

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
October 28, 2020

Board Members Present: Russ Axelrod, West Linn Mayor, Chair
Rocky Smith, Oregon City Commissioner
Bill Relyea, West Linn Councilor
Frank O'Donnell, Oregon City Commissioner
Richard Sakelik, West Linn Councilor

Board Members Excused: Dan Holladay, Oregon City Mayor, Vice Chair

Staff Present: John Collins, SFWB CEO
Wyatt Parno, [Incoming SFWB CEO](#)
David Doughman, SFWB Legal Counsel
Ryan Bredehoeft, Interim OC/SFWB Finance Director
Katelyn Niece, SFWB Regulatory Compliance

Others Present: Lee Odell, Odell Engineering, LLC
Alice Richmond, SFWB Citizens Advisory Board

General Board Meeting

(1) **Call to Order**

Chair Axelrod called the meeting of the South Fork Water Board to order at 6:03 pm.

(2) **Roll Call**

(3) **Public Comments**

Alice Richmond said she believed the document on discrimination and harassment was very well written and recommended that West Linn copy that document.

Chair Axelrod noted City of West Linn had already adopted updated harassment policies similar to those adopted by South Fork. The City Manager could provide a copy of the policies.

(4) **Consent Agenda**

(A) Approval of the Minutes of the July 22, 2020 Board Meeting.

Board Member O'Donnell moved to approve the Consent Agenda. Board Member Smith seconded the motion, which passed unanimously.

(5) **Presentation: Update on Shovel Ready Projects -- Lee Odell, Odell Engineering, LLC**

John Collins, SFWB CEO, reminded that the Board had approved Odell Engineering to move forward with a shovel ready package that would allow South Fork to take advantage of financing and infrastructure improvements.

Lee Odell, Odell Engineering, LLC, presented the Preliminary Design of the Water Treatment Plant Expansion via PowerPoint. His presentation included an overview of the plant expansion, design criteria, preliminary site and chemical feed layout plans, chemical feed criteria, raw water and finished water pipeline routes, and next steps. He also shared photographs of the water treatment plants in other areas that Staff visited as part of the design process. During the presentation, he addressed clarifying questions as follows:

- The training room would include a meeting room for the Board, a kitchen, restrooms, and public access. The meeting facility could be part of the chemical building, as originally discussed. However, putting the meeting rooms in a separate facility would allow the trucks to unload chemicals out of the rain underneath a covered drive.
- The proposed designs would fit within the footprint that was approved by the City of Oregon City and **Ben** has reviewed all plans to ensure compliance.
- The smaller floc basins would still be considered conventional, so they would work by gravity and not require a polymer sand injection. The flocculators would remain hydraulic just as they are now.
- The approved site plan requires street improvements, including sidewalks, curbs and planting strips. The most appropriate time to make those improvements still needed to be discussed. However, during the first phase, the City wanted the existing fence replaced with a nicer fence. The improvements along Thurman would likely be first.
- Solar panels could be installed over the floc/sed basins, the ozone contactor, the chem/feed roof, and/or the clear wells.
- The raw water pipeline route shown on [Slide 3 \[38:31\]](#) of the Power Point was incorrect. The current pipeline location is the most stable, so the proposed new raw water route is right along the existing pipelines.
- The project as proposed is within the approved budget. Funding for this project was laid out in the current finance plan.
- Mr. Collins and [Ben Shoreberg and Pete Craft from Montgomery Watson \[48:56\]](#) were the architects of this plan. They had taken the plan to the Planning Commission and testified.
- The filters would be backwashed the same as they are now, but the plant would have six filters instead of four.
- The ozone machine generator would cost about \$100,000, but there are other pieces that go with it that would increase the final price.

Mr. Collins stated Lee was right on schedule. Wyatt Parno had been actively working on this project as well as another package. He confirmed that he had received Chair Axelrod's email requesting that Staff investigate funding.

