

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
April 27, 2016

Board Members Present: Russ Axelrod, West Linn Mayor, Chair
Dan Holladay, Oregon City Mayor, Vice Chair
Jenni Tan, West Linn Councilor
Brian Shaw, Oregon City Commissioner
Thomas Frank, West Linn Councilor
Rocky Smith, Oregon City Commissioner

Board Members Excused: None

Staff Present: John Collins, SFWB General Manager
Kim Brown, Technical Writer, SFWB
JC Nelson, Technical Services, SFWB

Others Present: Bob Martin, West Linn Councilor
Alice Richmond, West Linn Resident
John Lewis, Oregon City Public Works

Work Session

(1) **SFWB Water Master Plan Update**

General Board Meeting

(2) **Call to Order**

Chair Axelrod called the meeting of the South Fork Water Board to order at 7:06 pm.

(3) **Roll Call**

(4) **Public Comments**

There were none.

(5) **Consent Agenda**

(A) Approval of the Minutes of the February 24, 2016 Board Meeting.

Board Member Frank moved to approve the Consent Agenda. Vice Chair Holladay seconded the motion, which passed unanimously.

(6) **Modification of PGE Secondary Supply Contract**

John Collins, General Manager, provided a brief history regarding the PGE Secondary Supply Contract and described how primary and secondary power was delivered to the SFWB intake, plant, and Division St properties. PGE was installing a second independent substation adjacent to the existing substation another on the Abernathy property and asked that SFWB consider moving its secondary or emergency feed for the intake from the Jennings Lodge substation to the second Abernathy substation because that power was needed elsewhere. PGE said the

transmission lines for the Jennings Lodge and Abernathy substations were on the same distribution feed from the main system, so any disruption in the transmission grid would shut all the substations down. He explained that in a significant power outage lasting longer than two hours, South Fork would call PGE, who would immediately send workers to physically come to the plant and move the connections to energize SFWB into the other system. He confirmed South Fork would have two separate sets of lines coming into the facility from two different substations. He requested input about the request from PGE, as well as the Board's permission to negotiate a new contract with PGE, which would be reviewed and approved by SFWB legal counsel.

The Board discussed how the redundant system provided power to SFWB with clarifications from Vice Chair Holladay.

Mr. Collins said he had confirmed with PGE that the same transmission system went to Jennings Lodge as Abernathy; otherwise, it would be advantageous for South Fork to decline PGE's offer. He explained SFWB had requested back up power twice, but PGE was not able to respond. One incident involved an ice storm event and PGE had issues with both substations. The second time, PGE called and asked if South Fork would wait another 45 minutes for the repair to be made and within about 42 minutes the power came back on. He noted that if he had been insistent, PGE would have come to South Fork and moved the connections.

Although PGE had not responded as expected to South Fork's prior requests, continuing with the secondary power source was worth it because SFWB had paid for the infrastructure and did not incur a monthly charge for the standby capacity. Until South Fork found another option, like onsite generation, secondary supply from PGE was necessary. He noted that the two incidents occurred several years ago, but PGE now had customer representatives that were very in tune with SFWB's needs and were actively working to build relationships. He did not believe the same problems would occur if SFWB needed secondary power now. He confirmed the contract involved no out of pocket cost for South Fork.

Board Member Holladay moved to approve modification of the PGE Secondary Supply Contract for redundant service for the Clackamas River intake pump station subject to SFWB attorney approval. Board member Smith seconded the motion, which passed unanimously.

(7) **SFWB Participation in the 'National Incident Management System' (NIMS)**

John Collins, General Manager, noted that Clackamas River Water (CRW) is NIMS compliant and received a grant for a basin wide study and an emergency communication system for water treatment agencies within the basin, which included all of Oregon City, West Linn, Gladstone, the Sunrise Water Authority, North Clackamas Water Commission, and Oak Lodge Water District. Currently, every agency in the basin had different radio communication systems between one another, which could be an issue in an emergency. He explained the process for SFWB to become NIMS compliant, which involved a commitment by SFWB employees to do internet training and key Staff members to also attend two, two-day workshops held away from the plant. With the Board's approval, he would submit an NIMS

application and emergency management plan so SFWB could also be NIMS compliant. Once the application and plan were received, South Fork would automatically qualify for NIMS compliance and grant funding opportunities, even though the process was not fully complete.

Vice Chair Holladay declared the benefits of having a solid emergency management plan in place before an emergency, like the recent landslide in Oregon City, occurred.

Mr. Collins confirmed he had talked with Oregon City's Public Works Operation Manager, Martin Montalvo, who was excited about SFWB's plan, and he would talk with the West Linn Police Department regarding its Command and Controls System. Mr. Collins added that he would also confirm whether West Linn's Public Works Department was NIMS compliant.

Board Member Holladay moved to approve Resolution No. 16-02. Board Member Smith seconded the motion, which passed unanimously.

(8) **Business from the Manager**

1) Introduction of JC Nelson

John Collins, General Manager, introduced JC Nelson, who had saved SFWB a lot of money getting the 2008 SCADA system back online and transferred to the newer system. He briefly reviewed Mr. Nelson's professional background and how he came to work at South Fork. He explained that he had readjusted Mr. Nelson's job category to IT Technical Services, so his salary was more in line with his skill sets, and noted that like all SFWB Staff, he was also versed in the plant's operations.

The Board congratulated JC Nelson on his work and promotion.

