**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**BOARD INDEX OF AUDIOTAPE**

**June 11, 2015**

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| **COMMISSIONERS PRESENT:** | **STAFF PRESENT:** | |
| Larry Sowa, President | Lee Moore, General Manager |
| Ken Humberston, Secretary | Carol Bryck, Chief Financial Officer | |
| Hugh Kalani | Karin Holzgang, Contracts Coordinator/Exec. Assistant | |
| David Mc Neel |  | | |
| *Absent: Grafton Sterling* |  | | |
|  | CRW Employees: Bob George, Adam Bjornstedt, Suzanne DeLorenzo, Karen Sype, Kathy Jaeger, Rob Cummings | |

**VISITORS:** Warren Mitchell, Mona Kalani, Naomi Angier, Gary Kerr, Ernie Platt

**Call to Order**

The meeting was called to order at **6:00 pm** by President Sowa. The pledge of allegiance was recited.

**MOTION:** Ken Humberston moved to approve the agenda Hugh Kalani seconded the motion.

**MOTION CARRIED 4:0**

**Ayes:** Humberston, Kalani, Mc Neel, Sowa

**Nays:**

**Abstentions:** None

**Public Comment**

None

**Closed Session Report-**

May 14, 2015 Topics Discussed:

In attendance were Commissioners Humberston, Kalani and McNee and Sowa, GM Moore and Dean Phillips, and Bob George. Topics of discussion were the Carver Bridge, goals for the upcoming FY for the GM.

**Public Comment:** None

**MOTION:** Ken Humberston moved to open the Budget Hearing Hugh Kalani seconded the motion.

**MOTION CARRIED 4:0**

**Ayes:** Humberston, Kalani, Mc Neel, Sowa

**Nays:**

**Abstentions:** None

**Open Budget Hearing:** Staff had performed the required local Oregon budget standards, a Budget Officer had been appointed, Budget Committee vacancies filled, advertising Committee meetings, the budget document was available to the Committee and the public, two budget meetings had been advertised and held on April 23rd and May 7th, the budget was approved as proposed, the Committee declared no tax levy and advertised for tonight’s budget hearing. A summary of the total budget had been provided comparing last fiscal year.

**Public Comment:**

None

**MOTION:** Ken Humberston moved to close the budget hearing. Hugh Kalani seconded the motion.

**MOTION CARRIED 4:0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 1.0 Resolution 17-2015: Adoption of the Biennial Budget and make Appropriations for BN 2015-2017-** *Carol Bryck, CFO*

**MOTION:** Ken Humberston moved that the Board adopt Resolution 17-2015, adopting the budget and making appropriations for the 2015-2017 biennium. Hugh Kalani seconded the motion

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 2.0 Resolution 18-2015: Approve Fiscal Year 2014-2015 Budget Appropriation Transfer-** *Carol Bryck, CFO*

**MOTION:** Ken Humberston moved that the Board approve Resolution 18-2015, authorizing an appropriation transfer from Materials & Services to Personnel Services in the General Fund for Fiscal Year 2014+-2015. Hugh Kalani seconded the motion

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 3.0 Resolution 19-2015: Approve Utility Billing Bad Debt Write-Off for FY 2014-2015, Uncollectible Water Bills-** *Carol Bryck, CFO*

**MOTION:** Ken Humberston moved that the Board adopt Resolution 19-2015, Bad Debt Write-Off for FY 2014-2015, Uncollectible Water Bills. Hugh Kalani seconded the motion.

Commissioner Humberston asked how this year’s write-off compares with last year and Carol Bryck informed the Board that the number is lower this year than last.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 4.0 Resolution 20-2015: Approve Miscellaneous Receivable Bad Debt Write-Off for FY 2014-2015-** *Carol Bryck, CFO*

**There is no bad debt write-off this year.**

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for February 2015

CA-2: Cash Position and Transfers February 2015

**MOTION:** Ken Humberston moved the Board approve the Consent Agenda as presented. Hugh Kalani seconded the motion.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 6.0: Informational Item: Engineering Report –CIP Project Updates** *– Adam Bjornstedt, Principal Engineer*

**14-5154, SE Bell Avenue Waterline Relocation**

SCOPE: This project replaces 2,600 LF of 8” CI waterline and services, and relocates the main to the east side of Bell Avenue, to make way for County’s proposed roadway and storm improvements.

STATUS:

* + - Construction started in April- approximately 50% of the waterline has been installed to date. There will be a pressure test the week of June 15th. This project will be completed within the next month to month and a half
    - CRW SysOps staff have provided additional project support during field investigations, main testing, and service connections.

