



**BOARD OF DIRECTORS**  
**[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.**  
**July 20, 2021**

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Board of Directors – Members Present via Zoom:

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

Board of Directors – Absent:

Susan Keil	Director
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Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Gail Stevens	Finance Director
David Mendenhall	Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Haakon Ogbeide	Water Services Engineer
Alexa Morris	Outreach & Communication Specialist

Consultants & Organizational Representatives – Present via Zoom:

Laura Westmeyer	Cable Huston
Mitra Anoushiravani	Oak Lodge Governance Project Steering Committee
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Susie Peterson	Backyard Habitat Certification Program

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

President Gornick called the meeting to order at 6:00 p.m.

Acting General Manager Binkowski-Burk 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.

Acting General Manager Binkowski-Burk also introduced guests visiting in an official capacity:

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

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Acting General Manager Binkowski-Burk overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

**2. Administration of Oath of Office for Newly Elected Directors**

District Recorder Casey administered the Oath of Office for Paul Gornick, Ginny Van Loo, Mark Knudson.

**3. Call for Public Comment**

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

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

Lynn Fisher congratulated the newly reelected Board members.

**4. Monthly Update: Oak Lodge Governance Project**

Oak Lodge Governance Project (OLGP) Steering Committee member, Mitra Anoushiravani provided an update on OLGP's work including a new website and social media profiles. Ms. Anoushiravani stated a more comprehensive update will be given at the upcoming Oak Grove Community Council meeting.

President Gornick asked about the status of the governance report OLGP has been working with consultants to complete. Ms. Anoushiravani stated the report would be available in the fall.

**5. Presentation of the Backyard Habitat Certification Program**

Backyard Habitat Certification Program Representative, Susie Peterson, thanked the Board and District staff for the continued partnership. She shared a presentation overviewing the certification program, highlighting how the program works, certification levels and criteria, regional and local accomplishments, and program supporters.

The Board asked questions related to certification criteria, enrollment numbers, and other partnership organizations.

**6. Consent Agenda**

Items on the Consent Agenda include:

- A financial reporting update,
- The June 15, 2021 regular Board meeting minutes,
- A resolution for inclusion under the Oregon Deferred Compensation Plan,
- The sewer pump stations 2, 3, 4, and 6 pre-design,
- An agreement renewal for the Environmental Systems Research Institute (ESRI) software, and

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- An agreement renewal with Convergence Networks for IT Services.

The Board made comments and asked questions related to the items on the Consent Agenda.

Treasurer Knudson moved to approve the Consent Agenda. Director Williams 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; Director Williams.

MOTION CARRIED

## **7. Consideration of Expiration of the March 17, 2020 Declaration of State of Emergency**

Acting General Manager Binkowski-Burk overviewed the District's resumed services and recommended declaring an end to the State of Emergency.

The Board asked questions related to State mandates, the Emergency Customer Assistance Program, the timing of processing delinquent accounts, and the resumption of water shutoffs.

Treasurer Knudson moved to declare an end to the local State of Emergency due to the public health and financial effects of the COVID-19 pandemic. Secretary/Vice President Van Loo 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; Director Williams.

MOTION CARRIED

## **8. 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 was one.

Lynn Fisher asked if the District planned to resume in-person meetings.

The Board considered various aspects of the transition to in-person meetings. Acting General Manager Binkowski-Burk offered to present a transition plan to the Board for consideration at the next meeting.

## **9. Business from the Board**

The Board asked questions related to the written reports.

## **10. Departments Reports**

The Board provided comments and asked questions related to the workers compensation rates and water meter replacements.

General Manager Chaplen thanked District Engineer Rice and Human Resources Manager Binkowski-

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Burk for providing interim general management during her absence.

The Board and General Manager Chaplen thanked retiring Plant Superintendent, David Mendenhall, for his four years of service at the District. Plant Superintendent Mendenhall was applauded for his ability to make tough decisions, and for his leadership and stewardship of resources.

**11. Adjourn Meeting**

President Gornick adjourned the meeting at 7:14 p.m.

Respectfully submitted,

DocuSigned by:  
  
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Paul Gornick  
President, Board of Directors

Date: 8/18/2021

DocuSigned by:  
  
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Ginny Van Loo  
Secretary/Vice President, Board of Directors

Date: 8/19/2021