OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
OCTOBER 13, 2026 AT 4:00 PM

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1. Call to Order

Chair Williams called the meeting to order at 4:00 PM.

Director Keil was absent from the meeting.

2. Call for Public Comment

There were no comments.

3. Consent Agenda

   a. August 2026 Financial Report

   b. Approval of September 8, 2026 Board Meeting Minutes

Director Van Loo moved to Approve the Consent Agenda. Treasurer Gornick seconded. District Recorder Michele Diaz conducted a roll call vote. Voting Aye: Directors Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

4. Items for Presentation

   a. FY2026 Year-End Financial Report

Finance Director Wilson provided verbal summary of the report and noted changes may be necessary, which will be presented after the close of audit.

The board provided comments and asked clarifying questions regarding personnel leave budgeting, practices surrounding supplemental budgets, and avoiding budget

underages in Operations.

5. Items for Consideration

   a. Consideration of Task Order with WSC for Post-Construction Flow Monitoring

Assistant District Engineer Prentice provided context behind the task order, equipment, and the study period. The board asked clarifying questions about the utility and necessity of the flow monitor. Vice Chair Bullock recommended attaching a subcontractor rate sheet document when subcontractors are utilized.

Treasurer Gornick moved to to approve the General Manager to sign Task Order 8 with WSC for postconstruction flow monitoring in the Lift Station 5 basin with a not-to-exceed cost of $99,183. Director Van Loo seconded. District Recorder Michele Diaz conducted a roll call vote. Voting Aye: Directors Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

   b. Consideration of FY24 Audit Plan of Action

Finance Director Wilson noted this document is a corrected plan of action updated to address three deficiency areas from the FY24 audit.

The board asked clarifying questions regarding staff practices and changes implemented to address deficiencies from prior fiscal years.

Vice Chair Bullock moved to to approve the Revised Plan of Action for the fiscal year 2024 Authority audit and authorize the Chair and General Manager to sign the document for submission to the Oregon Secretary of State's Office. Director Van Loo seconded. District Recorder Michele Diaz conducted a roll call vote. Voting Aye: Directors Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

6. Business from the Board

Director Van Loo provided update that the Executive Director at the North Clackamas Chamber position is currently vacant. Treasurer Gornick and Chair Williams provided verbal summary of their written reports. Treasurer Gornick noted a helpful index created by Wade Hathhorn in the NCCWC board meeting materials.

Chair Williams provided thanks to OLWS and SWA staff for assisting in efforts to keep the water system running during low river conditions with unusual algae levels.

7. Department Reports

a. Administration

b. Finance

c. Public Works

d. Plant Operations

The Management Team provided highlights from their written reports, including:

• Updates on the tertiary treatment improvements project, the Willamette View groundbreaking ceremony, and the FY25 audit
• Record low water consumption in September and replacement of failed meters
• A permit violation for a bacteria spike since resolved, WWTP staff development of a scoop for wetwell use

The board provided comment and asked clarifying questions regarding:
• Trends in account delinquencies
• Custom scoop tool innovations, obstacles to construction of the tertiary treatment plan, and
• The meter maintenance program, replacement of stuck meters, and the Jennings Avenue drainage ditch

Chair Williams thanked Finance Director Wilson for the customer service of OLWS front-facing administrative staff.

8. Other Items

General Manager Albert reminded the board of upcoming Budget Committee and Board appointments for next year.

Treasurer Gornick asked clarifying questions regarding eligible committee members.

9. Adjourn Meeting

Chair Williams adjourned the meeting at 5:10 PM