



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
October 17, 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. Consent Agenda
 - August 2017 Financial Reports
 - Approval of August 2017 Check Run
 - September 2017 Financial Reports
 - Approval of September 2017 Check Run
 - September 19, 2017 Board Meeting Minutes
4. Department Reports
 - Finance
 - Field Operations
 - Plant Operations
 - Technical Services
5. Call for Public Comment
6. Business from the Board

7. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

8. Adjourn Executive Session – Board may take action if necessary

9. Adjourn



AGENDA ITEM

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

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

To: Board of Directors
From: Jason Rice, Interim General Manager
Agenda Item: Consent Agenda
Item No.: 3
Date: September 13, 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:

- August 2017 Financial Reports
 - Approval of August 2017 Check Run
- September 2017 Financial Reports
 - Approval of September 2017 Check Run
- September 19, 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 _____
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MONTHLY FINANCIAL REPORT

To: Board Directors
From: Kelly Stacey, Finance Director
Agenda Item: Aug/Sept 2017 Financial Reports
Item No.: 3
Date: October 17, 2017

Reports:

AUGUST

- Monthly Overview
- Bank Reconciliations - LGIP
- Monthly Cash and Investment Balances
- Monthly Checks and Electronic Withdrawals

SEPTEMBER

- Monthly Overview
- Bank Reconciliations - LGIP
- Monthly Cash and Investment Balances
- Monthly Checks and Electronic Withdrawals

**Oak Lodge Water Services
Monthly Overview
August 2017**

This report summarized the revenues and expenditures for August 2017. Also incorporated in this report are account balance reconciliations, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$10,836,535.22 as of August 31, 2017; consisting of \$1,396,965.92 in checking, and \$9,439,569.30 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts for August 2017, total \$531,696.45.

Water sales revenue for the month of August 2017 is \$380,618.21. **Wastewater** sales revenue for the month of August 2017 is \$622,494.98. **Watershed protection** sales revenue for the month of August 2017 is \$106,184.99. Total revenue for services provided for the month of August 2017 totals \$1,109,298.18.

The **Water** division had \$7,630 in SDC revenue for the month of August 2017. **Wastewater** division had \$15,495 in SDC revenue for the month of August 2017.

Except for the liquid cash and investment numbers, the amounts listed on this summary are estimates. There may be items from the old system that are not yet posted and reconciled. These give a good feel of how we are doing during this transition to the Accela software. We were not able to load the 2017/2018 budget into the Incode or Eden software. As soon as November we hope to be able to have new reports with accurate budget-to-actual comparisons.

Oak Lodge Water District
 LGIP RECONCILIATION
 As of AUG 31, 2017

	Sanitary SDC	Sanitary Debt Svc	Sanitary GO Bond Debt	Sanitary	Water	Sanitary	Totals
	3810	3869	3968	5002	5289	5790	
As of JULY 31, 2017	319,903.83	1,228,456.58	786,237.64	3,013,874.52	2,199,713.04	2,028,773.24	9,576,958.85
Deposits				899.56			899.56
Interes/Fees	393.97	1,512.85	968.26	3,712.25	2,625.48	2,498.45	11,711.26
Transfer from WF							-
Transfer to WF	-	-	-	-	(150,000.00)	-	(150,000.00)
Rounding Adjustment							-
As of AUG 31, 2017	320,297.80	1,229,969.43	787,205.90	3,018,486.33	2,052,338.52	2,031,271.69	9,439,569.67
LGIP Stmt Beginning Balance							9,576,958.85
Deposits							899.56
Interest/Fees							11,711.26
Transfer out to Checking							(150,000.00)
Transfer from Checking							-
Ending Statement Bal.							9,439,569.67
DIFF IN G/L & BANK BALANCE							-

Oak Lodge Water Services

Account Balances As of:

August 31, 2017

Interest Rate

Account

Wells Fargo Bank Checking	0.00%	\$159,043.65
Wells Fargo Bank Checking	0.00%	\$1,237,922.27
LGIP 5289 Water General	1.45%	\$2,052,338.52
LGIP 5790 Sanitary	1.45%	\$2,031,271.69
LGIP 3968 Sanitary GO Bond Debt Svc	1.45%	\$787,205.90
LGIP 3869 Sanitary Debt Svc	1.45%	\$1,229,969.43
LGIP 3810 Sanitary SDC	1.45%	\$320,297.83
LGIP 5002 Sanitary General	1.45%	\$3,018,485.93
	Total	<u>\$10,836,535.22</u>

For OLWS Board Meeting of: October 17, 2017

To: Oak Lodge Water Services Directors

From: Kelly Stacey, Finance Director

RE: August Checks and Withdrawals

Through August 18, 2017, the water division issued checks numbered 39316 through 39354, which include accounts payable and all payroll checks as well as all electronic withdrawals and bank drafts, totaling \$366,647.21. The sanitary division issued checks numbered 117743 through 117782 and ACH withdrawals numbered 1144 through 1151, totaling 144,938.32. For August 19 through the end of the month checks were issued jointly through Accela starting with number 40000 through 40008 and one ACH payment, totaling \$20,110.92. Attached you will find reports showing all checks and electronic withdrawals for August 2017 with a grand total of \$531,696.45.

Beginning with the September reports we have one report for all accounts payables checks and electronic withdrawals for the combined district. Payroll will continue to be separate through November.

Recommendations

It is recommended to the Board that the checks and withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

The District auditors require the Board to formally approve monthly payments to conform to Generally Accepted Accounting Principles (GAAP).



Oak Lodge Water District

Bank Transaction Report

Transaction Detail

Issued Date Range: 08/01/2017 - 08/31/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 2908192046 - OAK LODGE WATER DISTRICT							
08/15/2017		<u>39316</u>	Sexton, Timothy J	Payroll	Outstanding	Check	-608.34
08/15/2017		<u>39317</u>	Yohn, Clay B	Payroll	Outstanding	Check	-513.18
08/15/2017		<u>39318</u>	KROGSTAD, JOHN	Payroll	Outstanding	Check	-2,073.23
08/16/2017		<u>39319</u>	A and A Drilling Service, Inc	Accounts Payable	Outstanding	Check	-2,580.00
08/16/2017		<u>39320</u>	Aflac	Accounts Payable	Outstanding	Check	-399.84
08/16/2017		<u>39321</u>	Amber Backus	Accounts Payable	Outstanding	Check	-158.83
08/16/2017		<u>39322</u>	BMS Technologies	Accounts Payable	Outstanding	Check	-5,131.50
08/16/2017		<u>39323</u>	Brown & Brown Northwest	Accounts Payable	Outstanding	Check	-100.00
08/16/2017		<u>39324</u>	Carlson Testing, Inc.	Accounts Payable	Outstanding	Check	-1,060.50
08/16/2017		<u>39325</u>	Cintas Corporation	Accounts Payable	Outstanding	Check	-227.02
08/16/2017		<u>39326</u>	Cintas Corporation - 463	Accounts Payable	Outstanding	Check	-83.65
08/16/2017		<u>39327</u>	Clackamas Comm. Federal CU	Accounts Payable	Outstanding	Check	-103.00
08/16/2017		<u>39328</u>	Comcast Cable	Accounts Payable	Outstanding	Check	-586.69
08/16/2017		<u>39329</u>	Community Newspapers	Accounts Payable	Outstanding	Check	-167.30
08/16/2017		<u>39330</u>	Contractor Supply	Accounts Payable	Outstanding	Check	-380.88
08/16/2017		<u>39331</u>	Ditch Witch Northwest Exchange	Accounts Payable	Outstanding	Check	-411.02
08/16/2017		<u>39332</u>	DMS ARCHITECTS, INC.	Accounts Payable	Outstanding	Check	-2,989.25
08/16/2017		<u>39333</u>	Ed's Mower & Saw Shoppe	Accounts Payable	Outstanding	Check	-10.95
08/16/2017		<u>39334</u>	H.D. Fowler Company	Accounts Payable	Outstanding	Check	-5,651.25
08/16/2017		<u>39335</u>	James W Fowler Co	Accounts Payable	Outstanding	Check	-92,599.24
08/16/2017		<u>39336</u>	Kaiser Permanente	Accounts Payable	Outstanding	Check	-22,350.95
08/16/2017		<u>39337</u>	Metro	Accounts Payable	Outstanding	Check	-480.00
08/16/2017		<u>39338</u>	Olson Bros Service Inc	Accounts Payable	Outstanding	Check	-967.47
08/16/2017		<u>39339</u>	One Call Concepts	Accounts Payable	Outstanding	Check	-331.32
08/16/2017		<u>39340</u>	Oregon AFSCME Council 75	Accounts Payable	Outstanding	Check	-267.87
08/16/2017		<u>39341</u>	Oregon Dept of Revenue	Accounts Payable	Outstanding	Check	-9,396.41
08/16/2017		<u>39342</u>	Peterson IV, Inc.	Accounts Payable	Outstanding	Check	-709.22
08/16/2017		<u>39343</u>	RH2 Engineering, Inc.	Accounts Payable	Outstanding	Check	-2,327.26
08/16/2017		<u>39344</u>	Special Districts Health Insurance Sv	Accounts Payable	Outstanding	Check	-60,073.45
08/16/2017		<u>39345</u>	Total Building Maintenance	Accounts Payable	Outstanding	Check	-348.00
08/16/2017		<u>39346</u>	United Rentals	Accounts Payable	Outstanding	Check	-918.56
08/16/2017		<u>39347</u>	US BANK EQUIPMENT FINANCE	Accounts Payable	Outstanding	Check	-220.00
08/16/2017		<u>39348</u>	Verizon Wireless	Accounts Payable	Outstanding	Check	-511.31
08/16/2017		<u>39349</u>	Waste Management	Accounts Payable	Outstanding	Check	-145.50
08/16/2017		<u>39350</u>	Wright Imaging	Accounts Payable	Outstanding	Check	-3,785.96
08/31/2017		<u>39353</u>	Yohn, Clay B	Payroll	Outstanding	Check	-790.34

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/31/2017		39354	KROGSTAD, JOHN	Payroll	Outstanding	Check	-2,073.13
08/15/2017		DFT0000299	Payroll EFT	Payroll	Outstanding	EFT	-29,802.54
08/15/2017		DFT0000300	Payroll EFT	Payroll	Outstanding	EFT	-44,986.42
08/31/2017		DFT0000301	Payroll EFT	Payroll	Outstanding	EFT	-22,340.86
08/31/2017		DFT0000302	Payroll EFT	Payroll	Outstanding	EFT	-47,984.97
Bank Account 2908192046 Total: (41)							-366,647.21
Report Total: (41)							-366,647.21

Check History Listing
Oak Lodge Sanitary District

apCkHist
09/13/2017 9:32AM

Bank code: wells	Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
	117743	08/15/2017	002962 AKS ENGINEERING & FOI			5948-03	07/17/2017	753.75	753.75
	117744	08/15/2017	000161 BROWN AND CALDWELL			53296836	07/26/2017	4,436.56	4,436.56
	117745	08/15/2017	001863 HDR ENGINEERING, INC.			1200065388	07/27/2017	10,826.63	10,826.63
	117746	08/15/2017	000868 NORTHWEST NATURAL			48898-1	07/27/2017	24.28	
						47365-2	07/27/2017	15.52	
						47365-2	06/27/2017	-1.83	37.97
	117747	08/15/2017	002279 APEX LABS			17H0123	08/04/2017	2,860.00	
						17H0124	08/04/2017	160.00	3,020.00
	117748	08/15/2017	002635 APSCO, LLC			19942	08/07/2017	336.29	336.29
	117749	08/15/2017	000112 BAXTER AUTO PARTS, INI			4-112833	08/03/2017	49.44	49.44
	117750	08/15/2017	002969 BMS TECHNOLOGIES			54347	08/02/2017	2,128.28	2,128.28
	117751	08/15/2017	002861 LARA CHRISTENSEN			2017-07-25	07/25/2017	172.27	
						2017-07-15	07/15/2017	51.37	223.64
	117752	08/15/2017	000800 CITY OF MILWAUKIE			32-1210-00	07/31/2017	1,374.68	1,374.68
	117753	08/15/2017	000257 CLACKAMAS COUNTY			46423	08/08/2017	450.00	450.00
	117754	08/15/2017	002847 CRYSTAL GREENS LANDI			2653	07/25/2017	342.00	342.00
	117755	08/15/2017	000427 ENDRESS + HAUSER			6001900592	08/07/2017	1,038.65	
						6001899859	08/03/2017	295.06	1,333.71
	117756	08/15/2017	002147 EXPRESS EMPLOYMENT			19264824	08/02/2017	1,164.35	
						19234619	07/26/2017	909.15	2,073.50
	117757	08/15/2017	000561 HACH COMPANY			10565765	07/31/2017	14,598.00	14,598.00
	117758	08/15/2017	001852 LEVEL 3 COMMUNICATIO			58313403	07/24/2017	67.07	67.07
	117759	08/15/2017	001998 MEASURE-TECH			15554	08/02/2017	3,719.82	3,719.82
	117760	08/15/2017	002664 MISSION COMMUNICATIO			1010174	08/03/2017	563.40	563.40

Check History Listing
Oak Lodge Sanitary District

apCkHist
09/13/2017 9:32AM

Bank code: wells	Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
	117761	08/15/2017	002744 NET ASSETS CORPORATI			86-201707	08/01/2017	536.00	536.00
	117762	08/15/2017	002394 NORTHSTAR CHEMICAL,	V	08/15/2017	106530	07/26/2017	635.10	635.10
	117763	08/15/2017	000914 OLSON BROS. SERVICE,			2017-07	07/31/2017	435.31	435.31
	117764	08/15/2017	000930 OREGONIAN PUBLISHINC			9759486	07/24/2017	78.74	78.74
	117765	08/15/2017	001616 POLYDYNE, INC.			1159364	07/28/2017	2,679.60	2,679.60
	117766	08/15/2017	001039 PORTLAND GENERAL ELI	V	08/15/2017	0008 45162-908025 7	07/26/2017	21,403.09	
				V	08/15/2017	0004 2464-43400 1	07/26/2017	955.27	
				V	08/15/2017	0008 41581-346975 5	07/25/2017	895.37	
				V	08/15/2017	0008 45162-641007 7	07/27/2017	575.19	
				V	08/15/2017	0008 45162-174425 6	07/27/2017	189.65	
				V	08/15/2017	0008 45162-283746 3	07/24/2017	87.92	
				V	08/15/2017	0008 45162-173445 5	07/27/2017	39.02	24,145.51
	117767	08/15/2017	001875 RELAY RESOURCES			93521	07/31/2017	561.25	
						93520	07/31/2017	528.96	1,090.21
	117768	08/15/2017	002803 JASON RICE			2017-07-28	07/28/2017	161.57	161.57
	117769	08/15/2017	002518 SANTANA CRANE, INC			11063	08/01/2017	417.50	417.50
	117770	08/15/2017	000193 SEATTLE ACE, LLC			012136/m	08/02/2017	54.01	
						012132/m	08/01/2017	46.53	
						012135/m	08/02/2017	31.98	
						012122/m	07/28/2017	26.99	
						012158/m	08/08/2017	21.84	
						012130/m	07/31/2017	11.99	193.34
	117771	08/15/2017	002833 STAPLES ADVANTAGE			3348228757	08/01/2017	145.14	145.14
	117772	08/15/2017	001504 UNIFIRST CORPORATION			335 2507963	07/31/2017	414.45	
						335 2501441	07/10/2017	403.10	
						335 2510162	08/07/2017	364.05	
						335 2505805	07/24/2017	364.05	1,545.65

Check History Listing
Oak Lodge Sanitary District

apCkHist
09/13/2017 9:32AM

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total	
117773	08/15/2017	002882 UV DOCTOR SYSTEMS, L			10772	07/28/2017	11,348.36	11,348.36	
117774	08/15/2017	002507 WASTE MANAGEMENT OI			8679178-1574-0 8685359-1574-8 8685358-1574-0	07/31/2017 08/01/2017 08/01/2017	2,352.94 125.55 40.05	2,518.54	
117775	08/15/2017	000261 WATER ENVIRONMENT S			03-08238-01	07/26/2017	139.05	139.05	
117776	08/15/2017	001400 XEROX CORPORATION			090130683	08/01/2017	21.43	21.43	
117777	08/15/2017	002976 SIDELINE DESIGNS			6155	08/09/2017	1,104.60	1,104.60	
117778	08/15/2017	002394 NORTHSTAR CHEMICAL,			106530	07/26/2017	635.10	635.10	
117779	08/15/2017	001039 PORTLAND GENERAL ELI			0008 45162-908025 7 0004 2464-43400 1 0008 41581-346975 5 0008 45162-641007 7 0008 45162-174425 6 0008 45162-283746 3 0008 45162-173445 5	07/26/2017 07/26/2017 07/25/2017 07/27/2017 07/27/2017 07/24/2017 07/27/2017	21,403.09 955.27 895.37 575.19 189.65 87.92 39.02	24,145.51	
117780	08/15/2017	002975 CASCADE PACIFIC RC&D			591	06/30/2017	8,600.00		
117781	08/15/2017	000332 CUES, INC			592	06/30/2017	2,000.00	10,600.00	
117782	08/17/2017	000202 CABLE HUSTON BENEDIC			488790	08/15/2017	1,180.78	1,180.78	
					377211	07/31/2017	6,225.00		
					377112	07/31/2017	1,283.00		
					377229	07/31/2017	950.00	8,458.00	
wells Total:								138,549.78	

40 checks in this report

Total Checks: 138,549.78

Check History Listing
Oak Lodge Sanitary District

apCkHist
09/13/2017 9:29AM

Bank code: wells	Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
	1144	08/02/2017	002686 OPENEDGE			2017-07-31 OE	07/31/2017	3.24	3.24
	1145	08/03/2017	002686 OPENEDGE			2017-07-31 OE	07/31/2017	596.55	596.55
	1146	08/10/2017	000219 CHEVRON U.S.A. INC.	V	08/16/2017	51078087	08/06/2017	149.11	149.11
	1147	08/10/2017	000219 CHEVRON U.S.A. INC.			51078087	08/06/2017	149.11	
						51078087	08/06/2017	77.00	226.11
	1148	08/10/2017	002277 WELLS FARGO BANK			2017-07-31 WFAN	07/31/2017	1,949.23	1,949.23
	1149	08/10/2017	002277 WELLS FARGO BANK			2017-07-31 WFOnsite	07/31/2017	73.21	73.21
	1150	08/11/2017	002276 WELLS FARGO BANK, N.A			2017-07-31 WFCCA	07/31/2017	1,147.84	1,147.84
	1151	08/15/2017	001329 NATIONWIDE RETIREMNT			2017-08-15	08/15/2017	2,243.25	2,243.25
								wells Total:	6,388.54

8 checks in this report

Total Checks: 6,388.54

Accounts Payable

Checks by Date - Summary by Check Number

User: kelly
Printed: 10/9/2017 8:28 AM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
ACH	1047	Authorize.net	08/31/2017	0.00	111.27
40000	1010	Ace Hardware #11075	08/29/2017	0.00	17.67
40001	1069	BTL NW	08/29/2017	0.00	204.20
40002	1075	Cable Huston Benedict Et Al	08/29/2017	0.00	12,808.00
40003	1084	Century Link	08/29/2017	0.00	452.38
40004	1131	Convergence Networks	08/29/2017	0.00	3,750.20
40005	1134	Corporate Security Services	08/29/2017	0.00	103.50
40006	1207	Nancy Gibson	08/29/2017	0.00	150.00
40007	1297	Meterreaders, LLC	08/29/2017	0.00	2,393.70
40008	1408	Portland Engineering Inc	08/29/2017	0.00	120.00
Report Total (10 checks):				0.00	20,110.92

**Oak Lodge Water Services
Monthly Overview
September 2017**

This report summarized the revenues and expenditures for September 2017. Also incorporated in this report are account balance reconciliations, including all cash and investment activity as well as checks and withdrawals.

