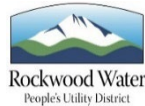


PRESIDENT, Tom Lewis
VICE PRESIDENT, Colby Riley
SECRETARY, Steve Okazaki



TREASURER, Larry Dixon
DIRECTOR, Kathy Zimmerman
GENERAL MANAGER, Kari J. Duncan

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

October 26, 2022

6:00 p.m.

District Board Room or Via Zoom:

<https://us02web.zoom.us/j/83590613491?pwd=T2hNMU1GRkU4VXJVRGV4eFU3eno3QT09>

Webinar ID: 835 9061 3491

Passcode: 284681

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, 2022
3. Approval of Minutes – September 28, 2022 Regular Board Meeting - Action
4. Approval of Bills - SA Zimmerman - Action
5. Public Comment on Non-Agenda Items
6. Policy Manual Updates - GM Duncan & GAC Clark – Action
7. SDAO/Special Districts Insurance Services 2021/2022 Best Practices Survey - Action
8. Package 4 Cascade Site Improvements Contract Review – DE Hudson
9. Resolution No. RWPUD 22/23 -002 Authorize General Manager to enter into a contract for Engineering Services For Groundwater Development Project Package NO. 4 - Action
10. Board Travel Approval for Conferences – GM Duncan – Action
11. FY 2023/24 Service Truck Pre-Order Request – ADS Schlosser - Action
12. Executive Session ORS 192.660 (2)(f). To consider information or records that are exempt by law from public inspection. - GM Duncan

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

13. Board Compensation –GM Duncan - Discussion
14. For the Good of the Order
15. Next Meeting - November 16, 2022 - Regular Board Meeting - 6:00 p.m.
 - a. Outside Audit Report
 - b. Policy Manual Update Resolution
 - c. Groundwater Modeling Update (Nov or Dec. Meeting)
16. Adjournment

MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 10, 2022

Re: General Manager's Report – October 26th, 2022 Board Meeting

1. Production, project, financial, fiduciary, engineering and government affairs reports have been completed by staff and are provided.
2. The District welcomes David Mattson, Operator in Training, as our newest employee to the District! David's first day was October 17th. The Operator in Training position is part of a revised job description that is geared towards training entry level employees in Meter reading and water operations. David is a resident and customer of the Rockwood Water District-welcome!
3. At the September meeting, several agenda items were deferred until October so that they could be discussed with the full board. Included were the topics of Board Compensation, Board Travel and Training and Policy Manual Updates.
4. On October 20th Rockwood will host the AWWA NW Oregon Subsection monthly meeting. Up to 65 attendees are expected. We plan to have pizza and salad for attendees. We'll go through the monthly business meeting of the subsection, and Rockwood staff along with the project designers from Murraysmith (name changing to Consor Engineering) will help with a tour of the Cascade Reservoir construction and the Pilot Study.
5. The Package 4 contract approval for the Engineering Design of the Cascade Water Treatment Facility will be presented to the board at the October meeting. This contract and scope of work consists of a one-year design effort for the 25-30 million gallon per day facility and construction is expected to begin on or around September 2023.
6. Members of the Rockwood Management team met with the Rockwood AFSME Union representatives to discuss a proposed transition from the Utility Worker job series into a Water Worker job series. The goal of the changes in job description are to provide a clear progression from an entry level Water Worker in Training position through Water Worker 1, Water Worker 2 and Lead Water Worker and ensure that the appropriate training, certifications, and licenses are obtained at each step in the series.

MEMORANDUM

To: Board of Directors

From: Andy Crocker, District Superintendent

Date: October 18, 2022

Re: Operations Update

Water distribution crews installed two new services, repaired one hydrant, one cast iron main break and two end of line blow off assemblies. Crews have been addressing meter box issues on SE 172nd between E. Burnside and SE Stark St. most of these are in concrete and needed replacement. We replaced a service line for Interlachen PUD. Crews have been addressing general maintenance and organization around the shop preparing for our AWWA lunch. We continue to have several small service installations and the final installation for Rockwood Rising on the horizon. Lead Doug Bray completed a very detailed OSHA 30 course. Operations and Distribution staff will be collaborating to upgrade several large meters and install permanent water quality sample stations throughout the District.

Operations staff have been busy with the groundwater system and the pilot study. Rockwood's peaking is over, and we'll run groundwater as needed or for maintenance. The pilot loop study has been running for roughly 6 weeks and will continue for 12-18 months. Staff have been taking several water quality samples from the loops, results will help determine what we may encounter during the big switch in 2025. The District LCR (Lead and Copper Rule) samples went out this week, I want to thank all the participants and staff for that final push. We are planning to implement 3 separate AMI pilots soon. These 3 pilots consist of 10 services each and will give the District hands on experience with AMI. The goal is to test drive different products and get an idea of features we like/need vs dislike/don't need. I would like to welcome David Mattson as a new employee, we selected David from a great pool of candidates to fulfill a new OIT (Operator in Training) position.

Demand for September decreased slightly from August; our average daily demand in September was 8.09 compared to the 8.99 million of gallons per day (MGD) in August. We also continue another higher month-to-month comparison for 2022 to 2021; September was slightly higher at roughly 430,000 gallons a day higher year-to-year. Overall, this summer the District averaged 8.6 MGD throughout peaking season which is the highest peak season daily average we have on record in recent years. We also produced more groundwater (421MG) during peaking season than in any other year dating back to 2005 when our well logs began. Demands have finally started to taper off, although October is shaping up to be a record month as well.

FIELD PRODUCTION REPORT FY 2022/2023

	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	
ACTIVITY													
Leak Repairs	0	3	1										
YTD	0	330	110										
CCF Loss	0	330	110										
Emergency repairs	1	0	1										
YTD	1	1	2										
CCF Loss	193	193	193										
Utility Locates	287	367	248										
YTD	287	654	902										
Meter Replacements	8	11	7										
YTD	8	19	26										
Water Service Installs	4	5	2										
YTD	4	9	11										
Fire Service Installs	0	0	0										
YTD	0	0	0										
Fire Hydrant repairs	1	2	1										
YTD	1	3	4										
Vault/Backflow inspections	3	2	2										
YTD	3	5	7										
Meter Boxes Repl.	7	5	6										
YTD	7	12	18										
Emergency calls	12	7	8										
YTD	12	19	27										



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MEMORANDUM

To: Board of Directors

From: Cathy Middleton, Office Supervisor

Date: October 5, 2022

Re: September Monthly Customer Service Production Report

The meter reader read 6,957 meters this month.

Of the 7,252 bills that were sent out this month, 1,072 of them were sent via e-mail. We estimated 818 reads in zone 2, 515 in zone 3 and 1,274 in zone 4 due to staffing issues. This will reflect on their bills going out next month.

We mailed out 1,000 late notices and e-mailed 181 for a total of 1,181.

Of the 478 door hangers that were hung this month, we turned 124 of them off.

Customer assistance was given to 9 customers and 14 customers were sent to collections.

There were 42 maintenance orders done. They consisted of the following:

- 38 were to check high usage, verify read, and check if leaking
- 3 were to shut off/on for repairs
- 1 was to check the meter box

There were 2,448 phone calls and 608 walk-ins this month.

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

Customer Service Production Report FY 2022 - 2023

Function:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Meter Reads	6,958	6,959	6,957										20,874
Estimates	2	1,624	2,607										4,233
Bills	7,252	7,591	7,312										22,155
Late Notices	1,188	1,557	1,181										3,926
Door Hangers	436	437	478										1,351
Turn Offs	68	54	124										246
Final Reads	73	75	76										224
New Accts	56	57	71										184
Bill Assistance	4	3	9										16
Collection Agency	22	17	14										53
Leak Adjustments	48	16	11										75
Phone Calls	2,246	2,529	2,448										7,223
Walk Ins	616	578	608										1,802
Work Orders	27	72	42										141
Misreads	-	-	-										-
Found On	-	-	-										-
Meters Pulled	-	-	-										-



Rockwood Water
People's Utility District

MEMORANDUM

To: Board of Directors

From: Jeremy Hudson, District Engineer

Date: October 18, 2022

Re: Engineer's Report: October 26, 2022 Board Meeting

The Cascade Reservoir 2 (CR2) roof shoring has been disassembled and removed. DN Tanks has set up their equipment and will hydroblast the exterior of the reservoir this week. They will next shotcrete the reservoir (spray the reservoir with a thin layer of concrete), followed by wrapping the tank with a prestressed wire strand. A second layer of wire strand and shotcrete will finish the exterior. This work will take approximately two months to complete. The contractor continues to wait for delivery for valves and fittings to complete the Cascade Well 7 (CW7) and 36" groundwater transmission mains (TM). Paving on 201st is complete other than the locations where valves are yet to be installed. When the remaining valves/fittings arrive, final connections for the onsite waterlines can be made now that the summer water demands are reduced, and groundwater isn't needed. The CW7 wellhouse motor controls have been delivered and the electricians are making the connections. The well pump should arrive in November. The Groundwater Development Projects (GDP) Package 1 includes the structural updates to Cascade Reservoir 1 (CR1) and the design for CR2, CW7 pump station (PS) and TM, Capital Improvement Project (CIP) ST4, and a portion of the proposed 36" groundwater TM Package 2B.

Package 4 design scope and fee is under review. Design will begin in early November and take a year. Construction will begin at the end of 2023. Package 4 is a 25-30 million gallon per day (MGD) treatment facility and PS upgrade.

Package 3 is a 4 MGD treatment facility, reservoir upgrade and new wellhouse (CW8) located at 141st Avenue PS. Consultants submitted a land-use application and a hearing decision issued conditional use on October 6th. This approval is good for 3 years. Jacobs Engineering Group was selected to design the improvements. Design begins in early November and will take a year. CW8 redevelopment is nearly complete. Improvements to the baseline testing is promising. Schneider Water Services is testing the aquifer this week to determine the well's capacity.

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

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

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

FY 2022/2023:

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

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

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

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

City of Gresham managed GDMP Projects:

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

Package 5 – 223rd & Stark Street, drilling a production well onsite this year and designing the wellhouse, water treatment facility and TM in 2023. The drilling of Cascade Well 6 has begun and are approximately 325 feet below ground surface.

Package 6 – Kirk Park (CW9) wellhouse and TM draft design has completed the 100% design and of the bid advertisement for construction has been published with a bid closing on November 8th 2022. This TM will terminate at our Cascade site and contribute to the finished water that is pumped to the Bella Vista/Grant Butte reservoirs.

MEMORANDUM

To: Board of Directors

From: Nyla Clark, Government Affairs Coordinator

Date: October 17, 2022

Re: Government Affairs Activities

CONSERVATION

- We transitioned to our indoor campaign on October 3.

EDUCATION/OUTREACH

- Staff attended a recent North Gresham Neighborhood meeting with the City of Gresham to share project updates with the community.
- 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 Emergency Preparedness.
- Rockwood will host the PNWS-AWWA NW Oregon Subsection lunch meeting on October 20th. Board members and staff are welcome to attend.
- GAC, Nyla Clark was accepted into the Northwest Women's Leadership Academy this month. The Academy is a seven month long professional development cohort for emerging local government leaders in Oregon that provides opportunities to enhance skills and competencies, build confidence, network, and expand professional connections through career mentoring and moral support to women in local government. The Academy training will start with an overnight trip in Bend, OR, November 3-4.

UPCOMING TRAINING & CONFERENCE OPPORTUNITIES

SDAO 2022 Training Schedule

SDAO Classes: You can view all SDAO training here along with full descriptions of trainings:

<https://www.sdao.com/calendar>

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

Please note, the annual AWWA Conference is in Toronto Canada. Passports will be required.

2023 SDAO Annual Conference

Thursday, February 9 - Sunday, February 12, 2023

Sunriver, Oregon

Registration opens in December.

2023 Pacific Northwest Section/AWWA Conference

Wednesday, May 3 – Friday, May 5 2023
Kennewick, Washington
More information to be announced in December.

2023 AWWA Annual Conference and Exposition

Sunday, June 11 - Wednesday, June 14, 2022

Toronto, Canada

Registration opens in November. Early Bird Registration ends on April 21, 2023.



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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 21, 2022

Re: Finance/Budget Report – September 2022

The Finance/Budget Report is provided below and on the attached spreadsheet. The numbers provide the general conditions of the District. As more data is accumulated through the year, better estimates will be made and course corrections implemented, if needed. Revenues for Fiscal Year (FY) 2022/2023 are starting lower in comparison to the same periods for FY 2021/2022 due to the moderate rate increase of 5.1% and record high water sales that occurred at the beginning of the previous FY.

- Water sales revenue at the end of September 2022 (Period 3) showed a **7.8% decrease** when compared to Period 3 in September 2021. This directly reflects lower water volume sales compared to the previous year in June and July of 2021, due to the extreme heat wave from last year. We do expect the first part of FY 2022/2023 to result in lower overall revenue than the same time last year due to the modest rate adjustment of 5.1% and the relatively lower water demand as a result of the extremely cool, wet spring and early summer this year. However, the revenue is on track with the budget and continues to demonstrate that the District's ability to meet debt service requirements for the 2021 bond sales and WIFIA loan that is funding the Groundwater Development Plan.
- Overall revenue for Period 3 is **8.0% lower** than the same period in FY 2020/2021 reflecting the impact of the moderate rate increase, and lower water demand in 2022 in comparison to last year. Please note that the groundwater payments to and from the City of Gresham for the Cascade Groundwater Supply Projects are removed from this calculation. The non-sales revenue in Period 3 FY 2021/2022 is slightly lower compared to the same period in FY 2020/2021 at **8% below** the previous year.
- Personal Services show a normal use pattern for this time of year, with 23% of budget expended after 25% of the year has been completed. Materials and Services expenditures are 12% of budget. Capital Outlay for non-Cascade Groundwater projects is at 5% of budget.

FISCAL YEAR 2022-23

SEPTEMBER, 2022

REVENUES

Category		Budget	September 2022	September 2021	Variance	Year To Date	Projection	Balance of FY 21-22
100.3-01-0101	Beginning Fund Balance	10,419,346						
100.3-10	Water Sales	11,410,250	788330.05	850,866	-7.35%	2,932,298	11,394,127	8,461,828
100.3-20	Fees & Special Charges	357,270	26519.29	28,467	-6.84%	82,586	367,964	285,378
100.3-40	Charges for Service	450,000	3721.89	30,170	-87.66%	65,415	391,329	325,914
100.3-50	Investment Income	86,000	26565.59	17,837	48.93%	68,954	203,157	134,203
100.3-60	Other Income	691,463	46785.56	49,027	-4.57%	167,760	671,287	503,527
100.3-90	Other Financing Sources	1,023,500	0	63,771		(3,170)	376,107	379,277
	Total Revenue Budget	24,437,829	891,922	1,040,139		3,313,842	13,403,970	10,090,127
	Annual Running Revenue (Includes Codes 100.3-10 thru -90)	14,018,483	891,922	1,040,139	-14%	3,313,842		

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

EXPENDITURES

		Budget	September 2022	Total To Date	% Expended
5.10-4000	Personnel Services	3,495,423	269,053	800,511	23%
5.20-5000	Material & Services	2,139,138	96,645	258,805	12%
	Water Purchase	3,004,860	217,701	692,013	23%
5.40-4000	Capital Outlay	2,136,709	42,840	112,106	5%
5.60-7000	Transfers	3,017,291	-	-	0%
5.70-7000	Contingency	1,400,000	-		
5.90-8000	Unappropriated Balance	5,742,179	-		
	Total Expense Budget	20,935,600	626,240	1,863,435	9%
	Annual Running Expense (Includes Codes 5.1 - 5.4)	10,776,130	626,240	1,863,435	17%

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

September 28, 2022

Rockwood Water Board Room

Board members present: Larry Dixon, Tom Lewis, Colby Riley

Board members absent: Kathy Zimmerman, Steve Okazaki

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

President Tom Lewis called the meeting to order at 6:01 p.m.

APPROVAL OF THE AGENDA

President Lewis noted that there would be changes to the agenda this evening. Due to Board absences agenda items 6,7,8 & 9 will be pushed to the October Board Meeting. **GM Duncan** agreed with those changes.

Colby Riley moved to approve the agenda with the outlined changes (remove agenda items 6,7,8 & 9). **Larry Dixon** seconded the motion. The motion was approved; none opposed.

APPROVAL OF THE CONSENT AGENDA

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

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

APPROVAL OF MINUTES

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

Colby Riley moved to approve the minutes from the August 24, 2022, regular Board meeting. **Larry Dixon** seconded the motion. The motion was approved; none opposed.

APPROVAL OF BILLS

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

Larry Dixon asked about Line Item #00759 (Harbor Freight Tools, Car Dollies and Jacks) **DS Crocker** answered that these were dollies and jacks that allow staff to move fleet vehicles around easier.

Larry Dixon asked about Line Item #00443 (Pollard Water, Service Freeze Items) **DS Crocker** answered that these are for the insulated freeze bags on the District's carbon dioxide (CO2) containers, used to freeze water in a service pipe to for repairs.

Colby Riley asked about Line Item #11441 (Department of Justice). **GM Duncan** explained this is related to an employee payment.

Colby Riley asked about Line Item #01029 and the various "Sweatshirt" purchases. **DS Crocker** answered those were for employee uniforms that features the Rockwood Logo on them.

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

PUBLIC COMMENT

There were no public comments.

FOR THE GOOD OF THE ORDER

DS Crocker shared that the District's August & September water production numbers for groundwater is the highest the District has ever produced. **President Lewis** asked if with these high numbers we had enough room to grow. **DS Crocker** answered yes, the District has enough water to handle increased capacity. **DS Crocker** explained that these numbers are useful to compare year over year and how the weather during each summer impacts demand.

GM Duncan acknowledged an upcoming employee anniversary, Cindy Schmunk Customer Account Specialist II, who has been with the district for 30 years.

Larry Dixon asked how long until water can be put in the new tank (Cascade Reservoir #2) to make sure it doesn't leak?

DE Hudson shared project updates around the tank and informed the group that around December water will be able to be added to the tank.

President Lewis shared that the recent SDAO golf tournament was enjoyable and a great time was had with staff.

NEXT MEETING

President Lewis reminded everyone the next Board meeting will be Wednesday, October 26, 2022, at 6:00 p.m.

ADJOURNMENT

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

The meeting was adjourned at 6:20 p.m.

