

City of Lakeside
Council Special Meeting Minutes
March 23, 2007

The Lakeside City Council held a Special Council Meeting at Lakeside City Hall, 915 North Lake Road, Oregon, at 7:00 p.m. on Friday, March 23, 2007.

Councilors present: Mayor Orville Nelson, Harlon Green, Jim Brown, Cathy Walker, Jim Farmer, Mack Eubanks and Tim Crockett.

CALL TO ORDER: Mayor Orville Nelson called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Orville thanked all for coming.

ITEMS ON THE AGENDA BUT NOT LIMITED TO:

1. Hiring of a Wastewater Operator Foreman.

At the last meeting there was a woman present that wrote us a letter and she voiced some of her concerns, that we as a council needed to explain in more detail what we are trying to do and the reason for our decisions. I called her and spoke with her, as did some of the other council members. So we are putting into effect some of her suggestions tonight. We are going to go over hiring a maintenance man at the sewer plant and why.

Let me introduce Bob Dillard, he is our W-4 that comes in and signs off on our plant. I did some checking around and Bob has one of the highest ratings as a sewer treatment man in Oregon. Bob has been in this line of work for around 35 years and has even done some of the design planning for our new plant.

What we are doing tonight according to our attorney, Rich Rodeman, is to read the job description and approve it. The first page will not apply until we get some of the maintenance work caught up. Then when he gets 400 hours in he will start studying for his Wastewater 1 certification test.

JOB DESCRIPTION

WASTEWATER OPERATOR SUPERINTENDENT MECHANIC FOREMAN

Lift stations

- Reads meters & calculates pumping times
- Cleans stations as needed.
- Checks equipment for proper operation & performs
- preventative maintenance functions.
- Maintains equipment and keep required equipment data and records.

Maintenance

- Performs routine preventative maintenance.

- Lubes equipment.
- Makes minor repairs on equipment.

Laboratory

- Performs process and permit lab testing.
- Understands quality control and quality assurance.

Sludge disposal

- Haul Biosolids to application sites.
- 2. Requirement of CDL to operate sludge truck.
- 3. To understand EPA Biosolids regulations.

Grounds & Building maintenance

- Maintains lawns & landscaping
- Helps maintain exterior of buildings
- Control of weeds & brush

Pretreatment Program

- Performing routing inspections of commercial users.
- Informs public of the importance of not discharging grease
- and toxic substances into the city sewer.
- Training and updating on current information.

Collection System Program

- Assisting with cleaning of sewer lines.
- Assisting with Televising of sewer lines.
- Baiting of manholes.
- Dealing with sewer complaints
- Smoke Testing
- Flow monitoring

Supervisory functions

- Job Planning
- Crew leader
- Set up projects
- Develop work orders
- Employee evaluation, motivation, and consultation.
- Insures all safety requirements are met by the work crew when performing job tasks.

QUALIFICATIONS & STANDARDS

Knowledge:

Possess knowledge wastewater treatment & collection system, operations & maintenance. To understand basic chemistry, biology, and math that includes algebra. The understanding of public relations.

Skills and Ability:

- Ability to work independently and able to develop
- decision making skills.
- Experience working with electrical and mechanical equipment.
- Good communication skills.
- Able to report & record data.
- Ability to follow oral and written instructions.
- Troubleshooting capabilities for process control & maintenance of equipment.

Experience and Training:

- Possess a valid Oregon drivers license and a CDL.
- Experience and training in safety programs that may include Lockout/tagout, Hazard Communications, Blood borne pathogens, etc.
- Mechanical repair experience with a variety equipment repair.

Physical Abilities:

- Ability to lift 0 to 90 lbs up to 4 ft. at intermittent periods. (manhole lids, cement mix, pumps, etc.)
- Use of hand and power tools.
- Pushing of various weights (wheelbarrows, lawn mowers, etc.)
- Working safely in confined spaces such as manholes, wet wells, chlorine area and in the lab.

