

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
June 28, 2023

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

Board Members Excused: None

Staff Present: Wyatt Parno, CEO
 Ashleigh Dougill, Legal Counsel (via Zoom)

Others Present: Alice Richmond, West Linn Citizen

General Board Meeting

(1) **Call to Order**

Chair McGriff called the meeting of the South Fork Water Board to order at 7:19 pm.

(2) **Roll Call**

(3) **Public Comments**

Alice Richmond, SFWB Citizens Advisory Board, noted the website search needed to be cleaned up. There were multiple South Fork entities online, making it difficult to find the South Fork Water Board website. She asked if anyone was working on the Clackamas River Water Providers annual tour of the basin. Kim Swan had not called her about the tour yet. She asked if the tour was just for Board members or for the public at large, as she would like students to learn about water operations and learn with contemporary equipment.

Wyatt Parno, CEO, noted Kim Swan had mentioned the tour to him. The tour was offered to elected officials of the multiple organizations first because space was limited due to cost, and then offered to other members of the public.

(4) **Consent Agenda**

 (a) No items on Consent Agenda

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

 The Board discussed both the representative and alternate positions. The meetings were held the first Wednesday of the quarter, conflicting with Oregon City Commission meetings. Former Board Member Bill Relyea had been the representative, and Board Member Rocky Smith was the current alternate.

Chair McGriff reported that Board Member Erwin had declined her invitation to be the representative, but Vice Chair Bialostosky had volunteered.

Board Member Baumgardner moved to appoint Vice Chair Bialostosky as the representative to the Regional Water Providers Consortium. Board Member Smith seconded the motion, which passed unanimously.

Chair McGriff noted Board member Smith was already the alternate and confirmed he would still serve. She added that she would have the Consortium do a presentation in Oregon City and she would like to attend the meeting because there were issues that came out of the conference that she believed the Consortium should be taking more of a lead in. CEO Parno had been keeping her updated on their program, but it was always better to be there in person to see for yourself.

(6) **Clackamas River Intake Pump No. 5 Rebuild**

CEO Parno reviewed the background for needed pump repairs, included in the agenda packet. Pump Dynamics had rebuilt Intake Pump No. 5, but shortly after installation, it froze. Divers attempted to fix the pump on May 26 and discovered the bearing was fabricated without a lubrication hole, causing overheating to lock up the system. Divers installed a new bearing on Pump 5 and new fish screens on Pumps 1 and 4 on May 31, and Intake Pump 5 was now working great.

CEO Parno commended Mark Cage, Operations Manager; Chase Jazdinski, Maintenance Specialist; and Kevin Smith, Operations Apprentice, for their work on the project, including welding repairs. Based on age and usage, Pump 2 was originally scheduled to be rebuilt this fiscal year, so with the new budget, Pump 2 will likely be rebuilt in the upcoming fiscal year.

Board Member O'Donnell had concerns with the vendor based on his decades of experience in machining, manufacturing, assembly, and quality control. Pump Dynamics should have caught missing key features during the final inspection, calling their entire quality control (QC) system into question. Normally, they would be sent a corrective action to see what they were going to do to make sure this did not happen again. Their response was appropriate, but he was not satisfied with the vendor's quality system and wanted work done correctly the first time every time. Regarding the screens, even a simple receiving inspection with a tape measure would have shown they were not sized properly.

CEO Parno agreed and noted he would have a discussion with Staff about receiving inspections, adding that a machinist who fabricated a setup in the sedimentation basins to patch holes also erred, but the crew caught it, and the machinist corrected the work. Three separate machinists.

(7) **CEO Evaluation Process**

Chair McGriff noted they had not had the initial meeting for the evaluation, but it was coming up soon.

CEO Parno reviewed past practices and talked about the Board's discussion last month on using a 360 evaluation so he could get feedback from Staff and the Board. Chair McGriff, Vice Chair Bialostosky, and himself would meet with Patrick Foiles, HR Director of Oregon City, on July 7th. He asked if the Board members had anything additional they wanted to include in the discussion of the evaluation.

Board Member Smith would like some feedback from Staff, but he was open to what the process would be.

Chair McGriff stated they would bring everything back for Board discussion.

Vice Chair Bialostostky agreed with getting Staff feedback and suggested each board member provide individual feedback as part of the 360 evaluation. West Linn's HR Department was not participating in the process discussion with Oregon City because they have several staff on leave. The HR Director did provide feedback to the Oregon City Director, however.

