



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
April 17th, 2018 at 6:00 p.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. Consent Agenda
 - March 2018 Financial Reports
 - Approval of March 2018 Check Run
 - February 14, 2018 Special Meeting Minutes
 - March 20, 2018 Board Meeting Minutes
4. Boardman Wetland Construction Contract
5. Employee Handbook
6. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
7. Call for Public Comment
8. Business from the Board

Adjourn



AGENDA ITEM

Agenda Item: Call for Public Testimony
Item No.: 2
Presenters: N/A

Background:

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



CONSENT AGENDA

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: April 17th, 2018

Background:

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

1. March 2018 Financial Reports
 - Approval of March 2018 Check Run
2. February 14, 2018 Special Meeting Minutes
3. March 20, 2018 Board Meeting Minutes

Board members may request to remove an item from the Consent Agenda to discuss separately.

Options for Consideration:

1. Approve the consent agenda as listed on the meeting agenda.
2. Request one or more items listed on the consent agenda be pulled from the consent agenda for discussion.

Recommendation:

Approve the items listed under the Consent Agenda.

Sample motion: *"I move to approve the consent agenda."*

Approved _____	Date _____
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MONTHLY FINANCIAL REPORT

To: Board Directors
From: Kelly Stacey, Finance Director
Agenda Item: March 2018 Financial Reports
Item No.: 3a
Date: April 17, 2018

Reports:

- March 2018 Monthly Overview
- March 2018 Budget Report
- March 2018 Monthly Cash and Investment Balances
- March 2018 Monthly Checks and Electronic Withdrawals report with system report



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Checks for March 2018
Item No.: 3ai
Date: April 17, 2018

Background

Auditors have requested formal approval of checks by the Board of Directors

Issue

The District needs formal authorization of March checks numbered 40765 through 40889, which include accounts payable and payroll checks as well as electronic withdrawals totaling \$448,245.89. Attached you will find a report showing all checks and electronic withdrawals March 2018 (0 under check number signifies ACH). There were 2 voided checks for the month.

Recommendations

It is recommended to the Board that checks numbered 40765 through 40889 and electronic withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

The District auditors require the Board to formally approve monthly payments to conform to Generally Accepted Accounting Principles (GAAP).

Attachments

1. Accela Checks by Date March 2018

Bank Reconciliation

Checks by Date

User: kelly
 Printed: 04/06/2018 - 9:55AM
 Cleared and Not Cleared Checks
 Print Void Checks



Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
40502	12/29/2017	Field Instruments & Controls		AP	Void		2,250.65
40615	2/1/2018	Field Instruments & Controls		AP	Void		2,364.24
0	3/5/2018		DD 00001.03.2018	PR			525.61
0	3/15/2018		DD 00002.03.2018	PR			69,007.80
40765	3/15/2018	JOHN KROGSTAD		PR			2,121.63
40766	3/15/2018	TIMOTHY SEXTON		PR			980.62
40767	3/15/2018	CLAY YOHN		PR			793.26
0	3/16/2018	IRS Dept of The Treasury		AP			29,015.56
0	3/16/2018	Oregon Department Of Revenue		AP			8,096.17
0	3/16/2018	Public Employees		AP			24,323.19
0	3/16/2018	Oregon Dept of Rev-Garn		AP			530.58
0	3/16/2018	VALIC c/o JP Morgan Chase		AP			2,830.00
0	3/16/2018	Nationwide Retirement Solutions		AP			1,938.75
40768	3/16/2018	ABM Equipment Company Inc		AP			345.00
40769	3/16/2018	Accela		AP			15,115.00
40770	3/16/2018	Ace Hardware #11075		AP			433.79
40771	3/16/2018	AFLAC		AP			1,343.02
40772	3/16/2018	AFSCME Council 75		AP			834.02
40773	3/16/2018	Alexin Analytical Laboratories		AP			1,822.00
40774	3/16/2018	Apex Labs		AP			1,980.00
40775	3/16/2018	Assured Technology Solutions		AP			105.00
40776	3/16/2018	BMS Technologies		AP			4,988.92
40777	3/16/2018	Brown And Caldwell		AP			2,015.27
40778	3/16/2018	Cascade Print Source		AP			89.95
40779	3/16/2018	Cintas Corporation - 463		AP			83.65
40780	3/16/2018	City Of Gladstone		AP			73.33
40781	3/16/2018	City Of Milwaukie		AP			1,374.68
40782	3/16/2018	Clackamas Comm. Federal CU		AP			262.50
40783	3/16/2018	Coastal Farm & Home Supply		AP			79.98
40784	3/16/2018	Comcast Cable		AP			423.56
40785	3/16/2018	Detemple Company, Inc.		AP			602.48
40786	3/16/2018	Express Employment		AP			1,800.00
40787	3/16/2018	Grainger, Inc.		AP			406.18
40788	3/16/2018	J. Thayer Company		AP			544.35
40789	3/16/2018	Law Office Of Eileen Eakins, LLC		AP			2,288.00
40790	3/16/2018	Madison Biosolids, Inc.		AP			2,774.38
40791	3/16/2018	Mail Finance		AP			599.43
40792	3/16/2018	McFarlane's Bark, Inc.		AP			13.50
40793	3/16/2018	Measure-Tech		AP			2,703.51
40794	3/16/2018	Metro Overhead Door		AP			188.00
40795	3/16/2018	Milwaukie Lumber Company		AP			35.84
40796	3/16/2018	Napa Auto Parts - Store #07078		AP			12.58
40797	3/16/2018	Net Assets Corporation		AP			366.00
40798	3/16/2018	Northstar Chemical, Inc.		AP			594.30
40799	3/16/2018	Northwest Natural		AP			833.31
40800	3/16/2018	OCD Automation, Inc.		AP			625.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
40801	3/16/2018	Olson Bros. Service, Inc.		AP			2,605.64
40802	3/16/2018	One Call Concepts, Inc.		AP			232.32
40803	3/16/2018	Oregonian Publishing Company		AP			224.66
40804	3/16/2018	Pacific Power Group, LLC		AP			2,118.00
40805	3/16/2018	Pamplin Media Group		AP			181.05
40806	3/16/2018	Pioneer Truckweld, Inc		AP			2,096.20
40807	3/16/2018	Portland Engineering Inc		AP			120.00
40808	3/16/2018	Portland General Electric		AP			28,437.03
40809	3/16/2018	RH2 Engineering, Inc.		AP			358.75
40810	3/16/2018	Jason Rice		AP			47.20
40811	3/16/2018	Ritz Safety LLC		AP			270.00
40812	3/16/2018	SDIS		AP			21,439.04
40813	3/16/2018	Secure Pacific Corporation		AP			141.75
40814	3/16/2018	Lee Sousley		AP			164.72
40815	3/16/2018	Tice Electric Company		AP			12,687.45
40816	3/16/2018	Top Industrial Supply		AP			174.00
40817	3/16/2018	Unifirst Corporation		AP			1,185.03
40818	3/16/2018	US Bank Equipment Finance		AP			220.00
40819	3/16/2018	Daniel Vasic		AP			15.20
40820	3/16/2018	Verizon Wireless		AP			565.64
40821	3/16/2018	Waste Management Of Oregon		AP			2,823.54
40822	3/16/2018	Water Environment Services		AP			139.05
40823	3/16/2018	Water Metrics West		AP			97.50
40824	3/16/2018	Wilcox & Flegel		AP			50.82
40825	3/16/2018	Xerox Corporation		AP			17.93
0	3/30/2018		DD 00004.03.2018	PR			68,362.57
40826	3/30/2018	JOHN KROGSTAD		PR			2,121.63
40827	3/30/2018	TIMOTHY SEXTON		PR			1,002.90
40828	3/30/2018	CLAY YOHN		PR			598.96
40829	3/30/2018	Ace Hardware #11075		AP			254.86
40830	3/30/2018	AFLAC		AP			671.51
40831	3/30/2018	AFSCME Council 75		AP			804.64
40832	3/30/2018	Answernet		AP			157.22
40833	3/30/2018	Applied Industrial Technologies		AP			253.00
40834	3/30/2018	Apsco, LLC		AP			8,327.12
40835	3/30/2018	AT&T		AP			49.44
40836	3/30/2018	BTL NW		AP			156.00
40837	3/30/2018	Bullard Law		AP			24,317.08
40838	3/30/2018	Cable Huston Benedict Et Al		AP			9,447.89
40839	3/30/2018	Century Link		AP			934.59
40840	3/30/2018	Cintas Corporation		AP			240.86
40841	3/30/2018	Cintas Corporation - 463		AP			83.65
40842	3/30/2018	Clackamas Comm. Federal CU		AP			262.50
40843	3/30/2018	Consolidated Fire Protection		AP			745.00
40844	3/30/2018	Convergence Networks		AP			3,812.80
40845	3/30/2018	Craig Blackman Trucking		AP			4,831.99
40846	3/30/2018	Cues, Inc		AP			790.17
40847	3/30/2018	Daily Journal Of Commerce		AP			434.50
40848	3/30/2018	Delta Industries, Inc		AP			6,653.16
40849	3/30/2018	DMS Architects, Inc.		AP			2,501.75
40850	3/30/2018	Endress & Hauser		AP			4,614.89
40851	3/30/2018	Express Employment		AP			1,800.00
40852	3/30/2018	Ferguson Enterprises, Inc.		AP			43.60
40853	3/30/2018	Ferrari Enterprises		AP			2,227.90
40854	3/30/2018	Galifco Oregon		AP			739.35
40855	3/30/2018	Nancy Gibson		AP			400.00

Check No	Check Date	Name	Comment	Module	Void	Clear Date	Amount
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Total Check Amount:

492,860.78

**Oak Lodge Water Services
Monthly Overview
March 2018**

This report summarized the revenues and expenditures for March 2018. Also incorporated in this report are account balances, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$11,893,175.38 as of March 31, 2018; consisting of \$1,403,130.66 in checking, and \$10,490,044.72 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts for March 2018, total \$492,860.78.

Water sales revenue for the month of March 2018 total \$255,745.48. **Wastewater** sales revenue for the month of March 2018 is \$ 569465.26. **Watershed protection** sales revenue for the month of March 2018 is \$114,404.64. Total revenue for services provided for the month of March 2018 totals \$939,615.38. This was the first billing for cycle 1 customers. All customers have now received a combined bill from Accela.

The % of budget spent is calculated by taking the ending balance and dividing it by the budget. At the end of March that should be around 75%.

Oak Lodge Water Services

Account Balances As of:

March 31, 2018

Interest Rate

Account

Wells Fargo Bank Checking	0.00%	\$205,187.19
Wells Fargo Bank Checking	0.00%	\$1,197,943.47
LGIP 5289 Water General	1.92%	\$1,946,466.35
LGIP 5790 Sanitary	1.92%	\$2,256,970.30
LGIP 3968 Sanitary GO Bond Debt Svc	1.92%	\$1,423,172.73
LGIP 3869 Sanitary Debt Svc	1.92%	\$1,006,496.33
LGIP 5002 Sanitary General	1.92%	\$3,856,939.01
Total		<u>\$11,893,175.38</u>

General Ledger
Budget Report by Division



User: kelly
Printed: 4/10/2018 2:08:29 PM
Period 01 - 09
Fiscal Year 2018

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10	Drinking Water				
	NonDivisional				
	<i>Beginning Fund Balance</i>				
10-00-3500	Fund balance	-2,600,000.00	0.00	-3,111,670.49	119.68
	<i>Beginning Fund Balance</i>	-2,600,000.00	0.00	-3,111,670.49	119.68
	<i>Revenue</i>				
10-00-4211	Water sales	-3,300,000.00	-255,284.97	-2,645,381.88	80.16
10-00-4212	Water sales - CRW	0.00	0.00	-23,593.32	0.00
10-00-4215	Penalties and late charges	0.00	0.00	-9,183.15	0.00
10-00-4220	System development charges	-75,000.00	-3,815.00	-106,930.00	142.57
10-00-4230	Contract services	-30,000.00	-2,887.24	-20,234.83	67.45
10-00-4240	Service installations	-15,000.00	-895.00	-12,640.00	84.27
10-00-4280	Rents & leases	-200,000.00	-6,214.44	-112,340.75	56.17
10-00-4290	Other charges for services	-35,000.00	-49.28	-532.61	1.52
10-00-4610	Investment revenue	-5,000.00	-3,173.15	-23,928.50	478.57
10-00-4630	Miscellaneous revenues	-15,000.00	-540.53	-23,476.29	156.51
	<i>Revenue</i>	-3,675,000.00	-272,859.61	-2,978,241.33	81.04
	NonDivisional	-6,275,000.00	-272,859.61	-6,089,911.82	97.05
	Drinking Water				
	<i>Personnel Services</i>				
10-20-5110	Regular employees	970,000.00	69,677.98	595,724.58	61.41
10-20-5120	Temporary/Seasonal employees	35,000.00	1,125.36	14,040.82	40.12
10-20-5130	Overtime	35,000.00	0.00	11,400.28	32.57
10-20-5210	Employee Ins-MDVSTDLTDLf	195,000.00	12,746.82	69,318.37	35.55
10-20-5230	Social Security	75,000.00	5,239.94	46,545.43	62.06
10-20-5240	Retirement	200,000.00	12,002.33	114,145.66	57.07
10-20-5250	TrimetWBF	8,000.00	534.76	4,607.55	57.59
10-20-5260	Unemployment	7,000.00	0.00	0.00	0.00
10-20-5270	Workers compensation	25,000.00	0.23	7,847.78	31.39
10-20-5290	Other employee benefits	20,000.00	0.00	969.16	4.85
	<i>Personnel Services</i>	<i>1,570,000.00</i>	<i>101,327.42</i>	<i>864,599.63</i>	<i>55.07</i>
	<i>Materials & Services</i>				

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10-20-6110	Legal services	40,000.00	10,432.22	59,504.50	148.76
10-20-6120	Accounting & audit services	9,000.00	0.00	8,928.15	99.20
10-20-6130	Engineering services	27,000.00	0.00	95.37	0.35
10-20-6140	Administrative services	15,000.00	232.32	4,077.92	27.19
10-20-6150	Contract meter reading	20,000.00	1,203.56	12,579.94	62.90
10-20-6170	Contract lab services	7,000.00	0.00	8,004.89	114.36
10-20-6180	Dues & subscriptions	12,000.00	70.25	22,955.32	191.29
10-20-6190	Other professional & tech svcs	0.00	196.62	13,882.81	0.00
10-20-6220	Electricity	42,000.00	4,693.69	29,269.28	69.69
10-20-6230	Telephone	10,000.00	1,269.11	17,224.60	172.25
10-20-6240	Natural gas	1,300.00	744.65	3,394.42	261.11
10-20-6290	Other utilities	3,500.00	221.35	2,814.02	80.40
10-20-6310	Janitorial services	4,000.00	444.01	4,871.99	121.80
10-20-6320	Buildings & grounds	10,000.00	995.09	3,765.50	37.66
10-20-6330	Vehicle & equipment maint.	24,000.00	154.57	15,774.57	65.73
10-20-6340	Distribution system maint	200,000.00	7,066.92	147,762.57	73.88
10-20-6350	Computer maintenance	25,000.00	1,791.89	56,777.63	227.11
10-20-6390	Other repairs & maintenance	57,000.00	7,977.89	23,235.00	40.76
10-20-6410	Mileage	8,000.00	70.99	319.99	4.00
10-20-6420	Staff training	20,000.00	6.45	6,008.86	30.04
10-20-6430	Certifications	800.00	0.00	195.00	24.38
10-20-6440	Board travel & training	3,000.00	0.00	669.11	22.30
10-20-6510	Office supplies	15,000.00	500.85	8,878.36	59.19
10-20-6520	Fuel & oils	23,000.00	1,023.24	9,261.48	40.27
10-20-6530	Small tools & equipment	13,000.00	0.00	107.11	0.82
10-20-6540	Safety supplies	12,000.00	322.57	8,496.62	70.81
10-20-6550	Operational Supplies	0.00	0.00	476.38	0.00
10-20-6560	Uniforms	3,500.00	0.00	1,186.53	33.90
10-20-6590	Other supplies	0.00	0.00	393.78	0.00
10-20-6610	Board compensation	700.00	132.00	446.00	63.71
10-20-6710	Purchased water	1,000,000.00	0.00	664,511.84	66.45
10-20-6715	Water quality program	0.00	0.00	109.45	0.00
10-20-6720	Insurance	27,100.00	-2,709.66	33,591.95	123.96
10-20-6730	Communications	10,000.00	107.83	674.24	6.74
10-20-6740	Advertising	1,000.00	0.00	0.00	0.00
10-20-6750	Other purchased services	0.00	90.80	14,823.49	0.00
10-20-6760	Equipment Rental	5,000.00	0.00	0.00	0.00
10-20-6770	Bank charges	35,000.00	0.00	13,802.46	39.44
10-20-6780	Taxes & fees	7,500.00	0.00	12,685.55	169.14
10-20-6900	Miscellaneous expense	1,000.00	0.00	944.42	94.44
	<i>Materials & Services</i>	<i>1,692,400.00</i>	<i>37,039.21</i>	<i>1,212,501.10</i>	<i>71.64</i>
	<i>Capital Outlay</i>				
10-20-7200	Infrastructure	250,000.00	0.00	156,112.22	62.44
10-20-7300	Buildings & improvements	0.00	782.05	1,902.18	0.00
10-20-7400	Improvement other than Bldgs	6,000.00	0.00	0.00	0.00
10-20-7510	Furniture & fixtures	0.00	0.00	0.00	0.00
10-20-7520	Equipment	29,000.00	0.00	13,015.00	44.88
10-20-7530	Software	50,000.00	4,987.95	28,723.35	57.45

