average non-revenue water over the past 12 months is 11.671 million gallons.

Permit Activity

		December 2023 Development Activity				
FY2023-2024		<i>This Month</i>	<i>Last Month</i>	<i>Fiscal to-Date</i>	<i>Year- This Month Last Year</i>	<i>Last Year-to-Date</i>
		Pre-applications Conferences	0	3	7	1
New Erosion Control Permits	2	5	13	1	15	
New Development Permits	1	0	6	0	6	
New Utility Permits	7	6	34	4	36	
Wastewater Connections	4	2	17	1	5	
Sanitary SDC Fees Received						
	\$20,660	\$10,330	\$87,805.00	\$5,165	\$25,825	
Water SDC Fees Received						
	\$72,061	\$62,481	\$364,629.00	\$16,994	\$130,291	
Plan Review Fees Received						
	\$2,000	\$1,350	\$14,843.41	\$800	\$11,051	
Inspection Fees Received						
	\$650	\$680	\$3,960.00	\$930	\$8,178	

Attachments

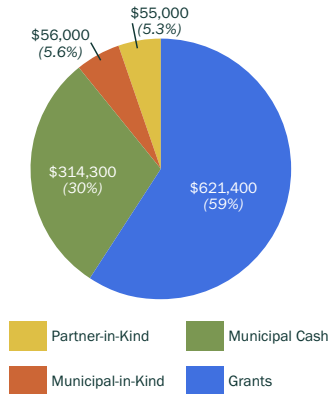
1. Clean Rivers Coalition Annual Report
2. Development Tracker

The Clean Rivers Coalition Annual Report Summary 2022-2023

The Clean Rivers Coalition is comprised of local, state and federal agencies, watershed councils, soil and water conservation districts, and water-related nonprofits.

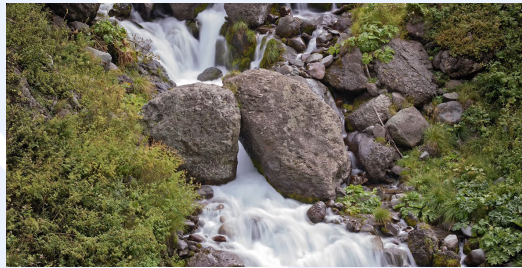
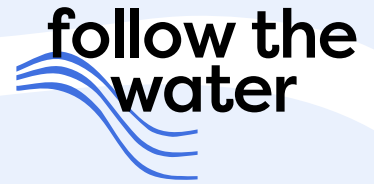
We deliver water awareness and behavior change campaigns that reach and benefit diverse populations. We are funded through contributions from our partners as well as federal grants.

CRC Budget 2023



Follow the Water Campaign

CRC launched Follow the Water in April 2022. Follow the Water is built on the idea that people who connect with their local waterways are more likely to take action to protect them. The campaign aims to connect people to their rivers, promote actions that protect water, and build a culture of appreciation and knowledge of local water resources. The campaign included the Follow the Water video series, a robust social media campaign, and a website.



Still from Follow the Water Chapter 1 of 3: Connection



FTW Annual Results

Social Media Reach
509K

Social Media Engagement
17K

Social Media Followers
1.9K

Follower Growth
436%



Follow the Water's website homepage



Promotional Image

What's Your Lawn Style? Campaign

Follow the Water created the What's Your Lawn Style? video campaign to share sustainable lawn care information with homeowners in Oregon and Southwest Washington. The instructional videos help people manage their lawns with little to no chemicals. We also produced short video ads and a Google Ads campaign to lead viewers to the videos.



What's Coming

We are building on our success with the following projects:

- **Community Based Social Marketing Campaign** designed to promote behavior change around lawn care.
- **Latinx/e/a/o Landscaper Project** is a series of videos and workshops for Spanish-speaking landscapers that highlight best practices for worker, customer, and water safety.
- **Beyond The Lawn Eco-Lawn Video Series** for households who are contemplating eco-lawns, gardens, meadow-scaping, and other lawn alternatives.
- **Expanded Content on the Follow the Water Website** to make it a resource people will use and visit again and again.

