

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
May 23, 2018

Board Members Present: Russ Axelrod, West Linn Mayor, Chair
Richard Sakelik, West Linn Councilor
Brian Shaw, Oregon City Commissioner
Frank O'Donnell, Oregon City Commissioner

Board Members Excused: Dan Holladay, Oregon City Mayor, Vice Chair
Bob Martin, West Linn Councilor

Staff Present: John Collins, SFWB General Manager
Christopher Crean, SFWB Legal Counsel
Kim Brown, Technical Writer, SFWB

Others Present: None

General Board Meeting

(1) **Call to Order**

Chair Axelrod called the meeting of the South Fork Water Board to order at 6:05 pm.

(2) **Roll Call**

(3) **Public Comments**

There were none.

(4) **Consent Agenda**

- a. Approval of the Minutes of the March 28, 2018 Board Meeting

Chair Axelrod referred to Page 4 Item 3 and confirmed that the Board's discussion on barriers was about wanting to discourage, not incentivize camping.

Board Member Shaw moved to approve the Consent Agenda. Board Member Sakelik seconded the motion, which passed unanimously.

(5) **Clackamas County Subrecipient Grant Agreement**

John Collins, General Manager, stated that the County was responsible for administering the grant for the emergency water treatment trailer and the assumption was that both Oregon City and West Linn would be covered. However, the County has now said that by the letter of the law, because the South Fork was an independent entity under ORS 190, it would be more comfortable if SFWB joined the agreement. South Fork meets all of the requirements necessary to join the agreement, which would recognize SFWB as facilitators of the trailer. The agreement also allows SFWB to share the trailer with neighboring members of regional water suppliers when needed. The Board would not incur out-of-pocket expenses, as the mutual aid agreement allows SFWB to be compensated for any labor and assistance. He

confirmed with other entities who have trailers that the seemingly onerous paperwork requirements would be easy to comply with.

- Additionally, SFWB's regulatory compliance and NIMS compliance allow the Board to apply for additional grants and resources without any hurdles. He recommended that the Board approve the agreement and execute it immediately, so that he could send it to the County tomorrow.
- He confirmed he had done the necessary due diligence to ensure South Fork could comply with all of the agreement's requirements, including the records retention requirements. SFWB was an expert at retaining records, as South Fork have been in compliance with state and federal records retention requirements, so that would not be an issue. Quarterly reports were required for the first year, and then an annual report after that. He would be responsible for compliance and was comfortable moving forward with the agreement.

Board Member Shaw asked now that Oregon City had its trailer, when was West Linn likely to receive its trailer.

Mr. Collins explained that a need had to be identified in order to receive the grant, which SFWB did by strategically identifying one for each city in the Master Plan. He would meet with Wyatt Parno next week to get a budget figure on the new chemical feed building, and also forecast expenditures and adjustments. He hoped to facilitate getting the second trailer in the next budget cycle, which would start this July.

- South Fork staff member, Patrick Bart, suggested building a water treatment trailer in-house would be simple and more cost effective, and agreed to prepare a cost proposal for the necessary equipment.
- Board Member O'Donnell suggested that South Fork consider all of the costs involved in building a trailer, such as staff time in addition to materials. Sometimes it can actually cost more to fabricate something.
- Collins said he would consider the staff time involved in building a trailer. And, once he detailed all the costs to buy or build, he would present the most cost effective proposal for a second trailer to the Board in September or October.
 - The process of determining the trailer's costs would provide a teaching moment because those skills would transfer to other tasks in the future.
- Approving the agreement tonight, would enable him to get the trailer insured tomorrow.

Board Member Shaw moved to approve the Subrecipient Grant Agreement with Clackamas County. Board Member O'Donnell seconded the motion, which passed unanimously.

Chair Axelrod recessed the regular meeting of the SFWB at 6:19 pm to convene the Executive Session.

- (6) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**
- 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 General Manager pursuant to ORS 192.660 (2)(i).

(7) **Reconvene Regular Meeting and Take Any Action Necessary as Determined in Executive Session**

Chair Axelrod reconvened the regular meeting of the SFWB at 6:52 pm.

Board Member Shaw moved to approve a 3.9 percent COLA increase and a 5 percent performance bonus for SFWB General Manager John Collins effective July 1, 2018 based on the General Manager salary as modified. Board Member O'Donnell seconded the motion, which passed unanimously.

Chair Axelrod thanked Mr. Collins for his continuous excellent performance, adding the Board was very appreciative of his expertise and management skills. Mr. Collins' bonus was paid many times over in the benefits he brought to South Fork.

(8) **Business from the Manager**

1) Sole source procurement for particle counters

John Collins, General Manager, reminded about issues with equipment failure from flooding in the basement and that SFWB received \$30,000 from the insurance company. He would issue a purchase order of \$28,000 to replace the equipment with the same brand, Chem-trek, because South Fork already paid the company for software that tracks State required data, like turbidity levels, and and puts it into a database in a printed form. A new system would be very expensive and Chem-trek's particle counters were the best in the industry. The auditor said this needed to be discussed openly with the Board and memorialized in the written record to provide transparency as to why he did not get three competitive bids.

