



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
April 18, 2017 at 6:00 p.m.**

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

1. Call to Order and Flag Salute
2. Call for Public Testimony
3. Government Finance Officers Association Award Acknowledgment
4. Appointment of Budget Committee Members
5. Registered Agent Designation and Resolution 2017-08
6. Consent Agenda
 - March 21, 2017 Regular Meeting Minutes
 - March 23, 2017 Special Meeting Minutes
 - April 6, 2017 Special Meeting Minutes
 - Sanitary March Check Run
 - Water March Check Run
7. Department Reports
 - Sanitary Operations
 - Water Operations
 - Technical Services
8. Business from the Board

9. Executive Session

Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and/or ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225).

10. Adjourn Executive Session – Board Actions (if necessary)

11. Public Comment

12. Adjourn



AGENDA ITEM

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

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.



STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Government Finance Officers Association Award Acknowledgment
Item No.: 3
Date: April 18, 2016

Background:

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to Oak Lodge Sanitary District for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2016. This was the twelfth consecutive year that the Sanitary District has achieved this prestigious award.

In order to be awarded a Certificate of Achievement a government must publish an easily readable and efficiently organized comprehensive annual financial report that must satisfy both generally accepted accounting principles and applicable legal requirements.

The Interim General Manager would like to thank Senior Accountant Jeff Voreis on behalf of the District for his hard work in meeting these stringent requirements within the CAFR.



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Interim Deputy General Manager
Agenda Item: Assigning All Assets and Obligations to Oak Lodge Water Services
Item No.: 4
Date: April 18, 2017

Action Requested:

Staff requests that the Board Select of five seated members and one alternate for the Oak Lodge Water Services Budget Committee.

Background:

Attached to this report are the seven applications from members of the District that wish to serve on the Budget Committee.

Setting terms for these individuals is important as well. Because this process will create an entirely new committee, three members should be selected to sit for four years, while two should be selected for two years. Setting terms in this way will allow the group to alternate without full turnover in any one year.

Lastly, three of these members also need to be selected to serve on the North Clackamas County Water Commission Budget Committee.

Recommendation

Staff recommends selecting five members to serve on the Budget Committee with one alternate.

Sample Motion:

I move to select:

- _____ for a term of _____ years,
- _____ for a term of _____ years,
- _____ for a term of _____ years,
- _____ for a term of _____ years, and
- _____ for a term of _____ years.

as seated members of the Oak Lodge Water Services District Budget Committee and

- _____ as an alternate.

I move to also select:

- _____ ,
- _____ , and
- _____

to sit on the North Clackamas County Water Commission Budget Committee.



Application for Oak Lodge Water Services Volunteer Committees

Name: BOB MODENA Email: BDMODENA@Hotmail.com

Address: 4800 SE RIVER DR. MILWAUKIE

Employer: RETIRED MASON / PART TIME CONSULTANT Job Title: _____

Home Phone: 503 653-5192 Cell Phone: 503 793 8094

Which committee(s) interest you? BUDGET COMMITTEE

What are your community interests (organizations, groups, special activities, etc)?

Work Experience/Educational Background: 35+ YEARS IN MASONRY UNION
HIGH SCHOOL EDUCATION

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? WAS ON BUDGET COMMITTEE LAST YEAR. (SOWTEARY)

Were you Referred by anyone? JASON RICE

Please feel free to attach any other information you feel may be helpful.

Signature: [Signature] Date: 3/22/17

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
14496 SE River Road, Milwaukie, OR 97267
(503)654-7765
kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: John W. Klum Email: johnklum@centurylink.net

Address: 17539 SE Wahta Vista Drive Milwaukie OR 97267

Employer: Retired City of Portland Job Title: Fire Chief

Home Phone: 503-653-9665 Cell Phone: 971-678-4565

Which committee(s) interest you? Budget Committee

What are your community interests (organizations, groups, special activities, etc)?
Water quality, fish and wildlife Habitat in Urban areas.

Work Experience/Educational Background: Firefighter for 34 years in the city of Portland. Budget preparation, community outreach and City Council presentations. Managed 110 million dollar annual budget for Portland Fire + Rescue 2008 - 2012

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? Previous Budget Committee member for OLSI (2016-2017 fiscal year)

Were you Referred by anyone? Unknown

Please feel free to attach any other information you feel may be helpful.

Signature: John Klum Date: 2/23/17

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
14496 SE River Road, Milwaukie, OR 97267
(503)654-7765
kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: Paul Gornick Email: pollyanna54@msn.com

Address: 4716 SE Meldrum Ave

Employer: Retired Job Title: N/A

Home Phone: 503-786-2492 Cell Phone: 503-939-7713

Which committee(s) interest you? Budget

What are your community interests (organizations, groups, special activities, etc)?
Officer of McNary Meadows HOA (treasurer) 2004-2016

Work Experience/Educational Background: 2 yr A.S. degree @ MHCC plus 3 yrs engineering course work @ PSU. City of Portland, PBOT 1973-2011 (Capital Project Manager 2005-2011), TriMet bridge construction inspector 2002-2015.

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? No

Were you Referred by anyone? Sue Keil

Please feel free to attach any other information you feel may be helpful.

Signature: Paul M Gornick Date: 2-27-2017

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
14496 SE River Road, Milwaukie, OR 97267
(503)654-7765
kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: EUGENE Whitley Email: geobeller70@a
 Address: 5400 S.E. Colony Circle Milwaukie 97267
 Employer: Retired Job Title: ---
 Home Phone: 503 659 0766 Cell Phone: 980 333 1641
 Which committee(s) interest you? Budget Committee

What are your community interests (organizations, groups, special activities, etc)?

Exercise regularly, reading, gardening, travel
also interested in the future of the
Water Services as it progresses, & most important,
the enhancement of this unincorporated area

Work Experience/Educational Background:

I owned my own business for a period of time &
worked at Fred Meyer for 24 out of 29 years;
primary purchasing expense control for supplies at
store level & budgeting for supplies for each store

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? No (OVER)

Were you Referred by anyone? No

Please feel free to attach any other information you feel may be helpful.

Signature: Eugene Whitley Date: 2/26/17

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
 14496 SE River Road, Milwaukie, OR 97267
 (503)654-7765
 kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: Cynde Moen Email: cyndemoen@gmail.com

Address: 2021 SE Sky View Ct

Employer: Redefy Real Estate Job Title: Contracts Mgr/Realt.

Home Phone: _____ Cell Phone: 503-502-9787

Which committee(s) interest you? Budget committee

What are your community interests (organizations, groups, special activities, etc)?
Symphony, Volunteer at Third Rail

Work Experience/Educational Background: 25 years in real estate business, courses in business administration, property management, legal documents, public relations, sales training

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? No

Were you Referred by anyone? Ausan Keel

Please feel free to attach any other information you feel may be helpful.

Signature: Cynde Moen Date: 3-16-17

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
14496 SE River Road, Milwaukie, OR 97267
(503)654-7765
kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: TERRY J. GIBSON Email: tjgibson1@comcast.net
 Address: 5884 SE JENNINGS AVE, PORTLAND OR 97267
 Employer: SELF Job Title: OWNER
 Home Phone: 503-786-1649 Cell Phone: 503-462-4642
 Which committee(s) interest you? BUDGET, HEALTHY WATERSHED

What are your community interests (organizations, groups, special activities, etc)?
SCHOOLYARD FARMS, NORTH CLACKAMAS URBAN WATERSHEDS COUNCIL, MAP-IT

Work Experience/Educational Background: LANDSCAPE ARCHITECT, MBA OF SUSTAINABLE BUSINESS (MARYHURST UNIVERSITY)

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? FORMER OLSD BOARD DIRECTOR, HEALTHY WATERSHED COMMITTEE, BOARDMAN WETLANDS COMMITTEE

Were you Referred by anyone? NANCY GIBSON

Please feel free to attach any other information you feel may be helpful.

Signature: *Terry J. Gibson* Date: 3/13/2017

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
 14496 SE River Road, Milwaukie, OR 97267
 (503)654-7765
 kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



Application for Oak Lodge Water Services Volunteer Committees

Name: Steven F. Cade Email: steven.f.cade@hotmail.com

Address: 4420 SE Hull Ave, Jennings Lodge, 97267

Employer: Williams, Kastner & Gibbs PLLC Job Title: Attorney

Home Phone: 503.653.9192 Cell Phone: 503.863.6936

Which committee(s) interest you? Budget Committee

What are your community interests (organizations, groups, special activities, etc)?
I am involved in the Jennings Lodge CPO when I can. I am involved with my church in Oregon City.
I am a member of the Clackamas County Bar Association and provide pro bono services when possible.

Work Experience/Educational Background: I have been a lawyer since graduating from the University of Oregon in 2010. I am also a veteran of the US Army.

Do you currently or have you ever served on any other Oak Lodge Water Services Committees or Boards? No.

Were you Referred by anyone? Nancy Gibson suggested I apply.

Please feel free to attach any other information you feel may be helpful.

Signature:  Date: 4/1/17

Parental Signature (if a minor): _____

Please return this form to: Kelly Stacey, Finance Director
14496 SE River Road, Milwaukie, OR 97267
(503)654-7765
kelly@olwsd.org

Thank you for your interest and willingness to serve your community!



STAFF REPORT

To: Board of Directors
From: Jason Rice
Agenda Item: Registered Agent Designation and Resolution 2017-08
Item No.: 5
Date: April 18, 2017

Background:

ORS 198.340 requires the designation of a Registered Agent for special districts:

“(1) A special district shall designate a registered office and a registered agent. The registered agent shall be an agent of the district upon whom any process, notice or demand required or permitted by law to be served upon the district may be served. A registered agent shall be an individual resident of this state whose address is identical with the registered office of the district. The registered office may be, but need not be, the same as the place of business of the special district.

(2) The district may change its registered office or change its registered agent, or both, upon filing in the office of the Secretary of State and county clerk of each county in which located a statement setting forth:

(a) The name of the district.

(b) If the address of its registered office is changed, the address to which the registered office is to be changed.

(c) If its registered agent is changed, the name of its successor registered agent.

(d) That the address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

(e) That such change was authorized by resolution duly adopted by the district board.

(3) The statement shall be subscribed and sworn to by the secretary, financial officer or chairperson of the district board. [1971 c.267 §7]”

Action Required:

That the Board approve Resolution No. 2017-08 designating Jason Rice as the Registered Agent for the Oak Lodge Water Services District.

Sample Motion:

I move to approve Resolution No. 2017-08 designating Jason Rice as the Registered Agent for the Oak Lodge Water Services District.

BEFORE THE BOARD OF DIRECTORS
OF
OAK LODGE WATER SERVICES DISTRICT

In the Matter of Designating a
Registered Agent and a
Registered Office

RESOLUTION NO. 2017-08

THIS MATTER came before the Board of Directors of Oak Lodge Water Services District, a sanitary and water district organized under Oregon Revised Statutes Chapter 450 (ORS450), regarding the change in a Designation of a Registered Agent pursuant to Oregon Revised Statutes Chapter 198 (ORS 198).

WHEREAS, ORS198 requires special districts to designate a Registered Agent of the District whom any process, notice or demand required or permitted by law to be served upon the District may be served, and

WHEREAS, ORS198 requires the Registered Agent to be an individual resident of the State of Oregon, with a business office identical to the business address of the District's Registered Office, and

WHEREAS, ORS198 requires the adoption of a resolution authorizing the change in designation of a Registered Agent, and

WHEREAS, The Board of Director of Oak Lodge Water Services District has found it necessary to change the designated Registered Agent; now therefore,

Be it Resolved, That the Board of Directors of Oak Lodge Water Services District hereby removes the designation of Dan Bradley as the District's Registered Agent; and now hereby designates Jason Rice as the District's successor Registered Agent, and

Be it further Resolved, That the Board of Directors of Oak Lodge Water Services District hereby now confirms the designation of the District's Registered Office as: 14496 SE River Road, Oak Grove, OR 97267-1198.

ADOPTED this 18th day of April 2017.

OAK LODGE WATER SERVICES
DISTRICT

By: _____
Jim Martin, Board President

By: _____
Jason Rice, Interim General Manager

**NOTICE OF DESIGNATION
OF SPECIAL DISTRICT
REGISTERED OFFICE AND REGISTERED AGENT**

I, Jim Martin, President of the Board, of this district, a municipal corporation, organized under the provisions of ORS Chapter 198, certify that:

1. Pursuant to a resolution of the District Board, duly adopted, the Registered Office of this District is:

14496 SE River Rd, Oak Grove, OR 97267

(Street Address of Registered Office, City, Zip)

2. The Registered Agent in Oregon at such Registered Office is:

Jason Rice

(Street Address of Registered Office, City, Zip)

IN WITNESS WHEREOF,

This District has caused this instrument to be executed in its name by the President of the Board of the District on this 18th day of April 2017.

Oak Lodge Water Services District

(Name of District)

By: President of the Board

STATE OF OREGON)

) ss.

County of Clackamas County)

Signed before me on _____

by: Jim Martin

Notary Public – Oregon: _____

My Commission Expires: _____

INSTRUCTIONS: A new form must be filed each time a change is made in either the registered agent or the registered office. There is no fee for filing this form.

Please send the form to:

Secretary of State - Archives Division
800 Summer Street NE
Salem, Oregon 97310



STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Consent Agenda
Item No.: 6
Date: April 18, 2017

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:

- Approval of March 21, 2017 Minutes
- Approval of March 23, 2017 Minutes
- Approval of April 6, 2017 Minutes
- Approval of Sanitary March 2017 Check Run
- Approval of Water March 2017 Check Run

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 _____

Oak Lodge Water Services District
Minutes of Regular Meeting
March 21, 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

Ernie Platt, Sunrise Water Authority
Eric Hofeld, Sunrise Water Authority
Randy Leninger, OLWSD
Terry Gibson, OLWSD
Heather Standing, OLWSD
Elaine Murray, OLWSD
Clay Yohn, OLWSD
Dave Seifert, OLWSD
Eugene Whitley, Local Resident
Thelma Haggemiller, Local Resident
Clark Balfour, Cable Huston

Regular Meeting

(1) Call to Order/Pledge of Allegiance

Chair Martin called the regular meeting to order at 6:01 p.m. and Director Williams led the pledge of allegiance.

(2) Public Comment (For non-agenda items)

Eugene Whitley addressed Finance Director Kelly Stacey with questions regarding the format as well as some line items on the prior finance report from February's meeting.

(3) Consent Calendar

- **Approval of February 21, 2017 Minutes**

- **Approval of Check Run and Financials**

Director Gibson commented about a street name correction in the minutes and Director Fisher asked that he be removed as the Secretary approving them. Gibson further noted the last name of Tonia Williams was omitted and that there should be a correspondence agenda item.

Directors Keil and Fisher asked Finance Director Kelly Stacey questions about the current finance report and budgeting.

Director Gibson moved to approve the minutes for February 21, 2017 as amended. Director Fisher seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(4) Approval of FY 17/18 Budget Schedule

Finance Director Kelly Stacey stated that the normal kick off is in December and acknowledged being behind. However, she added that not many applications to be on the Budget Committee had been submitted yet. The Board expressed wanting to possibly get materials/narrative sent out to the members in advance of the next board meeting. Stacey said she would put ideas together for the next Transition Team Meeting.

Director Gibson moved to accept the proposed schedule as amended. Director Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(5) Resolution 2017-8; Agreement with North Clackamas Park District

Deputy General Manager Jason Rice stated a resolution needed to be passed to apply for the grant for work on Boardman. He noted there would not be any Oak Lodge Sanitary funds involved.

Director Fisher moved to approve Resolution 2017-8, entering in to agreement with North Clackamas Park District. Director Gibson seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(6) Appointment of NCCWC Board Members

Deputy General Manager Jason Rice stated three members of the board were needed to be on the NCCWC Board for their quarterly meetings.

Director Keil moved to approve Directors Williams, Gibson and Martin to be on the NCCWC Board. Director Fisher seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(7) Update on Expenses and Savings from the Consolidation

Finance Director Kelly Stacey noted that more savings would be seen in the Budget coming out. Director Fisher commented that reduced expenses would be prominent in administrative areas also.

(8) Operation and Engineering Reports

Interim Operations Manager Rich Ludlow gave an update on the overflows happening because of the record rainfall. He also noted a broken pump station issue and a rental piece of equipment that hadn't worked properly.

(9) Business from the Manager

Deputy General Manager Jason Rice discussed the River Forest Lake location and preventing overflow in the future. He commented about work being done along with staff member Lara for the MSR4 reports as well as a backyard habitat program possibility for rate payers interested. The Board made suggestion on inputting the information and participants in the newsletters.

Supervisor Todd Knapp updated the Board on Valley View noting there is currently repair being done on the steps for the catwalk that are currently unstable. He mentioned he could bring in a photo slideshow presentation for a future meeting.

Rice commented that the union negotiations process is going well and that HR Answers should be providing wage numbers soon which will allow the ability to meet as scheduled. He further discussed his attendance at the recent SDAO conference and understanding the process.

(10) Business from the Board

Chair Martin noted the name change was approved across the Boards for the IGA of NCCWC.

Director Gibson discussed her attendance at the C-4 meeting regarding more discussion on transportation issues as well as land use relating to affordable housing.

Director Williams stated he sent everyone minutes from the Jennings Lodge CPO meeting and that there was more legal work being done among them and Lennar over the construction of homes.

(11) Public Comment

Thelma Haggemiller stated the CIA candidate's forum will be held on April 12th at 7pm at Rose Villa, noting the three board members up for re-election had no challengers.

The Board went to recess at 7:53 p.m. The Board reconvened at 8:03 p.m.

(12) Executive Session, the Board will convene into executive session in accordance with ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225).

The Board exited Executive Session at 8:23 p.m. No action was taken.

(13) Adjourn

Director Martin adjourned the meeting of March 21, 2017 at 8:24 p.m.

Respectfully submitted,

Jason Rice, Interim General Manager

Jim Martin, Chair

Oak Lodge Water Services District
Minutes of Special Meeting
March 23, 2017

Directors Present

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

Staff Present

None

Visitors

Nancy Whitley, Local Resident
Thelma Haggenmiller, Local Resident

Special Meeting

(1) Call to Order/Pledge of Allegiance

Chair Martin called the regular meeting to order at 6 p.m. and led the pledge of allegiance.

(2) Public Comment (For non-agenda items)

None.

(3) Executive Session, The Board will convene into executive session in accordance with ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225).

The Board convened the Executive Session at 6:04 p.m.

The Board exited Executive Session at 6:38 p.m.

Action from Executive Session

Director Keil moved (1) To authorize our attorneys to take the actions discussed in executive session to resolve a potential litigation; and (2) To authorize our president to sign all documents that are necessary to achieve that resolution. Director Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(4) Adjourn

Director Martin adjourned the meeting of March 23, 2017 at 6:40 p.m.

Respectfully submitted,

Jason Rice, Interim General Manager

Jim Martin, Chair

Oak Lodge Water Services District
Minutes of Special Meeting
April 6, 2017

Directors Present

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

Staff Present

Jason Rice, Interim General Manager
Kelly Stacey, Deputy General Manager
Todd Knapp, Water Superintendent
Rich Ludlow, Sewer Interim Operations Manager

Visitors

Monica Stone, Oak Lodge Water Services
Raymond Rendleman, Clackamas Review
Chris Duckworth, Bullard Law
Nancy Whitley, Local Resident
Thelma Haggemiller, Local Resident
Jane Civiletti, Local Resident
Greg Wennesson, Local Resident

Special Meeting

(1) Call Special Meeting to Order

Chair Martin called the regular meeting to order at 3 p.m. and led the pledge of allegiance.

(2) Public Comment (For non-agenda items)

None.

(3) Discuss Process to Hire a General Manager

Chair Martin stated there needed to be a discussion among a few members of the Board to prepare a proposal on how to hire a new general manager. Director Gibson suggested conducting a national survey. Director Keil and Director Fisher agreed to meet with and bring back something to present to the Board at the following meeting.

(4) Recommendation to Hire a Transition Manager

Local resident Jane Civiletti requested to know whom she should work with for the water filtration program as it was previously Dan Bradley. Chair Martin referred her to Interim General Manager Jason Rice.

