South Fork Water Board **September 23, 2026**
Meeting Minutes
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GENERAL BOARD MEETING

CALL TO ORDER
Chair Bialostosky called the meeting to order at 7:07 pm.

ROLL CALL
Present: Rory Bialostosky, Chair, West Linn Mayor; Rocky Smith, Oregon City Commissioner; Mike Mitchell, Oregon City Commissioner; Carol Bryck, West Linn Councilor; Mary Baumgardner, West Linn Councilor

Excused: Denyse McGriff, Vice Chair, Oregon City Mayor

Staff Present: Wyatt Parno, Chief Executive Officer (CEO); Christa Britton, Business Manager; Mark Cage, Operations Manager; Sebastian Dirringer, Capital Projects Manager

Others Present: Ashleigh Dougill, Beery, Elsner & Hammond, SFW Counsel

PUBLIC COMMENTS
None.

CONSENT AGENDA
No items on the Consent Agenda.

AWARD OF CONSTRUCTION CONTRACT FOR WATER QUALITY SYSTEMS BUILDING
CEO Parno reported that six bids were received for construction of the Water Quality Systems Building, all within the engineer's estimated range of $10 million to $12 million. Following evaluation, Rotschy, LLC was determined to be the lowest responsible bidder.

Legal Counsel Dougill confirmed that she had assisted with the procurement process and reviewed the contract.

Board Member Baumgardner moved that the Board award the Water Quality Systems Building construction contract to Rotschy, LLC in the amount of $10,268,294 and authorize the Chief Executive Officer to execute the contract. Board Member Mitchell seconded the motion.

Ayes: Smith, Baumgardner, Bryck, Mitchell, Bialostosky
Nays: None.

The motion passed 5 to 0.

RESOLUTION 26-04 – WATER QUALITY SYSTEMS BUILDING RELATED CONTRACTS
CEO Parno explained that additional contracts would be needed for construction management, specialty inspections, SCADA integration, electrical work, system security, and other work associated with the Water Quality Systems Building. Resolution 26-04 establishes a total project authorization of $12.5 million and authorizes the CEO to execute necessary contracts and amendments within that amount. Expenditures exceeding $12.5 million would require further Board approval, and existing procurement requirements would remain in effect.

Board Member Baumgardner moved to approve Resolution 26-04, Authorizing Water Quality Systems Building Related Contracts. Board Member Bryck seconded the motion.

Ayes: Smith, Baumgardner, Bryck, Mitchell, Bialostosky
Nays: None.

The motion passed 5 to 0.

RESOLUTION 26-05 – EXEMPTION TO ALLOW RFP FOR ON-CALL PUMP SERVICE CONTRACTS
CEO Parno introduced Resolution 26-05, which had been reviewed by legal counsel.

Business Manager Britton highlighted the staff report regarding the proposed exemption from the formal invitation to bid requirement for on-call pump service contracts. South Fork needed one or more on-call contractors for routine pump maintenance and unexpected repairs. Because some of this work qualifies as public improvements under Oregon procurement rules, the standard bidding process would require selection based on the lowest bid. The Board approved a similar exemption for on-call construction contracts several years earlier. The proposed exemption would allow South Fork to issue a request for proposals and select contractors suited to the work.

Board Member Bryck expressed support for having contractors under contract before an emergency arises. Staff noted that established contractor relationships, pricing, and insurance information allowed for a more streamlined process when services were needed.

Board Member Mitchell moved to approve Resolution 26-05: Exemption from Formal Invitation to Bid Requirement for On-Call Pump Service Contracts. Board Member Bryck seconded the motion.

Ayes: Bryck, Baumgardner, Mitchell, Smith, Bialostosky
Nays: None.

The motion passed 5 to 0.

RESOLUTION 26-06 – SYSTEM DEVELOPMENT CHARGE ANNUAL ADJUSTMENT DATE
CEO Parno presented the staff report regarding Resolution 26-06, proposing to change the annual inflation adjustment date for System Development Charges (SDCs) from February 1 to January 1, beginning in 2027. The change would align South Fork's adjustment date with those of Oregon City and West Linn, eliminating the need for city staff to perform a second rate update one month later. The resolution would not change the existing SDC methodology.

The Board briefly discussed the administrative efficiencies associated with aligning the adjustment dates.

Board Member Baumgardner moved to approve Resolution 26-06, Updating the Annual Adjustment Date for System Development Charges. Board Member Bryck seconded the motion.

Ayes: Mitchell, Smith, Bryck, Baumgardner, Bialostosky
Nays: None.

The motion passed 5 to 0.

EXECUTIVE SESSION – RECESS REGULAR MEETING
To conduct deliberations with persons designated by the governing body to negotiate real property transactions, pursuant to ORS 192.660(2)(e).

Chair Bialostosky recessed at 7:23 pm and reconvened the regular meeting at 7:31 pm.

AUTHORIZATION TO PURCHASE 1700 DIVISION STREET
Board Member Baumgardner moved to authorize the purchase of 1700 Division Street for $370,000 and authorize the Chief Executive Officer to complete due diligence and execute all documents necessary to complete the transaction, subject to the terms of the Purchase and Sale Agreement. Board Member Bryck seconded the motion.

The Board briefly discussed the property's location and its value as a strategic acquisition, recognized Operations Manager Cage for identifying the opportunity and helping move the acquisition forward, and noted the transaction was mutually beneficial to both parties.

Ayes: Baumgardner, Smith, Mitchell, Bryck, Bialostosky
Nays: None.

The motion passed 5 to 0.

BUSINESS FROM THE CEO

1) Operations and Maintenance Update
   Operations Manager Cage reported that staff had completed cleaning the west lagoon in preparation for next year. He also reported that two exhaust fans at the intake had been rebuilt, including replacement shafts that required machining.

2) Capital Projects Update
   Capital Projects Manager Dirringer reported that both the Clackamas River Intake Prow and Water Quality Systems Building capital projects were on track, with no significant updates. Additional riprap work on the Prow was underway, along the upper riverbank slope to replace material displaced during the previous year's storm. He confirmed that a beaver previously observed near the prow had not been seen by contractors recently.

3) Water Quality Systems Building Groundbreaking Ceremony
   CEO Parno discussed plans for a groundbreaking ceremony for the Water Quality Systems Building before the end of the year and requested Board input on the scale of the event.

   Board members expressed support for a celebration with refreshments, project renderings, and invitations to community partners, including those who attended the annual barbecue, City Public Works representatives, and Utility Advisory Board members. Opportunities for Board members to speak at the ceremony were also mentioned.

   The Board discussed scheduling options, with Fridays preferred and consideration given to West Linn City Hall closures and Board member availability. November 20 was identified as a possible date, with Business Manager Britton to follow up on scheduling.

   CEO Parno also confirmed that the Board would meet in October and discussed the possibility of combining the November and December meetings due to holiday scheduling conflicts. The Board discussed Monday, November 23 as a good alternative meeting date. The combined meeting would also be Vice Chair McGriff's and Board Member Smith's final meeting as members of the South Fork Water Board.

BUSINESS FROM THE BOARD

There was none.

ADJOURN

The meeting adjourned at 7:47 pm.