

May 7, 2025

To the Budget Committee,

This year, we're introducing a new practice to provide additional context in areas of the budget that have increased public interest. It's one of the steps we're taking to increase transparency and accountability.

All meals and refreshments not associated with travel are budgeted in Object Code 52495, Other Materials & Services, in the department budgets. Please note, this line item also has other miscellaneous expenses.

Attached you'll find a summary table by department and program showing 52495 – Other Materials & Services in the FY 2024-25 Revised Budget, the FY 2025-26 Proposed Budget, the year-over-year change, and the amount budgeted for food; notes addressing areas with significant change; and the Meals and Refreshments policy FA106, which was effective January 1, 2025.

CWS is improving its tracking and accounting of food costs. In the FY 2024-25 Budget, those costs were not explicitly budgeted as they are in the FY 2025-26 Proposed Budget. This makes it difficult to show a year-to-year change in food expenditures, but we'll set up the organization for clearer data comparisons in the future. The Meals and Refreshments policy FA106 was implemented on January 1, 2025, and the Finance team reports that expenditures have dropped accordingly. The team is actively monitoring this category for compliance with the new policy.

This information and the other supplemental materials we provided, including the slides for our presentation, are posted on [our website](#). The agenda and slides are also available on the [Washington County website](#).

I look forward to seeing you at 9 a.m. Friday, May 9, 2025, at the Charles D. Cameron Public Services Building Auditorium, 155 North First Avenue in Hillsboro.

Thank you for your service to Clean Water Services.

Kathleen Leader
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52495 - Other Materials & Services Program Name	2025 Revised	2026 Proposed Budget	Change	Note	Budgeted Food	Details
Office of the CEO						
101.010.8101 - District Administration	\$ 5,000	\$ -	\$ (5,000)		\$ -	
101.020.8110 - Government Affairs	\$ -	\$ 11,100	\$ 11,100	Note 1	\$ 11,100	Board/CWAC/Tours/Engagement \$11k, \$100 annual event
101.020.8117 - Emergency Management	\$ -	\$ -	\$ -		\$ -	
Office of the CEO Total	\$ 5,000	\$ 11,100	\$ 6,100		\$ 11,100	
Business Operations & Strategy						
101.020.8114 - Culture, Equity & Learning	\$ 43,000	\$ 46,600	\$ 3,600	Note 2	\$ 17,600	Waterfest all employee, annual event, Leaders Cohort Meetings
101.020.8116 - Administrative Services	\$ 1,500	\$ 19,000	\$ 17,500	Note 3	\$ 17,900	Trsf from other dept Coffee svcs and supplies/\$400 annual event
101.050.8121 - Safety Program	\$ -	\$ 100	\$ 100		\$ 100	annual event
101.050.8500 - Strategy Development & Enterprise Performance	\$ 3,000	\$ 1,500	\$ (1,500)		\$ 300	annual event
101.050.8502 - Risk & Insurance Management	\$ 5,000	\$ 1,500	\$ (3,500)		\$ 100	annual event
101.091.8513 - Facilities Maintenance	\$ -	\$ 300	\$ 300		\$ 300	annual event
Business Operations & Strategy Total	\$ 52,500	\$ 69,000	\$ 16,500		\$ 36,300	
Digital Solutions						
101.020.8118 - Geographic Information Systems	\$ -	\$ 200	\$ 200		\$ 200	annual event
101.020.8122 - IT Client Services	\$ -	\$ 200	\$ 200		\$ 200	annual event
101.020.8305 - IT Infrastructure	\$ 2,000	\$ 2,000	\$ 200		\$ 200	
101.020.8306 - IT Business Applications	\$ -	\$ 200	\$ 200		\$ 200	annual event
Digital Solutions Total	\$ 2,000	\$ 2,600	\$ 800		\$ 800	
Finance & Accounting						
101.050.8504 - Finance & Accounting	\$ 5,400	\$ 3,500	\$ (1,900)	Note 4	\$ 2,000	annual event, budget committee meeting
Finance & Accounting Total	\$ 5,400	\$ 3,500	\$ (1,900)		\$ 2,000	
Human Resources						
101.020.8501 - Human Resources	\$ 25,000	\$ 12,400	\$ (12,600)	Note 5	\$ 550	annual event, wellness/benefits fair
Human Resources Total	\$ 25,000	\$ 12,400	\$ (12,600)		\$ 550	
Legal Services						
101.010.8102 - Legal Services	\$ 800	\$ 1,000	\$ 200		\$ 200	annual event
101.010.8119 - Internal Compliance & Cybersecurity	\$ -	\$ 100	\$ 100		\$ 100	annual event
101.050.8503 - Procurement	\$ 1,000	\$ 500	\$ (500)		\$ 300	annual event
Legal Services Total	\$ 1,800	\$ 1,600	\$ (200)		\$ 600	
Regional Utility Services						
101.080.8201 - Regional Utility Services Administration	\$ 5,000	\$ 3,000	\$ (2,000)		\$ 100	annual event
101.080.8225 - Planning & Development Services	\$ 4,000	\$ 3,000	\$ (1,000)	Note 6	\$ 700	annual event
101.080.8120 - Communications & Community Engagement	\$ 292,000	\$ 63,500	\$ (228,500)	Note 7	\$ 300	annual event
Regional Utility Services Total	\$ 301,000	\$ 69,500	\$ (231,500)		\$ 1,100	
Regulatory Affairs						
101.040.8210 - Compliance Services	\$ 2,000	\$ 1,100	\$ (900)		\$ 200	annual event
101.040.8212 - Environmental Services	\$ 300	\$ 300	\$ -		\$ 300	annual event
101.040.8232 - Laboratory Services	\$ -	\$ 600	\$ 600		\$ 600	annual event
Regulatory Affairs	\$ 2,300	\$ 2,000	\$ (300)		\$ 1,100	

