

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
October 17, 2024**

**COMMISSIONERS PRESENT:**

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:** Admin & Records Coordinator,  
Brandi Litteral; IT Manager, Kham Keobounnam;  
Chief Financial Officer, Christina Irish

**COMMISSIONERS ABSENT:0**

**VISITORS:** Bob Steringer, Kevin Williams, Chris Hawes

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:00pm. The pledge of allegiance was recited and roll taken

**MOTION:** Commissioner Danel moved to approve the agenda as updated. Commissioner Rubitschun 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 September 2024  
CA-2: Cash & Investment Ending Balances Report

**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 Consider Approval of Professional Services Agreements for On-Call Engineering Services**

Mr. Heidgerken explained these contracts are with a pool of Engineering firms for on-call services to perform work for the district. Each contract has a maximum not to exceed amount of \$100,000 but the intent is not to spend that full amount with each firm. Each of the firms brings a different area of expertise and availability so have several provides more flexibility to staff for contracting. Commissioner Rubitschun asked if Mr. Bjornstedt went to work for one of the on-call firms (West Yost).

**MOTION:** Commissioner Angier move to award professional Services contracts to Carollo Engineers, Consor North America, Kennedy/Jenks Consultants, RH2 Engineering and West Yost Associates, for on-call engineering services, each for the not-to-exceed amount of \$100,000 and authorize the General Manager to sign the completed contracts. Commissioner Danel seconded the motion

**MOTION CARRIED 5-0**

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

**Agenda Item 2.0 Consider Approval of Contract Amendment and increase to the not-to-exceed amount for City Wide Facility Solutions**

Mr. Heidgerken shared that the Board has previously approved the janitorial contract, the request before the Board is to approve an increased not to exceed amount so that staff can utilize their services for other projects outside of straight janitorial and supplies. The increase will also bridge the gap from the original estimate for supplies to the actual costs realized. Commissioner Garrison asked if the janitorial staff have background checks

**MOTION:** Commissioner Angier move the Board approve a contract amendment with City Wide Facility Solutions Janitorial Services increasing the not-to-exceed amount of the contract to \$105,000 per year and authorize the General Manager to sign the 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 increase to the not-to-exceed amount for contract work provided by Portland Engineering**

Mr. Heidgerken shared with the Board that there is a current contract in place with Portland Engineering to provide on-call SCADA support. Additionally, beyond

SCADA support, staff desires to contract with Portland Engineering to assist in preparation for the upcoming SCADA Masterplan since they have knowledge of the system since they have already been working to support staff.

**MOTION:** Commissioner Angier move the Board approve an increase to the not-to-exceed amount of the contract work provided by Portland Engineering to \$170,000 per year. Commissioner Danel seconded the motion

**MOTION CARRIED 5-0**

**Ayes:** Angier, Danel, French, Garrison, Rubitschun

**Nays:**

**Abstentions:** None

**Agenda Item 4.0 Management Report**

- The Board received an audit letter from Moss Adams CRW's audit firm; a monthly report; a copy of the October utility bill insert; and the Regional Water Providers Consortium Annual report
- Staff completed the Service Line inventory update project ahead of the due date and filed the information
- There will be no October work session or any more work sessions for the remainder of the year
- CRW offices will be closed Monday November 11 to observe Veteran's Day
- Staff participated in the Great Shakeout drill on October 17
- Ben Allphin joined the staff as a Water Works Mechanic and Rob Shillz joined the staff as a Water Treatment Specialist
- Commissioner Rubitschun asked about the Satellite imaging of the district for leak detection and if this project has been completed. The summer imaging was completed and the next set of images will be conducted next summer

**No public comment- None**

**Agenda Item 6.0 Commissioner Reports and Reimbursements**

Commissioner Angier attended the RWPC Board meeting on 10/9, they passed the by-laws; City of Newberg left the Consortium, and the Board had to address how to cover the loss of the dues from Newberg. Commissioner Danel & French attended the Oregon City Business Alliance lunch where drinking water was the focus. Commissioner French attended the Sunrise Water Board Meeting, C-4 meeting and the Oak Lodge Board meeting

**Agenda Item 7.0 Consider Approval of Additional Cost-of-Living increase for the General Manager**

The Board discussed the additional COLA for the General Manager. Commissioner Rubitschun suggested that additional COLA would be given once his direct reports receive their performance reviews. Commissioner Angier agreed that the COLA increase was reasonable and suggested this should be done soon. Commissioner Danel supports the additional 2% COLA increase to match management and increase the vacation accruals by an additional 5 days per year. Commissioner

French suggested keeping the increase on track with management COLA's. The proposal of an additional 2% COLA and 5 additional vacation days per year will be brought back to the Board in November for a vote.

**Open meeting is adjourned 7:05pm**



**Clackamas River Water**

# **Monthly Update**

***October 2024***



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Purchase Order Report- September 2024

Purchase Order Report September 2024

Vendor: 00011 - HACH COMPANY

PO #	Description	Total Amount
25-0080	PROCESS LAB REAGENTS	818.75

Vendor: 00128 - IDEXX DISTRIBUTION CORP.

PO #	Description	Total Amount
25-0079	WATER TESTING REAGENTS	35,000.00

Vendor: 00158 - TMG SERVICES INC.

