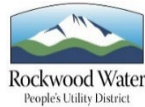


**PRESIDENT**, Tom Lewis  
**VICE PRESIDENT**, Kathy Zimmerman  
**SECRETARY**, Colby Riley



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

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

**August 24, 2022**

**6:00 p.m.**

**District Board Room or Via Zoom**

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

<https://us02web.zoom.us/j/85042062898?pwd=MWhpeVByNkFreVRmZmFhZW9QdE5vZz09>

**Webinar ID: 850 4206 2898**

**Passcode: 527810**

**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 Clark
  - f. Financial Status – July 31, 2022
3. Approval of Minutes – July 27, 2022 Regular Board Meeting - Action
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Package 3 & 4 Request for Proposals Results – Discussion
7. For the Good of the Order
8. Fiscal Year 2021/2022 General Manager Goals Recap and Accomplishments - GM Duncan - Discussion
9. General Manager Goals for Fiscal Year 2022/2023
10. Executive Session ORS 192.660 (2)
  - (i). To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.
11. Action on Executive Session (if necessary)
12. Adopt General Manager Goals for Fiscal Year 2022/2023 - Action

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.

13. Next Meeting - September 28, 2022 - Regular Board Meeting - 6:00 p.m.
14. Adjournment



**Rockwood Water**  
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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: August 17, 2022

Re: General Manager's Report – August 24, 2022 Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. In August, the District has two employees with major anniversaries! They will be recognized with pins, engraved glasses, and a longevity bonus at the August 25th staff meeting.
  - a. Brian Hunt, Utility Worker I, 15 years on August 16, 2022
  - b. Dan Zimmerman, Senior Accountant, 5 years on August 23, 2022
3. The Board will receive a presentation on the goals accomplished in Fiscal Year (FY) 2021/2022, and the proposed goals for FY 2022/2023. The Board will also convene an executive session at the August meeting to complete the General Manager annual review.
4. The District owned home on 141<sup>st</sup> Ave, next to the 141<sup>st</sup> reservoir and well site, which was vacated by the previous renter in May, is now ready for rental again. A roof repair, carpet replacement, interior painting and general cleaning was completed to prepare the home for a new renter. The total cost for this work was \$9890. The home can be rented for approximately \$2500 per month, so the costs of maintenance are reasonable and allow the District to continue to rent the property.
5. Package 1 Construction of Cascade Reservoir #2 is progressing steadily. Shoring for the second half of the road is currently under construction. The walls and roof are now installed on Well #7 off of 201<sup>st</sup>, although the pump for this well has had some supply chain delays and is expected to be delivered in October. The pipeline into the District headquarters has been completed, and final paving is also nearly complete.
6. The Notice of Intent to Award Package 4, Engineering Design of Cascade Site Improvements that include a 20 million gallon per day Manganese Treatment Facility at the District Headquarters site, was issued on August 8<sup>th</sup> and the 7-day waiting period has passed with no protests. The top ranked proposer was Murraysmith, and the scope and fee for the project is currently being developed according to the Qualifications Based Selection (QBS) process in the Oregon Public Contracting law for Engineering and Professional Services contract.

7. The request for proposals (RFP) for Package 3 for the Engineering Design of the Well # 8 pumping and treatment system at the 141<sup>st</sup> Ave site was advertised for Design on July 6<sup>th</sup> with a due date of August 10<sup>th</sup>. One proposal was received on August 10<sup>th</sup>, and staff are reviewing the proposal for completeness after which Notice of Intent to award may be issued.
8. Gresham Managed Projects: Gresham is managing several projects as part of the Cascade Groundwater Alliance, and these will be increasing in visibility as they move from design into construction. The projects currently underway by Gresham include the drilling of Cascade Well #6 at 223<sup>rd</sup> and Stark, part of the GDMP Package #5, and the design for Cascade Well #9 pump house at Kirk Park, part of the GDMP Package #6. In addition, Gresham is finalizing its site selection for Cascade Well #10, to be located to the South of the current production wells. The Board should expect to see payments to the City of Gresham in the monthly bills statements that are associated with Rockwood's share of the design and construction of these packages.
9. On Tuesday August 2<sup>nd</sup> Government Affairs Coordinator (GAC) Nyla Clark represented Rockwood and the Cascade Groundwater Alliance at the North Gresham national night out event located at Kirk Park! Water bottles and other conservation items were given away along with information about the Groundwater project.
10. I Heart Rockwood Event: A future event the District plans to attend is the I Heart Rockwood Event, scheduled for August 28<sup>th</sup> at the Rockwood Market Hall, on 18535 SE Start St. from 11-7. Please consider joining us for this event, Board and staff are welcome! Find more information about this community event at: <https://iheartrockwood.org/>



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## MEMORANDUM

To: Board of Directors

From: Andy Crocker, District Superintendent

Date: August 17, 2022

Re: Operations Update

Crews installed four new services and responded to an emergency main break. Crews have been addressing general maintenance and organization around the shop. We have several small service installations and the final installation for Rockwood Rising on the horizon. Recently the crew completed the pipe harvesting for the pipe loop study. It's summertime and staff have been rotating through and enjoying their well-deserved vacations.

Operations staff have been running the Cascade groundwater system for the District and Gresham as summer demands are in full swing. Staff have been monitoring and responding to minor alarms and optimizing production. Pipe loop rigs are completed, we have the harvested pipe from Gresham and the District for the study. Operations staff are currently completing the installations and should start the run later this week or early next. Staff continues conducting tests on District owned backflow devices.

Demand for July jumped significantly from June; our average daily demand in June was 7.06 compared to the 8.71 millions of gallons per day (MGD) in July. We were expecting a higher demand for July having several days in the mid 9 MGD arena. This is the fifth month in a row we have seen the demands trend lower in a month-to-month comparison for 2022 to 2021; July was slightly lower at roughly 330,000 gallons a day lower year-to-year. It's good to see this gap narrow considering last year was so hot and dry, we expected to see a slight difference. So far in August demands are tracking in the expected range and should close the gap.

## FIELD PRODUCTION REPORT FY 2022/2023

[illegible]



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## MEMORANDUM

To: Board of Directors

From: Cathy Middleton, Office Supervisor

Date: August 1, 2022

Re: July Monthly Customer Service Production Report

The meter readers read 6,958 meters this month.

Of the 7,252 bills that were sent out this month, 965 of them were sent via e-mail and 2 were estimated.

We mailed out 1,045 late notices and e-mailed 143 for a total of 1,188.

Of the 436 door hangers that were hung this month, we turned 68 of them off.

Customer assistance was given to 4 customers and 22 customers were sent to collections.

There were 27 maintenance orders done. They consisted of the following:

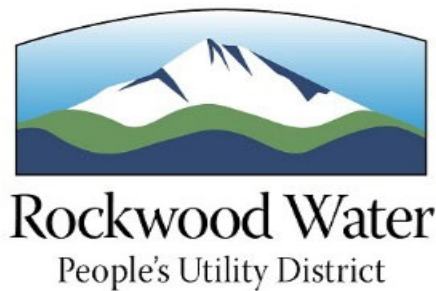
- 21 were to check high usage, verify read, and check if leaking
- 2 were to shut off/on for repairs
- 1 was to check if the meter was working
- 1 was to check the meter box
- 2 were to check pressure

There were 2,246 phone calls and 616 walk-ins this month.

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

# Customer Service Production Report FY 2022 - 2023

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,958												6,958
Estimates	2												2
Bills	7,252												7,252
Late Notices	1,188												1,188
Door Hangers	436												436
Turn Offs	68												68
Final Reads	73												73
New Accts	56												56
Bill Assistance	4												4
Collection Agency	22												22
Leak Adjustments	48												48
Phone Calls	2,246												2,246
Walk Ins	616												616
Work Orders	27												27
Misreads	-												-
Found On	-												-
Meters Pulled	-												-





## MEMORANDUM

To: Board of Directors

From: Jeremy Hudson, District Engineer

Date: August 17, 2022

Re: Engineer's Report: August 24, 2022 Board Meeting

The Cascade Reservoir 2 (CR2) contractor has poured the south half of the roof and is reinstalling the shoring for the north half of the reservoir roof. The rebar will be installed at the end of this month, in advance of the pour on September 6. It will take approximately five weeks to water cure the concrete, strip the forms, and remove the shoring. The wrapping and final concrete application will approximately 60 days. The contractor is waiting until September for valve and fittings delivery to complete the Cascade Well 7 (CW7) and 36" groundwater transmission mains (TM). Paving on 201<sup>st</sup> is complete other than the locations where valves are yet to be installed. Final connections for the onsite waterlines will be made after the summer water demands are reduced and groundwater isn't needed. The roof framing/sheathing for CW7 wellhouse has is nearly complete. The well pump will arrive in October. The Groundwater Development Projects (GDP) Package 1 includes the structural updates to Cascade Reservoir 1 (CR1) and the design for CR2, CW7 pump station (PS) and TM, Capital Improvement Project (CIP) ST4, and a portion of the proposed 36" groundwater TM Package 2B.

Two proposals were submitted a for design for Package 4, and each proposal was scored/ranked by the District and City of Gresham. Interviews were scheduled and after evaluating both proposals, Murraysmith was selected. Designs should begin in September and take a year. Construction will begin at the end of 2023. Package 4 is a 20-30 million gallon per day (MGD) treatment facility and PS upgrade.

Package 3 is a 4 MGD treatment facility, reservoir upgrade and new wellhouse (CW8) located at 141<sup>st</sup> Avenue PS. Consultants submitted a land-use application in anticipation of the designs. A final decision should be issued this fall. The RFP for design was due on August 10. The District received one proposal and we are evaluating it this week. CW8 redevelopment is nearly complete. Improvements to the baseline testing is promising. Schneider Water Services will pump test the aquifer in October, after the high summer demands have lessened.

Package 2A is a TM project which moves water between an expanded Glendoveer Pressure Zone (PZ) and Main Zone. This project is in the design phase and construction is set to begin in Q3 of 2023.

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

Current design and construction projects for this FY are described below.

**FY 2022/2023:**

**ST20** – Located on SE 154th Avenue between SE Stark Street and E Burnside Street, this project replaces 1,120 lineal feet (lf) of 4” OD (Outside Diameter Steel) with 6” Ductile Iron (DI) lines.

**ST21** - Located on SE 157th Avenue between SE Stark Street and E Burnside Street, this project replaces 1,102 lf of 4” OD with 6” DI lines.

**ST7 & ST8** – These projects are located on NE 146<sup>th</sup> Avenue from NE Glisan Street to E Burnside Street, and NE Everett Street from NE 146<sup>th</sup> Avenue to the dead-end to the east. These replace 1,460 lf of 8” OD with 8” DI and 312 lf of 4” OD with 6” DI.

**ST11** – This project is located on NE 217<sup>th</sup> Avenue from 340 feet south of NE Stark Street to NW 25<sup>th</sup> Street. ST11 replaces 1,172 lf of 8” OD with 12” DI. 340 lf of 12” DI was installed this last FY in preparation for two projects within this area.

**City of Gresham managed GDMP Projects:**

**Package 2B** – 36” TM, Cascade to the District’s Bella Vista and Gresham’s Grant Butte reservoirs. This project is in design.

**Package 5** – 223<sup>rd</sup> & Stark Street, drilling a production well onsite this year and designing the wellhouse, water treatment facility and TM in 2023. The drilling of Cascade Well 6 has begun and are approximately 30 feet below ground surface.

**Package 6** – Kirk Park (CW9) wellhouse and TM draft design is approaching the 90% draft and will be finalized by the end of 2022. This TM will terminate at our Cascade site and contribute to the finished water that is pumped to the Bella Vista/Grant Butte reservoirs.



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## MEMORANDUM

To: Board of Directors

From: Nyla Clark, Government Affairs Coordinator

Date: August 15, 2022

Re: Government Affairs Activities

### **CONSERVATION**

- We are currently running our outdoor water campaign. During the National Night out event this month we were able to get 21 kits out to the community. We will switch to our indoor campaign this fall.

### **EDUCATION/OUTREACH**

- Staff attended a National Night Out event hosted by North Gresham Neighborhood Association at Kirk Park. Rockwood shared a table with the City of Gresham and talked with the community about the Cascade Groundwater Alliance, give away some water bottles and conservation items, and talk about the new Well #9 and Pump station that will be located in the Park. This was associated with a ribbon cutting ceremony for the new playground at the Park. Multnomah County included the District in their event news, you can read all about it here:
  - <https://www.multco.us/multnomah-county/news/building-community-spreading-positivity-national-night-out-north-gresham>
- I Love Rockwood Event
  - Staff will be at the I Love Rockwood Event. We will have informational resources, conservation devices and “swag” items to give away.
    - When: Sunday, August 28, 11am- 7pm
    - Where: Rockwood Market Hall  
18535 SE Stark St,  
Portland, OR 97233
- The District has been participating in outreach campaigns with the Regional Water Providers Consortium on social media. During the month of August, the campaign is focused on 7 Days, 7 Ways to Save Water Outdoors.
- Rockwood will host the PNWS-AWWA NW Oregon Subsection lunch meeting on October 20<sup>th</sup>. Staff is working with the subsection lead to create a programming agenda for the event. More details will be shared as we get closer to the event. Board members and staff are welcome to attend.

## **UPCOMING TRAINING OPPORTUNITIES**

### **SDAO 2022 Training Schedule**

SDAO Classes: You can view all SDAO training here along with full descriptions of trainings: <https://www.sdao.com/calendar>

Please let Nyla know if you would like to attend any of these classes and she can help sign you up.

