

SOUTH FORK WATER BOARD  
MINUTES OF BOARD MEETING  
**May 24, 2023**

Board Members Present:           Denyse McGriff, Chair, Oregon City Mayor  
Rory Bialostosky, Vice Chair, West Linn Mayor  
Frank O'Donnell, Oregon City Commissioner  
Mary Baumgardner, West Linn Councilor  
Rocky Smith, Oregon City Commissioner

Board Members Excused:       Scott Erwin, West Linn Councilor

Staff Present:                   Wyatt Parno, CEO  
Ashleigh Dougill, Legal Counsel (via Zoom)  
Matt Zook, Finance Director

Others Present:                 Alice Richmond, West Linn Citizen  
Trevor Cook, Operator  
William Becker (via Zoom)

**General Board Meeting**

(1)    **Call to Order**

**Chair McGriff** called the meeting of the South Fork Water Board to order at 7:12 pm.

(2)    **Roll Call**

(3)    **Public Comments**

**Alice Richmond, West Linn Citizen**, stated this body was not connected with the stockholders who pay the bills. Promotions and information should come from the Board, not CEO Parno. In Oregon City, a lot of people have no clue where their water was coming from. The Board should go to the library and educate residents about where their water comes from, why they are paying for it, and how water is brought in. Water was the most essential element needed, and the Board should promote or bring the water system knowledge to South Fork stockholders.

(4)    **Consent Agenda**

      (A)    Approval of the Minutes of the March 22, 2023 Board Meeting.

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

(5)    **Appoint Representative for Regional Water Providers Consortium**

**Chair McGriff** noted the Board needed to appoint someone to take Bill Relyea's place on the Regional Water Providers Consortium. She had planned to ask Board Member Erwin, but he

was absent tonight. Board Member Smith was the alternate, but the Consortium meetings conflicted with one of Oregon City's meetings. She suggested waiting until next month to make an appointment.

The Board consented to postpone the appointment until the next meeting.

(6) **Resolution 23-01 Hold Public Hearing on Approved Budget**

**Chair McGriff** noted at the Budget Committee meeting, the Committee passed a motion to recommend the budget to the Board. She suggested amending Paragraph 1 of the resolution as follows: "Added funds to strengthen the Board's cyber security, including a system-wide audit of Operational Technology (OT) and Information Technology (IT) systems."

**Wyatt Parno, CEO**, explained that the Budget Committee made one change to the budget, which was to add \$40,000 in additional funds to the computer software and support line item to perform a system-wide cyber security audit on the OT and IT systems. He agreed with Chair McGriff's suggested wording change to make the language more comprehensive and clearer.

**Chair McGriff** added the consultants who worked on the systems were excited about the system-wide audit because they were eager to find out how good their systems were, and the audit would make sure the systems were rock solid.

**CEO Parno** thanked the Chair and Board for being attentive to cybersecurity, especially the SCADA system that runs water operations.

**Chair McGriff** opened the public hearing at 7:25 pm. She confirmed there was no public comment and closed the public hearing at 7:26 pm.

(7) **Resolution 23-01 Discuss and Adopt Approved 2023 - 2025 Biennial Budget**

**CEO Parno** noted Resolution 23-01 would adopt the budget approved by the Budget Committee with the change discussed.

**Board Member Smith moved to adopt the budget as corrected and amended. Board Member Baumgardner seconded the motion, which passed unanimously.**

**Vice Chair Bialostosky** commended CEO Parno and Finance Director Zook for their work in preparing the budget.

(8) **American Water Works Association Conference Schedule**

**CEO Parno** highlighted the Conference schedule included in the packet, noting attendees were registered for the course for public officials, regular schedule, and the water industry Lunch. He provided a list of the Board's priorities for upcoming years so attendees could determine which courses they would like to attend.

**Chair McGriff** noted classes for the certificate are in the afternoon from 1:00 to 5:00, so there was availability for items scheduled only in the morning. She had wanted to focus on conservation, but those sessions conflicted with the certificate class. She described what she had learned about Toronto, noting that hotels were near the conference center and shuttles were available, but they would have to walk seven minutes to the nearest shuttle stop from the hotel.

