



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT REGULAR MEETING MINUTES – 6:00 P.M.
OCTOBER 18, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

Susan Keil	Chair
Ginny Van Loo	Vice Chair
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair 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

The Board discussed the submitted written public comment.

3. Presentation of Special Report by Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) representatives Joseph Edge and Jane Civiletti overviewed the findings of the *Analysis of Governance Options for the Oak Grove-Jennings Lodge Area* and next steps for the OLGP Steering Committee.

The Board asked clarifying questions and thanked the representatives for their presentation.

4. Consent Agenda

Items on the Consent Agenda included:

- The August 2022 Financial Report,
- The September 16, 2022 special meeting minutes, and
- The September 20, 2022 regular meeting minutes.

Vice Chair Van Loo 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 of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

5. Consideration of Reissuance of Special Districts Insurance Services (SDIS)

HR Manager Binkowski-Burk overviewed the insurance reissuance to the Oak Lodge Water Services Authority. The Board asked clarifying questions.

Director Williams moved to adopt Resolutions 2022-0007, 2022-0008, and 2022-0009. Treasurer Gornick noted a scrivener's error in Resolution No. 2022-0007. HR Manager Binkowski-Burk stated it would be corrected before signing. Director Bullock seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

6. Consideration of Agreement with Robert Half for Contract Services

Finance Director Stevens overviewed the scope of work related to the proposed agreement. The Board asked clarifying questions

Treasurer Gornick moved to approve the General Manager to enter into a personal services contract with Robert Half for Contracted Services, not to exceed \$75,000. Director Williams seconded. District

Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

7. Consideration of Draft Board Governance Policy

General Manager Chaplen explained the development of the draft Board Governance Policy written for the Authority.

The Board asked clarifying questions and there was discussion regarding the titles of the Board's Officer positions. There was consensus to retitle the President and Secretary/Vice President positions to Chair and Vice Chair, respectively.

Treasurer Gornick moved to adopt Resolution No. 2022-0010 adopting a Board Governance Policy. Vice Chair Van Loo seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: Chair Keil; Vice Chair Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

8. Presentation of Boardman and Arista Project

District Engineer Albert detailed the Boardman and Arista Flood Analysis.

The Board asked questions regarding:

- Local trapping of invasive animals,
- Consideration of box culverts,
- Remediation of invasive species plants by working with local school groups,
- Public education regarding feeding wildlife,
- Sedimentation of the culverts,
- The use of herbicides on invasive plant species,
- Costs of the recommended option, and
- Grant eligibility.

The Board asked Grover Jeffrey Bornefeld, a resident of the Boardman/Arista flooding area, to speak on the history of the flooding issue.

There was Board consensus to move forward with the recommended option and requested updates.

9. Business from the Board

The Board provided verbal reports.

10. Department Reports

The Management Team provided monthly highlights including:

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- Emergency fuel resiliency,
- Upcoming community events,
- Air quality work restrictions,
- LGIP interest rates,
- Materials and services cost increases,
- The Aldercrest Main Replacement Project,
- An upcoming presentation on the Wastewater Master Plan,
- Smoke testing and Collection Team staffing,
- Field Operations efficiency implementation and leak detection efforts,
- Upcoming Tertiary Treatment Workshops, and
- Proactive conversations with customers about nutria.

11. Adjourn Meeting

Chair Keil adjourned the meeting at 8:27 p.m.

Respectfully submitted,

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Susan Keil
Chair, Board of Directors

Date: 11/16/2022

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Ginny Van Loo
Vice Chair, Board of Directors

Date: 11/22/2022