

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
April 13, 2023**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

Sherry French President
Naomi Angier, Secretary
Tessah Danel, Treasurer
Rusty Garrison
Bob Rubitschun -

STAFF PRESENT:

Todd Heidgerken, General Manager
Karin Holzgang, Executive Assistant to the Board

CRW Employees: IT Manager, Kham
Keobounnam; Chief Engineer, Adam Bjornstedt;
Engineering Manager, Joe Eskew; Mike Grose,
CAD-GIS Technician

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Chris Hawes, Kevin Williams

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:01pm. The pledge of allegiance was recited.

MOTION: Commissioner Angier moved to approve the agenda as presented. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays: None
Abstentions: None

Public Comment- None

Consent Agenda

- CA-1: Gross Payroll and Account Paid for March 2023**
- CA-2: Cash Position and Transfers March 2023**
- CA-3: Adoption of the March 9, 2023 CRW Board Meeting Minutes**
- CA-4: Project Acceptance: Accept assets constructed from the "D St. Improvements" Project 19-5254**

MOTION: Commissioner Angier moved to approve the consent agenda as presented. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Agenda Item 1.0 Conduct Second Reading, by Title Only, and adoption of Res. 10-2023 amendment to Local Contract Review Board Rules 110-012, Contract Exceptions and Exemptions

Mr. Heidgerken shared with the Board this Resolution was read by title only in March and no additional comments have been given

MOTION: Commissioner Angier moved the CRW Board Approve Todd Heidgerken, General Manager to conduct the Second Reading by title only and adoption of Resolution 10-2023. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Mr. Heidgerken read the Resolution by Title only

Agenda Item 2.0 Consider Approval of Contract Amendment with Cascade Columbia Distributing in Excess of the General Managers Signature Authority

Mr. Heidgerken shared that chemical costs for the water treatment chemical CRW purchases from Cascade Columbia have increased and there is an overall cost increase in chemicals and the amount exceeds the GM signature authority which is why the contract needs Board approval.

Commissioner Rubitschun asked about the pricing under this current contract and what is driving the extra spend and it is due to needing to order an extra shipment and the original NTE may have been underestimated.

MOTION: Commissioner Angier moved the Board to approve the contract amendment with Cascade Columbia for the not to Exceed amount of \$80,000 and authorize the General Manager to sign the completed contract. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Agenda Item 3.0 Consider approval of on-call construction contract extensions.

Mr. Heidgerken shared that CRW commonly procures a pool of construction contractors for on-call work. In addition to extending the contract for another year staff is asking for the contract NTE to increase to \$100,000.

MOTION: Commissioner Angier moved to approve the contract extensions for CRW's on-call construction contracts and authorize the General manager to sign the completed contract. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Agenda Item 4.0 Consider adoption of Resolution 11-2023 Appoint Budget Officer for BN 2023-2025

Mr. Heidgerken shared that with the resignation of Jason Kirkpatrick as CFO who was appointed as the Budget officer there is a need to appoint a new budget officer. This resolution appoints the GM as budget officer for the BN 2023-2025.

Commissioner Rubitschun shared that this makes good sense designating the GM as the budget officer but is concerned about the other outside commitments and roles at CRW and asked if additional help is needed.

MOTION: Commissioner Angier moved to adopt Resolution 11-2023 appointing Todd Heidgerken, CRW General Manager as the CRW Budget Officer for biennial period 2023-2025. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Agenda Item 5.0 Consider Exemption request for Water Service to 20106 S. Atwood Ln, Oregon City

Mr. Bjornstedt shared that this type of requests comes up periodically with new development. For this property there is not the frontage that CRW Rules and Regs require so in order to receive water service from CRW the property owner obtained a private easement from a neighboring property allowing the waterline to cross that property and reach the property at 20106 S Atwood Ln.

Commissioner Rubitschun asked if the easement was recorded by the county and it is. Commissioner Garrison asked if the home owner would pay for the waterline and yes they would.

MOTION: Commissioner Angier approve request for exemption to the requirement for frontage to main for water service, for the property at 20106 S. Atwood Ln. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:
Abstentions: None

Agenda Item 6.0 Intergovernmental Agreement (IGA) with Clackamas County: Water System Upgrades during the Redland Rd. Turn Lanes at Ferguson and Bradley project.

Mr. Eskew shared this is an IGA with Clackamas County where CRW will have the County's contractor build CRW's water line during their roadwork project. CRW will inspect the waterline work. Previously staff requested the Board to approve the pre purchase of materials for the project. If approved by CRW the County Board will be asked to approve it next week and then will go out to bid for a contractor. Commissioner Angier asked if there is an existing waterline, and this is a waterline that is being upsized through this work as a part of the South Side Enhancement work. Commissioner Garrison asked if this project would help reduce the amount of water that CRW purchases from South Fork but this is just a part of that work and there are still two other projects that need to be completed. Commissioner Rubitschun asked if there are other planned County projects that would assist with the additional projects that need to have the waterline upsized and there are not any at this point.

MOTION: Commissioner Angier moved to approve the IGA with Clackamas County: Water System Upgrades during the Redland Rd. Turn Lanes at Ferguson and Bradley project, including a Not-To-Exceed amount of \$348,689.00. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun
Nays:
Abstentions: None

Agenda Item 7.0 Management Report (see attached monthly report)

- The Board received a copy of the upcoming April bill insert; the CRWP newsletter and the monthly report.
- CRWP approved the budget for the next fiscal year, monies were approved to enhance emergency management.
- CRW received a FEMA grant for the CRW Redland Rd. WL project phase 2 that will cover the costs at 100%
- Water Treatment plant tours have begun again- schools, budget committee and health care providers
- May Board agenda setting meeting will be held on April 27 and the first CRW budget committee meeting will also occur that night.
- CRW is recruiting for a summer intern is water distribution a CFO and Water Resources Manager. Jana Snelling has joined the FACS team as a Customer Service Specialist
- The Board will be receiving their budget binders; the proposed budget is available on the CRW website and is being delivered to the citizen budget committee member.

