



**BOARD OF DIRECTORS  
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.  
NOVEMBER 16, 2021**

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Board of Directors – Members Present via Zoom:

Paul Gornick	President
Ginny Van Loo	Secretary/Vice President
Mark Knudson	Treasurer
Susan Keil	Director
Kevin Williams	Director

Oak Lodge Water Services Staff – Present via Zoom:

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

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Joseph Edge	Oak Lodge Governance Project Steering Committee

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**1. Call to Order & Meeting Facilitation Protocols**

President Gornick 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 also introduced guests attending in an official capacity:

- Sherry French, President of the Clackamas River Water Board of Commissioners.
- Chris Hawes, Chair of the Sunrise Water Authority.

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

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## **2. Call for Public Comment**

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there was one.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there was one.

Tamara Rook identified herself as a property owner within the District. Clackamas County staff had directed her to attend the Board meeting due to permitting issues. District Engineer Rice offered to speak with County Building and Code Enforcement staff in an effort to resolve the dispute between neighbors.

## **3. Monthly Update: Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) Steering Committee member Joseph Edge invited questions related to the previous month's presentation. The Board had none.

Mr. Edge stated the OLGP Steering Committee would be taking the holidays off and resume monthly updates in January.

## **4. Consent Agenda**

Items on the Consent Agenda included:

- The September Financial Report,
- The October 19, 2021 regular meeting minutes, and
- Pre-authorization for purchase of a skid loader.

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

MOTION CARRIED

## **5. Presentation of the District's New MS4 Permit**

Water Quality Coordinator Christensen presented an update on the newly issued Municipal Separate Storm Sewer System (MS4) Permit.

The Board made comments and asked clarifying questions related to upstream pollutants, mixing zones, District stormwater treatment, mercury levels, the Willamette basin, and development site runoff.

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**6. Consideration of Resolution No. 2021-06 Authorizing a Budget Transfer for the FY 2022 Adopted Budget**

Finance Director Stevens outlined the Budget Transfers, which redistributed funds without increasing the total appropriations made in the Adopted Budget.

The Board asked clarifying questions related to the expenditures not identified at the time of Budget adoption.

Mark moved. Susan second.

Treasurer Knudson moved to adopt Resolution No. 2021-06 amending the fiscal year 2021-2022 Budget. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

**7. Business from the Board**

Treasurer Knudson encouraged future utilization of the Special Districts Association of Oregon (SDAO) trainings on various Board-related subjects.

Treasurer Knudson announced his resignation from Board of Directors effective December 31, 2021 due to his anticipated moved out of the District's boundary.

*Director Williams exited the meeting at 7:06 p.m.*

President Gornick asked about the Director appointment process. General Manager Chaplen outlined a potential recruitment timeline. The Board discussed a recruitment period ending January 5, 2022, with the potential to extend if more candidates were desired.

**8. Departments Reports**

The Board asked clarifying questions and provided comments on capital projects, non-revenue water, and purchased water expenses.

**9. 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 none.

**10. Adjourn Meeting**

President Gornick adjourned the meeting at 7:22 p.m.

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Respectfully submitted,

DocuSigned by:  
*Paul Gornick*  
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Paul Gornick  
President, Board of Directors

Date: 12/27/2021

*Ginny Van Loo*

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Ginny Van Loo  
Secretary/Vice President, Board of Directors

Date: Jan 11, 2022