Secretary



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MEMORANDUM

To: Board of Directors

From: Daniel Zimmerman, Senior Accountant

Date: October 19, 2022

Re: Checklist and Financial Report

Enclosed is the checklist for your review. The total amount of the checks listed for your approval is \$1,103,650.36. Additionally, there were two payroll cycles and a board payroll totaling \$112,866.16. 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, 2022 are as follows:

Restricted Cash - \$2,552,705.86
Unrestricted Cash - \$19,785,771.58



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MONTHLY FINANCIAL MONITORING CHECKLIST

BOARD OF DIRECTORS MEETING: 10/26/2022

FOR THE PERIOD **September 2022**

1. Were books balanced and reconciled (General & Trust)? No
If no, why not? No, the General Umpqua Bank Account is not yet reconciled. It's a work in progress. I was away from work on a vacation and a conference for about 2 weeks this month and there just wasn't enough time for to finish the reconciliation process. It will be caught up by the November board meeting.
2. Are YTD revenues and expenditures tracking per budget plan? Yes
If no, explain variances or flags.
3. Were all payroll liabilities paid in a timely manner? Yes
If no, explain why not.
4. Were required payroll reports (Federal, State) filed in a timely manner? Yes
If no, explain why not.
5. Were any cases of fraud detected and addressed? No
If yes, explain situation and actions taken and underway.
6. Were any changes made to the internal control system? No
If yes, describe changes.
7. Were all cash and investment accounts reconciled per schedule (LGIP)? Yes
If no, explain why not.



Rockwood Water District, OR

Rockwood Water
People's Utility District

Check Report

By Check Number

Date Range: 09/21/2022 - 10/19/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: UMPQUA BANK-UMPQUA BANK						
01147	CRYSTAL GREENS LANDSCAPING INC	09/22/2022	Regular	0.00	-549.50	52272
11441	DEPARTMENT OF JUSTICE	09/21/2022	Regular	0.00	264.00	52438
INV0001633	Invoice	09/23/2022	PAYMENT - 21DR17205	0.00	264.00	
00014	OREGON AFSCME	09/21/2022	Regular	0.00	394.70	52439
INV0001646	Invoice	09/23/2022	Union Dues	0.00	394.70	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	09/21/2022	Regular	0.00	92.50	52440
INV0001647	Invoice	09/23/2022	United Way	0.00	92.50	
00813	GSI WATER SOLUTIONS, INC	09/21/2022	Regular	0.00	988.75	52441
00134.022 - 8	Invoice	09/21/2022	JOB 331 CASCADE #8	0.00	988.75	
00461	ALLWOOD RECYCLERS, INC.	09/22/2022	Regular	0.00	35.00	52442
227111	Invoice	09/22/2022	Cleanup brush at 141st Rental	0.00	35.00	
11377	Atlas Technical Consultants, LLC	09/22/2022	Regular	0.00	1,775.00	52443
199554	Invoice	09/21/2022	JOB 313 PACKAGE #1	0.00	1,775.00	
00001	CHAVES CONSULTING, INC.	09/22/2022	Regular	0.00	9,331.60	52444
211344	Invoice	09/22/2022	Paper and Envelopes for bills	0.00	9,331.60	
00066	CONSOLIDATED SUPPLY COMPANY	09/22/2022	Regular	0.00	3,956.35	52445
S010906228.002s	Invoice	09/22/2022	WO-57 Misc Supplies	0.00	3,762.32	
S010906228.003	Invoice	09/22/2022	WO-57 Misc Supplies	0.00	31.91	
S010906228.004	Invoice	09/22/2022	WO-57 Misc Supplies	0.00	162.12	
11457	CONTEMPORRY HOMES	09/22/2022	Regular	0.00	788.58	52446
INV0001656	Invoice	09/22/2022	NEW SERVICE REFUND	0.00	788.58	
11457	CONTEMPORRY HOMES	09/22/2022	Regular	0.00	1,734.43	52447
INV0001653	Invoice	09/21/2022	NEW SERVICE REFUND	0.00	1,734.43	
01147	CRYSTAL GREENS LANDSCAPING INC	09/22/2022	Regular	0.00	549.50	52448
115827-b	Invoice	09/22/2022	Reissue Check for Cleaveland Site Landscape	0.00	549.50	
01085	EDGE ANALYTICAL LABORATORIES,	09/22/2022	Regular	0.00	191.58	52449
22-24404	Invoice	09/22/2022	Aluminum samples	0.00	191.58	
01187	FISERV	09/22/2022	Regular	0.00	95.83	52450
INV0001611	Invoice	09/22/2022	RETURNED HOME BANKING PAYMENT	0.00	95.83	
00300	HACH COMPANY, INC	09/22/2022	Regular	0.00	1,940.99	52451
13245102	Invoice	09/22/2022	Water Quality reagents	0.00	1,940.99	
01137	JW UNDERGROUND INC	09/22/2022	Regular	0.00	216.00	52452
43715	Invoice	09/22/2022	WO-88 - Dirt/Dump Fee	0.00	108.00	
43716	Invoice	09/22/2022	Misc - Dirt/Dump Fee - Leak	0.00	108.00	
01217	MURRAYSMITH	09/22/2022	Regular	0.00	67,259.33	52453
20-2855.00-26	Invoice	09/21/2022	JOB 313 PACKAGE #1	0.00	5,614.00	
20-2964.00-21	Invoice	09/21/2022	JOB 315 PROGRAM MANAGEMENT	0.00	11,909.17	
21-3313.00-16	Invoice	09/21/2022	JOB 313 PACKAGE #1	0.00	49,736.16	
11456	NATALYA PUZUR	09/22/2022	Regular	0.00	2.01	52454
INV0001596	Invoice	09/19/2022	REFUND OVERPAYMENT	0.00	2.01	
01125	NORTHSTAR CHEMICAL INC	09/22/2022	Regular	0.00	4,960.00	52455

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
234286	Invoice	09/22/2022	2000 gallons Low Salt bleach	0.00	4,960.00	
00940	O'REILLY AUTO PARTS	09/22/2022	Regular	0.00	92.56	52456
2514354782 & SC...	Invoice	09/22/2022	fuel filters	0.00	75.99	
2514-369689	Invoice	09/22/2022	rw44 fuel filter	0.00	16.57	
00360	PARKROSE HARDWARE	09/22/2022	Regular	0.00	57.99	52457
H15679/P	Invoice	09/22/2022	misc hardware	0.00	57.99	
01124	PAVELCOMM INC.	09/22/2022	Regular	0.00	4,603.84	52458
226406	Invoice	09/22/2022	Pavelcomm Managed IT Services	0.00	2,985.81	
226493-a	Invoice	09/22/2022	10yr PC replacement	0.00	618.75	
226493-b	Invoice	09/22/2022	PC-11 5-yr replacement -Water Operations	0.00	999.28	
00181	PORTLAND GENERAL ELECTRIC	09/22/2022	Regular	0.00	1,842.88	52459
INV0001597	Invoice	09/19/2022	Portland General Electric	0.00	1,842.88	
00622	SIGNIFICANT DIGITS, INC.	09/22/2022	Regular	0.00	1,306.53	52460
22H-087-203	Invoice	09/22/2022	METER READER DEVICE	0.00	1,306.53	
01266	TRUELOOK	09/22/2022	Regular	0.00	698.00	52461
1000059813	Invoice	09/22/2022	Video Time Lapse Service for Reservior Proje...	0.00	349.00	
100058430	Invoice	09/22/2022	Video Time Lapse Service for Reservior Proje...	0.00	349.00	
11394	ACI PAYMENTS, INC	09/29/2022	Regular	0.00	103.70	52462
INV0001681	Invoice	09/29/2022	HOME BANKING FEES	0.00	103.70	
00231	ADVENTIST HEALTH OCCUPATIONAL MEDICINE	09/29/2022	Regular	0.00	99.00	52463
INV0001678	Invoice	09/29/2022	DOT exam	0.00	99.00	
00033	AT&T WIRELESS SERVICES	09/29/2022	Regular	0.00	1,818.87	52464
INV0001658	Invoice	09/29/2022	Cell Phones	0.00	1,818.87	
00054	CESSCO, INC.	09/29/2022	Regular	0.00	450.00	52465
INV0001677	Invoice	09/29/2022	street saw 18 blades	0.00	450.00	
00001	CHAVES CONSULTING, INC.	09/29/2022	Regular	0.00	431.21	52466
211126	Invoice	09/29/2022	Backflow notices	0.00	431.21	
01253	CITY WIDE FACILITY SOLUTIONS	09/29/2022	Regular	0.00	697.00	52467
INV0001668	Invoice	09/29/2022	Office Cleaning for October 2022	0.00	697.00	
00059	COAST PAVEMENT SERVICES, INC	09/29/2022	Regular	0.00	260.00	52468
4674092622	Invoice	09/29/2022	NIGHT SWEEPING	0.00	260.00	
01147	CRYSTAL GREENS LANDSCAPING INC	09/29/2022	Regular	0.00	1,170.00	52469
133054	Invoice	09/29/2022	OFFICE LANDSCAPE	0.00	560.00	
133055	Invoice	09/29/2022	BELLA VISTA LANDSCAPE	0.00	610.00	
11460	DANIEL MCLEAN	09/29/2022	Regular	0.00	892.78	52470
INV0001661	Invoice	09/27/2022	REFUND OVERPAYMENT	0.00	892.78	
00747	GENERAL PACIFIC, INC	09/29/2022	Regular	0.00	11,182.00	52471
1446368	Invoice	09/29/2022	New Service Parts	0.00	407.00	
1446369	Invoice	09/29/2022	Inventory Order	0.00	10,703.00	
INV0001688	Invoice	09/29/2022	Meter	0.00	72.00	
00085	H.D. FOWLER COMPANY	09/29/2022	Regular	0.00	3,552.05	52472
INV0001687	Invoice	09/28/2022	PARTS FOR ROCKWOOD RISING BLDG B	0.00	3,552.05	
00300	HACH COMPANY, INC	09/29/2022	Regular	0.00	665.79	52473
13266259	Invoice	09/28/2022	pH probe	0.00	665.79	
00610	JONES, LANNY	09/29/2022	Regular	0.00	170.38	52474
INV0001670	Invoice	09/28/2022	SAFETY BOOT REIMBURSEMENT	0.00	170.38	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01004	LIFEMAP ASSURANCE COMPANY	09/29/2022	Regular	0.00	1,908.66	52475
INV0001659	Invoice	09/27/2022	EMPL LIFE/DISB INSURANCE	0.00	1,908.66	
00139	NORTHWEST NATURAL GAS COMPANY	09/29/2022	Regular	0.00	33.92	52476
INV0001660	Invoice	09/27/2022	HEATING	0.00	33.92	
00144	OFFICE DEPOT, INC.	09/29/2022	Regular	0.00	68.45	52477
INV0001684	Invoice	09/29/2022	OFFICE SUPPLIES	0.00	68.45	
00940	O'REILLY AUTO PARTS	09/29/2022	Regular	0.00	263.45	52478
INV0001675	Invoice	09/28/2022	belts and filters	0.00	250.47	
INV0001676	Invoice	09/29/2022	washer fluid	0.00	12.98	
11461	PACIFICWRO	09/29/2022	Regular	0.00	5,874.07	52479
INV0001689	Invoice	09/29/2022	OFFICE FURNITURE DEPOSIT	0.00	5,874.07	
00172	PARR LUMBER COMPANY	09/29/2022	Regular	0.00	229.04	52480
INV0001673	Invoice	09/29/2022	Concrete bags	0.00	229.04	
00443	POLLARD WATER	09/29/2022	Regular	0.00	74.20	52481
INV0001669	Invoice	09/29/2022	copper cutters	0.00	73.70	
INV0001691	Invoice	09/28/2022	5 WASHERS	0.00	0.50	
00189	QUILL CORPORATION	09/29/2022	Regular	0.00	402.40	52482
INV0001671	Invoice	09/28/2022	OFFICE SUPPLIES MULT.	0.00	376.12	
INV0001672	Invoice	09/28/2022	SWIFFER WETJET CLEANER/PADS	0.00	26.28	
00003	USA BLUEBOOK	09/29/2022	Regular	0.00	1,209.37	52483
INV0001685	Invoice	09/29/2022	Waterous Hydrant Rebuild Kit	0.00	905.70	
INV0001686	Invoice	09/29/2022	Hydrant Rebuild Kit	0.00	303.67	
01137	JW UNDERGROUND INC	09/29/2022	Regular	0.00	872.06	52484
INV0001696	Invoice	09/29/2022	MISC ROCK/DUMP FEES	0.00	872.06	
00753	KNIFE RIVER CORPORATE NW	09/29/2022	Regular	0.00	1,595.64	52485
INV0001695	Invoice	09/29/2022	MISC ROCK/DUMP FEES	0.00	1,595.64	
11462	LIANA POP	09/29/2022	Regular	0.00	54.74	52486
INV0001697	Invoice	09/29/2022	CLOSED ACCOUNT REFUND	0.00	54.74	
00048	CABLE, HUSTON, BENEDICT, ET AL	10/05/2022	Regular	0.00	341.00	52489
122781	Invoice	10/06/2022	JULY GENERAL LEGAL	0.00	341.00	
01029	CARDMEMBER SERVICE	10/05/2022	Regular	0.00	14,639.48	52490
CM0000091	Credit Memo	10/06/2022	NORTHERN TOOL-RETURNED ITEM CREDIT	0.00	-39.99	
INV0001707	Invoice	10/06/2022		0.00	69.99	
INV0001708	Invoice	10/06/2022	148TH/DIVISION INTERNET	0.00	111.85	
INV0001709	Invoice	10/06/2022	192ND/DIVISION INTERNET	0.00	116.85	
INV0001710	Invoice	10/06/2022	OGFOA CONF REGISTRATION DZ,CM	0.00	375.00	
INV0001711	Invoice	10/06/2022	Late Fee on Shipping Invoice	0.00	2.35	
INV0001712	Invoice	10/06/2022	BOLI REQUIRED POSTERS	0.00	34.00	
INV0001713	Invoice	10/06/2022	USB-C ADAPTER AND IPHONE CUP HOLDER	0.00	44.96	
INV0001714	Invoice	10/06/2022	BORDERLESS MATTE PAPER/NYLA	0.00	22.99	
INV0001715	Invoice	10/06/2022	30 hour OSHA class DB	0.00	185.89	
INV0001716	Invoice	10/06/2022	2x Truck Laptop Mounts	0.00	917.84	
INV0001717	Invoice	10/06/2022	Operation Field Laptops - 2 ea	0.00	1,998.03	
INV0001718	Invoice	10/06/2022	Adobe Acrobat Pro 11 licenses full year	0.00	2,242.68	
INV0001720	Invoice	10/06/2022	Staff Food for Community Event	0.00	89.00	
INV0001722	Invoice	10/06/2022	door stops	0.00	51.51	
INV0001725	Invoice	10/06/2022	WIRELESS & CORDED MICE	0.00	44.97	
INV0001739	Invoice	10/06/2022	3 ea Dell Latitude 5531	0.00	7,475.01	
INV0001740	Invoice	10/06/2022	MICROSOFT LICENSES	0.00	467.36	
INV0001743	Invoice	10/06/2022	ZOOM SUBSCRIPTION	0.00	80.00	
INV0001744	Invoice	10/06/2022	DRINKS FOR CREW-90 DEGREE WEATHER	0.00	14.26	

