

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
January 27, 2016

Board Members Present: Dan Holladay, Oregon City Mayor, Chair
Russ Axelrod, West Linn Mayor, Vice Chair
Jenni Tan, West Linn Councilor
Brian Shaw, Oregon City Commissioner
Thomas Frank, West Linn Councilor

Board Members Excused: Rocky Smith, Oregon City Commissioner

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

Others Present: Lee Odell, CH2M
Alice Richmond, West Linn Resident
Bob Martin, West Linn Councilor

General Board Meeting

(1) **Call to Order**

Chair Holladay called the meeting of the South Fork Water Board to order at 6:04 pm.

(2) **Roll Call**

(3) **Public Comments**

There were none.

(4) **Consent Agenda**

(A) Approval of the Minutes of the October 28, 2015 Board Meeting.

Board Member Frank moved to approve the Consent Agenda. Board Member Tan seconded the motion, which passed unanimously.

(5) **Election of Chair and Vice Chair for 2016**

John Collins, General Manager, provided a brief history about how the mayors of Oregon City and West Linn rotate as chair of the Board.

Board Member Shaw nominated Mayor Russ Axelrod as Chair. Mayor Holladay seconded the nomination. There were no further nominations. **Mayor Axelrod was unanimously elected as 2016 SFWB Chair.**

Mayor Holladay passed the gavel to newly elected Chair Axelrod.

Board Member Tan nominated Mayor Dan Holladay as Vice Chair. Board Member Frank seconded the nomination. There were no further nominations. **Mayor Holladay was unanimously elected as the 2016 SFWB Vice Chair.**

(6) **Contract with CH2M/MWH to Update the SFWB 2010 Water Master Plan**

John Collins, General Manager, reviewed the background regarding the proposed contract with CH2M/MWH, which was included in the meeting packet. He noted the firm's original proposal was approximately \$140,000 but the contract had been negotiated to a not to exceed amount of \$130,000 for a scope of work that addressed all of SFWB's needs. South Fork's attorney reviewed the contract and made some minor changes, which CH2M was currently reviewing.

Lee Odell, CH2M, reported CH2M seemed satisfied with the amended contract.

Mr. Collins responded the final contract would be contingent upon approval by South Fork's attorney. He appreciated that three Board Members were on the selection committee.

Chair Axelrod asked whether it made more sense to cost the time and materials by task versus a lump sum and if any contingencies were built in.

Mr. Collins said he was confident in scope of work, noting the 2010 Water Master Plan done by the same two firms was outstanding. CH2M/MWH would do what was needed in the scope of work to ensure South Fork was compliant and the work would not exceed \$130,000. Costing time and materials as a lump sum was very advantageous for South Fork because actual time and materials could go beyond the expenditure of individual tasks. For example, CH2M developed South Fork's hydraulic model and not much has changed, so that scope might be a bit easier than for some else coming in, but working with CRW to get their plans for expansion, reviewing rates, etc. would likely involve additional costs.

Chair Axelrod understood there was not much potential for the ASR work to be a scoping item, so maybe it was a wash in the scope of other things and that effort could be put elsewhere.

Mr. Collins explained the value of the ASR work was to validate South Fork's efforts to remain current with new technologies and treatments.

Board Member Frank noted as a selection committee member that both firm combinations that submitted proposals were very good so it was difficult to make a final decision. He was confident CH2M/MWH would produce a good product for SFWB to move forward in the future.

Board Member Frank moved to authorize the General Manger to enter into a contact with the firm CH2M to perform the consulting services to update the 2010 Water Master Plan for a fee not to exceed \$130,000 to accomplish the scope of work as outlined. The motion was seconded by Vice Chair Holladay and passed unanimously.

Chair Axelrod confirmed the execution of the contract was contingent on final approval by SFWB legal counsel with regard to specific terms.

(7) **Business from the Manager**

- 1) IGA between Oregon City and South Fork Water Board for utility location services
John Collins, General Manager, briefly reviewed the purpose of the IGA, which was discussed at last month's SFWB meeting. He noted it was good business to memorialize the working relationship between Oregon City and SFWB with regard to utility location services with the hold harmless agreement.

Vice Chair Holladay moved to authorize the General Manager to enter into the "IGA for Location Services" with the City of Oregon City. Board Member Frank seconded the motion, which passed unanimously.

- 2) SFWB Annual Financial Report for year ending June 30, 2015
John Collins, General Manager, noted the financial report and audit had been distributed so Board Members would have time to review the materials for next month's meeting when Oregon City Finance Director Wyatt Parno would present both the audit and budget adjustments, including those needed to facilitate the new maintenance FTE position. Electronic copies would be available upon request early next week.
- 3) Lead issues in drinking water in Flint Michigan
John Collins, General Manager, said in light of the drinking water issues in Flint, MI, he wanted South Fork to be proactive in educating customers about lead in drinking water, so SFWB's website now had a new link to an article on the topic. As people asked Board Members questions about South Fork's system, they could be directed to the link on the website.

He noted that both Oregon City and West Linn qualified for reduced-reduced monitoring because SFWB was in the best possible place for lead and copper in its water service system. Rather than sampling and testing once or even twice per year, South Fork's system only needed to be tested once every three years. He reviewed the circumstances leading to the drinking water issues in Flint and explained how the corrosive nature of the water from the Flint River combined with the water chemistry treatment resulted in lead solder being released into Flint's water system. Although the water quality issue was technically behind Flint now, so many people were sick and the children would be affected for the rest of their lives. He described the lead and copper testing conducted by SFWB and reiterated lead was not an issue for Oregon City and West Linn residents.

- 4) AWWA 2016 ACE Conference
John Collins, General Manager, said he was finalizing airline tickets for the 2016 ACE Conference June 18th to 22nd in Chicago, IL. He confirmed Board Member Frank was attending and that he would follow up with Chair Axelrod regarding his schedule.

Mayor Holladay explained he had a conflict because the US Conference of Mayors was being held within days of this year's ACE conference.

- 5) SDAO annual conference in February 2016

John Collins, General Manager, noted the official forms the Board Members signed off line would be provided to Oregon City's Finance Department and he wanted to make sure the Board had their confirmation letters for checking in at the hotel. He reminded the Board Members to turn in their hotel receipts.

(8) **Business from the Board**

Chair Axelrod updated on the Executive Committee meeting for the Regional Water Providers Consortium, saying the Committee was moving forward with the budget, which would be presented at the quarterly meeting that would be held at on February 3rd at the new meeting time of 6:30 pm. He explained that Wilsonville's decision to no longer participate did raise concerns about what could be done differently; however, Wilsonville had its own political agenda right now. Fortunately, they were a small contributor as losing a bigger membership, like the City of Portland, could be problematic.

Board Member Tan announced she would be out of town for the February meeting and agreed to direct any questions she might have about the budget or audit to Mr. Collins who would distribute them to the entire Board.

(9) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**

Chad Jacobs, SFWB Attorney, was present via telephone for the Executive Session.

- 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).

Chair Axelrod adjourned the regular meeting of the SFWB at 6:34 p.m.

Respectfully Submitted,

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