Director Keil discussed bringing back prior Transition Manager Greg Jones to finish the process and assist in handling other items that are excessive for the acting managers. Both Stacey and Rice expressed agreement in bringing back Jones to organize the current projects and meetings, allowing for more time to address cultural staff issues. Director Fisher stated the benefits of Jones returning after having been hired prior with the District. Director Gibson questioned his availability of time and any restrictions along with the expected timeline. She further stated a desire to see a monthly check-in report from the Transition Manager.

Director Keil moved to hire Greg Jones as the new Transition Manager at a rate of \$65/hour. Director Fisher seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

- (5) Recess Special Meeting and Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and/or ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225)**

The Board recessed at 3:15 p.m.

- (6) Adjourn Executive Session and reconvene Special Meeting**

The Board exited Executive Session at 5:15 p.m.

- (7) Public Comment**

None.

- (8) Action from Executive Session, if any**

None.

- (9) Adjourn**

Director Martin adjourned the meeting of April 6, 2017 at 5:17 p.m.

Respectfully submitted,

Jason Rice, Interim General Manager

Jim Martin, Chair

Invoice History Browse
Oak Lodge Sanitary District

Check Trans/ ▲	Check Transfer Date	Vendor #	Vendor Name	▲ Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Check Transfer # : 1056 (Count: 1)							
1056	3/3/2017	002686	OPENEDGE	2017-02-28 OE	2/28/2017	OPENEDGE MERCHANT FEES	1,008.32
<input type="checkbox"/> Check Transfer # : 1057 (Count: 1)							
1057	3/8/2017	002939	OPTUM BANK	1057	2/28/2017	HEALTH SAVINGS ACCOUNT PAYROLL DEDUCTIONS	25.00
<input type="checkbox"/> Check Transfer # : 1059 (Count: 1)							
1059	3/9/2017	002730	OREGON EDUCATORS BENEFIT BOARD	S3990217	3/1/2017	EMPLOYEE INSURANCE	29,952.96
<input type="checkbox"/> Check Transfer # : 1060 (Count: 1)							
1060	3/13/2017	002944	ELKHORN CONSTRUCTION LLC	1038	3/6/2017	TREE REMOVAL	1,950.00
<input type="checkbox"/> Check Transfer # : 1061 (Count: 11)							
1061	3/13/2017	002929	ALL AMERICAN FIRST AID& SAFETY	NF-2085	1/19/2017	FIRST AID AED AND BBP KITS	499.95-
1061	3/13/2017	002210	ANSWERNET	068-75328	2/21/2017	TELEPHONE ANSWERING SERVICE	82.00
1061	3/13/2017	001854	COMCAST CABLE	8778 10 899 0000634	2/1/2017	DATA LINES (INTERNET)	524.25
1061	3/13/2017	000540	GFOA	502550	3/3/2017	GFOA TRAINING	855.00
1061	3/13/2017	000540	GFOA	2017-02-22	2/22/2017	CERTIFICATE OF ACHIEVEMENT PROGRAM	370.00
1061	3/13/2017	001608	HR DIRECT	INV5122720	3/2/2017	EMPLOYER E-VERIFY LABOR LAW POSTER SERVICE	72.19
1061	3/13/2017	002433	NWETC	2017-03-03	3/3/2017	EROSION AND SEDIMENT CONTROL LEAD TRAINING	375.00
1061	3/13/2017	002433	NWETC	2017-03-03	3/3/2017	EROSION AND SEDIMENT CONTROL LEAD TRAINING	275.00
1061	3/13/2017	001218	STEIN OIL CO INC	CL20424	2/28/2017	DIESEL FUEL FOR VEHICLES	609.44
1061	3/13/2017	001318	UNITED STATES POSTAL SERVICE	0728029148	2/24/2017	PERSONALIZED RETURN ADDRESS ENVELOPES	601.75
1061	3/13/2017	002910	WM LAMPTRACKER	0718316-IN	9/21/2016	UV LAMP RECYCLING BOXES	119.95

Count: 51

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Invoice History Browse
Oak Lodge Sanitary District

Check Transl ▲	Check Transfer Date	Vendor #	Vendor Name ▲	Invoice #	Invoice Date	Description	Total Amount
<input type="checkbox"/> Check Transfer # : 1062 (Count: 1)							
1062	3/13/2017	001329	NATIONWIDE RETIREMNT SOLUTIONS, STANDARD CORE PAYROLL	1062	2/28/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
<input type="checkbox"/> Check Transfer # : 1063 (Count: 1)							
1063	3/16/2017	002939	OPTUM BANK	1063	3/15/2017	HEALTH SAVINGS ACCOUNT PAYROLL DEDUCTIONS	25.00
<input type="checkbox"/> Check Transfer # : 1064 (Count: 1)							
1064	3/10/2017	002277	WELLS FARGO BANK	2017-02-28 WFWeb/Tel	2/28/2017	WEB PAYMENT MERCHANT VOLUME FEES	2,463.36
<input type="checkbox"/> Check Transfer # : 1065 (Count: 1)							
1065	3/10/2017	002277	WELLS FARGO BANK	2017-02-28 WFOntsite	2/28/2017	ON-SITE PAYMENT MERCHANT VOLUME FEES	150.48
<input type="checkbox"/> Check Transfer # : 1066 (Count: 1)							
1066	3/13/2017	002276	WELLS FARGO BANK, N.A. (182)	2017-02-28 WFCCA	2/28/2017	COMMERCIAL CHECKING ANALYSIS SERVICE FEE	1,134.10
<input type="checkbox"/> Check Transfer # : 1067 (Count: 1)							
1067	3/16/2017	001329	NATIONWIDE RETIREMNT SOLUTIONS, STANDARD CORE PAYROLL	1067	3/15/2017	457B PLAN PAYROLL DEDUCTIONS	2,153.21
<input type="checkbox"/> Check Transfer # : 1068 (Count: 1)							
1068	3/17/2017	000219	CHEVRON U.S.A. INC.	49865729	2/7/2017	FUEL FOR VEHICLES	171.43
<input type="checkbox"/> Check Transfer # : 1069 (Count: 6)							
Count: 51							
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Invoice History Browse
Oak Lodge Sanitary District

Check Transl ▲	Check Transfer Date	Vendor #	Vendor Name ▲	Invoice #	Invoice Date	Description	Total Amount
1069	3/29/2017	000252	CLACKAMAS STEEL & MFG., INC.	235582	3/9/2017	METAL FOR PS#2 AND 3 AND VACTOR	32.62
1069	3/29/2017	002158	HARBOR FREIGHT TOOLS	00236G	3/2/2017	SAND BLASTER/TESTER/LIGHT	208.97
1069	3/29/2017	001751	LOWES	9906195	3/17/2017	SAMPLE REFRIGERATOR	149.00
1069	3/29/2017	002074	ORWEF	0107	2/21/2017	JOHN BROWN ORWEF REGISTRATION	215.00
1069	3/29/2017	002758	TARPSNOW.COM	1702-108805	2/27/2017	CUSTOM TARP	582.20
1069	3/29/2017	002706	WALMART	7L02W8131JKC	3/2/2017	COFFEE/SUPPLIES	113.36
<input type="checkbox"/> Check Transfer # : 1070 (Count: 2)							
1070	3/29/2017	002237	STITCH-N-EMBROIDERY	148227	3/1/2017	SAFETY VESTS FOR STAFF/UNIFORMS	454.25
1070	3/29/2017	001397	WATER ENVIRONMENT FEDERATION	1542	3/1/2017	MONICA - RESIDUALS/BIOSOLIDS CONF 2017	780.00
<input type="checkbox"/> Check Transfer # : 1071 (Count: 4)							
1071	3/29/2017	002947	HOMEAWAY.COM, INC, VRBO	1021395	3/22/2017	ACWA 2017 CONFERENCE ROOM BOOKING	594.56
1071	3/29/2017	002947	HOMEAWAY.COM, INC, VRBO	724232	3/22/2017	ACWA 2017 CONFERENCE ROOM BOOKING	340.27
1071	3/29/2017	002237	STITCH-N-EMBROIDERY	148288	3/10/2017	CLOTHES ORDER - EMBROIDERED: OAK LODGE WATER SERVICES DISTRICT	919.00
1071	3/29/2017	002237	STITCH-N-EMBROIDERY	148409	3/27/2017	CLOTHES ORDER - EMBROIDERED: OAK LODGE WATER SERVICES DISTRICT	97.00
<input type="checkbox"/> Check Transfer # : 1072 (Count: 12)							
1072	3/29/2017	000084	ACWA	20173190730-2958248	3/22/2017	ACWA STORMWATER SUMMIT	180.00
1072	3/29/2017	001854	COMCAST CABLE	8778 10 899 0000634	3/9/2017	DATA LINES (INTERNET)	189.85
1072	3/29/2017	002942	EVENT RENTAL SERVICES	3771	2/1/2017	FENCING/DELIVERY	300.00
1072	3/29/2017	002833	STAPLES ADVANTAGE	3330046230	2/9/2017	KITCHEN/JANITORIAL SUPPLIES	396.32
1072	3/29/2017	002833	STAPLES ADVANTAGE	3330046231	2/9/2017	JANITORIAL SUPPLIES	158.65
1072	3/29/2017	002833	STAPLES ADVANTAGE	3330751577	2/17/2017	JANITORIAL SUPPLIES	125.99
1072	3/29/2017	002833	STAPLES ADVANTAGE	3330125654	2/10/2017	KITCHEN SUPPLIES	73.60
1072	3/29/2017	002833	STAPLES ADVANTAGE	3330458021	2/14/2017	JANITORIAL SUPPLIES	49.40

Count: 51

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Invoice History Browse
Oak Lodge Sanitary District

Check Trans/ ▲	Check Transfer Date	Vendor #	Vendor Name ▲	Invoice #	Invoice Date	Description	Total Amount
1072	3/29/2017	002833	STAPLES ADVANTAGE	3331345573	2/24/2017	JANITORIAL SUPPLIES	37.84-
1072	3/29/2017	002833	STAPLES ADVANTAGE	3331345574	2/24/2017	JANITORIAL SUPPLIES	45.01-
1072	3/29/2017	002833	STAPLES ADVANTAGE	3331345572	2/24/2017	JANITORIAL SUPPLIES	75.80-
1072	3/29/2017	001218	STEIN OIL CO INC	CL20647	3/15/2017	DIESEL FUEL FOR VEHICLES	784.72
<input type="checkbox"/> Check Transfer # : 1073 (Count: 3)							
1073	3/29/2017	002074	ORWEF	2017-03-17	3/7/2017	ORWEF WATER ENVIRONMENT SCHOOL REGISTRATION	1,075.00
1073	3/29/2017	002074	ORWEF	2017-03-23	3/23/2017	ORWEF WATER ENVIRONMENT SCHOOL REGISTRATION	215.00
1073	3/29/2017	002074	ORWEF	2017-03-08	3/8/2017	ORWEF WATER ENVIRONMENT SCHOOL REGISTRATION	115.00
<input type="checkbox"/> Check Transfer # : 1074 (Count: 1)							
1074	3/29/2017	002939	OPTUM BANK	1074	3/29/2017	HEALTH SAVINGS ACCOUNT PAYROLL DEDUCTIONS	25.00
<input type="checkbox"/> Check Transfer # : 1075 (Count: 1)							
1075	3/31/2017	002687	AUTHORIZE.NET	2017-03-31 Echeck	3/31/2017	WELLS FARGO E-CHECK WEB FEE	147.01
<input type="text" value="Count: 51"/>							
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Invoice History Browse
Oak Lodge Sanitary District

Check Trans: ▲	Check Transfer Date	Vendor #	Vendor Name ▲	Invoice #	Invoice Date	Description	Total Amount
☐ Check Transfer # : 117459 (Count: 1)							
117459	4/10/2017	002849	SANITECH LLC	2006	3/23/2017	REPLACEMENT OF MAINLINE 2A-504 TO 2A-343	27,650.00
☐ Check Transfer # : 117460 (Count: 3)							
117460	4/10/2017	002374	VERIZON WIRELESS	9782219145 (a)	3/15/2017	CELLULAR TELEPHONE SERVICES	1,156.62
117460	4/10/2017	002374	VERIZON WIRELESS	9782219145 (c)	3/15/2017	971-284-6797 TABLET 1	599.96
117460	4/10/2017	002374	VERIZON WIRELESS	9782219145 (b)	3/15/2017	CELLULAR TELEPHONE SERVICES	15.75
☐ Check Transfer # : 117461 (Count: 1)							
117461	4/10/2017	000096	AT&T	030 477 5253 001	3/13/2017	TELEPHONE SERVICE 030 477 5253 001	217.06
☐ Check Transfer # : 117462 (Count: 5)							
117462	4/10/2017	001319	CENTURY LINK	503-T02-0800 883B	3/17/2017	COMMUNICATION SERVICES 503-T02-0800 883B	340.86
117462	4/10/2017	001319	CENTURY LINK	503-653-1654 664B	3/14/2017	FAX LINE (ADMIN) 503-653-1654 664B	212.52
117462	4/10/2017	001319	CENTURY LINK	503-654-1356 965B	3/13/2017	SCADA ALARM LINE 503-654-1356-965B	103.23
117462	4/10/2017	001319	CENTURY LINK	503-353-4200 410B	3/13/2017	COMMUNICATION SERVICES 503-353-4200 410B	91.34
117462	4/10/2017	001319	CENTURY LINK	503-654-8169 760B	3/13/2017	FAX LINE (OPS) 503-654-8169 760B	49.94
☐ Check Transfer # : 117463 (Count: 1)							
117463	4/10/2017	002069	MADISON BIOSOLIDS, INC.	0000407-IN	3/10/2017	BIOSOLID SPREADING - OVER LAND	1,786.09
Count: 11							
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Oak Lodge Water District

Bank Transaction Report

Transaction Detail

Issued Date Range: 03/01/2017 - 03/31/2017
Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 2908192046 - OAK LODGE WATER DISTRICT							
03/31/2017		38738	Contractor Supply Reversal	Accounts Payable	Outstanding	Check Reversal	562.60
03/06/2017	03/31/2017	38879	Ace Hardware #11075	Accounts Payable	Pending Clear	Check	-93.51
03/06/2017	03/31/2017	38880	Aflac	Accounts Payable	Pending Clear	Check	-399.84
03/06/2017	03/31/2017	38881	AnswerNet Portland	Accounts Payable	Pending Clear	Check	-158.52
03/06/2017	03/31/2017	38882	Bachman Paving Company	Accounts Payable	Pending Clear	Check	-4,159.00
03/06/2017	03/31/2017	38883	BTL NW	Accounts Payable	Pending Clear	Check	-198.44
03/06/2017	03/31/2017	38884	Bullard Law	Accounts Payable	Pending Clear	Check	-1,740.00
03/06/2017	03/31/2017	38885	Cable Huston	Accounts Payable	Pending Clear	Check	-2,162.50
03/06/2017	03/31/2017	38886	Cessco, Inc	Accounts Payable	Pending Clear	Check	-901.66
03/06/2017	03/31/2017	38887	Cintas Corporation - 463	Accounts Payable	Pending Clear	Check	-73.37
03/06/2017	03/31/2017	38888	City of Gladstone	Accounts Payable	Pending Clear	Check	-279.15
03/06/2017	03/31/2017	38889	Clackamas Comm. Federal CU	Accounts Payable	Pending Clear	Check	-178.00
03/06/2017	03/31/2017	38890	Clackamas Landscape	Accounts Payable	Pending Clear	Check	-52.00
03/06/2017	03/31/2017	38891	CNH Capital	Accounts Payable	Pending Clear	Check	-32.01
03/06/2017	03/31/2017	38892	Coastal Farm & Home Supply	Accounts Payable	Pending Clear	Check	-143.99
03/06/2017	03/31/2017	38893	Conrad Credit Corporation	Accounts Payable	Pending Clear	Check	-685.76
03/06/2017	03/31/2017	38894	Contractor Supply	Accounts Payable	Pending Clear	Check	-18.14
03/06/2017	03/31/2017	38895	Convergence Northwest, Inc	Accounts Payable	Pending Clear	Check	-4,074.17
03/06/2017	03/31/2017	38896	Dr. Lance F. Harris D.C.	Accounts Payable	Pending Clear	Check	-90.00
03/06/2017	03/31/2017	38897	J. Thayer Company	Accounts Payable	Pending Clear	Check	-313.18
03/06/2017	03/31/2017	38898	Les Schwab	Accounts Payable	Pending Clear	Check	-1,029.70
03/06/2017	03/31/2017	38899	Metereaders, LLC	Accounts Payable	Pending Clear	Check	-2,251.82
03/06/2017	03/31/2017	38900	NCCWC	Accounts Payable	Pending Clear	Check	-71,859.86
03/06/2017	03/31/2017	38901	NW Natural	Accounts Payable	Pending Clear	Check	-365.91
03/06/2017	03/31/2017	38902	Oregon AFSCME Council 75	Accounts Payable	Pending Clear	Check	-249.02
03/06/2017	03/31/2017	38903	Oregon Assoc. Water Utilities	Accounts Payable	Pending Clear	Check	-950.00
03/06/2017	03/31/2017	38904	Oregon Dept of Revenue	Accounts Payable	Pending Clear	Check	-7,906.13
03/06/2017	03/31/2017	38905	Pitney Bowes Global Financial Services LLC	Accounts Payable	Pending Clear	Check	-559.44
03/06/2017	03/31/2017	38906	Portland General Electric	Accounts Payable	Pending Clear	Check	-37.28
03/06/2017	03/31/2017	38907	Reliable Fence	Accounts Payable	Pending Clear	Check	-1,233.00
03/06/2017	03/31/2017	38908	Schulz - Clearwater Sanitation	Accounts Payable	Pending Clear	Check	-113.50
03/06/2017	03/31/2017	38909	Traver's Cleaning Service Inc.	Accounts Payable	Pending Clear	Check	-340.00
03/06/2017	03/31/2017	38910	Tyler Technologies, Inc.	Accounts Payable	Pending Clear	Check	-866.38
03/06/2017	03/31/2017	38911	Webert, Loyd J.	Accounts Payable	Pending Clear	Check	-2,075.79
03/15/2017	03/31/2017	38912	KROGSTAD, JOHN	Payroll	Pending Clear	Check	-2,016.46
03/15/2017	03/31/2017	38913	Sexton, Timothy J	Payroll	Pending Clear	Check	-861.76