(6) **Resolution 20-03 Update of SFWB Prevention of Workplace Discrimination, Harassment and Retaliation Policy**

John Collins, CEO, stated this resolution was an update to the policy that was adopted last year. By adopting this policy, SFWB would receive a 2 percent discount on insurance, which is about \$100,000. The policy was written by the Special Districts Association of Oregon and had been reviewed by the attorney.

Board Member O'Donnell moved to approve Resolution 20-03 as presented. Board Member Smith seconded the motion, which passed unanimously.

(7) **Resolution 20-04 Update of SFWB Local Contract Review Board Rules**

John Collins, CEO, stated Staff had noticed some deficiencies in the contractor review rules. The attorney has updated the rules so that they are completely legal. He recommended the Board adopt the resolution updating the rule and noted that Board members would be provided with a copy of the updated rules.

Chair Axelrod confirmed that the CEO's spending authority was up to \$50,000 and noted there were procedures listed for less than \$50,000, less than \$25,000, and over \$100,000. He suggested procedures for contracts between \$50,000 and \$100,000.

David Doughman, SFWB Counsel, explained that the CEO's spending authority allows Mr. Collins to commit the Board to spending a certain amount without first getting approval. The procedures specific to contract amounts dictate the procurement process that SFWB must go through in order to sign a contract.

Mr. Collins added that the Board is the contractor review group and he had been given a sufficient amount of funds to use at his discretion. Otherwise, it is good business to allow the Board to manage resources.

Chair Axelrod noted that the resolution referred to South Fork, but did not specify the Board was the approving body. He confirmed with Staff that was okay because the approval was governed by the signature authority rules.

Mr. Collins noted that Staff did not present maintenance projects to the Board that had been approved by the Budget Committee because capital projects had already been vetted through the budget process.

Chair Axelrod recommended the Resolution allow the use cost data from more than just the previous 12 months. [Page 8 Section 3(6)(f)(B)(iv)]

Mr. Collins and **Mr. Doughman** confirmed that the language in the Resolution was required by State statute. However, the Resolution could be amended to say the previous 24 months instead of 12.

Alice Richmond noted a typographical error on the signature page of the resolution.

Board Member Sakelik moved and Board Member Smith seconded to adopt Resolution 20-04 with the following amendments:

- **Correct the typographical errors on the signature page.**
- **Page 8 Section 3(6)(f)(B)(iv) – “Proposers’ demonstrated ability to successfully complete similar projects on time and within budget, including the hourly rates for key personnel and related cost data for similar projects in previous 12 24 months.”[1:10:00ish]**

The motion passed unanimously.

(8) Update on SCADA Projects

John Collins, CEO, updated that the project was on schedule and on budget. A majority of the equipment had been ordered and the software system was in place. Staff continued to have work sessions and the electricians would be arriving in the next six to eight weeks. The new chemical feed building would seamlessly integrate with a new cost-effective process. A copy of the schedule was included in the packet for the Board’s review.

(9) Business from the CEO

1) SFWB apprenticeship program update

John Collins, CEO, provided an update on the apprenticeship program that Staff developed with the help of the Oregon Bureau of Labor and Industry (BLI) and North Clackamas County Water Commission staff. The application is ready to submit to BLI for program approval. SFWB would continue to work with North Clackamas County to implement the program.

2) Discussion of SFWB DRB (direct responsible charge) opportunity

John Collins, CEO, stated that he had been working with **Wayne Hathorne [1:17:02]** to hire a tech treatment expert upon his retirement. He had also been speaking with the North Clackamas County Water Commission about their need for the same skillset. He recommended the Board consider a joint operations manager for both utilities to share. One agency could handle wages and benefits and the other agency could reimburse 50 percent. South Fork would retain the option to move the individual into a full-time position if necessary. The North Clackamas County Board is very receptive to this idea and he wanted permission to formally move forward. He confirmed for Board Member Sakelik that the individual would have all of the required education, training, and certifications required for the DRB position. The individual would manage both plants, but he recommended that South Fork negotiate the lead position in the arrangement.

