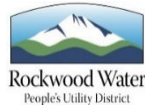


**PRESIDENT**, Tom Lewis  
**VICE PRESIDENT**, Kathy Zimmerman  
**SECRETARY**, Colby Riley



**TREASURER**, Larry Dixon  
**DIRECTOR**, Steve Okazaki  
**GENERAL MANAGER**, Kari J. Duncan

**REGULAR MEETING  
ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
BOARD OF DIRECTORS**

**June 23, 2021**

**6:00 p.m.**

**Zoom Web/Teleconference**

**Please copy the link below and paste into your web browser to join the webinar:**

**<https://us02web.zoom.us/j/81280964384?pwd=RG4yWFNGRjhQRUkyQXk1YnQxVFIFQT09>**

**Passcode: 733330**

**Or Phone: +1 253 215 8782**

**Webinar ID: 812 8096 4384**

**PRELIMINARY AGENDA**

1. Approval of Agenda
2. Approval of Consent Agenda - Action
  - a. General Manager's Report - GM Duncan
  - b. Superintendent's Report - DS Crocker
  - c. Customer Service Report - OS Middleton
  - d. Engineer's Report - DE Hudson
  - e. Government Affairs Activities - GAC Aden
  - f. Financial Status - May 31, 2021
3. Approval of Minutes - May 26, 2021 Regular Board Meeting - Action
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Bond Sale Update - David Ulbricht, SDAO and Doug Goe, Orrick - Discussion
7. Suspend Regular Board Meeting and Convene Budget Committee Meeting - Action
  - a. Call to Order - Budget Committee Chair Cori Johnson - Action
  - b. Approval of Agenda - Action
  - c. Approval of April 28, 2021 Budget Committee Minutes - Action
  - d. Comments from the Budget Committee Chair - Cory Johnson - Discussion
  - e. Comments from the Budget Officer - GM Duncan - Discussion
  - f. Questions from the Budget Committee - Discussion
  - g. Approve the Budget and Recommend it to the Board - Action
  - h. Adjourn Budget Committee Meeting - Action
8. Reconvene Regular Board Meeting
9. Public Hearing FY 2021/2022 Budget

The meeting location is wheelchair accessible. Requests for a sign language interpreter should be made as soon as possible or at least 5 days prior to the meeting. Requests for language interpretation should be made at least 2 days in advance of the meeting. Requests can be made by calling 503.665.4179.

10. Resolution No. RWPUD 20/21-005 Adopting Budget & Making Appropriations for the Fiscal Year Commencing July 1, 2021 - Action
11. Resolution No. RWPUD 20/21-006 Establishing Fees and Charges for the Provision of Water - Action
12. Suspend Regular Board Meeting and Convene Local Contract Review Board - Action
  - a. Public Hearing for Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement
  - b. Local Contract Review Board to Adopt Proposed Findings - Action
  - c. Adjourn Local Contract Review Board Meeting - Action
13. Reconvene Regular Board Meeting
14. Resolution No. RWPUD 20/21-007 Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 1 - Action
15. In-Person Board Meetings - GM Duncan - Discussion
16. Events Discussions - Groundwater Development Package No. 1/Cascade Groundwater Alliance Groundbreaking Event and Stahl Retirement Event - GM Duncan - Discussion
17. For the Good of the Order
18. Next Meeting - July 28, 2021 - Regular Board Meeting - 6:00 p.m.
19. Adjournment



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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: June 11, 2021

Re: General Manager's Report – June 23, 2021 Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. Employee Awards: Victor Pelayo, Meter Reader at the District, reached his 5-year anniversary on June 13. The 5-year award will be given to Victor at the all-staff meeting to be held on June 24<sup>th</sup>, 2021.
3. Revenue Bonds: In June, the District staff, Bond Advisor, Bond Counsel and Bond Underwriter completed the Preliminary Official Statement for the District. The Bond sale occurred on June 10, 2021 by the Bond Underwriter, D.A. Davidson. The overall interest rate on the debt at the end of the sale comes out to 1.767% for the 20-year issuance, which is a great value to the District and our rate payers!
4. The WIFIA loan application is also ongoing. District staff have compiled requested materials for the application and the City of Gresham is concurrently developing its application, which we plan to submit to the EPA in June. MSA has provided an Environmental (NEPA) review of the project components for the application. With the submittal of the WIFIA application, the District will be required to pay an application fee in the amount of \$100,000 that goes toward the EPA administrative costs and support services for the loan. We anticipate paying this application fee from funds designated in the 601 fund in June.
5. The well contractor has demobilized and the District approved a final change order for the additional depth that was drilled by the contractor on Well #8 in the amount of \$300,000. This change order covers the additional work for drilling a deeper well that has been under discussion since last November 2020 and does not represent an additional expense above that amount.
6. Package 1 for the Groundwater Development Project was awarded to Rotschy, Inc. and Notice to Proceed was given on May 25<sup>th</sup>. Based on the initial contractor schedule, mobilization onsite should occur on or around June 22<sup>nd</sup>. The Land Use application for Package 1 was approved with conditions by the City of Gresham in June. One condition of approval for the land use permit is to build a sound wall on the property line at the east and part of the southeast edge adjacent to the retirement center and apartment buildings and staff are discussion options with the City of Gresham. The other condition was a requirement

to underground the aboveground utilities at the frontage of Halsey and this condition is also under discussion to determine if alternatives exist and what the best option forward is for the District.

7. Rockwood and the City of Gresham have started to plan a groundbreaking ceremony to celebrate the start of construction on the GWDP. Due to the anticipated receipt of Federal Water Infrastructure Funding and Innovation Act (WIFIA) funds for the project, and his support of this Federal Program, Senator Merkley has been invited to the groundbreaking. In an effort to schedule around a time that Merkley can attend, the date for the groundbreaking will be scheduled in August.

Thank you for reviewing the material in the Board packet and please contact me if you have any questions. I look forward to seeing everyone via Zoom meeting on the June 23<sup>rd</sup>.



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## MEMORANDUM

To: Board of Directors

From: Andy Crocker, District Superintendent

Date: June 16, 2021

Re: Operations Update

Crews installed one new service, repaired one leak and had one hydrant repair. We are finishing the last areas of the main office grounds in preparation for Package 1 construction. Crews have been addressing and adjusting valve boxes and meter boxes. We will be moving a vulnerable hydrant that continues to be damaged by tractor trailers on NE Wilkes. Crews spent a few days at the 141<sup>st</sup> site restoring the grounds and sprinkler system after the drilling contractor vacated the site. Currently, we are planning to start a pipe project this summer; this will be completed by our crews.

Operations staff did a great job renovating the sodium hypochlorite containment room and installing the new tanks. They continue to work through pump and motor maintenance items preparing for summer demands. We worked through an IGA with the City of Fairview to assist them with their water system sampling and emergency responses. Operations staff have started monthly routine sampling. Large meter replacement continues with a couple more planned for FY 20/21.

I wanted to point out and thank our operations and field staff for the quick response during one of the biggest emergencies the District has had in years. A large customer had a contractor working on their waterline, and in the process, an upstream valve connection failed. The valve was on a 10" pipe, and at the time of failure, was discharging upwards of 10,000 GPM. Every alarm was active and most of our pumps were running to keep the system pressure maintained. Operations staff responded quickly and had control of the situation within minutes. Field staff responded shortly after to address some covered valves needed to isolate the failed line. This event caused pressure fluctuations and dirty water system wide. At the first sign of customers calling in we put a banner on our website explaining the situation and what to expect. All our staff did a stellar job in responding and resolving the incident!

Demand for May jumped up from April; our average daily demand in April was 6.76 mgd and that increased to 7.21 mgd in May. We continue trending a higher month-to-month comparison for 2021 than 2020. In May 2020 we had an ADD of 6.40, and 2021 is around 800,000 a day higher. Also, I want to note we saw a demand reach 8.36 mg on one day in May. This is only slightly less than our peak day in all of 2020 of 8.58. We started groundwater production and used around 11 mg between Rockwood and Gresham to augment higher demands in May.

FIELD PRODUCTION REPORT FY 2020/2021												
	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
ACTIVITY												
Leak Repairs	2	1	1	1	1	1	1	0	1	1	1	
<b>YTD</b>	2	3	4	5	6	7	8	8	9	10	11	
<b>CCF Loss</b>	220	110	110	110	110	110	110	0	110	110	110	
Emergency repairs	4	5	3	1	2	2	5	7	1	1	1	
<b>YTD</b>	4	9	12	13	15	17	22	29	30	31	32	
<b>CCF Loss</b>	772	965	579	193	386	386	965	1351	193	193	193	
Utility Locates	319	332	320	316	294	247	358	302	402	350	357	
<b>YTD</b>	319	651	971	1287	1581	1828	2186	2488	2890	3240	3597	
Meter Replacements	10	7	27	44	35	23	27	16	27	26	10	
<b>YTD</b>	10	17	44	88	123	146	173	189	216	242	252	
Water Service Installs	5	6	6	4	1	3	1	2	18	3	1	
<b>YTD</b>	5	11	17	21	22	25	26	28	46	49	50	
Fire Service Installs	4	4	1	0	1	1	0	2	3	1	0	
<b>YTD</b>	4	8	9	9	10	11	11	13	16	17	17	
Fire Hydrant repairs	3	2	2	2	3	1	3	1	2	2	1	
<b>YTD</b>	3	5	7	9	12	13	16	17	19	21	22	
Vault/Backflow inspections	6	3	4	6	2	3	3	3	2	4	2	
<b>YTD</b>	6	9	13	19	21	24	27	30	32	36	38	
Meter Boxes Repl.	4	2	9	11	7	5	4	8	6	12	5	
<b>YTD</b>	4	6	15	26	33	38	42	50	56	64	69	
Emergency calls	3	4	3	3	5	3	6	11	1	6	2	
<b>YTD</b>	3	7	10	13	18	21	27	38	39	45	47	



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## MEMORANDUM

To: Board of Directors

From: Cathy Middleton, Office Supervisor

Date: June 2, 2021

Re: May Monthly Customer Service Production Report

The meter readers read 6,951 meters this month.

Of the 7,072 bills that were sent out this month, 595 of them were sent via e-mail and 3 were estimated.

We mailed out 998 late notices and e-mailed 79 for a total of 1,077.

Of the 543 door hangers that were hung this month, we turned 78 of them off.

Customer assistance was given to 36 customers and 14 customers were sent to collections.

There were 30 maintenance orders done. They consisted of the following:

- 18 were to check high usage, verify read, and check if leaking
- 7 were to shut off/on for repairs
- 1 was to locate the meter
- 1 was to check why there was no water
- 2 were to replace or repair meter lids
- 1 was to verify a meter number

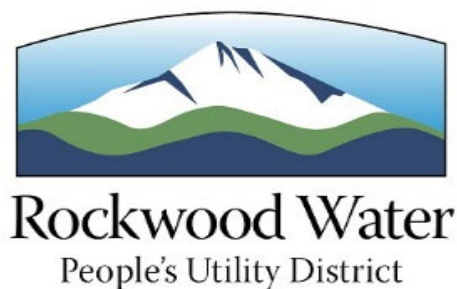
There were 2,013 phone calls this month.

Our doors remain closed to the public so we had no walk ins.

If you have any questions about this data, or would like to see other information, please let me know.

# Customer Service Production Report FY 2020 - 2021

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,942	6,898	6,951	6,903	6,951	6,912	6,951	4,518	6,951	6,930	6,951		73,858
Estimates	9	8	4	9	6	5	7	2,398	6	4	3		2,459
Bills	7,126	6,947	7,098	6,947	7,087	6,943	7,062	6,895	7,065	6,904	7,072		77,146
Late Notices	1,144	1,372	1,097	1,371	1,087	1,407	1,114	1,383	982	1,276	1,077		13,310
Door Hangers	-	-	-	331	385	504	593	485	498	439	543		3,778
Turn Offs	-	-	-	69	68	110	97	60	113	66	78		661
Final Reads	27	97	110	128	99	98	56	58	90	83	71		917
New Accts	35	107	127	144	118	125	83	64	103	108	83		1,097
Bill Assistance	24	25	15	22	36	38	33	15	33	13	36		290
Collection Agency	10	15	18	46	5	15	24	11	22	1	14		181
Leak Adjustments	13	21	19	18	18	17	23	19	29	15	25		217
Phone Calls	2,710	2,221	2,564	3,147	2,547	2,574	2,363	1,518	2,735	2,349	2,013		26,741
Walk Ins	-	-	-	-	-	-	-	-	-	-	-		-
Work Orders	18	25	23	36	24	20	19	20	28	26	30		269
Misreads	13	10	6	6	12	22	13	6	13	47	2		150
Found On	-	-	-	-	1	1	1	2	1	1	-		7
Meters Pulled	-	-	-	-		-	-	-	-	-	-		-





## MEMORANDUM

To: Board of Directors

From: Jeremy Hudson, District Engineer

Date: June 16, 2021

Re: Engineer's Report: June 23, 2021 Board Meeting

The 141<sup>st</sup> pump station (PS) and reservoir site drilling equipment is now gone, the fence reinstalled, and the site was graded and reseeded. Designs for the Groundwater Development Master Plan (GDMP) Package 3 will begin in 2022 and District crews will maintain the landscaping until Package 3 construction begins in 2023. Additional development is required and anticipated this fall, when the water demands are reduced, and the PS and reservoir can be taken offline again.

The GDMP Package 1 Notice to Proceed was issued to Rotschy, Inc. on May 24<sup>th</sup>, 2021. The preconstruction meeting was held last week, and design engineers are securing the remaining permits. The contractor will mobilize later this month or early July, based on the issuance of the grading permit. Package 1 includes the structural updates to Cascade Reservoir 1 (CR1) and the design for CR2, CW7 pump station and transmission main, a CIP steel main replacement and a portion of the proposed 36" groundwater transmission main. Construction for CR2 will start in July, with the remaining Package 1 projects moving to construction soon after. Package 1 project completion is June 3, 2023.

The draft groundwater pilot study report was received and reviewed by the District and City of Gresham. The CW8 results will be available after the aquifer testing in the fall. Water quality testing was conducted on CW3, CW4, CW5 and CW9. Pilot studies showed that manganese removal below recommended levels is achievable with manganese dioxide media filters. The proposed treatment facilities for Rockwood and Gresham would be like the treatment facilities we visited at Clark PUD.

The District's 20-year Water Master Plan (MP) update will be completed early next fiscal year. This project will determine what Capital Improvement Projects (CIP) are recommended for the District. Master Plans are updated every 7-10 years and list projects for the next 20 years. The last update was completed in 2013.





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## MEMORANDUM

To: Board of Directors

From: Kerry Aden, Government Affairs Coordinator

Date: May 19, 2021

Re: Government Affairs Activities

### UPCOMING EVENTS/MEETINGS/PROJECTS

- We are discussing a revision of our Current Projects webpage or a separate webpage for our Cascade Groundwater Alliance projects. We hope to have something live in the next couple of weeks.
- We are in the process of scheduling a groundbreaking event for some time in August.
- We are working with Pavelcomm on the following projects:
  - Board room audio/visual equipment replacement fiscal year 21/22 - We will be coordinating with Pavelcomm to begin this project after July 1.
  - Computer expansion for field staff and training fiscal year 21/22. This will be included and integrated with the new billing system. We have one of four fiscal year 20/21 repurposed computers operable and should have the second ready soon. New equipment has been purchased with billing system funds budgeted for this fiscal year. The new equipment should arrive this week. We hope to program the new equipment in the next few weeks.
  - WiFi expansion fiscal year 21/22 - We will be coordinating with Pavelcomm to begin this project after July 1. This item was an if needed item but is now one of the projects required for the SDIS Best Practices Program.
  - Contract renewal fiscal year 21/22 - We will be working on a new contract with Pavelcomm to sign at the end of the month.
  - The theme for this year's SDIS Best Practices Program is cyber security. We will be completing several IT-related items to receive our insurance discounts for the calendar year 2022. I have met with Pavelcomm to discuss these items and will be presenting an implementation plan and recommendations to management staff to discuss sometime next week.

**August 12, and October 28, 2021 - PNWS/AWWA Annual Conference Virtual Quarterly Conference Event** - Statement from PNWS: The 2021 Section Conference is now a QUARTERLY virtual format.

- 0.6 CEUs (OR, WA, ID) Full Day – One CEU equals one professional hour.
- 0.3 CEUs (OR, WA, ID) Half Day – One CEU equals one professional hour.
- Quarterly training – Mark Your Calendars Now for:
- August 12 – Bull Run Projects and Willamette Water Supply Projects: Will cover several sub-projects of two major water supply projects. Portland's Bull Run presentations will include a project overview; communications strategies; pilot treatment plant findings; a preliminary plant design update; and preparing the distribution system for the conversion

- to a filtered supply. Topics from the Willamette Water Supply project include a six-years-in update on the project; how lessons from the Tohoku earthquake were applied; and an evaluation of risk factors for integrating a new supply. There will also be a piece on applying lessons from mega-projects to midi-, mini- and micro-projects.
- October 28 – Asset and Data Management: Will cover asset management, including using analytics to make maintenance decisions, developing an asset management system for a new water supply system; maintaining distribution system piping; and updating pressure zones. The data management topics include building a data strategy for a utility; preparing an organization to move to digital water; managing and optimizing data and machine learning to improve system operation; and planning for the future.

Please contact me to register for these events. The cost is \$60 for half day, \$120 for full day.

#### UPDATES

- Attendance at all community events is still suspended until further notice due to the pandemic.
- The 2021 Consumer Confidence Report (Water Quality Report) is complete, the saturation postcard mailing requirement has been completed, the website version is live, and both English and Spanish versions are available.



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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: June 16, 2021

Re: Finance/Budget Report – May 2021

The Finance/Budget Report is provided below and on the attached spreadsheet. The numbers provide the general conditions of the District. As more data is accumulated through the year, better estimates will be made and course corrections implemented, if needed.

- Water sales revenue at the end of May 2021 (Period 11) showed a **15.4%** increase when compared to Period 11 in May 2020. Water sales are showing the effects of an increased demand over the similar period in FY 2019/20 and the effects of the 12.5% rate adjustment on July 1, 2020. The revenue is very encouraging for the purposes of gauging the effects of future rate adjustments for revenue bonding purposes.
- Overall revenue through Period 11 is **12.6%** over the same period in 2019/2020 reflecting higher water demand and the impact of the rate increase in July 2020. Please note that the groundwater payments from the City of Gresham for Kirk Park Cascade 9 drilling is removed from this calculation. The non-sales revenue in Period 11 FY20/21 is down from the same period in FY 19/20 by **-3%** due to refunds for overpayment of new service installations that occurred in March. Late fee revenue has increased since assessment of the charge was started on October 1, and May 21 late fees were over double those collected in May of 20. The running total for late fee revenues which had been down -17% at the end of Period 10 are now at -11.5% at the end of Period 11.
- Personal Services and Total Operations & Maintenance show a normal use pattern for this time of year. Capital outlay has only expended 62% of the total budget, with 92% of the fiscal year completed; however, we are expecting several large invoices from contractors and consultants to be paid as we close out projects for the end of the fiscal year.

