



**Water Environment Services Advisory Committee  
AGENDA**

**Date:** January 11, 2024  
**Time:** 6:00 – 7:30 pm  
**Format:** Zoom  
**Link to Zoom:** <https://clackamascounty.zoom.us/j/81929393762>

**Facilitator:** Greg Geist, WES Director/Newly Appointed Chair

<b>Time</b>	<b>Topic</b>	<b>Action</b>
<b>6:00 pm</b> <i>2 minutes</i>	<b>Call to Order</b> <i>Greg Geist</i>	<b>Roll Call</b>
<b>6:02 pm</b> <i>7 minutes</i>	<b>New Year Welcome &amp; Membership Update</b> <i>Greg Geist, Director</i> <ul style="list-style-type: none"><li>• Welcome new member, Christina Brow</li><li>• Honor retiring member, Diana Helm</li></ul>	<b>Inform</b>
<b>6:09 pm</b> <i>5 minutes</i>	<b>Appoint Chair &amp; Vice Chair</b> <i>Greg Geist, Director</i>	<b>Motions to Appoint</b>
<b>6:14 pm</b> <i>5 minutes</i>	<b>Approve November Minutes</b> <i>Chair</i>	<b>Motion for Approval</b>
<b>6:19 pm</b> <i>6 minutes</i>	<b>Public Comment</b> <i>Each public member who would like to speak will have 3 min. The meeting adjourn time may vary depending on public comments.</i>	<b>Comment</b>
<b>6:25 pm</b> <i>15 minutes</i>	<b>Committee Roles &amp; Bylaws Reminders</b> <i>Chair</i>	<b>Inform</b>
<b>6:40 pm</b> <i>10 minutes</i>	<b>Welcome Utility Relations Coordinator &amp; WESAC Schedule Review</b> <i>Shelly Parini-Runge, External Affairs</i>	<b>Inform</b>
<b>6:50 pm</b> <i>30 minutes</i>	<b>Inflow &amp; Infiltration Partnerships Update</b> <i>Jessica Rinner, Civil Engineering Supervisor</i>	<b>Inform &amp; Discuss</b>
<b>7:20 pm</b> <i>10 minutes</i>	<b>WES Advisory Committee Report-Outs</b> <i>Chair</i>	<b>Share</b>
	<b>Adjourn</b>	



## Minutes for Clackamas Water Environment Services (WES) Advisory Committee

Location: Zoom

Video link: <https://www.youtube.com/watch?v=Yis7dFK1Xwg>

Time: 6:00-7:30pm

Date: November 9, 2023

Chair: Diana Helm, Secretary: Chris Koontz

Approval of previous meeting's minutes: Yes

### Attendees:

Members in attendance: Christopher Bowker, Carol Bryck, Richard Craven, Greg DiLoreto, Anthony Fields, William Gifford, David Golobay, Renee Harber, Diana Helm, Brian Johnson, Roseann Johnson, Adam Khosroabadi, Preston Korst, Michael Milch, Kathryn Miller

Quorum was established.

Members not in attendance: Rita Baker, Denyse McGriff, Michael Morrow, Neil Schulman

Meeting called to order at 6:01PM by Chair Helm.

### Agenda items with timestamps from video linked above:

- **00:03:54** Welcome & Updates – Presenter: Greg Geist, Director (Inform)
- **00:08:13** Approve September Minutes – Facilitator: Diana Helm, Chair (Consensus Approval)
- **00:08:30** Public Comment – Facilitator: Diana Helm, Chair (Comment)
- **00:09:07** FY 24/25-28/29 Capital Improvement Plan (CIP) Second Reading (2 of 2) – Presenter: Jeff Stallard, Capital Program Manager & Erin Blue, Finance Manager (Motion of Support)
- **00:42:13** Capital Improvement Plan Motion of Support vote
- **00:45:38** WES Strategic Plan Update – Presenter: Greg Geist, Director (Inform)
- **00:57:55** WES Advisory Committee Report-Outs (Share)

**Motions:** The WES Advisory Committee recommends approval of the FY 24/25-28/29 Capital Improvement Plan as presented:

Chair: Diana Helm called for the vote. A vote was taken.

First to motion: Greg DiLoreto, seconded by William Gifford.

all in favor/0 opposed/0 abstention. Motion approved.

**Announcements:** None

Meeting adjourned at 7:05pm by Chair Helm

Respectfully submitted by:

Chris Koontz

## **WATER ENVIRONMENT SERVICES ADVISORY COMMITTEE BY-LAWS**

Pursuant to Resolution No. 2017-110 approved on September 14, 2017 by the Board of County Commissioners of Clackamas County (“Board”) acting as the governing body of Water Environment Services (“WES”), the Board created a standing Advisory Committee consisting of customers, stakeholders and city representatives of WES.

### 1. PURPOSE

The purpose of the Water Environment Services Advisory Committee (“WESAC”) is to provide input and make recommendations on surface water and wastewater issues affecting the WES service area. WES serves the cities of Gladstone, Happy Valley, Johnson City, Milwaukie, Oregon City, West Linn, plus the communities of unincorporated Clackamas County.

