



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
February 14, 2018 at 8:00 a.m.**

Call to Order and Flag Salute

1. Call for Public Testimony

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

2. Recess to Executive Session

Convene Executive Session to discuss the "Report of Combined Authorities for Consolidated Districts" under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

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

4. Third Party Payment Portal and Merchant Processor – Kelly Stacey

5. Water Building Remodel Update – Jason Rice

Adjourn



AGENDA ITEM

Agenda Item: Call for Public Testimony
Item No.: 1
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.



AGENDA ITEM

Agenda Item: Executive Session
Item No.: 2
Presenters: N/A

Background:

Convene Executive Session under ORS 192.660 (2) (f) to consider information or records that are exempt by law from public inspection.



AGENDA ITEM

Agenda Item: Executive Session
Item No.: 3
Presenters: Board Members

Background:

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



STAFF REPORT

To: Board of Directors
From: Kelly Stacey, Finance Director
Agenda Item: Third Party Payment Portal and Merchant Processor
Item No.: 4
Date: February 14, 2018

Action Requested

That the Board approve the Finance Director to sign a three-year contract with BMS Technologies for a credit card payment portal along with online payments and statements. This contract is \$40 per month plus a per transaction agreement of .12 each. In addition, the Finance Director needs approval to sign a separate agreement for the merchant processor that provides the gateway to the card companies, i.e. VISA, Mastercard, Discover, and American Express. This is also a per transaction fee to be determined.

Background

In the process of moving the District from two utility billing systems into one new system, Accela, it was necessary to choose one third party payment portal to handle all online, phone, and in-person payments. Once a vendor is chosen, a second vendor that conducts the merchant processing must be chosen.

We contacted three vendors to obtain pricing and services information. BMS Technologies far exceeded their nearest competitor in most areas. Their pricing was the best, they have other Accela customer references, outstanding customer service, and no set-up fees. Along with that, they are our current vendor for printing and mailing both water and sewer bills.

For BMS we are projecting a beginning cost of around \$120 per month. Currently OLWS has received approximately 1,000 on-line payments each month. At the current usage it would be approximately \$120 per month. The maximum, with just under 4000 bills each month, would be \$480 per month if every single invoice was paid online.

As of the writing of this report we have not pinned down the merchant processor. It must be a vendor that works with BMS and they sent me their list. I have reached out to three but have not received all the pricing. During the

process I discovered there is a two-week lead time needed to go through an underwriting process required by all merchant processors. This resulted in the necessity of getting authorization ahead of the February regular board meeting to meet our March 1, 2018 target date.

I will have firm pricing by the time of the meeting, so the following is an overview of what we currently use, and the best of the rates received to date. Much of the pricing of merchant processing is an interchange rate set by the credit card companies and do not vary across all vendors. The variants are in the discount rate and the monthly gateway fee. Through this pricing process, we discovered that we were being charged a typical interchange fee but qualify for a utility interchange fee which is 2.05% vs 2.65% currently per transaction. This alone equates about a \$5,000 per year savings. We will be looking at a total rate of approximately 2.5% plus \$.10 per trans plus monthly fees of about \$15. Over the last 3 years water has paid just under \$30,000 per year in merchant fees and sanitary has paid around \$45,000 per year. In addition to the savings in the interchange fee mentioned above, the balance of the savings will be in the number of transactions. This is a result of the transactions being reduced by half due to the customer paying the newly combined bill in one transaction instead of two. However, the dollar amount of the total transactions will remain the same. I estimate that we will have fees around \$70,000 per year.

Suggested Motion

Two separate motions required:

First motion:

“I move to approve the Finance Director to sign a three-year contract with BMS Technologies for the third-party payment portal as outlined above”

Second motion:

“I move to approve the Finance Director to sign the agreement with the merchant processor to provide services through BMS Technologies.”