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INV0001745	Invoice	10/06/2022	OFFICE INTERNET	0.00	289.85	
INV0001746	Invoice	10/06/2022	Food afterhours emergency	0.00	45.08	
00001	CHAVES CONSULTING, INC.	10/05/2022	Regular	0.00	4,660.38	52491
211361	Invoice	10/06/2022	MONTHLY BILLINGS	0.00	4,660.38	
01147	CRYSTAL GREENS LANDSCAPING INC	10/05/2022	Regular	0.00	549.50	52492
134270	Invoice	10/06/2022	CLEVELAND LANDSCAPE	0.00	549.50	
01085	EDGE ANALYTICAL LABORATORIES,	10/05/2022	Regular	0.00	1,806.20	52493
22-28541	Invoice	10/06/2022	2ND QTR DBP SAMPLES	0.00	1,806.20	
01263	ELECTRIC WORKS, INC	10/05/2022	Regular	0.00	6,959.65	52494
20659	Invoice	10/06/2022	Replace upgrade electrical conduits	0.00	4,400.66	
20714	Invoice	10/06/2022	Lighting retrofit	0.00	2,558.99	
00747	GENERAL PACIFIC, INC	10/05/2022	Regular	0.00	110.00	52495
1446820	Invoice	10/06/2022	EJIW Parts	0.00	110.00	
00085	H.D. FOWLER COMPANY	10/05/2022	Regular	0.00	987.28	52496
INV0001703	Invoice	09/30/2022	Inventory Items	0.00	987.28	
00460	HUMAN SOLUTIONS, INC	10/05/2022	Regular	0.00	56.00	52497
INV0001728	Invoice	10/06/2022	CUSTOMER ASSISTANCE	0.00	56.00	
00604	LOWE'S	10/05/2022	Regular	0.00	79.61	52498
INV0001736	Invoice	10/06/2022	Tape Measure	0.00	23.65	
INV0001737	Invoice	10/06/2022	Sod for meter box area	0.00	29.40	
INV0001738	Invoice	10/06/2022	black paint	0.00	26.56	
01198	OAWU	10/05/2022	Regular	0.00	1,065.00	52499
INV0001698	Invoice	09/30/2022	OAWU ANNUAL CONFERENCE LJ,JA	0.00	710.00	
INV0001731	Invoice	10/06/2022	OAWU CONFERENCE JB	0.00	355.00	
01047	OGLETREE, DEAKINS, NASH, SMOAK	10/05/2022	Regular	0.00	535.50	52500
90770754	Invoice	10/06/2022	AUG EMPLOYEE LEGAL	0.00	535.50	
01124	PAVELCOMM INC.	10/05/2022	Regular	0.00	200.00	52501
226929	Invoice	10/06/2022	Pavelcomm labor for PC-11	0.00	200.00	
00225	PORTER W. YETT COMPANY	10/05/2022	Regular	0.00	682.40	52502
INV0001704	Invoice	10/06/2022	ASPHALT	0.00	682.40	
00184	PORTLAND WATER BUREAU	10/05/2022	Regular	0.00	658.00	52503
INV0001699	Invoice	10/06/2022	PBOT permit for Job 22-030	0.00	658.00	
00189	QUILL CORPORATION	10/05/2022	Regular	0.00	120.71	52504
27843677	Invoice	10/06/2022	CALENDARS, STICKY NOTES, INK	0.00	120.71	
01009	RICOH USA, INC	10/05/2022	Regular	0.00	178.70	52505
505635443	Invoice	10/06/2022	COPIER-COST PER COPY	0.00	178.70	
01214	TACOMA SCREW PRODUCTS, INC	10/05/2022	Regular	0.00	124.42	52506
190071756-00	Invoice	10/06/2022	drift set	0.00	124.42	
00003	USA BLUEBOOK	10/05/2022	Regular	0.00	77.54	52507
121382	Invoice	10/06/2022	SHIPPING FOR HYDRANT REPAIR KIT	0.00	77.54	
11377	Atlas Technical Consultants, LLC	10/06/2022	Regular	0.00	451.25	52508
200001	Invoice	10/06/2022	JOB 313 PACKAGE #1	0.00	451.25	
00981	CENTURYLINK	10/06/2022	Regular	0.00	45.28	52509
INV0001793	Invoice	10/06/2022	SE 148TH TELEMETRY	0.00	45.28	
11441	DEPARTMENT OF JUSTICE	10/06/2022	Regular	0.00	264.00	52510
INV0001755	Invoice	10/07/2022	PAYMENT 21DR17205	0.00	264.00	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
11415	DOUG BRAY	10/06/2022	Regular	0.00	169.11	52511
INV0001795	Invoice	10/06/2022	MILEAGE	0.00	169.11	
00014	OREGON AFSCME	10/06/2022	Regular	0.00	428.09	52512
INV0001768	Invoice	10/07/2022	Union Dues	0.00	428.09	
00181	PORTLAND GENERAL ELECTRIC	10/06/2022	Regular	0.00	29,308.05	52513
INV0001796	Invoice	10/06/2022	Portland General Electric	0.00	29,308.05	
11463	RAMONE HERNANDEZ	10/06/2022	Regular	0.00	37.22	52514
INV0001794	Invoice	10/06/2022	CLOSED ACCOUNT REFUND	0.00	37.22	
00022	UNITED WAY OF THE COLUMBIA-WILLAMETTE	10/06/2022	Regular	0.00	92.50	52515
INV0001769	Invoice	10/07/2022	United Way	0.00	92.50	
00231	ADVENTIST HEALTH OCCUPATIONAL MEDICINE	10/13/2022	Regular	0.00	259.00	52516
95225	Invoice	10/13/2022	DOT EXAMS, COLLECTIONS	0.00	259.00	
11384	American Leak Detection	10/13/2022	Regular	0.00	625.00	52517
00056185	Invoice	10/13/2022	Leak detection	0.00	625.00	
00793	CITY OF GRESHAM	10/13/2022	Regular	0.00	53,830.81	52518
60249	Invoice	10/13/2022	Package 5 - Cascade Well6 Site, 223rd & Stark	0.00	53,830.81	
00427	GRAINGER	10/13/2022	Regular	0.00	131.79	52519
9470432650	Invoice	10/13/2022	30 Rolls Teflon Tape	0.00	94.90	
9471114778	Invoice	10/13/2022	Pencil eraser and lead refills	0.00	36.89	
00085	H.D. FOWLER COMPANY	10/13/2022	Regular	0.00	993.35	52520
i6236572	Invoice	10/13/2022	Parts for 4" Meter Rockwood Rising BLDG. B	0.00	993.35	
11378	HR Answers	10/13/2022	Regular	0.00	320.00	52521
51608	Invoice	10/13/2022	REVIEW FIELD JOB DESCRIPTIONS	0.00	320.00	
00842	HUNT, BRIAN	10/13/2022	Regular	0.00	159.99	52522
INV0001804	Invoice	10/13/2022	SAFETY BOOT REIMBURSEMENT	0.00	159.99	
00753	KNIFE RIVER CORPORATE NW	10/13/2022	Regular	0.00	259.74	52523
2881104	Invoice	10/13/2022	MISC ROCK/DUMP FEES	0.00	259.74	
01209	LOOMIS	10/13/2022	Regular	0.00	458.28	52524
13103446	Invoice	10/13/2022	CASH VAULT	0.00	458.28	
00172	PARR LUMBER COMPANY	10/13/2022	Regular	0.00	265.58	52525
60009109	Invoice	10/13/2022	Concrete Bags	0.00	265.58	
00225	PORTER W. YETT COMPANY	10/13/2022	Regular	0.00	200.00	52526
24609	Invoice	10/13/2022	MISC ASPHALT	0.00	200.00	
00184	PORTLAND WATER BUREAU	10/13/2022	Regular	0.00	217,701.44	52527
INV0001813	Invoice	09/30/2022	SEPT WATER PURCHASE	0.00	217,701.44	
00020	SAIF CORPORATION	10/13/2022	Regular	0.00	1,950.68	52528
1000948393	Invoice	10/13/2022	WORKERS COMP PAYABLE	0.00	1,950.68	
01265	TYLER TECHNOLOGIES, INC	10/13/2022	Regular	0.00	10,847.30	52529
025-396550	Invoice	10/13/2022	TRANSACTION FEES	0.00	10,847.30	
00883	ASSET CONTROL, INC	10/13/2022	Regular	0.00	98.17	52532
60140	Invoice	10/13/2022	BACKGROUND CHECK NEW EMPLOYEE	0.00	98.17	
11377	Atlas Technical Consultants, LLC	10/13/2022	Regular	0.00	880.00	52533
199237 K211981C	Invoice	10/13/2022	JOB 313 PACKAGE #1	0.00	880.00	
11465	CARDO	10/13/2022	Regular	0.00	7,638.80	52534
INV0001825	Invoice	10/13/2022	NEW SERVICE INSTALL REFUND	0.00	7,638.80	

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00637	COMCAST CABLE	10/13/2022	Regular	0.00	228.70	52535
INV0001823	Invoice	10/13/2022	TELEMETRY/INTERNET	0.00	228.70	
11464	DON ETTER	10/13/2022	Regular	0.00	11,194.26	52536
INV0001824	Invoice	10/13/2022	NEW SERVICE (4) INSTALL REFUNDS	0.00	11,194.26	
00507	GRESHAM, CITY OF	10/13/2022	Regular	0.00	25,283.94	52537
60248	Invoice	10/13/2022	JOB 330 PACKAGE #6	0.00	25,283.94	
00813	GSI WATER SOLUTIONS, INC	10/13/2022	Regular	0.00	6,363.75	52538
00134.021-11	Invoice	10/13/2022	JOB 329 GROUNDWATER MODELING	0.00	412.50	
00134.021-12	Invoice	10/13/2022	JOB 329 GROUNDWATER MODELING	0.00	5,951.25	
00341	MIDDLETON, CATHERINE	10/13/2022	Regular	0.00	183.38	52539
INV0001818	Invoice	10/13/2022	OGFOA SALEM CONF MILEAGE	0.00	183.38	
00181	PORTLAND GENERAL ELECTRIC	10/13/2022	Regular	0.00	360.87	52540
INV0001822	Invoice	10/13/2022	141ST AV PUMPING	0.00	360.87	
11466	SILVER V CONSTRUCTION INC	10/13/2022	Regular	0.00	15,723.80	52541
INV0001826	Invoice	10/13/2022	NEW SERVICE (4) INSTALL REFUND	0.00	15,723.80	
00021	SPECIAL DISTRICTS OF OREGON	10/13/2022	Regular	0.00	26,631.07	52542
INV0001819	Invoice	10/13/2022	EMPL MED/DENT INSURANCE	0.00	26,631.07	
11447	UTOPIA MANAGEMENT INC	10/13/2022	Regular	0.00	445.29	52543
INV0001816	Invoice	10/13/2022	141ST RENTAL HOME EXPENSES	0.00	445.29	
00221	WASTE MANAGEMENT, INC	10/13/2022	Regular	0.00	271.18	52544
1432446-1574-4	Invoice	10/13/2022	GARBAGE SERVICE	0.00	271.18	
01205	ZIMMERMAN, DAN	10/13/2022	Regular	0.00	241.14	52545
INV0001817	Invoice	10/13/2022	OGFOA SALEM CONF MILEAGE	0.00	241.14	
00018	PERS	09/21/2022	Bank Draft	0.00	21,836.48	DFT0000427
INV0001623	Invoice	09/21/2022	PERS PAYABLE	0.00	21,836.48	
00181	PORTLAND GENERAL ELECTRIC	09/21/2022	Bank Draft	0.00	16,888.11	DFT0000428
INV0001624	Invoice	09/21/2022	HALSEY PUMPING	0.00	16,888.11	
00024	ICMA RETIREMENT TRUST-457	09/23/2022	Bank Draft	0.00	1,026.84	DFT0000429
INV0001627	Invoice	09/23/2022	Deferred Compensation	0.00	1,026.84	
00016	NATIONWIDE RETIREMENT SOLUTION	09/23/2022	Bank Draft	0.00	840.00	DFT0000431
INV0001629	Invoice	09/23/2022	457 Deferred Comp	0.00	840.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	09/23/2022	Bank Draft	0.00	1,235.00	DFT0000432
INV0001635	Invoice	09/23/2022	HRA VEBA	0.00	1,235.00	
10253	INTERNAL REVENUE SERVICE	09/23/2022	Bank Draft	0.00	9,186.38	DFT0000439
INV0001649	Invoice	09/23/2022	FED TAX WITHHOLDING	0.00	9,186.38	
00017	OREGON DEPARTMENT OF REVENUE	09/23/2022	Bank Draft	0.00	5,539.10	DFT0000440
INV0001650	Invoice	09/23/2022	STATE INCOME TAX	0.00	5,539.10	
10253	INTERNAL REVENUE SERVICE	09/23/2022	Bank Draft	0.00	9,937.28	DFT0000441
INV0001651	Invoice	09/23/2022	SOCIAL SECURITY TAX	0.00	9,937.28	
10253	INTERNAL REVENUE SERVICE	09/23/2022	Bank Draft	0.00	2,324.02	DFT0000442
INV0001652	Invoice	09/23/2022	MEDICARE TAX	0.00	2,324.02	
00733	UMPQUA BANK	09/21/2022	Bank Draft	0.00	726.32	DFT0000443
INV0001655	Invoice	09/21/2022	BANK FEES	0.00	726.32	
11396	ROTSCHY	09/21/2022	Bank Draft	0.00	388,052.55	DFT0000444
ROT-15	Invoice	09/21/2022	JOB 313 PACKAGE #1	0.00	388,052.55	

Check Report

Date Range: 09/21/2022 - 10/19/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00017	OREGON DEPARTMENT OF REVENUE	09/29/2022	Bank Draft	0.00	15.84	DFT0000447
INV0001664	Invoice	09/29/2022	STATE INCOME TAX	0.00	15.84	
10253	INTERNAL REVENUE SERVICE	09/29/2022	Bank Draft	0.00	42.46	DFT0000448
INV0001665	Invoice	09/29/2022	SOCIAL SECURITY TAX	0.00	42.46	
10253	INTERNAL REVENUE SERVICE	09/29/2022	Bank Draft	0.00	9.92	DFT0000449
INV0001666	Invoice	09/29/2022	MEDICARE TAX	0.00	9.92	
00024	ICMA RETIREMENT TRUST-457	10/07/2022	Bank Draft	0.00	1,103.97	DFT0000450
INV0001749	Invoice	10/07/2022	Deferred Compensation	0.00	1,103.97	
00016	NATIONWIDE RETIREMENT SOLUTION	10/07/2022	Bank Draft	0.00	840.00	DFT0000452
INV0001751	Invoice	10/07/2022	457 Deferred Comp	0.00	840.00	
01211	HRA VEBA PLAN CONTRIBUTIONS	10/07/2022	Bank Draft	0.00	1,275.00	DFT0000453
INV0001757	Invoice	10/07/2022	HRA VEBA	0.00	1,275.00	
10253	INTERNAL REVENUE SERVICE	10/07/2022	Bank Draft	0.00	9,276.39	DFT0000460
INV0001771	Invoice	10/07/2022	FED TAX WITHHOLDING	0.00	9,276.39	
10253	INTERNAL REVENUE SERVICE	10/07/2022	Bank Draft	0.00	10,366.29	DFT0000462
INV0001773	Invoice	10/07/2022	SOCIAL SECURITY TAX	0.00	10,366.29	
10253	INTERNAL REVENUE SERVICE	10/07/2022	Bank Draft	0.00	2,431.17	DFT0000463
INV0001774	Invoice	10/07/2022	MEDICARE TAX	0.00	2,431.17	
00017	OREGON DEPARTMENT OF REVENUE	10/07/2022	Bank Draft	0.00	5,639.20	DFT0000479
INV0001789	Invoice	10/07/2022	STATE INCOME TAX	0.00	5,639.20	
00018	PERS	10/06/2022	Bank Draft	0.00	22,161.36	DFT0000482
INV0001792	Invoice	10/06/2022	PERS PAYABLE	0.00	22,161.36	
10253	INTERNAL REVENUE SERVICE	10/13/2022	Bank Draft	0.00	18.60	DFT0000483
INV0001814	Invoice	10/13/2022	SOCIAL SECURITY TAX BOARD	0.00	18.60	
10253	INTERNAL REVENUE SERVICE	10/13/2022	Bank Draft	0.00	4.38	DFT0000484
INV0001815	Invoice	10/13/2022	MEDICARE TAX	0.00	4.38	
11381	Global Payments Integrated	10/13/2022	Bank Draft	0.00	6,557.39	DFT0000485
INV0001820	Invoice	10/13/2022	CREDIT CARD FEES	0.00	6,557.39	
11381	Global Payments Integrated	10/13/2022	Bank Draft	0.00	1,434.90	DFT0000486
INV0001821	Invoice	10/13/2022	CREDIT CARD PAYMENT FEES	0.00	1,434.90	

Bank Code UMPQUA BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	147	104	0.00	585,430.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-549.50
Bank Drafts	26	26	0.00	518,768.95
EFT's	0	0	0.00	0.00
	173	131	0.00	1,103,650.36

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	147	104	0.00	585,430.91
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-549.50
Bank Drafts	26	26	0.00	518,768.95
EFT's	0	0	0.00	0.00
	173	131	0.00	1,103,650.36

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	9/2022	594,367.53
999	POOLED CASH	10/2022	509,282.83
			1,103,650.36



Rockwood Water District, OR

Detail vs Budget Report

Account Summary

Date Range: 09/01/2022 - 09/30/2022

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	-10,419,346.00	0.00	0.00	0.00	-10,419,346.00	-100.00%
101-100-3101100	WATER SALES	0.00	-11,410,250.00	-2,143,968.01	-788,330.05	-2,932,298.06	-8,477,951.94	-74.30%
101-100-3202100	BACKFLOW CHARGES	0.00	-40,000.00	-6,532.96	-1,811.46	-8,344.42	-31,655.58	-79.14%
101-100-3202200	SET-UP FEES	0.00	-27,270.00	-3,040.00	-1,550.40	-4,590.40	-22,679.60	-83.17%
101-100-3202300	LATE FEES	0.00	-290,000.00	-46,493.57	-23,157.43	-69,651.00	-220,349.00	-75.98%
101-100-3404100	SERVICE INSTALLATIONS	0.00	-250,000.00	-64,738.23	-17,046.20	-81,784.43	-168,215.57	-67.29%
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	3,045.49	13,324.31	16,369.80	-166,369.80	-110.91%
101-100-3505100	INTEREST INCOME	0.00	-70,000.00	-42,388.54	-26,565.59	-68,954.13	-1,045.87	-1.49%
101-100-3505200	RENTAL INCOME	0.00	-16,000.00	0.00	0.00	0.00	-16,000.00	-100.00%
101-100-3606100	SCRAP METAL SALES	0.00	-7,500.00	-973.31	0.00	-973.31	-6,526.69	-87.02%
101-100-3606600	OTHER MISC INCOME	0.00	-40,000.00	-9,251.58	-4,048.78	-13,300.36	-26,699.64	-66.75%
101-100-3606800	GRESHAM UTILITY TAX	0.00	-432,015.00	-79,595.37	-10,354.48	-89,949.85	-342,065.15	-79.18%
101-100-3606900	PORTLAND UTILITY TAX	0.00	-197,790.00	-28,513.54	-32,370.54	-60,884.08	-136,905.92	-69.22%
101-100-3607000	FAIRVIEW UTILITY TAX	0.00	-14,158.00	-2,640.43	-11.76	-2,652.19	-11,505.81	-81.27%
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	-3,170.00	0.00	-3,170.00	-15,330.00	-82.86%
Revenue Totals:		0.00	-24,437,829.00	-2,428,260.05	-891,922.38	-3,320,182.43	-21,117,646.57	-86.41%
Expense								
101-100-5104450	SALARIES/WAGES	0.00	2,302,200.00	317,560.73	154,580.02	472,140.75	1,830,059.25	79.49%
101-100-5104500	OFFICE OVERTIME	0.00	1,000.00	0.00	155.67	155.67	844.33	84.43%
101-100-5104550	FIELD OVERTIME	0.00	16,000.00	2,379.34	1,710.53	4,089.87	11,910.13	74.44%
101-100-5104600	ON CALL DUTY	0.00	76,600.00	7,444.92	4,809.35	12,254.27	64,345.73	84.00%
101-100-5104610	WATER CERTIFICATIONS	0.00	12,500.00	2,595.12	1,185.44	3,780.56	8,719.44	69.76%
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	141,700.00	20,379.21	9,784.16	30,163.37	111,536.63	78.71%
101-100-5104810	MEDICARE	0.00	33,200.00	4,771.36	2,288.23	7,059.59	26,140.41	78.74%
101-100-5104820	UNEMPLOYMENT INSURANCE	0.00	2,300.00	70.00	16.63	86.63	2,213.37	96.23%
101-100-5104830	TRI-MET	0.00	16,600.00	0.00	0.00	0.00	16,600.00	100.00%
101-100-5104840	WORKERS COMPENSATION	0.00	27,600.00	4,409.09	1,950.24	6,359.33	21,240.67	76.96%
101-100-5104900	P.E.R.S	0.00	606,500.00	87,302.13	43,531.77	130,833.90	475,666.10	78.43%
101-100-5104920	EMPLOYEE INSURANCE EXPENS	0.00	549,000.00	84,546.63	49,040.84	133,587.47	415,412.53	75.67%
101-100-5104930	OREGON PAID LEAVE LAW	0.00	4,400.00	0.00	0.00	0.00	4,400.00	100.00%