- Sitting for periods of time on moving equipment.
- Standing for lengthy periods of time.
- Gripping of power equipment.
- Use of the various senses
- Working with various chemicals in the lab and treatment plant.
- Must be able to walk over uneven surfaces for distances up to 1.5 miles/day.
- Stand for a period of up to 8 hrs/day. Bend, stoop, climb stairs, and hear so as to
- Communicate with fellow workers and listen for mal-functioning equipment and access situations quickly.

Mental Abilities:

Includes ability to read English and process large volumes

of information; capable of using high school mathematics skills with algebraic concepts: To be self motivating, work as a team and capable of analytical thinking while in the lab and operations. Capable of acting for superintendent and using judgment that would follow supervisors intentions.

Environmental:

Able to work in conditions that include: varied lighting situations, exposure to outdoor environment - both inclement and non-inclement weather conditions: exposure to heat, cold, dampness, and humidity, varying land elevations, moving objects, irregular and/or extended hours, allergenic and chemical irritants.

Equipment:

Ability to drive motor vehicles and operate equipment as follows: Driving frequently to different locations under different kinds of traffic and weather conditions; To operate; automobile, sludge truck, riding lawn mower, power tools, power generators, pumps, lab equipment, computer, calculators.

That is the job description and we now need a motion to approve the job description

MOTION: Jim Brown moved to accept the job description as read.

SECOND: Harlon Green.

Any Comments from the council:

Cathy Walker – I have a question, why are we excluding the first page if it is part of the job description. Orville explained that they excluded it because he wouldn't be performing those tasks on the first page until he has 400 hours in on the maintenance. Orville read the first page.

GENERAL STATEMENT OF DUTIES:

Helps to operate, maintain and monitor process, equipment, and facilities of an activated sludge plant with 2 pumping stations. To be a crew leader and fill in for Superintendent when absent.

DISTINGUISHING FEATURES OF THE CLASS:

An employee of this classification shall help direct other wastewater operators to help operate and maintain the treatment plant and pumping stations. This position troubleshoots problems and makes process control decisions.

SUPERVISION RECEIVED:

Will work under the direct supervision of the city administrator Mayor Orville Nelson, Wastewater Commissioner Harlon Green or Wastewater Commissioner Mack Eubanks, with some direction from the plant superintendent, and will give guidance to all plant staff. This position may work alone for periods of time, and fill in for absent personnel.

SUPERVISION EXERCISED:

This position may work alone. Will be on call out list for emergencies. This person will help with guidance of wastewater staff & all part time help. This person will be acting in supervisor's behalf when supervisor is not on site.

TYPICAL EXAMPLES OF WORK:

Operations

- Reads meters & calculates pumping rates. Computer data entry.
- Makes process changes to meet changing conditions in the treatment plant.
- Checks equipment for proper operation.
- Cleans equipment of obstructions.
- Keeps equipment in good working order.
- Keeps organized records on equipment, operations, lab, and correspondence.

Mack Eubanks asked if we could slow the meeting down. Mack asked if the person hired would be required to take a physical before they get hired showing he is able to lift 90 pounds. Orville said everybody takes a physical before they get hired and a drug urinalysis test. Linda asked if we gave them a simple math test, as it appears the job requires a lot of math, algebra and chemistry. Orville said no his sister is a math teacher in North Bend. Linda asked in the future would we require a math test for this type of job and Orville said yes, we should have it in there. Bob Dillard said much of the stuff can be learned and Linda said how much is the learning curve. Linda asked how long does it take to become a WW1, Bob said a year. Linda asked how many hours of instruction would that be and Bob said 60 hours. Linda questioned if their wage was based on their qualifications and whom do we have at the plant now. Orville said we have two W2 and one W1. Linda said their wage is based on their qualifications so what will this person make that has none. Orville said we are staring him out at the same rate Don Bignell was making, hiring him as a maintenance supervisor. Orville said this guy would save half his wages in comp time alone. Linda asked if the other workers would have a problem taking orders from him. Orville said he talked to all three of those guys and they said we need a mechanic, we don't know mechanics, we can't cut, weld or fit, we can't do this stuff and everyday we go without a mechanic, we get further in the hole. They said they would teach him if he would teach them. Elaine asked if we were ever going to get a Superintendent. Orville said their plan is to work him up to a WW3. Elaine asked how long that would take. Orville said this other guy was a WW2 getting ready to take his WW3 and it has taken him 6 years but he didn't have maintenance experience, he had a maintenance guy working in the plant with him that took care of the maintenance, he had a licensed electrician that took care of the electrical. Bob Dillard is our Superintendent as he signs off for us.

