

Oak Lodge Water Services District
Minutes of Board Meeting
January 3, 2017

Commissioners Present

Jim Martin, Chair
Susan Keil, Vice Chair
Kevin Williams, Commissioner
Nancy Gibson, Commissioner
Lynn Fisher, Commissioner

Staff Present

Dan Bradley, General Manager
Kelly Stacey, Finance Director
Jason Rice, Deputy General Manager

Visitors

Eric Hofeld, Representing Sunrise Water Authority
Ernie Platt, Commissioner of Sunrise Water Authority
Terry Gibson, Oak Lodge Sanitary District
Thelma Haggemiller, Local Resident
Tom Foeller, Local Resident

Special Meeting

(1) Call to Order/Pledge of Allegiance

Chair Martin called the special meeting to order at 3:00 p.m. and Board Member Keil led the flag salute.

(2) Public Comment (For non-agenda items)

None

(3) Approval of December 6, 2016 OLWSD Board Meeting Minutes

Board Member Gibson moved to approve the minutes as presented for the December 6, 2016 Oak Lodge Water Services Meeting. Board Member Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(4) Resolution 2017-1; Approving the Public Records Policy

General Manager Dan Bradley stated that the policy is how OLWSD handles records requests. He anticipates the only changes would be to the timing of response.

Board Member Keil moved to approve Resolution 2017-1 accepting the public records policy. Board Member Gibson seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(5) Resolution 2017-2; Approving Credit Cards and Signatures

General Manager Dan Bradley stated that the bank requires a resolution from the Board as to who can sign checks which would include himself, Finance Director Stacey and Deputy General Manager Rice.

Board Member Fisher moved to approve Resolution 2017-2 authorizing the appropriate check signers and the receipt of credit cards. Board Member Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(6) Establish Contract Review Board

General Manager Dan Bradley stated it was a formality but it was good to have a Resolution on file that showed approval to have the Board as the Contract Review Board to be able to formally convene.

Board Member Keil moved to establish the OLWSD Board to act as the local Contract Review Board. Board Member Gibson seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(7) Liaison Assignments

General Manager Dan Bradley stated that he listed out the current assignments and explained what assignments still needed to be filled in. The Board proceeded to choose the representatives for each opening.

(8) Board Member Reimbursements

General Manager Dan Bradley stated the current policy for reimbursements for meeting attendance depending on role as primary attendee as well as Board

meetings versus conferences, etc. It was decided that staff would write the policy based on recommendations of the Board to be voted on at a future meeting.

(9) Board Packet Configuration and Content

The Board reviewed and commented on what they would like to keep, change, and remove from future board packets. It was decided that staff would bring back a proposed board packet for approval.

(10) Approval to Purchase Portable Vacuum Unit

General Manager Dan Bradley stated that the current unit is 10 years old and used on a daily basis. It is on its last leg and parts are currently being manufactured for it. He is recommending the Board allow for replacement while keeping the original as an emergency backup rather than surplus.

Board Member Gibson moved to authorize the purchasing of a Ditch Witch Vacuum Trailer at a cost not to exceed \$60,000.00. Board Member Williams seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(11) Resolution 2017-3; Participation in PERS Program

General Manager Dan Bradley stated he had been in a discussion with PERS noting that he mentioned to them it had been approved and would be forming it into a resolution. Board Member Keil noted she didn't think a vote had been made regarding the coverage of sick leave. It was decided to table the topic for the regular meeting in a couple weeks.

Board Member Gibson moved to table Resolution 2017-3. Board Member Keil seconded the motion.

Ayes: Fisher, Gibson, Keil, Martin, Williams

Nays: None

The motion carried 5-0.

(12) Business from the Manager

General Manager Dan Bradley stated that OLWSD is official and a Federal ID number was obtained. He updated the Board on the IGA draft that needs to be approved by City of Gladstone to dissolve OLWD.

(13) Business from the Board

Board Member Keil stated that Board Member Gibson did a wonderful job in her tribute at the last OLWD meeting for the outgoing members.

(14) Public Comment

Tom Foeller stated his thanks to the prior OLSD and OLWD board members. He continued on to thank the new board for their continued work in the consolidation process.

(15) Executive Session, the Board will convene into executive session in accordance with ORS 192.660(2)(d) to conduct deliberations with persons that have been designated to carry on labor negotiations and ORS 192.660(2)(i) to review and evaluate the performance of the general manager.

The Board entered in to executive session.

(16) Action from Executive Session

None

(17) Adjourn

Chair Martin adjourned the meeting of January 3, 2017 at 6:55 p.m.

Respectfully submitted,

Dan Bradley, General Manager

Susan Keil, Vice Chair

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