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
10-20-7540	Vehicles	0.00	0.00	457.35	0.00
10-20-7600	Capital Improvement Projects	630,000.00	358.75	649,722.21	103.13
	<i>Capital Outlay</i>	<i>965,000.00</i>	<i>6,128.75</i>	<i>849,932.31</i>	<i>88.08</i>
	Drinking Water	4,227,400.00	144,495.38	2,927,033.04	69.24
10	Drinking Water	-2,047,600.00	-128,364.23	-3,162,878.78	154.47
20	Wastewater Reclam.				
	NonDivisional				
	<i>Beginning Fund Balance</i>				
20-00-3500	Fund balance	-4,562,000.00	0.00	-5,020,390.12	110.05
	<i>Beginning Fund Balance</i>	<i>-4,562,000.00</i>	<i>0.00</i>	<i>-5,020,390.12</i>	<i>110.05</i>
	<i>Revenue</i>				
20-00-4212	Wastewater charges	-7,830,000.00	-586,156.62	-5,067,977.84	64.73
20-00-4215	Penalties & late charges	0.00	0.00	-13,386.07	0.00
20-00-4220	System development charges	-78,000.00	-10,330.00	-216,930.00	278.12
20-00-4240	Service installations	0.00	-686.35	-25,366.24	0.00
20-00-4290	Other charges for services	0.00	-3.78	-7,769.23	0.00
20-00-4610	Investment revenue	-26,000.00	-6,285.04	-43,824.63	168.56
20-00-4630	Miscellaneous revenues	-66,000.00	-581.25	-14,132.46	21.41
20-00-4640	Proceeds from sale of capital	-900,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>-8,900,000.00</i>	<i>-604,043.04</i>	<i>-5,389,386.47</i>	<i>60.55</i>
	NonDivisional	-13,462,000.00	-604,043.04	-10,409,776.59	77.33
	Wastewater-Plant				
	<i>Personnel Services</i>				
20-21-5110	Regular employees	1,200,000.00	78,125.33	711,218.63	59.27
20-21-5120	Temporary/Seasonal employees	35,000.00	1,220.04	14,426.53	41.22
20-21-5130	Overtime	62,000.00	0.00	23,116.44	37.28
20-21-5210	Employee Ins-MDVSTDLTDLf	227,000.00	13,799.64	71,543.05	31.52
20-21-5230	Social Security	91,000.00	5,875.15	56,015.59	61.56
20-21-5240	Retirement	230,000.00	11,710.10	103,449.97	44.98
20-21-5250	Trimet/WBF	9,000.00	597.75	5,437.29	60.41
20-21-5260	Unemployment	8,500.00	0.00	0.00	0.00
20-21-5270	Workers compensation	12,000.00	0.35	8,374.49	69.79
20-21-5290	Other employee benefits	10,000.00	0.00	942.83	9.43
	<i>Personnel Services</i>	<i>1,884,500.00</i>	<i>111,328.36</i>	<i>994,524.82</i>	<i>52.77</i>
	<i>Materials & Services</i>				
20-21-6110	Legal services	20,000.00	16,976.73	81,954.40	409.77
20-21-6120	Accounting & audit services	5,000.00	0.00	2,008.47	40.17
20-21-6130	Engineering services	27,000.00	0.00	2,857.86	10.58
20-21-6140	Administrative services	10,000.00	0.00	1,800.33	18.00
20-21-6150	Contract meter reading	10,000.00	601.78	6,289.98	62.90
20-21-6160	Bond issue costs	0.00	0.00	34,246.00	0.00
20-21-6170	Contract lab services	31,000.00	0.00	15,981.00	51.55

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-21-6180	Dues & subscriptions	12,000.00	806.14	5,256.75	43.81
20-21-6190	Other professional & tech svcs	0.00	1,183.15	15,715.82	0.00
20-21-6220	Electricity	247,000.00	21,954.62	178,769.17	72.38
20-21-6230	Telephone	24,000.00	1,003.57	17,484.45	72.85
20-21-6240	Natural gas	4,500.00	119.81	523.31	11.63
20-21-6250	Solid waste disposal	109,000.00	5,296.82	39,848.63	36.56
20-21-6290	Other utilities	2,000.00	86.80	3,101.31	155.07
20-21-6310	Janitorial services	3,000.00	1,413.41	15,387.25	512.91
20-21-6320	Buildings & grounds maint.	14,000.00	138.15	16,268.21	116.20
20-21-6330	Vehicle & equipment maint.	23,600.00	1,043.90	14,982.44	63.48
20-21-6342	WRF System maintenance	204,500.00	23,579.44	153,777.00	75.20
20-21-6350	Computer maintenance	83,000.00	2,282.15	65,928.07	79.43
20-21-6390	Other repairs & maintenance	0.00	965.28	10,369.16	0.00
20-21-6410	Mileage	2,000.00	75.99	817.14	40.86
20-21-6420	Staff training	16,000.00	6.88	-4,571.13	-28.57
20-21-6430	Certifications	5,000.00	340.00	1,216.94	24.34
20-21-6440	Board travel & training	3,300.00	0.00	241.30	7.31
20-21-6510	Office supplies	20,000.00	549.73	2,186.48	10.93
20-21-6520	Fuel & oils	30,000.00	917.89	16,708.65	55.70
20-21-6530	Small tools & equipment	20,200.00	0.00	1,064.46	5.27
20-21-6540	Safety supplies	5,100.00	351.63	3,328.35	65.26
20-21-6550	Operational Supplies	39,000.00	1,673.96	28,104.30	72.06
20-21-6560	Uniforms	11,000.00	1,191.46	9,941.82	90.38
20-21-6590	Other supplies	30,000.00	497.03	5,604.79	18.68
20-21-6610	Board compensation	1,000.00	68.00	229.00	22.90
20-21-6720	Insurance	81,100.00	-6,047.70	51,678.07	63.72
20-21-6730	Communications	4,500.00	116.91	541.76	12.04
20-21-6750	Other purchased services	11,500.00	1,327.75	38,489.93	334.70
20-21-6770	Bank charges	20,000.00	0.00	40,365.75	201.83
20-21-6780	Taxes & fees	43,500.00	0.00	33,065.06	76.01
20-21-6900	Miscellaneous expense	0.00	0.00	-297.29	0.00
	<i>Materials & Services</i>	<i>1,172,800.00</i>	<i>78,521.28</i>	<i>911,264.99</i>	<i>77.70</i>
	<i>Capital Outlay</i>				
20-21-7300	Buildings & improvements	900,000.00	847.84	7,539.48	0.84
20-21-7520	Equipment	0.00	0.00	46,293.17	0.00
20-21-7530	Software	50,000.00	2,569.55	28,301.89	56.60
20-21-7540	Vehicles	0.00	0.00	391.90	0.00
20-21-7600	Capital Improvement Projects	575,000.00	10,411.45	65,074.43	11.32
	<i>Capital Outlay</i>	<i>1,525,000.00</i>	<i>13,828.84</i>	<i>147,600.87</i>	<i>9.68</i>
	Wastewater-Plant	4,582,300.00	203,678.48	2,053,390.68	44.81
	Wastewater-Collections				
	<i>Personnel Services</i>				
20-22-5110	Regular employees	700,000.00	58,074.88	528,882.09	75.55
20-22-5120	Temporary/Seasonal employees	17,000.00	497.16	4,759.98	28.00
20-22-5130	Overtime	60,000.00	0.00	5,524.61	9.21
20-22-5210	Employee Ins-MDVSTDLTDLf	137,000.00	10,843.23	60,255.46	43.98

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% of Budget</u>
20-22-5230	Social Security	56,000.00	4,385.44	40,690.67	72.66
20-22-5240	Retirement	140,000.00	8,857.72	81,231.17	58.02
20-22-5250	TrimetWBF	5,500.00	446.52	4,059.21	73.80
20-22-5260	Unemployment	5,000.00	0.00	0.00	0.00
20-22-5270	Workers compensation	7,000.00	0.33	6,539.24	93.42
20-22-5290	Other employee benefits	6,000.00	0.00	645.92	10.77
	<i>Personnel Services</i>	<i>1,133,500.00</i>	<i>83,105.28</i>	<i>732,588.35</i>	<i>64.63</i>
	<i>Materials & Services</i>				
20-22-6110	Legal services	20,000.00	5,686.85	45,332.97	226.66
20-22-6120	Accounting & audit services	5,000.00	0.00	1,958.27	39.17
20-22-6130	Engineering services	27,000.00	0.00	42.14	0.16
20-22-6140	Administrative services	10,000.00	0.00	1,057.17	10.57
20-22-6150	Contract meter reading	10,000.00	601.79	6,290.00	62.90
20-22-6170	Contract lab services	2,000.00	0.00	1,332.00	66.60
20-22-6180	Dues & subscriptions	13,000.00	31.05	1,754.14	13.49
20-22-6190	Other professional & tech svcs	17,600.00	86.85	5,844.97	33.21
20-22-6220	Electricity	7,000.00	3,385.19	21,600.29	308.58
20-22-6230	Telephone	15,000.00	716.33	13,590.12	90.60
20-22-6240	Natural gas	3,200.00	119.81	495.90	15.50
20-22-6290	Other utilities	8,300.00	49.48	7,872.16	94.85
20-22-6310	Janitorial services	3,000.00	180.69	3,749.80	124.99
20-22-6320	Buildings & grounds	4,800.00	98.30	659.59	13.74
20-22-6330	Vehicle & equipment maint.	5,000.00	0.00	3,466.93	69.34
20-22-6342	Collection system maint.	8,200.00	0.00	23,758.55	289.74
20-22-6350	Computer maintenance	35,000.00	526.55	28,636.54	81.82
20-22-6390	Other repairs & maintenance	30,000.00	225.93	22,782.03	75.94
20-22-6410	Mileage	3,000.00	53.39	265.54	8.85
20-22-6420	Staff training	26,000.00	5.38	1,816.78	6.99
20-22-6430	Certifications	500.00	0.00	718.06	143.61
20-22-6440	Board travel & training	3,200.00	0.00	98.34	3.07
20-22-6510	Office supplies	18,500.00	227.99	2,617.68	14.15
20-22-6520	Fuel & oils	7,600.00	997.06	4,615.20	60.73
20-22-6530	Small tools & equipment	22,000.00	790.17	1,173.22	5.33
20-22-6540	Safety supplies	2,800.00	33.26	1,081.61	38.63
20-22-6550	Operational Supplies	2,100.00	0.00	3,427.31	163.21
20-22-6560	Uniforms	5,700.00	462.45	4,166.52	73.10
20-22-6590	Other supplies	0.00	0.00	108.52	0.00
20-22-6610	Board compensation	500.00	68.00	229.00	45.80
20-22-6720	Insurance	388,200.00	-2,236.84	13,800.43	3.55
20-22-6730	Communications	4,500.00	47.64	2,810.09	62.45
20-22-6750	Other purchased services	0.00	324.54	17,579.34	0.00
20-22-6770	Bank charges	20,000.00	0.00	7,115.95	35.58
20-22-6780	Taxes & fees	5,500.00	0.00	2,812.11	51.13
20-22-6900	Miscellaneous expense	0.00	0.00	74.01	0.00
	<i>Materials & Services</i>	<i>734,200.00</i>	<i>12,481.86</i>	<i>254,733.28</i>	<i>34.70</i>
	<i>Capital Outlay</i>				
20-22-7300	Buildings & improvements	0.00	345.49	2,342.36	0.00

Account Number	Description	Budget	Period Amt	End Bal	% of Budget
20-22-7520	Equipment	0.00	0.00	12,128.00	0.00
20-22-7530	Software	0.00	2,569.55	13,055.35	0.00
20-22-7600	Capital Improvement Projects	0.00	0.00	65.60	0.00
	<i>Capital Outlay</i>	<i>0.00</i>	<i>2,915.04</i>	<i>27,591.31</i>	<i>0.00</i>
	Wastewater-Collections	1,867,700.00	98,502.18	1,014,912.94	54.34
20	Wastewater Reclam.	-7,012,000.00	-301,862.38	-7,341,472.97	104.70
30	Watershed Protection NonDivisional				
	<i>Beginning Fund Balance</i>				
30-00-3500	Fund balance	-2,080,000.00	0.00	-2,372,815.14	114.08
	<i>Beginning Fund Balance</i>	<i>-2,080,000.00</i>	<i>0.00</i>	<i>-2,372,815.14</i>	<i>114.08</i>
	<i>Revenue</i>				
30-00-4213	Watershed protection fees	-1,420,000.00	-117,040.13	-930,866.36	65.55
30-00-4215	Penalties & late charges	0.00	0.00	-2,427.86	0.00
30-00-4240	Service installations	0.00	-1,299.00	-21,340.31	0.00
30-00-4280	Rents & leases	0.00	0.00	0.00	0.00
30-00-4290	Other charges for services	-11,500.00	0.00	-960.09	8.35
30-00-4300	Grant Revenue	-250,000.00	0.00	0.00	0.00
30-00-4610	Investment revenue	-19,300.00	-3,676.22	-25,826.52	133.82
30-00-4630	Miscellaneous revenues	-32,500.00	-503.76	-3,113.26	9.58
30-00-4640	Proceeds from sale of capital	-362,000.00	0.00	0.00	0.00
	<i>Revenue</i>	<i>-2,095,300.00</i>	<i>-122,519.11</i>	<i>-984,534.40</i>	<i>46.99</i>
	NonDivisional	-4,175,300.00	-122,519.11	-3,357,349.54	80.41
	Watershed Protection				
	<i>Personnel Services</i>				
30-23-5110	Regular employees	405,000.00	23,943.77	240,310.29	59.34
30-23-5120	Temporary/Seasonal employees	35,000.00	1,283.81	8,915.07	25.47
30-23-5130	Overtime	1,000.00	0.00	1,550.84	155.08
30-23-5210	Employee Ins-MDVSTDLTDLf	75,000.00	4,480.23	24,829.87	33.11
30-23-5230	Social Security	30,000.00	1,802.39	18,485.41	61.62
30-23-5240	Retirement	3,000.00	3,988.93	38,980.35	1,299.35
30-23-5250	Trimet/WBF	3,000.00	183.64	1,831.90	61.06
30-23-5260	Unemployment	3,000.00	0.00	0.00	0.00
30-23-5270	Workers compensation	4,000.00	0.12	3,399.05	84.98
30-23-5290	Other employee benefits	3,000.00	0.00	328.14	10.94
	<i>Personnel Services</i>	<i>562,000.00</i>	<i>35,682.89</i>	<i>338,630.92</i>	<i>60.25</i>
	<i>Materials & Services</i>				
30-23-6110	Legal services	20,000.00	2,957.17	30,751.07	153.76
30-23-6120	Accounting & audit services	6,000.00	0.00	1,335.11	22.25
30-23-6130	Engineering services	17,500.00	2,015.27	6,798.45	38.85
30-23-6140	Administrative services	4,000.00	0.00	336.79	8.42
30-23-6170	Contract lab services	15,000.00	0.00	4,711.00	31.41

