



**Oak Lodge Water District Office
14496 SE River Road
Oak Grove, OR 97267
April 30th, 2019 at 5:30 p.m.**

1. Call to Order and Flag Salute
2. Call for Public Testimony

Members of the public are welcome to testify for a maximum of three minutes on each agenda item.

3. A. Consolidation Facilities Project Update
B. Recess to Executive Session

Convene Executive Session under ORS 196.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions, and ORS 192.660 2(h) for consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

4. Adjourn Executive Session – Board may take action if necessary

Adjourn



AGENDA ITEM

Agenda Item: Call for Public Testimony
Item No.: 2
Presenters: N/A

Background:

Members of the public are invited to identify agenda items on which they would like to comment or provide testimony. The Board may elect to limit the total time available for public comment or for any single speaker depending on meeting length.

OAK LODGE
WATER SERVICES
STAFF REPORT

To: Board of Directors
From: Sarah Jo Chaplen, General Manager
Agenda Item: Consolidation Facilities Project Update
Item No.: 3 A.
Date: April 26th staff report for April 30th, 2019 Board Meeting

Action Requested

A continuation of Board direction and approval regarding the Consolidation of Facilities Project.

History

October 2018	Board Facilities Sub-Committee of Kevin Williams and Lynn Fisher have been working closely with Sarah Jo Chaplen, the General Manager and Jason Rice, the District Engineer.
December 2018	CUSHMAN & WAKEFIELD was hired to assist the District with all real-estate decisions related to the Consolidation Facilities Project.
January 2019	LRS Architects was hired to work with Jason Rice, the District's Engineer on the Consolidation Facilities Project.
April 2019	Board reviewed OLWSD draft criteria matrix with CUSHMAN & WAKEFIELD which will be used to assess all future consolidation facility scenarios.

Background

As part of the consolidation of the two former Districts, discussion occurred around a move to one headquarters building for the combined OLWS District. Upon recommendation from the General Manager, the Board decided it wanted staff to examine a variety of possible scenarios in order to make the most informed and best decision for the District looking at a future time-line of 50 years which is a typical time-frame for public buildings. CUSHMAN & WAKEFIELD was selected due to their experience assisting a variety of private and public entities with the key decision of a headquarters building.

The next step was identifying the District's space needs for the work it does now and anticipating potential growth for the future. LRS Architects has extensive experience in similar building projects, most recently for the City of Lake Oswego's Public Works Facility. Paul Boundy who is a Managing Principal for LRS and on the District's Project also lives in the District. In February 2019, LRS (through a combination of individual staff member

surveys, manager surveys and live group interviews with each work team) assessed the District's space requirements in order to more efficiently and effectively do the work of the District. LRS obtained useful feed-back and suggestions from the staff which was analyzed in order to assist with the development of their recommendations to the District. The way the conversations were held with the District's work teams helped clarify what were essential space needs.

CUSHMAN & WAKEFIELD is now able to take those identified space needs and better assess the range of alternative facility scenarios for the District. CUSHMAN & WAKEFIELD will use the developed OLWSD criteria matrix to complete analysis of multiple future consolidation facility scenarios which will be brought back to the Board at a later meeting for discussion and decision.

Staff Recommendation

This will depend upon Board discussion.

Suggested Board Motion

Will depend upon Board discussion.

Attachments

1. OLWSD Draft Criteria Matrix.

OLWSD Draft Criteria Matrix

Version 4.16.2019

Location Criteria

Geographically

Needs to be in the District

Functional Workspace

Showers and lockers

Room for expansion (for new employees) and increased conference room/meeting space

Enables employees to be most efficient / productive (improved communications)

Improve service delivery to public

Cultural considerations of the office (two buildings, one-team)

Emergency Access

No flood zones for large equipment

Functional during an emergency event

Mission Critical

24/7 access (large trucks, and lights, beeps) and surrounding neighborhood

Public workshops: repair and maintenance, but customer facing (neighborhood scale)

Security and functional (currently have 6-8' fence around the site)

Risk

Zoning (use types, comp-plan adjustments)

Certainty of timing

Community reaction (loss / gain of support)

Environmental

Ingress/egress on property and traffic connectivity (large truck/equipment)

Seismic (operational in an event)

Access

Educational outreach: students come to the site for training

Access to community partners

Multiple ingress/egress and not on a busy road (daily drive times)

Financial

We want to plan for the next 50 years (best value for long term solution)

Impacts on rate payers

Overall cost

Building Criteria & Design

Quality product and excellent customer service (approachable, hardworking, steady)

Sustainability features

Storm water runoff, stream preservation ("Low water usage garden")

Save energy and water in the building

Biking to work, electrical charging stations

Local meeting space available after business hours/ with restricted access

Customer needs and wants (safe, well lit, elderly people who pay in person, sidewalks, access)

It's the 'community's building'

Ability for technology improvements (investment in certain areas)

OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Executive Session
Item No.: 3B
Presenters: N/A

Background:

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OAK LODGE
WATER SERVICES
AGENDA ITEM

Agenda Item: Adjourn Executive Session
Item No.: 10
Presenters: N/A

Background:

Adjourn Executive Session and make any necessary motions as a result of Executive Session discussions.