## FISCAL YEAR 2020-21

## MAY, 2021

## REVENUES

Category		Budget	May 2021	May 2020	Variance	Year To Date	Projection	Balance of FY 19-20
100.3-01-0101	Beginning Fund Balance	9,130,922					9,130,922	
100.3-10	Water Sales	9,690,517	563,665	497,172	0	9,082,788	10,006,150	923,362
100.3-20	Fees & Special Charges	313,000	27,875	13,695	1	274,230	292,227	17,997
100.3-40	Charges for Service	400,000	21,952	35,452	(0)	427,327	591,546	164,219
100.3-50	Investment Income	299,780	10,777	17,994	(0)	118,142	133,943	15,801
100.3-60	Other Income	580,660	35,063	35,698	(0)	528,022	582,397	54,375
100.3-90	Other Financing Sources	1,591,828	16,659	208,045		877,166	877,166	-
Total Revenue Budget		22,006,707	675,991	808,056		11,307,676	21,614,352	1,175,754
Annual Running Revenue (Includes Codes 100.3-10 thru -90)		12,875,785	675,991	808,056	(0)	11,307,676		

Assumptions: Projections are based on the balance of prior year's actual revenue plus current revenue to date.

## EXPENDITURES

		Budget	May 2021	Total To Date	% Expended
5.10-4000	Personnel Services	3,326,490	348,325	2,936,142	88%
5.20-5000	Material & Services	2,023,201	107,625	1,468,683	73%
	Water Purchase	3,142,547	293,789	2,820,445	90%
5.40-4000	Capital Outlay	3,480,062	173,159	2,171,336	62%
5.60-7000	Transfers	2,583,000	-	2,583,000	100%
5.70-7000	Contingency	1,400,000	-		
5.90-8000	Unappropriated Balance	6,051,407	-		
Total Expense Budget		22,006,707	922,898	11,979,606	54%
Annual Running Expense (Includes Codes 5.1 - 5.4)		11,972,300	922,898	9,396,606	78%



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## MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: June 14, 2021

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$957,317.20. If you have any questions regarding any of the checks listed, please don't hesitate to call Kari or myself anytime.

The cash balances at May 31, 2021 are as follows:

Restricted Cash - \$2,238,212.65  
Unrestricted Cash - \$8,136,751.05



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## MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 6/23/2021

FOR THE PERIOD **May 2021**

- |   |     |
|---|-----|
| 1. Were books balanced and reconciled (General & Trust)?<br>If no, why not?                                     | Yes |
| 2. Are YTD revenues and expenditures tracking per budget plan?<br>If no, explain variances or flags.            | Yes |
| 3. Were all payroll liabilities paid in a timely manner?<br>If no, explain why not.                             | Yes |
| 4. Were required payroll reports (Federal, State) filed in a timely manner?<br>If no, explain why not.          | Yes |
| 5. Were any cases of fraud detected and addressed?<br>If yes, explain situation and actions taken and underway. | No  |
| 6. Were any changes made to the internal control system?<br>If yes, describe changes.                           | No  |
| 7. Were all cash and investment accounts reconciled per schedule (LGIP)?<br>If no, explain why not.             | Yes |



**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, REGULAR MEETING OF THE BOARD**

**May 26, 2021**

**Zoom Video Conference**

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**Board members present:** Larry Dixon, Tom Lewis, Steve Okazaki, Colby Riley, Kathy Zimmerman.

**Staff present:** Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Cathy Middleton, Office Supervisor (OS); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Kerry Aden, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE).

**Guests present:** Bob Fowler, Christine Hollenbeck, Cori Johnson, Christine Reynolds, David Ulbricht.

**President Tom Lewis** called the meeting to order at 6:03 p.m.

**APPROVAL OF THE AGENDA**

**President Lewis** asked if there were any changes or additions to the agenda.

**Steve Okazaki** moved to approve the agenda. **Colby Riley** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF THE CONSENT AGENDA**

**President Lewis** asked if there were any changes or updates to the consent agenda.

**Colby Riley** moved to approve the consent agenda. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF MINUTES**

**President Lewis** asked if there were any changes to the minutes.

**Kathy Zimmerman** moved to approve the minutes from the April 28, 2021 regular Board meeting. **Steve Okazaki** seconded the motion. The motion was approved; none opposed.

**APPROVAL OF BILLS**

**President Lewis** asked if there were any questions about the bills.

**Larry Dixon** inquired about page 31, check #50301, PVC Shrimp Gun/Shrimp Pump. **DS Crocker** answered the item is for meter reader and on/off staff to vacuum out water from meter boxes.

**Kathy Zimmerman** asked about page 25, check #50219, ESRI, Inc. **DE Hudson** responded the item is for the yearly GIS mapping software licensing and maintenance.

**Kathy Zimmerman** inquired about page 31, check #50311, Earth Capades. **GAC Aden** answered the item is for a video production of the Earth Capades show for the virtual Children's Clean Water Festival. Discussion ensued.

**Kathy Zimmerman** asked about page 34, check #50346, Competent Person/Trench Training and if the training was provided to new employees or is it a yearly training. **DS Crocker** answered it is not an annual requirement. United Rentals has an updated training we took advantage of and trained all field staff. Having a recent OSHA visit we determined timing was appropriate. Discussion ensued.

**Kathy Zimmerman** referred to the Customer Service Report on page 8 and the cause of the high misreads for April for meters and how that was determined. **GM Duncan** responded the misreads were the result of the meters that had been overestimated in February due to the large storm. The misreads are a correction to the February estimates. Discussion ensued.

**Tom Lewis** asked about page 24 and page 25, Point and Pay Payment Processing Fees and if there were a breakdown of the fees. **OS Middleton** answered the items are fees we are charged for online water bill payments. Discussion ensued. **Tom Lewis** stated he would like to know how many customers use the Point and Pay system and a breakdown of the fees.

**Colby Riley** moved to approve the bills as presented. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

#### **PUBLIC COMMENT**

There were no public comments.

#### **BOND SALE UPDATE AND PROCESS - DAVID ULBRICHT, SDAO AND CHRISTINE REYNOLDS, ORRICK - PRESENTATION/DISCUSSION**

**President Lewis** introduced David Ulbricht, Director of Advisory Services with Special Districts Association of Oregon and Christine Reynolds, Partner with Orrick, Herrington & Sutcliffe LLP. Mr. Ulbricht gave an update on the progress of the bond sale process. Ms. Reynolds gave a timeline for the bond sale and next steps. Discussion ensued.

#### **GROUNDWATER DEVELOPMENT UPDATE - GM DUNCAN - DISCUSSION**

**GM Duncan** provided an update on public outreach efforts. Discussion ensued.

#### **SURPLUS ITEMS FOR DISPOSITION - DS CROCKER - ACTION**

**DS Crocker** gave an overview of the items identified for possible disposition. Discussion ensued.

**Steve Okazaki** made a motion to have **DS Crocker** proceed with the disposal of items mentioned in our meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

#### **FOR THE GOOD OF THE ORDER**

**GM Duncan** noted the revised Covid-19 protocols distributed yesterday. She mentioned a groundbreaking ceremony for the Groundwater Development Project Package 1 project will be scheduled soon.

**Larry Dixon** asked about the pipe replacement project on 157th Avenue between Stark and Burnside and when it was scheduled. **DE Hudson** replied he will have to look at the schedule and will get back to him.

### **NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, June 23, 2021 at 6:00 p.m. Discussion ensued.

### **ADJOURNMENT**

**Colby Riley made a motion to adjourn the meeting. Larry Dixon seconded the motion. The motion was approved; none opposed.**

The meeting was adjourned at 6:58 p.m.

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Secretary



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FROM 5/14/21 TO 99/99/99

DATE 10	CHECK # UMPQUA BK-GENERAL	VEN/EMP #	VENDOR/EMPLOYEE NAME		AMOUNT	DESCRIPTION
5/14/21	15079	49	ADEN	L	2,591.93	PAYROLL
5/14/21	15080	40	ALLEN	L	2,496.37	PAYROLL
5/14/21	15081	81	BRAY	R	1,745.10	PAYROLL
5/14/21	15082	47	BREEN	M	2,490.36	PAYROLL
5/14/21	15083	72	CONNER	M	1,446.16	PAYROLL
5/14/21	15084	35	CROCKER	D	3,291.27	PAYROLL
5/14/21	15085	88	DUNCAN	J	3,899.93	PAYROLL
5/14/21	15086	84	HANSON	G	2,618.57	PAYROLL
5/14/21	15087	87	HOFFMAN	T	1,343.43	PAYROLL
5/14/21	15088	46	HUDSON	C	3,307.30	PAYROLL
5/14/21	15089	51	HUNT	L	2,123.13	PAYROLL
5/14/21	15090	56	JACOBSON	E	1,875.53	PAYROLL
5/14/21	15091	42	JONES	W	2,194.91	PAYROLL
5/14/21	15092	82	JORDAN	S	1,666.01	PAYROLL
5/14/21	15093	74	KIPP	S	2,151.10	PAYROLL
5/14/21	15094	89	KLUDT	M	1,427.51	PAYROLL
5/14/21	15095	34	MCNEIL	J	2,183.72	PAYROLL
5/14/21	15096	8	MIDDLETON	C	2,375.16	PAYROLL
5/14/21	15097	76	PACHECO	A	1,988.46	PAYROLL
5/14/21	15098	68	PELAYO	M	1,681.51	PAYROLL
5/14/21	15099	41	SCHLOSSER	L	2,825.53	PAYROLL
5/14/21	15100	7	SCHMUNK	A	1,754.53	PAYROLL
5/14/21	15101	73	STROH	N	1,656.07	PAYROLL
5/14/21	15102	48	TOMPKINS	L	1,369.19	PAYROLL
5/14/21	15103	75	ZIMMERMAN	J	2,337.18	PAYROLL
5/27/21	15104	64	DIXON	G	46.12	PAYROLL
5/27/21	15105	63	LEWIS	W	46.12	PAYROLL

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DATE 10	CHECK # UMPQUA BK-GENERAL	VEN/EMP #	VENDOR/EMPLOYEE NAME		AMOUNT	DESCRIPTION
5/27/21	15106	66	OKAZAKI	R	46.12	PAYROLL
5/27/21	15107	77	RILEY	E	46.12	PAYROLL
5/27/21	15108	78	ZIMMERMAN	A	46.12	PAYROLL
5/28/21	15109	49	ADEN	L	2,591.93	PAYROLL
5/28/21	15110	40	ALLEN	L	2,408.13	PAYROLL
5/28/21	15111	81	BRAY	R	1,906.16	PAYROLL
5/28/21	15112	47	BREEN	M	2,755.87	PAYROLL
5/28/21	15113	72	CONNER	M	1,446.16	PAYROLL
5/28/21	15114	35	CROCKER	D	3,291.27	PAYROLL
5/28/21	15115	88	DUNCAN	J	3,899.93	PAYROLL
5/28/21	15116	84	HANSON	G	2,618.57	PAYROLL
5/28/21	15117	87	HOFFMAN	T	1,343.43	PAYROLL
5/28/21	15118	46	HUDSON	C	3,307.30	PAYROLL
5/28/21	15119	51	HUNT	L	2,071.72	PAYROLL
5/28/21	15120	56	JACOBSON	E	1,875.53	PAYROLL
5/28/21	15121	42	JONES	W	2,426.92	PAYROLL
5/28/21	15122	82	JORDAN	S	1,491.78	PAYROLL
5/28/21	15123	74	KIPP	S	2,092.40	PAYROLL
5/28/21	15124	89	KLUDT	M	1,385.88	PAYROLL
5/28/21	15125	34	MCNEIL	J	2,183.72	PAYROLL
5/28/21	15126	8	MIDDLETON	C	2,375.16	PAYROLL
5/28/21	15127	76	PACHECO	A	1,958.13	PAYROLL
5/28/21	15128	68	PELAYO	M	1,681.51	PAYROLL
5/28/21	15129	41	SCHLOSSER	L	2,825.53	PAYROLL
5/28/21	15130	7	SCHMUNK	A	1,754.53	PAYROLL
5/28/21	15131	73	STROH	N	643.33	PAYROLL
5/28/21	15132	48	TOMPKINS	L	1,369.19	PAYROLL

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FROM 5/14/21 TO 99/99/99

DATE 10	CHECK # UMPQUA BK-GENERAL	VEN/EMP #	VENDOR/EMPLOYEE NAME		AMOUNT	DESCRIPTION
5/28/21	15133	75	ZIMMERMAN	J	2,337.18	PAYROLL
6/11/21	15135	68	PELAYO	M	50.00	PAYROLL
6/11/21	15136	49	ADEN	L	2,591.63	PAYROLL
6/11/21	15137	40	ALLEN	L	2,457.50	PAYROLL
6/11/21	15138	81	BRAY	R	1,872.34	PAYROLL
6/11/21	15139	47	BREEN	M	2,601.18	PAYROLL
6/11/21	15140	72	CONNER	M	1,446.16	PAYROLL
6/11/21	15141	35	CROCKER	D	3,291.27	PAYROLL
6/11/21	15142	88	DUNCAN	J	3,899.93	PAYROLL
6/11/21	15143	84	HANSON	G	2,618.57	PAYROLL
6/11/21	15144	87	HOFFMAN	T	1,343.43	PAYROLL
6/11/21	15145	46	HUDSON	C	3,307.30	PAYROLL
6/11/21	15146	51	HUNT	L	2,140.32	PAYROLL
6/11/21	15147	56	JACOBSON	E	1,875.53	PAYROLL
6/11/21	15148	42	JONES	W	2,500.77	PAYROLL
6/11/21	15149	82	JORDAN	S	1,641.33	PAYROLL
6/11/21	15150	74	KIPP	S	2,008.76	PAYROLL
6/11/21	15151	89	KLUDT	M	2,049.10	PAYROLL
6/11/21	15152	34	MCNEIL	J	2,183.72	PAYROLL
6/11/21	15153	8	MIDDLETON	C	2,375.16	PAYROLL
6/11/21	15154	76	PACHECO	A	2,163.52	PAYROLL
6/11/21	15155	68	PELAYO	M	1,681.51	PAYROLL
6/11/21	15156	41	SCHLOSSER	L	2,825.53	PAYROLL
6/11/21	15157	7	SCHMUNK	A	1,754.53	PAYROLL
6/11/21	15158	48	TOMPKINS	L	1,369.19	PAYROLL
6/11/21	15159	75	ZIMMERMAN	J	2,337.18	PAYROLL
5/17/21	25147	18	PERS		18,556.66	

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				18,556.66	101-100-6202110 4/30 PERS PAYABLE
5/20/21	25151	733	UMPQUA BANK	727.41	
				727.41	101-100-5205740 APR BANK FEES
5/27/21	25152	18	PERS	18,537.42	
				18,537.42	101-100-6202110 5/14 PERS PAYABLE
5/27/21	25153	507	GRESHAM, CITY OF	307.95	
				307.95	101-100-5205610 PERMIT FEE-ABANDON WTR LINE
5/27/21	25154	24	ICMA RETIREMENT TRUST-457	595.00	
				595.00	101-100-6202150 PAYROLL TAX
5/27/21	25155	736	UMPQUA EASY TAX	19,688.26	
				11,502.36	101-100-6202210 FICA PAYROLL TAX
				8,185.90	101-100-6202220 FEDERAL PAYROLL TAX
5/27/21	25156	17	OREGON DEPARTMENT OF REVENUE	5,076.93	
				5,076.93	101-100-6202230 STATE PAYROLL TAX
5/27/21	25157	1211	HRA VEBA PLAN CONTRIBUTIONS	1,280.00	
				1,280.00	101-100-6202150 PAYROLL DEDUCTION
5/27/21	25158	16	NATIONWIDE RETIREMENT SOLUTION	840.00	
				840.00	101-100-6202150 PAYROLL DEDUCTION
5/28/21	25159	736	UMPQUA EASY TAX	38.30	
				38.30	101-100-6202210 BRD FICA PAYROLL TAX
5/31/21	25160	733	UMPQUA BANK	479.49	
				107.01	101-100-5205760 MAY RETURN AUTO PAYS
				372.48	101-100-5205760 MAY RETURN CHECKS
6/10/21	25162	18	PERS	18,278.52	
				18,278.52	101-100-6202110 5/28 PERS PAYABLE
6/10/21	25164	24	ICMA RETIREMENT TRUST-457	545.00	
				545.00	101-100-6202150 PAYROLL DEDUCTION
6/10/21	25165	16	NATIONWIDE RETIREMENT SOLUTION	840.00	
				840.00	101-100-6202150 PAYROLL DEDUCTION
6/10/21	25166	17	OREGON DEPARTMENT OF REVENUE	5,129.94	
				5,129.94	101-100-6202230 STATE PAYROLL TAX
6/10/21	25167	1211	HRA VEBA PLAN CONTRIBUTIONS	1,240.00	
				1,240.00	101-100-6202150 PAYROLL DEDUCTION
6/10/21	26163	736	UMPQUA EASY TAX	19,834.81	
				11,567.36	101-100-6202210 FICA PAYROLL TAX
				8,267.45	101-100-6202220 FEDERAL PAYROLL TAX
6/03/21	50339	70	PORTLAND, CITY OF	654.00-	



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				654.00-	101-100-5205610 PERMIT FEE 14015 SE STARK RD OPEN
5/20/21	50348	1249	ACI PAYMENTS, INC	111.85	
				111.85	101-100-5205740 HOME BANKING FEES
5/20/21	50349	231	ADVENTIST HEALTH OCCUPATIONAL	96.00	
				96.00	101-100-5205110 DOT CDL EXAM
5/20/21	50350	1061	APOLLO DRAIN & ROOTER SERVICE	1,589.93	
				1,589.93	101-100-5205410 INSTALL WTR BOTTLE/DRINKING FOUNTN
5/20/21	50351	1224	AT&T MOBILITY	3,182.22	
				3,182.22	101-100-5205210 CELL PHONES
5/20/21	50352	981	CENTURYLINK	44.87	
				44.87	101-100-5205660 SE 148TH TELEMETRY
5/20/21	50353	21988	CHA, ANTHONY	41.64	
				160.00	101-100-6302410 DEPOSIT REFUND
				118.36-	101-100-6302430 DEPOSIT REFUND
5/20/21	50354	637	COMCAST CABLE	733.25	
				289.85	101-100-5205210 OFFICE INTERNET
				108.35	101-100-5205660 148TH/DIVISION INTERNET
				113.35	101-100-5205660 192ND/DIVISION INTERNET
				108.35	101-100-5205660 CLEVELAND INTERNET
				113.35	101-100-5205660 NW 1ST INTERNET
5/20/21	50355	66	CONSOLIDATED SUPPLY COMPANY	178.72	
				178.72	101-100-5205610 PROPEX RINGS & ADAPTERS
5/20/21	50356	607	FERGUSON WATERWORKS #3011	951.43	
				951.43	101-100-5406030 GATE VALVES, ADAPTERS, BENDS
5/20/21	50357	89	GC SYSTEMS, INC.	1,613.32	
				1,613.32	101-100-5406030 6" GLOBE STYLE SILENT CHECK
5/20/21	50358	747	GENERAL PACIFIC, INC	360.00	
				360.00	101-100-5205610 FIRE HYDRANTS, STORZ NOZZLES, VALVES
5/20/21	50359	21989	GISI, MARYELLEN	195.06	
				195.06	101-100-6302430 CLOSED ACCOUNT REFUND
5/20/21	50360	427	GRAINGER	374.60	
				374.60	101-100-5205520 PVC PARTS, FITTINGS, PIPE 141ST RES
5/20/21	50361	507	GRESHAM, CITY OF	1,360.86	
				410.89	101-100-5205220 NW 1ST SEWER/STORMWATER
				949.97	101-100-5205220 OFFICE SEWER/STORMWATER
5/20/21	50362	813	GSI WATER SOLUTIONS, INC	17,838.59	
				11,190.29	101-100-5406010 JOB 307 CASCADE #7
				685.00	101-100-5406010 JOB 300 CASCADE #8