No public comment- None

Agenda Item 9.0 Commissioner Reports and Reimbursements

- Commissioner Garrison submitted his NCCWC meeting notes and are a part of the packet
- Commissioner Angier attended the Executive Committee meeting for the Regional Water Providers- discussed how to implement the adopted mission, vision, and values, may send out another survey and how best to implement the Strategic Plan
- Commissioner Rubitschun attended the recent WTP tour and was impressed by the redundancy built into the plant process and how much staff enjoyed telling their story and what their role is at CRW.
- Commissioner Danel attended the State of the Counties lunch. Tolling and homelessness were topics discussed during the lunch.
- Commissioner French attended the Clackamas Coordination meeting, tolling was a topic discussed. Also attended the Sunrise Water Authority meeting, there was a work session on emergency planning. Attended the Oak Lodge meeting, awarded the contract for SCAADA services, South Fork is now officially an Authority. Represented CRW at the opening of the Clackamas Little at Riverside Park.

Open meeting is adjourned 7:03pm



Clackamas River Water

Monthly Update

April 2023



- Monthly Update 3
 - Purchase Order Report.....3
 - Contracts Log..... 4
 - Summary of Legal..... 4
 - Public Records Request Received 4
 - Financial Reports 5
 - Statistics 6
 - Activity Reports 7
- System Operations 8
 - Operation Statistics..... 8
 - Project Updates..... 9-10
- Water Resources & Water Quality 11
 - Water Distribution Charts 11
 - Sampling Reports 12
 - Regulatory 12
 - Non-Regulatory 12
 - Winter Conditions Report 13

Purchase Order Report- March 2023

Purchase Order Report - March 2023

Vendor: 01844 - FERGUSON ENTERPRISES INC

PO #	Description	Total Amount
23-0063	FERGUSON ON ENOCH CT CLACKAMAS	4,500.00

Vendor: 02210 - SPECIALTY CONTROLS INC

PO #	Description	Total Amount
23-0112	(1) AUMA ACTUATOR SAR10.2/GS80.3/AC01.2	8,318.00

Vendor: 02322 - GENERAL PACIFIC INC

PO #	Description	Total Amount
23-0015	BADGER METERS, VALVE BOXES.	51,382.00

PO #	Description	Total Amount
23-0109	WATER METERS AND WATERWORKS PARTS	23,000.00

Vendor: 02545 - LAKESIDE INDUSTRIES INC

PO #	Description	Total Amount
23-0029	EASY STREET POLMER COLD PATCH	6,000.00

Vendor: 03283 - MINUTEMAN PRESS TEAM

PO #	Description	Total Amount
23-0107	(3) CUSTOMER MESSAGES DOOR HANGERS-RE	947.00

Vendor: 04044 - GOLD STANDARD DIAGNOSTICS HORS

PO #	Description	Total Amount
23-0108	CYANOTOXIN TESTING SUPPLIES	13,320.45

Vendor: 04180 - MADRONE TECHNOLOGY GROUP INC.

PO #	Description	Total Amount
23-0111	DELL SERVERS (2)	92,150.00

Vendor: 04367 - OREGON CITY GARAGE DOOR LLC

PO #	Description	Total Amount
23-0110	REPAIR OR REPLACE CURTAIN FOR GARAGE	1,800.00

Contract Log

(Executed since last board meeting March 9, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
City Wide Facility Solutions	Janitorial Services and supplies	NTE \$92,000	4/1/23	3/31/24	Extended. This contract was approved by the Board in July 2022 as part of the blanket contract approvals agenda item
FCS Group	On-call Rate consulting services	NTE \$50,000	5/1/23	4/30/24	New
Office Max	Office Supplies		3/10/23	12/31/24	New in participation with the State of Oregon Contract
Ready Northwest LLC	Regional planning strategies for drinking water in an emergency	\$31,400	3/1/23	9/30/24	New. Grant project approved by the Board
Pacific Office Automation	Copier leases	\$180/per month plus copies	3/2023	3/2028	New copiers replacing copiers with expiring leases
W3Global	Direct Hire Agreement		3/23/23		New

