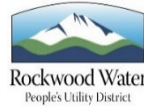


PRESIDENT, Colby Riley
VICE PRESIDENT, Steve Okazaki
SECRETARY, Kathy Zimmerman



TREASURER, Larry Dixon
DIRECTOR, Tom Lewis
GENERAL MANAGER, Kari J. Duncan

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

October 25, 2023

6:00 p.m.

District Boardroom or via Zoom:

<https://us02web.zoom.us/j/87314886590?pwd=YzhEaWlMG5pWk9yTGxQMVhbbGkvQT09>

Webinar ID: 873 1488 6590

Passcode: 938111

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 – September 30, 2023
3. **Approval of Minutes – September 27, 2023 Regular Board Meeting - Action**
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Regional Water Providers Consortium (RWPC) General Overview - Rebecca Geisen
7. RWPC Intergovernmental Agreement (IGA) - Action
8. Cascade Groundwater Alliance Project Updates – GM Duncan, DE Hudson, ASO Breen - Information
9. SDAO/Special Districts Insurance Services 2023/2024 Best Practices Survey - Action
10. For the Good of the Order
11. Next Meeting – November 15th, 2023 Regular Board Meeting
 - Upcoming Topics:
 - January Board Meeting (December)
 - 2024 Board Schedule (January)
 - Policy Manual Updates – Paid Leave Oregon (TBD)
 - Audit (TBD)
12. Adjournment



Rockwood Water
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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 13th, 2023

Re: October 25th, 2023, Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. **Legislative Updates:** October has been a busy month for legislative topics of interest to Special Districts and Water Utilities in Salem. Through the SDAO Legislative Committee and through the Oregon Water Utility Council the District and GM Duncan have tracked and commented on a variety of topics below. As current chair of the Oregon Water Utility Council and a member of the SDAO Legislative Committee, GM Duncan provided input on and co-signed some of the letters.
 - a. Water Infrastructure Presentation to the House Legislative Days. GM Duncan and others from SDAO and LOC presented to the House Committee on Water, Agriculture, Land Use and Natural Resources on September 28th. The presentation covered the cost of infrastructure, financing options and the impacts of inflation.
 - b. Letter to OWRD and Congresspersons related to the Groundwater Allocation Rulemaking Process: The Oregon Water Resources Department has been working on updates to the Groundwater Allocation Rules. It was brought to the attention of Oregon Water Utilities that the proposed changes could have broad-reaching impacts on the ability for any municipal provider to apply for a future groundwater rights permit. A letter expressing the interest of municipal water districts and cities to have additional opportunity for input and discussion of the rules prior to finalization was submitted. (Letter attached)
 - c. Letter to the Housing Policy Advisory Council related to SDC's. : The SDAO Water Legislative Committee submitted comments to the Housing Policy Advisory Council in response to a proposal to create a loan program to replace SDC fees in low income housing. The letter outlined challenges with the plan and recommended some options to loans for SDC funding. (Letter Attached)
3. Paid Leave Oregon benefits have now started, and employees may access the State of Oregon paid leave benefit for qualifying leave that fits into three categories: Family Leave such as the birth of a child or to care for a family member with a serious illness, medical leave such as a surgery or serious health condition, and safe leave for survivors of sexual assault or domestic violence. District Management met with the AFSME Union in October to review

proposed updates to incorporate the Paid Leave Oregon program. An update to the District Policy Manual will come to the Board for review this November or December. You can find more information about the program which applies to all employees in the state here; <https://paidleave.oregon.gov/>

4. Regional Water Providers Consortium presentation and Intergovernmental Agreement (IGA) updates are on the agenda for this October Board meeting. Rebecca Geison, Managing Director of the RWPC will provide a presentation about the Consortium activities and goals to the Board. This year, the RWPC updated its IGA and the RWPC Board passed it at their October 6th meeting. All 25 members must approve and sign the IGA to continue with membership.
5. The Kirk Park Well (Cascade Well #9) project to build a pump house and connection to the well that was drilled in 2020-2021 will begin construction this month. The majority of the construction is expected to take place from October 2023 through June of 2024, however completion of the project will not be until early 2025 due to a few long lead time items such as the emergency Generator, automatic transfer switch (ATS) and Motor Control Centers (MCC's).
6. Package 3 Well #8, Water Treatment Facility, Pump Station and Reservoir Rehabilitation at the 141st Ave. site continues to progress. An updated land use application to address the larger Generator and HVAC footprint and the replacement instead of rehabilitation of the reservoir will be submitted soon. Concurrently, the designers are progressing with the 30% design.
7. The Package 4 Cascade Water Treatment Facility Engineering Design process has completed the 90% design phase and is moving on to the final 100% design. Construction bids will take place in January, with an expected construction start date in March or April.
8. The Request for Proposals (RFP) for an Automated Metering Infrastructure will go out for Bid soon. The draft RFP is currently under review by the District Attorney and will be sent out once review is complete.

Thank you and please reach out to me with questions anytime.

Subject: Concerns Regarding Ground Water Allocation Rules – Lack of Stakeholder Involvement and Housing Goals Conflict

September 27, 2023

Dear Chair Reeves and Members of the Oregon Water Resources Commission,

We write on behalf of the Special Districts Association of Oregon, Oregon Association of Water Utilities, Oregon Water Utility Council, and the League of Oregon Cities to express our deep concerns about the Ground Water Allocation rules development. Our concerns center on the lack of robust stakeholder engagement, including cities and districts, and the timing of the rule making effort. We believe that the result of this will hinder some of our member's ability to plan for and secure water for our growing communities and will directly conflict with the Governor's housing production goals.

Lack of Stakeholder Involvement: The development of the Ground Water Allocation rules lacks sufficient involvement from cities and special districts. Collaborative input from all stakeholders is crucial for effective water management policies. The absence of this engagement jeopardizes our ability to adequately plan for water resources in the coming decades.

Timing of Rule Making: The development of these rules took place during the 82nd Legislative Assembly when many of the stakeholders were involved with and consumed by the business taking place in the State Capitol. This session saw an unusually high number of water-related legislative bills that received a great amount of attention by the assembly. The result of this legislative activity required stakeholders, who have limited resources, to focus on the activities taking place in the Capitol rather than the rule making that took place and conflicted with many of the activities taking place in the Capitol.

Conflict with Governor's Housing Goals and House Bill 2001 (2023): We believe that the current direction of Ground Water Allocation rules contradicts the Governor's housing objectives and the legislative requirements in House Bill 2001 (2023). Access to adequate water resources is crucial for addressing the state's housing production challenges, and the existing misalignment between water planning and housing goals is a significant concern.

We kindly request an opportunity for direct dialogue with the Water Resources Department before the Ground Water Allocation rules go out for public comment in early November. Collaborative engagement can lead to rules that are protective of our natural resources while supporting responsible growth and addressing our long-term water resource planning needs.

We appreciate your attention and look forward to your prompt response. Please contact us at mmartin@orcities.org and Mark@mjlconsulting.com to schedule a meeting for further discussion of these concerns.

Sincerely,

Mark Landauer, SDAO

Michael Martin, LOC

Kari Duncan, OWUC

Jason Green, OAWU

October 13, 2023

Housing Policy Advisory Council:

Co-Chairs Tovey and Hall, & Members of the HPAC Council:

The Special Districts Association of Oregon represents approximately 950 districts across the state that provide a wide range of services including rural fire protection, municipal water, wastewater, and storm water services, parks and recreation, library services, to name a few. Our association supports the Governor's efforts to address our affordable housing and homeless crisis in the state. The purpose of this letter is to provide the Housing Policy Advisory Council feedback regarding the SDC recommendation from the Finance Sub-Committee.

SDAO appreciates that the sub-committee recognizes that infrastructure, including domestic water, sanitary and storm water services and parks will be a key component in meeting the Governor's housing production goals. Federal funding has declined precipitously for local infrastructure over the last several decades resulting in a significant cost shift to local communities. As a result, SDCs and utility fees have become the primary funding sources for infrastructure improvement and expansion.

The Finance Committee's recommendation that the state "*Create a subsidized funding instrument at the State level to allow cities to borrow against future revenues generated through SDC's for infrastructure projects*" is something that cities can already do. Furthermore, it appears that the recommendation would not apply to special districts like domestic water, sanitary districts as well as park and recreation districts. SDAO's member districts have the same authority to seek low interest loans for infrastructure projects that cities have. In addition, our members also have the ability to create Local Improvement Districts. As a result, it is our belief that this recommendation is redundant and would result in unnecessary and duplicative administrative burdens for local government.

For example, the recommendation to secure loans for all SDCs for a project fails to recognize that SDCs are charged independently of one another (water, sewer, storm water, roads, and parks). They cannot be combined as the recommendation suggests. Furthermore, some SDCs may be charged by a city and others may be charged by a district.

As stated previously, many of our members pay for projects through the issuance of debt. These instruments, among other things, have strict rules against the impairment of funding sources while the debt is being repaid. We believe that this proposal could run afoul of these requirements which could potentially result in severe penalties or potential default – thereby requiring the immediate repayment of the outstanding debt.

We have additional concerns but in the interest of getting to the heart of the matter we would suggest that the HPAC recommend that the state increase funding to the state's revolving fund programs, create a fund that either provides direct grants to local communities to reduce SDC charges or assist those local communities by directly investing in the necessary infrastructure to serve these new developments.

The last thing we need is to replace SDC's with loans. Doing so increases the complexity of public budgeting, puts at risk existing debt requirements, and effectively raises rates – thereby placing a future burden on ratepayers, many of whom live on limited or fixed incomes.

Thank you for your consideration of these comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Landauer', with a long horizontal flourish extending to the right.

Mark Landauer
Lobbyist
Special Districts Association of Oregon

MEMORANDUM

To: Board of Directors

From: Andy Crocker, District Superintendent

Date: October 18th 2023

Re: Operations Update

Water distribution crews installed one new service and repaired two hydrants. Crews installed 120ft of 8" Ductile Iron (DI) pipe on NE 188th, this was to relocate a segment of existing main preparation of the well 9 transmission line. The line has been tested and will be tied-in next week. Summer was busy and the crew never really got a chance to take care of cleaning and maintenance items. In the last week crews have been able to take some time to address all the items that were postponed, we need to be prepared for leak season which is approaching quickly. We will start installing 35 water quality sample stations in the next couple of weeks, this should take several months to complete. The capital pipe projects on SE 154th and SE 157th between Stark St. and E. Burnside have been completed. Crews finished a hydrant relocation on SE Stark and 162nd for a Gresham project.

Operations staff operated the groundwater system and managing Portland Water Bureau (PWB) flows through peak-season (July to end of September) producing 370 million gallons for Rockwood and Gresham. With the Camp Creek fire in Bull Run watershed, our staff was on high alert and planning contingencies. Luckily, the fire didn't spread or impact operations and became a good exercise for operations to learn from for potential future incidents. Staff will be addressing offseason maintenance to the groundwater system replacing a chlorine analyzer and tubing replacement for samples and injection. Control valve maintenance and large meter testing are on the horizon. Currently there is a lot of effort directed at the service line inventory which must be completed by October 2024.

We anticipate the Advance Metering Infrastructure (AMI) Request For Proposals (RFP) to be completed and advertised near the end of October. Our goal is to award at the beginning of 2024.

Demand for September decreased substantially from August, our average daily demand in August was 8.80 Million Gallons per Day (MGD) and 7.30 MGD for September. The September month-to-month for 2023 to 2022 was about 800,000 gallons less per day. We saw a sharp decrease in demand at the end of August which continued through September. With some rain and cooler weather, demands have been tapering down to around 6.4 MGD. September groundwater operations produced a total of 44 million gallons during the month.

FIELD PRODUCTION REPORT FY 2023/2024													
	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	
ACTIVITY													
Leak Repairs	1	1	1										
YTD	1	2	3										
CCF Loss	110	110	110										
Emergency repairs	3	0	0										
YTD	3	3	3										
CCF Loss	579	0	0										
Utility Locates	287	294	276										
YTD	287	581	857										
Meter Replacements	13	11	9										
YTD	13	24	33										
Water Service Installs	0	2	1										
YTD	0	2	3										
Fire Service Installs	0	1	0										
YTD	0	1	1										
Fire Hydrant repairs	3	1	2										
YTD	3	4	6										
Vault/Backflow inspections	2	3	2										
YTD	2	5	7										
Meter Boxes Repl.	11	7	8										
YTD	11	18	26										
Emergency calls	3	2	0										
YTD	3	5	5										



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MEMORANDUM

To: Board of Directors
From: Cathy Middleton, Office Supervisor
Date: October 2, 2023
Re: September Monthly Customer Service Production Report

The meter reader read 6,973 meters this month.

Of the 7,487 bills that were sent out this month, 1,344 of them were sent via e-mail.

We mailed out 929 late notices and e-mailed 195 for a total of 1,124.

Of the 443 door hangers that were hung this month, we turned 102 of them off.

Customer assistance was given to 13 customers and 17 customers were sent to collections.

There were 28 maintenance orders done. They consisted of the following:

- 22 were to check high usage, verify read, and check if leaking
- 5 were to shut off/on for repairs
- 1 was to check water pressure

There were 70 billing maintenance orders done. These were for the following:

- Verify high/low reads
- Check for leaks
- Check no reads
- Check usage on closed accounts

There were 2,409 phone calls and 681 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 2023 - 2024

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,951	6,968	6,973										20,892
Estimates	-	-	-										-
Bills	7,369	7,007	7,487										21,863
Late Notices	1,124	1,357	1,124										3,605
Door Hangers	571	299	443										1,313
Turn Offs	72	56	102										230
Final Reads	106	104	111										321
New Accts	95	101	111										307
Bill Assistance	6	4	13										23
Collection Agency	11	19	17										47
Leak Adjustments	7	18	19										44
Phone Calls	2,189	2,201	2,409										6,799
Walk Ins	550	604	681										1,835
Work Orders	32	30	28										90
Misreads	-	-	-										-
Found On	-	-	1										1
Meters Pulled	-	-	-										-



Rockwood Water
People's Utility District

MEMORANDUM

To: Board of Directors

From: Jeremy Hudson, District Engineer

Date: October 18, 2023

Re: Engineer's Report: October 25, 2023 Board Meeting

Structural improvements for Cascade Reservoir 1 (CR1) will include a new roof. The condition of the interior roof support and plate is not economical to repair. Calculations and permits for roof support/plate replacement will be completed over the next two months and structural work will begin soon after. The coatings contractor removed the majority of the existing interior coatings and applied primer. The final coatings will be applied after the structural improvements are complete. The pump and column are installed, and the motor will be installed next week. The Groundwater Development Projects (GDP) Package 1 includes the structural updates to CR1 and the design for Cascade Reservoir 2 (CR2), CW7 pump station (PS) and Transmission Main (TM), Capital Improvement Project (CIP) ST4, and a portion of the proposed 36" groundwater TM Package 2B.

Package 4 is beyond the 90% draft. Designs will be complete at the end of 2023 and construction is scheduled to begin in early 2024. The water treatment plant (WTP) will be located near our existing equipment storage building, the new Pump Station (PS) will be sited east of the existing PS, and the new equipment storage building will be south of CR2. Package 4 is a 25-32 million gallon per day (MGD) treatment facility, PS replacement and equipment building replacement.

Package 3 is at 30% design. Designs include replacing the existing 2.2 MGD concrete reservoir in the same location, with a 1.9 MG reservoir. A new land use application will be submitted to account for the reservoir replacement and taller treatment building. This project includes a 4.3 MGD WTP, Cascade Well 8 improvements, reservoir replacement, PS upgrades and a larger emergency power generator. This project is located at our 141st Avenue PS. This design package will be completed early in 2024. Construction to take place in 2024 & 2025.

Package 2A is a TM project which moves water between an expanded Glendoveer Pressure Zone (PZ) and Main Zone. The design is 60% completed. Construction is set to begin in Q1 of 2024 and will take a year to complete.

The District's 20-year Water Master Plan (MP) update will be completed this Fiscal Year (FY). This project will determine what Capitol Improvement Projects (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 are described below.

FY 2022/2023:

ST20 Completed - Located on SE 154th Avenue between SE Stark Street and E Burnside Street, this project replaced 1,120 Linear Feet (LF) 4” Outside Diameter (OD) with 6” Ductile Iron (DI) lines.

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

ST7/8 - Located at NE 146th between Glisan and Burnside and includes Everett St, replaces 1,460 feet of OD Steel pipe with 1,095 8” DI and 365 feet of 6” DI. Construction to begin this fall.

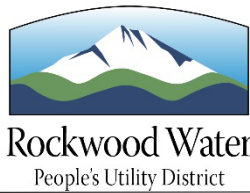
City of Gresham managed GDMP Projects:

Package 2B – 36” TM, Cascade to the District’s Bella Vista and Gresham’s Grant Butte reservoirs. Construction to begin this winter and take approximately 19 months.

Package 5 – 223rd & Stark Street, the production well (Cascade Well 6) is nearly complete. Consultants began the design of the wellhouse, water treatment facility and TM. The project construction is scheduled to be completed by the beginning of 2025.

Package 6 – Kirk Park (CW9) wellhouse and TM. Construction began this month and will be completed mid-2024. This TM will terminate at our Cascade site and contribute to the finished water that is pumped to the Bella Vista/Grant Butte reservoirs.