PO #	Description	Total Amount
25-0083	BLUE WHITE CHLORINE PUMP	4,145.41

Vendor: 00402 - DLT SOLUTIONS

PO #	Description	Total Amount
25-0076	AUTODESK AEC COLLECTION IC GOVERNMENT SINGLE USEF	2,039.91

Vendor: 01198 - PACIFIC OFFICE AUTOMATION

PO #	Description	Total Amount
25-0084	QUARTERLY ADDITIONAL IMAGES	1,200.00

Vendor: 01546 - CASCADE COLUMBIA DIST CO INC

PO #	Description	Total Amount
25-0070	FY25 DENSE SODA ASH SUPPLY	40,000.00

Vendor: 03329 - PACIFIC MARKETING AND PROMOTIO

PO #	Description	Total Amount
25-0071	UNIFORM ORDER FOR SYSOPS AND WR	4,429.50

Vendor: 04044 - GOLD STANDARD DIAGNOSTICS HORS

PO #	Description	Total Amount
25-0077	ANNUAL MAINTENANCE CONTRACT FOR CAAS CYANOTOXIN	8,000.00

Vendor: 04167 - OLD CASTLE PRECAST INC

PO #	Description	Total Amount
25-0075	OLD CASTLE VAULT LID	15,400.00

Vendor: 04256 - CITY WIDE FACILITY SOLUTIONS

PO #	Description	Total Amount
25-0073	FY- 25 FACILITIES SUPPORT SERVICES	20,000.00

Vendor: 04381 - CORRECT EQUIPMENT INC

PO #	Description	Total Amount
25-0072	ACCUTAB SYSTEMS AND CHLORINE ANALYZERS	49,321.00

PO #	Description	Total Amount
25-0078	INJECTION QUILL FOR CIP 21-5280	4,088.28

PO #	Description	Total Amount
25-0081	LOVIBOND TURBIDIMETER	5,249.95

Vendor: 04386 - SWIFTCOMPLY US OPCO INC

PO #	Description	Total Amount
25-0074	BACKFLOW DATABASE SOFTWARE SUBSCRIPTION	5,000.00

Vendor: 04642 - VESTIS SERVICES

PO #	Description	Total Amount
25-0085	FY25 SUPPLY OF BUILDING SUPPLES, MATS AND UNIFORMS	5,100.00

# Contract Log

(Executed since last board meeting September 12, 2024)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
Engenuity Advantage LLC	Staffing Search Placement	NTE \$75,000	9/23/24		New
Streamline	Website Hosting	\$1,500 set-up \$735/mo. subscription	9/30/24		New
Team Electric	On-Call Electrical Services	NTE \$130,000	1/1/24	12/31/25	Amended to increase the NTE & extend time. Board approved 9/12/24
Trench Line Excavation	Webster Rd. Improvements	NTE \$424,896	11/1/24	1/31/25	Approved by the Board 9/12/24

## Summary of Legal

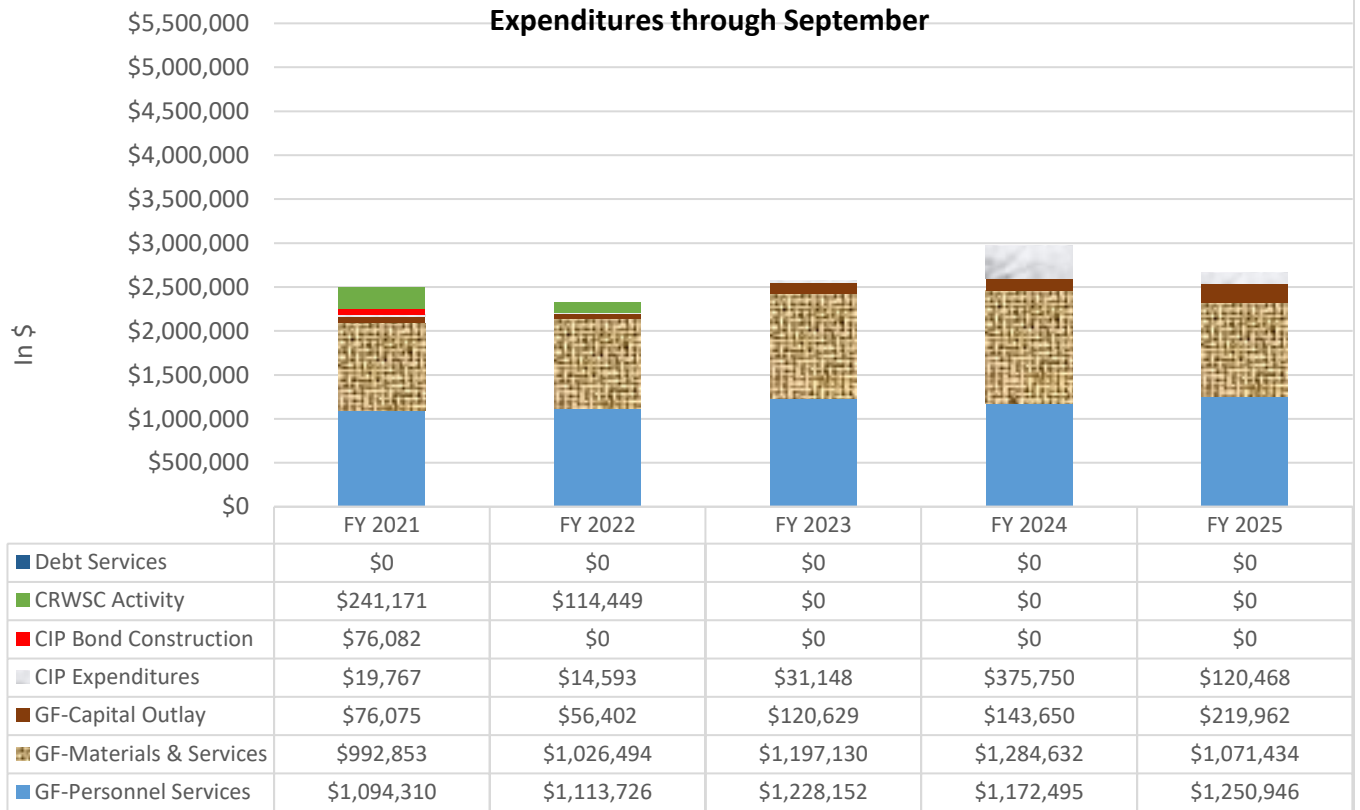
	<i>September 2024</i>
Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ _____
<b>Total Legal</b>	<b>\$ 4,600.00</b>

