

# **OAK LODGE WATER SERVICES**

## **BOARD OF DIRECTORS**



**DECEMBER 19, 2023**



**PUBLIC MEETING  
OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
DECEMBER 19, 2023 at 6:00 p.m.**

1. Call to Order
2. Call for Public Comment
3. Consent Agenda
  - a. October 2023 Financial Report
  - b. Approval of November 21, 2023 Board Meeting Minutes
4. Consideration of Paid Leave Oregon Policy
5. Consideration of Resolution No. 2023-0024 Adopting Updated Procurement Rules
6. Presentation on Upcoming Board Officer Elections
7. Business from the Board
8. Department Reports
  - a. Administration
  - b. Finance
  - c. Public Works
  - d. Plant Operations
9. Recess to Executive Session

*Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.*
10. Adjourn Executive Session

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



## AGENDA ITEM

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<b>Title</b>	Call to Order
<b>Item No.</b>	1

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### 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

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<b>Title</b>	Call for Public Comment
<b>Item No.</b>	2
<b>Date</b>	December 19, 2023

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### Summary

The Board of Directors welcomes comment from members of the public.

Written comments may not be read out loud or addressed during the meeting, but all public comments will be entered into the record.

The Board of Directors may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



## CONSENT AGENDA

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consent Agenda  
**Item No.** 3  
**Date** December 19, 2023

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### 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. **October 2023 Financial Report**
- b. **Approval of November 21, 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

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<b>To</b>	Board of Directors
<b>From</b>	Gail Stevens, Finance Director
<b>Title</b>	October 2023 Financial Reports
<b>Item No.</b>	3a
<b>Date</b>	December 19, 2023

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### Reports

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

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

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

**Cash and Investments**

<b>Account Balances As of:</b>		
<b>October 31, 2023</b>	<b>Interest Rate</b>	<b>Balance</b>
<b>Account</b>		
Wells Fargo Bank Checking-3552		\$ 178,421
Wells Fargo Bank Checking-9966		311,598
LGIP	4.90%	13,060,746
<b>Total</b>		<b>\$ 13,550,765</b>

The OLWS’ checks, electronic withdrawals, and bank drafts total \$1.08 million for October 2023. There were 4 voided checks totaling \$24,246.12.

**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.

<b>GL Account</b>	<b>Service Charge</b>	<b>Budget Estimate</b>	<b>Period Amount</b>	<b>Year-to-Date Amount</b>	<b>Percentage of Budget</b>
10-00-4211	Water sales	\$ 5,469,000	\$ 487,232	\$ 2,107,080	38.5%
20-00-4212	Wastewater charges	11,913,000	1,062,931	3,838,180	32.2%
30-00-4213	Watershed protection	1,751,000	147,953	575,612	32.9%
Subtotal		\$ 19,133,000	\$ 1,698,115	\$ 6,520,872	34.1%

With respect to revenues, water sales are above budget, with wastewater and watershed protection services’ revenues are below budget. Total variance through October is a positive \$143,205. This is typical for Water Sales the first half of the fiscal year because of the summer and fall months.

**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	BUDGET Year-to-Date	ACTUALS Year-to-Date	% Spent
	Adopted Budget	October 2023	October 2023	
Personnel Services	\$ 5,776,000	\$ 1,925,333	\$ 1,805,096	94%
Materials & Services	5,865,600	1,955,200	1,617,683	83%
Capital Outlay	9,085,000	3,028,333	1,326,182	44%
		\$ 6,908,866	\$ 4,748,961	69%

With respect to expenditures, at the end of October expenditures are overall 24.3% of budget, excluding Contingencies, with 33.3% of the fiscal year completed.

Review of expenditure lines that are above 39% of budget:

1. **5240 - Unemployment** is 73.6% 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 47.3% of budget. This is due to the procurement of two flammable liquid safety cabinets for Drinking Water, for compliance with OSHA regulations.
3. **6710 – Purchased Water** is 40.9% of budget. This is typical for the summer months and the first half of the fiscal year.
4. **6760 - Equipment Rental** is 75.8% of budget. This is due to continued rental for the Aerzen blower beyond initial estimates.

**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 0.6% 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 October 2023, the program is at 88.5% 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.



	<b>Budget</b>	<b>Budget Year-to-Date Date October 2023</b>	<b>Actual Year-to-Date October 2023</b>	<b>% Spent</b>
<b>FAURR Program Cap</b>	\$ 114,798	38,266	33,861	88.5%
	<b># of Customers Current Month</b>	<b>Discount Provided</b>	<b>Fiscal Year to Date</b>	
<b>Drinking Water</b>	91	2,137	7,776	
<b>Wastewater</b>	90	6,740	22,741	
<b>Watershed Protection</b>	90	956	3,344	
		<b>9,832</b>	<b>33,861</b>	

General Ledger  
Budget to Actual



User: gail@olwsd.org  
Printed: 12/11/2023 12:07:04 PM  
Period 04 - 04  
Fiscal Year 2024

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
<b>05</b>	<b>Administrative Services</b>					
	<b>NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>1,469,892.00</b>	<b>0.00</b>	<b>-150,617.88</b>	<b>0.00</b>	<b>-10.25</b>
	Fund Balance	1,469,892.00	0.00	-150,617.88	0.00	-10.25
	<b>NonDivisional</b>					
	<i>Revenue</i>					
05-00-4227	System Development-Compliance	0.00	80.00	2,962.00	0.00	0.00
05-00-4230	Contracted Services Revenue	57,400.00	4,000.00	21,400.00	0.00	37.28
05-00-4610	Investment Revenue	10,000.00	7,430.29	18,592.72	0.00	185.93
05-00-4630	Miscellaneous Revenues Revenue	10,000.00	1,650.00	5,266.00	0.00	52.66
	<i>Revenue</i>	<i>77,400.00</i>	<i>13,160.29</i>	<i>48,220.72</i>	<i>0.00</i>	<i>62.30</i>
	<b>NonDivisional</b>	<b>77,400.00</b>	<b>13,160.29</b>	<b>48,220.72</b>	<b>0.00</b>	<b>62.30</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
05-29-4910	Transfer In from Fund 10	1,069,000.00	89,083.00	356,332.00	0.00	33.33
05-29-4920	Transfer In from Fund 20	2,030,000.00	169,167.00	676,668.00	0.00	33.33
05-29-4930	Transfer In from Fund 30	1,069,000.00	89,083.00	356,332.00	0.00	33.33
	<i>Revenue</i>	<i>4,168,000.00</i>	<i>347,333.00</i>	<i>1,389,332.00</i>	<i>0.00</i>	<i>33.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>4,168,000.00</b>	<b>347,333.00</b>	<b>1,389,332.00</b>	<b>0.00</b>	<b>33.33</b>
	Revenue	4,245,400.00	360,493.29	1,437,552.72	0.00	33.86
	<b>AdminFinance</b>					
	<i>Personnel Services</i>					
05-01-5110	Regular Employees	812,000.00	70,723.10	290,827.61	0.00	35.82
05-01-5130	Overtime	12,500.00	2,122.32	6,921.29	0.00	55.37
05-01-5210	HealthDental Insurance	142,000.00	10,751.44	43,005.76	0.00	30.29
05-01-5230	Social Security	63,000.00	5,400.73	21,364.64	0.00	33.91
05-01-5240	Retirement	162,000.00	13,857.15	52,450.19	0.00	32.38
05-01-5250	TrimetWBFPaid Leave OR	23,000.00	837.58	3,309.17	0.00	14.39
05-01-5260	Unemployment	5,000.00	0.00	0.00	0.00	0.00
05-01-5270	Workers Compensation	1,000.00	65.20	260.80	0.00	26.08
05-01-5290	Other Employee Benefits	0.00	-17.68	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,220,500.00</i>	<i>103,739.84</i>	<i>418,139.46</i>	<i>0.00</i>	<i>34.26</i>
	<i>Materials &amp; Services</i>					
05-01-6110	Legal Services	300,000.00	26,594.00	53,065.19	0.00	17.69
05-01-6120	Accounting and Audit Services	76,000.00	0.00	525.00	21,665.00	0.69
05-01-6155	Contracted Services	200,000.00	7,618.48	43,011.94	59,072.25	21.51
05-01-6180	Dues and Subscriptions	42,000.00	2,135.90	12,136.40	0.00	28.90
05-01-6220	Electricity	16,000.00	1,185.74	5,063.75	10,640.00	31.65
05-01-6240	Natural Gas	5,000.00	139.23	478.63	3,486.63	9.57

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
05-01-6290	Other Utilities	5,000.00	259.76	924.62	1,772.96	18.49
05-01-6310	Janitorial Services	20,000.00	1,669.99	6,679.96	7,466.98	33.40
05-01-6320	Buildings & Ground Maintenance	37,000.00	1,038.98	9,400.11	5,596.45	25.41
05-01-6410	Mileage	1,000.00	22.94	22.94	0.00	2.29
05-01-6420	Staff Training	10,000.00	4,149.30	5,566.30	0.00	55.66
05-01-6510	Office Supplies	35,000.00	4,216.73	11,734.98	4,000.00	33.53
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	12,932.76	56,902.89	108,606.50	34.49
05-01-6780	Taxes, Fees, Permits <i>Materials &amp; Services</i>	1,000.00 917,000.00	0.00 61,963.81	50.00 206,137.54	0.00 224,031.17	5.00 22.48
	<b>AdminFinance</b>	<b>2,137,500.00</b>	<b>165,703.65</b>	<b>624,277.00</b>	<b>224,031.17</b>	<b>29.21</b>
	<b>Human Resources</b>					
	<i>Personnel Services</i>					
05-02-5110	Regular Employees	304,000.00	15,703.73	108,175.50	0.00	35.58
05-02-5130	Overtime	5,000.00	744.04	946.96	0.00	18.94
05-02-5210	HealthDental Insurance	41,000.00	2,801.89	11,207.56	0.00	27.34
05-02-5230	Social Security	24,000.00	1,229.80	7,961.98	0.00	33.17
05-02-5240	Retirement	57,000.00	3,079.01	19,791.29	0.00	34.72
05-02-5250	TrimetWBFPaid Leave OR	4,000.00	192.56	1,235.06	0.00	30.88
05-02-5270	Workers Compensation	1,000.00	24.90	99.60	0.00	9.96
05-02-5290	Other Employee Benefits <i>Personnel Services</i>	15,000.00 451,000.00	3,640.14 27,416.07	3,646.77 153,064.72	0.00 0.00	24.31 33.94
	<i>Materials &amp; Services</i>					
05-02-6155	Contracted Services	64,500.00	7,208.30	16,495.70	4,615.50	25.57
05-02-6175	Records Management	8,500.00	618.19	2,153.59	4,586.21	25.34
05-02-6230	Telephone	59,700.00	4,802.01	16,340.86	31,087.54	27.37
05-02-6410	Mileage	1,000.00	21.08	103.48	0.00	10.35
05-02-6420	Staff Training	20,000.00	578.86	2,980.24	0.00	14.90
05-02-6440	Board Expense	5,000.00	0.00	127.17	0.00	2.54
05-02-6510	Office Supplies	1,000.00	27.96	-118.47	0.00	-11.85
05-02-6540	Safety Supplies	2,000.00	299.98	299.98	0.00	15.00
05-02-6560	Uniforms	42,000.00	1,431.72	12,040.54	6,333.10	28.67
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	64,406.72	0.00	27.41
05-02-6730	Communications	38,000.00	922.87	8,237.28	0.00	21.68
05-02-6740	Advertising <i>Materials &amp; Services</i>	7,000.00 486,700.00	498.00 32,510.65	1,247.00 124,314.09	0.00 46,622.35	17.81 25.54
	<b>Human Resources</b>	<b>937,700.00</b>	<b>59,926.72</b>	<b>277,378.81</b>	<b>46,622.35</b>	<b>29.58</b>
	<b>Technical Services</b>					
	<i>Personnel Services</i>					
05-03-5110	Regular Employees	617,000.00	49,852.45	179,346.44	0.00	29.07
05-03-5130	Overtime	5,000.00	0.00	0.00	0.00	0.00
05-03-5210	HealthDental Insurance	135,000.00	7,119.55	30,256.90	0.00	22.41
05-03-5230	Social Security	48,000.00	3,739.06	13,167.92	0.00	27.43
05-03-5240	Retirement	119,000.00	9,624.63	34,073.76	0.00	28.63
05-03-5250	TrimetWBFPaid Leave OR	8,000.00	579.68	2,033.39	0.00	25.42
05-03-5270	Workers Compensation	1,000.00	49.54	198.16	0.00	19.82
05-03-5290	Other Employee Benefits <i>Personnel Services</i>	0.00 933,000.00	-13.26 70,951.65	0.00 259,076.57	0.00 0.00	0.00 27.77
	<i>Materials &amp; Services</i>					
05-03-6155	Contracted Services	442,000.00	12,533.00	55,614.50	138,120.50	12.58
05-03-6350	Computer Maintenance	434,500.00	56,936.31	136,088.66	69,455.29	31.32
05-03-6410	Mileage	1,000.00	0.00	0.00	0.00	0.00
05-03-6420	Staff Training	15,000.00	70.82	540.82	0.00	3.61
05-03-6430	Certifications	1,000.00	125.00	125.00	0.00	12.50
05-03-6530	Small Tools & Equipment	1,000.00	0.00	-134.45	0.00	-13.45
05-03-6540	Safety Supplies	5,000.00	453.46	1,392.15	2,435.22	27.84
05-03-6550	Operational Supplies	3,000.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<i>Materials &amp; Services</i>	902,500.00	70,118.59	193,626.68	210,011.01	21.45
	<b>Technical Services</b>	<b>1,835,500.00</b>	<b>141,070.24</b>	<b>452,703.25</b>	<b>210,011.01</b>	<b>24.66</b>
	<b>Vehicle Services</b>					
	<i>Materials &amp; Services</i>					
05-04-6330	Vehicle Equipment	80,000.00	965.89	15,622.06	1,100.00	19.53
	Maintenance					
05-04-6520	Fuels & Oils	50,000.00	3,620.51	12,568.92	0.00	25.14
	<i>Materials &amp; Services</i>	130,000.00	4,586.40	28,190.98	1,100.00	21.69
	<b>Vehicle Services</b>	<b>130,000.00</b>	<b>4,586.40</b>	<b>28,190.98</b>	<b>1,100.00</b>	<b>21.69</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
05-29-9000	Contingency	674,592.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	674,592.00	0.00	0.00	0.00	0.00
	<b>Transfers &amp; Contingencies</b>	<b>674,592.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05</b>	Expense	5,715,292.00	371,287.01	1,382,550.04	481,764.53	24.19
	<b>Administrative Services</b>	<b>0.00</b>	<b>-10,793.72</b>	<b>-95,615.20</b>	<b>-481,764.53</b>	<b>0.00</b>
<b>10</b>	<b>Drinking Water</b>					
	<b>NonDivisional</b>					
	<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>	608,759.00	0.00	-24,570.16	0.00	-4.04
	<b>NonDivisional</b>	<b>608,759.00</b>	<b>0.00</b>	<b>-24,570.16</b>	<b>0.00</b>	<b>-4.04</b>
	Fund Balance	608,759.00	0.00	-24,570.16	0.00	-4.04
	<b>NonDivisional</b>					
	<i>Revenue</i>					
10-00-4210	Wholesale Water Sales	30,000.00	4,958.07	22,357.14	0.00	74.52
10-00-4211	Drinking Water Charges	5,469,000.00	487,232.12	2,107,079.62	0.00	38.53
10-00-4215	Penalties & Late Charges	15,000.00	1,412.81	4,916.32	0.00	32.78
10-00-4240	Service Installations	10,000.00	830.00	21,759.00	0.00	217.59
10-00-4280	Rents & Leases	180,000.00	14,975.50	59,665.22	0.00	33.15
10-00-4290	Other Charges for Services	10,000.00	875.00	6,132.45	0.00	61.32
10-00-4610	Investment Revenue	3,000.00	1,266.30	4,984.66	0.00	166.16
10-00-4630	Miscellaneous Revenues	25,000.00	7,697.00	20,144.20	0.00	80.58
	<i>Revenue</i>	5,742,000.00	519,246.80	2,247,038.61	0.00	39.13
	<b>NonDivisional</b>	<b>5,742,000.00</b>	<b>519,246.80</b>	<b>2,247,038.61</b>	<b>0.00</b>	<b>39.13</b>
	Revenue	5,742,000.00	519,246.80	2,247,038.61	0.00	39.13
	<b>Drinking Water</b>					
	<i>Personnel Services</i>					
10-20-5110	Regular Employees	707,000.00	52,581.90	208,558.22	0.00	29.50
10-20-5130	Overtime	37,000.00	2,867.83	7,667.49	0.00	20.72
10-20-5210	HealthDental Insurance	132,000.00	7,262.62	28,045.07	0.00	21.25
10-20-5230	Social Security	55,000.00	4,201.72	16,380.11	0.00	29.78
10-20-5240	Retirement	136,000.00	10,632.99	41,533.51	0.00	30.54
10-20-5250	TrimetWBFPaid Leave OR	9,000.00	644.71	2,514.51	0.00	27.94
10-20-5270	Workers Compensation	20,000.00	1,007.86	4,031.44	0.00	20.16
10-20-5290	Other Employee Benefits	0.00	-105.57	0.00	0.00	0.00
	<i>Personnel Services</i>	1,096,000.00	79,094.06	308,730.35	0.00	28.17
	<i>Materials &amp; Services</i>					
10-20-6155	Contracted Services	258,900.00	45,127.76	65,256.33	77,102.70	25.21
10-20-6220	Electricity	41,000.00	2,581.42	12,971.23	27,280.00	31.64
10-20-6240	Natural Gas	3,000.00	199.59	802.75	1,825.41	26.76
10-20-6290	Other Utilities	5,000.00	299.44	2,105.44	4,440.00	42.11

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
10-20-6320	Buildings & Grounds	7,000.00	153.58	171.57	0.00	2.45
10-20-6340	System Maintenance	200,000.00	16,162.62	50,135.61	8,332.24	25.07
10-20-6410	Mileage	500.00	0.00	112.92	0.00	22.58
10-20-6420	Staff Training	12,500.00	954.07	3,726.67	0.00	29.81
10-20-6430	Certifications	2,000.00	0.00	295.00	0.00	14.75
10-20-6530	Small Tools & Equipment	10,000.00	854.96	3,431.00	0.00	34.31
10-20-6540	Safety Supplies	15,000.00	6,566.23	12,148.45	3,267.00	80.99
10-20-6550	Operational Supplies	10,000.00	501.19	1,605.51	0.00	16.06
10-20-6710	Purchased Water	1,200,000.00	77,295.99	491,204.05	786,091.94	40.93
10-20-6715	Water Quality Program	28,500.00	1,592.43	5,042.43	0.00	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	9,897.03	11,715.66	3,250.00	65.09
	<i>Materials &amp; Services</i>	<i>1,819,400.00</i>	<i>162,186.31</i>	<i>660,724.62</i>	<i>911,589.29</i>	<i>36.32</i>
	<b>Drinking Water</b>	<b>2,915,400.00</b>	<b>241,280.37</b>	<b>969,454.97</b>	<b>911,589.29</b>	<b>33.25</b>
	<b>Debt Service</b>					
	<i>Materials &amp; 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 &amp; Services</i>	<i>209,100.00</i>	<i>0.00</i>	<i>8,002.75</i>	<i>0.00</i>	<i>3.83</i>
	<b>Debt Service</b>	<b>209,100.00</b>	<b>0.00</b>	<b>8,002.75</b>	<b>0.00</b>	<b>3.83</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
10-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	356,332.00	0.00	33.33
10-29-8171	Transfers Out to Fund 71	1,500,000.00	125,000.00	500,000.00	0.00	33.33
10-29-9000	Contingency	657,259.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>3,226,259.00</i>	<i>214,083.00</i>	<i>856,332.00</i>	<i>0.00</i>	<i>26.54</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,226,259.00</b>	<b>214,083.00</b>	<b>856,332.00</b>	<b>0.00</b>	<b>26.54</b>
<b>10</b>	Expense	6,350,759.00	455,363.37	1,833,789.72	911,589.29	28.88
	<b>Drinking Water</b>	<b>0.00</b>	<b>63,883.43</b>	<b>388,678.73</b>	<b>-911,589.29</b>	<b>0.00</b>
<b>20</b>	<b>Wastewater Reclam. NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>507,588.00</b>	<b>0.00</b>	<b>-606,948.35</b>	<b>0.00</b>	<b>-119.57</b>
	Fund Balance	507,588.00	0.00	-606,948.35	0.00	-119.57
	<b>NonDivisional Revenue</b>					
20-00-4212	Wastewater Charges	11,913,000.00	1,062,930.67	3,838,180.42	0.00	32.22
20-00-4215	Penalties & Late Charges	7,000.00	913.92	3,315.62	0.00	47.37
20-00-4290	Other Charges for Services	10,000.00	225.00	1,725.00	0.00	17.25
20-00-4610	Investment Revenue	1,000.00	211.84	833.76	0.00	83.38
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>1,064,281.43</i>	<i>3,844,637.30</i>	<i>0.00</i>	<i>32.22</i>
	<b>NonDivisional</b>	<b>11,933,000.00</b>	<b>1,064,281.43</b>	<b>3,844,637.30</b>	<b>0.00</b>	<b>32.22</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
20-29-4930	Transfer In from Fund 30	154,600.00	12,883.00	51,532.00	0.00	33.33
	<i>Revenue</i>	<i>154,600.00</i>	<i>12,883.00</i>	<i>51,532.00</i>	<i>0.00</i>	<i>33.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>154,600.00</b>	<b>12,883.00</b>	<b>51,532.00</b>	<b>0.00</b>	<b>33.33</b>

