



OAK LODGE WATER SERVICES
Minutes
Board of Directors – Special Meeting 6:30 p.m.
July 8, 2019

Board of Directors - Members Present:

Susan Keil,	President/Chair
Kevin Williams,	Secretary/Vice President
Lynn Fisher,	Treasurer
Paul Gornick,	Director
Vacant,	Director,

Board of Directors - Members Absent:

none

Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen,	General Manager
Aleah Binkowski-Burk,	Human Resources and Payroll Manager,

Visitors and Consultants Present:

Grover Bornefeld,	Local Resident
Ginny Van Loo,	Local Resident
Mark Knudson,	Local Resident.

Special Board of Directors Meeting

1. Call to Order and Flag Salute

President Susan Keil called the meeting to order at 6:30 p.m. and led the pledge of allegiance.

2. Call for Public Comment

Grover (Jeffrey) Bornefeld, local resident from 4308 SE Boardman Avenue, commented on the recent passage of House Bill 2001, which takes effect in 2021, and encouraged the community to plan for the arrival of a significant number of new residents. He made a few more comments through the lens of how Accessory Dwelling Units (ADUs) built by both owners and developers will affect that influx. The Board asked how HB 2001 applies to counties (versus the rules for cities over 10,000) and there are distinctions for metropolitan areas and counties with populations over 100,000. There were no additional comments from the public.

3. Oath and Swearing in of Board Members

President Keil presented Item 3 to General Manager Sarah Jo Chaplen, who described the swearing in process. She led the oath for President Keil, who was sworn into her elected office as a Director of Oak Lodge Water Services District. President Keil then led the oath for Vice President Kevin Williams and Director Paul Gornick and swore them into their elected offices as

Directors of Oak Lodge Water Services District. She congratulated them. Treasurer Fisher asked who understood fully what they just agreed to support and President Keil stated she has a general understanding of the laws and constitution of both federal and state regulations.

General Manager Chaplen stated there are a number of documents awaiting signature by those being sworn in, to be completed by the end of the meeting.

4. Interviews with Applicants to Fill Board Vacancy

General Manager Chaplen let the group know that Ginny Van Loo would be the first applicant to be interviewed, followed by Mark Knudson, and directed the Board to the interview questions. Treasurer Fisher added the question, "Are you prepared to run for office when your current term ends?" The vacant term will be reconfirmed by Clackamas County's Office of Elections but will likely be in 2021. The group asked Ginny if she preferred Mark to leave the room in order to avoid hearing the questions to be asked and she said that Mark could stay. President Keil stated the questions were about personal experience more than knowledge-based information.

President Keil asked Treasurer Fisher to start the questions. He asked Ginny why she would be a good candidate for the Board. Ginny responded she has been on the former Oak Lodge Sanitary District Board and is experienced at board work. She is open to learning more about water and has been studying. Most of her water experience is with in-water work.

President Keil asked why she would like to do this work again, why she would like to serve in this capacity. Ginny responded during her previous term she had a lot of involvement with the Elks but now she has less involvement. During the merger on the Board she and Terry Gibson rolled off because it was time for her to take a break. She has been following the consolidation since then and is interested in how the organization is developing. She saw there was an opening and thought she would apply.

Vice President Williams asked her to describe her experience with volunteer work. She started in 1989 with her leadership of the NW Steelheaders working with water and fish. That led her to the Oregon legislature, which she gained a lot of legislative experience in her business working with Larry Zowada for 10 years and 4 legislative sessions. She ran for office twice, making it through the primary the first time. She has thought about working as a legislator many times. She worked at the county level for the Clackamas County Commissioners and enjoyed working at the neighborhood level. She enjoys working with people and serving them. She served as President of the NW Steelheaders and the Oregon Wildlife Federation in the same year. She also served as the chairman of a fisheries committee for the National Wildlife Federation in Washington, D.C. She has worked with the Elks Lodge for many years, joining after they allowed women in. She served as the State Trustee for seven years, and now just serves as the State Government Relations chair for the Elks, for which she trains new members on the legislative process.

Director Gornick asked her to describe her knowledge of water delivery systems for communities such as ours. She responded that her knowledge of water systems is limited, and that she has more knowledge of sanitary sewer than water. She has always been interested in how water works and has been educating herself on the treatment of potable water in preparation for the role. She has acted as a community leader for her area with regards to their

water line and because they have had some issues with the taste of chlorine on her street. Her neighbors do not drink the tap water because of the taste, even though the District has won the award for best tasting water. She understands backflow devices and hose bibs. She knows that OLWS water is from the Clackamas River and she knows more about water quality and fish.

