



**BOARD OF DIRECTORS
[REMOTE] SPECIAL MEETING MINUTES – 2:00 P.M.
NOVEMBER 12, 2020**

Board of Directors – Members Present via Zoom:

Kevin Williams	President
Paul Gornick	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Ginny Van Loo	Director

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Laural Casey	District Recorder

Consultants & Presenters – Present via Zoom:

Laura Westmeyer	Cable Huston, LLP
Tommy Brooks	Cable Huston, LLP

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 2:01 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members, staff, and consultants.

General Manager Chaplen overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

2. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Communications Planning Workshop

General Manager Chaplen overviewed the following Board values:

- The importance of accuracy of information given to our customers.
- Transparency in discussions of issues important to our customers.
- Informed customers are better able to make decisions on items that make a difference to them.
- The Board is a steward of the customers' assets and has a duty to be thinking of all of their customers.

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- The Board makes decisions balancing both the current and the future needs of the District.

General Manager Chaplen shared an email from the Historic Downtown Oak Grove Committee regarding the two reports to be compiled by contractors for the Oak Lodge Governance Project Steering Committee (OLGP). There was discussion about OLGP's scope of work.

The Board reviewed the online OLGP survey. They discussed how to respond to inquiries for comment, whether as private citizens or as elected officials. Director Van Loo noted the Board would likely receive media inquiries regarding the local incorporation efforts.

Director Keil expressed concern regarding the lack of public involvement, especially public meetings, in OLGP's process. District legal counsel Westmeyer outlined public meeting law regarding the use of public money and as an advisory committee to a public body. She concluded that OLGP is not subject to public meetings laws.

General Manager Chaplen highlighted how the order and shape of the OLGP project had changed based on funding and Metro's guidance. Treasurer Knudson noted the importance of public input during the assessment and selection of community alternatives. There was discussion about who was being included in the process and if the outcome of the study would provide the community with an honest conclusion.

The Board discussed questions about the OLGP study objectives related to potential services, public engagement, and revenue sources. They decided to submit a letter to OLGP as a collective Board. The letter will summarize outstanding questions and promote public input as an essential aspect in crafting the community alternatives being studied. Treasurer Knudson provided an approach in which the Board strongly recommends rescoping the project to be more inclusive and with more public involvement to develop the alternatives and the evaluation criteria. He wanted to know how public input would be used through the process and what were the study's objectives to better structure alternatives based on the needs of the community.

There was discussion regarding how to respond to the OLGP survey. Questions regarding services, study timing, and public engagement were discussed. Director Keil stated the OLGP process should not begin until after the new year at a minimum. The Board discussed the narrow approach, the integrity and quality of the study, and the lack of citizen awareness of the study.

General Manager Chaplen restated the Board's values of accuracy, transparency, and stewardship. Treasurer Knudson stated the values should be included in the letter to OLGP. General Manager Chaplen asked for Board member assistance in writing the letter. Secretary/Vice President Gornick and Director Keil volunteered. Treasurer Knudson asked that the District's communications consultants and legal counsel also review the letter.

Director Van Loo and Treasurer Knudson discussed possible educational aspects that would resonate and engage the community including the process of becoming a city and the cost of service principles.

Secretary/Vice President Gornick asked who OLGP considers stakeholders. General Manager Chaplen stated the survey responses could ask about the Committee's decision-making

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structure.

Treasurer Knudson noted his upcoming presentation to the Oak Grove Community Council (OGCC) and Director Keil asked if a presentation could be made at the Jennings Lodge Community Planning Organization. President Williams volunteered and Director Van Loo stated she would attend as well.

General Manager Chaplen facilitated the topics the Board wanted to address in their survey responses. Treasurer Knudson asked for a commitment to submit the survey responses by November 15, 2020 with an official letter to be submitted by December 2, 2020. He noted the letter could also be published in the Clackamas Review.

Director Keil noted the possibility of making a presentation at the North Clackamas Chamber meeting. Director Van Loo asked if the letter could be posted on the website. General Manager Chaplen confirmed and discussed other ways information could be distributed to customers. Treasurer Knudson asked what resources the District was able to utilize to express public concern. District legal counsel Westmeyer stated the District was free to advocate until the petition was filed for the ballot, which did not seem to be planned until 2022.

There was a discussion about contacting MABA for continued conversations with local business owners in the area.

President Williams discussed Business from the Board submissions. The Board agreed to keep monthly written and verbal reports brief.

4. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey stated there were none.

5. Adjourn Meeting

President Williams adjourned the meeting at 3:39 p.m.

Respectfully submitted,

DocuSigned by:
Kevin Williams
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Kevin Williams
President, Board of Directors

Date: 12/16/2020

DocuSigned by:
Paul Gornick
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Paul Gornick
Secretary/Vice President, Board of Directors

Date: 12/16/2020