



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JANUARY 17, 2023**

Board of Directors

Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Brad Lyon	Water Operations Supervisor
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Vice Chair Williams called the meeting to order at 6:00 p.m.

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Call for Public Comment

There was no public comment.

3. Presentation of Oak Lodge Governance Project Update

There were no Oak Lodge Governance Project representatives present.

4. Consent Agenda

Items on the Consent Agenda Included:

- The November 2022 Financial Report

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- Approval of December 20, 2022 Board Meeting Minutes

Treasurer Gornick moved to approve the Consent Agenda. Director Van Loo seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, and Van Loo.

MOTION CARRIED

5. Consideration of Agreement with Cascadia Backflow for Backflow Services

District Engineer Albert overviewed the procurement, quote, and proposed agreement with Cascadia Backflow.

The Board asked clarifying questions related to service rates.

Treasurer Gornick moved to approve the General Manager to sign a backflow assembly testing, repair and replacement Personal Services Agreement with Cascadia Backflow. Director Van Loo seconded.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, and Van Loo.

MOTION CARRIED

6. Appointment of FY 2024 Budget Officer

Finance Director Stevens was recommended as Budget Officer for fiscal year 2024.

Director Van Loo moved approve the Finance Director as the Budget Officer for Oak Lodge Water Services Authority for the fiscal year 2023-2024 budget. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, and Van Loo.

MOTION CARRIED

7. Business from the Board

Director Van Loo reported on the SDAO Legislative Day.

Vice Chair Williams reported on the Clackamas River Water meeting.

8. Department Reports

The Management Team provided monthly highlights including:

- An upcoming community event on February 11, 2023 at Awakening Coffee,
- The 2023 Insurance renewal and liability coverage for OLWSD,
- Receipt and data analysis of smoke testing data,

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- Finalization of the Aldercrest & Oatfield water main replacement project,
- Storm overflow diversions and sinkholes,
- TV Van electrical wiring work,
- Oatfield Road hotspots and main breaks, and
- Plant compliance during the December storm.

The Board asked clarifying questions related to Board liability insurance coverage, County-required paving limits, and beaver and nutria mitigation.

9. Adjourn Meeting

Vice Chair Williams adjourned the meeting at 6:30 p.m.

Respectfully submitted,

DocuSigned by:
Susan Keil
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Susan Keil
Chair, Board of Directors

Date: 2/22/2023

DocuSigned by:
Kevin Williams
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Kevin Williams
Vice Chair, Board of Directors

Date: 2/22/2023