

Meeting Minutes

Conference Room & Remote Video Conferencing

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GENERAL BOARD MEETING

CALL TO ORDER

Vice Chair Bialostosky called the meeting to order at 7:08 pm.

ROLL CALL

Present: Rory Bialostosky, Vice Chair, West Linn Mayor; Mike Mitchell, Oregon City Commissioner; Carol Bryck, West Linn Councilor; Rocky Smith, Oregon City Commissioner; Mary Baumgardner, West Linn Councilor

Excused: Denyse McGriff, Chair, Oregon City Mayor

Staff Present: Wyatt Parno, Chief Executive Officer; Christa Britton, Business Manager; Mark Cage, Operations Manager; Trevor Cook, Operator; Sean Cates, Operator

Others Present: Matt Zook, Oregon City Finance Director

PUBLIC COMMENTS

None.

CONSENT AGENDA

A. Approval of the Minutes of the January 22, 2025 Board Meeting

Board Member Baumgardner moved to approve Consent Agenda. Board Member Mitchell seconded the motion.

Ayes: Board Members Smith, Baumgardner, Bryck, Mitchell, and Vice Chair Bialostosky

Nays: None.

Motion Carried: 5 to 0.

Wyatt Parno, CEO, noted Chair McGriff had suggested using Owl Labs devices for hosting and recording virtual meetings, and that those devices had been purchased. He thanked Operator Cook for researching and setting up the equipment.

Wyatt Parno, CEO, recognized Operators Trevor Cook and Sean Cates for recently passing their Level Two Operator Certifications, noting Staff's efforts as part of South Fork's succession plan.

ANNUAL COMPREHENSIVE FINANCIAL REPORT PRESENTATION (Matt Zook)

Matt Zook, Finance Director, presented the annual report on SFWB's financial statements and financial condition, highlighting key points of the Executive Summary. The auditors rendered an unmodified opinion, confirming a clean audit with no material weaknesses or significant deficiencies.

Board members discussed the report, noting appreciation for the clear and easy to understand language, the \$14 million in cash and cash equivalents, and no debt since 2017.

APPOINTMENT OF BUDGET OFFICER

Wyatt Parno, CEO, noted SFWB is not required to follow the State's Budget Law outline, but it does so as good stewards of public funds. As such, the Board is asked to appoint a budget officer to oversee the preparation of the biennial budget.

Board Member Bryck moved to appoint Wyatt Parno, SFWB CEO, as Budget Officer for the 2025-2027 budget preparations. Board Member Smith seconded the motion.

Ayes: Board Members Mitchell, Bryck, Baumgardner, Smith, and Vice Chair Bialostosky

Nays: None.

Motion Carried: 5 to 0.

APPOINTMENT OF CITIZEN REPRESENTATIVES TO THE BUDGET COMMITTEE

Wyatt Parno, CEO, recommended the reappointment of Joanne McCall, Lavine Linker, and new appointment of Abby Farber to the South Fork Budget Committee, noting their experience and interest.

Board Member Baumgardner moved to appoint Lavine Linker, Joanne McCall, and Abby Farber to the South Fork Water Board Budget Committee. Board Member Bryck seconded the motion.

Ayes: Board Members Bryck, Baumgardner, Smith, Mitchell, and Vice Chair Bialostosky

Nays: None.

Motion Carried: 5 to 0.

APPROVAL OF THE BUDGET PREPARATION SCHEDULE FOR 2025-2027

Wyatt Parno, CEO, highlighted the importance of the budget schedule and noted the Budget Committee meeting is in April, with the Board adopting the budget in May. He requested approval of the budget preparation schedule.

Board Member Smith moved to approve 2025-2027 Budget Preparation Schedule. Board Member Baumgardner seconded the motion.

Ayes: Board Members Mitchell, Baumgardner, Bryck, Smith, and Vice Chair Bialostosky

Nays: None.

Motion Carried: 5 to 0.

APPROVAL OF CONTRACT WITH OCD AUTOMATION FOR PLC UPGRADES

Wyatt Parno, CEO, presented a contract to upgrade programmable logic controllers (PLCs) at the Clackamas River Intake, Division Street Pump Station, and Pipeline B Pump as part of the Supervisory Control and Data Acquisition (SCADA) system. The Board included this anticipated expense in the budget about 18 months ago. This is Phase 2 of the SCADA upgrades, with Phase 3 addressing SCADA in the Chemical Feed Building. The contract exceeds the CEO's spending authority and requires Board approval.

Board Member Baumgardner moved to approve the contract with OCD Automation to upgrade the PLC hardware at the Clackamas River Intake, Division Street Pump Station, and Pipeline B Pump Station for a lump sum price of \$124,697, and to authorize the CEO to enter into the contract on behalf of the South Fork Water Board. Board Member Mitchell seconded the motion.

Ayes: Board Members Smith, Mitchell, Bryck, Baumgardner, and Vice Chair Bialostosky

Nays: None.

Motion Carried: 5 to 0.

BUSINESS FROM THE CEO

1. Operations Update (Pump #2 Repair)

Wyatt Parno, CEO, noted that operations have been smooth over the winter and credited Operations Manager Cage and his team for their proactive measures. His update included details on repairs to Pump #2 and one of its valves, and agenda items for the March meeting and upcoming meetings.

2. AWWA ACE25 in Denver, CO June 8-11, 2025

Wyatt Parno, CEO, asked for confirmation on who will attend the conference.

Business Manager Britton stated that Board Members Baumgardner, Mitchell, Bryck, and Vice Chair Bialostosky had confirmed their interest in attending, adding she would finalize the hotel and conference registrations.

All four Board Members also confirmed they wanted to attend the project delivery workshop.

BUSINESS FROM THE BOARD

Board Member Baumgardner noted that she will attend the National League of Cities Conference in Washington, D.C., as a West Linn Council Member. She will also participate in relevant American Waterways Association programming related to the locks as part of her role on the Locks Commission and invited anyone interested to discuss it with her.

ADJOURNMENT

The meeting adjourned at 7:48 pm.