



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
October 20, 2020**

Board of Directors – Members Present via Zoom:

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

Oak Lodge Water Services Staff – Present via Zoom:

Sarah Jo Chaplen	General Manager
Jason Rice	District Engineer
Aleah Binkowski-Burk	Human Resources/Payroll Manager
David Mendenhall	Plant Operations Manager
Todd Knapp	Field Operations Manager
Gail Stevens	Finance Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder

Consultants & Presenters – Present via Zoom:

Tommy Brooks	Cable Huston
Scott Archer	North Clackamas Parks and Recreation District
Tonia Williamson	North Clackamas Parks and Recreation District
Scott Duren	Water Systems Consulting
Libby Barg Bakke	Barney & Worth
Aubrie Koenig	Barney & Worth

1. Call to Order & Meeting Facilitation Protocols

President Williams called the meeting to order at 6:00 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, staff, and consultants.

General Manager Chaplen introduced guests visiting in an official capacity: Chris Hawes, Chair of the Sunrise Water Authority Board of Commissioners, and Sherry French, President of the Clackamas River Water Board of Commissioners.

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

2. Call for Public Comment

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President Williams asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

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

Lynn Fisher congratulated NCPRD Director Scott Archer on the new City of Canby position.

3. Consent Agenda

Treasurer Knudson asked to modify the date on the Declaration of State of Emergency extension to the next Board meeting on November 17, 2020.

Treasurer Knudson asked why only the preliminary design was included in the emergency water intertie design contract. District Engineer Rice explained outstanding questions regarding the end of the design had split up the work. He noted completion of the preliminary design by Water Systems Consulting would likely result in a recommendation for the firm to complete the design. Director Keil noted the same firm completed the District's Water Master Plan. There was discussion regarding sole-source procurement and engineering on-call contracts due to concern about the District potentially gaining a reputation for sole-source contracting. General Manager Chaplen and District Engineer Rice confirmed a legal procurement process for every District contract.

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

MOTION CARRIED

4. Update from Scott Archer, Director of North Clackamas Parks and Recreation District

Scott Archer and Tonia Williamson thanked the Board and staff for the partnership in development of a new park in the Boardman Wetlands. Two videos available on the North Clackamas Parks and Recreation District (NCPRD) website were viewed. Scott Archer overviewed the park development and upcoming projects.

The Board thanked Scott, Tonia, and NCPRD for their persistent partnership and diligence.

5. Consideration of Resolution No. 2020-15 Approval of the Water Master Plan

District Engineer Rice stated the Water Master Plan had been approved by the Oregon Health Administration (OHA). He noted the District was eligible for a variance that would waive the OHA review requirement for future water plans. District Engineer Rice thanked Scott Duren and the Water Systems Consulting team for their work on the document.

Director Van Loo thanked Jason for the incredible document.

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Director Keil asked if the Plan could be accepted, but not adopted stating she had many questions. District legal counsel Brooks noted no legal issues with deferring approval. District Engineer Rice and Director Keil discussed the approval process and whether the outstanding questions would affect approval.

Treasurer Knudson asked for a modification to the resolution stating the Water Master Plan should be adopted, not approved.

President Williams noted the importance of adopting the Plan and asked Director Keil to ask her questions. District Engineer Rice and Consultant Duren answered questions related to citizen, Board, and staff participation; hydraulic analysis using hydrant pressure; project prioritization criteria; system leakage; and intertie qualification for long-term borrowing or federal grants.

Secretary/Vice President Gornick asked what projects would be included in the OHA waiver that District Engineer Rice had stated the District was going to apply for. District Engineer Rice stated the variance would apply to all drinking water projects.

District Engineer Rice asked if the Board expected public input in determining levels of service for the Sanitary Master Plan. Director Keil stated the public should be surveyed on general levels of service standards. She asked that citizen input be compiled and presented to the Board.

Treasurer Knudson moved to approve Resolution 2020-15 to adopt the District's 2020 Water Master Plan. Secretary/Vice President seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

6. PERS Side Account Update

Finance Director Stevens reported on the legislative changes regarding PERS contributions. She detailed the budgeted amount and the State wait list for fund matching, which is not currently guaranteed. Finance Director Stevens overviewed the fund evaluation to receive a reduction in PERS rates.

Secretary/Vice President Gornick asked what a transition liability rate was. Finance Director Stevens explained the State defined it as a surplus.

7. Call for Public Comment

President Williams asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there were two.

There was no public comment.

8. Community Briefing Materials Update

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Consultant Barg Bakke explained the purpose for the two versions of the briefing materials.

Director Van Loo liked the shorter version and noted changes to the “What’s Coming” slide of the longer version.

Director Keil asked for more specificity on the issue related to consolidation cost savings and District buildings.

Treasurer Knudson stated that protecting public health should be first on the list of District commitments.

There was discussion regarding formation of a task force to complete the briefing materials review. Director Van Loo and Treasurer Knudson accepted nominations.

Secretary/Vice President Gornick asked for an expanded list of County-owned, District-provided services to include catch basins, pipes, culverts, and ditches.

Consultant Barg Bakke provided a mock presentation of the community briefing materials and stated a script would be created in conjunction with the materials. The Board and General Manager Chaplen discussed the presentation slides as they were presented.

Director Van Loo moved to accept the proposal with discussed changes. Director Keil seconded. President Williams asked District Recorder Casey to conduct a roll call vote. Voting Aye: President Williams; Secretary/Vice President Gornick; Treasurer Knudson; Directors Keil and Van Loo.

MOTION CARRIED

9. Recess to Executive Session

President Williams recessed to Executive Session at 7:56 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public disclosure and 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

General Manager Chaplen presented the general topics to be discussed during the executive session. The Board was informed that no decisions were to be expected coming out of executive session. The Board then received a presentation from the District legal counsel Brooks regarding the contents of two memos prepared for the Board. The Board asked follow-up questions and generally discussed the topics addressed in the memos.

The Board then received a presentation from staff regarding a claim filed against the District relating to flood damage. The Board received information regarding the District’s rights and obligations with respect to that claim.

10. Adjourn Executive Session

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President Williams adjourned the Executive Session at 9:57 p.m.

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

No decisions were made as a result of the Executive Session

11. Departments Reports

Due to the time, President Williams did not facilitate verbal department reports noting the written Department Reports published in the meeting packet.

12. Business from the Board

Due to the time, President Williams did not facilitate verbal liaison reports noting the written reports published in the meeting packet.

13. Adjourn Meeting

President Williams adjourned the meeting at 9:58 p.m.

Respectfully submitted,

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Kevin Williams
President, Board of Directors

Date: 11/18/2020

DocuSigned by:

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Paul Gornick
Secretary/Vice President, Board of Directors

Date: 11/18/2020