



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
January 19, 2021**

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 |
| 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 |
| Markus Mead | Development Review Specialist |
| Alexa Morris | Outreach and Communications Specialist |

Consultants & Presenters – Present via Zoom:

| | |
|---------------------|---|
| Tommy Brooks | Cable Huston |
| Mitra Anoushiravani | Oak Lodge Governance Project Steering Committee |
| Kimberly Swan | Clackamas River Water Providers |

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:00 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 January 19, 2021
Page 2 of 7

2. Call for Public Comment

President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were one letter that had been distributed to the Board.

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

Lynn Fischer stated he had no comments.

Thelma Haggemiller stated she was listening in as well.

3. Consent Agenda

Treasurer Knudson moved to approve the Consent Agenda. Secretary/Vice President Gornick seconded.

Treasurer Knudson asked for a link to be created on the District's website between the December 15, 2020 meeting materials, which includes a letter from the Oak Lodge Governance Project, and the dedicated governance webpage. There was Board consensus.

Director Keil asked what the TriMet charge was for. Finance Director Stevens explained it was a payroll tax.

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

MOTION CARRIED

4. Monthly Update: Oak Lodge Governance Project

President Williams introduced Mitra Anoushiravani, member of the OLGP Steering Committee, who provided an update on OLGP's progress and ongoing communication with the Board of Directors.

There was clarification regarding the intent of the Board of Director's published letter to OLGP. The Board expressed optimism regarding the partnership between OLGP and the District.

5. Appointment of 2021 Board Officers

Director Keil made a motion, with the provision of Treasurer Knudson being nominated as the 2022 President, to appoint Secretary/Vice President Gornick as President, Director Van Loo as Secretary/Vice President, and Treasurer Knudson as Treasurer. Director Van Loo seconded. President Williams asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for January 19, 2021
Page 3 of 7

MOTION CARRIED

President Williams virtually passed the gavel to incoming President Gornick. President Gornick began meeting facilitation.

6. Presentation of Clackamas River Water Providers' Annual Report

General Manager Chaplen introduced Kim Swan from Clackamas River Water Providers (CRWP). Ms. Swan presented an annual update highlighting the effects of COVID on CRWP outreach, studies completed, and continuing public engagement. She also overviewed upcoming projects for the current fiscal year.

The Board commended the CRWP team on their work. Regarding a question asked by President Gornick, Ms. Swan stated she would get the Board more information on snowpack measurements and year-round flow predictions.

7. Designation of the 2021 SDAO Conference Voting Member

General Manager Chaplen explained the eligibility requirements and purpose of designating a voting member for the 2021 Special Districts Association of Oregon (SDAO) conference. Treasurer Knudson noted his professional association with SDAO and excused himself from being nominated.

Director Williams moved to designate Secretary/Vice President Van Loo as the voting member with General Manager Chaplen as an alternate. Treasurer Knudson and Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

8. Second Reading of Proposed Ordinance No. 2021-04 Updating Water System Development Charges

Treasurer Knudson moved to read the Ordinance by title only. Directors Keil and Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

President Gornick read the Ordinance by title.

District Engineer Rice overviewed the proposed fee schedule noting the proposed fees were competitive with other local jurisdictions. He stated no public comment had been received.

Directors Keil and Williams expressed concern for the higher fees but noted the calculations were aligned with other local organizations and commended District Engineer Rice on his work.

OAK LODGE WATER SERVICES

Board of Directors Regular Meeting Minutes for January 19, 2021

Page 4 of 7

Secretary/Vice President Van Loo moved to approve Ordinance No. 2021-04. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

9. Consideration of Resolution No. 2021-01 Adopting District Design and Construction Standards

Development Review Specialist Mead overviewed the proposed changes to the District's Design and Construction Standards. He highlighted future updates and summarized the two public comments received.