Package 7 – 217th & Yamhill Street (CW10), this is currently a Gresham-only project. Drilling is expected to begin following the completion of Cascade Well 6. Raw water will be piped to the CW6 Water Treatment Plant.



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MEMORANDUM

To: Board of Directors

From: Nyla Clark, Government Affairs Coordinator

Date: October 4, 2023

Re: Government Affairs Activities

GOVERNMENT AFFAIRS

- The District hosted the October NW Oregon Subsection Meeting on October 19. District staff gave a presentation on the Cascade Groundwater Alliance projects along with City of Gresham staff. District staff gave a tour to participants of projects happening at the District office site.

CONSERVATION

- The District has been participating in outreach campaigns with the Regional Water Providers Consortium on social media. During the month of October, the campaign is focused on Imagine Water Day on October 19.
- We have completed our outdoor conservation kit campaign. This year we have given out 277 outdoor conservation kits, last year the district gave out 74 outdoor conservation kits total, that's an increase this year of 374%.

EDUCATION

- GAC Clark is Chairing the Children's Clean Water Festival this year, an in person kick off meeting was held on October 5 at Tualatin Valley Water District. Rockwood Water will be hosting the next meeting on December.

UPCOMING EVENTS, TRAINING & CONFERENCE OPPORTUNITIES

Please let Nyla know if you would like to attend any of these classes or conferences.

SDAO 2023 Training Schedule

SDAO Classes: You can view all SDAO training and events at the following link along with full descriptions of trainings: <https://www.sdao.com/calendar>.

Conferences:

Please let Nyla Clark know as soon as possible if you plan to attend any conferences:

2024 SDAO Annual Conference

Pre-Conference Sessions: February 8

Conference: February 9 – 11

Seaside, Oregon

2024 PNWS-AWWA

Conference: May 1-3

Spokane, WA

AWWA 2024 Annual Conference
June 10-13
Anaheim, California



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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 16, 2023

Re: Finance/Budget Report – September 2023

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

- Water sales revenue at the end of September 2023 (Period 3) showed an **11.8% increase** when compared to Period 3 in September 2022. Water sales for the summer of 2023 have been cumulatively higher than in 2022 and this combined with the 6% rate increase resulted in higher revenue. The revenue is on track and continues to demonstrate the District's ability to meet debt service requirements for the 2021 bond sales, the 2022 WIFIA loan and future finding that is required to complete the Groundwater Development Projects.
- Overall revenue for Period 3 is **14%** higher than the same period in FY 2022/2023 reflecting the impact of the rate increase, strong water demand and continued installation of new services. Notably, interest income has contributed to overall District financials due to continued high interest rates for funds held in the Local Government Investment Pool (LGIP). 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 3 FY 2023/2024 is **48% higher** than the same period in FY 2022/2023 due to service installation revenues and very high interest income.
- Personal Services show a normal use pattern for this time of year, with 22% of budget expended after 25% of the year has been completed. Materials and Services expenditures are 7% of total budget. Capital Outlay for non-Cascade Groundwater projects are at 10% of total budget.

FISCAL YEAR 2023-24
SEPTEMBER, 2023
REVENUES

Category		Budget	September 2023	September 2022	Variance	Year To Date	Projection	Balance of FY 22-23
100.3-01-0101	Beginning Fund Balance	11,494,340						
100.3-10	Water Sales	12,095,864	824441.14	788,330	4.58%	3,278,206	12,680,748	9,402,542
100.3-20	Fees & Special Charges	350,000	25490.77	26,519	-3.88%	77,629	317,379	239,749
100.3-40	Charges for Service	450,000	45052.44	3,722	1110.47%	83,930	323,553	239,623
100.3-50	Investment Income	216,000	91288.17	26,566	243.63%	231,514	676,774	445,260
100.3-60	Other Income	730,100	44538.98	46,786	-4.80%	175,344	691,141	515,797
100.3-90	Other Financing Sources	1,023,500	0	-		38,903	589,993	551,090
Total Revenue Budget		26,359,804	1,030,812	891,922		3,885,526	15,279,587	11,394,061
Annual Running Revenue (Includes Codes 100.3-10 thru -90)		14,865,464	1,030,812	891,922	16%	3,885,526		

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

EXPENDITURES

		Budget	September 2023	Total To Date	% Expended
5.10-4000	Personnel Services	4,185,510	304,050	922,147	22%
5.20-5000	Material & Services	2,393,611	5,932	171,279	7%
	Water Purchase	3,761,530	268,593	843,240	22%
5.40-4000	Capital Outlay	2,148,320	148,439	224,582	10%
5.60-7000	Transfers	2,331,150	-	-	0%
5.70-7000	Contingency	1,700,000	-		
5.90-8000	Unappropriated Balance	11,589,683	-		
Total Expense Budget		28,109,804	727,013	2,161,248	8%
Annual Running Expense (Includes Codes 5.1 - 5.4)		12,488,971	727,013	2,161,248	17%

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

September 27, 2023

Rockwood Water Board Room

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

Staff present: Kari Duncan, General Manager (GM); Andy Crocker, District Superintendent (DS); Cathy Middleton, Office Supervisor (OS); Jeremy Hudson, District Engineer (DE); Joey Schlosser, Assistant Superintendent (AS); 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, Eric Cole

President Colby Riley called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

President Riley asked if there were any changes or additions to the agenda. **GM Duncan** noted there were no proposed changes.

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

APPROVAL OF THE CONSENT AGENDA

President Riley asked if there were any changes or updates to the consent agenda. **GM Duncan** noted there were no changes.

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

APPROVAL OF MINUTES

President Riley asked if there were any changes to the minutes. Tom Lewis said that the minutes incorrectly noted him as the president in the minutes.

Steve Okazaki moved to approve the minutes from the August 23, 2023, regular Board meeting with correction of President Riley listed as president and not Tom Lewis. Tom Lewis seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

President Riley asked if there were any questions about the bills. The board discussed their questions.

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

PUBLIC COMMENT

There were no public comments.

Please note, due to the arrival of guest presenters the order of the meeting topics changed. The topic “Board Travel Approval for conferences” was discussed before “PGE Energy Response Program”.

PGE ENERGY RESPONSE PROGRAM

Scott Sand with the PGE Energy Partner program provides an overview of the Energy Partner program and the benefits for District participation. The board discussed the benefits and asked questions about the program.

BOARD TRAVEL APPROVAL FOR CONFERENCES

GM Duncan shares the upcoming pre-approved trainings:

2024 SDAO Annual Conference

Thursday, February 8 - Sunday, February 11, 2024

Seaside, Oregon

More information to be announced.

2024 Pacific Northwest Section/AWWA Conference

Wednesday, May 1 – Friday May 3, 2024

Spokane, Washington

More information to be announced.

2024 AWWA Annual Conference and Exposition

Monday, June 10 - Thursday, June 13, 2024

Anaheim, CA

More information to be announced.

Tom Lewis made a motion to approve the training as outlined, Larry Dixon seconded the motion, motion passed unanimously.

FOR THE GOOD OF THE ORDER

GM Duncan provides an update on what staff has found in regards to the cost of the District’s EAP program. It was found that there are cheaper alternatives available. The District is in a contract currently but once the contract is up the District will explore other alternatives.

GM Duncan thanked the board and staff who attended the District BBQ and SDAO golf tournament.

GM Duncan noted that the District will be hosting the NW Oregon Subsection meeting on October 19.

GM Duncan will be attending and presenting on legislative days with SDAO to discuss water infrastructure funding.

DS Crocker congratulated David Mattson for completing his operator in training test, Ryan Lindstrom also recently completed his CDL.

OM Middleton mentioned that the front office will have a couple of people retiring next year. Staff has been working on a transition plan that will be presented to the board at a future meeting.

President Riley thanked the staff for all the wonderful food at the potluck.

NEXT MEETING

President Riley reminded everyone the next Board meeting will be Wednesday, October 25, 2023, at 6:00 p.m.

ADJOURNMENT

Larry Dixon made a motion to adjourn the meeting. Steve Okazaki seconded the motion. The motion was approved; none opposed.

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

Secretary



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

MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: October 12, 2023

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$1,045,268.67. Additionally, there were two payroll cycles and a board payroll totaling \$123,528.74. 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 September 30, 2023 are as follows:

Restricted Cash - \$2,892,349.14

Unrestricted Cash - \$24,717,619.00



Rockwood Water
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MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 10/25/2023

FOR THE PERIOD

September2023

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



Rockwood Water
People's Utility District

Rockwood Water District, OR

Check Report

By Check Number

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: UMPQUA BANK-UMPQUA BANK						
00070	PORTLAND, CITY OF	09/26/2023	Regular	0.00	-55,461.99	53358
11441	DEPARTMENT OF JUSTICE	09/21/2023	Regular	0.00	264.00	54042
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005020	Invoice	09/22/2023	ID # 21DR17205	0.00	264.00	
101-100-6202102	EMPLOYEE DRAW PAYABLE	ID # 21DR17205	264.00			
00014	OREGON AFSCME	09/21/2023	Regular	0.00	446.45	54043
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005034	Invoice	09/22/2023	Union Dues	0.00	446.45	
101-100-6202140	UNION DUES PAYABLE	Union Dues	446.45			
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	09/21/2023	Regular	0.00	127.50	54044
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005035	Invoice	09/22/2023	United Way	0.00	127.50	
101-100-6202120	UNITED WAY PAYABLE	United Way	127.50			
11394	ACI PAYMENTS, INC	09/21/2023	Regular	0.00	97.25	54045
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1000101193	Invoice	09/21/2023	Home Banking Fee August 2023	0.00	97.25	
101-100-5205740	GENERAL OFFICE	Home Banking Fee August 2023	97.25			
00442	ADVANCED AUTO PARTS	09/21/2023	Regular	0.00	83.00	54046
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
5744-859186 & 5...	Invoice	09/21/2023	filters/clips	0.00	83.00	
101-100-5205540	VEHICLE MAINTENANCE	filters/clips	83.00			
00231	ADVENTIST HEALTH OCCUPATIONAL MEDICINE	09/21/2023	Regular	0.00	206.00	54047
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
97797	Invoice	09/21/2023	DOT exams and collection	0.00	206.00	
101-100-5205110	CONTRACT SERVICES	DOT exams and collection	206.00			
01224	AT&T MOBILITY	09/21/2023	Regular	0.00	1,736.99	54048
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
287288607971X0...	Invoice	09/21/2023	AT&T	0.00	1,736.99	
101-100-5205210	TELEPHONE	CELL PHONES	1,576.99			
101-100-5205660	TELEMETRY	141ST INTERNET	40.00			
101-100-5205660	TELEMETRY	CLEVELAND INTERNET	40.00			
101-100-5205660	TELEMETRY	NW 1ST INTERNET	40.00			
101-100-5205660	TELEMETRY	BELLA VISTA FIOS INERNET	40.00			
00048	CABLE HUSTON LLP	09/21/2023	Regular	0.00	217.00	54049
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
131804	Invoice	09/21/2023	July 2023 General Legal	0.00	217.00	
101-100-5205140	LEGAL SERVICES	July 2023 General Legal	217.00			
01089	CITY OF PORTLAND	09/21/2023	Regular	0.00	170.00	54050

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
10446473	Invoice	09/21/2023	ADCM Annual Fee	0.00	170.00	
	101-100-5205460		DUES/LICENSES/SUBSCRIP...		170.00	
00637	COMCAST CABLE	09/21/2023	Regular	0.00	289.85	54051
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0004989	Invoice	09/18/2023	Office Internet	0.00	289.85	
	101-100-5205210		TELEPHONE		289.85	
00607	FERGUSON WATERWORKS #3011	09/21/2023	Regular	0.00	127.96	54052
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1223797	Invoice	09/21/2023	2" Brass Tee	0.00	127.96	
	101-100-5205610		UTILITY OPERATING SUPPLY		127.96	
			2" Brass Tee			
00427	GRAINGER	09/21/2023	Regular	0.00	329.18	54053
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
9842787856	Invoice	09/21/2023	Porta Pot Stuff	0.00	107.79	
	101-100-5205610		UTILITY OPERATING SUPPLY		107.79	
			Portable Toilet Deodorizer			
9843458309	Invoice	09/21/2023	drum spill containment	0.00	221.39	
	101-100-5205530		SHOP EQUIPMENT MAINT		221.39	
			drum spill containment			
00085	H.D. FOWLER COMPANY	09/21/2023	Regular	0.00	138.94	54054
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
16518710	Invoice	09/21/2023	22-019 Fire Line W/O 346	0.00	138.94	
	101-100-5406020		NEW SERVICES		138.94	
			6" MJ Solid Sleeve			
11442	HOME DEPOT	09/21/2023	Regular	0.00	199.97	54055
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2530739	Invoice	09/21/2023	jig saw replacment	0.00	199.97	
	101-100-5205570		SMALL EQUIPMENT/TOOLS		199.97	
			jig saw replacment			
01137	JW UNDERGROUND INC	09/21/2023	Regular	0.00	576.00	54056
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
51749-a	Invoice	09/21/2023	Dirt Dump for the shop	0.00	144.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		144.00	
			Dirt Dump			
51749-b	Invoice	09/21/2023	Dirt Dump	0.00	288.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		144.00	
	101-100-5406010		WATER SYSTEM		144.00	
			Dump Fees			
51750	Invoice	09/21/2023	Dirt Dump	0.00	144.00	
	101-100-5406010		WATER SYSTEM		144.00	
			Dump Fees			
00753	KNIFE RIVER CORPORATE NW	09/21/2023	Regular	0.00	2,463.97	54057
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
3026483	Invoice	09/21/2023	Asphalt and Rock Tickets	0.00	1,082.99	
	101-100-5205610		UTILITY OPERATING SUPPLY		617.19	
	101-100-5406020		NEW SERVICES		465.80	
			Asphalt for W/O 348, 346, 344			
3026484	Invoice	09/21/2023	Asphalt	0.00	314.42	
	101-100-5205610		UTILITY OPERATING SUPPLY		314.42	
			Asphalt			
3026485	Invoice	09/21/2023	Asphalt for Job 328	0.00	767.21	
	101-100-5406010		WATER SYSTEM		767.21	
			Asphalt			
3028122	Invoice	09/21/2023	Asphalt for Job 328	0.00	299.35	

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	101-100-5406010	WATER SYSTEM	Asphalt		299.35	
01259	MC ELECTRIC VEHICLES	09/21/2023	Regular	0.00	586.75	54058
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
708	Invoice	09/21/2023	rw39 brakes	0.00	586.75	
	101-100-5205540		VEHICLE MAINTENANCE		586.75	
11448	NICHOLAS BOSTOW	09/21/2023	Regular	0.00	195.13	54059
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0004991	Invoice	09/21/2023	Hydrant Permit Deposit Refund	0.00	195.13	
	101-100-6302430		CUSTOMER REFUND CLEAR...		195.13	
00236	NORTHERN SAFETY CO., INC.	09/21/2023	Regular	0.00	262.60	54060
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
905716520	Invoice	09/21/2023	Ear Plugs	0.00	262.60	
	101-100-5205440		SAFETY GEAR & EQUIPME...		262.60	
11501	OREGON GOVERNMENT FINANCE OFFICERS ASSO	09/21/2023	Regular	0.00	120.00	54061
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
1865	Invoice	09/21/2023	MEMBESHIP DUES - DZ	0.00	120.00	
	101-100-5205460		DUES/LICENSES/SUBSCRIP...		120.00	
00940	O'REILLY AUTO PARTS	09/21/2023	Regular	0.00	23.99	54062
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2514-457451	Invoice	09/21/2023	oil	0.00	23.99	
	101-100-5205560		GAS/LUBRICANTS & DISPO...		23.99	
00460	OUR JUST FUTURE	09/21/2023	Regular	0.00	84.00	54063
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005053	Invoice	09/21/2023	Customer Assistance July 2023	0.00	84.00	
	101-100-5205800		CUSTOMER ASSISTANCE		84.00	
01057	OXARC, INC	09/21/2023	Regular	0.00	86.18	54064
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0031897743	Invoice	09/21/2023	propane fill	0.00	58.47	
	101-100-5205560		GAS/LUBRICANTS & DISPO...		58.47	
0031899716	Invoice	09/21/2023	forklift propane	0.00	27.71	
	101-100-5205560		GAS/LUBRICANTS & DISPO...		27.71	
11627	Pacific Golf & Turf	09/21/2023	Regular	0.00	501.12	54065
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0004992	Invoice	09/18/2023	Refund overpay on closed account	0.00	501.12	
	101-100-3606900		PORTLAND UTILITY TAX		25.06	
	101-100-6302430		CUSTOMER REFUND CLEAR...		476.06	
00360	PARKROSE HARDWARE	09/21/2023	Regular	0.00	16.88	54066
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
J75698/P	Invoice	09/21/2023	hardware	0.00	16.88	
	101-100-5205540		VEHICLE MAINTENANCE		16.88	
01124	PAVELCOMM INC.	09/21/2023	Regular	0.00	2,860.81	54067