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	Revenue	12,087,600.00	1,077,164.43	3,896,169.30	0.00	32.23
	<b>Wastewater-Plant</b>					
	<i>Personnel Services</i>					
20-21-5110	Regular Employees	655,000.00	54,146.33	207,325.00	0.00	31.65
20-21-5130	Overtime	50,000.00	2,776.98	20,132.24	0.00	40.26
20-21-5210	HealthDental Insurance	209,000.00	12,332.78	47,984.61	0.00	22.96
20-21-5230	Social Security	51,000.00	4,275.89	17,058.83	0.00	33.45
20-21-5240	Retirement	123,000.00	10,656.02	39,279.20	0.00	31.93
20-21-5250	TrimetWBFPaid Leave OR	9,000.00	668.99	2,670.44	0.00	29.67
20-21-5260	Unemployment	0.00	0.00	3,681.78	0.00	0.00
20-21-5270	Workers Compensation	13,000.00	1,096.79	4,387.16	0.00	33.75
20-21-5290	Other Employee Benefits	0.00	-17.68	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>1,110,000.00</i>	<i>85,936.10</i>	<i>342,519.26</i>	<i>0.00</i>	<i>30.86</i>
	<i>Materials &amp; Services</i>					
20-21-6155	Contracted Services	221,500.00	11,402.79	51,783.21	175,145.41	23.38
20-21-6220	Electricity	325,000.00	21,559.46	90,423.90	216,000.00	27.82
20-21-6240	Natural Gas	1,000.00	49.36	125.10	289.63	12.51
20-21-6250	Solid Waste Disposal	44,000.00	1,702.21	9,374.80	27,525.94	21.31
20-21-6290	Other Utilities	1,500.00	180.00	720.00	960.00	48.00
20-21-6310	Janitorial Services	14,000.00	1,086.71	4,346.84	5,433.55	31.05
20-21-6320	Buildings & Grounds	63,000.00	4,773.07	18,599.08	23,618.75	29.52
20-21-6342	WRF System Maintenance	185,000.00	10,150.89	52,264.39	10,813.94	28.25
20-21-6410	Mileage	1,000.00	0.00	187.34	0.00	18.73
20-21-6420	Staff training	10,000.00	572.44	1,283.50	0.00	12.84
20-21-6430	Certifications	2,000.00	170.23	170.23	0.00	8.51
20-21-6525	Chemicals	77,000.00	5,629.55	22,236.60	54,851.40	28.88
20-21-6530	Small Tools & Equipment	8,000.00	27.99	1,894.02	0.00	23.68
20-21-6540	Safety Supplies	20,000.00	1,797.14	9,677.80	10,200.00	48.39
20-21-6550	Operational Supplies	5,000.00	1,295.83	1,604.99	0.00	32.10
20-21-6760	Equipment Rental	25,000.00	12,211.00	26,698.71	0.00	106.79
20-21-6780	Taxes, Fees, Permits	74,000.00	8,319.83	22,443.36	37,335.92	30.33
	<i>Materials &amp; Services</i>	<i>1,077,000.00</i>	<i>80,928.50</i>	<i>313,833.87</i>	<i>562,174.54</i>	<i>29.14</i>
	<b>Wastewater-Plant</b>	<b>2,187,000.00</b>	<b>166,864.60</b>	<b>656,353.13</b>	<b>562,174.54</b>	<b>30.01</b>
	<b>Wastewater-Collections</b>					
	<i>Personnel Services</i>					
20-22-5110	Regular Employees	503,000.00	42,060.65	166,673.31	0.00	33.14
20-22-5130	Overtime	28,500.00	1,813.38	13,474.62	0.00	47.28
20-22-5210	HealthDental Insurance	117,000.00	7,855.53	32,113.26	0.00	27.45
20-22-5230	Social Security	39,000.00	3,263.65	13,001.72	0.00	33.34
20-22-5240	Retirement	73,000.00	8,213.21	32,666.16	0.00	44.75
20-22-5250	TrimetWBFPaid Leave OR	7,000.00	506.59	2,020.22	0.00	28.86
20-22-5270	Workers Compensation	12,000.00	842.27	3,369.08	0.00	28.08
20-22-5290	Other Employee Benefits	0.00	-297.85	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>779,500.00</i>	<i>64,257.43</i>	<i>263,318.37</i>	<i>0.00</i>	<i>33.78</i>
	<i>Materials &amp; Services</i>					
20-22-6155	Contracted Services	58,600.00	3,917.98	16,346.06	10,100.00	27.89
20-22-6220	Electricity	53,000.00	3,233.09	11,632.18	35,280.00	21.95
20-22-6290	Other Utilities	2,000.00	41.51	166.04	390.00	8.30
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	1,561.07	3,986.59	0.00	22.15
20-22-6430	Certifications	2,000.00	234.06	874.06	0.00	43.70
20-22-6530	Small Tools & Equipment	25,000.00	904.45	7,976.89	0.00	31.91
20-22-6540	Safety Supplies	12,000.00	1,222.47	2,472.69	0.00	20.61
20-22-6550	Operational Supplies	5,000.00	316.10	707.99	0.00	14.16
20-22-6780	Taxes, Fees, Permits	24,000.00	2,337.94	6,196.83	14,128.64	25.82
	<i>Materials &amp; Services</i>	<i>236,600.00</i>	<i>13,768.67</i>	<i>50,401.53</i>	<i>59,898.64</i>	<i>21.30</i>
	<b>Wastewater-Collections</b>	<b>1,016,100.00</b>	<b>78,026.10</b>	<b>313,719.90</b>	<b>59,898.64</b>	<b>30.87</b>
	<b>Transfers &amp;</b>					

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
	<b>Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
20-29-8105	Transfers Out to Fund 05	2,030,000.00	169,167.00	676,668.00	0.00	33.33
20-29-8150	Transfers Out to Fund 50	3,482,000.00	0.00	607,000.00	0.00	17.43
20-29-8172	Transfers Out to Fund 72	3,200,000.00	266,667.00	1,066,668.00	0.00	33.33
20-29-9000	Contingency	665,088.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>9,377,088.00</i>	<i>435,834.00</i>	<i>2,350,336.00</i>	<i>0.00</i>	<i>25.06</i>
	<b>Transfers &amp; Contingencies</b>	<b>9,377,088.00</b>	<b>435,834.00</b>	<b>2,350,336.00</b>	<b>0.00</b>	<b>25.06</b>
	Expense	12,580,188.00	680,724.70	3,320,409.03	622,073.18	26.39
<b>20</b>	<b>Wastewater Reclam.</b>	<b>15,000.00</b>	<b>396,439.73</b>	<b>-31,188.08</b>	<b>-622,073.18</b>	<b>-207.92</b>
<b>30</b>	<b>Watershed Protection NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>50,874.00</b>	<b>0.00</b>	<b>6,453.68</b>	<b>0.00</b>	<b>12.69</b>
	Fund Balance	50,874.00	0.00	6,453.68	0.00	12.69
	<b>NonDivisional</b>					
	<i>Revenue</i>					
30-00-4213	Watershed Protection Charges	1,751,000.00	147,952.70	575,612.11	0.00	32.87
30-00-4215	Penalties & Late charges	1,000.00	283.51	676.42	0.00	67.64
30-00-4290	Other Charges for Services	25,000.00	565.00	6,390.96	0.00	25.56
30-00-4610	Investment Revenue	2,000.00	19.58	77.01	0.00	3.85
	<i>Revenue</i>	<i>1,779,000.00</i>	<i>148,820.79</i>	<i>582,756.50</i>	<i>0.00</i>	<i>32.76</i>
	<b>NonDivisional</b>	<b>1,779,000.00</b>	<b>148,820.79</b>	<b>582,756.50</b>	<b>0.00</b>	<b>32.76</b>
	Revenue	1,779,000.00	148,820.79	582,756.50	0.00	32.76
	<b>Watershed Protection</b>					
	<i>Personnel Services</i>					
30-23-5110	Regular Employees	113,000.00	9,905.15	38,250.52	0.00	33.85
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	10,910.66	0.00	28.71
30-23-5230	Social Security	9,000.00	742.31	2,826.09	0.00	31.40
30-23-5240	Retirement	22,000.00	1,854.25	7,066.89	0.00	32.12
30-23-5250	TrimetWBFPAid Leave OR	2,000.00	113.95	436.21	0.00	21.81
30-23-5270	Workers Compensation	1,000.00	189.22	756.88	0.00	75.69
30-23-5290	Other Employee Benefits	0.00	-2.23	0.00	0.00	0.00
	<i>Personnel Services</i>	<i>186,000.00</i>	<i>15,614.08</i>	<i>60,247.25</i>	<i>0.00</i>	<i>32.39</i>
	<i>Materials &amp; Services</i>					
30-23-6155	Contracted Services	163,000.00	2,489.60	25,739.66	157,142.10	15.79
30-23-6340	System Maintenance	45,000.00	0.00	0.00	0.00	0.00
30-23-6420	Staff Training	3,000.00	179.00	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	0.00	9.99	0.00	0.14
30-23-6730	Communications	55,000.00	1,000.00	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 &amp; Services</i>	<i>280,400.00</i>	<i>3,668.60</i>	<i>40,453.40</i>	<i>197,761.08</i>	<i>14.43</i>
	<b>Watershed Protection</b>	<b>466,400.00</b>	<b>19,282.68</b>	<b>100,700.65</b>	<b>197,761.08</b>	<b>21.59</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
30-29-8105	Transfers Out to Fund 05	1,069,000.00	89,083.00	356,332.00	0.00	33.33
30-29-8120	Transfers Out to Fund 20	154,600.00	12,883.00	51,532.00	0.00	33.33

Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
30-29-9000	Contingency	138,874.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>1,362,474.00</i>	<i>101,966.00</i>	<i>407,864.00</i>	<i>0.00</i>	<i>29.94</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,362,474.00</b>	<b>101,966.00</b>	<b>407,864.00</b>	<b>0.00</b>	<b>29.94</b>
<b>30</b>	Expense	1,828,874.00	121,248.68	508,564.65	197,761.08	27.81
	<b>Watershed Protection</b>	<b>1,000.00</b>	<b>27,572.11</b>	<b>80,645.53</b>	<b>-197,761.08</b>	<b>8,064.55</b>
<b>50</b>	<b>WW Revenue Bond Debt Service</b>					
	<b>NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>527,978.00</b>	<b>0.00</b>	<b>7,340.70</b>	<b>0.00</b>	<b>1.39</b>
	Fund Balance	527,978.00	0.00	7,340.70	0.00	1.39
	<b>NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>3,000.00</b>	<b>0.00</b>	<b>1,733.79</b>	<b>0.00</b>	<b>57.79</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Revenue</i>					
50-29-4920	Transfer In from Fund 20	3,482,000.00	0.00	607,000.00	0.00	17.43
	<i>Revenue</i>	<i>3,482,000.00</i>	<i>0.00</i>	<i>607,000.00</i>	<i>0.00</i>	<i>17.43</i>
	<b>Transfers &amp; Contingencies</b>	<b>3,482,000.00</b>	<b>0.00</b>	<b>607,000.00</b>	<b>0.00</b>	<b>17.43</b>
	Revenue	3,485,000.00	0.00	608,733.79	0.00	17.47
	<b>Debt Service</b>					
	<i>Materials &amp; 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	0.00	0.00	0.00	0.00
	<i>Materials &amp; Services</i>	<i>3,423,000.00</i>	<i>0.00</i>	<i>586,998.00</i>	<i>0.00</i>	<i>17.15</i>
	<b>Debt Service</b>	<b>3,423,000.00</b>	<b>0.00</b>	<b>586,998.00</b>	<b>0.00</b>	<b>17.15</b>
	Expense	3,423,000.00	0.00	586,998.00	0.00	17.15
<b>50</b>	<b>WW Revenue Bond Debt Service</b>	<b>589,978.00</b>	<b>0.00</b>	<b>29,076.49</b>	<b>0.00</b>	<b>4.93</b>
<b>71</b>	<b>Drinking Water Capital</b>					
	<b>NonDivisional</b>					
	<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>
	<b>NonDivisional</b>	<b>3,487,371.00</b>	<b>0.00</b>	<b>62,793.23</b>	<b>0.00</b>	<b>1.80</b>
	Fund Balance	3,487,371.00	0.00	62,793.23	0.00	1.80
	<b>NonDivisional</b>					
	<i>Revenue</i>					
71-00-4221	System	50,000.00	3,198.00	117,743.00	0.00	235.49
	Development-Reimburse					
71-00-4225	System	50,000.00	2,970.00	109,382.00	0.00	218.76



Account Number	Description	Budget	Period Amt	End Bal	Encumbered	% of Budget
71-00-4610	Development-Improvement Investment Revenue <i>Revenue</i>	50,000.00 <i>150,000.00</i>	16,865.10 <i>23,033.10</i>	55,426.38 <i>282,551.38</i>	0.00 <i>0.00</i>	110.85 <i>188.37</i>
	<b>NonDivisional</b>	<b>150,000.00</b>	<b>23,033.10</b>	<b>282,551.38</b>	<b>0.00</b>	<b>188.37</b>
	<b>Transfers &amp; Contingencies</b> <i>Revenue</i>					
71-29-4910	Transfer In from Fund 10 <i>Revenue</i>	1,500,000.00 <i>1,500,000.00</i>	125,000.00 <i>125,000.00</i>	500,000.00 <i>500,000.00</i>	0.00 <i>0.00</i>	33.33 <i>33.33</i>
	<b>Transfers &amp; Contingencies</b>	<b>1,500,000.00</b>	<b>125,000.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>33.33</b>
	<b>Revenue</b>	<b>1,650,000.00</b>	<b>148,033.10</b>	<b>782,551.38</b>	<b>0.00</b>	<b>47.43</b>
	<b>Drinking Water</b> <i>Capital Outlay</i>					
71-20-7200	Infrastructure	500,000.00	3,000.59	13,243.78	250,942.31	2.65
71-20-7300	Buildings & Improvements	25,000.00	0.00	0.00	0.00	0.00
71-20-7520	Equipment	200,000.00	9,800.00	15,666.42	0.00	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 <i>Capital Outlay</i>	2,400,000.00 <i>3,200,000.00</i>	952.38 <i>13,752.97</i>	38,277.18 <i>67,187.38</i>	953,456.13 <i>1,211,186.88</i>	1.59 <i>2.10</i>
	<b>Drinking Water</b>	<b>3,200,000.00</b>	<b>13,752.97</b>	<b>67,187.38</b>	<b>1,211,186.88</b>	<b>2.10</b>
	<b>Transfers &amp; Contingencies</b> <i>Transfers &amp; Contingencies</i>					
71-29-9000	Contingency <i>Transfers &amp; Contingencies</i>	370,000.00 <i>370,000.00</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>
	<b>Transfers &amp; Contingencies</b>	<b>370,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
71	Expense <b>Drinking Water Capital</b>	3,570,000.00 <b>1,567,371.00</b>	13,752.97 <b>134,280.13</b>	67,187.38 <b>778,157.23</b>	1,211,186.88 <b>-1,211,186.88</b>	1.88 <b>49.65</b>
72	<b>Wastewater Reclamation Capital NonDivisional</b> <i>Beginning Fund Balance</i>					
72-00-3500	Fund Balance <i>Beginning Fund Balance</i>	2,557,963.00 <i>2,557,963.00</i>	0.00 <i>0.00</i>	-1,011,212.03 <i>-1,011,212.03</i>	0.00 <i>0.00</i>	-39.53 <i>-39.53</i>
	<b>NonDivisional</b>	<b>2,557,963.00</b>	<b>0.00</b>	<b>-1,011,212.03</b>	<b>0.00</b>	<b>-39.53</b>
	<b>Fund Balance</b> <b>NonDivisional</b> <i>Revenue</i>	<b>2,557,963.00</b>	<b>0.00</b>	<b>-1,011,212.03</b>	<b>0.00</b>	<b>-39.53</b>
72-00-4220	System Development Charges	100,000.00	5,165.00	56,815.00	0.00	56.82
72-00-4610	Investment Revenue	30,000.00	14,322.01	56,377.78	0.00	187.93
72-00-4630	Miscellaneous Revenues	0.00	0.00	105,000.00	0.00	0.00
72-00-4650	Proceeds From Borrowing <i>Revenue</i>	1,500,000.00 <i>1,630,000.00</i>	0.00 <i>19,487.01</i>	0.00 <i>218,192.78</i>	0.00 <i>0.00</i>	0.00 <i>13.39</i>
	<b>NonDivisional</b>	<b>1,630,000.00</b>	<b>19,487.01</b>	<b>218,192.78</b>	<b>0.00</b>	<b>13.39</b>
	<b>Transfers &amp; Contingencies</b> <i>Revenue</i>					
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>	1,066,668.00 <i>1,066,668.00</i>	0.00 <i>0.00</i>	33.33 <i>33.33</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>
	<b>Transfers &amp; Contingencies</b>	<b>3,200,000.00</b>	<b>266,667.00</b>	<b>1,066,668.00</b>	<b>0.00</b>	<b>33.33</b>
	Revenue	4,830,000.00	286,154.01	1,284,860.78	0.00	26.60
	<b>Wastewater-Plant</b>					
	<i>Capital Outlay</i>					
72-21-7300	Buildings & Improvements	60,000.00	0.00	23,997.00	14,748.00	40.00
72-21-7520	Equipment	655,000.00	0.00	92,698.49	381,775.00	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	900,000.00	107,034.02	234,804.27	696,186.32	26.09
	<i>Capital Outlay</i>	<i>1,730,000.00</i>	<i>107,034.02</i>	<i>351,499.76</i>	<i>1,190,723.75</i>	<i>20.32</i>
	<b>Wastewater-Plant</b>	<b>1,730,000.00</b>	<b>107,034.02</b>	<b>351,499.76</b>	<b>1,190,723.75</b>	<b>20.32</b>
	<b>Wastewater-Collections</b>					
	<i>Capital Outlay</i>					
72-22-7200	Infrastructure	225,000.00	36,150.00	36,150.00	3,875.00	16.07
72-22-7520	Equipment	30,000.00	0.00	0.00	0.00	0.00
72-22-7600	Capital Improvement Projects	3,600,000.00	62,562.74	871,345.05	1,490,700.29	24.20
	<i>Capital Outlay</i>	<i>3,855,000.00</i>	<i>98,712.74</i>	<i>907,495.05</i>	<i>1,494,575.29</i>	<i>23.54</i>
	<b>Wastewater-Collections</b>	<b>3,855,000.00</b>	<b>98,712.74</b>	<b>907,495.05</b>	<b>1,494,575.29</b>	<b>23.54</b>
	<b>Transfers &amp; Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
72-29-9000	Contingency	653,800.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	<i>653,800.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Transfers &amp; Contingencies</b>	<b>653,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
72	Expense	6,238,800.00	205,746.76	1,258,994.81	2,685,299.04	20.18
	<b>Wastewater Reclamation Capital</b>	<b>1,149,163.00</b>	<b>80,407.25</b>	<b>-985,346.06</b>	<b>-2,685,299.04</b>	<b>-85.74</b>
73	<b>Watershed Protection Capital</b>					
	<b>NonDivisional</b>					
	<i>Beginning Fund Balance</i>					
73-00-3500	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	<i>Beginning Fund Balance</i>	<i>2,613,105.00</i>	<i>0.00</i>	<i>30,571.09</i>	<i>0.00</i>	<i>1.17</i>
	<b>NonDivisional</b>	<b>2,613,105.00</b>	<b>0.00</b>	<b>30,571.09</b>	<b>0.00</b>	<b>1.17</b>
	Fund Balance	2,613,105.00	0.00	30,571.09	0.00	1.17
	<b>NonDivisional</b>					
	<i>Revenue</i>					
73-00-4610	Investment Revenue	20,000.00	8,461.58	33,308.60	0.00	166.54
	<i>Revenue</i>	<i>20,000.00</i>	<i>8,461.58</i>	<i>33,308.60</i>	<i>0.00</i>	<i>166.54</i>
	<b>NonDivisional</b>	<b>20,000.00</b>	<b>8,461.58</b>	<b>33,308.60</b>	<b>0.00</b>	<b>166.54</b>
	Revenue	20,000.00	8,461.58	33,308.60	0.00	166.54
	<b>Watershed Protection</b>					
	<i>Capital Outlay</i>					
73-23-7600	Capital Improvement Projects	300,000.00	0.00	0.00	0.00	0.00
	<i>Capital Outlay</i>	<i>300,000.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
	<b>Watershed Protection</b>	<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Transfers &amp;</b>					

<b>Account Number</b>	<b>Description</b>	<b>Budget</b>	<b>Period Amt</b>	<b>End Bal</b>	<b>Encumbered</b>	<b>% of Budget</b>
	<b>Contingencies</b>					
	<i>Transfers &amp; Contingencies</i>					
73-29-9000	Contingency	50,000.00	0.00	0.00	0.00	0.00
	<i>Transfers &amp; Contingencies</i>	50,000.00	0.00	0.00	0.00	0.00
	<b>Transfers &amp; Contingencies</b>	<b>50,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	Expense	350,000.00	0.00	0.00	0.00	0.00
73	<b>Watershed Protection Capital</b>	<b>2,283,105.00</b>	<b>8,461.58</b>	<b>63,879.69</b>	<b>0.00</b>	<b>2.80</b>
Revenue Total		<b>33,839,000.00</b>	<b>2,548,374.00</b>	<b>10,872,971.68</b>	<b>0.00</b>	<b>32.1315</b>
Expense Total		<b>40,056,913.00</b>	<b>1,848,123.49</b>	<b>8,958,493.63</b>	<b>6,109,674.00</b>	<b>22.3644</b>

