



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
MARCH 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
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
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Jason Rice	Water Systems Consulting
Scott Duren	Water Systems Consulting
Susan Schlangen	Water Systems Consulting

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. Service Thanks: District Engineer Jason Rice

The Board and Management Team shared messages of thanks to outgoing District Engineer Jason Rice.

3. Call for Public Comment

District Recorder Casey stated there were no written public comments submitted. There were two members of the public in attendance.

Brad Albert and Lynn Fisher commented on District Engineer Rice's work and professionalism.

4. Monthly Update: Oak Lodge Governance Project

No OLGP representatives were present.

5. Consideration of Agreement with Wallis Engineering for Final Design of Lift Station 2

Water Services Engineer Haakon Ogbeide provided an update on the lift station project. He summarized the reconstruction of Lift Station 2.

The Board provided comments and asked clarifying questions regarding:

- Flooding at lift stations.
- Project cost and schedule.
- The agreement's scope of work.
- Good neighbor measures.
- Construction bypass plans.

Treasurer Gornick moved to approve the General Manager to initiate a Task Order under the active On-Call Services contract with Wallis Engineering for the final design of Lift Station 2 for \$197,523. Director Williams seconded. President Keil asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Director Williams.

MOTION CARRIED

6. Consent Agenda

Items on the Consent Agenda included:

- The January 2022 Financial Report,
- The February 15, 2022 regular meeting minutes,
- An Interim District Engineer Agreement with Water Systems Consulting,
- The equipment purchase for Trojan UV system,
- An agreement amendment with PEI for SCADA system support, and
- An agreement with Relay Resources for janitorial and landscaping services.

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The Board provided comments and asked clarifying questions regarding the SCADA agreement amendment with PEI 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

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

The Board asked clarifying questions regarding the determination of service connections.

Director Williams moved to read the ordinance by title only. 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.

Treasurer Gornick moved to adopt Ordinance No. 2022-05 Revising the District's Rules and Regulations. 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

8. Appointment of the FY 2022-23 Budget Officer

Secretary/Vice President Van Loo moved to approve the Finance Director as the Budget Officer for the District during the FY 2022-23 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

9. Adoption of the FY 2022-23 Budget Calendar

Finance Director Stevens outlined the known conflicts to proposed calendar. She detailed potential revisions. There was Board discussion and consensus on holding Budget Committee meetings on April 12 and 26, 2022 with a possible addition of a third meeting on April 14 or 28, 2022.

Director Williams moved to approve the proposed Budget Calendar for FY 2022-23 Budget with the possibility of an additional date and time being added after the citizen Budget Committee members have been polled. 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

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Loo; Treasurer Gornick; Director Williams.

MOTION CARRIED

10. Business from the Board

President Keil requested brief verbal reports on the Board Liaison assignments.

Director Williams asked about the progress of the intergovernmental agreement with the City of Gladstone. General Manager Chaplen outlined the work being done.

11. Departments Reports

The Management Team provided department highlights including:

- Oregon State inflation projections,
- Non-revenue water leak detection efforts and fire hydrant replacements, and
- The arrival of the Water Reclamation Facility (WRF) aeration blower.

The Board asked clarifying questions and provided comments on the flooding analysis project and the WRF's telemetry unit replacement.

Treasurer Gornick volunteered to work with Secretary/Vice President Van Loo, General Manager Chaplen, and Interim District Engineer Rice to identify stormwater projects.

12. Call for Public Comment

Jane Civiletti asked for information related to the water filtration units purchased by the District and OLCERT.

13. Recess to Executive Session

President Keil recessed to executive session at 7:38 p.m. under:

- ORS 192.660(2)(n)(c)(vi) to discuss information about review or approval of programs relating to the security of water, and
- 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.

District legal counsel presented to the Board from two legal memoranda developed by counsel. The Board asked questions regarding the memoranda.

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14. Adjourn Executive Session

President Keil adjourned the Executive Session at 9:18 p.m.

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

15. Adjourn Meeting

President Keil adjourned the meeting at 9:19 p.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

Date: 4/22/2022

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 4/21/2022