

Oak Lodge Water Services District  
Minutes of Regular Meeting  
April 18, 2017

Directors Present

Jim Martin, Chair  
Susan Keil, Vice Chair  
Lynn Fisher, Director  
Kevin Williams, Director  
Nancy Gibson, Director

Staff Present

Jason Rice, Interim General Manager  
Kelly Stacey, Finance Director/Deputy General Manager  
Rich Ludlow, Interim Operations Manager  
Todd Knapp, Supervisor  
Jeff Voreis, Senior Accountant

Visitors

Eric Hofeld, Sunrise Water Authority  
Marty Guenther, OLWSD  
Terry Gibson, Local Resident  
Bob Modina, Local Resident  
Paul Gornick, Local Resident  
Dave Phelps, Local Resident  
John Klum, Local Resident  
Steven Cade, Local Resident  
Scott Constans, Local Resident  
Esmael Neghdi, Local Resident  
Jamie Stangel, Local Resident  
Eugene Whitley, Local Resident  
Thelma Haggemiller, Local Resident  
Clark Balfour, Cable Huston

**Regular Meeting**

**(1) Call to Order/Pledge of Allegiance**

Chair Martin called the regular meeting to order at 6:00 p.m. and Director Keil led the pledge of allegiance.

**Budget Presentation**

The staff team gave a brief overview of their respective departments and forecasted issues for the budget committee applicants.

Finance Director Stacey stated another meeting with more detail would be held the following week. She asked that the budget committee applicants review the information they were handed and be prepared with any questions they have at that time. Further a follow-up meeting could be held on May 2<sup>nd</sup> as well as May 9<sup>th</sup> if more time for budget review would be needed otherwise a vote would finalize the process.

Stacey also noted three of the five budget members chosen would need to also be available for the North Clackamas County Water Commission meetings that occur quarterly as representatives of Oak Lodge Water Services.

**(2) Public Comment (For non-agenda items)**

None.

**(3) Government Finance Officers Association Award Acknowledgment**

Interim General Manager Jason Rice recognized Senior Accountant Jeff Voreis on his hard work with the annual audits/GFOA.

**(4) Appointment of Budget Committee Members**

Chair Martin had each applicant introduce themselves and have an open discussion allowing for questions of the applicants from the Board. He stated that the Board would vote among the 7 applicants, choosing 5 with 2 alternates.

The voting results designated the Budget Committee members as Paul Gornick, Steven Cade, Eugene Whitley, John Klum, and Dave Phelps. The alternates are Bob Modina and Terry Gibson.

The three members designated to the North Clackamas County Water Commission are Eugene Whitley, John Klum and Steven Cade.

**(5) Registered Agent Designation and Resolution 2017-08**

Interim General Manager Jason Rice asked the Board to approve designating himself as the registered agent. Clark Balfour acknowledged the state requires a designated person to be the contact for various filings among other important functions.

**Board Member Williams moved to approve Resolution 2017-08 designating Interim General Manager Jason Rice as the registered agent for the Oak Lodge Water Services District. Board Member Gibson seconded the motion.**  
**Ayes: Fisher, Gibson, Keil, Martin, Williams**  
**Nays: None**

**The motion carried 5-0.**

**(6) Consent Agenda**

- March 21, 2017 Regular Meeting Minutes
- March 23, 2017 Special Meeting Minutes
- April 6, 2017 Special Meeting Minutes
- Sanitary March Check Run
- Water March Check Run

Board Member Keil questioned what the Oregon Education Benefit regarded for almost \$30,000. Interim General Manager Jason Rice acknowledged it was OEBC, the insurance coverage. She further asked about the Stormwater Summit charges including hotel stay and Rice noted that it was a planned conference in Bend that both himself and Lara Christiansen, the public outreach coordinator, would be attending.

Board member Fisher asked for correction of the special meeting minutes to change the title of President to Chair.

**Board Member Keil moved to approve the consent agenda. Board Member Williams seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(7) Department Reports**

- Sanitary Operations

Interim Operations Manager Rich Ludlow commented on the coordination with the water staff recently on a project that was very cost savings.

- Water Operations

Supervisor Todd Knapp discussed the updates of the Valley View Project as well as establishing the fiber connection between the water building to the plant building.

- Technical Services

Interim General Manager Jason Rice gave an update on the architects' progress along with another meeting scheduled May 4<sup>th</sup> to go over bidding with a presumed date of approval being in June. He further updated the Board regarding Greg Jones progress including most recently putting

together the benefit review committee for union negotiations. Jones is also focusing on updating policies in the district.

**(8) Business from the Board**

Board Member Gibson updated the Board on her recent attendance at the Consortium Executive Committee meeting that focused on disaster resiliency including the district's use of hurricane filters. Gibson also spoke on the C-4 meeting that discussed tiny homes.

Finance Director Kelly Stacey updated the Board on Valic, which required the Board to appoint Stacey as the plant administrator.

**Board Member Keil moved to appoint Kelly Stacey as the Plant Administrator as required by Valic. Board Member Gibson seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(9) Executive Session**

**The Board entered into Executive Session at 6:49 p.m.**

Convene Executive Session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and/or ORS 192.660(2)(f) to consider information or records exempt by law from public inspection (ORS 192.502(9) and 40.225).

**Chair Martin reconvened the Board at 6:58 p.m.**

**(10) Adjourn Executive Session – Board Actions (if necessary)**

**Board Member Keil moved to approve a temporary increase to both Kelly Stacey and Jason Rice that would extend from April 1<sup>st</sup> until the hire date of a new general manager of 7.5% increase on their current salary. Board Member Gibson seconded the motion.**

**Ayes: Fisher, Gibson, Keil, Martin, Williams**

**Nays: None**

**The motion carried 5-0.**

**(11) Public Comment**

Esmail Neghdi spoke to the Board regarding a 'discrepancy of calculation on the EDU plumbing' of a plaza property he owned on McLoughlin. Interim General Manager Jason Rice addressed the Board and customer regarding plumbing/fixture movement application process and procedures.

**(12) Adjourn**

Director Martin adjourned the meeting of April 18, 2017 at 8:45 p.m.

Respectfully submitted,

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Jason Rice, Interim General Manager

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Jim Martin, Chair