Wyatt Parno [Title] noted that any issues with the DRB would be dealt with by the CEO or general manager of each organization. South Fork has a good relationship with North Clackamas County and this provides an opportunity for cross training between plants. He did not see any downsides, especially if South Fork had priority rights.

Mr. Collins noted that the two plants were connected with a 24-inch pipe and cross training would be critical so that Staff could respond to catastrophic events. He confirmed for Board Member O’Donnell that he would be retiring in June and he hoped to have someone in May.

Board Member O’Donnell recommended the arrangement be very clear about responsibilities and reporting because he did not want to get into a dispute with other organization.

Mr. Collins assured that a highly qualified individual would be hired and the process would guarantee a clear understanding of the expectations. He confirmed the position would be for a regular employee, not a contract employee. He envisioned the person would be employed by South Fork, and North Clackamas County would reimburse South Fork for any time the employee worked at the other facility. He confirmed for Board Member Relyea that the two organizations already had a mutual aid agreement in place through the emergency response system, but South Fork needed the ability to cross train. Staff could add this as an extension of the existing mutual aid agreement with additional capabilities.

3) Heroes Work Here

John Collins, CEO, announced he had created 100 banners and signs to thank staff at Oregon City Public Works, West Linn Public Works, [CRW, \[1:32:31\]](#) Sunrise Water Authority, North Clackamas County Water Commission, Gladstone, Hillsboro, and Estacada. He shared a photograph of the banner on the screen and noted that the gesture was appreciated. He confirmed for Chair Axelrod that Staff would look into making t-shirts.

Chair Axelrod said the world needed positive messages right now and this message was a nice thing to do.

(10) **Business from the Board**

Board Member Sakelik welcomed [Wyatt Parno to his first meeting as the incoming CEO.](#)

Chair Axelrod reported on the Regional Water Providers Consortium [Executive \[1:37:07\]](#) Board quarterly meeting. Wilsonville had come back as member of Consortium and members were still working to get METRO to come back as well. Outreach has been scaled back because everything was being done remotely. The meeting also included a presentation and discussion on the impact of wildfires on water providers and watersheds. One key takeaway was how well the Consortium members worked together to make sure that everyone was getting water. When the power went out, member agencies collaborated to support each other and respond to increasing water demands and evacuations. The presentation also highlighted the outstanding work on water quality outreach and communication plans. About 23 percent of the watershed was burned in the wildfires. The Consortium discussed how watershed plantings were designed for variable water qualities, and all members seemed to be adjusting to those variables well.

Mr. Collins added that the South Fork treatment plant was a full conventional plant with the ability to take large turbidity loads and use enhanced flocculation. He had complete confidence that South Fork could handle any ramifications and was in a good position to handle future water quality needs.

Board Member Relyea asked if SFWB had the ability handle fire retardants that may be used on wildfires.

Mr. Collins said a considerable amount of fire retardants were used on the Pit 36 fire, which washed into the Clackamas River. South Fork was able to meet the water treatment needs. He

would find out what fire retardants are being used now. All of the water utilities in the Clackamas basin are required to test for unregulated contaminants, including poly- and perfluoroalkyl substances (PFAS). No PFAS was found in the Clackamas River surface water. The new treatment facility would also combat fire retardants. He added that the request for proposals for the new chemical feed building would be closing on November 19th. He hoped to have a Board meeting on December 23rd to approve a notice to proceed and a contract.

Alice Richmond expressed her appreciation for Mr. Collins' commitment. Mr. Collins has contributed more than is expected of him and brought South Fork to the top of line. She thanked the Board members for recognizing his efforts. SFWB is also privileged to have Mr. Parno filling Mr. Collins' shoes.

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

No Executive Session was held.

- A. To consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.660 (2)(a).
- B. To consider information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2)(f).

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

Chair Axelrod adjourned the regular meeting at 7:47 pm.

Respectfully Submitted,

By Paula Pinyerd, ABC Transcription Services, LLC.
for John Collins, SFWB CEO