



December 4, 2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Acting as the governing body of Water Environment Services
Clackamas County

Approval of a Board Order delegating authority to the WES Director, Assistant Director, Technical Division Manager and Capital Division Manager to submit permit reports and certifications required by federal and state permits via the Oregon Department of Environmental Quality online portal. No fiscal impact. No County General Funds are involved.

Previous Board Action/Review	Presented at Policy Session – September 30, 2025.		
Performance Clackamas	1. This project supports the WES Strategic Plan Goal to Continually meet or exceed regulatory obligations by ensuring WES staff understand the requirements and are provided adequate resources to comply. 2. This project supports the County's Strategic Priorities of Strong Infrastructure, Vibrant Economy, and Safe, Secure and Livable Communities.		
Counsel Review	Yes	Procurement Review	No
Contact Person	Ron Wierenga	Contact Phone	503-742-4581

EXECUTIVE SUMMARY: WES has numerous permits issued by state and federal agencies to operate the District's wastewater and stormwater systems and authorize discharges to water, air, and land. The permits require ongoing and frequent submittals to agencies including reports, applications, and notices of events. In most instances, only the WES Board as the ranking elected official, and the County Administrator as the Chief Executive of WES, have the authority to submit certain information to the agencies unless a formal delegation of authority has been made. WES has operated under state and federal permits for decades, and historically the WES Director has submitted reports and certifications electronically via email and in hard copy to the agencies. Reporting requirements have changed, and Oregon DEQ now requires permittees to use the state's online reporting system known as "Your DEQ Online". Other federal agencies like the EPA are moving to electronic reporting as well. The DEQ Online system is complex and cumbersome and requires users to establish and manage accounts to complete submittals. In order to ensure the timely and efficient completion of WES business, and ultimately to ensure compliance with permits, WES staff requests a formal delegation of signing authority to certain positions to certify and submit routine compliance reports. Only the positions delegated the authority will hold "Responsible Official" accounts in DEQ Online necessary for submitting required information. In the absence of a delegation of authority the Board Chair

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and Chief Executive of WES must establish and manage online accounts to submit the required information prepared by staff.

RECOMMENDATION: Staff recommends that the Board of County Commissioners of Clackamas County, acting as the governing body of Water Environment Services, approve a Board Order delegating authority to submit permit reports and certifications required by Federal and State permits for approval via DEQ's online portal (YDO).

Respectfully submitted,



Ron Wierenga
Deputy Director, WES

Attachment: Board Order

BEFORE THE BOARD OF COUNTY COMMISSIONERS

OF CLACKAMAS COUNTY, STATE OF OREGON

In the Matter of a Limited
Delegation of Signing Authority for
Water Environment Services
Federal and State Permit
Reporting



Board Order No. _____

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Whereas, the Board of County Commissioners (“the Board”) is the governing body of Water Environment Services an ORS Chapter 190 Intergovernmental Entity (“WES”), this matter coming before the Board at this time, and it appearing that the Board, as the ranking elected official, has authority to sign all permit applications under the Federal and State laws regulating water quality, air quality, and climate protection; and

Whereas, the Clackamas County Administrator also serves as the Chief Executive Officer of WES. The Chief Executive Officer also has authority to sign permit applications and reports required by the permits issued to WES under the Federal and State laws regulating water quality, air quality, and climate protection; and

Whereas, the Federal and State laws regulating water quality, air quality, and climate protection provide that the authority to sign the reports may be delegated by the ranking elected official to a duly authorized representative.

Whereas, the Board finds that the reporting requirements for these permits have changed to require electronic reporting through online access. The regulations allow the reporting obligations to be delegated to the managers within WES that gather and monitor the data.

Whereas, the Board believes it is necessary to delegate limited authority to the Director, Assistant Director, and Division Managers within WES to submit routine compliance reports as duly authorized representatives, to ensure the timely and efficient completion of WES business; and

NOW THEREFORE, the Clackamas County Board of Commissioners, acting as the governing body of WES, do hereby order as follows:

1. The Director, Assistant Director, Technical Division Manager, and Capital Division Manager are hereby delegated authority to submit permit reports and certifications required by Federal and State permits. The Director and Assistant Director shall direct which Division Managers will complete which reports and certifications.

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DATED this 4th day of December, 2025.

Water Environment Services

Craig Roberts, Chair

Recording Secretary