

SCRIPT FOR MARCH 26, 2020 WORK SESSION

1. Call to Order

Good afternoon, this is Kevin Williams, President of the Oak Lodge Water Services Board of Directors. It is currently 1:___ pm on March 26, 2020 and the Board of Directors work session is now in session.

2. Meeting Facilitation Protocols

Hello, this is Sarah Jo Chaplen, General Manager of the Oak Lodge Water Services District. Before we begin the bulk of our agenda, I would like to take some time to cover a few preliminary items.

Confirming Member Access

First, please permit me to officially confirm that all directors, staff, and consultants are present and can hear me. District Recorder Casey, please facilitate a roll call.

Directors, when I call your name, please respond in the affirmative.

State each directors' name and pause for confirmation:

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

Thank you. We have a quorum.

Staff and Consultants, when I call your name, please respond in the affirmative.

State each staff members and consultants' name and pause for confirmation:

*General Manager Chaplen
District Engineer Jason Rice
Financial Consultant Rob Moody
District legal counsel Tommy Brooks*

Thank you.

Introduction to Remote Meeting

This work session is being conducted remotely in order to mitigate the transmission of the novel coronavirus and reduce risk of COVID-19 illness in accordance with Governor Brown's Executive Order 20-12 to suspend all public gatherings.

Oregon Public Meeting Law allows public bodies to meet entirely remotely as long as reasonable public access is afforded so that the public can follow along with the deliberations

of the meeting.

Technical Difficulties

District Recorder Casey is facilitating the technical side of this meeting today. If at any time you experience technical difficulties, please call Laural Casey at 971.806.2749 and she will assist you in reconnecting to the meeting.

If at any time a director, staff, or consultant loses connection with the meeting, the meeting will be paused until they have reconnected.

Speakers, please keep an eye on District Recorder Casey during your presentations. She will be signaling the need to pause, whether due to technical difficulties or the entry of a new member of the public, by raising her hand.

Recording and Participation

Please note that this work session is being recorded and that some attendees are participating by video conference.

Accordingly, please be aware that others may be able to see you and take care not to accidentally “screen share” your computer. Anything that you broadcast may be captured by the recording.

Materials

All supporting materials that have been provided to members of this body are now available on the District’s website unless otherwise noted. The public is encouraged to follow along using the posted agenda.

Meeting Business Ground Rules

Now, please permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate minutes.

President Williams will introduce each speaker on the agenda. After they conclude their presentation, President Williams will go down the line of directors, staff, and consultants; inviting each by name to provide any comment, questions, or motions. Please hold until your name is called.

Further, please remember to speak clearly and in a way that helps generate accurate minutes and please remember to mute your phone or computer when you are not speaking.

If members wish to engage in discussion with other members, please do so through the President, taking care to identify yourself.

Finally, each vote taken in this meeting will be conducted by roll call vote. If a vote is required,

please raise your hand to make a motion and wait for President Williams to call on you before stating your name and making the motion. Repeat this process for the second. President Williams will then request for District Recorder Casey to conduct a roll call vote. Please wait until your name has been called to make your vote: aye, nay, or abstaining.

3. Public Comment (KEVIN TAKES OVER FACILITATION HERE)

We are now beginning the third item on the agenda: Public Comment.

Even if members of the public do not provide comment, participants are hereby advised that people may be listening who do not provide comment and that those persons are not required to identify themselves.

District Recorder Casey, can you tell me if there are any members of the public in attendance at this time.

Laural – “Yes” or “No.” If yes, how many.

Thank you. I will now ask members of the public who wish to speak to identify their names and addresses only.

Leave time for members of the public to identify themselves. Note names for recall.

Thank you. I now have a list of all public commentators; I will call on each by name and afford 3 minutes for any comments.

Call members of the public by name and allow them to speak. Thank each for their comments before moving to the next after 3 minutes.

4. Audit Review

Moving to the fourth item on the agenda, I will now yield the floor to Financial Consultant Rob Moody.

Rob conducts his presentation and may pause between items for comment.

Thank you. At this time, I would like to allow each director to comment or ask questions. If you do not have anything to say, please wait until your name is called and say “pass.”

5. Utility Billing System

Moving to the fifth item on the agenda, I will again yield the floor to Financial Consultant Rob Moody.

Rob conducts his presentation and may pause between items for comment.

Thank you. At this time, I would like to allow each director to comment or ask questions. If you do not have anything to say, please wait until your name is called and say “pass.”

6. Sewer Lateral Ownership

Moving to the sixth item on the agenda, I will now yield the floor to District Engineer Jason Rice.

Jason conducts his presentation and may pause between items for comment.

Thank you. At this time, I would like to allow each director to comment or ask questions. If you do not have anything to say, please wait until your name is called and say "pass."

6. Recess to Executive Session

The Board will now recess into executive session under ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions and ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

The Board of Directors welcomes members of the public to stay on the line during this time. The executive session is estimated to last _____ hours/minutes (although it could be longer). Upon adjourning, the Board may take necessary action on any items discussed in the executive session and before adjourning the regular session. District Recorder Casey will now place members of the public on hold and confirm when she is finished.

Wait for verbal confirmation from District Recorder Casey before proceeding.

We are now in executive session. I will yield the floor to General Manager Chaplen.

General Manager Chaplen facilitates any items needing to be discussed including facilitation of director, staff, and consultant comments.

7. Adjourn Executive Session

The Board will now adjourn executive session. District Recorder Casey will now bring members of the public back into the meeting.

Wait for verbal confirmation from District Recorder Casey that all members of the public have rejoined the meeting.

Welcome back, this is President Williams. The Board has adjourned the executive session and re-entered the work session.

Option 1. *At this time, I will take a motion.*

Directors will raise their hand and President Williams will call on one to make the formal motion.

When called upon, state your name before making the motion.

Directors will raise their hand and President Williams will call on one to second the motion.

When called upon, state your name before making the motion.

President Williams will ask District Recorder Casey to roll call the vote.

District Recorder Casey will call out each Director's name. Please wait until your name has been called before stating your vote.

Option 2. *There is no further business at this time.*

8. Adjourn Regular Meeting

It is currently __:__ pm on March 26, 2020 and the Board of Directors work session is now adjourned.