

SOUTH FORK WATER BOARD
MINUTES OF BOARD MEETING
September 30, 2015

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

Board Members Excused: None

Staff Present: John Collins, SFWB General Manager
Christopher Crean, SFWB Legal Counsel
Wyatt Parno, OC/SFWB Finance Director
Mark Cage, Senior Plant Operator, SFWB
Kim Brown, Technical Writer, SFWB

Others Present: Lee Odell, CH2MHill
Alice Richmond, West Linn Resident
Ernie Platt, Sunrise Water Authority

General Board Meeting

(1) **Call to Order**

Chair Holladay called the meeting of the South Fork Water Board to order at 6:02 pm.

(2) **Public Comments** There were none.

(3) **Consent Agenda**

(A) Approval of the Minutes of the May 27, 2015 Board Meeting.

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

(4) **Pipeline Repair Presentation by Lee Odell with CH2MHill**

John Collins, General Manager, introduced Mr. Odell, noting his great work history with SFWB.

Lee Odell, CH2M Hill, distributed a four-page handout and described the details of the 6-inch blow off repair of the water transmission line that leaked on the July 4th holiday next to the bridge on Anchor Way right by Redland Rd. CH2MHill developed a plan on how to do a permanently repair the blow off. The plan was reviewed with staff from both West Linn and Oregon City who had some great comments. Permitting requirements were also checked and the repair is allowed under the 2012 nationwide permits as already approved for utility line repairs, so no separate permits were required. The handout showed the site boring area (Figure 1) and diagrams of the pipeline and proposed repair. (Figures 2 and 3) The pipeline would be taken apart up to an existing valve and a flexible expansion joint with two ball-like valves and ductile iron pipe would be installed. The plan limited the repair to a 12-hour time frame. He

and Mr. Collins would meet with three contractors at the site at 11 am on Friday and their bids would be due the following Friday. The project was to be coordinated with South Fork and the repair completed by the end of October.

He explained the concrete block shown under the pipe in Figure 2 had settled, which pulled the pipe down, tipping the 45-degree angled pipe which chipped off a piece of the pipe. Part of the work would include clipping the concrete block off, so it would no longer be part of the pipe system. The concrete encasement would surround the entire portion of pipe, so it would not settle differentially. If any settling occurred, it would all settle together.

Page 4 of the handout detailed the features and construction of the flexible expansion joint that would be installed on the connection to provide fully restrained joints on each end, so that even if the pipe moved, it would still remain fully restrained. He explained that he had installed the same expansion joint on a 24-inch line for a water treatment plant where there could be 6 inches of settling in an earthquake. Flexible joint systems have been around less than 10 years, but the company, EBAA Iron, was a good company that has been in business a long time and made many other flexible joints. The flexible joint that would be used by SFWB had existed between five and ten years. No maintenance was required on the O-rings.

He explained that the finished water line would be completely drained during the 12-hour period in order to take the pressure off the blow off line and be able to cut into it.

Chair Holladay noted there would be no disruption of water service because the reservoirs would be topped off.

Mr. Collins explained that 12 hours provided enough margin of safety for the repair. Toward the end of October, South Fork's average production was between 6 and 7 million gallons per day (gpd). West Linn had the least amount of storage but conservatively, the city was only using 2 million gpd of that 6 and 7 million gallons over a 24-hour period, so there was enough water in storage. West Linn also had an intertie with Lake Oswego, but SFWB hoped the intertie would not be needed because West Linn should have at least a 2.5 day supply on its own. South Fork is working with Oregon City, West Linn, and Clackamas River Water District to have every reservoir as full as possible, and is comfortable with the 12-hour window.

Mr. Odell did not believe SFWB had any more concrete blocks anchoring pipes in other locations. This concrete block was added because the thrust block on the water line was moved when the Anchor Way Bridge was redone. He agreed no as-builts existed 100 years ago when SFWB began. The old concrete cylinder drawings had been found that showed the subject pipe and the 6-inch connection, but no asbuilts for original 6-inch blow off could be found.

Mr. Collins stated the repair project was estimated to be \$35,000 to \$40,000, but SFWB had completed some other projects under budget so funding was available.