Summary of Legal

March 2023

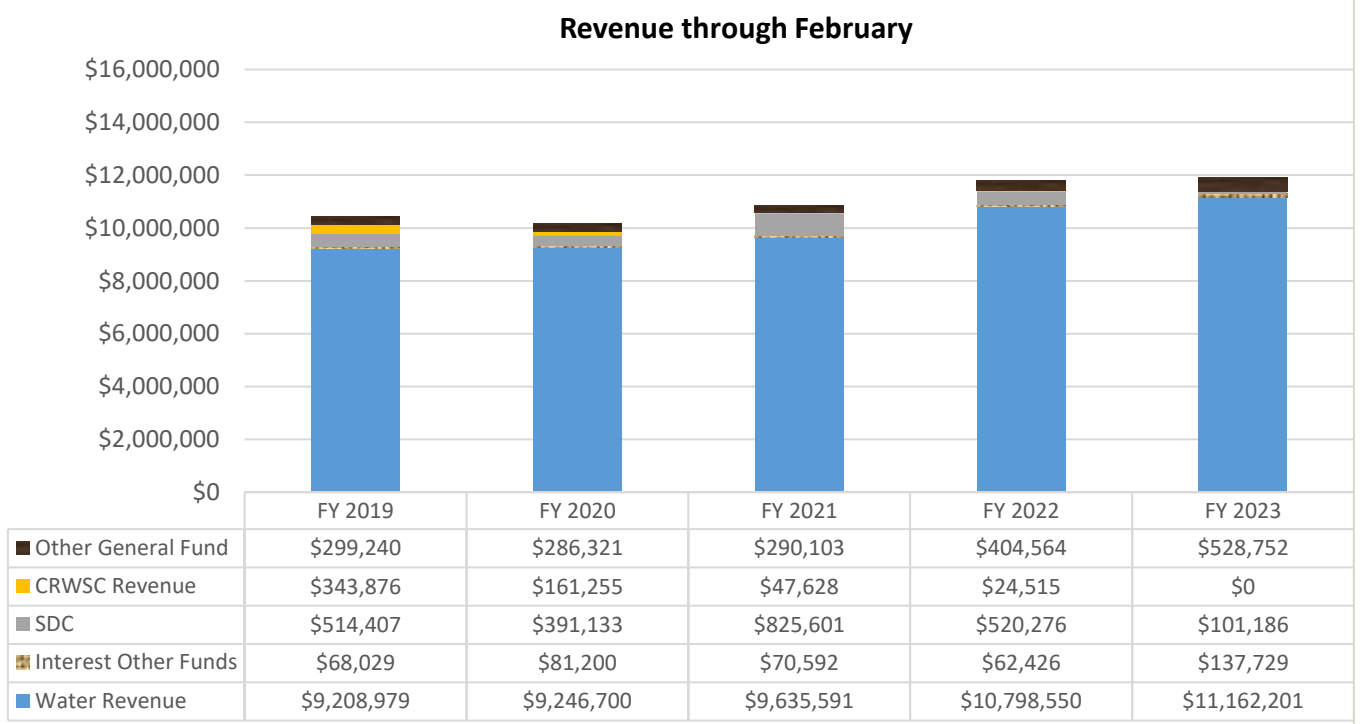
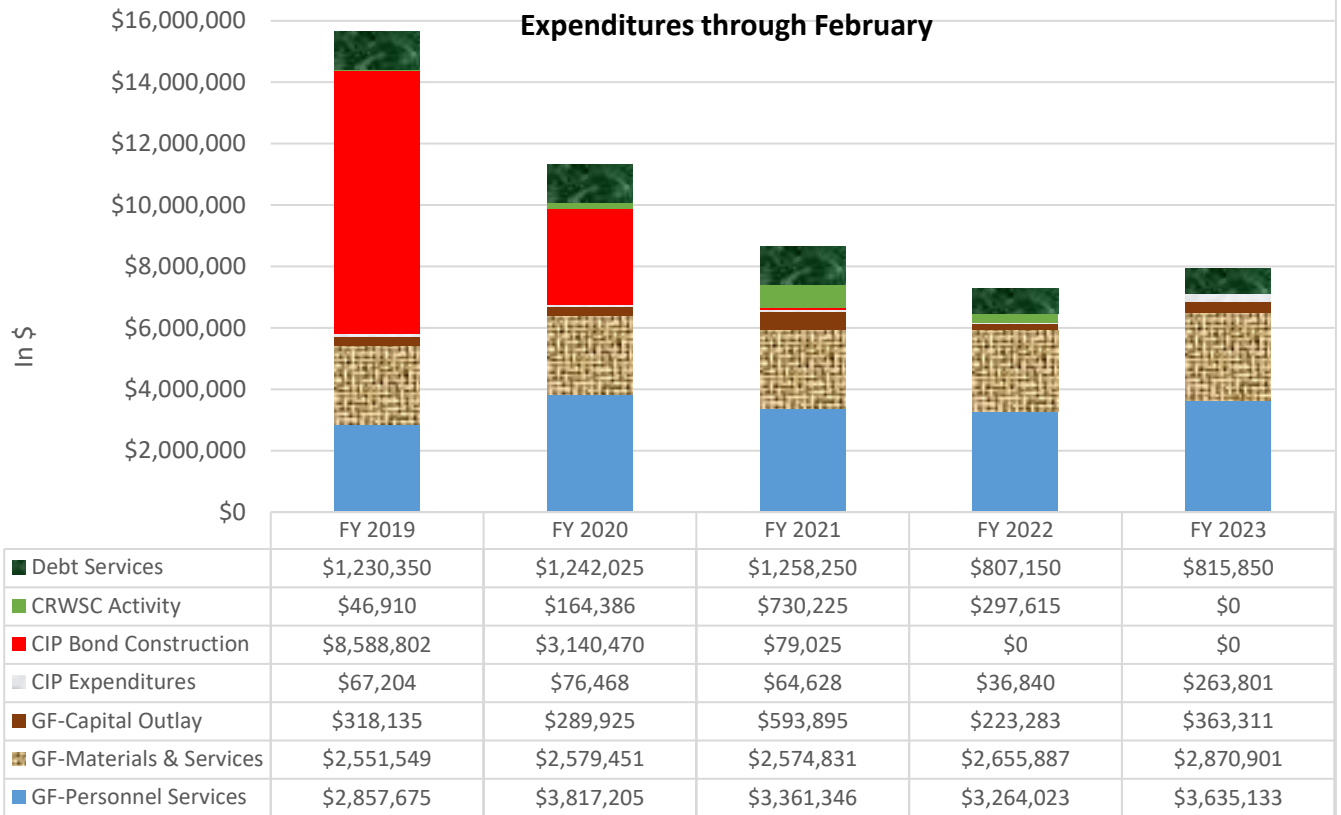
Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ _____
Total Legal	\$ 4,600.00