- He confirmed insurance would pay to replace four of the five particle counters. The fifth one was not damage by the flood, so it was being replaced at South Fork's expense because all five must be replaced so they could work together. The particle counters were not required by State, but they tracked additional parameters that allow South Fork to provide better, safer water.

2) ICON Construction request for landscaping

John Collins, General Manager, noted ICON was building 11 homes across the street and had asked to install screening and landscaping around the water treatment plant at their expense. ICON would be presenting a concept plan, which he believed the Board should consider.

- In response to concerns about visibility and safety, he clarified the landscaping would be improvements that complied with the recommendations in South Fork's vulnerability assessment. He had already discussed this with ICON.

The Board directed Mr. Collins to work with ICON on a proposal for landscaping that would not increase maintenance for South Forth. Suggestions included requiring

ICON to develop and implement a maintenance plan, use native plants and no sidewalk lifting trees.

The Board and Staff discussed the housing development. The treatment plant would only be visible to residents as they drove down the street, as none of the homes faced the plant. ICON had asked that South Fork's mailbox be relocated into the community's mailboxes at the bottom of the cul-de-sac, which would have required SFWB to change their address. Mr. Collins had denied this request.

After some discussion about scheduled meeting dates and limited Staff availability in June, the Board consented to allow Chair Axelrod to work with Mr. Collins and review ICON's proposed landscaping plan. They shared ideas for low maintenance and aesthetically pleasing landscaping elements. Mr. Collins reminded that South Fork's future plans for a chemical feed building needed to be considered when looking at the landscaping proposal. He added that so far, ICON had been understanding and receptive to South Fork's requests.

Chair Axelrod moved that he and the General Manager review and approve ICON's landscaping plan, and present any major issues to the Board. Richard Sakelik seconded the motion, which was unanimously approved.

3) Summer South Fork Water Board meeting schedule

John Collins, General Manager, said unless Mr. Crean heard from the hearing officer, SFWB would not meeting again until September. This summer was already busier than usual. The last five-year water usage average was 7.2 million gallons per day (mgd) and this year, the usage was already averaging about 8.5 mgd, resulting in about \$40,000 in additional monthly profit. He was concerned this summer would be long and hot, so Staff is preparing for Stage 1 of the Water Management Plan, which will bring awareness to the need to conserve water.

4) Update on parking area between old and new intake structures

John Collins, General Manager, noted the Board had directed him to facilitate with PGE and the County to install a fence. The County requires the fence be no higher than 7 ft, but 10 ft off the fog line. PGE requires the fence to be at least 5 ft from their poles. Given these requirements, it would not be worth installing a fence. He was trying to find a work around and planned to ask PGE to allow two rolling gates that would give them access to their poles. He had also considered dumping a load of boulders there, which could be moved if necessary.

The Board and Staff discussed camping and garbage left in the area. Mr. Collins confirmed the intake's entrance was being TV'd, but the parking area ~~because it~~ was too far to angle the camera in that direction. Signage had been ineffective, but if cameras could capture license plate numbers, law enforcement could react. They briefly shared ideas for keeping people out of the areas. Mr. Collins confirmed he would continue to work with the County and PGE.

5) ACE 2018 in Las Vegas, Nevada (June 11th through 15th)

John Collins, General Manager, stated he and Board Members Axelrod, Shaw, and Saklik would attend the conference. He would send out an email with conference details and contact

information for Kim Brown, who would delegate operations and maintenance while he was gone.

6) ShakeAlert Kick-off Meeting May 29, 2018

John Collins, General Manager, noted a couple of City of Portland engineers and others would tour the plant at the kick-off meeting. The tour would include integration of the alarm system with the SCADA system. The draft of the federal application looked good and he did not anticipate any problems. Because South Fork was one of the first districts utilizing the system, there was greater interest in the system among other water districts.

Chair Axelrod said he wanted information about the system forwarded to Courtney Flynn, City Outreach Coordinator, for publishing in the City newsletter. He wanted to make the public aware of the system upgrades that were part of the emergency preparedness procedures.

(9) **Business from the Board**

Chris Crean, SFWB Legal Counsel, confirmed he was still waiting to hear from the hearings officer on the water rights appeal.

Chair Axelrod stated the next Regional Water Providers Consortium meeting would include a review of the revised draft of the 5-year Strategic Plan. Also, the City of Troutdale has decided to join the Consortium after Consortium board members actively engaged with City Council. the consortium was actively working to get Metro back in. He hoped new membership on their council would provide opportunities to convince Metro to rejoin

Mr. Collins explained Metro has allowed the consortium to govern itself because it did such good regional planning; Having Troutdale on the consortium was great.

Chair Axelrod adjourned the regular meeting of the SFWB at 7:20 p.m.

Respectfully Submitted,

By Paula Pinyerd, ABC Transcription Services, Inc.
for John Collins, SFWB General Manager