



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JULY 18, 2023**

Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Jacque Betz	City of Gladstone
Darren Caniparoli	City of Gladstone
Mark Strahota	Brown and Caldwell

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Administration of Oaths of Office

District Recorder Casey administered the Oath of Office for Susan Keil and Heidi Bullock, who were re-elected to the Board of Directors during the May 16, 2023 Special District Election.

3. Call for Public Comment

The Board acknowledged the submitted written public comment.

There were no verbal comments.

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4. Consideration of Intergovernmental Agreement with the City of Gladstone

General Manager Chaplen detailed the collaboration with the City of Gladstone to draft the intergovernmental agreement (IGA). The Gladstone City Council approved the IGA on July 11, 2023. Gladstone City Manager Betz thanked the Board for their consideration.

Vice Chair Williams moved to approve the IGA with Gladstone as presented and authorize the Board Chair to execute the agreement on behalf of Oak Lodge. Director Bullock seconded.

The Board requested a public event hosted by the City and OLWS to field customer questions on the continuing partnership between the two entities.

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

MOTION CARRIED

5. Presentation of Tertiary Filtration 30% Design

PWD Albert introduced Consultant Strahota, who presented an update on the Tertiary Treatment project.

The Board asked clarifying questions and thanked the Consultant.

6. Consideration of Engineering Contract with Brown and Caldwell for Tertiary Treatment Final Design

PWD Albert overviewed the contract with Brown and Caldwell.

The Board asked clarifying questions.

Treasurer Gornick moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Final Engineering of the Tertiary Treatment Project for \$673,972. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

7. Consent Agenda

Items on the Consent Agenda Included:

- The May 2023 Financial Report, and
- June 20, 2023 Board Meeting Minutes

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The Board asked questions regarding the Financial Report and accounting best practices.

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

MOTION CARRIED

8. Consideration of Resolution No. 2023-0021 Correcting the Adopted FY 2024 Schedule of Rates, Fees, and Other Charges

Treasurer Gornick moved to adopt Resolution No. 2023-0021 correcting the adopted FY 2024 Schedule of Rates, Fees, and Other Charges. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

9. Consideration of Purchase of Aerzen Blower

Plant Superintendent Hawkins overviewed the Blower Replacement project.

The Board asked clarifying questions regarding the recent blower failure.

Director Bullock moved to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of one D625 blower from Aerzen USA in the amount of \$125,000. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

10. Consideration of Purchase of Caterpillar 926 Loader

Plant Superintendent Hawkins explained the proposed purchase, cost savings, and supply chain delay.

The Board asked questions about alternatives to the purchase of equipment.

Vice Chair Williams moved to authorize the General Manager to accept the Peterson CAT quote and approve the purchase of one Caterpillar Model 926M wheel loader from Peterson CAT in the amount of \$242,000. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

11. Business from the Board

Director Bullock and Treasurer Gornick provided highlights from their written reports.

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Vice Chair Williams provided a verbal report and Chair Keil provided a verbal report for Director Van Loo.

12. Department Reports

The Management Team provided highlights from their written reports.

The Board asked questions regarding the customer Financial Assistance Program and lobbyist activities.

13. Adjourn Meeting

Chair Keil adjourned the meeting at 8:08 p.m.

Respectfully submitted,

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Susan Keil
Chair, Board of Directors

Date: 8/16/2023

DocuSigned by:

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Kevin Williams
Vice Chair, Board of Directors

Date: 8/16/2023