# General Ledger

## Account Roll up



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Period 04 - 04

Fiscal Year 2024

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
<b>Revenue</b>	<b>Revenue</b>				
4210	Water Sales - CRW	\$ 30,000.00	\$ 4,958.07	\$ 22,357.14	74.5%
4211	Water sales	\$ 5,469,000.00	\$ 487,232.12	\$ 2,107,079.62	38.5%
4212	Wastewater Charges	\$ 11,913,000.00	\$ 1,062,930.67	\$ 3,838,180.42	32.2%
4213	Watershed protection fees	\$ 1,751,000.00	\$ 147,952.70	\$ 575,612.11	32.9%
4215	Penalties & late charges	\$ 23,000.00	\$ 2,610.24	\$ 8,908.36	38.7%
4220	System Development Charges	\$ 100,000.00	\$ 5,165.00	\$ 56,815.00	56.8%
4221	System Development-Reimburse	\$ 50,000.00	\$ 3,198.00	\$ 117,743.00	235.5%
4225	System Development-Improvement	\$ 50,000.00	\$ 2,970.00	\$ 109,382.00	218.8%
4227	System Development-Compliance	\$ -	\$ 80.00	\$ 2,962.00	0.0%
4230	Contract services	\$ 57,400.00	\$ 4,000.00	\$ 21,400.00	37.3%
4240	Service installations	\$ 10,000.00	\$ 830.00	\$ 21,759.00	217.6%
4280	Rents & leases	\$ 180,000.00	\$ 14,975.50	\$ 59,665.22	33.2%
4290	Other charges for services	\$ 45,000.00	\$ 1,665.00	\$ 14,248.41	31.7%
4610	Investment revenue	\$ 119,000.00	\$ 48,576.70	\$ 171,334.70	144.0%
4630	Miscellaneous revenues	\$ 37,000.00	\$ 9,347.00	\$ 130,992.70	354.0%
4650	Proceeds from borrowing	\$ 1,500,000.00	\$ -	\$ -	0.0%
		<b>\$ 21,334,400.00</b>	<b>\$ 1,796,491.00</b>	<b>\$ 7,258,439.68</b>	<b>34.0%</b>
4910	Transfer in from Fund 10	\$ 2,569,000.00	\$ 214,083.00	\$ 856,332.00	33.3%
4920	Transfer in from Fund 20	\$ 8,712,000.00	\$ 435,834.00	\$ 2,350,336.00	27.0%
4930	Transfer in from Fund 30	\$ 1,223,600.00	\$ 101,966.00	\$ 407,864.00	33.3%
<b>Revenue</b>	<b>Revenue</b>	<b>\$ 33,839,000.00</b>	<b>\$ 2,548,374.00</b>	<b>\$ 10,872,971.68</b>	<b>32.1%</b>
<b>Expense</b>	<b>Expense</b>				
<b>Personnel Services</b>					
5110	Regular employees	\$ 3,711,000.00	\$ 294,973.31	\$ 1,199,156.60	32.3%
5130	Overtime	\$ 139,000.00	\$ 10,324.55	\$ 49,142.60	35.4%
5210	Employee Ins	\$ 814,000.00	\$ 50,935.24	\$ 203,523.82	25.0%
5230	Social Security	\$ 289,000.00	\$ 22,853.16	\$ 91,761.29	31.8%
5240	Retirement	\$ 692,000.00	\$ 57,917.26	\$ 226,861.00	32.8%
5250	Trimet	\$ 62,000.00	\$ 3,544.06	\$ 14,219.00	22.9%
5260	Unemployment	\$ 5,000.00	\$ -	\$ 3,681.78	73.6%
5270	Workers compensation	\$ 49,000.00	\$ 3,275.78	\$ 13,103.12	26.7%
5290	Other employee benefits	\$ 15,000.00	\$ 3,185.87	\$ 3,646.77	24.3%
		<b>\$ 5,776,000.00</b>	<b>\$ 447,009.23</b>	<b>\$ 1,805,095.98</b>	<b>31.3%</b>
<b>Materials &amp; Services</b>					
6110	Legal services	\$ 300,000.00	\$ 26,594.00	\$ 53,065.19	17.7%
6120	Accounting & audit services	\$ 76,000.00	\$ -	\$ 525.00	0.7%
6155	Contracted Services	\$ 1,408,500.00	\$ 90,297.91	\$ 274,247.40	19.5%
6175	Records Management	\$ 8,500.00	\$ 618.19	\$ 2,153.59	25.3%
6180	Dues & subscriptions	\$ 42,000.00	\$ 2,135.90	\$ 12,136.40	28.9%
6220	Electricity	\$ 435,000.00	\$ 28,559.71	\$ 120,091.06	27.6%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
6230	Telephone	\$ 59,700.00	\$ 4,802.01	\$ 16,340.86	27.4%
6240	Natural gas	\$ 9,000.00	\$ 388.18	\$ 1,406.48	15.6%
6250	Solid waste disposal	\$ 44,000.00	\$ 1,702.21	\$ 9,374.80	21.3%
6290	Other utilities	\$ 13,500.00	\$ 780.71	\$ 3,916.10	29.0%
6310	Janitorial services	\$ 34,000.00	\$ 2,756.70	\$ 11,026.80	32.4%
6320	Buildings & grounds	\$ 108,000.00	\$ 5,965.63	\$ 28,170.76	26.1%
6330	Vehicle & equipment maint.	\$ 80,000.00	\$ 965.89	\$ 15,622.06	19.5%
6340	Distribution system maint	\$ 245,000.00	\$ 16,162.62	\$ 50,135.61	20.5%
6342	Collection system maint.	\$ 220,000.00	\$ 10,150.89	\$ 52,264.39	23.8%
6350	Computer maintenance	\$ 434,500.00	\$ 56,936.31	\$ 136,088.66	31.3%
6410	Mileage	\$ 5,500.00	\$ 44.02	\$ 468.88	8.5%
6420	Staff training	\$ 88,500.00	\$ 8,065.56	\$ 18,263.12	20.6%
6430	Certifications	\$ 8,000.00	\$ 529.29	\$ 1,464.29	18.3%
6440	Board travel & training	\$ 5,000.00	\$ -	\$ 127.17	2.5%
6510	Office supplies	\$ 36,000.00	\$ 4,244.69	\$ 11,616.51	32.3%
6520	Fuel & oils	\$ 50,000.00	\$ 3,620.51	\$ 12,568.92	25.1%
6525	Chemicals	\$ 77,000.00	\$ 5,629.55	\$ 22,236.60	28.9%
6530	Small tools & equipment	\$ 45,000.00	\$ 1,787.40	\$ 13,167.46	29.3%
6540	Safety supplies	\$ 55,000.00	\$ 10,339.28	\$ 25,991.07	47.3%
6550	Operational Supplies	\$ 30,000.00	\$ 2,113.12	\$ 3,928.48	13.1%
6560	Uniforms	\$ 42,000.00	\$ 1,431.72	\$ 12,040.54	28.7%
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	\$ 77,295.99	\$ 491,204.05	40.9%
6715	Water quality program	\$ 28,500.00	\$ 1,592.43	\$ 5,042.43	17.7%
6720	Insurance	\$ 235,000.00	\$ 16,101.68	\$ 64,406.72	27.4%
6730	Communications	\$ 94,000.00	\$ 1,922.87	\$ 22,762.03	24.2%
6740	Advertising	\$ 7,000.00	\$ 498.00	\$ 1,247.00	17.8%
6760	Equipment Rental	\$ 36,000.00	\$ 12,211.00	\$ 27,273.54	75.8%
6770	Bank charges	\$ 165,000.00	\$ 12,932.76	\$ 56,902.89	34.5%
6780	Taxes, Fees & Permits	\$ 121,400.00	\$ 20,554.80	\$ 40,405.85	33.3%
6790	Miscellaneous Expense	\$ 1,000.00	\$ -	\$ -	0.0%
		\$ 5,865,600.00	\$ 429,731.53	\$ 1,617,682.71	27.6%
<b><u>Debt Service and Special Payments</u></b>					
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	\$ -	\$ -	0.0%
6825	Zions Bank loan-interest	\$ 16,100.00	\$ -	\$ 8,002.75	49.7%
		\$ 3,632,100.00	\$ -	\$ 595,000.75	16.4%
<b><u>Capital Outlay</u></b>					
7200	Infrastructure	\$ 725,000.00	\$ 39,150.59	\$ 49,393.78	6.8%
7300	Buildings & Improvements	\$ 85,000.00	\$ -	\$ 23,997.00	28.2%
7520	Equipment	\$ 885,000.00	\$ 9,800.00	\$ 108,364.91	12.2%
7530	Information Technology	\$ 190,000.00	\$ -	\$ -	0.0%
7600	Capital Improvement Projects	\$ 7,200,000.00	\$ 170,549.14	\$ 1,144,426.50	15.9%
		\$ 9,085,000.00	\$ 219,499.73	\$ 1,326,182.19	14.6%
<b><u>Transfers</u></b>					
8105	Transfers out to Fund 05	\$ 4,168,000.00	\$ 347,333.00	\$ 1,389,332.00	33.3%

Sort Level	Description	Budget	Period Amt	End Bal	% Expend /Collect
8120	Transfers out to Fund 20	\$ 154,600.00	\$ 12,883.00	\$ 51,532.00	33.3%
8150	Transfers out to Fund 50	\$ 3,482,000.00	\$ -	\$ 607,000.00	17.4%
8171	Transfers out to Fund 71	\$ 1,500,000.00	\$ 125,000.00	\$ 500,000.00	33.3%
8172	Transfers out to Fund 72	\$ 3,200,000.00	\$ 266,667.00	\$ 1,066,668.00	33.3%
		\$ 12,504,600.00	\$ 751,883.00	\$ 3,614,532.00	28.9%
		<b>\$ 36,863,300.00</b>	<b>\$ 1,848,123.49</b>	<b>\$ 8,958,493.63</b>	<b>24.3%</b>
9000	Contingency	\$ 3,209,613.00	\$ -	\$ -	0.0%
<b>Expense</b>	<b>Expense</b>	<b>\$ 40,072,913.00</b>	<b>\$ 1,848,123.49</b>	<b>\$ 8,958,493.63</b>	<b>22.4%</b>
<b>Revenue Total</b>		<b>\$ 33,839,000.00</b>	<b>\$ 2,548,374.00</b>	<b>\$ 10,872,971.68</b>	<b>32.1%</b>
<b>Expense Total</b>		<b>\$ 40,072,913.00</b>	<b>\$ 1,848,123.49</b>	<b>\$ 8,958,493.63</b>	<b>22.4%</b>
<b>Grand Total</b>		<b>\$ (6,233,913.00)</b>	<b>\$ 700,250.51</b>	<b>\$ 1,914,478.05</b>	<b>-30.7%</b>



## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Laural Casey, District Recorder
<b>Title</b>	Approval of Meeting Minutes
<b>Item No.</b>	3b
<b>Date</b>	December 19, 2023

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### **Summary of Minutes for Approval**

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

### **Attachments**

1. November 21, 2023 Meeting Minutes



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
NOVEMBER 21, 2023**

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Board of Directors

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
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Jason Rice	Water Systems Consulting, Inc

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**1. Call to Order**

Vice Chair Williams called the meeting to order at 6:00 p.m. and asked Treasurer Gornick to facilitate the flag salute.

**2. Call for Public Comment**

Eugene Whitley asked about the regulation of overwatering along Rothe Road by multi-family dwellings. The Board shared OLWS conservation outreach efforts through Clackamas River Water Providers.

**3. Presentation of Drinking Water Intertie with City of Milwaukie**

PWD Albert introduced Consultant Jason Rice who overviewed the emergency intertie project, including the available alternatives, site conditions, partnership with the City of Milwaukie, and cost estimates.

The Board asked questions regarding:

- Reciprocity with the City of Milwaukie in emergency situations,
- Compatibility with the City of Milwaukie's drinking water system,
- Future intertie consideration with Clackamas River Water,



- Population growth of both entities, and
- Tree removal.

PWD Albert explained the intergovernmental agreement and grant writing process.

#### **4. Consent Agenda**

Items on the Consent Agenda included:

- The September 2023 Financial Report, and
- October 17, 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 Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Board asked questions regarding the Financial Report, including Financial Assistance Utility Rate Relief Program and employee overtime.

#### **5. Consideration of Funding Increase for Financial Assistance Utility Rate Relief Program**

Finance Director Stevens overviewed the policy and funding alternatives. General Manager Chaplen described the impact of each alternative.

The Board asked questions regarding cost savings and the customer application process. There was deliberation and an initial request for staff to return with program cost savings and additional funding increase amount.

Treasurer Gornick moved to establish the revised funding rate for the Financial Assistance Utility Rate Relief Program at 0.60 percent of budgeted revenues for fiscal year 2023-24. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

#### **6. Presentation of Quarterly Capital Projects Prioritization Report**

PWD Albert overviewed the ongoing capital projects and the Board asked clarifying questions.

#### **7. Consideration of Resolution No. 2023-0022 Approving Amended and Restated Intergovernmental Agreement of Regional Water Providers Consortium**

General Manager Chaplen outlined the partnership with the Regional Water Providers Consortium and recommended continuing membership.

The Board asked about the financial obligation of membership.

Director Van Loo moved to adopt Resolution No. 2023-0022 approving the amended and restated intergovernmental agreement of the Regional Water Providers Consortium. Director Bullock seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

**8. Consideration of Resolution No. 2023-0023 Approving a FY 2024 Budget Transfer**

Finance Director Stevens outlined the requested budget transfer. There was a clerical error in the Staff Report in which the name and fund account were transposed, but the resolution was correct as presented.

Director Bullock moved to adopt Resolution No. 2023-0023 amending the fiscal year 2023-2024 Adopted Budget as presented. Director Van Loo seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

**9. Consideration of Purchase of Five-Yard Dump Truck**

PWD Albert outlined the request for purchase due to 2019's HB 2007 and purchase alternatives. The Board asked about the surplus of the old assets.

Director Van Loo moved to authorize the General Manager to accept the Peterson Trucks quote and approve the purchase of one 5-yard dump truck from Peterson Trucks in the amount of \$145,658.55. Treasurer Gornick seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

**10. Consideration of Engineering Contract with AKS Engineering for Oatfield Road Water Main Replacement Project Design**

Assistant District Engineer Janicke overviewed the project and scope of the recommended task order.

The Board asked questions regarding the price quote and timing of the project.

Treasurer Gornick moved to approve the General Manager to sign a task order under the active on-call services contract with AKS Engineering and Forestry for the design of the Oatfield Road Water Main Replacement project this fiscal year. Director Van Loo seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

**11. Business from the Board**

Director Van Loo and Vice Chair Williams provided verbal reports on monthly liaison activities.

**12. Department Reports**

The Management Team provided highlights from their written reports.

General Manager Chaplen provided an update on monthly billing implementation.

The Board asked clarifying questions.

**13. Adjourn Meeting**

Vice Chair Williams adjourned the meeting at 8:04 p.m.

Respectfully submitted,

\_\_\_\_\_  
Susan Keil  
Chair, Board of Directors

\_\_\_\_\_  
Kevin Williams  
Vice Chair, Board of Directors

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## STAFF REPORT

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<b>To</b>	Board of Directors
<b>From</b>	Mary Rowe, Interim HR Manager
<b>Title</b>	Consideration of Paid Leave Oregon Policy
<b>Item No.</b>	4
<b>Date</b>	December 19, 2023

---

### Summary

The Board of Directors reviews and adopts the employee policies of OLWS. Staff are seeking approval of a Paid Leave Oregon policy.

### Background

The State of Oregon adopted a paid leave policy called Paid Leave Oregon. This provides paid leave for employees taking leave for certain health related reasons for themselves or a family member and for safe leave.

Employees were able to start applying for and receiving benefits through the State of Oregon as of September 3, 2023.

This Policy memorializes OLWS compliance with the State law.

### Budget

There is an employee contribution and an employer contribution required by the State. The employer contribution is currently set at 0.4% of gross wages.

### Concurrence

The Human Resources Manager worked with the OLWS legal counsel to draft and review this policy. The employee Union has reviewed and approved the policy.

### Recommendation

Staff requests adoption of the attached policy.

### Suggested Board Motion

*"I move to adopt the Paid Leave Oregon Policy."*

## **Attachments**

1. Paid Leave Oregon Policy



# **Paid Leave Oregon Policy**

**Policy Number: HR-0025**

**Adopted December 19, 2023**

This document supersedes any and all previous Paid Leave Oregon policies.

## PAID LEAVE OREGON POLICY

### Purpose

Employees in Oregon are eligible to take paid time off for family leave, medical leave, and safe leave and receive Paid Leave Oregon (PLO) benefits under Oregon law.

Employees will be able to receive benefits starting on September 3, 2023. The benefits are funded through employee and employer contributions. The contribution amount is determined by the Oregon Employment Department and Oregon statute. OLWS will contribute the amount as determined by the Oregon Employment Department and Oregon statute. Effective January 1, 2023, the employee contribution rate was 0.6% and the employer rate was 0.4% of gross wages up to \$132,000/year. Contributions began on September 3, 2023. Employee contributions will be in the form of a deduction from employee paychecks.

### Scope

This policy applies to all employees.

### Definitions

- *Family leave* – for an employee to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption, or foster care placement.
- *Medical leave* – for an employee experiencing their own serious health condition or disability due to pregnancy.
- *Safe leave* – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, or stalking.

### Procedure

#### Leave Length

Employees may take up to 12-weeks of paid time off per benefit year beginning September 3, 2023, for family leave, medical leave or safe leave as defined above.

The PLO program also allows an employee to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

An additional four (4) weeks of unpaid leave is also allowed for other OFLA protected reasons.

#### Application Process

Employees must submit an application to the Oregon Employment Department to apply for PLO benefits. Employees can submit the application as early as 30 days before the start of leave and up to 30 days after the start of leave. Employees can access the application online or request a paper form. Employees have a right to appeal a decision on their claim. Employers are not able to appeal benefit decisions.

### Notice to Employer

Employees must give OLWS notice when they will be taking leave and provide an explanation pursuant to OLWS's policies and procedures. Failure to provide the correct notice to OLWS could result in the Oregon Employment Department reducing the employee's first weekly benefit amount by up to 25% or the leave not being approved. Giving notice may differ depending on whether the leave is for a planned or for an unexpected event:

- 30-day notice: If employees take paid leave for a planned reason (such as an upcoming surgery or adopting a baby), they need to let the employer know 30 days before taking leave.
- 24-hour emergency notice: In an emergency, employees must let the employer know within 24 hours and give OLWS written notice within three days of starting leave. Unexpected events include, but are not limited to:
  - An unexpected serious health condition of the employee or a family member of the employee.
  - A premature birth, unexpected adoption, or unexpected foster placement by or with the employee.
  - Safe leave.

### Eligibility

Any employee who has earned at least \$1,000 during the year prior to claiming paid leave may be eligible. When an employee applies for paid leave, they must provide verification of the qualifying purpose. The Oregon Employment Department determines eligibility. If an employee is denied leave, the employee may appeal the decision outlined in the determination notice as provided by the Oregon Employment Department.

An employee may need to provide the following documentation when applying for leave:

- *For Family Leave*, documentation to show:
  - The birth, adoption, or placement of child
  - That a family member is experiencing a serious health condition and a description of the family relationship.
- *For Medical Leave*, documentation to show the employee has a serious health condition.
- *For Safe Leave*, documentation to show the employee had a safe leave event. Self-attestation may be accepted if the employee is not able to provide documentation of the event.
- *For limitations related to pregnancy*, documentation to show the employee is currently or was recently pregnant.

### Use

Employees may take up to 12 weeks of paid leave per benefit year (up to 14 weeks for pregnancy-related medical leave). Leave may be taken intermittently or all at once.

Employees must take leave under PLO and OFLA/FMLA at the same time if the leave purpose is the same. Employees may supplement PLO benefits with accrued sick time and vacation time, or any other paid leave earned by the employee up to 100% of their salary.



If the employee has been employed for more than 90 days, then their job is protected while on leave. When the employee returns to work from paid leave, they will return to the position they held before the start of leave, if that position still exists. Employees will not be penalized for using paid leave. An employee may be required to submit a release to return to work from a health care provider before returning to work if the PLO was for the employee's own serious health condition.

Employee health benefits will continue during paid leave. While on leave employees will be responsible for paying their share of the employee health benefit costs. If the employee does not have sufficient wages in a pay period to cover their share of health benefit costs, the amounts owed will be withheld from future paychecks.

#### Payment

Paid Leave Oregon benefit payments depend on your wages and/or income compared to the statewide average weekly wage. Payment is determined and paid by the Oregon Employment Department.

#### Employee Notice

OLWS will provide notice to employees about PLO at the time of hire and each time the policy or procedure changes. Notices will also be on display at the appropriate buildings and worksites.

#### Documentation

Any health information provided will remain confidential. Failure to provide job protection is an unlawful employment practice. Discrimination and retaliation for inquiring about PLO, giving notice of, taking leave, or claiming leave is prohibited. An employee that believes there was a violation of job protections or has been discriminated against or retaliated against may bring a civil action against the employer or file a complaint with the Commissioner of the Bureau of Labor and Industries. More information may be found at [paidleave.oregon.gov](http://paidleave.oregon.gov) and 833-855-0166.



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Consideration of Resolution No. 2023-0024 Adopting Updated Procurement Rules  
**Item No.** 5  
**Date** December 19, 2023

---

### Summary

Staff requests Board approval of a resolution adopting updated local Procurement Rules, which updates and clarifies certain provisions and will allow Staff to take advantage of the additional flexibility the State Legislature provided in the last legislative session in regard to public procurements.

### Background

The OLWS Board has adopted local rules of procedure for public contracts and purchases, as authorized by ORS 279A.065 (the "Procurement Rules"). The Procurement Rules govern the administrative procedure and substantive requirements that apply to contracts entered into by OLWS. OLWS must still follow the State Public Contracting Code where certain procedure or substantive requirements are prescribed by statute.

The current version of the Procurement Rules was adopted by the Board in April of 2023. Since that time, Staff have reviewed updates to the State Public Contracting Code made in the last State Legislative Session, and have determined that the updates would benefit OLWS to incorporate into its local Procurement Rules. This update additionally corrects minor formatting errors and clarifies existing provisions.

### Summary of Changes

The following are the proposed updates to the current version of the Procurement Rules. These changes are identified in redlines in the draft Procurement Rules, which accompany this Staff Report.

1. Increases small procurement threshold to \$25,000 or less, per SB 1047 (2023). This amount was previously capped at \$10,000.
2. Increases intermediate procurement threshold to between \$25,000 and \$250,000, per SB 1047 (2023). This amount was previously set at \$10,000 to \$150,000.

3. Increases large procurement threshold to \$250,000 or greater, per SB 1047 (2023). This amount was previously set at \$150,000.
4. Adds findings for special procurements approved through the Procurement Rules. These findings are listed in Attachment A to the Procurement Rules.
5. Adds GIS-technical services as a personal service. This is a service procured recently and which meets the criteria to be considered a personal service.
6. Adds an optional, benefit company preference, per HB 3572 (2023). This preference would be able to be used for any written solicitation but is not required to be used.
7. Removes reference to emergency situations under A&E Services, which would instead defer to the standard emergency procurement procedure that already exists in the Procurement Rules.
8. Reduces the protest period for direct appointments and purchases from 48 hours to 24 hours, where the protest period is triggered upon the date of the contract award. This change will provide more certainty in contract execution for procurements where no notice of intent to award is required, which are typically smaller procurements.
9. Corrects minor typographical and formatting errors.

### **Concurrence**

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

### **Recommendation**

Staff requests the Board hold a public hearing, take public comment, and thereafter approve the proposed resolution adopting updated Procurement Rules.

### **Suggested Board Motion**

*"I move 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."*

### **Attachments**

1. Resolution No. 2023-0024
2. Proposed Procurement Rules (December 2023)

## **OAK LODGE WATER SERVICES**

### **RESOLUTION NO. 2023-0024**

#### **A RESOLUTION ADOPTING UPDATED PUBLIC CONTRACTING & PURCHASING RULES AND SUPERSEDING AND REPLACING RESOLUTION 2023-0015.**

**WHEREAS**, the Oak Lodge Water Services Authority (“OLWS”) is a public contracting agency, and pursuant to ORS 279A.060 the OLWS Board of Directors (“Board”) serves as the local contract review board and exercises OLWS’s procurement authority in accordance with the state Public Contracting Code ORS 279A, 279B, and 279C; and

**WHEREAS**, pursuant to ORS 279A.065, the Board has chosen to adopt its own local rules of procedure for public contracts, and accordingly, first adopted its local rules by Resolution 16-06 on December 6, 2016; later revised by Resolution 18-07 on June 19, 2018; Resolution 18-15 on November 20, 2018; and Resolution 2023-0015 on April 18, 2023;

**WHEREAS**, in addition to reviewing its local rules as required by ORS 279A.065(6)(b) to ensure compliance with state law, the Board periodically reviews its local rules to ensure that the rules preserve meaningful competition while affording OLWS sufficient flexibility and control to efficiently proceed with public procurements; and

**WHEREAS**, the Board after such a periodic review now desires to update its contracting and purchasing rules by adopting new local rules which shall supersede and replace all prior and conflicting procedures and practices.

#### **NOW, THEREFORE, BE IT RESOLVED BY THE OAK LODGE WATER SERVICES BOARD OF DIRECTORS, IN ITS CAPACITY AS THE OAK LODGE WATER SERVICES LOCAL CONTRACT REVIEW BOARD:**

**Section 1.** Except as otherwise provided herein, the Oregon Attorney General’s Model Public Contracting Rules promulgated under ORS 279A.065 and set forth in Oregon Administrative Rules Chapter 137, Divisions 46, 47, 48, and 49, do not apply to OLWS.

**Section 2.** Resolution 2023-0015, Adopting Updated Public Contracting & Purchasing Rules and Repealing and Replacing Resolution 18-15, is hereby superseded and replaced by this Resolution.

**Section 3.** The Special Procurement Class Findings attached to the Public Contracting and Purchasing Rules as Attachment A are hereby adopted as the OLWS Board Findings and the OLWS Board approves such classes as special procurements based on those Findings.

**Section 4.** The OLWS Contracting and Purchasing Rules (dated December 2023) attached hereto and incorporated herein by this reference, are hereby adopted as the OLWS local rules of procedure under ORS 279A.065(6) and shall supersede and replace all prior and existing contracting and purchasing practices, rules, and procedures.

