



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
SEPTEMBER 19, 2023**

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

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Aaron Janicke	Assistant District Engineer
Ryan Hunter	Water Distribution Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
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1. Call to Order & Hybrid Meeting Facilitation Protocols

Chair Keil called the meeting to order at 6:01 p.m. and facilitated the flag salute.

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

2. Call for Public Comment

The Board accepted two written public comments. Responding to the comment made by Anthony Forhan, General Manager Chaplen and Legal Counsel Brooks explained the history and risk of billing tenants directly.

There were no verbal comments.

3. Presentation of the Natural Hazard Mitigation Plan

PWD Albert presented the Natural Hazard Mitigation Plan written by Water Quality Coordinator

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Christensen and Assistant District Engineer Janicke. PWD Albert reviewed the process for the Plan to be accepted by Clackamas County as an addendum to the County Plan.

The Board asked clarifying questions regarding:

- grant applications,
- general emergency preparedness,
- future cost estimates of projects identified by the Plan,
- Water Management Conservation Plan updates,
- current mitigation strategies,
- water rights,
- flooding hazards at the Wastewater Treatment Plant,
- regulating stormwater standards, and
- the seismic backbone replacement project.

4. Consent Agenda

Items on the Consent Agenda included:

- The July 2023 Financial Report, and
- August 15, 2023 Board Meeting Minutes

Treasurer Gornick moved to approve the Consent Agenda. Vice Chair Williams seconded.

The Board asked questions regarding the Financial Report.

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

MOTION CARRIED

5. Consideration of Task Order with AKS Engineering for I&I Engineering Work

PWD Albert detailed the deliverables of the proposed Task Order.

The Board asked clarifying questions regarding the project scope and geographical area.

Director Bullock moved to approve the General Manager to initiate a Task Order under the active On-Call Services Contract with AKS Engineering and Forestry, LLC. for the final engineering of the Inflow and Infiltration Project in the Lift Station 5 Basin area for \$279,805. Director Van Loo 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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6. Consideration of Contract Award for 28th Loop Water Main Construction

Assistant District Engineer Janicke detailed the project and competitive bid process.

Director Van Loo moved to approve our General Manager to sign a Public Improvement Contract with Trench Line Excavation for the work of furnishing and installing the 28th Loop Water Main Project for \$952,382.88 and a \$150,000.00 contingency for unforeseen work related to the project. Treasurer Gornick seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Board discussed the competitive bid process and future rate stabilization funds.

7. Business from the Board

Vice Chair Williams provided a verbal report on liaison activities and the community Emergency Preparedness event held at Awakening Coffee Shop, which was attended by 220 people. Chair Keil also provided a verbal report on liaison activities.

8. Department Reports

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding Oregon Paid Leave, County paving coordination, non-revenue water, and the EcoBiz Program.

9. Adjourn Meeting

Chair Keil adjourned the meeting at 7:38 p.m.

Respectfully submitted,

DocuSigned by:
Susan Keil
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Susan Keil
Chair, Board of Directors

Date: 10/23/2023

DocuSigned by:
Kevin Williams
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Kevin Williams
Vice Chair, Board of Directors

Date: 10/18/2023