



**OAK LODGE WATER SERVICES
BUDGET COMMITTEE
MEETING MINUTES
APRIL 11, 2023**

Budget Committee

| | |
|----------------|------------------------|
| Susan Keil | Director |
| Kevin Williams | Director |
| Paul Gornick | Director |
| Ginny Van Loo | Director |
| Heidi Bullock | Director |
| Robert Weber | Citizen Representative |
| Mark Elliott | Citizen Representative |
| Ron Weigel | Citizen Representative |
| Lewis Wardrip | Citizen Representative |
| Ron Nichelini | Citizen Representative |

Oak Lodge Water Services Staff

| | |
|----------------------|---|
| Sarah Jo Chaplen | General Manager |
| Brad Albert | Public Works Director/District Engineer (PWD) |
| Aleah Binkowski-Burk | Human Resources/Payroll Manager |
| Gail Stevens | Finance Director |
| David Hawkins | Plant Superintendent |
| Chad Martinez | Collection Operations Supervisor |
| Antonio Canisales | Senior Accountant |
| Laural Casey | District Recorder |
| Alexa Morris | Outreach and Communications Specialist |

1. Call to Order & Hybrid Meeting Facilitation Protocols

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

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

2. Administrative Tasks

Election of Budget Committee Officers

Board Chair Keil invited a motion. Director Williams nominated Robert Weber as Committee Chair and Ron Weigel as Committee Vice Chair. Director Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock; Citizen Representatives Weber, Elliott, Weigel, Wardrip, and Nichelini.

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MOTION CARRIED

Approve FY 2022-2023 Budget Committee Minutes

Chair Weber invited a motion. Director Gornick moved to approve the 2022 Budget Committee minutes from April 12, 26, and 28. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock; Citizen Representatives Weber, Elliott, Weigel, Wardrip, and Nichelini.

MOTION CARRIED

3. Presentation of Capital Improvement Plan

Public Works Director/District Engineer (PWD) Albert overviewed the Capital Improvement Plan (CIP) noting the age of the OLWS infrastructure, system deficiencies identified by the Master Plans, and the steps to correct years of deferred maintenance. PWD Albert detailed the projects outlined in the CIP.

The Budget Committee asked questions regarding:

- FY 2023 project completion,
- The capacity of staff to complete the projects outlined in the FY 2024-2029 CIP,
- Preparation for FY 2024 capital projects,
- How the Wastewater Treatment Plant (WWTP) tertiary treatment capacity was calculated,
- The WWTP mechanical lifecycle,
- The history and projection for DEQ permit violations and fines, and
- Emergency water intertie options available to OLWS.

4. Presentation of Proposed Budget

Finance Director Stevens overviewed a presentation on local government budget structure, the areas of focus for the FY 2024 Proposed Budget, and accounting/budgeting best practices.

The Budget Committee asked questions regarding system development charge (SDCs) revenue.

5. Adjourn Meeting

Chair Weber adjourned the meeting at 8:12 p.m.

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Respectfully submitted,

Robert Weber

Robert Weber
Chair, Budget Committee

Date: 4/4/2024

Ron Weigel

Ron Weigel
Vice Chair, Budget Committee

Date: 4/4/2024