

Oak Lodge Water Services District
Minutes of Regular Meeting
May 16, 2017

Directors Present

Jim Martin, Chair
Susan Keil, Vice Chair
Lynn Fisher, Director
Kevin Williams, Director
Nancy Gibson, Director

Staff Present

Jason Rice, Deputy General Manager
Kelly Stacey, Finance Director
Rich Ludlow, Interim Operations Manager
Todd Knapp, Supervisor

Visitors

Robb Van Cleave, Salem Resident
and staff of the Multi-Government
Personnel Institute
Paul Gornick, Local Resident
Spencer Smiat, Local Resident
Robert Bogyd, Local Resident
Terry Gibson, OLWSD
Eugene Whitley, Local Resident
Thelma Haggemiller, Local Resident
Tom Foeller, Local Resident

Regular Meeting

(1) Call to Order/Pledge of Allegiance

The Board of Directors led the pledge of allegiance.

(2) Executive Session

Chair Martin called the regular meeting to order at 5:00 p.m. and recessed to Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

(3) Adjourn Executive Session

(4) Watershed Health Education Program Presentation from Rex Putnam Students

High school teacher Clarissa Buchholz and students from Rex Putnam presented on the Watershed Health Education Program, which included before and after photos at Rinearson Creek, data they collected that reflected the health of the creek, and information about the restoration work their class completed over the course of the school year. This included removal of invasive plants, and planting of natives, mulching plants, water quality sampling and tracking, and the awareness of how caring for an area can support water quality now and into the future. Board an audience asked questions about macro-invertebrate studies, tests that students completed – pH, native/non-native plant surveys – jobs in the water industry, locations of restoration with the WHEP, and share information about the history of the Rinearson Creek.

(5) Call for Public Comment

Robert Bogya, approached the board – Address: 13923 SE FAIROAKS AVE, MILWAUKIE, OR 97267-1015 Phone: 971-285-2404. He received letter in February about request for 1 sewer SDC charge for \$5165 after the time period that he thought that his permit process was complete. He was requesting that OLWS waive the fees based on customer usage information/meter size that he provided from four neighboring districts for the water side. Board and staff discussed fair usage in the sewer code which reflects fees for services used.

Board refused his request for a waiver but offered a staggered fee schedule for payments of up to 10 years of service. General Manager Jason Rice will follow up by having Markus Mead call the customer.

Audience and Budget Committee member Eugene Whitley asked three questions about the Northsky Communications Bid – lump sum bid was \$21,305 – is that a “not to exceed” bid; it excludes prevailing wages, permits, aerial third-party, and make ready costs – what do these costs mean; and what line does it show up in on the budget? Supervisor Todd Knapp responded about what “make ready” costs are and that they won’t know what those costs are until the work proceeds. Finance Director Kelly Stacey responded that it comes under this fiscal year and is listed under the “Technical Services” costs in the budget.

(6) Discussion on Desired General Manager Traits

Robb Van Cleave from the Local Government Personnel Institute (LGPI) presented for adoption the job description and competencies for the general manager position. These have been established thru input from the subcommittee of the board and LGPI, and HR Answers. Audience and board considers the materials presented and begins commenting: board mentioned that many of the generated competencies matched the same comments as those listed by the employees; question about how detailed something should be and still remain general (Job Description is more detailed); positive comment about generally running the organization – managing the organization, not as necessary to be a technical expert in order to run things successfully; must haves include professional clean presentation of application, presentation, etc.

Director Fisher moved to accept the job description for the General Manager as presented. Vice President Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

Presentation and discussion of salary range and questions about whether it is appropriate. Response that it hits the middle and should attract a good pool including out of state applicants.

Director Fisher moved to adopt the anticipated hiring salary range of \$150,000 – 165,000 for the General Manager's salary. Director Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

Presentation of where job will be posted and the timeline for hiring. Websites include: Oak Lodge Water Services, LGPI (this is where applications will be collected), Regional Water Providers Consortium List serve, Oregon Water Utility Council List serve, Oregon City County Municipal Association List serve, American Water Works Association NW, Oregon Association of Water Utilities, Special Districts of Oregon, League of Oregon Cities, American Public Works Association Oregon Chapter. Posted first week of June and for a month. Applicants will be accepted until posted.

(7) Field Operations Presentation

Supervisor Todd Knapp presented information about the water side of the district operations. Opened with boundary map and information about where Sanitary and Water do and do not overlap. Specs include: 8700 service connections; 30,000 people; 760 fire hydrants that they take care of; 107 miles of water main (567,000

feet); 1500 gate valves; 4 reservoirs for a total of 15.6 million gallons of water storage; flows 1741 gallons per minute; dual of everything which helps with maintenance; 2 pump stations – one at Valley View, one at View Acres; 3 pressure zones (these cover differing amounts of pressure to account for variances in elevation and still getting pressurized water into homes – about 50 pounds different between zones – and three pressure-reducing valves in vaults between zones in case of needed/emergency changes in pressure); maintenance includes fire hydrants and gate valves.