Chair McGriff still wanted to get direct input from West Linn's HR Director and stated they would accommodate whatever time she had available. She asked if West Linn members had performed a 360 evaluation.

In response to Chair McGriff's question about West Linn's City Manager evaluation, **Board Member Baumgardner** responded she had participated, but it was not a 360 evaluation. **Board Member Bialostosky** added they had started the process of a 360 evaluation with the prior City Manager, but he left.

Board Member O'Donnell confirmed West Linn used specific sets of questions to be answered by participants in the City Manager's evaluation and stated Oregon City does as well, so they did not need to reinvent anything. He mentioned the 360 evaluation process should start with an organizational chart.

CEO Parno confirmed there was an organizational chart that he could provide to the Board. He currently has one direct report, but when they were fully staffed, he would have two. He oversees all the employees and defers water quality direction to staff to the Direct Responsible Charge designated under state law.

Board Member Erwin believed a self-evaluation should be part of the process based on job duties and job description. It would be good for CEO Parno to reflect, look within, and assess his own performance. If they did ask Staff for feedback, the Board should provide good direction and make sure they understand it should be focused on the competencies of the job and the general expectations for the role so they do not veer off to personal or irrelevant information.

Chair McGriff noted Oregon City randomly selected internal personnel and kept them anonymous, with only HR knowing who was responding.

Vice Chair Bialostosky asked who compiled the anonymous submissions and gave them to HR.

Chair McGriff replied that in Oregon City it would be the HR Director, but Board members never see the original submissions. Oregon City had a labor attorney it used occasionally to answer questions, but they do not use billable hours to compile the information.

(8) **Business from the CEO**

1) Operations Update (Summer Scheduling, Basin & Slow Mix Repairs)

CEO Parno, reported they were currently on summer scheduling, running about 15 million gallons per day, with a maximum capacity of 20 million gallons daily. He expected to start running at maximum next week if temperatures reached into the 90s.

Operations were going 24/7 to keep reservoirs full. Operators have shifted hours to accommodate, with three people splitting the weekend shifts. During the day, maintenance people were also on duty, but the 2:00 a.m. shift had only one operator on the premises.

Board Member O'Donnell had safety concerns about having only one person at the facility, particularly if the crew member were to be injured. **Chair McGriff** shared those concerns.

CEO Parno agreed with the concerns. As far as security is concerned, he explained that they do shut fences and lock doors at night. A staff person was also on call to provide help as needed. The night shift person has phone numbers for all the crew in case the on-call person did not answer their phone for some reason. The night shift person did not focus on repairing equipment and other day shift activities, so the activity level for falls and such was minimized. Most of the time, the operator would do evening and morning checks, but the rest of the time they were passively watching the system.

Board Member O'Donnell and CEO Parno continued to discuss safety protocols. They discussed and confirmed that the on-call person did get compensated to be ready to respond.

CEO Parno continued describing summer operations, noting during the week they were also mowing the lawn, landscaping, trimming bushes, and other activities. He had sought quotes from landscapers last month, with the two coming in at a cost near \$40,000. It was good to have a crew that was able to perform multiple functions.

CEO Parno highlighted completed projects, including cleaning, and repairing basins in March. The South basin would need more work next year. The lagoons were patched and boards were replaced on the slow-mix system.

2) Employees Agreement Update

CEO Parno noted the agreement was set to expire in June and needed a more thorough review by attorneys to make sure any changes to the laws were incorporated. Attorney Dougill had sent the agreement to a labor law specialist, who returned the changes today. The only financial change in the agreement is to increase on-call pay from \$250 to \$400 per week.

Other items discussed were a clothing allowance, but there was no change for that. He believed the contract was good, taking care of employees, and everybody was happy with it.

Chair McGriff asked that the clothing allowance be put back on the table for future discussion, as she was interested in hearing what employees think they need.

Board Member O'Donnell commented it could fall into two categories, personal protective equipment (PPE) and an allowance of some sort. He believed in telling employees they were valued, even if it was just a small gift certificate given out on occasion for performance above and beyond.

Chair McGriff confirmed the Board would review the agreement for approval at the next meeting.

CEO Parno commented he intended to buy employees some South Fork bling for Christmas, which would be separate from providing a clothing allowance. He added that South Fork did already pay for waders, work boots, and jackets.

