



BUDGET COMMITTEE
[REMOTE] MEETING MINUTES – 6:00 P.M.
APRIL 28, 2022

Budget Committee – Members Present via Zoom:

Susan Keil	Board of Directors
Ginny Van Loo	Board of Directors
Paul Gornick	Board of Directors
Kevin Williams	Board of Directors
Heidi Bullock	Board of Directors
Mark Elliott	Citizen Representative
Amanda Gresen	Citizen Representative
Robert Weber	Citizen Representative
Ron Weigel	Citizen Representative

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Plant Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Water Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach & Communications Specialist
Haakon Ogbeide	Water Systems Engineer
Antonio Canisales	Senior Accountant Lead

Consultants & Organizational Representatives Present via Zoom:

Jason Rice	Water Systems Consulting
Laura Westmeyer	Cable Huston

1. Call to Order and Meeting Facilitation Protocols

Chair Gresen called the meeting to order at 6:02 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 Budget Committee members, staff, and consultants.

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

2. Presentation of the Proposed Budget

General Manager Chaplen overviewed the budget process from preparation through Committee deliberation and Board budget adoption, including the utility rates adoption in June.

Finance Director Stevens detailed the capital improvement spending outlined in the Proposed Budget. She outlined changes to the Proposed Budget, including:

- In the Drinking Water Operations Fund:
 - Adjusted Water Sales revenue to Committee approved level
 - Increased Transfer to Drinking Water Capital Fund
- In the Drinking Water Capital Fund:
 - Removed replacement of Vehicle 58; \$40,000
 - Add in requested Resources of System Development Charges and Investment Income; \$130,000
 - Increased Transfer from Drinking Water Operations
- In the Wastewater Reclamation Operations Fund:
 - Reduced Wastewater Service Charges to Committee approved level
 - Reduced Transfer to Wastewater Capital Fund; accordingly, \$1,000,000
- In the Wastewater Capital Fund:
 - Reduced Transfer from Wastewater Reclamation Operations Fund; \$1,000,000
 - Delay Hillside and Boardman project to FY 24 & FY 25; \$500,000
 - Divided Tertiary Filtration construction evenly between FY24 & FY 25; \$2,500,000 each year
 - Shifted Secondary Clarifiers and RAS Control Center to start FY26 instead of FY24
 - Reduced Ultra-Violet Channel project to current needs and shifted remainder to start FY26
 - Delayed replacement of Collections Field Operations Truck replacement to FY24; \$40,000
 - Delayed purchased of Bio-Solids Loader to FY24; \$150,000
 - Reduced Lateral Repair project by half; \$50,000

The Committee asked clarifying questions and provided comments regarding:

- Capital improvement project prioritization,
- Project completion capability,
- Alternate funding options,
- Inflationary impact of project costs,
- The cost of tertiary treatment,
- Surface water infrastructure, and
- Staffing the Capital Improvement Program.

OAK LODGE WATER SERVICES DISTRICT
Budget Committee Meeting Minutes for April 28, 2022
Page 3 of 3

3. Committee Deliberation

The Budget Committee thanked Staff for their flexibility and work on the Proposed Budget. Finance Director Stevens was commended for her work and the addition of a calculation spreadsheet. Several members voiced approval of the Proposed Budget. The Budget Committee’s careful analysis and communication was applauded.

4. Call for Public Comment

There were no written public comments submitted.

There were no members of the public in attendance.

5. Approval of FY 2022-23 Budget

Director Gornick moved to approve the FY 2022-23 Proposed Budget with revisions as outlined by the Finance Director and amendments made by the Budget Committee during the April 28, 2022 meeting. Director Keil seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Van Loo, Gornick, Williams, and Bullock; Citizen Representatives Elliott, Gresen, Weber, and Weigel.

MOTION CARRIED

6. Adjourn Meeting

General Manager Chaplen thanked the Budget Committee for their work.

Chair Gresen adjourned the meeting at 8:40 p.m.

Respectfully submitted,

DocuSigned by:
Robert Weber
03E2DEBEF77841F...

Robert Weber
Chair, Budget Committee

Date: 4/27/2023

DocuSigned by:
Ron Weigel
C4C887C82E0F4DE...

Ron Weigel
Vice Chair, Budget Committee

Date: 4/19/2023