



**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES – 9:00 A.M.
MARCH 5, 2020**

Board of Directors - Members Present:

Kevin Williams	President
Paul Gornick	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director

Board of Directors – Present by Phone:

Ginny Van Loo	Director
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Board of Directors - Members Absent:

None

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen	General Manager
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Visitors and Consultants Present:

None

1. Call to Order and Flag Salute

President Williams called the meeting to order at 9:00 a.m.

2. Call for Public Comment

There was no public present.

3. Recess to Executive Session

President Williams recessed the regular public meeting for the Executive Session at 9:01 a.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board conducted a work session to give feedback and talk with General Manager Chaplen regarding her performance review for the past 16 months.

4. Adjourned Executive Session

President Williams adjourned the Executive Session at 10:50 a.m.

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Treasurer Knudson moved to award the General Manager with a one-time two and a half percent bonus and forty hours of management leave on a use-it or lose-it basis within the next calendar year. Director Susan Keil clarified that this award is in recognition of excellent performance through November 1, 2019. Secretary/Vice President Gornick seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Treasurer Knudson moved for the General Manager to work with the Human Resources Committee to revise and update the existing employment contract. Secretary/Vice President Gornick seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

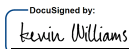
5. Call for Public Comment

President Williams called for public comment. There were no comments from the public.


6. Adjourn Regular Board Meeting

President Williams adjourned the Regular Board meeting at 10:53 a.m.

Respectfully submitted,

DocuSigned by:


Kevin Williams
President, Board of Directors
Date: 4/7/2020

DocuSigned by:


Paul Gornick
Secretary/Vice President, Board of Directors
Date: 4/7/2020