

Oak Lodge Water Services District  
Minutes of Regular Meeting  
June 20, 2017

1. Consent Agenda
  - May 2017 Financial Reports
    - Approval of Sanitary May 2017 Check Run
    - Approval of Water May and April 2017 Check Run
  - May 16, 2017 Board Meeting Minutes
  
2. Department Reports
  - Finance
  - Sanitary Operations
  - Water Operations
  - Technical Services
  
3. Call for Public Comment
  
4. Business from the Board
  
5. Adjourn

Directors Present

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

Absent: Lynn Fisher, Director

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

Robb Van Cleave, staff of Local-Government Personnel Institute  
Randy Leniger, OLWS Staff  
Bev Carlson, Local Resident

Jason Ellerby, Local Resident  
Andrea Pennick, Gresham Resident  
John Self: Denver, Colorado Resident  
Eric Hofeld, Sunrise Water District Representative  
Thelma Haggenmiller, Local Resident  
Brad Lyon, OLWS Staff  
Pat McDonald, Local Resident  
Dave Phelps, Local Resident

## **Regular Meeting**

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

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

### **(2) Executive Session**

After the pledge, the Board of Directors recessed to Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

### **(3) Adjourn Executive Session – no action taken.**

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

### **(5) Sanitary Sewer Bond Refunding Conversation**

Acting General Manager Jason Rice introduced two Wells Fargo Staff – Andrea Pennick and John Self concerning the possibility of refinancing the Sanitary Sewer General Obligation Bonds. John Self presented three options for the District: a 7-year initial term with a 10-year amortization a 10-year initial term with a 10-year amortization, and a 10-year initial term with a 13-year amortization. The base interest rates range between 2.02% and 2.18% and interest on longer term loans have not been effected by the Federal Interest Rate changes. With the current 2020 loan call date, this refunding would allow for prepayment. Director Keil asked about how the rates presented would affect ratepayers. Finance Director Kelly Stacey outlined the cost savings in board materials, with true cost savings not coming in until the last 3 years of the loan. In option one, ratepayers will pay about \$10 per bill more in order to save net \$1,087,730.00. Option two, ratepayers would pay and increase of about \$4 per bill and would save \$894,525.00. In option 3, there would be no rate increase needed, and a \$750,000.00 net savings. Question about initial terms – interest rates are reset after the initial term rates; loan is prepayable, District can also reissue a new bond to taxpayers if needed, and this is a one-time

Staff recommends that OLWS sign the collective bargaining agreement as was negotiated for the next labor contract term of 3 years. Staff report outlined details.

**Director Gibson moved to approve Resolution 2017-09 approving Interim General Manager Jason Rice to sign the Collective Bargaining Agreement with AFSCME Local 350-10. Vice Chair Keil seconded the motion.**

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

**Nays: None**

**The motion carried 4-0.**

**(9) Resolutions 2017-10 Adoption of FY 2018 Budget and Appropriations and 2017-11 Adoption of FY 2018 Fee Schedule**

Finance Director shared FY 2018 Budget, **Chair Jim Martin called for a Public Hearing in review of the budget as presented. There were no comments from the Public. Reconvened Regular Board Meeting.** Finance Director Kelly Stacey recommended Adoption of FY 2017-2018 Budget and Appropriations and 2017-11 Adopting the FY 2017-2018 Fee Schedule.

**Director Williams moved to approve Resolution 2017-10 Adopting FY 2017-2018 Budget in the amount of \$29,544,461. Director Gibson seconded the motion.**

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

**Nays: None**

**The motion carried 4-0.**

**Director Gibson moved to adopt the amounts as stated in Resolution 2017-10 for fiscal year beginning July 1, 2017 and appropriate the funds as outlined. Director Keil seconded the motion.**

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

**Nays: None**

**The motion carried 4-0.**

**Vice Chair Keil moved to adopt Resolution 2017-11 adopting rates, fees and other charges for FY 2017-2018 with the elimination of the Fats, Oils, Grease Program's "Application Fee and Non-Compliance Fee" as shown on page 2 of the Resolution 2017-11. Director Gibson seconded the motion.**

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

**Nays: None**

**The motion carried 4-0.**

Vice Chair Keil asked about the Fats, Oils, and Grease program's annual fee/fine – Interim General Manager Jason Rice had asked OLWS staff about this item, and found that the District has never charged for this item. He recommended that the

District review this item. Items #1 Application Fee and #2 Non-Compliance Fee in the FOG Program will be deleted from the Fee Schedule until that program can be revisited for next year. If there is an event that needs cost recovery, staff will use the Wastewater Collection System Line Maintenance Fees.

