



**Oak Lodge Water District Office  
14496 SE River Road  
Oak Grove, OR 97267  
August 15, 2017 at 6:00 p.m.**

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

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

3. Presentation of the District's 4<sup>th</sup> Consecutive Annual NACWA Gold Award
4. Correction as this Resolution was incorrectly approved as 2017-12 at the July 18, 2017 Board Meeting.
5. Consent Agenda
  - July 18, 2017 Board Meeting Minutes
6. Department Reports
  - Finance
  - Sanitary Operations
  - Water Operations
  - Technical Services
7. Call for Public Comment
8. Business from the Board
9. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(a)(i) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

10. Adjourn Executive Session – Board may take action if necessary
11. Adjourn



## AGENDA ITEM

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

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### **Background:**

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



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Peak Performance Award Presentation  
**Item No.:** 3  
**Date:** August 9, 2017

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### **Background:**

This marks the District's 4<sup>th</sup> consecutive National Association of Clean Water Agencies (NACWA) Peak Performance Gold Award. To receive this award, Wastewater Treatment Plants cannot have any permit violations for an entire calendar year. If the District can prevent violating permit between now and December 31 of this year, the District will receive a Platinum Award for having five consecutive years without a permit violation. For some perspective, only 159 treatment plants in the United States received Platinum Status in 2016.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Consumption Based Billing Policy  
**Item No.:** 4  
**Date:** August 15, 2017

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### Action Requested

Correct an error that was made last month when Resolution 2017-13 was accidentally approved as 2017-12.

### Background

Last month, this Resolution was accidentally presented to the Board as Resolution 2017-12. The Resolution was approved by a 5-0 vote.

Below is the background that was presented last month.

*Historically, Oak Lodge Sanitary District has used a consumption based billing policy that utilized three water meter readings in the winter to calculate a "Winter Average" that is applied to sanitary customers' bills year-round. Using this method should find the precise quantity of water that makes its way into the sanitary system because irrigation is less likely to be used during winter months. Currently, those three readings reach as early as September 15<sup>th</sup> to as late as April 15<sup>th</sup> of the following year.*

*Over the past year, Staff and the Board have been approached by various customers asking the District to review this policy due to its dates reaching into the fall and spring. These customers argued that in dry years, they might be watering well into September or early October.*

*After reviewing, Staff agrees that the dates could be amended to shorten the "Winter Months" to be read from October 15<sup>th</sup> to March 15<sup>th</sup> by going to two readings. Two water usage readings should be enough to calculate an average unless one or two of those months contained a leak on the customers side. In this case, one reading could be used, but wouldn't necessarily be in the benefit of the customer. If the leak continued*

*throughout the “Winter Months”, the proposed policy would apply a District wide average as the customers individual average.*

### **Staff Recommendations**

It is recommended the Board approve the Resolution again. This time with the correct numbering.

### **Suggested Motions**

I move to adopt Resolution 2017-13 adopting a consumption based billing policy for Sanitary Sewer.

### **Attachment**

1. Proposed Consumption Based Billing Policy

# CONSUMPTION BASED SANITARY SEWER SERVICE BILLING POLICY AND PROCEDURES

## Purpose

The purpose of this policy is to describe the policies and procedures the District will employ in calculating the bills for sanitary sewer service for all properties for which the District employs consumption based billing.

## Scope

This policy applies to all District customers for which the District provides direct billing services. This policy may also apply to Out-of-District customers for which the District can conveniently access water consumption information.

## Policy and Procedures

1. Non-irrigation season definition and calculation of consumption base.
  - a. Non-irrigation season shall mean the period beginning October 15 and ending March 15. This non-irrigation season period of five months is designed to capture the period when most potable water consumed within a structure is assumed to be discharged to the sanitary sewer system. This period also allows for two District water usage readings for each of the two billing cycles. It is during this period when little, if any, potable water is used for the purposes of landscape irrigation or automobile washing and other outside activities for which the water may not be discharged to the sanitary sewer system.
  - b. Less than four months data availability. In not all cases will four months of non-irrigation season water consumption data be available. In these cases, a two-month minimum sample period shall be established between the dates October 15 through March 15, or the water meter reading dates most closely associated with that period of time. The two-month minimum measure of water consumption during the non-irrigation season shall be used as the basis for calculating the consumption portion of the sanitary sewer bill. A two-month period of time during the non-irrigation season shall be the minimum acceptable time period on which a sanitary sewer bill can be calculated based upon actual water consumption.
  - c. No data availability. In cases where there is no applicable data available as a result of the use changing, the ownership changing, or other factors such as a structure newly connected to the system for which there is no historical water consumption, the District will bill the customer based upon a system-wide average which shall be calculated from an equivalent dwelling unit basis.
2. Exceptions where non-irrigation season water consumption data is not available, applicable, and/or usable for the purposes of calculating the appropriate proportion of system operation cost allocable to a user are described as follows:

- a. Variations in usage. In order for the District to consider any water consumption exception, and thus bill recalculation, the exception must be greater than 25% of the historical monthly usage on a one-time event basis.
- b. Water usage not discharged to the sanitary sewer system. For the District to consider any request by a customer for credit against the amount of non-irrigation season water consumption as measured through the potable water meter or meters to the property in question, the customer must do the following:
  1. Customer must demonstrate to the District's satisfaction that the metered water measured which is in dispute as to whether or not the water was discharged to the sanitary system was not discharged to the sanitary system; and
  2. The customer must be able to accurately determine the non-sanitary sewer service discharge; and
  3. The District shall only deduct the provable non-sanitary sewer service usage from the winter consumption average.
- c. Recurring seasonal variations. Some commercial and industrial operations result in seasonal variations to such a degree that the majority of their wastewater discharge occurs during periods of time other than the non-irrigation season. Cases where such seasonal variation exists may require evaluation and/or application of alternative water consumption measurement periods to determine appropriate data for calculation of a proportionate share of operational costs. In cases where non-irrigation season water consumption data is determined to be an inappropriate measure of sanitary sewer discharge (e.g., a cannery operation), the District, at its discretion, may select another base period on which to calculate the sanitary sewer charge.
- d. New usage or change in ownership or usage of a structure mid-year.
  - (1) At any time the usage or ownership of property connected to the sanitary sewer system changes in a manner determined by the District to increase the flow, waste load, or change constituents of the discharge, the District shall have the right to recalculate the service charge to reflect a proportionate cost allocation.
  - (2) The District may, at its discretion, recalculate the non-irrigation average water consumption at the user's request, when the new rate of usage is ongoing and constitutes at least a 25% variation from historical non-irrigation season use.
  - (3) In any recalculation of charges as contemplated in (1) and (2) above, the District may assign additional units or a reduction in units at any time a customer's usage changes which increases or decreases the estimated volume of water, waste strength, or waste characteristics discharged to the sanitary sewer system.
- e. Discontinuance of service. A property owner whose property is connected to the sanitary sewer system may request discontinuance of sanitary sewer service for a variety of reasons. In order for the District to process such a request for discontinuance of service and deduct the variable portion of the sanitary sewer service charge associated with consumption based billing, the following must occur:
  - (1) All water meters serving the property must be out of service, be locked, and/or removed; and
  - (2) No alternative water supply can be available to the property; and