### **Board of Directors and Management Staff Training**

*8:30am-4pm (All Dates and Locations) | Cost: \$75 In Person, \$15 Virtual*

Attorney Eileen Eakins and SDAO Senior Consultant George Dunkel will be traveling across the state to deliver their full-day training tailored to special district board members and management staff. Eileen and George will provide a comprehensive overview of laws and regulations governing Oregon's special districts and the public officials that represent them. It is essential training for newly elected board members and newly appointed management staff, but even experienced individuals will benefit from this training. Trainings will run from 8:30am-4pm. If you are unable to attend in person, there will be one option to participate virtually on August 31st.

Aug. 30 | Newport – Best Western Agate Beach Inn

Aug. 31 | Salem - Chemeketa Eola (Virtual Option)

Credits:

- Board Leadership Academy and Fire District Directors Academy – All Module 1 and Module 2 Credits – Earn your bronze-level certificate!
- SDAO Academy – District Management: Board Relations (5 Credits), Ethics (5 Credits), Public Meetings and Public Records (5 Credits)

### **SDAO Summer Conference & Awards Banquet**

*Thursday, September 15th | Salem Convention Center | Cost: Free for SDAO Members*

SDAO and SDIS will be hosting a complimentary, one-day conference and networking event at the Salem Convention Center on September 15th for SDAO members. We are looking forward to the opportunity to provide valuable training, honor our 2022 award recipients, and network with one another after a long pause on in-person events.

### **SDAO Risk Management Trainings**

(Virtual Option Available)

Location - SDAO Salem Office

Mar. 15, May 17, Jul. 13, Sept. 20, and Nov. 16.



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## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: August 17, 2022

Re: Finance/Budget Report – July 2022

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. As the first period of a new fiscal year, the values will be lower from the previous year due to the much lower rate increase of 5.1% and lower water demands in comparison with the first part of the previous fiscal year.

- Water sales revenue at the end of July 2022 (Period 1) showed a **0.8% decrease** when compared to Period 1 in July 2021. Water sales in July of 2022 were lower than in July of 2021 due to the extreme heat wave from last year. We do expect the first part of Fiscal Year (FY) 2022 to result in lower overall revenue than the same time last year due to the modest rate adjustment of 5.1% and the relatively lower water demand as a result of the extremely cool, wet spring this year. Despite warm weather this summer, customers are not using as much water overall, perhaps because ground was very saturated and due to conservation measures. However, the revenue is on track and continues to demonstrate that the District's ability to meet debt service requirements for the 2021 bond sales and WIFIA loan that will fund the Groundwater Development Plan is on target.
- Overall revenue for Period 1 is **0.74%** lower than the same period in FY 2020/2021 reflecting the impact of the moderate rate increase, and lower water demand in July 2022 in comparison to last year. Please note that the groundwater payments to and from the City of Gresham for the Cascade Groundwater Supply Projects are removed from this calculation. The non-sales revenue in Period 1 FY 2021/2022 is similar to the same period in FY 2020/2021 at **1%** above the previous year.
- Personal Services show a normal use pattern for this time of year, with 7% of budget expended 8% of the year has been completed. Materials and Services expenditures are 4% of total budget. Capital Outlay for non-Cascade Groundwater projects have not been charged to the budget this early in the fiscal year.

**FISCAL YEAR 2022-23**
**JULY, 2022**
**REVENUES**

Category		Budget	July 2022	July 2021	Variance	Year To Date	Projection	Balance of FY 21-22
100.3-01-0101	Beginning Fund Balance	10,419,346						
100.3-10	Water Sales	11,410,250	726,643	732,637	-0.8%	732,637	11,623,293	10,890,655
100.3-20	Fees & Special Charges	357,270	26,153	28,838	-9.3%	28,838	372,884	344,046
100.3-40	Charges for Service	450,000	55,010	19,923	176.1%	19,923	391,361	371,439
100.3-50	Investment Income	86,000	18,892	21,421	-11.8%	21,421	84,692	63,271
100.3-60	Other Income	691,463	44,268	73,416	-39.7%	73,416	708,882	635,466
100.3-90	Other Financing Sources	1,023,500	(3,170)	185,405		185,405	628,578	443,174
	Total Revenue Budget	24,437,829	867,796	1,061,639		1,061,639	13,809,690	12,748,051
	Annual Running Revenue (Includes Codes 100.3-10 thru -90)	14,018,483	867,796	1,061,639	-18.3%	1,061,639		

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

**EXPENDITURES**

		Budget	July 2021	Total To Date	% Expended
5.10-4000	Personnel Services	3,805,600	251,050	251,050	7%
5.20-5000	Material & Services	2,280,430	90,096	90,096	4%
	Water Purchase	3,088,892	0	0	0%
5.40-4000	Capital Outlay	1,683,500	7,059	7,059	0%
5.60-7000	Transfers	1,955,950	0	0	0%
5.70-7000	Contingency	1,500,000	0		
5.90-8000	Unappropriated Balance	10,138,457	0		
	Total Expense Budget	24,452,829	348,206	348,206	1%
	Annual Running Expense (Includes Codes 5.1 - 5.4)	10,858,422	348,206	348,206	3%

**ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT  
MINUTES, REGULAR MEETING OF THE BOARD  
July 27, 2022**

**Rockwood Water Board Room and 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); Jeremy Hudson, District Engineer (DE); Daniel Zimmerman, Senior Accountant (SA); Nyla Clark, Government Affairs Coordinator (GAC), Jeremy Hanson, Associate Engineer (AE), Jay Breen, Assistant Superintendent: Operations (ASO)

**Guests present:** Cori Johnson

**President Tom Lewis** called the meeting to order at 6:02 p.m.

**APPROVAL OF THE AGENDA**

President Lewis asked if there were any changes or additions to the agenda. GM Duncan noted an agenda item added, *Fund 501 Groundwater Production Expense Over Budget*. This agenda item is just before *For the Good of the Order*.

**Steve Okazaki moved to approve the agenda as amended. Larry Dixon 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. GM Duncan noted there were no changes to the consent agenda.

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

**APPROVAL OF MINUTES**

President Lewis asked if there were any changes to the minutes. There were no changes.

**Larry Dixon moved to approve the minutes from the June 22, 2022, 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.

Kathy Zimmerman asked for more details on the line item: 01089, City of Portland, Marketing Items.

GAC Clark answered that they are marketing items provided by the Regional Water Providers Consortium for the community. The District utilizes these in the front office and at community events.

Kathy Zimmerman asked why there are now individual line items located on page 40 for IRS, Oregon department of Revenue, etc., rather than them all being bundled into one.

GM Duncan explained that this is the result of the new Tyler System. OS Middleton added that it will always show this way when the District does payroll and that some of the items on this month's statement were corrections.

Tom Lewis asked if the line-item, 11378, HR Answers, was a result of the service reviewing the most recent job description, referring to the Assistant Superintendent Operations. GM Duncan answered that they did a review of the most recent job description and have helped review job descriptions and conduct a wage study for all positions at the District. DS Andy Crocker commented that the study has helped the District with description and classification of current positions and the newly created Operator job series.

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

### **PUBLIC COMMENT**

There were no public comments.

### **LUSTED HILL WATER SYSTEM WHOLESALE PURCHASE CONSIDERATION**

GM Duncan shared that Lusted Hill Water District, partially located within the City of Gresham's Urban Growth Boundary, is interested in having the City of Gresham sell them water wholesale. They currently purchase from the City of Portland. GM Duncan explained that per Intergovernmental Agreement (IGA) 1827 Amendment No. 1 Rockwood committed 18 MGD of its water rights to the City of Gresham for its use, and it is recommended that the Board allow the use of this portion of the water rights for Lusted Wholesale purchase as well. If the Rockwood Board consents to the use of the water rights, Gresham will proceed with negotiations with Lusted and the use of water for this purpose, once formalized, may be defined in a future operations IGA between Rockwood and Gresham.

Lusted Hill Water Usage:

- Average Day Demand: 0.145 Million Gallons per Day (MGD) or 101 Gallons Per Minute (GPM)
- Peak 3 Day average demand: 0.40 MGD or 278 GPM
- July, Aug & Sept average day is 0.24 MGD or 167 GPM

Larry Dixon asked if the wholesale income would come to Rockwood or Gresham. GM Duncan answered that Gresham would receive the income but Lusted Hill Water District would need to pay for any infrastructure needed.

The board discussed the benefits and concerns of this partnership. The Board advised that they would like to continue this discussion and learn more as the process continues.

### **STRATEGIC PLAN REVIEW**

The board provided feedback on the strategic plan during the May Board meeting. GM Duncan provided the updated version with the included feedback from the Board. Because this is a guidance document board approval is not needed. The Board noted their appreciation for the hard work from staff on the plan. The Board is pleased with the Strategic Plan overall.

### **OREGON INFRASTRUCTURE FINANCE AUTHORITY BOARD EXECUTIVE APPOINTMENT**

On June 30 2022 GM Duncan received an invitation to become a Board Member on the Oregon Infrastructure Finance Authority. This Board reviews and approves infrastructure funds in Oregon. GM Duncan asked for approval to accept the invitation and to serve on the Board.



The Board discussed the position and the potential issues and benefits. The Board asked GM Duncan what the time commitment would be. GM Duncan answers that the time commitment includes six (6) meetings per year, with one of the meetings being a site visit to a Business Oregon funded project. This years on the road meeting is scheduled for August 5th in Coos Bay.

After much discussion it is decided that the board supports this position. GM Duncan will move forward and accept the position.

**RESOLUTION NO. RWPUD 22/23-001 RESOLUTION TO AUTHORIZE AN FY 22/23 ANNUAL WAGE ADJUSTMENT FOR NON REPRESENTED DISTRICT STAFF**

**Steve Okazaki moved to adopt Resolution No. RWPUD 22/23-001 - Resolution to authorize an annual wage adjustment for non represented district staff for the fiscal year commencing July 1, 2022. Colby Riley seconded the motion. The motion was approved; none opposed.**

**FUND 501 GROUNDWATER PRODUCTION EXPENSE OVER BUDGET**

GM Duncan explained that a discrepancy in the budget was discovered. In fund 501 there were two-line items: Pumping & operating supplies that both came in over budget. This was due to the heat dome last year and increased pumping along with chlorine shortages and increased expenses. GM Duncan explained that corrective action has been taken and that future budgets will include an increased funding level to appropriately fund pumping and operating supplies during high water demand years.

**FOR THE GOOD OF THE ORDER**

GM DUNCAN shared employees that have upcoming employee anniversaries:

- Cathy Middleton, 25 Years
- Heather Conner, 5 Years
- Jesse Stroh, 5 Years
- Christopher Kipp, 5 Years

**NEXT MEETING**

**President Lewis** reminded everyone the next Board meeting will be Wednesday, August 24, 2022 at 6:00 p.m.

**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 7:12 p.m.

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Secretary





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## MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: August 17, 2022

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$837,347.26. Additionally, there were two payroll cycles and a board payroll totaling \$117,333.82. If you have any questions regarding any of the checks listed, please don't hesitate to call Kari or myself anytime.

The cash balances on July 31, 2022 are as follows:

Restricted Cash - \$2,528,634.57  
Unrestricted Cash - \$19,453,642.49



**Rockwood Water**  
People's Utility District

19601 NE Halsey Street  
Portland, OR 97230-7430  
503-665-4179 - Phone  
503-667-5108 - Fax  
[www.rwpud.org](http://www.rwpud.org)

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## MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 8/24/2022

FOR THE PERIOD **July 2022**

1. Were books balanced and reconciled (General & Trust)? No  
If no, why not?  
June 2022 Umpqua Bank Reconciliation has now been complete. Due to change from AS400 to Incode 10 software and changing from Point & Pay to Open Edge for payment processor the District is still working on the July Umpqua Bank Reconciliation. The LGIP Bank is reconciled through July 2022.
2. Are YTD revenues and expenditures tracking per budget plan? Yes  
If no, explain variances or flags.
3. Were all payroll liabilities paid in a timely manner? Yes  
If no, explain why not.
4. Were required payroll reports (Federal, State) filed in a timely manner? Yes  
If no, explain why not.
5. Were any cases of fraud detected and addressed? No  
If yes, explain situation and actions taken and underway.
6. Were any changes made to the internal control system? No  
If yes, describe changes.
7. Were all cash and investment accounts reconciled per schedule (LGIP)? Yes  
If no, explain why not.