**(10) Resolution 2017-12 Approving Certification of outstanding Sanitary Customers**

Interim General Manager Jason Rice presented Resolution 2017-12, which lists the accounts for Certification of outstanding Sanitary Customers. In the future code, the District will shut off water for OLWS customers outstanding more than \$175, or just over one bills worth of service (4 months of service). Questions included landlord/tenant relationship around bills, including larger apartment buildings. Attorney Balfour recommended contacting him before having to distribute notices to tenants because of the Residential Landlord/Tenant Notification Act.

Public comment from Thelma Hagenmiller that this information needs to be shared out to the public, and that ratepayers might not have voted for the consolidation had they known their water could be shut off if their sewer bill wasn't paid. Staff responded that a letter will be sent to all ratepayers informing them of the changes. Public comment stating that elderly customers will be challenged because they are on fixed incomes and don't have the money to pay charges for sewer portion of the OLWS bill. Finance Director Kelly Stacey shared about the Low-Income Utility Rate Relief Program for water and sewer bills.

Board requested that staff presents an approach for moving forward and addressing this issue moving forward. Director Williams asked about property tax "coverage" for elderly, which basically defers the property taxes like a "reverse mortgage" in partnership with Clackamas County and the State of Oregon. Chair Martin recommended they get into the low-income program. Vice Chair Keil recommended that the District begin using a single application for low-income applicants.

Public comment about requirement that Social Security forms to be submitted as part of the low-income program and that it takes longer than that to get the forms they need to apply. Staff responded that applicants can come in any time of year and that there is more flexibility in the program.

**Director Gibson moved to adopt Resolution 2017-12 directing staff to certify to Clackamas County Assessor those accounts remaining delinquent as of June 15, 2017 in accordance with the provided confidential list. Vice Chair Keil seconded the motion.**

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

**Nays: None**  
**The motion carried 4-0.**

**(11) Consent Agenda**

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

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

**Nays: None**

**The motion carried 4-0.**

Finance Director Kelly Stacey shared with the board that Accountant Jeff Voreis will be reconciling the bank statements moving forward, but will not have signing authority, so the District will not have to include bank statements in Board packets.

**(12) Department Reports**

**Finance Report:** Financial Director Kelly Stacey shared timeline around general ledger implementation and forward movement on the Accela implementation. On track for an October payroll combination and a January roll out for combined billing. Goal for double *water* bill on the back to back bill cycle. They will implement parallel processes to input data.

**Sanitary Operations Report:** Interim Operations Manager Rich Ludlow shared that their focus is on T.V. cleaning, so that lowered the sewer cleaning numbers. Director Williams shared positive comments around the job completed at the manholes on his property.

**Water Operations Report:** Operations Manager Todd Knapp shared that the fiber line is on hold temporarily because of a delay on approval of the permit provisioning. Jeff and Rebecca will then move over to the former Water Building. He provided information on some challenges on the reservoir project and will share any additional costs with the project if they are over 25% over original costs of the project.

**Technical Services Report:** Interim General Manager Jason Rice had nothing to add to this report.

**General Manager Update:** Interim General Manager Jason Rice updated the board that the Employee Handbook is in final stages of review for an August/September public/Board review. The District is also well into the Rules and Regulations document for an August/September public/Board review. District is mostly on schedule for consolidation activities, except for the building remodel. He updated the Board about the Operations Superintendent application process, and

that the WET job bank added 5-6 more applicants to the pool. There is a chance that they will extend the application date again.