The committee’s charge is to:

- A. Provide a forum for coordinating, learning, understanding and gathering input on surface water and wastewater plans, policies, rules and regulations, fees, and projects;
- B. Review, discuss and make recommendations on proposed operational and multi-zone capital improvements to the region’s surface water and wastewater treatment systems, master plans, investment strategies and capital projects; and
- C. Advise on and support implementation of educational and public engagement strategies on issues relating to wastewater services, bio-solids management, surface water management, watershed health, erosion control and other related topics.

### 2. MISSION

WESAC is intended to strengthen WES’ relationships with its key stakeholders and customers at both the regional and local levels for the purpose of maintaining a strong and fully functioning operation that supports surface water and wastewater services in Clackamas County.

### 3. DUTIES

- A. Members shall review, discuss and make recommendations to WES and the governing body of WES (“Board”) on surface water and wastewater policy issues, rates, financial and budgetary policies, new programs and capital improvement plans that have the potential to impact WES’ service area;
- B. Members shall provide WES with feedback on new fees, rules and regulations, and other long-range planning initiatives;
- C. Members shall recommend a five-member subcommittee to serve as the WES budget committee, which will perform duties consistent with county practices and state law;

- D. Each member shall represent his or her community or interest group to ensure WES projects and policies reflect the community's input and needs; and
- E. Members shall support and assist, where feasible, with implementation of public engagement strategies on issues relating to wastewater services, bio-solids management, surface water management, watershed health, erosion control and other related topics.

#### 4. MEMBERSHIP AND TERMS

A. WESAC shall be composed of 21 voting members and two non-voting members.

B. Membership to include:

- Voting members:
  - 6 ratepayers from cities within the service area
  - 2 ratepayers from the unincorporated portion of Clackamas County who reside within the service area
  - 6 elected officials
  - 2 environmental representatives
  - 2 members of the development community
  - 2 business owners or managers from service area
  - 1 representative from the City of Milwaukie<sup>1</sup>

Each voting member of WESAC shall be entitled to one vote on all issues presented at regular and special meetings. Proxy votes will not be allowed.

- Non-voting members:
  - 1 member from WES management
  - 1 member from Board of County Commissioners

#### 5. ORGANIZATION AND PROCEDURE

A. At its first regular meeting of the calendar year, WESAC members shall select a chair and vice chair from its membership.

B. The chair is responsible for running the meetings and providing input on the meeting agendas in collaboration with WES management staff.

C. In the absence of the chair, the vice chair shall have all of the authority of the chair.

D. The term for each member of WESAC shall be three years. Terms shall begin on January 1 and expire on December 31.

E. Members shall serve at the pleasure of the Board and may be removed at any time by the Board without cause, with the exception of elected members.

---

<sup>1</sup> WES and the City of Milwaukie entered into an IGA for the provision of wastewater services on July 1, 2012, which requires WES to include a representative designated by Milwaukie on the WES advisory committee.

- F. A vacancy occurs when a committee member resigns, dies, is no longer eligible to serve, or is removed. A vacancy shall be filled by appointment by the Board of County Commissioners, with the exception of elected member vacancies. The person appointed to fill the vacancy shall serve the remainder of the unexpired term and until a successor is elected or appointed to that office.
- G. Members shall receive no compensation for their services.
- H. If a member is unable to attend a meeting, he or she is expected to notify the WES staff liaison at least 24 hours prior to the meeting.
- I. Two absences without advance notification may necessitate replacement of the committee member.
- J. All voting members must be residents of the WES service area or own a business or work for a business, governmental agency or non-profit located in the service area.

## 6. MEETINGS

- A. Regular meetings of WESAC are to be held once per quarter. Additional meetings may be scheduled as appropriate.
- B. Meetings shall be noticed and conducted in accordance with Oregon Public Meeting Laws.
- C. Unless otherwise covered by these bylaws, all WESAC meetings shall be conducted in accordance with Robert's Rules of Order.
- D. A majority of seated voting members shall constitute a quorum. When a quorum is in attendance, recommendations may be made upon a majority vote of committee members present.
- E. All meetings are open to the public. WES staff and the committee determines the means of participation of the public observers. Public comments will be allowed at each meeting.
- F. WES' designee shall maintain records for WESAC.

## 7. REPORTING PROCEDURES

WESAC shall make its reports, findings and recommendations to the Clackamas County Commissioners and Water Environment Services through dedicated committee members and WES staff.

## 8. TRAINING OPPORTUNITIES

WES is committed to providing opportunities for committee members to enhance their knowledge of WES' business and bring back that information to the full advisory committee. WES will commit to pair a staff member with the advisory committee member to attend a training relevant to WES' business, with no obligation to attend by the advisory committee member. These training opportunities are subject to the following guidelines:

- A. **Eligibility to participate:** Must be a committee member in good standing and have missed no more than one meeting in the previous 6 months.
- B. **Frequency:** No more than once per year for an individual committee member. If there is a larger, full committee training, no committee member would be excluded from participating.
- C. **Report:** Committee members will provide at least a verbal report to the larger committee on what was learned at the next available WESAC meeting.
- D. **Reimbursement:** Committee members will have to comply with and follow the Clackamas County travel policy, even if their attendance is partially sponsored by their current employer.
- E. **Training Opportunities Optional:** Any training requires approval of the WES Director and is subject to budget availability.

9. RECORDS

All records of the WESAC shall be subject to disclosure except as allowed by exemptions of the Oregon Public Records Law.