<u>Account Number</u>	<u>Description</u>	<u>Budget</u>	<u>Period Amt</u>	<u>End Bal</u>	<u>% of Budget</u>
30-23-6180	Dues & subscriptions	9,000.00	777.22	2,299.37	25.55
30-23-6190	Other professional & tech svcs	0.00	229.83	9,455.91	0.00
30-23-6220	Electricity	2,000.00	116.17	941.17	47.06
30-23-6230	Telephone	11,000.00	256.77	6,849.86	62.27
30-23-6240	Natural gas	1,800.00	79.88	332.46	18.47
30-23-6290	Other utilities	6,000.00	16.80	1,300.85	21.68
30-23-6310	Janitorial services	2,000.00	275.29	2,789.37	139.47
30-23-6320	Buildings & grounds	15,000.00	41.77	2,729.72	18.20
30-23-6330	Vehicle & equipment maint.	6,100.00	0.00	-18.99	-0.31
30-23-6340	System maintenance	6,300.00	0.00	6,756.92	107.25
30-23-6350	Computer maintenance	35,900.00	802.21	25,520.83	71.09
30-23-6390	Other repairs & maintenance	25,000.00	150.62	1,654.97	6.62
30-23-6410	Mileage	2,000.00	34.30	357.29	17.86
30-23-6420	Staff training	8,000.00	2.80	1,038.01	12.98
30-23-6430	Certifications	400.00	0.00	0.00	0.00
30-23-6440	Board travel & training	3,300.00	0.00	149.80	4.54
30-23-6510	Office supplies	19,000.00	341.59	1,738.30	9.15
30-23-6520	Fuel & oils	3,100.00	1,213.74	2,648.33	85.43
30-23-6530	Small tools & equipment	7,500.00	0.00	19.94	0.27
30-23-6540	Safety supplies	2,600.00	50.68	760.41	29.25
30-23-6550	Operational Supplies	6,200.00	52.25	851.52	13.73
30-23-6560	Uniforms	5,250.00	88.02	1,090.84	20.78
30-23-6590	Other supplies	0.00	0.00	63.12	0.00
30-23-6610	Board compensation	1,000.00	132.00	446.00	44.60
30-23-6720	Insurance	16,800.00	-978.80	23,454.55	139.61
30-23-6730	Communications	74,000.00	72.59	3,922.84	5.30
30-23-6750	Other purchased services	0.00	61.12	9,870.14	0.00
30-23-6770	Bank charges	16,000.00	0.00	4,640.18	29.00
30-23-6780	Taxes & fees	2,100.00	0.00	0.00	0.00
30-23-6900	Miscellaneous expense	500.00	0.00	112.82	22.56
	<i>Materials & Services</i>	<i>350,350.00</i>	<i>8,789.29</i>	<i>155,708.95</i>	<i>44.44</i>
	<i>Capital Outlay</i>				
30-23-7300	Buildings & improvements	0.00	0.00	311.14	0.00
30-23-7530	Software	50,000.00	4,987.95	20,963.41	41.93
30-23-7600	Capital Improvement Projects	1,871,000.00	24,902.50	93,092.06	4.98
	<i>Capital Outlay</i>	<i>1,921,000.00</i>	<i>29,890.45</i>	<i>114,366.61</i>	<i>5.95</i>
	Watershed Protection	2,833,350.00	74,362.63	608,706.48	21.48
30	Watershed Protection	-1,341,950.00	-48,156.48	-2,748,643.06	204.82



OAK LODGE WATER SERVICES
Minutes

Board of Directors – Special Meeting, Executive Session
February 14, 2018

Board of Directors - Members Present:

Nancy Gibson, President
Susan Keil, Vice President/Secretary (via telephone)
Lynn Fisher, Treasurer
Jim Martin, Chair
Kevin Williams, Director,

Board of Directors - Members Absent:

None,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager
Aleah Binkowski-Burk, Human Resources and Payroll Manager
Jason Rice, District Engineer
David Mendenhall, Plant Superintendent
Kelly Stacey, Finance Director
Todd Knapp, Field Operations Superintendent
Tommy Brooks, District Counsel, Cable Huston LLP
Laura Maffei, District Counsel, Cable Huston LLP

Visitors Present:

None.

SPECIAL MEETING

1. Call to Order / Pledge of Allegiance

President Gibson called the Special Meeting of the Board of Directors to order at 8:02 a.m. and the Director Martin led the Pledge of Allegiance.

2. Call for Public Testimony

There were no members of the public present.

3. Executive Session

President Gibson recessed the public meeting and convened the Executive Session at 8:03 a.m., regarding matters contained within ORS 192.660(2)(f) for the Board to consider information and records that are exempt by law from public inspection.

The General Manager gave a brief overview of the purpose of the executive session, which was to consider a memorandum provided by the District's attorneys discussing the scope of the District's combined authorities with respect to each utility service it does, or could, provide as a result of the consolidation.

The District's attorney Ms. Maffei summarized the memo, including the authority common to all utility services. Members of the Board inquired as to the scope of specific authorities such as taxing or eminent domain. Ms. Maffei then walked through the authorities specific to water, sanitary, and storm water utility services. Mr. Rice identified current services being provided under each of those authorities.

The Board took a brief break at 10:07 and reconvened at 10:21.

The General Manager provided a brief description of other utility services the District has considered in the past, or may consider in the future. Members of the Board engaged in a Q&A with the District's attorneys about whether and how those services fit within the District's authorities. Members of the Board also discussed with the District's attorneys what their legal obligations were under the existing MS4 permit and how those obligations fit within the District's authorities.

No decisions were made in the executive session. There was a consensus that Staff should continue their discussions with the County and return to the Board with a description of options for services and fees that could be provided by the District, including a public involvement process to help determine what, if any, additional services the District should provide to its constituents.

The President adjourned the Executive Session at 11:38.

4. Executive Session adjourned

President Gibson closed the Executive Session at 11:38 a.m.

5. Public Meeting Session restarted

President Gibson closed the Executive Session at 11:38 a.m. No business to be completed.

6. Public Comment Period

No public testimony. There were no members of the public present.

7. Third Party Payment Portal and Merchant Processor

Finance Director Kelly Stacey briefed the Board that Bend Mailing Services (BMS) is the vendor of choice for OLWS to contract for our joint billing services. Along with BMS the District needs to choose a third-party payment portal and merchant processor and has chosen Basys as the vendor for this task. They were very responsive and provided OLWS with the documents needed to sign up for lower rates associated with being a utility.

Two motions are needed:

Treasurer Fisher moved to approve Finance Director Kelly Stacey to sign a three-year contract with BMS Technologies for the third-party payment portal as outlined above. Director Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

Treasurer Fisher moved to approve Finance Director Kelly Stacey to sign the agreement with the merchant processor to provide services through BMS Technologies, the merchant processor being Basys. Director Martin seconded.

Ayes: 5

Nays: None

Motion carried: 5-0

8. Building Remodel Update

District Engineer Jason Rice provided an update on the District building remodel. He referred to the information shared in the packet, including the need for fire code updates such as the requirement to install sprinklers, and the challenge of growth with regards to the site being completely built out and fewer meeting spaces available within the facilities. The District will present plans to Clackamas County and present conditions back that will have to be met in order to complete the expansion. We will be presenting changes beyond the footprint of the building which will require updates based on current code.

Jason recommended taking a step back and performing a more complete analysis of levels of service the District would like to provide to the public. The Board asked if having the additional property next to the water building would provide enough space to enable the expansion fully. Jason responded that there would be more space for equipment, but it does not solve the problem of employee parking, having enough meeting space, or tightness of space for staffing teams and District growth. The Board asked if there is any risk of going to the County to ask about needs for changes and encouraged us to move forward because there is no risk. The Board asked for us to propose ideas for changes to the County and ask about gaining eminent domain with regards to the neighboring property. The Board asked about parking along the new Board room and room for equipment. The Board asked about storage down at the Water Reclamation Facility (Treatment Plant) and Plant Superintendent David Mendenhall agreed that there was more flexibility down at the plant. The Board pointed out the importance of having Emergency equipment up the hill and not down at the plant. General Manager Sarah Jo thanked the Board and staff for all of the work this morning.

9. Public Meeting Adjourned

President Gibson adjourned the OLWS Special Meeting at 11:58 a.m.

Respectfully submitted,

Sarah Jo Chaplen
General Manager

Date: _____

Nancy Gibson
President, Board of Directors

Date: _____

OAK LODGE

WATER SERVICES

OAK LODGE WATER SERVICES
Minutes
Budget Committee Meeting – 5:30 p.m.
Board of Directors – Regular Meeting 6:00 p.m.
March 20, 2018

Board of Directors - Members Present:

Nancy Gibson, President
Susan Keil, Vice President/Secretary
Lynn Fisher, Treasurer
Jim Martin, Director
Kevin Williams, Director,

Board of Directors - Members Absent:

None,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager
Aleah Binkowski-Burk, Human Resources and Payroll Manager
Jason Rice, District Engineer
David Mendenhall, Plant Superintendent
Kelly Stacey, Finance Director
Todd Knapp, Field Operations Superintendent
Tommy Brooks, District Counsel, Cable Huston LLP

Visitors Present:

Paul Gornick, Budget Committee
Dave Phelps, Budget Committee
Terry Gibson, Budget Committee
John Klum, Budget Committee
Greg Wenneson, Local Resident and OLCERT representative
Jackie Brown, Local Resident and OLCERT representative
Thelma Haggemiller, Local Resident
Jane Civiletti, Local Resident
Ernie Platt, Sunrise Water Authority
Don Bunyard, Clackamas River Water
Eric Hofeld, Sunrise Water Authority.

Budget Committee Meeting

March 20, 2018, 5:30 p.m.

1. Call to order

Board President Nancy Gibson called the Budget Committee meeting to order at 5:40 p.m.

2. Election of budget committee chair

Board President Nancy Gibson requested that an OLWS Budget Committee Chair be elected. Committee members nominated John Klum and voted him into the chair for this year.

3. Budget message

General Manager Sarah Jo Chaplen thanked the committee members and presented the 2018-2019 OLWS Budget. She flagged the future needs for the District, including the PERS rates – which will likely go up in the future, providing excellent customer service, and heavy infrastructure needs of the District business – which will continue to require heavy capital investments upfront. She turned the presentation over to Finance Director Kelly Stacey, who thanked the committee members and shared the overall budget number of \$47,448,043 compared with last year at \$29,654,000. She outlined the difference being that the District had to set up some funds twice (transferring the money) which counts some numbers twice, making it look larger than it is. OLWS is actually up \$4,500,000, or about 15% from last year.

4. Presentation:

a. Budget Highlights

Overall we are down 3.4% for personnel services (excess insurance and unused salaries); materials and services went up 8.6% (mostly in legal fees); debt service went down 5.5% (due to refunding of District bonds, which will save about 900,000 over 10 years); capital has a 58% increase (reflecting two years' worth of project expenses waiting in reserve for upcoming projects), with three new funds set up for water, wastewater, and watershed protection; contingency money is set slightly higher under capital repair funds; reserves are up 28% and can not be spent except for emergencies. The District has two open positions which will be filled before the end of the year. Capital funds are being set up so that we can save some money in order to stabilize rates in the future.

b. Overviews

i. Personnel Services

Aleah Binkowski-Burk, Payroll and Human Resources Manager, shared information about personnel services budget decrease of 3.4% due to the restructuring of consolidation. She referred to temporary and seasonal staff as being similar to last year; employee benefits numbers will influence overall costs and many of them are fixed. Workers compensation costs went up the most because of the small number of staff in the District, from 0.69% to 0.95%.

Finance Director Kelly Stacey shared that PERS costs go up every two years, so for this year we will remain stable. In the future the costs will begin to go up significantly. The District will apply to receive match support for the over 200% of gross annual payroll unfunded liability, and we will need to come up with enough money to receive enough match for this liability by 2023. The more we have in the District fund, the more our rates will remain stable. Director Williams mentioned Senate Bill 1766 which redirects the school PERS rates and provides 25 cents per dollar rate relief but didn't allocate much money into that fund and encouraged the District not to count on it. Staff recommended that Budget Committee will need to advise on both the matched and straight money going into the District account. Liability for entities differs greatly depending on multiple factors.

ii. Wastewater Plant Operations

Plant Superintendent David Mendenhall presented wastewater needs, in particular to meet the or exceed the limits of the Wastewater NPDES Permit. New Permit is delayed through 2019 due to Mercury allocations but the treatment plant is already meeting the permit at this point. Because of this, the costs of the filters have been delayed. They are level with regards to electricity usage/costs, and are working to be as efficient as possible with the present equipment. Concerning Biosolids, which are under the 503 Regulations (part of the Clean Water

Act regulations regarding sludge disposal), the District is meeting permit under Class B regulations. The plant is producing Class A Biosolids, which come with fewer restrictions but we still need DEQ approval to make changes with regards to where we can apply Class A product. Another priority is to keep up with what we have and to shift to preventative instead of reactive maintenance; and to continue to be a good neighbor to local residents.

iii. Wastewater Field Operations and Water Operation

Field Operations Superintendent Todd Knapp presented field system operations information. Four personnel staff stay busy cleaning and monitoring system pipes and pump stations on the wastewater side. For the water side, the piping system is aging and the staff must maintain services to keep up with high quality water provision.

iv. Water Operation (see above)

v. Technical Services and Capital Improvement Plan

Technical Services Manager Jason Rice presented an overview of technical services staff and the needs of the capital improvement program. He highlighted the Capital Improvement Plan and long-term projects, which functions somewhat as a workplan as well as helps him generally budget costs depending on the timing of projects (which can shift depending on multiple factors). Fiscal Year 2019 will seem busy with regards to Capital Expenditures because the District will be catching up on projects that were delayed due to his responsibilities throughout the consolidation. Director Williams asked about lifecycle assumptions specific to public works vehicles and shared that APWA (American Public Works Association) has directives for different types of vehicles that can be referenced. Water Master Plan is in process, including seismic work projections. Budget placeholders have been added for about \$500,000 per year in Capital Expenditures for FY 2020-2024. Meter changeouts will be completed in one year but will be paying back the program over multiple years, bulk purchase of meters provides a slight savings.

vi. Capital Improvement Plan (see above)

c. Schedule Review

Finance Director Kelly Stacey informed the Committee that the next meeting is Tuesday, April 3rd, and requested suggestions, questions, and comments to the budget before the meeting, so that staff can prepare.

d. Questions and Comments

Questions included: Pie charts being difficult to read, and staff will send out color PDF of the Draft Budget Document. Request for more explanation about the 15% overall budget increase, and staff shared that we have a larger starting balance, mixing in internal funds to help with needs – it does not reflect a 15% increase in spending. Previous year's funds have been shifted from previous years and carried forward – reflected by the "beginning fund balance". Question about the fiscal year actuals versus projected numbers and staff will be presenting that in forthcoming reports through the new Accela system. Question about the workers comp claim from one employee, and that it made a difference in the percentage of budget outlay. Question about the District's consolidation savings and reflection of cost savings over the fiscal year and staff will work to provide information through a final report that reflects the actual cost savings of the consolidation. Question about rate increases being calculated in budgeted numbers provided, and yes, the rate increases are reflected as of July 1, 2018. Question about contingency fund and staff shared that the District would only be able to spend money with Board/public information sharing and approval.

Budget Committee suggestion to add that high annual savings are occurring due to having just one senior staff member in charge of departments (one General Manager, one H.R. manager, etc.) to the start of this year's budget message. Board of Directors reminded the team to message to the public that OLWS has the best tasting water, a grade "A to A-" infrastructure and that our rates support low water loss from leaks (at 10% leakage), and that we are constantly looking for further efficiencies. Comment to remember that there were many publications that stated various projections and goals for approving the consolidation.

5. Adjourn

Regular Board of Directors Meeting March 20, 2018, 6:00 p.m. (delayed to 7 p.m. due to Budget Meeting)

1. Call to Order and Flag Salute

Board President Nancy Gibson called the regular meeting to order at 7:00 p.m. and led the pledge of allegiance.

2. Call for Public Testimony

After the pledge, President Gibson called for public testimony. Eugene Whitley thanked the employees of OLWS for their kind and considerate service to him at the front counter. He referred a question from the public about the consolidation of the offices and office space. He requested that the Board and Staff communicate out to the public about why decisions are being made (usually due to financial savings) about the consolidation, including where to locate or relocate the office space.