OLWS provides and maintains water quality and service, including installation of residential service to draining and servicing reservoirs, hydrant-flushing and maintenance every two years, unidirectional flushing to help force water at a higher velocity and scour the main; annual extensive leak detection program throughout the entire district; install services and meters, maintenance for mains and main and leak repair, line locates, 24-hour emergency response. Current water loss less than 10%, but we've been doing a lot of hydro-flushing which throws it off a bit. The Valley View pump is just to pump up to View Acres, while the View Acres pump works 24-7 to keep those customers in water pressure. Clackamas County Fire Department does annual ISO testing to pass their tests, but if there is a problem with the water during a fire, OLWS is responsible.

Review of water provision showed three sources for water to the district: Clackamas River Water District (CRW), later added North Clackamas County Water Commission, and South Fork Treatment Plant pipeline. Valley View reservoir hub overview. Discussion of meter reading program and meter changeout goals.

Interim Operations Manager Rich Ludlow presented Sanitary Sewer Operations information. Specs include: 8600 sewer connections in district; 100 miles of sewer pipe; 2273 manholes; maintain current connections; inspect and approve new connections up to the code; cleaning and video inspection of existing pipes; goal to inspect all 100 miles of pipe over 5 years, nearing the end of that; confirm connection attributes for customers and developers; respond to blockages in the pipes, sometimes on both sides of the property lines (OLWS owns up to the customer's property line, customer is responsible for portion of line on their property). OLWS's process for responding to blockages can include staff clearing the blockage, hiring a contractor to address the issue, or splitting the cost of an issue that has been addressed by a plumber hired by a customer. Most pipe is asbestos concrete, which wears out on the bottom and that, when cracked, that roots get into the cracks and make them bigger. There are also documented minor structural defects that are catalogues for future repairs.

Map presentation showed the downhill flows of pipes that connect to the trunk lines and how the pipes get larger as they near the river. Routine cleaning of

sewer lines with a pressurized nozzle and then T.V. video to inspect lines; routine grease cleaning for “bellies” of lines that collect grease; T.V. inspections show defects and then we document them into a software program, evaluate later for maintenance and repairs. Five pump stations move the sewage back up so that gravity can assist in moving flow down to WRF—Pump station #3 moves 1/3 of the total wet flows. All five pump stations are checked weekly and alarms are redundant and checked monthly with backup communications systems for protections. On-call staff are 24-7.

Field Operations crew backup emergencies as well as support the stormwater needs of the district including cleaning 2,500 catch basins (that the CC owns), 53 miles of storm lines, 107 sedimentation manholes, 50 private detention systems (we communicate with private owners to remind them to clean), and required stormwater sampling. Five-year cycle to clean out district catch basins for our MS4 Permit. Our crews perform Utility Locates per state law – above 60 hours FTE per month.

Question about GIS – two entities have different systems but will be combined in time.

(8) Consideration of Approval of IGA with NCCWC

Financial Director Kelly Stacey presented the new IGA with North Clackamas County Water Commission. The new IGA cleans up the old IGA from 2004. Updated for Oak Lodge to continue with the financial and administrative services relationship, and moves the general management off of the Oak Lodge G.M. Staff will track their time and begin billing hourly. Their meetings are 4 times per year, 1 bank deposit per month, and about 10% of staff’s time. Board directs staff to weigh whether it makes sense to continue supporting NCCWC in coming years, which comes to about \$30,000 overall. Board reminded staff of historical relationship with NCCWC and also check in about this project overall and revisit.

Director Williams moved that OLWS agrees to enter into the IGA with North Clackamas County Water Commission to provide contract financial services. Director Gibson seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(9) Water Building Remodel and Site Space Planning Presentation

Acting General Manager Jason Rice presented information about the water building site and let the Board know that moving forward with the site and building

remodel makes sense. He went over the latest architectural plans. He assured the board that there will be room for staff parking and housing field staff in a building and pole barn expansion; he mentioned that the district would likely not have room for growth at this site. He also reminded the Board that we have room down at the Water Reclamation Facility for rarely used equipment. G.M. Rice also cautioned the Board about the timing of the project in relation to the market costs and that pushing to get it completed this summer/fall the cost of the project would likely be at a premium. Board recommended moving forward with readying the plans with mechanical/electrical plans to be bid ready and then get information about the best time to move forward with the next stage (Nov/Dec/Jan to get bids?).