3) American Water Works Association (AWWA), Annual Conference & Exposition (ACE)

CEO Parno reported the conference was fantastic. He had opportunities to sit with three board members in really great training and made good contacts. He highlighted the following:

- He attended a class where they reviewed the entire regulatory system associated with water treatment that included a waste-water component. The instructor was a college professor, and he reviewed the history of water and talked about new concerns in the news, such as polyfluoroalkyl substances (PFAS) and the impacts of estrogen fed to cow and chicken populations finding its way into rivers.
- He became more familiar with the political landscape and how items become hot topics at the federal level, which currently are lead and copper.
- The class included an exercise where Chair McGriff, along with engineers, built an entire water treatment and distribution system.
- Vice Chair Bialostosky had good ideas about talking with vendors about equipment that could go underwater to do inspections instead of hiring divers. And he suggested the Board consider a small scholarship program for high school students to enter water operator training.
- Board member Baumgardner made note of impacts of water systems to the geological areas where they are placed, and in particular was interested in developments in West Linn.
- All of them attended a presentation by a Canadian Women's Hockey Team Olympic Champion.

Chair McGriff noted they had completed the certification class, but she had not printed out her certificate yet. Her takeaways included the following:

- She had wanted to understand what the policy implications were for elected officials in terms of water, from source to distribution. She received a lot of information about that. She had started going through the PowerPoint presentation again, but she was missing Day 2.

- There was a lot of discussion about service water sources versus groundwater sources. It was reported that Florida, Texas, and Arizona were pumping their water sources dry. One of the Texas jurisdictions charged their water bills on their property taxes.
- One of the big things she believed they needed to think about in terms of the environment was conservation, and the sooner they get people to think about conservation, the better. Right now, water appeared to be an unlimited resource, but that could change.
- Countries in Europe were recycling water, and Israel and other Middle Eastern countries were desalinating ocean water. One of the issues was what to do with the salt, which may not be food quality. There was also discussion about what to do with gray water. She believed the west coast, except maybe California, was fortunate.
- The conference was very worthwhile, with a lot to absorb and review.

CEO Parno continued discussion of groundwater, noting West Linn had several ongoing projects. Development in an area drew water from the ground, which in turn impacted everyone around. **Board Member Baumgartner** noted West Linn's proximity to the rivers, which had benefits but also placed them in the flood plains. She was interested in how those characteristics needed to be factored into the city's resiliency plans and if SFWB had resiliency plans around climate change.

Chair McGriff believed the Consortium could help with resiliency plans.

CEO Parno commented that energy was one of their biggest expenses, used to run pumps and other equipment. It was also one of the biggest expenses for desalination. Over the next several months, he would share with the Board seismic resiliency plans and capital plans. In terms of preparedness for climate change, the region had vulnerabilities in terms of the loop system and sharing resources and without the redundancy for parts of Oregon City, they had to be hyper-vigilant about maintenance and repairs.

Chair McGriff noted she had brought back information on leak detection for the crew and had watched demonstrations on equipment that could be used to detect leaks from the street to homes. She also reminded attendees to submit their expense statements.

CEO Parno stated he was meeting with the engineer tomorrow about the chemical feed building project. They were dealing with a couple of changes to the drawings, which were needed before they published the project in the *Daily Journal of Commerce* and on the bid site.

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

Wyatt Parno, CEO, noted the Board normally did not meet during August and September, but he may need them to meet in August. If the chemical feed building project went out to bid, they may need to approve and award the contract. If he could avoid that, he would. He also had questions about the timing of the evaluation process. He was flexible about that, but he wanted to ask the Board about their schedules for August. He suggested talking about the process in July and doing it in October would give them a lot of time after.

Chair McGriff replied that they would have a better understanding of the evaluation process and timing after their initial meeting.

Board Member Smith reported he would not be in town in mid-August but should be back by the end of the month. **Board Member Erwin** could be out of town for the July meeting but would be back in August and September.

Vice Chair Bialostosky offered to hold a barbeque for the Board and employees at either his home or the facility to give an opportunity for socializing.

Following discussion of schedules, the Board consented to meet in August and hold barbeque.

Chair McGriff asked for an update on the cyber security audit. **CEO Parno** replied he is excited about the project, and it was in the budget for July 1st, and he had not started contacting vendors for it yet because of other priorities.

(9) **Business from the Board**

Chair McGriff noted Clackamas River Water Providers was providing a rebate of about \$85 on low-flow toilets.

(10) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**
No Executive Session was held.

- 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).

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

Board Member O'Donnell moved to adjourn the meeting. **Vice Chair Bialostosky** seconded the motion, which passed unanimously.

Chair McGriff adjourned the regular meeting at 8:34 pm.

Respectfully Submitted,

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