3. Presentation from Oak Lodge Community Emergency Response Team (OLCERT) and Oak Lodge Water Services Regarding Provision of Water During Potential Emergencies

This agenda item was moved up due to time considerations for the OLCERT presenters. Field Operations Superintendent Todd Knapp introduced the OLCERT team to the Board. In 2013 the Water District researched the need for emergency water provision and purchased several emergency water filters to help increase community resiliency. The Oak Lodge Community Emergency Response Team represents program of a trained community-based network that supports water provision during extreme emergencies with water shortages. OLCERT coordinators Greg Wenneson and Jackie Brown presented to the Board (refer to Power Point presentation in Board Packet). Questions included: Need for liability insurance – Director Williams suggested that OLWS District might be able to cover liability for volunteers of an affiliated agency and that staff could look into the

possibility. Question about coverage east of McLoughlin Blvd and Director Williams suggested looking at the Schoolyard Farm cistern located at Candy Lane ES as well as local active streams on that side of 99E. Talk to her or Terry Gibson about becoming Water Stewards for that area. Greg Wenneson requested three more hurricane water filters, buckets, spare parts for the kits that go along with the water filters. Their financial request went into the 2018 budget and staff will follow up on liability insurance and circle back to present again at a future meeting.

4. Consent Agenda

- **February 2018 Financial Reports**
 - i. **Approval of February 2018 Check Run**
- **February 20, 2018 Board Meeting Minutes**

Director Fisher requested approving the minutes from the Consent Agenda and following up on them in the Executive Session.

Director Williams asked about page 5 of the Budget Report concerning the high expense of electricity. Financial Director Kelly Stacey responded that this expense was miscoded into the incorrect category and it will be amended in the system.

Director Fisher moved to withdraw the minutes of the February 20, 2018 Board Meeting from the consent agenda. Director Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

Director Fisher moved to approve the consent agenda with the February 20, 2018 Board Meeting minutes removed. Secretary Keil seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

5. Shared Emergency Radio Partnership with Clackamas River Water

Field Superintendent Todd Knapp presented information about the shared radio partnership with CRW, referring to his board report. He shared photos and highlighted details about the partnership, including that there is no current cost to the District (although there is an option to purchase 18 additional radios to support the two included units). Questions included: whether the District would have any liability and we would not. In the event of an outage, how many outside agencies would OLWS have connection with? Don Bunyard from CRW answered (and Director Gibson elaborated, having participated in some CERT demonstrations) that connections would include two partners, and the possibility of linking four water agencies and supporting coordination among water provider agencies within the coverage network. Keeping costs low is a priority, after coverage and connection.

Treasurer Fisher moved to approve the IGA with Clackamas River Water and to direct District Staff and the District Attorney to finalize the agreement and authorize General Manager Sarah Jo Chaplen to sign. Director Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

6. Boardman Wetland Property Transaction with North Clackamas Parks and Recreation District

District Engineer Jason Rice presented information about the Boardman Wetland Property Transaction with North Clackamas Parks and Recreation District as written in his Board report. At least 15 bids have come in for the first leg of the project. The agenda item focused on partnership with North Clackamas Parks concerning a land transfer of the property now in order to transfer the land to Parks. This will allow them to apply for the Nature Play Park grant this year. If the grant is not awarded/the play park will not be built, and the land will be transferred back to OLWS. The Parks District will pay for the land and all of the costs of the Nature Play Park being developed. The District will not shoulder any burden of the cost of the project except possibly for the cost of the Title Insurance.

Director Martin moved to approve to direct the District's attorney to work with staff and NCPRD to finalize the PSA and to authorize the Board President to sign the PSA and take all actions necessary to complete the transaction. Treasurer Fisher seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

7. PERS Unused Sick Leave Program and Resolution 18-02.

Payroll and Human Resources Manager Aleah Binkowski-Burk presented information in her staff Board report including Resolution 18-02. The unused sick-leave program is a way for PERS to calculate sick leave for Tier I or II. If eligible staff have unused accrued sick time OLWS reports that amount to PERS and then that amount is calculated within their average calculation for their benefits. This does not change the amount that OLWS pays into PERS, it just changes what we report to PERS upon staff separation. It only applies to Tier I money match. It raises the cost of the benefit in an aggregate sense, but only on the full formula. It is a system cost increase, but it's done throughout the state for Tier I employees who are not on the money match program. Public comment that PERS may or may not choose to participate once we report the number.

Director Martin moved to approve Oak Lodge Water Services District's participation in the Oregon PERS Unused Sick Leave Program. Director Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

8. River Road / Walta Vista Project Update

District Engineer Jason Rice presented his Board staff report as printed in the packet and updated the Board that the fiscal impact has gone up since the project was first presented. He recommended moving the project to an unfunded list until after the District is able to poll the interest of the public, in time to inform the FY2020 budget.

Questions included: how to repopulate the committees in order to bring forward new leadership from the community. Staff agreed and suggested consolidating the committees into one in order to pull together interest and support, possibly as a "Utility Advisory Board". He shared information about possible partnership with Clackamas County DTD including that WES will also be polling interest in service in conjunction with rates from the community within the next year. President Gibson elaborated on the large fiscal need that DTD currently has. Director Martin suggested that the County might look to the District to raise rates and maintain the storm system as well as roads, simply because the District could do that directly, and that simply raising the rates is not always the best way forward for OLWS. General Manager Sarah Jo stated the conversations with Clackamas County have been progressing forward amicably and she believes that we will come out with a positive partnership.

9. Department Reports

- **Finance Report:**

Finance Director Kelly Stacey reported that the billing team has been busy implementing utility billing on Accela and working out the kinks. Staff has been working at a very advanced level and they are managing the level of calls and preparing to bill the second cycle. The District started online billing and there was a large and immediate signup for electronic billing, many of them also interested in paperless billing.

She presented a document (added to the Board Packet) concerning the current fiscal savings associated with the District's consolidation and there has been a positive response from the community, in particular at the CPO meetings.

Director Martin asked for clarification on the consolidation savings document, in that the annual savings is around \$360,000. Finance Director Stacey added that ongoing costs associated with a joint billing, joint auditing, joint software savings, etc., will also be reflected. General Manager Chaplen outlined that this summer Staff would present an overall review of the actual annual/ongoing savings and they will ask for feedback from the Board about whether the costs are true savings, one-time or ongoing. The Board was supportive and willing to help.

- **Field Operations Report:**

Field Operations Superintendent Todd Knapp highlighted the Board Packet information from his report. Cleaning numbers feel short due to weather and sickness. He will be cross training some staff on sewer/water and was encouraged by Director Williams. On the water side they have been replacing hydrants. There were no questions.

- **Plant Operations Report:**

Plant Superintendent David Mendenhall mentioned that he has learned a lot since starting, in particular through preparing several annual reports. He shared that OLWS produced 323 dry tons of biosolids for land application this year and 190 tons of biosolids last year. We are continuing to reduce the inventory of the volume of the solids and continuing to have the plant run as more of a conventional activated sludge method. Recently our Sludge Retention Time (SRT) was up around 100 but we have brought that down to 30 and the goal will be about 15-20.

He pointed out that he borrowed the T.V. crew from the field (water) team, which has been very helpful. He elaborated on the photos from the Board Packet. On the flow/rainflow comparison, the average flow this year was much lower than last year and on the Effluent Water Quality the spikes were due to having to drain a clarifier and that the spikes didn't hurt the permit.

- **Technical Services Report:**

District Engineer Jason Rice highlighted that the Boardman Project is out to bid. He has started the conversation with the plant Staff concerning the driveway to the influent pump station. There is a chance that the water field staff will be able to perform that project, and if not the District will put it out to bid. He mentioned how the cost of contractors is very high right now, and that they are all quite busy.

10. Call for Public Comment

Call for public comment. There were no comments from the public.

11. Business from the Board

Director Williams highlighted the last Jennings Lodge CPO meeting from the last month. There are changes afoot on the ERC property in terms of funding things like historical keepings. He shared that Finance Director Kelly Stacey did a great job presenting to the group about the billing changes.

Director Martin went to the Sunrise Water Authority Board meeting. One of the Board members has resigned, and they will be looking for a new Board member.

Treasurer Fisher was not able to attend the Oak Lodge CPO meeting because he was sick.

Director Gibson highlighted there was no Consortium meeting last month. There will be a Commission meeting March 21 at 6:00 p.m., open to the public. They will be discussing Intergovernmental Agreements. There was a C4 meeting focused on transportation, reviewing a project on Highway 43 project as well as a feasibility project about a pedestrian/bike bridge connecting Lake Oswego with Oak Grove. This project came in very high with the community in the Metro area. C4 voted to fund the feasibility project.

Vice President Keil will share the Laura Edmunds email summary of the short legislative session.

12. Adjourn Regular Meeting

President Nancy Gibson adjourned the regular meeting 7:30 p.m.

13. Recess to Executive Session

Convene Executive Session under ORS 192.660 2(e) to consider real estate.

The Chair convened the Executive Session at 7:39 p.m.

Executive Session – Minutes

Present: Board Members, General Manager Sarah Jo Chaplen, District Engineer Jason Rice, District Human Resources and Payroll Manager Aleah Binkowski-Burke, District Attorney Tommy Brooks

The District's Attorney gave an overview of the scope of, and process for, holding Executive Sessions under the state's public meetings laws. Board members asked clarifying questions based on their prior experiences.

The General Manager provided a summary of the District's prior efforts to negotiate the purchase of a piece of property. In response to questions from the General Manager, the District's Attorney provided a summary of the District's general legal authority to use eminent domain powers.

No decisions were made during the Executive Session.

The Chair adjourned the Executive Session at 9:42 p.m.

14. Adjourn Executive Session-Reconvene Public Meeting at 9:43 p.m.

Board may take action if necessary. Director Martin elaborated that the General Manager Sarah Jo Chaplen will start the process of condemnation and exploring it with the attorney if needed.

Treasurer Fisher moved to instruct the General Manager Chaplen to initiate the beginnings of a condemnation process tangent to our property. Secretary Keil seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

15. Adjourn Regular Meeting

President Nancy Gibson adjourned the regular meeting at 9:44 p.m.

Respectfully submitted,

Sarah Jo Chaplen
General Manager

Date: _____

Nancy Gibson
President, Board of Directors

Date: _____

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Boardman Wetland Construction Contract
Item No.: 4
Date: February 17, 2018

Action Requested

Authorize the General Manager to sign a contract with James W. Fowler Co. in the amount of \$3,167,665.75 for the construction of the Boardman Wetland Complex.

History

June 2016 The Board Authorized signature of an IGA with Metro to receive \$362,012 in grant monies for the project.

 The Board also approved a contract with HDR Engineering for the design of the Boardman Wetland Complex in the amount of \$452,280.

March 2017 Staff gained approval from the Board to work with NCPRD in applying for an Oregon State Parks Grant for the funding of a Nature Playground on the northern Addie Street Lot.

June 2017 The District Board adopted the 2018-2023 Capital Improvement Plan and the 2018/19 Budget, including the 2018 Water Master Plan.

March 2018 The District Board authorized the signature of a Purchase and Sale Agreement of the Wetland Properties to enable NCPRD to apply for a State Park Grant.

Background

The 2018-2023 Capital Improvement Plan identified the Boardman Wetland Complex to be completed in the 2018 Fiscal Year. However, due to an unexpected General Manager retirement and the Technical Services Manager filing in as Interim General Manager, the Board along with Staff agreed to postpone bidding the Wetland Project one year to March of 2018.

As agreed upon, staff bid the project in the Daily Journal of Commerce (DJC) on March 14th, 16th and 19th of 2018. Staff was also able to obtain a Pre-bid sign in sheet for a similar project and personally emailed each contractor to make sure they were aware of the District's advertisement in the DJC.

To ensure proper attention to the site's unique characteristics, a mandatory on-site pre-bid meeting was held on March 22nd. Eleven contracting firms attended the meeting along with supply vendors and NCPRD Staff. During the meeting, staff walked the site with the group and discussed items such as the site conditions, specific bid items and the potential for NCPRD to add a Nature Playground to the project if an Oregon State Park Grant is awarded.

The Boardman Wetland Complex went through a competitive bid process in accordance with the District's Public Contracting Rules. The District received 4 bids before the April 5, 2018 2:00pm bid opening. The following table is a summary of all the bid amounts as well as the engineer's estimate:

<u>Contractor</u>	<u>Bid Amount</u>
James W. Fowler Co.	\$3,167,665.75
Catworks Construction	\$3,345,140.00
LKE Corporation	\$3,682,655.00
PCR Inc.	\$4,119,371.00
HDR Engineering Estimate	\$2,420,000.00

Among the individual bid item discrepancies between the Engineer's Estimate and the low bid were mobilization (\$139,124) and Boardwalk and abatement piles (\$248,886). Mobilization is more difficult to pin down exactly why the contractor chose to load up this particular item, but the assumption with the piling price discrepancy is due to current steel prices. Staff was told by a piling supplier that unless you are purchasing the steel within 30 days, the price is not guaranteed; hence why all of the bidding contractors may have over bid this item in order to protect themselves. There were other items that were both higher and lower than the engineer's estimate, but in general, these were the two largest.

The low bidder, James W. Fowler Company, has been in business in the Oregon since 1972 and has worked on: both water and wastewater treatment facilities, fish hatcheries and passage projects, bridge and highway interchange projects, utility placement including pipe bursting. More recently, and more noticeable to this District is the fact that James W. Fowler Co. just wrapped up the Valley View Water Reservoir Seismic Upgrades. District staff was pleased with not only the quality of the work but also the company's ability to work with staff on making necessary changes to the project to meet budget.

Alternatives and Fiscal Impacts

1. Decline to Award Bid

This option would not spend any additional capital dollars but would not achieve the District's goal of having the Boardman Wetland Complex constructed.

2. Re-bid project at a later date

This option could be selected if the Board felt as though there was potential for a lower bid to be obtained. Bidding at a later date would require extending the Army Corps/DSL Joint Permit one additional time at a cost of approximately \$1,100.

Staff does not believe that rebidding the exact same project will yield lower bids.

3. Award the Contract with the Direction of cutting specific Bid Items

The District could award the contract while providing direction to cut specific items from the contract to get closer to the anticipated Engineer's Estimate. However, the only items that could be cut that are of the same order of magnitude would be the boardwalk. Staff could also negotiate to remove parts of items or change specifications on certain items to save money; however, if any items were to be cut or modified staff would need to negotiate with the contractor and likely pay upwards of 50% of the profit the contractor would have made if the work were to be completed as bid.

A few notes about cutting the boardwalk completely. First, NCPRD used the cost of constructing the Boardwalk as match to their grant application with State Parks. Cutting from this item would lessen their match unless NCPRD came up with other funds.

Second, If the District were to remove too many recreational elements from the site, NCPRD staff has mentioned their interest in the site declines because without recreation, the site is less likely to meet their District's goals.

If any cuts are to be made to the pathways, staff suggests attempting to modify the design to find cheap alternatives before cutting it completely.

4. Award the Contract as bid

This option constructs the project as bid and does not affect NCPRD's ability to obtain their grant with Oregon State Parks.

