

SOUTH FORK WATER BOARD  
MINUTES OF BOARD MEETING  
**October 28, 2015**

Board Members Present: Dan Holladay, Oregon City Mayor, Chair  
Russ Axelrod, West Linn Mayor, Vice Chair  
Thomas Frank, West Linn Councilor  
Rocky Smith, Oregon City Commissioner

Board Members Excused: Jenni Tan, West Linn Councilor  
Brian Shaw, Oregon City Commissioner

Staff Present: John Collins, SFWB General Manager  
Christopher Crean, SFWB Legal Counsel  
Mark Cage, Senior Plant Operator, SFWB  
Kim Brown, Technical Writer, SFWB

Others Present: Alice Richmond, West Linn Resident  
Kim Swan, Clackamas River Water Providers  
Christine Hollenbeck, Clackamas River Water Providers

**Worksession**

- (1) **Clackamas River Water Providers Presentation—Kim Swan and Christine Hollenbeck**  
Kim Swan and Christine Hollenbeck updated the Board on the activities, programs, and outreach of the Clackamas River Water Providers. The worksession began at 6:07 pm and ended at 6:45

**General Board Meeting**

- (1) **Call to Order**

**Chair Holladay** called the meeting of the South Fork Water Board to order at 6:45 pm. He requested that Roll Call be added to future agendas.

- (2) **Public Comments**

There were none.

- (3) **Consent Agenda**

(A) Approval of the Minutes of the September 30, 2015 Board Meeting.

**Board Member Frank** noted his name should be corrected in the second line under Item 5 on Page 5.

**Vice Chair Axelrod** suggested changing language in the 7th line on page one, item four, as follows, “no ~~separate~~ **additional** permits were required”.

**Mr. Collins** agreed, noting that South Fork was under a nationwide blanket permit to be able to do the blow off repair.

**Board Member Frank moved to approve the September 30, 2015 meeting minutes as amended. Board Member Smith seconded the motion, which passed unanimously.**

(4) **Representatives for Regional Water Providers Consortium**

**Chair Holladay** said that as the current representative, it was difficult for him to attend the Regional Water Providers Consortium meetings due to conflicts with Oregon City's scheduled City Commission meetings. He noted that Vice Chair Axelrod had agreed to be the primary representative and that he would maintain the alternate position.

The Board consented to the change in SFWB representatives for the Consortium.

(5) **Discussion of Additional Full Time Position for Maintenance Department**

**John Collins, General Manager**, noted that SFWB's maintenance person was phenomenal, but equipment installed in 1996 through 2004 required additional maintenance needs, the plant was aging, and a new chemical feed building will be added to the system, all of which provided enough work to facilitate having two maintenance personnel. In the past, additional employees have been hired during the summer to assist the plant operators and with maintenance, but finding help this summer had been difficult. SFWB currently had \$18,000 budgeted for part-time labor. He had confirmed with Oregon City/SFWB Finance Director Wyatt Parno that South Fork could afford to add the position, noting that the budget for part-time work would be reduced to \$8,000 to allow for miscellaneous projects, such as painting.

As manager, he was also able to ascertain from personnel work histories and experience that South Fork would need a fully-trained maintenance operator to carry on the existing position within 5 to 8 years. In his experience, it would take a couple years for someone to learn the numerous details and procedures regarding the plant in order to be competent at the lead maintenance position. To continue operating as a plant that functioned by preventative as opposed to reactive maintenance, he recommended that the Board approve having an additional full-time employee (FTE) in the maintenance department. The new employee would be dedicated to maintenance and also cross trained in operations at the same pay scale to avoid any situation where a person was working out of class.

The new position's salary range was about \$45,000 to \$55,000 with benefits. He reminded SFWB would be saving \$10,000 from the part-time budgeted position, adding that additional operational support was also needed as tenured staff were getting three to five weeks of vacation, so having additional support was good. He clarified that virtually everyone at South Fork helped with grounds maintenance, especially in the summer when it took time to find someone on a part-time basis.

If the Board approved the request, he would bring a budget adjustment to the next meeting. He described the subsequent hiring process, noting he hoped to have the new person hired in February or March, depending on Mr. Parno's advice for affordability. He confirmed this new position would be refilled in four to eight years, which was when he speculated that the current lead maintenance person would retire.

