

OAK LODGE WATER SERVICES
Minutes
Board of Directors – Regular Meeting
October 17, 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:

None,

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen, General Manager
Jason Rice, District Engineer
Kelly Stacey, Finance Director
David Mendenhall, Plant Superintendent
Todd Knapp, Field Operations Superintendent
Clark Balfour, District Attorney,

Visitors Present:

Jan Carothers, Local Resident
Thelma Haggenmiller, Local Resident
Eric Hofeld, Sunrise Water Authority
Suzanne Townsen, Local Resident.

REGULAR MEETING

1. Call to Order and Flag Salute

Board Chair Jim Martin called the regular meeting to order at 6:00pm and Director Kevin Williams led the pledge of allegiance.

2. Call for Public Testimony

After the pledge, Chair Martin asked if there was any public testimony. There was none.

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**

Director Gibson mentioned several corrections to the September 2017 Board Meeting Minutes, including: the fact that she is listed as both present and absent – she was present.

Finance Director Kelly Stacey mentioned that David Mendenhall needed to be added to the OLWS Staff present list.

Director Williams asked about the financials, page 1 from 10-09-2017 concerning the Pape Equipment cost of more than \$13,000 – Kelly Stacey will follow up and respond to the Board with details about this charge.

Director Williams moved to approve the consent agenda with the corrections as noted. Vice Chair Keil seconded the motion.

Ayes: 5

Nays: None

Motion carried: 5-0

4. Department Reports

Finance Report: Financial Director Kelly Stacey shared that they are in the thick of Accela Implementation, working out the bugs in the General Ledger and making sure they have the new payroll system ready for the first two parallel payrolls in November and the first live payroll in December. Accela did the first “data pull” for the UB Account records, after which they will work with the data to get it cleaned up for several weeks. This involves ensuring that we just have one customer record combined from the two different billing systems. There will be one or two parallel billing cycles before a “go-live” for the March 1 bill. She added that Convergence has been wonderful to work with concerning the data transfer to Accela.

The new Human Resources Manager will be starting on November 6th and is very excited about coming to OLWS. She lives in Gladstone and enjoys this community.

Rebecca and Jeff are settling into the former Water District building and staff has set up another desk space for Matt (the temporary employee) because they know they will need him for a longer time during this transition.

Board asked about how staff are doing with the transition and all of the work created by consolidating systems. Kelly replied that staff have been working hard to get things worked out, forming a team and figuring out where they can support one another, particularly with billing. She mentioned that there was some overtime because of running (essentially) parallel or double systems with regard to the General Ledger right now.

Field Operations Report: Field Operations Superintendent Todd Knapp updated the board on the main break on Cornell Road, which caused quite a bit of damages that they had been working on. For Valley View the north tank has been completed and the crew has been working on the south tank, slated for completion in November. He outlined a new chart showing different perspectives on the percentage numbers/workloads: year-to-date, monthly, yearly, and a five-year plan. The five-year plan starts the 60-months now. The board was complementary on the new graphics.

Water department has had several items that are not reflected on the report, including two hydrants that got hit that needed repairs. They were not simple repairs and so took longer to repair. We bill the insurance company for the costs associated with these incidents. He commented on the water use being higher than usual, possibly due to the seasonal drought.

Plant Operations Report: Operations Superintendent David Mendenhall reported on his first big project for OLWS – getting the belt press into place and functioning. He said that managing the pieces, the truckers and contractors from different states has gone well. Brown & Caldwell will look at the various lines to ensure that OLWS has set them up correctly and connected them to the appropriate sized control panel. There has been a lot of cooperation between teams and problem-solving in order to get the equipment into place, in particular the crane operators did well.

He mentioned that the report on the effluent water quality includes the Total Suspended Solids and the Biochemical Oxygen Demand and illustrates the current and future permit limits. OLWS is currently producing stable and outstanding quality effluent and at this point looks to meet future permit limits.

The Board asked about the cost to unplug pump stations six times for flushable wipes and David responded that he will generate those costs and share out. Board mentioned last year's approval for non-ragging pump installation and asked how many pumps have been upgraded to that technology. David responded that they are in process of taking out the old RAS (Returned Activated Sludge) pumps and putting in Xylem Flygt non-ragging pumps. There is more money in the capital program to switch out more of the pumps. The Board mentioned that it might be good to do more targeted outreach concerning flushable wipes, so that ratepayers would understand that consumer wipes were NOT FLUSHABLE. District Engineer Jason Rice shared that the national organizations that OLWS belongs to, like the American Clean Water Agency (ACWA), conducts advocacy related to issues like wipes, and that is one reason that OLWS maintains membership. In addition, he has requested OLWS staff to conduct focused outreach to target populations that might produce higher levels of inappropriate waste, like elder care homes. OLWS staff will follow up.

The Board congratulated David Hawkins on passing his Oregon DEQ Grade 3 Wastewater Operations Certification, and David Mendenhall mentioned that he would pass that along.

In addition, OLWS has had a 40% reduction in Biosolids and hauling since September, which means that they have hit a "sweet spot" with regards to hauling biosolids.

Technical Services Report: District Engineer Jason Rice updated the Board on the scheduling of a meeting focused on the Boardman-Walta Vista final design kickoff meeting with Clackamas County, which he will report on next month. Sarah Jo received a call from Mike Bezner – Assistant Director, Clackamas County Department of Transportation – to introduce himself to her and meet with her along with Jason and OLWS Staff Markus Mead. The meeting may get into permitting and review of stormwater review as it relates to roadways.

Jason requested a bid from a local contractor for the redesign of the water building and he is looking forward to more data concerning the redevelopment costs of the project. The Board asked about the purchase of the property of the north end and Jason responded that we have had trouble making contact with the owner. The Board suggested using data from the Clackamas County Tax & Assessment to locate and contact the owner or the property or the manager of the trust.