**Rockwood Water**  
People's Utility District

Rockwood Water District, OR

# Check Report

By Check Number

Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: UMPQUA BANK-UMPQUA BANK</b>						
01224	AT&T MOBILITY	07/21/2022	Regular	0.00	1,787.42	52171
<a href="#">INV0001061</a>	Invoice	07/20/2022	CELL PHONES/INTERNET	0.00	1,787.42	
11443	DMYTRO TITUKH	07/21/2022	Regular	0.00	45.48	52172
<a href="#">INV0001067</a>	Invoice	07/20/2022	CLOSED ACCOUNT REFUND	0.00	45.48	
10289	FAIRVIEW, CITY OF	07/21/2022	Regular	0.00	3,551.64	52173
<a href="#">FUT-Q2-22</a>	Invoice	06/30/2022	APR-JUN 2022 PRIVILEGE TAX	0.00	3,551.64	
01187	FISERV	07/21/2022	Regular	0.00	56.60	52174
<a href="#">INV0001074</a>	Invoice	07/21/2022	RETURNED HOME BANKING PAYMENT	0.00	56.60	
00507	GRESHAM, CITY OF	07/21/2022	Regular	0.00	113,331.76	52175
<a href="#">GUT-Q2-22</a>	Invoice	06/30/2022	APR-JUN 2022 PRIVILEGE TAX	0.00	113,331.76	
00015	KAISER PERMANENTE	07/21/2022	Regular	0.00	16,837.86	52176
<a href="#">INV0001065</a>	Invoice	07/20/2022	EMPL MED/DENTAL INSURANCE	0.00	16,837.86	
01184	KIPP, CHRIS	07/21/2022	Regular	0.00	101.25	52177
<a href="#">INV0001070</a>	Invoice	07/20/2022	MILEAGE ON CALL	0.00	101.25	
11444	PI MOUNTAIN KNOLLS, LLC	07/21/2022	Regular	0.00	2,597.39	52178
<a href="#">INV0001071</a>	Invoice	07/20/2022	REFUND OVERPAYMENT-PAID WRONG AM...	0.00	2,597.39	
00181	PORTLAND GENERAL ELECTRIC	07/21/2022	Regular	0.00	10,393.79	52179
<a href="#">INV0001057</a>	Invoice	07/20/2022	Portland General Electric	0.00	10,393.79	
00070	PORTLAND, CITY OF	07/21/2022	Regular	0.00	35,049.92	52180
<a href="#">PUT-Q2-22</a>	Invoice	06/30/2022	APR -JUN 2022 PRIVILEGE TAX	0.00	35,049.92	
01254	ZIPLY FIBER	07/21/2022	Regular	0.00	1,277.26	52181
<a href="#">INV0001064</a>	Invoice	07/20/2022	Ziply Fiber	0.00	1,277.26	
00461	ALLWOOD RECYCLERS, INC.	07/21/2022	Regular	0.00	21.00	52182
<a href="#">217333</a>	Invoice	07/21/2022	Brush Dump From 141st	0.00	21.00	
00048	CABLE, HUSTON, BENEDICT, ET AL	07/21/2022	Regular	0.00	2,900.00	52183
<a href="#">120881</a>	Invoice	07/21/2022	Legal Fees	0.00	2,900.00	
00054	CESSCO, INC.	07/21/2022	Regular	0.00	179.80	52184
<a href="#">449727</a>	Invoice	07/21/2022	saw blades	0.00	179.80	
00977	COLUMBIA PEST CONTROL, INC	07/21/2022	Regular	0.00	125.00	52185
<a href="#">231622</a>	Invoice	07/21/2022	Pest Control	0.00	125.00	
00066	CONSOLIDATED SUPPLY COMPANY	07/21/2022	Regular	0.00	255.06	52186
<a href="#">S010777827.001</a>	Invoice	07/21/2022	Hersey Register Locking Pin	0.00	3.06	
<a href="#">S010923373.001</a>	Invoice	07/21/2022	3" Sweat Flange	0.00	252.00	
00250	FEDEX	07/21/2022	Regular	0.00	39.13	52187
<a href="#">7-798-91707</a>	Invoice	07/21/2022	Fed Ex Shipping / Invoice # 7-798-91707	0.00	39.13	
00427	GRAINGER	07/21/2022	Regular	0.00	632.59	52188
<a href="#">9376503463</a>	Invoice	07/21/2022	Extension cords for pipe loop	0.00	50.56	
<a href="#">9376528353</a>	Invoice	07/21/2022	1/4-3/4 Box end wrench set	0.00	60.10	
<a href="#">9377213740</a>	Invoice	07/21/2022	Sump Pump CheckValve	0.00	54.24	
<a href="#">9378008586</a>	Invoice	07/21/2022	PVC 90	0.00	32.70	
<a href="#">9380902099</a>	Invoice	07/21/2022	Centifugal pump for GW sample	0.00	434.99	

## Check Report

Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01137	JW UNDERGROUND INC	07/21/2022	Regular	0.00	2,199.99	52189
<a href="#">42420</a>	Invoice	07/21/2022	Dump Fee - Leak Repair	0.00	568.44	
<a href="#">42421</a>	Invoice	07/21/2022	JOB 333 - Dump & Rock Fee	0.00	1,631.55	
00753	KNIFE RIVER CORPORATE NW	07/21/2022	Regular	0.00	1,128.87	52190
<a href="#">2825815</a>	Invoice	07/21/2022	JOB 333 - Crushed Rock	0.00	246.87	
<a href="#">2827076</a>	Invoice	07/21/2022	Leak Repair	0.00	882.00	
00707	NORTHWEST HANDLING SYSTEMS, INC	07/21/2022	Regular	0.00	1,494.80	52191
<a href="#">03E1038780</a>	Invoice	07/21/2022	Storage for pipe fittings	0.00	1,494.80	
00940	O'REILLY AUTO PARTS	07/21/2022	Regular	0.00	241.48	52192
<a href="#">2514-356651</a>	Invoice	07/21/2022	filters and gallon oil	0.00	65.56	
<a href="#">2514-356704</a>	Invoice	07/21/2022	filters and gallon oil	0.00	175.92	
01057	OXARC, INC	07/21/2022	Regular	0.00	71.34	52193
<a href="#">31577379</a>	Invoice	07/21/2022	welding supplies	0.00	31.07	
<a href="#">31581902</a>	Invoice	07/21/2022	forklift propane	0.00	40.27	
00360	PARKROSE HARDWARE	07/21/2022	Regular	0.00	29.97	52194
<a href="#">G69973/P</a>	Invoice	07/21/2022	bandsaw blades	0.00	29.97	
00172	PARR LUMBER COMPANY	07/21/2022	Regular	0.00	252.84	52195
<a href="#">6964861</a>	Invoice	07/21/2022	Concrete Bags	0.00	252.84	
00443	POLLARD WATER	07/21/2022	Regular	0.00	741.00	52196
<a href="#">WP029919</a>	Invoice	07/21/2022	Tap Machine Parts	0.00	741.00	
00225	PORTER W. YETT COMPANY	07/21/2022	Regular	0.00	245.60	52197
<a href="#">23915</a>	Invoice	07/21/2022	JOB 333 - Paving	0.00	245.60	
00184	PORTLAND WATER BUREAU	07/21/2022	Regular	0.00	658.00	52198
<a href="#">80313</a>	Invoice	07/21/2022	WO 57 - PBOT Permit - Parklane Elementary	0.00	658.00	
00458	PREMIER RUBBER LLC	07/21/2022	Regular	0.00	86.15	52199
<a href="#">0417279-IN</a>	Invoice	07/21/2022	hose nozzle air fittings	0.00	86.15	
01174	PURCHASE POWER	07/21/2022	Regular	0.00	503.50	52200
<a href="#">INV0001052</a>	Invoice	07/21/2022	Postage	0.00	503.50	
10360	RIGGING PRODUCTS, INC	07/21/2022	Regular	0.00	79.00	52201
<a href="#">2486</a>	Invoice	07/21/2022	lifting straps	0.00	79.00	
00020	SAIF CORPORATION	07/21/2022	Regular	0.00	1,950.69	52202
<a href="#">1000948390</a>	Invoice	07/21/2022	Workers Compensation Payment	0.00	1,950.69	
00866	TRAFFIC SAFETY SUPPLY CO, INC	07/21/2022	Regular	0.00	1,014.00	52203
<a href="#">INV050814</a>	Invoice	07/21/2022	No Parking Signs	0.00	1,014.00	
00813	GSI WATER SOLUTIONS, INC	07/25/2022	Regular	0.00	83,478.87	52207
<a href="#">20-2855.00-24</a>	Invoice	06/30/2022	JOB 313 PACKAGE #1	0.00	6,613.05	
<a href="#">20-2964.00-19</a>	Invoice	06/30/2022	JOB 315 PILOT STUDY	0.00	9,460.30	
<a href="#">21-3113.00-14</a>	Invoice	06/30/2022	JOB 313 PACKAGE #1	0.00	67,405.52	
00813	GSI WATER SOLUTIONS, INC	07/25/2022	Regular	0.00	-83,478.87	52207
11393	LTT Partners	07/25/2022	Regular	0.00	6,695.80	52208
<a href="#">546127</a>	Invoice	06/30/2022	ACCESS CONTROL HARDWARE	0.00	6,695.80	
01217	MURRAYSMITH	07/25/2022	Regular	0.00	83,478.87	52209
<a href="#">20-2855.00-24</a>	Invoice	06/30/2022	JOB 313 PACKAGE #1	0.00	6,613.05	
<a href="#">20-2964.0-19</a>	Invoice	06/30/2022	JOB 315 PILOT STUDY	0.00	9,460.30	
<a href="#">21-3113.00-14</a>	Invoice	06/30/2022	JOB 313 PACKAGE #1	0.00	67,405.52	
11377	Atlas Technical Consultants, LLC	07/28/2022	Regular	0.00	313.75	52212
<a href="#">19780</a>	Invoice	07/28/2022	JOB 313 PACKAGE #1	0.00	313.75	

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Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
11446	DAVID & LANA MAGDA	07/28/2022	Regular	0.00	219.03	52213
<a href="#">07-70353-02</a>	Invoice	07/28/2022	CLOSED ACCOUNT REFUND	0.00	219.03	
11441	DEPARTMENT OF JUSTICE	07/28/2022	Regular	0.00	264.00	52214
<a href="#">INV0001121</a>	Invoice	07/29/2022	PAYMENT ORDER ID 21DR17205	0.00	264.00	
01184	KIPP, CHRIS	07/28/2022	Regular	0.00	70.00	52215
<a href="#">INV0001116</a>	Invoice	07/28/2022	ON CALL MILEAGE	0.00	70.00	
01004	LIFEMAP ASSURANCE COMPANY	07/28/2022	Regular	0.00	1,973.15	52216
<a href="#">IN0774499</a>	Invoice	07/26/2022	EMPL DISB/LIFE INSURANCE	0.00	1,973.15	
11401	NICHOLAS HENRY	07/28/2022	Regular	0.00	264.95	52217
<a href="#">INV0001115</a>	Invoice	07/28/2022	SAFETY BOOT REIMBURSEMENT	0.00	264.95	
00139	NORTHWEST NATURAL GAS COMPANY	07/28/2022	Regular	0.00	37.98	52218
<a href="#">INV0001076</a>	Invoice	07/26/2022	HEATING	0.00	37.98	
00014	OREGON AFSCME	07/28/2022	Regular	0.00	394.70	52219
<a href="#">INV0001127</a>	Invoice	07/29/2022	Union Dues	0.00	394.70	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	07/28/2022	Regular	0.00	92.50	52220
<a href="#">INV0001128</a>	Invoice	07/29/2022	United Way	0.00	92.50	
01249	ACI PAYMENTS, INC	07/28/2022	Regular	0.00	103.20	52221
<a href="#">1000074806</a>	Invoice	07/28/2022	Home Banking Fee	0.00	103.20	
00442	ADVANCED AUTO PARTS	07/28/2022	Regular	0.00	77.44	52222
<a href="#">5744-810321</a>	Invoice	07/28/2022	def fluid	0.00	77.44	
01089	CITY OF PORTLAND	07/28/2022	Regular	0.00	35,408.00	52223
<a href="#">10410691</a>	Invoice	07/28/2022	FY22-23 Consortium Dues	0.00	35,408.00	
01253	CITY WIDE FACILITY SOLUTIONS	07/28/2022	Regular	0.00	697.00	52224
<a href="#">32035002345</a>	Invoice	07/28/2022	Office Cleaning	0.00	697.00	
00059	COAST PAVEMENT SERVICES, INC	07/28/2022	Regular	0.00	260.00	52225
<a href="#">4674072522</a>	Invoice	07/28/2022	Parking Lot Sweeps	0.00	260.00	
01147	CRYSTAL GREENS LANDSCAPING INC	07/28/2022	Regular	0.00	1,100.00	52226
<a href="#">112983</a>	Invoice	07/28/2022	Landscaping - Main Office - July 2022	0.00	525.00	
<a href="#">112984</a>	Invoice	07/28/2022	Landscaping - NW 1st July 2022	0.00	575.00	
00073	DELUXE FUEL OIL INC.	07/28/2022	Regular	0.00	5,507.05	52227
<a href="#">153738</a>	Invoice	07/28/2022	gas- diesel	0.00	2,503.25	
<a href="#">153739</a>	Invoice	07/28/2022	gas- diesel	0.00	3,003.80	
00607	FERGUSON WATERWORKS #3011	07/28/2022	Regular	0.00	1,875.00	52228
<a href="#">1118016</a>	Invoice	07/28/2022	3" Double Check	0.00	1,875.00	
00427	GRAINGER	07/28/2022	Regular	0.00	214.82	52229
<a href="#">9386607106</a>	Invoice	07/28/2022	air regulator spray cleaner	0.00	214.82	
00460	HUMAN SOLUTIONS, INC	07/28/2022	Regular	0.00	140.00	52230
<a href="#">INV0001097</a>	Invoice	07/28/2022	Customer Assistance June 2022	0.00	140.00	
01137	JW UNDERGROUND INC	07/28/2022	Regular	0.00	108.00	52231
<a href="#">42567</a>	Invoice	07/28/2022	Misc Leak - dump fee	0.00	108.00	
11393	LTT Partners	07/28/2022	Regular	0.00	2,516.80	52232
<a href="#">546136</a>	Invoice	07/28/2022	Security camera and sensors	0.00	2,516.80	
00126	MOEN MACHINERY COMPANY	07/28/2022	Regular	0.00	6.31	52233
<a href="#">GRE-1019450</a>	Invoice	07/28/2022	weed eater choke	0.00	6.31	
00940	O'REILLY AUTO PARTS	07/28/2022	Regular	0.00	34.99	52234