**INTRODUCED AND ADOPTED THIS 19TH DAY OF DECEMBER 2023.**

OAK LODGE WATER SERVICES

By \_\_\_\_\_ By \_\_\_\_\_  
Susan Keil, Chair Kevin Williams, Vice Chair



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# **Contracting & Purchasing Rules**

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**December 2023**

**Oak Lodge Water Services Authority  
 Contracting & Purchasing Rules**

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## Contracting & Purchasing Rules

### I. Introduction.

- A. Purpose of Rules.** These Contracting and Purchasing Rules (the “Procurement Rules”) are adopted by the Oak Lodge Water Services Authority Board of Directors (the “OLWS Board”), the governing body of the Oak Lodge Water Services Authority (“OLWS”), to establish the rules and procedures for contracts entered into and purchases made by OLWS. OLWS’s General Manager is responsible for ensuring that the Procurement Rules are followed. It is the policy of the OLWS Board, in adopting the Procurement Rules, to utilize public contracting and purchasing practices and methods that maximize the efficient use of OLWS resources and the purchasing power of OLWS funds by:
1. Promoting impartial and open competition;
  2. Using solicitation materials that are complete and contain a clear statement of contract specifications and requirements; and
  3. Taking full advantage of evolving procurement methods that suit the purchasing needs of OLWS as they emerge within various industries.
- B. Interpretation of Rules.** Except as specifically provided in the Procurement Rules, public contracts and purchases shall be awarded, administered, and governed according to ORS Chapters 279A, 279B, and 279C (the “Public Contracting Code”) and the Attorney General’s Model Public Contract Rules (the “Model Rules”), as may be amended from time to time.
1. It is OLWS’s intent that the Procurement Rules be interpreted to authorize the full use of all contracting and purchasing powers described in ORS Chapters 279A, 279B, and 279C.
  2. The Model Rules adopted under ORS 279A.065 shall apply to the contracts and purchases of OLWS to the extent that they do not conflict with the Procurement Rules or other rules and regulations adopted by OLWS.
  3. In the event of a conflict between any provisions of the Procurement Rules and the Model Rules, the provisions of the Procurement Rules shall prevail.
  4. In the event of a conflict between one or more provisions of the Procurement Rules, the General Manager shall have the authority to interpret the Procurement Rules consistent with the purposes of the objective set forth above in subsection A to resolve the conflict.
- C. Specific Provisions’ Precedence over General Provisions.** In the event of a conflict between the provisions of the Procurement Rules, the more specific provision shall take precedence over the more general provision.
- D. Conflict with Federal Statutes and Regulations.** Except as otherwise expressly provided in ORS Chapters 279A, 279B, or 279C, applicable federal statutes and

regulations shall govern when federal funds are involved.

- II. Definitions.** Unless a different definition is specifically provided herein, or the context clearly requires otherwise, the following terms have the meanings set forth herein. Additionally, any term defined in the singular includes the meaning of the plural, and vice versa.
- A. Authority.** The Oak Lodge Water Services Authority.
  - B. Administering agency.** A contracting agency, other than OLWS, that solicited and established the original contract in a cooperative procurement for goods, services, personal services, A&E services, or public improvements.
  - C. Affected person.** A person whose ability to participate in a procurement is adversely impaired by an OLWS decision.
  - D. Architectural, engineering, and related services (A&E services).** A&E services are professional services performed by an architect, engineer, or land surveyor that includes architectural, engineering, or land surveying services, separately or any combination thereof. A&E services also includes photogrammetric and transportation planning services (or any combination thereof) provided by a consultant. A&E services also includes the following services, if related to the planning, design, engineering, or oversight of public improvement projects or components of public improvement projects: landscape architectural services; facilities planning services; energy planning services; space planning services; environmental impact studies; hazardous substances or hazardous waste or toxic substances testing services; wetland delineation studies; wetland mitigation services; Native American studies; historical research services; endangered species studies; rare plant studies; biological services; archaeological services; cost estimating services; appraising services; material testing services; mechanical system balancing services; commissioning services; project management services; construction management services and owner's representatives service; and/or land use planning services.
  - E. Award.** The decision to enter into a contract or purchase order with a specific offeror or proposer.
  - F. Bid.** A response to an invitation to bid.
  - G. Bidder.** A person who submits a bid in response to an invitation to bid.
  - H. Bid security.** A form of security submitted or posted by a bidder as a monetary guarantee that, if selected, the bidder will accept the award of the contract under the terms of the bid. Bid security is either returned, forfeited, or exchanged for a different form of guarantee. The form of bid security may be a surety bond signed by the surety, a signed irrevocable letter of credit issued by an insured institution as the term is defined in ORS 706.008(11), a cashier's check, or other adequate form of security as determined by the General Manager.
  - I. Business with which an OLWS employee is associated.** Any business in which an OLWS employee is a director, officer, owner, or employee, or any

corporation in which an OLWS employee owns or has owned ten percent (10%) or more of any class of stock at any point in the preceding calendar year.

- J. Closing.** The date and time announced in a solicitation document as the deadline for submitting bids or offers.
- K. COBID-Certified Business.** A business that has been certified by the Oregon Office for Business Inclusion and Diversity (COBID) as a disadvantaged business enterprise, minority-owned business, women-owned business, service-disabled veteran business enterprise, or emerging small business which are identified on the COBID-certified vendor directory as being currently certified and approved to be used for contracting opportunities.
- L. Contract or Public Contract.** A purchase, lease, rental, or other acquisition, by OLWS of personal property, goods, or services, including personal services, A&E services, public improvements, public works, minor alterations, or ordinary repair or maintenance necessary to preserve a public improvement. A public contract does not include grants; acquisitions or disposals of interests in real property; intergovernmental agreements, contracts made through the Oregon Forward Program pursuant to ORS 279.835 to 279.855; or any other exemption from the Public Contracting Code under ORS 279A.025(2). Renewals and amendments to contracts shall not be considered a new public contract if renewed or amended in accordance with the terms of the contract that is being renewed or amended.
- M. Contractor.** The person who enters into a contract with OLWS.
- N. Contract price.** As the context requires:
  - 1. The maximum payment that OLWS will make under a contract if the contractor fully performs under the contract, including bonuses, incentives and contingency amounts;
  - 2. The maximum not-to-exceed payment specified in the contract; or
  - 3. The unit prices set forth in the contract.
- O. Contracting agency.** A public body authorized by law to conduct a procurement.
- P. Cooperative procurement.** A procurement conducted by, or on behalf of, one or more contracting agencies.
- Q. Days.** Calendar days.
- R. Emergency.** Involves circumstances that:
  - 1. Could not have been reasonably foreseen;
  - 2. Create a substantial risk of loss, damage, or interruption of services, or a substantial threat to property, public health, welfare, or safety; and
  - 3. Require prompt execution of a contract or amendment in order to remedy the substantial risks and threats.
- S. Findings.** The justification for a conclusion. If the justification relates to a public

improvement contract, findings may be based on information that include, but is not limited to:

1. Operational, budget, and financial data;
2. Public benefits;
3. Value engineering;
4. Specialized expertise;
5. Market conditions;
6. Technical complexity; and
7. Funding sources.

**T. General Manager.** The OLWS General Manager or the person designated as the acting General Manager in the General Manager's absence.

**U. Goods or services.** Supplies, equipment, materials, and services, other than personal services, and any personal property, including any tangible, intangible, and intellectual property and rights and licenses in relation thereto. The term includes good or services, goods and services, and combinations of any of the items identified in this definition.

**V. Grant.** An agreement under which:

1. OLWS receives money, property, or other assistance, including but not limited to, federal assistance that is characterized as a grant by federal law or regulation, loans, loan guarantees, credit enhancements, gifts, bequests, commodities, or other assets;
  - a. The assistance received by OLWS is from a grantor for the purpose of supporting or stimulating a program or activity of OLWS; and
  - b. No substantial involvement by the grantor is anticipated in the program or activity other than involvement associated with monitoring compliance with grant conditions; or
2. OLWS provides money, property, or other assistance, including but not limited to, federal assistance that is characterized as a grant by federal law or regulation, loans, loan guarantees, credit enhancements, gifts, bequests, commodities or other assets;
  - a. The assistance is given to the recipient for the purpose of supporting or stimulating a program or activity of the recipient; and
  - b. No substantial involvement by OLWS is anticipated in the program or activity other than involvement associated with monitoring compliance with grant conditions, unless otherwise provided for in an agreement related to the grant.

**W. Immediate family member.** An employee's: spouse, and parents

thereof; children, and spouses thereof; parents, and spouses thereof; siblings, and spouses thereof; grandparents and grandchildren, and spouses thereof; and domestic partner, and parents thereof.

- X. Invitation to bid.** A solicitation document issued by OLWS to request bidders to submit bids on a particular project for a specific product or service requested which includes detailed specifications or standards for the product or service.
- Y. Minority, Women, Service-Disabled Veteran, and Emerging Small Business Enterprise.** An enterprise or business certified by the State of Oregon's Certification Office for Business Inclusion and Diversity in the Oregon Business Development Department as a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns, and/or an emerging small business.
- Z. Nonresident bidder.** A bidder that is not a resident bidder.
- AA. Offer.** A bid, proposal, quote, or other response to a solicitation document.
- BB. Offeror.** A person who submits an offer.
- CC. OLWS.** The Oak Lodge Water Services Authority, a joint water and sanitary authority, and a contracting and purchasing agency.
- DD. Opening.** The date, time, and place announced in the solicitation document for the public opening of written sealed offers.
- EE. Oregon Forward Program.** A state-run purchasing program administered by the Oregon Department of Administrative Services that promotes meaningful job opportunities for adults living with disabilities.
- FF. Original contract.** The initial contract or price agreement solicited and awarded during a cooperative procurement by an administering agency.
- GG. Purchasing agency.** An agency that procures goods or services, personal services, or public improvements from a contractor based on the original contract established by an administering agency in a cooperative procurement.
- HH. Person.** An individual, corporation, business trust, estate, trust, partnership, limited liability company, association, joint venture, governmental agency, public body, public corporation, or other legal or commercial entity, and any other person or entity with legal capacity to contract.
- II. Personal services.** Services that require specialized skill, knowledge, and resources in the application of technical or scientific expertise or in the exercise of professional, artistic, or management discretion or judgment. Personal services include those services designated as personal services under this definition, and such contracts and services as may be designated by the General Manager as personal services from time to time. Qualifications, performance history, expertise, creativity, and the ability to exercise sound professional judgment are typically the primary considerations when selecting a personal services contractor, with price being secondary. Personal services do not include A&E services. Personal services include the services of:

1. An accountant, attorney, auditor, court reporter, information technology consultant, geographic information systems consultant, or physician;
2. Expert witnesses or consultants to provide testimony or other consultation relating to existing or potential litigation or legal matters in which OLWS is or may become interested;
3. Artists in the performing or fine arts, including a photographer, filmmaker, actor, director, painter, weaver, or sculptor;
4. Contracts for services that are specialized, creative, or research-oriented; and
5. Contracts for services as a consultant, other than an A&E services consultant.

**JJ. Price agreement.** A contract for the procurement of goods or services at a set price which has:

1. No guarantee of a minimum or maximum purchase; or
2. An initial order or minimum purchase combined with a continuing contractor obligation to provide goods or services with no guarantee of any minimum or maximum additional purchase.

**KK. Procurement.** The act of purchasing, leasing, renting, or otherwise acquiring goods or services, personal services, or A&E services. It includes each function and procedure undertaken or required to be undertaken to enter into a contract, administer a contract and obtain the performance of a contract for goods or services, personal services, or A&E services.

**LL. Proposal.** A response to a request for proposals.

**MM. Proposer.** A person that submits a proposal in response to a request for proposals.

**NN. Proposer security.** A form of security submitted or posted by a proposer as a monetary guarantee that, if selected, the proposer will accept the award of the contract under the terms of the proposal. Proposer security is either returned, forfeited, or exchanged for a different form of guarantee. The form of proposer security may be a surety bond signed by the surety, a signed irrevocable letter of credit issued by an insured institution as the term is defined in ORS 706.008(11), a cashier's check, or other adequate form of security as determined by the General Manager.

**OO. Provider.** As the context requires, a supplier of goods or services, personal services, or A&E services.

**PP. Public contract.** See Contract.

**QQ. Public contracting.** Procurement activities relating to obtaining, modifying, or administering contracts or price agreements.

**RR. Public improvement.** A project for construction, reconstruction, or major renovation on real property, by or for OLWS. A public improvement does not include projects for which no funds of OLWS are directly or indirectly used,

except for participation that is incidental or related primarily to project design or inspection; or emergency work, minor alteration, or ordinary repair or maintenance necessary to preserve a public improvement.

- SS. Public improvement contract.** A contract for a public improvement. A public improvement contract does not include a contract for emergency work, minor alterations, or ordinary repair or maintenance necessary to maintain a public improvement.
- TT. Recycled product.** All materials, goods, and supplies, not less than fifty percent (50%) of the total weight of which consists of secondary and post-consumer waste with not less than ten percent (10%) of its total weight consisting of post-consumer waste. It includes any product that could have been disposed of as solid waste, having completed its life cycle as a consumer item, but otherwise is refurbished for reuse without substantial alteration of the product's form.
- UU. Related services.** Personal services, other than architectural, engineering, and land survey services, that are related to the planning, design, engineering, or oversight of public improvement projects or components thereof, including but not limited to: landscape architectural services; facilities planning services; energy planning services; space planning services; environmental impact studies; hazardous substances or hazardous waste or toxic substances testing services; wetland delineation studies; wetland mitigation services; Native American studies; historical research services; endangered species studies; rare plant studies; biological services; archaeological services; cost estimating services; appraising services; material testing services; mechanical system balancing services; commissioning services; project management services; construction management services and owner's representatives service; and/or land use planning services.
- VV. Request for proposals.** A solicitation document used for soliciting proposals.
- WW. Request for qualifications.** A solicitation document issued by OLWS describing particular services to which potential contractors may respond with a description of their experience and qualifications to perform the services. A request for qualifications results in a list of potential contractors who are qualified to perform the services. OLWS may then request proposals from the list of qualified potential contractors or may enter into a contract directly with one or more of the potential contractors on the list.
- XX. Resident bidder.** A bidder that has paid unemployment taxes or income taxes in Oregon during the twelve (12) calendar months immediately preceding submission of the bid, has a business address in Oregon, and has stated in the bid that the bidder is a resident bidder.
- YY. Revenue generating agreements.** Contracts or agreements for services that generate revenue and that are typically awarded to the offeror proposing the most advantageous or highest monetary return.
- ZZ. Scope.** The range and attributes of the goods or services described in a procurement document.



**AAA. Signed or signature.** Any mark, word, or symbol attached to or logically associated with a document and executed or adopted by a person with the authority and intent to be bound.

**BBB. Solicitation.** As the context requires:

1. A request for the purpose of soliciting offers, including an invitation to bid, a request for proposal, a request for quotation, a request for qualifications, or other similar documents;
2. The process of notifying prospective offerors of a request for offers; and/or
3. The solicitation document.

**CCC. Work.** The furnishing of all materials, equipment, labor, and incidentals necessary to successfully complete any individual item in a contract, and the successful completion of all duties and obligations imposed by the contract.

**DDD. Written or in writing.** Conventional paper documents, whether handwritten, typewritten, or printed, including electronic transmissions or facsimile documents when required by applicable law or permitted by a solicitation document or contract.

### **III. Authority.**

**A. OLWS Board as Local Contract Review Board.** OLWS Board is designated as the local contract review board of OLWS and has all of the rights, powers, and authority necessary to carry out the provisions of the Procurement Rules, the Public Contracting Code, and/or the Model Rules.

**B. Application of Attorney General's Model Rules of Procedure.** Pursuant to ORS 279A.065(6), OLWS has elected to establish its own rules and policy for public contracting and purchasing. Except as provided herein, the Model Rules do not apply to OLWS.

**C. Inapplicability of Contracting and Purchasing Rules.** The Procurement Rules do not apply to the following:

1. Contracts or agreements to which the Public Contracting Code does not apply;
2. Contracts, intergovernmental, and interstate agreements entered into pursuant to ORS Chapter 190;
3. Grants;
4. Acquisitions or disposals of real property or interests in real property;
5. Procurements from an Oregon Corrections Enterprise program;
6. Contracts, agreements, or other documents entered into, issued, or established in connection with:
  - a. The incurring of debt, including any associated contracts, agreements, or other documents, regardless of whether the obligations that the contracts,

agreements, or other documents establish are general, special, or limited;

- b. The making of program loans and similar extensions or advance of funds, aid, or assistance by OLWS to a public or private person for the purpose of carrying out, promoting, or sustaining activities or programs authorized by law other than for the construction of public works or public improvements;
- c. The investment of funds by OLWS as authorized by law; or
- d. Banking, money management, or other predominantly financial transactions that, by their character, cannot practically be established under the competitive contractor selection procedures, based upon the findings of the General Manager.

- 7. Contracts for employee benefit plans;
- 8. Contracts with newspapers and other publications for the placement of advertisements or public notices;
- 9. Contracts for items where the price is regulated and available from a single source or limited number of sources;
- 10. Insurance contracts;
- 11. Revenue-generating agreements;
- 12. Federal agreements where applicable federal statutes and regulations govern when federal funds are involved and the federal statutes or regulations conflict with any provision of the Oregon Public Contracting Code or the Procurement Rules or require additional conditions in public contracts not authorized by the Oregon Public Contracting Code or the Procurement Rules.

**D. Authority of General Manager.** The General Manager is the purchasing agent for OLWS. For contracts, purchases, and proceedings covered by the Procurement Rules, the General Manager is authorized to advertise for bids and proposals; respond to all protests filed under these Procurement Rules; and negotiate, award, and execute contracts, amendments, and addenda, consistently with the Procurement Rules and as authorized by the OLWS Board.

**E. Favorable Terms.** Contracts and purchases shall be negotiated on the most favorable terms for OLWS, in accordance with the Procurement Rules, other adopted ordinances, state and federal laws, policies, and procedures.

**F. Unauthorized Contracts or Purchases.** Unauthorized public contracts entered into, or purchases made without valid authorization shall be voidable at the sole discretion of OLWS.

- 1. OLWS may take appropriate action in response to the execution of unauthorized contracts or purchases.
- 2. Such appropriate actions include, but are not limited to, providing

educational guidance, imposing disciplinary measures, and/or holding individuals personally liable for such contracts or purchases.

**G. Limit on Purchases from OLWS Employees or Employees' Immediate Family.** No contract shall be entered into with, or purchase made from any OLWS employee or employee's immediate family member, or any business with which the employee or employee's immediate family member is associated, unless:

1. The contract or purchase is expressly authorized and approved by OLWS Board; or
2. The need for the contract or purchase occurs during a state of emergency, and the General Manager finds, in writing, that the acquisition from the employee, employee's immediate family member, or business with which the employee or employee's immediate family member is associated is the most expeditious means to eliminate the threat to public health, safety, and welfare.

#### **IV. Preferences.**

**A. Tie Breaker Preference (mandatory resident preference).** If OLWS receives offers that are identical in price, fitness, availability, and quality, and OLWS chooses to award a contract, the preferences provided in ORS 279A.120 shall be applied prior to the contract award based on the following order of precedence:

1. OLWS shall award the contract to the offeror who is offering goods, services, personal services, or any combination thereof, that are manufactured, produced, or to be performed in Oregon.
2. If two or more offers are for goods, services, or personal services that are manufactured, produced, or to be performed in Oregon, OLWS shall award the contract by drawing lots among the identical resident offers. OLWS shall provide such identical resident offerors notice of the date, time, and location of the drawing of lots, and an opportunity for those offerors to be present when the lots are drawn.
3. If none of the offers are for goods, services, or personal services that are manufactured, produced, or to be performed in Oregon, OLWS shall award the contract by drawing lots among the identical non-resident offers. OLWS shall provide such identical non-resident offerors notice of the date, time, and location of the drawing of lots, and an opportunity for those offerors to be present when the lots are drawn.
4. **Determining if offers are identical in price, fitness, availability, and quality for purposes of applying a Tie Breaker Preference.**
  - Bids are identical if the bids are responsive and offer the goods or services or personal services described in the Invitation to Bid at the same price.
  - Proposals are identical if the proposals are responsive and achieve equal scores when scored according to the evaluation

criteria set forth in the Request for Proposals.

- Offers received in response to a Special Procurement under ORS 279B.085 are identical if, after completing the contracting procedure, OLWS determines, in writing, that two or more offers are equally advantageous to OLWS.
- Offers received in response to an Intermediate Procurement under ORS 279B.070 are identical if the offers equally best serve the interests of OLWS, taking into account considerations including but not limited to price, experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility under ORS 279B.110.

**B. Reciprocal Preference (mandatory resident preference).** Reciprocal preferences under ORS 279A.120, if applicable, must be given when evaluating bids. OLWS shall add a percent increase to the bid of a nonresident bidder equal to the percent of the preference given to the bidder in the state in which the bidder resides. In determining whether the nonresident bidder's state gives preference to in-state bidders, and the amount of preference that is given to in-state bidders, if any, OLWS may rely on the list of reciprocal preferences prepared and maintained by the Oregon Department of Administrative Services.

**C. Discretionary Local Preference (optional local preference).** If the solicitation is in writing and the procurement is not excluded under this Section IV (C)(3), the General Manager may provide a specified percentage preference of not more than ten percent (10%) for goods fabricated or processed entirely in Oregon or services performed entirely in Oregon. In the event the General Manager determines that such a preference will be applied, the application and amount of the preference must be identified in writing in the solicitation document.

1. When a preference is provided and more than one offeror qualifies for the preference, the General Manager may give further preference to a qualifying offeror that resides in or is headquartered in Oregon.
2. The General Manager may establish a preference percentage of ten percent (10%) or higher if the General Manager makes a written determination that good cause exists to establish the higher percentage, explains the reasons, and provides evidence for finding good cause to establish a higher percentage.
3. **Discretionary local preference unavailable for certain procurements.** The discretionary preference described in this Section IV (C) may not be applied to a contract for emergency work, minor alterations, ordinary repairs or maintenance of public improvements, or to any other construction contract that is not defined as a public improvement under ORS 279A.010.

**D. Preference for Recycled Materials and Supplies.** Preferences for recycled goods shall be given when comparing goods, if applicable under ORS 279A.125. The General Manager shall make a written determination for whether the goods are manufactured from recycled materials and the criteria used in making such a

determination. Preference shall be given if:

1. The recycled product is available;
2. The recycled product meets applicable standards;
3. The recycled product can be substituted for a comparable nonrecycled product; and
4. The costs of the recycled product do not exceed the costs of comparable nonrecycled products by more than five percent, or a higher percentage if the General Manager makes a written determination justifying a higher percentage.

**E. Preference for Benefit Companies (optional preference).** Notwithstanding any requirement to award a contract to the lowest responsible bidder or best proposer, where a solicitation is prepared in writing, the General Manager may provide for a preference to be given to a benefit company that is incorporated, organized, formed, or created under ORS 60.754, and which submits with its bid or proposal a certificate of existence issued under ORS 60.027 and confirms that it has the majority of the benefit company's regular, full-time workforce located in Oregon at the time of the submission, and where the goods or services from the benefit company are not more costly than 5% more than the goods or services available from a non-benefit company proposer or bidder.

**F. Opportunities for Disadvantaged Business Enterprises, Minority-Owned Businesses, Women-Owned Businesses, Businesses that Service-Disabled Veterans Own, and Emerging Small Businesses.** OLWS aspires to provide public contracting opportunities for disadvantaged business enterprises, minority-owned businesses, women-owned businesses, businesses that service-disabled veterans own, and emerging small businesses. To this end:

1. Where direct appointment is available, the General Manager (or designee) is strongly encouraged to review the COBID vendor directory to determine whether there are COBID-certified contractors in the category of work to be solicited, before awarding a contract.
2. Where a procurement is made using informal quote-seeking or intermediate procurement procedures, the General Manager (or designee) is strongly encouraged to review the COBID vendor directory to determine whether there are COBID-certified contractors in the category of work to be solicited, before requesting quotes or proposals.
3. OLWS may, in solicitation documents, require that some portion of the work be performed, or some portion of the materials be provided, by a COBID-certified business. OLWS may establish other contract requirements as authorized by ORS 279A.107.

