OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
SEPTEMBER 9, 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

General Manager Albert presented a letter from Jan Premo expressing concern regarding a structure on Valley View Drive.

3. Consent Agenda

   a. July 2025 Financial Report

   b. Approval of August 12, 2025 Board Meeting Minutes

   c. Approval of Task Order with Brown & Caldwell for FY26 NPDES MS4 Permit Renewal Application and Stormwater Support Services

Director Van Loo moved to approve the consent agenda. 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

The board provided comments and asked clarifying questions regarding:

- Task Order with Brown & Caldwell for FY26 NPDES MS4 Permit Renewal Application and Stormwater Support Services appearing on the consent agenda.

4. Items for Presentation

    a. Presentation of State and Federal Government Relations Update

Thorn Run Partners presentation by Dan Bates and Tyler Janzen reviewed the 2025 State and Federal Relations Update for funding efforts.

Vice Chair Van Loo thanked Thorn Run Partners for their efforts.

    b. First Reading of Ordinance 2025-0002 Amending the Rules and Regulations

        i. Public Hearing: Proposed Rules and Regulations

Chair Williams stated the purpose and opened the public hearing at 4:29 pm.

There were no comments.

Chair Williams closed the public hearing at 4:30 pm.

The board provided comments and asked clarifying questions regarding:

- Using "Customer" instead of "User" and formatting.
- Fees and permit costs.
- Policy on usage for sewer-only customers.
- Usage of City of Portland assessment of sanitary water usage

5. Items for Consideration

    a. Consideration of Task Order with WSC for Smoke Testing and Flow Monitoring in Influent Lift Station Basins

Assistant District Engineer Prentice presented the Task Order for consideration.

The board provided comments and asked clarifying questions regarding:

- Area of the project
- Contractor selection process

Director Gornick moved to approve Task Order 5 with WSC for Influent Lift Station

Basins Smoke Testing and Flow Monitoring not to exceed $391,346. 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 Contract with Trench Line Excavation for the Construction of the McLoughlin Arista Water Project

Assistant District Engineer Prentice provided an overview of the process of request for quotes for the project.

The board provided comments and asked clarifying questions regarding the cost.

Director Keil moved to approve Consideration of Contract with Trench Line Excavation for the Construction of the McLoughlin Arista Water Project. Director Van Loo 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 Resolution No. 2025-0038 Approving the DEQ Clean Water State Revolving Fund Loan for Tertiary Treatment Project

General Manager Albert presented the Revolving Fund Loan Agreement for the Tertiary Treatment Project.

The board provided comments and asked clarifying questions regarding:

- DBE contract opportunity advertising.
- Availability and cost of steel made in America.
- Time frame of notification to DEQ of initiation of operation.

Director Gornick moved to approve Resolution No. 2025-0038 Authorizing Execution and Delivery of Clean Water State Revolving Fund Loan Agreement RC0015. 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

6. Business from the Board

Director Keil and Chair Williams provided verbal reports.

The board discussed transit payroll tax.

7. Department Reports

    a. Administration

    b. Finance

    c. Public Works

    d. Plant Operations

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

- The financial audits.
- General Manager Albert will present at the Jennings Lodge CPO to present on the upcoming capital projects.
- Processes for balances on accounts.
- Transition to Xpress Bill Pay.
- Ongoing Projects
- Water main break on Jennings
- DEQ Compliance Visit

The board provided comments and asked clarifying questions regarding:

- Xpress Bill Pay options for customers.
- State Revolving Fund payment schedule
- Removal of Check Run Report in the board report.
- Willamette View Construction Project

8. Other Items

There were none.

9. Adjourn Meeting

Chair Williams adjourned the meeting at 5:14 PM