



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
AUGUST 13, 2024**

Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Brad Albert	General Manager
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Ryan Hunter	Water Field Supervisor
Laural Casey	District Recorder
Antonio Canisales	Senior Accountant Lead
Tessie Prentice	Civil Engineer

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
--------------	--------------

1. Call to Order

Chair Keil called the meeting to order at 3:59 p.m.

2. Call for Public Comment

Jim Moreland provided comment regarding a partition project and the OLWS permitting process.

3. Consent Agenda

Items on the Consent Agenda included:

- The June 2024 Financial Report, and
- July 9, 2024 Board Meeting Minutes.

Treasurer Gornick moved to approve the Consent Agenda. Vice Chair Williams and Director Van Loo seconded.

The Board asked questions regarding the Monthly Financial Report. There was a technical correction on

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for August 13, 2024
Page 2 of 3

the Monthly Overview.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Consideration of Contract for I&I Construction in the LS5 Basin Area Phase I

Civil Engineer Prentice was introduced and presented the written Staff Report, detailing the project and procurement process.

The Board asked questions regarding the pipe materials,

Vice Chair Williams moved to approve the General Manager to sign a Public Improvement Contract with Landis and Landis Construction for the work of furnishing and installing the LS5 Sewer Improvements Phase 1 Project for \$2,124,494.50, and a \$200,000.00 contingency for unforeseen work related to the project. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Financial Assistance Utility Rate Relief Policy Update

General Manager Albert presented the written Staff Report.

The Board asked questions regarding binding future boards through policy and requested that the language include a minimum funding amount of no less than a half percent.

Treasurer Gornick moved to adopt Resolution No. 2024-0032 adopting an update to the Financial Assistance Utility Rate Relief Program Policy with an addition of language to set the minimum budgeted amount each fiscal year at 0.5% of total budgeted revenue and direct the General Manager to make corrections, as such, to the resolution and policy. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Business from the Board

Vice Chair Williams discussed the Clackamas River flow, which was discussed at the CRW meeting, and the American Civil Engineers report on infrastructure.

Chair Keil reported on the North Clackamas Chamber meeting and a future meeting with Representative Anessa Hartman.

OAK LODGE WATER SERVICES
Board of Directors Regular Meeting Minutes for August 13, 2024
Page 3 of 3

The Board discussed attendance at the Jennings Lodge community picnic.

7. Department Reports

The Management Team provided highlights from their written reports, including a reservoir leak, the NPDES permit, and flushable wipe settlement.

The Board asked clarifying questions regarding billing delinquencies, the Check Run Report, service conflicts with Clackamas County, the PGE generator project, WWTP in-house lab analysis, staff proactivity at the WWTP.

8. Adjourn Meeting

District legal counsel Brooks offered updated language to the FAURR Policy:

The OLWS Board of Directors shall budget resources for each fiscal year in sufficient amounts to fund the revenue losses due to the program, through the budget adoption process, and at a rate that is no less than 0.5 percent of budgeted OLWS rate revenue.

The Board approved.

Chair Keil adjourned the meeting at 4:54 p.m.

Respectfully submitted,

Susan Keil

Kevin Williams

Susan Keil
Chair, Board of Directors

Kevin Williams
Vice Chair, Board of Directors

Date: 9/11/2024

Date: 9/12/2024