## **V. General Provisions.**

**A. Public Notice.** Unless otherwise specifically provided by the Procurement Rules, any notice required to be published by the Procurement Rules may be published using any method the General Manager deems appropriate, including

but not limited to: mailing notice to persons that have requested notice in writing, placing notice on OLWS's website, placing notice through an electronic procurement system, or publishing in statewide trade or local publications.

**B. Procedure for Competitive Verbal Quotes and Proposals.** Where allowed by the Procurement Rules, solicitations by competitive quotes and proposals shall be based on a description of the quantity of goods or services to be provided, and may be solicited and received by phone, facsimile, or email, as authorized by the General Manager.

1. A good faith effort shall be made to contact at least three (3) potential providers.
2. If three (3) potential providers are not reasonably available, fewer shall suffice, but the General Manager shall keep a written record of the efforts made to obtain three potential providers as part of the procurement file.

**C. Procedure for Informal Written Solicitation.** Where allowed by the Procurement Rules, informal written solicitations shall be made by a solicitation document sent to not fewer than three (3) prospective providers.

1. The solicitation document shall request competitive price quotes or competitive proposals, and shall include:
  - a. The date, time, and place that price quotes or proposals are due;
  - b. A description or quantity of the good or service required;
  - c. A statement of the time period for which price quotes or proposals must remain firm, irrevocable, valid, and binding on the offeror. If no time is stated in the solicitation document, the period shall be thirty (30) days;
  - d. Any required contract terms or conditions; and
  - e. Any required bid form or proposed format.
2. Price quotes or proposals shall be received by the General Manager at the date, time, and place established in the solicitation document.
  - a. The General Manager shall keep a written record of the sources of the quotes or proposals.
  - b. If three (3) quotes or proposals are not reasonably available, fewer shall suffice, but the General Manager shall keep a written record of the efforts made to obtain quotes or proposals as part of the procurement file.

**D. Procedure for Competitive Sealed Bidding.**

1. OLWS shall issue an invitation to bid, which must include the following information:
  - a. Time and date by which the bids must be received, and a place where the bids must be submitted. OLWS may receive bids by electronic

means or direct or permit a bidder to submit bids by electronic means.

- b. Name and title of the person designated to receive bids and the contact person for the procurement, if different.
  - c. Description of the procurement, which must: identify the scope of work, outline the contractor's anticipated duties, set expectations for the contractor's performance, and include all contractual terms and conditions applicable to the procurement.
  - d. Time, date, and place for prequalification applications, if any, to be filed, and the classes of work, if any, for which bidders must be requalified under ORS 279B.120.
  - e. All criteria to be used in evaluating the bids.
  - f. Additional statements as required by ORS 279B.055.
2. The invitation to bid may additionally include the following information:
    - a. Criteria to determine minimum acceptability, such as inspection, testing, quality, and suitability for intended use or purpose.
    - b. Criteria that will affect the bid price and that will be considered in evaluating for award, including but not limited to: discounts, transportation costs. Total costs of ownership or operation of a product over the life of the product must be objectively measurable if included.
  3. Bid security. OLWS may require bid security if the General Manager determines that bid security is reasonably necessary or prudent to protect the interests of OLWS.
  4. Public notice. A public notice may be provided in any manner deemed reasonably prudent considering the nature of the procurement. Public notice may be published on OLWS's website, through an electronic procurement system, in a newspaper of general circulation in the area where the contract is to be performed, and/or in any other publications as the General Manager may determine. Notwithstanding the foregoing, for construction contracts over \$125,000, OLWS shall publish at least once in a newspaper of general circulation in the area where the contract is to be performed, in addition to whatever other publications the General Manager may deem appropriate.
  5. Evaluation of bids. OLWS shall evaluate all bids received before the time and date indicated for bid opening. OLWS may not consider for award any bids received after the time and date indicated for bid opening. All applicable preferences shall be applied in evaluating the bids. Bids shall be evaluated on the requirements and criteria set forth in the invitation to bid. No criteria may be used in the evaluation that were not set forth in the invitation to bid.
  6. Notice of intent to award. At least 7 calendar days before the award, OLWS shall provide written notice of its intent to award a contract to all bidders. If the General Manager determines that circumstances justify prompt execution

of the contract, a shorter notice period may be established, provided that the specific reasons for the shorter notice period are documented in the procurement file.

7. Finality. OLWS's award shall not be final until the later of either: the expiration of the protest period following the notice of intent to award pursuant to OAR 137-047-0740, or after OLWS provides written responses to all timely-filed protests denying the protests and affirming the award.

**E. Procedure for Competitive Sealed Proposals.**

1. OLWS shall solicit a request for proposals, which must include the following information:
  - a. Time and date by which sealed proposals must be received, and a place where the proposals must be submitted. OLWS may receive proposals by electronic means or may direct or permit proposers to submit proposals by hard copy.
  - b. Name and title of the person designated to receive proposals and the contact person for the procurement, if different.
  - c. Description of the procurement, which must: identify the scope of work, outline the contractor's anticipated duties, set expectations for the contractor's performance, and include all contractual terms and conditions applicable to the procurement.
  - d. Time, date, and place for prequalification applications, if any, to be filed, and the classes of work, if any, for which proposers must be requalified under ORS 279B.120.
  - e. Description of the methods by which OLWS will make the results of each tier of competitive evaluation available to the proposers who competed in that tier.
  - f. Description of the manner in which the proposers who are eliminated from further competition may protest OLWS's decision.
  - g. Additional statements as required by ORS 279B.055.
2. The request for proposals may additionally include the following information:
  - a. Contractual terms or conditions that OLWS reserves for negotiation with proposers.
  - b. Request that proposers propose contractual terms and conditions that relate to the subject matter reasonably identified in the request for proposals.
  - c. The form or content of the written contract that OLWS will accept.
  - d. The method OLWS will use to select the contractor, which may include



but is not limited to: negotiating with the highest ranked proposer, competitive negotiations, a multiple-tiered competition that is designed to identify a class of proposers that fall within a competitive range or to otherwise eliminate from consideration a class of lower ranked proposers.

- e. The manner in which OLWS will evaluate proposals, identifying the relative importance of price and other factors OLWS will use to evaluate and rate the proposals in the first tier of competition. If OLWS uses more than one tier of competitive evaluation, the request for proposals must describe the process OLWS will use to evaluate proposals in the subsequent tiers.
3. Proposer security. OLWS may require proposer security if the General Manager determines that proposer security is reasonably necessary or prudent to protect the interests of OLWS. The form of security shall be as determined by the General Manager.
  4. Public notice. A public notice may be provided in any manner deemed reasonably prudent considering the nature of the procurement. Public notice may be published on OLWS's website, through an electronic procurement system, in a newspaper of general circulation in the area where the contract is to be performed, and/or in any other publications as the General Manager may determine. Notwithstanding the foregoing, for construction contracts over \$125,000, OLWS shall publish at least once in a newspaper of general circulation in the area where the contract is to be performed, in addition to whatever other publications the General Manager may deem appropriate.
  5. Evaluation of proposals. OLWS may select the contractor using the method provided for in the request for proposals, including but not limited to: an award based solely on the rankings of proposals; discussions leading to best and final offers; serial negotiations beginning with the highest ranked proposer; competitive simultaneous negotiations; multiple-tiered competitions; multi-step requests for proposals beginning with first unpriced submittals; or a combination of methods or any other authorized method. All applicable preferences shall be applied in evaluating proposals. If OLWS awards a contract, OLWS shall award the contract to the responsible proposer whose proposal OLWS determines in writing is the most advantageous to OLWS, based on the evaluation process and factors described in the request for proposals, applicable preferences, and the outcome of any negotiations where applicable. Other factors may not be used in the evaluation.
  6. Application of public records to proposals. OLWS may open proposals in a manner to avoid disclosing contents to competing proposers during the process of negotiation, when applicable; however, OLWS shall record and make available the identity of all proposers as part of OLWS's public records after the proposals are opened. Proposals are not required to be open for public inspection until after the notice of intent to award is issued, even when

opened at a public meeting.

7. Notice of intent to award. At least seven (7) calendar days before the award, OLWS shall provide written notice of its intent to award a contract to each proposer who was evaluated in the final competitive tier. If the General Manager determines that circumstances justify prompt execution of the contract, a shorter notice period may be established, provided that the specific reasons for the shorter notice period are documented in the procurement file.
8. Finality. OLWS's award shall not be final until the later of either: the expiration of the protest period pursuant to OAR 137-047-0740, or as set forth in the notice of intent to award if different, or after OLWS provides written responses to all timely-filed protests denying the protests and affirming the award.

**F. Retroactive Approval.** Retroactive approval of a contract means the award or execution of a contract where work was commenced without final award or execution. The General Manager may make a retroactive approval of a contract only if the responsible employee submits a copy of the proposed contract to the General Manager, along with a written request for contract retroactive approval, that contains:

1. An explanation of the reason the work was commenced before the contract was awarded or executed;
2. A description of steps being taken to prevent similar occurrences in the future;
3. Evidence that, but for the failure to award or execute the contract, the employee complied with all other steps required to properly select a contractor and negotiate the contract; and
4. A proposed form of contract.

## **VI. Source Selection Methods for Goods or Services, Other Than Personal Services or A&E Services.**

**A. Small Procurements.** Contracts or purchases of goods or services with a contract price of \$25,000 or less are small procurements. Small procurements are not subject to competitive bidding requirements and no public notice is required.

1. For small procurements of goods or services, the General Manager may use any procurement method the General Manager deems practical or convenient, including direct negotiation or direct award.
2. Amendments.
  - a. A small procurement contract may be amended to exceed \$25,000 for any of the following circumstances:
    - i. The amendment is within the scope of the procurement as described in the solicitation documents, if any. Or if there is no

solicitation document, then as described in the sole source notice or the approved special procurement, if any. An amendment is not within the scope of the procurement if the General Manager (or designee) determines that if OLWS had described in the solicitation the changes to be made by the amendment, that it would have likely increased competition or otherwise affected the award of the contract.

- ii. The Procurement Rules otherwise permit the contract to be awarded without competition for the goods or services to be procured under the amendment.
  - iii. The amendment is necessary to comply with a change in law that affects performance of the contract.
  - iv. The amendment results from a renegotiation of the terms and conditions of the contract to be amended, including the contract price, and the amendment is advantageous to OLWS, subject to all of the following conditions: (1) The goods or services to be provided under the amended contract are the same as the goods or services to be provided under the unamended contract; and (2) The General Manager (or designee) determines that the amended contract is at least as favorable to OLWS as the unamended contract.
- b. The cumulative amendments may not increase the total contract price to more than twenty-five percent (25%) of the original contract price, unless the General Manager determines that a higher amount is warranted.

**B. Intermediate Procurements.** Contracts for goods or services with a contract price greater than \$25,000 and less than or equal to \$250,000 are intermediate procurements.

- 1. Intermediate procurements may be made by informal written solicitation.
- 2. Negotiations. The General Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal, or solicitation acceptable or more advantageous to OLWS.
- 3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive quote or proposal or informal written solicitation the General Manager determines will best serve the interests of OLWS, considering:
  - a. Price.
  - b. Experience and expertise.
  - c. Product functionality and suitability for a particular purpose.
  - d. Contractor responsibility under ORS 279B.110 standards.

- e. OLWS's experience and satisfaction with the offeror in prior or current contracts.
  - f. Any other relevant considerations.
4. Amendments.
- a. An intermediate procurement contract may be amended for any of the following circumstances:
    - i. The amendment is within the scope of the procurement as described in the solicitation documents, if any. Or if there is no solicitation document, then as described in the sole source notice or the approved special procurement, if any. An amendment is not within the scope of the procurement if the General Manager (or designee) determines that if OLWS had described in the solicitation the changes to be made by the amendment, that it would have likely increased competition or otherwise affected the award of the contract.
    - ii. The Procurement Rules otherwise permit the contract to be awarded without competition for the goods or services to be procured under the amendment.
    - iii. The amendment is necessary to comply with a change in law that affects performance of the contract.
    - iv. The amendment results from a renegotiation of the terms and conditions of the contract to be amended, including the contract price, and the amendment is advantageous to OLWS, subject to all of the following conditions: (1) The goods or services to be provided under the amended contract are the same as the goods or services to be provided under the unamended contract; and (2) The General Manager (or designee) determines that the amended contract is at least as favorable to OLWS as the unamended contract.
  - b. The cumulative amendments may not increase the total contract price to more than \$250,000 or one hundred, twenty-five percent (125%) of the original contract price (whichever is greater), unless the General Manager determines that a higher amount is warranted.

**C. Large Procurements.** Contracts for goods or services with a contract price greater than \$250,000 are large procurements.

- 1. The General Manager may use competitive sealed bidding as set forth in ORS 279B.055 and the Procurement Rules, or competitive sealed proposals as set forth in ORS 279B.060 and the Procurement Rules.
- 2. OLWS shall apply the applicable procedure set out in the Model Rules for processing protests of large procurements.
- 3. Amendments.

- a. A large procurement contract may be amended for any of the following circumstances:
  - i. The amendment is within the scope of the procurement as described in the solicitation documents. An amendment is not within the scope of the procurement if the General Manager (or designee) determines that if OLWS had described in the solicitation the changes to be made by the amendment, that it would have likely increased competition or otherwise affected the award of the contract.
  - ii. The Procurement Rules otherwise permit the contract to be awarded without competition for the goods or services to be procured under the amendment.
  - iii. The amendment is necessary to comply with a change in law that affects performance of the contract.
- b. The cumulative amendments may not increase the total contract price to more than twenty-five percent (25%) of the original contract price, unless the General Manager determines that a higher amount is warranted, and that, had the contract price been increased in the solicitation, it likely would not have increased competition or otherwise affected the award of the contract.

## VII. Personal Services Contracts.

**A. Classification of Services as Personal Services.** In addition to the classes of personal services contracts identified in the definition of personal services contracts, the General Manager may classify additional specific types of services as personal services. In determining whether a service is a personal service, the General Manager shall consider:

1. Whether the work requires specialized skills, knowledge, and resources in the application of technical or scientific expertise, or the exercise of professional, artistic, or management discretion or judgment;
2. Whether OLWS intends to rely on the contractor's specialized skills, knowledge, and expertise to accomplish the work; and
3. Whether selecting a contractor primarily on the basis of qualifications, rather than price, would most likely meet OLWS's needs and result in obtaining satisfactory contract performance and optimal value.
4. A service shall not be classified as personal services for the purposes of the Procurement Rules if:
  - a. The work has traditionally been performed by contractors selected primarily on the basis of price; or
  - b. The services do not require specialized skills, knowledge, and resources in the application of highly technical or scientific expertise, or the exercise of

professional, artistic, or management discretion or judgment.

**B. Requests for Qualifications.** At the General Manager's discretion, a request for qualifications may be used to determine whether competition exists to perform the needed personal services or to establish a non-binding list of qualified contractors for individual negotiation, informal written solicitations, or requests for proposals.

1. A request for qualifications shall describe the particular type of personal services that will be sought, the qualifications the contractor must have to be considered, and the evaluation factors and their relative importance.
2. A request for qualifications may require information including, but not limited to:
  - a. The contractor's particular capability to perform the required personal services;
  - b. The number of experienced personnel available to perform the required personal services;
  - c. The specific qualifications and experience of personnel;
  - d. A list of similar personal services the contractor has completed;
  - e. References concerning past performance; and
  - f. Any other information the General Manager deems necessary to evaluate the contractor's qualifications.
3. A voluntary or mandatory qualifications pre-submission meeting may be held for all interested contractors to discuss the proposed personal services. The request for qualifications shall include the date, time, and location of the meeting.
4. Unless the responses to a request for qualifications establish that competition does not exist, the request for qualifications is canceled, or all responses to the request for qualifications are rejected, then all respondents who meet the qualifications set forth in the request for qualifications shall receive notice of any required personal services and have an opportunity to submit a proposal in response to request for proposals.

**C. Direct Appointment.** Personal services may be procured through direct negotiations and award if:

1. The estimated contract price does not exceed \$100,000 and the work is within a budgetary appropriation or approved by OLWS Board; or
2. The confidential personal services, including special counsel, or professional or expert witnesses or consultants, are necessary to assist with pending or threatened litigation or other legal matters in which OLWS may have an interest; or

3. The nature of the personal service is not project-driven but requires an ongoing, long-term relationship of knowledge and trust.
  4. Amendments. Personal services contracts procured by direct negotiation pursuant to this section may be amended, provided the amendment is within the scope of the original contract and the cumulative amount of the amendments does not increase the total contract price by more than twenty-five percent (25%) over the original contract price; or the amendment is necessary to complete the work being performed and it would be unreasonable or impracticable to seek another provider within the time frames needed to complete the work.
  5. Public Notice. No public notice of personal services contracts procured by direct negotiations is required.
- D. Solicitations.** Personal Services that do not qualify for direct appointment under subsection (C) may be procured through the same process OLWS is authorized to use for the procurement of A&E services.

## VIII. A&E Services

- A. Direct Appointment.** OLWS may enter into a contract directly with a consultant providing A&E services without following the selection procedures set forth elsewhere in the Procurement Rules if:
1. The total Estimated Fee to be paid under the Contract does not exceed \$100,000; or
  2. Where a project is being continued, as more particularly described below, the A&E services to be performed under the contract meet the following requirements:
    - a. The services consist of A&E services that have been substantially described, planned or otherwise previously studied in an earlier contract with the same consultant and are rendered for the same project as the A&E services rendered under the earlier contract;
    - b. The total estimated fee to be made under the Contract does not exceed \$250,000; and
    - c. OLWS used either a formal selection procedure at the time of original selection to select the consultant for the earlier contract; or
  3. Where a project is being continued, as more particularly described below, and where the total estimated fee is expected to exceed \$250,000, the A&E services to be performed under the contract meet the following requirements:
    - a. The services consist of or are related to A&E services that have been substantially described, planned or otherwise previously studied under an earlier contract with the same consultant and are rendered for the same project as the A&E services rendered under the earlier contract;

- b. OLWS used a formal selection procedure applicable to selection of the consultant at the time of original selection to select the consultant for the earlier contract; and
  - c. OLWS makes written findings that entering into a contract with the consultant, whether in the form of an amendment to an existing contract or a separate contract for the additional scope of services, will:
    - i. Promote efficient use of public funds and resources and result in substantial cost savings to OLWS; and,
    - ii. Protect the integrity of the public contracting process and the competitive nature of the procurement by not encouraging favoritism or substantially diminishing competition in the award of the contract.
4. OLWS may select a consultant for a contract under this section of the Rules from the following sources:
    - a. A list of consultants OLWS creates under OAR 137-048-0120 (List of Interested Consultants; Performance Record);
    - b. Another contracting agency's list of consultants that the contracting agency has created under OAR 137-048-0120 (List of Interested Consultants; Performance Record), with written consent of that contracting agency; or
    - c. All consultants offering the required A&E services that OLWS can reasonably identify under the circumstances.
  5. OLWS shall direct negotiations with a consultant selected under this section of the Rules toward obtaining written agreement on:
    - a. The consultant's performance obligations and performance schedule;
    - b. Payment methodology and a maximum amount payable to the consultant for the A&E services required under the contract that is fair and reasonable to OLWS as determined solely by OLWS, taking into account the value, scope, complexity and nature of the A&E services; and
    - c. Any other provisions OLWS believes to be in OLWS's best interest to negotiate.

**B. Informal Solicitations.** An informal written solicitation process may be used for A&E services when the contract price is less than \$250,000.

1. OLWS may use the informal selection procedure on the basis of qualifications alone, or, for related services, on the basis of price and qualifications, if OLWS:
  - a. Creates a request for proposals that includes at a minimum the following:
    - i. A description of the project for which a consultant's A&E services are needed and a description of the services that will be required under the resulting contract;



- ii. The anticipated contract performance schedule;
- iii. Conditions or limitations, if any, that may constrain or prohibit the selected consultant's ability to provide additional services related to the project, including construction services;
- iv. The date and time proposals are due and other directions for submitting proposals;
- v. Criteria upon which the most qualified consultant will be selected. Selection criteria may include, but are not limited to, the following:
  - The amount and type of resources and number of experienced staff the consultant has committed to perform the A&E services described in the request for proposals within the applicable time limits, including the current and projected workloads of such staff and the proportion of time such staff would have available for the A&E services;
  - Proposed management techniques for the A&E services described in the request for proposals;
  - A consultant's capability, experience and past performance history and record in providing similar A&E services, including but not limited to quality of work, ability to meet schedules, cost control methods and contract administration practices;
  - A consultant's approach to A&E services or described in the request for proposals and design philosophy, if applicable;
  - A Consultant's geographic proximity to and familiarity with the physical location of the project;
  - Volume of work, if any, previously awarded to a consultant, with the objective of effecting equitable distribution of contracts among qualified consultants, provided such distribution does not violate the principle of selecting the most qualified consultant for the type of A&E services required;
  - A consultant's ownership status and employment practices regarding women, minorities, service-disabled veterans, emerging small businesses, or historically underutilized businesses;
  - If OLWS is selecting a consultant to provide related services, pricing policies and pricing proposals or other pricing information, including the number of hours proposed for the services required, expenses, hourly rates and overhead.

- vi. A statement that proposers do so solely at their expense, and OLWS is not responsible for any proposer expenses associated with the request for proposals;
  - vii. A statement directing proposers to the applicable protest procedures; and
  - viii. A sample form of the contract.
- b. Provides a request for proposals to a minimum of five (5) prospective consultants. If fewer than five (5) prospective consultants are available, OLWS shall provide the request for proposals to all available prospective consultants and shall maintain a written record of OLWS's efforts to locate available prospective consultants for the request for proposals. OLWS shall draw prospective consultants from:
- i. OLWS's list of consultants that is created and maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record);
  - ii. Another contracting agency's list of consultants that is created and maintained under OAR 137-048-0120 (List of Interested Consultants; Performance Record); or
  - iii. All consultants that OLWS reasonably can locate that offer the desired A&E services.
- c. Reviews and ranks all proposals received according to the criteria set forth in the request for proposals and selects the three highest ranked proposers.
2. OLWS may use the informal selection procedure for related services on the basis of price proposals and other pricing information alone if OLWS:
- a. Creates a request for proposals that includes at a minimum the following:
    - i. A description of the project for which a consultant's Related services are needed and a description of the related services that will be required under the resulting contract;
    - ii. The anticipated contract performance schedule;
    - iii. Conditions or limitations, if any, that may constrain or prohibit the selected consultant's ability to provide additional services related to the project, including construction services;
    - iv. The date and time proposals are due and other directions for submitting proposals;
    - v. Any minimum or pass-fail qualifications that the proposers must meet, including but not limited to any such qualifications in the subject matter areas described in the Procurement Rules applicable to a request for proposals for A&E services that are related to the

services described in the request for proposals;

- vi. Pricing criteria upon which the highest ranked consultant will be selected. pricing criteria may include, but are not limited to, the total price for the related services described in the request for proposals, consultant pricing policies and other pricing information such as the consultant's estimated number of staff hours needed to perform the related services described in the request for proposals, expenses, hourly rates and overhead;
  - vii. A statement directing proposers to the applicable protest procedures; and
  - viii. A sample form of the Contract.
- b. Provides the request for proposals to a minimum of five (5) prospective consultants. If fewer than five (5) prospective consultants are available, OLWS shall provide the request for proposals to all available prospective consultants and shall maintain a written record of OLWS's efforts to locate available prospective consultants for the request for proposals. OLWS shall draw prospective Consultants from sources similar to the sources authorized for requests for proposals for A&E services.
  - c. Reviews and ranks all responsive proposals received, according to the total price for the related services described in the request for proposals, consultant pricing policies and other pricing information requested in the request for proposals, including but not limited to the number of hours proposed for the related services required, expenses, hourly rates and overhead, and select the three highest-ranked proposers.
3. When the estimated fee in an informal selection procedure is expected not to exceed \$150,000, OLWS is only required to provide the request for proposals to three (3) prospective consultants. If fewer than three (3) prospective consultants are available, OLWS shall provide the request for proposals to all available prospective consultants and shall maintain a written record of OLWS's efforts to locate available prospective consultants for the request for proposals.
4. If OLWS does not cancel a request for proposals after it reviews the proposals and ranks each proposer, OLWS will begin negotiating a contract with the highest ranked proposer. OLWS shall direct contract negotiations toward obtaining written agreement on the following:
- a. The consultant's performance obligations and performance schedule;
  - b. Payment methodology and a maximum amount payable to the consultant for the A&E services required under the contract that is fair and reasonable to OLWS as determined solely by OLWS, taking into account the value, scope, complexity and nature of the A&E services; and
  - c. Any other provisions OLWS believes to be in OLWS's best interest to negotiate.