Public Records Request Received

Number of Records Requests Received in March 2023

1

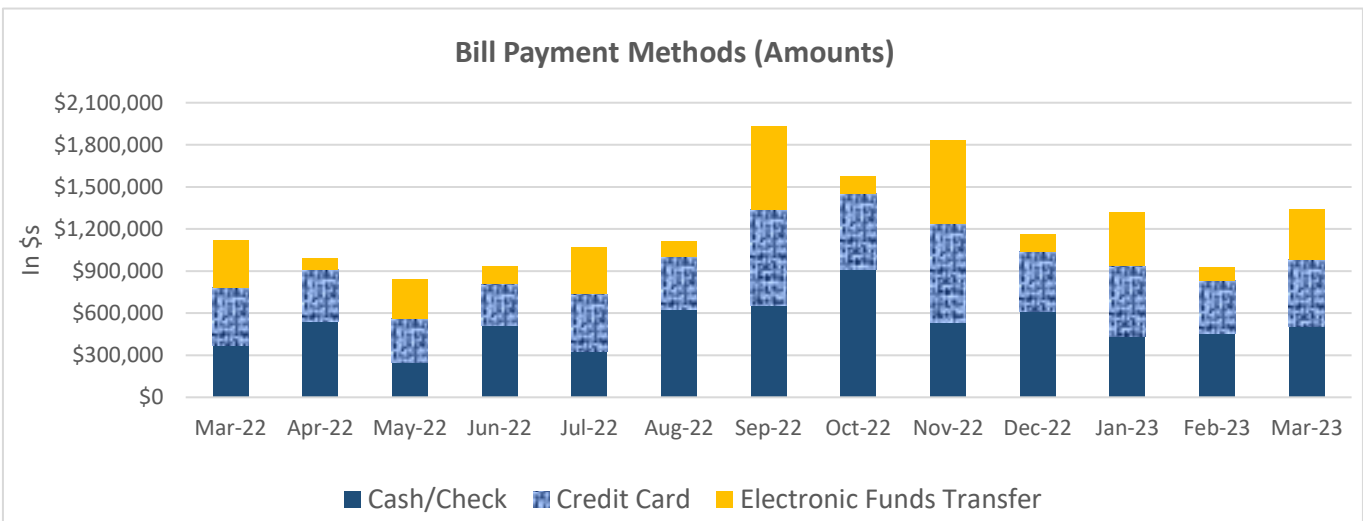
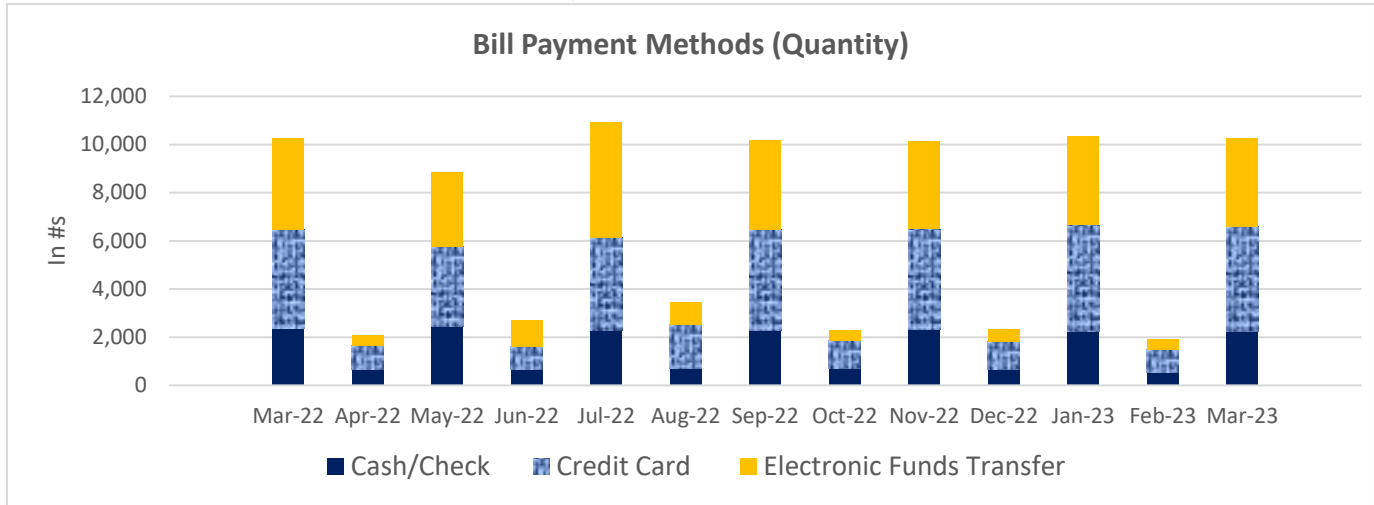
Financial Activity



1) SDC revenue is lower than the prior years due to fewer construction projects in the district. 2) Other General Fund revenue is higher primarily due to increasing interest rates. 3) There are no costs for CIP Bond or CRWSC as those funds have been closed out but will be reported in the 5-year graph. 4) GF-Capital Outlay is higher than prior years due to purchased equipment but is in line with budget.

(as of the end of March 2023)

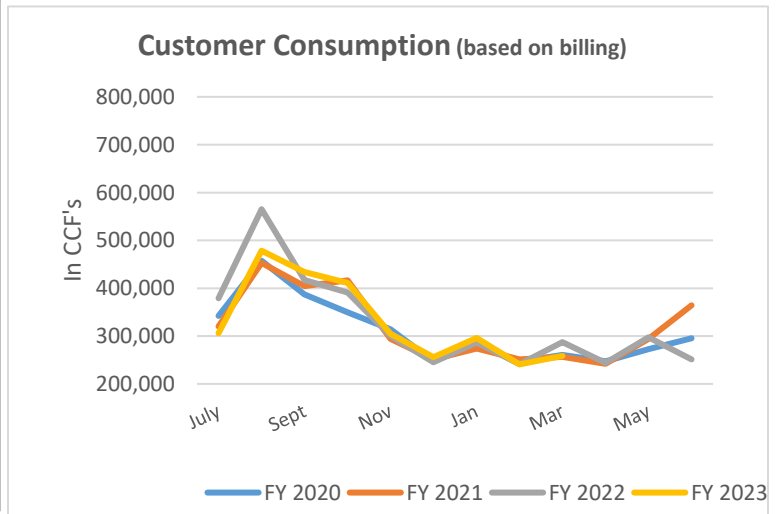
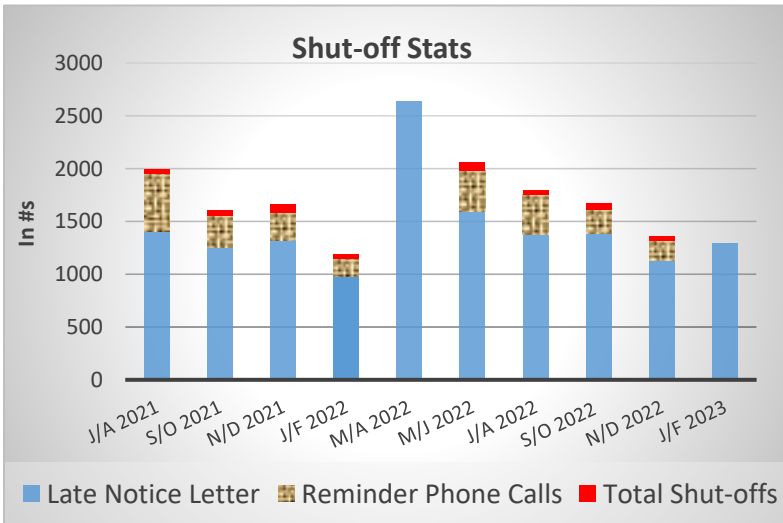
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