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				5,963.30	101-100-5406010 JOB 309 CASCADE #9
5/20/21	50363	300	HACH COMPANY, INC	913.23	
				258.76	101-100-5205610 FREE CHLORINE DPD, REAGENT SETS
				654.47	501-100-5205610 TOTAL CHLORINE REAGENT SETS
5/20/21	50364	1137	JW UNDERGROUND INC	578.48	
				289.24	101-100-5205610 MISC ROCK/DUMP FEES
				192.83	101-100-5406010 JOB 322 ALDER PIPE REPLACE
				96.41	101-100-5406020 NS757,758 ROCK/DUMP FEES
5/20/21	50365	15	KAISER PERMANENTE	17,344.89	
				17,344.89	101-100-6202107 EMPL MED/DENT INSURANCE
5/20/21	50366	753	KNIFE RIVER CORPORATE NW	1,766.51	
				411.06	101-100-5205610 INTERLACHEN ROCK/DUMP FEES
				219.28	101-100-5205610 MISC ROCK/DUMP FEES
				1,018.81	101-100-5406010 JOB 322 ALDER PIPE REPLACMNT
				117.36	101-100-5406020 NS753,754 ROCK/DUMP FEES
5/20/21	50367	875	LOCATES DOWN UNDER INC	255.00	
				255.00	101-100-5205610 LOCATE CASCADE SITE FOR ROCK BIN
5/20/21	50368	1244	NATIONAL AUTO FLEET GROUP	54,283.00	
				40,591.00	101-100-5406130 2020 F450 SUPER DUTY TRUCK
				13,692.00	101-100-5406130 3/4 DUMP BODY, ELECTRIC HOST
5/20/21	50369	135	NOLAN'S POINT S	200.90	
				200.90	101-100-5205550 2 TIRES FOR VALVE TURNER
5/20/21	50370	1125	NORTHSTAR CHEMICAL INC	3,300.00	
				3,300.00	501-100-5205610 2500 GAL SODIUM HYPOCHLORITE
5/20/21	50371	940	O'REILLY AUTO PARTS	376.46	
				169.28	101-100-5205540 BATTERIES & REPAIR FOR VALVE TURNER
				72.27	101-100-5205540 RW36-39 OIL FILTERS
				134.91	101-100-5205540 RW21 OIL & FILTERS & REPAIR PARTS
5/20/21	50372	1021	OHA-DRINKING WATER SERVICES	12,000.00	
				12,000.00	101-100-5205460 ANNUAL WATER SYSTEM FEE
5/20/21	50373	372	PAPE MACHINERY	2,404.36	
				2,404.36	101-100-5406010 JOB 307 CASCADE #8 BACKUP GENERATOR
5/20/21	50374	360	PARKROSE HARDWARE	65.03	
				30.39	101-100-5205520 141ST RES IRRIGATION PARTS
				34.64	101-100-5205540 MX2 BOLTS
5/20/21	50375	172	PARR LUMBER COMPANY	604.40	
				604.40	101-100-5205610 BAGS SAND, BAGS CONCRETE, PALLETS
5/20/21	50376	173	PAULY ROGERS & CO., P.C.	6,520.00	
				6,520.00	101-100-5205130 JUNE 30, 2021 AUDIT

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5/20/21	50377	1124	PAVELCOMM INC.	2,812.05 2,812.05	101-100-5205110 MONTHLY REMOTE IT SUPPORT
5/20/21	50378	443	POLLARD WATER	605.50 605.50	101-100-5205610 BOLTS, PIPE PLUGS, DUC LUGS
5/20/21	50379	181	PORTLAND GENERAL ELECTRIC	835.78 835.78	101-100-5205230 OFFICE ELECTRICITY
5/20/21	50380	458	PREMIER RUBBER LLC	630.00 630.00	101-100-5205610 50' FIRE HOSE
5/20/21	50381	189	QUILL CORPORATION	523.59 279.98 107.85 135.76	101-100-5205320 PRINTER TONER CARTRIDGES 101-100-5205320 ZIPLOC BAGS, CUPS, CLOROX WIPES 101-100-5205320 COPY PAPER, STAPLES, BINDER CLIPS
5/20/21	50382	1008	RDO EQUIPMENT CO	558.23 558.23	101-100-5205540 LARGE VAC WASHER REBUILD
5/20/21	50383	775	SHERWIN WILLIAMS	1,282.96 236.96 1,046.00	101-100-5205610 ROLLER COVERS, ROLLERS, BRUSH, BUCKETS 501-100-5205610 DURAPLATE UHS EPOXY CHLORINE ROOM
5/20/21	50384	21	SPECIAL DISTRICTS OF OREGON	25,938.05 25,938.05	101-100-6202108 EMPL MED/DENT INSURANCE
5/20/21	50385	1261	TOYOTA INDUSTRIES COMMERICAL F	462.25 462.25	101-100-5205530 FORKLIFT MONTHLY RENTAL
5/20/21	50386	1265	TYLER TECHNOLOGIES, INC	56,056.00 56,056.00	101-100-5406140 SOFTWARE ANNUAL FEE
5/20/21	50387	221	WASTE MANAGEMENT, INC	181.51 181.51	101-100-5205520 GARBAGE SERVICE
5/20/21	50388	1254	ZIPLY FIBER	1,191.49 933.36 221.97 36.16	101-100-5205210 TELEPHONE 101-100-5205210 OFFICE FIOS INTERNET 101-100-5205660 SE 148TH TELEMETRY
5/27/21	50389	461	ALLWOOD RECYCLERS, INC.	234.00 234.00	101-100-5205520 223RD BRUSH CLEANUP
5/27/21	50390	1061	APOLLO DRAIN & ROOTER SERVICE	1,589.93 1,589.93	101-100-5205410 FINAL PAYMENT BOTTLE/DRINKING FOUTN
5/27/21	50391	21988	CHA, ANTHONY	76.72 76.72	101-100-6302430 CLOSED ACCOUNT REFUND
5/27/21	50392	1253	CITY WIDE FACILITY SOLUTIONS	650.00 650.00	101-100-5205110 JANITORIAL SERVICE

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5/27/21	50393	59	COAST PAVEMENT SERVICES, INC	300.00 300.00	101-100-5205520 NIGHT SWEEPS
5/27/21	50394	550	DMV SERVICES	137.50 137.50	101-100-5205460 RW51 PLATES,TITLE,REGISTRATION
5/27/21	50395	1085	EDGE ANALYTICAL LABORATORIES,	1,753.60 1,753.60	101-100-5205620 2021 2ND QUARTER DBP'S
5/27/21	50396	1263	ELECTRIC WORKS, INC	895.84 895.84	101-100-5205520 WIRING IN SMALL OFFICE
5/27/21	50397	427	GRAINGER	401.17 157.59 128.00 115.58	101-100-5205440 HIP WADERS DB 101-100-5205530 SEALANT TAPE, BATTERIES 501-100-5205610 ROTARY HAMMER BIT, ANCHOR BOLTS
5/27/21	50398	85	H.D. FOWLER COMPANY	11,540.94 8,464.07 3,076.87	101-100-5205610 GASKET KITS, MEGA LUGS, FITTINGS 101-100-5205610 ELBOWS, REDUCERS,TEES,NUTS & BOLTS
5/27/21	50399	1137	JW UNDERGROUND INC	1,154.06 1,057.65 96.41	101-100-5205610 MISC ROCK/DUMP FEES 101-100-5406020 NS759 ROCK/DUMP FEES
5/27/21	50400	21990	KLUDT, JOSH	171.00 171.00	101-100-5205440 SAFETY BOOT REIMBURSEMENT
5/27/21	50401	753	KNIFE RIVER CORPORATE NW	998.83 737.70 57.78 203.35	101-100-5205610 MISC ROCK/DUMP FEES 101-100-5205610 INTERLACHEN ROCK/DUMP FEES 101-100-5406020 NS757,758 ROCK/DUMP FEES
5/27/21	50402	577	MAGELLAN HEALTHCARE	8.53 8.53	101-100-6202109 EMPLOYEE ASSISTANCE
5/27/21	50403	126	MOEN MACHINERY COMPANY	48.35 48.35	101-100-5205530 SPARK PLUGS, 2 STROKE OIL
5/27/21	50404	1217	MURRAYSMITH	6,688.50 6,688.50	601-100-5205120 JOB 314 MASTER PLAN UPDATE
5/27/21	50405	806	NEW PIG CORPORATION	166.75 166.75	101-100-5205560 SPILL PANS
5/27/21	50406	135	NOLAN'S POINT S	22.50 22.50	101-100-5205550 MX1 FLAT REPAIR
5/27/21	50407	139	NORTHWEST NATURAL GAS COMPANY	285.73 285.73	101-100-5205230 HEATING
5/27/21	50408	21136	OAKES, SHANNON & TROY	81.28	

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				150.00	101-100-6302410 DEPOSIT REFUND
				68.72	101-100-6302430 DEPOSIT REFUND
5/27/21	50409	14	OREGON AFSCME	469.98	
				469.98	101-100-6202140 PAYROLL DEDUCTION
5/27/21	50410	172	PARR LUMBER COMPANY	68.00	
				68.00	101-100-5205610 2 2X8X10
5/27/21	50411	1203	PELAYO, VICTOR	75.99	
				75.99	101-100-5205440 SAFETY BOOT REIMBURSEMENT
5/27/21	50412	443	POLLARD WATER	104.85	
				104.85	101-100-5205610 PIPE PLUGS
5/27/21	50413	225	PORTER W. YETT COMPANY	108.55	
				108.55	101-100-5406020 NS757,758 ASPHALT
5/27/21	50414	181	PORTLAND GENERAL ELECTRIC	2,181.55	
				421.79	101-100-5205670 14801 SE STARK PUMPING
				32.54	101-100-5205670 192/DIVISION PUMPING
				269.29	101-100-5205670 NW 1ST/ROYAL AV PUMPING
				730.66	101-100-5205670 SE 235TH AV PUMPING
				727.27	101-100-5205670 148TH AV PUMPING
5/27/21	50415	458	PREMIER RUBBER LLC	203.58	
				203.58	101-100-5205540 VAC HOSE FOR VALVE TURNER
5/27/21	50416	26	ROCKWOOD WATER PUD	49.53	
				1.51	101-100-5205610 FITTING FOR 141ST
				48.02	101-100-5205730 DRINKS FOR STAFF MEETINGS
5/27/21	50417	775	SHERWIN WILLIAMS	585.50	
				585.50	501-100-5205610 5 GAL KIT DURAPLATE UHS
5/27/21	50418	22	UNITED WAY OF THE COLUMBIA-WIL	82.50	
				82.50	101-100-6202120 PAYROLL DEDUCTION
5/27/21	50419	1254	ZIPLY FIBER	137.97	
				137.97	101-100-5205660 BELLA VISTA FIOS INTERNET
6/03/21	50420	21991	ADDISON, MARV	1,345.44	
				1,345.44	101-100-6302430 REFUND OVERPAYMENT
6/03/21	50421	461	ALLWOOD RECYCLERS, INC.	248.50	
				58.50	101-100-5205610 BRUSH DUMPING
				190.00	501-100-5205610 5 YDS BARK FIR NUGGETS FOR WELL 5
6/03/21	50422	1029	CARDMEMBER SERVICE	4,102.25	
				130.00	101-100-5205110 APR, MAY WEBSITE MAINTENANCE
				188.77	101-100-5205320 COMPUTER CORD, KEYBOARDS, ORGANIZER
				480.00	101-100-5205460 MICROSOFT LICENSES
				80.00	101-100-5205460 ZOOM MONTHLY FEE

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DATE	CHECK #	VEN/EMP #	VENDOR/EMPLOYEE NAME	AMOUNT	DESCRIPTION
10	UMPQUA BK-GENERAL				
				256.25	101-100-5205460 GRESHAM UTILITY LICENSE RENEWAL
				33.00	101-100-5205460 TRIP PERMIT RW51
				124.97	101-100-5205530 VAC FILTER & WOOD BENCH TOP
				470.40	101-100-5205540 SERVICE TRUCK PIPE VICE
				483.06	101-100-5205540 VAC PRESSURE WASHER REBUILD
				639.07	101-100-5205540 JACK FOR VAC TRAILER
				15.97	101-100-5205540 VAC EXHAUST REPAIR
				517.00	101-100-5205610 2 3/4 YARDS CONCRETE MIX-MISC REPRS
				257.24	101-100-5205610 RW51 NEW VEHICLE TAX
				75.00	101-100-5205610 CITY OF FAIRVIEW ROAD OPENING PERMT
				105.87	101-100-5205610 FUEL PUMP VALVE, CARBURETOR
				89.40	101-100-5205610 VEHICLE DRINK HOLDERS, PHONE CASES
				156.25	101-100-5205730 STAFF MEETING REFRESHMENTS
6/03/21	50423	1	CHAVES CONSULTING, INC.	4,442.68	
				1,318.84	101-100-5205110 MAY BILLINGS
				3,123.84	101-100-5205330 MAY POSTAGE
6/03/21	50424	637	COMCAST CABLE	113.35	
				113.35	101-100-5205660 141ST INTERNET
6/03/21	50425	1147	CRYSTAL GREENS LANDSCAPING INC	1,050.00	
				550.00	101-100-5205520 BELLA VISTA LANDSCAPE
				500.00	101-100-5205520 OFFICE LANDSCAPE
6/03/21	50426	748	FERGUSON ENTERPRISES #3007	401.71	
				401.71	101-100-5205530 PVC PIPE
6/03/21	50427	1074	FIRST RESPONSE SYSTEMS	249.00	
				249.00	101-100-5205520 ACCESS VIDEO MAINTENANCE
6/03/21	50428	747	GENERAL PACIFIC, INC	4,413.00	
				569.00	101-100-5205640 2" BADGER METER
				3,844.00	101-100-5205640 MISC GATE VALVES
6/03/21	50429	300	HACH COMPANY, INC	540.57	
				540.57	101-100-5205610 MISC TUBING
6/03/21	50430	460	HUMAN SOLUTIONS, INC	126.00	
				126.00	101-100-5205800 APR CUSTOMER ASSISTANCE
6/03/21	50431	21992	IVERSON, DONALD	50.00	
				50.00	101-100-5205410 1 TOILET REBATE
6/03/21	50432	1137	JW UNDERGROUND INC	251.08	
				251.08	101-100-5205520 MISC ROCK/DUMP FEES
6/03/21	50433	753	KNIFE RIVER CORPORATE NW	234.50	
				234.50	101-100-5406020 NS759 ROCK/DUMP FEES
6/03/21	50434	604	LOWE'S	567.34	
				12.89	101-100-5205520 MISC PARTS
				196.08	101-100-5205520 141ST IRRIGATION PARTS & TOOLS

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10	UMPQUA BK-GENERAL				
				18.99	101-100-5205530 ALLEN WRENCH SET
				8.06	101-100-5205530 WOOD SCALER
				170.96	101-100-5205610 OFFICE STEP LADDER
				128.71	101-100-5205610 CASE OF ROTORS
				31.65	101-100-5205610 SCREWDRIVERS, COPPER COUPLING
6/03/21	50435	1217	MURRAYSMITH	32,295.75	
				32,295.75	601-100-5205120 JOB 315 PROJECT MANAGEMENT STUDY
6/03/21	50436	1057	OXARC, INC	109.43	
				109.43	101-100-5205610 PROPANE AND CO2 REFILL/REPLACEMENT
6/03/21	50437	372	PAPE MACHINERY	1,439.96	
				1,439.96	101-100-5205540 JD MOWER DECK & HOOD
6/03/21	50438	181	PORTLAND GENERAL ELECTRIC	11,178.17	
				817.42	101-100-5205670 2021 NW 1ST PUMPING
				1,108.11	101-100-5205670 141ST AV PUMPING
				4,837.47	501-100-5205670 192ND PUMPING
				4,415.17	501-100-5205670 HALSEY PUMPING
6/03/21	50439	10731	SCHLOSSER, JOSEPH	223.96	
				223.96	101-100-5205440 SAFETY BOOT REIMBURSEMENT
6/03/21	50440	775	SHERWIN WILLIAMS	217.60	
				217.60	501-100-5205610 1 GAL KIT DURAPLATE UHS
6/03/21	50441	866	TRAFFIC SAFETY SUPPLY CO, INC	800.73	
				205.00	101-100-5205440 REPLACE LEGS FOR TRAFFIC SIGN STNDS
				595.73	101-100-5205610 BOLTS,NUTS,RIVETS,ANCHORS,PAINT
6/03/21	50442	223	WEST COAST WIRE ROPE	119.00	
				119.00	101-100-5205610 SAFETY HOOK
6/07/21	50443	1196	CONNER, HEATHER	200.00	
				200.00	101-100-6202102 EMPLOYEE DRAW
6/10/21	50445	251	ADT COMMERCIAL LLC	104.96	
				104.96	101-100-5205520 JUNE ALARM SERVICE
6/10/21	50446	442	ADVANCED AUTO PARTS	233.31	
				233.31	101-100-5205560 VAC COOLANT AND HYDRAULIC FLUID
6/10/21	50447	231	ADVENTIST HEALTH OCCUPATIONAL	96.00	
				96.00	101-100-5205110 DOT EXAM JB
6/10/21	50448	461	ALLWOOD RECYCLERS, INC.	459.00	
				459.00	101-100-5205520 141ST RES DARK HEMLOCK BARK
6/10/21	50449	48	CABLE, HUSTON, BENEDICT, ET AL	937.50	
				937.50	101-100-5205140 MAR/APR GENERAL LEGAL
6/10/21	50450	981	CENTURYLINK	44.87	

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				44.87	101-100-5205660 SE 148TH TELEMETRY
6/10/21	50451	1089	CITY OF PORTLAND	293,789.08	
				293,789.08	101-100-5205010 MAY WATER PURCHASE
6/10/21	50452	637	COMCAST CABLE	108.35	
				108.35	101-100-5205660 148TH/DIVISION INTERNET
6/10/21	50453	1147	CRYSTAL GREENS LANDSCAPING INC	490.00	
				490.00	101-100-5205110 CLEVELAND LANDSCAPE
6/10/21	50454	73	DELUXE FUEL OIL INC.	3,567.38	
				1,571.54	101-100-5205560 524.9 GAL DIESEL
				1,995.84	101-100-5205560 616 GAL REGULAR
6/10/21	50455	21994	EVANS, QUE	300.00	
				300.00	101-100-6302430 REFUND OVERPAYMENT
6/10/21	50456	607	FERGUSON WATERWORKS #3011	966.44	
				966.44	101-100-5205610 CURB STOPS, TAP SADDLES
6/10/21	50457	427	GRAINGER	400.80	
				217.72	501-100-5205610 BALL VALVES, CPCV BUSHING
				183.08	501-100-5205610 BUSHINGS, TEES
6/10/21	50458	1137	JW UNDERGROUND INC	323.39	
				323.39	101-100-5205520 ROCK/DUMP FEES 141ST RESERVOIR
6/10/21	50459	112	LEGACY LAB SERVICES	77.00	
				77.00	101-100-5205110 DOT SCREENINGS
6/10/21	50460	1004	LIFEMAP ASSURANCE COMPANY	788.16	
				788.16	101-100-6202109 EMPL LIFE/DISB INSURANCE
6/10/21	50461	1209	LOOMIS	411.81	
				411.81	101-100-5205740 MONTHLY VAULT SERVICE
6/10/21	50462	577	MAGELLAN HEALTHCARE	153.75	
				153.75	101-100-6202109 EMPLOYEE ASSISTANCE
6/10/21	50463	126	MOEN MACHINERY COMPANY	68.97	
				68.97	101-100-5205540 BELT PULLEY FOR MOWER
6/10/21	50464	1198	OAWU	285.00	
				285.00	101-100-5205450 DB WATER CERT REVIEW
6/10/21	50465	1047	OGLETREE, DEAKINS, NASH, SMOAK	225.00	
				225.00	101-100-5205140 APR EMPLOYEE LEGAL
6/10/21	50466	14	OREGON AFSCME	439.08	
				439.08	101-100-6202140 PAYROLL DEDUCTION
6/10/21	50467	372	PAPE MACHINERY	365.79	