## Check Report

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">2514-358551</a>	Invoice	07/28/2022	rw46 oil change	0.00	34.99	
00360	PARKROSE HARDWARE	07/28/2022	Regular	0.00	123.12	52235
<a href="#">G72459/P</a>	Invoice	07/28/2022	drill bits hardware	0.00	24.50	
<a href="#">G73140/P</a>	Invoice	07/28/2022	weed eater string/ bolts	0.00	35.06	
<a href="#">G74302/P</a>	Invoice	07/28/2022	drill bits paint	0.00	57.94	
<a href="#">G74791/P</a>	Invoice	07/28/2022	sign rivets	0.00	5.62	
00443	POLLARD WATER	07/28/2022	Regular	0.00	6.60	52236
<a href="#">WPO29919-1</a>	Invoice	07/28/2022	Tap Machine Parts	0.00	6.60	
00225	PORTER W. YETT COMPANY	07/28/2022	Regular	0.00	1,763.30	52237
<a href="#">23277</a>	Invoice	07/28/2022	Misc Paving	0.00	1,763.30	
00189	QUILL CORPORATION	07/28/2022	Regular	0.00	405.38	52238
<a href="#">26307387</a>	Invoice	07/28/2022	MULT. OFFICE SUPPLIES	0.00	224.49	
<a href="#">26308555</a>	Invoice	07/28/2022	MULT. OFFICE SUPPLIES	0.00	145.90	
<a href="#">26312776</a>	Invoice	07/28/2022	MULT. OFFICE SUPPLIES	0.00	34.99	
00194	S & B INC.	07/28/2022	Regular	0.00	20,729.05	52239
<a href="#">25722E</a>	Invoice	07/28/2022	JOB 313 - Well 7	0.00	12,896.25	
<a href="#">26124A</a>	Invoice	07/28/2022	Invoice 26124A Pilot Loop/ Filter Controls	0.00	5,228.30	
<a href="#">26216A</a>	Invoice	07/28/2022	Invoice 26216A Cleveland PS Analyzer signal ...	0.00	242.00	
<a href="#">26217A</a>	Invoice	07/28/2022	Invoice 26217A	0.00	1,815.00	
<a href="#">26218A</a>	Invoice	07/28/2022	Invoice 26218A	0.00	547.50	
00461	ALLWOOD RECYCLERS, INC.	08/04/2022	Regular	0.00	78.00	52240
<a href="#">219000</a>	Invoice	08/04/2022	Wood Dump	0.00	28.00	
<a href="#">219245</a>	Invoice	08/04/2022	Wood Dump	0.00	50.00	
01029	CARDMEMBER SERVICE	08/04/2022	Regular	0.00	5,377.52	52241
<a href="#">INV0001165</a>	Invoice	08/04/2022	148TH/DIVISION INTERNET	0.00	111.85	
<a href="#">INV0001166</a>	Invoice	08/04/2022	Comcast - 141st Telemetry	0.00	116.85	
<a href="#">INV0001168</a>	Invoice	08/04/2022	OGFOA MEMBERSHIP CM	0.00	120.00	
<a href="#">INV0001169</a>	Invoice	08/04/2022	OGFOA MEMBER DUES - DZ	0.00	120.00	
<a href="#">INV0001170</a>	Invoice	08/04/2022	Water Managers Meeting - Breakfast	0.00	240.24	
<a href="#">INV0001171</a>	Invoice	08/04/2022	Comcast - Main Office Internet Phones	0.00	289.85	
<a href="#">INV0001172</a>	Invoice	08/04/2022	Boardroom Blinds	0.00	742.93	
<a href="#">INV0001173</a>	Invoice	08/04/2022	oil vac / drain	0.00	852.28	
<a href="#">INV0001174</a>	Invoice	08/04/2022	craigslist ad	0.00	5.00	
<a href="#">INV0001175</a>	Invoice	08/04/2022	gate saftey loops	0.00	83.13	
<a href="#">INV0001176</a>	Invoice	08/04/2022	FLY TRAPS	0.00	4.99	
<a href="#">INV0001177</a>	Invoice	08/04/2022	SDAO - Golf Tournament - Registration - Rei...	0.00	140.00	
<a href="#">INV0001178</a>	Invoice	08/04/2022	SDAO - Golf Tournament - Registration - Rei...	0.00	140.00	
<a href="#">INV0001179</a>	Invoice	08/04/2022	Job Posting for Operator in Training / OP1	0.00	90.00	
<a href="#">INV0001180</a>	Invoice	08/04/2022	Job Posting for Temporary Worker	0.00	90.00	
<a href="#">INV0001181</a>	Invoice	08/04/2022	12" Bucket Holder	0.00	54.05	
<a href="#">INV0001182</a>	Invoice	08/04/2022	Breakfast for staff meeting on 6/23/22	0.00	179.95	
<a href="#">INV0001183</a>	Invoice	08/04/2022	State Business Renewal	0.00	50.00	
<a href="#">INV0001184</a>	Invoice	08/04/2022	Search Commander - website support	0.00	65.00	
<a href="#">INV0001185</a>	Invoice	08/04/2022	ACE 2022 Menger Hotel - Hanson	0.00	939.80	
<a href="#">INV0001186</a>	Invoice	08/04/2022	Digital video camera with batteries and case	0.00	389.99	
<a href="#">INV0001189</a>	Invoice	08/04/2022	Microsoft Office 365 Licenses	0.00	311.61	
<a href="#">INV0001190</a>	Invoice	08/04/2022	Microsoft Office 365 Licenses	0.00	160.00	
<a href="#">INV0001191</a>	Invoice	08/04/2022	Zoom Video Conferencing	0.00	80.00	
00981	CENTURYLINK	08/04/2022	Regular	0.00	45.28	52242
<a href="#">INV0001194</a>	Invoice	08/04/2022	SE 148TH TELEMETRY	0.00	45.28	
00001	CHAVES CONSULTING, INC.	08/04/2022	Regular	0.00	4,683.24	52243
<a href="#">211143</a>	Invoice	08/04/2022	July 2022 Mailing Billings	0.00	4,683.24	
00066	CONSOLIDATED SUPPLY COMPANY	08/04/2022	Regular	0.00	331.26	52244



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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">S010777827.003</a>	Invoice	08/04/2022	2" Hersey Registers	0.00	331.26	
00427	GRAINGER	08/04/2022	08/04/2022 Regular	0.00	130.60	52245
<a href="#">9397485740</a>	Invoice	08/04/2022	pre trip books	0.00	130.60	
00300	HACH COMPANY, INC	08/04/2022	08/04/2022 Regular	0.00	58.68	52246
<a href="#">13168312</a>	Invoice	08/04/2022	Reagents for pipe loop	0.00	58.68	
00975	HDR ENGINEERING, INC	08/04/2022	08/04/2022 Regular	0.00	8,629.00	52247
<a href="#">1200450003</a>	Invoice	08/04/2022	Rate Modeling for Budget	0.00	8,629.00	
01137	JW UNDERGROUND INC	08/04/2022	08/04/2022 Regular	0.00	216.00	52248
<a href="#">42701</a>	Invoice	08/04/2022	Dump Fees	0.00	216.00	
00753	KNIFE RIVER CORPORATE NW	08/04/2022	08/04/2022 Regular	0.00	265.20	52249
<a href="#">2837015</a>	Invoice	08/04/2022	WO-60 - crushed rock	0.00	265.20	
00604	LOWE'S	08/04/2022	08/04/2022 Regular	0.00	308.38	52250
<a href="#">924150</a>	Invoice	08/04/2022	screwdrivers tape measure	0.00	78.64	
<a href="#">924224</a>	Invoice	08/04/2022	Wood & Paint for Shop	0.00	144.63	
<a href="#">924665</a>	Invoice	08/04/2022	Misc. Supplies	0.00	56.19	
<a href="#">924893</a>	Invoice	08/04/2022	tools misc	0.00	28.92	
01125	NORTHSTAR CHEMICAL INC	08/04/2022	08/04/2022 Regular	0.00	11,160.00	52251
<a href="#">229862</a>	Invoice	08/04/2022	Low Satl Chlorine / Disinfection	0.00	11,160.00	
01047	OGLETREE, DEAKINS, NASH, SMOAK	08/04/2022	08/04/2022 Regular	0.00	187.50	52252
<a href="#">90723227</a>	Invoice	08/04/2022	Legal Services	0.00	187.50	
00940	O'REILLY AUTO PARTS	08/04/2022	08/04/2022 Regular	0.00	19.99	52253
<a href="#">2514-358840</a>	Invoice	08/04/2022	antifreeze	0.00	19.99	
00372	PAPE MACHINERY	08/04/2022	08/04/2022 Regular	0.00	46.20	52254
<a href="#">13784884</a>	Invoice	08/04/2022	mx2 switch	0.00	46.20	
00360	PARKROSE HARDWARE	08/04/2022	08/04/2022 Regular	0.00	43.06	52255
<a href="#">G78219/P</a>	Invoice	08/04/2022	misc hardware	0.00	37.90	
<a href="#">G80035/P</a>	Invoice	08/04/2022	mx2 hardware	0.00	5.16	
01124	PAVELCOMM INC.	08/04/2022	08/04/2022 Regular	0.00	2,985.81	52256
<a href="#">224725</a>	Invoice	08/04/2022	Pavelcomm Managed IT Services	0.00	2,985.81	
00976	PETERSON	08/04/2022	08/04/2022 Regular	0.00	1,627.55	52257
<a href="#">SW290077995</a>	Invoice	08/04/2022	bella vista gen set	0.00	1,627.55	
09999	PIP PRINTING AND DOCUMENT	08/04/2022	08/04/2022 Regular	0.00	1,792.27	52258
<a href="#">35759</a>	Invoice	08/04/2022	Newsletter Printing / Stuffing	0.00	1,792.27	
01173	PITNEY BOWES GLOBAL FINANCIAL	08/04/2022	08/04/2022 Regular	0.00	129.00	52259
<a href="#">3316066550</a>	Invoice	08/04/2022	Postage Machine quarterly fee	0.00	129.00	
00458	PREMIER RUBBER LLC	08/04/2022	08/04/2022 Regular	0.00	78.12	52260
<a href="#">0417863-IN</a>	Invoice	08/04/2022	mx2 hydro repair	0.00	78.12	
01009	RICOH USA, INC	08/04/2022	08/04/2022 Regular	0.00	244.90	52261
<a href="#">5065184192</a>	Invoice	08/04/2022	Copier Charges monthly charges	0.00	244.90	
00021	SPECIAL DISTRICTS OF OREGON	08/04/2022	08/04/2022 Regular	0.00	21,331.83	52262
<a href="#">INV0001195</a>	Invoice	08/04/2022	EMPL MED/DENT INSURANCE	0.00	21,331.83	
11441	DEPARTMENT OF JUSTICE	08/11/2022	08/11/2022 Regular	0.00	264.00	52263
<a href="#">INV0001235</a>	Invoice	08/12/2022	PAYMENT ID 21DR17205	0.00	264.00	
11448	NICHOLAS BOSTOW	08/11/2022	08/11/2022 Regular	0.00	195.13	52264
<a href="#">INV0001225</a>	Invoice	08/11/2022	HYDRANT PERMIT DEPOSIT REFUND	0.00	195.13	
00014	OREGON AFSCME	08/11/2022	08/11/2022 Regular	0.00	428.09	52265