(10) District Health Insurance Benefits Provider Recommendation

Acting General Manager Jason Rice shared staff recommendation to move OLWS to SDIS Health Insurance Benefits Provider Package through the District's consultant Brown and Brown. Package provides good coverage, likely at a cost savings, and most staff are likely satisfied with it.

Director Gibson moved that the Board enable staff to enroll in health care coverage under Brown and Brown Insurance during SDIS's open enrollment period. Director Fisher seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(11) Consent Agenda

- **March and April 2017 Financial Reports**
 - **Approval of Sanitary March and April 2017 Check Run**
 - **Approval of Water March and April 2017 Check Run**
- **April 18, 2017 Board Meeting Minutes**

Vice President Keil asked about page 2(b) and Dan Bradley's retirement expenses – should it all be water related or should some of it be charged to sewer/SWM? Finance Director Stacey responded that after July 1st there will be a reallocation for the 3 months that he was acting G.M. for the combined district. Her next question was about what is the "112% of Service and Maintenance" for on 6085? Finance Director Stacey responded that she will need to follow up on that question, and will email the board.

Director Fisher commented about size of packet of information seeming bigger. Finance Director Stacey added the check runs, cleared checks, bank statements,

and other financial statements because the auditors recommended it. Board commented that staff should continue to include it for now but might revisit that in the future, knowing that it is available even if not included in board books. Former Director Terry Gibson added that the chair of the OLSD board would review the individual checks on a regular basis for OLSD, and that is why the board didn't have to consider them. Under the OLWD model, the water district board was the panel who reviewed the check runs.

Comment/question about the cost of the Convergence contract for IT support being much higher than our previous provider. Staff responded that they are providing more support and different support for the issues that the consolidation has brought up. They added that costs should go down once issues slow down after consolidation is complete.

Comment/question about the permit costs of the Boardman Wetland project being substantial. Acting General Manager Rice responded that they were for three permits – two from Clackamas County for planning and engineering and one from the Army Corps of Engineers DSL permit for working in water.

Director Gibson moved that the Board accept the consent agenda as presented. Director Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(12) Department Reports

- **Sanitary Operations**

Comment/question about operations staff not making their 5-year targeted monthly goal. Interim Operations Manager Rich Ludlow shared the challenge about meeting the district's immediate needs for FTE as well as meeting the monthly targets. He said they are able to meet the targets when there aren't conflicting priorities that come up.

- **Water Operations**

Water Operations Manager Todd Knapp presented information about his staff report, including updates to the Valley View project and water consumption data. One comments/question about material of piping used in a construction project, which staff replied was put in at 2" PVC. No other questions.

- **Technical Services**

Comment/question about the Boardman Wetland Complex request for extension. Acting General Manager Jason Rice explained about the timeline around costs

and bids for construction. Details (like permits) have been delayed and now is not the best time for putting out for bids. Renter is still in the property and will likely be able to stay for a while longer without feeling pushed out.

(13) Business from the Board

Director Fisher reported that at Oak Grove Community Council meeting – nothing unusual to report. Asked Attorney Balfour about the Clackamas County Board concerning our agreement with them and he responded that the revised version is ready to be signed.

Director Keil had no business to add.

Director Gibson reported that President Martin and she are making progress in developing the new IGA with North Clackamas County Water Commission. Issues include the City of Gladstone needing to meet their water needs and them thinking that they purchased enough originally to do that. OLWS could allow Gladstone to use some of our water allocation. They are working on how they will be able to work together with the partners can all get a favorable IGA. Gladstone also acknowledged their systemic water loss due to infrastructure problems as an issue (~30%). Issue is actually access to water as opposed to ownership, but ownership is what it is at 10% Gladstone, 42% OLWS, 48% Sunrise. Also beginning to work on rate equity.

Director Gibson reported on C4 focus on affordable housing, vehicle registration fee. CC will embark on County-wide study on affordable housing, materials address low household income level and high rent percentages paid. These materials should be reviewed as OLWS updates its low income policies. Study will be funded by local cities and OLWS will benefit from the land-use planning aspects of the study.

Former Director Terry Gibson updated the Board on the housing project at the Evangelical Retreat Center required an Army Corps of Engineering review of the project and 17 buildings were shown to be eligible for the National Historic Register, trees shown to be a part of the historical review and may be able to be listed under protection. Trees will help with the Surface Water Management of OLWS. Follow up deadline is Friday, May 26, 2017. Public is invited to email Jennings Lodge Director Karen Courtland at: jlcpo@earthlink.net. Letters will help.

Director Williams missed the Jennings Lodge CPO meeting because of the OLWS Budget Committee meeting. Next time the North Clackamas Parks and Rec Director will present about parks in the area.