(3) No use or occupancy of the property shall occur.

In all such cases where discontinuance is requested and the structure remains connected to the sanitary sewer system and service is available, the base charge (fixed component) will continue. However, the variable component of the charge shall revert to zero for as long as the above conditions satisfied.

- f. Disconnection of service. In all cases where water meters have been locked out from the property in accordance with procedures, rules, and regulations of Oak Lodge Water Services, no sanitary sewer service will be billed where no discharge is possible to the sanitary sewer system.
3. Multi-family, commercial, industrial and other multi-dwelling unit equivalent services within Oak Lodge Water Services District, do not necessarily have a one-to-one correspondence between the water meter and an individual sanitary sewer user. In such cases the following applies:
- a. Master meter owners are the responsible party for payment of the sanitary sewer bill. Master meter owners may request the District bill tenants. The District may, at its discretion, accept or deny any request submitted by a master meter owner or property owner for which there are multiple tenants linked to a common water meter. Acceptance of any such billing distribution request shall be for master meter or property owner convenience only and shall not relieve the property owner from ultimate responsibility for payment of all monies owed. In any case where master meter or property owner requests tenant billing, said request shall include the tenant billing address, number of assigned equivalent dwelling units and tenant water consumption information.
  - b. It is the property owner's responsibility to allocate the sanitary sewer service charges among the property owner's tenants. The property owner shall provide the District with an accounting of tenant equivalent dwelling unit assignment as well as water consumption distribution which shall total the values obtained from the master meter.
  - c. In cases where a property owner elects to install multiple meters at the same site to distribute the cost of sanitary sewer service charges, the owner shall provide that water meter use information to the District in a timely manner to enable calculation of sanitary sewer service charges.
  - d. In cases where a single customer has multiple meters at the same site, the water consumption shall be calculated based upon the aggregated total of water consumed as measured by all of the multiple meters. The District may elect at its option to bill either the property owner or the individual tenants as the District may determine appropriate, convenient, or reasonable.
4. Customer Claims.

In the event a customer disputes the water consumption data available to the District for any of a variety of reasons, the District shall provide a claims form which shall outline the District's policy for addressing such claims and provide a format for the customer to respond to issues that are critical to adjudication of the claim. All claims must be made within thirty

(30) days of receipt of the water bill from the local water purveyor for which consumption data is being disputed. Claims for water consumption data that does not vary more than 25% from historical usage shall not be processed.

**OAK LODGE WATER SERVICES**

**RESOLUTION NO. 2017-13**

**A RESOLUTION ADOPTING A CONSUMPTION BASED BILLING POLICY FOR SANITARY SEWER.**

**WHEREAS**, the District desires to bill fair rates for sanitary sewer services; and

**WHEREAS**, the Board wishes to adopt the Consumption Based Billing Policy the District will employ in calculating the bills for sanitary sewer service for all properties for which the District employs consumption based billing.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAK LODGE WATER SERVICES:**

**Section 1.** The Board hereby adopts Attachment “A” to this Resolution that is the Consumption Based Billing Policy that will be used for calculating FY 2017-2018 billing rates.

**Section 2.** Staff shall maintain a copy of this Resolution in the District’s administrative offices for public reference.

**INTRODUCED AND ADOPTED THIS 15th DAY OF AUGUST, 2017**

OAK LODGE WATER SERVICES DISTRICT

By: \_\_\_\_\_  
Jim Martin, President

By: \_\_\_\_\_  
Jason Rice, Secretary

# CONSUMPTION BASED SANITARY SEWER SERVICE BILLING POLICY AND PROCEDURES

## Purpose

The purpose of this policy is to describe the policies and procedures the District will employ in calculating the bills for sanitary sewer service for all properties for which the District employs consumption based billing.

## Scope

This policy applies to all District customers for which the District provides direct billing services. This policy may also apply to Out-of-District customers for which the District can conveniently access water consumption information.