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				365.79	101-100-5205570 JD MOWER HOOD
6/10/21	50468	360	PARKROSE HARDWARE	130.90	
				47.94	101-100-5205530 BANDSAW BLADE, HOLDING MAGNET
				59.97	101-100-5205540 MX1 RATCHET STRAPS
				22.99	101-100-5205540 RW32 HEX KEY SET
6/10/21	50469	181	PORTLAND GENERAL ELECTRIC	22,348.81	
				928.86	101-100-5205230 OFFICE ELECTRICITY
				11,111.50	501-100-5205670 HALSEY PUMPING
				10,308.45	501-100-5205670 192ND PUMPING
6/10/21	50470	458	PREMIER RUBBER LLC	124.66	
				124.66	101-100-5205540 VAC HYDRAULIC HOSES
6/10/21	50471	189	QUILL CORPORATION	655.75	
				243.98	101-100-5205320 TONER CARTRIDGES
				279.98	101-100-5205320 SANITIZER AND STAND
				53.85	101-100-5205320 DOOR HANGERS, PENS, CREAMER, CUPS
				77.94	101-100-5205320 DOOR HANGERS
6/10/21	50472	1009	RICOH USA, INC	140.51	
				140.51	101-100-5205110 COPIER COST PER COPY
6/10/21	50473	194	S & B INC.	430.00	
				430.00	101-100-5205660 202ND INLET TO ADD PEAK FLOW ALARM
6/10/21	50474	20	SAIF CORPORATION	1,285.01	
				1,285.01	101-100-5104840 WORKERS COMP PREMIUM
6/10/21	50475	721	SPECIAL DISTRICTS INSURANCE SE	326.00	
				326.00	101-100-5205430 ADD FORD PICKUP TO INSURANCE
6/10/21	50476	21	SPECIAL DISTRICTS OF OREGON	27,912.80	
				27,912.80	101-100-6202108 EMPL MED/DENT INSURANCE
6/10/21	50477	767	SUPERIOR TIRE SERVICE	70.00	
				70.00	101-100-5205540 MX1 TRACK DISPOSAL
6/10/21	50478	1266	TRUELOOK	7,680.00	
				7,680.00	601-100-5205120 JOB 313 PACKAGE 1
6/10/21	50479	22	UNITED WAY OF THE COLUMBIA-WIL	82.50	
				82.50	101-100-6202120 PAYROLL DEDUCTION
6/10/21	50480	221	WASTE MANAGEMENT, INC	181.51	
				181.51	101-100-5205520 GARBAGE SERVICE
6/10/21	50481	21993	ZIEVERINK, DENNIS & ELENA	118.88	
				118.88	101-100-6302430 CLOSED ACCOUNT REFUND

GRAND TOTAL 957,317.20



ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	9,130,922	--	8,801,056.57	329,865.43	96
	REVENUE ACCOUNTS	9,130,922		8,801,056.57	329,865.43	96
3-10-1100	WATER SALES	9,690,517	563,665.35	9,082,787.95	607,729.05	94
	WATER SALES	9,690,517	563,665.35	9,082,787.95	607,729.05	94
3-20-2100	BACKFLOW CHARGES	35,000	1,700.40	32,474.00	2,526.00	93
3-20-2200	SET-UP FEES	28,000	2,553.60	24,411.20	3,588.80	87
3-20-2300	LATE FEES	250,000	23,620.80	217,344.88	32,655.12	87
	FEES & SPECIAL CHARGES	313,000	27,874.80	274,230.08	38,769.92	88
3-40-4100	SERVICE INSTALLATIONS	200,000	18,439.50	302,651.87	102,651.87-	151
3-40-4200	SUB-DIVISION PROJECTS	50,000	--	11,728.07	38,271.93	23
3-40-4300	OTHER SERVICE INCOME	150,000	3,512.85	112,947.47	37,052.53	75
	CHARGES FOR SERVICES	400,000	21,952.35	427,327.41	27,327.41-	107
3-50-5100	INTEREST INCOME	210,000	3,490.97	51,227.40	158,772.60	24
3-50-5200	RENTAL INCOME	89,780	7,285.83	66,914.65	22,865.35	75
	INVESTMENT INCOME	299,780	10,776.80	118,142.05	181,637.95	39
3-60-6100	SCRAP METAL SALES	10,000	--	11,968.32	1,968.32-	120
3-60-6200	CONSTRUCTION PLAN SALES	--	--	--	--	0
3-60-6600	OTHER MISC INCOME	28,000	4,243.27	43,528.42	15,528.42-	155
3-60-6800	GRESHAM UTILITY TAX	379,300	8,940.98	304,951.52	74,348.48	80
3-60-6900	PORTLAND UTILITY TAX	152,000	21,882.69	158,355.19	6,355.19-	104
3-60-7000	FAIRVIEW UTILITY TAX	11,360	4.33-	9,218.53	2,141.47	81
	OTHER INCOME	580,660	35,062.61	528,021.98	52,638.02	91
3-90-9200	INTERFUND TRANSFERS	498,328	--	--	498,328.00	0
3-90-9300	FIXED ASSET DISPOSITION	355,000	--	25,500.00	329,500.00	7
3-90-9500	OTHER GOVERNMENT AGENCIES	738,500	16,658.65	851,666.09	113,166.09-	115
	OTHER FINANCING SOURCES	1,591,828	16,658.65	877,166.09	714,661.91	55
T O T A L DEPT 100	R E V E N U E	22,006,707	675,990.56	20,108,732.13	1,897,974.87	91
E X P E N S E S						
5-10-4001	GENERAL MANAGER	--	--	--	--	0
5-10-4010	SUPERINTENDENT	--	--	--	--	0
5-10-4030	ENGINEER	--	--	--	--	0
5-10-4035	SENIOR ACCOUNTANT	--	--	--	--	0
5-10-4040	ASSISTANT SUPERINTENDENT	--	--	--	--	0
5-10-4043	OFFICE SUPERVISOR	--	--	--	--	0
5-10-4045	ACCOUNTING CLERK	--	--	--	--	0
5-10-4050	ADMINISTRATIVE SECRETARY	--	--	--	--	0
5-10-4055	CONSER & PR COORDINATOR	--	--	--	--	0
5-10-4100	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4110	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4115	CUSTOMER ACCT SPECIALIST	--	--	--	--	0
5-10-4120	RECEPTIONIST	--	--	--	--	0

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-10-4150	PART TIME LABOR/OFFICE	--	--	--	--	0
5-10-4180	ENGINEERING TECH I	--	--	--	--	0
5-10-4200	LEAD PERSON	--	--	--	--	0
5-10-4210	LEAD PERSON	--	--	--	--	0
5-10-4220	UTILITY WORKER II	--	--	--	--	0
5-10-4230	UTILITY WORKER II	--	--	--	--	0
5-10-4240	UTILITY WORKER II	--	--	--	--	0
5-10-4250	UTILITY WORKER I	--	--	--	--	0
5-10-4260	UTILITY WORKER I	--	--	--	--	0
5-10-4270	UTILITY WORKER I	--	--	--	--	0
5-10-4290	PART-TIME LABOR/FIELD	--	--	--	--	0
5-10-4300	MECHANIC	--	--	--	--	0
5-10-4310	WATER QUALITY TECH	--	--	--	--	0
5-10-4315	WATER OPERATIONS SPEC	--	--	--	--	0
5-10-4320	METER OPERATION SPEC	--	--	--	--	0
5-10-4330	METER READER-OFF/ON	--	--	--	--	0
5-10-4340	METER READER	--	--	--	--	0
5-10-4350	METER READER	--	--	--	--	0
5-10-4450	SALARIES/WAGES	1,999,207	226,441.39	1,807,612.09	191,594.91	90
5-10-4500	OFFICE OVERTIME	1,500	--	--	1,500.00	0
5-10-4550	FIELD OVERTIME	16,000	1,527.58	14,444.97	1,555.03	90
5-10-4600	ON CALL DUTY	68,090	5,571.19	51,729.65	16,360.35	76
5-10-4610	WATER CERTIFICATIONS	15,080	2,480.97	13,572.02	1,507.98	90
5-10-4620	EMPLOYEE BONUS	1,000	--	--	1,000.00	0
5-10-4630	MARKET BASED WAGE ADJUST	15,000	--	--	15,000.00	0
5-10-4700	CHANGE/VACATION ACCRUAL	--	--	--	--	0
5-10-4800	SOCIAL SECURITY	131,184	14,462.94	110,800.62	20,383.38	84
5-10-4810	MEDICARE	30,680	3,347.66	26,655.78	4,024.22	87
5-10-4820	UNEMPLOYMENT INSURANCE	2,116	--	1,631.69	484.31	77
5-10-4830	TRI-MET	15,313	--	11,292.64	4,020.36	74
5-10-4840	WORKERS COMPENSATION	25,501	35.29-	13,325.03	12,175.97	52
5-10-4850	SICK LEAVE P/O	--	--	--	--	0
5-10-4900	P.E.R.S	532,704	54,005.06	438,465.76	94,238.24	82
5-10-4920	EMPLOYEE INSURANCE EXPENS	473,115	40,523.73	446,611.66	26,503.34	94
	PERSONAL SERVICES	3,326,490	348,325.23	2,936,141.91	390,348.09	88
5-20-5010	WATER PURCHASES	3,142,547	293,789.08	2,820,444.97	322,102.03	90
5-20-5110	CONTRACT SERVICES	87,060	5,436.14	64,096.96	22,963.04	74
5-20-5120	TECHNICAL & CONSULTING	27,000	2,172.90	21,884.35	5,115.65	81
5-20-5130	AUDITING	18,500	6,520.00	17,820.00	680.00	96
5-20-5140	LEGAL SERVICES	100,000	--	75,614.19	24,385.81	76
5-20-5210	TELEPHONE	37,320	4,627.40	32,429.92	4,890.08	87
5-20-5220	SEWER/STORM WATER	6,500	1,485.86	8,012.49	1,512.49-	123
5-20-5230	HEATING/ELECTRICITY	30,500	1,121.51	19,745.74	10,754.26	65
5-20-5310	ENGINEERING SUPPLIES	500	--	599.89	99.89-	120
5-20-5320	OFFICE SUPPLIES	29,000	2,985.82	31,278.54	2,278.54-	108
5-20-5330	POSTAGE	44,300	3,040.23	33,286.50	11,013.50	75
5-20-5410	CONSERVATION	69,350	8,411.24	11,317.24	58,032.76	16
5-20-5420	ELECTIONS/LEGAL ADVERTISE	3,500	161.93	1,635.88	1,864.12	47
5-20-5430	INSURANCE-GENERAL	85,000	6,486.58	73,474.33	11,525.67	86
5-20-5440	SAFETY GEAR & EQUIPMENT	23,000	1,207.95	21,431.58	1,568.42	93
5-20-5450	TRAINING & EDUCATION	31,500	1,085.00	5,711.62	25,788.38	18
5-20-5460	DUES/LICENSES/SUBSCRIPTNS	103,771	15,895.07	109,661.09	5,890.09-	106
5-20-5470	OFFICE EQUIPMENT	2,500	--	1,047.31	1,452.69	42

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
5-20-5480	TAPPING TEAM EXPENSE	--	--	--	--	0
5-20-5510	COMPUTER/OFFICE EQUIPMENT	5,250	129.00	980.38	4,269.62	19
5-20-5520	BLDG/GROUNDS MAINTENANCE	80,190	2,643.55	55,817.85	24,372.15	70
5-20-5530	SHOP EQUIPMENT MAINT	10,000	1,222.60	11,425.49	1,425.49	114
5-20-5540	VEHICLE MAINTENANCE	35,000	1,627.45	25,557.09	9,442.91	73
5-20-5550	TIRES	8,000	246.90	6,271.59	1,728.41	78
5-20-5560	GAS/LUBRICANTS & DISPOSAL	30,000	3,619.58	20,735.77	9,264.23	69
5-20-5570	SMALL EQUIPMENT/TOOLS	10,000	2,036.95	6,582.54	3,417.46	66
5-20-5610	UTILITY OPERATING SUPPLY	250,000	22,741.85	226,876.56	23,123.44	91
5-20-5620	WATER SAMPLES/TESTING	30,000	1,653.60	25,706.39	4,293.61	86
5-20-5625	WATER QUALITY & NOTICES	7,000	--	158.14	6,841.86	2
5-20-5630	RESERVOIR MAINTENANCE	10,000	--	4,709.86	5,290.14	47
5-20-5640	METER MAINTENANCE	40,000	295.00	5,737.92	34,262.08	14
5-20-5650	HYDRANT MAINTENANCE	2,500	498.40	498.40	2,001.60	20
5-20-5660	TELEMETRY	20,600	775.75	20,715.31	115.31	101
5-20-5670	PUMPING	43,100	2,822.47	37,456.43	5,643.57	87
5-20-5710	BOARD MEETING FEES	8,100	250.00	3,500.00	4,600.00	43
5-20-5720	DIRECTORS' EXPENSE	28,000	--	2,734.96	25,265.04	10
5-20-5730	MANAGER'S EXPENSE	3,000	240.92	303.72	2,696.28	10
5-20-5740	GENERAL OFFICE	62,400	4,878.56	52,968.83	9,431.17	85
5-20-5750	CASH OVER/SHORT	--	--	--	--	0
5-20-5760	BAD DEBT EXPENSE	35,000	--	--	35,000.00	0
5-20-5770	GRESHAM UTILITY TAX	379,300	--	263,160.25	116,139.75	69
5-20-5780	PORTLAND UTILITY TAX	152,000	--	131,719.27	20,280.73	87
5-20-5790	FAIRVIEW UTILITY TAX	11,360	--	7,703.99	3,656.01	68
5-20-5800	CUSTOMER ASSISTANCE	60,000	1,895.25	22,345.18	37,654.82	37
5-20-5810	NON-REIMBURSED LIABILITY	--	--	--	--	0
5-20-5820	TAXES & ASSESSMENTS	3,100	--	6,044.74	2,944.74	195
5-20-7050	PAYMENTS ON FINANCING	--	--	--	--	0
5-20-7070	INTEREST EXPENSE	--	--	--	--	0
	MATERIAL & SERVICES	5,165,748	401,414.54	4,289,203.26	876,544.74	83
5-40-6010	WATER SYSTEM	2,495,880	55,029.94	1,690,775.73	805,104.27	68
5-40-6015	CRW CAPACITY	--	--	--	--	0
5-40-6020	METERS	50,000	5,224.86	115,648.20	65,648.20	231
5-40-6030	METER UPGRADES	58,000	2,564.75	32,237.36	25,762.64	56
5-40-6110	METER EQUIPMENT	19,100	--	16,681.00	2,419.00	87
5-40-6120	SHOP EQUIPMENT	5,000	--	2,499.00	2,501.00	50
5-40-6130	AUTOMOTIVE EQUIPMENT	208,882	54,283.00	237,176.57	28,294.57	114
5-40-6140	COMPUTER/OFFICE EQUIP	233,200	56,056.00	61,357.58	171,842.42	26
5-40-6210	BUILDINGS	10,000	--	--	10,000.00	0
5-40-6220	LAND	400,000	--	14,960.50	385,039.50	4
	CAPITAL OUTLAY	3,480,062	173,158.55	2,171,335.94	1,308,726.06	62
5-60-5810	NON-REIMBURSED LIABILITY	--	--	--	--	0
5-60-7110	TRANSFER TO OTHER FUND	2,583,000	--	2,583,000.00	--	100
	TRANSFERS	2,583,000	--	2,583,000.00	--	100
5-70-7210	CONTINGENCY	1,400,000	--	--	1,400,000.00	0
	CONTINGENCY	1,400,000	--	--	1,400,000.00	0
5-90-8010	UNAPPROP ENDING FUND BAL	6,051,407	--	--	6,051,407.00	0
	ENDING FUND BALANCE	6,051,407	--	--	6,051,407.00	0

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RWDANIEL  
FUND-101 GENERAL FUND  
DEPT-100 FUND ACTIVITIES

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	TOTAL PERSONAL SERVICES	3,326,490	348,325.23	2,936,141.91	390,348.09	88
	TOTAL MATERIAL & SERV	5,165,748	401,414.54	4,289,203.26	876,544.74	83
	TOTAL CAPITAL OUTLAY	3,480,062	173,158.55	2,171,335.94	1,308,726.06	62
	TOTAL ALL OTHER	10,034,407		2,583,000.00	7,451,407.00	26
T O T A L DEPT 100 E X P E N D I T U R E		22,006,707	922,898.32	11,979,681.11	10,027,025.89	54
T O T A L FUND 101 R E V E N U E		22,006,707	675,990.56	20,108,732.13	1,897,974.87	91
	FUND PERSONAL SERVICES	3,326,490	348,325.23	2,936,141.91	390,348.09	88
	FUND MATERIAL & SERV	5,165,748	401,414.54	4,289,203.26	876,544.74	83
	FUND CAPITAL OUTLAY	3,480,062	173,158.55	2,171,335.94	1,308,726.06	62
	FUND ALL OTHER	10,034,407		2,583,000.00	7,451,407.00	26
T O T A L FUND 101 E X P E N D I T U R E		22,006,707	922,898.32	11,979,681.11	10,027,025.89	54
	FUND PRIOR BALANCE	8,375,958.78				
	NET FUND BALANCE	8,129,051.02				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	632,492	--	735,762.79	103,270.79-	116
	REVENUE ACCOUNTS	632,492		735,762.79	103,270.79-	116
3-40-4500	SYSTEM DEVELOPMENT FEES	150,000	11,396.00	407,672.98	257,672.98-	272
	CHARGES FOR SERVICES	150,000	11,396.00	407,672.98	257,672.98-	272
3-50-5100	INTEREST INCOME	15,000	733.92	8,938.77	6,061.23	60
	INVESTMENT INCOME	15,000	733.92	8,938.77	6,061.23	60
T O T A L DEPT 100 R E V E N U E		797,492	12,129.92	1,152,374.54	354,882.54-	144
E X P E N S E S						
5-60-7110	TRANSFER TO OTHER FUND	300,000	--	--	300,000.00	0
	TRANSFERS	300,000			300,000.00	0
5-90-8010	UNAPPROP ENDING FUND BAL	497,492	--	--	497,492.00	0
	ENDING FUND BALANCE	497,492			497,492.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	797,492			797,492.00	0
T O T A L DEPT 100 E X P E N D I T U R E		797,492			797,492.00	0
T O T A L FUND 201 R E V E N U E		797,492	12,129.92	1,152,374.54	354,882.54-	144
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	797,492			797,492.00	0
T O T A L FUND 201 E X P E N D I T U R E		797,492			797,492.00	0
	FUND PRIOR BALANCE	1,140,244.62				
	NET FUND BALANCE	1,152,374.54				