**Board Member O'Donnell** noted that even only one pearl of wisdom made attending the conference worthwhile.

(9) **Business from the CEO**

1) Operations Update (Intake Pump #5 Rebuild, Old Intake Structure Squatters, Staffing)

**CEO Parno** provided the operations update, noting they had pulled out Pump #5 at the intake station and sent it to Washington for repairs. It has been re-installed and was going through troubleshooting. The motor was running fine, but the shaft was sticking at the bottom. The pump company believed they had identified the problem. Divers were needed to inspect the wet well and were scheduled to come Friday. Inspections in conjunction with dredging work a couple of months ago showed some screens needed to be replaced. They will share the cost for the divers, and there will be no additional cost for the pump repair.

A squatter was found at the old intake station. Rapid Response helped with cleaning up the site. Someone had tried to pull down the no trespassing signs, so additional fencing, reinforcement, and signage had been installed.

Seasonal staff had been reduced by one position, but Kevin Smith had been hired as an apprentice through the State workforce training program. Mr. Smith was previously a construction contractor who had injured his shoulder. The program would pay his wages for two years while he trained to become a water operator. The crew asked that the wage savings be put into the maintenance budget to fund some wanted improvements.

**Chair McGriff** asked if Mr. Smith would be covered under their liability insurance since SFWB was not paying his salary.

**CEO Parno** explained the State would cover his insurance, including worker's compensation, and that there was no additional cost for SFWB.

2) Summer Meeting Schedule (No Meetings August and September)

**CEO Parno** confirmed there would be no meetings in August and September, as those were the busiest production months. He noted that he may need to ask the Board to meet if something unexpected comes up, and possibly to approve the chemical feed building contract.

**Chair McGriff** noted that if something should come up, they would meet.

3) CEO Evaluation Process & Schedule (June and July)

**CEO Parno** had met with Chair McGriff and Vice Chair Bialostosky about his evaluation process. They believed the process went well last year, but the evaluation could be more structured to provide better feedback to the CEO.

He noted that he serves the Board in their goal to provide safe, quality water to the Oregon City and West Linn communities. It was important to him to make sure he was meeting their expectations. As Chair McGriff had asked for more process, he discussed evaluation processes with the Human Resources Director of Oregon City. It would be helpful to have a 360 evaluation to receive feedback from the crew. He had a good relationship with the crew, but believed anonymous feedback would let him know where he might have blind spots. Chair McGriff and Vice Chair Bialostosky would like to see a 360 evaluation.

He suggested the Board discuss this evening if there were things they would like to see as part of the evaluation.

**Board Member O'Donnell** noted Oregon City fell under the 360 review, but he did not believe it was particularly (inaudible word). He is aware of companies specialize in doing 360 reviews, and although he was not suggesting the Board hire one, he also did not want it to be a 360 evaluation in name only.

**Chair McGriff** suggested that when she returned from the conference, she, Vice Chair Bialostosky, and CEO Parno talk to personnel directors from both West Linn and Oregon City to see how they could assist in the evaluation process. They could come back to the Board with a loose framework of how they could do the evaluation, with the other Board members helping to flesh it out.

**Board Member O'Donnell** observed the group made its decisions based on information from the sole point of contact of the CEO. He believed it was good to expand and get the views of subordinates and co-workers and outside colleagues.

**Vice Chair Bialostosky** asked if legal counsel participated in the evaluation process.

**CEO Parno** replied that the attorneys did have HR capabilities, and he believed that would be good to talk about. He believed feedback from staff was a great idea. It might be counterintuitive to seek feedback from peers as they are competitor water providers.

**Chair McGriff** believed the Board could determine who it wanted to reach out to.

Discussion continued regarding who could advise them on the 360-evaluation process and who should be present during survey distribution and compilation.

**Chair McGriff** noted the 360 evaluation would be a starting point, but it would be crafted to fit SFWB's situation.

**Board Member O'Donnell** favored keeping a distance between those who compiled and presented the information and those who work closely with the Board. He had no problem with an attorney being present during the information review, but as far as compiling and presenting it should be distanced outside the organization.

**Chair McGriff** noted that was why they wanted to talk with either City's HR Department, and that South Fork had contracted with Oregon City for HR work.

**CEO Parno** thanked the Board for feedback and confirmed the timeline.

(10) **Business from the Board**

There was none.

(11) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**  
The May 24, 2023 regular meeting was recessed at 7:50 pm.

- 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).

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

**Chair McGriff** adjourned the regular meeting at 9:10 pm.

Respectfully Submitted,

By Paula Pinyerd, ABC Transcription Services, LLC.  
for Wyatt Parno, CEO