

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
February 24, 2021

Board Members Present: Rocky Smith, Acting Mayor Oregon City, Chair
Jules Walters, West Linn Mayor, Vice Chair
Bill Relyea, West Linn Councilor
Frank O'Donnell, Oregon City Commissioner
Rory Bialostosky, West Linn Councilor

Board Members Excused: None.

Staff Present: John Collins, SFWB CEO
Wyatt Parno, SFWB Deputy CEO
Matt Zook, OC/SFWB Finance Director
Chris Crean, SFWB Attorney
Katelyn Niece, SFWB Regulatory Compliance

Others Present: Alice Richmond, SFWB Citizens Advisory Board

General Board Meeting

(1) **Call to Order**

Chair Smith called the regular meeting of the South Fork Water Board to order at 6:50 pm, following the work session.

(2) **Roll Call**

(3) **Public Comments**

Alice Richmond, SFWB Citizens Advisory Board, said she believed the water treatment plant was affected by the recent weather and encouraged the Board to think about rate increases to help pay for repairs and other expenses. It would be better to pay one or two percent now and build up the rates over the next 10 years rather than a five or six percent rate increase years from now. She also encouraged the Board to have research done on the water pipes involved in the I-205/Stafford Road Improvement Project so that all of the necessary work could be done at once. It was worth it to invest now and not have to come back to do more work in the future. She suggested a water line extension to the cemetery to accommodate the extra workloads caused by the drastic weather conditions. She wanted Mr. Parno to continue working on the Water Plant Resources Budget. She thanked Mr. Collins for his work during difficult circumstances. Referencing the graphics shared during the work session on the I-205/Stafford Road Improvement Project, she said she wanted to know if the two notches under the bridge were structural in any way.

John Collins, CEO, stated he would follow up with HDR's design team and Oregon Department of Transportation (ODOT), and report back to Ms. Richmond and the Board.

Ms. Richmond explained that notches on graphic prints or prototypes were usually an indication that a particular point was important for some reason, but no indications were made on the graphics shown during the work session.

(4) **Consent Agenda**

(A) Approval of the Minutes of the January 27, 2021 Board Meeting.

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

(5) **Review of SFWB Annual Financial Report for Fiscal Year Ending June 30, 2020 -- Matthew Zook, Oregon City/SFWB Finance Director**

Matt Zook, Finance Director, reviewed highlights of the year-end financial report, noting that the audit was clean and the Board was in a strong financial position with no debt or deficiencies. This report contained a lot more details and statistics, as previously requested the Board. He added that he looked forward to working with the Mr. Parno and the Board.

Wyatt Parno, Deputy CEO, thanked Mr. Zook for doing such a great job with the audit and Board Member Relyea for suggesting the additional statistics. Applying for the Government Finance Officers Association's award was a good move as well.

(6) **John Collins Six-Month Contract Extension**

John Collins, CEO, asked that his contract be extended to the end of the year so that he could finish up some projects and concentrate on plant operations and special projects. He also noted that Mr. Parno would take over as CEO on July 1st.

Wyatt Parno, Deputy CEO, stated he believed that extending Mr. Collins' contract would be in the best interest of the citizens and would give Staff more time to fill vacant positions. Additionally, Mr. Collins' input on the new chemical feed building would be quite valuable. He recommended the Board extend Mr. Collins' contract.

Mr. Collins noted that while he did not want to lose his job title, Mr. Parno needed to move into the CEO position on July 1st. Because he already had so many hours accumulated, he also requested that his vacation balance be increased to a maximum of 500 hours.

Board Member Relyea moved to extend employment agreement through December 2021 and increase his vacation cap from 360 to 500 hours. Board Member O'Donnell seconded the motion, which passed unanimously.

(7) **Appointment of Budget Officer**

John Collins, CEO recommended Wyatt Parno be appointed as Budget Officer for Fiscal Year 2021 - 2023.

Board Member O'Donnell moved to appoint Wyatt Parno as Budget Officer for the 2021-2023 fiscal year. The motion was seconded by Board Member Relyea and passed unanimously.

(8) Appointment of Citizen Representatives to the South Fork Budget Committee

Wyatt Parno, Deputy CEO, stated SFWB was exempt from Oregon Revised Statute requirements to follow local budget laws. However, SFWB has followed these requirements to ensure the budgeting was done well; therefore, South Fork has a Budget Committee. He listed the current Budget Committee members and recommended that Betty Mumm and Levine Linker be reappointed for the next fiscal year, as their positions would expire at the end of the current fiscal year.

Board Member Bialostosky moved to reappoint Betty Mumm for Oregon City and Levine Linker for West Linn to the Budget Committee. Board Member Relyea seconded the motion, which passed unanimously.

(9) Approval of Biennial 2021-2023 Budget Schedule

Wyatt Parno, Deputy CEO, said the Budget Committee meeting would be held on Wednesday, April 28, 2021. The Board would consider adoption of the budget on Wednesday, May 26, 2021.

Board Member Bialostosky moved to approve the 2021-2023 Budget Schedule. Vice Chair Walters seconded the motion, which passed unanimously.

(10) Business from the CEO

1) Revenue from energy capture PRV station

John Collins, CEO, said he and Mr. Parno learned about selling energy captured from pressure-reducing valve (PRV) stations during a meeting with their sales representative from Mueller & Company. He had asked the representative to give a presentation to the Clackamas River Water Providers.

2) Preliminary Design Report

John Collins, CEO, stated Staff was reviewing the report, which would be presented to the Board during a work session in March.

(11) Business from the Board

Chair Smith thanked Mr. Collins and Mr. Parno for leading the Board through the recent weather emergency. No one went without water at any time. He asked if South Fork needed to officially declare a state of emergency in order to be eligible for potential reimbursements.

Wyatt Parno, Deputy CEO, responded that SFWB's damage assessment was included in Oregon City's report, which would be forwarded to the County, State, and Federal governments. The Board is a separate entity and the Finance Department was submitting the necessary forms and requests on behalf of SFWB.

Chair Smith noted that he recently spoke to the City Manager about the massive expenses related to clean up and damage to parks, which would impact next year's goals and budget. He believed Ms. Richmond's points were valid. He was concerned about protecting the emergency water trailer.

John Collins, CEO, said both trailers were being retrofitted with new products and neither one was damaged. The trailer water distribution systems were deployed and provided water to unincorporated areas near West Linn. The larger trailer was usually stored in Public Works building. He and Mr. Parno would conduct an internal and external assessment of their disaster response. SFWB has invested millions in interties and generators that ended up saving South Fork during this event with power from North Clackamas. The secondary service to the Division Street pump station was repaired by Saturday, which ensured everyone had water the entire time. While the system could be improved, he was proud of the water system's resiliency.

Mr. Parno commented that Staff was on site 12 to 14 hours in advance of the storm to energize systems, de-ice critical areas, and move the trailers to more secure locations. He thanked the Board for reaching out and being so supportive.

Vice Chair Walters thanked Mr. Collins, Mr. Parno, and their Staff for making sure the community had safe drinking water throughout the event.

Chris Crean, SFWB Attorney, reported that he had no news on the appeal. Oral arguments were finished in January and he expected to receive the court's decision in November or December.

Vice Chair Walters reported that the new West Linn City Manager wanted to learn more about SFWB and meet everyone.

Mr. Collins noted that the new West Linn City Manager was supportive of SFWB and had listened to their messages.

- (12) **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).

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

Chair Smith adjourned the regular meeting at 7:42 pm.

Respectfully Submitted,

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