Detail vs Budget Report

Date Range: 09/01/2022 - 09/30/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5205010	WATER PURCHASES	0.00	3,088,892.00	474,311.32	217,701.44	692,012.76	2,396,879.24	77.60%
101-100-5205110	CONTRACT SERVICES	-3,476.81	125,430.00	16,870.57	7,596.90	24,467.47	104,439.34	83.27%
101-100-5205120	TECHNICAL & CONSULTING	0.00	65,000.00	0.00	0.00	0.00	65,000.00	100.00%
101-100-5205130	AUDITING	0.00	19,020.00	0.00	0.00	0.00	19,020.00	100.00%
101-100-5205140	LEGAL SERVICES	876.50	100,000.00	4,400.00	0.00	4,400.00	94,723.50	94.72%
101-100-5205210	TELEPHONE	-289.85	42,140.00	6,079.62	3,477.96	9,557.58	32,872.27	78.01%
101-100-5205220	SEWER/STORM WATER	0.00	8,050.00	108.75	2,001.90	2,110.65	5,939.35	73.78%
101-100-5205230	HEATING/ELECTRICITY	0.00	16,500.00	1,139.67	1,115.34	2,255.01	14,244.99	86.33%
101-100-5205310	ENGINEERING SUPPLIES	0.00	1,000.00	831.59	0.00	831.59	168.41	16.84%
101-100-5205320	OFFICE SUPPLIES	-528.12	24,000.00	11,650.76	11,454.38	23,105.14	1,422.98	5.93%
101-100-5205330	POSTAGE	2.35	45,300.00	4,190.48	3,538.84	7,729.32	37,568.33	82.93%
101-100-5205410	CONSERVATION	-318.00	56,350.00	1,720.72	471.40	2,192.12	54,475.88	96.67%
101-100-5205420	ELECTIONS/LEGAL ADVERTISE	0.00	3,000.00	445.95	0.00	445.95	2,554.05	85.14%
101-100-5205430	INSURANCE-GENERAL	0.00	96,839.00	15,005.00	7,502.50	22,507.50	74,331.50	76.76%
101-100-5205440	SAFETY GEAR & EQUIPMENT	-65.42	23,000.00	4,934.82	1,428.81	6,363.63	16,701.79	72.62%
101-100-5205450	TRAINING & EDUCATION	658.45	41,500.00	1,241.25	1,085.00	2,326.25	38,515.30	92.81%
101-100-5205460	DUES/LICENSES/SUBSCRIPTNS	5,058.90	93,766.00	36,321.81	4,728.78	41,050.59	47,656.51	50.82%
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	-181.03	7,400.00	0.00	222.00	222.00	7,359.03	99.45%
101-100-5205520	BLDG/GROUNDS MAINTENANCE	-1,983.36	74,460.00	6,583.88	5,122.51	11,706.39	64,736.97	86.94%
101-100-5205530	SHOP EQUIPMENT MAINT	0.00	10,000.00	228.89	0.00	228.89	9,771.11	97.71%
101-100-5205540	VEHICLE MAINTENANCE	-596.99	35,000.00	-559.88	1,012.97	453.09	35,143.90	100.41%
101-100-5205550	TIRES	0.00	14,000.00	2,107.54	0.00	2,107.54	11,892.46	84.95%
101-100-5205560	GAS/LUBRICANTS & DISPOSAL	-6,712.36	45,000.00	7,461.35	6,872.32	14,333.67	37,378.69	83.06%
101-100-5205570	SMALL EQUIPMENT/TOOLS	-1,335.16	10,000.00	3,049.79	2,011.40	5,061.19	6,273.97	62.74%
101-100-5205610	UTILITY OPERATING SUPPLY	-4,586.13	300,000.00	17,538.84	19,136.65	36,675.49	267,910.64	89.30%
101-100-5205620	WATER SAMPLES/TESTING	13,419.92	65,000.00	-28.35	824.47	796.12	50,783.96	78.13%
101-100-5205625	WATER QUALITY & NOTICES	0.00	8,000.00	0.00	0.00	0.00	8,000.00	100.00%
101-100-5205630	RESERVOIR MAINTENANCE	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00%
101-100-5205640	METER MAINTENANCE	1,144.00	40,000.00	331.26	0.00	331.26	38,524.74	96.31%
101-100-5205650	HYDRANT MAINTENANCE	-2,780.39	3,000.00	0.00	2,780.39	2,780.39	3,000.00	100.00%
101-100-5205660	TELEMETRY	-73.00	15,192.00	3,028.80	884.14	3,912.94	11,352.06	74.72%
101-100-5205670	PUMPING	0.00	41,720.00	5,947.79	3,242.75	9,190.54	32,529.46	77.97%
101-100-5205710	BOARD MEETING FEES	0.00	5,800.00	450.00	0.00	450.00	5,350.00	92.24%
101-100-5205720	DIRECTORS' EXPENSE	0.00	24,000.00	-35.00	0.00	-35.00	24,035.00	100.15%
101-100-5205730	MANAGER'S EXPENSE	0.00	7,000.00	240.24	0.00	240.24	6,759.76	96.57%
101-100-5205740	GENERAL OFFICE	58.29	64,900.00	8,554.74	9,363.50	17,918.24	46,923.47	72.30%
101-100-5205760	BAD DEBT EXPENSE	0.00	25,000.00	113.20	0.00	113.20	24,886.80	99.55%
101-100-5205770	GRESHAM UTILITY TAX	0.00	432,015.00	0.00	0.00	0.00	432,015.00	100.00%
101-100-5205780	PORTLAND UTILITY TAX	0.00	197,790.00	0.00	0.00	0.00	197,790.00	100.00%
101-100-5205790	FAIRVIEW UTILITY TAX	0.00	14,158.00	0.00	0.00	0.00	14,158.00	100.00%
101-100-5205800	CUSTOMER ASSISTANCE	0.00	60,000.00	2,206.00	770.00	2,976.00	57,024.00	95.04%
101-100-5205820	TAXES & ASSESSMENTS	0.00	3,100.00	0.00	0.00	0.00	3,100.00	100.00%
101-100-5406010	WATER SYSTEM	4,607.18	722,200.00	50,802.18	0.00	50,802.18	666,790.64	92.33%

Detail vs Budget Report

Date Range: 09/01/2022 - 09/30/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101-100-5406020	NEW SERVICES	3,798.10	65,000.00	8,185.61	12,288.15	20,473.76	40,728.14	62.66%
101-100-5406030	METER UPGRADES	0.00	50,000.00	0.00	8,416.00	8,416.00	41,584.00	83.17%
101-100-5406110	METER EQUIPMENT	0.00	25,000.00	0.00	441.00	441.00	24,559.00	98.24%
101-100-5406120	SHOP EQUIPMENT	0.00	8,800.00	75.80	0.00	75.80	8,724.20	99.14%
101-100-5406130	AUTOMOTIVE EQUIPMENT	0.00	240,000.00	0.00	0.00	0.00	240,000.00	100.00%
101-100-5406140	COMPUTER/OFFICE EQUIP	-2,734.81	33,500.00	0.00	3,147.31	3,147.31	33,087.50	98.77%
101-100-5406210	BUILDINGS	1.00	39,000.00	10,201.60	18,547.96	28,749.56	10,249.44	26.28%
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	1,955,950.00	0.00	0.00	0.00	1,955,950.00	100.00%
101-100-5707210	CONTINGENCY	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100.00%
Expense Totals:		3,963.26	14,314,372.00	1,237,195.12	626,239.65	1,863,434.77	12,446,973.97	86.95%
101 - GENERAL FUND Totals:		3,963.26	-10,123,457.00	-1,191,064.93	-265,682.73	-1,456,747.66	-8,670,672.60	
201 - SDC FUND-REIMBURSEMENT								
Revenue								
201-100-3010101	BEGINNING FUND BALANCE	0.00	-813,720.00	0.00	0.00	0.00	-813,720.00	-100.00%
201-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-250,000.00	-21,602.57	-4,320.47	-25,923.04	-224,076.96	-89.63%
201-100-3505100	INTEREST INCOME	0.00	-10,000.00	-3,961.72	-2,550.39	-6,512.11	-3,487.89	-34.88%
Revenue Totals:		0.00	-1,073,720.00	-25,564.29	-6,870.86	-32,435.15	-1,041,284.85	-96.98%
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	-773,720.00	-25,564.29	-6,870.86	-32,435.15	-741,284.85	
202 - SDC FUND-IMPROVEMENT								
Revenue								
202-100-3010101	BEGINNING FUND BALANCE	0.00	-312,475.00	0.00	0.00	0.00	-312,475.00	-100.00%
202-100-3404500	SYSTEM DEVELOPMENT FEES	0.00	-80,000.00	-6,453.43	-1,290.53	-7,743.96	-72,256.04	-90.32%
202-100-3505100	INTEREST INCOME	0.00	-1,200.00	-701.62	-454.31	-1,155.93	-44.07	-3.67%
Revenue Totals:		0.00	-393,675.00	-7,155.05	-1,744.84	-8,899.89	-384,775.11	-97.74%
202 - SDC FUND-IMPROVEMENT Totals:		0.00	-393,675.00	-7,155.05	-1,744.84	-8,899.89	-384,775.11	-97.74%
301 - DEBT RESERVE FUND								
Revenue								
301-100-3010101	BEGINNING FUND BALANCE	0.00	-1,688,373.00	0.00	0.00	0.00	-1,688,373.00	-100.00%
301-100-3505100	INTEREST INCOME	0.00	-6,000.00	-1,323.69	-844.91	-2,168.60	-3,831.40	-63.86%
301-100-3909200	INTERFUND TRANSFERS	0.00	-1,735,950.00	0.00	0.00	0.00	-1,735,950.00	-100.00%
Revenue Totals:		0.00	-3,430,323.00	-1,323.69	-844.91	-2,168.60	-3,428,154.40	-99.94%
Expense								
301-100-5607110	TRANS TO DEBT SERV FUND	0.00	1,479,150.00	0.00	0.00	0.00	1,479,150.00	100.00%
Expense Totals:		0.00	1,479,150.00	0.00	0.00	0.00	1,479,150.00	100.00%
301 - DEBT RESERVE FUND Totals:		0.00	-1,951,173.00	-1,323.69	-844.91	-2,168.60	-1,949,004.40	
401 - DEBT SERVICE FUND								

Detail vs Budget Report

Date Range: 09/01/2022 - 09/30/2022

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
Revenue								
401-100-3909200	INTERFUND TRANSFERS	0.00	-1,479,150.00	0.00	0.00	0.00	-1,479,150.00	-100.00%
	Revenue Totals:	0.00	-1,479,150.00	0.00	0.00	0.00	-1,479,150.00	-100.00%
Expense								
401-100-5507050	PAYMENTS ON FINANCING	0.00	790,000.00	0.00	0.00	0.00	790,000.00	100.00%
401-100-5507070	INTEREST EXPENSE	0.00	689,150.00	0.00	0.00	0.00	689,150.00	100.00%
	Expense Totals:	0.00	1,479,150.00	0.00	0.00	0.00	1,479,150.00	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	-43,796.00	0.00	0.00	0.00	-43,796.00	-100.00%
501-100-3505100	INTEREST INCOME	0.00	-3,000.00	0.00	0.00	0.00	-3,000.00	-100.00%
501-100-3909200	INTERFUND TRANSFERS	0.00	-220,000.00	0.00	0.00	0.00	-220,000.00	-100.00%
501-100-3909400	CITY OF GRESHAM	0.00	-200,000.00	0.00	0.00	0.00	-200,000.00	-100.00%
	Revenue Totals:	0.00	-466,796.00	0.00	0.00	0.00	-466,796.00	-100.00%
Expense								
501-100-5205530	EQUIPMENT MAINTENANCE	-4,002.52	10,000.00	592.99	4,002.52	4,595.51	9,407.01	94.07%
501-100-5205610	OPERATING SUPPLIES	-1,362.44	30,000.00	11,221.31	9,565.05	20,786.36	10,576.08	35.25%
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	0.00	332.90	332.90	4,667.10	93.34%
501-100-5205630	RESERVOIR MAINTENANCE	0.00	5,000.00	242.00	0.00	242.00	4,758.00	95.16%
501-100-5205670	PUMPING	0.00	235,000.00	48,317.96	58,523.17	106,841.13	128,158.87	54.54%
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:	-5,364.96	420,000.00	130,374.26	72,423.64	202,797.90	222,567.06	52.99%
	501 - GROUND WATER PRODUCTION Totals:	-5,364.96	-46,796.00	130,374.26	72,423.64	202,797.90	-244,228.94	
601 - GW CONSTRUCTION FUND								
Revenue								
601-100-3010101	BEGINNING FUND BALANCE	0.00	-12,664,357.00	0.00	0.00	0.00	-12,664,357.00	-100.00%
601-100-3909400	FINANCING PROCEEDS	0.00	-6,826,000.00	-1,073,065.68	-384,397.35	-1,457,463.03	-5,368,536.97	-78.65%
601-100-3909650	WIFIA LOAN PROCEEDS	0.00	-15,000,000.00	0.00	0.00	0.00	-15,000,000.00	-100.00%
	Revenue Totals:	0.00	-34,490,357.00	-1,073,065.68	-384,397.35	-1,457,463.03	-33,032,893.97	-95.77%
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	-4,064.03	5,780,000.00	55,511.14	206,071.99	261,583.13	5,522,480.90	95.54%
601-100-5406035	GROUNDWATER CONSTRUCTION	0.00	21,711,794.00	686,045.97	433,138.80	1,119,184.77	20,592,609.23	94.85%
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:	-4,064.03	27,781,794.00	741,557.11	639,210.79	1,380,767.90	26,405,090.13	95.04%
	601 - GW CONSTRUCTION FUND Totals:	-4,064.03	-6,708,563.00	-331,508.57	254,813.44	-76,695.13	-6,627,803.84	
	Report Total:	-5,465.73	-19,997,384.00	-1,426,242.27	52,093.74	-1,374,148.53	-18,617,769.74	

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
101 - GENERAL FUND	3,963.26	-10,123,457.00	-1,191,064.93	-265,682.73	-1,456,747.66	-8,670,672.60	
201 - SDC FUND-REIMBURSEMENT	0.00	-773,720.00	-25,564.29	-6,870.86	-32,435.15	-741,284.85	
202 - SDC FUND-IMPROVEMENT	0.00	-393,675.00	-7,155.05	-1,744.84	-8,899.89	-384,775.11	-97.74%
301 - DEBT RESERVE FUND	0.00	-1,951,173.00	-1,323.69	-844.91	-2,168.60	-1,949,004.40	
401 - DEBT SERVICE FUND	0.00	0.00	0.00	0.00	0.00	0.00	
501 - GROUND WATER PRODUCTION	-5,364.96	-46,796.00	130,374.26	72,423.64	202,797.90	-244,228.94	
601 - GW CONSTRUCTION FUND	-4,064.03	-6,708,563.00	-331,508.57	254,813.44	-76,695.13	-6,627,803.84	
Report Total:	-5,465.73	-19,997,384.00	-1,426,242.27	52,093.74	-1,374,148.53	-18,617,769.74	

MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: October 19, 2022

Re: Policy Manual Updates

Outlined below are the proposed changes to the District's Policy Manual. These are based on changes made to the AFSME Union agreement as part of the collective bargaining process that was completed this June, as well as additional OSHA required safety policy's for Heat and Air Quality. In addition, we have created a new Bilingual pay policy, based on samples from the City of Portland, Beaverton and Gresham, a new Telework policy based on the SDAO Employee Handbook template, and an update to the Travel Expenses policy. Changes to the District Policy manual require two Board meetings to implement. The first meeting, October 26th is the initial reading, and the second, November 16th the Board may approve the final changes.

Series 3000 – Personnel

- Article 1 – Work Conditions
 - Section 1.2 – Holidays
 - Article 18.1 Holidays: the addition of Juneteenth (June 19th) as a paid Holiday. Juneteenth is a Holiday that has been recognized by both the Federal Government and the State of Oregon. The significance of the day is that this recognizes the date that Slavery ended in the United States. The date would bring the current 10 paid Holidays up to 11 paid Holidays, and the District would recognize the Holiday by closing its offices on the Holiday starting in 2023.
 - Section 1.4 - Leaves of Absence for Jury Duty, Witness Testimony and Bereavement
 - Articles 26 Bereavement Leaves of Absence “An employee may receive up to 40 hours paid leave in the event of a death of an employee's spouse, domestic partner, parent, child, stepchild, brother, or sister. An employee may receive up to 24 hours paid leave in the event of the death of an employee's step-mother, stepfather, father-in-law, mother-in-law, grandparents, grandchild, brother/sister of spouse, son/daughter-in-law.”
- Article 2 – Personnel Policies and Procedures
 - Section 2.9 – Travel Expenses
 - An employee or Board member who travels on District related business may accrue and/or personally use travel awards such as coupons, discounts, credit card rebates, tickets and vouchers for being bumped from an airline flight, frequent flyer miles, car rental rewards and hotel reward points as long as the benefit does not incur additional expense to the District. Travel awards have been approved by the Board as part of employee overall compensation and benefits package. Such utilization will

be granted in consideration for the inconveniences imposed upon the employee by such travel. Employees and Board members are responsible for determining any personal income tax implications arising from their use of travel rewards earned on District related business."

- Section 2.31 – Telework or Telecommute
 - New policy introducing policy around telework/commute.
- Article 4 – Pay Plan and Compensation
 - Section 4.3 – Overtime
 - Updated to include all positions that are exempt from overtime.
 - Section 4.4 – Paid Time Off
 - Updates to comply with the requirements of Oregon’s sick time law in ORS chapter 653 and 659A and the related administrative regulations (collectively, the “Oregon Sick Time Law”). In the event that the Oregon Sick Time Law provides for greater leave rights than this policy, the Oregon Sick Time Law controls
 - Section 4.6 – Bilingual Pay Policy
 - New Policy Introducing Bilingual Pay.

Appendices

- Appendix IV – Current Water Rates
 - Updated to current rates.
- Appendix VIII Safety and Health Program
 - Added Heat Illness Plans:
 - Rockwood Heat Illness Prevention Plan
 - Acclimatization Plan for Heat Illness Prevention
 - Rest Break Plan for Heat Illness Prevention
 - Added Emergency Medical Plan
- Appendix VIII Information Security
 - Brand New Policy for the District.

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REVIEW DUE	Annually

TITLE: **HOLIDAYS**

PURPOSE: *To provide paid time off benefits to recognize certain traditional holidays.*

POLICY: Regular and probationary full time and part time employees will receive pay for recognized holidays.

1.2.1 All regular employees of the District will be entitled to the holidays listed below with pay. Full time employees will receive eight (8) hours; permanent part time employees will receive prorated pay based on the number of hours they worked in the previous pay period.

- (a) New Year's Day (January 1)
- (b) Martin Luther King, Jr. Day (third Monday in January)
- (c) Presidents' Day (third Monday in February)
- (d) Memorial Day (last Monday in May)
- (e) Juneteenth (June 19th)**
- (f) Independence Day (July 4)
- (g) Labor Day (first Monday in September)
- (h) Veterans' Day (November 11)
- (i) Thanksgiving Day
- (j) The day after Thanksgiving (fourth Friday in November)
- (k) Christmas Day (December 25)

1.2.2 If any holiday falls on a Saturday, the preceding Friday shall be given as a holiday. If any holiday falls on a Sunday, the following Monday shall be given as a holiday.

1.2.3 Holidays that occur during a period of paid time off shall not be charged against the employee's PTO bank.

1.2.4 Eligible employees receive one personal holiday per fiscal year. It must be used within the fiscal year and cannot be carried over or banked.

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TITLE: LEAVES OF ABSENCE FOR JURY DUTY, WITNESS TESTIMONY AND BEREAVEMENT

PURPOSE: *To provide continued income for employees needing time off for bereavement, jury or witness duty.*

POLICY: An employee may be granted regular pay for a leave of absence for jury duty; when subpoenaed as a witness; or for the death of an immediate family member.