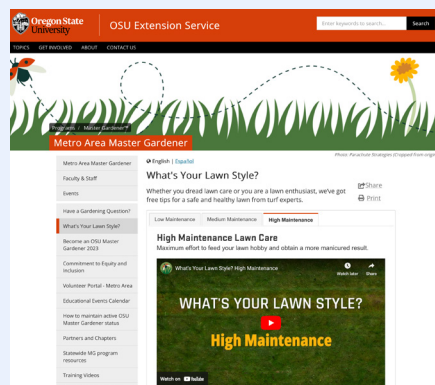
WYLS? Annual Results

Google Ads Impressions
6M

Google Ads Clicks
48.5K

Landing Pages Views
56K

Youtube Views
327K



WYLS? Landing Page on the OSU site

Project Status	Address	Type of Development	Notes	Last Updated
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	Jan. 3, 2023
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	Jan. 3, 2023
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	Jan. 3, 2023
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	Jan. 3, 2023
Under Construction	2316 SE Courtney Ave.	Residential: 14 rowhomes and 6 single family dwellings	OLWS Inspections Occuring. (May 2023, Land Use Comments Sent for Middle Housing Proposal.)	Jan. 3, 2023
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWS Inspections Occuring	Jan. 3, 2023
Under Construction	15717 SE McLoughlin	Bank and Restaurant	OLWS Inspections Occuring	Jan. 3, 2023
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	Jan. 3, 2023
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	Current OLWS Review	Jan. 3, 2023
Under Construction	21E11AB01100 (SE Maple St)	Residential: 7-lot subdivision	OLWS Inspections Occuring	Jan. 3, 2023
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWS Review	Jan. 3, 2023
Plan Review	3811 SE Concord Rd.	Concord School Library	Current OLWS Review	Jan. 3, 2023
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	Jan. 3, 2023
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	Jan. 3, 2023
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	Jan. 3, 2023
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	Jan. 3, 2023
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing Parking Garage	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	17605 SE Roethe Pl. and 21E13DB02000	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	6418 SE Jennings Ave.	Residential: 8-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	13843 SE McLoughlin Blvd	Commercial: Drive Through Restaurant	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	14120 SE River Rd.	Residential: 5-Cottage Clusters	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	18521 SE River Rd	Recreational: Park Improvements	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023
Pre-Application	2600 SE Courtney Ave	Residential: Existing Multi-Family Façade Upgrades	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Jan. 3, 2023

STAFF REPORT

To Board of Directors
From David Hawkins, Plant Superintendent
Title Plant Operations Monthly Report
Item No. 10d
Date January 15, 2023

Summary

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

Highlights of the Month

- Plant Process Update
- Early December Storm
- Laundry Room Update
- Winter Maintenance Projects

Wastewater Treatment Plant

December started out with several large storms that brought the Wastewater Treatment Plant (WWTP) quite a bit of flow, with the first five days of the month bringing us a total of 3.55 inches of rain. The WWTP handled it well, thanks to the Operations and Maintenance (O&M) teams preparing for the storm. The crews brought online additional tankage and tested redundant equipment to ensure everything was ready for our first big rain event of the winter. I am happy to report that the treatment plant had no major problems and was able to keep its daily and weekly Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) below their permitted levels.

The area of struggle during these events is something called efficiency in removal. While we may be under a 30/30 mg/L BOD and TSS in the winter, we still must remove 85% or more of the incoming BOD and TSS. When flows come into the WWTP that are mostly rainwater, the BOD and TSS become rarified, or further apart, than flows that we usually see in the drier months, which tend to be more concentrated. In the summer, we usually see BOD/TSS loadings in the 250 to 300 mg/L. Removing 85% of 300 still leaves 45 mg/l, which is not a hard target to make. During these winter flows, however, the BOD/TSS influent numbers commonly come in between 30-50 mg/l because of the excess rainwater. Removing 85% of 50 mg/L means you must remove 42.5 mg/L, leaving only 7.5 mg/L to be discharged, which is a much more difficult task. So even though our winter permit level is commonly referred to as a 30/30 mg/L BOD/TSS,

if we were to have an influent average BOD/TSS of 50 mg/L, we would have to meet a 7.5/7.5 mg/L BOD/TSS for the month to meet our 85 % removal requirements.

In early December, the WWTP had its first major influx of flow. On the 1st through the 4th, There were a couple of smaller rain events that consisted of 3 days of half inch rain. On the 5th, the WWTP registered a 24-hour rain total of 1.5 inches. The combination of saturated ground followed by a major rainstorm saw the WWTP with sustain flows on the 5th and 6th of 10.43 Million Gallons a Day (MGD) and 10.56 MGD respectively. That is a 300% increase from the 3.46 MGD flow we saw on the 1st of December. Luckily, the WWTP was in good position to accept these flows. Additional tankage was brought online before the flows arrived, and we were able to weather the storm without any major process upset.