10. AMENDMENTS

These bylaws may be amended. Proposed amendments shall be submitted to County Counsel for approval. Upon approval of County Counsel, the proposed amendments shall be approved by the members of the WESAC.

## MEMORANDUM

TO: WES Advisory Committee  
 FROM: Shelly Parini-Runge, External Affairs  
 DATE: January 11, 2024  
 SUBJECT: 2024 WES Advisory Committee Meeting & Engagement Schedule

### 2024 WES Advisory Committee Meeting Schedule

Date	Day	Main Topics (Tentative)	Time	Location
<b>January 11</b>	Thursday	WES AC Elections & Bylaws Review Inflow & Infiltration Partnership Update	6:00-7:30pm	Zoom
<b>March 14</b> Location: Tri-City WRRF	Thursday	Budget Preview Outfall Project Virtual Tour	6:00-7:30pm	In-person / Hybrid
<b>May 16</b>	Thursday	Budget	6:00-7:30pm	Zoom
<b>July 11</b>	Thursday	Capital Project Update	6:00-7:30pm	Zoom
<b>September 12</b> Location: DSB Red Soils	Thursday	CIP Presentation	6:00-7:30pm	In-person / Hybrid at DSB Red Soils
<b>November 14</b>	Thursday	CIP Recap & Motion of Support WES Strategic Plan Update	6:00-7:30pm	Zoom

### 2024 WES Advisory Committee Engagement Opportunities

Month	Day	Activity	Time	Location
<b>January 3</b>	Wednesday	WES AC Onboarding	8:30 – 10 am	Tri-City WRRF
<b>Spring</b>	TBD	Part II The Future of Clean Water: Regulations	Noon – 1 pm	Lunch & Learn Webinar
<b>Spring</b>	TBD	Riverhealth Grant Committee Convenes	TBD	Zoom
<b>May</b>	Thursday	SOLVE Kick-off	9 am – 11 am	TBD
<b>June</b>	Weekend	SOLVE Clean-up and Watershed Discovery Day Event	10 am – 1 pm	Mill Park
<b>September</b>	Weekend	Down the River Clean-up	TBD	Clackamas River
<b>September</b>	Thursday	SOLVE Final Clean-up	9 am – 11 am	TBD
<b>October</b>	TBD	WES AC Retention/Recruitment	TBD	N/A
<b>Fall</b>	TBD	WES Emergency Response Plan	Noon – 1 pm	Lunch & Learn Webinar





