



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 6:00 P.M.
JUNE 21, 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
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
David Hawkins	Interim Plant Operations Superintendent
Chad Martinez	Collections Field Operations Supervisor
Laural Casey	District Recorder

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston

1. Call to Order & Hybrid Meeting Facilitation Protocols

President Keil called the meeting to order at 5:59 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 was one member of the public in attendance.

3. Monthly Update: Oak Lodge Governance Project

There were no Oak Lodge Governance Project representatives present.

4. Public Hearing: FY 2022-23 Schedule of Rates, Fees, and Other Charges

President Keil opened the hearing for public testimony.

President Keil asked District Recorder Casey if any written comments had been submitted. District

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Recorder Casey stated there were twelve.

President Keil asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there were now three.

No testimony was provided. The Board discussed the written public comments.

Norman Tolonen asked the Board to provide more information about the District's properties. President Keil responded. Former Director Lynn Fisher provided historical information regarding the District's properties and supported the rate increase.

Hearing no further testimony, President Keil closed the public hearing.

5. Consent Agenda

Items on the Consent Agenda included:

- The April 2022 Financial Report,
- The May 17, 2022 regular meeting minutes,
- The June 1, 2022 special meeting minutes, and
- An agreement amendment with Cushman and Wakefield for brokerage services.

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

The Board 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 Revised Water Supply Intergovernmental Agreement with Clackamas River Water

General Manager Chaplen detailed the intergovernmental agreement for water supply with Clackamas River Water (CRW).

The Board asked clarifying questions regarding customer billing and supported the continued partnership with CRW.

Treasurer Gornick moved to approve the Intergovernmental Water Supply Agreement for water supplied by OLWS to CRW customers as presented and to authorize the Board President to sign the agreement. Secretary/Vice President Van Loo and 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.

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MOTION CARRIED

7. Consideration of Resolution No. 2022-04 Adopting the FY 2023 Schedule of Rates, Fees, and Other Charges

The Board asked clarifying questions regarding the proposed FY 2023 Schedule of Rates, Fees, and Other Charges.

Director Williams moved to approve Resolution No. 2022-04 adopting the fiscal year 2022-23 Schedule of Rates, Fees, and Other Charges with an effective date of July 1, 2022. Director Bullock 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

8. Consideration of Resolution No. 2022-05 for the Transfer of Oak Lodge Water Services District Assets and Liabilities to the Oak Lodge Water Services Authority

General Manager Chaplen and District legal counsel Brooks overviewed the proposed resolution.

The Board asked clarifying questions regarding the transition timeline.

Director Bullock moved to adopt the Resolution No. 2022-05 acknowledging and approving the transfer of District employees, contracts, and other assets and liabilities to the Oak Lodge Water Services Authority. Treasurer Gornick 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

9. Consideration of Agreement for Aldercrest Water Main Project

District Engineer Albert summarized the Aldercrest Water Main Project.

The Board asked clarifying questions regarding the project timeline, the District's request for proposal (RFP) process, and Board involvement in the RFP process.

The Board requested a report on the District's Contracting and Purchasing Rules and procedures.

Secretary/Vice President moved to approve the General Manager to sign a public improvement contract with Trench Line Excavation for the work of furnishing and installing the Aldercrest water main replacement for \$1,659,307.34. Treasurer Gornick 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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10. Business from the Board

President Keil reviewed her written report.

11. Department Reports

General Manager Chaplen thanked District Recorder Casey and Human Resources Manager Binkowski-Burk for facilitating the District's first hybrid meeting.

The Management Team provided monthly highlights including:

- An update on the Capital Sub-Committee's progress,
- A June 10-11, 2022 sanitary sewer overflow,
- Assembly of data related to the Sanitary Trunk Main Project,
- Water supply intertie data refinement with the City of Milwaukie,
- Current work with Water Systems Consulting on the Sanitary Master Plan and implications on growth at the Wastewater Reclamation Facility,
- State funding for District projects,
- Staff Records Week,
- The billing collections program with Clackamas County,
- Lift Station 5 testing and bypass pump removal,
- The Oak Grove Farmers Market cancellation, and
- Dry polymer system decommissioning.

The Board asked clarifying questions regarding the Wastewater Reclamation Facility treatment process and the billing assistance programs.

12. Call for Public Comment

Antonio Canisales stated he was proud to be part of the District Team and community.

13. Recess to Executive Session

President Keil recessed to executive session at 7:46 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board of Directors conducted a work session to speak with General Manager Chaplen regarding her performance review for the period of December 31, 2020 to December 31, 2021.

14. Adjourn Executive Session

President Keil adjourned the executive session at 8:52 p.m.

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

15. Adjourn Meeting

President Keil adjourned the meeting at 8:54 p.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

Date: 7/20/2022

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 7/20/2022