Boardman Wetland Complex Project Accounting

(assuming project is awarded as bid)

	Revenue		
	<i>Fiscal Year 18</i>	<i>Fiscal Year 19</i>	<i>Combined FY</i>
<i>Metro NIN Grant</i>	\$ 60,000	\$ 302,000	\$ 362,000
<i>Land Sale (N. Addie Lot)</i>		\$ 250,000	\$ 250,000
<i>*NCPRD Reimbursement</i>		\$ 360,000	\$ 360,000
<i>Total</i>	\$ 60,000	\$ 912,000	\$ 972,000

	Expenditures (Construction Contract)		
	<i>Fiscal Year 18</i>	<i>Fiscal Year 19</i>	<i>Combined FY</i>
<i>Sanitary Capital Fund</i>	\$ (100,000)	\$ (300,000)	\$ (400,000)
<i>Stormwater Capital Fund</i>	\$ (300,000)	\$ (2,467,665)	\$ (2,767,665)
<i>Total</i>	\$ (400,000)	\$ (2,767,665)	\$ (3,167,665)

	Budget for this Project		
	<i>Fiscal Year 18</i>	<i>Fiscal Year 19</i>	<i>Combined FY</i>
<i>Sanitary Capital Fund</i>	\$ 100,000.00	\$ 300,000.00	\$ 400,000.00
<i>Stormwater Capital Fund</i>	\$ 300,000.00	\$ 1,500,000.00	\$ 1,800,000.00
<i>Total</i>	\$ 400,000.00	\$ 1,800,000.00	\$ 2,200,000

	<i>Fiscal Year 18</i>	<i>Fiscal Year 19</i>	<i>Combined FY</i>
<i>Expenditures</i>	\$ (400,000)	\$ (2,767,665)	\$ (3,167,665)
<i>Revenue</i>	\$ 60,000	\$ 912,000	\$ 972,000
<i>Total Overall Construction "Cost"</i>	\$ (340,000)	\$ (1,855,665)	\$ (2,195,665)

** Reimbursement occurs if Oregon State Parks Grant funds are granted. If grant is not awarded, construction won't occur, and total construction contract lessens by same amount.*

Concurrence

Technical Services staff coordinated with the following groups during the development of the project design:

- Boardman Wetland Community Council (conception and design)
- Briar Ridge Estates (design)
- Metro (design and site use)
- OLWSD Operations (design)
- NCPRD Staff (design and future Maintenance)
- Clackamas County Development (site development permit)
- Army Corp and Oregon Department of State Lands (fill permit)

Work Load Impacts

Project Management and inspection of the Boardman Wetland Complex would be accommodated within existing workloads.

Suggested Board Motion

“I move to approve our General Manager to sign a contract with James W. Fowler Co. in the amount of \$3,167,665.75, for the construction of the Boardman Wetland Complex.”



STAFF REPORT

To: Board of Directors
From: Aleah Binkowski-Burk
Agenda Item: Acceptance of Oak Lodge Water Services Employee Handbook
Item No.: 5
Date: April 17, 2018

Action Requested

The District needs a policy manual applying to all staff including union and nonunion members. The employee handbook sets out the policies pertaining to District employees. The Board of Directors is the approval authority for this publication.

Background

Approve the District's employee handbook. This handbook represents the essential policies for the combined District, and not the entire policy manual. The District will continue to keep the handbook updated and will add to it in the future. Up to this time the District has been operating under both the former Water District and the former Sanitary District's employee handbooks. Creating a handbook that carefully and thoroughly combines not only the policies, but the culture of both former districts while considering the type of culture and work environment we hope to create has been a slow and methodical process. Every policy had to be carefully analyzed to ensure compliance with local, state and federal laws while balancing the needs of this newly formed District.

With a half of the management staff being new to the district, including the General Manager and the Human Resources Manager, it has taken time for the new management to learn the operations, existing culture, and current policies. Without a solid understanding of the District and the Union contract a comprehensive handbook could not be crafted. Our overriding goal when creating employment policies is to create a guide for the fair and equitable application of practices for all managers and staff members.

Suggested Board Motion

"I move to approve Oak Lodge Water Services' Employee Handbook."

Attachments

1. Oak Lodge Water Services Employee Handbook

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: March Finance Department Report
Item No.: 6a
Date: April 17, 2018

Below is an update of various efforts of the Finance/Administration department:

Accela implementation:

March continued the Utility billing implementation. The month ended with the first billing of Cycle 1. All cycles have been billed and the administration staff is working hard to get all the clean-up work done. I want to again say thank you to all the Administrative Staff. I appreciate everyone and especially Elaine and Rebecca for far exceeding expectations in getting the first joint bill in the mail. They have been doing upper level corrections that is typically held off until the users have years of experience. Accela has commented on the high level of knowledge which has been a great contribution to the overall implementation. It is encouraging to have affirmation of the dedication of our staff.

We have started the Fixed asset implementation which is simple compared to what we have done so far. It is a matter of filling out a template and uploading the information. The auditors talked with us earlier this year about cleaning up our fixed asset list before we add it to the new system. Jeff is working on this and the template.

Budget:

Much of the month of March has been filled with budget preparation. At the writing of this report, we are continuing with Budget Committee meetings with hopes of having the budget approved soon.

We have worked hard to keep the budget committee informed and engaged in the process because their feed-back is essential as we develop the budget. It is my intention to have regular budget meetings throughout the year to keep them involved.

STAFF REPORT

To: Board of Directors
From: Todd Knapp, Field Superintendent
Agenda Item: Field Operations Report
Item No.: 6b
Date: April 17, 2018

Background

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Operations Administration

Things are looking a little better this past month for the collections crew, since we started cross training, this despite having the crew attend short school for three days, along with equipment malfunctions and pump station maintenance.

Clay has enjoyed working with the collections crew, learning the many aspects of TV inspections and Hydrocleaning, teams are fully able to appreciate each other's jobs.



Water crews have begun the installation of approximately 350' of 6" ductile iron main off Meldrum Ave, this installation eliminates about 1,100 feet of dead end main, while providing improved fire flow and water quality.

Field Operations Monthly Report for March 2018

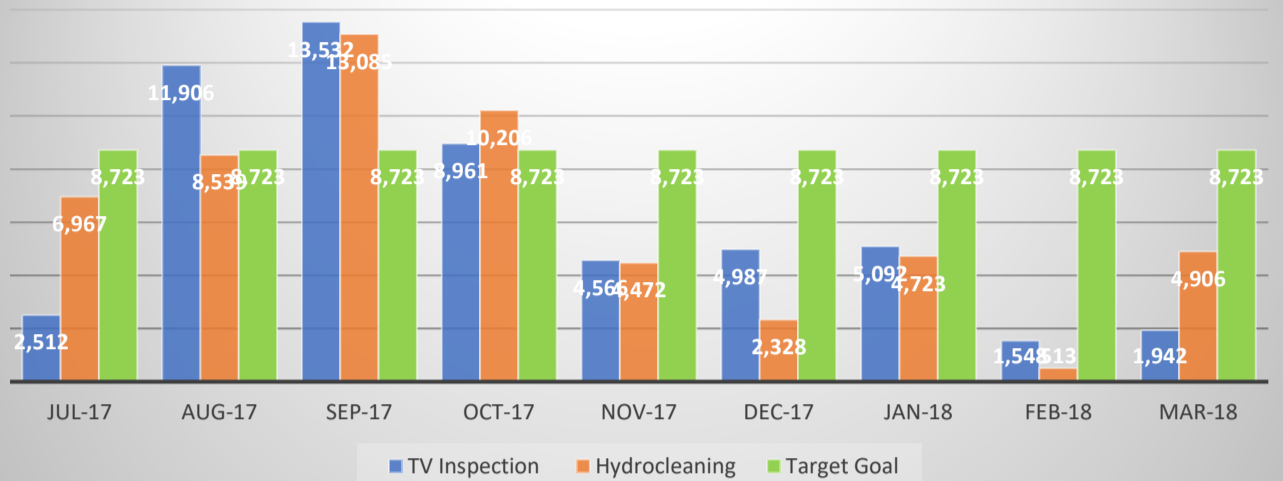
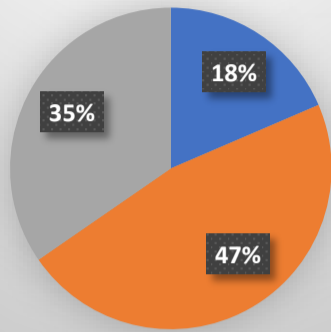
Highlights for the month:

- Began the installation of 350' of 6" Ductile iron pipe.
- Meters replaced, services and leaks (See chart)
- Collections team still forging ahead despite challenges.
- Cross training on both sides, water and collections.
- Water consumption for **March: 66,754,000 Gallons** (below the 10-year average of 67,087,500) (See metered monthly consumption chart)

Oak Lodge Water Services Collections Report

Current Month

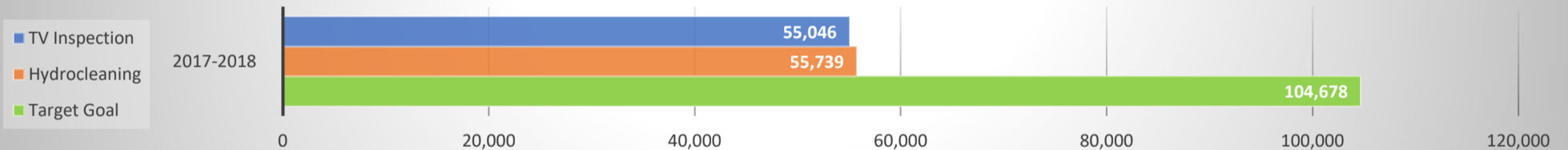
■ TV Inspection ■ Hydrocleaning ■ Grease Line



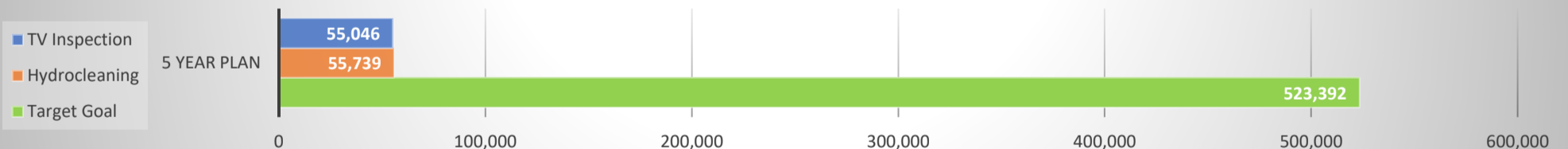
Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	To Date	Monthly	Yearly	5 Year
	Totals	%	%	%												
TV Inspection	2,512	11,906	13,532	8,961	4,566	4,987	5,092	1,548	1,942				55,046	22.26%	52.59%	10.52%
Hydrocleaning	6,967	8,539	13,085	10,206	4,472	2,328	4,723	513	4,906				55,739	56.24%	53.25%	10.65%
Target Goal	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723	8,723				78,508	100.00%	75.00%	15.00%
Grease Line	3,625	5,105	3,276	3,625	10,227	3,859	3,625	4,757	3,625				41,724			

Total Feet 523,392
Target Per Year 104,678
Target Per Month 8,723

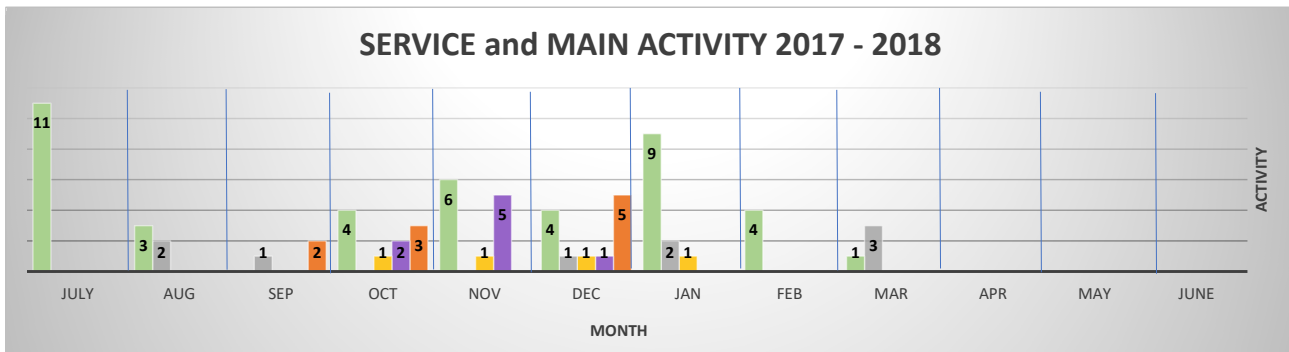
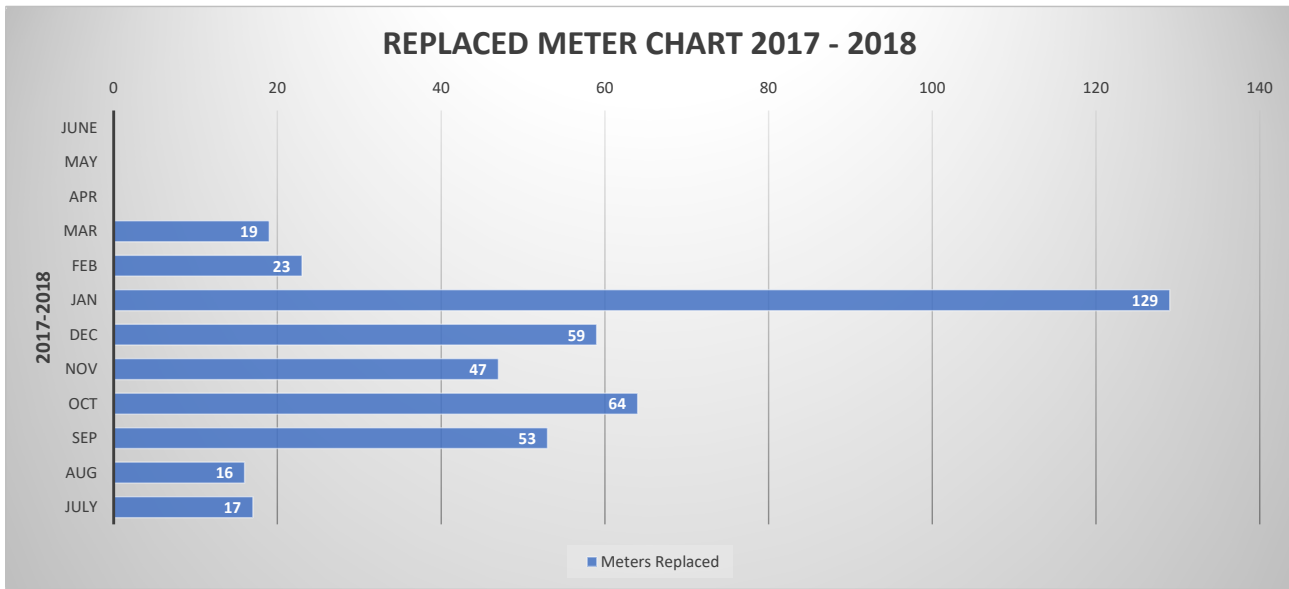
Yearly Progress



5 Year Plan Progress

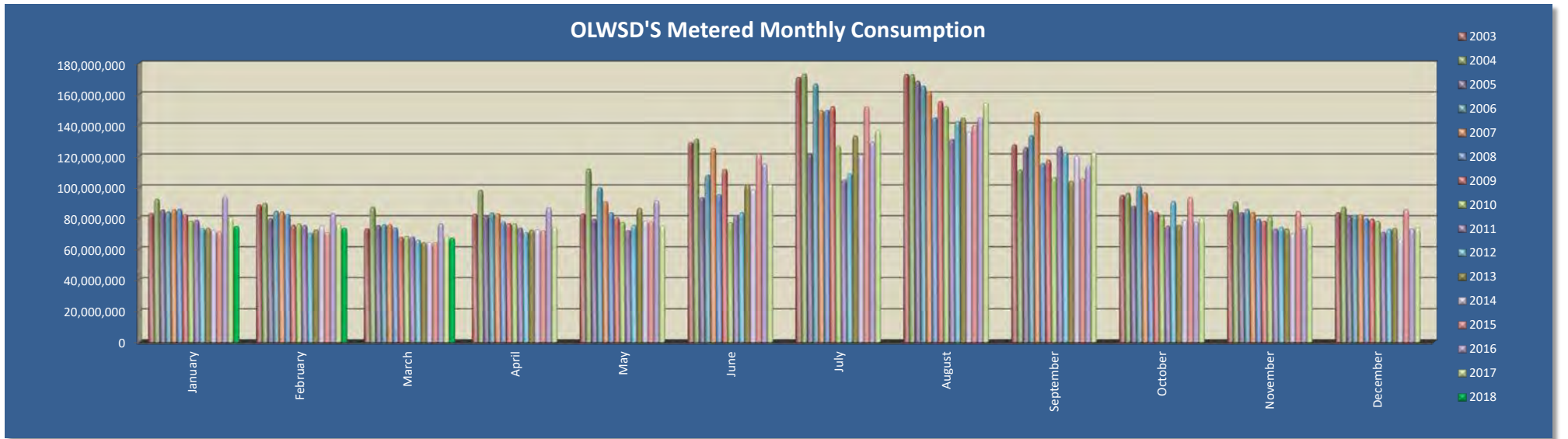


Oak Lodge Water Services Water Report



Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2018	June						
2018	May						
2018	Apr						
2018	Mar	19	1	3			
2018	Feb	23	4				
2018	Jan	129	9	2	1		
2017	Dec	59	4	1	1	1	5
2017	Nov	47	6		1	5	
2017	Oct	64	4		1	2	3
2017	Sep	53		1			2
2017	Aug	16	3	2			
2017	July	17	11				
Yearly Total		427	42	9	4	8	10

Year	Month												Total Yearly Con	Average Daily Demand
	January	February	March	April	May	June	July	August	September	October	November	December		
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000	154,085,000	122,113,000	79,860,000	75,718,000	73,584,000	1,115,381,000	3.06
2018	74,389,000	73,219,000	66,754,000											
2019														
2020														
10 Year Average	78,644,686	74,491,600	67,087,500	74,892,472	79,344,528	98,367,395	130,974,633	144,196,300	114,949,700	81,731,800	75,820,200	75,012,114		10 Year ADD
														3.01





Staff Report

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations
Item No.: 6c
Date: April 17, 2018

Background:

The Board has requested updates at the Regular Meetings of the Board on the status of the District's Operations.

