OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
OCTOBER 14, 2025 AT 4:00 PM

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1. Call to Order

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

2. Call for Public Comment

There were no comments.

3. Consent Agenda

   a. August 2025 Financial Report

   b. Approval of September 9, 2025 Board Meeting Minutes

Director Van Loo moved to approve the consent agenda. Director Gornick seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

4. Items for Consideration

   a. Second Reading and Consideration of Ordinance 2025-0002 Amending the Rules and Regulations

There were no comments or questions.

Director Keil moved to read Ordinance 2025-0002 by title only and adopt the Ordinance amending the Rules and Regulations. Director Bullock seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

b. Consideration of Resolution 2025-0040 Adopting Updated Design and Construction Standards

Assistant District Engineer Prentice overviewed the update and changes made to the Design and Construction Standards.

The board provided comments and asked clarifying questions regarding definitions within the report and the table of contents numbering.

Director Gornick moved to approve Resolution 2025-0040 Adopting Updated Design and Construction Standards. Director Keil seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

c. Consideration of Contract with Landis and Landis Construction, LLC for the Construction of the Courtney Avenue Sewer Project

Assistant District Engineer Prentice overviewed the project and bid process.

Chair Williams asked a question about two identical bids on the report. Prentice clarified that it was a typo.

Director Gornick moved to approve the General Manager to sign a Public Improvement Contract with Landis & Landis Construction, LLC for the construction of the Courtney Ave Sewer Rehabilitation Project for $1,533,797, and a contingency amount of $153,400 for unforeseen work related to the project. Director Keil seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

d. Consideration of Contract with Landis and Landis Construction, LLC for the Construction of the Lift Station 6 I&I Reduction Program Project

Assistant District Engineer Prentice overviewed the project and bid.

Director Gornick moved to approve the General Manager to sign a Public Improvement Contract with Landis and Landis Construction, LLC for the construction of the LS6 I&I Reduction Program Project for $1,066,514.00, and a contingency amount of $106,700 for unforeseen work related to the project. Director Keil seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

e. Consideration of New Service Vehicle for the Plant Operations Department

Plant Superintendent David Hawkins overviewed the need for a new service vehicle and crane for the treatment plant.

The board provided comments and asked clarifying questions regarding:

- The breakdown of the line item cost.
- Warranty and the lift capacity and range of the crane.
- Anticipated delivery date
- The surplus of the existing truck.

Director Van Loo moved to authorize the General Manager to accept the Landmark Ford quote and approve the purchase of one Ford F-550 truck from Landmark Ford in the amount of $162,249. Director Gornick seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

f. Consideration of Resolution 2025-0039 authorizing the General Manager to execute and submit documents to receive Lottery Bond funds.

General Manager Albert clarified a typo on the resolution number in the summary of the report and overviewed the resolution and the form for submission.

Director Bullock moved to approve Resolution No. 2025-0039 authorizing the General Manager to execute and submit lottery bond sale project information and funding requests under Oregon Senate Bill 5531. Director Gornick seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION

5. Business from the Board

Director Keil provided a verbal report on the North Clackamas Chamber Public Policy & Government Affairs meeting and of their overview of Oregon's Approved Transportation package. Chair Williams, Treasurer Gornick and Director Bullock overviewed the written reports.

6. Department Reports

a. Administration

b. Finance

c. Public Works

d. Plant Operations

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

- Financial Audit progress
- New payment plans created and a decrease in delinquent accounts.
- Moving towards Xpress Billpay and what the transition will look like for customers.
- Repair of leak on 24" transmission line.
- An Open House for the Boardman flooding study results will be on Tuesday, Oct 21st.
- Clarification on crane capacities.

The board provided comments and asked clarifying questions regarding:

- Implementation of a valve exercise program
- El Camino Way Stormwater Improvement Project
- Whether a crane certification is required for operating the new crane.
- The Fire Alarm Replacement

7. Other Items

Director Bullock reminded the Board that the next Board Meeting will take place on Wednesday, November 12 due to Veterans Day.

8. Adjourn Meeting

Chair Williams adjourned the meeting at 4:56 PM