Bank Transaction Report

Issued Date Range: 03/01/2017 - 03/31/2017 Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/15/2017	03/31/2017	38914	Yohn, Clay B	Payroll	Pending Clear	Check	-427.66
03/17/2017	03/31/2017	38915	Ace Hardware #11075	Accounts Payable	Pending Clear	Check	-60.93
03/17/2017	03/31/2017	38916	Advantage Drilling LLC	Accounts Payable	Pending Clear	Check	-1,600.00
03/17/2017	03/31/2017	38917	Aflac	Accounts Payable	Pending Clear	Check	-399.84
03/17/2017	03/31/2017	38918	AGB	Accounts Payable	Pending Clear	Check	-1,771.00
03/17/2017	03/31/2017	38919	Alexin Analytical Laboratories	Accounts Payable	Pending Clear	Check	-1,070.00
03/17/2017	03/31/2017	38920	ASSET SYSTEMS INC	Accounts Payable	Pending Clear	Check	-296.47
03/17/2017	03/31/2017	38921	ATLASTA LOCK AND SAFE	Accounts Payable	Pending Clear	Check	-2,125.00
03/17/2017	03/31/2017	38922	Cintas Corporation - 463	Accounts Payable	Pending Clear	Check	-73.37
03/17/2017	03/31/2017	38923	Clackamas Comm. Federal CU	Accounts Payable	Pending Clear	Check	-178.00
03/17/2017	03/31/2017	38924	Coastal Farm & Home Supply	Accounts Payable	Pending Clear	Check	-800.71
03/17/2017		38925	Consolidated Fire Protection	Accounts Payable	Outstanding	Check	-625.00
03/17/2017	03/31/2017	38926	Consolidated Supply Co.	Accounts Payable	Pending Clear	Check	-2,196.78
03/17/2017	03/31/2017	38927	Costco Wholesale	Accounts Payable	Pending Clear	Check	-171.87
03/17/2017	03/31/2017	38928	Craig Blackman Trucking	Accounts Payable	Pending Clear	Check	-3,620.45
03/17/2017	03/31/2017	38929	DP Nicoli	Accounts Payable	Pending Clear	Check	-331.13
03/17/2017	03/31/2017	38930	J. Thayer Company	Accounts Payable	Pending Clear	Check	-261.48
03/17/2017	03/31/2017	38931	JUSTIN CLAXTON	Accounts Payable	Pending Clear	Check	-120.36
03/17/2017		38932	Kelly Stacey	Accounts Payable	Outstanding	Check	-239.71
03/17/2017	03/31/2017	38933	Kimball Midwest	Accounts Payable	Pending Clear	Check	-60.59
03/17/2017		38934	Law Office of Eileen Eakins, LLC	Accounts Payable	Outstanding	Check	-88.00
03/17/2017	03/31/2017	38935	McFarlane's Bark Inc.	Accounts Payable	Pending Clear	Check	-30.60
03/17/2017	03/31/2017	38936	Milwaukie Lumber Co.	Accounts Payable	Pending Clear	Check	-157.50
03/17/2017	03/31/2017	38937	Nancy Gibson Comp	Accounts Payable	Pending Clear	Check	-150.00
03/17/2017	03/31/2017	38938	Napa Auto Parts - Store #07078	Accounts Payable	Pending Clear	Check	-68.37
03/17/2017	03/31/2017	38939	NCCWC	Accounts Payable	Pending Clear	Check	-67,973.54
03/17/2017	03/31/2017	38940	NW Natural	Accounts Payable	Pending Clear	Check	-196.56
03/17/2017	03/31/2017	38941	Oak Lodge Sanitary District	Accounts Payable	Pending Clear	Check	-150.40
03/17/2017	03/31/2017	38942	Olson Bros Service Inc	Accounts Payable	Pending Clear	Check	-1,132.09
03/17/2017	03/31/2017	38943	One Call Concepts	Accounts Payable	Pending Clear	Check	-254.76
03/17/2017	03/31/2017	38944	Oregon AFSCME Council 75	Accounts Payable	Pending Clear	Check	-249.02
03/17/2017	03/31/2017	38945	Oregon Dept of Revenue	Accounts Payable	Pending Clear	Check	-7,851.66
03/17/2017	03/31/2017	38946	Oregon Health Authority	Accounts Payable	Pending Clear	Check	-160.00
03/17/2017	03/31/2017	38947	Peterson IV, Inc.	Accounts Payable	Pending Clear	Check	-303.26
03/17/2017	03/31/2017	38948	Portland Engineering Inc	Accounts Payable	Pending Clear	Check	-120.00
03/17/2017	03/31/2017	38949	Portland General Electric	Accounts Payable	Pending Clear	Check	-2,524.15
03/17/2017		38950	Special Districts Health Insurance Sv	Accounts Payable	Outstanding	Check	-1,000.00
03/17/2017	03/31/2017	38951	Special Districts Health Insurance Sv	Accounts Payable	Pending Clear	Check	-15,559.75
03/17/2017	03/31/2017	38952	Timothy Sexton	Accounts Payable	Pending Clear	Check	-124.00
03/17/2017	03/31/2017	38953	Total Building Maintenance	Accounts Payable	Pending Clear	Check	-348.00
03/17/2017	03/31/2017	38954	Verizon Wireless	Accounts Payable	Pending Clear	Check	-544.15
03/17/2017	03/31/2017	38955	Waste Management	Accounts Payable	Pending Clear	Check	-265.74
03/17/2017	03/31/2017	38956	Water Metrics West	Accounts Payable	Pending Clear	Check	-85.00

Bank Transaction Report

Issued Date Range: 03/01/2017 - 03/31/2017 Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/17/2017	03/31/2017	38957	Webert, Loyd J.	Accounts Payable	Pending Clear	Check	-545.30
03/17/2017	03/31/2017	38958	Wright Imaging	Accounts Payable	Pending Clear	Check	-2,901.27
03/31/2017	03/31/2017	38959	KROGSTAD, JOHN	Payroll	Pending Clear	Check	-2,016.50
03/31/2017	03/31/2017	38960	LUDLOW, RICHARD	Payroll	Pending Clear	Check	-5,239.72
03/31/2017		38961	Sexton, Timothy J	Payroll	Outstanding	Check	-1,158.70
03/31/2017		38962	Yohn, Clay B	Payroll	Outstanding	Check	-687.22
03/31/2017		38963	Ace Hardware #11075	Accounts Payable	Outstanding	Check	-73.94
03/31/2017		38964	AnswerNet Portland	Accounts Payable	Outstanding	Check	-153.32
03/31/2017		38965	Backflow Management Inc.	Accounts Payable	Outstanding	Check	-170.00
03/31/2017		38966	Brad W Lyon	Accounts Payable	Outstanding	Check	-110.00
03/31/2017		38967	BTL NW	Accounts Payable	Outstanding	Check	-198.85
03/31/2017		38968	Bullard Law	Accounts Payable	Outstanding	Check	-9,238.34
03/31/2017		38969	Cable Huston	Accounts Payable	Outstanding	Check	-7,137.50
03/31/2017		38970	Cintas Corporation	Accounts Payable	Outstanding	Check	-138.61
03/31/2017		38971	Cintas Corporation - 463	Accounts Payable	Outstanding	Check	-73.37
03/31/2017		38972	Consolidated Supply Co.	Accounts Payable	Outstanding	Check	-665.24
03/31/2017		38973	Contractor Supply	Accounts Payable	Outstanding	Check	-570.37
03/31/2017		38974	Convergence Northwest, Inc	Accounts Payable	Outstanding	Check	-4,699.17
03/31/2017		38975	Dan Bradley	Accounts Payable	Outstanding	Check	-828.75
03/31/2017		38976	David Gray	Accounts Payable	Outstanding	Check	-50.00
03/31/2017		38977	Ditch Witch Northwest Exchange	Accounts Payable	Outstanding	Check	-55.96
03/31/2017		38978	FOREST INDUSTRIES TELECOM	Accounts Payable	Outstanding	Check	-750.00
03/31/2017		38979	Metereaders, LLC	Accounts Payable	Outstanding	Check	-3,102.82
03/31/2017		38980	Napa Auto Parts - Store #07078	Accounts Payable	Outstanding	Check	-106.59
03/31/2017		38981	NW Natural	Accounts Payable	Outstanding	Check	-471.62
03/31/2017		38982	Oak Lodge Sanitary District	Accounts Payable	Outstanding	Check	-675.00
03/31/2017		38983	Portland General Electric	Accounts Payable	Outstanding	Check	-1,634.41
03/31/2017		38984	RH2 Engineering, Inc.	Accounts Payable	Outstanding	Check	-1,946.80
03/31/2017		38985	TECHNOLOGY INTEGRATION GROUP	Accounts Payable	Outstanding	Check	-6,627.15
03/31/2017		38986	Traver's Cleaning Service Inc.	Accounts Payable	Outstanding	Check	-35.00
03/31/2017		38987	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-11,577.26
03/31/2017		38988	US BANK EQUIPMENT FINANCE	Accounts Payable	Outstanding	Check	-220.00
03/31/2017		38989	Aflac	Accounts Payable	Outstanding	Check	-399.84
03/31/2017		38990	ASSET SYSTEMS INC	Accounts Payable	Outstanding	Check	-296.47
03/31/2017		38991	Clackamas Comm. Federal CU	Accounts Payable	Outstanding	Check	-128.00
03/31/2017		38992	Oregon AFSCME Council 75	Accounts Payable	Outstanding	Check	-249.02
03/31/2017		38993	Oregon Dept of Revenue	Accounts Payable	Outstanding	Check	-7,227.45
03/31/2017		38994	Void Check	Accounts Payable	Voided	Check	0.00
03/15/2017	03/31/2017	DFT0000259	Payroll EFT	Payroll	Pending Clear	EFT	-25,120.74
03/15/2017	03/31/2017	DFT0000260	Payroll EFT	Payroll	Pending Clear	EFT	-41,345.33
03/31/2017	03/31/2017	DFT0000261	Payroll EFT	Payroll	Pending Clear	EFT	-37,518.14
03/31/2017		DFT0000262	Wells Fargo Remittance Center	Accounts Payable	Outstanding	Bank Draft	-4,260.76
03/31/2017	03/31/2017	DFT0000263	Payroll EFT	Payroll	Pending Clear	EFT	-20,211.61

Bank Transaction Report

Issued Date Range: 03/01/2017 - 03/31/2017 Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/31/2017	03/31/2017	DFT0000264	Payroll EFT	Payroll	Pending Clear	EFT	-2,988.52
03/31/2017		DFT0000265	Payroll EFT	Payroll	Outstanding	EFT	-271.49
03/15/2017	03/31/2017	EFT0000875	3/15/17 PAYROLL TAXES	General Ledger	Pending Clear	EFT	-30,794.99
03/15/2017	03/31/2017	EFT0000876	3/15/17 VALIC DEF COMP	General Ledger	Pending Clear	EFT	-2,853.49
03/15/2017	03/31/2017	EFT0000877	3/15/17 NATIONWIDE DEF COMP	General Ledger	Pending Clear	EFT	-150.00
03/31/2017		EFT0000878	3/31/17 PAYROLL TAXES	General Ledger	Outstanding	EFT	-28,512.13
03/31/2017		EFT0000879	3/31/17 VALIC DEF COMP	General Ledger	Outstanding	EFT	-2,235.46
03/31/2017		EFT0000880	3/31/17 NATIONWIDE DEF COMP	General Ledger	Outstanding	EFT	-150.00
03/10/2017	03/31/2017	EFT0000882	3/10/17 PERS PAYMENT	General Ledger	Pending Clear	EFT	-40,990.71
03/27/2017	03/31/2017	EFT0000883	3/27/17 PERS PAYMENT	General Ledger	Pending Clear	EFT	-3,107.40
03/31/2017	03/31/2017	R-38960	LUDLOW, RICHARD	Payroll	Pending Clear	Check Reversal	5,239.72
Bank Account 2908192046 Total: (133)							-531,104.20
Report Total: (133)							-531,104.20

Summary

Bank Account	Count	Amount
2908192046 OAK LODGE WATER DISTRICT	133	-531,104.20
Report Total:	133	-531,104.20

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99.1000 Wells Fargo	132	-531,104.20
Report Total:	133	-531,104.20

Transaction Type	Count	Amount
Bank Draft	1	-4,260.76
Check	116	-296,395.75
Check Reversal	2	5,802.32
EFT	14	-236,250.01
Report Total:	133	-531,104.20



STAFF REPORT

To: Board of Directors
From: Rich Ludlow, Interim Operations Manager
Agenda Item: Sanitary Operations Report
Item No.: 7a
Date: April 18, 2017

Background

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

Operations Administration

Consolidation opportunity discoveries continue. WRF Operations staff requested an additional sample port for improved process monitoring. A local mechanical contractor quoted \$2,494.00 for the work. Staff suggested Water Division resources for providing the tap. After assurances that equipment could be disinfected for future potable use, the task was agreed upon. Work was done at a fraction of the bid cost.

Management continues to evaluate program optimization, exploring opportunities and evaluating needs.

NetDMR templates for monthly DEQ and EPA reporting are now clearly understood and will be tested with April's DMR data. Deadline to go live with electronic reporting moved to July.

Water Reclamation Facility Operations for March 2017

All NPDES permit requirements were met for the month of March 2017.

Treatment operations are performing well. In addition to excellent plant operations, other accomplishments included the application for NACWA Gold Award is submitted, plantwide reuse water restored from freeze prevention; contractor selected for minor modifications to IBR structure; plant recovering from high flow mode; research and data evaluation conducted to improve plant performance metrics; preparations being made for summer permit limits and nitrification/denitrification in current operational mode; providing staffing resources for union negotiations.

Operational challenges included warmer temperatures prompting algae growth typical for warmer months and requiring increased operational attention; Influent screenings channels plugged creating a "log jam" of screenings, operators discovered and corrected; Clarifier #1 jammed on accumulated debris requiring removal from service

and dewatering to clear and correct; Clarifier #2 bridge motor failed making access to clarifier sampling and cleaning difficult.

Field Operations Monthly Report for March 2017

Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/training)
736	204.5	531.5

Accomplishments:

	Goal	Actual	% Goal Met	Field Crew Hours
Sewer Cleaning (linear feet)	9450	1772	19%*	20.5
TV Inspections (linear feet)	9450	482	5%*	10.75
Grease Line Cleaning		3625	100%	42
Sewer Line/Manhole Repair/Inspect/Install				137.25
Utility Locates				82.25
SWM Work by Line Maintenance Techs				21.0
Fleet Support Work				29.75
Sewer Overflow Response				0
Plant/PS Equipment Work Orders				6.0
Customer Service/Investigations				5.5
Program Support				0
			Total Work Order Hours	355
			Staff Time Utilized on Work Orders	67%

Footage goal challenges due to several unplanned vehicle issues, emergency repair support work and attendance at Water Environment School earning CEU.

Meeting/training/other details:

Total staff hours

Staff meetings	18 hours
Training (Water Environment School)	88 hours

WRF Maintenance Monthly Report for March 2017

Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/breaks)
364	77.5	286.5

Accomplishments:

	Count	Hours
Number of Preventive Work Orders Completed	35	51.05
Number of Repair Work Orders Completed	43	68.5
Note: Counts differ between Complete Work Orders and Time Charged because not all Work Orders are completed during the month.		
Time Charged to Preventive Works Order Count/Time	51	54.55
Time Charged to Repair Work Orders Count/Time	72	188.5
	Hours charged to Work Orders in month	243.05
	Staff Time Utilized on <u>all</u> Work Orders	85%
	Utilization Toward PM Work Orders	19%

Staff Meetings: 6 Staff Hours
 Training (Water Environment School) 24 Staff Hours

Maintenance work highlights for the month:

- Cleared plugged pumps at pump stations – 14 events
- Repaired mechanical seal on West RAS Pump #2
- Repaired discrepancies found on Safety Committee Walkthrough
- Improved pump controls at Pump Stations #2 & #3
- Installed tarp to protect process blowers from rain
- Repaired Plant and Sanitary Admin yard lighting
- Repaired dump valve on Vactor truck
- Replaced batteries in UPS units
- Inspect pump stations weekly
- Preventive Maintenance on Aeration Mixers, Automatic Transfer Switches, UV Hoists, Plant Drain Pumps, Process Blower #1, Pump Station #3 motors, 3W Strainer, 3W Pump #1, Plant Generator, Screenings Compactor, Fire Extinguishers, Influent Screen #1, Screw Press, and more.



STAFF REPORT

To: Board of Directors
From: Todd Knapp, Operations Manager
Agenda Item: Water Operations Report
Item No.: 7b
Date: April 18, 2017

Background

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

Project Updates

Valley View Reservoir Project

The north tank has been drained and work has begun. The discovery of extensive cracks and concrete decay in the valve vault roof slab, prompted a meeting to discuss the best course of action, contractor is working on an estimate to remove and replace the vault top. Staff will work to accomplish this work within the approved budget.

Data Connection between Plant, Sanitary Admin and Water Admin Buildings

After contacting four separate contractors that provide cabling services, staff now has a quote to install the fiber communication line between the two Administration buildings. The quote (attachment 1) is for \$21,305.00, is within budget and the signing authority of the General Manager and is planned to move forward as quickly as possible.

Water Office Desktop Phone System

Should be completed within the next 10 days.

Other

The Comcast service was interrupted last week, hampering our phone lines and the ability to make payments, this sped up the installation of a backup solution for data with a Verizon cellular Wi-Fi unit, the District Water Office is now protected from power and Comcast outages.

Field Operations Monthly Report for March 2017

Maintenance work highlights for the month:

- Replaced a 4-1/4" hydrant at 3820 Risley Ave
- Replaced 168 Meters
- Water main flushing continues approximately 56 flushes were completed

Attachments:

1. Fiber Installation Quote
2. Water Operations Service Summary

NORTH SKY COMMUNICATIONS LLC

BID PROPOSAL FORM

CUSTOMER NAME: Oak Lodge Water Services

ATTN: Todd Knapp

ADDRESS

TELEPHONE: 603-654-7765

DATE: 4/11/17

Email: todd@olwsd.org

PROJECT: Fiber Connection Office to Office

PO#

North Sky Communications proposes to furnish the material (as necessary) and perform the labor necessary for the completion of the following:

- **Furnish engineering and permit applications**
- **Furnish and install 12 strand multi-mode fiber on existing wood poles on new strand**
- **Trench from pole near water offices to water offices and install new conduit for cable placement**
- **Furnish and install new conduit into Water District Office to telco room**
- **Splice, terminate and test new fiber each end**

Includes: Traffic Control as required, restoration and materials

Excludes: Prevailing wages, permits, aerial 3rd party make ready costs.

Lump Sum Bid \$21,305.00

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written change orders, and will become an extra charge over the above estimate. Insurance binders will be sent upon signed acceptance. Terms are net 30 days from the date of our invoice.

The above prices, specifications and conditions are satisfactory and are hereby:

Submitted: 

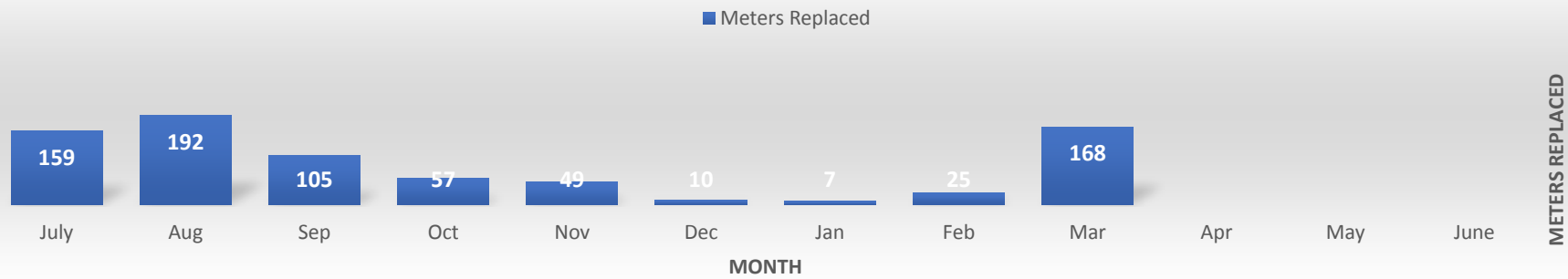
Accepted: _____

Date: 4/11/17

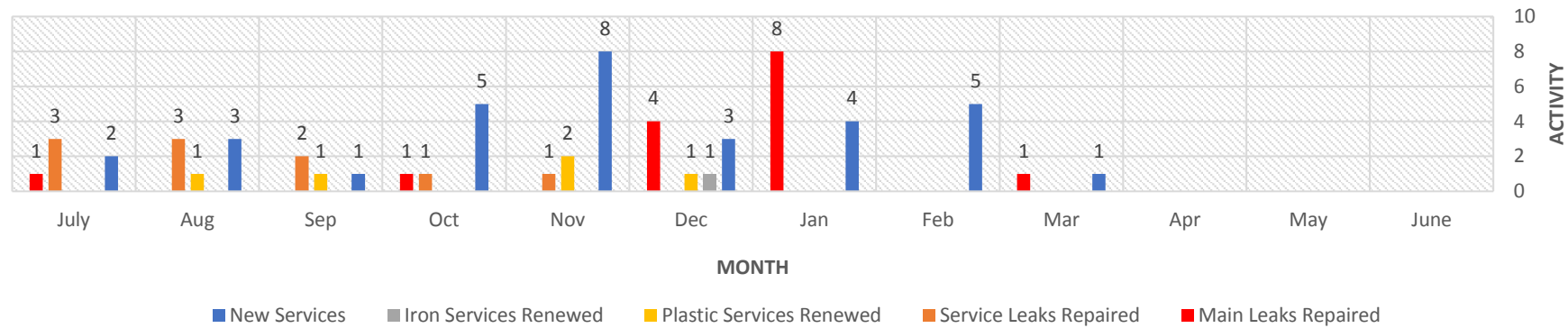
Date: _____

11818 SE Mill Plain Blvd #410
Vancouver, WA 98684
(360) 254-6920 or (800) 755-6920

REPLACED METER CHART 2016 - 2017



SERVICE and MAIN ACTIVITY 2016 - 2017



2016 - 2017	Month	Meters Replaced	New Services	Services Renewed	Services Renewed	Leaks Repaired	Main Leaks Repaired
2017	June						
2017	May						
2017	Apr						
2017	Mar	168	1				1
2017	Feb	25	5				
2017	Jan	7	4				8
2016	Dec	10	3	1	1		4
2016	Nov	49	8		2	1	
2016	Oct	57	5			1	1
2016	Sep	105	1		1	2	
2016	Aug	192	3		1	3	
2016	July	159	2			3	1
Yearly Total		772	32	1	5	10	15

STAFF REPORT

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Technical Services Report
Item No.: 7c
Date: April 18, 2017

Below is an update of various efforts for the Technical Services Program.