As of the writing of this report, the laundry room upgrade at the WWTP is almost at completion. The plumbing and electrical is completed and both the plumbing and electrical inspections have passed. Now that inspections are completed, staff will close up the walls and install the washers and dryers. Additionally, OLWS has informed Unifirst, our contracted uniform provider, with a 30-day notice, and services will be wrapping up in January.

Typically, major projects to the WWTP are reserved for the summer months when the WWTP does not see a lot of influx in the flow, so winter is the time that O&M do smaller projects that have less impact on the plant. In the month of December, O&M completed tasks like replacing lobes in our rotary lobe pumps, cleaned the influent wetwell, routine maintenance on the blowers and other various tasks.

Attachments

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

Plant Operations Photo Page



Mechanic Abe Merritt Swapping Lobes on Pump.



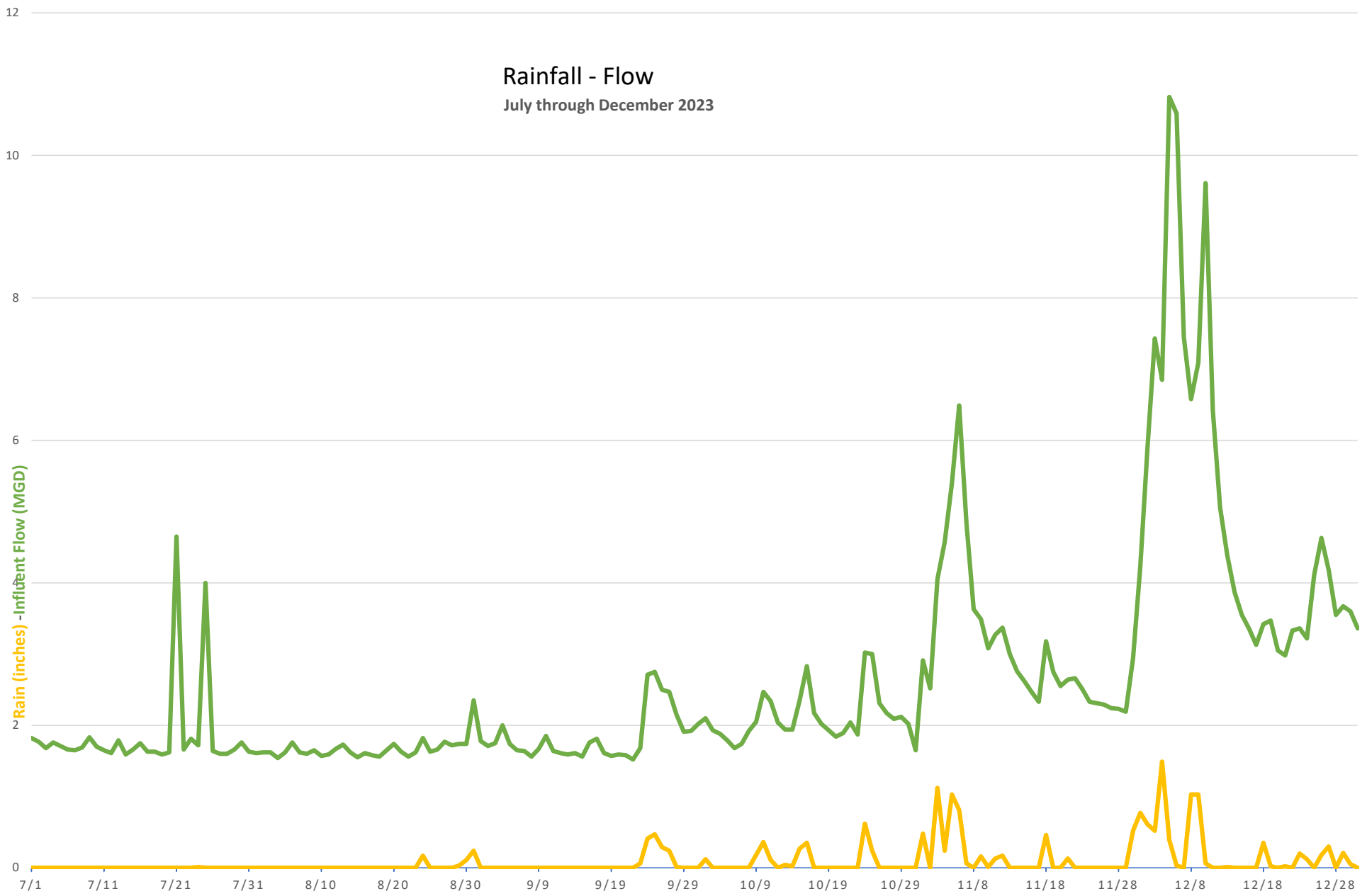
Laundry Room Plumbing and Electrical.