ESTIMATED SCHEDULE:

* + - *Construction*: April – July 2015

**11-5122, Sunrise JTA Project (and associated projects)**

Multiple locations along proposed highway requiring relocation of waterlines part this part of the job was done the last weekend of May. Kerr construction is the contractor on this project.

**14-5155, SE Monterey Avenue Waterline Extension**

SCOPE: This project installs 1,200 LF of 12” DI water main along the County’s new extension of SE Monterey Avenue, and makes connections to existing water mains on Fuller Road and 82nd Avenue, thus improving system hydraulics and capacity via looping. CRW is responsible for the taps on either end of the project and the County has hired the contractor to perform the work.

STATUS:

* + Waterline and inspection work will be completed under agreement with the County- County’s contractor started initial site clearing in mid-May.
  + CRW System Operations crew and subcontractor completed the hot tap and initial extension of 50 feet of 12” waterline from the existing 10” CI waterline in 82nd Avenue. This was performed as night work the week of May 18-22, 2015.
  + CRW will also perform the hot tap on Fuller Road in June.

ESTIMATED SCHEDULE:

* + *Construction*: May – September 2015

**Agenda Item 7.0 General Manager’s Report –** *Lee Moore, Sr, General Manager*

Reminder to the Board that under the GM report are the Revenue and Expenditure Reports

**Water Shortage update – *Suzanne DeLorenzo***

The Clackamas River is different from many other water sources in that the upper watershed acts like a sponge with an aquifer that soaks up the rain and holds it. The river levels are low and possibly lower than seen in 15 years, our current levels are similar to what we would normally see in mid-July. CRW has issued a Stage 1 alert and we have sent out a PSA to the media and public. A stage 1 asks for people to be cautious in the use of water but does not mandate activities. CRW is coordinating an effort to send out a mailer on the low water levels to our customers. The Governor at this point has not declared a draught at this time. The curtailment plan is available on the CRW website which dictates how we respond in low water events. If the conditions remain the same as they are currently there may be low river flows in September, however PGE can release water in September and October from the North Fork which will help the river flows. The rain year is about 97% but the snowpack was low, for the Clackamas River the rain is what feeds the aquifer helping the river flows.

June 8th CRW held a new Board Member orientation for member elect Naomi Angier and Commissioner Dave McNeel.

Sunrise Water Authority new Board Members – Kevin Bailey will fill Zone 1 and Steve Gaschler will fill Zone 2. Deanna Boast and Ernie Platt were both re-elected.

CRW Board Work Session on May 18th – The Board discussed the inter-tie with the City of Portland and the Joint Operating Plan. The discussion was had about the 18” line CRW has with the City of Portland and the pumps associated with it, the pumps are the City’s and the line is CRW’s.

I had a meeting with Katie Schwab from Wedbush regarding Bonding for projects, she has sent a request to CRW about information she needs to receive to provide an assessment for CRW as to when to go out for a bond.

One on One meeting with Commissioners were held regarding FY 15/16 goals as a result of the May Executive session. Mr. Moore is working on compiling all of the results of the individual commissioner’s responses.

CRW hired an arborist to perform tree Removal in the Mangan Facility Lower yard, at 16845 SE Roberts Avenue and at 10597 SE Mather Rd. This decision was a result of the assessment of an arborist we hired to assess the health of trees on CRW properties. Prior to any removal CRW contacted the neighboring people to alert them of the activity.

With the Year End each of the departments at CRW were asked to provide an update of what is going on in their individual departments.

* FACS – They have recently updated out overhead rates with the approval of our Auditors
* The COOP plan that the Emergency Manager is working on will be presented to the Board at the July work session. In May the Regional Water Providers Consortium held an emergency drill at Riverside Park that was attended by various water members in the region.
* The Engineering group has been working to create an integration plan with SWA and has made progress towards this result.
* SysOps has provided a listing of their current projects (see above)
* Water Resources continues to work with Sunrise on SCADA. CRW has put out a survey to the customers and the Dr. DeLorenzo is going through the responses and compiling them.

City of Milwaukie IGA is in progress; the billing has been signed and approved; the vehicle maintenance agreement will be before the Board in July; the equipment sharing agreement is also complete. The Engineering part of the agreement is in the hands of the City of Milwaukie as it relates to annexations and withdrawals.

Carver Bridge update- The meeting that CRW staff and counsel attended with the County and their design firm on the project was productive. The next step will be to bring in the contractor into the meetings.

**Agenda Item 9.0** Commissioners were reminded to let staff know if they were interested in the Board Member training offered by SDAO.

**Meeting adjourned at 7:09 pm**