Capital Improvement Program:

Boardman Wetland Complex

- 90% Design has been received
- A Healthy Watersheds Committee Meeting has been scheduled for April 20 to go over the latest project information
- The Briar Ridge Neighborhood has all of the necessary documents to sign over the Open Space Tract and staff expects that that document will be received soon.
- Metro has begun to process the reimbursement documents for land acquisition. Whatever grant monies are left over will be reimbursed in the beginning stages of construction.

Riverforest Lake Manhole

Staff has signed a small contract with AKS Engineering to flow model the issue and make a recommendation on the fix necessary to prevent overflows at this manhole.

Other Projects:

MS4 Permit Renewal

The Permit renewal was submitted and received by DEQ on time. Staff now waits to hear from DEQ regarding the proposed language for the next permit cycle.

Rules and Regulations Update

This document update project is expected to begin soon and be brought before the Board at the May Board Meeting for its first of two Public Hearings.

Code Update

Staff has begun the process of combining the Sanitary, Surface Water and Water Codes. The final product will be two documents: a set of OLWS Rules and Regulations and a set of OLWS Design and Construction Standards. Both should be ready this Spring.

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. Inspections complete. Erosion Control complete. Awaiting asbuilts. Unknown timeline.	4/3/17
Under Construction	3127 SE Concord Rd. (Concord Oaks, formerly Concord Vineyards II)	6-acre development (32 residential lots.)	Development Inspections complete. Ongoing building permits / sanitary sewer connections (SFD). Unknown timeline.	4/3/17
Under Construction	17624 SE Rose St.	2-parcel Partition	Erosion Control inspections ongoing. Awaiting sanitary sewer permits for front SFD. OLWSD permits expired. Unknown timeline.	4/3/17
Under Construction	14400 SE Lee Ave.	Z0071-16 Duplex on existing lot. (SFR previously demolished)	Erosion Control inspections ongoing. Sanitary Sewer installed.	4/3/17
Under Construction	2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a duplex.)	Erosion Control inspections ongoing. Sanitary Sewer installed. Sewer connections pending. Unknown timeline.	4/3/17
Under Construction	15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	Sanitary sewer Inspections complete. Erosion Control inspetions ongoing.	4/3/17
Under Construction	2721 SE Swain Ave.	2-parcel Partition (2 new homes)	SS Inspections complete. Erosion Control inspetions continuing	4/3/17
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 2017.	4/3/17
Under Construction	14620 SE McLoughlin Blvd. (Fred Meyer)	Demo bottle return facility and construct pick-up delivery area.	Construction plans approved. Erosion control inspections ongoing.	4/3/17
Under Construction	Lot east of 18390 SE Woodcock Ave.	2-parcel partition	Plans approved. Inspections ongoing (EPSC) SS inspections complete.	4/3/17
Under Construction	16323 & 16251 SE McLoughlin Blvd.	Design review to demolish existing buildings and construct a 25,000 square feet Goodwill center.	Plans Approved. SS inspections complete. Storm Inspections complete. Permit finalization	4/3/17
Approved for Construction	17722 SE Rose St., 17832 SE Rose St.	Two 2-parcel partitions (2 new homes, 2 replacement homes)	Awaiting utility construction plans (sanitary sewer connection / erosion control). OLWSD permits expire July 2017.	4/3/17
Approved for Construction	19416 SE River Rd.	2-parcel partition, 2 new duplexes, Existing SFR to be demolished	Plans approved. Awaiting construction commencement. OLWSD permits expire May 2017.	4/3/17
Approved for Construction	14824 SE Laurie Ave. (14830 SE Laurie Ave.)	2-parcel Partition, 14830 SE Laurie Ave.	Awaiting building permit submittal. OLWSD permits expire May 2017	4/3/17
Approved for Construction	4519 SE Naef Rd.	3-parcel Partition (2 new homes)	Awaiting building permit submittal. OLWSD permits expire May 2017	4/3/17
Approved for Construction	15026 SE Linden Ln.	3-parcel Partition	Engineering plans approved. Awaiting building permit. Expires July 2017	4/3/17
Under Construction	14911 SE McLoughlin	Lew's Dairy Freeze Remodel to MOD Pizza	Engineering plans approved. Building permit approved. Under construction.	4/3/17
Plan Review	4150 SE ROETHE RD	Commercial Structures Relocation	Land Use Decision received. Awaiting engineering plans. County Land Use Expiration date.	4/3/17
Plan Review	14119 SE Mcloughlin Blvd	Z0260-16 Nonconforming Use - Alteration/Verification. Medical Marijuana Production	Design Review Plans Submitted. OLSD Submitted Comments. Pre-treatment analysis. Awaiting construction plans. County Land Use Expiration date.	4/3/17
Plan Review	13409 SE McLoughlin Blvd	3 New Slips Mobile Home Park	Z0430-14. Land use approved. Awaiting engineering planset. County land use expiration date.	4/3/17
Plan Review	13012 SE Oatfield	Proposed subdivision; 9 potential lots.	Engineering planset (1st review) submitted. Revised set submitted and	4/3/17
Plan Review	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Engineering plans (1st review) complete. Awaiting revised plans.	#REF!
Plan Review	5790 SE McNary Rd.	2-parcel Partition. Z0312-15-M; Godfrey Partition	Final engineering approval. Awaiting SFD building permits. Expires December 2017	4/3/17
Under Construction	2312 SE Risley Ave	3-lot partition	Engineering plans approved. Building permits approved. Expire March 2018.	4/3/17
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Engineering plans (1st review) under review. Drains to OLWSD - OLWSD standards (dual jurisdiction with CCSD#1).	4/3/17

Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	14335 SE WAGNER LN	Carport and wall. Floodplain. Will. River Greenway	Land Use Decision received. Awaiting engineering plans. Clackamas County Land Use timeline.	4/3/17
Plan Review	6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	Pre-app comments submitted. Awaiting Land Use Application. Expires Dec. 2017.	4/3/17
Plan Review	4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Land use comments sent. Awaiting engineering plans. County expiration timeline.	4/3/17
Pre-Application	4207 SE Hull Ave	3-5 lot subdivision	Pre-app Comment sent to County. Awaiting land use application. County pre-app timeline.	4/3/17
Pre-Application	3303 SE Concord Road	two-parcel partition	Pre-app Comment sent to County. Awaiting land use application. Expires June 2017	4/3/17
Pre-Application	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 with the Land Use Board of Appeals)	Received Engineering Plans (1st review) for sanitary sewer submitted. OLWSD reviewing for storm sewer.	4/3/17
Pre-Application	13715 SE River Road	ZPAC0136-16_Rose_Villa Redevelopment Phase II	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	4/3/17
Pre-Application	3905 SE WILLAMETTE DR	ZPAC0134-16_Willamette_Dr_Partition	Pre-app comments submitted. Awaiting Land Use Application. County	4/3/17
Pre-Application	17908 and 17900 SE Addie Street.	ZPAC0130-16_Boardman_Wetland	Pre-app comments submitted. Awaiting Land Use Application. County	4/3/17
Pre-Application	3901 SE NAEF RD	ZPAC0124-16 A Partition application with two existing light industrial buildings.	Pre-application comments sent. Awaiting land use / subdivision application. Expires Sept. 2017.	4/3/17
Pre-Application	18107 SE Addie Street.	ZPAC0167-16 4-plex	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2017	4/3/17



AGENDA ITEM

Agenda Item: Business from the Board
Item No.: 8
Presenters: Board Members

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.



AGENDA ITEM

Agenda Item: Executive Session
Item No.: 9
Presenters: Board Members

Background:

Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and/or ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225).



AGENDA ITEM

Agenda Item: Adjourn Executive Session
Item No.: 10
Presenters: Board Members

Background:

Adjourn Executive session and make any necessary motions as a result of Executive Session discussions.



AGENDA ITEM

Agenda Item: Public Comment Period
Item No.: 11
Presenters: N/A

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.



**MEETING AGENDA
REGIONAL WATER PROVIDERS CONSORTIUM BOARD
Wednesday, June 7, 2017
6:30 p.m. to 8:30 p.m.
Metro Council Chambers
600 N.E. Grand Avenue Portland, Oregon**

DRAFT

1. Introductions (3 minutes)
2. Approval of Consortium Board Minutes for February 1, 2017 (2 minutes)
3. Public Comment* (5 minutes)
4. Election of Officers – Rebecca Geisen, Consortium Project Manager (10 minutes)
Desired Outcome: To elect a new Chair and Vice-Chair, and three at-large Executive Committee members.
5. Project Manager Report – Rebecca Geisen, Consortium Project Manager (20 minutes)
Desired Outcome: Update on Consortium programs and projects.
6. Conservation Program Update – Bonny Cushman, Conservation Program Coordinator (10 minutes)
Desired Outcome: Update on on-going projects, CCWF and the summer media campaign.
7. Placeholder Discussion or Strategic Plan Update Preparation Exercise (30 minutes)
 - ❖ Legislative Update
 - ❖ IWRS Update
8. Consortium 20th Anniversary Celebration (30 minutes)
 - ❖ Video
 - ❖ Cake

Next Meeting Dates/Location:
October 4, 2017/Metro

* Agenda Item #3 is a public comment period for items not on the agenda. Additional public comments will be invited on agenda items as they are discussed.



Memorandum

To: Consortium Executive Committee and Technical Committee

From: Rebecca Geisen, Project Manager

Subject: Five-Year Strategic Plan Update – Scope of Work

The Consortium will be initiating an update of its five-year strategic plan starting in FY 17/18. I am in the process of developing a scope of work to hire a contractor to assist the Consortium with the update. The Executive Committee is tasked (per their by-laws), to initiate the review of the strategic plan and make recommendations to the Board. Therefore, I am seeking input from the EC on several questions that will help staff put together a scope of work and schedule.

- What are the desired outcomes of the strategic plan update process?
- What are the key elements of the proposed process and schedule?
- What do you see as the role and responsibilities of the Board/EC/CTC/Committees?
- How do you envision the update being led and organized?

The following is a list of potential elements of the strategic plan update for consideration.

- Reaffirm our mission and vision statement
- Update strengths, weaknesses, opportunities and threats – what factors (internal and external) require changes to our strategy or affect our ability to reach our goals
- Re-evaluate goals to help the Consortium be more forward thinking and visionary
- Re-evaluate and establish long-term strategic objectives and short-term goals, priorities and initiatives with associated actions and plans (to inform future work plans)
- Establish metrics to measure progress
- Build consensus about direction of Consortium



April 4, 2017

Representative Jeff Reardon
Chair, Committee on Higher Education and Workforce Development
900 Court St. NE, H-473
Salem, Oregon 97301

Subject: HB 3337 – Landscape contractor qualifications

Dear Representative Reardon,

The Regional Water Providers Consortium (Consortium) is opposed to and urges you to oppose HB 3337 which would eliminate the minimum experience and examination requirements for individuals to become licensed landscape construction professionals in the State of Oregon.

By the nature of their work, landscape construction professionals are critical partners in the effective management of Oregon's drinking water resources (particularly during peak summer usage when water is used to irrigate landscapes), and it is imperative that they have the knowledge and experience to do so safely and efficiently.

This bill would eliminate the fundamental experience and examination requirements for landscape construction professionals to design, build, and maintain irrigation systems. This will diminish public protection from unqualified work, and represents a step backwards in the ongoing work to effectively manage Oregon's drinking water resources for all citizens.

The Consortium works to improve the planning and management of municipal water supplies in the greater Portland, OR metropolitan region. Formed in 1997, the Consortium serves Clackamas, Multnomah, and Washington counties, and is made up of 20 water providers and the regional government Metro. Together, these entities provide more than 80 percent of the Portland metropolitan area's drinking water, and more than 40 percent of Oregon's drinking water. The Consortium implements a regional water conservation program, and for more than 10 years has directly supported landscape construction professionals with obtaining the necessary continuing education hours requirement by providing free classes that focus on principles of efficient landscape water use, best management practices, emerging irrigation control technologies, and overcoming language barriers in the industry.

In the 2015 legislative session, the recommendations of a work group convened by Senator Chuck Thomsen to address issues with the Oregon Landscape Contractors Board (LCB) and its regulations were unanimously adopted by both chambers in the form of SB 580. The work group included diverse stakeholder representatives from the Oregon Landscape Contractors Association (OLCA), the Oregon Landscape Alliance (OLA), the Landscape Contractors Board (LCB), the Construction Contractors Board, water providers, and the Oregon League of Cities. While many substantive compromises and streamlining recommendations were addressed in SB 580, including significantly reducing the continuing education requirements for renewing licensees, elimination of the examination or other qualification requirements was never accepted as a valid option. Also in 2015, the Legislature approved legislation mandating the development and implementation of a practical skill examination as an alternative to the written examination. OLCA, the LCB, and other volunteer stakeholders expended a great deal of time and effort to implement that legislation which provides yet another alternative path for licensure provided by the LCB in addition to the Probationary License option that is currently available to applicants who do not meet the current experience requirements.

Environmental regulations, water policies, irrigation technology, and landscape practices continue to evolve rapidly. The citizens and communities of the Portland metropolitan area are better served by an experienced and knowledgeable base of licensed landscape construction professionals. Please contact Rebecca Geisen at 503-823-7493 if you have any questions.

Respectfully,

Tom Lewis, Chair
Regional Water Providers Consortium Board

cc: Multnomah County Senate Legislative Delegation
Clackamas County Senate Legislative Delegation
Washington County Senate Legislative Delegation
Regional Water Providers Consortium Technical Committee
Regional Water Providers Consortium Board



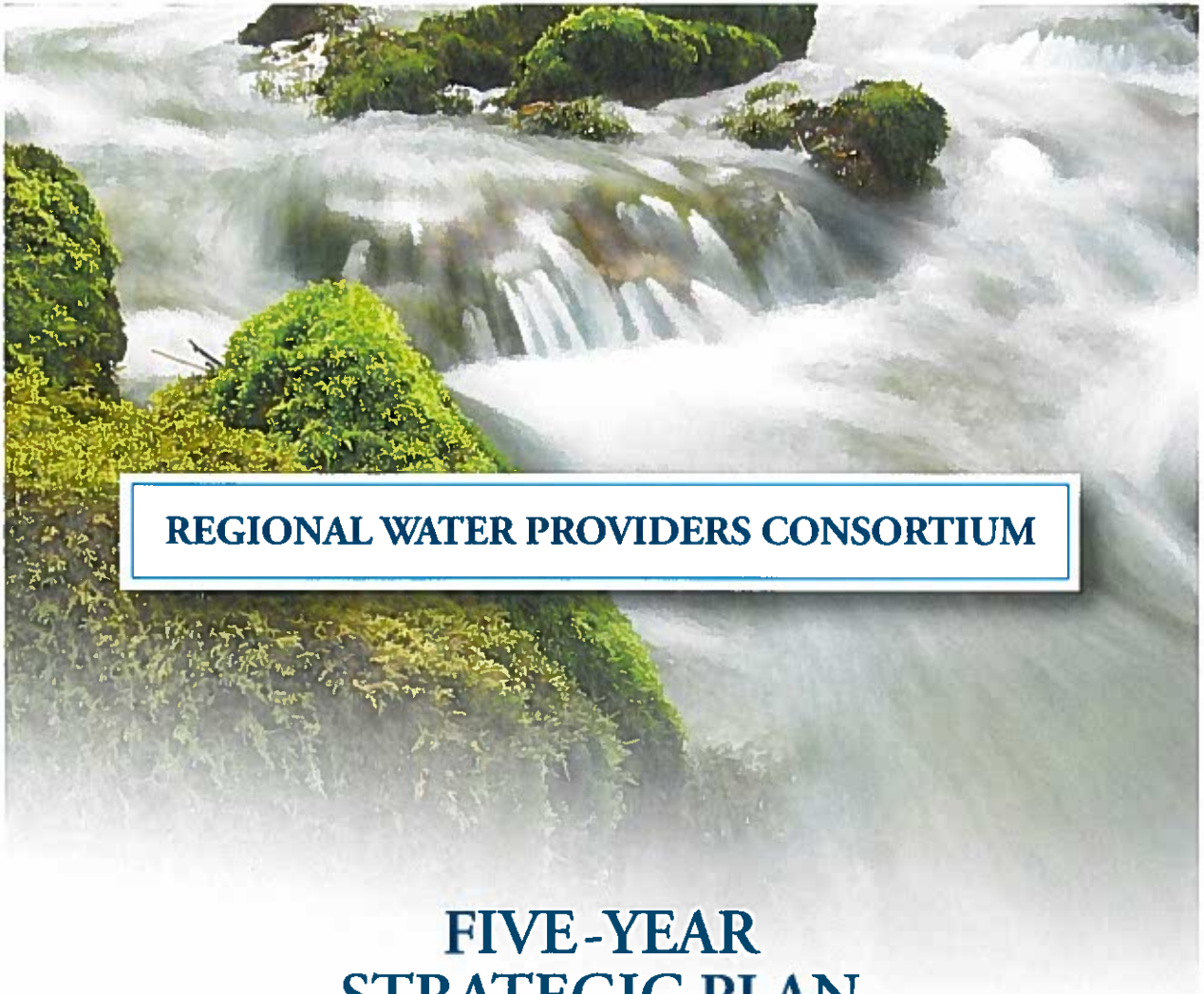
**MEETING AGENDA
REGIONAL WATER PROVIDERS CONSORTIUM
EXECUTIVE COMMITTEE**

**Wednesday, April 5, 2017
5:30 p.m.**

***Meeting Location:
Bull Run Conference Room, 5th Floor,
Portland Building, 1120 SW 5th Avenue
Portland, Oregon***

- 1. Introductions**
- 2. Approval of January 4, 2017 Meeting Summary**
- 3. Project Manager Report – Rebecca Geisen, Consortium Project Manager**
Desired Outcome: Update on activities including emergency planning, Strategic Plan, future meeting locations, staffing update, and other on-going projects.
- 4. Conservation Program Update – Bonny Cushman, Conservation Program Coordinator**
Desired Outcome: Update on on-going projects, CCWF, and summer media campaign.
- 5. June Consortium Board Meeting and Draft Agenda – Rebecca Geisen, Consortium Project Manager**
Desired Outcome: Review draft agenda and make any necessary revisions. Discuss June Board meeting activities for 20-year anniversary.
- 6. State and Local Updates**

Next Meeting Date/Location:
**September 6, 2017 Bull Run Conference Room
5th Floor, Portland Building**



REGIONAL WATER PROVIDERS CONSORTIUM

**FIVE-YEAR
STRATEGIC PLAN**

JUNE 2012



Next Steps

The Consortium will operate under this Five-Year Strategic Plan for the next five years. The Strategic Plan should be consulted each year during the development of the annual work plan and budget. The next update is anticipated no later than 2017; however, the Strategic Plan can be revised and updated at any time before then. Should the Board desire to revise the directions and programs of the Consortium or provide more timely language, it should update the Strategic Plan to reflect these changes.

Revised Five-Year Strategic Plan
for the
Regional Water Providers Consortium



Adopted June 2012

Contents

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Abbreviations and Acronyms

CCC	Consortium Conservation Committee
CTC	Consortium Technical Committee
EC	Consortium Executive Committee
EPC	Consortium Emergency Planning Committee
IGA	Intergovernmental Agreement
ORWARN	Oregon Water and Wastewater Agency Response Network
RWPC	Regional Water Providers Consortium (Consortium)
RWSP	Regional Water Supply Plan
SWOT	Strengths, Weaknesses, Opportunities and Threats
UGB	urban growth boundary

Revised Five-Year Strategic Plan

The Regional Water Providers Consortium is a group of 22 water providers in the Portland metropolitan area that directly provides water service to approximately 90–95 percent of the urban area. These water providers represent 14 cities and 8 special districts. The regional government Metro, not a direct water provider, is also a member. The total number of dues-paying governmental Consortium members is 23.

