



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
PUBLIC MEETING MINUTES
MARCH 10, 2026 AT 4:00 PM**

1. Call to Order

Chair Williams called the meeting to order at 4:00 PM.

2. Call for Public Comment

There were no comments.

3. Consent Agenda

- a. January 2026 Financial Report
- b. Approval of February 10, 2026 Board Meeting Minutes
- c. Consideration of Task Order with AKS Engineering for Surveying Services for the Colina Vista Water Line Replacement Project

Director Van Loo moved to approve the consent agenda. Director Bullock seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

4. Items for Presentation

- a. Presentation of FY 2023 Authority Financial Audit by Baker Tilly

Keith Simovic from Baker Tilly presented the FY 2023 Financial Audit for Oak Lodge Water Services Authority.

The board provided comments and asked clarifying questions regarding:

- Compensated Absences
- The corrected misstatements for the fiscal year.
- Capital Asset Reconciliation/Work Orders
- Post Employment Benefits.

5. Items for Consideration

a. Consideration of Adoption of Plan of Action for FY 2023 Financial Audit

General Manager Albert presented the Plan of Action for the FY 2023 Financial Audit.

Director Bullock moved to authorize the Chair and General Manager sign the Plan of Action for the fiscal year 2023 Authority audit. Director Gornick seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

b. Consideration of Resolution No. 2026-0046 Authorizing Transfers of Budgeted Amounts Between Categories of Various Funds of the Oak Lodge Water Services Adopted Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2026.

Finance Director Wilson presented Budget Resolution No. 2026-0046.

The board provided comments and asked clarifying questions regarding:

- The cost per financial audit
- The equipment rental fees and when the replacement pump will arrive.
- The administrative bank charges for utility and permit payments.

Director Gornick moved to adopt Resolution No. 2026-0046, an appropriation transfer resolution authorizing a transfer of budgeted amounts between categories of Various Funds of the Oak Lodge Water Services Budget, making appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2026. Director Bullock seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

c. Consideration of an IGA with Clackamas County for Intra-County Mutual Aid

Public Works Director Janicke presented the IGA with Clackamas County.

The board provided comments and asked clarifying questions regarding:

- Involvement in other mutual aid agreements.
- The internal emergency management plan

Director Keil moved to approve the 2011 Mutual Aid Agreement with Clackamas County as presented and authorize the General Manager to execute the agreement on behalf of Oak Lodge Water Services. Director Van Loo seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

- d. Consideration of IGA with Clackamas County related to the Oatfield Rd Jennings Ave Signal Rebuild Safety Work Project

Public Works Director Janicke presented the history of the project and the IGA.

The board provided comments and asked clarifying questions regarding:

- Contractual arrangement of the cost for work done by the county.
- Coordination with Clackamas County for capital improvement projects.

Director Van Loo moved to approve the IGA with Clackamas County for the waterline replacement project related to the Oatfield Rd Jennings Ave Signal Rebuild Safety Work Project as presented and authorize the General Manager to execute the agreement on behalf of Oak Lodge Water Services. Director Gornick seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

- e. Consideration of Convergence Master Services Agreement Addendum

District Engineer Prentice presented the fee increases for a Master Services Agreement with Convergence Networks.

Director Keil moved to approve the General Manager to renew the MSA with Convergence Networks and authorize a purchase order for related services in FY27 with a 2.5% increase for an amount of \$107,625 and for FY28 Not To Exceed a 2.5% increase for an amount Not To Exceed \$110,400. Director Bullock seconded. Elaine Murray conducted a roll call vote. Voting Aye: Directors Susan Keil, Kevin Williams, Paul Gornick, Ginny Van Loo, Heidi Bullock. Voting Nay: None. Abstentions: None.

MOTION PASSED

6. Business from the Board

The board discussed how possible water curtailment might impact on water revenue.

7. Department Reports

- a. Administration
- b. Finance
- c. Public Works
- d. Plant Operations

The Management Team provided highlights from their written reports, including:

- Clarifier Project Award and request for assistance for future projects.
- Upcoming Budget Committee Meetings
- CIP Open House
- Changeover to Xpress Bill Pay
- Renewals for the Financial Assistance Program
- Updates to Capital Improvement Projects

The board provided comments and asked clarifying questions regarding:

- Number of renewals for the Financial Assistance Program.
- The change to Xpress Bill Pay and the impact on shut-offs.

8. Recess to Executive Session

Convene Executive Session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

Chair Williams recessed to executive session at 5:14 PM under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

9. Adjourn Executive Session

If necessary, Board may take action on items discussed in Executive Session.

Chair Williams adjourned the executive session at 5:52 PM

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

10. Other Items

There were none.

11. Adjourn Meeting

Chair Williams adjourned the meeting at 5:53 PM.