

# OAK LODGE

WATER SERVICES

## OAK LODGE WATER SERVICES

### Minutes

Board of Directors – Special Meeting, Executive Session  
February 14, 2018

#### Board of Directors - Members Present:

Nancy Gibson,	President
Susan Keil,	Vice President/Secretary (via telephone)
Lynn Fisher,	Treasurer
Jim Martin,	Chair
Kevin Williams,	Director,

#### Board of Directors - Members Absent:

None,

#### Oak Lodge Water Services Staff Present:

Sarah Jo Chaplen,	General Manager
Aleah Binkowski-Burk,	Human Resources and Payroll Manager
Jason Rice,	District Engineer
David Mendenhall,	Plant Superintendent
Kelly Stacey,	Finance Director
Todd Knapp	Field Operations Superintendent
Tommy Brooks	District Counsel, Cable Huston LLP
Laura Maffei	District Counsel, Cable Huston LLP

#### Visitors Present:

None.

## **SPECIAL MEETING**

### **1. Call to Order / Pledge of Allegiance**

President Gibson called the Special Meeting of the Board of Directors to order at 8:02 a.m. and the Director Martin led the Pledge of Allegiance.

### **2. Call for Public Testimony**

There were no members of the public present.

### **3. Executive Session**

President Gibson recessed the public meeting and convened the Executive Session at 8:03 a.m., regarding matters contained within ORS 192.660(2)(f) for the Board to consider information and records that are exempt by law from public inspection.

The General Manager gave a brief overview of the purpose of the executive session, which was to consider a memorandum provided by the District's attorneys discussing the scope of the District's combined authorities with respect to each utility service it does, or could, provide as a result of the consolidation.

The District's attorney Ms. Maffei summarized the memo, including the authority common to all utility services. Members of the Board inquired as to the scope of specific authorities such as taxing or eminent domain. Ms. Maffei then walked through the authorities specific to water, sanitary, and storm water utility services. Mr. Rice identified current services being provided under each of those authorities.

The Board took a brief break at 10:07 and reconvened at 10:21.

The General Manager provided a brief description of other utility services the District has considered in the past, or may consider in the future. Members of the Board engaged in a Q&A with the District's attorneys about whether and how those services fit within the District's authorities. Members of the Board also discussed with the District's attorneys what their legal obligations were under the existing MS4 permit and how those obligations fit within the District's authorities.

No decisions were made in the executive session. There was a consensus that Staff should continue their discussions with the County and return to the Board with a description of options for services and fees that could be provided by the District, including a public involvement process to help determine what, if any, additional services the District should provide to its constituents.

The President adjourned the Executive Session at 11:38.

**4. Executive Session adjourned**

President Gibson closed the Executive Session at 11:38 a.m.

**5. Public Meeting Session restarted**

President Gibson closed the Executive Session at 11:38 a.m. No business to be completed.

**6. Public Comment Period**

No public testimony. There were no members of the public present.

**7. Third Party Payment Portal and Merchant Processor**

Finance Director Kelly Stacey briefed the Board that Bend Mailing Services (BMS) is the vendor of choice for OLWS to contract for our joint billing services. Along with BMS the District needs to choose a third-party payment portal and merchant processor and has chosen Basys as the vendor for this task. They were very responsive and provided OLWS with the documents needed to sign up for lower rates associated with being a utility.

**Two motions are needed:**

**Treasurer Fisher moved to approve Finance Director Kelly Stacey to sign a three-year contract with BMS Technologies for the third-party payment portal as outlined above. Director Williams seconded the motion.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

**Treasurer Fisher moved to approve Finance Director Kelly Stacey to sign the agreement with the merchant processor to provide services through BMS Technologies, the merchant processor being Basys. Director Martin seconded.**

**Ayes: 5**

**Nays: None**

**Motion carried: 5-0**

## **8. Building Remodel Update**

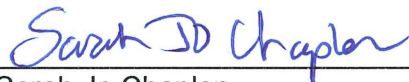
District Engineer Jason Rice provided an update on the District building remodel. He referred to the information shared in the packet, including the need for fire code updates such as the requirement to install sprinklers, and the challenge of growth with regards to the site being completely built out and fewer meeting spaces available within the facilities. The District will present plans to Clackamas County and present conditions back that will have to be met in order to complete the expansion. We will be presenting changes beyond the footprint of the building which will require updates based on current code.

Jason recommended taking a step back and performing a more complete analysis of levels of service the District would like to provide to the public. The Board asked if having the additional property next to the water building would provide enough space to enable the expansion fully. Jason responded that there would be more space for equipment, but it does not solve the problem of employee parking, having enough meeting space, or tightness of space for staffing teams and District growth. The Board asked if there is any risk of going to the County to ask about needs for changes and encouraged us to move forward because there is no risk. The Board asked for us to propose ideas for changes to the County and ask about gaining eminent domain with regards to the neighboring property. The Board asked about parking along the new Board room and room for equipment. The Board asked about storage down at the Water Reclamation Facility (Treatment Plant) and Plant Superintendent David Mendenhall agreed that there was more flexibility down at the plant. The Board pointed out the importance of having Emergency equipment up the hill and not down at the plant. General Manager Sarah Jo thanked the Board and staff for all of the work this morning.

## **9. Public Meeting Adjourned**

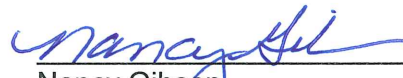
President Gibson adjourned the OLWS Special Meeting at 11:58 a.m.

Respectfully submitted,



Sarah Jo Chaplen  
General Manager

Date: 04/17/18



Nancy Gibson  
President, Board of Directors

Date: 4-17-2018