# WES' Regional Inflow and Infiltration Program

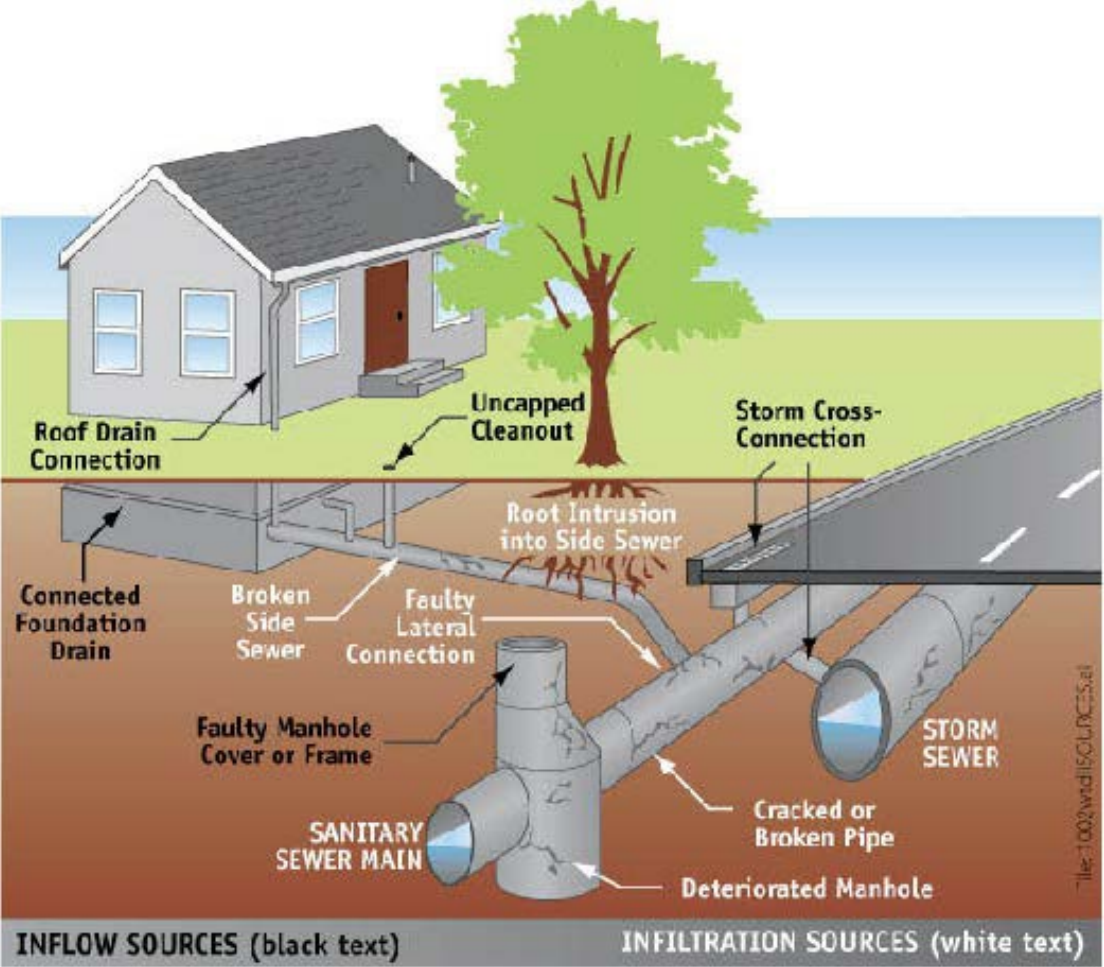


# Agenda

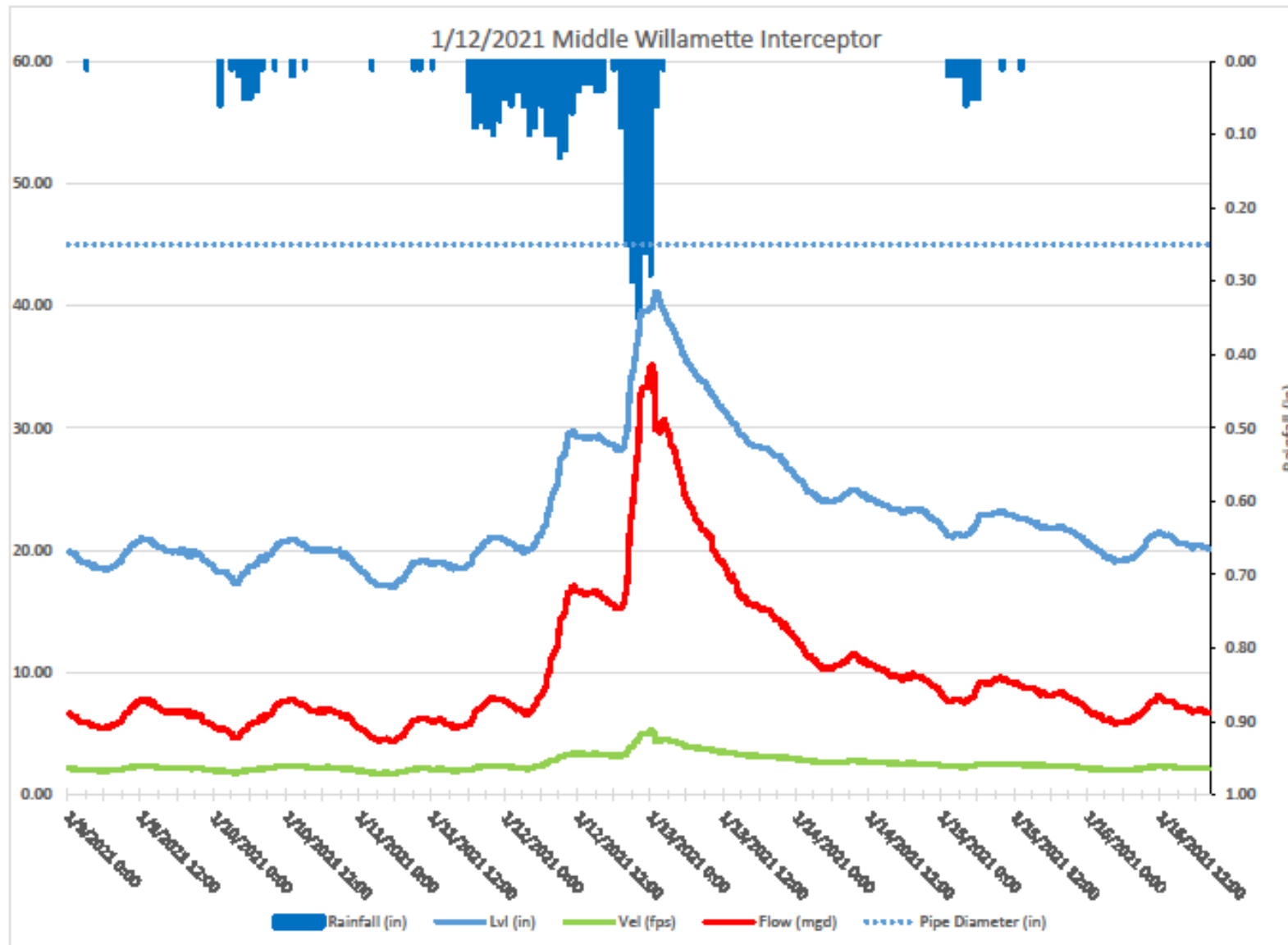
- 1 / What is Inflow and Infiltration (I/I)?**
- 2 / Why I/I reduction matters**
- 3 / Regional I/I Reduction Program**
- 4 / WES Technical Advisory Team (TAT)**



