



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

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
Jason Rice	District Engineer
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
Haakon Ogbeide	Water Services Engineer
Alexa Morris	Outreach and Communications Specialist

Consultants & Organizational Representatives – Present via Zoom:

Tommy Brooks	Cable Huston
Laura Westmeyer	Cable Huston
Jane Civiletti	Oak Lodge Governance Project Steering Committee
Keith Simovic	Moss Adams
Laurel Stevens	Moss Adams
Pat McCormick	AM:PM PR

1. Call to Order & Meeting Facilitation Protocols

President Gornick 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.

OAK LODGE WATER SERVICES DISTRICT
Board of Directors Regular Meeting Minutes for September 21, 2021
Page 2 of 4

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 none.

President Gornick asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were two.

Clarissa Macintyre read a letter submitted to District staff member, Development Review Specialist Markus Mead. District Engineer Rice overviewed the District's position in the situation progressing between neighbors on a party sewer lateral. The Board asked clarifying questions. General Manager Chaplen stated that District Engineer Rice and Finance Director Stevens would work with Ms. Macintyre to find a potential solution.

3. Monthly Update: Oak Lodge Governance Project

Oak Lodge Governance Project (OLGP) Steering Committee member, Jane Civiletti, thanked Board members for attending OLGP's recent information session. Ms. Civiletti reported that the complete governance report would be available on the OLGP website October 1, 2021. OLGP Representatives will return to the Board for a short presentation during the October 2021 meeting.

4. Presentation of the FY 2021-21 Financial Audit by Moss Adams

Keith Simovic and Laurel Stevens initiated the prior fiscal year's financial audit to open lines of communication with the Board. The auditors described the audit process, significant audit areas, consideration of fraud, and audit timing.

The Board asked clarifying questions and thanked the auditors for their presentation.

5. Consent Agenda

Items on the Consent Agenda include:

- The July Financial Report,
- The August 17, 2021 regular meeting minutes,
- A revised Cybersecurity Policy, and
- An engineering design contract for the Secondary Clarifiers 1 & 2 Project.

The Board made comments and asked questions related to the items on the Consent Agenda.

Secretary/Vice President Van Loo moved to approve the Consent Agenda. Treasurer Knudson seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent

OAK LODGE WATER SERVICES DISTRICT
Board of Directors Regular Meeting Minutes for September 21, 2021
Page 3 of 4

Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

6. Consideration of Watershed Protection Capital Projects

District Engineer Rice overviewed the background information provided in the written report, including a summary of next steps on the recommended capital project. The Board asked clarifying questions regarding project location, current and future infrastructure ownership, and County cooperation.

Treasurer Knudson moved to direct Staff to gather a quote from one of the District's On-Call Engineering firms to develop a partnership to fix the flooding and water quality issues surrounding Boardman Avenue and SE Arista Drive. Director Keil seconded. President Gornick asked District Recorder Casey to conduct a roll call vote to approve the Consent Agenda. Voting Aye: President Gornick; Secretary/Vice President Van Loo; Treasurer Knudson; Directors Keil and Williams.

MOTION CARRIED

7. Business from the Board

The Board asked questions related to the written reports.

8. Departments Reports

The Board provided comments and asked questions related to expenditures, plant operations, non-revenue water, leak detection, and delinquent accounts.

9. Call for Public Comment

President Gornick asked District Recorder Casey if there were any members of the public still in attendance. District Recorder Casey confirmed there was one.

Thelma Hagenmiller referenced a draft article to be published in the Clackamas Review that she had sent privately via email to the Board of Directors. Ms. Hagenmiller requested feedback on the article that is not yet available to the public. She also requested that the District increase communication with customers regarding the Board's effort to become an Authority, including an informational insert mailed with the printed utility bills. Ms. Hagenmiller expressed support of the District becoming an Authority. The Board asked clarifying questions and thanked Ms. Hagenmiller for her comments.

10. Recess to Executive Session

President Gornick recessed to Executive Session at 8:03 p.m. under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, and ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a

OAK LODGE WATER SERVICES DISTRICT
Board of Directors Regular Meeting Minutes for September 21, 2021
Page 4 of 4

public officer, employee or staff member who does not request an open hearing.

The Board of Directors received legal memoranda from the District's legal counsel and engaged in discussion regarding the presented materials.

11. Adjourn Executive Session

President Gornick adjourned the Executive Session at 9:34 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.

12. Adjourn Meeting

President Gornick adjourned the meeting at 9:35 p.m.

Respectfully submitted,

DocuSigned by:

1620A8ECA69E4B2...

Paul Gornick
President, Board of Directors

Date: 10/20/2021

DocuSigned by:

4D6E403A0550443...

Ginny Van Loo
Secretary/Vice President, Board of Directors

Date: 11/12/2021