



**BOARD OF DIRECTORS
[REMOTE] REGULAR MEETING MINUTES – 6:00 P.M.
DECEMBER 21, 2021**

Board of Directors – Members Present via Zoom:

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
Gail Stevens	Finance Director
David Hawkins	Interim Plant Operations Superintendent
Jeff Page	Utility Operations Director
Brad Lyon	Field Operations Supervisor
Laural Casey	District Recorder
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
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1. Call to Order & Meeting Facilitation Protocols

Secretary/Vice President Van Loo 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 also introduced guests attending in an official capacity:

- Sherry French, President of the Clackamas River Water Board of Commissioners.
- Chris Hawes, Chair of the Sunrise Water Authority.

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

2. Call for Public Comment

Secretary/Vice President Van Loo asked District Recorder Casey if any written comments had been submitted. District Recorder Casey stated there were none.

Secretary/Vice President Van Loo asked District Recorder Casey if there were any members of the public

in attendance. District Recorder Casey stated there were none.

3. Monthly Update: Oak Lodge Governance Project

As announced at the previous meeting, no representatives were present.

4. Consent Agenda

Items on the Consent Agenda included:

- The October Financial Report,
- The November 16, 2021 regular meeting minutes,
- Approval of participation in the Low-Income Housing Water Assistance Program, and
- Approval of SDIS Insurance Policy Renewal for 2022.

The Board asked clarifying questions related to the Low-Income Housing Water Assistance Program and the October Financial Report.

Treasurer Knudson requested the Special Districts Insurance Service (SDIS) insurance policy renewal be voted on separately from the Consent Agenda. He cited his intent to abstain from voting on the item due to his affiliation with the Special District Association of Oregon (SDAO) – the parent organization of SDIS.

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

MOTION CARRIED

Director Williams moved to approve the General Manager to renew the Property and Liability Insurance Policy with SDIS through the agent of record, Brown and Brown. Director Keil seconded. Secretary/Vice President Van Loo asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: Secretary/Vice President Van Loo; Directors Keil and Williams. Abstaining: Treasurer Knudson.

MOTION CARRIED

5. Consideration of Continued Remote Meetings

General Manager Chaplen noted the Board's request for Staff to provide an update regarding public meeting format during the pandemic. She outlined the Staff recommendation and current pandemic recommendations from the CDC and State of Oregon.

Director Keil inquired about the regulation of pandemic protocols. Her suggestion was for the Board to continue to hold remote meetings until Staff returned with a recommendation to begin meetings of a

different format. Treasurer Knudson suggested periodic updates.

Director Keil moved to continue remote meetings until Staff recommend a change based on the conditions and regulations in place, and to update the Board in 90 days of the status. Treasurer Knudson seconded. Secretary/Vice President Van Loo asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

6. Business from the Board

Director Williams provided an overview of his written report, including the intent to present information on the District's reorganization as an Authority at the March Jennings Lodge Community Planning Organization (JLCPO) meeting. He asked Director Keil to co-present.

Treasurer Knudson applauded Director Keil for the Authority-related presentation at the Oak Grove Community Council (OGCC) meeting. He announced that OGCC voted to send a letter of support to the Clackamas County Board of County Commissioners (BCC).

Director Keil announced the upcoming Community Conversations to be held on January 24 and 29, 2022. A letter will be sent to all customers, as well as various public notices in the Clackamas Review and on social media. Secretary/Vice President Van Loo requested the information be sent to the BCC directly. Director Keil asked for Staff to communicate the information with businesses and the North Clackamas Chamber of Commerce, as well.

7. Departments Reports

The Board asked clarifying questions and provided comments on:

- The impacts of beaver dams to water quality,
- The non-revenue water audit,
- The contaminated load of biosolids,
- The decrease in delinquent balances,
- The usage of labor attorneys, and
- The Clackamas County paving standards.

There was Board consensus to accept the US Department of Agriculture's (USDA) offer to mitigate the beaver infestation in the District to improved localized flooding, worker safety, and system performance.

8. Call for Public Comment

Secretary/Vice President Van Loo asked District Recorder Casey if there were any members of the public

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still in attendance. District Recorder Casey confirmed there were none.

9. Adjourn Meeting

Treasurer Knudson thanked the Board and Staff for the recent farewell event. He made his final remarks as a Board member, stating he would miss the tremendously rewarding opportunity of working with fellow Board members and District Staff.

Secretary/Vice President Van Loo complimented Staff on excellent customer service. She outlined the unfortunate situation a customer had recently encountered with eight inches of water in new construction. Staff responded immediately and while the issue was not caused by the District, Staff took the time to help the customer find the issue.

Secretary/Vice President Van Loo adjourned the meeting at 7:09 p.m.

Respectfully submitted,

DocuSigned by:

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Susan Keil
President, Board of Directors

1/19/2022
Date: _____

DocuSigned by:

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Ginny Van Loo
Secretary/Vice President, Board of Directors

1/24/2022
Date: _____