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FUND-202 SDC FUND-IMPROVEMENT  
DEPT-100 FUND ACTIVITIES

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	99,802	--	118,245.08	18,443.08-	118
	REVENUE ACCOUNTS	99,802		118,245.08	18,443.08-	118
3-40-4500	SYSTEM DEVELOPMENT FEES	25,000	3,244.00	111,704.02	86,704.02-	447
	CHARGES FOR SERVICES	25,000	3,244.00	111,704.02	86,704.02-	447
3-50-5100	INTEREST INCOME	1,000	116.72	1,190.33	190.33-	119
	INVESTMENT INCOME	1,000	116.72	1,190.33	190.33-	119
T O T A L DEPT 100 R E V E N U E		125,802	3,360.72	231,139.43	105,337.43-	184
E X P E N S E S						
5-60-7110	TRANSFER TO OTHER FUND TRANSFERS	--	--	--	--	0 0
5-90-8010	UNAPPROP ENDING FUND BAL	125,802	--	--	125,802.00	0
	ENDING FUND BALANCE	125,802			125,802.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	125,802			125,802.00	0
T O T A L DEPT 100 E X P E N D I T U R E		125,802			125,802.00	0
T O T A L FUND 202 R E V E N U E		125,802	3,360.72	231,139.43	105,337.43-	184
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	125,802			125,802.00	0
T O T A L FUND 202 E X P E N D I T U R E		125,802			125,802.00	0
	FUND PRIOR BALANCE	227,778.71				
	NET FUND BALANCE	231,139.43				



ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	551,163	--	549,329.32	1,833.68	100
	REVENUE ACCOUNTS	551,163		549,329.32	1,833.68	100
3-40-4500	SYSTEM DEVELOPMENT FEES	--	--	--	--	0
	CHARGES FOR SERVICES					0
3-50-5100	INTEREST INCOME	13,500	281.87	4,101.30	9,398.70	30
	INVESTMENT INCOME	13,500	281.87	4,101.30	9,398.70	30
3-90-9200	INTERFUND TRANSFERS	463,000	--	463,000.00	--	100
3-90-9400	FINANCING PROCEEDS	--	--	--	--	0
	OTHER FINANCING SOURCES	463,000		463,000.00		100
T O T A L DEPT 100 R E V E N U E		1,027,663	281.87	1,016,430.62	11,232.38	99
E X P E N S E S						
5-60-7110	TRANS TO DEBT SERV FUND	463,000	--	463,000.00	--	100
	TRANSFERS	463,000		463,000.00		100
5-90-8010	ENDING FUND BALANCE	564,663	--	--	564,663.00	0
	ENDING FUND BALANCE	564,663			564,663.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	1,027,663		463,000.00	564,663.00	45
T O T A L DEPT 100 E X P E N D I T U R E		1,027,663		463,000.00	564,663.00	45
T O T A L FUND 301 R E V E N U E		1,027,663	281.87	1,016,430.62	11,232.38	99
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	1,027,663		463,000.00	564,663.00	45
T O T A L FUND 301 E X P E N D I T U R E		1,027,663		463,000.00	564,663.00	45
	FUND PRIOR BALANCE	553,148.75				
	NET FUND BALANCE	553,430.62				

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 FUND-401 DEBT SERVICE FUND  
 DEPT-100 FUND ACTIVITIES

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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	REVENUE ACCOUNTS	--	--	--	--	0
3-50-5100	INTEREST INCOME INVESTMENT INCOME	--	--	--	--	0
3-90-9200	INTERFUND TRANSFERS	463,000	--	463,000.00	--	100
3-90-9400	FINANCING PROCEEDS	--	--	--	--	0
	OTHER FINANCING SOURCES	463,000		463,000.00		100
T O T A L DEPT 100	R E V E N U E	463,000		463,000.00		100
E X P E N S E S						
5-20-7040	ADMINISTRATION FEES MATERIAL & SERVICES	--	--	--	--	0
5-50-7050	PAYMENTS ON FINANCING	285,000	--	285,000.00	--	100
5-50-7070	INTEREST EXPENSE DEBT SERVICE	178,000 463,000	--	178,000.00 463,000.00	--	100
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV					0
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	463,000		463,000.00		100
T O T A L DEPT 100	E X P E N D I T U R E	463,000		463,000.00		100
T O T A L FUND 401	R E V E N U E	463,000		463,000.00		100
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV					0
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	463,000		463,000.00		100
T O T A L FUND 401	E X P E N D I T U R E	463,000		463,000.00		100
	FUND PRIOR BALANCE					
	NET FUND BALANCE					

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNING FUND BALANCE	253,295	--	282,848.65	29,553.65-	112
	REVENUE ACCOUNTS	253,295		282,848.65	29,553.65-	112
3-50-5100	INTEREST INCOME	5,000	--	--	5,000.00	0
	INVESTMENT INCOME	5,000			5,000.00	0
3-90-9200	INTERFUND TRANSFERS	180,000	--	180,000.00	--	100
3-90-9400	CITY OF GRESHAM	180,000	--	150,864.00	29,136.00	84
	OTHER FINANCING SOURCES	360,000		330,864.00	29,136.00	92
T O T A L DEPT 100 R E V E N U E		618,295		613,712.65	4,582.35	99
E X P E N S E S						
5-20-5530	EQUIPMENT MAINTENANCE	10,000	--	16,539.00	6,539.00-	165
5-20-5610	OPERATING SUPPLIES	30,000	6,100.45	24,637.89	5,362.11	82
5-20-5615	WELLHEAD PROTECTION	70,000	--	70,000.00	--	100
5-20-5620	TESTING	5,000	--	1,863.18	3,136.82	37
5-20-5630	RESERVOIR MAINTENANCE	5,000	--	--	5,000.00	0
5-20-5670	PUMPING	200,000	4,717.36	183,734.39	16,265.61	92
	MATERIAL & SERVICES	320,000	10,817.81	296,774.46	23,225.54	93
5-50-7070	INTEREST EXPENSE	--	--	--	--	0
	DEBT SERVICE					0
5-60-7110	TRANSFER TO OTHER FUND	198,328	--	--	198,328.00	0
	TRANSFERS	198,328			198,328.00	0
5-90-8010	ENDING FUND BALANCE	99,967	--	--	99,967.00	0
	ENDING FUND BALANCE	99,967			99,967.00	0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV	320,000	10,817.81	296,774.46	23,225.54	93
	TOTAL CAPITAL OUTLAY					0
	TOTAL ALL OTHER	298,295			298,295.00	0
T O T A L DEPT 100 E X P E N D I T U R E		618,295	10,817.81	296,774.46	321,520.54	48
T O T A L FUND 501 R E V E N U E		618,295		613,712.65	4,582.35	99
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV	320,000	10,817.81	296,774.46	23,225.54	93
	FUND CAPITAL OUTLAY					0
	FUND ALL OTHER	298,295			298,295.00	0
T O T A L FUND 501 E X P E N D I T U R E		618,295	10,817.81	296,774.46	321,520.54	48
	FUND PRIOR BALANCE	327,756.00				
	NET FUND BALANCE	316,938.19				

ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
R E V E N U E S						
3-01-0101	BEGINNIING FUND BALANCE REVENUE ACCOUNTS	--	--	--	--	0 0
3-50-5100	INTEREST INCOME INVESTMENT INCOME	--	--	--	--	0 0
3-90-9200	INTERFUND TRANSFERS	1,940,000	--	1,940,000.00	--	100
3-90-9400	FINANCING PROCEEDS	4,700,000	83,211.24	611,745.33	4,088,254.67	13
3-90-9600	BOND PROCEEDS	13,492,500	--	--	13,492,500.00	0
	OTHER FINANCING SOURCES	20,132,500	83,211.24	2,551,745.33	17,580,754.67	13
T O T A L DEPT 100	R E V E N U E	20,132,500	83,211.24	2,551,745.33	17,580,754.67	13
E X P E N S E S						
5-20-5110	CONTRACT SERVICES	20,000	--	--	20,000.00	0
5-20-5120	ENGINEERING SERVICES	4,732,500	137,015.92	1,262,936.72	3,469,563.28	27
	MATERIAL & SERVICES	4,752,500	137,015.92	1,262,936.72	3,489,563.28	27
5-40-6035	GROUNDWATER CONSTRUCTION	15,380,000	--	--	15,380,000.00	0
5-40-6220	PROPERTY RELATED TO GW	--	--	--	--	0
	CAPITAL OUTLAY	15,380,000			15,380,000.00	0
5-60-7110	TRANSFER TO OTHER FUND TRANSFERS	--	--	--	--	0 0
5-90-8010	ENDING FUND BALANCE	--	--	--	--	0
	ENDING FUND BALANCE					0
	TOTAL PERSONAL SERVICES					0
	TOTAL MATERIAL & SERV	4,752,500	137,015.92	1,262,936.72	3,489,563.28	27
	TOTAL CAPITAL OUTLAY	15,380,000			15,380,000.00	0
	TOTAL ALL OTHER					0
T O T A L DEPT 100	E X P E N D I T U R E	20,132,500	137,015.92	1,262,936.72	18,869,563.28	6
T O T A L FUND 601	R E V E N U E	20,132,500	83,211.24	2,551,745.33	17,580,754.67	13
	FUND PERSONAL SERVICES					0
	FUND MATERIAL & SERV	4,752,500	137,015.92	1,262,936.72	3,489,563.28	27
	FUND CAPITAL OUTLAY	15,380,000			15,380,000.00	0
	FUND ALL OTHER					0
T O T A L FUND 601	E X P E N D I T U R E	20,132,500	137,015.92	1,262,936.72	18,869,563.28	6
	FUND PRIOR BALANCE	1,342,613.29				
	NET FUND BALANCE	1,288,808.61				
	GRAND TOTAL REVENUE	45,171,459	774,974.31	26,137,134.70	19,034,324.30	58
	TOTAL PERSONAL SERVICES	3,326,490	348,325.23	2,936,141.91	390,348.09	88
	TOTAL MATERIAL & SERV	10,238,248	549,248.27	5,848,914.44	4,389,333.56	57
	TOTAL CAPITAL OUTLAY	18,860,062	173,158.55	2,171,335.94	16,688,726.06	12
	TOTAL ALL OTHER	12,746,659	44	3,509,000.00	9,237,659.00	28
	GRAND TOTAL EXPENDITURE	45,171,459	1,070,732.05	14,465,392.29	30,706,066.71	32

6/14/21  
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RWDANIEL  
FUND-601 GW CONSTRUCTION FUND  
DEPT-100 FUND ACTIVITIES

ROCKWOOD WATER P.U.D.  
REVENUE/EXPENDITURE REPORT  
5/01/21 THRU 5/31/21

PAGE 11  
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ACCOUNT	DESC	BUDGET	MONTH-TO-DATE EXPENSE/REV	YEAR TO DATE EXPENSE/REV	UNEMCUMBERED BALANCE	%
	PRIOR BALANCE	11,967,500.15				
	NET FUND BALANCE	11,671,742.41				



**BUDGET COMMITTEE MEETING  
ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
June 23, 2021  
During the Regular Board Meeting  
Zoom Web/Teleconference**

**PRELIMINARY AGENDA**

1. Call to Order - Budget Committee Chair Cori Johnson
2. Approval of Agenda - Action
3. Approval of April 28, 2021 Budget Committee Minutes - Action
4. Comments from the Budget Committee Chair
5. Comments from the Budget Officer - Kari Duncan
6. Questions from the Budget Committee - Discussion
7. Approve the Budget and Recommend it to the Board - Action
8. Adjourn Budget Committee Meeting - Action





**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, BUDGET COMMITTEE MEETING  
APRIL 28, 2021**

**Zoom Video/Webinar Meeting**

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**Budget Committee members present:** Richard Anderson, Larry Dixon, Robert Fowler, Christine Hollenbeck, Cori Johnson, Tom Lewis, Steve Okazaki, Colby Riley, Kathy Zimmerman.

**Staff present:** Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Cathy Middleton, Office Supervisor (OS); Jeremy Hudson, District Engineer (DE); Joey Schlosser, Assistant Superintendent (AS); Daniel Zimmerman, Senior Accountant (SA); Kerry Aden, Government Affairs Coordinator (GAC); Jeremy Hanson, Associate Engineer (AE).

**Guests present:** None.

**CALL TO ORDER BY PRESIDENT OF THE BOARD**

**Tom Lewis**, President of the Board of Directors, called the Budget Committee meeting to order at 7:32 p.m.

**APPROVAL OF AGENDA**

**President Lewis** asked if there were any changes or additions to the agenda.

**Steve Okazaki** moved to approve the agenda. **Kathy Zimmerman** seconded the motion. The motion was approved; none opposed.

**ELECT BUDGET COMMITTEE OFFICERS**

Nominations were opened for Chair, Vice Chair, and Secretary of the Budget Committee. Discussion ensued.

**Christine Hollenbeck** moved a slate of **Cori Johnson** for Chair, **Christine Hollenbeck** for Vice Chair, and **Robert Fowler** for Secretary of the Budget Committee. **Richard Anderson** seconded the motion. The nominations were approved; none opposed.

**PRESIDENT OF THE BOARD DEFERS TO BUDGET COMMITTEE CHAIR**

Board President, **Tom Lewis** deferred to Budget Committee Chair, **Cori Johnson**.

**BUDGET COMMITTEE CHAIR DEFERS TO BUDGET OFFICER**

**Chair Johnson** then deferred to Budget Officer, **GM Duncan**, to deliver the Budget Message.

**BUDGET OFFICER DELIVERS BUDGET MESSAGE - GM DUNCAN**

**GM Duncan** delivered the budget message.

**PUBLIC COMMENT**

There was no public comment.

**OVERVIEW OF BUDGET PACKET CONTENTS - BUDGET OFFICER, GM DUNCAN**

**GM Duncan** gave a PowerPoint presentation outlining the budget drivers and areas of consideration for FY 2021/2022.

### **DISCUSSION AND APPROVAL OF BUDGET ITEMS**

**GM Duncan** answered questions and the group discussed the budget items.

**Bob Fowler moved to approve and recommend to the Board of Directors the proposed budget. Richard Anderson seconded the motion. The motion was approved; none opposed.**

### **SCHEDULE NEXT BUDGET COMMITTEE MEETING (IF NECESSARY)**

**Chair Johnson** announced the May 5, 2021 Budget Committee meeting is not necessary and the next Budget Committee meeting will be during the June 23, 2021 Board of Directors' regular Board meeting to present the budget.

### **ADJOURNMENT**

**Bob Fowler moved to adjourn the meeting. Richard Anderson seconded the motion. The motion was approved; none opposed.**

The meeting was adjourned at 8:48 p.m.

Respectfully submitted,

---

Robert Fowler  
Budget Committee Secretary

**RESOLUTION ADOPTING BUDGET & MAKING APPROPRIATIONS  
FOR THE FISCAL YEAR COMMENCING JULY 1, 2021  
OF  
ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MULTNOMAH COUNTY, OREGON**

NOW, THEREFORE, IT IS HEREBY

RESOLVED, the Rockwood Water People's Utility District Board of Directors hereby adopts the Budget as approved by the Board of Directors of Rockwood Water on June 23, 2021. The Budget document is now on file in the office of Rockwood Water PUD, a copy of which said Budget is attached hereto and by this reference made a part hereof, and,

FURTHER RESOLVED, that the Board of Directors of Rockwood Water People's Utility District hereby appropriates the following amounts for expenditure within the fund and for the purposes shown:

**GENERAL FUND**

Personal Services	3,495,423
Material & Services	5,143,998
Capital Outlay	2,136,709
Transfer to Other Fund(s)	3,017,291
Contingency	1,400,000
Total Appropriations	15,193,421
Ending Fund Balance	5,742,179
Total Requirements	20,935,600

**SDC FUND - REIMBURSEMENT**

Transfer to General Fund	300,000
Total Appropriations	300,000
Ending Fund Balance	606,263
Total Requirements	906,263

**SDC FUND - IMPROVEMENT**

Transfer to General Fund	0
Total Appropriations	0
Ending Fund Balance	240,646
Total Requirements	240,646

**DEBT RESERVE FUND**

Reserve Required	1,687,871
Total Appropriations	1,687,871
Ending Fund Balance	1,695,250
Total Requirements	3,383,121

**DEBT SERVICE FUND**

Payment on Financing	1,687,871
Total Appropriations	1,687,871
Ending Fund Balance	0
Total Requirements	1,687,871

**GROUNDWATER PRODUCTION FUND**

Material & Services	320,000
Transfers	65,000
Total Appropriations	385,000
Ending Fund Balance	380,369
Total Requirements	765,369

**GROUNDWATER CONSTRUCTION FUND**

Material & Services	24,538,500
Transfers	-
Total Appropriations	24,538,500
Ending Fund Balance	5,471,144
Total Requirements	30,009,644

ADOPTED BY THE BOARD OF DIRECTORS JUNE 23, 2021

\_\_\_\_\_  
Tom Lewis, President  
Rockwood Water People's Utility District

\_\_\_\_\_  
Larry Dixon, Treasurer  
Rockwood Water People's Utility District



ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
RESOLUTION NO. RWPUD 20/21-006

A Resolution Establishing Fees and Charges for  
the Provision of Water; Declaring Effective Date;  
and Other Matters Relating Thereto

WHEREAS, at the regular meeting held by the Board of Directors of the Rockwood Water People's Utility District on June 23, 2021, for the purpose of considering an increase in the rates and related charges to be paid for the purchase of water from the District; and

WHEREAS, the Board considered the issue at a duly noticed and called regular meeting and provided opportunity for public comment; and

WHEREAS, pursuant to ORS 261.465, the recommendations of the Administrative Staff of the District and the testimony heard, received and considered by the Board, the Board of Directors finds that:

1. The District provides its water supply for distribution within the District from the City of Portland, Oregon, as well as its own sources; and
2. The Board of Directors accepts and approves the recommendation of its Administrative Staff that the rates and charges should be adjusted in accordance with the staff written recommendation; and
3. It is necessary to adopt the rates for water purchased from the District and related rates and charges in accordance with the Schedule of Rates set forth on Exhibit A, attached hereto and incorporated by reference, in order to provide funds to cover the cost of operating the District, expand the District's groundwater supply, and to account for water purchased from the City of Portland by the District; and being fully advised,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT THAT:

Section 1: For billing statements generated on or after July 1, 2021, the rates and charges shown in Exhibit A, attached hereto and by this reference, incorporated herein, shall be adopted by the District, and charged to its users.

Section 2: The Secretary of the District be, and hereby is, authorized and instructed to post a copy of this Resolution in a public and conspicuous place at the office of the District.

INTRODUCED AND ADOPTED THIS 23rd day of June 2021.

ROCKWOOD WATER PEOPLES' UTILITY DISTRICT

By: \_\_\_\_\_  
Tom Lewis, President

By: \_\_\_\_\_  
Colby Riley, Secretary

**EXHIBIT A**  
**CURRENT WATER RATES**  
 Effective July 1, 2020**21**

METER CHARGE (bi-monthly by meter size):	
Size in Inches	Charge
5/8	\$ <del>22.56</del> <b>26.00</b>
3/4	<del>33.86</del> <b>39.02</b>
1	<del>56.42</del> <b>65.02</b>
1 1/2	<del>112.77</del> <b>129.97</b>
2	<del>180.44</del> <b>207.96</b>
3	<del>394.73</del> <b>454.93</b>
4	<del>676.66</del> <b>779.85</b>
6	<del>1,409.67</del> <b>1,624.64</b>
8	<del>2,029.91</del> <b>2,339.47</b>
10	<del>3,270.39</del> <b>3,769.12</b>
Fire meters charged 5/8 inch meter size rate.	
Partial billing periods are prorated.	
Two (or three) separate buildings on the same meter (2-user or 3-user) shall be charged twice (or three times) the meter charge.	

WATER CHARGE:
Rate per 100 cf (one hundred cubic feet): <del>\$2.84</del> <b>\$3.10</b>
Users outside the District pay a fifty percent (50%) surcharge for water.

