



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
APRIL 18, 2023**

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	Public Works Director/District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Chad Martinez	Collection Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Chris Duckworth	CDR Labor Law

Chair Keil was not present at the start of the meeting.

1. Call to Order & Hybrid Meeting Facilitation Protocols

Vice Chair Williams called the meeting to order at 6:00 p.m.

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

Vice Chair Williams introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners.

2. Call for Public Comment

There was no public comment.

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3. Consent Agenda

Items on the Consent Agenda Included:

- The February 2023 Financial Report
- Approval of March 21, 2023 Board Meeting Minutes
- Approval of Contract with Trojan Technologies

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

MOTION CARRIED

4. Consideration of Resolution No. 2023-0015 Adopting Updated Public Contracting and Purchasing Rules

General Manager Chaplen overviewed the updates made to the Public Contracting and Purchasing Rules.

Treasurer Gornick moved to adopt Resolution No. 2023-0015 adopting updated Public Contracting and Purchasing Rules and superseding and replacing Resolution 18-15. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Agreement Renewal with Madison Farms for Biosolids Land Application

Plant Superintendent Hawkins overviewed the current agreement with Madison Farms and Oregon DEQ requirements for biosolids land application.

The Board asked questions regarding OLWS' options for land application in the Willamette Valley, trucking costs, and other fees.

Director Van Loo moved to approve the General Manager to sign a contract for the land application of biosolids with Madison Biosolids, Inc. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Business from the Board

Director Van Loo and Treasurer Gornick provided an update on current customer outreach efforts.

Vice Chair Williams provided a verbal update on his written report.

7. Department Reports

The Management Team provided monthly highlights including:

- Ongoing customer communication and outreach,
- Website additions including active capital projects,
- New staff members,
- Roof and HVAC issues at the various OLWS buildings,
- A significant decrease in delinquent accounts,
- Lift Stations 2 and 5 smoke testing and capital projects,
- Collection system cleaning and in-field training,
- A sanitary sewer overflow at Lift Station 2,
- Continued removal of beaver dams,
- Cooperation with Clackamas County during bike lane/sidewalk project on Jennings Avenue,
- Service and replacement of hydrants,
- Large meter testing, and
- Installation of the first Neuros blower at the WWTP.

Chair Keil entered the meeting.

Chair Keil asked questions regarding agenda items three and four.

8. Recess to Executive Session

Vice Chair Williams recessed to executive session at 6:39 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

9. Adjourn Executive Session

Vice Chair Williams adjourned the executive session at 7:17 p.m.

No decisions were made as a result of the executive session.

10. Adjourn Meeting

Vice Chair Williams adjourned the meeting at 7:17 p.m.

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Respectfully submitted,

DocuSigned by:
Susan Keil
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Susan Keil
Chair, Board of Directors

Date: 6/22/2023

DocuSigned by:
Kevin Williams
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Kevin Williams
Vice Chair, Board of Directors

Date: 6/22/2023