STAFF REPORT

To: Board of Directors
From: Jason Rice, District Engineer
Agenda Item: Building Remodel Update
Item No.: 5
Date: February 14, 2018

Action Requested

This report is an update to the Board; no action is requested.

History

- July/August 2015 FCS Consolidation Feasibility Report suggests a remodel of the Water Building could accommodate current Administrative Sanitary District Staff
- May 17, 2016 Oak Lodge Water District (OLWD) and Oak Lodge Sanitary District (OLSD) Voters elect to Consolidate the two districts.
- July 2016 District Staff initiates contract with architect to design the remodel to accommodate Sanitary District Staff
- May 16, 2017 The latest plan set was presented to the Board to confirm staff was pursuing their vision of the project.

Background

Since July of 2016, Staff has been working with DMS Architects to design a remodel to the building located at the corner of SE River Road and SE Maple Street (old OLWD Office). The current goals of this project are to add work space for ex-OLSD Technical Services and Field Staff. The following lists are intended to inform the Board as to what issues have been resolved and what issue are yet to be resolved.

Resolved Issues with current Building

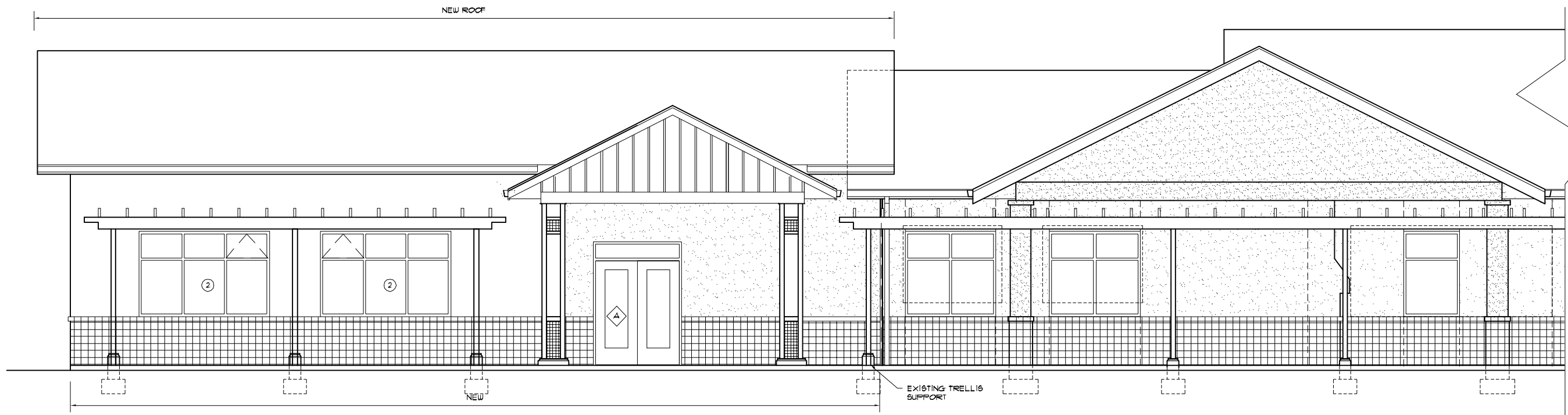
- Plan set includes sufficient work space for current Administrative, Technical Services and both Sanitary and Water Field Staff
- Plan set adds an office for Human Resources position
- Plan set adds a meeting space for up to 8 people
- Plan set adds space for more easily accessible (not ADA due to stairs instead of elevator) records storage
- Plan set includes separate showers for both males and females (ADA Compliant)
- Plan includes new Board Room that is approximately 300 square feet larger than the existing Board Room in that building
- Due to regulation around the total size of the building expansion, a fire suppression system has been designed for the entire building
- Refined server storage

Issues yet to be resolved

- Plan does not include any space for additional staff or services
- Plan only leaves 3 parking spaces for non-staff
- If the “kwanza hut” is removed, it allows for District owned vehicle parking, which currently has no space planned for
- Plan set has not been submitted to Clackamas County for Land Use and Building Permit Review (3-month process)
 - This process will likely add Right-of-Way Improvements. At a minimum, ADA ramps will be required; however, this process might also layer on sidewalks, concrete approaches and potentially a retaining wall in the NE corner of the property
- Plan set does not yet address the District’s stormwater standards
- The site cannot accommodate all field staff equipment (vector, flushing truck or backhoe)

Staff was unsuccessful in negotiating for the purchase of the residential lot that fronts SE Cedar Avenue (just north of the District Property). Staff has not explored eminent domain as an option to acquire the property.