CHARGES AND FEES  
EFFECTIVE JULY 1, ~~2020~~ 2021

Late Notice	\$10.00
48-Hour Door Hanger	\$20.00
Turn Meter <b>Off for Nonpayment</b> on weekdays (8:00 a.m. — 4:30 p.m.)	30.40
Turn Meter on weekdays (4:30 p.m. - 6:00 p.m.)	<del>42.55</del> <b>15.00</b>
Turn Meter on (after 6:00 p.m. weekdays, — weekends and holidays)	<del>109.40</del>
Pull Meter/Reinstall	<del>60.80</del> <b>62.14</b>
Move in/Found on Meter	<del>30.40</del> <b>31.07</b>
Broken Curb Stop	<del>121.55</del> <b>124.22</b>
Dishonored Payment	<del>30.40</del> <b>31.07</b>
Cut off at Main	Time and Materials
Broken Lock	<del>28.05</del> <b>28.67</b>
Inspection (turn off/on)	<del>30.40</del> <b>31.07</b>
Repeat Service Calls	<del>30.40</del> <b>31.07</b>
Nonemergency turn on outside of normal working hours ( <del>not for service turned off for nonpayment</del> )	<del>109.40</del> <b>111.81</b>
Backflow Fee	<del>1.30</del> <b>1.33</b> /month
Meter Testing Fee* (at customer site) 5/8" - 1" 1.5" and Over	<del>62.00</del> <b>63.36</b> <del>124.00</del> <b>126.73</b>
Meter Testing Fee* (at Meter Shop) 5/8" 3/4" 1" 1.5" 2"	<del>125.10</del> <b>127.85</b> <del>150.75</del> <b>154.07</b> <del>198.10</del> <b>202.46</b> <del>516.90</del> <b>528.27</b> <del>702.45</del> <b>717.90</b>
*If meter is not reading accurately per AWWA standards, no fee is charged.	
Set-up Fee - New Account	<b>30.40</b>
Late Payment Charge	Bills issued to vendors by District which remain unpaid for over 30 days may be subject to a Late Payment Charge of 1.5% and compounded monthly on the unpaid balance.
Contract Backflow Test	At Cost
Hydrant Use Permit	1 month – <del>29.15</del> <b>29.79</b> 2 - 6 months - <del>58.30</del> <b>59.58</b> 7 - 12 months - <del>116.60</del> <b>119.17</b>
Credit Card Use	Credit cards may be used by District customers to pay for routine monthly or bi- monthly water charges at no additional charge. Credit card use will not be permitted to pay for services involved with

	development services, construction activities or other District operations and maintenance items.
Fines for Unpermitted Hydrant Use	<p>First Offense - <b>\$175.00*</b>  Second Offense - <b>\$350.00</b>  Third Offense - <b>\$600.00</b></p> <p>*This may be waived if arrangements are made with the District within 24 hours of notice of violation.</p>
Additional labor, material and equipment charges may be assessed for special circumstances (i.e., meters in vault, safety and security issues, counting coins, etc.)	

DEPOSITS
<p>The minimum amount of deposit is fifty dollars (\$50). A greater deposit is required on accounts where the usage is known to be higher than a single family dwelling, such as an apartment complex or industrial user. A greater deposit may also be required if there is a high usage history of six months or longer.</p> <p>The deposit shall be calculated as follows: Three to six (3 - 6) bimonthly bills are averaged, and that amount is multiplied by 1.75. The amount is rounded to the nearest five dollars (\$5). The basis for this calculation is that by the time an account has been terminated for non-payment, one (1) entire billing period and three-quarters (3/4) of the next billing period have passed without payment.</p>

PRIVILEGE TAX		
City of Portland	Effective 8/15/94	5.2635%
City of Fairview	Effective 7/1/00	5%
City of Gresham	Effective 7/1/03	5%



## HYDRANT METER RENTAL CHARGES

~~\$13.00~~ **13.30** for the first day.  
~~\$6.50~~ **6.65** per day thereafter - up to two (2) weeks.  
~~\$3.25~~ **3.30** per day thereafter - up to one (1) month.  
 (Seven [7]-day week computation),  
 plus current volumetric charge as adjusted by the Board.

For Contractors' uses in excess of thirty (30) days: ~~\$13.00~~ **13.30** for the first day, ~~\$6.50~~ **6.65** per day for the next fourteen (14) days, weekends excluded, ~~\$3.25~~ **3.30** for the balance of the month, weekends excluded, thence ~~\$3.25~~ **3.30** per day for as many months as they retain it, weekends excluded; plus current volumetric charge as adjusted by the Board.

For religious, fraternal and charitable organizations using a meter for a legitimate fund raising activity, the applicable fee shall be exactly one half (1/2) of the fee for the usual, customary residential use.

## APPROVED BACKFLOW PREVENTION DEVICE

### Rental rate:

Two-inch (2") double check valve:

First three (3) days or part thereof ~~\$29.15~~ **29.80**

Each additional day or part thereof ~~\$9.75~~ **9.95**

Two-inch (2") combination meter and backflow device:

First three (3) days or part thereof ~~\$43.75~~ **44.70**

Each additional day or part thereof ~~\$14.60~~ **14.90**

### Deposit (refundable):

Meter ~~\$305.00~~ **311.70**

Backflow ~~\$152.50~~ **155.90**

Combination Device ~~\$425.60~~ **435.00**

(ENR CCI adjustment from January 1, 2020 to December 31, 2021 representing 20 City ENR CCI is 2.2%)

SYSTEM DEVELOPMENT CHARGES			
Meter Size	Maximum Gallons Per Minute	ERU Equivalent	Total SDC Charge
5/8 inch	20	1	\$ <del>3,660</del> <b>3,741</b>
3/4 inch	30	1.5	<del>5,490</del> <b>5,611</b>
1.0 inch	50	2.5	<del>9,151</del> <b>9,352</b>
1.5 inch	100	5	<del>18,301</del> <b>18,704</b>
2.0 inch	160	8	<del>29,282</del> <b>29,926</b>
3.0 inch	350	17.5	<del>64,055</del> <b>65,464</b>
4.0 inch	600	30	<del>109,808</del> <b>112,224</b>
6.0 inch	1,250	62.5	<del>228,767</del> <b>233,800</b>
8.0 inch	1,800	90	<del>329,425</del> <b>336,672</b>
10.0 inch	3,900	145	<del>530,740</del> <b>542,416</b>

(ENR CCI adjustment from January 1, 2020 to December 31, 2021 representing 20 City ENR CCI is 2.2%)



Rockwood Water  
People's Utility District

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www.rwpud.org

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## MEMORANDUM

To: Board of Directors

From: Kari J. Duncan, General Manager

Date: June 14, 2021

Action: Contract Award to S&B, Inc. for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 1

The District follows the Oregon Attorney General's Model Public Contract Rules Manual for contracts and procurement per District Purchasing Policy 200.4.4.1. The majority of goods and services procurements are obtained through the public bid process, or the qualifications-based selection (QBS) process, which are both competitive procurement procedures. From time to time, however, the District must contract for goods and services that do not lend themselves to the traditional competitive approach, and in these situations, an alternative delivery method is determined to better meet the needs of the District and provide the greatest value to the District Ratepayers.

Per the attached "Proposed Findings and Contract Award Groundwater Development Package No. 1 Instrumentation and Control Equipment Integration" Memorandum, it has been described that a Contract Specific Special Procurement to S&B, Inc. to provide Instrumentation and Integration Services for Groundwater Development Project Package No. 1 be awarded. The estimated cost of this contract based on the 100# design for Package 1 is \$311,550.00.

Staff requests the Board make the following motion for award:

**As the Local Contract Review Board under agenda item #12.b. Motion: "The Rockwood Water PUD Board of Directors acting as the District's Local Contract Review Board hereby adopts the proposed findings and contract award to S&B, Inc. to provide instrumentation and integration services for Groundwater Development Project Package No. 1."**

**As the Board of Directors under agenda item #14 Motion: "The Rockwood Water PUD Board of Directors adopts Resolution No. RWPUD 20/21-007 Exemption from Competitive Bidding Requirements for a Contract Specific Special Procurement for Instrumentation and Control Equipment Integration for Groundwater Development Project Package No. 1."**





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## **MEMORANDUM**

**To:** Board of Directors acting as the Local Contract Review Board

**From:** Kari Duncan, General Manager

**Date:** June 11, 2021

**Re:** Proposed Findings and Contract Award – Groundwater Development Package No. 1 Instrumentation and Control Equipment Integration

### **PROJECT DESCRIPTION:**

S&B, Inc. has submitted a proposal to provide instrumentation and control equipment and integration services for Groundwater Development Project Package No. 1. District Staff request consideration from the Local Contract Review Board for approval of a Contract Specific Special Procurement for goods and services related to the SCADA Controls Systems.

### **CONTRACT SPECIFIC, SPECIAL PROCUREMENT**

Acting as the Local Contract Review Board (LCRB), consider adopting the findings for and approving a Contract Specific Special Procurement to enter a Professional Services Agreement between Rockwood Water People's Utility District and S&B Inc. for GWDP Package 1 Control Systems Services and Equipment.

The District Board adopted the Groundwater Development Master Plan in October 2020, which identifies projects required to be completed prior to June 2026. Project Package No. 1 includes the structural updates to Cascade Reservoir 1, design and construction of the 6-million-gallon Cascade Reservoir 2, Cascade Well 7 pump station and transmission main construction. Part of this project is to integrate the new facilities supervisory control and data acquisition (SCADA) controls with the District's existing systems. All controls components, both hardware and software, and the programming of the control system must be compatible with the existing system for the project to be successful.

SCADA is a system of software and hardware elements that allows organizations to:

- Control industrial processes locally or at remote locations
- Monitor, gather, and process real-time data
- Directly interact with devices such as sensors, valves, pumps, motors, and more through human-machine interface (HMI) software
- Record events into a log file

The District's SCADA system is crucial for the District because it helps to monitor and control our water system.

The District contracted S&B, Inc. through a competitive bid procurement to build its SCADA and control system in 1998. Since then, the District has used S&B, Inc. to maintain and upgrade its system. The City of Gresham also uses their services, as we share some controls throughout our water systems.

S&B, Inc. has an intimate knowledge of the District's SCADA system. Awarding a contract for the instrumentation and control equipment to S&B ensures that the District will receive the most cost effective, timely and expert service for the programming, design and equipment related to the instrumentation and controls equipment. Any other service provider would require substantial time and resources to become acquainted with the existing system, therefore it is clear that there is a cost benefit to the District to continue work with S&B on the system integration.

This contracting approach brings a service provider into the project with the knowledge of the District's facilities to help develop, design, assess the schedule, phasing of construction activities, evaluation of constructability, and provision of cost estimates of alternative design elements/criteria as they collaborate with the design engineer for facility design and construction. All of these activities will benefit the District through lower costs, expedited project completion and better, closer, relationships between the District, the consultants, design engineers, and contractors.

The benefits of using contract specific special procurement process are: the project is highly complex, presents a high risk, is governed by schedule constraints, and will experience cost savings from the time to acquire the intimate knowledge of the District's existing resources. SCADA systems are highly technical, specialized systems that rely on customized programming and design to properly operate the water system, and the potential for bringing in a new service provider adds risk, additional time and cost in order for them to understand the current system to safely build onto it with the expanded system. In addition, this will decrease our cyber-security risks in that S&B, Inc. is the only contractor with intimate knowledge of our electronic control systems.

To use this contract approach, an evaluation process was followed to validate the conclusions of using this approach according to public contract law and the District's Local Contract Review Board (LCRB) Rules. To choose this award path, the District will demonstrate the approach is necessary to meet the project objectives, which will result in cost savings to the agency and not diminish competition nor result in favoritism in contract award. The following points target issues that lend themselves to the use of this award process.

- **Risks are high.** The District is operating under a significant time constraint . The District's completion of Package 1 is crucial to meeting our 2026 deadline. The control system contractor should be chosen for both the experience factor and specific qualifications they will bring to the job.
- **Coordination.** Elements of the work will benefit from this contract award. The first is established knowledge of the District's control systems. The contractor's experience with our control system should be a driver for this qualification-based selection.
- **Technical complexity.** The integration into our current control system is an issue in this project. The technical complexity of the work is paramount to the success or failure of the District to continue to provide safe, potable, abundant water to its customers. The technical

complexity must be met head on to greatly reduce the risk of failure and increase the opportunity for success associated with this project. This can be best accomplished through a procurement approach and award a contract that had undergone a previous competitive process to the best qualified consultant to work with and for the District.

- **Schedule constraints.** The time to complete all tasks is an issue in this project and coordination is crucial. Further savings will occur using the consultant whose intimate knowledge of our control systems will avoid a lengthy procurement period in order to save time and cost to the project.
- **Design evaluation and constructability review.** Procuring the service of S&B, Inc. is a factor that will increase the success of this project and reduce the cost by removing some of the uncertainty on how another consultant might approach the project and how their engineering design, software, and equipment would integrate into our current system.
- **Cost.** This contract will allow for the technical and knowledgeable expert of the District to immediately utilize their knowledge and experience towards tasks that provide the greatest chance of success by the District. Any other provider would require additional time, and therefore cost, to gain the system knowledge that S&B currently has.

## **FINDINGS AND RECOMMENDATIONS FOR CONTRACT AWARD**

The effort provides the ingredients for the most successful project results by using the competitive processes previously used by other utilities. We support the award of a contract to S&B Inc., a consultant who has the expert knowledge of the development of SCADA instrumentation and control equipment systems; has the intimate knowledge of our current SCADA system, intimate knowledge of the City of Gresham's control systems; and has demonstrated a proven track record on many similar, complex projects with the District and City of Gresham.

We recommend that Rockwood Water People's Utility District (District) award a contract to S&B, Inc. to give the best opportunity to successfully address the challenges presented in the identification and earliest construction start for instrumentation and control equipment that presents the least risk to the project quality, cost, and litigation. The following findings support the contract award.

- The foregoing points regarding risk, coordination, technical complexity, schedule, design and constructability review, cost and competition are reiterated.
- There are few, if any, firms with the knowledge of the District's SCADA system and have the necessary capability to perform the services needed by the District for this project.
- This consultant has:
  - An intimate knowledge of the District's control system.
  - The significant, relevant experience and associated references for similar successful projects in the area.

- The optimum firm and field superintendent experience that will be needed for the successful completion of this size and type of project.
- Availability for this project, given a specific schedule for start and completion.
- The District and S&B, Inc. will negotiate a Not to Exceed Price (NTEP) contract.
- Awarding a contract to S&B, Inc. is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts. They perform specialty work that is specific to our existing system.
- Cost savings to the project should occur given the contractor designed our current system and will not be integrating a completely different system.



**ROCKWOOD WATER PEOPLE’S UTILITY DISTRICT**

**RESOLUTION NO. RWPUD 20/21-007**

**BEFORE THE LOCAL CONTRACT REVIEW BOARD**

In the Matter of an Exemption from  
Competitive Bidding Requirements for a  
Contract Specific Special Procurement for  
Instrumentation and Control Equipment  
Integration for Groundwater Development  
Project Package No. 1

WHEREAS, THIS MATTER came before the Board of Directors of the Rockwood Water People’s Utility District, organized under Oregon Revised Statutes Chapter 261 (hereinafter “District”) acting as its Local Contract Review Board under ORS 279A.060, regarding Rockwood’s request that a contract specific special procurement for Instrumentation and Control Equipment Integration for Groundwater Development Package No. 1 be exempted from competitive bidding pursuant to the exemptions allowed under ORS 279B.085.

WHEREAS, part of this project is to integrate the new facilities supervisory control and data acquisition (SCADA) controls with the District’s existing systems. All controls components, both hardware and software, and the programming of the control system must be compatible with the existing system for the project to be successful.

WHEREAS, the District's SCADA system is crucial for the District because it helps to monitor and control its water system.

WHEREAS, the District contracted S&B, Inc. through a competitive bid procurement to build its SCADA and control system in 1998. Since then, the District has used S&B, Inc. to maintain and upgrade its system. The City of Gresham also uses their services, as we share some controls throughout our water systems and facilities.

WHEREAS, S&B, Inc. has an intimate knowledge of the District’s SCADA system. Awarding a contract for the instrumentation and control equipment ensures the District will receive the most cost effective, timely and expert service for the programming, design and equipment related to the instrumentation and controls equipment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT ACTING AS THE LOCAL CONTRACT REVIEW BOARD THAT:

Section 1: The Board adopts the findings contained in the General Manager's Report dated June 14, 2021, regarding this subject, attached hereto as Exhibit A and incorporated herein by reference, and declares the criteria for exemptions from standard competitive bidding requirements as contained in ORS 279B.085(1)(b) , 279B.085(4)(a) and (b) and 279B.075 are satisfied.

Section 2: That a contract specific special procurement for instrumentation and and control equipment integration procurement for Rockwood Water People’s Utility District is hereby exempt from the standard competitive bidding requirements.

Section 3: The District's General Manager is authorized to proceed to sign a contract with S&B, Inc., based on their quote attached hereto as Exhibit B and incorporated herein by reference, on such terms and conditions deemed appropriate by the General Manager.

DATED this 23rd day of June 2021.

**ROCKWOOD WATER PEOPLE’S UTILITY  
DISTRICT**

By: \_\_\_\_\_  
Tom Lewis, President

By: \_\_\_\_\_  
Colby Riley, Secretary



**Rockwood Water**  
People's Utility District

19601 NE Halsey Street  
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## Exhibit A

# MEMORANDUM

To: Board of Directors acting as the Local Contract Review Board

From: Kari Duncan, General Manager

Date: June 11, 2021

Re: Proposed Findings and Contract Award – Groundwater Development Package No. 1 Instrumentation and Control Equipment Integration

## PROJECT DESCRIPTION:

S&B, Inc. has submitted a proposal to provide instrumentation and control equipment and integration services for Groundwater Development Project Package No. 1. District Staff request consideration from the Local Contract Review Board for approval of a Contract Specific Special Procurement for goods and services related to the SCADA Controls Systems.

## CONTRACT SPECIFIC, SPECIAL PROCUREMENT

Acting as the Local Contract Review Board (LCRB), consider adopting the findings for and approving a Contract Specific Special Procurement to enter a Professional Services Agreement between Rockwood Water People's Utility District and S&B Inc. for GWDP Package 1 Control Systems Services and Equipment.

The District Board adopted the Groundwater Development Master Plan in October 2020, which identifies projects required to be completed prior to June 2026. Project Package No. 1 includes the structural updates to Cascade Reservoir 1, design and construction of the 6-million-gallon Cascade Reservoir 2, Cascade Well 7 pump station and transmission main construction. Part of this project is to integrate the new facilities supervisory control and data acquisition (SCADA) controls with the District's existing systems. All controls components, both hardware and software, and the programming of the control system must be compatible with the existing system for the project to be successful.

SCADA is a system of software and hardware elements that allows organizations to:

- Control industrial processes locally or at remote locations
- Monitor, gather, and process real-time data
- Directly interact with devices such as sensors, valves, pumps, motors, and more through human-machine interface (HMI) software
- Record events into a log file

The District's SCADA system is crucial for the District because it helps to monitor and control our water system.

The District contracted S&B, Inc. through a competitive bid procurement to build its SCADA and control system in 1998. Since then, the District has used S&B, Inc. to maintain and upgrade its system. The City of Gresham also uses their services, as we share some controls throughout our water systems.

S&B, Inc. has an intimate knowledge of the District's SCADA system. Awarding a contract for the instrumentation and control equipment to S&B ensures that the District will receive the most cost effective, timely and expert service for the programming, design and equipment related to the instrumentation and controls equipment. Any other service provider would require substantial time and resources to become acquainted with the existing system, therefore it is clear that there is a cost benefit to the District to continue work with S&B on the system integration.

This contracting approach brings a service provider into the project with the knowledge of the District's facilities to help develop, design, assess the schedule, phasing of construction activities, evaluation of constructability, and provision of cost estimates of alternative design elements/criteria as they collaborate with the design engineer for facility design and construction. All of these activities will benefit the District through lower costs, expedited project completion and better, closer, relationships between the District, the consultants, design engineers, and contractors.

