



**BUDGET COMMITTEE
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
MAY 5, 2020**

Budget Committee – Members Present via Zoom:

Kevin Williams	Board of Directors
Paul Gornick	Board of Directors
Mark Knudson	Board of Directors
Susan Keil	Board of Directors
Ginny Van Loo	Board of Directors
John Klum	Citizen Representative
Amanda Gresen	Citizen Representative
Robert Weber	Citizen Representative
Ron Weigel	Citizen Representative
Joseph Healy	Citizen Representative

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
David Mendenhall	Plant Operations Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Todd Knapp	Field Operations Manager
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Visitors and Consultants – Present via Zoom:

Rob Moody	Merina & Company, LLP
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1. Call to Order

Chair Klum called the meeting to order at 6:04 p.m.

2. Meeting Facilitation Protocols

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

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

3. Presentation of the Revised Proposed Budget for FY 2021

Financial Consultant Moody outlined the adjustments to the Proposed Budget for FY 2021 as a result of the rates approved by the Budget Committee on April 30, 2020.

Citizen Representative Weber asked if the seventy thousand dollars for the Emergency Customer Assistance Program was placed in the Administrative Contracted Services fund. Financial Consultant Moody confirmed.

Citizen Representative Weber asked about the one hundred and fifty-thousand-dollar reduction in the Wastewater Reclamation Capital fund. Financial Consultant Moody and District Engineer Rice confirmed a clerical error in the number.

Citizen Representative Weber moved to return the Capital Improvement projects under the Wastewater Reclamation Capital fund back to \$2,330,000. Director Van Loo seconded. Chair Klum asked District Recorder Casey to conduct a roll call vote. Voting Aye: Citizen Representatives Klum, Gresen, Weber, Weigel, and Healy; and Directors Williams, Gornick, Knudson, Keil, and Van Loo.

MOTION CARRIED

Director Knudson noted that the bottom line of the fund had stayed the same. Financial Consultant Moody confirmed the formula issue that would be resolved.

Financial Consultant Moody stated that the movement to approve the budget would need to be made to include amendments.

Director Gornick asked to confirm the columns within the budget document under the Wastewater and Water funds included the changes and not the totals. Financial Consultant Moody confirmed.

Director Knudson asked to confirm the bulk of the adjustments made to the budget during revision were to system maintenance. Financial Consultant Moody confirmed.

Director Keil asked what specific line items were cut from Wastewater Materials and Services. Financial Consultant Moody explained the reductions to Administrative Services, System Maintenance, and Contracted Services.

Director Van Loo asked about the added election costs in the Human Resources budget. Financial Consultant Moody explained it was a previous oversight of an amount due to the County for the May 2021 election process.

Chair Klum asked about the five-thousand-dollar reduction in Temp Services. General Manager Chaplen answered that the reduction was made in the Field Operations fund normally used for extra help and succession planning.

Chair Klum asked what the total dollar amount was for all adjustments made. Financial Consultant Moody confirmed the total deduction of \$192,500.

4. Additional Public Hearing

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

Chair Klum asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed that there was one.

Neil Schulman representing the North Clackamas Watersheds Council expressed support of the proposed budget with continued support of community projects during the unprecedented time. Mr. Schulman was pleased to see the Stormwater Master Plan moving forward and thanked the Committee for support of those who are having financial difficulties due to COVID-19.

5. Committee Deliberation of Budget

Director Williams thanked the Citizen Representatives of the Budget Committee for the effort put into the budget. Director Gornick seconded the appreciation of the Citizen Representatives noting that every Budget Committee member reviewed the details of the budget. Director Knudson thanked the entire Budget Committee and District staff, specifically General Manager Chaplen and Financial Consultant Moody, for presenting a thoughtful budget and the added challenge of requested reductions. Director Keil agreed that the Budget Committee has been a seamless team working with the staff and stated appreciation for the proactive approach to the budget. Director Van Loo thanked everyone for the cooperative effort. Secretary/Vice Chair Gresen thanked the staff for their time to deliver a final product. Citizen Representative Weber thanked the Board for the opportunity to participate on the Budget Committee for the first time and to the staff for balancing the numbers. Citizen Representative Weigel stated appreciation for the opportunity to serve on the Committee and looked forward to watching District Engineer Rice complete capital improvements. As a new community member, Citizen Representative Healy thanked the Board for the ability to serve on the Committee. He also thanked District Recorder Casey for maintaining order during the meetings. Chair Klum thanked staff for producing a thorough budget and for revisions even when there were no easy cuts to be made.

Chair Klum invited a motion. Director Gornick moved to approve the proposed budget for fiscal year 2020/2021 with the amendment previously passed regarding the clerical error in the Wastewater Capital Fund. Director Keil seconded. Chair Klum asked District Recorder Casey to conduct a roll call vote. Voting Aye: Citizen Representatives Klum, Gresen, Weber, Weigel, and Healy; and Directors Williams, Gornick, Knudson, Keil, and Van Loo.

MOTION CARRIED

Chair Klum asked what the next steps in the budget process would be. General Manager Chaplen outlined the public hearing and Board adoption of the budget on May 19, 2020 followed by a public hearing and Board adoption of the District rates and fees on June 16, 2020.

Chair Klum asked about the ratepayer communication regarding the public hearing. General Manager Chaplen confirmed that all ratepayers would receive a postcard regarding the public hearing in June.

Director Keil asked if the Emergency Customer Assistance Program would be defined by the public hearing. General Manager Chaplen confirmed that the Board of Directors would be discussing the program during the special meeting at 9 a.m. on May 6, 2020.

6. Adjourn Regular Meeting

Chair Klum adjourned the meeting at 6:45 p.m.