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
237338	Invoice	09/21/2023	Pavelcomm IT Contract	0.00	2,860.81	
	101-100-5205110		CONTRACT SERVICES		2,860.81	
00181	PORTLAND GENERAL ELECTRIC	09/21/2023	Regular	0.00	3,058.23	54068
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004990	Invoice	09/18/2023	Portland General Electric	0.00	3,058.23	
	101-100-5205670		PUMPING		636.65	
	101-100-5205670		PUMPING		492.54	
	101-100-5205670		PUMPING		294.61	
	101-100-5205670		PUMPING		977.45	
	101-100-5205670		PUMPING		31.47	
	101-100-5205670		PUMPING		625.51	
01174	PURCHASE POWER	09/21/2023	Regular	0.00	500.00	54069
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005056	Invoice	09/21/2023	Postage for Postage Machine	0.00	500.00	
	101-100-5205330		POSTAGE		500.00	
00189	QUILL CORPORATION	09/21/2023	Regular	0.00	366.47	54070
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
34495077	Invoice	09/21/2023	OFFICE SUPPLIES	0.00	238.49	
	101-100-5205320		OFFICE SUPPLIES		2.59	
	101-100-5205320		OFFICE SUPPLIES		235.90	
34495586	Invoice	09/21/2023	OFFICE SUPPLIES	0.00	127.98	
	101-100-5205320		OFFICE SUPPLIES		127.98	
01254	ZIPLY FIBER	09/21/2023	Regular	0.00	1,276.83	54071
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0004988	Invoice	09/21/2023	Ziply Fiber	0.00	1,276.83	
	101-100-5205210		TELEPHONE		1,017.69	
	101-100-5205210		TELEPHONE		222.98	
	101-100-5205660		TELEMETRY		36.16	
00066	CONSOLIDATED SUPPLY COMPANY	09/28/2023	Regular	0.00	49.45	54072
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
S011558026.001	Invoice	09/28/2023	Tee and stiffner for our yard hydrant	0.00	49.45	
	101-100-5205610		UTILITY OPERATING SUPPLY		12.05	
	101-100-5205610		UTILITY OPERATING SUPPLY		37.40	
00607	FERGUSON WATERWORKS #3011	09/28/2023	Regular	0.00	134.52	54073
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1887186	Invoice	09/28/2023	Parts for meter testing bypass	0.00	134.52	
	101-100-5205640		METER MAINTENANCE		27.28	
	101-100-5205640		METER MAINTENANCE		105.25	
	101-100-5205640		METER MAINTENANCE		1.99	
00427	GRAINGER	09/28/2023	Regular	0.00	51.85	54074
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
9849347464	Invoice	09/28/2023	Calendars / Operations Control Room	0.00	10.53	
	101-100-5205320		OFFICE SUPPLIES		10.53	
9850034225	Invoice	09/28/2023	Calendars / Operations Control Room	0.00	41.32	

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	101-100-5205320	OFFICE SUPPLIES	Dry Erase Wall Calendar		41.32	
00759	HARBOR FREIGHT TOOLS	09/28/2023	Regular	0.00	39.99	54075
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
0111094	Invoice	09/28/2023	drill bit set	0.00	39.99	
	101-100-5205530		SHOP EQUIPMENT MAINT		39.99	
01137	JW UNDERGROUND INC	09/28/2023	Regular	0.00	369.52	54076
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
51883	Invoice	09/28/2023	Shop Dump and sand	0.00	369.52	
	101-100-5205610		UTILITY OPERATING SUPPLY		225.52	
	101-100-5205610		UTILITY OPERATING SUPPLY		144.00	
00139	NORTHWEST NATURAL GAS COMPANY	09/28/2023	Regular	0.00	41.77	54077
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005059	Invoice	09/25/2023	Heating	0.00	41.77	
	101-100-5205230		HEATING/ELECTRICITY		41.77	
00940	O'REILLY AUTO PARTS	09/28/2023	Regular	0.00	79.22	54078
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
2514-458628	Invoice	09/28/2023	rw50 oil	0.00	42.99	
	101-100-5205560		GAS/LUBRICANTS & DISPO...		42.99	
2514-459511	Invoice	09/28/2023	wiper blade stock	0.00	36.23	
	101-100-5205540		VEHICLE MAINTENANCE		36.23	
00460	OUR JUST FUTURE	09/28/2023	Regular	0.00	70.00	54079
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005084	Invoice	09/28/2023	Customer Assistance August 2023	0.00	70.00	
	101-100-5205800		CUSTOMER ASSISTANCE		70.00	
00360	PARKROSE HARDWARE	09/28/2023	Regular	0.00	105.49	54080
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
J83901	Invoice	09/28/2023	misc hardware	0.00	69.72	
	101-100-5205530		SHOP EQUIPMENT MAINT		69.72	
J84548	Invoice	09/28/2023	paint hardware	0.00	35.77	
	101-100-5205540		VEHICLE MAINTENANCE		35.77	
01124	PAVELCOMM INC.	09/28/2023	Regular	0.00	3,940.53	54081
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
237524a	Invoice	09/28/2023	IT 10yr Boardroom replacement	0.00	1,620.53	
	101-100-5205510		COMPUTER/OFFICE EQUI...		1,620.53	
237524b	Invoice	09/28/2023	IT 10yr RW-PC16 replacement	0.00	1,140.00	
	101-100-5205510		COMPUTER/OFFICE EQUI...		1,140.00	
237524c	Invoice	09/28/2023	IT 10yr RW-PC15 replacement	0.00	1,140.00	
	101-100-5205510		COMPUTER/OFFICE EQUI...		1,140.00	
237574	Invoice	09/28/2023	IT 10yr RW-PC15 replacement	0.00	40.00	
	101-100-5205510		COMPUTER/OFFICE EQUI...		40.00	
11520	SANDY RIVER MARKETING, INC	09/28/2023	Regular	0.00	940.90	54082

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
30861	Invoice	09/28/2023	Hat mock ups for CGA gifts	0.00	34.00	
	101-100-5205730		MANAGER'S EXPENSE		34.00	
31065	Invoice	09/28/2023	Shirts, Hats and Printing.	0.00	906.90	
	101-100-5205610		UTILITY OPERATING SUPPLY		63.20	
	101-100-5205610		UTILITY OPERATING SUPPLY		299.80	
	101-100-5205610		UTILITY OPERATING SUPPLY		57.50	
	101-100-5205610		UTILITY OPERATING SUPPLY		126.40	
	101-100-5205610		UTILITY OPERATING SUPPLY		360.00	
11614	USAbLe Life	09/28/2023	Regular	0.00	1,944.37	54083
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
0004885515	Invoice	09/28/2023	Empl Life/Disb Insurance	0.00	1,944.37	
	101-100-6202109		DISABILITY/LIFE PAYABLE		1,944.37	
11441	DEPARTMENT OF JUSTICE	10/05/2023	Regular	0.00	323.53	54084
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005135	Invoice	10/06/2023	ID # 21DR17205	0.00	323.53	
	101-100-6202102		EMPLOYEE DRAW PAYABLE		323.53	
00014	OREGON AFSCME	10/05/2023	Regular	0.00	442.20	54085
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005149	Invoice	10/06/2023	Union Dues	0.00	442.20	
	101-100-6202140		UNION DUES PAYABLE		442.20	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	10/05/2023	Regular	0.00	127.50	54086
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005150	Invoice	10/06/2023	United Way	0.00	127.50	
	101-100-6202120		UNITED WAY PAYABLE		127.50	
00251	ADT COMMERCIAL LLC	10/05/2023	Regular	0.00	114.41	54087
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005112	Invoice	10/05/2023	Alarm Monitoring Service Oct 2023	0.00	114.41	
	101-100-5205520		BLDG/GROUNDS MAINTEN...		114.41	
11624	AS&P Billing Services Corp.	10/05/2023	Regular	0.00	615.00	54088
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
105497	Invoice	10/05/2023	Janitorial Service	0.00	615.00	
	101-100-5205110		CONTRACT SERVICES		615.00	
11377	Atlas Technical Consultants, LLC	10/05/2023	Regular	0.00	1,020.00	54089
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
209330 k211981c	Invoice	10/05/2023	Job 313 Package # 1	0.00	1,020.00	
	601-100-5205120		ENGINEERING SERVICES		1,020.00	
00981	CENTURYLINK	10/05/2023	Regular	0.00	45.28	54090
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005105	Invoice	10/03/2023	SE 148th Telemetry	0.00	45.28	
	101-100-5205660		TELEMETRY		45.28	
00001	CHAVES CONSULTING, INC.	10/05/2023	Regular	0.00	4,994.25	54091

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
212815	Invoice	10/05/2023	Bill Printing and Mailing Service September ...	0.00	4,994.25	
	101-100-5205110		CONTRACT SERVICES		1,263.29	
	101-100-5205330		POSTAGE		3,730.96	
11476	CONSOR	10/05/2023	Regular	0.00	559,493.23	54092
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
N202855OR.00-38	Invoice	10/05/2023	JOB 313 PACKAGE #1	0.00	4,987.00	
	601-100-5205120		ENGINEERING SERVICES		4,987.00	
N219742OR.00-11	Invoice	10/05/2023	Job 318 Groundwater Developemnt Project ...	0.00	70,824.65	
	601-100-5205120		ENGINEERING SERVICES		70,824.65	
W208178OR.00-10	Invoice	10/05/2023	GDMP - Package 4 - Design	0.00	483,681.58	
	601-100-5205120		ENGINEERING SERVICES		483,681.58	
01185	CORE & MAIN LP	10/05/2023	Regular	0.00	1,180.13	54093
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
T175498 & T6630...	Invoice	10/05/2023	Hydrant parts for broken hydrant	0.00	1,180.13	
	101-100-5205610		UTILITY OPERATING SUPPLY		92.17	
	101-100-5205610		UTILITY OPERATING SUPPLY		172.63	
	101-100-5205610		UTILITY OPERATING SUPPLY		11.35	
	101-100-5205610		UTILITY OPERATING SUPPLY		293.47	
	101-100-5205610		UTILITY OPERATING SUPPLY		12.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		1.27	
	101-100-5205610		UTILITY OPERATING SUPPLY		10.08	
	101-100-5205610		UTILITY OPERATING SUPPLY		587.16	
01147	CRYSTAL GREENS LANDSCAPING INC	10/05/2023	Regular	0.00	1,719.50	54094
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
256904	Invoice	10/05/2023	Landscaping Service September 2023	0.00	549.50	
	101-100-5205520		BLDG/GROUNDS MAINTEN...		549.50	
256905	Invoice	10/05/2023	Landscaping Service September 2023	0.00	560.00	
	101-100-5205520		BLDG/GROUNDS MAINTEN...		560.00	
256906	Invoice	10/05/2023	Landscaping Service September 2023	0.00	610.00	
	101-100-5205520		BLDG/GROUNDS MAINTEN...		610.00	
01085	EDGE ANALYTICAL LABORATORIES,	10/05/2023	Regular	0.00	2,448.00	54095
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
23-23602	Invoice	10/05/2023	3rd QTR DBPs Invoice 23-23602	0.00	2,448.00	
	101-100-5205620		WATER SAMPLES/TESTING		2,448.00	
00427	GRAINGER	10/05/2023	Regular	0.00	227.53	54096
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
9855955531	Invoice	10/05/2023	Easy Out Extractor	0.00	112.68	
	101-100-5205570		SMALL EQUIPMENT/TOOLS		112.68	
9860486837	Invoice	10/05/2023	Rite in The rain not books	0.00	114.85	
	101-100-5205320		OFFICE SUPPLIES		52.10	
	101-100-5205320		OFFICE SUPPLIES		27.01	
	101-100-5205320		OFFICE SUPPLIES		35.74	
00813	GSI WATER SOLUTIONS, INC	10/05/2023	Regular	0.00	17,951.92	54097

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
00134.018-33	Invoice	10/05/2023	Job 300 Cascade #7	0.00	12,580.68	
	101-100-5406010		WATER SYSTEM		12,580.68	
00134.022-13	Invoice	10/05/2023	job 331 Cascade # 8	0.00	5,371.24	
	101-100-5406010		WATER SYSTEM		5,371.24	
00085	H.D. FOWLER COMPANY	10/05/2023	Regular	0.00	45.04	54098
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
I6532306	Invoice	10/05/2023	22-019 2" Service La Plaza W/O 344	0.00	45.04	
	101-100-5406020		NEW SERVICES		45.04	
00759	HARBOR FREIGHT TOOLS	10/05/2023	Regular	0.00	89.99	54099
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
1026073	Invoice	10/05/2023	coolant test kit	0.00	89.99	
	101-100-5205530		SHOP EQUIPMENT MAINT		89.99	
00842	HUNT, BRIAN	10/05/2023	Regular	0.00	196.73	54100
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005161	Invoice	10/05/2023	Safety boot reimbursement	0.00	196.73	
	101-100-5205440		SAFETY GEAR & EQUIPME...		196.73	
01137	JW UNDERGROUND INC	10/05/2023	Regular	0.00	432.00	54101
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
52025a	Invoice	10/05/2023	Dirt Dump w/o 360	0.00	144.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		144.00	
52025b	Invoice	10/05/2023	162nd Hydrant install w/o 360	0.00	288.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		288.00	
11631	Kevin Tran	10/05/2023	Regular	0.00	84.21	54102
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005122	Invoice	10/04/2023	Closed account refund	0.00	84.21	
	101-100-6302430		CUSTOMER REFUND CLEAR...		84.21	
00753	KNIFE RIVER CORPORATE NW	10/05/2023	Regular	0.00	833.12	54103
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
3034145	Invoice	10/05/2023	Rock and Asphalt for w/o 360	0.00	342.50	
	101-100-5205610		UTILITY OPERATING SUPPLY		342.50	
3035204	Invoice	10/05/2023	Rock and Asphalt for w/o 360	0.00	490.62	
	101-100-5205610		UTILITY OPERATING SUPPLY		490.62	
00341	MIDDLETON, CATHERINE	10/05/2023	Regular	0.00	174.00	54104
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005109	Invoice	10/05/2023	Per Diem - OGFOA Fall Conference - CM	0.00	174.00	
	101-100-5205450		TRAINING & EDUCATION		174.00	
11632	Miyamoto, Warren	10/05/2023	Regular	0.00	274.64	54105
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
INV0005123	Invoice	10/04/2023	Closed Account Refund	0.00	274.64	
	101-100-1301160		ACCOUNTS RECEIVABLE - ...		274.64	
00017	OREGON DEPARTMENT OF REVENUE	10/05/2023	Regular	0.00	9,284.71	54106

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005120	Invoice	10/04/2023	3rd Quarter tax payment	0.00	9,284.71	
	101-100-6202235		TRANSIT TAX PAYABLE		541.60	
	101-100-6202240		WORKERS COMP PAYABLE		250.29	
	101-100-6202250		STATE UNEMPLOYMENT P...		564.39	
	101-100-6202260		TRI-MET PAYABLE		4,542.06	
	101-100-6202270		PAID LEAVE OREGON PAYA...		3,386.37	
00017	OREGON DEPARTMENT OF REVENUE	10/05/2023	Regular	0.00	-9,284.71	54106
00940	O'REILLY AUTO PARTS	10/05/2023	Regular	0.00	71.62	54107
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2514-460052	Invoice	10/05/2023	filters/ wiper blade	0.00	71.62	
	101-100-5205540		VEHICLE MAINTENANCE		71.62	
11435	Pamplin Media	10/05/2023	Regular	0.00	45.00	54108
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
303592	Invoice	10/05/2023	Business Cards	0.00	45.00	
	101-100-5205320		OFFICE SUPPLIES		45.00	
00360	PARKROSE HARDWARE	10/05/2023	Regular	0.00	38.13	54109
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
J85918	Invoice	10/05/2023	fix air monitor	0.00	14.18	
	101-100-5205530		SHOP EQUIPMENT MAINT		14.18	
J88778	Invoice	10/05/2023	rw29 tarp repair	0.00	23.95	
	101-100-5205540		VEHICLE MAINTENANCE		23.95	
00172	PARR LUMBER COMPANY	10/05/2023	Regular	0.00	251.44	54110
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
60046254 & 6004...	Invoice	10/05/2023	Concrete	0.00	251.44	
	101-100-5205610		UTILITY OPERATING SUPPLY		70.00	
	101-100-5205610		UTILITY OPERATING SUPPLY		251.44	
	101-100-5205610		UTILITY OPERATING SUPPLY		-70.00	
00458	PREMIER RUBBER LLC	10/05/2023	Regular	0.00	104.01	54111
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0432905-IN	Invoice	10/05/2023	tap machine hydraulics	0.00	104.01	
	101-100-5205530		SHOP EQUIPMENT MAINT		104.01	
00189	QUILL CORPORATION	10/05/2023	Regular	0.00	425.19	54112
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
34720077	Invoice	10/05/2023	OFFICE SUPPLIES	0.00	8.69	
	101-100-5205320		OFFICE SUPPLIES		8.69	
34720169	Invoice	10/05/2023	OFFICE SUPPLIES	0.00	30.99	
	101-100-5205320		OFFICE SUPPLIES		30.99	
34740704	Invoice	10/05/2023	OFFICE SUPPLIES	0.00	385.51	
	101-100-5205320		OFFICE SUPPLIES		14.59	
	101-100-5205320		OFFICE SUPPLIES		11.79	
	101-100-5205320		OFFICE SUPPLIES		9.79	
	101-100-5205320		OFFICE SUPPLIES		46.99	
	101-100-5205320		OFFICE SUPPLIES		10.49	
	101-100-5205320		OFFICE SUPPLIES		24.59	
	101-100-5205320		OFFICE SUPPLIES		12.99	
	101-100-5205320		OFFICE SUPPLIES		30.99	