Treasurer Fisher asked her to describe her knowledge of public utilities and how they operate – how they differ from private utilities. She responded she does not know that information.

President Keil asked her to describe her experience providing policy guidance for a medium sized corporation, being the District has 36 employees. Ginny has written policies and believes developing policies would be difficult. She would like employees to understand the impetus behind each policy but is not sure how much has changed concerning water and sewer policies. The Board commented they have worked to develop a comprehensive set of policies for OLWS.

Vice President Williams asked if she was prepared to meet the time requirements of the Board position, which involve monthly meetings, sometimes extensive reading, and subcommittees at times. Ginny responded yes, she is aware of the commitment and prepared to meet the needs.

President Keil asked if there were any follow up questions and praised Ginny's extensive resume. Ginny commented she has done a lot, has enjoyed it, and gave credit to all of the volunteers she has worked with over the years. She has consistently seen community needs and worked to fill them, and she has helped create a lot of positive change over the years.

President Keil asked Ginny if she is prepared to run for office in 2021 if she is appointed to the position now, and she responded yes, she is prepared to run.

The Board thanked her for her time.

President Keil asked Mark Knudson to come forward. Director Gornick asked Mark why he thought he'd be a good candidate for the Board of Directors of OLWS. Mark responded there are several factors. He tends to be a very collaborative person and enjoys working in teams to solve problems. Working with this group would be a great opportunity to exercise the skills he developed over many years of working with staff, groups, and members of the public. He thinks it would be a great fit.

Vice President Williams asked why he would like to serve in this capacity. Mark responded conditions and timing have come together to encourage his application. He has lived in the community for almost 25 years, raised a family, and has a real sense of the community. He is in the process of retiring from 35 years of leading and managing water organizations and hopes that this position will be an opportunity to apply the skills and knowledge he brings from his career in water and couple it with a way to serve his community. He has a long history of public service and a commitment to organizations like this one. He sees it as an alignment of timing and opportunity.

President Keil asked him to describe his experience working in a volunteer capacity – where, what, how long. In terms of water organizations, he is a volunteer on the Board for the Infrastructure Finance Authority (IFA) for Oregon. It is an organization that makes awards under the Safe Drinking Water and Clean Water Act and awards community development block grants with a threshold of 3 million dollars. He has been with them for 5 years and is serving his

second term there. As a result of participating in that he was asked to serve on the Audit Committee for Business Oregon. He served on the Oak Lodge Water District Board from 1997-2001 and when he had to leave his position, it was decided to award the seat to Paul Savas. Within the water industry he has been an active member of the Association of Metropolitan Water Agencies, the American Water Works Association and the Water Research Foundation. Outside of the water industry other volunteer activities include involvement with the Leukemia and Lymphoma Society, Doernbecher Children's Hospital, and the Make A Wish Foundation. In 2001 his daughter was diagnosed with leukemia and benefitted from a new drug treatment. Their family has become a big supporter of helping to promote these targeted therapies. He appreciated being able to support the community through fundraising opportunities within those organizations over the years.

Treasurer Fisher asked him to share with the Board about his knowledge of water delivery systems for small communities such as Oak Lodge. He responded currently he is the General Manager and Chief Executive Officer (GM/CEO) of the Tualatin Valley Water District, which is the second largest water utility in the state. He oversees operations for 25 different pressure zones that each have their own series of pumps, tanks and supply. He described the larger system as a series of smaller systems. He was the Chief Engineer of TVWD for six years and has been the GM/CEO for 6 years. Prior to TVWD he worked for an engineering consultant, Carollo Engineers. While there he did work throughout Oregon as well as in Northern California, doing asset management, system supply planning, master plans for small-to-large systems under various consulting contracts. Before that he worked with Portland Water Bureau for nearly 20 years, where he started out as a Water Quality Engineer and moving up to the Director of Operations and Maintenance for the entire Portland Water Bureau system, including Bull Run through the treatment process and down to the last tank in the system.

President Keil asked Mark if he has any knowledge of public utilities, how they operate, and how they differ from private utilities. Mark responded he has a great deal of experience in public utilities and operation being that has been the bulk of his career for 35 years. He does not have much experience knowing the difference between public and private utilities, but he does know the difference between "GASBY" and "FASBY", which are different accounting and financial standards for public and private entities. They provide very different levels of accountability. He does not know much about the operational differences. He has worked in relation to strong union environments, currently TVWD has no unions, he has seen the full range of pros and cons of representative environments. He believes the main driver of successful teams to be effective management with clear communications of expectations, provide clear direction and follow up, and holding people accountable for their performance. The goal is to make sure people are doing their job, not having to exercise requirements under a union contract.

