

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
November 29, 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
Christopher Crean, SFWB Legal Counsel
Wyatt Parno, OC/SFWB Finance Director
Mark Cage, Senior Plant Operator, SFWB
Kim Brown, Technical Writer, SFWB

Others Present: Lee Odell, CH2M
Alice Richmond, West Linn Resident
Bob Martin, West Linn Councilor

General Board Meeting

(1) **Call to Order**

Chair Axelrod called the meeting of the South Fork Water Board to order at 6:02 pm.

(2) **Roll Call**

(3) **Public Comments**

Vice Chair Holladay noted this was Board Member Smith's last meeting and thanked him for his service over the last eight years.

(4) **Consent Agenda**

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

Vice Chair Holladay moved to approve the Consent Agenda, correcting the July 27, 2016 minutes to show Alice Richmond was present. Board Member Frank seconded the motion, which passed unanimously.

(5) **Resolution 16-04, Adoption of the 2016 Water Master Plan Update**

John Collins, General Manager, provided a brief background on the development of the Master Plan updates and noted that Chair Axelrod alerted him about an issue in the System Development Charges (SDC) methodology, so that portion would need to be reprinted. He recommended approval of the resolution. Once adopted, SFWB would ask the Cities of West Linn and Oregon City for their interested parties list and within the next week, a legal notice regarding the intent to modify SDCs fees will be

published on line and sent to the interested parties list. The Board will have the opportunity to answer any questions from interested parties and adopt the SDC policy in March 2017. He noted South Fork was using a methodology established by State law and that methodology was also used on two other SDC revisions.

Lee Odell, CH2M, confirmed the Board's comments had been incorporated into the final version of the Master Plan.

Vice Chair Holladay moved to approve Resolution 16-04. Board Member Tan seconded the motion, which passed unanimously.

Mr. Collins confirmed no Executive Session would be held tonight.

The Board proceeded to Item 7 Business from the Board at this time.

(6) **Business from the Manager**

1) Emergency Water Bottles

John Collins, General Manager, presented 2.5-gallon emergency water bottles, which came with tips about how to store and sanitize water, to each SFWB Board member and employee. Clackamas River Water Providers (CRW) gave out 6,000 bottles to all the agencies of CRW, including SFWB, as well as West Linn and Oregon City residents. SFWB sponsored the water bottle giveaway with the Red Cross and the event was so well received that they would host the giveaway again next year; however, the bottle might change to a collapsible, stackable model. Kim Swan and Kristine Hollenbach would provide more details during their annual CRW report.

Chair Axelrod noted the Regional Water Providers Consortium website had great information about emergency preparedness. The Consortium was considering budgeting for a new video on water storage in the home.

2) **Portable Water Trailer**

John Collins, General Manager, stated that having become NIMS compliant, SFWB had submitted the grant application to fund the portable water trailer. [related to submitting the app?] Kim Swan, Rebecca Geisen, Martin Montalvo, and Don Bunyan [31:53] helped prepare the application, which was recently reviewed by the selection committee. During the review, he spoke to the committee about the value of SFWB having a water treatment system because South Fork, as water treatment professionals, could deploy it to other cities. ~~to SFWB~~ Consequently, SFWB's application became the top priority. He described how federal money is distributed, noting if U-ASME federal grant funds were received this year, SFWB would receive a \$150,000 grant to purchase the trailer and 5,000 portable bags. The drinking water system came in a portable water trailer with a 5,000-gallon bladder for storage and produces 30,000 gallons a day. The Master Plan called for two systems; one to be kept in West Linn and one in Oregon City. SFWB would be obligated to store, maintain, and deploy the system if needed. In an emergency, SFWB would be able to use the system first being caretakers of the portable trailer.

- He clarified that the trailer could not legally be maintained in West Linn because West Linn was not NIMS compliant. He confirmed he and Mayor Axelrod were working on that.
- He explained how the grant would make it easier financially to get a second trailer for West Linn. He believed nine [drinking system](#) units were on the [OWORN inventory list](#) and six were in the metro region. He clarified the filter systems on the trailer could use water from any river or lake.