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	101-100-5205320	OFFICE SUPPLIES	LOGITECH KEYBOARD AND MOUSE	59.98		
	101-100-5205320	OFFICE SUPPLIES	HAND SANITIZER 12PK	54.99		
	101-100-5205320	OFFICE SUPPLIES	BLUE PENS	6.49		
	101-100-5205320	OFFICE SUPPLIES	PAPER PLATES	61.98		
	101-100-5205320	OFFICE SUPPLIES	PUFFS PLUS	16.98		
	101-100-5205320	OFFICE SUPPLIES	NAPKINS	13.38		
	101-100-5205320	OFFICE SUPPLIES	BLACK PENS	9.49		
01009	RICOH USA, INC	10/05/2023	Regular	0.00	186.41	54113
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
5068170300	Invoice	10/05/2023	Monthly Coper Fee September 2023	0.00	186.41	
	101-100-5205110		CONTRACT SERVICES		186.41	
11520	SANDY RIVER MARKETING, INC	10/05/2023	Regular	0.00	194.40	54114
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
31192	Invoice	10/05/2023	Rockwood Vest Printing	0.00	194.40	
	101-100-5205610		UTILITY OPERATING SUPPLY		194.40	
11440	Schneider Water Services	10/05/2023	Regular	0.00	54,444.50	54115
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
14070	Invoice	10/05/2023	Cascade Well 8 Redevelopment	0.00	54,444.50	
	101-100-5406010		WATER SYSTEM		54,444.50	
00021	SPECIAL DISTRICTS OF OREGON	10/05/2023	Regular	0.00	29,842.77	54116
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005085	Invoice	10/02/2023	Empl Med/Dent Insurance	0.00	29,842.77	
	101-100-6202108		SDAO INS PAYABLE		29,842.77	
01183	STROH, JESSE	10/05/2023	Regular	0.00	400.00	54117
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005160	Invoice	10/05/2023	Safety boot reimbursement	0.00	400.00	
	101-100-5205440		SAFETY GEAR & EQUIPME...		400.00	
11629	THERMO FLUIDS	10/05/2023	Regular	0.00	240.25	54118
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
92757407	Invoice	10/05/2023	oil disposal	0.00	240.25	
	101-100-5205560		GAS/LUBRICANTS & DISPO...		240.25	
01167	ULINE	10/05/2023	Regular	0.00	669.80	54119
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
169037738	Invoice	10/05/2023	Office and safety products	0.00	609.53	
	101-100-5205320		OFFICE SUPPLIES		28.13	
	101-100-5205320		OFFICE SUPPLIES		8.21	
	101-100-5205320		OFFICE SUPPLIES		30.48	
	101-100-5205320		OFFICE SUPPLIES		392.68	
	101-100-5205440		SAFETY GEAR & EQUIPME...		60.95	
	101-100-5205440		SAFETY GEAR & EQUIPME...		18.75	
	101-100-5205440		SAFETY GEAR & EQUIPME...		70.33	
169135668	Invoice	10/05/2023	Magnetic clips	0.00	60.27	
	101-100-5205320		OFFICE SUPPLIES		35.61	
	101-100-5205610		UTILITY OPERATING SUPPLY		24.66	
11630	Willmer Contreras	10/05/2023	Regular	0.00	208.19	54120

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005121	Invoice	10/04/2023	Refund Overpayment	0.00	208.19	
	101-100-6302430		CUSTOMER REFUND CLEAR... Refund Overpayment		208.19	
01205	ZIMMERMAN, DAN	10/05/2023	Regular	0.00	174.00	54121
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005108	Invoice	10/05/2023	Per Diem - OGFOA Fall Conference - DZ	0.00	174.00	
	101-100-5205450		TRAINING & EDUCATION Per Diem - OGFOA Fall Conference..		174.00	
01038	OREGON ASSOCIATION OF WATER	10/05/2023	Regular	0.00	1,350.00	54122
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
36118	Invoice	10/05/2023	Membership Renewal 2023 -2024	0.00	1,350.00	
	101-100-5205460		DUES/LICENSES/SUBSCRIP... Membership Renewal 2023 -2024		1,350.00	
00184	PORTLAND WATER BUREAU	10/11/2023	Regular	0.00	268,592.99	54124
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005205	Invoice	09/30/2023	Wholesale Water Purchase September 2023	0.00	268,592.99	
	101-100-5205010		WATER PURCHASES Wholesale Water Purchase Septe...		268,592.99	
11581	MISSIONSQUARE	09/22/2023	Bank Draft	0.00	1,345.43	DFT0001175
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005014	Invoice	09/22/2023	Deferred Compensation	0.00	1,345.43	
	101-100-6202150		DEFERRED COMP PAYABLE Deferred Compensation		1,345.43	
00016	NATIONWIDE RETIREMENT SOLUTION	09/22/2023	Bank Draft	0.00	590.00	DFT0001177
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005016	Invoice	09/22/2023	457 Deferred Comp	0.00	590.00	
	101-100-6202150		DEFERRED COMP PAYABLE 457 Deferred Comp		590.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	09/22/2023	Bank Draft	0.00	1,315.00	DFT0001178
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005022	Invoice	09/22/2023	HRA VEBA	0.00	1,315.00	
	101-100-6202160		HRA VEBA PAYABLE HRA VEBA		1,315.00	
10253	INTERNAL REVENUE SERVICE	09/22/2023	Bank Draft	0.00	10,450.50	DFT0001185
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005039	Invoice	09/22/2023	FED TAX WITHHOLDING	0.00	10,450.50	
	101-100-6202220		FEDERAL TAX PAYABLE FED TAX WITHHOLDING		10,450.50	
00017	OREGON DEPARTMENT OF REVENUE	09/22/2023	Bank Draft	0.00	6,226.94	DFT0001186
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005040	Invoice	09/22/2023	STATE INCOME TAX	0.00	6,226.94	
	101-100-6202230		STATE TAX PAYABLE STATE INCOME TAX		6,226.94	
10253	INTERNAL REVENUE SERVICE	09/22/2023	Bank Draft	0.00	11,077.98	DFT0001187
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005041	Invoice	09/22/2023	SOCIAL SECURITY TAX	0.00	11,077.98	
	101-100-6202210		SOCIAL SECURITY PAYABLE SOCIAL SECURITY TAX		11,077.98	
10253	INTERNAL REVENUE SERVICE	09/22/2023	Bank Draft	0.00	2,590.84	DFT0001188

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005043	Invoice	09/22/2023	MEDICARE TAX	0.00	2,590.84	
	101-100-6202210		SOCIAL SECURITY PAYABLE		2,590.84	
00733	UMPQUA BANK	09/21/2023	Bank Draft	0.00	655.49	DFT0001189
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005051	Invoice	09/21/2023	Bank Fees August 2023	0.00	655.49	
	101-100-5205740		GENERAL OFFICE		655.49	
00018	PERS	09/21/2023	Bank Draft	0.00	25,930.96	DFT0001190
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005058	Invoice	09/21/2023	Pers Payable	0.00	25,930.96	
	101-100-6202110		P.E.R.S. PAYABLE		25,930.96	
11381	Global Payments Integrated	09/21/2023	Bank Draft	0.00	10,528.01	DFT0001191
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005052	Invoice	09/21/2023	Card Processing Fee - Online Cards	0.00	10,528.01	
	101-100-5205740		GENERAL OFFICE		10,528.01	
00793	CITY OF GRESHAM	09/21/2023	Bank Draft	0.00	307.95	DFT0001192
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV-39989	Invoice	09/21/2023	COG Permit 23-031 Hyd Reloc	0.00	307.95	
	101-100-5205610		UTILITY OPERATING SUPPLY		307.95	
10253	INTERNAL REVENUE SERVICE	09/28/2023	Bank Draft	0.00	45.94	DFT0001195
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005083	Invoice	09/28/2023	Board Payroll Taxes	0.00	45.94	
	101-100-6202210		SOCIAL SECURITY PAYABLE		45.94	
11581	MISSIONSQUARE	10/06/2023	Bank Draft	0.00	1,367.66	DFT0001196
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005129	Invoice	10/06/2023	Deferred Compensation	0.00	1,367.66	
	101-100-6202150		DEFERRED COMP PAYABLE		1,367.66	
00016	NATIONWIDE RETIREMENT SOLUTION	10/06/2023	Bank Draft	0.00	640.00	DFT0001199
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005132	Invoice	10/06/2023	457 Deferred Comp	0.00	640.00	
	101-100-6202150		DEFERRED COMP PAYABLE		640.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	10/06/2023	Bank Draft	0.00	1,315.00	DFT0001200
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005137	Invoice	10/06/2023	HRA VEBA	0.00	1,315.00	
	101-100-6202160		HRA VEBA PAYABLE		1,315.00	
10253	INTERNAL REVENUE SERVICE	10/06/2023	Bank Draft	0.00	10,217.93	DFT0001207
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005154	Invoice	10/06/2023	FED TAX WITHHOLDING	0.00	10,217.93	
	101-100-6202220		FEDERAL TAX PAYABLE		10,217.93	
00017	OREGON DEPARTMENT OF REVENUE	10/06/2023	Bank Draft	0.00	6,067.89	DFT0001208

Check Report

Date Range: 09/19/2023 - 10/11/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005155	Invoice	10/06/2023	STATE INCOME TAX	0.00	6,067.89	
	101-100-6202230		STATE TAX PAYABLE		6,067.89	
10253	INTERNAL REVENUE SERVICE	10/06/2023	Bank Draft	0.00	10,795.96	DFT0001209
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005156	Invoice	10/06/2023	SOCIAL SECURITY TAX	0.00	10,795.96	
	101-100-6202210		SOCIAL SECURITY PAYABLE		10,795.96	
10253	INTERNAL REVENUE SERVICE	10/06/2023	Bank Draft	0.00	2,524.90	DFT0001210
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005158	Invoice	10/06/2023	MEDICARE TAX	0.00	2,524.90	
	101-100-6202210		SOCIAL SECURITY PAYABLE		2,524.90	
11426	ENVIRONMENTAL PROTECTION AGENCY	10/05/2023	Bank Draft	0.00	12,200.00	DFT0001211
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
N20168OR-Fee02	Invoice	10/05/2023	WIFIA - Constructoin Servicing Fee	0.00	12,200.00	
	601-100-5205110		CONTRACT SERVICES		12,200.00	
01038	OREGON ASSOCIATION OF WATER	10/05/2023	Bank Draft	0.00	1,350.00	DFT0001212
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
36118	Invoice	10/05/2023	Membership Renewal 2023 -2024	0.00	1,350.00	
	101-100-5205460		DUES/LICENSES/SUBSCRIP...		1,350.00	
01038	OREGON ASSOCIATION OF WATER	10/05/2023	Bank Draft	0.00	-1,350.00	DFT0001212
00017	OREGON DEPARTMENT OF REVENUE	10/05/2023	Bank Draft	0.00	9,284.71	DFT0001214
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
INV0005120	Invoice	10/04/2023	3rd Quarter tax payment	0.00	9,284.71	
	101-100-6202235		TRANSIT TAX PAYABLE		541.60	
	101-100-6202240		WORKERS COMP PAYABLE		250.29	
	101-100-6202250		STATE UNEMPLOYMENT P...		564.39	
	101-100-6202260		TRI-MET PAYABLE		4,542.06	
	101-100-6202270		PAID LEAVE OREGON PAYA...		3,386.37	

Bank Code UMPQUA BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	82	0.00	984,536.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-64,746.70
Bank Drafts	22	23	0.00	125,479.09
EFT's	0	0	0.00	0.00
	131	107	0.00	1,045,268.67

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	109	82	0.00	984,536.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-64,746.70
Bank Drafts	22	23	0.00	125,479.09
EFT's	0	0	0.00	0.00
	131	107	0.00	1,045,268.67

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	9/2023	40,783.71
999	POOLED CASH	10/2023	1,004,484.96
			1,045,268.67



Rockwood Water District, OR

Detail vs Budget Report Account Summary

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND								
Revenue								
101-100-3010101	BEGINNING FUND BALANCE	0.00	-11,494,340.00	0.00	0.00	0.00	-11,494,340.00	-100.00%
101-100-3101100	WATER SALES	0.00	-12,095,864.00	-2,453,205.34	-824,441.14	-3,277,646.48	-8,818,217.52	-72.90%
101-100-3202100	BACKFLOW CHARGES	0.00	-40,000.00	-6,848.10	-1,915.42	-8,763.52	-31,236.48	-78.09%
101-100-3202200	SET-UP FEES	0.00	-20,000.00	-2,623.73	-1,174.12	-3,797.85	-16,202.15	-81.01%
101-100-3202300	LATE FEES	0.00	-290,000.00	-42,666.82	-22,401.23	-65,068.05	-224,931.95	-77.56%
101-100-3404100	SERVICE INSTALLATIONS	0.00	-250,000.00	-37,827.62	-13,370.50	-51,198.12	-198,801.88	-79.52%
101-100-3404200	SUB-DIVISION PROJECTS	0.00	-50,000.00	0.00	0.00	0.00	-50,000.00	-100.00%
101-100-3404300	OTHER SERVICE INCOME	0.00	-150,000.00	-1,049.88	-31,681.94	-32,731.82	-117,268.18	-78.18%
101-100-3505100	INTEREST INCOME	0.00	-200,000.00	-137,898.44	-89,703.36	-227,601.80	27,601.80	13.80%
101-100-3505200	RENTAL INCOME	0.00	-16,000.00	-2,327.60	-1,584.81	-3,912.41	-12,087.59	-75.55%
101-100-3606100	SCRAP METAL SALES	0.00	-7,500.00	-3,996.15	0.00	-3,996.15	-3,503.85	-46.72%
101-100-3606600	OTHER MISC INCOME	0.00	-40,000.00	-1,819.74	-762.77	-2,582.51	-37,417.49	-93.54%
101-100-3606800	GRESHAM UTILITY TAX	0.00	-457,936.00	-87,479.11	-12,437.16	-99,916.27	-358,019.73	-78.18%
101-100-3606900	PORTLAND UTILITY TAX	0.00	-209,657.00	-34,516.87	-31,338.68	-65,855.55	-143,801.45	-68.59%
101-100-3607000	FAIRVIEW UTILITY TAX	0.00	-15,007.00	-2,963.70	-0.37	-2,964.07	-12,042.93	-80.25%
101-100-3909200	INTERFUND TRANSFERS	0.00	-505,000.00	0.00	0.00	0.00	-505,000.00	-100.00%
101-100-3909300	FIXED ASSET DISPOSITION	0.00	-500,000.00	0.00	0.00	0.00	-500,000.00	-100.00%
101-100-3909500	OTHER GOVERNMENT AGENCIES	0.00	-18,500.00	-38,902.50	0.00	-38,902.50	20,402.50	110.28%
Revenue Totals:		0.00	-26,359,804.00	-2,854,125.60	-1,030,811.50	-3,884,937.10	-22,474,866.90	-85.26%
Expense								
101-100-5104450	SALARIES/WAGES	0.00	2,511,660.00	363,748.90	176,648.56	540,397.46	1,971,262.54	78.48%
101-100-5104500	OFFICE OVERTIME	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
101-100-5104550	FIELD OVERTIME	0.00	18,000.00	3,554.67	258.36	3,813.03	14,186.97	78.82%
101-100-5104600	ON CALL DUTY	0.00	80,100.00	10,390.95	5,227.27	15,618.22	64,481.78	80.50%
101-100-5104610	WATER CERTIFICATIONS	0.00	13,000.00	2,300.53	1,145.00	3,445.53	9,554.47	73.50%
101-100-5104620	EMPLOYEE BONUS	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100.00%
101-100-5104630	MARKET BASED WAGE ADJUST	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
101-100-5104800	SOCIAL SECURITY	0.00	152,000.00	23,002.34	11,098.16	34,100.50	117,899.50	77.57%
101-100-5104810	MEDICARE	0.00	36,000.00	5,379.60	2,595.57	7,975.17	28,024.83	77.85%
101-100-5104820	UNEMPLOYMENT INSURANCE	0.00	2,500.00	52.53	511.86	564.39	1,935.61	77.42%
101-100-5104830	TRI-MET	0.00	17,800.00	22.20	4,519.84	4,542.04	13,257.96	74.48%
101-100-5104840	WORKERS COMPENSATION	0.00	29,600.00	6,397.06	248.26	6,645.32	22,954.68	77.55%
101-100-5104900	P.E.R.S	0.00	715,000.00	104,072.66	51,854.38	155,927.04	559,072.96	78.19%
101-100-5104910	DEF. COMP	0.00	0.00	928.78	479.97	1,408.75	-1,408.75	0.00%
101-100-5104920	EMPLOYEE INSURANCE EXPENS	0.00	583,000.00	98,192.42	49,517.38	147,709.80	435,290.20	74.66%

