



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
JULY 9, 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
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Lindsey Kangiser	HR/Payroll Manager
Laural Casey	District Recorder
Lara Christensen	Water Quality Coordinator

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order

Chair Keil called the meeting to order at 3:58 p.m.

2. Call for Public Comment

There was no verbal public comment.

3. Consent Agenda

Items on the Consent Agenda included:

- The May 2024 Financial Report, and
- June 18, 2024 Board Meeting Minutes.

Director Van Loo moved to approve the Consent Agenda. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

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4. Consideration of Purchase: Backhoe

General Manager Albert presented the written Staff Report.

The Board asked questions regarding the specifications and operator input and the SourceWell procurement.

Treasurer Gornick moved to authorize the General Manager to accept the Pape Machinery quote and approve the purchase of one John Deere 410 backhoe from Pape Machinery in the amount of \$168,887. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

5. Consideration of Agreement with PM Backflow for Backflow Services

General Manager Albert overviewed the written Staff Report.

The Board asked questions regarding the testing fees and the fee passthrough to customers.

An edit to Exhibit B was identified regarding an update to the contract period.

Director Bullock moved to approve our General Manager to sign a backflow assembly testing, repair and replacement Personal Services Agreement with PM Backflow with the correction to Exhibit B to reflect the correct contract period. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

6. Consideration of Adoption of the Natural Hazard Mitigation Plan (NHMP)

General Manager Albert and Water Quality Coordinator Christensen provided an overview of the NHMP, the necessary approval and renewal process, and continuing work by the Hazard Mitigation Action Committee.

The Board asked questions regarding FEMA exclusion of dam grants and requested a change to the wording in the findings section of the NHMP in relation to OLWS revenue.

Treasurer Gornick moved to adopt the OLWS NHMP Addendum. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

Vice Chair Williams moved to approve Resolution No. 2024-0030 adopting OLWS' representation in the

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updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Business from the Board

Chair Keil submitted materials from the North Clackamas Chamber meeting regarding a proposed gross receipts tax.

Vice Chair Williams expounded on Treasurer Gornick's written report regarding the North Clackamas County Water Commission's annual true-up. Finance Director Stevens overviewed how the rates and annual true-up are calculated.

8. Department Reports

The Management Team provided highlights from their written reports, including monthly billing and ongoing projects.

The Board asked clarifying questions regarding billing delinquencies, manhole replacement, inflow and infiltration mitigation, and infrastructure grading standards.

The Board requested that the public be informed about the NHMP.

9. Recess to Executive Session

Chair Keil recessed to executive session at 4:39 p.m. under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent, and 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

10. Adjourn Executive Session

Chair Keil adjourned the executive session at 4:50 p.m.

11. Consideration of Approval for General Manager Employment Contract

Treasurer Gornick moved to approve the employment contract with Brad Albert as presented, authorizing the HR Director to prepare a final contract version and authorizing the Board Chair to sign the contract on behalf of Oak Lodge Water Services. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

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12. Adjourn Meeting

The Board made comments on the submitted written public comment.

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

Respectfully submitted,

Susan Keil

Susan Keil
Chair, Board of Directors

8/19/2024
Date: _____

Kevin Williams

Kevin Williams
Vice Chair, Board of Directors

8/19/2024
Date: _____