## Public Records Request Received

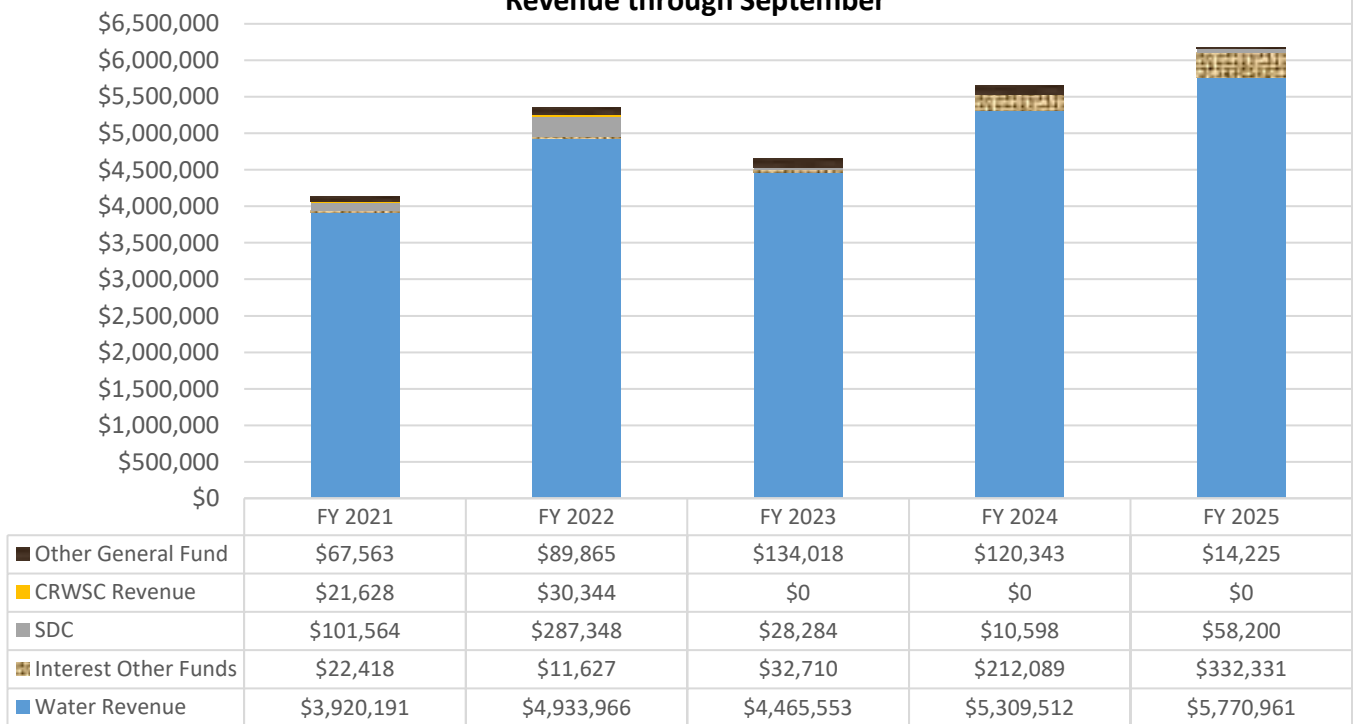
**Number of Records Requests Received in September 2024** **0**



