

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, Acting 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, Budget Committee
Fred Warren, Local Resident
Paul Gornick, Budget Committee
Thelma Haggemiller, 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 7th Accela begins uploading GL data, with a go-live

data of August 21st. 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.

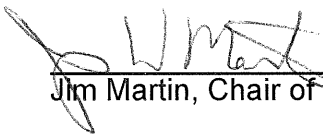
(12) Adjourn

Meeting is adjourned at 8:39 p.m.

Respectfully submitted,



Jason Rice, Acting General Manager



Jim Martin, Chair of the Board