# What is Inflow and Infiltration (I/I)?

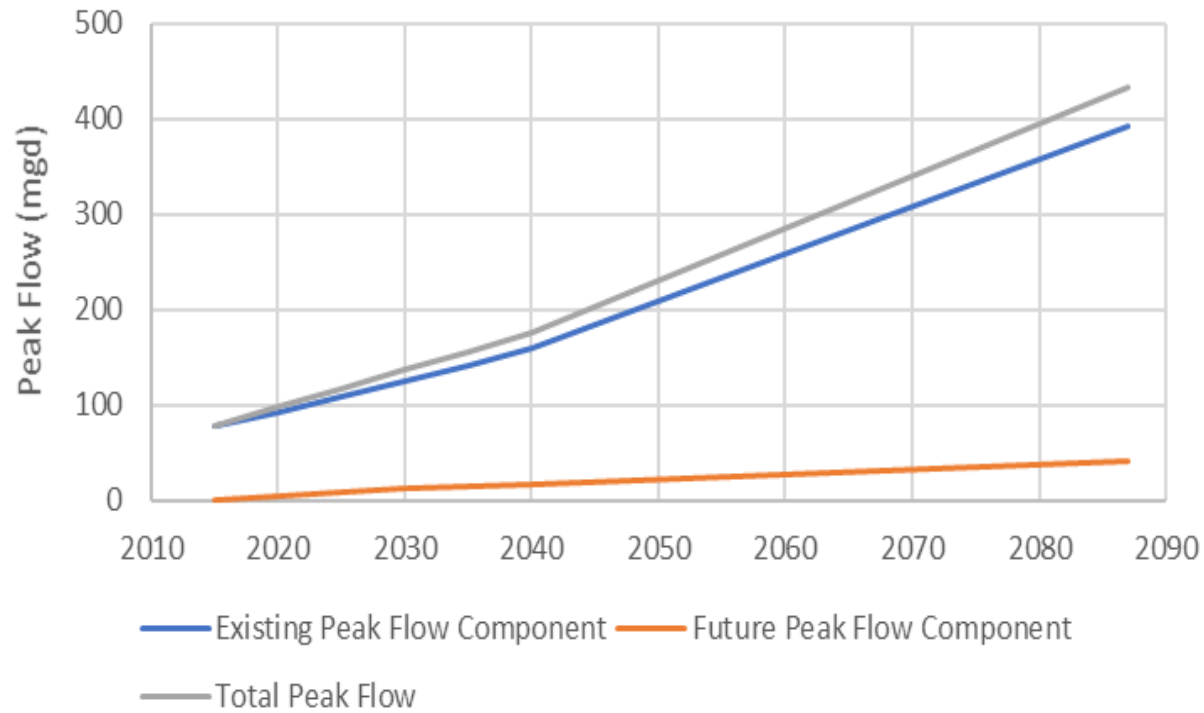


# I/I Visual Illustration

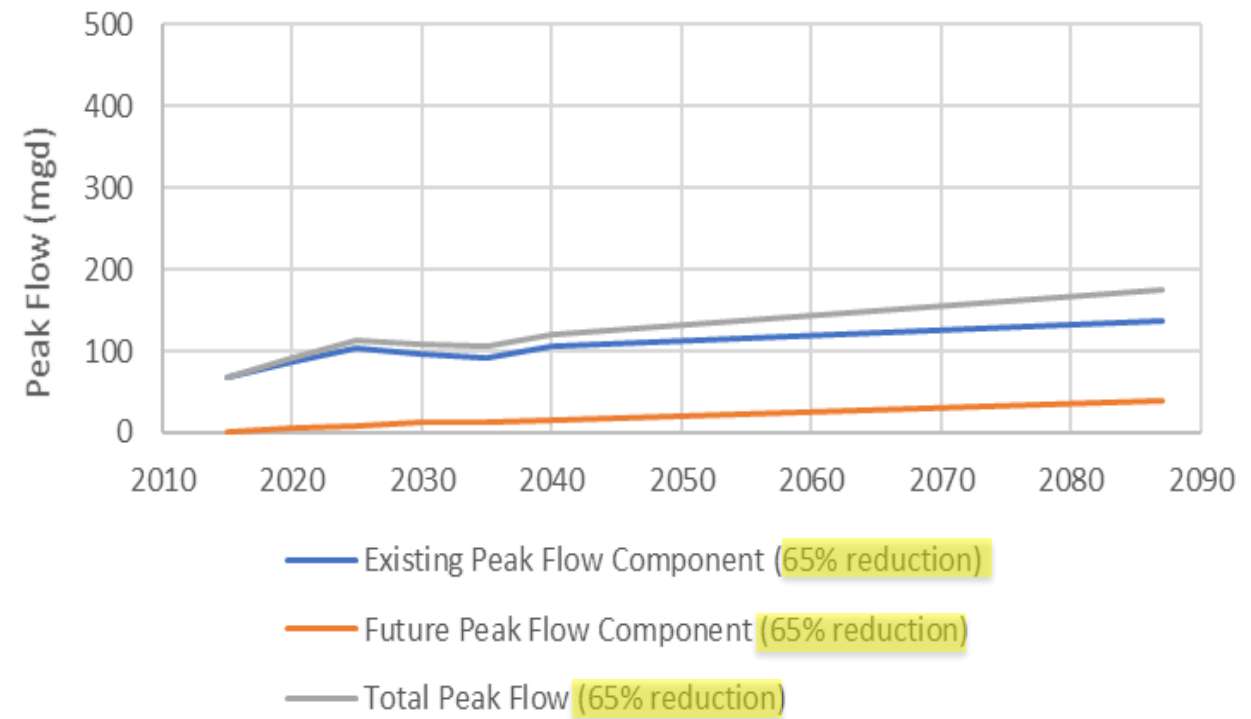


# Why I/I reduction matters

TRI CITY WRRF



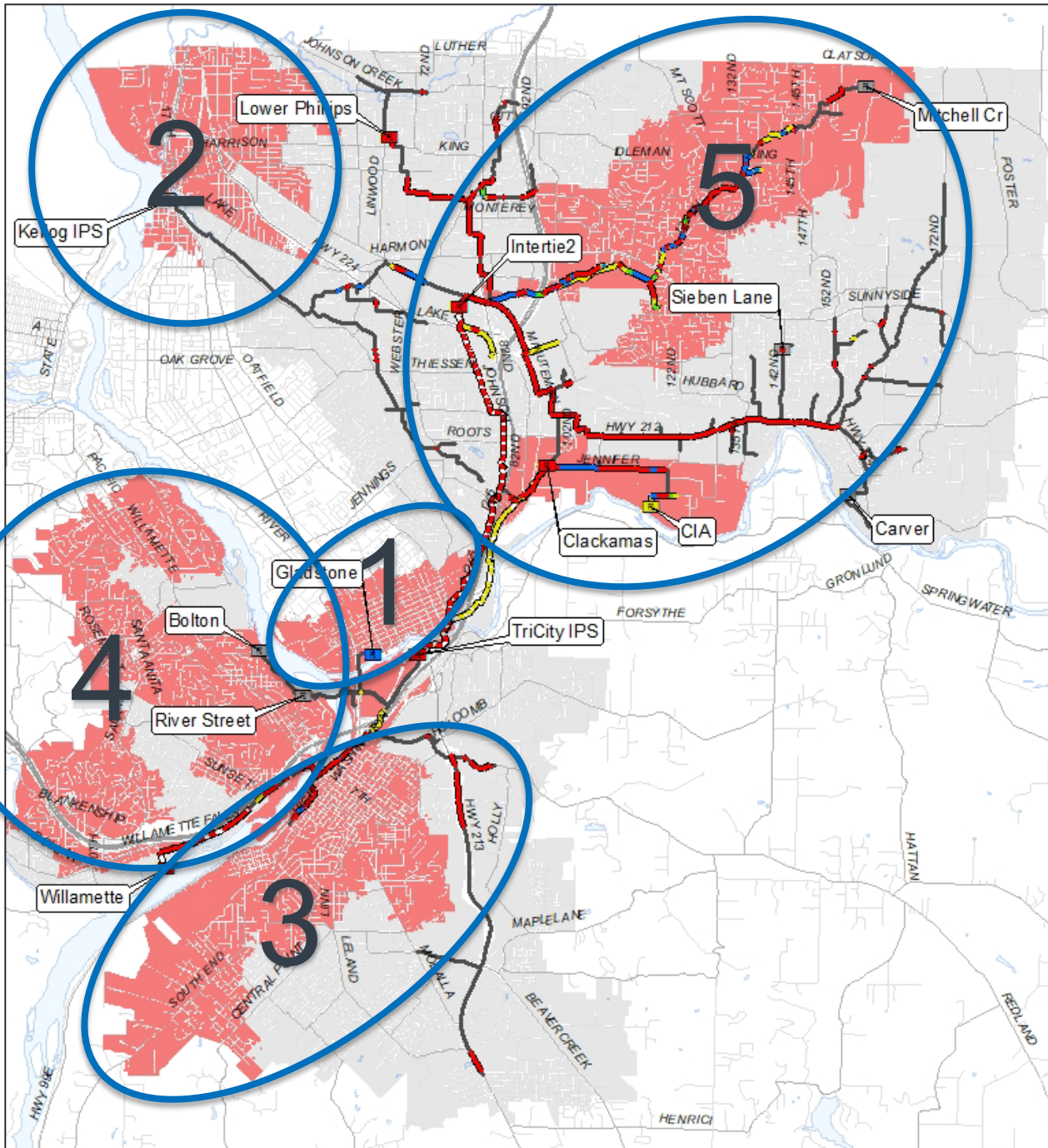
TRI CITY WRRF





# Areas for targeted I/I reduction

1. Gladstone
2. Milwaukie
3. Oregon City
4. West Linn
5. WES



# Our response: Regional I/I Reduction Program

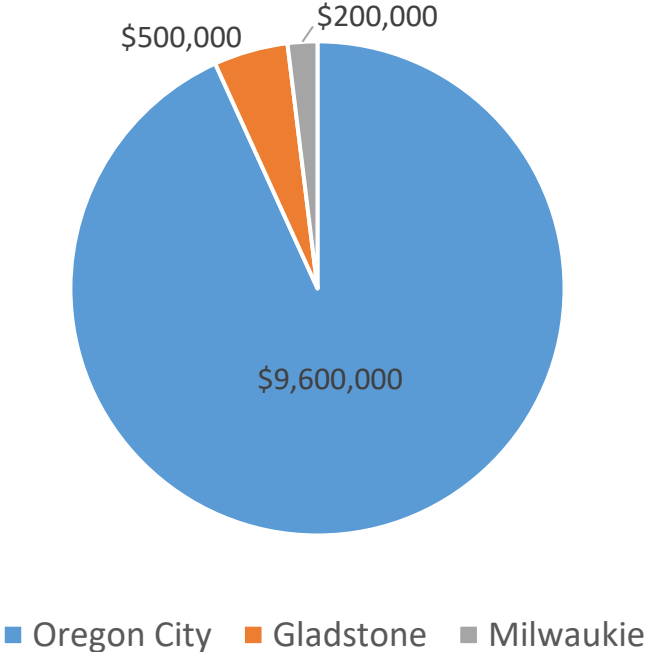


- WES teamed up with our partner cities that own and maintain their own sewer systems to reduce I/I and save our ratepayers money.
- WES has committed to fund 33% of these projects to help solve this regional issue.
- Reducing I/I in key basins by 2040 would save over \$120 million in required upgrades and expansion in the collection system and at our treatment facilities.