**Expenditures through September**



**Revenue through September**

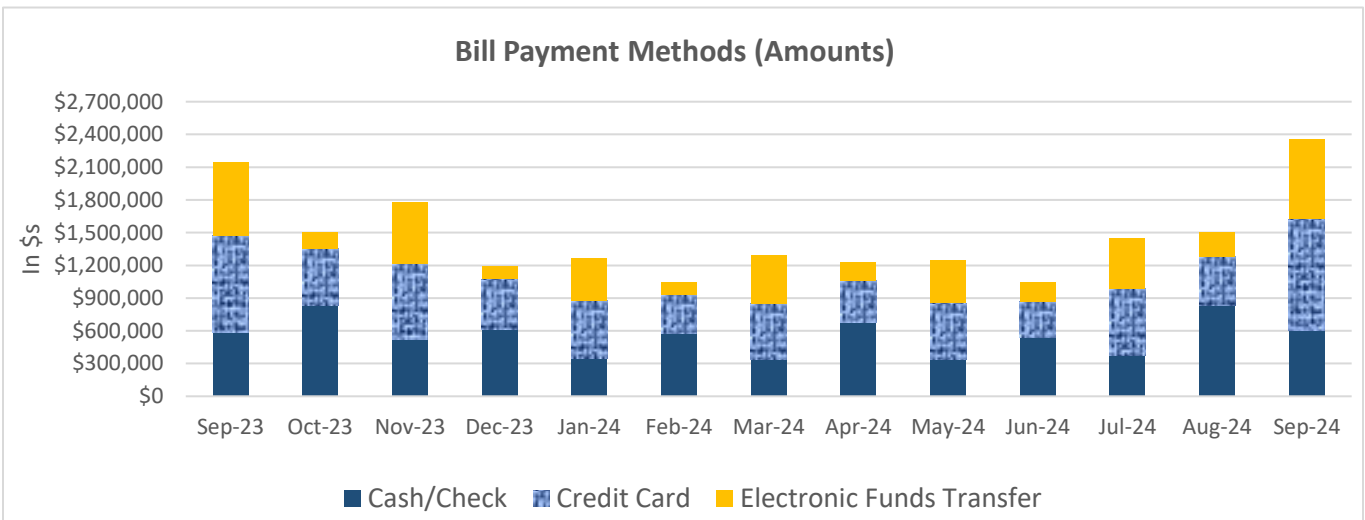
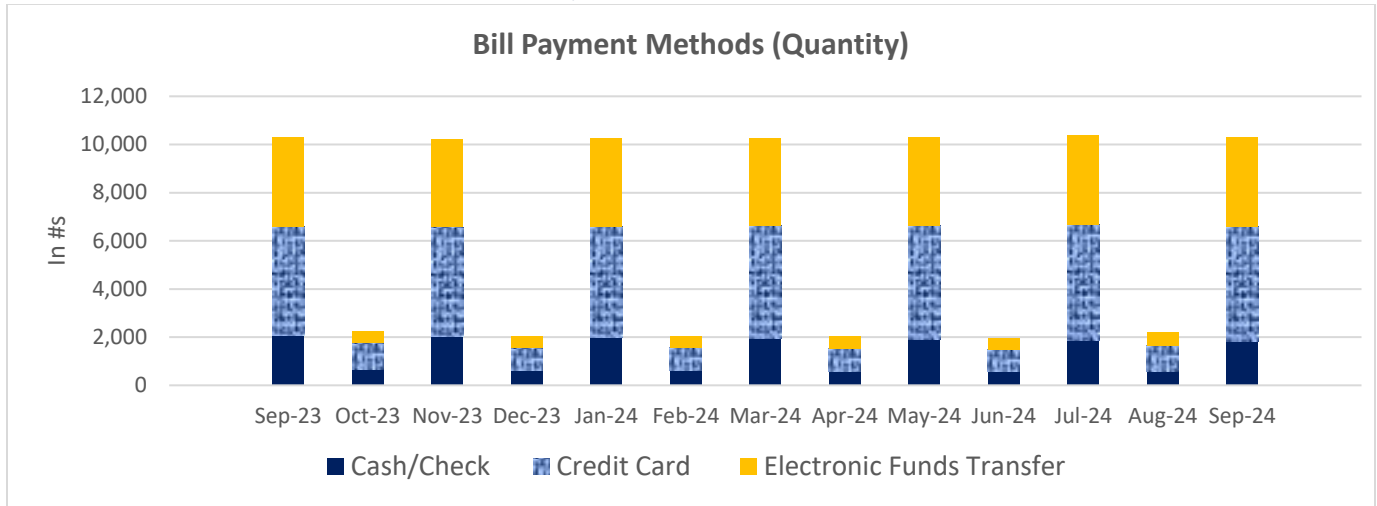


- 1) Water Revenue is higher than prior years due to unusually higher temperatures in July and increased rates. 2) Interest Other Fund revenue is higher primarily due to increasing interest rates and a higher account balance. 3) CIP expenditures is low with the completion of several projects in FY24. 4) GF-Capital Outlay is higher than prior years due to payment of a purchased vehicle. 5) 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.

Statistics

(as of the end of September 2024)

