



**BUDGET COMMITTEE
[REMOTE] MEETING MINUTES – 6:00 P.M.
APRIL 15, 2021**

Budget Committee – Members Present via Zoom:

Paul Gornick	Board of Directors
Ginny Van Loo	Board of Directors
Mark Knudson	Board of Directors
Susan Keil	Board of Directors
Kevin Williams	Board of Directors
Amanda Gresen	Citizen Representative
Robert Weber	Citizen Representative
Ron Weigel	Citizen Representative
Jim Martin	Citizen Representative

Budget Committee – Members Absent:

Ann-Marie Cordova	Citizen Representative
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Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Mendenhall	Plant Operations Manager
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Consultants – Present via Zoom:

Jeff Page	Incoming Utility Operations Director
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1. Call to Order and Meeting Facilitation Protocols

Chair Gresen called the meeting to order at 6:03 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. Call for Public Comment

Chair Gresen asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

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Chair Gresen asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

3. Presentation of the Proposed Budget

Finance Director Stevens presented the fiscal year 2021-2022 Proposed Budget by first highlighting the District's commitments, the difference between resources and requirements, revenue generating funds, debt service funds, and fund balance targets. She outlined the proposed staffing changes and requested budgetary additions. Finance Director Stevens then detailed each fund in the Proposed Budget.

The Budget Committee asked clarifying questions throughout Finance Director Stevens' presentation related to reserve funds, debt services, wastewater personnel costs, workers compensation tracking, contracted services, and watershed swale maintenance.

Director Gornick noted clerical errors on pages 18, 25, and 39 of the Proposed Budget and suggested changes.

Finance Director Stevens answered questions about the proposed staffing changes including how the positions would increase compliance with State and Federal standards, and how the positions were cost share allocated with North Clackamas County Water Commission and Clackamas River Water Providers. There was also discussion regarding the title of the proposed positions.

Director Knudson inquired about the Trimet tax increase, proposed SCADA (supervisory control and data acquisition) costs, and potential underbudgeting of overtime in the Wastewater Reclamation Fund.

Director Keil inquired about leased properties, the pressure vessel fee, and Rotary membership.

Director Van Loo inquired about Federal, State, and County COVID-Relief funds. She asked for a list of the type of funds received and from what sources.

Citizen Representative Weber noted a clerical error on page 5. He inquired about the calculation of the proposed rate increase for the average residential customer, the allocation of FTE in the Technical Services Department, if the proposed Finance position would be considered revenue generating, and whether the increase in the Drinking Water Fund sales was due to the proposed rate increase or anticipated volume increase.

There were further questions regarding the anticipated loss of revenue due to delinquent accounts. Finance Director Stevens explained the historical and current percentages.

Citizen Representative Martin noted a historical staffing analysis completed before the District consolidation, stating the District would need to justify an increase in administrative positions to the public.

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4. Adjourn Meeting

Chair Gresen adjourned the meeting at 8:28 p.m.

Respectfully submitted,

DocuSigned by:
Amanda Gresen
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Amanda Gresen

Chair, Budget Committee

Date: 4/13/2022

DocuSigned by:
Robert Weber
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Robert Weber

Secretary/Vice Chair, Budget Committee

Date: 4/20/2022