## Policy and Procedures

1. Non-irrigation season definition and calculation of consumption base.
  - a. Non-irrigation season shall mean the period beginning October 15 and ending March 15. This non-irrigation season period of five months is designed to capture the period when most potable water consumed within a structure is assumed to be discharged to the sanitary sewer system. This period also allows for two District water usage readings for each of the two billing cycles. It is during this period when little, if any, potable water is used for the purposes of landscape irrigation or automobile washing and other outside activities for which the water may not be discharged to the sanitary sewer system.
  - b. Less than four months data availability. In not all cases will four months of non-irrigation season water consumption data be available. In these cases, a two-month minimum sample period shall be established between the dates October 15 through March 15, or the water meter reading dates most closely associated with that period of time. The two-month minimum measure of water consumption during the non-irrigation season shall be used as the basis for calculating the consumption portion of the sanitary sewer bill. A two-month period of time during the non-irrigation season shall be the minimum acceptable time period on which a sanitary sewer bill can be calculated based upon actual water consumption.
  - c. No data availability. In cases where there is no applicable data available as a result of the use changing, the ownership changing, or other factors such as a structure newly connected to the system for which there is no historical water consumption, the District will bill the customer based upon a system-wide average which shall be calculated from an equivalent dwelling unit basis.
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  1. Customer must demonstrate to the District's satisfaction that the metered water measured which is in dispute as to whether or not the water was discharged to the sanitary system was not discharged to the sanitary system; and
  2. The customer must be able to accurately determine the non-sanitary sewer service discharge; and
  3. The District shall only deduct the provable non-sanitary sewer service usage from the winter consumption average.
- c. Recurring seasonal variations. Some commercial and industrial operations result in seasonal variations to such a degree that the majority of their wastewater discharge occurs during periods of time other than the non-irrigation season. Cases where such seasonal variation exists may require evaluation and/or application of alternative water consumption measurement periods to determine appropriate data for calculation of a proportionate share of operational costs. In cases where non-irrigation season water consumption data is determined to be an inappropriate measure of sanitary sewer discharge (e.g., a cannery operation), the District, at its discretion, may select another base period on which to calculate the sanitary sewer charge.
- d. New usage or change in ownership or usage of a structure mid-year.
  - (1) At any time the usage or ownership of property connected to the sanitary sewer system changes in a manner determined by the District to increase the flow, waste load, or change constituents of the discharge, the District shall have the right to recalculate the service charge to reflect a proportionate cost allocation.
  - (2) The District may, at its discretion, recalculate the non-irrigation average water consumption at the user's request, when the new rate of usage is ongoing and constitutes at least a 25% variation from historical non-irrigation season use.
  - (3) In any recalculation of charges as contemplated in (1) and (2) above, the District may assign additional units or a reduction in units at any time a customer's usage changes which increases or decreases the estimated volume of water, waste strength, or waste characteristics discharged to the sanitary sewer system.
- e. Discontinuance of service. A property owner whose property is connected to the sanitary sewer system may request discontinuance of sanitary sewer service for a variety of reasons. In order for the District to process such a request for discontinuance of service and deduct the variable portion of the sanitary sewer service charge associated with consumption based billing, the following must occur:
  - (1) All water meters serving the property must be out of service, be locked, and/or removed; and
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(3) No use or occupancy of the property shall occur.

In all such cases where discontinuance is requested and the structure remains connected to the sanitary sewer system and service is available, the base charge (fixed component) will continue. However, the variable component of the charge shall revert to zero for as long as the above conditions satisfied.

- f. Disconnection of service. In all cases where water meters have been locked out from the property in accordance with procedures, rules, and regulations of Oak Lodge Water Services, no sanitary sewer service will be billed where no discharge is possible to the sanitary sewer system.
3. Multi-family, commercial, industrial and other multi-dwelling unit equivalent services within Oak Lodge Water Services District, do not necessarily have a one-to-one correspondence between the water meter and an individual sanitary sewer user. In such cases the following applies:
- a. Master meter owners are the responsible party for payment of the sanitary sewer bill. Master meter owners may request the District bill tenants. The District may, at its discretion, accept or deny any request submitted by a master meter owner or property owner for which there are multiple tenants linked to a common water meter. Acceptance of any such billing distribution request shall be for master meter or property owner convenience only and shall not relieve the property owner from ultimate responsibility for payment of all monies owed. In any case where master meter or property owner requests tenant billing, said request shall include the tenant billing address, number of assigned equivalent dwelling units and tenant water consumption information.
  - b. It is the property owner's responsibility to allocate the sanitary sewer service charges among the property owner's tenants. The property owner shall provide the District with an accounting of tenant equivalent dwelling unit assignment as well as water consumption distribution which shall total the values obtained from the master meter.
  - c. In cases where a property owner elects to install multiple meters at the same site to distribute the cost of sanitary sewer service charges, the owner shall provide that water meter use information to the District in a timely manner to enable calculation of sanitary sewer service charges.
  - d. In cases where a single customer has multiple meters at the same site, the water consumption shall be calculated based upon the aggregated total of water consumed as measured by all of the multiple meters. The District may elect at its option to bill either the property owner or the individual tenants as the District may determine appropriate, convenient, or reasonable.
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(30) days of receipt of the water bill from the local water purveyor for which consumption data is being disputed. Claims for water consumption data that does not vary more than 25% from historical usage shall not be processed.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 5  
**Date:** August 15, 2017

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**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:

- July 18, 2017 Board Meeting Minutes

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

**Options for Consideration:**

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

**Recommendation:**

Approve the items listed under the Consent Agenda.

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

Approved \_\_\_\_\_

Date \_\_\_\_\_



Oak Lodge Water Services District  
Minutes of Regular Meeting  
July 18, 2017

Directors Present

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

Absent: none

Staff Present

Jason Rice, Interim General Manager  
Kelly Stacey, Finance Director  
Rich Ludlow, Interim Operations Manager  
Todd Knapp, Field Operations Superintendent  
Clark Balfour, District Attorney

Visitors

Randy Leniger, OLWS Staff  
Steven Cade, Local Resident  
Fred Warren, Local Resident  
Paul Gornick, Budget Committee  
Thelma Haggenmiller, Local Resident  
Greg Eyerly, Oregon City Resident

**Regular Meeting**

**(1) Call to Order/Pledge of Allegiance**

Chair Martin called the regular meeting to order at 6:00 p.m. and led the pledge of allegiance.

**(2) Election of Board Officer Positions**

After the pledge, the Board of Directors elected board officers: Jim Martin as Chair and Susan Keil as Vice-Chair. Discussion to re-elect annually (July 2018), or sooner under the discretion of the Board.

**(3) Call for Public Testimony – there was none.**

**(4) Resolution 2017-12 Approving Consumption Based Sanitary Sewer Service Billing Policy and Procedures**

Acting General Manager (GM) Jason Rice introduced the winter water consumption averaging process and the issue around avoiding irrigation water usage. The proposal is to use two water reads for the consumption averaging process around setting billing. Director Fisher asked about a “zero read” with regards to people shutting off water for winter travel – Acting GM Jason Rice responded that people could shut off water with the knowledge that they could not use a “zero read” to set water use for the next annual billing. Board chose to move ahead with using two reads for winter averaging in order to set the annual billing rate.

**Director Gibson moved that the board adopts Resolution 2017-12 adopting a consumption based billing policy for Sanitary Sewer. Vice Chair Keil seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(5) Consent Agenda**

**Director Williams moved to approve the consent agenda. Director Gibson seconded the motion.**

**Ayes: Gibson, Keil, Martin, Williams**

**Nays: None**

**Abstained: Fisher (absent from June meeting)**

**The motion carried 4-0.**

Amendments to the minutes included correction to Directors absent/present and Local Government Personnel Institute name. Questions included: what was the operating expense spike in June – response that it was payout of the sick leave to OLWD employees. Questions about Auditing expense – response that we needed to conduct a 6-month audit to comply with requirements. Question about rents and leases – response that the annual payment from Clackamas County has not come in yet; in addition, we lost one renter agreement, which will lower this item.

