



**BOARD OF DIRECTORS  
REGULAR MEETING MINUTES – 6:00 P.M.  
MARCH 17, 2020**

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Board of Directors – Members Present:

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

Board of Directors – Members Absent:

None

Oak Lodge Water Services Staff – Present:

Sarah Jo Chaplen	General Manager
Todd Knapp	Field Operations Manager
Aleah Binkowski-Burk	Human Resources and Payroll Manager
Laural Casey	District Recorder
Markus Mead	Development Review Specialist

Oak Lodge Water Services Staff – Present by Phone:

Jason Rice	District Engineer
David Mendenhall	Plant Superintendent

Visitors and Consultants - Present:

Rob Moody	Merina & Company, LLP
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Visitors and Consultants – Present by Phone:

Tommy Brooks	Cable Huston, LLP
Laura Westmeyer	Cable Huston, LLP
Chris Duckworth	CDR Labor Law, LLC

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**1. Call to Order and Flag Salute**

President Williams called the meeting to order at 6:00 p.m. and welcomed the public attending by phone. Director Van Loo led the pledge of allegiance.

**2. Call for Public Comment**

President Williams requested public comment. There was none.

**3. Consent Agenda**

- February 2020 Monthly Financial Report

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- February 18, 2020 Board Regular Meeting Minutes
- February 19, 2020 Board Special Meeting Minutes
- March 5, 2020 Board Special Meeting Minutes

Treasurer Knudson noted a clerical error in the overview of the monthly financial report. Consultant Rob Moody agreed that “at the end of December” should read “at the end of February.”

Treasurer Knudson moved to accept the Consent Agenda with changes. Director Keil seconded.

Secretary/Vice President Gornick noted that the District revenue is low in two different funds: water and operating expenditures. Consultant Rob Moody responded that the water revenue is low but is showing improvement and is being monitored. Mr. Moody stated that expenditures are also being monitored and there are no corrective actions needed at this time.

Director Van Loo noted that the staff training budget is close to ninety-eight percent and asked if staff training is complete for the fiscal year. Mr. Moody confirmed that most of the training has already occurred. District Engineer Rice noted that staff training is divided by departments and there are several departments under budget.

President Williams noted a clerical error in the minutes of the February 18, 2020 regular Board meeting clarifying that the City of Happy Valley is no longer part of the “North Clackamas Parks and Recreation District.” District Recorder Casey confirmed the change on page seven.

President Williams also noted a clerical error in the minutes of the March 5, 2020 special Board meeting stating that the first motion should read “bonus” instead of “salary increase.” District Recorder Casey confirmed.

President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

#### **4. Design and Construction Standards Update**

Development Review Specialist Mead overviewed the current year’s updates to the District Design and Construction Standards highlighting one public comment from Clackamas County regarding surface water treatment during construction projects.

President Williams and Treasurer Knudson asked clarifying questions regarding the stormwater treatment regulations. Development Review Specialist Mead reviewed the current District thresholds.

President Williams discussed the differences between different paving techniques. Director Keil questioned what constituted an overlay. President Williams and District Engineer Rice clarified

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the stormwater treatment requirements of paving projects. President Williams inquired as to the responsible party for the curb cuts near Candy Cane Elementary School on Portland Avenue. District Engineer Rice reported that specific facility is managed by Clackamas County Department of Transportation and Development (CCDTD), while others are handled on a case-by-case basis.

Director Keil clarified the difference between federal law and District standards regarding ADA ramps. Secretary/Vice President Gornick and District Engineer Rice responded that there are variations in interpretations to the ADA Guidance issued by the Federal Government. One such interpretation is that overlays and grind-inlays do not required upgrading ADA ramps to current standards. The other issue is that when a ramp is non-existent, those guiding documents do not require for them to be created when overlays and grind-inlays are performed, and the District has performed road improvements. District Engineer Rice explained that the proposed road maintenance projects in question do not include ADA ramps that need to be upgraded. However, the CCDTD proposed Capital Improvement projects do include ADA ramp upgrades and those areas are being accounted for in the stormwater management.

Development Review Specialist Mead noted that Clackamas County road maintenance project notification to Oak Lodge has been lacking in the past. President Williams queried as to why the County does not notify utilities of upcoming projects. District Engineer Rice responded that Clackamas County is working to start this level of dialog and that conversation is advancing nicely.

Director Keil discussed the opportunity that a paving plan gives engineers to open the project up and have all the work done at once.

Director Van Loo asked if the District notifies Clackamas County of upcoming projects. Secretary/Vice President Gornick believes the notification burden is at the County level.

Director Keil inquired as to whether the mention of driveways in the Staff Report applied to residential or commercial. Development Review Specialist Mead replied that the water quality and detention only applied to residential driveways because the public comment was specific to House Bill 2001.

Secretary/Vice President Gornick asked about the Clackamas County restrictions of developed impervious area and the effect of House Bill 2001. Development Review Specialist Mead responded with proposed detention requirements.

Secretary/Vice President Gornick inquired about the service laterals proposal and the use of high-density polyethylene pipe (HDPE). Development Review Specialist Mead explained the restrictions and authority relating to private property. President Williams clarified the responsible party for inspections. Secretary/Vice President Gornick reviewed the property maintenance responsibilities of the District. Treasurer Knudson interpreted that there would not be a cleanout at the property line and that the District does not regulate or maintain past the property line.

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Secretary/Vice President Gornick noted a clerical error on page 1-18. Development Review Specialist Mead noted the change regarding the abbreviation of the word corporation.

Secretary/Vice President Gornick inquired on the requirement of steel casings to be coated in regard to Water Standard Drawing 401. Field Operations Manager Knapp responded that the District does not work with steel casing often, noting that it is used in work primarily done by contractors. General Manager Chaplen queried whether the District should set that standard. Treasurer Knudson stated that steel casing may not apply to the class of projects in the District and offered a modification to the language of note 20 of "casings shall be appropriately protected steel or HDPE." District Engineer Rice agreed.

Secretary/Vice President Gornick noted the meter box locations on Standard Drawing 423 citing the fourth reference and queried whether the District provides the meter box. Field Operations Manager Knapp replied that historically it was the District's practice, but the District does not currently provide the meter box. Secretary/Vice President Gornick inquired if someone could drive over the meter box and whether a traffic rated meter box should be used. Field Operations Manager Knapp agreed that it is a probable occurrence and that a traffic rated box should be used. Secretary/Vice President Gornick and Field Operations Manager Knapp agreed that installation could be evaluated on a case-by-case basis.

Development Review Specialist Mead noted the Design and Construction Standards had been reviewed by operations staff, the District Engineer, and the General Manager; noting that the standards have also been posted for 29 days of public comment.

Director Keil remarked that this second year's version of the Design and Construction Standards is a big improvement. President Williams thanked Development Review Specialist Mead for his work.

Treasurer Knudson moved to approve Resolution No. 2020-02 adopting the Design and Construction Standards for the Oak Lodge Water Services District effective April 17, 2020. Secretary/Vice President Gornick seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

### **5. Budget Committee Appointment**

General Manager Chaplen informed the Board of the open position within the Budget Committee and updated them on the current applicant.

Director Keil briefed the Board on the applicant's resume and hoped for inclusivity of the Alternate as a member of the Budget Committee.

Secretary/Vice President Gornick moved to appoint Budget Committee Alternate, Robert Weber, to the Oak Lodge Water Services Budget Committee Position No. 3 serving until June

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30, 2021 and to designate Ann-Marie Cordova as the Oak Lodge Water Services Budget Committee Alternate for fiscal year 2020/2021. Director Keil seconded. President Williams called for the vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

**6. Oregon Water/Wastewater Agency Response Network Membership Agreement**

General Manager Chaplen reported on the Oregon Water/Wastewater Agency Response Network (ORWARN) and requested authority to enter into a mutual aid agreement for emergency preparedness; both for equipment and skilled labor.

Treasurer Knudson clarified that the mutual aid agreement is a standard agreement signed by all ORWARN members. General Manager Chaplen confirmed and stated that the agreement has been reviewed by the District's legal counsel.

President Williams inquired as to the number of member agencies and requested a list of the agencies be presented to the Board. General Manager Chaplen agreed.

Director Keil moved to authorize the General Manager to sign the Mutual Aid Agreement with Oregon Water/Wastewater Agency Response Network and name the General Manager and District Engineer as District contacts. Treasurer Knudson seconded. President Williams called for the vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Field Operations Manager Knapp informed the Board that there are currently 113 member agencies in ORWARN.

**7. Resolution 2020-03 Authorizing Declarations of a State of Emergency and Certain Actions During a State of Emergency**

General Manager Chaplen reported on the rapidly changing environment in which the District is operating to protect staff and continue to deliver service to ratepayers. She highlighted the governance preparations made by Human Resources and Payroll Manager Binkowski-Burk and District legal counsel Tommy Brooks and District legal counsel Laura Westmeyer.

General Manager Chaplen apprised the Board of President Williams approval to close District offices to the public. She requested approval of Resolution 2020-03 (Resolution) as a general process for emergency management and approval of the Declaration of State of Emergency (Declaration) as a specific response to the current emergency.

District legal counsel Tommy Brooks outlined the Resolution and Declaration before the Board. General Manager Chaplen discussed the General Manager succession line and possible amendments to future declarations if the need should arise.

General Manager Chaplen relayed the process of deciding on a specific effective end date for

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the State of Emergency. Director Keil asked about extending the effective end date of the Declaration of State of Emergency at a later time. General Manager Chaplen confirmed the ability to modify any portion of the Declaration as the State of Emergency progresses.

District legal counsel Tommy Brooks added that the State of Oregon statutes are still in effect and must be followed by the District. However, the Declaration allows for flexibility in the District's daily operations within the State statutes.

General Manager Chaplen recommended that the Board begin with approving Resolution 2020-03.

Director Van Loo inquired whether the District had developed a protocol in the case that a staff member tested positive for COVID-19. General Manager Chaplen conveyed the various messages and directives that have been given to District staff noting that the issue of this emergency is not infrastructure, but staffing. Director Van Loo mentioned several organizations that have closed to the public. General Manager Chaplen relayed the most recent League of Oregon Cities and Special Districts Association of Oregon update on the various organizations that have closed or limited interaction with the public. President Williams discussed the many customer service options available to customers that do not require interpersonal contact.

Treasurer Knudson commended General Manager Chaplen for work on emergency planning and suggested that the Board cultivate a succession similar to the staff succession plan.

Secretary/Vice President Gornick asked District legal counsel Tommy Brooks about waiving statutory requirements like public notification in the case of an emergency meeting. District legal counsel Tommy Brooks elaborated on the public meeting laws including the permitted flexibility to call an emergency meeting with less than 24-hour notice.

General Manager Chaplen clarified the proposed Board succession line order as President, Secretary/Vice President, Treasurer, most tenured remaining Director, least tenured remaining Director.

District legal counsel Tommy Brooks pointed out that the Board may want a succession line regardless of an emergency. Director Keil inquired to whether the succession line should be constructed by name or by office. District legal counsel Tommy Brooks suggested that by office would be a longer lasting approach and the Board could make a motion to accept the succession line without revising the Resolution. General Manager Chaplen noted that the most senior or tenured Director could be named first in the succession line after the officers.

Treasurer Knudson stated that the next item of business would be to acknowledge the succession of the General Manager and the officers of the Board. General Manager Chaplen asked the District legal counsel to write the revised motions.

Director Keil clarified length of time for which the Resolution is valid. Secretary/Vice President Gornick explained that the Resolution stands forever, while the Declaration will only be valid for the length of the emergency. Director Keil agreed that naming positions over names in the succession line is better for the Resolution.

Treasurer Knudson noted Authorized Action H and suggested that the Resolution allow the

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General Manager to enter into agreements as well. President Williams agreed. General Manager Chaplen confirmed with District legal counsel the ability to include that change in the Declaration.

General Manager Chaplen requested questions regarding the Declaration of State of Emergency.

Secretary/Vice President Gornick discussed the option to enact an effective end date of 60 days from adoption for all Declarations. Treasurer Knudson offered to conform to the time set out by the Governor's State of Emergency. District legal counsel Tommy Brooks noted that while the District's emergency is currently in line with the State emergency, it is possible for the Governor to extend the State emergency in a limited capacity that does not concern the District's State of Emergency. Secretary/Vice President Gornick offered to leave the effective end date clause of the Declaration stating, "unless extended or earlier terminated." General Manager Chaplen agreed that the Declaration could always be rescinded or modified. Treasurer Knudson and Secretary/Vice President Gornick agreed.

Director Keil stressed the importance of keeping the focus on District customers and the ability to explain the reason behind the Declaration. General Manager Chaplen explained the nexus of the Declaration as employee illness and childcare issues. President Williams agreed and noted the potential financial impacts of the emergency as well. District legal counsel Tommy Brooks described the Governor's order is to limit face-to-face interaction regardless of health.

President Williams noted the impact this emergency is having on District customers and the potential financial impact on the District. Director Van Loo remarked on the projected Federal Government stimulus check. Director Keil remarked upon the ability to extend the length of time customers have to pay a bill. President Williams stated that another important part of declaring an emergency is for Federal Emergency Management Agency (FEMA) reimbursement.

Director Van Loo inquired about Authorized Action E of the Declaration waiving the right to shut off water services as well as Authorized Action F to restore water services to properties that have had water services shut off. General Manager Chaplen noted that the Declaration gives the District the potential to do many things. Her research has shown that the City of Milwaukee and the City of Portland have already enacted these measures. General Manager Chaplen asked for Board input on waiving future shut offs and reconnecting services. Director Van Loo agreed.

District legal counsel Tommy Brooks outlined the suggested changes to Resolution 2020-03. Treasurer Knudson and General Manager Chaplen offered additional modifications.

Director Keil stressed that the main benefit of the Declaration be for District customers. General Manager Chaplen agreed and clarified that the focus has been on continued services regardless of current events. Director Keil requested that the customers receive communications regarding the District's continued service plan. General Manager Chaplen agreed and confirmed that many other utilities and organizations across the state are enacting similar resolutions.

District legal counsel Tommy Brooks wrote a motion to adopt Resolution 2020-03 with modifications. District Recorder Casey read the motion aloud.

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*I move to adopt Resolution 2020-03 with the following modifications: in section 2 and section 4, references to the “President of the Board” should refer to the “President or the President’s then designated successor”; in section 4, reference to the “District Manager should be General Manager”; section 3H should be modified to add “entering into agreements” after the phrase “including by”; and further move to direct the District’s legal counsel and General Manager to make those edits.*

Director Van Loo moved, Director Keil seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

Treasurer Knudson voiced how impressed he was by staff efforts to research and write the Resolution and Declaration. General Manager Chaplen thanked District legal counsel Tommy Brooks and Laura Westmeyer for their work through the weekend in order to have everything ready for the Board meeting.

**8. Declaration of State of Emergency**

General Manager Chaplen reviewed the proposed modifications to the Declaration.

Treasurer Knudson inquired about the effective end date. Director Keil asked when the Governor’s order to close schools ended. Human Resources and Payroll Manager Binkowski-Burk confirmed the date as April 28, 2020.

District legal counsel Tommy Brooks clarified modifications to the Declaration.

Director Keil and General Manager Chaplen discussed possible effective end dates. Secretary/Vice President Gornick suggested modifying the effective end date to the next Board meeting at which time the Board could discuss extending the State of Emergency. There was unanimous agreement.

General Manager Chaplen discussed the District Backflow Program and the Board’s request for continued updates on the progression of non-compliance noticing. She stated that while non-payment shut offs have been terminated during the State of Emergency, backflow non-compliance violation shut offs are still being considered for endangering the water supply.

Consultant Rob Moody inquired to the value of law enforcement presence during the shut off. General Manager Chaplen responded that the District is seeking civil resolution to the matter.

President Williams asked for the geographic area in which the backflow violation is located. Field Operations Manager Knapp responded.

General Manager Chaplen discussed the postponed plaque dedication for Lynn Fischer due to current social distancing measures.

Treasurer Knudson directed General Manager Chaplen to make a decision on continued shut



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offs due to backflow violations noting that it is for the good of the whole. Secretary/Vice President Gornick inquired if the violator was behind on payments. Field Operations Manager Knapp and General Manager Chaplen confirmed that is not the case.

Treasurer Knudson discussed the need to take care of employees that are exposed to the virus or are self-quarantining. Human Resources and Payroll Manager Binkowski-Burk discussed the many options available to staff at this time. Director Van Loo and Human Resources and Payroll Manager Binkowski-Burk discussed the Oregon Bureau of Labor and Industries (BOLI) clarifications on how to use sick leave in accordance with the Oregon sick leave law.

Treasurer Knudson confirmed expectations for General Manager Chaplen and Human Resources and Payroll Manager Binkowski-Burk to create policies and inform staff.

Director Van Loo inquired about the District sick leave donation policy. Human Resources and Payroll Manager Binkowski-Burk confirmed the policy but voiced concern that staff may not donate in a time of uncertainty. However, she reported that the proposed Federal and State house bills will certainly cover employees.

Director Keil inquired how many staff are currently working from home. Human Resources and Payroll Manager Binkowski-Burk provided an update on the staff eligible and participating in a work-from-home setting. General Manager Chaplen reiterated the fluidity of the situation that could continue to change throughout the week and month.

District legal counsel Tommy Brooks wrote a motion to adopt the Declaration of State of Emergency with modifications. District Recorder Casey read the motion aloud.

*I move to adopt the declaration with the following modifications: section 2H should be modified to add "entering into agreements and" after the phrase "including by"; in section 4, the reference to "Board Member" should refer to the "President or the President's then designated successor"; in section 4, reference to the "District Manager" should be "General Manager"; in section 5, the date should be April 21, 2020; and further move to direct the District's legal counsel and General Manager to make those edits; and for the General Manager to return to us on April 21, 2020 to determine if the State of Emergency can be concluded or needs to be extended.*

Director Keil moved, Director Van Loo seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

District legal counsel Tommy Brooks wrote a motion to appoint a Board succession line. District Recorder Casey read the motion aloud.

*I move to appoint the following positions as the temporary successor to the President of the Board if the President is unavailable: Secretary/Vice President, Treasurer, most tenured remaining Board member, and least tenured remaining board member.*

Secretary/Vice President Gornick moved, Treasurer Knudson seconded. President Williams called for a vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer

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Knudson; Directors Keil and Van Loo.

### MOTION CARRIED

District legal counsel Tommy Brooks clarified that the Board succession line needed to be approved tonight, but that a more formal Resolution can be passed by the Board at a later date. General Manager Chaplen slated that Resolution to be on the next meeting's agenda.

## 9. Department Reports

### • Finance Report

Consultant Rob Moody summarized the Finance Department Board Report highlighting continued work for the upcoming Budget Committee meeting as well as recruitment for the open Junior Accounting Specialist position. Human Resources and Payroll Manager Binkowski-Burk noted that there are over 100 applicants and that the current temporary Accounts Payable Specialist has applied for the position and is a strong candidate. Treasurer Knudson inquired to whether there would be a finder fee if the temporary staff was hired. Human Resources and Payroll Manager Binkowski-Burk confirmed and added that recruitment would close on Wednesday, March 18, 2020 with interviews and hiring to take place over the next few weeks. General Manager Chaplen noted that conducting interviews during a State of Emergency would be a challenge.

President Williams inquired to the scheduled Budget Committee meeting on March 31, 2020 and whether it would take place due to the current State of Emergency. General Manager Chaplen stated that staff had been working on alternative methods by which the Board could engage public comment during the budgeting process. Consultant Rob Moody discussed the perceived conflicts between Oregon Local Budget Law, Public Meeting Law, and current Governor directives.

Director Keil inquired about video broadcasting Board meetings during this time. General Manager Chaplen stated that the public must be able to give input in the budget process and a one-way broadcast would not meet those requirements. Treasurer Knudson offered online meeting software as a possibility.

District legal counsel Tommy Brooks responded that the use of alternative means of communication is acceptable for regular meetings if there are accommodations for public that do not have access to the technology being used. He noted that the Budget Committee meetings are a much different process because there must be interaction with the governing body during the process and that the Special Districts Association of Oregon is working on relieving pressure at the state level.

Treasurer Knudson asked about the difference between the scheduled work sessions and the budget meetings on the Budget Committee calendar. Consultant Rob Moody confirmed that the first meeting scheduled is an orientation. Director Keil clarified that the first meeting is for context and not to discuss the budget. General Manager Chaplen agreed that the logistics of the Budget Committee meetings still need to be refined and that staff are focused on facilitating the upcoming Board Retreat.

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Consultant Rob Moody reported on the financial audit corrective action plan that satisfies the legal requirements of a response to the Secretary of State. He reported that the specific action plan will be outlined for the Board at the next meeting.

Consultant Rob Moody discussed the non-revenue water report of which staff is still verifying meter information in the billing system and highlighted issues surrounding meter sampling.

Treasurer Knudson offered for the focus to be on the largest meters and the highest revenue customers. Consultant Rob Moody agreed for the first sample to be large meters but noted that the largest volume of District meters are small meters.

Director Keil inquired about the reasoning behind the different sets of data on District meters. Consultant Rob Moody explained that historically there have been various sets of data on meters collected throughout the years by different departments including a handwritten card system, a GIS system, a permitting database, as well as an old billing system.

President Williams asked if there would be a point in time that there is a better data set than handwritten index cards. Consultant Rob Moody stated that need is what is driving the current staff response. Field Operations Manager Knapp added that the District also has a work order system. General Manager Chaplen noted that the District is very focused on asset management and truing up databases.

Director Keil emphasized that perfect asset management may be an aspiration but knowing if the District has been charging incorrectly takes precedence. Director Keil agreed with Treasurer Knudson to begin with large meters and stressed the importance of correctly coding the billing system. Consultant Rob Moody agreed and noted staff effort to be efficient and effective simultaneously.

President Williams stressed the importance of this project to fix the revenue hole noting that it is a problem created by past Boards and could have been prevented. Consultant Rob Moody provided context for the lengthy process and assured timely implementation of a solution. President Williams stated that he would not be comfortable with a rate increase until this problem is solved. Director Keil agreed that more information on non-revenue water was needed.

General Manager Chaplen and President Williams discussed the great efforts staff make on a daily basis to provide excellent customer service. They concurred that District priority should be to give staff the resources they need to continue closing revenue holes.

Director Keil noted no opposition to sampling if a strong sample can be found.

- **Plant Operations Report**

Plant Superintendent Mendenhall detailed the Plant Operations Board Report commenting on rainfall, plant performance, and detailing the new Treatment Plant Work Order Summary graph. He also reported on possible causes of the fungus and/or filament in the basins and the remedy of strategic hosing.

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Director Keil inquired about the Hazardous Materials Annual Report, specifically where the hazardous materials are located. Plant Superintendent Mendenhall replied that while there are not many, the hazardous materials are located at the treatment plant.

Director Keil commended the preventative work shown on the Treatment Plant Work Order Summary graph.

- **Technical Services Report**

District Engineer Rice overviewed the Technical Services Board Report detailing updates to the Capital Project Tracker.

Director Keil inquired about EcoBiz. District Engineer Rice replied that the Technical Services team is assessing the non-profit organization as an opportunity for education and environmentally friendly business certification. He noted that the organization promotes good businesses within the community. Director Keil spoke to the historical value of rewarding businesses that work to exceed permitting standards and noted that the aggregate result is substantial and well worth the effort.

District Engineer Rice mentioned the public requests for business information and the District cost savings if EcoBiz were to mitigate the use of harmful chemicals through education. Director Keil remarked that the District may find a business champion of the program.

- **Field Operations Report**

Field Operations Manager Knapp outlined the Field Operations Board Report commenting on the heightened service request numbers due to the new detection capabilities of the water meters.

President Williams inquired about the number of customers who have fixed leaks due to the new detection measures. Field Operations Manager Knapp responded that leak detection is a good feature for the customer.

Director Keil asked about the elimination of the 1200Z permit testing requirements. Field Operations Manager Knapp replied that the change is in the DEQ testing requirements of the industrial water leaving the treatment plant, which is now being routed back into the plant and does not leave the site. Director Keil clarified that the testing is a result of the industrial water being treated by the plant

Secretary/Vice President Gornick inquired about the contracting process for biosolids hauling. General Manager Chaplen replied that further exploration of the process will be included in the budget process.

## **10. Call for Public Comment**

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There was no public present.

### **11. Business from the Board**

Director Keil reported on the North Clackamas Chamber Public Policy meeting highlighting topics regarding the homeless housing measure and the Clackamas County Sheriff's presentation on drugs, crime, the homeless population, and mental health funding.

Secretary/Vice President Gornick noted that many Mayors are requesting to remove the "Here Together" measure from the May ballot. Director Keil confirmed. Director Van Loo stated that no one at the state or local level had dealt with mental health issues. Treasurer Knudson conjectured on how the COVID-19 pandemic will affect the upcoming election cycle.

Treasurer Knudson reported on the Oak Grove Community Council meeting highlighting a discussion regarding giving charitable donations to the community and a visioning conversation surrounding community services.

Secretary/Vice President Gornick mentioned that Ernie Platt, Sunrise Water Authority Board of Directors member, had passed away. Director Keil talked about attending the celebration of life event before he died.

Secretary/Vice President Gornick reported on the Clackamas County C4 Coordinating Committee meeting which included an Oregon Department of Transportation presentation on the Interstate 5/Interstate 205 Tolling Project.

President Williams reported on the Jennings Lodge Community Planning Organization meeting which included a presentation by Clackamas Federal Credit Union noting their new location in the old Safeway building will include a large public meeting room.

Secretary/Vice President Gornick inquired to whether Michael Besner gave an update regarding the Jennings Avenue project. President Williams confirmed and updated the Board on the status of the project with construction slated for 2021.

President Williams stated that the Oak Lodge Water Services District Board of Directors was complimented during the Jennings Lodge Community Planning Organization meeting for listening to citizen concerns regarding the Jennings Lodge Wetlands Nature Park.

Director Van Loo gave a verbal report on the North Clackamas Chamber of Commerce State of the Cities on March 12, 2020. She relayed the Mayors of the City of Gladstone and the City of Milwaukie reports on new projects and City Hall buildings. Director Van Loo commented that she was impressed by the City of Gladstone Mayor's presentation and that the entire event was more positive than the North Clackamas Chamber of Commerce State of the Counties.

Director Keil mentioned that she, Director Van Loo, and Treasurer Knudson all attended the North Clackamas Chamber of Commerce State of the Counties. Treasurer Knudson

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commented that the presenting County Commissioners seemed to be passionate on the subjects they presented.

There was no further Board business.

**9. Recess to Executive Session**

President Williams recessed the Regular Board Meeting at 8:51 p.m.

President Williams convened the Executive Session at 8:58 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

General Manager Chaplen gave a brief overview of the purpose of the executive session, which was to consider information exempt from public disclosure. Specifically, the Board received a presentation from the District’s legal counsel based on a memorandum the District’s legal counsel prepared. The Board members generally discussed their thoughts on the memorandum and asked clarifying questions of the District’s attorney.

Human Resources Manager Binkowski-Burk and District legal counsel Chris Duckworth gave an update on the first two collective bargaining sessions with AFSCME. Mr. Duckworth gave advice and recommendations regarding the District’s bargaining strategy moving forward.

**10. Adjourned Executive Session**

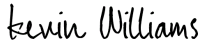
President Williams adjourned the Executive Session at 10:30 p.m.


No decisions were made as a result of the Executive Session.

**11. Adjourn Regular Board Meeting**

President Williams adjourned the Regular Board meeting at 10:30 p.m.

Respectfully submitted,

DocuSigned by:  
  
BB5E228FC51434  
Kevin Williams  
President, Board of Directors  
4/24/2020  
Date: \_\_\_\_\_

DocuSigned by:  
  
1020A8ECA09F4B2...  
Paul Gornick  
Secretary/Vice President, Board of Directors  
4/24/2020  
Date: \_\_\_\_\_