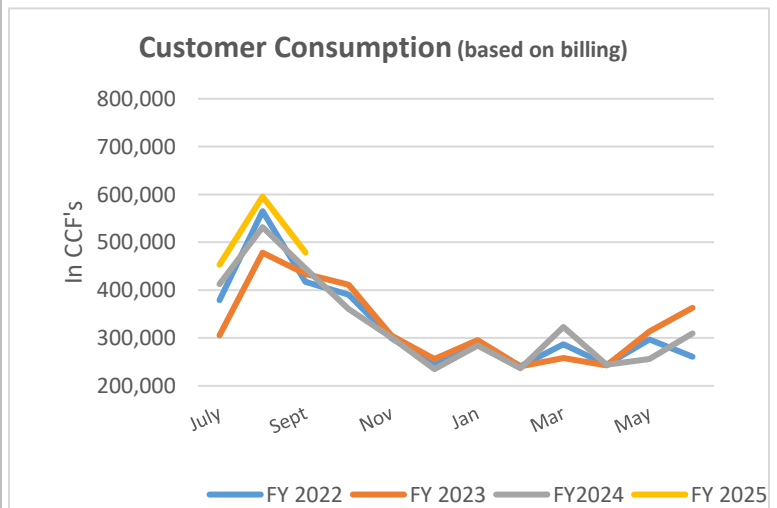
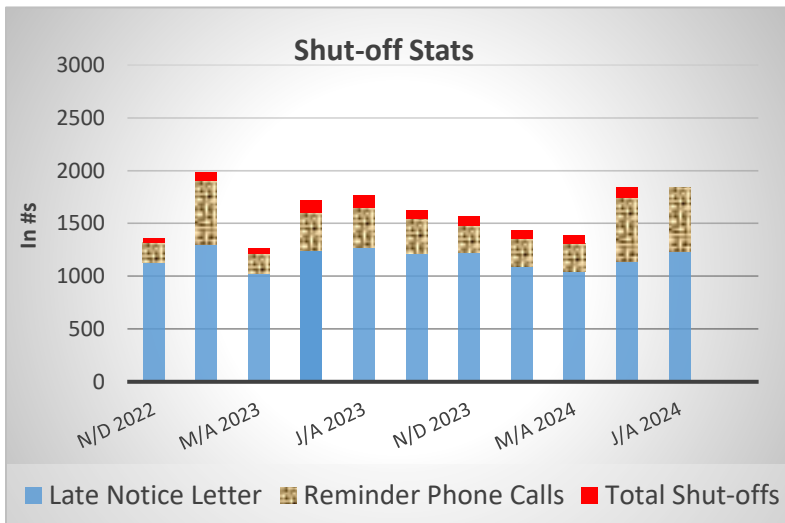
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



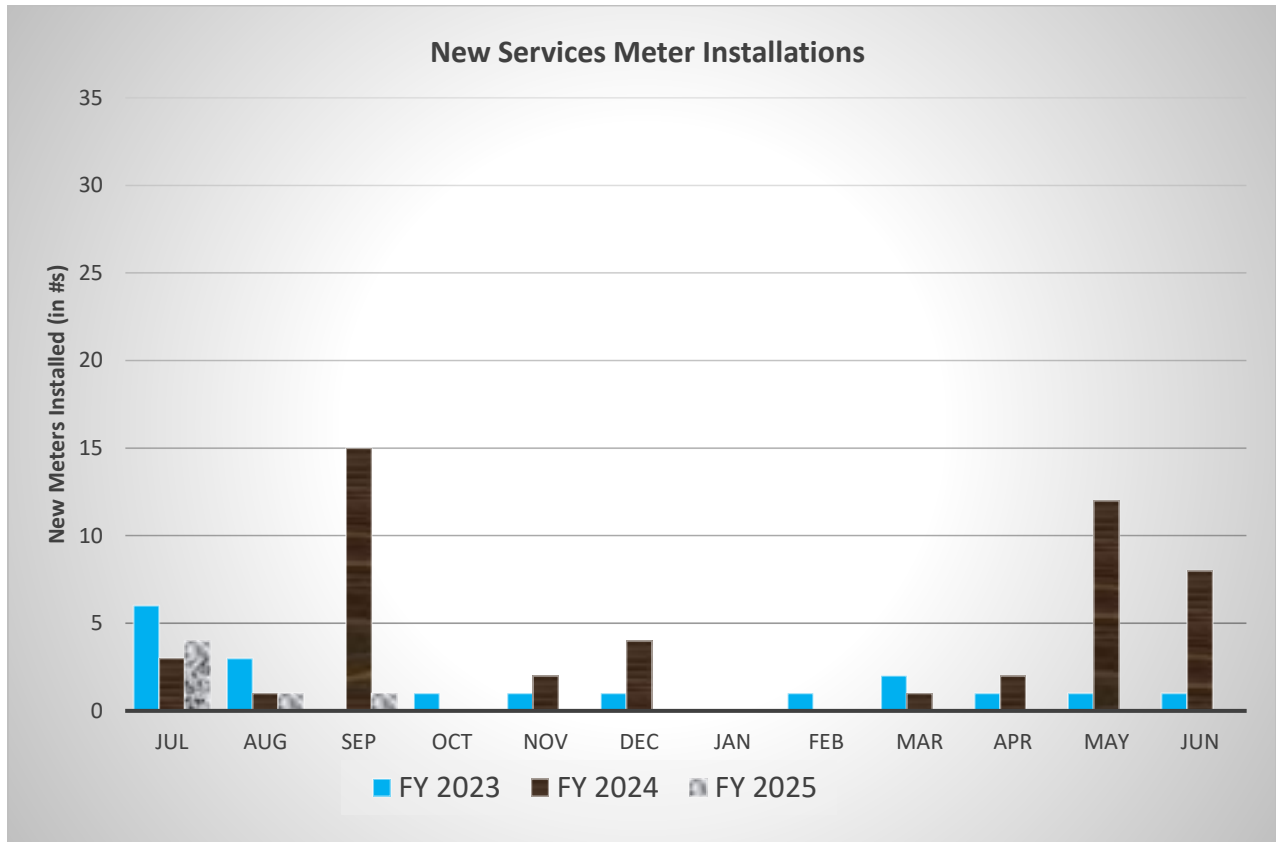
Cash/Check – Received via Lockbox, Counter

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

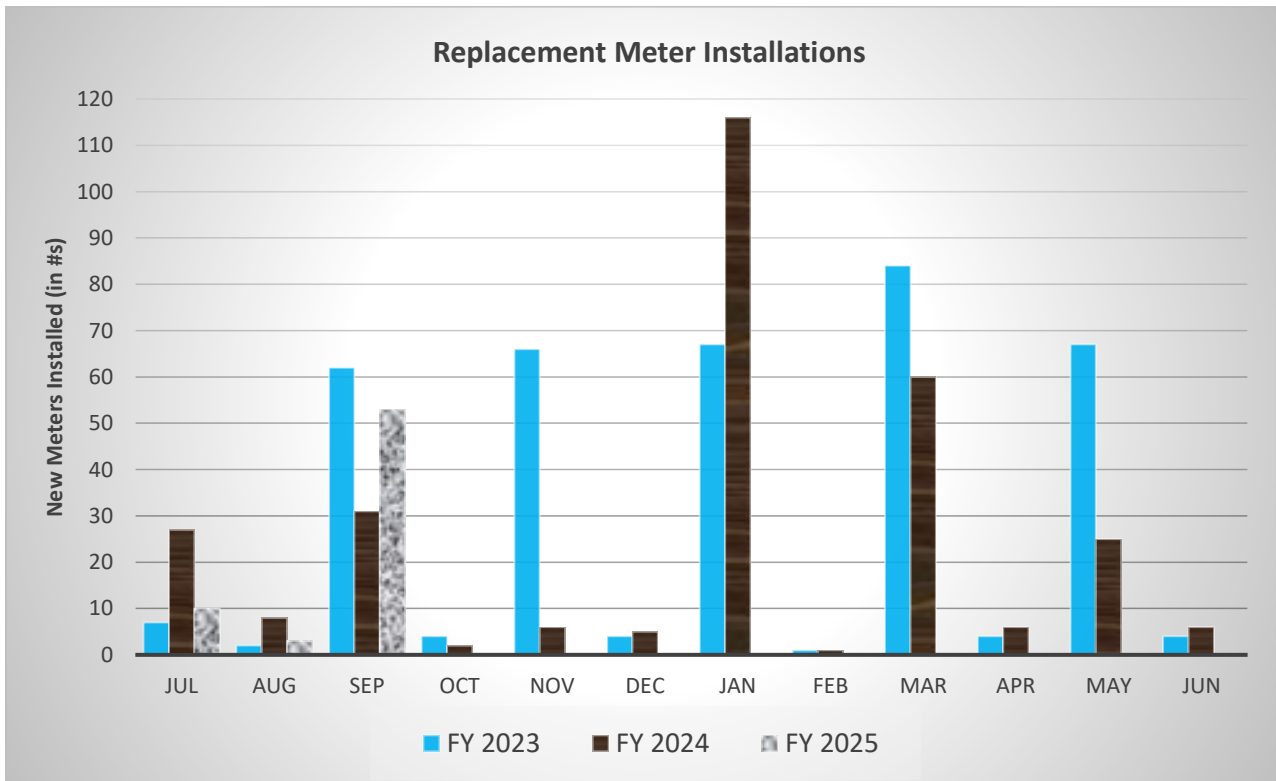
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*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, Oct. FY24, Jan FY24, Feb FY24



**Annual 2024 Goal for Meter Replacement is 350- Year to date is 280**

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. 2024	3	0	38	311	4	28	60	5
Feb. 2024	0	0	109	340	116	3	0	13
Mar. 2024	1	0	4	397	7	3	86	16
April 2024	0	0	91	483	18	3	0	0
May 2024	1	0	21	469	35	4	44	15
June 2024	0	22	126	402	1	5	0	10
July 2024	3	19	127	423	0	7	50	2
Aug. 2024	1	38	105	418	0	16	0	0
Sep. 2024	3	0	6	391	61	8	56	0
Oct. 2024								
Nov. 2024								
Dec. 2024								
<b>Total to Date</b>	<b>12</b>	<b>79</b>	<b>627</b>	<b>3634</b>	<b>242</b>	<b>77</b>	<b>296</b>	<b>61</b>
<b>2024 Annual Goal</b>	N/A	97	905	N/A	600	N/A	N/A	96

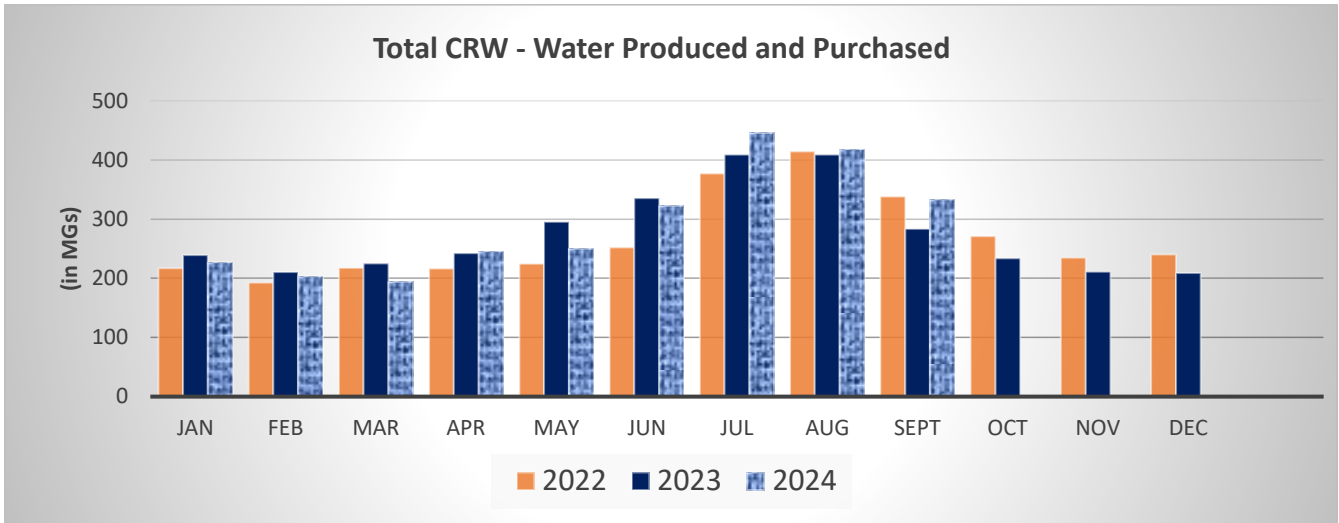
Note - Annual maintenance goals are established based on several criteria including; AWWA Best Management Practices, identified system priority maintenance and repair focus needs, and internal/external project forecasts.

## Capital Project Status Report – September 2024

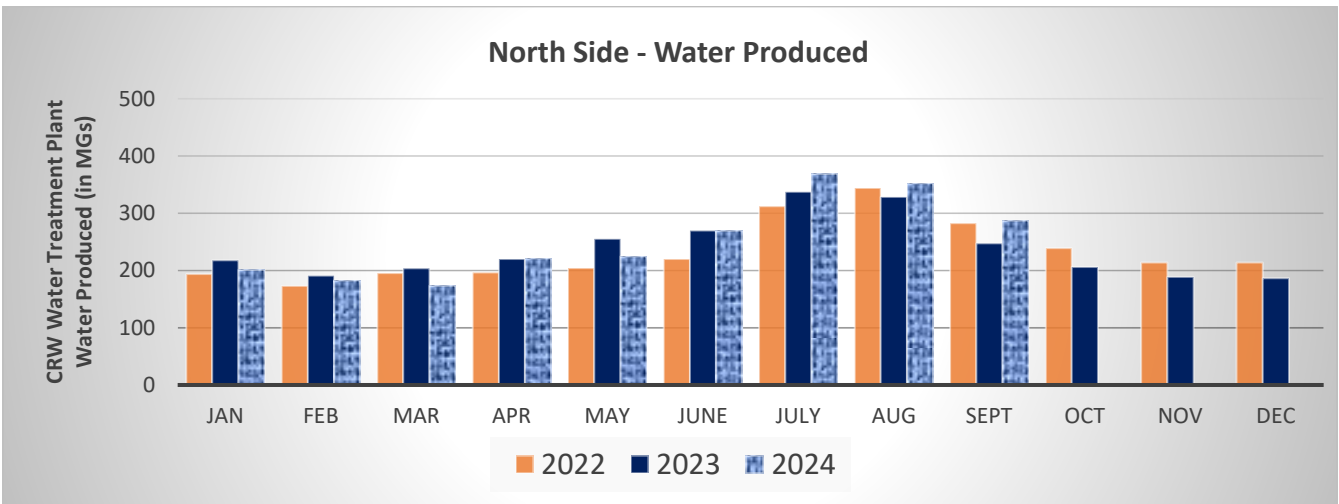
Project No.	Name	Project Budget	Spent to Date	Remaining Project Budget	Project Status
5301	Trans/CRW Impact Projects	\$250,000	\$10,844	\$239,156	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave., Webster Rd.					
5303	82 <sup>nd</sup> Dr. Waterline Phase 2	\$1,041,000	\$122,001	\$918,999	In Design
New survey complete. Beginning conflict analysis and route selection.					
5291	I-205 Crossings:	\$1,119,000	\$149,380	\$969,620	In Design
Grant amendment approved, proceeding with design at Manfield Ct.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$773,409	\$581,591	Complete
Complete.					
5307	Redland Rd. PRV	\$1,003,000	\$38,835	\$964,165	In Design
Design in progress.					
5308	Low Lift PS Improvements	\$749,000	\$3,207	\$745,793	In Design
Scoping project.					
5309	WTP Structural Improvements	\$1,000,000	\$222,884	\$777,116	Construction
Repairs ongoing. Evaluating next steps.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$359,216	\$306,784	Complete
Complete.					
5270	Linwood Road Improvements	\$210,000	\$127,553	\$82,447	Construction
Punch list items are ongoing.					
5278	Monroe Street Improvements	\$850,000	\$55,419	\$794,581	In Design
The design is 100% complete. County scheduled to advertise for construction in November 2024.					
5280	Pump Station Chlorine	\$142,000	\$25,922	\$116,078	In Design
Procuring parts and equipment for chlorine tablet systems. Construction tentative during December 2024.					
5281	WTP Polymer Feed System	\$252,000	\$938	\$251,062	In Design
Design at 30%. Construction tentative beginning of 2025.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$1,261,660	\$40,340	Complete
Complete.					
5302	King Rd Improvements	\$0	\$14,156	(\$14,156)	Design
Opportunity project with City of Milwaukie Road improvements. Approx. 1000 LF of waterline replacement. Exploring IGA with Milwaukie.					
5305	Webster Improvement	\$0	\$35,897	(\$35,897)	Construction
Preconstruction meeting scheduled for Oct 1. Tentative construction start date is Nov 1.					
5292	Johnson Cr Blvd Improvements	\$0	\$2,004	(\$2,004)	In Design
Coordinating with Clackamas County. Project downsized to pavement overlay with ADA upgrades at intersections.					
5312	Thiessen Rd. Culvert Crossing	\$0	\$2,358	(\$2,358)	In Design
Coordinating 8" waterline relocation to accommodate Clackamas County culvert replacement.					