(5) **Water Rights Update – Chris Crean, SFWB Attorney**

Chris Crean, SFWB Attorney, stated not a lot had happened since his last update to the Board in late spring. South Fork was waiting for the Oregon Department of Fish and Wildlife

(ODFW) to prepare an updated analysis of the conditions in the lower three miles of the Clackamas River that would be sent to Water Resources, which would also do an analysis and provide comments and a recommendation that would be forwarded to a hearings officer, who would conduct a hearing on whether to extend the permits for all the municipal parties. He briefly reviewed the history regarding the water rights appeal, adding he hoped to get the same hearings officer as the first time, so he would be more familiar with issues. ODFW was supposed to be done with the analysis at end of May or beginning of June, but everyone was still waiting. He explained the statute required analysis of existing information and the decisions before the court of appeals were based on records that were four or five years old, so the records were being updated from 2010 or 2011. He did not know what was currently happening with the Cottage Grove water rights extension that was remanded back. Cottage Grove had applied for an extension and while the extension was pending with Water Resources, they put more water to beneficial use and claimed that water should be proved up. The court ultimately said only water that had been proved up prior to the extension request could be counted.

Mr. Collin stated the issue was important because South Fork put water to beneficial use before those dates, so it was not in jeopardy. Water utilities in other basins had built and used infrastructure, but were not able to prove it up. The Cottage Grove decision would not affect South Fork, but it could greatly affect some other utilities in the Clackamas Basin.

(6) **Business from the Manager**

1) New Citizen's Group Member

John Collins, General Manager, introduced Ron Gillette as a new member of the Citizen's Group, which formed in 1996 to get citizen feedback and input on how SFWB operates. Previously, Citizen's Group members were recommended by the mayor of either Oregon City or West Linn, so he had talked with Chair Holladay, who after talking with Mr. Gillette, believed would be a welcome addition.

The Board thanked Mr. Gillette for volunteering to serve on the Citizen's Group.

2) Update on Capital Projects and Master Plan RFP

John Collins, General Manager, reported that the flag pole was now erected and thanked Chair Holladay for suggesting that South Fork use a recycled light standard from the City of Oregon City, who graciously made the donation for the flag pole. SFWB's Maintenance Staff helped complete the project, including the addition of the lighting and the eagle on top. He thanked the Board for allowing the flag pole project.

The repair of the hydro-rake at the intake was completed under budget. Though originally budgeted for \$120,000, the final cost for the repair would be between \$80,000 and \$85,000, so much of that savings would be use to pay for the emergency blow-off repair.

The big pump and motor at the intake that was being rebuilt would be pulled out tomorrow morning. The motor would go to an independent shop in Canby that would rebuild the motor. The same shop had previously rebuilt five motors for SFWB and there had never been any problems. The transaction was going pretty smoothly. SFWB incurred another right-of-way fee because the massive crane would block the road, so a Traffic Control Plan was also required. Since SFWB was able to demonstrate that the facility was within the City of Oregon City, the vendor did not have to deal with the County and had nothing but nice things to say about the staff at the City. He briefly described the process for removing the pump and motor, which would be completed tomorrow, adding it would take three to six weeks for the work to be

completed and the motor returned to SFWB. Barring any unforeseen repair work outside the scope, the project would cost \$20,000 to \$25,000 below budget.

Some smaller maintenance projects would be worked on through the winter and into the spring and the projects were on schedule, below budget, and progress was being made.

The comments received from some SFWB members on the draft Master Plan had been incorporated into the plan and the RFP was mailed to ten qualifying firms. Two or three firms wanted to visit South Fork to talk about the Master Plan and CH2M Hill was teaming up with the engineering firm Montgomery Watson to develop a proposal. The closing date for the RFPs was October 28th, so he would provide an update on the proposals received at the SFWB meeting that evening.

Vice Chair Axelrod and Board Member Frank volunteered to be part of the selection committee for the engineering firm that would work on the Master Plan.

3) Records Retention Policy

John Collins, General Manager, reminded the Records Retention Policy was passed at the last Board meeting. A lot of work had been done over the summer and Staff was making progress as they worked to implement the policy.

4) Water conservation project at Division Street pump station

John Collins, General Manager, noted the supplement information provided in the Business from the Manager packet regarding Mois, a water saving product that reduced watering requirements for lawn areas by approximately 50 percent. The product was applied to a section of lawn at the Division Street pump station.