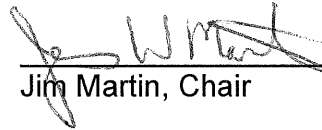
No other business.

- (14) Adjourn**
Meeting is adjourned at 8:31 p.m.

Respectfully submitted,



Jason Rice, Acting General Manager



Jim Martin, Chair

Oak Lodge Water Services District General Manager Recruitment Timeline

April 28:	Finalize Services Agreement Schedule 1st Meeting w/ Selection Committee
May 1 – 16:	Discuss Position Expectations & Competency Criteria Review Job Description, and Update as Needed Establish Hiring Compensation & Benefit Package Develop Recruitment Strategy Determine Recruitment Period Finalize List of Recruitment Outlets
May 16 – 26:	Develop & Finalize Recruitment Materials Develop Supplemental Questionnaire
May 29-June 2:	Submit Recruitment Ads - Recruitment Opens
June 2 - July 3: June 1 - June 9:	Recruitment Period Develop Screening Criteria & Finalize Screening Process Develop Interview Questions & Finalize Interview Process
June 13:	Adopt Screening Criteria, Finalize Screening Process Adopt Interview Questions, Finalize Interview Process
July 3–7:	First Review of Applications by LGPI
July 10-21:	Review of Applications by OLWSD
July 24:	Finalize Top Candidate Listing - Invite Candidates to Interview Send Email to Candidates not Selected for Interview
August 15:	Interview Panel Briefing Conduct Applicant Interviews Debrief Following Interviews - Select Preferred Candidate
August 21-25:	Negotiate Salary & Hiring Timeline - Present Conditional Offer
August 28 - September 8:	Conduct Pre-Employment Background Check
September 12:	Finalize Candidate Recruitment Send Regret Letters to Applicants not Selected

**Oak Lodge Water Services District
General Manager Recruitment Posting Sites:**

Oak Lodge Website

LGPI Website (no cost)

Regional Water Providers Consortium Members – List Serve

Oregon Water Utility Council – List Serve

OCCMA – List Serve

American Water Works Association – PNW section: (\$90/90 days)

Oregon Association of Water Utilities (no cost)

Special Districts Association of Oregon:

LOC Website (\$20/month)

American Public Works Association – Oregon Chapter

Job Title: General Manager, Oak Lodge Water Services
Department: Administration
FLSA: Exempt
Reports To: Board of Directors

GENERAL PURPOSE:

Serves as General Manager of the District, under policy direction from the Board of Directors; plans, manages, and directs the operations of the District to ensure compliance with State statutes, District goals, policies, and applicable governmental regulations to support high quality, cost effective, and dependable potable water service, wastewater collection and treatment, and surface water management; implements Board of Directors' policies and procedures, and performs related duties as required.

Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive, and evaluative in nature. The work of this position involves significant accountability and decision-making responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

GENERAL

- In execution of all duties and responsibilities, works collaboratively with subordinate managers and staff.
- Develops, implements, and monitors work programs, plans, processes, systems, and procedures to achieve District mission, goals, and performance measures consistent with the Oak Lodge community's expectations for quality and service.

PERSONNEL

To carry out the District's mission, objectives, and service expectations, develops and retains highly competent, service-oriented staff:

- Exercises full authority to employ and discharge all employees; prescribes the duties and employees; provides final approval of personnel actions including hiring of new employees, formal disciplinary actions and separations in accordance with human resources policies and labor contract agreements and state and federal laws; establishes and adjusts compensation of employees with the annual salary schedule approved by the Board of OLWS.
- Evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, and day-to-day management practices for performance improvement and development.
- Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Establishes and maintains an effective system of open communication throughout the organization; maintains visibility and direct contact with employees to ensure the development of a work environment that supports open communication, collaboration, accountability, and high productivity among employees.

Oak Lodge Water Services District
General Manager Recruitment
Competency Criteria Review

Reviewer Name: _____ Date: _____

Applicant Name: _____

Competency #1: Strong financial management skills;	Score (1-5): _____
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Notes/Comments:

Competency #2: Strategic leader with experience applying problem solving methods to successfully integrate diverse cultures.	Score (1-5): _____
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Notes/Comments:

Competency #3: Ability to foster and maintain an environment of open, honest, ethical and transparent communications.	Score (1-5): _____
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Notes/Comments:

Competency #4: Demonstrated experience in managing operations of an organization in a public-sector environment.	Score (1-5): _____
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Notes/Comments:

Competency #5: Proven ability to develop and maintain effective relationships with citizens, staff, board members and representatives of other jurisdictions.	Score (1-5): _____
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Notes/Comments:

General Overview: Professional presentation of application materials:	Score (1-5): _____ Weight (1)
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Notes/Comments:

