

**OAK LODGE SANITARY DISTRICT
BOARD OF DIRECTORS
MINUTES OF THE SPECIAL BOARD MEETING
October 27, 2008**

- CALL TO ORDER** President Paul Savas called the Work Session meeting of the Board of Directors of Oak Lodge Sanitary District in Clackamas County, Oregon to order at 4:42 p.m. in the District office, 14611 SE River Road, Milwaukie, Oregon.
- PERSONS PRESENT** Declaration of a Quorum: Directors present were Paul Savas, President; William Wild, Vice President; David Seigneur, Jim Martin and Doug Woods.
- STAFF PRESENT** Staff present were J. Michael Read, General Manager and Secretary of the District; Brett Arvidson, Manager of Planning and Engineering; and Faith Paddock, Administrative Services Manager.
- OTHERS PRESENT** Clark Worth, Barney & Worth, Inc.
- INTRODUCTION: Purpose of the Meeting/Review Agenda** Manager Read reviewed with the Board and staff the purpose of the meeting and the meeting agenda.
- OAK LODGE SANITARY DISTRICT PUBLIC OUTREACH PLAN: Review Plan/Discussion and Decisions** The Board, Manager Read, and Clark Worth, Consultant, Barney & Worth, Inc., discussed the overall public outreach plan, which included review of the previously determined goals for this project. Items discussed and reviewed are attached to the minutes of these meeting notes and were drafted by consultants, Barney & Worth.
- BOARD GOALS FOR CUSTOMER COMMUNICATIONS: Discussion and Decisions** The discussions regarding Board Goals for Customer Communications centered on the following:
- Pre-Design Focus – extend timing
 - Public perception/approval of Bond Issue
- Questions related to:
- Have we designed and implemented an effective outreach program?
 - Have we ensured a permitting process?
 - Have we built support for funding?
 - Are we really making process? Making a difference, reach a larger audience?
- Directors shared their concerns with Manager Read and Clark Worth regarding progress made on the goals in the original outreach plan. Each Director pointed out specific goals where they felt that either little or no progress was made in achieving the desired outcome; and then they

discussed the goals that they believe have been achieved since the implementation of the program.

DINNER BREAK: 6:20 p.m. Manager Read, Brett Arvidson, Manager of Planning and Engineering, and President Savas shared with other members of the Board their recent trip and conference attendance at WEFTEC in Chicago.

KEY ELEMENTS OF A COMMUNICATIONS STRATEGY

2009 Milestones The Board reviewed the Oak Lodge Sanitary District Treatment Plant
Project Timeline and discussed in detail the 2009 milestones and
Communications Priorities communications priorities for 2009.
for 2009

Discussion and Decisions There was a lengthy discussion among the Board, Manager Read, and Clark
Worth regarding additional outreach efforts that need to happen to reach
District customers; gathering input from the ratepayers; building rapport and
engaging the public in the master planning process; and the District's
newsletter and website.

WRAP-UP

Conclusions

- Michael Read will collaborate with Barney & Worth to develop a Scope of Work for public outreach tasks going forward in 2008-2009.
- Michael Read will negotiate / collaborate with Oak Lodge Water District on the newsletter redesign.
- The Public Outreach Plan (May 2008) will be updated to reflect the Board's input and carry it beyond pre-design.
- Michael will further investigate the "dividend" concept.

Adjourned 8:40 p.m.

Paul W. Savas, President of the Board

Attest:

J. Michael Read, Secretary