**(6) Department Reports**

**Finance Report:** Financial Director Kelly Stacey shared update on the Accela implementation – starting financial implementation with parallel information gathering and entry. August 7<sup>th</sup> Accela begins uploading GL data, with a go-live

data of August 21<sup>st</sup>. Director Stacey expressed her support of Accela and the Board congratulated her on the movement of the team. Update that the organization project is coming along well through temporary help. Update that the Human Resources/Payroll position received over 20 applicants and they are on track to review and hire for that position. The Bond Refinance team has suggested the possibility of a revenue bond, and that they will discuss it during the Executive Session.

**Sanitary Operations Report:** Interim Operations Manager Rich Ludlow provided a correction to his staff report that he was reviewing and commenting on Employee Handbook and District Rules, not the summer temporary employee. Updated the Board on the Biosolids Management Plan and our process with regards to Class A Biosolids. Board asked about land application and using more local application sites. Interim Operations Manager Rich Ludlow responded that Class A provides the District with the ability to give the material away, although sampling and compliance are time intensive and more expensive. Board mentioned Clean Water Services sells the fertilizer-grade product at Ace Hardware, which has caused some challenges around demand. Called out the strong actual numbers under TV Inspections, and responded that the crew would be refocusing on sewer cleaning once the inspections were completed.

**Water Operations Report:** Operations Manager Todd Knapp shared that the water consumption was slightly up for five-year average, about 3 million gallons. Seismic expansions are completed, roof of the vault has been completed, roof dome is more difficult for recoating than expected and that they will need to use sandblasting – which requires an additional \$20,000. Staff may revisit the contract in case the contractor should assume the additional expense. In addition, inside of the tank the water stop (outer seal on the tank) has failed, which will require an addition of epoxy at an additional expense. The fiber line was denied by Century Link, but there is a possibility that we could use the peak of the former OLSD building as well as PGE's poles, instead of setting our own pole. It will take 45 days to move the next part of the process forward. The Board suggested going to the highest staff at PGE in order to expedite the process.

**Technical Services and General Manager Report:** Interim General Manager Jason Rice shared that with the new budget there are a number of RFP's that will go out. For the expansion projects we are on track to bid the project in the late fall. The Rules and Regulations are in the final stages before Board and Public review and approval in early fall. Design and Construction Standards document is in final stages for approval at the August meeting. Provided an

update on the finalized and signed collective bargaining agreement for the union contract.

**(7) Public Comment** – there was none.

**(8) Business from the Board**

Director Fisher had nothing to report, based on his absence for a good part of the time.

Vice Chair Keil updated the Board that the North Clackamas County Chamber of Commerce Public Policy Committee meeting included presentations from legislators on the most recent session, the Transportation bill, issues that would affect small businesses, and other significant items. Clackamas County Planning Commission meeting included homeless camps on industrial land. Important issues were raised around citing of camp near to the concrete plant and other industrial lands' issues. The general concept is good, but where and how it is being sited might cause some issues. Other issues included the fact that there was no permitting process or public process involved with the proposal. The public testified with their questions, including Vice Chair Keil.

Chair Martin has nothing to report.

Director Gibson reported that C4 did not have a meeting, nor did the Regional Water Providers Consortium Executive Committee meet. The North Clackamas County Water Commission met and has the authority to change its rate structure through its IGA. The commission voted unanimously to change the rate structure to one that is based on the cost of production out of the plant, so that all three partners would pay equal wholesale rates for water, which equalizes water rates. Gladstone was not represented at the meeting.

Director Williams Jennings Lodge CPO meeting hosted Terry Gibson, who presented on the McLoughlin area plan. Oak Grove CPO presented on County planning standards and that a committee is being formed to review group in the Jennings Lodge area. Discussion about how land use planning is happening along the transportation corridor – and how important representation is for unincorporated areas like Oak Grove with regards to urban planning and the current zoning. Jennings Lodge CPO July planning meeting will also be the second annual picnic, which is being held at a local church site. All are invited.

**No other business.**

**(9) Adjourn** – Public meeting adjourned at 6:54 p.m.

**(10) Executive Session**

Convene Executive Session under ORS 192.660(2)(i) to consider the employment of a public officer, employee, staff member or individual agent.

**(11) Reconvene after Executive Session – no actions taken.**

Meeting is adjourned at 6:54 p.m.

**(12) Adjourn**

Meeting is adjourned at 8:39 p.m.

Respectfully submitted,

\_\_\_\_\_  
Jason Rice, Acting General Manager

\_\_\_\_\_  
Jim Martin, Chair of the Board



## STAFF REPORT

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**To:** Board of Directors  
**From:** Kelly Stacy, Finance Director  
**Agenda Item:** Finance Report  
**Item No.:** 6a  
**Date:** August 15, 2017

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### **Accela implementation:**

We are deep into our setup and implementation of the general ledger in Accela. We will be going live with the general ledger the week of August 21. This includes account payable and purchase orders. We will start the setup and implementation of Payroll early September, with go live early November. Payroll takes a longer to go live since there will be several parallel processes to be sure we have everything set up correctly.

We have completed the business process study for Utility Billing and are beginning work on cleaning up our data base for the eventual data transfer. We are still targeted to go live in December or January.

Accela staff has been great to work with. They are very patient and responsive to our questions and concerns.

### **HR Manager Replacement:**

We have received over 80 applications for the HR Manager position. Jason and I will be reviewing them over the next week and narrow it down to 8-10 that we will invite for interviews. We are hoping to have the position filled by late September.

### **Bond Refinance:**

I have not forgotten about the refinance. After being out the last two weeks I had to reconnect with everyone to see how things are going. I have a some calls in and hope to have some news to report at the meeting.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Rich Ludlow, Interim Operations Manager  
**Agenda Item:** Sanitary Operations Report  
**Item No.:** 6b  
**Date:** August 1, 2017

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### **Background:**

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

### **Operations Administration**

OLWS has been awarded the 4<sup>th</sup> consecutive Peak Performance Gold Award as announced at NACWA Conference on July 25<sup>th</sup>. This recognition reflects excellent performance by all of our wastewater collections and treatment personnel.