The Board asked questions related to stormwater detention including forthcoming DEQ regulations, and the public comment process. Development Review Specialist Mead explained the District's standards related to stormwater and the parties notified of the public comment period. President Gornick inquired about the definition of "roadbed" and what constituted "significant" construction. Development Review Specialist Mead and District Engineer Rice gave reasoning for the definitions of both. The Board agreed that "fifty percent of the area" would be considered significant construction.

Secretary/Vice President Van Loo moved to adopt Ordinance No. 2021-04 with the discussed changes. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

10. Update on Procurement to Restore Sewer Treatment Plant Flow Capacity

Water Services Engineer Ogbeide reported on the recent Sewer Treatment Plant failure and provided an update on the emergency efforts to regain flow capacity. Plant Operations Superintendent Mendenhall stated DEQ had been apprised of the situation.

The Board asked questions related to project next steps, creating redundancies to prevent the situation in the future, and alarm systems. Water Services Engineer Ogbeide and Plant Operations Superintendent Mendenhall were able to provide the information that had been collected as the yet-to-be-resolved situation unfolded.

Director Williams moved to retroactively approve the General Manager to sign an emergency procurement agreement with Slayden Constructors. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

11. Consideration of the 2021/2022 Communications Plan

Outreach and Communications Specialist Morris overviewed the Communication Plan and Community Briefing Materials updates.

The Board asked questions related to increasing interested parties, the District's presence on social media platforms, and engagement analytics. Outreach and Communications Specialist Morris provided information on website updates, current District social media handles, and how the District will use engagement analytics to cater to the special interests of the District's customers.

Treasurer Knudson moved to approve the Communications Plan for 2021-2022 as presented. Director Williams seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

12. 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 were two.

Lynn Fisher commented on the OLGP presentation, specifically the District's survival based on the options being explored by the steering committee. Ms. Anoushiravani outlined the study's constraints and the multiphase approach of data collection and community feedback. She noted OLGP's intention for the District to remain intact, but that ultimately no one was able to predict the future.

13. Departments Reports

Due to time, President Gornick did not facilitate verbal department reports but allowed the Directors to ask questions related to each report.

- **Finance**

Upon request, Finance Director Stevens explained the Non-Revenue Water data, which has remained consistent in the last calendar year. Treasurer Knudson discussed the continuing documentation and communication regarding Non-Revenue Water.

Secretary/Vice President Van Loo inquired about charges related to Convergence and Murraysmith. Finance Director Stevens explained the services provided, Information Technology and Capital Project work, respectively.

Director Keil inquired about the demographics of delinquent accounts and the financial audit recommendations. Finance Director Stevens provided information on both.

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for January 19, 2021
Page 6 of 7

- **Technical Services**

There were no questions.

- **Field Operations**

There were no questions.

- **Plant Operations**

Plant Operations Superintendent Mendenhall provided an update on the Treatment Plant's status, a forthcoming DEQ update, and the Department Report.

The Board thanked staff for their work during the recent emergencies and discussed ways to reduce future Plant vulnerabilities.

14. Business from the Board

Due to the time, President Gornick did not facilitate verbal liaison reports noting the written reports published in the meeting packet.

15. Recess to Executive Session

President Gornick recessed to Executive Session at 8:44 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public disclosure.

General Manager Chaplen presented the general topics to be discussed during the Executive Session. The Board was informed that no decisions were to be expected coming out of executive session. The Board then received a presentation from District legal counsel Brooks regarding the contents of two memos prepared for the Board. The Board asked follow-up questions and generally discussed the topics addressed in the memos.

16. Adjourn Executive Session

President Gornick adjourned the Executive Session at 10:12 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There was one member.

No decisions were made as a result of the Executive Session.

17. Adjourn Meeting

President Gornick adjourned the meeting at 10:13 p.m.

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for January 19, 2021
Page 7 of 7

Respectfully submitted,

DocuSigned by:

1620A8EC469E4B2

Paul Gornick
President, Board of Directors

Date: 3/17/2021

DocuSigned by:

4D6E403A0550443

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 3/17/2021