The benefits of using contract specific special procurement process are: the project is highly complex, presents a high risk, is governed by schedule constraints, and will experience cost savings from the time to acquire the intimate knowledge of the District's existing resources. SCADA systems are highly technical, specialized systems that rely on customized programming and design to properly operate the water system, and the potential for bringing in a new service provider adds risk, additional time and cost in order for them to understand the current system to safely build onto it with the expanded system. In addition, this will decrease our cyber-security risks in that S&B, Inc. is the only contractor with intimate knowledge of our electronic control systems.

To use this contract approach, an evaluation process was followed to validate the conclusions of using this approach according to public contract law and the District's Local Contract Review Board (LCRB) Rules. To choose this award path, the District will demonstrate the approach is necessary to meet the project objectives, which will result in cost savings to the agency and not diminish competition nor result in favoritism in contract award. The following points target issues that lend themselves to the use of this award process.

- **Risks are high.** The District is operating under a significant time constraint . The District's completion of Package 1 is crucial to meeting our 2026 deadline. The control system contractor should be chosen for both the experience factor and specific qualifications they will bring to the job.
- **Coordination.** Elements of the work will benefit from this contract award. The first is established knowledge of the District's control systems. The contractor's experience with our control system should be a driver for this qualification-based selection.
- **Technical complexity.** The integration into our current control system is an issue in this project. The technical complexity of the work is paramount to the success or failure of the District to continue to provide safe, potable, abundant water to its customers. The technical

complexity must be met head on to greatly reduce the risk of failure and increase the opportunity for success associated with this project. This can be best accomplished through a procurement approach and award a contract that had undergone a previous competitive process to the best qualified consultant to work with and for the District.

- **Schedule constraints.** The time to complete all tasks is an issue in this project and coordination is crucial. Further savings will occur using the consultant whose intimate knowledge of our control systems will avoid a lengthy procurement period in order to save time and cost to the project.
- **Design evaluation and constructability review.** Procuring the service of S&B, Inc. is a factor that will increase the success of this project and reduce the cost by removing some of the uncertainty on how another consultant might approach the project and how their engineering design, software, and equipment would integrate into our current system.
- **Cost.** This contract will allow for the technical and knowledgeable expert of the District to immediately utilize their knowledge and experience towards tasks that provide the greatest chance of success by the District. Any other provider would require additional time, and therefore cost, to gain the system knowledge that S&B currently has.

## FINDINGS AND RECOMMENDATIONS FOR CONTRACT AWARD

The effort provides the ingredients for the most successful project results by using the competitive processes previously used by other utilities. We support the award of a contract to S&B Inc., a consultant who has the expert knowledge of the development of SCADA instrumentation and control equipment systems; has the intimate knowledge of our current SCADA system, intimate knowledge of the City of Gresham's control systems; and has demonstrated a proven track record on many similar, complex projects with the District and City of Gresham.

We recommend that Rockwood Water People's Utility District (District) award a contract to S&B, Inc. to give the best opportunity to successfully address the challenges presented in the identification and earliest construction start for instrumentation and control equipment that presents the least risk to the project quality, cost, and litigation. The following findings support the contract award.

- The foregoing points regarding risk, coordination, technical complexity, schedule, design and constructability review, cost and competition are reiterated.
- There are few, if any, firms with the knowledge of the District's SCADA system and have the necessary capability to perform the services needed by the District for this project.
- This consultant has:
  - An intimate knowledge of the District's control system.
  - The significant, relevant experience and associated references for similar successful projects in the area.

- The optimum firm and field superintendent experience that will be needed for the successful completion of this size and type of project.
- Availability for this project, given a specific schedule for start and completion.
- The District and S&B, Inc. will negotiate a Not to Exceed Price (NTEP) contract.
- Awarding a contract to S&B, Inc. is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts. They perform specialty work that is specific to our existing system.
- Cost savings to the project should occur given the contractor designed our current system and will not be integrating a completely different system.



## Exhibit B

S&B inc. 13200 SE 30th St., Bellevue, Washington 98005 (425) 644-1700 FAX (425) 746-9312

April 12, 2021

Rockwood Water PUD  
19601 NE Halsey St,  
Portland, OR 97230

Via email: [jhudson@rwpud.org](mailto:jhudson@rwpud.org)

Attention: Mr. Jeremy Hudson, P.E.

Subject: Groundwater Development Project Package No. 1  
Cascade Reservoir Improvements and Well No. 7  
Job #313  
Bid Set Quotation, including Addendum #1

Dear Engineering Team:

We are pleased to submit our scope of work for the Instrumentation & Controls equipment pertaining to the Cascade Reservoir # 1 & 2 and Cascade Well No. 7 facilities. Our scope of supply is **based upon the Bid Set documentation and Addendum 1**. Our scope of supply includes a fully integrated control system for the station, including the remote telemetry unit (RTU), motor control panel (MCP-750), standalone VFD (VFD-700), modifications to existing control panels, and related key instrumentation. Our price includes the fabrication, testing, and commissioning of the control system.

Our scope of work spans Schedule A, B, and C in the contractor bid form. For alignment with the contractor bid form, we have broken out the cost of our scope into each applicable bid category, which is found at the end of this document.

Our scope letter provides and itemized list of our scope of supply, followed by detailed descriptions of some of the equipment to provide additional context to the equipment being supplied.

### Itemized Scope of Supply:

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A list of equipment and services S&B is providing for the job is found below. Details on the scope of supply is found in the following section:

- [RTU] RTU Control Panel (with seismic certification label)
- [VFD-700] Stand Alone, 1,000HP Drive with active front end filter
- [MCP-750] Motor Control Panel for EF-1 fan
- Modifications to Existing Equipment
  - [IOP2 Mods] Modifications to IOP2 control panel
  - [IOP3 Mods] Modifications to IOP3 control panel
- Instrumentation
  - (see table for breakout of all items on page #5)
- SCADA Application Software
  - WinCC SCADA Upgrades
  - Win911 notification updates

- Field Engineering Services for Startup and Training
  - Well 7 Station (2-days)
  - Reservoir Controls (1-day)
  - Master Telemetry Unit updates (1-day)

## Detailed Descriptions of Scope of Supply:

### Control Panels

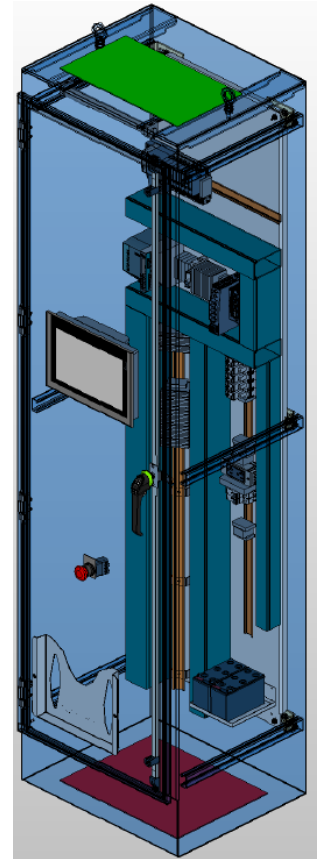
#### Well 7 Site RTU:

The RTU is a 90"H x 36"W x 20"D sized steel cabinet, painted blue. It includes a Siemens S7-1500 series processor, industrial ethernet/fiber switch, fiber WIC box, cellular modem, relays, 24VDC power supply, 24VDC battery backup power system, and Siemens 12" touch panel mounted on the door. The RTU's touch screen is design to operate the telemetry controls of the station. Operators will enter setpoints for local & PLC control and be able to view trends and alarms as well.

**Cellular Communication:** Cellular communication is one of two media used for the station. The RTU will communicate to the Master Telemetry Unit (MTU) at the PUD's headquarters building via cellular modem. A Private FirstNet 4G network will provide the secure pathway to share information to the MTU and RTU. S&B will set up the RTU's cellular modem and connection to the PUD's private cellular network during our factory test. But the PUD is responsible to order maintain the cellular network service.

**Fiber Communication:** Fiber communication is other media used for the station. The RTU will communicate to the Master Telemetry Unit (MTU) at the PUD's headquarters building via private singlemode fiber.

**Seismically Certified Construction:** The RTU will be built to SSI seismic construction standards and carry a seismically listed label from S&B's UL508A control panel fabrication facility.



#### MCP-750 (motor starter for EF-1):

The motor starter panel for the EF-1 fan is a 36"H x 24"W x 9"D sized stainless steel cabinet. It includes a Siemens 3RT series contactor, Simocode smart overload device, HOA switch, and running pilot light.

**Profinet Connection to RTU:** A 4-meter long Profinet cable is provided to connect the MCP-750 panel to the RTU. The Profinet cable is terminated on the Simocode smart overload device in the MCP-750, and the other end is terminated in the network switch within the Well 7 RTU. The Electrical contractor is responsible to pull the provided Profinet cabling thru the conduit. S&B field engineers will terminate the connector heads on the cable as part of the startup services for the project.





## Control Panel Modifications

S&B field engineers shall install new equipment in existing IO panels to accommodate the new field devices being added to the reservoirs.

### IOP-2 (serving Reservoir No. 1)

New field devices for Reservoir #1 shall be connected to the IOP-2 panel. New I/O cards and field terminals are added the panel by S&B Inc. Field wiring shall be terminated by the electrical contractor.

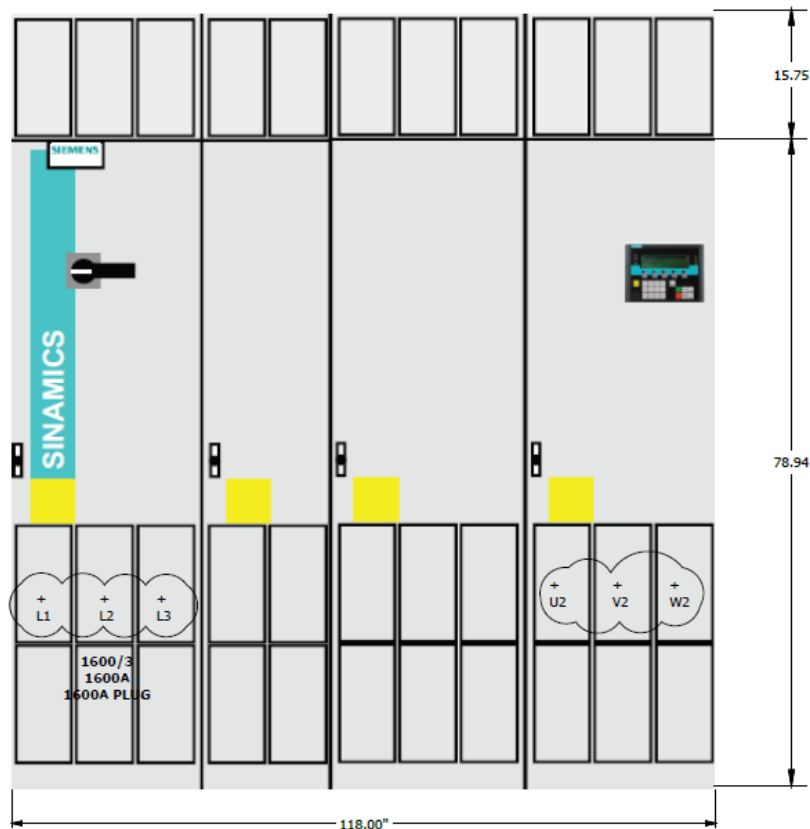
### IOP-3 (serving Reservoir No. 2)

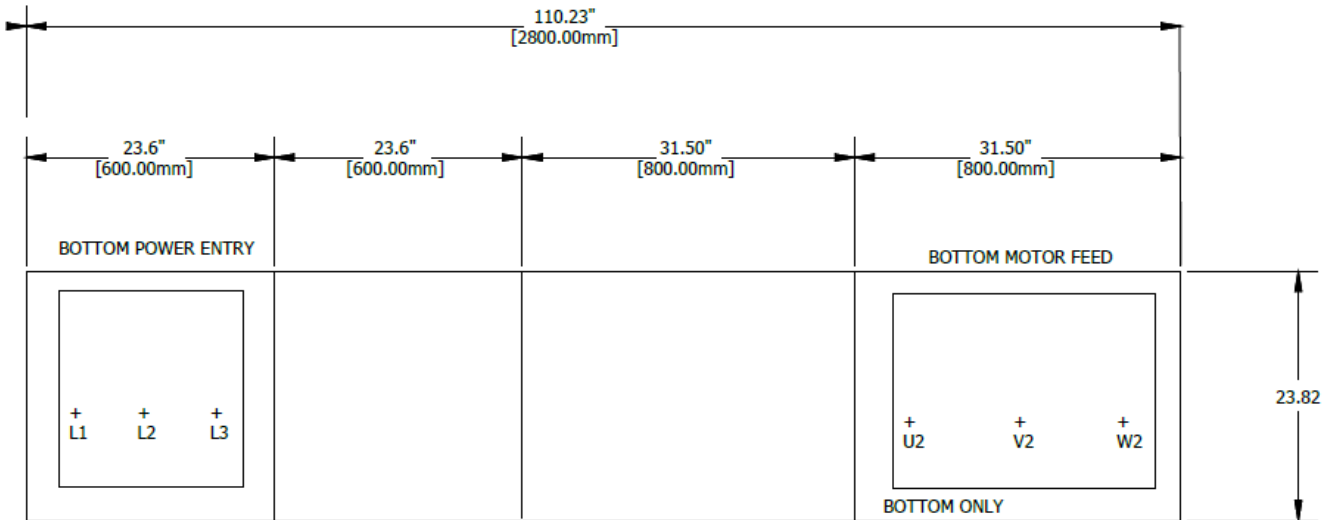
New field devices for Reservoir #2 shall be connected to the IOP-2 panel. New I/O cards and field terminals are added the panel by S&B Inc. Field wiring shall be terminated by the electrical contractor.



### VFD-700 design:

The S150 Siemens Drive is a 96"H x 118"W x 24"D unit. It will come in a single shipping split. It will come with three pilot devices (Ready, Run, Fault) and an emergency stop mushroom push button. The drive is rated for 1,00HP, intentionally upsized from the rating of the pump to prevent overcurrent tripping. The Drive has an active front end filter for harmonic mitigation. It will utilize a Profinet industrial ethernet cable to connect to the RTU for motor control.

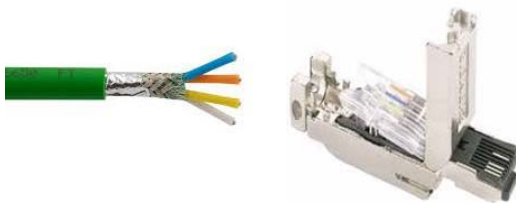




**Monolith Construction:** The VFD is NOT a modular design. It comes as a single monolith construction. The Contractor must plan for a fork lift with long tongs, to offload the unit. It is expected the unit be placed on rolling carts or some other transportation device and rolled thru the buildings 9ft tall doors (VFD is roughly 6.5ft tall).

**Network Controlled Starter:** The VFD is network controlled by the PLC within the RTU. The electrical contractor must “homerun” a connection from the VFD to industrial ethernet switch in the RTU. The PLC will control the VFD over the network.

**Profinet Cabling:** A maximum of twenty (20) meters of Profinet cabling is supplied to run from the VFD to the RTU. But if additional length is needed, the electrical contractor is responsible to notify S&B prior to cable shipment, and pay for any additional cable length needed. S&B stocks this cabling, and it can be purchased from S&B for the following pricing structure:



- Cable = \$2.60/meter
- Heads (Pair) = \$50.00 for a set of 2
- Assembly of Heads on Cable = \$15/head

## Seismic Anchoring Report

S&B is providing a seismic anchoring report, calculated by SSI, for the RTU and VFD. The anchoring report will identify the type of fastener, number of fasteners, and depth required when anchoring the equipment.

## Instruments

S&B is providing new field instruments and sensors that are integral to a fully functional control system. The table below outlines the equipment being supplied in the Reservoir No. 1, Reservoir No. 2, and Well 7 facilities.

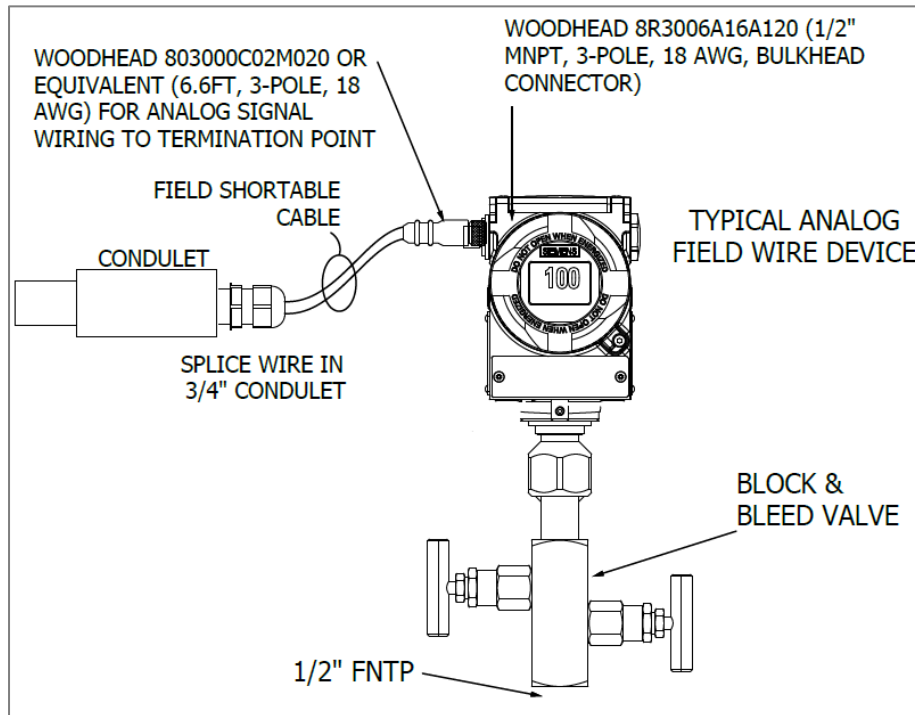
### Device List

Tag #	Location	Description	Instrument Type	Supplier
<b>Reservoir No. 1</b>				
<b>LSH-151</b>	Reservoir 1 Roof Access	Res 1 High Level Float	Float Switch, 316SS	S&B Inc
<b>LSH-173</b>	Reservoir 1 Outlet Vault	Vault High Level Float	Flood Switch, Buna-N	S&B Inc
<b>PIT-160</b>	Reservoir 1 Outlet Valve Vault	Tank Outlet Pressure / Tank Level	Pressure Transmitter	S&B Inc
<b>PIT-172</b>	Reservoir 1 Outlet Valve Vault	Booster Station Inlet Pressure	Pressure Transmitter	S&B Inc
<b>ZS-152</b>	Reservoir 1 Roof Access	Hatch Ajar Sensor	Limit Switch, NEMA 6P	S&B Inc
<b>ZS-171</b>	Reservoir 1 Outlet Vault	Hatch Ajar Sensor	Limit Switch, NEMA 6P	S&B Inc
<b>Reservoir No. 2</b>				
<b>LSH-251</b>	Reservoir 2 Roof Access	Res 1 High Level Float	Float Switch, 316SS	S&B Inc
<b>LSH-273</b>	Reservoir 2 Outlet Vault	Vault High Level Float	Flood Switch, Buna-N	S&B Inc
<b>PIT-260</b>	Reservoir 2 Outlet Valve Vault	Tank Outlet Pressure / Tank Level	Pressure Transmitter	S&B Inc
<b>PIT-272</b>	Reservoir 2 Outlet Valve Vault	Booster Station Inlet Pressure	Pressure Transmitter	S&B Inc
<b>ZS-252</b>	Reservoir 2 Roof Access	Hatch Ajar Sensor	Limit Switch, NEMA 6P	S&B Inc
<b>ZS-253</b>	Reservoir 2 Roof Access	Hatch Ajar Sensor	Limit Switch, NEMA 6P	S&B Inc
<b>ZS-271</b>	Reservoir 2 Outlet Vault	Hatch Ajar Sensor	Limit Switch, NEMA 6P	S&B Inc
<b>Well 7</b>				
<b>FE/FIT-710</b>	Well 7 vault	Well Discharge Flow	Mag Meter - 16" (remote mount)	S&B Inc
<b>FQT-706</b>	Well 7 Mech. Room	Pre-Lube Flow	Impeller Meter w/ Digital Register (1" model)	S&B Inc
<b>GAH-790</b>	Well 7 Electrical Room	Air Quality Sensor	Smoke Detector	S&B Inc
<b>LSH-710</b>	Well 7 vault	Meter Vault Flood Switch	Flood Switch, Buna-N	S&B Inc
<b>LSH-795</b>	Well 7 Electrical Room	Meter Vault Flood Switch	Flood Switch, Buna-N	S&B Inc
<b>LT-703</b>	Well 7 Mech. Room	Aquifer Level	Submersible Level Sensor 100psi w/ 480ft cable	S&B Inc
<b>PIT-707</b>	Well 7 Mech. Room	Well Discharge Pressure	Pressure Transmitter	S&B Inc
<b>PIT-709</b>	Well 7 Mech. Room	Transmission Pipeline Pressure	Pressure Transmitter	S&B Inc
<b>SV-706</b>	Well 7 Mech. Room	Pre-Lube Flow Solenoid	Solenoid Valve	S&B Inc
<b>TT-751</b>	Well 7 Mech. Room	Air Temperature	Temperature Transmitter	S&B Inc
<b>TT-752</b>	Well 7 Electrical Room	Air Temperature	Temperature Transmitter	S&B Inc
<b>ZS-791A</b>	Well 7 Mech. Room	NW Door Ajar Sensor	Limit Switch, NEMA 4	S&B Inc