## Check Report

Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">INV0001233</a>	Invoice	08/12/2022	UNION DUES	0.00	4.25	
<a href="#">INV0001248</a>	Invoice	08/12/2022	Union Dues	0.00	423.84	
00181	PORTLAND GENERAL ELECTRIC	08/11/2022	Regular	0.00	42,287.52	52266
<a href="#">INV0001196</a>	Invoice	08/11/2022	Portland General Electric	0.00	42,287.52	
00184	PORTLAND WATER BUREAU	08/11/2022	Regular	0.00	235,723.16	52267
<a href="#">INV0001222</a>	Invoice	08/11/2022	JULY WATER SALES	0.00	235,723.16	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	08/11/2022	Regular	0.00	92.50	52268
<a href="#">INV0001249</a>	Invoice	08/12/2022	United Way	0.00	92.50	
00221	WASTE MANAGEMENT, INC	08/11/2022	Regular	0.00	271.18	52269
<a href="#">1422608-1574-1</a>	Invoice	08/11/2022	GARBAGE SERVICE	0.00	271.18	
01089	CITY OF PORTLAND	08/11/2022	Regular	0.00	658.00	52270
<a href="#">10413564</a>	Invoice	08/11/2022	Street Opening Permit	0.00	658.00	
01230	CLACKAMAS STEEL MFG, INC	08/11/2022	Regular	0.00	308.40	52271
<a href="#">246704</a>	Invoice	08/11/2022	1.25 x 1.25 Square Tube	0.00	308.40	
01147	CRYSTAL GREENS LANDSCAPING INC	08/11/2022	Regular	0.00	549.50	52272
<a href="#">115827</a>	Invoice	08/11/2022	Landscaping - Cleveland Site	0.00	549.50	
00427	GRAINGER	08/11/2022	Regular	0.00	116.88	52273
<a href="#">9400398518</a>	Invoice	08/11/2022	locks for curb stops	0.00	116.88	
00085	H.D. FOWLER COMPANY	08/11/2022	Regular	0.00	578.75	52274
<a href="#">16175129</a>	Invoice	08/11/2022	Inventory Brass Fittings	0.00	578.75	
01137	JW UNDERGROUND INC	08/11/2022	Regular	0.00	440.74	52275
<a href="#">42834</a>	Invoice	08/11/2022	Misc - Dump fee	0.00	108.00	
<a href="#">42835</a>	Invoice	08/11/2022	Misc - Dump & rock fee	0.00	332.74	
00753	KNIFE RIVER CORPORATE NW	08/11/2022	Regular	0.00	1,023.09	52276
<a href="#">2841264</a>	Invoice	08/11/2022	Crushed Rock - Misc Leak	0.00	238.10	
<a href="#">2842901</a>	Invoice	08/11/2022	Asphalt - Misc	0.00	482.90	
<a href="#">2842902-a</a>	Invoice	08/11/2022	Misc - Leak - Asphalt	0.00	302.09	
00742	LAKESIDE INDUSTRIES	08/11/2022	Regular	0.00	332.80	52277
<a href="#">205201</a>	Invoice	08/11/2022	Misc Paving	0.00	332.80	
01209	LOOMIS	08/11/2022	Regular	0.00	468.38	52278
<a href="#">13066286</a>	Invoice	08/11/2022	Cash Lockbox Service	0.00	468.38	
11393	LTT Partners	08/11/2022	Regular	0.00	248.00	52279
<a href="#">546174</a>	Invoice	08/11/2022	Key Cards FOBs	0.00	248.00	
11422	MINDLINK RESOURCES, LLC	08/11/2022	Regular	0.00	209.84	52280
<a href="#">22-23120</a>	Invoice	08/11/2022	CCWF - Translation Service	0.00	209.84	
00135	NOLAN'S POINT S	08/11/2022	Regular	0.00	1,091.60	52281
<a href="#">0263611</a>	Invoice	08/11/2022	vac tires	0.00	1,091.60	
00236	NORTHERN SAFETY CO., INC.	08/11/2022	Regular	0.00	133.34	52282
<a href="#">904888025</a>	Invoice	08/11/2022	Muck Boots for Josh Nyseth	0.00	133.34	
00020	SAIF CORPORATION	08/11/2022	Regular	0.00	2,459.37	52283
<a href="#">1000948391</a>	Invoice	08/11/2022	Workers Comp Premium	0.00	2,459.37	
00767	SUPERIOR TIRE SERVICE	08/11/2022	Regular	0.00	845.08	52284
<a href="#">120331271</a>	Invoice	08/11/2022	rw46 tires	0.00	845.08	
01265	TYLER TECHNOLOGIES, INC	08/11/2022	Regular	0.00	133.10	52285
<a href="#">025-386390</a>	Invoice	08/11/2022	Utility Billing Notification Calls	0.00	133.10	
01167	ULINE	08/11/2022	Regular	0.00	812.90	52286

## Check Report

Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">151572570</a>	Invoice	08/11/2022	Safety Gear	0.00	812.90	
11447	UTOPIA MANAGEMENT INC	08/11/2022	Regular	0.00	6,190.00	52287
<a href="#">INV0001204</a>	Invoice	08/11/2022	141st Rental Property Repairs	0.00	6,190.00	
00223	WEST COAST WIRE ROPE	08/11/2022	Regular	0.00	567.07	52288
<a href="#">5577341</a>	Invoice	08/11/2022	lifting chains	0.00	567.07	
00018	PERS	07/21/2022	Bank Draft	0.00	25,057.11	DFT0000266
<a href="#">INV0001075</a>	Invoice	07/21/2022	PERS PAYABLE	0.00	25,057.11	
10253	INTERNAL REVENUE SERVICE	07/28/2022	Bank Draft	0.00	6.72	DFT0000270
<a href="#">INV0001106</a>	Invoice	07/28/2022	SOCIAL SECURITY TAX LONGEVITY PAY	0.00	6.72	
10253	INTERNAL REVENUE SERVICE	07/28/2022	Bank Draft	0.00	1.58	DFT0000271
<a href="#">INV0001107</a>	Invoice	07/28/2022	MEDICARE TAX LONGEVITY PAY	0.00	1.58	
10253	INTERNAL REVENUE SERVICE	07/28/2022	Bank Draft	0.00	31.00	DFT0000272
<a href="#">INV0001110</a>	Invoice	07/28/2022	SOCIAL SECURITY TAX BOARD	0.00	31.00	
10253	INTERNAL REVENUE SERVICE	07/28/2022	Bank Draft	0.00	7.30	DFT0000273
<a href="#">INV0001111</a>	Invoice	07/28/2022	MEDICARE TAX BOARD	0.00	7.30	
00024	ICMA RETIREMENT TRUST-457	07/29/2022	Bank Draft	0.00	1,034.93	DFT0000275
<a href="#">INV0001118</a>	Invoice	07/29/2022	Deferred Compensation	0.00	1,034.93	
00016	NATIONWIDE RETIREMENT SOLUTION	07/29/2022	Bank Draft	0.00	840.00	DFT0000276
<a href="#">INV0001119</a>	Invoice	07/29/2022	457 Deferred Comp	0.00	840.00	
10253	INTERNAL REVENUE SERVICE	07/29/2022	Bank Draft	0.00	9,331.32	DFT0000282
<a href="#">INV0001130</a>	Invoice	07/29/2022	FED TAX WITHHOLDING PAYROLL	0.00	9,331.32	
00017	OREGON DEPARTMENT OF REVENUE	07/29/2022	Bank Draft	0.00	5,897.95	DFT0000283
<a href="#">INV0001131</a>	Invoice	07/29/2022	STATE INCOME TAX	0.00	5,897.95	
10253	INTERNAL REVENUE SERVICE	07/29/2022	Bank Draft	0.00	10,360.70	DFT0000284
<a href="#">INV0001132</a>	Invoice	07/29/2022	SOCIAL SECURITY TAX PAYROLL PAYROLL	0.00	10,360.70	
10253	INTERNAL REVENUE SERVICE	07/29/2022	Bank Draft	0.00	2,423.06	DFT0000285
<a href="#">INV0001133</a>	Invoice	07/29/2022	MEDICARE TAX PAYROLL	0.00	2,423.06	
00507	GRESHAM, CITY OF	07/28/2022	Bank Draft	0.00	2,235.18	DFT0000286
<a href="#">INV-23849</a>	Invoice	07/28/2022	JOB 313 PACKAGE #1 WALL PERMIT	0.00	2,235.18	
00507	GRESHAM, CITY OF	08/04/2022	Bank Draft	0.00	471.95	DFT0000287
<a href="#">INV-24036</a>	Invoice	08/04/2022	JOB 313 PERMIT	0.00	471.95	
00018	PERS	08/11/2022	Bank Draft	0.00	22,239.60	DFT0000288
<a href="#">INV0001197</a>	Invoice	08/09/2022	PERS PAYABLE	0.00	22,239.60	
11381	Global Payments Integrated	08/11/2022	Bank Draft	0.00	4,756.38	DFT0000289
<a href="#">INV0001223</a>	Invoice	08/11/2022	PAYMENT PROCESSING FEES	0.00	4,756.38	
11381	Global Payments Integrated	08/11/2022	Bank Draft	0.00	708.32	DFT0000290
<a href="#">INV0001224</a>	Invoice	08/11/2022	PAYMENT PROCESSING FEES	0.00	708.32	
00024	ICMA RETIREMENT TRUST-457	08/12/2022	Bank Draft	0.00	990.97	DFT0000291
<a href="#">INV0001229</a>	Invoice	08/12/2022	Deferred Compensation	0.00	990.97	
00016	NATIONWIDE RETIREMENT SOLUTION	08/12/2022	Bank Draft	0.00	840.00	DFT0000293
<a href="#">INV0001231</a>	Invoice	08/12/2022	457 Deferred Comp	0.00	840.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	08/12/2022	Bank Draft	0.00	1,275.00	DFT0000294
<a href="#">INV0001237</a>	Invoice	08/12/2022	HRA VEBA	0.00	1,275.00	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	9,308.00	DFT0000301

## Check Report

Date Range: 07/21/2022 - 08/17/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<a href="#">INV0001251</a>	Invoice	08/12/2022	FED TAX WITHHOLDING PAYROLL	0.00	9,308.00	
00017	OREGON DEPARTMENT OF REVENUE	08/12/2022	Bank Draft	0.00	5,661.60	DFT0000302
<a href="#">INV0001252</a>	Invoice	08/12/2022	STATE INCOME TAX	0.00	5,661.60	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	10,142.32	DFT0000303
<a href="#">INV0001253</a>	Invoice	08/12/2022	SOCIAL SECURITY TAX PAYROLL	0.00	10,142.32	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	2,372.04	DFT0000304
<a href="#">INV0001254</a>	Invoice	08/12/2022	MEDICARE TAX PAYROLL	0.00	2,372.04	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	58.01	DFT0000309
<a href="#">INV0001264</a>	Invoice	08/12/2022	FED TAX WITHHOLDING	0.00	58.01	
00017	OREGON DEPARTMENT OF REVENUE	08/12/2022	Bank Draft	0.00	96.26	DFT0000310
<a href="#">INV0001265</a>	Invoice	08/12/2022	STATE INCOME TAX	0.00	96.26	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	195.46	DFT0000311
<a href="#">INV0001266</a>	Invoice	08/12/2022	SOCIAL SECURITY TAX	0.00	195.46	
10253	INTERNAL REVENUE SERVICE	08/12/2022	Bank Draft	0.00	45.72	DFT0000312
<a href="#">INV0001267</a>	Invoice	08/12/2022	MEDICARE TAX PAYROLL	0.00	45.72	

## Bank Code UMPQUA BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	169	113	0.00	804,437.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-83,478.87
Bank Drafts	27	27	0.00	116,388.48
EFT's	0	0	0.00	0.00
	<b>196</b>	<b>141</b>	<b>0.00</b>	<b>837,347.26</b>

**All Bank Codes Check Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	169	113	0.00	804,437.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-83,478.87
Bank Drafts	27	27	0.00	116,388.48
EFT's	0	0	0.00	0.00
	<b>196</b>	<b>141</b>	<b>0.00</b>	<b>837,347.26</b>

**Fund Summary**

Fund	Name	Period	Amount
999	POOLED CASH	7/2022	421,987.82
999	POOLED CASH	8/2022	415,359.44
			<b>837,347.26</b>





Rockwood Water District, OR

# Detail vs Budget Report

## Account Summary

Date Range: 07/01/2022 - 07/31/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>101 - GENERAL FUND</b>								
<b>Revenue</b>								
<a href="#">101-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-10,419,346.00	0.00	0.00	0.00	-10,419,346.00	-100.00%
<a href="#">101-100-3101100</a>	WATER SALES	0.00	-11,410,250.00	0.00	-726,643.09	-726,643.09	-10,683,606.91	-93.63%
<a href="#">101-100-3202100</a>	BACKFLOW CHARGES	0.00	-40,000.00	0.00	-1,800.82	-1,800.82	-38,199.18	-95.50%
<a href="#">101-100-3202200</a>	SET-UP FEES	0.00	-27,270.00	0.00	-1,580.80	-1,580.80	-25,689.20	-94.20%
<a href="#">101-100-3202300</a>	LATE FEES	0.00	-290,000.00	0.00	-22,771.54	-22,771.54	-267,228.46	-92.15%
<a href="#">101-100-3404100</a>	SERVICE INSTALLATIONS	0.00	-250,000.00	0.00	-52,797.23	-52,797.23	-197,202.77	-78.88%
<a href="#">101-100-3404200</a>	SUB-DIVISION PROJECTS	0.00	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
<a href="#">101-100-3404300</a>	OTHER SERVICE INCOME	0.00	-150,000.00	0.00	-2,212.75	-2,212.75	-147,787.25	-98.52%
<a href="#">101-100-3505100</a>	INTEREST INCOME	0.00	-70,000.00	0.00	-18,892.01	-18,892.01	-51,107.99	-73.01%
<a href="#">101-100-3505200</a>	RENTAL INCOME	0.00	-16,000.00	0.00	0.00	0.00	-16,000.00	-100.00%
<a href="#">101-100-3606100</a>	SCRAP METAL SALES	0.00	-7,500.00	0.00	0.00	0.00	-7,500.00	-100.00%
<a href="#">101-100-3606600</a>	OTHER MISC INCOME	0.00	-40,000.00	0.00	-5,348.55	-5,348.55	-34,651.45	-86.63%
<a href="#">101-100-3606800</a>	GRESHAM UTILITY TAX	0.00	-432,015.00	0.00	-13,077.08	-13,077.08	-418,937.92	-96.97%
<a href="#">101-100-3606900</a>	PORTLAND UTILITY TAX	0.00	-197,790.00	0.00	-25,842.36	-25,842.36	-171,947.64	-86.93%
<a href="#">101-100-3607000</a>	FAIRVIEW UTILITY TAX	0.00	-14,158.00	0.00	0.00	0.00	-14,158.00	-100.00%
<a href="#">101-100-3909200</a>	INTERFUND TRANSFERS	0.00	-505,000.00	0.00	0.00	0.00	-505,000.00	-100.00%
<a href="#">101-100-3909300</a>	FIXED ASSET DISPOSITION	0.00	-500,000.00	0.00	0.00	0.00	-500,000.00	-100.00%
<a href="#">101-100-3909500</a>	OTHER GOVERNMENT AGENCIES	0.00	-18,500.00	0.00	3,170.00	3,170.00	-21,670.00	-117.14%
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-24,437,829.00</b>	<b>0.00</b>	<b>-867,796.23</b>	<b>-867,796.23</b>	<b>-23,570,032.77</b>	<b>-96.45%</b>
<b>Expense</b>								
<a href="#">101-100-5104450</a>	SALARIES/WAGES	0.00	2,302,200.00	0.00	164,950.11	164,950.11	2,137,249.89	92.84%
<a href="#">101-100-5104500</a>	OFFICE OVERTIME	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<a href="#">101-100-5104550</a>	FIELD OVERTIME	0.00	16,000.00	0.00	1,622.13	1,622.13	14,377.87	89.86%
<a href="#">101-100-5104600</a>	ON CALL DUTY	0.00	76,600.00	0.00	2,688.03	2,688.03	73,911.97	96.49%
<a href="#">101-100-5104610</a>	WATER CERTIFICATIONS	0.00	12,500.00	0.00	1,342.74	1,342.74	11,157.26	89.26%
<a href="#">101-100-5104620</a>	EMPLOYEE BONUS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
<a href="#">101-100-5104630</a>	MARKET BASED WAGE ADJUST	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
<a href="#">101-100-5104800</a>	SOCIAL SECURITY	0.00	141,700.00	0.00	10,407.89	10,407.89	131,292.11	92.65%
<a href="#">101-100-5104810</a>	MEDICARE	0.00	33,200.00	0.00	2,439.30	2,439.30	30,760.70	92.65%
<a href="#">101-100-5104820</a>	UNEMPLOYMENT INSURANCE	0.00	2,300.00	0.00	43.25	43.25	2,256.75	98.12%
<a href="#">101-100-5104830</a>	TRI-MET	0.00	16,600.00	0.00	0.00	0.00	16,600.00	100.00%
<a href="#">101-100-5104840</a>	WORKERS COMPENSATION	0.00	27,600.00	0.00	1,951.18	1,951.18	25,648.82	92.93%
<a href="#">101-100-5104900</a>	P.E.R.S	0.00	606,500.00	0.00	42,980.98	42,980.98	563,519.02	92.91%
<a href="#">101-100-5104920</a>	EMPLOYEE INSURANCE EXPENS	0.00	549,000.00	0.00	22,624.75	22,624.75	526,375.25	95.88%
<a href="#">101-100-5104930</a>	OREGON PAID LEAVE LAW	0.00	4,400.00	0.00	0.00	0.00	4,400.00	100.00%

\*Water purchase from Portland was \$235,723.16, didn't get backdated into July.