**(13) Public Comment**

Thelma Haggemiller directed a question to District Attorney Balfour about what will happen to customers who are just under sewer service and not water customers. Staff response that the number of those customers is very limited, and that they will be moving to a collections process for overdue customers, and away from certification all together.

**(14) Business from the Board**

Director Williams Jennings Lodge CPO meeting focused on Scott Fisher and about Happy Valley moving away from the NCPRD. Jennings Lodge residents requested additional parks from the district, and that should be addressed in part through the new Capital Improvement Program. He shared information about the Evangelical Retreat Center and that required permitting through the Army Corps of Engineers will likely require some land set aside for ecological use and that the project is in review.

Director Gibson reported that the Regional Water Providers Consortium executive team will be working on leading the charge around messaging for water conservation, resiliency and planning for resiliency. They celebrated their 20-year anniversary with a party and she forwarded a video to Acting General Manager Jason Rice to share out with the public on the commemoration. New chair for Consortium is Russ Axelrod from City of West Linn. She reported that in C4 they've entered transportation project ranking and planning. Although there is much more needed to cover the projects that are outlined, the committee has 25 million for designation to projects, so they are in a ranking process. One highlight is that the I-205 in Clackamas County is slated for widening up from 2 lanes. Another overarching project that C4 is working on is projecting jobs → income → needed housing for the county to line up housing that costs what people working in the county earn.

President Martin reported on the North Clackamas County Water Commission IGA update: name change for OLWS has been completed; rate structure is being addressed – Gladstone is concerned that they will have the water they need and will have a new commissioner put in place. They are continuing to make progress.

Director Keil added that the Chamber of Commerce Public Policy meeting included a presentation from WES' Greg Eyerly on the consolidation of treatment plants and processing of biosolids. Councilor Linda Neese from Gladstone asked if they were paying too much for their treatment costs, and received response from WES that their Inflow and Infiltration (I&I) was costing them extra. Gladstone said that they are making repairs. Director Gibson mentioned that this is true for their

water leakage as well, up to 30% water loss. Vice Chair recommended that OLWS make a presentation to the Chamber of Commerce as well.

Director Fisher was absent, so did not report.

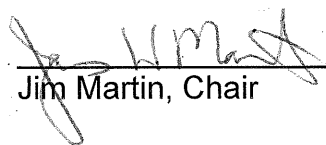
**No other business.**

**(15) Adjourn**

Meeting is adjourned at 7:58 p.m.

Respectfully submitted,

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

  
\_\_\_\_\_  
Jim Martin, Chair

## **Oak Lodge Water Services District General Manager Recruitment Timeline**

- April 28: Finalize Services Agreement  
Schedule 1st Meeting w/ Selection Committee
- May 1 – 16: Discuss Position Expectations & Competency Criteria  
Review Job Description, and Update as Needed  
Establish Hiring Compensation & Benefit Package  
Develop Recruitment Strategy  
Determine Recruitment Period  
Finalize List of Recruitment Outlets
- May 16 – 26: Develop & Finalize Recruitment Materials  
Develop Supplemental Questionnaire
- May 29-June 2: Submit Recruitment Ads - Recruitment Opens
- June 2 - July 3: Recruitment Period  
June 1 - June 9: Develop Screening Criteria & Finalize Screening Process  
Develop Interview Questions & Finalize Interview Process
- June 13: Adopt Screening Criteria, Finalize Screening Process  
Adopt Interview Questions, Finalize Interview Process
- July 3–7: First Review of Applications by LGPI
- July 10-21: Review of Applications by OLWSD
- July 24: Finalize Top Candidate Listing - Invite Candidates to Interview  
Send Email to Candidates not Selected for Interview
- August 15: Interview Panel Briefing  
Conduct Applicant Interviews  
Debrief Following Interviews - Select Preferred Candidate
- August 21-25: Negotiate Salary & Hiring Timeline - Present Conditional Offer
- August 28 -  
September 8: Conduct Pre-Employment Background Check
- September 12: Finalize Candidate Recruitment  
Send Regret Letters to Applicants not Selected