The District's liquid cash and investment assets equal \$11,203,197.55 as of September 31, 2017; consisting of \$1,527,757.17 in checking, and \$9,675,440.38 in the State Local Government Investment Pool (LGIP).

The District's checks, electronic withdrawals and bank drafts for September 2017, total \$610,759.52.

Water sales revenue for the month of September 2017 is \$433,295.36. **Wastewater** sales revenue for the month of September 2017 is \$660,111.99. **Watershed protection** sales revenue for the month of September 2017 is \$129,294.43. Total revenue for services provided for the month of September 2017 totals \$1,222,701.78.

The **Water** division had \$11,445 in SDC revenue for the month of September 2017. **Wastewater** division had \$28,825 in SDC revenue for the month of September 2017.

Except for the liquid cash and investment numbers, the amounts listed on this summary are estimates. There may be items from the old system that are not yet posted and reconciled. These give a good feel of how we are doing during this transition to the Accela software. We were not able to load the 2017/2018 budget into the Incode or Eden software. In November we hope to be able to have new reports with accurate budget-to-actual comparisons.

Oak Lodge Water District
 LGIP RECONCILIATION
 As of Sept 30, 2017

	Sanitary SDC	Sanitary Debt Svc	Sanitary GO Bond Debt	Sanitary 5002	Water	Sanitary 5790	Totals
As of AUG 31, 2017	3810	3869	3968	5002	5289	5790	9,439,569.30
Deposits	320,297.83	1,229,969.43	787,205.90	3,018,485.93	2,052,338.52	2,031,271.69	863.63
Interest/Fees	525.71	1,178.46	1,518.81	3,597.56	2,310.82	2,420.83	11,552.19
Transfer to			562,203.51				562,203.51
Transfer from		(278,203.25)	-	-	(200,000.00)	-	(478,203.25)
Rounding Adjustment		-	-	-	-	-	-
As of Sept 30, 2017	320,823.54	952,944.64	1,350,928.22	3,022,947.12	1,854,649.34	2,033,692.52	9,535,985.38
LGIP Stmt Beginning Balance							9,439,569.30
Deposits							863.63
Interest/Fees							11,552.19
Transfer out to Checking							(478,203.25)
Transfer from Checking							562,203.51
Ending Statement Bal.							9,535,985.38
DIFF IN G/L & BANK BALANCE							-

Oak Lodge Water Services

Account Balances As of:

September 30, 2017

Interest Rate

Account

Wells Fargo Bank Checking	0.00%	\$287,517.74
Wells Fargo Bank Checking	0.00%	\$1,240,239.43
LGIP 5289 Water General	1.45%	\$1,854,649.34
LGIP 5790 Sanitary	1.45%	\$2,033,692.52
LGIP 3968 Sanitary GO Bond Debt Svc	1.45%	\$1,350,928.22
LGIP 3869 Sanitary Debt Svc	1.45%	\$952,944.64
LGIP 3810 Sanitary SDC	1.45%	\$460,278.54
LGIP 5002 Sanitary General	1.45%	\$3,022,947.12
Total		<u>\$11,203,197.55</u>

For OLWS Board Meeting of: October 17, 2017

To: Oak Lodge Water Services Directors

From: Kelly Stacey, Finance Director

RE: September 2017 Checks and Withdrawals

Issue

The District needs formal authorization of the September 2017 checks numbered 40009 through 40119, which include accounts payable well as electronic withdrawals (excluding payroll), totaling \$473,182.05. Payroll checks and drafts (continuing to be process through Incode) include checks 39355 through 39364 and ETFs totaling \$137,577.47. There were two voided accounts payable checks. Attached you will find a report showing all checks and electronic withdrawals for September 2017 and a separate report showing payroll withdrawals.

Recommendations

It is recommended to the Board that checks numbered 40009 through 40119, checks 39355 through 39364 as well as electronic withdrawals be formally approved by the Board.

Background

The District pays expenditures throughout the month.

Facts and Findings

The District auditors require the Board to formally approve monthly payments to conform to Generally Accepted Accounting Principles (GAAP).

Accounts Payable

Checks by Date - Summary by Check Number

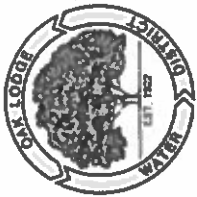
User: kelly
 Printed: 10/9/2017 9:58 AM



Check No	Vendor No	Vendor Name	Check Date		Void Checks	Check Amount
ACH	1089	Chevron U.S.A. Inc.	09/15/2017		0.00	41.52
40009	1010	Ace Hardware #11075	09/01/2017		0.00	518.99
40010	1018	AFLAC	09/01/2017		0.00	275.74
40011	1024	Alexin Analytical Laboratories	09/01/2017		0.00	2,767.00
40012	1579	American Backflow Services	09/01/2017		0.00	935.00
40013	1569	American Drain Cleaning	09/01/2017		0.00	2,250.00
40014	1034	Answernet	09/01/2017		0.00	168.82
40015	1035	Apex Labs	09/01/2017		0.00	2,615.00
40016	1044	AT&T	09/01/2017		0.00	1,451.78
40017	1045	Atlas Electrical Contractors, Inc.	09/01/2017		0.00	125.00
40018	1562	BCS Laboratories	09/01/2017		0.00	1,000.00
40019	1072	Bullard Law	09/01/2017		0.00	486.50
40020	1084	Century Link	09/01/2017		0.00	334.50
40021	1091	Cintas Corporation	09/01/2017		0.00	2,594.50
40022	1092	Cintas Corporation - 463	09/01/2017		0.00	83.65
40023	1100	Clackamas Comm. Federal CU	09/01/2017		0.00	88.00
40024	1129	Consolidated Supply Co.	09/01/2017		0.00	2,781.84
40025	1131	Convergence Networks	09/01/2017	VOID	4,866.00	0.00
40026	1141	Crystal Greens Landscape, Inc.	09/01/2017		0.00	342.00
40027	1154	Detemple Company, Inc.	09/01/2017		0.00	273.67
40028	1162	E C Power Systems Of Oregon	09/01/2017		0.00	2,525.14
40029	1567	Endress & Hauser	09/01/2017		0.00	968.58
40030	1174	Express Employment	09/01/2017		0.00	3,932.80
40031	1214	Grainger, Inc.	09/01/2017		0.00	2,101.24
40032	1573	Grid Property Management	09/01/2017		0.00	112.76
40033	1270	Lord & Associates, Inc.	09/01/2017		0.00	636.00
40034	1275	Rich Ludlow	09/01/2017		0.00	413.64
40035	1278	Madison Biosolids, Inc.	09/01/2017		0.00	2,829.32
40036	1578	Mail Finance	09/01/2017		0.00	599.43
40037	1282	Rory Martin	09/01/2017		0.00	122.44
40038	1314	Mueller Co	09/01/2017		0.00	1,500.00
40039	1330	Northstar Chemical, Inc.	09/01/2017		0.00	545.00
40040	1337	Northwest Natural	09/01/2017		0.00	284.65
40041	1342	OCD Automation, Inc.	09/01/2017		0.00	720.00
40042	1352	Olson Bros. Service, Inc.	09/01/2017		0.00	112.49
40043	1353	One Call Concepts, Inc.	09/01/2017		0.00	328.68
40044	1382	Pape Material Handling	09/01/2017		0.00	13,344.54
40045	1403	PNCWA - LWR Columbia Sect	09/01/2017		0.00	380.00
40046	1405	Kris Pokorny	09/01/2017		0.00	124.40
40047	1406	Polydyne, Inc.	09/01/2017		0.00	1,148.40
40048	1409	Portland General Electric	09/01/2017		0.00	5,936.89
40049	1419	Pumpstech Inc.	09/01/2017		0.00	12,048.00
40050	1424	Red Wing Shoe Store	09/01/2017		0.00	748.17
40051	1427	Relay Resources	09/01/2017		0.00	3,990.50
40052	1434	Ricoh Americas Corporation	09/01/2017		0.00	365.58
40053	1485	Technology Integration Group	09/01/2017		0.00	4,017.60
40054	1510	Tyler Technologies, Inc.	09/01/2017		0.00	260.00

Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
40055	1513	Unifirst Corporation	09/01/2017	0.00	791.20
40056	1511	US Crane & Hoist, Inc	09/01/2017	0.00	690.00
40057	1525	Verizon Wireless	09/01/2017	0.00	1,135.69
40058	1543	Western Exterminator Company	09/01/2017	0.00	253.91
40059	1575	Doug Woods	09/01/2017	0.00	95.00
40060	1574	WS Investments LLC	09/01/2017	0.00	171.36
40061	1552	WW Machine Shop Inc	09/01/2017	0.00	2,353.00
40062	1557	Xylem Water Solutions USA Inc	09/01/2017	0.00	672.60
40063	1582	Ore-Com Cabling Services	09/11/2017	0.00	1,619.56
40064	1587	Accela	09/15/2017	0.00	475.00
40065	1010	Ace Hardware #11075	09/15/2017	0.00	136.76
40066	1019	AFSCME Council 75	09/15/2017	0.00	2,360.44
40067	1057	Baxter Auto Parts, Inc.	09/15/2017	0.00	35.82
40068	1564	BMS Technologies	09/15/2017	0.00	4,493.32
40069	1068	Brown And Caldwell	09/15/2017	0.00	1,510.50
40070	1091	Cintas Corporation	09/15/2017	0.00	912.33
40071	1094	City Of Milwaukie	09/15/2017	0.00	1,374.68
40072	1118	Coastal Farm & Home Supply	09/15/2017	0.00	163.98
40073	1120	Cochran Electric	09/15/2017	0.00	13,500.00
40074	1125	Comcast Cable	09/15/2017	0.00	412.51
40075	1129	Consolidated Supply Co.	09/15/2017	0.00	3,897.84
40076	1131	Convergence Networks	09/15/2017	0.00	4,866.00
40077	1138	Craig Blackman Trucking	09/15/2017	0.00	4,020.91
40078	1594	Deluxe	09/15/2017	0.00	1,198.26
40079	1581	J G Elder	09/15/2017	0.00	108.68
40080	1174	Express Employment	09/15/2017	0.00	6,233.85
40081	1213	Govt. Finance Officers Assoc.	09/15/2017	0.00	160.00
40082	1218	H.D. Fowler Company	09/15/2017	0.00	5,382.71
40083	1220	Hach Company	09/15/2017	0.00	354.89
40084	1584	Hayden Area Regional Sewer Board	09/15/2017	0.00	26,000.00
40085	1249	J. Thayer Company	09/15/2017	0.00	776.25
40086	1253	John Crane, Inc.	09/15/2017	0.00	4,366.73
40087	1269	LGPI	09/15/2017	0.00	3,041.61
40088	1270	Lord & Associates, Inc.	09/15/2017	0.00	1,729.75
40089	1288	McFarlane's Bark, Inc.	09/15/2017	0.00	21.83
40090	1323	NCCWC	09/15/2017	0.00	269,463.45
40091	1325	Net Assets Corporation	09/15/2017	0.00	645.00
40092	1586	Northside Ford	09/15/2017	0.00	877.20
40093	1330	Northstar Chemical, Inc.	09/15/2017	0.00	460.00
40094	1337	Northwest Natural	09/15/2017	0.00	15.52
40095	1352	Olson Bros. Service, Inc.	09/15/2017	0.00	2,312.01
40096	1367	Oregon Health Authority	09/15/2017	0.00	195.00
40097	1391	Peck Rubanoff & Hatfield PC	09/15/2017	0.00	1,015.00
40098	1407	Porter Yett Company	09/15/2017	0.00	510.30
40099	1408	Portland Engineering Inc	09/15/2017	0.00	120.00
40100	1421	Quality Control Services	09/15/2017	0.00	800.00
40101	1588	Andrew Randall	09/15/2017	0.00	117.61
40102	1424	Red Wing Shoe Store	09/15/2017	0.00	300.00
40103	1425	Rebecca Reece	09/15/2017	0.00	18.19
40104	1427	Relay Resources	09/15/2017	0.00	6,998.35
40105	1432	RH2 Engineering, Inc.	09/15/2017	0.00	5,220.07
40106	1442	Santana Crane, Inc	09/15/2017	0.00	680.00
40107	1592	Adam Schlabach	09/15/2017	0.00	62.26
40108	1500	Top Industrial Supply	09/15/2017	0.00	40.07
40109	1501	Total Building Maintenance	09/15/2017	0.00	348.00
40110	1513	Unifirst Corporation	09/15/2017	0.00	1,034.30
40111	1522	US Bank Equipment Finance	09/15/2017	0.00	220.00

Check No	Vendor No	Vendor Name	Check Date		Void Checks	Check Amount
40112	1525	Verizon Wireless	09/15/2017		0.00	534.57
40113	1531	Waste Management Of Oregon	09/15/2017		0.00	1,949.05
40114	1533	Water Environment Services	09/15/2017		0.00	139.05
40115	1593	Kevin White	09/15/2017		0.00	59.97
40116	1591	Xerox Corporation	09/15/2017		0.00	30.95
40117	1557	Xylem Water Solutions USA Inc	09/15/2017		0.00	1,919.40
40118	1595	Sarah Krick	09/19/2017	VOID	541.74	0.00
40119	1474	Monica Stone	09/29/2017		0.00	2,550.00
Report Total (112 checks):					5,407.74	473,182.05



Oak Lodge Water District

Bank Transaction Report

Transaction Detail

Issued Date Range: 09/01/2017 - 09/30/2017

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: 2908192046 - OAK LODGE WATER DISTRICT							
09/15/2017		<u>39355</u>	Yohn, Clay B	Payroll	Outstanding	Check	-533.03
09/15/2017		<u>39356</u>	KROGSTAD, JOHN	Payroll	Outstanding	Check	-2,073.29
09/15/2017		<u>39357</u>	LUDLOW, RICHARD	Payroll	Outstanding	Check	-4,080.32
09/15/2017		<u>39358</u>	ADAMS, CHARLES	Payroll	Outstanding	Check	-484.16
09/15/2017		<u>39359</u>	STONE, MONICA A	Payroll	Outstanding	Check	-517.04
09/15/2017		<u>39361</u>	ADAMS, CHARLES	Payroll	Outstanding	Check	-511.41
09/29/2017		<u>39362</u>	Yohn, Clay B	Payroll	Outstanding	Check	-264.80
09/29/2017		<u>39363</u>	KROGSTAD, JOHN	Payroll	Outstanding	Check	-2,045.61
09/29/2017		<u>39364</u>	STONE, MONICA A	Payroll	Outstanding	Check	-676.37
09/15/2017		<u>DFT0000303</u>	Payroll EFT	Payroll	Outstanding	EFT	-20,426.23
09/15/2017		<u>DFT0000304</u>	Payroll EFT	Payroll	Outstanding	EFT	-43,520.58
09/15/2017		<u>DFT0000305</u>	Payroll EFT	Payroll	Outstanding	EFT	-222.77
09/15/2017		<u>DFT0000306</u>	Payroll EFT	Payroll	Outstanding	EFT	-741.94
09/29/2017		<u>DFT0000307</u>	Payroll EFT	Payroll	Outstanding	EFT	-41,563.64
09/29/2017		<u>DFT0000308</u>	Payroll EFT	Payroll	Outstanding	EFT	-19,834.75
09/29/2017		<u>DFT0000309</u>	Payroll EFT	Payroll	Outstanding	EFT	-81.53
Bank Account 2908192046 Total: (16)							-137,577.47
Report Total: (16)							-137,577.47



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting
September 19, 2017

Board of Directors - Members Present:

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

Board of Directors - Members Absent:

Nancy Gibson, Director,

Oak Lodge Water Services 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 Present:

Sarah Jo Chaplen, Incoming OLWS General Manager
Ernie Platt, Sunrise Water Authority
Lara Christensen, OLWS Staff
Dirk Hicks, Local Resident
Bjorn Moran, Oregon Resident
Myron Martwick, Local Resident
Steven Cade, Budget Committee
Paul Gornick, Budget Committee
Tom Hopkins, Local Resident
Scot Constane, Oregon Resident
Scott Kapras, Local Resident
Jessey Cereghino, Oregon Resident
Kim Swan, Clackamas River Water Providers.

REGULAR MEETING

1. Call to Order and Flag Salute

Jim Martin called the regular meeting to order at 6:00pm and Vice Chair Susan Keil led the pledge of allegiance. After the pledge, Chair Jim Martin briefly introduced the incoming General Manager for Oak Lodge Water Services, Sarah Jo Chaplen.

2. Call for Public Testimony

Myron Martwick, River Forest Drive, asked about the changes to the manhole near River Forest Lake. Acting General Manager Jason Rice responded that OLWS looked into the

idea to raise the elevation of the manhole but did not move forward with that idea because it might cause overflows into homes. OLWS continues to investigate how to best adapt the engineering and water flow to solve the direct overflow into the Lake. OLWS has requested from DEQ to overflow at another location and into the Willamette River, and that would not affect the lake.

Dirk Hicks spoke about acquiring title for a property at 5028 El Centro Way on 08/23/2017. He set up water and sewer on 08/21/2017 and received a bill several days later for \$300+ dated 08/23/2017. The bill issuance date is 08/31/2017 and due date 07/15/2017. Previous owner abandoned the home 4-5 years ago and the water was shut off. He questioned the bill being for him and shouldn't it be for the previous owner? He quoted OLWS staff as saying his actual portion would be \$18.91, and requested that we wave the historical amount. The property was sold at auction (at a Sherriff Sale) and the previous owner is not available. Escrow did not contact OLWS to get a final payoff, there was just a preliminary title report which did not reflect these charges. At the sale, the Sherriff did not collect real property taxes or other charges. Jason Rice will follow up with OLWS staff and the customer to decide upon bill/recovery costs in relation to the existing regulations and the adoption of the new code.

Scott Kapras, lives on Cottonwood St in the district. He spoke from a written document (attached in the Board Packet) and requested that the district revisit the stormwater catchment system proposed for the new development being put into his area by Tasso/Custom Homes. Surface water management plans do not seem to be adequate for the development, and OLWS is supposed to sign off on the plan. There is a small storm catchment that is supposed to serve a private three-lot set of homes and should not be made available to the new 7-lot development to cover for the additional storm water needs. He is asking the district to pay close attention to the engineering plans to help ensure that the storm water plans, private rain gardens and green street swales will be adequate to fulfill the additional runoff needs. He would like OLWS staff to pay close attention and possibly reconsider the proposed plans with this new information provided to the Board. The area he described is known for being significantly wet and having water issues. Clackamas County will also have to ensure that it is not developed to the maximum.

No other public testimony.

3. Presentations:

- **Clackamas River Water Providers, Kim Swan**
- **OLWSD Education and Outreach, Lara Christensen**

Kim Swan, Water Resource Manager with the Clackamas River Water Providers, presented to the Board (see updated slides attached in Board Packet). She shared information about the general history and services CRWP provides to OLWS. Created in 2007, they are organized under an intergovernmental agreement and serve a number of agencies in the area by providing drinking water for over 300,000 people. Geographically they treat and provide water from the Clackamas River watershed. Their mission is to foster closer relationships and implement programs together with the partner agencies, including source water protection, public outreach and education on water conservation. Kim acts as a "water liaison" for the multiple agencies and allows them to speak with one voice

concerning drinking water. Their Board is comprised of designees from each partner agency and meet bi-monthly. They operate under a 5-year work plan as to how they should engage in the two main programs: source water protection and outreach and education. Because they lack regulatory authority, the public outreach and education programming is important because it can act as an advocate for source water protection. They partner with Oregon Department of Education, Water Environment Services, etc., to leverage the public voice and promote public awareness. She described the variety of programs that they implement by working with multiple partners, as summarized in their Annual Reports.

Lara Christensen, Outreach and Program Specialist with OLWS presented information (see attached slides in the Board Packet) concerning the public education and outreach programming required by the Clean Water Act and the Federal and State Permits, including the United States Environmental Protection Agency's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit. OLWS participates in a Phase I MS4 Permit in partnership with twelve other co-permittees. Lara described the OLWS Storm Water Management Plan (SWMP) and the 6 minimum measures plus the other requirements that are called for under the MS4 Phase I Permit. She outlined the outreach and education strategy that OLWS uses to fulfill the permit requirements with partial FTE, and shared information about the internal staff team and external partnerships comprised of schools, non-profits, and private storm water system owners. The Board was able to refer to additional materials in the presentation slides later.

4. Resolution to adopt OLWSD Design and Construction Standards

Markus Mead, Development Review Specialist, OLWS Staff, presented the updated OLWSD Design and Construction Standards to the Board. He highlighted several areas of the document, as he mentioned, "the poetry" of the code. These areas included, among others: the ways that the utility types in our code reflect the County Code examples; this new document prepares the district for the 1200C Erosion Control Authority once they are able to become the agent for the Department of Environmental Quality (DEQ); it states the inspection authority for each utility; removed the term "undisturbed buffer" under the council's recommendation, and added this issue as well as other storm water definitions into the Rules and Regulations Document. Wastewater design is a large focus of this document, and this document allows the district to select certain materials for construction projects under specific environmental conditions. Markus outlined the other ways that the document addresses and clarifies district standards to simplify and strengthen relationships with contractors and developers. The Board asked several questions, including: what recourse OLWS has when the storm water quantity issues come up: Markus responded that Clackamas County may have a role, that it might be a civil dispute issue between property owners, and that the district does not have legal authority to address or settle quantity issues – even though we spend considerable time evaluating with the view of protecting our residents. Board asked if the document is practical, clear, and straightforward with regards to developers, even small developers, and particularly with regards to storm water. Jason Rice responded: yes – our intent was to provide standards and best practices for the public; this document protects residents and allows the district some needed flexibility. Jason clarified that this document is basically a reorganization of a working document that the district has been using for years. Board mentioned a number of formatting and grammatical edits on which staff will follow up. Staff addressed the

difference between storm and surface water and outlined the district differentiation that OLWS works to protect the watershed to Watershed Protection Fee.

Director Gibson moved to adopt the Resolution Number 17-14 adopting the Design and Construction Standards for the Oak Lodge Water Services District effective October 20, 2017. Director Williams seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

5. Clackamas 800 Radio Group Lease Agreement

Acting GM Jason Rice introduced the Clackamas 800 Radio Group Lease Agreement (see Board packet background) and proposed that the district accepts the agreement as written and continue the partnership for the next twenty years. Board asked about why we were at the top end of the lease amount compared to other entities, original at \$71,277.54 now at \$25,000, and questioned the 1% increase as opposed to a 5% increase and looked at the length of the proposed contract. Board asked about whether lease agreements typically go up annually and in relation to what factors? Cell towers have annual leases that typically increase between 2-3%. Positive factors include the valuable real estate that the tower exists on, that this tower provides a specific area of service, that it provides functional redundancy, and that it is valuable to the partnership group. Every public safety agency in the County is part of the 800 MHz emergency radio service network, and it is available to OLWS if we wanted to partner in the network. They also have a joint venture with Washington County. Board asked what the cost is to the water services district on the reservoir? Why do we charge at all? Board discusses whether there should be a charge for the lease agreement in relation to the benefits provided to the public and the pros and cons of the relationship. Clackamas 800 Radio Group representative stated that they appreciate the relationship.

Director Gibson moved to approve Interim General Manager Jason Rice to sign the proposed lease agreement with the Clackamas 800 Radio Group with the terms of \$25,000 and a 1% annual increase and a 20-year lease agreement. Vice Chair Keil seconded the motion.

Ayes: 3

Nays: 2

Motion carried: 3-2 (for the record, Chair Martin voted yes)

6. Consider approving Director Gibson to comment on proposed Clackamas County Coordinating Committee (C4) Bylaws

Director Gibson introduced the issue of her goal to comment on the C4 Bylaws as part of her OLWS representation to the C4 Bylaws' Subcommittee. She would like to comment on several items to vote in the affirmative for the acceptance of the changes to the bylaws that they have made so far with a caveat about the Metro subcommittee. Board asked why she is getting their approval to comment and she responded that getting their approval is a

requirement that exists in the bylaws. Board put their confidence in her decision and reflected on the assessments and goals presented by C4. Director Gibson did mention that these goals could later effect System Development Charges and planning for the area.

Director Fisher moved to approve Director Gibson to speak for the recommended changes to the C4 bylaws when C4 reconvenes on October 5th, 2017. Vice Chair Keil seconded the motion.

Ayes: 5

Nays: 0

Motion carried: 5-0

7. Consent Agenda

- July 2017 Financial Reports
 - i. Approval of Water July 2017 Check Run
 - ii. Approval of Sanitary July 2017 Check Run
- August 9, 2017 Board Meeting Minutes
- August 10, 2017 Board Meeting Minutes
- August 14, 2017 Board Meeting Minutes
- August 15, 2017 Board Meeting Minutes
- August 24, 2017 Board Meeting Minutes
- August 31, 2017 Board Meeting Minutes

Board asked about the Ferrari Enterprises charges. OLWS Staff Todd Knapp responded that this is the company that did the work on the vault. Board asked why OLWS paid the Portland Water Bureau \$16,071. OLWS Attorney Clark Balfour responded that it is likely the charges for the Regional Water Providers Consortium (fiscal agent is Portland Water Bureau), which are charged at the beginning of the fiscal year, and Staff Kelly Stacey will follow up to confirm. Board asked what the James W. Fowler company is. OLWS staff responded that it is the company doing the job on the towers and at Valley View.

Director Gibson moved to approve the consent agenda. Vice Chair Keil seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

8. Department Reports

Finance Report: Financial Director Kelly Stacey stated Accela Implementation is moving along, and that we are in the thick of it with the new payroll system. OLWS Staff is cleaning up the ratepayer accounts before Accela takes the UB Account data for uploading into the live system. UB Billing will likely go "live" in early March 2018. Accela staff commented that the OLWS timeline for implementation is aggressive, and Kelly mentioned that it has been a challenge to the day to day business but that the staff and Accela consultants have been great to work with. Board requested that OLWS put an informational flyer into the bills detailing the approaching combined bill. Director Stacey mentioned the challenge of some customers getting a one-month water bill but that the next batch of customers receiving a

combined bill will receive a three-month water bill. Board asked about whether OLWS would work with ratepayers and staff responded yes. Board asked if we could bill presumptively bill in order to head off the three-month water bill issue. Board asked if staff had posted the information about joint billing on the website and staff responded that we could do this. Board asked if OLWS could get an article into the Clackamas Review to explain all of the changes completed in the consolidation, including the coming changes to the joint billing coming. OLWS Staff suggested an insert to the first few combined bills and that we plan on calling all of the customers who were in the lien process to explain the changes to the district.

Interim General Manager Jason Rice and Director Stacey till be interviewing 7 applicants for the HR Manager position. They will involve the new General Manager Sarah Jo Chaplaen in the second round of interviews.

OLWS Staff Rebecca Reece and Jeff Voreis have moved into the former OLWD Administrative building and joined with the rest of the administrative team.

Field Operations Report: Field Operations Superintendent Todd Knapp shared information from his Board Packet staff report, including mention of the water main break on Oatfield Road, and an update on the Valley View reservoir project. He commented on the level of complexity that the sewer collections side brings with it, and that he has been learning a lot concerning the sewer field operations that he oversees. Sewer and water departments helped each other with several team level tasks, including hanging red tags and moving biosolids. He shared information about the zone cleaning process with regards to T.V.'ing and cleaning lines, and in future reports he will track it in relation to the monthly goals. The Board asked about whether we could create reports to support annual budgeting, and staff responded that yes, we could get there in the future. Finally, the fiber line has been connected and the domain migration is under way.

Plant Operations Report: Operations Superintendent David Mendenhall reported on his first month of service to OLWS. Staff have been very helpful in training him and working hard together, particularly with regards to the biosolids hauling with the joint crews. He reported on the timeline for the new solids belt press, and that we should be ready to install at our plant during the first week of October. They are contracting in the hauling of the new press for several reasons. In addition, there was a sludge hauling challenge with regards to the Interstate 84 being closed because of the Eagle Creek fire. Luckily, the plant is in a good place with regards to solids as well as the effluent produced. We were able to take biosolid loads out as the road opened up and are catching up. So far it has been a good start to the position and the plant is operating well.

Technical Services Report: Acting General Manager Jason Rice updated the Board on the projects that he will be completing now that the new General Manager Sarah Jo Chaplen will be starting. Projects include the water master plan RFP, the janitorial and landscaping RFP, master on-call for engineering, the River Forest Lake manhole issue, and he is looking forward to getting a lot done on his on-going list which has been slowed down because of this additional load on the General Manager side. He thanked the board for their support over the last year and welcomed the new General Manager to the district.

Board brought up the River Forest Lake issue and asked what our plan will be. Jason responded that we have been in contact with DEQ about the OLWS plans to push forward a “design overflow” upstream in the system at a pump station #2. During heavy rains this should keep the manhole at River Forest Lake from overflowing until a more permanent fix can be designed, possibly around Infiltration and Inflow (I&I) in the Gladstone system. Once rains increase and the water table comes up again, OLWS will need to have language in place in their code to protect the district with regards to storm water responsibility and sewer overflow issues. Board mentioned focusing on storm water responsibility during a retreat and figuring out a better system. One idea is to contemplate regulatory authority.

9. Call for Public Comment

There was no other public comment.

10. Business of the Board

Director Williams updated the group on the Jennings Lodge CPO meeting and the code update issues with Clackamas County. There were multiple partners frustrated with the lack of responsiveness from Clackamas County, and jurisdictions will have to see what follows.

Director Gibson reported on the budget season at the Regional Water Providers Consortium – stay posted for a budget to review. Budget is looking great and there will be a slight, very warranted, increase with regards to expansion of Spanish outreach materials for the messages. With regards to C4 the board has already been updated. Director Gibson shared information about the new member of the City of Gladstone’s representative for the Commission, Matt Tracey. Matt works for Metro around their solid waste issues and sustainability and is the appointee for the City of Gladstone. The update included that City of Gladstone will start charging a storm water fee this year and will double it next year. Other needs include the drinking water tower and the sewer system. They are trying to stabilize the City Council so that they can tackle infrastructure needs.

President Martin will not be able to attend the next two board meetings for Clackamas River Water and requested backup for the meetings (fourth Wednesday). OLWS staff will follow up on who should go in his place (possibly Lynn Fisher). He reported on the Sunrise Water Authority Meeting about the debt covenant – required by the bonds – is a third quarter status report from the finance director. OLWS has general obligation bonds, which do not require a rate coverage requirement built into it. If we were to sell a revenue bond, we would be required to have coverage, but we don’t require it under a GO bond. Gladstone is talking directly with CRW about getting emergency water. They are going through the board practices assessment process through SDIS/SDAO so that we could get a 2% reduction in fees. OLWS staff will look into it for the future.

Vice Chair Keil will send the transportation graphic electronically along with a power point with good graphics. She attended the Portland Regional Chamber of Commerce’s “Eggs N’

Issues Breakfast” in Happy Valley with Representative Kurt Schrader and learned about infrastructure relevance and tax issues.

Director Fisher provided updates that the most recent Oak Grove Community Council meeting covered 90% land use applications. These included: the 92-person Milwaukie community adjacent to Oak Grove was approved to be built on a known flood zone. The self-storage unit facility was approved, and the Oatfield house was approved to that it could be torn down.

11. Adjourn

Chair Martin adjourned the regular meeting at 9:07 p.m.

Respectfully submitted,

Jason Rice
Former Acting General Manager

Date: _____

Jim Martin
Chair, Board of Directors

Date: _____

Sarah Jo Chaplen
General Manager

Date: _____



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Finance Report
Item No.: 4a
Date: October 9, 2017

Below is an update of various efforts of the Finance/Administration department.

Accela implementation:

The Accela implementation is going well. We are working out the kinks in the general ledger system and preparing to implement the payroll system. We will continue to post payroll and utility billing information into the system which is temporarily adding some additional work. We are working at an aggressive speed to get all the modules implemented.

The first week of October Jeff and I spent the week with Accela doing the Payroll setup. We are on track to have parallel processing in November and go-live for the December 15 payroll.

We are continuing the work on Utility billing and the cleanup of our customer accounts. The convergence of the two utilities it has proven to be a monumental task. Our staff is doing a great job working through all the issues and look forward to the completion of the project. The first data pull was scheduled for Friday (Oct 13). Accela will be working the next 3 weeks to convert the data. This will be followed by several parallel billings before going live with the end of February billing. We appreciate all the patience of our customers as we move forward and work out all the bumps that are sure to arise over the next few months.

The balance of the modules (Inventory, capital assets, work orders, and employee self-service) will come at the end with much less disruption.

Accela staff has been great to work with. They are very patient and responsive to our questions and concerns. Although it may appear to be taking a long time, I am told that we have a very aggressive implementation schedule.

HR Manager Replacement:

We have made an offer to someone for the HR Manager position. Barring no hurdles, they are scheduled to start work on October 30.

Office Move:

We have moved Jeff and Rebecca to this office. We are working through some cross training and getting a second computer at the counter to facilitate taking both water and sanitary payments by one person. We continue to get everyone settled in. We are setting up another work station in the central area of the office to accommodate temporary staff that we are using to help get us through the software conversion and other consolidation tasks.

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Todd Knapp, Field Superintendent
Agenda Item: Field Operations Report
Item No.: 4b
Date: October 17, 2017

Background

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

Operations Administration

There was a 4" main break on Carmel Ct, causing damage to a large area, the road itself was in bad shape before the break, staff has decided we need to replace the 150' of water main before pavement is restored, the total pavement area needing to be replaced is still under investigation, we are working with Clackamas County to determine the best course of action.

Valley View reservoir project update, the (1965) North reservoir is complete, work has begun on the (1989) South reservoir, all work should be completed by early November.

Tv Inspections are up 155% putting us back on track for the year.

Hydrocleaning is up 150% also, I've created a new chart that hopefully illustrates an overall picture of where we are monthly, yearly and the 5-year plan compared to the target goals. (see charts)

Field Operations Monthly Report for October 2017

Highlights for the month:

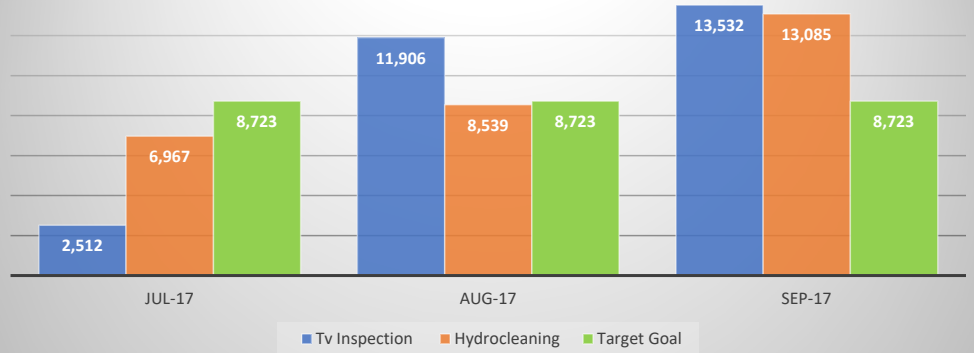
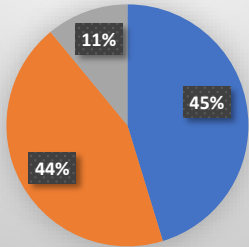
- North water reservoir complete
- New charts created
- Water main break on Carmel Ct. repaired
- Meters replaced, services and leaks (See chart)
- Collections team back on track
- Water consumption for **September 122,113,000 Gallons (7.1MG up from the 10-year average).**

(See metered monthly consumption chart)

Oak Lodge Water Services Collections Report

Current Month

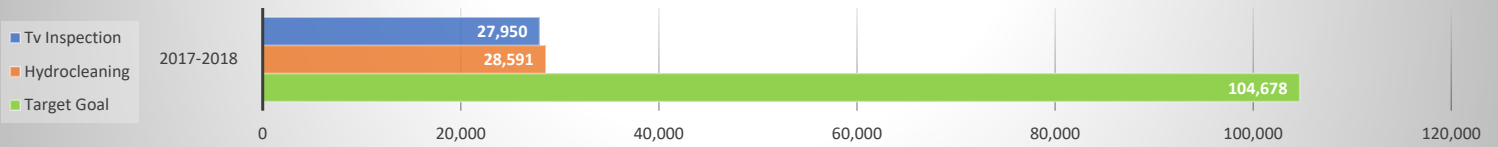
■ Tv Inspection ■ Hydrocleaning ■ Grease Line



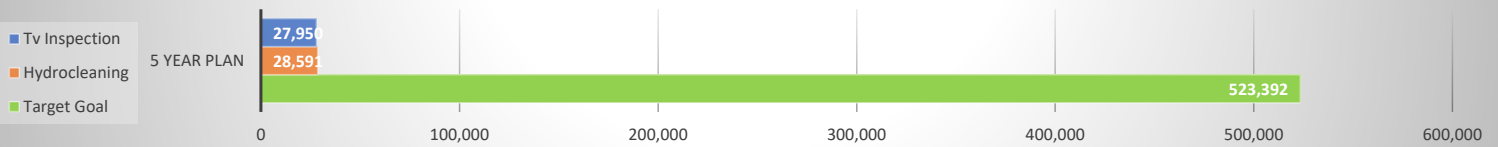
Month	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	To Date	Monthly	Yearly	5 Year
													Totals	%	%	%
Tv Inspection	2,512	11,906	13,532										27,950	155.13%	26.70%	5.34%
Hydrocleaning	6,967	8,539	13,085										28,591	150.00%	27.31%	5.46%
Target Goal	8,723	8,723	8,723										26,170	100.00%	25.00%	5.00%
Grease Line	3,625	5,105	3,276										12,006			

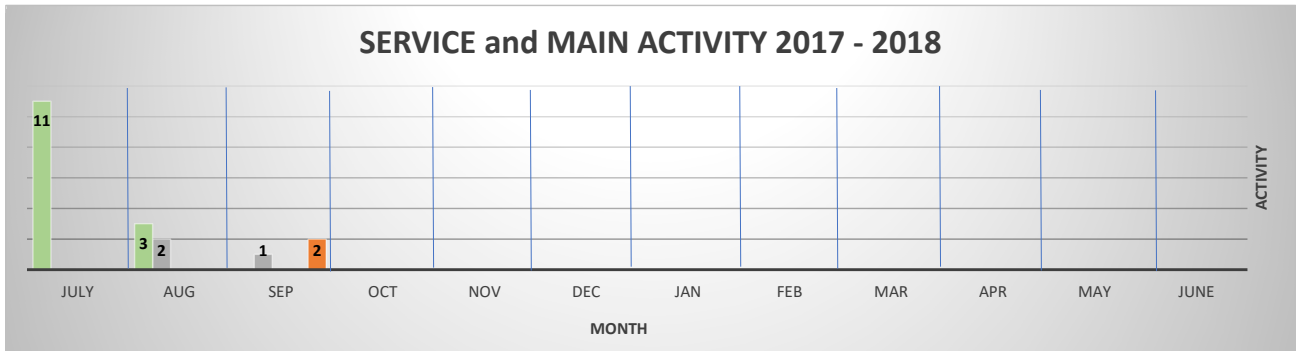
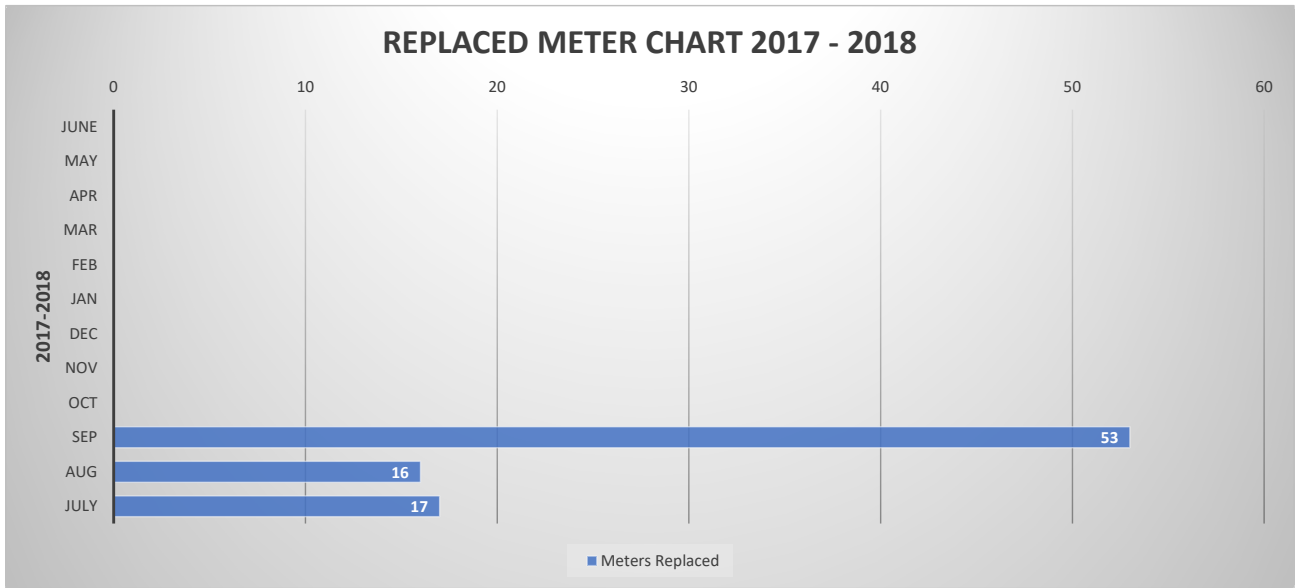
Total Feet 523,392
Target Per Year 104,678
Target Per Month 8,723

Yearly Progress



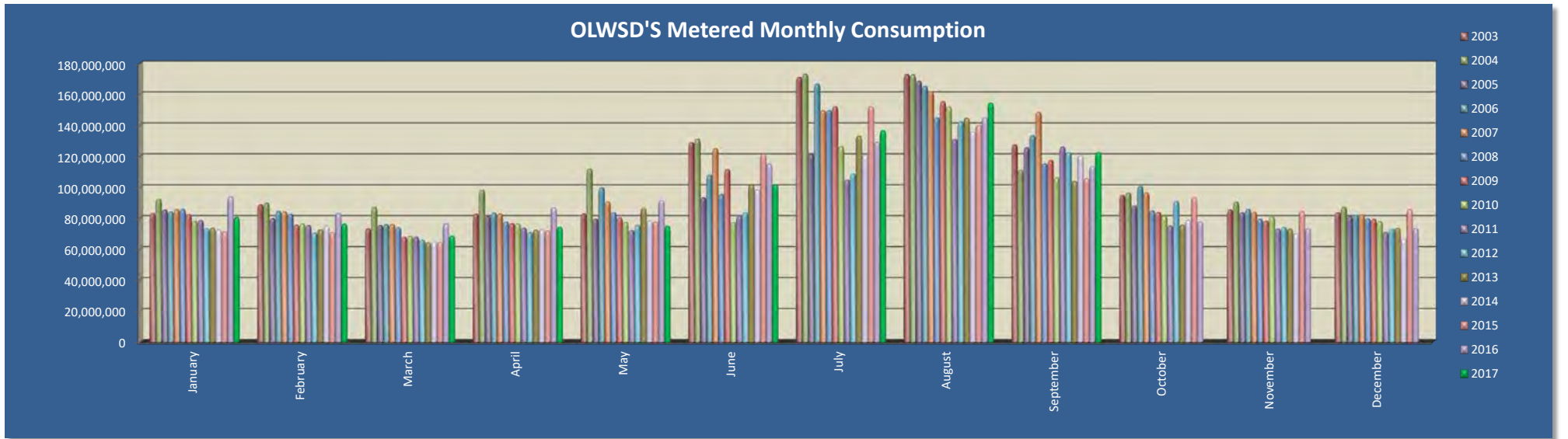
5 Year Plan Progress





Fiscal Year 2017 - 2018	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	53	3	1			2
2017	Aug	16	3	2			
2017	July	17	11				
Yearly Total		86	14	3	0	0	2

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	154,085,000	122,113,000					
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	144,196,300	114,949,700	81,939,778	75,831,556	75,170,794		10 Year ADD
														3.05



OAK LODGE

WATER SERVICES

STAFF REPORT

To: Board of Directors
From: David Mendenhall, Plant Superintendent
Agenda Item: Plant Operations Report
Item No.: 4c
Date: October 9, 2017

Background:

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

Operations Administration

The belt press was successfully delivered Friday October 6, 2017. This was the last step in a series of coordinated actions that made this happen. We will now get a project together to determine how to best integrate this press into our system. I want to thank Randy Leniger and Justin Claxton for going to Hayden ID to help disassemble the press and bring back spare parts. Thank you to John Krogstad who coordinated with the driver and crane operator to deliver and place the press on this end. Justin was especially impressive as he was asked Sunday night if he would go Monday morning. John Brown had a family emergency and could not go as scheduled. Justin agreed immediately to go and help us out.



The Return Activated Sludge (RAS) pump replacement project has been started by McClure and Sons contractors. This will involve replacing 4 older pumps serving the west clarifiers with new Flygt pumps with non-clog impellers. Two older pumps have been removed already and work continues on the bases and wiring. Once these two have been completed they will start on the remaining two. The new pumps will have larger output capacity giving us better redundancy and ability to handle higher flows.

David Hawkins passed his Oregon DEQ Grade III wastewater operator exam.

We had an impromptu safety meeting in September with sanitary members. We want to expand the committee to include the water people and consolidate our efforts. This will be started at our October meeting. We also set Lock Out/Tag Out and electrical safety practices as a priority to review and update.

Water Reclamation Facility Operations

We had 100% compliance with all of our NPDES permit parameters, produced a Class A biosolids product, had zero lost time accidents, and complied with safety requirements for the month of September.

We have entered the seasonal transition time of year. We had some rainfall this month and the plant flow peaked at 5.5 MGD and the influent water temperatures have started to decrease. This slows the nitrification/denitrification process so we shut down the Mixed Liquor Return pumps for the season. We put an additional clarifier on line to absorb peak flows better. Because the aerobic digesters are working so well we were able to turn off one blower to save energy. The balanced state that the plant is now operating in gives us more flexibility and better product than in recent years. Please refer to Figure 1 on the last page. We are able to waste a consistent amount which also makes dewatering our biosolids more predictable. This all helped considerably when I-84 was shut down in September cutting off our haul route. We were able to adapt to the closure daily, keep our wasting consistent and store dry solids on site for a time. Due to the well digested sludge we received no odor complaints. We also found during this time that to use the landfill for disposal we needed additional testing for their permit. That has been performed but the landfill was not an option during the shutdown.

The semi-annual Hach instrumentation calibration was conducted in September. One of the UVT probes required off site maintenance and repair and so we were in manual mode for about 3 weeks. The stable plant meant there were no problems with that.

The VFD upgrade project for the plant drain and influent pumps continues. Coordination with the SCADA integrator and the VFD installers is scheduled.

Beginning in January we will have to use the new more expensive method for ammonia testing which has been approved by EPA.

Plant Maintenance Monthly Report

The plant maintenance duo was heavily involved in the RAS pump project, the belt press move, and the VFD project. One big job that was completed was UV bulb change. This involved replacing 56 bulbs, sleeves, and rebuilding the wiper assemblies. The Return Activated Sludge pump rebuild is done. We will schedule a crane to place that back in service. Air filters on all the blowers were changed and needed cleanup was done in the buildings. A low-level float in the polymer system was failing and was replaced. The weir gate for the UV channel outfall system was stuck. The nut and shaft were cleaned and lubricated and free movement tested. Preventive Maintenance (PM) was done on several pieces of equipment, such as;

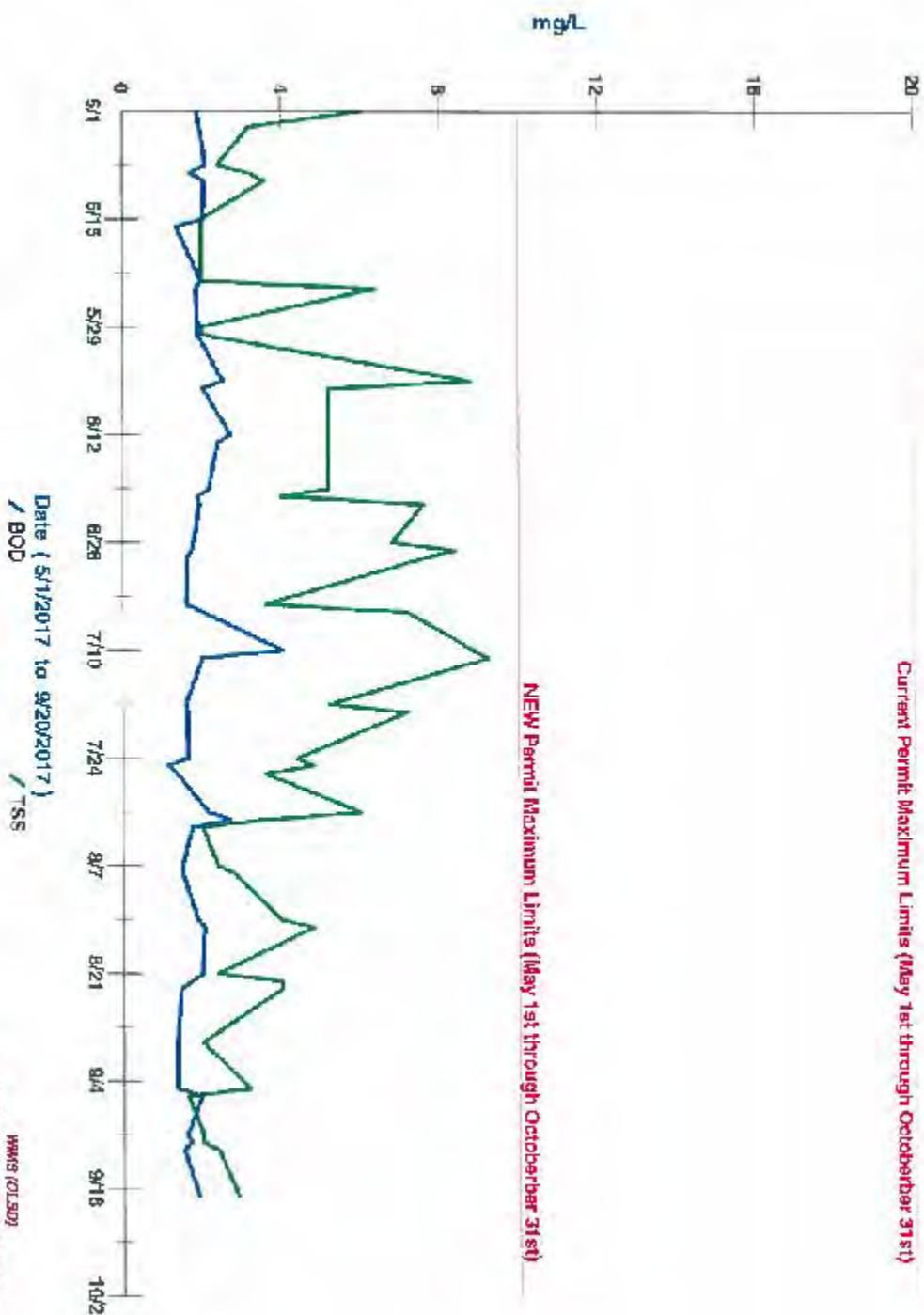
- Influent bar screens inspection and cleaning.
- Inspection of all clarifiers and oil changes on the drive gears. I
- Inspection of the brushes and gearing on the screenings compactors.
- Testing of backup power generators under load
- Unplugged pump station pumps 6 times (flushable wipes)



Effluent Water Quality Report

Current Permit Maximum Limits (May 1st through October 31st)

NEW Permit Maximum Limits (May 1st through October 31st)



Date { 5/1/2017 to 9/20/2017 }
/ BOD

/ TSS

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Technical Services Report
Item No.: 4d
Date: October 11, 2017

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 an update to the Draft 2008 Water Master Plan. This plan will include:

- Satisfy the Oregon Health Division (OHD) Water Master Plan requirements as outlined in Oregon Administrative Rule (OAR) 333-61-060.
- Determine population and demand projections through 2030
- Identify system improvements required to meet projected demands through 2030 using an updated hydraulic model.
- Develop operational guidelines for the Valley View Reservoirs to ensure sufficient storage is maintained during peak day conditions.
- Conduct a condition assessment to identify required repair and replacement projects to be included in the District's Capital Improvement Plan (CIP)
- Provide OLWSD with a coordinated CIP for pipelines, pump stations, and reservoirs through a 20- year planning horizon.

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 this month. 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:

Employee Handbook

The Handbook is in its final stages of review; however, with the start of the District's new Human Resources Manager, Aleah Binkowski-Burk, Management will be delaying delivery to the Union for review until Aleah has a chance to review the document early in November.

Water Building Expansion

The plan set, bid documents and specification of materials for the west and east expansions are nearing completion. Currently staff is expecting to bid this work out late October to early November with construction planned for summer 2018.

Expansion to the north has been put on hold due to lack of contact with property owner about purchasing the land.

Rules and Regulations Update

Legal Counsel has finished their review and has delivered the document back to Management. While the document is nearing completion, there are a few outstanding issues to resolve before finalizing the document. Staff hopes to be able to bring the document before the Board at its November Board meeting.

Janitorial and Landscaping Services Contract

Staff is in the process on expanding Sanitary Janitorial and Landscape Services with Relay Resources, to include the Water Building. Relay Resources is a Qualified Rehabilitation Facility (QRF) which is a non-profit rehabilitation corporation that employs individuals with qualifying disabilities to provide products and services to public agencies.

Because State Law requires the District to first negotiate with a QRF or release an RFP to only QRF's, staff felt that since Relay Resources was doing such a good job, continuing that relationship was in the best interest for the District.

Once that contract is finalized, Staff will bring it before the Board for approval.

Outreach and Education

October is a big education month for OLWS Outreach and Education staff. Schools are back in session and our non-profit partners are with students in the classrooms and in the field. OLWS staff will join students in the field to highlight whole water education messaging. Students typically learn about the complex environmental systems that support communities, including the water cycle, the impacts of storm water, and ways to

lessen pollution to local creeks and rivers. In addition, tours of both the Drinking Water Treatment Facility and the Water Reclamation Facility are offered as part of the learning package. Most schools appreciate getting to see how local treatment facilities work and come out for a tour of the plants.

For the 2017-18 school year, outreach and education non-profit partners include Audubon, Dig In Community, Ecology in Classrooms and Outdoors (ECO), and Schoolyard Farms, as well as direct partnerships with the North Clackamas Urban Watershed Council, and Rex Putnam High School. Programs involve students from four out of five Elementary Schools and both High Schools in the district (OLWS has no middle schools in its boundaries).

Schools appreciate the partnerships with non-profits and local utilities like OLWS because they support students and teachers in best practice science education. Programs that allow schools to leave their classrooms and practice being scientists has been shown to be the best way for students to learn science and a great compliment to the new FOSS curriculum. Oregon's Next Generation science standards use the Full Option Science System (FOSS) to give teachers a hands-on way to deliver high quality programs, and the field component that is supported by OLWS helps to bring science to life.

Permitting

	This Month	Last Month	Year-to-Date	This Month Last Year	Last Year-to-Date
Building Permits Review	11	7	23	11	24
Fees Received	\$0.00	\$0.00	\$0	\$0.00	\$0.00
Erosion Control Permits	0	2	4	7	15
Fees Received	\$0.00	\$1,066.11	\$2,116	\$2,734.12	\$5,298.28
P/E Cost	\$112.51	\$757.60	\$919	\$883.90	\$2,656.39
Ops Cost	\$448.97	\$638.01	\$1,630	\$851.63	\$2,174.91
SS Connections (New EDUs)	0	6	11	4	8
SDC Fees Received	\$0.00	\$30,990.00	\$56,815	\$20,660.00	\$41,320.00
SS Permits	1	6	12	8	20
Fees Received	\$200.00	\$1,625.28	\$2,825	\$2,290.80	\$5,156.55
P/E Cost	\$438.68	\$926.39	\$2,115	\$1,265.30	\$6,707.06
SS Inspections	7	9	26	27	53
Residential	6	9	25	26	34
Commercial	0	0	0	0	0
Main	1	0	1	1	19
Staff Cost	\$438.68	\$777.90	\$2,470	\$1,468.80	\$2,740.09
Pre-applications	3	0	5	-	-
Fees Received	\$0.00	\$0.00	\$0	-	-
Development Review	0	1	3	1	4
Review Fees Recv'd	\$0.00	\$0.00	0	\$400.00	\$800.00
Ops Cost	\$0.00	\$0.00	0	\$94.50	\$2,870.09
P/E Cost	\$7,330.59	\$3,292.93	\$13,496	\$2,137.80	\$9,917.40

Attachments

1. "Development Review Status" tracker

Project Status	Address	Type of Development	Notes	Last Updated
Complete	15415 SE River Rd.	3-parcel Partition (2 new homes)	Project complete. Sanitary Inspections complete. Erosion Control ongoing (SFD). Awaiting asbuilts. Unknown timeline.	10/02/201
Under Construction	14400 SE Lee Ave.	Z0071-16 Duplex on existing lot. (SFR previously demolished)	Erosion Control inspections ongoing. Sanitary Sewer installed. Unknown Timeline	10/02/201
Under Construction	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 installed. SFDs under construction. Unknown timeline.	10/02/201
Under Construction	15448 SE East Ave. (Zetterberg Estates)	18-Unit Multi-Family	Sanitary sewer Inspections complete. Erosion Control inspetions ongoing. Unknown timeline.	10/02/201
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. Final SS	10/02/201
Under Construction	14911 SE McLoughlin	Lew's Dairy Freeze Remodel to MOD Pizza	Engineering plans approved. Building permit approved. Under construction. Erosion control ongoing.	10/02/201
Plan Review	13012 SE Oatfield	Proposed subdivision; 9 potential lots.	Engineering planset (2nd review) submitted. Revised set submitted and under review.	10/02/201
Plan Review	4281 SE Manewell Lane	A four-lot SFR minor subdivision.	Z0640-16 Land use comments sent. Awiating engineering plans. County expiration timeline.	10/02/201
Plan Review	18122 SE McLoughlin Blvd	Z0482-16-D Commercial Design Review: Fuel Island	Engineering plans (2nd review) complete and pending approval. Awaiting fees.	10/02/201
Under Construction	Lot east of 18390 SE Woodcock Ave.	2-parcel partition	Plans approved. Inspections ongoing (EPSC) SS inspections complete.	10/02/201
Plan Review	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	Received Engineering Plans 3rd plan submittal.	10/02/201
Plan Review	3816 SE Hill Rd	Z0428-16 8-lot subdivision	Received Engineering Plans (2nd review) comments sent. Awaiting 3rd plan submittal.	10/02/201
Plan Review	13715 SE River Road	Z0399-17 Rose Villa - 28 Homes	Awaiting Engineering Plans. County expiration timeline.	10/02/201
Plan Review	17908 and 17900 SE Addie Street.	Z0200-17-D_BOARDMAN_WETLAND	Land use comments sent. Awaiting engineering plans. County timeline for expiration.	10/02/201
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.	10/02/201
Plan Review	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.	10/02/201
Pre-Application	18107 SE Addie Street.	ZPAC0167-16 4-plex	Pre-application comments sent. Awaiting land use / subdivision application. Expires Dec. 2017	10/02/201
Pre-Application	14501 SE Laurie Ave	Z0050-17 2-lot partition	Land use comments sent. Awaiting engineering plans. County expiration timeline.	10/02/201
Under Construction	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.	10/02/201
plan review	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.	10/02/201
Plan Review	Willamette View	Riverview Dining Facility Replacement / Expansion; Z0239-17	Engineering Plan review #2. County expiration timeline.	10/02/201
Pre-Application	2818 SE Park Avenue	Commercial with underground parking	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	10/02/201
Plan Review	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.	10/02/201

Project Status	Address	Type of Development	Notes	Last Updated
Plan Review	SE Courtney at SE Rupert	Z0061-17-D 10-unit apartment	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	10/02/201
Plan Review	15510 SE Wallace Street	Z0593-16 13 lot subdivision	Land Use Comments sent. Awaiting engineering plans. County Land Use Timeline.	10/02/201
Pre-Application	3260 SE Oak Grove Blvd	130000+ mini storage facility	Land use comments sent. Awaiting engineering plans.	10/02/201
Pre-Application	15007 SE McLoughlin Blvd	LA Fitness TI	ZPAC0031-17.Awaiting land use/design review application.	10/02/201
Pre-Application	16005 SE River Forest Pl	two-parcel partiion	ZPAC0027-17.Awaiting land use application.	10/02/201
Plan Review	13715 SE River Road	Zone Change	Rose Villa Zone Change Z0066-17	10/02/201
plan review	18107 SE Blanton	6-lot partition	Land Use Comments sent. Awaiting engineering plans.	10/02/201
Pre-Application	2615 SE VINEYARD WAY	two-parcel partition	Attended pre-app. Awaiting Land Use application. County expiration timeline.	10/02/201
Pre-Application	19421 SE KAY ST	two-parcel partition	Attended pre-app. Awaiting Land Use application. County expiration timeline.	10/02/201
Pre-Application	15314 SE RUPERT DR	7-lot subdivision Z0426-17-SS	Seven-lot minor subdivision for one existing and six new home sites. Attended pre-app. Land Use Comments Submitted. County expiration	10/02/201
Plan Review	13809 SE Linden Ln.	Replace existing home with duplex.	Z0064-17-D. Awaiting Engineering Planset	10/02/201
Plan Review	Taxlots 2000 & 2100 located behind 15026 & 15018 SE Linden Ln.	3-parcel partition	Z0305-15-M ** Line Extension **	10/02/201
Pre-Application	ZPAC0130-17 18332 SE Willamettte Dr	3-lot partition	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	10/02/201
Pre-Application	ZPAC0131-17 16885 SE McLoughlin	Design Review - Les Schwab	Pre-app comments submitted. Awaiting Land Use Application. County expiration timeline.	10/02/201
Plan Review	Z0489-17_13755_SE_Schroeder	Rose Villa Units	"The Oaks"	10/02/201
Pre-Application	18107 SE Addie Street	Subdivision: 5 units / 6 lots	ZPAC0096-17 to build 5 units and partition 6 lots at	10/02/201



AGENDA ITEM

Agenda Item: Public Comment Period
Item No.: 5
Presenters: Public

Background:

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

Agenda Item: Business from the Board
Item No.: 6
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.



REGIONAL WATER PROVIDERS CONSORTIUM STRATEGIC PLAN UPDATE



WHAT BROUGHT WATER PROVIDERS TOGETHER?

Early 1990s: Recognition of shared emerging issues and benefits of collaboration:

- Regional water planning under Metro's charter
- More difficult to acquire water rights and extensions
- Federal issues with Endangered Species and Clean Water Acts
- Higher population growth rates and per capita water demands
- Instream water rights being set
- Costs for new supplies rising



PURPOSE OF CONSORTIUM (Per IGA last amended in 2005)

- To provide a **collaborative clearinghouse** function for water supply planning and development that **fosters regional coordination**
- To review and recommend **revisions to the Regional Water Supply Plan (RWSP)**
- To **serve as the central custodian** for RWSP documents, including computer models and other local decision support functions
- To provide a **forum for the study and discussion of water supply issues** of mutual interest to participants



PURPOSE OF CONSORTIUM (Continued)

- To provide a **forum for review and discussion of water resource related issues** that may relate to application of the statewide planning goals, comprehensive plans, regional plans, or land use regulations
- To allow for **public participation**
- To conduct **regional conservation** programs
- To **facilitate emergency preparedness** for water suppliers in the region



REGIONAL WATER SUPPLY PLAN

- Jointly managed and financed by 27 water providers and included:
 - Regional policy objectives
 - Regional water demand forecast
 - Analysis and evaluation of water supply source options
 - Analysis of regional and sub-regional transmission options
 - Analysis and evaluation of conservation programs and water savings
 - Modeling to analyze resource strategies
 - Presentation of resource strategies and implementation actions
- 1996: Final RWSP presented for consideration by all involved entities coupled with formation of the Consortium through a new IGA



CONSORTIUM TODAY

- 20 members
- Members supply 80% of water in metro region
- Budget about \$900,000/year (paid for with annual membership dues)
- 3.5 FTE
- Portland is the manager and fiscal agent of the Consortium



*City of Beaverton
Clackamas River Water
City of Forest Grove
City of Gladstone
City of Gresham
City of Hillsboro
City of Lake Oswego
City of Milwaukie
Oak Lodge Water District
City of Portland
Raleigh Water District
Rockwood Water PUD
City of Sandy
City of Sherwood
South Fork Water Board
Sunrise Water Authority
City of Tigard
City of Tualatin
Tualatin Valley Water District
West Slope Water District*

STRATEGIC PLAN

- First Strategic Plan was developed in 2000
- Updates have occurred in 2004, 2008 and 2012
- Executive Committee to initiate the review of Strategic Plan and make recommendations to the Board
- Board authorized to approve Strategic Plan



PURPOSE OF STRATEGIC PLAN

- Provides strategic direction, common vision and goals for the Consortium and its members
- Used to develop annual work plan



MAJOR CHANGES SINCE 1997: Responsive to Member Needs

- 2000: Consortium began implementing regional water conservation programs (merged with the Columbia Willamette Water Conservation Coalition)
- 2001: Emergency Planning Committee is established
- 2004: IGA amended to reflect **emerging role as a collaborative clearing house** to foster regional coordination and reflect **more prominent role in conservation and emergency preparedness**
- 2008: Strategic Plan **adds conservation and emergency preparedness** to mission statement
- 2012: Strategic Plan recognizes importance of communicating the **value of water**

THREE KEY STRATEGIC CHALLENGES: Meeting Water Needs

- Recognize importance of **conservation** in meeting regional water needs and promote cooperative regional conservation program
- Be information clearinghouse and provide decision support tools for water providers; speak in unified voice
- Maintain and update RWSP
- Consider value of water messaging
- Provide legislative review, source water protection strategy, coordination with Metro and forum to address climate change



THREE KEY STRATEGIC CHALLENGES: Emergency Preparedness

- Goals focus on supporting water providers in emergency preparedness with resources, training, exercises, collaboration, grants and public messaging



THREE KEY STRATEGIC CHALLENGES: Building A Better Regional Partnership

- Goals focused on strategic planning, policy development and Board engagement



WHAT HAVE WE ACHIEVED?

- A lot! (See colored 11 x 17 handout in your board packet)

Regional Water Providers Consortium Five-Year Strategic Plan Goals and Accomplishments			
Goals	Status	Projects supporting goals	
Meeting Water Needs	1 Water Conservation Program	Ongoing	Conservation Committee meets regularly to share resources, discuss conservation related topics, participate in trainings, and outreach.
	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 outreach.
	1b. Raise risk awareness in regional water conservation efforts.	Ongoing	Consortium continues to have a strong multimedia outreach campaign delivered via web, social media, TV (mainstream and 5x radio).
	1c. Educate public on regional water issues and conservation efforts/risks.	Ongoing	In addition to media campaign, the Consortium educates the public about water issues and conservation both by attending one-on-one (Garden Show) and distributing materials, provides a 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 outreach.
	1e. Develop, update, enhance water conservation outreach materials.	Ongoing	Over the years Consortium has developed over 30 printed materials and packaged devices that are available to members through a virtual print. Members use Consortium developed materials on their websites, social media channels, newsletters, and other media.
	1f. Coordinate program outreach at regional events, website, media, educational materials.	Ongoing	The Consortium continues to coordinate program outreach at regional events, through its Consortium.org website/newsletters and media campaigns (bilingual - traditional and Spanish Language - and radio), and educational materials (see above).
	1g. Develop & implement a region-wide school education program.	Ongoing	Consortium develops school assembly shows and related print materials and is a primary sponsor of and participant in the Club Festival.
	1h. Encourage/supervise coordination & communication among water providers & other stakeholders.	Ongoing	Consortium continues support this goal, specifically the conservation and communications committee. Consortium staff have NWRA/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	Developed regional curtailment coordination and communication plan.
	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 of the region interconnections geodatabase
	Ongoing	5-year intergovernmental agreement with PSU to provide household estimate and population projections	
	Ongoing	Maintain member page on www.region2020.org. The page includes information and resources for Consortium members.	
	Ongoing	Maintain regional water supply plan information and other resources on the www.region2020.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 safe, and reliable water system. Campaign includes web, social media and 1/800 bus sides.	
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.	
6 Re-evaluate Source Water Protection Strategy	In process	Track legislation and bring issues before Consortium that may benefit from coordinated response on issues of importance to a	
7 Coordinate with Metro to meet its need to have a water supply element in its Framework Plan.	Ongoing	FY16/17 work plan identifies update of source water protection strategy	
8 Provide information & a forum for the region's water providers to communicate about climate change impacts, adaptation & mitigation strategies.	Needs staff work	Discuss through participation of Metro staff on CTC and Consortium representative on Metro's Technical Advisory Committee. Me this goal.	

Regional Water Providers Consortium Five-Year Strategic Plan Goals and Accomplishments			
Goals	Status	Projects supporting goals	
Emergency Preparedness	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 (RDPO).
	2 Provide training & exercises to enhance water providers' knowledge & experience in responding to/recovering from an emergency	Ongoing	Member of Oregon Emergency Management Association and Oregon Water/Wastewater Agency Response Network (OWARN).
	3 Utilize and maintain regional interconnections geodatabase	In process	Update interconnections database in FY 16-17. Banking funds for future updates.
	4 Test interconnections and their capacities to facilitate and support reliable emergency backup water supply for all water providers	NA	The Consortium will help facilitate this process with the update of the interconnections geodatabase. Actual testing of the interconnections is up to individual water providers.
	5 Develop, update and enhance resources for water providers	Ongoing	Created and distributed emergency preparedness focused education and outreach modules to Consortium members in FY 15-16.
	6 Support all Consortium members to have mutual aid agreements	Ongoing	Continue to add resources (e.g. through the Communications Network) to member page.
	7 Identify state & federal funding opportunities for emergency preparedness projects and resources	Ongoing	Participate in WA County Cooperative Agreement and OWRWA. To date, all but one Consortium member are members of OWRWA.
	8 Regularly update and exercise emergency preparedness plans and share plan elements with providers	Completed	Continued 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 \$1.25 million in UASI funding.
	9 Facilitate and encourage coordination and information sharing among water providers and other stakeholders	Completed	Updated Emergency Water Treatment and Distribution Plan in 2015 only plan maintained by Consortium.
		Completed	Conducted exercise in May 2015 with all regional equipment.
		Ongoing	Provides secure web page for members to share plans and best management practices.
		Completed	Emergency Planning Committee meets bi-monthly.
	10 Develop a strategy to improve interoperable communication among water providers and to bridge the gaps among different types of radio systems	Ongoing	Maintain and update Emergency Water Treatment and Distribution Plan.
11 Support the use and deployment of regional equipment. Update the Regional Emergency Water Distribution Plan as needed. Coordinate & share info with stakeholders.	Ongoing	Maintain annual emergency contact list.	
12 Support public information messaging that promotes citizen emergency preparedness & provide public information officers with relevant information on emergency water supplies and resources	Ongoing	Developed and maintain www.region2020.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.	
13 Coordinate with and educate the Oregon Office of Emergency Management about water provider resources and needs	Ongoing	Continued to secure funding for regional equipment (see new treatment plants in the pipeline).	

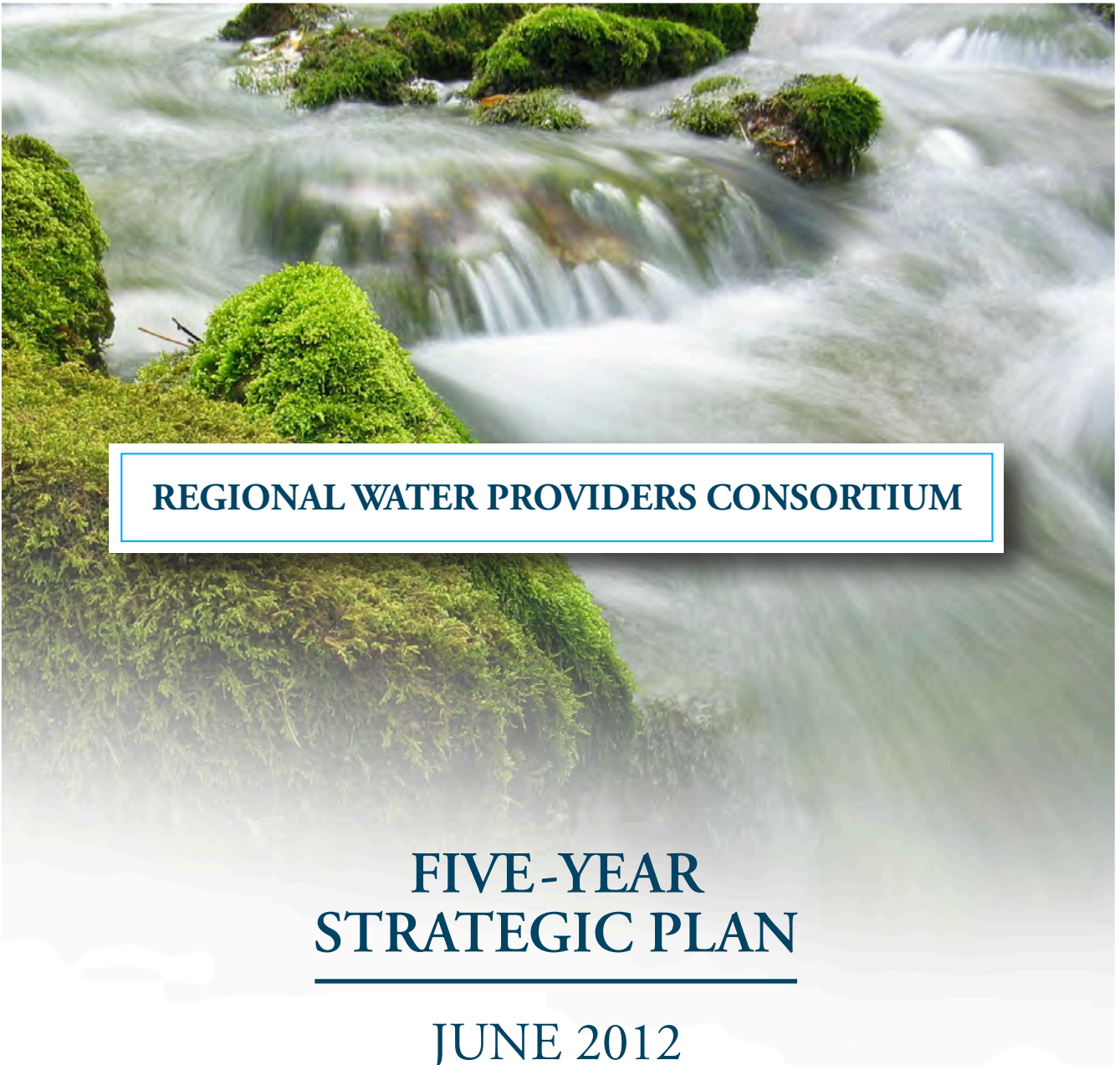
Regional Water Providers Consortium Five-Year Strategic Plan Goals and Accomplishments			
Goals	Status	Projects supporting goals	
Building a Better Regional Partnership	1 Spend at least one Board meeting focusing on strategic planning issues as a part of the budget process	Needs action	Have not devoted 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 region2020.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	Completed	Consortium staff developed a Consortium brochure and website (www.region2020.org) and redesigned/restructured the biannual & 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	Strategic plan update part of FY 17/18 budget and workplan.
	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 IG with the City of Portland in 2015 as required by that IG	Completed	Staffing IG 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.

KEY QUESTIONS FOR STRATEGIC PLAN UPDATE

1. How does the Consortium's work remain relevant to you and your community?
2. What have we learned, achieved and missed from 2012 update?
3. What does success look like 5 to 10 years from now?
4. What is it possible for the Consortium to achieve that individual members cannot?
5. What prevents us from being successful?
6. Other questions to be explored?

NEXT STEPS

- Consultant contract to start July 1
- Engage Executive Committee (meeting in August) and outline roles and responsibilities. Seek their input on aspects of the update such as stakeholder engagement.
- Engage Board in facilitated strategic planning discussions at October and/or February meetings and other methods such as surveys
- Engage water managers and emergency and conservation committees, and other stakeholders as needed, to seek their input on plan
- Identify achievable goals, metrics, responsible parties and update plan



REGIONAL WATER PROVIDERS CONSORTIUM

**FIVE-YEAR
STRATEGIC PLAN**

JUNE 2012



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.

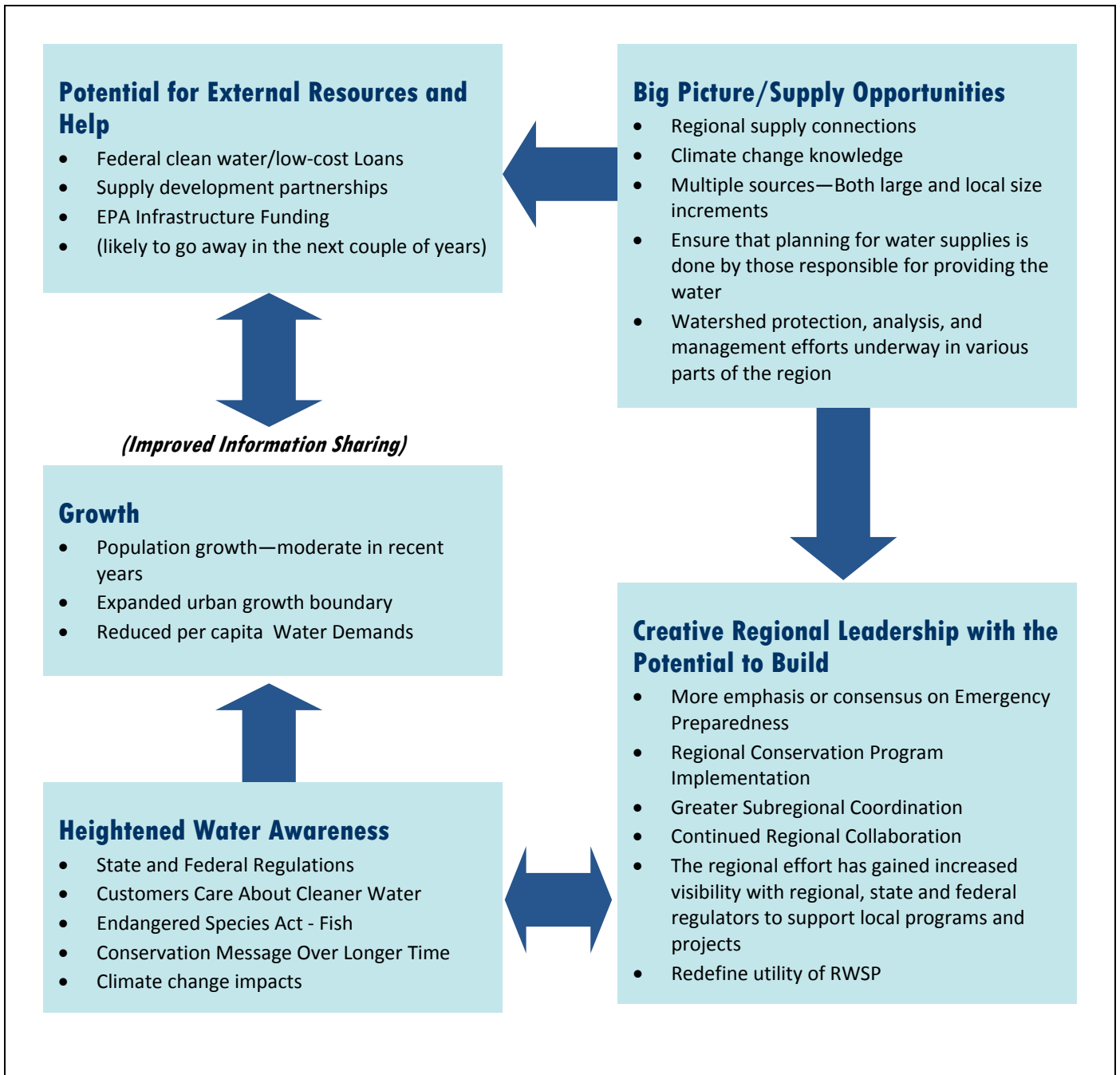


Figure 1. External Opportunities

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.

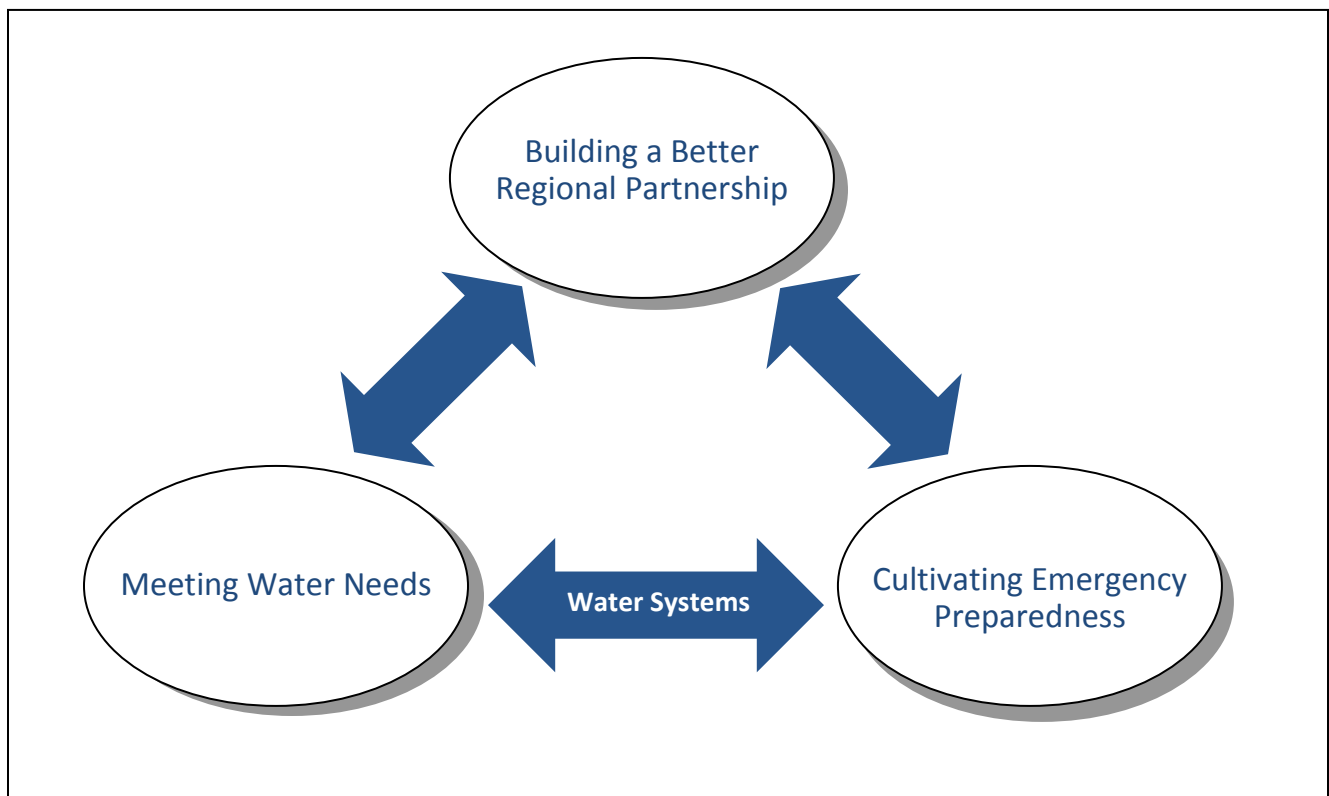


Figure 2. Key Strategic Challenges for the Consortium

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-AWWA 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 add'l 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.
	Completed	Signed IGA as participant in Regional Disaster Preparedness Organization (RDPO).
	Ongoing	Member of Oregon Emergency Management Association and Oregon Water/Wastewater Agency Response Network (ORWARN)
2 Provide training & exercises to enhance water providers' knowledge & experience in responding to/recovering from an emergency.	Ongoing	Conduct bi-annual exercises and/or tabletop. Equipment exercise completed May 2015 and a tabletop exercise for interconnections database will occur spring 2017.
	Ongoing	Distribute training and exercise opportunities weekly.
3 Utilize and maintain regional interconnections geodatabase	In process	Updating interconnections database in FY 16-17.
4 Test interconnections and their capacities to facilitate and support reliable emergency backup water supply for all water providers.	N/A	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.
5 Develop, update and enhance resources for water providers.	Ongoing	Created and distributed emergency preparedness-focused education and outreach modules to Consortium members in FY 15-16.
	Ongoing	Continue to add resources (e.g. through the Communications Network) to member page.
6 Support all Consortium members to have mutual aid agreements.	Ongoing	Promoted WA County Cooperative Agreement and ORWARN. To date, all but one Consortium member are members of ORWARN.
7 Identify state & federal funding opportunities for emergency preparedness projects and resources.	Ongoing	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.
8 Regularly update and exercise emergency preparedness plans and share plan elements with providers.	Completed	Updated Emergency Water Treatment and Distribution Plan in 2015 (only plan maintained by Consortium).
	Completed	Conducted exercise in May 2015 with all regional equipment.
	Completed	Provide secure web page for members to share plans and best management practices.
9 Facilitate and encourage coordination and information-sharing among water providers and other stakeholders	Ongoing	Emergency Planning Committee continues to meet bi-monthly
	Completed/ongoing	Maintain and update Emergency Water Treatment and Distribution Plan
	Ongoing	Maintain annual emergency contact list
	Completed	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
	Ongoing	Staff regularly attends conferences and brings back information to group
10 Develop a strategy to improve interoperable communication among water providers and to bridge the gaps among different types of radio systems.	Not started	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.
11 Support the use and deployment of regional equipment. Update the Regional Emergency Water Distribution Plan as needed. Coordinate & share info w/stakeholders.	Ongoing	Continue to secure funding for regional equipment (two new treatment plants in the pipeline).
	Completed	Updated Emergency Water Treatment and Distribution Plan.
	Ongoing	Continue to share information and conduct training and exercises.
12 Support public information messaging that promotes citizen emergency preparedness & provide public information officers with relevant information on emergency water supplies and resources.	Completed	Launched preparedness campaign in 2015
	Ongoing	Partnered with OPB on 14-gallon challenge
	Ongoing	Produced video on how to store emergency supply of water. More water-related preparedness videos are planned.
	Ongoing	Expanded web tools and information for both public and water providers
	Ongoing	Develop pre-packaged materials for water providers to use in their outreach to customers.
	Ongoing	Launched Communications Network (new Consortium sub-committee) for public information staff to share best practices, tools and information.
13 Coordinate with and educate the Oregon Office of Emergency Management about water provider resources and needs.	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

Building a Better Regional Partnership

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.

Regional Water Providers Consortium

Tri-Annual Activity Report

Fiscal Year: 2017-18

✓ June - September 2017	October 2017 – January 2018	February - May 2018
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Introduction

The Regional Water Providers Consortium serves as a collaborative and coordinating organization to improve the planning and management of municipal water supplies in the greater Portland, Oregon metropolitan region. The Consortium serves Clackamas, Multnomah and Washington counties, and is made up of 20 water providers (representing 12 cities and eight special districts). Together, these entities provide about 80 percent of the Portland metropolitan area's drinking water.

Formed in 1997 through an Intergovernmental Agreement, the Consortium is operated by its Board and other committees, which meet throughout the year. The three main program areas are conservation, emergency preparedness, and regional coordination.

The Consortium Board meets three times per year. Since the last activity report to the Consortium Board on June 7, 2017, Consortium staff and members have engaged in the following activities:

Conservation Program Updates

Media Outreach

The Consortium's annual summer outdoor-focused multimedia campaign ran for 12 weeks from June-August 2017. The campaign consisted of ads and on-air interviews on three local television stations and seven local radio stations. (The Consortium conducted a six-week emergency preparedness-focused campaign in September of 2017 which is covered under Emergency Preparedness, below.) All of the television and radio segments can be viewed here:

<http://www.regionalh2o.org/consortium-newsroom-print-radio-television-ads>.

- **KGW**

- Three ads aired 314 times reaching the average viewer seven times during the 12-week campaign.
- Two on-air interviews featured Consortium member's staff. The "Tips to Get Ready for Summer Gardening" segment featured Kevin McCaleb from Lake Oswego and aired on June 23 during the 4 p.m. news and on June 24 during the morning news. The "Ways to Conserve Water and Keep Your Yard Green" featured Amy Geerling from Hillsboro and aired on July 14 during the 4 p.m. news.



- **KUNP**

- Three ads aired 450 times during the 12-week campaign.
- Three on-air interviews featured Consortium member's staff – the Consortium was originally promised two story segments, but proposed and was granted a total of three. The “Ways to Save Water and Money” featured the Portland Water Bureau's Luis Serrano-Martinez on the evening news on July 18. The “Tips for Saving Water and Money” and the “Water Your Garden Efficiently” featured Jesús Gonzalez from Hillsboro Water Department on the evening news on June 8 and 23 respectively.



- **Garden Time**

- One ad ran eight times during the 12-week campaign.
- The Consortium was promised three on-air interviews through its partnership with Garden Time, but garnered three additional stories – two conservation-focused and one emergency preparedness-focused - for a total of six. Staff from Lake Oswego, Hillsboro, the Consortium and the Turfgrass Water Conservation Alliance served as spokespeople for the segments.



- **Radio**

- Two ads ran a total of 2065 times on seven stations during the 12-week campaign.
- Two Consortium member staff (Kerry Aden from Rockwood Water PUD and Christine Hollenbeck from Clackamas River Water Providers) conducted interviews on July 17 on KINK and KXL respectively



Events

- **Association of Landscape Designers (ANLD) Annual Garden Tour**

Christine Hollenbeck and Steve Carper represented the Consortium at the ANLD Garden Tour on June 17th where they connected with attendees about waterwise gardening and distributed more than 200 print pieces and watering gauge kits. As part of the sponsorship, the Consortium provided a waterwise insert that went into the Tour's 1,100 ticket books.

Outreach Materials & Promotions

Annual print order materials were delivered to Consortium members in June.

Watering Gauge Kit Promotion

The Consortium conducted its annual watering gauge promotion as part of July's National Irrigation Month and distributed 144 kits. The kits were advertised to member customers via www.conserveh2o.org, social media (Facebook and Twitter), and Weekly Watering Number e-newsletter. Kits contained watering gauges, electronic timers, the Planting and Maintaining Your Lawn publication, and the Weekly Watering Number postcard. Kits were distributed geographically as follows:

Beaverton	5	Lake Oswego	4	South Fork	1
Clackamas River Water	9	Milwaukie	3	Sherwood	5
Forest Grove	4	Oak Lodge	1	Sunrise	6
Gladstone	1	Oregon City	2	Tigard	3
Gresham	18	Portland	42	Tualatin	1
Hillsboro	10	Rockwood	3	TVWD	21
		Sandy	2		

Landscape Construction Professionals

Oregon Landscape Contractors Association (OLCA) EXPO – The Consortium was selected to do a presentation on waterwise technologies and practices at the OLCA EXPO on December 13th. Steve Carper will present.

Staff also began meeting with key representatives in the Landscape Construction Professionals (LCP) community in August. These meetings will continue into the fall. The purpose of the meetings is to reconnect with the LCP community, communicate water issues with them, and learn from them about how to best partner on common issues. The Trade Ally subcommittee will use this information to shape its efforts.

Emergency Preparedness Program Updates

Media Outreach

TriMet

Twenty-four busses are traversing the tri-county area with the Consortium’s three preparedness ads. This three-month campaign began in August and will run through October.



KGW Television

The Consortium is running a six-week television emergency preparedness ad campaign including on-air ads and a digital ad on KGW.com. The campaign features two on-air interviews. The first interview, [Keeping You Safe: Emergency Kits and Water](#), explained how and where to store emergency water supplies (6 p.m. Evening News 9/5/17). The second on-air interview featured the on-air personality taking a selfie with her water supply for the #14Gallons Challenge during the show with Jamaal Folsom from the Portland Water Bureau. (Greater Portland Today, 9/15/17)

Garden Time Television

Garden Time featured a story describing [how to store an emergency water supply and the #14 Gallons Challenge](#). (9/9/17)

News Talk 860 KPAM Interview

The Consortium’s partnership with the Oregon Office of Emergency Management resulted in [radio coverage about how to store water and take the #14Gallons Challenge](#). (9/11/17)

Green Living Journal

The Consortium and its preparedness information is featured in the September issue of Green Living Journal. [Read the article here.](#)

#14Gallons Challenge Social Media Campaign

The Consortium ran the #14Gallons Challenge (<http://www.regionalh2o.org/14Gallons>) again this year, encouraging participation with an online giveaway. Consortium member customers who participated in the challenge received a 1 gallon emergency water bag and were entered to win one of three seven-gallon water storage containers. (Participation and results will be better demonstrated in the annual report as this report was written midway through the month and the challenge was in full swing). See bit.ly/14GallonsPromo for the promotion site and to view submitted images.

Partnerships

Several Consortium members and other community partners promoted the Challenge, amplifying its reach in the region and statewide:

- Oregon Office of Emergency Management (OEM) – OEM promoted the #14Gallons Challenge as part of its 2 Weeks Ready campaign (www.oregon.gov/oem/2WeeksReady) to have food, water and other materials in an emergency kit. OEM sent information state-wide to emergency managers, got the Governor to declare September as Preparedness Month, broadened the reach of our messaging via a state-wide post on Nextdoor.com and invited the Consortium to participate in a TweetChat with other partners. Their press release about the #14Gallons Challenge resulted in an on-air interview with KPAM (see above) and several social media posts. OEM also matched the Consortium's offer of water containers with an offer of three emergency kits to #14Gallons Challenge participants living outside of the Consortium Member boundaries. OEM Director Andrew Phelps promoted the #14Gallons Challenge during his "weekly watch" [video](#).
- American Red Cross Cascades Region – See Prepare Out Loud event information below. The Red Cross is also a partner in the Keeping You Safe Campaign with KGW.
- KGW Television – Ran Keeping You Safe Campaign, a month-long effort with several community partners including the Consortium.
- CERTs/NET teams (community/neighborhood emergency response teams) distributed flyers at several locations and several social media posts.
- CRESA (Clark Regional Emergency Services Agency) featured the #14Gallons Challenge on the 14th as part of their 30-days-30-ways effort
- Oregon Public Broadcasting
- Portland Bureau of Emergency Management promoted emergency water storage in a blog post on Portland Prepares

Social Media

The Consortium posted original emergency preparedness-related content and shared relevant water storage and #14Gallons content on social media channels throughout the month. Staff used personal networks to arrange thematic/creative photographs to inspire additional participation in the Challenge.

Events

Conferences

Staff attended the Oregon Emergency Management Association conference and presented at the Washington State Emergency Management Association's (WSEMA) Annual Conference. The WSEMA presentation highlighted the Consortium's emergency preparedness efforts and the Get Your Kit Together multimedia campaign to approximately 80 conference attendees.

Prepare Out Loud

The Consortium tabled at the Red Cross and KGW News's three large-scale Prepare Out Loud Events in September (26, 27, 28). The Consortium promoted the #14Gallons Challenge, offering a seven-gallon container each night to Challenge participants. Find out more here:

<http://kgwkeepingyousafe.com/>

Outreach Materials

The Consortium released its second emergency preparedness-focused how-to video that shows the viewer how to access water from their water heater in the event of an emergency and promoted it with advertising on YouTube, Facebook and Twitter. View the video here:

<https://www.youtube.com/watch?v=VIpOc3bmZ1E>

The Consortium also developed a new emergency preparedness-focused tabletop display that can be used by members at community events. The new display was used by the Consortium at the three Prepare Out Loud Events and at the WSEMA conference.

Water Preparedness Kit Promotion

The Consortium offered free emergency water supply kits to [member customers](#) this fall. Each kit contains a 1-gallon water container, instructions for accessing water from your water heater (that you can actually hang on your water heater) and a postcard describing how and where to store your emergency water supplies. The promotion was offered throughout September. Kits will be mailed out in October. (Participation and results will be better demonstrated in the annual report as this report was written midway through the month and the challenge was in full swing).

Emergency Equipment

The Consortium coordinated an order of more than 67,000 bags to be used by the Consortium and its members to distribute water to the public in the event of an emergency and as an educational outreach tool. The one-gallon bags are imprinted with information on how to store and treat an emergency supply of water, and will be stored with each of the region's 14 water treatment and distribution systems. Each Consortium member received a start-up supply of 300 bags and eight Consortium members purchased a supply of additional bags. The bags were delivered to members in September.



Interconnections Study Update

The consultant, Murraysmith, has completed most of the work for the regional interconnections geodatabase update project. The geodatabase has been updated with changes from water providers. Over 180 interconnections were identified and of those, 20-30 were ranked using criteria developed in conjunction with the Consortium Technical Committee (CTC). Key interties were identified and next steps outlined. Murraysmith also demonstrated how the geodatabase could be used to help identify staging and distribution locations for the mobile water treatment and distribution systems. Murraysmith gave a brief presentation to the CTC at their September meeting and provided two technical memos for review. Current work is focused on an upcoming table top exercise scheduled for October 24, preceded by three one-hour training sessions on the updated geodatabase. The Board will have a full briefing on the project at an upcoming meeting.

Grant Funding

OnSite Water Management won the contract for the Gresham and Milwaukie mobile water treatment systems. The contract is part of a five-year price agreement that can be used for future purchases as funds are available. The two new systems are expected to be delivered by mid-October. South Fork Water Board was successful in acquiring funding through the Regional

Disaster Preparedness Organization for another mobile water treatment system. Consortium staff helped facilitate the funding for that system and will be purchased under the same agreement.

Regional Resiliency

Staff and the EPC continue to work on a stranded worker agreement that would allow water provider staff to report to a water provider closer to where they live to provide assistance with the understanding that during a major event like an earthquake, many folks will not be able to report to work, but may be able to get to the city or district nearest to their home to provide assistance. The RDPO developed a similar agreement specific to emergency operation center staff which is being used as a template.

Regional Coordination Program Updates

Legislative Update

Water providers worked collectively to educate legislators about the importance of continuing education for landscape professionals. There were several bills that were introduced to undermine licensing and training requirements. All the bills failed, but there is an expectation they will come back in a future session. Staff will continue to monitor.

Five-Year Strategic Plan Update

Work has begun on the update of the Consortium's Strategic Plan. Chris Wallace Caldwell of Catalysis LLC has been hired to help facilitate the strategic planning process. She lead the CTC through a mini-SWOT (strengths, weaknesses, opportunities and threats) analysis, reviewed that with the Executive Committee and engaged them in a discussion about where they hope to see the Consortium in five years. The Consortium Conservation Committee also weighed in on the strategic plan during a half-day planning meeting. The Emergency Planning Committee will discuss the strategic plan at their September 27 meeting.

Source Water Protection Plan

Staff completed the Consortium's Updated Source Water Protection (SWP) Plan. The source water protection chapter from the Regional Water Supply Plan served as the basis for the updated plan. The SWP Plan includes specific actions the Consortium will undertake to promote source water protection that include:

- continuing to promote water efficiency and raise awareness about the role water conservation can play in source water protection through the increased longevity of existing and potential drinking water sources;
- tracking changes in water quality and source water protection regulations by monitoring existing rules and regulations for changes and amendments that could impact drinking water quality;
- supporting regulatory efforts that promote the protection of water quality;
- participating in or pursuing legislation and administrative mechanisms to promote source water protection;
- supporting implementation of [Oregon Integrated Water Resources Strategy](#) measures that promote source water protection;
- participating in and tracking state and regional research efforts on climate change and its effect on water supply, fire risk, disease, and water quality related to temperature and stream flow;
- educating policy makers, including the Consortium Board, legislators, and state agency policy bodies about the importance of protecting drinking water sources and related issues;
- utilizing and augmenting Consortium outreach resources such as its webpage, social media, and communication network to provide information to the public on the importance of source water protection and what water providers are doing in their own watersheds.

The Consortium will continue to advocate for source water protection in the region, state and nationally. Actions taken will be reflected in the Consortium triannual and annual reports. The SWP Plan is on the Consortium website.

Water Communicators Network

The Consortium's Communicators Network met in June and August. Topics discussed included preparing for the Portland City Council work session on *Crypto* treatment options and discussing traditional and digital media and storytelling. The August meeting concluded with a media panel with Jim Redden from the Portland Tribune and Bruce Williams, assignments desk editor from KGW. The group's mission is to: provide a forum for communicators within the RWPC to discuss and identify emerging issues; develop unified messaging where appropriate; share materials; serve as a sounding board; and support each other's work while retaining individual authority and accountability to their respective customers.

Administrative Updates

Staff provided the following support to Consortium programs and administrative activities: assisted with conservation and emergency preparedness program projects; monitored the budget; developed and managed contracts; processed invoices and completed other accounting tasks; prepared a Consortium expense report; and provided committee meeting logistics.

Meetings

- The Executive Committee (EC) met on September 6, 2017. The EC heard updates on Consortium program activities, finalized the October Board meeting agenda, and participated in a facilitated discussion that provided direction and recommendations for the update of the Consortium Five-Year Strategic Plan.
- The Consortium Technical Committee (CTC) met on June 21 and September 6, 2017. The CTC provided direction and feedback for the Regional Interconnections Update Study and Consortium Five-Year Strategic Plan Update, and drafted the agenda for the October 2017 Board meeting.

Contracts

- The Consortium is working with Murraysmith to conduct an update of the Regional Interconnections Geodatabase and to coordinate a related tabletop exercise in October 2017.
- The Consortium is working with Catalysis LCC to update the Consortium's Five-Year Strategic Plan including stakeholder engagement, facilitation of planning sessions, and developing key strategic initiatives. Christine Wallace Caldwell attended the September CTC and EC meetings to facilitate discussions focused on the mission statement and goals and a strengths, weaknesses, opportunities and threats (SWOT) analysis.
- A contract with Wilborn Design has just been completed and graphic design work will soon begin including creating a style guide, updating printed and other collateral materials, and creating a "kit of parts" to be used by staff and members to create and update materials.
- The Consortium will begin working on a new Intergovernmental Agreement (IGA) with Portland State University to continue their work conducting population estimates and forecasts for the Consortium and its members. The current IGA expires in June 2018.

Big Move

Consortium staff is housed with the Portland Water Bureau and recently moved with them to 400 SW 6th Ave. during the three-year reconstruction of the Portland Building. In preparation for the move, staff went through dozens of boxes of Consortium reports and historic files related to the development of the Consortium and Regional Water Supply Plan. Lots of materials were archived, scanned and duplicate reports recycled. The move provided an opportunity for much needed housekeeping and organization.

Online Outreach (websites, listservs, newsletters)

○ **Website Traffic and Project Accomplishments**

Content for both sites was updated seasonally to correspond with the visual components and information shared in newsletters (see below).

- The Conserveh2o site received approximately **30,300** sessions from **25,000** visitors from June-October, 2017.
- The Regionalh2o site received approximately **4,600** sessions from **3,000** from June-October, 2017.

○ **Newsletters**

- Conserveh2o News Summer 2017 E-newsletter
 - Recipients: **790** (up from 753 in March)
 - Open rate: **36%** (**282 opens**, down 1% from March)
 - Clicks: **21%** (60 clicks, up 3% from March)
- Regionalh2o News Summer E-newsletter
 - Recipients: **273**
 - Open rate: 43.3% (114 opens)
 - Clicks: 17.5% (20 clicks)
- Continued publishing the Weekly Watering Number. As of September, 2017, more than **1,100** people received the Weekly Watering Number each Thursday.

○ **Social Media**

- Twitter: **152** tweets, **13** new followers, **29** mentions, **1,095** profile visits, **62,537** impressions
- Facebook: **178** posts which received **461** likes. The page had **3,756** engagements (likes, comments and shares), and **106,648** impressions (people who saw our posts).

Thursday, October 05, 2017
6:45 PM – 8:30 PM

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

AGENDA

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of September 07, 2017 C4 Minutes **Page 03**

6:50 p.m. Bylaw Approval

- Updated Draft Bylaws (Action Item) **Page 05**

7:00 p.m. 2018 Regional Bond Discussion

- Staff Memo **Page 11**
- Draft Project List **Page 12**
- Draft Project Map **Page 13**

7:50 p.m. Housing Tools Discussion re SDCs and CET

- Staff Memo and Materials **Page 14**

8:20 p.m. Updates/Other Business

- JPACT/MPAC Updates
- Other Business

8:30 p.m. Adjourn

General Information



Current Voting Membership

		C4 Exec	C4 Metro	JPACT	MPAC	R1ACT
Clackamas County	Chair Jim Bernard	●	●			
Clackamas County	Commissioner Paul Savas		●	●		●
Canby	Mayor Brian Hodson	●				●
CPOs	Laurie Freeman Swanson (Molalla CPO)	●				
Estacada	Mayor Sean Drinkwine					
Fire Districts	Matthew Silva (Estacada Fire District)	●				
Gladstone	Mayor Tammy Stempel		●			
Hamlets	John Meyer (Mulino Hamlet)					
Happy Valley	Councilor Markley Drake		●			
Johnson City	Vacant					
Lake Oswego	Councilor Jeff Gudman	●	●	●	●	●
Milwaukie	Mayor Mark Gamba		●		●	
Molalla	Mayor Jimmy Thompson					
Oregon City	Mayor Dan Holladay		●			
Portland	Vacant					
Rivergrove	Mayor Heather Kibbey		●			
Sandy	Councilor Carl Exner	●				
Sanitary Districts	Nancy Gibson (Oak Lodge Water Services)					
Tualatin	Councilor Nancy Grimes		●			
Water Districts	Hugh Kalani (Clackamas River Water)					
West Linn	Council President Brenda Perry		●			
Wilsonville	Mayor Tim Knapp		●	●		

Current Ex-Officio Membership

MPAC Citizen Rep	Betty Dominguez
Metro Council	Councilor Carlotta Collette
Port of Portland	Emerald Bogue
Rural Transit	Julie Wehling
Urban Transit	Dwight Brashear

Frequently Referenced Committees:

CTAC:	Clackamas Transportation Advisory Committee (C4 Transportation TAC)
JPACT:	Joint Policy Advisory Committee on Transportation (Metro)
MPAC:	Metro Policy Advisory Committee (Metro)
MTAC:	Metro Technical Advisory Committee (MPAC TAC)
R1ACT:	Region 1 Advisory Committee on Transportation (ODOT)
TPAC:	Transportation Policy Advisory Committee (JPACT TAC)

Thursday, September 07, 2017
6:45 PM – 8:30 PM

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

DRAFT MINUTES

Attendance:

Members: **Canby:** Brian Hodson (Co-Chair); **Clackamas County:** Commissioner Paul Savas; **CPOs:** Laurie Swanson (Molalla); Marjorie Stewart (Firwood) (Alt.); **Hamlets:** John Meyer (Mulino); **Lake Oswego:** Jeff Gudman; **Milwaukie:** Wilda Parks (Alt.); **Molalla:** Jimmy Thompson; Elizabeth Kline (Alt.); **Sandy:** Carl Exner; **Sanitary Districts:** Nancy Gibson (Oak Lodge Water Services); **Transit:** Dwight Brashear (SMART); Julie Wehling (Canby); Andi Howell (Sandy)(Alt.)

Staff: Trent Wilson (PGA); Chris Lyons (PGA)

Guests: Don Krupp (Clackamas); Theresa Kohlhoff (LO); John LaMotte (LO); Chuck Robbins (H3S); Jaimie Hoff (Happy Valley); John Lewis (Oregon City); Nancy Kraushaar (Wilsonville); Megan McKibben (Congressman Schrader); Stephen Williams (DTD); Zoe Monahan (Tualatin); Tracy Moreland (BCC); Dan Mahr (Senator Merkley); Doug Riggs (West Linn)

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

Agenda Item	Action
Approval of June 01, 2017 C4 Minutes	Minutes approved.
Bylaw Discussion	Members reviewed the recommendations from the C4 Bylaws Subcommittee, also discussed at the 2017 C4 Retreat. Two outstanding issues remained: Whether to replace Roberts Rules of order with Sturgis Rules of Procedure as the preferred meeting guide and desired changes requested by several members at C4 Metro Subcommittee. C4 agreed to include Sturgis in proposed bylaws update and start the 30 day review process, to be voted upon/adopted in October. C4 did not include C4 Metro Subcommittee updates, but rather affirmed C4 Metro Subcommittee would have time to discuss their preferred updates and bring those recommendations back to C4 when appropriate.

County-wide Housing Needs Assessment: Next Steps	<p>Chuck Robbins presented the updated Scope of Work for the County-wide HNA. C4 Members discussed the language, but had no additions. The County will move forward with the RFP process on the HNA and return to C4 with information about the bids. Staff requested that at least (1) one C4 member and (3) three others from cities (staff or elected) be part of the RFP review process.</p> <p>C4 Members requested that a letter be issued to all cities including information about the HNA process, to be sent soon.</p>
C4 Retreat Agenda Recap	C4 Members prioritized their preferred discussion topics through a ranking process. The C4 Executive Committee and staff will use that ranking system as a tool to create agendas at future meetings.
JPACT/MPAC Updates	No updates
Other Business	No updates

Adjourned

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, Villages, 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
Hamlets		1	1
<u>Villages</u>		<u>1</u>	<u>1</u>
Districts	Fire*	1	1
	Sanitary*	1	1
	Water*	1	1
Total		<u>2324</u>	<u>2324</u>

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 ~~or~~ **and Villages** representative shall be designated by agreement among the County's Hamlets **and Villages** represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities and Hamlets/**Villages**. 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, Villages, and CPOs. ~~The Executive's Committee will shall establish-set~~ the agendas for meetings of C-4, including additional agenda request items that may be made -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~~ Sturgis' Standard Code of Parliamentary Procedure.

- G. Additional Agenda Requests~~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 meeting agenda. If that agenda is full, then not later than the following meeting, unless a later agenda date is otherwise agreed to by the voting C-4 members present. ~~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 ~~section~~ requirement may be waived where circumstances warrant faster action by an majority affirmative vote of two-thirds of those C-4 voting 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 (RIACT). 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 are designated communities recognized by Clackamas County as participating in the Hamlets and Villages Program, include: Beaverreek, Molalla Prairie, Mulino and Stafford.

Housing as a topic of discussion is not specifically found in the primary functions of the bylaws, but is understood by C-4 to be fall within land use and transportation issues.

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

Adopted on October 5

Commented [WT1]: Pending adoption

MEMORANDUM

To: Clackamas County Coordinating Committee (C4)
From: Karen Buehrig, Transportation Planning Supervisor
Date: September 28, 2017

Subject: Regional Bond Measure Proposal

At the C4 Retreat in August, TriMet staff provided an overview of the Regional Bond measure that is proposed to fund a suite of multi-modal transportation improvements throughout the TriMet district in the Portland metropolitan region. This measure, which could potentially be brought forward in November 2018, would fund a portion of the local match for the SW Corridor Light Rail project as well as other transportation projects that relieve congestion and improve safety.

Since August, TriMet outlined additional details and has asked that each of the sub-regional coordinating committees move forward projects that should be considered for inclusion in the regional bond measure. The proposal under discussion would generate \$1.7 billion from a combination of a \$13 vehicle registration fee and a property tax assessment that would increase tax on the average household by \$150/year. Of the \$1.7 billion, \$750 million would be used for the SW Corridor and \$950 million would be available for other projects. Funding would be limited to areas within the TriMet service district.

Using a formula based on population, employment and registered vehicles, TriMet has set a target allocation for each county and the City of Portland. Clackamas County's target allocation is \$181 Million.

Criteria for identifying projects for inclusion in the bond measure are:

- Address congestion relief and safety
- Resonates with voters
- Can be delivered within 7 years of passage of the bond measure
- Project lead must sign an IGA that says the lead agrees to cover cost overruns prior to the project going on the ballot
- Up-to 5% of the allocation could be designated for projects for preliminary engineering or right-of-way.

For the projects being proposed within Clackamas County, county staff has worked with the jurisdictions within the TriMet district to identify their priority projects that meet the above criteria. In addition, we are working with ODOT to obtain their input into the feasibility of the projects since many of them are ODOT facilities.

Attached is the list of projects in Clackamas County to be discussed for inclusion in the Regional Bond.

Questions for consideration:

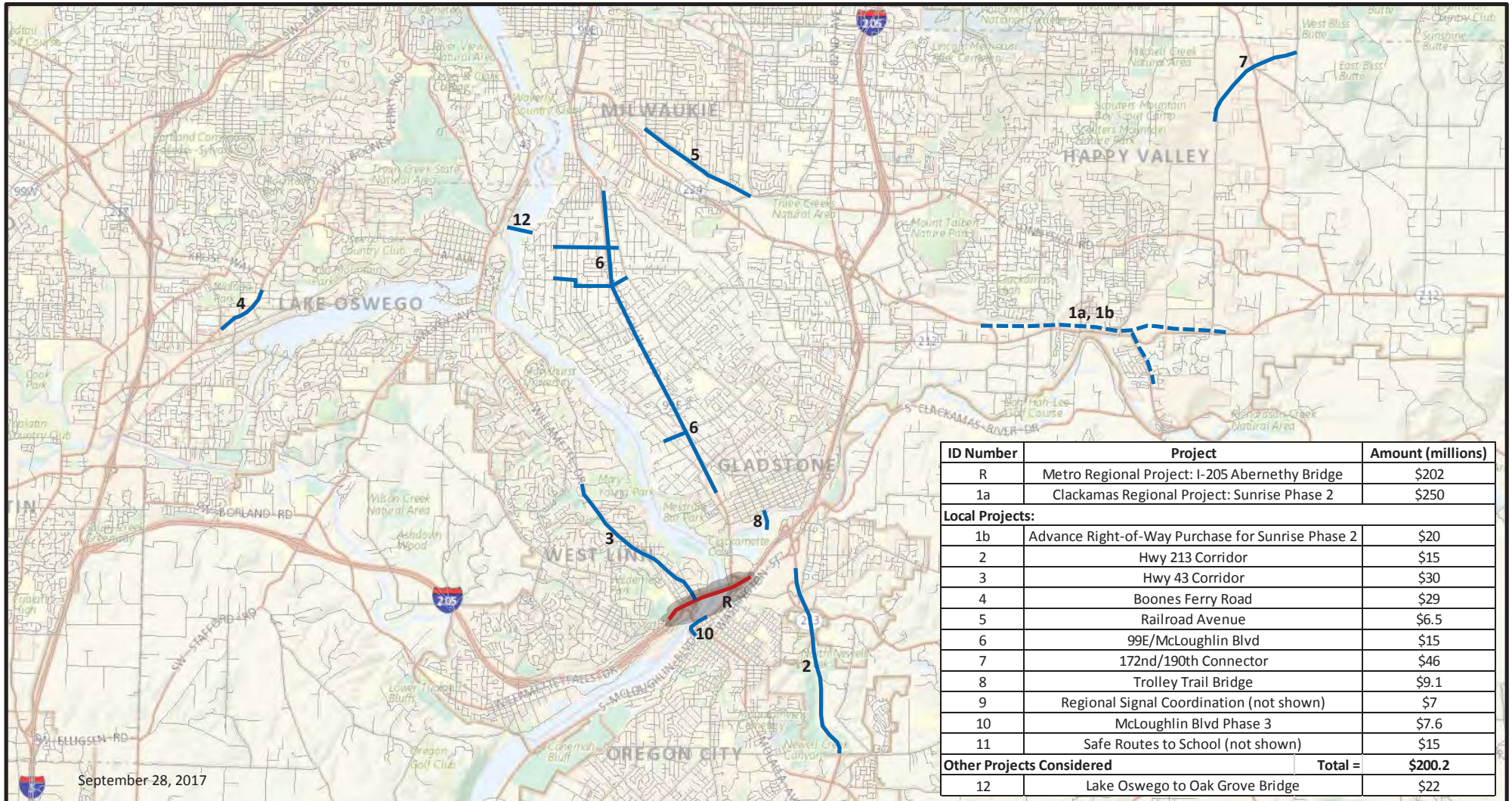
- A) Should the funding for I-205 be "taken off the top" of the region's \$950 million? If chosen, staff recommends that C4 submit a letter to TriMet and JPACT advocating for this action in the bond as a regional priority.
- B) Should the entirety of Clackamas County's allocation be used to advance the Sunrise Phase II project?
- C) Should a suite of local projects, including funding for ROW for the Sunrise Phase II, be advanced for consideration?
- D) Some combination of the above options.

Projects for consideration in Regional Bond – Clackamas County

Draft Project List for C4 review on Oct 5, 2017

#	Project	Project Description	Readiness	Amount
Metro Regional Project				
	I-205 – Abernethy Bridge	Widen both directions of I-205 Abernethy Bridge and approaches; Install active traffic management.		\$202 M
Clackamas Regional Project				
1a	Sunrise Phase 2	Complete the Sunrise from 122 nd to 172 nd – FEIS Completed	Concerns about ability to complete in 7 years	\$250 M
Local Projects				
1b	Sunrise Phase 2 ROW	Advance Project by ROW purchases for Sunrise (Hwy 224 to 172 nd)		\$20 M
2	Hwy 213 Corridor	Hwy 213 Jug handle Phase 2; Improvements to Beavercreek and Hwy 213 (Oregon City – RTP 4177440; RTP 10119)	90% Design	\$15 M
3	Hwy 43 Corridor	Safety Improvements to Hwy 43 from I-205 to Mary S Young (West Linn- RTP 10127)	Currently entering into design acceptance; supports STIP project	\$30 M
4	Boones Ferry Road Project	Boulevard treatment for safety and congestion improvements (Lake Oswego)	90% Design; Leverage other funds	\$29 M
5	Railroad Ave	Capacity Improvements; Construct Multi Use path; Improvements to bus facilities (Milwaukie - RTP 10095)		\$6.5 M
6	99E / McLoughlin Blvd and access to transit	Crossing of McLoughlin; sidewalk improvements on Oak Grove, Courtney and Jennings. McLoughlin crossing improvements (Clackamas County - RTP 10024; 11503; 11504; 11525)	Leverage current funding for McLoughlin crossings	\$15 M
7	172 nd / 190 th Connector; Improvement to Foster	Capacity Improvements to implement 172 nd / 190 th Corridor Plan (Happy Valley - RTP 10033)	Design Plan adopted	\$46 M
8	Trolley Trail Bridge	Ped Bike Bridge – Gladstone to Oregon City. Replace the railroad bridge that fell into the Clackamas River with a Ped/Bike bridge providing an option to the Clackamas River Bridge	Feasibility study currently underway	\$9.1 M
9	Regional ITS / Signalization Coordination	Investments from the ITS Action Plan. See projects TMO-02; TMO-03; TMO-20; TMO-19; TMO-23; MMO-03; MMO-04; MMO-05; TI-02; and DCM-02	Project identification completed.	\$7 M
10	McLoughlin Blvd Phase 3	Provide safe bike and pedestrian access to the Riverwalk along the river’s side of Hwy 99E (Oregon City – RTP 10118 w/o viaduct investment)	Adopted enhancement plan	\$7.6 M
11	Safe Routes to Schools bucket	Identify specific investments that improvement the safety of pedestrian and bikeway access to schools		\$15
Other Projects Considered			TOTAL FOR LOCAL PROJECTS	\$200.2
12	Lake Oswego to Milwaukie Ped/Bike Bridge		Low	\$20 M

Regional Bond Measure Candidate Projects



ID Number	Project	Amount (millions)
R	Metro Regional Project: I-205 Abernethy Bridge	\$202
1a	Clackamas Regional Project: Sunrise Phase 2	\$250
Local Projects:		
1b	Advance Right-of-Way Purchase for Sunrise Phase 2	\$20
2	Hwy 213 Corridor	\$15
3	Hwy 43 Corridor	\$30
4	Boones Ferry Road	\$29
5	Railroad Avenue	\$6.5
6	99E/McLoughlin Blvd	\$15
7	172nd/190th Connector	\$46
8	Trolley Trail Bridge	\$9.1
9	Regional Signal Coordination (not shown)	\$7
10	McLoughlin Blvd Phase 3	\$7.6
11	Safe Routes to School (not shown)	\$15
Other Projects Considered		Total =
12	Lake Oswego to Oak Grove Bridge	\$22

September 28, 2017

MEMORANDUM

To: Clackamas County Coordinating Committee (C4)
From: Trent Wilson, Clackamas County Government Affairs Specialist
Date: September 28, 2017

Subject: Housing tools discussion regarding SDCs and CET

Overview:

As a continuation of the housing affordability discussion, C4 members have asked to discuss system development charges (SDC) and the construction excise tax (CET) as possible mechanisms to address housing. Recommendations to date have included a proposal to consider the merits of “proportional” SDCs and to consider CETs as a mechanism to facilitate a housing trust fund.

Recommendation:

Staff recommends C4 discuss the merits of SDCs and CETs as possible tools to address housing in Clackamas County.

Key questions to address for SDC:

- Are SDCs appropriate mechanisms to use to address housing affordability?
- Can SDC’s be “right-sized” or “proportional” to lower the cost of smaller residential development? If so, which ones?
- Should SDC’s be right-sized to influence housing affordability? And if so, where the does the revenue come from to build the necessary infrastructure to support the additional residential and commercial population?

Key questions to address for CET:

- Should jurisdictions adopt a local Construction Excise Tax (CET) to help generate revenue to support housing programs, such as a Housing Trust Fund? (A consideration from the C4 Land Use Advisory Subcommittee Report)
- What would CET revenue fund?
 - Would it be specific to jurisdictions imposing the fund?
 - Would it be used countywide to serve agreed upon countywide needs?
 - Could a portion be used to offset potential reductions to SDC charges, to provide the funding for infrastructure needs?

Attachments:

- SB 1533 Legislative Summary (2016 State Legislature)

Fiscal: Fiscal impact issued

Revenue: Revenue impact issued

Action Date: 02/29/16

Action: Do Pass The B-Eng Bill.

Meeting Dates: 02/29

Vote:

Yeas: 7 - Barnhart, Gilliam, Hoyle, Huffman, Rayfield, Smith Warner, Williamson

Nays: 2 - Kennemer, Wilson

Prepared By: Erin Seiler, Committee Administrator

WHAT THE MEASURE DOES:

Allows city or county to adopt land use regulation or functional plan provision, or impose as condition of approving permit, requirements that effectively establish sales or rental price for multifamily structure or require multifamily structure to be designated for sale or rent as affordable housing. Defines affordable housing. Limits adopted city or county regulation, provision or requirement to requiring no more than 20 percent of housing units within multifamily structure to be sold or rented as affordable housing and apply only to multifamily structures containing at least 20 housing units. Requires city or county to provide developers option to pay in-lieu fee in amount determined by city or county. Requires city or county to offer developers that do not elect to pay in-lieu fee one or more of specified incentives. Requires adopted incentives to be related, in manner determined by city or county, to required percentage of affordable housing units. Allows city or county to offer other incentives to developers as part of regulation, provision or condition adopted. Requires city or county, with specified exceptions, that adopts regulation, provision or condition to adopt and apply clear objective standards regulating development of housing units and prohibits standards from discouraging development of housing units through unreasonable cost or delay.

Allows city or county to impose construction tax that conforms to requirements provided in this Act. Specifies distributions of construction tax receipts. Prohibits local government or local service district or special government body from imposing construction tax with exception for city, county or school district. Allows existing construction taxes to continue being imposed under specified limitations. Takes effect 91st day following adjournment sine die.

ISSUES DISCUSSED:

- Lack of affordable housing being a long-developing multifaceted problem
- Cost of housing increasing at rate faster than average wage growth
- Providing local governments tools to address affordable housing
- Ability of people to live and work in same community
- Multifaceted and multidisciplinary approach necessary to address lack of affordable housing
- Legislative history of inclusionary zoning
- Distribution of construction excise tax revenue

EFFECT OF COMMITTEE AMENDMENT:

No amendment.

BACKGROUND:

Inclusionary zoning, also called inclusionary housing, involves land-use regulations that direct a certain amount of housing development be made available to people of low and moderate incomes. Currently, Oregon law prohibits local governments from imposing regulations or conditions on residential development that have the effect of setting a sales price or of designating a certain class of individuals as purchasers. Senate Bill 1036 (2007) allowed school districts to impose a tax on new construction based upon the square footage of the new construction

improvements and required revenue from the tax to be used for school district capital improvements. SB 1036 also preempted local governments from imposing a construction tax until 2018, but grandfathered in local government construction taxes that were either in effect as of May 1, 2007 or in the process of being adopted.

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Principal Motions (Listed in Order of Precedence)

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
*Adjourn the meeting	"I move the meeting be adjourned"	NO	YES	YES (RESTRICTED)	MAJORITY
*Recess the meeting	"I move that the meeting be recessed until..."	NO	YES	YES**	MAJORITY
Complain about noise, room temperature, etc.	"I rise to the question of personal privilege"	YES	NO	NO	NONE
Postpone temporarily (Table)	"I move that this motion be tabled"	NO	YES	NO	MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS)
End debate	"I move to vote immediately"	NO	YES	NO	TWO-THIRDS
*Limit debate	"I move that each speaker be limited to a total of two minutes per discussion"	NO	YES	YES**	TWO-THIRDS
*Postpone consideration of an item to a certain time	"I move to postpone this item until 2:00pm..."	NO	YES	YES**	MAJORITY
*Have something referred to committee	"I move this matter be referred to..."	NO	YES	YES**	MAJORITY
*Amend a motion	"I move to amend this motion by..."	NO	YES	YES	MAJORITY
*Introduce business (the Main Motion)	"I move that..."	NO	YES	YES	MAJORITY
*Amend a previous action	"I move to amend the motion that was adopted..."	NO	YES	YES	MAJORITY
Ratify action taken in absence of a quorum or in an emergency	"I move to ratify the action taken by the Council..."	NO	YES	YES	MAJORITY
Reconsider	"I move to reconsider..."	YES	YES	YES**	MAJORITY
Rescind (a main motion)	"I move to rescind the motion..."	NO	YES	YES	MAJORITY
Resume consideration of a tabled item	"I move to resume consideration of...?"	NO	YES	NO	MAJORITY

*Amendable

**Debatable if no Other Motion is Pending

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Incidental Motions

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	MAJORITY
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	NO	YES	NO	TWO-THIRDS
To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."	NO	YES	NO	MAJORITY
To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised	"I rise to a point of order"	YES	NO	NO	NONE
To ask a question relating to procedure	"I rise to a parliamentary inquiry"	YES	NO	NO	NONE
To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"	YES	NO	NO	NONE
To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"	NO	NO	NO	NONE
To verify an indecisive voice or hand vote by requiring voters to rise and be counted	"I move to divide the Assembly"	YES	NO	NO	NONE

*Amendable

**Debatable if no Other Motion is Pending

THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

(From The Standard Code of Parliamentary Procedure by Alice Sturgis)

Parliamentary Strategy

(From *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

TO SUPPORT A MOTION		TO OPPOSE A MOTION
<ol style="list-style-type: none">1. Second it promptly and enthusiastically.2. Speak in favor of it as soon as possible.3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate.4. Move to amend motion, if necessary, to make it more acceptable to opponents.5. Vote against motion to table or to postpone, unless delay will strengthen your position.6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.7. If defeat seems likely, move to refer to committee, if that would improve chances.8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.9. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.10. If motion is defeated, move to reconsider, if circumstances warrant it.11. If motion is defeated, consider reintroducing it at a subsequent meeting.		<ol style="list-style-type: none">1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive.2. Move to amend the motion so as to eliminate objectionable aspects.3. Move to amend the motion to adversely encumber it.4. Draft a more acceptable version and offer as amendment by substitution.5. Move to postpone to a subsequent meeting.6. Move to refer to committee.7. Move to table.8. Move to recess, if you need time to round up votes or obtain more facts.9. Question the presence of a quorum, if appropriate.10. Move to adjourn.11. On a voice vote, vote emphatically.12. If the motion is adopted, move to reconsider, if you might win a subsequent vote.13. If the motion is adopted, consider trying to rescind it at a subsequent meeting.14. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.



AGENDA ITEM

Agenda Item: Executive Session
Item No.: 7
Presenters: Board Members

Background:

Convene Executive Session under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.



AGENDA ITEM

Agenda Item: Adjourn Executive Session
Item No.: 8
Presenters: Board Members

Background:

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