Vice President Williams asked him to share his experience providing policy guidance under a medium-sized corporation of 20-40 employees. He responded his experience is mostly with much larger organizations. As the Chief Engineer at TVWD he was responsible for developing the policy associated with the district's backflow program, which has become a model program for the State of Oregon. A larger assignment was he developed a strategy associated with implementing the Willamette Water Supply to serve the Cities of Beaverton, Hillsboro, and all TVWD's service area. He conceived of the concept, worked with regional partners to develop the strategy, did analytical work and did the justification in-house with a team at TVWD. They put together a large report summarizing the advantages, disadvantages, and trade-offs

associated with Willamette supply. He took that report to the leadership and over a series of meetings presented the findings to the Board. In 2011 the Board adopted the strategy in pursuit of developing the Willamette for water supply. Since then, they are on the way towards completing the 1.2 billion infrastructure project which will bring Willamette Water Supply to over half of Washington County, and over 400,000 people. Although this is not a small system, he believes the transferrable needs include: getting clear about objectives; effectively communicating with stakeholders, decision makers and Board members; understanding the issues, concerns and opportunities associated with the objectives; providing the justification of costs as necessary; and then working to make sure all levels understand what it means to implement the project. After approval, he negotiated a service agreement between TVWD and the City of Beaverton, and one of the challenges he has seen is in implementing the agreement. The objectives might be clear, but successfully implementing the agreement has been difficult because of the many moving parts.

Director Gornick asked him if he was willing and able to meet the time demands of the position, which requires more hours than just attending OLWS Board meetings. It requires sometimes lengthy reading and attending other meetings as assigned. Mark responded he is aware of the time commitment and will be open in October. The next few months might be challenging timewise but he is confident he can meet the demands of the commitment.

Director Gornick asked if he is willing and intending to run for the position when the current term expires. Mark responded he has been a resident for 24 years and expects to be around for another 24 years. He would be thrilled to have the opportunity to run for election and continue to serve on the Board.

President Keil added a follow up question asking Mark to relate what he knows about sewers. Mark responded, "just a little bit". He got his bachelor's degree in Environmental Engineering in the late 1970's because he wanted to be a wastewater treatment plant designer. He loved wastewater treatment and biological processes, and this was the focus of his master's research. He worked for a few years for a consultant doing wastewater system master planning and collections system master planning for the City of Vancouver and storm drainage planning for the City of Beaverton. He did not understand what it took to operate a plant so went and worked as an entry level treatment plant operator for nearly two years for the Cowlitz Wastewater Commission. Because of this work he has a different perspective on the value and importance of operations staff. At the Tualatin Valley Water District, as part of the Willamette Water Supply project he brought in operation staff to the beginning of the planning and design process. After his work at the Cowlitz Wastewater Commission he switched to water and moved to the Portland Water Bureau.

The Board thanked him for his time.

5. Appointment of New Board Member

President Keil let the group know they needed to decide who to appoint to the Board of Directors and both candidates stepped into the lobby during discussion. She stated she had a

lot of fun working with Ginny Van Loo, that she asked good questions and raised important issues to be considered in decisions. She has tremendous depth of experience dealing with legislative bodies and has made the Elks an orderly, functional, successful business.

Having said that, she thinks the District needs help on the water side, particularly regarding policy making and their understanding of water issues. Mark comes with a wealth of experience in water.

Treasurer Fisher stated they are both really good candidates. There was a comment to expand the Board, but that is not currently possible

Vice President Williams stated if the District had problems to address on the sewer treatment side, he thought Ginny would be the better selection, but The District needs help with water, and he thinks Mark could provide more for this Board and for the District.

President Keil commented Ginny's husband was a wastewater treatment plant operator for Clackamas County's Water Environment Services, and that you get vicarious information through that experience.

Director Gornick is favoring Mark's background and responses over Ginny's but is not sure why. Mark's experience is deep, and he was more expressive about his background than Ginny was in terms of filling in details. Mark is still working and some of Ginny's experience is in the past.

Treasurer Fisher stated Ginny may have assumed we know a lot about her, but this knowledge is true for only himself and President Keil.