52495 - Other Materials & Services Program Name	2025 Revised	2026 Proposed Budget	Change	Note	Budgeted Food	Details
Water & Engineering Technology						
101.085.8400 - Water & Engineering Technology Admin	-	200	200		\$ 200	annual event
101.085.8401 - Research & Innovation	1,500	1,500	-		\$ 500	annual event
101.085.8403 - Capital Planning	2,500	200	(2,300)		\$ 200	annual event
101.085.8404 - Construction & Engineering Technical Services	1,000	1,000	-		\$ 200	annual event
101.085.8405 - Conveyance Engineering	1,000	1,200	200		\$ 200	annual event
101.085.8406 - Treatment Plant Services Engineering	5,000	1,200	(3,800)		\$ 700	annual event
101.085.8407 - Reuse	5,000	700	(4,300)		\$ 200	annual event
Water & Engineering Technology Total	16,000	6,000	(10,000)		\$ 2,200	
Natural Systems Enhancement & Stewardship						
101.030.8233 - Natural Systems Enhancement & Stewardship Admin	4,000	2,000	(2,000)		\$ 200	annual event
101.030.8236 - Landscape Strategies	20,000	200	(19,800)		\$ 200	annual event
101.030.8237 - Project Delivery	10,000	300	(9,700)		\$ 300	annual event
101.030.8238 - Stewardship	736,000	621,400	(114,600)	Note 8	\$ 200	annual event
Natural Systems Enhancement & Stewardship Total	770,000	623,900	(146,100)		\$ 900	
Utility Operations Services Department						
101.063.8370 - Utility Operations Administration	7,300	1,600	(5,700)		\$ 200	annual event
101.063.8371 - System Repair	1,000	1,000	-		\$ 400	annual event
101.063.8373 - System Maintenance	1,000	1,000	-		\$ 1,000	annual event \$400/emergency call out drinks/food \$600
101.063.8375 - TV/Flow Monitoring	1,000	1,000	-		\$ 400	annual event
101.063.8380 - Local Repair & Construction	1,000	1,000	-		\$ 300	annual event
101.063.8383 - SWM Surface Facility Maintenance	1,000	1,000	-		\$ 400	annual event
Utility Operations Services Department Total	12,300	6,600	(5,700)		\$ 2,700	
Water Resource Recovery Operations & Services						
101.071.8301 - Water Resource Recovery Admin	27,000	200	(26,800)	Note 9	\$ 200	annual event
101.072.8311 - Durham Operations	2,500	2,500	-		\$ 500	annual event
101.072.8351 - Durham E&I Maintenance	500	500	-		\$ 200	annual event
101.072.8361 - Durham Mechanical Maintenance	-	300	300		\$ 300	annual event
101.073.8312 - Rock Creek Operations	500	500	-		\$ 400	annual event
101.073.8314 - Hillsboro Operations & Maintenance	-	200	200		\$ 200	annual event
101.073.8315 - Forest Grove Operations & Maintenance	2,500	700	(1,800)		\$ 200	annual event
101.073.8343 - Pump Stations	500	500	-		\$ 200	annual event
101.073.8344 - Rock Creek Mechanical Maintenance	500	500	-		\$ 300	annual event
101.073.8352 - Rock Creek E&I Maintenance	500	500	-		\$ 300	annual event
Water Resource Recovery Operations & Services Total	34,500	6,400	(28,100)		\$ 2,800	
Other Materials & Services Totals	1,227,800	814,600	(413,000)		\$ 62,150	

