



**OAK LODGE WATER SERVICES DISTRICT & OAK LODGE WATER SERVICES AUTHORITY
BOARD OF DIRECTORS
JOINT SPECIAL MEETING MINUTES – 9:00 A.M.
SEPTEMBER 16, 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
Aleah Binkowski-Burk	Human Resources/Payroll Manager
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston

1. Call to Order & Meeting Facilitation Protocols

OLWSD President Keil called the meeting to order at 9:02 a.m.

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

2. Administration of Oaths of Office

District Recorder Casey administered the Oath of Office for the newly elected Oak Lodge Water Services Authority (OLWSA) Board of Directors members: Susan Keil, Ginny Van Loo, Paul Gornick, Kevin Williams, Heidi Bullock.

3. Organizational Actions

a. Assignment of Director Positions and Terms

The Board drew position numbers and discussed assignments. Position and terms were assigned as follows:

Position 1 with term ending 6/30/2025 – Paul Gornick

Position 2 with term ending 6/30/2025 – Ginny Van Loo

Position 3 with term ending 6/30/2025 – Kevin Williams

Position 4 with term ending 6/30/2023 – Susan Keil

Position 5 with term ending 6/30/2023 – Heidi Bullock

b. Appointment of Board Officers and Governance Policies

Director Williams moved to establish the offices of a President, a Secretary/Vice President, and a Treasurer for the Authority Board; and to appoint the same individuals serving in those offices for the District Board, to serve in the same offices for the Authority Board until January 2023. Director Van Loo 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

There was discussion about the Board Governance Policies, specifically Board Officer terms. General Manager Chaplen stated updated policies would be added to future meeting agendas for further Board deliberation.

c. Establishment of Regular Authority Meetings

There was consensus to keep the Authority regular meetings on the same schedule followed by the District meetings.

d. Appointment of Agents for the Authority

There was consensus to appoint General Manager Chaplen as the registered agent and Cable Huston as the attorney of record.

e. Consideration of Resolution No. 2022-0001 Adopting an Organizing Resolution for OLWSA; Establishing Board Positions, Terms, and Regular Meeting Time and Location; Adopting Board Governance Policies; Establishing a Registered Office; Appointing a Registered Agent; and Appointing an Attorney of Record

Treasurer Gornick moved to adopt Resolution No. 2022-0001, and that the final version note the correct

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terms for each Authority Board member as determined by lot during this meeting. 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

4. Consideration of Resolution No. 2022-0002 Acknowledging and Accepting the Transfer and Assignment of Employees, Contracts, and Other Assets and Liabilities from the Oak Lodge Water Services District

Director Bullock moved to adopt Resolution No. 2022-0002 as presented. Secretary/Vice President Van Loo 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. Consideration of Emergency Ordinance No. 2022-0001 Adopting Rules and Regulations for OLWSA

Treasurer Gornick moved for Ordinance No. 2022-0001 to be read by title only. Secretary/Vice President Van Loo 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

District Recorder Casey read the Ordinance by title.

Secretary/Vice President Van Loo moved to adopt Ordinance No. 2022-0001 as presented. 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

6. Consideration of Resolution No. 2022-0003 Designating the Local Contract Review Board and Adopting Public Contracting and Purchasing Rules for OLWSA

Director Williams moved to adopt Resolution No. 2022-0003 as presented. Director Bullock 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

7. Consideration of Resolution No. 2022-0004 Adopting the OLWSA Budget for FY 2022-2023 and Making Appropriations

Director Bullock moved to adopt Resolution No. 2022-0004 as presented. Director Williams seconded.

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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

8. Consideration of Resolution No. 2022-0005 Adopting a Schedule of Rates, Fees, and Other Charges for OLWSA

Secretary/Vice President Van Loo moved to adopt Resolution No. 2022-0005 as presented. Treasurer Gornick 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

9. Call for Public Comment

Chris Hawes thanked the Board for the opportunity to witness this historic event.

10. Adjourn Meeting

The Board asked questions regarding the upcoming Clackamas County agenda item. Legal Counsel Brooks explained the process to update the County’s order with corrected maps and legal description.

President Keil adjourned the meeting at 9:26 a.m.

Respectfully submitted,

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Susan Keil
President, Board of Directors

Date: 10/21/2022

DocuSigned by:

4D6E403A0550443

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 10/20/2022