



**BUDGET COMMITTEE
[REMOTE] MEETING MINUTES – 6:00 P.M.
APRIL 13, 2021**

Budget Committee – Members Present via Zoom:

Paul Gornick	Board of Directors
Ginny Van Loo	Board of Directors
Mark Knudson	Board of Directors
Susan Keil	Board of Directors
Kevin Williams	Board of Directors
Ann-Marie Cordova	Citizen Representative
Amanda Gresen	Citizen Representative
Robert Weber	Citizen Representative
Jim Martin	Citizen Representative

Budget Committee – Members Absent:

Ron Weigel	Citizen Representative
------------	------------------------

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Mendenhall	Plant Operations Manager
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Consultants – Present via Zoom:

Jeff Page	Incoming Utility Operations Director
-----------	--------------------------------------

1. Call to Order and Meeting Facilitation Protocols

Director Gornick called the meeting to order at 6:01 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Budget Committee members, staff, and consultants.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

Director Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

OAK LODGE WATER SERVICES DISTRICT
Budget Committee Meeting Minutes for April 13, 2021
Page 2 of 3

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Committee Orientation

Finance Director Stevens conducted a committee orientation including the purpose, guiding rules and requirements, roles and responsibilities, internal aspects, timelines and milestones, deliverables, and execution of a budget.

Director Knudson inquired about the difference between the process for a supplemental budget and a budget adjustment. Finance Director Stevens explained both, highlighting the determining factor to be whether monies move between funds (supplemental) or within funds (adjustment).

Director Van Loo inquired about the operating fund contingency percentage. Finance Director Stevens explained the goal for operating fund contingencies is twenty-five percent.

4. Election of Budget Committee Officers

Finance Director Stevens outlined the officer positions.

Director Williams moved to elect Citizen Representative Gresen as Budget Committee Chair for the fiscal year 2021/2022. Director Knudson seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Gornick, Knudson, Williams, and Van Loo; Citizen Representatives Cordova, Gresen, Martin, and Weber.

MOTION CARRIED

Director Williams moved to elect Citizen Representative Weber as Budget Committee Secretary/Vice Chair for the fiscal year 2021/2022. Director Knudson seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Gornick, Knudson, Williams, and Van Loo; Citizen Representatives Cordova, Gresen, Martin, and Weber.

MOTION CARRIED

5. Consent Agenda

Chair Gresen outlined the items on the Consent Agenda and invited a motion.

Director Van Loo moved to approve the Consent Agenda. Director Gornick seconded. Director Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: Directors Gornick, Knudson, Williams, and Van Loo; Citizen Representatives Cordova, Gresen, Martin, and Weber.

MOTION CARRIED

6. Presentation of the Budget Message

OAK LODGE WATER SERVICES DISTRICT
Budget Committee Meeting Minutes for April 13, 2021
Page 3 of 3

General Manager Chaplen spoke about various events with impacts on the District in the previous 12 months. She noted the continuing levels of service were only possible because of the creativity/ingenuity of staff members and the prior Board resilience infrastructure improvements.

Finance Director Stevens overviewed the March 2021 Oregon Economic and Revenue Forecast and the outlook of Oregon, Clackamas County, and the District.

Director Gornick asked for information related to delinquent accounts. Finance Director Stevens explained the trends in the last year, the delinquency process, and the total amount of delinquent revenue.

Director Knudson asked if staff were proposing refinement of the Emergency Customer Assistance Program (ECAP). Finance Director Stevens and General Manager Chaplen spoke to current funds, program use, and possible refinements that would be introduced during the April 20, 2021 Board of Directors meeting. Director Knudson wanted the Committee to understand how the program was created and the current data at hand.

7. Adjourn Meeting

Chair Gresen adjourned the meeting at 7:28 p.m.

Respectfully submitted,

DocuSigned by:
Amanda Gresen
04EEDAB7DD3243B

Amanda Gresen

Chair, Budget Committee

Date: 4/13/2022

DocuSigned by:
Robert Weber
03E2DEBEE77841E

Robert Weber

Secretary/Vice Chair, Budget Committee

Date: 4/20/2022