The Board commented positively on the thoroughness, detail and clarity of the staff reports; and Sarah Jo highlighted that the reports reflected the amount of high quality projects being completed by staff and thanked staff. The Board reflected on how well staff is doing with regards to implementing the new financial system (thanks to Financial Director Kelly Stacey) and with the consolidation efforts in general.

General Manager's Report: General Manager Sarah Jo Chaplen shared that OLWS is in communication with Lisa Batey, President of the Milwaukie City Council, and that she is interested in a potential partnership with OLWS around public outreach and education on pesticides, garden chemicals, and water quality. The Board asked if another current OLWS partnership already covers this information outreach and Sarah Jo responded yes, the Clean Rivers Coalition is set up to deal with messaging around non-point source pollution and that working with other entities would be an efficient way to move forward with messaging. At this point no action steps, but Sarah Jo will investigate a potential partnership and bring back more information.

5. Call for Public Comment

There was no public comment.

6. Business of the Board

Director Williams updated the group on the Jennings Lodge Community Planning Organization meeting and reported out on the Manewal Lane group, who attended to discuss the existing inadequate stormwater facilities with regards to upstream development. Commissioner Savas responded that OLWS should be involved because they are responsible for all the stormwater issues in the unincorporated part of Clackamas County. Directors Williams, Fisher and Gibson objected and the Commissioner Savas said that Clackamas County (CC) did not own the stormwater conveyance systems like catch basins in the OLWS district, although CC is responsible for some of the culverts and storm pipes in the area. In addition, he alluded to the fact that OLWS could deny building permits based on stormwater considerations. After the meeting, Directors Fisher and Williams (Director Gibson excused herself so as not to create a quorum of OLWS Board members) continued the conversation with Commissioner Savas. Savas stated that former General Manager Kent Squires and District Attorney Clark Balfour both supported the idea that the Sanitary Board had the authority and the responsibility for surface water conveyance issues. Director Williams maintained that OLWS does not own any of the surface water

system and disagreed with Savas after the public meeting, but wanted to bring confirmed information to the conversation. Director Williams requested that General Manager Sarah Jo and CC Staff to work together on clarifying this issue. She outlined the goal of creating a definitive whitepaper to create a base understanding of the legalities of the situation. This situation has been at the heart of several district issues needing to be settled, and Sarah Jo will work to get this clarified. The Board affirmed that based on several experiences of Board members with Clackamas County that this is an important issue. Director Gibson brought up the idea which has been formerly discussed of Watershed Protection Fee for increased impervious surface and Jason Rice shared a challenge about the levels of responsibility concerning catch basins and roadside swales.

Comment from audience member about the City of Portland's charge for impervious surfaces and that it increases with larger amounts of impervious surfaces. Discussion continued around the assorted topics, issues, and angles of responsibility that need to be clarified between CC and OLWS, with the conclusion that this research will need to be applied to the coming meetings with CC and, in addition, the issues might call for a public meeting that gathers more information from the district's public.

Director Gibson attended the Regional Water Providers Consortium and was able to meet up with Matt Tracy, the new City Councilor for Gladstone. Strategic Planning was a focus for the group, the budget reflected minor dues increase for this year, the Bylaws were approved with one exception which will be revisited. At the North Clackamas County Water Commission meeting Director Gibson was elected chair for the next year. In the next week she will be meeting with President Martin and Sarah Jo about the NCCWC Intergovernmental Agreement (IGA). She will be out of town for the Jennings Lodge CPO meeting.

President Martin attended the Clackamas River Water Board meeting and reported that they had gone through the SDAO board evaluation process and had (possibly) benefitted from it. He suggested that OLWS think about it. He also attended the Oak Grove Community Council and participated in the table-top "overlay" conversations around the development near the light rail station and zoning along McLoughlin to envision better development for the corridor.

Vice Chair Keil attended the Clackamas County Chamber of Commerce Public Policy Committee meeting and saw a presentation on food waste collection for residential customers region wide. With her background she knew about the high expense for additional trucks running collection in the system, and that could be an issue, along with the challenge of where to transport the waste for disposal (possibly to Coffin Butte outside of Corvallis, North Plains, or Arlington). The presentation didn't have costs associated with it, which was challenging for the committee, along with other issues that went along with the group pitching the Request for Proposals process, including how to affect a good waste stream. The presenters needed more organization and preparation for the audience.

Director Fisher provided information on the Sunrise Water Authority Board meeting, including the update on the cross-connection program and how they compartmentalize high-medium-low risk customers in order to process them. They introduced their new Financial Director, Denise Bergstrom. He also attended the North Clackamas County Water Commission's Upper Watershed Tour and reported that about 35 people attended. The tour bus portion of the tour was a sizable percentage of the day. They were able to stop at the Estacada Ranger Station, an ATV/Quad/Biking parking and trail area and see some of the area's users, and Timothy Lake. Among other information, the group learned about how little the fire season affects water quality, that the area target shooting starts a fair number of forest fires, and heard from several of the land managers who are responsible for the various areas.

7. Recess to Executive Session

At 7:14 p.m., President Martin convened the Board for an Executive Session under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body about current litigation or litigation likely to be filed.

8. Adjourn Executive Session

Chair Martin adjourned the executive session at 7:52 p.m.

9. Reconvene Regular Session

There was no business by the board.

10. Adjourn Regular Session

Chair Martin adjourned the regular meeting at 7:53 p.m.

Respectfully submitted,

Sarah Jo Chaplen
General Manager

Date: _____

Jim Martin
Chair, Board of Directors

Date: _____