The Consortium was formed in 1996 through an Intergovernmental Agreement (IGA) and is operated by an established set of bodies, which meet periodically. The intent of this organization is to collaboratively discuss, study, and adopt policy and to implement programs that assist in the efficient provision of reliable municipal drinking water supplies.

At the same time that the 1996 IGA was signed, the water provider members also endorsed the Regional Water Supply Plan (RWSP), which was prepared through a jointly managed effort from 1993–1996. The Consortium is the caretaker and manager of the RWSP, which includes incorporating any major revisions recommended to the participant entities. An update of the RWSP was endorsed in winter 2004.

In 2004, several amendments to the Consortium IGA were approved that changed the dues formula to one that reflects the current activities of the Consortium in conservation, emergency planning, and local coordination. A basic tenet of the Consortium in the IGA is that no individual member gives up its ability to act as it sees fit to provide water services to its customers.

Consortium Mission Statement and Goals

The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the Portland metropolitan region.

Goals

- We provide a forum for study and discussion of water supply issues and opportunities of mutual interest and we communicate the value of municipal water supplies as well as adopted policy and strategies to the public, agencies, and stakeholder groups.
- We promote cost-efficient use of our water resources through a regional water conservation program and wise stewardship and protection of water resources to meet the values of our collective members and the needs of future generations.
- We assist in improving regional emergency preparedness among water providers so that our customers are better served during emergencies.
- We take ownership of and coordinate the implementation and revision of the Regional Water Supply Plan as the agencies directly responsible for providing water supplies to customers.

Consortium Values

The members of the Consortium are committed to the following values:

- Acting in a consensus manner to the greatest degree possible so that the Consortium can speak with one voice on matters that impact every water provider.
- Implementing regional conservation programs collectively to provide a more economical service to our individual customers and to allow the Consortium to speak with one voice on the importance of conservation.
- Protecting and advocating the protection and wise stewardship of existing and potential sources of drinking water.
- Providing reliable and safe water supplies to meet the needs of the metropolitan area for the long term through the actions of individual member entities.
- Providing technical and educational support to individual members for their use in the provision of water supplies and programs at the subregional level.
- Providing emergency preparedness services that enable more effective response by individual entities and backup to each other during emergencies.
- Building partnerships to explore options, implement mutually beneficial programs, and operate systems while retaining individual decision making authority and accountability to customers.
- Recognizing the need to demonstrate positive value to each participant member and its customers.
- Sharing information about water systems to better serve customers and communicate with customers the value of programs delivered by Consortium and its individual members in helping to meet water needs.
- Ensuring that sensitive system information collected by the Consortium is protected from public disclosure as directed by Oregon law and rules, and that such information shared among individual members is also protected.

Future Vision

The Regional Water Providers Consortium (RWPC) continues to be a valuable entity that plays a coordinating role in ensuring that the water resource needs of the Portland metropolitan area are met now and into the future.

Strategic Planning Background and SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis

The Regional Water Providers Consortium Board adopted a work program task to develop a Five-year Strategic Plan, which the Board adopted in September 2000. The Five-Year Strategic Plan was developed and recommended by a subcommittee of the Board and staff from the member agencies. The Board should review the Strategic Plan prior to formulating the annual budget and work program each year and should review and update the Strategic Plan at least every five years.

The Board Executive Committee (EC), which was created in early 2001, presented a revised and updated Strategic Plan in 2004. In March 2008, Consortium staff developed a work program for a second revision of the Strategic Plan. The Consortium Technical Committee (CTC) reviewed the update and the EC approved it in September 2008.

A third revision of the Strategic Plan was initiated in August 2011 by the Strategic Planning Subcommittee of the CTC. The EC discussed and approved the process for the third update in September 2011. Board and CTC members were surveyed in September 2011. Breakout sessions were held at the October Board meeting to discuss the Strengths, Weaknesses, Opportunities, and Threats (SWOT) section of the current plan as well as the missions/vision/values statements and the three key strategic challenges. The CTC discussed the first draft of the newly revised Strategic Plan at its December 7, 2011 meeting and recommended some changes. A revised version of the Strategic Plan was developed and discussed at the EC/CTC meetings in January 2012 and subsequently by the Board at its February 2012 meeting. The anticipated adoption milestone for this revision of the Strategic Plan is the June 2012 Board meeting.

SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis

This section presents a brief scan of the external threats and opportunities and the internal strengths and weaknesses that apply to the Consortium and its individual members.

External Threats

- Low public awareness of public water infrastructure and policies in general including the nature of how systems work, the services provided, and the reliability of the systems coupled with high public expectations that water service will always be available.
- Local, state and federal regulation, particularly water rights issues, as these affect water resources and public infrastructure responses, including rate capacity, to address needed infrastructure maintenance and projects needed to address future growth, regulatory requirements, and potential climate change impacts.
- Uncertain growth without adequate thought and planning for adequate water facilities to meet the added need.
- The impact of economic conditions that lower regional water demands and increase the complexity of funding water systems.
- Climate change impacts and the ability to know how to incorporate adaptation strategies into decision making in the face of uncertainty about the nature of the specific impacts.
- Emerging contaminants in drinking water regulation and the high public expectations and perceptions regarding drinking water contaminants.
- Emergency events and disasters including lack of preparedness by the public.
- Reduced federal funding for grants.

External Opportunities

Figure 1 shows the external opportunities that could be favorable to the organization.

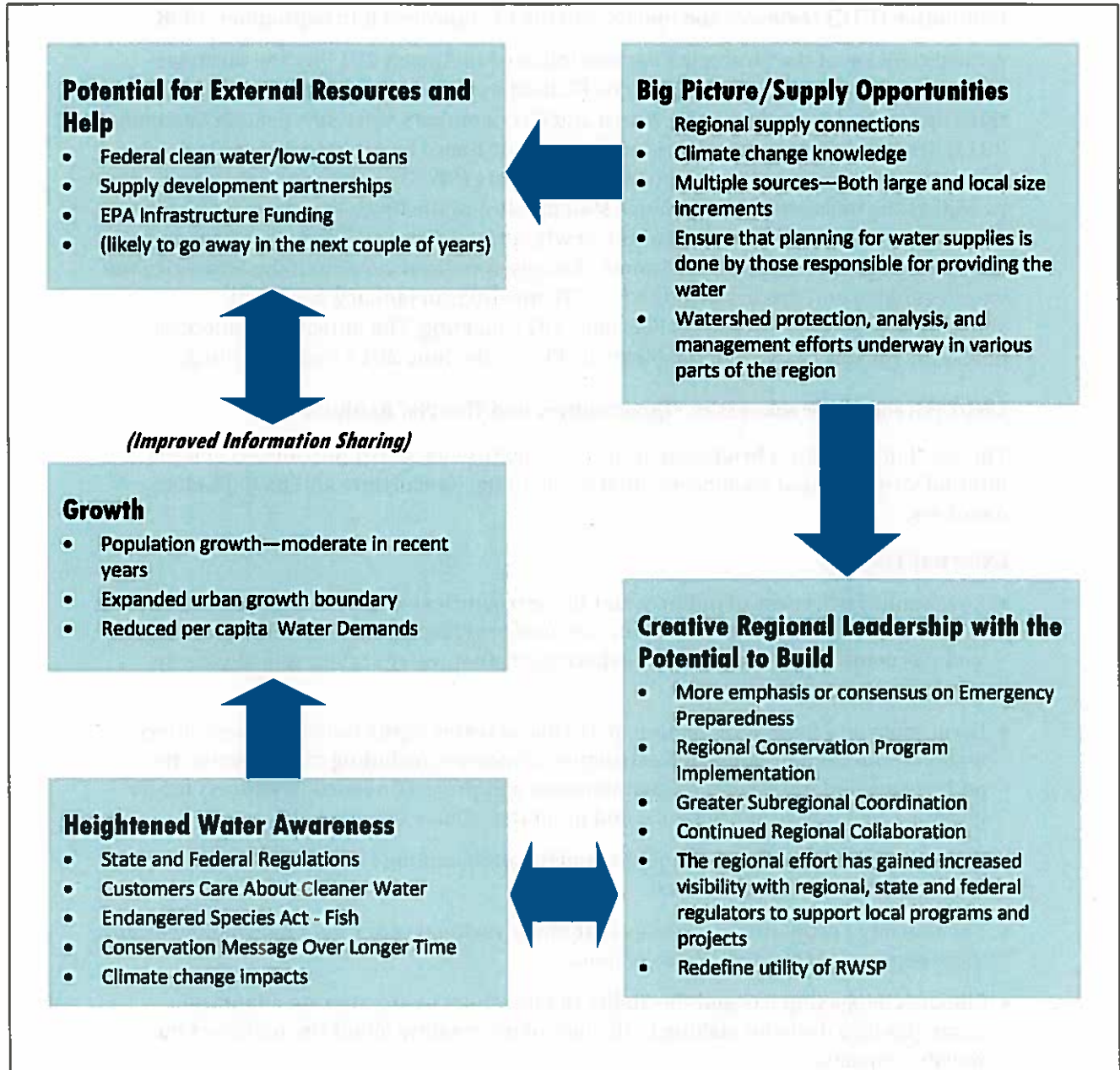


Figure 1. External Opportunities

Internal Weaknesses

- Lack of participation by Consortium members, including capabilities of the individual members to participate at equivalent levels.
- Different interests, expectations and governance structures among members.
- Lack of public and member awareness of the activities of the Consortium.
- Cumbersome size creates difficulties in logistics and administration.
- Lack of effective strategies for knowledge transfer for new member staff and officials.
- Competition for scarce fiscal resources to pay for Consortium programs particularly as entities deal with aging infrastructure, changes in the economy, and regulatory mandates.
- Lack of data and water-sharing agreements among providers.

Internal Strengths

- An institutional history since about 1990 of working together and since 1997 as a water provider consortium with a track record particularly in the areas of regional conservation and emergency preparedness.
- Visibility has increased with state and federal regulatory agencies.
- Trust is building over time as decisions have been made throughout the region that build on collaboration begun in part through regional activities.
- Effective leadership within the region and in the Consortium.
- Have had good staff support.
- There is power in numbers.
- Economies of scale to conduct programs that mutually benefit all members.
- Based on collaboration not coercion. Involvement by elected decision makers increases the ability to act and plan collaboratively in the region.
- Diversity in membership (by entity type and size).
- Multiple water resources in the region.
- Implementation of mutually beneficial regional programs by the Consortium has increased the value of the Consortium to members and increased customers' awareness of the work of the Consortium and regional water providers.
- Coordination and communication among water providers to respond to and recover from an emergency.
- Acquisition of equipment and tools to provide safe water to the public during an emergency.
- Knowledge of the regional water system and interconnections.

The Key Strategic Challenges

The key strategic challenges that were identified based on the above analysis of the environmental scan, stakeholder surveys, and Consortium work sessions held during revisions and updates are grouped into three specific areas and expressed as questions:

1. How do we facilitate the provision of water supplies as a region?
2. How do we deal with emergencies on a regional basis?
3. How do we continue to build the Consortium into a valued organization that helps water providers meet water needs and meet emergencies?

Each of these key strategic challenges is made up of a number of specific strategic goals. Each challenge is listed as a specific regional strategy, all of which are linked to form a direction for the Consortium over the next five years.

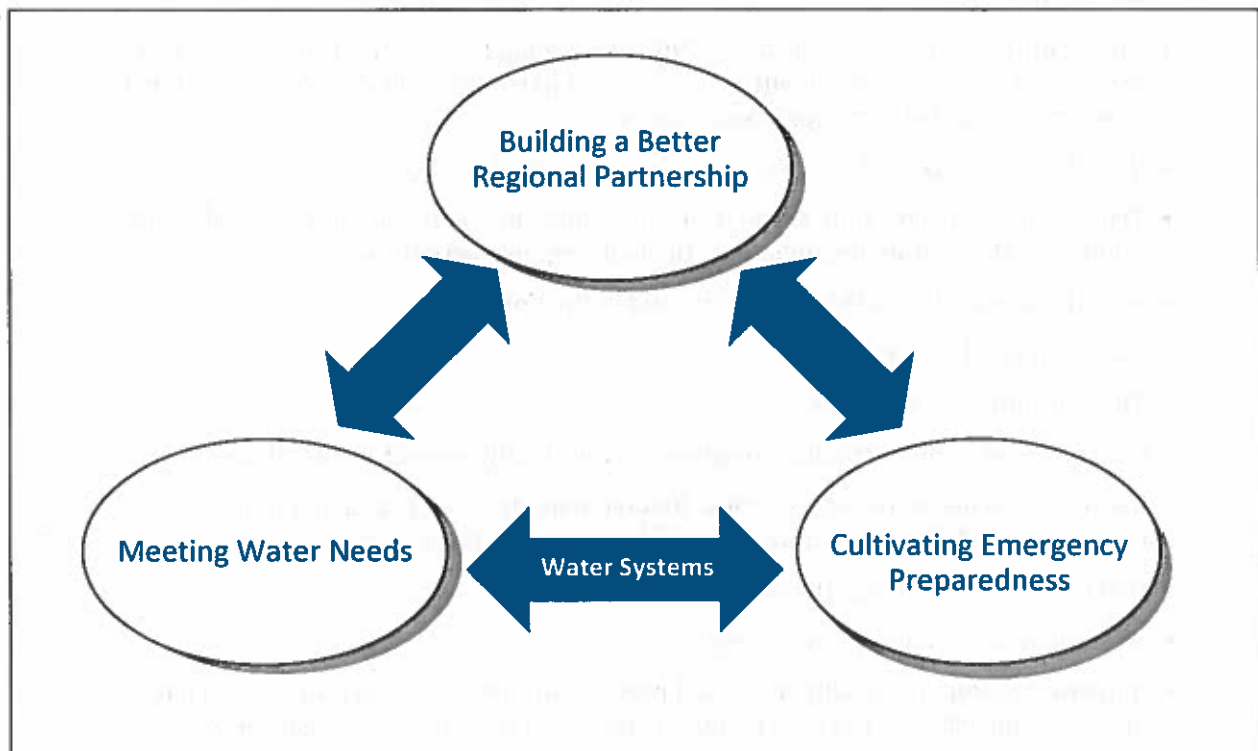


Figure 2. Key Strategic Challenges for the Consortium

1. Strategy: Meeting Water Needs

The challenge: How do we facilitate the provision of water supplies as a region?

CONTEXT

The Regional Water Providers Consortium was formed by an IGA initially signed by 26 water providers and Metro in 1996–1997. After consolidations, departures, and additions, in 2008 the size of the Consortium was 24 entities representing 25 different water providers (some of which also sold wholesale water to other entities) that are responsible for providing water supplies to about 90–95 percent of the Portland metropolitan area in Oregon. The entities signing the original Consortium IGA also agreed to endorse the Regional Water Supply Plan (RWSP) developed in 1996.

The primary purposes of the Consortium are listed in the IGA as follows:

- To provide a collaborative clearinghouse function for water supply planning and development that fosters regional coordination;
- To serve as the central custodian for Plan documents, including computer models and other local decision-support functions;
- To review and recommend revisions to the Plan, as appropriate;
- To provide a forum for the study and discussion of water supply issues of mutual interest to Participants and to collate the responses of Participants to such issues;
- To provide a forum for review and discussion of water resource-related issues that may relate to application of the state-wide land-use goals, comprehensive plans, regional plans, or land-use regulations;
- To allow for public participation in Consortium activities;
- To conduct regional conservation programs;
- To facilitate emergency preparedness for water suppliers in the region.

Since the first year of the Consortium operation beginning on July 1, 1997, there have been work tasks adopted annually that have focused on issues associated with public involvement, source water protection, emergency preparedness, transmission and storage, regional conservation program implementation, and updating the Regional Water Supply Plan. Issues associated with entities making decisions about how to meet their near- and long- term supply needs have arisen during this time.

In addition, the Consortium added the implementation of regional conservation programs to its function in 2000. This function now involves over 60 percent of the fiscal resources of the Consortium on a year-to-year basis. Since 2000, the Consortium's conservation programs have continued to grow through the commitment and efforts of the Consortium Conservation Committee (CCC) working together in the planning, development, participation, and execution of diverse conservation programs for the region. The CCC represents the interests of the Consortium member entities working together as a regional group and with a unified conservation voice. The CCC meets once

a month to share ideas, network, engage in conservation work discussions, program updates and work plans. This monthly meeting is an opportunity for members to discuss and participate in subregional programs with other interested member entities and staff. Collaboration is the key to success. The CCC has worked together to develop successful water conservation programs that serve diverse members' needs.

The Consortium Board and the CTC discussed the nature of the planning role for the Consortium during 2003 and provided direction for changes in this role—some of which resulted in language changes to the IGA. The role of the Consortium was again discussed in 2006 at a strategic planning discussion. At the present the primary purpose of the Consortium is to conduct mutually acceptable regional programs that support the programs of local entities, but not direct the provision of specific water supplies to meet the needs of the region.

AFFECTED STAKEHOLDERS

The key stakeholders are the entities that make up the Consortium. These entities include 14 cities, 8 water districts, and 1 regional government. Other stakeholders include customers of the various entities, special interest groups, and other governmental agencies, including the State of Oregon Water Resources Department and the Oregon Health Authority Drinking Water Program, which directly regulate water providers.

CONSEQUENCES IF NOT ADDRESSED

- If the strategic challenge is not adequately addressed then there are likely to be members of the Consortium that will not see value in continuing membership and that may withdraw. If the member entities totals less than 15, the Consortium no longer exists under the formation IGA.
- The value in a collaborative organization is often contingent on retaining enough members to effectively justify the time and expense associated with maintaining such an organization. Consortium members have been concerned with focusing on the appropriate issues of value to the individual entities. A loss of focus on the key issues important to providing effective water service for the individual members is likely to result in loss of membership and a termination of the Consortium.
- The loss of the forum provided by the Consortium would result in a return to more individual and subregional efforts to meet water supply needs and a loss of collective communication of positions on water programs and issues. The return to more individual area-oriented perspectives is a likely outcome if the Consortium is disbanded as is the loss of a regionally focused conservation program and emergency preparedness program. The strength of these programs lies in the Consortium's ability to educate and inform the public through one voice on these specific water issues, without this collective effort, each entity would be left to do this on their own.
- Absent its planning function, Consortium would likely lose credibility with regulatory agencies and Metro, as part of its charter responsibilities, would be required to have a larger planning role. Metro has expressed a desire to have the Consortium be

responsible for providing Metro with the plans and programs that meet its need to show that adequate water supplies are provided to meet future growth in the region.

- Simple lack of information about the activities and programs of others can result in decision making in a vacuum. Other issues of consequence to individual providers if the Consortium were disbanded include
 - a continuation of suspicion among individual entities
 - lost opportunities to reach regional and subregional arrangements to develop timely system improvements
 - system duplication which could result in a reduction in the service provided by some entities and/or added costs to customers
 - the region may lose opportunities for more responsible environmental resources management through conjunctive use of water sources and regional programs to conserve water

STRATEGIC GOALS

1. Recognize the importance of conservation in meeting regional water needs by continuing to implement regional conservation programs where economies of scale and regionally consistent conservation messages and benefits can be achieved. The regional program will achieve the following strategic goals:
 - A. To promote coordination among water providers in planning and implementation of water conservation outreach efforts.
 - B. To raise information and awareness in water conservation efforts for the region.
 - C. To educate the public on water issues and conservation efforts/tools for the region.
 - D. To provide provider member coordination, cooperation, training and participation in water conservation outreach efforts for the region.
 - E. To develop, update and enhance water conservation education outreach materials for provider members and the public they serve.
 - F. To coordinate and communicate water conservation programs on a regional basis via events, website, media outreach and interviews, and educational materials.
 - G. To develop and implement a region-wide school education outreach program.
 - H. To encourage and support coordination and communications among water providers and other stakeholders.
 - I. To support and be linked to other similar conservation groups.
 - J. To maximize economies of scale in the development and delivery of all water conservation programs.
 - K. To foster cooperation, support and consensus among water providers in communicating regional water conservation messages.