President Keil stated she is inclined to go with Mark because the Board is weaker on the water side and our top District staff on the water side may be leaving within 10 years, namely Todd Knapp. According to Human Resources (H.R.) and Payroll Manager Aleah Binkowski-Burk, Todd has stated he may retire within 5 years. Treasurer Fisher commented he likes Mark also and thinks he brings a wealth of experience and knowledge.

Director Gornick stated Mark brings a wealth of experience and knowledge on the technical side, however, because he has worked on the technical side of large organizations there may be some issues with working with a small organization where staff wear multiple hats. He expressed some concern about this fact.

President Keil supported this comment and reflected General Manager Chaplen came from larger organizations. General Manager Chaplen responded she has experience with both small and large organizations, for example City of Canby which had 60 employees serving 10,000 residents, the City of Hillsboro with 100,000 population and 850 employees, and when she worked at the state her area had about the same size of organization. President Keil commented when she went into Transportation [with the City of Portland] it was a shock how often they used consultants as opposed to using in-house knowledge and expertise and not hiring outside consultants [as in Bureau of Environmental Services], which is a luxury a large organization affords.

Treasurer Fisher raised the concern that neither one attends OLWS Board meetings but believes both are strong candidates. He appreciated Director Gornick for coming into OLWS

through the Budget Committee, attending Board meetings, and learning about the organization before moving into a Board position.

President Keil stated she thinks the District needs Mark Knudson and the others agreed with her. She added her hope to bring Ginny into the District through some other avenue of participation and the Surface water/Stormwater Master Planning Advisory Committee was suggested. Treasurer Fisher stated we need to get Ginny involved in the District again because she is good, works hard, and cares.

President Keil requested a motion, a second and a statement from each Director. They brought both candidates back into the room.

After the motion, President Keil commented on her appreciation for both candidates and expressed she is impressed with Mark's experience with water systems. Ginny concurred he has far more experience with water and it is a good choice based on the District's current need.

Treasurer Fisher expressed gratitude for two qualified, capable candidates, and stated how difficult it is to have the problem because you must select one. Both candidates are "Grade A" quality and it was very difficult to choose. He asked Ginny to become more involved with the District again and suggested we need her attention and care. He presented the opportunity to participate in the newly formed Surface water/Stormwater Master Planning Advisory Committee and she agreed dependent on schedule. The Board described the committee.

Vice Chair Williams appreciated Ginny for trusting him to join the Sanitary District, and then stepping aside to let him join the new Oak Lodge Water Services Board. He echoed the District's need for more water experience on the Board. He suggested a "trusted advisor's" role for her and encouraged her to get involved again, stating we need her experience.

Ginny said she would get involved again but did not want to be on the Budget Committee after her 20-year service on the Clackamas County Community College's Budget Committee and 8-years on the Clackamas County Budget Committee. She has done natural resources and budgets and does not want to do budgets any longer.

Director Gornick was impressed with Ginny's sewer district experience beyond the technical aspects of the field and is glad to know she is out there to support their work. He expressed concern that Mark's experience is with larger organizations and asked him to draw on the experience he gleaned from the smaller teams he has worked with. Mark responded he will work to discover what is essential in each situation and apply his experience to inform those essential aspects of the situation.

Treasurer Fisher moved to appoint Mark Knudson to the Board of Directors of Oak Lodge Water Services District. Vice President Williams seconded the motion. President Keil called for a vote.

Ayes: 4

Nays: None

Motion carried: 4-0

6. Swearing in of New Board Member

President Keil led the oath for Mark Knudson and swore him into his appointed office as a Director of Oak Lodge Water Services District. The Board congratulated Mark and he thanked them and asked if the next meeting was upcoming on July 16, which is the case. Staff will provide a Board Packet. The Board clarified the District does not serve dinners on a regular basis but will provide one upon request.

The Board thanked Ginny and followed up with her about next steps for the advisory committee.

General Manager Chaplen asked for the Board paperwork to be completed and to turn in their notes for the H.R. file. Staff provided an overview of next steps for Director Knudson and the Board added liaison assignments to the August Board meeting agenda.

There was no more Board business.


7. Call for Public Testimony

There was no public testimony.

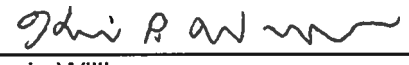
8. Adjourn Special Board Meeting

President Keil adjourned the Special Board meeting at 7:54 p.m.

Respectfully submitted,



Susan Keil
President, Board of Directors
Date: 8-20-19



Kevin Williams
Secretary, Board of Directors
Date: 08-20-19