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5104930	PAID LEAVE OREGON	0.00	9,850.00	55.03	-55.01	0.02	9,849.98	100.00%
101-100-5205010	WATER PURCHASES	0.00	3,761,530.00	574,646.66	268,592.99	843,239.65	2,918,290.35	77.58%
101-100-5205110	CONTRACT SERVICES	-2,860.81	130,180.00	82,662.10	5,548.04	88,210.14	44,830.67	34.44%
101-100-5205120	TECHNICAL & CONSULTING	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100.00%
101-100-5205130	AUDITING	0.00	24,500.00	6,575.00	0.00	6,575.00	17,925.00	73.16%
101-100-5205140	LEGAL SERVICES	0.00	100,000.00	150.00	217.00	367.00	99,633.00	99.63%
101-100-5205210	TELEPHONE	0.00	44,880.00	6,217.68	3,107.51	9,325.19	35,554.81	79.22%
101-100-5205220	SEWER/STORM WATER	0.00	12,000.00	116.18	2,298.61	2,414.79	9,585.21	79.88%
101-100-5205230	HEATING/ELECTRICITY	0.00	22,000.00	1,148.98	1,130.65	2,279.63	19,720.37	89.64%
101-100-5205310	ENGINEERING SUPPLIES	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00%
101-100-5205320	OFFICE SUPPLIES	1,221.55	40,000.00	11,883.71	636.22	12,519.93	26,258.52	65.65%
101-100-5205330	POSTAGE	0.00	45,300.00	4,243.27	4,190.08	8,433.35	36,866.65	81.38%
101-100-5205410	CONSERVATION	0.00	50,350.00	1,736.50	200.00	1,936.50	48,413.50	96.15%
101-100-5205420	ELECTIONS/LEGAL ADVERTISE	0.00	3,000.00	349.80	0.00	349.80	2,650.20	88.34%
101-100-5205430	INSURANCE-GENERAL	0.00	117,270.00	21,378.34	8,189.17	29,567.51	87,702.49	74.79%
101-100-5205440	SAFETY GEAR & EQUIPMENT	606.82	23,000.00	1,864.15	631.54	2,495.69	19,897.49	86.51%
101-100-5205450	TRAINING & EDUCATION	1,620.00	36,500.00	850.00	425.00	1,275.00	33,605.00	92.07%
101-100-5205460	DUES/LICENSES/SUBSCRIPTNS	0.00	100,969.00	57,405.23	580.87	57,986.10	42,982.90	42.57%
101-100-5205470	OFFICE EQUIPMENT	0.00	2,000.00	0.00	0.00	0.00	2,000.00	100.00%
101-100-5205510	COMPUTER/OFFICE EQUIPMENT	1,239.00	10,760.00	165.00	3,940.53	4,105.53	5,415.47	50.33%
101-100-5205520	BLDG/GROUNDS MAINTENANCE	38.30	75,160.00	5,550.25	687.96	6,238.21	68,883.49	91.65%
101-100-5205530	SHOP EQUIPMENT MAINT	203.75	10,000.00	674.93	242.21	917.14	8,879.11	88.79%
101-100-5205540	VEHICLE MAINTENANCE	134.29	35,000.00	4,530.11	1,090.36	5,620.47	29,245.24	83.56%
101-100-5205550	TIRES	0.00	10,000.00	0.00	0.00	0.00	10,000.00	100.00%
101-100-5205560	GAS/LUBRICANTS & DISPOSAL	240.25	45,000.00	8,012.52	250.72	8,263.24	36,496.51	81.10%
101-100-5205570	SMALL EQUIPMENT/TOOLS	2,324.60	15,000.00	6,093.49	212.11	6,305.60	6,369.80	42.47%
101-100-5205610	UTILITY OPERATING SUPPLY	4,659.23	300,000.00	-96,374.38	8,422.41	-87,951.97	383,292.74	127.76%
101-100-5205620	WATER SAMPLES/TESTING	0.00	67,300.00	2,546.99	-100.00	2,446.99	64,853.01	96.36%
101-100-5205625	WATER QUALITY & NOTICES	0.00	8,000.00	9,423.36	0.00	9,423.36	-1,423.36	-17.79%
101-100-5205630	RESERVOIR MAINTENANCE	0.00	20,000.00	878.00	0.00	878.00	19,122.00	95.61%
101-100-5205640	METER MAINTENANCE	0.00	20,000.00	6,650.00	134.52	6,784.52	13,215.48	66.08%
101-100-5205650	HYDRANT MAINTENANCE	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
101-100-5205660	TELEMETRY	0.00	15,192.00	960.28	480.14	1,440.42	13,751.58	90.52%
101-100-5205670	PUMPING	0.00	65,150.00	3,451.93	3,677.07	7,129.00	58,021.00	89.06%
101-100-5205710	BOARD MEETING FEES	0.00	5,800.00	450.00	300.00	750.00	5,050.00	87.07%
101-100-5205720	DIRECTORS' EXPENSE	62.25	24,000.00	0.00	0.00	0.00	23,937.75	99.74%
101-100-5205730	MANAGER'S EXPENSE	87.47	7,000.00	403.80	34.00	437.80	6,474.73	92.50%
101-100-5205740	GENERAL OFFICE	0.00	94,900.00	18,314.22	12,865.10	31,179.32	63,720.68	67.15%
101-100-5205760	BAD DEBT EXPENSE	0.00	25,000.00	-3,359.23	0.00	-3,359.23	28,359.23	113.44%
101-100-5205770	GRESHAM UTILITY TAX	0.00	457,936.00	0.00	0.00	0.00	457,936.00	100.00%
101-100-5205780	PORTLAND UTILITY TAX	0.00	209,657.00	0.00	-55,461.99	-55,461.99	265,118.99	126.45%
101-100-5205790	FAIRVIEW UTILITY TAX	0.00	15,007.00	0.00	0.00	0.00	15,007.00	100.00%
101-100-5205800	CUSTOMER ASSISTANCE	0.00	60,000.00	2,650.00	2,002.00	4,652.00	55,348.00	92.25%
101-100-5205820	TAXES & ASSESSMENTS	0.00	9,300.00	0.00	0.00	0.00	9,300.00	100.00%

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5406010	WATER SYSTEM	422,509.24	1,139,820.00	51,666.14	80,056.32	131,722.46	585,588.30	51.38%
101-100-5406020	NEW SERVICES	-15,036.25	65,000.00	6,230.76	21,533.07	27,763.83	52,272.42	80.42%
101-100-5406030	METER UPGRADES	-27,565.20	50,000.00	0.00	27,565.20	27,565.20	50,000.00	100.00%
101-100-5406110	METER EQUIPMENT	-4,795.00	11,500.00	0.00	4,795.00	4,795.00	11,500.00	100.00%
101-100-5406120	SHOP EQUIPMENT	31.97	8,000.00	10,771.64	0.00	10,771.64	-2,803.61	-35.05%
101-100-5406130	AUTOMOTIVE EQUIPMENT	0.00	270,000.00	355.00	0.00	355.00	269,645.00	99.87%
101-100-5406140	COMPUTER/OFFICE EQUIP	0.00	29,000.00	7,120.00	0.00	7,120.00	21,880.00	75.45%
101-100-5406210	BUILDINGS	0.00	75,000.00	0.00	14,489.00	14,489.00	60,511.00	80.68%
101-100-5406220	LAND	0.00	500,000.00	0.00	0.00	0.00	500,000.00	100.00%
101-100-5607110	TRANSFER TO OTHER FUND	0.00	2,331,150.00	0.00	0.00	0.00	2,331,150.00	100.00%
101-100-5707210	CONTINGENCY	0.00	1,700,000.00	0.00	0.00	0.00	1,700,000.00	100.00%
Expense Totals:		384,721.46	16,520,121.00	1,436,490.08	727,013.01	2,163,503.09	13,971,896.45	84.58%
101 - GENERAL FUND Totals:		384,721.46	-9,839,683.00	-1,417,635.52	-303,798.49	-1,721,434.01	-8,502,970.45	

201 - SDC FUND-REIMBURSEMENT

Revenue								
201-100-3010101	BEGINNING FUND BALANCE	0.00	-745,546.00	0.00	0.00	0.00	-745,546.00	-100.00%
201-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-250,000.00	-20,162.45	0.00	-20,162.45	-229,837.55	-91.94%
201-100-3505100	INTEREST INCOME	0.00	-10,000.00	-17,011.57	-7,365.44	-24,377.01	14,377.01	143.77%
Revenue Totals:		0.00	-1,005,546.00	-37,174.02	-7,365.44	-44,539.46	-961,006.54	-95.57%
Expense								
201-100-5607110	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	-705,546.00	-37,174.02	-7,365.44	-44,539.46	-661,006.54	

202 - SDC FUND-IMPROVEMENT

Revenue								
202-100-3010101	BEGINNING FUND BALANCE	0.00	-378,269.00	0.00	0.00	0.00	-378,269.00	-100.00%
202-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-80,000.00	-6,022.55	0.00	-6,022.55	-73,977.45	-92.47%
202-100-3505100	INTEREST INCOME	0.00	-1,200.00	-3,212.12	-1,399.17	-4,611.29	3,411.29	284.27%
Revenue Totals:		0.00	-459,469.00	-9,234.67	-1,399.17	-10,633.84	-448,835.16	-97.69%
202 - SDC FUND-IMPROVEMENT Totals:		0.00	-459,469.00	-9,234.67	-1,399.17	-10,633.84	-448,835.16	-97.69%

301 - DEBT RESERVE FUND

Revenue								
301-100-3010101	BEGINNING FUND BALANCE	0.00	-2,228,016.00	0.00	0.00	0.00	-2,228,016.00	-100.00%
301-100-3505100	INTEREST INCOME	0.00	-6,000.00	-5,136.12	-2,200.60	-7,336.72	1,336.72	22.28%
301-100-3909200	INTERFUND TRANSFERS	0.00	-2,006,150.00	0.00	0.00	0.00	-2,006,150.00	-100.00%
Revenue Totals:		0.00	-4,240,166.00	-5,136.12	-2,200.60	-7,336.72	-4,232,829.28	-99.83%
Expense								
301-100-5607110	TRANS TO DEBT SERV FUND	0.00	2,006,150.00	0.00	0.00	0.00	2,006,150.00	100.00%
Expense Totals:		0.00	2,006,150.00	0.00	0.00	0.00	2,006,150.00	100.00%
301 - DEBT RESERVE FUND Totals:		0.00	-2,234,016.00	-5,136.12	-2,200.60	-7,336.72	-2,226,679.28	

Detail vs Budget Report

Date Range: 09/01/2023 - 09/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
401 - DEBT SERVICE FUND								
Revenue								
401-100-3909200	INTERFUND TRANSFERS	0.00	-2,006,150.00	0.00	0.00	0.00	-2,006,150.00	-100.00%
	Revenue Totals:	0.00	-2,006,150.00	0.00	0.00	0.00	-2,006,150.00	-100.00%
Expense								
401-100-5507050	PAYMENTS ON FINANCING	0.00	1,436,350.00	0.00	0.00	0.00	1,436,350.00	100.00%
401-100-5507070	INTEREST EXPENSE	0.00	569,800.00	0.00	0.00	0.00	569,800.00	100.00%
	Expense Totals:	0.00	2,006,150.00	0.00	0.00	0.00	2,006,150.00	100.00%
	401 - DEBT SERVICE FUND Totals:	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION								
Revenue								
501-100-3010101	BEGINNING FUND BALANCE	0.00	-67,285.00	0.00	0.00	0.00	-67,285.00	-100.00%
501-100-3909200	INTERFUND TRANSFERS	0.00	-325,000.00	0.00	0.00	0.00	-325,000.00	-100.00%
501-100-3909400	CITY OF GRESHAM	0.00	-275,000.00	0.00	0.00	0.00	-275,000.00	-100.00%
	Revenue Totals:	0.00	-667,285.00	0.00	0.00	0.00	-667,285.00	-100.00%
Expense								
501-100-5205530	EQUIPMENT MAINTENANCE	0.00	26,000.00	5,544.39	0.00	5,544.39	20,455.61	78.68%
501-100-5205610	OPERATING SUPPLIES	0.00	42,000.00	21,725.95	357.57	22,083.52	19,916.48	47.42%
501-100-5205615	WELLHEAD PROTECTION	0.00	70,000.00	70,000.00	0.00	70,000.00	0.00	0.00%
501-100-5205620	TESTING	0.00	5,000.00	2,215.00	0.00	2,215.00	2,785.00	55.70%
501-100-5205630	RESERVOIR MAINTENANCE	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
501-100-5205670	PUMPING	0.00	385,000.00	42,684.45	57,340.26	100,024.71	284,975.29	74.02%
501-100-5607110	TRANSFER TO OTHER FUND	0.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
	Expense Totals:	0.00	598,000.00	142,169.79	57,697.83	199,867.62	398,132.38	66.58%
	501 - GROUND WATER PRODUCTION Totals:	0.00	-69,285.00	142,169.79	57,697.83	199,867.62	-269,152.62	
601 - GW CONSTRUCTION FUND								
Revenue								
601-100-3010101	BEGINNING FUND BALANCE	0.00	-8,305,600.00	0.00	0.00	0.00	-8,305,600.00	-100.00%
601-100-3909400	FINANCING PROCEEDS	0.00	-11,950,000.00	-307,844.45	0.00	-307,844.45	-11,642,155.55	-97.42%
601-100-3909600	BOND PROCEEDS	0.00	-10,000,000.00	0.00	0.00	0.00	-10,000,000.00	-100.00%
601-100-3909650	WIFIA LOAN PROCEEDS	0.00	-20,419,935.00	-8,572,991.85	0.00	-8,572,991.85	-11,846,943.15	-58.02%
	Revenue Totals:	0.00	-50,675,535.00	-8,880,836.30	0.00	-8,880,836.30	-41,794,698.70	-82.48%
Expense								
601-100-5205110	CONTRACT SERVICES	0.00	150,000.00	0.00	0.00	0.00	150,000.00	100.00%
601-100-5205120	ENGINEERING SERVICES	-507,464.34	15,100,000.00	66,476.15	635,562.60	702,038.75	14,905,425.59	98.71%
601-100-5406035	GROUNDWATER CONSTRUCTION	0.00	29,000,000.00	187,247.01	131,079.39	318,326.40	28,681,673.60	98.90%
601-100-5607110	TRANSFER TO OTHER FUND	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100.00%
	Expense Totals:	-507,464.34	44,390,000.00	253,723.16	766,641.99	1,020,365.15	43,877,099.19	98.84%
	601 - GW CONSTRUCTION FUND Totals:	-507,464.34	-6,285,535.00	-8,627,113.14	766,641.99	-7,860,471.15	2,082,400.49	
	Report Total:	-122,742.88	-19,593,534.00	-9,954,123.68	509,576.12	-9,444,547.56	-10,026,243.56	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND	384,721.46	-9,839,683.00	-1,417,635.52	-303,798.49	-1,721,434.01	-8,502,970.45	
201 - SDC FUND-REIMBURSEMENT	0.00	-705,546.00	-37,174.02	-7,365.44	-44,539.46	-661,006.54	
202 - SDC FUND-IMPROVEMENT	0.00	-459,469.00	-9,234.67	-1,399.17	-10,633.84	-448,835.16	-97.69%
301 - DEBT RESERVE FUND	0.00	-2,234,016.00	-5,136.12	-2,200.60	-7,336.72	-2,226,679.28	
401 - DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION	0.00	-69,285.00	142,169.79	57,697.83	199,867.62	-269,152.62	
601 - GW CONSTRUCTION FUND	-507,464.34	-6,285,535.00	-8,627,113.14	766,641.99	-7,860,471.15	2,082,400.49	
Report Total:	-122,742.88	-19,593,534.00	-9,954,123.68	509,576.12	-9,444,547.56	-10,026,243.56	



Rockwood Water
People's Utility District

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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 17th, 2023

Re: Regional Water Providers Consortium Overview

Rebecca Geisen, Managing Director for the Regional Water Providers Consortium, will provide an overview of programs and activities and respond to questions from the Board about the Consortium. Attached is the Strategic Plan and the Tri-Annual Report for the Consortium.

Tri-Annual Activity Report

FISCAL YEAR 2023-2024

June 7, 2023 – October 4, 2023

Introduction

The Regional Water Providers Consortium provides leadership in the planning, management, stewardship, and resiliency of drinking water in the greater Portland, OR metropolitan region. The Consortium is comprised of 25 members which represent seventeen cities and eight special districts that are located in the Clackamas, Columbia, Multnomah, Washington, and Yamhill Counties. Its work falls into the following three program areas: meeting water needs, emergency preparedness and resiliency, and regional coordination. Consortium staff compile activity reports three times per year that highlight current accomplishments to the Board at their meetings.

Meeting Water Needs

Public Outreach

A large part of the Consortium's work includes public education and outreach programming that promotes water conservation, source water protection, value of water, and other water-related topics. This work includes conducting multimedia campaigns, developing messaging materials, and accessible communications best practices. See pages 3-4 for these accomplishments.

Conservation-Focused Regional Partnerships

- **Alliance for Water Efficiency (AWE):** Staff participated in several AWE meetings including the education committee and regional member meetings.
- **Pacific Northwest Section of the American Water Works Association (PNWS AWWA):** Staff attended the conservation committee's summer meeting.

Camp Creek Fire Response

Consortium staff provided technical assistance to the Portland Water Bureau during the Camp Creek Fire which started August 24th and continues to burn. Staff helped the bureau by testing the Drinking Water Advisory Tool and advising about how best to use the tool for the water bureau and its wholesalers if a curtailment order or boil water notice needed to be issued. Staff also were instrumental in helping to create a Day 1-5 playbook for communications and messaging assets (Wholesaler partner toolkit and social media) if a curtailment needed to occur. This work also helped the Consortium prepare for how to do regional messaging and what types of assets would be needed in this type of incident.

Emergency Preparedness and Resiliency

Public Outreach

The Consortium's work also includes public education and outreach programming that is water-focused personal preparedness and how water providers are working to be more resilient to disasters. This work includes conducting multimedia campaigns, developing messaging materials, and accessible communications best practices. See pages 3-4 for these accomplishments.

