



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
OCTOBER 17, 2023**

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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)
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Dan Bates	Thorn Run
Katie Buxman	Maloney, Lauersdorf, Reiner
Laura Maffei	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. and facilitated the flag salute.

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

**2. Call for Public Comment**

There were no verbal comments.

**3. Presentation of State and Federal Government Relations Update**

Consultant Dan Bates introduced Thorn Run Partners and overviewed the state and federal funding opportunities available to OLWS.

The Board asked questions regarding:

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- bond financing,
- grant eligibility,
- demonstrating a need,
- packaging our projects with similar projects from other special districts, and
- how to raise the profile of our projects.

**4. Public Hearing and Consideration of Special Procurement for Human Resources Services**

General Manager Chaplen overviewed the HR Manager recruitment process and special procurement of interim services.

Chair Keil stated the purpose and opened the public hearing at 6:48 p.m.

There was no public comment.

Chair Keil closed the public hearing at 6:50 p.m.

The Board asked clarifying questions regarding:

- anticipated cost,
- outsourcing other human resources services,
- continued implementation of policies and collective bargaining agreements,
- cost partnership with NCCWC and CRWP,
- support from SDAO for risk management services, and
- recruitment of a permanent candidate.

There was discussion on the Management Team's capacity and the legal requirements of the HR Manager position. The payment and the independent contractor clauses were questioned, as well as considering a maximum amount for the contract.

Director Bullock moved to adopt the findings presented in the Staff Report tonight and approve a special procurement to contract for Human Resources Services by direct appointment. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

Treasurer Gornick moved to authorize the General Manager to negotiate and execute a contract for Human Resources Services with Workplace Results, LLC. with a maximum amount of \$91,000, correcting the contract to name Clackamas River Water Providers, and to establish key personnel as Mary Rowe. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

Staff were directed to come back if more funds were needed. The Board requested to see the job description for the permanent HR position before recruiting.

## **5. Consent Agenda**

Items on the Consent Agenda included:

- The August 2023 Financial Report, and
- September 19, 2023 Board Meeting Minutes

Treasurer Gornick moved to approve the Consent Agenda. Director Van Loo 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

## **6. Business from the Board**

Vice Chair Williams and Chair Keil reported on their written reports. Director Van Loo provided a verbal report on monthly liaison activities.

## **7. Department Reports**

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding catch basin cleaning, non-revenue water analysis, Wastewater Treatment Plant systems.

## **8. Recess to Executive Session**

Chair Keil recessed to executive session at 8:00 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

## **9. Adjourn Executive Session**

Chair Keil adjourned the executive session at 9:23 p.m.

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

## **10. Adjourn Meeting**

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Chair Keil adjourned the meeting at 7:38 p.m.

Respectfully submitted,

ABSENT

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Susan Keil  
Chair, Board of Directors

Date: \_\_\_\_\_

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

Date: 11/22/2023  
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