



**BOARD OF DIRECTORS  
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.  
April 20, 2021**

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Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
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 Mendenhall	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Lara Christensen	Water Quality Coordinator

Consultants & Presenters – Present via Zoom:

Laura Westmeyer	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Julie Baweja	Ecology in Classrooms and Outdoors
Sarah Woods	Ecology in Classrooms and Outdoors
Alexandra Gordon	Ecology in Classrooms and Outdoors

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**1. Call to Order & Meeting Facilitation Protocols**

President Gornick 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 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.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

OAK LODGE WATER SERVICES  
Board of Directors Regular Meeting Minutes for April 20, 2021  
Page 2 of 5

## **2. Call for Public Comment**

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there was one.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Thelma Haggemiller identified herself but had no comment.

Finance Director Stevens spoke to the written comment in relation to the Emergency Customer Assistance Program (ECAP). The Board discussed the program as it was originally created and how it may be modified now to better serve the customers in need.

Director Keil moved to direct the General Manager and Finance Director to provide flexibility in awarding additional assistance from the ECAP, particularly for businesses but also for residential accounts, to make decisions and report back. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

## **3. Consent Agenda**

Secretary/Vice President Van Loo and Director Keil asked questions related to the Monthly Financial Report.

Director Williams identified a scrivener's error in the March 16, 2021 meeting minutes. District Recorder Casey noted the change.

Treasurer Knudson moved to approve the Consent Agenda with the amendment to the March 16, 2021 meeting minutes. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

## **4. Monthly Update: Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) Steering Committee member Jane Civiletti provided a brief update on OLGP's work.

## **5. Presentation of the Ecology in Classrooms & Outdoors Annual Update**

Ecology in Classrooms and Outdoors (ECO) representatives, Sarah Woods, Julie Baweja, and

OAK LODGE WATER SERVICES  
Board of Directors Regular Meeting Minutes for April 20, 2021  
Page 3 of 5

Alexandra Gordon, shared a presentation highlighting ECO's outreach area, impacts of their partnership with the District, the purpose and mission of their program, and the community needs being met by the program.

The Board thanked ECO for their presentation and applauded their creativity and professionalism.

#### **6. Consideration of Cooperative Public Agencies of Washington County (CPAWC) Intergovernmental Agreement**

General Manager Chaplen presented the intergovernmental agreement and the opportunities a resource sharing partnership would provide the District.

The Board asked clarifying questions related to annual dues, special assessments, and member organizations.

Director Williams moved to authorize the General Manager to sign the intergovernmental agreement with the Cooperative Public Agencies of Washington County, not to exceed dues of three hundred dollars per year. Secretary/Vice President Van Loo seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

#### **7. Consideration of Sewer Pump Station 5 Rebuild Construction Contract**

Water Services Engineer Ogbeide overviewed the sewer pump station rebuild project, highlighting the design phase, special permit needs, and the bid process.

The Board asked questions related to project specifications, generator placement and sound proofing, and community outreach.

Treasurer Knudson moved to approve the General Manager to negotiate and sign an Encroachment Permit with Clackamas County and sign a Public Improvement Contract with Fackler Construction, Inc. for the reconstruction work of the Sewer Pump Station 5 Rebuild Project in an amount not to exceed \$691,048. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Treasurer Knudson; Directors Keil and Williams. Voting Nay: Secretary/Vice Van Loo.

MOTION CARRIED

#### **8. Consideration of Merina + Co. Contract for Financial Services**

Finance Director Stevens overviewed the contract for financial services.

OAK LODGE WATER SERVICES  
Board of Directors Regular Meeting Minutes for April 20, 2021  
Page 4 of 5

Secretary/Vice President Van Loo and Director Keil asked questions related to current Finance department staff vacancies, the contract's scope of work.

Director Keil moved to approve the contract with Merina + Co to not exceed \$50,000. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

### **9. Consideration of Resolution No 2021-03 Approving Budget Transfer for the FY 2021 Adopted Budget**

Finance Director Stevens overviewed the Resolution and explained the parameters of the budget transfer.

Director Keil identified a scrivener's error in the Resolution.

Treasurer Knudson moved to adopt Resolution No. 2021-03 amending FY 2020-21 Budget with the minor correction. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

### **10. Call for Public Comment**

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were none.

### **11. Departments Reports**

- **Human Resources**

Human Resources/Payroll Manager Binkowski-Burk overviewed the Human Resources Department Report highlighting staff COVID vaccinations, insurance projections, and active recruitments. District Recorder Casey provided an update on the Records Management Program.

Treasurer Knudson requested the District send an appreciation letter to the City of Lake Oswego.

- **Finance**

Finance Director Stevens overviewed the Finance Department Report highlighting delinquent accounts, collections rate, and increased non-revenue water. She shared a supplemental item related to emergency relief funds.

OAK LODGE WATER SERVICES  
Board of Directors Regular Meeting Minutes for April 20, 2021  
Page 5 of 5

- **Technical Services**

District Engineer Rice overviewed the Technical Services Department Report and shared information about an ODOT sidewalks project.

Director Keil asked for more social media metrics in the Department Report.

- **Field Operations**

Field Operations Supervisor Lyon overviewed the Field Operations Department Report highlighting additional ODOT projects, and the Risk Assessment completed on the District's reservoir sites after the recent ice storm.

- **Plant Operations**

Plant Operations Superintendent Mendenhall overviewed the Plant Operations Department Report and graphs highlighting permitting and pump station work.

## **12. Business from the Board**

Director Keil reported on presentation materials from the North Clackamas Chamber (NCC).

Director Williams reported on the Clackamas River Water Board meeting.

Secretary/Vice President Van Loo reported on a NCC presentation regarding the proposed Metro transfer station.

Treasurer Knudson reported on the Oak Grove Community Council meeting, a presentation given by Dave Hunt, and the Regional Water Providers Consortium meeting.

President Gornick reported on the Sunrise Water Authority meeting and North Clackamas County Water Commission meeting.

## **13. Adjourn Meeting**

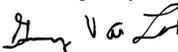
President Gornick adjourned the meeting at 8:55 p.m.

Respectfully submitted,

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Paul Gornick  
President, Board of Directors

Date: 5/19/2021

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Ginny Van Loo  
Secretary/Vice President, Board of Directors

Date: 5/19/2021