



**BOARD OF DIRECTORS  
[REMOTE] SPECIAL MEETING MINUTES – 2:00 P.M.  
February 25, 2021**

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Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Laural Casey	District Recorder

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

President Gornick called the meeting to order at 2:05 p.m.

General Manager Chaplen welcomed everyone and asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members and staff.

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

**2. Call for Public Comment**

President Gornick asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were one letter that had been distributed to the Board.

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

**3. Consideration of Professional Services Contract with Relay Resources**

Human Resources/Payroll Manager Binkowski-Burk outlined the State's mandatory Oregon Forward program (formerly the Qualified Rehabilitation Facility program) process for selecting janitorial and landscape services.

The Board asked questions related to the existing and added services, budgeted costs, and the value of the services.

Director Williams moved to approve to approve the General Manager to approve a 12-month

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contract with Relay Resources for janitorial and landscaping services in the amount of \$74,558.08 beginning March 1, 2021. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

### **4. Recess to Executive Session**

President Gornick recessed to Executive Session at 2:24 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The Board conducted a work session to give feedback and talk with General Manager Chaplen regarding her performance review for the period of October 13, 2019 to December 31, 2020.

### **5. Adjourn Executive Session**

President Gornick adjourned the Executive Session at 3:54 p.m.

President Gornick asked District Recorder Casey if there were any members of the public waiting for the adjournment of the Executive Session. There were none.

Treasurer Knudson moved to make compensation-related adjustments for General Manager Chaplen, including retaining her base pay, eligibility for a cost-of-living adjustment made for District staff on July 1, 2021, payment of a one-time two and a half percent bonus, and forty hours of management leave on a use-it or lose-it basis within the next calendar year. President Gornick clarified the effective date of November 1, 2020. Secretary/Vice President Van Loo seconded.

The Board thanked General Manager Chaplen for her excellent service in trying times.

President Gornick asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Gornick; Secretary/Vice Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED.

### **6. Call for Public Comment**

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey confirmed there were none.

### **7. Adjourn Meeting**

President Gornick adjourned the meeting at 3:57 p.m.

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Respectfully submitted,

DocuSigned by:  
  
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Paul Gornick  
President, Board of Directors

Date: 3/17/2021

DocuSigned by:  
  
4D6F403A0550443...

Ginny Van Loo  
Secretary/Vice President, Board of Directors

Date: 3/17/2021