Organizational progress underway with hiring Plant Superintendent vacancy, staffs are looking forward to additional management and leadership.

Management team review and comment on employee handbook and District rules complete, awaiting finalization from legal.

PGE sent renewal for the WRF Dispatchable Standby Generator (DSG) agreement, Jeff Voreis reviewed the renewal and highlighted that the District had not claimed reimbursement for air quality permits. The District submitted claims back to 2011 worth approximately \$11,000 and will be proactive about forwarding expenses for reimbursement in accordance with the agreement going forward.

### **Water Reclamation Facility Operations for July 2017**

All NPDES permit and safety compliance requirements were met for the month of July.

Treatment plant effluent quality continues to be excellent with sample results consistently meeting the more stringent requirements we anticipate being required with the pending permit renewal. Plant operators are doing an excellent job of optimizing the facility performance in a conventional activated sludge configuration. Second round of biosolids samples were sent out to support evidence of Class 'A' biosolids production, results due in 30 days. Higher temperatures increase risk of odor issues, but so far none detected. Plant operators continue increased biosolids production to reduce plant

solids loads for summer operations and exploring opportunities for increased solids production and higher efficiency in hauling through equipment redundancy.

**Sanitary Collections Operations Monthly Report for July 2017**

Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/training)
640	165.5	474.5

Accomplishments:

	Goal	Actual	% Goal Met	Field Crew Hours	
Sewer Cleaning (linear feet)	9450	8507	90%	42.75	
TV Inspections (linear feet)	9450	2512	27%	30.75	
Grease Line Cleaning		3625	100%	17	
Sewer Line/Manhole Repair/Inspect/Install				17.25	
Utility Locates				87.5	
SWM Work by Line Maintenance Techs				31.5	
Fleet Support Work				30.5	
Sewer Overflow Response				0	
Plant/PS Equipment Work Orders				13.75	
Customer Service/Investigations				9.5	
Program Support				73.5	
				Total Work Order Hours	354
				Staff Time Utilized on Work Orders	75%

\*TV Inspections are short sections that require increased mobilization

Meeting/training/other details:

Total staff hours

Staff meetings	16 hours
Supplemental Benefits	4 hours
Hauling Biosolids	8 hours



**Plant Maintenance Monthly Report for July 2017**

Staff Availability:

Working Hours in Month	Leave/Training/Paid Breaks	Actual Attendance/Available Hours (working hours minus leave/breaks)
320	68	252

	Count	Hours
Number of Preventive Work Orders Completed	37	31.3
Number of Repair Work Orders Completed	34	64.2
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	46	50
Time Charged to Repair Work Orders Count/Time	61	168
	Hours charged to Work Orders in month	218
	Staff Time Utilized on all Work Orders	87%
	Utilization Toward PM Work Orders	20%

Meeting/training/other details:

Total staff hours

Staff Meetings:

9 hours

Maintenance work highlights for the month:

- Rebuilt Mixed Liquor Return (MLR) pump
- Repair panel view at Pump Station #2
- Replaced several cooling fans on electrical switchgear
- Unplugged pump station pumps 8 times (flushable wipes)
- Facilitated contractor recoating cedar boards at three locations in the WRF
- Rebuilt fan housing on Odor Control Tower for Solids building
- Repaired polymer feed system for Belt Filter Press
- Installed new batteries in 3 major Uninterruptible Power Supply (UPS) units
- Performed preventive maintenance on the following equipment: Screw Press; UV Hydraulic System; Hoists; Odor Control Fans; Pump Station Automatic Transfer Switches; Mixed Liquor Drum Screen; Aeration Blower filter change; Fire

Extinguishers; Under Sink Water Filters; Digester Mix Pumps; Grit Pumps; Active Harmonic Filters; etc.



## STAFF REPORT

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**To:** Board of Directors  
**From:** Todd Knapp, Water Superintendent  
**Agenda Item:** Water Operations Report  
**Item No.:** 6c  
**Date:** August 15, 2017

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### **Background**

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

### **Operations Administration**

Water main extension on Ormae Rd has been completed this replaces 140' of 2" PVC.

Work on replacing 190' of 2" galvanized pipe has begun at the east end of Torbank Rd.

A new vault top and meter replacement has also been completed for the Rex Putnam High School.

Valley View reservoir project update, work on the 1965 reservoir overflow drain line, this includes a new manhole, air gap and flapper valve is almost complete, work to begin shortly for the 1988 reservoir overflow drain line.

New vault top for pipe gallery has been poured, crack repair and painting to follow.

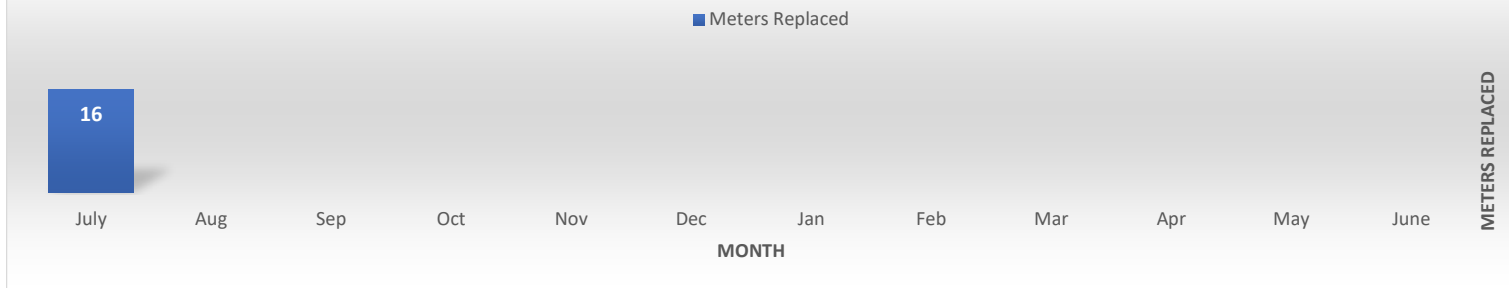
### **Field Operations Monthly Report for July 2017**

Maintenance work highlights for the month:

