



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
MARCH 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
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Chris Duckworth	CDR Labor Law
Scott Duren	Water Systems Consulting

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

Vice Chair Williams introduced guests visiting 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.

2. Call for Public Comment

There were no members of the public in attendance.

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3. Consent Agenda

Items on the Consent Agenda Included:

- The January 2023 Financial Report
- Approval of February 21, 2023 Board Meeting Minutes
- Approval of Contract Renewal with Relay Resources

The Board asked clarifying questions related to the Financial Report.

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

MOTION CARRIED

4. Consideration of Draft Wastewater Master Plan

Public Works Director/District Engineer (PWD) Albert stated no further comments or questions had been received since the presentation of the Wastewater Master Plan (WWMP) during the February 21, 2023 meeting.

The Board thanked the staff and consultants for a comprehensive and easy-to-read WWMP.

Treasurer Gornick moved to adopt the Wastewater Master Plan. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Contract Award for Hillside Wastewater Construction

Water Services Engineer Ogbeide overviewed the Hillside Wastewater Project.

The Board asked questions regarding the subcontractors of the project and the length of time this project has been on the Capital Improvement Plan.

Director Bullock moved to approve the General Manager to sign a public improvement contract with Canby Excavating, Inc for the work of constructing the hillside sewer line replacement for \$629,880 and make available a project contingency not to exceed \$75,000. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consideration of Stranded Workers Intergovernmental Agreement

Human Resources Manager Binkowski-Burk overviewed the intergovernmental agreement.

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The Board asked clarifying questions related to the development of the personnel database.

Treasurer Gornick moved to approve the General Manager to sign the *Intergovernmental Agreement for the Lending of Personnel Within Clackamas County When Personnel are Unable to Get to Their Normal Reporting Location*. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Consideration of Contract Award for SCADA Master Services Agreements

PWD Albert outlined the SCADA request for proposals process and the purpose of the master services agreements.

Treasurer Gornick moved to approve the General Manager to sign Master Services On-Call Contracts with OCD Automation Inc. and Portland Engineering Inc. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

8. Presentation of Proposed Updates to Contracting and Purchasing Rules Policy

General Manager Chaplen explained the purpose of the policy and overviewed the proposed updates.

The Board asked questions related to remedy contracts.

General Manager Chaplen stated the policy would be on the April agenda for adoption.

9. Business from the Board

Director Bullock and Treasurer Gornick detailed their written reports.

Vice Chair Williams stated it was “Fix a Leak Week” and emphasized the importance of this messaging as over 3 trillion gallons of water are wasted annually in the USA. Director Bullock commended OLWS staff for leak detection efforts, including one in her home.

Director Van Loo thanked Marty, an OLWS staff member, for quickly addressing calls from Van Loo’s neighbors about drinking water odor.

2. Call for Public Comment

Vice Chair Williams re-opened public comment due to the late arrival of two members of the public.

Diane Bagüès spoke against the public tolling of Interstate 205 and in support of proactive water conservation efforts. Diane encouraged OLWS to build infrastructure now before there are water

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shortages. Diane brought mason bees for meeting participants to put in their gardens.

10. Department Reports

The Management Team provided monthly highlights including:

- Ongoing customer communication and outreach,
- An update on the Authority's banking and financial reporting setup,
- Flow monitoring data analysis,
- Manhole cover survey,
- Beaver dam removal,
- Wastewater Treatment Plant blower issues, and
- An aquatic toxicology fish test will be repeated due to icy weather and stringent lab hold times.

The Board asked questions related to service fees, red tag reporting, and the difference between storm system covers and manhole covers.

11. Recess to Executive Session

Vice Chair Williams recessed to executive session at 6:50 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

12. Adjourn Executive Session

Vice Chair Williams adjourned the executive session at 7:11 p.m.

No decisions were made as a result of the executive session.

13. Adjourn Meeting

Vice Chair Williams adjourned the meeting at 7:11 p.m.

Respectfully submitted,

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Susan Keil
Chair, Board of Directors

Date: 4/19/2023

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Kevin Williams
Vice Chair, Board of Directors

Date: 4/19/2023