Detail vs Budget Report

Date Range: 07/01/2022 - 07/31/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">101-100-5205010</a>	WATER PURCHASES	0.00	3,088,892.00	0.00	0.00 *	0.00	3,088,892.00	100.00%
<a href="#">101-100-5205110</a>	CONTRACT SERVICES	38,230.00	125,430.00	0.00	958.50	958.50	86,241.50	68.76%
<a href="#">101-100-5205120</a>	TECHNICAL & CONSULTING	0.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
<a href="#">101-100-5205130</a>	AUDITING	0.00	19,020.00	0.00	0.00	0.00	19,020.00	100.00%
<a href="#">101-100-5205140</a>	LEGAL SERVICES	0.00	100,000.00	0.00	2,900.00	2,900.00	97,100.00	97.10%
<a href="#">101-100-5205210</a>	TELEPHONE	0.00	42,140.00	0.00	2,868.52	2,868.52	39,271.48	93.19%
<a href="#">101-100-5205220</a>	SEWER/STORM WATER	0.00	8,050.00	0.00	0.00	0.00	8,050.00	100.00%
<a href="#">101-100-5205230</a>	HEATING/ELECTRICITY	0.00	16,500.00	0.00	37.98	37.98	16,462.02	99.77%
<a href="#">101-100-5205310</a>	ENGINEERING SUPPLIES	0.00	1,000.00	0.00	441.60	441.60	558.40	55.84%
<a href="#">101-100-5205320</a>	OFFICE SUPPLIES	173.14	24,000.00	0.00	9,373.70	9,373.70	14,453.16	60.22%
<a href="#">101-100-5205330</a>	POSTAGE	0.00	45,300.00	0.00	503.50	503.50	44,796.50	98.89%
<a href="#">101-100-5205410</a>	CONSERVATION	0.00	56,350.00	0.00	1,510.88	1,510.88	54,839.12	97.32%
<a href="#">101-100-5205420</a>	ELECTIONS/LEGAL ADVERTISE	0.00	3,000.00	0.00	265.95	265.95	2,734.05	91.14%
<a href="#">101-100-5205430</a>	INSURANCE-GENERAL	0.00	96,839.00	0.00	7,502.50	7,502.50	89,336.50	92.25%
<a href="#">101-100-5205440</a>	SAFETY GEAR & EQUIPMENT	1,301.30	23,000.00	0.00	1,278.95	1,278.95	20,419.75	88.78%
<a href="#">101-100-5205450</a>	TRAINING & EDUCATION	145.00	41,500.00	0.00	-288.55	-288.55	41,643.55	100.35%
<a href="#">101-100-5205460</a>	DUES/LICENSES/SUBSCRIPTNS	8,356.56	93,766.00	0.00	35,408.00	35,408.00	50,001.44	53.33%
<a href="#">101-100-5205470</a>	OFFICE EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
<a href="#">101-100-5205510</a>	COMPUTER/OFFICE EQUIPMENT	0.00	7,400.00	0.00	0.00	0.00	7,400.00	100.00%
<a href="#">101-100-5205520</a>	BLDG/GROUNDS MAINTENANCE	139.32	74,460.00	0.00	2,775.44	2,775.44	71,545.24	96.09%
<a href="#">101-100-5205530</a>	SHOP EQUIPMENT MAINT	53.94	10,000.00	0.00	147.19	147.19	9,798.87	97.99%
<a href="#">101-100-5205540</a>	VEHICLE MAINTENANCE	418.38	35,000.00	0.00	-1,174.66	-1,174.66	35,756.28	102.16%
<a href="#">101-100-5205550</a>	TIRES	0.00	14,000.00	0.00	170.86	170.86	13,829.14	98.78%
<a href="#">101-100-5205560</a>	GAS/LUBRICANTS & DISPOSAL	19.99	45,000.00	0.00	7,415.22	7,415.22	37,564.79	83.48%
<a href="#">101-100-5205570</a>	SMALL EQUIPMENT/TOOLS	959.84	10,000.00	0.00	987.50	987.50	8,052.66	80.53%
<a href="#">101-100-5205610</a>	UTILITY OPERATING SUPPLY	731.92	300,000.00	0.00	8,213.67	8,213.67	291,054.41	97.02%
<a href="#">101-100-5205620</a>	WATER SAMPLES/TESTING	186.00	65,000.00	0.00	0.00	0.00	64,814.00	99.71%
<a href="#">101-100-5205625</a>	WATER QUALITY & NOTICES	0.00	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
<a href="#">101-100-5205630</a>	RESERVOIR MAINTENANCE	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
<a href="#">101-100-5205640</a>	METER MAINTENANCE	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100.00%
<a href="#">101-100-5205650</a>	HYDRANT MAINTENANCE	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
<a href="#">101-100-5205660</a>	TELEMETRY	111.85	15,192.00	0.00	2,558.66	2,558.66	12,521.49	82.42%
<a href="#">101-100-5205670</a>	PUMPING	0.00	41,720.00	0.00	2,816.17	2,816.17	38,903.83	93.25%
<a href="#">101-100-5205710</a>	BOARD MEETING FEES	0.00	5,800.00	0.00	250.00	250.00	5,550.00	95.69%
<a href="#">101-100-5205720</a>	DIRECTORS' EXPENSE	0.00	24,000.00	0.00	-35.00	-35.00	24,035.00	100.15%
<a href="#">101-100-5205730</a>	MANAGER'S EXPENSE	0.00	7,000.00	0.00	0.00	0.00	7,000.00	100.00%
<a href="#">101-100-5205740</a>	GENERAL OFFICE	0.00	64,900.00	0.00	1,484.58	1,484.58	63,415.42	97.71%
<a href="#">101-100-5205760</a>	BAD DEBT EXPENSE	0.00	25,000.00	0.00	113.20	113.20	24,886.80	99.55%
<a href="#">101-100-5205770</a>	GRESHAM UTILITY TAX	0.00	432,015.00	0.00	0.00	0.00	432,015.00	100.00%
<a href="#">101-100-5205780</a>	PORTLAND UTILITY TAX	0.00	197,790.00	0.00	0.00	0.00	197,790.00	100.00%
<a href="#">101-100-5205790</a>	FAIRVIEW UTILITY TAX	0.00	14,158.00	0.00	0.00	0.00	14,158.00	100.00%
<a href="#">101-100-5205800</a>	CUSTOMER ASSISTANCE	-196.00	60,000.00	0.00	1,612.00	1,612.00	58,584.00	97.64%
<a href="#">101-100-5205820</a>	TAXES & ASSESSMENTS	0.00	3,100.00	0.00	0.00	0.00	3,100.00	100.00%
<a href="#">101-100-5406010</a>	WATER SYSTEM	0.00	722,200.00	0.00	2,863.43	2,863.43	719,336.57	99.60%



Detail vs Budget Report

Date Range: 07/01/2022 - 07/31/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">101-100-5406020</a>	NEW SERVICES	3,329.95	65,000.00	0.00	108.00	108.00	61,562.05	94.71%
<a href="#">101-100-5406030</a>	METER UPGRADES	0.00	50,000.00	0.00	0.00	0.00	50,000.00	100.00%
<a href="#">101-100-5406110</a>	METER EQUIPMENT	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
<a href="#">101-100-5406120</a>	SHOP EQUIPMENT	0.00	8,800.00	0.00	75.80	75.80	8,724.20	99.14%
<a href="#">101-100-5406130</a>	AUTOMOTIVE EQUIPMENT	3,853.75	240,000.00	0.00	0.00	0.00	236,146.25	98.39%
<a href="#">101-100-5406140</a>	COMPUTER/OFFICE EQUIP	0.00	33,500.00	0.00	0.00	0.00	33,500.00	100.00%
<a href="#">101-100-5406210</a>	BUILDINGS	0.00	39,000.00	0.00	4,011.60	4,011.60	34,988.40	89.71%
<a href="#">101-100-5406220</a>	LAND	0.00	500,000.00	0.00	0.00	0.00	500,000.00	100.00%
<a href="#">101-100-5607110</a>	TRANSFER TO OTHER FUND	0.00	1,955,950.00	0.00	0.00	0.00	1,955,950.00	100.00%
<a href="#">101-100-5707210</a>	CONTINGENCY	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100.00%
Expense Totals:		57,814.94	14,314,372.00	0.00	348,205.55	348,205.55	13,908,351.51	97.16%
101 - GENERAL FUND Totals:		57,814.94	-10,123,457.00	0.00	-519,590.68	-519,590.68	-9,661,681.26	
201 - SDC FUND-REIMBURSEMENT								
Revenue								
<a href="#">201-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-813,720.00	0.00	0.00	0.00	-813,720.00	-100.00%
<a href="#">201-100-3404500</a>	SYSTEM DEVELOPMENT FEES	0.00	-250,000.00	0.00	-12,960.00	-12,960.00	-237,040.00	-94.82%
<a href="#">201-100-3505100</a>	INTEREST INCOME	0.00	-10,000.00	0.00	-1,718.97	-1,718.97	-8,281.03	-82.81%
Revenue Totals:		0.00	-1,073,720.00	0.00	-14,678.97	-14,678.97	-1,059,041.03	-98.63%
Expense								
<a href="#">201-100-5607110</a>	TRANSFER TO OTHER FUND	0.00	300,000.00	0.00	0.00	0.00	300,000.00	100.00%
Expense Totals:		0.00	300,000.00	0.00	0.00	0.00	300,000.00	100.00%
201 - SDC FUND-REIMBURSEMENT Totals:		0.00	-773,720.00	0.00	-14,678.97	-14,678.97	-759,041.03	
202 - SDC FUND-IMPROVEMENT								
Revenue								
<a href="#">202-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-312,475.00	0.00	0.00	0.00	-312,475.00	-100.00%
<a href="#">202-100-3404500</a>	SYSTEM DEVELOPMENT FEES	0.00	-80,000.00	0.00	-3,873.00	-3,873.00	-76,127.00	-95.16%
<a href="#">202-100-3505100</a>	INTEREST INCOME	0.00	-1,200.00	0.00	-303.51	-303.51	-896.49	-74.71%
Revenue Totals:		0.00	-393,675.00	0.00	-4,176.51	-4,176.51	-389,498.49	-98.94%
202 - SDC FUND-IMPROVEMENT Totals:		0.00	-393,675.00	0.00	-4,176.51	-4,176.51	-389,498.49	-98.94%
301 - DEBT RESERVE FUND								
Revenue								
<a href="#">301-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-1,688,373.00	0.00	0.00	0.00	-1,688,373.00	-100.00%
<a href="#">301-100-3505100</a>	INTEREST INCOME	0.00	-6,000.00	0.00	-576.87	-576.87	-5,423.13	-90.39%
<a href="#">301-100-3909200</a>	INTERFUND TRANSFERS	0.00	-1,735,950.00	0.00	0.00	0.00	-1,735,950.00	-100.00%
Revenue Totals:		0.00	-3,430,323.00	0.00	-576.87	-576.87	-3,429,746.13	-99.98%
Expense								
<a href="#">301-100-5607110</a>	TRANS TO DEBT SERV FUND	0.00	1,479,150.00	0.00	0.00	0.00	1,479,150.00	100.00%
Expense Totals:		0.00	1,479,150.00	0.00	0.00	0.00	1,479,150.00	100.00%
301 - DEBT RESERVE FUND Totals:		0.00	-1,951,173.00	0.00	-576.87	-576.87	-1,950,596.13	
401 - DEBT SERVICE FUND								