Water Reclamation Facility Operations

March continued the drier winter trend with only 2.44 inches of rain. The comparisons with last year are dramatic. Last February and March saw 11.64 inches and 6.27 inches respectively. So, our plant hasn't been quite pushed to those limits but is running very stable and has reacted well to the higher flow periods that we have had. We continue to waste extra solids when possible, while allowing for truck servicing, to reduce our solids inventory. 238 tons of biosolids were hauled to Madison Farms for beneficial reuse. We are currently running a Sludge Retention Time (SRT) of 25 days, getting very close to our target of 15-20 days. The settling in the clarifiers is very good. All permit limits were met for the month. (see graphs 6c (i)&(ii) below)

Another milestone related to plant performance was submitting the application for the Peak Performance Platinum award to the National Association of Clean Water Agencies (NACWA). The application was accepted, and we will hear back in May on the status. This would be the first Platinum award for the District which signifies 5 consecutive years of permit compliance. Thank you to Chuck Adams for sorting through a year of data needed for the application.

David Hawkins and Chuck Adams attended The Water Environment School the third week of March. This is an extensive training opportunity done locally at Clackamas Community College and attendees earn CEUs towards the Operator Certifications.

Operations and Maintenance are intertwined in making sure the plant functions properly. Many of the tasks that maintenance performs require coordination with operators to isolate equipment, put alternate equipment in service, monitor troubleshooting on SCADA, and sometimes assist in confined space entry. In March, there were several projects that involved all of that. John Brown replaced bearings on the drum screen which is a single machine that removes grease and insoluble "junk" from the mixed liquor in the aeration basins. This reduces the load on the basins and lets the microorganism concentrate on Biochemical Oxygen Demand (BOD) and

Suspended Solids (SS) removal. So this is important equipment that needs to be back in service in a timely manner and it was. (See photo 1)

I reported last month on the digester pump #2 repair and showed a photo of the creative lifting devices needed. John Krogstad led a project to install two lifting davits which will make it much easier to lift pieces and parts in that area in the future. (see photo 2)

John Brown replaced the tarps on the aeration blower enclosure. The previous tarps were installed to keep dust, debris, and cottonwood clusters out of the room and blowers, but they had reached their useful life and were tattered and no longer anchored down. The new tarps are now in and anchored to the floor to keep them from flapping around and make entry by personnel easier. (see photo 3)

John has also been trying to track down the elusive cause of the intermittent trip out of an aeration basin mixer. He ultimately had Tice Electric come out and test the main feed and they confirmed there was a short in the line. The damaged wire was removed and replaced, and the mixer is back in service. This is the second time in the aeration basin area that wires have been found shorted. This is from the new part of the plant and can either happen when the insulation is chafed during installation or there has been some settling around the conduit. (see photo 4)

Gamma jets are devices that keep grease and debris from building up in pump station wet wells. They are spray nozzles powered by water pressure and rotate in multiple directions. After a couple of years in continuous service in a severe duty location the tightly machined internal parts need to be rebuilt. The plant influent pump station has two of these devices installed and they both need service. Unfortunately, due to the nature of the area, the installation is about 20 feet down inside the wet well where it needs to be removed from its mountings. This is a confined space entry area. John Krogstad did this job and got help from Trevor Lierman and Randy Leniger for the proper confined entry procedure. The heads are now ready to be sent out for rebuilding. (see photo 5)

Another confined space entry was required to check on some problems with the pumps in the filtrate sump pit in the belt press building and other issues were found by John K. There was a problem with the mounting of the rails that the pumps are installed on. As you can see the framing is badly corroded. The mounts for the grating over the pit are suspect as well, so that will be a repair that will need to be done quickly. (see photo 6)

These larger projects are in addition to the preventive maintenance, safety inspections and corrections, pump station rounds, plant rounds and inspections, routine sampling and lab work, and biosolids handling that Operations and Maintenance does on a daily basis.



Photo 1 The inside of the drum screen



Photo 2 The new lifting davit in digester room



Photo 3 New Tarps for Aeration Blowers.

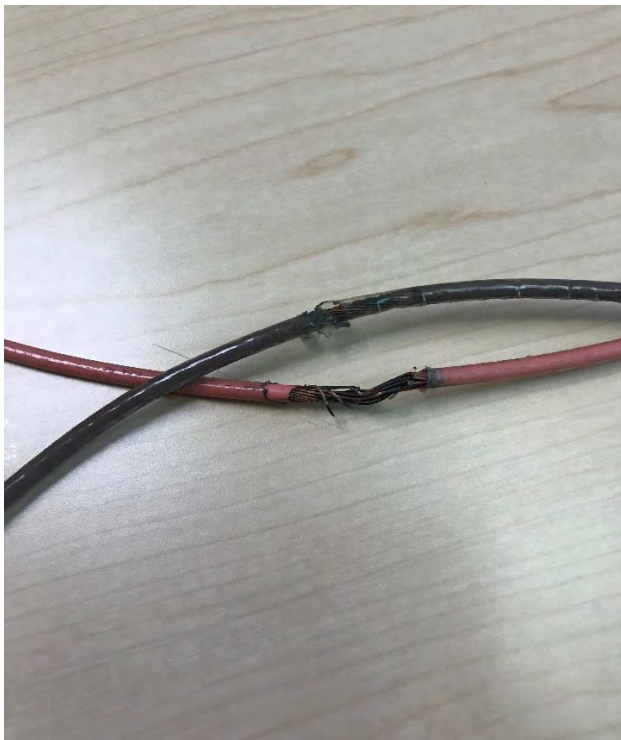


Photo 4 Shorted Wire to Aeration Mixer #6

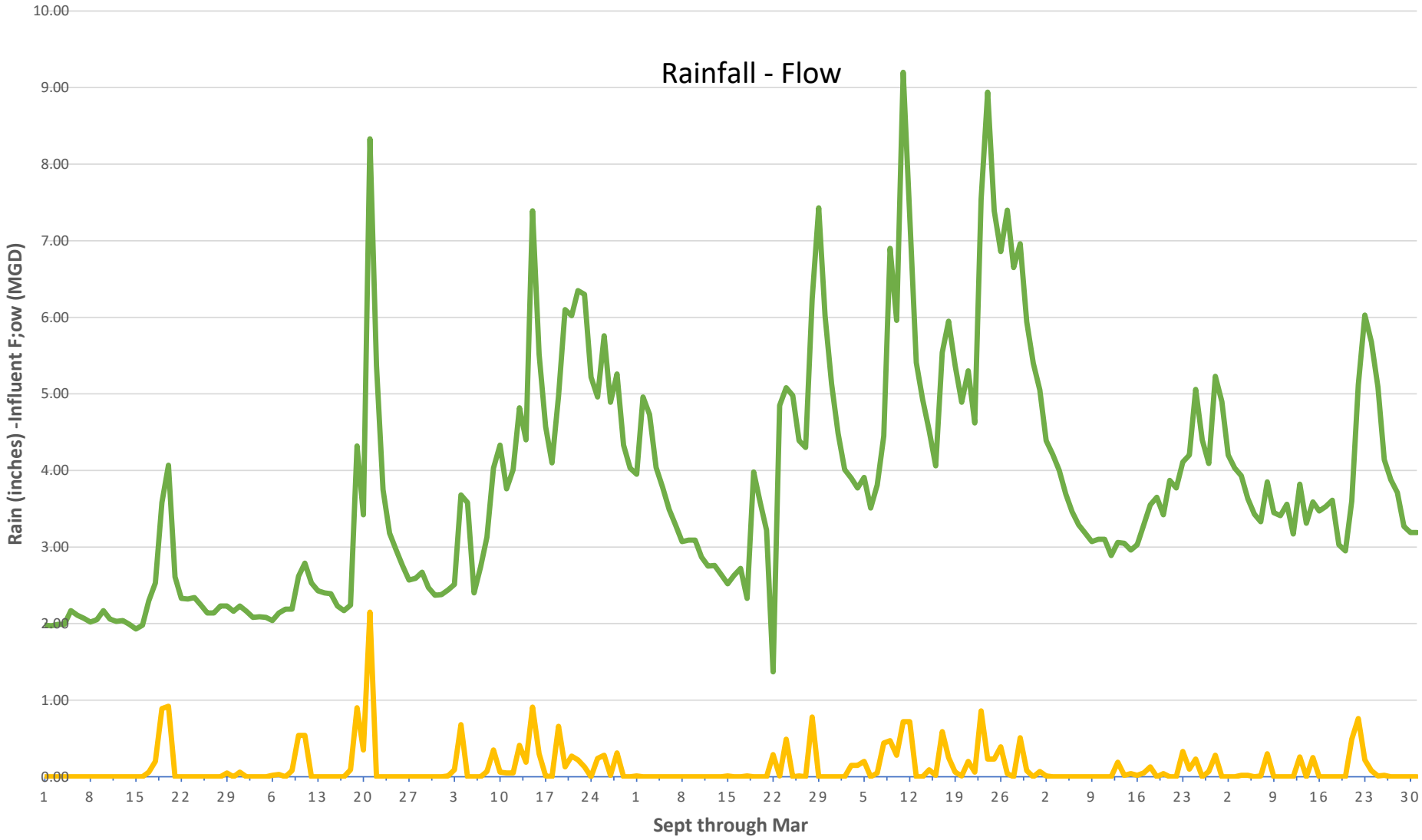


Photo 5 Gamma Jets

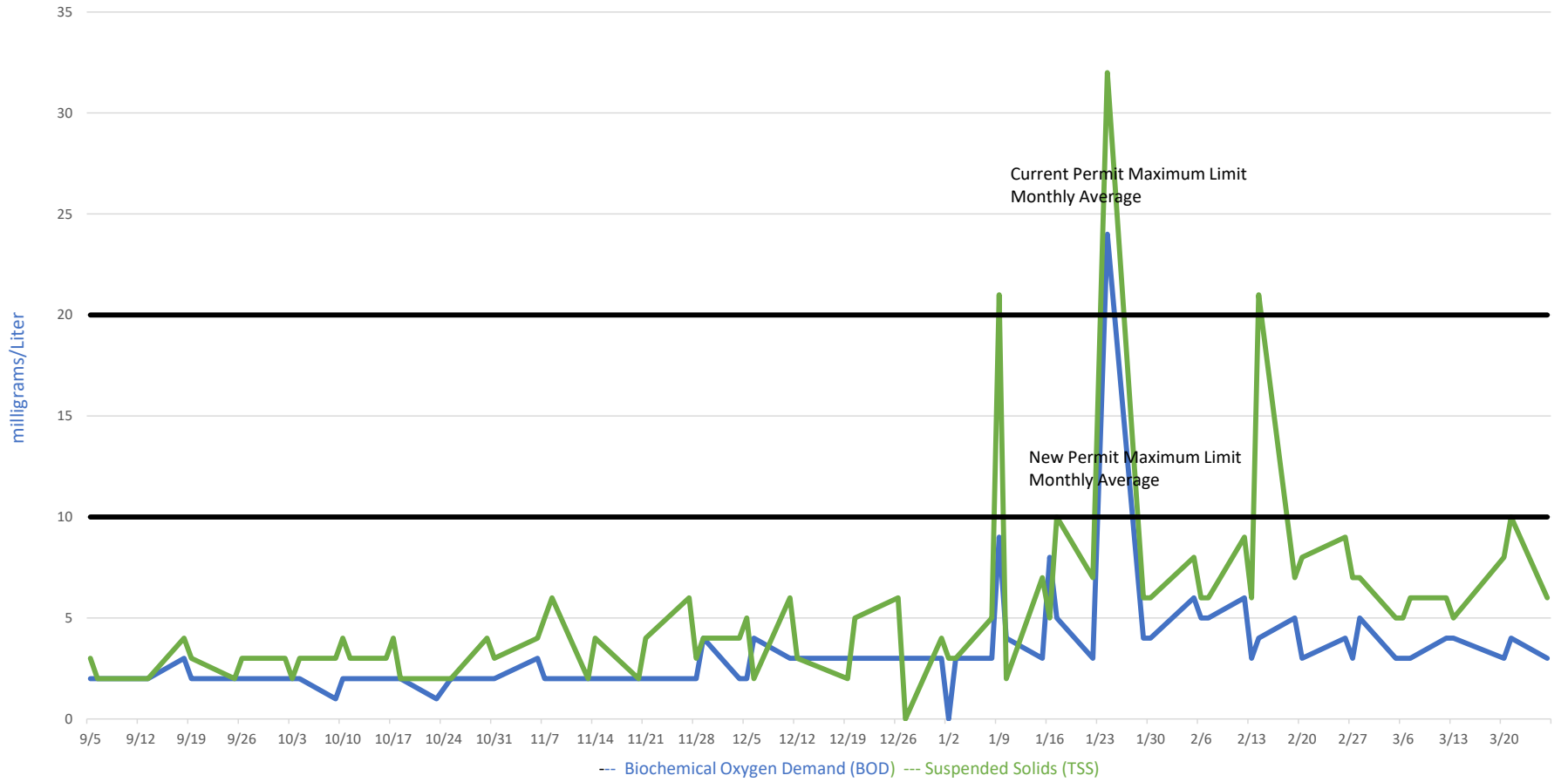


Photo 6 Corroded Support Bar

Rainfall - Flow



Effluent Water Quality



OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Technical Services Report
Item No.: 6d
Date: April 17, 2018

Below is an update of various Technical Services Program efforts:

Capital Improvement Program:

Influent Pump Station Access

Staff is designing a Grass-Crete plastic grid paver for providing crane access to the Influent Pump Station (IPS). This access will enable staff to contract for smaller cranes to pull IPS Pumps, ultimately saving the district money in crane rental fees.

Staff is still looking into performing this construction in-house with Utility Worker Staff, something that was not possible before the consolidation.

Water Master Plan

Staff was able to complete the process of transferring all available data to Water Systems Consulting (WSC). The next steps for this project are:

- WSC is now working on the seismic data analysis
- WSC will schedule field staff interviews for gaining internal, non-documented, knowledge of the system and its performance
- WSC will build a hydraulic model for analysis

Outreach and Education

OLWS Water and Sewer Staff presented information to hundreds of 4th graders and high school students at the two biggest children's outreach events in March: The Children's Clean Water Festival and the Celebrating Water Forum. These events took place on two different college campuses, to expose students to what it might feel like to attend a college someday. Over 800 fourth grade students from all around the Metro area attend these events, which feature information and hands-on activities about water. OLWS is one of the only presenters that include not only clean water and stormwater, but also wastewater in our presentation, which draws teachers to our table, and gives high school student volunteers the opportunity to work with OLWS and present as well.

On April 5th OLWS Outreach and Education Staff conducted a tour of the Water Reclamation Facility for the Willamette View Green Team. It included a focus on the stormwater facility at the entrance of the plant, and a special focus on plants on the campus. It was well-attended, with 20 people signed up for the event, just as large as last year.

Another big event coming up is the North Clackamas Urban Watershed Council's first ever fundraising dinner, entitled *Resilience*, which will be held at Rose Villa's Performing Arts Center on Saturday, April 28 from 5:30-8:30 p.m. Tickets are \$65 per person and there are still seats available. For more information please contact the Director of NCCUW, Andrew Collins-Anderson, at coordinator@ncuwc.org.