Regional Disaster Preparedness Organization (RDPO)

Emergency Drinking Water Framework (Framework)

On August 8, the Consortium hosted a virtual workshop for county emergency managers and water providers. The goal was to provide a forum for emergency managers and water providers to begin implementation of recommendations from the Framework. The workshop began with presentations from Oregon and Washington state emergency management agencies regarding their capabilities. Clackamas River Water shared information about their current project and Rebecca gave an overview of the Framework recommendations and islands. The bulk of the workshop was in break-out groups by county. Groups chose topics to discuss based on their level of knowledge and planning. For many it was an opportunity for emergency managers to learn more about water systems in their county. Other topics included identifying next steps for emergency water distribution, equipment and resource needs and future trainings.

RDPO Workgroups: Consortium staff continued to participate in several RDPO workgroups including the Steering Committee, Program Committee, Public Information workgroup, Public Works workgroup, and Disaster Messaging workgroup (DMWG).

Training and Collaboration

The Consortium has been working with the EPA and other partners to bring several free workshops to the region. Rebecca served on the planning committee for all three workshops, helped identify speakers, attendees, and discussion topics. The workshops are summarized below.

1. **EPA Cybersecurity Overview and Tabletop Exercise (September 13):** The Consortium partnered with the EPA and Oregon Health Authority to bring this workshop to Oregon. It was led by the EPA's Water Infrastructure and Cyber Resilience Division and included a tabletop exercise. There were 50 participants from around Oregon.
2. **Water, Public Health, and Healthcare Coordination Workshop and Tabletop (September 19):** The Consortium partnered with the EPA and the NW Oregon Health Preparedness Organization (HPO) to bring this workshop to the Metro region. This was the first workshop of its kind – bringing water providers and healthcare together to learn about each other and discuss emergency water needs. The workshop included presentations by water providers and the healthcare sector and concluded with a tabletop discussion.
3. **EPA Region 10 (AK, ID, OR and WA) Emergency Drinking Water Workshop (October 17):** Planning is wrapping up for this workshop. The goal is for state agencies and regional drinking water utilities to discuss detailed aspects of locating, securing, and delivering emergency drinking water during a large-scale emergency. Attending will be water providers, state agencies, EPA, FEMA, and US Army Corps of Engineers.

Equipment Drill

On September 26, about 100 water providers and stakeholders gathered at Riverside Park on the Clackamas River to participate in the Consortium's sixth emergency drinking water equipment training and drill. There were participants from around Oregon. Equipment owners brought equipment to test and train new staff. Equipment included three emergency water distribution trailers, five treatment trailers, one portable pipe and hose reel system, and a milk hauling truck to dispense potable water. It was a great day of learning and information sharing.



Public Outreach Campaigns

Multimedia Campaigns

The Consortium runs several multimedia campaigns annually. All campaign ads and on-air interviews can be viewed and listened to on the Consortium [Newsroom](#) webpage.

“Clean Water. It’s Our Future.” Source Water Protection Campaign: The Consortium sponsored the “Clean Water. It’s Our Future” campaign on KPTV television for a fourth year. The year-long campaign ran from July 2022-June 2023 and focused on providing community members with tips on how they can take action at home and in the garden to protect local waterways. The campaign included a total of 546 television ads which resulted in 9.9 million television impressions; a webpage ad banner that resulted in 4.7 million impressions and 2,196 clicks; a webpage hosted on the station’s site that resulted in 4,118 views; and 41,168 impressions, 538 clicks, and 6,317 video views on Facebook.

The Consortium contributed \$3,000 to the 2023-24 campaign and served as a spokesperson in an Around the House NW segments which aired in August. Consortium staff will continue to provide time to assist with messaging development as needed.

Water Conservation and Emergency Preparedness Campaign: The Consortium wrapped up another successful media campaign. The campaign included messaging on television, radio, web, social media, and newsletters to deliver its campaign messaging in English and Spanish. Campaign messages included seasonal irrigation tips, ways for kids to save water, ways to use water to prepare for emergencies, tips for protecting local waterways, and ways that water providers are making water systems and their staff more resilient. The Consortium ran a mix of conservation and preparedness ads with the majority airing June-September. Conservation-focused interviews ran in June and July and were augmented with additional interviews and in-program mentions in August (National Water Quality Month) and September (National Emergency Preparedness Month).

The Consortium’s digital ad campaign will continue to run display ads through this fall and in spring 2024, and the Consortium is scheduled to run another KUNP newsletter for Fix a Leak Week in March 2024. The full campaign results will be available in a separate report later this year.

Other Public Outreach Project Updates

RegionalH2O.org Website: Consortium staff worked with the web contractor to continue making regionalH2O.org more accessible to those with access and functional needs. Staff also completed seasonal updates, monthly analytics reports, and weekly website maintenance. The web contractor completed security updates, site maintenance, and provided staff with technical support. The website received 54,842 pageviews from 25,383 visitors from May 1 – August 31, 2023.

Consortium Newsletters: The Consortium distributed one issue of *RegionalH2O News* and one issue of *The Source* between May 1 and August 31, 2023.

- *RegionalH2O News*: The June issue focused on saving water outdoors, multilingual and pet preparedness, and source water protection. It went to 900 recipients with an open rate of 17.8% and a click rate of 5%.
- *The Source*: The July issue provided members with a Drinking Water Advisory Tool update, water quality messaging, a Strategic Plan check-in, and a National Preparedness Month reminder. It went to 137 members and had a 30.8% open rate and a 2.3% click rate.

Consortium Social Media: The Consortium maintained an active presence on each of its social media channels between May 1 and August 31, 2023.

- Facebook – Followers increased to 975 during the reporting period. Published 87 posts which resulted in 6,769 impressions and 3,974 engagements.
- X (Twitter) – Maintained 647 followers during the reporting period. Published 84 tweets which resulted in 7,900 impressions and 233 engagements. Due to the acquisition of Twitter during the reporting period, analytics are incomplete. Numbers for August are unavailable.

How-to Video Project:

- Phase II: Consortium staff began planning work for phase II of the project. This included final selection of the four languages, establishing timelines, completing initial planning work, and confirming partner availability.
- Partner Messaging Toolkit: Staff created and distributed a messaging toolkit for Consortium members and community partners to use to help promote the videos and other resources.

Spanish Language Outreach: The Consortium worked with KUNP and Community Engagement Liaisons to translate more resources and content into Spanish. Translated content included print and social media messaging and two KUNP newsletters. The July KUNP newsletter went to 27,272 recipients and had a 16.84% open rate and a 2.15% click rate. The August newsletter went to 27,272 recipients and had a 19.83% open rate and a 2.22% click rate.

Member Messaging Toolkits: Messaging toolkit topics from June – October were the Weekly Watering Number, Smart Irrigation Month, Water Quality Month, National Preparedness Month, and Imagine a Day Without Water. Toolkits include social media copy, website links, graphic and media assets, and newsletter articles for members to use in outreach to their customers. Each toolkit is available on the [Member Page](#) or by request.

Regional Coordination

Drinking Water Advisory (DWA) Tool

The multilingual function of the DWA Tool is now live so that members can publish alerts and advisories in English, Spanish, Russian, Vietnamese, Chinese, and Arabic. Staff updated the DWA Tool instructions, frequently asked questions, and best management practices documents. Staff also began working on creating a scope of work for the tool audit and selecting project partners to complete the work. The audit project is funded by \$10,000 in carry over money from Fiscal Year 2022-2023.

Population and Household Estimates

Portland State University provided annual population and house estimates and forecast for Consortium members.

Emergency Contact List Update

Consortium staff updated the 2023 emergency contact list which includes names, phone numbers, equipment, affiliations (e.g., ORWARN, shared worker agreement), radio frequencies, EOC information, county emergency management and state contacts and other data.

Member Support

Consortium staff provided Consortium overview presentations for member staff and presented to the City Council of Forest Grove.

Conferences and Presentations

- AWWA National Conference (ACE): Rebecca Geisen, Consortium Managing Director presented “Regional Collaboration Model – 25 years of value and shared success” to a live and virtual audience at the June conference in Toronto. It was a great opportunity to share the Consortium’s story with an international audience.
- PNWS AWWA Short school: Bonny Cushman, Consortium Program Coordinator gave an hour-long presentation on the Consortium’s “Curtail Your Enthusiasm” tabletop exercise and “Evolving Approaches to Public Outreach” to approximately 50 participants.
- Portland Community College: Bonny lead two discussions with approximately 20 adult English Language Learners on water-related emergency preparedness.

Administration and Public Involvement

Consortium staff provided the following support to Consortium programs and administrative activities: monitored the budget, developed and managed contracts, processed invoices and completed other accounting tasks, and provided committee meeting logistics.

Consortium Committee Meetings

The Executive Committee (EC) met in September to hear updates on Consortium programs, review the strategic plan, and to approve the June Consortium Board agenda.

The Consortium Technical Committee (CTC) held summer supply check-ins in July and August. The Committee held its regular September meeting which included an update on the Camp Creek Fire from the Portland Water Bureau. The CTC also reviewed the draft Strategic Plan and discussed the proposed budget concepts for Fiscal Year 2024-2025.

The Consortium Conservation Committee (CCC) met in June where committee members gave input on how to redesign future youth education programming and checked in on actions their entities had taken since the 2021 Curtail Your Enthusiasm Tabletop Exercise. Members also provided updates on entity projects, shared resources, and provided one another with peer-to-peer support.

The Emergency Planning Committee (EPC) did not meet during this reporting period. A small group of Committee members met regularly throughout the summer to help plan the September 26 Equipment Drill. The September meeting was moved to October 10.

The Water Communicators Network (WCN) met in June. The committee workshopped which topics should be included in the National Water Quality month and shared resources, program updates, and other news from their entities.

Budget and Workplan

Consortium staff developed budget concepts and workplan ideas for review and discussion by the CTC, EC, and Board.

Staff also put together a final expense report for Fiscal Year 2022-2023 and began work on an Annual Report for the year.

Strategic Plan

The CTC and Executive Committee reviewed the final draft of the Consortium's updated Strategic Plan in September. Consortium staff spent much of the summer outlining proposed projects, annual work plans, and success measures for the updated Strategic Plan. Staff also identified several topics for the CTC to discuss over the rest of the Fiscal Year. Topics include staff capacity, planning projects, equity/translation work outreach and media campaign and new core work.

Consortium Intergovernmental Agreement (IGA)

Consortium finalized the IGA and will present it to the Consortium Board for approval.

Regional Water Providers Consortium

Strategic Plan 2023 - 2028

Introduction

The Regional Water Providers Consortium (Consortium) provides leadership in the planning, management, stewardship, and resiliency of municipal water supplies in the greater Portland Oregon metropolitan region. Established in 1997, the Consortium, with its members, work together in emergency preparedness, water conservation, and regional coordination. **** (have list of all members on this page and include updated map)**

The last five years was a time of incredible change, adversity, and innovation for the Consortium and its members. The Consortium addressed the needs of members and the community as we responded to a global pandemic, extreme weather, wildfires, and supply chain challenges. The Strategic Plan kept the Consortium grounded in its priorities and provided the tools to be flexible and responsive. Of note was multi-lingual communication about the safety of our drinking water, advancements in emergency drinking water planning, and a focus on equity and accessibility. This strategic plan incorporates the many lessons learned and builds on the Consortium's strengths.

2023 - 2028 Strategic Plan

The 2023 Strategic Plan was developed during a 12-month planning period by the Consortium Board with significant input from the Executive Committee, Consortium Technical Committee, and Consortium staff. The three Consortium working committees provided technical expertise in developing the strategic initiatives and reviewing the plan. As part of the strategic plan update, members reviewed and affirmed the mission and values, conducted an updated Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis (see Appendix), and refined priorities for the next five years. The Consortium values were updated to include our commitment to equity.

The 2023 Plan focuses our work into three major strategic areas:

- 1) Meeting Water Needs**
- 2) Emergency Preparedness and Resiliency**
- 3) Strengthening Regional Partnerships**

The 2023 Strategic Plan carries forward many of the strategic initiatives from the previous plan and includes new initiatives to reflect changing priorities. Equity, a new Consortium value, is firmly embedded in Consortium initiatives.

The Strategic Plan builds on the Consortium's strengths of leveraging our collective knowledge and resources to communicate the value of water, being prepared for emergencies, and good

stewards of our water resources. The Consortium speaks with one voice on issues affecting drinking water supplies, uses economies of scale to cost-effectively complete projects that benefit our members and the community, and fosters strong regional partnerships.

Our Mission

To provide leadership in the planning, management, stewardship, and resiliency of drinking water in the greater Portland metropolitan region.

We do this by:

- Providing a member-based network of peers to share knowledge, technical expertise, and resources.
- Promoting stewardship and coordinating regional water conservation programs.
- Making our water systems more resilient and promoting emergency preparedness in collaboration with our emergency management partners.
- Leveraging member resources to achieve economies of scale.
- Being a trusted source for drinking water information.

Our Values

These principles guide how we work together and with our partners:

CONSENSUS

We strive for one voice on matters that impact water providers and our customers.

COLLABORATION

We explore regional options, partnerships, and mutually beneficial solutions while retaining individual decision-making and accountability to our customers.

RESPECT

We acknowledge our differences and engage in open, honest, and constructive dialogue.

STEWARDSHIP

We advocate for wise management of existing and potential sources of drinking water.

TRANSPARENCY

We share information openly and are available to our members and the communities we serve.

RESILIENCY

We support each other and collectively prepare to mitigate for, respond to, and recover from emergencies.

EQUITY

We incorporate equity into our planning, budgeting, programming, outreach, and workplace culture.

Serving Our Members and Our Community

The Portland Metropolitan Area is fortunate to have access to many sources of drinking water that flow freely from our faucets. It is a resource that is easy to take for granted. Water providers work diligently to ensure that their customers have access to safe, reliable water. To do this, water providers build and maintain a complex system of pipes, hydrants, treatment systems, and reservoirs while also planning for aging infrastructure, population changes, new regulations, emergencies, seismic hazards, and climate change. The Consortium's work supports its members to ensure that the region has a long-term, reliable, efficient, and safe water supply.

Key activities that support our region and our members:

- Multi-media and multi-language outreach tools and campaigns on topics of importance to water provider customers and the greater community. Topics include water conservation, emergency preparedness, value of water, and source water protection. Consortium water conservation programs help members meet their public education requirements of OAR Division 86 - Water Management and Conservation Plans.
- Partnership with the Regional Disaster Preparedness Organization (RDPO) gives water providers a seat at the table as regional partners collaborate to increase disaster resilience. The RDPO supports the Consortium and water providers in acquiring grants for regional water treatment and distribution equipment, foundational planning studies, and multi-lingual outreach tools.
- Large-scale drills and tabletop exercises ensure that water provider staff have the training, critical skills, and hands-on experience that is needed to address realistic scenarios affecting the region's water supplies.
- Consortium members save ratepayer money by pooling resources to complete projects that benefit the entire region. This includes member messaging toolkits, multimedia campaigns, content translation, equipment purchases, studies, and annual print orders.
- Consortium staff are active in the drinking water community, track water-related legislation, information, opportunities, and resources with a variety of local, regional, state, and national groups.
- Consortium provides the forum for members to have access to subject matter experts, sub-regional partnership opportunities, and the relationships to develop and share resources with one another.

2023 Major Focus Areas

The strategic planning process affirmed the Consortium's three major focus areas. Through the planning process, staff and members developed strategic initiatives for each of the three focus areas and identified projects to support the initiatives. The strategic initiatives will help address major challenges facing the region and leverage emerging opportunities.

- 1) Meeting Water Needs**
- 2) Emergency Preparedness and Resiliency**
- 3) Strengthening Regional Partnerships**

Major Focus Area #1 – Meeting Water Needs

The *Meeting Water Needs Focus Area* grounds the Consortium in its core work – to meet the water needs of the region through effective management and stewardship of the region’s drinking water. This is achieved in many ways, and how we accomplish this work has evolved over time. Since forming in 1997, the Consortium has been a leader in regional water supply planning. Today, that leadership continues in emergency drinking water planning and regional resiliency. This strategic planning period will provide an opportunity to look at the collective planning work of the Consortium and identify future needs and priorities that are of value to members.

Public outreach and education will continue to be key to the success of managing and ensuring that the region’s water resources are resilient over the next five years. Messaging will focus on the important role individual actions play in being able to collectively use water wisely, prepare for and respond to emergencies, and protect drinking water sources. To do this, the Consortium will build on its past successes, evolve to meet changing needs, and work together with community partners to leverage resources and increase access to its products and programs.

Strategic Initiatives

1. Make best use of available water resources, partnerships, plans and studies to meet regional water needs and respond to changes in population and water demand.
2. Provide programming, public education, and outreach materials on priority topics that are accessible to diverse audiences and stakeholders.
3. Provide accessible programs and resources that help water providers meet water conservation requirements.

Major Focus Area #2 – Emergency Preparedness & Resiliency

Consortium members gained a tremendous amount of experience responding to emergencies over the last five years. The Consortium provided a forum for communication, collaboration, support, and learning and demonstrated that we are stronger and more resilient when we work together. The events of the past five years also exposed gaps and created opportunities to improve partnerships with state and county emergency management. Through its work, the Consortium has cultivated relationships with key state and regional emergency management staff to raise the awareness of water provider needs and our role in emergency response.