Detail vs Budget Report

Date Range: 07/01/2022 - 07/31/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<b>Revenue</b>								
<a href="#">401-100-3909200</a>	INTERFUND TRANSFERS	0.00	-1,479,150.00	0.00	0.00	0.00	-1,479,150.00	-100.00%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-1,479,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,479,150.00</b>	<b>-100.00%</b>
<b>Expense</b>								
<a href="#">401-100-5507050</a>	PAYMENTS ON FINANCING	0.00	790,000.00	0.00	0.00	0.00	790,000.00	100.00%
<a href="#">401-100-5507070</a>	INTEREST EXPENSE	0.00	689,150.00	0.00	0.00	0.00	689,150.00	100.00%
	<b>Expense Totals:</b>	<b>0.00</b>	<b>1,479,150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,479,150.00</b>	<b>100.00%</b>
	<b>401 - DEBT SERVICE FUND Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>501 - GROUND WATER PRODUCTION</b>								
<b>Revenue</b>								
<a href="#">501-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-43,796.00	0.00	0.00	0.00	-43,796.00	-100.00%
<a href="#">501-100-3505100</a>	INTEREST INCOME	0.00	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
<a href="#">501-100-3909200</a>	INTERFUND TRANSFERS	0.00	-220,000.00	0.00	0.00	0.00	-220,000.00	-100.00%
<a href="#">501-100-3909400</a>	CITY OF GRESHAM	0.00	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-466,796.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-466,796.00</b>	<b>-100.00%</b>
<b>Expense</b>								
<a href="#">501-100-5205530</a>	EQUIPMENT MAINTENANCE	0.00	10,000.00	0.00	434.99	434.99	9,565.01	95.65%
<a href="#">501-100-5205610</a>	OPERATING SUPPLIES	12,479.53	30,000.00	0.00	0.00	0.00	17,520.47	58.40%
<a href="#">501-100-5205615</a>	WELLHEAD PROTECTION	0.00	70,000.00	0.00	0.00	0.00	70,000.00	100.00%
<a href="#">501-100-5205620</a>	TESTING	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
<a href="#">501-100-5205630</a>	RESERVOIR MAINTENANCE	0.00	5,000.00	0.00	242.00	242.00	4,758.00	95.16%
<a href="#">501-100-5205670</a>	PUMPING	0.00	235,000.00	0.00	7,577.62	7,577.62	227,422.38	96.78%
<a href="#">501-100-5607110</a>	TRANSFER TO OTHER FUND	0.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
	<b>Expense Totals:</b>	<b>12,479.53</b>	<b>420,000.00</b>	<b>0.00</b>	<b>8,254.61</b>	<b>8,254.61</b>	<b>399,265.86</b>	<b>95.06%</b>
	<b>501 - GROUND WATER PRODUCTION Totals:</b>	<b>12,479.53</b>	<b>-46,796.00</b>	<b>0.00</b>	<b>8,254.61</b>	<b>8,254.61</b>	<b>-67,530.14</b>	
<b>601 - GW CONSTRUCTION FUND</b>								
<b>Revenue</b>								
<a href="#">601-100-3010101</a>	BEGINNING FUND BALANCE	0.00	-12,664,357.00	0.00	0.00	0.00	-12,664,357.00	-100.00%
<a href="#">601-100-3909400</a>	FINANCING PROCEEDS	0.00	-6,826,000.00	0.00	666,528.51	666,528.51	-7,492,528.51	-109.76%
<a href="#">601-100-3909650</a>	WIFIA LOAN PROCEEDS	0.00	-15,000,000.00	0.00	0.00	0.00	-15,000,000.00	-100.00%
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-34,490,357.00</b>	<b>0.00</b>	<b>666,528.51</b>	<b>666,528.51</b>	<b>-35,156,885.51</b>	<b>-101.93%</b>
<b>Expense</b>								
<a href="#">601-100-5205110</a>	CONTRACT SERVICES	0.00	150,000.00	0.00	0.00	0.00	150,000.00	100.00%
<a href="#">601-100-5205120</a>	ENGINEERING SERVICES	-266.56	5,780,000.00	0.00	21,029.73	21,029.73	5,759,236.83	99.64%
<a href="#">601-100-5406035</a>	GROUNDWATER CONSTRUCTION	0.00	21,711,794.00	0.00	0.00	0.00	21,711,794.00	100.00%
<a href="#">601-100-5607110</a>	TRANSFER TO OTHER FUND	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100.00%
	<b>Expense Totals:</b>	<b>-266.56</b>	<b>27,781,794.00</b>	<b>0.00</b>	<b>21,029.73</b>	<b>21,029.73</b>	<b>27,761,030.83</b>	<b>99.93%</b>
	<b>601 - GW CONSTRUCTION FUND Totals:</b>	<b>-266.56</b>	<b>-6,708,563.00</b>	<b>0.00</b>	<b>687,558.24</b>	<b>687,558.24</b>	<b>-7,395,854.68</b>	
	<b>Report Total:</b>	<b>70,027.91</b>	<b>-19,997,384.00</b>	<b>0.00</b>	<b>156,789.82</b>	<b>156,789.82</b>	<b>-20,224,201.73</b>	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND	57,814.94	-10,123,457.00	0.00	-519,590.68	-519,590.68	-9,661,681.26	
201 - SDC FUND-REIMBURSEMENT	0.00	-773,720.00	0.00	-14,678.97	-14,678.97	-759,041.03	
202 - SDC FUND-IMPROVEMENT	0.00	-393,675.00	0.00	-4,176.51	-4,176.51	-389,498.49	-98.94%
301 - DEBT RESERVE FUND	0.00	-1,951,173.00	0.00	-576.87	-576.87	-1,950,596.13	
401 - DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION	12,479.53	-46,796.00	0.00	8,254.61	8,254.61	-67,530.14	
601 - GW CONSTRUCTION FUND	-266.56	-6,708,563.00	0.00	687,558.24	687,558.24	-7,395,854.68	
Report Total:	70,027.91	-19,997,384.00	0.00	156,789.82	156,789.82	-20,224,201.73	





Rockwood Water  
People's Utility District

19601 NE Halsey Street  
Portland, OR 97230-7430  
503-665-4179 - Phone  
503-667-5108 - Fax  
[www.rwpud.org](http://www.rwpud.org)

## MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: August 17, 2022

Re: Package 3 and 4 Request for Proposals Results and Contract Awards

The next stage of the Groundwater Development Master Plan includes the Design and Construction of two manganese water treatment and pumping facilities, Package 3 and Package 4 of the GDMP. The District expects to award two contracts for the design of the respective projects in September 2021.

**Qualifications Based Selection (QBS):** The State of Oregon public contracting rules specifies that the qualifications-based selection (QBS) process should be used for large engineering projects. Under QBS, proposers submit qualifications and a description of project approach, without a project cost, and a review team selected by the District ranks the proposals based on qualification. After the ranking occurs, project scope and price is determined based on a process described in ORS 279C.110 and copied below:

ORS 279C.110(6)(7)

*(6) The contracting agency and the consultant that the contracting agency selects shall mutually discuss, refine and finalize the scope of, the rates and number of hours applicable to, and the maximum compensation level for the professional services and shall negotiate conditions including, but not limited to, a performance schedule for the project. The contracting agency may not pay a compensation level that exceeds a level that the contracting agency alone determines is fair and reasonable to the contracting agency. Authority to negotiate a contract under this section does not supersede any provision of [ORS 279A.140 \(State procurement of goods and services\)](#) or [279C.520 \(Condition concerning hours of labor\)](#).*

*(7) If the contracting agency and a consultant that the contracting agency selected are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the contracting agency, the contracting agency shall, either orally or in writing, formally terminate negotiations with the selected consultant. The contracting agency may then negotiate with the next most qualified prospective consultant. The contracting agency may continue in this manner through successive prospective consultants until an agreement is reached or the contracting agency terminates the selection process.*

The proposals for both Package 3 and 4 have been evaluated and ranked, and the District is now following the process above for determining the final scope and price for the design contracts. The contracts that the District expects to award will be for the “E&P” or Engineering and Planning portion of the project. Based on the GDMP, a description of the work and a cost estimate, made in 2020, is provided below.

**Package 3:** Package 3 RFP was issued for the design, specifications, contract documents, cost estimates, reports, technical support, construction inspection and possible construction management services to construct the Groundwater Development Project Package No. 3, 141<sup>st</sup> Avenue Water Treatment Facility, Pump Station (PS) Improvements, Cascade Well 8 Improvements and Reservoir Improvements. The Project will be managed and 100% funded and owned by the District but is included by the District and the City of Gresham (City) as part of the Cascade Groundwater Alliance (CGA) project defined in the Groundwater Development Master Plan (GDMP). The GDMP estimates that the cost of the Groundwater Development Project Package No. 3, from section 8.3.7 will be:

Construction: \$8,090,000

**EA&P at 15%: \$995,000**

Program Administration at 5%: \$325,000

The RFP for Package 3 for the Engineering Design of the Well # 8 pumping and treatment system at the 141<sup>st</sup> Ave site was advertised for Design on July 6<sup>th</sup> with a due date of August 10<sup>th</sup>. One proposal was received on August 10<sup>th</sup>, and staff have reviewed the proposal for completeness. Jacobs Engineering Group was the top ranked and only proposer. The expected contract award will be in September.

**Package 4:** Package 4 RFP was issued for the design, specifications, contract documents, cost estimates, reports, technical support, construction inspection and possible construction management services to construct the Groundwater Development Project Package No. 4, Cascade Water Treatment Facility, Pump Station Improvements and Equipment Storage Facility (Project). The Project will be managed by the District but is co-owned by the District and the City of Gresham (City) as part of the Cascade Groundwater Alliance (CGA). Package No. 4, from section 8.4.5 is estimated to be:

Construction: \$25,910,000

**EA&P at 15%: \$3,105,000**

City of Gresham Overhead: \$2,090,000

Program Administration at 5%: \$1,035,000

Note that the City of Gresham overhead is a cost incurred by Gresham only and is not applied to package 3 because this is a Rockwood only project.

The Notice of Intent to Award Package 4, Engineering Design of Cascade Site Improvements that include a 20 million gallon per day Manganese Treatment Facility at the District Headquarters site, was issued on August 8<sup>th</sup> and the 7-day waiting period has passed with no protests. The top ranked proposer was Murraysmith, and the scope and fee for the project is currently being developed, with an expected contract award in September.

## **Fiscal Year (FY) 2021/2022 General Manager Goals Review**

### **General Goals for FY 2021/2022**

**1. Build and maintain a positive and effective working relationship with the Board.**

- a. Continued regular weekly email communication to the Board and all staff during FY 2021/2022.
- b. Transitioned board meetings to hybrid meetings, with flexibility for attendance in-person or remotely.
- c. Phone calls, email correspondence, and in-person meetings with individual Board members over the year.
- d. Attendance with Board members at training events such as the PNWS-AWWA Tacoma conference, and AWWA ACE in San Antonio.

Note: GM would like feedback for additional opportunities and ways that Board communication can occur such as scheduled individual meetings or phone calls, trainings, or work sessions.

**2. Communicate clearly and effectively with the Board, employees, customers, and stakeholders.**

- a. Clearly written and on time Board meeting packets delivered Thursday prior to the Board meeting.
- b. Weekly emails to Board and Staff with updates, also outlined in Goal 1.
- c. Weekly Management Team Meetings held in person, with a remote attendance optional, on Tuesdays of every week.
- d. Monthly all staff meetings held the third Thursday of every month where staff is briefed on the Board meeting agendas and discussion, safety, construction, operational and customer service/billing topics.
- e. Stakeholder and customer communication has increased as COVID restrictions are reduced. The District has participated in public events this year and continues with regular print and media communication. In -person events include National Night Out and Public Works Week, publications include the Quarterly Newsletter, Water Quality Report, website and social media/web page updates.

**3. Model effective leadership attributes and work habits to employees.**

- a. Maintain up to date calendar and communicate scheduled or unscheduled absences to management team in advance.
- b. Dress professionally.
- c. Demonstrate appropriate COVID safety protocols and follow the District policy over the year as requirements have transitioned.
- d. Communicate clearly, act and lead in an ethical and transparent manner.

**4. Prepare a FY 2022/2023 Financial Plan and a comprehensive, participatory, and analytical FY 2022/2023 Budget that includes a review and update to the 2021 Technology and Equipment/Vehicle Replacement Plans as part of the FY 2022/2023 budget process.**

- a. This goal has been accomplished through the annual budget process.

5. **Prepare monthly operational and financial status reports for the Board.**
  - a. This goal has been accomplished through the monthly Board from the General Manager and Management Team.
6. **Meet all Environmental Protection Agency (US-EPA) and Oregon Health Authority (OHA) regulations and requirements.**
  - a. This goal has been accomplished, all health and reporting requirements for the EPA and OHA were met in FY 2021/2022.
7. **Represent the District on the Wholesale Water Managers Board, the Regional Water Providers Consortium (RWPC) Technical Committee on Special District Association of Oregon (SDAO) committees and regional water management efforts.**
  - a. This goal has been accomplished. I served as the Chair of the Wholesale Water Managers Board from July 2021 through June 2022. I serve as the Chair of the Regional Water Providers Consortium Technical Committee. I participate in the SDAO Water Committee and was asked by SDAO to represent Special Districts on the State of Oregon Infrastructure Finance Authority Board which is a Governors appointed Board. **In order to avoid over-allocating my time, I have reduced my participation in the PNWS-AWWA Utility Management Committee and will be transitioning away from my leadership role on the Northwest Women's Leadership Academy in the Fall.**
8. **Complete a successful audit of FY 2020/2021 financial performance, internal controls, and procedures.**
  - a. The FY 2020/2021 financial audit was successfully completed by Pauly Rodgers and reported to the Board in December 2021. The FY 2021/22 audit is currently underway.
9. **Continue growth development strategies for individual District employees focusing on training and succession planning.**

This year, there have been many opportunities to develop leadership and growth development for Rockwood staff, and a few examples are included below. This is by no means a complete list of recognition, staff throughout the District have demonstrated growth and development in significant ways this year.

