



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
FEBRUARY 15, 2022**

Board of Directors – Members Present via Zoom:

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston
Laura Maffei	Cable Huston
Chris Duckworth	CDR Labor Law

1. Call to Order & Meeting Facilitation Protocols

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

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen also introduced guests attending in an official capacity:

- Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and
- Sherry French, President of the Clackamas River Water Board of Commissioners.

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

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2. Call for Public Comment

President Keil asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Keil asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were two.

There were no comments.

3. Monthly Update: Oak Lodge Governance Project

No OLGP representatives were present.

4. Consent Agenda

Items on the Consent Agenda included:

- The December Financial Report,
- The January 18, 2022 regular meeting minutes, and
- Approval of agreement extension with Moss Adams for financial audit services.

The Board asked clarifying questions regarding the Financial Services Agreement and the Financial Report.

Secretary/Vice President Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded. President Keil asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Director Williams.

MOTION CARRIED

5. Consideration of Resolution No. 2022-01 Authorizing a Budget Transfer in the Adopted Fiscal Year 2021-22 Budget

Finance Director Stevens overviewed the proposed transfers.

The Board asked clarifying questions.

Treasurer Gornick moved to adopt Resolution 2022-01 authorizing a budget transfer in the adopted fiscal year 2021-2022 Budget. Director Williams seconded. President Keil asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Director Williams.

MOTION CARRIED

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6. Public Hearing: Rules and Regulations Revisions

President Keil stated the purpose of the public hearing and opened the hearing for public testimony.

President Keil asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Keil asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were two.

No testimony was provided.

Hearing no testimony, President Keil closed the public hearing.

7. First Reading of Proposed Ordinance No. 2022-05 Revising the Rules and Regulations

District legal counsel Brooks summarized the Rules and Regulations revisions and the ordinance adoption process.

The Board asked clarifying questions regarding:

- The clarification of 'premises' definition,
- SDC rates and payment interest,
- Collection of customer social security numbers,
- Natural Resource Areas, and
- ADU and EDU calculation.

Director Williams moved to read the ordinance by title only and direct Staff to return for a second reading on March 15, 2022. Treasurer Gornick seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Director Williams.

District Recorder Casey read the Ordinance by title.

8. Business from the Board

President Keil requested brief verbal reports.

Secretary/Vice President Van Loo provided a verbal report on the recent North Clackamas Chamber of Commerce meeting and the upcoming Concord Task Force meetings.

Director Williams provided a verbal report on the recent Regional Water Providers Consortium and Clackamas River Water meetings.

Treasurer Gornick asked whether the ORS outlined General Manager spending authority. District legal

counsel Westmeyer stated spending authority is an internal structure adopted by the Board of Directors in the District's Procurement Rules. President Keil asked General Manager Chaplen to return with a report and recommendation at a future meeting.

President Keil provided a verbal report on the Oak Grove Community Council meeting, at which an update on the Authority process was given.

Treasurer Gornick overviewed the special district appointment process to the Clackamas County Coordinating Committee (C4). Treasurer Gornick volunteered to continue as the District's representative. President Keil volunteered to continue as the District's alternate. Staff was asked to draft a letter for execution and to be delivered to C4 by the end of February.

9. Departments Reports

The Board asked clarifying questions and provided comments on:

- The use of ECAP funds,
- General Inflation impacts of the COVID-19 pandemic,
- Water Reclamation Facility tours,
- The 2021 Non-Revenue Water Audit and leak detection efforts, and
- The Water Reclamation Facility "upset" caused by a possible toxic load.

10. Call for Public Comment

There was no public comment.

11. Recess to Executive Session

President Keil recessed to executive session at 7:12 p.m. under:

- ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and
- ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Board of Directors met with legal counsel to receive advice regarding potential claims and litigation.

The Board of Directors discussed labor negotiation strategies with the District's labor negotiators concerning the District observed holidays and cost of living increases.

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12. Adjourn Executive Session

President Keil adjourned the Executive Session at 8:31 p.m.

No decisions were made as a result of the Executive Session.

13. Adjourn Meeting

President Keil adjourned the meeting at 8:31 p.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

Date: 3/15/2022

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 3/15/2022