- L. To offer membership to other water providers in the region that might benefit from the regional media market and from economies of scale.
2. Be a collaborative clearinghouse and provide decision-support tools for water supply planning on a consensus-based approach as needed, in keeping with the Consortium IGA that leaves water supply development and management to the individual members. On issues of mutual consent, the Consortium should facilitate the ability of the region's water providers to speak with a unified voice on water issues that affect everyone.
3. Develop a process for discussing the intent of continuing to update the Regional Water Supply Plan, including assessing the role of the RWSP in current Consortium activities and programs and the benefits for implementation of the state-adopted Integrated Water Resources Strategy. Consider the format for revising the RWSP and develop a framework for how the Plan can be changed to best meet the needs of the Consortium and the individual members. Implement the outcome of this discussion by 2014.
4. Work on identifying added messaging the Consortium could consider to communicate the value of water to customers including but not limited to: the important role of water providers in protecting public health (i.e. meeting drinking water standards, fire protection, and resource stewardship), the need to be prepared for emergencies, and providing resiliency for the vital public need to have water supplies to support communities and the economy. Develop a program proposal to address this identified need as a part of the fiscal year 2013–14 Budget and Work Plan.
5. Be a catalyst for participation as a group of water provider entities in the legislative arena by continuing to interact as a body to determine areas of mutual advantage and to represent adopted Consortium policy. Continue to proactively participate in regional, state, and federal program activities. Consider links to existing water organizations to increase effectiveness. Examine any new organizational arrangements for the Consortium that might increase its ability to respond in a timely and consensus-based manner.
6. Reevaluate the Source Water Protection Strategy last adopted in 1998 to determine whether the Consortium benefits from having a specific strategy. Evaluate existing and future threats to drinking water quality in the region. Rewrite the Strategy if needed. As a part of this review, consider less-formal routes for the Consortium to continue to foster and communicate effective source protection policies.
7. Provide coordination functions with Metro to meet the need for the agency to have a water supply element of its Framework Plan. Work with Metro to effectively participate in urban growth boundary (UGB) revisions and implement the 2040 Growth Concept.
8. Provide information and a forum for the region's water providers to communicate about climate change impacts and adaptation and mitigation strategies. Communicate with state and federal agencies on the importance of adequate data collection on climate patterns, watershed characteristics, and decision-support

modeling to assist water providers in understanding the potential impacts of climate change including how to best incorporate the uncertainties associated with specific climate impacts into the decision making processes of the individual Consortium members.

CRITERIA FOR AN EFFECTIVE STRATEGY

An effective Water Needs strategy will:

- ✓ Be based on a consensus approach to making decisions at the Board level.
- ✓ Be seen as valuable by all members collectively and individually by addressing both collective and individual issues of interest.
- ✓ Stimulate and inspire proactive measures.
- ✓ Be conducted in such a manner that no entity perceives a threat to its individual actions.
- ✓ Retain and build on the investment already made in regional collaboration and coordination on water supply issues of mutual interest.
- ✓ Retain the ability of water providers to plan and manage how municipal water supplies are provided throughout the region.
- ✓ Assist water providers in understanding how climate change may impact systems and programs.
- ✓ Take advantage of multiple water sources throughout the region.
- ✓ Retain the credibility of the Consortium with regulatory agencies and continue to fulfill the role of providing regional water supply planning for the Metro Framework Plan.
- ✓ Base the amount of work done by the Consortium in any given year on the ability to justify the funds requested and keep the Consortium budget focused on key issues arrived at through consensus.
- ✓ Provide opportunities for public involvement at both the individual provider and at the Consortium level.

RESOURCE IMPLICATIONS

The resource implications for addressing this strategic challenge and meeting the strategic goals are important considerations for the level of effort that is desired. The Consortium operating budget has been in the range of \$745,000 per year for the years 2008 to 2012. As of 2012, the majority of the budget is spent on regional conservation program implementation and logistical support. The Consortium has also been successful in obtaining emergency preparedness grant funds. Future grant opportunities may present themselves through the state of Oregon, particularly for conservation program planning and implementation. The Board approves the budget and work program on a year-to-year basis; therefore any budget shifts have been

discussed multiple times as a part of Board, Executive Committee and Technical Committee discussions beforehand.

BOARD ROLE

The role of the Consortium Board will be to approve the Five-Year Strategic Plan, annual work plans and budgets, and to approve policy and project strategies that are developed, and to recommend to individual entities any revision of the IGA and the Regional Water Supply Plan. In between Board meetings, the EC has assumed a function to work with the staff and Technical Committees to implement Consortium programs and recommend actions to the Board for consideration. The EC has responsibility for recommending revisions to the Five-Year Strategic Plan.

POSSIBLE APPROACHES

- Utilize new ways of engaging staff and elected officials such as subcommittees, workshops, subregional meetings, breakout sessions at Board meetings, linking between Board members, and having the Executive Committee members link with other Board members.
- Review the staffing arrangements for the Consortium and adopt recommendations before the Staffing IGA expires on June 30, 2015.
- Continue to encourage dialogue among Consortium members and Metro as Metro implements the 2040 Framework Plan.
- Work with federal and state agencies to support continuing efforts to identify the impacts of future climate change. Encourage activities to keep Consortium members informed and up-to-date about opportunities for joint collaboration on research, outreach, and building capabilities to address climate change impacts.

2. Strategy: Emergency Preparedness

The challenge: How do we deal with emergencies on a regional basis?

CONTEXT

Water is one of the most important urban services that supports residential lifestyles and accommodates the needs of industrial/commercial and institutional users. Examples of emergencies that can interrupt water service include events such as wind and ice storms, earthquakes, heavy rainstorms, flooding, landslides, mudflows, volcanic eruptions, contamination, power outages, accidents, facility failures, and acts of terrorism.

The large number and variety of water providers in the region pose challenges and opportunities for effective emergency preparedness. For example, some providers are part of systems that are well interconnected with one or more water sources or systems, while others are isolated and have inadequate, or no, interconnections with other backup supplies.

Another aspect of emergency management includes the ability of water providers to assist each other in the event of an emergency. Emergency events can range from single system events that only affect part of or all of one provider's system, to events that would affect a whole watershed basin with several systems (e.g. the Clackamas basin or Bull Run watershed). The most devastating events (major earthquakes, ice and windstorms, terrorism, or the threat of terrorism) could potentially affect all water systems, crippling both surface and groundwater sources. In some cases, regional water providers have responded to emergencies that have affected entities outside of the Portland metropolitan area. Most water providers have mutual aid agreements or IGAs with neighboring water providers or other agencies to provide equipment and personnel. The development of the Oregon Water and Wastewater Agency Response Network (ORWARN) has brought a majority of the region's water and wastewater agencies together to provide mutual aid and assistance.

The Consortium initiated emergency planning efforts in 1998 with various assessments and a planning workshop to determine priorities and set strategic goals. The Emergency Planning Committee (EPC) was established in December 2001 and continues to meet and carry out annual work plans. The main objectives of the Consortium's emergency planning efforts are to improve coordination and communication among providers, offer training and exercises, identify funding opportunities for emergency water supply equipment and planning, facilitate ways to improve interconnections among providers, and offer relevant resources.

The EPC has accomplished many tasks including the development of an annually updated emergency contact list and an Emergency Water Distribution Plan, receiving grants, promoting mutual aid opportunities, and sharing other resources. The EPC monitors relevant legislation, has provided training, and conducts regular tabletop exercises. Most recently, the Consortium completed a regional water system and interconnection study and ArcGIS geodatabase to help improve resiliency in the region,

identify vulnerabilities, and develop emergency operational strategies. Staff participate in the regional emergency programs in addition to other forums to foster better communication and coordination with other agencies involved in emergency preparedness, response, and recovery.

AFFECTED STAKEHOLDERS

The key stakeholders are the water provider entities that make up the Consortium. Other stakeholders include the region's water customers, other government agencies (such as the Oregon Health Authority) that directly regulate water providers, city and county official emergency management and response agencies, county health departments, and police and fire departments as well as other local government agencies.

CONSEQUENCES IF NOT ADDRESSED

If this strategic challenge is not adequately addressed, then water service in the region may be compromised during an emergency due to the lack of regional emergency planning or experience in responding to an emergency. A coordinated emergency response strategy will most likely lessen the duration and severity of an event for individual providers and ease recovery. Each water provider has been provided tools and has the opportunity to evaluate their individual systems and to take actions or develop programs to reduce vulnerabilities. Complete elimination of all vulnerability is not likely. However, if the region's providers have the ability and framework in place to respond effectively, coordinate on a regional level and rely on each other for assistance during either individual or multiple-system emergency events, then the emergency can be dealt with more efficiently and there is a greater chance that water service can be maintained with less disruption. Having appropriate plans in place also ensures eligibility for public assistance for repairs after an emergency. Since the development of the original Strategic Plan, the climate has changed surrounding emergency planning. Terrorism is more of a reality and tremendous resources have been directed at identifying vulnerabilities, developing emergency response plans, and improving preparedness. This has removed some of the barriers to regional emergency planning. However the region's ability to more effectively deal with emergencies is still affected by the following:

- Outside drivers (e.g. state or federal requirements to have emergency plans or agreements);
- Lack of emergency preparedness on the part of the general public;
- Lack of public support and understanding of need for resources to be proactive to prepare for and improve water system resiliency in the event of an emergency;
- Concern about the ratepayer impacts of implementing programs to deal with devastating events that have not yet occurred;
- Maintaining basic services (e.g. water service, billing, customer service, etc.) while dealing with an emergency event;

- Competition for resources to implement emergency response plans, purchase equipment, and make needed upgrades;
- Lack of needed interconnections to ensure that all providers have reliable back-up supplies;
- Use of multiple types of communication systems;
- Framework (or lack of one) for allocating existing resources where and when they are needed in the region;
- Lack of coordination among water providers, county emergency management and other stakeholders;
- Frequency and severity of events can impact regional readiness among not only water provider staff but also customers. Also, the loss of experienced personnel through retirements and attrition may impact an agency's reservoir of institutional knowledge;
- Concerns about sharing water system information with each other and other agencies involved in emergency planning.

STRATEGIC GOALS

1. Participate as stakeholder in regional preparedness and coordination efforts and plans.
2. Continue to provide training and exercises to enhance water providers' knowledge and experience in responding to and recovering from an emergency. Continue to exercise regional equipment. Disseminate information on other regional training and exercise opportunities.
3. Utilize and maintain regional interconnections geodatabase to support regional collaboration and decision making on interconnections.
4. Test interconnections and their capacities to facilitate and support reliable backup supplies of water for all water providers in the event of an emergency.
5. Continue to develop, update and enhance resources for water providers.
6. Support all Consortium members to have mutual aid agreements.
7. Identify federal and state funding opportunities for emergency preparedness at the regional, subregional or water-provider level in coordination with other regional funding efforts.
8. Regularly update and exercise emergency preparedness plans. Share plan elements among providers to assist each other with plan preparation and updates.
9. Continue to facilitate and encourage coordination and information-sharing among water providers and other stakeholders to improve communication and emergency preparedness and response. Share information about regionally available

equipment and resources. Participate in conferences and exercises to share information. Utilize the conserveh2o.org website.

10. Develop a strategy to improve interoperable communication among water providers and to bridge the gaps among different types of radio systems. Incorporate communications into exercises.
11. Support the use and deployment of regional equipment such as portable water distribution systems, portable water treatment plants, and temporary piping with training and testing of equipment. Update the Regional Emergency Water Distribution Plan as needed. Coordinate and share information with other stakeholders.
12. Support public information messaging that promotes citizen emergency preparedness (e.g. bill stuffers) and provide public information officers with relevant information on emergency water supplies (72-hour kits, etc.) so they are prepared to answer questions when an emergency happens.
13. Coordinate with and educate the Oregon Office of Emergency Management about water provider resources and needs.

CRITERIA FOR AN EFFECTIVE STRATEGY

An effective Emergency Preparedness strategy will:

- ✓ Raise the awareness of emergency preparedness issues with the water providers and with the public.
- ✓ Coordinate and be integrated with counties and other regional emergency management programs.
- ✓ Build on the experiences of the past and from other areas of the Pacific Northwest.
- ✓ Improve coordination and communication among regional providers and improve service.
- ✓ Encourage and support resource-sharing and prioritization.
- ✓ Foster cooperation and consensus among water providers to accomplish strategic goals.
- ✓ Ensure that sensitive information generated by the Consortium to support emergency preparedness is protected from public disclosure in accordance with applicable state and federal law (e.g. ORS 192.501).

RESOURCE IMPLICATIONS

Additional resources may be required to achieve the strategic goals. This will involve Board approval of annual work programs and budgets relating to emergency preparedness. Grants will be pursued to fund major work tasks especially related to equipment and planning studies, however if grants are not available, the Board will need to identify funding priorities. Additional periodic resources may also be needed

for training programs and exercises, depending on frequency. Most of the other items could be worked into an average base budget.

BOARD ROLE

The role of the Consortium Board will be to support and approve the Five-Year Strategic Plan, create annual work plans and budgets, recommend changes to the Consortium's IGA, and approve policy and any emergency preparedness plan.

POSSIBLE APPROACHES

The Emergency Planning Committee recommends continuing to utilize the committee to help accomplish strategic goals, implement work tasks and make recommendations for review by the CTC.

3. Strategy: Building a Better Regional Partnership

The challenge: How do we continue to build the Consortium into a valued organization that helps water providers meet water needs and meet emergencies?

CONTEXT

The Regional Water Providers Consortium was formed for a number of reasons in late 1996. The reasons for its formation at that time included the following:

- Foster efficient service and save customers money through cost-sharing.
- Promote “big picture” approaches to dealing with complex resource issues.
- Promote local ownership and accountability for implementation of regional water supply projects and programs.
- Emphasize collaborative partnerships to help meet needs.
- Provide representation of customer interests on regional water supply issues and decisions.
- Establish a forum for public information and involvement in key regional water resources and supply issues.
- Greater positive impact on state and federal issues of concern.
- Facilitate sharing of technical assistance and support among providers on issues of mutual interest.

Over the years since the decision was made to form the Consortium, a number of these issues have been dealt with by the Consortium. Since its inception, the Consortium has been perceived as having strengths and weaknesses, not the least of which is the nature of the organization as a voluntary collaborative that does not bind in any way the actions of individual members. Some of the challenges facing the Consortium have been identified to include complacency and lack of meeting attendance, differing organizational objectives among providers, the sheer size of the organization, vulnerability to losing members, perception of threat to individual agency plans, and need for improved communication internally and externally.

Some partnership opportunities have taken place since the Consortium was formed. For example, the Willamette River Water Coalition and other entities have actively worked on agreements with federal land management agencies to protect sources (e.g., Clackamas water providers and City of Sandy). Other entities have created new supplies (e.g., North Clackamas Water Commission as well as the Joint Water Commission in Washington County and the Bureau of Reclamation) or interconnections (South Fork, North Clackamas Commission, Clackamas River Water and Lake Oswego), or services (e.g., renewed wholesale contracts with the City of Portland, and agreements between the cities of Sherwood and Wilsonville). However, the ability of the Consortium to facilitate and encourage more partnerships to accomplish meeting water needs and

coordinating emergency preparedness has not fulfilled its potential, nor is it certain at this point that the members want an institutional role for the Consortium over the longer term. The one area that has been the most successful has been in the area of emergency preparedness in which the Consortium has played a role in encouraging members to join the ORWARN agreement and purchase regional emergency water systems. This is an arena that may result in further regional collaboration as further work items under the Emergency Preparedness key strategic challenge are accomplished.

In October 2011, the Consortium Board considered the activities that it would like the Consortium to focus on, and the role in building partnerships was considered to still be valid. The Consortium's role was felt to more one of collaboration, speaking with one voice on issues of mutual interest, and being a forum for discussing problems of a regional or subregional nature.

There also is continuing support for the Consortium's increased education role to enhance knowledge of how water is supplied to the region, the sources, the suppliers, and programs to encourage water-use efficiency and the protection of source waters. Defining the issues of mutual interest and concern to individual members is probably the key challenge for the continuation of the Consortium. A significant challenge within the Consortium functions is that of attendance at regular meetings. This challenge was thought to be not a lack of commitment so much as complacency or satisfaction with the major activities of the Consortium therefore obviating the need to attend meetings.

AFFECTED STAKEHOLDERS

The key stakeholders are the water provider entities that make up the Consortium. These entities include 14 cities, 8 water districts, and 1 regional government. Other stakeholders include the region's water customers, public interest groups, environmental groups, and other governmental agencies that either regulate water resources or have programs that are affected by or affect municipal water supply systems or programs.

CONSEQUENCES IF NOT ADDRESSED

If this strategic challenge is not adequately addressed in concert with the other two key challenges, then the Consortium will not have fulfilled its potential and may even risk being disbanded. The ability of the Consortium members to define their expected outcomes for the Consortium has been difficult due to a number of factors such as the size of the organization, meeting logistics and formats, and adopting year-by-year work programs to focus most of the effort on certain work tasks. The desire of the Board members is to discuss and establish policy and action items that are of value to individual members. The ability of the Consortium to define and rank the issues of key importance has been clouded somewhat by a lack of readiness of all individual members to agree on the level of effort needed to address key action items. The Consortium has had some successes over the 15 years since its inception. Members would like to build on those successes and not focus on the aspects of planning that would be counter to the activities of the individual members. There are also

consequences of having members leave the Consortium that threaten the cohesiveness of the organization and its focus on issues of regional significance.

STRATEGIC GOALS

1. Spend at least one Board meeting focusing on strategic planning issues as a part of the budget process.
2. Continue to explore meeting formats and frequencies that allow more dialogue with Board members and consider establishing primary target agenda themes for meetings a year ahead of time including legislative themes prior to the biennial sessions.
3. Use communication methods (including the Consortium website) that facilitate interaction at the individual participant level and encourage Board members to link with each other between meetings. Board members are encouraged to communicate with their own decision makers in between meetings, provide updates at the Consortium meetings from selected entities, and ensure that outgoing Board members communicate with new members when possible.
4. Develop a package of materials that would inform new Board and staff members of the role and activities of the Consortium. Develop and maintain effective communication materials that explain the Consortium and its activities including new formats for the annual reports and a general Consortium-specific brochure, both of which can be utilized in both printed and electronic formats.
5. Work with the Executive Committee to develop and refine policy issues, including proposed changes to Board documents or existing policy, the budget and work programs, or other items that that will go to the Board for action.
6. Survey the Board and entity staff in association with the update of the Strategic Plan at least every five years on the effectiveness of the Consortium and suggestions for enhancing its performance; in addition, every year as a part of the preparation of the annual work plan and budget, encourage discussion of overall member satisfaction and Consortium effectiveness.
7. Focus the efforts of the Consortium on meeting its strategic issues as a baseline set of annual activities implemented in the specific work plans and budgets for each year. Utilize voluntary provider staffing on behalf of the Consortium to embark on other issues identified by the Consortium that are outside of this baseline.
8. Review and evaluate the Staffing IGA with the City of Portland in 2015 as required by that IGA.
9. On an as-needed basis, the Consortium Board and CTC Chair will offer to attend provider entity meetings to provide information about the Consortium and to get feedback on the Consortium functions.
10. The Consortium should be a focal point for collaboration between Metro and water utilities to ensure that Metro policies and plans adequately consider the need for water utility facilities both inside and outside the UGB.

CRITERIA FOR AN EFFECTIVE STRATEGY

An effective Partnership strategy will:

- ✓ Be based on the principle that each entity sees value in the resources devoted to the activities of the Consortium.
- ✓ Reduce the amount of turf protection activities within individual provider entities by providing a nonthreatening forum for the discussion of water supply issues.
- ✓ Be based on a consensus approach for adoption of annual budgets to support the work program and other policy matters that come before the Consortium.
- ✓ Continue to rely on the IGA proviso that each entity is free to take individual actions.
- ✓ Allow for continuous assessment of the Consortium over time to make needed adjustments and changes to improve performance and value.
- ✓ Allow the IGA to be amended as needed to address current organizational concerns.
- ✓ Adjust meeting schedules, formats, and attendance at Board and Technical Committee meetings so that business can be conducted in a timely manner. Utilize subcommittees as needed to address needs for more specialized member involvement.

RESOURCE IMPLICATIONS

Resources will be required to achieve the strategic goals as noted in the other goals on meeting water needs and emergency preparedness. This will involve Board approval of annual work programs and budgets for each year that the Consortium remains in effect. The issue of climate change may require further analysis for added resource commitments if desired by the Board.