- a. Andy Crocker, District Superintendent, was elected to serve on the State of Oregon Utility Notification Center (OUNC) Board of Directors, representing Special Districts. This is a prestigious position and is indicative of the high level of confidence that SDAO and the State have for both Rockwood and for Andy.
- b. Jay Breen was promoted from Water Operations Specialist to Assistant Superintendent for Operations this year. Included in his accomplishments and professional development were a presentation to the Board on Automatic Metering Infrastructure in October 2021, and a presentation at the PNWS-AWWA Conference in Tacoma WA on the Pilot Study conducted for the Groundwater Development Project.
- c. Cathy Middleton, Office Manager organized and moderated a Customer Service conference session at the PNWS-AWWA Tacoma Conference. Cathy has also worked diligently and at a high level of expertise for the past two years



implementing the District's new Billing software Tyler Incode. I cannot emphasize enough how challenging an implementation such as this is, and Cathy has led this implementation very successfully.

- d. Daniel Zimmerman, Senior Accountant continues to lead the District's Financial Audit. This year he was also very active with the implementation of the new Billing System and worked diligently to overcome challenges with the Bank reconciliation process that were triggered by the change to the new billing system and electronic payment software.
- e. Jeremy Hudson, District Engineer, has successfully led the District and City of Gresham's \$130 million dollar Cascade Groundwater Development Projects. This demonstrates successful management of multi-million dollar design and construction contracts.
- f. Jeremy Hanson, Associate Engineer, has taken on oversight of the District's Information Technology systems. This includes oversight of the Pavelcomm contract for IT services, the 10-year IT Replacement Plan, and other duties, in addition to his current responsibilities as Associate Engineer.
- g. Nyla Clark, Government Affairs Coordinator for the District was hired in March of 2022 and has truly hit the ground running. Nyla has immediately become active in the Regional Water Providers Consortium Conservation and Communicators committees, the PNWS-AWWA Water Communicators committee, and has started to represent the District at public events such as Neighborhood Night out in August, and the planned I Love Rockwood event in September.
- h. Joey Schlosser served on the Management bargaining team for the RWPUD - AFSME collective bargaining agreement for the first time this year. His insight and understanding of the District operations were a great help during this process.
- i. Jed Pacheco, Operator 2 (along with support from Jay Breen, Chris Kipp and other staff) has constructed a manganese pilot treatment plant and corrosion control test station as part of the pilot and corrosion control study. This represented a high level of skill and creativity and will allow the District to test water treatment and corrosion scenarios to ensure that water quality is optimized when the full Groundwater System starts up.

### Specific Goals for FY 2021/2022

#### **1. Complete negotiations and collective bargaining agreement with AFSME represented employee group with the effective start of FY 2022/23.**

- a. This year the Management bargaining team, led by the GM, successfully bargained a new 3-year contract with AFSME. Specific challenges faced by the team included the very high levels of inflation in the US and the Western Region.

#### **2. Complete the building permit process and progress the construction of Cascade Reservoir No.2.**

- a. Package 1 of the Groundwater Development Master Plan (GDMP), that includes the construction of Cascade Reservoir number 2 is progressing successfully. All permits were approved in 2021, and at this time all walls, columns, and half of the roof on the reservoir have been completed. Pipeline construction for this package is complete, and per schedule the contractor will soon move to the rehabilitation of Cascade Reservoir No. 1. In addition, an expected requirement to underground power lines on the frontage of the Headquarters property, which would have cost the

District substantially with no apparent benefit, has been waived as part of a new City of Gresham waiver permit for public improvements.

- 3. Begin construction of Cascade Well No. 7 and raw water transmission line to the Cascade Facility on Halsey Street.**
  - a. Construction of Well No. 7 pump house and raw water transmission line is progressing successfully. The Transmission line installation is complete and paving was completed in August. The pump house for the well is under construction, slabs have been poured for the wellhouse and generator, walls are going up and the roof will be installed by the end of August. The contractor has experienced long lead time for the well pump, and it is expected to be delivered and installed in October.
- 4. Begin the design of Cascade Well No. 8, 141<sup>st</sup> avenue well facility, project package 3 of the GDMP.**
  - a. The Request for Proposal (RFP) for design services for Package 3, Cascade Well No. 8, 141<sup>st</sup> Avenue well and treatment facility was issued on July 6<sup>th</sup>, 2022 and proposals received on August 10<sup>th</sup>. Evaluations are currently in process, with an expected notice of intent to Award on September 8<sup>th</sup>.
- 5. Complete comprehensive plan approval for the full development of Cascade Well No. 8 and development of the 141<sup>st</sup> Well Facility through the City of Portland.**
  - a. The land use application for the Cascade Well 8 and associated facilities has been completed and was submitted to the City of Portland for review in July. There is a 120-day timeline for review and decision by the City. The final decision is expected on November 14<sup>th</sup> 2022. This process was started early and will take place concurrently with detailed design in order to ensure that permits are in place by the time Construction is scheduled to begin in the Fall of 2023.
- 6. Participate in wholesale contract discussions with the City of Portland and make progress on the development an emergency purchase agreement.**
  - a. I have attended and actively participate in monthly wholesale contract meetings and am participating in a sub-committee to outline the emergency purchase agreement for the new contract.
- 7. Complete the application process for the US-EPA Water Infrastructure Finance and Innovation Act (WIFIA) Loan Program and execute a loan contract and agreement with the US-EPA.**
  - a. Completed successfully. The Rockwood team, supported by David Ulbricht of SDAO and Bond Attorney Orrick worked with the US-EPA Underwriter from June 2021 through March 2022 to complete the application and contract process for the \$31.8 Million-dollar WIFIA loan. Due to the efficiency of the team and diligence of the interactions with the US-EPA, the District was able to close on the loan in March of 2022 and lock in a 2.6% interest rate just before the rates started to rise rapidly.
- 8. Complete the implementation and transition to the new Financial Software system Tyler-Incode 10.**
  - a. The transition of the District Billing and Finance database to a new, modern system Feb-April 2022. Staff, led by Cathy Middleton and Daniel Zimmerman, met regularly with the Tyler implementation team and worked on the set up and data

migration to the new system between July 2021 and March 2022. Tyler Incode 10 Billing went live in February of 2022, and the General Ledger Financial System went live in March of 2022.

9. **Begin development on an Asset Inventory with the City of Gresham and negotiate terms for a “buy in” to the remaining facilities of the system.**
  - a. District and Gresham staff hold weekly Cascade Groundwater Development Project meetings and have developed the preliminary asset inventory list as part of these meetings. Murraysmith has been assigned to complete a valuation on the assets and provide a report to the District and City that will be used to complete the “buy in” of shared assets that are to include Rockwood Wells #3 and 4, 223<sup>rd</sup> and Stark Land, Well #7, Gresham test well #6 and Well #9 as well as the co-owned well #5 and 20” transmission main from well #5 to the Cascade Treatment Facility.
10. **Review and revise the District policy manual, with specific focus on updating the contracting policies and maintaining consistent policies and practices.**
  - a. Revision of policy manual has started and will be presented at the September Board Meeting. Policies that will be included in the update are the incorporation of the new AFSME bargaining agreement changes in the Personnel Policies from Section 3000, and a bilingual pay policy. Safety policies related to new Oregon OSHA rules for heat and smoke will be included in the update, as well as a new Cyber Security policy. Revision of contracting policies are not complete and will be continued into the next year.
11. **Review and revise the District Strategic Plan, with participation from members of the Board, public and staff.**
  - a. The strategic plan was reviewed and revised as part of a more comprehensive update this year. The plan was discussed at two Board meetings, one Managers meeting and one all staff meeting. Comments were received from Board members, Budget committee members, Management and Represented staff and incorporated into the new plan. The final plan was presented to the Board at the July 2022 Board meeting.
12. **Provide background material and discuss the following topics during a Board meeting and/or study session: Automatic Meter Reading, In-line micro hydro feasibility, Portland Billing Fees, Board Compensation, Well Capacity.**
  - a. This was an extensive list of topics, added at the end of Goal setting in August of 2021. Many of these topics were discussed at Board meetings and researched by staff and the GM during the year. Not all topics are complete, and a summary of the status is below:
  - b. **Automatic Metering Infrastructure (AMI):** Staff have been actively researching the cost and process for implementation of AMI this year. Preliminary research and vendor meetings took place in 2021 and a presentation to the Board with very rough cost estimates was given in October of 2021. Staff was directed to obtain more information and develop a rate impact model for implementing AMI. The rate model was used to determine how a 5-year installation of AMI would impact water rates, and staff reported that it would have an approximate 0.1 to 0.2% increase on rates for a five-year period. Staff were directed to develop the costs in more detail for a budget decision in the FY 2023/2024.

- c. **Well Capacity:** Presentations on Well capacity and Groundwater modeling were conducted at the November 2021 Board meeting and the June 2022 meeting. Detailed aquifer modeling project was conducted by the District's Hydrogeologist of Records GSI, and the results have indicated that the aquifer has the capacity to meet the water demands of Rockwood and Gresham, even when neighboring users are operating wells on the same aquifer.
- d. **In line micro-hydro and other renewable energy opportunities** will be evaluated as part of the Package 4 design process.
- e. **Board Compensation** was researched by the General Manager during the year. In general, the findings have not been different from those of past Managers that were asked to investigate this topic. However, if desired by the Board a presentation on this topic can be scheduled for the September or October meeting to include discussion by the Board.
- f. **Portland Billing Fees** was researched by the General Manager during the year. The GM had meetings with both the Director and the Finance Manager of the Portland Water Bureau to discuss this topic. In general, the findings have not been different from those of past Managers that were asked to investigate this topic. However, a future meeting with water bureau staff will be set up to discuss and hear concerns from a Rockwood Board representative.

The past year has been a critical year in the history of the District as it marks the greatest level of capital investment, and financial commitment in the form of the revenue Bond and WIFIA Loan in the long history of the District (both as a PUD and Water District). Successful delivery of the Cascade Groundwater Development Projects prior to June of 2026 will ensure the District's standing as an independent water supplier, and enable the future control and decision making over rates, policy and infrastructure over our own water supply. Support, feedback and engagement from the Board is critical to the success of the District.

Thank you for your review and input! I anticipate an active discussion during the September Board Meeting and Goal setting. If you have any questions about the goals, please contact me.

## **Fiscal Year (FY) 2022/2023 General Manager Goals** *(Draft for Discussion)*

### General Goals for FY 2022/2023

1. Build and maintain a positive and effective working relationship with the Board.
2. Communicate clearly and effectively with the Board, employees, customers, and stakeholders.
3. Model effective leadership attributes and work habits to employees.
4. Prepare a FY 2023 Financial Plan and a comprehensive, participatory, and analytical FY 2023/24 Budget.
5. Prepare monthly operational and financial status reports for the Board.
6. Meet all EPA and Oregon Health Authority regulations and requirements.
7. Represent the District on the Wholesale Water Managers Board, the Regional Water Providers [RWP] Consortium Technical Committee [CTC], on SDAO committees and regional water management efforts.
8. Complete a successful audit of FY 2021/2022 financial performance, internal controls, and procedures.
9. Continue growth development strategies for individual District employees focusing on training and succession planning.

### Specific Goals for FY 2022/2023

1. Package 1 Completion: Complete the construction of Cascade Reservoir No.2, commission and place in service and transition to the rehabilitation of Cascade Reservoir No. 1. Complete the construction of Cascade Well No. 7 pump station.
2. Award a contract and proceed with design on the Cascade Well No. 8, 141st avenue well facility, project package 3 of the Groundwater Development Master Plan (GDMP). Per project schedule design should be nearing completion by the Fall of 2023.
3. Award a contract and proceed with design on the Cascade Site (District Headquarters) 20 millions of gallons per day (MGD) Manganese Water Treatment Facility and Site Improvements. According to the project schedule the design should be nearing completion by the Fall of 2023.

4. Begin work with the City of Gresham staff on a comprehensive water supply partnership IGA that will address short- and long-term questions such as future system operation, cost sharing and true up, how to address wholesale purchase relationships with neighboring utilities and the asset inventory.
5. Conduct ongoing cost and schedule reviews as part of a risk evaluation for the Cascade Groundwater Development Program and report findings back to the Board.
6. Evaluate if and what emergency water supply option is in the District's best interest and begin the process for establishing this relationship with Portland.
7. Complete quarterly WIFIA reports and periodic disbursement requests and submit to the USEPA per requirements of the WIFIA loan.
8. Complete development an Asset Inventory with the City of Gresham and negotiate terms for a "buy in" to the remaining facilities of the system.
9. Continue research and more accurate cost estimates for implementation of Automatic Meter Reading to determine if this is the District's best interest to implement.

The focus of FY 2022/2023 will be implementation of the 2020 Groundwater Development Master Plan, including construction and design of specific packages. The past year and the next three years will require substantial capital investment and entail the risks that go with large projects. The District and staff must focus all of their efforts on successful delivery of these projects. The maintenance of the financial health and wellbeing of the District, and careful engineering and project management of the GDMP packages are critical to the successful future of the District.

Thank you for your review and input! I anticipate an active discussion during the August Board Meeting and Goal setting. If you have any questions about the goals, please contact me.