



OAK LODGE SANITARY DISTRICT
Minutes
Board of Directors Meeting
Dec 13, 2016

Board of Directors - Members Present:

Terry Gibson,	President
Lynn Fisher,	Vice President
Susan Keil,	Director
Kevin Williams,	Director
Ginny Van Loo,	Director

Board of Directors - Members Absent:

None,

Oak Lodge Sanitary District (OLSD) Staff Present:

Jason Rice,	Interim General Manager
Rich Ludlow,	Interim Operations Manager
LB Lionne,	Interim Administrative Services Manager
Clark Balfour,	District Counsel

Oak Lodge Water District (OLWD) Staff Present:

Dan Bradley,	General Manager
Kelly Stacey,	Finance Manager

Visitors Present:

David Gray,	Commissioner, OLWD
Jim Martin,	District Boards, OLWD and OLWS
Markus Mead,	Staff, OLSD
Michael Stone,	Visitor
Monica Stone,	Staff, OLSD
Nikki Swift,	Visitor
Doug Woods,	Staff, OLSD

REGULAR MEETING

1. Call to Order / Pledge of Allegiance

President Gibson called the Regular Meeting of the Board of Directors to order at 6:01pm PDT and the group pledged the flag salute.

2. Call for Public Testimony

No public testimony.

3. Review and Discuss Comments from President Gibson's Letter to Staff:

Interim General Manager Jason Rice introduced President Gibson's letter dated October 17, 2017, that included information/comments from OLSD staff about the interviews completed by Judy Clark in fall of 2016. No comments from OLSD Directors about the staff feedback received earlier.

Markus Mead, OLSD Staff, spoke to board about the consolidation process. His comments included the request that board and staff “constantly and vigilantly check in” around the outlined changes from the FCS Report as well as the actual changes that are not yet known. Second comment to remind Board that we will know that we’ve succeeded when we insure that levels of service are established and maintained/increased for our customers, as well as that customers feel heard, valued, and served with time for intuition and investigation.

Board comments included the following: Director Keil commented that it’s a good reminder to target explicit metrics for customer service and a defined level of service which will require a certain amount of staffing. Director Van Loo asked about the impact of adding one more staff person/volunteer/intern was hired and suggested that the new Board will need to figure out the level of service required for continued success. Director Keil commented that there is a framework in place and that perhaps more communication is needed; Board does want staff involvement. President Gibson reflected that the staff comments were cautionary. Director Williams reminded listeners that the newsletters will be in bills to keep the public well-informed on cost, the service element, and that we do a high-quality job. Director Fisher remarked on the actual beginning of the new district being a positive new start, even though the merging does not happen overnight.

OLWSD Board President Jim Martin commented that there are too many things to do in too short a time, resulting in a lack of communication to staff.

OLWD G.M. Dan Bradley commented that staff will know more and be involved more on what is going on January 1st.

OLSD Interim G.M. Jason Rice commented that he is looking forward to having time to complete the District’s capital projects work as well as communicating more. He mentioned the challenge of staff attrition and the lack of time to communicate more.

OLSD Staff member Doug Woods requested that the Board reflect on four staff comments on President Gibson’s letter. His goal remains that there be more open communication between staff and board to make sure that OLSD continues to move forward with positive changes. Director Keil requested that staff trust the Board’s action plan does address all the staff comments, and reinforced that communication and respect will be at the forefront of new processes. Director Fisher reassured staff that these issues will continue to be dealt with by the new OLWSD Board. Director Van Loo asked about Interim Operations Manager Rich Ludlow’s letter that Operations staff were not feeling as though the needed changes have been completed but that things were moving in a positive direction. President Gibson commented that the conversation will continue.

- 4. Resolution Assigning All Assets and Obligations to Oak Lodge Water Services:**
Interim General Manager Rice opens the recommendation to move all of the OLSD assets and obligations to the Oak Lodge Water Services District, and that this should be a clear process forward, barring any unforeseen challenges. OLWSD is just waiting for the new tax ID from the state of Oregon.

*Moved to Approve Resolution 16-12 Dissolving the Oak Lodge Sanitary District on December 31, 2016 at 11:59 p.m. thus assigning all assets and obligations to Oak Lodge Water Services District. Director Williams

*Seconded the Motion: Director Fisher

*Ayes: 4

*Nays: 1 (Director Ginny Van Loo)

*Motion carried 4-0

5. Consent Agenda

a. Consent Agenda for Approval

*Moved to Approve: rest of Consent Agenda: Director Keil

*Seconded the Motion: Director Fisher

*Ayes: 5

*Nays: 0

*Motion carried 5-0

October 11, 2016 Minutes (due to a previous lack of a quorum)

*Moved to Approve: Minutes from Consent Agenda, President Gibson: President Gibson, Directors Williams and Keil were present.

