

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
July 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: Vice Chair Holladay was excused at 7:28 pm.

Staff Present: John Collins, SFWB General Manager
Christopher Crean, SFWB Legal Counsel
Wyatt Parno, OC/SFWB Finance Director
Kim Brown, Technical Writer, SFWB

Others Present: Bob Martin, West Linn Councilor

Work Session

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

General Board Meeting

(1) **Call to Order**

Chair Axelrod called the meeting of the South Fork Water Board to order at 6:58 pm and announced that the Executive Session would be held prior to the regular meeting.

Vice Chair Holladay asked that Item C of the Executive Session agenda be addressed first.

Chair Axelrod recessed the regular meeting of the South Fork Water Board at 7:00 pm to convene the Executive Session and address Item C.

The regular meeting of the South Fork Water Board was called back to order at 7:28 pm.

(2) **Roll Call**

(3) **Public Comments**
There were none.

(4) **Consent Agenda**

a. Approval of the Minutes of the April 27, 2016 Board Meeting.

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

(5) **South Fork Water Board Ethics Law Policy**

John Collins, General Manager, noted South Fork Water Board was a member in good standing with Special Districts Association of Oregon (SDAO), and each year

South Fork had the opportunity to save up to 10% on its insurance premiums, currently budgeted at \$90,000, by adhering to five different categories. The new yearly ethics law policy was essentially a component of the Oregon Ethics Law pertaining to water districts. SDAO asked that SFWB adopt the policy by resolution and SFWB would receive a 2% savings on South Fork's premium. The policy was good business and a best management practice. He recommended the Board approve the Ethics Law Policy for SFWB.

Board Member Frank moved to adopt Resolution 1603. Board Member Smith seconded the motion.

Chair Axelrod suggested amending the fourth bullet of the Overview to state, "limits gifts that ~~an~~ *a public* official may receive" because public official had been used throughout the policy document. He also suggested that "reasonable" be changed to "reasonably" in the second line under Gifts.

Chris Crean, SFWB Legal Counsel, confirmed there was no harm in adding the clarifying language in the Overview.

General Manager Collins clarified the policy language came from Special Districts, but agreed the typo should also be corrected to state, "reasonably known".

Board Member Frank moved to modify the main motion to adopt Resolution 1603 as amended. Board Member Smith seconded the modified motion, which passed unanimously.

(6) **Business from the Manager**

John Collins, General Manager, noted he had a personal conflict with the regularly scheduled August meeting; however, the Board had not met in August for more than six years. He requested that the August meeting be cancelled, adding the Board would address the Master Plan in September.

The Board consented to cancel the regularly scheduled August SFWB meeting.

(7) **Business from the Board**

Chair Axelrod reported on the American Water Works Association Conference (AWWA) held in Chicago, which Board Member Frank and General Manager Collins also attended. One key takeaway was the focus on lead in drinking water systems, including all the interesting and relevant information about system assessments, mitigation approaches and strategies, as well as communication and outreach. SFWB was in good shape with regard to the lead issue, but he asked Staff to present what work and public outreach had been done so far regarding the lead issue. He would like a fact sheet or educational piece to push out to Oregon City and West Linn citizens to raise awareness about lead in drinking water and provide useful information for people who might need more information.

John Collins, General Manager, responded SFWB has requested the required assessments from both cities so Staff could be proactive and work to provide such information. The State of Oregon had also asked South Fork to publish the assessments on the SFWB website.

Chair Axelrod said the conference also prompted his interest in reviewing SFWB's vulnerability assessments and security as South Fork provides drinking water to a substantial population. He had attended some good workshops on the matter, including one by Rich Axtell of APEMS Solutions, LLC in Washington. He had provided Mr. Axtell's contact information to Mr. Collins.

General Manager Collins updated that Mr. Axtell had visited the plant and had spent a couple hours discussing several philosophical matters with him. He noted that APEMS' affiliation with Texas A&M was impressive, adding Staff was doing their due diligence on Mr. Axtell as well. Mr. Axtell also toured the facilities with Maintenance Coordinator Doug Crawford and was developing a scope and recommendation that he would present to the Board in the fall. Mr. Axtell noted that APMES also offers NIMS compliant and training courses, which would be provided at no cost to South Fork. At this point, a scope of work to cover all of South Fork's complexity infrastructure and needs was still being developed. He confirmed that he would email information regarding the issue of lead in drinking water to the Board, as well as to Bob Martin.

Chair Axelrod also reported on the June 1, 2016 Regional Water Provider Consortium meeting, which included the election of officers, an update on the Conservation Program's outreach efforts, and a presentation on lead by Libby Barg of Barney & Worth.

General Manager Collins suggested contacting Ms. Barg about creating a more refined message on the lead issue for the website, adding he has known Ms. Barg for years and she was a very good communicator.

Board Member Frank reported that the AWWA Conference was impressive and included much more than he had imagined on water and concerns he had not considered.

- (8) **Executive Session –Recess regular meeting and convene Executive Session.**
- 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).

This Executive Session Item was addressed prior to the regular meeting of the South Fork Water Board.

- C. To review and evaluate, pursuant to standards, criteria, and policy directive adopted by the South Fork Water Board, the employment related performance of the General Manager pursuant to ORS 192.660 (2)(i).

(9) **Reconvene regular meeting to take any action necessary as determined in Executive Session.**

The Executive Session was adjourned following Item C, and the regular meeting was reconvened at 7:28 pm.

Board Member Frank moved to extend General Manager John Collin's contract to June 30, 2021; grant a 2% COLA increase effective July 1, 2016; and a one-time 5% bonus. Board Member Smith seconded the motion.

Chair Axelrod suggested the Board consider attaching General Manager Collin's 5-year plan to the contract. He understood the plan was not set in stone and perhaps, could be refined or fleshed out.

General Manager Collins replied for the record, he would gladly provide a copy of the 5-year plan as an extension of his current working agreement.

The motion passed unanimously.

No Executive Session was reconvened.

(10) **Adjournment**

Chair Axelrod adjourned the regular meeting of the SFWB at 7:45 p.m.

Respectfully Submitted,

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