BOARD ROLE

The role of the Consortium Board will be to approve the Five-Year Strategic Plan, annual work plans and budgets, and to approve policy and any specific work plan action items or to make recommendations to local-entity governing bodies for such items as IGA amendments or major revisions of the Regional Water Supply Plan. The Board also should devote time once per year to consider strategic planning issues as a part of the annual budget and work program process.

POSSIBLE APPROACHES

- The Board or the CTC may wish to appoint other topic-specific subcommittees to assist in the development of work plan products as was done for the 2012 Strategic Plan Update.
- From time-to-time, the Board may wish to consider different meeting setups, timing, or locations to facilitate more effective communication either among members or with the public. The Board has used breakout sessions in past years and considers this meeting format to be effective in fostering more communication and would like to continue to use this meeting format.

- Any surveys utilized to meet the strategic goals will be brief and easily analyzed; objectives for the survey will be discussed the Technical Committee and any other Board committees.
- Continued support for enhancing the Consortium web page including links to the websites for individual members.
- Utilize the Consortium meeting opportunities to share information about individual member programs and projects to promote more networking and education among members.

Next Steps

The Consortium will operate under this Five-Year Strategic Plan for the next five years. The Strategic Plan should be consulted each year during the development of the annual work plan and budget. The next update is anticipated no later than 2017; however, the Strategic Plan can be revised and updated at any time before then. Should the Board desire to revise the directions and programs of the Consortium or provide more timely language, it should update the Strategic Plan to reflect these changes.

Regional Water Providers Consortium Five-Year Strategic Plan Status Update

Meeting Water Needs

Goals	Status	Projects supporting goals
1 Water Conservation Program - related goals		
1a. Promote water provider coordination to plan/implement conservation outreach	Ongoing	Conservation Committee meets regularly to share resources, discuss conservation related topics, participate in trainings, and implement program.
1b. Raise info & awareness in regional water conservation efforts	Ongoing	Consortium continues to have a strong multimedia outreach campaign delivered via web, social media, TV (mainstream and Spanish language) and radio.
1c. Educate public on regional water issues and conservation efforts/tools	Ongoing	In addition to media campaign, the Consortium educates the public about water issues and conservation tools by attending events (e.g. Home and Garden Show) and distributing materials, provides speakers, conducts on-line promotions, shares member rebate information.
1d. Coordinate member training & participation in conservation outreach efforts	Ongoing	Conservation Committee meets regularly to share resources, discuss conservation related topics, participate in trainings, and implement program.
1e. Develop, update, enhance water conservation outreach materials	Ongoing	Over the years have developed over 30 printed materials and devices that are available to members through the annual print order at a reduced price. Members use Consortium developed materials on their websites and social media channels, newsletters, and other outreach materials.
1f. Coordinate program outreach at regional events, website, media, educational materials	Ongoing	
1g. Develop & implement a region-wide school education program	Ongoing	Consortium develops school assembly shows and related print material and is a primary sponsor of and participant in the Children's Clean Water Festival.
1h. Encourage/support coordination & communication among water providers & other stakeholders	Ongoing	Consortium committees support this goal, specifically the conservation and communications committee. Consortium staff have participated with PNW-AWMA conservation committee in the past and has recently re-engaged.
1i. To support and be linked to other conservation groups	Ongoing	More could be done here.
1j. Maximize economies of scale	Ongoing	Achieved through media campaign, schools program, annual print order.
1k. Foster cooperation, support & consensus among water providers in communicating regional water conservation messages	Ongoing	
1l. Offer membership to other water providers in the region	Ongoing	Part of larger outreach effort to other water providers in the region.
2 Collaborative clearing house for water supply planning		
	Completed	Regional Water Supply Plan (RWSP) Update
	In process	Update the interconnections database
	In process	5-year contract with PSU for household estimate and population projections
	Ongoing	Maintain on-line member page on www.regionalh2o.org . The page includes information and resources
	Ongoing	Maintain regional water supply plan information and other resources on the www.regionalh2o.org website
3 Develop process to update the RWSP	Completed	Regional Water Supply Plan (RWSP) Update
4 Identify additional outreach messages the Consortium could communicate to the public	Ongoing	Launched emergency preparedness campaign (2015), which integrates value of water message and what providers are doing to maintain a resilient, safe, and reliable water system. Campaign includes web, social media and TriMet bus sides.
	Proposed	Proposed \$12k Emergency-preparedness television campaign (4 weeks) for FY2017-18
5 Serve as a catalyst for water provider involvement in legislative affairs/efforts	Ongoing	Consortium staff participate on Oregon Water Utilities Council and Regional Disaster Preparedness Organization.
	Ongoing	Track legislation and bring issues before Consortium that may benefit from coordinated response on issues of importance to water providers.
6 Re-evaluate Source Water Protection Strategy	In process	FY16/17 work plan identifies update of source water protection strategy
7 Coordinate with Metro to meet its need to have a water supply element in its Framework Plan.	Ongoing	Occurs through participation of Metro staff on CTC and Consortium representative on Metro's Technical Advisory Committee. More work is needed on this goal.
8 Provide information & a forum for the region's water providers to communicate about climate change impacts, adaptation & mitigation strategies.	Needs additional work	Occasional updates provided, but goal should be re-visited. Individual members participate on climate change studies.

Regional Water Providers Consortium Five-Year Strategic Plan Status Update

Goals	Status	Projects supporting goals
1 Participate as stakeholder in regional preparedness and coordination efforts and plans.	Ongoing	Consortium staff participate in regional coordination efforts and plans through participation with Regional Disaster Preparedness Organization.
2 Provide training & exercises to enhance water providers' knowledge & experience in responding to/recovering from an emergency.	Completed Ongoing	Signed IGA as participant in Regional Disaster Preparedness Organization (RDPO). Member of Oregon Emergency Management Association and Oregon Water/Wastewater Agency Response Network (ORWARN)
3 Utilize and maintain regional interconnections geodatabase	Ongoing	Conduct bi-annual exercises and/or tabletop/Equipment exercise completed May 2015 and a tabletop exercise for interconnections database will occur spring 2017. Distribute training and exercise opportunities weekly.
4 Test interconnections and their capacities to facilitate and support reliable emergency backup water supply for all water providers.	Ongoing	Updating interconnections database in FY 16-17.
5 Develop, update and enhance resources for water providers.	In process	The Consortium will help facilitate this process with the update of the interconnections database in 2017. Actual testing of the interconnections is up to individual water providers.
6 Support all Consortium members to have mutual aid agreements.	N/A	
7 Identify state & federal funding opportunities for emergency preparedness projects and resources.	Ongoing	Created and distributed emergency preparedness-focused education and outreach modules to Consortium members in FY 15-16. Continue to add resources (e.g. through the Communications Network) to member page.
8 Regularly update and exercise emergency preparedness plans and share plan elements with providers.	Ongoing	Promoted WA County Cooperative Agreement and ORWARN. To date, all but one Consortium member are members of ORWARN.
9 Facilitate and encourage coordination and information-sharing among water providers and other stakeholders	Completed	Continue to apply for Urban Area Security Initiative (UASI) grants to support emergency preparedness efforts of water providers. To date, the Consortium has secured more than \$1.75 million in UASI funding.
10 Develop a strategy to improve interoperable communication among water providers and to bridge the gaps among different types of radio systems.	Completed	Updated Emergency Water Treatment and Distribution Plan in 2015 (only plan maintained by Consortium). Conducted exercise in May 2015 with all regional equipment. Provide secure web page for members to share plans and best management practices.
11 Support the use and deployment of regional equipment. Update the Regional Emergency Water Distribution Plan as needed. Coordinate & share info w/stakeholders.	Ongoing	Emergency Planning Committee continues to meet bi-monthly Maintain and update Emergency Water Treatment and Distribution Plan Maintain annual emergency contact list Developed and maintain www.regionalh2o.org website which prominently features emergency preparedness information and also contains a secure member page for resource sharing, including plans and presentations Staff regularly attends conferences and brings back information to group
12 Support public information messaging that promotes citizen emergency preparedness & provide public information officers with relevant information on emergency water supplies and resources.	Completed	Efforts currently underway by Clackamas River Water through UASI grant. Future phases are expected to include more of the region's water providers. Some efforts currently under way. Controversial topic within the region.
13 Coordinate with and educate the Oregon Office of Emergency Management about water provider resources and needs.	Ongoing	Continue to secure funding for regional equipment (two new treatment plants in the pipeline). Updated Emergency Water Treatment and Distribution Plan. Continue to share information and conduct training and exercises.
	Ongoing	Launched preparedness campaign in 2015 Partnered with OPB on 14-gallon challenge Produced video on how to store emergency supply of water. More water-related preparedness videos are planned. Expanded web tools and information for both public and water providers Develop pre-packaged materials for water providers to use in their outreach to customers. Launched Communications Network (new Consortium sub-committee) for public information staff to share best practices, tools and information.
	Ongoing	Consortium staff met with OEM Deputy Director to talk about work of water providers. Attends OEM Emergency Preparedness Workshops.

Emergency Preparedness

Regional Water Providers Consortium Five-Year Strategic Plan Status Update

Goals	Status	Projects supporting goals
1 Spend at least one Board meeting focusing on strategic planning issues as a part of the budget process.	Needs action	Have not devoted a Board meeting to strategic planning in awhile -- more focused on budget, work plan, topics of interest.
2 Continue to explore meeting formats/frequency that allow more dialogue with Board members. Consider creating target agenda themes on a yearly basis.	Ongoing	Board meetings have transitioned into less staff-driven discussions and presentations, to guest speakers and topic-driven agendas with participation from member agencies.
3 Facilitate interaction between Board members to link with each other, Consortium staff and other decision makers between meetings.	Needs action	Consortium has developed a members' page on regionalh2o.org to help facilitate information sharing. More work could be done to facilitate Board member interaction and welcoming new Board members.
4 Develop a package of materials that explain the Consortium and its activities and can be used to inform new Board & staff members of the role and activities of the Consortium.	Complete	Consortium staff developed a Consortium brochure and website (www.regionalh2o.org), and redesigned/streamlined the triannual & annual reports. All new Consortium Board members receive welcome packet of materials.
5 Work with the Executive Committee to develop and refine changes to Board documents, policies, budget, and programs that will go to the Board for action.	Ongoing	EC meets four times a year, preceding Board meetings, to help develop and refine budget and work plan, policy, and legislative issues.
6 Survey the Board and entity staff in association with the update of the Strategic Plan at least every five years on the effectiveness of the Consortium and suggestions for enhancing its performance; in addition, every year as a part of the preparation of the annual work plan and budget, encourage discussion of overall member satisfaction and Consortium effectiveness.	Needs action	
7 Focus the efforts of the Consortium on meeting its strategic issues as a baseline set of annual activities implemented in its annual work plans and budgets.	Ongoing	Strategic Plan Goals revisited each year to inform development of annual work plan and budget.
8 Review and evaluate the Staffing IGA with the City of Portland in 2015 as required by that IGA.	Completed	Staffing IGA updated in 2015 and is extended to 2020.
9 On an as-needed basis, the Consortium Board and CTC Chair will offer to attend provider entity meetings to provide information about the Consortium and to get feedback on the Consortium functions.	Needs action	Happens infrequently. There have been a couple of presentations to individual providers on Oregon Resilience Plan, but more work should be done here. New Project Manager did meet with all CTC representatives in 2012 to get feedback on Consortium and direction forward.
10 The Consortium should be a focal point for collaboration between Metro and water utilities to ensure that Metro policies and plans adequately consider the need for water utility facilities both inside and outside the UGB.	Ongoing	Consortium representative serves on Metro Technical Advisory Committee and Metro staff participates on the CTC however more collaboration and communication is necessary as evidenced by the withdrawal of Metro in June 2017.

Building a Better Regional Partnership

2018 Regional Transportation Plan Call for Projects

Draft Clackamas County Schedule

	CTAC	C4	C4 Metro
March 27	Review Call for Projects Process and Schedule with Metro		
April 4		C4 informed of Call for Projects	
April 19			C4 Metro Briefing on Metro Process
April 25	Deep Dive on Call for Projects at April CTAC <ul style="list-style-type: none"> ▪ Metro presentation on Call for Projects Process ▪ ODOT process for Call for Projects ▪ TriMet process for Call for Projects ▪ Review of Financial Plan for Clackamas Co. and Region ▪ Review Clackamas County Projects in 2014 RTP ▪ Recommendations to C4 on how the 2018 RTP Project Priorities are identified ▪ Proposed criteria for Clackamas Co priority identification 		
April 26 to May 16	<ol style="list-style-type: none"> 1. Local governments and eligible special districts revise existing projects listed in 2014 RTP Constrained list: remove projects that have been obligated, remove projects that are no longer priorities, update costs for projects that remain priorities and submit project sheets; 2. Local governments submit projects sheets for consideration of projects not included in the 2014 RTP Constrained list 		
May 4		C4 identifies 2018 RTP Project Priorities process	
May 17			C4 Metro review of 2018 Financial Plan for Clackamas Co, Review of 2014 Constrained Project list for Clackamas Co, identifies criteria for Clackamas Co priority identification
May 17 to May 22	CTAC members evaluate all projects using C4 Metro criteria and provide to CTAC staff by COB on May 22		
May 23	CTAC conducts project evaluations for updated 2014 Constrained Project List information and identifies draft recommendation for 2018 to 2027 Constrained project list		

	CTAC	C4	C4 Metro
June 6	CTAC conducts project evaluation for projects not on 2014 Constrained Project list and recommends ranked lists to C4 Metro for 2018 to 2027 Constrained, 2028 to 2040 Constrained, and 2028 to 2040 Unconstrained		
June 13			C4 Metro identifies project priorities for 2018 to 2027 Constrained
June 27	CTAC refines project evaluation as necessary for C4 Metro consideration		
July 12 (requested)			C4 Metro identifies project priorities for 2028 to 2040 Constrained Project List and for 2028 to 2040 Unconstrained Project list
July 12 to July 21	Local governments and eligible special districts submit projects to Metro using online tool.		
July 25	CTAC review of list of projects as submitted; CTAC recommends final list of projects in all three categories to C4 Metro		
August 11-12		Report to C4 at retreat on projects that were prioritized by C4 Metro and submitted by local governments and eligible special districts	
August 16			C4 Metro approves Form F priority list for all three project categories and authorizes submission to Metro
November – December	CTAC review of RTP technical evaluations for projects and system level analysis	Report to C4 on RTP technical evaluations for projects and systems level analysis	Report to C4 Metro on RTP technical evaluations for projects and systems level analysis
February to April 2018	CTAC recommends refinement to project lists based on RTP technical evaluations, systems level analysis and public input	Report to C4 on refinements to 2018 RTP Project lists	Report to C4 Metro on refinements to 2018 RTP Project lists
April 29, 2018	Local governments and eligible special districts submit revised project concepts as necessary		
Summer – Fall 2018	CTAC receives monthly reports on development of 2018 RTP Investment Strategy	Report to C4 on TPAC/MTAC/JPACT consideration of 2018 Investment Strategy as necessary	Report to C4 Metro on TPAC/MTAC/JPACT consideration of 2018 Investment Strategy as necessary
Early 2019	Metro Council Approves and Submits 2018 RTP to US DOT		

DRAFT



Clackamas
County
Coordinating
Committee

Promoting partnership among the County, its Cities and Special Districts

**CLACKAMAS COUNTY COORDINATING COMMITTEE (C4)
Agenda**

**Thursday, April 06, 2017
6:45 PM – 8:30 PM**

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

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of March 02, 2017 C4 Minutes
- C4 Co-Chair selection results

Page 02

6:50 p.m. 2017 C4 Retreat Discussion

- Results of March survey regarding topics of interest

Page 04

**7:00 p.m. Continued Discussion regarding Report from C4 Land Use
Advisory Subcommittee on Affordable Housing**

- Memo and C4LUAS Affordable Housing Report

Page 05

7:40 p.m. Transportation Coordination Discussion

- Memo regarding Countywide Transportation Coordination

Page 13

8:20 p.m. Updates/Other Business

- JPACT/MPAC Updates
- Other Business

8:30 p.m. Adjourn



Clackamas
County
Coordinating
Committee

Promoting partnership among the County, its Cities and Special Districts

CLACKAMAS COUNTY COORDINATING COMMITTEE (C4)

Thursday, March 02, 2017

Action Minutes

Attendance:

Members: **Canby:** Brian Hodson (Co-Chair); Tracy Hensley (Alt); **Clackamas County:** Chair Jim Bernard (Co-Chair); Commissioner Paul Savas; **CPOs:** Laurie Swanson (Mollala); Marjorie Stewart (Firwood) (Alt.); **Fire Districts:** Mathew Silva (Estacada); **Gladstone:** Tammy Stemple; **Hamlets:** John Meyer (Mulino); **Happy Valley:** Markley Drake; **Lake Oswego:** Jeff Gudman; **Metro:** Carlotta Collette; **Milwaukie:** Mark Gamba; Wilda Parks (Alt.); **Molalla:** Jimmy Thompson; Elizabeth Klein (Alt.); **Oregon City:** Dan Holladay; **Port of Portland:** Emerald Bogue; **Sandy:** Carl Exner; **Sanitary Districts:** Nancy Gibson (Oak Lodge Water Services); **Transit:** Julie Wehling (Canby); Andi Howell (Sandy) (Alt); **Water Districts:** Hugh Kalani; **West Linn:** Brenda Perry; **Wilsonville:** Tim Knapp

Staff: Trent Wilson (PGA); Don Krupp (County Administrator); Chris Lyons (PGA); Caren Anderson (PGA);

Guests: Thelma Haggemiller (Oak Grove); Ben Bryant (Happy Valley); Annette Mattson (PGE); Jaimie Lorenzini (Happy Valley); Mark Ottenad (Wilsonville); Zoe Monahan (Tualatin); Rick Cook (Stafford); Tracy Moreland (BCC); Mary Jo Cartasegna (BCC); Steve Williams (DTD); Laura Hitt (TVF&R);

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

<u>Agenda Item</u>	<u>Action</u>
Approval of February 02, 2017 C4 Minutes	Minutes moved, seconded and approved.
C4 Executive Committee Selection	Urban and rural representatives caucused separately to determine their representation on the C4 Executive Committee. Selections were: Urban – Jeff Gudman Rural – Brian Hodson
Status Update on Transportation Funding Package	Update provided by Chris Lyons
Memo regarding support letter from CTAC	Commissioner Savas moved to go forward and finalize the letter taking in the comments from tonight and having co-chairs sign. Seconded by Mayor Knapp. Discussion held. Have draft edits go out to C4 Executive Committee prior to the March 13 th Executive meeting to provide feedback. <ul style="list-style-type: none"> • Be more consistent with the JPACT letter • Move transit paragraph higher, spell out transit priorities more • Emphasize billion dollar need • Stronger and more direct language

	<ul style="list-style-type: none"> • Move support increased funding up to top paragraph <p>Motion approved.</p>
C4 letter of support for HB 2095	<p>Mayor Holladay motioned to have the body of Metro’s letter put onto C4 letterhead and present to the Legislature. Seconded. Brenda Perry abstained. Motion Approved</p>
Report from C4 Land Use Advisory Subcommittee on Affordable Housing	<p>Trent provided the subcommittee’s report. No action taken.</p>

2017 C4 Retreat Survey

How are you affiliated with C4?

19 Member

 Guest/Interested party

In the past, the C4 retreat has occurred on a Friday/Saturday. While this has not been ideal, it has been a common availability for many. Would you:

13 Like to continue the Fri/Sat retreat format?

05 Reduce to a one-day retreat? Preferred day: Sat – 11, Fri – 11, Thurs-1

 Other: _____

In January, C4 Members listed many priorities they were interested in addressing. Please identify 4 items below that you would like to see on the agenda for the retreat.

(Note: Understandably, you may be interested in more than 4 topics. This exercise will hopefully narrow the focus of the retreat discussion.)

