



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 6:00 P.M.
JULY 19, 2022**

Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Operations Supervisor
Chad Martinez	Collections Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Alexandra Gordon	Ecology in Classrooms and Outdoors
Scott Duren	Water Systems Consulting

1. Call to Order & Hybrid Meeting Facilitation Protocols

President Keil called the meeting to order at 6:00 p.m.

General Manager Chaplen overviewed the general protocols of a hybrid meeting.

2. Call for Public Comment

There were five written public comments submitted. There was one member of the public in attendance.

The Board discussed the submitted written public comments. Outreach and Communications Specialist Morris was asked to reinforce customer messaging regarding FY 2023 service rates and the District's reorganization as an Authority. Finance Director Stevens answered questions related to property owner and tenant billing.

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3. Monthly Update: Oak Lodge Governance Project

There were no Oak Lodge Governance Project representatives present.

4. Presentation from Ecology in Classrooms and Outdoors

Alexandra Gordon presented on the Ecology in Classrooms and Outdoors (ECO) program and the impacts of the ECO/OLWS partnership.

The Board asked clarifying questions and thanked Alexandra.

5. Presentation on Population Forecasting for the Wastewater Master Plan

District Engineer Albert and Consultant Duren presented on how the population density and buildable lands forecasts will affect the Wastewater Master Plan.

The Board asked clarifying questions related to how accessory dwelling units and natural areas calculated into the metrics. There was discussion about the five-year update of master plans and the growth rates of OLWS service systems.

6. Consent Agenda

Items on the Consent Agenda included:

- The May 2022 Financial Report, and
- The June 21, 2022 regular meeting minutes.

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

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

7. Business from the Board

Director Bullock stated the Oak Grove Trolley Trail Fest was a success.

Director Williams overviewed the Clackamas River Water meeting.

Director Williams moved to approve the President of the Board to sign a revised contract with General Manager Chaplen, increasing her base pay by two and one half percent, retroactive to November 1, 2021, and authorizing forty hours of management leave to be used by January 1, 2023 on a use-it-or-

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lose-it basis. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

The Board discussed the ongoing review process for the General Manager. Director Bullock submitted a matrix of performance goals for the record. President Keil reviewed the amended deadlines for each of the General Manager goals as outlined in the matrix. In addition, to hearing updates on the General Manager goals, President Keil asked for regular updates on other items of interest too such as IGA's and potential grant applications.

8. Department Reports

General Manager Chaplen proposed a procurement exception and Plant Superintendent Hawkins detailed the critical failure of a WRF blower that supplies the digesters.

The Board asked clarifying questions regarding redundancy and financial planning.

Director Bullock moved to authorize the General Manager or acting General Manager to purchase a replacement for the K-Turbo blower consistent with the District's Purchasing and Contracting Rules. Secretary/Vice President Van Loo, Treasurer Gornick, and Director Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

The Management Team provided monthly highlights including:

- Recruitment for open employee positions,
- The ways for customers to pay utility bills – including autopay,
- Development of emergency intertie options with the City of Milwaukie,
- Capital project updates,
- Field staff training,
- Non-Revenue Water,
- Partnership with the Department of Agriculture regarding beaver dams, and
- The failure and repair of Lift Station 5 pumps.

The Board asked questions regarding water meter replacements and field teams' productivity.

9. Call for Public Comment

There were two members of the public in attendance. No comments were made.

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10. Adjourn Meeting

President Keil adjourned the meeting at 7:51 p.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

8/18/2022
Date: _____

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

8/17/2022
Date: _____