5. OLWS shall, either orally or in writing, formally terminate negotiations with the highest ranked proposer, if OLWS and the proposer are unable for any reason to reach agreement on a contract within a reasonable amount of time. OLWS may thereafter negotiate with the second ranked proposer, and if necessary, with the third ranked proposer, in accordance with this section of the Rules, until negotiations result in a contract. If negotiations with any of the top three proposers do not result in a contract within a reasonable amount of time, OLWS may end the particular informal solicitation and thereafter may proceed with a new informal solicitation under this section or proceed with a formal solicitation.
6. OLWS shall terminate the informal selection procedure and proceed with the formal selection procedure if the scope of the anticipated contract is revised during negotiations so that the estimated fee will exceed \$250,000.

**C. Formal Selection Procedure.** For contracts with consultants providing A&E services that do not qualify for direct appointment or the informal selection procedure, OLWS shall enter into the contract through the formal selection procedure set forth in OAR 137-048-0220.

## **IX. Public Improvements.**

OLWS may directly appoint a consultant for a public improvement, if the estimated cost of the A&E services for the project does not exceed \$100,000.

For all other public improvement procurements, OLWS shall follow the procedures set forth in the Public Contracting Code for all contracts relating to construction services for the development of a public improvement.

## **X. Alternative Source Selection Methods.**

**A. Sole-Source Procurements.** A contract may be awarded as a sole-source procurement without competition pursuant to this section. The use of the sole-source selection method should only be considered where the otherwise-applicable procurement method is unavailable or impractical.

1. Determination of Sole Source. Before a sole-source contract may be awarded, the General Manager shall make written findings that the goods or services, personal services, or A&E services are available from only one source, based on one or more of the following criteria:
  - a. The efficient use of existing goods or services, personal services, or A&E services requires the acquisition of compatible goods or services, personal services, or A&E services that are available from only one source;
  - b. The goods or services, personal services, or A&E services are available from only one source and required for the exchange of software or data with other public or private agencies;

- c. The goods or services, personal services, or A&E services are available from only one source, and are needed for use in a pilot or an experimental project; or
  - d. Other facts or circumstances exist that support the conclusion that the goods or services, personal services, or A&E services are available from only one source.
2. Negotiations. To the extent reasonably practical, contract terms advantageous to OLWS shall be negotiated with the sole source provider.
  3. Notice. The General Manager shall post notice of any determination that the sole source selection method will be used on OLWS's website not less than two (2) days prior to the date a sole source contract will be awarded. The notice shall describe the goods or services, personal services, or A&E services to be procured, identify the prospective contractor and include the date and time when, and place where, protests of the use of a sole source selection method must be filed.

**B. Special Procurements.** The OLWS Board, upon its own initiative, or upon request of the General Manager, may create special selection, evaluation, and award procedures for, or may exempt from competition, the award of a specific contract or class of contracts as provided in this section.

1. Basis for Approval. The approval of a special solicitation method or exemption from competition must be based upon a record before the OLWS Board that contains the following:
  - a. The nature of the contract or class of contracts for which the special solicitation or exemption is requested;
  - b. The estimated contract price or cost of the project, if relevant;
  - c. Findings to support the substantial cost savings, enhancement in quality or performance, or other public benefit anticipated by the proposed selection method or exemption from competitive solicitation;
  - d. Findings to support the reason that approval of the request would be unlikely to encourage favoritism or diminish competition for the public contract or class of public contracts, or would otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the solicitation requirements that would otherwise be applicable under these regulations;
  - e. A description of the proposed alternative contracting methods to be employed; and
2. In making a determination regarding a special selection method, the OLWS Board may consider the type, cost, amount of the contract or class of contracts, number of persons available to make offers, and such other factors as it deems appropriate.

3. Hearing. The OLWS Board may approve a special solicitation or exemption after a public hearing before the OLWS Board.
  - a. At the public hearing, OLWS shall offer an opportunity for any interested party to appear and present comment.
  - b. The OLWS Board shall consider the findings and may approve the exemption as proposed or as modified by the OLWS Board after providing an opportunity for public comment.

**C. Special Procurement Classes.** Based on the written findings presented in Attachment A to these Procurement Rules, the OLWS Board hereby declares the following classes of contracts as special procurements that may be awarded in any manner that the General Manager deems appropriate for OLWS needs, including by direct appointment or direct purchase. Except where otherwise provided, the General Manager shall make a record of the method of award in the OLWS procurement files.

1. Copyrighted Materials; Library Materials. Contracts for the acquisition of materials entitled to copyright, including but not limited to, works of art and design, literature, and music.
2. Equipment Repair. Contracts for equipment repair or overhauling, provided that the service or parts required are unknown or the cost cannot be determined without extensive preliminary dismantling or testing.
3. Government-Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.
4. In-Kind Equipment Replacements. Goods being replaced in-kind, where the good being purchased serves the same function as the good it is replacing. These in-kind replacements would typically be components of an existing equipment, machine, or system.
5. Disposal of Property. Contracts or arrangements for the sale or other disposal of abandoned property or other personal property whether or not owned by OLWS. Such contracts and arrangements must also comply with any applicable surplus property policy of OLWS.
6. Specialty Goods for Resale. Contracts for the purchase of specialty goods by OLWS for resale to customers.
7. Sponsorship Agreements. Sponsorship agreements, under which OLWS receives a gift or donation in exchange for recognition of the donor.
8. Temporary Extensions or Renewals. Contracts for a single period of one (1) year or less, to provide for a temporary extension or renewal of an expiring and non-renewable contract, or recently expired contract, other than a contract for a public improvement.
9. Temporary Use of OLWS-Owned Property. OLWS may negotiate and enter into a license, permit, or other contract for the temporary use of OLWS-owned property without using a competitive selection process if:

- a. The contract results from an unsolicited proposal to OLWS based on the unique attributes of the property or the unique needs of the proposer;
  - b. The proposed use of the property is consistent with OLWS's use of the property and the public interest; and
  - c. OLWS reserves the right to terminate the contract without penalty, in the event that OLWS determines that the contract is no longer consistent with OLWS's present or planned use of the property or the public interest.
10. Testing and/or inspections, for the purpose of meeting regulatory requirements. These contracts may include laboratory sampling and testing for the purpose of meeting any of OLWS's regulatory requirements.
  11. Used Property. The General Manager may contract for the purchase of used property by negotiation if such property is suitable for OLWS's needs and can be purchased for a lower cost than substantially similar new property.
    - a. For this purpose, the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by OLWS.
    - b. The General Manager shall record the findings that support the purchase.
  12. Utilities. Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.
  13. Conference/Meeting Room Contracts. Contracts entered into for meeting room rental, hotel rooms, food and beverage, and incidental costs related to conferences and OLWS-sponsored workshops and trainings.

**D. Emergency Procurements.** When the General Manager determines that immediate execution of a contract is necessary to prevent a substantial risk of loss, damage, or interruption of services, or a substantial threat of damage or injury to persons, property, public health, welfare, or safety, the General Manager may execute the contract without following the procedure that would ordinarily be required under these Procurement Rules, and without prior OLWS Board approval.

1. If time allows, the General Manager shall first seek competitive quotes from at least three (3) providers of the emergency contract work or services.
2. When the General Manager enters into an emergency contract, the General Manager shall, as soon as possible in light of the emergency circumstances, document in the OLWS procurement files the nature of the emergency, the method used for selection of the particular contractor, and the reason why the selection method was deemed to be in the best interest of OLWS and the public.
3. The General Manager shall notify the OLWS Board of the facts and circumstances surrounding the emergency execution of the contract. Where OLWS Board authorization would have been required for the contract

execution if it were not awarded as an emergency procurement, the Board shall ratify the emergency contract at the next regularly scheduled Board meeting.

- E. Cooperative Procurements.** Cooperative procurements may be made without competitive solicitation as provided in the Public Contracting Code.
- F. Oregon Forward Program.** If a product or service is identified on the Oregon Forward procurement list that is maintained by the State Department of Administrative Services, OLWS shall follow ORS 279.825 to ORS 279.855 in selecting an Oregon Forward provider for such product or service. Janitorial and landscaping contracts are two examples of services that are typically available on the Oregon Forward procurement list, which list may be updated from time to time.

## **XI. Protest and Appeal Procedures.**

- A. Protests and Judicial Review of Special Procurements.** An affected person may protest the request for approval of a special procurement as provided in this section.
  - 1. **Delivery; Late Protests.** An affected person shall deliver a written protest to the General Manager within seven (7) days after the first date of public notice of a proposed special procurement unless a different period is provided in the public notice. The protest period begins on the date the first notice was published in any form.
    - a. The written protest shall include a fee in an amount established in a schedule adopted by the General Manager to cover the costs of processing the protest.
    - b. A protest submitted after the timeframe established under this subsection is untimely and shall not be considered.
  - 2. **Content of Protest.** The written protest shall include:
    - a. Identification of the requested special procurement;
    - b. A detailed statement of the legal and factual grounds for the protest;
    - c. Evidence or documentation supporting the grounds on which the protest is based;
    - d. A description of the resulting harm to the affected person; and
    - e. The relief requested.
  - 3. **Additional Information.** The General Manager may allow any person to respond to the protest in any manner the General Manager deems appropriate, by giving such persons written notice of the time and manner whereby any response shall be delivered.
  - 4. **OLWS Response.** The General Manager shall issue a written disposition of the protest in a timely manner.



- a. If the General Manager upholds the protest, in whole or in part, the General Manager may, in the General Manager's sole discretion, implement the protest in the approval of the special procurement, deny the request for approval of the special procurement, or revoke any approval of the special procurement.
  - b. If the General Manager upholds the protest, in whole or in part, OLWS shall refund the fee required to be delivered with the protest.
5. Judicial Review. An affected person may not seek judicial review of a denial of a request for a special procurement.
- a. Before seeking judicial review of the approval of a special procurement, an affected person shall exhaust all administrative remedies.
  - b. Judicial review shall be in accordance with ORS 279B.400.

**B. Protests and Judicial Review of Sole-Source Procurements.** An affected person may protest the determination that goods or services or a class of goods or services are available from only one source as provided in this section.

1. Delivery; Late Protests. An affected person shall deliver a written protest to the General Manager within seven (7) days after the first date of public notice of a proposed sole source procurement is placed on OLWS's website unless a different period is provided in the public notice.
  - a. The written protest shall include a fee in an amount established in a schedule adopted by the General Manager to cover the costs of processing the protest.
  - b. A protest submitted after the timeframe established under this subsection is untimely and shall not be considered.
2. Content of Protest. The written protest shall include:
  - a. A detailed statement of the legal and factual grounds for the protest;
  - b. Evidence or documentation supporting the grounds on which the protest is based;
  - c. A description of the resulting harm to the affected person; and
  - d. The relief requested.
3. Additional Information. The General Manager may allow any person to respond to the protest in any manner the General Manager deems appropriate by giving such person written notice of the time and manner whereby any response shall be delivered.
4. General Manager Response. The General Manager shall issue a written disposition of the protest in a timely manner.
  - a. If the General Manager upholds the protest, in whole or in part, the proposed sole-source contract shall not be awarded.

- b. If the General Manager upholds the protest, in whole or in part, OLWS shall refund the fee required to be delivered with the protest.
5. Judicial Review. An affected person may not seek judicial review of an election not to make a sole-source procurement.
    - a. Before seeking judicial review of the approval of a sole-source procurement, an affected person shall exhaust all administrative remedies.
    - b. Judicial review shall be in accordance with ORS 279B.400.

**C. Protests and Judicial Review of Personal Services Procurements.** An affected person may protest the procurement of a personal services contract as provided in this section.

1. Delivery. Unless otherwise specified in the solicitation document, the protest shall be in writing and delivered to the General Manager.
  - a. The written protest shall include a fee in an amount established in a schedule adopted by the General Manager to cover the costs of processing the protest.
  - b. Protests of the award or an intent to award a personal services contract shall be made within seven (7) days after issuance of the intent to award, or if no notice of intent to award is given, within twenty-four (24) hours after award.
  - c. Protests submitted after the timeframe established under this subsection are untimely and shall not be considered.
2. Contents of Protest. The written protest shall:
  - a. Specify all legal or factual grounds for the protest as follows:
    - i. A person may protest the solicitation on the grounds that the contract is not a personal services contract or was otherwise in violation of the Procurement Rules or applicable law. The protest shall identify the specific provision of the Procurement Rules or applicable law that was violated.
    - ii. A person may protest award or intent to award for the reason that:
      - All proposals ranked higher than the affected persons are nonresponsive;
      - OLWS failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation document;
      - OLWS abused its discretion in rejecting the affected person's proposal as nonresponsive; or
      - The evaluation of proposals or the subsequent determination of award is otherwise in violation of the Procurement Rules or

applicable law.

- iii. The protest shall identify the specific provision of the Procurement Rules or applicable law that was violated by OLWS's evaluation or award;
  - b. Include evidence or supporting documentation that supports the grounds on which the protest is based;
  - c. A description of the resulting harm to the affected person; and
  - d. The relief requested.
3. Additional Information. The General Manager may allow any person to respond to the protest in any manner the General Manager deems appropriate by giving such person written notice of the time and manner whereby any response shall be delivered.
  4. General Manager Response. The General Manager shall issue a written disposition of the protest in a timely manner.
    - a. If the General Manager upholds the protest, in whole or in part, the proposed personal services contract procurement shall be cancelled, or the contract shall not be awarded, as the case may be.
    - b. If the General Manager upholds the protest, in whole or in part, OLWS shall refund the fee required to be delivered with the protest.
  5. Judicial Review. Before seeking judicial review, an affected person shall exhaust all administrative remedies. Judicial review shall be in accordance with ORS 279B.420.

**D. Protests of Cooperative Procurements.** Protests of the cooperative procurement process, contents of a solicitation document, or award may be filed with OLWS only if OLWS is the administering agency and under the applicable procedure described herein.

**E. Protests of Specifications and Other Protests.** An affected person may file a protest with the General Manager, if the affected person believes that the procurement process used is contrary to law, or that a solicitation document or specification is unnecessarily restrictive, legally flawed, or improperly specifies a brand name.

1. Delivery; Late Protests. An affected person shall deliver a written protest to the General Manager within seven (7) days after the earlier of: (i) the first date of publication of the specification, solicitation document, or proposed procurement; or (ii) the first date that public notice of the specification, availability of the solicitation document, or proposed procurement is placed on OLWS's website, unless a different period is provided in the publication or public notice.
  - a. The written protest shall include a fee in an amount established in a schedule adopted by the General Manager to cover the costs of

processing the protest.

- b. A protest submitted after the timeframe established under this subsection is untimely and shall not be considered.
2. Content of Protest. The written protest shall include:
  - a. Sufficient information to identify the solicitation that is the subject of the protest;
  - b. The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document or specification is unnecessarily restrictive, legally flawed, or improperly specifies a brand name;
  - c. Evidence or documentation supporting the grounds on which the protest is based;
  - d. A description of the resulting harm to the affected person; and
  - e. The relief requested.
3. General Manager Response. The General Manager or designee shall consider all protests timely and completely filed, and shall issue a written disposition of the protest in a timely manner. The General Manager may allow any person to respond to the protest in any manner the General Manager deems appropriate by giving such person written notice of the time and manner whereby any response shall be delivered.
4. Judicial Review. Before seeking judicial review, an affected person shall first exhaust all administrative remedies, including timely and completely filing a protest under this section. Judicial review shall be in accordance with ORS 279B.420.

## Attachment A

### Special Procurement Class Findings

1. **Copyrighted Materials; Library Materials.** Contracts for the acquisition of materials entitled to copyright, including but not limited to, works of art and design, literature, and music.

Findings on Cost Savings and Other Public Benefits: Savings will be realized by allowing alternative methods of procurement where specialized materials are needed because it avoids the time, cost, and resources that would otherwise be used to undertake a competitive procurement where no competition exists.

Findings on Effect on Favoritism and Competition: No effect, because there are no competitors for unique, copyrighted materials.

2. **Equipment Repair.** Contracts for equipment repair or overhauling, provided that the service or parts required are unknown or the cost cannot be determined without extensive preliminary dismantling or testing.

Findings on Cost Savings and Other Public Benefits: Public benefit and cost savings will be realized by allowing for more flexibility in equipment repair procurements, as pre-contract pricing may be difficult to obtain and cannot always be relied upon; having prior experience with contractors to know reliability for a needed repair is beneficial for maximizing the life of the equipment; and any delay of repair that is caused by solicitation may cause harm to the equipment or system.

Findings on Effect on Favoritism and Competition: Minimal effect, because the factors OLWS would rely upon in a competitive solicitation would include reliability and availability of a contractor to provide accurate and quick services, which are the same factors that would be used in an alternative process.

3. **Government-Regulated Items.** Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.

Findings on Cost Savings and Other Public Benefits: Where price or suppliers are regulated there is no need for solicitation because competition would not result in any change in price or suppliers for the item needed.

Findings on Effect on Favoritism and Competition: No effect, because the same providers of the service will be available for consideration with or without competition.

4. **In-Kind Equipment Replacements.** Goods being replaced in-kind, where the good being purchased serves the same function as the good it is replacing. These in-kind replacements would typically be components of an existing equipment, machine, or system.

Findings on Cost Savings and Other Public Benefits: Delay due to

solicitation requirements may impair OLWS's ability to respond to the replacement needed and be injurious to the equipment or system; it is in the public interest to provide for the ability to undertake a quick replacement of equipment needed to maintain the operation of the existing equipment or system and avoid unnecessary cost in delay. Where a specific part is needed, it is advantageous to replace with an identical or compatible part and unnecessary to seek alternatives.

Findings on Effect on Favoritism and Competition: Minimal effect; frequently supply is limited by the equipment being replaced and the need to acquire compatible parts, and the competition would be no greater when undertaking an alternative procurement process.

5. **Disposal of Property.** Contracts or arrangements for the sale or other disposal of abandoned property or other personal property whether or not owned by OLWS. Such contracts and arrangements must also comply with any applicable surplus property policy of OLWS.

Findings on Cost Savings and Other Public Benefits: Cost savings will likely be realized because where property has been deemed for disposal the expediency of the disposal is in the public interest when storage of unnecessary property items uses additional resources.

Findings on Effect on Favoritism and Competition: No effect, because the same criteria of expediency and value of the sale or other disposal would be considered in an alternative or competitive procurement procedure.

6. **Specialty Goods for Resale.** Contracts for the purchase of specialty goods by OLWS for resale to customers.

Findings on Cost Savings and Other Public Benefits: Savings will be realized by allowing alternative methods of procurement where specialty materials are needed because it avoids the time, cost, and resources that would otherwise be used to undertake a competitive procurement where no competition exists.

Findings on Effect on Favoritism and Competition: No effect, because specialty goods are not in a competitive market.

7. **Sponsorship Agreements.** Sponsorship agreements, under which OLWS receives a gift or donation in exchange for recognition of the donor.

Findings on Cost Savings and Other Public Benefits: Where sponsorship agreements are available OLWS may take advantage of the gift or donation without competition where the gift or donation may not have been acquired without the sponsorship agreement and may result in a public benefit if the gift or donation were to be made available to OLWS.

Findings on Effect on Favoritism and Competition: No effect, because sponsorship agreements are not in a competitive market.

8. **Temporary Extensions or Renewals.** Contracts for a single period of one

(1) year or less, to provide for a temporary extension or renewal of an expiring and non-renewable contract, or recently expired contract, other than a contract for a public improvement.

Findings on Cost Savings and Other Public Benefits: For some contracts, the goods or services are needed for a short period of time that would not necessitate going out for a new solicitation or competitive process but which was not anticipated at the time of the initial contract execution. Allowing for direct extensions or renewals is a public benefit because it avoids interruption of a contract already in existence where the same good or service continues to be needed.

Findings on Effect on Favoritism and Competition: Minimal effect, because a contract lawfully procured by OLWS with the contractor would already have been in place.

9. **Temporary Use of OLWS-Owned Property.** OLWS may negotiate and enter into a license, permit, or other contract for the temporary use of OLWS-owned property without using a competitive selection process if:
- a. The contract results from an unsolicited proposal to OLWS based on the unique attributes of the property or the unique needs of the proposer;
  - b. The proposed use of the property is consistent with OLWS's use of the property and the public interest; and
  - c. OLWS reserves the right to terminate the contract without penalty, in the event that OLWS determines that the contract is no longer consistent with OLWS's present or planned use of the property or the public interest.

Findings on Cost Savings and Other Public Benefits: Allowing for an alternative procurement process will allow OLWS to make use of OLWS-owned property for revenue, marketing, or other public purposes, where it would otherwise not be used and therefore result in public benefit and value.

Findings on Effect on Favoritism and Competition: No effect, because there is no competitive market for unique property items and the property would otherwise not be offered.

10. **Testing and/or inspections, for the purpose of meeting regulatory requirements.** These contracts may include laboratory sampling and testing for the purpose of meeting any of OLWS's regulatory requirements.

Findings on Cost Savings and Other Public Benefits: Avoids any undue process and delay from solicitation where the testing and inspection is required by law and may have specific timelines to be met.

Findings on Effect on Favoritism and Competition: No effect, because typically the providers of these services are few and known in the region and would be the same as those available in a competitive procurement.

11. **Used Property.** The General Manager may contract for the purchase of used property by negotiation if such property is suitable for OLWS's needs and can be purchased for a lower cost than substantially similar new property.
  - a. For this purpose, the cost of used property shall be based upon the life-cycle cost of the property over the period for which the property will be used by OLWS.
  - b. The General Manager shall record the findings that support the purchase.

Findings on Cost Savings and Other Public Benefits: To take advantage of opportunities to purchase used equipment and property which are generally cheaper than a new product, without undue delay since used property is unique and will not always be available for the duration of the timeline of a competitive procurement.

Findings on Effect on Favoritism and Competition: Minimal, because used property is unique and would be considered alongside new property to compare which would be in the best interests of OLWS to procure and result in the most cost savings, regardless of the procurement method used.

12. **Utilities.** Contracts for the purchase of steam, power, heat, water, telecommunications services, and other utilities.

Findings on Cost Savings and Other Public Benefits: The fixed nature of these contracts does not lend itself to a competitive procurement and where the providers are already known to OLWS.

Findings on Effect on Favoritism and Competition: No effect, because the utilities available are the same regardless of the procurement method used.

13. **Conference/Meeting Room Contracts.** Contracts entered into for meeting room rental, hotel rooms, food and beverage, and incidental costs related to conferences and OLWS-sponsored workshops and trainings.

Findings on Cost Savings and Other Public Benefits: The unique character and location of the need does not justify a solicitation to find alternatives.