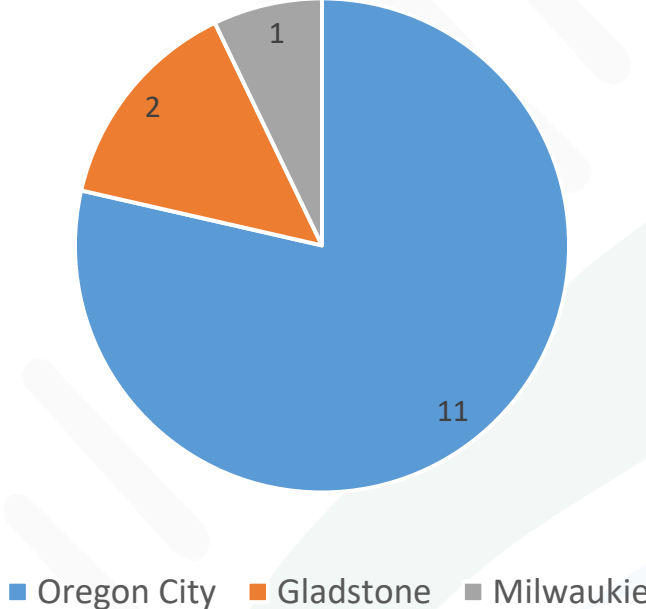


# Program Funding & Projects

Amount of Funding Overall



Total Number of Projects

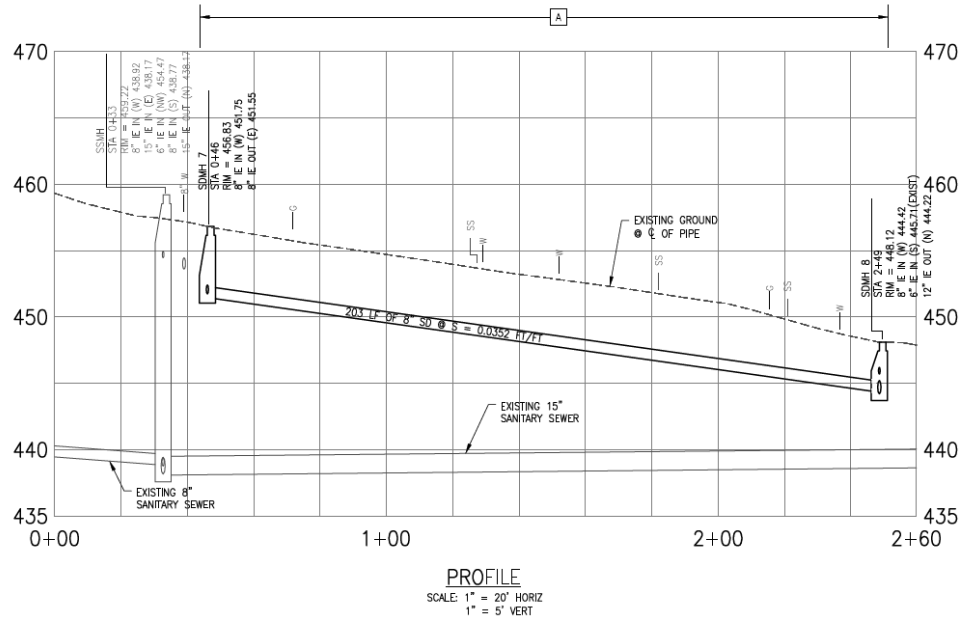
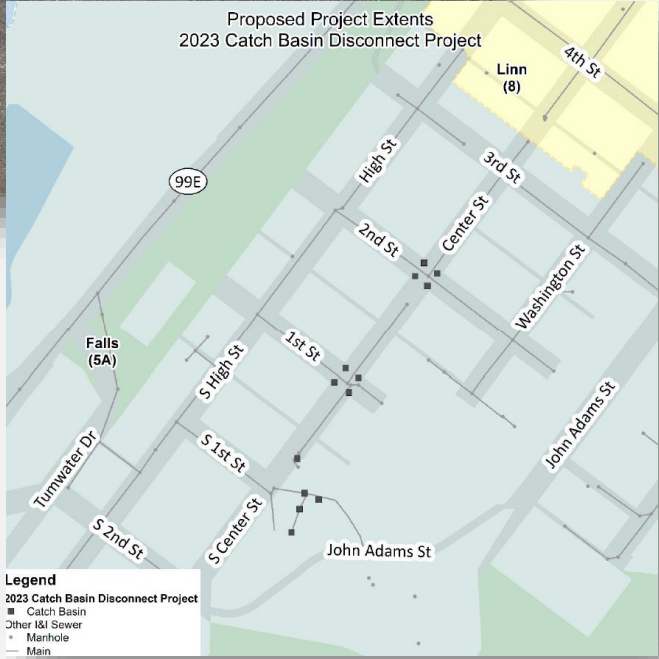


