



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
NOVEMBER 21, 2023**

Board of Directors

Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Jason Rice	Water Systems Consulting, Inc

1. Call to Order

Vice Chair Williams called the meeting to order at 6:00 p.m. and asked Treasurer Gornick to facilitate the flag salute.

2. Call for Public Comment

Eugene Whitley asked about the regulation of overwatering along Rothe Road by multi-family dwellings. The Board shared OLWS conservation outreach efforts through Clackamas River Water Providers.

3. Presentation of Drinking Water Intertie with City of Milwaukie

PWD Albert introduced Consultant Jason Rice who overviewed the emergency intertie project, including the available alternatives, site conditions, partnership with the City of Milwaukie, and cost estimates.

The Board asked questions regarding:

- Reciprocity with the City of Milwaukie in emergency situations,
- Compatibility with the City of Milwaukie's drinking water system,
- Future intertie consideration with Clackamas River Water,

OAK LODGE WATER SERVICES

Board of Directors Regular Meeting Minutes for November 21, 2023

Page 2 of 4

- Population growth of both entities, and
- Tree removal.

PWD Albert explained the intergovernmental agreement and grant writing process.

4. Consent Agenda

Items on the Consent Agenda included:

- The September 2023 Financial Report, and
- October 17, 2023 Board Meeting Minutes

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Board asked questions regarding the Financial Report, including Financial Assistance Utility Rate Relief Program and employee overtime.

5. Consideration of Funding Increase for Financial Assistance Utility Rate Relief Program

Finance Director Stevens overviewed the policy and funding alternatives. General Manager Chaplen described the impact of each alternative.

The Board asked questions regarding cost savings and the customer application process. There was deliberation and an initial request for staff to return with program cost savings and additional funding increase amount.

Treasurer Gornick moved to establish the revised funding rate for the Financial Assistance Utility Rate Relief Program at 0.60 percent of budgeted revenues for fiscal year 2023-24. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Presentation of Quarterly Capital Projects Prioritization Report

PWD Albert overviewed the ongoing capital projects and the Board asked clarifying questions.

7. Consideration of Resolution No. 2023-0022 Approving Amended and Restated Intergovernmental Agreement of Regional Water Providers Consortium

General Manager Chaplen outlined the partnership with the Regional Water Providers Consortium and recommended continuing membership.

OAK LODGE WATER SERVICES

Board of Directors Regular Meeting Minutes for November 21, 2023

Page 3 of 4

The Board asked about the financial obligation of membership.

Director Van Loo moved to adopt Resolution No. 2023-0022 approving the amended and restated intergovernmental agreement of the Regional Water Providers Consortium. Director Bullock seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

8. Consideration of Resolution No. 2023-0023 Approving a FY 2024 Budget Transfer

Finance Director Stevens outlined the requested budget transfer. There was a clerical error in the Staff Report in which the name and fund account were transposed, but the resolution was correct as presented.

Director Bullock moved to adopt Resolution No. 2023-0023 amending the fiscal year 2023-2024 Adopted Budget as presented. Director Van Loo seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

9. Consideration of Purchase of Five-Yard Dump Truck

PWD Albert outlined the request for purchase due to 2019's HB 2007 and purchase alternatives. The Board asked about the surplus of the old assets.

Director Van Loo moved to authorize the General Manager to accept the Peterson Trucks quote and approve the purchase of one 5-yard dump truck from Peterson Trucks in the amount of \$145,658.55. Treasurer Gornick seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

10. Consideration of Engineering Contract with AKS Engineering for Oatfield Road Water Main Replacement Project Design

Assistant District Engineer Janicke overviewed the project and scope of the recommended task order.

The Board asked questions regarding the price quote and timing of the project.

Treasurer Gornick moved to approve the General Manager to sign a task order under the active on-call services contract with AKS Engineering and Forestry for the design of the Oatfield Road Water Main Replacement project this fiscal year. Director Van Loo seconded. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for November 21, 2023
Page 4 of 4

11. Business from the Board

Director Van Loo and Vice Chair Williams provided verbal reports on monthly liaison activities.

12. Department Reports

The Management Team provided highlights from their written reports.

General Manager Chaplen provided an update on monthly billing implementation.

The Board asked clarifying questions.

13. Adjourn Meeting

Vice Chair Williams adjourned the meeting at 8:04 p.m.

Respectfully submitted,

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

Date: 12/20/2023

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

Date: 12/20/2023