



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
DECEMBER 19, 2023**

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Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
David Hawkins	Plant Superintendent
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Mary Rowe	Workplace Results

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

Chair Keil called the meeting to order at 5:59 p.m. and facilitated the flag salute.

**2. Call for Public Comment**

There were no verbal comments.

**3. Consent Agenda**

Items on the Consent Agenda included:

- The October 2023 Financial Report, and
- November 21, 2023 Board Meeting Minutes

Director Van Loo moved to approve the Consent Agenda. Treasurer Gornick seconded.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

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#### **4. Consideration of Paid Leave Oregon Policy**

Interim HR Manager Rowe overviewed the Paid Leave Oregon Program and the proposed OLWS policy.

The Board asked clarifying questions regarding additional OLWS provisions, staff use, and concurrent use with other leave types.

Treasurer Gornick moved to adopt the Paid Leave Oregon Policy. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

#### **5. Consideration of Resolution No. 2023-0024 Adopting Updated Procurement Rules**

General Manager Chaplen overviewed the updated procurement rules, highlighting the changes made to align OLWS with the State's Rules.

The Board asked clarifying questions about the State's update, the protest period, abandonment of personal property, and contract pools.

Director Bullock moved to approve Resolution No. 2023-0024 adopting updated public contracting and purchasing rules and superseding and replacing Resolution No. 2023-0015 and adopting findings on the special procurement classes identified as Attachment A to the Procurement Rules. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

#### **6. Presentation on Upcoming Board Officer Elections**

General Manager Chaplen explained the Officer election process for an Authority. Legal Counsel Brooks outlined the process memorialized in the Board Governance Policy. The Board asked questions about what was codified.

Director Van Loo moved to elect Paul Gornick as Treasurer, Kevin Williams as Vice Chair, and Susan Keil as Chair for 2024. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

#### **7. Business from the Board**

Board Liaison Assignments will be reviewed in the January meeting.

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There was discussion about the NCPRD meeting attended by Director Bullock and the Jennings Lodge CPO meeting attended by Vice Chair Williams.

Chair Keil provided a verbal report on monthly liaison activities.

**8. Department Reports**

General Manager Chaplen and PWD Albert overviewed the options for changing the proposed Budget Calendar. The Board asked clarifying questions. There was consensus to hold Budget Committee meetings on April 2, 4, and 9, 2024. PWD Albert committed to making confirmation calls to the rest of the Budget Committee.

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding guest payment options and whether all tenants are getting bills, ongoing development, and WWTP operations and maintenance projects.

**9. Recess to Executive Session**

Chair Keil recessed to executive session at 7:00 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

**10. Adjourn Executive Session**

Chair Keil adjourned the executive session at 7:45 p.m.

No decisions were made as a result of the executive session.

**11. Adjourn Meeting**

Chair Keil adjourned the meeting at 7:45 p.m.

Respectfully submitted,

DocuSigned by:  
*Susan Keil*  
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Susan Keil  
Chair, Board of Directors

Date: 1/18/2024

DocuSigned by:  
*Kevin Williams*  
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Kevin Williams  
Vice Chair, Board of Directors

Date: 1/16/2024