Findings on Effect on Favoritism and Competition: Minimal, because the same vendors and providers would be available no matter the procurement method, and OLWS will be able to take into consideration the same factors as it would in a competitive procurement, including availability and suitability for OLWS's purpose.





## AGENDA ITEM

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<b>To</b>	Board of Directors
<b>From</b>	Tommy Brooks, General Counsel
<b>Title</b>	Presentation on Upcoming Board Officer Elections
<b>Item No.</b>	6
<b>Date</b>	December 19, 2023

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### Summary

The Oak Lodge Water Services Authority's ("OLWS") Board of Directors ("Board") periodically selects Board Officers. The next election of Board Officers is slated to occur at the Board's regular meeting on January 16, 2024. Because the process for selecting Officers is different than it was when OLWS was a combined sewer and water district, this Information Item provides a summary of that process.

### Discussion

OLWS's organizing statute is ORS Chapter 450. Under that Chapter, the Board must have a Chair. In reviewing OLWS's obligations under other statutes, and based on best practices for special districts, the Board has determined that it will also have a Vice Chair and a Treasurer. The Board Governance Policy (Policy Number AD-0001) ("Governance Policy") memorializes that determination and provides a description of the role of each Officer.

ORS Chapter 450 is unique in that it states that the Chair will serve for a two-year period rather than be chosen annually like the chair of other special district boards. The Governance Policy adheres to the statute and states the Board will "Select the Board Officers on an annual basis, except the Chair who shall serve for two years." See Governance Policy 3(d)(i).

At the Board's meeting on December 20, 2022, the Board considered and voted on Officer positions for the terms beginning in January 2023. At that meeting, the Board voted to appoint Director Keil as Chair for the 2023 and 2024 calendar years, and the Board voted to appoint Director Williams and Director Gornick as Vice Chair and Treasurer, respectively, for the 2023 calendar year.

Based on the prior election of Officers, the Board needs to elect a Vice Chair and a Treasurer for the 2024 calendar year. The Board can do that at any time, but the election is currently planned to be on the Board's agenda for the meeting on January 16, 2024. The Board does not need to take any action with respect to the Chair position for the 2024 calendar year, as Director Keil has already been elected to serve as Chair for that time period. At the end of 2024 or the

beginning of 2025, the Board will then need to choose Board members to serve in all three Officer positions.

If the Board has any questions about the process or the Governance Policy, there will be time for discussion at the Board's meeting on December 19, 2023.



## AGENDA ITEM

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<b>Title</b>	Business from the Board
<b>Item No.</b>	7
<b>Date</b>	December 19, 2023

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### 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**

<b>Board/Committee</b>	<b>Primary Liaison</b>	<b>Alternate Liaison</b>	<b>Meeting Cadence</b>
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.

## General Meeting Wednesday 10/25/2023

### Draft Minutes

**Attendees: Board Members:** Valerie Chapman, Mark Elliott, Jane Civiletti, Wayne Potter

Voting Members: Anatta Blackmarr, Bob Bohannan, Cindy Brown, Sue Conachan, Dave Dobak, Jacob Fuller, Pam Horan, Gwion Miller, Karen Oberding, Linda Seals, Baldwin Van der Bijl, Greg Wenneson

Members: Tom Civiletti, Ray Kruger, Doug Morgan (1st meeting), Brianna O'Laughlin, Fumi Tosu

Presenting: Bernadette Le (TriMet), Lt. Brian MacKender (Clack. Co. Fire District), Fumi Tosu (Dandelion House), Daniel Nibouar (Director Clack. Co. Disaster Management)

#### **7:00 PM Welcome/** Introductions

7:05 PM Officer Reports:

Treasurer Expenses: \$137 for OGCC sign, \$85.32 to Public Storage for storage space. Checking balance: \$1,327.64

Secretary; draft minutes approved as posted

Board/Chair: No reports

#### **7:15 PM Bernadette Le, Community Affairs Coordinator, Tri Met.**

Updates to the Park Ave Garage Expansion Project Design Schedule: Complete Design Winter of 2024, construction to begin spring of 2024

Question: Do panels replace poles on McLoughlin? Answer: No, panels are on the west side only and the poles will remain.

Question: On the McLoughlin side, any updates on landscaping? Answer: No more information at this time. Tri Met will get back to this group with an update in the future.

#### **Bryan MacKender, Lieutenant at Clackamas Fire District #1**

Staffing is being increased with the approval of the tax levy approved by voters this year.

Significant events: Fire Prevention month is October, open house at Fire Station #18, this year's theme is kitchen safety and holiday safety.

Call Volume: increase of 2,00 calls over last year,  
Started an apprenticeship program this year thanks to State funding;  
this is a two-year contract. Apprentices will be certified  
and brought up to fire fighter status.

Question: Toy collection, can donations be made in the City of  
Gladstone and stay in Gladstone? Answer: Local  
administration would have to answer that question, they  
do try to keep stuff in the area. Refer to Ryan Cadero, at  
503-742-2600 operation Santa Claus.

**7:30 PM Fumi Tosu, The Dandelion House. Catholic Workers.**

Mission: Part of a national network of faith based community  
organizations.

Services: House of Hospitality, transitional housing for local  
residents, Hot Meal program to transients 150 hot  
meals on Fridays, local advocacy around housing  
policy (Project Turnkey), Garden Project a “food  
forest”, Community Gathering and hub Labor Day  
BBQ, Fall Equinox gathering, Extended Hospitality  
Team supportive housing for transitional housing,  
Sunday Soup and Contemplation at 4:30 p.m.  
weekly

Questions: What is funding source? Answer: Individual  
donations, not from churches or government  
agencies.

**7:45 PM Daniel Nibouar, Clackamas County Disaster Management:**

Responsible for coordination of disaster response by County  
departments during a disaster, maintain the emergency  
response center for the County

Be Aware, Common Hazards: seasonal, geologic and man  
made disasters

Sign up for public alerts: [www.clackamas.us/publicalerts](http://www.clackamas.us/publicalerts)

Create a defensible space and fuel reduction space around  
your home

Make a plans to stay safe in your home during a disaster for  
2 hours, 2 days, 2 weeks

Where are you going to meet if you are not home?

Create a Family Emergency Communication Plan

Have important phone number somewhere else than your cell phone, establish an out of state phone contact since that will be easier to reach during a disaster, traditional land lines work better than cell phones

Maintain insurance information so you can reach them

Build a kit:

First Aid Kit

Go kits for the car

Learn First Aid and CPR

Keep current prescriptions 30-day supply

Keep one gallon of water per person per day, ideal is 3 gallons per person per day, can use water in your hot water heater

Food: have a well-stocked pantry, more than you usually need, 3,000 calories per day per adult is typical

Maintain camping equipment and fuel

Keep assistive devices accessible (eyeglasses)

Switch to electronic payment for SS benefits

Update kids clothing to appropriate sizes

Practice meetup locations

Put contact information in kids' backpacks

Have food and water for animals and pets

Have 5-gallon buckets for a toilet, one for pee and one for poop

Get involved in neighborhood groups, have a community connection with neighbors, get to know your neighbors

Volunteer in after school programs, work with kids to teach safety and preparedness

Questions: Local CERT Team- what is being done to encourage community resiliency? Answer: County is looking to get out more into the community to share information. A new project in progress, zone designation with resilience study by zone, including demographics and community assets and resources that can contribute to resiliency.

**8:10 PM LUART** No reports this month

**8:25 PM Committee Reports**

Trunk or Treat event on Saturday from 4:00 to 7:00 p.m.

Milwaukie Community Center Thanksgiving Dinner on Sunday  
November 19<sup>th</sup> 3:30 p.m. and 5:00 p.m.

**8: 35 PM Comments/ Public Input**

Papers of incorporation are being drawn up to form a 501-3 (c)  
called Friends of Oak Grove Community Council which will be able to raise funds  
and advocate for Oak Grove

**8: 40 PM Announcements**

**8: 45 PM Adjourn**

**Don't forget to vote! Ballots due Tuesday November 7<sup>th</sup>.**

Next Meetings: Board : December 4 at 6:45 PM

General: November/December Meeting December 6 at 7:00 PM –

Agenda: NCPRD Trolley Trail Report.



## **Business from the Board**

### **Paul Gornick's Liaison Report – December 2023**

#### **November 29, 2023 – Sunrise Water Authority Board Meeting (held in new administration building)**

- **Public comment period included Michael Hamlin (sp?), whose mother owns property in Damascus above the 470' elevation where Sunrise cannot currently provide service due to lack of storage and transmission facilities. Mr Hamlin indicated his mother, who owns property at 10580 SE Schacht Rd, which is above the 470' level, is willing to lease property to Sunrise for a reservoir.**
- **Rate increase for 2024 – Based on Resolution 2021-03, in 2021 board set plan for rate increases between 0%-5% for following 3 calendar years. Board adopted a 5% increase beginning January 1, 2024.**
- **General manager Wade Hathhorn's report included the following:**
- **Staff has completed move into new building**
- **Salary/wage review completed for all staff; SWA wages/benefits are above regional comps**
- **The Highridge/Dogwood intertie project has been marked by a contractor with inadequate resources and capability to complete work in a timely fashion. Legal counsel is reviewing liquidated damages and penalties.**
- **Staff is looking to update Local Contract Review Board rules, which were previously adopted with CRW under the CRWSC. CRWSC has been dissolved, so SWA needs to adopt new procurement standards.**
- **Boring Water has requested developing an agreement for on-call services from SWA staff.**
- **SWA has hired a new Civil Engineering Technician to start soon.**

#### **December 7, 2023 – C4 Meeting**

- **Meeting for December was cancelled.**
- **Social Event for C4 Members December 7 at Rivershore Inn**



## STAFF REPORT

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**To** Board of Directors  
**From** Sarah Jo Chaplen, General Manager  
**Title** Administration Monthly Report  
**Item No.** 8a  
**Date** December 19, 2023

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### Summary

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

### Highlights

- Sanitary Sewer Overflow (SSO) on Thursday, November 9th
- A Successful Drug Take Back Event

### General Manager

Last week's significant rain over a period of three days matched the perfect conditions for a Sanitary Sewer Overflow (SSO) highlighted by Water Systems Consulting Inc's in the recent Wastewater Master Plan developed for OLWS. The ground becomes saturated and the Inflow and Infiltration (I & I) of clean water into the collections system increases due to the age of the OLWS pipes. Points along the system begin to experience more flow and consequently more stress. During Thursday the Wastewater Treatment Plant experienced flow as high as 17 MGD, up from a more typical flow of 3 MGD. The Department of Environmental Quality has been informed.

This kind of pattern will be improved as the I & I capital project is able to move forward and address the infrastructure issues with OLWS collections pipes.

Both the Collections team out in the field and the Operators at the Plant worked hard all day to keep the collections system flowing in the pipes and the Plant working. Despite valiant work there was one SSO. As we analyze in detail what caused it, we will let you know.

You will also note in the Public Works Department Report how busy the Water Team has been with the four recent water main breaks.

## **Communications and Outreach**

### Drug Take Back Event Results

On Saturday, October 28<sup>th</sup>, OLWS teamed up with the Clackamas County Sheriff's Office for National Prescription Drug Take Back Day at the Public Safety Training Center located at 12700 SE 82nd Ave Clackamas, OR. This event helps ensure that people dispose of their medications properly, protecting our water sources in Clackamas County and the OLWS Wastewater Treatment Plant.

From Officer Sara McClurg, "Thanks to OLWS for the continued support of the DEA drug turn-in events! We couldn't continue to provide this service without this assistance. We took in an estimated 600 lbs. of drugs this time around. The only local agency that took in more was Portland Police Bureau".

### Sandbags

Sandbags are available for residential water flow protection for customers at the Technical Services Office parking lot (14611 SE River Rd). Call ahead to ensure sandbag availability at (503) 353-4207. Locations of other sandbag stations in Clackamas County can be found here: <http://clackamas.us/dm/sandbags.html>

### Upcoming Classes

OLWS is partnering with the Clackamas Community College Environmental Learning Center (CCC ELC) in facilitating a webinar series called Wildlife and Water Friendly Gardens starting in January 2024. As with previous years the talks will be presented via Zoom on Thursdays from noon-1pm.

- Connecting the Pieces of our Urban Ecosystems – January 25
- Take a Walk on the Wild Side: The remarkable wild bees of Oregon (and how to welcome them to your backyard) - February 1
- Garden Smart for the Changing Climate – February 8
- Friend or Foe? How to Identify Invasive Plants in Our Backyards – February 15
- Companion Planting for Clean Water – February 22
- Plants and Fungal Networks – February 29
- What tree should I plant? – March 7

OLWS will share the registration information on the website when it's available from the CCC ELC.



## STAFF REPORT

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**To** Board of Directors  
**From** Gail Stevens, Finance Director  
**Title** Finance Department Monthly Report  
**Item No.** 8b  
**Date** December 19, 2023

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### Summary

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

### Highlights of the Month

- The Low-Income Household Water Assistance (LIWHA) program began July 2022, and we have received 107 approvals from Clackamas County as of December 7, 2023. After Clackamas County received an extension in October 2023 and the program resumed briefly until 12/7/2023 when funds were fully exhausted.
- The Accounts Receivable balance increased by 1.4%, the average delinquent balance increased by \$35.40, and the number of delinquent accounts increased by 5.
- Utility bill payments in November were less than the October 31st billed amounts.
- BMS will be adding a Guest Payment Option by the end of the calendar year. This will allow resident/tenants to pay online using the copy of their "Resident Bill".

### Low Income Household Water Assistance (LIHWA)

In 2022, Clackamas County Board of Commissioners partnered with Oak Lodge Water Services to provide water utility customers assistance through the Low-Income Household Water Assistance (LIHWA) program. As of December 07, 2023, 107 customers have been approved for assistance totaling \$58,157.00. Funds have been exhausted as of 12/07/2023. No other funding sources to replace LIWHA have yet to be identified.

### Accounts Receivable Review

The Accounts Receivable (A/R) balances as of November 30, 2023, compared to October 31, 2023, increased by 1.40%. These are the findings:

1. A/R Balance owed to OLWS has increased by \$27,890, after accounting for the delta between billing cycles.

<b>A/R Balance</b>	<b>9/30/2023</b>	<b>10/31/2023</b>	<b>11/30/2023</b>
Bi-Monthly Residential	\$ 1,153,180	\$ 1,331,926	\$ 1,073,532
Large Meters	692,662	666,983	644,022
<b>Total</b>	<b>1,845,842</b>	<b>1,998,909</b>	<b>1,717,554</b>
<b>Variance</b>	<b>(215,663)</b>	<b>153,067</b>	<b>(281,355)</b>
<b>Billing Cycle Variance</b>	<b>249,262</b>	<b>(158,970)</b>	<b>309,245</b>
	<b>33,598</b>	<b>(5,903)</b>	<b>27,890</b>
	<b>1.63%</b>	<b>-0.32%</b>	<b>1.40%</b>

2. The total number of delinquent accounts increased by 5 accounts as of November 30, 2023, compared to October 31, 2023. The average balance per account increased by 10.4% or \$35.40.

Delinquent Accounts	<b>9/30/2023</b>	<b>10/31/2023</b>	<b>11/30/2023</b>
Over 60 Days	\$ 186,402	\$ 187,746	\$ 209,220
Number of Accounts	576	554	559
Average Balance per Acct.	\$ 324	\$ 339	\$ 374
	-2.8%	4.7%	10.4%

3. The percentage of accounts that are current, accounts paid in full within 30 days, has decreased by (0.68%) compared to the prior month. The shift is mainly from current to the 30-60 Day Grace category.

Account %	<b>9/30/2023</b>	<b>10/31/2023</b>	<b>11/30/2023</b>
Current	85.71%	85.99%	85.31%
30-60 Day Grace	5.05%	5.06%	5.80%
Delinquent	6.35%	6.13%	6.18%
Credit Balance	2.89%	2.82%	2.71%

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.

	<b>Aug 2023</b>	<b>Sep 2023</b>	<b>Oct 2023</b>	<b>Nov 2023</b>
Cycle	Cycle 2	Cycle 1	Cycle 2	Cycle 1
# Red Tags	41	62	82	88
Minimum Delinquent Balance	\$ 350	\$ 350	\$ 350	\$ 350
# Shut off Service Requests	3	3	4	4

### Billing Payment Rate

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

	<b>Aug 2023</b>	<b>Sep 2023</b>	<b>Oct 2023</b>	<b>Nov 2023</b>
Utility Billing Sales	\$ 1,459,591	\$ 1,805,153	\$ 1,555,891	\$ 1,714,862
Cash Receipts	1,453,683	1,769,704	1,558,712	1,687,958

% Collected

99.60%

98.00%

100.20%

98.40%

**Attachments**

1. Checks by Date Report for November 2023

Bank Reconciliation  
 Checks by Date  
 User: Antonio  
 Printed: 12/8/2023  
 Cleared and Not Cleared Checks  
 Print Void Checks

**ACH Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
0	11/1/2023	Chase		AP			135,275.00
0	11/1/2023	Oregon Department Of Revenue		AP			0.85
0	11/1/2023	Oregon Department Of Revenue		AP			0.12
0	11/3/2023	Internal Revenue Service		AP			35,015.39
0	11/3/2023	Oregon Department Of Revenue		AP			11,222.40
0	11/3/2023	State of Oregon Savings Growth Plan		AP			3,670.34
0	11/3/2023	VALIC c/o JP Morgan Chase		AP			1,564.97
0	11/3/2023	Payroll Direct Deposit	DD 00001.11.2023	PR			84,923.03
0	11/10/2023	TSYS		AP			12,907.06
0	11/13/2023	Pitney Bowes Global Financial Services LLC		AP			325.00
0	11/17/2023	Internal Revenue Service		AP			35,578.42
0	11/17/2023	Oregon Department Of Revenue		AP			11,440.77
0	11/17/2023	State of Oregon Savings Growth Plan		AP			3,670.34
0	11/17/2023	VALIC c/o JP Morgan Chase		AP			1,555.49
0	11/17/2023	Payroll Direct Deposit	DD 00002.11.2023	PR			86,279.68
0	11/20/2023	Portland General Electric		AP			28,559.71

**ACH Disbursement Activity Subtotal** **451,988.57**  
**Voided ACH Activity** **0.00**  
**Adjusted ACH Disbursement Activity Subtotal** **451,988.57**

**Paper Check Disbursement Activity**

Check No.	Check Date	Name	Comment	Module	Void	Clear Date	Amount
51148	11/3/2023	Customer Refund		AP			40.91
51149	11/3/2023	Customer Refund		AP			45.57
51150	11/3/2023	AFLAC		AP			1,943.46
51151	11/3/2023	Aks Engineering & Forestry		AP			1,642.50
51152	11/3/2023	Apex Labs		AP			4,860.00
51153	11/3/2023	Brown and Caldwell		AP			90,676.50
51154	11/3/2023	Buels Impressions Printing		AP			98.00
51155	11/3/2023	Customer Refund		AP			275.65
51156	11/3/2023	Cable Huston LLP		AP			16,011.63
51157	11/3/2023	CenturyLink		AP			44.85
51158	11/3/2023	Cintas Corporation - 463		AP			71.27
51159	11/3/2023	City Of Gladstone		AP			250.95
51160	11/3/2023	Clackamas Community College		AP			1,000.00
51161	11/3/2023	Clackamas County		AP			8,887.37
51162	11/3/2023	Consolidated Supply Co.		AP			904.64
51163	11/3/2023	Country Supplier LLC		AP			116.72
51164	11/3/2023	CTX-Xerox		AP			1,286.47
51165	11/3/2023	Customer Refund		AP			300.00
51166	11/3/2023	Ecology In Classrooms&Outdoors		AP			5,245.00
51167	11/3/2023	Gills Point S Tire		AP			2,256.15
51168	11/3/2023	H.D. Fowler Company		AP			547.68
51169	11/3/2023	Horner Enterprises, Inc.		AP			5,009.38
51170	11/3/2023	Kaiser Permanente		AP			35,980.88
51171	11/3/2023	KPTV		AP			1,000.00
51172	11/3/2023	Les Schwab		AP			203.18
51173	11/3/2023	NASASP		AP			39.00
51174	11/3/2023	Net Assets Corporation		AP			755.00
51175	11/3/2023	North Clackamas Urban Watershed Council		AP			22,582.86
51176	11/3/2023	Northwest Natural		AP			388.18
51177	11/3/2023	One Call Concepts, Inc.		AP			693.26
51178	11/3/2023	Polydyne, Inc.		AP			4,522.95
51179	11/3/2023	Ritz Safety LLC		AP			2,500.00
51180	11/3/2023	S-2 Contractors, Inc.		AP			10,300.00
51181	11/3/2023	Seattle Ace Hardware		AP			72.10
51182	11/3/2023	Staples Contract & Commercial LLC		AP			193.39
51183	11/3/2023	Thorn Run Partners, LLC		AP			10,000.00
51184	11/3/2023	Unifirst Corporation		AP			590.33
51185	11/3/2023	Waste Management Of Oregon		AP			1,395.49
51186	11/9/2023	AFSCME Council 75		AP			854.54
51187	11/9/2023	Aks Engineering & Forestry		AP			25,384.72
51188	11/9/2023	Apex Labs		AP			3,410.00

