



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
MARCH 19, 2024**

Board of Directors

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| Susan Keil | Chair |
| Kevin Williams | Vice Chair |
| Paul Gornick | Treasurer |
| Heidi Bullock | Director |

Oak Lodge Water Services Staff

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| Sarah Jo Chaplen | General Manager |
| Brad Albert | Public Works Director/District Engineer (PWD) |
| Gail Stevens | Finance Director |
| David Hawkins | Plant Superintendent |
| Lindsey Kangiser | HR/Payroll Manager |
| Aaron Janicke | Assistant District Engineer |
| Laural Casey | District Recorder |

Consultants & Organizational Representatives

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|--------------|--------------|
| Tommy Brooks | Cable Huston |
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1. Call to Order

Chair Keil called the meeting to order at 6:00 p.m. and facilitated the flag salute.

2. Call for Public Comment

There was no public comment.

3. Consideration of General Manager Hiring Standards and Criteria, Recruitment Process, and Signing of Interim General Manager Revised Personnel Action Form

Legal Counsel Brooks overviewed the General Manager hiring process and options available to the Board of Directors. General Manager Chaplen explained the changes made to update the Job Description. There were no revisions to the presented document.

Public comment was requested on the hiring standards and criteria. Sherry French provided comment on the detail of the Job Description.

Vice Chair Williams moved to adopt the job description for the General Manager position as presented. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors

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Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

Director Bullock moved to approve the Personnel Action Form (PAF) for the Acting General Manager and authorize the Board Chair or the General Manager to execute the PAF. Treasurer Gornick and Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

The Board requested staff to return for a decision on the hiring process in May.

4. Consent Agenda

Items on the Consent Agenda included:

- The January 2024 Financial Report, and
- February 20, 2024 Board Meeting Minutes.

Treasurer Gornick moved to approve the Consent Agenda. Vice Chair Williams seconded.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

The Board asked questions regarding the Financial Report.

MOTION CARRIED

5. Consideration of Contracts for On-Call Engineering Services

Assistant District Engineer Janicke outlined the purpose of the on-call contracts and detailed the request for proposal process that resulted in the approved list of consultants.

The Board asked clarifying questions.

Treasurer Gornick moved to approve the selection panel's recommendations for on-call contracts and to authorize the General Manager to sign contracts with selected firms. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

6. Consideration of Contract for IT Services

Assistant District Engineer Janicke outlined the RFP process and recommended contracting with Convergence Networks.

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The Board asked clarifying questions regarding vendor scoring criteria and the protection of personally identifiable information.

Vice Chair Williams moved to authorize the General Manager to sign an IT support contract with Convergence Networks in the amount of \$88,140.20 for FY2025. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

7. Consideration of Contract for GIS Services

Assistant District Engineer Janicke outlined the service contract and proposed vendor rate increase.

Treasurer Gornick moved to authorize the General Manager to sign a contract with ESRI in the amount of \$87,900 for three years of GIS software licensing. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

8. Consideration of Intergovernmental Agreement with Clackamas County for Flood Attenuation Concept Design for Boardman and Arista

PWD Albert overviewed the process to collaborate with multiple agencies to draft the presented intergovernmental agreement (IGA).

The Board asked clarifying questions regarding vendor selection, County cost-sharing, OLWS funding through capital improvement, and beaver and nutria population issues.

Treasurer Gornick moved to approve the IGA with Clackamas County as presented and authorize the Board Chair to execute the agreement on behalf of Oak Lodge Water Services. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

9. Consideration of Funding Increase for Financial Assistance Utility Rate Relief (FAURR) Program

Finance Director Stevens provided an update on current customer applications and the funding necessary to provide financial assistance through the end of the fiscal year.

The Board asked clarifying questions regarding the cost of the FAURR Program to customers and the use of the program.

Director Bullock moved to establish the revised funding rate for the Financial Assistance Utility Rate Relief Program at 0.75 percent of budgeted revenues for fiscal year 2023-24. Vice Chair Williams

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seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

10. Presentation of Recommendations Regarding Public Meeting Time/Date Change

General Manager Chaplen overviewed the written report and recommended any public meeting changes to be implemented starting in July 2024. The Board agreed. General Manager Chaplen stated a resolution would be brought back at the April meeting for adoption.

The Board asked questions regarding the feasibility of video recording public meetings. Public comment was taken from Eugene Whitley and Sherry French, both in favor of public transparency. General Manager Chaplen encouraged collaboration with the Communications Specialist on creating opportunities for public engagement with public meeting recordings.

11. Business from the Board

Vice Chair Williams provided a verbal report on monthly liaison activities.

There was discussion on the written reports.

12. Department Reports

General Manager Chaplen introduced Lindsey Kangiser, the new OLWS HR/Payroll Manager, and highlighted the obtaining of 3 million dollars from the State for the Tertiary Filtration Treatment Capital Project.

PWD Albert provided an update on the available start time of upcoming Budget Committee meetings. There was Board consensus to begin the meetings at 4 pm.

The Management Team provided highlights from their written reports.

13. Adjourn Meeting

The Board thanked General Manager Chaplen for her service to OLWS.

Chair Keil adjourned the meeting at 7:21 p.m.

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Respectfully submitted,

ABSENT

Susan Keil
Chair, Board of Directors

Date: _____

Kevin Williams

Kevin Williams
Vice Chair, Board of Directors

Date: 4/17/2024