2 Resolution for C4 Bylaws

9 Affordable Housing/Housing Affordability, including but not limited to SDCs, tiny homes, density, and more

10 City-County Coordination, in general

2 Digital Divide in Clackamas County

2 Surface water management, water resources and how that impacts land use

8 Transportation Coordination

11 Capital funding, road construction and transportation

2 Traffic safety in rural areas

2 Safe routes to schools

10 If passed, legislative transportation funding package

7 Willamette Falls Project: Legacy Project and WF Locks

5 Tourism

10 Economic Development

Additional Comments helpful towards crafting the C4 Retreat Agenda

- Avoid annual US Mayor Conference
- Climate Change
- Preference to finish bylaw discussion before retreat

Clackamas County Coordinating Committee (C4)

April 6, 2017

Memo: Next Steps for Affordable Housing Discussion

Summary:

At the April 2 C4 meeting, staff presented and members discussed their initial feedback of the recommendations by the C4 Land Use Advisory Committee (C4 LUAS). C4 members ran short on time and requested the discussion continue at a future meeting.

Overview of Recommendations by C4LUAS

Primary recommendations:

1. Reach agreement that there is or isn't an affordable housing crisis.
2. Collectively define the agreed upon crisis so that all agencies are working together on the same issue.

Optional Action Steps:

1. Identify a body tasked with developing and implementing coordinated actions
2. Housing Needs Assessment updates (Countywide and as appropriate)
3. Development of a menu of "agreed upon common ordinances and equivalent standards"
4. Development of a Housing Trust Fund

Staff recommendation:

Conclude discussion around the primary recommendations by C4 LUAS at the April 6 C4 meeting. (A possible outcome could be C4 letter of commitment by member agencies to address a mutually agreed upon issue, to be formalized at a future meeting).

Staff recommends addressing the "Optional Action Steps" at future meetings, beginning with the first: identifying a body tasked with developing and implementing coordinated actions.

**Report to Clackamas County Coordinating
Committee (C4) Regarding Affordable Housing In
Clackamas County**

By: C4 Land Use Advisory Subcommittee

Delivered on: March 2, 2017

Executive Summary

At their 2016 retreat, members of the Clackamas County Coordinating Committee (C4) created and assigned the C4 Land Use Advisory Subcommittee (C4LUAS) to review the Affordable Housing discussion from the retreat and to return to C4 with collaborative recommendations to address Affordable Housing in Clackamas County.

C4LUAS met (4) four times between September 2016 and February 2017. The body was made up of land use staff from Canby, Estacada, Gladstone, Happy Valley, Lake Oswego, Milwaukie, Oregon City, Sandy, West Linn, Wilsonville, as well as county staff from the Health, Housing, and Human Services Department (H3S) and Department of Transportation and Development (DTD). County staff Vahid Brown chaired the meetings, assisted by Public and Government Affairs (PGA) staff. Metro and TriMet also participated in the discussion.

C4LUAS members struggled in their first meeting to identify the range of housing affordability the C4LUAS was intended to address, recognizing that Affordable Housing represents a broad range of issues for many people. The direction from C4 was limited to “consolidate the retreat discussion” and “find low hanging fruit” and also did not identify the amount of resources available to implement the recommendations of the group. The C4LUAS members created and completed a questionnaire to understand existing views and policies of participating jurisdictions. The questionnaire revealed inconsistent policies and approaches to Affordable Housing throughout the jurisdictions within Clackamas County. While some of the discussion from the C4 retreat asked for specific prescriptions to issues such as SDC costs and approaches to homelessness, C4LUAS found that a regional or county-wide approach to those discussions would be fruitless without C4 first agreeing on two large questions:

1. Is there an Affordable Housing crisis in Clackamas County?
2. What is the definition of Affordable Housing?

C4LUAS also spent time addressing many of the prescriptive themes recommended at the C4 retreat. Discussion of these prescriptions, combined with information gleaned from the questionnaire, resulted in the following menu of ***potential*** policy discussions that C4 could pursue.

- Identification of a body tasked with developing and implementing coordinated actions
- Housing Needs Assessment updates (Countywide and as appropriate)
- Development of a menu of “agreed upon common ordinances and equivalent standards”
- Development of a Housing Trust Fund

Recommended Discussion for C4 regarding Affordable Housing

The questionnaire completed by Clackamas jurisdictions revealed two hurdles that could stall coordination around Affordable Housing.

Is there an Affordable Housing Crisis?

According to the questionnaire, only 3 of 11 submitting jurisdictions acknowledged an “affordable housing crisis”. Because the question of whether or not there is an “affordable housing crisis” was written broadly, many jurisdictions interpreted the question differently. However, the different interpretations of the question revealed that lack of uniformity amongst jurisdictions on their approach to the issue.

If county-wide coordination to address Affordable Housing has any chance to move forward, C4 is an existing body where that coordination can take place. Pursuing coordinated efforts to address Affordable Housing across the county or in various jurisdictions is likely to fail if only a minority of jurisdictions agree there is a problem or are working independently to address the issue.

The proposed discussion for C4 to pursue is to determine if there is agreement amongst county-wide jurisdictions that an Affordable Housing crisis indeed exists, and taken a step further, for jurisdictions to adopt a policy addressing the Affordable Housing crisis.

C4LUAS proposes that C4 adopt a policy position to address Affordable Housing in Clackamas County that requests complete member jurisdiction participation.

What is the definition of “Affordable Housing”?

Coordination to address Affordable Housing requires consensus on how Affordable Housing is defined. A broad topic, in general, Affordable Housing has a range of definitions, but none are as specific as the definition provided by HUD:

*(F)amilies who pay more than 30 percent of **their** incomes for housing are burdened and may have difficulty affording necessities such as food, clothing, transportation and medical care.*

C4LUAS proposes that C4 preliminarily adopt HUD’s definition of Affordable Housing.

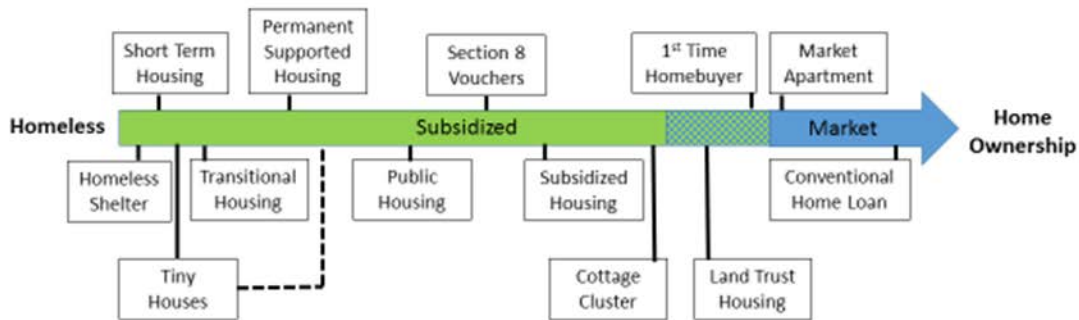
Recognizing that there may be disagreement on or desired nuance to address “how things work in Oregon”, HUD’s definition is widely accepted across the nation and creates the opportunity to glean desired policies that may exist or develop in other states or regions to address

Affordable Housing. While it may not be a perfect definition, acknowledging the 30% affordability threshold can at least serve a foundation for common understanding.

C4LUAS also recommends adopting, or work towards adopting, the attached “Housing Continuum” diagram.

Acceptance of the Housing Continuum allows jurisdictions within Clackamas County the flexibility to address Affordable Housing in ways most appropriate for each community. The summary of what the Housing Continuum defines is that all types of housing are needed to address Affordable Housing.

Housing Continuum



Education

While the Housing Continuum does a great job of identifying the many types of housing that can be addressed, one missing component that the C4LUAS agrees is essential to addressing Affordable Housing issues is increased education and awareness of the needs related to affordable housing and housing affordability. While C4LUAS does not have a recommendation on who would be best suited to lead an education campaign, C4LUAS does recommend C4 or its member jurisdictions are able to encourage educational opportunities or forums on ways to address the many needs within the Housing Continuum.

Potential Policy Discussions C4 Can Pursue

County and all cities should decide what body is best appropriate to develop and implement these coordinated actions

As a coordination body, C4 may not be best tasked with implementing the agreed upon policy recommendations mentioned here. However, C4 is an ideal body for addressing and discussing what coordination looks like amongst member jurisdictions regarding Affordable Housing.

Answering the question of who implements agreed upon policy directions is pivotal in moving the above recommendations forward.

County and all cities could pursue a Housing Needs Assessment to ensure jurisdictions are current with Goal 10 requirements

Housing Needs Assessments (HNA) are needed by nearly every jurisdiction in Clackamas County and required to be updated by Goal 10 (only 2 cities completed HNAs in the last 5 years). HNAs are costly endeavors and demand high levels of staff involvement. Grants to assist with HNA's are rare and extremely competitive.

C4LUAS recommends renewed or updated HNAs could provide an opportunity for the County at-large to reach Goal 10 compliance, provide a much needed inventory of housing, and support efforts to address Affordable Housing. This would provide data to assess the severity of the Affordable Housing crisis within local communities.

Recognizing that HNAs are expensive, one alternative to consider is jointly pursuing a Single Housing Needs Assessment. Given the scope of the need in Clackamas County, pursuing a Single HNA comes with the potential to apply for grants to help fund such studies. The Single HNA could be given parameters to cast a county-wide summary of need while also enabling individual jurisdictions the ability to pull data required by Goal 10.

If pursued, the C4 Land Use Advisory Subcommittee recommends the Single Housing Needs Assessment include:

- Agreement by the county and each city to participate
- Be performed/conducted by a contractor tasked to work with all jurisdictions
- Be structured to comply with Goal 10 (for the County at large as well as for each city)
- Should provide information that is county-wide and jurisdiction specific
- Incorporate HNA information from jurisdictions already in compliance

County and Cities could develop a menu of agreed upon “common ordinances and equivalent standards”

Development of agreed upon “common ordinances and equivalent standards” is an effort to create a unified affordable housing policy mindset across Clackamas County. C4LUAS recognizes that not every community and jurisdiction within Clackamas County will be able to play the same role. A menu of agreed upon “common ordinances and equivalent standards” would allow cities autonomy in pursuing (or not) Affordable Housing policies that create a broader Affordable Housing community within Clackamas County and the region.

Who creates the menu and what should be included?

C4LUAS recommends C4 members be provided with a draft menu at a future C4 meeting where issues can be vetted at a “coordinating table”. The remaining suite of options can then be taken back to city councils and commissions for discussion, allowing C4 members to then return to C4 with additional direction and feedback on how to use a menu of “common ordinances and agreed upon standards”.

County and all cities could pursue the creation of a Housing Trust Fund

Creation of a Housing Trust Fund within Clackamas County would provide a resource for communities to act on Affordable Housing opportunities within Clackamas County. While many details are still outstanding, such as who would manage the funds and in what way funding could be spent, a Housing Trust Fund creates a bank for projects that could otherwise be burdened by grant cycles or federal funding. It would also carry the benefit of acting as a match for competitive grants or potentially help fund future Housing Needs Assessments.

How would the Housing Trust Fund be funded?

Perhaps the heaviest lift for a Housing Trust Fund is determining its source for funding. Initial C4LUAS ideas included:

- Document Recording Fees
- Jurisdictional Buy-In
- Special County-Wide District
- Collection of Construction Excise Tax
- Affordable Housing SDCs

Conclusion

The hurdles to address Affordable Housing are challenging, yet achievable.

First, if C4 members want to achieve results to address Affordable Housing issues in a manner that is representative of the housing needs, then there must be agreement amongst Clackamas jurisdictions that there is, in fact, an Affordable Housing crisis or issue to be addressed. Coordinated acknowledgement will build a united will to address Affordable Housing in a broader and more impactful way.

Second, if there is agreement that an Affordable Housing crisis exists in Clackamas County, C4 must agree on a definition that identifies the agreed upon issue. This action creates a foundation for participating jurisdictions to identify how they are working to address Affordable Housing – even if it means jurisdictions are not all working on the same specific issues. Without an agreed upon definition or approach to Affordable Housing, C4 jurisdictions will move slowly and inefficiently towards solutions to address the issue.

C4 offers a forum unique to Clackamas County for coordination that can allow Affordable Housing issues to be addressed in a collaborative manner, rather than through piecemeal policy prescriptions that one or a few jurisdictions may try to apply independently. Acknowledging and collaboratively defining the crisis for Affordable Housing, while seemingly elementary, are necessary steps for any coordinated effort to succeed in addressing Affordable Housing.

MEMORANDUM

TO: Clackamas County Coordinating Committee (C4)
FROM: Stephen Williams, Principal Transportation Planner
DATE: March 29, 2017
SUBJECT: Summary of Proposed Transportation Project Prioritization

CTAC has discussed an approach to prioritizing transportation projects based on discussions at C4 and C4 Metro Subcommittee and experience over the past year. The following summarizes the proposed approach identified through those discussions.

Purpose: Establish a consistent process to be used by C4 and its subcommittees to identify transportation priorities within Clackamas County. The process should be used when an entity from outside Clackamas County such as the Oregon Transportation Commission (OTC) or Metropolitan Council (Metro) asks for a prioritization of transportation improvements within the county for their consideration for funding through grants or inclusion in financially constrained plans. There are currently five regularly occurring grants or calls for projects to which this process should be applied:

1. OTC STIP Enhance
2. OTC ConnectOregon
3. Metro Regional Flexible Funds Allocation
4. Metro Regional Travel Options
5. Metro RTP Call for Projects

It is possible that the above list could change from time to time. If that happens CTAC should identify those changes and make recommendations to C4.

Principles: The prioritization process should follow these principles:

1. C4 should not place itself in the role of telling the local governments the highest transportation priorities or try to limit submittals for consideration. The local governments should determine their own priorities and C4 and its subcommittees should work together to decide if the local priorities have sufficient county-wide benefit to merit prioritization for outside funding.
2. All local governments or agencies shall have the opportunity to propose transportation improvements in any process for which that entity is eligible. The prioritization shall be conducted for the proposals that are submitted.
3. All C4 members shall have the opportunity to provide input on all proposed transportation improvements whether or not the C4 member represents an eligible entity.
4. The decision making body for the transportation project prioritization for each project prioritization should be C4 or a designee.
5. The decision making bodies should identify transportation priorities using the following factors:
 - a. Proposal responsiveness to the ranking or evaluation criteria established by the funder
 - b. Historic and geographic equity among the eligible Clackamas County entities for each funding opportunity or program
 - c. The local contribution on the part of the local government or agency in the case of grant funding requests, or local support for the project through inclusion in an adopted transportation planning document

- d. Benefits the proposal provides to Clackamas County as identified by CTAC through a technical review of the following:
 - i. Mobility
 - ii. Transportation System Safety and Security
 - iii. Economic Development
 - iv. Freight
 - v. Environment
 - vi. Community Livability
 - vii. Equity

In some cases those issues could overlap with the ranking criteria used by the entity that requested the project prioritization. In such cases, the ranking by the funding entity can be used by CTAC as part of the analysis of project benefits.

It is also important to note the wide variation in the number of projects that will need to be prioritized for different programs. The grant programs such as STIP Enhance, Metro RFFA or ConnectOregon may only require reviewing and prioritizing 5 to 10 projects. On the other hand the Metro Call for Projects could require prioritizing 50 or more projects for all modes. At their April 25 meeting, CTAC will be discussing an approach to conducting the prioritization for the upcoming Metro Call for Projects and will brief C4 and C4 Metro on their proposal at those committees meetings in May.

Procedure: In general the transportation prioritization should proceed through the following six step process with variations as necessary for the specifics of each program:

1. When a grant program or call for projects is announced CTAC support staff would contact each eligible local government or agency to provide information and request a copy of proposals that are submitted.
2. CTAC would recommend to the criteria to the designated decision making body for identifying county-wide transportation benefits for that particular grant program or call for projects.
3. CTAC staff would provide data on the awards of funds from that particular program over the last 2 or more cycles, as well as the geographic distribution of funding awards. CTAC staff should also provide data on the current status of any previous awards.
4. Once the designated decision making body has approved the process for prioritizing projects for the specific grant or call for projects, CTAC members would evaluate the proposals. The evaluation will be conducted using “All Star Balloting” – local governments will not evaluate their own projects. Each local government would provide one completed evaluation for each project. CTAC would review the evaluations and provide the results to the designated decision making body.
5. An input session would be scheduled so that C4 representatives not directly engaged in the process will have the opportunity to review the CTAC evaluation and provide comments.
6. The decision making body would identify their priorities and communicates those to the entity responsible for the grant program or call for projects.

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

Committee membership shall consist of representatives from the following jurisdictions, communities, and districts:

Voting Body		Members	Votes
<i>* = Urban Jurisdiction</i>			
<i>^ = Urban & Rural Representation</i>			
County	Board of County Commissioners^	2	2
Cities	Barlow	1	1
	Canby	1	1
	Estacada	1	1
	Gladstone*	1	1
	Happy Valley*	1	1
	Johnson City*	1	1
	Lake Oswego*	1	1
	Milwaukie*	1	1
	Molalla	1	1
	Oregon City*	1	1
	Portland*	1	1
	Rivergrove*	1	1
	Sandy	1	1
	Tualatin*	1	1
	West Linn*	1	1
	Wilsonville*	1	1
Communities	CPOs^	1	1
	Hamlets	1	1
Districts	Fire*	1	1
	Sanitary*	1	1
	Water*	1	1
Total		23	23

Non-Voting Body		Members
Regional	Metro*	1
	Clackamas Citizen from MPAC	1
Transit	Rural	1
	Urban*	1
Other	Port of Portland*	1
Total		5

At a minimum, Clackamas County Board of Commissioners will select its two (2) elected representatives in February of odd-numbered years and notify the Secretary of C-4 by letter signed by the Chair or a designee appointed by the Chair.

At a minimum, the cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or their designee in February of each odd-numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet-representative shall be designated by agreement among the County's Hamlets represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities and Hamlets. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in February of every even-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by February of each even-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary.

Each jurisdiction with a voting membership shall have one (1) vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC are encouraged but not required to have their representative as a voting member or alternate on C-4.

The Metro Council shall provide the name of their C-4 representative and alternate by letter signed by the Metro President or his/her designee in February of each odd-numbered year.

The representatives from the Port of Portland, the transit agencies, and the Clackamas Citizen from MPAC are not elected officials, and their membership is determined by appointment from their respective organizations.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets, and CPOs. ~~The Executive Committee will establish~~ the agendas for meetings of C-4 as set forth in section 5(G) of these Bylaws and may to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the March C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the March C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their March meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

All meetings of C-4 and any of its subcommittees are considered public meetings under Oregon's Public Meetings Law. Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda. Meeting notices will be provided to the C-4 members, interested parties, and to the public as soon as practicable and shall include a list of the principal subjects anticipated to be considered.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present. Only members or their designated alternate shall have voting rights.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction. There shall be no alternates for either of the co-chair positions.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules

Meetings shall be conducted in accordance with Roberts' Rules newly revised.

G. Agenda Items

Before presentation to C-4 for action, agenda items shall be presented to the Executive Committee for consideration and placement on the agenda of an upcoming meeting of C-4. Only voting members of C-4 shall be eligible to recommend agenda placement items. If the Executive Committee declines to place an item on the C-4 agenda, then any voting member may present the agenda item for consideration of placement as an agenda item to the entire C-4 body. The matter shall be presented by the voting member under "other business." If C-4 votes in the affirmative to place the matter on the agenda, then it will be placed as an agenda item on the next available meeting agenda. ~~sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body.~~ Compliance with this requirement may be waived where circumstances warrant faster action by an majority affirmative vote of two-thirds of those C-4 members present.

6. ADVISORY SUBCOMMITTEES:

A. Metro Subcommittee

C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee. This subcommittee shall at a minimum be the body which nominates and elects cities' representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee

C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to the ODOT Region 1 Area Commission on Transportation (R1ACT). The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have

the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Clackamas Transportation Advisory Committee (CTAC)

The membership of CTAC shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. CTAC shall operate under the same procedures as the policy body, and will meet as needed to be determined by committee members. Member cities will have only one vote when votes are required.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities located, either fully or partially, within Clackamas County and also located within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located within Clackamas County and also located outside Metro's Urban Growth Boundary.

The Hamlets and Villages of Clackamas County include: Beaver Creek, Molalla Prairie, Mulino and Stafford.

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer

districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001
Amended on March 3, 2005
Amended on February 5, 2009
Amended on January 7, 2010
Amended on November 3, 2011
Amended on April 4, 2013
Amended on December 5, 2013
Amended on January 5, 2017