Private Project Tracking – September 2024

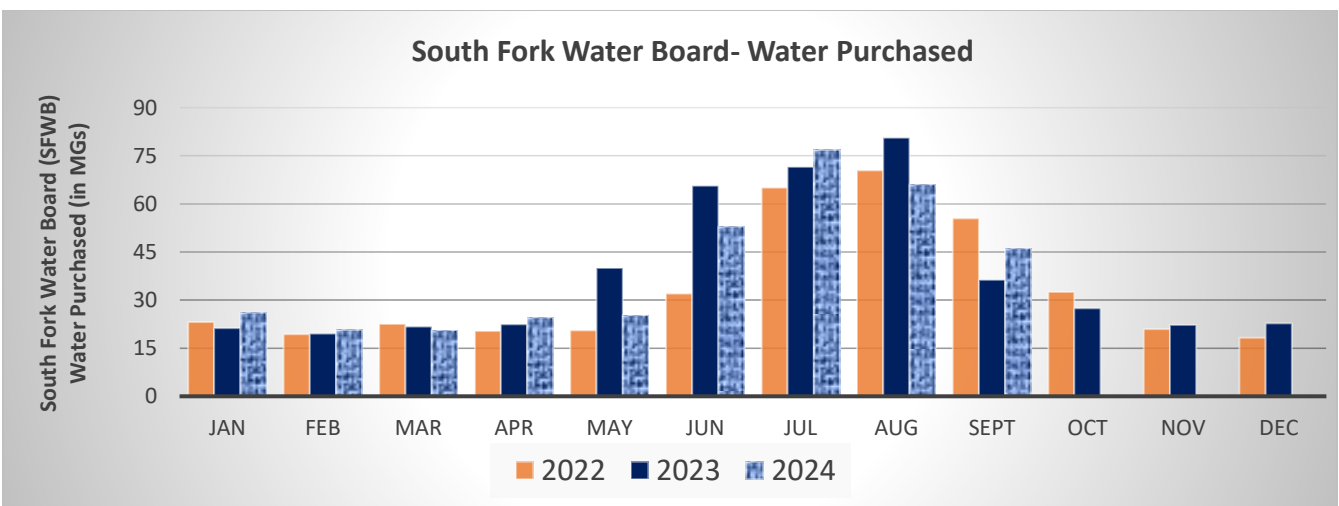
Project No.	Name	Description	Phase	Status
<b>20-5262 Private</b>	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Punch List.
<b>22-5295 Private</b>	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Const.	On Hold.
<b>22-5298 Private</b>	Serres Farms 2 Subdivision	7-lot subdivision	Const.	Pending Construction Start.
<b>23-5299 Private</b>	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Design	Developer reimagining site configuration with redesign.
<b>23-5304 Private</b>	WES - IT2 30" Force Main	Relocate waterline at four locations	Const.	WES has selected Tapani as Contractor. Pending Construction Start.
<b>23-5310 Private</b>	Johnson Creek RCF	Assisted living with fire and domestic service	Design	Plan review.
<b>23-5313 Private</b>	Beacon Dental	Medical office with fire and domestic service	Const.	Pending submittal review.
<b>24-5314 Private</b>	Clackamas Housing Project	County housing project with domestic service	Const.	Pending submittal review.



\*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



\*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



**Regulatory**

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

**Cyanotoxin Testing**

Microcystin and Cylindrospermopsin sampling of our raw water began in May and occurs every two weeks through October for compliance, and the samples are analyzed at our in-house accredited laboratory.

No cyanotoxins have been detected in our raw water.

**Non-Regulatory**

General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected throughout the distribution system at 16 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.

Weekly algae monitoring is occurring at 3 locations in the North Fork Reservoir and CRW's intakes. This work includes species monitoring with the FlowCAM and nutrient analysis.



## River Flow Conditions Reports

- The current Clackamas River **7-day average streamflow is 78% of normal** (median).
- **September precipitation in the Clackamas basin was 74% of normal.** Precipitation since the beginning of the water year (October 1 – September 30) has been 101% of normal.
- **The three-month outlook (Oct-Dec)** from the NOAA Climate Prediction Center calls for **equal chances of above and below temperatures and a slightly elevated chance of above normal precipitation for Western Oregon.**