<b>ZS-791B</b>	Well 7 Mech. Room	NW Door Ajar Sensor	Limit Switch, NEMA 4	S&B Inc
<b>ZS-792</b>	Well 7 Mech. Room	SW Door Ajar Sensor	Limit Switch, NEMA 4	S&B Inc
<b>ZS-793A</b>	Well 7 Electrical Rm	South Door Ajar Sensor	Limit Switch, NEMA 4	S&B Inc
<b>ZS-793B</b>	Well 7 Electrical Rm	South Door Ajar Sensor	Limit Switch, NEMA 4	S&B Inc
<b>ZT-701X</b>	Well 7 Mech. Room	Pump Motor Vibration Transmitter	Vibration transmitter	S&B Inc
<b>ZT-701Y</b>	Well 7 Mech. Room	Pump Motor Vibration Transmitter	Vibration transmitter	S&B Inc

### Gauge Pressure Transmitters

The pressure transmitters will come with an M12 bulkhead fitting which shall be threaded into the ½" FNPT port on the other side of the transmitter, an M12 cable – 2meters for termination in the local conduit hub for quick connection to the instrument, and a block and bleed valve to “burp” any air in the line. All items are supplied loose for installation by the contractor. The Contractor is responsible to supply all other associated equipment and assemble as per mechanical detail in the contract plans.



### Submersible Level Probe

The submersible level probe is a 0.75" diameter unit. It requires a 1" PVC stilling well or larger to ensure the probe can fit down the tube. The contractor must ensure that the stilling well is sized correctly.

## System Integration

### SCADA Updates

S&B field engineers shall perform the necessary WinCC and Win911 application updates to integrate the station into the existing SCADA system. This work is performed at the RWPUD Office Building.

## Pricing:

Bid Item	[A-22] Cascade Res. #1	[B-44] Cascade Res. #2	[C-26] Cascade Well 7	COMBINED TOTAL (For Reference)
Price	\$ 11,010.00	\$ 13,370.00	\$ 287,140.00	\$ 311,520.00

### Pricing History:

The 100% Design Costs decreased by \$20,970 (-6.3%) from the 90% design estimate, as shown in the table below:

Item Description	Costs		
	60% Design	90% Design	100% Design
Control System Engineering and Design	\$15,540.00	\$16,220.00	\$19,080.00
Control Panels (RTU, MCP, Mods)	\$90,660.00	\$92,530.00	\$94,370.00
Stand-Alone Drive	\$165,290.00	\$165,290.00	\$156,260.00
Instruments	\$25,340.00	\$36,150.00	\$33,240.00
Testing, Startup, and Commissioning	\$6,240.00	\$6,490.00	\$8,600.00
Sub-Total:	<b>\$303,070.00</b>	<b>\$316,680.00</b>	<b>\$311,550.00</b>
contingency (5%)	\$15,160.00	\$15,840.00	n/a
Opinion of Probable Cost	<b>\$318,230.00</b>	<b>\$332,520.00</b>	<b>\$311,550.00</b>
change in price from last design (\$)	n/a	<b>\$14,290.00</b>	<b>(\$20,970.00)</b>
change in price from last design (%)	n/a	<b>4.5%</b>	<b>-6.3%</b>

## Standard Terms and Conditions:

### Installation by Electrical Contractor:

The system proposed is quoted for purchase by Rockwood PUD and installation by the Contractor. Electrical and mechanical installation of the control panels, VFDs, and instruments at the project site is excluded from our scope. The Contractor is encouraged to review the system documentation prior to shipment. Following installation of the equipment our field engineer will perform startup testing and owner training.

**Electrical Contractor Coordination:** The electrical contractor should anticipate coordinating with our engineers for one short virtual meeting following the submittal cycle to review the installation requirements and then again on-site following delivery of the equipment at jobsite to review installation methods and for us to answer questions from the installer.

### **Startup & Commissioning:**

S&B field engineers will perform startup services for all quoted instrumentation on the project. The Instrumentation startup time shall be performed in parallel with the control system startup and commissioning so that it is done during the same time. This method provides savings to the contractor as there is no duplication of startup services. If the contractor wishes to have S&B perform instrumentation startup on separate days than the control system, it must be purchased separately at our standard \$1,375 day rate for field engineering.

Startup/Commissioning services at jobsite are performed by our field engineer. A 2-week written notice is recommended for securing the contractor's required startup date. Our field engineers schedule fills up quickly and the contractor can only choose from dates that are currently available.

S&B will provide a pre-startup checklist for the Contractor to use in verifying the electrical and mechanical systems are ready for commissioning services. An email confirmation of the pre-startup checklist completion is required prior to S&B performing startup services. Our startup time budget is based on completed checklist. **Therefore, it is paramount that the contractor comply with the pre-startup checklist prior to S&B field engineers arriving to the site or additional startup time may be required to complete the project.**

### **Submittal and O&M Documentation:**

Submittal drawings and supporting literature are provided in electronic format only, estimated at four weeks from receipt of order. The MCC is the long lead item on this project. It is estimated at 14 weeks following approved submittals and shipment to jobsite is estimated at 16 weeks following approved submittals. Field Sensors are typically available within four weeks from approval if early delivery is requested. O&M information is supplied via electronic format prior to startup for Engineer review and Contractor use. Final documentation provided in As Built drawings supplied approximately two weeks after startup.

FYI: COVID-19 has impacted lead times – creating more volatility in the lead times. These estimates may change depending upon the vendor's supply chain.

Field Sensors are typically available within four weeks from approval if early delivery is requested. O&M information is supplied via electronic format prior to startup for Engineer review and Contractor use. Final documentation provided in As Built drawings supplied approximately two weeks after startup.

### **Standard Inclusions:**

- Award based on a supply purchase order issued.
- Equipment is factory tested and shipped FOB factory with freight allowed, common carrier, destination.
- Shop Drawings, instruction manuals and software documentation via electronic media.
- Submittal Documentation per specifications
- Field Engineering Services for technical support of installation questions, start-up, and acceptance testing of equipment supplied by this quotation. S&B is a designer and supplier of control system equipment, providing technical support and engineering services to review installation of our equipment, commission and attest to its compliance with the project specifications.
- Quote is valid for sixty days

**Standard Exclusions:**

Unless specifically included as a line item in this quotation's scope of supply the following are excluded from our scope of deliverables:

- State and local sales tax
- Installation costs and any associated permits
- Arc Flash studies and/or labeling
- Short Circuit and circuit breaker trip coordination studies
- 3<sup>rd</sup> party circuit breaker certification testing and certification
- Piping, tubing, valves, fittings between the instruments and the process
- Process appurtenances: Pumps, pressure gauges, manifolds, bushings, thermowells, diaphragms, annular seals, purge assemblies, stilling wells, valves, pump over-temp sensors, pump moisture sensors, or solenoids that are not an integral part of the listed scope.
- Conduit, wire or cable external to the control system panels listed in this scope
- Mounting brackets, stanchions, supports, pads that are not integral to the control system panels or process instruments listed in this scope.
- Liquidated damages (available upon request and definition of scope)
- Subcontract (available for additional cost). This includes costs associated with certified payroll submission, EEO reports, completion of Affidavit of Wages paid.
- Bonding (service available for additional fee)
- Credit Card payment (service available for additional fee)
- Equipment not specifically listed in our scope of work.

Our quotation is based on a progress payment schedule in compliance with the specifications and the attached terms and conditions. Our payment requests will be submitted electronically, 7 calendar days prior to the monthly closing date for inclusion. Our form 977 (attached) provides our standard terms and conditions.

We look forward to the opportunity to work on this important project and will contribute to making this successful by delivering the highest quality of materials and startup services according to the agreed schedule. Please feel free to contact us regarding any questions that you may have regarding our quotation.

Yours very truly,



Jordan Stead  
Project Estimator / Inside Sales  
S&B Inc.



**S&B inc. 13200 SE 30th St., Bellevue, Washington 98005 (425) 644-1700 FAX (425) 746-9312**

## **GENERAL TERMS AND CONDITIONS – INSTRUMENT/CONTROL SYSTEMS**

### **1. SCOPE**

These terms and conditions apply to the sale of all instrument/control (I/C) systems assembled by S&B Inc. (Seller) and any inconsistent terms and conditions in Purchaser's purchase order are not binding on Seller, unless accepted, or these terms and conditions are modified by an authorized S&B Inc. representative.

### **2. ACCEPTANCE**

Purchase orders received from Purchaser do not bind Seller unless accepted by an Officer of Seller, either by acknowledgment, written acceptance, promise to ship, or shipment of the I/C systems communicated to Purchaser. Acceptance is expressly made conditional on Purchaser's assent to Seller's Material Terms and Conditions, which are additional to or different from Purchaser's terms, unless Seller agrees otherwise in writing.

### **3. PRICE AND PAYMENT**

Unless otherwise specified, quoted selling prices are FOB Seller's factory or its supplier's shipping point, with freight allowed to destination and are subject to change if not accepted within 30 days from the quotation date. The quotation may be withdrawn at any time prior to acceptance or extended beyond 30 days. Invoices are due and payable NET 30 days, unless otherwise specified, at the company offices at 13200 S.E. 30th Street, Bellevue, WA. 98005. Late payment of invoices is subject to interest. Invoices shall be rendered according to the following schedule.

<b>Benchmark</b>	<b>% of Total Price</b>
Upon notice from Seller that all drawings have been submitted for approval.	20%
Upon notice from Seller that the instrument system is ready for factory tests.	Additional 50%
Upon notice from Seller that the instrument system has been shipped or that factory tests are complete and equipment is being held for convenience of customer.	Additional 25%
Upon notice of acceptance from Purchaser or 180 days from notice of shipment, whichever occurs first.	Final 5%

If Purchaser defaults in any payment when due, Seller may at its option, and in addition to its remedies under the U.C.C. without incurring any liability thereof to Purchaser or Purchaser's customers, declare all payments for work completed immediately due and payable with maximum legal interest thereon from due date and stop all further work and shipments until all past due payments have been made and/or require that any further deliveries be paid for prior to shipment.

### **4. ITEMS INCLUDED**

The price quoted includes only the I/C system specified, and does not include actual installation, accessory or associated materials such as wiring, piping, etc., not specifically included. Equipment prices quoted include installation information and start-up assistance provided by the Seller's field engineer or technician. Such services will be provided in a mutually agreeable manner and time. Seller will provide, upon request, at Seller's established current rates, an experienced Project Engineer or Service Technician to provide on-site superintendence of the equipment installation. Responsibility for proper operation of equipment, if not installed by Seller or installed in accordance with Seller's instructions, rests entirely with Purchaser.

### **5. TAXES**

Any federal, state or local sales, or use or other taxes applicable to this transaction are not included in the price quoted, and unless a valid certificate of exemption is provided, any such tax shall be added to the price and is for the Purchaser's account.

### **6. SHIPMENTS AND DELIVERY**

Any shipment or delivery dates recited herein represent Seller's best estimate. No liability, direct or indirect, is assumed by Seller for failure to ship or deliver on such dates. In any event, delivery dates are based upon the effective date of the contract and prompt receipt by Seller of all necessary information and instructions from Purchaser, including approved submittal drawings. Seller shall have the right to make partial shipments, and invoices covering the same shall be due and payable by Purchaser in accordance with the payment terms hereof.

In the event that the I/C system specified herein is to be shipped outside the United States, Purchaser shall obtain all necessary import licenses and permits required to clear the shipment for entry into the foreign country and pay all duties, tolls and imports.

If Purchaser requests postponement of shipments or causes a delay in shipment, the entire purchase price shall be due and payable upon notice from Seller that the I/C system is ready for shipment, and thereafter any storage, or other charge Seller incurs, shall be for Purchaser's account, including interest on any unpaid balance at the maximum legal rate. All claims for damage, delay or storage for FOB Seller's plant shall be made directly against the carrier of the Purchaser. When shipments are FOB destination, Purchaser shall inspect the I/C system shipped and notify Seller of any damage or shortage within 5 days of receipt. Failure to notify Seller shall constitute acceptance of Purchaser, relieving Seller of any liability for shipping damages or shortages.

### **7. RISK OF LOSS AND SECURITY INTEREST**

Unless shipments of I/C systems are made FOB destination, all risk of loss or damage shall pass to the Purchaser upon delivery to a carrier for shipment. Purchaser shall protect and maintain Seller's title, including adequate insurance for Seller's benefit, and right of repossession to the I/C system specified herein or in any change order until the full purchase price has been paid in full and will not encumber or permit others to encumber such systems by any security instruments.

Purchaser acknowledges that as security for payment of the purchase price, Seller will retain and Purchaser has granted, a security interest in all I/C systems sold to Purchaser. Seller shall have all of its rights and remedies as a Seller and a secured party under the U.C.C. or other appropriate law. No waiver by Seller or any default shall constitute a waiver of any subsequent or further default. Seller may retain as liquidated damages any partial payments made and may peaceably repossess the equipment from the Purchaser's premises without prejudice to any further claims it may have. In the event legal action be brought to enforce the provisions of any order accepted by it, Seller shall be entitled to recover its court costs and reasonable attorney fees.



**8. WARRANTY**

Seller warrants that for a period of one year after test and acceptance by the Purchaser, or 18 months from date of shipment, whichever occurs first, all products assembled by Seller shall be free from defects in material and workmanship. Seller will at its sole option either repay the purchase price, or repair or replace at a location to be designated by it, any product defects, which develop within such period under normal and proper use, provided it receives prompt written notice of claimed warranty period. This warranty shall not apply to any products altered or repaired outside Seller's factory or with other than Seller's replacement parts, unless such repair was authorized in writing by Seller, or to products or parts subject to misuse, abuse, neglect or accident or damaged by improper installation or application. In no event shall Seller be liable for normal wear and tear, nor for any incidental or consequential damages due to inoperability of its products. The foregoing are Seller's sole warranties and guarantees, and all express or implied warranties, including all implied warranties or merchantability and fitness for a particular purpose, which exceed the above obligation, are hereby disclaimed by Seller.

**9. CANCELLATION, SUSPENSION AND DELAYS**

After acceptance by Seller, this contract shall not be subject to cancellation, suspension or delay. Orders may be cancelled only with Seller's written consent and upon payment of reasonable cancellation charges, which shall include all costs incurred and work done pursuant to the contract to date of cancellation, suspension or a delay plus reasonable overhead and profit. Additionally, all risks incident to and charges related to storage and/or resumption of work, at Seller's plant or elsewhere, shall be for Purchaser's sole account.

**10. LIMITATION OF LIABILITY**

Seller shall not be responsible or liable in any way for any failure to perform due to Acts of God, fire or flood, serious explosions or accidents, foreign or United States embargoes, war or riots, serious shortages, unavailability or significant price increases in commodities, materials or components, labor disputes, interruption of transportation, loss of essential production services, acts of any U.S. or foreign governmental authority, or by any other event beyond the reasonable control of Seller or its subcontractors. Seller shall not be liable to Purchaser for any incidental or consequential damages for any reason whatsoever.

**11. CHANGES AND BACKCHARGES**

Any changes in or any additions to the scope of work herein described or initiated by the Purchaser or resulting from any circumstances beyond Seller's control shall be for the account of and paid by the Purchaser. Written change orders shall initiate changes, and shall be considered as individual modifications and shall not delay payment to the Seller for the original order.

Seller will not approve or accept returns or backcharges for labor, materials or other costs incurred by Purchaser or others in modification or adjustment, service or repair of Seller furnished materials unless such return or backcharges are pursuant to Seller's warranty and have been authorized in writing by an Officer of Seller or by assigned purchase order or work requisition.

**12. PROPRIETARY INFORMATION**

All information furnished by Seller is submitted solely for Purchaser's consideration in connection with this job and shall be not be used by Purchaser nor disclosed to any third party without Seller's written consent.

**13. DRAWINGS AND DESIGN**

All drawings, descriptive matter, etc. submitted with this proposal are merely intended to give a general idea of the equipment described and a set of drawings may be supplied for approval after acceptance. Seller reserves the right to change or modify the design and construction of any equipment in order to incorporate improvements or to substitute material equal to or superior to that originally specified, and upon request, will assist with suggestions without liability for any resulting loss or damage to Purchaser.

**14. SOFTWARE AND LICENSE AGREEMENT**

All software is provided under a non-transferable, non-exclusive license for its use. The purchaser, and if different, the end-user, shall be required to sign Seller's End-User License Agreement upon accepting Seller's software documentation and using the software provided. All software and documentation are copyrighted by Seller and contain valuable trade secrets. No copies of this software or documentation may be made except as authorized under the terms of the license agreement except as required by law. The software and documentation are warranted against functional defects found during a period of one year after delivery. Seller's sole obligation shall be to correct any such defect in a manner chosen by Seller in its sole discretion. Seller shall have no liability for any lost profits or direct, indirect, incidental, consequential, or other damages arising from use of the software and documentation or any associated hardware.

**15. NON-ASSIGNMENT**

Purchaser shall not assign this contract, nor any interest herein or rights hereunder, without the written consent of Seller and any attempted assignment shall be voidable at Seller's sole option.

**16. ENTIRE AGREEMENT**

The contract expresses the entire agreement between the parties hereto and supersedes any previous communications, representations or agreements, whether oral or written, and is not subject to modification except by a writing signed by an authorized Officer of each party.

**17. GOVERNING LAW**

The contract shall be interpreted and governed by the laws of the State of Washington, including but not limited to any dispute, controversy or claim arising out of the contract.