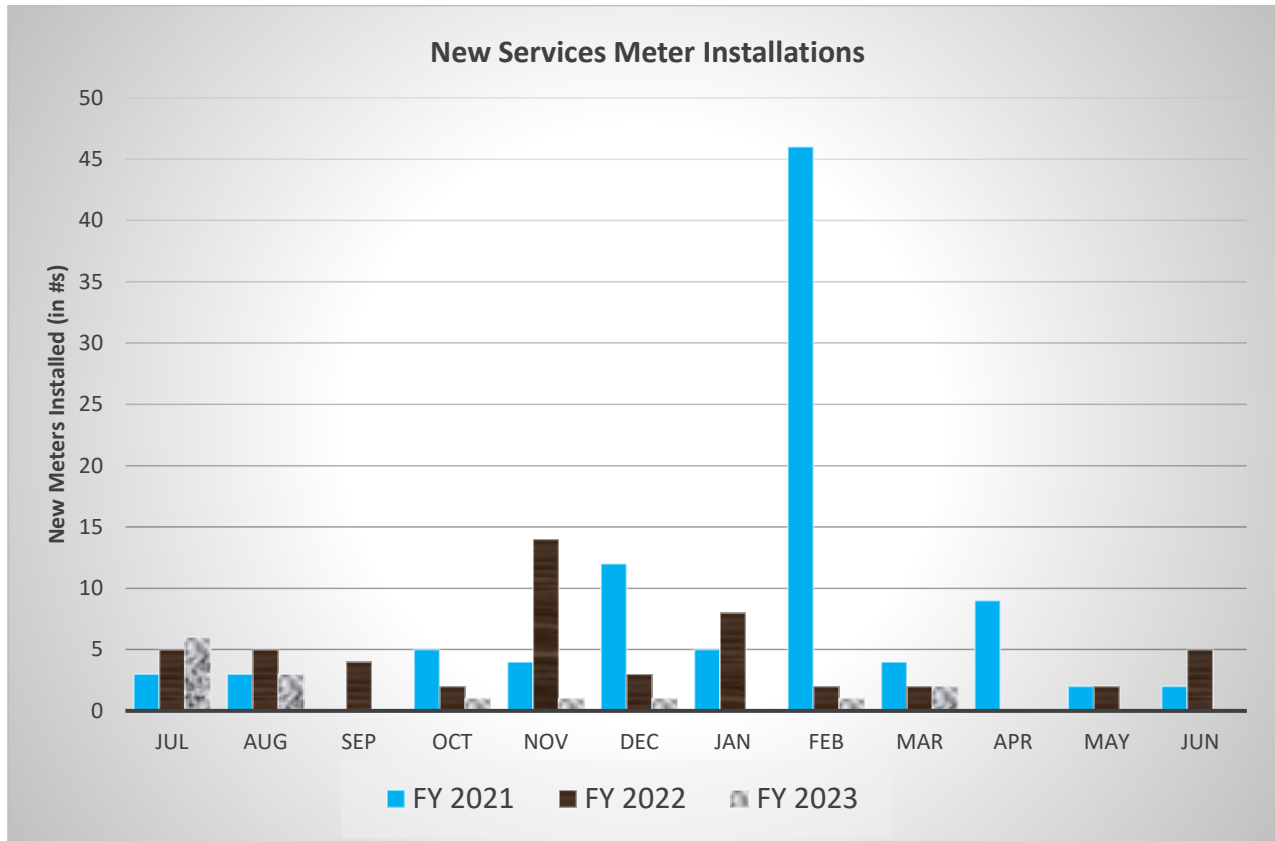
Cash/Check – Received via Lockbox, Counter

Credit Card – Received via CRW Initiated Automatic Payment, Walk-ins/Phone Calls, and Website