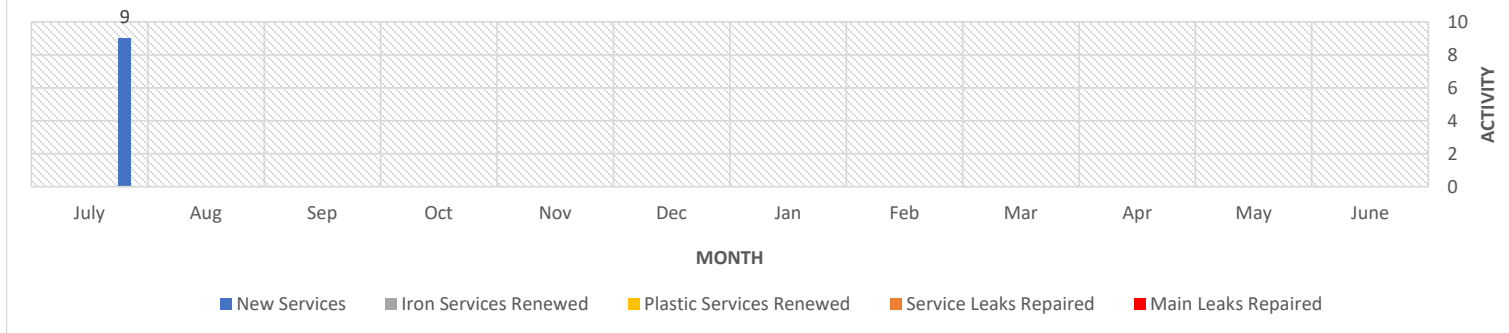
- 190' water main extension started on Torbank Rd
- 140' water main extension completed on Ormae Rd
- Vault top and meter (Rex Putnam HS)
- Meters replaced, services and leaks (See chart)
- Water consumption for **July 136,262,000 Gallons** 5.3MG up from the 10-year average.

(See metered monthly consumption chart)

## REPLACED METER CHART 2017 - 2018

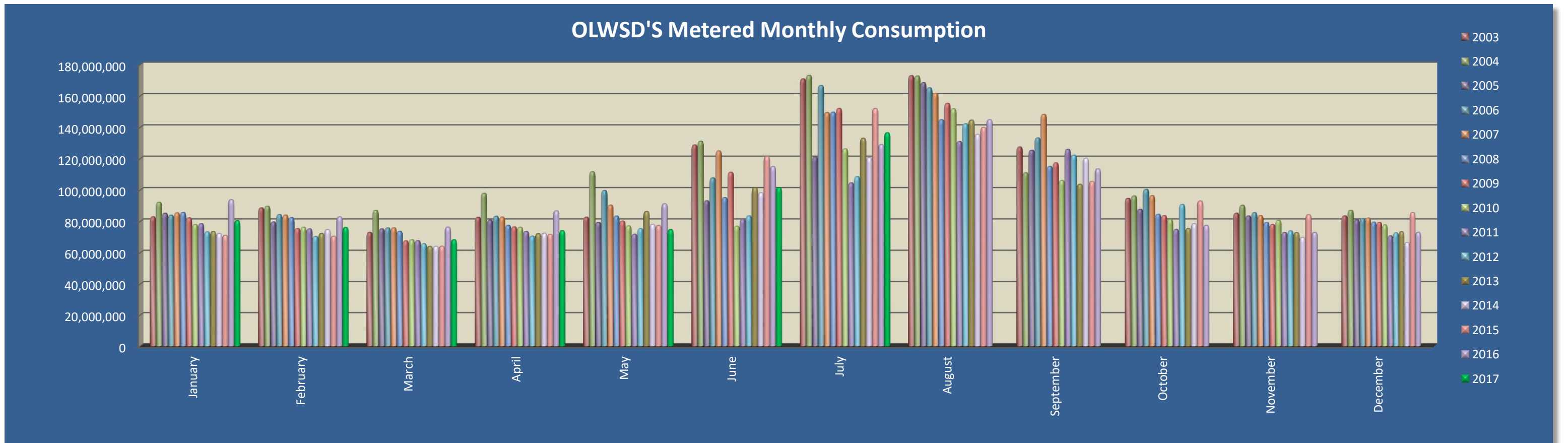


## SERVICE and MAIN ACTIVITY 2017 - 2018



Fiscal Year	Month	Meters Replaced	New Services	Iron Services Renewed	Plastic Services Renewed	Service Leaks Repaired	Main Leaks Repaired
2018	June						
2018	May						
2018	Apr						
2018	Mar						
2018	Feb						
2018	Jan						
2017	Dec						
2017	Nov						
2017	Oct						
2017	Sep						
2017	Aug						
2017	July	16	9				
<b>Yearly Total</b>		<b>16</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Year	Month												Total Yearly Con	Average Daily Demand
	January	February	March	April	May	June	July	August	September	October	November	December		
2003	82,674,600	88,370,400	72,820,000	82,357,000	82,416,000	128,520,000	170,652,000	172,726,000	127,198,000	94,416,000	85,037,000	83,285,000	1,270,472,000	3.48
2004	91,933,000	89,441,000	86,755,000	97,665,000	111,392,000	130,863,000	172,883,000	172,499,000	110,696,000	95,973,000	90,079,000	86,823,000	1,337,002,000	3.66
2005	84,976,000	79,415,000	74,996,000	80,616,000	79,088,000	92,885,000	120,871,000	168,248,000	125,172,000	87,512,000	83,230,500	80,773,500	1,157,783,000	3.17
2006	83,697,000	84,098,667	75,580,333	83,028,000	99,436,000	107,501,000	166,449,000	164,957,000	132,989,000	100,180,000	85,350,000	81,587,000	1,264,853,000	3.47
2007	85,179,000	83,766,000	75,622,455	82,508,545	90,129,000	124,696,000	149,207,000	161,512,000	147,980,000	96,159,000	83,445,000	81,921,000	1,262,125,000	3.46
2008	85,466,000	82,200,000	73,405,000	77,221,722	83,162,278	94,885,000	149,422,000	144,592,000	114,830,000	84,307,000	79,094,000	79,319,000	1,147,904,000	3.14
2009	82,042,000	75,196,000	67,364,000	76,238,000	79,968,000	111,127,286	151,804,000	155,069,000	117,099,000	83,457,000	77,782,000	79,107,000	1,156,253,286	3.17
2010	77,735,000	75,975,000	67,986,000	75,943,000	76,903,000	76,720,000	125,996,000	151,590,000	105,880,000	81,052,000	80,389,000	77,515,000	1,073,684,000	2.94
2011	78,266,000	74,983,000	67,462,000	73,285,000	71,613,000	81,189,000	104,328,000	130,684,000	125,733,000	74,646,000	72,657,000	70,555,000	1,025,401,000	2.81
2012	73,041,000	70,104,000	65,501,000	70,380,000	75,148,000	83,256,000	108,236,000	142,023,000	121,981,000	90,545,000	73,672,000	72,454,000	1,046,341,000	2.87
2013	73,277,000	72,051,000	63,866,000	71,906,000	86,085,000	101,278,000	132,837,000	144,354,000	103,403,000	75,217,000	72,624,000	73,180,000	1,070,078,000	2.93
2014	72,052,000	74,566,000	63,886,000	72,171,000	77,889,000	97,978,000	120,411,000	135,271,000	120,008,000	78,257,000	69,534,000	66,200,143	1,048,223,143	2.87
2015	70,840,857	70,318,000	63,972,000	71,515,000	77,173,000	121,185,000	151,728,000	139,696,000	105,238,000	92,781,000	83,966,000	85,368,000	1,133,780,857	3.11
2016	93,522,000	82,637,000	76,044,000	86,443,000	90,989,000	114,745,667	128,722,333	144,599,000	113,212,000	77,196,000	72,766,000	72,839,000	1,153,715,000	3.16
2017	80,205,000	75,867,000	68,040,000	73,822,000	74,515,000	101,310,000	136,262,000							
2018														
2019														
2020														
10 Year Average	78,644,686	75,389,700	67,752,600	74,892,472	79,344,528	98,367,395	130,974,633	143,097,556	114,153,778	81,939,778	75,831,556	75,170,794		10 Year ADD 3.05





## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Technical Services Report  
**Item No.:** 6d  
**Date:** August 15, 2017

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

### **Capital Improvement Program:**

#### Water Master Plan

Staff is preparing a Request for Proposals to perform Water Master Planning services for the District. This plan will include at least:

- An updated list of Capital Project needs for the next 10 years
- Rate Study
- System Development Charge (SDC) Study

#### OLWSD Master On-call Contract

The Sanitary District had an active contract that expires December 31, 2017. Since this contract is about to expire, Staff is preparing an RFP for Master On-call Services that can be released to the public on or around October 1, 2017. As a coordinated effort between Sanitary and Water, the District's SCADA system, the system that allows our infrastructure to talk and report outward, will be added to this Master On-Call list.

### **Other Projects:**

#### Water Building Expansion

Technical Services Expansion (west side): Nearing Engineering Completion

Field Services Expansion (east side): Floor Plan has been approved by Staff and is being sent to Engineering.

#### Rules and Regulations Update

This document has now been reviewed by Staff and will be sent to Legal Counsel for final review and formatting. Staff's goal is to have this document ready for Board Approval (via Ordinance) at the September and October Board Meetings.

#### Design and Construction Standards Update

Staff is in the process of combining the Sanitary, Watershed Protection and Water Design and Construction Standards. Staff's goal is to have this document ready for Board Approval (via Resolution) at the September Board Meetings.

#### Janitorial and Landscaping Services Contract

The Sanitary District had an active contract that expires October 31, 2017. Since this contract is about to expire, Staff is preparing to seek out savings and security through a newly updated contract.

### **Outreach and Education**

Over the past month, Outreach and Education staff represented OLWS at the annual Association of Clean Water Agencies (ACWA) in central Oregon. The conference included updates from Oregon's Department of Environmental Quality and the Environmental Protection Agency.

Tours included the "Posey Pickers Garden Club", a group of 12 ladies interested in learning more about how their water is treated and cleaned, as well as tours for the applicants to the General Manager position for OLWS. In early September, staff scheduled a tour for Willamette View residents from the Outdoor Grounds Committee.

September will bring planning meetings, during which OLWS staff will outline activities for the coming school year with outreach program partners. Water and stormwater activities will be included during visits to classrooms, and field time activities will also focus on stormwater. Most school programs include a tour of the Water Reclamation Facility, which will be scheduled later this year.

**Permitting**

	<b>This Month</b>	<b>Last Month</b>	<b>Year-to-Date</b>	<b>This Month Last Year</b>	<b>Last Year-to-Date</b>
Building Permits Review	5	17	5	11	-
Fees Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Erosion Control Permits	2	3	2	4	1,725
Fees Received	\$1,049.67	\$364.76	\$1,049.67	\$1,056.21	\$1,203.06
P/E Cost	\$49.23	\$613.92	\$49.23	\$675.09	\$472.60
Ops Cost	\$543.49	\$590.75	\$543.49	\$614.38	\$1.00
SS Connections (New EDUs)	5	4	5	1	5,165
SDC Fees Received	\$25,825.00	\$20,660.00	\$25,825.00	\$5,165.00	\$2.00
SS Permits	5	7	5	3	0
Fees Received	\$1,000.00	\$2,136.99	\$1,000.00	\$200.00	\$610.42
P/E Cost	\$750.01	\$1,267.87	\$750.01	\$2,873.36	\$20.00
SS Inspections	10	14	10	15	0
Residential	10	14	10	3	0
Commercial	0	0	0	0	0
Main	0	0	0	12	97.3556
Staff Cost	\$1,253.30	\$294.90	\$1,253.30	\$712.68	\$9.00
Pre-applications	2	1	2	-	-
Fees Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Development Review	2	0	2	0	9
Review Fees Recv'd	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Ops Cost	\$0.00	\$0.00	\$0.00	\$2,283.15	\$591.70
P/E Cost	\$2,872.83	\$3,664.24	\$2,872.83	\$831.78	\$2,662.86
			<b>Permit Fees Outstanding</b>		<b>\$13,473.72</b>

Note: Figures are reported on a fiscal year basis.