2) OSHA Consultation

John Collins, General Manager, said he had requested an OSHA Consultation, which meant SFWB was in the queue and could expect a call to schedule an appointment in about 4 to 6 weeks. SFWB had a great safety program, but now South Fork's Senior Plant Operator was transitioning to be the Safety Coordinator as well and he wanted to ensure that SFWB got a stamp of approval before the system was handed over to him. Mr. Collins noted that once the consultation was requested, South Fork will have a specific amount of time to correct any deficiencies or critical issues found during the OSHA visit. The consultation is a good business practice.

3) South Fork Mountain Line Easements

John Collins, General Manager, briefly described the history regarding the easements related to the 30 miles of water line that South Fork abandoned in 1985 and the subsequent issues resulting from a 1990s Board policy to retain all the easements possible. Initially, he was going to ask the Board to consider a resolution in the coming months that would vacate SFWB's rights for the easements, but then Oregon City Public Works Director John Lewis informed him that Oregon City was considering putting in a reservoir. He questioned giving up any portion of the easement if a pipeline might be needed and said he would like to revisit the matter after Mr. Lewis determined what Oregon City needed. Mr. Collins asked if the Board would consider a future resolution that would vacate segments of the easement that were never used and considered obsolete.

Chair Axelrod asked if South Fork could get any value from the easements, which might be worth something.

Mr. Collins confirmed South Fork had not received anything for the easements in the past, but was very receptive on a case by case basis and honored people's rights. There was no practical need for them.

The Board advised checking with SFWB's legal counsel about how best to vacate the easements.

Vice Chair Holladay did not believe there was any value in easements that were not being used. He believed South Fork should retain any easement located within inside Oregon City's urban growth and urban reserve boundaries.

4) CH2M/MWH Contract Addendum for SCADA work

John Collins, General Manager, said he added this agenda item to ask the Board to consider authorizing a not to exceed amount for a change order or addendum to the CH2M/MWH Master Plan contract for physical SCADA work. The Board originally budgeted \$150,000 for the Master Plan, but he was able to negotiate the amount down to \$130,000. He understood from Steve Blaine (CH2M) and JC Nelson that a lot of low hanging fruit in the SCADA system could be improved. He would get an estimate from CH2M/MWH to see what value South Fork could get added to the SCADA.

Vice Chair Holladay confirmed Mr. Collins was only authorized to spend \$5,000 without Board approval and stated the Board should consider a policy change.

Chair Axelrod asked that the matter be added as a future agenda item.

Mr. Collins clarified that CH2M/MWH was close to finishing the Master Plan project, and asked the Board to authorize a not to exceed amount of \$20,000.

Board Member Holladay moved to authorize the General Manager to contract change orders up to the original budgeted amount of \$150,000. Board Member Tan seconded the motion.

Chair Axelrod said he was not opposed to the motion, but questioned whether the full amount should be used for SCADA or considered for something else, which was why he requested having costs per task in the scope of work because the true costs were not always provided.

Mr. Collins responded that CH2M/MWH was excited and committed to the Master Plan project and had a good team working on the project. He had been impressed with the work product and energy level, but he knew the billable hours and alerted CH2M/MWH they were at \$130,000. They responded that it was about getting a long-term customer. SFWB and CH2M/MWH worked well together and they were committed to getting the Master Plan done. He would ask the value they could provide and the cost to do the tangibles on the SCADA system. If the SCADA system would not flow or function better now, the work was not needed. Several things needed to be

addressed, such as program logic controllers. He confirmed the work regarded physical SCADA items, not planning.

JC Nelson confirmed the controllers were no longer being produced and those that could be ordered were outdated. The new systems were 100 percent more reliable and able to do more functions than the existing system.

The motion passed unanimously

Mr. Collins added he would talk with Lee Odell about whether he saw any areas that CH2M would be concerned about making its budget. If there were concerns, he would make adjustments to amount for the SCADA system.

(9) **Business from the Board**

Chair Axelrod reported on the April 6, 2016 Regional Water Provider Consortium Executive Committee meeting, which included updates on active emergency planning, regional water supply and forecasting, and conservation planning and programs. He expected that the Oregon Water Resources Department's (OWRD) water supply forecast was available on its website, but he believed OWRD would do a presentation for South Fork to provide more details. He confirmed the new data related to the Portland Water Bureau's seismic assessment included most of the Metro water providers, adding that the updated maps should be synced with any maps teams CH2M was working on. The next Executive Committee meeting would be held June 1, 2016. He noted the field visit still needed to be scheduled and asked if the issues regarding the Rosemont Tower had been resolved and whether anything further was needed from the West Linn Public Works Department.

Mr. Collins noted he had received the link to the entire OWRD forecasting report. He stated the Rosemont Tower was functional, but the issues were not totally resolved. AT&T had been very cooperative and pledged their support to help. The West Linn Public Works staff had been outstanding in providing access and helping any way possible.

JC Nelson stated the challenge was that no comparison existed for how the radio system functioned before versus how it functioned now. He got the radios positioned and functioning to the best possible quality given the current situation. He confirmed the radios were functioning and communicating. The pumps were being turned on and off and the telemetry was working 100 percent.

(10) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**

- A. To consider information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2)(f).
- B. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

No Executive Session was held.

Chair Axelrod adjourned the regular meeting of the SFWB at 7:56 p.m.

Respectfully Submitted,

By Paula Pinyerd, ABC Transcription Services, Inc.
for John Collins, SFWB General Manager