Tim Crockett stated that we would have a man that can steer people, that will be able to do the record keeping and maintenance and be able to explain better than we can just what is happening in the sewer plant. We have a consultant that can sign off on the certifications, so we do not need a WW3 as we have a WW1 and two WW2's and I perceive that 3 years down the road possible will be a number 4. If we had hired this one gentleman, we would be in the same boat today, tomorrow as we were. Our biggest problem is our maintenance, record keeping and our personnel supervision. Tim said we are hiring not a mechanic per say but a superintendent, a record keeper, and safety director.

Charlie Hill read the official title of this position; "WASTEWATER SUPERINTENDENT/WORKING FOREMAN" Bob Dillard is our consultant and the operator of record for signing the records. Mike Armstrong asked if we already had a job description for Don's job. Cathy said yes. Mike said so you are writing a job description to fit the qualifications for the mechanic you want to hire. Orville said no we are doing the same thing the city has done for the past three years, nothing has changed. Bob's been signing off all this time. Tim said this job description was not written to fill the individual that we want. Bob Dillard wrote the description to give the city the flexibility to get enough people to apply. Bob said certifications are a measurement of your knowledge in wastewater treatment but doesn't measure your capabilities. Bob said he wrote this a month ago. Someone asked if this person they want to hire has ever worked in a wastewater plant and Orville said no. Cathy said he has no experience in a wastewater plant. Orville said everyone doesn't understand how bad we need a mechanic and we will train him to be a supervisor. Tim said no he already is a supervisor and a mechanic. Mike said you could contract for a mechanic. Mike said he knows a line sergeant who can refill a B1 bomber but he wouldn't put him in the cockpit. Lady from the audience said there is a procedural issue.

Jim Brown withdrew his earlier motion to "accept the job description as read". Harlon Green also withdrew his second of the motion.

MOTION: Jim Brown moved to amend the job description title to Wastewater Superintendent Mechanic and amend job description under: "**Supervision received:** Will work under the direct supervision of the Waste Water Commissioners, Orville Nelson, Harlon Green and Mack Eubanks.

SECOND: Harlon Green.

Discussion from the audience regarding whether there had been anyone hired yet. The committee had interviewed 2 people last week. The attorney asked if the gentleman we wanted to hire had the qualifications, if so we read the job description, set the wage and vote to hire. Tim Crockett asked if we could vote on the motion in front of us. Jim Brown called for the question.

VOTE: Motion passed with one opposition by Mack Eubanks.

Terri said advertising in only the World for 3 days is not enough time and not advertised in enough sources to find two things, a mechanic and someone with wastewater experience. Discussion from the audience again was that the council fell short in their search for qualified applicants at the sewer plant. Tim Crockett spoke on behalf of the council and said that we (the newly elected council) have a lot to learn and asked for the public to be patient with the learning curve they are on. We have a plant that is in desperate need and that the public's perception of how long we should have run the advertising and where we should have run it. We all agree that we fell far short and cannot rectify that now. We have a plant that is dying and the longer we wait, the worse the problems become. Cathy asked why we couldn't hire this guy as a contractor and keep looking. Our main two pumps in our treatment plant have been down for three days. Right now we are running on the auxiliary pumps and the night before last we ran on one auxiliary pump. If that one auxiliary pump quit we would have had a bigger problem then we have right now. We had to have Wet Well 1 and 2 pumped out by Roto Rooter. Wet Well 1 had over 2 feet of grease and sand; Wet well 2 had over 3 feet of grease and sand. Both wet wells had been pumped last October 2, that is only six months ago. This is the worse that the men down at the sewer plant have ever seen it. Cathy asked if we had a place in the budget where we could hire someone to come in and work on these pumps? Orville said we have a fund that we had 65,000 in for contract fund and we have 2,000 left and the pumping has not been paid for yet. We needed a mechanic two weeks ago and that's the facts. These are the reasons that we felt it necessary to advertise for such a short amount of time. As we said at the beginning of this meeting we will

