Board of Directors - Members Present:

Nancy Gibson, President

Susan Keil, Vice President/Secretary

Lynn Fisher, Treasurer

Kevin Williams, Director

Paul Gornick, Director,

Board of Directors - Members Absent:

none

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager

Aleah Binkowski-Burk, Human Resources and Payroll Manager

Jason Rice, District Engineer

David Mendenhall, Plant Superintendent

Kelly Stacey, Finance Director

Todd Knapp, Field Operations Superintendent

Tommy Brooks, District Attorney, Cable Huston LLP,

Visitors and Speakers Present:

There were no members of the public present.

**Board of Directors Special Meeting**

1. **Call to Order and Flag Salute**

Board President Nancy Gibson called the special meeting to order at 9:03 a.m. and in lieu of the Pledge of Allegiance requested a moment of gratitude for being alive based on the recent trauma of her house fire.

1. **Call for Public Comment**

President Gibson called for public testimony. There were no members of the public present.

1. **Resolution Number 18-12: Consideration of Sanitary and Water Fees for Certain Municipal Connections to the District’s Systems after a Public Hearing**

General Manager Sarah Jo Chaplen and District Attorney Tommy Brooks provided an overview of the issue stating the rates and fees of customers are laid out in a schedule of rates and fees and that there are some instances calling for special circumstances for certain rates and fees. The issue that arose is in certain Intergovernmental Agreements there are references to charging rates and fees in different situations, but the “Schedule of Rates and Fees and Other Charges” does not clearly illustrate the special condition. Several items were added to the 2018-2019 Schedule to account for this situation.

Specific additions include Footnote 3 on Page 2, “Wastewater Collection and Treatment”, which references the monthly sewer rate for Gladstone. The footnote reads, “Also applicable to other municipalities that use the District as the service provider for treatment.”

The second change appears at the bottom of Page 3 called the “Connection Fee / Hook Up Fee” and applies to municipal customers only. The item works in the same way an SDC methodology might work for cities using OLWS as a treatment provider. This is the charge OLWS would charge a city for any new hookups that track through into our system. In relation to this charge, footnote 15 reads, “Applicable to municipal customers who allow new connections to municipal facilities that use District treatment services.” These proxies cover sanitary district situations, while water situations are likely to be slightly different because of wholesale water rates as covered in the IGA’s with the North Clackamas County Water Commission. In the future the rate and the SDC charge may be different, which is another reason to keep them separate on the Schedule. This change should cover most situations that come up with a variety of cities and municipalities. The Board asked if there are any risks in using the same number as the SDC rate and staff responded in this situation this number covers the methodology for assessment of cost of service per Equivalent Dwelling Units, in this situation as applied to the partnership city.

The Board asked about where the water “turn on fee” is located on the schedule and staff responded the listed fee is charged when the water is shut off and must be paid before the water is turned back on. The Board commented on the new hook up fee changing over time as SDC fees change, and if it will change is there a way to put in a variable that goes up in relation to the SDC change over time. It could read “the fee will be equal to or comparable to the current SDC rate”. Staff responded we would age forward the charges once per year as the SDC rate changes. There is no current shut off or turn on charge for people who have the water shut off in situations other than lack of payment. The Board discussed the situation further, including looking carefully at special situations. The Board asked to table the situation until more research can be provided about voluntary compared with non-voluntary shut offs. Information will be brought back to the Board in order to work it into the next budget cycle and onto the next Fee Schedule.

1. **Opening a Public Hearing**

At 9:35 a.m. OLWS President Gibson called for a Public Hearing in relation to Resolution No. 18-12 Revising Fiscal Year 2019 Rates, Fees and Other Charges. There was no public testimony.

1. **Closing the Public Hearing**

At 9:36 a.m. the Board President closed the Public Hearing.

1. **Business from the Board**

**Director Gornick moved to approve Resolution No. 18-12 Revising Fiscal Year 2019 Rates, Fees and Other Charges. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

1. **Call for Public Comment**

There were no comments from the public.

1. **Business from the Board**

There was no additional business from the Board of Directors.

1. **Adjourn Special Board Meeting**

President Gibson ended the special meeting at 9:38 a.m.

Respectfully submitted,

Nancy Gibson Susan Keil

President, Board of Directors Secretary, Board of Directors

Date: Date: