



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT REGULAR MEETING MINUTES – 6:00 P.M.
SEPTEMBER 20, 2022**

OLWSD Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

OLWSA Board of Directors – Members Present

Susan Keil	President
Ginny Van Loo	Secretary/Vice President
Paul Gornick	Treasurer
Kevin Williams	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Gail Stevens	Finance Director
Brad Albert	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Chad Martinez	Collections Field Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist
Haakon Ogbeide	Water Services Engineer

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Scott Duren	Water Systems Consulting
Adam Donald	Water Systems Consulting

1. Call to Order & Hybrid Meeting Facilitation Protocols

President 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 was no public comment.

3. Consent Agenda

Items on the Consent Agenda included:

- The July 2022 Financial Report, and
- The August 16, 2022 regular meeting minutes.

Treasurer Gornick moved to approve the Consent Agenda. Director Bullock seconded.

The Board asked clarifying questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote of the OLWSD Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

4. Approval of Property Surplus

Utility Operations Director Page outlined the surplus property and process for disposal. The Board asked clarifying questions.

Secretary/Vice President Van Loo moved to adopt Resolution No. 2022-0006 declaring surplus property. Director Williams seconded. District Recorder Casey conducted a roll call vote of the OLWSA Directors. Voting Aye: President Keil; Secretary/Vice President Van Loo; Treasurer Gornick; Directors Williams and Bullock.

MOTION CARRIED

5. Presentation on Inflow and Infiltration/Levels of Service

District Engineer Albert introduced Water Systems Consulting (WSC) representatives Scott Duren and Adam Donald. The consultants presented on the inflow and infiltration (I&I) in the collections system.

The Board asked questions regarding:

- Flow monitoring and other testing methods,
- Data collection and assumptions,
- Current pipe conditions,
- Rehabilitation scenarios, and
- Wastewater Master Planning.

6. Presentation on Trunk Main Capacity Project

Water Services Engineer Ogbeide provided a report on the Trunk Main Capacity Project and the recommended option.

The Board asked questions regarding:

- The budgetary considerations related to the project,
- Customer communication strategies, and
- Regulatory agency approvals.

The Board asked for an analysis of the cost to treat one gallon of wastewater at the Water Reclamation Facility (WRF).

There was Board consensus to move forward with recommended option.

7. Business from the Board

There were no verbal reports.

8. Department Reports

The Management Team provided monthly highlights including:

- An intergovernmental agreement with the City of Gladstone,
- The uses of the new NextDoor account,
- The website revitalization and launch,
- The LGIP investment account interest rates,
- The Low Income Household Water Assistance Program and delinquent account reduction,
- The financial transition between OLWSD and OLWSA,
- Capital Projects,
- Staff training and conferences,
- WRF equipment delivery and installation,
- NPDES testing, and
- Regulatory agency noticing.

9. Call for Public Comment

There were no public comments.

10. Adjourn Meeting

President Keil adjourned the meeting at 7:45 p.m.

OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY

Board of Directors Joint Regular Meeting Minutes for September 20, 2022

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Respectfully submitted,

DocuSigned by:

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Susan Keil
President, Board of Directors

10/21/2022
Date: _____

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

10/20/2022
Date: _____