make every effort in the future to ensure that we develop good hiring practices and utilize them. There was also some discussion regarding the computer work to be done at the sewer plant and the candidate they have recommended for hiring is capable of performing that type of work. Cathy Walker wanted to make sure that this was also going to be given a time line for completion. Orville assured the council and audience that this was discussed with the candidate and that he understood the need to get the maintenance program online quickly and had no problems with the time frame to accomplish this. As to how long we are going to require the mechanic, we will always need a maintenance person onsite. Most plants have a maintenance supervisor onsite and when the plant extension goes on line we will be spreading our manpower out over a larger area. We are going to need a maintenance program for all of this and you must include replacement costs for equipment.

Linda said that we could accept this ad this time, but in the future advertise for a longer amount of time and over a broader area. Just because it is legal to run an ad for only three days does not make it right. Orville said in the future we would do that and he doesn't want the council to appoint him and two other people to hire, it would come back to the council for a vote. Linda said procedures need to be made and followed through. There will be a 6-month evaluation that Bob Dillard will do and Orville will be sitting in on it and the Personnel Manager. Linda asked if he turns out to not be supervisor material, he will be terminated right? Orville said he would have no problem with that. Elaine asked if he would be required to pass his WW1 or WW2 in a required amount of time and if this would be written down. Orville said yes it is in writing. Elaine also questioned that if he didn't meet the timeline then what? Orville said he would and we have Bob Dillard to sign off. Mike said what are the conditions. Orville said he couldn't discuss that. Bob said we need to be diplomatic and if he doesn't pass the test but does a great job fixing everything, do we give him another six months to pass the test. The audience concern is that would take him over the six-month probation period. Mack Eubanks stated that we could then add another six-month probation period onto his employment. Orville said there would be stipulations that he will go for his WW1, WW2 and after passing each one will get an increase in pay. Orville doesn't want him to get certified just for the pay and not want to move up. Orville said he would be held accountable. Mike said how could he supervise the guys at the sewer plant when he has had no experience. Orville said this guy has been a supervisor at nine different places. Mike argued that he supervised at places he knew, he doesn't know anything about a sewer plant. Orville said he spoke to the guys at the sewer plant and they said they want him. Cathy asked if he would be putting in the records in the computer and Orville said yes. Mack asked about his computer skills. Orville said this guy told him he could put that stuff on the computer for the maintenance program. All this will be taken care of in house. Tim Crockett said we have the best man for the job to save the city the most money. Paul asked why the pumps are down. Bob Dillard explained the functions of the pumps and the problems associated with them and the cause. Orville said we got a bid of 200,000 to 300,000 to replace the pumps.

2. Set the wages - the starting wage 19.31 hours

MOTION: Jim Brown moved that we start the new man at \$ 19.31 an hour for wages.

SECOND: Harlon Green

Discussion began regarding whether this individual was salary or hourly. Charlie Hill said that the hourly wage is based on 2080 hours yearly and it is a monthly wage of \$ 3348.25, they do get time and a half for over time.

Mack Eubanks addressed the whole board regarding our hiring practices and we really need to get on top of it. Mack disagrees with the hiring practice. The reason he is opposed to hiring a mechanic instead of a Certified Wastewater Superintendent, as he really believes we did not try to find one. He does believe we need a mechanic but objects to paying them a supervisor's wages of \$40,000. How do we expect to find a qualified, certified applicant when the position was only advertised for 3 days, which are the minimum

requirements for the State. This was advertised in our local paper, with no fax or email address, how could a person get this from out of State? You would have had to live right here in the area. The ad only asked for the minimum and here is what it said: Lakeside Waste Water Operator/Working Foreman – with job requirements of; maintenance less than 1 year experience, waste water treatment – less than 1 year experience, using basic hand tools – less than 1 year experience, waste water operations – less than 1 year experience. In the last council meeting we talked about a qualified individual. We need to advertise the next time and do the right thing. Valarie questioned when she was on the budget committee, money was to be set aside for future repairs, or move the plant as it is in the flood way. What happened to this money? Orville said he would like to know too. Brown explained what the expansion cost is today plus we have to conform to DEQ and EPA rules.

