



**OAK LODGE WATER SERVICES
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
FEBRUARY 20, 2024**

Board of Directors

Susan Keil	Chair
Kevin Williams	Vice Chair
Paul Gornick	Treasurer
Ginny Van Loo	Director
Heidi Bullock	Director

Oak Lodge Water Services Staff

Sarah Jo Chaplen	General Manager
Brad Albert	Public Works Director/District Engineer (PWD)
Gail Stevens	Finance Director
David Hawkins	Plant Superintendent
Laural Casey	District Recorder

Consultants & Organizational Representatives

Laura Westmeyer	Cable Huston
Tommy Brooks	Cable Huston
Duncan Brown	PFM Financial Advisors

1. Call to Order

Chair Keil called the meeting to order at 6:00 p.m. and facilitated the flag salute.

2. Call for Public Comment

Eugene Whitley requested more information on financial funding and lobbyist activities. The Board asked PWD Albert to provide a brief overview.

3. Consent Agenda

Items on the Consent Agenda included:

- The December 2023 Financial Report,
- January 16, 2024 Board Meeting Minutes, and
- A Contract for Janitorial and Landscape Services with Relay Resources.

Director Van Loo moved to approve the Consent Agenda. Vice Chair Williams seconded.

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The Board asked questions regarding the Financial Report.

District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

4. Presentation of Options for Capital Projects Report

PWD Albert overviewed the funding alternatives considered by the Board on December 12, 2023, and provided an analysis of two options, including staff recommendation.

The Board asked questions regarding:

- Project and funding staggering,
- The WIFIA Loan minimum amount,
- Interim Financing Funding,
- The impact of borrowing on ratepayers.

There was Board deliberation and consensus to move forward with State loans.

Chair Keil asked public commentor, Eugene Whitley, if there were any further questions. Whitley asked about future borrowing and funding eligibility.

5. Presentation of Quarterly Capital Projects Report

PWD Albert overviewed the Quarterly Report detailing ongoing capital projects.

The Board asked clarifying questions about the capital projects.

6. Consideration of Resolution No. 2024-0025 for FY 2024 Budget Transfer

Finance Director Stevens summarized the proposed budget transfer.

The Board asked clarifying questions.

Treasurer Gornick moved to adopt Resolution No. 2024-0025 amending the fiscal year 2023-2024 Adopted Budget. Director Bullock seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

7. Business from the Board

Vice Chair Williams provided a supplemental verbal report on monthly liaison activities.

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The Board asked questions about the written reports.

Director Bullock requested consideration to change the time of public meetings. Chair Keil requested consideration of a different day. There was consensus to hold regular meetings of the Board of Directors on the second Tuesday of the month at 4 pm. General Manager Chaplen requested time to coordinate logistics with a tentative start date in May 2024.

There was a request to provide a video recording of public meetings. General Manager Chaplen requested time to consult with staff.

Director Bullock requested that Board Subcommittee meetings be reported in the monthly Administration Report, including date/time, items discussed, and recommendations.

8. Department Reports

PWD Albert provided a verbal report regarding lobbyist activities and attendance at the SDAO annual conference.

General Manager Chaplen announced a retirement date of March 22, 2024, and asked the Board to appoint an interim General Manager before March 22. The Board asked for staff to bring back hiring requirements and recruitment options at the March 19 meeting.

Chair Keil called for a motion to appoint an Interim General Manager. Treasurer Gornick moved to appoint Public Works Director Brad Albert effective March 23, 2024. Director Van Loo seconded. District Recorder Casey conducted a roll call vote. Voting Aye: Directors Keil, Williams, Gornick, Van Loo, and Bullock.

MOTION CARRIED

The Management Team provided highlights from their written reports.

The Board asked clarifying questions regarding monthly billing, beaver mitigation, access issues due to camping sites, nonrevenue water, lead testing, and leak detection.

9. Adjourn Meeting

Chair Keil adjourned the meeting at 7:40 p.m.

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Respectfully submitted,

Susan Keil

Susan Keil
Chair, Board of Directors

Date: 4/6/2024

Kevin Williams

Kevin Williams
Vice Chair, Board of Directors

Date: 3/20/2024