" - " indicates unavailable or not applicable data

**Attachments**

1. "Development Review Status" tracker



<b>Address</b>	<b>Type of Development</b>	<b>Notes</b>	<b>Last Updated</b>
15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Sanitary Inspections complete. Erosion Control ongoing (SFD). Awaiting asbuilts. Unknown timeline.	8/1/17
17624 SE Rose St.	2-parcel Partition	Erosion Control inspections ongoing. Awaiting sanitary sewer permits for front SFD. OLWSD permits expired. Unknown timeline.	8/1/17
14400 SE Lee Ave.	Z0071-16 Duplex on existing lot. (SFR previously demolished)	Erosion Control inspections ongoing. Sanitary Sewer installed. Unknown Timeline	8/1/17
2009 SE Courtney Ave.	3-parcel Partition (1 new home & 1 new duplex. Existing home is on the Historical Register as a	Erosion Control inspections ongoing. Sanitary Sewer installed. Sewer connections pending. Unknown timeline.	8/1/17
15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	Sanitary sewer Inspections complete. Erosion Control inspetions ongoing. Unknown timeline.	8/1/17
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. Final SS inspections pending.	8/1/17
14911 SE McLoughlin	Lew's Dairy Freeze Remodel to MOD Pizza	Engineering plans approved. Building permit approved. Under construction. Erosion control ongoing.	8/1/17
Lot east of 18390 SE Woodcock Ave.	2-parcel partition	Plans approved. Inspections ongoing (EPSC) SS inspections complete.	8/1/17
2312 SE Risley Ave	3-lot partition	Engineering plans approved. Building permits approved. Expire March 2018.	8/1/17
4900 SE Meldrum	2-lot partition ZPAC0181-16	Public infrastructure installed and approved. In 11-month warranty period. SFDs under construction. Warranty period ends March 2018.	8/1/17
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.	8/1/17
14824 SE Laurie Ave. 14830 SE Laurie Ave.	2-parcel Partition, 14830 SE Laurie Ave.	Awaiting building permit submittal. OLWSD permits expire May 2017	8/1/17
4150 SE ROETHE RD	Commercial Structures Relocation	Land Use Decision received. Awaiting engineering plans. County Land Use Expiration date.	8/1/17
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.	8/1/17
13409 SE McLoughlin Blvd	3 New Slips Mobile Home Park	Z0430-14. Land use approved. Awaiting engineering planset. County land use expiration date.	8/1/17
13012 SE Oatfield	Proposed subdivision; 9 potential lots.	Engineering planset (2nd review) submitted. Revised set submitted and under review.	8/1/17
4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Land use comments sent. Awaiting engineering plans. County expiration timeline.	8/1/17
18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Engineering plans (2nd review) complete and pending approval. Awaiting fees.	8/1/17
5790 SE McNary Rd.	2-parcel Partition. Z0312-15-M; Godfrey Partition	Final engineering approval. Sewer permits issued and installed. Erosion Control inspections ongoing. Expires December 2017	8/1/17

<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
3816 SE Hill Rd	Z0428-16 8-lot subdivision	Received Engineering Plans (2nd review) comments sent. Awaiting 3rd plan submittal.	8/1/17
17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	8/1/17
14335 SE WAGNER LN	Carport and wall. Floodplain. Will. River Greenway	Land Use Decision received. Awaiting engineering plans. Clackamas County Land Use timeline.	8/1/17
6460 Glen Echo Avenue	Z0461-16_Gladstone_Glen_Echo. (OLSD Service area / out of OLSD Boundary).	10-lot subdivision. Gladstone Plan Review. Gladstone Inspection . OLWSD receives approved plans and asbuilts and inspection reports.	8/1/17
5215 SE Roethe Rd	2-parcel partition / 2-year extension Z0014-17. previous Z0555-12-M	Land use comments sent. Awaiting engineering plans. Land Use timeline.	8/1/17
19120 McLoughlin Blvd.	Z0048-17-D Design Review Tebos Restaurant Occupancy Change: Auto Sales	Land use comments sent. Awaiting building permit application. Gladstone PC Decision approval. Out of OLWSD boundary; in service area. County expiration timeline.	8/1/17
SE Manewal at SE Towery LN	Z0157-17_Manewal_South	Land use comments sent. Reviewed by OLWSD Counsel. Land Use / Partition Land Use Review. Z0156-17 (for original tax lot 2300) is now void. Z0157-17 for original tax lot 800 and now east one-half of 2300 is revised and is now the only Partition application for Tasso Homes on Manewal, so this is the only pending Partition application by Tasso Custom Homes to comment on.	8/1/17
SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	8/1/17
15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	8/1/17
13715 SE River Road	Zone Change	Rose Villa Zone Change Z0066-17	8/1/17
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 (2nd review) comments sent. Awaiting 3rd plan submittal.	8/1/17
13715 SE River Road	ZPAC0136-16_Rose_Villa Redevelopment Phase II	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	8/1/17
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.	8/1/17
18107 SE Addie Street.	ZPAC0167-16 4-plex	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2017	8/1/17
14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	8/1/17
Willamette View	Riverview Dining Facility Replacement / Expansion; Z0239-17	Land Use Comments submitted. Erosion Control Demo Approved. Rebuild will obtain 1200C Permit. County expiration timeline.	8/1/17

<i>Address</i>	<i>Type of Development</i>	<i>Notes</i>	<i>Last Updated</i>
2818 SE Park Avenue	Commercial with underground parking	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	8/1/17
3260 SE Oak Grove Blvd	130000+ mini storage facility	Land use comments sent. Awaiting engineering plans.	8/1/17
15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0031-17.Awaiting land use/design review application.	8/1/17
16005 SE River Forest Pl	two-parcel partiion	ZPAC0027-17.Awaiting land use application.	8/1/17
18107 SE Blanton	3-lot partition	ZPAC0063-17 Awaiting land use application.	8/1/17
2615 SE VINEYARD WAY	two-parcel partition	Attended pre-app. Awaiting Land Use application. County expiration timeline.	8/1/17
19421 SE KAY ST	two-parcel partition	Attended pre-app. Awaiting Land Use application. County expiration timeline.	8/1/17
15314 SE RUPERT DR	7-lot subdivision	Seven-lot minor subdivision for one existing and six new home sites. Attended pre-app. Awaiting Land Use application. County expiration	8/1/17
18107 SE Addie Street	Subdivision: 5 units / 6 lots	ZPAC0096-17 to build 5 units and partition 6 lots at	8/1/17



## AGENDA ITEM

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**Agenda Item:** Public Comment Period  
**Item No.:** 7  
**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.*



## AGENDA ITEM

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

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### **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

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

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### **Background:**

Convene Executive Session under ORS 192.660(2)(a)(i) to consider the employment of a public officer, employee, staff member or individual agent.



## AGENDA ITEM

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

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**Background:**

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