

Conference Room & Remote Video Conferencing  
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### **WORK SESSION**

#### **CALL TO ORDER**

**Chair Bialostosky** called the meeting to order at 6:10 pm.

#### **ROLL CALL**

**Present:** Rory Bialostosky, Chair, West Linn Mayor; Denyse McGriff, Vice-Chair, Oregon City Mayor; Frank O'Donnell, Oregon City Commissioner; Carol Bryck, West Linn Councilor; Mary Baumgardner, West Linn Councilor

**Excused:** Rocky Smith, Oregon City Commissioner

**Staff Present:** Wyatt Parno, Chief Executive Officer; Christa Britton, Business Manager

**Others Present:** City Manager Tony Konkol, Oregon City; Public Works Director Dayna Webb, Oregon City; Public Works Director Erich Lais, West Linn; City Manager John Williams, West Linn; Communications Manager Jarrod Lyman, Oregon City; Mike Mitchell, Oregon City Commissioner; Adam Marl, Oregon City Commissioner; Steve Donovan, Donovan Enterprises, Inc.; Libby Bakke, Consor Engineers; Lee Odell, Consor Engineers

#### **COMMUNITY COMMUNICATIONS WORKSHOP**

CEO Wyatt Parno and consultants Lee Odell and Libby Barg Bakke presented via PowerPoint an overview of SFWB, its facilities, operations, and commitment to infrastructure investment. Communication best practices were highlighted, and the proposed Communication Framework was described for discussion and feedback about SFWB communications and public engagement.

Discussion points included concerns about responding to residents calling in complaining about rates and ideas on how to increase residents' awareness about SFWB, the importance of water, and the value of the water system. Key stakeholders were identified, and ideas exchanged on how to reach them. Key messaging topics to promote and avoid were discussed.

CEO Parno stated that South Fork would provide more information regarding the financial impacts of the capital plan in five months, and then another workshop could be convened to discuss those financial impacts and appropriate additional communication strategies.

#### **ADJOURNMENT**

The work session adjourned at 7:44 pm.

## GENERAL BOARD MEETING

### CALL TO ORDER

**Chair Bialostosky** called the meeting to order at 7:55 pm.

### ROLL CALL

Present: Rory Bialostosky, Chair, West Linn Mayor; Denyse McGriff, Vice-Chair, Oregon City Mayor; Frank O'Donnell, Oregon City Commissioner; Carol Bryck, West Linn Councilor; Mary Baumgardner, West Linn Councilor

Excused: Rocky Smith, Oregon City Commissioner

Staff Present: Wyatt Parno, Chief Executive Officer; Christa Britton, Business Manager

Others Present: Steve Donovan, Donovan Enterprises, Inc.; Mike Mitchell, Oregon City Commissioner; Adam Marl, Oregon City Commissioner

### PUBLIC COMMENTS

None.

### CONSENT AGENDA

- A. Approve Minutes of September 25, 2024 Board Meeting
- B. Approve Minutes of October 23, 2024 Board Meeting

**Vice-Chair McGriff moved to approve the Consent Agenda as presented. Board Member Bryck seconded the motion.**

**Ayes: Chair Bialostosky, Vice Chair McGriff, Board Members O'Donnell, Bryck, Baumgardner.**

**Nays: None.**

**Motion Carried: 5 to 0.**

### INTRODUCTION TO SYSTEM DEVELOPMENT CHARGE STUDY (Steve Donovan)

**CEO Parno** stated one of the Board's priorities was to ensure that system development charges (SDCs) are current, addressing rising costs in the changing economy. Since this SDC study is only an inflationary cost update, it does not constitute a change in methodology under the statutes, and therefore, no formal notices are required. He noted that Steve Donovan, an expert in utility rate modeling and SDC analysis, had completed the SDC study in record time.

**Steve Donovan** introduced the water SDC study, briefly describing SDC reimbursement and improvement fees and how State statutes impacted how SDCs are applied. Consor had brought

the 2016 adopted Capital Improvement Plan up to current costs, and then he ran the analysis using the existing 2017 SDC methodology to produce the proposed SDC rate, which is a relatively modest increase. In January, he would return with the full SDC report accompanied by a resolution for the Board to adopt the proposed SDCs.

**CEO Parno** requested the Board's consensus on moving forward with updating the SDC report and returning in January to present the resolution. The Board could approve the resolution with updated rates at that time or offer additional direction.

**Vice Chair McGriff moved to go forward with the updated SDC rates for approval at the January meeting with the option to revisit or offer additional direction at that time. Chair Bialostosky seconded the motion.**

**Ayes: Board Members Bryck, Baumgardner, O'Donnell, Vice Chair McGriff, and Chair Bialostosky**

**Nays: None.**

**Motion Carried: 5 to 0.**

#### **APPROVAL TO PURCHASE FILTER VALVE ACTUATORS**

**CEO Parno** noted that filter valve actuators for one filter had been replaced in-house earlier in the year, and parts were saved from the old actuators for reuse. With the replacement, the filters had less head loss and better run time, so Chase Jazdinski, SFWB Maintenance Coordinator, was eager to move forward with the next planned actuator replacement. Because the total cost for the actuators exceeded the CEO \$50,000 discretionary limit, the Board was being asked for approval. Both replacement projects were included in the budget.

**Vice Chair McGriff moved to approve the purchase of filter valve actuators at a cost of \$83,193. Board Member Bryck seconded the motion.**

**Ayes: Board Members Baumgardner, O'Donnell, Bryck, Vice Chair McGriff, and Chair Bialostosky**

**Nays: None.**

**Motion Carried: 5 to 0.**

#### **APPROVAL OF CONTRACT FOR THE REBUILD OF CLACKAMAS RIVER INTAKE PUMP #2**

**CEO Parno** provided background on the annual rotation of pump rebuilds and presented his report in the packet, noting that the lowest bid received from Triangle Pump exceeded the CEO discretionary spending limit.

**CEO Parno** addressed questions about rotating pump operations and the timetable for upsizing Pump #2. He had talked with the Operations Manager about doing an annual vibration analysis on each pump to identify variations and determine whether upgrades were needed.

**Board Member McGriff moved to approve the contract with Triangle Pump to rebuild Clackamas River Intake Station Pump #2. Board Member Baumgardner seconded the motion.**

**Ayes: Board Members Bryck, Baumgardner, Vice Chair McGriff, and Chair Bialostosky**

**Nays: None.**

**Motion Carried: 4 to 0 to 1 with Board Member O'Donnell abstaining.**

### **BUSINESS FROM THE CEO**

**1. Operations Update**

**CEO Parno** commended the South Fork crew for doing an amazing amount of work, including assisting Clackamas River Water and implementing several authorized projects.

**2. Winter Preparedness**

**CEO Parno** described the winter preparedness measures being taken, such as wrapping exposed pipes, servicing generators, and topping off reservoirs.

**3. Resolution Declaring South Fork Water Board Resilience Program**

**CEO Parno** stated he would provide a draft resolution declaring the Board's commitment to the Capital Improvement Program for the Board to review in January or February. He appreciated the Board's initiative to establish South Fork's Big Five Goals, identify projects, and create financing plans and communications strategies. The Board has accomplished a lot in the last year. They are the champions of water for their communities, and he wanted to reflect that in a resolution.

The Board consented to review the draft resolution in January.

### **BUSINESS FROM THE BOARD**

**Chair Bialostosky** expressed appreciation for the valuable perspective Board Member O'Donnell had brought to the Board with his background in engineering and noted he would be missed.

### **ADJOURNMENT**

The meeting adjourned at 8:31 pm.