**Board Member Smith moved to approve an additional full-time position for the maintenance department. The motion was seconded by Vice Chair Axelrod and passed unanimously.**

(6) **Business from the Manager**

1) Proposals received for SFWB Master Plan update

**John Collins, General Manager**, stated that South Fork had received two RFP from the ten sent to qualifying firms; however, both proposals were from a combination of four established and experienced firms, so he was satisfied with the response. RH2 Engineering's proposal included Ronan Igloria, a technical expert from HDR, and CH2M and Montgomery Watson had teamed up on the second proposal. He noted Vice Chair Axelrod and Board Member Frank had volunteered for the Selection Committee. Kim Brown had packets describing the selection process and evaluation sheets for scoring the firms. He asked the Selection Committee to review the proposals over next two weeks and send him their scores and recommendation for an interview by November 13th. With only two proposals submitted, both might warrant an interview and he proposed holding both on the same day with a break for lunch. He confirmed November 20<sup>th</sup> was the best meeting date for the Committee, and requested he be contacted should any major conflicts occur.

Vice Chair Axelrod disclosed that he used to work for CH2M Hill years ago, but he did not believe it would affect his ability to evaluate the proposals.

Chair Holladay expressed interested in helping review the proposals and confirmed Mr. Collins would email him the materials.

2) SFWB November Meeting

**John Collins, General Manager**, suggested combining the regularly scheduled November and December meetings and holding the SFWB meeting on December 9, 2015. He noted that otherwise, holding the regular Board meeting on the fourth Wednesday of each month had been working wonderfully.

The Board consented to hold a combined November/December meeting on December 9, 2015.

Mr. Collins agreed to send the meeting date to Chair Holladay's assistant, and noted the City of West Linn was now incorporating SFWB meetings into it's the Councilors' calendars

3) SAIF dividend

**John Collins, General Manager**, said he received a nice email from Jim Loeffler Oregon City/SFWB HR Director, informing that South Fork received a SAIF dividend of a bit more than \$3,000, which was a direct reflection on SFWB's improved experience rating. He noted the Board's support by providing resources for a good safety program, as well as SFWB Safety Coordinator Mark Cage who adopted a good program and was making improvements. The \$3,000+ dividend would go into the General Fund.

Chair Holladay suggested using part of the dividend to show appreciation to the employees, such as a lunch or party.

Mr. Collins said he would return with a recommendation for an event at the next meeting.

4) IGA between OC and SFWB for utility locate services

**John Collins, General Manager**, stated South Fork has had underground pipes running throughout Oregon City since 1957, and the Oregon City Public Works Department has done the majority of South Fork's line locates and has agreed to continue. He completely agreed with the IGA, which was a hold harmless agreement proposed by Martin Montalvo, Oregon City Public Works Operations Manager, in the event something was mismarked or missed by the Public Works Department, and had reviewed and approved by Chris Crean's office and Bill Kabeisman. SFWB was grateful for the services Oregon City provided on a gratis basis. He noted the Oregon City Commission would see the IGA soon, and once approved, it would return to the Board for approval as well.

5) Additional expense with pump and motor rebuild at intake

**John Collins, General Manager**, reported that when Intake Pump and Motor #3 were removed for inspection and repair, they found the bottom screen caved in, which typically results in mud packing in around the screen so divers were needed to clean the area. Because the services would exceed \$5,000, South Fork needed three bid quotes but finding three companies had proven difficult. A company from Bend was expected tomorrow and another company from Boulder, CO might be available. The auditor advised that as long as the issue was memorialized in this meeting and a known contractor of record was used that charged a normal rate, South Fork could proceed with the work with less than three bids. The divers needed to do the work Tuesday morning. He explained that SFWB negotiated with DEQ that during high turbidity, South Fork could pump debris into river, essentially reversing the intake and evacuating to the river, and given the rain forecast for Saturday, Tuesday was the ideal day to get the work done. He clarified the divers would check the entire facility, including the other intakes.

Chair Holladay suggested contacting Advanced American Construction in St. Helens, which used to operate in Oregon City Advanced American Diving

Vice Chair Axelrod offered to check with a maritime contact to see if they could recommend a company.

6) SDAO Best Practices Checklist

**John Collins, General Manager**, gladly reported that SFWB was compliant with all five categories of SDAO's Best Practices which resulted in South Fork receiving the 10 percent benefit. He distributed and asked the Board to review the completed checklist regarding the Board's acknowledgement that SFWB had an adopted public meeting policy, Board duties and responsibilities, public records policy, etc.

The Board members signed the distributed checklists and returned them to Mr. Collins.

(7) **Business from the Board**

There was none.

- (8) **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).
- No Executive Session was held.

**Chair Holladay** adjourned the regular meeting of the SFWB at 7:15 p.m.

Respectfully Submitted,

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