*Based on FY2026 Program Structure

*annual event - \$23 per employee for an annual appreciation event/lunch etc.

NOTES ON 52495 – OTHER MATERIALS & SERVICES

1. OCEO - Government Affairs: \$11,100 increase from FY25

- Assumed cost of meals and refreshments for Board of Directors and Clean Water Services Advisory Commission meetings, and food and coffee for tours and engagement activities with elected officials from Communications & Community Engagement.

2. BOS - Culture, Equity & Learning: \$3,600 increase from FY25

- Includes employee collaboration and support events:
 - Placeholder for Passport events, graphics costs for poster production, a possible support campaign for new Principles of Respect policies for all employees (posters, possible consultant support, stickers, cards, etc.). No food.
 - Water Fest. All-employee event in August.
 - NW Public Employee Diversity conference organizational “sponsorship.” This covers attendance fees for 20+ attendees at the 31-year-old regional conference for public employees.
 - Food for two Clean Water LEADERS cohorts (6-7 sessions per cohort). 20-25 people at each meeting.
 - Affinity group open house (food, decor, supplies for approximately 40 people).

3. BOS - Administrative Services: \$17,500 increase from FY25

- Transfer of coffee services costs from 52310 Operating Supplies within the same program.

4. Finance: \$1,900 decrease from FY25

- Reduced budget to align with actual spending.
- Budget committee meeting lunch.

5. Human Resources: \$12,600 decrease from FY25

- Annual Wellness/Benefits Fair (food for vendors, wellness kit items).
- All Leaders Meeting facility rental.
- Canopy: Well-being and ad hoc employee/manager services (rehabilitation intake and management, workplace incident, class offerings).
- Reduced budget to align with actual spending

6. RUSD - Planning & Development: \$2,000 decrease from FY25

- Supplies and food for staff and external trainings and meetings.
 - Host three annual trainings for city staff that are required by permit: Stormwater Design, Private Water Quality Facilities, and Erosion Control.
 - Annual summer BBQ for a summer co-implementers meeting.
 - Ergonomic supplies for staff.

7. RUSD - Communications & Community Engagement: \$228,500 decrease from FY25

- Reduced budget to align with actual spending.
- Transferred costs for meals and refreshments for Board of Directors and Clean Water Services Advisory Commission meetings, and food and coffee for tours and engagement activities with elected officials to Government Affairs.
- Nonfood expenses include:
 - Media buy for annual public awareness campaign to meet permit requirement (stormwater BMP #1).
 - Student buses and substitutes for field learning.
 - Education materials.
 - Behavior change tools (FOG kits, storm drain marking, etc.)
 - Oregon Flora website.
 - Centro engagement event materials.
 - Parking

8. NSES – Stewardship: \$114,600 decrease from FY25

- Plant material for enhancement projects, native plants for community engagement contractors, Climate Adaptive Plant Material, native plants for Communications & Community Engagement event.


9. WRRD: \$26,800 decrease from FY25

- Reduced budget to align with actual spending.



