



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
March 16, 2021**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Lara Christensen	Water Quality Coordinator
Alexa Morris	Outreach and Communications Specialist

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Neil Schulman	North Clackamas Watersheds Council
Scott Duren	Water Systems Consulting

1. Call to Order & Meeting Facilitation Protocols

President Gornick called the meeting to order at 6:02 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 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.

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

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for March 16, 2021
Page 2 of 6

2. Call for Public Comment

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were two.

3. Consent Agenda

The Board asked questions related to the Financial Reports. There was discussion regarding Addendum No. 9 to the Declaration of State of Emergency.

Treasurer Knudson moved to approve the Consent Agenda. Directors Keil and Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

No representatives from the OLGP Steering Committee were present at time.

A verbal report was given by Jane Civiletti during the second public comment.

5. Appointment of Budget Committee Member

Finance Director Stevens recommended the appointment of Jim Martin to the Budget Committee.

Director Williams moved to appoint Jim Martin to Position No. 5 for the 3 year term ending 6/30/2023. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

6. Consideration of Aeration Blower and Baffle Project Construction Contract

Water Services Engineer Ogbeide outlined the technical aspects of the project and the Request for Proposal process.

There was discussion on why the estimate had been higher than the proposal.

Treasurer Knudson moved to approve the General Manager to sign a Public Improvement Contract with Slayden Constructors for the work of furnishing and installing the Aeration Blower

OAK LODGE WATER SERVICES

Board of Directors Regular Meeting Minutes for March 16, 2021

Page 3 of 6

and Baffle Project for \$244,000. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

7. Consideration of Sanitary Sewer Master Plan Contract with Water Systems Consulting

District Engineer Rice explained the Request for Proposal process, Water Systems Consulting's approach, and overviewed the project's scope.

The Board asked questions and provided feedback regarding the price including a ten percent administrative overhead, possible cost savings, the plan's scope, the thirty-year term, as well as the plan's potential impact on utility rates.

Director Keil moved to approve the contract and asked Staff and the consultant to bring down the total cost as low as possible. Director Williams seconded. Treasurer Knudson asked if the Board wanted to provide an upper limit. Options were considered. Treasurer Knudson proposed an upper limit of \$760,000 and to charge General Manager Chaplen, District Engineer Rice, and Consultant Duren to find opportunities for savings. President Gornick clarified the motion. Director Keil seconded.

President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Treasurer Knudson; Directors Keil and Williams. Voting Nay: Secretary/Vice Van Loo.

MOTION CARRIED

8. Presentation of North Clackamas Watersheds Council Annual Update

Neil Schulman, the Director of North Clackamas Watersheds Council (NCWC), provided background on the Council, the various programs being managed by the Council, and the importance of partnerships.

Secretary/Vice President Van Loo asked about partnerships with the NW Steelheaders. Mr. Schulman confirmed the planning of joint events.

9. Consideration of a Professional Services Contract with a Collections Agency

Finance Director Stevens outlined the scope of the program and the procurement process.

The Board asked questions and provided feedback related to the third-party collections agency's fee, the type of accounts being sent to collections, and future expansion of the program.

Director Keil moved to approve the collections agreement. Director Van Loo seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for March 16, 2021
Page 4 of 6

Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

10. Consideration of Resolution No. 2021-02 Amending the Schedule of Rates, Fees, and Other Charges

Finance Director Stevens explained the amendments being made to the Schedule of Rates, Fees, and Other Charges, including the third-party collections agency fee.

Secretary/Vice President Van Loo moved to approve Resolution No. 2021-02. Director Williams seconded.

Treasurer Knudson inquired about the District's flexibility to close deals with customers outside of the collections agency. Finance Director Stevens confirmed the contract allowed the District to retain its authority to collect.

President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

11. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there was one.

Jane Civiletti apologized for not being available earlier in the agenda to speak on behalf of the Oak Lodge Governance Project. Ms. Civiletti highlighted the first public information session and thanked members of the Board for attending.

12. Departments Reports

- **General Manager**

General Manager Chaplen thanked Olson Bros and Carson Oil for their service during the recent ice storm. She also thanked various staff members for their above-and-beyond efforts to keep essential services running during the storm.

Plant Operations Superintendent Mendenhall added Cochran Electric and Atlas Electric to the vendors who provided emergency services.

- **Technical Services**

District Engineer Rice reported on current team projects and highlighted the new

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for March 16, 2021
Page 5 of 6

communications tracker within his Department Report.

The Board asked questions related to DEQ's new mercury rules.

- **Field Operations**

Field Operations Supervisor Lyon reported on the partnerships at work during the ice storm and monthly meter changeouts.

The Board asked questions related to the age of the remaining large meters and meter bypass installations.

- **Finance**

Finance Director Stevens overviewed her Department Report highlighting non-revenue water data, red tag letters, and internal processes.

- **Plant Operations**

Plant Operations Superintendent Mendenhall overviewed his Department Report highlighting flows, damage caused by the ice storm, and pump station power issues.

The Board asked questions related to the pump station issues and a recent customer complaint.

13. Business from the Board

Director Williams reported on the Clackamas River Water Board meeting.

Treasurer Knudson highlighted the Oak Grove Community Council meeting from his written report. He overviewed a Rotary Club presentation and thanked Outreach and Communications Specialist Morris for her help. Treasurer Knudson reported on the recent Oak Lodge Governance Project presentation.

Director Keil reported on the North Clackamas Chamber meeting.

Secretary/Vice President Van Loo provided an update on the Oregon Legislative session.

President Gornick reported on the C4 meeting.

14. Adjourn Meeting

President Gornick adjourned the meeting at 9:05 p.m.

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for March 16, 2021
Page 6 of 6

Respectfully submitted,

DocuSigned by:

4620A8ECA60F4B2...

Paul Gornick
President, Board of Directors

Date: 4/21/2021

DocuSigned by:

4D6F403A0550442...

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 4/21/2021