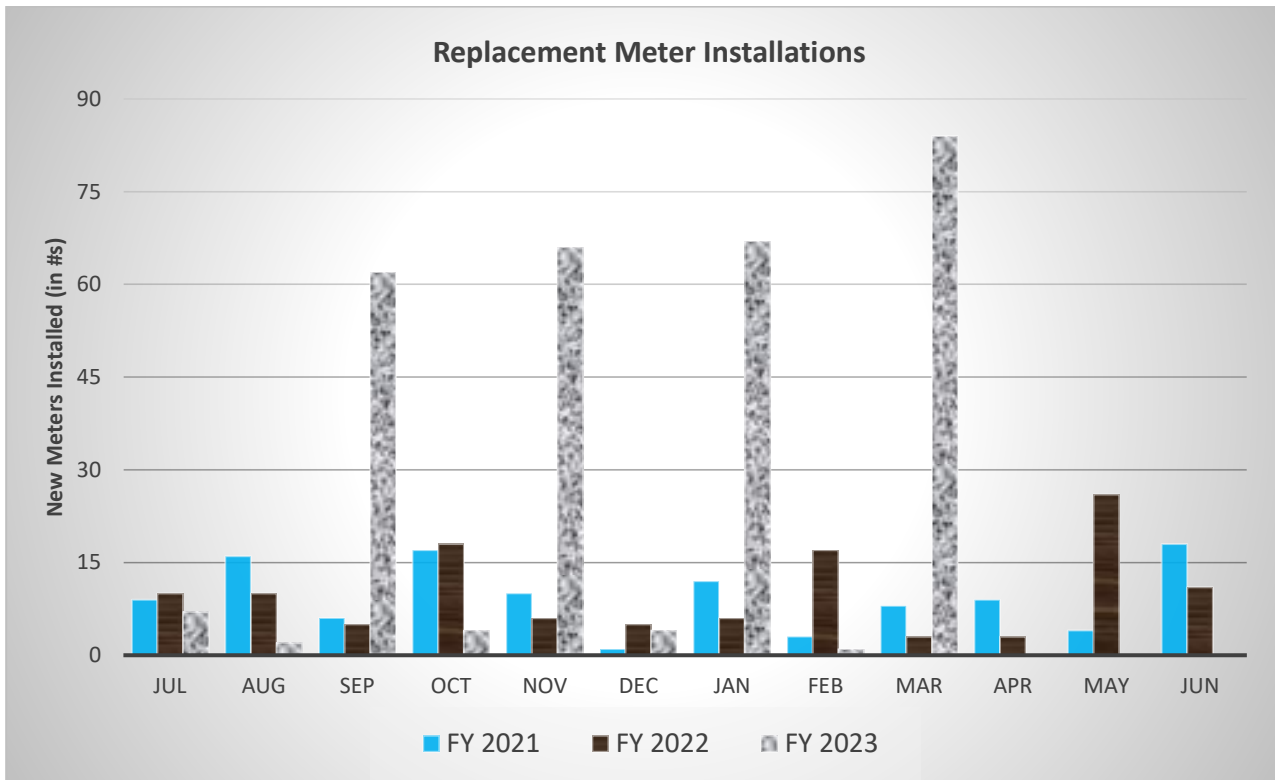
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*Reminder Phone Calls are made during the even months. Shut offs occur the following month. **Jan/Feb late notice number is an estimate *No late notices Sept-Dec. '20; reinstated February and sent in May 2021



No new services for Sept. FY21, April F22, Sept. FY 22, Sept. FY 23, Jan FY23



Annual 2023 Goal for Meter Replacement is 350- Year to date is 150

Operation Statistics

	Leak Repairs Made (all pipe sizes)	Leak Detection Completed (miles)	Hydrant Maintenance	Locate Requests	Valve Maintenance & Mapping	After-hours Callouts	Meter Maintenance Tasks	Cross Connection Inspections
Jan. 2023	0	0.0	6	374	95	3	47	0
Feb. 2023	0	0.0	140	366	162	0	58	2
Mar. 2023	4	0.0	4	496	80	4	0	0
April 2022								
May 2023								
June 2023								
July 2023								
Aug. 2023								
Sep. 2023								
Oct. 2023								
Nov. 2023								
Dec. 2023								
Total to Date	4	0.0	150	1236	337	7	105	2
2023 Annual Goal	N/A	120.0	1,110	N/A	500	N/A	N/A	96

Note - Annual maintenance goals are established based on several criteria including; AWWA Best Management Practices, identified system priority maintenance and repair focus needs, and internal/external project forecasts.