Clean Water Services

Administrative Policy

Section: Finance & Accounting	Policy #: FA106
Title: Meals and Refreshments Policy	
Implemented by Administrative Procedures #: FA106A	R&O #: Ordinance 38
Authorization Signature: 	Effective Date: January 1, 2025

PURPOSE

This policy establishes minimum standards for payment or reimbursement of reasonable expenses for meals and refreshments incurred in the course of Clean Water Services (CWS) business not associated with travel and training. Expenses incurred under this policy will be appropriate to the circumstances and consistent with the best interests of CWS.

SCOPE

This policy applies to all CWS employees: non-represented, represented, temporary, interns, and probationary employees.

POLICY GUIDANCE

General Policy

1. It is the District's intent to comply with current Internal Revenue Service (IRS) taxable fringe benefit laws, rules, and regulations by adopting this policy.
2. District employees shall be responsible for tax consequences associated with the cost of meals provided considered by the IRS to be a taxable fringe benefit.
3. Employees are generally expected to provide their own food and beverages while attending meetings, including offsite meetings and training, for which no out-of-town, overnight travel is required.

Every effort should be made to schedule regular meetings and training outside of mealtimes.

4. Non-travel-related food and beverage expenses for employees are allowable when furnished on CWS premises and furnished for the employer's convenience. This policy encompasses any meeting, training, or event where the meal is a necessary and integral part of a business meeting and not a matter of personal convenience; qualified events should take place over an extended period of time and the agenda should include a working meal to satisfy the requirement that the meal is part of a business function. Qualified events under this policy include:
 - a. One all employee event sponsored by CWS
 - b. All Leader meetings
 - c. CWAC meetings
 - d. Budget Committee meetings
 - e. Board of Director Learning events
 - f. District-hosted meetings such as Co-Implementers BBQ, Washington County Managers meeting, other local member associations
 - g. Meals furnished during an emergency event so that staff are available to respond to the emergency during the meal period
 - h. One retreat per fiscal year for each CWS department/program

- i. Retirements
 - j. Annual Safety award meetings
 - k. General coffee and tea service provided at each District location is provided as a de minimis fringe benefit
 - l. As this food policy continues to be clarified and refined, SAGE may approve occasional District-wide events that serve a business purpose and the District's best interests.
- 5. This policy applies whether the expense is paid through P-card, direct invoice, or employee reimbursement. Link to the P-card policy.
 - 6. Food and beverage expenses are per person and shall not exceed the GSA Per Diem rates for Portland, Oregon, based on the meal being provided.
 - 7. When deemed allowable by the requirements in Section 2 above, requests to provide meals or snacks require supervisor or manager approval in advance of submitting the request.

Any food and beverage or related miscellaneous expense that is allowable under this policy and totals over \$500 requires authorization from a SAGE member.

- 8. CWS requires the following information when arranging all food order:
 - a. Date of business meal or refreshments
 - b. Place/location
 - c. Person(s) with whom the business meal/refreshment was consumed
 - d. Affiliation
 - e. Business purpose – Agenda must be attached
 - f. Itemized breakdown of the meal/refreshment charges
 - g. Total amount incurred including gratuity
 - h. Responses to the following two questions:
 - i. Is the meal associated with the active conduct of the employer's business, and
 - ii. Is the meal to be consumed during or directly before or after a substantial business discussion

9. Reimbursement, either via per diem rates or receipts, is not allowable when meals are provided through attendance at conferences, trainings, or meetings with external individuals or organizations. Link to CWS FA103 Travel and Training Policy.
10. Food may be ordered when staff attends an official CWS business meeting where the meal is an agenda item but not included in the fee and the selection and cost of the meal are beyond the control of the employee, the employee will be reimbursed for the actual cost of that meal. A receipt must be provided. Official CWS business meetings include conferences, training, workshops, testing, and seminars for which no out-of-town, overnight travel is required.
11. Managers should be familiar with and observant of Oregon Labor Law regarding required breaks for hourly staff when meals are provided.

RESPONSIBILITY

- All department and program leaders should be familiar with this policy and implement this policy within their responsible offices, departments and divisions.
- The Chief Financial Officer should be reviewing and revising this policy at least annually or as the law requires.

REFERENCES

- www.gsa.gov
- P-card policy
- IRS Publication 5137 (Taxable Fringe Benefits Guide)
- ORS 244.040 (Oregon Public Employee Ethics Statutes)

REVISION HISTORY

- Originally Approved on:
- Revised on: