

SOUTH FORK WATER BOARD  
MINUTES OF BOARD MEETING  
**September 25, 2019**

Board Members Present: Dan Holladay, Oregon City Mayor, Chair  
Russ Axelrod, West Linn Mayor, Vice Chair (via telephone)  
Rocky Smith, Oregon City Commissioner  
Frank O'Donnell, Oregon City Commissioner  
Richard Sakelik, West Linn Councilor

Board Members Excused: Bill Reylea, West Linn Councilor

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

Others Present: Alice Richmond, West Linn Resident, Advisory Committee Member  
Todd Heidgerken, General Manager, Clackamas River Water Providers  
Rusty Garrison, Clackamas River Water Commissioner

**General Board Meeting**

(1) **Call to Order**

**Chair Holladay** called the meeting of the South Fork Water Board to order at 6:00 pm.

(2) **Public Comments**

**Alice Richmond** said that this year's Clackamas River Tour was booked full, and she hoped the newly elected members had reserved a seat on the bus. The tour was about South Fork's water from its source. She hoped to see the Board members on the bus Saturday, October 5. If a Board Member would like to go and a seat had not been reserved, let her know because Christine might be able to squeeze them in. She noted she had been hearing from a good source about conversations at the Pentagon and the Capital regarding long-term cyber-attacks, which a very serious issue. Water was the prime target, and it should be protected.

\ **John Collins, General Manager**, added that he would provide an update on that subject during Business of the Manager.

(3) **Consent Agenda**

(A) Approval of the Minutes of the June 26, 2019 Board Meeting.

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

(4) **Resolution 19-02 Emergency Repair of Finished Water Transmission Line on Anchor Way**

**John Collins, General Manager**, reminded he had communicated with the Board via email about the full break in the water transmission line that occurred on September 7<sup>th</sup> and was repaired within 12 hours after mobilizing contractors and getting engineers involved. The City of

Oregon City was instrumental in helping, and Clackamas River Water's (CRW) Water District provided engineering support and opened its certified lab on Sunday to expedite testing. He commended Jason Labrie, Josh Nyseth, and Rob Cummings, from CRW for their help as well. He explained the need to memorialize the event as an emergency and that SFWB had to supersede South Fork's contractor review rules and hire people without a formal bid process.

**Christopher Crean, SFWB Legal Counsel**, added the emergency had to be documented in order to spend the money.

**Board Member Sakelik** asked how much water was lost during the break.

**Mr. Collins** replied it was hard to determine, but given the approximate one foot drop in the Mountain View Reservoir, the loss was estimated to be between 250,000 to 500,000 gallons of water.

**Board Member Sakelik** asked how long it would take for the LOT Intertie to kick in.

**Mr. Collins** said the City of West Linn responded quickly, and was on the LOT system within 30 to 40 minutes of contact.

**Vice Chair Axelrod** thanked everyone who reacted so quickly to the water line break. He had toured the area with Mr. Collins and it was a difficult area to work in. Everyone did a great job.

**Board Member Smith moved to approve Resolution 19-02. Board Member O'Donnell seconded. The motion passed unanimously.**

(5) **Resolution 19-03 SFWB Public Records Request Policy**

**John Collins, General Manager**, reminded SFWB was insured by Special District Association of Oregon (SDAO), and as part of SDAO's best management practices, updating policies was one of five components that would save 2 percent each of a total 10 percent savings on about \$100,000 in premiums every year. The proposed updated language was consistent with SFWB, Oregon City, and West Linn policies, resulting in a direct savings of \$2,000 on South Fork's insurance renewal, so it was good business. He strongly recommended moving forward with Resolution 19-03.

**Vice Chair Axelrod** noted a minor correction on Page 2 of the Request Policy in the last sentence of Item 10, which should state, "...or destroy ~~and~~ **any** Board records,...". He was glad the Board was adopting the policy and that the Board had the option not to charge if so inclined.

**Board Member O'Donnell moved to approve Resolution 19-03 with the correction of the word 'and' to 'any' on page two of the Public Records Request Policy as stated by Vice Chair Axelrod. Board Member Smith seconded the motion, which passed unanimously.**

(6) **Business from the Manager**

- 1) Anchor Way Pipeline Repair Update

**John Collins, General Manager**, requested that this item be revisited after the Executive Session, to which the Board agreed.

2) America's Water Infrastructure Act: Risk Assessments and Emergency Response Plans

**John Collins, General Manager**, stated the American Water Infrastructure Act (AWIA) required that South Fork's emergency response plans be updated and systems, such as fencing and lighting be assessed, including systems related to Ms. Richmond's concerns regarding cyber-attack vulnerability and the need to protect the electricity, etc. A consultant would be hired that would follow a prescribed formula approved by the government and South Fork would go through the exercise. Thanks to Kim Brown, SFWB's formal Emergency Response Plan was updated in 2018. Asset management would also be addressed, and the entire project had been included in the budget. As a medium water treatment system, SFWB was required to be compliant by December of next year. The larger systems were still getting answers to questions, so while it would not be surprising if the deadline was extended, SFWB had to be prepared to have this done. He clarified the City of Oregon City did not handle South Fork's IT services and that South Fork was taking proposals for a new server and IT support system, which was already in the approved budget. He expected to provide an update next month.

**Board Member Sakelik** stated he recently spoke with West Linn's IT Director about cyber security and ransomware, and he felt very comfortable because the IT Director had the right backups in place to be back online within a day without losing much information should a ransomware attack occur.

**Mr. Collins** noted he should meet with the West Linn IT Director. He asked Mr. Heidgerken about CRW's status regarding the AWIA's requirement, and if CRW was developing RFQs and RFPs.

**Todd Heidgerken, CRW**, replied that the American Water Works Association (AWWA) had some tools CRW used to do some cyber security assessments ahead of time that would help with AWIA requirements. He confirmed that the AWIA requirement package would be its own body of work

**Mr. Collins** added that both Oregon City's and West Linn's water systems also needed to be compliant with the AWIA rules. A joint meeting would be held with Oregon City and West Linn to go over the status. He knew both Oregon City and West Linn were keenly aware of the requirement and had it on their workloads.

3) Proposed Work Session for October 2019:

- a. Presentation by Lindsey McWilliams (HDR) on behalf of ODOT and the I-205 Widening & Seismic Improvement Project
- b. Presentation by Todd Heidgerken (CRW) about service area changes

**John Collins, General Manager**, proposed holding a work session at 6:00 pm, prior to the regular October meeting for two presentations. First, ODOT and HDR would present the seismic improvements to the Abernathy Bridge and how that project would be facilitated. He was not sure whether the presentation was the same given to Oregon City's City Council and confirmed West Linn's Council had only had a surface level review of the project. Second, Todd

Heidgerken would provide an overview of the CRW service area and the upcoming service connection changes and time frame, as it was crucial that all parties be on the same page.

(7) **Business from the Board**

**Vice Chair Axelrod** reported that South Fork's AWWA Climate Change Committee was working on some utility guidelines and hoped to have them early next year. He was scheduled to attend the Regional Water Providers Consortium Board meeting next week.

(8) **Executive Session –Adjourn regular meeting and convene Executive Session if needed.**  
The September 25, 2019 regular meeting was recessed at 6:22 pm.

- 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 conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660 (2)(d).

(9) **Reconvene Regular Meeting if needed to take any action necessary as determined in Executive Session.**

**Chair Holladay** reconvened the Regular Meeting of the SFWB at 6:41 pm.

**John Collins, General Manager**, clarified that his leave time involved three different categories, not just vacation time.

**Board Member Smith** moved to authorize the SFWB to buy back 440 hours of leave time from the General Manager. **Board Member Sakelik** seconded the motion, which passed unanimously.

**Chair Holladay** adjourned the regular meeting at 6:43 pm.

Respectfully Submitted,

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