2022: \$1,600,000 (3 total)  
2023: \$8,700,000 (11 total)  
Overall: \$10,300,000 (14 total)





# Types of Projects



# WES Technical Advisory Team (TAT)



## Purpose

**Collaboration between regional partners on sanitary sewer related issues.**



## Members

- **City of Gladstone**
  - Darren Caniparoli
  - Justin Poyser
- **City of Happy Valley**
  - Chris Randall
- **Johnson City**
  - Brian Johnson
- **City of Milwaukie**
  - Jennifer Garbely
  - Peter Passarelli
  - Jeff Tolentino
- **City of Oregon City**
  - John Lewis
  - Kenny Shultz
  - Dayna Webb
- **City of West Linn**
  - Erich Lais
- **WES**
  - Andy Bachman
  - Kyle Bean
  - Matt House
  - Zach Koellermeier
  - Haakon Ogbeide
  - Mike Rice
  - Steven Rice
  - Jessica Rinner
  - Nathan Seaver
  - Jeff Stallard
  - Ron Wierenga



## Role in Regional I/I Program

**Partner cities submit proposals and TAT members review and make recommendations.**



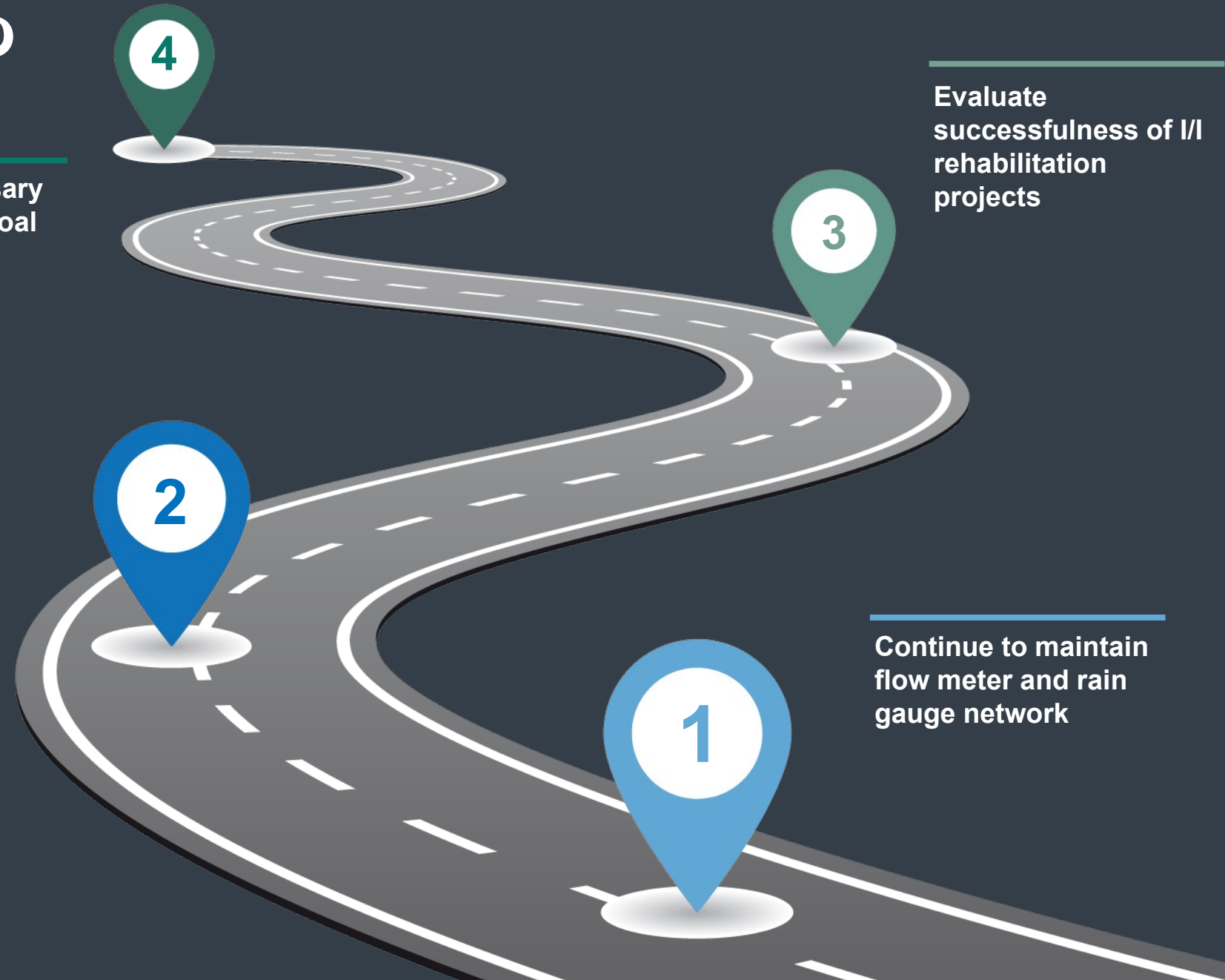
# What's next?

---

Adjust as necessary  
to meet shared goal

---

Update hydraulic  
model to track I/I  
program progress





# Questions?