This summer there is already one exciting outreach event on the calendar for Saturday, August 18, 2018 from 11 a.m. – 4 p.m. On that day Sarah Jo and Jason will be tabling at the Oak Grove Trolley Trail Festival and would like to welcome Board members to spend some time tabling with them and sharing information with local residents and customers. Last year was very well attended with over 400 people stopping by the table, including several of our Board members. This year, among other items, OLWS will be offering baseball caps with our logo on them, and there will be hats available for Board members to wear during the event so please make sure you get yours beforehand. Consider coming out or stopping by the OLWS table – Sarah Jo and Jason would love to have you!

Permitting

March 2018 Development Activity

	<i>This Month</i>	<i>Last Month</i>	<i>Fiscal Year-to-Date</i>	<i>This Month Last Year</i>	<i>Last Year-to-Date</i>
Pre-applications Conferences	3	1	15	-	-
Hours Spent on Development Review*	-	-	-	-	-
Hours spent on Utility Permits*	-	-	-	-	-
Development Permits Issued	2	3	15	-	-
Utility Permits Issued	6	5	68	-	-
New Sewer Connections	2	4	60	-	-
New Water Services	-	-	-	-	-
Active Erosion Control Permits	39	43	274	-	-
Total Erosion Control Permits Inspected	39	41	272	-	-
Active Construction Permits	19	19	120	-	-
Sanitary SDC Fees Received	\$10,330	\$20,660	\$304,735	-	-
Water SDC Fees Received	-	-	-	-	-
Plan Review Fees Received*	\$836	\$0	\$10,057	-	-
Inspection Fees Received*	\$1,145	\$0	\$18,094	-	-

*Note: Data will be reported with new software system.

Attachments

1. Development Review Status Tracker

<i>Project Status</i>	<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
Complete	15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Sanitary Inspections complete. Erosion Control ongoing (SFD). Awaiting asbuilts. Unknown timeline.	4/1/08
Under Construction	2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a	Erosion Control inspections ongoing. Sanitary Sewer installed. Sewer connections installed. SFDs under construction. Unknown timeline.	4/1/08
Under Construction	5210 SE Roethe Rd.	6-lot Subdivision (5 new homes)	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warranty period ends July 2018. Final SS	4/1/08
Under Construction	13012 SE Oatfield	Proposed subdivision; 9 potential lots. Z0407-16	OLWSD approved plans. Sanitary inspections pending. Expires Sept. 2018	4/1/08
Under Construction	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Jackson's. EC and Sanitary inspections ongoing. Expiration April 2018	4/1/08
Under Construction	13715 SE River Road	Z0399-17 Rose Villa - 28 Homes	Also Z0066-17. OLWSD approval for engineering plans. Sanitary, water and stormwater inspections ongoing. Expires Dec. 2018.	4/1/08
Under Construction	6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	10-lot subdivision. Gladstone Plan Review. Gladstone Inspection. OLWSD receives approved plans and asbuilts and inspection reports.	4/1/08
Under Construction	Willamette View	Riverview Dining Facility Replacement / Expansion; Z0239-17	Plans approved. Expires Oct 2018	4/1/08
Under Construction	SE Manewal at SE Towery LN	Z0157-17_Manewal_South	OLWSD Engineering approval. Z0156-17 (for original tax lot 2300) is now void. Z0157-17 for original tax lot 800 and now east one-half of 2300 is	4/1/08
Under Construction	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln.	3-parcel partition	Z0305-15-M Pubic Main Line Extension. Development approval. Sanitary inspections ongoing. Erosion inspections ongoing. Expires Oct 2018	4/1/08
Under Construction	13755_SE_Schroeder	Rose Villa Units	"The Oaks" PHASE 2B' NET ZERO ENERGY POCKET NEIGHBORHOOD Z0489-17. OLWSD approval for engineering plans. Sanitary, water and stormwater	4/1/08
Plan Review	4281 SE Manewall Lane	A four-lot SFR minor subdivision.	Z0640-16 Lengineering plan Review 1 submitted. County expiration	4/1/08
Plan Review	18121 SE River Rd. (Jennings Lodge Estates)	62-lot Subdivision (Zone Change R-10 to R-8.5 not approved by CC. (Applicant has filed an appeal	timeline. Manewal North Received Engineering Plans 5th plan submittal.	4/1/08
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Approved engineering plans. Expires July 2018	4/1/08
Plan Review	17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	4/1/08
Plan Review	14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration	4/1/08
plan review	5215 SE Roethe Rd	2-parcel partition / 2-year extension Z0014-17. previous Z0555-12-M	Land use comments sent. Awaiting engineering plans. Land Use timeline.	4/1/08
Plan Review	SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Engineering Comments sent (1st review) awaiting second planset. County Land Use Timeline. Erosion control submitted. Under review.	4/1/08
Plan Review	15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use	4/1/08
Plan Review	3260 SE Oak Grove Blvd	130000+ mini storage facility	Timeline. Engineering Comments sent (2nd review) awaiting planset. County Land Use Timeline.	4/1/08
plan review	18107 SE Blanton	6-lot partition	Land Use Comments sent. Awaiting engineering plans.	4/1/08
Plan Review	19421 SE KAY ST	4-10 lots: Subdivision	Land use comments sent. Awaiting engineering plans. County expiration	4/1/08
Plan Review	15314 SE RUPERT DR	7-lot subdivision Z0426-17-SS	Seven-lot minor subdivision for one existing and six new home sites.	4/1/08
Plan Review	13809 SE Linden Ln.	Replace existing home with duplex.	Engineering Comments sent (1st review) awaiting second planset. County Z0064-17-D. Awaiting Engineering Planset. Also included is ZPAC0138-17.	4/1/08
Plan Review	18800 SE MCLOUGHLIN BLVD	Nonconforming Use - Alteration/Verification:	Erosion control issued. some construction activity - preparation only.	4/1/08
Plan Review	18800 SE McLoughlin	Z0542-17 Addition of one vehicle sales stall	Land use comments submitted. Awaiting engineering plans. County expiration	4/1/08
Plan Review	3016 SE COURTNEY AVE	Z0523-17 Parking lot	Land use comments submitted. Awaiting engineering plans. County expiration	4/1/08

Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	17624 SE RIVER RD	Z0471-17 : attached housing	Land use comments submitted. Awaiting engineering plans. County expiration timeline.	4/1/08
Plan Review	4322 SE Pinehurst Ave	Subdivision	Water utility only.	4/1/08
Plan Review	13630 SE Laurie Avenue	Design Review - Rose Villa	Construct Arts building as part of master plan. Received engineering review #1. Under review.	4/1/08
Plan Review	14107 SE Lee Ave	Partition: 2 lots Z0648-17	Land Use Comments sent. County Expiration Timeline.	4/1/08
Plan Review	Willamette View	Multi-family; Z0656-17	Land Use Comments sent. Engineering Review. North Pointe	4/1/08
Plan Review	14928 SE OATFIELD RD	ZPAC0015-18	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2018	4/1/08
Plan Review	SE TORBANK	(RIVER RD – TROLLEY TR) SIDEWALKS PUBLIC IMPROVEMENTS	Clackamas County Project Number: 22243	4/1/08
Plan Review	0	Site Changes / Parking Lot	Oak Grove Elementary (Torbank)	4/1/08
Pre-Application	15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0019-18 Pre-app scheduled for March 21	4/1/08
Pre-Application	ZPAC0130-17 18332 SE Willamette Dr	3-lot partition	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	4/1/08
Pre-Application	ZPAC0131-17 16885 SE McLoughlin	Design Review - Les Schwab	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	4/1/08
Pre-Application	16250 SE MCLOUGHLIN BLVD	Commercial with interior storage	Pre-app comments sent. Awaiting land use application. County timeline.	4/1/08
Pre-Application	22E07CA03003	Partition	Design Review Pre-app to add 32,246 sf commercial space (add 2 stories) to A Partition of the subject property to create two parcels; one of approximately 10,259 s.f. and one of	4/1/08
Pre-Application	17217 SE McLoughlin Blvd	ZPAC0181-18 TI	Pre-application Comments sent. County timeline.	4/1/08
Pre-Application	18107 SE Addie Street	Subdivision: 5 units / 6 lots	ZPAC0096-17 to build 5 units and partition 6 lots	4/1/08
Pre-Application	16920 SE Berghammer	Partition 3 lots	Partition. Pre-app attended/comments submitted. Clack. Co. expiration timeline.	4/1/08
Pre-Application	16800 SE McLoughlin - ZPAC0016-18-DR	Design Review / Commercial	ZPAC0016-18-DR. Auto dealership design review / façade improvements. Pre-app comments submitted. Clack. Co. expiration timeline.	4/1/08



AGENDA ITEM

Agenda Item: Call for Public Comment
Item No.: 7
Presenters: N/A

Background:

Members of the public are invited to address the Board on any relevant topic. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.



AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 8
Presenters: N/A

Background:

The Board of Directors appoints District representatives from time to time to serve as liaisons or representatives of the District to committees or community groups.

Directors assigned specific roles as representatives of the District are placed on the agenda to report to the Board on the activities, issues, and policy matters related to their assignment.



Oak Grove Community Council



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Regular Oak Grove Community Council Business Meeting
March 28, 2018 7:00 to 8:45 pm
Performing Arts Center at Rose Villa, 13505 SE River Road, Oak Grove, OR

AGENDA

7:00 Welcome, Introductions and Officer Reports

7:10 Topics:

- Local business owner: Moonlight Coffeehouse, Pixie Adams. Located in the GG's Restaurant plaza.
- NCPRD (North Clackamas Parks & Recreation District) Melina DeFrancesco: Ongoing plans for the Concord School outreach process. NCPRD Systems Development Charge methodology.
- Oak Lodge Water Services District: Sara Jo Chaplen. New billing process and updates on merger
- Metro Councilor: Betty Dominguez
- LUART: Mike Schmeer
- MAP-IT task forces: Baldwin van der Bijl

8:30 Public comments and announcements

8:45 Meeting Adjourned

Future OGCC Meetings - 7:00 pm at:

Oak Grove United Methodist Church: Apr 25, May 23

Performing Arts Center Rose Villa: Jun 27, July 25

Future OGCC Board Meetings - 6:45 pm at Oak Lodge Fire Station:

Apr 5, May 3, Jun 7, July 5

=====

PRIMARY CANDIDATES FORUM

Presented by Citizens Informed and Aware (CIA)

7:00 pm Wednesday, April 11, 2018

Training Room at Rose Villa Senior Living Center, 13505 SE River Road in Oak Grove

For more details – contact Thelma at Thelma.Haggenmiller@outlook.com or call her at 503/659-5590

Invited candidates

County Commission Position 2 - Louise Lopes, Paul Savas, Peter Winter

County Commission Position 5 - Sonya Fisher

County Clerk - Sherry Hall, Sherry Healy, Pamela White

Metro Council President - Michael Langley, Lynn Peterson

Metro Council Position 2 - Joseph Buck, Betty Dominguez, Christine Lew, Carol Pauli

Thursday, April 05, 2018
6:45 PM – 8:30 PM

Development Services Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

AGENDA

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of March 01, 2018 C4 Minutes
- Update on Co-Chair selection

Page 03

6:50 p.m. Value Pricing Presentation - ODOT

- Fact Sheet and Materials

Page 05

7:30 p.m. Willamette Falls Update

- Staff Memo

Page 10

7:45 p.m. C4 Retreat Agenda Draft Discussion

- Staff Memo

Page 12

8:00 p.m. Updates/Other Business

- JPACT/MPAC Updates
- Housing Needs Assessment (State Funds)
- Other Business

8:30 p.m. Adjourn

General Information



Current Voting Membership

		C4 Exec	C4 Metro	C4 Rural	JPACT	MPAC	R1ACT
Clackamas County	Chair Jim Bernard	●	●	●			
Clackamas County	Commissioner Paul Savas		●	●	●		●
Canby	Mayor Brian Hodson	●		●			●
CPOs	Laurie Freeman Swanson (Molalla CPO)	●	●	●			
Estacada	Mayor Sean Drinkwine			●			
Fire Districts	Matthew Silva (Estacada Fire District)	●					
Gladstone	Mayor Tammy Stempel		●				
Hamlets	John Meyer (Mulino Hamlet)			●			
Happy Valley	Councilor Markley Drake		●				
Johnson City	Vacant						
Lake Oswego	Councilor Jeff Gudman	●	●		●	●	●
Milwaukie	Mayor Mark Gamba		●			●	
Molalla	Mayor Jimmy Thompson			●			
Oregon City	Mayor Dan Holladay		●				
Portland	Vacant						
Rivergrove	Mayor Heather Kibbey		●				
Sandy	Councilor Carl Exner			●			
Sanitary Districts	Nancy Gibson (Oak Lodge Water Services)	●					
Tualatin	Councilor Nancy Grimes		●				
Water Districts	Hugh Kalani (Clackamas River Water)						
West Linn	Council President Brenda Perry		●				
Wilsonville	Mayor Tim Knapp		●		●		

Current Ex-Officio Membership

MPAC Citizen Rep	Vacant
Metro Council	Councilor Betty Dominguez
Port of Portland	Emerald Bogue
Rural Transit	Julie Wehling
Urban Transit	Eve Nilenders

Frequently Referenced Committees:

CTAC:	Clackamas Transportation Advisory Committee (C4 Transportation TAC)
JPACT:	Joint Policy Advisory Committee on Transportation (Metro)
MPAC:	Metro Policy Advisory Committee (Metro)
MTAC:	Metro Technical Advisory Committee (MPAC TAC)
R1ACT:	Region 1 Advisory Committee on Transportation (ODOT)
TPAC:	Transportation Policy Advisory Committee (JPACT TAC)

Thursday, March 01, 2018
6:00 PM – 8:30 PM

Development Service Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

Attendance:

Members: **Canby:** Brian Hodson (Co-Chair); **Clackamas County:** Jim Bernard (Co-Chair); Paul Savas; **CPOs:** Laurie Swanson (Molalla); Marjorie Stewart (Firwood) (Alt.); **Estacada:** Sean Drinkwine; **Gladstone:** Tammy Stempel; **Hamlets:** John Meyer (Mulino); **Happy Valley:** Markley Drake; **Lake Oswego:** Jeff Gudman; Theresa Kohlhoff (Alt.); **Milwaukie:** Mark Gamba; Wilda Parks (Alt.); **Molalla:** Jimmy Thompson; **MPAC Citizen Rep:** Betty Dominguez; **Port of Portland:** Emerald Bogue; **Sandy:** Carl Exner; **Sanitary Districts:** Nancy Gibson (Oak Lodge Water Services District); **Transit:** Julie Wehling (Transit); Dwight Brashear (SMART); **West Linn:** Brenda Perry; **Wilsonville:** Tim Knapp

Staff: Trent Wilson (PGA); Gary Schmidt (PGA)

Guests: Rick Cook (Stafford Hamlet); Charles “Skip” Ormsby (Birdhill CPO); Tammy Stevens (Hamlet Beaver Creek); Jaimie Huff (Happy Valley); Kenny Sernach (Hamlet Beaver Creek); Jessica Larson (Metro); Mike Bezner (Clackamas County); Mary Joe Cartasegna (BCC); John Lewis (Oregon City); Carol Pauli (Oak Grove); Brook Berglund (PGE); David Marks (CCBA); Thelma Haggemiller (Oak Grove Resident); Nancy Kraushaar (City of Wilsonville); Eugene Fifield (Oak Grove Resident); John Schreppel (Oak Grove Resident); Steve Williams (Clackamas County); Mike Mason (ODOT); Mark Ottenad (Wilsonville/SMART); Tracy Moreland (BCC); Megan McKibben (Congressman Schrader)

The C4 Meeting was recorded and the audio is available on the County’s website at <http://www.clackamas.us/c4/meetings.html> . Minutes document action items approved at the meeting.

<u>Agenda Item</u>	<u>Action</u>
Approval of February 1, 2018 Minutes	Approved.
Executive Committee Elections • Staff Memo	Cities and Communities caucused to select their representatives for C4 Executive Committee. Urban Cities selected Councilor Jeff Gudman. Rural Cities selected Mayor Bryan Hodson. Communities selected Laurie Freeman Swanson.

