



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JUNE 20, 2023**

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)
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collection Operations Supervisor
Ryan Hunter	Distribution Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:00 p.m.

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Continuation of Public Hearing: FY 2024 Approved Budget

Chair Keil stated the purpose and opened the public hearing.

General Manager Chaplen overviewed the FY 2024 Amended Approved Budget modified by the Board during the June 6, 2023 special meeting.

The Board asked questions and made comments regarding:

- Water revenue,

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- System improvements, and
- Supply chain issues.

Staff were requested to explain the large expenditures in FY 2024, including capital projects like the Wastewater Treatment Plant's tertiary treatment project and the wastewater collection infrastructure improvements.

Chair Keil closed the public hearing.

3. Consideration of Resolution No. 2023-0018 Adopting the FY 2024 Budget

Treasurer Gornick moved to adopt Resolution No. 2023-0018 adopting the FY 2023-2024 Budget, which includes the Board's modifications to the Approved Budget passed by the Budget Committee and making appropriations. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Van Loo. Voting Nay: Director Bullock.

MOTION CARRIED

4. Public Hearing: FY 2024 Schedule of Rates, Fees, and Other Charges

Chair Keil stated the purpose and opened the public hearing.

General Manager Chaplen and Finance Director Stevens overviewed the FY 2024 *Schedule of Rates, Fees, and Other Charges*, highlighting the fiscal year increases.

The Board asked questions and made comments regarding:

- Fireline and backflow services,
- Vendor rate increases,
- Consumption estimations based on potential rate increases,
- Education opportunities for customers,
- Winter average calculations,
- The Fats, Oils, and Grease Program,
- The Industrial Pre-Treatment Program,
- On-call labor costs,
- Water service installation fees, and
- System development charges calculations.

Chair Keil acknowledged the written public comments.

Leslie Weaver commented on the method used to bill multi-family dwellings and winter average calculation.

Valerie Chapman supported the rate increase if struggling customers would still be assisted.

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Luay Aljamal commented on the billing rate increases since moving to the area compared to other properties owned in West Linn and Portland, where rates were lower.

Eugene Whitley commented on supply chain cost increase mitigation strategies, tertiary treatment, loss of revenue due to the COVID-19 pandemic, rate stabilization, and borrowing at the current interest rates.

Brian Oakes was worried about how a rate increase would impact people on fixed incomes.

Trent Udovick commented on deferred infrastructure maintenance and how rate increases over the last decade may have contributed to the area's homelessness.

Charity Powell, a City of Gladstone resident, was concerned about the rate increase and provided comment on the desire for alternative funding sources, rate increase calculations, and billing information issues.

Heather Ray commented on the need to improve communication methods regarding rates, the OLWS google rating, and how grants/alternate funding are pursued.

Paul Savas commented on the history of the legacy districts' maintenance and rate increases, and the current capital and financial plans.

Jason Ellerby commented on the Low Income Rate Relief Program and asked for the eligibility requirements to be adjusted.

Eugene Whitley commented on OLWS eligibility for federal assistance funding during the COVID-19 pandemic.

Chair Keil closed the public hearing.

5. Consideration of Resolution No. 2023-0019 Adopting the FY 2024 Schedule of Rates, Fees, and Other Charges

The Board made comments regarding the Schedule of Rates, Fees, and Other Charges.

Treasurer Gornick moved to adopt Resolution No. 2023-0019 adopting the FY 2024 Schedule of Rates, Fees, and Other Charges to be effective July 1, 2023. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consent Agenda

Items on the Consent Agenda Included:

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- The April 2023 Financial Report
- Approval of May 16, 2023 Board Meeting Minutes
- Approval of June 6, 2023 Board Meeting Minutes

Treasurer Gornick moved to approve the Consent Agenda. Vice Chair Williams seconded.

The Board asked questions regarding the Financial Report.

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

MOTION CARRIED

7. Consideration of Resolution No. 2023-0017 Approving a FY 2023 Budget Transfer

Treasurer Gornick moved to adopt Resolution No. 2023-0017 Amending the FY 2022-2023 Adopted Budget. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

8. Consideration of Resolution No. 2023-0020 Approving the General Manager to Sign the July 1, 2023 Collective Bargaining Agreement with AFSCME Local 350-10

General Manager Chaplen reported the successful ratification of the Collective Bargaining Agreement by the Union.

Treasurer Gornick moved to adopt Resolution No. 2023-0020 authorizing the General Manager to sign the Collective Bargaining Agreement with AFSCME Local 350-10 effective July 1, 2023. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

9. Business from the Board

Treasurer Gornick provided a verbal report.

The Board asked questions regarding cell tower lease revenue.

10. Adjourn Meeting

General Manager Chaplen provided an update on the Natural Hazard Mitigation Plan.

Chair Keil adjourned the meeting at 8:33 p.m.

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Respectfully submitted,

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

Date: 7/20/2023

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

Date: 7/19/2023