Private Development Projects

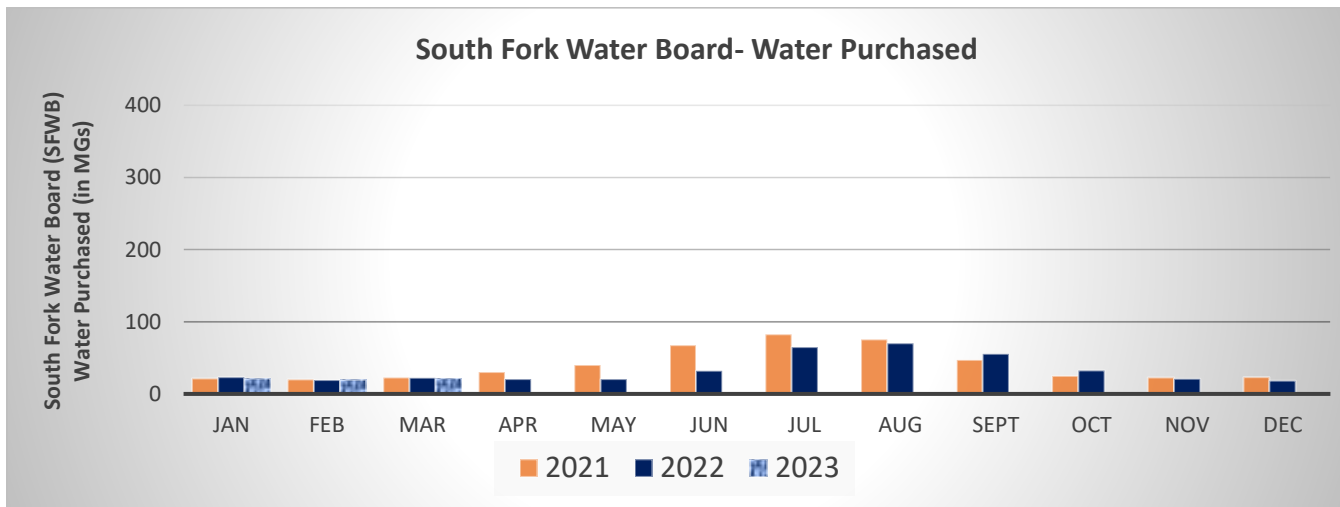
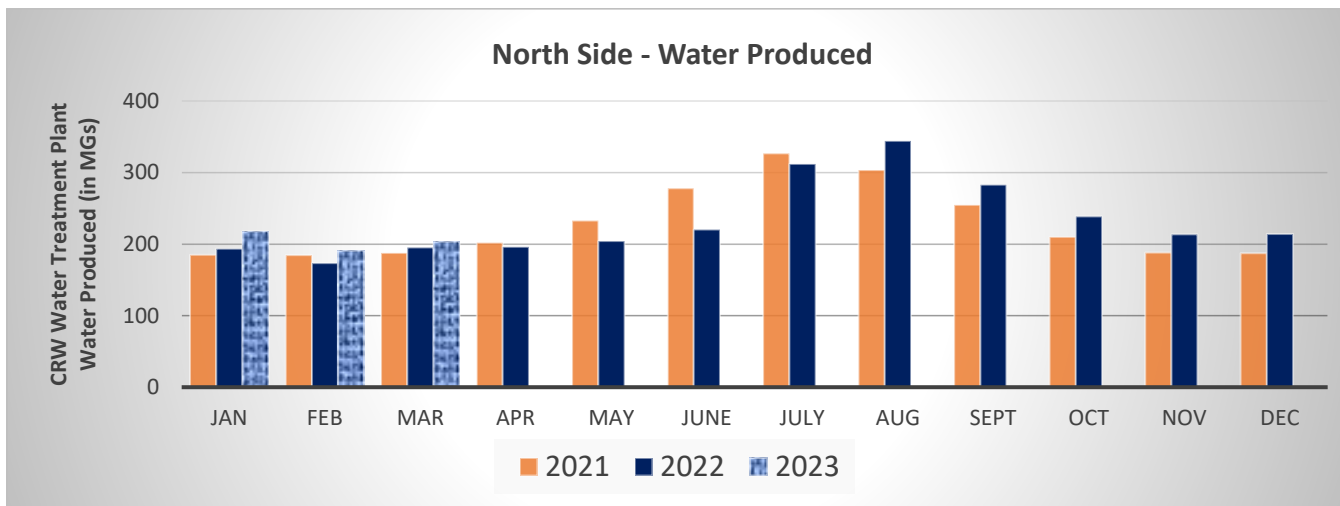
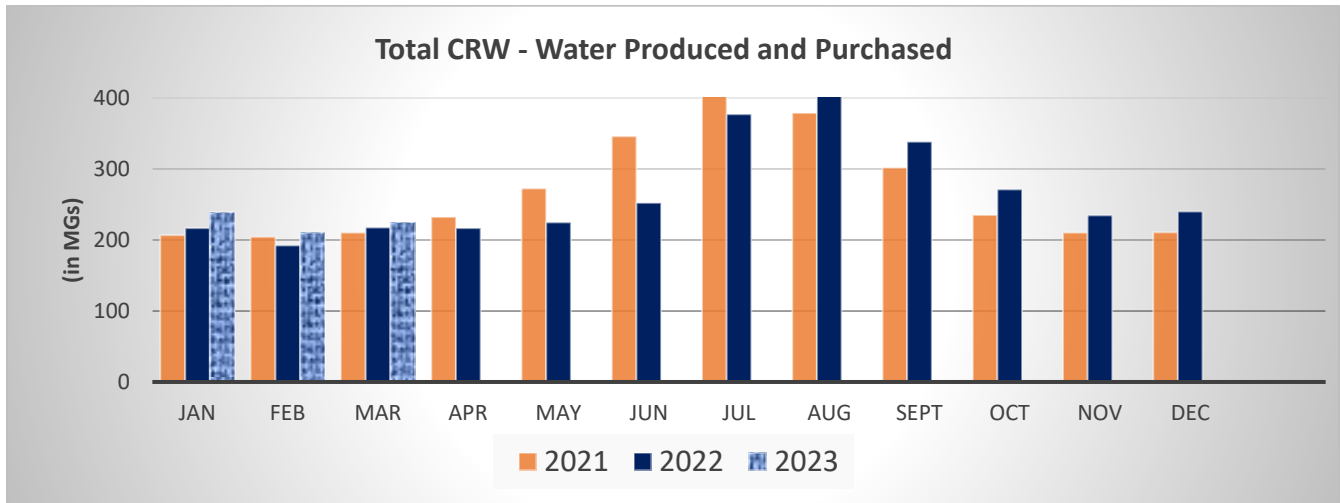
Private Project Tracking – March 2023

Project No.	Name	Description	Phase	Status
20-5262 Private	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Pending Construction start.
21-5283 Private	NCSD Facility	1 - 6" Fire Service 3 - domestic meters	Const.	Punch list underway.
21-5285 Private	130 th Industrial Park	3-fire services 3-commercial services	Const.	Construction underway.
18-5288 Private	Copper Heights	Residential 30 lot subdivision	Const.	Water system nearly complete.
21-5289 Private	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Design	Plan review in Progress.
22-5293 Private	Crosswhite Industrial	New 6" fire service	Const.	Pending Construction start.
22-5294 Private	Clackamas CLT	8" main extension for 10 lot subdivision	Const.	Pending Construction Start
22-5295 Private	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Design	Design Review in Progress
22-5298 Private	Serres Farms Subdivision	7-lots of subdivision	Design	Preparing development agreement
23-5299 Private	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Design	Preparing development agreement