This strategic planning period will focus on continuing to build resiliency in the region and planning for emergency drinking water supplies with county and state emergency management partners. With new staff in the region, training, exercises, and drills will continue to be a priority.

Strategic Initiatives

1. Facilitate planning, projects, and training opportunities that strengthen members’ ability to plan for, respond to, and recover from emergencies and extreme events.
2. Obtain and develop resources that will help members and the region support preparedness goals and requirements.

3. Support each other through data and resource sharing and mutual aid.
4. Collaborate with state and regional stakeholders to improve regional coordination, communication, emergency preparedness, response, and recovery.
5. Support and implement recommendations from the 2022 Emergency Drinking Water Framework

Major Focus Area #3 – Strengthening Regional Partnerships

The Consortium is built on partnerships and working together. Not only partnerships with each other but also with water sector and community organizations. The Consortium's strength is in speaking with one voice on issues of mutual interest, being a forum to discuss and tackle common challenges, and achieve economies of scale. That said, there is still work to be done to ensure Consortium members and their elected officials understand the value the organization brings to their respective agencies so that they continue to participate in, benefit from, and support this important work. The Consortium brings together decades of collective knowledge and experience to the region. This collective experience is a valued resource to the greater community in conservation, emergency preparedness, and regional water supply planning.

The Consortium also has a role in the community by making information about drinking water available to diverse audiences by using tools and tactics such as simple language and graphics, translating content into more languages, providing information in multiple formats, and ensuring online content meets xxx guidelines whenever possible.

Strategic Initiatives

1. Expand awareness of the Consortium's value, mission, programs, and the benefits of membership to water providers.
2. Facilitate a network of peers that members can rely on for information, expertise, resources, and sub-regional partnerships.
3. Maintain Board and staff continuity and effectiveness through succession planning, effective onboarding, and member engagement.
4. Address issues of importance to Consortium members through legislative advocacy.
5. Build strong and strategic relationships that reflect our community and prioritize equity when sharing information about drinking water and Consortium resources.
6. Be a trusted source for drinking water related information.

Implementation Strategies

The 2023-2028 Strategic Plan will be revisited by the Consortium Board annually as it develops budgets and work plans. As part of the plan development, the Consortium identified a list of work tasks to implement the strategic initiatives over the planning horizon. Work tasks include roles and responsibilities for implementation, timeframes, and metrics where applicable.

Each October, the Consortium Board begins the preparation of the coming year's work plan and budget. At that time the Board will review and evaluate the Consortium's progress on its strategic initiatives to ensure tasks are on track, still relevant, and important to the success of the overall plan. Changes and modifications can be made, if needed.

General Implementation Strategies

1. Managing Director: Consortium Technical Committee (CTC) Chair, and Board Chair Check-ins

A strong relationship between the Managing Director, CTC Chair, and Board Chair can provide an effective forum for considering emerging issues and strategies.

- Check-in meetings between Managing Director, CTC Chair, and Board Chair to assess progress on strategic initiatives.
- These should be held at least once a year or as needed.
- The goal is to provide a sounding board and support for the Managing Director to address issues related to the strategic plan implementation.
- Meetings should end with clear action items to be addressed.

2. Strategic Initiative Milestone Reviews

While the Consortium staff, CTC, and Board will annually review progress on the entire strategic plan, it may be helpful to periodically conduct an assessment or deeper discussion on the progress of a specific strategic initiative.

- Milestone reviews should be held periodically for each of the three major focus areas and strategic initiatives that need a more detailed discussion for implementation.
- The focus will be on an assessment of items at risk of not being met and obstacles that stand in the way. The problem will not typically be solved in the course of the meeting, but a sub-committee or subset of staff should be identified to examine it more carefully.
- Action steps include assignments to determine strategies to address roadblocks encountered and to develop a plan.

Consortium Board Member Implementation Strategies

The Consortium staff and CTC members are primarily responsible for developing annual work plans and strategic plan implementation. However, as an intergovernmental organization, the Board also takes seriously its role in ensuring that the Consortium meets its mission. As such, Board members have identified a number of important steps that they can take to contribute to the overall success of the plan.

1. Advocate at the legislative level on issues related to water resources, conservation, and emergency preparedness.
2. Provide opportunities for the sharing of technical information between staff and Board.
3. Share Consortium resources and program information with respective boards, councils, local partners, and customers.
4. Reach out to newly elected or appointed representatives as they join or attend Consortium meetings and events to assist with onboarding and ensuring effective service.
5. Serve as ambassadors for the Consortium for other water providers, staff, and elected officials.
6. Support career development in the water industry to attract new people into the field.

Updated SWOT Analysis

The Strength, Weaknesses, Opportunity and Threats (SWOT) analysis offered an opportunity to update the areas of greatest concern for the Consortium, and leverage some of the key strengths and opportunities. These brainstorming sessions with the Board and the CTC were used to provide context for the strategic initiatives developed for each of the main focus areas.

Strengths and Weaknesses

Strengths and weaknesses are typically internally focused and highlight the factors that influence the organization from within.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Established and effective programs • Expertise of Consortium and member staff • Support each other and share information • Relationship building and participation • Effectiveness of Consortium staff • Consortium provides a place for partners and stakeholders to reach us in one place (one stop shop) • Provides space to share priorities and perspectives across jurisdictional boundaries • Ability to leveraging funds and use resources efficiently • Ability to bring information from other groups (e.g. RDPO, OWUC) back to members so not everyone has to participate/attend more meetings • Agreement among members to work together • Improved level of preparedness • Flexibility to respond to emerging issues • Training and exercises to improve emergency preparedness and response • Agreement among members to work together • Improved level of preparedness • Flexibility to respond to emerging issues • Training and exercises to improve emergency preparedness and response 	<ul style="list-style-type: none"> • Reliance on seasoned staff – both Consortium and member staff without good succession planning in place • Lack of profile and awareness of organization within member organizations – especially larger utilities • Not all regional water providers are members: cost and staffing are barriers • Lack of Consortium and member staff capacity as we continue to take on more projects/initiatives • Not being prepared for unanticipated emergencies (e.g., chlorine shortage) • Lack of identity as organization that is not a direct service provider • Changes in population and potential in-migration from drought-stricken regions • Taking on projects or work tasks that may be outside our strategic plan and initiatives • Lack of regional water transmission capacity and interoperability • Old messaging/strategy on conservation • Consortium can provide services and programs that a member may not have the ability/time/competing priorities to do themselves • Provides timely, salient, and topical information to members

Opportunities and Threats

Following an analysis of internal strengths and weaknesses, the group shifted its focus to factors that may offer new possibilities or present threats to the success of the Consortium.

OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Partnerships and making connections with other sectors and disciplines • Completion of Emergency Drinking Water Framework • Create efficiencies to respond to regulatory requirements such as America's Water Infrastructure Act (AWIA) and Lead and Copper (LCR) rule • Potential to acquire grants as regional organization for members • Coordinated efforts related to climate change and climate adaptation • Develop talking points ready to use • Provide a regional voice and perspective on water-related topics and relevant legislation 	<ul style="list-style-type: none"> • Impacts from climate change (e.g. vulnerable populations, increase in water borne disease, duration of extreme events) • Lack of trained and available work force, labor retention • Affordability of drinking water and how to balance planning for risks (e.g. Cascadia) vs. keeping water affordable • Emerging contaminants: threat to water quality, public confidence, and increasing regulations • Supply chain challenges, contractor availability and higher costs (materials and human resources) • Competing member priorities (funding, staffing and projects) • Fiscal risk: inflation, funding shortages, competition for funding • Lack of public support of investment in drinking water infrastructure • Public not "hearing" our messaging through media campaign • Lack of public understanding about the importance of drinking water as being critical to public safety (e.g., fire flows) • *Aging infrastructure and colliding timelines for replacement cycles • Over or under investment in projects due to lack of regional discussions and planning



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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 17th, 2023

Re: Regional Water Providers Consortium Intergovernmental Agreement Update

The Regional Water Providers Consortium Technical Committee (CTC) and Board has approved an update to the Intergovernmental Agreement (IGA). Rockwood staff and the District Attorney Tommy Brooks from Cable Huston have reviewed and helped to update the IGA. The following Talking Points memo provides a summary of the highlights and changes in the IGA.

Staff Recommendation: Staff recommends that the Board of Directors votes to approve and become a signatory to the revised RWPC IGA to continue membership with the Consortium.

Memorandum

To: Consortium Board and Technical Committee Members

From: Rebecca Geisen, Consortium Managing Director

Subject: Consortium IGA Adoption Talking Points

Introduction:

The Regional Water Providers Consortium (Consortium) Intergovernmental Agreement (IGA) was first developed and adopted by individual members in 1996 to endorse the Regional Water Supply Plan and form the Consortium. The IGA was last updated and adopted in 2005. Since then, the organization has grown and evolved requiring a need to update the IGA. The Consortium and its members have conducted a thorough review and update of the Consortium IGA language. At its meeting on October 4, 2023, the Consortium Board unanimously approved the IGA with a recommendation that Consortium members' individual board, council, or commission approve the amended and restated Intergovernmental Agreement of the Regional Water Providers Consortium (2023). Currently, each voting member of the Consortium is a signatory to the IGA. The updated IGA will require all voting and non-voting member (Participant) approval.

Process and Timeline:

- Each individual member board, council, or commission must approve and sign the amended and restated Intergovernmental Agreement of the Regional Water Providers Consortium (2023).
- The signatory page can be changed to fit your specific adoption process.
- Return signed IGA to Patty Burk, Consortium Staff
 - Email – patty.burk@portlandoregon.gov
 - Mail – Portland Water Bureau
Attn: Patty Burk
1120 SW 5th Avenue, Room 405
Portland, OR 97204
- Signed IGA due by **June 30, 2024**. If additional time is needed to complete the approval and return the signed agreement, please let us know.

Summary of Changes - Amended and Restated Consortium Intergovernmental Agreement (2023):

- New and updated definitions added including types of members: “Associate Member” and “Full Member” and defines “Region”
- Removal of outdated Metro references from when Consortium was formed
- Update of purposes of Consortium to align with mission statement and Strategic Plan
- Update of Participant language regarding “Associate Members”
- Update of withdrawal language to encourage timely notification
- Update to dues language (primarily for Associate Members)
- Added obligation and Board authority to maintain a Strategic Plan to guide its work and removed obligation to update Regional Water Supply Plan
- Added language regarding the roles and responsibilities of the Executive Committee
- Update to language to reflect current best practices for agreements

Questions:

Rebecca Geisen, Consortium Managing Director – rebecca.geisen@portlandoregon.gov

Patty Burk, Consortium Management Assistant – patty.burk@portlandoregon.gov



AMENDED AND RESTATED

INTERGOVERNMENTAL AGREEMENT OF

REGIONAL WATER PROVIDERS CONSORTIUM

(2023)

TABLE OF CONTENTS

Recitals	<u>1</u>
Section 1. Definitions	<u>2</u>
Section 2. Purposes	<u>3</u>
Section 3. Strategic Plan	<u>3</u>
Section 4. Cooperation and Participants' Retained Powers	<u>3</u>
Section 5. Consortium Authority	<u>4</u>
Section 6. Participants	<u>5</u>
Section 7. Dues	<u>6</u>
Section 8. Work Plan and Budgeting	<u>7</u>
Section 9. Consortium Board	<u>8</u>
Section 10. Executive Committee	<u>8</u>
Section 11. Consortium Technical Committee	<u>9</u>
Section 12. Dispute Resolution	<u>9</u>
Section 13. Duration and Dissolution	<u>10</u>
Section 14. Legal Liability	<u>10</u>
Section 15. Oregon Law and Forum	<u>10</u>
Section 16. Public Notification	<u>10</u>
Section 17. Agreement Amendment	<u>10</u>
Section 18. Indemnification	<u>11</u>
Section 19. Severability	<u>11</u>
Section 20. No Third-party Beneficiaries	<u>11</u>
Section 21. Merger Clause	<u>11</u>
Section 22. Counterparts	<u>11</u>

REGIONAL WATER PROVIDERS CONSORTIUM

This Amended and Restated Intergovernmental Agreement of the Regional Water Providers Consortium (2023) is entered into by and among the undersigned municipalities and districts, hereinafter called "Participants," to participate in the Regional Water Providers Consortium for the Portland Metropolitan Region ("the Consortium").

RECITALS

WHEREAS, in 1989 water providers of the Portland metropolitan area began meeting in an informal group called the "Regional Providers Advisory Group" to coordinate water supply planning efforts; and

WHEREAS, in 1996 a Regional Water Supply Plan was completed; and

WHEREAS, the Regional Water Supply Plan, which contains specific recommendations for cooperation and coordination between the water providers in this region through the formation of the Regional Water Providers Consortium, was adopted by signatory water providers in their *Inter-Governmental Agreement of Regional Water Providers Consortium*; and

WHEREAS, as the regional land use agency under state law and regional charter, the Metropolitan Service District ("Metro") adopted the Regional Water Supply Plan as part of the Metro Regional Framework Plan; and

WHEREAS, in 1997 the Consortium was formed when 15 Participants entered into an intergovernmental agreement to endorse the Regional Water Supply Plan and coordinate and cooperate in its implementation, and amended that intergovernmental agreement in 2004-05 (*2004-05 IGA*); and

WHEREAS, the Participants desire to amend and restate the 2004-05 IGA to make certain updates to the Participants and their obligations, and to streamline certain procedures, while continuing to endorse the Regional Water Supply Plan; and

WHEREAS, ORS Chapter 190 authorizes units of local government to enter into written agreements with any other unit or units of local government for the performance of any or all functions and activities that any of them has authority to provide; and

WHEREAS, all the Participants of this Agreement are thus authorized to enter into an intergovernmental agreement;

NOW, THEREFORE, the Participants agree as follows:

Section 1. Definitions

For purposes of this Agreement, the following terms shall be defined as follows:

"Agreement" – Shall mean this document and any authorized amendments thereto.

"Associate Member" – Shall mean a Participant that does not have an appointed representative to the Board and that pays reduced dues as determined by the Board.

"Board" – Shall mean the Board of Directors established by Section 9 of this Agreement, consisting of one member from the governing body of each Full Member Participant.

"Bylaws" – Shall mean the regulations of the Consortium adopted by the Board pursuant to Section 9.B. of this Agreement.

"Consortium" – Shall collectively mean all Participants to this Agreement acting pursuant to and under the terms of the Agreement.

"Consortium Funds" – Shall mean Consortium funds consisting of all dues, voluntary contributions, grant monies, and funding from any other source provided to the Consortium to conduct the activities and business of the Consortium.

"Executive Committee" – Shall mean the committee established by Section 10 of this Agreement.

"Full Member" – Shall mean a Participant that has an appointed representative to the Board and Technical Committee and that pays full dues as outlined in Section 7.

"Participant" – Shall mean any signatory to the Agreement.

"Plan" – Shall mean the 1996 "Regional Water Supply Plan" for the Portland Metropolitan Area, and all subsequent amendments thereto.

"Region" – Shall mean the area within which Participants provide services to Retail Customer Accounts.

"Retail Customer Accounts" – Shall mean all retail accounts that are billed by a Participant (including residential single family, residential multifamily, commercial, industrial, and wholesale accounts).

"Technical Committee" – Shall mean the committee established by Section 11 of this Agreement.

"Total average daily water use" – Shall mean all billed water usage for Retail Customer Accounts.

Section 2. Purposes

The general purposes of the Consortium are as follows:

- A. To provide leadership in the planning, management, stewardship, and resiliency of drinking water in the Region;
- B. To foster coordination in the Region by sharing knowledge, technical expertise, and resources between Participants;
- C. To serve as the central custodian for Consortium documents, data, and studies;
- D. To review and recommend revisions to the Plan, as appropriate;
- E. To provide a forum for the study and discussion of water supply issues of mutual interest to Participants;
- F. To promote fiscal responsibility by pooling resources to achieve economies of scale;
- G. To allow for public participation in Consortium activities;
- H. To promote stewardship, emergency preparedness, and water conservation in the Region through outreach and education;
- I. To strengthen emergency preparedness and resiliency among water providers in the Region;
- J. To ensure safe and reliable drinking water is accessible to all.

Section 3. Strategic Plan

- A. The Consortium will maintain a strategic plan to guide its work, establish priorities, and set goals for the strategic planning timeline.
- B. The strategic plan will be updated at an interval set by the Board.

Section 4. Cooperation and Participants' Retained Powers

The Participants intend that the Consortium shall act through the processes laid out herein in the spirit of cooperation. Unless specifically provided for herein, by entering into this Agreement, no Participant has assigned or granted to any other or to the Consortium its water rights or the power to plan, construct, and operate its water system or perform any other obligation or duty assigned to it under law.

