



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
FEBRUARY 21, 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	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Brad Lyon	Water Operations Supervisor
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Scott Duren	Water Systems Consulting
Adam Donald	Water Systems Consulting
Mark Strahota	Brown and Caldwell
Art Molseed	Brown and Caldwell

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**1. Call to Order & Hybrid Meeting Facilitation Protocols**

Chair Keil called the meeting to order at 6:01 p.m.

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

**2. Call for Public Comment**

There was no public comment.

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

District Engineer Albert introduced the consultants from Water Systems Consulting, and Brown and Caldwell. Consultant Duren presented the draft Wastewater Master Plan and findings. The Board asked clarifying questions. District Engineer Albert overviewed the adoption timeline of the Wastewater Master Plan. The Board thanked the consultants for their work.

### **4. Consideration of Contract Award for Lift Station 2 Construction**

Water Services Engineer Ogbeide overviewed the Lift Station 2 project and bid solicitation process.

Vice Chair Williams moved to approve the General Manager to sign a public improvement contract with Orr Inc. for the work of constructing the Lift Station 2 Project for \$1, 628, 500. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

### **5. Consent Agenda**

Items on the Consent Agenda Included:

- The December 2022 Financial Report
- Approval of January 11, 2023 Board Meeting Minutes
- Approval of January 17, 2023 Board Meeting Minutes
- Approval of FY 2024 Budget Calendar
- Approval of Contract Award for Process Blower Installation

The Board asked clarifying questions related to the contract award for process blower installation.

Treasurer Gornick moved to approve the Consent Agenda. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

### **6. Presentation of Quarterly Capital Projects Prioritization Report**

District Engineer Albert and Finance Director Stevens overviewed the Capital Outlay Tracker.

The Board asked clarifying questions related to information technology upgrades.

### **7. Consideration of Resolution No. 2023-0014 Authorizing a Budget Transfer in Fiscal Year 2023**

Finance Director Stevens outlined the proposed budget transfer and Resolution No. 2023-0014.

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Treasurer Gornick moved to adopt Resolution No. 2023-0014 amending the Fiscal Year 2022-2023 Adopted Budget as presented. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

## **8. Business from the Board**

There was discussion regarding the Oak Grove Community Council elections.

Chair Keil reported on the Chamber of Commerce Public Policy Committee meeting.

Vice Chair Williams reported on the Regional Water Providers Consortium meeting.

## **9. Department Reports**

The Management Team provided monthly highlights including:

- Confirming process for Board involvement in legislative support letters,
- Clackamas Community College WET program enrollment numbers and partnership,
- The OLWS communications plan,
- The Springbrook billing and payroll software conversion,
- Capital project bid solicitation,
- A non-revenue water program update,
- Chlorine residuals at the View Acres Reservoirs,
- Large water meter replacements,
- PLC changeover at the WRF,
- Fleet maintenance,
- Collections Team trainings, and
- Beaver dam removal and other storm work.

The Board asked clarifying questions related to community rate discussions and talking points; and Finance Team staffing and overtime levels.

## **10. Recess to Executive Session**

Chair Keil recessed to executive session at 7:55 p.m. under 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, and ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

## **11. Adjourn Executive Session**

Chair Keil adjourned the Executive Session at 8:20 p.m.

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

**12. Adjourn Meeting**

Chair Keil adjourned the meeting at 8:20 p.m.

Respectfully submitted,

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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

3/22/2023  
Date: \_\_\_\_\_