*Seconded the Motion: Director Fisher

*Ayes: 3

*Nays: 0

*Motion carried 3-0

November 08, 2016 Minutes

*Moved to Approve: Minutes from Consent Agenda, President Gibson: President Gibson, Directors Fisher, Williams and Van Loo were present.

*Seconded the Motion: Director Fisher

*Ayes: 4

*Nays: 0

*Motion carried 4-0

b. October 2016 Monthly Expenses

Interim Operations Manager Rich Ludlow explained the setup and purpose of radio noise cancelling headsets that were purchased in summer. Director Van Loo inquired about Pg: 3 Invoice History Browse: Generator maintenance on pump stations and Administration Building; summer intern hire costs; sewer repair – Mr. Rooter for property sewer repair in the public right of way portion leading up to: 18501 SE Addie St; plant landscaping/janitorial contract being put off for renewal until after OLWSD – Director Keil requested a legal refresher on the state requirements around contracting with people with disabilities. Board requested general managers to work it out and present recommendation back to the board.

c. Department Highlights

General Manager Report: Interim GM Rice noted that he had no further comments.

Planning & Engineering Report: Interim GM Rice reported that the Boardman Wetland Complex meeting will be postponed until early January, which will not stall the project.

Operations Report: One topic added by Interim Operations Manager Rich Ludlow that OLSD hauled only one truckload of biosolids in the month of December to date, although the forecast was for four truckloads.

Interim G.M. Jason Rice mentioned that the CAC Meeting provided a good update to the Board and only 3 remaining CAC members about the changes made at the Water Reclamation Facility. The committee will meet every four months. Board discussed adding new members to that committee and/or other committees, and insuring expertise and interest on the topic.

Director Williams commented very positively about the information and numbers shared by Rich Ludlow. Interim Operations Manager Rich Ludlow commented on the importance of levels of service and priorities. Director Williams reflected on how numbers helped him analyze workloads for his team. Director Fisher discussed priorities in regards to what we can see that we do and what is truly needed. Director Keil remarked on the goal of preventive and predictable maintenance as opposed to just dealing with emergencies.

Administration Report: Interim Administrative Services Manager LB Lionne shared that we will be getting the 8% discount on the SDAO Insurance. The new entity should have a 10% discount with the addition of an ethics policy. In addition, OLSD will be holding mandatory H.R. training in the coming weeks. Interim G.M. Jason Rice and the Board thanked LB Lionne for her service to the District.

6. Correspondence Review

Two positive letters were received concerning the removal of the beaver dams and field service. Director Van Loo asked if there was a rewards system for positive action, and there is currently not a system in place.

7. Public Comment Period

No public comments.

8. Action Items / Parking Lot

No action and this is the last meeting of OLSD. OLSD Attorney Clark Balfour suggested we begin on these items (Gladstone) as part of OLWSD after January 1, 2017.

9. Board of Director Reports

President Gibson: He corrected the Watershed Council report that Cecilia Cedars is from the Linwood MVA not Hector Campbell. Recommended insuring a representative on C4 and MPAC immediately. Discussion of the various committees OLWSD Board will attend, and when the new Board will assign representatives.

Director Fisher: No Water Reclamation Meeting. The Oak Grove Community Council Meeting at the new space at Rose Villa focused on homelessness.

Director Van Loo recommended sending someone to the North Clackamas Chamber Meeting so that they can be confirmed in a timely fashion. She cannot attend either that meeting or the Jennings Lodge CPO meeting this month, but she volunteered to go in January to represent OLWSD.

Directors Keil and Williams: Nothing to report.

10. Old Business

President Gibson asked about updates to the OLSD Employee Handbook (Essential Work Rules) for the new entity. Interim G.M. Jason Rice updated the Board on the three MOU's generated for adoption by the Union/OLWSD and the earlier mentioned H.R. training. Comment by Director Van Loo to consider Situational Awareness class James Holman.

11. New Business

President Terry Gibson mentioned the propaganda offered in the City of Gladstone Newsletter Update (the new formatted newsletter on the changes to the city).

Director Keil (and Commissioner David Gray from the audience) thanked Director Ginny Van Loo and President Terry Gibson for their leadership and service to OLSD, commented on how much she had learned by working with them, and mentioned that she hopes to work on other projects with them both in the future. They each commented how much they had enjoyed the last seven/six years on the Board and how interesting it had been to work together during this time at OLSD. They assured the Board that they would still participate.

President Gibson thanked everyone for coming and adjourned meeting at 7:35 p.m.

Respectfully submitted,

Jason L. Rice
Interim General Manager

Terry Gibson
President, Board of Directors

Date: _____

Date: _____