<p>Active Transportation Project Development Funds</p> <ul style="list-style-type: none"> • Memo/C4 Metro Subcommittee recommendation 	<p>Staff presented the recommendation from C4 Metro Subcommittee to endorse the Willamette River Ped Bike Bridge Feasibility Study for the 2019-2021 RFFA Active Transportation Project Development Funds. Project was approved and will be sent to Metro for further action.</p>
<p>Value Pricing Update</p> <ul style="list-style-type: none"> • ODOT Fact Sheet 	<p>Commissioner Savas shared information from the Value Pricing Policy Advisory Committee on Feb 28. A recent report had been shared at that meeting indicating ODOT was advancing 5 preferred value pricing alternatives, none seemingly favorable to Clackamas County and communities. More information to come in future meetings.</p>
<p>C4 Retreat Discussion</p> <ul style="list-style-type: none"> • Memo/Discussion Topics 	<p>Members discussed preferred topics for 2018 C4 Retreat. List included:</p> <ul style="list-style-type: none"> • Willamette Falls Projects Updates • Housing Bond Updates <ul style="list-style-type: none"> ○ Correlation with Housing Needs Assessments • Vehicle Registration Fees • Transportation Bond 2020 • Transit: “What should transit look like in Clackamas County” <ul style="list-style-type: none"> ○ Formation of “own” transit district? • Tolling • Education on how pass-through funding works • Have a broad conversation about what transportation looks like in Clackamas in the next 20 years.
<p>Updates/Other Business:</p> <ul style="list-style-type: none"> • JPACT/MPAC Updates • Other 	<p>No additional business.</p>

Adjourned at 8:20 p.m.



Portland Metro Area Value Pricing Feasibility Analysis

FACT SHEET

We have a congestion problem

It's not your imagination — more people and merchandise are sitting in Portland-area traffic longer. Buses, bicycles and pedestrians also are affected as the system slows. Regional growth has strained the Portland metro area's six major highways — including I-5 and I-205, the primary north-south routes for the state. Congestion and delays are increasing throughout all hours of the day creating unpredictability, costing people and businesses, and increasing crashes.

Not one *single* solution

In 2017, the Oregon Legislature authorized funding to substantially improve area highways, transit, biking and walking facilities, and use technology to make the system work better. The Legislature also directed the Oregon Transportation Commission (OTC) to seek federal approval to implement value pricing on I-5 and I-205 to address the congestion problem.

What is value pricing?

Pricing strategies have been used successfully for years by utilities, sporting events and movie theaters. The cost is determined by how many users want to use a limited service.

Value pricing is a proven tool resulting in faster, more reliable and predictable trips. It has been implemented with success in the United States and around the world.

Value pricing uses fees or tolls to manage congestion. During more congested times of the

day a higher fee is charged, encouraging some drivers to consider other travel options such as alternate routes, carpools, transit or travel at less congested times. This improves mobility for all drivers who pay the fee, and potentially for the entire system. Fees are collected electronically so drivers do not have to stop at toll booths.

The main types of value pricing strategies that will be considered include:

- **Priced lanes**, which give drivers a choice to pay to use the lane to save time or to use the adjacent, unpriced lanes.
- **Priced roadways**, a concept under which all lanes would be priced.

Both types of value pricing tools could be applied to the entire highway or to specific highway segments, which could include bridges.

Implementation of priced lanes in the Portland metro area requires a decision about whether to construct new lanes or convert general travel lanes.

+30,761
MORE PEOPLE

Portland area
population growth
2014 - 2015

+13.6%
MORE CONGESTION

Hours of weekday congestion
in the Portland area
2013 - 2015

+22.6%
MORE TRAFFIC DELAYS

In the Portland
metro region
2013 - 2015

PAC Recommendation Process

	PAC4 April 11	PAC 5 May 14	PAC 6 June 25
Information/ Discussion	Mitigation approaches / current policies	Round 2 concept analysis findings	Refinement of recommendations
Outcome	Identify mitigation opportunities & approaches	Preferred concept(s)	Final Recommendations - Location - Type - Mitigations

OTC meeting July 12	Present the PAC recommendation(s) and hear public comment
--------------------------------	--

HB 2017-10

- a brief overview -

Transportation Investments



Safety, Preservation, Maintenance & Seismic

Raises funds to improve state's bridges, highways and culverts, and make safety and seismic investments.

Provides historic levels of investment to cities and counties for maintenance of local infrastructure.



Multimodal Transportation

Provides funding in the first biennium to Connect Oregon program and directs funds for both the Treasure Valley Transmodal Facility and the MidWillamette Valley Transmodal Facility. Creates a funding mechanism that makes Connect Oregon a permanent program.



Public Transit

Makes new substantial statewide investment in public transit to improve the connectivity and frequency of bus service in rural and urban communities.



Bicycle & Pedestrian

Creates dedicated investments for bicycle and pedestrian commuter paths in Connect Oregon.

Provides \$10 million per year for Safe Routes to Schools increasing to \$15 million in 2023. Plus 1 percent of state highway fund revenue for bike and pedestrian projects on the highway system.



Marine Investment

Provides funding for marine dredging and derelict vessel removal.



Electric Vehicles

Provides \$12 million per year for rebates for electric and other zero emission vehicles to promote their use in Oregon.



Roadside Rest Areas

Adds six rest areas and three state parks to the portfolio of rest areas managed by the Travel Information Council and provides funds to upgrade facilities.



Congestion Relief & Freight Mobility

OR 217: Makes full investment in bottleneck relief.

I-205: Widens northbound I-205 from Powell Boulevard to I-84. Uses technology to ease congestion. Requires planning to widen the freeway from Stafford Road to the Abernethy Bridge.

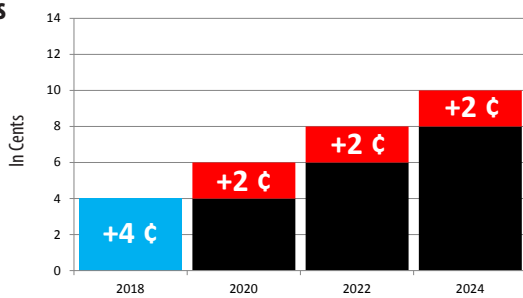
I-5 Rose Quarter: Invests in new lanes to improve reliability and plan for connectivity improvements across the freeway.

Funding Investments

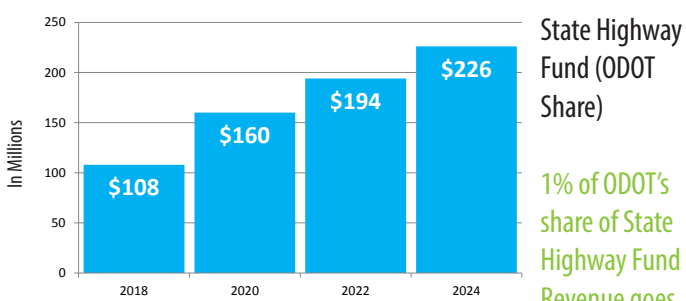
Vehicle Registration Fees, Title Fees, and Fuels Tax

Four increases stair-stepped over six years.

Last three increases conditioned on accountability.

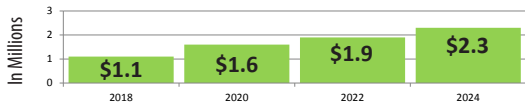


Vehicle Registration Fees, Title Fees and Fuels Tax Annual New Revenue Estimate

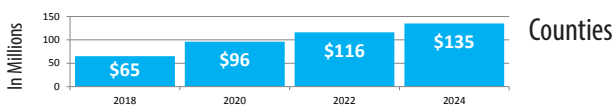


State Highway Fund (ODOT Share)

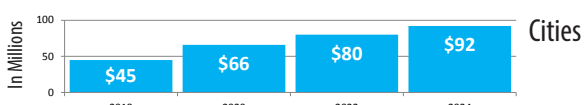
1% of ODOT's share of State Highway Fund Revenue goes to Bike/Ped.



State Highway Fund (Local Government Share)



Counties



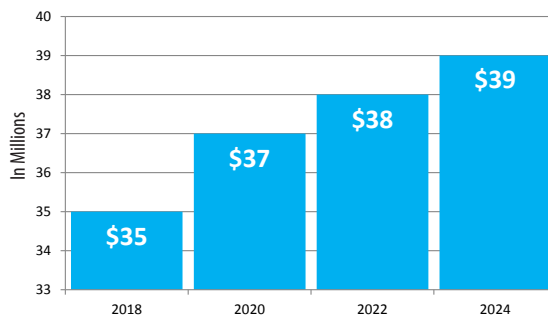
Cities

New Light Vehicle Dealer Privilege Tax



The privilege tax revenue is dedicated to **electric vehicle rebates & Connect Oregon.**

New Light Vehicle Dealer Privilege Tax Annual Revenue Estimate



Bicycle Excise Tax

\$15 fee

Only adult bicycles that cost \$200 or more with wheels 26 inches or larger. The bicycle excise tax is expected to generate an **annual average revenue of \$1.2 million.** Dedicated to bicycle and pedestrian projects in Connect Oregon.

Statewide Payroll Tax

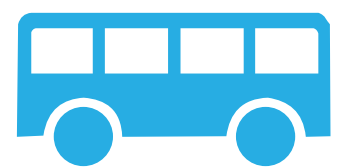
1/10th of 1% of wages, deducted by employer from payment to employee.



A worker earning minimum wage pays:

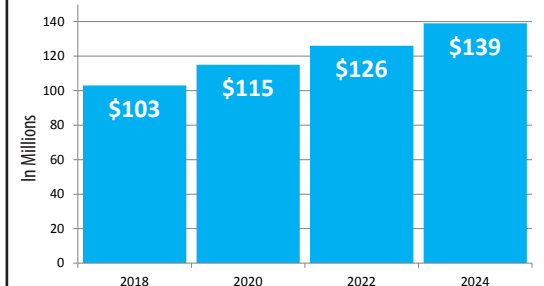
39 ¢ per week About **\$20.28 per year**

The payroll tax revenue is dedicated to



public transit

Statewide Payroll Tax Annual Revenue Estimate



Policy

Accountability

Directs the commission to create a Continuous Improvement Advisory Committee for ODOT, measure and report on transportation system condition for all jurisdictions, create a transparency website, conduct benefit cost analysis for capacity building projects and create a stronger connection between the commission and the internal auditor of ODOT.

Value Pricing

Creates a pathway for use of value pricing to relieve Portland Metro area congestion.

Clean Fuels

Guarantees certainty with cost containment measures in statute for consumer protection.

Use of Salt

Requires a statewide winter maintenance strategy that includes the use of salt.

Jurisdictional Transfers

Transfers Outer Powell Boulevard in Portland, Pacific Highway West in Eugene, Springfield Highway in Springfield, Territorial Highway and Springfield-Creswell Highway in Lane County to local governments. Transfers Cornelius Pass Road in Multnomah and Washington Counties to ODOT.



Portland Metro Area Value Pricing Feasibility Analysis

Join the conversation

We have a congestion problem. The Oregon Department of Transportation is working to improve travel times and get you where you need to go – reliably.

Share your thoughts on five proposed tolling concepts and how congestion pricing could work for the Portland metro area.

Engage online or in-person

Join the online open house conversation April 5 – 19 at www.ODOTValuePricing.org

Drop-in to an open house event

ODOT is gathering community input to inform a proposal for using congestion pricing, also called value pricing, on I-5 and I-205. Learn the latest and lend your voice on how ODOT is analyzing congestion pricing as one part of a comprehensive strategy to reduce traffic congestion.

Thursday, April 12, 5:30 - 7:30 pm

Museum of Oregon Territory
211 Tumwater Drive, Oregon City

Saturday, April 14, 10 am – 12 pm

Ron Russell Middle School
3955 SE 112th Avenue, Portland

Wednesday, April 18, 5:30 - 7:30 pm

Tigard Public Works Auditorium
8777 SW Burnham Street, Tigard

Saturday, April 21, 9:30 am - 12:30 pm

Embassy Suites Airport, Pine Room
7900 NE 82nd Avenue, Portland



www.ODOTValuePricing.org

For more information, contact April deLeon-Galloway
503-731-3117 or april.m.deleon@odot.state.or.us

Memorandum

To: Clackamas County Coordinating Committee (C4)

From: Trent Wilson, Public and Government Affairs

Date: March 29, 2018

RE: Update on Willamette Falls Projects

Overview:

Three separate projects are taking place around Willamette Falls. While these projects include many of the same stakeholders, their work and progress remains on different timelines and include different short-term goals. This discussion will focus primarily on Willamette Falls Legacy Project and the Willamette Falls Locks State Commission. A third section has been added to this memo to capture the current status of the Willamette Falls Heritage Area.

Willamette Falls Legacy Project – *Presented by John Southgate*

The goal of the Legacy Project is to design and build a Riverwalk along the river's edge of the old Blue Heron Paper Mill, providing access for visitors to see and feel Willamette Falls. Oregon City, Metro, Clackamas County, and the State are working together to see this important work move forward. Work is expected to begin in 2019 on Phase 1 of the Riverwalk. The property is owned by a private developer who has granted an easement on the banks of the property for the Riverwalk design, permitting, and construction to move forward. PGE also owns a significant piece of the property required to ensure visitors can reach the falls, and have been extremely helpful in advancing the project. In addition to the Riverwalk, the public partnership supports working with the property owner on future plans of the site to encourage mixed use redevelopment and the return of traded sectors jobs to downtown Oregon City.

<http://www.willamettefallslegacy.org/>

Willamette Falls Locks State Commission – *Presented by Trent Wilson*

The State Commission will have its first meeting on April 4, 2018. The goal of the State Commission identified in SB 256 (2017 State Legislature) is to identify a new owner(s) willing to receive the Locks from the U.S. Army Corps of Engineers (USACE). The USACE are currently undergoing a Disposition Study that will ultimately lead to either a transfer or decommissioning of the Locks. The study is expected to finalize before summer 2018. The USACE have worked closely with local stakeholders to ensure that the possibility of transfer remains open while the state commission works to identify a transferee, but without a transferee the Locks could be decommissioned indefinitely. The State Commission is currently funded to meet for two years.

Willamette Falls Heritage Area

The mission of the Willamette Falls Heritage Area Coalition (WFHAC) is to advocate for and strengthen the identity of the historic working communities around Willamette Falls by preserving and promoting their important and distinctive natural, cultural, scenic, recreational, and industrial resources through public/private partnerships. As a testament to their efforts and the importance of the site, the Oregon Heritage Commission approved state heritage area status for the Willamette Falls Heritage Area in February 2015. WFHAC is working towards designation as National Heritage Area, which encourages historic preservation of the area and would add Willamette Falls to well established list early American heritage locations visited by thousands of people annually.

Memorandum

To: Clackamas County Coordinating Committee (C4)

From: Trent Wilson, Public and Government Affairs

Date: March 29, 2018

RE: C4 Retreat Agenda Blueprint

Registration

Registration for the 2017 C4 Retreat will begin the week following the April C4 meeting. In the past, registrants have wanted to know the details of the retreat before registering. The April 5 retreat discussion of the Retreat blueprint will help produce a marketable retreat agenda that will inform interested attendees and also allow staff the flexibility to build and adjust the retreat as needed. The retreat is currently scheduled for June 29-30, 2018.

Retreat Agenda Blueprint

This blueprint was designed using feedback from the March 1, 2018 C4 Retreat Planning Discussion. The C4 Executive Committee also agreed that based on C4 member feedback, the entire C4 retreat should be dedicated entirely to transportation goals and strategies, with the one exception of potential updates related to the county-wide housing needs assessment or other administrative needs of C4.

Day 1 (Friday, June 29) – 1pm to 6pm

Goal of Day 1: Determine the Shared Transportation Goals of our Communities

- Session 1: Share jurisdiction goals/needs, and discuss county-wide transportation goals
- Session 2: I-205 Project Status
- Session 3: 2020 Transportation Bond – Understanding Current Framework
- Session 4: Transit Goals for Clackamas County
- Dinner

Day 2 (Saturday, June 30) – 8:30am to 2pm

Goal of Day 2: Determine the shared Transportation Strategy for our Communities

- Breakfast discussion: “What does success look like?”
- Session 5: 2020 Transportation Bond – Discussing Clackamas County’s goals for the Bond
- Session 6: VRF
- Session 7: Funding Strategy
- Lunch discussion: TBD