1.4.1 Employees will submit a leave with pay form to their immediate supervisor or the General Manager as soon as the need for leave is known. Each request will be reviewed on its merits, the needs of the District and on the basis of the guidelines provided in this section. Prior written approval by the General Manager is required for all leaves of absence except Bereavement Leave.

1.4.2 Bereavement Leave: ~~An employee may receive up to 40 hours paid leave in the event of a death of an employee's spouse, domestic partner, parent, child, stepchild, brother, or sister. An employee may receive up to 24 hours paid leave in the event of the death of an employee's step-mother, stepfather, father-in-law, mother-in-law, grandparents, grandchild, brother/sister of spouse, son/daughter-in-law. In the event of a death in the employee's immediate family, an employee will be granted a leave of absence with pay not to exceed three (3) calendar days.~~ If additional time is needed, the General Manager may approve the use of up to eighty (80) hours of accrued paid time off (PTO). ~~For purposes of this policy, "immediate family member" is any person who is directly related by blood, marriage or legal adoption, and includes grandparents, parents, spouse, siblings, children, grandchildren, and in-laws.~~

1.4.3 Witness or Jury Duty: Employees must notify the General Manager or their immediate supervisor as soon as possible after receiving a subpoena to report for jury duty or to testify. The General Manager will make arrangements to reassign work, and time off will be granted. If reassignment is not possible, the General Manager will notify the court. Permanent employees will receive up to eight (8.0) hours of pay for days served. They are expected to report to work any day or half day they are excused from duty. Any compensation the employee receives for serving will be transferred to the District. PTO accrual will not be affected by witness or jury duty.

- 1.4.4 Regular part time employees will receive prorated pay based on the hours worked in the previous pay period. Temporary, limited term or seasonal employees are not eligible for time off with pay.

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TITLE: TRAVEL EXPENSES

PURPOSE: *To provide a reimbursement process for expenses incurred by employees for business travel on behalf of the District.*

POLICY: The General Manager is responsible for approving all employee work-related travel outside of the District. Employees on approved, official business will be reimbursed for reasonable travel expenses.

- 2.9.1 Whenever possible, District vehicles will be used for local, official business travel. Personal vehicles should be used when the destination is close to the employee's home and a round-trip is not practical or when a family member is riding with the employee. Airline transportation should be used when the General Manager deems that time spent driving is not in the best interests of the District.
- 2.9.2 If the employee is authorized to use a private vehicle for approved work-related travel, mileage will be paid at the rate of the current IRS figure per mile. This rate includes all travel, insurance and storage expenses of the vehicle.
- 2.9.3 When travel by District-owned vehicle or public carrier is practical, but the employee elects to use her/his own vehicle for personal reasons, the employee will be reimbursed an amount equal to the lowest fare of the public carrier that would have been deemed most practical to provide the service or the current IRS rate, whichever is less.
- 2.9.4 Reimbursement for meals while on District business will be paid on a per diem basis.
- 2.9.5 Lodging may be prepaid directly by the District or paid by the employee and reimbursed by the District. In either case, the District will pay only the single room rate.
- 2.9.6 Other expenses that may be reimbursed include: public conveyance to and from meetings, fees and registration at meetings, telephone or fax fees related to District business.
- 2.9.7 All expenses for accompanying family members are the responsibility of the employee, including all personal phone calls, difference between single room rate and double room rate, meals, etc.

- 2.9.8 Employees must submit an expense report, receipts for all claimed expenses and any reimbursement due the District, including cash advances, to the District within ten (10) days following return from District-related travel.
- 2.9.9 **An employee or Board member who travels on District related business may accrue and/or personally use travel awards such as coupons, discounts, credit card rebates, tickets and vouchers for being bumped from an airline flight, frequent flyer miles, car rental rewards and hotel reward points as long as the benefit does not incur additional expense to the District. Travel awards have been approved by the Board as part of employee overall compensation and benefits package. Such utilization will be granted in consideration for the inconveniences imposed upon the employee by such travel. Employees and Board members are responsible for determining any personal income tax implications arising from their use of travel rewards earned on District related business.**

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TITLE: **TELEWORK OR TELECOMMUTE**

PURPOSE: *To provide clear and consistent guidance for employees on an approved telework or telecommute plan.*

POLICY Both telework and telecommute are a flexibility that may be available to some positions within the District. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

2.31.1 All telework and telecommute arrangements require the prior approval of the General Manager and the Employee's Supervisor and may be changed at the discretion of the General Manager or the Supervisor. Telework and telecommute may be permissible for some jobs and not all jobs.

2.31.2 Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

2.31.3 Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

2.31.4 An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommute.

2.31.5 Employees are responsible for the utilization of **the District** networks while working remotely in a safe and secure manner.

2.31.6 As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

2.31.7

Information Technology

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both organization and their own equipment without direct physical help from organization. While any equipment supplied by the organization will be maintained by or at the direction of organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

2.31.8

Equipment

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the District will be maintained by or at the direction of District. Equipment supplied by the employee, will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the District's security and maintenance policies and practices. Portable equipment must, at all times, have organization authorized security measures installed and running

Per the District Information Security Policy, employees must not connect any non-company authorized devices to the District's corporate network or IT systems.

2.31.9

Employees will notify the District immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

2.31.10

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

2.31.11

Information stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

2.31.12

Security

Employees are expected to ensure the protection of organization and district information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software and are supported under the District's IT contract.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied
- Web-based systems are secure
- Two factor authentication is enabled and being used if available.
- All data is saved to District authorized shared network drives or cloud locations.
- VPN access is only via organization issued devices. No personal devices are connected via VPN.

2.31.13

Physical Security

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user is prohibited. The employee bears responsibility for and consequences of misuse of their access.

2.31.14

Technology Support

The District will only provide device support that relates to organization devices and connection.

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TITLE: OVERTIME

PURPOSE: *To establish procedures for compensating District employees for working overtime.*

POLICY: When non-exempt District employees are required to work overtime, the General Manager will authorize compensatory time off or overtime pay.

4.3.1 Compensatory time off or overtime pay will be one and one half (1 1/2) times the employee's regular hourly rate of pay. In emergency situations, such as main breaks, employees are required to report for work as part of their job. Overtime paid for such emergencies on holidays will be at a rate of two and one half (2 1/2) times the employee's regular hourly rate of pay.

4.3.2 The determination to grant cash compensation or compensatory time off will rest with the General Manager, who will give due consideration to the desire of the employee, to budgetary controls, and to the provisions of this Section.

4.3.3 Any overtime pay for time worked by an employee in accordance with Section 4.3.2 will be paid in the same pay period in which the overtime was earned. Employees must use compensatory time within a reasonable period of accruing it.

4.3.4 Employees who hold positions that are classified under the Fair Labor Standards Act as exempt from overtime do not receive additional pay for hours worked over 40 per week. These positions currently include:

- (a) General Manager
- (b) District Superintendent
- (c) District Engineer
- (d) Senior Accountant
- (e) Office Manager
- (f) Government Affairs Coordinator
- (g) Associate Engineer
- (h) Assistant Superintendent

4.3.5 When an employee is required to have a District vehicle on call at all times in order to answer emergency and off-hour calls and must, as a result, drive a District vehicle to and from his private residence, the employee will be charged the current

IRS rate per mile for the round-trip distance between the employee's private residence and the District office.

- 4.3.6
- (a) When a major responsibility of an employee's position is to be on call Monday through Friday, such employee will be paid on-call pay in addition to such employee's regular salary.
 - (b) When other employees rotate responsibility for on-call duty on weekends and holidays, such employees will be paid according to a schedule approved by the General Manager.

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TITLE: PAID TIME OFF

PURPOSE: *To allow employees to receive pay while absent from work for vacation, illness, personal business, family emergencies, religious observances, preventive health and dental care, and other personal pursuits. This policy is intended to comply with the requirements of Oregon's sick time law in ORS chapter 653 and 659A and the related administrative regulations (collectively, the "Oregon Sick Time Law"). In the event that the Oregon Sick Time Law provides for greater leave rights than this policy, the Oregon Sick Time Law controls.*

POLICY: Paid time off (PTO) will be granted based on eligibility and continuous years of service with the District. Non-probationary full-time employees who are regularly scheduled to work an average of at least 37.5 hours per week are eligible for PTO. Eligible employees accrue the designated amounts of earned annual PTO prorated on a monthly basis for each full month the employee is employed, provided the employee is also in a paid status the entire month. Monthly accruals will be prorated for employees who were employed the full month but were in an unpaid status for more than 16 hours. The proration will be based on the maximum number of straight-time hours the employee would normally have worked that month.

4.4.1 PTO should be used within a reasonable period of time after it is earned. However, eligible employees may accumulate earned PTO up to a maximum of 200% of their annual accrual, based upon the employee's then years of service. An employee who has accumulated the 200% maximum ceases earning any additional PTO accruals until PTO has been taken, at which point the employee again begins to accrue earned PTO until the maximum has been reached.

4.4.2 Supervisors will approve PTO for their respective employees with due consideration to the reason for the request (e.g., whether it qualifies as Protected Sick Time), desires of the employees, the workload requirements facing the District, and the employee's date of hire. Generally, date of hire will be used as a scheduling consideration for only one PTO period per year, per employee. All PTO requests are subject to supervisor review.

4.4.3 New employees begin accruing PTO on their first day of employment, but may not use any accrued PTO for any purpose other than a purpose qualifying as Oregon Protected Sick Time (see section 4.4.8 below) until they have successfully

completed six months of continual employment with the District. **Accrued PTO may be used for purposes qualifying as Oregon Protected Sick Time after ninety (90) days of employment.**

4.4.4 Annual Accruals:

- Employees with less than five years of continuous service will accrue twenty (20) days of PTO annually, at the rate of 13.34 hours per month. **As set forth in Section 4.4.3, new employees within their six (6) month probationary period may use accrued PTO for purposes qualifying as Oregon Protected Sick Time (see section 4.4.8 below) following ninety (90) days of continuous employment. New employees may not use accrued PTO for any other purpose until they have completed six (6) months of employment.**
- Employees with at least five years of continuous service, but less than ten years of continuous service, will accrue twenty-five (25) days of PTO annually, at the rate of 16.67 hours per month.
- Employees with at least ten or more years of continuous service will accrue thirty (30) days of PTO annually, at the rate of 20 hours per month.

4.4.5 Upon termination, employees will be paid for unused, accrued PTO. Such time will be paid for at the rate of pay applicable at the time of termination.

4.4.6 In the event an employee's employment with the District is terminated by death, compensation for accrued PTO will be paid in the same manner in which that employee's salary would have been paid.

4.4.7 Employee transfers of PTO will not be allowed.

4.4.8 **Employees may cash out up to 40 hours once a year as long as they have a standing balance of one year of PTO accrual after cash out. Requests for cash out must be submitted by January and will be paid out in July of the same year so that the District may budget for the expense**

4.4.9 **Oregon Protected Sick Time:** Employees qualifying for PTO under this policy can use accrued PTO for any personal time off. A qualifying employee may also use up to 40 hours of total accrued PTO each year as protected leave for any reason that qualifies under state or municipal paid sick time laws ("Protected Sick Time"). For example, up to 40 hours of accrued PTO per year may be used as Protected Sick Time for:

- The diagnosis, care or treatment of the associate's or the associate's family member's mental or physical illness, injury or health condition, including preventive medical care. For example, PTO may be used for prenatal visits and routine medical and dental visits as well as for serious health conditions. For purposes of this policy, "family member" means any of the following: (1) child, meaning a biological, adopted or foster child,

stepchild, legal ward or child to whom the employee stands in loco parentis. This definition of "child" is applicable regardless of age or dependency status; (2) biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered

domestic partner or a person who stood in loco parentis when the employee was a minor child; (3) spouse; (4) registered domestic partner; (5) grandparents; (6) grandchildren, and (7) siblings.

- To address an incident of domestic violence, harassment, sexual assault or stalking. For example, PTO may be taken to seek legal or law enforcement assistance or remedies, medical treatment, counseling, the services of a victim services provider or to relocate or secure an existing home for the associate or the associate's minor child or dependent.
- To address a public health emergency. For example, an associate may use PTO (a) if either the associate's place of business or the associate's child's school or day care is closed by order of a public official due to a public health emergency; (b) to care for a family member whose presence in the community jeopardizes the health of others, as determined by a lawful public health authority or by a healthcare provider; or (c) if any law or regulation requires the District to exclude the associate from the workplace for health reasons.

An employee's use of PTO for reasons that qualify as Protected Sick Time, up to the maximum 40 hours per year, will not have negative consequences under the District's Attendance Policy. However, after an employee uses 40 hours of PTO in a year as Protected Sick Time, further use of PTO for absences during that year, even if for reasons that would otherwise qualify for Protected Sick Time, will be subject to the District's normal policies and procedures, including the Attendance Policy, which may result in an attendance occurrence or other discipline.

4.5.0

Required Notice: If the need for PTO is foreseeable, the District requires that employees provide at least ten (10) days' notice to their supervisor. Failure to provide the required notice may result in a denial of the request for PTO. Employees must make a reasonable effort to schedule a foreseeable need for PTO in a manner that does not unduly disrupt operations of the District.

If the need for PTO is unforeseeable, the employee must provide notice to his/her supervisor as soon as practicable and must generally comply with the District's notice and leave request procedures to the extent that it does not interfere with the ability of the employee to use the PTO when needed.

If the expected duration of a PTO absence changes for any reason, an employee must notify his/her supervisor as soon as practicable.

An employee's failure to provide the notice required under this policy may result in a delay in payment or nonpayment of the time claimed as PTO and may also result in discipline for failure to follow District policies and procedures.

4.4.10

Documentation: If an employee uses PTO for more than three consecutive scheduled work days, the District may require reasonable documentation for the purpose for the PTO. In addition, if an employee commences PTO without providing advance notice under this policy, the District may require documentation of the purpose for the PTO. Documentation may include, but is not limited to, a signed statement from a health care provider. The employee must provide documentation to the District within 15 calendar days of the request.

If the need for PTO is foreseeable and projected to last longer than three consecutive scheduled work days, the District may require reasonable documentation of the purpose for the PTO before the PTO commences, or as soon as otherwise practicable.

The District also reserves the right to require documentation verifying an employee's need to use PTO if there are indications of abuse, such as repeated use of unscheduled PTO on or adjacent to weekends, holidays, or pay days, regardless whether the employee has used PTO for more than three consecutive days.

An employee's failure or delay in providing documentation requested by the District may result in a delay in payment or nonpayment of the time claimed as PTO and may also result in discipline for failure to follow District policies and procedures.

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

POLICY MANUAL

SERIES	3000
ARTICLE	4
SECTION	4.6
PAGE	1 of 3
ADOPTED	10/26/22
REVISED	TBD
REVIEW DUE	Annually

TITLE: **BILINGUAL PAY POLICY**

PURPOSE: *To compensate employees who are designated and approved by their supervisor to perform a bilingual assignment as part of their job and who successfully meet the requirements of eligibility, including passing a bilingual proficiency test.*

POLICY: An employee is eligible for a bilingual assignment if they use or are expected to use their bilingual skills as part of their work assignment. The rate of pay for bilingual designation shall be 4% of the employee's hourly rate. -This policy is subject to annual review and changes, as are necessary and relevant.

4.6.1 Scope: This policy applies to all regular District employees.

4.6.2 Eligibility: In order to qualify to receive bilingual pay, all the following criteria must be met:

A. The Employee must speak one (1) of the District's priority languages, as defined by Multnomah County's Language, Communication and Cultural Access Policy "Commonly Encountered Group" which is 5% of the population, or 1,000 individuals, whichever is less.

B. The Employee must satisfy the requirements of an oral proficiency test.

C. The Employee must meet one (1) or more of the following criteria in their job assignment: 1) Public assignment contact requires use of bilingual skills; 2) Bilingual skills are deemed necessary to provide the public access to basic District services and benefits; 3) Flexibility exists to support other staff with interpretation when needed to serve the public, in person or by telephone. If a staff member receiving bilingual pay moves to a different position that does not require bilingual skills, the bilingual pay assignment may be reevaluated. Management may determine that a bilingual pay assignment be removed with thirty (30) calendar days' written notice to the employee.

4.6.3 Expectations

A. Staff who have been approved for a bilingual assignment will be available to provide interpretation support to other staff upon request and as availability allows.

B. Staff with a bilingual assignment are expected to:

- 1) Use their language skills as much as is necessary to fulfill the essential functions of their position;
- 2) Make themselves available to assist other District staff, outside of their department to provide an efficient and timely response to customer needs, either in person or over the phone;
- 3) Greet and assist the public directly, especially with navigation and access to City services and benefits;
- 4) Participate in professional development related to their bilingual assignment,
- 5) Review written documents that have been translated using a separate service for readability and correctness.

C. Staff with a bilingual assignment are not expected to (unless as a part of normal job duties):

- 1) Provide simultaneous interpretation for extended meetings or court hearings;
- 2) Translate formal written documents, especially those considered “vital documents” (however staff may be asked to review and comment on translated documents). (Other language supports are available to respond to these needs.)

4.6.4

Compensation:

- A) The rate of pay shall be 4 % of the employees’ hourly rate.
- B) Bilingual pay shall be the same even in the event that a staff member is proficient in more than one (1) priority language.

4.6.5

Procedures for requesting a bilingual assignment:

- A) Supervisor confers with Department Head and General Manager about assigning an employee to a bilingual assignment.
- B) If the General Manager supports designating the assignment, the Supervisor will discuss it with the Employee.
- C) If the Employee is agreeable to the assignment, the Employee and their Supervisor will complete the Bilingual Pay Assignment Form. If the General Manager determines the eligibility requirements are met, they shall approve the assignment.
- D) The Supervisor schedules a proficiency test for the employee on the earliest available date.
- E) Employee must take the proficiency test.
- F) Once the General Manager has obtained the test results showing proficiency, the signed Bilingual Pay Assignment Form will be given to the Office Manager who will apply the bilingual pay differential with an effective date of the General Manager’s approval.

4.6.6

Testing:

- A) Bilingual proficiency will be tested using an external provider, who will administer an oral examination, and provide assessment results to the Department Manager. The level of proficiency required will be stipulated by the Supervisor or Department Manager.
- B) An employee who fails to satisfy the requirements of the proficiency test may retake the test once after six (6) months. If they fail the test a second time, the employee must wait one (1) year to be retested.

- C) Employees must renew their bilingual proficiency designation every two (2) years, including completing the test once every two (2) years to maintain eligibility.
- D) Employees receiving bilingual pay prior to the use of the external testing service will be required to satisfy the requirements of the current proficiency test in order to continue receiving bilingual pay.
- E) The District will pay for the testing service and the employee may take the test on paid time.

4.6.7

Administration:

The employee's supervisor will be responsible for administering the Bilingual Pay Policy, including scheduling proficiency testing and periodic reporting on the number and location of bilingual pay assignments. The Supervisor and General Manager shall be responsible for annual reviews of bilingual pay assignments and initiating biannual retesting. The employee is responsible for ensuring they maintain the requirements stated in this policy.

4.6.8

Definitions

- **Interpretation** – The oral conversion of communication of a spoken message from one (1) language to another.
- **Language Access** – The District's effort to provide meaningful access to its services, programs, and activities by providing language assistance (i.e. interpretation and translation) when needed.
- **Translation** – The conversion of written communication from one (1) language to another in a written format.
- **Vital Documents** – Vital documents refer to information or documents that are critical for accessing services or benefits, or are documents that are required by law. Documents that require a signature are considered vital.

CURRENT WATER RATES

Effective July 1, 2022

METER CHARGE (bi-monthly by meter size):	
Size in Inches	Charge
5/8	\$27.38
3/4	41.09
1	68.47
1 1/2	136.86
2	218.98
3	479.04
4	821.18
6	1,710.75
8	2,463.46
10	3,968.88
Fire meters charged 5/8 inch meter size rate.	
Partial billing periods are prorated.	
Two (or three) separate buildings on the same meter (2-user or 3-user) shall be charged twice (or three times) the meter charge.	

WATER CHARGE:
Rate per 100 cf (one hundred cubic feet): \$3.20
Users outside the District pay a fifty percent (50%) surcharge for water.

Heat Illness Prevention Plan

Rockwood Water People's Utility District Date: July 00, 2022

1. Purpose

The purpose of this plan is to protect our employees from the hazards of hot working environments, in both indoor and outdoor environments, to comply with Oregon OSHA's Heat Illness Prevention rules. A copy of this plan shall be made available to all our employees. You may find a copy of the plan in the District policy manual or may request a copy of this plan from the District Superintendent or Safety officer. This plan will be reviewed annually and updated if necessary.

These procedures describe the minimum essential heat illness prevention steps applicable to most work settings. In work environments where there is a higher risk for heat illness (such as during a heat wave or other severe working or environmental conditions), we must exercise greater caution and employ greater protective measures as needed to protect our employees.

2. Scope

This plan implements efficient and safe work practices that will prevent both indoor and outdoor heat-related illnesses among employees at all our workplaces. It will be used for training new employees and for the annual refresher training of employees. All employees potentially exposed to hot working environments are subject to this plan.

Our work activities that could potentially expose our employees to these hazards include:

1. Field work distribution (construction, maintenance, and repairs)
2. Operations work (locating, sampling, unloading chemicals)
3. Meter reading

3. Background

Every year, people die in occupational settings from exposure to excessive heat and many more suffer a heat-related illness; most of these are preventable. Heat-related illnesses can happen if workplace activities in a hot environment overwhelm the body's ability to cool itself. This becomes more likely if any of the risk factors below, are present.

4. Risk Factors

The following are **environmental risk factors** for heat illness:

- Air temperature above 90 degrees F (32.2 degrees C).
- Relative humidity above 40 percent
- Radiant heat from the sun and other sources

- Conductive heat sources such as dark-colored work surfaces
- Lack of air movement
- Physical effort needed for the work
- Use of nonbreathable protective clothing and other personal protective equipment

The following are **personal risk factors** for heat illness:

- Lack of acclimation to warmer temperatures
- Poor general health
- Dehydration
- Alcohol consumption
- Caffeine consumption
- Previous heat-related illness
- Use of prescription medications that affect the body's water retention or other physiological responses to heat such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

Employees are responsible for knowing and educating themselves about their own personal risk factors that may increase their chance for suffering a heat-related illnesses.

5. NIOSH Heat Stress App

All employees have the app downloaded to their work phones. The National Institute for Occupational Safety and Health (NIOSH) Heat Stress app keep employees safe. Federal OSHA has provided training on how to use the app. It is required that all supervisory and management employees watch the video on Oregon OSHA website: <https://osha.oregon.gov/media/videos-online/Pages/heat-safety-app-tutorial.aspx>.

6. Heat-Related Illnesses

Heat rash

Heat rash is the most common health problem in hot work environments. It is caused by sweating and looks like a red cluster of pimples or small blisters. Heat rash usually appears on parts of the body that overlap or rub other parts of the body, such as in the groin area, under the arms or breasts, and in knee or elbow creases. If an employee has symptoms of heat rash, provide a cooler, less humid work environment, if possible. Advise the employee to keep the area dry and not to use ointments and creams that make the skin warm or moist, which can make the rash worse.

Heat exhaustion

Heat exhaustion can best be prevented by being aware of one's physical limits in hazardous environment on hot, humid days. The most important factor is to drink enough clear fluids (especially

water, not alcohol or caffeine) to replace those lost to perspiration. Signs and symptoms of heat exhaustion typically include:

Profuse sweating

Weakness and fatigue

Nausea and vomiting

Muscle cramps (associated with dehydration)

Headache

Light-headedness or fainting; fainting or loss of consciousness is potentially serious and should be treated as a medical emergency.

When you recognize heat exhaustion symptoms in an employee, you must intervene, stop the activity, and move the employee to a cooler environment. Cooling off and rehydrating with water (or electrolyte replacing sports drinks) is the cornerstone of treatment for heat exhaustion. If the employee resumes work before their core temperature returns to normal levels, symptoms may quickly return.

If there is no intervention and the body's temperature regulation fails, heat exhaustion can rapidly progress to heat stroke, a life-threatening condition!

Heat stroke

Heat stroke requires an immediate emergency medical response. The person may stop sweating, become confused or lethargic, and may even have a seizure! The internal body temperature may exceed 106 degrees F. Signs and symptoms of heat stroke typically include:

Absence of sweating

Dry skin

Agitation or strange behavior

Dizziness, disorientation, or lethargy

Seizures or signs that mimic those of a heart attack

Ensure that emergency responders are summoned immediately if heat stroke is suspected. While waiting for emergency responders to arrive, cool the employee; move the employee to an airconditioned environment or a cool, shady area; and help the employee remove any unnecessary clothing. Do not leave the employee unattended. Heat stroke requires immediate medical attention to prevent permanent damage to the brain and other vital organs that can result in death.

Heat cramps

Heat cramps usually affect workers who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture levels. Low salt levels in muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion.

Rhabdomyolysis

Rhabdomyolysis is a medical condition associated with heat stress and prolonged physical exertion, resulting in the rapid breakdown, rupture, and death of muscle. When muscle tissue dies, electrolytes and large proteins are released into the bloodstream that can cause irregular heart rhythms and seizures, and damage the kidneys.

Symptoms of rhabdomyolysis include:

Muscle cramps/pain

Abnormally dark (tea or cola colored) urine

Weakness

Exercise intolerance

Asymptomatic

Heat Syncope

Heat syncope is a fainting (syncope) episode or dizziness that usually occurs with prolonged standing or sudden rising from a sitting or lying position. Factors that may contribute to heat syncope include dehydration and lack of acclimatization

Symptoms of heat syncope include:

Fainting (short duration)

Dizziness

Light-headedness during prolonged standing or suddenly rising from a sitting or lying position

The chart below provides information to our employees about the risk to themselves, at certain temperatures, of suffering a heat-related illness.

Note: heat-related illnesses can occur at a heat index of less than 91 degrees Fahrenheit.

Heat index	Risk level	Protective measures
Less than 91 °F (33 °C)	Lower (caution)	Basic health and safety planning
91 OF to 104 °F (33 °C to 39 °C)	Moderate	Implement precautions and heighten awareness
103 °F to 115 OF (39 °C to 46 °C)	High	Additional precautions to protect workers
Greater than 115 °F (46 °C)	Very high to extreme	Even more aggressive protective measures

7. Preventing Heat-Related Illnesses

These are some best practices at preventing heat-related illnesses:

- Gradually increase workloads and allow more frequent breaks during the first week of work so that employees become acclimatized to higher temperatures, especially those who are new to working in the heat or have been away from that work for a week or more.
- Encourage employees to frequently drink small amounts of water before they become thirsty to stay hydrated. During moderate activity, in moderately hot conditions, employees should drink about 8 ounces of liquid every 15 to 20 minutes. Employees can monitor their hydration with a urine chart. Urine should be clear or slightly colored; dark urine is a warning sign! See urine color chart.
- Encourage employees to eat regular meals and snacks as they provide enough salt and electrolytes to replace those lost through sweating as long as enough water is consumed.
- Provide a buddy system where employees encourage each other to drink water, use shade to stay cool, and to watch each other for symptoms of heat-related illness.
- Educate employees that drinking extreme amounts of water can also be harmful (more than 12 quarts in a 24-hour period).
- Schedule frequent rest periods with water breaks in shaded or air-conditioned recovery areas. Note that air conditioning does not result in loss of heat tolerance.
- Ensure employees are aware of the signs of heat-related illnesses and encourage them to report immediately they or their co-workers show symptoms.
- Monitor weather reports daily and reschedule jobs with high heat exposure to cooler times of the day, if possible. Be extra vigilant when air temperatures rise quickly. When possible, schedule routine maintenance and repair projects for the cooler parts of the year.
- Provide shade or cool areas for breaks
- Containers that hold ice or otherwise keep drinking water and other beverages cold.
- Chilled beverages such as electrolyte type sports drinks. Discourage caffeine consumption.
- Cold treats at break time such as popsicles, ice cream, or fruit with high water content (watermelon, grapes, oranges).
- A cooling trailer with conditioned air and cold water to consume.
- Cooling tents with mist, fan, and cold water to consume.
- Heat-reflective work clothing such as light-colored, breathable clothing.
- Evaporative accessories (cooling neck wraps, head bands)
- Cooling vests designed to safely use ice packs.
- Ventilated PPE (high-visibility garments or powered air purifying respirators, if appropriate)
- Cellphone text orders from supervisor to stop and rest in shade and drink.

8. Water

We will furnish 32 ounces of water per employee, per hour, when the heat index is equal to or greater than 80 degrees Fahrenheit. Below is our plan for furnishing drinking water.

Water is located throughout the office at the water filling station or multiple taps in main office

For our mobile crews, we will replenish water by the following methods:

Utilizing customers tap, notification of supervisor and/or returning to main office or remote site.

For those working alone, replenish your water supply:

Utilizing customers tap, notification of supervisor and/or returning to main office or remote site.

We will furnish shade when the heat index is equal to or exceeds 80 degrees Fahrenheit and the amount of shade will be enough to accommodate the number of our employees that are on a heat illness prevention rest break; the shade areas will be immediately and readily available at worksites. Your rest/lunch break does not begin until you are in the shade.

For our mobile work crews:

Utilize natural shade in areas around work site, District vehicle or temporary quick shades for field construction crews

For those working alone to have shade on your rest breaks.

Utilize natural shade in areas around work site or driving to a natural shade area. District vehicle with A/C

10. Mandatory Training Requirements

Under Oregon OSHA's Heat Illness Prevention rules, these are the topics that our employees are required to be trained prior to working in hot environments:

- The environmental and personal risk factors (see above for examples).
- Our procedures for complying with the requirements of this standard, including, but not limited to, our responsibility to provide water, heat index information (including the risks to experiencing a heat-related illness), shade, preventative rest breaks, and access to first aid, as well as how employees can exercise their rights under this standard without fear of retaliation;
- The importance of frequent consumption of small quantities of water, up to 32 ounces per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- The concept, importance, and methods of the acclimatization plan pursuant to the employer's procedures;
- The different types of heat illness, the common signs and symptoms of heat illness, and the appropriate first aid and emergency response to the different types of heat illness, including how heat illness may progress quickly from mild signs and symptoms to a serious and life-threatening condition (see above);

- The importance for employees to immediately report to the employer, directly or through the employee's supervisor, signs and symptoms of heat illness in themselves or in others; and
- The effects of nonoccupational factors (drugs, alcohol, obesity, etc.) on tolerance to occupational heat stress.
- Each employee will complete the online OSHA training for Heat Illness Prevention, a completion certificate will be issued, printed and given to the safety officer or Superintendent.

11. Acclimatization

According to the Centers for Disease Control (CDC), acclimatization is the beneficial physiological adaptations that occur during repeated exposure to a hot environment. These physiological adaptations include:

- Increased sweating efficiency (earlier onset of sweating, greater sweat production, and reduced electrolyte loss in sweat).
- Stabilization of the circulation.
- The ability to perform work with lower core temperature and heart rate.
- Increased skin blood flow at a given core temperature.

In addition, the level of acclimatization each worker reaches is relative to the initial level of physical fitness and the total heat stress experienced by the individual.

Maintaining acclimatization:

Workers can maintain their acclimatization even if they are away from the job for a few days, such as when they go home for the weekend. However, if they are absent for a week or more then there may be a significant loss in the beneficial adaptations leading to an increased likelihood of heat-related illness and a need to gradually reacclimate to the hot environment.

The CDC offers some additional information on maintaining acclimatization:

- It can often be regained in 2 to 3 days upon returning to a hot job.
- It appears to be better maintained by those who are physically fit.
- Seasonal shifts in temperatures may result in difficulties.
- Working in hot, humid environments provides adaptive benefits which also apply in hot, desert environments, and vice versa.
- Air conditioning will not affect acclimatization.

Oregon OSHA has provided us two options when it comes to developing and implementing acclimatization plans. We follow the CDC's guidelines (above) and you can find a copy of our acclimatization plan in our safety appendix within your policy manual.

Implementation:

We acclimate our employees to high heat conditions to reduce their risk from experiencing a heat-related illness by limiting the amount of time exposure in high heat environments and gradually increasing this time in several days as indicated in the acclimatization plan.

12. Heat Illness Prevention Rest Breaks

Adopted Oregon Administrative Rules which became effective on June 15, 2022, require heat relief for workers, including three specific rest break schedule options. This applies whenever an employee performs work activities, whether in indoor or outdoor environments, where the heat index (apparent temperature) equals or exceeds 90 degrees Fahrenheit.

The purpose of heat illness prevention rest breaks is to allow the body to cool down and recover from working when the heat index equals or is greater than 90 Fahrenheit. Oregon OSHA has provided employers with three options for developing heat illness prevention rest break schedule. Of the three options, we have chosen option C, you will find a copy of our rest break plan in our safety appendix within your policy manual.

Implementation:

When the heat index reaches 90 degrees Fahrenheit or greater, a supervisor will be sent messages to all affected employees with instructions to implement the work/rest schedule. Confirmation will be made with lead workers that employees are following the schedule per plan.

13. Emergency Medical Plan

We have updated and/or developed an emergency medical plan that address employees' exposure to excessive heat. Below is what we are required to have in our plan.

- (a) An emergency medical plan to ensure the rapid provision of medical services to employees with major illnesses and injuries shall be developed. In such cases, the employer shall determine that the service will be available in an emergency.
- (b) If a physician or an ambulance with Emergency Medical Technicians is readily accessible to the place of employment, then the minimum emergency medical plan must contain the emergency telephone number of the ambulance service. The emergency telephone number shall be posted conspicuously at the place of employment.
- (c) Employers in areas with a designated 911 telephone number may utilize the 911 service in lieu of posting the specific ambulance telephone number.
- (d) If the place of employment is not in proximity to emergency medical services, then the employer shall have, in addition to the information required in 437-002-0161(4)(a), a definite plan of action to be followed in the event of serious injury to an employee. The plan of action shall consist of the arrangements for:

- (A) Communication. Two-way radio, telephone, or provision for emergency communication to contact the emergency medical services.
- (B) Transportation. Availability of transportation to a point where an ambulance can be met or to the nearest suitable medical facility. Vehicles provided for this purpose shall be available at all times, shall have right-of-way over all vehicles or equipment under the control of the employer, and shall be equipped so that due consideration can be given to the proper care and comfort of the injured employee.
- (C) Qualified medical personnel at destination.
- (D) All employees shall be knowledgeable concerning the qualified first aid person(s), the first aid requirements, and emergency medical plan.

A copy of our Emergency Medical Plan is available in the policy manual health and safety section .

14. Responsibilities:

All employees are responsible for protecting themselves from heat illnesses by following these guidelines for prevention and immediately reporting any signs or symptoms to his or her supervisor.

Safety officer or Assistant Superintendent is responsible for conducting initial training with new employees and for the annual refresher training.

District Superintendent is responsible for administering the provisions of this plan.

Revised: 07/00/2022

Acclimatization Plan for Heat Illness Prevention

Company name: Rockwood Water People's Utility District

Date approved: 6/15/2022

Purpose

Our employees are our most valuable resource and we have developed acclimatization plans to protect the health and safety of our employees to protect them from suffering a heat-related illness.

Acclimatization is the process in which the body adjusts to increased heat exposure and this takes place over time. According to federal OSHA, most workplace-related heat-related fatalities occur within the first three days of employment.

Per Oregon OSHA's Heat Illness Prevention rules, we must develop an Acclimatization plan and integrate specific functions into our plan. Our plan is as follows:

Tables to layout percent of time working in heat for acclimated and unacclimated workers;

Acclimatization Plan for employees new to the job or at worksites where they are at risk for heat illness*

Day of work	Percent of time working in the heat
1 st	20
2 nd	40
3 rd	60
4 th	80
5 th	100

*Those employees returning from at least a 7 day absence will follow this acclimatization plan**

Acclimatization Plan for employees who have previous experience with the job and at worksites where they are at risk for heat illness

Day of work	Percent of time working in the heat
1 st	50
2 nd	60
3 rd	80
4 th	100

The effects of clothing and personal protective equipment on adding to the heat burden of workers

As described in Heat illness prevention plan (use of) :

- Heat-reflective work clothing such as light-colored, breathable clothing.
- Evaporative accessories (cooling neck designed to safely use ice packs.
- Ventilated PPE (high-visibility garments or powered air purifying respirators, if appropriate)
- Wraps, head bands cooling vests.
- Removal of PPE when not needed for task or at break times

The personal and environmental risk factors that put workers at a higher risk of heat-related illness

The following are **environmental risk factors** for heat illness:

- Air temperature above 90 degrees F (32.2 degrees C).
- Relative humidity above 40 percent
- Radiant heat from the sun and other sources
- Conductive heat sources such as dark-colored work surfaces
- Lack of air movement
- Physical effort needed for the work
- Use of nonbreathable protective clothing and other personal protective equipment

The following are **personal risk factors** for heat illness:

- Lack of acclimation to warmer temperatures
- Poor general health
- Dehydration
- Alcohol consumption
- Caffeine consumption
- Previous heat-related illness
- Use of prescription medications that affect the body's water retention or other physiological responses to heat such as beta blockers, diuretics, antihistamines, tranquilizers, and antipsychotics.

Re-acclimatizing workers as necessary

Either due to changes in the weather or a worker spending more than seven days away from the job; follow tables as related to change as described in this section.

Rest Break Plan for Heat Illness Prevention

Company name: Rockwood Water People's Utility District

Date approved: July 1, 2022

Oregon OSHA's rules for preventing heat-related illnesses requires employers to develop a heat illness prevention rest break schedule when the Heat Index¹ equals or exceeds 90 °F. the District has opted to use the simplified schedule designed by Oregon OSHA and based on a high-heat scenario in the NIOSH plan, no other adjustments are necessary.

Simplified work/rest schedule

Heat index temperature (°F)	Rest break durations
90 or greater	10 minutes every two hours
95 or greater	20 minutes every hour
100 or greater	30 minutes every hour
105 or greater	40 minutes every hour

¹ Heat Index chart from NOAA and current weather conditions found at <https://www.weather.gov/safety/heat-index>

Emergency Medical Plan

For employee safety and health in the event of a medical emergency, the following plan has been developed to assist employee's response in emergency and non-emergency medical situations. Medical issues could include injuries/fractured bone/sprains, sickness, burns, cuts, heat illness/stroke, chest pain/heart attack, electrocution, bites/stings, gun shot, choking, seizures, eye trauma. These are examples of medical issues or conditions, not a full list of emergencies that could be encountered. In general, its recommended action be taken as described below regarding any medical issues.

Rockwood District Office and facilities

- In the event of an urgent medical situation, any employee or visitor should call 911 and then notify the District office at 503-665-4179. First Aid/AED trained employees will also be dispatched to the location.
- For minor medical situations, employees are advised to call their direct supervisor for guidance.
- For first aid assistance, employees would utilize first aid kits and trained staff for assistance and notify their lead person and/or their supervisor

Working at remote locations within the District

- In locations where emergency services are not in close proximity, the supervisor or lead person in charge will ensure that there is a means of communication available (a District issued cellphone), that there is transportation available and that at least one person in the group is First Aid trained by the American Red Cross standards or equivalent.
- In the event of an urgent medical situation, any employee or person of the public should call 911 and then notify the District office at 503-665-4179. First Aid/AED trained employees will assist until emergency services arrive.
- Supervisors or lead persons in charge of these situations will call notify District Superintendent in the event that emergency medical treatment is required for an employee.
- Transporting an employee to medical services with a District vehicle will be determined by the District Superintendent or Assistant Superintendent.
- For minor medical situations, employees are advised to call their direct supervisor for guidance.
- For first aid assistance, employees would utilize first aid kits in vehicles and trained staff for assistance and notify their lead person and/or their supervisor.

Rockwood Water People's Utility District Information Security Policy

Introduction

The Rockwood People's Public Utility District (the District) seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for an organizational culture of security.

The purpose of this policy is to clearly communicate the District's security objectives and guidelines to minimize the risk of internal and external threats.

Compliance

Non-compliance with this policy may pose risk to the District; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment or business relationships. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The District will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

Privileged Access

Access to the District's systems and applications above and beyond general user access shall be limited to the IT Manager and key administrators.

Data Backup & Recovery

The District will conduct regular backups of all critical business data. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

Multi-factor Authentication

Multi-factor authentication (MFA) will be utilized on systems or services that are external to the District. As not all systems and services offer MFA at this time, it will be implemented when the systems or services offer MFA. This includes email, VPN, and Software as a Service (SaaS).

Endpoint Protection

All organization servers and workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

Firewall with Security Services

The District will protect the corporate network from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

Email Security

The District will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The District will also not utilize email to send or receive sensitive information.

Wireless

The District's wireless will be setup utilizing two separate SSID's one for District owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

Rockwood Water People's Utility District Information Security Policy

Password Management

The District will utilize the following password configuration:

- System account lockout threshold: 15 Minutes
- Invalid login attempts before lockout: 3
- Minimum password length: 8
- Maximum password age: 90 days
- Password history: 7
- Password complexity: On

In addition, the District will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the District.

Email Phishing Exercises

The District will perform simulated phishing exercises used to test and educate users.

Security Awareness Training

The District's personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training before being granted system access
2. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

Acceptable Use Policy

The District will require all users sign an acceptable use policy before accessing District resources. This policy governs the use of the District resources and covers a wide range of issues surrounding the rights, responsibilities, and privileges – as well as sanctions – connected with computer use. See *Appendix A* for a copy of current Acceptable Use Policy.

Asset Management

An inventory of all the District's hardware and software will be maintained that documents the following:

- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number
- Type of device and description

Patch Management

All software and operating system updates and patches will be configured to automatically install except those that are specifically identified to be updated manually by the IT Department. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

Securing Remote Workers

The District requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

Mobile Device Management (MDM)

The District will utilize a tool or service for the administration of mobile devices in the event the mobile device is used to access District information (this includes email).

Rockwood Water People's Utility District Information Security Policy

Standard Configuration

The District will utilize a standard configuration for all endpoints, servers, network devices, mobile devices, and printers. Any changes to the standard configurations will be reviewed and approved by leadership.

Vulnerability Scanning

The District will ensure all critical external and internal resources have periodic vulnerability scans conducted on them to ensure they are properly configured and updated.

Incident Response

The District will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:

- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- User's roles and responsibilities.
- Schedule of regular testing of the incident response plan.

Auditing and Logging

The District will ensure proper logging is enabled on all critical resources. At a minimum, the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

Rockwood Water People's Utility District Information Security Policy

Appendix A – Acceptable Use Policy

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at Rockwood Water People's Utility District (the District). These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromises of network systems and services, and legal issues.

Scope

This policy applies to both permanent and temporary employees of the District. This policy applies to all equipment that is owned or leased by the company. This policy is a supplement to the District Information Security Policy "Internet, Email, and Computer Use."

General Use

IDs/Passwords:

Access to the District's IT systems is controlled by the use of User IDs, passwords, and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions on District systems and services.

Password Requirements:

- Minimum password length: 8
- Must have a combination of letters, numbers, and special characters.
- If possible, utilize a password manager to create (much stronger) and unique passwords for each service or account.

Individuals must not:

- Allow anyone else to use their user ID/token and/or password on any District IT systems.
 - Exceptions to this must be approved by leadership.
- Leave their password unprotected (for example writing it down).
- Leave their user accounts logged in at an unattended and unlocked computer.
- Perform any unauthorized changes to the District's IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-company authorized device to the District's corporate network or IT systems.
- Insert unapproved media (CD, USB thumb drive, SD card) into District devices.
- Store District data on any non-authorized equipment, or personnel equipment.
- Give or transfer District data or software to any person or organization outside of the District without the authority of leadership.

Internet and Email Use

Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual's business performance, is not detrimental to the District in any way, not in breach of any term and condition of employment and does not place the individual or District in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

Individuals must not:

- Disclose employee, client, and other proprietary information which the employee has access.
- Use the internet or email for the purposes of harassment or abuse.

Rockwood Water People's Utility District Information Security Policy

- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the District considers offensive in any way, including sexually explicit, discriminatory, defamatory, or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the District, alter any information about it, or express any opinion about the District, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward District mail to personal non-District email accounts (for example a personal Gmail account).
- Make official commitments through the internet or email on behalf of the District unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film, and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks, or other intellectual property.
- Download any software from the internet without prior approval from your supervisor.
- Remove or disable anti-virus software.
- Use unauthorized services on the internet to store or transmit PII. This includes (Dropbox, Google Drive, personal email accounts, etc.)

Email:

To avoid being a victim of malicious software or phishing attack remember:

- Never download or open attachments from unknown recipients.
- Hover over links to determine if the link is legitimate.
- If it's a specific account asking you to sign into an account don't click a link within the email visit the site directly to login.
- Verify sender. Sometimes the best way to do this is call the sender back to make sure they are the ones who initiated the email.
- Never provide personal information. Legitimate companies will never ask for you to provide personal information including passwords in an email.

Clean Desk and Clear Screen

To reduce the risk of unauthorized access or loss of information, the District enforces a clear desk and screen policy as follows:

- Maintaining a "clean desk" or working area throughout the day and ensure there are no confidential documents in open view if absent from their desk for an extended period of time. This will help to ensure that confidential customer information is not inadvertently disclosed.
- Computers must be logged off/locked or protected with a screen locking mechanism controlled by a password when unattended.
- Ensure that paper-based information is appropriately monitored and protected.
- Ensure that all confidential documents are properly locked-up at the end of each business day. Appropriate methods to secure documents include utilizing locking filing cabinets or desk drawers, etc.
- All business-related printed matter must be disposed of using confidential waste bins or shredders. Never dispose of material that qualifies for record retention rules.

Working Off-site

Rockwood Water People's Utility District Information Security Policy

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Only equipment approved by the District may be used to download personal information locally to the device.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Lock devices in the trunk out of sight while traveling.
- When outside the office, computers must utilize the District's VPN before connecting to District resources.

Mobile Devices

- Mobile devices such as smartphones and tablets may be used but require approval.
- It is not permitted to save client information locally to a mobile device.
- Mobile devices need to be password protected and encrypted.

Mobile Storage Devices

Mobile devices such as memory sticks, CDs, DVDs, and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

Telephone Equipment Conditions of Use

The use of District voice equipment is intended for business use. Personal use of voice equipment is allowed but should be limited. Individuals must not:

- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or international operators unless it is for business use.

Actions upon Termination of Contract

All organizational equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the District at termination of contract.

All data or intellectual property developed or gained during the period of employment remains the property of the District and must not be retained beyond termination or reused for any other purpose.

Monitoring and Filtering

All data that is created and stored on District owned computers and third-party vendor's systems is the property of the District and there is no official provision for individual data privacy, however wherever possible the District will avoid opening personal emails.

System logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The District has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

It is your responsibility to report suspected breaches of security policy without delay to the IT department. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the District's disciplinary procedures.

Signature

Rockwood Water People’s Utility District Information Security Policy

I have received a copy of the District’s Acceptable Use Policy as revised and approved by the management. I have read and understand the policy.

(Print your name)

(Signature)

(Date)

SDIS 2023 Best Practices Survey

SDIS 2023

Entity Name

Rockwood Water P.U.D.

Contact Name

Nyla Clark

Contact Email

nclark@rwpud.org

Contact Phone

503-665-4179

Total Discount %

8

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)?

☐

i

(<http://www.ofdda.com>)

2

Oregon Fire Chiefs Association (OFCA)?

☐

i

(<http://www.ofca.org>)

3

Oregon Water Resources Congress (OWRC)?

☐

i

(<https://www.owrc.org/>)

4

Oregon Mosquito and Vector Control Association?

☐

i

(<http://www.omvca.org>)

5

Oregon Recreation and Park Association (ORPA)?

☐













i



(<https://www.orpa.org>)

<https://www.sdis.org/BestPracticesSurvey/Edit/54184?pgm=SDIS>

73

1/6

	Check Yes if completed	Yes	Help	More Information
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/)






	Check Yes if completed	Yes	Help	More Information
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 (https://orha.wildapricot.org)

Board Duties and Responsibilities Checklist - 2% Credit

20	Does your district have written board duties and responsibilities of officers?	<input checked="" type="checkbox"/>		
21	Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?	<input checked="" type="checkbox"/>		 (https://oregon.public.law/statutes/ors_chapter_198)
22	Do you distribute a copy of Oregon Government Ethics Law to each board member?	<input checked="" type="checkbox"/>		 (https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf)
23	Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?	<input checked="" type="checkbox"/>		
24	Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?	<input type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
25	Does the frequency of board meetings comply with the Oregon statute regulating your type of district?	<input checked="" type="checkbox"/>		
26	Do you have a procedure for election of board officers?	<input checked="" type="checkbox"/>		
27	Does your district follow ORS 198 or other authorizing statute for filling board vacancies?	<input checked="" type="checkbox"/>		 (https://oregon.public.law/statutes/ors_198.320)
28	Does your Board file the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually review the submitted notice to ensure that information is current?	<input checked="" type="checkbox"/>		 (https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx)
29	Does your district have an established Budget Committee? (For districts not governed by Oregon Budget Law, hold at least one budget work session.)	<input checked="" type="checkbox"/>		
30	Does your district approve an annual budget?	<input checked="" type="checkbox"/>		

	Check Yes if completed	Yes	Help	More Information
31	Does your district annually review the board approved personnel policies?	<input checked="" type="checkbox"/>		
32	Does your district have an adopted public meetings and records policy and have you trained your board members on public meetings and records laws?	<input checked="" type="checkbox"/>		
33	Has your board engaged in a Board Practices Assessment with the SDAO Consulting Services Program?	<input type="checkbox"/>		 (https://www.sdao.com/consulting-services-program)
Board Duties and Responsibilities Policy - 2% Credit				
34	Does your district have an adopted policy regarding board duties and responsibilities?	<input checked="" type="checkbox"/>		 (https://sdaoresourcelibrary.com/download/2022-board-duties-policy/)
Board Member Education Program - 2% Credit. At least two (2) members of the board have enrolled in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy:				
35	SDAO Board Leadership Academy	<input checked="" type="checkbox"/>	?	 (https://www.sdao.com/sdao-board-leadership-academy)
36	SDAO/OFDDA Fire District Directors Academy (applicable to fire districts)	<input type="checkbox"/>	?	 (https://www.sdao.com/sdao-ofdda-fire-district-directors-academy)
SDAO-SDIS Training - 2% Credit. ALL board members must attend a training OR complete a BPA. Mark the appropriate box(es) below to indicate which were attended.				

	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		 (https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series)
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	 (https://www.sdao.com/annual-conference)
39	OFDDA/OFCA board training sponsored by SDAO	<input type="checkbox"/>		 (https://www.sdao.com/trainings)
40	Boardmanship 301	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)
41	Boardroom Dancing	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)
42	Has your district completed a Board Practices Assessment during this calendar year?	<input type="checkbox"/>	?	



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: Kari Duncan, General Manager

Date: October 17, 2022

Re: Package 4 Design Contract Authorizing Resolution

Attached is Resolution No. RWPUD 22/23-002 to authorize the General Manager to enter into a contract for engineering services for groundwater development project package no. 4, and the executive summary of the draft scope and fee for this project. District staff and the Engineer are finalizing the details of the scope and fee and there may be minor changes to this prior to finalization. The Package 4 contract approval for the Engineering Design of the Cascade Manganese Treatment Facility will be presented to the board at the October meeting.

The proposed cost for this scope of work is **\$3,886,373** and is contingent upon a final scope. The consultant will design the 25 million gallon per day Water Treatment Facility at the District Headquarters (Cascade) site and pump station improvements. Construction for this project will start at the end of design, on or around March of 2024.

Proposed Project Schedule

Major Milestones	Completion Date
▪ Notice to Proceed:	October 2022
▪ Preliminary Design:	January 2023
▪ Final Design	October 2023
▪ Bid/Award Period	March 2024

Staff recommends approval of the resolution to authorize the General Manager to enter into a contract for engineering services for groundwater development project package no. 4.

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

RESOLUTION NO. RWPUD 22/23-002

**RESOLUTION TO AUTHORIZE GENERAL MANAGER TO
ENTER INTO A CONTRACT FOR ENGINEERING SERVICES FOR
GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 4**

WHEREAS, this matter came before the Board of Directors of the Rockwood Water People's Utility District (District) at its regular meeting on October 26, 2022, to authorize the General Manager of the District to sign a contract with the successful bidder for the Groundwater Development (GWD) Project Package No. 4, construction of a new manganese groundwater treatment facility (WTF) at the District's headquarters located at the Cascade Site on 19601 NE Halsey Street in Gresham; and

WHEREAS, ORS 279C.110 requires the selection of engineering services consultants on the basis of the consultant's qualifications for the type of professional service required; and

WHEREAS, the District has completed the competitive qualifications-based selection process and has identified a consultant who is the most qualified to provide services; and

WHEREAS, the top ranked consultant has provided a project scope and price that is acceptable to the District; and

WHEREAS, the District wishes to enter into a contract with the qualified consultant to provide engineering services for GWD Project Package No. 4; and

WHEREAS, the Board wishes to authorize the General Manager to sign the necessary documents to begin and complete engineering services of the GWD Project Package No. 4, and the Board being fully advised:

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

Section 1. The Board of Directors authorizes the General Manager to negotiate and to enter into a contract with the successful bidder and sign the appropriate documents to begin and complete Engineering Services for Groundwater Development Project Package No. 4 consistent with the project scope provided by the consultant and attached as Exhibit A.

ADOPTED this 26th day of October 2022.

ROCKWOOD WATER PEOPLES' UTILITY DISTRICT

By: _____
President of the Board

By: _____

Secretary of the Board

EXHIBIT A

SCOPE OF WORK Engineering Services For GROUNDWATER DEVELOPMENT PROJECT PACKAGE NO. 4 Rockwood Water People's Utility District

Introduction

The Rockwood Water People's Utility District ("District") and the City of Gresham ("City") are working together as the Cascade Groundwater Alliance ("CGA") to develop a groundwater supply program that will supply reliable, safe, affordable drinking water for their customers and eliminate the need to purchase wholesale water from the City of Portland.

This scope of services between the District and CONSOR North America Inc. DBA Murraysmith (Consultant) is to provide engineering services for the "Groundwater Development Project Package No. 4" (Package No. 4).

Package No. 4 will construct a new manganese groundwater treatment facility (WTF) at the District's headquarters located at the Cascade Site on 19601 NE Halsey Street in Gresham. Raw water from the three high-production wells at the Cascade Site (Cascade Well Nos. 3, 4, & 5), as well as the off-site Cascade Well No. 7 (under construction as part of Package No. 1) and Cascade Well No. 9 (under design in Package No. 6), will be routed to the new WTF. Flows from the WTF will be routed on-site to Cascade Reservoir Nos. 1 & 2, before being transferred by an expanded Cascade Pump Station (PS) and the new 36-inch diameter Package 2B finished water transmission main to the City and District's terminal storage reservoirs for distribution to your customers.

Project Design Assumptions

This scope of work and fee estimate are based on the following basic project design assumption organized by major project element.

A. Water Treatment Plant (WTF)

1. Confirm assumptions for water treatment and develop design for a 25 million gallon per day (MGD) manganese treatment facility to treat groundwater from five existing wells with expansion capability for 30 MGD provided by a future sixth well.
2. Evaluate space requirements for operational needs, such as water quality testing, class/meeting spaces.

3. Based on pipe loop testing results, identify space requirements for future water quality treatment needs.
4. Develop WTF design to contain include elements identified in Preliminary Design Workshops. Specific configuration and contents of building will be defined during Preliminary Design based on input received during workshops.
5. Evaluate and develop design for water treatment filtration residuals management and disposal, including a backwash tank and residuals handling system for the manganese filters residuals. This scope of work assumes backwash effluent will be pumped to City of Gresham sanitary sewer located in NE Halsey Street. Pump size and discharge rate will be determined during Preliminary Design based on input received during workshops.
6. WTF will be located on west side of the existing District office building. WTF building dimensions will be developed during Preliminary Design based on input received during workshops.
7. Evaluate the cost/benefit of installing solar panels on the WTF roof. This scope of work does not include design of solar panels. If the cost benefit analysis favors solar panels, the scope and fee estimate will be amended.
8. Assume WTF building will be reinforced concrete masonry unit (CMU) block construction with light-framed roof using manufactured trusses with gable ends and standing seam metal roofing. Building will be founded on a reinforced concrete mat slab.
9. Develop minor architectural treatments as determined during City of Gresham Design Review process, which is part of the Land Use review process.
10. Prepare construction documents for new WTF, including the following design disciplines:
 - a. Water treatment
 - b. Architectural
 - c. Structural
 - d. Electrical
 - e. Building mechanical (HVAC and plumbing)
 - f. Process mechanical
 - g. Instrumentation and controls
11. Coordinate Instrumentation and Control designs with the District's system integrator, S&B.

B. Upgrade Existing Cascade Pump Station

1. Upgrade existing 15 MGD finished water pump station to increase capacity to 26 MGD.
2. This scope of work assumes a larger pump station building will be needed to accommodate the larger pump station capacity.
3. Evaluate pump station hydraulics and select pump size and configuration during Preliminary Design.
4. Assume Cascade PS building will be reinforced concrete masonry unit (CMU) block construction with light-framed roof using manufactured trusses with gable ends with standing seam metal roofing. Building will be founded on a reinforced concrete mat slab.
5. Develop minor architectural treatments as determined during City of Gresham Design Review process, which is part of the Land Use review process.
6. Prepare construction documents for the Cascade PS, including the following design disciplines:
 - a. Architectural
 - b. Structural
 - c. Electrical
 - d. Building mechanical (HVAC and plumbing)
 - e. Pump station mechanical
 - f. Instrumentation and controls
7. Coordinate Instrumentation and Control designs with the District's system integrator, S&B.

C. Site Improvements

1. Design site improvements to accommodate new facilities.
2. Site improvements will include parking, access, vehicle circulation, fencing, building and facility locations, site grading, site utilities, and stormwater management facilities.
3. Design yard piping improvements from the existing raw water transmission mains to the new WTF and verify yard piping from WTF to Cascade Reservoirs and from the reservoir to the transmission and distribution system.
4. Prepare Stormwater Report for City of Gresham approval.
5. Design stormwater facilities to collect and infiltrate/retain stormwater on site. Conduct site-specific infiltration testing to determine basis for infiltration design.

6. Design revisions to existing storm sewer system to accommodate new building locations.
7. Prepare site landscaping designs to meet City of Gresham requirements including specifications for contractor designed irrigation.
8. Develop tree protection, removal, and mitigation plans according to City of Gresham requirements.
9. Prepare construction documents for the overall site.

D. Equipment Storage Building

1. Design a new equipment storage facility to replace the existing storage building that will be removed to construct the WTF. Building will be approximately the same size as existing building.
2. Assume the building does not include restrooms.
3. Assume building will be reinforced concrete masonry unit (CMU) block construction with light-framed roof using manufactured trusses with gable ends and standing seam metal roofing. Building will be founded on a reinforced concrete mat slab designed for vehicle loading.
4. Perform geotechnical evaluation for foundation design based on two new test pits located within the building footprint.
5. Develop minor architectural treatments as determined during City of Gresham Design Review process, which is part of the Land Use review process.
6. Prepare construction documents for the Equipment Storage Building, including the following design disciplines:
 - a. Architectural
 - b. Structural
 - c. Electrical
 - d. Building mechanical (HVAC and plumbing)

E. General

1. Plans and Technical Specifications
 - a. Assume a single construction contract that includes the elements described above in one cohesive plan set.
 - b. Develop one set of technical specifications for the whole project.

- c. Drawings for all submittals will be prepared based on full size 22" x 34" plans with scales appropriate for the plan sheet content.
 - d. Plans will be submitted to the District as half sized (11"x17") PDF files.
 - e. Engineering documents including plans and technical specifications may be submitted with electronic signatures.
2. Construction cost estimates
- a. Provide construction cost estimate with each milestone deliverable: 30%, 60%, 90%, and Final Design (bid documents).
 - b. Cost estimates will include quantities, construction installation costs, and construction material costs using information from recent, similarly bid projects.
 - c. Evaluate construction materials needed for project and provide recommendations for addressing potential schedule delays that could be caused by long lead-time items. This scope of work does not include preparing contract documents needed to procure materials outside the single construction bid set. If procurement documents are needed to purchase certain materials ahead of the construction contract, the additional scope will be included in an amendment.
3. Site Electrical
- a. Evaluate site's existing electrical service and confirm it is sufficient to accommodate new loads required for the new facilities.
 - b. Evaluate existing back-up generator and associated equipment to confirm it can accommodate new power requirements. Consultant will provide list of anticipated new major equipment with sizing information for the new facilities; Jacobs will develop power demands based on this and existing electrical as-built information.
 - c. This scope of work assumes the existing service and generators are sufficient to accommodate the new loads introduced by this project. If upgrades to the service or the emergency generator are needed, the scope and fee estimate will be amended.
 - d. Develop site electrical design to serve the WTF, Cascade PS, equipment storage building, electrically-actuated drive gate, and site lighting.
4. Permitting:
- This scope assumes the following permits will be required for this project.
- a. City of Gresham Land Use Approvals will include:

- 1) Special Use review and Design Review with applications submitted with 60% design.
- 2) Tree Removal Permit including a tree survey, arborist report, and tree protection, removal, and mitigation plan submitted with 90% design.
- a. City of Gresham Engineering Review, including Construction Plan Review Checklist, submitted with 90% plans.
- b. DEQ Erosion Control Plans and 1200C application submitted to DEQ based on 90% plans.
- c. OHA Plan Review and approval submitted prior to construction.
- d. City of Gresham Building Permits by discipline, including general building permit, structural, mechanical, electrical, and plumbing submitted with final bid documents before construction.

F. Surveying and Base Map

1. The project site was surveyed and a base map for the overall site was prepared with the Cascade Reservoir Project, Package No 1.
2. This project will update the existing base map with additional topographic survey, including newly constructed features that did not exist when original topographic survey was performed.
3. Update base map and digital terrain model surface with new survey data.
4. Survey and reestablish the existing property boundary along west side of project.
5. Prepare a utility potholing plan and conduct potholing of existing utilities on site to confirm depth and location of key utilities which may present conflicts with proposed utilities and structures.

G. Bid support

1. Provide bidding support services, including conducting pre-bid meeting and attending onsite contractor site visit, answering bidder questions, preparing addenda, and providing recommendation based on the bids.

H. Public outreach

1. This scope of work includes a task and budget to provide Public Outreach services for unanticipated public outreach needs during the design phase of the project.

I. Instrumentation and Controls

1. The District's System Integrator, S&B, will provide designs for SCADA system improvements for the WTF and the Cascade PS during the design phase.
2. S&B will contract directly with the construction contractor during construction.
3. S&B will provide a scope letter to the District to outline their overall scope of work during design and construction phases.
4. This scope of work does not include S&B's scope or fee.

J. Water Quality Testing and Start-Up

1. Conduct water quality testing and evaluate previous water quality testing and corrosion testing relative to the District changing its raw water supply from a surface water/groundwater blend to primarily groundwater.

K. Construction phase services are not included in the scope and will be outlined in a separate scope of work.

Subconsultants

- Jacobs: WTF, architectural, structural, electrical
- AKS Engineering & Forestry: permitting, surveying, tree protection, removal, and mitigation
- NV5: Geotechnical
- Confluence Engineering Group, LLC: Water Quality
- Barney and Worth: public outreach
- VACX a division of G.A.W. Inc.: Utility potholing
- GSI Water Solutions, Inc: Groundwater well capacity

District Responsibilities

This scope of work and fee estimate assumes the District will perform the following activities.

- Provide a project engineer/manager who is responsible for overall District project management and coordination between the Consultant and the District.
- Ensure District staff member(s) provide timely responses to questions and are available for meetings requested by the Consultant.

- Make available maintenance and use records, reports, mapping, modeling data, design information previously developed, and other material as may be available and pertinent to the project.
- Review design-related submittals within two weeks of submittal to help maintain the overall project schedule.
- Participate in weekly meetings and provide timely input and feedback throughout the project.
- The District will contract directly with S&B for SCADA and instrumentation and control design. The Consultant will coordinate with S&B throughout the design process as identified in this scope of work.

Scope of Services

Consultant will perform the following services.

Task 1 - Project Management

Objective

Manage the Consultant team and work products. Coordinate with the District's project manager and other District staff or representatives. Manage project work to meet the project budget and schedule.

Activities

1.1 Project Administration

- A. Perform general administration and project management throughout Design phases and associated tasks to provide successful completion of all tasks and elements of the project within the established scope, schedule, and budget.
- B. Manage project team and track team's progress against scope, schedule, and budget. Track decisions in a decision log and record project changes as they occur during the project. Meet with team leads from Consultant and each subconsultant weekly to coordinate design across disciplines. Use earned value to understand project progress versus amount spent as a tool to keep the project on schedule and budget, as well as to identify and mitigate related issues. The Consultant team will conduct weekly internal progress meetings lasting up to one hour each to maintain progress for the duration of the project.
- C. Proactively track progress of project work completed against schedule & budget.

Budget

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$ 3,886,373 , which includes design and bidding support services. The proposed fee estimate is provided as “Attachment A”.

Proposed Project Schedule

Major Milestones	Completion Date
▪ Notice to Proceed:	October 17, 2022
▪ Preliminary Design:	January 27, 2023
▪ Final Design	October 1, 2023
▪ Bid/Award Period	March 8, 2024

Proposed Sheet List

See attached sheet list, “Attachment B”.



Rockwood Water
People's Utility District

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MEMORANDUM

To: Board of Directors

From: Kari J. Duncan, General Manager

Date: October 10, 2022

Re: Conference/Meeting Travel for FY 2022/2023

Per District policy, Directors' Education and Travel Expense Series 1000, Article 8.0, Section 8.1, "Directors wishing to attend such conferences or meetings must submit requests to the Board for prior approval in order to be reimbursed for expenses." This memo and Board discussion/action is meant to comply with the policy and address travel concerns previously expressed by the Board and staff. The following conferences will fall under the District policy.

Please note, the annual AWWA Conference is in Toronto Canada. Passports will be required

2023 SDAO Annual Conference

Thursday, February 9 - Sunday, February 12, 2023
Sunriver Resort, Oregon

More information to be announced.

SDAO Board Leadership Academy Qualifying Training

Various Workshops Throughout Year

Board members that have signed up for the Academy

<https://www.sdao.com/files/283572d40/academy-brochure.pdf>

Board to determine if reimbursement should be retroactive for classes taken starting in March 2022

2023 Pacific Northwest Section/AWWA Conference

Wednesday, May 3 – Friday May 5th, 2023

Kennewick, Washington

More information to be announced.

2023 AWWA Annual Conference and Exposition

Sunday, June 11 - Wednesday, June 14, 2023

Toronto, CN (**Passport Required!**)

Register by April 21, 2023 for Early Bird Rates!

ROCKWOOD WATER PEOPLE'S UTILITY DISTRICT

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TITLE: DIRECTORS' EDUCATION AND TRAVEL EXPENSE

PURPOSE: *To provide guidelines for reimbursing education and travel expenses incurred by the Board of Directors.*

POLICY: In order that progress and development of the Rockwood Water P.U.D. be properly assessed, and its constituency be well represented and informed, Directors may attend and participate in meetings and conferences of organizations of which the District is a member or has related educational and business interests. Directors wishing to attend such conferences or meetings must submit requests to the Board for prior approval in order to be reimbursed for expenses.

- 8.1.1 All arrangements for travel will be coordinated with the Manager's office. Fees connected with participation in the above described activities will be reimbursed at the authorized rate.
- (a) Use of private transportation (auto) at District-approved mileage rate. Reimbursement will be limited to an amount equal to the lowest fare of the public carrier that would have been deemed most practical to provide the service.
 - (b) Public conveyance at actual costs to and from conducting District-related business.
 - (c) Fees and registration at meetings.
 - (d) Meals & incidentals expenses (M & IE) allowance will be per diem based on the federal General Services Administration (GSA) M & IE guidelines in effect at the time.
 - (e) Standard single-room rate at motels/hotels.
- 8.1.2 Registration and transportation may be prepaid by the District or will be reimbursed, if applicable, by submitting a request with proper documentation.
- 8.1.3 Lodging may be prepaid directly to the hotel/motel by designating the single-room rate on the purchase order. Lodging is not permitted in the Tri-County area unless special circumstances exist and unless such arrangements have prior Board approval.
- 8.1.4 All expenses for accompanying family members are the responsibility of the Director, including all personal phone calls, difference between single room rate and double room rate, meals, etc. Guest travel arrangements may also be coordinated with the Manager's office. However, all guest-related expenses will

be invoiced to the Director once the District is charged for guest expenses. Invoices are due within 10 days upon receipt of the invoice.

8.1.5 Directors must submit an expense report, receipts for all claimed expenses and any reimbursement due the District, to the District within ten (10) days following return from District-related travel.

8.1.6 With the exception of per diem, cash advances will not be provided to Directors.

MEMORANDUM

To: Board of Directors

From: Joey Schlosser, Assistant Superintendent

Date: October 19, 2022

Re: District Vehicle Replacement

The District has a Vehicle Replacement Plan, and through execution of it, we have already ordered one new service truck for fiscal year (FY) 2022/2023. We have a second truck planned for the FY 2023/2024 but due to very long equipment lead time we need to place an order for this equipment 18 months before it will be received, and this places us in the position of ordering and committing to the expense well before the FY 2022/2023 budget is approved. Therefore, we are seeking an acknowledgment from the Board to follow the previously approved 10-year vehicle replacement plan and pre-order this equipment in November of 2022 that will then be received and paid for during FY 2023/2024.

The existing vehicle and equipment being replaced have served the District well, but is fast approaching the end of its useful life with us. The current service trucks will also no longer meet State regulations after 2029 and the 10-year vehicle replacement plan includes annual replacements that will allow us to spread out the required replacements over multiple years to meet the 2029 regulations. The current FY 2022/2023 budget included the replacement of one service truck that we will receive on or before June 2023. Due to production, delivery times and cost increases we are requesting the board's approval to order the second replacement service truck before the budget cycle 2023/2024. Payment for the vehicle would be due upon receipt in FY 2023/2024. The following facts are to help us evaluate and determine approximate replacement timeline of a vehicle and drivers of escalating the timeline for ordering the second truck.

- ♦ RW 32 and RW 33 are both 2002 International trucks
- ♦ We believe we can sell each truck for 20K to 25K when we surplus them
- ♦ We will surplus one in 2023 and one in 2025
- ♦ 2029 Emission standards ORS 803.591 (vehicle no longer meets regulatory requirements)
- ♦ Cost of the new vehicles are changing dramatically
- ♦ Parts are becoming harder to get so prices on the body are exponentially higher
- ♦ Timeline for building the trucks could potentially go beyond the fiscal year that vehicles are scheduled to be replaced in

Replacement truck 1 is currently on order and scheduled to arrive sometime in June of 2023. This truck was ordered in April of 2022. It will be a freightliner M106 cab (94,258.00) with a RC Display custom body (127,375.00) and the OR CAT Tax is (870.00).

Replacement truck 2, currently being requested to order could cost up to 15K more. If we wait until April of 2023 to order prices and schedule will be much more vulnerable. If we were to

submit the order in the next month, we could avoid some higher costs and would be able to receive it in the FY 2023/2024. Current production has continued without any major changes to the Freightliner chassis, this is consistent with the replacement Freightliner dump trucks purchased in previous years. Another goal of the District was to have a more uniform fleet and reduce the variety of parts and equipment needed to service these heavy duty vehicles. Potential delays could also impact design changes if the manufacture makes any, to the last vehicle purchased. If this truck was ordered before January 2022 the cost would be as follows. Freightliner M106 cab (95,738.00) with a RC Display custom body (152,870.00) and the OR CAT Tax is (1,014.00). The same vehicle and body cost 27K more than the order in April if we order it before January 2022.

If we wait until 2023 to order the body price will go up to a minimum of 15K (168,245.00) and the OR CAT Tax will go up depending on the final price.

Below is a copy of ORS 803.591. Please take a look and we look forward to having a conversation about this.

Please direct any questions or concerns to myself or Andy Crocker, District Superintendent.



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MEMORANDUM

To: Board of Directors

From: Kari Duncan, General Manager

Date: September 19, 2022

Re: Board Compensation- Review of ORS and District policies

In the District and General Manager Goal Setting meeting in September 2021, it was established that the topic of Board member compensation be reviewed and discussed at a future Board meeting. Previous General Managers have provided research on this topic, and the status of the Oregon Statutes have not changed from the time of that research. Other Special Districts and Water People's Utility District's (PUD's) provide similar compensation as Rockwood for Board meeting attendance of \$50 per meeting, and some Districts provide \$50 per day for attendance at approved Board training such as SDAO trainings. Attached is the District policy regarding Board Compensation and Travel Reimbursement. These policies follow the 2021 ORS Chapter 198.190 "Compensation and expenses of governing body members" copied below.

Chapter 198 — Special Districts Generally

2021 EDITION

198.190 Compensation and expenses of governing body members. *A member of the governing body of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties. [1971 c.403 §2; 1983 c.327 §2; 1983 c.740 §53a; 1989 c.517 §1; 1995 c.79 §74]*

A PUD, such as Rockwood under ORS 261 is not required to follow the Special District requirements for compensation. However the ORS 261 does not specify other limits or requirements. District Counsel Tommy Brooks from Cable Huston will provide the board with a summary of the law and ethical considerations for the Board to discuss this topic.

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TITLE: **BOARD DIRECTOR COMPENSATION**

PURPOSE: *To establish and clarify the District's policy regarding compensation of Board members.*

POLICY: Board members will be compensated \$50 for attendance at official meetings as delineated and described herein.

10.1.1 Regular Board meetings, Special Board meetings and Board work sessions, as well as executive sessions not part of any of the foregoing meetings, will be compensated at \$50/meeting.

10.1.2 One budget meeting/year (not held on the same day as a Board meeting) will be compensated at \$50.

10.1.3 Training sessions and conferences of the Special Districts Association of Oregon (SDAO) are official meetings and are compensated at \$50/day or partial day of attendance.

Training sessions and conferences of other associations and organizations (e.g., American Water Works Association, American Public Works Association, Oregon People's Utility District Association) do not constitute official meetings, and Directors are not compensated for attendance.

10.1.4 "Official meetings" also includes representing the District as a Director of the Board with such organizations as Metro and the Regional Water Providers Consortium. Such meetings will be compensated at \$50/meeting.

10.1.5 On an ad-hoc basis, the Board will determine if any other meeting constitutes official District business. Meetings so determined will be compensated at \$50/meeting. One example might be attendance at a City Council meeting to represent the District's position on an item under discussion. These situations will be decided by the Board of Directors, preferably in advance of the meeting, for which compensation is claimed.