



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 6:00 P.M.
AUGUST 16, 2022**

Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
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
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Chad Martinez	Collections Field Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Lara Christensen	Water Quality Coordinator

Consultants & Organizational Representatives

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

President 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 were no written public comments submitted. There were no members of the public in attendance.

3. Monthly Update: Oak Lodge Governance Project

There were no Oak Lodge Governance Project representatives present.

4. Presentation of Report on Wastewater Collections Field Staff Work

Utility Operations Director Page presented the Report on Wastewater Collections Field Staff Work. The

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Board asked questions regarding:

- Staffing requirements,
- The asset management program,
- Beaver habitat removal, including customer fees contained in the Rules and Regulations,
- Time spent on ancillary work,
- Ditch and swale maintenance, and
- Pollution control manhole cleaning.

5. Consent Agenda

Items on the Consent Agenda included:

- The June 2022 Financial Report,
- The July 19, 2022 regular meeting minutes, and
- An agreement renewal with Horner Enterprises for biosolids hauling.

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

The Board asked to update the biosolids hauling agreement amendment contact information and list Plant Superintendent Hawkins as the primary contact. They asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

6. Consideration of Capital Project Prioritization Process

District Engineer Albert overviewed the proposed prioritization process.

The Board asked clarifying questions regarding:

- The scoring factor,
- How project cost factors into the criterion,
- Regulatory agency penalties, and
- The use of "Board goals."

Director Bullock moved to approve the Capital Prioritization Process as presented. Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

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7. Business from the Board

There were no verbal reports.

8. Department Reports

The Management Team provided monthly highlights including:

- The Authority boundary approval process,
- Capital project updates and funding,
- Banking and billing software preparations for the Authority,
- Wastewater Master Plan progress,
- Field team safety and inspection trainings,
- Leak detection and the summer non-revenue water spike,
- Master meter validations,
- Purchase of the K-Turbo blower,
- Lift Station 5 electrical update, and
- The July DEQ permit violation.

The Board asked questions regarding customer autopay, red tag payments, valve exercising, and sampling turnaround time.

9. Call for Public Comment

There was one member of the public in attendance.

Diane Bagüés commented on the declining snowpack due to climate change. The Board addressed the resiliency plans of the District and regional partner agencies.

10. Adjourn Meeting

President Keil adjourned the meeting at 8:05 p.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

Date: 9/21/2022

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Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 10/12/2022