Staff is at the point where it could file a Pre-Application for construction with Clackamas County to find out what additional requirement would be folded into the project. These conditions could potentially cause the District to hire an Engineer and Surveyor to finalize the plan set; however, at this point this is only speculation and is only intended to inform the Board of potential timelines.



1 WEST ELEVATION (SE RIVER RD.)
A3 1/4" = 1'-0"



2 SOUTH ELEVATION (SE MAPLE ST.)
A3 1/4" = 1'-0"

OAK LODGE WATER SERVICES DISTRICT
DISTRICT OFFICE EXPANSION

14496 SE RIVER ROAD
MILWAUKIE, OREGON 97267

SHEET CONTENT
ELEVATIONS

JOB No.
000016

DRAWN
KWB

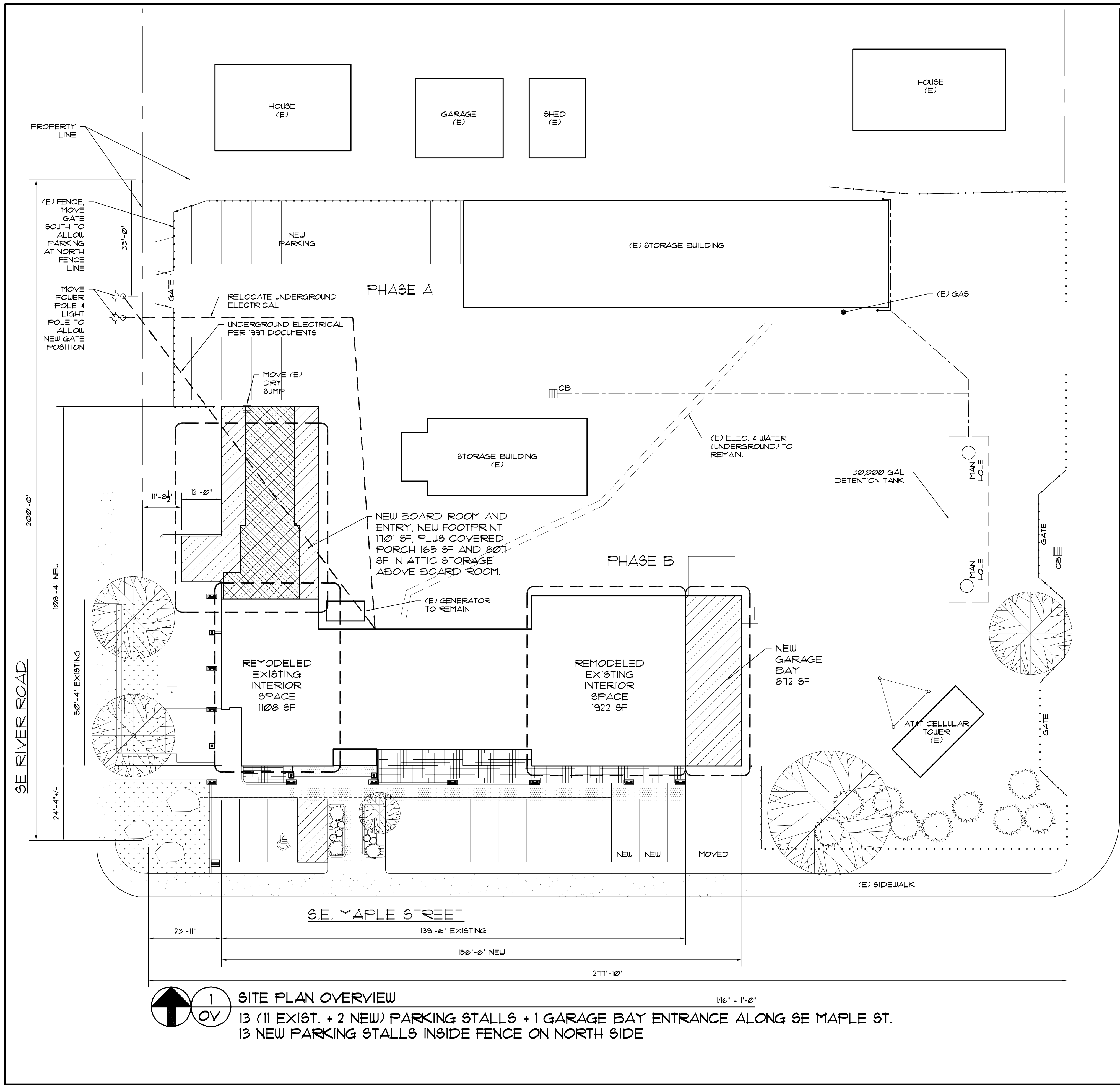
DATE
01/30/18

REVISIONS

SHEET
A3 OF X

DMS
ARCHITECTURE

2028 NE 10TH AVE
PORTLAND, OR 97212
OFFICE 503 335 9040
FAX 503 335 5850



BUILDING INFORMATION

OWNER:
OAK LODGE WATER DISTRICT
14496 SE RIVER ROAD
MILWAUKIE, OREGON 97267

LEGAL DESCRIPTION:
T2 9R1 E/4 SECTION 02
TAX LOT DD04900

CONTACT: JASON RICE
503-654-1165

ZONING DESIGNATION:
RT1

TAX CODE DISTRICT 12051

PROJECT ADDRESS:
14496 SE RIVER ROAD
