



**OAK LODGE WATER SERVICES  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
AUGUST 15, 2023**

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Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
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
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Laura Maffei	Cable Huston
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**1. Call to Order & Hybrid Meeting Facilitation Protocols**

Chair Keil called the meeting to order at 6:00 p.m.

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

**2. Call for Public Comment**

There were no comments.

**3. Consent Agenda**

Items on the Consent Agenda included:

- The June 2023 Financial Report, and
- July 18, 2023 Board Meeting Minutes

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

The Board asked questions regarding the Financial Report. Finance Director Stevens presented a

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supplemental report regarding ending and beginning fund balances.

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

MOTION CARRIED

#### **4. Consideration of Engineering Contract with Consor for Secondary Clarifier Final Design**

Assistant District Engineer Janicke overviewed the project history.

The Board asked questions regarding the updated project scope and funding. Comments were made regarding public education opportunities at the Wastewater Treatment Plant.

Vice Chair Williams moved to approve the General Manager to initiate a task order under the active on-call services contract with Consor for the final engineering of the Secondary Clarifiers 1 and 2 Refurbishment Project for \$195,435.00. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

#### **5. Consideration of Contract Award for Valley View Fall Protection Construction**

Assistant District Engineer Janicke detailed the project.

The Board asked questions regarding safety regulations.

Treasurer Gornick moved to approve the General Manager to sign a public improvement contract with 2KG Contractors, Inc. for the work of constructing the Valley View Fall Protection Project for \$133,160.00. Vice Chair Williams seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, and Bullock.

MOTION CARRIED

#### **6. Presentation of Quarterly Capital Projects Prioritization Report**

PWD Albert overviewed the Quarterly Report.

The Board asked questions about project cost savings, coordination, and prioritization.

#### **7. Business from the Board**

Chair Keil provided a verbal report on the North Clackamas Chamber of Commerce meeting.

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**8. Department Reports**

The Management Team provided highlights from their written reports.

The Board asked questions regarding the NPDES permit violation.

**9. Adjourn Meeting**

The Board asked questions about public meeting agenda development and requested for the flag salute to be added to each meeting's call to order.

Chair Keil adjourned the meeting at 7:22 p.m.

Respectfully submitted,

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

Date: 9/25/2023

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

Date: 9/25/2023