Present:

**City of Lake Oswego:**  
**Oversight Committee:** Mayor Studebaker, Councilor Manz  
**Staff:** Joel Komarek, Kari Duncan, Erica Rooney, Katy Kerklaan, Susie Anderson

**City of Tigard:**  
**Oversight Committee:** Mayor Cook  
**Staff:** Brian Rager

**Guests:**  
None

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1. **CALL TO ORDER/ROLL CALL**

Chair Manz called the meeting of the Lake Oswego Tigard Water Partnership Oversight Committee to order at 5:32 pm Thursday, October 18, 2017 at the Lake Oswego City Hall Council Chamber, 380 A Avenue, Lake Oswego, OR 97034.

2. **APPROVAL OF MINUTES**

Mayor Studebaker moved to approve the minutes of the August 10, 2017 meeting. Mayor Cook seconded the motion. The motion passed unanimously.

3. **PUBLIC COMMENT**

There were no public comments.

4. **OLD BUSINESS**

4.1 **Water rights extension remand**

Mr. Komarek reported there had been no new developments since the last meeting and he had requested a status report from outside Counsel with respect to the record getting to the judge but hadn't received a response as of this meeting. He will email the group once he hears back. Chair Manz recalled a possible December date. Mr. Komarek replied six months ago December was the forecast. Once he knows the record is with the judge it will be easier to estimate when there might be a ruling.

4.2 **Project Completion Events: Pathway and Project Completion Event Recap**

Ms. Kerklaan reported the two big events were both well attended and festive. She thanked the Committee members for attending. Regarding the pathway event, 175 - 200 people attended. Mayor
Studebaker asked if the residents of Kenthorpe Way and Mapleton Drive were pleased with the final product. Ms. Ker klaan affirmed and said there was a lot of positive feedback regarding the landscaping and the pathway which is being used a lot by the neighbors. The event also brought out a lot of new neighbors and provided the opportunity to meet neighbors they hadn't before met. Chair Manz added there were a lot of children in attendance.

Ms. Ker klaan continued the project completion event required implementing a contingency plan by adding the large canopy for the weather. There were about 100 people in attendance and there was a lot of positive feedback. She added recaps of the events were posted on the website and social media and there was a feature story in the Lake Oswego Review regarding the project completion event and some photos in the West Linn Tidings of the pathway ribbon cutting. Mayor Cook added the Tigard Times had picked up the story about the project completion event.

5. NEW BUSINESS

5.1 Operations Committee: Activities Report

Ms. Duncan referenced section 5.1 of the meeting packet and pointed out the trend charts beginning when Tigard started receiving water. She noted the summer water demands with the peak day August 1 at 24.77 MGD of water produced. She stated it was a successful summer keeping everyone with water and working toward a greater understanding of how to supply water to the two cities and manage demands. Mayor Cook asked how production could be so low and then so high as it was April 6. Ms. Duncan noted the chart depicts water production, not water demand, and said the spike was due to a shut down during construction. Chair Manz referenced the spike for Lake Oswego the end of June. Ms. Duncan replied the spike was likely June 30th when water was provided to West Linn for three days.

Regarding water quality, Ms. Duncan reported customer complaints in Lake Oswego and Tigard were fairly low since the previous meeting. Lake Oswego received two complaints for taste and odor and had four customers take advantage of the free lead testing program. Tigard had four customer complaints since August which represents a decrease from what they were experiencing before. That could be the result of ozone in the system. Ms. Duncan referenced the Distribution System HAA5 trend and TTHM trend and explained both are disinfection byproducts which are carcinogenic byproducts of chlorine disinfection and organics in the water. One of the primary reasons for choosing ozone was to reduce disinfection byproducts and the trends are showing they have been significantly reduced. She added she has been working with Jennifer Joe from Tigard to apply for a reduced monitoring waiver with Oregon Health Authority. Chair Manz asked if that would create a cost savings. Ms. Duncan responded it would be a small savings. Mr. Komarek asked what the current regulatory limit was. Ms. Duncan replied the HAA5 limit is .06 and TTHM is .08 and added the levels have always been below the regulatory limit but now levels are half of what it was. Mr. Komarek stated there had been talk that the EPA would be reducing the regulatory limit by half and asked if that was going to happen. Ms. Duncan stated the EPA changed from averaging all the data to monitoring by location and she hasn't seen any indication that the limits will be reduced. She noted many utilities in the Eastern United States are unable to achieve the lower levels. Mr. Komarek asked if there had been any indication of blue-green algae in the watershed. Ms. Duncan stated there had been no notice of algae blooms in the water. She added a notice was received from Clackamas River Water Providers regarding a taste and odor event on the river but there were no complaints from Lake Oswego or Tigard customers. She added they work with PGE and USGS upstream to monitor for algae blooms. If there were that type of activity an increase in ozone would correct it.
Ms. Duncan stated both cities had completed lead and copper sampling and results were good, particularly in Tigard. She hoped to have data for the committee at the next meeting. Chair Manz asked if Lake Oswego's results had improved. Ms. Duncan responded the Lake Oswego system has good corrosion control so the lead and copper levels have been low. This year there were two samples above the action level which was unusual. When she contacted the customers they hadn't followed proper sampling protocol and when a second test was conducted the levels were fine. Unfortunately, the original samples with elevated levels must be reported.

Regarding asset management, Ms. Duncan reported since the last meeting 805 additional work orders had been completed. Staff is getting up to speed with the new work management system. Since January there have been 2,885 work orders completed using the new system. Distribution staff have been conducting regular checks and inspections on the new lines and Waluga Reservoir. Mayor Studebaker asked how involved each work order is. Ms. Duncan explained that some can be as simple as a quick check of a piece of equipment or could be an eight hour job. Mayor Studebaker asked what types of big jobs had been done. Ms. Duncan replied that the Actiflow basins had been drained, cleaned, and inspected. Oil changes are routine but take time and the oil was changed on the river intake pumps and the finished water pumps. In the future there will be a clearwell inspection which will take a significant amount of time.

Ms. Duncan reported that Susie Anderson had her 15 year anniversary with the city and Water Treatment Plant Operator, Bob Burgeson, passed his water treatment level 4 certification. She explained the plant went from a level 3 to a level 4 so staff have been encouraged to get their level 4 certification and noted it is not an easy test to pass. Chair Manz asked to express congratulations from the committee and said she appreciated his time and effort to achieve the certification.

5.2 Operations Plan Executive Summary Review and Plan Adoption

Ms. Duncan referenced the Executive Summary in the meeting packet. As part of the IGA, which accounted for design and construction of the system, the operations plan was to be produced after the facilities were completed. The plan describes supply facilities and how they will be operated and how the supply facility staff and managers will report back to the partners on day to day operations. The plan addresses operational standards, water quality goals, internal and external communications protocol, and emergency procedures including a procedure for water curtailment, service disruption and operating hours. The plan itself is about 20 pages but the appendices are several hundred pages. The plan was produced by the Technical Committee and Operations Committee who met on a regular basis to discuss the operations of the facilities and how to work together as two communities to write the plan. Ms. Duncan stated the recommendation would be for the committee to endorse the plan and then bring it to the two Councils. Chair Manz asked if the plan addresses PGE service interruptions. Ms. Duncan replied several of the appendices involve the PGE power supply and the agreement to construct the dual power supply. There is also an agreement with Enernoc which is a demand response program the City entered in to with PGE. It's a voluntary reduction in demand during high electrical demand times. Ms. Duncan continued power reliability is an issue being discussed with PGE after being without power a couple times during storms the past winter. Following meetings with the City Manager, Project Director, and herself, PGE produced a reliability plan to improve the wire feeding both feeds at the water plant and the intake. Mr. Komarek added that in addition to the wiring, PGE is conducting tree trimming around wires to lessen the possibility of limbs knocking them down. Tree trimming will occur in front of the plant on Kenthorpe and possibly the removal of a tree. Staff is working with PGE to make
sure trimming done in front of the plant is as subtle as possible so the neighbors aren’t impacted. Mr. Komarek stated they are seeking direction from the committee to move forward with presenting the Operations Plan to both Councils for approval. The group agreed. Chair Manz asked when it would be on the Council agenda. Mr. Komarek stated it would be before the end of the year.

