



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY  
BOARD OF DIRECTORS  
JOINT REGULAR MEETING MINUTES – 6:00 P.M.  
DECEMBER 20, 2022**

---

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

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

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Superintendent
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Chris Duckworth	CDR Labor Law
Scott Duren	Water Systems Consulting, Inc.
Adam Donald	Water Systems Consulting, Inc.
Mark Strahota	Brown and Caldwell
Art Molseed	Brown and Caldwell

---

**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. Call for Public Comment**

There was no public comment.

## **3. Presentation of Wastewater Master Plan Draft Capital Improvement Plan**

District Engineer Albert introduced consultant Scott Duren, who presented on the Wastewater Capital Improvement Plan.

The Board asked clarifying questions and thanked District Engineer Albert and Consultant Duren.

## **4. Consent Agenda**

Items on the Consent Agenda included:

- The October 2022 Financial Report,
- The November 15, 2022 regular meeting minutes,
- The December 9, 2022 special meeting minutes, and
- Email Use and Email Retention policies.

Treasurer Gornick moved to approve the Consent Agenda. Director Williams seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **5. Consideration of Purchase of Aerzen Blower**

Plant Superintendent Hawkins outlined the proposed purchase of the replacement blowers for the Wastewater Treatment Plant (WTP).

Vice Chair Van Loo moved to authorize the General Manager to accept the Aerzen USA quote and approve the purchase of two D19S blowers from Aerzen USA in the amount of \$139,542. Director Bullock seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **6. Consideration of Preliminary Engineering Task Order for Tertiary Treatment**

District Engineer Albert outlined the scope of the proposed task order with Brown and Caldwell.

The Board asked clarifying questions regarding future tertiary filter upgrades to address phosphorus requirements and financing options.

Treasurer Gornick moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with Brown and Caldwell for the Preliminary Engineering of the Tertiary Treatment Project for \$347,337. Director Williams seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **7. Consideration of Resolution No. 2022-0012 Delegating Contracting Authority and Establishing Spending Authority for the General Manager**

General Manager Chaplen detailed the proposed changes to the OLWS Contracting and Purchasing Rules, which included separating out the financial policy decisions specific to the General Manager.

Vice Chair Van Loo moved to adopt Resolution No. 2022-0012 delegating contracting authority and establishing spending authority for the General Manager. Director Williams seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

## **8. Consideration of Resolution No. 2022-0013 Establishing a Budget Committee**

Finance Director Stevens requested the establishment of a Budget Committee for the Oak Lodge Water Services Authority.

Director Williams moved to adopt Resolution No. 2022-0013 to establish a Budget Committee for the Oak Lodge Water Services Authority. Treasurer Gornick seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **9. Appointment of Budget Committee Members**

Finance Director Stevens explained the process for appointing the candidates to the Budget Committee.

Treasurer Gornick moved to make the following appointments to the OLWS Budget Committee: Robert Weber to Position 1 and Mark Elliot to Position 2, with those terms expiring in three years; Ron Weigel to Position 3 and Lewis Wardrip to Position 4, with those terms expiring in two years; and Ron Nichleini to Position 5, with this term expiring in one year. Director Williams and Vice Chair Van Loo seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **10. Appointment of 2023 Board Officers**

The Board discussed Officer appointments.

Treasurer Gornick moved to appoint Susan Keil as Chair for 2023 and 2024, Kevin Williams as Vice Chair for 2023, and Paul Gornick as Treasurer for 2023. Director Bullock seconded.

District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

### **11. Assignment of 2023 Board Liaisons**

The Board discussed Liaison assignments. There was consensus to remove the Regional Water Providers Executive Committee and the Concord Task Force from the Director's Liaison assignments.

### **12. Assignment of 2023 Board Sub-Committees**

The Board discussed the purpose of Board Sub-Committees.

There was consensus to include Director Bullock in Sub-Committee activities when possible.

### **13. Business from the Board**

Director Williams overviewed the topics discussed in the Jennings Lodge CPO and Clackamas River Water meetings.

There was general discussion on community member attendance of community group meetings.

#### **14. Department Reports**

The Management Team provided monthly highlights including:

- An intergovernmental agreement with the City of Gladstone,
- An agreement with North Clackamas Watershed Council,
- The upcoming 2023 insurance increase,
- The Paid Leave Oregon program,
- A slowing inflation rate,
- The financial software and internal control rollout,
- Collections work including hydrocleaning, infiltration and inflow, and flow monitoring,
- Water distribution main breaks,
- Smoke testing,
- Watershed Protection reporting,
- SCADA computer replacement at the WTP, and
- A WTP roof leak.

Director Bullock volunteered to join General Manager Chaplen at the City of Gladstone meeting in February. Vice Chair Van Loo volunteered to be an alternate.

Vice Chair Van Loo asked to be sent calendar information on the Paid Leave Oregon legislative process.

The Board asked questions regarding how OLWS prepares for potential permit violations while significant projects, like tertiary treatment, are constructed but not fully functional. General Manager Chaplen spoke to operational goals. Finance Director Stevens explained budgeting best practices.

#### **15. Recess to Executive Session**

Chair Keil recessed to executive session at 7:29 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

#### **16. Adjourn Executive Session**

Chair Keil adjourned the Executive Session at 8:17 p.m.

No decisions were made as a result of the Executive Session.

#### **17. Adjourn Meeting**

Chair Keil adjourned the meeting at 8:19 p.m.

OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY  
Board of Directors Joint Regular Meeting Minutes for December 20, 2022  
Page 6 of 6

Respectfully submitted,

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

Susan Keil  
Chair, Board of Directors

Date: 1/18/2023

DocuSigned by:  
*Kevin Williams*  
BBB9E22AEC51454...

Kevin Williams  
Vice Chair, Board of Directors

Date: 1/18/2023