Chair Holladay explained that his friend, Terry Boyd, was a principal in the company, Midwest Organics, which produces MOIS, a coconut shell product that reduces the need for watering plants. He briefly described the application process and explained that MOIS absorbs about five times its weight in water and then naturally releases the water back to a plant's roots, unlike chemical applications. MOIS was applied on the center lawn area of the pump station, as shown in the picture on Page 2 of the packet. The product would be tested through next summer as the entire lawn would be watered at half and then a quarter of the normal watering level to see whether the center piece with the MOIS remained green while the outer edges turned brown. The results of the test would be presented to the Regional Water Providers Consortium, other municipalities, school districts, etc. All cities have lawn areas that must be kept green. If using MOIS could reduce watering requirements by 50 percent, it would save water and the expense of the water while still keeping key areas green. The product would need to be reapplied every three or four years to maintain its effectiveness.

Mr. Collins stated South Fork would validate the process and if MOIS was successful, Kim Brown would document the results. SFWB incurred no expense as Midwest Organics applied the product in trade for South Fork providing an area of grass to validate the experiment.

Chair Holladay confirmed the company was from Missouri and addressed questions from the Board about the product, pricing, and inclusion rates, which depended on rainfall levels. With only a couple hours of training, city park or public works staff could apply the product themselves to save more money. More information was available on the company website, including pictures and videos of the product being used at golf courses and in other applications across the country. MOIS was new to the Pacific Northwest as the company had been concentrating its use in California and the Midwest.

Mr. Collins said he was impressed that it took less than two hours to cover the 1,500 sq ft area at the pump station. He and Ms. Brown walked the property today and it looked natural. They really had to hunt to see where the product was applied.

5) Clackamas River Water Providers watershed tour reminder

John Collins, General Manager, stated the bus for the watershed tour this Saturday bus was full. Vice Chair Axelrod and Board Members Shaw and Thomas were going, as well as three or four members of the Citizen's Group, including Mr. Gillette, two Oregon City Business Alliance members, and a couple Oregon City residents. West Linn Councilor Perry and members of West Linn's Citizen's Group would be on the tour as well. Of the 41 seats available, about thirteen SFWB representatives would be on the watershed tour. Parking at the North Clackamas County Water Commission plant would be tight, so the Board members attending the tour agreed to carpool with Mr. Collins and meet at SFWB at 7:30 am.

6) Clackamas River Water Providers annual presentation

John Collins, General Manager, noted the annual Clackamas River Water Providers presentation would be in October and the annual report would be mailed to the Board for review prior to meeting. He briefly explained how CRWP worked and the general timeline for the presentation, which could last 15 minutes to one hour depending on the discussion. He suggested having the presentation during a work session prior to the regular meeting.

The Board consented to meet at 6 pm for the work session with the regular meeting held thereafter.

7) AWWA ACE Conference June 19 - 22, 2016 in Chicago, Illinois

John Collins, General Manager, noted the SFWB budget included funding for two Board members to attend the American Water Works Association (AWWA). Hotel reservations could now be booked and he preferred staying at the event hotel where the public meetings were held for the public elected officials. He would book three reservations to ensure the rooms were available. He encouraged Board members to consider attending. Next year the AWWA conference would be held in Philadelphia. He would remind the Board about making a decision toward the end of the year, adding the group would likely be traveling on June 18th.

8) Sizing for SFWB logo jackets

John Collins, General Manager, stated that South Fork was ordering another set of jackets and asked Board members to confirm their jacket sizes with him. The order

would be placed early next week and the jackets were expected to be handed out at the next meeting.

(7) **Business from the Board**

Chair Holladay noted South Fork was on the board of the Regional Water Providers Consortium and he was having difficulty attending the meetings which were held on the same evening as Oregon City Commission meetings. He asked the SFWB members to consider volunteering to take that role.

No decision was needed tonight because the next board meeting was next week and he was uncertain whether he would attend. The next board meeting was more than a couple months away, so there was time for further discussion.

Mr. Collins stated that board met quarterly and noted Chair Holladay had been elected to the Executive Committee. South Fork would retain that position, so there would be a few additional meetings to attend. The Executive Committee worked with the Regional Water Providers staff to set the agenda and make recommendations for the board.

Chair Holladay recessed the regular meeting at 6:44 pm to convene the Executive Session.

(8) **Executive Session –Recess regular meeting and convene 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 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).

(9) **Reconvene Regular Meeting to Take Any Action Necessary As Determined In Executive Session.**

Chair Holladay called the regular meeting back to order at 7:14 pm.

Board Member Shaw moved to give **General Manager John Collins** a performance bonus of 5 percent. **Board Member Tan** seconded the motion, which passed unanimously.

Chair Holladay adjourned the regular meeting of the SFWB at 7:15 pm.

Respectfully Submitted,

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