5.3 Project Completion Review

Mr. Komarek stated near final numbers are in and project cost is at $249M, $5M less than the projected $254M. Mayor Studebaker asked if the $5M would stay in the water fund. Mr. Komarek replied that it is money that wasn’t spent and is available to go into the water fund. Mayor Studebaker suggested it could be used for depreciation. Mr. Komarek agreed. Mayor Cook noted the issue of Tigard purchasing shares of the Mapleton properties and using the Tigard share of the $5M for that purpose. He asked Mr. Rager when the issue would go before the Tigard Council. Mr. Rager stated he’d met with Marty Wine and she was unsure if it would go before the Council in a study session or if she would brief each Councilor one on one. Mr. Komarek stated once Tigard provides a response the documents would be amended.

Mr. Komarek reported the Finance Directors from each city and staff met to discuss the rate model. The reconciliation is coming to a close and the rate for the two parties has been determined. It was forecasted that each city would use about 6.5 MGD on average over an annual period and actuals came in at less than that. Lake Oswego will invoice Tigard for the difference. The new rate went in to affect July 1. It was agreed at the meeting the consulting firm of FCS Group would continue to manage the rate model and update it annually.

5.4 Partnership Website Transition

Ms. Kerklaan stated staff from both cities had met to determine what the purpose and role of the Partnership website should be and whether or not a new platform should be considered. The group agreed to continue to use the existing website as the main informational source and identity of the Partnership. Project related materials are archived on the website as a resource for the public, elected officials, staff, and rate payers. Content independent of the partner cities websites will be retained including anything relevant to Lake Oswego and Tigard customers like co-ownership of the system, the treatment process, water quality, and delivery. Instead of spending money for a new website and having a mobile friendly platform the group decided to use the current platform, make some adjustments, and make it more useful while keeping access to key information. It will continue to house information about all the facilities and the content is more current by changing it from project/construction centric to an operational and day to day management resource. An email will be sent to everyone on the mailing list to describe the role of the website, thanking for their patience and involvement in the project, and providing updated contact information. The final wrap-up video will also be shared in the email. Mayor Studebaker asked who maintains the website. Ms. Kerklaan replied she provides the content to consultant JLA and they maintain the site. JLA will continue to maintain the site through the fiscal year. At some point the website will need to move to a more current, mobile friendly platform.

Ms. Kerklaan noted the social media accounts will remain open and available but won’t be active. She is scheduling the final drone pictures of the plant to add to the succession of photos from the past three years. She will be submitting an article for the League of Oregon Cities Local Focus in December.
Mayor Cook inquired about the League of Oregon Cities tour. Ms. Duncan stated she led the tour of the treatment plant for a very pleasant group of elected officials and city managers. She received a lot of positive feedback and noted several of the cities represented were small cities with large water infrastructure projects in the near future.

6. FUTURE AGENDA ITEMS

6.1 Water rights extension remand

Mr. Komarek will keep the committee apprised of any new developments.

6.2 Water Treatment Plant Operations Budget Review and Approval

Chair Manz asked when the committee would see the proposed budget. Ms. Duncan responded budget preparation would begin in December and would be presented to the committee at the January meeting.

6.3 Clackamas River Water Providers Presentation

Ms. Duncan explained that Kim Swan from Clackamas River Water Providers is available to present information about the program. Chair Manz and Mayor Cook thought that would be interesting. Mr. Komarek noted it's the ten year anniversary since the establishment of the organization. Ms. Duncan added the organization has become a model regionally and beyond for good source protection programs.

Next meeting date

The next meeting will be held Thursday, January 11, 2018 at 5:30 pm to 7:00 pm at the Tigard Public Library, 13500 SW Hall Blvd, Tigard, OR 97223.

7. Adjourn

Chair Manz adjourned the meeting at 6:19 pm.

Respectfully Submitted,

[Signature]
Susie Anderson
Administrative Assistant

Approved by the Oversight Committee:

February 22, 2018