MILWAUKIE, OREGON 97267

GENERAL NOTES:

PROJECT SCOPE:
PHASE A ADDS 1101 SF NEW FOOTPRINT NORTH OF EXISTING BOARD ROOM. THIS WILL EXPAND THE RIVER ROAD FACADE, MOVE BOARD ROOM INTO NEW SPACE AND MODIFY CURRENT BOARD ROOM TO BECOME SEWER DISTRICT OFFICES AND A SMALL CONFERENCE ROOM. MOVE KITCHEN, ADD ONE TOILET ROOM, ADD STAIRWAY TO ATTIC STORAGE OVER NEW BOARD ROOM. ADD 165 SF OF COVERED PORCH AT ENTRY TO NEW BOARD ROOM (RIVER RD. SIDE). A WINDOW ON THE SE MAPLE ST. SIDE THAT WAS COVERED OVER IN THE 2010 REMODEL WILL BE RE-OPENED WITH A WINDOW THAT MATCHES THE EXISTING ONE.

PHASE B CONVERTS THE EXISTING GARAGE BAY TO FIELD OFFICE SPACE AND REMODELS EXISTING FIELD OFFICE SPACES. ONE EXISTING TOILET ROOM IS REMOVED, AND THREE TOILET ROOMS WITH SHOWERS ARE ADDED. THE KITCHEN IS MOVED AND REARRANGED. THE NEW GARAGE BAY IS NEARLY IDENTICAL TO THE EXISTING ONE WITH THE EXCEPTION OF AN ADDITIONAL (2 TOTAL) EXTERIOR PERSONNEL DOOR ON THE EAST SIDE.

NOTE THAT THE BUILDING WILL REMAIN PARTIALLY OCCUPIED AND FUNCTIONAL DURING THE PHASED CONSTRUCTION. COORDINATION WITH OLWSD PROJECT MANAGER IS ESSENTIAL.