Wyatt Parno, OC/SFWB Finance Director, asked if each individual city could apply for the federal grants.

Mr. Collins replied Oregon City had received [grant money](#) because they were NIMS compliant. Currently, Oregon City's grant application to fund an [articulated dump truck with a picker arm](#) was fourth in the queue for grants; however, water production and distribution systems were the priority at this time. **Mr. Montalvo** has done a great job advocating for the grant funds [for Oregon City](#), and Mr. Collins believed Oregon City would eventually get the grant funds for the truck.

Vice Chair Holladay explained that Mr. Montalvo had a background in emergency management with experience with four major hurricanes and was one of the premier emergency managers in the nation. Even though he serves in a different role now, he stepped up to help during the last landslide.

3) Appreciation for Parting Board Members

John Collins, General Manager, distributed plaques and expressed appreciation for the outstanding service and dedication of outgoing Board members. He confirmed he would meet with the new incoming Board members to educate them on SFWB's processes.

[The Board continued to adjournment at this time.](#)

(7) **Business from the Board**

[This item was addressed immediately following Item 5: Resolution 16-04.](#)

Chair Axelrod updated on the [Regional Water Providers Consortium Executive Committee's](#) October meeting and reviewed the agenda items and actions taken. Discussions included the budget and the Board priorities, especially considering the reduction in membership dues, and efforts to convince Metro to stay on the Board.

John Collins, General Manager, explained that membership dues were calculated based on residential connections and service, so Metro's dues were rather insignificant compared to other entities. The Regional Water Providers has [allowed water providers in the metro region](#) to manage themselves, and Metro [participates by working on regional solutions and strategies](#). [10:20] From the management standpoint, there was concern about whether Metro was going to change its direction or approach in how to manage water.

Vice Chair Holladay stated if Metro wanted to participate, it should have to pay dues, which was relatively minor compared to their budget.

Chair Axelrod noted Metro did not provide a specific reason for dropping out, but considered the Consortium a low priority in light of its current programs, operations, and budget. No indication was given that Metro was going in another direction. He presented a copy of a letter from Metro and confirmed Mr. Collins would distribute it to the Board electronically. Metro had not yet responded to the [Executive Committee's](#) letter outlining why they believe Metro should remain a member.

Board Member Smith made parting statements about his time on the Board. South Fork was in extremely good hands with John Collins as General Manager and in a solid place financially. He felt good knowing the Board, including its new members, would keep South Fork in a good place. He enjoyed working with Mr. Collins, adding Mr. Collins was truly dedicated to the Board and South Fork's success, even after he leaves in the future.

Chair Axelrod thanked Board Member Smith for his service, adding he believed the entire Board shared Board Member Smith's comments about Mr. Collins.

Outgoing Board Members Tan and Frank thanked Mr. Collins for his leadership and briefly shared sentiments about their time on the Board. All Board Members agreed Mr. Collins did a great job saving money. It was a testimony to Mr. Collins that the Board, which was comprised of politicians from two different cities, remained focused on providing water at the highest quality and most efficient price.

Alice Richmond noted Mr. Collins created a good rapport with both cities through integrity and leadership even before he became the general manager. Things were very different before Mr. Collins was manager and she hoped Mr. Collins was already thinking about who would replace him because South Fork had come a long way under his leadership.

Chris Crean, SFWB Legal Counsel, stated he had been working with the [Westside Water Providers](#) on the [Willamette River Water Project \[25:03\]](#) to create one or two new governing bodies. During the discussions about voting structures and how entities should be represented, he has shared how Board Member Smith made a difficult decision to break a tie on the SFWB and voted with West Linn to seek legal counsel on right-of-way franchise fees, even though he was opposed. He commended Board Member Smith for his great show of unity.

Mr. Collins noted former Board Member Betty Mumm also voted to seek legal counsel.

[The Board returned to Business from the Manager at this time.](#)

(8) **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.

(9) **Reconvene Regular Meeting if needed to take any action necessary as determined in Executive Session.**

Chair Axelrod adjourned the regular meeting of the SFWB at 6:44 p.m.

Respectfully Submitted,

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