Bank Reconciliation

Checks by Date

User: Antonio

Printed: 12/8/2023

Cleared and Not Cleared Checks

Print Void Checks

51189	11/9/2023	BMS Technologies	AP	5,466.30
51190	11/9/2023	Brown and Caldwell	AP	1,702.50
51191	11/9/2023	Canby Excavating Inc	AP	32,170.10
51192	11/9/2023	CDW LLC	AP	3,756.19
51193	11/9/2023	City Of Gladstone	AP	7,620.69
51194	11/9/2023	City Of Milwaukie	AP	1,870.57
51195	11/9/2023	Convergence Networks	AP	13,851.24
51196	11/9/2023	D&H Flagging, Inc.	AP	1,745.55
51197	11/9/2023	GT Excavating, LLC	AP	36,150.00
51198	11/9/2023	H.D. Fowler Company	AP	978.80
51199	11/9/2023	Madison Biosolids, Inc.	AP	3,293.55
51200	11/9/2023	Mueller Co	AP	1,782.48
51201	11/9/2023	Napa Auto Parts	AP	30.27
51202	11/9/2023	NCCWC	AP	114,945.60
51203	11/9/2023	O'Reilly Auto Parts	AP	54.92
51204	11/9/2023	Portland Engineering Inc	AP	300.00
51205	11/9/2023	Seattle Ace Hardware	AP	317.81
51206	11/9/2023	Staples Contract & Commercial LLC	AP	156.92
51207	11/9/2023	Employment Tax State of Oregon - Employment Department	AP	1,327.76
51208	11/9/2023	Stein Oil Co Inc	AP	858.91
51209	11/9/2023	Unifirst Corporation	AP	882.47
51210	11/9/2023	Waste Management Of Oregon	AP	159.12
51211	11/9/2023	Watershed, LLC	AP	780.23
51212	11/17/2023	Airgas, Inc	AP	143.76
51213	11/17/2023	Aquatic Informatics Inc.	AP	3,471.00
51214	11/17/2023	AWWA	AP	2,444.00
51215	11/17/2023	BSK Associates	AP	1,450.00
51216	11/17/2023	Customer Refund	AP	9.05
51217	11/17/2023	Canopy Wellbeing	AP	2,080.00
51218	11/17/2023	Cascadia Backflow	AP	2,320.00
51219	11/17/2023	Cavanaugh & Associates. PA	AP	4,145.46
51220	11/17/2023	CDW LLC	AP	725.28
51221	11/17/2023	City Of Milwaukie	AP	333.60
51222	11/17/2023	Clackamas County	AP	1,393.24
51223	11/17/2023	Comcast	AP	557.62
51224	11/17/2023	Convergence Networks	AP	2,181.59
51225	11/17/2023	Country Supplier LLC	AP	96.76
51226	11/17/2023	Dr. Lance F. Harris D.C.	AP	100.00
51227	11/17/2023	GT Excavating, LLC	AP	11,950.00
51228	11/17/2023	Empoyee Reimbursement	AP	125.00
51229	11/17/2023	HealthEquity	AP	44.30
51230	11/17/2023	Hi-Line Inc	AP	355.98
51231	11/17/2023	Horner Enterprises, Inc.	AP	279.41
51232	11/17/2023	Employee Reimbursement	AP	76.17
51233	11/17/2023	IntelliCorp Records, Inc.	AP	120.25
51234	11/17/2023	Customer Refund	AP	235.95
51235	11/17/2023	Customer Refund	AP	20.91
51236	11/17/2023	Lou's Gloves	AP	344.00
51237	11/17/2023	Madison Biosolids, Inc.	AP	1,543.09
51238	11/17/2023	Employee Reimbursement	AP	30.93
51239	11/17/2023	Northstar Chemical, Inc.	AP	1,005.80
51240	11/17/2023	Staples Contract & Commercial LLC	AP	62.69
51241	11/17/2023	Unifirst Corporation	AP	590.33
51242	11/17/2023	US Crane & Hoist, Inc	AP	457.00
51243	11/17/2023	Verizon Wireless	AP	91.84
51244	11/17/2023	Wallis Engineering PLLC	AP	528.90
51245	11/17/2023	Waste Connections	AP	78.19
51246	11/17/2023	Waste Management Of Oregon	AP	259.76
51247	11/17/2023	Customer Refund	AP	44.18
51248	11/17/2023	Xerox Corporation	AP	65.65
51249	11/22/2023	BendTel, Inc	AP	276.78
51250	11/22/2023	Customer Refund	AP	25.70
51251	11/22/2023	Brown and Caldwell	AP	95,457.75
51252	11/22/2023	Customer Refund	AP	231.84
51253	11/22/2023	CenturyLink	AP	44.81
51254	11/22/2023	Clackamas County	AP	672.87
51255	11/22/2023	Consolidated Supply Co.	AP	238.41



Bank Reconciliation  
 Checks by Date  
 User: Antonio  
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 Print Void Checks

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51256	11/22/2023	Country Supplier LLC	AP	592.53
51257	11/22/2023	D&H Flagging, Inc.	AP	1,795.00
51258	11/22/2023	Equipment Depot Northwest, Inc	AP	1,771.00
51259	11/22/2023	Grainger, Inc.	AP	300.20
51260	11/22/2023	Hi-Line Inc	AP	197.58
51261	11/22/2023	O'Reilly Auto Parts	AP	26.97
51262	11/22/2023	RH2 Engineering, Inc.	AP	460.48
51263	11/22/2023	Robert HalfTalent Solutions	AP	697.50
51264	11/22/2023	Customer Refund	AP	3.01
51265	11/22/2023	Seattle Ace Hardware	AP	162.85
51266	11/22/2023	Solv-Business Solutions-Safeguard	AP	424.44
51267	11/22/2023	Customer Refund	AP	3.12
51268	11/22/2023	Unifirst Corporation	AP	882.47
51269	11/22/2023	Water Systems Consulting, Inc.	AP	5,202.50
51270	11/27/2023	Customer Refund	AP	492.00
<b>Paper Check Disbursement Activity Subtotal</b>				<b>642,304.06</b>
<b>Voided Paper Check Disbursement Activity</b>				<b>0.00</b>
<b>Adjusted Paper Check Disbursement Activity Subtotal</b>				<b>642,304.06</b>

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Total Void Check Count:	0
Total Void Check Amount:	0.00
Total Valid Check Count:	139
Total Valid Check Amount:	1,094,292.63
Total Check Count:	139
Total Check Amount:	1,094,292.63

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## STAFF REPORT

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**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.** 8c  
**Date** December 19, 2023

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### Summary

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

### Highlights

- The Valley View leak repair project is complete.
- Surveying has started on the Oatfield Road Water Main Replacement Project.
- Surveying is taking place for the LS5 basin I&I project, moving towards 30% design.
- 28<sup>th</sup> Ave Waterline Replacement Project is started construction.

### Watershed Protection

Leaf fall finished in November, and OLWS staff responded to a few customer calls requesting catch basin inspections to support drainage concerns. As of the creation of this report, sandbags are still available for customers to pick up from the Technical Services parking lot.

December 1, 2023 marked a significant deadline for multiple stormwater deliverables to the Oregon Department of Environmental Quality. OLWS staff worked diligently to fulfill two significant report packages. One package was for items related to the Municipal Separate Storm Sewer System (MS4) Permit and the other was for items related to the Total Maximum Daily Load (TMDL) requirements.

Deliverables included updates to the following OLWS strategies and documents:

- MS4 Permit Annual Report
- MS4 Permit Water Quality Monitoring Online Data Submission
- Low Impact Development/Green Infrastructure Strategy
- Retrofit and Hydromodification Summary Technical Memo
- TMDL Implementation Plan

- TMDL 5-Year Survey Online Submission

As part of the ongoing partnership updates, the North Clackamas Watersheds Council submitted their annual progress report. The report is located in the attachments section of this document.

### **Wastewater Collection Work**

The Collections crew has continued cleaning and videoing basin 2A through the month of November, movement through 2A has slowed as we have reached a point where gaining easement access requires coordination with homeowners along with added difficulty.

Collections also assisted with monitoring and partial removal of beaver dams. Beavers have built up their dams to the point where water levels need to be monitored to assist with the avoidance of potential residential damage. Partial relief of these dams has helped while further planning with the Clackamas Parks Dept is under way to fully remove some of these dams. The dams are currently built in new locations, requiring removal of vegetation to gain full access for full removal.



*Relieved Beaver Dam*



*Easement Access Issues*



## Water Distribution System Work

In November, 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:

- Installation of new ductile iron domestic line at Oak Grove Apartments (Photo 1-2)
- Large meter replacement at Oak Grove Apartments (Photo 3)
- 4 Main break repairs near SE Kronberg, SE Evergreen, SE McLoughlin Blvd (Photo 4) and 3256 SE Cinderella Ct.
- Service repair near 5220 SE Oetkin Way
- New 1" Copper service installation at SE Concord
- Ongoing maintenance, repair, and replacement of fire hydrants
- On going flushing efforts to improve chlorine residuals
- Ongoing leak detection efforts.



*Oak Grove Apt. Existing Service Line*



*Oak Grove Apt. New Service*



Oak Grove Apt. Large Meter



McLoughlin Main Break Repair

### Non-Revenue Water

The total water purchased in November was 62.701 million gallons. Non-revenue water totaled 4.07 million gallons with 1.199 million gallons in apparent losses, 2.2581 million gallons in real losses, and 290,000 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 11.607 million gallons.

### Permit Activity

#### November 2023 Development Activity

FY2023-2024	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	3	2	7	1	11
New Erosion Control Permits	5	2	11	2	14
New Development Permits	0	0	5	1	6
New Utility Permits	6	8	27	9	32
Wastewater Connections		0	10	1	4
Sanitary SDC Fees Received	\$10,330	\$5,165	\$67,145.00	\$5,165	\$20,660
Water SDC Fees Received	\$62,481	\$6,248	\$292,568.00	\$11,330	\$113,297
Plan Review Fees Received	\$1,350	\$1,300	\$12,843.41	\$1,200	\$10,251
Inspection Fees Received	\$0	\$0	\$1,640.00	\$930	\$7,248

## **Attachments**

1. North Clackamas Watershed Council Partnership Summary 2022-23
2. Development Tracker



## Partnership Summary 2022-23

### Water Quality Monitoring and Science:

- Completed second year of ongoing temperature study at 27 sites in Rinearson, River Forest, & Boardman. [2022 report complete](#), 2023 report Jan '24
- Completed [Fish Passage Barrier Assessment](#) and submitted priorities to ODFW for inclusion in Statewide Barrier Priority Update, including 2 in OLWS service area
- Secured multiyear monitoring funding from OWEB and ODFW

### Restoration:

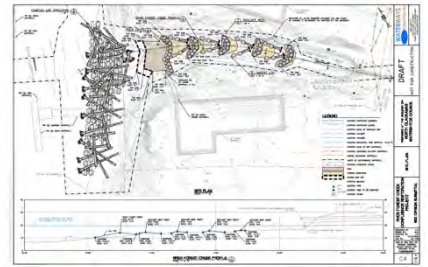
- River-Forest Willamette Confluence Project to Construction 2024 In-water work period
- Boardman-Willamette Confluence Project at 60% Design, awaiting new landowner(s)
- Discussions with OLWS & Clackamas DTD, Emergency Management RE: Boardman/Arista Floodplain Connection
- 48 Streamside Stewards Sites

### Adult Education & Stewardship:

- 72 participants at 8 workshops and 1 partnership series with CCC
- 82% rated their increased motivation & competence to take actions to support watersheds in their daily lives as High or Very High
- 23 landowner visits

### Kellogg Creek Restoration & Community Enhancement Project:

- \$15M Federal Grant Secured
- Phase 1 Design nearly complete, initial sediment analysis complete
- Phase 2 to Contracting (Full design of all elements) Dec 2023
- Subject of Environmental Justice & River Restoration Class (PSU Professionals)



Photos, L-R: Streamside Stewards workshop; design of River Forest/Willamette Confluence Project; Water Quality Monitoring on Boardman Creek; Senator Ron Wyden visits Kellogg Creek Site (Lara Christensen front left)

<b>Project Status</b>	<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
Under Construction	4410 SE Pinehurst Ave.	Residential: 17-lot Subdivision	Final Inspections Pending. Next step: asbuilt review and bond release.	Dec. 1, 2023
Under Construction	16305 SE Oatfield Rd.	Residential: 12-lot Subdivision	OLWS Inspections Occuring	Dec. 1, 2023
Under Construction	15603 SE Ruby Dr.	Residential: 3-lot Partition	OLWS Inspections Occuring	Dec. 1, 2023
Under Construction	6364 SE McNary Rd.	Residential: 15-lot Partition	Final Inspections Pending. Next step: asbuilt review and bond release.	Dec. 1, 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.)	Dec. 1, 2023
Under Construction	4322 SE Pinehurst Ave.	Residential: 7-lot subdivision	OLWS Inspections Occuring	Dec. 1, 2023
Under Construction	15717 SE McLoughlin	Bank and Restaurant	OLWS Inspections Occuring	Dec. 1, 2023
Under Construction	3421 SE Vineyard Rd.	Residential: Two tri-plexes and one duplex	OLWS Inspections Occuring	Dec. 1, 2023
Under Construction	21E11AB00100 (SE River Rd. @ SE Maple St)	Residential Tri-plex	Current OLWS Review	Dec. 1, 2023
Under Construction	21E11AB01100 (SE Maple St)	Residential: 7-lot subdivision	OLWS Inspections Occuring	Dec. 1, 2023
Plan Review	3870 SE Hillside Dr.	Residential: Modification of previously approved 13-lot subdivision	Current OLWS Review	Dec. 1, 2023
Plan Review	3811 SE Concord Rd.	Concord School Library	Current OLWS Review	Dec. 1, 2023
Plan Review	15510 SE Wallace Rd.	Residential: 15-lot Partition	Land Use conditions sent to CC DTD. County land use expiration timeline.	Dec. 1, 2023
Plan Review	17025 SE Oatfield Rd	Residential: 2-lot subdivision	Current OLWS Review	Dec. 1, 2023
Plan Review	14928 SE Oatfield Rd	Residential 4-lot Partition	Current OLWS Review	Dec. 1, 2023
Plan Review	13822 SE Oatfield Rd	Residential: 26-unit Cottages	Current OLWS Review	Dec. 1, 2023
Pre-Application	2750 SE Park Ave	Institutional: Add Two Floors To Existing Parking Garage	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	17605 SE Roethe Pl. and 21E13DB02000	Residential: 2-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	6418 SE Jennings Ave.	Residential: 8-lot Partition	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	13843 SE McLoughlin Blvd	Commercial: Drive Through Restaurant	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	14120 SE River Rd.	Residential: 5-Cottage Clusters	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	18521 SE River Rd	Recreational: Park Improvements	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023
Pre-Application	2600 SE Courtney Ave	Residential: Existing Multi-Family Façade Upgrades	Pre-app Comments sent to CCDDTD. County land use expiration timeline.	Dec. 1, 2023





## STAFF REPORT

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**To** Board of Directors  
**From** David Hawkins, Plant Superintendent  
**Title** Plant Operations Monthly Report  
**Item No.** 8d  
**Date** December 19, 2023

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### Summary

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

### Highlights of the Month

- Plant Process Update
- Washers and Dryers for Laundry Room
- Electrical for Laundry Room

### Wastewater Treatment Plant

November was another good month for the Wastewater Treatment Plant (WWTP). As discussed in earlier reports, coming into and getting out of nutrient season can be messy, but this year's transition was seamless. The WWTP is now fully in winter permit mode, which sees an easing of the permitted discharge limits to the effluent. In the summer, when the permit is most strict, we must meet a 10 mg/l Biochemical Oxygen Demand (BOD) and 10 mg/L Total Suspended Solids (TSS) going out to the river. In the winter, the permitted levels jump to 30 mg/L BOD and 30 mg/L TSS in the effluent. Staff are happy to report that November's effluent average for BOD was less than 7 mg/L and less than 8.5 mg/L for TSS, well below permit limits.

As part of the transition away from our contracted uniform service, new washers and dryers would need to be installed. With 12 full-time employees located at the WWTP, the current setup of one washer and one dryer would not do. There was also the issue of where we were going to put additional laundry equipment and was there sufficient power to support new washers and dryers. Staff contacted Tice Electric to come in and take a look at the current electrical system. It was decided that the building currently did not have enough spare breakers in the existing panel to support new equipment, so an additional subpanel would need to be installed. Tice's recommendation was to add this subpanel in the new laundry room for ease of access and safety. After a contract was signed, Tice started their work in late November of installing the new subpanel. Staff expect the electrical to be wrapped up by mid-December.

The other major pieces needed for the laundry room was the equipment. Staff was able to procure two new industrial washing machines as well as two new dryers for the laundry room. The industrial washing machines should be able to complete a load of clothes in less than 40 minutes with the drying of the loads taking approximately 30 minutes. This should greatly reduce downtime waiting for loads to finish up and keep the employees' laundry loads moving fairly well.

The last thing needing to be done will be the plumbing. One of the reasons the new location was chosen is because of its proximity to the men's locker room and the showers. The new laundry room butts up against the existing wall that stores the hot and cold for the showers. This will make running hot/cold water into the laundry room simpler, as well as easy access to the main drain coming off the showers, resulting in less piping needing to be run.

Tice Electrical also updated the security lighting at the administration building in November. All existing fixtures were converted to LED lighting, and new photocells were added. When the new lighting is on at night, the lights will remain at 30% power usage until motion is sensed, at which point the lights will go to full power for 20 minutes.

#### **Attachments**

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

Plant Operations Photo Page



New Electrical Panel in Laundry Room



Grit Snail Enclosure.



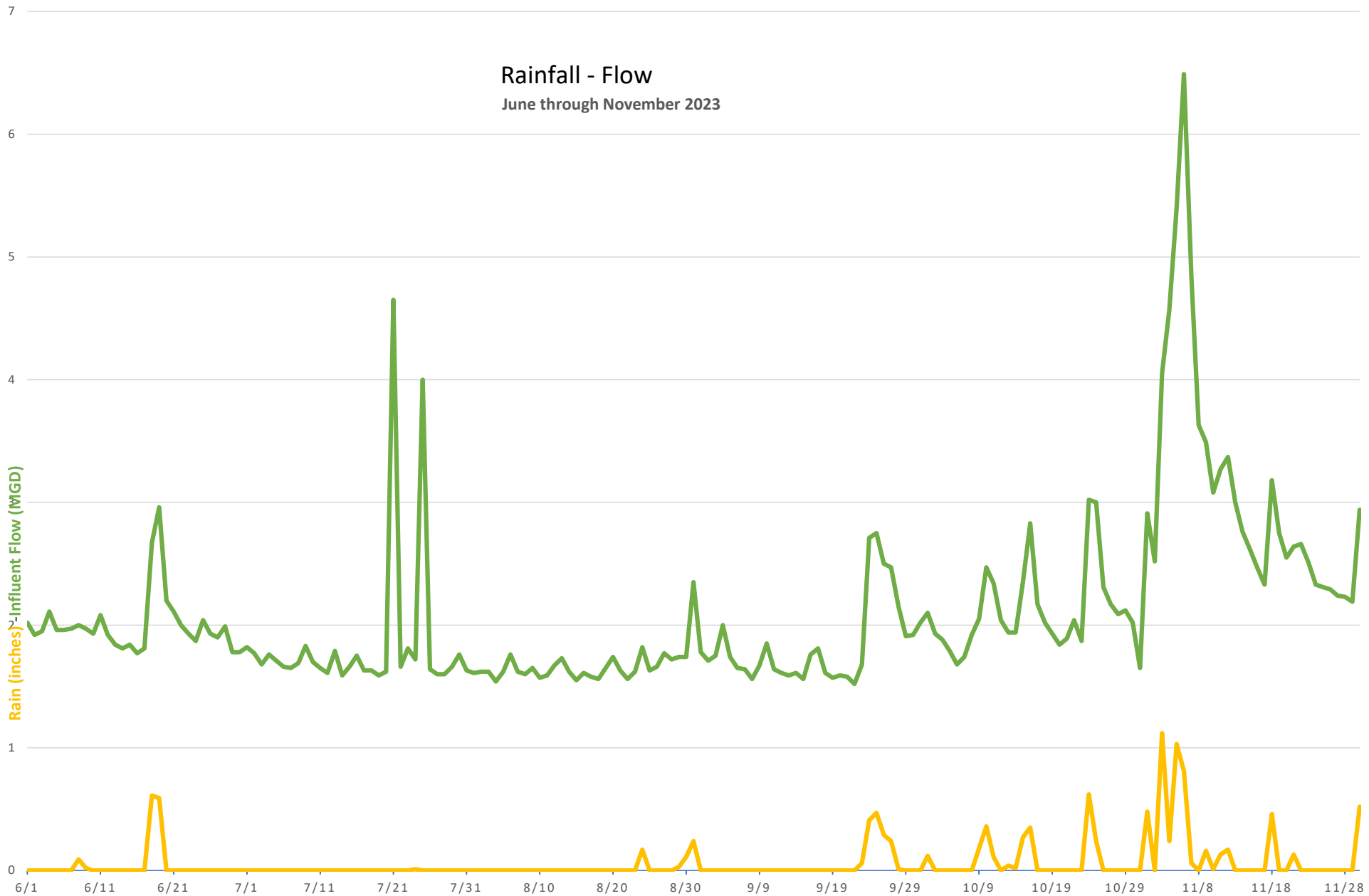
Material Rack for Maintenance



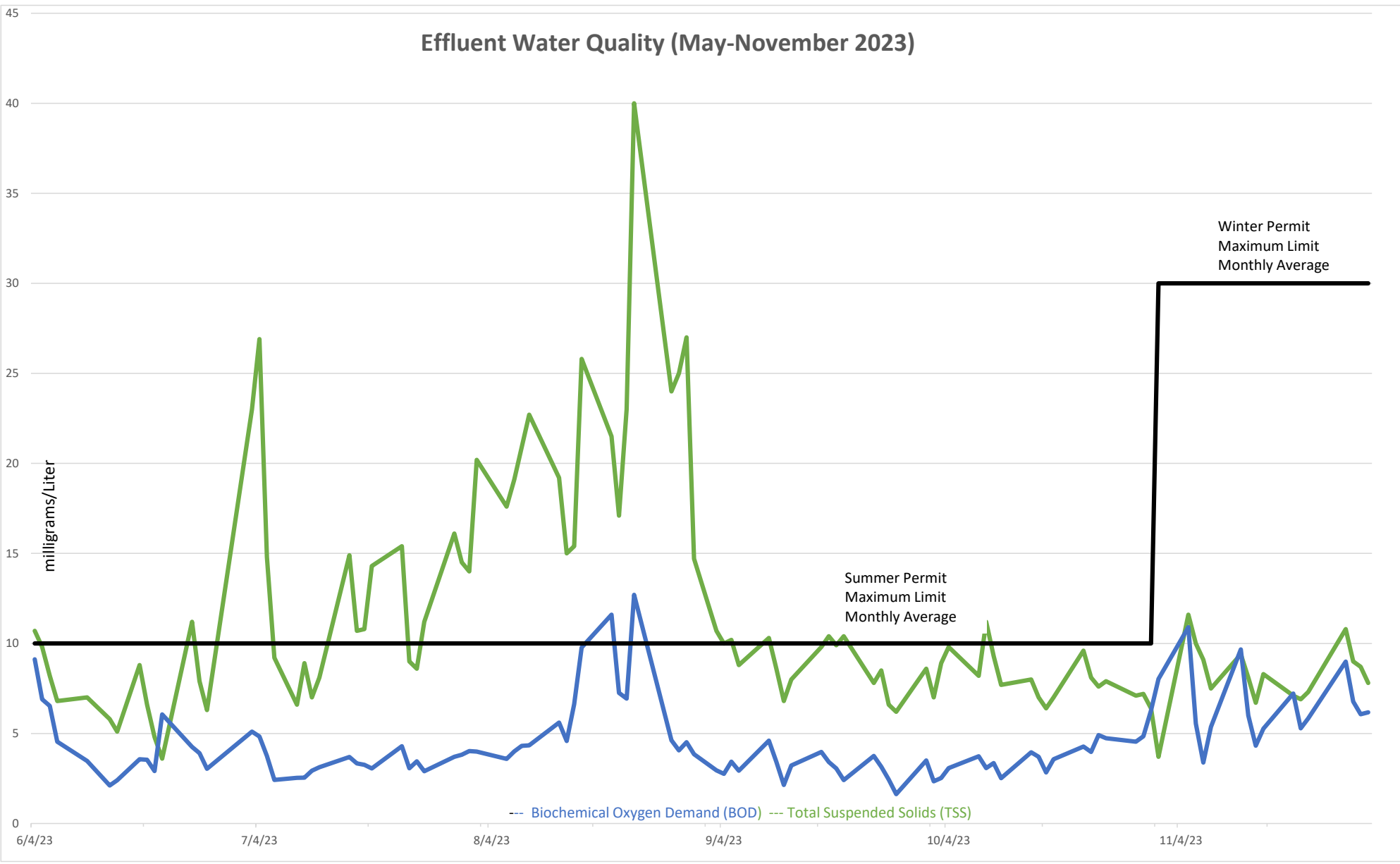
Flooring for New Material Storage

# Rainfall - Flow

June through November 2023



# Effluent Water Quality (May-November 2023)





## AGENDA ITEM

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<b>Title</b>	Recess to Executive Session
<b>Item No.</b>	9
<b>Date</b>	December 19, 2023

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### Summary

Convene Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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<b>Title</b>	Adjourn Executive Session
<b>Item No.</b>	10
<b>Date</b>	December 19, 2023

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**Summary**

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

**OAK LODGE**  
WATER SERVICES  
**AGENDA ITEM**

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<b>Title</b>	Adjourn Meeting
<b>Item No.</b>	11

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**Summary**

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