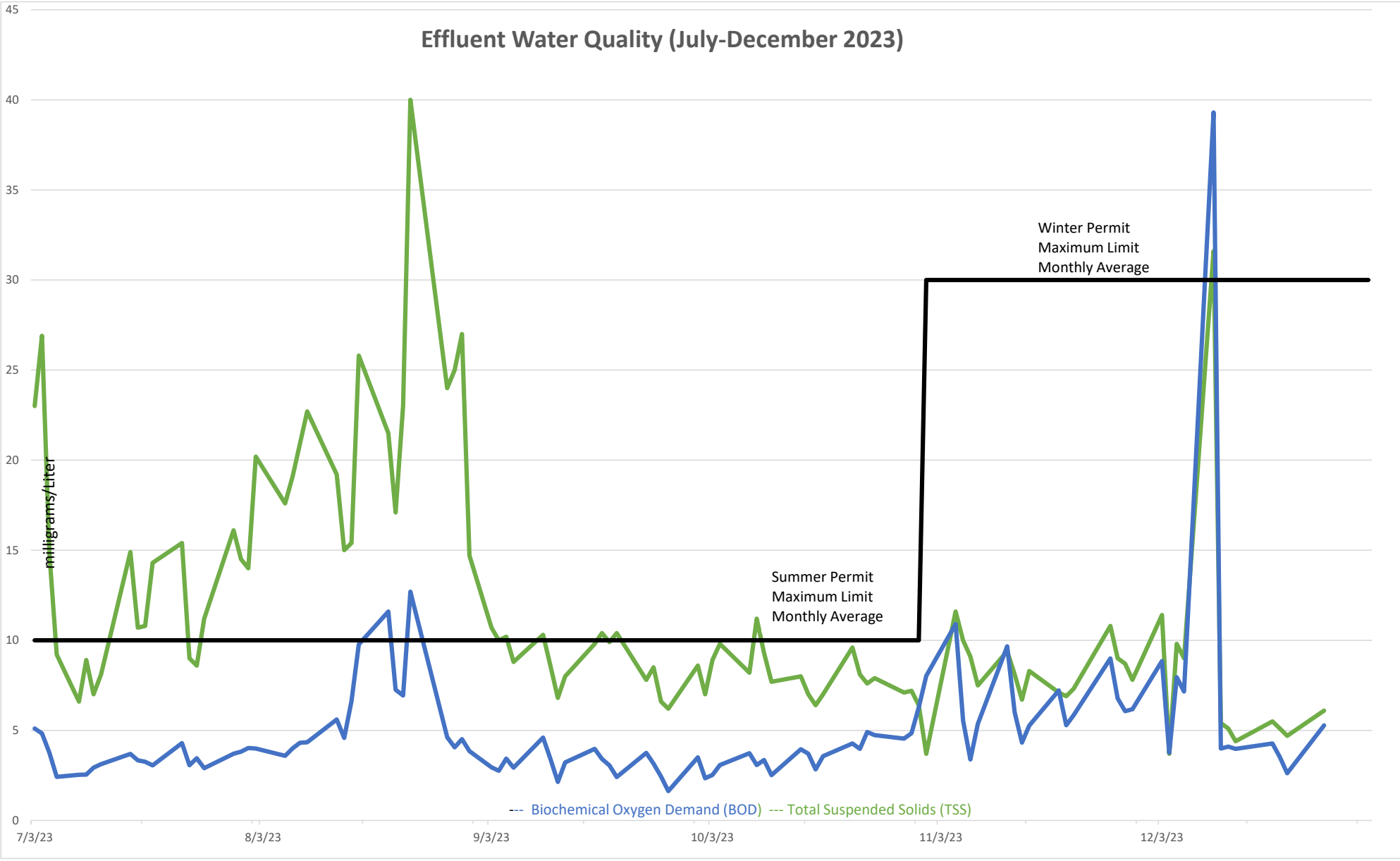
Pat and Paul Cleaning Influent Wetwell.

Rainfall - Flow

July through December 2023



Effluent Water Quality (July-December 2023)



OAK LODGE
WATER SERVICES
AGENDA ITEM

Title	Adjourn Meeting
Item No.	11

Summary

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