**Oak Lodge Water Services District  
General Manager Recruitment Posting Sites:**

Oak Lodge Website

LGPI Website (no cost)

Regional Water Providers Consortium Members – List Serve

Oregon Water Utility Council – List Serve

OCCMA – List Serve

American Water Works Association – PNW section: (\$90/90 days)

Oregon Association of Water Utilities (no cost)

Special Districts Association of Oregon:

LOC Website (\$20/month)

American Public Works Association – Oregon Chapter

**Job Title:** General Manager, Oak Lodge Water Services  
**Department:** Administration  
**FLSA:** Exempt  
**Reports To:** Board of Directors

**GENERAL PURPOSE:**

Serves as General Manager of the District, under policy direction from the Board of Directors; plans, manages, and directs the operations of the District to ensure compliance with State statutes, District goals, policies, and applicable governmental regulations to support high quality, cost effective, and dependable potable water service, wastewater collection and treatment, and surface water management; implements Board of Directors' policies and procedures, and performs related duties as required.

Responsibilities and assignments are broad in scope and require independent judgment on issues that are complex, interpretive, and evaluative in nature. The work of this position involves significant accountability and decision-making responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**GENERAL**

- In execution of all duties and responsibilities, works collaboratively with subordinate managers and staff.
- Develops, implements, and monitors work programs, plans, processes, systems, and procedures to achieve District mission, goals, and performance measures consistent with the Oak Lodge community's expectations for quality and service.

**PERSONNEL**

To carry out the District's mission, objectives, and service expectations, develops and retains highly competent, service-oriented staff:

- Exercises full authority to employ and discharge all employees; prescribes the duties and employees; provides final approval of personnel actions including hiring of new employees, formal disciplinary actions and separations in accordance with human resources policies and labor contract agreements and state and federal laws; establishes and adjusts compensation of employees with the annual salary schedule approved by the Board of OLWS.
- Evaluates the performance of managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, and day-to-day management practices for performance improvement and development.
- Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
- Establishes and maintains an effective system of open communication throughout the organization; maintains visibility and direct contact with employees to ensure the development of a work environment that supports open communication, collaboration, accountability, and high productivity among employees.

Oak Lodge Water Services District  
General Manager Recruitment  
Competency Criteria Review

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**Competency #1:** Strong financial management skills;

Score (1-5): \_\_\_\_\_

Notes/Comments:

**Competency #2:** Strategic leader with experience applying problem solving methods to successfully integrate diverse cultures.

Score (1-5): \_\_\_\_\_

Notes/Comments:

**Competency #3:** Ability to foster and maintain an environment of open, honest, ethical and transparent communications.

Score (1-5): \_\_\_\_\_

Notes/Comments:

**Competency #4:** Demonstrated experience in managing operations of an organization in a public-sector environment.

Score (1-5): \_\_\_\_\_

Notes/Comments:

**Competency #5:** Proven ability to develop and maintain effective relationships with citizens, staff, board members and representatives of other jurisdictions.

Score (1-5): \_\_\_\_\_

Notes/Comments:

**General Overview:**

Professional presentation of application materials:

Score (1-5): \_\_\_\_\_

Weight (1)

Notes/Comments:



## STAFF REPORT

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**To:** Board of Directors  
**From:** Jason Rice, Interim General Manager  
**Agenda Item:** Consent Agenda  
**Item No.:** 4  
**Date:** July 18, 2017

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### Background:

The Board of Directors has a standing item on the regular monthly meeting agenda called "Consent Agenda." This subset of the regular agenda provides for the Board to relegate routine business functions not requiring discussion to a consent agenda where all included items can be acted upon by a single act.

The Consent Agenda includes:

- June 2017 Financial Reports
  - Approval of Water June 2017 Check Run
  - Approval of Sanitary June 2017 Check Run
- June 20, 2017 Board Meeting Minutes

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

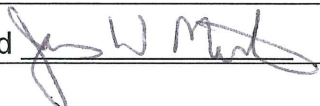
### Options for Consideration:

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 <u>July 18, 2017</u>
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