OAK LODGE WATER SERVICES
BUDGET COMMITTEE
MEETING MINUTES
APRIL 2, 2024

Budget Committee

Susan Keil	Director
Kevin Williams	Director
Ginny Van Loo	Director
Heidi Bullock	Director
Robert Weber	Citizen Representative
Mark Elliott	Citizen Representative
Ron Weigel	Citizen Representative
Lewis Wardrip	Citizen Representative
Ron Nichelini	Citizen Representative

Oak Lodge Water Services Staff

Brad Albert	Interim General Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR and Payroll Manager
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collections Field Supervisor
Laural Casey	District Recorder

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1. Call to Order

Board Chair Keil called the meeting to order at 4:01 p.m.

2. Administrative Tasks

Election of Budget Committee Officers

Board Chair Keil invited a motion. Citizen Representative Weigel nominated Robert Weber as Committee Chair. Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Budget Committee Members Bullock, Elliott, Keil, Nichelini, Van Loo, Wardrip, Weber, Weigel, and Williams.

MOTION CARRIED

Board Chair Keil invited a motion. Citizen Representative Weber nominated Ron Weigel as Committee Vice Chair. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Budget Committee Members Bullock, Elliott, Keil, Nichelini, Van Loo, Wardrip, Weber, Weigel, and Williams.

MOTION CARRIED

Approve FY 2023-2024 Budget Committee Minutes

Chair Weber invited a motion. Director Williams moved to approve the FY 2023-2024 Budget Committee minutes. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Budget Committee Members Bullock, Elliott, Keil, Nichelini, Van Loo, Wardrip, Weber, Weigel, and Williams.

MOTION CARRIED

3. Presentation of Capital Improvement Plan

Assistant District Engineer Janicke overviewed the Capital Improvement Plan (CIP) using a supplemental presentation highlighting fleet, distribution and collections infrastructure, wastewater treatment plant, and watershed protection needs identified for fiscal year 2025.

The Budget Committee made comments and asked clarifying questions about Janicke's presentation, specific projects, and regarding:

- Predicting the infrastructure needs for population growth within OLWS boundaries,
- Government fleet rebates,
- Differences between the FY 2024 and FY 2025 CIP projects,
- Intergovernmental cooperation with Clackamas County,
- How bond proceeds are applied to capital improvement projects,
- How staff have applied cost benefit analysis across the CIP, and
- Increased regulations for the Wastewater Treatment Plant.

4. Presentation of Proposed Budget

Finance Director Stevens overviewed the FY 2025 Proposed Budget using a supplemental presentation highlighting:

- The budget structure, policy, and applicable budget law,
- OLWS accounting and budgeting practices,
- The primary drivers of the Proposed Budget, and
- The calculation of the rates.

Committee Member Van Loo left the meeting at 6:00 p.m.

The Budget Committee made comments and asked clarifying questions about Stevens' presentation and regarding:

- The purpose and use of fund balances, including contingency and reserve,
- Required customer communication for the change in the winter average,
- Deferral of capital improvement projects to match receipt of additional funding,
- Current OLWS debt types, and
- Inflationary impacts on future rate making.

Remote meeting connection was lost at 6:14 p.m. and reconnected at 6:17 p.m.

Committee Member Elliott did not reconnect to the meeting.

The Budget Committee thanked staff for their presentations and asked to submit written questions regarding the Proposed Budget. Interim General Manager Albert agreed to provide additional presentation materials and answers to the written questions at the next meeting.

5. Adjourn Meeting

Chair Weber adjourned the meeting at 6:27 p.m.