



**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES – 5:30 P.M.
SEPTEMBER 24, 2020**

THIS MEETING WAS CONDUCTED REMOTELY VIA TELECONFERENCE.

BOARD MEMBERS PRESENT:

Mark Knudson	NCCWC	Oak Lodge Water Services
Kevin Williams	NCCWC	Oak Lodge Water Services
Matt Tracy	NCCWC	City of Gladstone
Chris Hawes	NCCWC	Sunrise Water Authority
Andy Coate	NCCWC	Sunrise Water Authority

STAFF PRESENT:

Wade Hathhorn	NCCWC	Sunrise Water Authority
Gail Stevens	NCCWC	Oak Lodge Water Services

ATTENDEES:

Sarah Jo Chaplen		Oak Lodge Water Services
Laural Casey		Oak Lodge Water Services
John Collins		South Fork Water Board
Jim Whynot		City of Gladstone

1. Open Regular Meeting

Chair Tracy called the Board of Directors meeting to order at 5:34 p.m.

2. Welcome Visitors & Public

General Manager Hathhorn welcomed everyone and overviewed the general protocols of a virtual meeting due to the COVID-19 pandemic.

General Manager Hathhorn asked District Recorder Casey to facilitate a roll call. District Recorder Casey facilitated the roll call of Board members.

General Manager Hathhorn welcomed the Commission's new Finance Director, Gail Stevens. Finance Director Stevens introduced herself and overviewed her experience and background.

3. Public Comment

Chair Tracy asked District Recorder Casey if there were any members of the public in attendance. District Recorder Casey stated there were none.

4. Approval of Minutes

Chair Tracy called for comments on the minutes of the June 25, 2020 Board of Directors meeting. There were none. Director Hawes moved to approve the minutes from the June 25, meeting as presented. Director Williams seconded. Chair Tracy asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Coate.

MOTION CARRIED

5. Adoption of Consent Calendar

Chair Tracy called for comments on the Consent Calendar: authorization of the checks for June, July, and August 2020; Re-Appointment of Legal Counsel; and Re-Appointment of Insurance Agent. There were none. Chair Tracy called for a motion to adopt and authorize the checks for June, July, and August 2020; Re-Appointment of Legal Counsel; and Re-Appointment of Insurance Agent. Director Knudson moved to approve the consent calendar. Director Hawes seconded. Chair Tracy asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Coate.

MOTION CARRIED

6. Board Discussion

6.1 Election of Officers for FY 2020-21

General Manager Hathhorn explained the appointment of officers rotated between the partners, noting the Oak Lodge Water Services District (OLWSD) would select a Chair for the 2020-2021 fiscal year. Director Knudson nominated Director Williams. Director Hawes seconded. Chair Tracy asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Coate.

MOTION CARRIED

General Manager thanked Director Tracy for his service as Chair during the 2019-2020 fiscal year.

General Manager Hathhorn explained a Vice Chair could be nominated from either of the other two partners. Chair Williams asked for a Vice Chair nomination. Director Hawes nominated himself. Director Knudson seconded. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Coate.

MOTION CARRIED

6.2 Update on Collaboration Efforts with South Fork Water Board

General Manager Hathhorn introduced South Fork Water Board (SFWB) General Manager, John Collins, and overviewed the purpose of the collaboration: a proposed training program and potential co-management operations at the treatment plants.

Mr. Collins detailed the history of an apprenticeship program at Clackamas Community College,

the aging workforce, and the need to replace the workforce with skilled employees. He explained the joint application for a two-year program. Mr. Collins discussed efforts to partner with California State University in Sacramento and with Clackamas Community College. He overviewed the program graduation requirements including approximately two thousand employment hours and one-hundred forty educational hours. Mr. Collins explained how the program will create a competitive market for skilled employees in the area. General Manager Hathorn confirmed the nationwide problem to replace a retiring workforce. He explained the opportunity SFWB and the Commission had to train a skilled workforce with three different treatment plant methods. Sarah Jo Chaplen and Mr. Collins discussed the likelihood for program graduates to be highly recruited and the value they will bring to SFWB and the Commission. Mr. Collins overviewed the next steps.

Chair Williams asked if the Oregon Bureau of Labor and Industries' (BOLI) acceptance of the program was a requirement of the employment division. Mr. Collins explained the program was required by the Oregon Administrative Rules to be approved by BOLI. He overviewed other program requirements including a governing committee.

Chair Williams asked if there was concern regarding enrolling enough students. Director Knudson stated there was a unique environmental ethics aspect to the program that may appeal to millennials. He commended General Manager Hathorn and Mr. Collins for their effort and stated a partnership with California State University would be beneficial.

Mr. Collins overviewed the proposed joint operations manager position between SFWB and the Commission highlighting the valuable cross-training that would be integral in an emergency. General Manager Hathorn discussed the Commission's Treatment Plant vulnerabilities due to staffing that have been identified in recent emergency situations. He explained the current seamless joint efforts and the need to make operations a formal practice. Mr. Collins added there has already been candidate interest for a joint operations position.

6.3 Update on Contracted Services for Engineering and other Key Roles

General Manager Hathorn explained the process for approval of contracted services and staffing issues that have been caused by the COVID-19 pandemic. He asked for approval of extra funding for engineering services given the additional hours spent by Tim Janssen on work for the Commission.

Chair Williams called for comments There were none. Director Coate moved to approve the General Manager's request to update the cost sharing allocation for an additional ten to fifteen percent. Director Knudson seconded. Chair Williams asked Laural Casey to conduct a roll call vote. Voting Aye: Directors Tracy, Hawes, Bailey, Williams, and Coate.

MOTION CARRIED

6.4 Review of Draft Procurement Policy

Chair Williams recessed the Board of Directors meeting at 6:21 pm to convene the Local Contract Review Board.

General Manager Hathorn overviewed State procurement rules and exceptions for sole source

procurements. He explained the use of OLWSD's procurement rules as a template for the Commission.

Vice Chair Hawes asked if the procurement rules would legally allow for sole source procurement of highly technical plant parts. General Manager Hathhorn explained how the rules would allow for a general exception of many plant parts instead of the Board making specific exceptions for every sole source procurement.

Chair Williams asked what percentage of Commission procurement is sole sourced. General Manager Hathhorn stated most of the plant's major equipment pieces are sole sourced, but the roof and pavement would not be included.

Sarah Jo Chaplen asked if the procurement exceptions would be adopted by ordinance with the other rules. General Manager Hathhorn confirmed.

General Manager Hathhorn overviewed the adoption process including a presentation by the Commission's legal counsel. There was discussion regarding the allowed flexibility of the rules. Sarah Jo Chaplen stated the rules had given OLWSD the flexibility to legally procure goods and services when they were needed.

Chair Williams asked if there was a sense of urgency to adopt the procurement rules. General Manager Hathhorn noted no urgency, but the careful preparation and review of the rules. Vice Chair Hawes stated a legal counsel presentation in January sounded good.

Director Coate asked if the procurement rules would expand on the criteria for sole sourced goods. General Manager Hathhorn confirmed that each part may not be listed, but the plant process needing specialized parts would be named. Sarah Jo Chaplen noted the strength of the procurement rules would be during emergencies. Director Knudson expressed support of system specific procurement rules.

Director Tracy asked about the highlighted portion of the QRF section of the procurement rules. General Manager Hathhorn stated the section was required by statute, but was simply highlighted because he had asked legal counsel about it.

Chair Williams adjourned the Local Contract Review Board at 6:38 pm to reconvene the Board of Directors meeting.

7. Monthly Items

7.1 Financial Reports

Finance Director Stevens explained the extra financial reports due to reporting across two fiscal years. She detailed partner consumption numbers and usage graphs. Finance Director Stevens discussed the financial audit. She stated expenditures remained below revenue, which was currently about ninety two percent of budgeted revenue, and summarized the current financial position of the Commission.

7.2 Operations Report

General Manager Hathhorn highlighted summer production numbers including a peak at sixteen and a half, noting the plant's maximum is twenty. He stated the expansion of cell capacity would likely be discussed in the coming years.

7.3 Manager's Report

General Manager Hathhorn highlighted concerns regarding the wildfires and burn area within the Clackamas Watershed. He stated excess erosion is an immediate threat as is the extra organic matter which will increase disinfection needs. General Manager Hathhorn noted chlorine costs would increase and over chlorination will be monitored.

General Manager Hathhorn discussed water use curtailment because of the wildfires and seasonal low flow rates.

Sarah Jo Chaplen asked about the work to remove debris in the plant inflows. General Manager Hathhorn confirmed staff worked over night to clear debris from the windstorm. He commended the operators for their efforts and thanked SFWB for the joint response during the wildfires. Chair Williams asked General Manager Hathhorn to express the Board's appreciation to the plant operators. Director Tracy echoed the accolades of staff excellence.

7.4 Business from the Board

There was none.

8. Adjourn Regular Meeting

Chair Williams adjourned the meeting at 6:55 p.m.