Section 5. Consortium Authority

In accomplishing its purposes, and utilizing the organizational structure and decision-making processes contained herein, the Consortium is authorized to:

- A. Adopt or revise Bylaws and other operating procedures consistent with the terms of this Agreement to govern Consortium operation and administration, including such things as meeting arrangements, voting procedures, election of officers of Consortium boards and committees, notice procedures, procedures for execution of binding legal documents, budgeting, and financial operations.
- B. Adopt or revise, and implement an annual work plan and budget and issue annual reports and such supplementary reports as the Consortium may determine appropriate;
- C. Update and adopt its strategic plan as set forth in Section 3.
- D. Collect regular dues from Participants to support the routine business of the Consortium in amounts established as established in Section 7;
- E. Accept voluntary contributions from Participants in amounts higher than the regular dues for the purpose of conducting studies or engaging in other activities consistent with Consortium purposes;
- F. Apply for and receive grants and accept other funds from any person or entity to carry on Consortium activities;
- G. Expend Consortium funds, however obtained, and establish accounts and accounting processes to manage Consortium funds, which may include utilizing the accounts and processes of Participants for such purposes under appropriate agreements;
- H. Execute public procurement contracts and enter into arrangements whereby Participants may enter into a public procurement contract on behalf of the Consortium;
- I. Execute intergovernmental agreements;
- J. Establish procedures or recommendations for the hiring, dismissal, and review of Managing Director, and to delegate such activities to a Participant;
- K. Accept assignment of staff from individual Participants to conduct Consortium work and to reimburse the Participants for the salary and other costs associated with the assigned staff;
- L. Establish procedures and criteria whereby other governmental entities may become a Participant in this Agreement;

- M. Establish a process to coordinate Participant response to water policy issues of mutual interest or concern;
- N. Establish procedures to solicit the views of the public on water supply and water resource issues within the purview of the Consortium;
- O. Establish a process whereby water policy and water supply disputes or disagreements among Participants may be resolved;
- P. Protect Consortium rights and enforce obligations owed to the Consortium by third parties to the extent permitted by law;
- Q. Take other action within the powers specifically granted to the Consortium herein by the Participants to exercise the authority granted in this Section 5 and to carry out the purposes stated in Section 2.

Section 6. Participants

- A. Participant Memberships: A Participant may join as a Full Members or Associate Member in accordance with the definitions set forth in Section 1 and as further provided in the Bylaws.
- B. Any Participant which, having once joined, withdraws or is expelled from the Consortium for non-payment of dues, may only re-join as provided in Section 7.F.
- C. Additional Participants: The Board may accept additional governmental entities as Participants into the Consortium under terms and financial arrangements that the Board determines just and appropriate. The Board may establish standards for membership in the Bylaws or may allow Participants to join on a case-by-case basis. Provided, however, that in all cases, no new Participant may join the Consortium without the affirmative vote of a majority of the Board.
- D. Withdrawal: Any Participant may withdraw from the Consortium at any time by giving written notice to the Chair of the Consortium Board. Consortium dues already paid shall not be refunded to the withdrawing Participant. Unless otherwise approved by the Board, a withdrawing Participant shall have no ownership or interest in a Consortium asset after the date of withdrawal. Any Participant intending to withdraw from the Consortium shall make its best efforts to advise the Board Chair of that fact prior to February 1 and the approval of the Consortium budget for next fiscal year. Participants acknowledge that failure to notify the Consortium in accordance with these procedures may cause financial harm to the Consortium.

Section 7. Dues

- A. Each Participant shall pay annual dues no later than September 1 of each year sufficient to fund the approved annual budget of the Consortium, as established by the Board, provided, however, that the Board may establish a different payment amount and/or schedule for a Participant upon request from that Participant or upon the Board's own motion.
- B. The dues of each Participant shall be determined annually as follows:
 - 1. Total annual dues for all Participants shall be set to equal the annual budget for the Consortium, not counting budget items to be funded by fewer than all the Participants as provided in Section 8.C.
 - 2. Any grants or non-dues monies obtained by the Consortium may be applied towards the annual budget, thereby reducing the annual dues assessments commensurately.
 - 3. The Board shall establish the dues obligation of Associate Members at the time it approves an entity's membership and which amount is subject to any changes set forth in the Bylaws.
 - 4. The total annual dues of an Associate Member shall be subtracted from the total annual dues-based budget, described in subsection 7.B.1. leaving a budget number to be funded by Full Member dues. Dues shall be set so that the dues of each Full Member reflect its proportional share of that sum based on the following formula:
 - (a) 50% of the dues shall be allocated proportionally based on the Participant's proportional share of the total number of all Participants' Retail Customer Accounts for the prior year;
 - (b) 50% of the dues shall be allocated proportionally based on the Participant's proportional share of total average daily retail water use (in million gallons per day) in the prior year of all Participants.
- C. Minimum dues may be set by the Board to cover costs of adding a new Participant as outlined in the Bylaws.
- D. In-kind contributions may be made in lieu of dues if approved by the Board. In-kind contributions must be tracked and quantified.
- E. A Participant that fails to pay its assigned dues by September 1, or a time otherwise established by the Board pursuant to Section 7.A., may be removed by the Board as a Participant after two reminders are sent.

- F. Upon a majority vote of the Board, a removed Participant (or a Participant that has previously withdrawn from membership) may be reinstated in the Consortium upon its agreement to pay its full dues for the year during which it wishes to rejoin (calculated as if the entity had been a Participant at the time the budget was approved). Upon receipt of such dues by a rejoining Participant, the Board shall add the dues payment to the existing budget for expenditure or carry over to the following year's budget.
- G. If a new Participant joins the Consortium during an annual dues cycle, its dues and those of the existing Participants shall be calculated as follows:
 - 1. If a new Participant is a Full Member, its dues requirement will be calculated pursuant to Section 7.B.4.
 - 2. If a new Participant is an Associate Member, its dues will be determined as provided in Section 7.B.3.
 - 3. The initial year dues for a new Participant joining partway through a fiscal year will be pro-rated to reflect partial year membership if more than halfway through the fiscal year.
 - 4. New Participants joining at any time after September 1 shall pay their initial year's dues within 90 days of signing this Agreement.

Section 8. Work Plan and Budgeting

- A. Each year, at the first Board meeting of the calendar year, the Board shall adopt an annual work plan of Consortium activities for the upcoming fiscal year beginning on July 1.
- B. At the same time, the Board shall adopt a budget sufficient to conduct the Consortium's annual work plan. The budget shall also include a calculation of the dues owed by each Participant to fund the budget as provided in Section 7 and a table apportioning the dues to each Participant.
- C. The budget may include special projects that will be funded by fewer than all of the Participants on a voluntary basis as outlined in Section 5.E.
- D. The Board may amend the budget and the work plan at any time as it deems appropriate except that dues may only be increased annually as provided for in Section 7. Additional expenditures may be permitted so long as there are identified sources of revenue, other than increased dues, for such expenditures.
- E. Participants shall provide to Consortium staff the data necessary to calculate the annual dues for budgeting and planning in a timely manner.

Section 9. Consortium Board

- A. The Board shall be made up of one member from the governing body of each Full Member. Each Participant shall also name an alternate Board representative from its governing body to serve in case the primary representative cannot. Provided, however, that if the Board Chair does not attend a meeting, the Vice Chair shall assume the Chair's duties rather than the Chair's alternate.
- B. Annually, the Board shall elect a Board Chair and a Vice Chair and appoint the Executive Committee members in accordance with the provisions in the Consortium Bylaws.
- C. The Board is authorized to: (1) approve the Consortium's annual work plan and budget; (2) approve the Consortium's strategic plan; (3) set Consortium policy; (4) approve new Participants; (5) initiate updates to the Plan as needed; (6) approve minor amendments to the Plan; (7) recommend to Participants' governing bodies major amendments to the Plan; (8) recommend to Participants' governing bodies amendments to this Agreement; (9) adopt and update the Bylaws; (10) exercise any other powers and authority granted to the Consortium by this Agreement necessary to accomplish the Consortium's purposes.
- D. The Board shall have the authority to designate which amendments to the Plan are major and which are minor for purposes of determining the process for amendment consideration. Generally, major amendment to the Plan should include revisions to the Plan's policy objectives, resource strategies, or implementation actions which significantly alter Plan direction or would significantly change the implementation strategies. Minor amendments are all other changes to the Plan.
- E. The Board may assign such duties or delegate such Board authority as the Board deems advisable to any Participant, Board committee, the Executive Committee, or to the Technical Committee, except that the Board may not delegate the authority (1) to execute intergovernmental agreements, (2) to designate Plan amendments as minor or major, (3) to recommend major Plan Amendments or amendments to this Agreement, (4) to approve the annual work plan and the budget, (5) to approve minor Plan amendments, (6) to approve the admission of Participants to the Consortium, or (7) to dissolve the Consortium.
- F. To be effective, Board actions must be approved by a vote of a majority of the Board at a meeting at which a simple majority of the Board is present.

Section 10. Executive Committee

- A. The Consortium shall have an Executive Committee, which shall be appointed by the Board and consist of seven Board members, one of which shall be the Board Chair. The Board shall endeavor to appoint Executive Committee members in a manner that achieves geographic representation and representation from municipalities, special districts, and other types of entities that form the Consortium.

- B. The Board Chair shall be the Chair of the Executive Committee.
- C. The Executive Committee shall serve to assist the Board in more timely and meaningful policy action as outlined in the Bylaws.
- D. The Executive Committee shall at no time act on behalf of the Board unless specifically authorized by the Board to do so as provided in Section 9.E.
- E. Except for the Board Chair, the term for each Executive Committee member shall be two years, and individuals may serve consecutive terms if re-appointed.
- F. To be effective, Executive Committee actions must be approved by a vote of a majority of the Executive Committee at a meeting at which a simple majority of the Executive Committee is present.

Section 11. Technical Committee

- A. The Consortium shall have a Technical Committee, which shall be made up of one staff representative appointed by each Full Member. Each Full Member shall also appoint an alternate Technical Committee representative to serve when the primary representative cannot. Provided, however, that if the Technical Committee Chair does not attend a meeting, the Vice Chair shall assume the Chair's duties rather than the Chair's alternate.
- B. On an annual basis, the Technical Committee shall elect a Chair and Vice Chair.
- C. The Technical Committee shall advise and provide assistance to the Board on any matters falling within the Consortium's purview under this Agreement, and may act upon Board delegation of authority as provided in Section 9.E.
- D. The Technical Committee under the provisions of any agreement or contract to provide staff shall advise Consortium staff and assume the responsibility to draft proposed work plans, budgets, annual and other reports, plan amendments, and implementation proposals for submission to the Board or Executive Committee as appropriate.
- E. To be effective, Technical Committee actions must be approved by a vote of a majority of the Technical Committee at a meeting at which a simple majority of the Technical Committee is present.

Section 12. Dispute Resolution

It is the intention of the Participants to limit the issues available for dispute resolution. The issues raised must be related to interpretation of the express terms of this Agreement. No issues related to water supply development or program development by individual Participants may be raised.

Any such dispute shall, if possible, be resolved through the use of a mandatory, but non-binding dispute resolution mechanism established by the Board through the Bylaws.

Section 13. Duration and Dissolution

This Agreement shall remain in effect, subject to the following: (1) any Participant may withdraw at any time as provided in Section 6.D. of this Agreement; (2) should all but one Participant withdraw, the Agreement shall end and the Consortium shall be dissolved; (3) the Agreement may be ended and the Consortium dissolved by a vote of the Board; (4) remaining funds shall be distributed in accordance with the Bylaws.

Section 14. Legal Liability

Participants agree to share any costs or damages, including reasonable attorney's fees, from third party actions against the Consortium. The obligation shall apply to any entity that was a Participant in the Consortium at the time the liability arose or the cause of action accrued. Payment obligations shall be proportional to the dues of each entity. Participants agree to assist and cooperate in the defense of such an action. Settlement of any action that would impose an obligation to pay upon the Participants under this provision must be approved by a majority of the Board. The obligations of a Participant under this Section 13 shall survive that Participant's withdrawal from the Consortium, termination of this Agreement, or dissolution of the Consortium.

Section 15. Oregon Law and Forum

- A. This Agreement shall be construed according to the law of the State of Oregon.
- B. Any litigation between the Participants under this Agreement or arising out of work performed under this Agreement shall occur, if in the state courts, in the Multnomah County Court having jurisdiction thereof, and if in the federal courts, in the United States District Court for the District of Oregon.

Section 16. Public Notification

The Board, the Executive Committee, and the Technical Committee shall be deemed public bodies for purposes of Oregon's public meeting laws as provided by ORS Chapter 192. Other committees or sub-committees are subject to ORS Chapter 192 only as applicable.

Section 17. Agreement Amendment

Amendments to this Agreement shall be recommended by the Board and shall be effective when authorized by the governing body of every Participant.

Section 18. Indemnification

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 7, and Oregon Tort Claims Act, ORS 30.260 through 30.300, each Participant shall indemnify, defend, and hold harmless the Consortium and other Participants from and against all liability, loss, and costs arising out of or resulting from the negligent or intentionally wrongful acts of the indemnifying Participant, their governing bodies, officers, employees, and agents in the performance of this Agreement.

Section 19. Severability

If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

Section 20. No Third-party Beneficiaries

The Participants are the only parties to this Agreement and as such are the only parties entitled to enforce its terms. Nothing contained in this Agreement gives or shall be construed to give or provide any benefit, direct, indirect, or otherwise to third parties unless third persons are expressly described as intended to be beneficiaries of its terms.

Section 21. Merger Clause

This Agreement constitutes the entire agreement between the Participants. No waiver, consent, modification or change of terms of this Agreement shall bind a Participant unless in writing and signed by the affected Participants. Such waiver, consent modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

Section 22. Counterparts

This Agreement may be signed in counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same Agreement.

The Participants agree that any Participant may execute this Agreement, including any Agreement amendments, by electronic means, including the use of electronic signatures.

AMENDED AND RESTATED REGIONAL WATER PROVIDERS CONSORTIUM
INTERGOVERNMENTAL AGREEMENT

IN WITNESS WHEREOF, the signatory hereby causes this agreement to be executed.

(Signatory page can be changed to fit specific adoption process)

SIGNATORY PARTY

Jurisdiction or Entity Name

By: _____

Title: _____

Print Name: _____

Contact Person: _____

Dated: _____

Address: _____

Send signed agreement to Patty Burk patty.burk@portlandoregon.gov or mail to:

Portland Water Bureau
Attn: Patty Burk
1120 SW 5th Ave. Suite 405
Portland, OR 97204

SDIS 2024 Best Practices Survey

SDIS 2024

Entity Name

Rockwood Water P.U.D.

Contact Name

Nyla Clark

Contact Email

nclark@rwpud.org

Contact Phone

503-665-4179

Total Discount %

10

**Check Yes if
completed**















Yes





Help

More Information

Affiliate Membership - 2% Credit. Is your organization a member of:

- | | | | |
|---|---|--------------------------|---|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input type="checkbox"/> |  (http://www.ofdda.com) |
| 2 | Oregon Fire Chiefs Association (OFCA)? | <input type="checkbox"/> | ?  (http://www.ofca.org) |
| 3 | Oregon Water Resources Congress (OWRC)? | <input type="checkbox"/> |  (https://www.owrc.org/) |
| 4 | Oregon Mosquito and Vector Control Association? | <input type="checkbox"/> |  (http://www.omvca.org) |

	Check Yes if completed	Yes	Help	More Information
5	Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>		 (https://www.orpa.org)
6	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 (http://www.oregonports.com)
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>		 (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input checked="" type="checkbox"/>		 (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input checked="" type="checkbox"/>		 (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		 (http://www.oahhs.org/)
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)

Check Yes if completed		Yes	Help	More Information
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 (https://orha.wildapricot.org)
Emergency Management Plan Training - 2% Credit.				
20	Has at least one representative of the district reviewed the Business Preparedness 3 step plan under the Oregon Department of Emergency Management website- Before Disaster Strikes, When Disaster Occurs and After the Disaster?	<input checked="" type="checkbox"/>		 (https://www.oregon.gov/oem/hazardsprep/Pages/Business-Preparedness.aspx)
Emergency Plan Checklist - 2% Credit				
21	Does your district have an emergency plan in place?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/?wpdmdl=716)
22	Do all staff/volunteers have access to the district emergency plan?	<input checked="" type="checkbox"/>		
23	Is there a medical response plan in place, if needed?	<input checked="" type="checkbox"/>		
24	Do you update your staff emergency contact information frequently?	<input checked="" type="checkbox"/>		
25	Have your staff or volunteers been trained, or annually refreshed, on your district's emergency plan?	<input checked="" type="checkbox"/>		
26	Is there a first aid kit that is accessible to all staff or volunteers?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/?wpdmdl=724)

**Check Yes if
completed**

Yes Help More Information

27	If you have a first aid kit, is it checked and restocked quarterly?	<input checked="" type="checkbox"/>	
28	Is there a communication action plan in place if cell service and/or electricity are out?	<input checked="" type="checkbox"/>	
29	Are there location-based information/plans in place if you have multiple locations or facilities?	<input checked="" type="checkbox"/>	
30	Does your district have a back-up generator or action plan in the event of power being lost?	<input checked="" type="checkbox"/>	
31	Are your staff/volunteers able to work remotely in the event of an emergency?	<input checked="" type="checkbox"/>	
32	Do you have an evacuation plan in place in the event that your district is evacuated?	<input checked="" type="checkbox"/>	

Emergency Preparedness Plan - 2% Credit.

33	Does your district have an adopted plan in place in regards to emergency preparedness?	<input checked="" type="checkbox"/>	 (https://sdaoresourcelibrary.com/?wpdmdl=1525)
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SDAO/SDIS SafePersonnel Training - 2% Credit.

**Check Yes if
completed**

Yes Help More Information

34 Has at least one
representative of the
district completed the
online training provided
by SafePersonnel called
Safety Management:
Emergency Action
Plans?