Bob Dillard asked if he could address this question and he was given the floor. The room that they have created by moving the sludge portion out of the treatment plant they can now expand the capacity of the existing treatment plant. The sludge is the bio products of the treatment plants. What I'm saying is that this takes care of one problem in that it expands the capacity of the sludge disposal system. It is cost prohibitive to replace this sort of plant, so what they are doing is finding new uses for older plants and the use of this one is a treatment plant for wastewater not bio solids. The bio solids will now be pumped to the North Site plant.

VOTE: Motion passed with one opposition by Mack Eubanks.

3. Hiring Committee Recommendation:

MOTION: Jim Brown moved that we hire Phil Healy for Wastewater Superintendent/Mechanic.

SECOND: Harlon Green

VOTE: Motion passed with one opposition by Mack Eubanks.

ITEMS NOT ON THE AGENDA:

Orville read a list of some of the things that need addressed at the plant. The last council purchased the tractor and all the accessories without the approval of the USDA. In the meantime the sludge truck down at the sewer plant had quit and they started paying Roto Rooter to come out and haul the sludge for them at the cost of roughly \$ 3000.00 a month. That has been going on for almost nine months now. When we came on board we made a motion to repair the sludge truck and we have done a lot of repair on it and we are now ready to set the tank back on it. If they had not bought the tractor and purchased a sludge truck instead, we would have saved around \$30,000.00. We would have then had money to purchase a used tractor. I spoke with the engineers and the cost to replace those 4 pumps was \$ 297,000.00 that includes their fees. We need a new compressor at approximately \$ 5,000.00; this will cut our maintenance time down as well. We need a small generator to use for the camera because we have to find out where the grease is coming from. A suggestion was to take a sample and find out what type of grease it is. On the step systems, we now have to pump up to 3 times a year when they should only need to be pumped once a year. So actually by pumping some of these larger step systems for instance a trailer park, they are actually going in the hole financially. We have to re-evaluate our commercial accounts and step systems to make sure that the public isn't paying for those. We are going to order 2 new pumps for the wet wells. By making these improvements that should cut back on the comp time from the sewer plant. Bob Dillard was able to get the company to come out and repair the blower. We need roof repairs, there is block rot on part of the sewer plant and the building needs painting. The pipeline to Shutters Creek, we had hoped that we finally had a pretty good agreement with them but they are taking their time right now. We are not

going to let them hook up until there is an agreement signed and in place. There is a \$30,000.00 bill for repairing that pipeline for Shutters Creek. We need to repair the manhole at Parker Estates.

I hate to tell you tonight but we have to address it now. They put this new plant out for bid over a year ago and they used estimated as to what it was going to cost. It has gone from 1.5 million to 4.5 million. The USDA called today and said that to build this plant it is a mandated that we have to have the funds coming in or the USDA won't buy it back our bond from the bank. We are going to have to raise the rates possibly as high as 45.00 that's a 50% increase.

Charlie Hill asked the council if they would vote on giving the Fire Department our used flag.

Motion: Jim Brown moved to give the flag to the Lakeside Fire Department.

Second: Cathy Walker.


Vote: Unanimously approved by all members present.

Teri MacDuff is the Chairman of our Parks Committee spoke with Diane O'Brien is the expert on the Community Garden and she and I decided we should call a Parks Advisory/Community Garden organizational meeting. We are going to do that on Wednesday March 28, 2007 at 7 pm here. So all of you are welcome to come and give us a hand. We are hoping to use City Hall. Charlie Hill said that if you can't get the Senior Center you could use City Hall.

ADJOURN:

The meeting was adjourned at 8:59 p.m.

ATTESTED:



Charlie Hill, City Recorder

APPROVED:



Orville Nelson, Mayor