Capital Project Tracking

Capital Project Tracking – March 2023

Project No.	Name	Total Budget BN 2021-23	Total to Date* (thru last month)	Remaining Budget	Status
5274	ODOT/City/Clackamas County DTD	\$250,000	\$10,984	\$238,587	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; WES force mains, ODOT 82nd Ave. improvements.					
5275	Athens Drive Waterline	\$641,000	\$516,373	\$124,627	Complete
5276	Fawn Ct. Waterline	\$277,000	\$0	\$277,000	No Activity.
Fawn Ct is a waterline replacement in a short cul-de-sac. The project has been abandoned for this biennium.					
5277	Leland Road Master Meter	\$493,000	\$1,850	\$491,150	No Activity
Discussing with Oregon City logistics and impact of meter transfers. The project has been abandoned for this biennium.					
5273	Redland Rd. Waterline Phase 1	\$1,080,000	\$217,711	\$862,289	Design 100% complete
County preparing to bid the project in May 2023. CRW has pre-purchased pipe and valves to mitigate material lead time delays. County and CRW have prepared an IGA for construction of the waterline by County Contract.					
5270	Linwood Road Improvements	\$328,000	\$203,063	\$124,937	Design 90% complete
County opened bids in January 2023 and selected a Contractor. Construction has begun. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$940,000	\$6,555	\$933,445	Gathering data
County road improvement schedule has construction in 2024. Staff is collecting data and researching project for design and construction in 2023 prior to County project.					
5279	Maplelane Road Waterline	\$846,000	\$62,889	\$783,101	Pending
After much delay for material delivery, the Contractor is scheduled to begin work in early April with completion in late June.					
5280	Pump Station Chlorine	\$168,000	\$14,449	\$153,551	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
5281	WTP Polymer Feed System	\$476,000	\$5,890	\$470,110	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$692,000	\$16,199	\$675,801	Valve procurement
Valves and actuators have been ordered. Delivery is estimated in approximately 30 weeks. An installation contract is being prepared and will be advertised for contractors nearer valve delivery date.					
5253	82nd Dr. - Phase 1 (Carryover)	\$97,000	\$46,974	\$50,026	Complete.
5287	90th St PS Electrical		\$55,825	(\$55,825)	Complete.
5291	I-205 Crossing		\$752	(\$752)	
5292	Johnson Creek Blvd. Improv.		\$1,140	(\$1,140)	
5243	CRC Mobility Improvements		\$3,285	(\$3,285)	Complete
5296	Holly Lane Pipe Repair		\$13,184	(\$13,184)	
	Totals	\$6,288,000	\$1,177,564	\$5,110,436	
***Total expenditure for March 2023 does not include labor overhead					



Regulatory

All 73 samples collected and analyzed for the March monitoring period showed no presence of coliform/E. coli bacteria.

Non-Regulatory

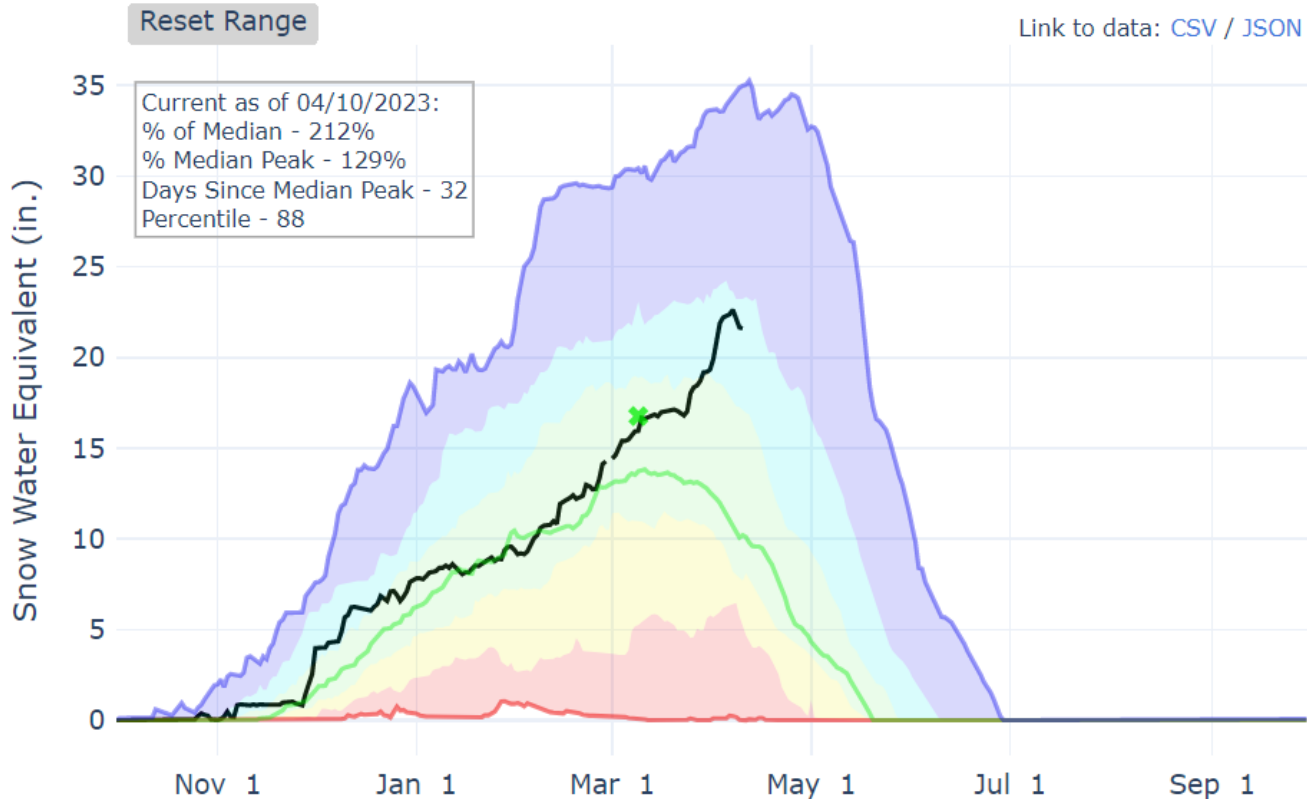
General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected throughout the distribution system at 19 locations in the North and South systems.

Monthly watershed sampling was conducted at 4 long-term sampling locations for total organic carbon, nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc), coliform density, pH, dissolved oxygen, TDS, and temperature.

Winter Conditions Reports

- As of April 10th, the **Clackamas basin snowpack was 212% of median**. Last year at the start of April the snowpack was 137% of median.
- March **precipitation in the Clackamas basin was 94% of normal**. Precipitation since the beginning of the water year (October 1 – April 9) has been 82% of normal.
- The April through September **streamflow forecasts in the Clackamas River at Estacada is 105% of median**.
- **The three-month outlook (Apr-Jun)** from the NOAA Climate Prediction Center calls for **normal temperatures** for most of Oregon, and slightly elevated chance of **below-normal precipitation** for most of Oregon.

SNOW WATER EQUIVALENT IN CLACKAMAS



Statistical shading breaks at 10th, 30th, 50th, 70th & 90th Percentiles