



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
JUNE 6, 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
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Brad Albert	Public Works Director/District Engineer (PWD)
Aaron Janicke	Assistant District Engineer
Chad Martinez	Collections Operations Supervisor
Ryan Hunter	Distribution Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Chris Duckworth	CDR Labor Law

---

**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. Public Hearing: FY 2024 Approved Budget**

Chair Keil opened the public hearing.

General Manager Chaplen presented the FY 2024 Approved Budget and proposed staff amendments. General Manager Chaplen summarized the proposed changes, including the various considerations made for beginning fund balances, materials and services, personnel services, and capital transfers. General Manager Chaplen outlined OLWS's customer-centric focus and goals for the future.

OAK LODGE WATER SERVICES

Board of Directors Regular Meeting Minutes for June 6, 2023

Page 2 of 3

Chair Keil acknowledged the submitted written public comments.

Eugene Whitley provided comment in support of a rate increase. Whitley thanked Finance Director Stevens for the time spent reviewing the budget. Whitley encouraged the Board to be transparent and rely on Staff to provide the information. Whitley challenged the Board to make the hard decisions to better position OLWS in the future. Whitley asked how rates are calculated for residences based on occupancy. General Manager Chaplen and Finance Director Stevens explained the fixed and variable consumption-based portions of the rates.

Chair Keil closed the public testimony portion of the hearing.

### **3. Deliberation of the Fiscal Year 2023-24 Budget**

Director Bullock made comments in support of the Approved Budget. Directors Keil, Williams, Gornick, and Van Loo made comments in support of the proposed amendments.

The Board asked about a transition to monthly billing. General Manager Chaplen supported monthly billing and a transition within fiscal year 2024.

Treasurer Gornick moved to approve Amendments 1-4 of the Approved Budget. Changes include beginning fund balance, materials and services, personnel services, and capital transfer. Director Van Loo seconded. Voting Aye: Directors Keil, Williams, Gornick, and Van Loo. Voting Nay: Director Bullock.

MOTION CARRIED

Chair Keil invited a motion to continue deliberations on June 20, 2023 during the regularly scheduled Board of Directors meeting and direct staff to prepare an updated version of the budget adoption resolution. Treasurer Gornick moved to continue the budget hearing to June 20, 2023 and direct staff to prepare an updated budget and resolution. Vice Chair Williams seconded. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

### **4. Recess to Executive Session**

Chair Keil recessed to executive session at 6:48 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

### **5. Adjourn Executive Session**

Chair Keil adjourned the executive session at 7:06 p.m.

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

OAK LODGE WATER SERVICES  
Board of Directors Regular Meeting Minutes for June 6, 2023  
Page 3 of 3

**6. Adjourn Meeting**

Chair Keil adjourned the meeting at 7:07 p.m.

Respectfully submitted,

DocuSigned by:  
*Susan Keil*  
2079D04EF8844FF...

Susan Keil  
Chair, Board of Directors

Date: 6/21/2023

DocuSigned by:  
*Kevin Williams*  
BBB9E22AEC51454

Kevin Williams  
Vice Chair, Board of Directors

Date: 6/21/2023