

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
May 26, 2021

Board Members Present: Rachel Lyles Smith, Oregon City Mayor
Jules Walters, West Linn Mayor, Vice Chair
Rocky Smith, Oregon City Commissioner
Bill Relyea, West Linn Councilor
Rory Bialostosky, West Linn Councilor

Board Members Excused: Frank O'Donnell, Oregon City Commissioner

Staff Present: John Collins, SFWB CEO
Wyatt Parno, SFWB Deputy CEO
Matt Zook, OC/SFWB Finance Director
Ashley Driscoll, SFWB Counsel
Katelyn Niece, SFWB Regulatory Compliance

Others Present: Lee Odell, Murraysmith
William Becker – SFWB Citizen's Group

General Board Meeting

(1) Call to Order

The meeting of the South Fork Water Board was called to order at 6:43 pm.

(2) Roll Call

(3) Public Comments

There were none.

(4) Election of Chair for Remainder of 2021

Vice Chair Walters nominated Oregon City Mayor Rachel Lyles Smith for SFWB Chair for 2021. Board Member Relyea seconded the nomination.

Oregon City Mayor Rachel Lyles Smith was unanimously elected as SFWB Chair for the remainder of 2021.

(5) Consent Agenda

(A) Approval of the Minutes of the February 24, 2021 Board Meeting.

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

(6) Update on New Chemical Feed Building – Lee Odell, Murraysmith

Mr. Odell presented an update on the new chemical feed building via PowerPoint. The pre-application meeting with the City was held on May 18th to talk through some of the issues established with the Master Plan. Research is needed to identify other issues. There is an option to use the current Development Code or the Code that existed in 2010 when the Master Plan was approved, and once decided, the land use application will be submitted. The project team has also been working on the design. The 60 percent design submittal was delivered to Mr. Collins and Mr. Parno earlier today. The design submittal included the process layout, architecture, structural design, electric, and civil work. Many of the design issues had been worked out. A design workshop with South Fork staff was scheduled for next week to get staff's feedback on the design. The design would be finalized based on feedback received during the workshop. The budget for the design was in good shape and the project timeline was moving along well. He believed the design would be complete by the end of June. His company had prepared a memorandum stating that the backup generator for the intake pump station could be located near the water treatment plant. Running wire all the way down would be very expensive as a stand-alone project. However, there are cost saving opportunities to combine that with the construction of the raw water line by putting the wire into the same trench.

(7) **Public Hearing – Resolution 21-01**

Chair Smith opened the public hearing at 6:52 pm. She confirmed there was no public comment and closed the public hearing at 6:53 pm.

John Collins, CEO, presented the staff report on Resolution 21-01, adopting the approved 2021-2023 biennial budget as amended (Agenda Packet, Pages 8-10). He recommended that the Board approve the resolution.

(8) **Discussion and Adoption of Approved 2021-2023 Biennial Budget**

Chair Smith called for discussion of the budget. There was none.

Board Member Bialostosky moved to approve Resolution 21-01 adopting the 2021-2023 biennial budget. Board Member Smith seconded the motion. The motion was unanimously approved. Ayes: Chair Smith, Members Bialostosky, Smith, Walters, and Relyea. Nays: None.

(9) **Business from the CEO**

1) Consideration of SFWB meeting schedule

John Collins, CEO, stated that with three new Board members and being in the middle of the pandemic, he wanted to discuss whether the current schedule was still best for everyone's schedule.

Board Members discussed their availabilities and preferences. Chair Smith and Board Member Smith both stated they had scheduling conflicts with the current meeting schedule. Ultimately, the Board consented to meet on the fourth Wednesday of each month at 7:00 pm.

(10) **Business from the Board**

Board Member Smith stated he wanted to wish Alice Richmond a happy birthday

John Collins, CEO, noted it was Ms. Richmond's 91st birthday and he would make sure she received the message.

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

Chair Smith adjourned the regular meeting of the SFWB at 7:06 pm to convene the 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).
- 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 Chief Executive Officer pursuant to ORS 192.660 (2)(i).

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

Chair Smith reconvened the regular meeting of the SFWB at 7:34 pm.

John Collins, CEO, thanked the Board for all of their kind and supportive comments made during the Executive Session. He requested that the Board consider a 5 percent performance bonus and a 3 percent cost of living raise effective June 1st.

Board Member Smith stated that based on the discussion during the Executive Session about the job that Mr. Collins had done over the past year, he believed that at a minimum, the Board should be consistent with the bonus and cost of living he has received in the past. However, he would be willing to approve a bit of a bigger bonus because Mr. Collins stepped up during the winter storm and other events that occurred over the last year. Also, Mr. Collins has always saved South Fork money.

Board Member Relyea moved that the South Fork Water Board appropriate a 10 percent bonus and a 5 percent cost of living increase to CEO John Collins. The motion was seconded by Board Member Smith and passed 4 to 0 to 1 with Chair Smith abstaining.

Chair Smith stated she had abstained because she was brand new to the Board and did not have any numbers or dollar amounts. Therefore, she had no idea what she would be approving and was not comfortable approving a budget and contract that she had never read.

Mr. Collins clarified that the motion needed an effective date. He had requested an effective date of June 1st because this budget cycle included ample funds for that bonus and he did not want to encumber the new budget cycle starting July 1st.

Board Member Relyea moved to amend the motion to include an effective date of June 1, 2021. Board Member Smith seconded the motion, which passed 4 to 0 to 1 with Chair Smith abstaining.

Mr. Collins noted the Board would not be holding a meeting in June unless there were any emergency declarations or a breakthrough in the water rights case. In the meantime, he would be working with Mr. Parno on the transition, as this was his last meeting as CEO.

Chair Smith adjourned the regular meeting at 7:41 pm.

Respectfully Submitted,

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