CODE SUMMARY:

EXISTING CONSTRUCTION TYPE: III B - (NON-SPRINKLERED)
NEW CONSTRUCTION TYPE: V B (NON-SPRINKLERED)

	EXISTING	ADDITION	TOTAL
OFFICE (B OCCUPANCY)	5,254 SF	2,549 SF	7,803 SF
GARAGE (S-2 OCCUPANCY)	848 SF	24 SF	872 SF
ATTIC (S-2 OCCUPANCY)		801 SF (ATTIC STOR)	801 SF
TOTAL	6,102 SF	3,380 SF	9,482 SF

NON SEPARATED OCCUPANCY - TABLE 503 AND 503.3
BASE ALLOWABLE - TYPE V-B CONSTRUCTION, B OCCUPANCY = 9,000 SF AND TWO STORIES IN HEIGHT
9,000 (BASE ALLOWABLE) 8,615 SF PROPOSED MAIN FLOOR + 801 SECOND FLR

NON-SEPARATED USES OK

TOTAL BUILDING HEIGHT TO PEAK IS 25'-4" +/- INCLUDES ATTIC.

FIRE RESISTIVE RATINGS FOR III B CONST. PER TABLE 601

STRUCTURAL FRAME:	0 HRS.
BEARING WALLS - EXTERIOR:	2 HRS.
BEARING WALLS - INTERIOR:	0 HRS.
FLOORS:	0 HRS.
ROOFS:	0 HRS.

ALL (INCLUDING NON-LOAD BEARING) EXTERIOR WALLS ARE MORE THAN 10' FROM THE PROPERTY LINE AND THEREFORE ARE NOT REQUIRED TO BE RATED BASED ON FIRE SEPARATION DISTANCE PER TABLE 602.

PLANNING AND ZONING SUMMARY:

PHASE A ADDS 1101 SF TO THE FOOTPRINT OF A BUILDING THAT IS CURRENTLY PERMITTED FOR CONDITIONAL USE. THE OWNERSHIP AND FUNCTION OF THE BUILDING WILL REMAIN THE SAME. PHASE B CONVERTS AN EXISTING GARAGE BAY TO OFFICE SPACE AND ADDS AN EQUIVALENT 872 SF GARAGE BAY. 2 NEW PARKING SPACES ARE ADDED ON THE SE MAPLE ST. SIDE OF THE PROPERTY.

DEFERRED SUBMITTALS

MECHANICAL SYSTEMS
ELECTRICAL SYSTEMS
ENGINEERED ROOF TRUSSES

ENVELOPE 'R' & 'U' VALUES

	THIS PROJECT	OS&C TABLE 13E
GLAZED DOORS	U=0.35	EXEMPT
SOLID DOORS	U=0.20	U=0.20
WINDOWS	U=0.27	U=0.34
	SC=0.32	SC=0.37
EXTERIOR WALLS	R=30	R=11
ROOF	R=49	R=19
FLOOR SLAB	R=10	NA

NOTE: ALL DUCTS ARE LOCATED INSIDE CONDITIONED SPACE. REFER TO DESIGN BUILD SPECIFICATIONS FOR MECHANICAL.

1 SITE PLAN OVERVIEW
13 (11 EXIST. + 2 NEW) PARKING STALLS + 1 GARAGE BAY ENTRANCE ALONG SE MAPLE ST.
13 NEW PARKING STALLS INSIDE FENCE ON NORTH SIDE

S.E. CEDAR STREET

PRELIMINARY

DMS ARCHITECTS
2025 NE 15TH AVE
PORTLAND, OR 97212
OFFICE 503.335.9040
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DAVE@DMSARCHITECTS.COM

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DISTRICT OFFICE EXPANSION

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SHEET CONTENT
SITE PLAN OVERVIEW

JOB No.
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DATE
11/09/17

REVISIONS

SHEET
OVERVIEW